
HUTCH HELPS



A PUBLICATION OF HUTCHINGS COURT REPORTERS, LLC

FALL 2005



Q&A Corner

STUDENT QUESTION:

WHAT ACTIVITIES, PROGRAMS OR MEMBERSHIPS WOULD HELP EASE THE SCHOOL-TO-CAREER TRANSITION FOR COURT REPORTING STUDENTS?

HUTCHINGS' ANSWER:

Membership in local, state or national court reporter associations can be beneficial to students as well as working reporters. These organizations host conferences and seminars. They also publish monthly magazines with articles on topics ranging from day-to-day working tips and stories, to technical advice, resources, and important news about the ever-changing court reporting profession.

QUIZ

The expressions below may be familiar to you, but when it comes to spelling them, you may be in dire straights -- or is it dire straits?

In each phrase that follows, choose the preferred spelling.

1. anchors away/aweigh
2. to wait with baited/bated breath
3. to grin and bare/bear it
4. sound bite/byte
5. bloc/block voting
6. a ceded/seeded player
7. champing/chomping at the bit
8. a full complement/compliment of
9. to strike a responsive chord/cord
10. just deserts/desserts

© Richard Lederer
for answers, see page 8

Send in your questions!

This column needs your questions about court reporting, so ask away! Professional reporters and editors/scopists will answer your questions via email, and your question may appear in the next Hutch Helps! Please submit your questions to Hillary Sackett: hillarys@hutchings.com



California Court Reporters Association (CCRA)

www.cal-ccra.org

National Court Reporters Association (NCRA)

ncraonline.org

Reporters Association of Southern California (RASCAL)

rascalonline.org

Also, CAT software companies often offer a printed or online newsletter about software changes or tips, as well as training sessions in your vicinity.

Establishing a relationship with a mentor is another way to gain valuable, personalized guidance. Both CCRA and NCRA have instituted programs to help link you with a court reporting mentor willing to share their encouragement and advice. See their websites for more information. Of course, Hutchings has a renowned Mentor Program, instituted in 1994 and still running strong today. Our 6-session program begins in June and runs through March. Hutchings will be accepting applications in March 2006 for the next program.



COMPUTER TIPS AND TRICKS FROM MR. MODEM

BY RICHARD SHERMAN -- JCR ONLINE -- JUNE 2005

FAST EXIT TO DESKTOP

PRESS THE WINDOWS KEY AND THE LETTER D TO INSTANTLY MINIMIZE ALL OPEN WINDOWS AND TO DISPLAY YOUR DESKTOP. BECAUSE THE WINDOWS KEY + D IS A TOGGLE, YOU CAN REVERSE THE PREVIOUS ACTION AND DISPLAY ALL OPEN WINDOWS THE WAY THEY WERE BEFORE YOU MINIMIZED THEM BY PRESSING THE SAME KEYSTROKE COMBINATION AGAIN. THE WINDOWS KEY IS USUALLY LOCATED ON THE BOTTOM ROW OF YOUR KEYBOARD, AT BOTH ENDS OF THE SPACE BAR, TO THE LEFT OR RIGHT OF THE ALT KEY. THE WINDOWS KEY DISPLAYS THE WINDOWS FLAG LOGO.

A GAGGLE OF GOOGLE TIPS

GOOGLE MAKES IT EASY TO REFINE SEARCHES. AFTER EACH SEARCH, YOUR SEARCH TERMS APPEAR IN A BOX AT THE TOP OF THE PAGE, WHICH WILL PERMIT YOU TO CHANGE THEM AND TRY AGAIN. HERE ARE FIVE TIPS FOR BETTER GOOGLE SEARCHING:

1. TYPE SEARCH TERMS IN LOWERCASE.
2. TYPE PROPER NAMES WITH A SINGLE CAPITAL LETTER, SUCH AS FRANK.
3. DON'T TYPE ANY WORDS IN ALL CAPITAL LETTERS.
4. IF TWO OR MORE WORDS MUST APPEAR TOGETHER IN YOUR SEARCH, PUT QUOTES AROUND THEM, AS IN "FRANK SINATRA"
5. USE + AND - TO INDICATE WORDS THAT SHOULD EITHER APPEAR OR NOT APPEAR, SUCH AS +FRANK +SINATRA -ZAPPA IF YOU'RE LOOKING FOR THE LEGENDARY CROONER, NOT DWEEZIL'S DAD.

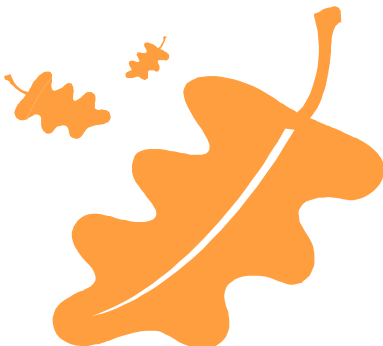
CREATE SHORTCUTS TO WEB PAGES

YOU CAN CREATE A CONVENIENT DESKTOP SHORTCUT TO ANY WEB PAGE IN EITHER OF TWO WAYS:

1. RIGHT-CLICK ON A WEB PAGE (BUT DON'T CLICK ON A LINK OR GRAPHIC), AND CHOOSE CREATE SHORTCUT.
2. RESTORE "DOWN" YOUR BROWSER WINDOW (USING THE MIDDLE BUTTON IN THE UPPER RIGHT- HAND CORNER) SO YOU CAN SEE A PORTION OF YOUR DESKTOP BEHIND THE WINDOW. THEN DRAG AND DROP ONTO YOUR DESKTOP THE ICON THAT APPEARS AT THE FAR LEFT OF THE ADDRESS FIELD (NEXT TO THE WEB SITE ADDRESS). PRESS F2 TO RENAME THE NEW SHORTCUT, IF DESIRED.

QUICK FIND

TO QUICKLY RETURN TO THE PREVIOUS LOCATION WHERE AN EDIT OCCURRED IN A WORD DOCUMENT, PRESS SHIFT + F5 ANY NUMBER OF TIMES TO KEEP MOVING BACK THROUGH PREVIOUS EDITS. THIS SHORTCUT CAN BE A TERRIFIC TIMESAVER, PARTICULARLY IF YOU'RE WORKING ON A LENGTHY DOCUMENT AND NEED TO RETRACE YOUR EDITING STEPS.



GOOD PRACTICE

FOR BUDDING INTERACTIVE REALTIME WRITERS

Go to www.world-english.org/english500.htm to practice with the list of the 500 most commonly used words in the English language. Also see the link at this site for the 100 most commonly used verbs.



PAPERLESS WRITERS: *MORE FEEDBACK*

submitted by Martha Hutchings

After reading Kevin Daniel's article, "Food for Thought" in the April JCR, I contacted Maggie Cline, Senior District Sales Manager for Stenograph. I asked her to provide a different perspective on paperless writers. Here are her responses to his critique:

There are 3,000 paperless writers in reporters' hands today and these machines are anything but "new fangled." We have been building machines for over 65 years. The inherent redundancy of memory in the Mira is a safeguard to protect the record.

1. Kevin Daniel talked about mechanical malfunction of the writer. We put every memory source of the Mira on separate circuits to avoid these kinds of malfunctions. The RAM, the compact flash, and the 3 ½ diskette are all on separate circuits. There is even a fail-safe battery that is totally independent of all the above to take over if everything else fails. The problems he described are much more possible with the "paper pushing" machines because of the increased number of moving parts to advance the paper. There are not as many on the Mira, so the possibility of failure decreases. This is also why we put the dials on the key adjustments so you can see exactly how much you are adjusting the writer.

2. He talked about CAT software malfunction. Our software does not allow steno strokes to ever be deleted even if the reporter deletes them on purpose. They will appear grayed out in the electronic note file, but they will be there.

3. He mentioned firmware malfunction of the writer or software compatibility. We build the writer and we do build the software with that writer in mind. We don't apologize for that. We do build in compatibility within the machine. To be honest, we were surprised when the other vendors did not reverse engineer the Mira to develop their own access to the machine as they did a long time ago with the 8000 and 6000. I just know that our machine and writer do not have the compatibility issues he is talking about.

4. He talked about power surges, but then described a power spike. Most reporters today, if they do plug in at the attorney's office, use surge protectors. To be honest, they would lose their computer and their machine if such a lightning strike occurred.

5. Again, this sounded more like the software compatibility he mentioned in three above. Sure it could happen, but you have to again look at the compatibility. He is experiencing this with an 8000, he would probably have it occur on the Mira as well, but that is when the redundant, separate circuit backups would occur.

6. He mentioned the ability to turn the machine to manual if a glass of water was spilled into a writer. I highly doubt whether the 8000 would be able to write manually in that instance. If you get a chance though, look at the Mira. The innards are even more protected in the Mira than they ever were in the 8000. The 8000 because of the paper, had to have openings to the outside. Those openings could much more cause moisture to enter the body of the writer. If that was the case, it would not be able to write manually – I guarantee.

PAPERLESS WRITERS: More Feedback - CONTINUED on page 7



W E B T I P S



Wild, Wacky, and Wonderful Web Sites

submitted by Yvonne Ulloa - excerpted from "Ask Mr. Modem" - JCR Online, April 2005

CONCERT TOURS: Keeps tabs on more than 4,800 groups and 32,000 concert events - www.pollstar.com

INN-TIMATE GETAWAYS: This guide to guestdom includes more than 45,000 properties, featuring small hotels and thousands of B&Bs from Anguilla to Zimbabwe - www.travelguides.com

MY BOOKMARKS: A free service, allows you to import, export, organize, and search your bookmarks online - www.mybookmarks.com

PC CHAT: Weekly topics include PC news, tips, trends, gaming and more. The show is also streamed on the Internet, so it can be heard at any time, day or night - www.pcchatshow.com

PETFINDER.COM: Arguably the largest searchable directory of adoptable pets - search for pets by breed, age, size, gender, and ZIP code at more than 3,000 facilities nationwide - www.petfinder.com

TEST PASSWORD SECURITY: Enter sample passwords and this site will tell you how easy or difficult it might be for a hacker to "crack" a password - www.securitystats.com/tools/password.php

TAXPAYER WOES: CNN Interactive invites taxpayers to share their IRS woes - www.cnn.com/US/9704/tax.special/taxpayer.woes/



Your Old Cell Phone May be Worth Money

New York Times - July 7, 2005

Whether they're sitting in a kitchen drawer, were shoved in a shoebox under the bed, or are gathering dust in a glove compartment, old cellular phones may actually hold some merit.

How? Companies like RipMobile are willing to pay in cash or merchandise for old cell phones sent their way. Prices vary -- depending on the phone's continued utility and the demand for it -- but some can be worth up to \$100 or more. Though instead of dollars, RipMobile awards points that can be converted to gift certificates at locations such as Circuit City, MSN Music and RingToneJukeBox.com (for cell phone ring tones, games and screen savers).

Along with RipMobile, other sites in the recycling business include:

Cellforcash.com

Oldcellphone.com

Phonefund.com

Where do the phones go? Many of the sites accept all phones -- even the ancient ones -- and simply recycle those that cannot be reused; phones that still have some value, however, are tested, outfitted with any needed accessories and sold to dealers who resell them as "refurbished phones" in the United States or abroad. Additionally, some phones are donated to charities as emergency phones.

Helping the Environment

Taking into account that most cell phones contain some pollutants that can severely injure the public's health, it's far more environmentally sensible to seek out better uses for old phones than throwing them away. According to the president of Inform, a national environmental research organization, even though each phone is small, it can pack a seriously powerful, highly toxic punch, as cell phones house chemicals such as arsenic, nickel, zinc and lead.

Thus, not only is shipping out old cell phones easy, but it puts cash in your pocket and is environmentally friendly. What's not to like?



HUTCHINGS' COMPANYWIDE EVENT



The Alzheimer's Association Memory Walk was a big success! Seeing so many people ready to walk s-o-o-o-o early on a Sunday morning was heartwarming. For some, it was an opportunity to stroll and visit with Hutchings folks we hadn't met yet. For others, it was a chance visit with old friends and catch up on news.

Many of you may not be aware that our founder, Rendel Hutchings, now resides at an Alzheimer's facility in San Juan Capistrano. The Hutchings family was out in full force walking in honor of Ren!

We set a goal to raise \$10,000, and through the generous support of our 80 walkers, sponsors and contributors, we raised over \$10,500! Exciting Alzheimer's research breakthroughs are in the news weekly. To read the latest, we encourage you to visit www.alz.org.

Next year, we look forward to increasing our TEAM of Heroes and our fund raising efforts. We hope you will join us. We want to thank all of the walkers, sponsors and generous contributors who made this year's Alzheimer's Association Memory Walk so exceptional.

SPECIAL THANKS TO OUR TEAM SPONSORS

Allied Office Products
CDS
Glass Eye Productions
Richard Schneider Enterprises
Sage College
Steno Doctor

alzheimer's  association



CAL-E-TIPS: BRIEFS TO SHARE

CAL E GRAMS: APRIL 2005

AN ONLINE PUBLICATION FOR MEMBERS OF THE CALIFORNIA COURT REPORTERS ASSOCIATION - BY DOREEN PERKINS, CCRA PRESIDENT-ELECT

LOOKING FOR A QUICK BRIEF FOR THOSE HARD TO WRITE WORDS OR COMMON PHRASES? IF YOU HAVE A WORD OR PHRASE THAT YOU WOULD LIKE A BRIEF FORM FOR, LET ME KNOW, AND I WILL PUBLISH YOUR REQUESTED BRIEF IN THE NEXT CAL-E-GRAMS. IF YOU HAVE BRIEFS THAT YOU WOULD LIKE TO SHARE WITH OUR MEMBERS, PLEASE SEND THEM TO DOREEN PERKINS, ORTRPTA1@AOL.COM OR 1100 VAN NESS, DEPT. 50, FRESNO, CA 93724-0002.

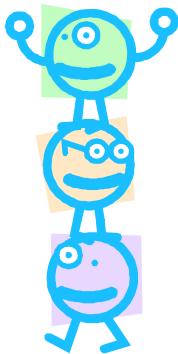
911	NEA
BLOODSHOT	BLO8BT
CAMOUFLAGE	FLAJ
CAMOUFLAGED	FLAJD
CRITERIA	KAOER
CRITERION	KAOERN
DEPICT	DWIK
DEPICTED	DWIKD
DEPICTING	DW*IG
DEPICTS	DWIKS
ENGINEER	JAOER
ENGINEERED	JAOERD
ENGINEERING	JAOERG
ENGINEERS	JAOERS
FEMALE	FAEL
MAIL	MAIL
MALE	MAEL
OBSERVE	SOEFR
OBSERVED	SOEFR8D
OBSERVES	SOEFRS
OBSERVING	SOEFRG

REQUESTED PHRASES:

BUSINESS OR OCCUPATION	BORK
CALLING THE CASE OF	KAUFT
DO YOU RECOGNIZE	DOURKZ
FAIR AND ACCURATE	FAIRK
FAIRLY AND ACCURATELY	FAIRKL
WHAT IS YOUR BUSINESS OR OCCUPATION	WHAURGS

SUFFIXES:

BLT FOR ENDING ABILITY	
PROFITABILITY	PROFBLT
SUITABILITY	SAOU8LT
<i>LGS FOR ENDING TIONAL</i>	
CONSTITUTIONAL	KAOLGS
FUNCTIONAL	FUNLGS



EMPLOYMENT OPPORTUNITIES

For the most current postings and for more information about the positions currently available at Hutchings – check our website, WWW.HUTCHINGS.COM à select HUTCH CONNECTIONS, select STUDENT CONNECTIONS, then look in the JOB OPPORTUNITIES section for the most up-to-date listings.

equal opportunity employer



SCHOOL INVOLVEMENT



HUTCHINGS SPONSORS STUDENTS FOR SEMINAR

Hutchings sponsored 2 student scholarships for the All-Day Continuing Education Seminar presented by the Reporters Association of Southern California (RASCAL) on September 10, 2005 in Los Angeles. Seminar topics included briefing medical terminology, forensic investigations and a memorial tribute to Julie Ann Brandau, the court reporter killed in the Atlanta courthouse shooting. Attendees received .65 NCRA-approved CEUs for participating.

MENTEES HONORED

Martha attended the 27th Annual Cypress College Court Reporting Club Awards Banquet in May. It was nice to be able to acknowledge our successful mentees from this school and to introduce the new mentees for the 2005-2006 Mentor Program.

PAPERLESS WRITERS: More Feedback - CONTINUED, from page 3

Not everyone is ready for going paperless. We happen to live in a state where the electronic file is considered to be the official record, so we at least have that permission. I think it is a bad recommendation to anyone to eliminate one of the backups by removing their ink cartridge and paper. I heard of a reporter recently who was using a Flash writer and did just that. Her flash card failed and she lost the transcript. There is a definite reason for the redundant backups, the separate circuits, etc. We know our "audience" and we know the delicate, vital job they perform. We have made it our goal to be a tool to reporters, not a hindrance by allowing the record to be lost.

Sure all the stuff he talked about *could* happen, LA could also fall into the ocean after the next big earthquake too. But you have to have faith in the company developing the machine – with its expertise and with its longevity.

And sometimes you have to see the glass as half full instead of half empty.

How Smart is Your Right Foot?

This will boggle your mind, and you will keep trying at least 50 more times to see if you can outsmart your foot, but you can't.

1. While sitting at your desk, lift your right foot off the floor and make clockwise circles.

2. Now, while doing this, draw the number "6" in the air with your right hand. Your foot will change direction.

Pretty freaky, eh?



STUDENT SECTION ON HUTCHINGS WEBSITE

HAVE YOU SEEN HUTCHINGS' WEBSITE LATELY? WE HAVE A SPECIAL SECTION ESPECIALLY FOR STUDENTS. PAST ISSUES OF HUTCH HELPS ARE POSTED – PLUS EMPLOYMENT OPPORTUNITIES, MENTOR PROGRAM INFORMATION, AND ARTICLES OF INTEREST.

SEE: WWW.HUTCHINGS.COM à HUTCHINGS CONNECTIONS à STUDENT CONNECTIONS



HUTCHINGS' MOCK DEPOSITION SCORES A BIG HIT!

What an idea! In July, we hosted the first mock deposition at Bryan College. This was the inspired idea of our very own Martha Hutchings: a mock deposition for court reporting students, to bring the real court reporting world to their student experience.

After some rehearsing, formulating a script, creating exhibits and even fake business cards, we rolled out the first mock deposition. Several high-speed students participated, as both deponents and reporters. As we had hoped, the mock deposition provided students with a forum to actually participate in a depo. They affirmed the witness, made introductions, obtained a caption, practiced methods of interruption, and handled the appearances of counsel, spellings, and exhibits. They also responded to a few unexpected surprises.

The feedback can best be summed up by Bryan College's high-speed instructor Karen Sole, "[T]he mock depo went over HUGE. By the next morning, all the day students had heard about it and were absolutely buzzing about it. They're all looking forward to it, as am I. Thanks again." In September, we will return to Bryan College for another Hutchings Mock Deposition and we will offer this to other reporting schools as well.

Overall, we were very pleased with the students' response. The experience helped them face some of the practical challenges facing the reporter and got them thinking about how they would address these issues when they are in a real depo!

ANSWERS TO QUIZ, page 1

If any of your answers don't jibe with these, check their definitions in your dictionary:

1. aweigh 2. bated 3. bear 4. bite 5. bloc 6. seeded 7. champing or chomping 8. complement 9. chord 10. deserts © Richard Lederer

beware OF EMAIL SCAMS

submitted by Bill Jimenez

Be aware of emails that seem to offer information on tragedies like Hurricane Katrina. Often times, they lead with a story and ask you to click on a link for more information. When you click that link, you are taken to a website that will download trojan downloaders and viruses. This is a common practice after a tragic event.

Never open an attachment in an email unless you are expecting it, and if you aren't sure, call the person who sent you the email and verify they actually did send it. Also, never click on a link in a blind email, where you don't know the sender, and if you get an email with a link from someone you know, don't assume it's safe to click on. Verify from the sender that they truly send the email.





OUR LOS ANGELES OFFICE RELOCATED!

OUR LOS ANGELES OFFICE MOVED
IN SEPTEMBER, AND WE'RE
EXCITED ABOUT THE NEW
LOCATION AND IMPROVED SPACE.
WE NOW OCCUPY THE 8TH FLOOR
OF THE *BANK OF THE WEST*
BUILDING IN COMMERCE (*YOU CAN
SEE IT FROM THE 5 FREEWAY*): 6055
EAST WASHINGTON BOULEVARD, BANK OF THE WEST BUILDING, 8TH
FLOOR, LOS ANGELES, CA 90040.

ATTENTION NEWLY LICENSED COURT REPORTERS

Are you interested in working for a support-oriented company that offers a comprehensive new-reporter orientation program, competitive rates, guaranteed commissions, flexible schedules, and a variety of work?

Hutchings is seeking court reporters in Los Angeles and San Fernando Valley.

Contact Jeff Koller at 800.697.3210 or jeffk@hutchings.com,
or fax your resume to him at 714.543.6441.

PROUD MEMBER OF:

Alliance for Independent Reporting Excellence (AIRE) ÷ California Court Reporters Association (CCRA)
National Court Reporters Association (NCRA) ÷ Reporters Association of Southern California (RASCAL)
(Formerly IASGRA - Los Angeles General Shorthand Reporters Association)



÷ visit us at www.hutchings.com ÷
÷ click on "Hutch Connections" and select "Student Connections" ÷

**ACCESS THE BEST QUALITY, COLOR AND PRINTABLE
VERSION OF THIS NEWSLETTER BY VISITING
WWW.HUTCHINGS.COM.
CLICK ON THE HUTCH CONNECTIONS TAB,
THEN DOUBLE-CLICK ON STUDENT CONNECTIONS.**