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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.

Find out what you like doing best and get someone to pay you for doing it.

—Katherine Whitehorn

Don't be afraid to give up the good for the great.

—Kenny Rogers

Do or do not.
There is no try.

Yoda—Character
(Star Wars)

ASI Tech Support 24/7/365:
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We All Search For Answers

One of the best things about the Internet is that anyone with a computer and Internet connection can find information on just about any topic. Just do a search in Google, and you'll get an amazing list of results.

Search engines are great, but the problem is that there are many steps to the process of finding the exact information you're looking for. Open Web browser, go to search engine, type in terms, hit go, read the list, choose a link, click on it and see if that's it or go back and click on another one. Most of the time Google doesn't actually give you the answer; you just get a pesky list of many thousands of Web pages where your answer may be found. Oftentimes, you can find yourself off on a tangent and are left unsure as to the authenticity and accuracy of these search results. There is no guarantee that the words are even spelled correctly.

There is a free program called 1-Click Answers for Windows available at www.answers.com that helps you cut through all of the noise. After downloading and installing 1-Click Answers, just hold down the alt key and click on any word on your screen with either the left or right button on your mouse, and your answer will pop up. Let me repeat. With 1-Click Answers, just Alt-Click on any word and read your answer. That's quick. This does require an Internet connection, but so many of us have always-on Internet access that this is not much of any issue in today's world.

1-Click Answers has evolved from the earlier Atomica and GuruNet and is now a free utility supported by unobtrusive ads. If you've already installed GuruNet, you can have both on your computer but only one running at any given time. 1-Click Answers is faster than GuruNet and has more sources.

This free program is designed for reference work and is much more like looking something up in a dictionary. It utilizes over 100 reference sources all rolled up into one from online encyclopedias, dictionaries, glossaries, a thesaurus and much more. It just takes one second to Alt-Click on any word on your screen and get information from over a million answers pages. It's a very efficient way to get the definitions and spellings of any words that come up in your transcripts and is even a lot faster than reaching for that reference book on the shelf.

You also have the option to type your word into an AnswerBar that slides out from the lower right corner of your screen. Or you can also go directly to the Answers.com Website and enter your word in there. This gives you a convenient way to sample the excellent results you'll get before downloading the program. The newly updated FireFox 1.5 Web browser at www.mozilla.com/ now offers Answers.com as a default search engine, but I prefer using 1-Click Answers.

If you want quick definitions and more from the Internet instead of a long list of popular Web links displayed by a search engine, 1-Click Answers is a great reference. Be sure to check it out. I use 1-Click Answers constantly when I'm working on transcripts and can't imagine being without it.
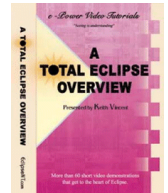
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"Steno Tips" -Keith Vincent

I update the "Steno Tips" page of my website on a frequent basis. Each time you check that part of my website: www.KVincent.com, you might find shortcuts for a totally different group of words. However, I'll also maintain a "Steno Tips" file in PDF format. You'll be able to download the PDF file, search for words, and print up all or part of the list   A special thank you goes out to all who have contributed to the Steno Tips.

Southern California Users Group

San Diego based users group meets once a month at the Downtown Courthouse during lunch hour.
Each meeting covers a different aspect of the Total Eclipse CAT Software.

Past meetings have included topics such as:

Fabulous Form Fields / Incredible Indexing / Pesky Paragraphs, and many open forums with invited guests.

Be sure to check in regularly because this group plans on expanding to include all of California.
Some meetings will be held on weekends as well. CEU credits are available for each hour that you attend.

If you would like to be a part of this group and/or help it to expand throughout California please contact:

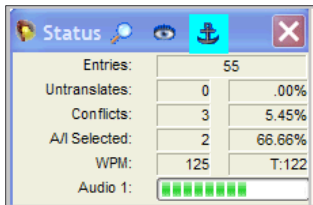Steve Kosmata (619) 685-6041 or Email: eclipse-sd@att.net

Customizing the Realtime Status Window

Keith Vincent

If you go to the "Translate Notes" dialog (Alt T) within Total Eclipse and put a check in the box next to "Show statistics," then a "Status" window will open when you start translation.

However, even after translation has started, you can always go to the "View Toggles" dialog (Shift Ctrl F3) to toggle "Realtime Statistics" on or off.
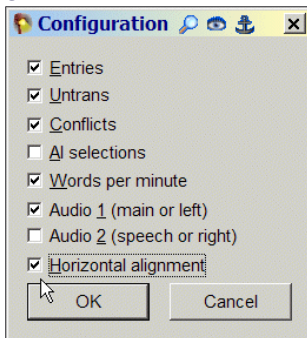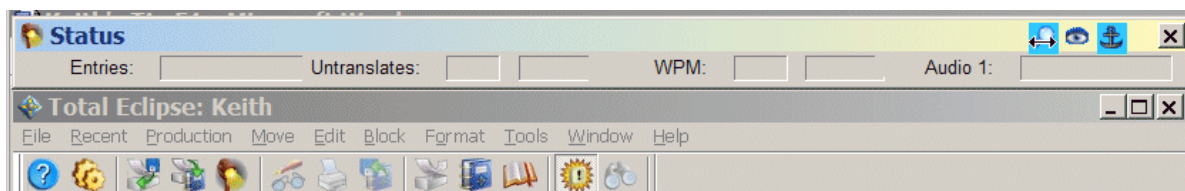
By default, the items of the status window are aligned vertically. You're shown the number of steno strokes (entries), the number and percentage of untranslates, the number and percentage of conflicts, the number and percentage of conflicts that have been selected by the artificial intelligence, the words per minute (both currently and as an average since translation began), and the audio recording level.

As was mentioned in last month's e-Tip, you can point to the magnifying glass icon on the title bar of the status window to adjust the zoom level. Click-drag to the left to make the window smaller. Click-drag to the right to make it larger.

If you right-click on the title bar of the "Status" window, a "Configuration" dialog will open so you can select which statistics you want to show. Don't want to see how many conflicts Total Eclipse has selected automatically? Just remove the check next to "AI selections."

You'll notice you can show recording level indicators for Audio 1 and Audio 2. If you're not recording two sound tracks (and most reporters are not recording in stereo), then you don't need to see the level for Audio 2.

I find **"Horizontal Alignment"** works very well if I'm just displaying a few statistics, such as the words per minute and the recording level for Audio 1. Aligned horizontally, the realtime statistics window looks like a small tool-bar. I like to position mine just above the title bar for the Total Eclipse program window. The status window will remember how you've adjusted it.

So if you've had trouble finding just the right look for your realtime statistics window, you've probably got more options than you realized. Take advantage of them!

Julie's Two-Minute Transcript Tune-Up

Here's a little stocking stuffer for you! Happy Holidays!

Julie Samford

Do you ever have shadows or stacking problems like this in your transcript?

> **Q.**   It was mention Todd me. The money was deed today me.
>
> **A.**   It was suggest to do me that I keep it down. Todd is the first
>   day of the rest of your life.

How annoying is that? Hey, we don't have time to mess with these repetitive corrections… we've got Christmas shopping to do!

Quick Fix:

Press Control D to make a new dictionary entry.

When the virtual steno machine pops up, just type "TOD."

Press Enter.

Add this as your dictionary entry, or just the parts that apply for your writing style:

\to do\today\{^ed}to

Press Enter.

You'll only have to choose this conflict a couple of times for Total Eclipse to learn the context rules, and then you'll NEVER see it again! Hooray!

Wishing you a conflict-free holiday season,

—Julie

HyperKeys Highlight
By Robert G. Denos

This month's Hyperkey highlight will be the letters J, K, L, I.
(last month's was j, k, l, i)

J: Moves your cursor one space/character to the left.
L: Moves your cursor one space/character to the right.
K: Moves your cursor down a sentence at a time.
I: Moves your cursor up a sentence at a time.

As you can see, getting around the transcript during editing can be quick, easy and fun. Keeping your hands on the Keyboard saves time and we all know time is money!

Total Eclipse Workshops

- Wil Wilcox is looking into conducting a 1-day seminar on Total Eclipse IV sometime in the beginning of 2006. More information later. www.e-CourtReporter.com

- In the works: Julie is planning a 2006 training cruise, if you are interested please contact Julie or visit her website at www.realtimeready.com

SUNSPOTS

If you refer a friend that purchases Total Eclipse or AccuCap,
don't forget to ask for a Sunspot! Sunspots are $$ credited
towards your support renewal. For more details/information, Call ASI at 1-800-800-1759.