

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 decisions.

Job Manager Report Generator, aka How Much Money Am I Going to Make

by: Wil Wilcox



Everyone should have kids. They are the greatest joy in the world. But they are also terrorists. You'll realize this as soon as they are born, and they start using sleep deprivation to break you.

—Ray Romano

One of the great new features of Total Eclipse 4.1 is the report generator. Let's say you are an official and you get a call from attorneys ordering a trial that you've reported and you need to give them an estimate of the cost of the transcripts and need to find out just how many pages you are being called upon to do. Or maybe you're a depo reporter and you would like to know exactly how many outstanding pages that you have before you take on more jobs or to figure out how much your next check might be. There is now a simple way to click on these files in the File Manager, and it will immediately give you a report including the total number of pages on the selected files.

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Just open the file manager and click on the *Summary* button. But first mark the jobs you'd like the page count on, and it will generate a summary of those jobs. If you don't select any jobs, the report will include the total number of pages in your entire user folder. This report will have file names, file sizes, and most importantly, the number of billable pages in each file. At the end of the report it will show a total page count for all of the files selected.

If you've just upgraded to the new version, the number of billable pages calculation will show zero for jobs you did on the previous version. To make these older jobs work for this summary, just open the old job and use Ctrl-PgDn to jump to the end.

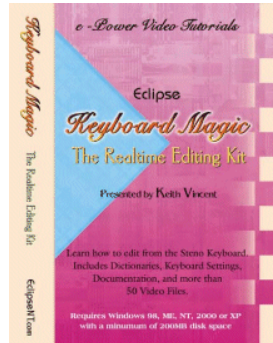
If the job has in it anywhere ANY "new page number" commands that start a whole new page number anywhere in the file you may manually issue a command to cause the number of billable pages to be recalculated. This command is *Tools/Statistics*. This command counts the total number of pages in the file, which will be stored in the file. You can recalculate the number of pages at any time by executing the *Tools/Statistics* command again.

The summary report is in the format of an ASCII file. It will offer to name the file *Job-Summary.txt*. You may give it another name if you would like. Using the Summary report feature gives you the tool to find out just how many billable pages you've got at a moments notice. I love being able to instantly find out how many pages the outstanding jobs you have due are. ■

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Global Magic and Editing from the Steno Keyboard

By: Keith Vincent



Keith Vincent

There are many things that I really appreciate about "Global Magic" within Total Eclipse. First and foremost is the quality of its suggestions. I almost always find that when I open the globaling dialogue, the suggestion I need is right up at the top of the list. So it really does make it possible to "global at a glance." Eclipse Global Magic never offers nonsensical suggestions with improperly resolved conflicts or misspelled prefix/suffix additions. In addition to the quality of its suggestions, I like the fact that it is perfectly usable when editing from the steno keyboard.

Here's an example. Let's say you want to write TPHAOUPL for "pneumonia," but instead you write TPHAOULT, which is NOT in your dictionary. Eclipse may think you dragged in a "T" while trying to write TPHAOUL for "newly." If so, it would put "newly" in the color of an untranslate so that it's easy to find and correct. You could even make a global correction from the steno keyboard. Just use the procedure for "Go Correct Misstroke." Here's how that's done.

In the Realtime Editing Kit, STPH-PB is defined as {M:Go Correct Misstroke - RT}. Of course, you can change the steno to something else, if you prefer, although it's a good idea to make it a one-stroker. When you write the steno, Eclipse goes back to the last untranslate, turns on "Correction Mode" and opens the globaling dialogue. When you correctly write what you had misstroked, the text appears in the globaling dialogue. It's worked that way for years.

Now, as of Total Eclipse 4.1, you also have the advantage of Global Magic. In this example, you'd probably see "pneumonia" right up at the top of the short list of suggestions. Let's assume it's the first suggestion. At this point you could write 1-RBGS. That's also in the Realtime Editing Kit, and all it does is allow you to use your steno machine to press the "1" key on your computer keyboard. To close the globaling dialogue, you would write PHA*EUPB (to create an entry in your main dictionary) or SKWR*OB (for a job dictionary entry) or HRO*L (for a local replacement that does not go into any dictionary).

As I mentioned, the Realtime Editing Kit contains entries for 1-RBGS, 2-RBGS, 3-RBGS, etc. Naturally, you can change the steno to something else, if you prefer. These entries were originally put in the kit for use with the "KHO*EUS" stroke, just in case you wanted to go back to a conflict and select an exceptional choice. Since the Global Magic suggestions are also selected by pressing a number key, the 1-RBGS, 2-RBGS entries work for the globaling dialogue as well. ■

Visit Keith's website @: www.KVincent.com

Typing Savers: Adding Multiple Entries to your Dictionary

By Keith Vincent

Within Total Eclipse, Ctrl D is the speedkey to "Add to Dictionary." You can use that command anytime you think of a new entry that you want to have available. It's a nice, direct way to add a new dictionary entry and have it immediately available for the translation process. You do not have to write on your steno machine, let it translate, and then global the untranslate.

I use "Add to Dictionary" a lot, especially when I notice a new name on a document that I've just marked as an exhibit during realtime transcription. Ctrl D, use my computer keyboard to indicate the steno, press Enter, and type what it means. When the name comes up, I'm ready for it to translate perfectly.

Now, let's say you already have your dictionary open and your cursor is on an entry for "Johnson." You want to use Ctrl D to add an entry for "Arceneaux." The steno emulator opens, you indicate your steno, then you press Enter. You're ready to type "Arceneaux," but the dialogue says "Johnson." No need to backspace or delete. "Johnson" will disappear as soon as you start typing "Arceneaux," but you may wonder why did Eclipse put "Johnson" there in the first place. Well, it's to make it easy to add a bunch of entries, with different steno, for the same name or word or phrase.

Let's say I'm preparing a dictionary for tomorrow's job. I notice the name Arceneaux. I happen to be Cajun, so I know it should be pronounced AR SE TPHO. Ctrl D, indicate my steno, type "Arceneaux." However, the attorneys aren't Cajun. I'd better create an entry for ARBG TPHOBGS and maybe AR SEPB KWRO and maybe a few other ways that the attorneys are likely to murder poor Arceneaux's name.

After I create my first "Arceneaux" entry, I can just keep using Ctrl D to create additional entries with different steno. At each point where I would normally have to type what it means, Eclipse will offer to save me some typing.

You might ask: Can't Eclipse suggest different steno when you "Add to Dictionary?" Sure. Look for a checkbox next to "Suggestions." You'll see it on the globaling dialogue and the "Add to Dictionary" dialogue. In my example, I could ask for suggestions when I'm adding AR SE TPHO. When I press Enter, the "Additional entry suggestions" screen will open. I could put a check next to "Misstrokes" and Eclipse might offer dozens of entries. I could select only specific entries or I could accept them all or I could cancel the suggestions. The thing is that these suggestions would all be fairly close to my original steno.

That's very helpful, but it's also nice that Eclipse offers to save you some typing when you're defining the same word over and over again, even though the steno is completely different. ARBG TPHOBGS does not look like AR SE TPHOE, but they're two ways that I think I might hear and write "Arceneaux."

By the way, there's a Visualizer that illustrates what I'm describing here. You can find it by going to the "Help" menu column within Total Eclipse, then selecting "Visualizer Topics." When the Visualizer Topics screens opens, press 3 to go the page that deals with "Translation, Realtime Transcription, Audio." Then press C to start the movie on "Preparing a Job Dictionary for Translation." ■

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