e-CourtReporter Presents:

# e-Tips Newsletter

No. 11 – January 30, 2002

**Wil Wilcox:  Get the Best View**
**Keith Vincent:  Edit the Spelling Dictionary**
**BJ Quinn:  Dictionary Build from Your Word List**

Constant innovation is a hallmark of EclipseNT, so there's always something new to learn.  It may be an explanation of an amazing new feature or just a faster way to do a familiar task, but Eclipse users have always been eager to help each other.  In this spirit, we continue our FREE newsletter to anyone who wishes to receive it.   Whether our **e-Tips** are a basic tip for editing efficiency or a challenging macro, we hope you'll find them helpful. Tell your friends to sign up for e-Tips at www.EclipseNT.com.   We would like to thank all those who overwhelmed us by your positive responses to our first e-Tips newsletter. You will be able to find a complete archive of e-Tips at our website

## Wil's e-Tip

## Get the Best View Possible

A few minor tweaks in your Windows settings can make a huge difference.  Here's a tip to make the text that pops up when your mouse is hovering over an icon, which is called a "tooltip," much easier to read.   This has the added bonus of also making the status bar, which is the horizontal bar at the very bottom of your main EclipseNT program window, much easier to read as well.  The main program status bar indicates the volume, page, line, column, and timecode of the cursor position in a transcript among other things such as whether your hyperkeys are on or not.  Windows allows you to modify how these different elements appear on screen.  I've found it looks much better to my eyes if I customize how tooltips appear by making them "bold."

So that you can see the difference that this bold tooltip setting makes, let's take a look at it before and after.  Open a transcript in EclipseNT and look at the status bar at the bottom where it shows the page number, etc.   Then when you've completed the steps below go back into your transcript and look at the difference.  I think you'll agree with me that it's much nicer when this transcript information is displayed in bold.

Here's how to do this yourself: (I should note that if you've already customized your display settings that this further change may not be available. The steps may also vary somewhat based on your version of Windows.)

**RIGHT CLICK** an empty part of your Desktop and choose **PROPERTIES**, **APPEARANCE**. Or click the start button and go up to **SETTINGS**, **CONTROL PANEL**, and then **APPEARANCE**. Click the down arrow below **ITEM** and select **TOOLTIP**. (In Windows XP to see **ITEM** you will need to click the **ADVANCED** button. In the lower right-hand corner of the **DISPLAY PROPERTIES WINDOW** you will see a "B" for bold. Look to be sure that the item selected is **TOOLTIP** and then click once on the "B" button. Then click **APPLY** and **OK**. You may also want to follow the same steps to make your menus also display in bold. Just click on **MENU** in the drop-down window instead of **TOOLTIP**.

It will take your eyes a few moments to adjust to how sharp and crisp this information is displayed now, but I'll bet you are very happy with the results.

## Keith's e-Tip

## Shift Ctrl D to Edit the Spelling Dictionary

The word list used by the EclipseNT spelling checker contains several hundred thousand entries. Presuming your cursor is on a word that you do not want to have in the main word list, the following macro (which I assigned to <span style="color:red">**Shift Ctrl D**</span>) finds that word from the spelling dictionary so that you can delete it if you wish. This makes it easy, for example, to remove British spellings like "travelled" so that when the system adds a suffix "ed," you would never get anything but the American "traveled."

Right   -   The first two steps just ensure the entire word will be marked properly
Left
F7   -   Mark word
Ctrl C   -   Copy marked word
Alt U   -   Open User Settings dialogues
Right (x3)   -   Move to "Edit" section of User Settings
Tab   -   Move out of typing field
Alt O   -   Spell Options
Alt A   -   Advanced
Shift Tab   -   Move up to file name
End   -   Select main dictionary:  HspellW.hse

Tab (x2)   -   Move from "File" name field to "Look up" button
Spacebar   -   Press "Look up" button
Ctrl V   -   Paste word from clipboard into text field for "Look up"
Enter   -   Find word

So if your cursor is on "travelled" and you press **Shift Ctrl D**, the "Edit Spelling Dictionary" macro that I just described should find "travelled" in the HSpellW file so that you could then press Alt D and delete that spelling.

**Shift Ctrl D** will probably work on your computer.  I believe it's part of the default macros and key commands.  If not, you now have the steps for creating the macro to "Edit Spelling Dictionary" and you can assign it the key command of your choice

## BJ's e-Tip

# Creating your own Dictionary Build from Word Lists

There are numerous dictionary build programs on the market designed mainly for captioners to use to enhance the already huge dictionaries necessary to caption.  Each program offers various categories of vocabulary.  But did you know that AccuCap and EclipseNT software has a built-in feature that is a very handy way to import almost any list of words or terminology and turn it into a dictionary build program?

Here's how.  Take any list of words and convert it to a .TXT file, or ASCII file.  This can be done in MSWORD, NT, WORDPAD, or NOTEPAD by saving your list of words as a .TXT file.

Once you have the .TXT file, open your Windows Explorer.  This can be done within NT by hitting **CTRL/F**.  Go to the drive where your Advantage Software is loaded on (usually the C drive).  The path will most commonly be:  **C:\Program Files\Advantage Software\EclipseNT**.

Find the file called **BUILD.TXT**.  Right click on it, and change the name to **BUILDSAVE.TXT**.

Now bring the .TXT list file that you have created into the above folder by either dropping and dragging it over into the EclipseNT folder, or copying it over, whichever you prefer.  Once it is in the EclipseNT folder, find it in your Windows Explorer, highlight it, and rename it by right clicking on it.  Rename that file to **BUILD.TXT**.

Now you are ready to enter the steno for that word list.

Cable up your writer. In AccuCap or NT, create a NEW DICTIONARY file by selecting **F9**, then typing in a new name such as **CAPTIONBUILD.dix**, or anything you prefer. This will create and put you into a new blank dictionary.

Now you will be able to begin building a dictionary from your steno machine by selecting **EDIT** from the tool bar, then selecting **MISCELLANEOUS**, then selecting **DICTIONARY BUILD**. It will seem like nothing is happening for a moment, and then a dialogue box will open called "DICTIONARY BUILD" and the first word that it is asking you to stroke should be the first word on the list you converted into a .TXT file.

A couple of things you should be aware of: 1) always have one stroke entered on your steno machine. 2) You will need to temporarily define two strokes in your user options, one to advance through the list; and one to go back because of a misstroke.

**DEFINING AN AUTOSTROKE AND A DIVISION STROKE**:

Select user options by clicking **ALT/U**. Choose the **INPUT** tab. Click on the **AUTOMARK** button, and then make up a stroke that you want to use. Make it easy so that you can advance to the next entry or delete the current entry very quickly. I suggest ***RBGS*** for your **AUTOMARK** Stroke, and ***DLAO*ET*** for your Division Stroke. Just remember when you are in the dictionary build program, **AUTOMARK** advances to the next entry, and **DIVISION** deletes your current steno entry and lets you start, again. Also each English word in the list will give you four attempts to write the steno four different ways. If you choose to only write it one way, simply enter the steno the first time, and then hit your **AUTOMARK** stroke (in my case that would be ***RBGS***) three more times, and it will advance you to the next word.

While you could advance to the next word in the list using your computer keyboard, as well, I find it's easier to stay on the steno machine and do with the **AUTOMARK** stroke.

If you don't wish to enter steno for a certain word, you can simply bypass it by hitting your **AUTOMARK** stroke four times, and you will then be advanced to the next word.

**CLEANUP**:

When you are done building the dictionary entries from an English list, you can either import that list into your master dictionary, or simply attach it as a dictionary you want to use in translation. I prefer to import it into my master. That is done by going into your master dictionary, right clicking anywhere in there, which will open up a dialogue box that affords you the opportunity to import. Choose **IMPORT**, and voila! You have imported the dictionary you created from a text list.

Once you have successfully completed the process and stored the dictionary where you want it, you need to go back to your Windows Explorer and delete **BUILD.TXT**, then rename **BUILDSAVE.TXT** back to **BUILD.TXT**.

You will need to go back to your user options and delete the **AUTOMARK** and **DIVISION** stroke you temporarily entered there in order to work on your dictionary build program.

Always be sure to look at the newly created dictionary for problems or misentries before you import it into your master or some other dictionary.

While this E-Tip is extremely helpful to a captioner, it can also be very helpful to multiple reporters working on the same case and collecting terminology and spellings. Since not every reporter writes exactly the same way, it really would do no good to import someone else's case or job dictionary. You really need to stroke the words the way you write them. This enables a list of English terms and spellings to be passed back and forth among reporters, who can then convert it into a dictionary build program, and enable each reporter to stroke the same terminology in her own style of writing.

Finally, depending on your scanning software, certain scanning software would allow you to scan in various English lists, and then convert them to a .TXT file, thus enabling you to build dictionaries from a scanned document, as well.

## Upcoming 3-day EclipseNT e-POWER Workshops

**Las Vegas, NV Feb 1-3, 2001**

**San Diego, CA**      **June 7-2, 2002**

**Houston, TX**      **August 23-25, 2002**

**Chicago, IL**      **September 20-22, 2002**

**Honolulu, HI**      **October TBA**

**Burbank, CA**      **November TBA**

## New 2-day EclipseNT Realtime Power Workshops

**Houston, TX**      **April 27-28, 2002**

**Burbank, CA**      **May 18-19, 2002**

**Indianapolis, IN**      **October 26-27, 2002**

**For more details: www.EclipseNT.com**

We'd also like to thank the great EclipseNT users who have joined us at one of our many workshops and we hope to see you again soon!

# Who Are We?

**Wil Wilcox** is a freelance court reporter in Los Angeles, California, and has been a technology consultant for reporters since 1995. Since 1998, he and Robert Denos have been the Advantage Software representatives for Southern California.

**Keith Vincent** is a freelance court reporter in Houston, Texas. He's been an Advantage Software rep, trainer, and tester since 1992. In 1997 he wrote the Hyperkeys tutorial for Eclipse users.

**Robert Denos** is the manager and event coordinator for e-CourtReporter, LLC.

Any questions on seminars or workshops should be directed to Robert at this address:
e-CourtReporter@pobox.com   or call (818)766-7346.


## Introducing:  BJ Quinn

BJ Quinn is most famously known for reporting Gore v. Bush Presidential Elections, United States of America. She has given numerous seminars on realtime and has written many articles for the StenoCat and Eclipse Users Groups as well as for the NCR Journal. BJ is a CRR, employed as a broadcast captioner with Vitac Corporation. We are very proud to have her as a part of our team.

Disclaimer

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