

# e-Tips Newsletter

Issue 58

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Please keep in mind that because of the volume of e-mail we receive and the fact that we are volunteering our time and this free newsletter, we can't routinely answer individual questions by phone or e-mail, or consult on individual problems or purchasing

## Jobs Folder a Mess? Conquer the Clutter, Part 2

by: Wil Wilcox



### Quote of the Month:

*What the world really needs is more love and less paper work.*

—Pearl Bailey

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ASI Tech Support  
24/7-365  
1-800-800-1759

Last month in Issue 57 we discussed how the Jobs Folder stores all of your transcript files. We also went into how to set up new folders within your Jobs Folder for specific cases so that all of the files pertaining to that case will be in one folder. We even worked with a macro for changing your default Jobs Folder to expedite the process. In an effort to find a way of accomplishing this that works best for you, I'm going to give you an alternative method for setting up these new case folders. You'll be able to experiment and settle on what works best for you.

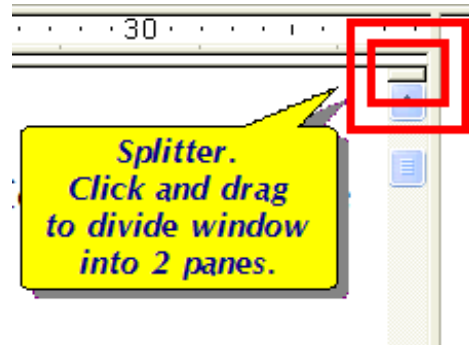
When you start your realtime and name your file, you can create a new folder right then and there from within the Translate Notes dialog. First, press Alt-T or click the Translate Notes icon. Be sure Realtime is selected. Then click OK or the Text button to specify a file name for your realtime translation. Before you type a file name, click on the Create New Folder icon at the top of the Open dialog window that has the little red star on it. Type a name for your new folder. Then press enter twice or double click on the new folder you've created. You will notice that where it says Look In up at the top of the Open file dialog box it will have the name of the folder you just created. Now all you have to do is type a name for your realtime file and press enter or click open.

Later on when you go to open your transcript for editing, you will see all the folders your transcripts are in. Just double click on the appropriate folder to see the files in it. If you are doing multiple transcripts in the same case and have already created the new folder for that case, when you are starting realtime just double click on the folder for that case. Then type the name of the realtime file.

Creating a new folder or selecting an existing case folder for your transcripts at the start of translation is quick and easy. This only adds one or two steps to starting your realtime and gives you the advantage of not having all your realtime files stored in one place. ■

## Splitting a Text Window into Two Panes

By: Keith Vincent



Splitting a text window into two panes can be very helpful, and it's easy. I do this quite often when I'm copying information from my cover pages to my certificate pages. There's even a movie that shows you how. You'll find it in the "Display and Command Options" section of the Visualizer Topics menu. The movie is entitled "Splitting a Window into 2 Panes."

You can split any text window into two panes. It's not limited to realtime transcription. Each pane is an access point to your document. So you can edit in either the top pane or the bottom one.

To split a window into two panes, all you have to do is position your mouse over the "Splitter bar" at the top of the vertical scroll track. When you're in the right spot, you'll see the normal single arrow turn into a double-headed one. Then hold down the left mouse button while you drag toward the bottom of your screen. As you drag the splitter bar, you'll see an outline of where your screen will be split into two panes. When you have the split positioned where you like it, just release the mouse button.

The split will disappear when you close the document. However, if you want to remove the split without closing your document, just hover over the splitter bar once more and drag it to either the top or the bottom of the vertical scroll track.

(Keith Vincent continued on page 5)

### ***3 Updated e-Power Video Tutorials. The Golden 3.0 CEU!***

To mark the latest release of Total Eclipse IV, Keith has been slaving away at those Eclipse training movies. So we're pleased to announce 3 new e-Power Video Tutorials – in addition to the more than 200 Visualizers that are now built into Total Eclipse 4.1.

First, the Total Eclipse Mini-Tour has been updated. Remember, it's been approved by NCRA as a source of .1 CEU. So if you need just a little more continuing education credit, it's an excellent value at just \$19.95.

If you already have a copy of the Mini-Tour and would like to trade it in for the update, the cost is just \$10.

Second, the Total Eclipse Overview has been updated and expanded. Originally it offered .3 CEU. Last year it was approved for .5, and now it will offer .6 CEU! Remember, this is the tutorial upon which the Visualizers are based. So if you've watched all the Visualizers, you can order the Overview, take a test, and you're eligible for .6 CEU. Even though it now offers more CEU, the cost is still just \$69.95.

If you already have a copy of the Overview and would like to trade it in for the update, the cost is just \$20.

Third, the 2<sup>nd</sup> Edition of the tutorial on “Interactive Realtime Transcription” is now available. It's been completely updated and greatly expanded, so it too now offers more continuing education credit. It even covers topics like realtime scooping, Steno Link, TeleView, internet-based realtime, access to the reporter's audio. For a complete description of the tutorial, visit Keith's website: [www.KVincent.com](http://www.KVincent.com). You'll be impressed.

“Interactive Realtime Transcription, 2<sup>nd</sup> Ed.” will now offer you .4 CEU. The cost is still just \$69.95. If you already have a copy of the first edition and would like to trade it in for the update, the cost is \$20.

With these updates, you will now be able to get 3.0 CEU for the complete series of e-Power Video Tutorials. 3.0 CEU is all the points you need to retain your NCRA certification. The tutorials now offer a way to get great points from great information on great products, without ever leaving home. Of course, nothing says you can't leave home, take your tutorials with you, and earn your CEU in some vacation paradise. Whatever works! We're just happy to help. **Please add \$5 shipping/handling for each CD.**

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### ***New “Simply Magic” Total Eclipse Seminars***

With the release of Total Eclipse 4.1, Keith Vincent and Amy Enberg will be offering weekend workshops in Houston, Dallas, and San Antonio in the upcoming months. You can earn up to 1.5 CEU. You Texans out there, it's pre-approved by your Court Reporters Certification Board. (Forms will be provided for NCRA applications.)

**Houston – Sept 29 – October 1, 2006 / Dallas – Oct 13-15, 2006 / San Antonio – Oct 27-29, 2006**

Here's the short version:

Friday, 8:30 to 4:30 – Basics (.65 CEU)

Friday, 6:15 to 10:00 – “Rules” & Tech Update (.35 CEU, including Ethics)

Saturday, 8:30 to 4:30 – Total Eclipse 4.1 Update (.65 CEU)

Sunday Option, 8:30 to 3:00 – Blanks, Indexing & Realtime Editing (.5 CEU)

Seminar topics and pricing can be found at the Workshops page of Keith's website: [www.KVincent.com](http://www.KVincent.com).

## Kosmo's Courtroom Korner - #2

by Steve Kosmata

### Multiple Volume Indexing

In our last meeting, we discussed having a witness appear on the witness stand multiple times during a trial (E-tips #54).

This lesson is dedicated to understanding indexing multiple volumes in a case. I want you to continue to keep doing your Alt-n, find "New Volume" and put the correct volume number at the beginning of your transcripts.

Now, when you need to do multiple indexing of several volumes, here's the key, mis en place (French).

When you do multiple indexing, Eclipse puts your volumes in its order by either alphabetical or numerical order. This is the critical piece to our puzzle. For that reason, after I have made my last correction, rechecked that all my volumes and page numbers are correct, I create a new Eclipse text file (Alt-E) for each volume in the case and name it the last name of the Plaintiff (You can pick any name you want) and then add a "01" i.e., Jones01, and then Jones02, et cetera.

Now, why would you do that? It's really very simple. When you choose your multiple indexing, the first benefit is that all your new text files are all together in one location from which to choose and in numerical order.

Always be sure to use a "01," "02," and not single numbers when you start renaming your files after the "name." If you use single numbers and have more than 9 volumes, Eclipse will put the files in this order: Jones1, Jones10, Jones11, et cetera, and that's not the order you want so please just always use "01," and so on. When you get to 10 or above, no need to put the zero in front any more.

Also, another test I do for myself is I run a test Multiple Volume Index once I have two volumes complete and continue to create another test Index after each newly completed volume. It's just a nice way to check that everything is working properly before you try to do a 20-Volume index and have some problems and don't know which volume is causing you to pull your hair out. It's just easier to correct your issues as you go along.

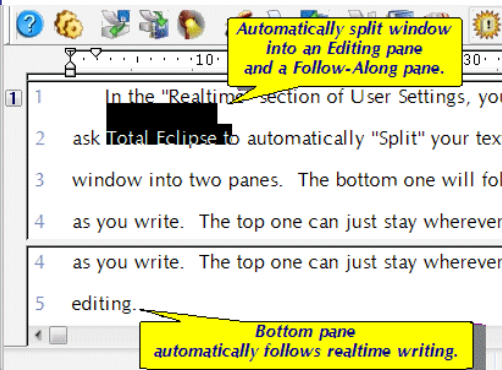
I sincerely hope now you will never have to type in a Multiple Volume Index ever again and make life easy for you....use Eclipse to its fullest!!!

If you have any questions or any topics you would like me to cover, please contact me [kosmo10s@att.net](mailto:kosmo10s@att.net).

Also, please let me know if you are interested in starting an Eclipse users' Group in your area. We have a thriving group in San Diego and looking to expand. ■

(Continued from page 2—Keith Vincent)

## Auto-Split Realtime Text Window



Each time you start realtime transcription, Total Eclipse IV can automatically split your text window into two panes. The bottom pane is designed to follow along as you write. The top pane would be where you or your realtime scopist could be editing anywhere in your document. You'll see this illustrated in the movie called "Pending Translation Display, Auto-Split Window," which is part of the "Translation, Realtime Transcription, Audio" section of Visualizer Topics.

This is one of my favorite realtime transcription features. I've been wanting to describe it in an e-Tip ever since Total Eclipse IV came out last summer. I'd better do it now because next month we'll be talking about the new features in Total Eclipse 4.1.

Setting this up is very easy. Just go to the "Realtime" section of User Settings. In the bottom-right corner, look for "Split." The number that you see there governs the size of the bottom pane of your realtime text window. If set at zero, Auto-Split is turned off. If set at 50, the bottom pane would open as 50 percent of the text window. Of course, you can always use the mouse to grab the splitter bar and make the pane smaller or larger at any point.

What about the Realtime option to "Follow Always"? Using that option means that anytime you write on your steno keyboard, the cursor will jump to the bottom of the document in order to follow along. This would certainly interfere with editing in the top pane of your realtime text window. So don't put a check in the box next to "Follow Always." As for the bottom pane, it will automatically start off as if you had "Follow Always" turned on.

What "Auto-Split" is doing is just making it easy to take advantage of things Eclipse has let you do since at least 1999. Even in the very first version of EclipseNT, you could split your screen. You could also place your cursor in the bottom pane and press Ctrl Page Down to have that part of the window follow along. Then you could put your cursor in the top pane and edit to your heart's content. It would take a few steps, but it could be done. "Auto-Split" just does these same steps for you as soon as you start realtime transcription.

One last note. When a window is split into a top pane and a bottom pane, the two halves of the screen begin to use the same size text, the same color settings, etc. However, you can click on either pane and either Increase Zoom (Shift Ctrl F7) or Decrease Zoom (Shift Ctrl F8). Likewise, you could place your cursor in one of the panes and change any of the Display Properties (Shift Ctrl F11). If you want one pane to use WYSIWYG display while the other uses a nice proportional editing font, you can do that, too. Versatility is the very essence of Total Eclipse. Take advantage of it! ■



## Hyperkeys Highlight

By Robert G. Denos

This month's Hyperkey highlight will be the letters "u" & "U"

"U" will U ntranslate the word you are on.

Example: That **person** did it. / That **P-RPB** did it

"u" will scan forward to the next **untran** in the transcript.

**\*\*If U are not using the Hyperkeys by now, u really should be!\*\***

**Steno Tips:** Looking for a fast way to write a common or not-so-common word? Check out the Steno Tips at [www.KVincent.com](http://www.KVincent.com).

**e-Power Tutorials:** An easy way to learn your software and earn CEUs at the same time. Purchase online at [www.KVincent.com](http://www.KVincent.com) or call Robert @ 818-766-7346.

**New Users Group:** Currently meeting monthly in San Diego. Will be expanding as more people get involved. If you wish to participate in the non-profit users group, please contact Steve at: [eclipse-sd@att.net](mailto:eclipse-sd@att.net).

**Workshops/Seminars:** Visit [www.e-CourtReporter.com](http://www.e-CourtReporter.com); [www.KVincent.com](http://www.KVincent.com) or [www.realtimeready.com](http://www.realtimeready.com) for a list of workshops. ASI website [www.eclipsecat.com](http://www.eclipsecat.com) will post events on their website too.

### **DISCLAIMER:**

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