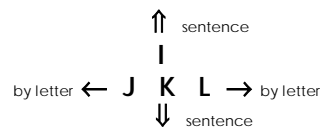


Left by word – **j** or ←
 Right by word – **l** or →
 Up one line – **i** or ↑
 Down one line – **k** or ↓
 Beginning of line – **[** or *Home*
 Up one paragraph – **y** or *Ctrl* ↑
 Down one paragraph – **h** or *Ctrl* ↓
 Top of Document – *Ctrl Pg Up*
 Left to punctuation: **<** or *Ctrl <*



Left by character – **J** or *Ctrl* ←
 Right by character – **L** or *Ctrl* →
 Back one sentence – **I** or *Alt B*
 Forward one sentence – **K** or *Alt F*
 End of line – **]** or *End*
 Up one screen – **Y** or *Pg Up*
 Down one screen – **H** or *Pg Dn*
 Bottom of Document – *Ctrl Pg Dn*
 Right to punctuation: **>** or *Ctrl >*

Total Eclipse Quick Guide

Hyperkeys are shown in **Bold** – Speedkeys are shown in *Italics*

Accents, special characters – *Ctrl W*

Add or modify **blank** (form field) – **E** or *Ctrl A*

Add **prefix/suffix** to word – **w** or *Ctrl K*

Add text to end of sentence – **x**

Answer (begins new Answer) – *F4*

Change paragraph to Answer – **P**

End sentence with period – **p** or *Alt P*

Apostrophe Flip – **`** or *Alt A*

ASCII (Output to File) – *Shift Alt O*

Audio Play – **|** Play Fast/Slow – **{**

Audio Pause – **}** or *Alt K*

Audio Sync Record – *Alt T*, Realtime, Record Audio

Automatic Punctuation – active on 1st letter of word

Autoreplacement from typing error – *Alt 7*

e.g., "hte man." Correct: "hte the man."

Then place cursor on "man" and press *Alt 7*.

Backup files – *F10*, Tools, Backup

Bold – Mark, *Shift Alt B*

Block Copy – Mark, *Ctrl C* Paste – *Ctrl V*

Block Cut – Mark, *Ctrl X*

Separate to file (Split) – Mark, *Shift Ctrl X*

Block Read – Mark, *Alt R*

Block Write – Mark, *Alt W*

Brackets surround text – Mark, **[** or Mark, **]**

Butting In – **B**

By-line: Automatic if Speaker (*F2*) after Question

(*F3*) **Capitalization** Toggle – **a** or *F6*

Phrase Cap Toggle – Mark, **a** or *F6*

ALL CAPS – **A** or Mark, *Shift F6*

Uncap letter – *Ctrl F6*

Uncap word(s) – Mark, *Ctrl F6*

Centering – *Alt C*

Certify Question – *Shift Ctrl Q*

Comma surround text – Mark, comma

Comment line (non-printing) – *Alt N*

Copy to Clipboard – Mark, *Ctrl C*

Copy (Write) to File – Mark, *Alt W*

Create and edit text file – *Alt E*

Cut – Mark, *Ctrl X*

Cut (Separate) to File – Mark, *Shift Ctrl X*

Dash insert – just press Hyphen (if on start of word)

End sentence with dash: **=** or *Alt D*

Surround text – Mark, shift hyphen

Delete character/block – **D** or *Del*

Delete word – **d** or *Ctrl Backspace*

Delete (cut) to clipboard – Mark, *Ctrl X*

Delete (separate) to file – Mark, *Shift Ctrl X*

Delete (yank) line – *Ctrl Y*

Delete (yank) to end of line – *Alt Y*

Delete (yank) to end of paragraph – *Shift Alt Y*

Dictionary Addition – *Ctrl D*

Dictionary View/Modify – *F9*

Double spacing: *Alt =* or Mark, *Alt =*

Edit text file – *Alt E*

Excerpt begin and end – *Alt N*

Exit Eclipse – *Alt X* or *Alt F4*

File Manager (Copy, Delete, Rename, etc.) – *Ctrl F*

Find text/steno/print command – **f** or *F5*

Find and replace – **f** or *F5*

Locate next occurrence – *Ctrl L*

Locate previous occurrence – *Shift Ctrl L*

Font change – Mark, *Shift Alt F*

Footer – Default: *Alt U*, Document

Form **Fields**: Fill in Blanks – **e** or *Ctrl E*

Form Fields: Add/Modify – **E** or *Ctrl A*

Global 1 stroke/item – **g** or *Ctrl G*

Global 2 strokes – **7** Global 3 strokes – **8**

Global 4 strokes – **9** Global 5 strokes – **0**

Add/Subtract strokes to left – *Up/Down*

Add/Subtract strokes to right – *Ctrl Down/Ctrl Up*

Text global (not steno-specific) – Mark, *Ctrl G*

Global Examples:

Answer: {A} Question: {Q}

Apostrophe (intelligent): {'s}

Autoinclude: {<Readback}

Composite: {^ed}to okay.{ } {^er}{Q}

Conflict: \it's\its

\yes\yes{ } \{ } yes{ } \{ } yes

\number\No.{#G}

\to go\{^ing}to

Conflict Slop Stroke: {=EUTS}

Decimal point: {DECIMAL}

New (continuation) paragraph: {N}

Prefix: {pre^} Suffix: {^ed}

Punctuation: { } { ? } { } { }

Scan Stop (act as untran): {U:Check}

Speaker: {S:MR. JONES}

Go to page/line/timecode – **G** or *Alt G*

Go to previous Question – *Shift Alt G*

Header – *Alt N*

Help (including *Visualizer*) – *F1*

Hyperkeys On/Off – *Alt Z*

Hyphen surround text – Mark, hyphen

Index document – *Ctrl I*

Include block file text – *Alt R*

Italics: Mark, *Shift Alt -*

Job Dictionary, Master – *Alt U*, Users, Dictionaries

Join paragraph to previous – *Ctrl J*

Jump to last edit spot – **Z** or *Shift Alt L*

Mark – **m** or *F7*

Marker (Temporary Bookmarks) – *Ctrl M*

Place temporary marker – **X**

Find temporary marker – **V**

Margin Changes – *Alt U*, Paragraphs or Document

Merge files (*Alt R*) (read another file into current job)

Movement Oops (last edit spot) – **Z** or *Shift Alt L*

Number Conversion Table – Mark, *Ctrl #*

Money – **M**

Quantity in numerals – **N**

Quantity written out – **W**

Time – **T**

Numbers: Sample dictionary entries

TKHRARS = dollars SEPBT/-S = cents

THOU = thousand

THOUDZ = thousand dollars

25DZ = 25{}dollars 50S = 50{}cents

POEUPB = {DECIMAL}

3-BG = 7{}o'clock

PHEURS = miles{}an hour

HAOEUF (hyphen) = {#G}{-}{#G}

Oops (Undo) – **z** or *Ctrl Z*

Page Break – *Alt N*

Conditional Page Break – *Alt N*

Go to page/line/timecode – **G** or *Alt G*

New page/volume (reset number) – *Alt N*

Parentheses surround text – Mark, (or Mark,)

Parenthetical

Create paragraph – *Shift F4*

Insert (read) block file – *Alt R*

Paragraph

Change to Answer – **P**

Change to Question – **Q**

Change to Speaker – *Ctrl 1-6, 9*

Change to THE COURT – *Ctrl 8*

Change to THE WITNESS – *Ctrl 0*

Join to previous paragraph – *Ctrl J*

New (continuation) paragraph – *Ctrl P*

Select any format – *F8*

Paste from Clipboard – *Ctrl V*

Print Commands – *Alt N*

Print Commands (View/Hide) – *Shift Ctrl F10*

Print (Output) – *Alt O*

Question (begin new question) – *F3*

Change to question – **Q**

End sentence with question mark – **q** or *Alt Q*

Quit Document – *Ctrl Q* or *Ctrl F4*

Quit (Exit) Eclipse – *Alt X* or *Alt F4*

Quotes: Surround with quotes – Mark, "

Surround with single quotes, Mark, '

Quote paragraph – *Shift Alt Q*

Unquote (normal) paragraph – *Shift Alt N*

Read Steno Input from Writer – *Alt I*

Realtime Translation Start – *Alt T*

Realtime Translation Stop – *Shift Alt T*

Restore Files – *F10*, Tools, Restore

Reverse (flip) words – **R** or *Ctrl R*

Scans

Trouble (Untran/Conflict/Blank) – **t** or *Ctrl T*

Reverse – **rt** or *Shift Ctrl T*

Untran – **u** or *Ctrl U*

Reverse – **ru** or *Shift Ctrl U*

Any Conflict – **c** or *Ctrl O*

Reverse – **rc** or *Shift Ctrl O*

Unresolved Conflict – **C** or *Ctrl *

Reverse – **rr** or *Shift Ctrl *

Any Item – *Ctrl S* Reverse – *Shift Ctrl S*

Multiscan (automatic repeat) – *Shift Ctrl M*

Shave previous word – **s** Shave current word – **S**

Spacing: Single: *Alt -* Double: *Alt =*

Speaker: New speaker paragraph – *F2*

Change paragraph to speaker – *Ctrl 1-6, 8, 9, 0*

Change speaker spelling – *F2, Alt C*

Global sample: {S:MR. JONES}

Sample composite global: {S:MR. JONES}yes

Spellcheck Word – *Alt S*

Spellcheck Document – *Shift Alt S*

Spelling Dictionary Edit – *Shift Ctrl D*

Split Steno File – *Shift F7, Mark, Shift Ctrl X*

Split (Separate) Text – Mark, *Shift Ctrl X*

Stenobar (View/Hide) – *Shift Ctrl F5*

Steno Expose (untranslate text) – **U** or *Ctrl F7*

Steno File Edit (Split, Merge, Extract) – *Shift F7*

Stitch with Hyphens – Mark, hyphen

Stitch with Periods – Mark, period

Subscript: Mark, *Ctrl _* **Superscript**: Mark, *Ctrl _*

Text box – *Alt U*, Document, Text box

Text global (not steno-specific) – Mark, *Ctrl G*

Tile arrangement of open windows – *Shift Ctrl F9*

Timekeeper – *Shift Ctrl K* (presumes by-lines used)

Toolbars: *Shift Ctrl F1* View Toggles: *Shift Ctrl F3*

Toolbars Off: *Shift Ctrl F2*

Translation start – *Alt T* Translation stop – *Shift Alt T*

Type in Text (used with Hyperkeys)

Insert – **n**, type, Enter

Replace – **n**, type, Enter, Enter

Undo (oops) last edit step – **z** or *Ctrl Z*

Undo (oops) last movement – **Z** or *Shift Alt L*

Untranslate text (expose steno) – **U** or *Ctrl F7*

Volume Number – *Alt N*

Window: Switch to another program – *Alt Tab*

Window: Switch to another Eclipse window – *Ctrl Tab*

WYSIWYG preview – *Shift Ctrl F12*

Zoom increase – *Shift Ctrl F7* Decrease – *Shift Ctrl F8*