

e-CourtReporter Presents:
e-Tips Newsletter

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"Always do right. This will gratify some people, and astonish the rest."
Mark Twain

Wil Wilcox: PDF Transcripts
Keith Vincent: Three-Step "Autoincludes"
Jeff Rusk: Scanning Exhibits

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PDF Transcripts for Fun and Profit

Saving your transcripts as Adobe Acrobat PDF files has some powerful advantages over traditional ASCIIs. I've been testing a program that enables you to create PDF transcripts directly from within Total Eclipse called [PDF 995](#). First, a little background. As momentum grows in the transition from traditional, paper-based transcripts to electronic filing and paperless distribution on CDs or e-mail via the Internet, today's court reporters face the challenge of providing quicker, more reliable, and more secure methods of providing transcripts. Transcripts must retain their original formatting when converted from paper to electronic form and then output to a printer. They should be reproduced exactly as the court reporter certified them.

Court Reporters can produce transcripts in the Adobe PDF format for electronic filing, transcript review, search and retrieval, and transcript archival while maintaining exact fidelity with paper originals and support for password security. Court reporting firms receiving transcripts in PDF format from court reporters will have no issues in printing those transcripts regardless of the CAT system they were produced on. It is anticipated that in the future the PDF format will continue to be the standard for electronic document exchange. Even if the court reporter or court reporting agency or firm should no longer have a specific CAT program, any transcripts saved in PDF format can always be reprinted without any problems or complications.

A PDF document will not have the problems an ASCII may have with fonts, tabs and spacing sometimes changing. You won't get any more complaints from attorneys or agencies about why an ASCII isn't correctly formatted if you use PDFs instead. You can easily e-mail a PDF transcript created this way in either full-size format or condensed with MultiPage including a key-word index. It works just great.

By using this free program, [PDF 995](#), you can create PDF transcripts directly from within Total Eclipse. It's as easy as could be. Here's how it works: After downloading and double clicking to install the PDF 995 printer driver and document converter, you're ready to create a PDF file. Open the transcript in Total Eclipse you want to make a PDF of. Then click on the "Printer icon" or speedkey "Alt-O." Next click on the "Setup" button and click on the down arrow next to "Printer." Change it from your default printer to read "PDF 995." Then click "Okay." Click "Okay" again, and the "Save-As" dialog will come up. Type the name you want the file to be called. Where it says "Save In" navigate to the folder your transcripts are ordinarily saved in such as C:\Program Files\Advantage

Software\EclipseNT\Users\Court Reporter. Then click "Save." Next your Web browser will open up offering you the opportunity to pay for the full version of [PDF 995](#). This is known as a "nag screen." Close your Web browser. Open the Eclipse File Manager and you will see an Adobe Acrobat icon there along with your other files for that transcript. To open the PDF file go into the Internet Explorer and browse to the folder you saved your PDF in. You can double click on it and open it up from there to see your PDF file for yourself. This is cool stuff. You're going to love it!

The free [PDF 995](#) printer driver and document converter is available for download from Keith Vincent's Website at: <http://www.kvincent.com/html/e-tips.html>. Please scroll down near the bottom of the e-tips archive to where it says "No. 34" to find the link to download this free PDF software utility and start making transcripts in the PDF format today. Or for more information on [PDF 995](#) visit: <http://www.pdf995.com/>. [PDF 995](#) is a shareware program that you do not have to buy and that does not expire. You may register [PDF 995](#) for \$9.95 which will get rid of the pesky nag screen that pops up. You will then also be entitled to 24 hour e-mail support. Be sure to read Jeff Rusk's companion article after Keith's e-tip below also regarding [PDF 995](#) and an affordable scanner that enables you to scan exhibits directly to PDFs. Then you'll be already for the e-filing world of tomorrow.

Keith's e-Tip

Three-Step Autoincludes

As you probably know, you can create entries in your steno dictionary that automatically read in the text from a block file. Here's an example:

PHARBGD/PHARBGD = {<Marked}

When PHARBGD is written twice on the steno keyboard, the contents of the "Marked" file are inserted. Typically, such a block file contains a parenthetical paragraph, and perhaps fields for the fill-in-the-blanks process as well as indexing commands.

Unfortunately, in this example the reporter cannot then write a number on the steno keyboard and expect it to be placed immediately after the word "Exhibit" and before the word "marked." So one might end up with something like this:

(Exhibit marked for identification) **Jones 5**

However, if you use a different approach, you'll save yourself a bit of editing and also improve the appearance of your realtime transcription. Just break the autoinclude process into a few steps.

PHARBG/PHARBG = {<Mark}

PHARBGD/PHARBGD = marked for identification)

Use the first of these to start indicating that an exhibit was marked. Thus your "Mark" file might just open a parenthetical paragraph and insert an opening parenthesis:

(

From the steno machine you could then write whatever you want:

Jones Exhibits 5 through 9

The last step would add this text:

marked for identification.)

So here's the steno:

PHARBG
PHARBG
SKWROEPBS
KPEUBTS
5
THRAO
9
PHARBGD
PHARBGD

Here's the translation result:

(Jones Exhibits 5 through 9 marked for identification.)

A similar approach could be taken for the swearing-in of a witness. Two autoincludes could work well here.

SWAEUR/SWAEUR = {<Swear}{ALLCAPS}

SWORPB/SWORPB = {CAPOFF}{<Sworn}

The "Swear" block file could include your indexing command(s) and open a centered paragraph. You would then use the steno keyboard to write the witness' name. In this example, the name would come in as completely capitalized text. The "Sworn" file would finish the process with the "having been duly sworn, testified"...

Of course, you can substitute whatever steno strokes or files names you prefer, but I hope you find this approach improves translation and reduces editing time.

Jeff's e-Tip

Scanning Exhibits

The day is fast approaching where courts, especially federal courts, are going to require all documents be filed electronically.

If you are an individual reporter or small agency who is interested in being able to scan exhibits and documents for electronic delivery or on CD, you need to check out the Visioneer Strobe 450 PDF scanner. This scanner is a perfect solution for those of you who want to be able to provide this service but don't want to invest thousands of dollars into a high-speed scanner.

This scanner features an ADF (automatic document feeder) which will hold up to 50 pages, and scans 20 pages per minute. It will scan straight to PDF. Adobe PDF is becoming the standard format for electronic document delivery. The scanner is small enough to fit on your desk and comes with lots of great software. You can click on the link below to check it out. I did a web search for the best prices and bought my scanner for just over \$600.

One thing you want to make sure of is that you have USB 2.0 for the fastest scanning. If you don't have that you can buy a PCMCIA USB 2.0 card for around \$20 for your laptop, and I'm sure you can find a USB 2.0 PCI card for your desktop for less than that.

Have you ever had an attorney call you several months after you've delivered something asking where are the exhibits? No problem, just print them out or e-mail them.

You will also want to be able to deliver your transcripts in PDF.

There is software out there that will allow you to do that as well. I use PDF995, which you can download for free. I paid the \$9.95 to register it so I wouldn't have to see the sponsor page each time I loaded the software. To create your transcript in PDF is simple. You just click print and change the printer to PDF995 and a window will open up asking you where you want to save the file and what name you want to give to it. I usually print my E-transcript with word index to PDF instead of the full version. If you don't have E-transcript, you could also print your MultiPage to PDF.

I've created a folder in My Documents where I scan all this to called "Scanned" with subfolders for each case, and then subfolders for each deposition to keep things organized.

When you want to go to the next level and offer hyperlinks between the transcript and exhibits you will want to consider getting Real Legal's Publisher program.

[Visioneer Strobe 450 PDF](#)

[PDF 995](#)

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:

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