

SearchMaster Newsletter for July 8, 2012

Margie's Corner



Click [HERE](#) to view **Margie's Corner**.

We're all busy trying to make a living, and that often means we don't **have** the time to **take** the time to flip through a style manual in a desperate attempt to find a rule for this, that, or the other. That being the case, all of Margie's presentations here are going to be less than two minutes in length.

In the next installment of *Margie's Corner*, we'll see how what we learn in this presentation should be applied to the punctuation that we use when we prepare our transcripts. In other words, first the *information*, and then comes the *application*.

Controlling the SM Tutor Movies!

On SearchMaster's **Tutor & CEU** tab, double-click **Getting Started**, then double-click **Controlling the Tutor Movies**. In the early days of SM, we had a manual, but we no longer do. Why? Because my customers kept telling me, "I don't want to read a manual; *show* me how to do what it is I want to do!" So I abandoned the manual and went to tutor movies.

The tutor movies in SM can be utilized very much

SM's "My Files" Update is Ready!

Personalize your SearchMaster so that when you open it up, the files that are displayed are the ones *that you search the most often*, and all the other files are just a click away!

Click the word [PREVIEW](#) here for a sneak peek!

This update should be applied only by those who already have SM 11.0.0.1 through 11.0.0.5 installed on their computers. If you have an *earlier* version of SM and your subscription is current (*look at the top of the screen in your SM*), and you want to update to this version, E-mail or call me for assistance!

Follow this 2-step procedure to update your SearchMaster to Version 11.0.0.6.

If SM **11.0.0.6** is *already* installed on your computer, ignore the **Step 1** instructions below, but **do** follow **Step 2**.

Step 1: Click the word [ENGINE](#) here and you will be taken to the SearchMaster Web site. Carefully **read** and **follow** the directions on that page to update your SM search engine. Make sure that you **close** SearchMaster **before** applying the engine update!

Alternative engine update install method: [Firefox](#) and [Chrome](#) users can **right-click** the appropriate file on that page, click **Save Link As**, and save it to a location on your hard drive (the Windows Desktop usually works just fine), and run the file from there. [Chrome](#) users can do the same thing, but after **right-clicking**, click **Save Target As**.) If anyone has **any** problems installing this update, call me. I'll hook up to your computer remotely, and then I'll install the update **for** you.)

Step 2) When you follow **Step 1** above (or the **alternative**), SearchMaster will open automatically, and **SearchMaster Version 11.0.0.6** will be displayed at the top of the screen. Click the **News & Updates** tab. Click the **Update My SearchMaster** button. When the **Update Me Now** button appears in the lower left corner of the screen, click **Update Me Now**. When the next box pops up, click **Update Me** to install the **MY FILES tutor movie**.

When you complete **Step 2**, the new tutor movie that shows you how to set up your personalized **MY FILES** display will be downloaded and inserted into your SearchMaster.

There will then be two places where you can access the tutor movie that shows you how to set up your personalized **MY FILES** SearchMaster display:

- 1) The **MY FILES** button on the **Power Tools** tab.

like a manual, which is to say, you can stop the movie, restart the movie, move around in the movie, and you can do all that without once touching your mouse.

For instance, you have a tutor movie open. You're watching and you're listening, but now you want to temporarily stop the movie so you can do what you just saw me do. Easy. Press the space bar on your keyboard and the movie will stop. Click outside the borders of the movie, and it will be reduced down to the Windows Task Bar.

Do what you want to do. Then, to continue with the movie, click on its icon down on the Windows Task Bar and the movie will pop back up on the screen right where you left it. Press the space bar on your keyboard, and the movie starts playing.

How easy could it be? Knowing how to control the Tutor movies in SM is *essential* if you want to get the most out of all those movies that I spent so much time creating for you so that you could easily learn the program.

Check out that movie, friends. You'll be glad you did. Trust me.



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2) On the **Tutor & CEU** tab, double-click **Power Tools**, then **double-click Setting Up Your Personalized MY FILES Display**.

"Jim Barker's Court Reporters Forum"

As you may (or may not) have noticed, in the lower right-hand corner of SearchMaster's main screen is text that says **Court Reporters Forum**. That text is actually an Internet link; and up until now, clicking that link would take you to CompuServe's **The Court Reporters** Web page. With the release of SM Version 11.0.0.6, clicking on that link will, instead, take you to **Jim Barker's Court Reporters Forum** on Facebook. There, we will be discussing any and all matters that pertain to court reporting: CAT systems, computers, English punctuation, realtime, the threats presented by electronic reporting, the powerful advances in technology that are going to dramatically affect the future of court reporting, etc., etc. Want to join us right now? Click **HERE**. If you're not already a member, click **Ask to Join**, and I'll unlock the door. (It's a *closed* Facebook page, the better to keep away pranksters, troublemakers, and other irritating unpleasantness that no one wants to deal with.)

SearchMaster's Facebook Page

At the bottom right corner of SearchMaster's main screen, between the **E** and the **G** buttons, is a little Facebook link -- the **f** -- that will take you to SearchMaster's Facebook page. Up until now, I haven't done all that much with that page, but I'm going to start regularly posting tips, hints, and searching advice, as well as responding to commentary and inquiries by SM users. If you're a Facebook user and you have tech support-type questions, pop in and ask away. I will be monitoring the site on a daily basis and responding to any and all commentary and/or questions. (Oh, and when you go to the SearchMaster Facebook page, *please* click the "Like" button so you'll get updates in your Facebook News Feed.) And if you happen to be in the mood, you might even give SM a hearty *endorsement* while you're there! (Thank you.)

Keep 'em Coming!

Your contributions to SM's glossaries are *very* much appreciated, friends; so if you had to go to some *other* source to find what you *didn't* find in SearchMaster, please send me that reference so I can add it to the next update! The easiest way to do that is to click the little white tech support envelope in the lower right corner of SearchMaster's main screen (or you can just send an E-mail to searchmaster.jim@gmail.com).

Until next week, my friends, I leave you with these words from Mark Twain:

"The two most important days in your life: the day you

were born, and the day you find out why."

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