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# e-Tips Newsletter

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Keith Vincent

## Give it a Rest, Please (for Computers & Eclipse)

**At the end of a day, you should shut down your computer. Use the Start/Power icon in Windows and select "Shut down."** Simply closing the lid of your notebook computer or putting the system to sleep does not perform a proper shutdown.

When traveling, I shut down my notebook computer before heading out the door. **Shutting down the computer means Eclipse gets closed, heat buildup is dissipated, and Windows can reset.** However, I know there are folks whose notebook computers do very little traveling, and it would be easy to leave them on all the time.

While you work with Eclipse, entries that go into your main dictionary are stored temporarily. When you turn off Eclipse, all these main dictionary changes are actually written to your computer's hard disk or SSD, plus a backup of your dictionary is created automatically. In fact, Eclipse creates as many as ten automatic backups of various sorts -- text file, main dictionary, job dictionary, user settings, spelling dictionary. In the Edit section of User Settings, "Timed auto-backup" controls how often the text files are backed up (typically every 15 or 20 minutes), but the **other automatic backups occur when you either switch from one user profile to another (say, from Keith Realtime to Keith Scoping) or when you turn off Eclipse.**

**If you just close the lid of your notebook computer and leave Eclipse running, the system is not given the opportunity to perform an automatic backup.** Just turning off Eclipse at the end of a day means that at the end of 10 days, you'd have 10 backup copies of important files like your main dictionary and user settings.

Occasionally someone contacts me to say Eclipse won't open because their dictionary got damaged. Restoring an automatic backup is all it takes to solve the problem, but **would you prefer an automatic backup from yesterday or from weeks ago when you last gave your computer a rest?**

## Upcoming Webinars by Keith Vincent

**March 23rd**

**Eclipse en Français**

**April 26-28**

**Eclipse Mega-Webinar**

**K1Vincent@Comcast.net**

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## Auto-Mark: Setup and Search



*Wil is busy at the moment with a daily-copy realtime trial, so we're re-publishing one of Keith's tips that we think has a lot of practical value.*

While writing, I mark two kinds of spots so that I can quickly find them later.

**The first spots are where I want to check myself against the audio** to make sure I didn't miss something important. These are not spots where I must ask for something to be repeated. I may have lost concentration or mixed up a number. The steno that I use to indicate such spots is **SKRUP** (as in "screw-up"). **SKRUP is defined in my dictionary as just one asterisk.**

During breaks, I can search for single asterisks and find the spots where I may have messed up. An occasional asterisk will show up on my realtime clients' screens, too; but that's not very distracting and it can be helpful. I *invite* my clients to work with me: "If you see a little asterisk on your screen, why don't you just clarify that last bit? The asterisk is a sign that I'm not sure what I heard. Since you know the subject matter so much better than I do, you can probably help me out."

**The second kind of spots are where I want to place an invisible mark that I can use to verify a name or a term.** During a short break, I find those spots and ask about them. Witnesses and other speakers may or may not be able to provide me with the spellings I need, but they can at least let me know whether I'm looking for a "B" or a "V," an "M" or an "N."

**To mark the spots that I want clarified, I press the "Mark" button on my steno machine.** Back in court reporting school, my teachers called that a "Hot Dot" because the old steno machines put a big purple dot on the steno paper at that spot. Today electronic notes file will contain an Automark at the spots where you pressed the "Mark" button. **If your input method is voice, you can set up a nonsense word like "blurp" so that it will serve as an Automark.**

**In the "Input" section of User Settings, you can tell Eclipse what kind of Automark to expect.** Most writers today will put `<!0>` at a spot where you pressed the "Mark" button on your steno machine. So at the "Input" section of User Settings, click on "Automark." The steno emulator will open. Click on the "!" and `<!0>` will register.

If you have a steno machine that does not offer a "Mark" button, you can just write some one-stroker that you would set up as your Automark. Again, set that up in the "Input" section of User Settings.

**Once you've indicated how your Automark will register, here's how to make it invisible in your translated text.** In the "Input" section of User Settings, right below "Automark," there's a box next to the word "Display." If you type in `{NULL}`, then your Automark will NOT display in your translated text, even though it will register in your steno or voisteno. In this case, `{NULL}` means "not displayed" in your translated text.

**How to search for these invisible marks?** That's the fun part. Your translated text won't show your Automark spots, but they're still searchable in your steno or voisteno. In fact, if you're looking at your Notebar, you'll notice that your Automark will appear as `<!0>` or "blurp" or whatever you indicated to support your input method.

**The default Hyperkeys contain quick ways to find these invisible spots in your job. Press Hyperkey v to open a list of forward scans, then f (as in "flag"). Press Hyperkey r to open a list of reverse scans.**

**Once you've used Hyperkey vf or Hyperkey rf, you can press Ctrl L to Locate Next or Shift Ctrl L to Locate Previous.**

What are these Hyperkeys doing? They're simply saving you the trouble of opening the "Find" dialogue and then using the "Find Steno" button to search for the spots where an Automark was registered.

## Keith's Upcoming Webinars

### Eclipse en Français

**Samedi, 23 mars 2024**, Keith Vincent propose un webinaire de 3 heures pour nos utilisateurs francophones.

Les nouveautés d'Eclipse v11 seront illustrées et expliquées.

Parmi les questions qui seront discutées :

Faut-il modifier ses dictionnaires pour bénéficier de l'analyse grammaticale qui a été complètement repensée?

Comment obtenir les meilleurs résultats de l'auto-formatage des nombres?

Heures de la formation :

**Au Canada : 9h00 - 12h00 (EST)      En France : 15h00 - 18h00**

Tarif : 50 USD - 50 EUR

Adresse pour s'inscrire : [klvincent@comcast.com](mailto:klvincent@comcast.com)

**Un enregistrement vidéo sera envoyé par après.**

### Eclipse Mega-Webinar

**Friday, 26 April 2024 : Automatic Indexing (3 hours)**

**Saturday, 27 April 2024 : Eclipse Latest and Greatest (7 hours)**

Every two years, Keith offers an in-depth look at automatic indexing and a review of what's new in Eclipse.

Version 11 is rich in new features, but there's also plenty to discuss from previous versions.

**These 10 hours of continuing education will be pre-approved for Texas reporters as well as eligible for CEUs for NCRA, NVRA, and other jurisdictions.**

**Class hours: Friday, 7-10 pm Eastern; 6-9 pm Central; 4-7 pm Pacific**

**Saturday, 10-6 Eastern, 9-5 Central, 7-3 Pacific**

**A video recording will be distributed to all participants after the class has been presented.**

Fees:

Friday (3 hours) - \$100 (for students, \$50)

Saturday (7 hours) - \$200 (for students, \$100)

Contact Keith to register: [klvincent@comcast.net](mailto:klvincent@comcast.net) or Cell-281.908.4777

## New Connection Magic Servers Added

Two new servers have been added to increase responsiveness for Team Editing and programs Bridge Mobile.

**If these servers are closer to where you are located, you can take advantage of them.**

Go to User Settings, Users, Advanced, Connection Magic. In the box next to "Internet URL", make a small change.

For the European server: <https://connecteu.eclipsecat.com>.

For the Asian server: <https://connectas.eclipsecat.com>.

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