



**CELEBRATING  
30 YEARS  
OF THE TRANSCRIPT  
REIMBURSEMENT FUND**

## Features

### President's Message

No President's Message this month. Please excuse our silence while we celebrate our 100th Convention! President's Message will return next issue.

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Recipe For a Successful Garage Sale



Advancing our profession  
for over 100 years. >>>

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The deadline for ad and article copy for CCRA Online is the first of the month prior to the scheduled publication date. Articles, ad copy, changes of address, complaints of nondelivery and subscription requests should be directed to CCRA, 65 Enterprise, Aliso Viejo, CA 95656 or call (949) 715-4682. Advertising inquiries also should be directed to the Association office. Photographs accompanying articles should be RGB color JPEG files with a resolution no less than 120 ppi.

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### CCRA MISSION STATEMENT

The mission of the California Court Reporters Association is to advance the profession of verbatim shorthand reporting by promoting professional reporting excellence through education, research, and the use of state-of-the-art technology; establishing and maintaining professional standards of practice; and advocating before legislative and regulatory bodies on issues which impact the judicial system and others served by the court reporting profession of California.

## JANUARY WILL MARK THE 30TH ANNIVERSARY OF THE TRANSCRIPT REIMBURSEMENT FUND (TRF).

The TRF was established by the legislature in 1981 and is funded through the Certified Shorthand Reporters annual license renewal fees. The purpose of the TRF is to provide transcript reimbursement costs to indigent litigants. There are certain criteria to determine eligibility. These guidelines should clarify those criteria.

If you would like to review the code sections related to each criteria, you may access the language through the links provided. If you would like to review the relevant TRF codes in their entirety, you may access them through a link provided for you at the end of this document. In addition, sample invoices and letters may be obtained by requesting them through [Julia.Miranda-Bursell@dca.ca.gov](mailto:Julia.Miranda-Bursell@dca.ca.gov).

Find out more information about the TRF on the Court Reporters Board Web site:  
<http://www.courtreportersboard.ca.gov/index.shtml>



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\* **Realtime captioning** requires training in court reporting on the stenotype machine and is the most commonly used method in Broadcast Captioning for live shows. Realtime captioning skills are also used in CART reporting using the computerized stenotype machine to translate speech to written text for instantaneous display for classrooms or meetings or a variety of other situations where realtime captioning is required.

\* **Offline captioning** can be done typing from a computer keyboard (**no steno skills necessary**) to create and apply captions to various media whenever there are audio or video files that need to be transcribed into text format and made into captions.



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### The Case of the Humming Hard Drive

**Q. When I insert the date in letters I write using Microsoft Word 2003, the date is saved when I save the document. When I later open the file, the date in the document is changed to the date I opened it. How can I stop this from happening?**

A. When you insert a date code into a Word document using Insert > Date and Time, the option exists to automatically update the current date each time you open the document. While this can be a time-saving feature if you frequently have to update forms, memos, letters, etc., it can also be highly annoying, if you don't.

If you prefer the date to always appear as the date first entered, uncheck the "Update Automatically" check box in the Insert > Date and Time dialog box.

**Q. My laptop recently started making a loud whirring or humming sound. I can also feel a vibration coming from the machine. It is not the CD drive because there is no CD inserted. Do you think it's a problem with the hard drive itself? Thanks for being there, Mr. M.**

A. Strange noises and vibrations are not a good thing emanating from one's computer or one's gastrointestinal tract. From your description, it does sound like the hard drive — which is a circular plate that rotates around a fixed hub — is not balanced. Think of it as you would a tire that is out of balance on a car, which then creates a wobble, that results in a vibration, that can ultimately destroy the wheel bearings and cause the wheel to freeze.

If that happens on a computer, the good news is that it will not destroy the data on the drive, as long as the drive is spinning. The bad news is that it can be quite expensive to recover data from a frozen or failed drive. If that occurs, drive replacement is the recommended course of treatment.

**Q. I somehow managed to delete my MS-DOS prompt. If I go to Start > Programs > Accessories menu, it's not there. I still occasionally dabble with MS-DOS or the command line, so is there any way to retrieve it?**

A. Yes. To see your DOS prompt again, click Start > Run and type "command" (without the quotes), then press Enter or click OK.

**Q. I had to call my ISP for tech support and was connected to an automated voice-mail system that was really frustrating. Do you know how I can get a list of reliable ISPs in my area that provide decent technical support?**

A. The best thing to do is speak to other individuals in your area and find out who they use for their Internet access, and how satisfied they are with the service they receive. You might also call several computer stores, repair shops, and computer consultants. You just can't beat word-of-mouth recommendations for something like that.

Chances are that any local ISP that's been in business for a number of years is doing something right or they wouldn't survive in what is generally a very competitive arena.

Keep in mind that "small" or "local" doesn't

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always equate to “good.” I hear from people every week with a myriad of complaints about ISPs, large and small. The larger ones tend to route customers to endless voice-mail or tech support that’s local — if you happen to live in Bangalore. With smaller, understaffed ISPs, you generally have to leave a message on an answering machine or send an email — which isn’t very helpful if the problem you’re experiencing is a lack of connectivity.

### **Mr. Modem’s DME (Don’t Miss ‘Em) Sites of the Month**

#### **Animoto**

Generate slide show videos using your own uploaded photos and music. Select the pictures you want to use, arrange them in the order you prefer, select a music track, then sit back and let Animoto work its magic. The finished product is a polished presentation, complete with visual transitions and special effects. Thirty-second clips are free; longer clips cost \$3 each, or sign up for \$30/year for unlimited videos.

[www.animoto.com](http://www.animoto.com)

#### **Atmospheric Optics**

A stunning collection of photos that illustrate the strange and beautiful visual phenomena created by light, weather, and the atmosphere. Included are interesting photos and explanations for everything from rainbows and ice halos to nacreous clouds and crepuscular rays. (Health Tip: Be sure to wear your crepuscular block whenever you go outside.)

[www.atoptics.co.uk](http://www.atoptics.co.uk)

#### **Group Card**

With this site, a group of people can sign and send a free e-card, which works well for sharing a card with office colleagues, friends, or family members. The selection isn’t much different than what you would find in the card aisle at your local drugstore, but anything that avoids spending five bucks for a paper card works for me.

[www.groupcard.com](http://www.groupcard.com)

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# The Word *Okay*

By Margie Wakeman-Wells

Author of *Bad Grammar/Good Punctuation* (Available at NCRA store)

Spell out the word okay even though you might see it abbreviated *OK* or *O.K.* in other contexts.

**RULE: When *okay* is at the beginning of a sentence, use a period after it.**

Okay. Do you know when that occurred?

Okay. Fine. Were you involved in that decision?

All right. Okay. Let's see whether we can nail this down.

**RULE: When *okay* is at the end of a sentence, use a period or interrog in front of it for the statement or question and a period or interrog after it, depending on the intonation of the speaker.**

Your doctor prescribed it February 6. Okay.

You have testified you were alone. Okay.

We will put this with the other papers. Okay?

**RULE: When *okay* is in the middle of the sentence and is asking a question, use a pair of dashes around *okay* with an interrog after it.**

I understand that you were there — okay? — and didn't know what to do.

I need you to look at this — okay? — and tell me your interpretation of it.

This is the contract signed by our company — okay? — and then sent to yours.

Note that this follows the standard rule for a question dropped into the middle of a complete sentence.

**RULE: When *okay* is in the middle of a sentence and has little or no meaning, use a pair of commas around *okay* as a throwaway.**

We were in the alley, okay, when we saw him, okay, come out of the store.

He was standing, okay, near the door.

They had several, okay, that I wanted, okay, but couldn't afford.

In the language pattern of some people, *okay* is a "hiccup" word, a word that just creeps in and has no basic meaning. People who use *okay* as a throwaway probably insert other meaningless words, such as *like* and *you know*, into their speech. When you have testimony that is littered with these meaningless words, you know that it is a speech pattern and will punctuate it accordingly.



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## From the Internet...

- A bicycle can't stand alone; it is two tired.
- A will is a dead giveaway.
- Time flies like an arrow; fruit flies like a banana.
- A backward poet writes inverse.
- A chicken crossing the road: poultry in motion.
- When a clock is hungry it goes back four seconds.
- The guy who fell onto an upholstery machine was fully recovered.
- You are stuck with your debt if you can't budge it.
- He broke into song because he couldn't find the key.
- A calendar's days are numbered.
- A boiled egg is hard to beat.
- He had a photographic memory which was never developed.
- The short fortuneteller who escaped from prison: a small medium at large.
- Those who get too big for their britches will be exposed in the end.
- When you've seen one shopping center you've seen a mall.
- If you jump off a Paris bridge, you are in Seine.
- When she saw her first strands of gray hair, she thought she'd dye. Santa's helpers are subordinate clauses.
- Acupuncture: a jab well done.
- Marathon runners with bad shoes suffer the agony of de feet.
- The roundest knight at King Arthur's round table was Sir Cumference. He acquired his size from too much pi.
- I thought I saw an eye doctor on an Alaskan island, but it turned out to be an optical Aleutian.
- She was only a whiskey maker, but he loved her still.
- A rubber band pistol was confiscated from algebra class because it was a weapon of math disruption.
- No matter how much you push the envelope, it'll still be stationery.
- A dog gave birth to puppies near the road and was cited for littering.
- Two silk worms had a race. They ended up in a tie.
- A hole has been found in the nudist camp wall. The police are looking into it.
- Atheism is a non-prophet organization.
- I wondered why the baseball kept getting bigger. Then it hit me.
- A sign on the lawn at a drug rehab center said: 'Keep off the Grass.'
- A small boy swallowed some coins and was taken to a hospital. When his grandmother telephoned to ask how he was, a nurse said, "No change yet."
- The soldier who survived mustard gas and pepper spray is now a seasoned veteran.
- Don't join dangerous cults: practice safe sects.

### Cal-e-licious

By Gerie Bunch

#### RECIPE FOR A SUCCESSFUL GARAGE SALE:


1. **SELECT A DATE:** Pick a day when there's not a lot going on in your community; Fridays and Saturdays are best.
2. Decide if you want to go it **ALONE OR WITH OTHER FAMILIES.** If combining, identify your stuff by color coded price tags.
3. Contact your city or county to see if you **NEED A PERMIT** and comply.
4. **SPREAD THE NEWS:** Ad in the local paper; post flyers and directional signage is essential. Signs should be big & bold, including dates, location & hours. Indicate if "No Earlybirds" are desired.
5. **GET ORGANIZED:** Display attractively, making it easy for shoppers to move about; use brightly covered card tables, ping pong tables, clotheslines or racks; have similar items in sections, i.e., books, DVDs and CDs together; small appliances in another section, etc. Make sure stuff is clean and usable. Have extension cords available to test small appliances.
6. **PRICE IT RIGHT:** Price everything so you don't have to answer, "How much?" Make a sign that says, "All books, .25" or "This table 25 cents." "Glasses, 6 for \$1." "Bag-it for a Buck" for clothing. Be creative.
7. **CASH ON HAND:** Make sure you have enough coin and paper money to make change. Decide ahead of time if checks are acceptable. Have calculator available.
8. **BE WILLING TO BARGAIN:** This is part of the fun, so agree on minimum prices for all items.
9. **DONATE TO CHARITY & COUNT YOUR CASH:** Now that you've made all that space in your garage, closet or attic, gather up what's left and donate it to a charity or thrift store. Enjoy that you've turned your unwanted items into cash and met some nice people in doing so.





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