



e-Power Video Tutorials presents:



# e-Tips Newsletter

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**Eclipse 8.0.0.1 Full Installer  
can now be downloaded  
at EclipseCat.com.**

### Eclipse Webinars

**Introducing Eclipse 8  
Part 1 by Michael Starkman**  
Wednesday, November 2, 2016  
**Part 2 by Keith Vincent**  
Wednesday, January 25, 2017

Info and signup at [EclipseWebinars.com](http://EclipseWebinars.com)

**April 28-30, 2017**

**25th Eclipse Users Conference**  
Wednesday, January 25, 2017  
Bally's Hotel, Las Vegas  
Info and signup at [EclipseUsers.com](http://EclipseUsers.com)

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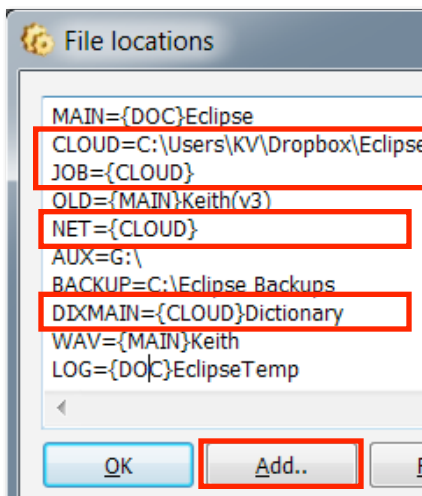
Keith Vincent

## Eclipse and Cloud Services (Synchronizing Multiple Computers)

Cloud services use the internet, but they are not all alike. An important distinction is the difference between synchronization and backup.

Let's say you have a "Pictures" folder on both your notebook computer and your desktop. With a **synchronization** product (like OneDrive, Dropbox, Google Drive, and Box.com), deleting files on the notebook will delete them on the desktop and also in internet storage. With an internet-based **backup** product (like Carbonite), deleting files on the notebook will not necessarily delete them on the desktop.

Perhaps for sharing or archiving purposes, you use *manually* copy files to an internet-based service like Dropbox. This, and so much more, could be done *automatically*.



As shown here, **Eclipse User Settings, Programming, File Locations** lets you set your software to look for files in various places, including folders that are used by cloud services. It's an **easy way to auto-synch multiple computers**.

In this example, I'm using Dropbox to store my Eclipse main dictionary and the files in my Jobs folder. **If I have internet access during a deposition, I can come home and find that the transcript and dictionary on my notebook computer are already available on my desktop.** If instead I do NOT have internet access during the deposition, I can come home, let

*(continued on page 4)*

# Maintaining Your Microsoft Account



When you first sign into Windows 10, it will ask you for a Microsoft Account and password. This is used for Windows log-in, Outlook e-mail, Microsoft Office, Skype, OneDrive, Bing Search, Windows Store and more. **Your Microsoft Account or MSA also keeps your data synced between devices. Your MSA has quite a bit of personal information about you stored in the cloud. It's very important to review your privacy settings from time to time.**

The Microsoft account website can be found at [account.microsoft.com](http://account.microsoft.com). Your very important privacy dashboard will be at [account.microsoft.com/privacy](http://account.microsoft.com/privacy). Here you will see a very thorough explanation of the data Microsoft collects.

First, look at your personal information such as your birthdate and phone number. Then you will find payment options such as credit cards and PayPal. On the subscriptions page you can configure auto-renew and which payment method is used.

**I have 1 terabyte of OneDrive cloud storage because of my Microsoft Office 365 subscription. In addition, this \$9.99 per month subscription entitles me to get the fully installed Microsoft Office experience on 5 PCs or Macs, 5 tablets and 5 phones (including Windows, Apple®, and Android™ devices.)** Microsoft Office 365 can be shared with up to 5 of your family members. Each user gets 1 TB of OneDrive cloud storage in addition to the Office apps which may be installed on multiple devices.

Your Microsoft account also contains your list of devices such as your PCs or tablets. The family setting is

one that I monitor often to limit how much screen time my kids are getting and what kinds of content they are permitted to access.

Next up are some very important privacy settings. As you can see, your browsing history from Microsoft Edge is listed on a per-device basis. However, Cortana saves your browsing history to the cloud. You can view that browsing history and use the “Clear browsing history” option to remote it, too.

Other items you may want to pay close attention to are search history, which can be deleted. Your location activity can be turned off if you don't want Microsoft to track you. To do this, go to “Find My Device” within Windows 10 in Settings, Privacy, Location.

Cortana also keeps a personal notebook of information about you. You can see the contents of this in the cloud and of course delete it, especially if you do not want to use Cortana.

There are several other miscellaneous privacy settings for Windows, apps and services, sign-in preferences including two-step verification, your app passwords, recovery codes and trusted devices.

As you can see, it makes a lot of sense to periodically check the status of your Microsoft account for your own personal security and for privacy reasons.

## Eclipse Webinars Year-End Catalog Sale

Now through January 30, 2017, the extensive catalogue of recordings at EclipseWebinars.com is offered with a 15% discount. Looking for continuing education units or just want to enhance your knowledge and use of Eclipse? Look no further!

Among the offerings are the recent series on **Eclipse Translation Tuning and Predictability**, which was among our most popular offerings.

**Part 1 - Jeremy Thorne:** series kick-off.

**Part 2 - Mike Starkman:** Number conversion

**Part 3 - Keith Vincent:** Prefixes/Suffixes and Auto-Brief.

**Part 4 - Jeremy Thorne:** Translation Magic.

Take a look at our catalogue and save 15% today.

## New Webinars: Introducing Total Eclipse 8

With each major upgrade to Total Eclipse, EclipseWebinars.com likes to offer an introduction to help you understand how to take advantage of new features as well as improvements to existing ones. **“Introducing Eclipse 8”** offers a total of four hours of continuing education.

On Nov. 2nd, **Michael Starkman presented Part 1.** The recording of this class is currently available. Among other things, he covered improvements to Auto-Brief, Automatic Number Conversion, Using PDF files for proofreading and importing comments into Eclipse, as well as improvements to the “Analyze Documents” feature.

**Wednesday, January 25, Keith Vincent will present Part 2.** Among other things, he’ll cover improvements to Team Editing via Connection Magic, improvements to the Bridge/Mobile refresh process, how to track the input of multiple co-editors, and how to display Paragraph Status (a very helpful tool for quality control.)

As usual, you can participate in the live session with its Q&A, you can also view the recorded session if that is more convenient, or you can do both.

**For more information and signup, visit EclipseWebinars.com.**

## Eclipse Users Conference, Las Vegas – April 28–30, 2017

**The 25th annual Eclipse Users Conference will be taking place at Bally’s Hotel in Las Vegas, April 28-30, 2017. It’s the premier gathering for anyone looking for the most varied and in-depth Eclipse-related training.**

Friday offers three tracks of Eclipse training: Basic (Steve Kosmata), Intermediate (Michael Starkman), and Advanced (Keith Vincent). Saturday and Sunday offer a

wide range of topics that will be described at the Eclipse Software Professionals website (EclipseUsers.com).

Speakers include Jeremy Thorne, Tori Pittman, Anissa Nierenberger, Margie Wakeman Wells, and Lynda Batchelor Barker. There are seminars for all types of users -- reporters, scopists, and captioners, steno or voice.

**For more information and registration, visit EclipseUsers.com.**

## Personal Dictionary Grooming by Keith Vincent

Even excellent reporters can be handicapped by poor dictionary entries. That’s what I’ve seen in almost 25 years as an Eclipse user and trainer.

Number-related entries spring to mind, of course. However, entries that relate to punctuation, quotations, and paragraphing are often missing or poorly defined. That leads to sub-optimal translation and also means you waste time editing things that would not have been a problem if you had the right dictionary entry.

If you’d like to send me a copy of your main dictionary along with a sample job (an .NOT file) that I can translate and retranslate, I’ll spend several hours fine-tuning your dictionary to give better results.

If you’re interested, just contact me. My e-mail address is [4kvincent@gmail.com](mailto:4kvincent@gmail.com). The fee for this service is \$250, but I’m confident you’ll find it will be well worth the investment for better results in the new year.

## Eclipse and Cloud Services

(continued from page 1)

my notebook computer connect to the internet, and in a few seconds my notebook and desktop will be automatically synchronized.

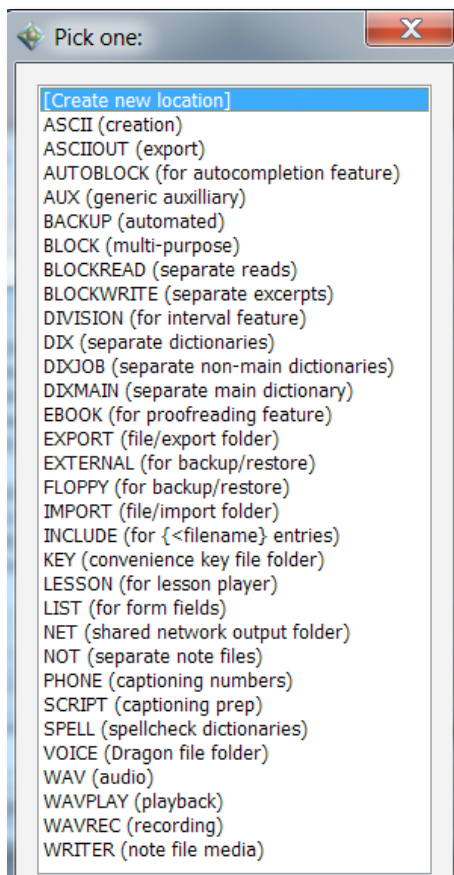
Using a service like Dropbox **does NOT mean you can only work on your files when you have internet access.** My computers each have a Dropbox folder, but the files in these folders are **automatically** copied onto the internet. If I'm away from my computers and I need one of my files, I can go to Dropbox.com to retrieve a copy.

**Eclipse Version 8 has added extra help for User Settings, Programing, File Locations.** The "Add" and "Modify" buttons offer this list:

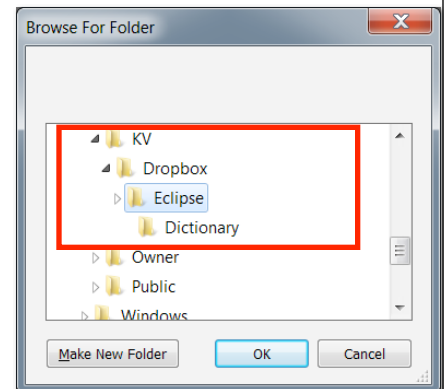
Thus, you could pick WAV and say that (unlike your other job files) big audio files should stay on the hard disk of your computer instead of using cloud storage.

Notice the list starts out with **"Create new location,"** which could be any folder on your computer or an external drive or USB flash drive. I used this to set up "Cloud" as one of my file locations.

When I create a new location, I'm



offered a Windows dialog to "Browse For Folder." For example, I find the Dropbox folder or subfolder. My File Locations now have a "CLOUD" line. So in the image on page 1, you see references to that location:



```
CLOUD=C:\Users\KV\Dropbox\Eclipse
JOB={CLOUD}
DIXMAIN={CLOUD}Dictionary
```

In other words, **"CLOUD="** states the full path to my "Eclipse" folder within Dropbox. With that in place, then **"{CLOUD}"** (with braces) is a short way to express that same path.

A few final notes:

1. A line that begins with **"LOG="** (*not necessary in Eclipse 8*) is part of my example on page 1. This tells Eclipse that some constantly changing temporary files should be stored on the hard disk of my computer rather than in the cloud.
2. **For my Eclipse files, I like Dropbox because the synchronization is very fast.** The first 2 gigabytes of space on Dropbox are free, but you pay after that. **For archiving other files that I do not constantly access, I use OneDrive** because I subscribed to Office 365 (\$99/year) and got 1000 gigabytes of cloud storage (as Wil suggested in e-Tip 139.)
3. Version 8 includes a Visualizer devoted to using OneDrive or Dropbox with Eclipse.

### 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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