

COURT REPORTING:

Bad Grammar/ Good Punctuation

“ **It’s Finally Here!**
Release Date March 12, 2010 ”

Margie Wakeman Wells

Features

- 3 **President's Message — Hold On. It's Going to be a Bumpy Ride!**
- 5-6 **Ask Mr. Modem! — www.MrModem.com**
- 6 **CCRA Online — January 2010 Issue Corrections**
- 8 **The Word *What***
- 9 **Council of State Court Administrators White Paper**

FRONT COVER: Margie Wakeman Wells's book, [Court Reporting: Bad Grammar/Good Punctuation](#), a guide to punctuating the court reporting transcript and a compilation of years of seminar information, is being released at the NCRA Midyear Convention in San Francisco in March, 2010. It will be available through the NCRA Online Store.



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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.



President's Message — Hold On. It's Going to be a Bumpy Ride!

By Carolyn Dasher, CSR, RPR
CCRA President



Hi, Everyone. Happy February! I hope you all are staying safe with all the rain our beautiful state is getting. California sure needs the rain.

The state is getting back into the swing of things after the quietness of the holiday season. On January 6th, the Governor gave his last State of the State address. He discussed the state's \$19.9 billion shortfall and the state's priorities, one of them being jobs. Let's hope he means ours!

On January 8th, the Governor proposed a budget for the legislature to ponder.

The January 21st Judicial Council meeting announced the continuation of the court closures throughout this fiscal year, ending June 30, 2010. That one-day-per-month furlough for most officials may mean time to catch up on much-needed work. Be that as it may, it's still a cut in your earnings. When there is less money made, there is less money spent. Our freelance members are feeling the cuts with fewer depositions being taken. Less money. It all affects our state's economy.



JOBS

So far, there's no mention of replacing court reporters, so we remain optimistic but vigilant, and ready to defend our position.

Now we wait. Now we educate ourselves and others. CCRA's California Action Team Training in San Diego February 27th and 28th is a great way to start. While earning 1.30 CEUs, you'll learn how to develop your public speaking skills while learning how to discuss issues related to your profession. With the economic situation we have in our state, now is the time to be proactive in how to protect our profession. I know we've all heard it before. Now, with

the \$19.9 billion shortfall in the state, we must gather forces and educate our colleagues, friends, neighbors, attorneys, judges, and legislators.

You are our eyes and ears. If policies change in your firm or your courthouses, send CCRA an e-mail. We want to stay abreast of the changes happening in our state. The more information we have, the easier it is to deal with situations as they arise.

Boarding the plane from San Francisco to Los Angeles after the Judicial Council meeting last Thursday, in the pouring rain after cancelled flights and delayed flights, I thought of this phrase that kind of sums up how the year will progress for us in the budget climate: Hold on. It's going to be a bumpy ride!

Thank you for your continued support. Stay safe and dry.





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System Restore: Facts and Foibles

Q. When I download files from the Internet, I can never find them after the download box closes. I'm sure I'm doing something wrong, but if you could straighten me out on this, I would appreciate it, Mr. M.

A. When you click a link to download an item, you are presented with a little download window, called a dialog box. In this first window, you are given a choice whether to Open or Save the item you are about to download.

If you choose Open, the file that you download will be opened and/or run (in the case of programs), once the downloading concludes. There are a variety of security-related reasons not to do this. Instead, I'd suggest always selecting Save.

Once Save is selected, you will be presented with a new window that asks where you want to save the file. My recommendation is to click the drop-down arrow next to Save in: and select Desktop.

Next, click the Save button and the downloaded file will be saved to your Windows Desktop. Saving a file to the Desktop means that you'll never have to go looking for it because it will always be right in front of you, on the Desktop. You can then move the file to another folder or work with it in any manner you choose.

Bonus Tip: If you download a program, the file you download will be named something like setup.exe. Once you install the application by double-clicking the .exe file, you can then delete the setup file you downloaded to the Desktop.

Q. Does using System Restore allow me to get back an important document that somehow disappeared? I'm also curious: If I create a document today and then use System Restore to go back to two days ago, will I lose the document I just created?

A. I'm sorry to be the bearer of bad news, but System Restore will not resurrect any documents. System Restore focuses on settings, not documents or data. Its purpose is to return your system to the point it was when a selected Restore Point was created. It is not a data backup system, nor should it be thought of in that manner. If you do, you're destined to be disappointed.

Using your example, if you wrote a letter and saved it in My Documents today, then ran System Restore and turned back the clock to a date two days ago, your letter will still be located in My Documents. So if you're concerned that the letter will disappear because it didn't exist two days ago, it will not. System Restore protects you from system or settings changes that may cause problems. It has no effect on documents.

To run System Restore, click Start > Programs > Accessories > System Tools > System Restore, then select a date (called a "Restore Point") from the calendar that appears.

It's a good idea to create your own Restore Point before installing any new software or fiddling with your settings, just in case things take an ugly turn. You can create a Restore Point at any time by going to System Restore as described above. You'll see where you can create your own Restore Point.

continued on Page 6

(continued from Page 5)

- Q. I'm using Gmail and often get emails with pictures within the messages, not as separate attachments. When I forward them, I hear back from recipients stating that they received no pictures. What am I doing wrong?**
- A. When forwarding photos that are embedded within an email, make sure you enable Rich Formatting in Gmail's Compose window before sending. Normally, you'll see "Plain Text" to the right of the formatting line. Click "Plain Text" and it will change to "Rich Formatting." Once you make the change, you can proceed to send the embedded photos.

Mr. Modem's DME (Don't Miss 'Em) Sites of the Month

GetHuman Database

We've all had the unpleasant experience of being verbally assaulted by endless layers of voice mail that tells us how important our call is, when all we want to do is connect with a customer service representative or tech support person. GetHuman.com provides the toll-free telephone numbers of hundreds of businesses and organizations, with instructions how to cut through the voice mail madness and actually speak with a live body. <http://gethuman.com>

Hulu

View TV episodes, full-length films and video clips. Most major networks are represented, as well as cable, so if you missed a favorite show or forgot to set your DVR to record it, you can probably find it here. Hulu has thousands of TV shows and full-length films, with hundreds more being added each week. <http://www.hulu.com>

PhotoShop Online

Some of the best photo-editing features of the world-famous (and very expensive) Adobe PhotoShop program are now Web-based and free! You can also post your photos to your own gallery or browse the galleries of others. Adobe Flash Player is required, but have no fear, you'll be prompted if you need it. www.photoshop.com

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CCRA Online — January 2010 Issue Corrections:

In the article "Text Anxiety Guru's Program Helps Candidates Pass the CSR" which appeared on Page 8 of the January issue, the accuracy rate to pass the CSR exam was quoted as 95%, when in fact, the Court Reporters Board of California requires a 97.5% accuracy rate.

In the same article, Pauline Yokota was designated as a CSR. Ms. Yokota is no longer licensed by the State of California and is legally prohibited from using that designation.

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The Word *What*

By Margie Wakeman Wells
College of Court Reporting

When *what* is used in a question, put an interrog at the end of the question without regard to the position of the word *what*.

What were they? Twins?
They were what? Twins?
What was it? A hybrid?
It was a what? A hybrid?

The word *what* is a question word. Normally a sentence using a question word starts with that question word. When the word order is turned around and the question word follows the verb, it is just bad grammar. The questioner has simply turned the normal word order around. So the punctuation is just what it would be if the question were properly worded. In other words, the question takes an interrog.

What was it? Red?
It was what? Red?

What was it? A Toyota?
It was a what? A Toyota?

When there are other question words used in this same position, they also take an interrog.

It was when? Last summer?
They were where? In the closet?
You called whom? Your sister?



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Council of State Court Administrators White Paper

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By now, in all likelihood you have heard about — or even have read — a white paper issued by the Council of State Court Administrators (COSCA), which recommends that courts begin considering an audio-only format as the de facto official record. To say the least, NCRA is in 180-degree disagreement with COSCA's paper and today have sent the attached letter from NCRA President SueLynn Morgan, RPR to COSCA President Steven Hollon. We also have issued a press release on the subject and distributed it widely.

In addition to taking exception to the general theses of the COSCA white paper, we also are appalled at what we view as a wholly unacceptable process the committee charged with developing the white paper followed. Not only were no stenographic reporters included in any discussions — though NCRA asked to participate on a number of occasions — to our knowledge COSCA neglected to include other groups, such as judges, attorneys, jurists, or representatives of the public; and each of these groups would have provided important and unique insight into the making and use of the official court record. Without such involvement of these groups, the COSCA paper can be nothing other than inherently flawed. We invite you to read through the following:

1. COSCA White Paper: <http://cosca.ncsc.dni.us/WhitePapers/DigitalRecording-Jan-2010.pdf>
2. NCRA President SueLynn Morgan's letter to COSCA: <http://ncraonline.org/NR/rdonlyres/D8E7C915-E8F5-4D46-A6C6-6F6A28834A32/0/NCRAletteronCOSCAwhitepaper.pdf>
3. The NCRA Press Release: <http://ncraonline.org/NR/rdonlyres/E051B8A1-5976-40C2-AB6D-E84C1D01181E/0/COSCAwhitepaperreleasefinal.doc>

What time did this occur? That is, what time did he call?

Do you know the name he was using? In other words, his alias(?) OR (.)

Did he show you the line? For example, some of the power tools(?) OR (.)



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