



e-Power Video Tutorials presents:



# e-Tips Newsletter

*In this Issue*

Keith Vincent - p. 1

## Form Field Math Formulas in Total Eclipse 5

Wil Wilcox - p. 2

## Windows Aero Snap, Shake, and Peek

### Upcoming Webinar

May 4, 2011  
Keith Vincent

“Wireless Realtime Transcription with StenoCast and Bridge,” plus great news on incorporation of the Bridge refresh protocol in judge/attorney/client programs. *More info at ReporterSeminars.com.*

### October 8 Seminar in Houston

“Simply Magic Total Eclipse 5”  
*More info at KVincent.com.*

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Keith Vincent

## Form Field Math Formulas in Total Eclipse 5

In Total Eclipse 5, a “Mathematical formula” box has been added to the “Add blank” dialogue. To give just a quick example, the fill-in-the-blanks process can automatically calculate the bill for transcript pages, using the page rate that you specify.

The math formula parser is actually quite powerful, but I must admit that calculus was never part of my schooling. Here then are the few operators that I’ve used so far:

- + Addition
- Subtraction
- \* Multiplication
- / Division
- ( ) Precedence.

For example,  $(7 - 2) * 3$  produces 15, but  $7 - (2 * 3)$  produces 1.

The following variable names, all in capital letters, are also built-in and will be filled in automatically with the appropriate value:

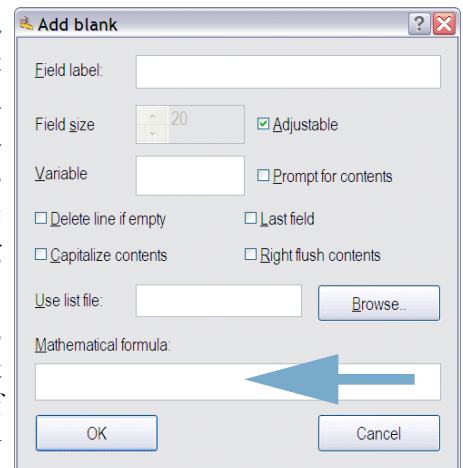
PAGES The total number of pages in the document

PAGE The current page number at the cursor position

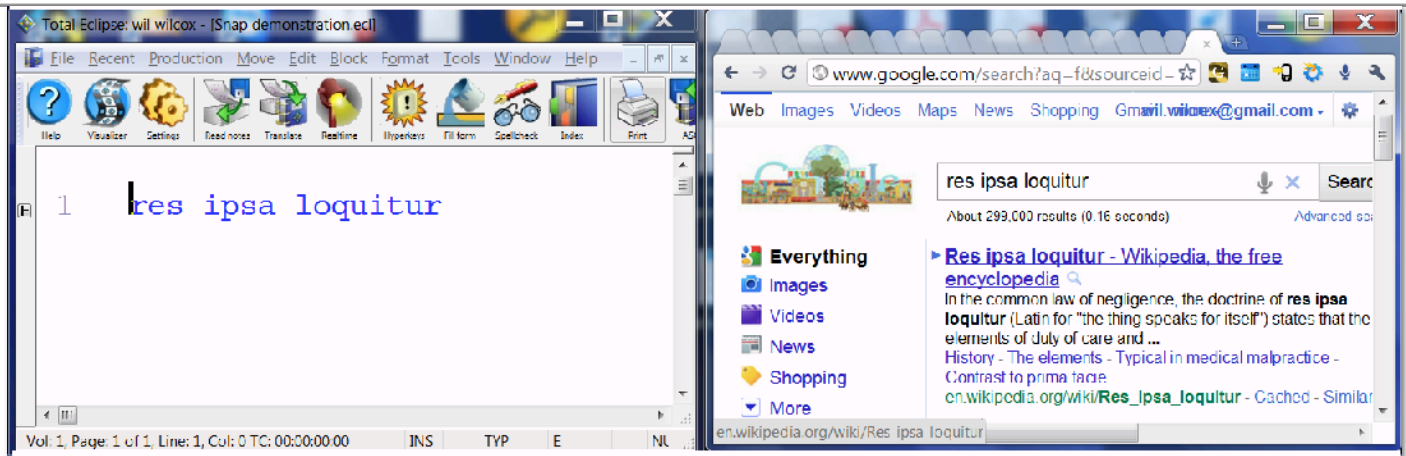
YEAR, MONTH, DAY, HOUR, MINUTE, SECOND

I started with a simple change in the file that I use to insert my title pages. I had a blank that I use to fill in the current year. I put my cursor on the blank and used Ctrl+A to open the “Add Blank” dialogue. Then

*(Continued on page 3)*



# Windows Aero Snap, Shake, and Peek



Windows 7 has a cool new feature that makes working with many open Windows a snap called -- you guessed it -- Aero Snap. **Snap lets you resize windows to half size with a single click or single keystroke.** Using Snap is very quick and fun.

To see this in action, **just click on the title bar of a Window that is not maximized and drag it to the left or right edge of your screen until it snaps or docks into place. You can use this to dock two windows side-by-side for comparison.** In addition, by dragging a window to the top of your screen, it will maximize that window.

**To get it back to its original size, just drag it once again a little farther to the left or right off the screen or back down from the top of the screen.**

You may ask what's Snap good for? Perhaps you are working on a transcript and want to do a Google search in a web browser. By snapping the browser window to one side and Eclipse to the other, you can perform your search and still have the Eclipse document you're working on open.

*(Continued on page 3)*

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## Windows Aero Snap, Shake, and Peek – Wil Wilcox

(continued from page 2)

Maybe you'd like an easy way to use Windows Explorer to drag and drop files between folders. Open two Windows Explorer windows and snap one to each side of the screen. Having two Explorer windows side-by-side makes it easier to drag and drop files.

To “**Shake**” things up and clear up the clutter of open windows on your screen, try this. **Grab the title bar of a window and shake it left and right by dragging it back and forth. All those other windows will minimize.** The window you shook will stay on screen. **Jiggle it again and the other windows will be restored.** This is called -- wait for it -- Shake.

Here's another fun Windows 7 feature to try. **When you have a window open, point your cursor at the**

**little vertical button to the very far right of your task bar and see what happens. It will temporarily show your desktop.** Now try **clicking on that button and it will minimize all open windows.** Click on it again to restore them. **This is called Peek.**

To avoid using the mouse, no problem. use one of these snappy keyboard shortcuts instead.

Win key +Left: Dock to left


Win key +Right: Dock to right

Win key +Up: Maximize vertically

Win key + Down: Restore/Minimize

Win+Home: Minimize/Restore all other windows

Win key + D: Show desktop

(Win = the Windows logo  key)

## Form Field Math Formulas in Total Eclipse 5 – Keith Vincent

(Continued from page 1)

I typed **YEAR** (in all capital letters) in the “Mathematical formula” box. I then used the “OK” button to close the dialogue. **I could then scan to the blank and Eclipse would automatically insert the current year.**

**When you use these built-in variables for numbers like YEAR, remember to type them in the “Mathematical formula” box, NOT the “Variable” box.** The “Variable” box is what you use to ask Eclipse to remember items that are not built in, like witness names, the last exhibit number, etc.

In my certificate pages file, there's a blank where I indicate the total number of pages in the transcript. I put my cursor on the blank and opened the “Add blank” dialogue. I typed **PAGES** (in all capital letters) in the math formula box. Having done that, **I could scan to that blank and Eclipse would automatically insert the total number of pages in the transcript.**

Let's say I want to set up a **blank to automatically calculate the bill for the total number of pages in a transcript MINUS the title pages and appearances.**

At the end of my Appearances page, I could press Alt+N to insert a Comment line. With my cursor in that comment line, I'd press Ctrl+A to “Add blank.” In the math formula box, I'd type **PAGE**. I would also type a name like “FormPages” in the “Variable” box. That tells Eclipse to calculate and store the page number of the last form page before the content starts. That number could then be used in another calculation.

Let's say that at the end of the file, I have **a billing page with a blank where I type in the page rate (for example, 5.55).**

Variable: **PageRate**

I also have a blank that calculates the number of pages minus the form pages.

Math formula: **PAGES - FormPages**

Finally, I have a blank that calculates the total bill -- the number of non-form pages times the page rate.

Math formula: **(PAGES - FormPages) \* PageRate**

Thus, if I had 4 form pages and the transcript ended at page 228, my blank calculates a total bill of 1243.20. (228 - 4 = 224, and that number times 5.55 is 1243.20.)

### Disclaimer:

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