e-Power Video Tutorials presents:

e-Tips Newsletter

Upcoming Webinars

**Editing from the Steno Keyboard
with Total Eclipse 5, Parts 1 & 2
Sept. 12 & Oct 9 - Keith Vincent**

**Total Eclipse 5.1 Preview
Part 1: Nov. 1 - Michael Starkman
Part 2: Nov. 14 - Jeremy Thorne**

Info and signup at EclipseWebinars.com

Keith Vincent Workshops

**San Antonio: September 22
Dallas: October 6
Houston: October 13**

**Morning & Afternoon (.65 CEU)
Total Eclipse 5 Update
Evening Session (.35 CEU)
Formatting & Automatic Indexing**

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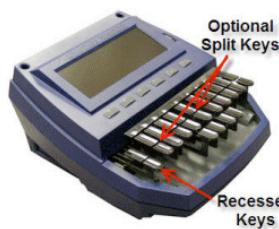
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Using Extra Keys on Steno Machines

Keith Vincent

The **typical steno keyboard has 22 keys** plus a number bar, but a few keyboards have more.

The **Passport steno writer** *(Eclipsecat.com)* **has 24 keys.** Also, the **Infinity Traditional and Infinity Ergonomic writers** *(InfinityTraditional.com)* **are available with 24 keys. To the left of the initial S keys, two extra keys** can be used for performing editing functions from the steno keyboard. All these machines **can be ordered with the initial S split into two separate keys and with the asterisk split into two separate keys.** Thus, you'd have four keys more than the familiar steno keyboard. So that's a **grand total of 26 keys** (not counting the number bar).

On the Passport, I use the recessed keys at the far left of the keyboard quite a lot. The upper extra key is what I use if I want to reject the last Eclipse auto-brief suggestion. The lower extra key is what I use to escape from dialogues and force the cursor to the bottom of the screen during realtime transcription. Of course, these extra keys can be combined with other keys to perform other functions.

With Version 5.1 of Total Eclipse now in development, I've also started to take advantage of the split S and split asterisk keys. First I updated the Passport's internal software and set it up to use split keys. I then went into what will become Total Eclipse 5.1 and I **selected "Split keys" as the keyboard layout. After that, I went into my main dictionary and right-clicked to do a "Split keys" export.** In other words, I'm using a new version of my main dictionary

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Our 12th year has begun. For previous tips, visit the e-Tips page of KVincent.com.

ThinkPad 2 Tablet: Reporting on the Go!

Since Windows 8 is coming in October, you may be wondering what kind of cool new devices will be released at that time. Let's look at the new tablet I've been anxiously awaiting, the **ThinkPad Tablet 2 by Lenovo.** ThinkPad 2 stands out from other tablets such as the iPad and Androids because it's made for professional use and will run Windows programs.

First off, it has a bright **10.1" 1366 x 768 display**. It w**eighs 1.5 pounds** (the iPad weighs 1.3 pounds). It is **.39 inches thick** (versus .34" for the iPad). It is basically just a little bit heaver and a little bit thicker than the iPad. What do you get as a tradeoff? You will have the **ability to run your full desktop programs such as Eclipse and Microsoft Office.** This is huge because it means that this tablet can be used for all of the things you've been using your laptop for but it is extremely portable and compact. You will also find the sturdy ThinkPad design is something you can depend on.

For Internet connectivity it includes **Wi-Fi with LTE** as an option. There are **dual-array microphones**, headphone/microphone jack, f**ront and back side cameras, an SD card slot and micro-HDMI**. The ThinkPad 2 has **one USB port and one micro-USB port**. Due to the one USB port if you want to use it with Eclipse, you will really want to look into the new keyless Eclipse version being released. The battery life is said to be 10-plus hours.

There are also some great accessories coming out for it such as a keyboard dock that turns it into a little laptop complete with the iconic ThinkPad red pointing stick, left and right mouse buttons and with the great keyboard that ThinkPads are known for. It is basically the same keyboard as used on the newer ThinkPad ultrabooks (thin and light laptops). There is also a standard dock with 3 USB ports on it.

An important consideration when making a purchasing decision is that Windows 8 will have full-featured versions and a stripped-down version. **Windows 8 Professional is the version that you need to get if you want to use your CAT system and other desktop programs with your new tablet.** In contrast, there is Windows RT which does not have desktop mode and will not run full Windows programs. Windows RT is designed to run apps like the iPad and Droids but will not run Windows programs such as Eclipse, a very important distinction to keep in mind.

Eclipse Seminars: Autumn 2012

This Fall, **Keith Vincent will offer one-day Eclipse seminars in San Antonio (Sept. 22), Dallas (Oct. 6), and Houston (Oct. 13).**

Each seminar takes place on a Saturday and is offered in two parts. The morning and afternoon (6.5 hours) explore new features in Total Eclipse 5. The evening (3.5 hours) will teach formatting and automatic indexing. You can sign up for one session or two, according to your needs.

Keith's seminar **fulfills all the continuing education requirements for Texas reporters** (including hours in rules/ethics.) **It's also eligible for NCRA CE points.**

Details and registration at KVincent.com.

Using Extra Keys on Steno Machines – Keith Vincent

but I still have my old main dictionary that's available if I'm working with a steno machine that does not have all the extra keys.

Admittedly, I'm still experimenting, so **I created separate user settings ("Keith Dev").** When I select those user settings, I'll be **using my writer with its split keys, as well as a "Split Keys" main dictionary, and a special phonetics table.**

Here's the keyboard layout:

```
^  Z  T  P  H  *  F  P  L  T  D
+  S  K  W  R  ~  R  B  G  S  Z
         A  O     E  U
```

As you can see, we're using **initial Z** to designate what used to be "upper S" and we're using **~** for the "lower asterisk". Even so, we'll tend to speak of "upper S" and "lower S", at least for a while.

As soon as I started writing with my new main dictionary, **I was surprised to see that I seldom reach for the initial Z** (old "upper S") **and I rarely press the ~ key** (old "lower asterisk"). In the abstract, I would have thought that if I were writing my old STHA, then I would press the initial Z because it is right next to the initial T. In reality, **my little finger tends to press the "lower S" key because it is a bit easier to reach than the "upper S".** In other words, the low S is probably going to be used by most of my current dictionary entries that begin with an S, but the upper S (my new initial Z) will be great for making new entries.

So what about the asterisk keys? **Those keys are pressed by the index finger, which is a bit longer than the little finger. I noticed that I seldom use the "lower" asterisk key.** The lower asterisk key (my **~** key) will be great for new entries.

So let's say that I write "seen" as SAOEPB. I could write ZAOEPB or even ZSAOEPB to write something else like scene, Seine, and so on. The split S keys allow me at least two new ways to write such words, without involving the asterisk key. **When you add in the split asterisk keys, the combinations abound: Z-, Z*, Z~, Z*~, S-, S*, S~, S*~, ZS, ZS*, ZS~, ZS*~.**

I expect I'll use the "lower S" as I always have, for things that tend to begin with the letter "s". However, **I could use the initial Z ("upper S") to mean anything. It might be a word that begins with "z" or "c", but I could also use it as a mere differentiator, almost like another asterisk.**

A word about dictionary conversion. **When Eclipse converts a dictionary to the new "Split keys" format, we want it to do a good job.** We know we'll need to tweak the process, but that's part of development. Some of my converted dictionary entries began with ST, but I might also use the "upper S" (in other words, the new initial Z).

For example, STPH has been in my dictionary forever. It's what I write for a question mark. I would make sure that I also have it defined as ZTPH because I'm likely to use that "upper S" when all the keys are on the upper bank of the steno keyboard. So when I'm writing a question mark, I'll be able to use either the "upper S" or the "lower S" and it will work just fine.

If your steno machine has extra keys, I hope you'll join me in taking advantage of them and pushing the boundaries of our steno technology.

Upcoming Eclipse Webinars

It's a three-speaker, four-part suite of webinars that offers 8 hours of continuing education credit.

On **September 12 and October 9**, **Keith Vincent** will offer **"Editing from the Steno Keyboard with Total Eclipse 5".** Auto-Magic now makes it easier to edit as you write. If you're an Eclipse Vox user, you can also use voice commands to edit as you dictate.

On **November 1 and 14**, **Michael Starkman and Jeremy Thorne** will offer a **Total Eclipse Version 5.1 Preview**. Be the first to start using great new features that are now being added to Total Eclipse.

For info and registration, please visit EclipseWebinars.com.

e-Power Video Tutorials: e-Tip Special

Use this form to take advantage of sale prices (ends September 30, 2012).

Eclipse Mini-Tour (.1 CEU)	_____	$19.95
Total Eclipse Overview (.6 CEU)	_____	$59.95
Translation Magic (.3 CEU)	_____	$59.95
Keyboard Magic (.4 CEU)	_____	$59.95
Automatic Number Conversion (.4 CEU)	_____	$59.95
Form Fields & Automatic Indexing (.4 CEU)	_____	$59.95
Interactive Realtime Transcription (.4 CEU)	_____	$59.95
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For more info on e-Power Tutorials, visit: www.KVincent.com.

ThinkPad 2 Tablet *(continued from page. 2)*

With the Windows 8 tablet that I have been beta testing, one of the things that I love to do is **proofreading transcripts. I can get by without the keyboard quite well because it is reading intensive. If I need to make a quick correction or add something, the on-screen keyboard is fine.** You can also use a Windows 8 tablet as a second monitor for your laptop or desktop when you are back at your desk or even connected to a laptop for realtime.

Also keep in mind that while the new Windows 8 Professional tablets coming out will run the typical programs you've had on your laptop, they are **not meant to be used as your primary computer.**

While I can see someone taking one of these out on the job for realtime work, I believe that you would be best suited to use a laptop or ultrabook. **If you do not have the money in your budget for a laptop and tablet, the laptop should be your first choice.**

These new Windows 8 tablets coming out are best used as an adjunct to your primary laptop or desktop where you will do the majority of your transcript production work. That said, **I do believe that the ThinkPad 2 may well be the Windows tablet that professionals have been waiting for.**

Disclaimer

The information contained in this document represents the current views of Keith Vincent and Wil Wilcox and those who submit articles on the issues discussed as of the date of publication. Market conditions change and, thus, after the date of publication, e-Power Video Tutorials cannot guarantee the accuracy of any information herein.

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