

Eclipse

Users Manual

Version 10

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1 Welcome to Eclipse Help



Welcome to Eclipse Help



Welcome to Eclipse Help! If you have just updated from a previous version of Eclipse, [click here to see what's new in Eclipse Version 10](#) [26].

How to get help

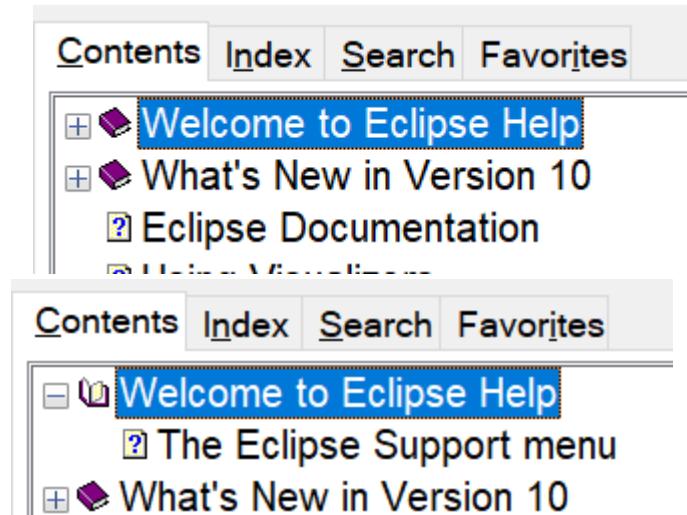
You can enter the Help system by going to the **Support** menu and clicking **Help topics**; clicking the Help toolbar item; or hitting F1 while in a dialog or hovering over a menu item. In addition to the integrated help system, you can access the [Visualizers](#) [33], over 200 films that illustrate clearly many of the functions of Eclipse. The Visualizers are a great place to start if you are learning to use Eclipse, or exploring the new features of a release.

Eclipse Help has tools to help you find what you are looking for; taking a few minutes now to get familiar with the Help system could save you hours later when you are looking for help in a hurry! The first thing you will see is the Welcome screen, and the Table of Contents.

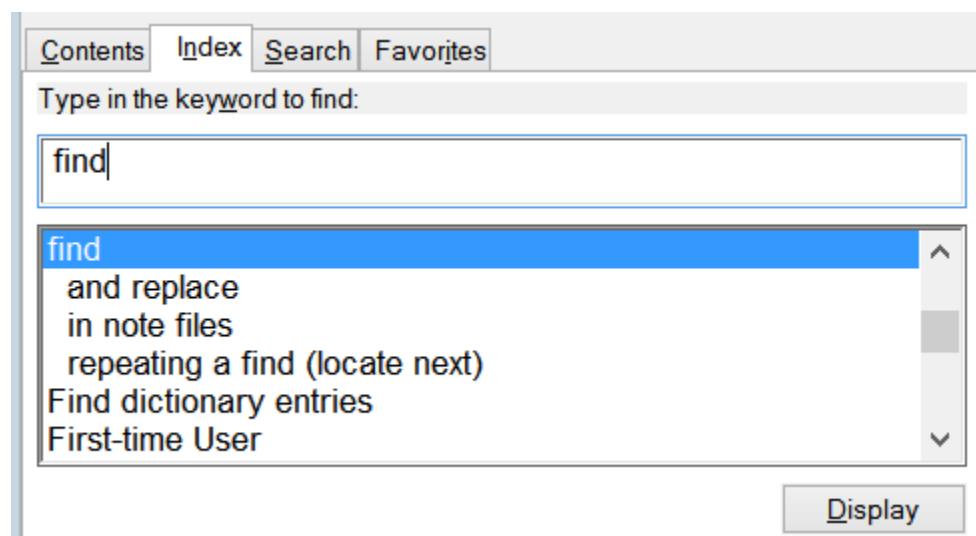
The fastest ways to find what you are looking for are the Index (where most features are listed alphabetically) and the Search tab.

The screenshot shows the Eclipse Help window. At the top is a toolbar with icons for Hide, Back, Forward, Home, Print, and Options. Below the toolbar is a navigation bar with tabs for Contents, Index, Search, and Favorites. The Contents tab is selected, displaying a tree view of help topics. The root node is "Welcome to Eclipse Help", which is expanded to show subtopics: "What's New in Version 10", "Eclipse Documentation", "Using Visualizers", "Getting Started", "Quick Start Guide", "Users and User Settings", and "Display settings". To the right of the tree view is a large area titled "Welcome To Eclipse Help" containing a stylized gear icon and the text "Welcome to I".

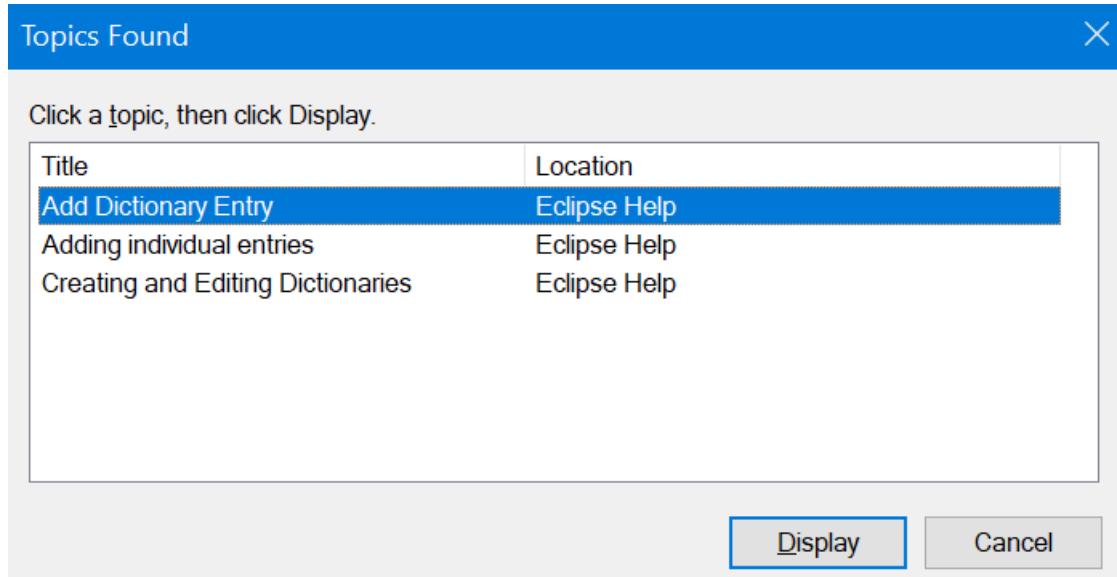
Any Table of Contents entry that has a plus sign on the left has another help page or pages related to it. Click the plus sign and the additional page titles will appear below it. See below - clicking the + sign next to "Welcome to Eclipse Help" reveals the page "The Eclipse Support menu."



- **Table of Contents.** In the left pane, clicking the Contents tab will take you to the Table of Contents for the entire help system. Topics are organized categorically. There is also an alphabetical list of additional pages in the Help system.
- **Index.** Clicking the Index tab will take you to an index of topics. Each item in the index links to a specific page or pages. Some index items have sub-headings:



- Some items appear in more than one help topic. If that is the case, a dialog will open allowing you to select the one closest to what you need. For example, **Add dictionary entry** in the index is found in these 3 help topics:



This same Index appears at the end of the pdf/print manual. If you do not find what you are looking for in the Index, try the Search.

- **Search.** Click the Search tab to perform a text search of the entire help system.

Enter the term you are interested in, hit Enter (or click the List Topics button), and a list of pages containing that term will appear.

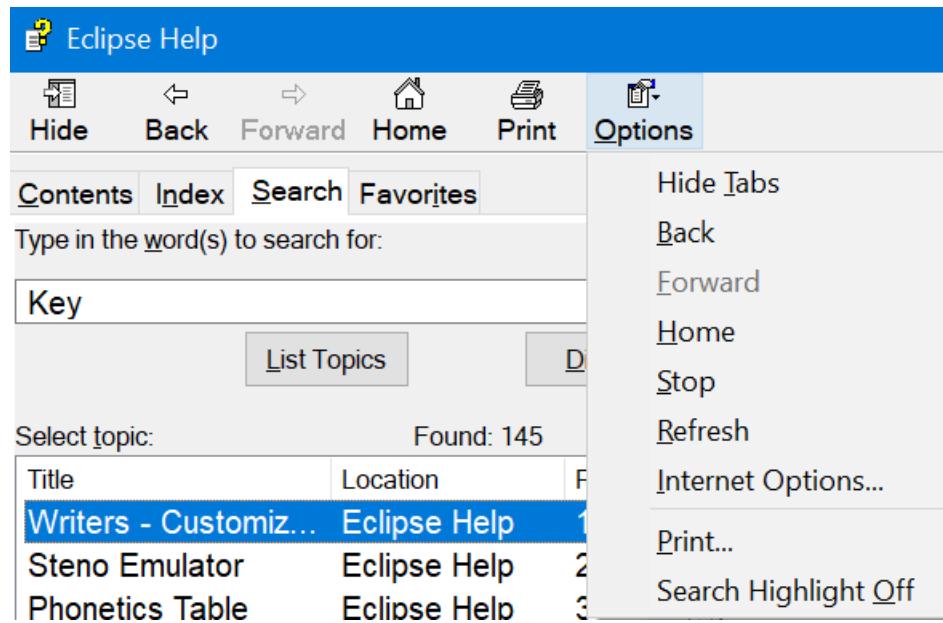
To open a page in the list, double-click the name, or highlight it and click the Display button.

The screenshot shows the Eclipse Help search interface. At the top, there are tabs for Contents, Index, Search, and Favorites. Below the tabs is a search input field containing the text "Bridge Mobile". Underneath the input field are two buttons: "List Topics" and "Display". A message "Select topic: Found: 33" is displayed above a table. The table has three columns: Title, Location, and Rank. The data in the table is as follows:

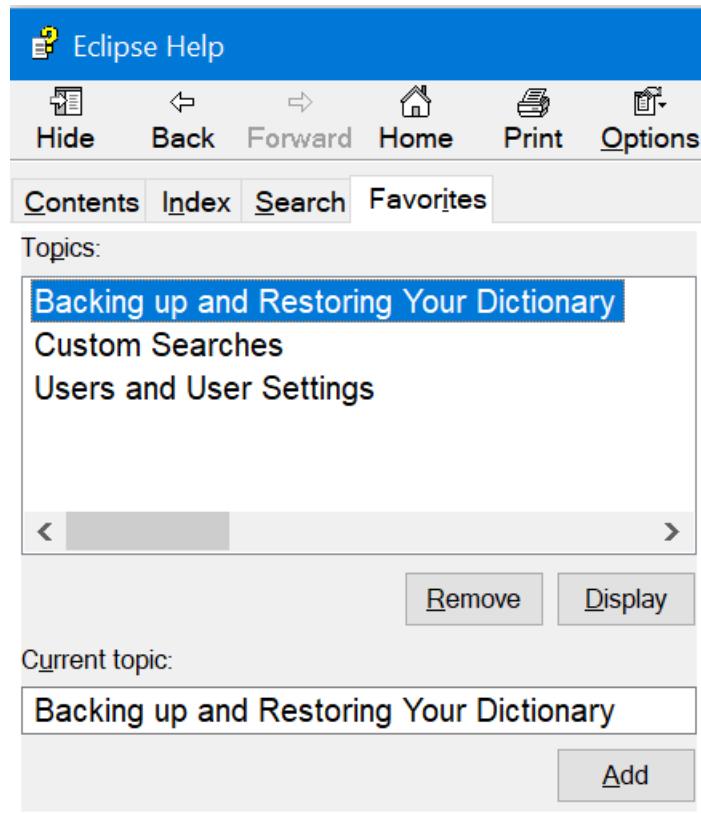
Title	Location	Rank
Bridge Mobile Proo...	Eclipse Help	1
Overview: Connecti...	Eclipse Help	2
Transmitting to Brid...	Eclipse Help	3
Features added in ...	Eclipse Help	4
Bridge Mobile: Con...	Eclipse Help	5
Bridge Mobile -- Br...	Eclipse Help	6
Connection Magic	Eclipse Help	7
Additional settings ...	Eclipse Help	8

Searching for a phrase, like "punctuation toggle" or "print commands" put quotes around the phrase, and it will only list pages containing the complete phrase. Select the help page by double-clicking the name, and it will open with the term or phrase highlighted wherever it appears.

Turn off Highlighting: If you prefer not to see the highlighting, Go to the **Options** menu, and select "**Search Highlight Off**." You can always turn it back on - go back to the Options menu, and select "Search Highlight On."



- **Favorites.** This area is customizable -- you can add any pages that you want to return to frequently. **With the page open**, click on the Favorites tab and click the Add button at the bottom right of the column. The pages are listed in alphabetical order.



- **Links** (which appear as blue, underlined text) to jump to Help pages with more detail
- **Feedback.** Please contact support and alert us to errors or places where you could use more information, or better illustrations.
- **Print Topic.** In the upper right hand corner is a gear icon with a menu. There is an option to Print the topic you are in. It will open a "Print Preview page, formatted for your printer. You can go ahead and print the topic, or cancel the printing and click "Close Print Preview" and go back to the Help topic. Selecting a different topic will automatically close the preview pane.

The Help System is organized to help you learn how to use Eclipse, and find the information you are looking for:

- **Getting Started** and **Quick Start Guide** to using Eclipse include the basic information you need to get up and running with Eclipse. Topics include file types; commands: keystrokes, menus, and toolbars; sources of help; setting up a user; creating or converting a dictionary; and creating and editing a transcript.
- Eclipse Basics: includes instruction covering the day-to-day use of Eclipse. Topics include: User Profiles and Settings; Setting the Display the Way You Want; Working with Dictionaries; Notes and Translating; Editing; Formatting Transcripts; Block Files; Realtime, Transcript Production and Delivery, and Automatic Indexing.
- "Working With" pages. These pages are overviews of general topics: realtime, dictionaries, number conversion, users, etc. If you want an overview of a topic, these pages are a good place to start. There is a complete list of them in the Table of Contents.
- [Reference Guide](#): an alphabetical guide to advanced features in more detail.
- Context-Sensitive Help. The F1 key and the Help buttons (question marks) that appear in some dialog windows open context-sensitive help—a window that displays information about the current item or dialog window. When you highlight a menu item or open a dialog window, press F1 to access help for that item.



Help button in dialog window

Command	Help
Speed Key	F1
Menu	F10/ <u>Support</u>
Toolbar Icon	

The Support Menu offers many other ways to get help and learn features of Eclipse. It has its own [help page here](#)^[22].

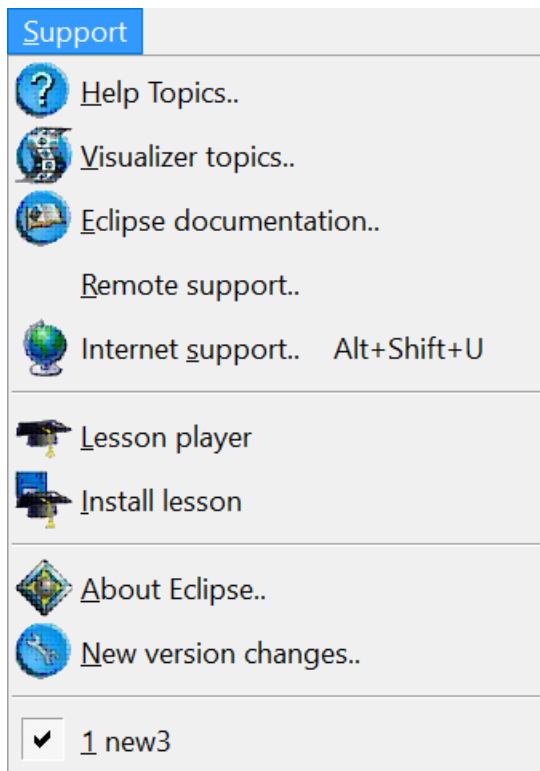


[*Visualizer on Updates and Internet Support*](#)

1.1 The Eclipse Support menu

Help from the Eclipse Support menu

The Eclipse Support menu offers many ways to get help and access learning tools for Eclipse users.



- **Visualizer topics**^[33]. Many help pages have a Visualize! icon. Clicking the icon will either play a brief how-to video demonstration of the topic, or take you to a list or related video (typically at the bottom of the help page). You may view a complete list of Visualizer demonstrations by selecting Visualizer Topics from the Support menu, or in [this reference guide help file](#)^[83]. Note that if you have recently upgraded, you will need to get a copy of the Visualizers from the DVD or by downloading the full install from www.EclipseCat.com.
- **Eclipse documentation**^[32]. Selecting this menu choice opens the Documentation folder, which holds your [Eclipse Manual](#) (details below), as well as other pdf files covering specific topics. Double-clicking a file will open it in Acrobat Reader.
- **Remote Support**. This item downloads the program "ShowMyPC." When you save and run it, it installs an icon on your desktop. Running this program lets you open a meeting with Eclipse support, which enables them to operate your computer, and see problems for themselves, so they can help you solve them.
- **Internet Support**. This opens an edit box with the internet address for Advantage Software filled in (<http://www.eclipsecat.com>). You can also type in the address for any internet site. If you do, any characters that are not allowed in URLs will be replaced automatically. For example, if you type www.R&D.com, it would open in your browser as www.r%26d.com.
- **About Eclipse**^[86]. In Eclipse, on the **Support** menu is a choice labeled "About Eclipse." Here you can find the version number, other information about your

installation (which you may be asked about when you call Advantage Software tech support), and a description of your version of Windows Operating System.

- [New Version changes](#) -- Opens the changes.txt file, which lists all the changes introduced in the version of Eclipse you are using.

Tutorial

A tutorial is provided with your Eclipse software. It is a Eclipse text file that takes you through the basic tasks necessary for producing a transcript using Eclipse. To learn about and use the tutorial, start Eclipse. Go to **Support/Visualizer topics** and under "Introductory presentations, select [B - How to Run the Efficient Editing Tutorial](#). Following the instructions in the video, install the lessons using **Support/Install lesson** and run a lesson using **Support/Lesson player**. Additional help can be found in the Help topic [Working With Lesson Player](#).

Printed Manual

If you want to print some or all of the help topics, or just read them in a stand-alone document, you can go to the Support menu and click on **Eclipse Documentation**, which will take you to the folder "Documentation," that contains manuals and other support documentation. Click on the file "[Eclipse Users Manual](#)."

The manual is in the Adobe Portable Document Format (filename.pdf). When you open a pdf file, it opens in Acrobat Reader, software which is included on your Eclipse CD.

Note: Acrobat Reader needs to be on your computer in order for you to read the documentation files. If you do not already have Acrobat Reader, you can install it from your Eclipse software installation CD.

In addition to standard tools, such as the Find and Go To Page features, your manual in Acrobat Reader has active links, so when another topic is referenced in the manual, you can click on the link to jump to that topic.

Additional Documentation

• New User Quick Start Guide

If you are a new user of Eclipse, you should first read over the Eclipse Quick Start Guide, which is packaged with the DVD. It offers more detailed help with installation, and accessing help and updates.

There is also a [Quick Start Guide](#) section in the help system. It will help you with setting up and using Eclipse to create and edit a Transcript.

• Realtime Editing Kit

There is both 4-page summary of features of the "Realtime editing" dictionary and the "Keymode" dictionary; and the 38-page "[Realtime Editing Kit](#)" which includes details on all the macros in the kit. There are also directions on including all or some of the macros into your main dictionary.

In the example below, you can see that some of the macros are quite simple, while others are very complex. If you need to edit any macro, refer to the [Macro Editor](#)⁹³⁶ help page.



Total Eclipse ‘Realtime Editing’ Dictionary

Keith Vincent – Houston, Texas – June 16, 2015

-10-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Capitalize previous word – RT	K*P		Escape Cmd: Translate notes Cmd: Word left Cmd: Uppercase Cmd: Retransmit text	Escape from dialogues Cursor in translating window Move left by word Caps Toggle Retransmit text to Bridge
Check Note – RT	KHE*BG KHE*BG	Inserts comment line which says “Check.” To find such lines during editing, press F5 and go to Print Commands to select “Comment.”	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Print cmd C (2 times) Enter Cmd: Type text Check Enter Cmd: Bottom of job Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lower pane Cursor at document end Print command Comment Okay Type in text Type: Check End of typing Cursor at document end Switch to upper pane

Updates and Internet Support

Updates to the manual and the software are posted on the Advantage Software website (www.eclipsecat.com) in the Updates area whenever a major upgrade to the software is available. Users with a current support agreement can download both software files and manuals from the website, or request a disk.

2 What's New in Version 10



What's New In Eclipse Version 10



Congratulations on upgrading to Eclipse version 10! This new version includes a number of additions and improvements that help make your work faster and more accurate. The "What's New" visualizer (link at top left corner of page) demonstrates many of the additions and enhancements. Below is a description of some of the new features, with links to pages with details and examples. There are new visualizers for many of the features, to help you become acquainted with them. To view them, click the visualizer link at the end of the description. For a list of the new visualizers, go to **Support/Visualizer topics** and press F2.

One of the most important changes this year is the number of reporters working remotely, mainly because of the Covid-19 Pandemic. There is a [whole series of visualizers](#)⁸⁴⁵ to help you with setup and remote reporting.

[Audio Features](#)⁵⁹² - Multi-Channel Synchronized Recording and Playback has been expanded. [Opus](#)⁶³⁰ Compression Support is a new feature that provides high quality audio files with a reduced file size, better for sharing of audio files during team editing. [Visualizers](#)⁸⁴⁴. [ASIO device support](#)⁵⁹⁷ was added for multi-channel audio.

[Connection Magic](#)⁴⁸⁴ is now fully integrated, with a number of enhancements that make it easier for your clients and scopists to connect. In addition to using the internet to connect with clients and scopists, you can use a local network, set up your PC to be a wifi hotspot with Connectify. With Version 10, Connectify is built in to Eclipse, and when you turn on your computer, "Eclipse services" starts and puts an icon in your system tray. Another new feature in Connection Magic - Eclipse creates a session link in your clipboard that you can paste into an email to your clients. When they click the link, the session opens in Bridge Mobile, with no need to enter a session name or password. [Visualizer](#).

[Connection status indicators](#)¹⁰⁷ appear in the upper right corner of your Eclipse screen. Green lights indicate a working connection; red lights indicate a connection that is not working, or is not being used.

[Boost](#)²⁶⁸ - This feature, found under **User settings/Translation/Translation Magic**, sends your audio to Google Speech for help translating difficult vocabulary like unusual names or fast speaking, picking up words that may have been dropped, and suggesting realtime auto-briefs. It can be used during Translation or Realtime but you will need a good audio recording plus internet access. There are Visualizer movies on both using, and setting up Boost. [Visualizer for using Boost](#) and [Visualizer for setting up Boost](#).

[Delivery](#)⁵⁶⁹ options for your transcript have been expanded.

[Realtime Statistics](#) have been improved to provide better information about your writing speed. Even after ending Realtime translation, you can mark a block, and go to **Tools/Job Report**, and select **Display: WPM graph** to get a picture of your writing speed. [Visualizer](#).

The [CART](#) window will now show speakers' names in the colors you assign in the Speaker List, if you have your CART window output set to Apply Edits. [Visualizer](#)

Dynamic [Index](#) locations mean that if you edit your document after indexing, and an item in the index has moved to a different page, the location reference in the index is updated automatically. [Visualizer](#).

[Analyze documents](#) has been enhanced. When Eclipse compares documents to your dictionary to suggest words that should be added for the upcoming job, the analysis lists words in order of frequency, and now also lists how many occurrences there were. [Visualizer](#)

Touchscreens are now operational in Eclipse documents. You can use a Pinch to zoom in and out, a touch to scroll horizontally or vertically, a two-finger tap to open a context menu, or press and tap to mark a word and open a context menu.

For details on all changes in this version, go to the Support menu in Eclipse and select **New version changes**. A pdf file will open, describing in detail all the changes in Version 10.

All the new Visualizers topics are listed below, and [links can be found here](#).

The screenshot shows a help page titled "Visualizer Topics". At the top left is a blue circular icon with a stylized gear or circuit board pattern. To the right of the icon, the title "Visualizer Topics" is written in a large, gold-colored serif font. Below the title, there is a list of "What's New in Total Eclipse 10" features. The first item in the list, "Audio AI BOOST", is highlighted with a blue background and white text. The other items in the list are in black text. At the bottom of the list, there is a link "What's New in Total Eclipse 9".

What's New in Total Eclipse 10

Audio AI BOOST

- Audio AI BOOST - Setup and Control
- Audio: A - Multi-Channel Synchronized Audio Recording
- Audio: B - Multi-Channel Synchronized Audio Playback
- Audio: Sync to Cursor
- Audio Mixing Software: VOICEMEETER
- Connection Magic, Fully Integrated
- Delivery (Print, ASCII, PDF, e-Mail, Bundle, etc.)
- Drag-Drop History and Notes Files Report
- Dynamic Indexing Locations
- Macro Icon Labels - Customizable
- Meeting Apps A: 2 Devices
- Meeting Apps B: 1 Computer
- Meeting Apps C: Eclipse Audio
- Meeting Apps D: Sampler
- Meeting Apps E: Mock Depo
- Proofreader - Updates - Support
- Special Characters Customization
- Statistics and Speedometers

What's New in Total Eclipse 9

2.1 Outline of Changes in Version 10

Outline of Changes in Version 10

INPUT

- New stroke data format to include shadows and confidence scores
- User settings/Input USB realtime setup button opens Device Manager
- Expression note reading emulates Diamante to read SgStn
- Dragon "recognition history" available
- List dragon profile name in job info in file manager

TRANSLATION

- Boost

REALTIME

- LAN realtime improvements

CART window settings dialog made customizable

"Anchor" option for CART window

CART Window Speaker Color Assignments

CART Window musical note

CART Window will populate from top when clear

Changing Output Formats in Realtime

Show untranslates in pending translation display phonetically

Edit word buffer supports suspend output

Keyboard macro output supports customized unicode mappings

Command to force a division interval to expire immediately

AUTO-BRIEF

Allow users to customize order of brief types displayed

Refine pop-up brief window auto hide feature

Show short dictionary entry comments on auto-brief display

Allow emergency auto briefs when AB Steno Theory is too strict

Auto-brief reminder dictionary references original source dictionary

Requested auto-briefs reproduce attribute commands

Auto-brief reminders offers version with smallest number of keys rather than most common entry

AUDIO

Opus compression support

ASIO device support for multi-channel audio

Identify audio devices by name instead of number

Speaker designations shown on waveform display

Channel ignore feature

Keystroke/dialog method for ignoring channels

Separate timecode offset and ms/sec for each audio channel in each job

Multiple sync to cursor measurements automatically determine ms/sec

Audio auto stop/play/both has the new "pause" as an option

Wave form display should appear in realtime stats window

"Block write" filenames with underscores should not partition .wav file

Expand audio DSP range

Make 'Mix' input Channel 0 only

EDITING

Proofreader special error tags

Words-per-minute spot check at cursor location

UI dialog for customizing unicode character mappings

Scan to previous misspelling command

Block mark for globalling Typed-in-text

Have special character window default to the last font selected

List file "Edit" button jumps to item

Add PGH properties to context menu

Typing a speaker from scratch populates both master and current

Allow speaker table to swap speaker "current" assignments while leaving "master" the same

Insert time/date uses cursor position instead of current time if cursor is not at end of document

'Undo' Command improvements

TEAM EDITING

Team editing: Opus support

Team editing host option for "LAN only"

Save team editing chat

Remember Persistent Session name

Paragraph status auto-assignment should trigger on exit

Minimize paragraph status colors on Display

Connection Magic "Join Session" Dialog: Single-click to expand rooms

Make "reverted" status optional

Team editing background color warning options

Relevant data mining goes through Team Editing connection

PRODUCTION

Dynamic index locations

Allow additional nesting of index items

Bundles allow extra non-transcript PDF files (billing pages, etc.)

Delivery firm name, e-mail, etc., options for separate bundles

Delivery PDF creation auto-detects e-mail addresses

PDF: "Use Display Colors" Enhancement

Line Number Formatting

Print more dictionary data

Output to PDF while in a note or dix file will indicate completion

Note file auto-save mechanism

Omitting Conflicts when exporting dix to Stenograph writers

ANALYSIS

Analyze documents briefs and frequency improvements

Note file statistics including delete stroke analysis

Method to clear drag/drop history

Font Size Adjustment for Lesson Player

VOICEWRITING

Complex constructions in SpeechText.dix

USER INTERFACE

Universal indicator light system created

Translation dialog UI changes

Show keystrokes assigned to macros on macro list

Macro group dialogs allow for customization

Preserve keyboard customization editing position

Allow user to type icon name in customer toolbars add/remove columns

Allow text changes for "Macro 1-15" toolbar items

Macro list has a duplicate checker

Store user selection dialog attributes universally

Allow recent file menu to show only ECLs

File Manager Scaling/Item Spacing

"Open File" dialog defaults to empty

Spanish added to Primary Transcription Language list

Touch screen features

Default paragraph indicator display in paragraphs tab

"About Eclipse": Add Customer ID/Support Expiration based on Connection Magic Database

CLOSED CAPTIONING

Allow setting a "starting timecode" target value and calculate offset automatically

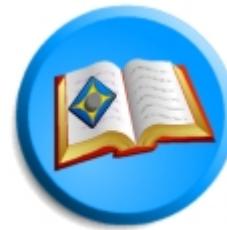
Add "apply offset" option to edit timecodes dialog so final results match what is entered

Conditionally create paragraph breaks for each script line when sending/timecoding

The software checks the available steno for the script paragraphs and makes the determination automatically about whether this is necessary.SRT paragraph formatting

"Force Margins" prohibited except under special circumstances

3 Eclipse Documentation



Eclipse Documentation

Support/Eclipse documentation

The **Eclipse Documentation** item in the **Support** menu opens the **Documentation folder**. This folder contains many documents pertaining to specific aspects of the Eclipse software, such as:

- [Eclipse Manual.pdf](#) -- the complete manual.
- [Eclipse Commands.pdf](#) and [Eclipse Hyperkeys.pdf](#) -- printable keyboard charts.
- [AccuCap.pdf](#) -- AccuCap addendum to the manual.
- The **Visualizers** folder is located here. If it is not, contact support at ASI for help reinstalling it.

There are also white papers on specific topics, such as automatic indexing; audio synchronization; file management; multi-page printing; realtime editing; and other tasks.

All files in the Documentation folder are PDF files, except eclipse.chm, which is the Help system. (Do not move, change, or delete this file. If you do, you will no longer have access to Eclipse Help.) **Note: Acrobat Reader needs to be on your computer in order for you to read the documentation files. If you do not already have Acrobat Reader, you can install it from your Eclipse software installation CD.**

4 Using Visualizers



Using Visualizers

The Visualizer movies are brief audio/video presentations that demonstrate an aspect of the Eclipse software. There are links in related topics in the help system; you can also view a menu of them by selecting **Visualizer Topics** from the **Support** menu in Eclipse or by going to [this help topic](#)⁸³⁷. When you open the Visualizer dialog, you can choose to view an alphabetical list of movies, or see "What's New" in the latest release, or get instruction on how to use the Visualizer presentations. There are also links to additional resources.

How to Use Visualizers

- A - The Eclipse Help System
- B - The Efficient Editing Tutorial
- C - Teachers: The Lesson Player
- D - Students: The Lesson Player
- E - AccuCAP: Eclipse Captioning
- F - YouTube Captioning
- G - Getting Support and Updates

F1 - Index: A to Z

Type a number to pick a category,
Type a letter to start a Visualizer.



Eclipse Visualizer
e-Power Video Tutorials
www.KVincent.com

[Next](#)



Visualizer Topics

WHAT'S NEW IN ECLIPSE 10

- Audio AI BOOST
- Audio AI BOOST - Setup and Control
- Audio: A - Multi-Channel Synchronized Audio Recording
- Audio: B - Multi-Channel Synchronized Audio Playback
- Audio: Sync to Cursor
- Audio Mixing Software: VOICEMEETER
- Connection Magic, Fully Integrated
- Delivery (Print, ASCII, PDF, e-Mail, Bundle, etc.)

F2 New/Updated Visualizers and Connection Magic

- F3 Basic Transcript Production
- F4 Auto-Magic and Auto-Brief
- F5 Visualizers for EclipseVox
- F6 Visualiseurs en français
- 1 Display & Command Options
- 2 Document & User Setup
- 3 Translation, Realtime, Synchronized Audio, Passport Stenowriters
- 4 General Editing
- 5 Mostly Globaling
- 6 Autoreplacements, Macros, Numbers, Blanks, Indexing
= Sample Format Files to Illustrate Blanks & Indexing
- 7 Dictionaries
- 8 Proofreading, Printing, ASCII & PDF Files
- 9 File Management

[Tutorials & CEU](#) [e-Tips](#) [Users Group](#) [Exit](#)

To play a visualizer file, left-click the Visualize icon that appears at the top right of any help topic that links to one movie. After a moment the presentation will begin. If there are more than one visualizer that apply to the topic, clicking the icon will take you to a list of them. These movies are independent .mp4 files; there is no extra software to install.

The visualizer will open in your default video player. If you are on an older version of Windows (XP for example) and have not upgraded your video player, you may need to do so. Or you could install the free player VLC, which has many built-in hotkey controls, so your fingers don't need to leave the keyboard while watching the visualizer.

If you have any difficulty playing the Visualizer movies, **please** call ASI support at 1-800-800-1759. Different versions of Windows combined with various default video players occasionally create problems when playing the visualizers. Support can help you find a combination that works for you. The visualizers are the best tool you have available for **seeing** just how Eclipse works.



[Using the VLC Player](#)

When in VLC player, the following keystrokes can be used to control the presentation:

- **Spacebar:** Pause/Unpause
- **s:** Stop
- **f:** Full screen
- **esc:** end full screen
- **+:** Faster
- **-:** Slower
- **Shift+right arrow:** Jump forward (small)
- **Shift+left arrow:** Jump backwards (small)
- **Alt+right arrow:** Jump forward (medium)
- **Alt+left arrow:** Jump backwards (medium)
- **Ctrl+up arrow:** volume up
- **Ctrl+down arrow:** volume down

Many additional hotkeys can be found under **Tools/Preferences/Hotkey settings** in the VLC player.

You can also interact with the presentation using the mouse. You can perform any of the above actions by right-clicking and selecting it from the menu that appears; also, when the presentation is paused, you can click-and-drag the slider at the top of the screen to rewind or fast/forward.

5 Getting Started

Getting Started

This section covers:

- The process of [Installing](#)^[35] Eclipse on your computer. (Instructions are also packaged with the DVD.)
- [Activating your license](#)^[36]

5.1 Installation of Eclipse

Installing Eclipse

1. If you received a hardware key, attach your HASP key to your computer's parallel or USB port, depending on which type of key you received. If you have a keyless license, the installation instructions will tell you when to call in for your license number.
2. Insert the Eclipse installation disk into your computer's disk drive. The disk will automatically start (if Autorun is set to "ON" on your system), and the Advantage install window will open.
3. Press **E** or click the Eclipse button near the top of the window.
4. Installation will begin. Follow the on-screen instructions to proceed.
5. When the installation is complete, a dialog box saying "Click OK to continue after installing Eclipse" will appear. Click the **OK** button to proceed.
6. You can then either exit the Install program or install more software. You should install Adobe Acrobat Reader DC if it is not already on your computer. We also recommend installing the VLC media player for viewing the included Visualizer help videos.
7. Additional installation help is in the *Eclipse Quick Start Guide* included with your DVD.

Network Installation: See [Network Installation](#)^[737] in the Reference Guide.

5.2 Keyless License or Hardware Key

Keyless License or Hardware Key

If you purchased Eclipse with a Keyless License:

- When you install Eclipse, call in to support, and they will email you a license number.
- After you enter it into your system, it is stored permanently.
- You can install on as many different computers as you like.
- Once this keyless license is activated, you can always use Eclipse without a key as long as you have an Internet connection available.
- For details on how your keyless license works, see the [Keyless License](#) 36 help page.

If you are using a Hardware Key:

- The first time you run Eclipse, you may be prompted to update your hardware key. Make sure your computer has access to the Internet and follow the on-screen instructions to receive your keycode by email.

5.2.1 Keyless License

Keyless License

When you install Eclipse, call in to support, and they will email you a license number. After you enter it into your system, it is stored permanently. You can install on as many different computers as you like. Once this keyless license is activated, you can always use Eclipse without a key as long as you have an Internet connection available.

Multiple computers - If you run Eclipse on one system with the same license that is currently in use on another system, the other system will be suspended. For example, if you are working in your office and you leave Eclipse running and go into the courtroom, as soon as you run Eclipse in the courtroom, the copy of Eclipse in your office will be suspended.

No Internet access - If you do not have an Internet connection available, you can still use Eclipse off-line for up to two weeks. You will be given countdown warnings within three days of the expiration of the off-line access. As soon as you run Eclipse at all, even for a few seconds, with an Internet connection available, it will reset the off-line access for another two weeks.

If the system discovers that the same license has been getting significant use on multiple computers simultaneously while off-line (avoiding the automatic suspension) the off-line capability will automatically be disabled, and you will then have to have Internet available to run Eclipse. Note that it does not disable the license entirely, just the offline capability. You will have to contact the Advantage Software staff to restore off-line capability.

IMPORTANT: If you are using a keyless license on a computer that is shared among multiple users, EACH user MUST use a different Windows user account. If several reporters in a courthouse share a single computer in a courtroom, for example, even though they have separate computers in their offices, that is currently possible by allowing each individual user to bring their hardware key with them to plug into the courtroom computer. The keyless license is associated with the current Windows user, so each user of a shared computer MUST have a separate Windows user account, and must log in when using Eclipse on that computer. This is the only way to prevent accidental license violations or disruptions if a user attempts to use the shared computer while it's associated with another user's keyless license.

The **Support** menu/**About Eclipse...** dialog will give you information about the status of your license: If you see a capital "O" that indicates that the license is only usable on-line. That is, you cannot use the license unless you have an Internet connection available. This should only happen if the system detects some sort of license violation. If you are working offline, which is normally permitted, you will see a capital "F" indicating that the system is running offline and was not able to contact the license management server. In this case, the dialog will include an indication such as (48 hours) telling you how much longer you can use the key while offline before you have to run Eclipse while you have access to the Internet in order to re-validate the license.

Q&A about Keyless Licenses

Q: What if I don't ever have Internet access available on a particular computer, even if it's only for five seconds once every two weeks?

A: Then keep using the hardware key.

Q: Can I mix and match the hardware key and keyless versions?

A: Not with the same license. A single copy of Eclipse can either be keyed or keyless, but not both. For the testing period, testers will be permitted to keep both, but that will only be for a short time.

Q: What if a computer is authorized but I haven't used it for several months?

A: There will be a grace period for a few days before you need an internet connection.

Q: What if I am running offline, but need to go work on another computer? Will I be in violation of the license?

A: Not if you **suspend the license temporarily**, which you can do one of two ways:

1. Go to **Tools/Edit toggles** and check the **Suspend key** option. As soon as you click **OK** or uncheck that box, it will resume running.
2. Go to **Support/About Eclipse**. When the **About...** dialog is open, the license is suspended.

5.2.2 Convenience Key



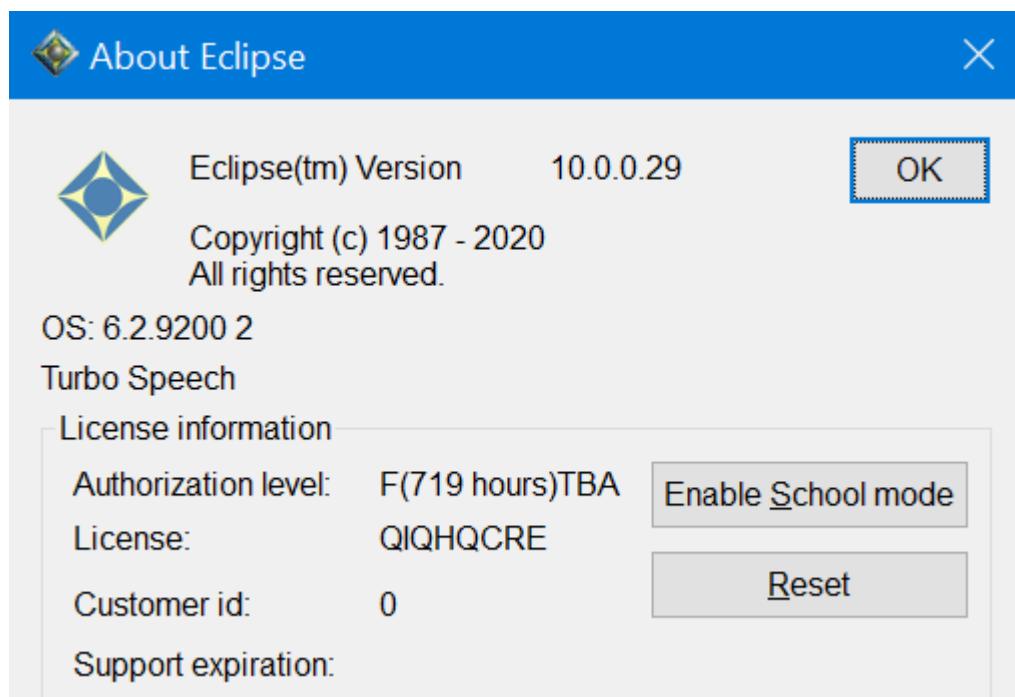
Convenience Key

If you plan to use one computer for realtime or editing, and another computer at home or at the office, you can purchase a Eclipse convenience key.

The convenience key is not designed to be your primary key, and should not be used at the same time as your primary key, which would be a violation of your license agreement.

Eclipse keeps track of when the 2 keys are being used, and about once every 90 days Eclipse will prompt you to insert an Authorization Disk. With your convenience key attached, you can go to **Support/About Eclipse** and find out how long it will be before you have to insert your Authorization (Key) Disk. In the illustration below, you can see there are 91 days until Eclipse will ask for an Authorization Disk.

If the main key were attached, it would say Authorization level: T.



- To create the authorization disk, on your main computer, go to **User settings/Input/Read from** and click **Setup** to choose your flash drive or whatever drive you want to use.
- Then go to the **Tools** menu/**Convenience key media..** to open the dialog.
- Insert your media, and press **OK** and the dialog will close when the procedure is finished.
- Take the drive or disk to the computer where the convenience key is attached and when it prompts you for the Authorization disk, press **OK** to be reauthorized for another 90 days.
- Your main key is permanently authorized, so you only need to make an Authorization disk for your convenience key.
- Note: always keep the date and time correct on both computers.

5.2.3 Convenience Key Disk



Convenience Key Disk

If you own a convenience key, you will occasionally need to make a Convenience Key Disk.

When you run Eclipse using the convenience key, you may be warned that you have a certain number of days remaining to create a convenience key disk. When that number of days passes, you must insert a convenience key disk, or you will not be able to use the convenience key. To see how many days remain before you need to make the disk, go to **Support/About Eclipse**. The **Authorization level** will be something like TK(91), in which case you have 91 days left. If you are not using a convenience key, it will just say T.

You must make the convenience key disk on the computer where the main key is used. To do this, put a blank, formatted floppy disk in the drive, and select **Convenience Key Disk** from the **Tools** menu. Follow the prompts to create the disk.

Any drive can be used to make the Convenience Key Disk. To designate a drive, go to the [**Input tab of User Settings, and set your Read Notes From location to the drive you want to use.**](#) 210 Any folder or storage media can be used as a "disk" for purposes of making the Convenience Key Disk.

The next time you use your convenience key, Eclipse will ask for a key disk. Insert the disk in the drive, or make sure the drive you chose is available, and then press **Enter**.

6 Quick Start Guide

Quick Start Guide

This section covers the basics of running Eclipse.

Each task has links to more detailed help pages, and many will also have links to visualizer movies.

For most tasks in Eclipse, you will have a number of ways to issue a command or open a dialog. If a help file describes only one way to do a task, it is probably the most frequently used, or the most convenient, but you can experiment with others to see what works best for you.

For example, to open a Help page, you can do the following:

Hit the Speed Key **F1** or
Click on the **Support** drop-down menu, and click on **Help topics** or
Hit **Alt** (or **F10**) then **H**, then **H** again or
Click the Toolbar icon.

Some help files will include a chart of some of the ways to issue a command. The chart below shows some of the ways to open the Help system. If you are in a dialog, or have highlighted a menu item, the related help page will open when you press F1.

Command	Help
Speed Key	F1
Menu	F10/Support
Toolbar Icon	

6.1 Running Eclipse



Running Eclipse

To run Eclipse for the first time:

1. You can open Eclipse by double clicking the Eclipse icon on your desktop. Or you can open the **Start** menu and select Eclipse from the list of programs. In older versions of Windows, on your Windows taskbar (which usually extends across the bottom of your screen), select **Start**, point to **Programs** (or **All Programs**), and select **Eclipse Application**. In Windows 8 or 10, you would click the drop-down list under Advantage Software, and select Eclipse. You can also open the **Start** menu by pressing the Windows key (the one with the Windows logo) if you have one on your keyboard, or press **Ctrl+Esc**.
2. Eclipse's main program window opens. The first time you run the program, the **New user setup wizard** appears and guides you through the process of setting up a user. "Users" are introduced in the help topic "[Users and User Settings](#)"⁹³, with more detailed descriptions in the "[Working with... Users](#)"¹⁰² help page, and the [User Settings](#)⁹³ section of Help.

The **New user setup wizard** creates a new user file, a new (empty) main dictionary, and a folder for storing job-related files. The default directories for your user settings, jobs, and blocks are in your Documents folder. (The Jobs folder is where your notes (*.not), transcripts (*.ecl) and dictionaries (*.dix) will be stored.)

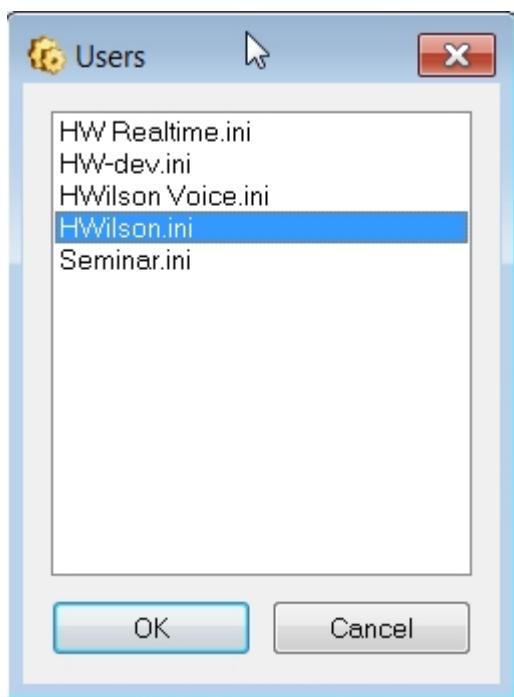
You will be prompted to enter your name, and a short form of your name, which will be used as the name of your Jobs folder, settings file, and main dictionary.

Updates and fixes

When you run Eclipse, it asks the Connection Magic server if there is any critical information. If necessary, you will be notified directly if there are things like planned server outages for upgrades, etc. It will also notify you if there is a more recent update available and will open a web browser to the appropriate download page if requested.

The Main Program Window

When you start Eclipse, the main program window appears with a selection window (**Users**) that lists the users on the system. The program will default to the last user working on the software. Select the user desired and click **OK** or press **Enter**.



Note: Eclipse dialog boxes, including this selection window, have several unique controls which are described below.

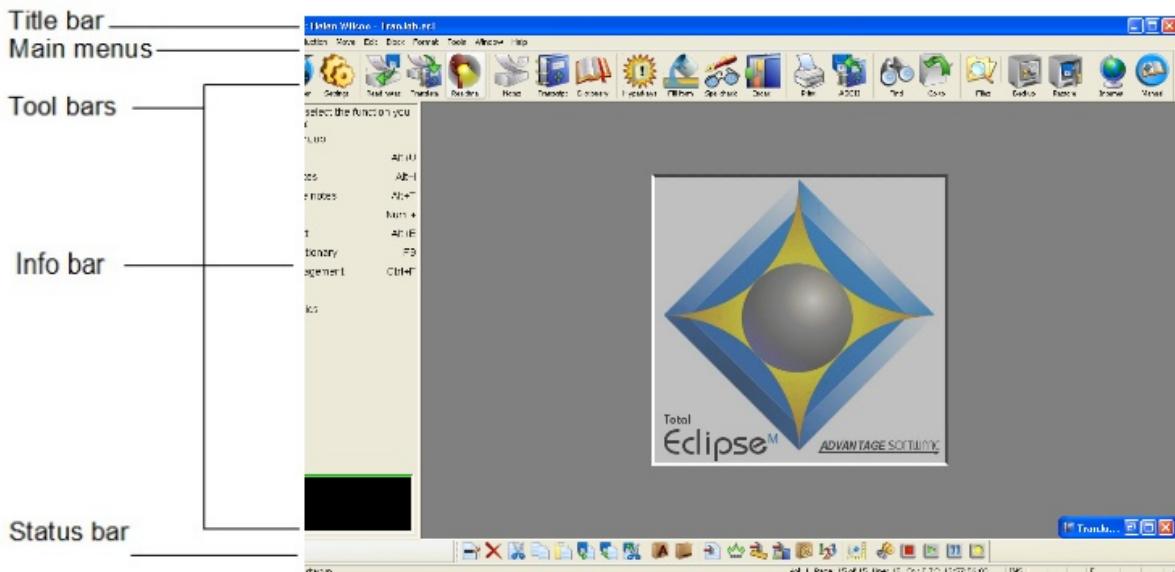
You can re-size the main program window just as you would any other window. Move your cursor to any of the windows borders, and when the mouse pointer becomes a two-pointed arrow you can click and drag the border to where you want it.

To expand the main program window to the full size of your screen, click the maximize button (upper right corner of your window). When the window is "maximized," it will fill the screen and cannot be repositioned or manually re-sized. To make a maximized window movable and re-sizable, click the restore button.

The major parts of the main program window are the Title bar, the Main menus, the Toolbars, the document display area, the Info bar, and the Status bar. The Toolbars, Info bar

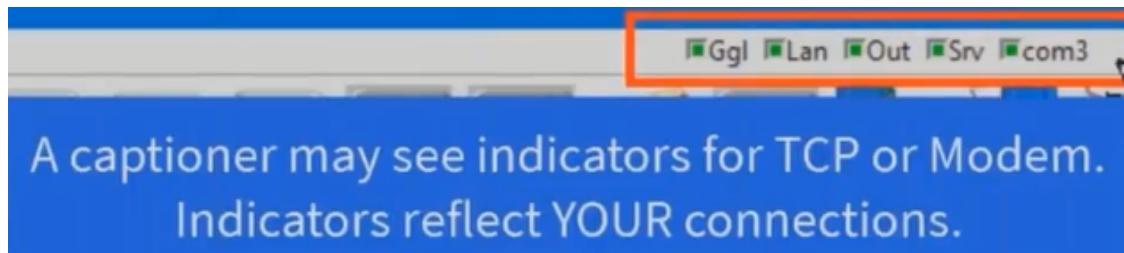
and Status bar can all be turned off or on, and the Toolbars and Info bar are customizable. The menu bar includes the Connection Status indicators, at the right-hand corner.

The Title Bar displays the version of Eclipse you are running, your user name, and the name of the current document (if any is open).



Note that one of the toolbars pictured above is docked at the bottom of the page. This is an option; the default positions are all at the top. You can re-position the toolbars by un-docking them and placing them anywhere on the page, the same way you would in other Windows programs.

At the top-right of the screen, on the menu bar, a series of lights appears with three-letter codes. A green light indicates that the connection is working. A red light indicates that the connection is not working. Some lights will turn red simply because you're not using them. Details on the codes are on the [Connection Status Indicators](#)¹⁰⁷ help page.



You will find several useful commands for adjusting the appearance of the main document window on the [Window menu](#).⁹⁹⁷

Main View Toolbar



The first time you run Eclipse, a toolbar appears offering easy access to nine basic functions of your work:

1. **Help** opens Eclipse's online help system.
2. **Settings** takes you to [User Settings](#)⁹³¹ where you can enter the basic information Eclipse needs before you start working.
3. **Read notes** from your steno machine.
4. **Translate** the notes into English.
5. **Realtime** – begin writing and translating in Realtime.
6. **Notes** – open a note file.
7. **Transcript** – open an Eclipse text file.
8. **Dictionary** – open a dictionary file.
9. **Hyperkeys** – toggle hyperkeys on or off.

Other functions on the icon bar are grayed out because they are not currently available. For example, the Spellcheck, Print and Ascii functions are only available when you have a document (transcript or dictionary) open.

[Info bar](#)⁹¹⁷

When you open Eclipse for the first time, you will see a window along the left side of the screen. This Info bar can be turned on and off using the **Window menu/View/view Info bar** checkbox. You can right-click anywhere inside the Info bar to adjust the settings.

The Info bar displays [AutoMagic](#), which offers up to 10 suggestions, with their hotkeys, for the actions you are most likely to want to perform at any given time. For details on using and customizing your Info bar, see the [Info bar help page](#).

Status bar

The status bar is the horizontal bar at the very bottom of your main program window (do not confuse this with the Windows Task bar, which is usually at the very bottom of the screen). For details on the Status bar, see the [Status Bar help page](#).

Some document windows, such as note files, also have status bars. The status bar is a valuable (but often overlooked) aid that can help you avoid apparently strange problems that have simple solutions (like accidentally turning Eclipse Hyperkeys on or off).

The main program status bar indicates the volume, page, line, column, and timecodes (which appear in the same format as in the text - as set in the **User settings/Document/Timecodes/Time printing settings**) of the current document (based on the position of the cursor in the document). The total page count / last page number that appears on the status bar will be updated after a few seconds every time you make a change in the program.

The outlined rectangles on the right side of the status bar work like indicator lights. One- to four-letter abbreviations appear in the rectangle and show which modes are active:

MLT - Multi-scan is turned on

HYP - Hyperkeys is turned on

SRV - Connection to a Connection Magic server is active

Current realtime mode:

KEY - key mode

COR - correction mode

SPL - spelling mode

STC - stitch mode

Task currently being performed:

X - TCP-IP disconnected

M - modem on-line

E - serial port error

T - translating

O - outputting to external programs (LawBridge, etc.)

E - editing

I - realtime input from the writer

V - voice input from a speech engine

These indicators may appear in groups, such as TE for translating and editing.

Moving toolbars

Eclipse toolbars can be repositioned anywhere on your screen, even outside of the main program window. Use this feature to put toolbars where they are most convenient for your needs. When a toolbar is locked to a window border, it appears as a single row or column of buttons. You can click-and-drag to reposition the toolbar along a border. When a toolbar is not locked to a border, it has its own title-bar and can be reshaped into a grid of buttons with more than one row or column. These toolbars are called "floating" because you cannot hide them under other windows—they always float on top.

If you want to reposition a toolbar, position your mouse pointer within this border, but not over a button, and then click-and-drag the toolbar.

To reshape a floating toolbar, click-and-drag the borders.

Eclipse remembers your toolbars' positions and docking state, and re-loads the last used positions when you open the program or load your user settings. Your customized toolbars are saved in your current .ini file, so you can have different arrangements of toolbars for all of the different ways you work, for example, one arrangement for realtime and one for editing.

Tip: If you want to position a floating toolbar near the sides of a window, hold the Ctrl key down while moving the toolbar. This prevents the toolbar from locking to the border.

For instructions on Customizing your toolbars, go to the help page, [Customize Toolbars](#)873.

VISUALIZE

RS:

[M1 - Info-bar](#)

[A2 - Toolbars](#)

[A2b1 - Docking and undocking toolbars](#)

6.1.1 Keyboard Shortcuts



Keyboard Shortcuts

RELATES TO: [Keyboard](#)

[Definitions](#)926, [Hyperkeys](#)289,

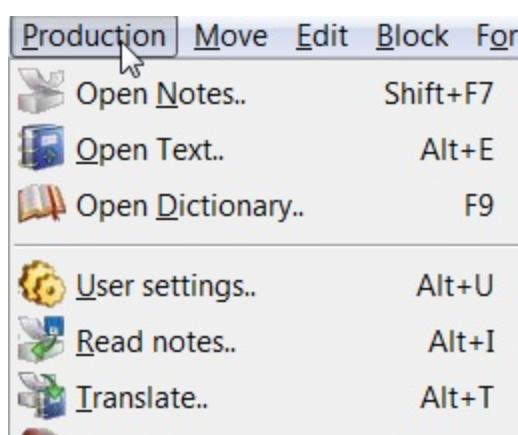
[Default Shortcuts and](#)

[Hyperkeys](#)694

You can issue most commands either by using the mouse to pull down the menu and select the command, or by using a keyboard shortcut, or by clicking the toolbar icon.

Eclipse commands' keyboard shortcuts appear next to the command on pull-down menus. In the **Production** menu, pictured below, you can see the shortcuts for **Open Notes** (Shift+F7), **Open Text** (Alt+E), etc.

Note that although the keys appear as upper case letters (eg. Alt+E), you do not use the shift key when typing the shortcut unless it is specified. To do so would trigger a different command. For example, **Alt+E** is **Open text**, while **Shift+Alt+E** is **Edit Toggles**.



For key combinations such as **Shift+F7**, press and hold down the **Shift** key and press the **F7** key, and then release both keys.

The function keys (designated as **F1**, **F2**, **F3**, etc.) are usually located across the top of the keyboard, and can be used alone or in conjunction with the Shift, Alt, or Ctrl keys. Do not confuse them with the letter F key.

Many reporters like to further streamline the giving of commands by using single-key editing, called

Hyperkeys [283] in Eclipse. When you turn on Hyperkeys, the character keys on the keyboard no longer represent letters but trigger Eclipse commands and macros. For example, G is the Hyperkey for a one-stroke global. A chart of **Hyperkeys is in your documentation folder (Support/Documentation)**.

You can also access menu items by pressing the key for the underlined letter. For main menu items, for example, to pull down the File menu, press and release **Alt**, then press **f**. To pull down the Production menu, press **Alt** then press **p**. You can continue to use the underlined letters to move into menu items. For example, To open the Production menu and then the "Open Notes" dialog, press **Alt**, then **p**, then **n**.

You can find a list of the Keyboard shortcuts by going to the **User settings/Edit** tab and clicking the **Keyboard...** button. They can be customized, but we recommend using the defaults until you are thoroughly familiar with them. Details on customization are in the **Keyboard Definitions** [926] help page, and in the Visualizer, **Keyboard Changes**.

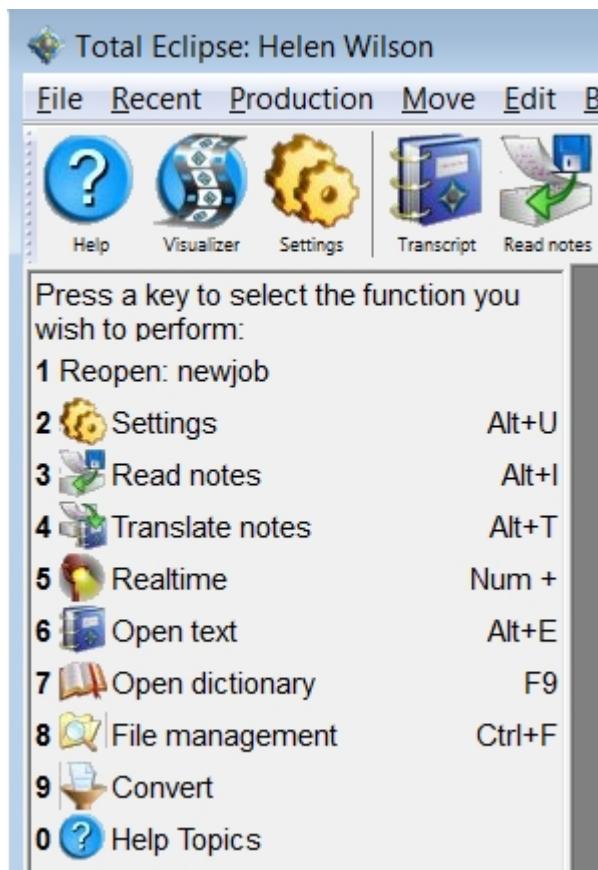
The **Reference Guide** [694] lists the default keyboard shortcuts for both the **standard keyboard** and **Hyperkeys**. Printable keyboard templates are also available on the Eclipse disk and are installed along with the Eclipse manuals in the Documentation folder. These templates show the shortcuts on a keyboard layout. The files are in PDF format and require Adobe's Acrobat Reader to view and print. Note that these documents are for viewing only and cannot be edited.

6.2 Info Bar and AutoMagic



Info Bar and AutoMagic

When you open Eclipse for the first time, you will see a window along the left side of the screen. This is the **Info bar**, which can be turned on and off using the **Window** menu/**View/view Info bar** checkbox. You can right-click anywhere inside the Info bar to open the [View toggles](#) dialog, where you can adjust the [settings](#) and also turn the Info bar on or off.



The Info bar must be turned on for AutoMagic to work.

Size: With the info bar on, you can resize the info bar by clicking and dragging the right side of the bar.

You can also shrink the info bar font (using the **Font** button in **View toggles**) if you want to fit more text in less space.

Be aware that the text that appears in the info bar changes depending on the context, so you will want to be careful about making the info bar too small. Some items, such as the auto-briefs, will word-wrap, but others will display text with the ... to indicate that there is more text than there's room for.

AutoMagic

AutoMagic is designed to:

- Make it possible for a new Eclipse user to be able to operate the software competently without having to learn anything.
- Make it possible for experienced Eclipse users to streamline their editing by reducing keystrokes.

In the Info bar, listed from 1 to 0 (10), you will find the most likely commands or options that you might want to use, depending on where you are located. For example, when you open Eclipse, you can press 1 to **Reopen** the job you were working on when you last were in Eclipse. Or you can press 2 for **User settings**, 3 to **Read notes**, etc.

You will be able to select one of the options or execute one of the commands by pressing the number key on your keyboard, or using the Speed key (or Hyperkey) shown on the right, or by clicking on the selection.

You will notice that different options are offered when you are:

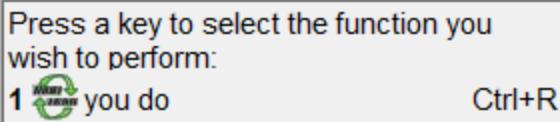
- At the opening screen (no document open)
- In a note file
- In a note file with strokes marked
- In a dictionary
- In an empty dictionary
- In a text file
- In a marked block of text
- At the end of a paragraph
- At the beginning of a paragraph
- On a conflict
- On an untranslate
- On a misspelled word
- On a form field
- etc.

The suggested operation may be an actual command that also appears on the menus. When it is, the toolbar icon will appear next to the command, and the Speed key or Hyperkey for that command will appear on the right, just like a menu item, which can help you learn the keystrokes for these functions.

7 ✖ Delete untranslate	D	7 ✖ Delete untranslate	Ctrl+Backspace
8 ⚡ Global	G	8 ⚡ Global	Ctrl+G
9 ✎ Type text	N	9 ✎ Type text	Ctrl+N
0 📋 Block mark	M	0 📋 Block mark	F7

Info bar with Hyperkeys on ... and with Hyperkeys off

After a **Find** or a **Scan**, AutoMagic will offer **Last edit point** as the top choice; long scans can be disorienting, and this will enable you to find you way back to where you were. (Note that you can re-do the jump to **Last edit point** up to five times to continue jumping back through your edits. After 5 jumps, it will cycle back through the last 5 edit points again, in case you missed the one you were looking for.)



In some cases, the AutoMagic display will show the results instead of the command. For example, when putting the cursor on "do you" instead of saying "Word flip" it will

show the icon, the keystroke, and "you do" instead.

Some examples of suggestions that AutoMagic might make:

theretical --> theoretical or heretical
 is she --> she is
 they're --> they are
 he is --> he's
 forming --> form
 are throw SKOPic --> arthroscopic (4)
 they they --> they or they -- they
 to --> do
 three car --> three-car
 look over --> look-over
 did yes --> did, yes

If the suggestion has a number in parentheses after it, it is a global, and the number indicates how many strokes are suggested for the global. For example, if it shows "define (2)" it means that two strokes, starting with the stroke the cursor is on, should be globalled together to make the word "define."

Further details about using AutoMagic, along with links to a number of visualizers, are on the following [help page](#)^[50], and [here](#)^[368].

6.3 AutoMagic



AutoMagic

RELATES TO: [Info bar,](#)^[917] [AutoMagic Display options,](#)^[372]

[AutoMagic Numbered Choices,](#)^[378] [AutoMagic in a Dictionary,](#)^[197] [AutoMagic in a Notes file,](#)^[224]

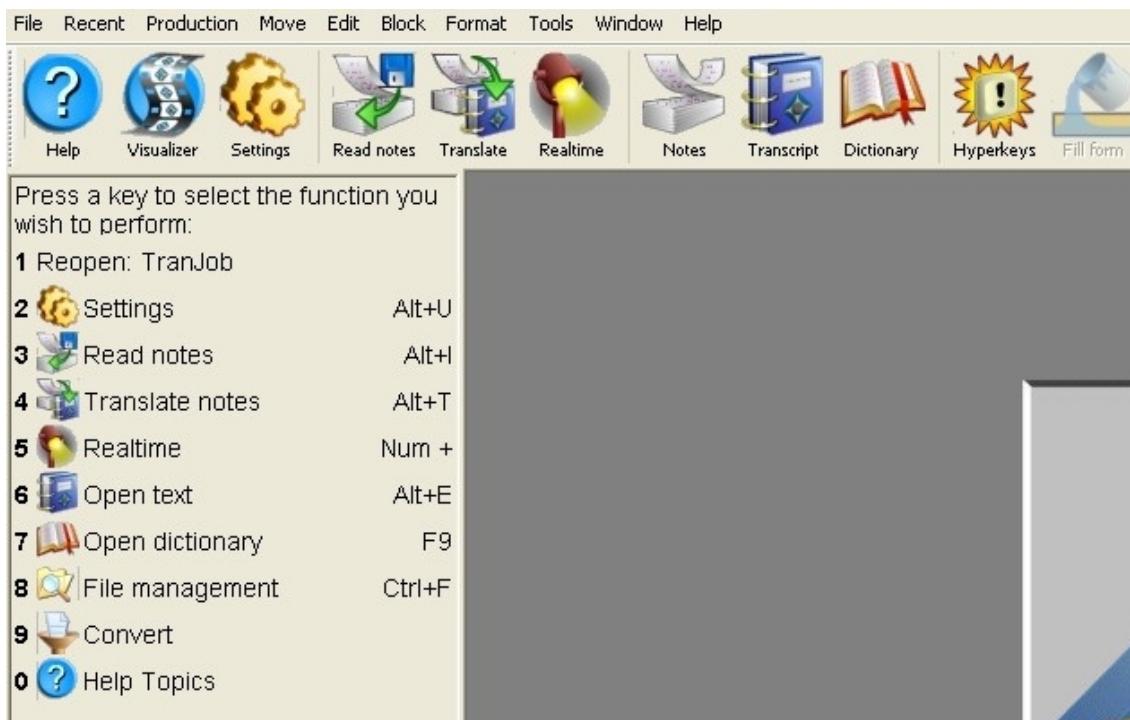
[AutoMagic - Untranslates and Globaling,](#)^[373] [AutoMagic with Conflicts,](#)^[371] [AutoMagic - Marked Blocks of Text,](#)^[364]

[AutoMagic - Numbers,](#)^[377] [AutoMagic - Paragraphs,](#)^[375] [AutoMagic - Punctuation,](#)^[380]

[AutoMagic Spelling help,](#) [359]

AutoMagic basic features

In the **Info bar** [91], listed from 1 to 0 (10), you will find the most likely commands or options that you might want to use, depending on where you are located. For example, when you open Eclipse, you can press 1 to **Reopen** the job you were working on when you last were in Eclipse. Or you can press 2 for **User settings**, 3 to **Read notes**, etc.



To select one of the options or execute one of the commands:

1. press the number key on your keyboard, **or**
2. use the Speed key (or Hyperkey) shown on the right, **or**
3. click on the selection

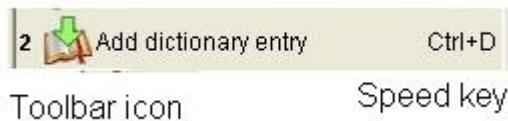
Each time you move your cursor, new choices appear. The one you are most likely to need is at the top of the list.

You will notice that different options are offered when you are:

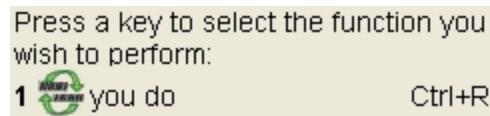
- At the opening screen (no document open)
- In a note file

- In a note file with strokes marked
- In a dictionary
- In an empty dictionary
- In a text file
- In a marked block of text
- At the end of a paragraph
- At the beginning of a paragraph
- On a conflict
- On an untranslate
- On a misspelled word
- On a form field
- etc.

You can use AutoMagic to learn toolbar icons, and Speed keys and Hyperkeys, because when the suggested operation is an actual command that also appears on the menus, the toolbar icon will appear next to the command, and the Speed key or Hyperkey for that command will appear on the right, as it does with a menu item.

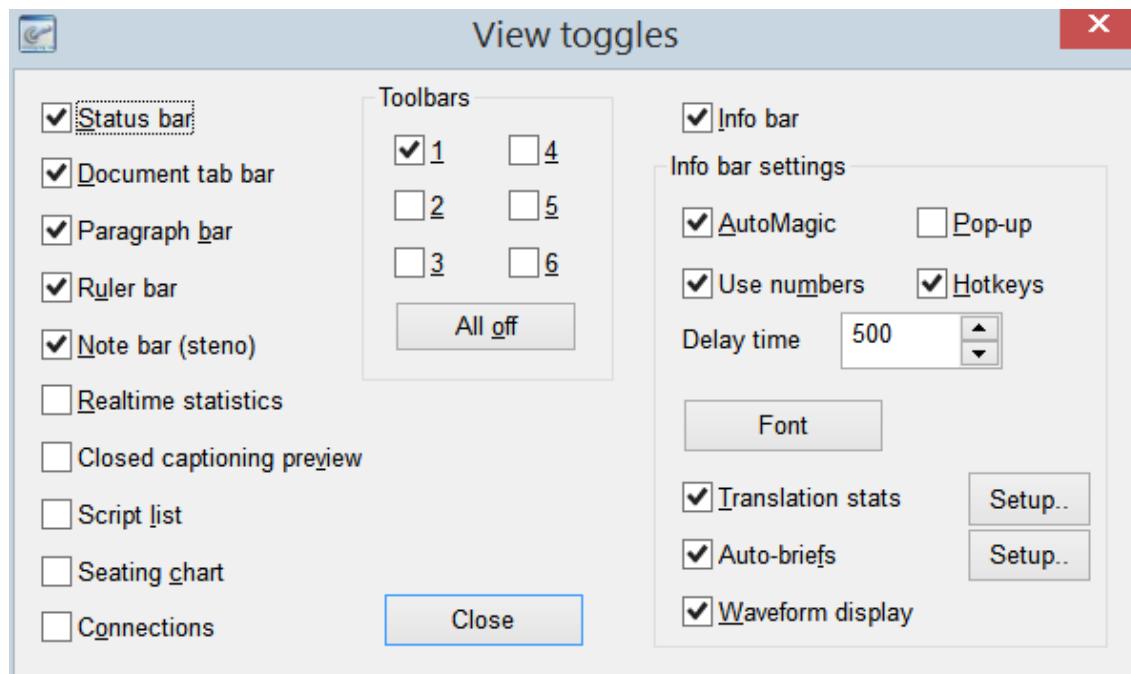


In some cases, the AutoMagic display will show the results instead of the command. For example, when putting the cursor on "do you" instead of saying "Word flip" it will show the icon, the keystroke, and "you do" instead.



AutoMagic Settings

You can toggle the **Info bar** on and off in the **View Toggles** dialog. In the **Info bar settings** area, you can customize Automagic, as well as the other Info bar features.



You can open the **View toggles** dialog by using the **Window/View toggles** menu item; by right-clicking anywhere inside the Info bar; or by clicking the **User settings/Display/View toggles** button. Each user settings file will separately remember if the Info bar is on or off, so you can have it on for some settings and off for others.

VISUALIZERS:

- [vM1 Info Bar](#)
- [vM2 - AutoMagic Overview](#)
- [vM3a AutoMagic Numbered Choices](#)
- [vM3 AutoMagic: Numbers, Hotkeys, Pop-Ups, and Fonts](#)
- [vM4 AutoMagic in a Notes File](#)
- [vM5 AutoMagic in a Dictionary](#)
- [vM6 AutoMagic: Beginning/End of Paragraph](#)
- [vM7 AutoMagic: Untranslates and Globaling](#)
- [vM8 AutoMagic: Conflicts and Typeovers](#)
- [vM9 AutoMagic: Spellings](#)
- [vM10 AutoMagic: Marked Blocks of Text](#)
- [vM11 AutoMagic: Punctuation](#)
- [vM12 AutoMagic: Numbers](#)
- [vM13 AutoMagic: Form Fields](#)

[vE9 Proofreader and AutoMagic Correction](#)

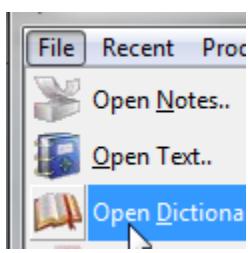
6.4 Eclipse Menus and Toolbars

Eclipse Menus and Toolbars

Eclipse's menu bar is always at the top of the main program window. The menus are **File**, **Recent**, **Production**, **Move**, **Edit**, **Block**, **Format**, **Tools**, **Window** and **Support**.

To view a menu, press and release the Alt key, then press the letter that is underlined in the menu title. For example, to open the **File** menu you would press **Alt** then **F**. When the items on a menu are displayed, you can select an item by pressing the letter that is underlined on its label. So, to run the conversion wizard, press **Alt** then **T** to open the **Tools** menu, and then press **C** to select **Convert**, which opens the wizard. You can also use the **F10** key in place of the **Alt** key to access the menus, but not both at the same time.

To learn about a specific menu item, highlight the item and press **F1**. (To highlight a menu item using the keyboard, open the menu, and then use the down arrow key to move to the desired item. If the item indicates a submenu, press the right arrow key to move to the items on the submenu.)



Toolbar icons appear to the left of each menu item that matches a toolbar function. If a menu item has no icon, there is no toolbar button to execute that function. A menu item that is disabled will show the icon using dimmed colors.

Toolbar icons and graphics auto-scale to the size indicated by your windows scaling, including the graphics shown on dialogs. This makes dialogs easier to operate at large scales on high-resolution monitors.

If you execute a function that has a corresponding toolbar button, the dialog will have that icon graphic placed in the upper left corner to help you intuitively identify commands with toolbar buttons, just as the icons on the menus do.

Icons on the Recent menu items help you tell at a glance between recently used text files, dictionaries, and notes, making it easier to find the job you were working on previously.

Menu name	Description
File	Functions that affect an entire document file. Use the File menu to open, print, import, export, and perform similar document operations.

	Recent	Lists recently opened text files, up to the last 18 files opened—a handy shortcut for getting to frequently used files. To open a recently opened file, simply click on the filename appearing on the recent-documents list. If a file has been deleted it may still be listed under the Recent menu, but if you try to open the file under the Recent menu and it no longer exists, Eclipse will create it on the fly but it will be a blank file. (Note: the recently used documents on the Start button/My Recent Documents submenu in Windows also works with Eclipse documents and will automatically open the Eclipse program if necessary.)
n	Productio	Transcript creation functions. In addition to commands for opening specific types of documents (dictionary, text, or note files), this menu allows you to read notes, start and stop translation of notes, and perform several production-related tasks, such as spell checking. User settings are also accessed from this menu.
	Move	Provides commands for navigating the active document and positioning the cursor, scanning functions (which automatically move the cursor to problem areas in a transcript), and Find command.
	Edit	Editing related commands specific to the type of file currently open (text, dictionary, or notes).
	Block	Mark sections of a document and then perform operations on that section. Blocking is an efficient method of joining or separating documents. You can, for example, block a section of transcript and create a new file containing only that section.
	Format	This menu provides commands for altering the appearance of the transcript, such as fonts, line spacing, and paragraph formats.
	Tools	File management utilities, including wizards that simplify file backups, restorations, and conversions from other formats. Contains submenus for Realtime, Multimedia and Voice settings.
	Window	Controls the appearance of the Eclipse window, arranging and organizing open document windows. You can also display or hide the status bar and toolbars. When a transcript window is active, choose whether to display steno notes, paragraph bar, ruler, and realtime status. You can also turn on the Script list window, and toggle on or off the Closed Captioning Preview screen.
	Support	Eclipse's online help system. When Eclipse is running, the online help is the fastest way to find information to help you use the program. You can review entire topics (e.g. creating a dictionary), connect to Advantage Software's website, use Visualizer files, or read the manual.

6.4.1 Toolbars

Toolbars

Eclipse has six toolbars, each of which is completely customizable. The first toolbar initially contains buttons for common commands found throughout the menus. The toolbars are accessed through the **Window** menu/[Customize toolbars](#)⁸⁷³ command.

The **Window/View toggles**¹⁰⁸ command includes checkboxes to turn on or off each of the toolbar views.

Like menu items, the availability of toolbar buttons depends on the context within which you are working. For example, when you are working in a note file, the toolbar button for **Multi-scan** is inactive (the Multi-scan feature is not applicable in a note file). In the example below, which shows a portion of a toolbar without a document open, the **Print** and **Spellcheck** buttons are not available. Inactive toolbar buttons are gray.



To use an active toolbar button, position the mouse pointer over the button and click.

6.4.1.1 Moving toolbars

Moving toolbars

Eclipse toolbars can be repositioned anywhere on your screen, even outside of the main program window. Use this feature to put toolbars where they are most convenient for your needs. When a toolbar is locked to a window border, it appears as a single row or column of buttons. You can click-and-drag to reposition the toolbar along a border. When a toolbar is not locked to a border, it has its own title-bar and can be reshaped into a grid of buttons with more than one row or column. These toolbars are called “floating” because you cannot hide them under other windows—they always float on top.

If you want to reposition a toolbar, position your mouse pointer within this border, but not over a button, and then click-and-drag the toolbar.

To reshape a floating toolbar, click-and-drag the borders.

Eclipse remembers your toolbars' positions and docking state, and reloads the last used positions when you open the program or load your user settings. Your customized toolbars are saved in your current .ini file, so you can have different arrangements of toolbars for all of the different ways you work, for example, one arrangement for realtime and one for editing.

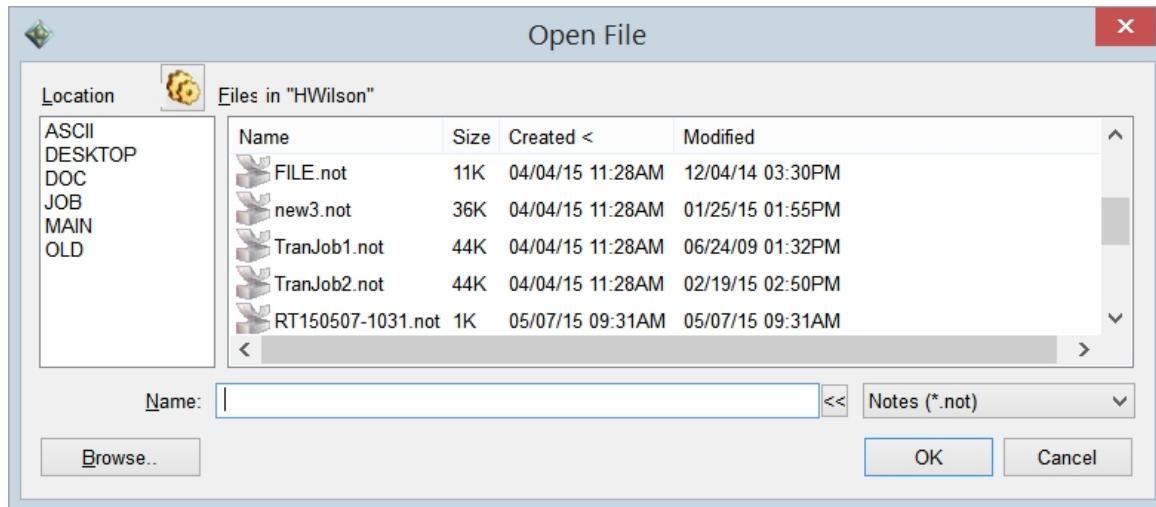
6.5 File Dialogs



File Dialogs

Eclipse has a customized file dialog, simplifying the process of opening and writing files.

When you select **File/Open notes**, for example, the **Open File** dialog opens, listing just the Note files in your **JOB** folder.



You will see that the keyboard focus is in the **Name** box (which defaults to empty). You can immediately type letters to narrow the list to files beginning with the letters you type, arrow up or down (or click on the name) to select the file you want, then hit Enter or OK to open the file. If you type a partial file name, it searches for all files starting with the text you type. If you continue typing until there are no initial matches, the dialog will instead show all partial matches whether they are at the beginning of the file name or not.

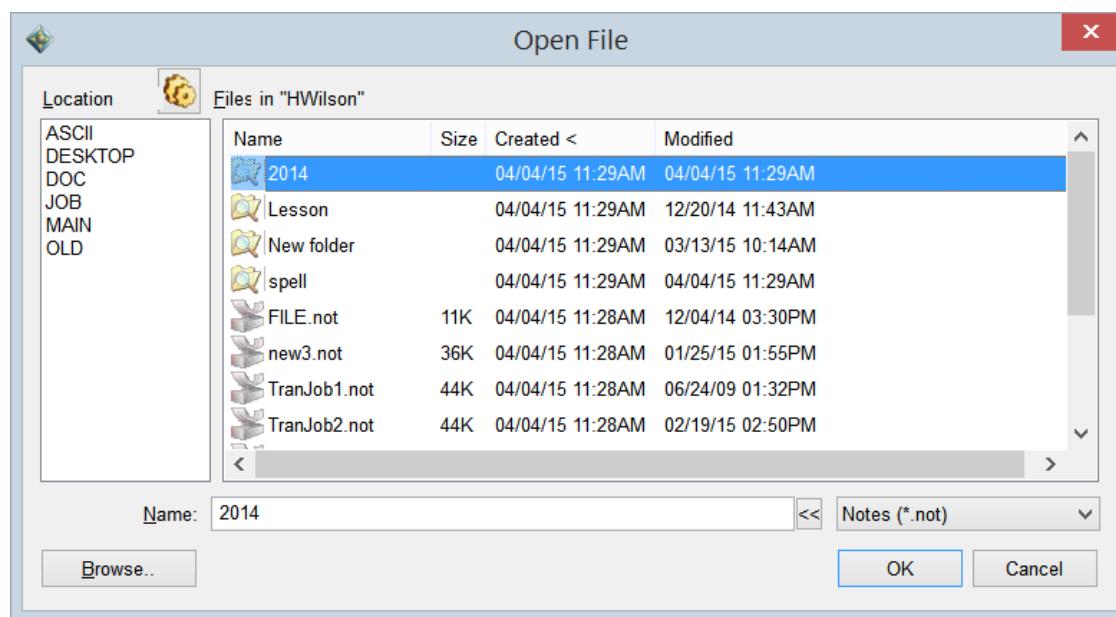
To get from the filename box to the list of files, it is necessary only to hit the up or down arrow keys. You do not need to hit an Alt+Letter key or Shift+Tab -- just the up arrow or down arrow.

Selecting a file from the list will fill in the name box. Typing a name in the name box will highlight the first file in the list that matches, or no file at all if no file matches. This allows you to easily cross-check for accidentally typing a new name that matches an existing file.

You can use the * wildcard to specify file that match a particular ending. So, just as typing "smi" will find all of the files that start with "smi", typing "*2014" will find all of the filenames that END with 2014.

If you need to open a file in a different location, you can click on another folder in the left-hand pane, and the display will list the note files in that location. Note that changing location will clear any partial file names, or wildcards you have entered in the Name box.

Subfolders appear in the file list.



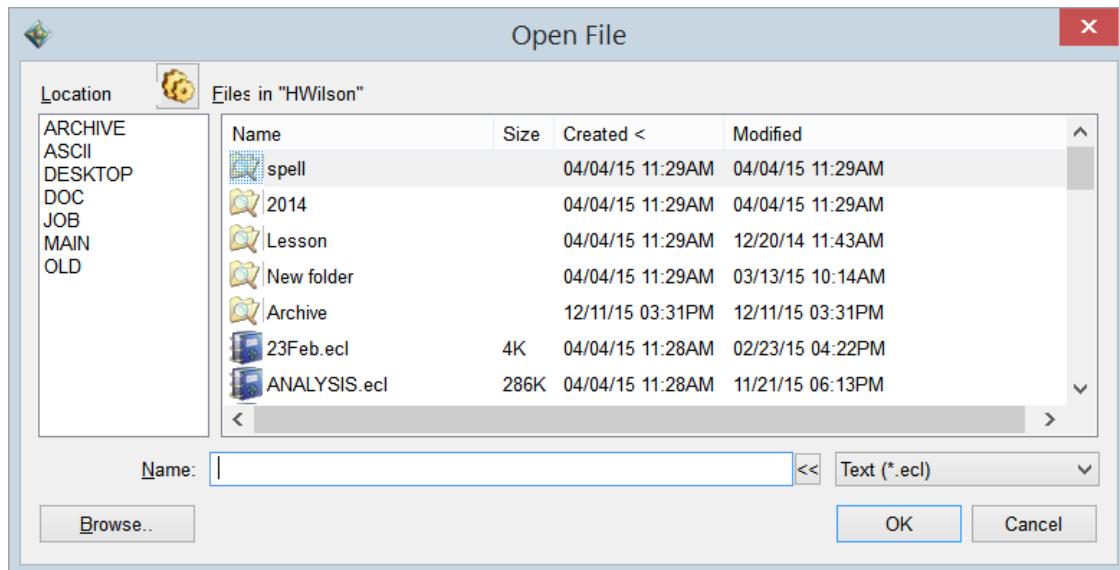
The subfolders get narrowed just as files do when you type letters into the filename box, so just typing "b" would list your jobs starting with "b" and your folders starting with "b" such as your "blocks" folder. This will make it easier to find files or folders if you have a lot of subfolders taking up space on the list.

When you double-click (or click to highlight and hit **Enter** or **OK**) on a subfolder from this list, it will navigate immediately into that folder, and will show further sub-sub-folders. You can then select from nested folders without having to create special File locations for them manually.

If you go to **File/Open text**, the **Open File** dialog will display the transcript files in your **Job** folder. Again, you can click on any folder in the left pane to find the file you want to open.

If you have subfolders such as Realtime or Archive in your job folder, and you want them to appear on your **Name** list, go **User settings/Programming/File locations** and add REALTIME={JOB}Realtime and ARCHIVE={JOB}Archive and then those would appear as separate items on the list, complete with their own subfolders, if applicable.

If you have many subfolders, they may fill up the display. The file list will scroll down when it first displays so that you can always see at least the first file name.



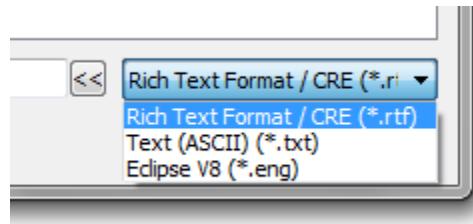
The **Location** List

The **Location** list on the left side of the dialog contains only those locations that the Eclipse software cares about, such as JOB and BLOCK. Selecting one of these items will immediately update the file list.

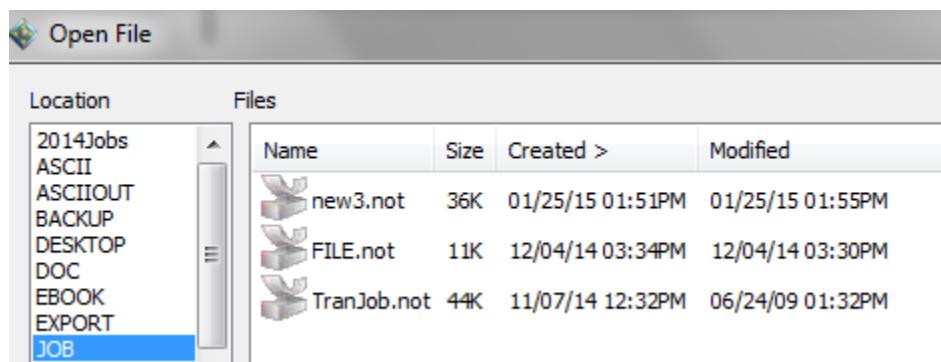
If you hit the gear icon above the locations, it will open the [User settings/Programming/File locations](#) dialog. Adding or modifying the file locations will immediately update the contents of the file dialog to reflect those changes.

The size of the folder pane and file list can be modified by dragging the border between them.

There is a drop-list on the lower-right that can be used to select different file types. When opening a specific type, such as a transcript, there will be only one option. When doing functions such as an import, it may have several options.



The file list itself will show the file name and extension, the file size, and the creation and modified dates. It will also show an icon for the file. This icon will usually match the icon that Windows explorer shows, but it will often show an Eclipse-specific icon that is more appropriate, such as the "notes" icon in the example below.



In some cases, the icon not match the Windows icon. For example, Eclipse doesn't register the .mac extension itself, but some systems see it as a "MacPaint image" even though Eclipse is using it as a portable macro file. Eclipse will show a Hyperkey icon for that file, rather than a photo or picture icon.

Customizing the display

- The **Name**, **Size**, **Created**, and **Modified** columns can be clicked to sort the files forward or backward by the information in that column.
- The columns auto-resize to fit the content.
- Each folder you visit will store the sort column and forward/reverse order separately, so you can have your jobs sorted by creation date and your blocks sorted alphabetically, for example. Note that the folder headers will show "<" and ">" symbols to indicate which column is being sorted, and in what direction. In the example above, the files are sorted by date **Created**, most recent first.
- This is an [Eclipse dialog](#), so it can take advantage of the "customize" functionality for resizing, changing the zoom, anchoring the position, or adding transparency.

If you need to access the Windows file dialog, click the **Browse** button.

6.6 Dialog boxes, Windows, and Edit Boxes

Dialog boxes, Windows, and Edit Boxes

Nearly all the dialog boxes in Eclipse are adjustable. You can control the size, the zoom level, transparency, change the fonts, and anchor them on the screen. Some can be simplified, showing more or less of the dialog.

Note: In versions of Windows from Vista forward, you must use the [Customize dialog](#) function for all the above adjustments other than Resizing.

Edit boxes

Some dialogs, such as the globaling dialog, the Speaker boxes, the Find/replace dialog box, and dictionary entry editing, include edit boxes which have special characteristics.

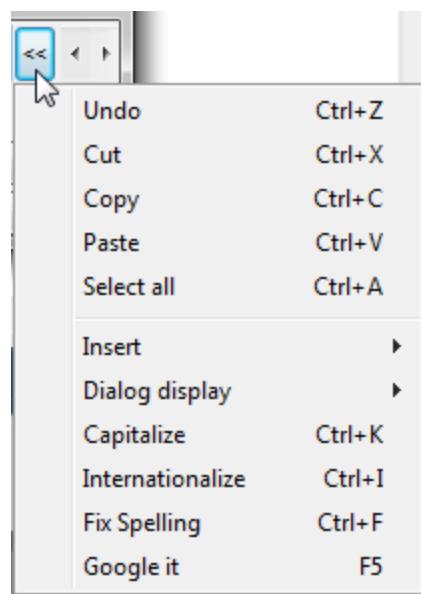
When your cursor is in the box, in addition to the **Ctrl+** and **Ctrl-** functions to zoom in and out, you can use **Ctrl+K** to cycle through three states of capitalization (all caps, initial cap, and all lower case).

You can use **Ctrl+W** to open the [Special Characters](#) dialog.

Button to access advanced editing functions

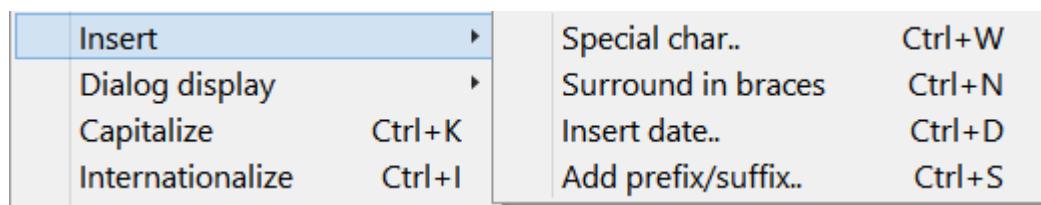
All extended edit boxes contain a "<<" button to the right of the edit box. Press this button to see a context menu showing all of the possible enhanced editing functions. You can select items from this menu, but you can also use it to look up the keystrokes and familiarize yourself with how to use these functions without the menu.

There is a sub-menu with the **Dialog display** adjustments...



Dialog display	▼	Transparent/opaque	Ctrl+O
Capitalize	Ctrl+K	Show more	Ctrl+]
Internationalize	Ctrl+I	Show less	Ctrl+[
Fix Spelling	Ctrl+F	Zoom in	Ctrl++
Google it	F5	Zoom out	Ctrl+-

and another that lets you insert special characters, the date, a prefix/suffix, or surround the text in the edit box in braces.



The **Google it** (F5) menu item will perform a Google search for the contents of the edit box, or the marked block inside it, if applicable.

6.6.1 Resizing

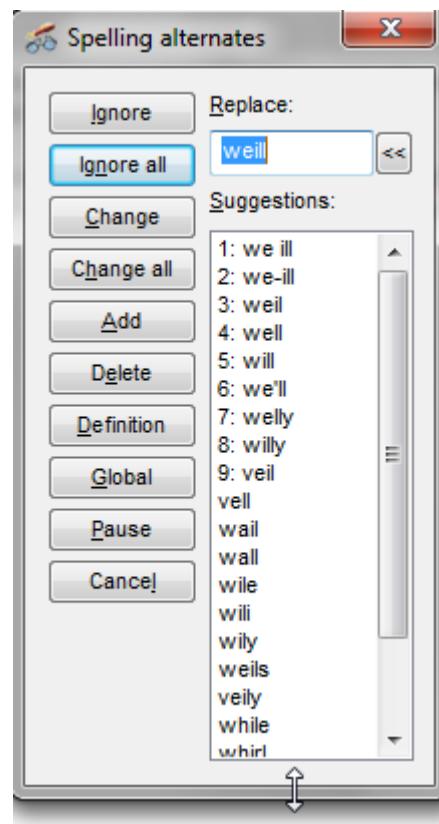
Resizing

You can resize many Eclipse dialogs by "grabbing" a side or corner with the mouse, and moving it in or out.

You can resize a dialog to see more information. For example, if you resize the spell check dialog vertically, you can see more words on the alternates list at once.

You can also resize horizontally, for example, to be able to see longer words in text boxes that contain only one line. Some controls will stretch vertically, some horizontally, and some will simply move out of the way.

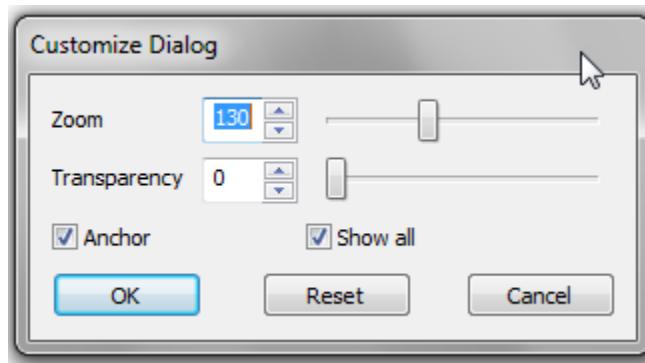
For dialogs that don't have long lists or multi-line edit boxes, some single-line edit boxes (like the globaling dialog) will expand vertically and the font within that box will grow larger.



6.6.2 Customize dialog

Customize dialog

As an alternative to using the icons on the title bar, you can make the same adjustments using the **Customize Dialog**. Open the dialog by clicking on the icon in the upper left corner of any dialog box, or using Alt + Spacebar, and selecting Customize...



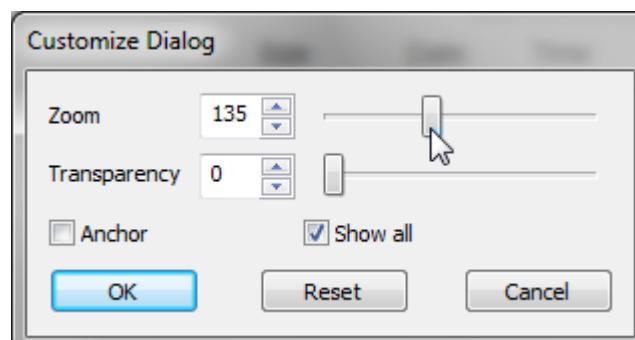
The Customize dialog contains controls to set the **Zoom**⁶³ and **Transparency**⁶⁴ using sliders or spin controls. There are check boxes to turn on or off the **Anchor**⁶⁵, and **Show all**⁶⁴ to show more or fewer elements of the dialog. The **Reset** button returns all controls to the default settings.

6.6.3 Zooming

Zooming

Zooming makes the dialog larger and easier to read. If you see a magnifying glass on the title bar of any dialog, move the mouse over it. You will note that the mouse turns into a left/right arrow, meaning that you can click and drag it left or right.

When you click and drag left or right, the entire dialog changes size and scales every control in it, changing the font size if applicable. Every dialog preserves its own unique scaling setting, because you might want to make some dialogs small but stretched out with lots of information (such as the macro editor) and other dialogs large with a small amount of easy-to-read information (such as the globaling dialog.)



If you are using the Customize menu, use the zoom percentage box, spin control, or the slider to zoom in and out.

On some dialogs, if the cursor is on an edit box (such as globaling and find/replace) you can press **Ctrl+plus** and **Ctrl+minus** to zoom the text larger or smaller.

6.6.4 Transparency

Transparency

If you see an eye icon on the title bar of a dialog, note that you can move the mouse over it and it will turn to a left/right arrow. You can click and drag left or right.

If you move to the left, the dialog will become more transparent. If you move to the right, it will become more opaque. The dialog will preserve this setting permanently.

On some dialogs, if the cursor is on an edit box (such as globaling and find/replace) you can press **Ctrl+O** to toggle the “fading” on and off. The transparency level you have selected for that dialog will still be stored permanently. This allows you to leave the dialog opaque most of the time but to easily “peek” under it if you need to without having to close the entire dialog and then re-select the command.

6.6.5 Font selection

Font selection

In the **User settings/Display** tab there is a “UI font” button (short for “User Interface”..) If you change the font selection in this dialog, it will affect the fonts on every control on the extended dialogs. This will change the font on buttons, lists, edit boxes, etc. You can select bold fonts, italics, whatever you like. The size, however, will ultimately be determined by the zoom level for the dialog, so pay no attention to the size selector.

Important note: Some fonts are unusually wide for their height and may be too wide. If you pick a font that's too wide, you may see words on the right side of some controls get cut off, such as a checkbox being labeled “Print command” instead of “Print commands.” If you select an incorrect ui font (or editing font too), you can get the default back by selecting the Font button then **Cancel** out.

6.6.6 Simplification

Simplification

Some dialogs are fairly frequently used but contain a lot of controls that are rarely used, or controls that many users have already memorized.

For example, on the globaling dialog, most users remember **Alt+C** to capitalize, or **Ctrl+J** for the job dictionary; or that you can hit [**enter**] for OK or [**esc**] for Cancel and really doesn't need the **OK** and **Cancel** buttons taking up space. You can hide the seldom-used buttons on a dialog box to gain more uncovered screen space.

For the globaling dialog, for example, this hides all the controls but the text box where you type in the entry.

You can use **Ctrl+[** to show less and **Ctrl+]** to show more. You can also choose **Show more** or **Show less** from the **Dialog display** submenu of the **<<** feature.

The dialogs that can show less or more are:

- Any generic "enter some text here" dialog, such as the one the **User settings/User/Save settings** button shows. The **OK** and **Cancel** buttons are hidden, and you can use [**enter**] or [**escape**].
- The Find dialog, which collapses to just the find string.
- The Globaling dialog, which collapses to just the text.
- The "go to" dialog, which collapses to just page/line.
- The "Insert index item" dialog, which collapses to just index/item/description.
- The realtime output dialog, which collapses to just the output and device information.
- The steno emulator dialog, which collapses to just the steno and the buttons on the right.
- The Translation dialog, which collapses to just the filename, translation type and dictionaries.

6.6.7 Anchoring

Anchoring

Many dialogs are pre-programmed to appear in certain locations. Others simply default to the middle of the screen. Others will automatically move out of the way of the cursor if they're frequent editing commands such as globaling or filling in blanks. However, if you have a particular spot you wish for a dialog to appear every time it appears, you can move the dialog to that location and anchor it.

The Anchor button is on the [Customize dialog](#)^[63].

6.7 File types

File types

Eclipse uses three main types of files: notes, text, and dictionary files. Each of these types has its own three-letter file extension (three letters that appear after a period at the end of a file name):

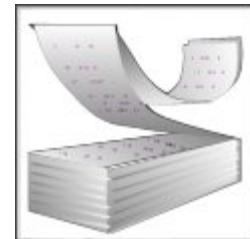
- .not notes (steno)
- .ecl text files (such as transcript or other documents)
- .dix dictionaries

You will probably encounter other file types when converting, importing, or exporting documents, such as text or ASCII (.txt), Rich-Text Format (.rtf), or Bridge (.brg) files. When working with multimedia files, Eclipse can use sound files (.wav), and video plus sound (Audio-Video Integrated) files, (.avi).

Note files

[Note files](#)^[207] use the “.not” file extension. They are the raw files from which Eclipse creates a text translation.

Note files contain steno notes and timecodes (if your steno machine has timecode capability, and it is enabled). If there are no time codes provided by the writer, there will be no valid time codes within the note file although there will be numbers where the timecodes would be. They reflect the time the job was read in rather than the time the job was taken. You create note files when you “read in” steno to Eclipse from a writer using the cable, a diskette, or a RAM card. A note file is also created when you translate in realtime.



To open a note file, press **Shift+F7**, or the **File** menu/**Open notes** command, or the toolbar button.

Eclipse text files

[Eclipse text files](#)^[626] use the “.ecl” file extension. In addition to storing text, Eclipse text files store steno notes, steno writer time codes, and text and document formatting information. This enables you to transport text files from one Eclipse user to another without the loss of this information.

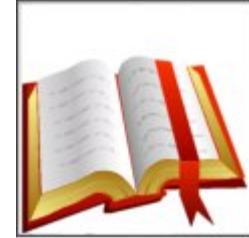


To open a text file in Eclipse, press **Alt+E**, or the **File** menu/**Open text** command, or the toolbar button.

Dictionary files

[Dictionary files](#) have “.dix” file extensions.

Dictionary files contain steno outlines and their definitions, which Eclipse uses when translating a job. You automatically have a main dictionary, and each job has its own dictionary (for job-specific entries). You can also have other specialized dictionaries, such as one for medical or engineering related work.



To open a dictionary in Eclipse, press **F9**, or the **File** menu/**Open dictionary** command, or the toolbar button .

Closing and Saving files

As you work, Eclipse automatically saves your files, so when you close a note file, text file, or dictionary file there is no need to save it.

You can close any file using **File** menu/**Close**, or **Ctrl+Q**, or the toolbar button.



File Manager

Eclipse utilizes a custom File Manager that enables you to perform many functions including Copy/move, rename, delete, zip/unzip, backup/restore, translate, open, print, ascii, and revert.



It includes an Info box that lists statistics and other information (such as speaker names, and the name of the last person who edited it) about each file. For a detailed description of the **File manager**, see [Working with File Manager](#), and the File Manager [help page in the Reference Guide.](#)

To open File Manager in Eclipse, press **Ctrl+F** or the **Tools** menu/**File manager**, or the toolbar button.

6.8 Where Do I Start?

Where Do I Start?

This section gives a brief overview of the steps involved in creating a transcript with Eclipse and is not intended to provide a thorough description of all the functions. See the individual sections of the Help files for more thorough discussion of these topics.

Setting up a user

First-time User

When you start Eclipse for the first time, the **New user setup wizard** appears and guides you through the process of setting up a Eclipse user. The user file that is created contains default settings that control the behavior of the program. You can use the default user settings, and make changes while you work.

Transferring from another CAT System?

If you are transferring from another CAT system, you can start off using the default user settings, and make changes as you become familiar with the program.

User Settings

The **User Settings** dialog window provides access to all of your user settings. To access the **User settings** dialog window, press **Alt+U**. The online help system contains extensive information on working with these user settings. To access the online help for user settings, after opening **User settings** press **F1** or click the **Help** button. You can also access **User settings** via buttons in dialogs including the **Translate**, **Print**, **Create ASCII**, **Insert index item**, and the **Number conversion** dialogs.

Press the button or hit **Alt+U** to go directly to the appropriate tab in the user settings without having to first exit the function.

When you change any of the **User settings** values or options, the new setting is automatically saved, although there is also a **Save settings** button that may be used to save the settings as well. Most user settings are stored in a file with the extension ".ini" (often referred to as an "iny" or "dot I-N-I." file). If you create more than one user, you will have an ".ini" file for each user. You can then "load" a different user by selecting the appropriate ".ini" file.

Your current .ini file will be automatically backed up whenever you save the settings or exit the program. These backups will go in the **Backup** folder as filename.ub0, .ub1, .ub2, etc. up to ub9. You can access them using [File manager](#) .

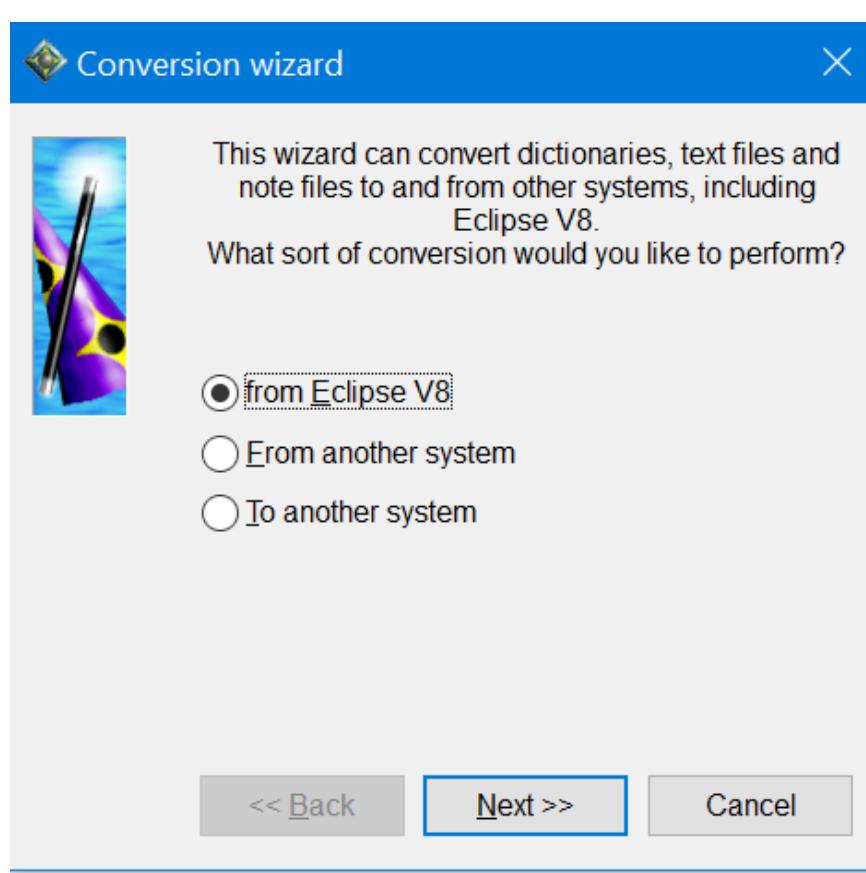
Converting dictionaries

When you create a new user, a main dictionary file is automatically created. This dictionary is named *username.dix* and contains no entries. To get the entries from your old dictionaries into your main Eclipse dictionary, you can run the conversion wizard.

If the conversion wizard does not support your CAT system, you must convert the dictionary to an intermediate, universal format (e.g. RTF-CRE), convert that to a new Eclipse dictionary, and import the converted entries.

In some cases, you may need the assistance of Advantage Software technical support to successfully convert a dictionary.

To convert a dictionary with the conversion wizard



ther system

3. Select the **Next** button.
4. Follow the directions in subsequent wizard windows to complete the process.
5. The converted dictionary entries are placed in your main Eclipse dictionary. If you want to view this dictionary, press **F9** and then **Enter**.

1. S
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To import a dictionary directly

1. Convert the dictionary to a universal format, such as RTF-CRE (use the dictionary's native program, or a conversion utility, to convert the dictionary).
2. Create a new dictionary in Eclipse. (Press **F9**, type a filename for the dictionary, press **Enter**, then press **Enter** again.)
3. Select **Import** from the **File** menu. Use the file dialog window to select the dictionary you want to import.
4. The dialog in which you select your file(s) has a button to **Select/de-select all** the files listed.

Note that you can also use the Conversion Wizard to import text files (including RTF and ASCII files) and note files from another CAT system. The wizard allows you to browse for a folder, and you can select and convert multiple files at one time.

Note also that AI data will import, but this is only compatible with dictionaries created with EclipseNT or Eclipse.

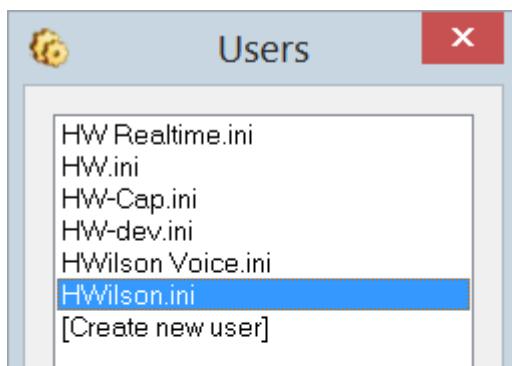
You can also use the Conversion Wizard to convert one or more of your dictionaries (or text or note files) to a different version, such as a Passport file, or an rtf.

6.8.1 Overview of User settings

Overview of User settings

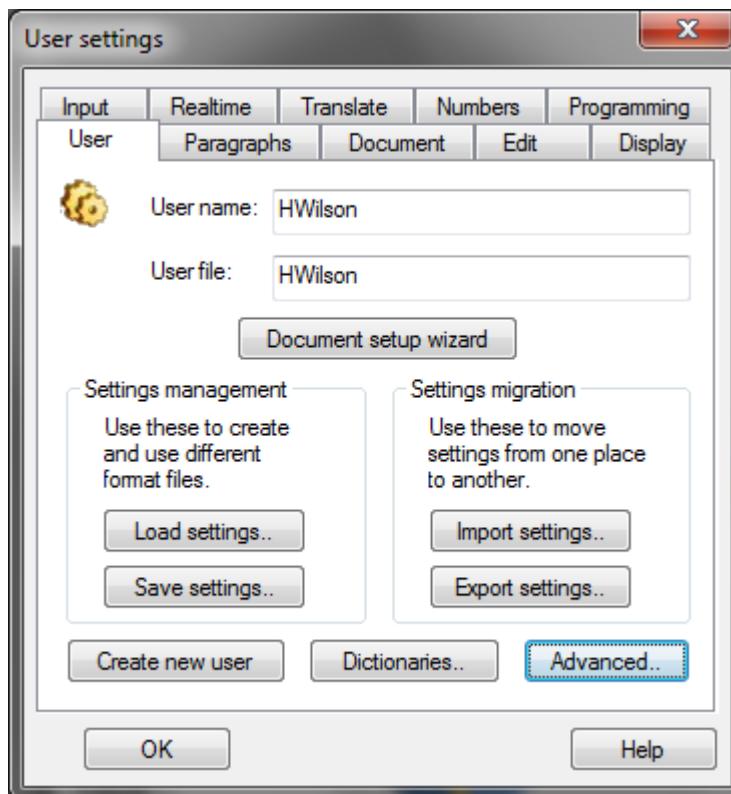
Whenever you start Eclipse you'll be prompted to indicate which user settings you want to use. The **Users** dialog box will show the available user settings formats (with .ini extensions). Select the file name of the settings file you want to use, then click **OK** to load the settings.

There is also an option to **[Create new user]** which sometimes makes more sense than selecting an existing user first then going to **User settings/User/Create new user**.



You need to pick a user settings file to use whenever you start Eclipse, but you can change to different settings after you've started the program.

To use a settings file other than the one that is currently in use, go to the **User settings/User** tab.



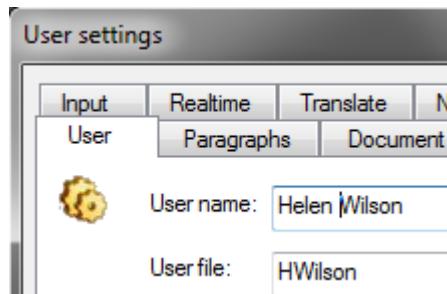
Click the **Load settings** button; you will get the same dialog box as when you first start Eclipse. Select a user settings file and click **OK**, or double click the file name. The user settings file will then be active for your session.

Note: if you want Eclipse always to open the same user, you can do that by selecting "Automatically load last settings used" in the [Advanced User Settings](#).

To view the [**User Settings**](#) use the shortcut **Alt+U** and the **User** tab is displayed.

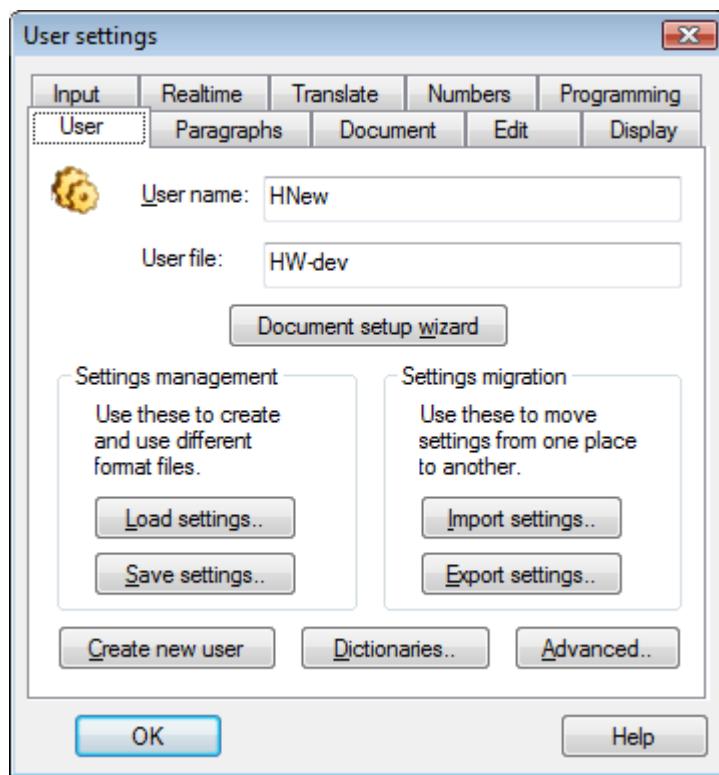
The **User name** field displays the name given when the user was created.

The **User file** field shows the name of the user-settings file that is currently loaded for the job. The default user file has the nickname you selected in the **New User Wizard**, and has the extension ".ini" (e.g., JSmith.ini).



6.8.1.1 User settings tabs

User settings tabs



User Settings is the home of almost every item in the program that can be customized: file locations, keystroke assignments, translation options, document appearance, and display preferences, among many other things.

The options you can control in the 10 tabs of **User settings** are described briefly below, and in detail in the relevant Help topics (see linked pages).

User: [\[95\]](#) Select main and user dictionaries, including master job dictionary; set paths for jobs and blocks folders; create new user formats and settings files; import other settings; create new user.

Paragraphs: [\[408\]](#) Paragraph format settings for question, answer, speaker, by line, and other paragraph styles that you have created. Settings include margins, spacing, alignment, paragraph labels, label and text fonts.

Document The characteristics of the **printed** document such as page length, width, and margins, redacted text options, line number, text, header, footer, paragraph number, font, textbox and timecode settings, character spacing.

Edit options: Setting “By” formats, specifying spelling dictionaries, globaling options (including which dictionary to use as the main one for saving globals), detecting conflicts, word-stitch method, timed auto-backup, audio playback, keyboard customization and macros.

Display options Control how the job looks to you on the computer screen while you’re editing, not how it will appear when printed (unless you use the **WYSIWYG** option). Settings include hiding line numbers and left-margin white space (so you can get more of the text on your screen), font for editing, zooming in and out (magnifying or shrinking the view), steno and cursor width, cursor width when using Hyperkeys, colors for various editing elements. Also control the notebar options where you can select whether or not to have dictionary definitions displayed at the bottom of the notebar, the font that is used in the notebar, whether phonetic or steno notes are displayed, and notebar timestamps.

Input settings Tell Eclipse how the notes are input, including what writer you use and to what port it connects, the drive letter of your diskette drive, and keyboard options. It includes the writer specialty strokes and capitalize options for spell and stitch mode.

Realtime settings include Flush delay, Pending translation display, Follow always, [audio settings](#) , turning Auto-brief on and off, and output formats.

Translation options include the speaker list, misstroke setup, phonetic untranslates, and Translation Magic options.

Number processing options allow you to select the rules and options for how you want your numbers to translate and appear. Using this very powerful and sophisticated option greatly simplifies your numbers writing.

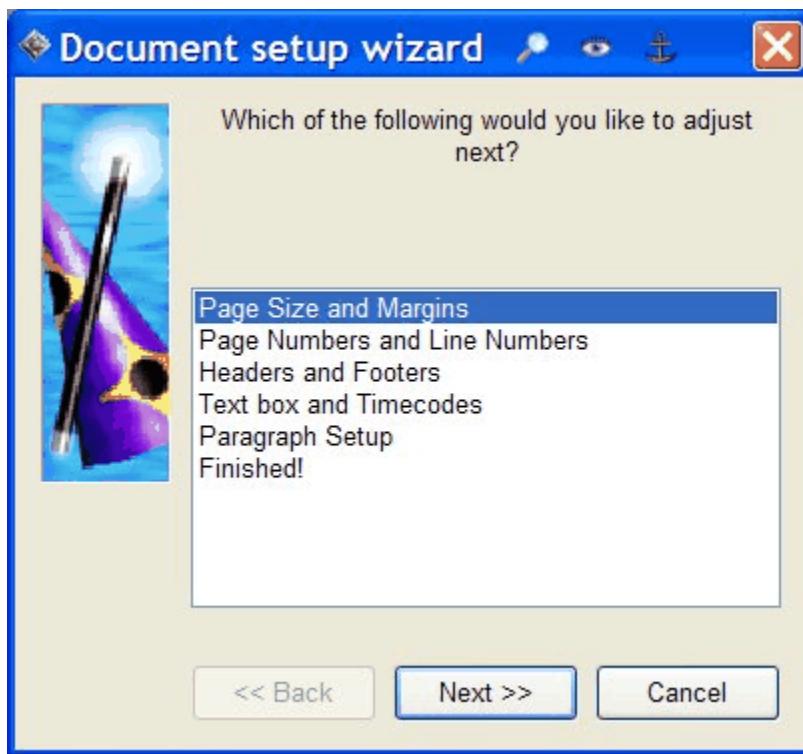
Programming settings allow you to access your prefix and suffix table; edit or view your phonetic table, the autoreplacement table, steno or text regular expressions, typeover tracking, spelling expressions, common words list, auto-brief theory rules, and file locations.

6.8.2 Document setup wizard



Document setup wizard

Under **User Settings/User**, there is a [Document setup wizard](#) button, which starts up a wizard that will walk you through setting up the document settings in Eclipse, including setting up page margins, headers, footers, the text box, timecodes, page numbers, line numbers, and paragraph margins for questions, answers, colloquy, parentheticals and default paragraph types.



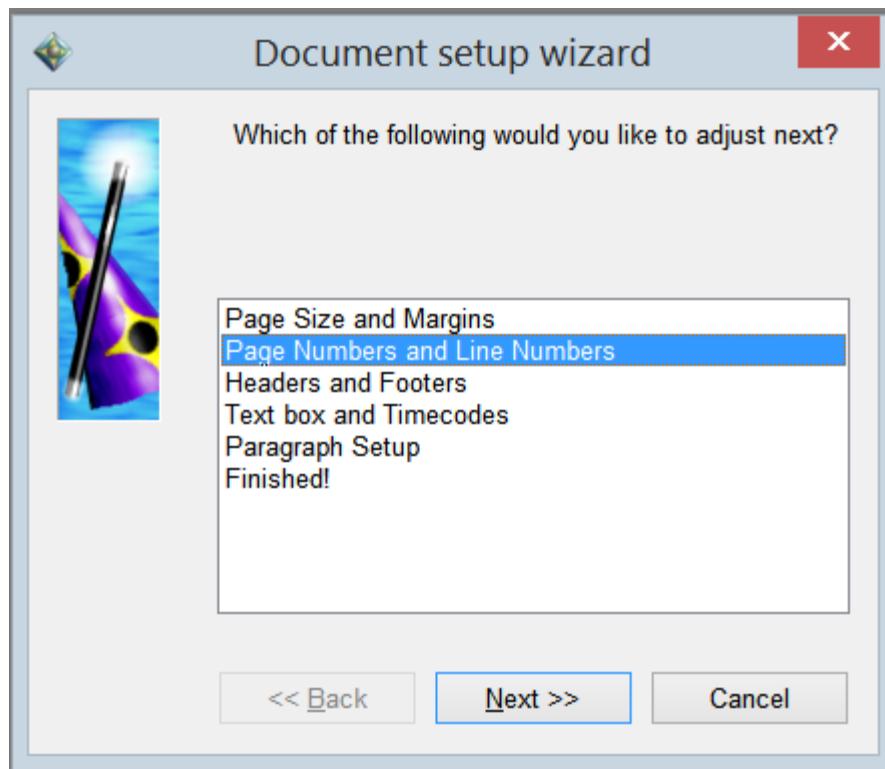
You can use this wizard anytime: when first setting up Eclipse, or anytime you want to adjust document settings. You can change any or all of the settings as you work through the wizard.

As you are answering questions and making changes, a preview window on the right side shows you exactly what the document will look like when it's printed. The wizard automates many of the processes. For example, when you set a top and bottom margin and a number of lines, it figures out the line height from that. As you make adjustments to margins, the text box resizes.

You can define many of the measurements, such as the header margin, in terms of inches, centimeters, points or lines; and if you select lines, it factors that into the calculation of the total height of the page when determining the line height.

When setting up the paragraphs, you will be asked "Do you want to specify characters per line, or a right margin from the edge of the page?" If you specify a right margin, you will be given a measurement dialog and can choose a distance. A characters-per-line right margin will be automatically calculated from there based on your left margin, line number margin, etc.

You can move to a different section by clicking the a section heading. For example, click on **Page Numbers and Line Numbers** to highlight it, then hit **Next** or **Enter**, and it will move on to that section of the wizard.



When you have gone through the Wizard, and hit the last "Finished!" button, you will get a message that states "*The document wizard is complete! If the document settings require further adjustments, go to User settings and change the settings on the Paragraphs tab^[408] and the Document tab^[396].*"

When you hit the **Done** button, you will receive one final message that states, "*This will apply these document settings permanently, and will affect all future documents created in this user. Are you sure?*" Choose **yes** or **no**.

You can try out the wizard, and cancel out of the process and your changes will be discarded. It will first give you a warning, "*If you cancel now, none of the changes you have made will be saved. Are you sure you wish to cancel out of the document wizard?*"

6.8.3 Setting the Display the way you want

Setting the Display the way you want

You can change the way Eclipse displays program and workspace features to increase screen space, and add or remove onscreen features. Some of these changes affect your printed transcript, and some do not. Some are only relevant to Realtime, Captioning, and other special situations.

For details, follow links below.

- [Get Maximum screen space](#)^[105]
- Got to the [Window menu](#)^[100]/View submenu to toggle on or off the [Status bar](#)^[972], [Info bar](#)^[917], [Document tab bar](#)^[110], Paragraph bar, Ruler bar, Note bar, Realtime status, Closed captioning preview, Connections, Seating Chart, and Script list.
- You can also use [View Toggles](#)^[108] on the [Display tab](#)^[114] of User settings to turn on or off these features.

You can also gain screen space by:

- Arranging your document windows
- [Customizing your toolbars](#)^[873]
- Adjusting the way text displays, including margins, line numbers and white space

[Links to Visualizers to help you with display setup can be found here](#)^[841].

6.8.4 Creating a Transcript

Creating a Transcript

This section covers the five essential steps for producing a basic transcript from a set of notes:

1. Reading notes (Creating a Eclipse note file).
2. Translating notes (Creating a Eclipse text file).
3. Editing the transcript.
4. Adding supplementary transcript parts.

5. Printing and creating other output

[Links to Visualizers on Basic Transcript Production can be found here.](#) 

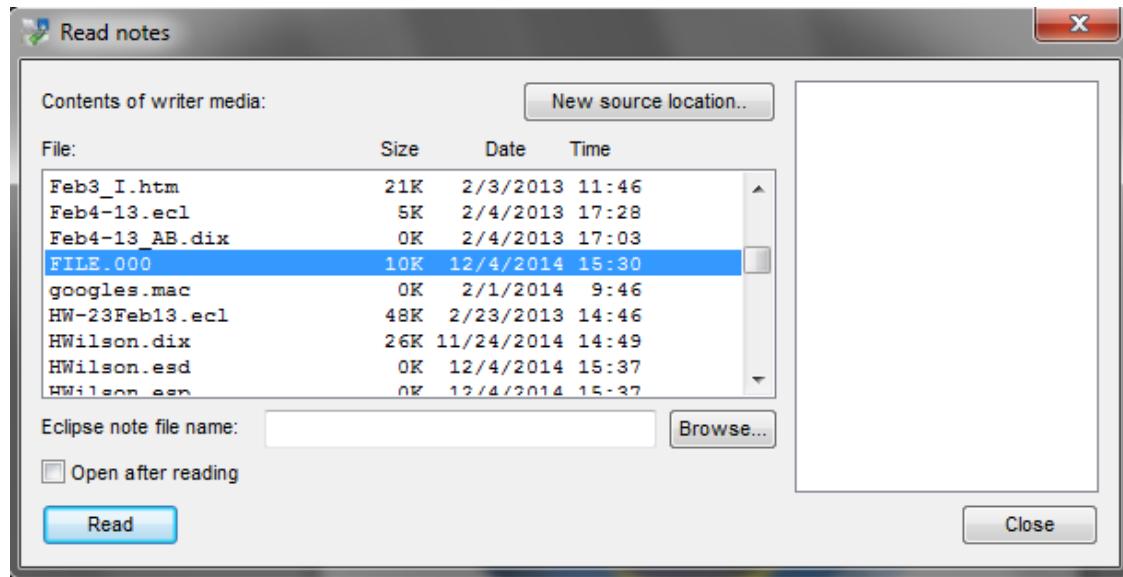
Reading notes

Reading notes is the process you use to get your steno notes into Eclipse. When you read your notes into Eclipse, the notes are saved in a file with a ".not" file extension (e.g., "newjob.not").

When you translate note files on your computer, you select the ".not" file that you want to translate.

Prior to reading notes for the first time, check your **User settings/Input** to specify the source of your raw notes and the manner in which they are transferred from your writer to Eclipse. For details on setting up your Input settings, see [Input tab](#)  help page. 

To read notes, press **Alt+I** to open the Read notes dialog.



The display area on the left side of the window shows a list of raw note files available on the disk (or other source), along with each job file's size (in bytes) and creation date. When a raw note file in this area is highlighted, the first few folds of notes in that file appear in the display area on the right side of the dialog window (the "preview area").

In the **Eclipse note file name** field, type a name for the Eclipse note file that you want to create from the file on the disk. If you choose an existing note file name, the raw notes are appended to the end of the existing note file. Use the **Browse** button to look in other folders. If you do not enter a name in this field, a prompt will appear, requiring you to enter a name before proceeding.

If you back up your notes directly from the writer drive to archive folders or drives, you can use the New source.. button on the read notes dialog to select a different location where your notes are stored.

Click the **Read** button to start the read process. The stroke count appears to the right of the Read button during this process. If you have checked the Open option, when the job has been read or transferred to the computer, the note file just created or appended to will open. The **Read notes** dialog remains open so you can continue to read jobs if necessary.

To open and review the contents of a Eclipse note file, press **Shift+F7**. A standard Windows file dialog displays the available note files in your jobs folder.

To open a file, double-click it. (Keyboard command--If you prefer to leave your hands on the keyboard, press **Shift+Tab**, press the first letter of the file you want until it is highlighted, then press **Enter**.) You can select and open multiple files.

Translating notes

When you translate notes, Eclipse uses your main dictionary and any other dictionaries you specify to generate a text file from a note file. The resulting Eclipse text file has the extension ".ecl" (e.g. "newjob.ecl"), and is placed in your **Jobs** folder, setup in **User Settings/User/Advanced**.

To translate a note file,

1. Press **Alt+T** to open the **Translate notes** dialog. Be sure that the **Realtime** and **Virtual Realtime** option boxes in the **Translation** dialog screen are not checked.
2. Click the **Notes** button to specify the note file you want to translate. Once you select a file for translation, the filename appears to the right of the **Notes** button. (If a note file is active when you select the translate command, the **Translate notes** window will automatically specify the active note file.)
3. By default, Eclipse will create a text file with the same name as the note file (e.g., translating *newjob.not* will create a text file with the name *newjob.ecl*). The text file is also placed in the same folder as the note file. To specify a different name for the text file, or to change its location, click the **Text** button.
4. The **Dictionaries**  area lists the dictionaries that will be used to translate the note file. Click on the **Dictionaries** button, and use the **Add**, **Remove** and **Change** buttons to specify translation dictionaries.
5. To maximize translation speed, check the **Quick tran** option. If you want to begin editing the document while it is still being translated, check the **Tran and edit** option. (Translation in the **Tran & edit mode** proceeds more slowly because it is displaying screens of the text while translating in the background.)
6. If you want to see your translation statistics while any job translates, place a check in the **Show statistics** box.
7. Press **Enter** or Click **OK** to begin the translation.

Note on Connection Magic: When you are translating a file, whether doing Realtime, or Tran and Edit, you have the option of using Connection Magic to do shared editing over an internet connection with any number of other users. The Connection Magic dialog displays the name of the editing job, all the users logged into the session, and any messages sent by the people logged in. For details on setting up Connection Magic, [see the Connection Magic help file](#) .

Opening a Translated Text File

To open a text file, press **Alt+E**, or the **Production** menu/**Open text**. As with note files, you can select and open multiple text files.

Editing represents the bulk of producing a transcript and Eclipse has many features to streamline editing and make it as efficient as possible. The [Editing a Transcript](#)  section of help provides detailed information on editing.

You can perform any editing task from the keyboard using standard keyboard shortcuts, or you can use Hyperkeys—Eclipse's single-key editing mode (when using the default set of Hyperkeys that comes with your software you can turn Hyperkeys on and off by pressing **Alt+Z**, or the **Edit** menu/**Hyperkeys**).

Complete tables of keyboard shortcuts and Hyperkeys are located in the [Reference Guide](#) . After installing Eclipse, you can go to the documentation folder and open the "[Eclipse Quick Guide.pdf](#)," which contains a printable keyboard layout.

Fixing Mistakes: Undo (the "Oops" key)

One of the most important commands to know might be **Undo** — it undoes, one by one, the last editing steps you entered in a paragraph. For example, if you deleted two words ("at" and then "when"), then realized you shouldn't have, give the undo command twice—the first time it will undo the deletion of "when" (the most recent editing step) and the second will undo the deletion of "at" (the second most recent edit).

Eclipse can undo up to ten editing steps except commands that add or remove paragraphs.

The Speed key is **Ctrl+Z**. You can also use the **Edit** menu/**Undo**.

6.8.4.1 Creating A File

CREATING A FILE

If you wish to produce a transcript from steno that you have written on a steno machine, you first need to [read notes](#) translate notes .

You can also produce a transcript by doing [realtime](#) .

[Creating a file in Eclipse \(such as for a block file, dictionary, or steno file\).](#) [952]

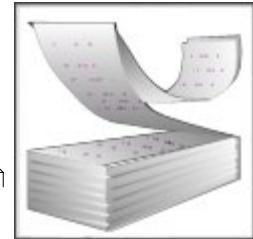
[Creating a new user.](#) [102]

6.8.4.2 Notes Files



NOTES FILES

RELATES TO: [Read Notes](#) [213], [Translate Notes](#) [251],
[Open Notes](#) [215].



Note files are raw steno files. Usually, they are created by [reading notes](#) [213] from your steno machine into Eclipse. Even after you [translate](#) [251] a note file, the raw note file itself will remain. A [realtime](#) [437] job will also produce a note file. Note files have an [.NOT extension](#) [893], and can be retranslated.

When a note file is open, you can quickly [translate](#) [251] it by pressing Alt+T. You will be taken to the Translate Notes dialog, with the current note file already selected.

Alt+M will toggle Translate Mode on and off. When Translate Mode is active, a translated version of the raw steno will appear at right. When it is off, you will see phonetics instead.

The following Eclipse editing actions can also be done on note files:

- Moving around, using the applicable [basic cursor movements](#) [286].
- You can perform [globals](#) [300] from within a note file, just as you would in a [text file](#) [626].
- [Block operations](#) [361] can be performed on note files, allowing you to quickly merge or split them.
- You can [search](#) [294] a note file. Enter the desired steno into the [steno emulator](#) [817].
- You can [go to](#) [908] a stroke or fold number.
- You can add new steno outlines to a note file by using the [Add Dictionary Entry](#) [159] command (Ctrl+D). The [steno emulator](#) [817] will appear, and any steno strokes you enter will be added to the end of the note file. This allows you to create and add to steno files without having a machine present, perhaps for educational or testing purposes.

VISUALIZERS:

[Da - Read Notes](#)
[M4 - Auto-Magic Note Files](#)

6.8.4.3 Open Text

Open Text

Alt+E

File (or Production)/Open text

RELATES TO: [Opening a File](#).



Opens a [file dialog](#) from which you can select a [text file](#) for viewing.

You can also [create a new text file](#) by entering a new filename. This method of creating a new text file is most often used to create [block files](#). If you want to create a transcript from existing steno, you need to [read notes](#) and then [translate notes](#), or start a [realtime job](#).

6.8.5 Moving Around in the Transcript

Moving Around in the Transcript

Moving the Cursor

When editing documents, the cursor position is indicated by a blinking cursor. You can customize the cursor's width, so depending on the width you select, it can appear as a vertical line or a rectangle.

When using the standard keyboard setup, the arrow keys are used to perform most cursor movements. In Hyperkeys, basic cursor movements are located on the right side of the keyboard.

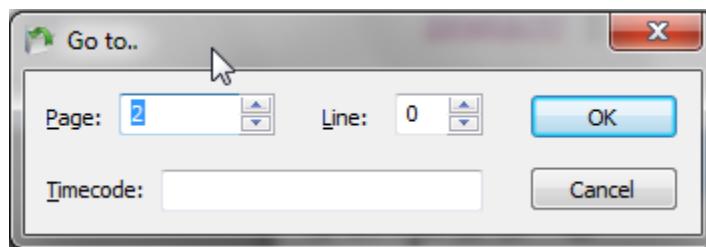
You can also move the cursor via the **Move** menu, but it is far quicker to use keyboard shortcuts, which allow you to keep your hands on the keyboard. The Move menu lists the shortcuts next to the corresponding menu item and can serve as an online reference card until you know the commands.

When editing a text file with the steno window open, you can left-click anywhere in the steno window, and the cursor will jump to the position that would track to that stroke.

Text files are the only documents in Eclipse in which a cursor appears. Dictionary and note files do not have a text cursor. Instead, highlighted entries indicate the current position. However, many cursor movement keystrokes result in analogous movements in these document types. For example, pressing **Alt+Home** moves the cursor to the top of the page in text documents, and highlights the top stroke of the fold in note files. When a dictionary or note file is active, the Move menu lists only those movement commands that are available for the active file type.

Movement	Standard keys	Hyperkeys
Left one word	(left arrow)	J
Right one word	(right arrow)	L
Up one line	(up arrow)	I
Down one line	(down arrow)	K
Left one character	Ctrl+(left arrow)	Shift+J
Right one character	Ctrl+(right arrow)	Shift+L
Up one paragraph	Ctrl+(up arrow)	Y
Down one paragraph	Ctrl+(down arrow)	H
Page up/Backward 1 page	Page Up	Shift+Y
Page down/Forward 1 page	Page Down	Shift+H
Home (start of line)	Home	[
End (of line)	End]
Go to page/line no.	Alt+G	Shift+G
Beginning of previous sentence	Alt+B	
Beginning of next sentence	Alt+F	
Previous occurrence of punctuation	Ctrl+, (comma)	
Next occurrence of punctuation	Ctrl+. (period)	
top of the visible screen	Ctrl+Home	
bottom of the visible screen	Ctrl+End	
beginning of current transcript page	Alt+Home	
beginning of transcript	Ctrl+Page Up	
end of transcript	Ctrl+Page Down	

To move to a specific page and line number, press **Alt+G**. The **Go to..** dialog appears.



1. Enter the page number in the **Page** field.
2. If you want to go to a particular line on the page, enter the line number in the **Line** field.
3. Press **Enter** or click **OK**. The cursor will move to the beginning of the selected page and line if a line number has been entered.

Go to a specific timecode

In addition to the page and line number, you can type in and jump to a specific timecode. You can omit as much of the right side of the timecode as you like. For example, you can type in 14:30. You do not have to type in 14:30:00:00. You can even just type in 9, for example, to go to 9 o'clock even.

Moving among trouble spots (Scanning)

You can also move the cursor using a scan, which moves the cursor to the next occurrence of a specific type of editing trouble spot, such as a conflict or untranslate. Various types of scans are listed on the **Move** menu, under the **Scan** and **Reverse scan** items. The most common is scanning to a trouble spot (**Ctrl+T**). To learn more about a particular type of scan, highlight it on the menu, then press **F1 (Help)**. Scanning is described in [Editing a Transcript: Scan to Trouble Sports](#)³¹².

6.8.6 Globals

Globals

Globals allow you to define or redefine steno from within the transcript.

To perform a simple one-stroke global, issue the **Global** command (**Ctrl+G**), type the text definition for the selected stroke, and press **Enter**. The change is applied from the point of the global to the end of the document (by default - you can change this) and the entry is added to your main dictionary. (This is the default setting but you can change the default dictionary location for globals in your User settings.)

When you issue the Global command, you can also select options in the Globaling dialog window that allow you to perform more complex globals. For example, you can select additional strokes to create a multi-stroke entry, and you can specify alternate dictionaries.

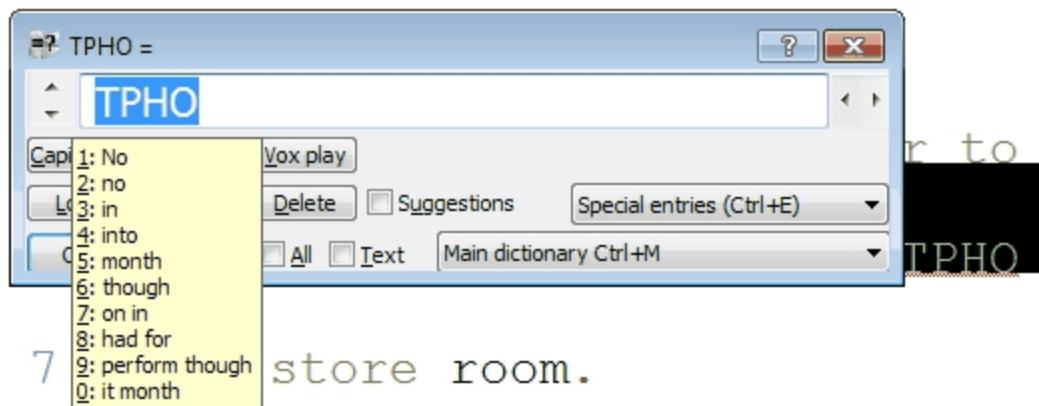
Here is a simple one-stroke global. The steno TPHO is commonly the word "no." Suppose you translated a job and got the following:

```
5 A. TPHO. Oh, TPHO. TPHO. He had made it clear he didn't  
6 want us, and I wasn't -- TPHO. I wasn't at all trying to get  
7 in the way of that.
```

Since the steno TPHO is not currently in your dictionary, Eclipse doesn't know what to do with it, and simply dumps it into your job in its raw steno form. You will want to correct it in the job, and also add this word to your main dictionary.

To perform the global:

1. Put the cursor on TPHO.
2. Press Hyperkey **G**, or standard key **Ctrl+G**. The Globaling window will appear.



The Globaling window

3. In the title bar of the window, the steno you selected, TPHO, will appear. (If anything different appears, press the **Esc** key and start over.)
4. Notice the list of words that Eclipse suggests. This appears if you have checked the **Global Magic** [309] box in **User settings/Edit**.
5. Press 2 to select "no". (You cannot use your down arrow, because any key you hit other than the numbers 1-0 will close the list.)
6. Press **Enter**.

All four instances of TPHO will change to the word "no", like this:

5 A. No. Oh, no. No. He had made it clear he didn't want
6 us, and I wasn't -- no. I wasn't at all trying to get in the
7 way of that.

Notice that Eclipse capitalizes the word when appropriate, and correctly adjusts all the punctuation around the various instances of the word "no". The word has also been added to your main dictionary; the next time you translate a job, TPHO will translate as the word "no" rather than the raw steno.

If the word you want does not appear on the list, just type it into the space, and press **Enter**. As soon as you begin typing, the list disappears.

If you want to confirm that a word was added to your main dictionary, put the cursor on the word, then press **F9** followed by **Enter**. Eclipse will take you to your main dictionary and highlight that entry.

For more information, see [Editing a Transcript: Global](#) 300, or highlight **Global** on the **Edit** menu and press **F1**.

For all the visualizers dealing with Globaling, [go here](#) 848.

6.8.7 Marking Text

Marking Text

You can highlight a selection of text (sometimes called block marking) and then apply editing commands that affect the entire marked area. For example, you could mark a section of text and then press the hyphen key (-) to stitch the selection of words with hyphens (e.g. run-of-the-mill).

You can also cut (**Ctrl+X**), copy (**Ctrl+C**), and paste (**Ctrl+V**) marked text (standard Windows functions). For more information on working with marked blocks of text, see [Editing](#) 277.

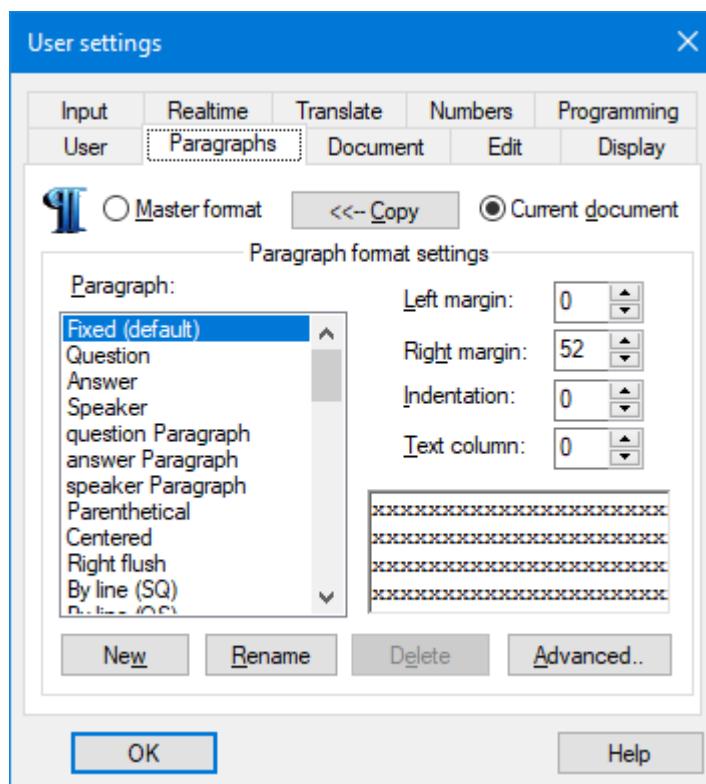
To mark a selection of text, position your text cursor at the beginning or end of the selection you want to mark, then press **F7**. This turns on the block-marking feature. Any cursor movement keys that you subsequently press will mark text (e.g., press the right arrow key to mark text from the current position to the beginning of the next word).

You can also mark text using standard Windows methods, such as clicking-and-dragging over text with your mouse, or holding the **Shift** key and pressing any cursor-movement key (known as "Shift-click").

6.8.8 Formatting Paragraphs

Formatting Paragraphs

In Eclipse, every paragraph is associated with a particular format type. The format includes information on margins, font, labels (e.g., Q. and A.), automatic punctuation, and other characteristics. All these characteristics are set in **User settings/Paragraphs** tab (Alt+U). Each format listed in the Paragraph field contains its own settings on this tab. Your default paragraph type is indicated by the word (default) next to the type.



When you edit these settings, you may apply them to just the current document or to your permanent user settings (Master format). If you apply them to your permanent user settings any future documents you create will use the new settings. You can also define paragraph formats in your dictionary, so that formats are automatically applied during translation.

When you edit a document, you can change a paragraph from one format to another (e.g., change a question paragraph to an answer paragraph) and insert a format to split a paragraph or start a new paragraph. You can do this by clicking on the paragraph-type button (or pressing the F8 key) on the left side of the screen and selecting the paragraph type desired from the dialog.

You can determine the current format of a paragraph from the square buttons that appear down the left side of a text document window. The letters on these buttons correspond to the first letter of the paragraph format. For example, "Q" indicates a question paragraph, "A" indicates an answer paragraph, and "S" indicates a speaker paragraph. You can also change or edit paragraph features by clicking this button. To access the same dialog using the keyboard, place your cursor in the paragraph and press F8.

Additional paragraph commands are located on the **Format** menu. The effect of these commands depends on your cursor location. If your cursor is located anywhere within the body of the paragraph when you select a paragraph format, a new paragraph of the selected type is created at the cursor position. Text preceding the cursor position remains with the current paragraph. If your cursor is located on the paragraph's label when you select a format, the entire paragraph is changed to the selected format. (To move the cursor to a paragraph label, click on the label or hit the **Home** key twice.) See the [Paragraphs tab help file](#)⁴⁰⁸, for more information on paragraph formats.

Hitting the **Enter** key when the cursor is at the end of the document will make a new paragraph of the type you have designated as the default paragraph.

6.8.9 Additional Transcript Elements

Additional Transcript Elements

In addition to the body of the transcript, transcripts often contain many elements such as title and certificate pages, headers and footers, line and page numbers, indexes, and graphic boxes. You control many of these elements through block files, print commands, and **User settings** on the **Document** tab.

- [Block files](#)⁴⁹⁷

Block files are Eclipse text files such as title and certificate pages that contain reusable information, and which you can automatically insert into a transcript. You may be more familiar with these files when they are called "includes," "merge documents," or "standard pages." Eclipse allows you to increase the efficiency of using these documents by allowing you to insert fill-in-the-blank lines (form fields) in these block files to indicate information that changes in an otherwise consistently similar document. Examples are attorney and deponent names, dates, locations, and jurisdictions.

You can also create block files containing lists of information, and then use these files as shortcuts when filling in blanks.

To create a block file

Confirm your blocks path (check at **User settings/Advanced /Blocks**) and browse to that folder if it is not your jobs folder. Open a file (Alt+E). An [Open file](#)⁵⁷ dialog opens.

Type a name for the block file in the File name field.

Press **Enter** or click **Open**.

An alert box will appear, stating the file name you typed does not exist and asking if you want to create the file. Click **Yes**.

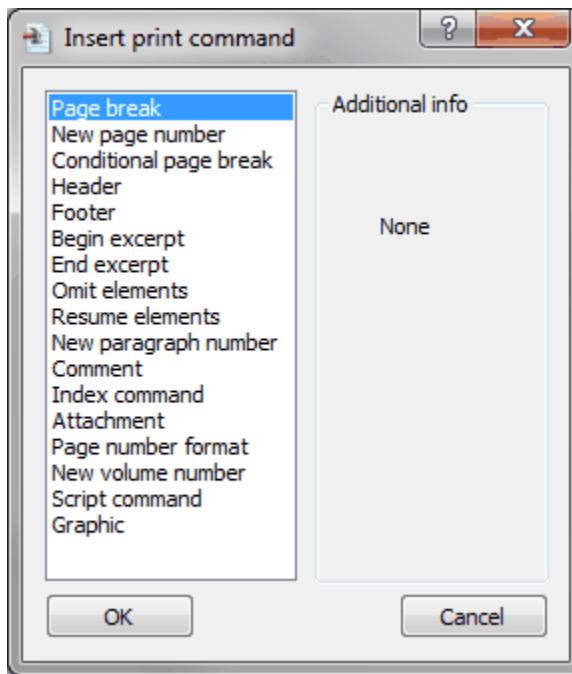
A text file is created and opened in Eclipse. You can create the file's content using any of the available text editing methods.

You create the content of the block file using the same editing techniques for transcripts—type the text you want and apply formatting commands to achieve the desired appearance.

You can manually insert a block file into a transcript, or you can insert block files during translation.

To manually insert a block file, position the cursor at the point where you want to insert the file and press **Alt+R**. This opens a file dialog window, in which you can select the file you want to insert.

To insert a block file into the document during translation using a dictionary entry (called an autoinclude), use the following syntax {<filename>}. When you translate your notes, the file is automatically included.



- [Print Commands](#)

Print commands are hidden commands or messages that you insert into your document to control various aspects of your transcript, such as page numbering, automatic indexing, and even comments for yourself or a scopist. The commands themselves don't appear on your printout (except for comment lines which print when using draft mode) and they appear in your display only if you turn on Print commands in the Display options, either in your User settings/Display tab (mark the Print commands checkbox) or with the Display toolbar button.

Print commands do not appear when you display a transcript in "WYSIWYG" mode except when the cursor is on a print command (see WYSIWYG? below).

To insert a print command use **Alt+N**. The **Insert Print Command** dialog opens, which contains a list of available print commands and an **Additional info** area that provides information on the specific command selected. For example, the area may instruct you to "Fill in information after inserting print command," or it may provide a "Value" field for entering data about the selected command.

When you click **OK**, the selected print command is inserted in the document, immediately before the current paragraph. If you have multiple lines of text, such as index lines and comment lines, you may want to specify the right margin in **User settings/Document/Advanced**.

The individual print commands are discussed in this manual where their function is relevant.

- [**Document formatting**](#) 

The Document tab is located in **User settings (Alt+U)** and contains settings for document elements such as page number format and position, page and line dimensions, and text box options. You can apply changes either to the current document only (select the **Current document** radio button) or save them to the Master format so that you can apply them to future documents.

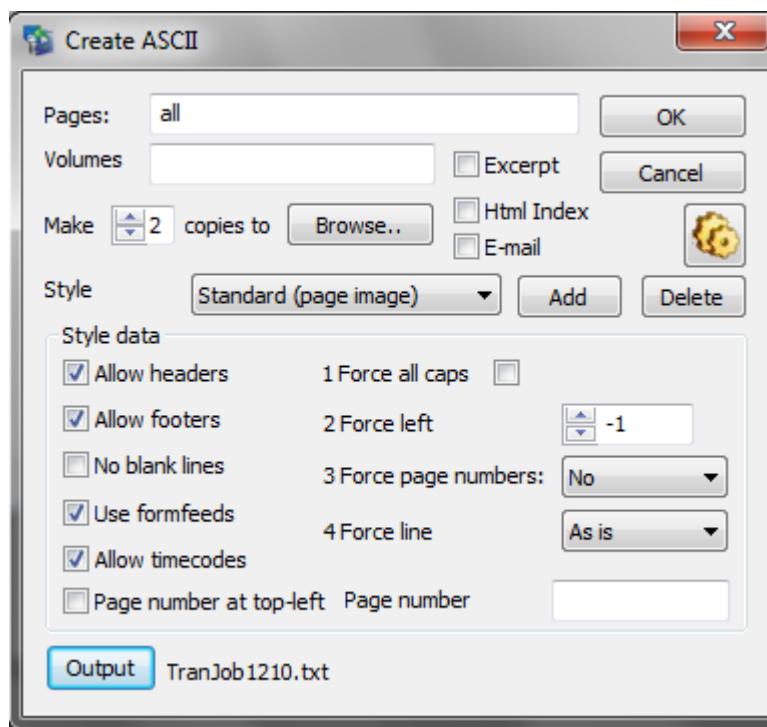
- [**Printing and other output**](#) 

Once you have completed the editing process you can create several types of output, including "hard copy" printing, ASCII files, and RTF (Rich Text Format) files. To create any of these output types, the document must be open and active.

To print a document, use **Alt+O**. From the Print dialog, select the number of copies to print and a page range to print. Before printing, in **File menu/Print setup** you can select your printer, adjust its properties, and chose network settings.

To create an ASCII file, select Output to ASCII from the **Production** menu (**Shift+Alt+O**).

From the **Create ASCII** dialog, you can use the **Style** presets to select among various ASCII styles (including Standard (page image) and Summation) and a page range.



Other Output options

Other output options include RTF/CRE, Raw Text, and Bridge. For details, see the [Production](#) help section.

6.8.10 WYSIWYG



WYSIWYG

You can view documents exactly as they will print using the option called "WYSIWYG" mode (pronounced "wizzywig"—"what-you-see-is-what-you-get"). You can also view nonprinting elements, such as print commands in a transcript. To view or hide various elements of a document, click the **Display properties** toolbar button. This opens the **Display** dialog (**User settings/Display**).

To view the document the way it will print, click **WYSIWYG**. Eclipse will first display a warning message, "This will change your display settings to match your printout and will undo any changes you have made to these settings. Continue?" You can choose not to display the message in the future.

To view a document in a font other than the one in which you will print it, click the **Editing Font** button. This opens the **Font** dialog box in which you can select a different font or font attributes (such as bold, underscore or italics) for the display. This is called the "editing font" because it only affects the screen display and does not show what the document will actually print like. If you have a different font selected for editing than will be used for printing, when you press the WYSIWYG button the editing font will be disabled.

The WYSIWYG mode allows you to adjust paragraph margins, boxes, tabs, and other formatting elements for the file. The rulers at the top of a document window contain margin and tab buttons that you can click-and-drag with the mouse. You can alternately adjust many page elements (e.g., page number position) from the **User settings/Document** tab. If you move the **User settings** dialog box so that your document is visible in the background, you can watch the document change as you make your adjustments. Note that if you select certain options on the Display tab, you will no longer be in the WYSIWYG mode.

6.8.11 Connection Magic



Connection Magic

Connection Magic is the generic term for the Advantage Software connection infrastructure that works through any network – local or internet. When you are translating a file, whether doing Realtime, or Tran and Edit, you can use Connection Magic to connect with any number of users, to do shared editing, or to share your document with clients and others using Bridge mobile, over an internet connection or a local network. You can set up a portable wifi router, to set up a local connection that doesn't rely on the internet. You can also use Connectify to turn your PC into a wifi hotspot so you can connect to nearby devices and even share your internet connection. As of Version 10, Connectify is built-in to Eclipse.

- To use Connection Magic, you must be connected to the internet or a LAN (Local Area Network), or use Connectify. Details on using Connection Magic on a LAN are in the [Reference section](#) [653].
- To begin a shared editing session with a scopist or other user, you must have a document on the screen.
- If you choose output to [Bridge Mobile](#) [1113], you will decide when you start the session whether you will use the internet or LAN.
- For details on using Connection Magic and Shared, or Team Editing, see the [Connection Magic and Team Editing](#) [484] help topic.

- Instructions on how to set up Connection Magic are found in the [Connection Magic Settings dialog](#)835 help topic.

7 Users and User Settings

Users and User Settings

A "user" in Eclipse is a complete set of user preferences, including everything on all ten tabs of [User Settings](#)⁹³, as well as the choices you've made in specific dialogs.

Eventually, you will probably want to have more than one set of user settings for yourself. For example, if you work in three different environments that have three different looks for their documents, you can create a "user" for each. When you go to work, select your user for today's client, and the correct page formatting for that client will automatically be used.

To make a new combination of settings, set up any different paragraph/document settings, different dictionaries, different display settings, different translation options for a "user." Then hit the "Save settings" button on the **User Settings/User** tab and enter a name for this "user."

Note that creating a different set of user settings for yourself is different from creating a new user. A "new user" is a person, and not a group of settings; so once you have created a user for yourself you probably won't ever need to "create a new user."

However, if you do need a new user (perhaps so someone else can use your computer and have his or her own settings files, or if you are working with a scopist), then use **User Settings/User** tab/**Create New User**. This button starts the **New User Setup Wizard**, which walks you through the process. The wizard creates a new user file, a new (empty) main dictionary, and a folder for storing job-related files. For the difference between Saving Setting and Creating a New User, [see the Visualizer.](#)¹⁰⁴

For more on Users, including several Visualizers, see the help topic [Working With Users](#)¹⁰²

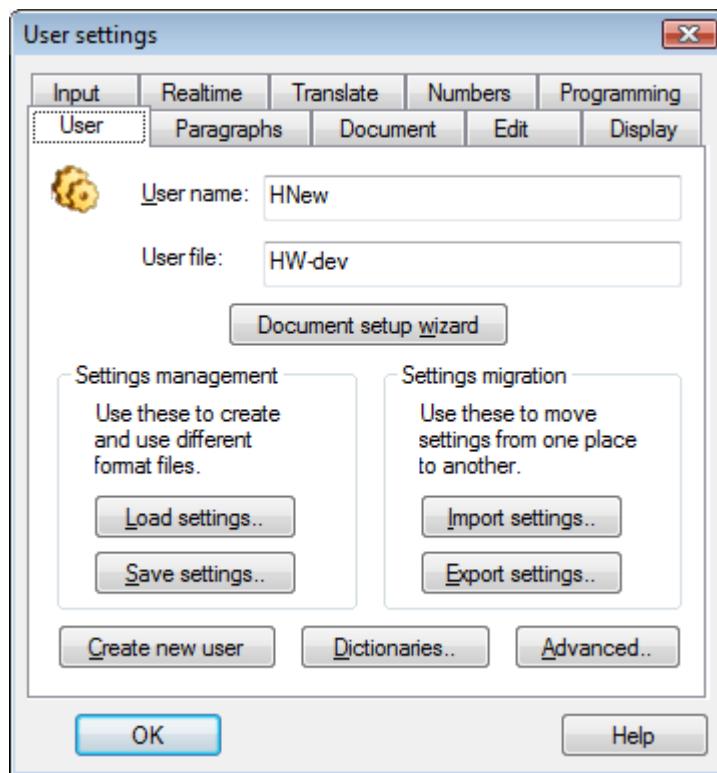
7.1 User Settings

User Settings

Alt+U



The Settings toolbar button, speed key Alt+U, or the **Production** menu, **User settings** option opens the **User settings** dialog.



User Settings is the home of almost every item in the program that can be customized: file locations, keystroke assignments, translation options, document appearance, and display preferences, among many other things.

The options you can control in the 10 tabs of User settings are described briefly below, and in detail in the relevant Help topics (see linked pages).

- [User:](#) Select main and user dictionaries, including master job dictionary; set paths for jobs and blocks folders; create new user formats and settings files; import other settings; create new user.
- [Paragraphs:](#) Paragraph format settings for question, answer, speaker, by line, and other paragraph styles that you have created. Settings include margins, spacing, alignment, paragraph labels, label and text fonts.
- [Document](#): The characteristics of the printed document such as page length, width, and margins, redacted text options, line number, text, header, footer, paragraph number, font, textbox and timecode settings, character spacing.
- [Edit options:](#) Setting “By” formats, specifying spelling dictionaries, globaling options (including which dictionary to use as the main one for saving globals), detecting conflicts, word-stitch method, timed auto-backup, audio playback, keyboard customization and macros.

- [Display options](#)¹¹⁴: Control how the job looks to you on the computer screen while you're editing, not how it will appear when printed (unless you use the WYSIWYG option). Settings include hiding line numbers and left-margin white space (so you can get more of the text on your screen), font for editing, zooming in and out (magnifying or shrinking the view), steno and cursor width, cursor width when using Hyperkeys, colors for various editing elements. Also control the notebar options where you can select whether or not to have dictionary definitions displayed at the bottom of the notebar, the font that is used in the notebar, whether phonetic or steno notes are displayed, and notebar timestamps.
- [Input settings](#)²⁰⁸: Tell Eclipse how the notes are input, including what writer you use and to what port it connects, the drive letter of your diskette drive, and keyboard options. It includes the writer specialty strokes and capitalize options for spell and stitch mode.
- [Realtime settings](#)⁴⁴¹ include Flush delay, Pending translation display, Follow always, [audio settings](#)⁵⁸⁴, turning Auto-brief on and off, and output formats.
- [Translation options](#)²²⁷ include the speaker list, misstroke setup, phonetic untranslates, and Translation Magic options.
- [Number processing](#)²⁴⁶ options allow you to select the rules and options for how you want your numbers to translate and appear. Using this very powerful and sophisticated option greatly simplifies your numbers writing.
- [Programming settings](#)⁷⁵³ allow you to access your prefix and suffix table; edit or view your phonetic table, the autoreplacement table, steno or text regular expressions, typeover tracking, spelling expressions, common words list, auto-brief theory rules, and file locations.

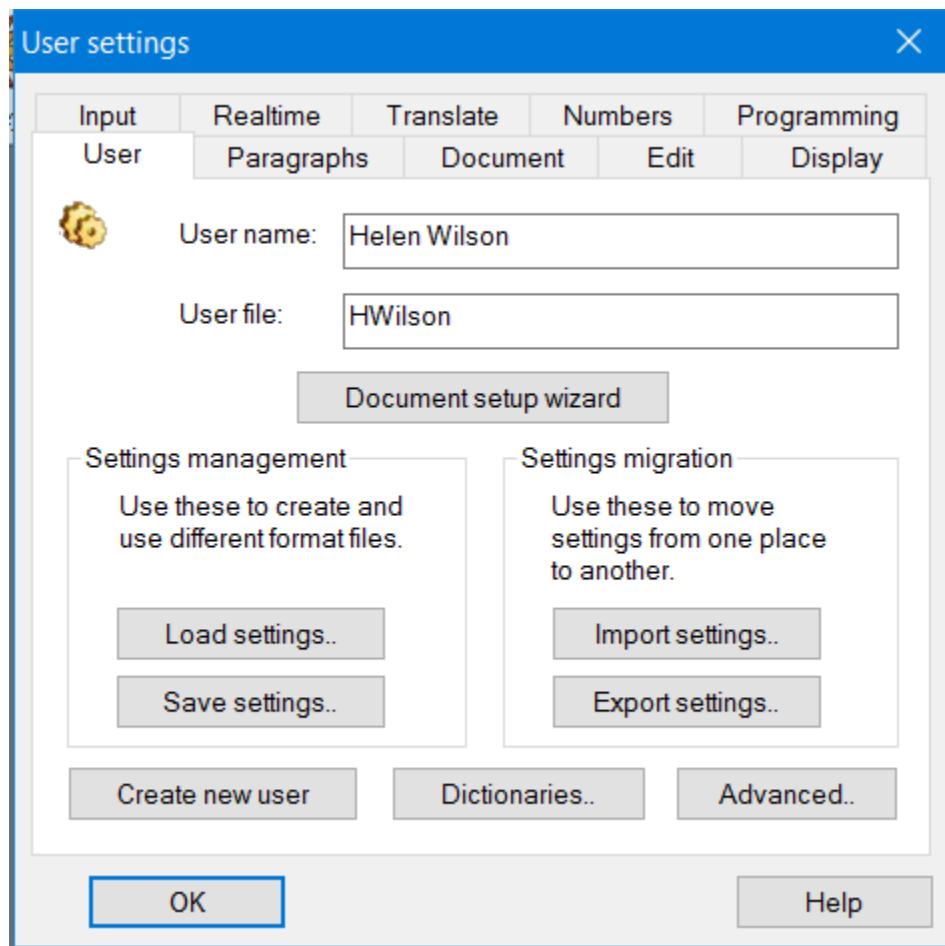
7.2 User Tab



User Tab

RELATES TO: [Working With Users](#)¹⁰².

The User tab of User Settings allows you to create and select different users, share settings with other users, and set general preferences.



User Name

User Name is a text description of the user. This is the name that appears in the Eclipse title bar. It is useful to set this to something descriptive, so you can tell which user you are in simply by glancing at the title bar. This field can be edited as text; however, you will not see the change in the title bar until you [Save Settings](#)⁹⁶, or leave and re-enter the user.

User File is the actual name of the .INI file. It is the name that appears in the list of users when you [Load Settings](#)⁹⁶. It cannot be edited. To rename a user, use the [File Manager](#)⁶¹⁰.

Loading and Saving Users

The **Load Settings** button allows you to select a different user. Select the desired user from the Users dialog, just as you do when you enter the program.

The **Save Settings** button will manually save any changes you make to your User Settings. You will be asked to enter a filename: the default filename will be the name of the current user. Accept the default filename to make changes in an existing file. You may also create a new user by typing a different filename.

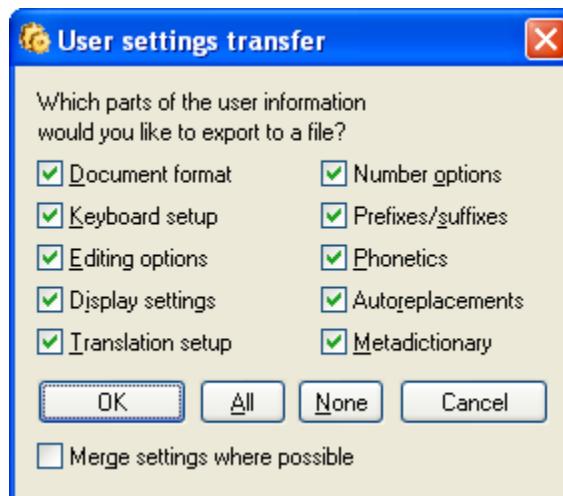
Importing and Exporting Settings

[See Visualizer](#) 

The **Import Settings** and **Export Settings** buttons allow you to selectively share settings with another user. For example, a firm could distribute a settings file of its standard paragraph and document settings, which its reporters could import without changing any of their other preferences. Also, Advantage Software premakes settings files for a variety of special purposes (captioning, voicewriting, realtime editing, etc.).

To create a settings file to export selected User Settings:

1. Click **Export Settings**. The **User settings transfer** dialog will appear:



2. There are ten categories of user settings that can be shared. Mark the check-boxes of the items you want to export. You may click the All or None buttons to quickly check or uncheck all boxes.
3. When you have checked the items you wish to export, click OK.
4. The "**Save File...**" [file dialog](#)  will appear. Type the name you wish to give the settings file.

This process will create a .SET file, which can then be imported by another user (either another person, or a different user profile for yourself) via the Import Settings button. You can import user settings from other Eclipse users.

The file can also serve as a backup, from which the selected user settings can be restored.

Hyperkeys that are assigned to macros are not converted; Hyperkeys that are assigned to standard commands will be imported.

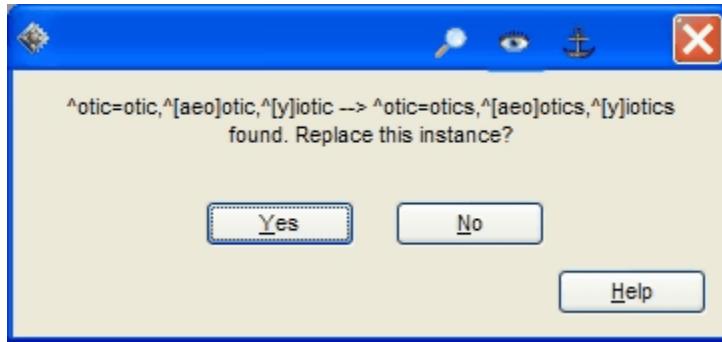
The following procedure overwrites the user settings that are currently loaded in Eclipse.

1. Press **Alt+U** to open the User settings dialog.

2. Press the **Save settings** button and enter a new name if you want to create a new user format to receive the settings.
3. On the User tab, click the **Import** button.
4. The **Open File** dialog appears. Choose the settings file to import and click OK or hit Enter.
5. The **User settings transfer** dialog will appear. Use the checkboxes to select the items you want to import. You may select any combination of items that are available; you do not have to import everything in the file. Also, only items that were exported may be imported, so some boxes may be grayed out.)
6. Click OK.

After importing the file, your User Settings will be changed to match the contents of the .SET file. This will overwrite your existing settings, in the areas you chose to import.

If **Merge settings where possible** is checked, the information in the .SET file you are importing will merge with your existing user settings. If not, the .SET file you are importing will override existing settings. This pertains mostly to Prefixes/Suffixes, Autoreplacements, and [Metadictionary](#).⁷⁷⁶ Phonetics will not merge.



If you want the option to keep entries you already have for items in the Programming tab (like the Metadictionary), turn on the **Merge settings where possible** option, and it will merge the settings you're importing, rather than simply replacing one with the other. If it detects that a new entry would overwrite an old one, you will be prompted with a "... Replace this instance?" message.

You can choose **Yes** to replace the old entry with the new one or **No** to keep the old one.

When you click **OK**, the selected file's settings are imported into the current Eclipse user file (*.ini file), replacing the current settings.

Global settings

If you export some settings into a file called GLOBAL.SET in your JOBS folder, then those settings will be loaded every time you load any .ini file that uses that jobs folder. This is useful if you have created a group of settings that you wish to be applied to all of your various .ini files and you don't want to have to go in and manually import them into each one.

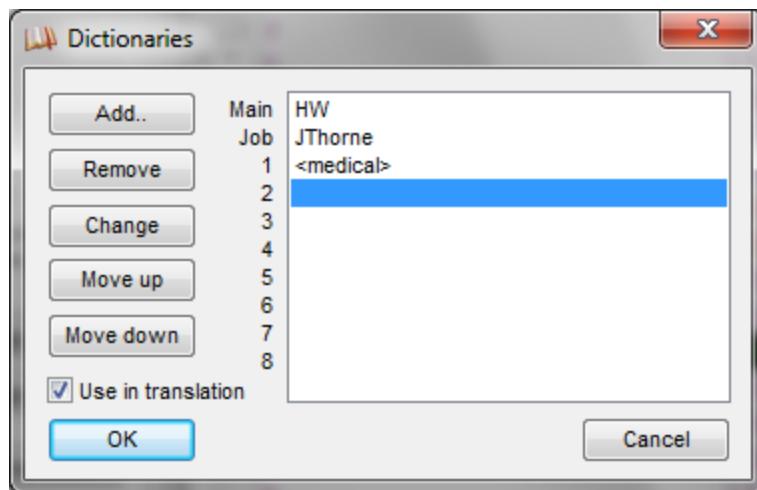
For example, if you frequently edit macros or keystrokes, you may wish to create a global.set file that contains ONLY your keyboard settings. If you did that, then you would be assured that no matter which .ini file you loaded, it would always use the keyboard set from the global.set file.

Caution: If you accidentally create a global.set file that contains document settings, for example, then any differences in the document settings of your .ini files will be wiped out as soon as you load them up.

The global.set file can be deleted or moved or given to a friend just as any other file can.

Dictionaries button

To specify current dictionaries, go to **User Settings/User** and click the **Dictionaries** button. The Dictionaries dialog box opens.



By default, the Main dictionary for the user (HW in the example above) will be set. You can select a different Main dictionary, a Job dictionary (which takes precedence over jobname.dix dictionaries), and as many supplemental user dictionaries as you like (for example, if you have dictionaries for specific fields, such as medical or engineering terms). To indicate whether a dictionary should be applied in translation, highlight the dictionary's name, and mark the Use in translation checkbox above the OK button, by either clicking on the box with your mouse, or using the tab/shift+tab keys and the spacebar to select it.

In the example, the Job dictionary is activated, and the medical dictionary is not. (The Main dictionary is always active by default.) Dictionaries not selected for translation are available for globaling entries into, but will not be used in translation.

To change a dictionary, highlight the name of the dictionary you want to change and click **Change**. You will get a standard Open file dialog that you can use to browse your folders and choose the file you want. By default, the window shows the dictionary files in your job folder. Use the window to browse your folders; when you find the dictionary file you want to use, you can either select it and then click OK, or double-click on it.

Dictionaries are stored with the path name, so you do not need to keep them in your jobs folder. For example, you could make a folder called "Dict" in your jobs folder and put your dictionaries there, and a dictionary will show up on this list as Dict\DictName. In situations where the system is unable to find a dictionary (for example, if you use an unusual path and you send a job and dictionary to a scopist who doesn't have the same setup) the software will look in the same folder as the document, then it will look in the jobs folder.

Once you specify a dictionary, its name will appear in the field. Be sure to activate those dictionaries you want Eclipse to use automatically when translating a note file.

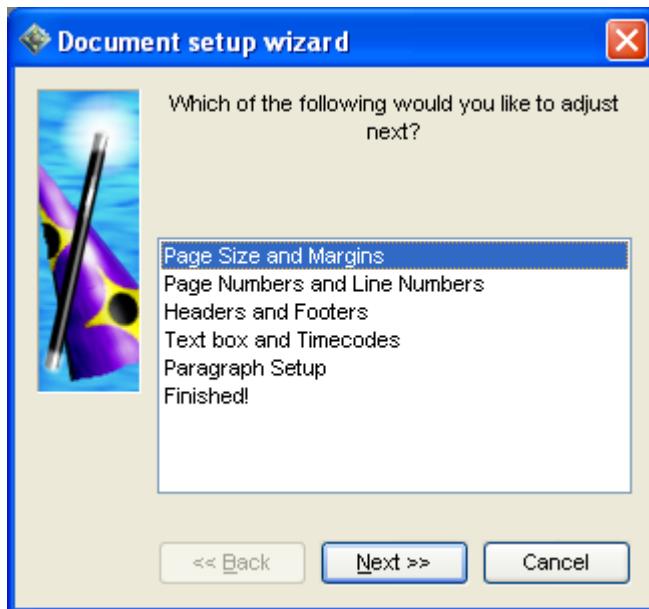
Click OK and you will be back at the User tab.

Save the settings with the **Save settings** button.

Document Setup Wizard

The Document Setup Wizard is a quick and easy way to set up your [Paragraphs tab](#) [408] and [Document tab](#) [396]. To use the wizard:

1. Click the **Document Setup Wizard** button. The **Document setup wizard** dialog will appear:



2. Click **Next** to begin the wizard.

3. You will be asked to adjust a series of items. Depending on the nature of the measurement you are changing, you may be offered different ways to enter the data:
 - **Adjust** button. Click this button, and the Measure dialog will appear. Enter the desired measurement into the text box, or use the spin control to make changes. Also, select the desired unit of measure from the option buttons at left.
 - **Option** buttons. Select your choice from the options given.
 - **List**. Select your choice from the options given.
 - **Text**. Enter the information requested.
4. When you enter a measurement, the sample transcript at right will update to show you the effects of the change. You may try different measurements to see which you like best.
5. When you are satisfied with a measurement, click **OK** or press Enter. You will be taken to the next item in that category.
6. When you are finished with that category, the wizard will show the list of categories. Click **Next** to start the next category.
7. When you have entered all data, click "**Finished!**", and then click **Next**.
8. You will be asked to finalize your choices by clicking **Done**. You must do this, or your changes will not be saved.
9. Your user settings will be updated to reflect the choices you made in the wizard.

If you make a mistake, want to change something later, or if you want to enter something that isn't in the list of choices, enter the closest option you can find, and then change it later on the [Document tab](#)³⁹⁶ or the [Paragraphs tab](#)⁴⁰⁸.

Other Options

The **Create New User** button will create an entirely new user profile. See the page on [creating a new user](#)¹⁰² for an explanation of the difference between Create New User and Save Settings.

The **Dictionaries** button opens the [Dictionaries dialog](#)⁸⁷⁷, where you can assign your Main, Job, and User dictionaries on a permanent basis.

The **Advanced** button opens the [Advanced User Settings](#)⁸²⁸ dialog, where folder assignments and other advanced changes can be made.

VISUALIZERS:

[B1 - Loading and Switching Settings](#)

[C5 - Save Settings vs. Create New User Format](#)

[B1a - How to Undo Changes to User Settings \(if not yet saved\)](#)

[C6 - How to Delete a User Format](#)

[J3a - SET files](#)

[B2 - Document Setup](#)

[B3a - Wizard Adjusts Paragraphs](#)

[B2a - Paragraph Setup](#)

[C2 - Blocks Folder](#)

7.3 Working with Users



Working With Users

RELATES TO: [User tab](#)

A "user" in Eclipse is a complete set of user preferences. It includes everything on all ten tabs of [User Settings](#), as well as the choices you've made in specific dialogs.

It can be advantageous to have multiple users for yourself. For example, if you work in three different environments that have three different looks for their documents, you can create a user for each. When you go to work, you need only select your user for today's client; the correct page formatting for that client will automatically be used.

Scope of Users

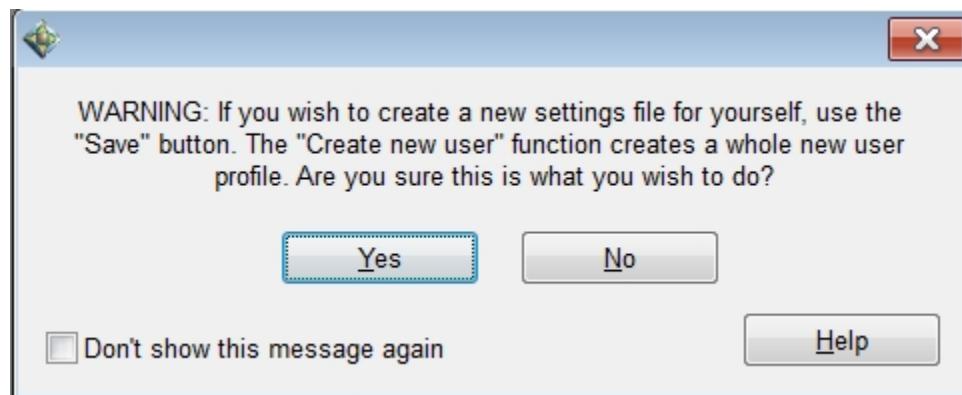
Any time you make a change in User Settings, it applies to that user only. This allows you to use different paragraph/document settings, different dictionaries, different display settings, different translation options in any combination.

Creating A New User

If you want to create a new user for yourself, do **not** use the **Create New User** button on the [User tab](#). Instead, click **Save Settings**, and give the user a different name. This will create a copy of your existing user; this means the new user will have your main dictionary, folders, and other options. You may then work with each user independently.

A user refers to a person, and not a group of settings; so once you have created a user for yourself you probably won't ever need to create a new user. However, if you do need a new user (perhaps so someone else can use your computer and have his or her own settings files), then use **User Settings/User tab/Create New User**. This button starts the **New User Setup Wizard**, which walks you through the process. The wizard creates a new user file, a new (empty) main dictionary, and a folder for storing job-related files.

When you click the **Create new user** button, a warning message will remind you to use this only for a whole new user.



The wizard will prompt you to enter identifying information and select a nickname. Note that while the wizard asks for a first and last name, you can enter any two words to identify the user, such as "John Smith." When you click the **Finish** button on the wizard window, the new user settings file, dictionary, and file folder are created, each having the nickname you selected in the wizard (for example, if the nickname used for "John Smith" were "JS," the folder would be named JS, the dictionary would be JS.dix, and the settings file would be JS.ini). The folder created is the default folder for storing jobs and blocks and also contains the new dictionary. The dictionary is an empty file into which you can import another dictionary, if desired, or build from scratch. The new user's settings file (the ".ini" file) has Eclipse's default settings.

Once the new user is successfully created, it becomes the current user. To switch to a different user, go to **User settings (Alt+U)** and load a different user settings file.

Save Settings

When you change settings in the **User settings** dialog, you can immediately save the altered settings by clicking the **Save** button. This opens a dialog, in which the current user settings file is listed in the **Enter a filename** field. If you want to save these settings to that file, press **Enter** (or click **OK**).

If you want to save these settings to a new file, type a file name in the space and press **Enter**. This new user file is saved as an .ini file and becomes the active one.

If you make a mistake in your user settings and you haven't saved them yet, you can go to **User settings/User/Advanced** and hit the **Revert settings** button, which will reload your last .ini file without saving the changes.

You can set up any number of unique format types to accommodate different types of work in which you may be involved (i.e., different settings for different firms with whom you work or for federal, state or other court requirements, CART, or other types of applications). You can save time by saving each group of settings in a **user settings file**. This file contains information about job file locations, hardware (e.g., your writer) descriptions, translation rules, paragraph formats, document appearance, editing preferences (including customized prefixes and suffixes), and much more. Before you start a new job in Eclipse, you can select which of the user settings files to use, and save yourself the time of creating all those individual formats and requirements for each job. (You might want to think of the settings file as being something like a template that you can apply to different files.)

VISUALIZERS:

[B1 Load Settings.mp4](#)

[C5 - Save Settings vs. Create New User Format](#)

[B1a - How to Undo Changes to User Settings \(if not yet saved\)](#)

[C6 - How to Delete a User Format](#)

[J3a - SET files](#)

7.3.1 Moving settings from one user to another

Moving settings from one user to another

You can use the **User settings/User tab/Export settings..** button to create files that contain portions of your user settings.

You can use these files to exchange selected settings with other Eclipse users without disrupting other settings.

For example, a firm could distribute its standard paragraph and document format settings among its reporters, without changing the number conversion and translation settings that vary from one reporter to another.

For details on Exporting and Importing settings, and what is exported to the .set file, see [User Tab: Importing and Exporting settings](#) ↗

8 Display settings and User Interface

Setting the Display the Way You Want

You can change the way Eclipse displays program and workspace features.

- [Get Maximum screen space](#)¹⁰⁵
- Got to the [Window menu](#)⁹⁹/View submenu to toggle on or off the [Status bar](#)⁹⁷, Info bar, Document tab bar, Paragraph bar, Ruler bar, Note bar, Realtime status, Closed captioning preview, Connections, Seating Chart, and Script list.
- You can also use [View Toggles](#)¹⁰⁸ on the [Display tab](#)¹¹⁴ of User settings to turn on or off these features.

You can also gain screen space by:

- Arranging your document windows
- [Customizing your toolbars](#)⁸⁷³
- Adjusting the way text displays, including margins, line numbers and white space. Note: icons and buttons auto-scale to the size indicated by your windows scaling, including the graphics shown on dialogs.

8.1 Get Maximum Screen Space

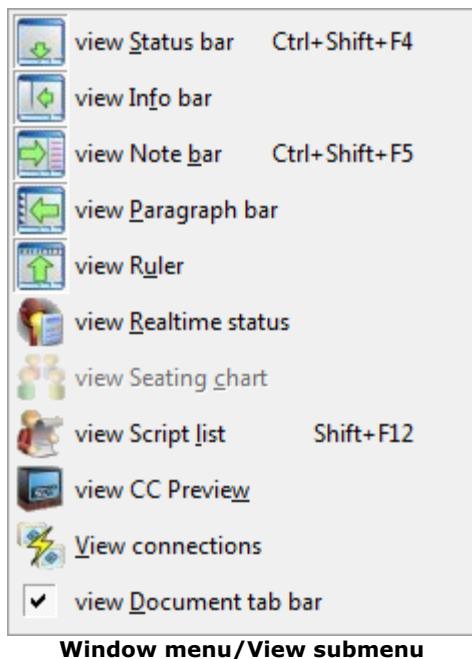


Get Maximum Screen Space

When you're editing a transcript, you'll want to be able to see as much of the text as possible on the screen. (Screen area, in fact, is so valuable to most computer users that it's often called "real estate.")

One way to increase your usable real estate, without changing font sizes and margin displays, is to use **Full screen mode, F11** (or **Window menu/Full screen**.) F11 is a toggle that will turn Full screen on and off. This will let the Eclipse program, toolbars, and document window fill your screen space, and will remove the status, paragraph, and scroll bars from view.

Turning features on and off to make the screen more readable



Window menu/View submenu

For added screen space, you can go to the Window menu/View submenu and turn off the Status bar, the Paragraph bar, the Info bar, the Ruler, and other features.

(Note that View menu items work as toggles).

You can also turn off the notes window if you don't need to see them and want the added space. If notes are displayed, go to the **Window menu/View**, and select the **view Notebar** item.

If you turn off the notebar, the display will get larger to fit the window. When you turn it back on, the display will shrink back down again.

The Auto-zoom feature in the Notebar options on the Display tab has an impact on what will happen if

the notebar is turned off. If Auto-zoom has been checked, the same amount of text will be displayed, but the font will be larger. If Auto-zoom has not been checked, more text will be visible and the font will remain the same size.

The Notebar on or off state is recorded separately for realtime and non-realtime sessions. In other words, if you turn it off during a realtime session, the next realtime session will open with the Notebar off. A document being edited not in realtime will record whether the Notebar should be on or off while editing normally.

The "Zoom" factor, resolution, and font size

It is important to note that the size of the transcript window and of your monitor, the “zoom” factor you are using, and your monitor’s resolution affect how much of a document page you can see. Standard monitors cannot display an entire 8.5” by 11” page at actual size. To see an entire page, use the zoom-out feature. Default settings for the screen resolution you want are determined in Windows under **Start/Settings/Control Panel/Appearance and Themes (or Display/Settings)**. The higher the resolution the more of your page you’ll see but it will also be smaller. Ordinarily, you’ll want to select the highest resolution possible. If you go into the Windows display settings and go to **Settings/Advanced** and change the font size to scale your display, the fonts get large on all Windows programs, and the dialog box controls all expand to fit the new text. Eclipse takes the screen scaling in Windows into account in all phases of the program, so if you have a laptop with a 1600 X 1200 resolution screen, you can boost the resolution all the way up and set the font size to 150% or even 200% and Eclipse will be readable—even the menus and dialog controls.

Note that if you lower the resolution while running Eclipse with windows like the Realtime status window open, the windows may go off the screen. If you change the screen resolution and then run the program, the windows will reposition onscreen, but if you change resolution while the program is running, the windows will not come back until the program is restarted or another user is loaded.

8.2 Connection Status Indicators

Connection Status Indicators

At the top-right of the screen, on the menu bar, a series of lights appear with three-letter codes. A green light indicates that the connection is working. A red light indicates that the connection is not working. Some lights will turn red simply because you’re not using them.

Give how many different connections there are to websites, Internet services, Com ports, USB devices, bluetooth, modems, etc., that are outside of Eclipse’s control, this is a helpful quick reference to let you know when things are working or not.

Note that everyone will see a different set of lights depending on the services that are relevant for them. For example, only a captioner attempting to use a modem will even see a modem light. But once it appears, a red light lets you know when the connection is off.

Here is a complete list of all of the lights that can appear depending on your settings:

Srv – the universal Connection Magic server used for Team Editing, Bridge Mobile, keyless licenses, and usage tracking. All Eclipse users will see this.

Lan – a link to Connection Magic Local

Tcp – direct TCP-IP connection sometimes used for realtime/captioning

Out – Realtime output enabled (Toggling realtime output on/off with the Edit Toggles command will change this status.)

Ytb – YouTube captioning connection

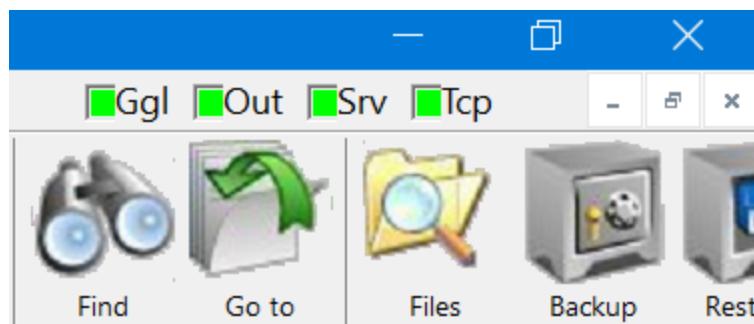
Mdm – Modem connection

Usb – direct USB Steno machine connection (not COM port)

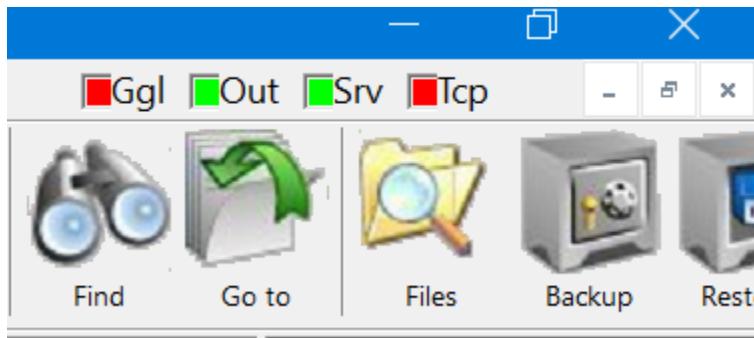
ComX – COM port connection. Several of these will appear if you are using multiple COM ports for multiple purposes

IBM/Azr/Spm/Ggl – various speech services

In this example, the Server connection is on and working, and the Google connection, TCP-IP Connection, and Realtime Output are all working.



In this example, the translation has been closed, the Server and Output are still active, but the Google connection and TCP-IP connection are inactive.



8.3 View Toggles

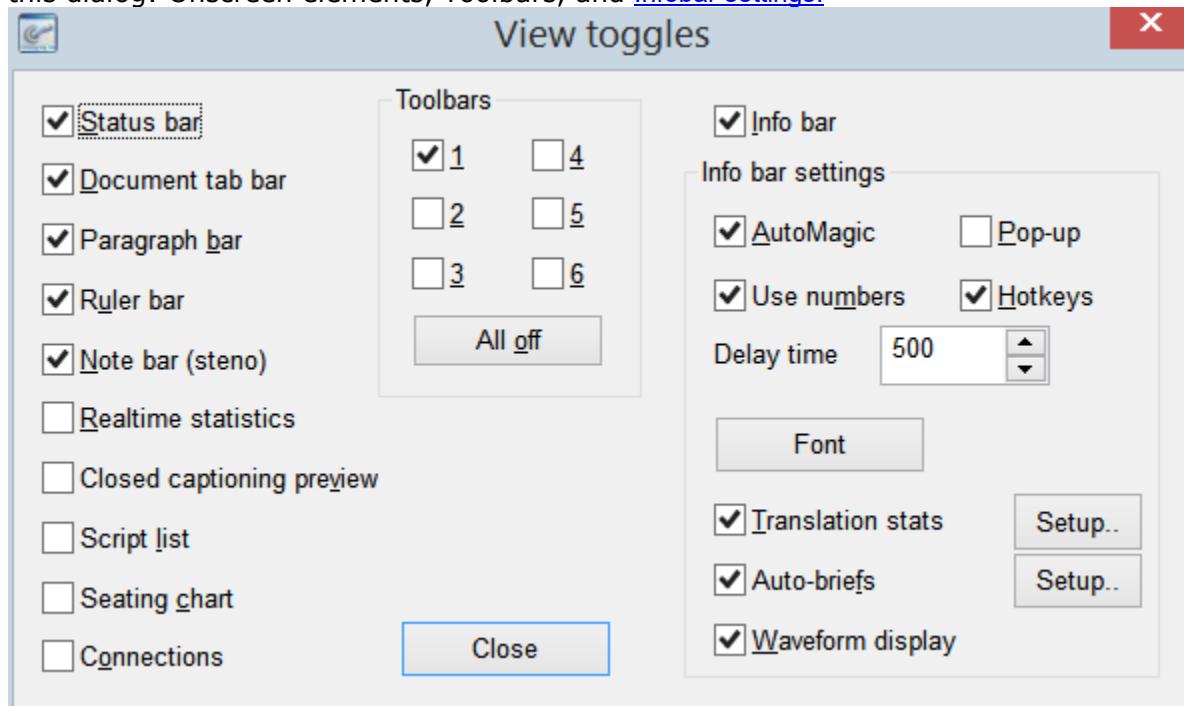


View toggles



RELATES TO: [Window menu](#)

You can use the [Window](#) menu/[View toggles](#) function (or corresponding toolbar button) to turn on and off a number of onscreen elements. There are 3 areas in this dialog: Onscreen elements, Toolbars, and [Infobar settings](#).



Onscreen elements can be toggled on or off. Check an item to make it visible; unchecking it will make it invisible. Your choices are:

- [Status Bar](#)
- Document Tab bar (appears at bottom of screen; shows a tab for each open file)
- Paragraph bar
- Ruler bar (appears in text files only)
- [Notebar](#)
- [Realtime Status Window](#)
- [Closed Captioning Preview](#)
- [Script List Manager](#)

- [Seating chart](#) [243]

The View toggles dialog can be opened several ways: use the Window menu/View toggles, or User settings/Display/View toggles, or right-click inside the Info bar. Each user settings file will separately remember if the Info bar is on or off, so you can have it on for some settings and off for others.

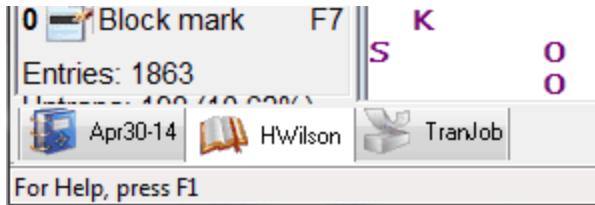
The View toggles function also allows you to turn on or off any of the six available [toolbar configurations](#) [873]. There are six toolbars; each may be turned on or off independently. To quickly turn off all toolbars, click All Off.

You can create macros that will create specific toolbar configurations in a single keystroke by turning them all off and then turning selected ones on.

Info bar on/off and settings - You can turn the info bar on and off using the check box, and control the settings for many of the info bar components. For details on these settings, see the [Info bar help page](#) [917].

The Document tab bar appears in the lower left corner of your screen, and allows you to switch quickly between open files.

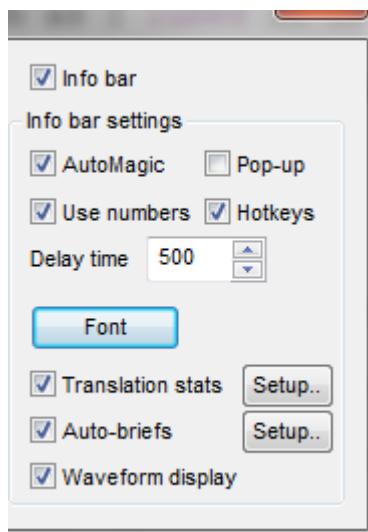
Icons appear next to file names, so you can find notes, text files, and dictionaries. When you right click on a tab, you can close, minimize, maximize, or restore the documents.



8.3.1 Info Bar settings

Info Bar settings

In the **Info bar settings** area of the View toggles dialog, you can customize the way you want your information to display.



The **AutoMagic** check box turns AutoMagic on or off.

Use numbers - With this option on, you simply type the number (1, 2, 3, ...or 0) to select the option.

Note that with Use numbers turned on, the number keys can be used to select options, but you will have to use the "Type text" function (Ctrl+N or Hyperkey N) to actually type numbers. In many cases "Type text" is one of the numbered choices in AutoMagic, so you would just type, for example, 3 followed by the number you need to add to the transcript.

Turning off the Use numbers option disables the use of numbers to activate commands, although they remain visible in the Info bar. It is recommended that you leave the

Use numbers option on.

If you turn Use numbers off, you will be able to select most options using their hotkeys, but you will only be able to select an option that is NOT a command (such as Convert in the Info bar that appears when you open Eclipse) by clicking it, or by using the AutoMagic hotkeys, Alt+1, Alt+2 ... Alt+0.

The 10 AutoMagic hotkeys are all available in new installations, but if you have an existing .ini file, and want to use them, you will have to go to [User settings/Edit tab/Keyboard](#), 280 and modify the keystrokes.

If you use hyperkeys, you can set up the number keys as AutoMagic hotkeys. You would then use Type text (N) when you need to type in a number.

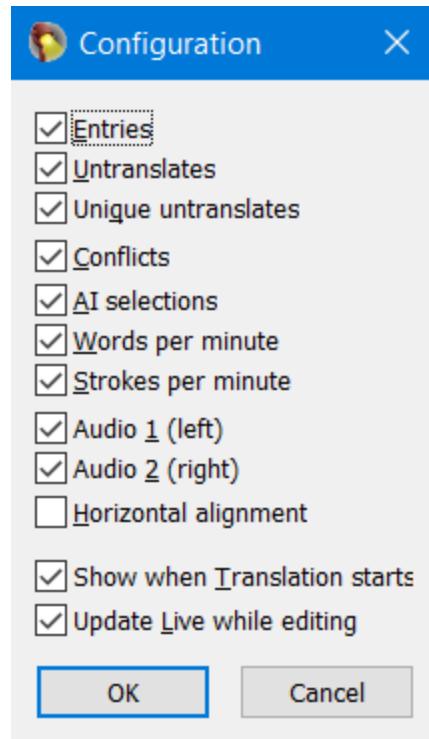
Hotkeys - you can turn off the AutoMagic hotkeys to save space. This option is good for experienced users who already know all the hotkeys and just like the time-saving suggestions.

Check **Pop-up** if you want a Pop-up box with the Info bar choices appearing in your document area. This will be especially useful if you want to turn the info bar off entirely to save screen space. This is how it works:

- As you move the cursor through the job, the AutoMagic items do not appear immediately. Instead, it will wait until you stop moving the cursor for at least half a second. Once that time has elapsed, you'll see the suggestions. Also, because the suggestions might not be useful, after several seconds the pop-up window will disappear in order to get out of your way.
- The pop-up AutoMagic window is dramatically abbreviated. There are no icons and no hotkeys. It just shows numbers and guesses. It also only shows a maximum of 8 options instead of ten in order to avoid cluttering up the screen too much.

The **Delay time** setting allows you to adjust the amount of time in milliseconds that Eclipse will wait after the cursor stops moving, before it will show you AutoMagic editing suggestions, either in a pop-up window or in the infobar.

The **Setup..** button next to the **Translation stats** checkbox opens a dialog that allows you to select what items are displayed.



This is the same dialog that you get when you right-click on the realtime statistics window. If you put the statistics in the info bar, you can permanently close the statistics window and make more space available on your screen.

Waveform display is described in detail below.

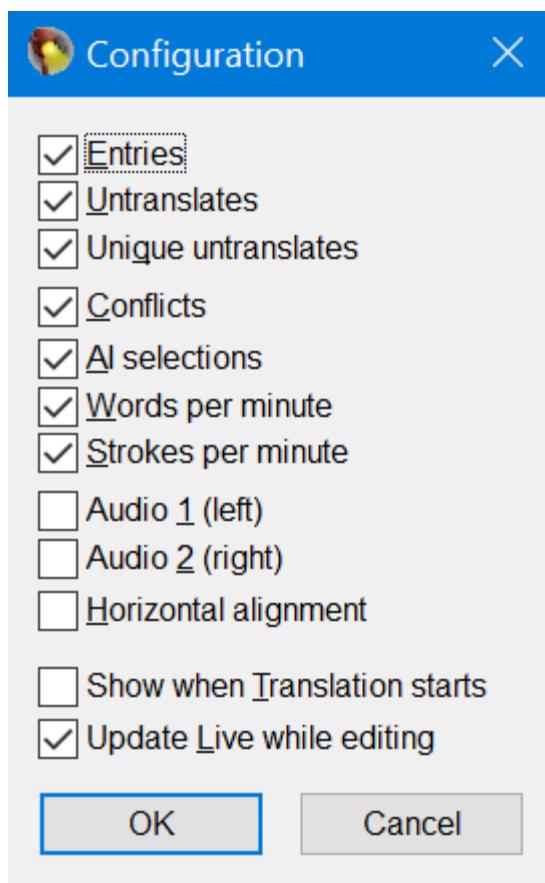
Auto-briefs

In **View toggles**, there is an option to display the auto-briefs in the info bar. If you click on the auto-briefs in the info bar, it will open the auto-brief dictionary.

This same option also appears in the [User settings/Realtime/Auto-brief/Settings dialog](#)⁴⁴¹, where there is also an option to turn OFF the pop-up auto-brief window that appears over the document.

Since the info bar is so long, if you're using the info bar instead of the pop-up window, you can boost the maximum number of briefs shown quite a bit, using the settings in the **User settings/Realtime/Auto-brief/Settings** dialog.

Waveform display



When you're recording audio, if you have **Translation stats** turned on in the info bar, with audio checked in the **Configuration** dialog (which opens when you click the **Translation stats ... Setup** button in the **View Toggles** dialog), normally you'll get a level indicator, just as you would on the realtime statistics window.

If you would prefer a waveform display, you can select **Waveform display** in the **View Toggles** dialog, and on the bottom of the Info window, in a re-sizeable box, you'll get a visual display of the actual audio waveform with peaks and valleys. The waveform segments are drawn in three separate colors: Green, yellow, and red. Yellow is good, red is bad. If you see all green with no yellow at all, your levels may be too low.

This type of display makes it easier to see if you're getting a faint signal, or if you're getting a very loud signal that's causing distortion. It will show either the waveform or

VU meter only when there is a recording in progress. The audio display will not appear in the info bar if you are not showing the translation statistics, or if you are, but have the audio selection turned off.

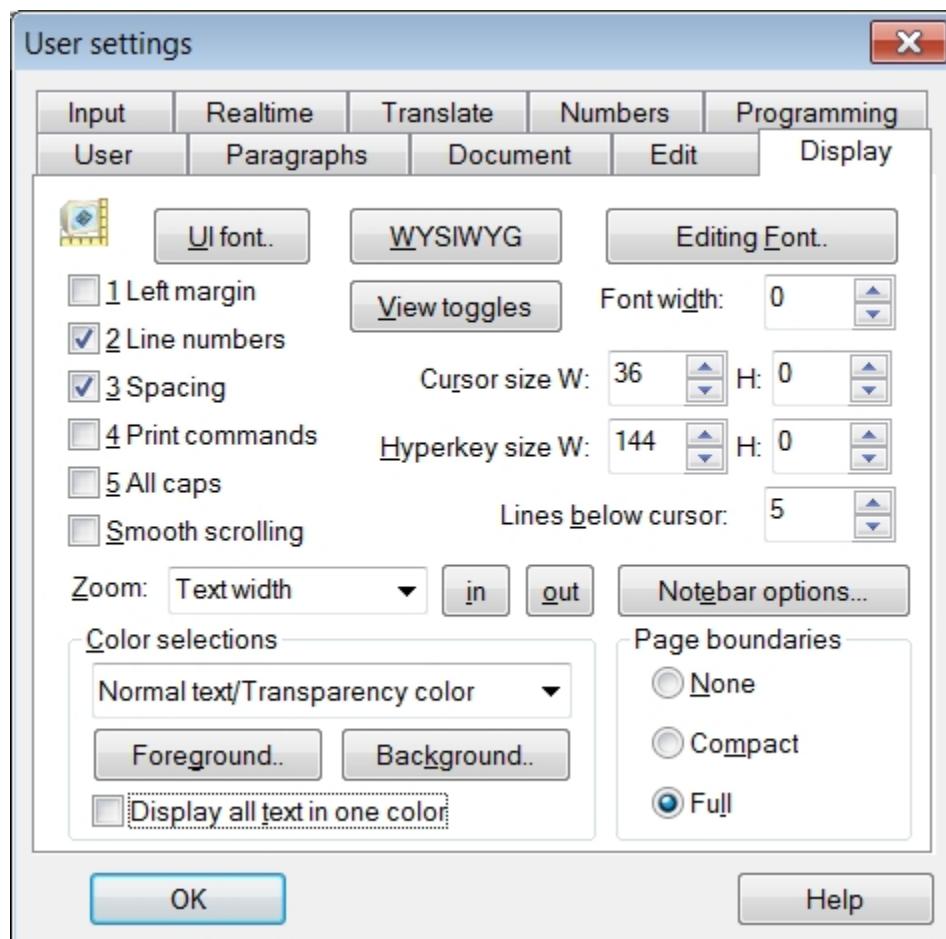
If you are recording one microphone per speaker, you will see the speaker names by the waveforms. After the "Mix" channel, the rest of the channels will show the current speaker name.

8.4 Display Tab



Display Tab

The **User Settings/Display** tab affects the appearance of the program on your screen. All changes made here are for display only; to make changes that will affect printing, go to the [Document tab](#).



Display Fonts

[See Visualizer](#)

WYSIWYG stands for "What You See Is What You Get." Clicking this button will change all settings on the Display tab, such that your display will resemble the printout. This is useful when you are adjusting margins or text box, as it allows you to see the effects of your changes on-screen; however, it will override any display customizations you may have made.

There is no way to "turn off" WYSIWYG. WYSIWYG refers to a certain arrangement of all items on the Display tab, rather than to something that can be turned on or off.

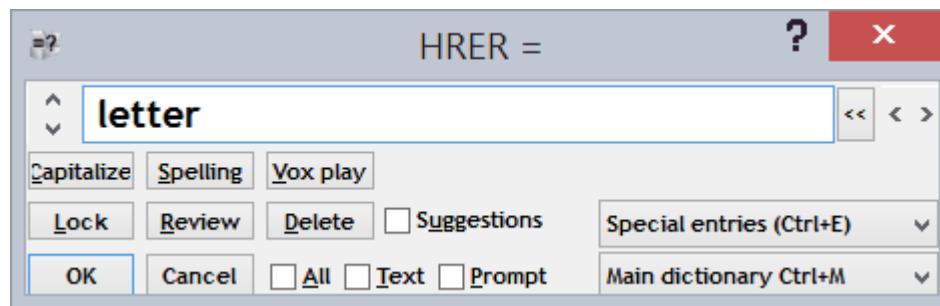
The **Editing Font** button allows to select a font for the display of [text files](#). This will allow you to view a document in a font other than the one in which you will print.

Select the desired font from the [font dialog](#). Note: you may only select the font type, and attributes (bold/italic/underline). Changing the font size will have no effect. If you want to make the type bigger or smaller, use the [Zoom](#) controls.

If you select a proportional font instead of a fixed font, it will affect how things line up and will make it difficult to line up text on administrative pages, headers, footers, etc. Also, if you have the ruler turned on, the text in a proportional font may not extend to the ruler marking indicated by the right margin setting for that paragraph. For example, if the right margin is set at 52, a line of text that is all i's will only extend to about 24 on the ruler. A line of text that is all W's will extend past the edge of the page to about 56 on the ruler. With a Fixed font, both lines will extend to 52 on the ruler.
Hint: An easy way to find the fixed fonts that are available on your computer is to go to Notebar options on the Display tab and click the Font button. Only fixed fonts will be listed in that section.

To remove an editing font, click the Editing Font button, and then click Escape. The display font will be set to the font that is used for printing.

The **UI Font** button will change the font that is used in Eclipse dialogs. (UI stands for User Interface.) All buttons, labels, dialogs, etc. will appear in this font. For example, here is what the [global dialog](#) looks like if you change the UI Font to Trebuchet, bold face:



UI Font cannot be used to make the font or the dialogs bigger: to do this, use the Zoom item in [dialog controls](#) (upper right-hand corner of the title bar).

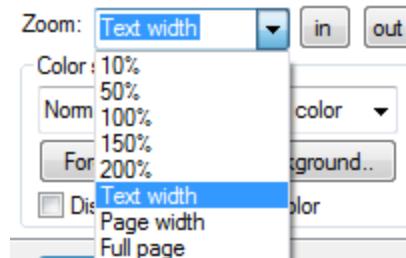
Like the Editing Font, the UI Font can be reset to the default by click the UI Font button, and then pressing Escape.

To change the display font for [dictionaries](#) or [note files](#), use the [Format Font](#) command.

The **View Toggles** button opens the [View toggles dialog](#), where you can turn on and off the Status bar, Document tab bar, Paragraph bar, Ruler bar, Note bar, Realtime statistics, Closed captioning preview, and Script list. You can also select and adjust settings for the Info bar, including settings for AutoMagic, Translation statistics, Auto-briefs, and the Waveform display.

Zoom

The **Zoom** controls will change the apparent size of the text in a text file. The In button will increase the current zoom factor by 10%; Out will decrease it by 10%.



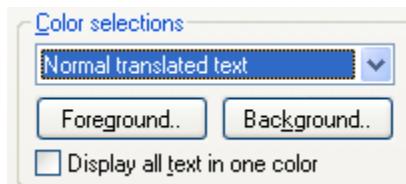
The **Zoom:** drop-down list lets you zoom the display of your transcript to 10%, 50%, 100%, 150%, 200%, the width of the text or page, or full page. There are also choices for Text width (the whole page including margins), Page Width (the entire width of the page will be visible), and Full Page (the entire width and height of the page will be visible). If you select the page width, full page, or text width zoom level, the display will dynamically change to keep that element visible when you re-size the window.

For information on Zooming with the Zoom in and Zoom Out buttons (also Window menu choices), see the [Window menu](#) help page.

Color Selections

[See Visualizer](#)

You can change the color of specialty text by making changes in the Color Selections section, at the bottom left of the Display tab.



Select the type of text you wish to change from the drop-down list, then click the **Foreground** or **Background** button. The [Color dialog](#) will open, where you can select your desired color.

This allows you to color-code the display of foreground or background of various types of text, such as question and answer paragraphs and untranslates. These colors do not appear on printed output and are used only to visually distinguish text during editing. You can control text foreground and background colors for more than 40 text types, including 8 user-definable types.

Foreground affects the color of text. Background affects the color of the text background. For example, if you select a yellow foreground and green background for your Untranslates, they will look like this:

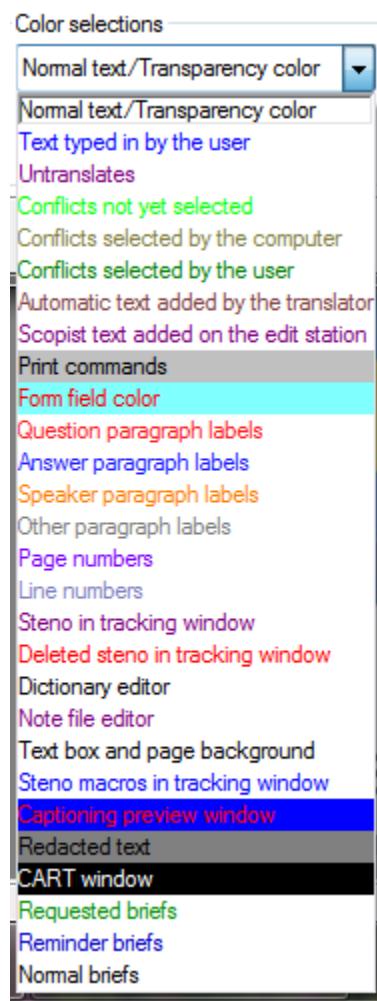
This is an .

The Item "Text box and Page Background" controls the color of the page. If you want the page to be a color other than white, select this item and change the Background. The other items in the list are self-explanatory.

To Set Text Colors:

1. Go to the **Color selections** area in the bottom left corner of the window.

2. Click on the drop-down menu to select the type of text you want to color-code.



3. Once the type of text shows in the field, click on either the **Foreground** or **Background** button. You will get a color-picker window; the color that is currently used for that text type will have a faint outline around it. Click on the square that is the color you want to use.

4. After selecting the color, click **OK**. The display will change accordingly. Note that you need to select foreground and background colors separately.

5. You can select other text types to color-code or, if you are finished selecting colors, click **OK**.

If the color you want does not appear in the color picker, click the Define Custom Colors button. For more information on using specific controls in the Color dialog box, use the question mark button on the dialog box's title bar—click the button, and then click the control you want help on.

To change the page color or background, select **Text box and page background** and click the background button to select the desired color. The cursor will be the inverse color of the page background.

If **Display All Text In One Color** is checked, all text, including filled-in form fields, will appear in the color you have chosen for Normal Translated Text.

Note: There is an "Infobar" color selection in the color drop-list, which only affects items such as the auto-magic choices and translation statistics. The auto-briefs have their own color settings, even though they can appear in the Infobar.

User definable text types

At the end of the list of **Color selections** there are 8 user-definable text types.

When would you use these types? When a reporter types text, it appears in "typed" color ("Text typed in by the user"). When a scopist types text, it appears in "scoped" color ("Scopist text added on the edit station"). But if you are using multiple scopists and proofreaders, particularly with the live team editing feature, just those two text types are not enough. You can set up any of the 8 user-defined types for these additional scopists and proofreaders. During team editing, the team editing user names in the connection dialog will now appear in the user color.

You can manually change any text in a document to one of these types by block marking the text and using Format/text type (Ctrl+Shift+R) and choose one of the user 1 - user 8 options.

You can specify that all typed in text by the current user should appear in one of these types by going into User settings/Edit and checking on the Edit station user checkbox. That option is followed by a number which can go from 0 to 8. Setting this to 0 will use the scopist text type, but 1 - 8 will use the user 1 - user 8 type.

Note that even if the **Edit station user** checkbox is off, the text type selected here will be used to indicate the proofreading marks created in any of the e-book proofreading, Bridge Mobile proofreading, or PDF proofreading features.

You can scan to any combination of these text types using **Move/Scan/Any** and checking on the eligible text types that you wish to scan for.

Text types for Paragraph labels

Eclipse records a text type for each paragraph label, which allows it to behave exactly like a text type for the body text of the paragraph.

Inserting any type of paragraph manually using functions such as F3 for Questions, F4 for Answers or F2 for speakers will cause that paragraph label to appear in the appropriate typed-in-text color (typed for reporters, scopist color for the edit station, or user 1 - user 8 if selected.)

For more on Paragraph label text types, see [Paragraph labels](#).

Other Items

The following items pertain to the appearance of margins, line numbers, and white space:

Left Margin: Uncheck this to remove the left margin from the display. The line numbers will appear flush left. This eliminates unused space from the display, and lets you see more of the transcript horizontally. If the Left Margin checkbox is marked, white space corresponding to the width of the document's left margin will be displayed.

Line Numbers: If unchecked, line numbers will be invisible. If checked, the line numbers will be displayed.

Spacing: If unchecked, the vertical spacing between lines will be removed -- the text will display as single-spaced. This allows you to fit more lines onto the display. To display text with line spacing relevant to the paragraph formats (as set in User Settings/Paragraph formats), mark the checkbox.

Print Commands: If checked, the print command itself will be visible. If unchecked, the command will not be visible, but you will see its effects. Lockspaces will display as tildes (~) when print commands are displayed. For more information, see the [Print Commands](#) page.

All Caps: If checked, the display will appear in ALL CAPS.

Smooth Scrolling: If checked, new lines will scroll onto the screen slowly, instead of all at once. This option is mostly for CART users, or other applications where others are viewing your Eclipse display.

Font Width allows you to resize the font horizontally. A setting of 0 will use the default font width; any other number will skew the font.

Cursor Size and **Hyperkey size** control the Width(W) and Height(H) size of the cursor when hyperkeys are off and when they are on, respectively. It is recommended that you set these to different values, so you can determine whether or not hyperkeys are on by simply looking at the cursor.

The default settings are 36 for Cursor Width (the thin cursor) and 144 for Hyperkey Width (the wide cursor). If you set the height to zero, cursor height will be automatically optimized to suit the size of the text.

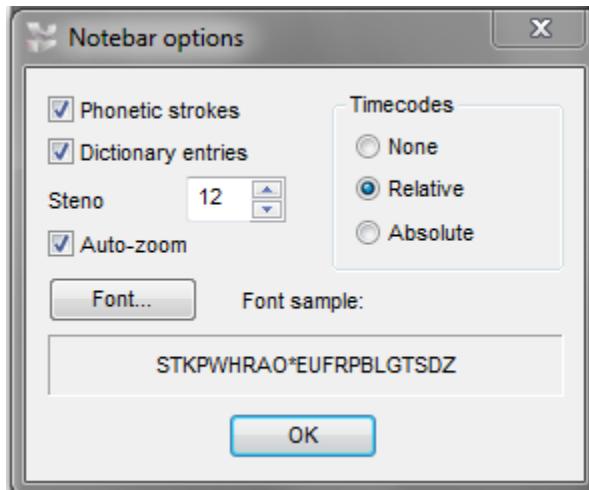
If you want the cursor to be invisible (such as for CART), set the height AND width to 0 (zero).

You can use these settings to create a horizontal cursor instead of a vertical one by setting the height very small and the width as large as a single character (usually 150.)

To set the cursor size, go to the display properties by either the User settings/Display (if you want the change to become a part of your settings) or the Display toolbar button (if you want the option to change only the current editing sessions). To set the Width (W) or Height (H), enter a number in the Cursor size W: or H: fields, or the Hyperkey size W: or H: fields. A value of 10 creates a thin cursor. For a medium-width cursor, enter 100. Because the cursor width is relative to the display size of text, the cursor width changes as you zoom in and out of a document.

Page Boundaries determine how much space is visible between pages. A setting of Full will show all vertical space at the bottom and top of each page. Compact will eliminate this white space from the display, and show only a thick black line between pages. None will eliminate all space between pages; Line 25 will appear right after Line 1.

Notebar Options opens the [Notebar Options Dialog](#), where you can change the appearance of the steno bar that appears in text files. The **Notebar options** dialog window can also be opened by right-clicking anywhere in the Notebar. See [Notebar Options](#) help page for details.



Lines Below Cursor controls the number of lines of text that appear beneath the cursor when you scroll down in the document. For example, if this is set to 5, when you press and hold the down-arrow key, the cursor holds a position five lines above the bottom line of visible text. This allows you to determine where the cursor appears vertically, so you can keep your eyes focused on one row while editing. There is no upper limit to the value you can set this, but it will stop the cursor at the top of the screen as an upper limit.

Page boundaries

You can control how distinctly the boundaries between pages are displayed. For example, if you are still editing the transcript you might not care where the page boundaries are, so you would want to minimize the space they take on the screen. However, if you are getting ready to print you might want to see where the boundaries are, thus emphasize them on the screen. In Eclipse you have three options for displaying the page boundaries: none, compact, full.

To set the page boundaries, use the **Display** tab button, (or use the Display toolbar button); page boundaries options are in the bottom right corner of the window. For true "What You See Is What You Get" display, the Full option must be selected. This option creates a noticeable space between pages and allows Eclipse to display graphical text boxes on a page. The Compact option shows page breaks as a narrow line. The None option does not show page breaks—the only way to determine where page breaks occur is by viewing line numbers.

Page numbers are displayed when the page boundaries are set to Full or Compact. When using no page boundaries, the page numbers could be in the way of the text, and are not displayed.

WYSIWYG

To see how the document will look when printed, use WYSIWYG (What You See Is What You Get, pronounced "wizzywig") mode. Click the **WYSIWYG** button on the **Display** tab (or Display toolbar button). This button automatically selects those display options necessary for WYSIWYG mode. Deselecting those options will take you out of WYSIWYG mode.

VISUALIZERS:

- [A5 - Colors](#)
- [A3 - WYSIWYG](#)
- [A3a - Print Commands](#)
- [A4 - Notebar](#)
- [A4a - Notebar Options](#)
- [A4a - Notebar Options 2](#)
- [E3a-Auto-Brief Display](#)
- [M3 - Auto-Magic Display](#)

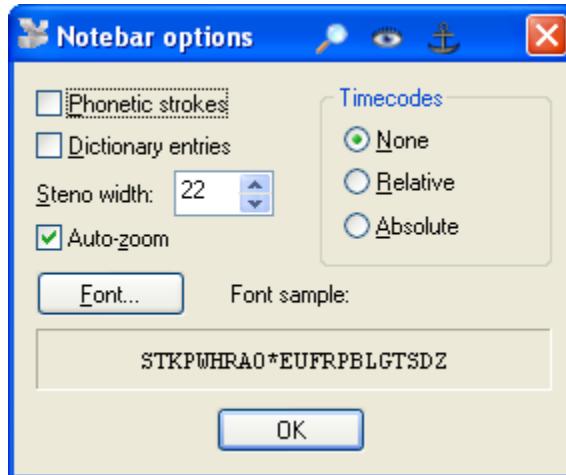
8.4.1 Notebar Options



Notebar Options

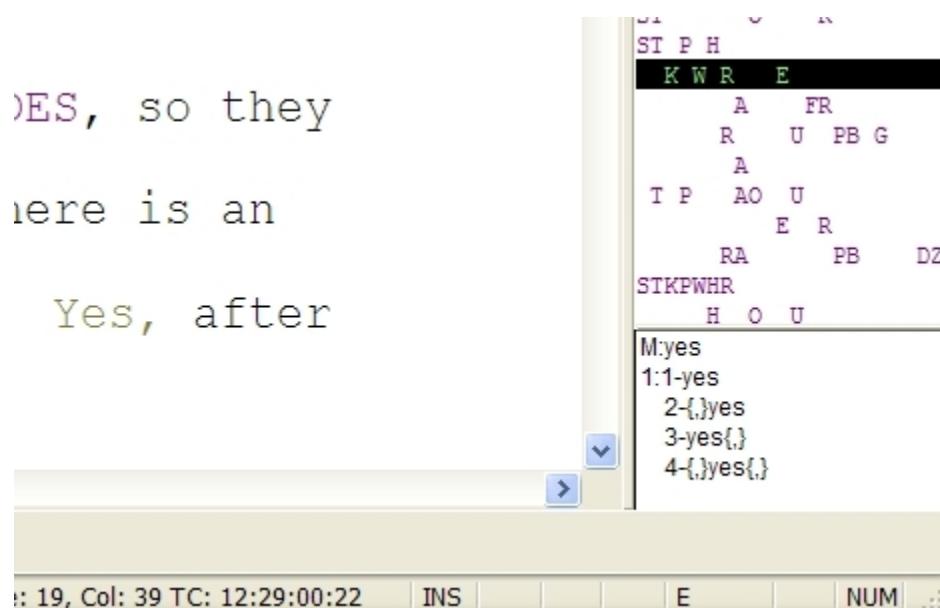
RELATES TO: [Display tab of User Settings](#), [Text Files](#), [Dictionary display](#).

This dialog allows you to change the look of the notebar that appears on the right-hand side of [text files](#) and [dictionaries](#). It can be accessed via the **Notebar Options** button on the [Display tab of User Settings](#), or by right-clicking the notebar in a text file.



If **Phonetic Strokes** is checked, each steno entry in the notebar will appear as phonetics (as defined in the [Phonetics Table](#)). If unchecked, you will see raw steno.

If **Dictionary Entries** is checked, the bottom of the notebar will show you which dictionary the current entry is in, and how it is defined. Each dictionary has a one-letter code: M for Main, J for Job, and 1 through 9 for User 1 through User 9. If the entry is in more than one dictionary, all will appear.



If you turn this on, any time the cursor is on any dictionary entry the steno window will draw a divider at the bottom with enough room to show the dictionary entries. Each entry will be preceded by a single letter indicating which dictionary it's in, i.e. (M)ain, (J)ob, or 1 through 9.

If a particular piece of steno exists in multiple dictionaries, you will see each of them listed on a separate line, much like the **Review dictionaries** function in the globaling window.

For example, if you have TOPL = Tom in your main dictionary and TOPL = Thom in your user 3 dictionary, when you place your cursor on TOPL the steno window will show this at the bottom:

M:Tom

----3:Thom

If the entry you're on is a slop stroke, it will show you the slop stroke itself, followed by the text for the entry that the slop stroke points to.

If the entry contains a comment, the comment text will appear on a line below that.

If the entry is a conflict, the conflict choices will fan out on separate lines with the appropriate numbers by them, making it much easier to read what the choices are, particularly for long conflicts. The graphic above shows a conflict in the user 1 dictionary.

If you want to see the dictionary that contains a particular entry, hit **F9**, **Alt+Letter, [enter]**, (using whatever letter appears to the left of the entry in the steno window).

Or you can click on the dictionary entry and Eclipse will open the dictionary containing that entry and jump directly to the entry. Clicking on M:yes will open your Main dictionary, and jump to the entry for "yes."

If you have the **Phonetic strokes** turned on, the strokes in the dictionary info bar will also appear phonetically.

In addition, if you have **Auto-brief** turned on, Eclipse will show you any alternative steno strokes that you could use to write that entry in fewer strokes, reminding you of briefs that you could use in the future.

Steno Width allows you to determine the width of the steno window. The default is the maximum of 22 characters, because that's how many keys are in the standard steno machine keyboard. You can set this number lower to make the notebar narrower and eliminate empty space. However, this can cause some steno outlines to be truncated in the display.

Click the **Font** button to chose a different font for the notebar. Only proportional fonts (fonts where all characters are the same width) may be used. You may, however, select a different font size; this will effectively resize the notebar. (The notebar's physical size is determined by the number of characters you selected under Steno Width, and the width of each character as determined by the font size.)

The **Font sample** box shows you what your selected font looks like.

You may also view timecodes in the notebar. Select either **Relative** or **Absolute**, and each steno stroke in the notebar will appear next to its timecode. **None** will remove timecodes from the notebar display.

If **Auto-Zoom** is checked, opening and closing the steno window will automatically zoom the text, to use all available space.

If you do not wish to view the notebar at all, it can be turned off via the [Window/View menu](#).

VISUALIZERS:

[A4 - Notebar](#)

[A4a - Notebar Options](#)

[A4a - Notebar Options 2](#)

9 Dictionaries

Dictionaries

To translate your steno notes, Eclipse uses a **dictionary** that defines strokes. Each user setup in Eclipse has a **main dictionary** that is by default used for translation. In addition to the main dictionary, you can have a dictionary for each **job** as well as other **specialized dictionaries**. For example, if you work often with medical and engineering cases, you might have a dictionary for medical terms and another for engineering. These dictionaries can be added to a translation along with a main dictionary to translate a note file.

Dictionary files have their own format and a **.dix** file extension. You can look at your dictionary and see the steno stroke and its corresponding translations and also edit the dictionary. A translation for any given outline could be a single word, a phrase, a Eclipse editing command, prefix or suffix, conflict, or other formatting code.

You can **import** dictionaries from other CAT systems, **build** dictionaries from scratch, or **extract** a set of entries from one dictionary into another.

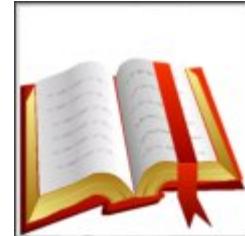
Dictionary maintenance is critical. You should make one (or more) copies, backups, of your dictionaries on a regular basis.

9.1 Dictionaries



Dictionaries

RELATES TO: [Dictionaries dialog](#) [877], [Open Dictionary](#) [952], [Working With Dictionaries](#) [605].



A dictionary is a list of steno outlines and their equivalent definitions. Dictionaries may also contain [text globals](#) [975].

When you [translate](#) [251] a job or do [realtime](#) [437], the steno translates against your main dictionary, and one or more additional dictionaries.

To enter a dictionary, press F9 and then select the dictionary you want to work with. If you have an Eclipse [text file](#) [626] open when you press F9, you will select the desired dictionary from the [Dictionaries dialog](#) [877]. If not, you will select from the standard [file dialog](#) [892]. You can also create a new dictionary from the file dialog by entering the name you wish to give the new dictionary.

Once inside a dictionary, you can perform any of the following actions:

- Move around, using the applicable [basic cursor movements](#)^[286].
- Add new entries, using [Add Dictionary Entry](#)^[159] (Ctrl+D). Attempting a [global](#)^[300] while in a dictionary file will do the same thing.
- [Filter the dictionary](#)^[182].
- [Edit existing dictionary entries](#)^[164].
- [Change the appearance](#)^[131] of your dictionary files.

The [Dictionaries dialog](#)^[87] also allows you to select and use dictionaries beyond the main. It can be accessed from the [User Tab](#)^[95] of User Settings, the [Translate Notes](#)^[251] dialog, or by pressing F9 with a [text file](#)^[626] active.

If you are a new reporting student and have no main dictionary, you can create a 2000-entry starter dictionary via [Build Dictionary](#)^[141].

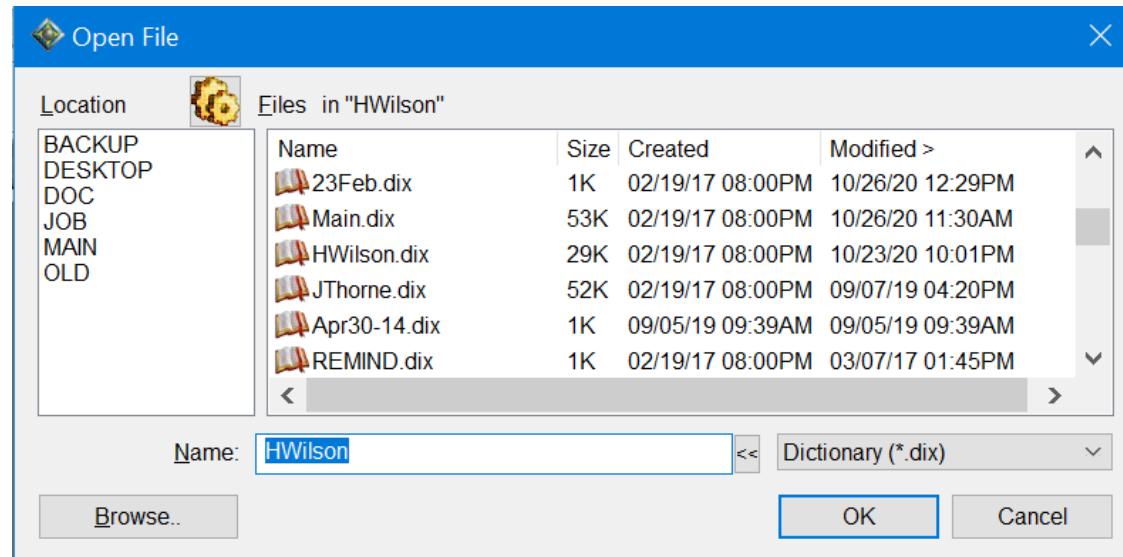
VISUALIZERS:

- [M5 - AutoMagic in a Dictionary](#)
- [H1 - Dictionary Selection](#)
- [H1 - Analyze Documents](#)
- [H1 - Build Dictionary](#)
- [H1a - Change Translating Dictionaries](#)
- [H6 - Dictionary Optimize](#)
- [H6a - Arranging Dictionary Columns](#)
- [H3 - Dictionary Edit](#)
- [H2b - Selecting Dictionary Entries to Copy or Move](#)
- [H2b - Moving Dictionary Entries](#)
- [H3 - Dictionary Additions and Spellchecking](#)
- [H3 - Dictionary Properties Comments](#)
- [H2 - Dictionary Searches](#)
- [H2 - Advanced Dictionary Searches \(Part 1\)](#)
- [H2a - Advanced Dictionary Searches \(Part 2\)](#)
- [H7 - Dictionary Statistics](#)
- [H8 - Dictionary Printout](#)
- [H4 - Exporting Dictionaries/Wordlists](#)
- [H3 - Text-Sorted Dictionaries](#)
- [H5 - Scopist's Dictionaries](#)
- [H5a - Merge Scopist's Dictionaries](#)

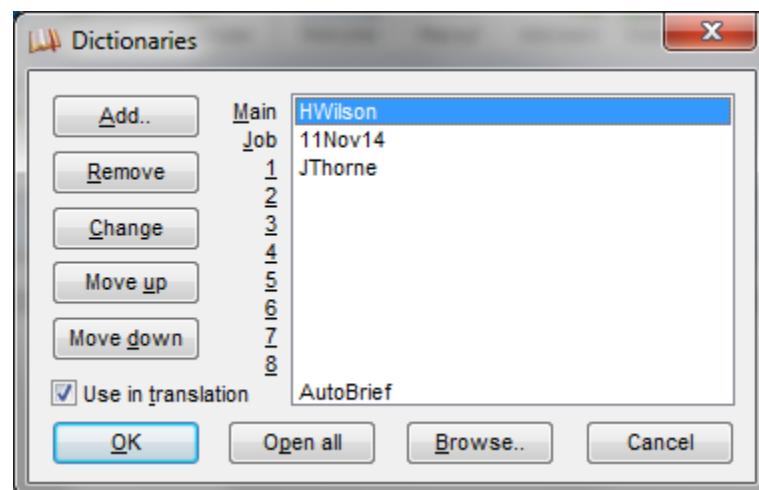
9.2 Opening Dictionaries

Opening a Dictionary

When you have no document open, the “Open dictionary” function (**F9 or File menu/Open Dictionary**) displays a file dialog allowing you to pick a dictionary to open.



If you have a text document open and active, the “Dictionaries” dialog will display the dictionaries that were used to translate the job, including the current main dictionary.



The main dictionary is selected by default so that you can open the main dictionary by hitting **F9 [Enter]**. If you open an old document, this feature may only show the main dictionary.

If you pick a job dictionary from this list, it will check the same folder as the text file (the .ecl file) and if it doesn't find the dictionary there it will then try the jobs folder as defined in **User settings/User/Advanced...** If the job dictionary does not physically exist and you select it to open, Eclipse will create one on the fly but it will be blank. The same thing will happen if you global into a dictionary that doesn't exist (Eclipse will create the dictionary and add the entry).

If you wish to open a dictionary that is not on the list, use the **Browse** button to display the open file dialog.

If you hit the **Open all** button, it will open ALL the dictionaries. Once all of the dictionaries are open, you can work in the job and all of the dictionaries will track your cursor.

There are also **Add** and **Remove** buttons to allow you to add or remove items from this list. You can also reorder the dictionaries by selecting one and using the **Move up** or **Move down** buttons to move it or use **Ctrl+up** or **Ctrl+down**.

If you are currently in a translation and you **Add**, **Remove** or change the order of the dictionaries in this list, it will change how the dictionaries are being used in the current translation.

9.3 Viewing and Editing dictionary files

Viewing and Editing dictionary files

Eclipse dictionaries, like other Eclipse files, can be displayed within the main program window.

When a dictionary is the active document in Eclipse, the dictionary name also appears in the title bar of the main program window, after the user's name. In the example, the user is Helen Wilson and the dictionary is TranJob1.



When you look at a dictionary, you'll see the individual entries, one entry per line (an entry can consist of more than one word or steno stroke), with detailed information available in columns.

Steno	Text	Created	Modified	Used	#	Comment	AI	Strokes	Words	Steno
22 EZ	easier	05/08/05 05:19:43		0			1	1	1	
23 EL TPAPBTS	elephants	05/08/05 05:19:43		0			2	1	1	
24 EPL	{em'} ⁿ	05/08/05 05:19:43		0			1	1	1	
25 ER	{er}' ⁿ	05/08/05 05:19:43		0			1	1	1	
26 ERS	{ers}' ⁿ	05/08/05 05:19:43		0			1	1	1	
27 EU	I	05/08/05 05:19:43		0			1	1	1	
28 EUS	is	05/08/05 05:19:43	05/08/05 09:09:53	0			1	1	1	
29 FI IT	it	05/08/05 05:19:43		0			1	1	1	

If any information in any of the columns exceeds the width of the column, the text will trail off with "..." at the end of it, indicating that there's not enough room to show the entire contents.

The date/time columns (**Created**, **Modified**, **Used**) will be blank if the software is unable to determine when an event occurred, or if it has never occurred. For example, if an entry was created but has never been modified, the modified field will be blank for that entry. Likewise, if it has never been used in a translation, the used field will be blank.

You can resize any of the columns by clicking and dragging the border between the labels at the top of the display. You can reduce a column's size all the way to zero if you wish.

You can change the order of the columns to display the information in any order you like by clicking and dragging the column header left or right. If you print the dictionary, the columns will be in this new order.

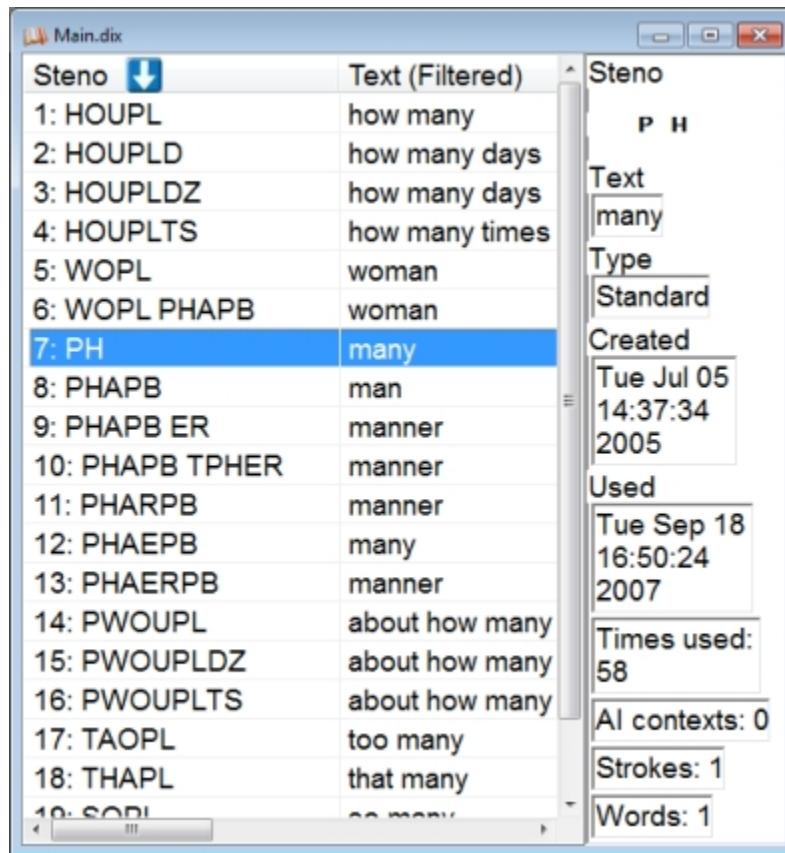
You can sort the contents of the dictionary by any of the columns by left-clicking on the column header. If you wish to sort the dictionary by text instead of steno, for example, simply left-click on the "text" column header. If you wish to reverse the sort order, click on the same column header again. An arrow will indicate which column is currently being used to sort the entries and which direction it is being sorted. In the example below, the entries are sorted by Text, in descending order. If you prefer to sort your dictionaries by text, or by date the entry was created, etc., that preference is remembered permanently for the next time you open a dictionary.

Steno	Text
5: AUG	August
6: AEF	Avenue
7: PWAR TKAOE	Bardy
8: PWET TAOE	Betty
9: HREULS PWEUPBGS	Billings
10: DWICII UNOONBGS	Billings

When your dictionary is sorted by text, as you move through a document, it will track to the text of the main dictionary entry for that steno, showing you all of the ways that you write that entry. If you have a different dictionary open, it will show you the ways that same word can be written in the other dictionary. That can be a helpful tool if you're working on alternate ways of writing things and you have a resource such as a standard dictionary from another writing theory or a copy of a friend's dictionary. You can have that resource dictionary open, even though you're not using it to translate against, sorted by text, and it will track to show you alternate ways to write the word your cursor is on.



When you click on a column, the system will preserve your location; it will find the entry that your highlight bar was on originally, and move to its new location in the new sort order. It will also scroll the window to make the highlighted item visible.



When you view a dictionary, spread-out steno appears on the right side of the dictionary view as a steno window that can be toggled on and off using the **Window/View/view Notebar toggle**. It will show all of the strokes of the currently highlighted entry, and all the information for that entry.

When you are viewing a dictionary, if you have the note bar turned on (**Window/View/View notebar**) you can see a list of briefs that are shorter ways to write the text for the dictionary entry that is currently highlighted.

9.3.1 Dictionary Display



Dictionary Display

RELATES TO: [Working With Dictionaries](#) [Open Dictionary](#)

When working in a [dictionary](#) , there are many ways to sort, filter, edit, and customize the appearance of dictionaries.

Steno	Text	Created	Modified	Used	#	Comment	AI	Strokes	Words	Steno
1: -D	{'ed}	01/24/07		07/18/16	129		1	1	1	thr
2: -S	{'s}	04/21/06		08/01/18	886		1	1	1	Text
3: -T	the	07/05/05	03/15/06	08/02/18	7053	definite article	1	1	1	their
4: -TS	it is	09/15/05			0		1	2	2	Type
5: -TS AOE	it's	07/05/05	10/11/06		0	this is a comment	2	1	1	Standard
6: -G	{'ing}	07/05/05		08/02/18	1914		1	1	1	Created
7: -GD	go ahead	07/05/05			0		1	2	2	Sat May 7 16:10:19 2011
8: -GS	{'ings}	07/05/05		05/31/07	111		1	1	1	Used
9: -L	will	07/05/05		07/18/16	147		1	1	1	Sat Jan 13 13:02:02 2018
10: -LZ	Will	07/05/05			0		1	1	1	Times used: 14
11: -LD	would	07/05/05	05/07/07		0		1	1	1	AI contexts: 0
12: -LS	also	07/05/05			0		1	1	1	Strokes: 1
13: -LGTS	little	07/05/05			0		1	1	1	Words: 1
14: -B	be	07/05/05		01/13/18	481		1	1	1	
15: -B HAF	behalf	07/05/05			0		2	1	1	
16: -B SAOEUD	beside	07/05/05			0		2	1	1	
17: -BS	business	07/05/05			0		1	1	1	
18: -BT	about	07/05/05			0		1	1	1	

Columns and Sorting

The dictionary is arranged in a columnar format. The columns in default order are:

- **Steno.**
- **Text.** The definition of the entry.
- **Created.** Date this dictionary entry was created.
- **Modified.** Date this dictionary entry was last modified.
- **Used.** Date this dictionary entry was last used in a translation.
- **#.** Number of times this dictionary entry has been used in a translation.

- **Comment.** A user-defined message about this dictionary entry.
- **AI.** Number of [AI data entries](#) [169] this conflict has (applies to conflicts only)
- **Strokes.** Number of steno strokes in this entry.
- **Words.** Number of words in this entry.

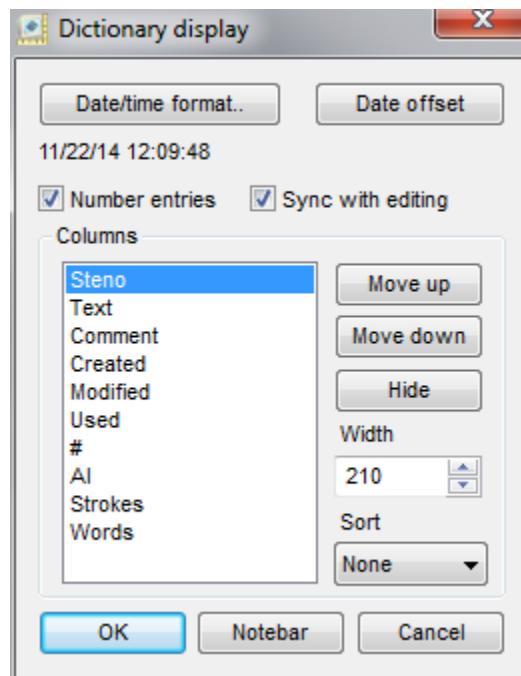
You can sort the dictionary by any of these categories by clicking the gray column header for the criteria you wish to sort on. Click it a second time to sort in the opposite order. For example, clicking the **Text** header will sort the entries from A to Z; clicking it a second time will reorder them from Z to A.

On the right-hand side of the dictionary file window is a vertical box containing information for this entry. To turn this box on and off, use the [View Notebar](#) [100] item on the Window/View menu.

Customizing The Display

You may click-and-drag the dividers between columns to change the width of a column. To do this, put the mouse pointer on the divider. If you are in the right place, the pointer will look like this: . Click-and-drag to resize the columns.

Alternatively, you may set a column width by selecting [Display Properties](#) [100] from the [Window menu](#) [99], or by right-clicking a dictionary and selecting Display. Either way, the Dictionary Display dialog will appear:



Select the column you wish to change from the **Column** list, and enter the desired width into the **Width** box. You may make a column invisible by setting Width to 0, or by clicking **Hide**.

You can change the order of the columns by selecting a column from the list, and clicking **Move Up** or **Move Down**.

You can also change the appearance of the date/time that appears in the Created, Modified, and Used columns. To do this, click **Date/Time Format**, and select the desired format from the [Insert Time/Date dialog](#) .

If you want this information to be conveyed in terms of "number of days ago" instead of a concrete date, which takes up much less space, click **Date Offset**. After changing or clicking **Date offset**, a preview of the date text you will see will appear below the Date/Time Format and Date Offset buttons.

The **Sort** list will sort the column you have chosen, just as if you had clicked the column header. To use the Sort setting, select the column you wish to sort by, then select **Forward** or **Backward** in the sort selector, and hit **OK**.

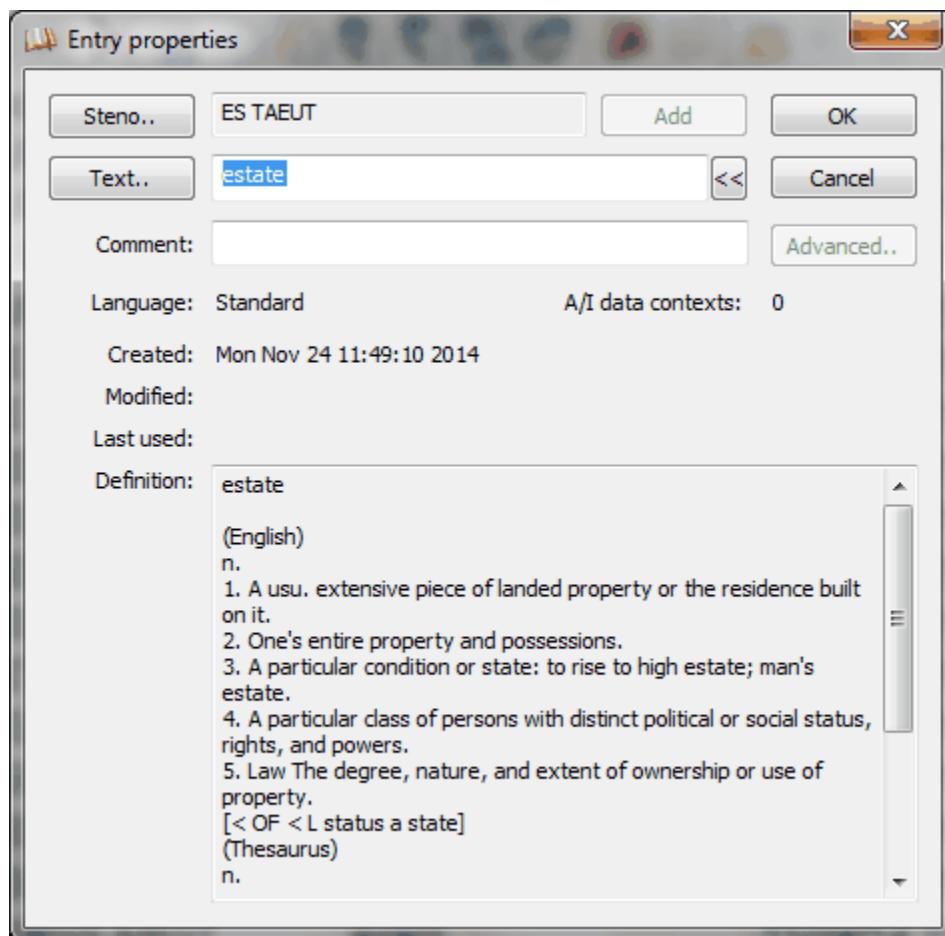
If **Number Entries** is checked, each dictionary entry will be numbered on the left side.

If **Sync With Editing** is checked, and you have a dictionary and a [text file](#)  open simultaneously, the cursor in the dictionary will jump to the entry that the cursor is on in the text file. If you do not want this to happen, uncheck Sync With Editing.

The **Notebar** button opens the notebar options dialog, where you can adjust the dictionary steno window. If you have **User settings/Display/Notebar options/Phonetic strokes** turned on, it will affect the dictionary steno display as well as the display in the documents.

Entry Properties

Pressing Enter on a dictionary entry will open the **Entry Properties** dialog for that entry.



When this dialog opens, the definition will be automatically selected. To change the definition for this entry, all you have to do is type the new definition; the existing definition will be replaced. You may also click [Text](#) to open the [global dialog](#), if you'd prefer to make the change from there.

Click **Steno** to open the [steno emulator](#), and change the steno for this entry. You can also create a shadow stroke for this entry by clicking **Steno**, entering the new steno, and then clicking **Add**.

The **Comment** box allows you to enter a comment for this dictionary entry.

The Definition box displays definitions and synonyms for the word.

The remainder of this dialog displays the existing statistics for this dictionary entry. These are the same numbers that are visible in the columnar display, except for Language. Language will be Standard, unless the entry is a [text global](#), in which case it will read "Standard (Text replacement)." Also, if the steno keys are from a different keyboard layout than what you have selected on the [Input tab of User Settings](#), the keyboard layout for this entry will be indicated here.

Click **Advanced** to open the [AI dialog](#), where you can view or edit the conflict AI data.

VISUALIZERS:

- [H6 - Dictionary Optimize](#)
- [H6a - Arranging Dictionary Columns](#)
- [H3 - Dictionary Additions Spellcheck](#)
- [H3 -Dictionary Edit](#)
- [H3 - Dictionary Properties Comments](#)
- [H3 - Text-Sorted Dictionaries](#)

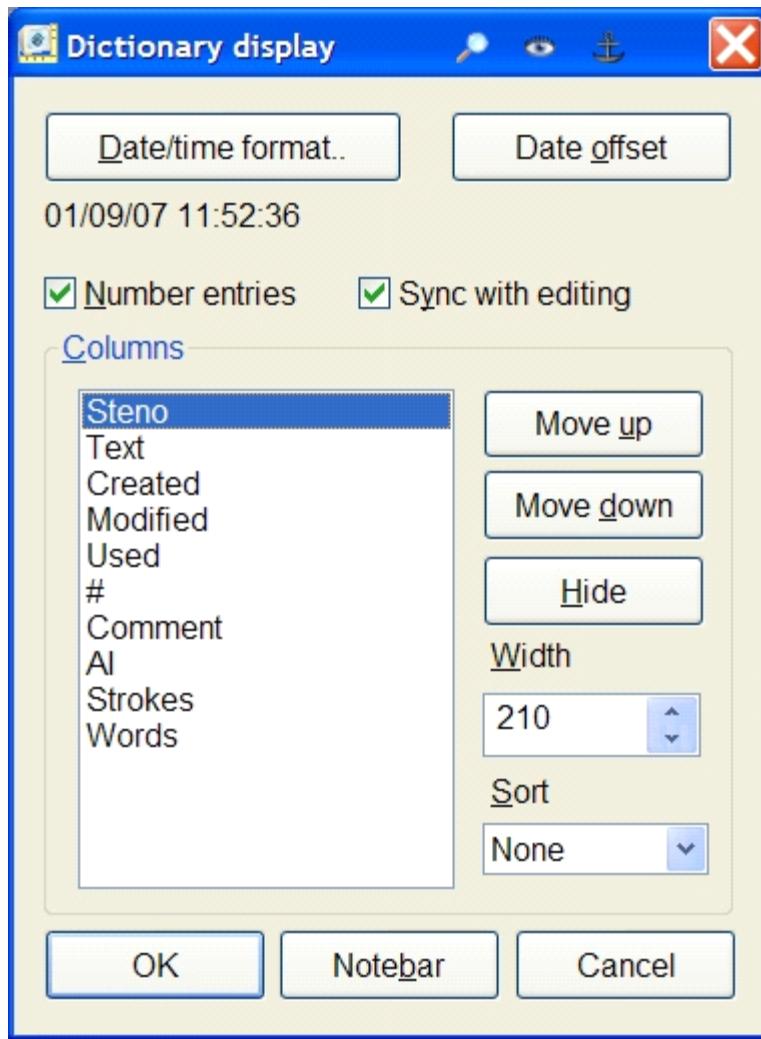
9.3.2 Dictionary Display Properties

Dictionary Display Properties

You can modify the font used by the dictionary display. Note that this will affect the text in all of the columns; you cannot have some columns be a font different from others.

You can also modify several of the display properties using the **Dictionary display** dialog. Right click in the dictionary and selecting **Display..**, or select **Window/Display properties** from the pull-down menus.

Date/time format button: brings up the date/time dialog that allows you to control how the information is displayed. See the [Insert time/date editing feature](#) [342] for further details.



This dialog allows you to set the width of each column by selecting the column title from a list and typing the width or using the arrow keys or buttons to set the width. The column changes on the fly as you modify the number to show you what the result will be. You may find this easier than clicking and dragging, particularly if you have resized a column down to zero, making it tricky to get back without this feature.

You can use the **Move up** and **Move down**

buttons to change the order of the columns without using the mouse.

The **Hide** button will hide a column, by changing the column width to zero.

The **Sync with editing** checkbox indicates whether dictionaries are synchronized with other documents. If this is turned on, as you move in any document, the currently open dictionaries jump to the same entry as the cursor. If you turn it off, dictionaries will stay where they were.

To use the **Sort** setting, select the column you wish to sort by, then select **Forward** or **Backward** in the sort selector, and hit OK.

The **Number entries** checkbox determines whether or not the entries are numbered on the left side. You can also set the date/time format used by the date/time columns.

Alternately, if you want to have the information about how old entries are in a way that takes up much, much less space, simply press the **Date offset** button instead, and the columns will show you how old all of the entries are in days.

The “steno window” option in the dictionary display can be turned on or off using the **Window/View Toggles/Note bar (steno)** menu (or Ctrl+Shift+3). This window shows complete details of the currently selected entry, including steno in paper format, the text, all of the dates, etc., no matter which columns are displayed.

One of the advantages of this window is that if you have a long piece of text, steno, or a comment, it will wrap to multiple lines so that you can see all of it, even if it's truncated in the column display. The font size and the steno size affect the width of the dictionary steno window.

The **Notebar** button opens the **Notebar options** dialog, where you can adjust the characteristics of the dictionary steno window.

If you have **User settings/Display/Notebar options/Phonetic strokes** turned on, it will affect the dictionary steno display as well as the display in the documents.

9.3.3 Editing your dictionary

Editing your dictionary

You may wish to edit your dictionary to trim unused entries, or those older than a certain date, or after sorting by any of the available parameters (columns).

Always create a backup of your dictionary before performing major changes.

You can sort, mark, and move or delete dictionary entries in a great variety of ways. For example, if you sort by **Date Used**, you can mark and delete all the entries you haven't used in a period of time. You can sort by AI, or Find the \ character in the text to see and edit all your conflicts.

Note: This feature replaces the “Optimize” function found in previous versions.

9.3.4 Moving around in a dictionary

Moving around in a dictionary

If you are in a dictionary and you press a letter, you will jump to the first entry that uses that letter's steno equivalent.

It prefers left-side phonetics, so when you hit "L" you will get the entries starting with HR, not the entries starting with the right-side -L key.

There are a relatively small number of right-side-only entries in a dictionary, and they all appear at the top, so it makes sense to skip those.

If you have sorted the dictionary by text, you will jump to the first entry that starts with that text. It is case-sensitive, and you can type multiple letters to jump to the first entries that start with those letters as a sequence. After a one-second pause, any new letter hit will be considered the start of a new word.

Note that this will not work if you have hyperkeys turned on.

Moving around using steno strokes

You can type the first several letters of a steno stroke in order to jump directly to the dictionary entry you're interested in without having to use the search or go to functions.

This feature does allow phonetic equivalents. As long as you type the letters with less than a second delay, it will assume that you intend them as a sequence. For example, if you hit "N" it might jump to "TPH- = in", then hitting "I" will jump to "TPHEU = any", then hitting "N" again will jump to "TPHEUPB = anyone".

Note that this will not work if you have hyperkeys turned on.

Markers 138

The **Move menu/Advanced/Markers** function works in dictionaries, allowing you to create bookmarks that you can jump to later.

These are **temporary** and will not be remembered once the dictionary is closed. (Text markers, on the other hand, are permanent and are saved in the document. they can be used in later editing sessions)

The dialog indicates where the marker is by showing the steno of the entry marked.

9.3.4.1 Markers



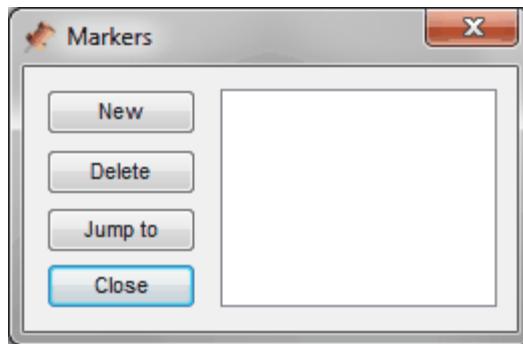
Markers

Ctrl+M



Allows you to create, and quickly jump to, designated spots in a [text file](#) or a [dictionary](#). For example, if you find something you need to go back to later, you could create a marker for it. Then, you could quickly jump to that point by selecting the marker.

Invoking the Markers command, either by clicking the toolbar button, using the hotkey Ctrl+M, or using the **Move** menu/**Advanced/Markers** option, opens the **Markers** dialog:



To create a marker, click **New**. You will be prompted to type a name for this marker. The name can be anything you like. After you enter the name, it will appear in the list of choices on the right.

To jump to an existing marker, select the marker from the list at right and then click **Jump to**. You can also double-click the marker name.

To delete an existing marker, click **Delete**.

Markers in Text files are permanent and are saved in the document. They can be used in later editing sessions

Markers in dictionaries are not saved. When you [close](#) the file, all markers are deleted.

9.4 Creating and Editing Dictionaries

Creating and Editing Dictionaries

Before you can begin making, building, or importing a dictionary, you need to create a dictionary file to hold the entries. With a dictionary window active, you can add entries using several methods:

- Use the **Tools** menu/**Build Dictionary** command to generate a dictionary from scratch, based on outlines you enter for a standard set of entries. Your input writer realtime settings should be configured (see "Entering Stroke in Realtime") before using the **Build dictionary** command, so you can use your writer to create the entries.
- Use the **File** menu/**Import** command to convert and insert entries from another dictionary file format (such as RTF-CRE). When using

File/Import from within a dictionary, you can select multiple files to import.

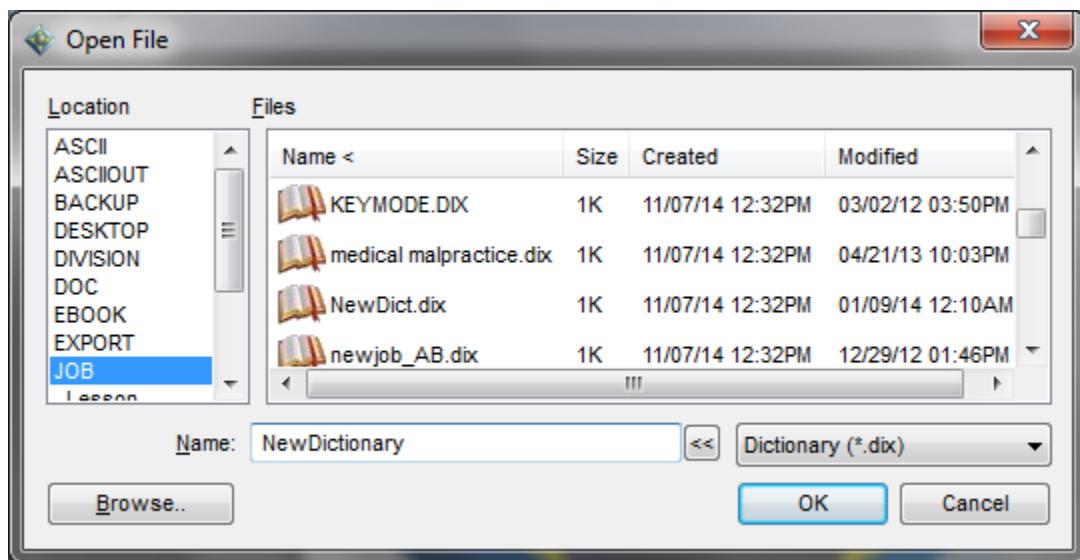
- Indirect methods for placing entries in the dictionary include globals, the **Block/write** and **Block/separate** commands, and pasting entries that have been copied or cut from other Eclipse dictionaries. You do not have to have a dictionary active to add entries with these indirect methods.
- You can also use the **Edit** menu/**Add dictionary entry** command (shortcut: Ctrl+D) to add new entries one at a time.

9.4.1 Creating a New Dictionary File Using Open Dictionary command (F9)

Creating a New Dictionary File Using Open Dictionary command (F9)

To create a new dictionary, select **File/Open dictionary** (or F9) and the **Open File** dialog window appears. Type a name for the new dictionary in the **Name** field. You do not have to type the ".dix" extension; it will be added automatically.

By default it will go to the folder you specified for your job files. Although you can store your dictionaries anywhere on your computer, it's usually a good idea to store them in your jobs folder. If necessary, use the controls in the file dialog window to select an alternate folder in which to store the dictionary.



Click **OK**.

An alert box will appear, stating the file does not exist and asking whether you want to create the file. Click **Yes**.

The dictionary file is then created and opened within your Eclipse main program window. The title bar of the dictionary window shows the filename you gave it.

9.4.2 Build Dictionary



Build Dictionary

RELATES TO: [Working With Dictionaries](#) 605

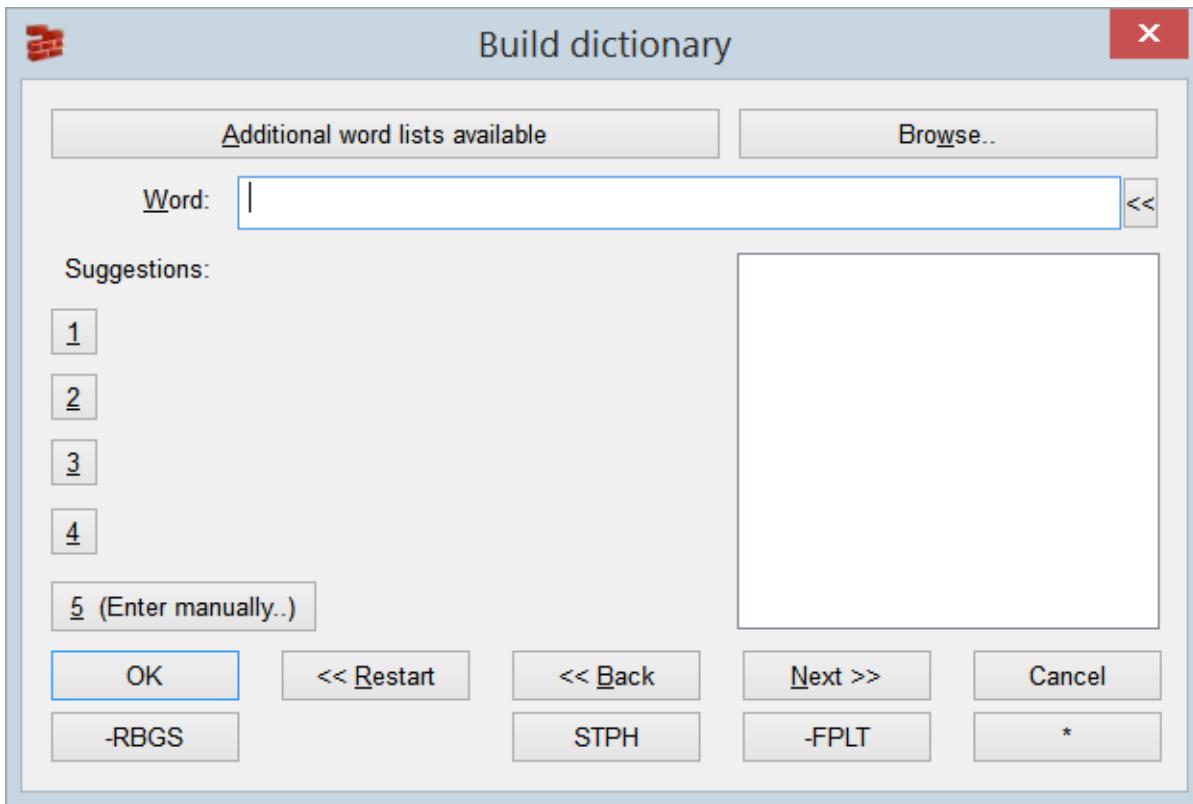


The Build Dictionary feature allows you to construct a starting dictionary by using either a [realtime](#) 437 connection, or the [steno emulator](#) 817.

If you're new to reporting you might have to build your dictionary from scratch. Eclipse helps you do that by providing a standard word list to which you assign your stroke outlines. You can enter the strokes either by using a writer set for realtime or by using your keyboard and mouse to select outlines in the steno writer emulator.

To build a starter dictionary:

1. If you are going to build the dictionary via a realtime connection to your writer, first you must set up the realtime connection. Go to [User Settings](#) (Alt+U)/Inp 208 tab. Check that the correct writer is selected. Use the **Setup** button to check that the COM port or other input settings are correct. More details on setting up your writer are in the [Working With Realtime](#) 437 page.
2. Select **Build Dictionary** from the **Tools** menu. The **Build dictionary** dialog opens.



3. The first entry will appear. When the first entry appears, you will note it is in the upper left corner of the dialog, in a text box labeled **Word:**, and a list of suggested strokes appears in a numbered list below it. Eclipse's word list begins with formatting entries (e.g. {A} for an answer paragraph), then has single word entries, and ends with common phrases.
 - o If you are using a steno machine, enter the stroke or strokes you wish to use for this entry, and then hit your Automark stroke to accept it. If you make a mistake, press your Division stroke to clear the steno for this entry.
 - o If you are using your computer keyboard, press the number key for the desired steno outline. If you want a stroke that is not one of the 4 offered, press 5 to open the [steno emulator](#).
4. You will be moved to the next item in the list. Repeat step 4 to enter the steno for that item; you may continue until the list is finished, or you may click **Cancel** to stop the dictionary build.

If you want to make a change to the word that is suggested, such as changing a word that is capitalized to all lower-case, you can edit it in the word box, and the edited word will be added to the dictionary when you select the steno.

Within the **Word:** text box, you can use **Ctrl+K** in order to cycle through capitalizations, as well as other extended keystrokes, like **Ctrl+W** to insert a special character.

There are steno definition buttons immediately below the **OK, Back, Next and Cancel** buttons. These buttons display the steno strokes you can use to navigate in the dictionary build process.

The default steno strokes are -RBGS, STPH, -FPLT, and *. You can press any of these buttons to re-define the steno.

The functions are:

Ok: accept the current entry Cancel: start over the steno for this entry

Next: skip the current entry Prev: go back to the previous entry

You do not have to build the dictionary in one sitting. If you cancel a dictionary build partway through, following the above steps will pick up where you left off.

Conflicts [153] - If the same steno stroke(s) are used for multiple word list items, Eclipse automatically creates conflicts.

Double strokes - To create a double-stroke entry in the steno emulator, hit one stroke, then hit Alt+C or the Copy button to duplicate it.

Additional entries for the same word - If you set up a "stitch mode" stroke, you can use that stroke during dictionary building instead of hitting the "back" button to return to the previous entry. This allows you to enter additional steno for the same word, if you wish to have several ways of writing it.

To build a dictionary using a word list:

You can also create or add to your Main dictionary, or a Job dictionary using a word list. You can either use the list that comes with Eclipse, which includes several thousand common words, and suffixes and prefixes, or you can prepare a word list, consisting of an ascii file with one word or phrase per line.

If you have built a list using [Analyze documents](#) [144], and Eclipse sees it in your Jobs folder, it will assume you want to use it, and will automatically choose it instead of the Build.txt default wordlist.

The **Additional word lists available** button takes you to the "Dictionary Jumpstart" website where you can find additional resources for building your dictionary.

The **Build dictionary** dialog contains a **Browse** button that allows you to pick the text file you have set up as your word list. You can then build a dictionary using the words in that text file.

(Note that building from a text file does not remember the file you were in or the position. It's intended for quick vocabulary preparation from short word lists such as case-specific or show-specific words.)

See the section on "[Customizing](#)" [143] for details on setting up your word list.

Remember that you can use an associate's job dictionary and create a word list from it by opening the dictionary and using File/Export.

Customizing

You can customize the list of items you are offered in the Build Dictionary dialog by editing the BUILD.TXT file in the Eclipse folder, or by creating your own wordlist.txt file. Each entry in the list follows this syntax:

text|steno suggestion 1 |steno suggestion 2 |steno suggestion 3|steno suggestion 4

The steno suggestions will be assigned to the 1, 2, 3, and 4 buttons on the Build Dictionary dialog.

Note that there is a space at the end of each steno suggestion:

advise|AD SRAOEUZ |SREUZ |SRAOEUZ |AD SREUS

Also, if you do not want to make all four suggestions, include all unused pipes at the end of the entry:

age|AEUPBLG |APBLG ||

VISUALIZERS:

[H1 - Build Dictionary.mp4](#)

[H1 - Analyze Documents](#)

9.4.2.1 Analyze Documents



Analyze Documents

Tools/Analyze documents

RELATES TO: [Build Dictionary](#) 141



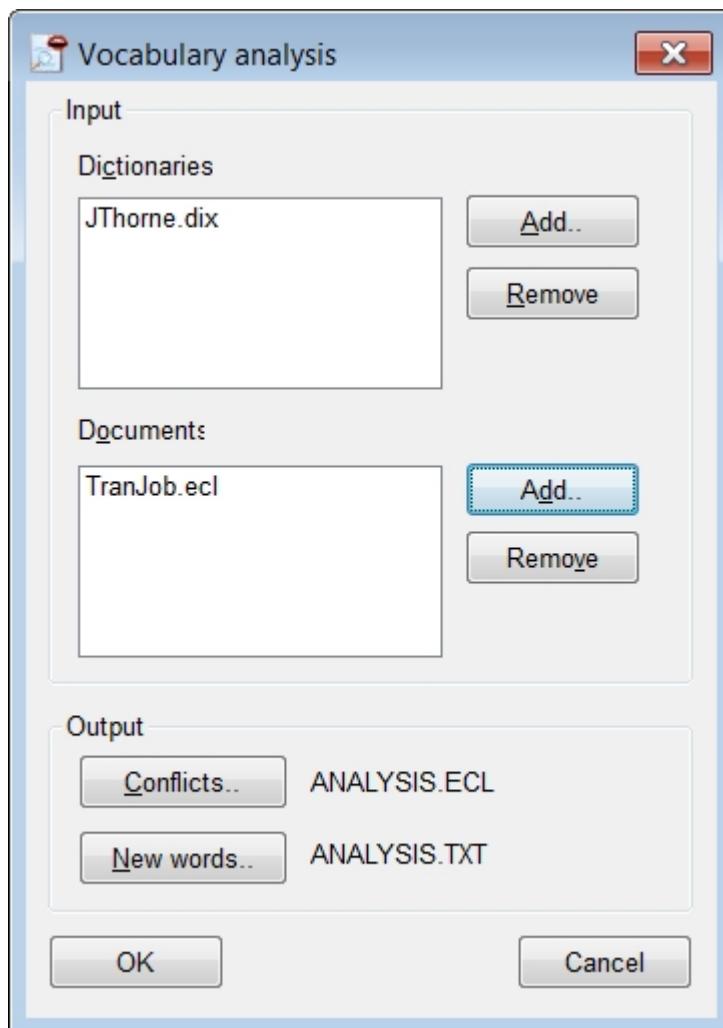
The Analyze Documents tool

The Analyze Documents tool reads and keeps track of every single word in all of the documents you select to analyze. It then goes through every entry in all of the selected dictionaries AND your main dictionary. It produces two reports and opens them. One is a .TXT file that will be opened in Windows Notepad or whatever your default .txt file editor is. The other is the ANALYSIS.ECL file, an Eclipse job which contains a report of ALL of the conflicts between the selected dictionaries, including any conflict between them or between one of them and your main dictionary.

You can use it to compare multiple dictionaries to find out where they use the same steno, basically looking for conflicts between dictionaries; or you can use it to analyze documents (transcripts, text files, or pdfs) to find words or phrases you might need to add to your dictionary.

If you are a Voicewriter, see Voicewriting with Eclipse Vox: [Tools/Analyze Documents](#).

The **Tools** menu/**Analyze documents** command will open a dialog with several options:



The list of dictionaries can be populated using the "Add" button or select an item and hit "Remove" to remove it. You can select multiple dictionaries at once using Ctrl+click, Shift+click, etc.

The list of documents can be populated the same way. Note that documents can include Eclipse files, PDFs and ASCII files.

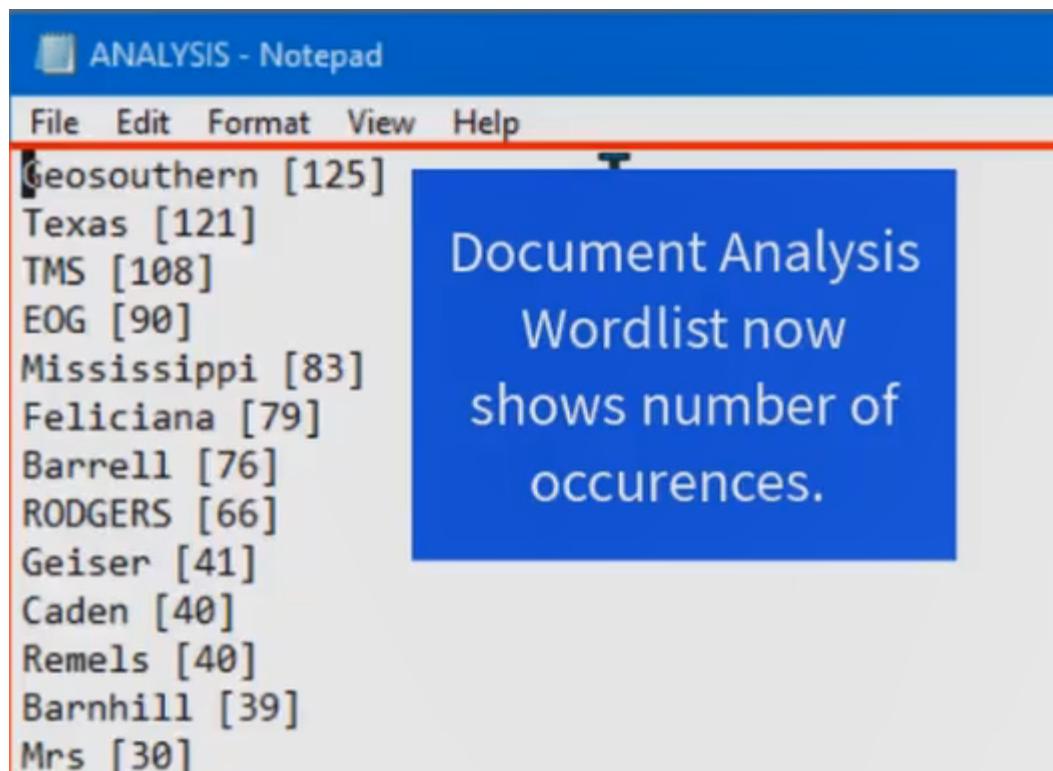
At the bottom of the dialog are the two reports that will be generated. You can save them in any location and give them any name. By default, they will be placed in your jobs folder and be named ANALYSIS.ECL and ANALYSIS.TXT.

Here's what this analysis tool does:

It reads and keeps track of every single word in all of the documents. It then goes through every entry in all of the selected dictionaries AND your main dictionary. It produces these two reports and immediately opens them. The .TXT file will be opened in Windows Notepad or whatever your default .txt file editor is.

The two reports it produces have the following information:

The ANALYSIS.TXT file is an ASCII word list that contains all of the words from the selected documents that do NOT appear in any of the dictionaries that you selected. The words are listed according to the frequency with which they appear, with the number of occurrences in brackets. This gives you a way to build a list of specialized vocabulary words in preparation for doing a job if you have any sort of file from a previous reporter to work on the case. You could also gather vocabulary by copying/pasting from websites into a text file and then running the analysis.



Note that the **Tools/Build dictionary** function allows you to select an ASCII wordlist and build a dictionary by hitting strokes on the writer, so after reviewing the ANALYSIS.TXT file and saving it, you can easily use this word list to perform the dictionary build function.

The analyze documents function disregards two categories of words that are likely simply variations of existing words: words ending in 's, and words in all caps that are already in the list in another case. This means that "Greene," "Greene's," and "GREENE" are not treated as three different words.

In the ANALYSIS.TXT file, the suggested capital words are listed first, followed by the suggested lower-case words. Then there will be a short space, followed by a list of capitalized phrases, then a list of lower-case phrases.

These phrases are collected based on the auto-brief rules, and represent phrases that you do not currently have dictionary entries for in the dictionaries that you selected for the analysis.

Note that these phrases will often contain words that you do have entries for, so that you could write them as phrases. It is intended as a way to call your attention to phrases that happened multiple times in a document that you might want to consider making a brief for ahead of time for a future translation.

The briefs included in the document analysis will include many additional suggestions which could include items that you may want to add to your main dictionary, including common word phrases that you do not already have dictionary entries for. (As of Version 10, this is no longer limited to phrases of capitalized words)

In order to make this, and the other analysis information, more useful, the analysis report will include the usage score visible in the text, such as "Consolidated Widgets [14]" which tells you that this phrase appeared 14 times in the document. The items are sorted by usage with the most frequent ones first (after the supercategory of capitalized vs. uncapitalized words.)

In order to make that information as useful as possible, note that it is NOT necessary to remove the bracketed frequency score if using this file directly in the "build dictionary" command. If you run "build dictionary" on a text file and it contains a line like the above, it will only ask you for an entry for "Consolidated Widgets" without the frequency text.

The ANALYSIS.ECL file is an Eclipse job which contains a report of ALL of the conflicts between the selected dictionaries, including any conflict between them or between one of them and your main dictionary.

If the same sequence of steno is used in any two dictionaries, it will add a line to the ANALYSIS.ECL file showing you the steno, followed by the various ways in which that steno might translate depending on which dictionary you have selected.

Many of these may be expected and trivial, such as STPHAO = {S:SPEAKER01} | {S:MR. JONES}. However, when you see lines such as UPL PWAEUR TOE = Umberto | Humberto, you will want to adjust one of the entries. This can be particularly helpful if you have many dictionaries.

The second portion of the ANALYZE.ecl file is a report of all of the words and phrases (or other dictionary entry text items) that are separately defined in the different dictionaries, and the different steno that is used to write them. The word will appear with each separate steno variation appearing on a separate line. For example, if your main dictionary has three ways of writing "plaintiff" and your job dictionary has another, it will show you all four entries. This allows you to easily compare multiple different ways that you have defined text.

A note about how to best use the ANALYSIS.ECL file: Make sure that the Steno window is visible and that you turn on the **User settings/Display/Notebar options/Dictionary entries** checkbox. This will show you exactly which dictionaries the currently highlighted entry appears in. You will note as you move through the ANALYSIS.ECL file that there is steno tracking corresponding to the entries, and that the entry display at the bottom shows which dictionaries the text comes from, such as "M:Umberto,2:Humberto". Remember that you can left-click directly on these lines in the steno window to open up the dictionary in question and jump directly to that entry.

9.4.3 Adding individual entries

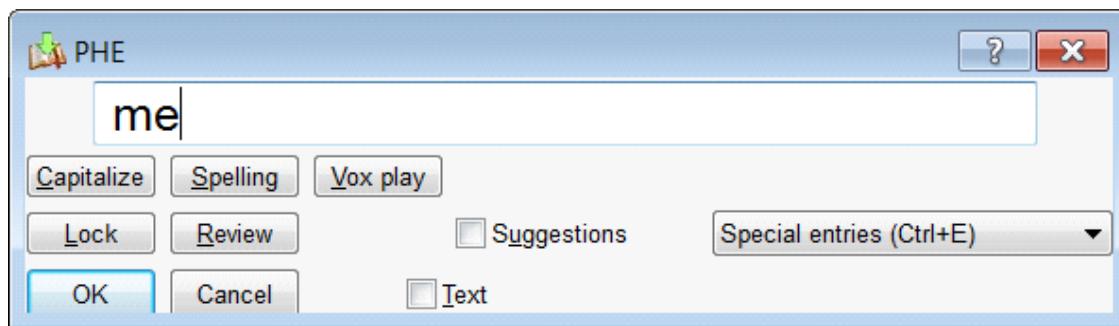
Adding individual entries to a dictionary

When a dictionary is open and active, you can add entries, one at a time, with **Add dictionary entry** command (Ctrl+D). This command lets you manually enter steno strokes and their translation(s).

You can also mark a block of text with F7 and use the add dictionary entry function to add an entry with the existing steno. You may make modifications if you wish before pressing [enter] and it will also default to using the marked text as the text for the new dictionary entry.

To add dictionary entries while you are editing or while you have a dictionary open and active:

1. With a dictionary open or while editing a transcript, select the **Edit menu/Add dictionary entry** command (Ctrl+D). The steno emulation windows appear on your screen.
2. Enter the steno stroke. (See the [Steno Emulator](#) help page for details.)
3. Click **OK** after completing the steno entry. A text definition window will appear; the steno you just entered will appear in the title bar. (This window is very similar to what you use when globaling. If you are in a dictionary, it lacks the drop-down list of dictionaries which is present if you global while editing a transcript.)



4. Enter the definition in the top text-entry field. If the field has text in it, the stroke outline you entered already had a definition in the dictionary. You can delete, edit, or add to that definition.
5. Select OK to complete the entry and add it to the dictionary.

In the text definition dialog, the field to the right of the **Suggestions** box contains a drop down list of basic formatting codes for dictionary entries, each with a descriptive label. To add a code to the definition you are creating, select it from the list. The formatting code is inserted at the cursor's current position in the definition field. For more information on how to write definitions, see [Dictionary Syntax.](#)

9.5 Dictionary Syntax

Dictionary syntax

General Commands

Dictionary commands can be used during globaling and when you are adding or editing definitions. All command entries are enclosed in braces (also known as "curly brackets")— { and }. Entries NOT enclosed in braces are treated literally and will appear in text documents exactly as they are entered in the dictionary. Ordinal number suffixes (th, st, nd, rd) are an exception to this rule; they are preceded by the caret and are not within braces—^th, ^st, ^nd, ^rd.

You can also combine commands and text to create more complex definitions.

Dictionary entry	Type	Translation result
{Q}	command	translated as a question paragraph (e.g. "Q.")
Q	text	Q
{^ing}	command	suffix applied using suffix logic *

<code>^ing</code>	text	<code>^ing</code>
<code>{^}ing</code>	text	command + suffix applied, but without suffix logic (no automatic spelling correction).
<code>{Q}ok</code>	text	command + Q. Ok Note: Capitalization is automatically applied.
<code>{A}</code> <code>yes{,}I did{.}</code>	text	command + A. Yes, I did. Note: Capitalization is automatically applied. The {A} command also applies a question mark to end of the last sentence in the preceding paragraph
<code>\volume\</code> <code>Volume{#R}</code>	text	command + .compound definition that assigns a command for displaying a number (as a Roman numeral in this case) after the word selection

* See Reference Guide for explanation of [suffix logic](#) 

9.5.1 Comments in Dictionary Entries

Comments in Dictionary Entries

If you put two tildes in a dictionary entry, they and everything after them will be ignored during translation or globaling. For example:

50D = 50{}dollars~~ the double-braces allow the number conversion to process them separately. This entry will simply translate the 50{}dollars (as \$50, most likely) and ignore the rest.

If you go into the text of a dictionary entry using the **Text..** button in the **Entry properties**, you can use the EntryText~~CommentText format to type in a comment in lieu of typing the comment into the comment field. You can use the ~~ as a shortcut to add comments to entries that you offer to other users or to remind yourself of what the entry is for, but it doesn't actually leave the ~~ in the text. It separates out the comment and puts it in the separate **Comment** column.

Note that you can also include special items that you could search for to identify certain classes of entries.

9.5.2 Number Conversion Command Codes

Number Conversion Command Codes

These commands trigger proper formatting of a string of numbers in translation. For these triggers to work, turn on automatic number conversion, by going to **User settings, (Alt+U), Numbers** tab, and selecting "Number conversion."

User settings	
User	Paragraphs
Input	Realtime
	<input checked="" type="checkbox"/> Number conversion
{#Q} Quantity {#M} Money [¤] {#G} Generic {#R} Roman numerals {#r} Lowercase Roman numerals (i) {#O} Ordinal {#P} Phone number (###) ###-###-# {#S} Social Security no. ###-###-###-# {#Z} Zip code ### #-###-# {#T} Time ##:## or ##:##:# {#D} Date	

Note that this can handle 4-digit years (5272000 can result in 5/27/2000)
 (#DM) Date in month/day format (eg. 9/8)
 {#1}-{#9} User-defined formats
 {#W} Written out numbers
 {#N} Digits
[¤] {#M?} Money type ({#MY}=Yen, for example)

These triggers can be written anywhere inside a number and apply only to a single number. Two exceptions are {#W} & {#N} which determine whether or not a number is written out in digits, as they apply to a whole list of numbers. Eclipse determines what is part of a list by whether the numbers are separated by prepositions, conjunctions, or punctuation.

Whenever you use {#N} or {#W}, it remembers that as the write-out rule default for all of the numbers that follow until the translator sees one of the following:

1. Any non-noise word (User settings/Translate/non-capping words) or non-conjunction.
2. Any new paragraph/print command/autoinclude
3. Any entry that capitalizes the next entry (terminal punctuation, etc.)

Any of the above items cause the write-out rule to reset to the default behavior of following the settings in the [number conversion tab](#)^[246].

Note: When you don't use a trigger, your lists may not come out consistently. For example, if you've told it only to write out from 1-10 and if someone says "I have three kids. They're five, eight and 14." that's exactly what you'll get. If you write {#N} before the five, however, they'll all come out in digits.

Numbers in a list are required to be the same type.

As a rule, the {#N} number trigger can operate on a list, so writing "Exhibits{#N}1{,}2{,}3 and 5" will result in "Exhibits 1, 2, 3 and 5" rather than "Exhibits 1, two, three and five" even if you have 1-10 set to written out.

However, in some lists or sequences, you may switch to a different type of number in the middle, and you want Eclipse to stop forcing digits. So, using the number trigger {#N} to force digits will work for this situation:

In Exhibits 3 and 4, 7 and 8, we see a discrepancy

but if the numbers change from normal to ordinal, you would want Eclipse to stop forcing digits. For example:

In Exhibits 3 and 4, seventh and eighth rows contain figures that don't match.

Delayed and persistent number triggers

Number triggers can be delayed, for example {#D>}, allowing you to apply a trigger to the next number.

A persistent number trigger is similar, and is written as {#D>>}, but it applies to ALL numbers from that point forward until you tell it to stop!

So, for example, if you are writing a list of numbers that need to be some sort of unusual format, you can write a persistent number trigger first, then write the list, then write any other non-persistent trigger (such as {#Q} for a plain quantity) and that will turn off the persistent trigger.

9.5.3 Punctuating conditional text

Punctuating conditional text

Conditional text applies when you have a punctuation that is not supposed to apply if there is already an appropriate punctuation mark there. For example, the {.} entry will not add an extra period after "Inc." or "a.m." This feature works if the punctuation being added is part of a conflict selection or a global replacement during editing, as well as during translation.

9.6 Conflicts



Conflicts

RELATES TO: [Conflict AI Dialog](#) [169]

Eclipse uses intelligent conflict resolution to decide how to translate a stroke or stroke with multiple possible translations, depending on grammatical context. For example, TAEUBL can translate as "table" or "Table" depending on whether or not it is followed by a number, such as "Table 12." To tell Eclipse the choices you want for this steno, create this dictionary entry: \table\Table{N} The {N} tells Eclipse that when the stroke is followed by a number, it should be in numeral form, not written form. When you are translating, and hit TAEUBL, you will see the choices in the bottom left-hand corner of your screen: 1:table 2:Table{N} You can also right-click on a conflict to see the choices.

In **User settings/Display/Color selections** you can set different colors for conflicts depending on whether they are computer-selected, user-resolved, or Unresolved. In the example below, **your** is blue, indicating it is a "Conflict selected by the computer," **table** is green, indicating a "Conflict selected by the user," and \table\Table{N} is orange, indicating a conflict that is not yet resolved.



Conflicts are represented in your dictionary by backslashes (\), which precede the conflict entry and separate the alternate definitions.

As you edit your jobs and select conflicts, Eclipse learns from your choices and eventually selects the correct conflict for you.

\their\there

simple conflict

\site\sight\cite

simple conflict

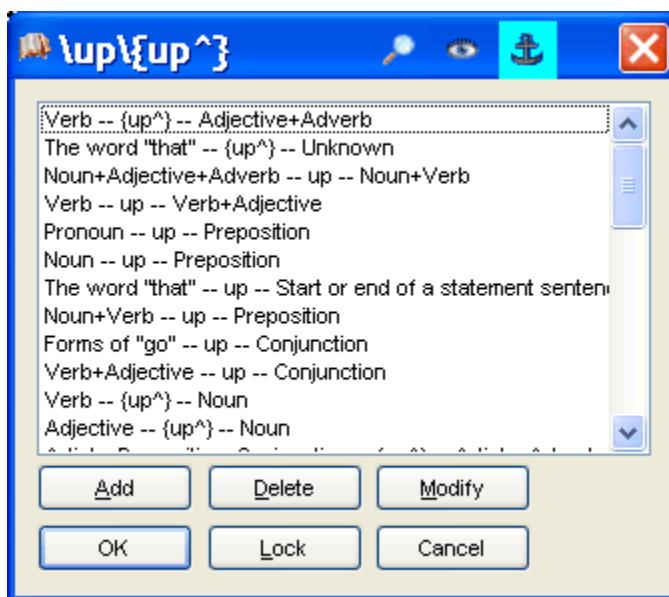
```
\go\{^ing}
```

conflict including a suffix as an alternate definition (between the word "go" and the suffix "ing")

```
\exhibit\Exhibit{#N}
```

} will pick choice 2 when it sees
"Exhibit 5"
(or "Exhibit A")

To view information about conflicts in your dictionary, right-click any conflict entry, and choose **Properties**. In the **Entry properties** dialog, click the **Advanced** button to open a window with details about rules used in the conflict process. You can remove a rule by highlighting it and clicking **Delete**.



You can have conflicts in any dictionary on the dictionary list for the current job and the original choices will be accessible. Note that it is only the main dictionary that collects AI data.

Word cloud conflicts will appear with a C and the number of words in the cloud.

VISUALIZERS:

[Conflicts](#)

[Conflicts - Color for Unresolved, Autoresolved, User resolved](#)

[Conflicts - Detect Conflicts](#)

[Conflicts - Display Conflict Resolution Logic](#)

[Conflicts - Exceptional Choices](#)

[Conflicts - Merge Conflict Resolution from Scopist](#)

[Conflicts - Pending Translation Display](#)

[Conflicts - Scopist Can See Original Choices](#)
[Conflicts - Stop Strokes and Shared Artificial Intelligence](#)
[Conflicts - Word Cloud Analysis](#)

9.6.1 Working with Conflicts



Working With CONFLICTS

RELATES TO: [Dictionary entry syntax](#) [88],
[AutoMagic: Conflicts and Typeovers](#) [37].

A conflict is a dictionary entry that contains two or more definitions. Eclipse has powerful conflict-related features.

Dictionary Syntax

The syntax is \choice1\choice2

Here are some examples:

Steno	Text (Filtered)
1: -D	\had\^ed}
2: -S	\is\^s}
3: -G	\go\^ing}
4: ES	\he is\^es}
5: ELS	\else\he is
6: EUL	\l will\ll
7: HAOER	\here\hear
8: PHOPBG	\among\morning
9: PW-BG	\^ed\about\become
10: PWEUT	\bit\by the
11: PWAER	\bear\bare
12: KAPL	\calm\cam
13: KROUFD	\crowd o\crowd
14: KHAP TER	\chapter\Chapter{#N}
15: KHR-FD	\class\classified
16: KWRES	\yes\yes{,}\no\yes{,}\yes{,}

You may have more than two choices for a conflict; just precede each with a backslash.

When To Use Conflicts

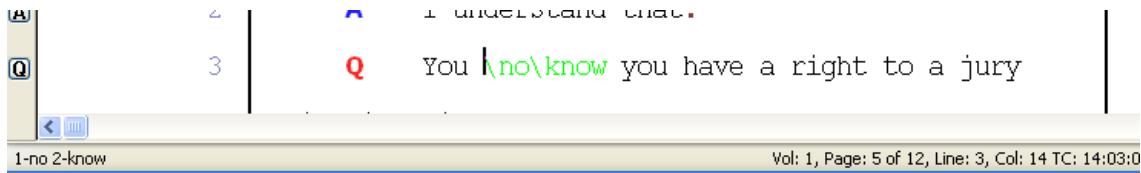
You may use a conflict for any two dictionary entries that you'd like to write with the same steno outline. The only requirement is that the conflict choices must be mutually exclusive: there cannot be a situation where either choice would be correct. If there is, Eclipse will not be able to learn the conflict.

In addition to simple homonyms, conflicts can also be used to resolve stacking issues. For example, if you tend to stack the steno PWEU/-T, you could create a conflict for PWEUT = \bit\by the. This technique can be used in any situation where a common misstroke of yours is also a dictionary entry of its own.

Conflicts can also assist in [number conversion](#)⁶¹⁷. You can make a conflict for \exhibit\Exhibit{#G}. After you've selected it enough times, not only will Eclipse learn when to use the capitalized and non-capitalized version of the word, but the {#G} symbol will automatically convert the exhibit number to digits.

Choosing Conflicts

Here is what an unresolved conflict looks like in a transcript:



To select a conflict, put the cursor on it, and then press the number of the desired choice. The [status bar](#)⁹⁷² will show the choices, at bottom left.

After you select a conflict, only the correct choice will appear, and the color will change to that of a human-selected conflict. If you make a mistake, you may simply re-select it.

Conflict AI

Each time you make a conflict selection, an entry is added to the AI table for that conflict. The AI column in the [dictionary display](#)¹³³ will tell you how many different times this conflict has been chosen. The AI table for a specific entry can be viewed via [Dictionary Entry Properties](#)¹³³.

As you select conflicts in editing, the AI table will grow. After a few choices have been made, Eclipse will use the AI table to automatically resolve the conflict.

A computer-selected conflict will show in a different color. You need only select the conflict if Eclipse got it wrong.

Pick First Conflict Choice By Default

This option appears on the [Translate tab](#)²²⁷ of **User Settings**. If checked, only the first item in a non-resolved conflict will appear. This is useful if you are doing [captioning](#)⁵⁹⁹, or some other form of [realtime output](#)⁴⁷⁰ where it would be unwieldy for the entire conflict to be visible. However, it is still an unresolved conflict; you need to select it for the AI to learn.

When creating conflicts, you should put the most likely choice first. That gives this feature the best chance at displaying the correct result.

VISUALIZERS:

- [F4 - Conflicts](#)
- [F4a - Conflicts Advice](#)
- [F5 - Slop Strokes](#)
- [vM8 - AutoMagic Conflicts](#)

9.6.2 Conflict A-I Sharing

Conflict A-I Sharing

Often, you will have many different stylistic conflicts that should follow exactly the same grammatical rules.

For example, if you have conflicts for \page\Page{\#N} and \volume\Vol{\#R} and \exhibit\Exhibit{\#N}, those are all pretty much the same in terms of grammar rules.

The same goes for conflicts such as \yes\{,?\}yes\{,?\} and \no\{,?\}no\{,?\} and any others that may have different content but identical grammatical contexts.

For these items, it is possible to link those conflicts together to share AI data. The way this is done is to pick a single "master" conflict, such as KWE for "yes" that is going to act as the repository for all similar conflicts.

That way, the "no" and "of course" and "naturally" and all of the other words that you might want to put into a \word\{,?\}word\{,?\} structure like "yes" has, can follow the same rules.

To assign those other conflicts to use the same rules as the "yes" conflict, define them like so:

TPHO = {=KWRE}\no\{,?\}no\{,?\}

In other words, use the slop stroke syntax, but add on the correct text to use. The "slop stroke" feature will then know to share the AI data, but use different text.

What will happen is that the translator will use the same AI data for each of these conflicts, and when you are editing and you pick any of these conflicts, the new AI data created by your selection will all go into a central place.

The end result will be that these conflicts will all learn much faster and become more accurate more quickly, and be more consistent, because they are not each learning separate rules and are instead sharing a single set of rules.

9.6.3 AutoMagic and conflicts



AutoMagic and conflicts

You can create conflicts to improve your translation and reduce editing time, and those conflicts will appear in the AutoMagic window to really speed up your editing.

In the example below, AutoMagic recognizes that you might need to capitalize State Street, and if you choose to capitalize street, it will automatically capitalize the previous word as well.

Press a key to select the function you wish to perform:

- 1 street**
- 2 **{-}Street**
- 3 ~~XX~~ Delete conflict
- 4 **=?** Global
- 5 strette
- 6 treat
- 7 veto
- 0 center out

1 Q. Where did you m
2 A. I told you, didn't
3 Q. I need an up-to-d
4 A. That's your No. 1
5 Q. Yes, it is?
6 A. On state **street**.

AutoMagic and Conflicts can also help with punctuation. In the following example, AutoMagic offers several ways of punctuating the word, "yes."

Press a key to select the function you wish to perform:

- 1 yes**
- 2 yes{.}
- 3 {.}yes{.}
- 4 {.}yes
- 5 ~~XX~~ Delete conflict
- 6 **=?** Global
- 7 By line (Question/Spe... F2

1 Q. Where did
2 A. I told you,
3 Q. I need an
4 A. That's your
5 Q. Yes, **it is?**
6 A. On State S:

AutoMagic will also list conflicts to help with hyphenation (eg. Up-to-date), numbers, and number words (number vs. No.). It will also offer additional choices, such as removing the conflict, or globaling the steno.

9.7 Adding, Copying, and Moving Dictionary Entries

Adding, Copying, and Moving Dictionary Entries to Other Dictionaries

To add dictionary entries to your dictionary in realtime, you can use the steno dialog in keymode.

If you are toggled into Keymode in realtime, then strokes on the writer will be transferred directly into the on-screen steno emulator. (See [using the Steno emulator](#).) When used in combination with the **Edit/Add Dictionary Entry command** in the editor, you can add dictionary entries from your writer in realtime without having to write the stroke in your job first.

You can create a macro to activate keymode and then execute the Add Dictionary Entry function in one stroke. Another stroke would press the Enter key for you in order to accept the steno. Since you are in keymode, you can fingerspell the entry and then use your “accept global” macro to put it into whatever dictionary you like. Add entry will disable keymode and correction mode when you complete the entry or escape from the process.

Selected dictionary entries can be copied or separated/transferred to other dictionaries. Copying (or writing) an entry to another dictionary leaves the entry in the original dictionary and places a duplicate entry in the other, or target, dictionary. Separating or transferring an entry is essentially the same as a cut-and-paste operation in a word processor; the entry is removed from the original dictionary and placed in the target dictionary. For either operation, you first need to mark the entries you want to copy or move.

9.7.1 Add Dictionary Entry



Add Dictionary Entry

Ctrl+D



or **Edit/Add dictionary entry..**

Adds an entry to a [dictionary](#). This allows you to put entries in your dictionary without having to [global](#) them.

When you execute this command, the [steno emulator](#)⁸¹⁷ will appear. Use the emulator to enter the desired steno.

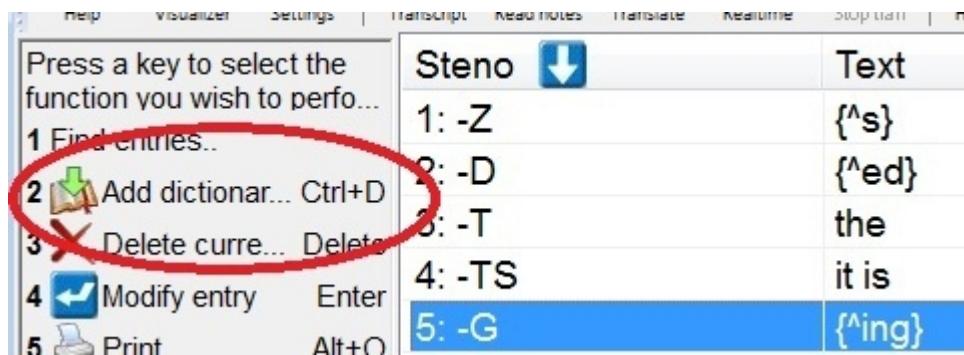
After you have entered the steno, the [globaling dialog](#)³⁰⁴ will appear. If there is already a main dictionary entry that uses that same steno, that entry's text will be brought into the text box of the globaling dialog to let you know that it's already in use and how it's defined. To enter a new entry, enter the definition, just as if you were performing a global.

If you execute the Add Dictionary Entry command while you are not in a dictionary, you will [choose the destination from the globaling dialog](#)³⁰², just as when doing a global. (Trash and Local are not applicable.)

If you executed this command from within a dictionary, the entry will be added to that dictionary. You will not have the option to choose a different dictionary.

If you have [Detect Conflicts](#)²⁸³ turned on, you will be warned if your new entry has the same steno as an existing entry. You will get a message saying that the steno is already in use, and asking if you wish to overwrite, make a conflict, or keep the original entry. Escaping from that error will keep the original entry, and will also ask you if you wish to abort the global entirely and start over.

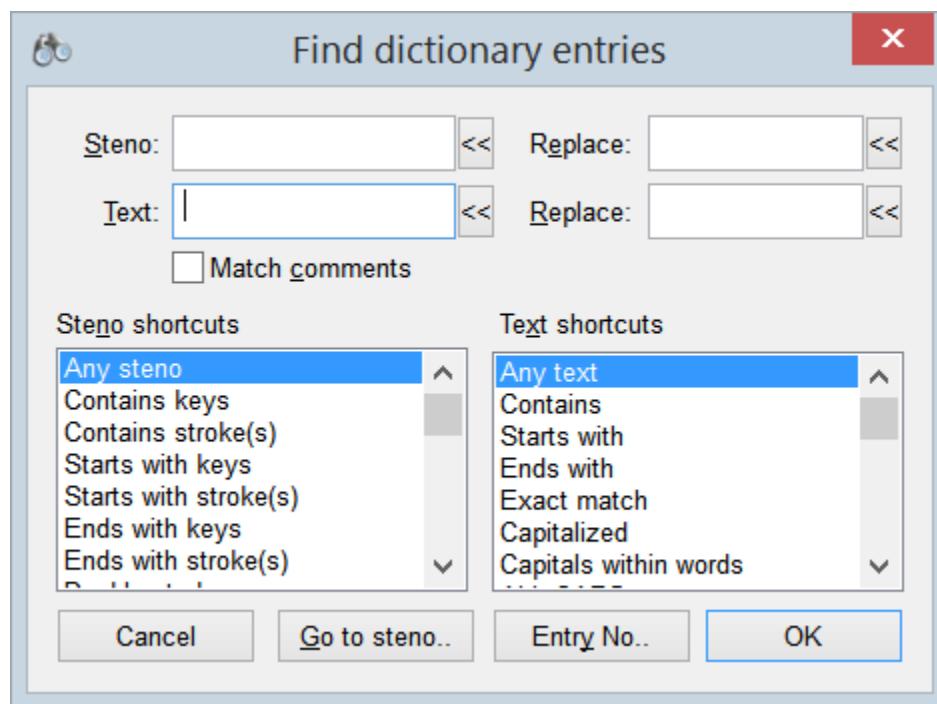
When you are in a dictionary, [AutoMagic](#)⁵⁰ will offer "Add dictionary entry" as the choice #2 on the list.



9.7.2 Selecting Entries for modification

Selecting Entries for modification

With a dictionary open and active, open the **Find dictionary entries** window (**F5**). Select your criteria and click OK to see a list of matching entries. (See [Searching Dictionaries](#)¹⁸⁰ for more information on finding dictionary entries.)



9.7.3 Marking entries

Marking entries

An entry or selection of dictionary entries can be marked for modification by using Windows standards, using **Shift+Click** or **Ctrl+Click** to select ranges or individual entries, or **Shift+cursor movement keys** to select ranges with the keyboard.

You can also use the spacebar to tag entries individually. Pressing the spacebar puts you into a “tagging” mode, and your cursor position is represented by a light outline. Select entries using the spacebar, noting that the only entries that are highlighted are the ones you have actually selected. While in this mode the only way you can select entries is with the spacebar, and you have to hit the [escape] key to get out of it.

Note, also, that if you click on an entry with the mouse without hitting the Ctrl key that all of your selections will be undone and you will have to start over.

Marking entries using F7

The **F7** marking feature lets you mark a block of dictionary entries using any movement command. To use this method, press **F7** to turn on the blocking feature and mark entries from the current entry up or down through the entries. As long as the feature is on, any subsequent movement you make with a cursor key will behave as though you are holding the **Shift** key. This means that you can block lines by using the up and down arrow keys, or the page up or page down keys.

To deselect the text and turn off marking, press **Esc**.

9.7.4 Copying/writing entries

Copying/writing entries

Using the Write command

You can copy entries to an existing dictionary or to a new one. To create a new dictionary with the **Write** command, enter a new file name in the file dialog window (Step 3 below). A prompt will ask you to confirm the new file's creation.

1. Open the dictionary that has the entries you want to copy.
2. Highlight the entries you want to copy.
3. Use the **Write** command (**Alt+W**). The **Open file** dialog opens.
4. Select the target dictionary (the dictionary to receive the entries) or type the name of a new dictionary.
5. Click **OK**. The marked entries are copied to the target dictionary.

Using the Windows Copy command

1. Highlight the dictionary entries you want to copy.
2. With the entries still selected, use the Windows **Copy** command (**Ctrl+C**). A copy of the selection is placed on the Windows clipboard.
3. Open the target dictionary if it isn't already opened.
4. Use the Windows **Paste** command (**Ctrl+V**) to paste the selection in the dictionary.

Note that the selection that was copied remains on the Windows Clipboard until something else is cut or copied; until then, the same selection can be pasted multiple times.

9.7.5 Moving entries from one dictionary to another

Moving entries from one dictionary to another

Using the Separate (Transfer) command

The **Separate (Transfer)** command (**Ctrl+Shift+X**) removes marked entries from the dictionary and places them in another dictionary. It opens a file dialog window and places the marked entries in the selected target dictionary. This command differs from the Write command in that the selected entries are deleted from the original dictionary.

1. Open the dictionary that has the entries you want to move.
2. Highlight the entries to be moved.
3. Use the **Block menu/Separate (Transfer)** command (**Ctrl+Shift+X**). A file dialog opens.
4. Select the target dictionary (the dictionary to receive the entries) or type the name of a new dictionary.
5. Click **OK**. The marked entries are moved to the target dictionary.

Using the Windows Cut command

The Windows **Cut** command, **Ctrl+X** is another method for moving entries from one dictionary to another. Cut removes the entry from the current dictionary and places the selection on the clipboard. You can use the Windows **Paste** command (**Ctrl+V**) to paste the entry to another dictionary or to another file.

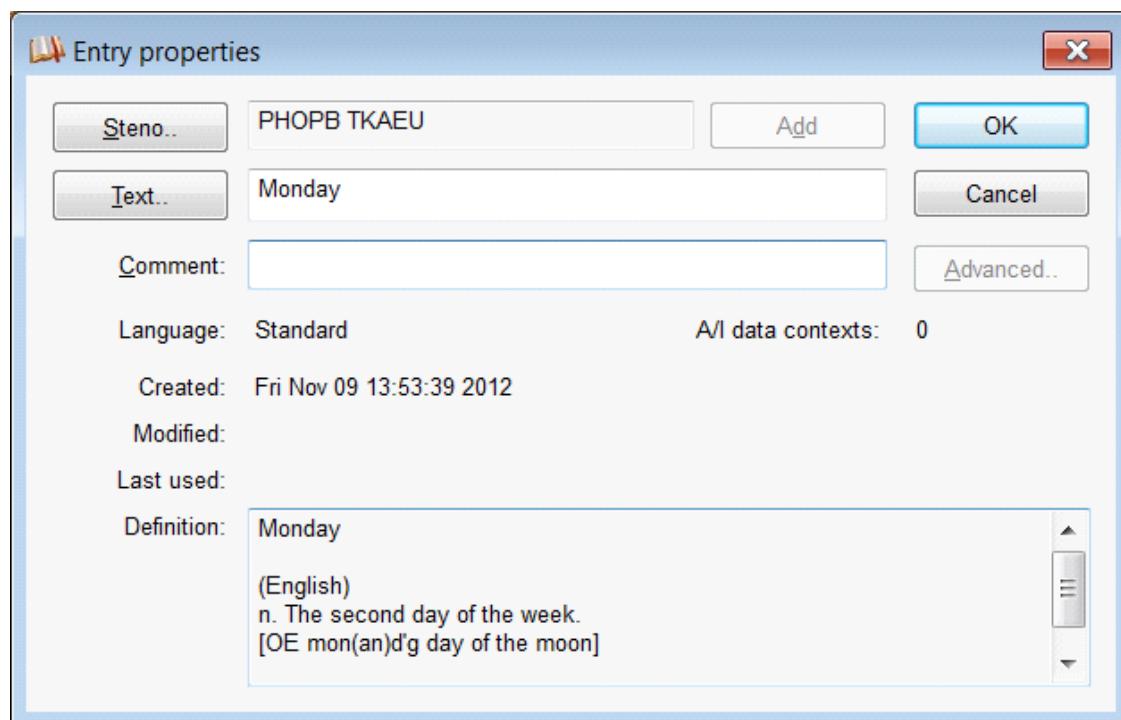
1. Highlight the dictionary entries you want to move.
2. With the entries still selected, use the Windows **Cut** command **Ctrl+X**. The selection is placed on the Windows clipboard.
3. Open the target dictionary if it isn't already opened.
4. Use the Windows **Paste** command **Ctrl+V** to paste the selection in the dictionary.

Note that the selection that was cut remains on the Windows Clipboard until something else is cut or copied; until then, the same selection can be pasted multiple times. NOTE: If an outline is in both the current and imported dictionary, the definition of the copied entry overwrites the one in the target dictionary (the dictionary in which you paste or write the entry), unless you have selected **Detect conflicts** in **User Settings/Edit tab/Globaling** section. If Detect conflicts is selected, when a conflict is detected, a prompt window offers choices: you will be given the opportunity to keep the original definition, overwrite it, or create a conflict of the two definitions. A sample of the results will appear in the prompt window. You will also have the option to overwrite all.

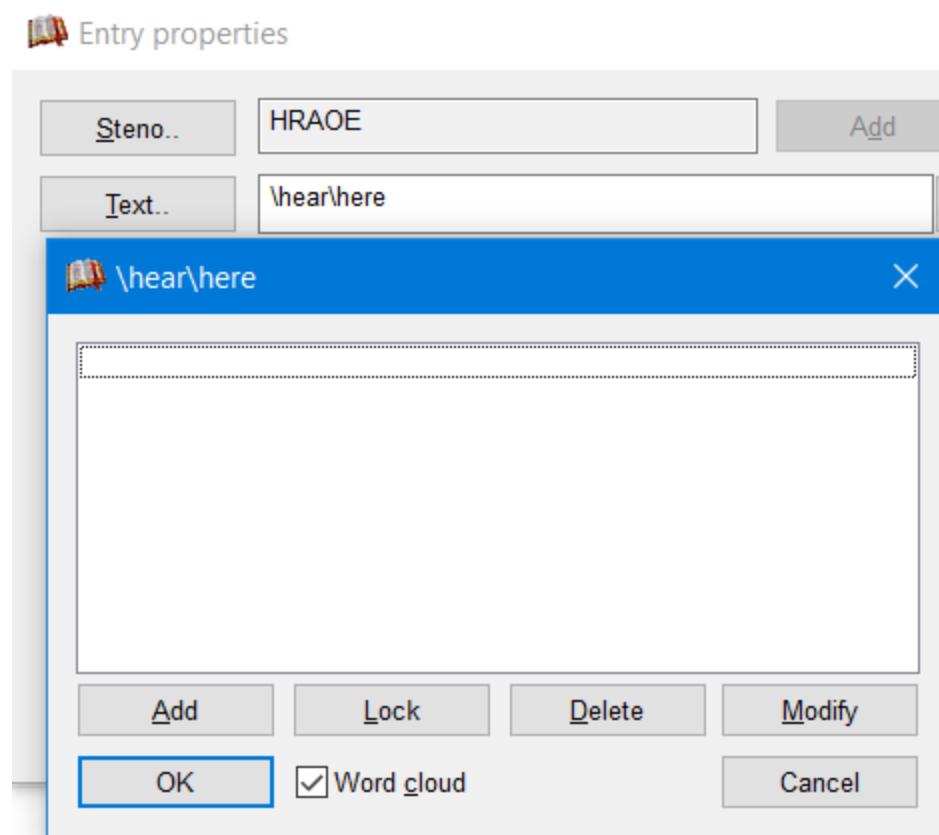
9.7.6 Modifying entries

Modifying entries

If you right click on a entry and select **Properties...**, or highlight an entry and hit **Enter**, it will open the **Entry properties** dialog, which includes all of the information in the dictionary entry, including the **Definition**, if there is one in the definitions dictionary.

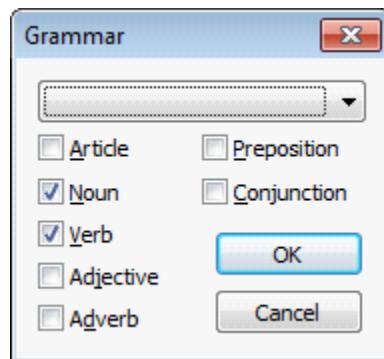


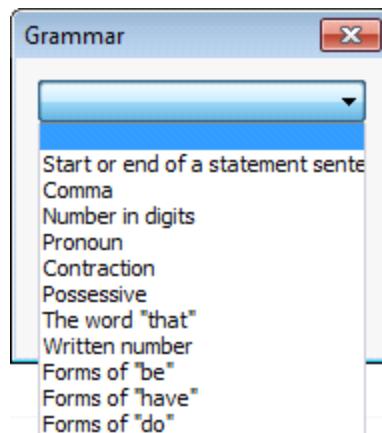
If you press the **Steno..** button to change the steno, you have the option of replacing the original entry or making a new entry. If you hit **OK**, the default behavior, the steno you enter will replace the original. If you hit the **Add** button instead, it will add the current entry to the dictionary with the new steno, but the original one will remain. You can use this to add multiple steno variations for one dictionary entry.



The **Advanced..** button allows you to perform editing functions unique to the type of entry you are working with. If it is a conflict, that button will allow you to edit the AI data. If you are on a Speaker entry, it will open the **Master Speaker Table**.

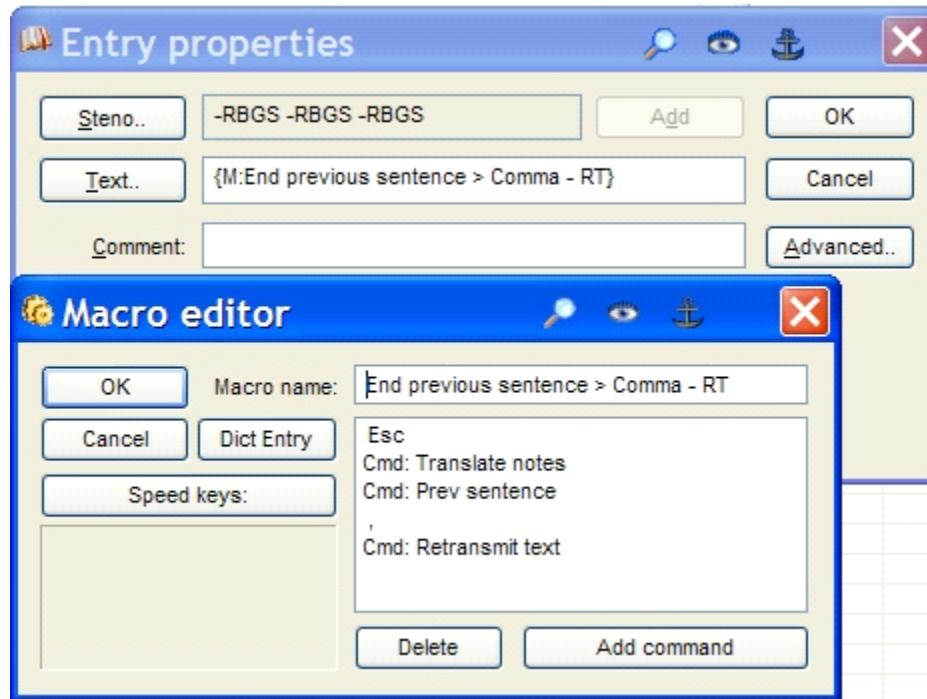
If it is a conflict, the Advanced dialog has buttons to **Add** new data, **Modify** existing data or **Delete** the conflict. You can check the **Word cloud** [259] box to change a conflict from a grammar conflict to a meaning conflict. The add and modify buttons will prompt for the grammar before the entry, then for the selection, and then the grammar after the entry, using separate dialogs for selecting the parts of speech from a menu and the conflict choices from a list.





The **Grammar** selection dialog contains a series of checkboxes for the parts of speech that can be combined together in a single word (such as words that can be either a noun or a verb.) It also contains a list box for special categories of words that are mutually exclusive. You can select from either the checkboxes or the list, but not both. (If you have check marks and a list selection, Eclipse will default to the list selection and ignore the checks.)

If it is a macro, it will open the macro itself and allow you to edit it.



If the current dictionary entry is an autoinclude, the system will open the include file and exit the dictionary entry properties dialog.

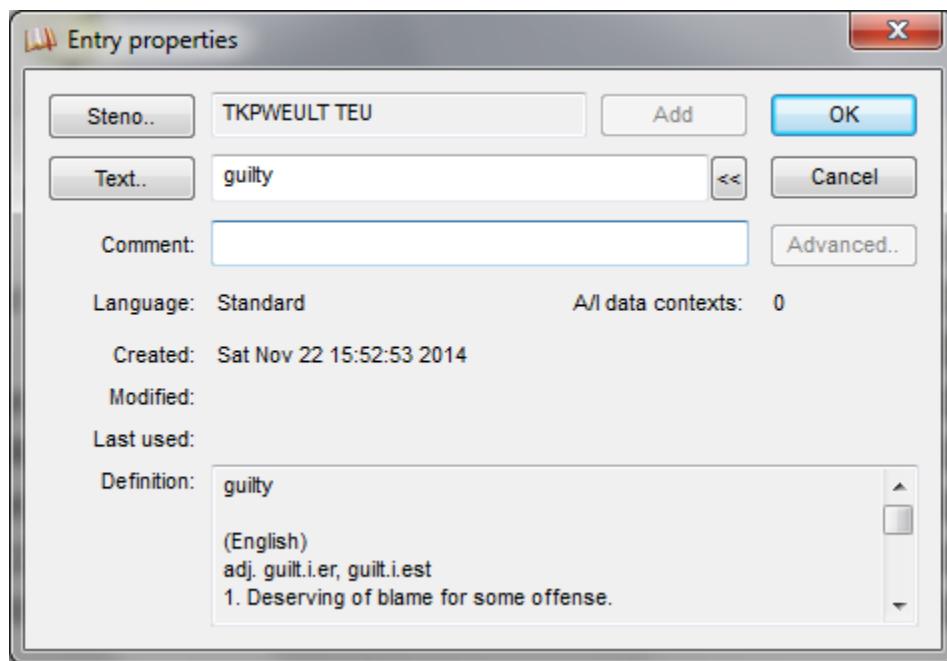
Adding a Comment to an entry

If you click the **Text** button in the **Entry properties** dialog, you can use the EntryText~~CommentText format to type in a comment. The result will be the EntryText appearing in the Text field, and the CommentText appearing in the comment field.

9.8 Editing Dictionary Entries (text or steno)

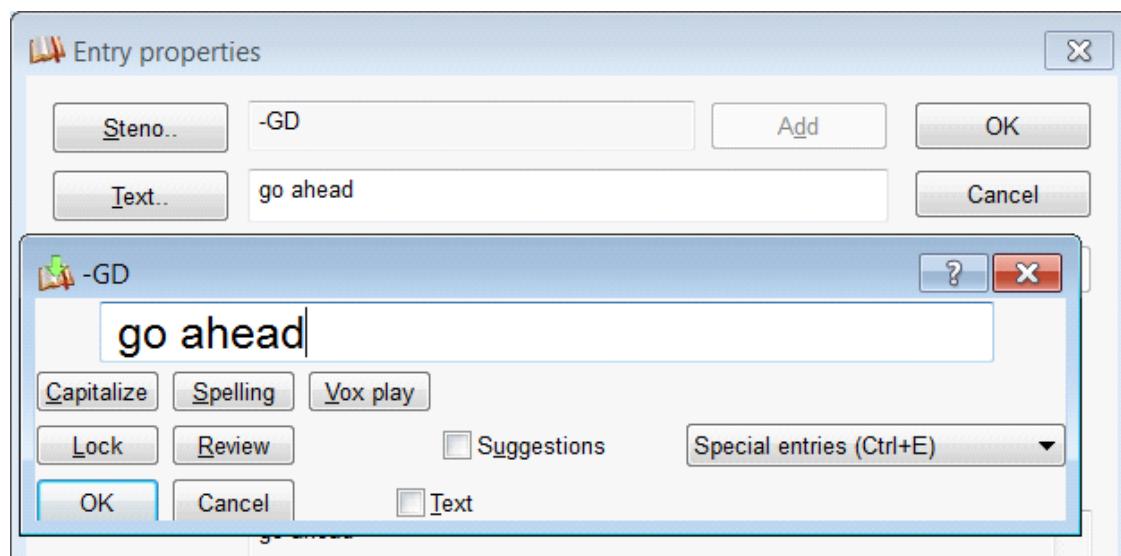
Editing Dictionary Entries (text or steno)

To edit a dictionary entry, either the definition or the steno, select the entry and press Enter. This opens the **Entry properties** dialog window, which provides editing functions and also gives you information about the entry.



You can also double-click on an entry to get its properties (or use **Alt+L**).

The steno outline of the entry appears next to the **Steno** button, and the text definition of the entry appears next to the **Text** button in an entry field. Clicking the **Text** button opens a globaling dialog.



If you view the entry properties of a dictionary entry such as HR*EFT = {M:Left one word - RT} then the **Advanced** button will be activated and pressing it will go straight to the macro editor to allow you to modify the macro for that entry. If the macro described in the dictionary does not exist, the button will do nothing. It will not add an empty macro to the macro list.

In the case of a conflict, the **Advanced** button provides access to the entry's [conflict logic](#)^[169]—the information that Eclipse collects to select conflicts automatically. This information is sometimes used by Advantage Software's technical support staff.

9.8.1 To change the steno outline

To change the steno outline

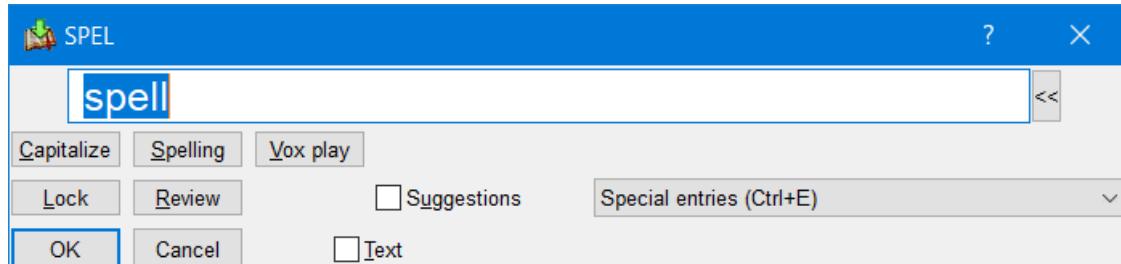
In the **Dictionary properties** dialog window, click the **Steno** button. A steno emulator dialog appears, with the existing steno.

1. Use the emulator and your mouse pointer to edit the steno or enter new steno.
2. When you are satisfied with the steno you entered, click **OK**. The emulator window disappears and the steno outline you just entered should appear in the **Dictionary properties** dialog window next to the Steno button.
3. Click **OK** to replace the steno in the selected entry.
4. If you want to insert a new entry into the dictionary instead of replacing the existing entry, click the **Add** button, then click **OK**. The original entry will remain in the dictionary, and a new entry with the edited steno will be added.

9.8.2 To change the text definition

To change the text definition

To edit a definition, you can type directly in the text field or click the **Text** button. Clicking the Text button opens a Text definition dialog window, which is similar to the globaling window.



The current definition appears in the field at the top of the window. You can add dictionary commands either directly (by typing them) or by selecting the command from the drop-down list near the bottom right side of the window.

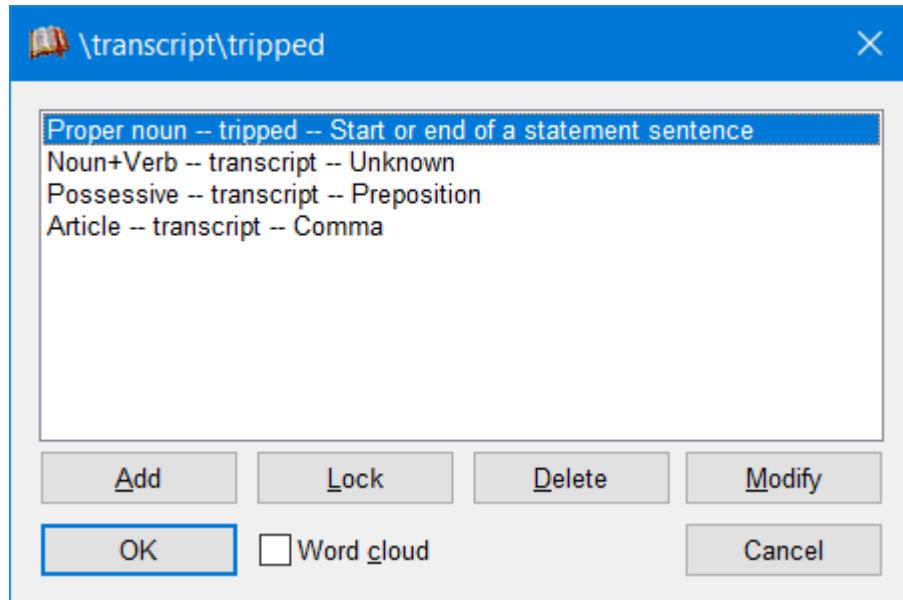
9.8.3 AI Dialog



Conflict AI Data Dialog

RELATES TO: [Working With Conflicts](#) [155], [Dictionary display](#) [131]

The AI dialog allows you to view and edit the information Eclipse has collected about your conflict dictionary entries. To access this dialog, view [entry properties](#) [133] on a conflict dictionary entry, and then click the **Advanced** button.



The definition of the conflict will appear in the title bar. Each entry in the list is a piece of information that Eclipse has taken from your editing actions. Each entry consists of one of the conflict choices, plus the context that preceded it, and the context that followed it. In the above graphic, the first item says that when preceded by a Proper noun, and followed by the start or end of a statement sentence, the proper choice is "tripped."

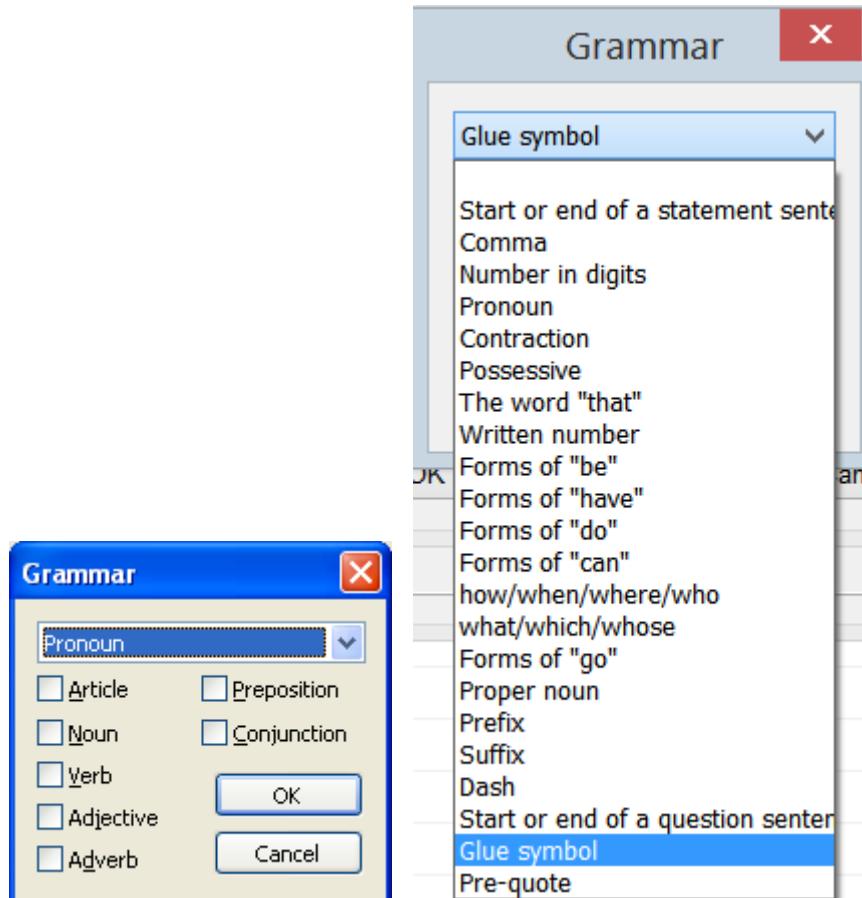
The **Delete** button will delete the highlighted AI entry.

The **Lock** button will add an entry that reads "Conflict Locked (further learning disabled)" to the list of AI entries. If this is in place, future conflict selections will not be added to the list of AI entries. To cancel the locking, select the "Conflict Locked" entry in the list, and click **Delete**.

Checking the **Word cloud** [259] box changes a conflict from a grammar conflict to a meaning conflict. You would pre-program these conflicts with words that should appear with or near the words in question.

Adding or Modifying Conflict AI Data

The list of conflict AI data will build automatically as you make conflict choices during editing. However, you can manually add an entry by clicking **Add** or **Modify**. This will open the **Grammar** dialog:



First, you will be asked to select a grammar context that should precede the conflict. Select a context from the dropdown list at the top, or select a combination of grammar items by checking one or more checkboxes.

After you click **OK** or press **Enter**, you will be asked which conflict choice is correct for this situation. Select the desired conflict choice.

The grammar dialog will appear again; select the grammar context or combination of grammar items that should follow the conflict. After you click **OK**, your selection will be added to the list, and will be considered each time you write this conflict in the future.

Glue symbols in Conflict AI

Many conflicts can contain glue entries. For example, EUFPLT, in some theories is both {S:MR. RIGHT} and {&I}. In general, you would prefer that the software always picks the first choice unless the entry has another glue entry on either side.

However, the editor cannot determine what a glue symbol is because that information is not stored in the document, so selecting this conflict cannot teach rules based on glue symbols. So, you can use the "Glue" option on the drop-down list for conflicts like this: clear out all the existing AI data, make sure the conflict is \choice1\{&gluechoice}, ensure that the "Pick 1st conflict choice" option is on by default, then go into the entry properties and add just one rule:

Glue entry {&gluechoice} Glue entry

Then lock the conflict. That will cause it to pick the glue choice if there is a glue entry either on the left or the right, but otherwise it will always pick the first (non-glue) choice.

9.9 Importing, Merging, and Unmerging Dictionaries

Importing, Merging, and Unmerging Dictionaries

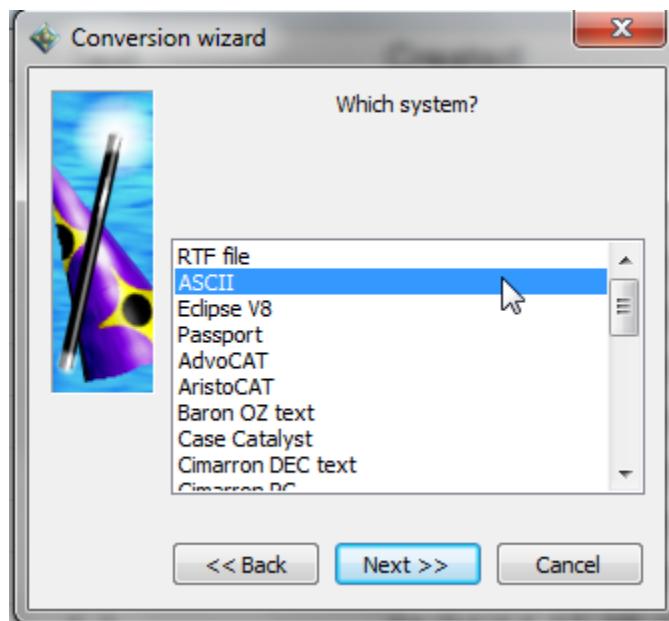
Eclipse can import dictionaries from Eclipse V.8 format. Dictionaries from other CAT programs can be imported, after they are converted to RTF (Rich Text Format), SDF (Standard Dictionary Format), or ASCII. (RTF, SDF, and ASCII are often referred to as intermediate formats because they represent an intermediate step in the import process.)

You can also combine, or merge, dictionaries. Whether you are importing or merging, the process is the same.

NOTE: When an outline is in both the current and imported dictionary, the definition in the imported file overwrites the one in the current dictionary (the merged dictionary).

If you later unmerge the dictionary, unmerging does not restore entries that were overwritten during the import. To avoid the overwriting, and to create a conflict instead, set the **Detect conflicts** option in the **Globaling** section in the **User Settings/Edit** tab.

Note: You can import **ASCII** into a dictionary using the conversion wizard. With a dictionary open, go to **Tools/Convert/From another system/Dictionaries**, and select ASCII from the list. You can then select the file to import, and Eclipse will import it into your dictionary.

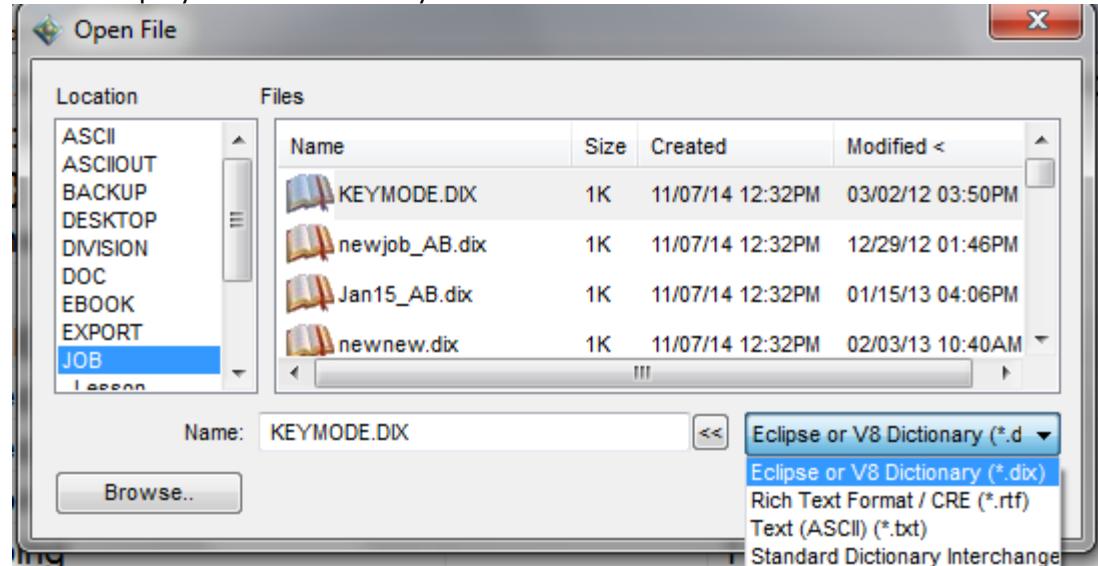


Importing a dictionary into Eclipse

Open the Eclipse dictionary into which you want to import the converted dictionary. This can be a new dictionary (use F9 and give the dictionary a file name) or an existing dictionary whose entries you want to merge with the imported one.

Once the dictionary is open, use the **File** menu/**Import** command. An **Open file** dialog appears. Use the file dialog to locate the drive and folder with the dictionary or dictionaries you want to import.

In the drop-down field, select the file format of the dictionary you want to import. The display area will list only those files that are in the selected format.



In the display area, double-click on a file's name, or select one or more files you want to import, then click **OK**. A prompt appears asking whether you want to trim redundant entries. (Redundant entries are explained below). After you answer the prompt, Eclipse begins the dictionary import.

Importing a Dictionary using Block Read (Alt+R)

You can merge dictionaries with the **Block** menu/**Read** command (**Alt+R**). **Block/Read** inserts a copy of another file into the current file at the cursor location.

After you press **Alt+R**, a [file dialog](#) will appear. Select the file you wish to insert into the current file.

If you are using **Block/Read** to merge dictionaries, it is advisable to have [**Detect Conflicts**](#) checked on the [**Edit tab**](#). If the same steno exists in both dictionaries, you will be asked which entry you wish to keep. You also have the option to create a conflict of the two entries.

When block reading one dictionary into another, when it detects a conflict between an incoming entry and an entry already in the current dictionary, there are a number of options: "Overwrite/Make conflict/Keep original/Stop asking." If you select "Stop asking" you will be asked what to do with ALL of the remaining entries that conflict, and will be asked "Overwrite/keep original," and the answer will be used for all remaining items with matching steno. Note that there is no option to create conflicts with all of the remaining entries that use the same steno, since that is extremely unlikely to be desirable.

If you merge dictionaries without using **Detect Conflicts**, the dictionary that is being brought in will take precedence.

9.9.1 Importing a dictionary into Eclipse

Importing a dictionary into Eclipse

Open the Eclipse dictionary into which you want to import the converted dictionary. This can be a new dictionary (use F9 and give the dictionary a file name) or an existing dictionary whose entries you want to merge with the imported one.

Once the dictionary is open, use the **File menu/Import** command. A file dialog appears. Use the file dialog to locate the drive and folder with the dictionary or dictionaries you want to import.

In the file type drop-down field, select the file format of the dictionary you want to import. The display area will list only those files that are in the selected format.

In the display area, double-click on a file's name, or select one or more files you want to import, then click Open.

A prompt appears asking whether you want to trim [redundant entries](#). After you answer the prompt, Eclipse begins the dictionary import.

You can also merge dictionaries with the [Block menu/Read](#) command (Alt+R).

9.9.1.1 Trimming redundant entries

Trimming redundant entries

Redundant entries are multi-word, multi-stroke entries that Eclipse would translate correctly using smaller entries and conflict logic. For example, a two-stroke outline for "the dog" that is simply the combined strokes for "the" and "dog" is a redundant entry. (Such entries were necessary in earlier CAT systems to resolve conflicts such as \it\the.)

Trimming redundant entries can result in much smaller dictionaries and increased performance.

9.9.2 Unmerging dictionaries



Unmerging dictionaries

The **Edit menu/Unglobal** command removes entries from a dictionary that were placed there via a merge command.

Typically this procedure is performed to "remove" a job or special dictionary that was merged with a main dictionary for a particular job.

To unmerge dictionaries:

- Open the dictionary containing the merged entries
- Select **Edit/Unglobal**.
- Select the dictionary you want to unmerge from the **Open File** dialog
- Click **OK**

NOTE: Unmerging does not restore entries that were overwritten during an import.

9.10 Exporting & Converting Eclipse Dictionaries

Exporting & Converting Eclipse Dictionaries

The **File/Export** command allows you to convert and export a complete dictionary or part of a dictionary to several file formats.

If you have filtered your dictionary, only the filtered entries will be exported.

Converted dictionaries serve as intermediate files that can be imported by other programs or writers.

This command is also useful for creating a dictionary backup in an alternate format.

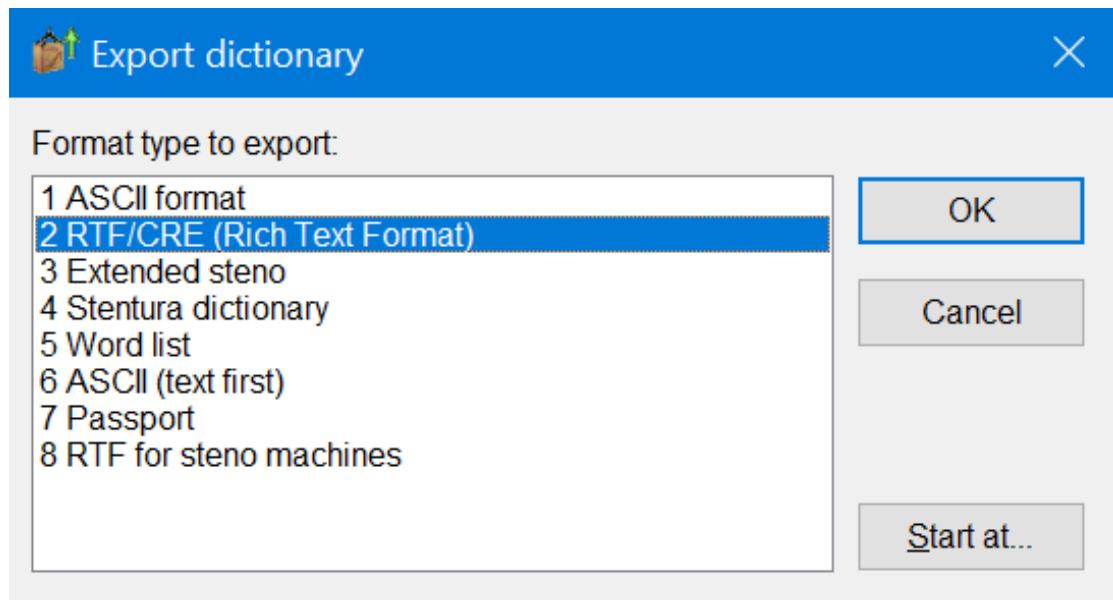
Dictionaries can also be converted to word lists (uses only the definitions), useful for instruction, research, archival, and other purposes.

The file format options:

- **ASCII** is a text file that consists of each entry's steno outline and text definition. The output is in the same order as shown on the display
- **RTF/CRE** preserves the most information from the Eclipse dictionary and is the recommended format for exporting to other systems.
- **Custom steno** is an automated dictionary export that attempts to adapt a non-split dictionary to a [splitkey](#) [855] dictionary.
- **Stentura dictionary** is the format used by Stentura writers that are capable of displaying realtime translation.
- **Word list** is an ASCII text file that contains only the text definitions of the dictionary, in the same order as shown on the display.
- **ASCII (text first)** is an ASCII file that has the text on the left. The output is in the same order as shown on the display
- **Passport** is a Passport dictionary

To export a dictionary:

1. Open the dictionary you want to export.
2. Use the **File menu/Export** command (or the **Production/Output to Ascii** command). The **Export dictionary** dialog opens with a list of file formats



3. Select (click once on) a file format for the exported dictionary. To export only part of the dictionary, click the **Start at** button. A steno writer emulation window appears. Enter the stroke outline at which you wish to start the exported file and then click **OK**. The exported file will contain only those entries from the selected outline to the last dictionary entry.
4. The export to Ascii or Word list will output the dictionary in the display order.
5. The **RTF for steno machines** is intended for a dictionary export that is going to be loaded into a steno machine that contains no logic for selecting conflicts. For most conflicts, it's going to be less visually distracting to see the first choice than to see both choices, so this option will export the RTF with the first choice substituted for every conflict.
6. Click **OK** after setting the options in the **Export dictionary** window. A **Save file** dialog appears.
7. Type a file name for the new exported dictionary (be sure to give it a name you haven't used for a dictionary) and select a location for it.
8. Click **OK** to complete the process.

The dictionary will export in whatever order it is sorted in at the time the exported file is created.

9.11 Specifying Current Dictionaries

Specifying Current Dictionaries

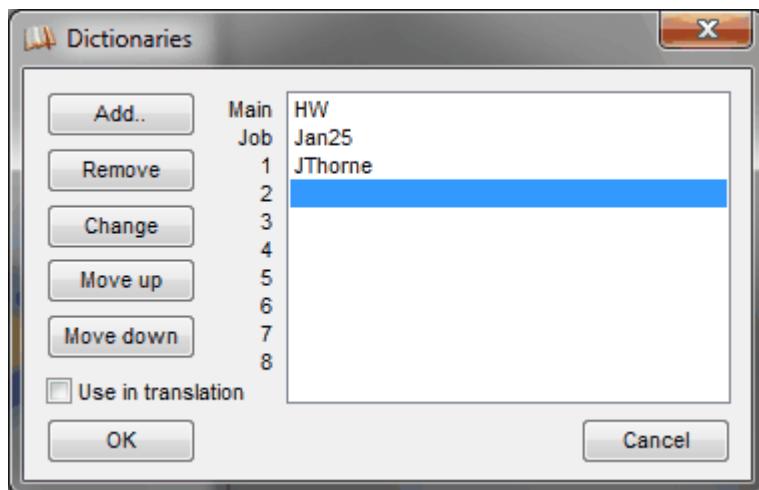
When you prepare to translate a job you can indicate to which dictionaries globals will be added.

You can also set in advance which dictionaries should be used by default.

9.11.1 Types of dictionaries

Types of dictionaries

There are several types of dictionaries, categorized by when and how they are used: Main, Job, and user-defined dictionaries.



The **Main** dictionary is your core translation dictionary. The main dictionary is used in every translation.

A **Job** dictionary is automatically created at the time of translation; its purpose is to contain steno and terms that are specific or unique to that job and unlikely to be needed elsewhere.

If a Job dictionary is specified, it is used; if not, a Job dictionary with a file name in the form `jobname.dix` is created. During translation, Eclipse gives preference to job dictionary entries over those in a main dictionary. Jobs remember what job dictionary they are associated with, even if it is not the dictionary with the same name as the job.

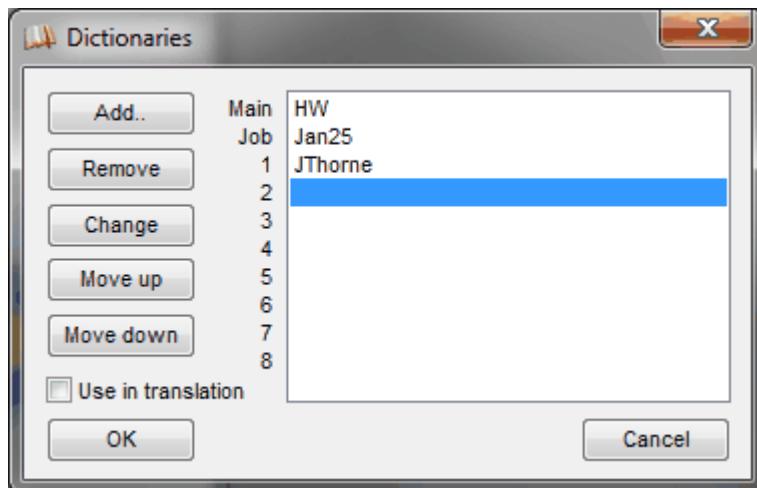
User dictionaries (numbers 1 through 8) are usually dictionaries specific to an industry or a category of terms (such as medical, engineering, marine).

9.11.2 Setting default dictionaries

Setting default dictionaries

Open the **User Settings (Alt+U)/User** tab.

1. Click the **Dictionaries** button. The **Dictionaries** dialog appears.



2. Highlight the dictionary you want to work with, and use the buttons to arrange them, setting the Main dictionary and any additional dictionaries you want to use by default.
3. To add a dictionary to the list, highlight an empty space and click **Add...**. An Open File dialog appears, listing your dictionaries.
4. Select the dictionary you want to add by clicking on the name, and clicking OK or pressing Enter. Once selected, the dictionary's filename appears in the list. You can add multiple dictionaries by Shift+clicking or Ctrl+clicking several filenames. The dictionaries will be added in alphabetical order, so to control the order you will either have to add them one at a time or move them around after they're added.

9.12 Spell Checking a Dictionary

Spell Checking a Dictionary

You can check the spelling of your dictionary entries by using the regular [spell checker](#)³⁴⁹ in Eclipse, on the **Production menu/Check spelling (Shift+Alt+S)**.

Note that the spell checker will ignore the steno outlines and look only at the definitions. The dictionary spelling checker moves to errors as it advances through the dictionary checking spelling. The one with the invalid spelling will be highlighted.

The spell check will check each word in a phrase entry.

Dictionary searches are not case sensitive. If a dictionary search contains no capital letters, the search will be case insensitive. Any capital letters will cause it to do a case-sensitive search. For example, if you do a dictionary search for "bank" it will find both "banker" and "Mr. Banks" but if you search for "Bank" it will only find "Mr. Banks."

You can use **Alt+S** to spell check a single dictionary entry. If there is more than one word in the entry, it will check each word. Correctly spelled words show "word is correctly spelled" in the status bar, and incorrectly spelled words will bring up the spell check suggestions dialog.

9.13 Searching Dictionaries

Searching Dictionaries - Overview

Eclipse's dictionary search allows you to find specific entries or a group of entries with the properties that you specify, according to a variety of criteria. After search, you can copy (**Write**) or transfer (**Separate or Move**) found entries to another dictionary file.

To search a dictionary, open it and then press **F5** (this is the same way a search is initiated in a text document). The [Find dictionary entries](#) [182] dialog window opens with your cursor in the Text box. Whatever you type in the text box will filter any entries matching that text. To search for an entry by text definition, begin the search using F5. When you get the **Find dictionary entries** Dialog, enter the text you want to find in the **Text** field. When you click on OK, Eclipse will search for an exact match to the entered text. For example, if you type "the" and hit [enter] it will find any dictionary entries containing "the" in them. Note that this is looking for a match anywhere in the dictionary, so it will not only match "the" but "the dog" or "on-the-job" or "there" or "other" or "bathe" or any other entry containing that sequence of letters.

The text search is only case sensitive when the search contains capital letters. Otherwise, it is not case sensitive. For example, if you do a dictionary search for "bank" it will find both "banker" and "Mr. Banks" but if you search for "Bank" it will only find "Mr. Banks".

You can use **Ctrl+W** to add foreign and special characters to the search string.

The **Find dictionary entries** dialog window gives you many options for your search. There are two lists containing **Steno shortcuts** and **Text shortcuts** to different types of searches you might want to do. Select an item from either one or both of those lists. Some of the searches require no additional input, such as **Conflicts** which simply shows you all of your conflicts. Some of them, such as **Starts with** will require you to type in some text. Select the item on the list, hit enter or OK, then type the text when it asks you to and hit enter. The text will be entered in the find dialog, and you can hit enter or OK to complete the search.

When filtering or sorting a dictionary, the mouse pointer will turn to an hourglass to indicate that the software is working.

These parameters can be searched individually or in a combination of one text filter and one steno filter. You can do “find and replace” searches on text and/or steno. The steno and text each have separate replace fields in which you can type a replacement for the original text. These options are described individually below, with more detailed information on custom searches in the Reference Guide.

If only the text or only the steno has content typed into both the search and replace, the other part of the entry is ignored. For example, if you tell it to replace the text “{A:bold}” with “{b}” it will do so for all entries, regardless of their steno.

If BOTH search boxes contain text, then only entries that match BOTH of the search criteria will be considered. In this case, if EITHER of the replace boxes contains text, then that text will be used to replace the appropriate matching portion of the entry. If BOTH replace boxes contain text, then that text will be replaced in BOTH of the portions of the entry. For examples, see the Reference Guide.

When you issue a find command, the dictionary display changes by filtering out only those entries that match the criteria you specify and displaying them exclusively. When you do this, the “Steno” or “Text” column headers will change to “Steno (filtered)” or “Text (filtered)” to let you know you’re not looking at your entire dictionary, but at a subset of the entries in it.

You can use the up and down arrows to move among the filtered entries, and use the column sorting capability to re-sort the filtered entries in any order you like. For example, you could display all of your conflicts in alphabetical order.

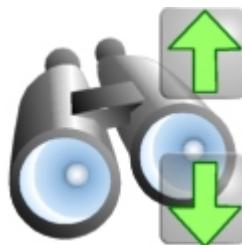
To return to viewing the complete dictionary, press F5 and enter without choosing any parameters.

9.13.1 Dictionary Search with Filter



Dictionary Search with Filter

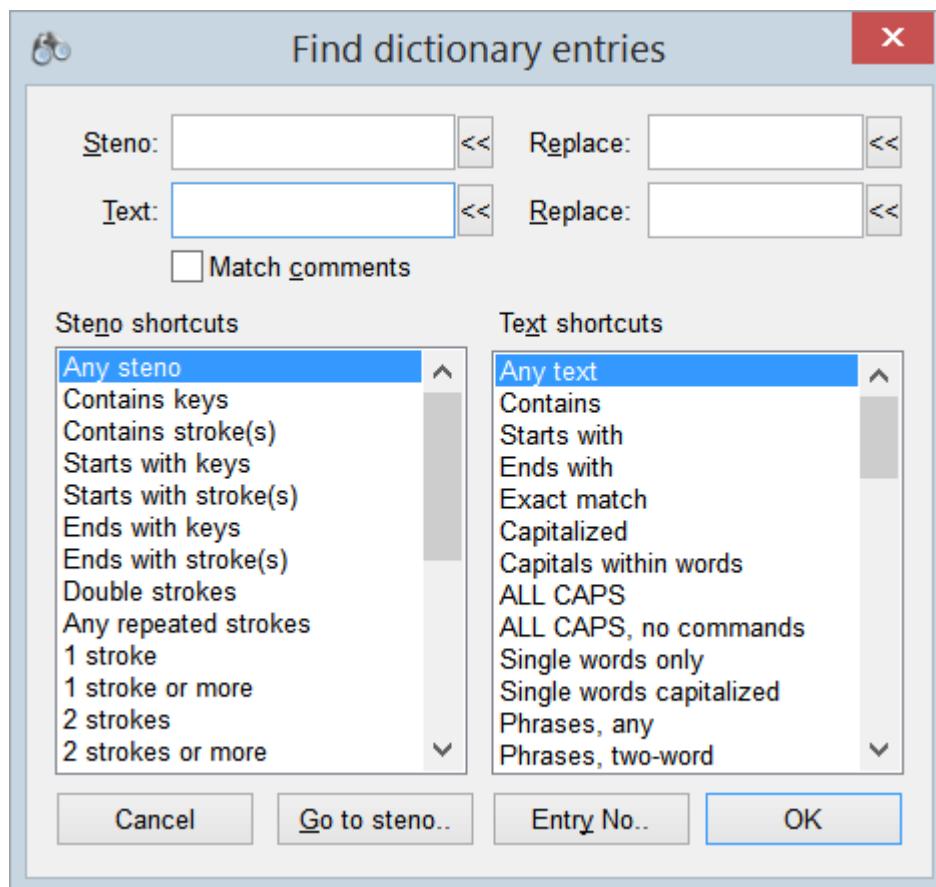
F5/hyperkey F



RELATES TO: [Find](#)²⁹⁴, [Working With Dictionaries](#)⁶⁰⁵, [Filter Expressions](#)⁸⁹⁴.

The dictionary filter allows you to search your dictionary for a particular subset of interest. Rather than the cursor jumping to the matched entries, the dictionary will be filtered, meaning that only matches will be shown.

To filter a dictionary, [Open the dictionary](#)⁹⁵² you wish to filter, and then do a [Find \(F5 or hyperkey F\)](#)²⁹⁴. The Find Dictionary Entries dialog will appear:



You can type the desired text or desired steno in the **Text:** and **Steno:** boxes. Only exact matches will be displayed. You may also click **Go To** to open the [steno emulator](#)⁸¹⁷ for a steno search.

You may also type [filter expression syntax](#)⁸⁹⁴ into either the Steno or Text boxes.

You can click the **Entry no..** button and then supply an entry number and the dictionary will jump to that entry number.

You can check the **Match Comments** box and the text search will search both the entry text and the comment text.

Steno Filter Search

The list of Steno Shortcuts at bottom left offers a variety of ways to search the dictionary for steno. Here is the list of choices, and what each one does:

- **Any Steno.** All entries are shown.
- **Contains Keys.** Shows entries that contain the keys you select (you will be prompted with the Steno Emulator). For example, if you chose the initial-side keys ST, you would see STPH={?}, START = start, and PHAOEUBG/ROE/ST-PLS = Microsystems.
- **Contains Strokes.** Shows entries that contain the keys you select as an entire stroke. This search would result in the entry ST = is it, as well as any entries of two or more strokes that contain ST as an entire stroke.
- **Starts with Keys.** Shows entries that begin with the steno keys you select. If you select steno keys initial SR, you would see SRAPB = van, but not STR = center (since SR are not the first keys of STR).
- **Starts with Strokes.** Same as Starts with Keys, but applies to complete steno strokes only. For example, EPB would find EPB/KREUPBT = encrypt, but not EPBD = end (since EPB is not a complete stroke in this outline).
- **Ends with Keys** and **Ends with Strokes.** Similar to Starts with Keys and Starts with Strokes.
- **Two Strokes.** Shows all two-stroke entries. You will not be asked to select steno here; it will show all of them.
- **At least Two Strokes.** Shows all entries of two or more strokes.
- **Three/Four/Five/Six/Seven/Eight Strokes.** Similar to Two Strokes.
- **At Least Three/Four/Five/Six/Seven/Eight Strokes.** Similar to At least Two Strokes.
- **Custom Steno Search.** Takes you to the Custom Search Builder dialog, where you will be prompted to build a custom filter. See the page on [filter expressions](#)⁸⁹⁵.

Note: The difference between "keys" and "strokes" is whether or not you're searching for an entire stroke in that location or only part of a stroke. Here are some examples:

Search provided: Ends with keys AL

Matches: TAL, TPAL, TPORPL AL, PRAOEUPL AL

Search provided : Ends with stroke(s) AL

Matches: TPORPL AL, PRAOEUPL AL

Does not match: TAL, TPAL (it must have AL as an entire stroke at the end)

Text Filters

You can also use Text Shortcuts: these filters apply to the definition, not the steno. Here are your options:

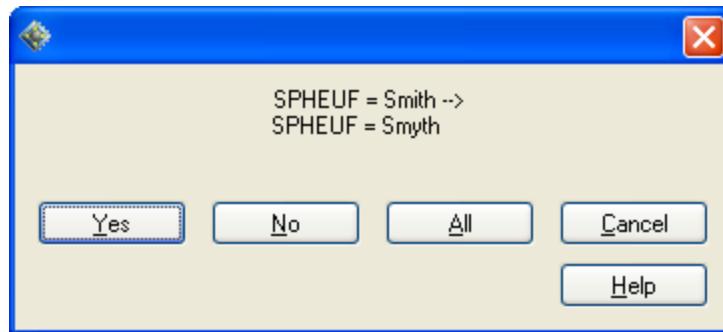
- **Any Text.** All entries are shown.

- **Contains.** The text you enter into the Text box will appear somewhere in the entry. Searching for an entry that contains "the" would turn up the, theocracy, lathe, the book, and Atherton.
- **Starts With.** The text you enter into the Text box will appear at the beginning of the entry. Searching for "the" would turn up the, theocracy, and Theodore.
- **Ends With.** Similar to Starts with. Searching for "the" would turn up lathe and bathe.
- **Exact Match.** What the name implies; turns up dictionary entries that match the entered text exactly.
- **Capitalized.** Shows all capitalized dictionary entries.
- **Conflicts.** Shows all conflicts.
- **Phrases.** Shows all entries that are multi-word phrases, like "the court" and "United Nations." 262
- **Commands.** Shows all dictionary entries that are formatting commands. Note that this will include things like prefixes/suffixes, Q/A/speaker IDs, and punctuation.
- **Prefixes and Suffixes.**
- **Internal Caps.** Shows all dictionary entries that have a capital letter somewhere other than the beginning. All caps entries are not included.
- **Macros.** Dictionary entries that execute macros, such as for realtime editing.
- **Digits.** Any entry that contains digits 0-9. This will include things like 24-karat and I-95.
- **Written numbers.** Any entry that includes a written number word: one, two, three, etc.
- **All caps.** Entries that are defined in ALL CAPS.
- **Punctuation.** Any entry that contains a punctuation mark.
- **Autoincludes.**
- **Capitalized Phrases.**
- **Paragraphs.** Any entry that creates a new paragraph. This includes things like {Q}, {A}, {N}. and {S:SPEAKER} by themselves, as well as briefs like {A}Yes{,}Your Honor.
- **Number Triggers.** Any entry that contains a number-conversion code like {#G}.
- **Speakers.** Any entry that contains a speaker ID.
- **Lockspaces.** Any entry that contains a lock-space.
- **Hyphens.** Any entry that contains a hyphen.
- **Defined Slop Strokes.** Any entry that uses the {=STKPWHR} slop-stroke syntax. Note that slop strokes will not appear here if they do not use this redirecting syntax, such as STKPWR = {Q}.
- **Glue Entries.** Any entry that contains the {&} glue character syntax.
- **One-letter (Alphabets).** Any dictionary entry that contains only one letter.
- **Two-choice conflicts.** Any conflict entry that offers two choices.
- **Three-Choice Conflicts and Four-Choice Conflicts.**
- **Conflicts with Commands, Conflicts with Capitalization, Conflicts w/Prefix or Suffix, Conflicts with Number Triggers, Conflicts with Hyphens, Conflicts with Paragraphs, Conflicts with Punctuation.** Finds certain conflict dictionary entries.
- And finally, **Custom Text Search** takes you to the Custom Search Builder dialog, where you will be prompted to build a custom filter. See the page on [filter expressions](#) 899.

Searching and Replacing

If you want to perform a search and replace, enter what you are searching for in the **Search** text box, and what you want to replace it with in the **Replace** text box next to it. You can search-and-replace on text or steno; each has its own box.

Note that unlike the find, this does not filter the dictionary display. Instead, it will find all matches and ask you for each one if you want to replace it. It will show you the original entry and what the replacement will look like to give you a chance to make sure you are finding and replacing the right thing. You will be asked to confirm each entry that is subject to change:



To confirm this change, answer **Yes**. If you do not want this change to be made, answer **No**. If you select **All**, all entries that match the search/replace criteria will be changed automatically. Be cautious when using the All option, as it cannot be undone. Selecting **Cancel** will cancel the search and replace.

When searching and replacing, the steno and text filters will also apply. If you want to search-and-replace only entries that end in the letter S, enter "s" into the Search box, and select "Ends With" in the list of text shortcuts.

It is also possible to use both steno and text as a search criteria, even if you only want to change one or the other. A dictionary entry must match both criteria to be affected. The following example would replace the final S steno with a final Z, but only for entries that end in the letter S, and end with the -S (final S) keystroke:



Creating Custom Filters

You may create custom dictionary filters by using [filter expressions](#). See details in the Reference Guide.

Clearing All Filters

To once again view all entries in the dictionary, open the Find dialog (F5), and press Enter without selecting anything. Quick way: F5 followed by Enter, or hyperkey F followed by Enter.

VISUALIZERS:

- [H2 Dictionary Searches.mp4](#)
- [H2 Go to Steno.mp4](#)
- [vH2 Starts Ends Exact.mp4](#)
- [vH2 Keys v Strokes.mp4](#)
- [vH2 Dictionary Find Replace.mp4](#)
- [vH2a Dictionary Advanced.mp4](#)
- [vH2b Selecting Dictionary Entries.mp4](#)
- [vH2b Move Dictionary Entries.mp4](#)
- [VH3 Text-Sorted Dictionaries.mp4](#)

9.13.2 Text and steno search without filtering

Text and steno search without filtering

If you have the dictionary sorted by text, the **go to** function, **Alt+G**, will ask you for a piece of text and will jump to the first entry containing the text you type in.

If the dictionary is sorted by steno, the **go to** command, **Alt+G**, will go to the first instance of the steno without using the **Find** commands at all.

The entries will not be filtered.

9.13.3 Searching for Macro strokes in steno

Searching for Macro strokes in steno

Typing {M: into the text field will return a list of all the macros in your dictionary. You can also select "Macros" from the list in the **Text shortcuts** box.

9.13.4 Searching for Steno plus Text

Searching for Steno plus Text

If you type something in BOTH the steno and the text fields, it will only display entries that match BOTH the steno and text filters. For example, if you put in AEU and ay in the steno and text fields you would get the following results:

Matches:

PAEU = pay

PWAEU ER = Bayer

TKAEUS = days

Non-matches:

RAEUPB = rain

HAE = hay

TKOG = dog

A good example of a useful search: Select "Ends with Stroke(s)" and "Ends with" and hit OK. Put in the final -G stroke, then type "ing" when asked for text. That will show you all of the entries in your dictionary that end with the -G stroke and also end in "ing" in the text, allowing you to find old, redundant entries that are unnecessary if you have -G defined as the {^ing} suffix.

9.13.5 More specific Text searches:

More specific Text searches:

Here is a list of the text shortcuts provided for doing more specific text searches.

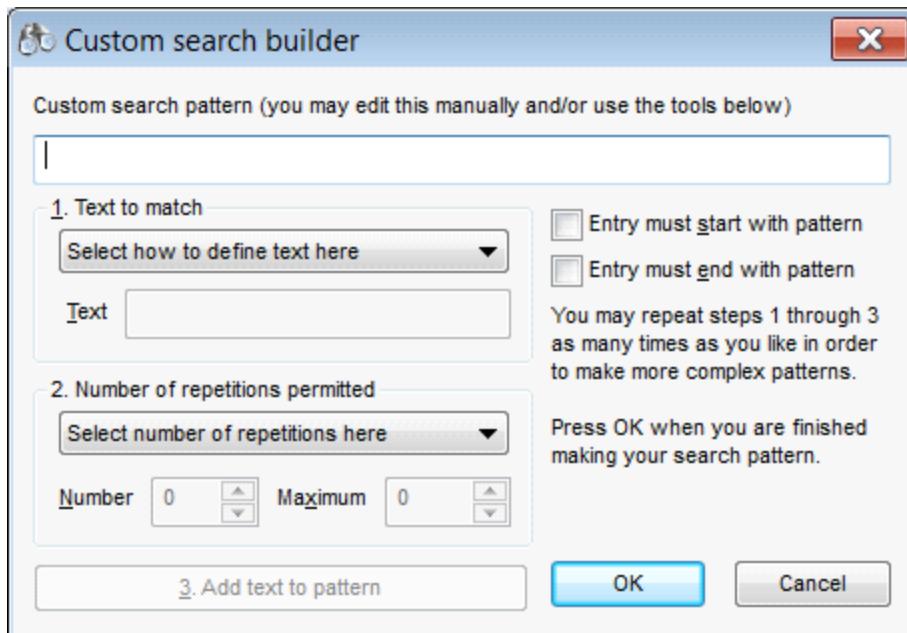
Text shortcuts:

Any text	Number triggers
Contains	Speakers
Starts with	Lockspaces
Ends with	Hyphens
Exact match	Defined slop strokes
Capitalized	Glue entries
Conflicts	One letter (alphabets)
Phrases	Two-choice conflicts
Commands	Three-choice conflicts
Prefixes and suffixes	Four-choice conflicts
Internal capitalization	Conflicts with commands
Macros	Conflicts with capitalization
Digits	Conflicts with prefixes or suffixes
Written numbers	Conflicts with number triggers
All caps	Conflicts with hyphens
Punctuation	Conflicts with paragraphs
Autoincludes	Conflicts with punctuation
Capitalized phrases	Custom text search
Paragraphs	

9.14 Custom Search Builder

Custom Search Builder

At the bottom of the Steno shortcuts and Text shortcuts lists, you will find **Custom steno search** and **Custom text search**. If you choose this option, the Custom search builder dialog opens. See the [Reference Guide](#) [655] for details on creating a custom search.



9.15 Dictionary Printing

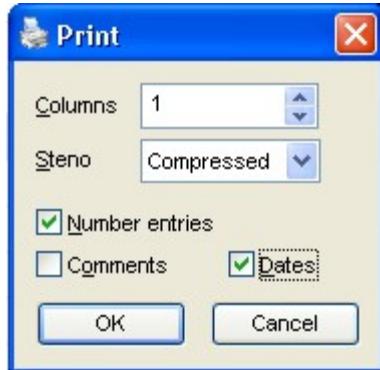
Dictionary Printing



Alt+O

RELATES TO: [Dictionaries](#) [125], [Print Dialog](#) [546],
[Working with Dictionaries](#) [605].

When you right-click in a dictionary, and choose **Print**, you will be presented with a dictionary **Print** options dialog, before the **Print** dialog opens asking about device details.



The options in this dialog are **Columns**, **Steno**, **Number entries**, **Comments**, and **Dates**.

The **Columns** item describes how many columns of dictionary entries you want printed, not how many columns of information. If you select 2, for example, then there will be two columns of dictionary entries, each of which could have a separate column of steno and text.

The **Steno** item allows you to decide whether you want no steno, steno in compressed format (as on the display) or steno spread out in paper format. If you choose the paper format, each stroke will be on a separate line. Number entries allows you to decide if you want a column for the entry number as shown on the display.

Comments selects whether you want a column for the entry comments.

If you turn on **Dates**, you will get one date column which will put each available date on a separate line, if applicable. Since many entries may not have a modified or used date, this usually will not result in extra lines. When printing the Used date, it will include the number of times used.

The contents of the printout and the sizes and orders of the columns are determined by how you have arranged the display.

For example, if your text column is twice as large as the steno column, that's how the printout will appear. Some columns will automatically become a certain size based on the contents. For example, the numbered column will be exactly as large as necessary to hold the largest possible entry number. If you choose paper-style steno, the steno column will be exactly as large as a steno stroke.

The dates and times will appear exactly as you have them selected in the display, and if you have a search filter or sorting order established, that's what will print.

If you have re-organized the order of columns, that's how they will print.

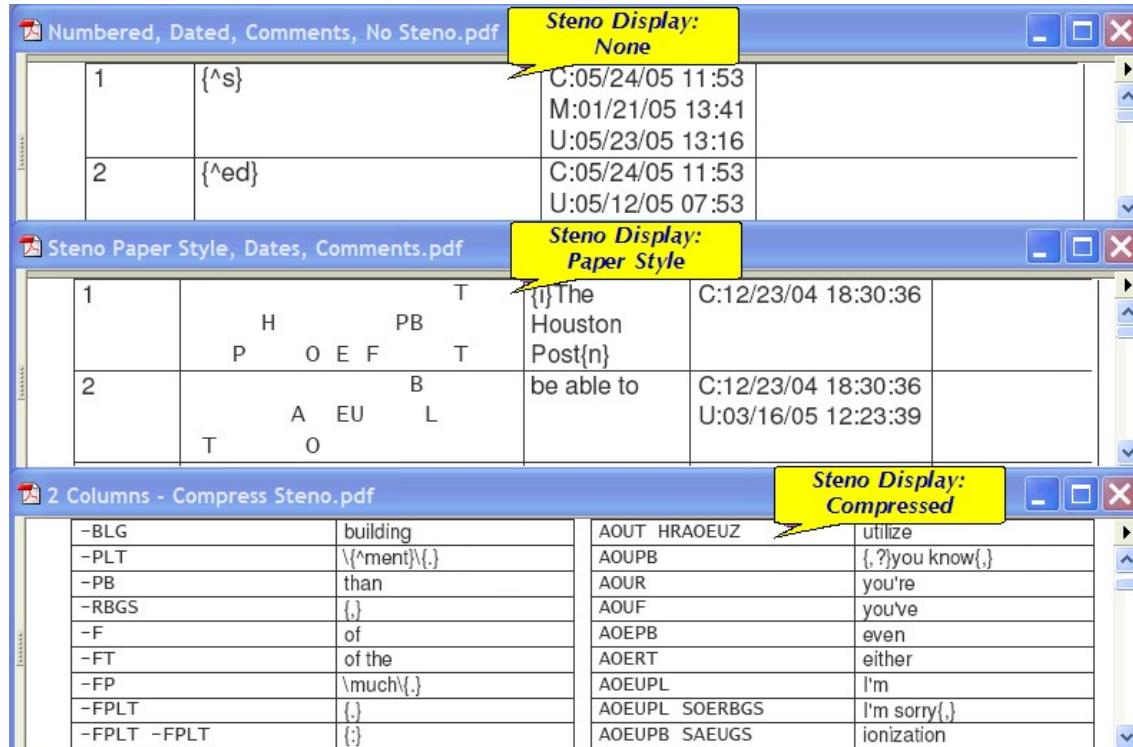
The font size is also chosen automatically, proportional to the dictionary display font size, and based on how many columns you have selected. Each time you increase the number of columns, the printing font decreases in size. The printout will use the document top and left margin, and will include the name and date at the top of the first page.

When printed to a pdf, the file name will be the name of the dictionary.

Printing marked entries

If you mark entries before you select the print function, it will print only the marked entries.

You can print your dictionaries in a variety of formats, as in the examples below:



9.16 Backing up and Restoring Your Dictionary

Backing up and Restoring Your Dictionary

Remember to create backups of your dictionaries regularly.

Auto-backup of your Main dictionary

Your main dictionary gets saved and backed up each time you exit the program. The files are named .db0, .db1, .db2, etc. up to .db9, and are saved in the Backup folder. If you have any additional dictionaries selected under User settings/User/Dictionaries, it will also back them up as dictname.db0-9.

You can access them using [File Manager](#).

Backing up dictionaries

It is impossible to overemphasize the importance of keeping current backups of dictionaries (main, job, and special dictionaries) as well as your user settings and job files. Backups are basically just copies of files that you save in a location other than where the original is. They can be created simply and can save you incredible amounts of time and frustration.

While Eclipse makes auto-backups of your main dictionary, current user settings, and job files, you should periodically make backups of all your dictionaries, settings, and job files from either within Eclipse, using the [Tools menu/Backup](#)^[191], or [File Manager \(Ctrl+F\)](#)^[193], or [Windows Explorer](#),^[194] the file management program that is part of the Windows operating system. Windows Explorer provides additional functions that are useful for backups. See linked help files (following) for details on each method.

9.16.1 Backing up and restoring from within Eclipse

Backing up and restoring from within Eclipse

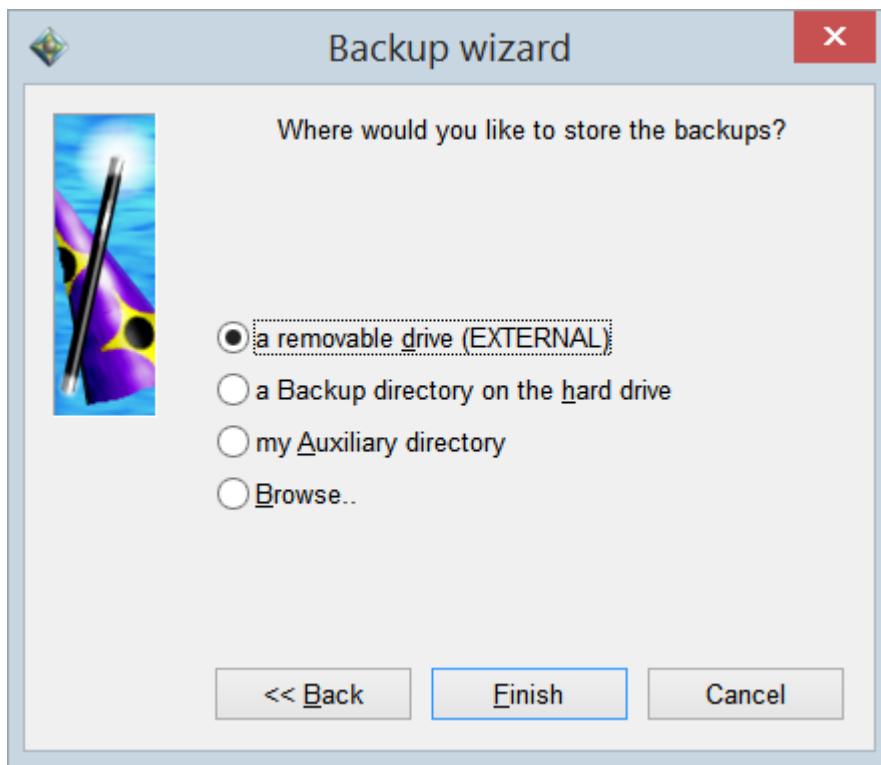
Eclipse provides a backup wizard to make backing up files especially easy. It will ask you which dictionaries and which user files you want to back up, and then where you want the backup files to go (hard drive, writer drive, auxiliary folder). Another wizard will guide you through the restore process.

9.16.1.1 Tools/Backup

Tools/Backup

To start the Backup wizard, have no dictionaries open, pull down the Tools menu and select Backup.

1. The wizard asks what type of files you would like to back up.
2. Select the file types and click Next.
3. A new wizard dialog opens asking you to select the files you want to backup. Select the file(s) and click Next.
4. A new wizard dialog opens asking you to select the location in which to place your backup files. Select the location and click Finish.
5. The files will be backed up to the selected location.



If you select a removable drive, note that (EXTERNAL) is used to designate where it is. In order to use this, make sure to define an EXTERNAL=path line in your [File Locations](#) so that Eclipse knows where your external drive is. Note that you can use the [label name feature](#) with this, just as you can with any file location.

9.16.1.2 Tools/Restore

Tools/Restore

The restore wizard is similar to the backup wizard. To start the restore wizard, have no dictionaries open, pull down the **Tools** menu and select **Restore**.

1. The wizard asks where the files are that you want to restore (floppy, hard drive, and auxiliary directory). You can also select **Browse** from the restore wizard and select any available file location as the location where the backup files were originally stored.
2. Select the location and click **Next**. A new wizard dialog opens asking you to select the file you want to restore. Select the file and click **Finish**.

The file will be restored to where your Eclipse files are. If the file already exists, Eclipse will prompt before overwriting. If you are restoring your main dictionary, be absolutely certain you are deleting (overwriting) the correct file.

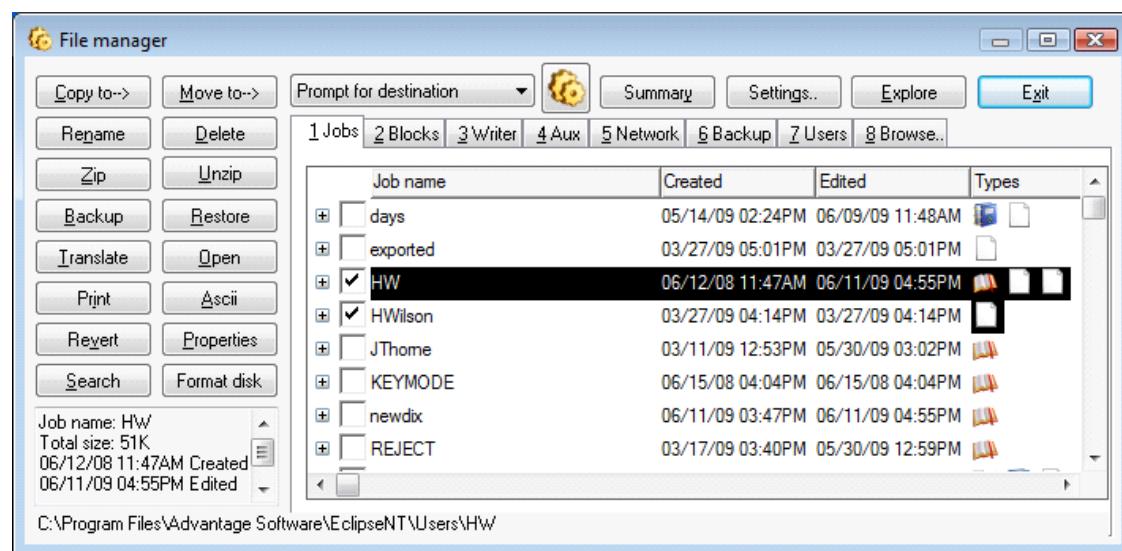
9.16.2 Backing up with File Manager

Backing up with File Manager

File Manager is the file management program built into Eclipse. It allows you to open, copy, move, rename, delete, zip & unzip, Backup & restore, translate, open, and print files in your user folder or other folders on your computer.

To Backup a file or files, select the files in File Manager by clicking in the box beside the file name(s). In the example below, all the "HW" files and the HWilson Dictionary are marked to be backed up. Click the **Backup** button, choose a location for the backup files from the **Pick one** dialog, and Click OK. A **File operation complete** message will appear.

You will receive a warning if a backup of the same name already exists:
"filename.zip already exists. Are you sure you want to overwrite it?"



Note: If you have Windows XP, you can copy files to a disk directly from the file manager as easily as you would to a floppy disk. Select the files you want to burn and use the **Copy** function. Select **Burn to CD** as your destination and the files will be burned.

For more formation on using File Manager to backup and restore files, see the [Reference Guide](#).

9.16.3 Backing up and restoring with Windows Explorer

Backing up and restoring with Windows Explorer

Windows Explorer is the file management program built into your computer's operating system. It allows you to open, copy, move, rename, and delete files and folders on your computer, so you can also use it to create backups of your Eclipse files.

Backing Up

When you back up a dictionary in Windows Explorer, you make a copy of the dictionary and place the copy in another location. This location may be another folder on your hard drive, a shared folder on a network, or a disk (or similar removable media). You do this by right-clicking-and-dragging the file to the backup location; right-clicking gives you the option of copying or moving the file.

Before you can create a backup with Windows Explorer, you must close the dictionary you want to back up.

If you are backing up the main dictionary for your active User folder through Windows Explorer, you must close Eclipse because the main dictionary for any active User folder is always open while the program is running.

1. In Eclipse, close your dictionaries. If you are backing up the main dictionary, close Eclipse.
2. If you are backing up another dictionary, make sure that dictionary is not open.
3. Open Windows Explorer.
4. Open the folder containing the dictionary file you want to back up (the contents of that folder will be displayed in the right pane of the Explorer window).
5. In the left pane of Windows Explorer, locate the drive and folder where you want to place the backup file.
6. Right-click-and-drag the dictionary file to the folder where you want to put the backup (the target folder). When the target folder is highlighted, release the mouse button.
7. When you release the right mouse button, a shortcut menu appears. Select **Copy here**.

OPTIONS: Open the folder containing the backup and edit the backup's filename. Renaming your backups allows you to create multiple backups for the same dictionary. For example, you might want to add the date to the dictionary file so you can see easily when it was created.

Restoring

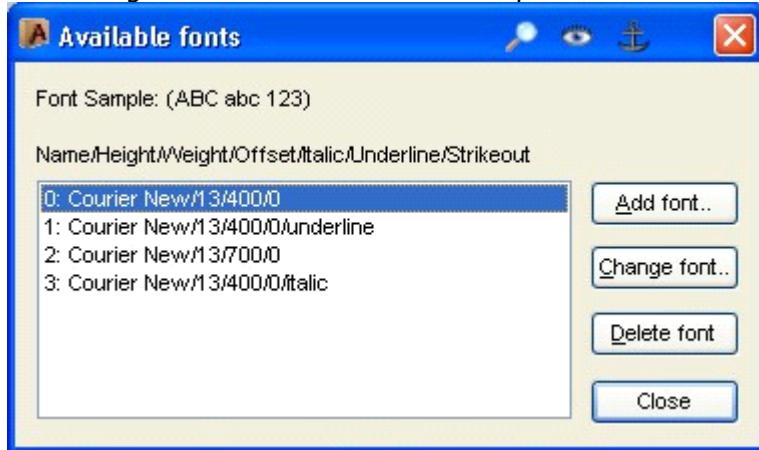
1. Copy the backup to the original dictionary's folder by dragging the file from the right Explorer pane to the left.
2. If your backup has the same filename as the current dictionary, a prompt asks whether you want to replace the current file. Select **Yes**.
3. If your backup has a filename different from that of the dictionary, delete the dictionary (click on it and press Delete), then rename the backup to the original dictionary's name.

Once the dictionary is copied and renamed as necessary, you can use it.

9.17 Font Changes in Dictionary Entries

Font Changes in Dictionary Entries

You can put commands in your dictionary for changing fonts, for example, to mark where italicizing of text should start and stop.



The easiest way to do this is to preset your master font list (**User settings/Document/Advanced/Master font table**) with the fonts you use all the time. For example, use a standard Courier along with underscored, bold, and italicized versions—perhaps also a fancy proportional font for headers or footers. Remember that any new documents will be created with these default fonts. In the example below, Courier New has been set as the master font. With these default fonts set, you can create dictionary entries that refer to them by number. For example, here's an entry that would put the words "The New York Times" in italic Courier New (font #3 in the Available Fonts dialog shown above), and then return to font 0 (the default) when done:

{FN:3}The New York Times{FN:0}

An alternate, and more complicated, way to use fonts in dictionary entries is to specify the full font information in the dictionary entry using "F:" instead of "FN" (which allows you to refer to fonts in the Master Fonts list by number):

{F:name,size[,weight[,offset[,underscore]][,italic][,strikeout]]]}

For example,

{F: Courier New,13,400,0,italic}

The **name** must match an existing font name; if it doesn't, Eclipse will approximate a font and the results might not be what you expected or want. Items in the brackets are optional items. Note that the nesting of the brackets indicates when you must use a prior optional setting in order to use an additional one (for example, to use "offset" you must first specify "weight").

Height numbers refer to "points"; for example 13 point Courier New is 10-pitch.

Weight determines boldness; 400 is normal, 700 is bold, and you can use any value, larger or smaller (1000 for super-bold or 100 for very thin, etc.). Not every font supports every value, but scalable true-type fonts tend to support quite a few.

Offset is for subscripts and superscripts and is the number of twips that the text is raised or lowered from the base line of text. Positive numbers create superscript (the number of twips the text is raised above the line) and negative numbers create subscript (number of twips below the line).

Note that even though size, etc. is optional, you MUST put in all values leading up to the value you want to change. You cannot skip items. (The exception to this rule is that underscore, italics, and strikeout can be placed arbitrarily in any combination at the end as long as all of the numeric attributes are in place.)

Font command examples

{F:Courier New,16} is allowed.

{F:Courier New,10,700,-80} is allowed (bold subscript).

{F:Courier New,10,underscore} is not allowed because to use underscore you must also indicate the weight and offset.

So, to use a normal weight and no offset with the underscore, you would use {F:Courier New,10,400,0, underscore} for the entry.

Font color

If you change the color for any of the font selections, that color will be used during the printing process if you have a color printer. Note that this does NOT mean that it will print out the colors defined in the **User Settings/Display** settings.

9.18 AutoMagic and Dictionaries



AutoMagic in a Dictionary

RELATES TO: [AutoMagic](#) 50, [Working with Dictionaries](#) 605.

If you open a new dictionary with no entries in it, AutoMagic will:

- offer to **Build a dictionary** from a word list
 - let you press 2 to **Add dictionary entries** using your computer keyboard
 - offer to **Import a file**, or **Read a dictionary**.

Steno		Text
Press a key to select the function you wish to perform:		

If you are in an existing dictionary with several entries marked, Automagic suggests **deleting, cutting, copying, writing, separating, or printing** the entries.

Select a function to perform on the marked dictionary entries:		
 1	Delete marked entries	Delete
 2	Cut	Ctrl+X
 3	Copy	Ctrl+C
 4	Write entries	Alt+W
 5	Separate entries	Ctrl+Shift+X
 6	Print	Alt+O

If your cursor is on an entry, AutoMagic allows you to **find entries, add an entry, delete or modify the entry, or print**, among others.

The screenshot shows two windows side-by-side. On the left is a function menu with the following text:
 Press a key to select the function you
 wish to perform:
 1 Find entries..
 2 Add dictionary entry Ctrl+D
 3 Delete current entry Delete
 4 Modify entry Enter
 5 Print Alt+O
 6 Export file
 7 Display properties Ctrl+Shift+F11
 8 Fonts Ctrl+Shift+F
 9 Statistics
 0 Block mark F7

On the right is a list titled "CLASS.dix" showing dictionary entries:

Steno	Text
1: -Z	{^s}
2: -D	\\$\\{^ed}
3: -S	is\\{^s}
4: -T	the
5: -TD	the
6: -G	{^ing}
7: -GS	{^ings}
8: -B	be
9: -BG	{#G}{^X}{:X}{^X}...
10: -BGD	{^cd}
11: -BL	{^ble}

If you choose **1 Find entries**, AutoMagic suggests the most common search types. Pressing 1 again will filter to show all the capitalized entries. In case what you want is not listed, the last choice (in this example, number 8) opens the search dialog.

The screenshot shows two windows side-by-side. On the left is a function menu with the following text:
 Press a key to select the function you
 wish to perform:
 1 ..capitalized
 2 ..conflicts
 3 ..phrases
 4 ..prefixes and suffixes
 5 ..speakers
 6 ..numbers
 7 ..paragraphs
 8 Find F5

On the right is a list titled "CLASS.dix" showing dictionary entries:

Steno	Text
1: -Z	
2: -D	
3: -S	
4: -T	
5: -TD	
6: -G	
7: -GS	
8: -B	
9: -BG	

9.19 Table of Standard Dictionary Commands

Table of Standard Dictionary Commands

(Note that opening and closing braces are necessary.)

Command entry	Description	Example
{^}	delete space, can be used with text (e.g. prefixes and suffixes)	Entry: {^ing}, {re^} Translation: running, replace
{ } or {- }	capitalize the next word	
{ -}	capitalize the previous word	
{>}	lower case next word	If you write "what {>} University" you will get "what university"
{>-}	lower case previous word	
{~}	insert a lock-space (nonbreaking space)	Mr.{~}Brown
{&text}	glue entry - Glue entries stick to each other and not anything else (except an option for sticking to numbers – see page 142.)	(&A}{&B}{&C} will translate as ABC See Reference Guide Help page on Glue Characters for details on Glue entries and templates [684]
{&-A}	glue entry, using a hyphen as divider ({&A} would mean no divider)	(&-A}{&-B}{&-C} will translate as A-B-C
{GLUEON}	glue mode on	
{GLUEOFF}	glue mode off	
{SLOWDOWN}	glue mode toggle	
{Q}	question paragraph	
{A}	answer paragraph, use "?" as terminal punctuation for previous paragraph.	
{S:name}	speaker with "name" label paragraph	{S:MR. BROWN}

Table of Standard Dictionary Commands

(Note that opening and closing braces are necessary.)

{N}	start a new paragraph using the continuation paragraph format that is defined for the previous paragraph	
{C}	centered paragraph	
{P}	parenthetical paragraph	
{F}	fixed line paragraph	
{N:label}	new paragraph with label	
{PGH:paragraph name}	named paragraph type	
{s:name}	an in-place name within the text, such as "I spoke to Mr. Jones yesterday."	{s:Mr. Jones}
{s:*}	can be used to create a speaker replacement using a job dictionary entry	{s:Speaker01} in main dictionary with {s:Mr. Jones} in Job dictionary creates a Speaker01-->Mr. Jones replacement.
{Ux}	user paragraph style x. Substitute a number for x. Styles 0-9 can be defined on the "Paragraphs" tab of the "User settings" window.	{U3}
{PRT:name}	insert the print command type indicated by "name"	{PRT:End excerpt}
{ALLCAPS}	change to all caps translation	
{ALLCAPSOFF }	turn off the ALLCAPS function	
{ALLCAPSTOGLE}	switch all caps translation on and off	
{CAPON}	turn on "capitalize each word" mode	
{CAPOFF}	turn off "capitalize each word" mode	
{CAPTOGGLE }	switch "capitalize each word" mode on and off	

Table of Standard Dictionary Commands**(Note that opening and closing braces are necessary.)**

{DECIMAL}	decimal point	
{FN:x}	font number x	{FN:0} (default font) {FN:14} (font number 14)
{F:name}	verbose font name	{F:Times Roman} {F:Courier New/0/700/0/0} (numbers specify font characteristics)
{A:attribute}	attribute	
{b}	begin bold	{b}boldtext{n}
{u}	begin underscore	{u}underscoredtext{n}
{i}	begin italics	{i}italicizedtext{n}
{bu}	bold and underscore (or any other combination such as {bi} for bold italics)	{bu}boldandunderscoredtext{n}
{n}	back to normal text attributes	{n}normaltext
{p}	plain attributes (same as normal but removes spaces)	
{Tx:y}	Tab x = L or nothing (left), C (centered), R (right), N (numeric) y = tab number (nothing for next tab)	{T:2} {TN:3} {TC}
{#x}	number conversion method x (See number conversion codes in the preceding section)	{#R}
{C:currenyt ype}	currency	{C:Euros}
{<filename>}	Include the file specified For the following, DO NOT specify the spaces or capitalization. That is specified and adjustable through the metadictionary 	{<exhibit.ecl>}

Table of Standard Dictionary Commands

(Note that opening and closing braces are necessary.)

{.}	period (no space to the left, two to the right, capitalize the following word)	
{?}	question mark (no space to the left, two to the right, capitalize the following word)	
{,}	comma (no space to the left, one to the right)	
{!}	exclamation point (no space to the left, two to the right, cap the following word)	
{:}	colon (no space to the left, two to the right)	
{-}	hyphen (no spaces on either side)	
{--}	dash (user-definable format. Usually a lock-space to the left)	
{"}	quote (alternates left and right)	
{()}	parentheses (alternates left and right)	
{'s}	apostrophe "s" ('s)	
{ "}	initial quote -- leaves spacing/capitalization alone	this{ "}that --> this "that
{.}{ "}	period/quote with spacing/capitalization	this{.}{ "}that --> this. "That
{" }	final quote -- leaves spacing/capitalization alone	this{" }that --> this" that
{!"}	exclamation point/quote	
{!}	exclamation point	
{"!"}	quote/exclamation point	
{"."}	quote/period	
{"?"}	quote/question mark	

Table of Standard Dictionary Commands**(Note that opening and closing braces are necessary.)**

{, "}	comma/openquote
{"}	comma/close quote
{.}	period/quote
{,?}	soft comma
{?"}	questions mark/quote
{.)}	period/paren
{.).}	paren/period
{!)}	paren/exclamation point
{!().}	exclamation point/paren
{()?)}	paren/question mark
{(?)}	question mark/paren
{/}	slash
{;?}	soft semicolon
{;}	semicolon
{"A"}	quoted answer
{"Q"}	quoted question
{"S:speaker"}	quoted speaker
{\$:label}	non-punctuation paragraph with label
{\$}	non-punctuating paragraph
{>.}	enforce automatic period
{>?}	enforce automatic question mark
{[]}	toggle open/close bracket
{^^}	force space

Table of Standard Dictionary Commands**(Note that opening and closing braces are necessary.)**

{TM:time}	insert time/date	uses time syntax, eg.{TM:%#I:%M %p}
{U:text}	insert untranslate text	
{W:soundfile}	play wave sound	
{NULL}	do nothing	
{DELETE}	removes the previous stroke from the translation; can be hit multiple times to remove more than one stroke;	
{BLANK}	blank display	
{FLUSH}	flush pending realtime data	
{I1}	literal case on-- used to put literal-case text into an otherwise all-caps document	
{I0}	literal case off	
{IT}	literal case toggle	
{d1}	Downcap mode on – forces text to lower case	
{d0}	Downcap mode off	
{dt}	Downcap toggle	
{H}	superscript	
{L}	subscript	
{suboff}	subscript off	
{subon}	subscript on	
{superoff}	superscript off	
{superon}	superscript on	
{>>}	new speaker paragraph (for captioning)	

Table of Standard Dictionary Commands**(Note that opening and closing braces are necessary.)**

{>>>}	new story paragraph (for captioning)
{CR:filename }	credit file (for captioning)
}	
{H:position}	horizontal position (for captioning)
{POS:position }	vertical position (for captioning)
}	
{L1} - {L3}	left 1 - 3 pgh (for captioning)
{R1} - {R3}	right 1 - 3 pgh (for captioning)
{WHITE}	Changes the text printing color to white
{BLACK}	Changes the text printing color to black
{RED}	Changes the text printing color to red
{GREEN}	Changes the text printing color to green
{YELLOW}	Changes the text printing color to yellow
{BLUE}	Changes the text printing color to blue
{MAGENTA)	Changes the text printing color to magenta
{CYAN}	Changes the text printing color to cyan

10 Producing A Transcript - Notes and Translating

Producing A Transcript - Notes and Translating

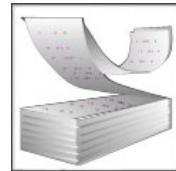
The process of translating your steno notes into a transcript begins with transferring your notes from your writer to a computer file that Eclipse can read. This process is generally called "reading notes." The resulting computer file has a ".not" file extension and is called a notes or note file. Once you've read your notes into a file, you can look at it and see your steno strokes, just as if you were looking at the steno tape. When Eclipse translates the note file, it doesn't change any of the steno; it writes the translation to a different file (sometimes known as an English file, text file, or transcript) which has ".ecl" as its file extension. To do the translation, Eclipse uses one or more dictionaries to determine how to translate your outlines to text. You can do the translation concurrently with the reading process (as in the case of realtime writing), or you can store the note files and postpone translation indefinitely.

You can also work directly in note files and perform operations that may improve subsequent translation. For example, before translating a file you can use its outlines to create dictionary entries; defining entries before you translate can speed up your translation, and make it more accurate.

11 Working with Note Files



Working With Note Files



RELATES TO: [Read Notes](#) [213], [Translate Notes](#) [251], [Open Notes](#) [215].

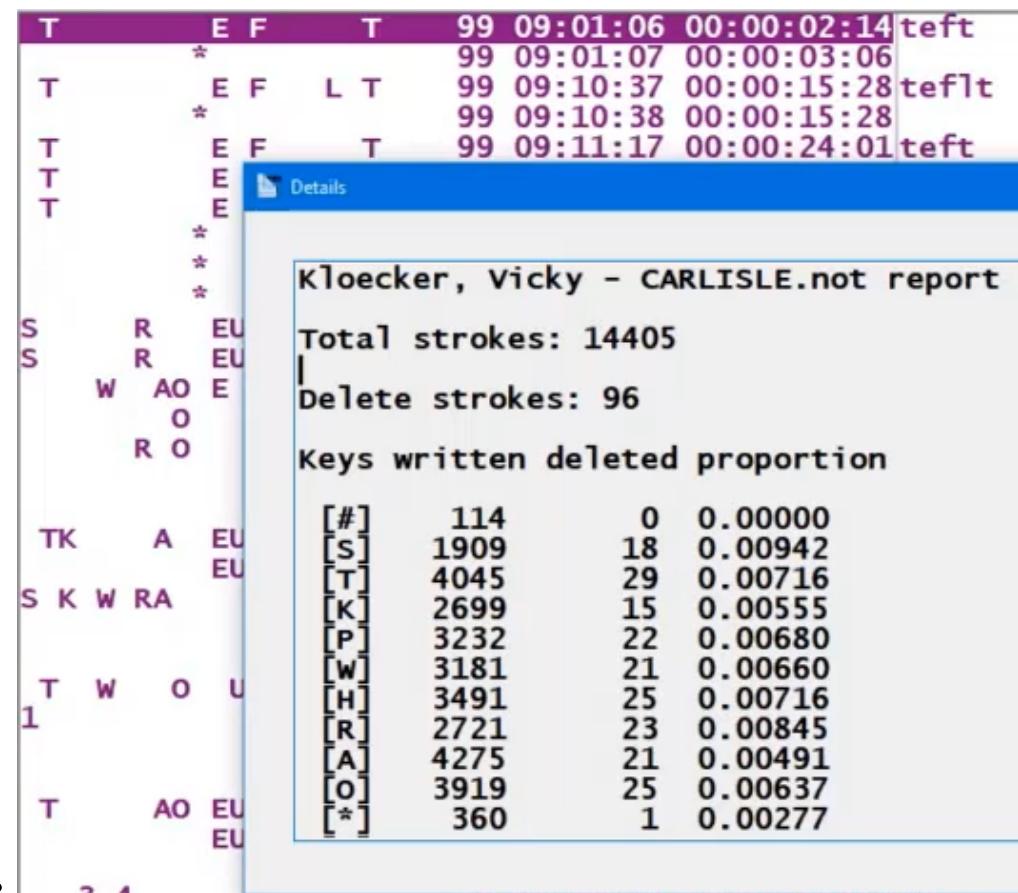
Notes files are raw steno files. Usually, they are created by [reading notes](#) [213] from your steno machine into Eclipse. Even after you [translate](#) [251] a note file, the raw note file itself will remain. A [realtime](#) [437] job will also produce a note file. Note files have an [.NOT extension](#) [893], and can be retranslated.

When a note file is open, you can quickly [translate](#) [251] it by pressing **Alt+T**. You will be taken to the **Translate Notes** dialog, with the current note file already selected.

Alt+M will toggle [Translate Mode](#) [328] on and off. When Translate Mode is active, a translated version of the raw steno will appear at right. When it is off, you will see phonetics instead.

The following Eclipse editing actions can also be done on note files:

- [Moving around](#) [218], using the applicable [basic cursor movements](#) [286].
- You can perform [globals](#) [300] from within a note file, just as you would in a [text file](#) [626].
- [Block read](#) [361], [block write](#) [362], and other [block operations](#) [361] can be performed on note files, allowing you to merge or split them quickly.
- You can [search](#) [294] a note file. Enter the desired steno into the [steno emulator](#) [817].
- You can [go to](#) [908] a stroke or fold number.
- You can add new steno outlines to a note file by using the [Add Dictionary Entry](#) [159] command (**Ctrl+D**). The [steno emulator](#) [817] will appear, and any steno strokes you enter will be added to the end of the note file. This allows you to create and add to steno files without having a machine present, perhaps for educational or testing purposes.
- You can run **Tools/Job report** while in a note file, and get statistics just based on the notes. This includes the total number of strokes, the total number of strokes deleted, and then a breakdown of the number of times each key was pressed, the number of times each key was deleted, and a proportional comparison of the two accurate to five decimal places (since you probably care more about how often you delete a particular key compared to other keys, rather than the pure number of times you deleted it.)



in the example above, the reporter hit the K key 2699 times, of which 15 times were deleted. The last column shows that the K key was deleted .00555% of the time.

VISUALIZERS:

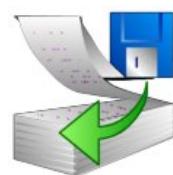
- [D1 - Read Notes](#)
- [D1a - Append/Extract Notes](#)
- [M4 - Auto-Magic Notes Files](#)

11.1 Writer Setup



Writer setup: User settings Input Tab

RELATES TO: [User Settings](#) [93], [Read Notes](#) [213], [Realtime](#) [437], [Build Dictionary](#) [141], [Convenience Key Disk](#) [39].



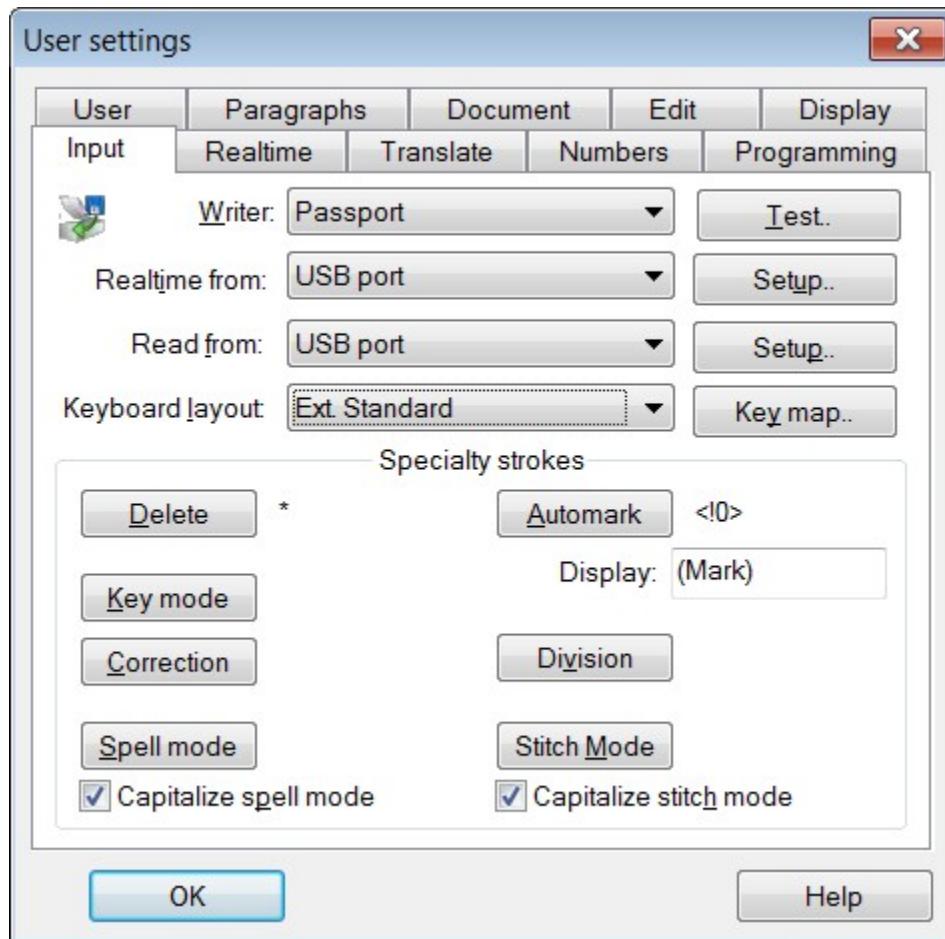
Your writer and the transcription environment play a large role in determining how Eclipse reads your notes. If your writer is realtime-capable, your notes can be sent directly to your computer through a cable. Many writers also store notes on a variety of storage media, such as floppy disks, PCMCIA cards, SD cards, USB drives, or even cassettes. To read such notes, you might be able to transfer the storage media itself from the writer to the computer (put the floppy disk or PCMCIA card in your computer and read the notes from it), or you might need to dump the notes to the computer via a cable.

Setting up Eclipse to read your notes

Setting up Eclipse to read notes is usually a simple task and one you'll need to do only once unless you change writers. The necessary settings are saved as part of your user settings, so unless you change writers or the way notes are stored, you won't need to change those settings. If your work requires you to read notes in more than one way (such as over a cable for realtime jobs and from a disk for conventional jobs), you can create a separate user setting (called a user profile) for each situation.

Note: Your writer may have additional controls that need to be set when reading notes—check your writer's documentation for such information.

Go to **User Settings/Input** to specify how Eclipse receives steno input, either for [reading notes](#)²¹³ or [realtime](#)⁴³⁷.



Input Options

Select your brand of steno machine from the [Writer](#)⁸⁵⁵ drop-down list. Next, tell Eclipse where the notes will be coming from. There are two settings, Read from: and Realtime from:, since you could use a different input method for each process. You can select also "None" for either of these.

The **Realtime From** drop-down list tells Eclipse how your writer is connected to the computer, for purposes of doing [realtime](#)⁴³⁷. Select COM port, USB port, TCP/IP, Drive or folder, or [Connection Magic](#)⁴⁸⁴.

The **Read Notes From** drop-down list tells Eclipse where to look for note files that you read in via the [read notes](#)²¹³ command. Select COM port, USB port, TCP/IP, Drive or Folder, or Session server.

There are two **Setup** buttons, one each for **Realtime From** and **Read Notes From**. If you are doing realtime and/or reading notes from a COM port, the **Setup** button opens the [COMM Setup](#)⁸⁷⁰ dialog, where you can input the COM port number your writer is connected to. If you're not sure what your COM port number is, see the page on [realtime hardware considerations](#)⁴³⁸.

Note: If your writer is "Speech", the **Realtime From: Setup** button opens the [Speech Options](#) dialog.

If you are reading notes from a Drive or Folder, the **Setup** button allows you to browse to and select the drive letter or folder you are reading from. Usually, notes are read from a floppy disk; in this case, you need only select the letter of the floppy drive (usually A:). This selection also designates the location of your floppy drive for other tasks, such as [Convenience Key Disk](#), and the Floppy tab in the [File Manager](#).

If you are reading notes or doing Realtime using **Realtime from/USB**, clicking the **Setup** button opens the Device Manager as a convenience so you can check if the device is present. You do not need to use the **Setup** button for additional settings.

If you read notes through a COM port:

1. Attach the writer's cable to a COM port on your computer.
2. If you aren't already in **User Settings**, open it (Alt+U), then click the **Input** tab.
3. Select **COM port** in the **Read from:** field.
4. Click the **Setup** button to the right of the **Read from:** field. The **Com port setup** dialog window appears.
5. In the **Port** field, select the number of the COM port you are using.
6. If you have already selected your writer type, the **Baud Rate** field will contain the correct baud rate for your writer.
7. Click **OK**. The COM port setup dialog disappears and you will again see the **User Settings/Input** tab.

Note: If a COM port is unplugged or disappears, (which can happen when a USB-to-serial adapter is unplugged) Eclipse will periodically attempt to close and re-open the port in order to try to re-establish the connection.

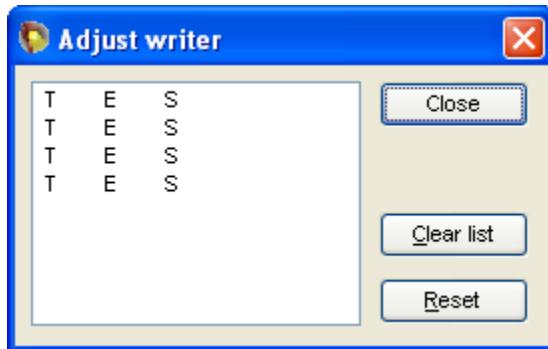
If you are using TCP/IP, you will be prompted to enter an Internet address and a port number, similar to what you would do when doing [remote scoping via Internet](#). No writers currently support this, but it is used by the Eclipse Steno Link feature.

Keyboard Layout refers to the key arrangement of your steno machine. The default is English; other key arrangements are possible. Select the language you are using. The available keyboard layouts are Standard, Speech, Spanish, Continental, German, Michela, Italian, Russian, Greek, Portuguese, Palantype A, Palantype B, Custom Standard, Custom Russian, Custom Turkish. For more on Foreign language keyboards and translation options, see the [Writer](#) help page

The Key map button is used to customize your keyboard layout. It is described in detail in the [Writer](#) help page.

Testing Realtime

The **Test** button allows you to test your realtime connection. If the connection is successful, the **Adjust writer** window will appear, and you'll be able to write into it:



Specialty Strokes

Specialty strokes are commands you can execute from your steno machine. Assign these commands here. NOTE: each command must be a one-stroke entry, and cannot conflict with any entry in your dictionary (with one exception).

Delete is the delete stroke. The default stroke is the asterisk key.

Automark is useful for marking a position in your notes. You may then [search](#) for the automarks, in either the [text file](#) or the [note file](#).

The Display text box below the Automark button dictates how the Automark stroke will look. You can set this to any text you like. The default is (Mark). If you set it to {NULL}, it will allow you to have a spot marked in your document WITHOUT it showing up as words that need to be deleted or that you don't want to display on a realtime client's screen. To return to the spot, use Hyperkeys v (for forward) and r (for reverse), and select choice F, which searches for a flagged spot. A flagged spot is anywhere in your document where an AutoMark was inserted.

The Automark stroke is also used when [building a dictionary](#).

The **Keymode** and **Correction** strokes allows you to toggle these modes on and off. Keymode and Correction Mode are used in [realtime editing](#).

The **Division** stroke is used to separate jobs on older writers that do not divide jobs among multiple files.

The **Spell Mode** stroke will toggle Spell Mode on and off. When it is on, your writer keys will be used to fingerspell words, rather than translating against your dictionaries. If **Capitalize spell mode** is checked, these will appear as capital letters.

The **Stitch Mode** stroke will toggle Stitch Mode on and off. When it is on, anything you write will be S-T-I-T-C-H-E-D. If **Capitalize stitch mode** is checked, these will appear as capital letters. If you are captioning, or using CART, and need a word to appear stitched immediately, you can hit {STITCH} and follow it with any dictionary entry, which will appear stitched. The metadictionary entry for this is: {STITCH}={/? STN}

When using spell mode or stitch mode, every stroke is interpreted phonetically, meaning that you can fingerspell something like "widget" with two strokes (WEUD TKPWET) instead of six. Normally, you have to hit the spell mode or stitch mode toggle stroke to turn them off. In these modes, as a backup in case you misstroke or forget to toggle it off, hitting certain extremely common strokes is used by the software as an indication that you are done spelling. The strokes are those in the [Translation Magic rules](#) [806] list, which you can edit.

VISUALIZERS:

- [D3 - Realtime Setup](#)
- [D3 - Add Serial Port](#)
- [D3 - Device Manager](#)
- [D1a - Extended Steno](#)
- [D1a - Steno Key Map](#)
- [D1a - Extended Steno Dictionary](#)

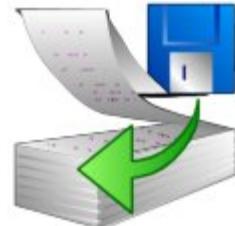
11.2 Read Notes

Read Notes



Alt+I

Production/Read notes..

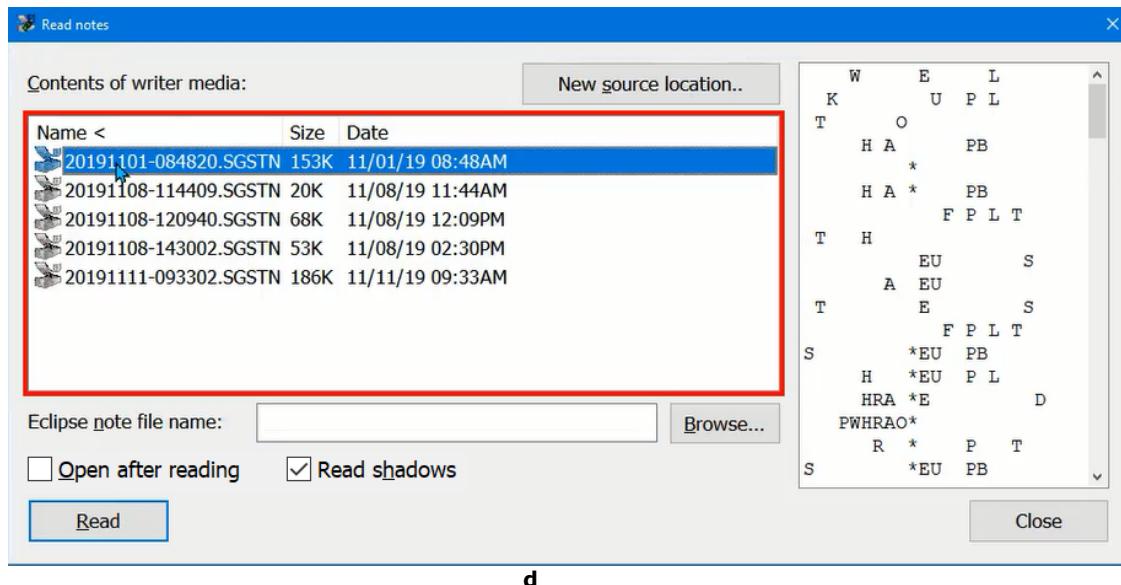


RELATES TO: [Translating](#) [251], [Note Files](#) [207].

If you are not doing a [realtime](#) [437] job, producing a transcript in Eclipse is a two-step process. You must first read notes from your writer into Eclipse, and then [translate](#) [251] the notes.

Depending on your writer type, you can read notes via a cable connection to the writer, or from a diskette.

1. Press **Alt+I**. The **Read notes** dialog will appear:

**d**

2. The **File Name**, **Size**, and **Date** headers are re-sizeable, and can be clicked to sort by that heading.
3. Previewing notes—The left side of the dialog has a window that shows a list of jobs available on the disk or writer, along with each file's size (in bytes) and creation date. You can see the first few folds of a job's notes by highlighting the job's listing. The folds will appear in the display (preview) area on the right side of the dialog window.
4. Click the note file you wish to read.
5. In the **Eclipse note file name** field, type a name for the note file you are creating. If the name you type already exists, the job notes will be appended to (added to the end of) the existing file. Eclipse will give you a warning if you are about to append a file. Use the Browse button to see a file list of existing Eclipse note files. If you do not enter a name in this field, a prompt will appear, notifying you to do so. You can't proceed with reading notes until you've entered a file name. (Eclipse needs to know where to put the notes.)
6. After entering the file name, click the **Read** button. Eclipse starts reading the notes into the designated Eclipse note file.
7. During this process, the stroke count appears to the right of the Read button. When finished you will have a [note file](#)^[207] that you can [translate](#)^[251].
8. If you want the note file to open as soon as it is read, mark the **Open after reading** checkbox. Otherwise, after the note file is read you can use **Shift+F7** to open the notes.
9. If you are reading notes from a Passport, you have the option to **Read shadows**.
10. After the job has been read and the note file is created, the **Read notes** dialog remains open. You can read additional note files, or click **Close** to end the read notes session.

11. The note file will be saved automatically after every 25 strokes.

The **Browse** button opens the [file dialog](#). This allows you to confirm that you are giving the file a name that is not currently in use, and lets you select a different folder to create the file in if you wish. You can also select an existing [note file](#); if you do, any notes you read will append to that file rather than create a new one.

The **New source location** button will re-read the disk. If you have to read one set of notes from one disk and a second set from another disk, click New source location to refresh the list of files.

The **Open after reading** checkbox, which opens the note file after you read it in, allows you to [translate](#) it more quickly.

When you are finished reading notes, click **Close** to exit the dialog.

Appending notes to other note files

Follow the above procedure for reading notes, but select an existing Eclipse note file instead of entering a new file name. The read notes procedure will append the new notes to the end of the file you selected.

Translating from the open notes window

You can go directly into translating from the open notes window by pressing Alt+T. Eclipse will assume you want to translate the note file that is currently open and active.

VISUALIZERS:

[Da - Read Notes](#)

[D1a - Append Extract Notes](#)

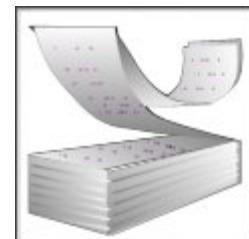
11.3 Open and Display Notes



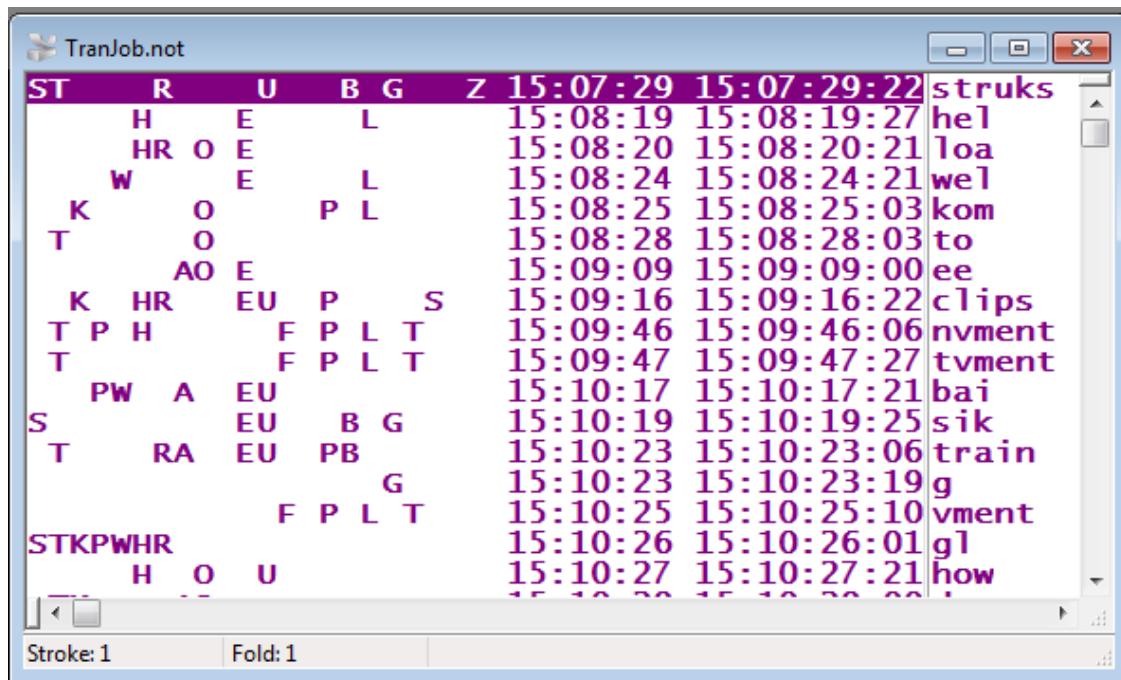
Open and Display Notes

Shift+F7

RELATES TO: [Opening a File](#)

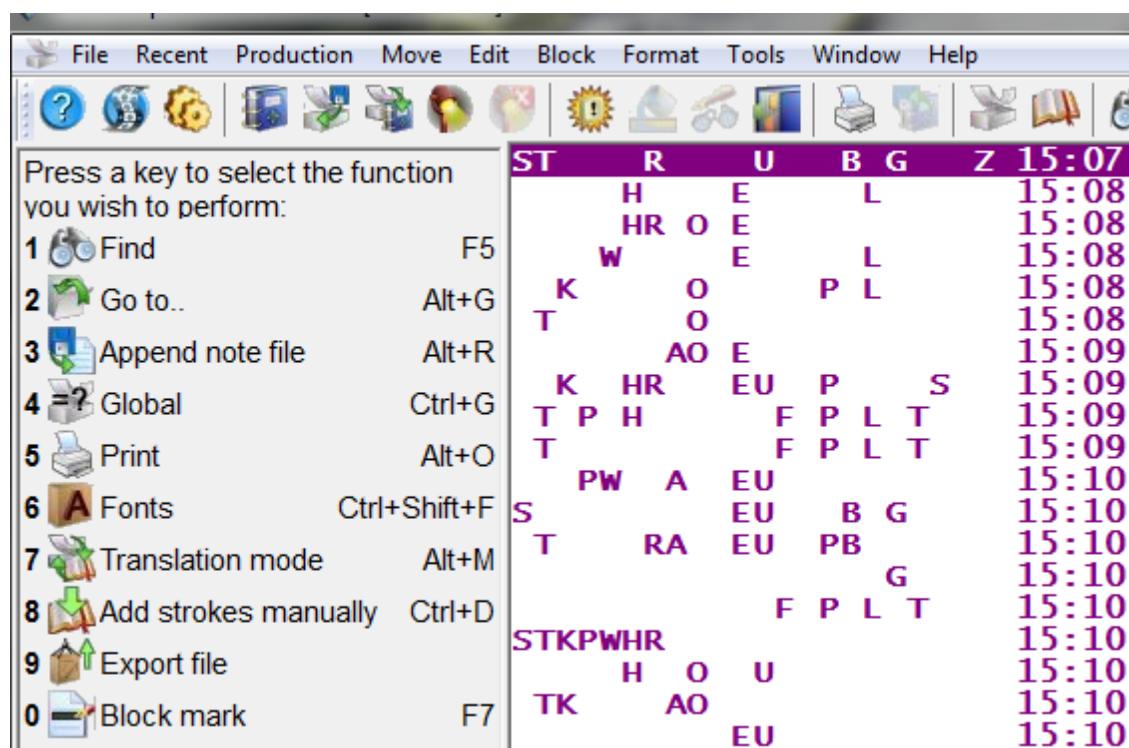


Eclipse note files can be displayed in their own document window. To open a note file, press **Shift+F7** (or **File menu/Open notes**). A [file dialog](#) opens, showing the available [note files](#) (other file types won't be displayed in the list). If necessary, use the navigation controls in this dialog to find the folder containing the note file you want to open. Once you see the file you want, you can open it by either double-clicking on it, or selecting it and clicking **Open** or pressing the **Enter** key on your keyboard.



The notes window displays the steno, and the absolute and relative timecodes. It also displays either the phonetics or the main dictionary entry for each outline. You can toggle which you see with the **Edit menu/Miscellaneous/Translate Mode** command (or **Alt+M**). When this option is checked, dictionary entries are displayed. When it isn't, the phonetics are displayed.

With a note file open, the choices in the **Info bar**, with AutoMagic turned on, include **Find** (search for steno), **Go to** (a stroke or fold), **Append note file**, **Global**, **Print**, and others. If you choose 0 for **Block mark**, a new list of choices appears that are all functions you might need to perform on marked strokes.



Note that after marking a stroke, you can choose a definition for that stroke, open the **Global dialog**, Write the block to a new file, hit 9 to Mark more strokes, or 0 to escape and return to the basic functions.

You can also press F7 and [create a new note file](#).

If you want to get notes from a floppy disk or from your steno machine, you should [read notes](#) instead.

VISUALIZERS:

[D1a - Append/Extract Notes](#)

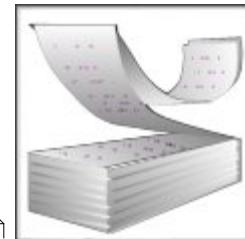
[D1 - Read Notes](#)

11.4 Notes Shadows and Confidence Scores

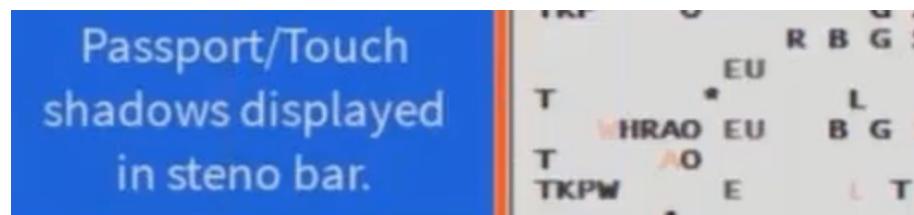
Notes Shadows and Confidence Scores



RELATES TO: [Working with Note files](#)



The information displayed when you open a notes file includes the steno, timecodes (including relative time offset from the beginning of the recording), and phonetics or main dictionary entry. In the notes file and the steno bar of a document, you can also see Shadows (if you are using a Passport writer, and have selected "Read Shadows" in the Read Notes dialog), and Confidence scores. Steno strokes throughout the program (except in dictionaries) contain this data that is stored, displayed, and used for processing.



Shadows are letters that appear in a range from light to dark red (weakly hit strokes) and light to dark grey (partially hit strokes).

Confidence scores indicate how confident the software is that it has the correct result from the information that is coming in from the steno or voice input. The information is stored for each stroke based on the frequency of use of the dictionary entry and the complexity of the stroke pattern (or, for ASR or voicewriting, based on the confidence level returned by the speech recognition algorithm).

T	H A	S	99	00:03:58:26
K	U R	D	99	00:03:59:23
S	R A E R P L T S		87	00:04:00:09
		F	87	00:04:01:02
	O U R		99	00:04:01:11
S	R E	G S	98	00:04:01:16
		T	50	00:04:02:08
			25	00:04:03:04

In the example above, the highlighted stroke has a confidence level of 87%. There is one stroke with a confidence level of 50%, which indicates a conflict.

To see confidence scores in the tracking window during editing, go to **User Settings/Display/Notebar options** and turn on timecodes (under **Timecodes**, click either **Relative** or **Absolute**).

Longer dictionary entries will generally have a higher confidence score, as will entries you have used more frequently.

Confidence scores are also related to [Translation Magic](#).

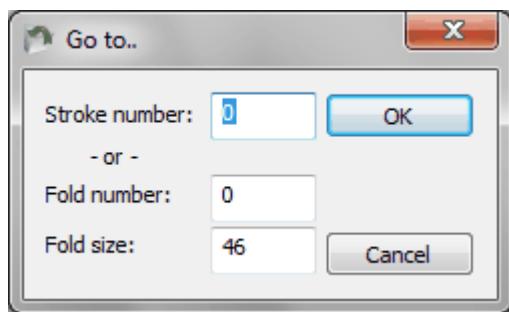
11.5 Moving around in Notes Files

Moving around in Notes Files

The cursor's position in a notes steno stroke were sequentially numbered. Likewise each fold is numbered. The status bar at the bottom of a notes file shows the stroke and fold number for the cursor's location. You can use these numbers to jump to a specific place in the steno. You can also use the Find command to find specific strokes.

To jump to a stroke or fold

Open the **Go to** window (**Alt+G**).



To move to a specific stroke, type the stroke's number (or your best approximation of its number) in the **Stroke number** field.

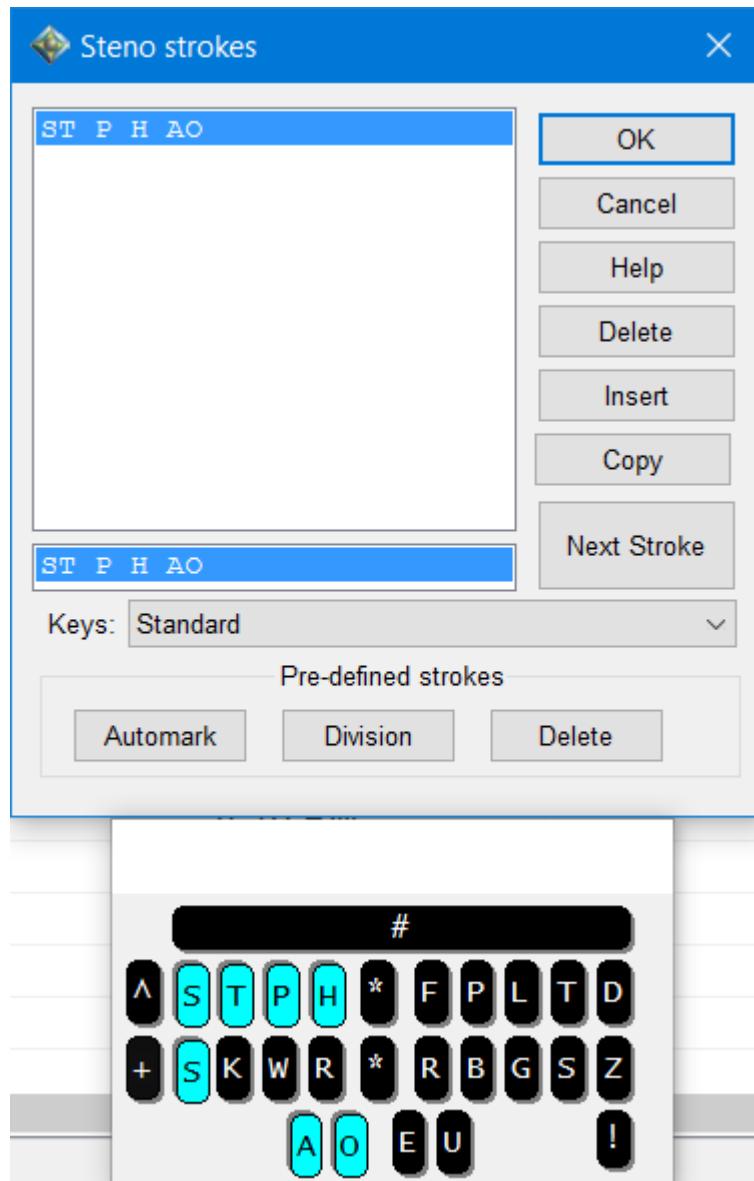
To move to the first stroke of a fold, type the fold's number in the **Fold number** field. Note that when you enter a number in the Fold number field, the number in the **Stroke number** field automatically changes to the first stroke in that fold.

Use the **Fold size** field to set the number of strokes that each fold contains.

Searching for steno and repeating searches

Use the **Find command (F5)**

1. A [steno writer emulation](#) dialog opens.



2. After you've entered the stroke(s) to find, click **OK**.
3. Eclipse begins the search at the cursor's position in the notes and moves forward until it either finds the steno or reaches the end of the document. When Eclipse finds the steno, the stroke is highlighted.
4. Note that you can use either the **Automark**, **Division**, or **Delete** buttons or the shortcuts **Alt+A**, **Alt+V** or **Alt+L** to search for the **Automark**, **Division** or **Delete** strokes in note files or text documents, as long as these strokes have been set up on the **User settings/Input** tab. So, searching for a division stroke in the notes can be done by simply hitting **F5**, **Alt+V**, **[enter]**.

Repeating the search

To repeat the search forward or backward through the note file, use the **Move** menu's **Locate Next (Ctrl+L)** or **Locate Previous (Ctrl+Shift+L)** commands.

11.6 Extracting and Copying Portions of Note Files

Extracting and Copying Portions of Note Files

To divide sections of notes into separate files, use the **Block** menu/**Write (extract)** command (**Alt+W**). It lets you add a marked block of notes to another file. When you write a block to another file, the selected block remains in the original document and is also copied to the other file.

To combine parts of note files

Mark the section of the notes you want to extract. You can mark a block of notes by holding down **Shift** while using the cursor arrow keys (or Hyperkey cursor control keys); use the **F7** marking function; or click-and-drag.

To divide sections of notes into separate files, use the **Block** menu/**Write (extract)** command (**Alt+W**). It lets you add a marked block of notes to another file. When you write a block to another file, the selected block remains in the original document and is also copied to the other file.

To create a new note file, type a new file name in the file name field. If the file already exists, Eclipse will append the block to the existing notes.

To combine note files

Open the file into which you want to insert your note file, use the **Block** menu/**Read function (Alt+R)**, and choose the note file to insert.

11.6.1 Printing Note Files

Printing Note Files

Command: **Print**
Speed key: **Alt+O**
Menu: **F10/File/Print** or
F10/Production/Output to Printer



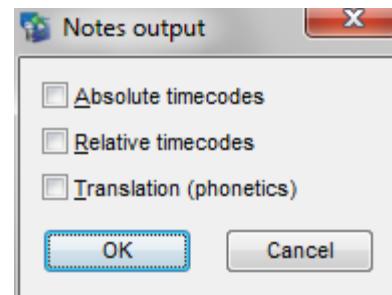
You can print a note file using **Alt+O**. If you print a note file, the font size on the printout will reflect the font size selected in the note viewer. You adjust the print size using **Ctrl+Shift+F7** (larger) or **Ctrl+Shift+F8** (smaller). It will automatically determine how many rows and columns it can fit on a page. When printing notes in a multi-column format there will be border lines between the columns to make them easier to read.

When printing a note file, Eclipse will create a binding margin by shifting the notes to the right as far as you have specified your transcript left print offset. It will also print the document name on the top line, followed by "Page ####" where #### is the page number of the notes printout. Note that this has no relationship to the transcript page numbers.

After clicking OK to print, a **Notes output** dialog opens giving you the choice of including absolute and/or relative timecodes.

You can also choose phonetic or translated versions of the strikes you are printing.

If you live in an area that requires you to save your notes on paper, you can print them quite small in order to meet that legal requirement without taking up huge amounts of paper and storage space.



The best way to store notes, of course, is on disk - CD or DVD. Keep the paper just for the legal requirement. And even if you printed it microfiche-small, you could scan them in if anything ever happened to the disks.

11.7 Exporting and Importing Note Files

Exporting and Importing Note Files

You can use the **File/Export** function to create ASCII or rtf versions of your notes.

Note: When you are in a translated document file, you can go to **File/Export** and among the file types is .not (notes) so that you can directly export all of the notes from an Eclipse file to create a new translatable note file.

Export your Note file

1. With the file open, go to **File/Export**.
2. The **Save File** dialog opens. You can select the **Location** where the file will be stored, accept or change the file **Name**, and choose **Text (ASCII)(*.txt)** or **Rich Text Format/CRE (*.rtf)** from the drop-down list. Click OK.

3. The **Notes output** dialog will open, with checkboxes for whether or not you want **Absolute timecodes** or **Relative timecodes**, and the **Translation**. Click OK and the file is created.

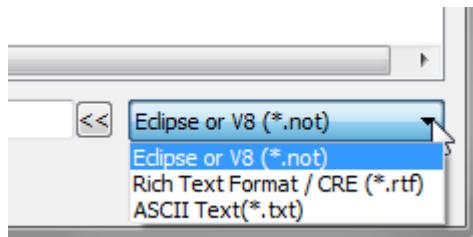
Eclipse will remember the path you last used to export, and will go there the next time you export a file.

Importing a note file from ASCII

If you make ASCII backups of your note files for archiving purposes, and some disaster occurs and you lose your personal backups of your .not files, you can import the notes from an ASCII file. When you import an ASCII file, it will look for timecodes and import them if found.

To Import a note file:

1. Open an empty note file, by going to **Open Notes** and typing a new name in the **Name** text box. Click OK.
2. Select **File/Import**. The **Open File** dialog opens. From the dropdown list, select **ASCII (*.txt)** or **Rich Text Format/CRE (*.rtf)** as the file type.



3. If you are importing an rtf file, you will get a "Please wait" dialog while the file is converted.
4. Note: You can import a note file from an RTF file even if that RTF file is an export of a document. That's helpful not only to recover notes if you have a document but no note file, but it's also a good way to get notes from ProCAT's Stylus writer which makes an RTF file on its SD card.

11.8 Globaling in a Note File

Globaling in a Note File

As mentioned earlier, before translating a file you can use its outlines to create dictionary entries; defining entries before you translate might not only speed translation but also make the translation more accurate, thus more efficient. You might want to set up Speaker names, or special terminology and global those items in your notes, adding them to your dictionary before you translate. When you do, you can select a dictionary using the drop-down list, or browsing for any dictionary you want to use.

11.9 AutoMagic and Notes



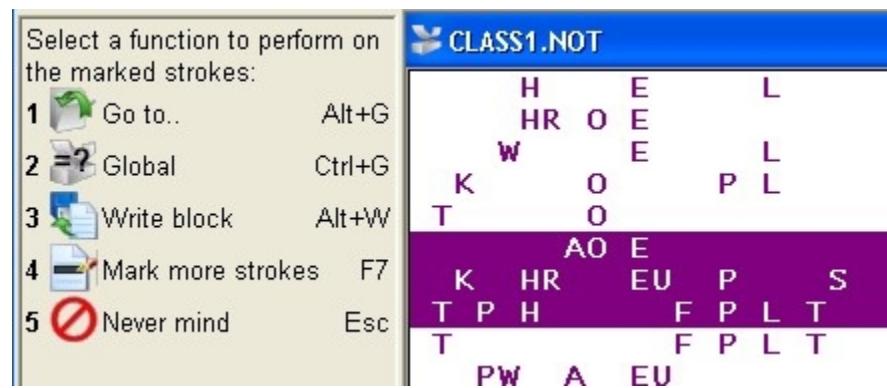
AutoMagic in a Notes File

RELATES TO: [AutoMagic](#)⁵⁰, [Note files](#)⁸⁰
[Working with Note files](#)²⁰⁷

With a note file open, the choices in AutoMagic include **Find** (search for steno), **Go to** (a stroke or fold), **Append note file**, **Global**, **Print**, and others. If you choose 0 for **Block mark**, a new list of choices appears that are all functions you might need to perform on marked strokes.

<p>Press a key to select the function you wish to perform:</p> <ul style="list-style-type: none"> 1 Find F5 2 Go to... Alt+G 3 Append note file Alt+R 4 Global Ctrl+G 5 Print Alt+O 6 Fonts Ctrl+Shift+F 7 Translation mode Alt+M 8 Add strokes man... Ctrl+D 9 Export file 0 Block mark F7 	<p>CLASS1.NOT</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">ST</th> <th style="text-align: center;">R</th> <th style="text-align: center;">U</th> <th style="text-align: center;">B</th> <th style="text-align: center;">G</th> <th style="text-align: right;">Z</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">H</td> <td style="text-align: center;">E</td> <td></td> <td style="text-align: center;">L</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">HR</td> <td style="text-align: center;">O</td> <td style="text-align: center;">E</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">W</td> <td></td> <td style="text-align: center;">E</td> <td></td> <td style="text-align: center;">L</td> </tr> <tr> <td></td> <td style="text-align: center;">K</td> <td style="text-align: center;">O</td> <td></td> <td style="text-align: center;">P</td> <td style="text-align: center;">L</td> </tr> <tr> <td></td> <td style="text-align: center;">T</td> <td style="text-align: center;">O</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">AO</td> <td style="text-align: center;">E</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">K</td> <td style="text-align: center;">HR</td> <td style="text-align: center;">EU</td> <td style="text-align: center;">P</td> <td style="text-align: center;">S</td> </tr> <tr> <td></td> <td style="text-align: center;">T</td> <td style="text-align: center;">P</td> <td style="text-align: center;">H</td> <td style="text-align: center;">F</td> <td style="text-align: center;">P</td> </tr> <tr> <td></td> <td style="text-align: center;">T</td> <td></td> <td></td> <td style="text-align: center;">L</td> <td style="text-align: center;">T</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">F</td> <td style="text-align: center;">P</td> <td style="text-align: center;">L</td> <td style="text-align: center;">T</td> </tr> <tr> <td></td> <td style="text-align: center;">PW</td> <td style="text-align: center;">A</td> <td style="text-align: center;">EU</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">S</td> <td></td> <td style="text-align: center;">EU</td> <td style="text-align: center;">B</td> <td style="text-align: center;">G</td> </tr> <tr> <td></td> <td style="text-align: center;">T</td> <td style="text-align: center;">RA</td> <td style="text-align: center;">EU</td> <td style="text-align: center;">PB</td> <td style="text-align: center;">G</td> </tr> <tr> <td></td> <td style="text-align: center;">STKPWHR</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">H</td> <td style="text-align: center;">O</td> <td style="text-align: center;">U</td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">TK</td> <td style="text-align: center;">AO</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">EU</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">--</td> <td style="text-align: center;">--</td> <td></td> </tr> </tbody> </table>	ST	R	U	B	G	Z		H	E		L			HR	O	E				W		E		L		K	O		P	L		T	O						AO	E				K	HR	EU	P	S		T	P	H	F	P		T			L	T			F	P	L	T		PW	A	EU				S		EU	B	G		T	RA	EU	PB	G		STKPWHR							H	O	U			TK	AO							EU						--	--	
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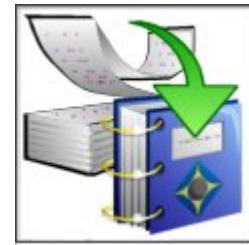
Note that after marking a stroke, you can choose a definition for that stroke, open the **Global** dialog, **Write** the **block** to a new file, **Mark more strokes**, or **Escape** and return to the basic functions.



12 Translation



TRANSLATION



The term "translation" refers to the process of producing a transcript from steno.

There are two ways to perform a translation:

1. Do the job in [realtime](#).
2. [Read notes](#) from the steno machine into Eclipse, and then [translate](#) the notes.

The following locations contain settings relevant to translating a job:

- [Input tab](#) of **User Settings**. Select your brand of steno machine, and certain specialty steno strokes.
- [Translate tab](#) of **User Settings**. Translation preferences, such as tying related items together, guessing misstrokes, using a premade speaker table, etc.
- [Realtime tab](#) of **User Settings**. If you are doing Realtime, you can make choices here pertaining to the behavior of the cursor, among other things. Also, settings pertaining to [realtime output](#) and [audio recording](#) can be found here.
- The [Translate Notes](#) dialog contains settings relevant to each job you do, such as which [dictionaries](#) to use, and whether or not you are doing realtime output and/or audio recording.

VISUALIZERS:

- [D2 - Translation Options](#)
- [D2 - Translation Options Blocks](#)
- [D2 - Translation Options Untrans](#)
- [D2a - Alt+T for Realtime](#)
- [D2a - Instant Realtime](#)
- [E3a - Translation Magic Customization](#)

12.1 Preparing for Translation

Preparing for Translation

Most of the work involved in translating notes actually takes place before you enter the Translate command: establishing the dictionary, setting up number formats, etc.

On the [User settings/Translate tab](#)^[227] you can set many of the options relating to Translation.

To translate notes, use (**Alt+T**) to open the [Translate notes dialog](#)^[251] where you indicate the file you want to translate and also set some translation options.

Note that in the **Translate notes** dialog box you can click the settings icon (or hit **Alt+U**) to open the User Settings dialog and go directly to the [Realtime tab](#)^[441] without having to exit the Translate notes dialog.

12.2 Connection Magic

Connection Magic is the Advantage Software connection infrastructure that works through any network – local or internet. When you are translating a file, whether doing Realtime, or Tran and Edit, you can use Connection Magic to connect with any number of users, to do shared editing, or to share your document with clients and others using Bridge mobile, over an internet connection or a local network. You can set up a portable wifi router, to set up a local connection that doesn't rely on the internet. You can also use Connectify to turn your PC into a wifi hotspot so you can connect to nearby devices and even share your internet connection. As of Version 10, Connectify is built-in to Eclipse.

- To use Connection Magic, you must be connected to the internet or a LAN (Local Area Network), or use Connectify. Details on using Connection Magic on a LAN are in the [Reference section](#)^[653].
- To begin a shared editing session with a scopist or other user, you must have a document on the screen.
- If you choose output to Bridge Mobile, you will decide when you start the session whether you will use the internet or LAN.

For details on setting up and using Connection Magic, [see this help page](#).^[484]

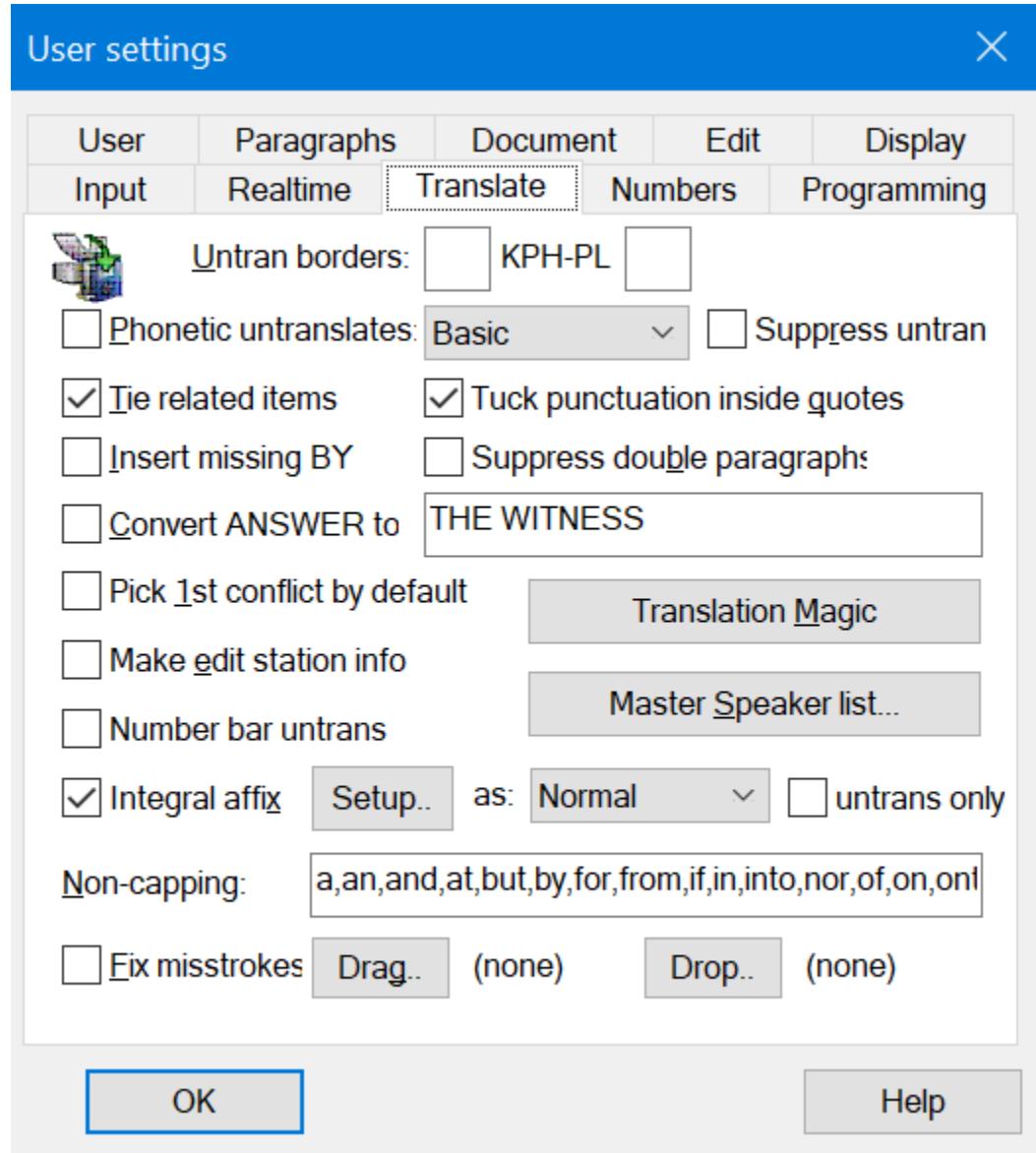
12.3 Translate Tab



Translate Tab

RELATES TO: [Translation](#)^[226], [Translate Notes](#)^[251].

As the name implies, the **Translate** tab of **User settings** contains options relevant to [translating](#).



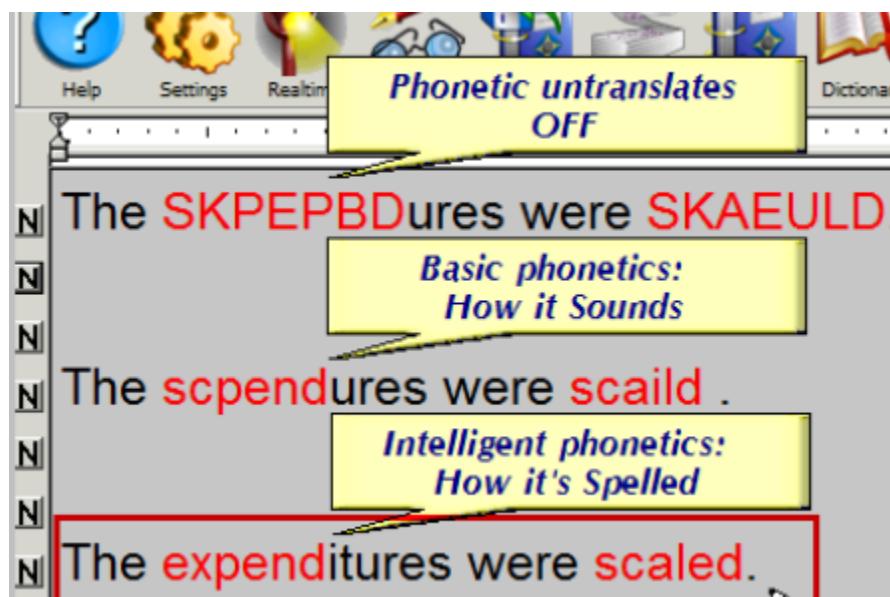
Tie Related Items - To ensure that certain word combinations, such as titles and names, print on the same line, mark the Tie related items checkbox. When checked, will automatically insert a [lock-space](#) between titles and names, such as Mrs.{~}Smith, and between numbers and measurements, such as 10{~}pounds.

Untran Borders - If you want to enclose untranslates in parentheses or another character, type the desired character in the two Untran borders fields. Type the opening character in the field to the left of KPH-PL and the closing character in the field to the right of it. Type only one character in each field. This will not affect [globaling](#) in any way; it is an aesthetic choice only.

If **Phonetic Untranslates** is checked, your untranslates will appear phonetically. If not, they will appear as raw steno. The pending translation will also be phonetic, independent of the Translation Magic setting. The **User settings/realtme/pending translation display** is controlled by whether **User settings/translate/phonetic untranslates** is on or off-- if it is on, you will see the phonetics before it translates, instead of the raw steno. Turn it off to see the raw steno

You may select either Basic or Intelligent phonetics from the Phonetic Type list. When Intelligent phonetics are selected, Eclipse will use the rules in the [Phonetics Table](#)⁷⁸³ to attempt to correctly spell the word. You can modify your Phonetics table to match your steno theory.

Basic will give you a simple phonetics, and will not attempt to spell the word correctly. An example of steno translated with phonetic untranslates off, Basic phonetics on, and Intelligent phonetics on is illustrated here:



If **Suppress Untranslates** is checked, untranslates will act like normal text. That is, the [untranslate color](#)¹¹⁶ will be the same as your regular text, and you will NOT be able to [scan](#)¹³¹ to them. When it is off, untranslates will continue to appear in untranslate text, no matter what the color, so that you can still detect and scan to them.

Insert Missing By-Lines - If you fail to write a [by-line](#)⁴¹⁸ in a situation where it is called for, the Insert Missing By-Lines feature, if checked, will insert it for you, using the last By line that was written. As long as you write the first by-whom indication, {S:MR. SMITH}{Q} for example, from that point forward any {Q} that is written that doesn't follow an answer or answer paragraph will automatically have a by format applied to it.

It will default to using the QS by format, typically defined as "Q (By Mr. Smith)" but if you would prefer that it use the SQ by format, simply leave blank the QS by format template in the settings under [User settings/Edit/"By" formats](#)⁴¹⁹.

This feature will supply missing answer by lines as well as missing question by lines, and will correctly supply the appropriate speaker separator in each case.

If a missing by line is detected before any manual by lines have been written, the software will supply a default name instead of a "By" with no name at all. For Q by lines, the default name will be "QUESTIONER" and for A by lines, the default name will be "WITNESS." Note that either of these can be replaced with whatever you wish by specifying a replacement in the [speaker table](#)²³³ for this exact text.

Tuck Punctuation Inside Quotes will tuck commas, periods, and suffixes (including the suffix "s") inside quotation marks. For example, if you write "widget" followed by {^ize} you will get "widgetize" or if you write "Newsweek" followed by {^'s} you will get "Newsweek's."

Note that the 's suffix can be written as {^'s} like any other suffix rather than having to define it differently as 's or {'s}. In fact, in order to have it work for the tuck function, it must be defined as a suffix.

Tuck punctuation is disabled following a digit. So if someone says [he was about five feet eight inches] it would translate as [He was about 5'8"] and not [He was about 5'8."].

If you turn **Integral affix** on, the translator will attempt to apply the integral prefixes and suffixes during translation (including Realtime) rather than only using them during globaling or adding a dictionary entry. For example, if you have "EBGS PERT = expert" in your main dictionary, you can write EBGS PERTS and get "experts" even if that definition is not in your dictionary.

Note that it does require that the resulting word be a correctly spelled one or it won't apply the integral prefix or suffix.

This follows precisely the same rules as the integral prefixes and suffixes used during globaling.

The system assumes that if you write TPHROB REUPB ARGD and you only have "TPHROB REUPB ARG = flobrinarg" in your dictionary, you were probably trying to write "flobrinarged."

For details, see the [Reference Guide](#)⁷⁷¹.

To the right of the Integral affix option there is a **Setup..** button that will directly open up the editor window for the [Integral prefix and suffix steno definitions](#)⁷⁹³ list, which is also found on the **User settings/Programming** tab.

Integral affix as: If a word is translated by virtue of the integral prefix/suffix feature, you can choose a text type whose color will call attention to the fact that it was translated without a perfect match in the dictionary. Select from the dropdown list of text types: Normal, Untranslate, Conflict, Selected conflict, AI-selected conflict, etc., or one of the 8 User-definable text types.

Convert Answer To: - Often, reporters will write "Answer" when "THE WITNESS" is needed transitioning from colloquy to Q & A. To have Eclipse automatically correct this, check the Convert ANSWER to: box and enter what you want it to change to in the box to the right.

If a paragraph translates which is set to behave as "Question" then the next answer will be translated as an answer. If a paragraph translates which is set to behave as "Colloquy" then the next answer will translate as "THE WITNESS" or whatever you have typed in the Convert ANSWER to: box.

Translation Magic  lets you write long words that you do not have defined in your dictionary. Just write words phonetically and they'll translate correctly. Using Translation magic in addition to Fix misstrokes during translation, will give you reliable translations for multi-stroke words containing misstrokes. It will apply Dragged and Dropped keys to multiple steno strokes, and will ignore digits, Macros, {DELETE}, {FLUSH}, and automark. For details, see the [Translation Magic help page](#)  and the related [Visualizers](#) .

Pick 1st Conflict Choice By Default will display only the first choice in a [conflict](#) , if the conflict cannot be unresolved automatically. This is useful in [captioning](#) , and other realtime situations where it would be unwieldy for the viewers to see the entire conflict.

Pick 1st Conflict Choice By Default is simply a display setting. It is still considered an unresolved conflict, and no information will go to the conflict-resolution AI until you manually select it. Remember when creating conflicts to always insert the most commonly appearing conflict first to get the greatest benefit from this feature.

SUPPRESS DOUBLE PARAGRAPHS - This will convert any double paragraph label into a simple continuation paragraph. In other words, if you are already in a Question or question continuation paragraph, then hitting a {Q} will change it into {N} automatically.

Likewise, hitting {A} will be changed to {N} if you're already within an answer, and hitting {S:Name} will change to {N} if you write a {S:Name} entry with exactly the same name in it.

The **Master Speaker List** button will open the [Speaker List](#), where you can manage your speaker IDs before beginning a translation.

Non-Capping Words is a list of words, separated by commas, that will not capitalize as part of titles. For example, if you [block mark](#)  the phrase "a tale of two cities", and then use the [Upper Case command](#) , the word "of" will not capitalize because it is in the Non-Capping Words list.

Number bar untrans feature causes all number bar entries to appear as untranslates unless they are specifically defined in your dictionary, just like any other steno stroke.

Normally, Eclipse considers any number you write with the number bar that contains only digits to be a valid translation, regardless of whether it appears in the dictionary or not. You may prefer that a number bar entry, even if it only contains digits, to be considered an untranslate unless you specifically have a dictionary entry for it.

For example, you may work with a theory in which you can hit two number keys at once to make numbers such as 23, but you never intentionally hit three numbers at once, such as 234, and would like for this to appear as an untranslate.

Keep in mind that if you turn this on and you do want to use the number bar intentionally, you will need to make dictionary entries (like 5 = 5) for every possible number bar stroke that you would write in your theory.

Misstroke Setup

In your User settings/Translate tab you can enter the keys you most often misstroke by dragging or dropping. When you turn on a misstroke correction feature, Eclipse can automatically correct some of these errors. All these options are on in the Misstroke Setup section (bottom half of the dialog).

When evaluating a misstroke, Eclipse will sort by frequency, by (internally) making a list of all of the entries that the current untranslate could be a misstroke for and choosing the one that is used with the highest frequency, based on information in the dictionary.

If **Fix Misstrokes During Translation** is checked, Eclipse will attempt to correct any misstrokes you write when globaling or during translation. The program will use the Dragged Keys and Dropped Keys settings, trying one key at a time, until it finds a valid dictionary entry that is close to your misstroke. If a valid entry is found, that entry will translate. The text will appear in the untranslate color you designate for untranslates (on the User Settings/Display tab), so that you can check them during the editing process.

To set your Dragged Keys, click the Dragged Keys button. The [steno emulator](#)⁸¹⁷ will appear. Click only the keys you tend to drag. To de-select a key, click it again. When you are satisfied with your selections, click OK. The keys you chose will appear as text to the right of the Dragged Keys button.

Note: If you do not use the number bar normally and generally hit it only by accident, you can turn on the number bar in your dragged keys, and any untran that contains the number bar will attempt to translate without the number bar regardless of what other keys have been pressed (as long as the stroke is not all numbers, which will still translate as a number).

Use the same technique to select your Dropped Keys. Click the button at left, use the steno emulator to select, and use the text display to confirm your choices.

WARNING: When selecting Dropped Keys, be sure to select only those keys you tend to drop. If you select all the keys, you may get unexpected results when Eclipse tries to resolve dropped-key situations. (Dragged Keys are less critical in this regard.)

VISUALIZERS:

[D2 - Translation Options Untrans: Translation Magic](#)

[E4aa - Speaker Prep](#)

[E4b - By-Lines](#)

[E4bb - Insert Missing By-Lines](#)

[F4a - Conflicts Advice](#)

[E3a - Translation Magic Customization](#)

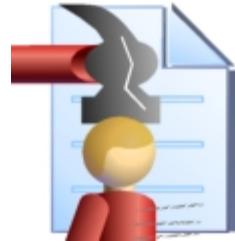
[C1 - Phonetics](#)

12.3.1 Speaker List



Speaker List

RELATES TO: [Insert/Modify Paragraph](#) ^[316], [Insert Speaker Paragraph \(F2\)](#) ^[321], [Translate tab](#) ^[227].



The Speaker List is used for any operation involving speaker IDs. It opens each time you do one of the following:

- insert a Speaker paragraph using the [F2](#) ^[321] or [F8](#) ^[316] speed keys
- [change a different paragraph style to a Speaker \(Home-Home-F8\)](#) ^[317]
- pre-assign speaker names from the [Speaker List button on the Translate tab](#) ^[231] of **User Settings**.

Speaker list

#	Current	Master	Group
0	THE WITNESS	THE WITNESS	
1	MR. JONES	SPEAKER 1	
2	MS. SMITH	SPEAKER 2	
3	MR. GREENE	SPEAKER 3	
4			
5			
6			
7			
8			
9			

[Insert](#)
[Delete](#)
[Change](#)
[OK](#)
[Cancel](#)

Job dict

[Save in](#)

[Load from](#)

[Seating](#)

To set up your default Speaker List, go to the **Translate** tab of **User Settings**, and click the **Speaker list** button. The information you enter here will appear each time you open a new job in that User. By default, the 0 slot is assigned to THE WITNESS.

This dialog has several columns of information:

Current -- The current speaker name text that the master will be changed into, such as Mr. Jones or Mr. Smith.

Master -- The master speaker name text for those who use standardized tokens for their speaker names, such as SPEAKER 1, SNOO or MR. LEFT.

Group -- The group to which the speaker belongs. It's an arbitrary assignment that will be useful for things like the timekeeper report (see page 501) and the search function. For example, you could put all of your plaintiff's attorneys in group 1 and your defendant's attorneys in group 2. You can then enter a name for the Group number, and the name will appear in the Group column.

Shortcut -- The unmarked first column in the table is the shortcut. Normally, the first ten speakers have shortcuts of 0 through 9, which are user-definable, so you can change them to letters, use multiple digits or letters, or whatever you like.

You will notice that the shortcut column also has a box in it. That's the speaker color. If you define it as anything other than black, that will be that particular speaker's display color, allowing you to make each individual speaker name a different color. (Note: if you have set paragraph font colors, they will override speaker colors.) If you give speaker names in the speaker table individual colors, those colors will also apply to the by lines containing those speakers.

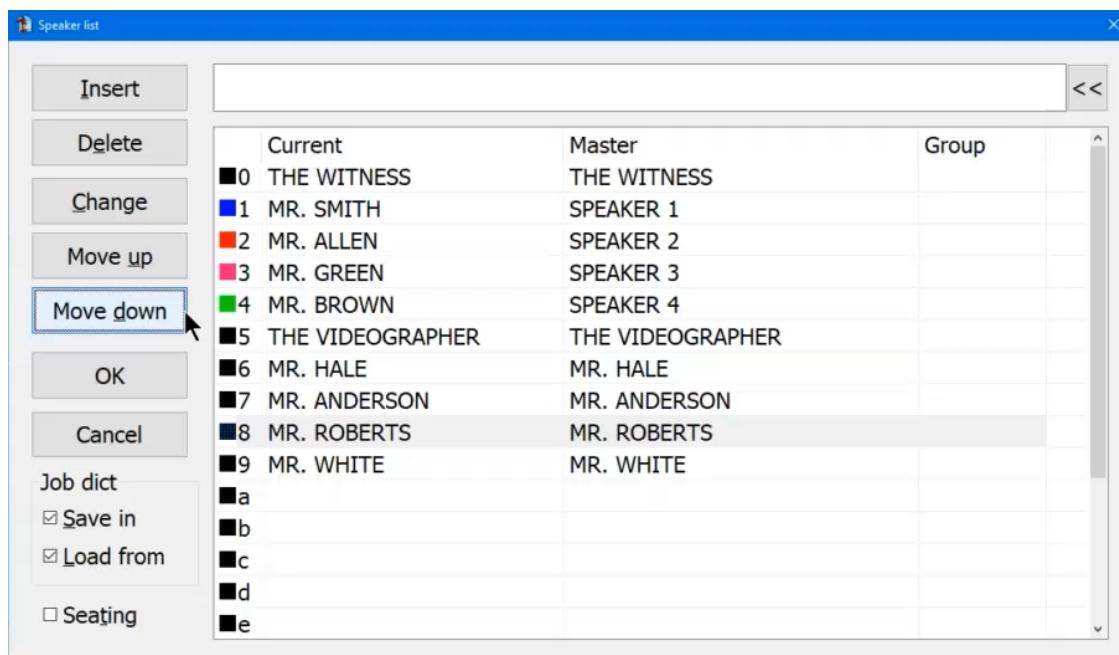
The Speaker list prompt box -- When you first enter this dialog, your cursor is in a prompt box at the top of the dialog. As you type letters or other characters into this box, the dialog attempts to match it with the shortcut text. If it matches the shortcut text, and there are no other longer shortcuts starting with the same text, it will select that speaker immediately, and close the dialog. If you type text that does not match any shortcut, but does match a speaker name, the highlight bar will move to the speaker that matches what you have typed so far. You can hit [enter] to select the highlighted speaker.

If you continue to type so that what you are typing no longer matches any of the speakers on the list, the highlight bar will move to the first available empty CURRENT speaker, the intention being to fill the new name into that slot once you hit [enter].

The **Move up** and **Move down** buttons can be used to reorder the speakers in the Speaker list. (You can also use Ctrl+up and Ctrl+down.) If you do want to type a new speaker but you do not want it to go into the first available slot, after you're finished typing the speaker name, use the down arrow to move the highlight bar to the row where you do want the speaker to be assigned. In addition to the abilities to change the color and shortcuts, this dialog also offers the ability to change the master-to-current speaker assignments in realtime by hitting F2 and using the **Change** function.

You can use this list to set up standard speaker designations in such a way that you will be automatically prompted at the beginning of each translation for how those speakers should translate. If you set up the Speaker list on the Translate tab so that there is a Master column entry with no Current entry, you will be prompted at the beginning of your translation.

If the Current and Master entries are the same, and you move the speaker up or down, both will be moved. If Current is empty and Master is not, the Master will be moved. However, if both Current and Master are populated, but different, when you move the Speaker, only the Current speaker name will move, assuming you are re-arranging which name is assigned to which master speaker designation. In the example below, if you move MR. SMITH down, he becomes SPEAKER 2. If you move MR. ROBERTS, the master designation of MR. ROBERTS goes with him.



If the **Load from job dictionary** option is selected, the current column will be filled in automatically at the start of a job, as long as steno is defined in the main dictionary as a master column speaker, and that same steno is defined as a speaker in the job dictionary. In this case, every entry in the Master column would have a corresponding entry in the Current column at the start of the job.

When you have the job dictionary "load from" and "save in" options turned on in the speaker table, it always saves the table entries for future assignments. If you simply type a new speaker such as MR. GREEN, that speaker will also get added to the speaker table if you translate a job using that job dictionary, whether it's associated with a master speaker or not. That has no effect on translation, but can make the editing process more convenient since those speakers are immediately available for the insert speaker editing command.

When each Master entry has a Current entry at the start of a job, you will not be prompted to add speakers at the beginning of the job.

Selecting a Speaker

If you are editing a transcript, and you [pressed F2 to insert a Speaker paragraph](#), or if you [changed a different paragraph style to a Speaker](#), the **Speaker List** will appear. Select the name of the desired speaker by pressing its shortcut key, from the left-most column. In the above graphic, pressing 2 would insert MR. SMITH, pressing 4 would insert MR. BROWN, etc.

You may also select a speaker from the list by typing the beginning of the speaker's name. Type as much as necessary to distinguish it from the others. In the above graphic, typing MR. B would highlight MR. BROWN. You may then press Enter to select it.

It is also possible to select an existing speaker from the Speaker List by using the Up/Down Arrow keys and Enter, or by using the mouse.

Renaming A Speaker

If you use generic speaker designations and need to change them to the correct names for this transcript, or if you have mis-spelled the name of a speaker, you can use the **Speaker list** to rename a speaker.

To do this:

1. Press F2 to open the **Speaker list**.
2. Using the arrow keys, highlight the name of the speaker you wish to change..
3. Click **Change**. (The fastest way to do this is to press **Alt+C**, to activate the underlined letter.) The [Speaker data dialog](#) [242] will appear:



4. Type the desired name in the **Current** box, and then click **OK** or press **Enter**.
5. You will be asked if you want the change to affect the entire job, the marked block, or just from this point forward. All will change every instance of this speaker ID in the entire file. **Block** will change it for the marked block (It will alert you if you click Block but have not marked a block). **Forward** will only change it from this point forward. **Cancel** will cancel the change entirely.
6. You will be returned to the **Speaker list**. Press **Escape** to close it. (If you press **Enter**, a new Speaker paragraph will be inserted.)
7. If you change a speaker during realtime, with a **Bridge** output with **Apply edits** turned on, each speaker paragraph using the changed speaker will be re-transmitted to the Bridge output.

Re-Assigning a Speaker

If an incorrect speaker is assigned, use the technique for [changing a paragraph style](#) to change it to a Speaker. You will be asked to re-select the speaker's name.

This is not the same as renaming a speaker. Renaming a speaker changes the name of an existing speaker to something else, in multiple locations throughout the transcript. Re-assigning a speaker will change the identification of the person speaking, for that location only. You would re-assign a speaker only if the words in the paragraph are assigned to the wrong speaker, e.g., you wrote {S:MR. SMITH} when the speaker was actually {S:MR. JONES}.

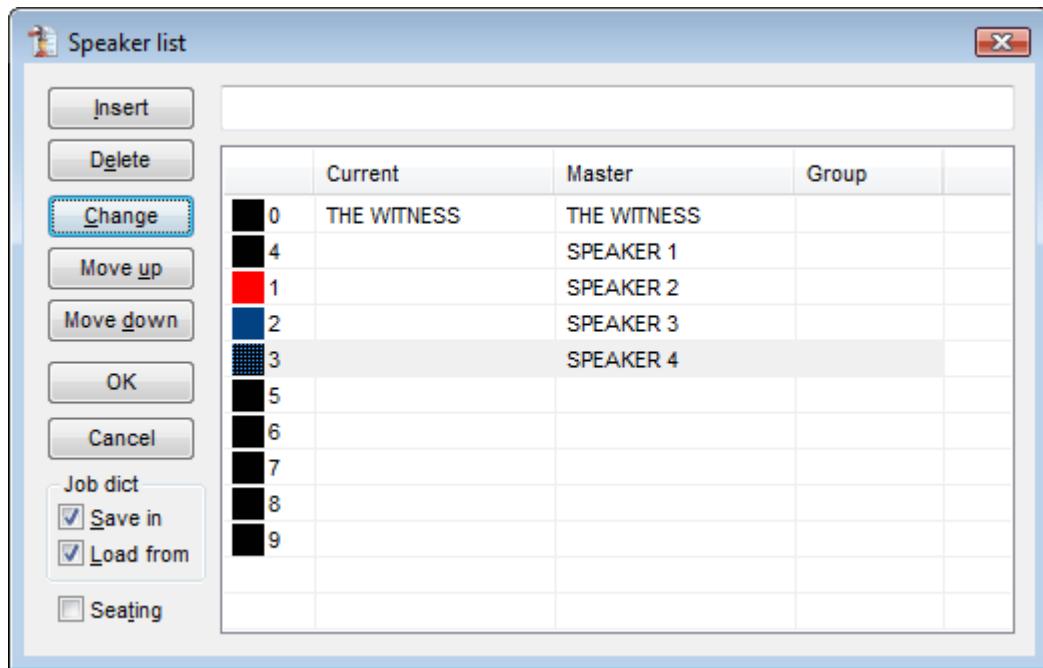
Assigning Speaker Names

If you use generic speaker identifiers, you can use the **Master** column of the Speaker list to pre-assign specific names for each job.

For example, if you have the following entries in your dictionary:

Steno	Text
1: EURBGS	{S:SPEAKER 4}
2: EUFPLT	{S:SPEAKER 3}
3: SKWRAO	{S:SPEAKER 2}
4: STPHAO	{S:SPEAKER 1}

You can click the [Speaker List button](#) on the [Translate Tab](#), and enter the generic designations SPEAKER 1, SPEAKER 2, SPEAKER 3, and SPEAKER 4 into the Master column:



Pre-building the Speaker List with your generic designations accomplishes several things:

- Each time you [translate notes](#) or do a [realtime job](#), the Speaker list will appear before the translation begins. You will have an opportunity to enter the specific speaker names for this job.
- **Master** and **Current** columns make it easy to see which current speaker name is tied to which master (generic) speaker ID.
- Adding generic speaker IDs to a list via the [Speaker List button on the Translate tab](#) ensures that each generic speaker ID will always occupy the same slot in the list, and will always have the same shortcut key. In the above graphic, F2 followed by 1 will always insert Speaker 1, F2 followed by 2 will always insert Speaker 2, etc.
- You can pre-assign other features of the [Speaker Data Dialog](#), such as shortcut keys, colors, and groups.

Using the Speaker List in Conjunction With Job Dictionaries

If you use generic speaker designations, and you use the Speaker List to assign **Current** names before translation begins, you will also have the option to add these names to the Job dictionary.

If **Save in** is checked, Eclipse will automatically create Job dictionary entries to reflect any changes you make to the Speaker List. For example, if you have STPHAO = {S:SPEAKER 1} in your Main dictionary, and you assign the Master speaker "SPEAKER 1" to "MR. SMITH" in the Speaker List, the entry STPHAO = {S:MR. SMITH} will be created in your Job dictionary. If you re-use this Job dictionary in the future, the Current speaker IDs will already be in place. **Tools/Apply globals** will apply these entries to the speaker table and the document.

Loading From dictionaries

The **Job dict/Load from** checkbox is used when you already have a speaker definition in your job dictionary that creates a standard designation replacement for your main dictionary. For example, take the following entries:

Main dictionary: STPHAO = {S:SPEAKER1}

Job dictionary: STPHAO = {S:MR. JONES}

If you have these entries prepared BEFORE you start translation, then the translator will automatically create a SPEAKER1=MR. JONES replacement, requiring no further work on your part. Using the dictionary entry method works hand-in-hand with the speaker list method. For example, if you had a table with SPEAKER1, 2 and 3 on it and had the dictionary entries listed above, then when you started translation, the speaker list dialog would appear as follows:

MR. JONES	SPEAKER1
	SPEAKER2
	SPEAKER3

The dialog box would open with the cursor in the edit box, and whatever you type would be entered in SPEAKER2 when you hit enter, and the cursor returns to the edit box allowing you to type in the next speaker name. It already knows what SPEAKER1 should be.

If you leave part of the speaker list blank when translating, it will be ignored. It will not make SPEAKER1=(nothing) as part of the translation rules. Escaping from the speaker list will ignore it entirely. It will not add a blank entry as the first item in the F2 speaker box.

You can fill data into the speaker list in advance of a translation, and the speaker list will then load the SPEAKER1=MR. SMITH text replacements into the job dictionary being used in translation so that that job dictionary can be used in future translations without having to re-enter the speaker replacements.

After typing in the last speaker name, hitting the escape key will exit the speaker list.

Job dict/Load from is turned on (checked) by default. If you do not want to use automatic text replacement for speakers, uncheck the box to turn this feature off.

For example, if you have SKWRAO = {S:SPEAKER 2} in the Main dictionary, SKWRAO = {S:MR. ANDERSON} in the Job dictionary, and SPEAKER 2 as a Master speaker in the Speaker Table, Eclipse will automatically assign MR. ANDERSON to the Current speaker slot.

See [Working With Multiple Dictionaries](#)⁶⁰⁸ for more information about Job dictionaries.

Changing Dictionaries

The speaker list will change on the fly when you change the dictionaries currently loaded, turn certain dictionaries on or off, or add or remove dictionaries from the list of dictionaries in the job during realtime, that change is reflected in the speaker list.

For example, if you have SPEAKER1 = MR. JONES in your job dictionary and you switch to a different dictionary that contains SPEAKER1 = MR. SMITH, then not only will it affect translation, but when you hit F2 to view the speaker list you will see that SPEAKER1 is now assigned as MR. SMITH.

Other Actions

The **Insert** button will add a new speaker to the list. Enter the desired information into the [Speaker Data Dialog](#)^[242]. You can also add a new speaker to the list by simply typing the speaker's name. The new speaker will be automatically assigned to the slot in the list that does not have a **Current** speaker name assigned. (NOTE: This may result in the speaker being assigned to a slot that has a **Master** speaker name. To assign the new speaker to a specific location, use the **Change** button.)

Delete will delete the selected speaker from the list.

Change will change an existing speaker. Select the speaker you want to edit, and make your desired changes in the [Speaker Data Dialog](#)^[242].

Move Up and **Move Down** will re-order the speakers. Click the speaker you want to reposition, and click **Move Up** or **Move Down**. This will not change the shortcut key you press to insert them; it will only change the order of the list.

The leftmost column of the Speaker List is the shortcut key. This is the key you press, after pressing F2, to insert this speaker. Speaker shortcut keys can be reassigned in the [Speaker Data Dialog](#)^[243]. Select the speaker you want to assign a new shortcut to, and then click Change.

The rightmost column of the Speaker List is the speaker **Group**. This can also be assigned in the [Speaker Data Dialog](#)^[243].

Adding or Deleting a Speaker

To manually add a speaker to the list, click **Add**, and type the name of the speaker. Keep in mind that this speakername will have no underlying steno; the only way to insert it into a transcript will be via F2.

Should you want to delete a speaker from the speaker list, select the desired speaker and then click **Delete**. However, it is not necessary to do this. Unused speaker IDs can simply remain in the list to no ill effect.

Adding a Speaker during Shared Editing

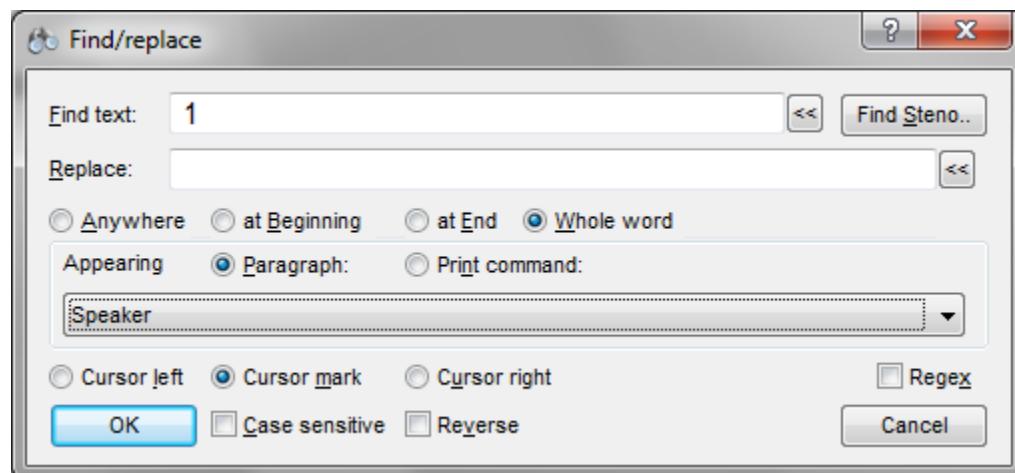
During a Shared (Team) Editing session, any change to the document data takes the current user's document data and replaces everyone's with a complete copy. So, if two Team Editors modify the speaker table at the same time, the changes will cross over and only the last change will be applied. Eclipse will merge the data instead, but only for speaker slots that would otherwise be empty.

For example, if two people simultaneously try to add a speaker 5, then only the last user to add it will succeed. If one person tries to add speaker 5, and another user simultaneously adds speaker 6, then the software will be able to add both to all team members' tables, since in each case, no matter which one shows up first, the other will simply be taking the place of an empty slot.

If you frequently have multiple editors attempting to add the same speaker name at the same time, you can avoid problems by suggesting to each editor to use different pre-arranged speaker numbers for creating new speaker names.

Using the Speaker List with the Find function

You can search for a speaker belonging to a particular group by using the find function. Select **Paragraph:** and **Speaker**, and instead of typing the speaker name as the search text, type the group number. The system will then find the next speaker name belonging to that group.



While editing, you can use the **Find** function and hit F2 to pick a name from the speaker list. After selecting the speaker name, hit **Enter** to automatically select the Paragraph option and the speaker paragraph type.

VISUALIZERS:

- [E4 - Speaker Globals](#)
- [E4 - Speakers](#)
- [E4a - Speaker Changes](#)
- [E4a - Speaker Corrections](#)
- [E4aa - Speaker Prep](#)
- [E4a - Tracking Speakers - The Seating Chart](#)

12.3.1.1 Speaker Data Dialog

Speaker Data Dialog



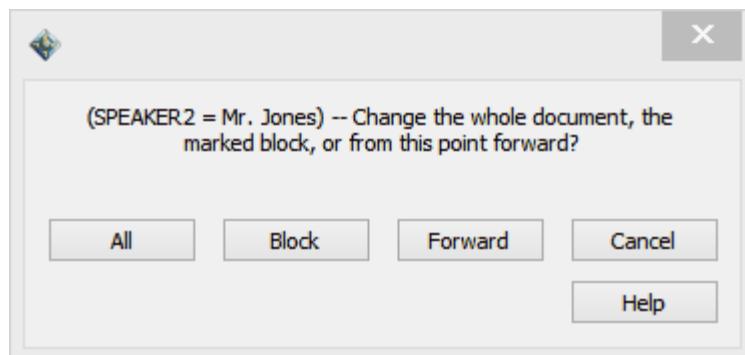
RELATES TO: [Speaker List](#) [233]

The Speaker Data dialog appears whenever you click the Change button in the [Speaker List](#) [233].



The **Current** text box is the name of this speaker for this transcript. If you want to [rename a speaker](#) [236], enter the desired speaker name here.

If you have marked a block of text before you open the Speaker list, it will give you the option to make the change for the whole document, the marked block, or from this point forward.



The **Master** text box contains the generic identification for this speaker. You should only change this if you use generic speaker IDs, and you want to [pre-build the Speaker List](#)^[237]. If you are changing a speaker name for the current job only, change it in the Current box.

The **Shortcut** text box is the shortcut key for this speaker. After pressing F2, press this key (or keys) to [insert this speaker into the transcript](#)^[238]. You may use letters, numbers, and punctuation marks to create a shortcut. Shortcuts may also be more than one character; for example, you could number your speakers from 10 to 99, A to Z, or use shorthand (e.g., BR for Mr. Brown). In the above graphic, the Shortcut key is 2. Pressing [paragraph speed key F2](#)^[321] followed by 2 would insert this speaker.

The **Color** button allows you to assign a display color to this speaker. Clicking this button will open the [color dialog](#)^[114], where you can select the desired color. The color you choose will apply to only this speaker, and will affect the display only (the speaker name will not print in this color).

The **Group** button allows you to assign this speaker to a group. For example, you could create a group of plaintiff's attorneys, a group of defendant's attorneys, and a group of deponents. You can enter names for the group numbers in the table. For example, you could change the group number to 1 and enter "Plaintiff's" in the group name, then change it to 2 and enter "Defendant's." The groups are a global setting that gets stored in your user.ini, not in the document. You can have as many different speaker group names as you like, and you can configure the group names and standard speakers under **User settings/Translate/Speakers**. The speaker table will show the group name in the speaker table Group column.

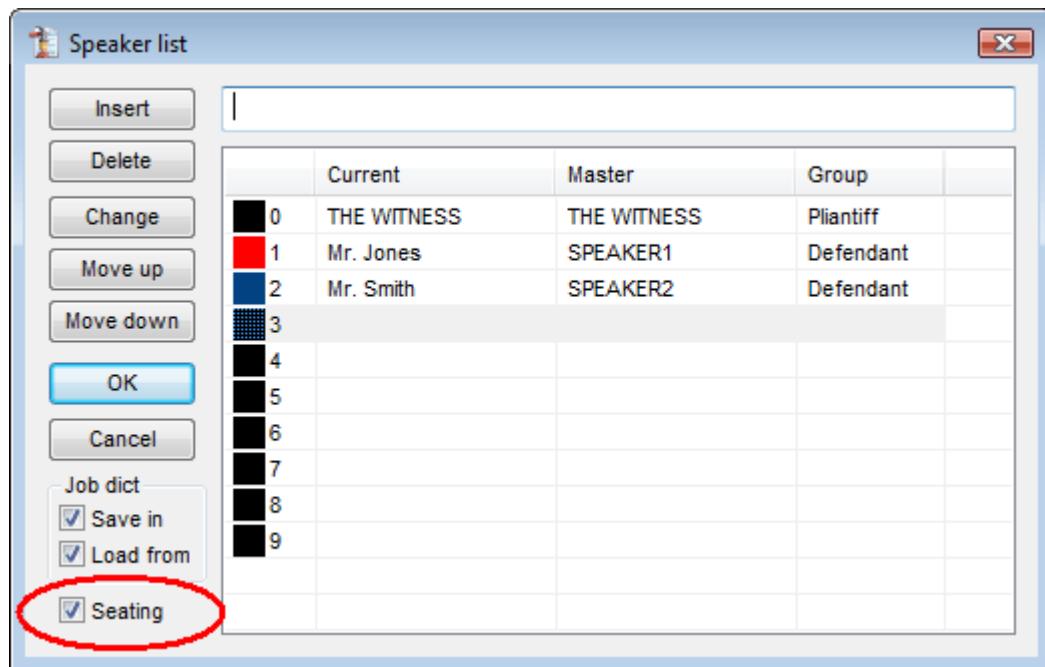
The Group name can also be used in searches. In the **Find** dialog, select **Paragraphs** and **Speaker**, and instead of typing the speaker name as the search text, type the group number. The system will then find the next speaker name belonging to that group.

12.3.1.2 Seating Chart

Speaker Seating Chart

RELATES TO: [The Speaker List](#)^[233],

On the **Speaker List**, there is a **Seating** chart checkbox.



If you check it, a **Seating chart** dialog will appear.



Clicking in the box again will uncheck it, and cause the Seating chart to disappear.

The seating chart dialog can be moved, resized, anchored, zoomed (to make the fonts bigger or smaller) and made more transparent (see graphic for an example of 30% transparency.)



Though it will remember its location if anchored, because it would tend to get in the way of everything other than writing realtime, you will have to open it each session if you wish to use it (which can be done conveniently from the speaker dialog that appears at the beginning of a translation for you to fill in speaker names.)

The seating chart dialog will contain blocks for each speaker in the list in which the "Current" speaker name is not blank. When you first open the Seating chart, the names are in cascading formation. The blocks can be rearranged by clicking and dragging them with the left mouse button.

Each individual job remembers the speaker's locations, though they do NOT remember the size/zoom/location of the chart dialog individually. The blocks will contain the current speaker name, the shortcut number/letter, and the master speaker name.

The positions of the speakers are stored permanently, so if, for example, you've put speaker number 1 and speaker number 2 in particular positions, they'll stay there for the next job, even if the speakers 1 and 2 are different names.

If you are using [Multi-channel recording](#)⁵⁹², the Seating chart will show the locations of each microphone, and once they are associated with the correct speaker, Eclipse will use that information to play back the appropriate audio.

If you wish to be reminded of the steno used to write these speaker names, it is necessary to use master speaker names that contain the steno as part of the text of the entry.

For example, if you use STPHAO and SKWRAO for speakers 1 and 2, then instead of naming the master speakers {S:SPEAKER01} and {S:SPEAKER02}, name them {S:MR. STPHAO} and {S:MR. SKWRAO} or {S:STPHAO} and {S:SKWRAO} or something like that. Because main and job dictionaries will often have several entries for the same speaker name, such as STPHAO = {S:SPEAKER01} and STKPHAO = {S:SPEAKER01}, Eclipse cannot name them automatically.

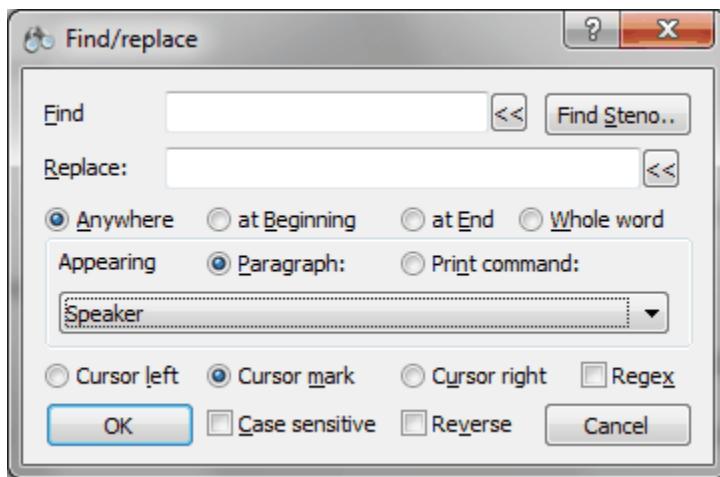
The colors of the blocks on the seating chart will be determined by using the colors indicated in the speaker table. Select a speaker and hit Change to change the color for that speaker number. The text of the speaker name itself will be black or white depending on which one shows up better on the particular background color you have selected.

You can also turn the Seating chart on and off using the **Window** menu/[View toggles](#)¹⁰⁸(Ctrl+Shift+F3).

12.3.1.3 Searching for a Speaker with the Find function

Searching for a Speaker with the Find function

You can search for a speaker belonging to a particular group by using the find function.



Select **Appearing ... Paragraph:** and select **Speaker** in the drop-down list. Instead of typing the speaker name as the search text, type the group number. The system will then find the next speaker name belonging to that group.

While editing, you can use the **Find** function and hit **F2** to pick a name from the speaker list. After selecting the speaker name, hit **OK** to automatically select the **Paragraph** option and the speaker paragraph type.

12.4 Setting Number Formats



Setting Number Formats: the Numbers Tab

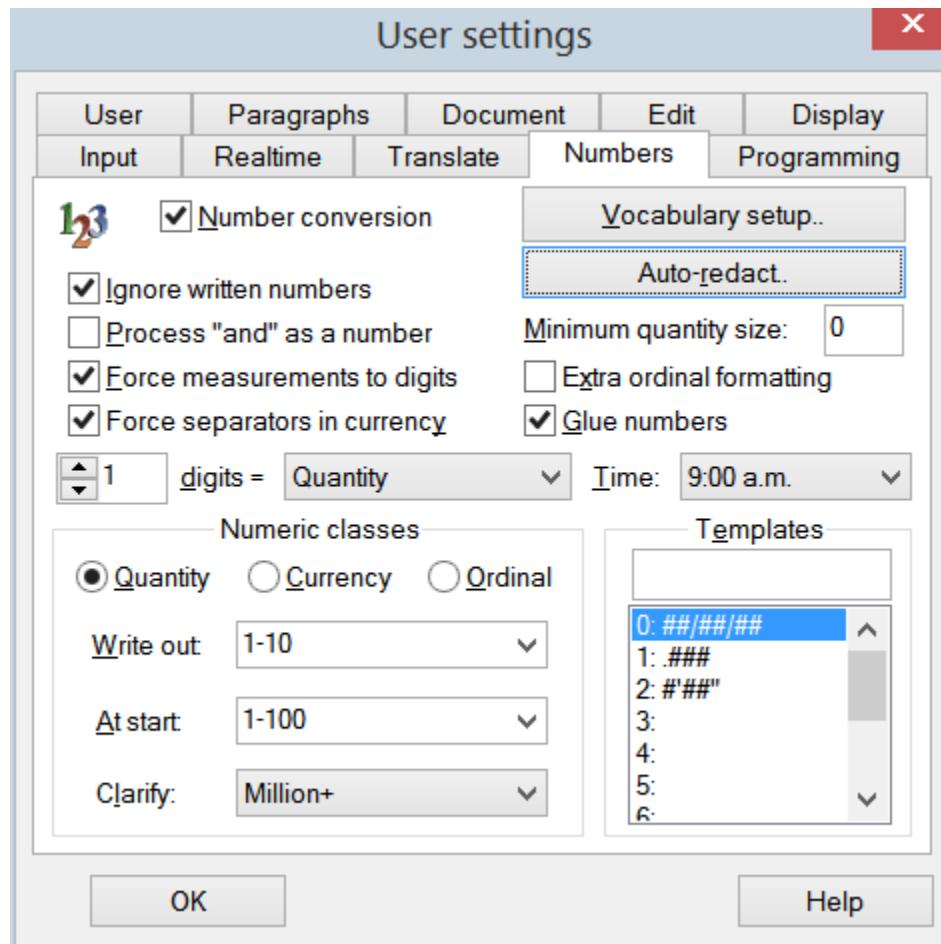
RELATES TO: [Working With Number Conversion](#) [617], [User Settings](#) [93].



The **User settings/Numbers** tab allows you to set general preferences for the appearance and formatting of numbers. For a fuller description of how number conversion works, see [Working With Number Conversion](#) [617].

Once you have entered your preferences for number handling, you can stroke numbers the way you hear them and Eclipse will apply the appropriate rules. These options let you avoid many cumbersome dictionary entries. To make use of the number conversion options, make sure that the **Number conversion** checkbox is marked.

When converting a number during editing, Eclipse will recognize the value and number type of the highlighted number. For example, if you mark "\$30" and hit the number conversion command, it will recognize it as the value "30" and that it is a dollar amount. Note that this only applies to quantities, currency and ordinal numbers. There is no automation of this sort for template patterns.



General Options

The **Number Conversion** checkbox enables number conversion. If unchecked, Eclipse will not convert your numbers.

The **Vocabulary setup** button opens the [Number vocabulary dialog](#), which is covered in detail in the [Reference Guide](#).

The **Auto-redact** button opens a list of number types, where you can select which number types will automatically be inserted as redacted text. Social security numbers, phone numbers, and bank account numbers are all examples of numbers you might want to automatically be redacted.

If **Ignore written numbers** is checked, any numbers that are defined as words will not be affected by number conversion. Use this feature only if you are very strict about writing words when you want written-out numbers, and using the number bar when you want digits. (Note: if you do this, set everything in [Numeric Classes](#) to "No Values.") With Ignore written numbers turned off, writing "5 hundred second" will result in 502nd. However, writing "4 point three miles" will translate 4.3 miles.

If you use strokes for Arabic numerals different from those you use for written numbers ("1" vs. "one"), then mark the Ignore written numbers checkbox. By doing so, you will keep Eclipse from converting your written numbers to numerals and applying the automatic number conversion rules. However, if you use the same stroke for an Arabic numeral and its written counterpart, leave this checkbox blank.

Process "and" as a number should be checked if you tend to write the word "and" in phrases like "three hundred and fifty". In the [Number vocabulary](#) dialog, the **Grouping word** refers to the word used to join the numbers in a "compound" number. By letting Eclipse know what word is used to combine numbers, you can control how such numbers are translated. For example, "one hundred and forty eight" can be translated as "148" rather than "100 and 48." If you don't want to have numbers combined in this fashion, uncheck the **Process "and" as a number** checkbox.

Force measurements to digits forces all numbers that precede a unit-of-measure word to appear as digits. When off, singular measurements will still hyphenate, but will appear as phrases like "a three-mile walk."

Force separators in currency handles currency values of exactly four digits a bit differently from the way they would normally be handled. If you turn this option off, then currency will only have commas in it if you write more than four digits, or if you write a {#Q} trigger during the number, or if you use the word "thousand" to indicate an order of magnitude. All other ways of writing four-digit currency will omit the comma.

Examples of what happens when you turn off Force separators in currency:

- 12345 dollars = \$12,345
- 1234 dollars = \$1234
- 12 hundred dollars = \$1200
- 1 thousand 2 hundred dollars = \$1,200

Minimum quantity size controls the appearance of commas in four-digit numbers. Set this to 0 if you want a comma every three digits. If you don't want four-digit numbers to have a comma, set this to 4. To set this preference, type the highest number of digits that you want represented without a delimiter.

Extra ordinal formatting will superscript the text part of a numeric ordinal, like this: 3rd. If unchecked, it will appear as 3rd. It will also force the system into "literal case" mode so the ordinal suffix will appear in lower case even if you have all caps output selected.

If **Glue numbers** is checked, all numbers will also behave as [glue characters](#). This is useful for writing alphanumeric combinations, such as license plate numbers.

Time allows you to specify a format for whole-hour times. Select the desired appearance from the Time drop-down list.

The Digits = items in the center left of the **Numbers** tab control the default appearance of numbers. If you write a series of digits, without any context words (like a.m. or dollars) or [conversion codes](#) present, Eclipse will use these choices to format the number. In other words, if you set Digits to 9, you will see that the default arrangement is a U.S. Social Security Number. Seven- and ten-digit numbers default to being North American phone numbers. You can re-assign these if you like, but if you find you are getting unexpected results (for instance, you write a 4-digit number expecting 2008 and get 2,008) you may want to set these back to the defaults and see if that corrects your problem. The default settings are:

- 1-3 : Quantity
- 4-6, 8, 11-19: Generic
- 7 and 10 digits: Phone
- 9 digits: Soc. Sec.

Remember, the Digits = settings take effect when you write a number that does NOT include context words (triggers) that imply a number conversion. In other words, if you write "five billion 6 dollars 4 cents," there are actually two trigger words in that string: dollars and cents both trigger a money conversion. If you write "five billion 25 thousand thirty-two," the billion and the thousand are both triggers for a quantity number conversion.

Quantity numbers involve commas. Generic numbers are just a pure string of digits without any commas. When you write "nineteen ninety-seven," you should get the generic number 1997. That makes sense because there are no trigger words to call for any other conversion. If you write "four twenty-two 96 eighty-three forty-five," you should get 422-96-8345 because it's a nine-digit number and, by default, this would call for a Social Security number conversion.

Measurements will translate with a hyphen between the numbers, the entry is a plural measurement. So an entry such as 7/mile/{^s} produces "7 miles" instead of "7-miles". The measurement translator looks ahead for the next entry and if it specifically contains {^s} it will treat it as a plural measurement instead of a singular one, even before the next entry officially translates.

The predefined number formats are described below.

Quantity - Treats the string of digits as a quantity.

Money - Uses the currency format you set in the Number vocabulary dialog (accessed from the Vocabulary setup button).

Ordinal - 1st, 2nd, 3rd, etc.

Roman - Roman numerals. Note that if there are more than four digits, a Roman numeral trigger cannot be calculated, and it will leave the digits, such as 43682.

Generic - Arabic numerals ("four five six" = 456) displays numbers without commas.

Phone - Places a hyphen after the first three digits in a string of seven digits. In a string of ten digits, encloses the first three digits in parentheses and places a hyphen after the sixth, as in (###)###-####.

Social Security - Places a hyphen after the third and fifth digits in a nine-digit number.

Time - Places a colon after the second digit in a string of four digits, or after the first digit in a string of three digits.

Zip Code - Places a hyphen after the first five digits in a nine-digit string.

Date - The default format for date places a slash after the appropriate digits in a three- to eight-digit number. This format handles dates as follows:

(1 digit) 0 = '0

(2 digits) 00 = '00

(3 digits) 000 = 0/00

(4 digits) 0000 = 0/0/00

(5 digits) 00000 = 0/00/00 or 00/0/00

(6 digits) 000000 = 00/00/00

(7 digits) 0000000 = 0/00/0000 or 00/0/0000

(8 digits) 00000000 = 00/00/0000

To change the date format, edit the template labeled "0" in the "Templates" area. For example, to use hyphens in place of slashes, type the format "# #-# #-# #."

Numeric Classes

The **Numeric classes** area at bottom left controls the default appearance of your numbers. Use this area to control which numbers are written out, and which are rendered as digits.

There are three categories: **Quantity**, **Currency**, and **Ordinal**. You can select **Write Out**, **At Start**, and **Clarify** for each category. This allows you to define different rules for currency amounts and quantities, for example.

Write Out controls the appearance of a number, such as numbers one through nine (1-9), 1-12, 1-10 and even 10's or 1-100 and even 100's. The numbers that you select will always be written out. For example, if you select "1-10", the numbers one through ten will appear as text, but 11 and higher will appear as digits. If you want all numbers from one to ten to be written out, and also all multiples of ten to ninety (twenty, thirty, ... ninety), select, "1-10, 20, 30 ..." from the drop-down menu. In addition to the items on the drop-down menu, you can edit the description directly to accommodate your own set of rules.

At Start controls the appearance of a number at the beginning of a sentence. Select the desired range of numbers that are to be written out when they begin a sentence. For example, to have all numbers written out at the start of sentences, select **All values** from the drop-down menu.

Clarify controls the point at which a very large number is rendered in words instead of numbers. For example, if this is set to Million, you will get "35 million" instead of "35,000,000." When Clarify is set at "million+", Eclipse translates eleven thousand as "11,000," and if it's set to thousand+ it will translate eleven thousand as "11 thousand." If set to none, the clarification is disabled, and numbers of high magnitude appear as 000,000,000,000,000 etc.

[Number Templates](#)⁷⁴² and [Number Vocabulary](#)⁷⁴⁴

These are advanced features, and are covered in the [Reference Guide](#)⁶²⁹.

Custom codes

The bottom right corner of the Numbers tab allows you to create your own [number conversion codes](#)⁶¹⁸.

Visualizers:

- [vG1_Numbers_Overview.mp4](#)
- [vG1a_Number_Settings.mp4](#)
- [vM12_Auto-Magic_Numbers.mp4](#)

12.5 Translate Notes dialog

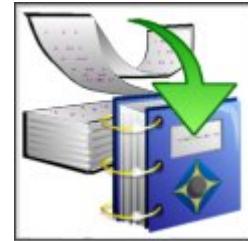


Translate Notes

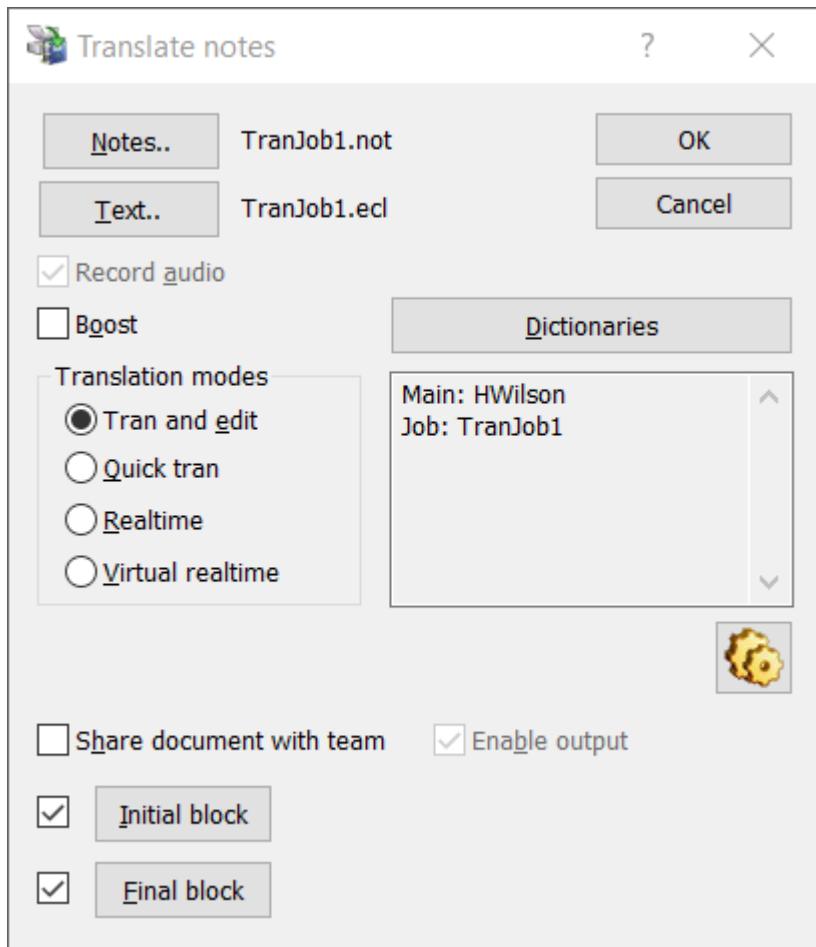
Alt+T

Production/Translate..

RELATES TO: [Realtime](#)⁴³⁷, [Note Files](#)²⁰⁷,
[Audio recording](#)⁵⁸⁴



The **Translate notes** dialog allows you to translate an existing [note file](#)²⁰⁷, or initiate a [realtime](#)⁴³⁷ job.



Before you begin translating notes you should set the dictionaries that you want to use; for example, do you want to use the job dictionary, or any user dictionaries? There also are many options you can set to tell Eclipse how to translate specific things and how to handle translation problems (conflicts and untranslates). Setting these options can make the translation and editing process faster and more efficient.

You can set many of these options in your **User Settings (Alt+U)**, which you can

also access by clicking the User settings button () in the **Translate notes** dialog. These settings are saved and used, by default, whenever you translate in Eclipse, until you change them. In other words, you need to set them only once.

The [dictionaries can be changed in the Translate notes dialog](#)  , overriding the User Settings for just that job. If, however, you change the **Main** dictionary in the Translate notes dialog, you will make that same main dictionary change in **User Settings**.

To create settings for translations, go to [User settings \(Alt+U\)/Translate](#) .

Translating a Note File

1. Open the **Translate notes** dialog (Alt+T).
2. Click the **Notes..** button. Select the desired [note file](#)^[207] from the [file dialog](#)^[892].
3. If you want to change the name for the transcript file, click the **Text..** button and type the new name.
4. Under **Translation modes**, select either **Tran and edit** or **Quick tran**.
5. Confirm that the dictionaries you wish to use for this job have been selected. If you want to make a change, click the **Dictionaries** button. This will take you to the [dictionaries dialog](#)^[877].
6. Make your desired choices including use [Boost](#)^[268], [Share document with Connection Magic](#)^[484], and **Initial block**, and **Final block**.
7. Click OK to begin the translation.

Doing a Realtime Job

1. On the [Input Tab of User Settings](#)^[208], select your writer, baud rate, "Realtime from", and [COM port](#)^[870] (if you are connecting via COM port). (Your existing settings, as well as any [Output Formats](#)^[472] you may have set up, will be listed below the **Translation modes** area in the **Translate notes** dialog. If you need to change any of these, clicking the User settings icon - the gears - will open the [Translate tab](#)^[227] of User settings, where you can make the changes).
2. Click the **Text** button. Type the name you wish to give the file into the [file dialog](#)^[892].
3. Under Translation modes, select **Realtime**.
4. Confirm that the dictionaries you wish to use for this job have been selected. If you want to make a change, click the **Dictionaries** button. This will take you to the [dictionaries dialog](#)^[877].
5. Make your desired choices for **Record Audio**^[584], [Boost](#)^[268], [Share document with team \(Connection Magic\)](#)^[484], and **Initial block**, and **Final block**.
6. Click OK to begin the translation.

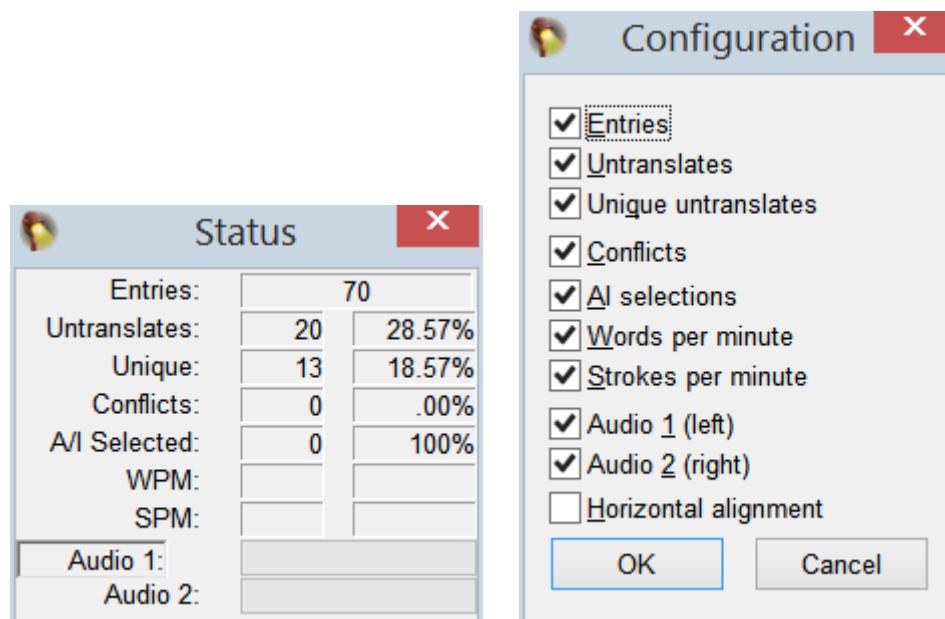
It is possible for [note file](#)^[207] and the [text file](#)^[626] to have different names. To do this, first select the note file. Eclipse will, by default, assign the same name to the text file. Then, click the **Text** button, and change the default name to something else. This is useful if you are retranslating a note file, but do not wish to overwrite the existing text file.

Options on the Translate Notes dialog

- Under **Translate modes**, choose one of the following:
- **Tran and edit**: Translates an existing note file and allows you to edit the [text file](#)^[626] (translation) while it is still being translated. When editing while translating, the text document opens when the translation begins, and you can immediately begin editing it. Note that although Tran and edit mode is convenient, it will slow the translation process.

- **Quick tran:** Translates an existing note file when you don't want or need to edit during translation. Does not allow you to see the text file until it is complete, but translation goes faster. A [progress bar](#)^[956] will appear to inform you of the progress of the translation
- **Realtime:** Begins a [realtime](#)^[437] job.
- **Virtual realtime:** Translates an existing note file, but it behaves like a realtime job. Specifically, any [realtime output](#)^[470] options you have in place will be utilized. For example, this would allow you to test your [CIC](#)^[470] or [captioning](#)^[599] output without having a writer handy. You would select Virtual realtime, pick an existing note file, and see if the output works. Virtual realtime is a diagnostic tool, and not a way to produce a new transcript. When you start, it opens a control panel that allows you to step through a translation, by using a Stop button, a Pause button, and a Next stroke button. You can step through a translation one stroke at a time by pressing the Next stroke button, or you can let it roll by unpausing it. You can pause it at any time if you want to go back to viewing the translation one stroke at a time, and you can use the Stop button at any time to stop the translation altogether.
- **Record audio:** Check this box to record and synchronize audio during a realtime translation. (This option is not available unless the Realtime translation mode checkbox is marked.) See the page on [working with audio](#)^[584] for further discussion. Applies to Realtime jobs only.

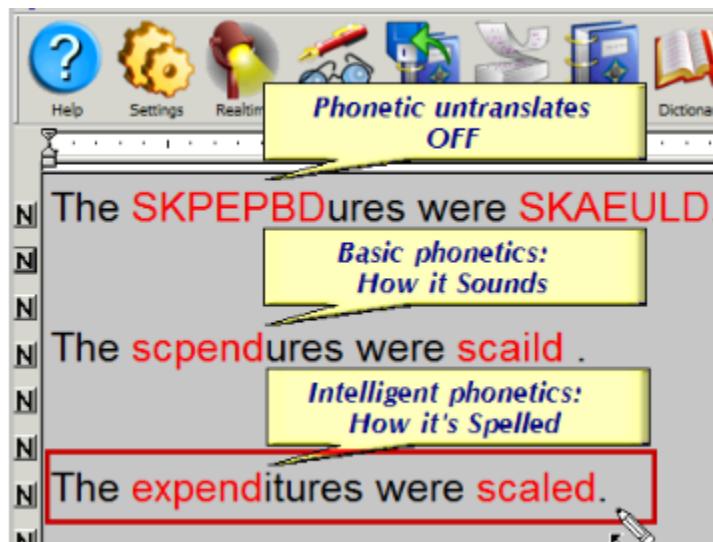
You can right-click in the Realtime status window, and use the **Configuration** menu to customize how it looks. Each item in the window can be selected or deselected by clicking on the appropriate checkbox. The window will resize to fit the remaining indicators. You can also choose to arrange the items vertically (the default) or horizontally.



In addition to the untranslates count, there is a **Unique untranslates** count telling you how many different untranslates you have written in the current file, rather than the total number. For example, if you write TKAUEUF, TKAUEUF, PWEPB, PWEPB, TPHRO, that would count as 5 untranslates, but only 3 unique untranslates. A total and percentage are supplied. Uncheck the box in the Configuration menu if you do not want to use the Unique count.

- **Phonetic untranslates:** If checked, any untranslated steno will appear in its phonetic form. (In **User Settings/Translate** you can set the Phonetic type—Basic or Intelligent.) If unchecked, the raw steno will appear. It is advisable to check this if you are doing [captioning](#) or any kind of [realtime output](#) (since most viewers will not be able to read steno, but will get the gist from the phonetics).

An example of a phonetic equivalent is “man” for the steno PHAPB. In the **Phonetic type** field, select Basic or Intelligent phonetics. Basic phonetics would translate PHAEUBG as “mayk.” When intelligent phonetics is selected, Eclipse uses the phonetics and the spelling dictionary to guess the correct translation. Using intelligent phonetics would translate PHAEUBG as “make.” An example of steno translated with phonetic untranslates off, Basic phonetics on, and Intelligent phonetics on is illustrated here:

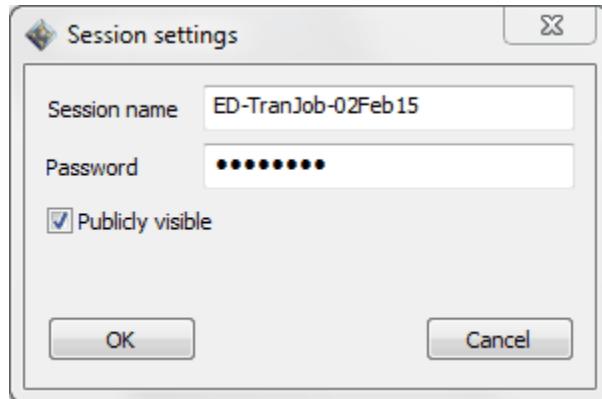


Basic and intelligent phonetics use the Phonetics table found on the User settings/[Programming tab](#) to display untranslates. You can modify your Phonetics table to match your steno theory. See the [Phonetics Table](#) help page for details. Also, see the Visualizer (C1 - below) on Phonetics Table Customization.

- **Enable output:** If you have made any selections in [Output Formats](#), Eclipse will send the realtime job to those recipients. Applies to Realtime and Virtual Realtime jobs only. It determines whether or not to use the output formats, so with this checkbox you can disable the output formats for this particular translation without having to change your User settings.

Note that if Enable output is turned off, you can start realtime without establishing any connection whatsoever to the output system. Then, when you're ready to start, use the **Tools/Edit toggles/RT Output ON** option (or the suspend toggle macro) and at that point, the system will start the initialization process for the output system. This sequence of operations allows you to start realtime in order to do dictionary prep and practice ahead of time and only start the output when you're ready, without having to restart the realtime entirely.

- **Prompt for starting stroke:** If you turn this off, it will always start from the last stroke in the writer. Note that this option is permanently stored and will then apply to the use of the "Instant realtime" button, as well.
- **Share document with [Connection Magic](#)** - with this turned on, when you start a translation, the Session settings dialog will open, and you can enter a password and choose to make it publicly visible or not for a scopist or Bridge user (or other person connecting to the session). If you check this box, it will stay checked until you change it.



- **Initial block** and **Final block**: If you have [block files](#) that you want inserted at the beginning and/or end of your transcript, you can have them included during translation. Mark the Initial block or Final block checkbox, as relevant. To indicate which file to use for the initial or final block, click the relevant button. You will then get a file dialog from which you can specify the Eclipse text file. The current block file selections are listed to the right of the Initial block and Final block buttons. Initial block files will be sent along with your document to your output system, such as LiveNote, CaseView or Bridge. [See Visualizer](#)
- The **Dictionaries** button will open the [dictionaries dialog](#), from which additional dictionaries can be selected for use in translation.
- The gear button will take you to the [Realtime Tab of User Settings](#).

If you want the [Realtime Status Window](#) to appear, showing the number of entries, untranslates, [conflicts](#), unresolved conflicts, and words per minute, open the View toggles, and check the Realtime statistics box. The status window also contains audio gauges: if you are recording audio, or are a [voicewriter](#), these gauges will show you your current audio level(s).

VISUALIZERS:

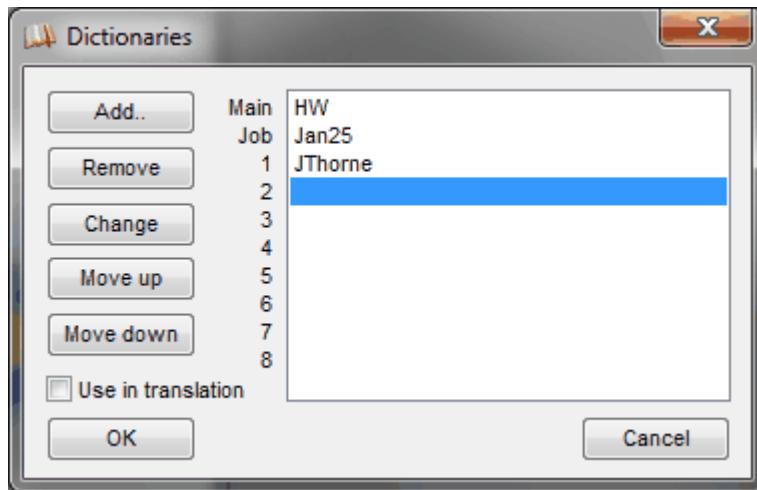
[D2 - Translation Options/Blocks](#)

[D2 - Translation Options Untrans](#)
[D2a - Alt+T for Realtime](#)
[D2a - Instant Realtime](#)
[D1b - Job Dictionary](#)
[E3a - Translation Magic Customization](#)
[H5 - Scopist Dictionary](#)
[H5a - Merge Scopist Dictionary](#)
[C1 - Phonetics Table Customization](#)

12.5.1 Setting dictionaries for the translation

Setting dictionaries for the translation

The **Dictionaries** area of the **Translate Notes** dialog shows which dictionaries you have currently set to be used for translation, and provides options for changing these settings. Clicking the **Dictionaries** button opens the **Dictionaries** dialog.



The name of your main dictionary is listed in the **Main** field. To select a different main dictionary, highlight the name and click the **Change** button. A file dialog opens allowing you to select a different main dictionary.

The display area also lists any additional dictionaries that were specified in your user settings.

To remove a dictionary from this list, select it (click once on it) and then click **Remove**. The Remove button removes a dictionary from this list; it does not delete the actual dictionary.

To add a dictionary, click **Add**. A file dialog window appears, from which you can browse and select one or more dictionaries. You can use **Shift+click** or **Ctrl+click** to select multiple dictionaries to use in a translation.

Job Dictionary

By default, a job dictionary (eg., newjob.dix) appears below the **Main** dictionary on this list. If you have specified a Job dictionary in **User Settings/User/Dictionaries/Job**, that dictionary will appear here. If not, a dictionary is created at the time of translation, which contains no entries, but can be used during editing to store job-specific entries (participants' names, case-specific terminology, etc.).

Then, when editing, whenever you make a global and hit **Ctrl+J**, it will place the entry into the job dictionary featured in the dictionary list that is accessible when you hit the "Open dictionary" function from within a job. That means if you select a job dictionary for a job, that dictionary will then be considered the job dictionary for that job for all future functions, EVEN IF (and this is key) EVEN IF you change the job dictionary in the user settings at a future date.

So jobs remember what job dictionary they are associated with, even if it's not the dictionary with the same name as the job.

When opening a job dictionary, Eclipse looks for the .dix file in the following locations, in this order:

1. The same folder as the .ecl file.
2. The current folder.
3. The current jobs folder.

Job dictionaries are also used to convey conflict resolution information from the reporter to the scopist. Scopists should keep job-specific items in the Job dictionary, which will help the reporter have a cleaner main dictionary.

Edit Dictionary

The Edit Dictionary exists on an Edit Station, and is a repository for globals. Any "Main" globals performed by the scopist will go into this dictionary; and if the reporter and scopist are communicating via Eclipse steno-link, the globals will go to the Reporter's computer for inclusion in their dictionary.

By default the Edit Dictionary will have the same name as the Eclipse user you created it under, e.g. FRED.DIX, SALLY.DIX, etc.

To integrate the entire Edit dictionary into your main dictionary, you need to do the following:

1. Open the Main dictionary.
2. Press **Alt+R**.
3. Select the Edit dictionary.

To integrate only selected items from the Edit dictionary into the main dictionary, you can open the Edit dictionary, and delete the unwanted entries before merging via Alt+R.

NOTE: If you are concerned about overwriting an existing entry, you can turn on the Detect Conflicts in User Settings/Edit. With this item on, you will be prompted before any entry is overwritten.

Benefiting from the Scopist's conflict selections

Eclipse has an artificial intelligence feature whereby the program will "learn" from the conflict choices made during editing, and use this information to resolve conflicts automatically. In a reporter-scopist situation, the reporter needs to follow a series of steps to benefit from the scopist's choices:

1. When translating the job, **Make edit station info** needs to be checked in the **User settings/Translate** tab. When this option is marked, Eclipse inserts additional information into the job dictionary that allows scopists to reselect conflicts. This will allow your conflict dictionary entries to benefit from the scopist's conflict selections.
2. When you give the job to the scopist for editing, you must include the dictionary which has the same name as the job (even if the job dictionary has a different name).
3. When the scopist selects the conflicts, the conflict selection information will go into the Edit dictionary. This is indicated with the text (AI:1) which will appear after any conflict for which the scopist has made a selection.
4. When you get the Edit Dictionary back, you can transfer that entry into your main dictionary using **Block/Read**.

The job dictionary is used to convey conflict information from the reporter to the scopist; the Edit dictionary is used to convey it back. Furthermore, the job dictionary is used by both reporter and scopist for job-specific dictionary entries.

12.5.2 Word Cloud Conflict Resolution



Word Cloud Conflict Resolution

RELATES TO:

For conflicts that cannot be resolved through grammatical rules, we may need to look at both context and meaning.

For example, even though \stake\steak are both nouns, it is unlikely that they would both appear in the same document, and based on context, a scopist could probably tell which one to use. A document about a survey or a percentage of ownership would probably have the word "stake" whereas a document about food or restaurants or expense accounts would probably have the word "steak." There are countless examples like this: \break\brake, \rifle\rival, \reflex\reflection, \paved\paced, \peer\pier, \principle\principal, \copies\copes, \suite\sweet...

Grammatically, there's no possible way to tell the difference. They are completely interchangeable in any sentence structurally and are only distinguishable by meaning. So we need a way to select these conflicts automatically. You can use **Word Cloud Conflict Resolution** for these special cases.

A statistical analysis of several hundred thousand pages of transcript along with dozens of these context conflicts revealed that there are clearly word correlations. The top 50 words appearing in documents along with "braking" include pavement, rollover, passenger, scratches, broadside, taillight, vehicle, median, etc. The word "breaking" is much more subtle, since it can appear in many situations, but it does contain more instances of words such as distress, bone, emotional, overburden, metallurgy, contractors, etc.

You can pre-program these conflicts with words that should appear with or near the words in question.

In a conflict dictionary entry, right-click and select **Properties**, then **Advanced** to go to the AI data. There is a **Word cloud** checkbox that you can use to change a conflict from a grammar conflict to a meaning conflict (along with a warning that checking or unchecking this box deletes all existing data for that conflict.)

You will be able to identify Word cloud conflicts easily, because they will appear with a C and the number of words in the cloud.

With a word cloud conflict, the **Add/Modify/Delete** buttons allow you to add or remove individual words from the list. The list will consist of an alphabetized collection of every word that you wish to correlate to a particular choice. Note that in order to save time, you can use the "Add" button and type a long list of words separated by commas.

So, for example, you could hit **Add**, select "brake" and then type "car,vehicle,pavement,rollover,median,traffic" and hit **Enter** to add all of those as words associated with "brake," then hit Add, select "break" and type "bone,nerve,metal,emotion" and hit **Enter** to add those as words associated with "break."

In order to select these, Eclipse keeps a running list of every word that has been used in a document, how many times it was used and how recently it was used. If you write a word cloud conflict, it then looks at the relative weight of every single word in the correlation list to see which conflict is more likely to be the right choice in this document.

Note that how recently the correlated words are used matters, and it is possible for the AI to select both choices in a document based on key terms being used more recently.

Also note that there's a special exception for phrases. If a word appears exactly before or after the current conflict, it causes the selection to be made without further analysis. So, for example, if you put "lucky" or "coffee" or "out" in the "break" words then writing "lucky break" or "coffee break" or "break out" will cause "break" to be selected 100% of the time, regardless of how many traffic-related terms the job has in it so far. This is a far more efficient way to handle conflict phrasing than putting in dozens of dictionary entry phrase globals.

An online resource that may be useful when you are building your Word Cloud lists is <https://wordassociations.net/en/>

12.6 Virtual untranslates

Virtual untranslates

You can use virtual untranslates such as {U:CHECK SPELLING} to indicate a problem, which allows you to scan to a trouble spot and identify why you marked it. It acts like an untranslate, but it doesn't count against you as an untranslate in your untran percentage in the realtime status dialog.

12.7 Translation Magic



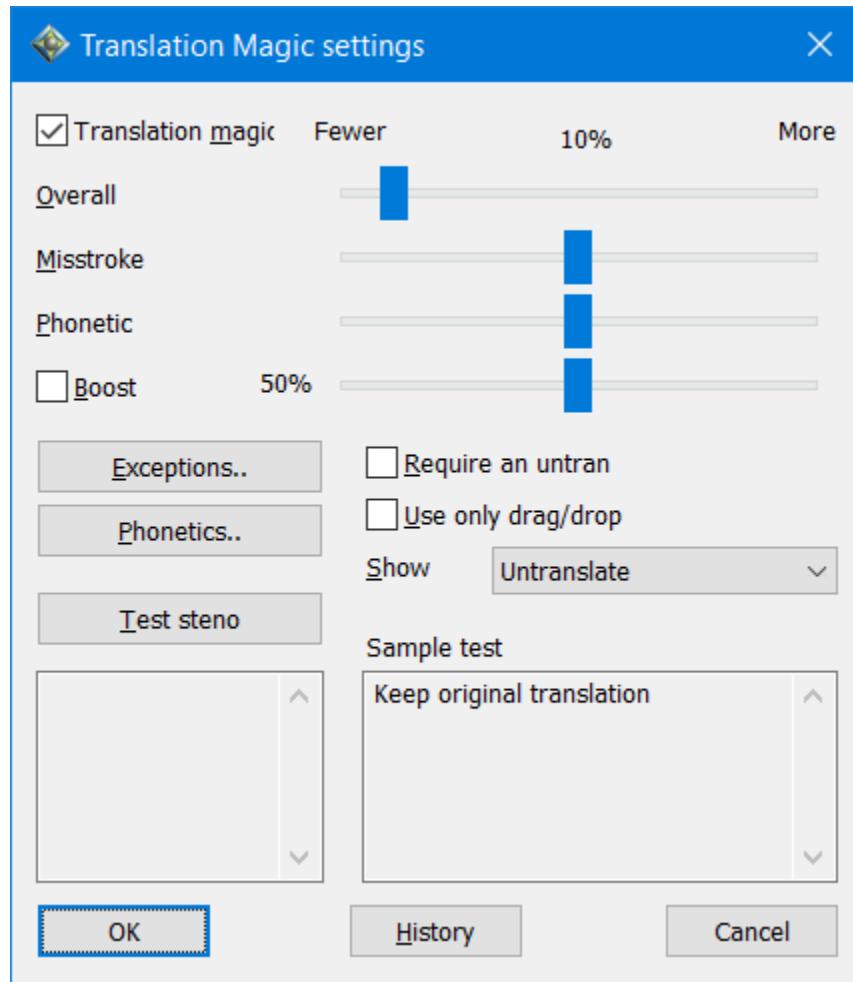
Translation Magic

RELATES TO: [Translate Tab](#) [227]

Translation Magic allows you to write long words that you do not have defined in your dictionary.

1. Just write words phonetically and they'll translate correctly.

Translation magic is turned on by opening the **User settings/Translate** tab, clicking on the **Translation Magic** button, and putting a check in the **Translation magic** checkbox. Other settings in the **Translation Magic settings** dialog control exactly the results you will get.



When you write a long word phonetically it will translate correctly. For example, when you write a long word like "lipofibroma" which is not in your dictionary, Translation magic will apply Intelligent phonetics to the multiple steno strokes and translate the word correctly. It can be used in either Realtime or deferred translations.

2. You can make a lot more mistakes and still get the right translation.

Translation Magic is not limited to one-stroke words. Using Translation magic will even give you reliable translations for multi-stroke words containing misstrokes. Without Translation magic turned on, **Fix misstrokes during translation** is limited to one-stroke words, and can only contain one error. Translation Magic will apply Dragged and Dropped keys to multiple steno strokes and allows as many errors as you are capable of making as long as the word is still even marginally recognizable.

Multi-stroke words containing misstrokes will often translate reliably. So, the software is able to figure out that when you wrote TPKAOE/SEPBLS/TKAOEYZ/AEUGSZ you were trying to write "desensitization" even with the extra P, L K and Z.

When Translation Magic finds an alternate translation, it will put that translation in untranslate color so you can scan to it and find it easily.

If Translation Magic recognizes a series of misstrokes as a dictionary entry containing multiple words, it will allow those words to translate individually.

Dragged/Dropped keys

If you select an option from Translation Magic that is a misstroke, the system will look at the stroke(s) you wrote, compare them against the stroke(s) for the replacement you just selected, and know with certainty that you dragged or dropped the keys representing the differences between the two strokes.

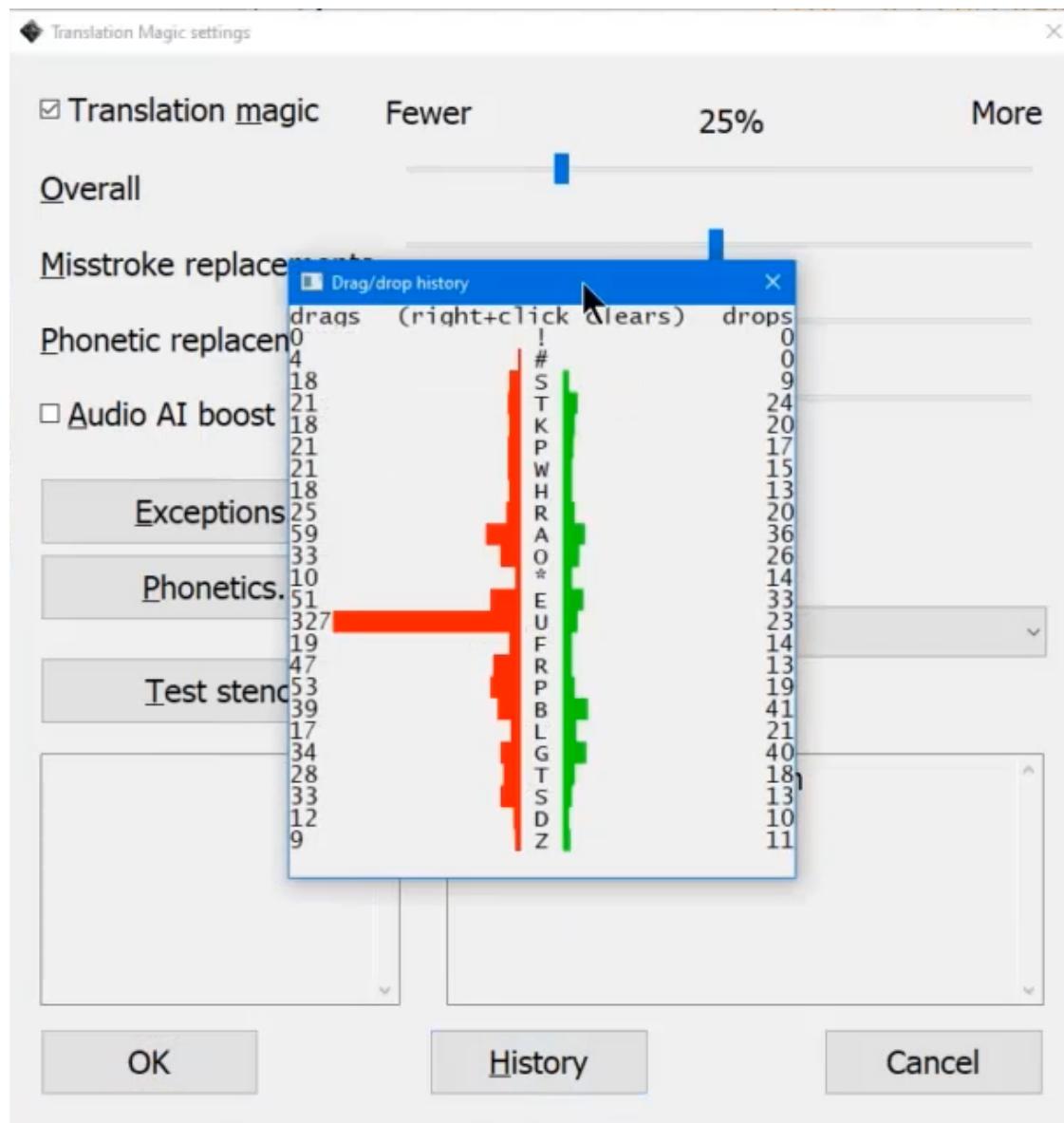
Eclipse stores that data permanently in your user.ini file. You can view this data by going to **User settings/Translate** - The **History** button is at the bottom of the **Translation Magic settings** dialog (see below).

The visualization shows how many times each key was dragged or dropped, and uses a red bar to show, proportionally, how much that key was dragged compared to all other keys, and a green bar to show, proportionally, how much that key was dropped compared to other keys.

With a bit more information, this feature should be able to suggest which keys should be made more or less sensitive, regardless of what writer you use. For Passport users, it could be extended to make the modifications for you directly to the writer's settings.

With any writer, however, this visualization can help. If a key has a large red bar, then you're dragging it a lot and the key should be made less sensitive. If it has a large green bar, then you're dropping it a lot and the key should be made more sensitive.

You can right-click on any key to clear the statistics for that key, or right-click on the heading at the top to clear all of them.



Translation Magic settings dialog

When you click on the **Translation Magic** button in the **User settings/Translate** tab, the **Translation Magic settings** dialog opens. The settings here can be used to fine-tune how Translation Magic works for you.

Require an untran: If this box is checked, Eclipse will leave alone anything in your dictionary and will only attempt to make a replacement if it sees there is an untran in the sequence of steno. If this is checked, Eclipse will ignore your attempt to write out a long word phonetically, and miss any word that is made up of English words (eg. mytomycin, which can be broken down into my, toe, my, and sin). Leave it unchecked, and Eclipse will consider the frequency of use of a dictionary entry, and how many strokes you used -- a longer entry is more likely something you meant to write and not a mistake. The [Confidence Scores](#)^[217] of entries are also taken into account.

Use only drag/drop: If this box is checked, Eclipse will look for misstrokes in the dictionary based only on the dragged or dropped keys you specified under **User settings/Translation/Fix misstrokes/drag-drop keys**. This is not generally recommended, but some users prefer this method of controlling Translation Magic.

Overall replacements: The Overall replacements slider can be set from 0 to 100. Setting the weight to zero will ensure that it will only make a replacement where there is an untranslate. Setting it to 100 will allow it to make a replacement almost anywhere. The ideal setting will vary depending on your workload and the maturity of your dictionary. If you have a heavily developed dictionary, you will want to set it higher to give Translation Magic permission to replace words that it would normally leave alone. If you write very cleanly, you will want to make it lower in order to prevent it from making unnecessary guesses in places where you have written correctly.

Misstroke replacements and Phonetic replacements: The Misstroke replacements slider determines how likely Translation Magic is to prefer misstrokes. The Phonetic replacements slider determines how likely Translation Magic is to prefer phonetic replacements.

You can test your replacement settings by typing in sequences of steno strokes to see how they would translate with the current settings. Hit the Test steno button, type a sequence of steno strokes, and watch what happens.

The box on the left will show the original steno strokes. The box on the right will show a detailed report of how Translation Magic would process those strokes IF they were the very next thing that was going to translate, so when testing for a particular sequence, always start with the first stroke in the sequence, though you can add extra strokes to the end to test for matches that might be too long.

The results box shows the following information: First, it shows how the strokes would translate from your main dictionary, which it will display in brackets.

It will then show how certain the translator is that these strokes should or should not be considered for possible replacement by Translation Magic. Any inclusion of an untranslate will drop the certainty to zero. High-frequency words will usually be 100%. Note that moving the "Overall replacements" slider can cause this percentage to change, permitting more or fewer opportunities for Translation Magic to change your translation.

Finally, it will show a list of the possible replacements that Translation Magic would consider for that start of the steno sequence. These will be marked with (M) for misstrokes and (P) for phonetics, and will have a priority number associated with them. Misstrokes will also show the steno for the entry that it is considering using to replace what was written.

The smaller the priority number, the more likely it is to be used (1st priority is better than 10th.) The top item is the one that would be translated. It may be that for some replacements that are right on the borderline, changing the sliders will cause the replacements to change or may cause it not to be replaced at all.

The decision about whether to use a misstroke or phonetic is often very easy, since most steno sequences are not hugely ambiguous. However, this feature does offer some insight into where a Translation Magic result came from.

So, if you get an unusual Translation Magic replacement and are wondering where it came from, enter the steno into this dialog and you will find out. If it's a misstroke, you will see the (M) and you will also see the steno for the entry, so you could remove it from your main dictionary if you wish. If it's a phonetic replacement, you'll see the (P) and know that you could remove it from the spelling dictionary if you don't ever want the word to appear, or you could examine your phonetics table and make adjustments there. If you are getting suggestions that don't match your steno theory, you may have entries in the phonetics table that ASI Support can help you find and remove.

In order for phonetic translation to work, Eclipse will install the necessary default phonetics. If your phonetic translation is not working, you should import the default phonetics.

The phonetics table is organized like this:

STENO=pronunciation1,pronunciation2,pronunciation3|spelling1,spelling2,spelling3...

For example, -GS is -GS=gs,ings,tion,tial|sion,cial. Everything to the right of the | sign is an alternate spelling for one of the possible pronunciations.

For details on how the Phonetics Table works, see the [Reference Guide](#) .

Exceptions button and **Phonetics button**: These will directly open up the editor window for modifying those items, which are normally accessed in [User settings/Programming/Translation Magic Rules](#) and [User settings/Programming/Phonetics table](#) .

Show as ... (dropdown list): You can choose how to display the text created by Translation Magic. Select from the dropdown list of text types: Normal, Untranslate, Conflict, Selected conflict, AI-selected conflict, etc., or one of the 8 User-defined text types.

You can choose to use the same text type for both Translation Magic and Integral Prefix/suffix, though you may want to be able to differentiate which feature was responsible for a particular translation. Here you have the option to set a different text type for your TM translated text.

Boost

This feature is new in version 10. Information on setup and use are [here](#) .

Translation Magic rules

Under **User settings/Programming** there is a setting for [Translation Magic rules](#)  where you can adjust the way Translation Magic works. You can use the button labeled **Exceptions** to jump directly to this dialog.

With the right entries here, you can eliminate many "false positives": Places where Translation Magic makes a replacement where it should not have, or replaces too much steno when it found a long match that it liked.

The rules allow you to specifically eliminate false positives through several mechanisms.

First, you can enter any single steno stroke on a line by itself in order to prohibit Translation Magic from ever replacing that steno, no matter what.

There are certain strokes that tend to get absorbed into Translation Magic that are often undesirable. For example, if you write the word "agree" followed by a period (-FPLT) you could end up with "agreement" if Translation Magic guesses that -FPLT is a misstroke for -PLT. -RBGS can end up creating all sorts of interesting phonetic replacements with "rks" in them. For that reason, putting -FPLT and -RBGS on this list is recommended.

You may want to add some other high-frequency strokes, such as A or E, because they can often cause phonetic false positives.

Second, you can eliminate certain entry text strings from consideration for misstroke replacement. For example, you probably don't want an untran to be interpreted as the {DELETE} stroke, or as an editing macro. You might also want to prohibit print commands.

You can totally customize what you want to prohibit. In the same list as you can type the steno, you can also type lines starting with +, =, < or > to indicate the following:

=EntryEquals

+EntryContains

&EntryStartsWith

>EntryEndsWith

The default entries are:

={DELETE} - prevents Translation Magic from translating something as the delete stroke

<{M: - prevents it from translating any entry starting with {M:, which would be any macro

+{FLUSH} - prevents it from translating any entry containing the flush command, which could be disruptive for captioners.

Combined with the Translation Magic sensitivity settings, you may be able to turn the feature up to a more aggressive setting and eliminate the false positives a few at a time using the exception rules.

Translation Magic "On-Demand"

If you are writing in Realtime or Captioning, and do not want to turn on Translation Magic, you can use it on a case-by-case basis to create a dictionary entry for long words you will be using repeatedly. Here are the steps to follow:

1. Create a writer macro that uses the "Add dictionary entry" function and then enters "#" (the number bar) by itself as the steno stroke, which will be a signal to the globaling window that the steno is in progress.
2. The globaling window will then appear and you can begin writing the steno you wish to use live. Each stroke you write will show up on the globaling window and will update the global magic choices numbered from 1-10.

3. Once you finish writing the word, hit the number bar/digit combination you wish (1-9) or use a keyboard macro defined as the 1 through 9 key (either one will work.)
4. Once you select an item in this special mode, the dictionary entry will be created AND that entry will instantly translate into your file.

For example, if you define the above macro as "TPO*" for example (as in, "I'm about to write something phonetically") then if you had to write "he had arthroscopic surgery" but you knew for certain that you didn't have "arthroscopic" in your dictionary you could write

E/HAD/TPO*/AR/THRO/SKOP/EUBG/1/SURG/RAOE

The result would be that the sentence would come out perfectly and you could write AR/THRO/SKOP/EUBG for the rest of the job to get "arthroscopic" because it would also create the job dictionary entry.

Two additional notes: First, if Global Magic isn't able to guess the word phonetically, it will offer a pure phonetic representation. Second, if you change your mind, you can always use the "panic" macro to get out of the process and just go back to writing normally without creating any dictionary entries at all.

VISUALIZERS:

[D2 - Translation Magic](#)

[E3a - Translation Magic Options](#)

12.8 Boost



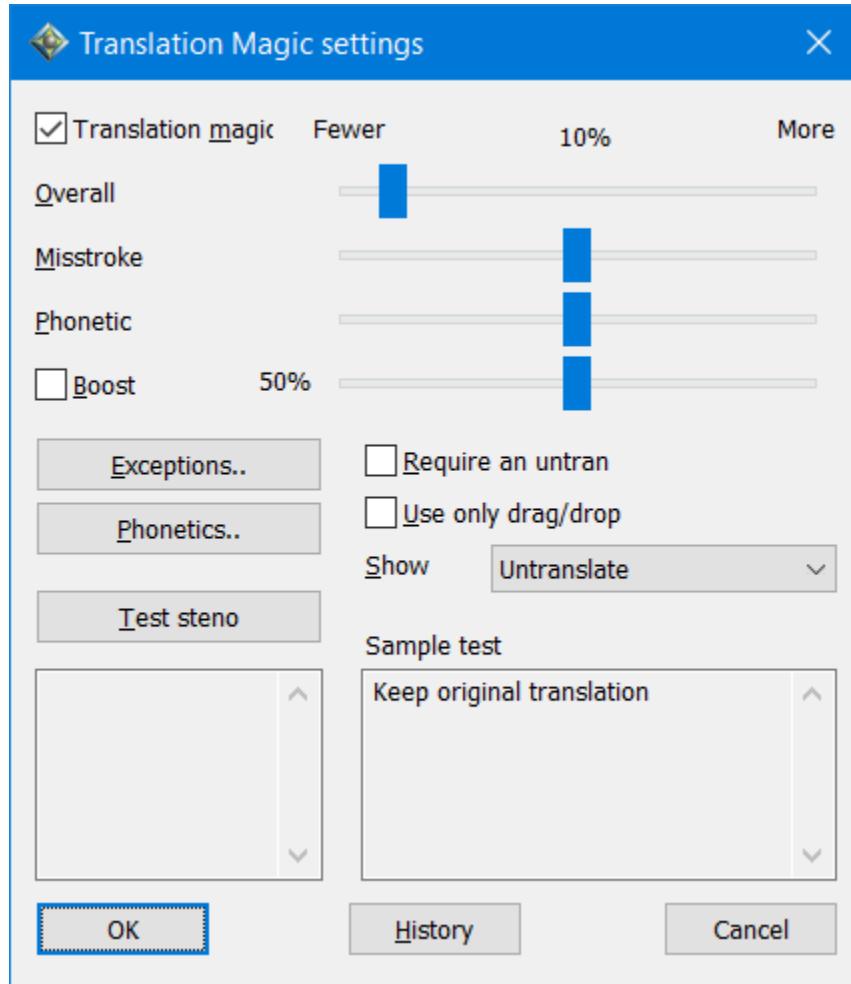
Boost

Automatic Speech Recognition technology is not sufficiently powerful to produce an accurate transcript without significant editing, and never will be. It cannot reliably punctuate, identify speakers, resolve subtle ambiguities, or editorialize obvious verbal errors such as stumbling over words, mumbling, repeating, or overtalk. They also make frequent errors on acoustically similar very short words such as "an" and "in." Human reporters do all of these things easily.

However, under ideal conditions, speech recognition engines are quite good at difficult vocabulary or fast speaking, things that human reporters sometimes struggle with. This feature allows you to leverage speech technology to do the one thing it's good at in order to boost your accuracy in places where you need it most.

Setup

Boost is found under **User settings/Translation/Translation Magic.**



There is an activity slider much like the Translation Magic setting. This allows you to decide how much leeway the Boost system has to help. A low % = low aggressiveness, means trust what I wrote. A higher % is more aggressive, meaning trust what you heard.

Translation Magic and Boost are not mutually exclusive and can be used together, though Translation Magic results will almost always be replaced by speech results. Translation Magic looks for places that you have made errors and tries to fix them. It relies on your spelling dictionary and phonetics, compares it with your phonetics table, and it looks at your main dictionary and sees if you wrote something close to it. It uses the steno. Boost uses the audio - it listens to what was actually said and if it hears something different from what you wrote, it assumes you wrote it wrong and it will replace it. It has a higher degree of accuracy than TM.

Setting the slider to 0 means that it will not offer Boost edits unless specifically asked to do so. Any settings from 1 to 100 will give greater weight to the speech results compared with the steno results. Even a setting of 100 will not always use the speech results, however.

Wherever the % is, if it hears terminology and looks in your dictionary and sees that you have no way to write that terminology, regardless of whether it makes a replacement or not, (which is dependent on your settings) it will give you an autobrief. It can give you an autobrief for a word it hears before you even write it.

Audio

Clean audio recording in the correct format is necessary. Audio levels, device settings, microphone quality and placement will all have a bearing on how well this feature works.

In order for this feature to work, you must make sure that under **User settings/Realtime/Audio Recording** channel 0 is an audio recording set to either [Opus](#) or PCM, 16000hz, 16-bit.

You can use multi-channel input in order to be able to separately capture each individual speaker for the best possible recording quality.

You must have an Internet connection to use this service, and while the beta period is free, the final release will include some free minutes and a per-minute charge after that.

Operation

When writing with Boost, the software compares what you write with what the speech results are, concentrating only on the words.

- If they are the same, it does nothing.
- If they are different, it compares the [confidence scores](#) for the steno with the confidence scores for the speech.
- If the speech result is better, it will be applied to the text as an edit.

Boost creates a **jobname_AIB.not** file containing the voice notes from the speech recognition process. This allows the file to be re-translated with boost help without re-processing the audio.

Boost can be used either in normal translation or in realtime. In realtime, if you have the "apply edits" feature checked, changes made by Boost will be sent to the Bridge protocol output.

Preview window: At the bottom of the steno window, in the pane where the dictionary entries usually appear, a preview will show up if using Boost in realtime. This shows the intermediate results as they're heard by the speech engine before it generates the final results that will be applied to the text around 30 seconds later.

As a bonus, if any word appears in the preview window that is not in your dictionaries, an auto-brief is created for it immediately since it's likely to be special vocabulary you haven't defined. The proposed auto-brief will appear in the info-bar.

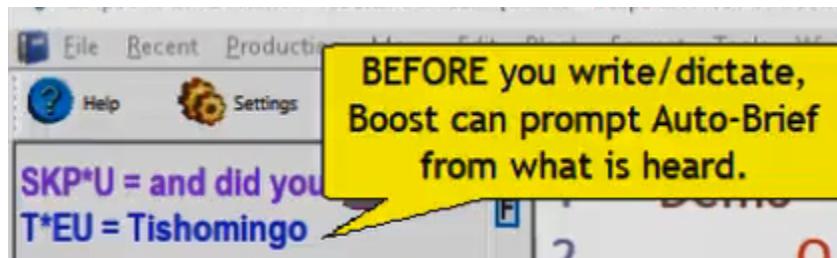
Boost can give you a brief for a word you just heard, didn't know how to spell, and haven't written yet! An example from the Boost Visualizer is the word Tishuminga – Boost recognized the word as soon as it heard it, and gave a brief for it before the reporter had a chance to write it. Here the reporter has not even tried to write the word the first time he heard it (A. I grew up in [Tishumingo] Oklahoma"):

6 A. I grew up in Oklahoma.
7 THE REPORTER: Where is it again?
8 THE WITNESS: Tissue ming go, Oklahoma

And here, he wrote it the second time he heard it, but in the meantime, the Boost recognized it, and filled it in. The yellow background indicates words or parts of words the AI inserted or replaced.

7 A. I grew up in **Tishomingo** Oklahoma.
8 THE REPORTER: Where is it again?
9 THE WITNESS: **Tishomingo**, Oklahoma.

In the meantime, Boost has offered an Auto-Brief for the word.



Edits

Boost edits will appear as User text style 8. In the example above, it is yellow. The recommendation is to go to **User settings/Display/Color selections/User 8 color** and set the background color to something obvious; and to set the **User settings/Edit/Typed text definitions** so that User 8 is no longer considered typed-in; this will allow you to easily make globals to words that have had Boost corrections made.

The corrections are done as minimal edits, so if the original steno was "align" and the speech result was "malign" it will simply add the "m" in User 8 color.

Realtime

Boost can be used either in normal translation or in realtime. In realtime, if you have the "apply edits" feature checked, changes made by Boost will be sent to the Bridge protocol output.

At the bottom of the steno window, in the pane where the dictionary entries usually appear, a preview will show up if using Boost in realtime. This shows the intermediate results as they're heard by the speech engine before it generates the final results that will be applied to the text around 30 seconds later.

You can re-translate with Boost – if you use Tran and edit, but turn off record audio, it will automatically use the audio you already recorded. This is useful if you had poor internet connection during a realtime job.

Auto-Brief

As a bonus, if any word appears in the preview window that is not in your dictionaries, an auto-brief is created for it immediately since it's likely to be special vocabulary you haven't defined.

The algorithm has dozens of hard-line rules about what not to do. It will never remove or insert punctuation, or paragraphs, or Q&A or speaker designations because speech engines are terrible at those things! Boost will avoid duplicating words, inserting verbal "noise" like "you know" if the steno reporter has deliberately omitted it, and many other rules.

On-demand only

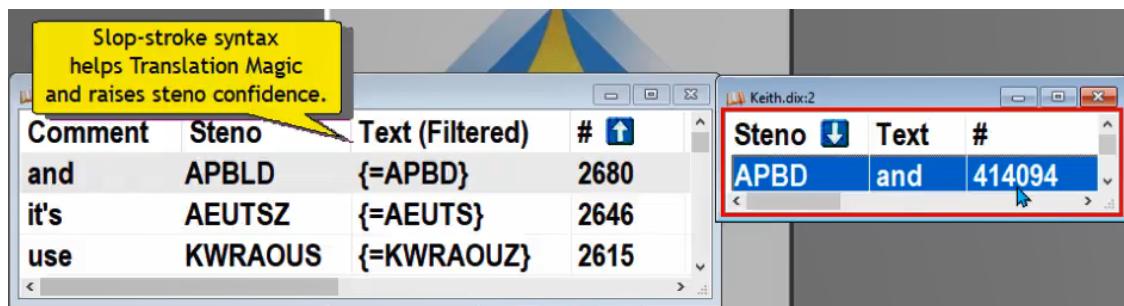
If you would like to only use this feature on-demand, and take away the ability for it to make judgment calls about what to replace, you can set the boost strength to zero(0) but still leave the feature on. Create a dictionary entry of {AIB} and write it only when you want help. It will explicitly request help in that location. This is hard-coded into the software like the {DELETE} stroke. You can, in addition, use a metadictionary entry containing any replacement in order to determine how this entry translates if the Boost is off or did not hear anything in the spot (for example, {AIB}={NULL} would make it invisible.)

This stroke can be used to force an Boost replacement in place of this entry, much like an untranslate or a drop, but unambiguously, since it also no longer registers as a "pure insert" the way a drop would (requiring an extra judgment call about duplication and noise.) Note that setting the Boost feature to 0 still allows the auto-briefs to be created.

Exceptions

The algorithm has dozens of hard-line rules about what not to do. It will never remove or insert punctuation, or paragraphs, or Q&A or speaker designations because speech engines are terrible at those things! Boost will avoid duplicating words, inserting verbal "noise" like "you know" if the steno reporter has deliberately omitted it, and many other rules.

When comparing what you wrote with the speech results, the confidence score for your writing varies depending on many factors. The frequency of use of the entry is one of the strongest baseline factors. Misspelled lower-case words are downgraded. Conflicts are downgraded. Recently created entries (such as job dictionary entries) are upgraded based on the frequency of use scores. Longer words are given higher confidence than shorter ones. [Slop stroke](#) entries are given the same confidence as the original, but duplicate entries are treated as unique individuals. If you use slop strokes, the Boost will see a much higher confidence level for slop strokes – it uses the confidence level of the word you meant to write, so it is less likely to offer a replacement suggestion. In this example, the original stroke has been written 414094 times, so the confidence level is much higher than the slop stroke, written on 2680 times.



While these rules are entirely internal, you also have the ability to specify user-defined rules.

In the **User Settings/Paragraphs/Advanced settings**, there is an "Audio AI Eligible" checkbox. Uncheck this box for any paragraph type that should never allow AI corrections. For example, you may not want to use it for parenthetical paragraphs.

In the **Speaker table**, in the "Change" dialog for each speaker, you can also uncheck the Audio AI Eligible flag to prevent AI corrections for any particular speaker. This could be extremely important for witnesses speaking through a translator since the AI is single-language and will attempt to find English word matches for a Spanish-speaking witness.

If you find Boost too often editing correct steno results and replacing them with errors, there are several things you can do:

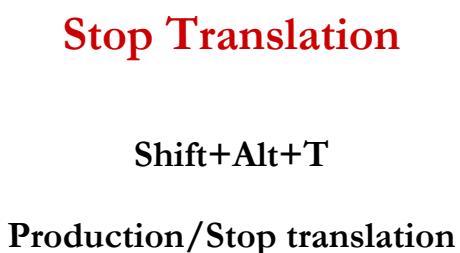
1. Move the slider more towards steno to prioritize the steno results more. This boosts the perceived confidence of the steno and will tend to leave steno results alone even if they're wrong.
2. Improve the speech results with better audio and more initial information. If you build a job dictionary ahead of time, the text of the job dictionary entries will be given to the speech engine, which can include both vocabulary that the engine does not know, and also uncommon words that are phonetically ambiguous to give the engine a hint about which one is likely to be correct, such as "Shirley" vs. "surely."
3. Use the User settings/Programming/Boost Exceptions list to add words which should disqualify the results if the speech engine hears them. This could include everything ranging from profane or embarrassing words to extremely common homonyms or other words which the engine gets wrong more often than it gets right.

4. If you would prefer that specific paragraph types never have Boost edits done, you can specify whether that paragraph type is eligible using a setting under User settings/Paragraphs/Advanced, Boost eligible.
5. If only certain speakers should not have Boost edits performed, you can also specify whether a speaker is Boost eligible in the speaker table. This could be helpful for particular speakers with difficult accents, or interpreters speaking in another language.

VISUALIZERS:

[D2b - Audio Boost](#)
[D2b - Audio Boost Setup](#)

12.9 Stop/End Translation



Stop translation, found on the **Production** menu, stops the [translation](#) [228] of a job.

If you are doing [realtime output](#) [470] or [audio recording](#) [584], those processes will also stop automatically.

You can also stop translation via the [close](#) [868] command. If you try to close a text file while it is still translating, you will be asked if you want to stop translation.

If you have multiple windows open when you stop a translation, the Stop Translation command will jump to the translating window and terminate the translation on it.

If you close a document or exit Eclipse during a translation, you will get a message reading "Translation in progress" with the option to stop the translation before closing.

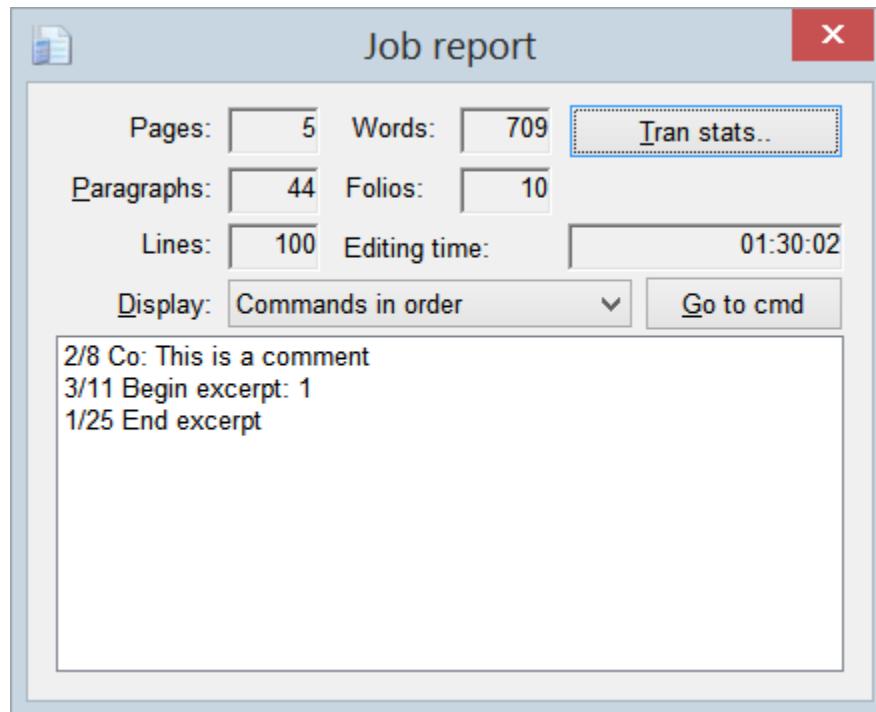
When the translation is complete, a window pops up displaying the statistics for the completed translation, including the approximate number of pages. Click OK to close it. The [text file](#) [626] you have created will remain open.



The translation statistics that appear in the Info bar and in the realtime status window are permanent and will be remembered for each job.

Note that the stenomark is not counted as an untranslate in your statistics. Also, when translating realtime, if you experiment on your writer during breaks, and write untrans and global them, these untrans will not count against your percentage if you have suspended the output to the CIC system.

If you are in a realtime job and you have done a certain amount of editing, you can recalculate post-editing stats. Open the **Tools/Job report** function, and after it shows you the current file's statistics for numbers of pages, lines, words, etc., when you start writing again the realtime status window's untranslates, conflicts, etc., will be updated to reflect the editing that has been done. If you have globaled five untranslates the untrans will decrease by five.



Clicking the **Tran stats..** button allows you to view the recalculated translation statistics. This shows the new values for untranslates/conflicts/etc. after the job has been edited, so you can examine things like how many AI-selected conflicts remain (compared to ones you had to select manually) or correctly-translated Translation Magic results that remain as untranslates (compared to ones that you had to re-global over.)

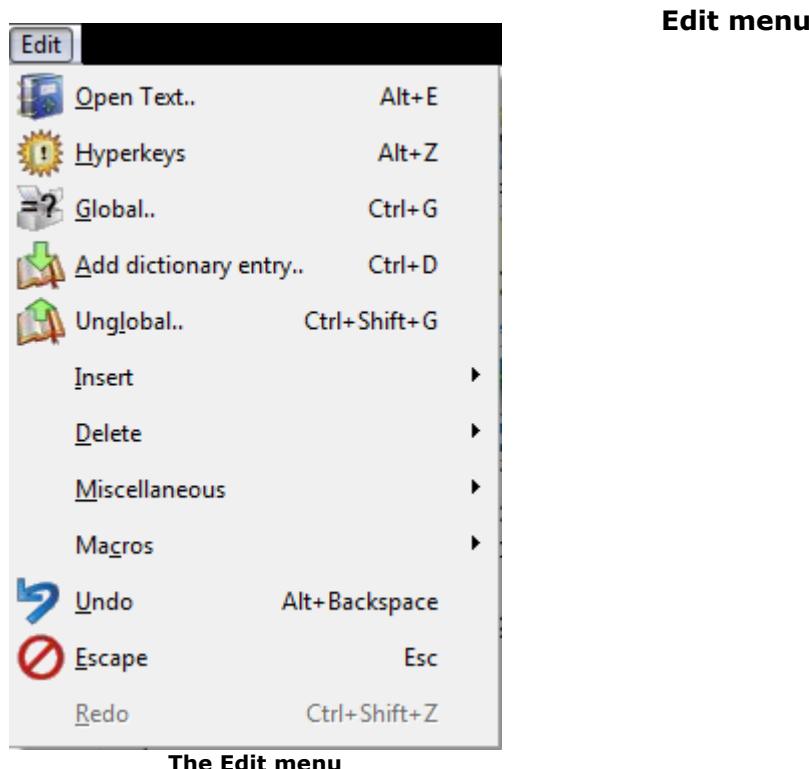
13 Editing A Transcript

This section covers features you can use while editing a transcript. For details that apply only to Realtime editing, see the [Realtime Editing](#) section.

13.1 The Edit Menu

The Edit Menu

The **Edit** menu contains links to many functions you will use while editing your transcripts. There are submenus for inserting and deleting, and a submenu to access miscellaneous editing tools. The menu displays the toolbar icons and keyboard shortcuts for each function, which can help you as you learn these shortcuts. The following charts include links to relevant help pages.



Open text 8↑	Alt+E
Hyperkeys 289↑	Alt+Z
Global 300↑	Ctrl+G
Add dictionary entry 159↑	Ctrl+D
Unglobal 311↑	Ctrl+Shift+G
Undo 292↑	Alt+Backspace

Escape <small>[293]</small>	Esc
Redo <small>[292]</small>	Ctrl+Shift+Z

Insert submenu

 New Print command..	Alt+N
 Prefix/Suffix..	Ctrl+K
 Time/Date..	Shift+Alt+I
 Add blank..	Ctrl+A
 Index item..	Shift+Alt+X
 Special character..	Ctrl+W
 Tab	Tab
 Lock-space	Shift+`
 Insert/overtake mode	Ins
 Type in text	Ctrl+N
 Literal case mode	Ctrl+Shift+C

The Edit menu Insert submenu

New Print Command <small>[332]</small>	Alt+N
Prefix/Suffix <small>[340]</small>	Ctrl+K
Time/Date <small>[342]</small>	Shift+Alt+I
Add blank <small>[500]</small>	Ctrl+A
Index Item <small>[515]</small>	Shift+Alt+X
Special character <small>[345]</small>	Ctrl+W
Tab <small>[973]</small>	Tab
Lockspace <small>[346]</small>	~ (Shift+ `)
Insert/overtake mode <small>[291]</small>	Insert
Type in text <small>[291]</small>	Ctrl+N
Literal case mode <small>[348]</small>	Ctrl+Shift+C

Delete submenu[All delete commands](#) [293]

 Back	Backspace
 Character	Delete
 Word	Ctrl+Backspace
 Line	Ctrl+Y
 End of paragraph	Shift+Alt+Y
 To end of line	Alt+Y

The Edit menu Delete submenu

Back	Backspace
Character	Delete
Word	Ctrl+Backspace
Line	Ctrl+Y
End of paragraph	Shift+Alt+Y
To end of line	Alt+Y

Miscellaneous submenu[All Miscellaneous commands](#) [326]

 Join paragraph	Ctrl+J
 at end	Alt+P
 ? at end	Alt+Q
 -- at end	Alt+D
 Flip apostrophe	Alt+A
 Reverse tran	Ctrl+F7
 Word flip	Ctrl+R
 Toggle case	F6
 Upper case	Shift+F6
 Lower case	Ctrl+F6
 Check word	Alt+S
 Numbers..	Ctrl+Shift+3
 Translate mode	Alt+M

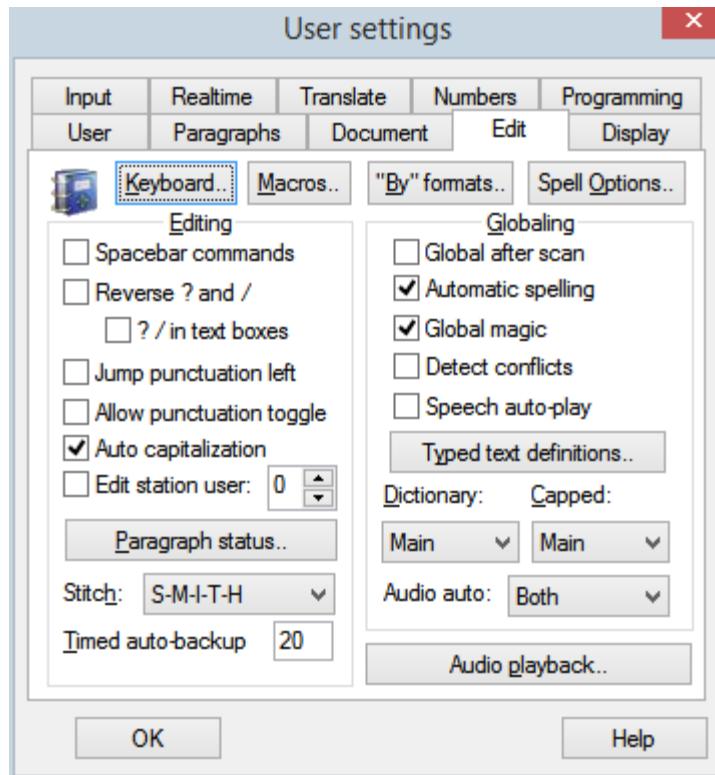
Join paragraph	Ctrl+J
. at end	Alt+P
? at end	Alt+Q
-- at end	Alt+D
Flip apostrophe	Alt+A
Reverse tran	Ctrl+F7
Word flip	Ctrl+R
Toggle case	F6
Upper case	Shift+F6
Lower case	Ctrl+F6
Check word	Alt+S
Numbers	Ctrl+Shift+3
Translate mode	Alt+M
Edit timecodes	Alt+Shift+C

13.2 Edit Tab



Edit Tab

The **Edit** tab of **User Settings**, as the name implies, addresses editing options. You can customize key assignments and editing behavior. Also, there are options related to editing, like audio playback and by-line generation.



The **Keyboard** button opens the [Keyboard Definitions](#) dialog, in which all keystrokes and [hyperkeys](#) can be reassigned.

The **Macros** button opens the [Macros](#) dialog, in which you can create or change macros.

The **"By" formats** button opens the [By Line Formats](#) dialog, in which you can control the appearance of your by lines.

The **Spell options** button opens the [Spell Check Options](#) dialog, in which you can set preferences related to checking spelling and grammar.

Editing options

- **Spacebar Commands:** Makes the spacebar behave as a Ctrl key. For example, pressing the spacebar and the Q key would be the same as pressing Ctrl+Q.
- **Reverse ? and /:** Allows you to type a question mark without pressing shift while editing. You can also mark the checkbox for ? / in text boxes to use this feature within form fields and within edit boxes, such as during globaling.
- **Jump Punctuation Left:** If checked, when you insert a punctuation mark into the middle of a word, it will appear to the left of the word instead. If unchecked, this mark will appear at the cursor location. See the page on [Working with Punctuation](#) for more details.
- **Allow Punctuation Toggle:** If checked, you can remove a punctuation mark by pressing the key you would use to insert it. For example, if a period is already present, pressing the period key would remove it.

- **Auto Capitalization:** If checked, Eclipse will automatically capitalize a word that should be capitalized when you pass the cursor over it. It does not have any effect on words capitalized by automatic punctuation.
- **Edit station user:** If checked, Eclipse will behave as an Edit Station (scopist's version of Eclipse). The Edit station user checkbox is followed by a number which can go from 0 to 8. Setting this to 0 will use the scopist text type, but 1 - 8 will use the user 1 - user 8 type. Note that even if the Edit station user checkbox is off, the text type selected here will be used to indicate the proofreading marks created in any of the e-book proofreading, Bridge Mobile proofreading, or PDF proofreading features. If you have a full system and are scoping for someone else, checking this will allow your changes to appear in a different color. See [Color Selections](#).
- **Paragraph status:** Clicking the Paragraph status button displays the [Paragraph status dialog](#). Up to 8 user-definable statuses can be created. There are some default values that are suggested, but these are completely arbitrary and can be replaced at will and used in whatever way you would like.
- **Stitch:** Controls how words appear when stitched. Your choices are:
 - S-M-I-T-H: Will stitch the word in All Caps.
 - S-m-i-t-h: Will stitch the word using its current capitalization.
 - S-m-i-t-h: Will stitch the word in lower case.
- **Timed Auto Backup** saves an extra copy of your work. If set to a number above 0, Eclipse will create a series of backup files, as frequently as you specify, named jobname.bk0, jobname.bk1, jobname.bk2, etc. up to jobname.bk9. A setting of 30 would create a new backup every 30 minutes.

To revert to the backed-up version of the job, use the Revert button in the [File Manager](#). When you press the Revert button, it displays a list of all of the backup files for the current job. The one you select will be copied over the Jobname.ecl in the jobs folder. Note that this does NOT save the original Jobname.ecl file anywhere. You should NOT use Revert unless the current version of the file is unsalvageable. (Note: The Revert button will also work with dictionary files, and .ini files, displaying a list of the last 10 backups for those file types as well as transcripts.)

The files are saved in the backup folder, which by default is "\Eclipse backups." You can change the location of the backup folder in User settings/Programming/File locations/BACKUP=. The .bk files are copies of the .ECL transcript file that can be reverted to in the event of a catastrophic error. This is what the Revert button does; it switches back to the previously saved version of the job, allowing you to switch to a version of the job that predates the error. The next time you open the .ECL file, it will be the older, reverted-to version.

Having a series of backup files will allow you to go back to an even older version of the file if the most recent backup contains an error that you were trying to recover from (such as a disastrous block-delete or ill-advised text global.) If you have your backup interval set to 30 minutes, for example, it will keep the last five hours worth of backups.

[See Visualizer](#)

Globaling options

- **Global After Scan:** If checked, Eclipse will automatically open an untranslate for globaling when you [scan](#) to it. This saves you the step of having to press Ctrl+G or a hyperkey to begin the [global](#). [See Visualizer](#)
- **Automatic Spelling:** If checked, Eclipse will prompt you if you attempt to global an incorrectly spelled word. (If unchecked, you will still have the option to spell-check manually, from the [globaling dialog](#).)
- **Global Magic:** If checked, [Global Magic](#) will be enabled. If unchecked, Eclipse will not offer translation suggestions in the global dialog.
- **Detect Conflicts:** If checked, Eclipse will warn you if you attempt to global a piece of steno that is already in a dictionary. You will be told what dictionary it is in, and given options to Overwrite, Keep Original, Create Conflict, or cancel. [See Visualizer](#)
- **Speech Auto-Play:** Pertains to [voicewriting](#). If checked, Eclipse will automatically play the underlying sound when you begin a global.
- **Audio Auto:** Pertains to sound files recorded with the Record Audio option, or the "room track" if you are a voicewriter. It takes effect when you are globaling or typing in text. There are 5 options in a drop-down list:
 - **None** will take no action.
 - **Play** will play the audio when you finish typing or globaling, even if you were not listening to the audio before.
 - **Stop** will stop the audio when you begin a global or typing in text.
 - **Both** will stop the audio when you begin globaling or typing, and play it again when finished.
 - **Pause** will pause and unpause, instead of stopping and starting.

The difference between pause/unpause and stop and start is this - **stop** means stop and start a whole new playback, and **play** means start where my cursor is. **UnPause** resumes playing where you were when it paused. These have different uses depending on whether you are editing the whole document or doing spot edits.

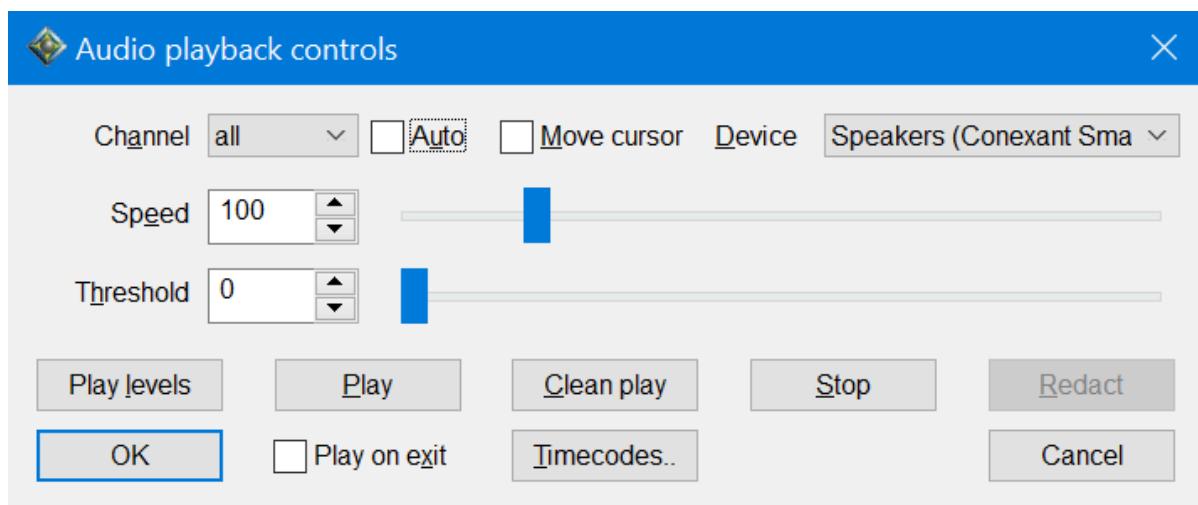
You can also use foot pedals to stop and play. There are 6 macros, with defaults for play, rewind, and fast forward.

- **Typed text definitions:** If you mark a block of text and select **Format/Text type**, a menu opens that lists every different type of text that Eclipse supports. The Typed text definitions button opens a similar menu, in which you can select and unselect text types that you wish to define as typed-in text. Unselecting a user-defined type frees it to be used to designate Translation Magic results and/or Integral prefixes and suffixes, for example.

- The **Dictionary** and **Capped** list boxes control the default destination of globals. When you press **Enter** to finish a global, it will go to the Capped location if it the definition is capitalized, and to the Dictionary location if it is not. (Capitalized definitions are often proper nouns; you may want to have those default to the Job dictionary.)

Audio options

The **Audio playback** button opens the **Audio playback controls** dialog. You can also open this by going to the **Tools** menu/**Multimedia/Control panel** (**Ctrl+Shift+A**). You can set options here to adjust playback speed and skip over pauses.



Note that when you are playing back an audio file, information about the file will appear on the Infobar, including the filename and how the file was recorded: the compression (PCM, GSM, Speex) and sampling rate, bit width, etc. (Note that Speex files are not playable in Windows 10, so if you attempt to play a Speex WAV file, Eclipse will detect this non-playable Speex files and will ask if you wish to automatically convert it to a playable format. It will rename the original to jobname_speex.wav and will make the jobname.wav a Windows codec of comparable quality (creating a larger file in the process.))

It also shows which channel is playing, and what your current speed and threshold percentage values are that were used to play the file.

Audio channels will be numbered starting with zero, which corresponds to jobname.wav. The next channel will be 1 and will correspond to jobname_1.wav, then 2 will be jobname_2.wav, etc. When doing multi-channel recording, channel 0 (jobname.wav) is always the MIX of the other channels. That way, the other channels numbered 1 through N will match up with the channel numbers of the recording devices. It also means that the mix is the channel that will be shared with the Team Editors, and is the channel that will be sent to the ASR, if applicable. The "mix" feature will work for mixing the audio from multiple single-channel devices, including the built-in microphones on laptops, in addition to working for multiplexed audio devices.

Note that Eclipse stores the device names separately. If you have several audio devices plugged into USB ports, they could be plugged in in a different order from one day to the next. To make sure the device settings are correctly assigned to each device, when loading the user settings, it checks the list of available devices to see if the previously selected device has changed to a different number, and will move to that device number if it has. That ensures that the correct device will always be selected if it is present when you run Eclipse. (If it is not present, no change is made.)

- The **Speed** spin box or slider allows you to change the speed of the audio playback. The default setting is 100. The number is a percentage: a setting of 75 would be 75% of normal speed, 50 would have half-speed, etc. The speed is changed in a way that minimizes distortion of the deponent's voice. (This can also be accessed via the **Tools** menu/ [Multimedia/Control Panel](#) [950].)
- The **Volume Threshold** spin box or slider allows you to filter out background noise. If set to a number above 0, all sounds below that percentage level will be skipped over, skipping over pauses, and making the deponent's voice easier to hear. You will have to experiment to find the right setting. The maximum setting is 99. (This can also be accessed via the **Tools** menu/ [Multimedia/Control Panel](#) [950].)
- The **Play** button will play the audio for the current transcript. This allows you to test the effects of changes to Speed and Volume Threshold without leaving the dialog.
- The **Clean play** function plays the sound exactly as recorded rather than the audio filtered through the speed and volume threshold controls, letting you hear exactly what was recorded without forcing you to change your carefully tuned settings.
- If **Play on exit** is checked, audio will begin playing automatically once you close the Multimedia Control Panel. This saves you having to press [Alt+J](#) [977] once you return to the transcript.
- If **Move cursor** is checked, each time you [play audio](#) [978] in a transcript file, the cursor will move through the transcript to keep up with the audio as it plays. If this is not checked, the cursor will not follow along.
- The **Timecodes..** button goes directly to the same dialog that appears under **User settings/Document/Timecodes**.

VISUALIZERS:

- [E3 - Globaling Intro](#)
- [F2 - Globaling Options](#)
- [E3a - Global Magic](#)
- [J3b - BAK files](#)
- [D4b - Audio Auto](#)
- [D4b - Audio Options - Play and Pause](#)
- [D4d - Multi-Channel playback](#)
- [E4b - By-Lines](#)
- [C1 - Keyboard Changes](#)
- [G5 - Macros](#)

[E9 - Spellcheck](#)

13.3 Cursor Movements



Basic Cursor Movements

see below for keystrokes

Basic Cursor Movements For Text Files

Movement	Moves The Cursor..	Std. Key	Hyperkey
Left	one character to the left	Left Arrow	Shift+J
Right	one character to the right	Right Arrow	Shift+L
Up	up one line	Up Arrow	I
Down	down one line	Down Arrow	K
Word Left	one word to the left	Left Arrow	J
Word Right	one word to the right	Right Arrow	L
Back Page	one "page" up	PageUp	Shift+Y
Forward Page	one "page" down	PageDown	Shift+H
Home	beginning of line	Home	[
End	end of line	End]
Return	to beginning of next line; if at end of document, creates new Fixed paragraph	Enter	none
Up Paragraph	to beginning of current paragraph; if already there, to previous paragraph	Ctrl+Up Arrow	Y
Down Paragraph	to beginning of next paragraph	Ctrl+Down Arrow	H
Next Sentence	to beginning of next sentence	Alt+F	Shift+K
Previous Sentence	to beginning of current sentence; if already there, to beginning of previous sentence	Alt+B	Shift+I
Right Punctuation	to next punctuation mark to right of cursor	Shift+. (period)	Ctrl+. (period)
Left Punctuation	to next punctuation mark to left of cursor	Shift+, (comma)	Ctrl+, (comma)
Top of Page	to top of current page	Alt+Home	none

Top of Screen	to top of current screen (visible area)	Ctrl+Home	none** 
Bottom of Screen	to bottom of current screen (visible area)	Ctrl+End	none** 
Go to..	to dialog and choose page, line, or timecode	Alt+G	Shift+G
Top of Text	to the beginning of the file	Ctrl+PageUp	none** 
Bottom of Text	to the end of the file	Ctrl+PageDown	none** 
Last edit point	to last edit point	Alt+Shift+L	none** 

Basic Cursor Movements For DIX/NOT Files

Some of these actions can also be used in [dictionaries](#)  and [note files](#) .

Action	Effect on Dictionary	Effect on NOT file
Up (up arrow/I)	Up one entry	Up one steno stroke
Down (down arrow/K)	Down one entry	Down one steno stroke
Back Page (PageUp/Shift+Y)	Up one screen* 	Up one screen* 
Forward Page (PageDn/Shift+H)	Down one screen* 	Down one screen* 
Home or Top of Document (home or Ctrl+PgUp)	Top of file	Top of file
End or Bottom of Document (End or Ctrl+PgDn)	Bottom of file	Bottom of file
Top of Screen (Ctrl+Home)	Top of screen	Top of screen
Bottom of Screen (Ctrl+End)	Bottom of screen	Bottom of screen
Enter	Opens Entry Properties  , where the dictionary entry can be edited	

* - With **Back Page** and **Forward Page**, a "page" means one screen. The number of lines the cursor will move will vary, depending on your monitor/display settings. It does not necessarily mean one page of the transcript.

** - If no hyperkey is given, use the standard key.

*** - When using **Left Punctuation/Right Punctuation**, the cursor moves not to the mark itself, but to the position where punctuation editing commands can be used on it. See [Working With Punctuation](#)  for further discussion.

13.4 Punctuation

Below is a chart listing the punctuation marks, and how they would behave in either a single spot or in a block of marked text

Spot edits	
_ / ~ Shift+hyphen, slash, lockspace	Add between current and previous word, replacing the space
. , ? ; : ! - period, comma, question mark, semicolon, colon, exclamation point, dash	Add (or remove) before current word, replacing existing mark if applicable.
" ' (double-quote, single-quote, parenthesis	Add or move between current and previous word. This will cycle through options like punctuation inside or outside the quotes.
Block edits	
Shift+hyphen	Surround with (or remove) dashes
, comma	Surround with commas
" ' double-quote, single-quote	Surround with quotes, watch for punctuation
() [] parentheses, brackets	Surround with parens or brackets
[space bar]	Remove spaces or split a word in two

	Removing spaces can be helpful for email addresses and website.
	Splitting a word in two can be used if a composite word, such as worthwhile, should have been two words, worth while.
- . ~ hyphen, period, lockspace	Stitch or unstitch current word

For details and examples of how punctuation works, see the help file [Working with Punctuation.](#) [620]

13.5 Hyperkeys



Hyperkeys

Alt+Z or **Edit/Hyperkeys**



The **Edit** menu **Hyperkeys** option toggles [hyperkeys](#) [615] on and off.

If you only want to turn hyperkeys off temporarily to type text, use the [Type Text](#) [291] (hyperkey N) command instead.

Hyperkeys are a special set of shortcut keys designed to maximize editing speed. Hyperkeys come preprogrammed in Eclipse, but can be changed by the user. A [chart of the default Hyperkeys](#) is in your documentation folder (**Support** menu/**Documentation**). Printable keyboard layout templates are included on the Eclipse disk.

When the Hyperkeys feature is turned on, a single key specifies a shortcut. In other words, keystrokes no longer result in standard text entry. If you are unfamiliar with Eclipse Hyperkeys and begin seeing unexpected editing actions while you are editing, you may have accidentally turned on the Hyperkeys feature. This can quickly be determined by checking the status bar. The "HYP" abbreviation appears in the status bar of the main window when Hyperkeys are on. A checkmark also appears next to the Hyperkeys menu item when the feature is on.

If you find yourself in an unexpected place in the document because of Hyperkeys being on, just hit escape if in a dialog, followed by the "Last edit point" command (the Movement Ops command), which is Hyperkey **Shift+Z** or **Shift+Alt+L**.

To turn Hyperkeys off, select the menu item, or press **Alt+Z**, or click the Hyperkeys toolbar button.

To print a list of Hyperkey and standard keyboard assignments:

1. Go to User settings (Alt+U).
2. Select the Edit tab.
3. Click the Keyboard button. The Keyboard definitions dialog appears.
4. Click the Print button. The Print dialog appears. Make any necessary selections in this window, and then select OK. Two lists are printed: one for user-defined assignments on the standard keyboard, the other for Hyperkey assignments.

The [Reference Guide](#)⁶⁹⁴ contains the default standard [keyboard assignments](#)⁶⁹⁶, arranged according to function; and the default [Hyperkeys](#)⁷⁰².

Type in text or inserting text when in Hyperkeys

To type in or insert text in a document when your Hyperkeys are turned on (with the standard set of Hyperkeys) simply press **N**, insert your text, and then press **Enter** to return to Hyperkeys. Another shortcut—**Shift+Alt+N**—will accomplish the same thing. When you are in Type Text mode, TYP will appear in the status bar.

This command is used to suspend Hyperkeys temporarily so that text can be entered from the keyboard. Otherwise, you would have to turn Hyperkeys off, enter text, and then turn Hyperkeys back on. When the Hyperkeys suspend command is selected, Hyperkeys stops functioning. Type the desired text and press Enter. Hyperkeys resume functioning.

The functions that apply automatic punctuation rules and typing a number to choose a conflict are disabled when you have suspended hyperkeys to type in text.

Using Hyperkeys and AutoMagic

If you wish to use the default Hyperkeys for 7, 8, 9 and 0, you can use **Shift+7**, or **Ctrl+7**, etc., whatever number key combinations are not already in use, to select numbered items from the AutoMagic list.

Unique hyperkeys

Some of the hyperkeys run macros to help with editing, and don't have an analogous keystroke of menu item. For example, lower case **x** (for eXtend Sentence) can be used if you realize you missed some words at the end of a sentence. With your cursor anywhere in the sentence, press **x** and the cursor will jump to the end of the sentence, and remove any terminal punctuation, so you can just begin typing to insert what you missed.

Other hyperkeys save keystrokes while editing, such as **O** (which jumps the cursor to the left by two words) and **o** (which jumps to the right by two words).

VISUALIZERS:

[A7 - Hyperkeys](#)

[C1 Keyboard Changes - Hyperkey Customization](#)

[M3 - AutoMagic Display](#)

M3a Auto-Magic Numbered Choices

13.5.1 Type Text

Type Text

Hyperkey N



Edit/Insert/Type in text

Temporarily suspends [hyperkeys](#) so you can type text. Press Enter to re-activate hyperkeys.

This command also allows you to replace an existing word with a new word:

1. With the cursor at the beginning of the word you want to replace, press hyperkey N.
2. Type the new word.
3. Press **Enter**. This is the normal step to return to hyperkey mode.
4. Press **Enter** a second time. This will remove the old word.

When you do this, an entry is created in the [Typeover Tracking](#) list. The next time you edit that word, Eclipse will first suggest the new word you just inserted. If you don't want to use it, just start typing and it will go away. If you do want to use it, hit **Enter** and it will replace the word you are typing over.

To toggle hyperkeys on and off permanently, use the [Hyperkeys](#) command (**Alt+Z**).

NOTE: This command does have a non-hyperkey keystroke, **Ctrl+N**. However, it is only needed when creating macros. See the page on [macro design considerations](#).

13.6 Insert/Overwrite Mode

Insert/Overtype



Insert key



The **Edit** menu/**Insert/Insert/overtype mode** choice toggles between insert and overtype modes. These modes affect how entered text affects existing text.

In **insert** mode, text entered from the keyboard is added at the current cursor position. Existing text to the right of the cursor is pushed to the right as new text is entered.

In **overtype** mode, each new character that is entered replaces the existing character to the right of the cursor, **until the end of a word is reached**. If the new word you are typing is longer than the one you are typing over, additional characters are inserted as in insert mode so you don't run over the following word. You can use **overtype** as an easy way to replace a single word without having to select the word first.

You can remove the original word (in insert mode) or the remainder of the existing word (in overtype mode) by pressing **Enter** when you've finished typing.

When insert mode is selected, the text **INS** appears on the right-hand side of the [status bar](#). When overtype is active, the text **OVR** will appear. On the toolbar, the **Insert/Overtype** button appears to be "down" (pressed in) when you are in insert mode.

VISUALIZERS:

[E1 - Insert Overtype](#)
[E1 - Typeover Tracking](#)

13.7 Undo/Redo

Undo/Redo



Undo: Ctrl+Z/hyperkey Z
Redo: Shift+Ctrl+Z



Edit menu/Undo and **Edit menu/Redo**

The **Undo** command (the "Oops" key) will undo the last editing action performed in the active file.

For example, if you add a suffix to a word while editing, and you pick the wrong one, hitting **Ctrl+Z** will undo your mistake.

You may use the **Undo** command repeatedly to undo up to ten actions, or all actions in the current paragraph. You cannot undo large block insertion or deletion operations, and a paragraph insertion/deletion resets the counter to 1 allowing only undoing the paragraph command itself.

Redo will redo a command that was previously undone.

A similar function is performed by the **Last Edit Point** movement command (**Move** menu/**Advanced/Last Edit Point**) -- a sort of movement "oops" key. The speed key is **Shift+Alt+L**, and the Hyperkey is **Shift+Z**. If you accidentally give a command that loses your editing spot, and possibly open a dialog box by mistake, just press the **Escape** key, followed by the **Last Edit Point** command, to return to your editing place.

13.8 Delete Commands



Delete commands

see below for keystrokes



These commands delete text from a [text file](#). All deletions are done starting at the current cursor position. If no hyperkey is given, use the standard key.

Command	Deletes...	Std. Key	Hyperkey
Back	one character to the left	Backspace	
Right	one character to the right	Delete	D
Word	current word	Ctrl+Backspace	Shift+D
Line	current line	Ctrl+Y	
To End of Paragraph	to the end of the paragraph	Shift+Alt+Y	
To End of Line	one word to the right	Alt+Y	L

13.9 Escape

Escape



Esc

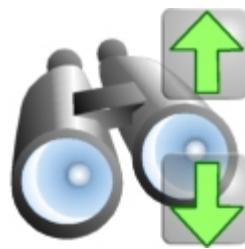
Cancels an action. Will also close any dialog, without taking any action in it.

13.10 Find

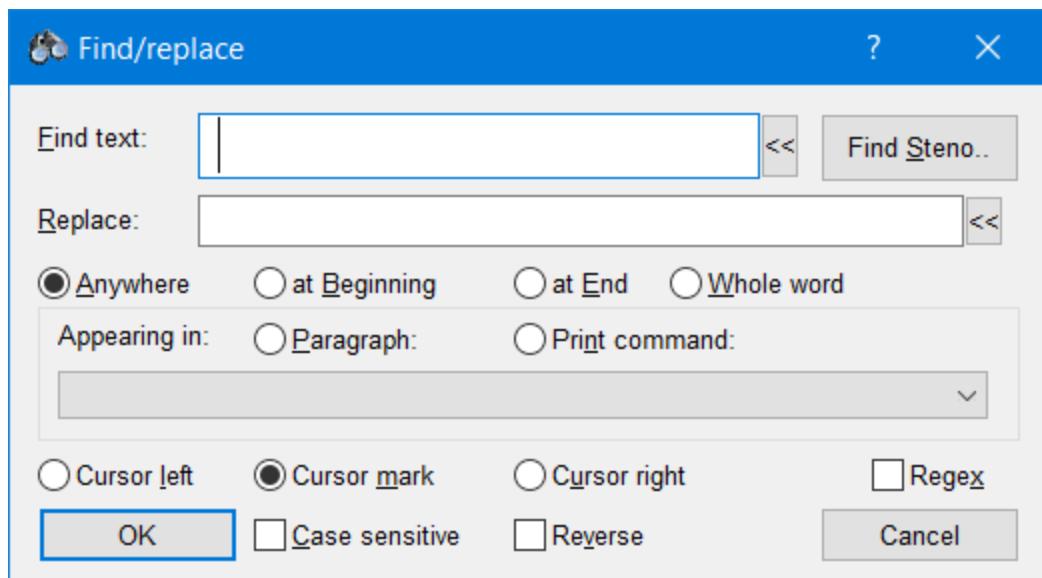


Find

F5/hyperkey F



When you are in a [text file](#), the **Find** command opens the **Find/Replace** dialog, which you can use to find a string of text, replace a string of text with a different string of text, or perform non-text searches.



The **Find text** box allows you to search for text. Enter the text you are searching for. After you click **OK** or press **Enter**, the cursor will move to the first instance of this text that is found. To repeat the search, use the [Locate Next/Previous](#) commands.

When the dialog closes after doing a search, the next time it opens, the last search string will be in the **Find text** box, but it will be highlighted, so typing anything will replace it.

The **Find Steno** button allows you to search for a steno outline. Enter the steno you are searching for into the [steno emulator](#). [Locate Next/Previous](#) will work as they do for text searches.

The **Replace** text box allows you to do a search-and-replace. Type the text you are searching for in the **Find text** box, and the desired replacement text in the **Replace** box. If the searched-for text is found, a dialog will appear, asking you to confirm each replacement. There is also a "**Replace All**" option.

Refining Searches

By default, when you search for text, it will look for that text as a whole word, or as any part of a word. For example, if you search for "the", the words "the", "theocracy", "bathe", and "rather" will be considered matches.

You can limit a search either by using the wildcard symbol * in the **Find text** box, or by using the **Anywhere**, **At Beginning**, **At End**, and **Whole Word** option buttons. (Do one or the other, not both.)

Wildcard	Option	Result
the	Anywhere	the
the*	At Beginning	the, there, theocracy
*the	At End	the, bathe, lathe
the	Anywhere	the, there, theocracy, bathe, lathe, rather

If you use a wildcard like "*ing" to find any word ending in "ing", the radio button will shift automatically to "at End" or "at Beginning", etc. When you do this, the radio button will continue to move automatically to match your search string. However, if you select the radio buttons using the mouse, the dialog will remember which one you selected and will maintain that selection for future searches until it is changed manually (or until the asterisk is used again.)

Searching For Paragraphs and Print Commands

You can search for a [Print Command](#) 332 or a [paragraph style](#) 406 by using the **Appearing In** option.

If you enter a group number in the **Find text** box, select **Appearing in.. Paragraphs**, and select **Speaker**, you can search using the group number. The system will then find the next speaker belonging to that group.

If you enter a Speaker name in the **Find text** box, select **Appearing in.. Paragraphs**, and select **Speaker**, the system will then find the next speaker with that name. It will search in both the Speaker paragraphs, and the By lines.

To search for a paragraph type or print command, click either the **Paragraph** or **Print Command** option button, and then select the desired item from the drop-down list below.

The **Appearing in:** option can be used by itself, or in combination with a string of text. For example, if you type "the" in the **Find text** box and select the **Question** paragraph style, the search will stop only on instances of the word "the" that appear in Questions. This technique can also be used to find only print commands that contain certain text. For example, you could search only for [Comment lines](#) 335 that contain the notation "check spelling".

Other Options

If **Case Sensitive** is checked, the search will only stop on exact matches, including capitalization. A search for "the" would not turn up "The." A search on any text containing a capital letter will default to being case sensitive.

If **Reverse** is checked, the search will go from the cursor position up, instead of down.

If you reach the end of the document, it will ask "End of document reached. Stop searching?" If you click **No**, it will return to the top, and continue the search. If you click **Yes**, it will stop searching. If you check the box for "Don't show this message again," it will default to stopping at the end of the document for future searches.

The **Cursor Left**, **Cursor Right**, and **Cursor Mark** dictate the behavior of the cursor after a match is found.

- **Cursor Mark** will mark the text or steno you searched for.
- **Cursor Left** will place the cursor to the left of the text or steno you searched for, without marking.
- **Cursor Right** will place the cursor immediately after the text or steno you searched for.

The **Cursor Left/Mark/Right** options buttons default to your most previous choice (or to **Cursor Mark**, if you've never made a choice).

If you select the **Find** function while editing, you can hit **F2** to pick a name from the speaker list. After selecting the speaker name, you can just hit [**enter**] because this also automatically selects the "Paragraph" option and the Speaker paragraph type.

The **Regex** checkbox in the lower-right hand corner allows the system to do the search and replace using Regular Expressions, including backreferences in the replace string. Note that this will work when doing text or steno searches and will only work for forward searches (not reverse.). When you hit "**Find steno**," you will be prompted for the steno, but subsequently will have an opportunity to modify the steno stroke(s) to add regular expression syntax to it, such as SHR[AOEU]+D, which would find the next stroke that started with SHR and ended with D and contained at least one vowel. Consult the regular expression reference guides for [Steno Filter Regular Expressions](#)⁷⁹⁹ and [Text Filter Regular Expressions](#)⁸⁰⁴ for details about how to construct detailed searches.

Note Files

When you are in a [note file](#)²⁰⁷, the Find command opens the [steno emulator](#)⁸¹⁷. Enter the steno you wish to search for. The [Locate Next/Previous](#)²⁹⁷ commands work the same as they do in text files.

Dictionaries

In a dictionary, the **Find** command performs a [dictionary filter](#)¹⁸².

VISUALIZERS:

[E5 - Find/Replace](#)

[E5 - Find/Replace 2](#)

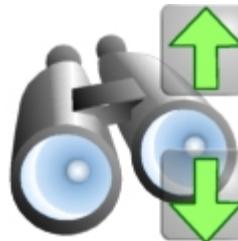
13.11 Locate Next/Locate Previous

Locate Next/Locate Previous



Ctrl+L (locate next) or
Move/Locate next

Shift+Ctrl+L (locate previous) or
Move/Locate previous



RELATES TO: [Find](#)

After performing a [find](#), these commands will automatically proceed to the next (**Ctrl+L**) or previous (**Shift+Ctrl+L**) instance of whatever you searched for. You can also use the menu choices (**Move** menu/**Locate Next** and **Move** menu/**Locate Previous**) or the toolbar buttons.

For example, if you search for the word "the", pressing **Ctrl+L** will take you to the next instance of the word "the." This saves you having to reopen the **Find** dialog and redo the entire search.

Locate Next and **Locate Previous** may always be used, regardless of the direction of the original search. In other words, you may use Locate Previous even if the initial search was forward (and vice versa).

If you have not performed a **Find**, these commands have no effect.

These commands can be used in [text files](#) and [note files](#). These commands are not needed in [dictionaries](#), because of the way [dictionary filtering](#) works.

13.12 Auto-brief suggestions during editing

Auto-brief suggestions during editing



RELATES TO: [Auto-briefs](#)

You can ask the [auto-brief](#)⁴⁵² feature to generate suggested auto-briefs for particular words or phrases even though there is not a translation in progress.

Block mark a piece of text and hit the [Add dictionary entry](#)¹⁵⁹ function (**Ctrl+D**) and you will be presented with a list of possible steno strokes to use to brief that text. The procedure that generates the steno is exactly the same as the one used by the auto-brief feature in translation, except instead of simply using the first one it can find, it runs through all of the possibilities and allows you to choose one.

After you choose the steno, you will be given the opportunity to modify it, and then you will be presented with the globaling dialog so that you can finish the adding process.

13.13 Autoreplacements



Autoreplacements

RELATES TO: [Programming tab](#)⁷⁵³.

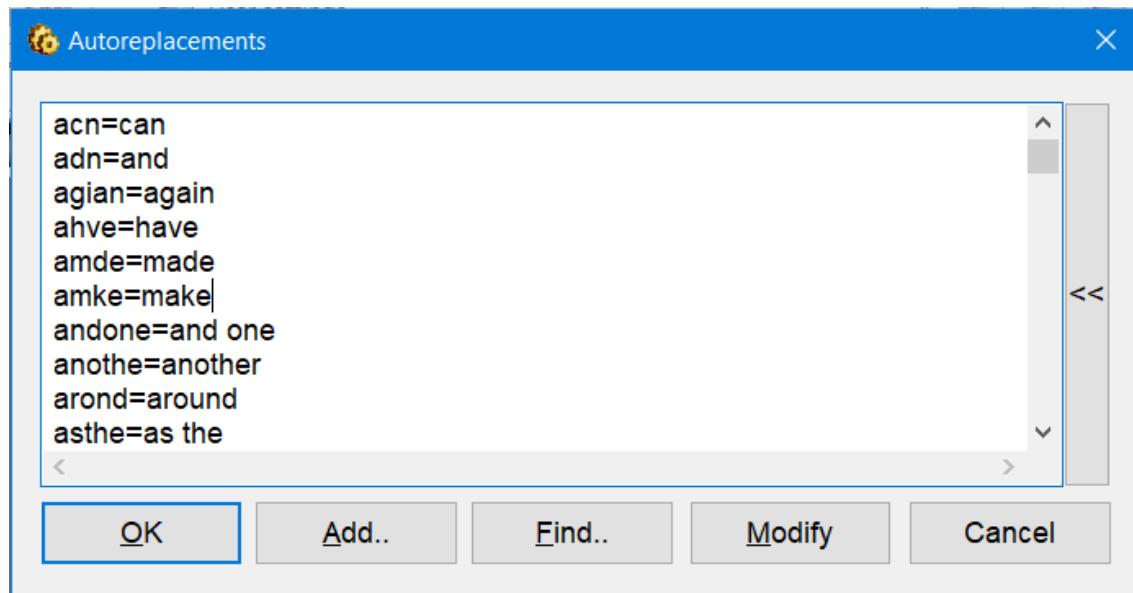
An autoreplacement is a piece of text that is automatically substituted for another piece of text during editing. They can be used to address common typographical errors, or to create fast ways to type long phrases. A list of common errors is included with the eclipse.set file. This list consists of two text strings that are separated by an equal sign. When the string on the left is typed in a document, Eclipse automatically replaces it with the string on the right. For example, the entry, "adn=and" would automatically correct "adn" with "and". The list is located in the [User settings/Programming](#)⁷⁵³ tab, and you can add, delete, and modify any words on the list.

You can also use autoreplacements to create abbreviations that make your typing more efficient (e.g. DOJ=Department of Justice).

The syntax for an Autoreplacement entry is:

word=replacement

Some sample autoreplacement entries:



Whenever you type what is on the left-hand side of the equals sign, it will be automatically replaced by whatever is on the right. For example, if you type "adn", it will automatically be changed to "and."

To create an autoreplacement, simply type it into the list, using the word=replacement syntax. You may also delete or edit autoreplacements, just by editing the list as text.

The list of autoreplacements is automatically sorted alphabetically. You do not have to put new autoreplacements in their precise location; you can place new entries anywhere you like, as long as the word=replacement syntax is followed for each individual entry. .

Autoreplacements can also be created during [globaling](#). To do this, type the autoreplacements text into the globaling window. For example, if you type "FMC=Ford Motor Company" in the globaling window, you will be asked if you want to create an autoreplacement.



For more details on creating and editing Autoreplacements, see the [Programming Tab](#)⁷⁵³ help file .

VISUALIZERS:

G4 - [Autoreplacements](#)

G4 - [Autoreplacements While globaling](#)

13.14 Global



Global

Single-stroke: Ctrl+G/hyperkey G

or Edit/Global..



Multi-stroke: [see below](#)³⁰¹

Globaling is a way of addressing untranslated steno in a transcript [text file](#)⁶²⁶. Globaling an untranslate will also correct it in that location, and give you a chance to correct it throughout the transcript, and/or place it into a [dictionary](#)⁶⁰⁵.

The global command (**Ctrl+G** or hyperkey G) selects the current steno outline for globaling, and opens the [global dialog](#)³⁰⁴ where you can type a definition. You can also decide how the global should apply to the rest of the transcript, and/or what dictionary it should be placed into.

Global Magic

[See Visualizer](#)³⁰⁴

If you go to the **Edit** tab of **User settings** and select **Global magic**, Eclipse will try to figure out what you might be trying to global, and it will create a list of possible choices in a small tool window directly beneath the text box in the globaling window.



This window will contain a series of up to 10 underlined numbers. You can select the item that matches what you were trying to global by simply typing that number. If what you want is not on the list, type it and the list will disappear. (Hitting any key will remove the list.)

When adding a dictionary entry, Global Magic will offer suggestions based on existing dictionary entries and spelling dictionary contents. It will also work when globaling in entries from a raw note file based on the same principles.

If you use a Hyperkey such as 7 or 8 to global two or three strokes, Global Magic will wait for all the strokes to be highlighted before looking for replacements.

Global magic uses Intelligent phonetics, and understands dragged and dropped keys, and steno stacking to decide what words to suggest.

Globaling Tips

- You do not need to mark steno before performing the global. Whether you mark it or not, you will have to option to perform a [text global](#), if you mark the "Text" box, which is always off by default. Most globals are steno globals (meaning that a the definition is assigned to a piece of steno).
- The steno you are globaling will appear in the title bar of the [global dialog](#). You can check here to make sure you've selected the correct steno.
- When you global something, it will be adjusted for its current location in the transcript. For example, if you global an untranslate at the beginning of a sentence, it will automatically be capitalized. If you global something adjacent to a punctuation mark, the mark will automatically be positioned.
- When defining a global, do not capitalize it unless it is always capitalized.
- You may global any piece of steno, not just untranslates. The globaling process works the same for a translated piece of steno as it does for an untranslate. If you can't select the exact steno you want, use the [Reverse Tran](#) command to revert the steno into an untranslate.
- If you make a mistake when globaling, you may simply re-global it. (The [Undo](#) command will not reverse the global.) If you globalled something into a dictionary and don't want it there at all, you will have to [open the dictionary](#) and delete the entry from there.

- If you check the "**Prompt**" box before accepting the global, then it will display each instance of the replacement in the document and will ask yes/no if you want to replace it for each instance.

Global Types

When you have entered the desired definition for the global, you need to select the [type of global](#)  it is. A global's type determines which dictionary it goes into (if any), and whether or not the rest of the transcript is impacted. Here are the global types:

- **Main - Ctrl+M** (see also next paragraph). Places the entry into the main dictionary. Applies through the end of the job; this means that all other instances of the same steno in this job will be changed.
- **Job - Ctrl+J**. Places the entry into the job dictionary. Applies through the end of the job.
- **Trash - Ctrl+T**. Applies through the end of the job, but is not placed in any dictionary.
- **Local - Ctrl+L**. Applies to this location only. Does not go into any dictionary.
- **User 1, User 2**, etc through **User 8 - Ctrl+1, Ctrl+2**, etc through **Ctrl+8**. Places the entry into the selected User dictionary.
- **Browse - Ctrl+B**. Allows you to select a specific dictionary from the [file dialog](#)  If you select a dictionary not being used in the current translation, it places a copy of the entry in the temporary (\$tranjob.dix) dictionary, just as it would with a trash global, so it will be available for the rest of the job.

Pressing **Enter** will execute the default global type. This is usually a Main global, but it is user-definable under [global options](#)  on the **Edit** tab.

For more information about Job, User, and other dictionaries, see [Working With Multiple Dictionaries](#) .

Multi-Stroke Globals

If you are using the standard keystroke **Ctrl+G**, you can add strokes to the global by pressing **Ctrl+G** multiple times. Each keypress will add an additional steno outline to the global.

If you are using hyperkeys, the keystroke G will perform a one-stroke global. To do a multi-stroke global, press hyperkey 7 (for a two-stroke global), 8 (for three strokes), 9 (for four strokes), or 0 (for five strokes) instead of hyperkey G. (In other words, do not push G and then a number key.)

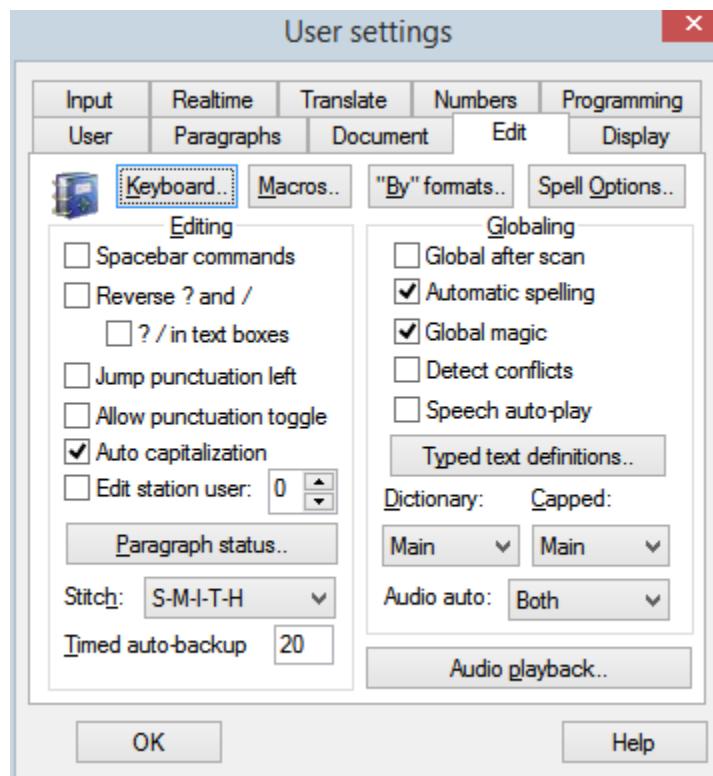
You can also add/subtract strokes to a global by using arrow keys:

- **Up Arrow:** add stroke to left.
- **Down Arrow:** subtract stroke from left.
- **Ctrl+Down Arrow:** add stroke to right.
- **Ctrl+Up Arrow:** subtract stroke from right.

The arrow keys will work regardless of how you began the global. It does not matter if you used the standard key **Ctrl+G**, hyperkey G, or any of the multi-stroke global hyperkeys.

Globaling Options

There are several options pertaining to globaling on the [Edit tab of User Settings](#).



Global after scan: Combining Globaling and Scanning

You can set Eclipse to open automatically a globaling window when a scan stops on an untranslate. To set this option, go to **User Settings/Edit** tab and mark the **Global after scan** checkbox.

Automatic spelling and Spellchecking while globaling

To check the spelling of text in the text entry field of the Globaling dialog, click the **Spelling** button. This opens the spellchecker window, which provides a list of recognized words similar to the selected text. At the top of the window is the misspelled word (under **Original**). Scroll through the list, find the correct word and click the **Change** button to change the word's spelling.

If you always want Eclipse to check the spelling of what is entered in the text field, go to **User Settings/Edit** tab, and mark the **Automatic spelling** checkbox in the **Globaling** section (right side of the window).

Detect conflicts automatically

You have an option to create a conflict whenever you global a new entry for which the steno has already been defined: mark the checkbox for **Detect conflicts**.

Note that this option also affects when you add an entry to a dictionary in which the steno already exists or when you merge dictionaries that each have the same steno assigned to different definitions. If you make a dictionary entry that conflicts with an existing one, it will show exactly what the text is for the new entry vs. the old entry, and there is an option for "Keep existing" which will not add the new entry at all and will leave the existing entry alone. It will also check for conflicts during block write/separate functions if writing into an existing dictionary.

See also [Multiscan](#)³¹⁴.

VISUALIZERS:

- [E3 - Globaling Intro](#)
- [G4 - Autoreplacements While Globaling](#)
- [F2 - Globaling Options](#)
- [E3a - Global Magic \("Global at a Glance"\)](#)
- [E3b - Undo global](#)
- [M7 - Auto-Magic Globaling](#)

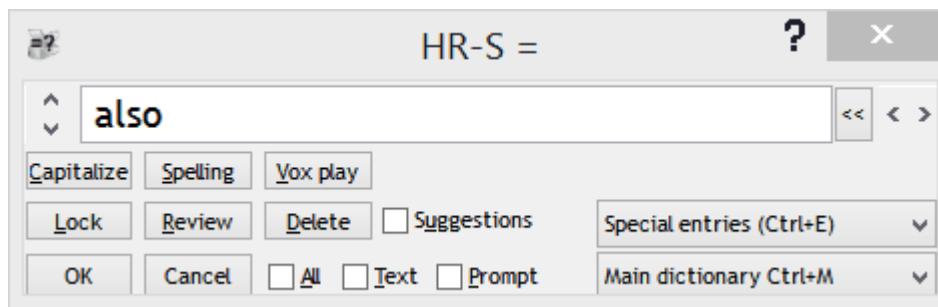
13.14.1 Global Dialog



GLOBAL DIALOG

RELATES TO: [Global](#)³⁰⁰, [Add Dictionary](#)
[Entry](#)¹⁵⁹, [Global Review](#)³⁰⁵

The global dialog is most commonly associated with [globaling in a transcript](#)³⁰⁰, but also appears when you [add a dictionary entry manually \(Ctrl+D\)](#)¹⁵⁹.



The steno you are globaling appears in the title bar. You can look here to confirm that you are globaling the correct steno.

To enter your desired definition, simply type it into the text box.

Buttons on the globaling dialog

The **Capitalize** button will toggle capitalization for the definition you have entered. You can cycle among uncapitalized, ALL CAPS, and Initial Cap. This button is mostly for use in [macros](#)⁹³⁶.

The **Spelling** button will manually check the spelling for the definition you have entered. You will be taken to the [Spelling Alternates dialog](#)³⁵⁰. If the word is spelled correctly, it will be the first choice in the list of options. If not, you can change to the correct spelling as usual. You can also check the definition of a word here. NOTE: All globals will be automatically spell-checked if you have **Automatic spelling** checked on the [Edit tab of User Settings](#)²⁸⁰.

The **Lock** button will toggle all spaces in the definition to lock-spaces, and then to hyphens, and then back to regular spaces. This allows you to quickly change an entry like "New York" to "New{~}York", thus keeping the two words on the same line, or change "matter of fact" to "matter-of-fact".

The **Review** button will check all active dictionaries for existing definitions of the selected steno. This feature is useful for steno that did translate, but translated in an unexpected way. The **Review dictionaries** dialog will appear; if this steno outline exists in any other active dictionaries, the definition will appear in the list, along with the name of the dictionary and its current assignment (main, job, User 1, etc.) There is also a **Search all** button, which will search all dictionaries for this definition. There are also buttons for **Delete all** (delete all existing definitions), **Delete current** (delete selected definition), and **Delete others** (delete all definitions except the currently-selected one).

The **Delete** button will delete the selected steno from the transcript.

Other Items

The **All** check box will re-apply the global from the beginning of the transcript, down to the cursor decision. By default, a global will always apply from the cursor position to the end of the document (unless it is a [local global](#)³⁰²). The All checkbox will take the additional step of applying the global above the cursor location. Since you will typically global items as you encounter them, this is only necessary when you are doing [realtime editing](#)⁴⁴⁶, or when you are doing quick globals during a break at a [realtime job](#)⁴³⁷.

If the **Prompt** check box is checked before you accept the global, it will display each instance of the replacement in the document and will ask yes/no if you want to replace it for each instance.

The **Suggestions** checkbox will enable [global suggestions](#)³⁰⁷. These are other dictionary entries you may want to make, based on this entry and on your writing style.

The **Special entries** drop-down list gives you a quick way to properly enter [dictionary syntax](#)⁸⁸⁰ for special entries. If you're not sure of the syntax for a specialty entry, select it from the list, and it will appear at the cursor location. You can open the list with **Ctrl+E**, use the arrow keys to navigate it, and **Enter** to select the desired entry.

The other dropdown list is a list of all possible dictionary destinations. It is best to use a keystroke to select the [global type](#)³⁰², but you can also select it from this list. The list will also show the dictionary assignments; the name of each assigned dictionary will appear as part of its item in the list.

Speed Keys

The following keystrokes will quickly type common punctuation marks into the text box of the global dialog:

- Ctrl plus . (period) - {.}
- Ctrl plus , (comma) - {,}
- Ctrl or Ctrl+Shift plus / (slash) - {?}
- Ctrl plus ; (semi-colon) - {;}
- Ctrl+Shift plus ; (semi-colon) - {:}
- Ctrl plus ` (accent/tilde key) - {~}

Other actions that have speed keys:

- Ctrl+K - capitalize
- Ctrl+S - open [Insert Prefix/Suffix Dialog](#)³⁴⁰.
- Ctrl+P - play speech audio. Pertains to [voicewriting](#)¹⁰⁷³ only
- Ctrl+I - internationalize

VISUALIZERS:

- [F1 - Special Globals](#)
 - [F1a - Composite Entries](#)
 - [F2 - Globaling Options](#)
 - [E7 - Bold Italics Underlined](#)
 - [E3a - Global Magic](#)
 - [G4 - Autoreplacements While Globaling](#)
 - [G5a Google Search](#)
-

[F5_Slop_Strokes](#)
[M7_Auto-Magic_Globaling](#)

13.14.2 Global Suggestions

Working With

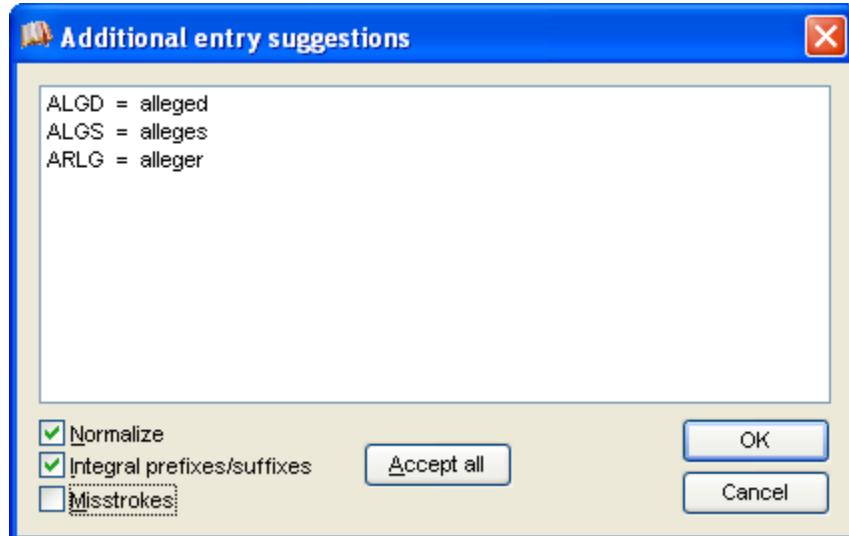


GLOBAL SUGGESTIONS

RELATES TO: [Global](#), [Global Dialog](#),
[Global Options](#), [Integral Prefix and Suffix](#),
[Steno Definitions](#), [Normalization Table for Steno Definitions](#)

When placing a [global](#) into a dictionary, you have the option to receive suggestions of additional globals you might like to have.

The [global dialog](#) has a **Suggestions** checkbox. If this is checked, and if you have placed the entry into a dictionary, the **Additional entry suggestions** dialog will appear:



At the bottom left are checkbox for each of the three types of suggestion you can receive: **Normalize**, [Integral Prefix/Suffix](#), and **Misstrokes**. By default, Misstrokes is always unchecked; the other two suggestion types will default to being checked. The categories you have selected will reflect the suggestions you get. (Each category is explained below.)

When you make a dictionary global that lends itself to suggestions, the **Additional entry suggestions** dialog will appear. To accept suggestions:

- Click **Accept All** to add all suggestions to the dictionary.

- Click **Cancel**, or press **Escape**, to add no suggestions to the dictionary. (The original global will still be added.)
- To add some suggestions but not others, highlight the selections you wish to keep, and then click **OK** or press **Enter**. The list of selections can be navigated using the up arrow/down arrow keys; press the **Spacebar** to toggle a suggestion on or off.

Any suggestions you accept will be added to the dictionary into which the original global was made.

Suggestion Types

Normalize suggestions apply to steno outlines of two or more strokes. Sometimes it is possible to write the same sounds that make up the entire outline, in different locations. For example, if you global PET/TEUGS as "petition", you will receive the suggestions PET/EUGS and PE/TEUGS. In the original global, the T sound is included in both the initial stroke and the second stroke (pet/tition); in each of the suggestions, it is in one or the other (pet/ition and pe/tition).

Integral prefixes/suffixes suggestions offer you versions of the word you had globalled, with additional final-side keys added to produce different tenses: -G for ing, -D for ed, -S for s, etc. For example, if you global the steno SRAOU as "view", you would be offered SRAOUD=viewed, SRAOUG=viewing, and SRAOUS=views.

Misstrokes, as the name suggests, are possible misstrokes for the selected steno. Be careful accepting misstroke suggestions, however: each piece of steno can have dozens of possible misstrokes. Furthermore, if you are also using the other suggestions, you'll get misstroke versions of those suggestions as well. If you indiscriminately accept misstroke suggestions, your dictionary can soon balloon to an unmanageable size. Be judicious when accepting misstrokes; accept only those that reflect your writing style.

Depending on the nature of the steno outline, you may get suggestions from one or more categories. Some steno outlines will not have any suggestions.

If the suggestions dialog appears, and the list of suggestions is blank, that means the suggestions are in categories you have disabled.

Customization of Suggestions

The [Programming tab of User Settings](#)⁷⁵³ has two sub-categories relating to global suggestions: [Integral Prefix and Suffix Steno Definitions](#)⁷⁷¹ and [Normalization Table for Steno Definitions](#)⁷⁸¹. The misstroke suggestions are based on your definitions of Dragged Keys and Dropped Keys on the [Translate tab](#)²³².

Enabling/Disabling

The **Suggestions** check box on the [Global dialog](#)³⁰⁴ turns global suggestions on and off entirely.

VISUALIZERS:

[F2a - Integral Prefix/Suffix](#)

[F2a - Normalize](#)

[F2a - Suggest Entries](#)
[E3a - Global Magic \("Global at a Glance"\)](#)
[M7 - Auto-Magic Globaling](#)

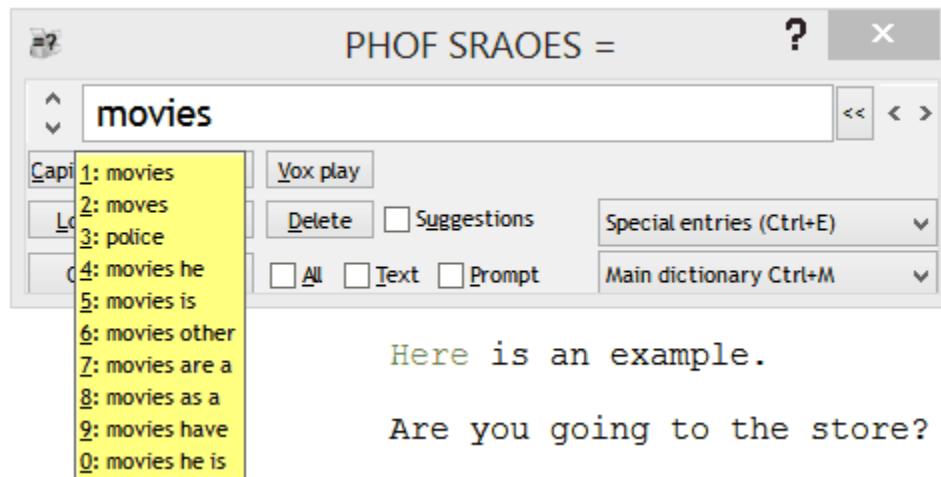
13.15 Global Magic



Global Magic

RELATES TO: [Global](#) [300], [Add Dictionary Entry](#) [159], [Global Review](#) [305]

If you have checked the Global magic box in the **User settings/Edit** tab, each time you open the global dialog, the Global Magic feature will offer a list of possible translations. This list will appear below your text box in the global dialog.



If one of the choices given is what you want, press its number, and it will be typed into the text box automatically. If you do not want to use any of the items in the list, just type the desired definition as you normally would, and the list will disappear.

When adding a dictionary entry, Global Magic will offer suggestions based on existing dictionary entries and spelling dictionary contents. The last item on the list (if you have an active internet server connection) will be a Google autocomplete suggestion. This is most useful for proper names; not sure how to spell Gujarati or Marrakesh or Schuylkill? Take a stab at it by writing it phonetically, and when you go to global it, Eclipse will send the phonetics to Google and see what it comes up with.

Global magic uses Intelligent phonetics, and understands dragged and dropped keys, and steno stacking to decide what words to suggest.

It will also work when globaling in entries from a raw note file based on the same principles.

Option for Global magic misstrokes to use slop stroke syntax

When you have the Global Magic feature turned on, you can use the Slop stroke syntax to create dictionary entries that can be helpful for things like speakers, which may change, or conflicts, since slop strokes will use the original entry's A/I.

For example, if you perform a global on the stroke STHAP, which should have been "snap" but you missed the initial P, it will probably display "snap" among the global magic suggestions. You could simply select that, but what if you wanted to define STHAP as {=STPHAP} instead? This would indicate that that dictionary entry is actually a slop stroke for "snap" and not a good entry for "snap."

When the Global Magic suggestions appear, you can hit F9 (think of it as the "view dictionary" keystroke) to toggle the suggestions window. It will then show the slop strokes (and the text they would translate) instead of the text. Selecting that numbered suggestion will insert the slop stroke syntax into the global window for creating the final dictionary entry.

VISUALIZERS:

[E3a - Global Magic](#)
[F5 -Slop_Strokes](#)

13.16 Apply Globals

Apply Globals

Tools/Apply globals..



You can **Apply globals** from another dictionary to the current document. This command is useful when multiple jobs are being edited concurrently, and you want to apply the job globals from one transcript to another.

To apply globals:

1. With a [text file](#) active, select **Apply globals** from the Tools menu.
2. The [file dialog](#) will appear. Select the dictionary you want to apply globals from.

Eclipse will go through the transcript, and apply all the entries from the dictionary you chose, as if you had globalled them.

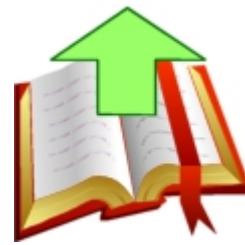
13.17 Unglobal

Unglobal



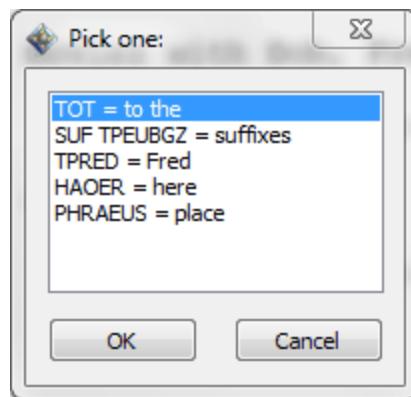
Ctrl+Shift+G

Edit/Unglobal



RELATES TO: [globaling](#), [Block Read \(for merging dictionaries\)](#).

While in a document, the **Unglobal** command, found on the Edit menu, (or **Ctrl+Shift+G**) brings up a list of all previous [globals](#) you have made.



The most recent global will be listed first. You may select any global from the list, and it will be undone. This will revert all instances of the global in the document to their previous state. It will also restore the appropriate dictionary to its original state, whether that means reverting to the original entry or simply deleting the new one.

Unmerge Dictionaries

The Unglobal command can also be used to unmerge two dictionaries that you have previously merged via [Block Read \(Alt+R\)](#) or [Block Write \(Alt+W\)](#). To unmerge dictionaries:

1. Select the merged version of the dictionary (the one you wish to remove entries from).
2. Press **Ctrl+Shift+G**, or select **Unglobal** from the **Edit** menu.
3. The file dialog will appear. Select the dictionary you wish to unmerge from the combined dictionary.
4. Any entries that exist in both the merged dictionary, and the dictionary you selected from the file dialog, will be removed from the merged dictionary.

VISUALIZERS:[E3b - Undo Global](#)[H2b - Unmerge Dictionaries](#)**13.18 Scan to Trouble Spots****Scan****see below for keystrokes**

**Move/Scan/..., Move/Reverse scan/...,
Move/Multi-scan**

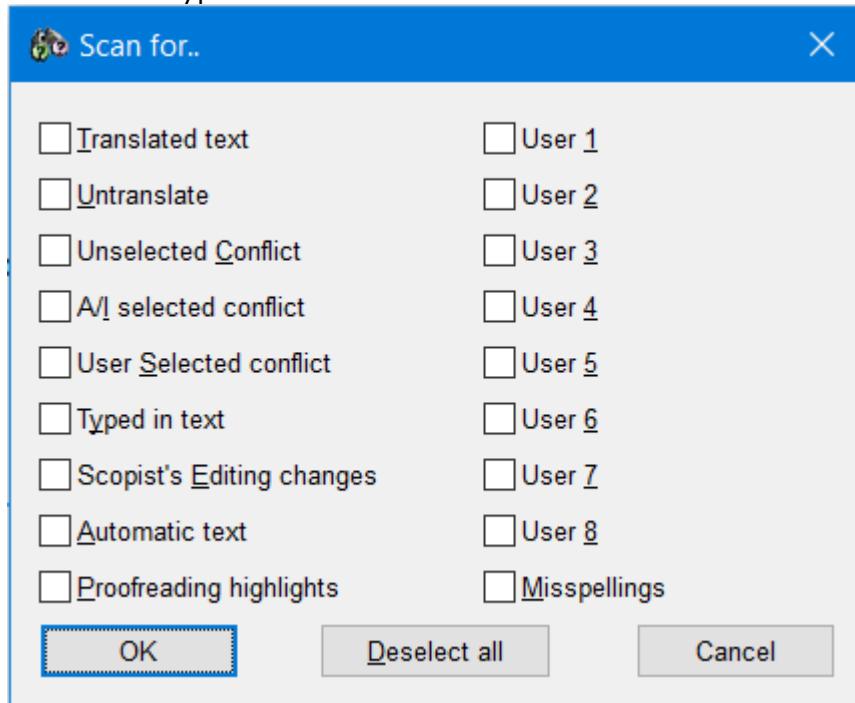
When editing a transcript, you'll need to fix words and phrases that may not have translated. By globaling definitions and corrections, you can simultaneously fix the occurrence and future occurrences and, at the same time, place the definition and steno into one of your dictionaries. You can also use scans, which allow you to search through the document for particular kinds of translation problems.

A scan is a quick way to locate untranslates, conflicts, and other items in a [text file](#). To move through the transcript finding and fixing untranslates, conflicts, or any combination of them, use the **Scan** command (**Ctrl+T**).

You can scan forward or backward from the cursor position. Backward scans are called **Reverse** scans. You can also do one scan automatically after another, called a **Multi-scan (Ctrl+Shift+M)** (see below for more on Multi-scan).

Scan	Description	Std. Key	Hyperkey
Untranslate	untranslated steno	Ctrl+U	U
Conflict	any conflict, whether resolved by the computer, resolved by the user, or unresolved	Ctrl+O	C
Unresolved Conflict	unresolved conflicts only	Ctrl+\	Shift+C
Non-Resolved	any conflict, untranslate, or blank	Ctrl+T	T
Any	opens a dialog where you can select item type(s) * to scan to	Ctrl+S	Ctrl+S

When you scan for "Any," you will get the **Scan for..** dialog, which gives you a choice of text types in a checkbox list.



You can select as many of these types as you need, including the [8 user-definable types](#). When you click OK, the cursor moves forward in the document to the first occurrence of any of the text types that you specified.

Note that the selections from the last time you used Scan Any will still be marked, useful if you frequently scan for the same types.

When you perform a scan, the cursor will move to the next occurrence of the item you scanned for. Depending upon your settings, and upon what type of item it is, you may also be able to immediately address the item:

If you check the **Misspellings** box, it will move the cursor to the next (or in a reverse scan, previous) misspelled word and stop there.

- **Global:** The globaling window will automatically open if you have [Global After Scan](#) selected. If not, you will have to execute the [global](#) command (Ctrl+G or hyperkey G).
- **Conflict:** The conflict choices will appear in the [status bar](#) at bottom left. Press the number of the correct choice.
- **Blank:** You will automatically be prompted to fill in the field, just as if you use the [Fill Blank](#) command.

Reverse Scans

A reverse scan will move to the previous occurrence of the item you scanned for. You can perform a reverse scan for an item simply by adding the **Shift** key to the standard keystroke for a forward scan. (There are no default hyperkeys for reverse scans.)

Type of Scan	Description	Std. Key
Untranslate	untranslated steno	Shift+Ctrl+U
Conflict	any conflict, whether resolved by the computer, resolved by the user, or unresolved	Shift+Ctrl+O
Unresolved Conflict	unresolved conflicts only	Shift+Ctrl+\
Non-Resolved	any conflict, untranslate, or blank [498]	Shift+Ctrl+T
Any	opens a dialog where you can select item type(s)* [314] to scan to	Shift+Ctrl+S

* - Your options for Scan to Any are: Translated text; Untranslate; Unselected conflict; A/I-selected conflict; User-selected conflict; Typed-in text; Scopist's Editing changes; automatic text; Proofreading highlights; and Misspellings. You can also choose User 1 ... User 8 (the 8 user-definable text types). You may select any combination of these items.

13.19 Multi-scan

Multi-Scan



Ctrl+Shift+M

Move/Multi-scan

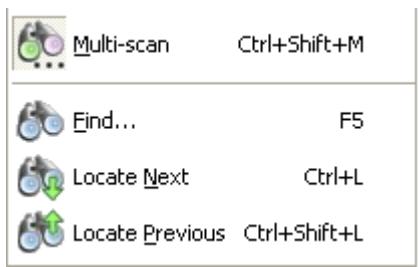


RELATES TO: [Scan](#) [312], [Edit](#)
[Toggles](#) [886].

Multi-scan is an option relating to [scanning](#) [312].

After you scan to an item and resolve it, multi-scan will automatically scan to the next instance of that item. For example, if you scan to a conflict and then choose it, multi-scan will automatically take you to the next conflict. This saves you having to push the "scan to conflict" keystroke each time, if you want to go through the document and fix them all.

Multi-scan is a toggle; the same action (**Ctrl+Shift+M**, or selecting **Multi-scan** from the **Move** menu) will alternate it between on and off. If it is on, the text **MLT** will appear in the [status bar](#) [972], at right. Also, the button in the menus will appear pushed-in:



Multi-scan also works on [reverse scans](#).

Multi-scan can be also be turned on/off in the [Edit Toggles](#) dialog.

13.20 Last Edit Point



Last Edit Point

Alt+Shift+L
Move/Advanced/Last edit point



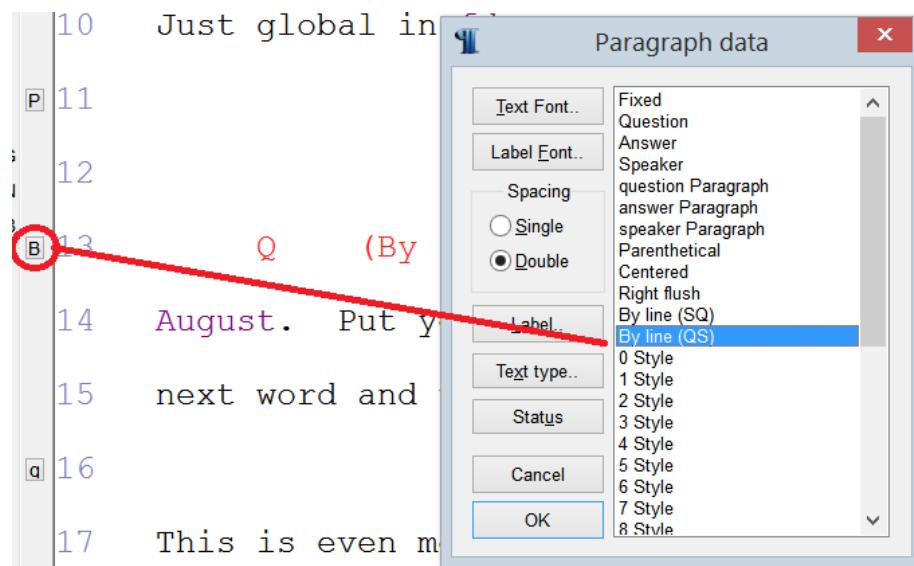
The **Move** menu/**Advanced/Last edit point** option moves the cursor to the last place at which an edit was performed. You can repeat this up to five times, to continue jumping back through your edits. Access using the toolbar, hotkey (**Alt+Shift+L**), or **Move** menu.

Works in [text files](#) and [dictionaries](#).

13.21 Editing Paragraphs

Editing Paragraphs

You can easily change a paragraph from one format to another, or [insert \(start\) a new paragraph](#). Notice that, along the left side of the document window, a lettered button appears adjacent to each paragraph. The letter on the button indicates the paragraph's format (e.g. Q=Question paragraph). Clicking a paragraph button opens the **Paragraph Data** dialog, which you can use to assign a different format to the paragraph or to change characteristics of that single paragraph.



Note that if the top of the screen is the middle of a paragraph, the paragraph button in the margin will still appear to let you know what sort of paragraph it is (and to allow you to change it, if desired.)

13.21.1 Insert/Modify Paragraph



Insert/Modify Paragraph

F8



RELATES TO: [Working With Paragraph Styles](#) [406]

Command	Paragraph
Speed Key	F8
Menu	F10/Format /Insert/modify paragraph
Toolbar icon	

The **Format** menu/**Insert/modify paragraph** command inserts a new paragraph of a particular style at the cursor position.

When you insert a new paragraph, it is inserted at the location of the cursor in your text, and all text following it is assigned the new paragraph format.

To insert a new paragraph:

1. Position the cursor at the intended starting point of the new paragraph.
2. Press **F8** and select a format for the new paragraph from the list of formats in the **Pick one:** dialog.
3. Click **OK**. A paragraph break is inserted, and a new paragraph of that style will be inserted at the cursor position.

If the cursor is in the middle of an existing paragraph when you do this, the existing paragraph will be split at that point, and the text that appears after the cursor will belong to the new paragraph. The selected format is applied to the text between the cursor position and the end of the paragraph.

Changing the Type of an Existing Paragraph

This command can also be used to modify the type of an existing paragraph. To do this:

1. Put the cursor on the first line of the paragraph.
2. Press [Home](#)  twice. If you are using hyperkeys, the [key will also do this.
3. Select the desired paragraph type, either by pressing its [paragraph speed key](#)  (F2 for Speaker, F3 for Q, F4 for A, etc., or by pressing F8 and then selecting the desired type.

The paragraph will change to the type you chose.

Splitting a Paragraph

If you just want to split a paragraph, use the [New Paragraph](#)  (**Ctrl+P**) command instead.

Paragraph Speed Keys

It is possible to insert some paragraph styles with one keystroke. See the page on [paragraph speed keys](#) .

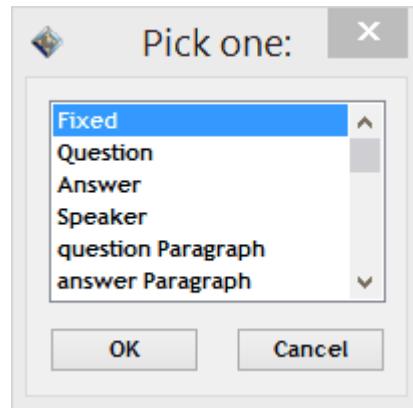
VISUALIZERS:

- [B5 - Fixed Paragraphs](#)
- [C4 - Paragraph Behavior](#)
- [E1 - Paragraphs](#)

13.21.1.1 Insert New Paragraph Type

To insert a paragraph of a new type

If you hit **F8** without hitting **Home** twice first, then you get a simplified dialog that lists the paragraphs and allows you to choose one.



Select the paragraph type you want, and click **OK**. A new paragraph of the selected type begins at the location of the cursor.

You can escape from this dialog by hitting **Esc** or clicking **Cancel**. Also, if you mark a block of paragraphs first, then when you select a paragraph in this dialog ALL of the paragraphs in the marked block will be changed to match the paragraph type selected.

To insert a Question paragraph

Command	Insert Question paragraph
Speed key	F3
Menu	F10/Format/Question
Toolbar icon	

This command formats the text from the cursor to the end of the paragraph as a new question paragraph.

To insert an Answer paragraph

Command	Insert Answer paragraph
---------	-------------------------

Speed key	F4
Menu	F10/Format/Answer
Toolbar icon	

This command formats the text from the cursor to the end of the paragraph as a new answer paragraph.

To insert a Continuation paragraph

Command	New paragraph
Speed key	Ctrl+P
Menu	F10/Format/New paragraph
Toolbar icon	

Position the cursor at the intended starting point of the new paragraph and press **Ctrl+P**.

A “continuation” format can be designated for any paragraph format. In **User Settings/Paragraphs** tab, under **Paragraph format settings**, the **Advanced** button includes a drop-down list of paragraph formats. Select one to designate it as the “continuation” paragraph for the selected Paragraph type.

For example, for a Question paragraph, the default continuation paragraph is a “question Paragraph.” Therefore a new paragraph within a Question will have the “question Paragraph” format.

Inserting a new speaker paragraph

You can simultaneously insert a new speaker paragraph and select the speaker label.

1. Position the cursor at the point in the text where you want to begin the speaker paragraph.
2. Press **F2**. The speaker list appears.
3. If the speaker label you want is on the list, press the number adjacent to that speaker. (You can also select the label with your mouse and then click OK.)

4. If the speaker is not on the list, type the speaker's label in the editing field at the bottom of the list (by default the editing field is active, so you can just start typing without first moving the cursor there). Press **Enter** after typing the speaker label. The new speaker label will now be in the list and the paragraph will use that label.
5. The new speaker paragraph, with the selected label, is inserted in the document.

Combining two paragraphs

Command	Join paragraph
Speed key	Ctrl+J
Menu	F10/Edit/Miscellaneous/Join paragraph
Toolbar icon	

Use the **Join paragraph** command (**Ctrl+J**) to combine two paragraphs. This command attaches the paragraph in which the cursor is located to the paragraph immediately preceding it. The joined paragraph takes the formatting of the first paragraph, including the speaker label. (If the first paragraph is an answer and the second is a question, the joined paragraph will be an answer.)

You can also join paragraphs using the **Backspace** key. Place the cursor at the beginning of a paragraph, and the first time you hit backspace it will place the cursor on the paragraph label; the second time it will join the paragraphs.

If you **Undo** the Join paragraph command, it will restore the original paragraph type.

13.21.2 New Paragraph

New Paragraph



Ctrl+P

Format/New paragraph



RELATES TO: [Working With Paragraph Styles](#) 406

The **Format** menu/**New paragraph** option splits the current paragraph at the cursor location.

The style of the new paragraph will be an appropriate continuation style, as defined in the [Advanced Paragraph Data](#)^[411], on the [Paragraphs tab](#)^[408]. For example, if you split a Question, you will get a question subparagraph; if you split an Answer, you will get an answer subparagraph, etc. If appropriate, capitalization and terminal punctuation will be added automatically.

13.21.3 Paragraph Speed Keys



Paragraph Speed Keys

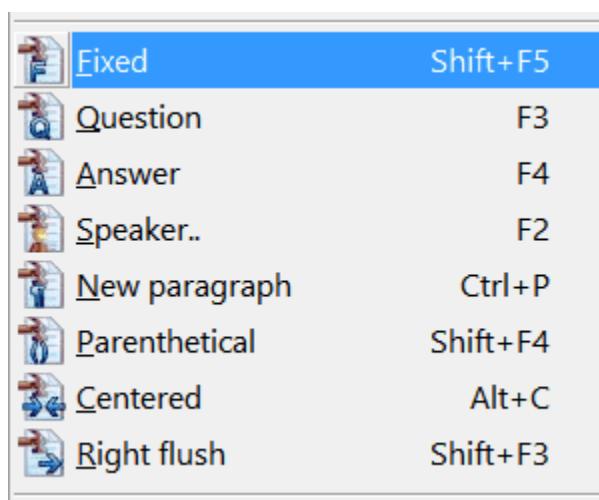
see below for keystrokes

RELATES TO: [Working With Paragraph Styles](#)^[406]

The following keystrokes can be used to quickly insert a paragraph of a particular style. To insert a paragraph of a different style, use [Insert New Paragraph](#)^[316] (**F8**).

Style	Keystroke
Speaker	F2 (also opens Speaker List ^[233] , where you can assign a speaker ID)
Question	F3
Answer	F4
Centered	Alt+C
Fixed	Shift+F5
Parenthetical	Shift+F4
Right Flush	Shift+F3

The speed keys can be found on the **Format** menu:



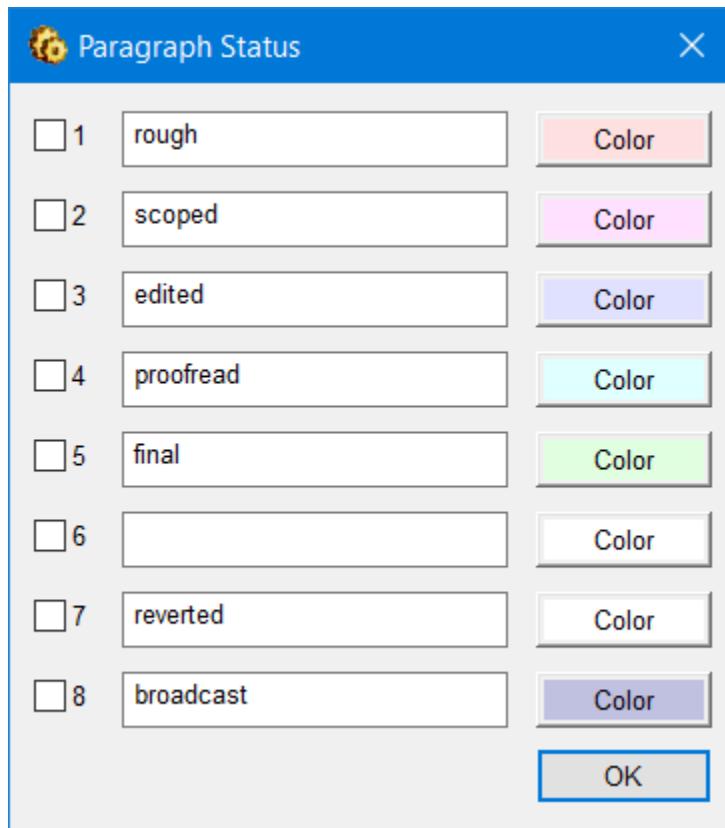
13.21.4 Paragraph status



Paragraph status

When you are working on a transcript, you go through phases such as rough draft, edited, proofread, and final. You might want to track your progress for sections at a time, rather than the whole transcript at once. The **Paragraph status** feature enables you to assign a status to any number of paragraphs, and see at a glance where work has been done, or not.

You can assign up to 8 statuses that you use by going to **User settings/Edit** tab and clicking the **Paragraph status** button. The **Paragraph Status** dialog opens.



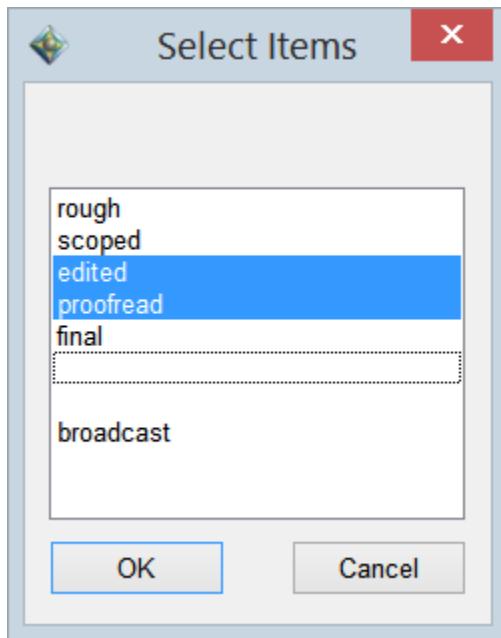
There are 6 default statuses - **rough**, **scoped**, **edited**, **proofread**, **final**, **reverted**, and **broadcast** (which is at the end, because it is particular to captioners -- when sending scripts, this will automatically indicate which paragraphs have been sent). You can use these statuses or replace any of them. The reverted status is used if you are a scopist in an editing team and a document reconciliation is required due to a simultaneous edit or a connection issue. It will mark any paragraph that had to be reverted to the reporter's version in the **reverted** color. You may want to double-check these paragraphs to see if any edits did not make it from the scopist to the reporter. Note that if you remove or rename the **reverted** status, the document reconciliation process will no longer attempt to flag paragraphs which have been re-transmitted from the reporter during a reconciliation.

In the text boxes, describe what you want that status to indicate. Clicking a **Color** button opens the standard color selection dialog, where you can select a background color to be displayed on the screen. In order to avoid jarring display issues, you should choose background colors that are very close to your normal page background. For example, if you use a white background, make these very light pastels.

Note: The paragraph status colors are only visible if you have [User settings/Display/Print commands](#) turned ON, much like lockspaces. If you have the print commands turned off, then the paragraph status colors do not appear on screen.

There are several ways to assign a status to a paragraph or group of paragraphs:

- If you hit **Home** twice and **Insert/modify paragraph (F8)** or hit the paragraph button in the paragraph bar, the [Paragraph data](#)³¹⁵ dialog opens. Click the **Status** button which opens a dialog where you can select which statuses are true for the current paragraph. Note that these are each separate on/off switches and you can select as many as are relevant. In the example below, when you click OK, you will mark the current paragraph as "edited" and "proofread."



- If you [Mark](#)³⁶³ a block and hit **Insert/modify paragraph (F8)** you will get a pick list of all the paragraph types. At the end of the list is a [**Set paragraph status**] item. Select that to see the paragraph status choices. Any paragraph status you select will be applied to all of the paragraphs in the block.
- You can automatically set paragraph status that will apply to all the work you are doing right now, until you change it. Use the **User settings/Edit/Paragraph status** dialog. Next to each status is a checkbox. Check the box next to the statuses that represent what you are doing right now. By default, none are checked, meaning that there is no assigned paragraph status. The statuses you select will be assigned to paragraphs when your cursor leaves the paragraph.

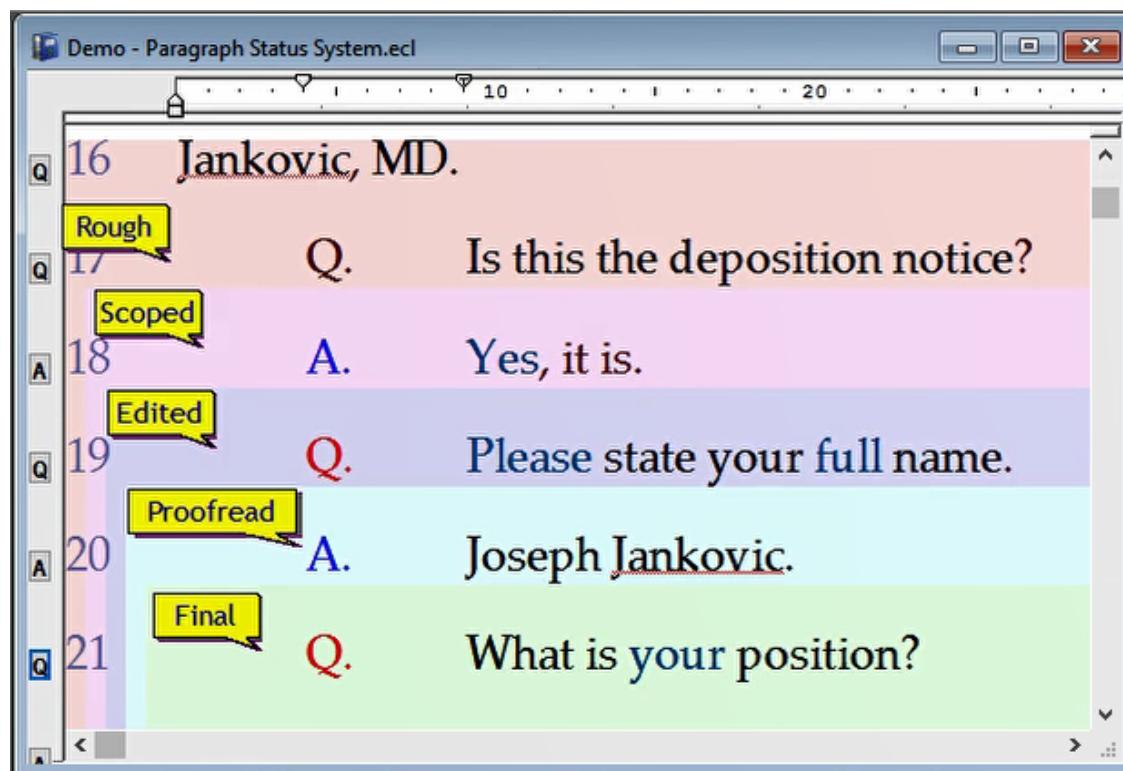
So, for example, you might select "rough" and then start a realtime translation. As you write, each paragraph will get set to "rough" status.

When you go back to edit, you uncheck "rough" and check "edited" and start editing the document. As you move through the document, the cursor "paints" the paragraphs with the edited color, indicating that you have been there.

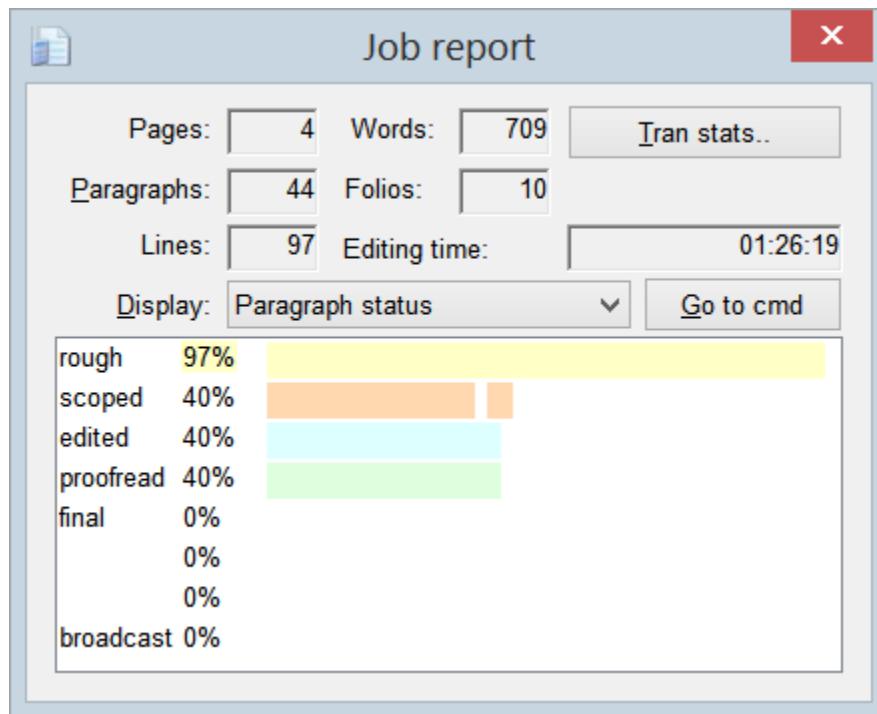
When you have finished editing, you may decide to do one pass of proofreading and call it a final transcript all in one step, so you go back and you uncheck "edited" and check "proofread" and "final." On the final pass, it's marking all of the paragraphs with both "proofread" and "final."

This use case demonstrates that you can leave old statuses ("rough") in place, you can ignore statuses ("scoped" was not used) and you can assign multiple statuses at once.

When you assign multiple statuses to a paragraph or paragraphs, they will be displayed on your screen as partially overlapping background colors, so look at the left side of the screen to see which are on or off. The majority of the screen shows you the lowest status that is relevant, so when you set up your list of statuses, put them in the chronological order that you intend to use them.



Finally, if you wish to get a bird's-eye, big picture view of the statuses in the entire transcript, use the **Tools/Job report** feature. The drop-list allows you to select between looking at the list of commands and looking at the list of statuses. If you have marked a block of text, you can also choose a graph of your words per minute in that block.



If you look at the list of statuses, you will see a graph of the entire document, with the statuses filled in using the appropriate status colors, and with a percentage telling you how much of the document has reached what state. You can left-click anywhere in the status graph to jump to that location in the transcript. A gap in the line of color indicates a place where that task was not completed.

13.22 Miscellaneous Editing Commands



Miscellaneous editing commands

see below for keystrokes

These commands, with one exception, are for working in [text files](#). If no hyperkey is given, use the standard key.

Command	Action	Std. Key	Hyperkey
Join Paragraph	Joins current paragraph to previous paragraph.	Ctrl+J	
. at End	adds a period, or changes existing terminal punctuation	Alt+P	P

? at End	adds a question mark, or changes existing terminal punctuation	Alt+Q	Q
-- at End	adds a dash, or changes existing terminal punctuation	Alt+D	=
Flip Apostrophe	adds 's to current word. If 's is already present, cycles through all possible spellings, then offers a dialog where you can select from more choices.	Alt+A	'
Reverse Tran	reverts current word to untranslated steno	Ctrl+F7	Shift+U
Word Flip	Swaps current word and next word	Ctrl+R	Shift+R
Toggle Case	Toggles capitalization on the current word, or on marked text	F6	A
Upper Case	Changes the marked text, to ALL CAPS	Shift+F6	
Lower Case	Changes the current word, or marked text, to lower case	Ctrl+F6	
Check Word	Checks spelling for the current word. [352]	Alt+S	

Other actions that appear on the Edit/Miscellaneous menu:

Numbers (Ctrl+Shift+3)

Converts the current number to a different format, via the **Number conversion** dialog.



Select the desired format from the list of choices: **Quantity, Money, Ordinal, Roman, Generic, Phone, Social Security, Zip Code, Time, Date, or User Template**. To use a user-defined template, select the desired template from the drop-down list at right. See the [Numbers tab](#) [246] for a detailed explanation of what each format will do.

The **Currency** list at bottom center allows you to specify a specific currency. The **i** check box will force roman numerals to be lower case. You may also choose between **Written-out** and **Numerals**.

The gear button will open the [Numbers tab](#) [246] of **User Settings**.

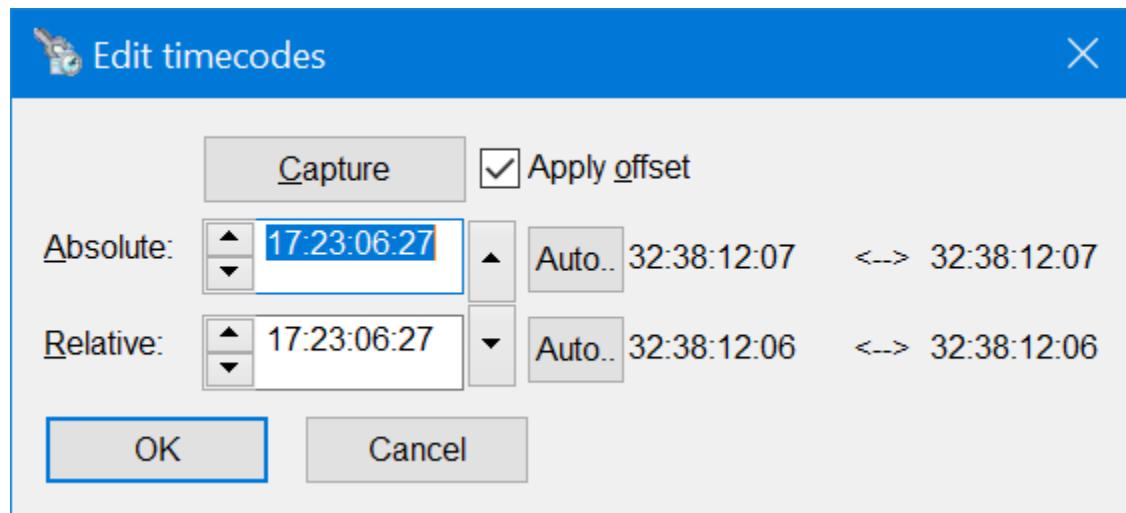
Translate Mode (Alt+M)

Pertains to [note files](#)²⁰⁷ only. Will toggle the steno display between phonetics and raw steno.

Edit Timecodes (Shift+Alt+C)

Allows you to manipulate timecodes for **part** of a transcript. (To change timecodes for the entire file (such as to synchronize with a videographer), use the [Timecode Setup](#)³⁹⁸ dialog, which can be accessed from the [Document tab](#)³⁹⁶.)

First, [mark](#)³⁶³ the section you want to change timecodes for. Then, press **Shift+Alt+C** or select **Edit Timecodes** from the menu. The **Edit timecodes** dialog will appear:



To manipulate timecodes, enter the desired starting timecode into the box for the type of timecode you wish to change (**Absolute or Relative**). Alternatively, you can use the spin controls to increase/ decrease the time. The large up/down buttons at right will change both sets of timecodes; the two smaller pairs of buttons at left will change only one timecode. These buttons will impact the part of the time where the cursor is: if it is on the hour segment (the left-most one), the buttons will increase/decrease the hour. You may also use the up/down arrow keys to do this.

Times are represented in the format 00:00:00:00. That's hours, seconds, minutes, and frames (of video). There are 30 frames in a second.

When you make a change, the text at right will update to indicate the new range of timecodes. This allows you to see the effects of the change before you accept them. In the above example, the absolute timecodes for the marked block will start at 3:27:42:20 and end at 3:27:48:20. Similarly, the absolute timecodes will start at 13:10:55:24 and end at 13:11:01:24.

The **Capture** button captures the current time, and assigns it to the first steno stroke in the block you have selected. The remaining timecodes in the block will increment from there.

Apply offset will show you what the printed/exported timecodes will look like as you are editing them. That means that offset will be applied so that you can see what the final result will look like and you don't have to add or subtract the offset in your head in order to achieve that.

It can be confusing to edit timecodes. There are absolute and relative timecodes, which are separate and unique. There is a timecode offset that affects everything. Timecodes appear in the steno window, on the status bar, and in the printable area of the screen to simulate what will show on the PDF, ASCII or printout. Adding to the confusion is the fact that the PRINTABLE timecodes that show up in the document display are ones where the offset has been added, but the ACTUAL timecodes in the notebar (and in the status bar) are the real timecodes in the document, without the offset applied. Captioners usually have timecodes visible in the document, not the steno window, in order to make it easier to match up the timecodes with the text. So they're generally looking at the adjusted ones. Which is also what's used when exporting to various captioning output formats.

If you have a need to edit the actual underlying timecodes attached to the steno or paragraphs independently from the offset, you can uncheck this option in the "edit timecodes" dialog.

VISUALIZERS:

- [E6 - Dashes Hyphens](#)
- [G1 - Numbers Overview](#)
- [I2 - Edit Timecodes](#)
- [E1 - Paragraphs](#)
- [M11 - Auto-Magic Punctuation](#)
- [A7 - Hyperkeys](#)
- [E9 - Spellcheck](#)
- [M12 - Auto-Magic Numbers](#)

13.22.1 Transpose (Flipping) words

Transpose/flip words

Single-stroke: Ctrl+R/hyperkey Shift+R

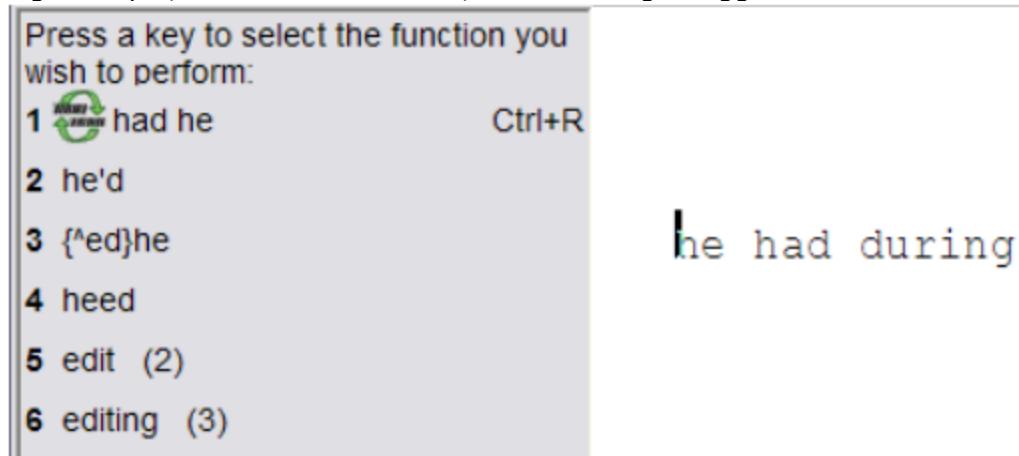


or Edit/Miscellaneous/Word flip

To transpose two words (change "dog the" to "the dog") use the **Transpose/Flip words** command (**Ctrl+R**). Position the cursor at the beginning of the first word in the pair, and then give the command. The word on which the

cursor is positioned switches places with the following word.

Note that AutoMagic will offer a word flip as a choice in the Info bar. In the following example, the cursor is on "he", and AutoMagic suggests "had he."



13.22.2 Changing Case

Changing Case

(see below for icons)

To change case of just one letter, place the cursor before the letter then press the appropriate keyboard shortcut. After the case is changed, the cursor jumps to the first letter of the next word. To change case of a group of characters, select the text then press the keyboard shortcut. To toggle the case, use **F6**. To change all selected text to upper case, use **Shift+F6**; to change all selected text to lower case, use **Ctrl+F6**.

Command:	Toggle case	Command:	Upper case	Command:	Lower case
Speed key:	F6	Speed key:	Shift+F6	Speed key:	Ctrl+F6
Hyperkey:	A	Hyperkey:		Hyperkey:	
Menu:	F10/Edit/Miscellaneous/Toggle Case	Menu:	F10/Edit/Miscellaneous/Upper Case	Menu:	F10/Edit/Miscellaneous/Lower Case
Toolbar icon:		Toolbar icon:		Toolbar icon:	

13.22.3 Internationalize

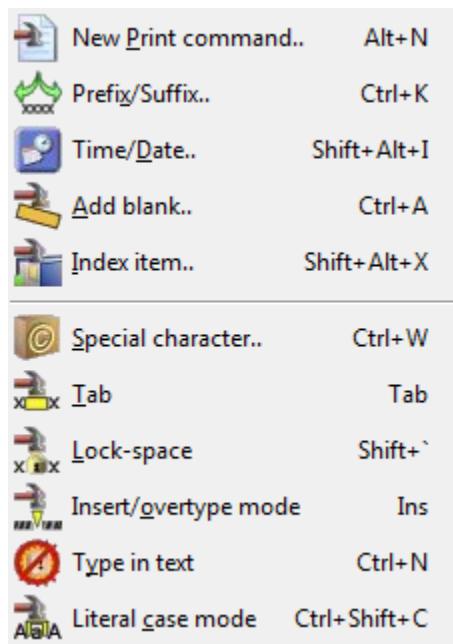
Internationalizing a word

If you are in an edit box and you type a word, you can use **Ctrl+I** to "internationalize" the word—Eclipse will insert the appropriate accent marks, if applicable. For example, you can type "jalapeno" and hit **Ctrl+I** and it will become "jalapeño." Note that for this to work, the correctly accented version of the word must be in the spelling dictionary.

13.23 Inserting elements into your transcript

Inserting elements into your transcript

A number of the items on the **Edit/Insert** submenu control how different elements can be inserted into your transcript.



13.23.1 Print Commands



Print Commands

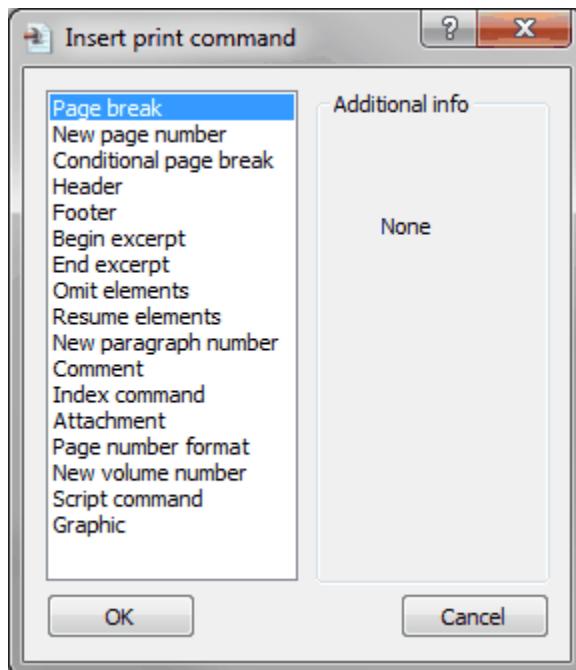
Alt+N

RELATES TO: [Tools/Job report](#) [922]



A print command is a command that can be inserted into a [text file](#) [626]. Print commands serve a variety of useful functions, from inserting page breaks to generating index entries. Each print command is described below.

To insert a print command, press **Alt+N**, or use the **Edit** menu/**Insert/New print command** option, and select the desired print command from the Insert print command dialog. Depending upon the type of command you are inserting, you may need to enter a number into the **Additional info** text box on the dialog, or type something into the print command after you insert it.



You can also insert Print commands using dictionary entries in the format `{PRT:name}`: for example, `{PRT:Header}` will insert a header.

Print commands cannot be inside a paragraph; they only appear between paragraphs. When you insert one, it will appear above the current paragraph.

The visibility of print commands is dictated by the Print Commands checkbox on the [Display tab of User Settings](#) [114]. If this item is checked, the commands themselves will be visible:

When were you on Matrix.
Page break

If print commands are not set to visible, you will not see the command itself, but you will see the effect of the command. For example, if it is a page break, you will see that text ends on the previous page and restarts on the next one.

You can toggle your print commands' visibility off and on using **Shift+Ctrl+F10**.

Print commands will become visible if you move through them with the [Basic cursor movements](#)  **Ctrl+up arrow/Ctrl down-arrow**, or hyperkeys **Shift+I/Shift+K**. They will remain visible as long as the cursor is on them.

If you go to [Tools/Job report](#) , you can get a complete list of all print commands in your document, including comment lines left by a scopist or proofreader. This list will have page/line numbers by each print command, and you can select any item on the list to jump immediately to that spot in the transcript. In addition to providing a handy way to view scopist or proofreader comments, this report shows all print commands, so you can see running headers and footers at a glance, index lines, etc.

You can also [search for print commands](#) .

To delete a print command, use [Delete Line](#)  (Ctrl+Y).

Page Break

Inserts a page break. There is no additional data to enter.

New Page Number

Assigns a new page number to the following page. Enter the desired page number into the Additional Info box. Page numbers will increment from there. Use this command to start a transcript with a page number other than 1, or if the page numbering changes at some point in the transcript.

Conditional Page Break

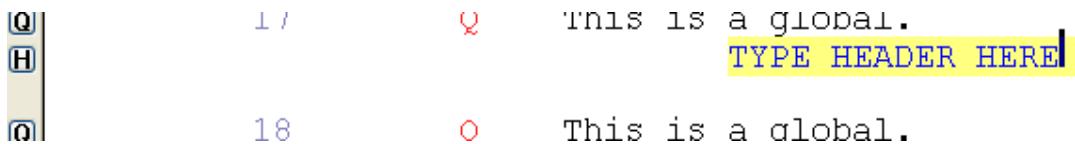
[See Visualizer](#)

Performs a page break if there are fewer than X lines remaining on the page. Use this command to keep brief multi-line blurbs, such as sworn statements, from being split across pages. You will have to enter a number into the Additional Info box; if this many lines are not present, the page will break. Set this to equal the number of lines in your blurb. For example, if your blurb is three lines long, include a conditional page break with a setting of 3 and it will never be split across two pages.

The [Same Line](#)  option on the [By-Line Formats](#)  dialog will automatically insert conditional page breaks.

Header

Inserts a header. After inserting the print command, type the desired header into the print command itself:



If you want the header to go on the current page, you have to put it on Line 1. After you insert a header, that header will appear on each subsequent page, until the end of the transcript, or until a different header is encountered. You may have different headers within the same transcript by simply inserting the a new header command at the point where you want it to change.

You can omit headers for part of a transcript by using an [Omit](#)³³⁴ print command, or by inserting a blank header.

To create a multi-line header, use the [New Paragraph](#)³²⁰ command (**Ctrl+P**) to create the second line of the header.

The vertical placement of headers is dictated by the [Header Margin](#)⁴²⁴ setting on the [Document tab](#)³⁹⁶.

The horizontal placement of headers is dictated by the behavior of the Header paragraph style, on the [Paragraphs tab](#)⁴⁰⁶. See the page on [Working With Paragraph Styles](#)⁴⁰⁶.

Footer

Footer print commands work just as Header commands do.

If your transcript has a [default footer](#)³⁹⁷ on the [Document tab](#)³⁹⁶, the footer print command will take precedence. This allows you to set up a default footer, and override it when needed.

Begin and End excerpt

Will set excerpt marks in your document. You can then choose to print only the excerpts.

In the print command dialog, select **Begin excerpt**. In the Value field in the **Additional info** area, type the number of the page you want to assign as the beginning of the excerpt, and press enter. A **Begin excerpt** print command is inserted above the paragraph in which the cursor is located.

To end the excerpt, move the cursor to the paragraph immediately following the end of the selection you want to excerpt, and select **End excerpt**. An **End excerpt** print command is inserted above the paragraph in which the cursor is located.

Omit Elements

Will omit any combination of headers, footers, page numbers, line numbers, timecodes, and the text box from a portion of the transcript.

When you insert an **Omit elements** print command, the **Additional Info** box will contain a list of items that can be omitted. Check the item(s) you wish to omit. You may omit any of the six items in any combination.

When you omit something, it will be omitted from that point until the end of the transcript, or until a **Resume** command turns it back on. For example, if you don't want page numbers on the first three pages of the transcript, you can place an **Omit command** at the beginning of the transcript, and a **Resume** command at the point where you want page numbers to begin appearing.

The steps to **Omit/Resume** commands are:

1. Position the cursor in the paragraph where you want to start omitting the elements.
2. Press **Alt+N**. Press **O** to jump to **Omit elements**.
3. Mark the checkboxes of those elements you want to omit. Press **Enter**. An **Omit** print command is inserted in the document above the paragraph in which the cursor is currently located.
4. Move the cursor to the paragraph at which you want to resume the omitted elements.
5. Press **Alt+N**. Press **R** to jump to **Resume elements**.
6. Mark the checkboxes of those elements you want to resume. Press **Enter**. A **Resume** print command is inserted above the paragraph in which the cursor is currently located.

If you don't want to resume the printing of the elements, you can skip steps 4-6.

NOTE: You can display print commands in a document by marking the **Print commands** checkbox on the **Display** tab. (To access this tab, click the **Display properties** toolbar button or **Alt+U/Display**.) Because print commands are nonprinting page elements, this feature disables the display of text boxes. Print commands also become visible when you use the arrow keys to scroll through a document and the cursor moves into a print command field (when the cursor is moved off the field, the command is hidden).

Resume Elements

Allows you to resume something that has previously been omitted with an Omit print command. The **Additional Info** box works the same as it does for Omit commands. See steps 4-6 above.

New Paragraph Number

If you have enabled paragraph numbering on the [Advanced Paragraph Data](#) dialog, this command will assign a number to the next numbered paragraph in the transcript. Paragraph numbers will increment from there. Commonly used to number Questions.

Comment

A comment line does not perform a task; rather, it is a place where you can insert a notation or other text message. For example, if you are a scopist, you might use comment lines to leave a message for your client after you return the file.

Comment lines do not print, nor will they appear in an ASCII file (which is true of all print commands).

Index Command

Inserts an index line, which is used in [generating an automatic index](#)⁹⁰⁶. See the page on [indexing](#)⁵¹¹ for more information on how index lines are constructed.

Attachments

Go to any point in your document, open the **Insert Print command** dialog and click on **Attachment**. Select any file from the file dialog that opens, and it will be attached to the document in the current position. You can use this to embed exhibit files directly into your pdf transcript. You can also embed .jpg [ictures, .txt ASCII files, audio files, video files, etc.

There is an ATTACHMENT=etc. File location that remembers where you browsed to when you attached a file. Attachments are not required to be in that location. This simply makes the process of attaching multiple files from the same place more convenient.

You can review that the attachment works by placing your cursor in the attachment print command and hitting [enter]. That should open the file just as a user would see it.

When you create the PDF, these attached files will appear in a separate attachments pane (the paperclip icon in Adobe Reader) and can be accessed directly that way.

You will also get a "Contents" bookmark group above the index which will list each of the files. Each file will have sub-bookmarks: One to open the file, and another clickable link describing the page and line number in the document where it appears that can jump right to it.

On the page where the attachment appears, a clickable hotspot rectangle will appear to the left of the line number where the attachment was added in the document. This hotspot will also open the attachment. So, using the attachments pane, the "open file" bookmark, and the clickable hotspot, clients using the PDF will be able to open the attachments.

Page Number Format

Changes the appearance of the page number. See [Page Number Format](#)⁴⁰⁴ for a description of how page number formatting codes work.

New Volume Number

Assigns a volume number to the transcript. If you want to [include volume numbers in the index](#)⁵¹¹, or [print only specific volume numbers](#)⁵⁴⁶, you will need to insert this command to assign a volume number. (If you do not assign a number, the volume number is assumed to be 1.)

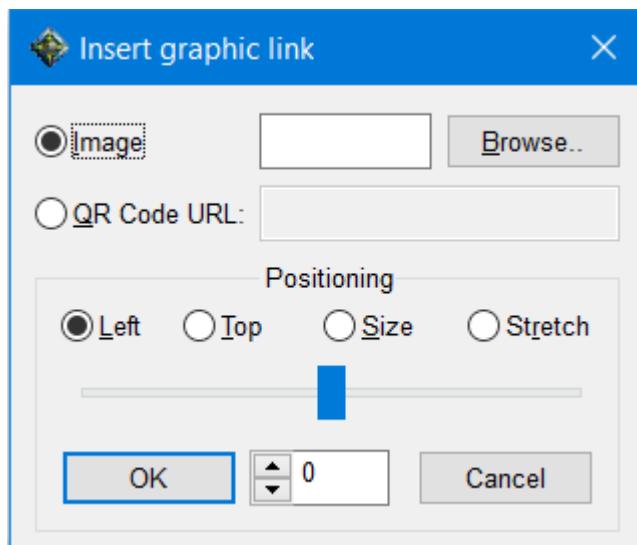
Script Command

For use in [captioning](#), and in creating [lessons](#).

Graphic

This does not insert a physical print command, but rather, opens a dialog where you can inserts a graphic into the transcript. You can use this to include a signature or a seal on a title page, for example.

When you select the Graphic print command, the **Insert graphic link** dialog will appear:



Click the **Browse** button to select the graphic you wish to insert. The [file dialog](#) will appear, from which you may select any image type. After selecting the image, its path will appear in the **Image** text box. (You may also just type the image location into the Image text box, rather than Browse for it.) After you select the file you wish to use, it will appear on the screen.

Select the [QR Code URL](#) text box and type or paste the URL for any QR code into the text box. Note that these auto-generated images work exactly like other print command images; you can re-position and re-size them to put them anywhere on the page, including in the margin.

The **Left, Top, Size and Stretch** buttons dictate which measurement of the graphic is being changed. **Left** and **Top** control positioning, relative to the top and left edges of the paper. **Size** will resize the object proportionally. **Stretch** will stretch or squash the image vertically.

The slider, number text box, and spin controls control the size of the measurement you selected with the option buttons. Experiment with these numbers to adjust the position and size of the image as needed.

When you are happy with the placement of the image, click OK.

Because it is a print command which can span many lines, after you insert an image, it will not be visible on the screen while print commands are visible, just as with a transcript box.

Print command display is temporarily disabled when the graphics dialog is on the screen.

Also, keep in mind that the image will be drawn exactly at the moment that the software draws the print command, which has two consequences:

1. If you place the graphic command on the page **BELOW** where you are going to move the image (by moving the top edge up) the image will be drawn **AFTER** the text, and will therefore be drawn **OVER** the text. If you insert the print command in the document **ABOVE** where you are going to place the image, the image will be drawn **BEFORE** the text below it, and will therefore be drawn **UNDER** the text.
2. If you place one or more graphic commands at the **END** of a header or footer, it will appear on **EVERY** page when the header or footer is drawn. This will allow you to add fancy letterhead or transcript boxes.

Note that if you want text and graphics on the same page to get out of each other's way, you are responsible for arranging them yourself. You can change the margins of the text any way that is necessary to move it out of the way of the graphic.

There is no limit to the number of graphics commands you can add to a transcript.

Note: the graphics do NOT get added to the document. These are graphic **LINKS**, and if you need to move the document with the graphics to another computer, you will need to move the graphics files, also. They will need to be in the same relative location as on the original computer in order to work.

VISUALIZERS:

- [E7a - Graphic Links](#)
- [A3a - Print Commands](#)
- [E8 - Page Breaks](#)
- [E8 - Markers/Comments](#)
- [I6a - PDF Options](#)

13.23.1.1 QR Code Generator

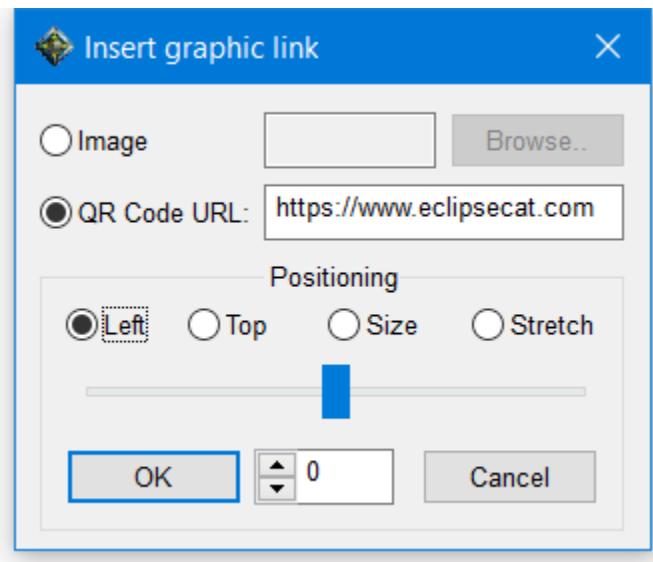


QR Code Generator



While QR codes have been around a while, and are in widespread use overseas, there are some new factors making them even more accessible. The new iPhones have QR code reading built into the camera app, and the latest version of Google Chrome for mobile devices has a QR code reader built in. These developments mean that most users, moving forward, will not have to install a QR code reader app in order to use them.

You create a QR code by using the **Edit/Insert/Print command** function and select "**Graphic**" as the command.



The **Insert graphic link** dialog includes a **QR Code URL** option. Select that option and type or paste the URL into the text box. Note that these auto-generated images work exactly like other print command images; you can re-position and re-size them to put them anywhere on the page, including in the margin.

If you look at the content of a graphic print command containing a QR code, you will notice that it looks like an image path, except that it starts with the ">" character, indicating a code instead of an image. Note that this means you can design complex codes that contain form fields that are filled in during editing with information such as the date or job name.

These codes appear on the screen and on the printout, so they can be scanned from either the printed page, or directly from your screen.

The purpose of a QR code is to give a person in a physical space a direct link to a URL on the Internet without them having to type a website address, or without having to send them an e-mail with a link in it.

For example, if you are at a deposition and you want to give the attorney a rough copy of the transcript, you could e-mail them a link and have them click a link, or you could say "point your phone camera at this box" and <beep> they have the transcript.

To hook them up to Bridge Mobile, you could tell them to go to connect.eclipsecat.com, or you could e-mail them a link, or you could say "point your phone camera at this box" and <beep> they're on the Bridge Mobile page.

Paper transcripts could be delivered with QR code links to digital versions. Indexes could be prepared with QR code links to digital image scans of the exhibits. It's basically an automatic web link that works in the physical world.

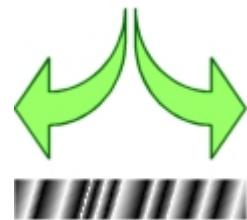
13.23.2 Insert Prefix/Suffix



Insert Prefix/Suffix

Ctrl+K/hyperkey W

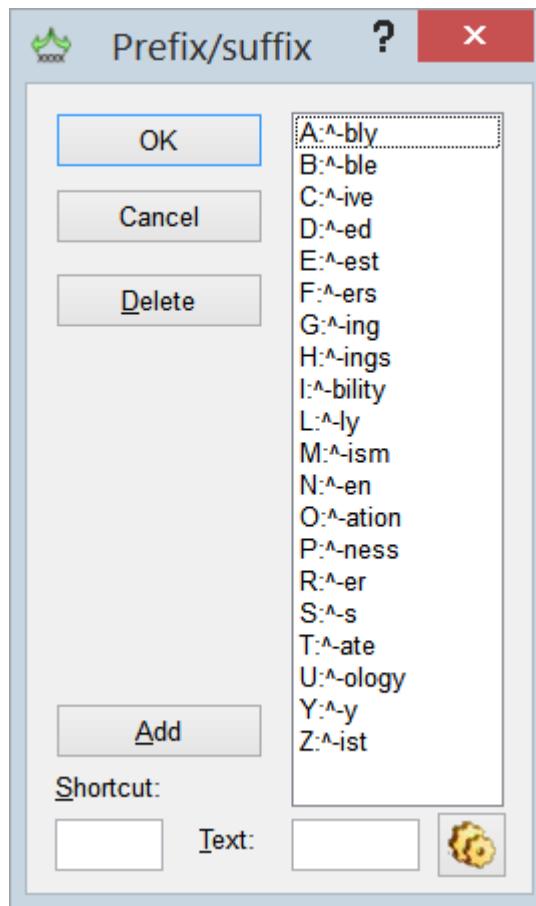
Edit/Insert/Prefix/Suffix..



The **Edit** menu/**Insert/Prefix/suffix** command assigns prefix or suffix to a word in a transcript.

The fastest way to add a word ending is using the Hyperkey: put your cursor on the word and hit **w**.

When you invoke this command, the Prefix/Suffix Dialog will appear:



The text box at right is a list of suffixes and their assigned shortcut key. Press the shortcut key of the desired prefix/suffix. For example, to change "mark" to "markers", you would press the letter F. This will close the Prefix/Suffix dialog, and change the word in the transcript to the suffix you chose. If necessary, spelling will be adjusted.

The settings button in the lower right corner opens up the editor window for the integral prefix/suffix settings, the **Integral prefix and suffix steno definitions** dialog, normally found in the **User settings/Programming** tab.

Customization

To add an entry to the list:

1. Type the key you want to use for a shortcut in the **Shortcut:** field.
2. Type the prefix or suffix in the **Text** field -- include a "^" (<Shift>-6) before a suffix and after a prefix (e.g. "^ing" and "re^").
3. Click the **Add** button when finished.

(This dialog uses the same syntax for prefixes and suffixes as [prefix/suffix dictionary entries](#) do, minus the braces.)

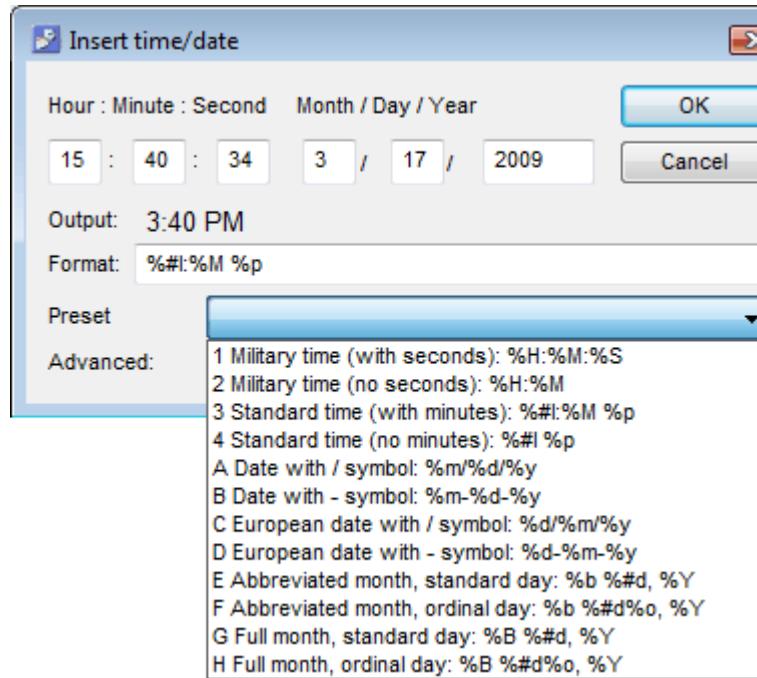
To delete an entry, click on it then select **Delete**.

VISUALIZERS:[F6 - Prefixes Suffixes Dialogue](#)[F6 - Prefixes Suffixes](#)**13.23.3 Insert Time/Date**

Insert Time/Date

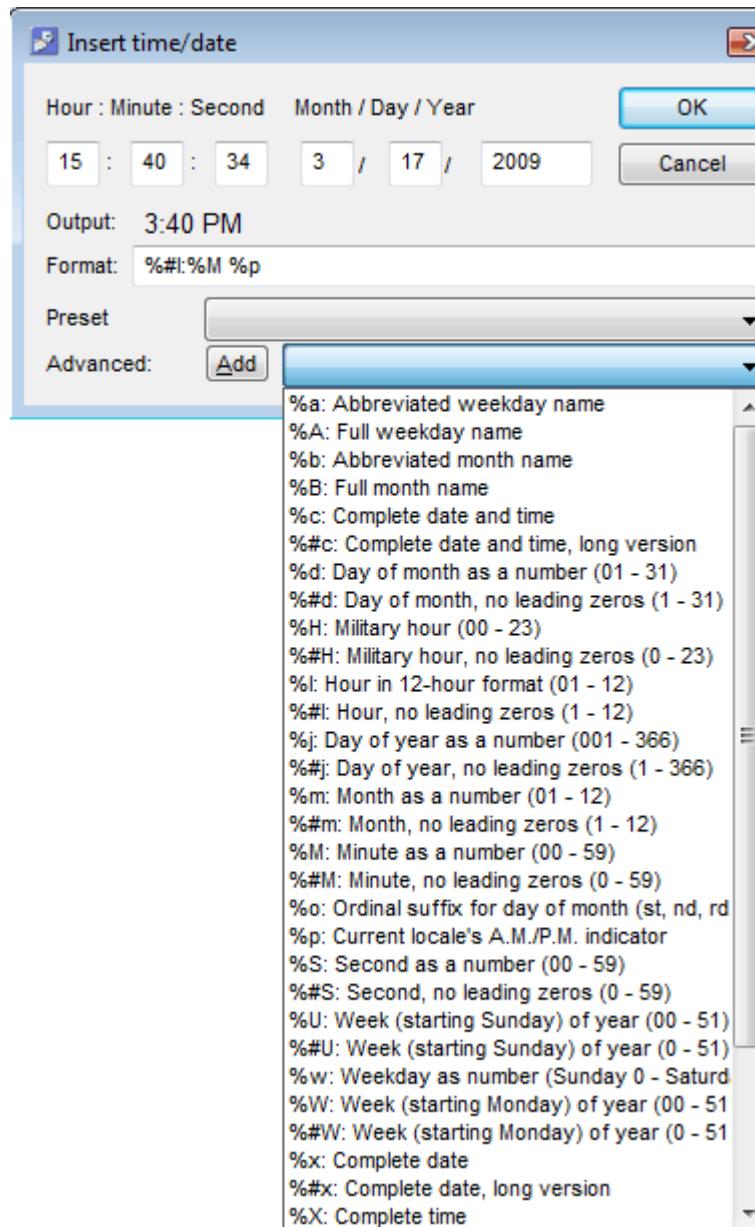
Shift+Alt+I**Edit/Insert/Time/Date dialog**

The **Edit** menu/**Insert/Time/Date dialog** allows you to insert various time and date formats into a [text file](#).



To choose a standard time/date format, select it from the Preset formats drop down list.

To choose a custom time/date format, enter the desired codes into the Format text box. You can either type the codes directly into the box, or select each code from the list and click **Add**.



The **Output** text above the **Format** box shows you what your time/date string will look like.

The time and date that will be inserted are taken from the timecode information for the cursor position, which is stored in the file, not the current time. However, you can customize the time and date that is inserted by editing the text boxes at the top of this dialog. Also, after a date/time is inserted into a transcript, it can simply be edited.

Time/Date Codes

Here is a complete list of time and date codes. These codes are used not only in the Insert Time/Date dialog, but in other parts of the program as well, such as the [Default name for Instant Realtime files, on the Realtime tab](#)^[442], and in [Multi-page headers and footers](#)^[559].

- **Weekdays**

- **%a** - Abbreviated weekday name (Wed)
- **%A** - Full weekday name (Wednesday)

- **Days**

- **%d** - day of the month (01-31)
- **%#d** - day of the month, no leading zero (1-31)
- **%o** - ordinal suffix for day of the month (st, nd, rd, th)

- **Months**

- **%b** - Abbreviated month name (Dec)
- **%B** - Full month name (December)
- **%m** - Month as a number (01-12)
- **%#m** - Month as a number, no leading zero (1-12)

- **Years**

- **%y** - Year, two digits (0-99)
- **%#y** - Year, two digits, no leading zeroes (0-99 -- 2000 would appear as "0")
- **%Y** or **%#Y** - Year, four digits (1980-2030)

- **Times - construct using the following:**

- **%H** - hour, military time (00-23)
- **%#H** - hour, military time, no leading zero (0-23)
- **%I** - hour, 12-hour format (01-12)
- **%#I** - hour, 12-hour format, no leading zero (01-12)
- **%M** - minute (00-59)
- **%#M** - minute, no leading zero (0-59)
- **%S** - second (00-59)
- **%#S** - second, no leading zero (0-59)
- **%p** - AM/PM indicator (per your Windows time settings)

- **Combined Codes**

- **%c** - Complete date and time, numeric version (01/25/06 16:17:49)
- **%#c** - Complete date and time, long version (Thursday, January 5, 2006 16:17:49)
- **%x** - Complete date, numeric version (01/25/06)
- **%#x** - Complete date, long version (Thursday, January 5, 2006)
- **%X** - Complete time (16:17:49)

- **Other**

- **%j** - Day of the year, number (001-366)
 - **%#j** - Day of the year, number, no leading zeroes (001-366)
 - **%U** - Week, number (00-51) NOTE: week starts on Sunday
 - **%#U** - Week, number, no leading zero (0-51)
-

- **%w** - Weekday as number (Sunday=0, Monday=1, etc., through Saturday=6)
- **%z** or **%Z** - Time Zone name (Eastern Standard Time)

13.23.4 Insert Special Character



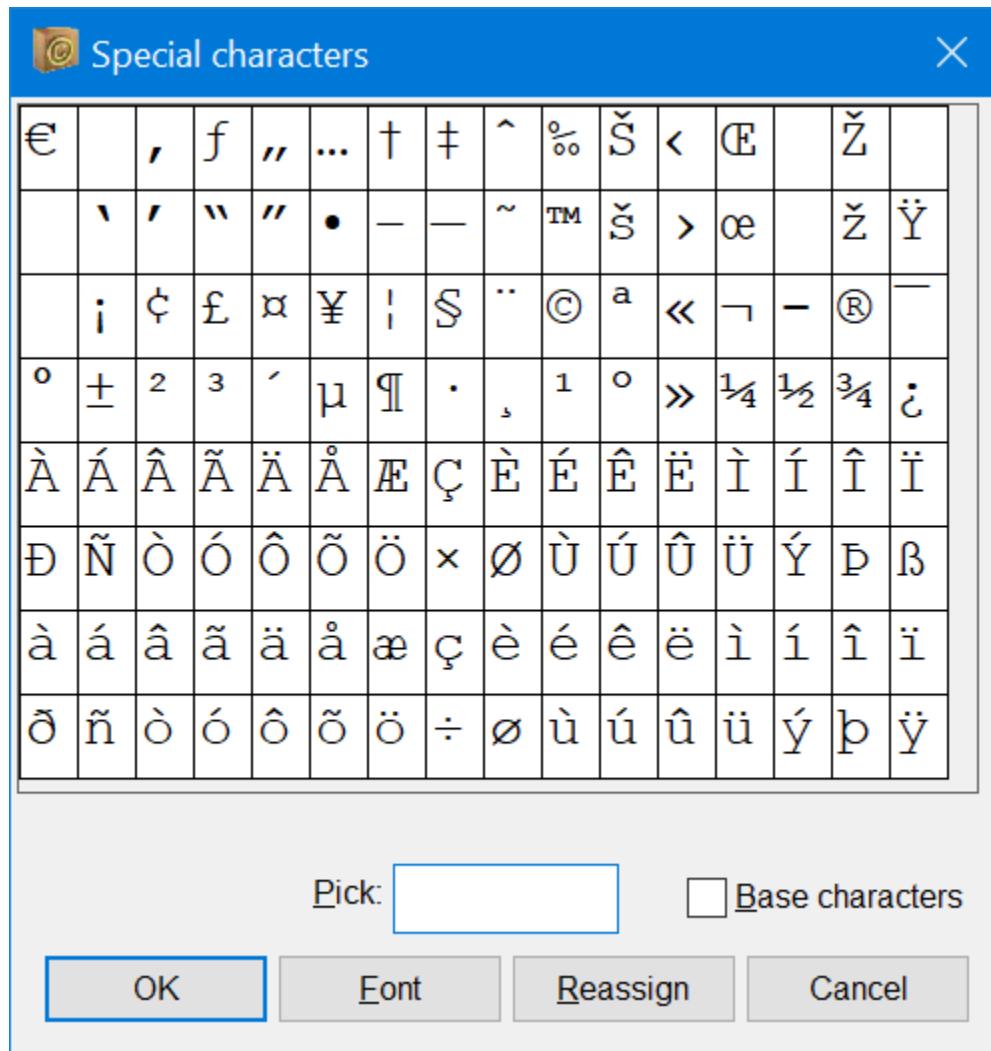
Insert Special Character

Ctrl+W



The **Edit** menu/**Insert/Special Character..** dialog allows you to insert a non-standard character into a [text file](#), or into a dictionary entry via the [global dialog](#).

To insert a special character, press **Ctrl+W**. The **Special characters** dialog will appear. It will default to the last font you selected during the current editing session.



Using the mouse or arrow keys, select the desired character. When you press **Enter** or click OK to close the dialog, that character will appear at the cursor position.

For example, to enter the surname Nuñez, you would type "Nu"; press Ctrl+W to open the **Special characters** dialog; select the ñ character; press **Enter**, and then type the rest of the name.

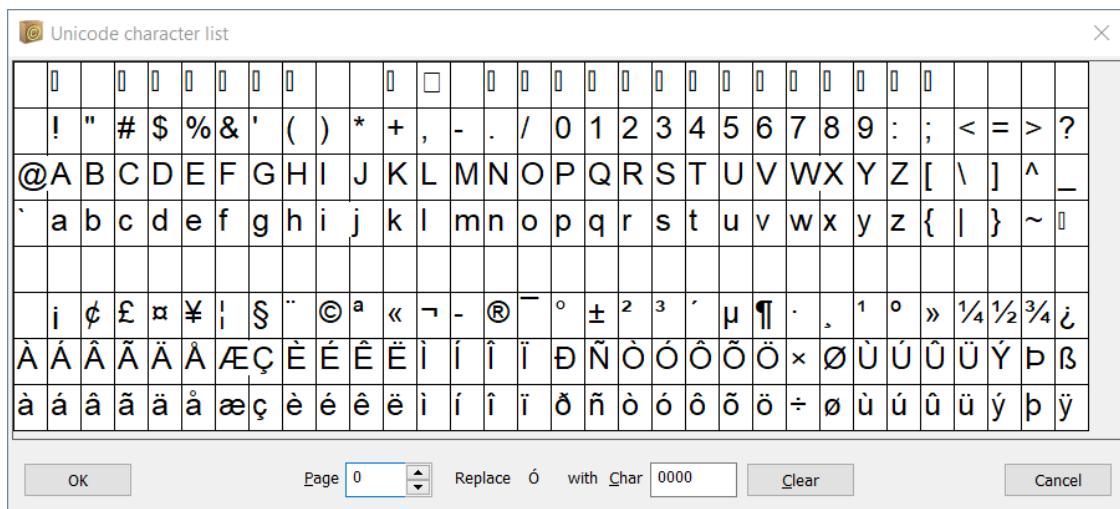
You can hit the **Font** button select the font you wish to see the special character for. This is especially helpful if you wish to see if something like the Symbol font has the special character you need.

Note that this does NOT cause the font in the document to change to that font type. This is because the special character dialog can be used in the document and in dialogs, and each different usage for this dialog may require a different mechanism for changing fonts, or may not support fonts at all. For example, when globaling, or in a dictionary it might be necessary to use {F:Symbol,13}D{n} in addition to just typing the D to get the delta symbol. In a document, it's necessary block mark the character, select Format/Font and select Symbol.

1. Customizing unicode character mappings

If you need a character that is not on the list, you can select any of the characters on the list that you don't ever use and wish to replace with something else, then hit the "reassign" button in order to select any available 16-bit unicode character.

This will bring up a full unicode chart starting with page 0 (the default page, containing the characters you are familiar with.) You can browse through the pages to find what you're looking for, though with 208 pages that could take a while. Then again, the majority of later pages are a handful of Eastern pictographic languages that require large numbers of characters that you are unlikely to need.



If you know what unicode character you need, you can type the hexadecimal codes directly into the "Char" edit box. While this might sound techie, the reality is that a Google search gives you an instant answer to any character you might want, as long as you know what it's called. For example, if I search for "sigma character unicode" Google tells me it's U+03A3. That means I can just type (or copy/paste) 03A3 into the "Char" box in the Eclipse dialog and it will jump right there and it will also advance the page to that location (hint: It's on page 3! Each page has 256 characters.)

As a reminder, these characters will only appear in situations and file types that we have some influence over. They will work in printing, PDF output, the CART window, and any output type that can accept UTF-8 encoding. CaseView cannot. Plain ASCII cannot (though plain Text files can. It's a grey area.) And there's no guarantee that if someone wants to import a file with these extended characters that it will work in their software, so check your use-case before relying on these characters in order to get the accents right on an unusual name or mathematical symbol.

VISUALIZERS:

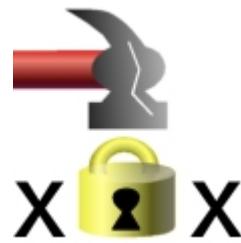
- [vE7_Accents](#)
- [Définir ou Corriger](#)

13.23.5 Insert Lockspace

Insert Lockspace

~ (Shift+`)

Edit/Insert/Lock-space



The **Edit** menu/**Insert/Lock-space** option inserts a lockspace into a text file.

The lockspace will look like a regular space, unless [print commands are visible](#). If the cursor is on a lock-space, the text {lock-space} will appear at the left edge of the [status bar](#).

To insert a lockspace into a dictionary entry, put it in braces: {~}

13.23.6 Insert Literal Case

Insert Literal Case

Ctrl+Shift+C

Edit/Insert/Literal case mode



RELATES TO: [Captioning](#), [Scripting](#).

The **Edit** menu/**Insert/Literal case mode** option inserts literal case commands into a [text file](#).

Literal case commands force text to appear exactly as it is formatted, overriding any document-wide capitalization commands (such as ALL CAPS).

This is most useful in [captioning](#) and/or [scripting](#). When doing CART or captioning, it is standard to use ALL CAPS. However, words with non-standard capitalization, such as surnames and company names, should appear with lower-case letters to show the capitalization. To accomplish this in a script, insert literal case commands around any text you want to appear exactly as formatted in the script.

For example, if a script contains the following line:

on MacDonald Avenue.

You could force the "ac" of MacDonald to always appear lower case, by marking^[363] those two letters, and inserting a Literal Case command (via the menu, or by pressing Shift+Ctrl+C). An all-caps output would read "ON MacDONALD AVENUE." Without the literal case commands, it would read "ON MACDONALD AVENUE."

Literal case commands are invisible in the text file. However, if you place your cursor at the point where a section of literal text begins or ends, the status bar^[972] will show {Literal Case ON} or {Literal Case OFF} at the bottom left.

Literal Case and Dictionary Entries

The above steps pertain only to text files that are used as scripts. You can also insert literal case commands into dictionary entries.

To do this, use {l1} to turn Literal Case on, and {l0} to turn it off. That is a lower-case L, followed by a one or zero, in braces. For example, if the dictionary entry is for the word MacDonald and you want the AC to be lower case, the dictionary entry syntax would be: M{l1}ac{l0}Donald

You can also force lowercasing using "downcap" dictionary entries. This turns on literal mode, and turns on and off, or toggles lower case. Use {d1} to turn downcap on, {d0} to turn it off, and {dt} to toggle.

13.24 Check Spelling

Check Spelling



Shift+Alt+S (spell check a document)
Alt+S (spell check a single word)

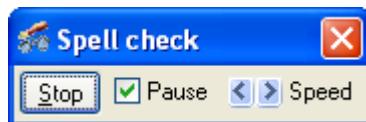
or Production/Check spelling



RELATES TO: [Spell Check Options](#)^[363].

Begins a spell check. Spell-checking is usually performed on a transcript [text file](#)^[626], but you can also spell check a [dictionary](#)^[605] with this command.

When you begin a spell check, the **Spell check** dialog appears:



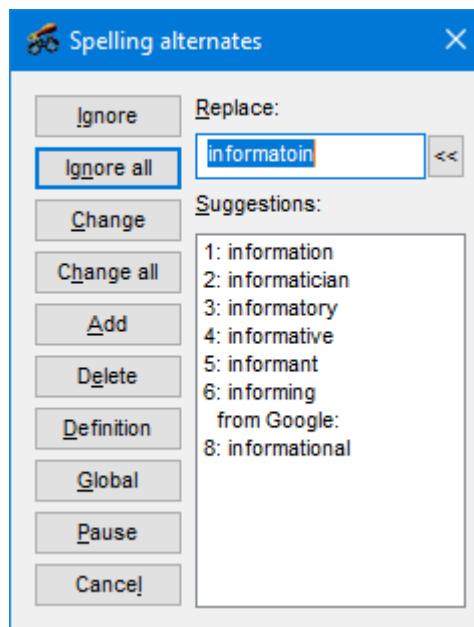
The < and > buttons will decrease or increase the speed of the spell check. The **Pause** button will pause the spell check, allowing you to perform other edits on the file. You can also use the spell-check hotkey (**Shift+Alt+S**) to pause the spelling checker. The **Stop** button will cancel the spell check.

Incorrectly spelled words will appear in the color you select for **Spell error** in the **Color selections** drop-down list in **User settings/Display/Colors**.

Note that the Spell Check only moves forward through the document, but you can use the [Move/Scan/Any](#)^[312]/Misspellings or the [Move/Reverse scan/Any/Misspellings](#) to check for misspelled words forward or backward. If you do, the spelling alternates dialog will not pop up.

Spelling Alternates Dialog

When an incorrectly spelled word, or other item, is found, the **Spelling alternates** dialog will appear:



To correct the spelling of a word, type the number of the correct choice, or use the arrow keys to select it from the list of alternates that appears under **Suggestions**, and then press Enter or click the **Change** button. You can also type a correction into the Original text box, and then press Enter or click **Change**. **Change All** will change all instances of this word to the corrected version you have specified.

At the end of the list, after all of the spell dictionary suggestions, the spelling suggestions dialog will list several additional lines "from Google:" listing whatever Google thinks might fit the misspelled word you typed in. You must have an active internet server connection for this to work.

Ignore will ignore this word, and not take any action on it. **Ignore All** will ignore all instances of this word.

Add will add this word to the User Spelling Dictionary. If it is a double word or a punctuation string, it will be added to [Spelling Exceptions](#) 798 on the [Programming Tab](#) 753. It will also work with double-stroked phrases, (for example, if you mean to say "he had" and get "he had he had"). You will get a Double phrase error, and you can add it to the Spelling exceptions list when appropriate.

Delete will delete this word.

Definition will open the [open the View definition dialog](#) 352, giving you a definition for the word. From there you can also Google it, to do an internet search for the word. If you are working in a language other than English, pressing the Definition button will open a web browser to the Google "define" function.

Global will initiate a [global](#) 300 of the word's underlying steno.

Pause will pause the spell check, so you can perform other edits on the file. To resume it, uncheck Pause on the spell check speed dialog.

Cancel will cancel the spell check.

Opening the Spelling Alternates dialog when a word is spelled correctly.

When a word is spelled correctly, if you hit **Alt+S** two times, it will open the spelling alternates dialog. The first time you hit Alt+S, it will confirm that the word is correctly spelled in the status bar. The second time will open the spelling alternates dialog.

Deleting a word from your Spellcheck wordlist.

Place your cursor in front of the word that has been incorrectly added to your spell check dictionary. You can type the word in if it is not already in the file you have open. Hit **Alt+S** two times to open the **Spelling alternates** dialog. Click the **Delete** button. The word will be written to your user.esd spelling dictionary which is where deleted words are saved. Eclipse will no longer view this as a correctly spelled word once it has been deleted this way.

Grammar Checking

In addition to misspelled words, the spell check will also stop on certain types of grammatical errors.

When a grammar error is discovered, the **Spelling alternates** dialog will appear, just as it does for a misspelled word. The **Suggestions** area will offer a variety of ways to correct the situation, based on the type of error it is. The other buttons on the Spelling alternates dialog work the same as they do when fixing a misspelled word.

Spell Check Options

Spell checking and grammar checking must be activated under [Spell Options](#)³⁵³, which is on the [Edit tab](#)²⁸⁰ of User Settings. There are six types of errors the spell checker can stop on: misspelled words, double words, punctuation, double Q, double A, and double speaker. (By default, all error categories are checked.)

The spelling checker will also produce an error for missing by lines. It uses the same logic as the "insert missing by line" translation feature, so most missing by lines will be caught by the translator. But if you create missing by line situations during the editing process, this extra check will be helpful.

Other settings having to do with spell checking can also be found on the [Spell Options](#)³⁵³ dialog.

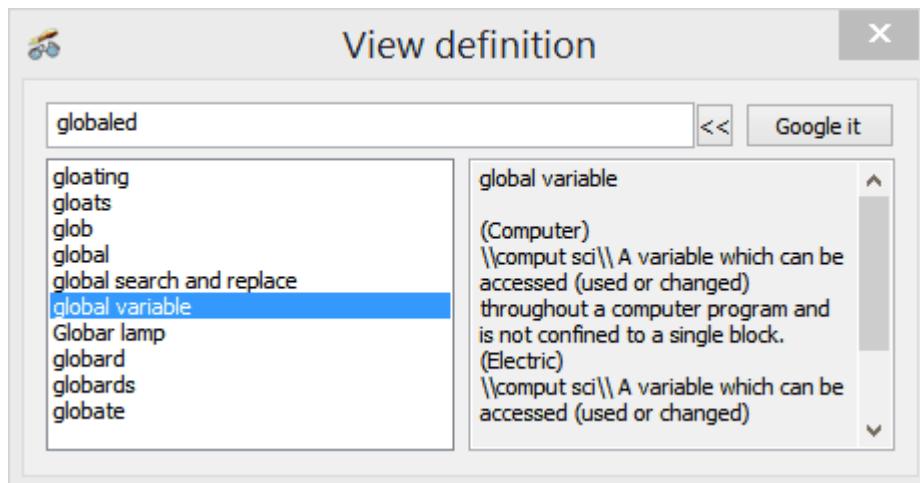
Spell-Checking A Single Word

To spell-check a single word, put the cursor on it and press Alt+S. If the word is incorrectly spelled, the Spelling Alternates dialog will appear. If it is not misspelled, the message "... is correct." will appear at the left-hand side of the [status bar](#)⁹⁷².

Getting A Definition For A Single Word

If you have spell checked a single word and it is spelled correctly, pressing **Alt+S** a second time will open the **Spelling alternates** dialog. From there, you can open the **View Definition** dialog by clicking the **Definitions** button. The fastest way to do this is to press **Alt+S**, **Alt+S**, and **Alt+D** in that order.

Note that there is an option to **Google it**, which will do an internet search for the word.



Watchwords

If you are concerned about troublesome words, and want the spell checker to stop on them each time they appear, you can make a list of [Watchwords](#)³⁵⁶.

VISUALIZERS:

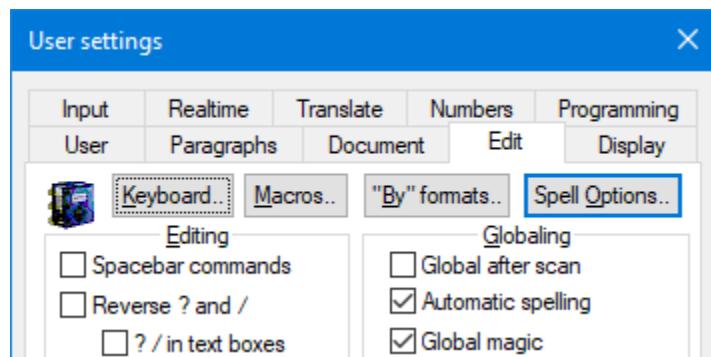
[E9 - Spellcheck](#)
[E9a - List Errors](#)
[E9 - WATCHWords](#)

13.24.1 Spell Check Options

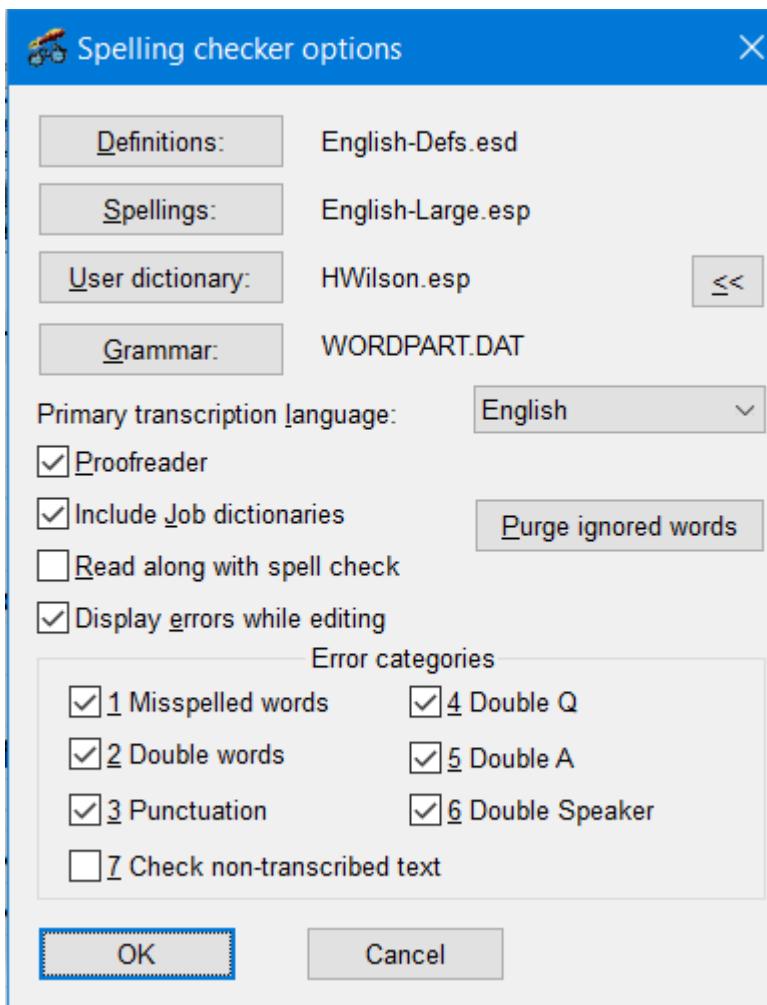
Spell Check Options

RELATES TO: [Edit tab of User Settings](#) [280],
[Check Spelling](#) [349].

On the **User settings/Edit** tab is the **Spell Options** button. Clicking it opens the **Spelling checker options** dialog.



This dialog allows you to set options relating to spell checking and grammar checking.



Assigning Spelling Dictionaries

Eclipse allows you to select, reassign, and create spelling dictionaries. A spelling dictionary is not the same as a regular [dictionary file](#)^[351]; the "dictionaries" discussed on this page are separate files for use in spell checking only.

The **Definitions** button allows you to select a different dictionary to get [definitions](#)^[351] from. Currently, only U.S. English has a definitions dictionary available: the filename is English-Defs.ESD. Definitions dictionaries from other languages may be available from Advantage Software.

The **Spellings** button allows you to select a different spelling dictionary. There are choices for several different languages. The default dictionary, English-Large.ESP is a full spelling

dictionary for U.S. English. Spelling dictionaries for other languages, including non-U.S. English, may be available as a free download from Advantage Software.

Note: There is no separate definitions dictionary for medical terms, nor any other specialty definitions dictionaries. All types of words are included in one file.

Whenever you use the [Add button](#)^[351] when [spell checking](#)^[349], that word is added to your **User Spelling Dictionary**. The **User dictionary** button allows you to select a different user spelling dictionary file. You may also create a new, blank user spelling dictionary by clicking this button and then typing the name of a new file.

The << button will import words from an ASCII file into your User Spelling Dictionary. If you have a list of words you would like to add, click this button, and select the file containing the wordlist from the [file dialog](#)^[352].

If you Browse to an .esp file in a non-{JOBS} location, Eclipse will add SPELL= to your file locations automatically.

If you have an older Eclipse dictionary (filename.hse), you can send it to Support for conversion to the current format.

Alternate location for user spelling dictionary:

If you have multiple users with different job folders, but want them to share a single spelling dictionary for added and deleted words, you can specify a **SPELL=[filename]** in **User settings/Programming/File locations** as an alternate location for the shared dictionary. Typically this would be your main user's folder, eg.My Documents\Eclipse\username.

You can also use this feature if you have one user with multiple job folders, and want them to use one spelling dictionary.

Backing up your Spelling Dictionary modifications

Your spelling dictionary modifications (username.esp and username.esd) are automatically sent to the backup folder as username.sp(0-9) and username.sd(0-9) whenever the software is closed and the spelling dictionary modifications are saved.

Other Options

The **Primary transcription language** drop-down list offers English, French, Italian, Spanish and German options (each in their native language.) This option controls all of the built-in language-specific processing features, such as the special translation grammar translation rules. Additional languages can be added as necessary when new language translation rules are added. Note that you don't need to select a primary language for languages for which there are no language-specific rules.

If **Proofreader**  is checked, the automated proofreading puts a light blue underscore under any piece of text it perceives as a possible error. Placing the cursor on the underscored text will show the specific error in the status bar and also above the AutoMagic choices. It can find everything from missing punctuation and non-matched open/close quotes/parens to suspicious grammar such as "were talk."

If **Include Job dictionaries** is checked, any entry that appears in a job dictionary will be considered a correctly-spelled word. This saves you having to manually confirm every item in your job dictionaries when you spell check the transcript.

If **Read along with spell check** is checked, you will see the cursor move through the transcript as the spell-check is being performed. However, the spell-check will go faster if this is turned off.

If **Display errors while editing** is turned on, certain edit boxes, such as the globaling and find dialogs, will show spelling errors. You'll see a red underline, just as with editing. Note that cursor and mouse movements will make the error indicator go away in order to make it a bit less disruptive. If you wish to get spelling alternates for any of the words indicated as misspelled, you can place the cursor anywhere in the word and use **Ctrl+F** for "Fix spelling." This will give you the spelling alternates and allow you to fix the word. For example, you could be filling in a form field on your appearance page and you need to type an address. You take a wild stab at the spelling of "Shukill" and it comes up underlined, indicating a misspelling. You hit **Ctrl+F**, scan down past the spell dictionary items to the Google suggestions, which has "Schuylkill" among them. Pick it and hit **Change** and continue filling in the form.

The **Purge ignored words** button will delete all words that have been previously ignored via the [Ignore or Ignore All](#)  options on the [Spell Check dialog](#) .

The **Error categories** area allows you to determine which types of grammar-checking will be performed when you run a spell check. If a category is checked, the spell checker will stop if that type of error is encountered. Your options are **Misspelled Words**, **Double Words**, **Punctuation**, **Double Q** (two consecutive instances of the Question paragraph style), **Double A**, **Double Speaker** and **Check non-transcribed text** (If you turn this last feature on, the system will check all spelling, punctuation and double word errors everywhere in the document, even in fixed lines, caption box paragraphs, print commands such as comment lines/headers/footers, and other non-transcribed text in the document).

WatchWords

[See Visualizer](#) 

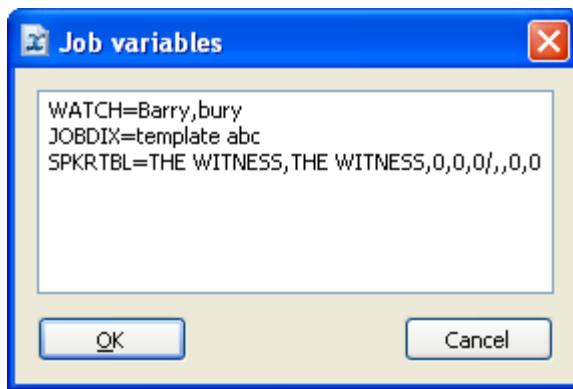
The WatchWords feature allows you to specify certain words that the spellchecker will highlight, and always stop on, even if they are spelled correctly. This is useful if your transcript has two words that are similar, and you want to manually verify that each instance is correct.

Watchwords have two features: First, the spell check will always stop on them. Second, once you have run the spell check even briefly, at least once, the watchwords will appear with the warning red underline on the editing screen just as misspelled words are.

(Note that there is a list of Watchwords in **User settings/Programming/Watchwords** which are also correctly spelled words, that will be underlined in blue when you have turned on [Proofreading](#). Unlike the Spell check watchwords, these warning underlinings will disappear as soon as you cursor over them.)

To create a list of watchwords:

1. Open the [Job variables](#) dialog. (The default speed key is Shift+Alt+V.)
2. In the **Job variables** dialog, type the word WATCH, in all caps, followed by an equals sign.
3. After the equals sign, type a list of the words you want to watch for, separated by commas. The Job variables dialog will now look something like this:



4. Close the Job variables dialog.

5. When you begin a [Spell Check](#), the spell checker will automatically stop on each instance of all words that you entered in Step three. Also, they will be underlined in red (you must also be in [WYSIWYG mode](#)).

21 for you. Those include the decision whether or not
22 you'll plead guilty.
23 Now, Mr. Barry has to give you his best advice.
24 He has to tell you what he thinks would probably
25 would happen if you went to trial. whether this is a

Note that the above directions will add watchwords for just the current job. To add words to the watch list permanently, go to **User settings/Programming/Spelling Exceptions** and add words, which will be added to the watchwords list for each job. They will appear in the **Job Variables** as WATCH=word1,word2,word3,etc.

To add these words to the spelling exceptions to have permanent watchwords, use the ! symbol before them:

!accept

!except

VISUALIZERS:

- [E9_Spellcheck.mp4](#)
- [E9_Watchwords.mp4](#)
- [E9a_List Errors.mp4](#)
- [I6_e-Book Proofreading.mp4](#)
- [I6_Bridge Mobile Proofreading.mp4](#)

13.24.2 List Errors



List Errors

Ctrl+Shift+E



Production/List errors

The **Production** menu/**List errors** option is an alternate method of checking spelling and grammar. With a transcript open, invoking this command will open the **List errors** dialog:



If any errors are detected, they will be listed in alphabetical order. If the same error appears more than once, each instance beyond the first one will have a numeric designation [0002], [0003], etc.

Grammatical errors appear at the bottom of the list, and are preceded by the letters "zz".

If you have marked a block first, it will only list the errors in that block.

The **List errors** dialog works similarly to the [Spelling Alternates dialog](#). The buttons at left will impact the selected error from the list at right:

- **Ignore** will ignore all instances of this error.
- **Change** opens a text box where you can type a corrected version of this word. (For grammar corrections, it is best to use the Suggest option below.)
- **Change all** opens a text box where you can type a corrected version for all instances of this word.
- **Add** will add the word to your User Spelling Dictionary.
- **Delete** will delete the word.
- **Suggest** will open the [Spelling Alternates dialog](#), where you can select from a number of proposed spellings, or from a list of grammar corrections if it is a grammar error.
- **Definition** will give a dictionary definition of the word.

- **Global** will initiate a [global](#) [300] of the word's underlying steno.

When you are finished making corrections, press **Escape** to close the error list.

You can also move the list errors dialog to the side, click on the text and do some editing, and then go back to the list errors dialog and continue reviewing the list of errors. You will not need to re-run the entire list errors function and re-generate the list if you need to make an editing change in the middle of the review process.

13.24.3 AutoMagic and Spelling



AutoMagic: Spelling

RELATES TO: [AutoMagic](#) [50], [Typeover tracking](#) [808]

AutoMagic will offer a number of spelling-related choices while editing.

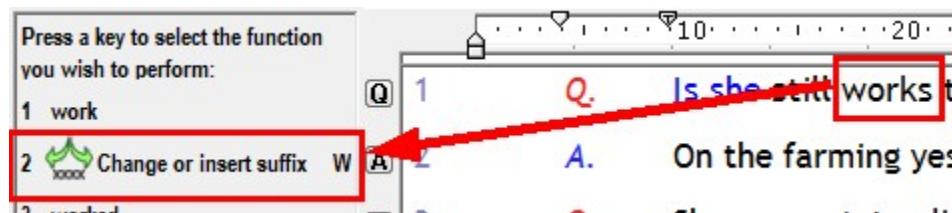
It may offer to flip the order of 2 words, such as "you do" and "do you" in the example below. In this same example, note also alternative spellings for the word "do."

Option	Description	Hotkey
1 you do	Ctrl+R	
2 due		
3 dew		
4 do		
5 dayglow (2)		
6 defendant 000		
7 Global	Ctrl+G	
8 Type text	Ctrl+N	
9 Insert any pgf type	F8	
0 Block mark	F7	

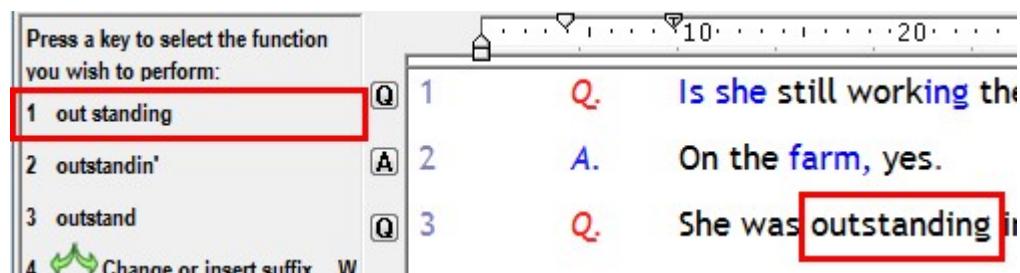
TranJob1013.ecf

11 Q How do you glc
12 punctuation like a comma
13 A To global in a
14 untranslate to be,.
15 a Any type
16 N. it. Is in braces.

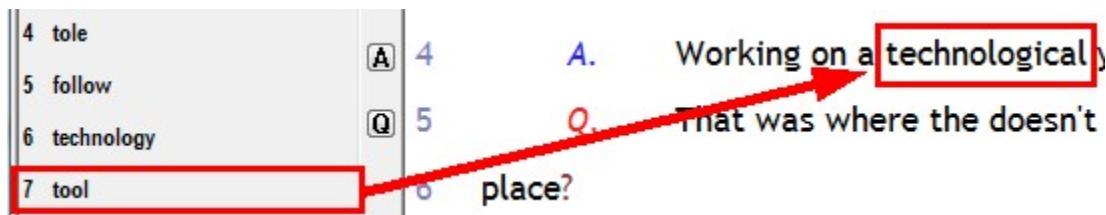
It may offer to change the suffix of a word; in this example, "works" should have been "working" and AutoMagic recognizes that and offers to change it.



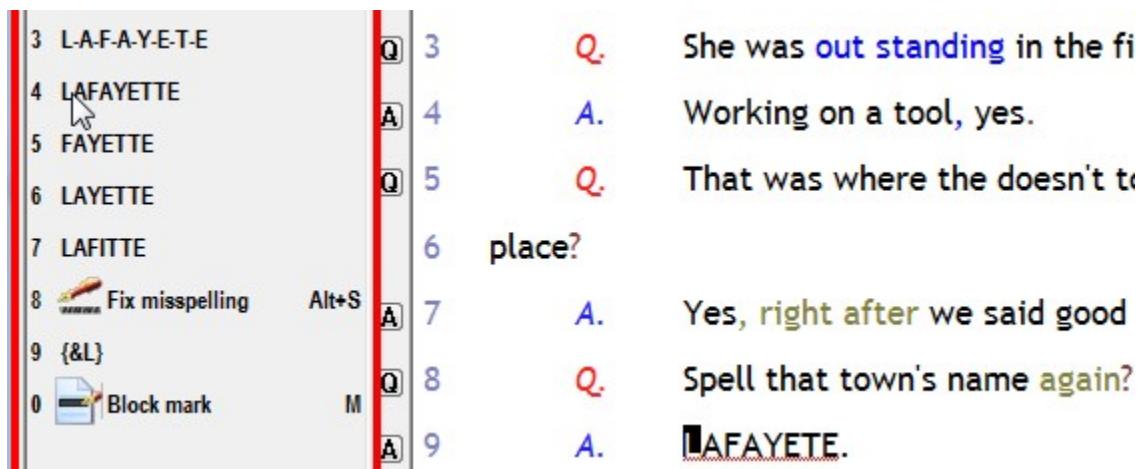
AutoMagic will recognize compound words, and suggest the option of changing them to 2 words, such as the compound word "outstanding" which should have been "out standing."



In this example, AutoMagic has noted that in the case of "tool" and "technological" typeover tracking was used previously to change one to the other, because the steno for the two words is very similar. So AutoMagic offers to make that change with one keystroke.



In addition to recognizing a possible misspelling, AutoMagic offer to put dashes between the letters of the word "Lafayete" to indicate it was spelled out in court.



13.25 Block Operations



Block Operations

see below for keystrokes

RELATES TO: [Block mark](#)

Block operations are a way to copy or transfer large sections of a file. They work on all three file types. To perform most block operations, you must first [mark](#) the block you want to work with. After marking a block, [Automagic](#) will display some common options.

Block Read (Alt+R)

Inserts a copy of another file into the current file at the cursor location.

After you press **Alt+R**, a [file dialog](#) will appear. Select the file you wish to insert into the current file.

This command is commonly used to insert [block files](#) into a transcript. It can also be used to merge two files of the same type, such as two separate note files.

Unlike other block operations, Block Read does not require you to mark anything first. Simply place the cursor at the location where you want the selected file to be inserted, press Alt+R, and select the file. (When merging dictionaries, the cursor location does not matter.)

When merging text files or note files, the file that is read in will be inserted at the cursor location. Be sure that the cursor is in the correct location before beginning the block read.

You can select multiple files to be inserted at one time.

If there is a paragraph type in the file being read in that is not in the document you are adding it to, the missing paragraph type will be added to the current document so the block/read will work correctly. If, however, the paragraph type does already exist in the current document, and the margins for that paragraph are different from those in the file, the current document's settings for that paragraph will be used, not the settings in the file being read in.

If you are reading in a transcript that contains steno tracking, the tracking will be copied over as well (allowing you to perform [globals](#) on that section).

If you are using Block Read to merge dictionaries, it is advisable to have [Detect Conflicts](#) checked on the [Edit tab](#). If the same steno exists in both dictionaries, you will be asked which entry you wish to keep. You also have the option to create a conflict of the two entries. If you merge dictionaries without using Detect Conflicts, the dictionary that is being brought in will take precedence.

You may also unmerge dictionaries by using the [unglobal](#) command.

Block Write (Alt+W)

Copies the [marked](#) text into a separate file.

After marking a block, press Alt+W. A [file dialog](#) will appear. Select the file you wish to copy this block into. You may also copy the marked block into a new file by entering a new filename, just as when [creating a new file](#).

When you block write a text file or note file into an existing file, it will be appended (added to the end) of that file. If you want to insert the file at a specific location, use [Block Read](#) instead.

When doing a Block Write, it does not matter if the target file is open or not.

Block Separate (Ctrl+Shift+X)

Block Separate works just like [Block Write](#), except that it deletes the marked block from the current file. If you have selected a large block, you will be asked to confirm that you wish to delete it.

Cut, Copy, and Paste

In addition to the Eclipse-specific Block Read and Block Write functions, you may also use the standard Cut (Ctrl+X), Copy (Ctrl+C), and Paste (Ctrl+V) commands on marked text.

Cut will delete the marked block, and send it to the Clipboard, where it can be pasted somewhere else.

Copy will copy the marked block, and send it to the Clipboard, where it can be pasted somewhere else.

Paste will insert a previously cut or copied block of text at the cursor location.

Cut, Copy, and Paste are not limited to Eclipse: you may use these commands to transfer text to/from any Windows program.

Redact text and audio simultaneously - If you need to deliver audio with portions redacted, you can redact both the text and audio for portions of your manuscript. Mark the block of text to be redacted, open the **Control Panel** (Audio playback controls - **Ctrl+Shift+A**) and select **Redact**. For more on redacting audio, see [Working with audio](#).

VISUALIZERS:

[E1 - Cut/Copy/Paste](#)

[F7 - Autoincludes](#)

[vF8 - Split Merge](#)

[E1b - Block Functions](#)

[vF9 - Quoted Testimony Speedkeys](#)

[vF9 - Redacted Text](#)

[vD4e - Audio Redaction](#)

M10 - Auto-Magic Blocks

13.25.1 Block Mark



Block Mark

F7/hyperkey M
or Block/Mark..



RELATES TO: [Block Move](#) [365]

The **Block Mark** command selects text, so that an action can be performed on it.

To select text, press F7 or hyperkey M, and then use any of the [basic cursor movements](#) [286] to select the exact text you want. Alternatively, you may use the [block move](#) [365] commands, which mark and move at the same time.

Marked text appears in an inversed color scheme:

12 that don't put on enough evidence to prove your
13 guilt and prove it beyond a reasonable doubt. If
14 they can't prove it and they won't admit it then

The cursor is half the height of the marked text. That shows you the cursor position, from which further cursor movements will take effect.

If you move the cursor in the direction of text that is already marked, it will un-mark it. Using the above graphic as an example, if you move the cursor to the left, it will start un-marking words from the end of the marked phrase.

To mark additional prior text, use the **Block** menu, **Mark back** option.

To cancel all marking, press [Escape](#) [293].

Editing Marked Text

[See Visualizer](#) [364]

Once text is marked, a great many editing functions can be performed on it:

- You can delete the entire block by pressing the **Delete** key. If it is a large block, you will be asked to confirm.
- [Block operations](#) [361].
- [Single- and double-spacing](#) [969].

- In a text file, you can perform several punctuation commands:
 - **Stitching.** Pressing the hyphen or period key will stitch a marked phrase, or a single word, with that character. For example, if you mark "SMITH" and press the hyphen key, you will get S.M.I.T.H. If you mark "matter of fact" and press the hyphen key, you will get "matter-of-fact." Pressing the hyphen or period again will remove the stitching.
 - **Removing spaces.** Marking a phrase and pressing the space bar will remove spaces from the phrase.
 - Surrounding a phrase with commas or quotation marks. After marking a phrase, press the desired punctuation mark.

Block Marking in Dictionaries and Note Files

You may also block mark sections of [note files](#)^[207]. This is most useful for splitting or combining note files via [block operations](#)^[361].

You may also mark dictionary entries, for purposes of copying/transferring them into a different dictionary via [block operations](#)^[361]. However, the [dictionary filter](#)^[182] is a more powerful tool for isolating the specific entries you want. So if you want to copy some dictionary entries to another dictionary, you will filter the dictionary and then block mark all of the filtered entries for transfer.

VISUALIZERS:

- [E1b - Block Functions](#)
[M10 - Auto-Magic Blocks](#)

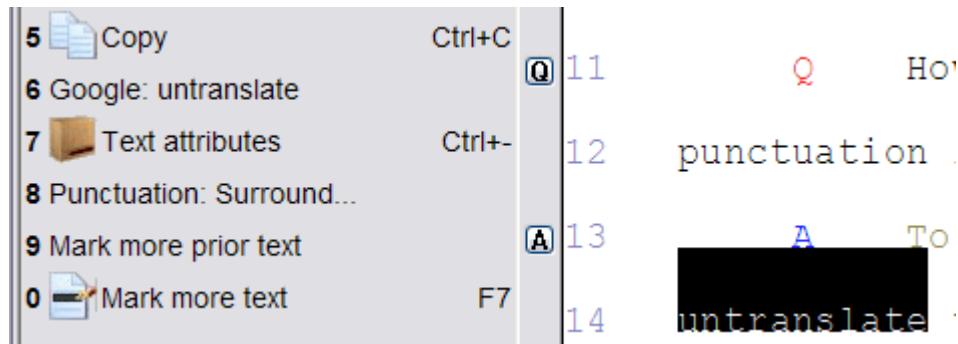
13.25.2 AutoMagic in Marked Blocks of Text



AutoMagic in Marked Blocks of Text

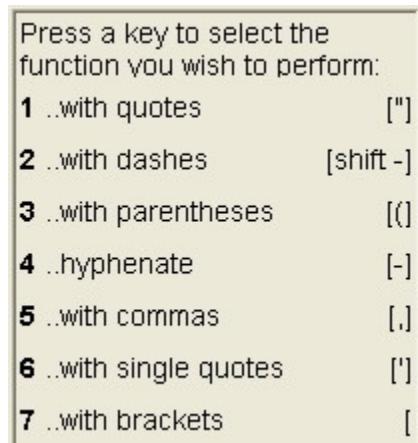
RELATES TO: [AutoMagic](#)^[50], [Info bar](#)^[917]

When you have a block of text marked, AutoMagic immediately offers to mark more text, or more previous text (see choices 9 and 0 in example below).



Once your text is marked, AutoMagic provides several options.

- You can **Copy** the marked block.
- You can **Google** the word or phrase, which opens your browser and lets you search without having to copy and paste.
- You can change [Attributes](#) such as adding boldface or italics.
- You can surround the marked text with punctuation such as quote marks, or dashes, or brackets.



- If you are in Realtime, have the Auto-brief feature turned on, and you block mark a piece of text, an AutoMagic item will appear for creating a brief on the fly for the marked text.

13.25.3 Block Move

Block Move

see below for keystrokes

RELATES TO: [Block Mark](#)

These commands offer alternative ways to mark large blocks of text. Instead of executing a [block mark](#) and then using [basic cursor movements](#)^[286] to select what you want, you may use any of the following keystrokes to mark and select at the same time.

There are no [hyperkeys](#)^[615] for any of these actions. All keystrokes are standard keys.

Command	Keystroke	Marks...
mark Left	Shift+Ctrl+Left arrow	first character (including spaces) to left of cursor. If the character is already marked, this command unmarks the character. You may repeat this command to mark (or unmark) additional text.
mark Right	Shift+Ctrl+Right arrow	first character (including spaces) to right of cursor. If the character is already marked, this command unmarks the character. You may repeat this command to mark (or unmark) additional text.
mark Word left	Shift+Left arrow	word immediately to left of cursor. If the cursor is located within a word, only that part of the word from the cursor to the beginning of the word is marked. If the word is already marked, this command unmarks the word. You may repeat this command to mark (or unmark) additional text.
mark Word right	Shift+Right arrow	word immediately to right of cursor. If the cursor is located within a word, only that part of the word from the cursor to the end of the word is marked. If the word is already marked, this command unmarks the word. You may repeat this command to mark (or unmark) additional text.
mark Up	Shift+Up arrow	to the same horizontal position one line above cursor position. If the line above the current position does not extend to the cursor, the entire line is marked. If this command is repeated, subsequent lines are marked to the original horizontal position of the

		cursor. If the line is already marked, this command unmarks the line.
mark Down	Shift+Down arrow	to the same horizontal position one line below cursor position . If the line below the current position does not extend to the cursor, the entire line is marked. If this command is repeated, subsequent lines are marked to the original horizontal position of the cursor. If the line is already marked, this command unmarks the line.
mark Home	Shift+Home	to the beginning of the line . If this area is already marked, the command unmarks the text. If the line has a paragraph label (e.g. Q.), selecting this command twice adds the label to the blocked text.
mark End	Shift+End	to the end of the line . If this area is already marked, the command unmarks the text.
mark Page up	Shift+Page Up	up the length of the visible document area. The marked block ends at the same horizontal position as the original cursor position, unless the line is shorter than that position. If text in this area is already marked, it is unmarked. This command can be repeated to mark (or unmark) additional text.
mark Page down	Shift+Page Down	down the length of the visible document area. The marked block ends at the same horizontal position as the original cursor position, unless the line is shorter than that position. If text in this area is already marked, it is unmarked. This command can be repeated to mark (or unmark) additional text.
mark Top	Shift+Ctrl+Page Up	up to the beginning of the document. If text in this area is already marked, it is unmarked.
mark Bottom	Shift+Ctrl+Page Down	down to the end of the document. If text in this area is already marked, it is unmarked.

13.26 AutoMagic

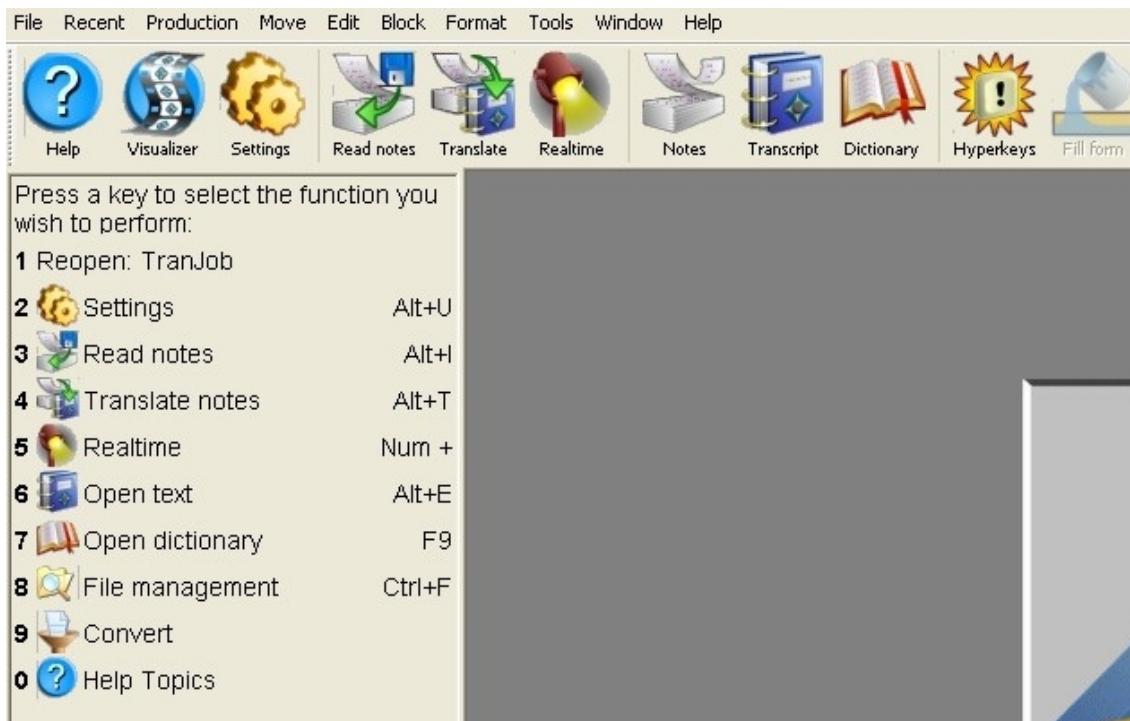
AutoMagic



RELATES TO: [Info bar, 917](#) [AutoMagic Display options, 372](#)
[AutoMagic Numbered Choices, 378](#)
[AutoMagic in a Dictionary, 197](#)
[AutoMagic in a Notes file, 224](#)
[AutoMagic - Untranslates and Globaling, 373](#)
[AutoMagic with Conflicts, 371](#)
[AutoMagic - Marked Blocks of Text, 364](#)
[AutoMagic - Numbers, 377](#)
[AutoMagic - Paragraphs, 375](#)
[AutoMagic - Punctuation, 380](#)
[AutoMagic Spelling help, 359](#)

AutoMagic basic features

In the [Info bar](#), listed from 1 to 0 (10), you will find the most likely commands or options that you might want to use, depending on where you are located. For example, when you open Eclipse, you can press 1 to Reopen the job you were working on when you last were in Eclipse. Or you can press 2 for **User settings**, 3 to **Read notes**, etc.



To select one of the options or execute one of the commands:

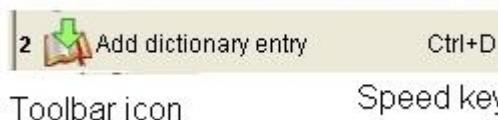
1. press the number key on your keyboard, or
2. use the Speed key (or Hyperkey) shown on the right, or
3. click on the selection

Each time you move your cursor, new choices appear. The one you are most likely to need is at the top of the list.

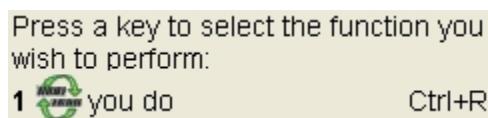
You will notice that different options are offered when you are:

- At the opening screen (no document open)
- In a note file
- In a note file with strokes marked
- In a dictionary
- In an empty dictionary
- In a text file
- In a marked block of text
- At the end of a paragraph
- At the beginning of a paragraph
- On a conflict
- On an untranslate
- On a misspelled word
- On a form field
- and any other places in Eclipse

You can use AutoMagic to learn toolbar icons, and Speed keys and Hyperkeys, because when the suggested operation is an actual command that also appears on the menus, the toolbar icon will appear next to the command, and the Speed key or Hyperkey for that command will appear on the right, as it does with a menu item.

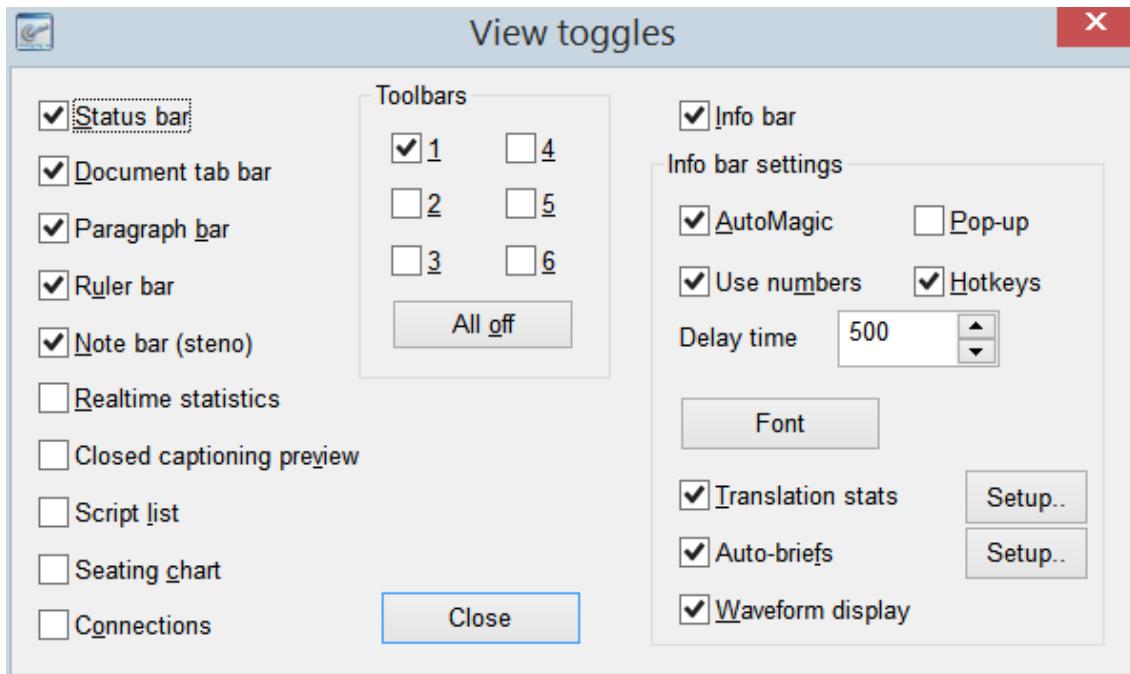


In some cases, the AutoMagic display will show the results instead of the command. For example, when putting the cursor on "do you" instead of saying "Word flip" it will show the icon, the keystroke, and "you do" instead.



AutoMagic Settings

You can toggle the Info bar on and off in the View Toggles dialog. In the Info bar settings area, you can customize Automagic, as well as the other Info bar features.



You can open the **View toggles** dialog by using the **Window/View toggles** menu item; by right-clicking anywhere inside the Info bar; or by clicking the **User settings/Display/View toggles** button. Each user settings file will separately remember if the Info bar is on or off, so you can have it on for some settings and off for others.

VISUALIZERS:

[vM1_Info_Bar](#)

[vM2 - AutoMagic Overview](#)

[vM3a - AutoMagic Numbered Choices](#)

[vM3 - AutoMagic: Numbers, Hotkeys, Pop-Ups, and Fonts](#)

[vM4 - AutoMagic in a Notes File](#)

[vM5 - AutoMagic in a Dictionary](#)

[vM6 - AutoMagic: Beginning/End of Paragraph](#)

[vM7 - AutoMagic: Untranslates and Globaling](#)

[vM8 - AutoMagic: Conflicts and Typeovers](#)

[vM9 - AutoMagic: Spellings](#)[vM10 - AutoMagic: Marked Blocks of Text](#)[vM11 - AutoMagic: Punctuation](#)[vM12 - AutoMagic: Numbers](#)[vM13 - AutoMagic: Form Fields](#)

13.26.1 AutoMagic: Conflicts and Typeovers



AutoMagic Conflicts and Typeovers

RELATES TO: [AutoMagic](#) [50], [Working with Conflicts](#) [155].

AutoMagic can help with conflicts in several ways:

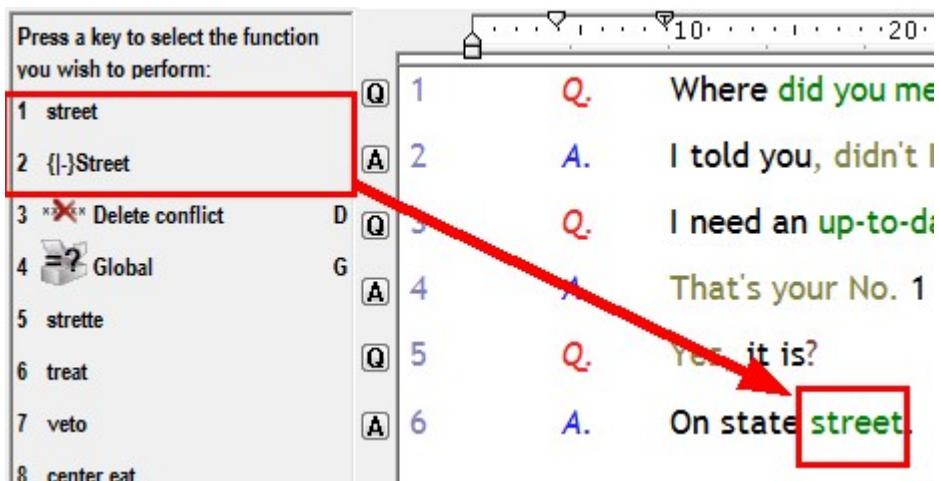
- It will list all the conflict choices, in case Eclipse has selected the wrong one. You can then choose the right one with a single keystroke.
- It can use the conflict to help with punctuation.

Press a key to select the function you wish to perform:

- 1 yes
- 2 yes{,}
- 3 {,}yes{,}
- 4 {,}yes
- 5 ~~XXX~~ Delete conflict
- 6 Global

1 Q Where did you
2 A I told you, did
3 Q I need an up-t
4 A That's your Nc
5 Q Yes, it is?

- It works with conflicts that involve hyphenation.
- It can help with Capitalization.
- It offers an opportunity to delete the conflict, or global the steno to mean something else.



13.26.2 AutoMagic Display Options



AutoMagic Display Options

RELATES TO: [AutoMagic](#) [50],
[AutoMagic Numbered Choices](#) [378]

In the Info bar section of **View Toggles** dialog (**Window** menu/**View Toggles**, or **Ctrl+Shift+F3**, or right-click in the Info bar) you can choose:

- whether or not to display Numbers
- whether or not to display **Hotkeys**
- the font for the text in the Info bar
- whether or not to view your AutoMagic choices in a **Pop-up** window.



The **AutoMagic** check box turns AutoMagic on or off.

Turning off the **Use numbers** option disables the use of numbers to activate commands, although they remain visible in the Info bar. It is recommended that you leave the Use numbers option on. Note that with this option turned on, the number keys can be used to select options, but you will have to use the "type in text" function (**Ctrl+N** or **Hyperkey N**) to actually type numbers.

If you turn off **Use numbers**, you will be able to select most options using their hotkeys, but you will only be able to select an option that is NOT a command (such as Convert) by clicking it, or by using the AutoMagic hotkeys, **Alt+1**, **Alt+2**.

13.26.3 AutoMagic and Globaling

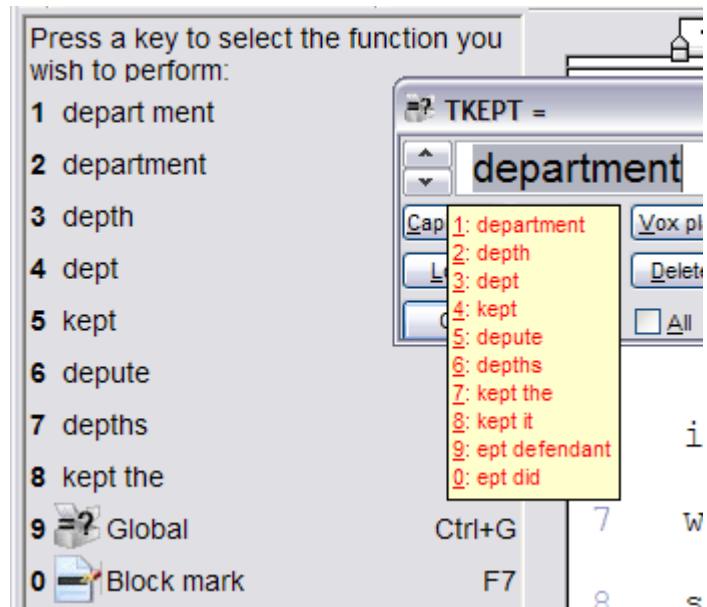


AutoMagic: Untranslates and Globaling

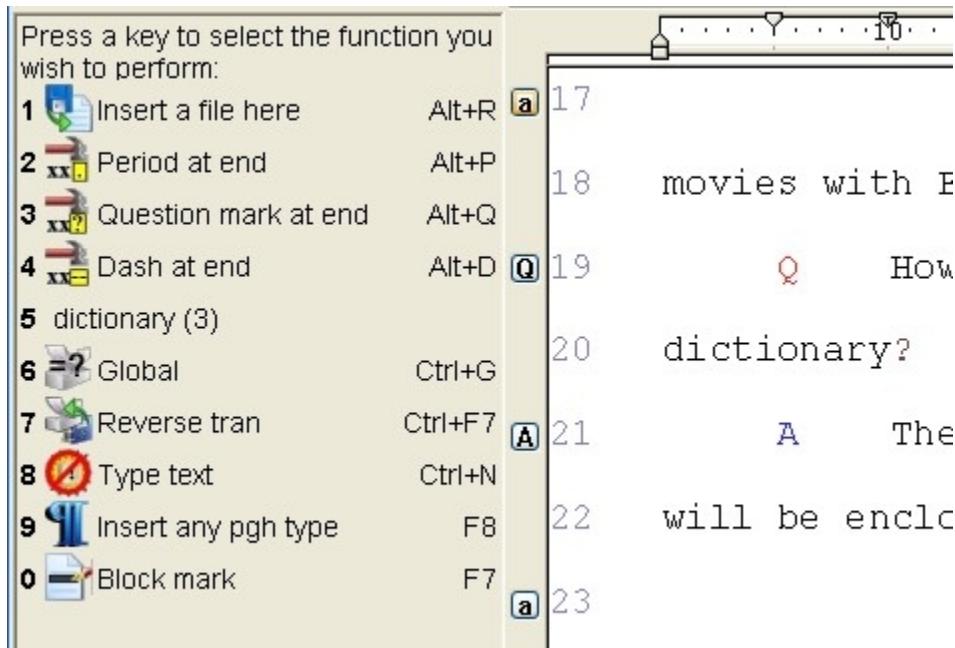
RELATES TO: [AutoMagic](#) [50],
[Global](#) [300].

AutoMagic will offer up to 10 of the most likely things you will want to do or select while editing, including Globaling.

When you are editing a transcript, if you have the **Info bar** on, and have checked **Global magic** in **User settings/Edit**, you will see that the same suggestions appear in the Info bar as the first few that are listed by Global magic when you do a global.



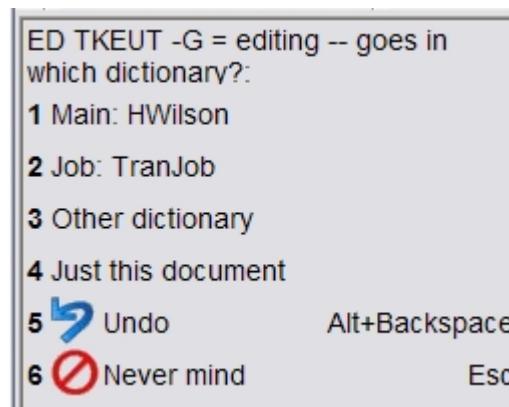
You have the option to **Global**, which opens the Global dialog, or **Block Mark** the text. If you choose to mark the text, you will then have the option to mark more text, either previous or following the text the cursor is on.



AutoMagic is able to offer suggestions for multi-stroke globals without marking the text. For example, you might write the word editing as EUD TKEUT -G, and AutoMagic suggests a 3-stroke global as in this example (the number 3 in parentheses shows that it is a 3-stroke global):



If you select 9, it will then ask which dictionary you would like the global to go into:



In this example, you would have used only two keystrokes to make a 3-stroke global and enter it in your dictionary. Without AutoMagic, you would need 6 strokes.

Remember that after selecting one of the Global Magic suggestions, you can select **Undo** from the list if you didn't really want that global, even before you decide which dictionary it should go into. Or you can select "Never mind" (**Esc**) to make a "local replacement".

13.26.4 AutoMagic at the Beginning and End of Paragraphs



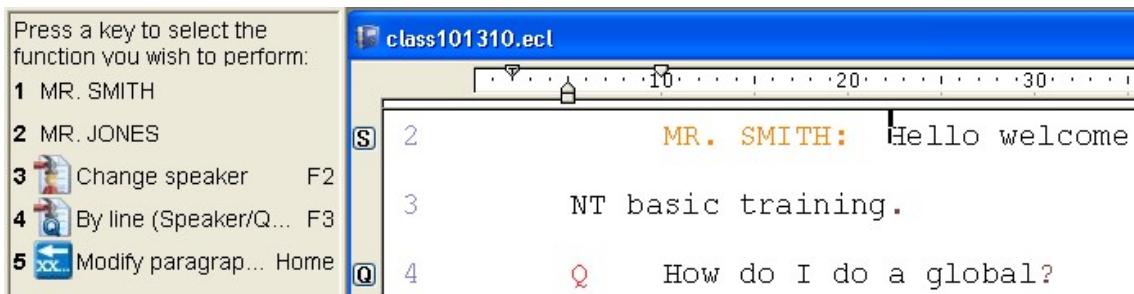
AutoMagic at the Beginning or End of a Paragraph

RELATES TO: [AutoMagic](#)

When your cursor is at the beginning or end of a paragraph, AutoMagic offers choices specific to the situation.

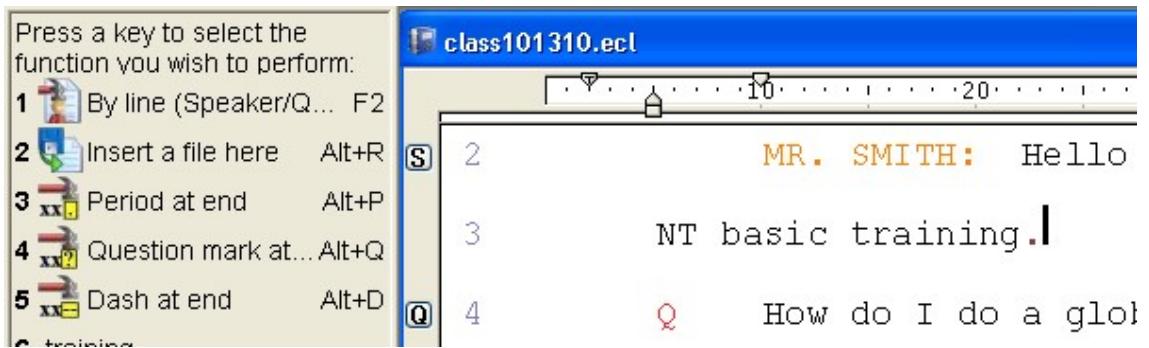
For example, at the beginning of a Speaker paragraph, AutoMagic offers:

- additional speaker names
- to **Change** the speaker (F2 - opens the [Speaker List](#))
- to change the Paragraph to a By line
- to change the Paragraph type



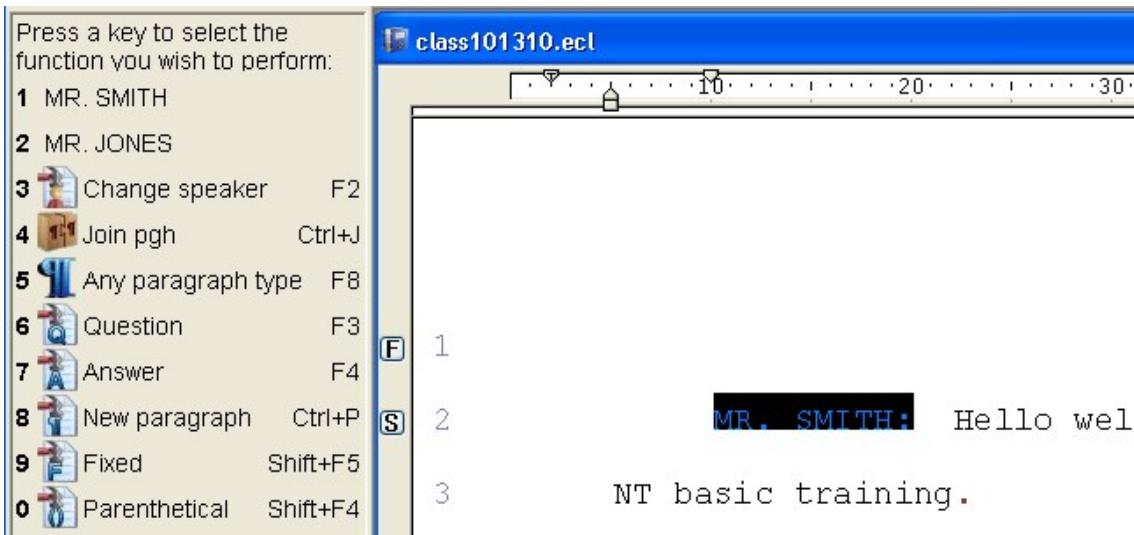
At the end of a Speaker paragraph, it offers to:

- change to a By line
- insert a file
- change the ending punctuation



If you are on a Speaker name, you can:

- change the speaker name
- join the paragraph to the preceding paragraph
- change the paragraph type



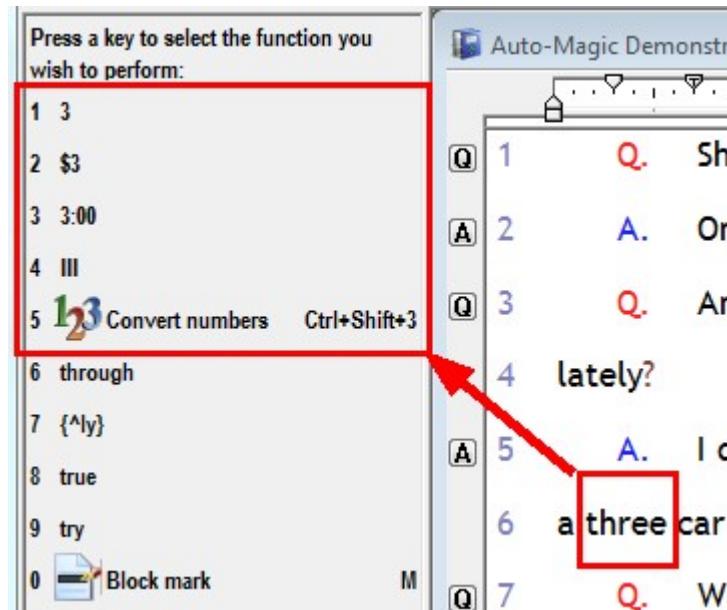
13.26.5 AutoMagic and Numbers



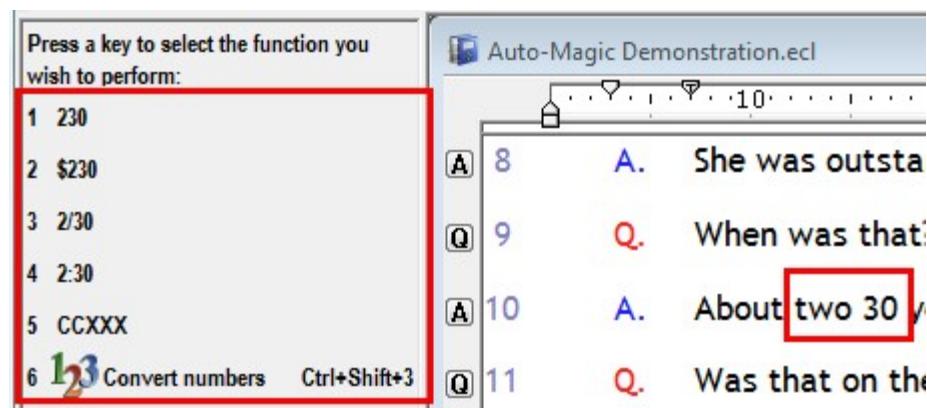
AutoMagic: Numbers

RELATES TO: [AutoMagic](#) [50].

When AutoMagic encounters a number, it will offer several options, including opening the [Number Conversion](#) [327] dialog.



If your cursor is on any part of a number word, AutoMagic will offer the most likely choices. In the example below, the cursor is on "thirty," and AutoMagic offers "2:30" as one of the choices. Note that the cursor can be on either the 2 or the 30, and you do not need to mark all the number words for AutoMagic to recognize what you may be writing.



13.26.6 AutoMagic Numbered Choices



AutoMagic: Numbered Choices

RELATES TO: [AutoMagic](#) [50].

When you use AutoMagic, you will typically use the numbers to select the desired option.

Press a key to select the function you wish to perform:		
1	=? Global	Ctrl+G
2	Reverse tran	Ctrl+F7
3	Type text	Ctrl+N
4	Insert any pgh type	F8
5	Delete ...	Ctrl+Backspace
6	Go to..	Alt+G
7	Scan to unresolv...	Ctrl+T
8	Play	Alt+J
9	Settings	Alt+U
0	Block mark	F7

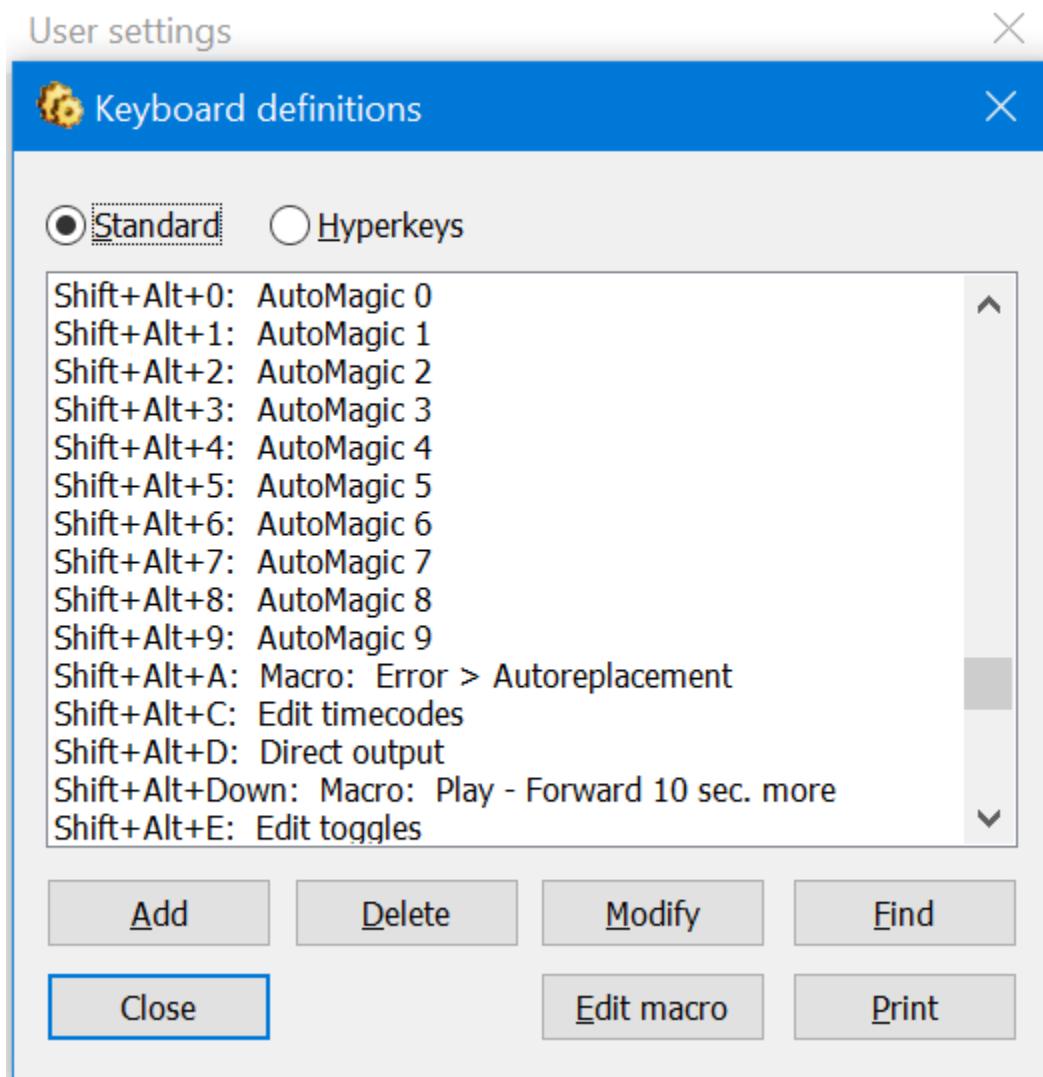
There are several ways to set up your Keyboard options so you can take full advantage of AutoMagic along with your editing style.

With **Use numbers on**, when you need to type a number, one option you have is to use the **Type text** command (**Ctrl+N** or Hyperkey **N**). Note that Type text is frequently one of the numbered options - #3 in the example above. So to type in a number, you would simply type 3 followed by the number you need to type.

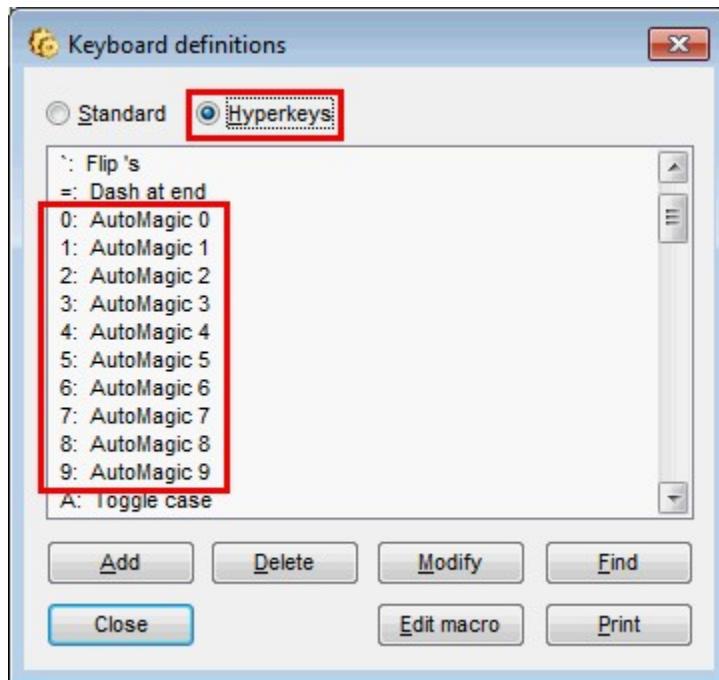
Options with **Use Numbers off**:

- If you go to **View toggles**, and uncheck the **Use numbers** option, the choices will still appear numbered, but you will have to use the hotkeys, or mouse-click to select your choice.
- If you turn **Use numbers** off, you will be able to select most options using their hotkeys, but there are many options that do not have a hotkey. You will only be able to select one of those options by clicking it, or by using the AutoMagic hotkeys.

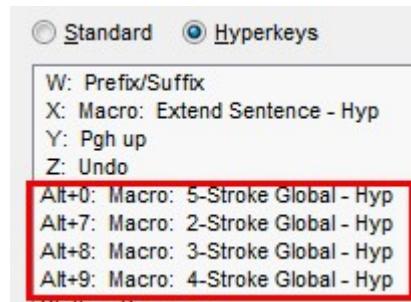
- If you do not use Hyperkeys, you can go to **User settings/Edit/Keyboard definitions** and set up **Shift+Alt+0** through **Shift+Alt+9** as the AutoMagic hotkeys. (Note: on new installation, those are default keystrokes.)



- If you use Hyperkeys, you can set up the number keys as AutoMagic hotkeys.



- If you use Hyperkeys, you may be used to using **7, 8, 9** and **0** for multi-stroke globals. Since AutoMagic handles multi-stroke globals so well, you may want to change those macros to **Alt+7**, etc.



13.26.7 AutoMagic and Punctuation

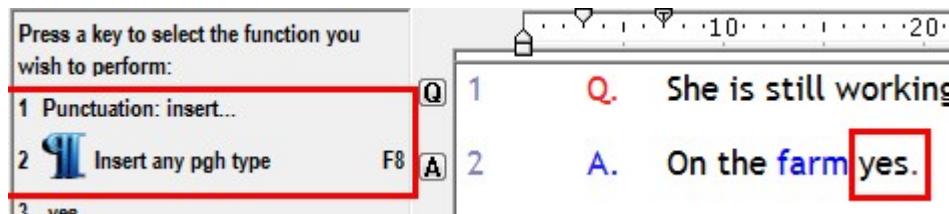


AutoMagic: Punctuation

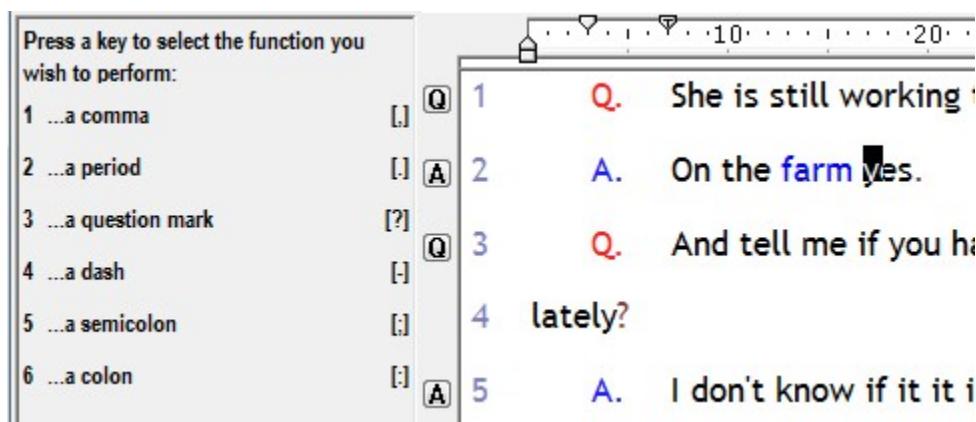
RELATES TO: [AutoMagic](#) [50], [Working with Punctuation](#) [620]

Automagic allows you to change the punctuation at the end of a paragraph, as it teaches you the hotkeys.

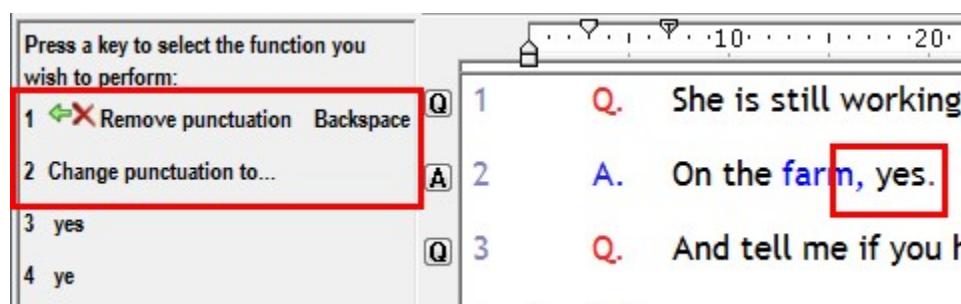
For example, if your cursor is at the end of a paragraph...



...the number 1 AutoMagic choice is to **Insert punctuation**. If you select that choice, AutoMagic suggests a number of punctuation options as it reminds you of the hotkeys.

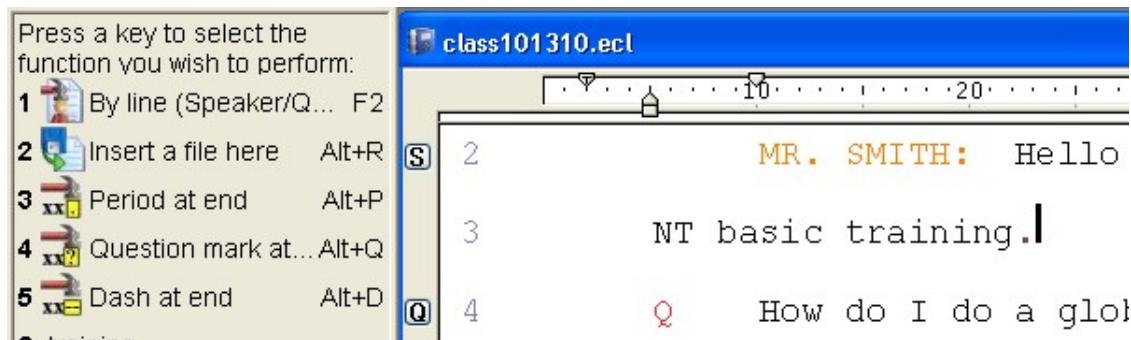


After you select one of the punctuation options, AutoMagic gives you a chance to remove the punctuation, or to change it.



At the end of a Speaker paragraph, it offers to:

- insert a By line
- insert a file
- change the ending punctuation



13.27 Automatic Proofreading



Automatic Proofreading

Under **User settings/Edit/Spell options** there is a **Proofreader** option. Turn that on to use automated proofreading. The proofreader will find and underscore grammar and punctuation errors.

The automated proofreading puts a light blue underscore under any piece of text it perceives as a possible error. Placing the cursor on the underscored text will show the specific error in the status bar and also above the AutoMagic choices. It can find everything from missing punctuation and non-matched open/close quotes/parens to suspicious grammar such as "were talk."

You can select a different color for errors by going to **User settings/Display/Colors** and selecting **Proofreader error** from the **Color selections** drop-down list.

You can ignore a proofreading error by simply hitting the **Escape** key with the cursor anywhere in the highlighted area. For example, the proofreader flagged this construction, because normally the I is a pronoun that would not follow the, or be attached to a number. But in this case it refers to an Interstate, and is correct; so when you hit **Escape**, the blue line goes away, and it will no longer flag it as an error.

the I45

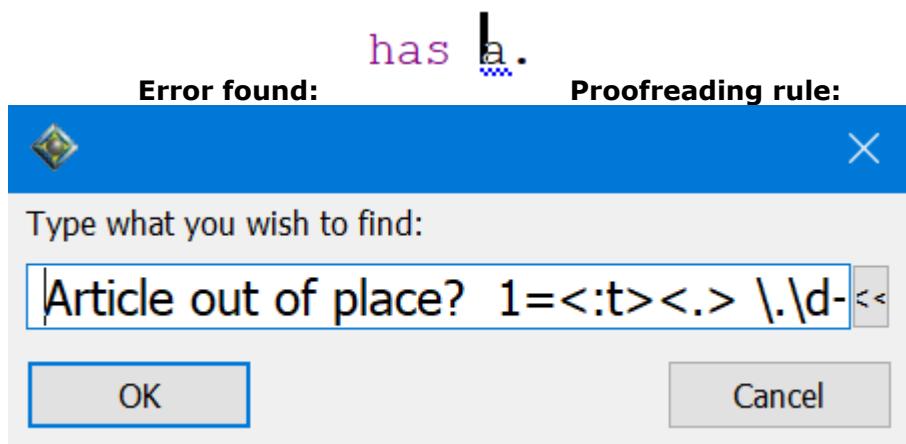
Note that the "watchwords" specialty marks - proofreader entries with no description - are automatically cleared as you pass the cursor by them, since they're not technically errors.

If there are errors you know you never want to see again, you can delete the rule or rules from the list found in **User settings/Programming/Proofreading rules**. Simply highlight the entry and press **Delete**.

If you type a double word such as Pago Pago, you can hit Escape once, and all other instances of that specific double word will be ignored for the rest of the document. Other double words such as "was was" or "to to" will still be flagged. This is much faster than adding a special exception to the rule globally, and will allow job-specific items to be temporarily ignored.

You can scan to proofreading marks by using the **Move/Scan/Any/Proofreading highlights** function, though the most efficient way to use it is to simply review the marks in-place as you edit.

If you put the cursor on an error and go to **User settings/Programming/Proofreader**, you can easily find the rule the cursor is on by using the "Find" button, which will be pre-loaded with the rule in question.



AutoMagic suggestions for proofreading errors

At the end of a proofreader rule, you can use {a} to add a suggestion. You can add as many as you like. For example, an error such as "Mismatched verb=he do" could be written as

Mismatched verb=he do{a}he does{a}I do

and it would show "he does" and "I do" as suggestions in the AutoMagic feature in both the infobar and pop-up windows. Also note that you can use macro syntax: {a}M:Flip words and instead of offering a specific piece of text, it will run the proofreading-specific macro with the specified name, such as "Proofreader:Flip words"

Errors that include a conflict

If an error contains a conflict, proofreader still shows on infobar and will show on status bar if your cursor is within the error but not on the conflict. The conflict choice will take precedence over the proofreader.

Special error tags

The proofreader includes special tags for paragraph-based structural errors that are technically not part of the text, but which require the proofreader to look at several paragraphs to make a determination that there's a problem.

In order to make it possible to detect these, it adds some text to the beginning of the proofread paragraph content text. Just before the paragraph designation which looks like <<Q>> it will add >> plus a 4-letter error code as follows:

>>NOBY – Indicates a missing by line

>>DBLQ – Double question.

>>DBLA – Double answer

>>DBLS – Double speaker (with the same name)

>>MTPG – Empty page (caused by a page break/new page command after a blank line at the end of a form page that has just barely stretched over to a new page. Easy to miss, and really annoying when printing or creating a PDF and proofreading it.)

>>BLNK – Any blank paragraph type with testimony above and below (not Fixed/Centered/etc.) is likely to be an error and will have this tag.

Proofreading rules can easily be added to the existing list just by adding these codes, like so:

Double Question=>>DBLQ

because when the proofreader sees that this sequence of text is present, it knows that there's an error.

"Under the Hood" Information for Advanced Users:

In order for the proofreader to work, it must have a set of rules defined under **User settings/Programming/Proofreading rules**. These rules are what make it all work.

There is a separate list under **User settings/Programming/Watchwords** that is used by the proofreader to call your attention, briefly, to words that often require a second look to make sure they're really the word you wanted. You can also add a watch phrase to the list and it will work exactly as a watchword does.

Also, the default proofreading rules contain a special code that will mark any punctuation error that would be flagged as invalid punctuation by the spelling checker, which follows the exceptions specified in the **User settings/Programming/Spelling exceptions**.

If your proofreading rules are empty, the load user function will load not only the default proofreading rules created by Keith Vincent, but will also pre-load a series of specialized suffixes and macros designed specifically for the proofreader's AutoMagic feature described above. If you have used a previous version of the software and wish to use the new rules, remove all of the previous proofreading rules and re-load your user to trigger the automatic import.

Details on how to edit the rules is found in the [Reference Guide page on Automatic Proofreading Rules.](#) [650]

VISUALIZERS:

[**vE9 - The Automated Proofreader \(and Auto-Magic\)**](#)

[**vE9 - The Automated Proofreader in Action**](#)

13.28 Bridge Mobile Proofreading



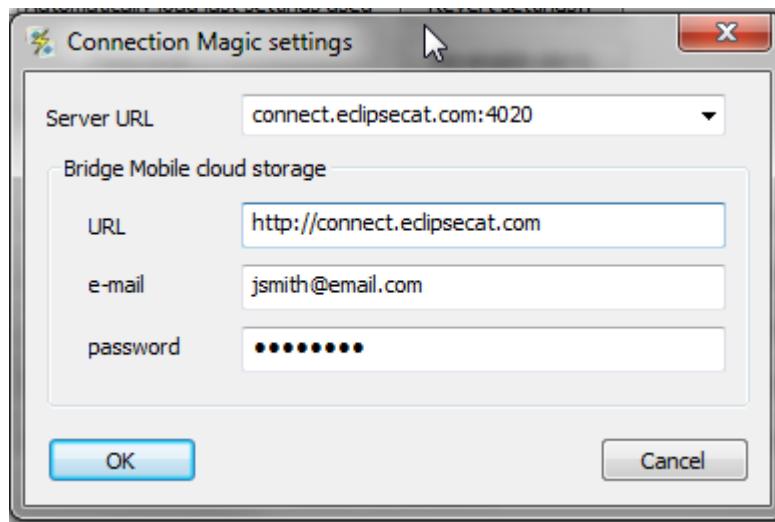
Bridge Mobile Proofreading

When you have finished editing a transcript, it is ready for Proofreading. You can do your proofreading on any mobile device running [Bridge Mobile Pro](#) [1118], and get it back in Eclipse with just a few keystrokes. After entering email, and password information in Eclipse and Bridge Mobile, you simply convert your document (**to** another system), open it in Bridge Mobile, put in your proofreading notes and comments, and convert it (**from** another system) and all your notes and comments will be there, in the appropriate places in the transcript.

Setup In Eclipse:

First, you will need to go to the **Connection Magic settings** dialog, and enter the **e-mail** and **password** you want to use for your Bridge Mobile cloud document service.

To do this, go to **User settings/User/Advanced** and click the **Connection Magic** button at the bottom of the dialog.



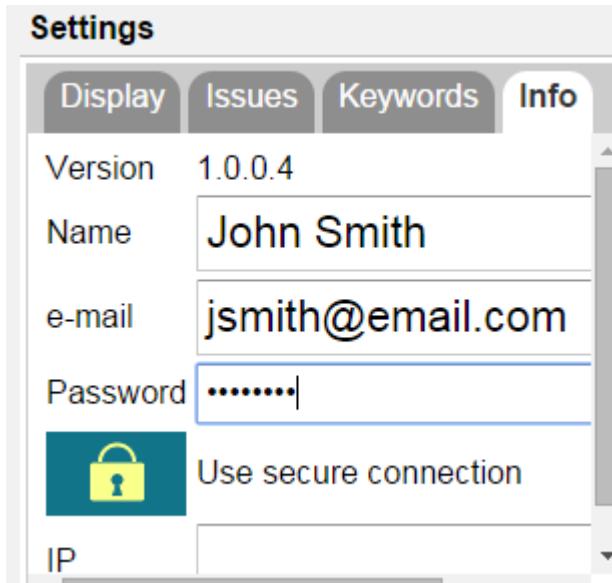
Enter your email address and password. Click **OK**. You will get a message that it is necessary for Eclipse to restart. Click **OK**, and after waiting a few seconds, reopen Eclipse.

Setup In Bridge Mobile:

In order to link up Bridge Mobile and Eclipse, it's necessary to enter the same e-mail and password in Bridge Mobile that you just entered in Eclipse. Once you have set up a Bridge Mobile cloud user, it will remember your email address, and you can store Bridge Mobile documents permanently.

For details on setting up and using Bridge Mobile, see [Bridge Mobile: Connection and Use](#)^{113q} and [Additional settings and options](#)^{112g}. Note that you will need to purchase the pro version of Bridge Mobile in order to have access to Cloud storage.

To enter your email and password in Bridge Mobile, open the settings dialog (click the gear icon) and click on the **Info** tab.



Type in your name, and email address and password you entered in Eclipse. Click the Check mark. You will get a message instructing you to check your email for verification. Click on the link in the email.

How to Proofread a job in Bridge Mobile

Once the above setup is complete, go to **Tools/Convert/To another system/Text files/Bridge Mobile proofreading**. Select a file (or files), and click **Next** and **Finish**. This will convert the document and transmit it to the cloud file server.

Then go to Bridge Mobile and open the transcripts dialog (the Folder icon). Under "unfiled" the document exported from Eclipse will appear.

You can go through the document looking for errors and mark them using either quick marks or issue codes. Since issue codes are user-definable, you could use issue codes such as "spelling" or "punctuation" or etc. You can also write notes.

Note: For details on issue codes and notes in Bridge Mobile, see [Bridge Mobile: Connection and Use](#).

After proofreading, close the document.

Back in Eclipse, go to **Tools/Convert/From another system/Text files/Bridge Mobile proofreading** and select the file. The original file will open, and will all of the issue codes and notes have been turned into comment lines at the appropriate points in the document. These comment lines will include page/line references, the issue code, and the notes.

Note: For the notes and comments to be visible, you must turn on **Print commands** in **User settings/Display**.

Also, remember not to make changes in your transcript in Eclipse until you have brought the proofread version back into Eclipse. That will avoid the problem of page and line numbers changing, and will keep your comments in the right spots.

13.29 eBook Proofreading

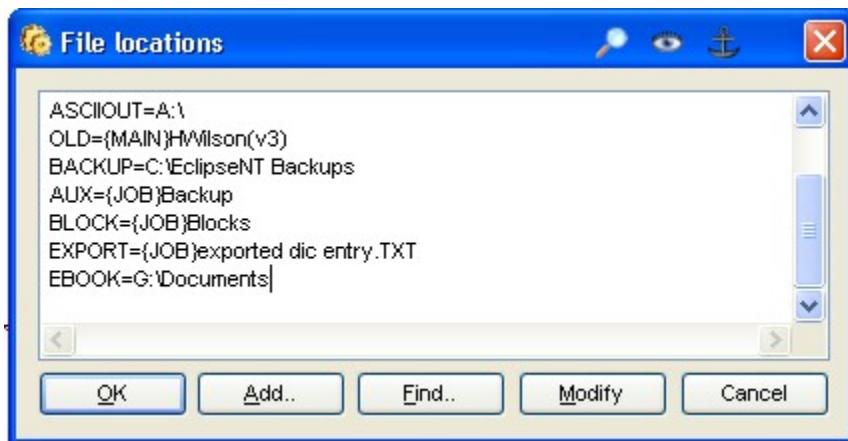


eBook Proofreading

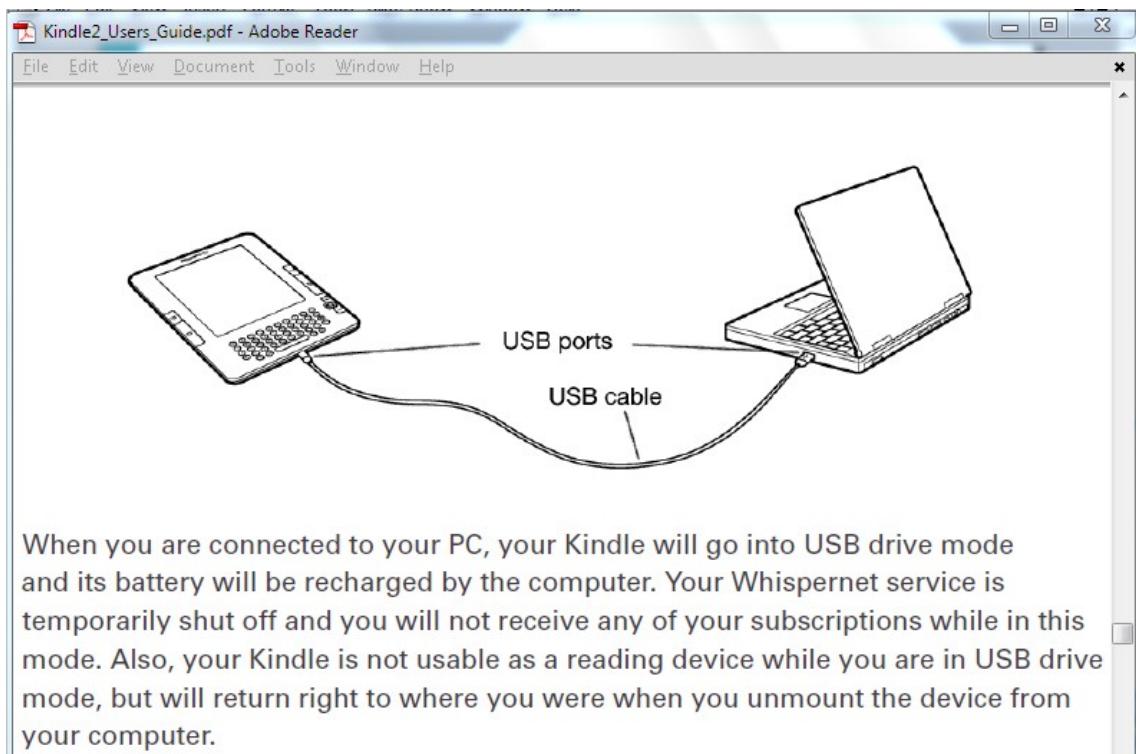
RELATES TO: [Tools/Convert](#) [871],

If you have a Kindle or other eBook reader that uses the MOBI file format, you can use it to proofread your documents. To set up Eclipse, plug in your e-book reader and find the folder where it stores documents using Windows explorer. then in **User settings/Programming/File locations**, add EBOOK=etc. to point to that path. (For details, see [File Locations](#) [764].

For example, if your Kindle is G:\documents, you will add the following:
EBOOK=G:\documents



Then, when you want to proofread documents, with your Reader connected ...



When you are connected to your PC, your Kindle will go into USB drive mode and its battery will be recharged by the computer. Your Whispernet service is temporarily shut off and you will not receive any of your subscriptions while in this mode. Also, your Kindle is not usable as a reading device while you are in USB drive mode, but will return right to where you were when you unmount the device from your computer.

...go to **Tools/Convert/To another system/Text files/e-book proofreading**. Select the files and hit **Next**.

Disconnect your e-book reader and start proofreading. On a Kindle, you can move the cursor through the document and mark text.

1 Hearing OFF.

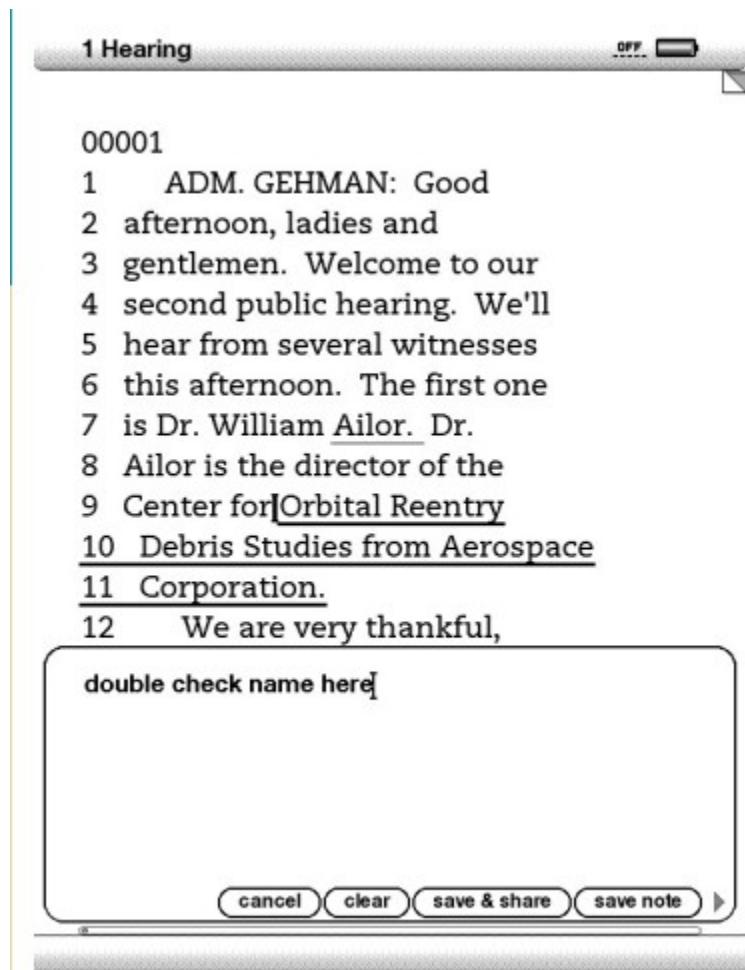
00001

1 ADM. GEHMAN: Good
2 afternoon, ladies and
3 gentlemen. Welcome to our
4 second public hearing. We'll
5 hear from several witnesses
6 this afternoon. The first one
7 is Dr. William Ailor. Dr.
8 Ailor is the director of the
9 Center for Orbital Reentry
10 Debris Studies from Aerospace
11 Corporation.

12 We are very thankful,
13 Dr. Ailor, for you for taking
14 time to come down here and
15 help us walk through this.
16 What the board is interested
17 is, first of all, a non-NASA

1% Locations 1-4 1490

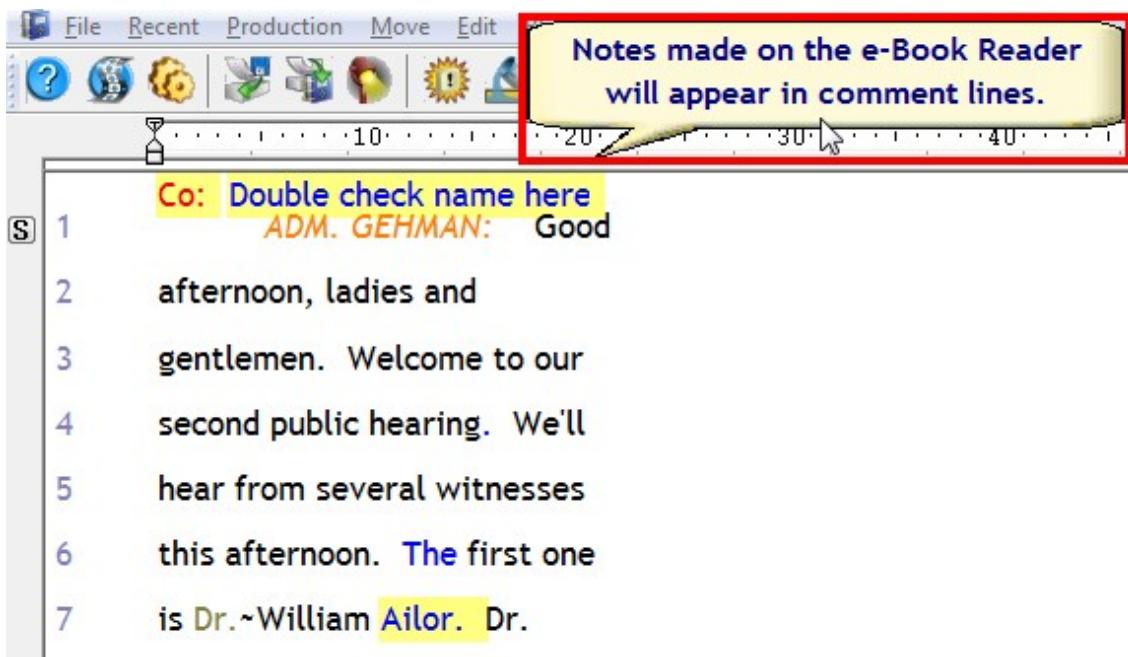
And/or you can start typing on the keyboard to make a note to yourself



When finished proofreading, reconnect the reader and use **Tools/Convert/From another system/Text files/e-book proofreading**. Select the .mbp files for the jobs that you've proofread and hit **Next**.

Having done that, when you re-open the documents in Eclipse you'll find that each mark has turned to "Scopist text" color, which you can scan to using the **Move/Scan** function.

Also, anywhere you wrote a note, you'll have the text color change and the note will appear at the top of the paragraph inside a comment line.



IMPORTANT: Once you have done the **Tools/Convert/to/e-book**, don't make any changes in the document in Eclipse before you re-import the marks and notes or they might not end up in the right places.

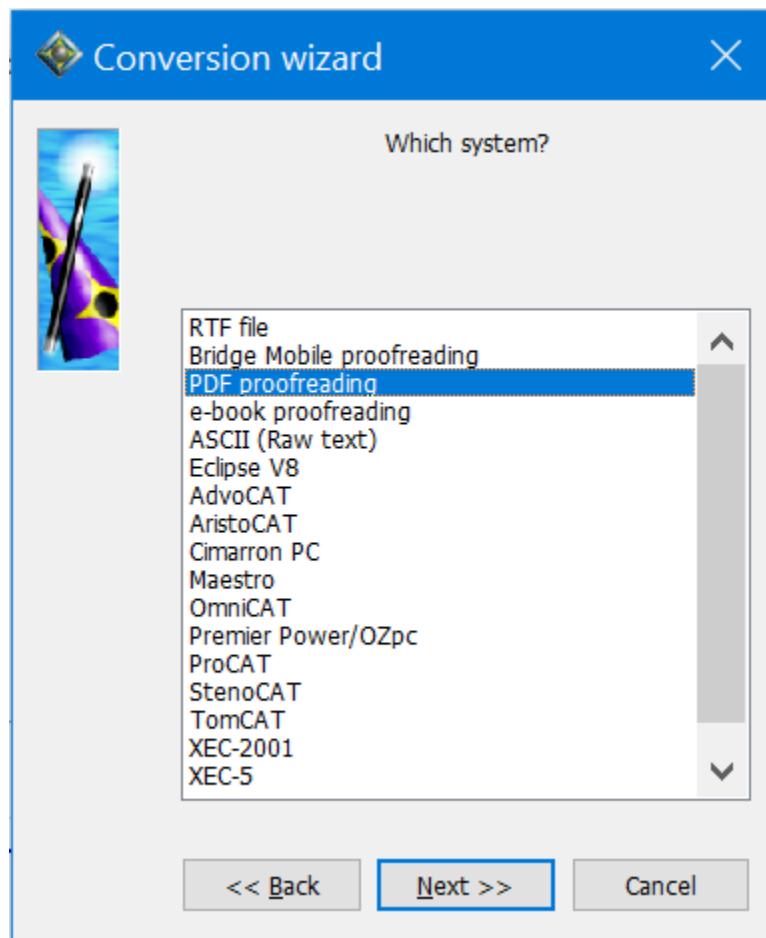
13.30 pdf Proofreading



pdf Proofreading

RELATES TO: [Tools/Convert](#) [871]

Under **Tools/Convert/From another system/Text files**, there is an option for PDF proofreading.



1. Create a PDF file, using **Production/output to pdf**.
2. Open it in any PDF reader that allows annotations, such as Adobe Reader.
3. The two types of annotations supported are highlighting and notes. Use the highlight function to highlight a **single** word by double-clicking. Use the "note" function to place a note at a specific location in the PDF and type a comment into it.
4. Save it (with the same name).
5. Run **Tools/Convert/From another system/Text files**, and select PDF proofreading. Select the file you proofread.
6. When you import the PDF proofreading information, the highlights will be converted to a searchable text type in the document, and the notes will be converted to comment lines.
7. You will see that after you run the conversion, the first choice in Automagic is to re-open the text file.

14 Formatting Transcripts

Formatting your transcripts is done by setting paragraph formats and various document settings in your **User Settings (Alt+U)**.

The [User Settings/Document tab](#)^[396] is where you set much of the overall format of your document: margins, fonts, footers and headers.

The [User Settings/Paragraphs tab](#)^[408] is where you set specific paragraph formats: speaker and answer paragraphs, fixed paragraphs, etc. As with the document settings, the paragraph settings are saved in the current User profile.

14.1 Master Format/Current Document

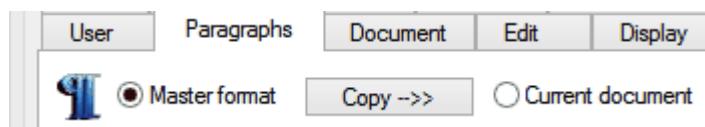


MASTER FORMAT / CURRENT DOCUMENT

RELATES TO: [Document tab](#)^[396], [Paragraphs tab](#)^[408].

Master Format and Current Document refer to the scope of any changes made on the [Document tab](#)^[396] or [Paragraphs tab](#)^[408] of **User Settings**.

Both the **Paragraphs** tab and the **Document** tab have option buttons at the top, where you may select either **Master Format** or **Current Document**:



If **Master Format** is checked, any changes you make will affect all future jobs. These changes are stored in your [User Settings](#)^[93], and will not affect any existing [text files](#)^[626].

If **Current Document** is checked, any changes you make will affect the active text file only. (You can only choose the **Current Document** radio button if a text document is active when you access the **Paragraph** or **Document** tab.)

This setup allows you to control the scope of your changes. If you need to change margins for a particular job only, you may do so without impacting any other jobs.

Copying Master to Current or Current to Master

You can copy settings from **Master Format** to **Current Document**, or vice versa. This will change one to match the other.

For example, you may have an old job that needs to adhere to a new set of margin/paragraphing standards. When you [open the file](#)⁸⁴, however, it will retain its Current Document settings that it had when you created it. You can copy from Master to Current to change the document settings to match what's in your Master Format.

You can also copy from Current to Master. This will change your Master Format settings to match those of the current job. This is useful if you have perfected your settings, and want all future documents to have the same format as this one. (When manipulating margins/paragraphs for the current document, it is useful to set the display to [WYSIWYG mode](#)⁹⁰.)

Copying Current to Master normally ignores fonts and paragraph labels, since every speaker name in a job is a paragraph label, and every single font change, even to just a few characters, gets added to the document. Most of these will not be used in future documents, so copying them to the master format makes no sense. However, if a paragraph label or a font is used as the default font or the default label for a paragraph on the list, then that label or font is copied over to the master settings since the paragraph setting is a strong indication that that font or label will be used in future documents.

To perform a copy:

1. Select the format you want to copy from. The arrow on the **Copy** button will change, to indicate the direction of the copy. (In the above graphic, you would be copying from Master to Current.)
2. Click **Copy**.
3. A warning message will appear: "Warning: The current document will be changed to reflect the master document settings. Any changes you have made to the settings in the current document will be lost. Continue?" If you're sure, click **Yes**. (This message will not appear if you have [disabled](#)⁸⁸⁴ it.) If you are copying from the Current to Master document, the warning will read "Warning: Your master document format will be changed...".

It is usually a good idea to apply the settings to the current document before copying them to the Master format. That way you can make sure that you have all the settings the way you want them before applying them to the Master format.

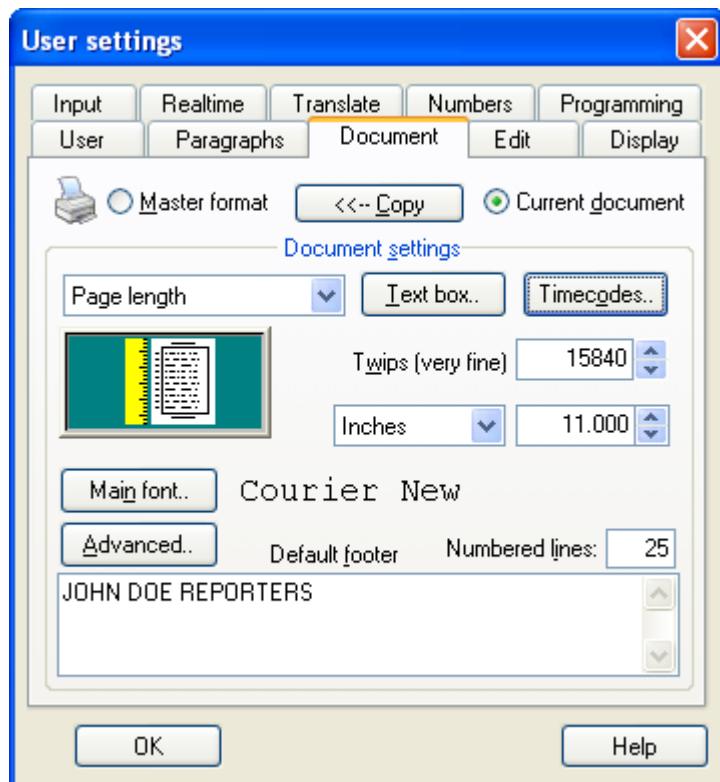
Note that when you click-and-drag the ruler controls on a text document, you are changing the current document's formats.

14.2 Document Tab



Document Tab

The Document tab contains general options for the printing and appearance of your transcripts. Any choice made on the Document tab is subject to the [Master Format/Current Document](#) distinction.



The Master Format, Current Document, and Copy buttons dictate the scope of the changes you are making. See the page on [Master Format and Current Document](#) for more information.

The list box at top left contains a [list of document margins](#). To change a margin, select the margin you want to change from this list. You may then change its appearance in terms of twips, centimeters, or inches. The graphic below this list box is a representation of the margin you have chosen.

- To use inches, select **Inches** from the inches/centimeters list box at center, and enter the desired number of inches into the text box to the right of the inches/centimeters list box.

- To use centimeters, select **Centimeters** from the inches/centimeters list box at center, and enter the desired number of centimeters into the text box to the right of the inches/centimeters list box.
- To use twips, enter the desired number of twips into the text box to the right of the word "Twips." Twips are used for very subtle changes: there are 1440 twips to an inch.

You do not have to change the margin in terms of both twips and inches/centimeters. You need only work in the measurement you want to use; the other will be changed automatically. For example, if you change a measurement from 1.0 inches to 0.5 inches, the twips text box will automatically change from 1440 to 720.

The **Text box** button opens the [Text Box Setup](#) dialog, in which you can set up a box that appears around the text of the transcript.

The **Timecodes** button opens the [Timecode Setup](#) dialog, in which you can set up timecodes, and other time-related options. Make sure the Time printing option is set for Beginning of selected pgh types or Every line of selected pgh types.

The **Main font** button opens the [Font](#) dialog, in which you can select the primary font you wish to use. See the page on [Working with Fonts](#) for full details.

The **Advanced** button opens the [Advanced Document Settings](#) dialog, which offers you ways to number paragraphs, insert numbered header lines, change the font for page/line numbers, among other things.

The **Numbered lines** text box controls the number of lines that appears on a page. The default setting is 25. If you want a different number of lines per page, enter it here.

If you are using a footer, enter it into the **Default footer** text box. If you have a Default footer selected here, and a footer inserted into a transcript with a [Footer print command](#), the print command will take precedence. The Default footer can also be removed from a transcript or parts thereof with [Omit and Resume print commands](#).

VISUALIZERS:

- [B4 - Current v Master](#)
- [B7 - Text Box](#)
- [B7a - Text Box Adjust](#)
- [B6 - Footers](#)
- [B6a - Footer Adjustments](#)
- [I2 - Timestamps](#)
- [I2 - Edit Timecodes](#)

14.2.1 Timecode Setup

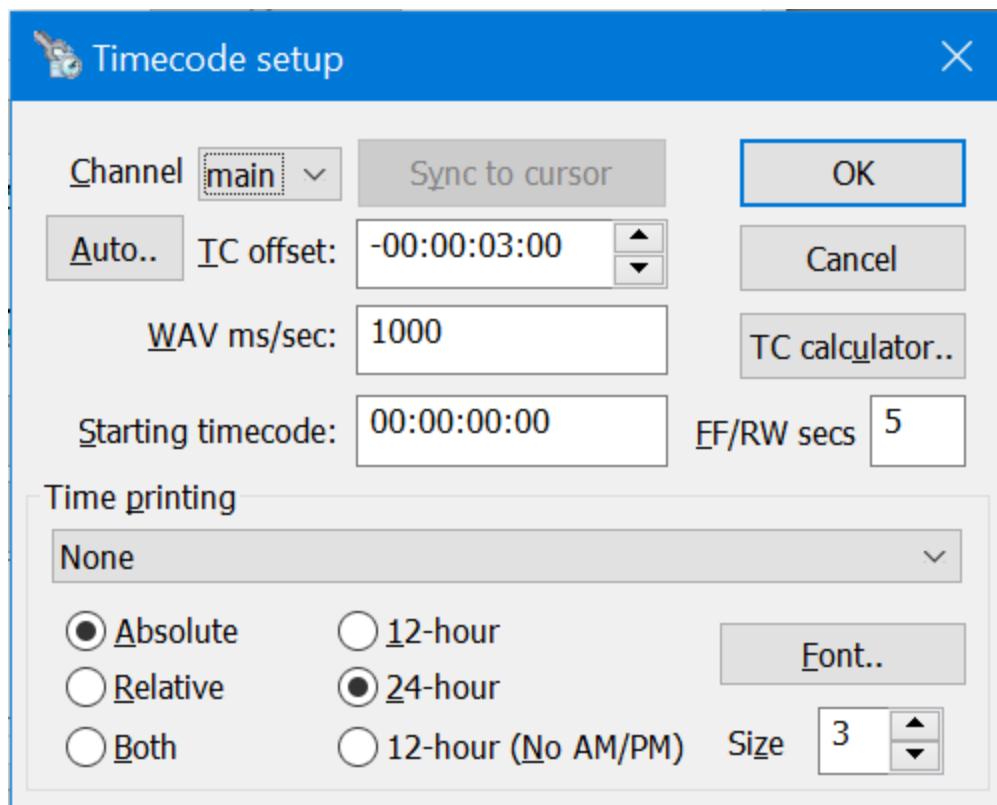


Timecode Setup

RELATES TO: [Document tab](#)



The **User settings/Document tab/Timecode** button opens the **Timecode setup** dialog, which controls the appearance and behavior of timecodes. You can also open the Timecode setup dialog through **Tools/Multimedia/Control panel/Timecodes**, or **User settings>Edit/Audio playback/Timecodes**.



Overview

There are two types of timecodes: Absolute and Relative. Absolute timecodes represent the time of day; Relative timecodes start with 0 at the beginning of the document (though this starting point can be changed with the Starting Timecode option).

There are four components to a timecode: hours, minutes, seconds, and frames. There are 30 frames per second. Timecodes are rendered in 00:00:00:00 format, or HH:MM:SS:FF format.

Options

The **Channel** selection list allows you to apply different settings to each audio file. This is necessary because the timecode offset and wav ms/sec settings could theoretically be required to be different for different .wav files if they were recorded on different devices. For example, a backup audio .mp3 recorder could have been started at a different time from the original .wav file, and it could "drift" away from the original PC recording by a small percentage.

You may want a document's RELATIVE timecodes to start at a particular time, exactly 00:01:00:00 for example, instead of 21 seconds or 15 minutes or however much time has elapsed since the beginning of the job. You can press the **Auto** button, and enter the desired target timecode: 00:01:00:00, for example, and the TC offset will automatically be set to the difference between the two, and all the timecodes in the document will follow from that first one. If you have a need to adjust only a portion of the document, you can block-mark the document and use Edit/Misc/Edit timecodes, and that dialog also has "auto" buttons next to both the relative and absolute timecode rows. Hit the button, type in your desired STARTING timecode and hit [enter] and the offset will be calculated automatically and applied to all of the timecodes in the marked block.

Starting Timecode is the point from which relative timecodes are calculated. The default is 00:00:00:00.

Timecode Offset is an offset that is applied to every timecode in the transcript. It is the amount of time added to or subtracted from each timecode in the document wherever the timecode is used. It is used globally to correct timecodes that are off for some reason. The default is -00:00:03:00, which accounts for the natural delay between the deponent speaking and the word appearing in the transcript.

Timecode Offset can be used to synchronize timecodes with a video tape, or with any external source. Simply determine the variance between the times, and set the Timecode Offset to that amount. If the deposition is five seconds behind the video, set this to 00:00:05:00. If the deposition is five seconds ahead, set it to -00:00:05:00. A minus sign means you are winding the clock backwards; an offset of -00:00:05:00 would change 9:00 AM to 8:59:55 AM.

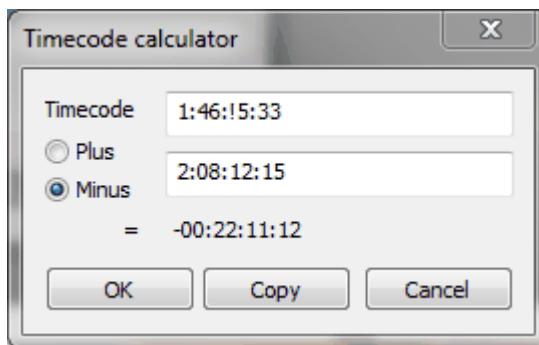
If you use any functions to insert timecodes while editing or translating so that the timecode appears as text typed directly into the document, the timecode offset will be applied to the timecode being inserted in order to make it match the dynamic timecodes being displayed.

Sync to cursor is used when you have a WAV file recorded on an external source. In this case, the timecodes are usually self-consistent, but not aligned with the document's timecodes. If you can hit "play" and hear the audio and you can identify where the audio is playing, you can synchronize the file with this button. Go to **User settings/Document/Timecodes**. When you hear the word the cursor is on, hit the Pause or Stop button, and hit the **Sync to cursor** button, and it calculates a new offset for you automatically. The audio will now be synchronized at the cursor position.

When you use the "sync to cursor" function in the document in one location, it sets the offset. If you then go to a different location (at least ten minutes away) and use the "sync to cursor" function again, the software now has two data points to look at, and it will calculate the ms/sec proportion automatically. You can repeat this process multiple times if you like; each time it is only looking at the last two measurements, and measurements farther away from each other will produce more accurate results.

FF/RW - the Fast forward and Rewind functions will advance the playback position by the number of seconds indicated. Note that FF/RW only work while you are playing, or when the playback is paused. At any other time, they do nothing, because if you are stopped, the playback will always start at the cursor position.

Timecode Calculator button - allows you to type in two timecodes and either add them together or subtract them. Used when necessary to make an adjustment to the timecode offset or the starting timecode based on some existing information in the document. For example, if you hit play in a document at timecode 1:46:15:23 and what you hear is the text that appears later in the document at 2:08:12:15, you can fix it by adjusting the timecode offset by the difference between those two timecodes. The timecode calculator can tell you that the difference is 00:21:56:22.



The **Copy** button in the calculator lets you copy the result and paste it directly where you need it.

WAV ms/sec is the length of a second. Leave it at the default setting of 1000.

Printing

The **Time Printing** area affects whether or not timecodes appear, and how they look.

Absolute timecodes show the time of day when the transcript was recorded.

Relative timecodes, which are used primarily for audio and video synchronization, start at 0 and advance incrementally. If the recording is paused, the "timer" also stops. You can choose to use absolute or relative timecodes, or both.

Select **12-hour** or **24-hour** mode. Timecodes set in 12-hour mode take more room than do those in the 24-hour mode because AM or PM must be added to the times.

The **Size** option for timecodes is set according to the number of elements (not characters) that you want the time to use. For example, to show the hours and minutes, you would set the timecode size to 2 (hours + minutes) and to show hours, minutes, and seconds, you would set the timecode size to 3.

To activate timecodes, select the desired frequency from the **Time printing** drop-down list:

- **None.** Timecodes will not appear; use this selection to deactivate timecode printing.
- **Beginning of Every Paragraph.**
- **Beginning of Selected Paragraph Types.** Timecodes will appear at the beginning of paragraphs, but only paragraphs where the [Timecoded](#) [412] option is checked.
- **Every Line.**
- **Every Line of Selected Paragraph Types.** Timecodes will appear on every line of paragraph styles where [Timecoded](#) [412] is checked.
- **Every 5 Lines.**
- **Every Page.** The timecode will appear on the first line of each page.

After selecting the frequency, you will also need to select whether you want **Absolute** timecodes, **Relative** timecodes, or **Both** from the option buttons at bottom left.

Also, select **12-hour**, **24-hour**, or **12-hour (no AM/PM)**, depending on how you want the timecode to look.

- Size** determines how many characters of the timecode are visible:
- **4** - HH:MM:SS:FF (hours, minutes, seconds, frames)
 - **3** - HH:MM:SS (hours, minutes, seconds)
 - **2** - HH:MM:SS:FF (hours, minutes)

Click the **Font** button to change the font of the timecode. Make your choices from the [font dialog](#) [900].

Positioning Timecodes

When you insert timecodes into a document format that did not have them before, it is likely you will have to do some rearranging. The following items in the [Document Margins](#) [424] are relevant:

- **Timecode Margin** Set this to determine the position of your timecodes.
- **Left Margin/Line Number Margin** If you are positioning your timecodes on the left, you will likely have to increase one of these to prevent the timecodes from running over the text.
- **Paragraphs tab** [408]/**Right Margin**. To make room for the timecodes, you may need to have fewer characters per line.

VISUALIZERS:

- [I2 - Timestamps](#)
- [I2 - Edit Timecodes](#)
- [B7 - Text Box](#)

14.2.2 Advanced Document Settings



Advanced Document Settings

RELATES TO: [User Settings/Document tab](#) [396]

This dialog, which can be found in **User Settings/Document tab/Advanced**, contains miscellaneous document settings.

Advanced document settings

Page format: {P< #####}

All caps Lines to print:

Parliamentary format Blank print line:

Redacted text

All text visible

Omit empty pages

Redacted text character

- or

Number selected paragraphs

Dynamic index locations

Share all settings with team

Numbered header lines:

Speaker separator:

Print command margin

1234567890 (Font sample)

1234567890 (Font sample)

1234567890 (Font)

The **Master font table** button will open the [Master Font Table](#)^[948]. In most cases, you do not need to use the Master Font Table: see the page on [Working With Fonts](#)^[428] for a list of other ways to change fonts.

Page Format allows you to specify the formatting of the page numbers. See [Page Number Format](#)^[404] for a description of the syntax.

Lines to Print controls the printing of line numbers. Leave it blank to print all line numbers. An entry such as "2-25" will print line numbers on all lines except line 1.

All Caps will print the document in all caps.

The text in the **Blank Print Line** box will appear on any unused line, such as those created by conditional page breaks. If you want your blank lines to contain slashes, type them here.

Parliamentary Format will format that transcript as single-spaced paragraphs, each separated by a blank line. Parliamentary format numbers single spaced lines instead of double-spaced lines. When using Parliamentary, in the **User Settings/Document** tab, enter the actual number of lines per page (for example, 50 rather than the default 25) in the **Numbered Lines** field.

Use the **Redacted text** drop-down menu to choose to have **All text visible**, **Omit redacted text**, or **Show only redacted text**. If you Omit the redacted text, all redacted text will be eliminated from the printout, PDF, ASCII and Bridge exports. If you choose to make all text visible, redacted text will appear as normal. Each individual document remembers this setting separately. Note that you can **Omit empty pages** when printing, so long passages of redacted text will not generate empty pages.

Also you can choose a **Redacted text character** so that you can have redacted text appear as XXXX or **** or whatever you like. You can also use the **Redacted text color** button to set your color for the redacted text. It is the same function as in [User Settings/Display](#)^[114]/Color selections/Redacted text.

In **User settings/Document/Advanced/Redacted**, you can select the "highlight redacted text" option, which will use the display colors for redacted text on both the printout and the PDF file in order to allow a person to review that the appropriate information has been redacted from the publicly available version of the transcript.

Details on [working with redacted text are in the Appendix.](#)

If your header should appear on Line 1, set **Numbered header lines** to 1. If not, leave it at 0. (You can also have two or more numbered header lines, by setting this to the number desired.)

If [Number Selected Paragraphs](#)^[412] is checked, any paragraphs you have designated as numbered in [Advanced Paragraph Settings](#)^[412] will have numbers assigned to them. This is commonly used to number Questions; however, any type of paragraph may be numbered. You can control the position of paragraph numbers by selecting [Paragraph number margin](#)^[412] under the **Document Settings**.

Dynamic Index locations will allow indexes to auto-adjust when edits are made after generating the final index. With this option on, the page numbers in your index will update automatically, if your edits caused a change in the document page numbers. (Note: this was introduced in Version 10, and does not work for indexes generated in earlier versions.) For more information, see [Automatic Indexing](#)  511.

The **Speaker separator** text box controls the characters that should appear after a speaker name. This is typically a colon, followed by two spaces. If you want your speaker names to be separated from the text by something else, such as a dash, enter it here.

The **Print command margin** spin control lets you set the right margin for print commands, which is useful when you have multiple lines of text (index lines, comment lines, etc.).

Page Num Font and **Line Num Font** control the fonts for page and line numbers. To make a change, click the button, and select the desired font from the [font dialog](#)  900.

VISUALIZERS:

[F9 - Redacted Text](#)

14.2.2.1 Page Numbering and Number Format

Page Numbering and Number Format

RELATES TO: [Page Number Format print command](#)  336, [Advanced Document Settings](#)  402

Page number format codes can be used to control the appearance of a page number. These can either be set for an entire document or user, in [User settings/Document/Advanced Document Settings](#)  402, or for a part of a transcript, by inserting a [print command](#)  332.

The codes that can be used in a page number format are:

- **P** - use Arabic numerals - example: 37
- **R** - use capitalized Roman numerals - example: XVI
- **r** - use lower case Roman numerals - example: xii
- **V** - insert Volume number (you must have inserted a [New Volume Number print command](#)  336).
- **<** - place digits to right of padding (right-align)

- > - place digits to left of padding (left-align)
- Any character placed immediately after < or > will be used as a padding character.
- # - allow space for one digit. Use these consecutively to specify how many digits your page number can be.
- **N** - **affects paragraph numbers instead of page numbers** 405.
- **T** - lets you add a numeric field that will show the total number of pages in a document as part of the page number that appears on each page. This allows you to show something like "Page 3 of 57" on each page, rather than just "3" or "Page 3".
- The entire code is enclosed in braces { }.
- Any other text will appear as is.

For example, the default page number format code **{P< #####}** means "use Arabic numerals (P), right-align (< symbol), no padding character (the space after the < symbol), up to six digits (#####)."

If you want your page number to include text like "p. " or "Page ", include it in the page number format: **Page {P< #####}**

If you want to make a text string that incorporates any combination of page/line/volume numbers, you may combine individual format codes. For example, **Vol. {VR#####}, Pg. {P#####}** would give you "Vol. II, Pg. 23."

Replacing padding spaces with characters

To print a repeating character in place of padding spaces, insert an angle bracket (< or >) and the desired character in the formatting code. For example, the code,

Page . {P<-####}

prints as,

Page .----

NOTE: You can position page numbers on a page by setting values for **Page number row** and **Page number column** in the **Document settings** drop-down box on the **Document** tab.

Paragraph Number Formatting

If you are using paragraph numbering (to number questions, for example), start a page number format with an N, and the format will affect paragraph numbers. **{N< #####}** would give you right-aligned paragraph numbers, of up to five digits, with no padding character. (By default, paragraph numbers are left-aligned.)

If you want to use both a page number format and a paragraph number format, separate them with a pipe: `{P> #####}|{N> #####}`

Changing page number format for selected pages

To change the format of page numbers within a document, insert a **Page Number Format** print command.

Go to **Insert Print Command (Alt+N)**.

Select **Page number format**. The print command "Page number format:" will be inserted in your document. After the colon enter the format, using the codes explained above.

Controlling page numbering

To control the numbering of pages insert a **Page Number** print command.

Go to **Insert Print Command (Alt+N)**.

Select **New Page Number** from the list.

In the **Value** field, enter the number with which you want the numbering to begin. The page on which you enter the print command will be numbered with that number. All subsequent pages will be numbered sequentially from there.

14.3 Paragraph Styles



PARAGRAPH STYLES



RELATES TO: [Paragraphs tab](#) [408],
[Insert/Modify Paragraph](#) [318].

Eclipse [text files](#) [626] use paragraph styles to control indenting, formatting, and other behaviors.

Every piece of text in a text file belongs to a paragraph of some type. The style for each paragraph type can be viewed in the Paragraph Bar at left. The letter you see is the first letter of the type of that paragraph (C for Centered, S for Speaker, Q for Question, q for question subparagraph, etc.)

C	1	DIRECT EXAMINATION
B	2	BY MR. SMITH:
Q	3	Q. My name is Mr Smith. I'm an
	4	attorney. We're here today to take your
	5	deposition.
A	6	Have you ever been deposed before?
	7	A. I'm sorry?
Q	8	Q. Have you ever had your deposition
	9	taken before?
S	10	MR. JONES: I object.

Changing The Behavior of a Paragraph Style

The [Paragraphs tab of User Settings](#) [408] controls the appearance of your paragraphs in general. For example, if you wanted to change the way your Questions and Answers look, you would go to the Paragraphs tab, and select different margin settings. You can make changes to paragraph behavior for the current transcript only, or for all future transcripts. This is controlled by the [Master Format and Current Document](#) [394] selections that appear atop the Paragraphs tab.

Changing A Paragraph Label

The paragraph label is a Q, A, or speakername. To change the look of a label (such as to add a period after Q and A), go to the [Paragraphs tab](#) [408] select the paragraph style you want to change, and then click the Advanced button to go to [Advanced Paragraph Settings](#) [411].

Inserting a Paragraph

In a text file, the [Insert/Modify Paragraph](#) [317] command (F8) will insert a new paragraph at the cursor position. You will be asked to select the desired paragraph style from a list.

There are also [speed keys](#) [321] that will allow you to quickly insert the most commonly-used paragraph types. F2 inserts a speaker, F3 a question, and F4 an answer.

Changing an Existing Paragraph To a Different Style

This can be done with the [Insert/Modify Paragraph](#) [317] command (F8).

Use of Paragraph Styles in Indexing

See the page on [indexing](#) [512].

VISUALIZERS:

- [vB5 Fixed Paragraphs.mp4](#)
- [vC4 Paragraph Behavior.mp4](#)
- [vB2a Paragraph Setup.mp4](#)
- [vC3 Label Changes.mp4](#)
- [vB4 Current v Master.mp4](#)
- [vE1 Paragraphs.mp4](#)
- [vM6 Auto-Magic Paragraphs.mp4](#)

14.4 Paragraphs Tab



Paragraphs Tab

RELATES TO: [Working With Paragraph Styles](#) [406], [Working With Master Format/Current Document](#) [394].

The Paragraphs tab controls the indentation, spacing, and other behaviors of your paragraph styles.
