

LETTING YOUR SOFTWARE WORK FOR YOU

ECLIPSE

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BACK UP SETTINGS

Alt U

Export Settings button

Press Okay

Double-click on Documents (or Desktop, wherever you want to save)

Name the file with today's date (2024 Eclipse settings)

THEN

Tools/Backup/Main dictionary and User settings

Choose your username and press Enter

Backup directory on the hard drive

Enter


SET UP AUTO-BRIEF

- Let's look at the options
- AB dix

- Theory Settings
ADD button at the bottom

Prohibited – Don't give me this combo in an Auto-brief (-SD)

Required – Always give me this in every Auto-brief (*)



LET'S PLAY WITH AUTO-BRIEF

Get your machines and let's real-time.

Add these briefs (Your way...As Sinatra says, I did it MY WAY.)

THRAOBG – take a look

THRAOBG T – take a look at

THRAOBG T S – take a look at this

THRAOBG T S Z – take a look at these

TKO U P T – do you want

THA U R N B G - thank you, Your Honor.

Write this three times...NO BRIEFS.

Take a look at these exhibits. Do you want help?

Now take a look again. Thank you, Your Honor.



BLOCK FILES VARIABLES AND LISTS

- Block files should always be in their own folder. Let's look.

Variables

Multiple fields, same info...only enter it once.

For example, if you create three different fields with WITNAME as the variable, when you enter the name into the first WITNAME field, all WITNAME fields will fill in with that name. (Fields that do not have this variable will not be affected) They must match PERFECTLY!! Caps, etc.

- Create a new block file and add today's date so your original block file is saved. Once you perfect the new block file, copy and paste into the old one and delete the new one.

EXAMINATION BLOCK FILES WITH PICK LISTS AND VARIABLES

- DROEBGS SAS - DROEBGS SAS* - DROEBGS DEFT - DROEBGS DEFT* - DROEBGS GAL
- {<xDirect ASA}{S:STATE1}{Q} - {<xCross ASA}{S:STATE1}{Q}
- {<xDirect ASA2}{S:STATE2}{Q} - {<xCross ASA2}{S:STATE2}{Q}
- {<xDirect Defense}{S:DEFENSE1}{Q} - {<xCross Defense}{S:DEFENSE1}{Q}
- {<xDirect Defense2}{S:DEFENSE2}{Q} - {<xCross Defense2}{S:DEFENSE2}{Q}
- {<xDirect GAL}{S:GAL}{Q} - {<xCross GAL}{S:GAL}{Q}
- PICK LISTS

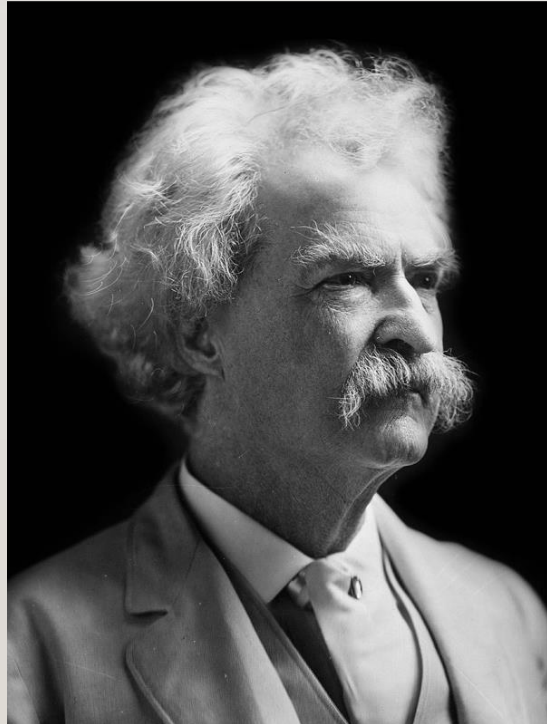
BLANKING YOUR SCREEN IT'S NONE OF THEIR BUSINESS

- **How to blank your real-time screen**
- Create a block file called: None of your business (or whatever you want)
- Make sure the file is inside your block files folder.
- Press Control P several times to create a page of empty lines.
- Define your steno stroke as {<None of your business}
- My steno stroke is BLANK/BLANK but make it yours

WORKING WITH LISTS

- **One click to fill in attorneys you work with regularly**
- Control A is the command to add a blank.
- Plus sign (+) means go to the next blank.
- Format like this:
- Lastname, Firstname @ Firstname Lastname+Address 1+Address2+CityStateZip
- Attorneys who only have one-line addresses:
- Lastname, Firstname @ Firstname Lastname+Address 1++CityStateZip
- At the top of the page of your new block file with attorneys listed, put in a comment line. (Alt
- N, C, C) and type in SORT. The attorneys will then be displayed alphabetically. It'll look like
- this:
- CO: SORT

I HOPE THESE TOOLS WILL MAKE Y OUR LIFE EASIER



“Continuous
improvement
is better
than delayed
perfection” -
Mark Twain