

# e-Tips Newsletter

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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

## Accents & Special Characters

by: **Wil Wilcox**



### Quote of the Month:

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

—Pearl Bailey

This month our e-Tip has a definite international flavour! While using Total Eclipse, have you ever wanted to insert accents or special characters in words like "résumé" or "château" or "jalapeño"? A **"Special Characters" chart** will open if you just press **Ctrl W** (as in "world"). Select the character you need and then click "OK" or press the Enter key.

Here are a few things to keep in mind about the Special Characters chart. First, **you don't have to use the mouse to select a special character**. For instance, pressing the "n" key would highlight "ñ" (as in "jalapeño"). If you've highlighted "ñ" but you really need the capital "Ñ", you could then use the arrow keys to move around the chart.

You'll notice there are several accented forms of "e." The acute accent (as in "résumé") is the second one. So you could select it by typing "e2" when the Special Characters chart opens.

One last trick to try (in Total Eclipse Version 4). **Ctrl I to "Internationalize"**. It's intended as a shortcut that will often make it unnecessary to open the Special Characters chart. This works in the text fields of Total Eclipse Version 4 dialogues. For example, if you're in the globaling dialogue and you've typed "chateau," you can press Ctrl I to change it to "château." That will work if the spelling dictionary contains "château." Fortunately, the spelling dictionary contains a large number of international spellings.

Let's say you're in a dialogue and you've typed a word like "resume," but Ctrl I does not change it to "résumé." That just means the word needs to be added to your spelling dictionary. You could use the Special Characters chart (Ctrl W) to type in "résumé," then put your cursor on "résumé" and press Alt S to check the spelling. When the spelling checker opens a list of alternate choices, you could "Add" the word to your personal spelling list.

You'll find these tips illustrated in one of the new Visualizers that Keith has been creating or updating in these last few months. When Total Eclipse 4.1 is released this summer, it will contain over 200 visual help movies. ■

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# Bilingual Court Reporting in The Hague

By: Keith Vincent



If you were asked to offer CAT software training to reporters at the International Criminal Court in The Hague, Netherlands, you'd be interested, wouldn't you? I certainly was (especially since the training was to take place in early May, at the height of tulip season.) I hope you won't mind if I share a few impressions from the experience, if only because it's the most unique court reporting environment I've observed, in many ways.

First, a quick distinction. The ICC or CPI (International Criminal Court - Cour Pénale Internationale) is not the ICJ (International Court of Justice). The ICJ and its predecessor have been mediating disputes in Den Haag's "Peace Palace" since 1922. In contrast, the ICC was established by the Rome Statute in 1998, as the "first ever permanent, treaty-based, international criminal court established to promote the rule of law and ensure that the gravest international crimes do not go unpunished." The statute entered into force in 2002, and already there have been four "situations" referred to it, including the atrocities in Darfur, Sudan.

Unlike the ICJ, the ICC does not have a "Peace Palace" to call home. A purpose-built facility won't be ready for at least five more years. In the meantime, a tall, modern, white office building that formerly housed the Dutch national phone company has been adapted. Perhaps the phone company had metal detectors and X-ray scanners in the lobby; but I suspect they did not need the high-voltage fence that now discreetly surrounds the building, nor the air locks that restrict entrance into courtrooms.

I saw two courtrooms. The larger one is a spacious two-story hall, very modern and well-equipped, but rather stark. Along the back wall are desks for about 10 or 12 judges, seated in two rows. Before them is a row for five or six clerks. Facing all this is a desk from which witnesses testify. In back of the witness, but behind glass walls, are large booths for observers, perhaps about 50 on the first floor and 50 on the second.

To the judges' right and left are desks for the prosecution and for the defense -- at least 20 desks on each side. Each participant's desk has its microphone, earphones for simultaneous interpretation, and LCD monitors for video of whomever is speaking, as well as for display of documents and realtime transcription in English or French.

Six soundproof booths on the second floor look down on the chamber. Currently, the French-language team uses two booths to the judges' left -- one booth for the interpreter, another for the court reporter and realtime scopist -- while an English-language team works in booths to the judges' right.

The two official languages of the court are English and French. While one team is producing a complete transcript in English, another team is producing a complete transcript in French. Interpreters jump in whenever necessary to provide the participants and reporters a continuous stream of English or French. The goal is a verbatim realtime transcript in each language, in part because some participants will be able to understand the English or French much better when it appears in writing on the screens in front of them.

My hat's off to the court reporters at the ICC. It's an important job and a rewarding one, but very challenging. You might be hearing your native language spoken, but with quite an accent. From time to time, even a good interpreter will mangle the English or French tongue while trying to understand a participant's dialect. Producing a record in such a setting takes concentration and dedication, as well as skill. (If that appeals to you, then let me mention that the ICC is looking for additional reporters for its English and French teams. You can visit [www.icc-cpi.int/](http://www.icc-cpi.int/) to learn more about the ICC's work.)

(Continued on page 5—Keith Vincent)

## The US-International Keyboard — by Keith Vincent

In preparing the French-language version of the Total Eclipse Quick Guide and Hyperkeys chart, I needed to type text that included a lot of accents. Sure, Microsoft Word has a process for inserting symbols, but it's pretty slow, especially when a single word might include two or three accents. Installing the French keyboard would only frustrate me because I'm used to QWERTY, not AZERTY. There's a Canadian multilingual keyboard that is quite nice, but it shifts some familiar keys into spots that a US user would not expect.

The solution, at least for me, turned out to be the US-International keyboard that is available within Microsoft Windows. It preserves the location of all letters in the QWERTY keyboard. However, pressing the Alt key to the right of the spacebar allows you to quickly access international characters. The following charts may help you visualize the setup.

Normal keyboard layout:



Keys available while Right-Alt is pressed:



Normal keyboard layout while Shift key is pressed:



Keys available while Right-Alt and Shift keys are pressed:



A few helpful links if you'd like more information on this topic:

<http://www.forlang.wsu.edu/help/keyboards1.asp>.

<http://www.microsoft.com/globaldev/reference/keyboards.mspx>

<http://tlt.psu.edu/suggestions/international/keyboards/winkey.html>

## Dragged and Dropped Keys Quick Weight Loss Plan By Julie Samford



**Julie Samford**

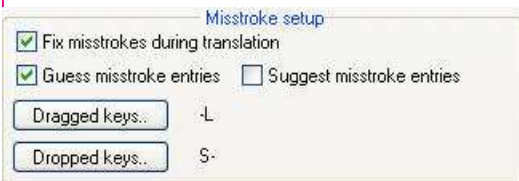
Do you have one mirror in your house that always makes you look skinny? Well, if you're like me, "skinny" may be a stretch, but at least a size smaller?

What if I told you there's a setting in Total Eclipse that will always reflect your best possible image? You can eat all you want, and you will still look good. Well, your transcripts will look great, anyway!

Do you ever drag your final L? Is there another key that you just can't seem to stop shadowing into the next stroke, and you find that you're constantly making the same corrections? Using Total Eclipse's Misstroke Setup, when Eclipse comes to an untranslate, it will take out any dragged keys that you have indicated may be an issue for you, and if the steno then matches a dictionary entry, Eclipse will put that entry in the transcript, just like you wrote it correctly!

As an example, you write KOERLT instead of KOERT. The word "court" will be in a different color on your Eclipse screen, just so your eye can catch that it was a misstroke, but the attorneys will never know, and you don't have to stop and make the correction!

### Here's how you set it up:



It's so easy. Press Alt-U to open User Settings. Click on the Translate tab, and check out the bottom of the window, where you see Misstroke Setup.

Just put a check next to "Fix misstrokes during translation," and if you also want to use this feature while globaling, check "Guess misstroke entries."



Click the "Dragged keys" button, and select the keys that you tend to shadow. If you have more than one, Eclipse will try them one at a time, but this works best if you keep it to a minimum. Once you've selected your dragged keys, press Enter.

Total Eclipse can also insert keys that you tend to drop. Sorry, it can't help you if you drop the whole sentence, but say for instance you don't always get that initial pinky finger S pressed down all the way. When you try to write "snake," it comes up TPFAEUBG. If you have selected the S key under the "Dropped keys" button, Eclipse will put in the word "snake" for you, just as if you were writing perfectly.

Press Okay to save your new settings, and you're all done.

If you spend just five minutes per day making corrections because you dragged that final L or you didn't quite get the S pressed down completely, you've just saved yourself a whopping 30 hours of work per year! That's really amazing to me. Guess what? Now we have finally found time to exercise.

Okay. Forget that. Let's use that extra time to eat more dessert and not rush through dinner. Our transcripts are going to be in great shape, and we've always got the trick mirror when we need to look good!

Take care,

Julie

(Continued from page 2—Keith Vincent)

The ICC selected Total Eclipse as its computer-assisted transcription software -- not least because for the last ten years or so, it's been used very successfully for bilingual debates in the Canadian Senate. As a Total Eclipse user, I was especially happy to see that "Global Magic," one of the most amazing features in the upcoming Version 4.1 of the program, works well in French, too. We'd highlight steno for globaling, and the list of suggestions would pop up with all the accents in the right place.

As you might imagine, page and line numbers cannot be expected to match when the same proceeding is reported in two languages at the same time. So timecodes are providing a common reference point that allows a reader to find text in either the English or French version. In fact, the web-based LiveNote program does not currently support timestamps. So we're having Total Eclipse insert the time at the end of each paragraph, in addition to the standard column of timecodes. Thus, whether one is reading from a PDF file or following the realtime transcription via LiveNote, time indicators will be available (at least at the end of paragraphs) to cross-reference the two versions of the record.

Just a few more notes that you might find interesting from a reporter's perspective. First, everything at the ICC is produced as a PDF file. They are really determined to be a paperless court, in part as a reaction to the mountains of paper that were produced in previous settings like the International Criminal Tribunal for the former Yugoslavia.

Second, witness protection is extremely important. While a reporter is expected to produce a verbatim realtime transcript, important personal details will need to be redacted by the scopist or text editor. Hiding names is often not enough. A mention of living next door to so and so in a certain village can mean death for a witness' family.

In this respect, the new StenoLink features in Total Eclipse 4.1 may prove very helpful. StenoLink was designed to support remote scoping. In effect, it creates two translation sessions. While the reporter's Total Eclipse computer is translating, it sends steno via a network or internet connection to a scopist's computer. The scopist's computer then translates that steno and sends back any globals so that translation on the reporter's computer can be improved. Well, in this setting, StenoLink could enable the reporter to produce an unexpurgated transcript while a scopist is producing a redacted one that is then fed to realtime screens. In other words, someone reading the LiveNote screen would simply not see important personal details that a scopist had redacted in order to protect witness confidentiality.

Third, reporting is a smaller world than I imagined. The chief English language reporter for the ICC was hired from Australia. I was brought in from Texas. As it happens, we had worked together in an arbitration a few years ago. What are the odds!

Finally, my special thanks to the French-language reporters at the ICC-CPI. Two of them were quite comfortable in English, but not the third. So we conducted our morning sessions in French. By the end of the morning, my tongue got really tangled and my accent must have been pretty scary, but they could not have been nicer. When I could not find the French word for a computer term, they managed to understand me. In fact, on the e-Tips page of my website, [www.KVincent.com](http://www.KVincent.com), I'll place the French-language version of a Hyperkeys chart and a Quick Guide that I developed for the ICC. You might find it interesting.

By the way, the French for "zoom" is "zoom." I just can't remember if it's "le zoom" or "la zoom." ■

## **Total Eclipse 4.0 1-Day e-Power Workshop**

Presented by: Wil Wilcox

**Saturday, May 27, 2006 @ Holiday Inn—Media Center 150 E Angeleno Burbank, CA 91502 / 818-841-4770**

Hands-on format, Classroom seating / Bring your laptop computer (or just watch and take notes).

Steno machines are not required. *Paperwork for .6 NCRA CEUs available upon request.*

Registration: 8:30 — 9:00 / Morning Session: 9:00 - 12:00 / Lunch Break: 12:00 - 1:30 (on your own) Afternoon Session: 1:30 —4:30

**AGENDA:** Making the Transition to Total Eclipse 4.0 \* New/Improved Features in Total Eclipse 4.0 \* The New Total Eclipse 4.0 Dictionary Editor \* What's coming in Total Eclipse 4.1

Registration fee: \$195 for Reporters / \$150 for Scopist, Students, and Groups of 3 or more.

**(Group registrations must be submitted at the same time) Limited Seating Available!**

Contact Robert at e-CourtReporter, LLC—818-766-7346 for registration. Or visit: [www.e-CourtReporter.com](http://www.e-CourtReporter.com)





## Hyperkeys Highlight

By Robert G. Denos

This month's Hyperkey highlight will be the letter "t"

If you are not using your hyperkeys by now, you are in Big t trouble with a little "t"!

Hyperkey "t": will scan to the next t trouble spot in the transcript. For example: "t" will scan to an untran, a conflict (I'm talking about transcripts here, not personal stuff) or a blankety blank, (don't give me that look, you know what I mean. I had to work the t in somehow) or commonly known as a "fill-in the blank or just blank". When you need to do some quick cleanup the quickest way to scan through the job is Hyperkey "t" This will move you right along and keep you out of trouble!

**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.

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