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# e-Tips Newsletter

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### Upcoming Webinars

#### January 11

Michael Starkman:  
"Become a Lean Mean  
Edit Machine" - Part 2  
(Hyperkeys, Macros, Spacebar  
Commands & Autoreplacements)  
Simply Magic Total Eclipse 5"

#### January 18

Keith Vincent:  
"You Get the Picture"  
Windows and Eclipse  
Screen Display Controls - Part 2  
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Keith Vincent

## Remote Editing: Eclipse & Dropbox

Until recently, I had never used the Eclipse realtime transcription option called "**Division Intervals**". **It's a feature created for the Senate of Canada about 15 years ago to allow realtime reporters and scopists to work together on a local area network.** Now **Total Eclipse Version 5 can use the Internet and Dropbox to offer your scopist(s) regular work units AND an updated WAV file for synchronized audio playback.** Thus, while I was reporting an arbitration in Vienna, my scopist, Traci Curlin, was cranking out the final transcript in Houston. Remote scoping, indeed.

What is Dropbox? **Dropbox uses the internet to synchronize computers.** When you place a file in a Dropbox folder on one computer, it appears in a Dropbox folder on your other computer(s). **Go to [Dropbox.com](http://Dropbox.com) to see a quick video demonstration and to download Dropbox.** I downloaded and ran their installer. When asked, I let Dropbox create an account for me. The first 2 gigabytes of storage are free. You can buy more or just delete old files as you go.

I let Dropbox do a typical setup for me. It created a "**Dropbox**" **icon on my Windows desktop that opens up my Dropbox folder.** Any files I drop into that folder will be available on my other computer(s). I can also access those files from someone else's computer if I log on at [Dropbox.com](http://Dropbox.com). 

The Dropbox folder starts with a few generic folders like "Photos" and "Public". **I made a new folder called "Keith"** and opened up that folder. I then clicked on the address line within Windows Explorer to see the path to that folder. It was C:\Users\Keith\Dropbox\Keith. That path would be important when I was setting up Eclipse.

**Dropbox creates a Taskbar icon** in the lower-right corner of your Windows taskbar. I right-clicked on that icon and chose "Launch

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# Pogoplug



These days everyone is talking about "the cloud." The cloud is just a cool way of talking about file storage accessible from anywhere by the Internet. **Whether you know it or not, you're most likely using the cloud every day.** Social networks like Facebook and LinkedIn save your information to the cloud. If you use a web-based email program like gmail, it keeps your email messages in the cloud. If you are a user of SugarSync or DropBox, you are backing your files up to a server in the cloud.

I've been using the **Pogoplug Classic (\$49.99, Pogoplug.com), which allows you to create your own cloud to back up your digital files to and then enables you to access your files by a Web browser or by mobile devices such as your smartphone or tablet.** There is a free Pogoplug app available for an iPhone or Android.

The **Pogoplug streams your digital files through the cloud using Pogoplug servers but doesn't actually require that your files are stored in the cloud. You keep your files on**

**your own hard drive or attached USB backup drive at your home or office.**

Pogoplug works great. One downside though is that if something happens to your computer and you need to retrieve files backed up via Pogoplug, they can be a bit slow to download. However, this is true with any Web-based backup system. It may just be simpler to attach a USB backup drive directly to your computer and back up files to it, bypassing the Web, but you lose the ability to access those files from anywhere or any computer. Some people may consider that to be a plus for security reasons.

**Until recently the way Pogoplug worked was that you bought the Pogoplug device, plugged it into your router and an external hard drive and installed the software.** Then you could start backing up or synchronizing your files. For those ready to rely on the cloud, Pogoplug now offers online backup to their servers as well, so you do not need to buy your own hardware and only need to

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## Pogoplug *(cont. from pg. 2)*

install the Pogoplug backup software. **For the purposes of this article, I'm referring to backing up on Pogoplug hardware.**

One of the reasons that I want to use my own hardware for remote backup is that it is getting expensive paying the monthly fees for Sugarsync for the size of the files that I'm trying to back up. So I ordered the Pogoplug and a 2-terabyte Simpletech USB backup drive. This cost me in total quite a bit less than my yearly backup plan with Sugarsync.

**The Pogoplug itself has four USB ports which allows me to plug in up to four external hard drives**

as I need additional storage so there is plenty of room for future expansion. I plan to keep SugarSync but may not back up "everything" to it as I had done in the past to save a bit on the yearly cost.



**When you've got your Pogoplug set up, you are able to go to my.pogoplug.com Web site and access any of your files that you've backed up.** Pogoplug also creates a secure connection so that it will work with your current firewall settings. You may use sharing settings with the Pogoplug to synchronize files added or changed on your computer. These files are then stored on your USB backup drive. If disaster strikes and you need to download that important job, all you need to do is go to the Pogoplug website and log in with your user name and password.

Pogoplug is a great way to back up your files and make them accessible from any device that you can access the Internet with. I've found setting up and configuring the Pogoplug to be a bit more complicated than Sugarsync or Dropbox. You may need the help of a networking savvy friend or geek to get the kinks of installing it worked out. Once you do, it is easy to use and keep your files synchronized on an ongoing basis.

## Remote Scoping: Eclipse & Dropbox *(cont. from pg. 1)*

Dropbox website". The Dropbox **home page opened, and I clicked on the "Sharing" tab. I then picked "Share a folder" and chose "I'd like to share an existing folder."** At the next screen, I picked the "Keith" folder that I had created. **To "Invite collaborators to this folder," I entered the e-mail address of my scopist.** She then received a message that made it easy for her to link to the folder where my Eclipse files and sound files would be available for her.

Now let's look at the setup in Version 5 of Total Eclipse. **In User Settings, "Realtime", you find "Division interval". I set this at 30 minutes** since I was only working with one scopist. So if I start writing at 9:00, then at 9:30 Total Eclipse 5 will create a file that is a copy of my previous 30 minutes of transcription and it will also create a copy of my sound file. Every 30 minutes, a new interval file is added and the sound file is updated accordingly.

**While at the "Realtime" user settings, I adjusted my "WAV audio settings" to create files that would be usable but small.** So I used the "Compression" button to select "Speex" as the

format, and almost at the end of the list of attributes I chose 24.6 kBit/s, 8.0 kHz, Mono, Q10. Next I needed to tell Eclipse where to copy the interval files. **In User Settings, "Programming", I selected "File locations" and used the "Modify" button. I then added a line to show the path to my Dropbox folder:**

```
DIVISION= C:\Users\Keith\Dropbox\Keith
```

**What about my scopist?** After she accepted the invitation to link to my Dropbox folder, she could access the files that I wanted her to have. However, **she needed to tell Eclipse where to look for the sound files.** So she clicked on the "Keith" folder that she saw in Dropbox, noted the path, and went to User Settings, "Programming", to modify the File Location info. Here's an example:

```
WAV=C:\Users\Traci\Dropbox\Keith
```

I would have preferred to connect to the Internet by a cable instead of WiFi, but the hotel did not offer that option. **Out of caution, I stopped realtime translation at each break. Rather than have**

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## Remote Scoping: Eclipse & Dropbox *(cont. from pg. 3)*

**one 8-hour sound file, I preferred to have several shorter sessions.** That was a good idea because one day at our first break, Traci asked me to re-copy the early morning sound file into my Dropbox folder. She was not seeing it on her side. After I did that, she could hear what she needed to hear. That was our only technical difficulty, and it was temporary.

So that you don't omit something when you're joining your interval files to form one full transcript, Eclipse automatically adds some overlap text. The overlap has always been two paragraphs, as requested by the Canadian Senate's reporters. However, Total **Eclipse 5.0.0.18 lets you use a minimal overlap of just three words.** I like that. When I would use "Block Read" to add a segment in at the end of a previous one, I would see just three duplicated words that I needed to delete. However, for the time being, you need to use a back door to request a minimal overlap. Here's how to do that in Version 5.0.0.18.

With Eclipse turned off, find your user settings file (for example, Keith.INI in the Eclipse folder of

My Documents). Click on that file; and it will open in Windows Notepad. Look for "DivOverlap=2". Change that to "DivOverlap=0". Save and exit.

When putting together the day's segments, it helped to know what was not edited. So let's say Traci was starting on the PartA0930.ecl file. She renamed it PartA0930.started.ecl. If a file had not been renamed to end in .started.ecl, I knew it was unedited. When she finished that file, she would rename it, PartA0930.tc.ecl. Any file whose name ended in .tc.ecl was clearly ready to be added to the final transcript.

**Another Eclipse method for remote scoping would be Steno Link, but it needs a constant internet connection. By using division intervals instead, Eclipse only needed the internet once every 30 minutes.** So all I had to do was work through the German, Russian, and Czech accents in the arbitration and thank God for my scopist's help when I was joining the pieces together at the end of each day.

Want to see more? Open the Visualizer topics, press F2 to see the new movies, and select: "Remote Scoping: Steno Link vs. Division Intervals".

## Eclipse Webinars Resume on January 11

**More than 30 Eclipse Webinars have presented in the last 5 years,** offering outstanding information and an easy way to earn continuing education units. **Webinars are usually available for a limited time, but until December 31st the whole catalogue has been re-opened.** So whether you're running up against a deadline for CEUs or you just want to catch a class that you missed, now's your opportunity.

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January 11th, Part 2 of Michael's webinar.

January 18th, Part 2 of Keith's webinar.

**It's not too late to view the recorded version of the November presentations. In addition, there's a 20% discount offered for those who sign up for all four parts.**

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