



# "Keyboard Magic"

## The Total Eclipse Realtime Editing Kit

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Editing from the steno keyboard is a goal of many writers. For some CAT systems, it's the only way to edit the last lines of a realtime file. Of course, Eclipse users can use **either** keyboard to edit any part of a realtime file. Editing from the writer just offers a fast way to perform many steps without really breaking up the steno flow.

### *Where to Begin?*

The **"Realtime Editing"** and **"Keymode"** dictionaries can give you a head start on this exciting process. Start by looking at these summary charts. Begin with the most practical entries that take the least steno strokes. Add others with time.

I have prepared an interactive video tutorial to help you take advantage of this kit. It uses "Show Me" files that are run from within Eclipse. So you can *see* how these tricks work and then immediately switch to realtime translation to try them out. For downloadable sample files and online ordering of e-Power Video Tutorials, go to [www.KVincent.com](http://www.KVincent.com)

Here are some of my personal favorites:

### *Cursor Movements & Display Options*

Macro Name	Sample Steno	Purpose
Panic Stroke – RT	STKPWHRFRPBLGTS	Return to normal translation. Escape from dialogues or special realtime modes.
Find previous Answer – RT	HR-FRPBLGTS	"Can I hear the answer again?"
Find previous Question – RT	STKPWHR-L	"Can I hear the question again?"
Screen Show Dict – RT	TKEUBGT (2 times)	Show both the translating window and the main dictionary simultaneously.
Screen Zoom Increase – RT	S*PL	Enlarge text display without affecting printout.
Screen Zoom Decrease – RT	S*BG	Decrease text display without affecting printout.
Tag-along (Toggle) – RT	TA*G	Have the cursor follow the translation or remain at the last editing spot.
Timekeeper – RT	TAEUM (2 times)	"How long we been on the record today?"
Time Insert – RT	WH*EPB	Inserts time – e.g., "(Recess taken from WH*EPB to WH*EPB.)"

### *Quick Edits*

Check Note – RT	KH*EBG (2 times)	Insert a comment line which says "Check." You can find it later.
Check Quote – RT	KWO*ET (2 times)	Insert a comment line which says "Quote." You can find it later.
Delete previous untranslate – RT	SA*EP (as in "Zap")	Deletes previous untranslate.
Ditto – RT	TKEUT (2 times)	Repeat last sentence of previous paragraph – e.g., Q. He did? A. He did.
Fix last untran – RT	TP*BGS	Replace last untran with word you just wrote
Hyphenate last 2 words – RT, etc.	2*D, 3*D, 4*D, 5*D	Hyphenate the last 2 through 5 words.
Join paragraphs – RT	SKWRO*EUPB	Join current paragraph to preceding one
Quote last word – RT, etc.	1*K, 2*K, 3*K, 4*K, 5*K	Quote the last 1 through 5 words
Stitch last word – RT	STEUFP (2 times)	Quick way to turn John into J-o-h-n or J-O-H-N

### *Conflict Selection*

Conflict Choice – RT Type: 1, 2, 3, 4, or 5	KHO*EUS 1-RBGS, 2-RBGS, etc.	Scan back to the last conflict, even if it's been automatically selected. Select the choice you want
Conflict Choice 1 – RT, etc.	1-R, 2-R, 3-R, 4-R, or 5-R	Use these to pick the right choice for the last unresolved conflict.
Conflict Choice Next – RT	0-R (zero plus final R)	If the last conflict resolved wrong, use this to pick the opposite or next choice.

### *One-step Globals*

Cap 1 – RT, etc.	1-S, 2-S, 3-S, 4-S or 5-S	Capitalize the last 1 through 5 words.
Job cap 1- RT, etc.	1-Z, 2-Z, 3-Z, 4-Z or 5-Z	Capitalize the last 1 through 5 words and create a job dictionary entry.
Memory 1 – RT, etc.	1-RB, 2-RB, 3-RB, 4-RB or 5-RB	Copy a word that you've spelled or typed so that it can be pasted when it recurs. <i>Use 1-GS, 2-GS, 3-GS, 4-GS, or 5-GS to paste in from Memory 1, 2, 3, 4, or 5.</i>

### *Beginning of Three-step Globals – See page 3 for remaining process*

Go Correct Misstroke – RT	STPH-DZ	If you're on a misstroke, rewrite it without deleting/rewriting everything else.
Go Correct Untran – RT	STPH-PB	Go back to an untran and rewrite it without deleting/rewriting everything else.
Brief 1 Word – RT, etc.	1-RZ, 2-RZ, 3-RZ, 4-RZ, 5-RZ	Create a steno shortcut for multi-stroke word(s) that recur.
Add Dictionary Entry – RT	S-DZ	Create a dictionary entry for a word you know you'll need soon.



# Total Eclipse "Realtime Editing" Dictionary Summary

Picture the right-bank steno keys as arranged like the cursors of your computer keyboard.

**STPH +**

**F** ← character

**P** ↑ up line

**L** → character

**T** (backspace)

**R** ← word

**B** ↓ down line

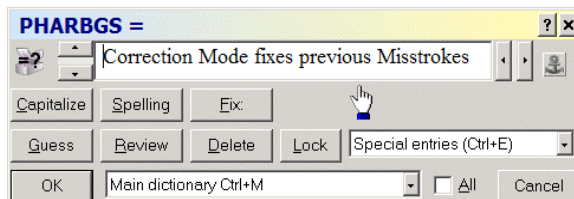
**G** → word

**S** (spacebar)

Once you've started globaling, picture the right-bank steno keys as the arrows to add or subtract strokes.

**STPH + FP** ↑ Plus left stroke

**RB** ↓ Minus left stroke



**PL** ← Minus right stroke

**BG** → Plus right stroke

## Cursor Movements

Macro Name	Sample Steno
Panic Stroke – RT	STKPWHRFRPBLGTS
Backspace – RT	STPH-T
Down by Line – RT	STPH-B
Enter – RT	SPW*ER
Escape – RT	SKA*EP
Find – RT	TPAO*EURPBD
Find Above – RT	TPAOEUPBD (2x)
Find previous Answer – RT	HR-FRPBLGTS or FRPBLGTS (2x)
Find previous Question – RT	STKPWHR-L or STKPWHR (2x)
Last Edit Spot – RT	SPO*T (2x)
Left by Character – RT	STPH-F
Left by Word – RT	STPH-R
Minus Left Stroke – RT	STPH-RB
Minus Right Stroke – RT	STPH-PL
Plus Left Stroke – RT	STPH-FP
Plus Right Stroke – RT	STPH-BG
Previous Trouble Spot – RT	TR*UB or TR*UBL
Right by Character – RT	STPH-L
Right by Word – RT	STPH-G
Spacebar – RT	STPH-S
Up by Line – RT	STPH-P

## Display Changes

CIC output On or Off – RT	PWHRA*PBG (2x)
Double space On or Off – RT	TK*BL (2 x)
Screen Hide Translation – RT	HAO*EUD (2x)
Screen Toggle – RT	TO*G (2x)
Screen Show Dict – RT	TKEUBGT (2x)
Screen Show Translation – RT	SHO*E (2x)
Screen Zoom Increase – RT	S*PL
Screen Zoom Decrease – RT	S*BG
{SLOWDOWN}	TAOFS (2x)
Timekeeper – RT	TAOEUM (2x)
Window Close – RT	KHRO*EZ (2x)
Window Maximize	PHA*BGS (2x)

## Conflict Selection

Conflict Choice – RT	KHO*EUS
Conflict Choice 1 – RT	1-R, 2-R, 3-R
Conflict Choice 2 – RT, etc.	4-R or 5-R
Conflict Choice Next – RT	0-R

## One-step Globals

Cap 1 – RT	1-S, 2-S, 3-S,
Cap 2 – RT, etc.	4-S or 5-S
Job cap 1 – RT	1-Z, 2-Z, 3-Z,
Job cap 2 – RT, etc.	4-Z or 5-Z

## General Editing

Macro Name	Sample Steno
Boldface previous word – RT	PWO*ELD
Butting In – RT	O*E (2x)
Capitalize previous word – RT	K*P
Check Note – RT	KHE*BG (2x)
Check Quote – RT	KWO*ET (2x)
Delete – RT	TKHRAO*ET
Delete Word – RT	TKWORD
Delete Line – RT	TKWORL
Delete to Start of Line – RT	TKHRAO*EUPBG
Delete to End of Line – RT	TKHRAO*EUPBD
Delete 1 <sup>st</sup> space back – RT	TK-LS
Delete 2 <sup>nd</sup> space back – RT	TK-LZ
Delete previous \$ – RT	TKHRARD
Delete previous untranslate – RT	SA*EP
Ditto – RT	TKEUT (2x)
End previous sentence > ? – RT	STPH (3x)
End previous sentence > Comma – RT	-RBGS (3x)
End previous sentence > Space – RT	SPAEUS (3x)
Find and Change – RT	KHA*EUPBG
Find and Change 2 – RT	KHA*EUPBGZ
Fix last untran – RT	TP*BGS
Flip Words – RT	TPHREUP (2x)
Hyphenate previous 2 words – RT	2*D, 3*D,
Hyphenate previous 3 words – RT, etc.	4*D, 5*D
Hyphenate 2 <sup>nd</sup> space back – RT	H-L
Join paragraphs – RT	SKWRO*EUPB
Keymode On	ST*ED (2x)
Previous ? > Dash – RT	KW-RB
Previous Comma > Dash – RT	KPH-RB
Previous Period > Dash – RT	P-RB
Pgh > Answer – RT	-FRPBLGTS (3x)
Pgh > Question – RT	STKPWHR (3x)
Pgh > THE WITNESS – RT	W*EUT (3x)
Quote previous word – RT	1*BG, 2*BG, 3*BG
Quote previous 2 words – RT, etc.	4*BG or 5*BG
Quote start of sentence – RT	KWOEBT
Playback: Start – RT	PHRA*EUB
Pause Record or Playback – RT	PA*UZ
Playback: Slow Down 5% (You can use a sound file from an old job as if it were a speed tape. Slow it down or use the next macro to speed it up.)	SHR*OER
Playback: Speed Up 5%	TP*RS
Spell Check – RT	SP*BG
Stitch previous word – RT	ST-FP
Strike that – RT	STRAOEUBG (2x)
Time Insert – RT	WH*EPB
Underline previous word – RT	*UPBD

## Globaling: What do you want to do?

*Note: If you inadvertently jump into one of these procedures, just use the panic stroke (e.g., STKPWHR-FRPBLGTS).*

### ♦ I want to correct a misstroke, without deleting and re-writing everything that followed.

- Step 1: SN-N (finds last untran to global) or SN-NDZ (presumes cursor is on word(s) to re-global)  
 Step 2: Global window is open. Write cleanly. Correction mode finds dictionary text.  
 Step 3: MA\*IN, JO\*B, or L\*OL creates a main, job, or local global

Go Correct Misstroke – RT	STPH-DZ	Go Correct Untran – RT	STPH-PB
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### ♦ I want to find my last untran and global stroke(s) that aren't yet in my dictionary.

- Step 1: DEF/DEF (finds last untran to global). Turns on Key Mode.  
 Step 2: Global window is open. Key Mode lets you spell by letter or by groups of letters.  
 Step 3: MA\*IN, JO\*B, or L\*OL creates a main, job, or local global

Go Define Untran – RT	TKEF (2x)
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### ♦ I want a steno shortcut for some multi-stroke word(s) that I've just written for the umpteenth time.

- Presumption: Your cursor is right after the word(s) you want to set up.  
 Depending on the number of words, use 1-RZ, 2-RZ, 3-RZ, 4-RZ, or 5-RZ.  
 Step 1: For example, 3-RZ to select the three words "silicone gel implants"  
 Step 2: Write your quick stroke(s), the fewer the better – e.g., S-G  
 Step 3: 3-RZ (or any of the #-RZ strokes) creates job define – e.g., S-G="silicone gel implants"

Brief 1 Word – RT	1-RZ	Brief > Job Dict – RT	1-RZ, 2-RZ
Brief 2 Words – RT	2-RZ	(These entries MUST be in your	3-RZ, 4-RZ
Brief 3 Words – RT	3-RZ	Keymode dictionary.)	or 5-RZ
Brief 4 Words – RT	4-RZ		
Brief 5 Words – RT	5-RZ		
(These entries go in your Main dictionary.)			

### ♦ I want to add a dictionary entry on the fly.

- Step 1: S-DZ – Opens the "Add dictionary entry" screen and uses Key mode  
 Step 2: Enter the stroke(s) from your steno keyboard  
 Step 3: S-DZ – Opens the globaling dialogue  
 Step 4: Define the entry from your steno keyboard (spell by letter or groups of letters.)  
 Step 5: S-DZ – Place entry in your default dictionary.  
 or use MA\*IN or JO\*B stroke to place in specific dictionary.

Add Dictionary Entry – RT	S-DZ
(This entry goes in your main dictionary.)	
Enter (for Keymode) - RT	S-DZ
(This MUST be in your Keymode dictionary.)	

### ♦ Use these entries when you're in the globaling dialogue.

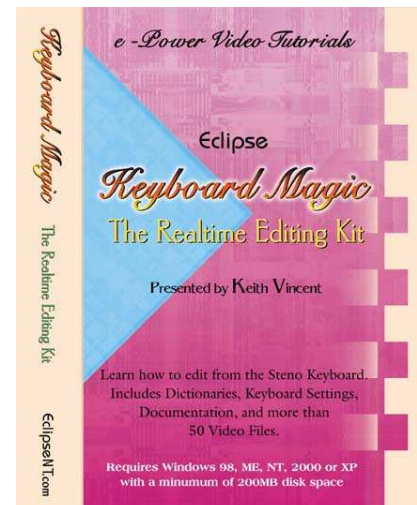
Capitalize global – RT	K-B
Global Job – RT	SKWRO*B
Global Local – RT	HRO*L
Global Main – RT	PHA*EUPB
Type: 1, 2, 3, 4, 5	1-RBGS
Type: a, etc.	A-RBGS

### ♦ I typed a new name or term.

#### I want a steno method to memorize it and insert it when it recurs

- Use 1-RB, 2-RB, 3-RB, 4-RB, 5-RB to copy to "Memory" slots 1, 2, 3, 4, or 5.  
 Use 1-GS, 2-GS, 3-GS, 4-GS, 5-GS to insert from "Memory" slots 1, 2, 3, 4, or 5.

Memory 1 – RT	1-RB
Memory 2 – RT	2-RB
Memory 3 – RT	3-RB
Memory 4 – RT	4-RB
Memory 5 – RT	5-RB



# Total Eclipse "Keymode" Dictionary Summary

## Moving within Key Mode

Macro Name	Sample Steno
Panic Stroke – RT	STKPWHRFRPBLGTS
Keymode Off	R-T
Backspace – RT	B*AK or STPH-T
Down by Line – RT	TKOUPB or STPH-B
Down by Page (Screen) – RT	TKO*UPB
Enter (for Key Mode) – RT	SPWER or SPW*ER
Escape – RT	SKA*EP or SKA*EUP or SKAEUP
Find – RT	TPAOEUPBD or TPAO*EUPBD
Find previous Answer – RT	HR-FRPBLGTS
Find previous Question – RT	STKPWHR-L
Last Edit Spot – RT	SPO*T
Left by Character – RT	HREFT or STPH-F
Left by Word – RT	HR*EFT or STPH-R
Previous Trouble Spot – RT	TR*UB or TR*UBL
Right by Character – RT	RAOEUT or STPH-L
Right by Word – RT	RAO*EUT or STPH-G
Spacebar – RT	STPH-S or SPAEUS or SPA*EUS
Tag-along (Toggle) – RT	TA*G
Up by Line – RT	*UP or STPH-P
Up by Page (Screen) – RT	P*UP

## Editing Functions

Macro Name	Sample Steno
Capitalize previous word – RT	K*P
Caps Toggle – RT	K*AP
Delete – RT	TKHRAO*ET
Delete Word – RT	TKWORD
Delete Line – RT	TKWORL or PURPBLG
Delete to Start of Line – RT	TKHRAO*EUPBG
Delete to End of Line – RT	TKHRAO*EUPBD
Delete 1 <sup>st</sup> space back – RT	TK-LS
Delete 2 <sup>nd</sup> space back – RT	TK-LZ
Delete previous \$ - RT	TKHRARD
Delete previous untranslate – RT	SA*EP
Double space On or Off – RT	TK*BL
Fix last untran – RT	TP*BGS
Flip Words – RT	TPHR*EUP
Hyperkeys Toggle – RT	HAOEUP
Hyphenate previous 2 words – RT	2*D, 3*D, 4*D or 5*D
Hyphenate previous 3 words – RT, etc.	
Hyphenate 2 <sup>nd</sup> space back – RT	H-L
Join paragraphs – RT	SKWRO*EUPB
Playback: Start – RT	PHRA*EUB
Pause Record or Playback – RT	PA*UZ
Playback: Slow Down 5%	SHR*OER
Playback: Speed Up 5%	TP*RS
Previous ? > Dash – RT	KW-RB
Previous Comma > Dash – RT	KPH-RB
Previous Period > Dash – RT	P-RB
Mark – RT	PH*ARBG
Quote previous word – RT	1*BG, 2*BG, 3*BG
Quote previous 2 words – RT, etc.	4*BG or 5*BG
Quote start of sentence – RT	KWOEBT
Oops – RT	AOPS
Pgh. > THE WITNESS – RT	W*EUT
Spell Check – RT	SP*BG
Split Paragraph – RT	SPHREUT
Stitch previous word – RT	STEUFP or ST-FP
Style: Bold	PWO*ELD
Style: Underlined	*UPBD
Tab – RT	T*AB
Time Insert – RT	WH*EPB
Type: \$	-DZ
Type: (	PREPB
Type: )	PR*PB
Type: ?	STPH
Type: Apostrophe	P*OS
Type: Hyphen	HAOEUF
Type: ~ Lockspace	LO*BG
Type: 1, etc.	1, etc.
Press: F1, etc.	1*EU
Type: a, etc.	A or A-RBGS, etc.
Type: A, etc.	A* or AFPLT, etc.
Press: Alt A, etc.	A*LT
Press: Ctrl A, etc.	A*RL
Type: Colon	KOL
Type: Comma	-RBGS
Type: ^ Del Space	TK*EL
Type: Period	-FPLT
Type: Semicolon	SKOL
Type: Slash	SHRARB

## Conflict Selection

Conflict Choice – RT	KHO*EUS
Conflict Choice 1 – RT	1-R, 2-R, 3-R
Conflict Choice 2 – RT, etc.	4-R or 5-R
Conflict Choice Next – RT	0-R

## One-step Globals

Cap 1 – RT	1S
Cap 2 – RT, etc.	2S, 3S, 4S, or 5S
Job cap 1 – RT	1Z
Job cap 2 – RT, etc.	2Z, 3Z, 4Z, or 5Z

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available at [www.KVincent.com](http://www.KVincent.com)



Mini-Tour



Overview



Keyboard  
Magic



Translation  
Magic



Captioning



Form Fields  
and Indexing



Numbers



Interactive  
RT Transcription