

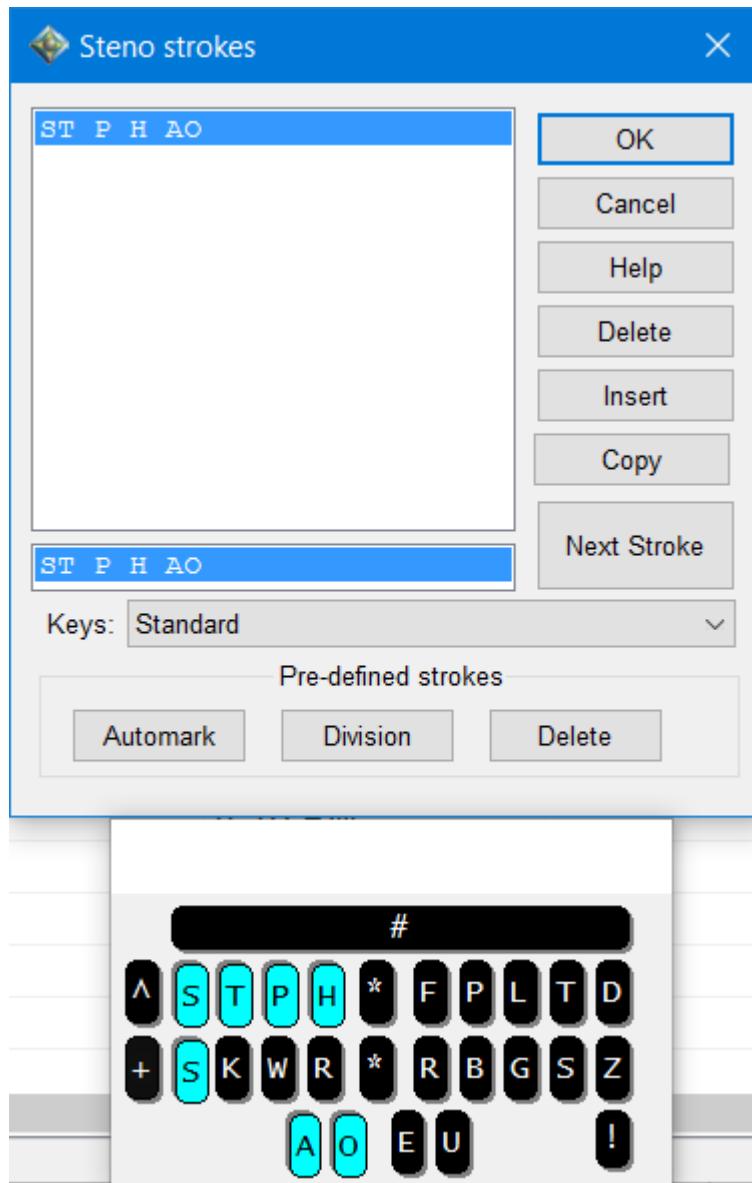
21.21 Steno Emulator



Steno Emulator

RELATES TO: [Add Dictionary Entry](#) [159],
[Find steno](#) [294]

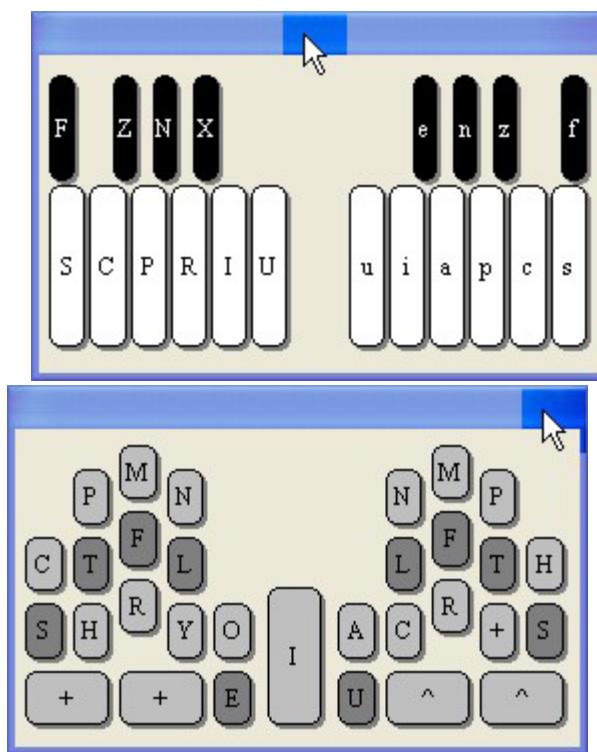
Whenever you need to enter steno, such as to [create a new dictionary entry](#) [159] or [search a file for steno](#) [294], the Steno Emulator will appear in a separate window. This window is fully re-sizeable and will remember the size you make it. Eclipse will also remember the location of the dialog in which the strokes are being entered.



The letters that are shown on the keys, and the style of the keyboard will reflect the keyboard you selected in **User settings/Input/Keyboard Layout**.

This dialog is capable of displaying the Stenograph keyboard, the Treal, the Gemini, the French Grandjean, the Italian Michela and the UK Palantype keyboards. It also supports the custom steno formats for the Treal and the Gemini which allow each individual key to be used independently with a couple of exceptions (the "s" keys are still tied together on the left, for example.)

Examples of some of the additional options:
Michela and Palantype Steno Emulators



The keyboard, and the Steno Strokes dialog, are independent dialogs and can be repositioned relative to each other. (Typically, they appear in a vertical arrangement.)

To enter steno into the emulator, use the mouse pointer to click on the steno keys to create the stroke outline. For example, for the steno STAEUT, just click the S, T, A, E, U, and T keys in that order.

You can also use the computer keyboard. When using the keyboard, you can use the hyphen key to indicate keys on the right. For example, if the first key you type on the computer keyboard is an "S", the S on the left of the writer keyboard will be selected. If the first keys you type on the computer keyboard are "-S", the S on the right of the writer keyboard will be selected.

Note: If you type the letters out of order, it will behave like this: If you type a letter, it will go on the left. If there are already keys on the left after the point where that letter belongs, it will go on the right. If attempting to apply the letter on the right doesn't result in a change on the keyboard, it will attempt to apply the key on the left as if no other keys had been pressed. If that still results in no change, it will apply it on the right as if no other keys had been pressed.

Key combinations will be recognized. For example, pressing D on the computer keyboard will give you an initial TK. These combinations are taken from your [phonetics table](#) 783, where you can customize them.

Number keys, the asterisk, the pound key, and the exclamation point (mark) will also be recognized.

Press the hyphen key to force a final-side key. Eclipse assumes that a keypress is an initial-side key, unless there is only one possible key to the right of the last steno key entered. If your steno outline consists of only final-side keys, such as -FPLT, press the hyphen key first. Nothing will appear to happen, but any keys you press after that will be final side keys. (If you don't precede the F with a hyphen, you will get initial TP.)

Searching for multistroke steno – type the first stroke as described above, then click **Next Stroke** or the spacebar instead of **OK**. You can repeat this as often as is necessary. Each stroke appears on a separate line in the display area.

Correcting strokes in the emulator – If you enter a stroke in the emulator and then decide you don't want to search for it (or made a mistake in it), click on the stroke in the emulator window and then either click the **Delete** button or press the delete key on your keyboard. Using the delete key, you can remove as many strokes as you like, one stroke at a time. **Backspace** clears the entire stroke, but does not delete it. To delete (remove) just the last letter in the stroke, hit **Ctrl+Backspace**.

Adding strokes in the emulator – To add a stroke within the outline, select the stroke beneath the line where you want to insert a stroke, and then click the Insert button. A blank but highlighted space for the stroke is added to the display area. Enter the new stroke.

Copy button for double stroke entries – Many dictionary entries are created by using double strokes. When creating or searching for an entry like this, you can hit just one stroke in the steno emulator and use **Alt+C** or hit the **Copy** button to duplicate the first stroke.

When finished, press **Enter** or click **OK**. This will close the Steno Emulator, and accept the steno you entered.

Other Options

The **Insert** button will insert a new stroke into a multi-stroke outline. If you have previously entered A/B/D, click D and then click Insert to create a new outline between B and D.

The **Automark**, **Division**, and **Delete**, buttons will copy in those strokes from the [Input Tab of User Settings](#) .

The **Keys** drop-down list allows to select a particular keyboard type. The default is the keyboard type you have chosen on the [Input Tab](#) . Warning: creating dictionary entries using a different keyboard type can lead to unexpected results.

Visualizers demonstrating use of the Steno Emulator:

Dictionary Searches: Go to [vH2_Go_to_Steno.mp4](#)
Steno

Steno Keys vs. Steno
Strokes

[vH2_Keys_v_Strokes.mp4](#)

21.22 Table of Standard Dictionary Commands

Table of Standard Dictionary Commands

| 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 not sticking to numbers – see page Error: Reference source not found) | (&A){&B}{&C} will translate as ABC See Reference Guide page Error: Reference source not found for details on Glue entries and templates |
| {&-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} |

| | | |
|---------------------|---|--|
| {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:name} | named paragraph type | |
| {s:name} | templatable name | |
| {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 | |
| {ALLCAPSTOG GLE} | 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 | |
| {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:currency} | currency | {C:Euros} |
| {<filename>} | Include the file specified | {<exhibit.ecl>} |
| For the following, DO NOT specify the spaces or capitalization as that is specified and adjustable through the metadictionary [775] | | |
| {.} | 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 | |
| {, "} | 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 | |
| {TM:time/date } | insert time/date | Example: {TM:%H:%M} |
| {U:text} | insert untranslate text | |
| {W:wavefile} | 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 | |
| {d0} | Downcap mode off | |
| {dt} | Downcap toggle | |
| {L} | subscript | |
| {H} | superscript | |
| {suboff} | subscript off | |
| {subon} | subscript on | |
| {superoff} | superscript off | |
| {superon} | superscript on | |
| {>>} | new speaker paragraph (for captioning) | |
| {>>>} | 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) | |
| {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 | |
| {WHITE} | Changes the text printing color to white | |
| {BLACK} | Changes the text printing color to black | |
| | | |
| | | |
| | | |
| | Quantity | |
| | Money□ | |
| | Generic | |
| | Roman numerals | |
| | Lowercase Roman numerals (i) | |
| | Ordinal | |
| | Phone number (###) ###-###- | |
| | Social Security no. ###-# #- ### # | |
| | Zip code #####-### # | |
| | Time ##:## | |
| | Date* Note that this can handle 4-digit years (5272000 can result in 5/27/2000) | |
| | Date trigger for month/day | 98 becomes 9/8 |
| | User-defined formats | |
| | Written out numbers | |
| | Digits | |
| | | |

21.23 User Settings/User tab - advanced features

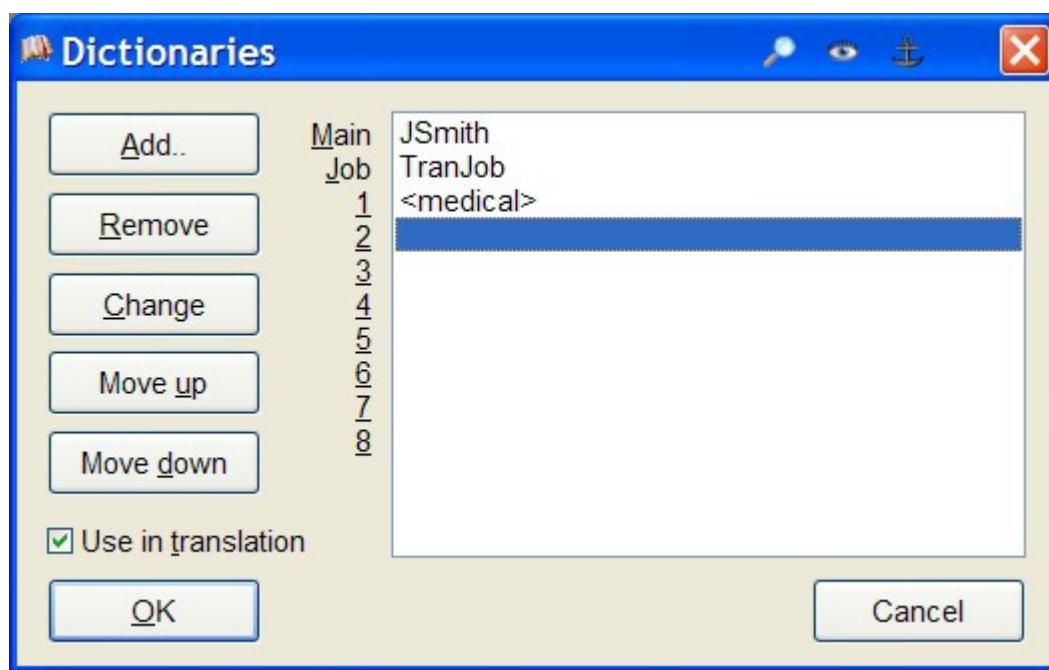
User Settings/User tab - advanced features

This section includes advanced features and settings on the User tab of the User Settings dialog.

21.23.1 Dictionaries button

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 (*JSmith* in the example above) will be set. You can select a different **Main** translation dictionary, a **Job** dictionary (which takes precedence over *jobname.dix* dictionaries), and as many supplemental user dictionaries as you like (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. Note that 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.

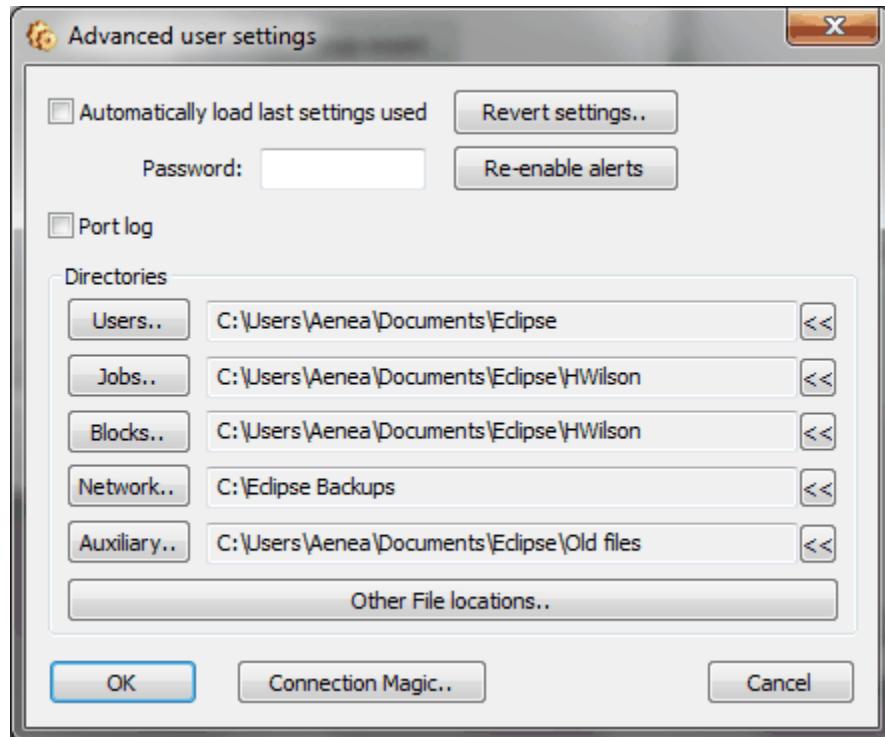
21.23.2 Advanced User Settings



Advanced User Settings

RELATES TO: [User tab](#) [95].

The **Advanced** button on the **User settings/User** tab opens the **Advanced user settings** dialog. Here you can select folders for file storage, and set other preferences.

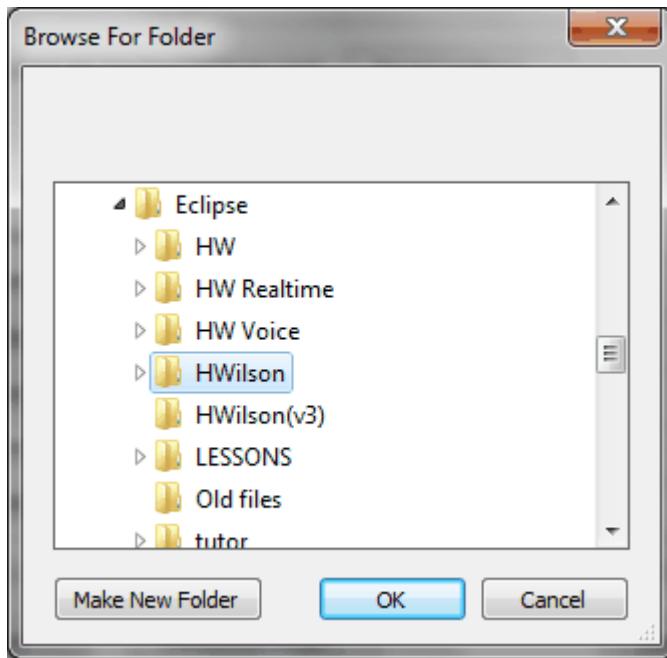


Folders

The **Directories** area allows you to specify which folders on your computer are used for jobs, block files, and other special purposes. When you first use or create a user for Eclipse, default folders are set for your Eclipse files.

The **Advanced** dialog has five fields for specifying file folders. These folders serve as default file locations for various operations. The **New user setup** wizard automatically sets the “Users,” “Jobs,” and “Blocks” locations. (The “Network” and “Auxiliary” folders are not needed by all users and can be left blank.)

To specify where you want particular files stored, click the button corresponding to the type of folder you need to specify. Note that folders named “Jobs,” etc. aren’t automatically created; these terms are used here just to designate the type of file to be stored. You will get the **Browse for folder** dialog.



You can navigate the folder list that appears just as you would if you were using the Windows Explorer: the highlighted folder is the folder that is currently selected. (In the example above, **HWilson** is the selected folder.) Click **OK** to designate that folder.

If you want to create a separate folder for jobs or other types of files, use the **Make New Folder** button to create the folders. Note that it is a matter of preference whether or not to have separate folders for various file types.

If you need to set a different location for your folders, you can make the change here in **User settings/Advanced**, or in **User settings (Alt+U)/Programming tab/File Locations**, which opens if you click the **Other File locations** button.

To change a folder assignment:

1. Click the button for the assignment you wish to change (Users, Jobs, Blocks, Auxiliary, or Network).
2. The **Browse** folder dialog will appear. Select the folder you wish to use, or click the **Make New Folder** button.
3. Click **OK**.

Directories (Folders) and What is Stored There:

The **Users** folder -- where the Eclipse program is installed, and where user files are stored. Other directories (such as your Jobs folder) are typically nested inside this folder. Do not change this folder assignment without expert guidance. The default location is C:\Users\YourName\Documents\Eclipse

The **Jobs** folder -- where your Eclipse files are stored. All dictionaries, text files, and note files will be created here, unless you specify a different location. For file management purposes, you may want to create additional folders in your jobs folder. This can be any folder you like. The default is C:\Users\YourName\Documents\Eclipse\USERNAME.

The **Blocks** folder -- where your block files such as title pages and pick lists are stored. This can be the same as your Jobs folder, or it can be different. If you want a different folder for block files, it is customary to create a Blocks folder inside your Jobs folder. This is the only place where block file-related commands, such as [Initial Block/Final Block](#) and the {<FILENAME>} dictionary entry, will look for block files; your block files must be stored here in order for these commands to work.

The **Network** folder -- a location that is used for networking functions. For example, if you are using the [Division Interval](#) feature, the Network folder is where the shared files will be created. If your computer is linked to a network, certain folders may already be configured for access by multiple users. You can also share files on your hard drive with others who can link to your computer. You should have "write" privileges to the folder that you specify, meaning that you can create and save files in the folder. Others who want to access files in this folder will need "read" privileges in order to open and view the files.

The **Auxiliary** folder -- a location that is used in file management. For example, if you want to copy old jobs to a separate folder, or to an external storage device, you could select that location as the Auxiliary folder, and use the [file manager](#) to copy to/from that location. You can also [Backup](#) and [Restore](#) to/from the Auxiliary folder. It is also a convenient alternate location for use as an alternative storage location for playing back multimedia files such as WAV and AVI files.

You can specify many optional file and folder locations in order to create whatever organizational structure you prefer for your files. The **Other File locations button** opens the [File Locations](#) dialog where you can organize your folders and files to your liking. This is the same folder that opens when you go to [User settings/Programming/File locations](#).

Using removable media as a file location

You can specify a thumb drive or removable hard drive or some other type of removable media. It is theoretically possible to create a re-usable File Location for this purpose by specifying something like THUMB=F: under **User settings/Programming/File locations**. The problem is that depending on what order you plug in one of these devices, or what USB port you plug them into, you could end up with a different drive letter at different times. You might plug in your thumb drive one day and it's F:, and the next day it's H:

To use a removable media that Eclipse will be able to find consistently, specify a drive name instead of a drive letter. This will look through the available drives and read the drive labels and will then automatically select the drive with that label.

You specify a drive label by using the following syntax:

{LabelName:}optionalpathinfo

So, for example, if you had a USB Thumb drive with "USB 16GB" as the drive label, and it contained a subfolder called "Archive" which contained a "2015" folder, you could create the following location:

ARCHIVE={USB 16GB:}Archive\2015

Eclipse would find that drive no matter what drive letter it was assigned by Windows.

Note that it's the colon (:) that differentiates this from a reference to another file location. BLOCK={JOB}Blocks is pointing to a subfolder of the JOB file location. BLOCK={JOB:}Blocks would point at a drive with the name "JOB" as the drive label.

You can change the drive label of any drive using Windows explorer. Right-click on the existing name, choose **Rename** and type in any valid name.

Other Options

Revert Settings will cancel all changes made in User Settings since the last save. If you change something by accident and want to cancel the change, click this button.

Re-Enable Alerts will bring back all message that have been previously [turned off via the "Don't Show This Message Again" option](#)⁸⁸⁴. The status of the various alert messages is stored in the editing settings, so if you export/import settings to another user, the same warnings will be enabled or disabled as the original.

Automatically Load Last Settings Used, if checked, will automatically load the user you were in the last time you ran the program. If not, you will have to select the user each time you enter Eclipse. (You may manually switch users at any time via [Load Settings](#)⁹⁸¹.)

The **Password** text box will password-protect your user, which prevents anyone without the password from changing your settings. Type the desired password here. After you enter the password, click **OK**, and save the settings. The user is then password protected. Whenever you attempt to load this user, you will be asked to enter the password. Note that this will not protect your files; it will only prevent people from entering your user. To remove the password protection, reverse the process: delete the asterisks in the **Password** field. You will need to click **OK** and save the settings for the change to take effect.

The **Connection Magic** button opens the [Connection Magic settings](#)⁸³⁵ dialog, used only when you have an internet connection, but want to use a local network for Connecting.

Port Log is a diagnostic tool. It should **NEVER be turned on** unless you are instructed to do so specifically by an ASI support technician.

VISUALIZERS:

[B1 - Load Settings](#)

[B1a - Revert Settings](#)

[C2 - Blocks Folder](#)

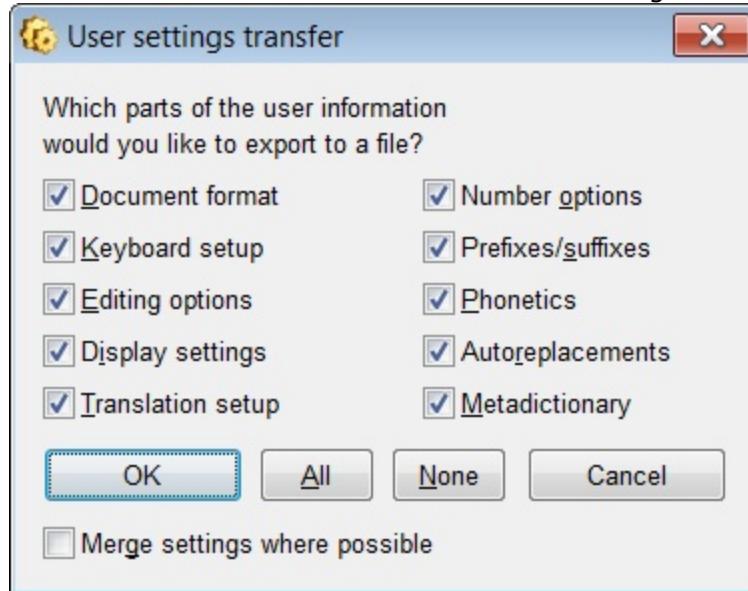
21.23.3 Exporting and Importing User Settings

Exporting and Importing User Settings

Using the **User settings/User/Export settings..** button, you can create files that contain portions of your user settings. You can use these files to exchange selected settings among 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.

Exporting selected user settings:

Select the **Export** button to open the **User settings transfer** dialog. This window contains checkboxes for ten elements of User settings.



Mark the checkboxes of those elements you want to export.

Click **OK**. A "Save as" file dialog appears.

Type a name for this settings file and select **Save**. The exported settings are saved as a Eclipse Portable settings file, which uses a ".set" file extension.

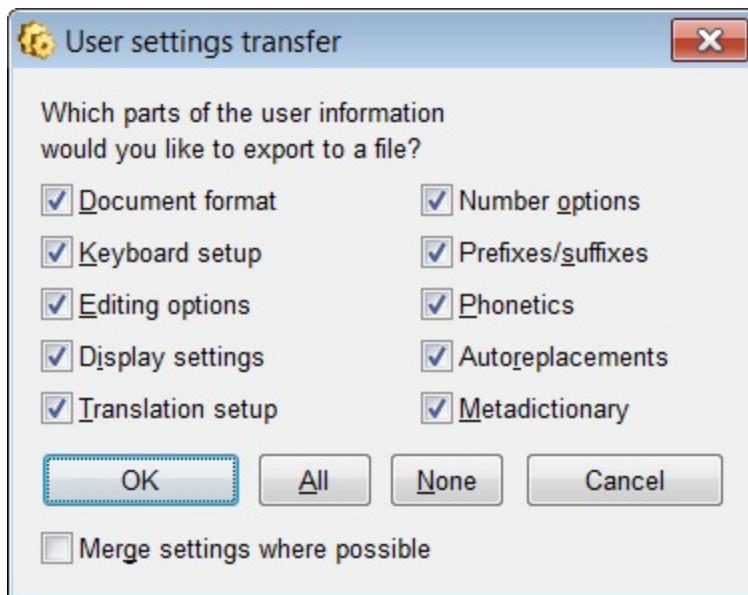
The file can be provided to other Eclipse users, who can then import all or some of the user settings contained in the file. The file can also serve as a backup, from which the selected user settings can be restored.

Importing User Settings:

You can import user settings from other Eclipse users. 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. A file dialog appears. In the **Files of type** field, select **Eclipse Portable settings (*.set)**.
5. Use the navigational controls in the file dialog window to open the folder containing the settings file.
6. Select the user file you want in the file display area and click **Open**. (You can also double-click the file name.)
7. The **User settings transfer** dialog opens.



8. If you want the option to keep entries you already have for items in the **Programming** tab (like the **Metadictionary**), you can 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.
9. When you click **OK**, the selected file's settings are imported into the current Eclipse user file (*.ini file), replacing the current settings.

21.23.4 Global Settings

Global Settings

If you export some settings into a file in your JOBS folder called GLOBAL.SET, 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.

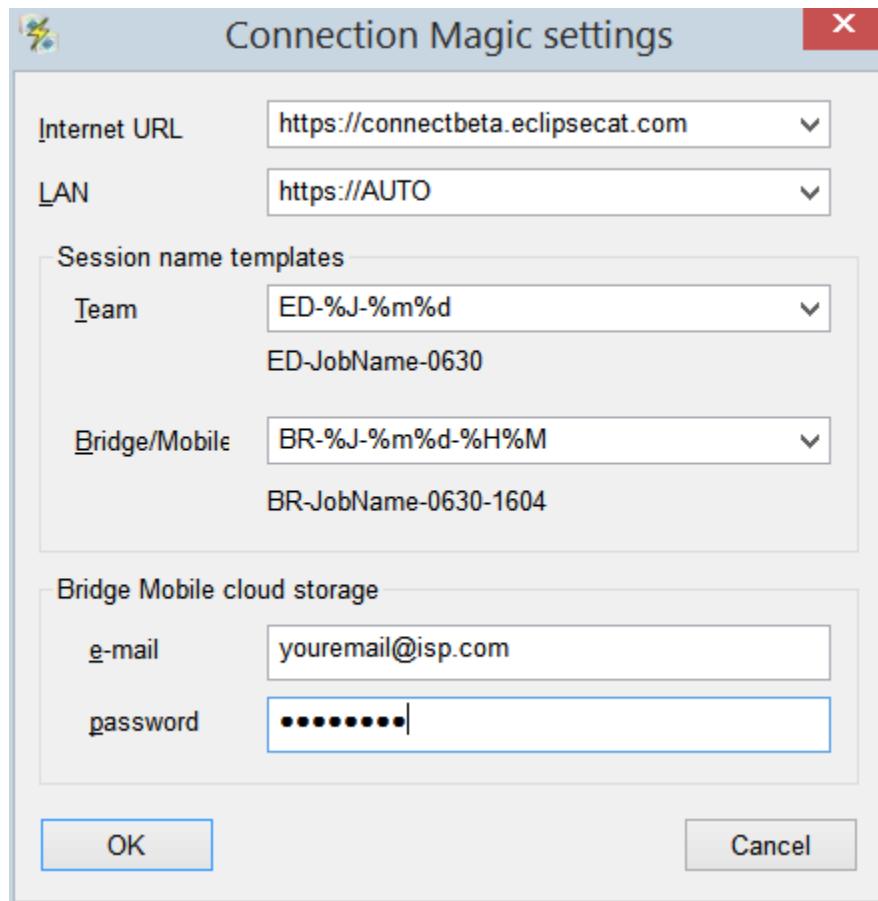
Caution: If you accidentally create a global.set file that contains document settings, for example, then any differences in the document settings of your .ini files will be wiped out as soon as you load them up.

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

21.23.5 Connection Magic settings

Connection Magic settings

Under **User settings/User/Advanced** there is a button for **Connection Magic** which opens up a dialog where you can change how you connect, and set templates for your names for Shared Editing and Bridge sessions. You can also set up your cloud storage for Bridge Mobile jobs.



Internet URL and LAN settings

The “Internet URL” setting is the same setting that would normally require editing the Eclipse.ini file and changing the “Server=etc.” line. Note that after changing this line, it is necessary to exit and re-run Eclipse in order for the change to work. The dialog will automatically prompt for that.

The most common settings for the server are connect.eclipsecat.com:4020 and LAN:4020, so those can be easily selected from a dropdown without having to type them in.

Remember, the software will auto-detect the appropriate server to use. You only need to change this if you have Internet access available but nevertheless want to use Connection Magic features such as Bridge Mobile or shared editing only on the LAN.

If you have Version 8 or above, anywhere you can browse the Internet, you can use the Connection Magic infrastructure. You can use a keyless license, the Team Editing feature, and the Bridge Broadcaster over the Internet anywhere. You do not need to have access to port 4020 unblocked.

Historically you may have been unable to use keyless licensing or Bridge Broadcasting because of the Internet in their office, courthouse or law firms. But beginning with Version 8, it will even work at the corner coffee shop.

If you work in an environment that uses a url whitelist instead of a blacklist (this is extraordinarily rare) you can ask that connect.eclipsecat.com be whitelisted.

If an IT manager in a courthouse is concerned about the possibility of sensitive transcript content being sent over the Internet and they wish to block that possibility, but wish to allow Eclipse users to still be able to take advantage of the keyless licensing, they should allow connect.eclipsecat.com/license, but block connect.eclipsecat.com/content.

Session name templates

In Version 8 and above, you do not have to use the default session names -- BR-jobname-[time], for example, for Bridge Mobile sessions. The names for both Bridge Mobile sessions and Team Editing session default name are user-definable.

In the templates, you can use the same time/date codes used in the realtime filename and elsewhere, such as %H and %M for hour and minute. In the example above, for instance, %J will be a copy of the job name. A complete list of available codes is in the help page, [Insert Time/Date](#)³⁴².

Keep your workflow procedures in mind when setting up a template. If you are using the instant realtime button, you may already have the date/time in the jobname, so you don't need a second time/date indicator in the session name.

You can design your session names to help editors and clients tell your jobs apart from other jobs available on the Internet.

21.24 Visualizers - complete list

Visualizers - complete list

The visualizers are divided into groups, each with its own help page. The groups are:

- [Introductory Presentations](#)³³⁸
- [What's New in Version 10](#)³³⁸
- [Basic Transcript Production](#)³³⁹
- [Auto-Magic and Auto-Brief](#)³⁴⁰
- [Display and Command Options](#)³⁴¹

- [Document and User Setup](#) [842]
- [Audio Recording and Playback](#) [844]
- [Passport Stenowriter & Extra Steno](#)
- [Keys](#) [846]
 - [General Editing](#) [847]
 - [Mostly Globaling](#) [848]
 - [Autoreplacements, Macros, Numbers, Blanks & Indexing](#) [849]
 - [Sample Format Files to Illustrate Blanks & Indexing](#) [669]
 - [Dictionaries](#) [851]
 - [Proofreading, Printing, ASCII and PDF Files](#) [852]
 - [File Management](#) [853]

21.24.1 Introductory Presentations

Introductory Presentations

- How to View the Visualizer Presentations
 - A - The Eclipse Help System
 - B - How to Use the Efficient Editing Tutorial
 - C - For Teachers: The Lesson Player
 - D - For Students: The Lesson Player
 - E - AccuCAP: Eclipse Captioning
 - F - YouTube Captioning with AccuCap
 - G - How to Get Support and Updates
 - The Convenience Key
- | |
|--|
| vA1 Visualizer Welcome.mp4 |
| vL1 Help.mp4 |
| 7th Tutor Show Me.mp4 |
| vL3 Lesson Player.mp4 |
| vL3a Lesson Player.mp4 |
| vL4 AccuCAP.mp4 |
| L4a - YouTube |
| vL1 Internet Support.mp4 |
| vK Convenience Key.mp4 |

21.24.2 What's New in Version 10

What's New in Version 10

- | | |
|---------------------------------------|---|
| What's New in Eclipse v.10 | vL2 What's New.mp4 |
| Boost | vD2b Audio AI BOOST.mp4 |
| Boost - Setup and Control | vD2b Audio AI BOOST Setup.mp4 |
| Audio: A - Multi-Channel Synchronized | VD4d Multi- |
| Audio Recording | Channel Audio.mp4 |
| Audio: B - Multi-Channel Synchronized | VD4d Multi- |
| Audio Playback | Channel Playback.mp4 |
| Audio: Sync to Cursor | VD4c Audio Offset.mp4 |

| | |
|---|---|
| Audio Mixing Software: VOICEMEETER | vD8 VOICEMEETER.mp4 |
| Connection Magic, Fully Integrated Delivery (Print, ASCII, PDF, e-Mail, Bundle, etc.) | vD6 Connection Magic Fully Integrated.mp4 |
| Drag-Drop History and Notes Files Report | vI1a Delivery.mp4 |
| Dynamic Indexing Locations | vG7 Drag-Drop History.mp4 |
| Macro Icon Labels - Customizable | vG3b Dynamic Indexing Locations.mp4 |
| Meeting Apps A: 2 Devices | vG5 Macro Icon Labels.mp4 |
| Meeting Apps B: 1 Computer | vZ Meeting Apps A Two Devices.mp4 |
| Meeting Apps C: Eclipse Audio | vZ Meeting Apps B Single Computer.mp4 |
| Meeting Apps D: Sampler | vZ Meeting Apps C Eclipse Audio.mp4 |
| Meeting Apps E: Mock Demo | vZ Meeting Apps D Sampler.mp4 |
| Proofreader - Updates - Support | vZ Meeting Apps E Mock Demo.mp4 |
| Special Characters Customization | vE9 Proofreader Updates Support.mp4 |
| Statistics and Speedometers | vE7 Special Characters Customization.mp4 |
| | vA9 Statistics Speedometers.mp4 |

21.24.3 Basic Transcript Production

Basic Transcript Production

| | |
|--|--|
| A - Auto-Magic Overview | vM2 Auto-Magic Overview.mp4 |
| B - The Document Setup Wizard | vB2 Document Setup.mp4 |
| C - Read Notes from Steno Machine | vD1 Read Notes.mp4 |
| D - Translate Notes: General Options | vD2 Translation Options.mp4 |
| E - Finding a Com Port, Preparing for Realtime Translation | vD3 Device Manager.mp4 |
| F - Alt T to Start Realtime Translation | vD2a Alt+T for Realtime.mp4 |
| G - Multi-Channel Synchronized Audio Recording | vD4d Multi-Channel Audio.mp4 |
| H - Audio Playback | vD4a Audio Playback.mp4 |

| | |
|---|---|
| I - Hyperkeys | vA7_Hyperkeys.mp4 |
| J - Autoreplacements for Speed | vG4_Autoreplacements.mp4 |
| Typing and Error Prevention | |
| K - Find Text, Steno, Paragraphs, Print | vE5_Find_Replace.mp4 |
| Commands | vE2_Scan_Multi-scan.mp4 |
| L - Scans and Multi-scan | vE3a_Globaling_Wizard.mp4 |
| M - Global Magic (Global at a Glance) | vF1_Special_Globals.mp4 |
| N - The "Special Entries" List and | vH2_Dictionary_Searches.mp4 |
| Globaling Shortcuts | vF4_Conflicts.mp4 |
| O - Basic Dictionary Searches | vG1_Numbers_Overview.mp4 |
| P - Conflicts | vE1_Paragraphs.mp4 |
| Q - Number Conversion: Overview | vE1_Oops_Delete.mp4 |
| R - Add Lines and Paragraphs | vE1b_Block_Functions.mp4 |
| S - Oops and Delete | vG2_Blanks_Overview.mp4 |
| T - Mark, Stitch, Surround (Block | |
| Functions) | vE9_Proofreader.mp4 |
| U - Form Fields (Fill-in-the-Blank | vE9_Spellcheck.mp4 |
| Process): Overview | vI1_Printing.mp4 |
| V - The Automated Proofreader and | vI5_ASCII.mp4 |
| AutoMagic Correction | vJ1_File_Manager.mp4 |
| W - Spellcheck, Definitions | |
| X - Printing a Draft or a Final Copy | |
| Y - ASCII Files | |
| Z - The Eclipse File Manager | |

21.24.4 Auto-Magic and Auto-Brief

Auto-Magic and Auto-Brief

AUTO-MAGIC Visualizers:

| | |
|--|--|
| A- The Info Bar | vM1_Info_Bar.mp4 |
| B - Auto-Magic Overview | vM2_Auto-Magic_Overview.mp4 |
| C - Auto-Magic: Numbered Choices | vM3a_Auto-Magic_Numbered_Choices.mp4 |
| D - Auto-Magic: Numbers, Hotkeys, Pop-Ups, and Fonts | vM3_Auto-Magic_Display.mp4 |
| E - Auto-Magic in a Notes File | vM4_Auto-Magic_Notes_Files.mp4 |

| | |
|--|---|
| F - Auto-Magic in a Dictionary | vM5_Auto-Magic_Dictionary.mp4 |
| G - Auto-Magic: Beginning/End of Paragraph | vM6_Auto-Magic_Paragraphs.mp4 |
| H - Auto-Magic: Untranslates and Globaling | vM7_Auto-Magic_Globaling.mp4 |
| I - Auto-Magic: Conflicts and Typeovers | vM8_Auto-Magic_Conflicts.mp4 |
| J - Auto-Magic: Spellings | vM9_Auto-Magic_Spelling.mp4 |
| K - Auto-Magic: Marked Blocks of Text | vM10_Auto-Magic_Blocks.mp4 |
| L - Auto-Magic: Punctuation | vM11_Auto-Magic_Punctuation.mp4 |
| M - Auto-Magic: Numbers | vM12_Auto-Magic_Numbers.mp4 |
| N - Auto-Magic: Form Fields | vM13_Auto-Magic_Fields.mp4 |
| O - The Automated Proofreader (and AutoMagic) | vE9_Proofreader.mp4 |
| AUTO-BRIEF Visualizers: | vE3a_Auto-Brief.mp4 |
| P - Auto-Brief during Realtime Translation | vE3a_Auto-Brief_Settings.mp4 |
| Q - Auto-Brief Setup Dialogue | vE3a_Auto-Brief_Display.mp4 |
| R - Auto-Brief Display | vE3a_Auto-Brief_Request_Reject.mp4 |
| S - Auto-Brief: Requesting/Rejecting Suggestions | vE3a_Auto_Brief_Remind_Suggestion.mp4 |
| T - AutoBrief: Reminders and Suggestions | vE3a_Auto-Brief_Customization.mp4 |
| U - Auto-Brief Steno Theory | vL5d_Vox_Users_Auto-Brief_mp4 |
| V - Auto-Brief for Eclipse Vox Users | |

21.24.5 Display and Command Options

Display and Command Options

| | |
|---|--|
| A – The Info Bar (and Auto-Magic) | vM1_Info_Bar.mp4 |
| B - General Display Settings for MS Windows | vA1a_General_Display.mp4 |

| | |
|---|--|
| C - Dialogue Customization: | |
| Zoom/Resize | vA1a1 Dialogue Zoom.mp4 |
| D - Dialogue Customization: | |
| Less/More, Anchor | vA1a2 Dialogue Less-More Anchor.mp4 |
| E - Dialogue Customization: | |
| Transparency | vA1a3 Dialogue Transparency.mp4 |
| F - Dialogue Customization: Font | vA1a4 Dialogue Font.mp4 |
| G - Toolbars: On/Off | vA2 Toolbars.mp4 |
| H - Toolbars: Docked/Undocked | vA2b1 Toolbars Dock-Undock.mp4 |
| I - Toolbar Customization | vA2b Customize Toolbars.mp4 |
| J - Mouse vs. Key Commands | vA2a Mouse v Keys.mp4 |
| K - Hyperkeys | vA7 Hyperkeys.mp4 |
| L - Keyboard Customization | vC1 Keyboard Changes.mp4 |
| M - Special Characters Chart - Customization | vE7 Special Characters Customization.mp4 |
| N - Editing Font vs. WYSIWYG | vA3 WYSIWYG.mp4 |
| O - View/Hide Print Commands | vA3a Print Commands.mp4 |
| P - Color Selections | vA5 Colors.mp4 |
| Q - Display Paragraph Status | vA5a Paragraph Status |
| R - Notebar Display and Font | vA4 Notebar.mp4 |
| S - Notebar Options: Phonetics, Timecodes | vA4a Notebar Options.mp4 |
| T - Notebar Options: Steno Width, Dictionary Review | vA4a Notebar Options 2.mp4 |
| V - Multi-Document Display: Open All Dictionaries | vA6 Multi-Document Display.mp4 |
| W - Organizing Windows: Cascade, Tile, New Window | vA6a Cascade Tile New.mp4 |
| X - Splitting a Window into 2 Panes | vA6b Split Window.mp4 |
| Y - The CART Window | vA8 CART Window.mp4 |
| Z - Statistics and Speedometers | vA9 Statistics Speedometers.mp4 |

21.24.6 Document & User Setup

Document & User Setup

A - The Document Setup Wizard [vB2 Document Setup.mp4](#)

- B - Paragraph Setup via the Document Wizard [vB2a Paragraph_Setup.mp4](#)
- C - Paragraph Adjustments via the Document Wizard [vB3a Wizard_Adjusts_Paragraphs.mp4](#)
- D - Paragraph Adjustments via the Document Ruler [vB3 Ruler.mp4](#)
- E - Paragraph Labels: From Q to Q. [vC3 Label_Changes.mp4](#)
- F - "Fixed" Paragraphs [vB5 Fixed_Paragraphs.mp4](#)
- G - Paragraph Behavior [vC4 Paragraph_Behavior.mp4](#)
- H - Footers: Creation [vB6 Footers.mp4](#)
- I - Footers: Adjustments [vB6a Footer_Adjustments.mp4](#)
- J - Timecodes & Text Box Setup via the Document Wizard [vB7 Text_Box.mp4](#)
- K - Text Box Adjustments [vB7a Text_Box_Adjust.mp4](#)
- L - Current Document vs. Master Format [vB4 Current_v_Master.mp4](#)
- M - Using a Block Files Folder [vC2 Blocks_Folder.mp4](#)
- N - Customizing your Phonetics Table [vC1 Phonetics.mp4](#)
- O - The Metadictionary [vC2 Metadictionary.mp4](#)
- P - Loading and Switching Settings [vB1 Load_Settings.mp4](#)
- Q - Save Settings vs. Create New User Format [vC5 Save_User_Format.mp4](#)
- R - How to Undo Changes to User Settings (if not yet saved) [vB1 Revert_Settings.mp4](#)
- S - How to Delete a User Format [vC6 Delete_User.mp4](#)
- T - Tracking Multiple Editors in a Document [vC7 Track_Co-Editors.mp4](#)

21.24.7 Translation and Realtime Transcription

Translation and Realtime Transcription

- A - Read Notes [vD1 Read_Notes.mp4](#)
- B - Append or Extract Notes [vD1a Append_Extract_Notes.mp4](#)
- C - Preparing a Job Dictionary for Translation [vD1b Job_Dictionary.mp4](#)
- D - Analyze Documents and Build Dictionary [vH1 Analyze_Documents.mp4](#)

| | |
|---|---|
| E - Translation Notes: General Options | vD2_Translation_Options.mp4 |
| F - Boost | vD2b_Audio_AI_BOOST.mp4 |
| G - Boost - Setup and Control | vD2b_Audio_AI_BOOST_Setup.mp4 |
| H - Translation: Add Initial and/or Final Block File | vD2_Translation_Options_Blocks.mp4 |
| I – Translation Magic: (Phonetics & Dragged/Dropped Keys) | vD2_Translation_Options_Untrans.mp4 |
| J - Translation Magic | vE3a_Translation_Magic.mp4 |
| Customization | |
| K - Set up Writer, Follow Realtime Translation | vD3_Realtime_Setup.mp4 |
| L - Pending Translation Display, Auto-Split Window | vD3_Pending_Tran_Split_Window.mp4 |
| M - Adding a Serial Port | vD3_Add_Serial_Port.mp4 |
| N - Finding a Com Port (Using Device Manager) | vD3_Device_Manager.mp4 |
| O - Alt T to Start Realtime Translation | vD2a_Alt+T_for_Realtime.mp4 |
| P - Instant Realtime | vD2a_Instant_Realtime.mp4 |
| Q - Realtime Output | vD3a_Realtime_Output.mp4 |
| R - Realtime Output Buffer | vD3a_Realtime_Output_Buffer.mp4 |
| S - Google Translate Support | vD3d_Google_Translate_Support.mp4 |
| T - Steno Link vs. Division Intervals | vD5_Remote_Scoping.mp4 |
| U – Bridge | vD3b_Bridge.mp4 |
| V - Bridge 3 and Connection Magic | vD3b_Bridge_Pro.mp4 |
| W - Bridge Mobile Pro | vD3c_Bridge_Mobile.mp4 |
| X - Connection Magic, Fully Integrated | vD6_Connection_Magic_Fully_Integrated.mp4 |

21.24.8 Audio Recording and Playback

Audio Recording and Playback

| | |
|-----------------------------------|---|
| A - Multi-Channel Audio Recording | VD4d_Multi-Channel_Audio.mp4 |
| B - Multi-Channel Audio Hardware | VD4d_Multi-Channel_Hardware.mp4 |

| | |
|--|---|
| C - Audio Compression: File Size & Sound Quality | vD4c_Audio_Adjust.mp4 |
| D - Multi-Channel Audio Playback | vD4d_Multi-Channel_Playback.mp4 |
| E - Audio Playback in General | vD4a_Audio_Playback.mp4 |
| F - Playback Options: Fast Slow, Squelch, and Clean Play | vD4b_Audio_Options.mp4 |
| G - Auto Stop/Play for Globaling/Typing | vD4b_Audio_Auto.mp4 |
| H - Synchronizing a Voice Recorder or Stenowriter WAV File | vD4c_Audio_Offset.mp4 |
| I - Audio Redaction | vD4e_Audio_Redaction.mp4 |
| J - VOICEMEETER Audion Mixing Software | vD8_VOICEMEETER.mp4 |

21.24.9 Remote Reporting

Remote Reporting

| | |
|--|---|
| K - Connection Magic, Fully Integrated | vD6_Connection_Magic_Fully_Integrated.mp4 |
| L - Bridge Mobile Pro | vD3c_Bridge_Mobile.mp4 |
| M - Shared Editing via Connection Magic | vD6_Shared_Editing.mp4 |
| N - Shared Editing Tips | vD6a_Shared_Editing_Tips.mp4 |
| O - Connection Magic Users Dialog | vD6d_Connection_Magic_Users_Dialog.mp4 |
| P - Meeting Apps: 2 Devices | vZ_Meeting_Apps_A_Two_Devices.mp4 |
| Q - Meeting Apps: 1 Computer | vZ_Meeting_Apps_B_Single_Computer.mp4 |
| R - Meeting Apps: Eclipse Audio | vZ_Meeting_Apps_C_Eclipse_Audio.mp4 |
| S - Meeting Apps: Sampler | vZ_Meeting_Apps_D_Sampler.mp4 |
| T - Meeting Apps: Mock Demo | vZ_Meeting_Apps_E_Mock_Demo.mp4 |
| U - Steno Link vs. Division Intervals vs. Shared Editing | vD5_Remote_Scoping.mp4 |
| V - Remote Scoping: Steno Link | vD3a_StenoLink.mp4 |

W - Remote Scoping: Steno Link Configuration

[vD3a_StenoLink_Setup.mp4](#)

21.24.1(Passport Stenowriter & Extra Steno Keys

Passport Stenowriter & Extra Steno Keys

A - Creating a Passport Stenowriter Dictionary

[vH9_Passport_Dictionary.mp4](#)

B - Extended Steno Support

[vD1a_Extended_steno.mp4](#)

C - Extended Steno Dictionaries

[vD1a_Extended_Steno](#)

D - Extended Steno Keyboard

[Dictionary.mp4](#)

Mapping

[vD1a_Steno_Key_Map.mp4](#)

E - Passport: Keyboard Adjustment

[vP1_Passport_Adjust.mp4](#)

F - Passport: Anti-Stacking

[vP2_Passport_Anti-](#)

[Stacking.mp4](#)

G - Passport: Shadow Display

[vP3_Passport_Shadow_Displa](#)

[y.mp4](#)

H - Passport: Extra Keys

[vP4_Passport_Extra_Keys.mp](#)

I - Passport: Synchronized Audio Recording and Playback

[4](#)

J - Passport Touch: Welcome

[vP5_Passport_Audio.mp4](#)

K - Passport Touch: Desktop

[vP6_Passport_Touch_Welcom](#)

[e.mp4](#)

L - Passport Touch: Display

[vP6a_Passport_Touch_Deskto](#)

[p.mp4](#)

M - Passport Touch: Dictionary

[vP6b_Passport_Touch_Displa](#)

[y.mp4](#)

N - Passport Touch: Key Settings

[vP6c_Passport_Touch_Diction](#)

[ary.mp4](#)

O - Passport Touch: Extra Keys

[vP7_Passport_Touch_Adjust.](#)

[mp4](#)

P - Passport Touch: Output

[vP7_Passport_Touch_Extra_K](#)

[eys.mp4](#)

Q - Passport Touch: Audio

[vP7_Passport_Touch_Output.](#)

[mp4](#)

R - Passport Touch: Search

[vP7_Passport_Touch_Audio.](#)

[mp4](#)

S - Passport Touch: Spell Mode

[vP7_Passport_Touch_Search.](#)

[mp4](#)

[vP8_Passport_Touch_Spell_M](#)

[ode.mp4](#)

T - Passport Touch: File Manager

[vP9_Passport_Touch_File_Manager.mp4](#)

U - Passport Touch: Re-Writer

[vP9_Passport_Touch_Re-Writer.mp4](#)

21.24.1 General Editing

General Editing

A - Auto-Magic Overview

[vM2_Auto-Magic_Overview.mp4](#)

B - Insert/Overtype

[vE1_Insert_Overtype.mp4](#)

C - Typeover Tracking

[vE1_Typeover_Tracking.mp4](#)

D - Add Lines and Paragraphs

[vE1_Paragraphs.mp4](#)

E - Oops and Delete

[vE1_Oops_Delete.mp4](#)

F - Find Text, Steno, Paragraphs, Print Commands

[vE5_Find_Replace.mp4](#)

G - Using Find/Replace; Repeating Searches, Other Tips

[vE5_Find_Replace_2.mp4](#)

H - Scans & Multi-Scan

[vE2_Scan_Multi-scan.mp4](#)

I - Adding Speakers: The Speaker Table

[vE4_Speakers.mp4](#)

J – Tracking Speakers: The Seating Chart

[vE4_Speaker_Seating_Chart.mp4](#)

K - Dictionary Entries for Speaker Identification

[vE4_Speaker_Globals.mp4](#)

L - Changing Paragraphs to Speaker Identifiers

[vE4a_Speaker_Changes.mp4](#)
[vE4a_Speaker_Corrections.mp4](#)

M - Correcting Speaker Names

[vE4aa_Speaker_Prep.mp4](#)

N - Pre-Translation Speaker Setup

[vE4b_By-Lines.mp4](#)

O - By-Lines

[vE4bb_Insert_Missing_By-Lines.mp4](#)

P - Insert Missing By-Lines

[vE6_Dashes_Hyphens.mp4](#)

Q - Dashes & Hyphens & Automatic Punctuation

[vE1b_Block_Functions.mp4](#)

R - Mark, Stitch, Surround

S - Mark, Copy, Cut, Paste, Read, Write, Separate

[vE1a_Copy_Cut_Paste.mp4](#)

| | |
|---|---|
| T - Bold, Italics, Underlined | vE7_Bold_Italics_Underlined.mp4 |
| U – Accents & Special Characters | vE7_Accents.mp4 |
| V - Page Breaks and Conditional Page Breaks | vE8_Page_Breaks.mp4 |
| W - Bookmarks and Comment Lines | vE3_Markers_Comments.mp4 |
| X - Graphic Links | vE7a_Graphic_Links.mp4 |
| Y - Shared Editing with Connection Magic | vD6_Shared_Editing.mp4 |
| Z - Shared Editing Tips | vD6_Shared_EditingTips.mp4 |

21.24.1 Mostly Globaling

Mostly Globaling

| | |
|--|---|
| A - Auto-Magic Overview | vM2_Auto-Magic_Overview.mp4 |
| B - Basic Global Replacements: Adding/Subtracting Strokes | vE3_Globaling_Intro.mp4 |
| C - Globaling Magic | vE3a_Globaling_Wizard.mp4 |
| D - The "Special Entries" List and Globaling Shortcuts | vF1_Special_Globals.mp4 |
| E - Composite Entries to Unscramble Stacked Steno | vF1a_Composite_Entries.mp4 |
| F - Automatic Spelling, Detect Conflicts, Default Dictionaries | vF2_Globaling_Options.mp4 |
| G - Suggest Dictionary Entries: Misstrokes | vF2a_Suggest_Entries.mp4 |
| H - Suggest Entries: Normalize Strokes | vF4b_Word_Cloud_Conflict_Resolution.mp4 |
| I - Suggest Entries: Integral Prefixes or Suffixes | vF2a_Integral_Pre-Suf.mp4 |
| J – "Unglobal" | vE3b_Undo_Global.mp4 |
| K - Text Globals | vF3_Text_Globals.mp4 |
| L - Where are Text Globals Stored? | vF3a_Text_Globals_Location.mp4 |
| M - Conflicts | vF4_Conflicts.mp4 |
| N - Conflicts Tips | vF4a_Conflicts_Advice.mp4 |
| O - Word Cloud Conflict Resolution | vF5_Slop_Strokes.mp4 |
| P - Slop Strokes | vF5_Slop_Strokes.mp4 |

| | |
|--|---|
| Q - Prefixes and Suffixes | vF6 Prefixes Suffixes.mp4 |
| R - The "Add Prefix/Suffix" Dialogue | vF6 Prefixes Suffixes Dialog ue.mp4 |
| S - Autoincludes | vF7 Autoincludes.mp4 |
| T - Splitting or Merging Files | vF8 Split Merge.mp4 |
| U - Quoted Testimony | vF9 Quoted Testimony.mp4 |
| V - Speedkeys to Change Q&A to Quoted Q&A | vF9 Quoted Testimony Spee dkeys.mp4 |
| W – Redacted Text | vF9 Redacted Text.mp4 |

21.24.1 Autoreplacements, Macros, Numbers, Blanks, Indexing

Autoreplacements, Macros, Numbers, Blanks & Indexing

| | |
|--|--|
| A - Autoreplacements for Speed Typing and Error Prevention | vG4 Autoreplacements.mp4 |
| B - Creating Autoreplacements from the Globaling Dialogue | vG4 Autoreplacements while Globaling.mp4 |
| C - Macro Commands | vG5 Macros.mp4 |
| D - Macro Recorder | vG5 Record Macros.mp4 |
| E - Macro Icon Labels - Customizable | vG5 Macro Icon Labels.mp4 |
| F - Realtime Editing from the Steno Keyboard | vG5 RT Kit.mp4 |
| G - Passport Stenowriter: Extra Keys for Realtime Editing | vP4 Passport Extra Keys.mp4. |
| H - The "Filler" Macros (Retroactive Realtime Transcription) | vG6 Filler (Retroactive Realt ime).mp4 |
| I - Editing Box Shortcuts and Google Integration | vG5a Google Search.mp4 |
| J - Number Conversion: Overview | vG1 Numbers Overview.mp4 |
| K - Number Conversion: User Settings | vG1a Number Settings.mp4 |
| L - Form Fields (Fill-in-the-Blank Process): Overview | vG2 Blanks Overview.mp4 |
| M - Form Fields: Adding a Blank | vG2a Add Blank.mp4 |
| N - Automatic Indexing: Overview | vG3 Index Overview.mp4 |
| O - Automatic Indexing: Adding an Index Item | vG3a Index Item.mp4 |
| P - Dynamic Indexing Locations | vG3b Dynamic Indexing Loc ations.mp4 |

Q - QR Code Generator

[vE7b_QR_Code_Generator.m](#)

[p4](#)

R - Google Translate Support

[vD3d_Google_Translate_Sup](#)
[port.mp4](#)

21.24.1 Sample Format Files to Illustrate Blanks and Indexing

Sample Format Files to Illustrate Blanks & Indexing

A - How to Install Sample Files

- Install Sample Files for

Freelancers Now

- Install Sample Files for Court

Officials Now

B - Importing Settings, Finding
Block Files

C - The Overview Document

D - Blanks that Store Personal

Information

E - Inserting Cover Pages

F - Case Caption Behavior

G - Blanks that Store Client Info for
Appearance Pages

H - Examinations and Exhibits

I - Index Lines: Show or Hide?

J - The Indexing Wizard (Ctrl I)

K - Indexing Court Proceedings, An
Overview

L - Opening/Closing Statements

M - Examinations in Court

N - Court Exhibits

O - Jury Selection

P - Jury Selection in Capital Cases

Q - Generating a Volume Index

R - Generating a Master Index

[vS1_Install_Samples.mp4](#)

[Tx-Depo.mp4](#)

[Tx-Court.mp4](#)

[vS1_Sample_Setup.mp4](#)

[vS2_Samples_Overview.mp4](#)

[vS2a_Personal_Info.mp4](#)

[vS3_Cover_Pages.mp4](#)

[vs3a_Case_Caption_Behavior](#)
[.mp4](#)

[vS3b_Appearances.mp4](#)

[vS4a_Exams_Exhibits.mp4](#)

[vS4b_Seeing_Index_Lines.m](#)
[p4](#)

[vS4c_Generate_Index.mp4](#)

[vS5a_Court_Overview.mp4](#)

[vS5b_Statements.mp4](#)

[vS5c_Exams.mp4](#)

[vS5d_Exhibits.mp4](#)

[vS5e_Jurors.mp4](#)

[vS5f_Capital_Jurors.mp4](#)

[vS5g_Volume_Index.mp4](#)

[vS6_Master_Index.mp4](#)

21.24.1 Dictionaries

Dictionaries

| | |
|--|--|
| A - Auto-Magic: Dictionaries | vM5_Auto-Magic_Dictionary.mp4 |
| B - Analyze Documents to Build Dictionary | vH1_Analyze_Documents.mp4 |
| C - Build Dictionary | vH1_Build_Dictionary.mp4 |
| D - Selecting Dictionaries and Master Job Dictionaries | vH1_Dictionary_Selection.mp4 |
| E - Changing Dictionaries during Translation | vH1a_Change_Translating_Dictionaries.mp4 |
| F - Dictionary Display: Columns, Fonts, Notebar | vH6_Dictionary_Optimize.mp4 |
| G - Using Text-Sorted Dictionaries to Find Steno Shortcuts | VH3_Text-Sorted_Dictionaries.mp4 |
| H - Dictionary Columns: Size, Order, Date/Time Format | vH6a_Arranging_Dictionary_Columns.mp4 |
| I - Dictionary Additions and Spellchecking | vH3_Dictionary_Additions_Spellcheck.mp4 |
| J - Dictionary Editing Windows; Undo & Redo | vH3_Dictionary_Edit.mp4 |
| K - Dictionary Properties Dialogue, Comments | vH3_Dictionary_Properties_Comments.mp4 |
| L - Basic Dictionary Searches | vH2_Dictionary_Searches.mp4 |
| M - Dictionary Searches: Go to Steno | vH2_Go_to_Steno.mp4 |
| N - Contains, Starts with, Ends with, Exact Match | vH2_Starts_Ends_Exact.mp4 |
| O - Steno Keys vs. Steno Strokes | vH2_Keys_v_Strokes.mp4 |
| P - Dictionary Searches: Find and Replace | vH2_Dictionary_Find_Replace.mp4 |
| Q - Custom Search Builder, "Regular Expressions" | vH2a_Dictionary_Advanced.mp4 |
| R - Selecting Dictionary Entries to Copy or Move | vH2b_Selecting_Dictionary_Entries.mp4 |
| S - Moving Dictionary Entries | vH2b_Move_Dictionary_Entries.mp4 |

| | |
|---|---|
| T - Unmerge Dictionaries | vH2b Unmerge Dictionaries.mp4 |
| U - Exporting Dictionaries/Wordlists | vH4 Dictionary Export.mp4 |
| V - Scopist's Dictionaries | vH5 Scopist Dictionary.mp4 |
| W - Merging Entries from a Scopist's Dictionary | vH5a Merge Scopist Dictionary.mp4 |
| X - Dictionary Statistics | vH7 Dictionary Statistics.mp4 |
| Y - Dictionary Printing | vH8 Dictionary Printout.mp4 |
| Z - Creating and Installing a Passport Stenowriter Dictionary | vH9 Passport Dictionary.mp4 |

21.24.1 Proofreading, Printing, ASCII and PDF Files

Proofreading, Printing, ASCII and PDF Files

| | |
|--|---|
| A - Automated Proofreader | vE9 Proofreader.mp4 |
| Proofreader Demo | vE9 Proofreader Demo.mp4 |
| B - Spellcheck | vE9 Spellcheck.mp4 |
| C - List Errors | vE9a List Errors.mp4 |
| D - WATCH Words | vE9 Watchwords.mp4 |
| E - Proofreading with Bridge Mobile Pro | vI6 PDF Proofreading.mp4 |
| F - Proofreading with a Kindle e-Book Reader | vI6 e-Book Proofreading.mp4 |
| G - PDF Proofreading | vI2 Timestamps.mp4 |
| H - Printing a Draft or a Final Copy | vI1 Printing.mp4 |
| I - Timestamps | vI2 Timestamps.mp4 |
| J - Edit Timecodes | vI2 Edit Timecodes.mp4 |
| K - Multipage (4-per-page printing) | vI3 Multipage.mp4 |
| L - Multipage Settings and Customization | vI3 Multipage Settings.mp4 |
| M - Word Indexes | vI3a Multipage Index.mp4 |
| N - Stop Printing | vI4 Stop Printing.mp4 |
| O - ASCII Files | vI5 ASCII.mp4 |
| P - ASCII Files and the File Manager | vI5 File Manager ASCII.mp4 |
| Q - ASCII Styles | vI5a ASCII Styles.mp4 |
| R - Indexed HTML File and Internet Explorer | vI5a HTML with ASCII.mp4 |
| S - PDF Files, Creation and Building | vI6 PDF Files.mp4 |

T - PDF Options: Auto-Indexing & Embedded Exhibits

[vI6a_PDF_Options.mp4](#)
[vI7_Digital_Signature_Setup.mp4](#)

U - Digital Signature: Purchase

[vI7a_Digital_Signature_Use.mp4](#)

V - Digital Signature: Use

[vI1a_Delivery.mp4](#)

W - Delivery (Print, ASCII, PDF, Bundle, e-mail, etc.)

21.24.1 File Management

File Management

A - The "Open File" Dialog and Right-Click Shortcuts

[vJ5_Right-Click_for_Shortcuts.mp4](#)

B - The Eclipse File Manager

[vJ1_File_Manager.mp4](#)

C - Moving about in the Eclipse File Manager

[vJ1_File_Manager_Navigation.mp4](#)

D - Windows Explorer: Sorted Display

[vJ5_Windows_Explorer.mp4](#)

E - File Properties and the Job Info Pane

[vJ1a_File_Info.mp4](#)

F - Search for Job Variable Info in File Manager

[vJ1a_File_Search.mp4](#)

G - Copying or Moving Files

[vJ1b_Copy-Move_File.mp4](#)

H - E-mail

[vJ1b_E-mail.mp4](#)

I - Burn to CD

[vJ1b_CD_Burn.mp4](#)

J - Auxiliary Folder Setup

[vJ1b_Auxiliary_Folder.mp4](#)

K - Prompt for Destination (or not)

[vJ1b_Destination_Prompt.mp4](#)

L - Deleting Files

[vJ1c_Delete-Recover_File.mp4](#)

M - Recovering Files from the Recycle Bin

[vJ1c_Recycle_Bin.mp4](#)

N - Zip or Unzip

[vJ2_WinZip.mp4](#)

O - Backup/Restore Dictionaries, User Settings

[vJ3_Backup_Restore.mp4](#)

P - Backup of Work Files from the File Manager

[vJ3_Backup_Work_Files.mp4](#)

Q - SET Files (Import/Export Settings)

[vJ3a_SET_Files.mp4](#)

R - BAK Files (Timed Auto-Backup)

[vJ3b_BAK_Files.mp4](#)

S – Converting Files to/from Other Systems

[vJ4 Convert Files.mp4](#)

T - Sending Large Files

[vJ6 Send Large Files.mp4](#)

21.25 Visualizers for Eclipse Vox Voice writers

Visualizers for Eclipse Vox Voicewriters

| Visualizer title | File name |
|--|--|
| A - Voicewriting Overview | <u>vL5 Voice Writing.mp4</u> |
| B - Vox Setup | <u>vL5 Vox Setup.mp4</u> |
| C - Vox Train (Updating your Voice Model) | <u>vL5e Vox Train.mp4</u> |
| D - Vox Audio | <u>vL5a Vox Audio.mp4</u> |
| E - Vox Play (Room Audio vs. Dictation Playback) | <u>vL5b Vox Play.mp4</u> |
| F - Vox Edit (Edit Dragon Vocabulary) | <u>vL5c Vox Edit Vocabulary.mp4</u> |
| G - Vox Build (Analyze Documents) | <u>vL5c Vox Learn from Documents.mp4</u> |
| H - Vox New (Add to Dragon Vocabulary) | <u>vL5c Vox New.mp4</u> |
| I - Vox Editing Advice | <u>vL5d Vox Advice Editing.mp4</u> |
| J - Vox Apply Corrections to Speech Recognition Engine | <u>vL5d Vox Apply Corrections.mp4</u> |
| K - Handling Speakers and Unexpected Names/Terms | <u>vL5d Vox Speakers on the Fly.mp4</u> |
| L - Auto-Brief for Eclipse Vox users | <u>vL5d Vox Users Auto-Brief.mp4</u> |
| M - Connection Magic for Eclipse Vox Users | <u>vL5e Vox Shared Editing.mp4</u> |
| N - 3 Ways to Dictate Less | <u>vL5f Vox Dictate Less.mp4</u> |

21.26 Writers

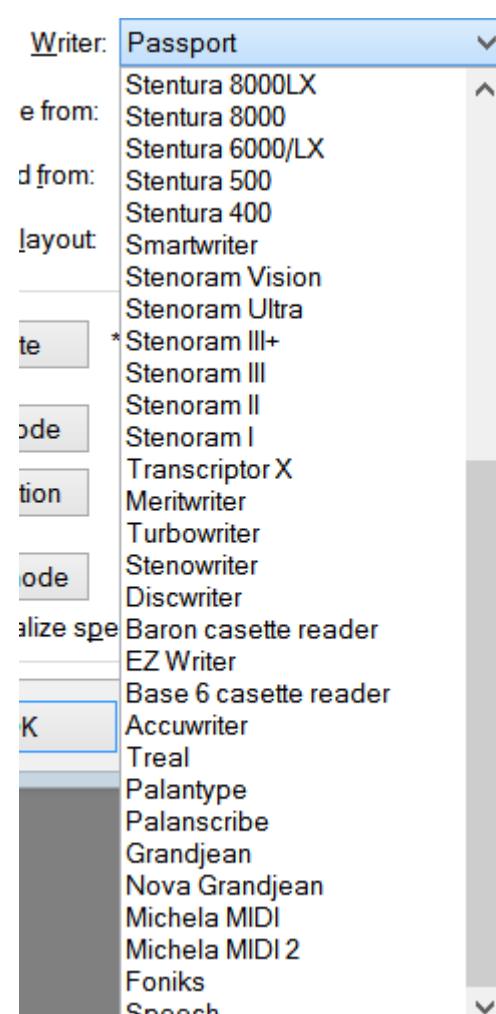
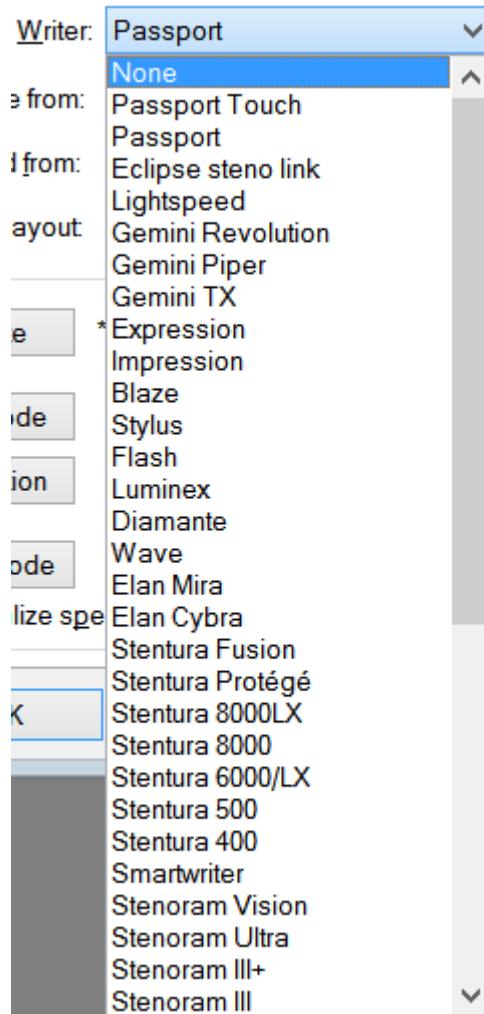


Writers

RELATES TO: [User settings/Input tab](#) [208]

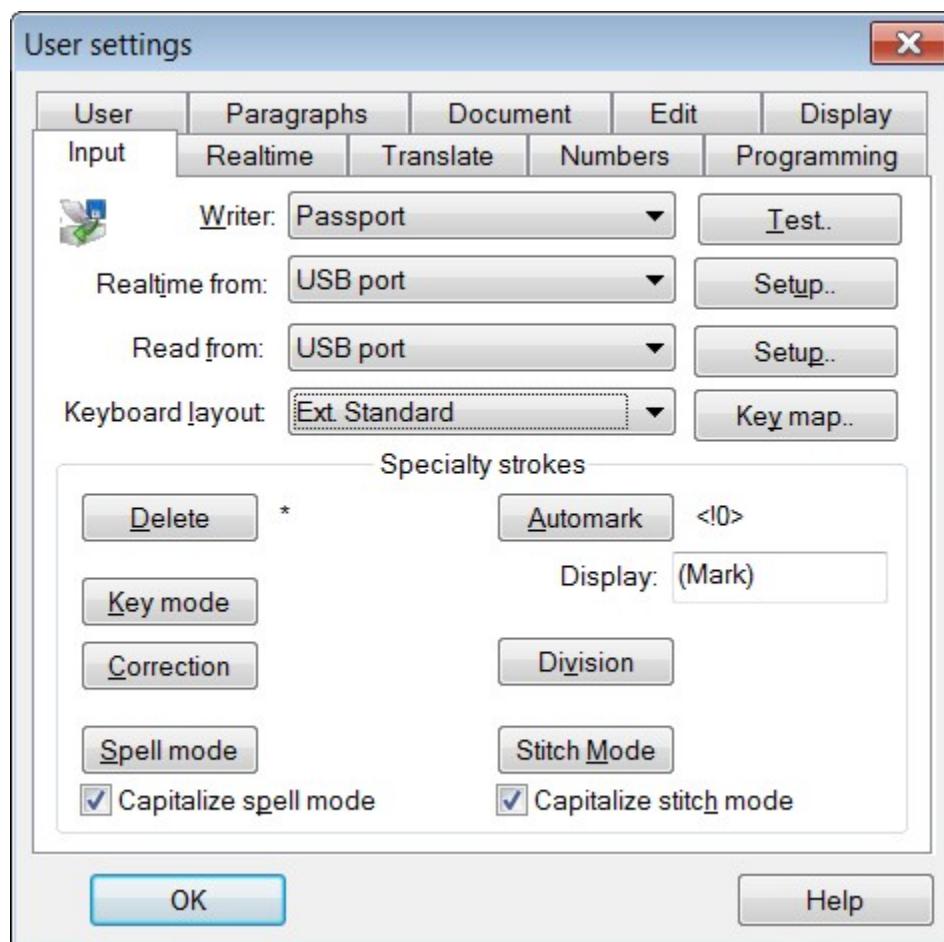
Available writers

Under **User settings/Input/Writer**, a drop-down list lets you select from among all the available writers:



Customizable Extended Keyboards

The Passport, the Gemini/Infinity series, and the Treal keyboards all have more keys than normal, and going to **User settings/Input/Keyboard**, selecting your keyboard, and "Extended keyboard," and clicking the **Key map** button allows you to assign each key to ANY of the existing steno characters.



The sample physical keyboard you see in the dialog below is a graphic representation of your actual keyboard. Note that it will look very different depending on whether you have a Passport, Gemini or Treal. The emulator will show you the way the keyboard will currently behave.



Above the keyboard graphic is a dialog that allows you to map any physical key on the keyboard to a steno character. Press the Physical key button, which will show a smaller steno machine, then select the key you wish to change. That will change the text on the button. You can then select any of the available steno characters from the buttons below.

By default, each key on the extended keyboards is a separate, distinct steno character. The S key on a Passport, for example, is split into Z and S. The asterisk is split into * and ~. On a Gemini, there are TWO sets of central keys, meaning that the left is divided into \$ and % and the right into * and ~.

So, for example, if you wanted to keep the individual keys in all cases except that you wanted to keep both the left-side keys as S, you could simply select the physical Z key and assign it to the S steno character. Note that when you do that, the keyboard emulator below the dialog will now show S for both the upper and lower keys on the left side.

This dialog has shortcuts for the most common keys that users might want to link, such as the Z/S or the */~(\$/%). For Gemini and Treal keyboards, you may also want to link the number bar keys together to simulate a single number bar rather than having them behave as individual number keys.

There is a checkbox where you can select whether the number bar key changes the rest of the keyboard or not. Usually, with the Gemini or Treal, you would select this option only if you were linking the number keys together as a single number.

This system gives you total control over how you take advantage of your extended keyboard. Perhaps you want to try the Passport with a split */~ key but keep the S linked? No problem. You want to try the individual number keys on a Gemini, but you want to link both the S/Z and the */~? Again, no problem. This system can support any possible arrangement and combination of extended keys. You can even reassign the letter keys! As a really off-the-wall example, you might have the extra row of keys on a Treal and want to shift all of your left-side letters over by one key so that instead of ^ and + on the left, you start with Z/S (or S/S) and then put the ^ + in the middle. It's entirely up to you.

Note: Once you have converted your existing standard dictionary over to extended format (which you can do by exporting it to RTF, changing to an extended keyboard under the input options, then re-importing it to a new dictionary from RTF) then you can try any combinations you like without affecting your dictionary.

Once you have converted your dictionary to extended format, it won't look any different. But depending on how you've configured your extended keyboard, you might have to hit entries differently. If you are using the split */~, any existing dictionary entry that contains an * has to be hit with the upper key. If you want to hit it with the lower key, you have to change the entry.

You can have different entries for the upper and lower, and these changes can be made gradually. Likewise, if you wish to try the split S at some point in the future, you can start out with it linked and then change it later without having to convert your dictionary again.

A few writers have characteristics requiring additional explanation:

ProCAT Stylus

ProCAT's Stylus writer creates note files in Stenograph format on their RAM card. You can read those files without having to change your writer selection.

The Stylus also does audio recording and creates RTF notes and text files that can be imported into Eclipse. The audio synchronization will work with the note reading or with the RTF import.

The ProCAT Stylus produces RTF text files based on the translator on the writer. These files contain both absolute and relative timecodes. Eclipse imports these relative timecodes.

If a user has a Stylus and wishes to read the notes and retranslate in Eclipse, one option is to take the RTF from the Stylus, even though it's a job RTF, and import that RTF into a note file. The result will be a note file that has correct absolute and relative timecodes and will synchronize perfectly with the WAV file copied from the Stylus.

ProCAT Expression

ProCAT's Expression writer emulates a Diamante with its note file format, so using the "read notes" function takes that into account and reads the notes in Diamante format.

None

The writer choice of "None" gives you the ability to start a realtime translation session with no writer attached at all. You can then start a realtime job in order to send script lines to an output device, for example, for the hearing impaired for open or closed captioning. This will also work on an edit station.

Michela MIDI and Michela MIDI 2

There are two MIDI Michela writers on the list. The second one uses the anti-stacking algorithm, and the original one still waits for all keys to be lifted before registering a stroke.

Diamante/Mira/Fusion

The Mira-style USB realtime interface to the Diamante is functional, but it only works in realtime. To read notes, it is necessary to plug the SD card into the computer or into an SD card reader. The new note file format is sufficiently different that the USB interface will require some modifications in order to read the notes over the cable.

Diamante/Mira/Fusion native note file format interface

It is not necessary to use the compatibility mode on the Mira or Fusion, nor is it necessary to use the conversion utility for the Diamante notes. Eclipse can directly read the new date/time style filenames from the Diamante, Mira and Fusion. This includes the time of day and relative timecodes.

IMPORTANT: This means that when you have Mira/Fusion/etc. selected in Eclipse as your writer, Eclipse is not REQUIRING that the notes be in the newer date/time format. If your Mira/Fusion is still set to have the note files in compatibility mode, they will NOT work with Eclipse V5. The best solution is to set the writer to use the newer file format. However, if you need to read files from the old format the solution is simple: Set Eclipse's writer setting to Stentura and it will read the older format files just fine.

Diamante/Mira/Fusion audio sync adjusted to account for auto-pause

The timecodes read from the new note files and the jobname.apr files allow Eclipse to synchronize with the WAV files recorded on the Diamante, Mira and Fusion, even if you have the auto-pause feature turned on.

Case Catalyst / Diamante dictionary import function

You can use Tools/Import/Dictionaries/From Case Catalyst to import the filename.sgdct files into Eclipse. Note that it does not currently convert all of the special characters that can appear, but with enough additional information these could be added later. However, it will convert all of the words, names, etc., that do not contain special commands such as new paragraphs, etc. Special commands will be converted as raw hexadecimal values such as /x16. If necessary, find/replace functions can be used to substitute the appropriate Eclipse syntax. If sufficient examples are sent in to support@eclipsecat.com of what these special characters are and what they should look like, the converter can be modified to do those conversions automatically.

Passport

"start from which stroke" message in Passport

You will get the option of hitting first/last/other when starting realtime on a Passport (unless you use the instant realtime button.)

Passport shadows appear on notes display

After reading in a note file from the Passport, you can open the note file in Eclipse and see the key shadows just as they appear on the Passport display. Remember that keys showing in any shade of red or pink are shadows and will not be used in the translation. Any keys showing in black or gray count as registered and will be used in translation.

VISUALIZERS:

[D1a - Extended Steno](#)

[D1a - Extended Steno Dictionary](#)

[D1a - Steno Key Map](#)

22 Appendix: Alphabetical List of Additional Pages

The Help pages in this section are listed alphabetically for easy reference.

22.1 About Eclipse

About Eclipse

Support/About Eclipse..

Under **Support/About Eclipse**, the dialog About Eclipse shows the current version number and copyright information.

This dialog also shows your serial number, and authorization level. Advantage Software Technical Support may ask you for this information.

If you have been running on a temporary passcode and wish to use the hardware key again, the Reset button will exit the program and invalidate the passcode. This allows you to switch you running on a key without having to wait for the passcode to expire.

If you are using a convenience key, you will find a K followed by a number in parens such as K(35). This means you have that many days before you must produce a spare key disk made from your main system.

If you are using a keyless license, the **About** dialog gives you additional information: 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 also show 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.

Also in this dialog you will see numbers describing the current version of Windows. It will be something like this:

OS: 5.1.2600 2 Service Pack 3

This represent the Version.Subversion.BuildNumber Platform Details

For example, Windows 2000 is 5.0, XP is 5.1, Vista is 6.0, and Windows 10 is 6.2.

22.2 Backup



Backup

Tools/Backup..

RELATES TO: [Restore](#)



Backs up a file or group of files to a specified location. This function is best used to back up your [dictionaries](#) and [User Settings](#). For individual job files, use the [File Manager](#).

To perform a backup:

1. Select **Backup** from the **Tools Menu**.
2. You will be asked if you want to backup your **Main Dictionary**, **User Settings**, or **Work files**. Check the item(s) you want to back up, and then click **Next**.
3. If you selected Main Dictionary and/or User Settings, you will be asked to choose the user(s) you want to backup. You may select more than one user.
4. If you selected Work files, a list of files in this user will appear; select the file(s) you wish to backup.
5. You will be asked where you want to backup the files. Your choices are:
 - o **Floppy disk**.
 - o **A Backup Directory on the Hard Drive**. This can be accessed later via the [Restore](#) command, or the Backup tab in the [File Manager](#).
 - o The [Auxiliary Directory](#).
 - o **Browse..** for a location.
6. The [Progress Bar](#) will appear, indicating the progress of the backup.
7. When the backup is complete, you will see a message to that effect. If you are backing up to a floppy, and more than one disk is required, you will be prompted to insert another disk.

To restore file(s) that were previously backed up, use the [Restore](#) function.

You can also perform a backup from the [Backup button in the File Manager](#).

VISUALIZERS:

[J3 - Backup/Restore](#)

[J3 - Backup Work Files](#)

[J3b - BAK Files](#)

22.3 Caption Control Panel

Caption Control Panel

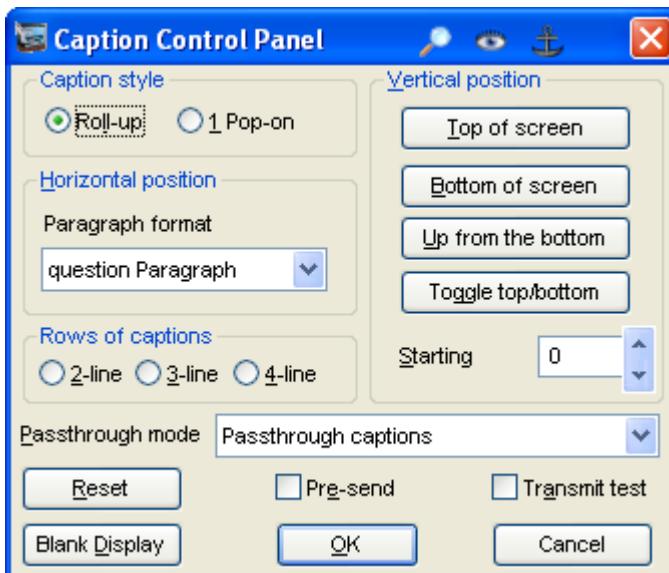
Shift+Alt+P

or Tools/Realtime/Control panel..



RELATES TO: [Captioning](#), [Macro editor](#)

The **Caption Control Panel** is a tool for creating custom captioning macros.



While this dialog can be used during a realtime job, it is more useful in the creation of macros. For example, if you want to perform a Blank and jump the captions to the top of the screen in one steno stroke, you can create the following macro:



Then, just [assign a dictionary entry](#) to the macro, and you will have a steno stroke that will perform these two tasks at once. (You can also assign such a macro to a [keystroke](#).)

Transmit Test

Transmit Test allows you to test whether or not the encoder is receiving data. If you check this during a [realtime](#) or [virtual realtime](#) job, it will send the contents of the current document to the encoder at the Maximum WPM rate in [Output Formats](#), or at 160 WPM if nothing is set there.

The rest of the items on this dialog are standard captioning functions. They are explained in more detail on the [Working With Captioning](#), or in [Output Formats](#).

22.3.1 Caption Preview

Caption Preview

Window/View/View CC Preview



RELATES TO: [Working With Captioning](#)

The Captioning Preview window will give you an accurate representation of what the viewer is seeing.



The captions themselves will appear in their proper location: in the above graphic, a [vertical position](#) setting of 13,3 is in use. If the captions were set to appear at the top of the screen, they would appear there in the captioning preview.

The center of the captioning preview window contains messages, which will tell you the current state of all [captioning modes](#): block/passthrough, roll-up/pop-on, the vertical position code, and suspend. If you are in Suspend mode, the captioning preview will have a giant red X over it.

The captioning preview window may be resized and repositioned. It can be turned on or off from the [Window/View menu](#). Its color scheme can be changed, by going to [Color Selections on the Display tab](#), and changing the Foreground and Background colors for the "Captioning Preview Window" item.

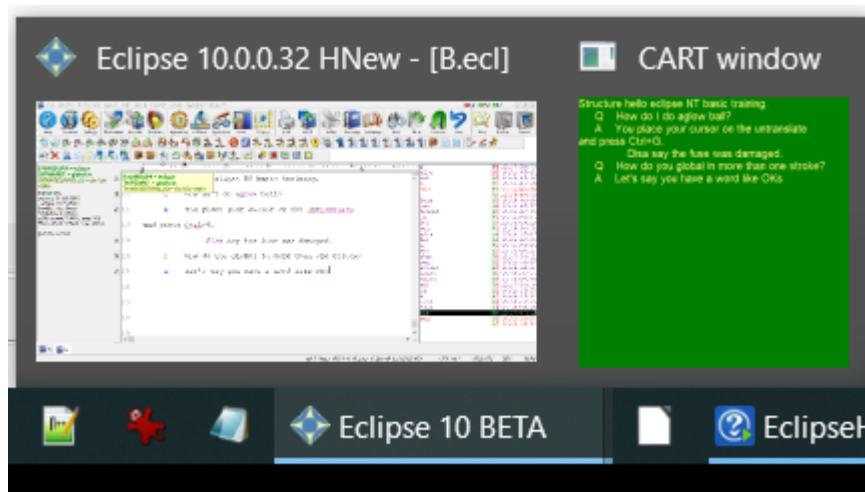
22.4 CART window



The CART Window

RELATES TO: [Output formats](#), [The Realtime Tab](#).

One of the output types listed under Output format: (Bridge/Closed captioning/etc.) is called "CART window." If you select CART window, when you start realtime you'll get a separate window that will open up on your computer. In the Windows taskbar, it will show up as a separate program to make it easier to select.

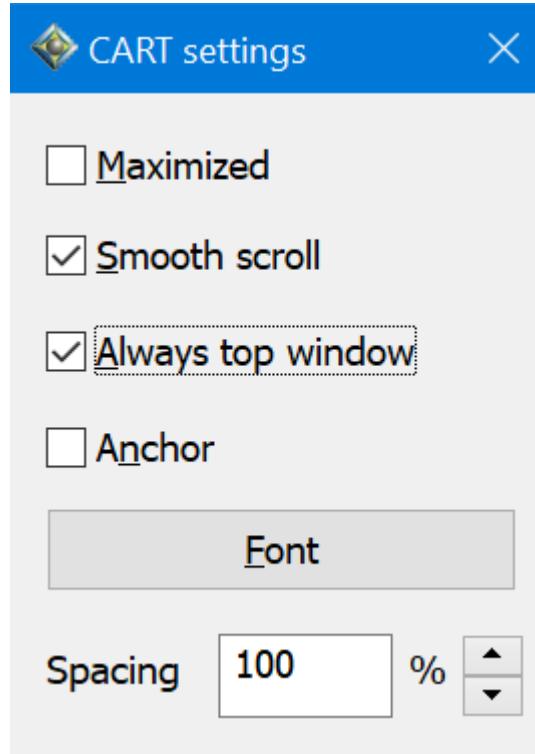


All edits done within the range of the CART window will show up for the viewers. Note: This is different from the Bridge refresh because the CART window is entirely internal to Eclipse, so it's simply a mirror of the editing text.

If you have selected "apply edits" in the Output format, the CART window will refresh automatically. However if you are using a feature like Google translate that relies on the text remaining unmodified, turn off "apply edits" and you will show the translated text instead of the contents of the document.

The CART window can be moved by clicking and dragging it. It can be resized by clicking and dragging near the lower-right corner.

Right-clicking on the CART window will bring up the CART setting dialog.



From this dialog, you can:

- **Maximize** the window by checking the box.
- turn the **Smooth scroll** off if it's too performance-intensive for your hardware
- use the **Always top window** option to select whether you wish for the CART window to be always the top window or not. It is helpful to be able to make it always the top window if you're displaying the CART window above another application, such as a power-point presentation, when that application has to be the active application during the realtime session.
- use the **Anchor** option to set a persistent location for the CART window
- use the **Font** button to select whatever font you want on the CART window.

Click the Eclipse icon in the upper left corner to Move, Close, or customize the Cart settings dialog.

The foreground and background colors can be selected by going to **User settings/Display/Color selections** and selecting "CART window" colors from the drop-down list. The default colors are white on black. The CART window will show paragraph label colors that match the label display colors in the editing document. It will also show Speakers' names in the colors you assign on the Speaker List, if you have Apply edits on.

The CART window is independent from the Eclipse window and can be moved to a separate screen, such as a projector or an external monitor. Note that if you anchor a CART window that is on an external monitor, this could result in the window accidentally being placed where you cannot see it if you later attempt to use it on your system when you do not have the external monitor attached.

The text in the CART window will automatically word-wrap to the exact size of the CART window itself, based on the size of the text as defined by the font size.

The paragraph symbol used to indicate a musical note on the closed captioning display will also appear as a musical note on the CART Window.

If you have a laptop with an external monitor port, you're probably accustomed to displaying your Eclipse screen on projector or large monitor to do CART. In addition most laptops support dual-screen, which means that your Windows desktop can stretch across two screens.

If you set up your external port as a dual-screen instead of a clone, then you can drag the CART window over to the external screen. That means that you will be able to use all of Eclipse on your laptop screen, including the steno, the auto-brief window, the toolbars, using macros to make globals from the machine, etc., and the CART audience will never see it. All they will see is the CART window.

22.5 Close

Close

Ctrl+Q or File/Close



RELATES TO: [Saving](#) [625], [Text Files](#) [626],
[Dictionaries](#) [605], [Note Files](#) [207]

Closes the active file. Closing a file also [saves](#) [625] it.

22.6 Color Dialog



Color Dialog

RELATES TO: [Display tab](#) [114], [Speaker Data dialog](#) [242].

Whenever you need to assign a color to something, such as a [type of text](#) [116] or a [speaker name](#) [243], the Color dialog will appear.



You may select a color from the selection of Basic Colors, or create a custom color to use.

To select a basic color, click its box. A dotted line will appear around the box, indicating that it is highlighted. (In the above graphic, the black box at bottom left is selected.) Then, click OK to confirm your choice.

To create a custom color, click **Define Custom Colors**. Select the desired color from the chart that appears, or by entering red/green/blue values into the text boxes. When you have created the desired color, click **Add To Custom Colors**. The color will be added to one of the white (empty) boxes in the **Custom Colors** area. You may then click it to select it, just as you would select a Basic Color.

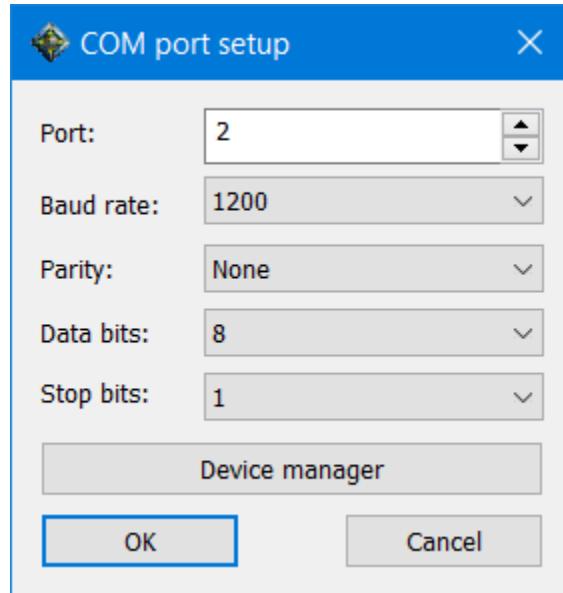
22.7 Comm Setup



COMM Setup

RELATES TO: [Input tab](#), [Realtime output](#),
[Realtime](#), [Output Formats](#).

When you select your steno machine on the [Input tab](#), or are setting up a [realtime output format](#), you will have to select the COM port.



Port is the number of the port this device is using. To determine the port number, see the page on [realtime hardware](#).

Baud Rate is the speed of communication. If you are selecting this for your writer, accept the default setting. If you are selecting this for realtime output, your baud rate must match the baud rate the recipient's program is set to receive. For CIC, check the settings of the recipient's CIC program; in [captioning](#), most encoders receive at 1200 baud.

Parity, **Stop Bits**, and **Data Bits** should almost always be left at their default settings of None, 8, and 1. Almost all devices use these default protocols. Only change them if you know your device takes a different settings.

Device Manager button - gives you direct access to the Device Manager, so you can check what COM port number your bluetooth or USB-Serial device is.

VISUALIZERS:

[vD3 - Add Serial Port](#)
[vD3 - Device Manager](#)

22.8 Convert



Convert

Tools/Convert..



Convert allows you to convert files to and from other formats, mostly other CAT systems, via a series of prompts.

Converting From Another CAT System

If you have a file from another CAT system, or a file in RTF form, you can use Convert to bring it into Eclipse. To do this:

1. Select **From Another CAT System**.
2. Select **Dictionaries, Text Files, or Note Files**.
3. Select the system you are importing from. These will vary slightly by file type.
4. Select the location of the file. Your choices are:
 - o **Floppy Diskette**. Choose if the files are stored in the root directory (not in any subfolders) of the floppy disk, or if this is a multi-disk archive of some sort.
 - o **This Hard Drive** Will look in your Jobs folder, as defined on the [User tab](#) [95] of User Settings.
 - o **Let Me Browse**. Opens a [file dialog](#) [892] from which you can select a file from any folder on your computer.
5. Select the file(s) you wish to import. You may select multiple files, with Shift+click or Ctrl+click. Each file will import to a Eclipse file of the same name. If a file with that name already exists, you will be asked if you wish to overwrite, append, or cancel the conversion.
6. You will receive a message that the conversion is complete. You can click the **More Files** button to do additional conversions, or click **Finish** to exit.

Depending on the type of conversion you are doing, you may be asked the following:

- **You have opted to browse for the files to be converted. Press the 'Browse' button below....** Click Browse to proceed to the file dialog.

- **Did this file come from a DOS or Windows program?** Answer as indicated. If you're not sure, answer Windows.
- **How many diskettes are being used?**. If this is a multi-disk archive from another CAT system, select the total number of disks there are. If you're not sure, or if it's not a multi-disk archive, answer 1.

Converting To Another CAT System

To convert an Eclipse file to another CAT system:

1. Select **To Another CAT System**.
2. Select the type of file you wish to convert: **Dictionaries, Text Files, or Note Files**.
3. You will be asked what format you want to export to. Your choices will vary depending on the type of file you are converting:
 - **RTF File**. A file that can be imported into most any other CAT system.
 - **Stentura Format** (dictionary). Creates a dictionary disk that can be loaded into a Stentura 8000 writer.
 - **Stentura Format** (note file). Creates a disk which will behave like a notes disk from a Stentura writer.
 - **Various CAT systems**. When converting a text file, you have the option to convert directly to several other CAT systems. However, if possible, it is best to export to RTF, and have the user of the other CAT system import from RTF.
 - **ASCII**. Text files and dictionaries can be exported to ASCII. However, if you are simply creating an ASCII file of a transcript for a client, the [Output to ASCII](#) [567] menu item is a more powerful tool. Dictionaries can be output to ASCII, but RTF is a better format for conversion, and [Export](#) [888] offers more useful ASCII formats for dictionaries.
4. You will be asked which files you want to convert. Click a file to convert it. You may select multiple files.
5. You will receive a message that the conversion is complete. You can click the **More Files** button to do additional conversions, or click **Finish** to exit.

The converted files will be created in the User Files Area. You may then use the [File Manager](#) [610] to move them to another location if you wish.

Note that few specific CAT systems are included as choices. To export a file to another CAT system, use RTF.

Converting From Eclipse Version 8

If Eclipse Version 8 (DOS) is installed on this computer, you may use this option to import files from it. If you have Version 8 files, but the program is not installed on this computer, use the "From Other CAT System" Option.

Here are the steps:

1. Select **Eclipse V8 to NT**.
2. Select the Version 8 user in which the files are stored.
3. You will be asked which type(s) of files you wish to convert. You may select any combination of **Main Dictionary**, **User Information** (user settings), or **Work Files**. Work Files include text files, steno files, and dictionaries other than the Main dictionary.
4. If you selected Work Files, you will be asked which work files you want to import. Text files (.ENG), dictionaries, and raw steno files will be listed. You may select multiple files to be imported. Each files will be converted to a Eclipse file, bearing the same name.
5. If you selected User Information, your **User Settings** [93] will automatically be changed to match your Version 8 settings, to the greatest extent they can be. (You can also do this via **Import Settings** [97].)
6. If you selected Main Dictionary, the main dictionary of the Version 8 user you selected will automatically be imported into your Eclipse main dictionary.

Should you need to convert a Eclipse file to Version 8, create an RTF file, and then import that RTF file into Version 8.

22.9 Customize Toolbars



Customize Toolbars

Window/Customize toolbars

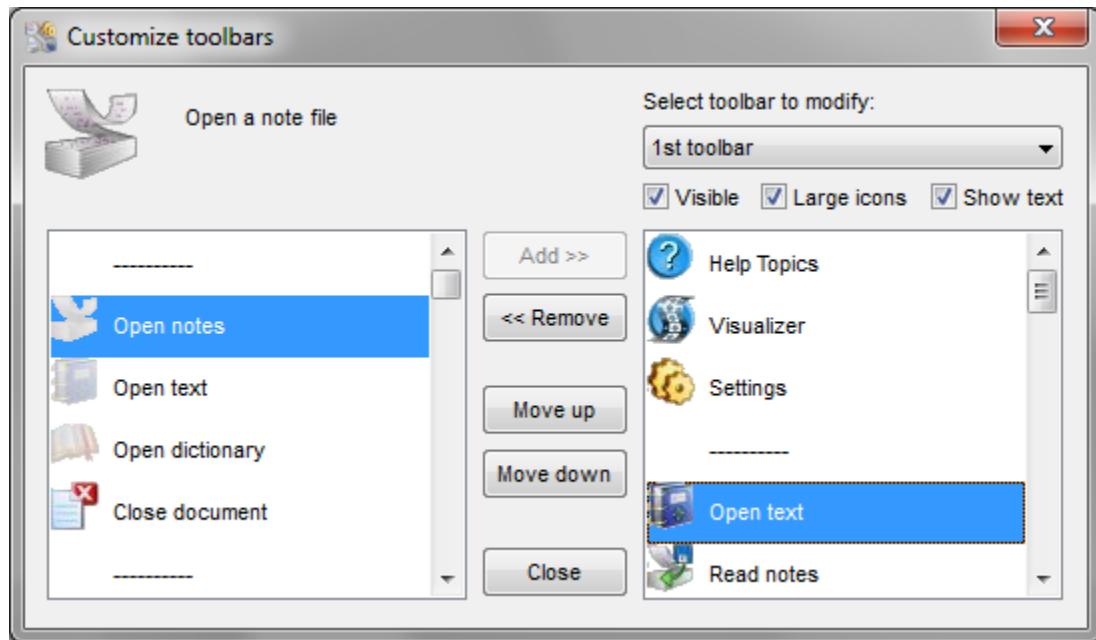
RELATES TO: [Window menu](#) [99].



All six of Eclipse's toolbars can be completely customized using the **Window** menu/**Customize toolbars** command.

You can also open this dialog by right-clicking on any toolbar, and it will open the dialog with that toolbar selected.

Any command can be added to the toolbar, and a variety of button sizes are available.



At top right, the **Select Toolbar to Modify** drop-down list determines which of the six toolbars you are customizing. Select the one you want to work with.

If **Visible** is checked, this toolbar will appear on the display. This checkbox works the same as the checkbox on [View Toggles](#). Toolbars can be disabled/enabled in either location.

If **Show Text** is checked, descriptive text will appear next to the toolbar button.

If **Large icons** is checked, the button icons will be the same size as the default toolbar. If unchecked, icons will be smaller, allowing you to fit more buttons on one toolbar and requiring less vertical space on the display.

The column on the left-hand side is a complete list of Eclipse tasks; each has a button that can be added to the toolbar. With your cursor somewhere on the list, you can press the first letter of the command name to navigate through the list and jump to the next item that starts with that letter. The column on the right represents those toolbar buttons that are being used in the current toolbar. You will have to scroll up and down to see all the available buttons.

To remove a button from the current toolbar, click it and then click Remove from the center column.

To add a button to the current toolbar:

1. Determine where you want the new button to appear, by selecting its place in the list of current toolbar buttons on the right. The new toolbar button will appear to the immediate left of the one you have selected.
2. Select the button you want to add from the list of buttons on the left.
3. Click **Add** to add the new button.

You can select several buttons to add at one time. Multi-select the items and hit **Add**. Note that they will be added in the order that they appear in the command list (which matches the order that they appear in the menus.)

The ----- lines represent separators. You can add a separator line to a toolbar just as you would a button: click where you want it to go from the list at right, click the divider from the list at left, and then click Add.

You can also change the order of buttons within a toolbar. To do this, select the button you want to reposition from the list at right. Then, click Move Up or Move Down to move it up or down.

In the **Window** menu/**View Toggles** dialog you will find the option to turn each individual toolbar on and off.

Customized toolbars will be saved in your current .ini file, so be aware that you can have different arrangements of toolbars for all of the different ways you work; for example, you could have one arrangement for realtime and one for editing.

VISUALIZERS:

- [A2b - Customize Toolbars](#)
[A2 - Toolbars](#)
[A2b1 - Toolbars Dock-Undock](#)

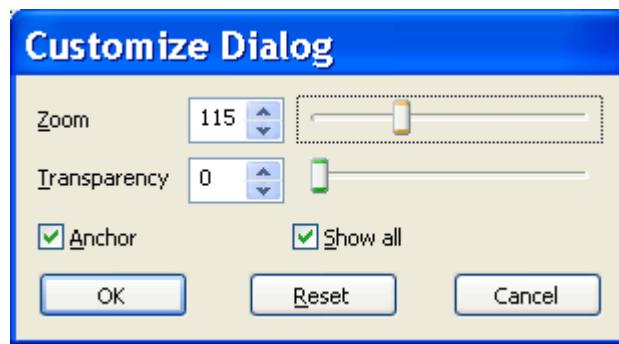
22.10 Dialog Controls



Dialog Controls

Most dialogs in Eclipse have dialog controls at the top right. These controls allow you to change the appearance and/or behavior of the dialog. Alternately, you can access these controls by clicking the icon in the upper left corner, and choosing **Customize..** which opens the Customize dialog. (Note that in Windows 7 and 8 and VISTA, you can only access them with the Customize dialog).





Less/More

The arrow icon is the Less/More Button, and is used to limit or expand the number of items that are visible in the dialog. For example, in the [global dialog](#)³⁰⁴, you can click this button to remove the buttons from the display:



As with all dialog controls, this change is aesthetic only. It allows the global dialog to take up less space on the screen. The commands associated with the buttons will still work, even though they are invisible. (However, you will have to use keyboard commands, such as Alt+underlined letter.)

You can also press **Ctrl+[** and **Ctrl+]** (**Ctrl** key plus left or right bracket), or uncheck/check the **Show all** box in the **Customize dialog** for less and more, respectively.

Zoom

The magnifying glass allows to zoom dialogs. With the mouse pointer touching the magnifying glass icon, click and drag to the right to make the dialog bigger; click-and-drag left to make it smaller.

Transparency

The eye icon affects transparency. With the mouse pointer touching the eye icon, click-and-drag to the left to make the icon more transparent. Click-and-drag right to make it opaque. Note that you cannot make the dialog completely invisible.

Once you have set a level of transparency, you can press **Ctrl+F** to toggle the dialog between fully opaque, and your desired transparency level.

Anchor

The anchor icon keeps the dialog in the same place. Typically, the same dialog will appear in different locations, so as not to cover up the part of the file you are working on. However, you can force a dialog to always appear in the same place. To do this, click the anchor button (a light blue square will appear around it) and then positiong the dialog wherever you want it. This dialog will always appear in that position.

VISUALIZERS:

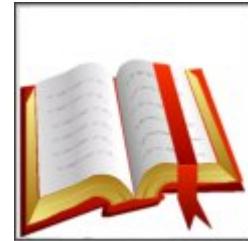
- [A1a4 - Dialogue Font](#)
- [A1a1 - Dialogue Zoom](#)
- [A1a2 - Dialogue Less-More Anchor](#)
- [A1a3 - Dialogue Transparency](#)

22.11 Dictionaries Dialog

Dictionaries Dialog

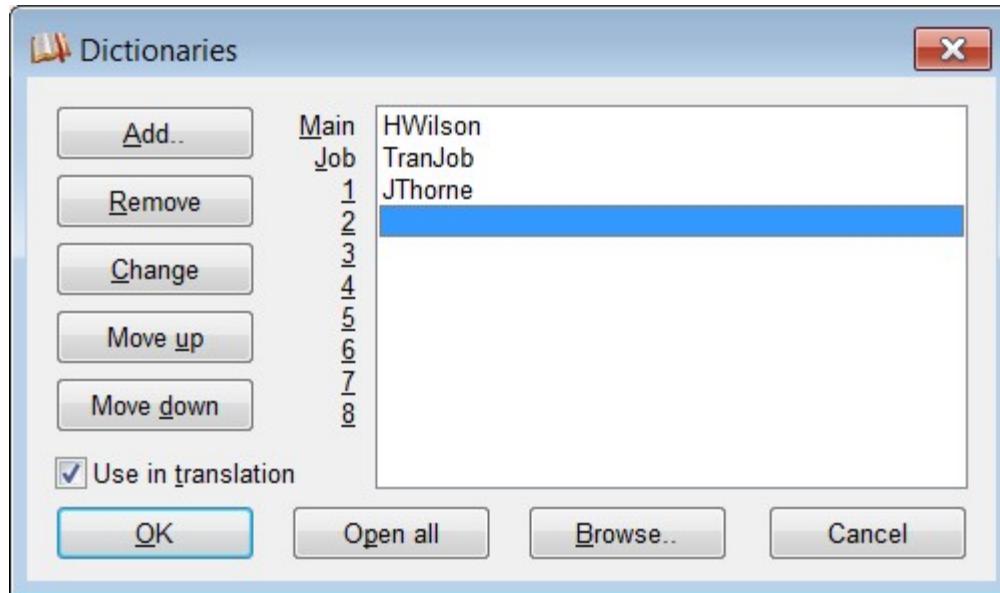


F9 or File/Open dictionary



RELATES TO: [Working With Multiple Dictionaries](#) [608] [Open Dictionary](#) [952], [Working With Dictionaries](#) [605]

The Dictionaries dialog allows you to set up, use, and change the dictionaries that are used in a translation. It can be accessed from the [User tab](#) of User Settings, the [Translate Notes](#) dialog, or by [opening a dictionary](#) when a [text file](#) is active.



There are ten slots for dictionaries: **Main**, **Job**, and **User 1** through **User 8**. These slots dictate the priority of dictionaries, and how you [global](#) into them. You can add as many dictionaries as you like - you are not limited to the numbered slots.

To add a dictionary to the list, click **Add**, and then select the desired dictionary from the [file dialog](#).

To remove a dictionary from the list, click its name in the list and then click **Remove**.

To change an existing dictionary, click its name in the list and then click **Change**. You will be prompted to select a new dictionary for that slot.

To change the location of an existing dictionary, click its name and then list and then click **Move Up** or **Move Down**. The selected dictionary will move up or down one spot in the hierarchy.

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.

If **Use In Translation** is checked, the selected dictionary will be used the next time you translate a job. If not, it will not be used in translation, but it will continue to occupy its current slot. Dictionaries that are not used in translation are indicated by chevrons around the dictionary name. In the above graphic, the "asbestos terms" dictionary has Use In Translation unchecked.

The **Open all** button 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.

Use the **Browse..** button to display the Open file dialog, so you can open a dictionary that is not on the list.

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.

For more information about using extra dictionaries, see the page on [working with multiple dictionaries](#).

VISUALIZERS:

[H1 - Dictionary Selection](#)

[H1a - Change Translating Dictionaries](#)

[D1b - Job Dictionary](#)

22.12 Dictionary Syntax



Dictionary Syntax

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

When creating Eclipse dictionary entries, it is important to use the proper syntax. If you forget the syntax for an entry, refer to this page, or use the [Special Entries \(Ctrl+E\)](#) [306] option on the [global dialog](#) [304].

Punctuation

These commands will not only insert the punctuation mark, but will adjust spacing and capitalization as appropriate. If you want these marks to adjust in a way other than the default, you can customize this behavior in the [Metadictionary](#) [775].

| Entry | Meaning |
|-------|--|
| {.} | Period. |
| {?} | Question mark. |
| {!} | Exclamation point. |
| {,} | Comma. |
| {:} | Colon. |
| {;} | Semi-colon. |
| {--} | Dash. |
| {-} | Hyphen. |
| {'s} | Apostrophe S. |
| {"} | Quotation mark. Alternates left and right. |
| {.} | |
| {?"} | |
| {!"} | |
| {".} | |
| {"?"} | |
| {"!"} | |
| {.)} | |
| {?)} | |
| {!)} | |
| {.)} | |
| {?)} | |
| {!)} | |
| {,"} | |
| {,"} | |

Combination entries that will automatically handle formatting.

| | |
|--------------|--|
| {>?} {>.} | <p>Temporary default punctuation. These entries can be combined with phrases that imply a question or statement. The punctuation mark will be used if no other punctuation mark is given, overriding the normal default punctuation. Examples:</p> <p>do you{>?} I won't{>.}</p> |
| {,?} {;?} | <p>Soft punctuation. These marks can be placed at the beginning of an entry; they will be used only if no other punctuation is already present. Examples:</p> <p>{,?}ok {;?}is that correct</p> |

Paragraph Commands

These commands will either insert a certain type of paragraph, or perform general paragraphing functions. When you use any of these commands, the previous paragraph will receive default punctuation (if appropriate and if you didn't write any punctuation), and the new paragraph will capitalize, indent, and otherwise behave per your choices on the [Paragraphs tab](#) 408.

| Entry | Meaning |
|---|---|
| {Q} | Question |
| {A} | Answer |
| {S:NAME} | Speaker. Replace NAME with the name of the speaker. |
| {N} | New paragraph. Will create an appropriate continuation paragraph for the current paragraph style: if you're in a Speaker, you'll get speaker subparagraph, etc. |
| {C} | Centered. |
| {F} | Fixed. |
| {P} | Parenthetical. |
| {U1} {U2} <i>etc. through</i> {U9} | User 1, User 2, etc., through User 9. |
| {PGH:NAME} | Inserts a paragraph of style NAME. |

Capitalization, Spacing, and Formatting

| Entry | Meaning |
|-------|----------------|
| {^} | Delete Space. |
| {^ ^} | Force a space. |

| | |
|---------------------------------------|--|
| | There is a space in this entry: it is open bracket, caret, space, caret, closed bracket. |
| { -} | Capitalize Previous Word. |
| { } | Capitalize Next Word. |
| {~} | Lock-space. |
| {pre^} {post^} {anti-^} etc. | Prefix. |
| {^er} {^ism} {^ate} etc. | Suffix. |

Glue Alphabets

Glue alphabets are used to fingerspell unexpected words. There are two approaches to glue characters: have 2 complete sets (upper and lower case) of 26 letters for each possible separator, or have one separator and use a set of glue templates.

| Entry | Meaning |
|-------|--|
| {&A} | A basic glue character, no separator. You would create a complete set of these: {&A} {&B} {&C} etc. If you're going to use glue templates to control capitalization, define these as lower case. |
| {&-A} | Glue character, separated by dashes. {&-A}{&-B}{&-C} produces A-B-C |
| (&A.) | Glue character, separated by periods. (&A.)(&B.)(&C.) produces A.B.C. |

Glue Templates

If you do not want to have a complete set of alphabets for each separation type, you may create a set of templates, and follow each template with letters from one alphabet. In each template, the * will be replaced by a letter: design the template like you would an ordinary glue stroke.

| Entry | Meaning |
|--------|--------------------------------------|
| {&*} | {&*}{&a}{&b}{&c} = abc |
| {&-*} | {&-*}{&a}{&b}{&c} = a-b-c |
| {&(*)} | {&(*)}{&a}{&b}{&c} = (a)(b)(c) |
| {& *} | {& *}{&a}{&b}{&c} = ABC (capitalize) |
| {& -*} | {& -*}{&a}{&b}{&c} = A-B-C |

| | |
|---|--|
| $\{\& -*\}$ $\{\& (*)\}$ $\{\&*\} \{\}\}$ $\{\&*<\}$ <i>other arrangements are possible</i> | $\{\& (*)\} \{\&a\} \{\&b\} \{\&c\} = (A)(B)(C)$ $\{\&*\} \{ \} \{\&a\} \{\&b\} \{\&c\} = Abc$ (<i>initial cap</i>) $\{\&*<\} \{\&A\} \{\&B\} \{\&C\} = abc$ (<i>force to lower case</i>) |
|---|--|

Also, glue templates will not take effect until glue characters are written. This allows you to include glue templates with dictionary entries, in anticipation that you will need them soon. For example, you could redefine your entry for "spell" as "spell{\&-*}" to force your next series of glue characters to be stitched.

Glue entries stick to each other and not anything else. The glue characters will not attach to the word following or preceding. So you don't need different entries for characters that begin or end a string.

You do not need glue entries for numbers. If you check **Glue Numbers** on the **Numbers** tab of **User Settings**, numbers will automatically behave as glue characters when written in conjunction with glue characters. This allows you to write alphanumeric combinations like license plate numbers. If you prefer, you can turn this off, but if you have number conversion off, you probably won't want to do this, because you will get, for example, F 3 5 0. If you have number conversion on, you will get F 350.

Additional help with using Glue characters is in the [Reference Guide](#). [684]

Font Commands

Will change the font. After you invoke a font change command, Eclipse will stay in that font, until the end of a job or until another font command is invoked. To make font changes for a single dictionary entry only, include both "on" and "off" commands in the entry, e.g. {i}A Tale of Two Cities{n}

| Entry | Meaning |
|---------------------------------------|---|
| {b} | Bold face. |
| {i} | Italics. |
| {u} | Underline. |
| {ub} {ibu} {bui} <i>etc.</i> | Bold/Italic/Underline commands may be combined within a single bracketed entry, in any order. |
| {n} | Normal text attributes. Turns off any bolding, italics, or underlining. |
| {p} | Plain attributes. Same as normal but removes spaces. |
| {H} | {Superscript} |
| {L} | {Subscript} |
| {superon} | turns Superscript on |

| | |
|-------------------------|--|
| {superoff} | turns Superscript off. |
| {subon} | turns Subscript on |
| {suboff} | turns Subscript off. |
| {FN:X} | Change to font number X. Font numbers are assigned in the Master Font Table <small>948</small> . |
| {F:Arial/13/400/italic} | {F:Name/Height/Weight/Attribute} will produce a font with those precise characteristics. Height, Weight, and Attribute are optional. |

Commands

| Entry | Meaning |
|---------------------------------|--|
| {DELETE} | Delete stroke. You also need to select this stroke on the Input tab <small>212</small> . |
| {M:NAME} | Executes macro NAME. For use in realtime editing <small>446</small> . |
| {<FILENAME} | Inserts the block file <small>497</small> of name FILENAME into the transcript. |
| {#G} {#T} etc. | A number conversion code <small>618</small> . |
| {DECIMAL} <i>or</i> point | A decimal point. The simple word "point" will also be recognized as a decimal point if it is in a numeric context. |
| \choice1\choice2\choice3\etc | A conflict. See Working With Conflicts <small>155</small> for more details. |
| | |

[Click here for dictionary entries related to captioning.](#) 600

22.13 Disabling Warnings

Disabling Warnings

Some warning messages can be disabled, by checking **Don't Show This Message Again** before clicking OK. If you do this, you will not see this warning again.

If you disable a warning message, it will only be disabled in your current user. If you have more than one user for yourself, you will have to disable each message once per user.

To re-enable these warning messages:

1. Go to the [User tab](#) of User Settings.
2. Click the **Advanced** button.
3. Click **Re-Enable Alerts**.
4. You will be asked to confirm that you want to re-enable all the dialogs.
Answer Yes.

22.14 Document Utility

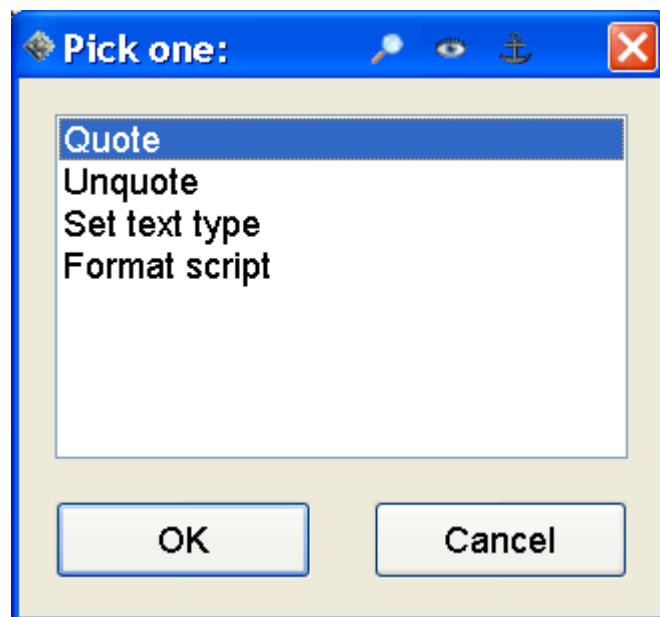
Document Utility

Ctrl+Shift+D

RELATES TO: [Quoted testimony](#) [796]
[Redacted text](#) [960]
[Set Text Type](#) [904], [Working With Captioning](#) [602].



With a text file open, the Speedkey **Ctrl+Shift+D** opens a menu that allows you to:



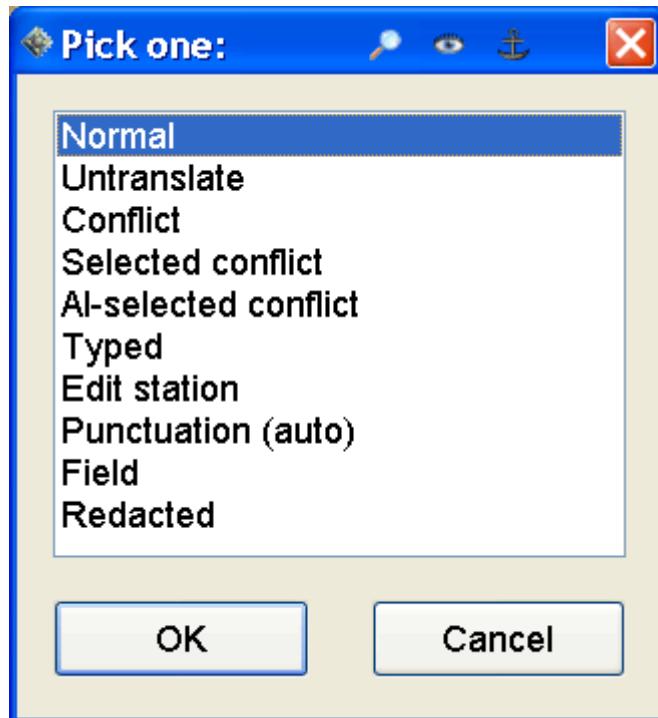
Change the marked text, or the current paragraph, to **Quoted** text

Change the marked text, or the current paragraph, to **Unquoted** (normal) text

Set the text type for a block of marked text

Format the marked text or the entire current document as a **script** for Captioning

Choosing **Set text type** opens a dialog with 10 types to choose from:

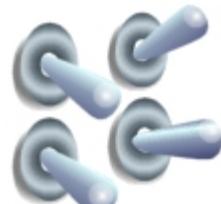


22.15 Edit Toggles

Edit Toggles

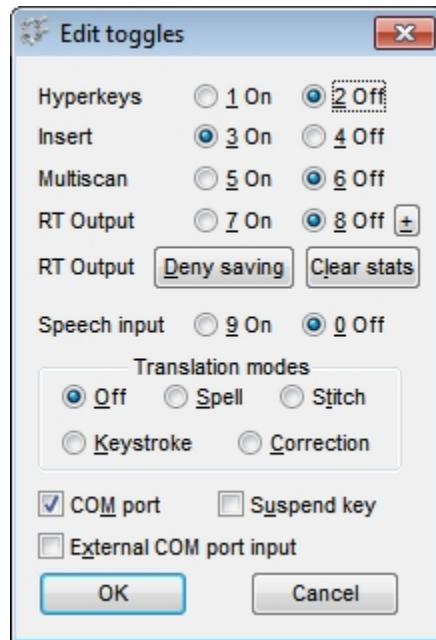


Shift+Alt+E
or Tools/Edit toggles..



RELATES TO: [Realtime](#) [437], [Output Formats](#) [472]

Edit Toggles is a dialog in which realtime modes can be turned on or off. It is especially useful when creating [macros](#) [938].



Realtime Modes

[Hyperkeys](#), [Insert/Overtype mode](#), and [Multiscan](#), and [speech input](#) can be forced on or off, or toggled, from this dialog.

To toggle a mode in a macro, include Tab keystrokes in the macro to tab down to it, and then include a Left Arrow or Right Arrow key. This will switch the position of Hyperkeys, Input, Multiscan, or RT Output. (To activate a specific position, just Alt plus underlined number.)

Realtime output can be suspended/reactivated via the RT Output item. Set this to Off to suspend all realtime output you have set up in [Output Formats](#). To reactivate realtime output, set this to On. If you are using more than one output format, and you want to enable/disable one format but not others, click the + button to enable/disable individual output formats.

Click **Deny Saving** to prevent a CIC recipient from having the ability to save the file in their CIC program. You need only do this once per realtime job.

Click **Clear Stats** to reset statistics in the [Realtime Status Window](#).

Translation Modes

Realtime editing functions require you to enter various translation modes. To do this, include a step in the macro that opens the Edit Toggles dialog, followed by a keystroke for the underlined letter of the mode you wish to use.

Here is what each mode does:

- **Spell** mode will treat all steno input as fingerspelling. This is the same mode that is toggled on/off via [Spell Mode Stroke](#) on the [Input tab](#).

- **Stitch** mode will stitch anything you write. This is the same mode that is toggled on/off via [Spell Mode Stroke](#) [212] on the [Input tab](#) [208].
- **Keystroke** mode or "keymode" is used in [realtime editing](#) [446]. It allows you to fingerspell into a dialog, such as the [global dialog](#) [304]. For examples of how this mode works, see the [Eclipse Realtime Kit.pdf](#) file in the [Eclipse documentation](#) [32] folder.
- **Correction** mode is also used in [realtime editing](#) [446]. It is similar to keymode, but instead of fingerspelling, anything you write will be translated against your dictionary. This mode is used in macros designed to correct misstrokes; it allows you to write the stroke correctly into the [global dialog](#) [304]. For more examples of how this mode works, see the [Eclipse Realtime Kit.pdf](#) file in the [Eclipse documentation](#) [32] folder.
- **Off** will turn off all specialty modes, and return you to normal realtime translation. Any realtime editing macro that switches to another mode to perform its task, will switch back to this mode to return things to normal before the macro ends.

Other Items

Uncheck **COM Port** to suspend access to the COM port. If you are going to unplug your writer from your computer to do a bench conference, some steno machines prefer to have the port turned off before you plug them back in.

Suspend Key will temporarily suspend the execution of the software. This allows you to take the key off, and move it to another Eclipse computer without exiting the program. This is useful when transferring files. The key will remain suspended until you close the Edit Toggles dialog.

VISUALIZERS:

- [A7 - Hyperkeys](#)
- [E1 - Insert/Overtype](#)
- [E2 - Scan/Multi-scan](#)

22.16 Exit



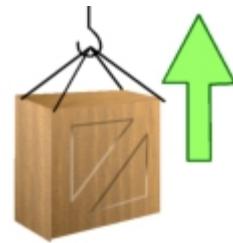
Closes the program. If any files are open at the time, they will be automatically [closed](#) [868] and [saved](#) [625].

22.17 Export



Export

File/Export



[Text files](#), [note files](#), and [dictionaries](#) can each be exported to one or more formats. You can also accomplish this via [Convert](#) on the Tools menu.

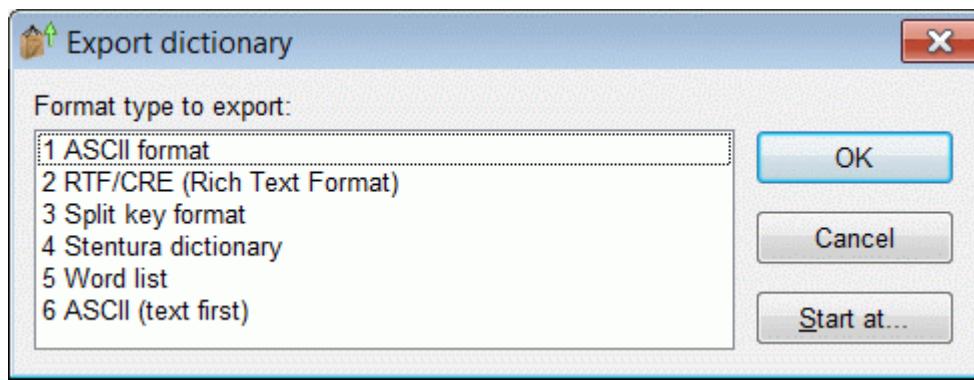
Here are the general instructions for exporting a file:

1. [Open the file](#) you wish to export.
2. Select **Export** from the **File** menu.
3. In the **Files of Type** drop-down list at the bottom of the [file dialog](#), select the type of file you wish to export to. (Your choices here will vary by file type: see the sections below for a detailed explanation of each.)
4. Type the name you wish to give the file in the **File Name** text box. The exported file will default to having the same name as the Eclipse file.
5. If you want to store the file in a different folder, use the file dialog to navigate to that folder.
6. Click **Save**.
7. The [progress bar](#) will appear, indicating progress of the export.

Exporting A Dictionary

When exporting a dictionary, you do not need to select a file type in Step

3. You will be prompted to do so before the file dialog opens:



Select the type of file you wish to export to. Then, the file dialog will open; you may then resume the above steps at Step 4.

Here are the types of files you can export a dictionary to:

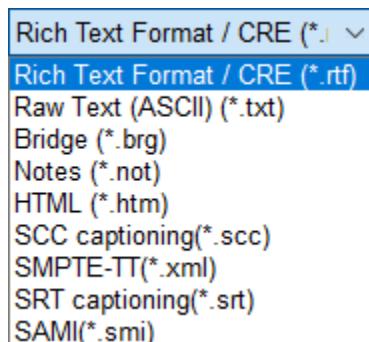
- **ASCII.** Creates an ASCII (raw text) file of your dictionary. Can be used for exporting to other CAT systems, but RTF is preferable.

- **RTF/CRE.** Creates an RTF file of your dictionary, which can then be imported into another CAT system.
- **Split key format.** This is an automated dictionary export that attempts to adapt a non-split dictionary to a split-key dictionary. After exporting a main dictionary to a new split key main dictionary, don't forget to change your main dictionary to use the new converted split key dictionary.
- **Stentura Dictionary.** Creates a dictionary disk for the Stentura 8000 writer. After the status bar closes, you will be prompted to insert a disk. If the dictionary requires two or more disks, you will be asked for them in succession. You will not be asked to enter a filename: this is handled automatically. To install the dictionary into the writer, put the disk in the writer's disk drive and turn it on. The existing main dictionary will be overwritten with the new one.
- **Word List.** Will create a list of all the entries in your dictionary. Does not include the steno. The file will be in .TXT form.
- **ASCII (text first).** Creates an ASCII file of the dictionary, sorted in alphabetical order by definition. (The ASCII choice is sorted in order of steno keys.)

The **Start At...** button allows you to export only part of the dictionary, by selecting a steno stroke at which the export will begin from the [Steno Emulator](#)⁸¹⁷. All strokes "after" that stroke in steno order will be exported: all strokes "before" that point, in steno order, will not. To see what steno order looks like, [sort the dictionary](#)¹³¹ by steno.

Exporting A Text File

There are no special options for exporting text files. You may export to any of the following formats:



- **RTF.** Primarily used in conversions to/from other CAT systems.
- **Raw Text (ASCII) (*.txt.).** Raw text.
- **Bridge.** This will create a file that can be opened and viewed in Bridge, Advantage Software's own CIC program.
- **HTML,** This will create an HTML file, which can be viewed in a web browser.
- **SCC captioning, SMPTE-TT, and SAMI** are all captioning formats.

SCC captioning - Files in this format can be imported by a number of off-line captioning software products such as the CPC software. Some encoding hardware can directly import .scc files and encode the captions stored in them directly to video without using any additional software. SCC files contain timecodes and captions, so you can do a live captioning job, go back and clean up the text, and then provide a .scc file to the station so that they can burn the edited captions on the stored copy of the program for later distribution.

SMPTE-TT is a specialized type of XML output that is used for web-based off-line captioning. Like the .scc output, this is being used by many companies in order to comply with the regulations for providing off-line versions of on-line captions when videos are published on the web.

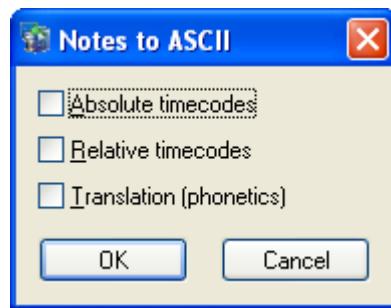
SRT file format is used for post-production media file subtitles. This means that you can match up a document.srt with a document.mp4 file, for example, and when you play the video, the subtitles will be displayed automatically and synchronized according to timecodes.

SAMI files are used for post-production captioning on Windows Media player files.

Exporting A Steno File

Raw steno files can be exported to .RTF or .TXT. As with other file types, RTF is primarily useful as a means of conveyance to/from other CAT systems.

If you are exporting raw steno to a .TXT (ASCII) file, after you select a filename, the **Notes To ASCII** dialog will appear:

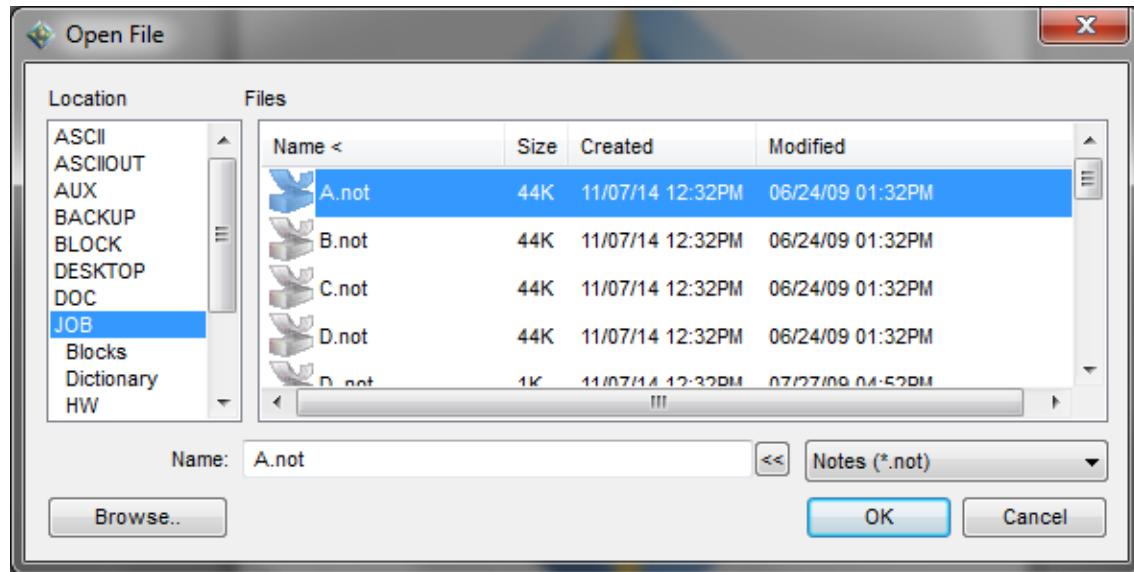


The **Absolute Timecodes** and/or **Relative Timecodes** will include timecodes in the file. You may have one set of timecodes, both, or neither. Checking **Translation (Phonetics)** will include a phonetic translation next to each steno outline.

22.18 File Dialog

FILE DIALOG

The file dialog appears any time you have to select, save, or create a file.



You can open a file by:

- Double-clicking its name
- Single-clicking its name and then clicking **OK**.
- Typing its name into the **Name** text box and clicking **OK**.

Details on using the Eclipse File dialog are in the [Quick Start section under File Dialogs.](#) [57]

The **Browse** button allows you to use the Windows "Open" file dialog to access to other folders, drives, and locations where files might be stored.

When in the Windows Open file dialog, you can use these features:

There is a drop-down list that allows you to make only certain file types visible. Most of the time, Eclipse will select this for you, based on your actions within the program. (For example, if you press Alt+E to open a text file, File Type will automatically be set to Text Files.)

The **Recent Documents (or Recent Places)**, **Desktop**, **Documents**, **Computer**, and **Network** icons on the left will take you to those locations.

Clicking the **Cancel** button, or pressing the Escape key on the keyboard, will exit the file dialog without taking any action.

The appearance of the file dialog may vary, depending upon your version of Windows, and your Windows customization settings.

22.19 File Extensions

FILE EXTENSIONS

An extension is a three-letter code that is traditionally appended to each file name on your computer. The extension tells you what type of file it is.

Here is a list of all file extensions you might encounter in Eclipse, and their meanings:

- **BAK** - A backup file, created by the [Timed Auto Backup](#)  feature in Eclipse.
- **BRG** - A CIC file that can be viewed in Bridge, Advantage Software's own CIC program.
- **CIC** - A CIC file. Can be renamed to TXT
- **DIX** - Eclipse [dictionary](#) .
- **ECL** - Eclipse [text file](#) .
- **ENG** - A [text file](#)  from Eclipse Version 8 (DOS). An .ENG file can be converted to a Eclipse .ECL files via [Import](#)  or [Convert](#) .
- **HSD** or **HSE** - Spelling dictionary files, for use in [spellchecking](#) . Do not delete these in the [file manager](#)  unless you are sure what you're doing.
- **INI** - Eclipse [user settings](#) .
- **MAC** - A file containing [exported macros](#) .
- **NAM** - An Eclipse Version 8 file. See the page on [importing from Version 8](#)  for an explanation.
- **NOT** - Eclipse [note file](#) .
- **PDF** - [Portable Document Format](#) . This is the type of file you create if someone asks you to email them a printable version of a transcript, or a [concordance](#) .
- **PHB** - A [phone book](#) , for use in [captioning](#) .
- **RTF** - Rich Text Format, a generic format for text files. Most likely, this file was created in the process of converting a dictionary or text file from another CAT system. Conversion can be done via [Import](#) , [Export](#) , or [Convert](#) .
- **SCL** - A [script list](#) .
- **SDF** or **SDIF** - Standard Dictionary Interchange Format. This is a conversion format used by some older CAT systems.
- **SET** - Eclipse [settings transfer file](#) .
- **TRK** - An Eclipse Version 8 file. See the page on [importing from Version 8](#)  for an explanation.
- **TXT** - [ASCII](#)  file.
- **WAV** - Audio file. This file is created whenever you use the [Record Audio](#)  feature in realtime, or if you are a [voicewriter](#)  recording a [room track](#) .
- **ZIP** - A [zipped](#)  file.

22.20 Filter Expressions



Filter Expressions

RELATES TO: [Programming tab](#) [753],
[Dictionary filter](#) [182], [Custom Search Builder](#) [899].

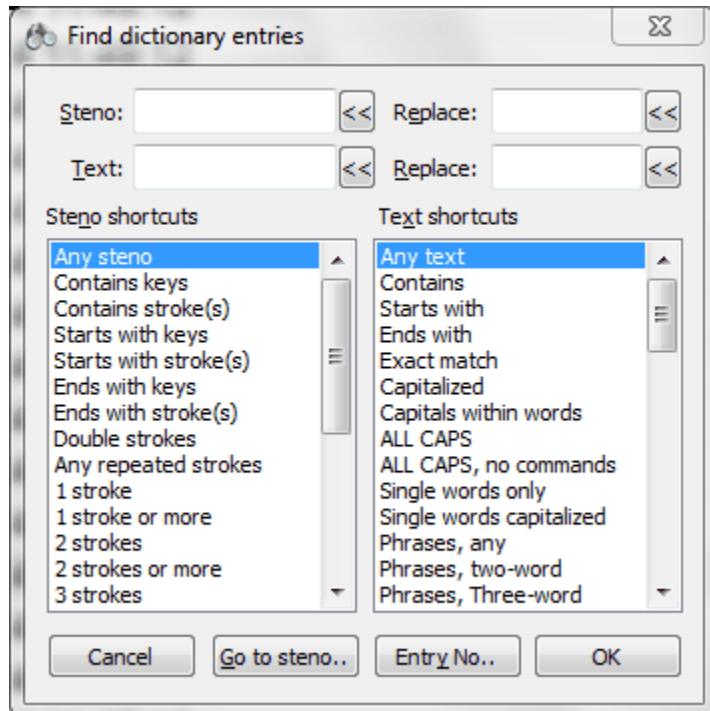
The **Steno Filter Regular Expressions** and **Text Filter Regular Expressions** items on the [Programming tab](#) [753] allow you to create custom text and steno filters, for use in the [dictionary filter](#) [182].

NOTE: regular expressions can be arcane. In this page, sentence punctuation will be omitted if it is potentially confusing.

The syntax for an entry in this list is:

Text of Shortcut=Regular Expressions

Text of Shortcut is the text that appears in the Steno Shortcuts or Text Shortcuts section of the [dictionary filter](#) [182]. The Steno Filter Regular Expressions list contains entries in the Steno Shortcuts section; the Text Filter Regular Expressions list contains entries in the Text Shortcuts list.



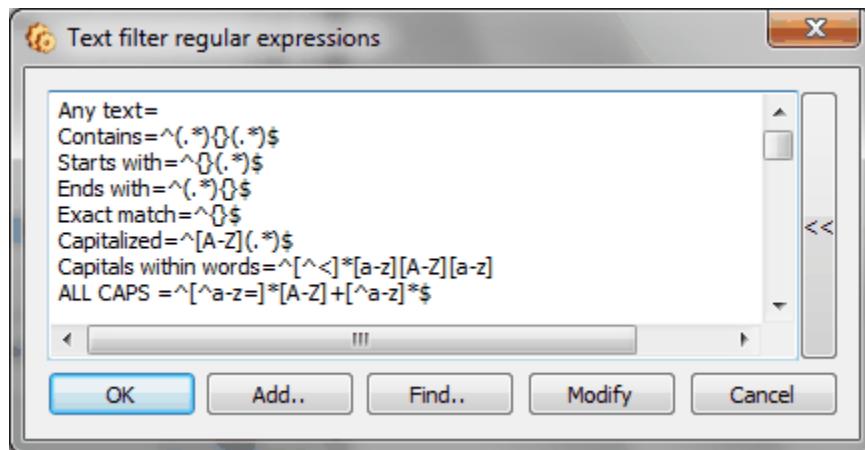
Regular Expressions is a series of symbols that specifies what the search is for. The remainder of this page will be devoted to regular expression syntax.

Starts With/Ends With/Contains

These expressions control what an expression starts and/or ends with, and gives you the ability to prompt for specific text.

| Expression | Meaning | Example | Matches | Non-Matches |
|----------------------|----------------------|---------------------|---|--|
| <code>^TEXT</code> | must start with TEXT | <code>^the</code> | the, theory, theology | bathe, rather |
| <code>TEXT\$</code> | must end with TEXT | <code>the\$</code> | bathe, lathe | there, rather |
| <code>^TEXT\$</code> | exact match | <code>^the\$</code> | the | <i>anything else</i> |
| <code>{}</code> | prompt the user | <code>^{}{}</code> | <i>any entry that starts with what the user types</i> | <i>any entry that doesn't start with what the user types</i> |

To better understand how the codes `^ $` and `{}` work, let's take a look at some default search expressions. These are on the Text Filter Regular Expressions list:



The only expression in the **Contains** filter is the user prompt. You type what you are searching for, and the filter will turn up any entry that contains what you typed.

Starts With includes the `^` code at the beginning. Whatever you type will have to appear at the beginning of the entry. **Ends With** and **Exact Match** work on the same principle: there is a user prompt `{}` combined with a `^` (must start with) and/or a `$` (must end with) code.

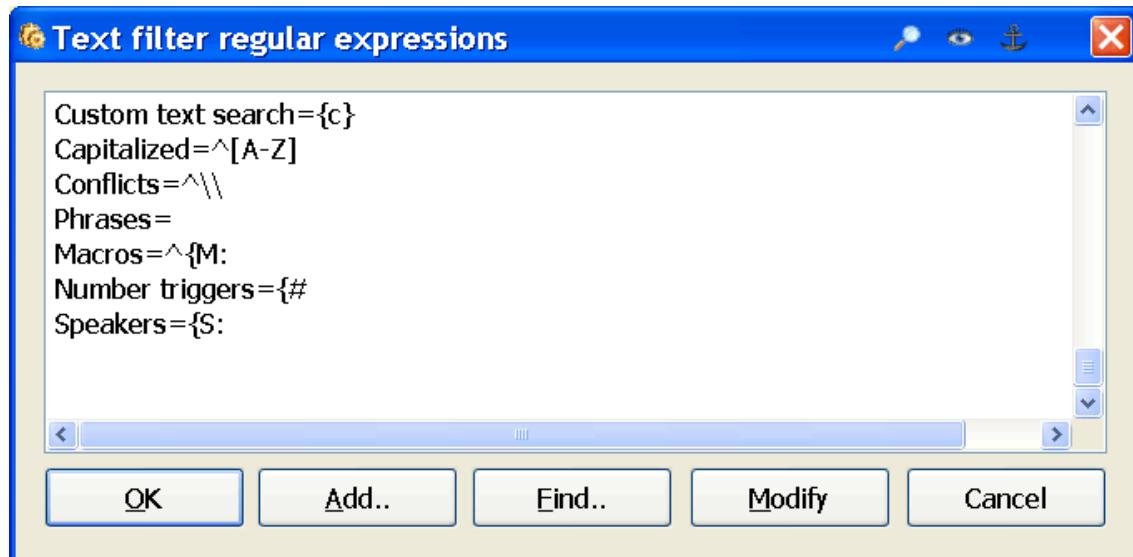
Text To Match

You may include specific text in the search filter. This allows you to quickly search for entries that contain certain text.

| Expression | Meaning | Example | Matches | Non-Matches |
|-------------------|-----------------|----------------------------|----------------------------|---|
| <code>TEXT</code> | this exact text | <code>{S:MR. SMITH}</code> | <code>{S:MR. SMITH}</code> | <i>anything that does not contain the {S: speaker</i> |

| | | | | |
|--------------|--|---------|--|---|
| | | | {S:THE WITNESS} Yes{.} .}{S:SPEAKER 1} | syntax |
| [CHARACTERS] | searches for any of the characters inside the brackets | [.?!] | <i>any entry that contains a period, question mark, or exclamation point, including things like "St. Albans"</i> | <i>anything that does not contain any of these marks</i> |
| [A-Z] | any capital letter | ^[A-Z] | <i>any entry that starts with a capital letter</i> | <i>any entry that does not start with a capital letter</i> |
| [a-z] | any lower case letter | ^[A-Z]% | <i>any entry that contains only lower case letters</i> | <i>any entry that contains a capital letter, punctuation mark, space, number, or anything else that isn't a lower-case letter</i> |

You can begin to see how start/end commands and text-to-match commands can be used in combination. Here are some more examples from the default filters:



The **Capitalized** filter was explained in the table: it consists of a starts with command ^ followed by a range of all capital letters. If you only wanted to search for entries that started with A through D, for example, the syntax would be ^[ABCD]

The **Conflicts** filter combines a must start with command and a text command. The ^\ at the beginning means "must start with a backslash"; the second slash means "must contain a backslash." The total entry is ^\\

You can't see it, but in the **Phrases** filter, the equals sign is followed by a space. This will search for any entry that contains a space.

The **Macros** filter searches for any entry that begins with {M: which is the [dictionary syntax](#) [880] for a macro.

Both the **Number Triggers** and **Speakers** filters search for the syntax that uniquely defines that type of entry. Both of these entries will match entries that contain {# or {S: at any point in the entry.

For example, if you want to make an entry that will search for trigger strokes only if they are standalone entries, you could do: ^{#.}\$. That's a must start with command; {# to search for that text; a period to represent any one character; and a dollar sign to indicate that the entry must end at that point. As you can see, while regular expressions can quickly become very arcane, they can be understood if you know what each symbol means.

Advanced Text Commands

Here are some more ways to control the text in a search:

| Expression | Meaning | Example | Matches | Non-Matches |
|------------|---|---------|---|---|
| . | any character | d.g | dig, dug | Doug |
| \d | any number | \d- | 5-day, 10-mile | x-ray |
| \D | anything that is not a number | {#\D} | {#G} {#N} Exhibit{#G} | {#3} |
| \w | any number or letter | \w | <i>any number or letter</i> | <i>anything that is not a number or letter (like #)</i> |
| \W | anything that is not a number or letter | \W | <i>anything that is not a number or letter (like #)</i> | <i>any number or letter</i> |
| [^abc] | Must not contain a, b, or c. Any of the above text identifiers may be used here: [A-Z] for any capital letter; \d for any digit, etc. | [^a-z] | <i>any entry that is ALL CAPS, or otherwise does not contain any lower case letters</i> | <i>any entry with one or more lower case letters</i> |
| \ | Literal search. The | \\$ | a dollar sign | anything that does not contain a dollar sign |

| | | | | |
|-------|---|-------------|---------------------------------|----------------------|
| | caret, asterisk, dollar sign, and other marks have special meanings in the filter. If you want to search for one of these marks, precede it with a backslash. | | | |
| (a b) | a or b | (\^)\ \{\^) | <i>all prefixes or suffixes</i> | <i>anything else</i> |

These commands are often combined with the next set of commands:

Count Commands

| Expression | Meaning | Example | Matches | Non-Matches |
|------------|-------------------------------------|-------------|---|---------------------------|
| * | appears zero or more times | .* | <i>anything</i> | |
| + | appears at least once | Exhibit \d+ | Exhibit 1 Plaintiff's Exhibit 23 | Exhibit A Exhibit {#G} |
| {X} | appears X number of times | [A-Z]{4} | <i>Any entry containing a sequence of 4 consecutive capital letters</i> | <i>Anything else</i> |
| {X,Y} | appears between X and Y times | [A-Z]{2,5} | <i>Any entry containing a sequence of 2, 3, 4, or 5 consecutive capital letters</i> | <i>Anything else</i> |

The best way to learn to customize these filters is to study the default filters. For example, here's the default search command for Internal Caps:

Internal caps=^[^<]*[a-z][A-Z][a-z]

This looks complicated, but it's really just a combination of expressions that are explained on this page:

- ^[^<] means the entry must start with something that is not the < symbol. This eliminates autoinclude strokes from the search.
- *[a-z] means the entry may contain lower case letters.

- **[A-Z]** means the entry must then contain upper case letters.
- **[a-z]** means the entry must then contain lower case letters.

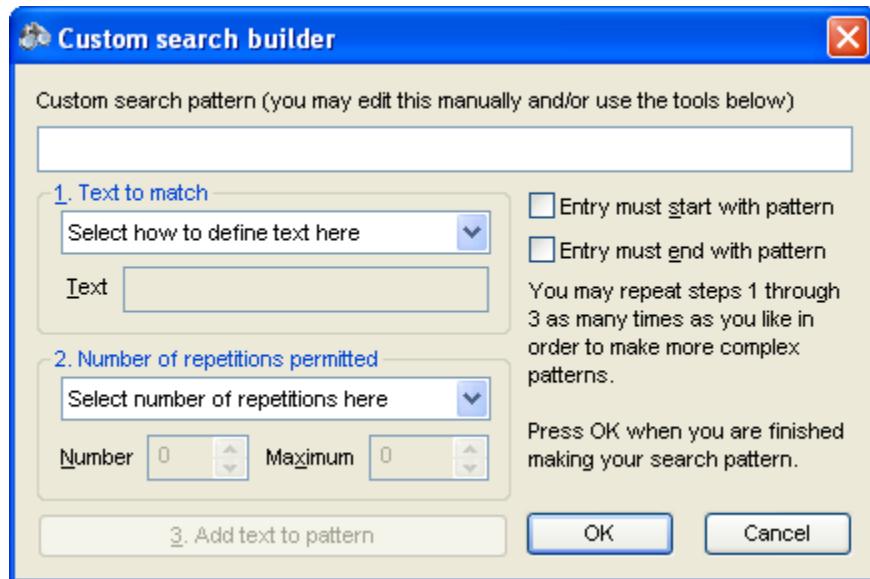
Here's another example:

Conflicts w\prefix or suffix= $\wedge \backslash .^*(\backslash | \backslash)$

- $\wedge \backslash$ means the entry must start with a backslash.
- \backslash means the entry must contain a backslash.
- $.^*$ means the entry may contain any other text.
- $($ means begin an either/or expression.
- $\{ \wedge$ means one of the choices may be \wedge which is the syntax for a suffix. (The \backslash is an escape character.)
- $|$ separates the first choice from the second.
- $\backslash ^\}$ means one of the choices may be $^\}$ which is the syntax for a prefix. (The \backslash is an escape character.)
- $)$ ends the either-or expression.

Custom Search Builder

If you select Custom Steno Search or Custom Text Search from the [dictionary filter](#)¹⁸² dialog, or if you use the **Add** or **Modify** buttons, you will be taken to the Custom Search Builder dialog:



- This dialog prompts you through the process of creating a custom filter. To do this:
1. Select the text you wish to match from the **Text to Match** drop-down list.
 2. If applicable, type the desired character(s) in the **Text** box. For example, if you select "any of the following characters", you will have to enter the desired characters.
 3. Select the desired number of repetitions required from the **Number of Repetitions Permitted** drop-down list.
 4. If applicable, enter the minimum and maximum numbers of repetitions into the **Number** and **Maximum** controls.

5. Check **Entry Must Start With Pattern** and/or **Entry Must End With Pattern**, depending upon your preferences. You may also leave both unchecked, to find this text anywhere in the entry.
6. Click **Add Text To Pattern**. The proper dictionary filter syntax will be added to the Custom Search Pattern text box at the top.
7. Repeat steps 1-6 to create an entry that contains multiple expressions.
8. Click **OK**.
9. The text will be added to the **Steno** or **Text box**, back on the [Dictionary filter](#) dialog.
10. Press Enter to perform the search.

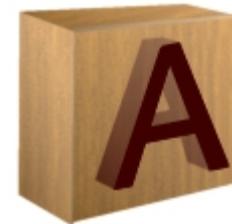
This dialog can be used to search for a particular expression without having to create it in either of the lists on the [Programming tab](#). Also, you can use this dialog to give you the proper syntax for an entry based on your choices.

Using The Dialog To Make Changes

To create new entries in this list, or edit existing ones, you may edit the text directly in the window, or you can click Add or Modify to open a series of dialogs that will prompt you for the necessary information. First, you will be asked to enter the desired text. This is the name that will appear in the list of filters back on the [filter dialog](#). Then, the [Custom Search Builder](#) will appear. Enter the desired set of rules for this entry.

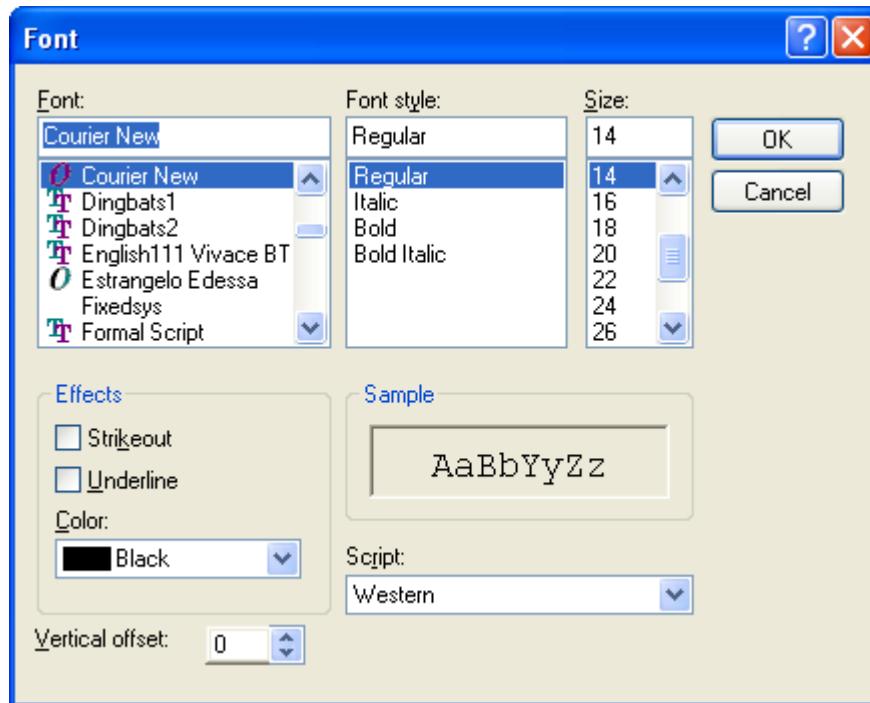
22.21 Font Dialog

FONT DIALOG



RELATES TO: [Working With Fonts](#), [Format Font](#), [Display Font](#), [Main Font](#), [Advanced Paragraph Data](#).

Anytime you change a font in Eclipse, you will make your selections in the Font Dialog.



Select the desired font from the **Font** list. Any Windows font you have installed will appear in the list of choices. (Some applications, such as the display of steno in [note files](#), can only use fixed-width fonts. Only fonts of this type will appear in the list of choices.)

Select the desired style from the **Font Style** list. Your choices are Regular, Bold, Italic, and Bold Italic. If you want to bold-face something, for example, select Bold from this list, and leave all other font options the same.

Select the desired size from the **Size** list. The larger the number, the bigger the font will be. For ten-pitch print (ten characters per inch), use a size of 13; for nine-pitch (nine characters per inch), use 15. You will have to manually type these numbers into the text box; you may not select them from the list.

Check **Strikethrough** or **Underline**, if desired, from the **Effects** area.

Select the desired color from the **Color** drop-down list.

The **Script** drop-down list allows you to select a different version of the font you have chosen. Some fonts have versions for Arabic, Hebrew, Central European, etc. For English, use the default setting of Western.

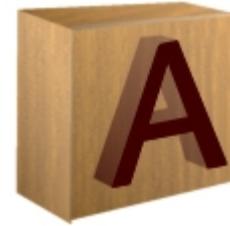
The **Vertical Offset** spin control allows you to raise or lower this text relative to other text. This can be used to subscript or superscript things, such as H₂O. A setting of 0 will keep this text at the same level as the rest of the line. A positive number will superscript (raise) this text, and a negative number will subscript (lower) it. You may raise or lower text as much or as little as you like; typical settings are 100 for superscript and -100 for subscript.

The **Sample** text box at right will show you a preview of the font and styles you have selected.

22.22 Format Font

Format Font

Ctrl+Shift+F or Format/Font..



RELATES TO: [Working With Fonts](#) 428,
[font dialog](#) 900

Allows you to change the font for a [marked block](#) 363 of text in a [text file](#) 626.

Note: if you only need to change the attributes of a font, such as bold face, italics, or subscript/superscript, you may use the [Text Attributes](#) 973 command.

When you invoke the Format Font command, the [font dialog](#) 900 will open. Use the font dialog to select the style, formatting, and other attributes of the marked block. (If you do not mark a block, the font will apply to the entire paragraph the cursor is currently in.)

This technique applies only to the editing of text files. To put font commands into a dictionary entry, see the page on [dictionary entry syntax](#) 880.

Dictionary and Note Files

When you invoke the Format Font command with a [dictionary](#) 605 or [note file](#) 207 open, you are changing the appearance of that type of file.

Marking has no effect. When you use Format Font to change the appearance of a dictionary and/or note file, the entire file will be affected, as will all other files of that type.

22.23 Format Quote

Format: Quoted and Unquoted Text



Alt+Shift+Q (Quote) or
Alt+Shift+N (Unquote)



RELATES TO: [Quoted Testimony](#) [796]
[Working with Paragraph Styles](#) [406]

In the **Format** menu you will find two options, **Quote** and **Unquote**, which you can use to change paragraphs to their quoted or unquoted equivalent. It finds the format you define under the paragraph name in the [Quoted text paragraph map](#) [796] in [User settings/Programming](#) [753].

It can also add a symbol sequence, such as ", to the beginning of speaker names when they are quoted and automatically remove it when they're unquoted.

If you block mark several paragraphs, all of the paragraphs will be affected. Otherwise, it will just affect the paragraph that the cursor is on.

VISUALIZERS:

[F9 - Quoted Testimony](#)
[F9 - Quoted Testimony Speedkeys](#)

22.24 Format Script

Format Script

Alt+F12 or Tools/Realtime/Format script



RELATES TO: [Realtime](#) [437]

Format the marked text or the entire current document as a **script** for Captioning.

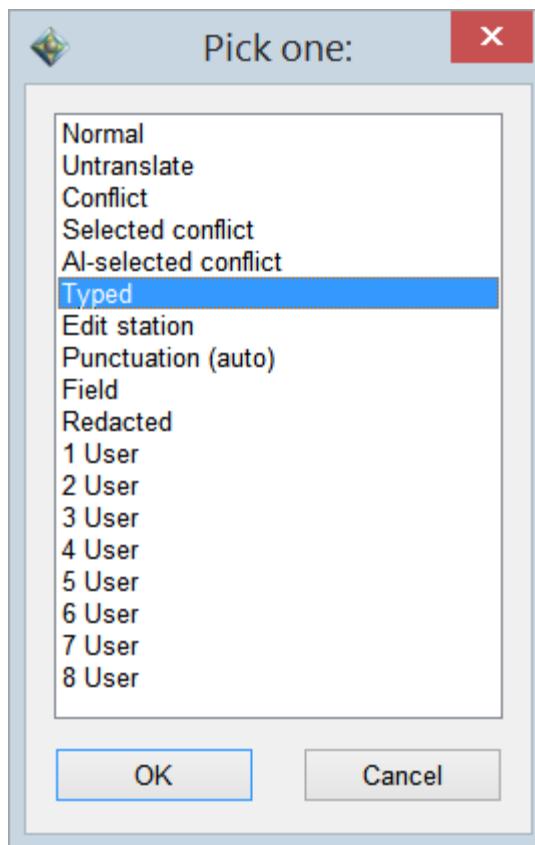
22.25 Format Text Type

Format Text Type

Ctrl+Shift+R or Format/Text type



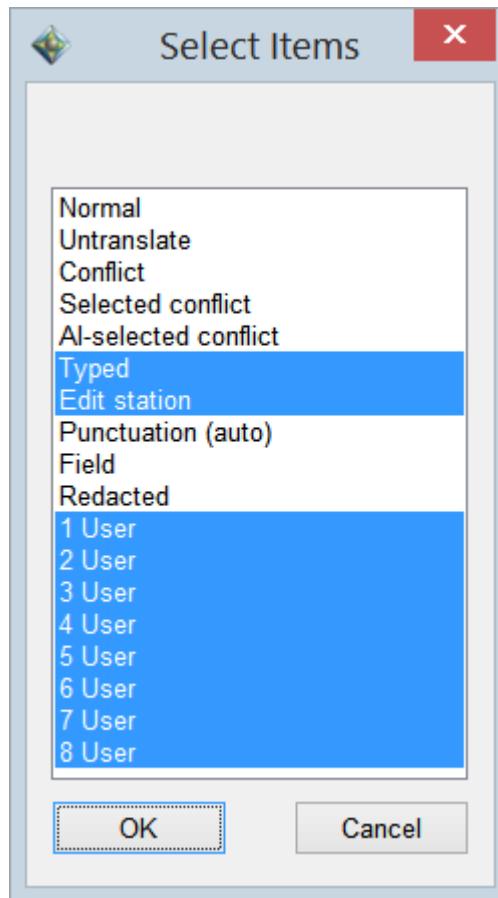
If you mark a block of text and select **Format/Text type**, a menu opens that lists every different type of text that Eclipse supports.



You can use this feature to cause the software to treat a piece of text differently from the way it would normally be treated.

For example, you could block mark a piece of text and set it to **Edit station** text and it will look as though it were typed in by a scopist, even though you actually translated it. You could block mark a piece of **Typed-in** text and change it to **Normal** and it would be eligible for inclusion in a steno global (provided there was some steno tracking to it from the previous text.)

The user text types (**1 User, 2 User... 8 User**) are by default other users typing into your document, such as with the typed and scopist text types. You can also use one or two of these types to designate Translation Magic results and/or Integral prefixes and suffixes. In these cases, you will also need to tell the software that these should NOT be treated like typed-in text, because you'll want to be able to global them (which you can't do with typed-in text.) Use the **User settings/Edit/Typed text definitions** to select/unselect text types. Only the selected items will be treated as typed-in text. The default typed-in text types are highlighted in this list:



This feature also gives you the ability to mark spots in the document so that scans will stop on them. If you mark a word and set it to **Untranslate text**, the untranslate scan will stop on it. This is equivalent to the {U:text} translation command. This can be used even on text which has been typed-in and doesn't have any steno associated with it at all.

22.26 Generate Index



Generate Index

Ctrl+I or Production/Automatic index..

RELATES TO: [Working With Indexing](#) 511, [Index Lines](#) 336



Generates an automatic index, based on the [index lines](#) 336 that have been inserted into the transcript.

When you generate an index, you will be asked two questions:

- **Which volume numbers do you want to index?** If your transcript has [volume number print commands](#) 336, you can choose to index only certain volumes. To do this, enter the number(s) of the volumes you wish to index. To index the entire transcript, accept the default setting of "all".
- **Do you wish to index the current document only, or create a master index of multiple documents?** If you select Multiple Documents, you will be taken to a list of all text files in this folder, and asked to select the ones you wish to include in the index. To create an index of only this transcript, select Index The Current Document.

You will then be taken to the Index Preview. Use the scroll bar on the Preview dialog to see the entire index.

The preview dialog will also ask you to indicate how many index pages will be added. This will adjust the page numbers to account for the new pages that are being inserted. In most cases, you can accept the default. To alter the count by a different number of pages, enter that number.

If you previously generated and accepted an index, you will be asked if you want to remove the existing index. Answer Yes to remove the existing index, or No to keep it.

If you are satisfied with the index, click **Accept**. The index will be inserted into the document at the cursor position. Click **Reject** to reject the index.

VISUALIZERS:

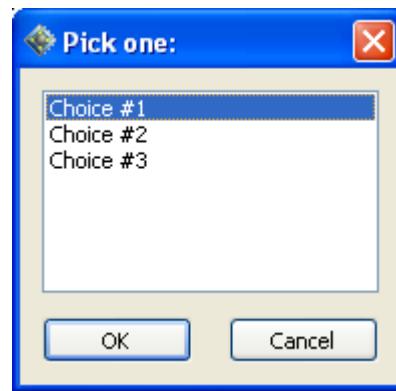
[S4c Generate Index.mp4](#)

[I6a PDF Options.mp4](#)

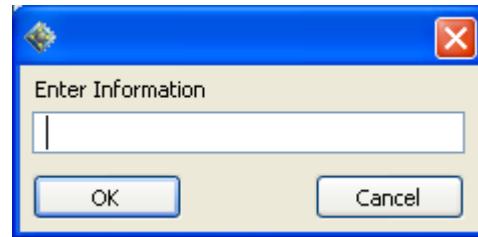
22.27 Generic Dialog

Generic Dialogs

This is a generic pick-list dialog. It is used in many different places in the Eclipse program.



This is a generic dialog with a text box in which you type data. Simply type the desired information into the text box and then press Enter, or select your choice from the list that is offered.



If you're not sure what you are supposed to be entering, press Escape to close the generic dialog, and try pressing F1 one step earlier in the process. This will open a Help screen that contains better context information about what you are trying to do.

22.28 Go To

Go To

Alt+G/hyperkey Shift+G

or Move/Advanced/Go to..



Performs a long distance jump to a specific location in the file.

Text Files

To jump to a specific page, enter the desired page number into the **Page** text box. To jump to a specific line, you may also enter a line number into the **Line** box.

Alternatively, you may specify a point to jump to by entering a timecode into the Timecode text box. For example, entering 9:15:06 would jump to the point of the transcript that is closest to that time.

Do not enter both a page/line number and a timecode. Use one or the other.

Dictionaries

Using the Go To command in a **dictionary file** opens the [steno emulator](#) 817, where you can specify a steno outline to jump to.

Note Files

Using the Go To command in a **note file** opens a dialog where you can specify a stroke number or fold number to jump to. Enter the desired number into the **Stroke Number** or **Fold Number** text box. You can also specify how many steno strokes make up one fold, by entering a number into the **Fold Size** text box. The default is 46, which is based on the dimensions of steno paper.

22.29 Help Topics



Help Topics

F1



Opens the Eclipse help system. The Help System offers many different ways to find the information you are looking for:

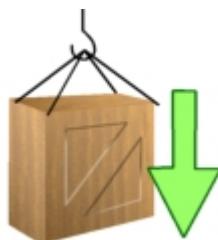
- **"Working With" pages.** These new pages are overviews of general topics: realtime, dictionaries, indexing, users, etc. If you want to learn about a general topic, these pages are a good place to start. There is a complete list of them in the Table of Contents.
- **Context-Sensitive Help.** Whenever you press F1 from within Eclipse, you will be taken to a help page that is relevant to your location in the program. You may also quickly view a page about a specific menu item by selecting that item in the menu, and then pressing F1.
- **Search.** Click the Search tab to perform a text search of the entire help system. Enter the term you are interested in, and a list of pages matching that term will appear.
- **Visualizers.** Many help pages have a Visualize! icon, which will play a brief how-to video demonstration of the topic. You may also view a complete list of Visualizer demonstrations by selecting Visualizer Topics from the **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 a list of all pages.
- **Index.** Clicking the Index tab will take you to an index of topics. Each item in the index links to a specific page. Some index items have sub-headings.

Details on working with the Help systems are on the [Welcome to Eclipse Help](#)¹⁶ page.

22.30 Import

Import

File/Import..

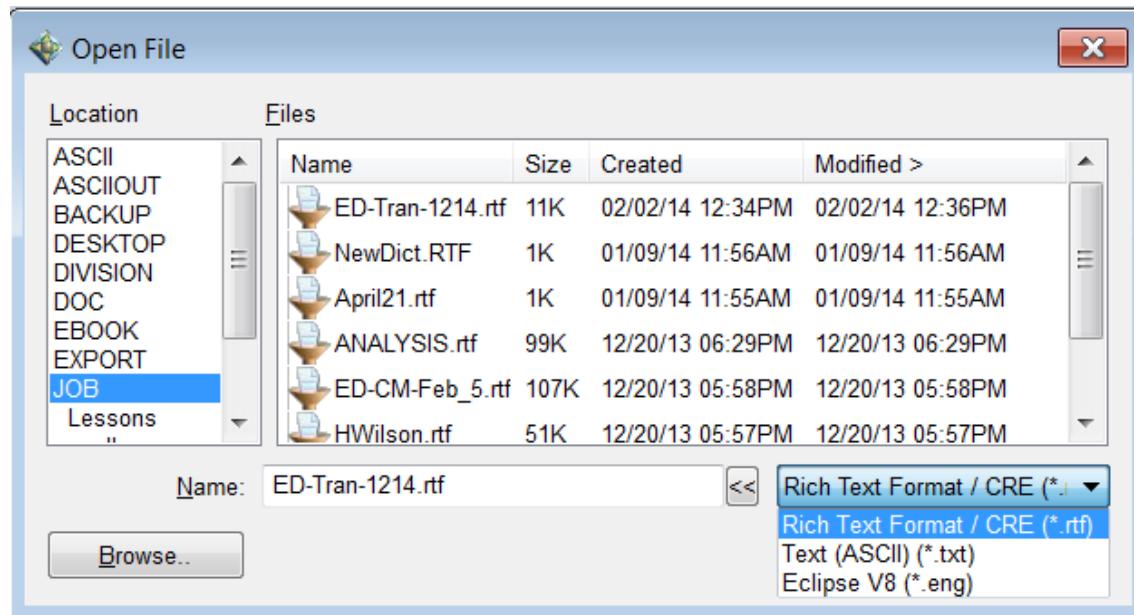


Import is one of two ways to convert external files into Eclipse files. (You may also do conversions via [Convert](#) on the Tools menu.)

Do not use Import to merge two different Eclipse files of the same type, such as merging two Eclipse dictionaries or two Eclipse text files. Use [block read \(Alt+R\)](#), [block write \(Alt+W\)](#), or other [block operations](#) do this this.

To import a file:

1. Open the [dictionary](#) or [text file](#) you wish to import into. If you wish the imported file to be a new file, [create a blank file](#) of that type first, and import into that.
2. Select **Import** from the **File** menu.
3. In the drop-down list at the bottom of the [file dialog](#), select the type of file you are importing. For text files, this can be an [RTF, TXT \(ascii\), or ENG \(Eclipse Version 8\)](#) file. For dictionaries, this can be an [RTF, TXT \(ascii\), DIX \(Eclipse Version 8\), or SDF](#). For text files it can be Rich text format (rtf), Text/ASCII (txt), or Eclipse v8 (eng).



4. Using the file dialog, navigate to and select the file you wish to import.
5. A [progress bar](#) will appear, indicating the progress of the import.

In addition to the above, here are some tips on importing files:

Importing Text Files from RTF

The most effective way to import a transcript from another CAT system is to create an

ASCII should only be used as a last resort. Save RTF file on that CAT system, and then import the RTF file into Eclipse as described above. RTF is a general format that most CAT systems can import from and export to.

If the other CAT system cannot provide an RTF file for whatever reason, and only a native file for that system is available, you may still be able to import it into Eclipse via [Convert](#), on the Tools menu.

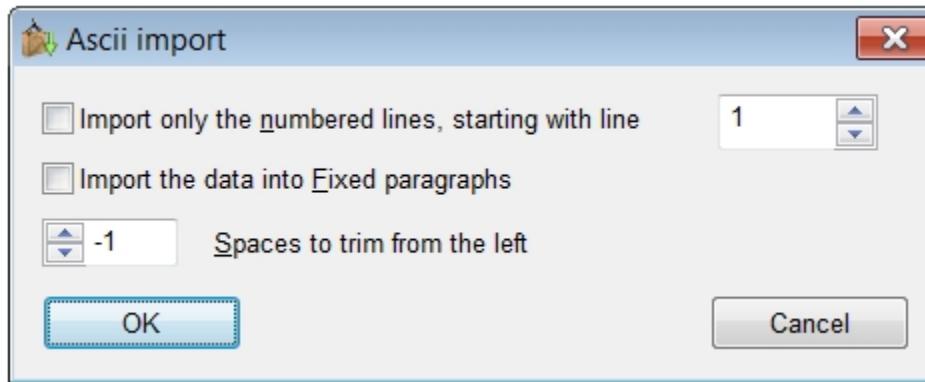
When you import an RTF file into Eclipse, the margins will reflect your selections on the [Paragraphs Tab](#) and [Document Tab](#) of User Settings (as opposed to whatever the margins were on the CAT system it was exported from). For best results, set your margins to match what they were on the other CAT system. You can do this in the [Current Document only](#), or you can [create a new user](#) for this purpose.

When you import via RTF, the steno tracking will import as well, allowing you to perform [globals](#).

Importing Text Files from TXT (ASCII)

You should only import text files from ASCII as a last resort. You will get no steno tracking, and the file is more likely to require cleanup than a file imported via RTF, or even from the native format of another CAT system.

When you import a text file from ASCII, you will see the ASCII Import dialog:



You will make choices here based on where the file came from, and how you want to use it after you import it into Eclipse.

- **Import only the numbered lines, starting with line ___:** Only lines that have line numbers will be imported. Other lines will be omitted from the .ECL file. Select this option if your file contains headers and footers, or any other un-numbered line you'd prefer to omit. If the incoming ASCII file has numbered header lines, then you want to ignore those and start with line 2, for example. Do not select this option if your file is single-spaced at any point, since "half-lines" are typically un-numbered.
- **Import The Data Into Fixed Paragraphs:** If checked, each line of the ASCII file you are importing will appear in a separated Fixed line. If unchecked, Eclipse will try to convert each line of the file into appropriate paragraph styles (Question, Answer, Colloquy, etc.) If you just need to print the file, leaving this item

unchecked will produce better results. If you need to edit the file after importing it, you should check this item.

- **Spaces To Trim From Left:** If set to a number above zero, that number of spaces will be trimmed from the beginning of each line. Most times, you can leave this at zero. If you import an ASCII file and find extra space at the beginning of each line, re-import the ASCII file, and set this to the number of spaces it was.

Importing Text Files From Eclipse Version 8

In Eclipse Version 8, text files had an .ENG extension. You can import them into Eclipse, as described in the steps above. However, transcripts in Eclipse Version 8 were comprised of three files; .ENG, .NAM, and .TRK. When importing an .ENG file, you will want to place the .NAM and .TRK files in the same folder.

In Step 3 above, you will select .ENG as Files of Type. In Step 4, you will select the name of the .ENG file itself. You do not select the .NAM or .TRK files; they need only be in the folder at the time.

Be aware that not all .ENG files have .NAM and .TRK files associated with them. .NAM is a list of speaker names, and .TRK is steno tracking. If this file doesn't have speaker names and/or steno tracking (if it's a block file, for example) these files will not exist. Just import the .ENG file.

Importing Dictionaries

Dictionaries can be imported from RTF, TXT (ASCII), Eclipse Version 8, or SDF/SDIF (an exchange format used by some older CAT systems).

If you are importing into a dictionary that already has entries in it, any entries with the same steno will be overwritten, even if you have [Detect Conflicts](#)^[283] checked. If you're concerned about entries being overwritten, import into a blank dictionary, then [block read](#)^[361] the two dictionaries together. Detect Conflicts will take effect.

If you use **File/Import** or **Block/Read** from within a dictionary you can select multiple files to import.

When you import a dictionary, you may be asked if you want to **Trim Redundant Entries**. If you answer Yes, redundant entries will be removed automatically. It is best to answer Yes when you are importing a main dictionary, as some other CAT systems advise you to create redundant entries that can cause problems in Eclipse. For a job dictionary, you should answer No, since they are unlikely to contain any redundant entries. (If you answer Yes, the redundant entries will be stored in a file called TRIMMED.DIX.)

As with text files, if you are converting from another CAT system, it is best to export the .ictionary to RTF from that CAT system.

You do not have to import pre-Version 4 dictionaries into Version 4. You will be automatically prompted to do this when necessary.

Eclipse Version 8 dictionaries do have to be imported into Eclipse before they can be used, even though they share the .DIX extension.

Importing From Steno Files

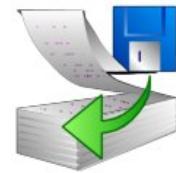
If a [steno file](#)  is open, you can import an RTF, ASCII, or Eclipse Version 8 steno file into your existing steno file. The imported steno will be appended.

22.31 Input Tab



Writer setup: User settings Input Tab

RELATES TO: [User Settings](#) , [Read Notes](#) , [Realtime](#) , [Build Dictionary](#) , [Convenience Key Disk](#) .



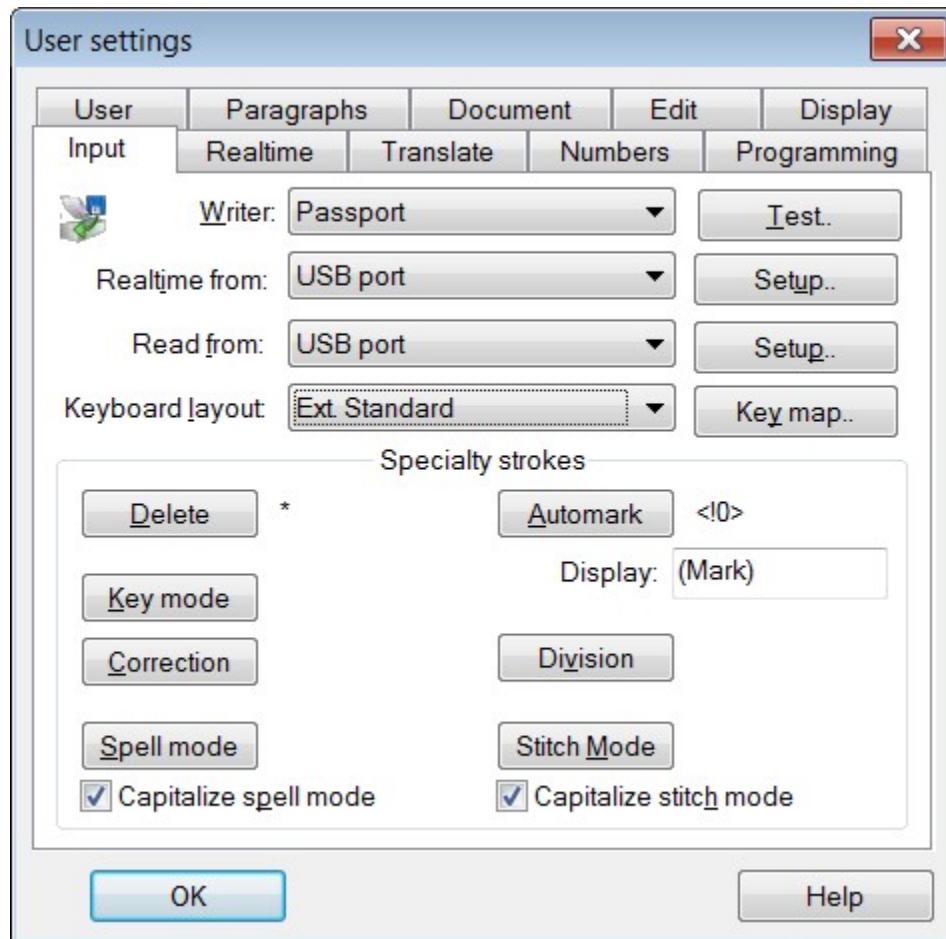
Your writer and the transcription environment play a large role in determining how Eclipse reads your notes. If your writer is realtime-capable, your notes can be sent directly to your computer through a cable. Many writers also store notes on a variety of storage media, such as floppy disks, PCMCIA 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](#)  or [realtime](#) .



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.

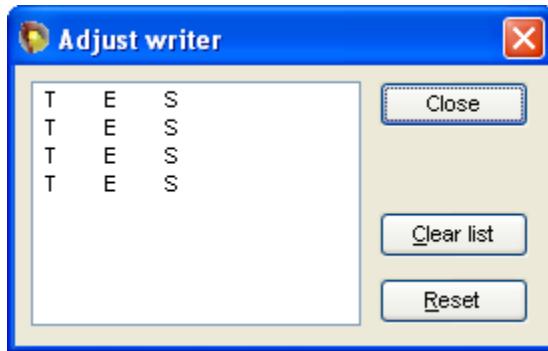
If you are using TCP/IP, you will be prompted to enter an Internet address and a port number, similar to what you would do when doing [remote scoping via Internet](#) . No writers currently support this, but it is used by the Eclipse Steno Link feature.

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](#)

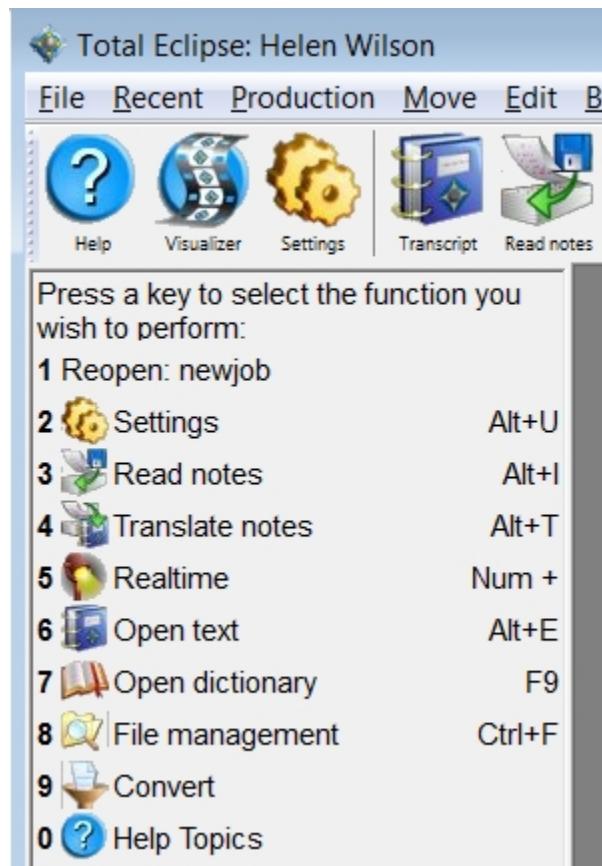
22.32 Info bar



The Info bar

RELATES TO: [AutoMagic](#) [50], [Auto-Brief](#) [452],
[View toggles](#) [108]

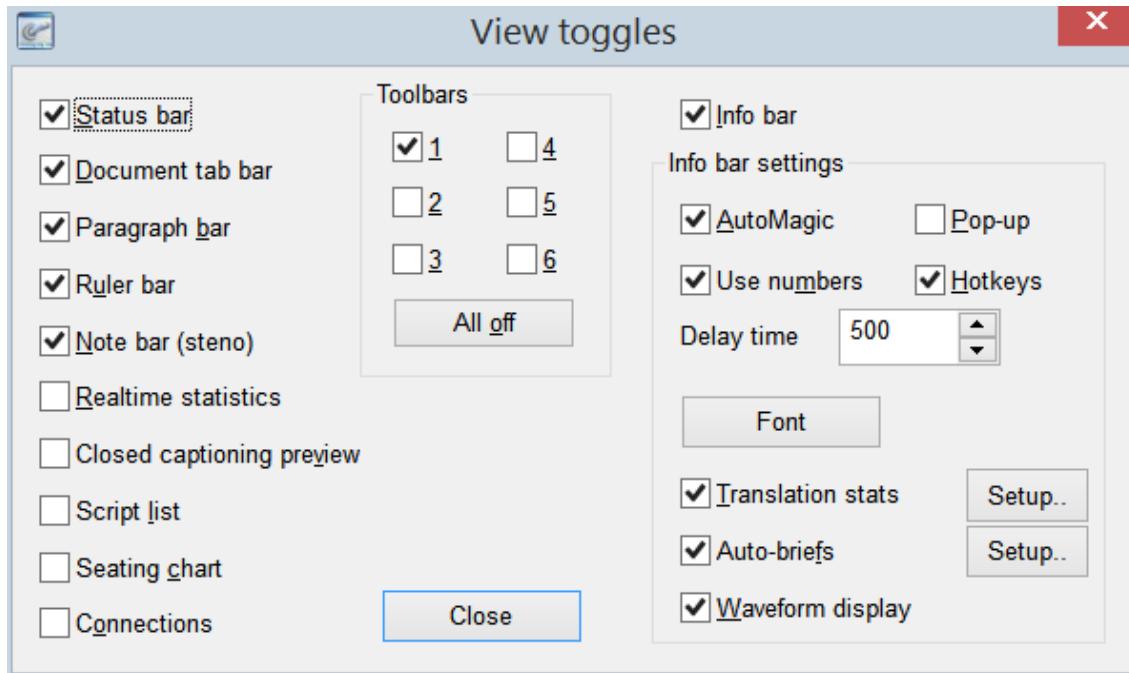
When you first open Eclipse (version 5 or later), you will see an area on the left side of your Eclipse window, that contains several features. They will appear as needed when you are performing various tasks in Eclipse.



In the Info bar, you can choose to display any or all of these features:

- AutoMagic choices
- Translation Statistics
- Auto-briefs
- A Waveform display when recording audio

You can go to the **View toggles** dialog to select the options you want in the Info bar, including whether or not to display it.



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 itself. 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.

Size

With the info bar on, you may want to decrease your zoom level in the editing display, or resize the info bar by clicking and dragging the right side of the bar.

You can also shrink the info bar font 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 it too small. Certain items, such as the auto-briefs, will word-wrap, but others will display text with the ... to indicate that there is more text than is displayed.

Info bar settings in View toggles

In the Info bar settings area, you can customize the way you want your information to display.

- 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 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) 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**, and modify the keystrokes.
- **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.
- The **Delay** time setting allows you to adjust the amount of time in milliseconds before the information appears in the Info bar.
- The **Font** setting will change the font use for all items displayed in the Info bar except for the auto-briefs, which have their own font setting.
- You can have your **Translation statistics** displayed in the Info bar. Note the **Setup..** button next to the **Translation stats** checkbox. This 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.
- 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.
- When you're recording audio, if you have Translation stats turned on in the info bar, with audio checked, 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, 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. 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.

22.33 Install Lesson



Install Lesson

Support/Install lesson



RELATES TO: [Working With Lesson Player](#)^[714],
[Lesson Player](#)^[928].

The **Support** menu/**Install lesson** option installs a text file as a lesson. It can then be played, using the [Lesson Player](#)^[928]. For a fuller discussion of how lessons work, see [Working With Lesson Player](#)^[714].

VISUALIZERS:

[L3 - Lesson Player](#) (for Teachers)

[L3a - Lesson Player](#) (for Students)

[How to Use the Editing Tutorial](#)

22.34 Internet Support



Internet Support

Alt+Shift+U

Support/Internet support..



On the **Support** menu, **Internet support** opens a dialog that contains the address of the Eclipse/Advantage Software webpage. Press **Enter** to go to the page. You must be connected to the Internet; depending on your internet provider, you may be prompted to connect.

Note that you can type over the url and enter any internet address, and you will go to that page. The next time you click on Internet support, it will go back to the default -- the Eclipse/Advantage Software webpage.

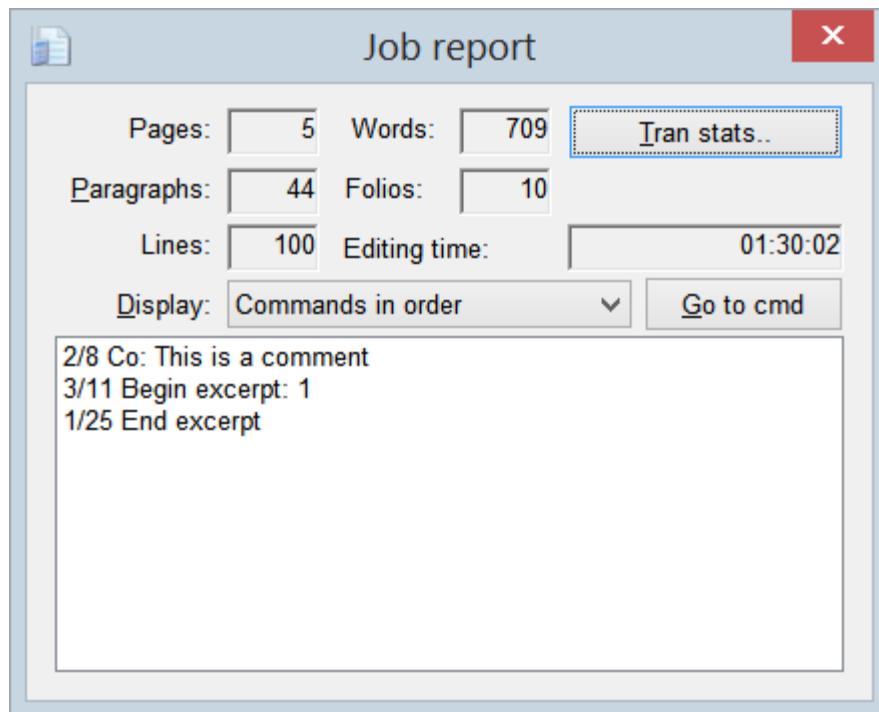
22.35 Job Report

Job Report

Tools/Job report



The **Tools** menu/**Job Report** option calculates and displays statistics for the active file.

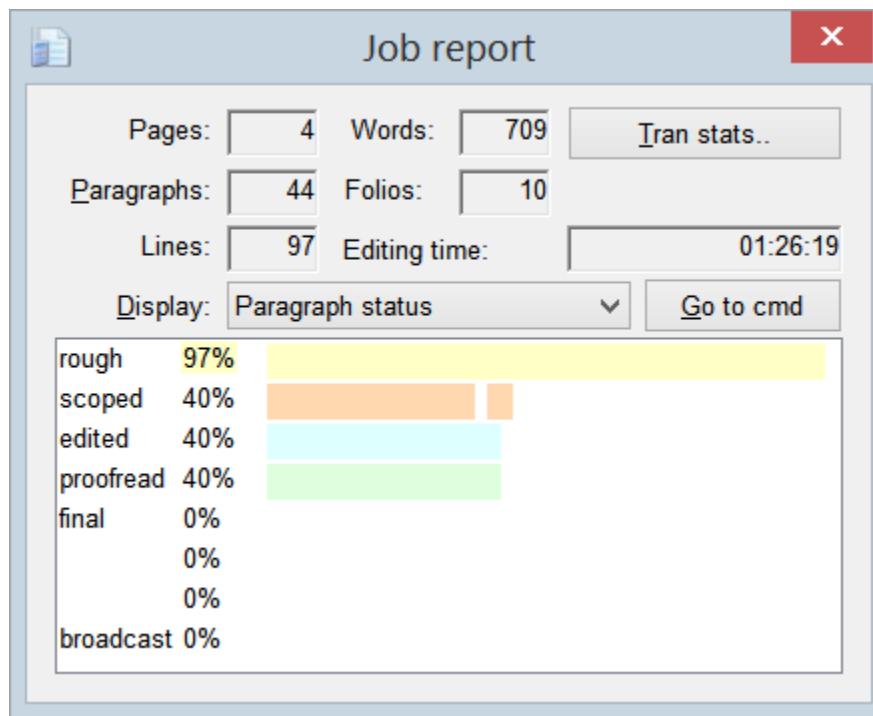


The report lists the number of **Pages**, **Paragraphs**, **Lines**, **Words**, and **Folios** in your document. The Tran stats.. button opens the Status dialog, listing the number of Entries, Untranslates, Conflicts, WPM, etc. for the transcript. The **Editing time** feature shows the total amount of time you have spent editing the job, down to the second. Note that this covers the entire time the job has been open, so it will count time spent writing the job in realtime or time spent on a coffee break if you leave the job open on your screen.

In addition to calculating content statistics, this dialog shows a complete list of all print commands in the document, including comment lines left by a scopist or proofreader. (The only exception is conditional page breaks, of which there are many in a document, and it is not useful to list them.) The list has page/line numbers by each print command.

You can select any item on the list and click on the **Go to cmd** button to jump immediately to that spot in the transcript. In the example above, it would take you to the 3rd comment in the document. Issuing a **Go to cmd** does not close the Job report dialog, so you can cross-check more than one location.

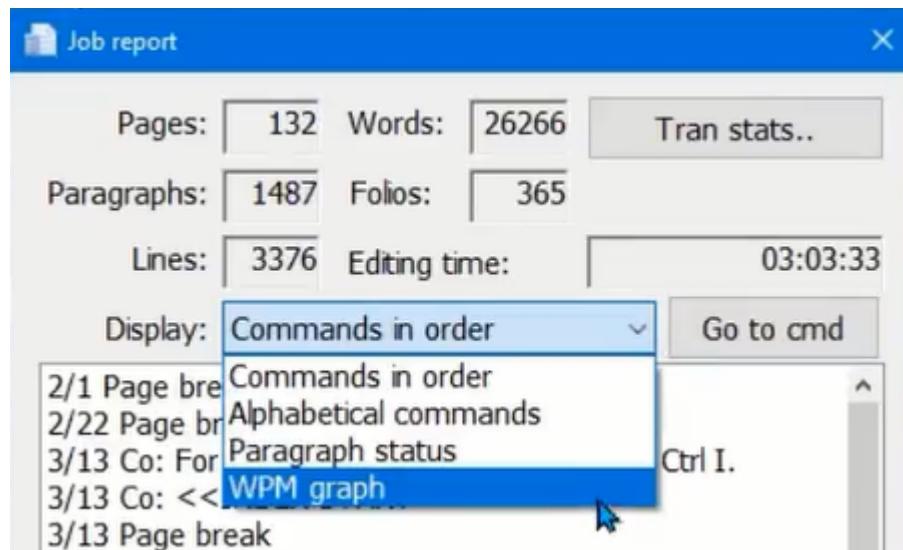
The **Display** drop-down list lets you select between chronological order - "**Commands in Order**" - (order of appearance) and **Alphabetical commands**. You can also choose [Paragraph status](#), which lists and graphs the status of all the paragraphs in the transcript.



You can use this feature to view scopist or proofreader comments, and since it shows all print commands, you can see running headers and footers at a glance, index lines, etc.

The report can be set aside without closing it, so you can click on the text and edit it, then go back to working with the job report list. This is convenient for dealing with things like proofreader comments where you might need to make further adjustments to the text without having to re-run the job report data collection process every time.

If you mark a block of text first, you will also get a **Display:** option to see a graph of your Words per Minute for that block.



To get a meaningful result, you will want to mark a block of at least a few paragraphs. The display will show how many words were said in each words-per-minute category, from 0 to 500, in increments of 10.

22.36 Job Variables

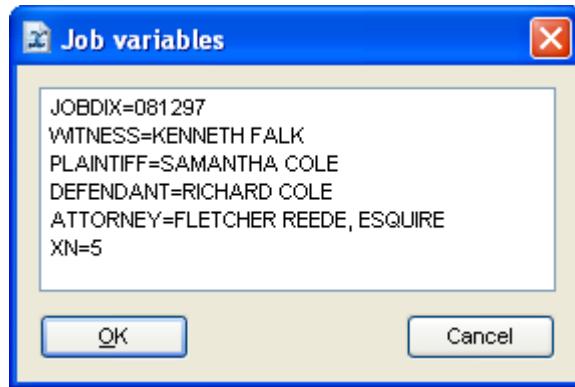


Job Variables

Shift+Alt+V
Tools/Job variables



The **Tools** menu/**Job variables** option displays a list of variables in the current job, and their current value. You can also open the dialog by right-clicking on any form field in the document. You may change the value of any variable by editing this box as text.



Job variables include [dictionary assignments](#) [608] and [variables in blanks](#) [501]. This information can also be seen in the [job statistics box in the File Manager](#) [614].

Also, the [watch words](#) [356] function of the [spell checker](#) [349] uses Job Variables.

22.37 Keyboard Command Dialog



Keyboard Commands

The Keyboard Command dialog is where you reassign keystrokes. It can be accessed from the [User settings/ Edit tab/ Keyboard](#) button, which opens the [Keyboard Definitions](#) [926] dialog, or by clicking the Speed Keys button in the [Macro Editor](#) [936]. Highlight the definition you want to change and click the **Modify** button. The Keyboard command dialog will open.

Select the command you wish to assign from the **Command** list box. The list box contains all native Eclipse commands, and all macros, including any you may have created. The commands appear first, in the order of the menus, followed by the macros, in alphabetical order. (Note: if you accessed this dialog from the Speed Keys button in the [Macro Editor](#) [936], this will be grayed out. The macro you were working with will be pre-selected.)



Then, select whether you want this key assignment to be a **Standard** key or a **Hyperkey**. If you're not sure, review the page on [Working With Hyperkeys](#)^[613]. (Note: If you accessed this dialog from [Keyboard Definitions](#)^[926], this will be pre-selected for you, based on your choice from that dialog.)

Then, click the white part of the **Keystroke** list box, and press the keystroke you wish to assign to this action. It will appear in the Keystroke list box.

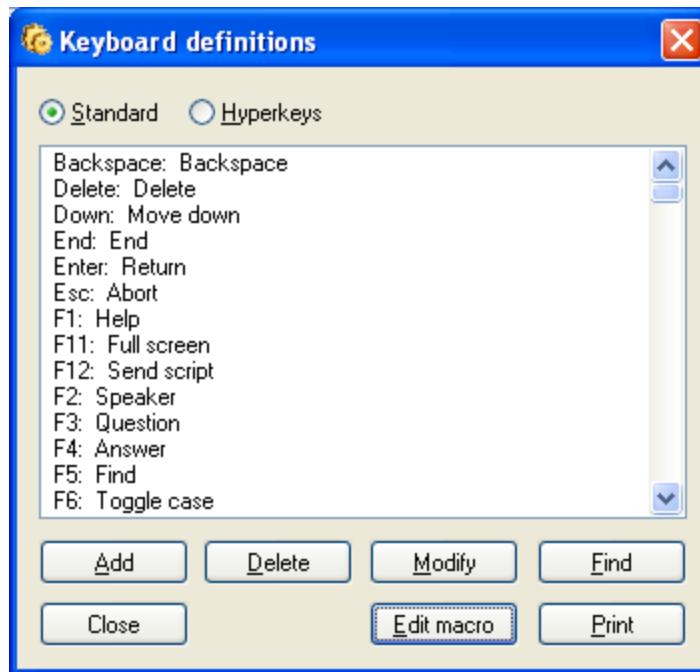
Click OK to accept your assignment. The Keyboard Command dialog will close, your change will be accepted, and you will be returned to the dialog you came from (either [Keyboard Definitions](#)^[926] or the [Macro Editor](#)^[936]).

22.38 Keyboard Definitions



Keyboard Definitions

In the **Keyboard definitions** dialog on the **User settings/ Edit** tab, you can reassign both **Standard** and **Hyperkey** assignments of your computer keys.



The **Standard** and **Hyperkey** option buttons at the top dictate which set of keys you are working with. Hyperkeys should only contain keystrokes that are a single key, or a single key plus Shift. Keystrokes that contain Ctrl or Alt, or are F1-F12 or specialty keys like Page Up/Page Down, should be stored under Standard.

To add a new keystroke, click **Add**. The [Keyboard Command](#) dialog will open, from which you can create the new key assignment.

To delete an existing keystroke, select it from the list and then click **Delete**.

To change an existing keystroke, select it from the list and then click **Modify**. You will make the change using the [Keyboard Command](#) dialog.

The **Find** button allows you to confirm whether or not an action has a keystroke already assigned. When you click Find, the [Keyboard Command](#) dialog will open. Select the action you're interested in from the drop-down list. If it has a keystroke assigned, it will be highlighted in the list of keystrokes. If not, you will get a "not found" message. Note that a Find will only find hyperkeys if you have Hyperkeys selected, and Standard keys if you have Standard keys selected.

If you have selected a keystroke that is assigned to a macro, the **Edit Macro** button will open the [Macro Editor](#). This allows you to change the macro without leaving the keystroke dialog, or changing the key assignment.

The **Print** button will open the [Print Setup](#) dialog. Click OK on the Print Setup dialog to print the list of key assignments. Both Standard and Hyperkeys will print, regardless of which you have selected.

The **Close** button will close this dialog, save your changes, and return you to the [Edit tab](#) [280].

22.39 Lesson Player



Lesson Player

Support/Lesson player



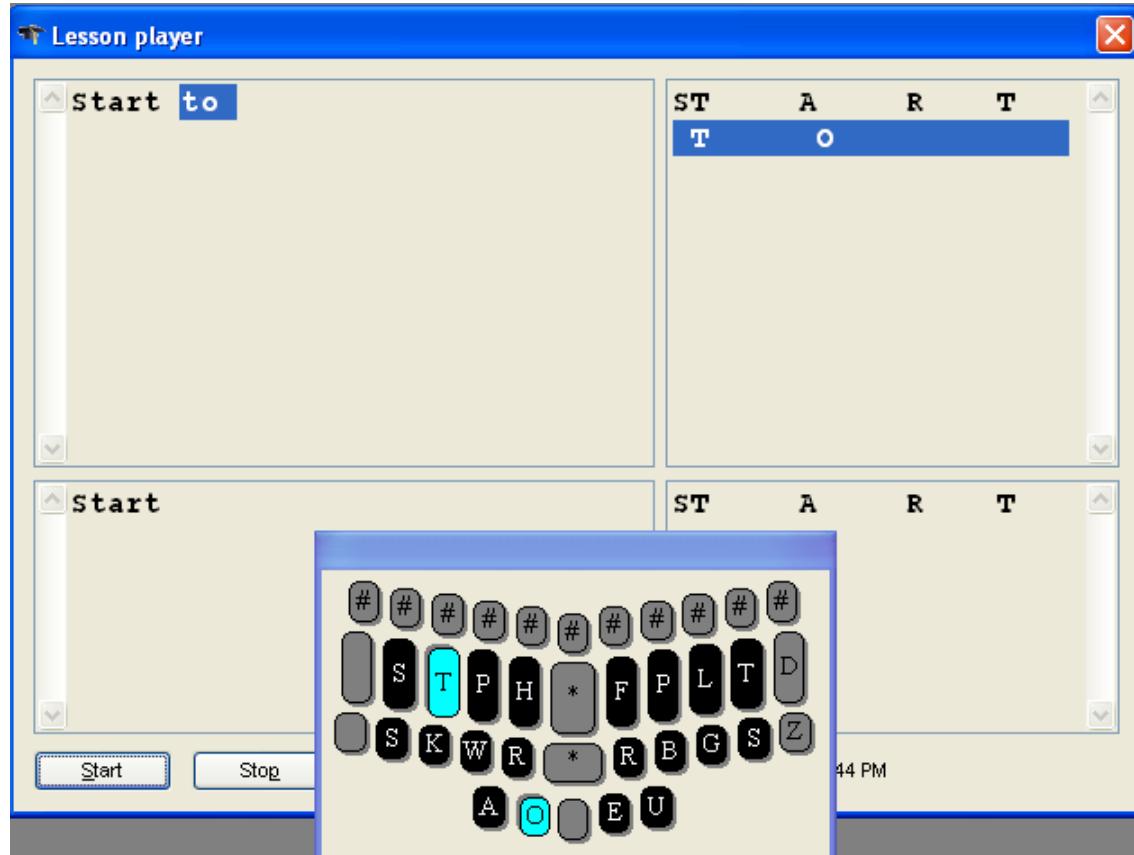
RELATES TO: [Working With Lesson Player](#) [714],
[Install Lesson](#) [920]

Selecting the **Support** menu/ **Lesson player** item plays a lesson.

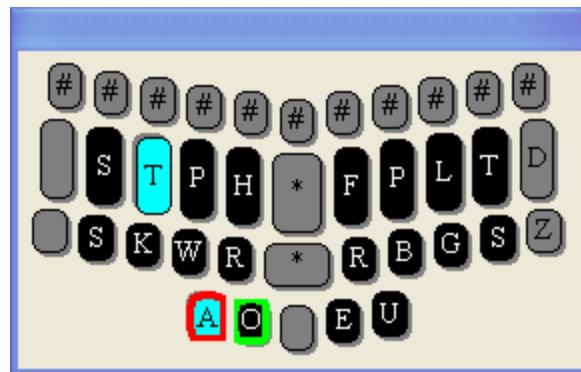
If selecting **Lesson player** from the menu has no effect, it means that no lessons have been installed. Lessons must be [installed](#) [920] before they can be played.

To play a lesson:

1. Select [Lesson player](#) [928] from the **Support** menu.
2. Select the desired lesson from the [file dialog](#) [892].
3. Eclipse will attempt to establish a realtime connection with your steno machine. If this fails, you will get an error message to that effect. Check your settings on the [Input tab](#) [208].
4. Click the **Start** button to begin the lesson. The lesson player dialog will appear:



5. The top windows show what you are supposed to write. The left window shows text; the right window shows steno. The bottom windows show what you have written. The [steno emulator](#) also appears, to show you which keys to press.
6. If you write the stroke correctly, the program will move to the next steno stroke in the lesson. If not, you will be asked to delete and re-write the stroke. The steno emulator will have keys circled in green and red, to indicate which keys you missed, and which were incorrectly pressed. For example, if you wrote TA instead of TO, it would look like this:



7. When you have completed the lesson, the Lesson Score dialog will appear, showing you statistics for the test.

VISUALIZERS:[L3 - Lesson Player](#) (for Teachers)[L3a - Lesson Player](#) (for Students)[How to Use the Editing Tutorial](#)**22.40 List of Document Margins**

List of Document Margins

RELATES TO: [Document tab](#) 

In the top left-hand corner of the **Document settings** area on the [Document tab](#) , there is a list of document margins that can be changed. Here is a list of each margin, and what it affects:

- **Page Length** - Length of the printed page. (Default: 11 inches.)
- **Page Width** - Width of the printed page. (Default: 8.5 inches.)
- **Top Margin** - Distance between top of page and header.
- **Header Margin** - Distance between header and first line of text. If you are not using a header, the Top Margin and Header Margin combined will make up the distance between the top of the page and the header.
- **Footer Margin** - Distance between last line of text and footer.
- **Line Height** - Vertical space between lines. If there is too much space at the bottom of the page, increase this number. If there is not enough space, or if text is running off the page, decrease it.
- **Character Spacing** - The horizontal space between characters. The default setting of 144 twips (.1 inch) will give you 10 characters per inch.
- **Left Print Margin** - Distance between left edge of page and line numbers.
- **Line Number Margin** - Distance between line numbers and text.

- **Page Number Row** - Distance between top edge of page and page number. To put the page number on the bottom, make this number very large.
- **Page Number Column** - Distance between left edge of page and page number. To put the page number on the right, make this number very large.
- **Timecode Margin** - Distance between left edge of page and timecode. Irrelevant if you are not using [timecodes](#).
- **Paragraph Number Margin** - Distance between left edge of page and paragraph number. Irrelevant if you are not using [paragraph numbering](#).

22.41 Macro Design Considerations



Macro Design Considerations

When designing a macro in the [Macro Editor](#), there are a few things you have to consider in addition to simply making the macro work:

Whenever possible, **use Commands**. This avoids the problems that come up if you ever re-assign a keystroke that was used in the macro. For details see [Macros: Keystrokes versus Commands](#).

Typing text. If your macro is going to type text into a transcript, you must include the Type Text command at the beginning, and the Enter keystroke at the end. This ensures that the macro will work regardless of whether your [hyperkeys](#) are active. If you are using hyperkeys, the Type Text command will suspend them before the text is typed, and the Enter key will reactivate them. If you are not using hyperkeys, these steps will have no effect. Thus, the macro will work at all times.

The active window. If your macro is a realtime editing macro, you need to make sure that the realtime job is the active window before executing the macro steps. To do this, begin each realtime editing macro with the Esc keystroke, followed by the Translate Notes command. This is the same [Translate Notes](#) command you use to begin a realtime job (Alt+T); if you execute this command while already in a realtime job, it will make the realtime job the active window. This assures that any realtime macros designed to affect the realtime job will go to the right place.

Account for the cursor position. Any editing macro will take effect starting from the current cursor location. This can vary, so if you want the macro to act the same way each time, you need to know where the cursor is when the macro begins. For example, if a macro is supposed to affect the most recent untranslate, you need to throw in a Bottom of Job command to put the cursor at the end of the file, before the steps in the macro begin.

Use Alt keys instead of Tabbing around dialogs. To "click" buttons on dialogs, you should use the Alt+underlined letter keystroke, rather than a series of Tab keystrokes to shift the focus to the item. If you use Tab keystrokes, future updates to the program may cause the macro not to work, because the look of the dialog (and thus the number of tabs necessary to execute the macro properly) can change. Tabs should only be used in macros as explained in the next item:

Alt and Text boxes.. If your macro includes an Alt keystroke, to "click" something in a dialog, the cursor must not be a text box at the time. Include a Tab or Shift+Tab in the macro to move the focus somewhere else before executing the Alt keystroke. For example, the macro to capitalize a global in the [globaling window](#)³⁰⁴ is simply Alt+C. But the focus is on the text box where you type the global definition. So for the macro to work, you need to Tab off of the text box first, so the macro is two steps: Tab followed by Alt+C.

Retransmit text. If this is a realtime editing macro, it is good practice to include the Retransmit Text command, to ensure that the realtime edit will apply to any realtime output you may be doing.

Recursive macros. A macro should never be assigned to a keystroke that is in the macro itself. If it is, executing the macro may generate an endless loop.

Commands must have a keystroke assigned to them. If a macro includes a command, that command must have a keystroke assigned to it. If not, the command (and by extension, the entire macro) will not work.

VISUALIZERS:

[C1 - Keyboard Changes](#)

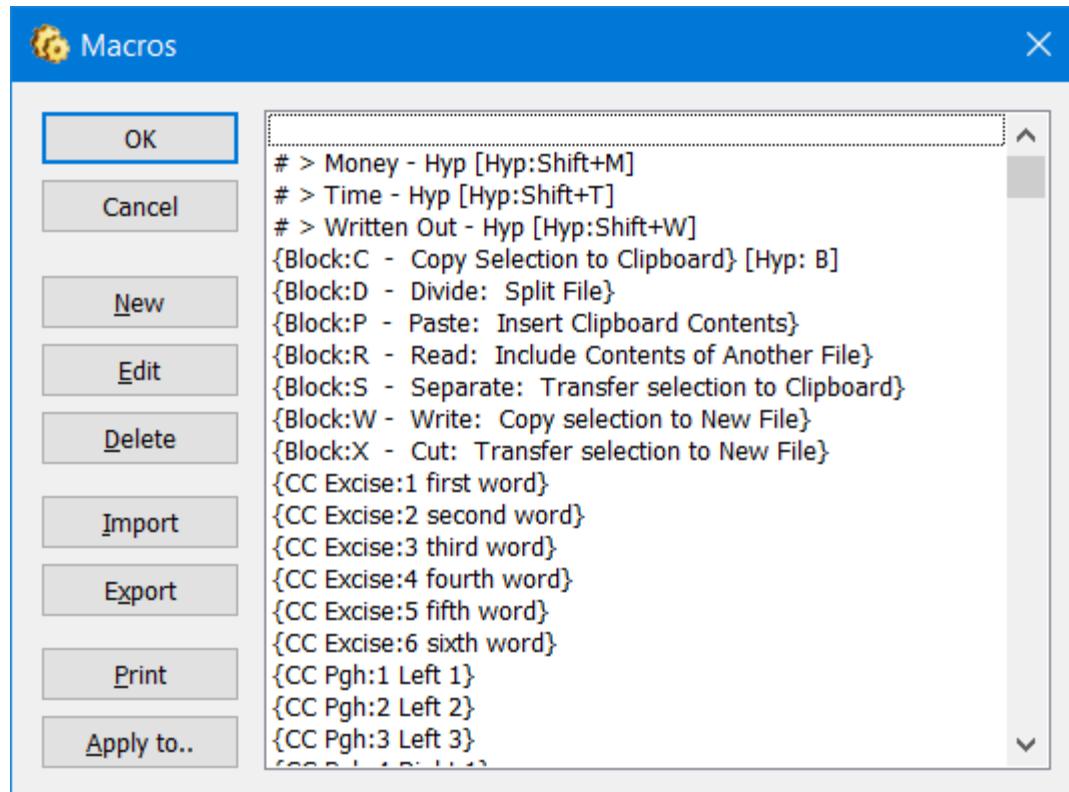
[G5 - Macros](#)

22.42 Macros Dialog



Macros dialog

The Macros dialog, which you can open by going to **User settings**, **Edit** tab, and pressing the **Macro** button, contains a list of all the macros you have available. You can create new macros, edit existing ones, change key assignments, import/export macros, or print a list of your macros. To the right of each macro name, you can see the currently relevant keystrokes. (if you're in Hyperkeys, you'll see hyperkey assignments, otherwise you'll see standard keyboard assignments.)



The **New** button will create a new macro in the [Macro Editor](#). If you want your new macro to be similar to an existing macro, select the existing macro first. The new macro will start off as a copy of the existing macro.

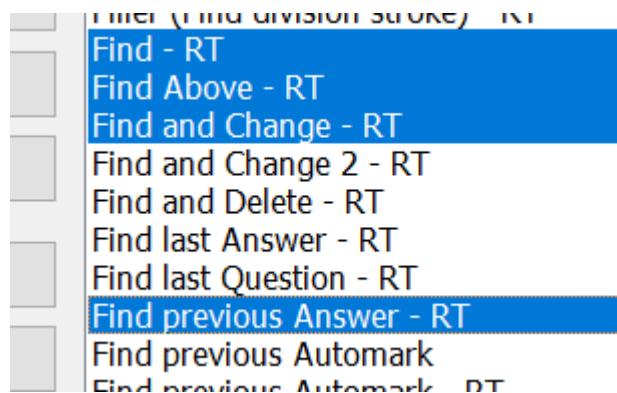
The **Edit** button will edit the selected macro in the [Macro Editor](#).

The **Delete** button will delete the selected macros. You can select more than one macro for deletion by using Shift+click or Ctrl+click.

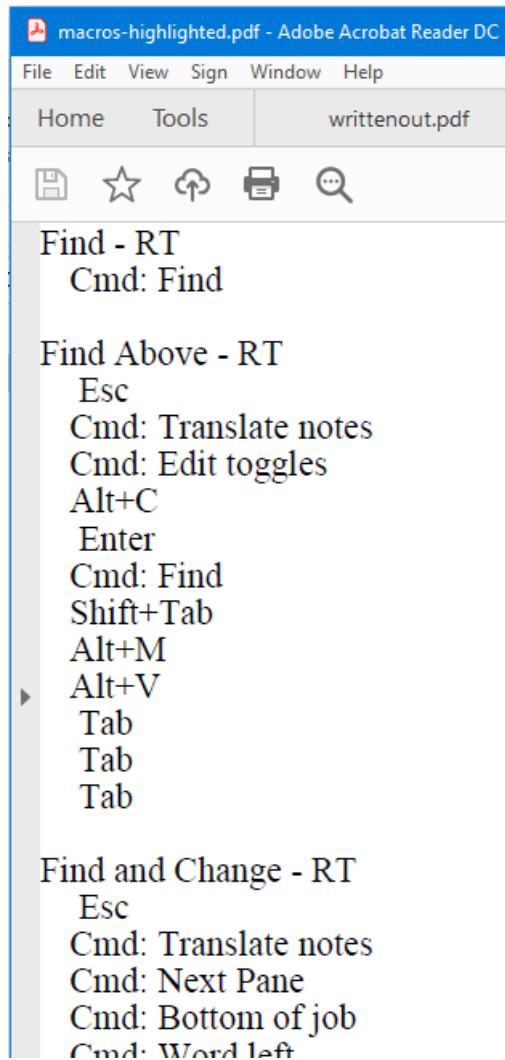
The **Import** and **Export** buttons allow you to selectively share macros from this user to another user. To export macros, select the macro(s) you wish to export, and then click the Export button. A [file dialog](#) will appear; you will need to name the .MAC file. These macros can then be imported into another user via the Import button. If you have selected a single macro, when you hit **Export**, it will default to using that macro name as the filename for the export.

To import macros from another user, click the **Import** button. A [file dialog](#) will appear. Navigate to and select the .MAC file. After you have done this, the macros that the .MAC file contained will appear in the list.

The **Print** button will take you to the [Print Setup](#) dialog, from which you can print a list of all your macros. When you first open the **Macros** dialog, nothing is highlighted. If you immediately hit the **Print** button, you can print a list of all your macros. If you highlight one macro name and hit **Print**, you will get a list of the steps for that macro. If you highlight a number of macros using **Shift+click** or **Ctrl+click**, you can print a pdf listing all the highlighted files, along with the steps for each one.



The pdf will show each of the highlighted macros, with all of their steps listed:



The **Apply to...** button will display a file dialog and allow you to select as many files as you like. (This will only work if you have selected one and only one macro from the list.) Once you hit **OK**, the software will open the first document in the list and immediately run the macro. Once the document closes, the software will open the next document and run the macro again.

If you make sure that your macro ends with Ctrl+Q or Ctrl+F4 to close the document, it will cycle through every one of the documents you selected without you having to do anything at all. Do not use this if you would prefer to review the document to make sure the macro applied correctly before closing the document yourself, at which point it will still automatically go to the next one.

This feature makes it possible to apply a particular set of modified document settings to a large group of block files. Export the document settings to a newdoc.set file, for example, then write a macro that does, approximately, User settings/User/Import/newdoc.set/OK/OK/OK/Ctrl+Q. Select that macro (it doesn't need a keystroke or dictionary entry) and use "Apply to...", select all of the block files you want to change, hit OK and they'll all change.

Another way you can use this function is to change the year in each of your block files, like title pages.

Note that this function will close all open documents first.

Also note that macros will turn caps lock off before executing, and after executing, will return the caps lock to its original state.

The [Realtime Editing Kit](#), found in your Documentation folder (**Support** menu/**Documentation**) has a wealth of information about Macros, including descriptions of the steps and application of all the Realtime macros.

VISUALIZERS:

[G5 - Macros](#)

[G5 - Realtime Editing Kit](#)

22.43 Macro Editor



Macro Editor

The Macro Editor is where you change the contents of your macros. You can also assign macros to keystrokes from this dialog.

NOTE: You must use the mouse when working in the Macro Editor. You may not use keys like Tab and Enter to navigate the dialog. (Eclipse has no way of knowing if you are trying to put the Tab key into a macro, or if you are trying to tab around the dialog.)



Creating a New Macro

If you accessed this dialog via the **New** button on the [Macros dialog](#), you will start with a blank macro. To create a new macro:

1. Using the mouse, click the text box at right, where the macro steps appear. (Nothing will appear to happen when you do this.)
2. Enter the first step of the macro. If it is a keystroke, press the keystroke on the computer keyboard. If it is a command, click the Add Command button, and select the desired command. For an explanation of the difference, see [keystrokes versus commands](#).
3. Repeat #2, adding steps to the macro until it is complete.
4. Using the mouse, click the **Macro Name** text box. The cursor will appear there.
5. Type the name you wish to give the macro.
6. If you want to assign a dictionary entry to the macro, click the **Dict Entry** button. For further details, read the section below on [assigning a dictionary entry to a macro](#).
7. If you want to assign a keystroke to the macro, click the **Speed Keys** button. For further details, read the section below on [assigning a keystroke to a macro](#).
8. Click OK. You will be returned to the [Macros dialog](#).

You can also use the **Record** button, found on the **Edit/Macro** sub-menu.

Editing an Existing Macro

You may also edit an existing macro, either because the steps are incorrect, or because you are creating a new macro by modifying one that already exists.

To delete a step from a macro, click the step you wish to delete, and then click the **Delete** button.

To insert a new step into a macro, click the step after the point where you want the new step inserted. Then, insert the new step by either pressing the keystroke, or clicking **Add Command** and then selecting the desired command. For example, if the macro is ABDEF and you want it to be ABCDEF, you would click the letter D before inserting the C.

To rename a macro, click the and edit it as text.

To delete the macro entirely, use the Delete button on the [Macros dialog](#).

Assigning A Keystroke To A Macro

Click the **Speed Key** button. The [Keyboard Command](#) dialog will open, from which you can assign a Standard key or Hyperkey to this macro. If there is already a key or hyperkey using this speed key, you can choose to use the speed key (the other macro will still be there, but without a speed key) or select a different speed key.

Assigning A Dictionary Entry To A Macro

You can assign a macro to a dictionary entry, for purposes of [realtime editing](#). To do this, click the **Dict Entry** button. The [Steno Emulator](#) will appear. Enter the desired steno into the emulator. Then, the [globaling window](#) will appear. Use [Main, Job, User, or Browse](#) to select the dictionary the global should go into. (Trash and Local are not applicable, since you're not working in a document.)

If you already have a dictionary entry for the item, when you hit the **Dict Entry** button, the steno emulator will appear pre-loaded with the steno used for the existing dictionary entry in your main dictionary for that macro as a reminder that you already have an entry. Note that changing this steno does not remove the existing entry. It allows you to create an additional alternative way to execute the macro, just as adding a new keystroke doesn't remove the existing keystroke.

22.44 Macros: Edit/Macros menu/Record

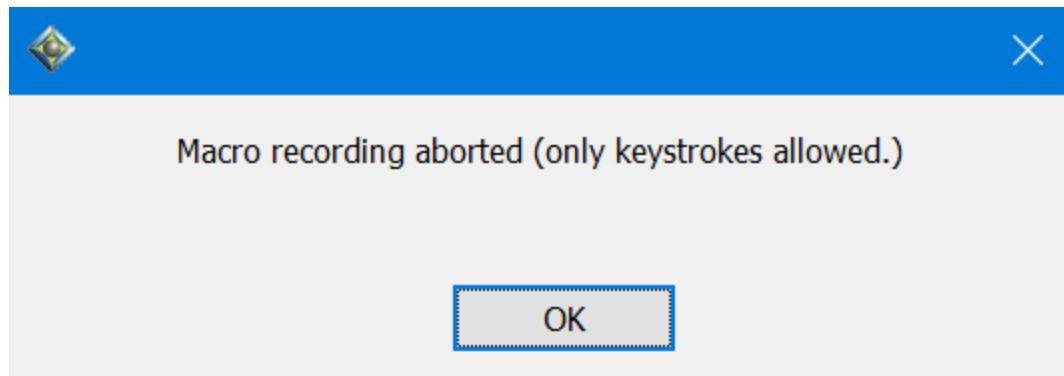
Macros Menu/Record

Edit/Macros/Macro 1 (2, 3 ...)

RELATES TO: [Macro Editor](#), [Macros dialog](#).

The **Macros** sub-menu, accessible from the **Edit** menu, starts with a **Record** button. You must use your mouse to begin and end the recording.

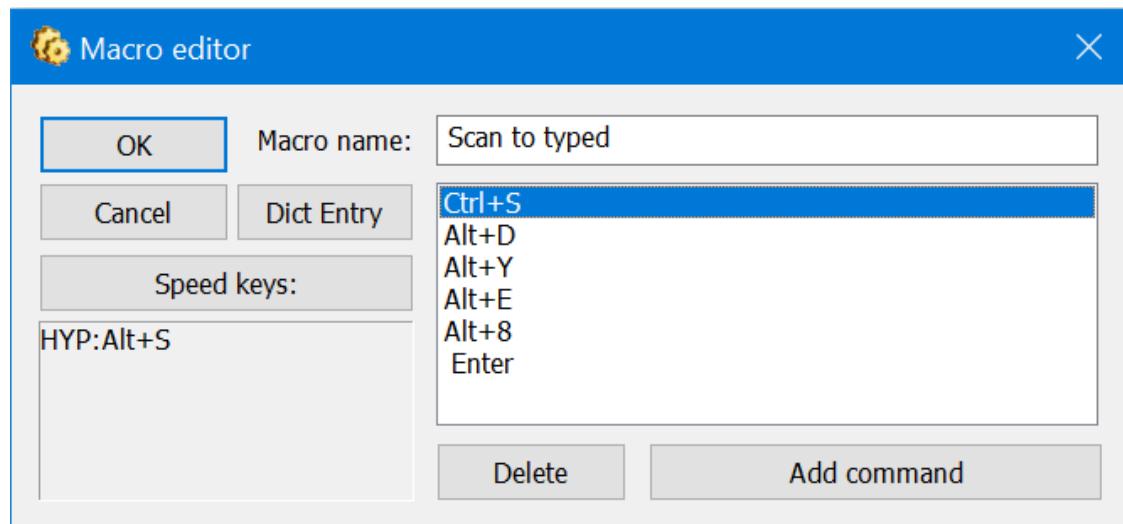
1. Click the Record button to start recording a macro, hitting the **keystrokes** for the macro.
2. Note that this does not record mouse activity. Any mouse clicks will abort the macro recording process. The mouse click abort warning will appear as a message box.



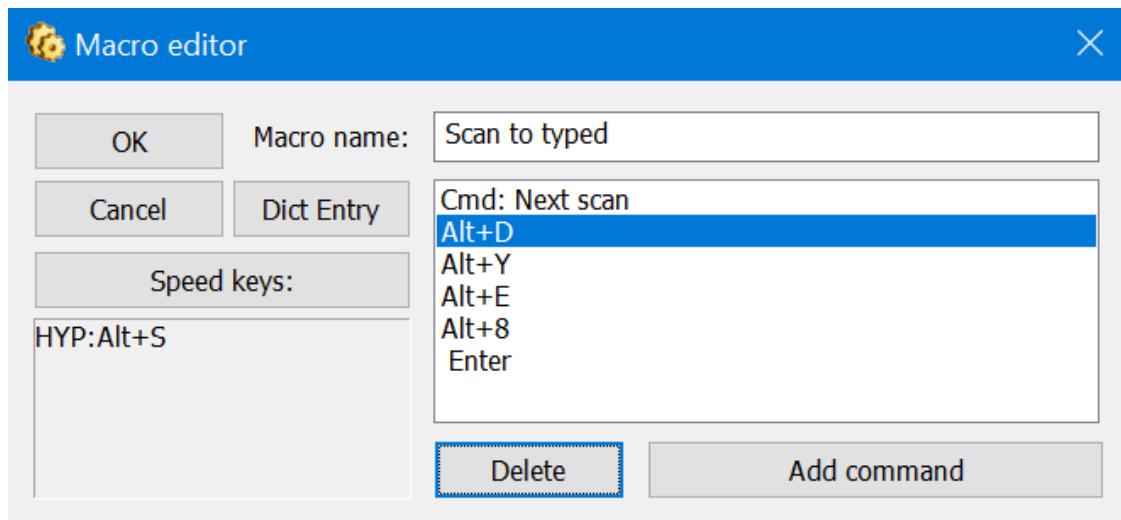
3. Click the **Edit** menu/**Macros/Record** button again to stop. At this point, the **Macro editor** dialog will open with the keystrokes you entered listed in the text box. The status bar will show you how many keystrokes you have recorded.
4. Using the mouse, click the **Macro Name** text box. The cursor will appear there.
5. Type the name you wish to give the macro.
6. If you want to assign a dictionary entry to the macro, click the **Dict Entry** button. For further details, read the section on [assigning a dictionary entry to a macro](#).
7. If you want to assign a keystroke to the macro, click the **Speed Keys** button. For further details, read the section on [assigning a keystroke to a macro](#).

Note that this does not record Cmd:name lines. However, to avoid a problem when re-assigning keystrokes, you can go back into your macro and change keystrokes to commands whenever possible.

For example, a recorded macro to scan to any typed text might look like this:



However, if you were to re-assign the keystroke **Ctrl+S**, the macro would no longer work. The way to avoid this is to change the **Ctrl+S** to the command for Scan to any. In the macro editor, click **Add command**, and select **Next scan** from the drop-down list. (The commands are listed in the order that they appear on the menus.)



You then delete the **Ctrl+S**, and your macro will always work. Note that items like **Alt+D** that appear once you are in the scan dialog will always work correctly.

Saving your macro to the list of user-selected macros

The Macros menu contains spaces for up to 15 custom or user-selected macros. This allows you to assign menu slots to custom functions.

To assign a macro to a menu slot, change its name to match the number of the slot you wish to use. The first menu item will execute a macro called Macro1, the second one will execute Macro2, etc., through Macro15. Go to the [macros dialog](#) to rename macros.

If you want the macro name to be more descriptive, follow the Macro1 name with a pipe, and descriptive text, like this: "Macro1|Description". Note that the Description will only use the first 10 characters of the macro name.

22.45 Macros: Keystrokes versus Commands



Keystrokes Versus Commands in Macros

RELATES TO: [Macro editor](#)

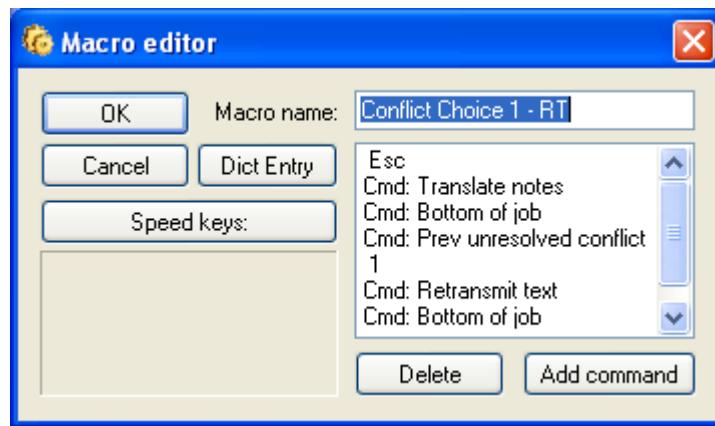
When creating a macro, you can use either keystrokes or commands for each of the individual steps in the macro.

A keystroke, as the name implies, is a key (or combination of keys) entered from the keyboard, such as Alt+T, Ctrl+G, Enter, or simply the B key.

A command is a built-in Eclipse task, such as **Open Text**, **Translate Notes**, or **Global**.

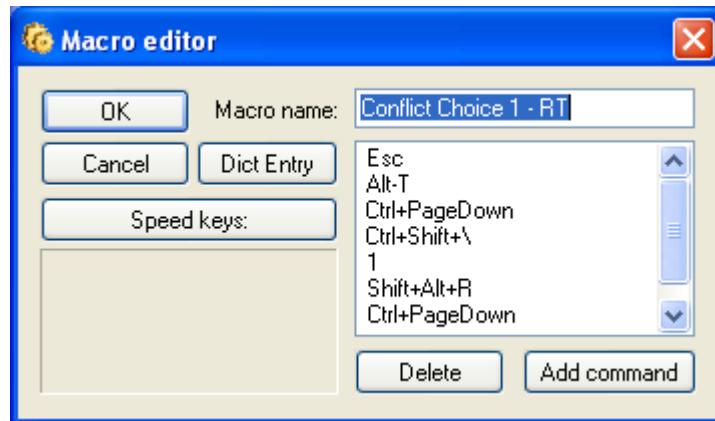
When creating a macro, it is best to use Commands wherever possible. Use keystrokes only when working in dialogs, or when typing something.

For example, here is the default macro for choosing a conflict in realtime:



Most of the actions are in the form of commands. Only Escape (to confirm that all dialogs are closed at the beginning of the macro) and 1 (to pick conflict choice 1) are keystrokes.

You could also create the macro this way:



This is the same series of steps, but with keystroke equivalents instead of commands: **Alt+T** instead of Translate Notes, **Ctrl+Page Down** instead of Bottom of Job, etc. However, if anyone using this macro reassigns their keystrokes in any way, the macro will not work. For that reason it is preferable to use Commands whenever applicable.

NOTE: a command MUST have a keystroke assigned to it to work successfully in a macro. For example, if you want to add the command [Switch Utilities](#) to a macro, you will have to [assign it a keystroke](#) first.

VISUALIZERS:

[C1 - Keyboard Changes](#)

[G5 - Macros](#)

22.46 Macro Groups

Macro Groups

Macro Groups are a way to assign multiple macros to one keystroke. You press the keystroke to pick the group, then you press a second keystroke to select the exact macro you want from the list.

Creating A Macro Group

A Macro Group is defined by the name you give the macro in the [Macro Editor](#). To create a macro group, use the following syntax:

{GroupName:MacroName} So whenever you see a macro name in braces, it is part of a macro group.

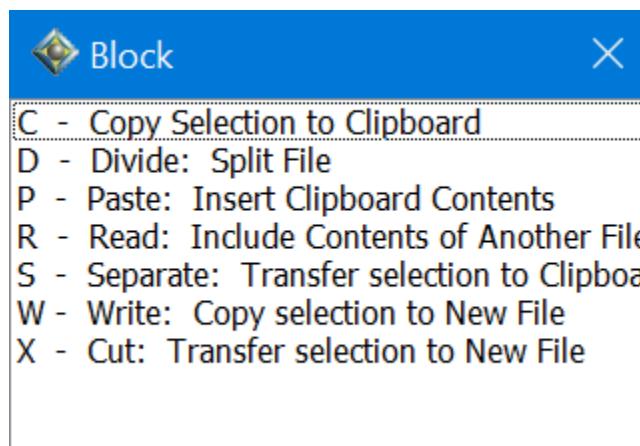
The GroupName is the name of the macro group. The MacroName is the name of each macro within that group. These are the names that appear in the list.

The first character of the MacroName is the keystroke you will press to execute that macro. So each MacroName within a group must start with a different letter. Note also that there are no spaces before or after the colon.

You can assign a keystroke to any one of the macros in the group, (it doesn't matter which one) and hitting that keystroke will open the group. The keystroke assigned to the group will appear the macro you assigned it to, surrounded by brackets: [].

```
{Block:C - Copy Selection to Clipboard} [Hyp: B]
{Block:D - Divide: Split File}
{Block:P - Paste: Insert Clipboard Contents}
{Block:R - Read: Include Contents of Another File}
{Block:S - Separate: Transfer selection to Clipboard}
{Block:W - Write: Copy selection to New File}
{Block:X - Cut: Transfer selection to New File}
```

In this example of a macro group, the keystroke is [Hyp B] so pressing hyperkey b opens the list of block moves. Typing the letter for each item performs that task. So, hyperkey b, followed by w will copy the selection to a new file.



Assigning Keystrokes To A Macro Group

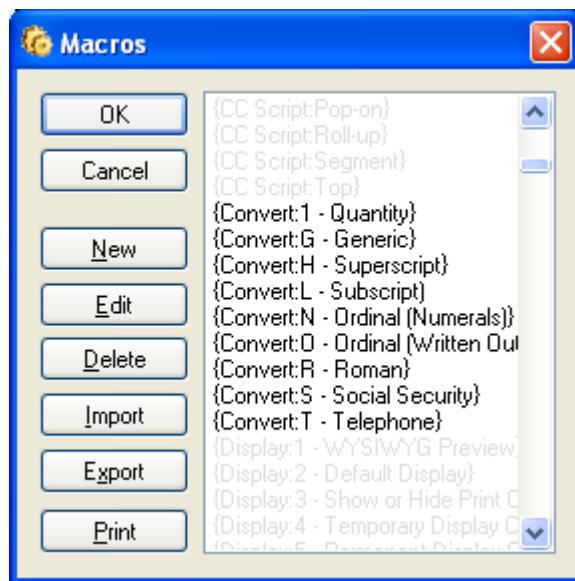
Once you've created a macro group, assign a keystroke to any one macro in the group, just as you would [assign a keystroke to an individual macro](#). Only assign the keystroke to one macro of the group, not every macro in the group.

Using a Macro Group

Once you've created a macro group, you can execute any macro within the group by pressing a two-keystroke sequence.

The first keystroke is the keystroke you assigned to the group, as explained above. The second keystroke is the first character in the name of the macro.

For example, here is the Convert macro group:



To use this group, you would first press assign one of the macros in the group to a standard key or [hyperkey](#). When using it, you press that key. A menu of all macros within the group will appear:



The text that appears in the menu is simply the MacroName, the part that appears after the colon. The first character and the name is the key you push to select that individual macro. From the above menu, you would press 1 if you wanted a Quantity, G for Generic Digits, H for Superscript, etc.

You can use a macro group in an autoreplacement. Since macro groups are indicated using braces, the {M:name} syntax in autoreplacements creates confusion. You can, however, use {M:<macro name>} if that macro is part of a group as a substitution for the braces.

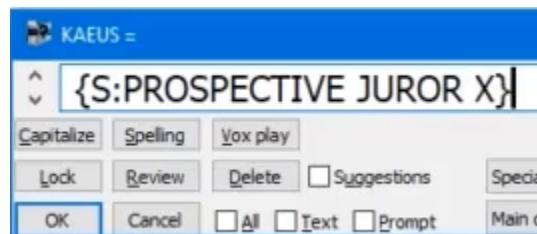
22.47 Macro Variables

Macro Variables

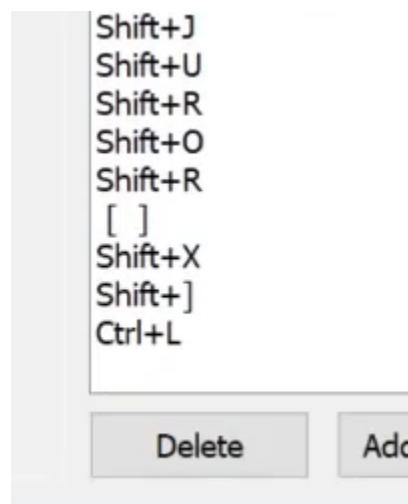
Macro variables are used when you need to type something in the middle of the execution of a macro.

For example, if you wanted to create a Global that would insert Prospective Juror X where X changes every time you use the global, you would create a macro that included a macro variable.

To do this, first record the macro, typing X where you want to insert the variable number when you run the macro. The recording will look like this:



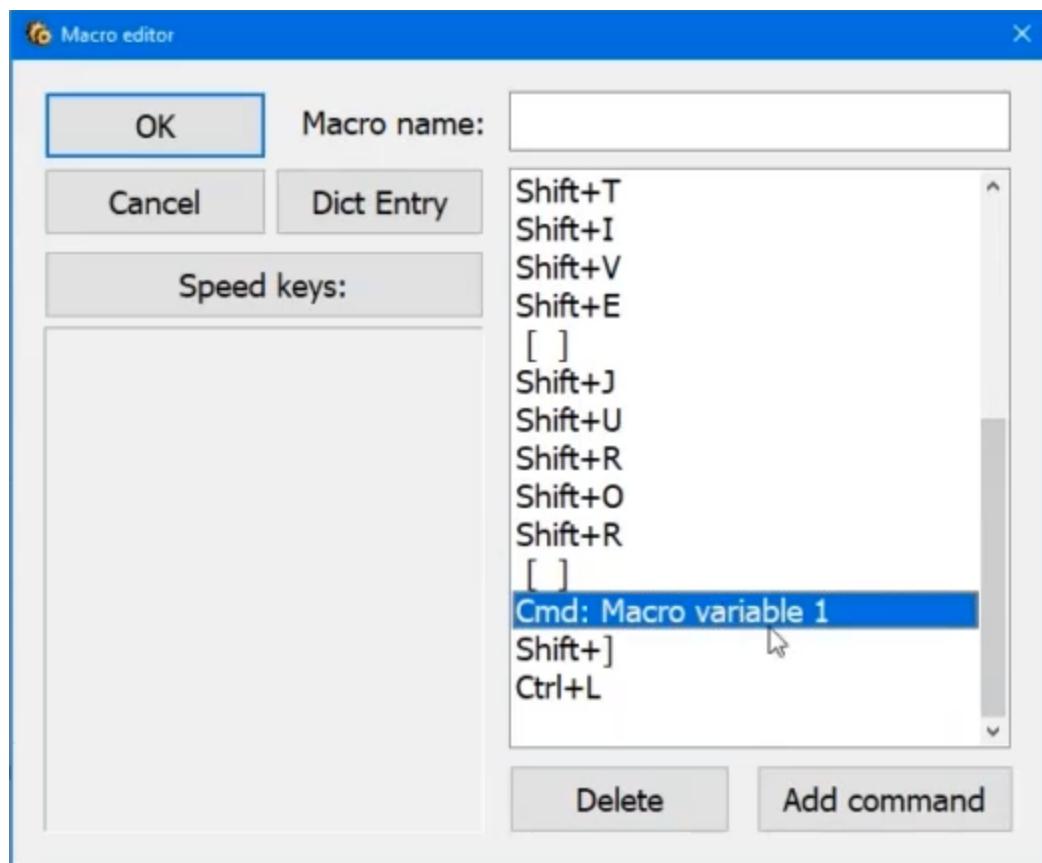
The end of the macro will look like this:



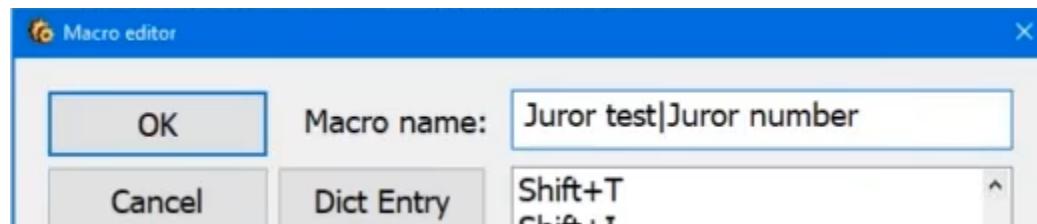
You then need to replace the Shift+X with a macro variable. Choose **Add Command**, and at the end of the list of commands are 5 Macro variable commands.



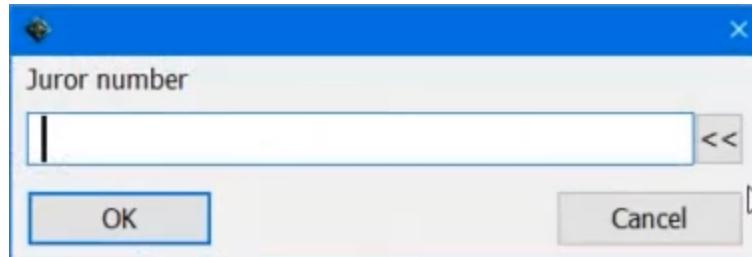
Select one, and it will appear in the macro. Delete the Shift+X. You now have this macro:



The last step is to give your macro a name, inserting a pipe between the macro name and what you want it to prompt you for when it runs. In this case, you want it to prompt you for the Juror number.



When you run the macro, a prompt box opens and you can type in the variable, in this case the Juror number.



When you click OK, the rest of the steps in the macro are run, and you get the result:

PROSPECTIVE JUROR 567:

22.48 Macros using unicode mappings

This must be used with a customizable keyboard in order to make it work, but it allows results as radical as being able to add a musical note to the keyboard macro output!

First, make sure you are using a keyboard in Windows that can type the symbol. If you can type the symbol, you can use it in a macro. You may need to build or install a customized keyboard in order to make that happen. (Windows lets you create a custom keyboard)

Then, use the unicode replacement feature in Eclipse to substitute the symbol you wish to appear in place of one of the other symbols on the special characters chart. You can now use that symbol in dictionary entries.

If the symbol appears in the Eclipse translation, the keyboard macro output is capable of looking up what the keystroke would be in your customizable keyboard and hitting that combination of keys in order to make the symbol appear in any software.

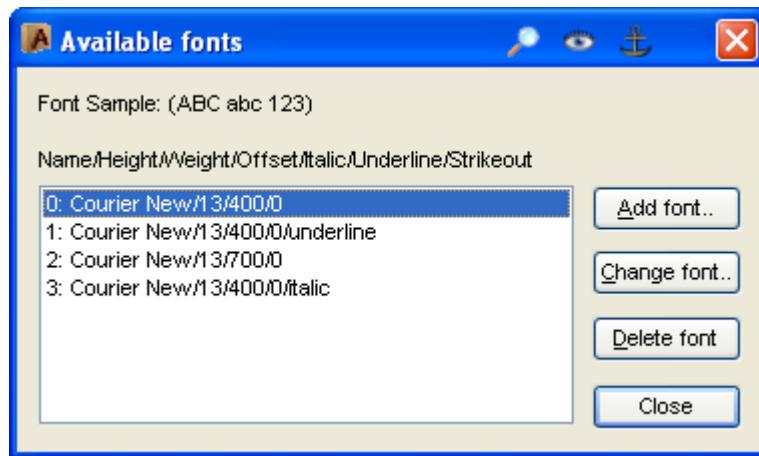
22.49 Master Font Table

Master Font Table

RELATES TO: [Advanced Document Settings](#)⁴⁰², [Document tab](#)³⁹⁶.

The Master Font Table allows you to make precise changes to font assignments.

NOTE: If you just want to change the [printing font for the entire document](#)³⁹⁷, the [display font](#)¹¹⁴, or the [font for a certain paragraph style](#)⁴¹¹, use the dialogs linked to above.



The list of fonts you see is a list of fonts that have been used or specified in either the [Current Document or Master Format](#) [394], whichever was selected on the [Paragraphs tab](#) [408].

The information for each item on the list includes the font name; point size; weight (typically 700 for bold and 400 for regular); an offset value (for sub- and superscript), and special characteristics (italic, underline, strikeout).

In the above graphic, font number three is Courier New, 13 point, regular weight (no bolding), 0 offset (neither raised nor lowered), italic.

The order of items in the Master Font Table is important. The first item on the font list (number 0) is the default font for the document. Number 1 is an underlined version of this font; number 2 is bold; and number 3 is italic. If you change the order of items, dictionary commands like {b} and {FN:2} may not work.

If you insert a new type of font into a document, it will automatically be added to the Master Font Table. For example, if you specify an alternate font for a certain paragraph style or for line/page numbers, it will be added to the table.

To make a font change in the Master Font Table, click on the font you want to change, click the **Change Font** button, and select the desired font from the [font dialog](#) [900].

To add a new font to the list, click **Add Font**, and select the desired font from the [font dialog](#) [900].

Click **Delete Font** to remove the selected font from the list.

22.50 Multimedia Control Panel



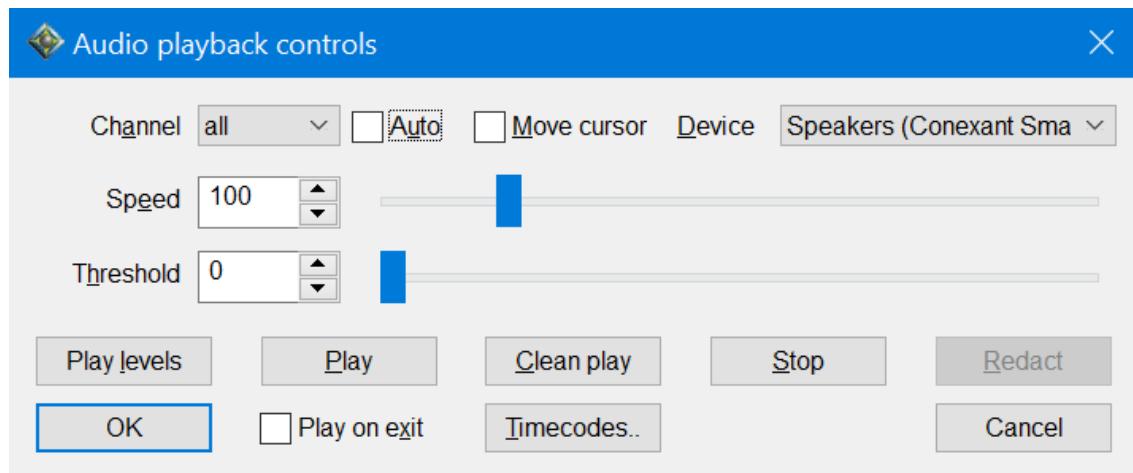
Multimedia Control Panel

Ctrl+Shift+A



RELATES TO: [Working With Audio](#) [584],
[Tools/Multimedia](#) [977]

The **Audio playback controls** dialog (**Tools** menu/**Multimedia/Control panel**) is a convenient way to set up your audio levels for doing sound recording.



The **Speed** slider allows you to adjust playback speed. 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.

The **Threshold** 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.

Both Speed and Threshold can also be changed on the [Edit tab of User Settings](#) [280]. You do not have to change the setting in both places.

The **Play levels** button opens Windows Volume Control, where you can change volume levels for playback.

If you are in a transcript that has an associated audio file, the **Play** and **Stop** button allow you to play and stop the audio directly from this dialog. This is so you can test the effects of your changes without having to exit/re-enter the **Audio playback controls**.

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** once you return to the transcript.

If **Move Cursor** is checked, each time you **play audio** 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:

[D4b - Audio Options](#)

[D4a - Audio Playback](#)

[D4d - Multi-Channel Playback](#)

22.51 New Version Changes

New Version Changes



Support/New version changes ..

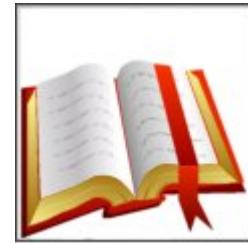
On the **Support** menu, **New version changes..** opens a [detailed list of recent changes to the software](#). If you've recently updated and would like to know what is new in the new version, this is the place to look.

22.52 Open Dictionary

Open Dictionary

F9

File/Open dictionary
 RELATES TO: [Opening a File](#),
[Dictionaries Dialog](#), [Working With Dictionaries](#).



File menu (or **Production** menu)/**Open dictionary** opens a dialog from which you can select a [dictionary](#) for viewing, or [create a new dictionary](#).

If a [text file](#) is active when you press F9, you will select the desired dictionary from the [dictionary dialog](#).

If you do not currently have a text file open, you will select the dictionary from the standard [file dialog](#).

22.53 Opening a File

OPENING A FILE

Alt+E (text files), F9 (dictionaries)

Shift+F7 (note files)

RELATES TO: [Open Notes](#), [Open Dictionary](#), [Open Text](#)

There are three types of files in Eclipse: [note files](#), [dictionaries](#), and [text files](#).

To open an existing file, press the keystroke for the file type you wish to open, and select the desired file from the [file dialog](#).

Creating A File

You can also create a new, blank file from the [file dialog](#) :

1. Press the keystroke for the type of file you wish to create (Alt+E for text files, F9 for dictionaries, Shift+F7 for steno files).
2. If you want the file to be created in a specific folder, use the file dialog to navigate to that folder. (The default location is your Jobs folder.)
3. Enter a filename that does not currently exist.
4. Eclipse will ask you to confirm the creation of the new file. Answer Yes.
5. A new, blank file of the type you chose will appear. You may now edit the file.

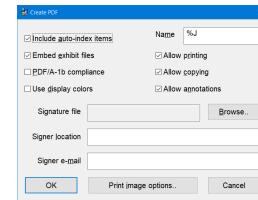
This process allows you to create [block files](#) , premake [dictionaries](#) , and set up custom [note files](#) .

22.54 PDF Files



PDF FILES

RELATES TO: [Printing](#) , [Print Dialog](#) ,
[Delivery](#) , [PDF Output](#) 



You may be asked to produce a PDF file of a transcript or of a word list/concordance. PDF stands for Portable Document Format. It allows you to share files in a printable form.

You can create pdf files using the [Output to PDF](#)  menu item on the **Production** menu, under the **Output to Ascii** function. There is a toolbar button which you can add to your toolbar, along with the "Delivery" button, using the **Window/Customize toolbars** function. You can also right-click in any toolbar to open the [Customize toolbars](#)  dialog.

With this feature you do not need to use PDFcreator or CutePDF or any other printer-driver-based system for creating PDF files. Details are in the help file, [PDF Output](#) .

You can create also a PDF file by acquiring a third-party PDF creation program. There are many inexpensive programs of this sort available on the Internet. Most of them work by installing a printer driver. This means that you will create a PDF file by issuing the [Print](#)⁵⁴⁵ command (Alt+O) and then selecting the PDF creation program from the list of "printers" that appears in the [Print Setup](#)⁵⁴⁸. You may also need to check Print to File on the [Print Dialog](#)⁵⁴⁶. For further details, consult the documentation of the PDF-creation software you are using.

For other options related to creating PDF files (what pages to print, draft or non-draft printing, etc.) make your selections on the [Print Dialog](#)⁵⁴⁶.

VISUALIZERS:

[I6 - PDF Files](#)

[I6a - PDF Options](#)

22.55 Phone Book

Phone Book

Ctrl+F12

Tools/Phone numbers..



RELATES TO: [Captioning](#)⁵⁹⁹.

If you are a [captioner](#)⁵⁹⁹, the Phone Book allows you to dial an encoder. If you checked Auto-Dial on the [Output Formats](#)⁴⁷² dialog, the Phone Book: Access numbers dialog will appear automatically when you start a captioning job. If not, you can open it manually via the **Tools** menu/**Phone numbers** or **Ctrl+F12**.



The **Modem** list box allows you to select the modem you wish to dial with, if you have more than one. The default will be the modem you chose in [Output Formats](#) 472.

Dialing A Number

To dial a phone number, select the number you wish to call from the list, and then click **Dial**. The text box at the bottom of the screen will track the status of the call. If you fail to connect, or get any other error message, it will be shown here, and the modem will hang up automatically.

When you [stop translation](#) 274 on a captioning job, Eclipse will hang up automatically. You can manually hang up by clicking **Hang Up**.

Phone Numbers

Before you can dial a number, you must first add it to the list. Click **Add** to add a number.

Entries in the list take the following syntax

Name:Number

All text before the colon is ignored: only what is after the colon will be dialed. This allows you to assign each phone number a meaningful description, such as:

ASI:772-555-3266

Dashes, spaces, parentheses, and periods will be ignored in the phone number. Only the digits will be dialed. If you need to include a pause, type one or more commas at the point where you want the pause.

To delete a phone number, select it and then click **Delete**.

To change a phone number, select it and then click **Change**. Edit the number as text.

Phone Books

Phone numbers can be stored and saved in separate phone books. It is useful to have different books for different captioning users.

To save the current list of numbers as a phone book, click **Save**. The file dialog [892] will appear.

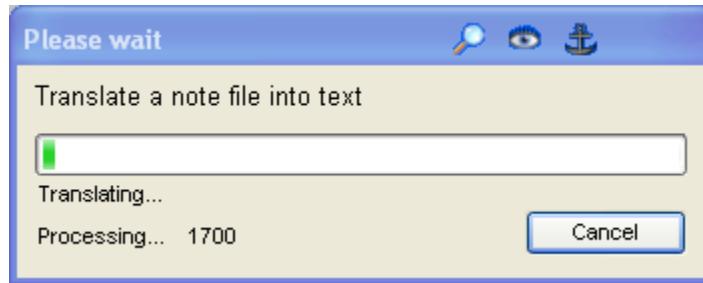
To load an existing phone book, click **Load**. Select the desired phone book from the file dialog [892].

Clear will clear the current phone book.

22.56 Progress Bar

Progress Bar

The progress bar appears any time you undertake a lengthy or resource-intensive task, such as translating a large file.



A brief description of the task appears at top left. The numbers at the bottom of the window will increment, and the bar in the middle will fill up left-to-right, indicating the amount of progress that has been made on the task.

You may perform other tasks while the progress bar is visible. However, performance may be a bit slower than usual, while the intensive task is still running.

The **Cancel** button, or pressing the Escape [293] key, will cancel the action. Depending on the nature of the action, you may be asked to confirm.

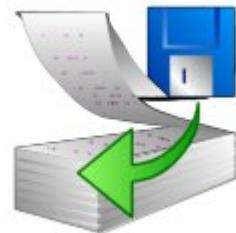
22.57 Read Notes

Read Notes



Alt+I

Production/Read notes..

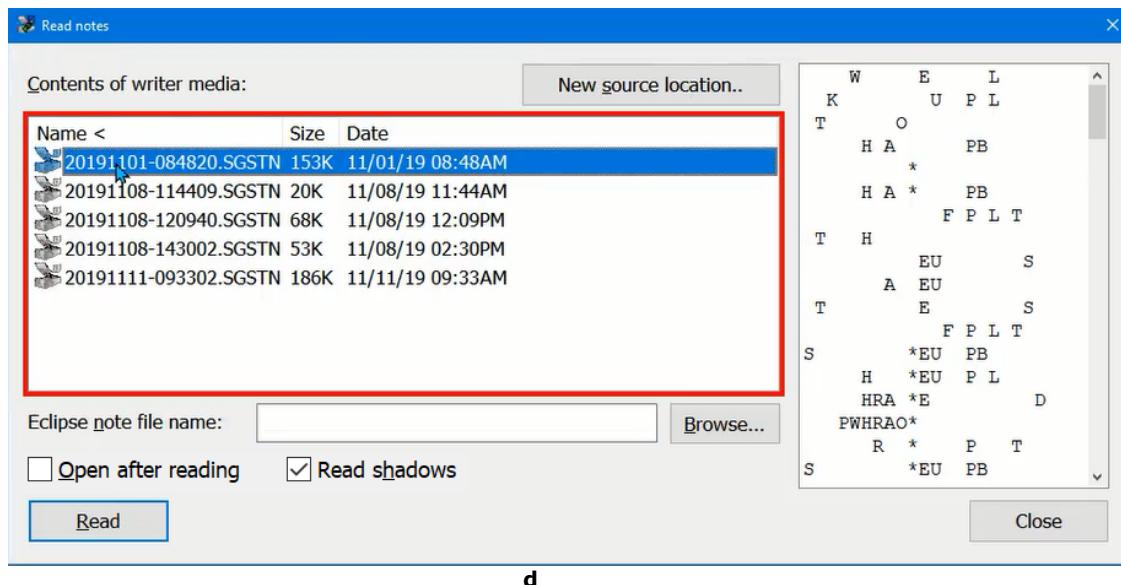


RELATES TO: [Translating](#), [Note Files](#).

If you are not doing a [realtime](#) job, producing a transcript in Eclipse is a two-step process. You must first read notes from your writer into Eclipse, and then [translate](#) 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:



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](#)  that you can [translate](#) .
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:

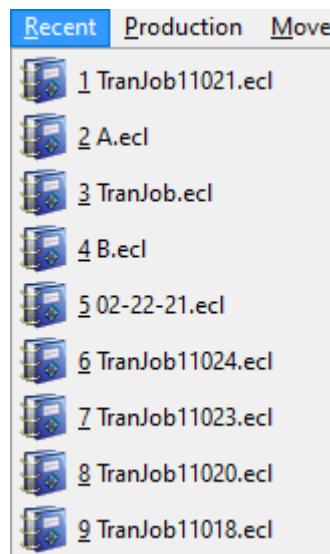
[Da - Read Notes](#)

[D1a - Append Extract Notes](#)

22.58 Recent Files Menu

Recent Files menu

The **Recent** menu contains a list of the last 16 files you have had open in this user, in chronological order starting at the top. To open a file, select it from the menu.



22.59 Redacted Text



Redacted Text

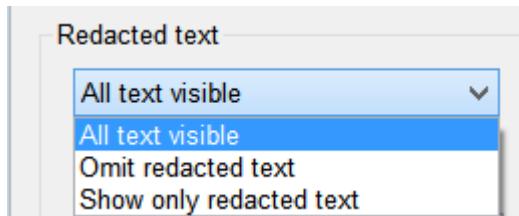
If you have text that should be confidential, you can mark the text and set it to redacted text. There are 2 levels available: Protected on the display, and further protected on printouts and exported files.

You can mark a piece of text and use the **Format** menu/**Document utility**/**Set text type/Redacted** to set it to redacted text.

Then, for the first level of protection, you can set the Display colors in **User settings/Display/Color selections/Redacted text** so that the information in the redacted text will be protected on your screen.

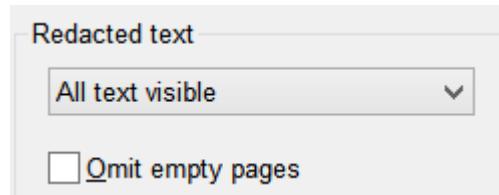
The background color is always used for the screen. The foreground color is used for the screen AND for the printout. For example, if you have your foreground color set to black, then redacted text will show up as a black box, as though it were blacked out with a thick marker. If you set your foreground text to white, it will print blank as though it were whited out. The background color should be set to a contrasting color so that you will still be able to read and edit it on the screen. For example, if you want your redacted text to be white, you should set your redacted text background color to be something other than white, such as gray.

Secondly, in **User settings/Document/Advanced** you can choose to **Omit redacted text**, **Show only redacted text**, or have **All text visible**. When **Omit redacted text** is on, all redacted text will be eliminated from the printout, PDF, ASCII and Bridge exports. If you select **All text visible**, redacted text will appear as normal. Each individual document will remember this setting separately.

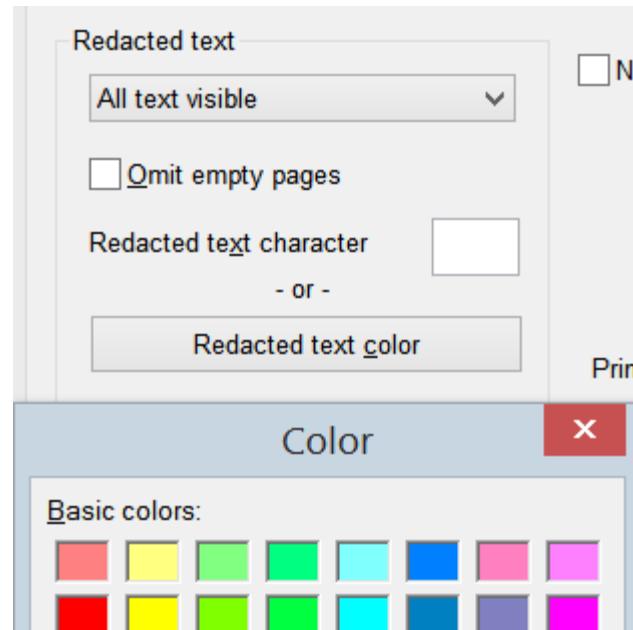


The option to **Show only redacted text** causes the document to only show the redacted text and omit everything else, substituting the x or space or black bar for the normal text. You can use this with the "Omit empty pages function" so that you can print a transcript that contains only the pages that contain redacted text, and it will only show the redacted text from those pages, but the page and line numbers will still match the original.

The **Omit empty pages** checkbox can be used when you have a large section of redacted text that would cause a number of blank pages to appear. Check this to skip over those pages.



Under **User settings/Document/Advanced**, you can choose a color for the redacted text, or set the redacted text character so that you can have redacted text appear as XXXX or **** or whatever you like. Click the **Redacted text color** button to open the **Color** selections dialog.



Note: You can use a dictionary entry to have confidential information translate as redacted text. The three-letter metadictionary code for redacted text is /?TXR. The recommended metadictionary entry for redacted text is: {R:*}={"/%/?TXR}. This will allow you to do {R:text} and "text" will appear redacted. For example, if you have a person's name that should be confidential, you could enter it as Mr.{R:Jones} or {R:Mr. Jones}.

Option to remove redacted text entirely

Under some circumstances, you may need to prepare a version of the jobname.ecl file that has the redacted text removed completely. Rather than risk ruining the original file, this feature allows you to block mark as much of a transcript as you want (including the entire thing) and then use **Block/Write**. If you block write part of a transcript that is set to hide redacted text, you will be asked if you wish to redact the text in the written-out block. If you answer **yes**, then the text will actually be **changed** to the redacted text character, such as an X or *.

Continuous redacted text mode for translation

You may want to write in redacted text for a long period, such as a bench conference. You can disable realtime output, but you may also want to obscure what appears on your own screen. Depending on your display colors, you can make it so that redacted text is not visible even on your own screen.

One thing to be careful of is that redacted text is a text type, just like translated text, typed-in text, untranslates, conflicts and form fields. If you tell the software to treat everything you write as redacted text, all of these other types will be overwritten while that mode is on since a piece of text cannot have multiple types. Conflicts in that mode cannot be selected, etc.

The redacted text mode, like many other modes in the software (such as literal case) has dictionary entries for ON, OFF and TOGGLE in case you want to use one entry to turn it both on and off (not recommended.)

The suggested dictionary entries are {REDACTON} {REDACTOFF} and {REDACTTOGGLE} and use the following metadictionary entries:

```
{REDACTON}={/?RDO}  
{REDACTOFF}={/?RDF}  
{REDACTTOGGLE}={/?RDT}
```

These metadictionary entries are part of the default .set file as of Version 7.

22.60 Restore



Restore

Tools/Restore..

RELATES TO: [Backup](#) [862]



The Restore command will restore file(s) that have been previously backed up with the [Backup](#) 862 command.

To restore files:

1. Select **Restore** from the **Tools** menu.
2. You will be asked where the backup is located. Select Floppy Drive, Backup Folder, or Auxiliary Drive; or Browse.. to the location.
3. You will be asked which file(s) you wish to restore. Click the files you wish to restore, and then click **Finish**.

If restoring would overwrite a file, you will be warned, and asked if you want to overwrite or cancel.

If the original backup was to multiple floppy disks, you will be prompted to insert each one. When you begin the backup, the first disk of the set should be in the drive.

You can also perform a restore from the [Restore button in the File Manager](#) 613.

VISUALIZERS:

[J3_Backup_Restore.mp4](#)

[J3_Backup_Work_Files.mp4](#)

[J3b_BAK_Files.mp4](#)

22.61 Retransmit Text

Retransmit Text

Shift+Alt+R

Tools/Realtime/Retransmit text



RELATES TO: [Realtime output](#) 470

Retransmits the current paragraph to a [realtime output](#) 470 recipient.

You must be outputting to Bridge, Livenote, or Teleview, and the receiving program must be set to receive one of those formats.

To retransmit more than one paragraph, [block mark](#) a series of paragraphs before executing the **Retransmit Text** command.

Use In Realtime Editing Macros

It is good practice to include this command in realtime editing [macros](#), to ensure that the realtime recipient benefits from the edit. If you are not doing realtime output, or not doing realtime at all, this command has no effect, so there is no harm in including it.

22.62 Scan



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 globalling 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.

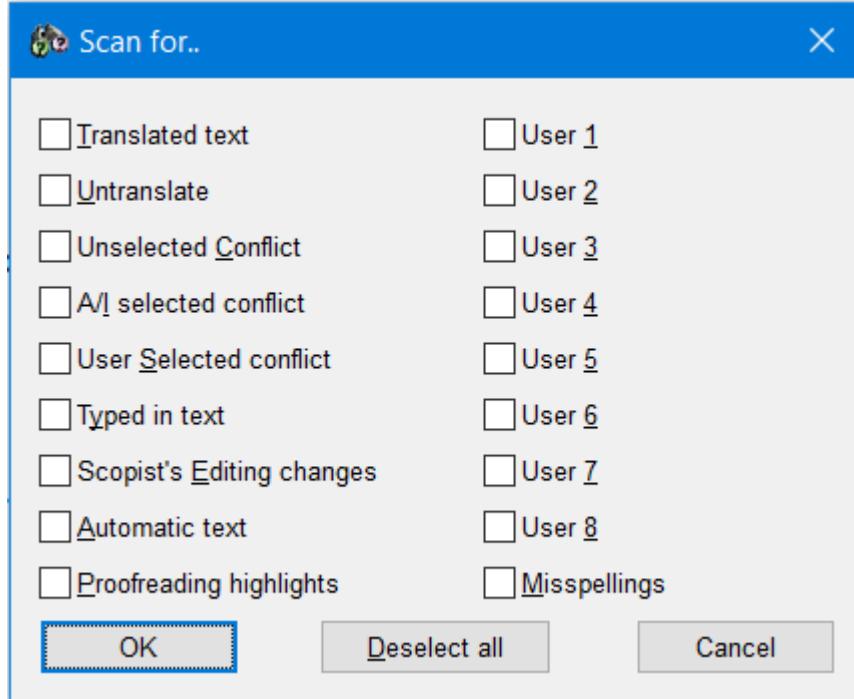
A scan is a quick way to locate untranslates, conflicts, and other items in a [text file](#). To move through the transcript finding and fixing untranslates, conflicts, or any combination of them, use the **Scan** command (**Ctrl+T**).

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 [498] | Ctrl+T | T |
| Any | opens a dialog where you can select item type(s) * [314] 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](#) [114]. 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](#) [283] selected. If not, you will have to execute the [global](#) [300] command (Ctrl+G or hyperkey G).
- **Conflict:** The conflict choices will appear in the [status bar](#) [972] 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 | Shift+Ctrl+T |
| Any | opens a dialog where you can select item type(s)* 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.

22.63 Script List Manager

Script List Manager

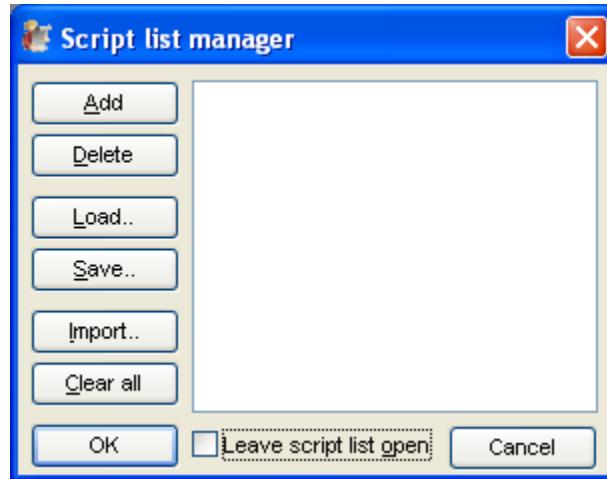
Shift+F12

Window/View/view Script list



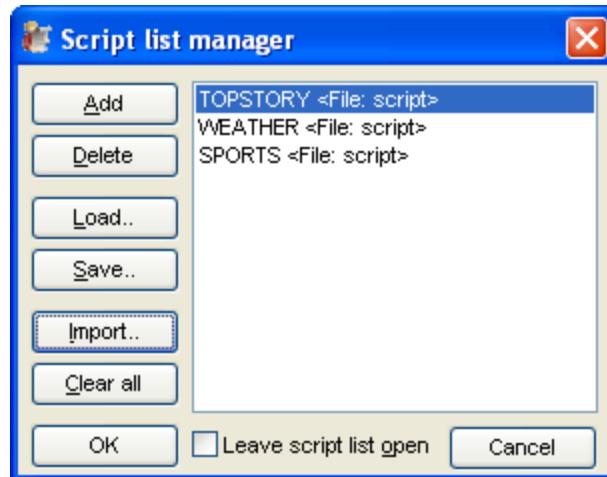
RELATES TO: [Captioning](#), [Send](#)
[Script Line](#)

The Script List Manager allows you to work with multiple scripts, and change the order of items within a [script](#).



To use the Script List Manager:

1. [Open the text file\(s\)](#) you wish to use as a script.
2. Add [script commands](#) to the file to divide it into sections. Add the text S|NAME to each script command to give each section a unique name, such as S|SPORTS or S|WEATHER.
3. On the Script List Manager, click **Import**. Each of the named sections you created will appear in the list:



Alternatively, you can click **Add**, which will add only the section the cursor is in. Also, **Delete** will delete the current section, and **Clear All** will clear the entire list.

However you populate the list, you can go through it in order. Double-click the first story in the list. That file will become active, and the cursor will be on the first line below the script command. You may then use the [Send Script Line \(F12\)](#) command to send that story to the encoder, line by line.

When that section is complete, the Script List Manager will move the cursor to the next story in the Script List Manager.

Re-Ordering Stories

There are many ways to change the order that stories appear:

- The keystroke **Shift+Alt+I**, and **Shift+Alt+K**, will jump up or down (respectively) to the next story.
- **Ctrl+Up** and **Ctrl+Down** will re-order the stories, by moving the current story up or down in the list. When you go through the script list, the cursor will move to the next story in the Script List Manager, regardless of its place in the original .ECL file. This allows you to re-order the scripts (such as in a newscast, where the same stories may be aired in a different order).
- At any time, you may use the mouse to double-click a story in the Script List Manager. The cursor will jump to the beginning of that story.

Other Options

You may **Load** and **Save** script lists. If you are going to re-use scripts, this saves you from having to reconstruct the script list each time. Click Save to save a script, and Load to load an existing one. Make your choices in the [file dialog](#).

If you place your cursor in the script list and hit Ctrl+C, it will copy the list, which can then be pasted into any Windows program.

The **Keep Script List Open** checkbox will keep the Script List Manager visible at all times. If you uncheck this, the Script List Manager will not be visible, but will function as explained above.

22.64 Send Script Line

Send Script Line

F12

Tools/Realtime/Send script line



RELATES TO: [Working With Captioning](#) 599, [Script List Manager](#) 966.

Sends the current line of text to the encoder. The cursor will also move to the next line, allowing you to send a script by pressing F12 repeatedly.

For fuller explanation of how scripting works, see the [scripting section of the Working With Captioning page](#) 602.

22.65 Single Space/Double Space

Single Space Double Space



Single space: Alt+- (Alt+hyphen)
Double space: Alt+= (Alt+equals)



Format/Single space
Format/Double space

These commands, found on the **Format** menu, will change the spacing of the current paragraph to single- or double-spaced. If a block of text is [marked](#) 363, the command will apply to all paragraphs within the block.

Note: Double-spaced paragraphs may not start on half-lines. So if you have a series of single-spaced paragraphs that ends on line 18, and then a double-spaced paragraph, the double-spaced paragraph will start on line 19 (rather than on the half-line between 18 and 19).

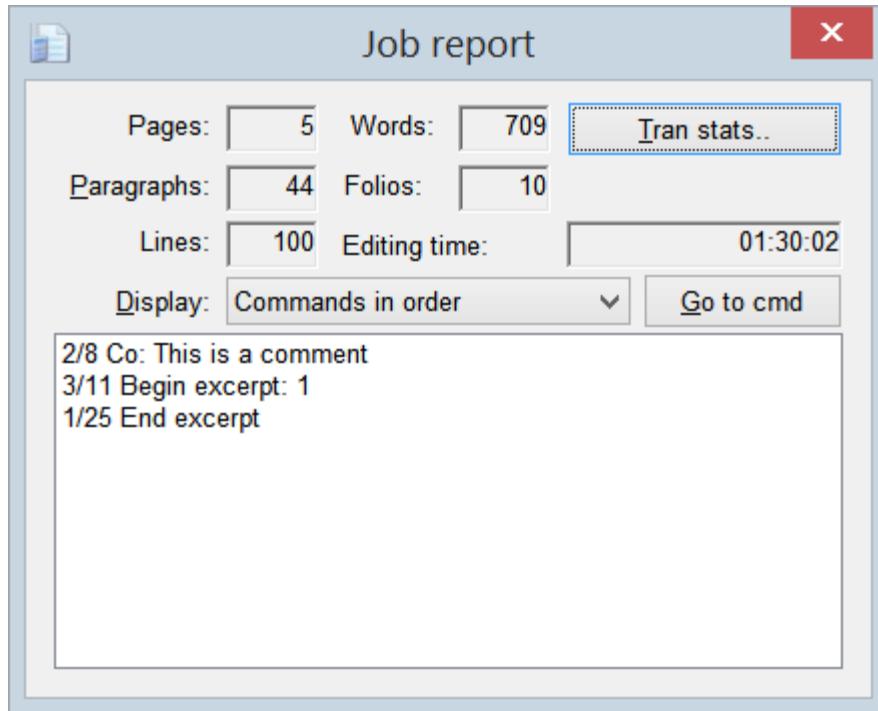
22.66 Statistics

Job Report

Tools/Job report



The **Tools** menu/**Job Report** option calculates and displays statistics for the active file.

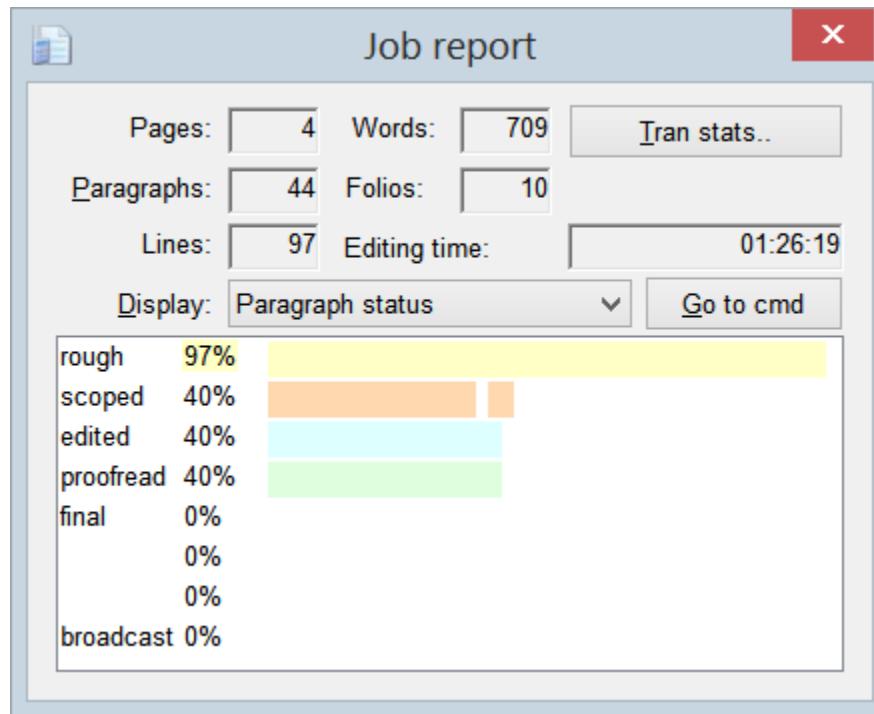


The report lists the number of **Pages**, **Paragraphs**, **Lines**, **Words**, and **Folios** in your document. The **Tran stats..** button opens the Status dialog, listing the number of Entries, Untranslates, Conflicts, WPM, etc. for the transcript. The **Editing time** feature shows the total amount of time you have spent editing the job, down to the second. Note that this covers the entire time the job has been open, so it will count time spent writing the job in realtime or time spent on a coffee break if you leave the job open on your screen.

In addition to calculating content statistics, this dialog shows a complete list of all print commands in the document, including comment lines left by a scopist or proofreader. (The only exception is conditional page breaks, of which there are many in a document, and it is not useful to list them.) The list has page/line numbers by each print command.

You can select any item on the list and click on the **Go to cmd** button to jump immediately to that spot in the transcript. In the example above, it would take you to the 3rd comment in the document. Issuing a **Go to cmd** does not close the Job report dialog, so you can cross-check more than one location.

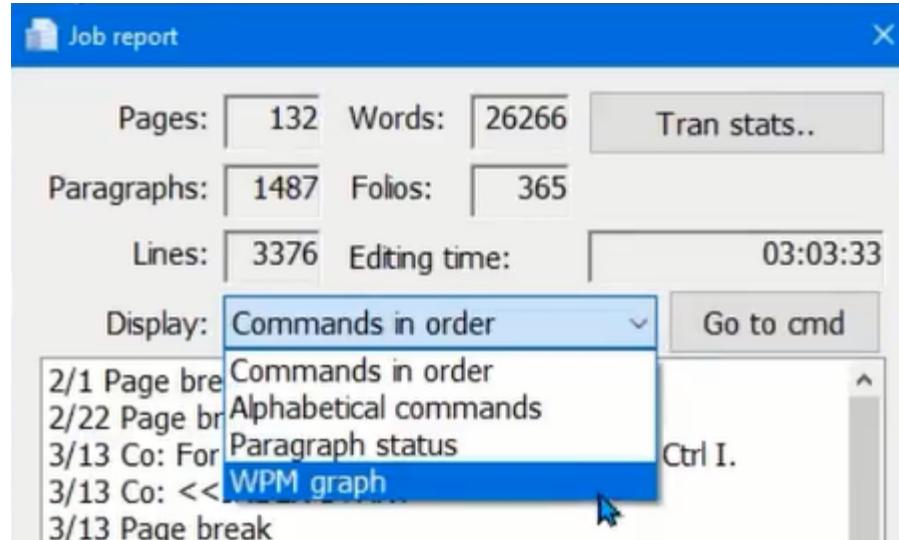
The **Display** drop-down list lets you select between chronological order - "**Commands in Order**" - (order of appearance) and **Alphabetical commands**. You can also choose **Paragraph status** 322, which lists and graphs the status of all the paragraphs in the transcript.



You can use this feature to view scopist or proofreader comments, and since it shows all print commands, you can see running headers and footers at a glance, index lines, etc.

The report can be set aside without closing it, so you can click on the text and edit it, then go back to working with the job report list. This is convenient for dealing with things like proofreader comments where you might need to make further adjustments to the text without having to re-run the job report data collection process every time.

If you mark a block of text first, you will also get a **Display:** option to see a graph of your Words per Minute for that block.



To get a meaningful result, you will want to mark a block of at least a few paragraphs. The display will show how many words were said in each words-per-minute category, from 0 to 500, in increments of 10.

22.67 Status Bar

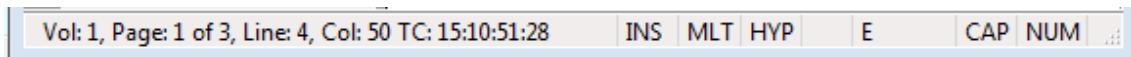
Status Bar

The status bar appears at the very bottom of the Eclipse window. It contains a variety of useful information.

Messages

Messages appear on the left-hand side of the status bar. For example, if you mouse over a menu item or toolbar button, a brief message will appear here indicating what the item does. Other program messages, such as "_____ is correct" when [spell checking a single word](#), also appear in this location.

File Information



The center part of the status bar contains information about the active file. If it is a [text file](#), you will see a string of text containing the volume number, page number, line number, column number, and timecode for the cursor position.

When you are in a [dictionary](#), this area will contain a text string like "5 of 20,000", indicating how many entries are currently visible in the dictionary, and which entry you are on.

In a [note file](#), you will see the Stroke and Fold number, but they will appear at the bottom of the note file, not in the status bar.

Modes

The following codes appear on the right-hand side of the status bar. These indicate the status of various program modes:

- CAP will appear if the Caps Lock key is on.
- NUM will appear if the Number Lock key is on.

- INS or OVR will appear, for [Insert or Overtype](#) [291].
- MLT will appear if [Multiscan](#) [314] is on.
- HYP will appear if [Hyperkeys](#) [289] are on.
- SRV will appear when you are connected to the Advantage Software server.
- A code will appear showing which realtime mode you are in: STD for standard realtime; SPL for spell mode; STC for stitch mode; KEY for keymode; and COR for correction mode. See the [Edit Toggles](#) [866] page for an explanation of these modes.
- A code of one or more letters indicating the actions being taken on the active file. The letter E means edit, which will appear any time a transcript file is open; T will appear during translation; the letter I designates input from the writer, (either via [Read Notes](#) [213] or [realtime](#) [437]); and O signifies [realtime output](#) [470].

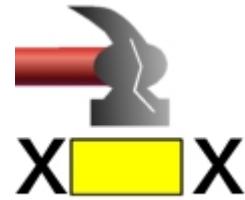
The status bar can be turned on or off via [Window/View menu](#) [1000], or [View Toggles](#) [1000].

22.68 Tab

Tab

Tab

Edit/Insert/Tab



RELATES TO: [Tab stops](#) [416]

The **Edit** menu/**Insert** option inserts a tab space into the document at the current cursor position.

22.69 Text Attributes



Text Attributes

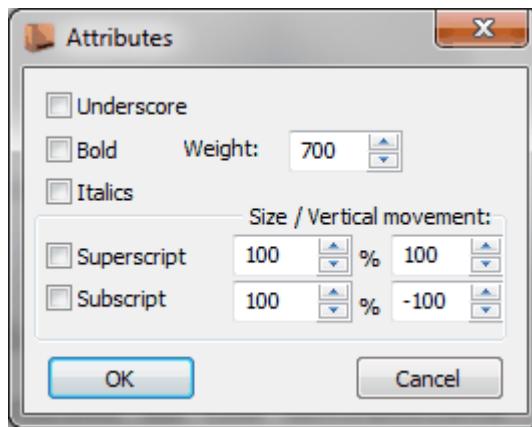


Ctrl+- (Ctrl+hyphen)

RELATES TO: [Fonts](#) [428]

The Text Attributes dialog is a quick way to change the appearance of a piece of text in a [text file](#) [626]. It allows you to bold-face, italicize, underline, subscript, or superscript a [marked](#) [363] piece of text. For any other type of font change, use the [Format Font](#) [902] command instead.

After you mark the text you wish to change, press **Ctrl+hyphen** or select **Text attributes** from the **Format** menu. The **Attributes** dialog will appear:



There are checkboxes for **Underscore**, **Bold**, and **Italic**. Check the box(es) that indicate how you want the text to look.

The **Weight** box allows you to specify how dark your Bold Face text should be. The default is 700; the weight of un-bolded text is typically 400.

To raise or lower text, check **Superscript** or **Subscript**, respectively. The boxes to the right of each of these items control what percentage of the current font size will be used, and how much the selected text is raised or lowered. The defaults for vertical movement are 100 (twips) for superscripted text, and -100 for subscripted. Larger numbers will raise/lower the text to a greater degree: for example, -150 will lower it more than -100 does, and 150 will raise it more than 100 does. So, for example, a superscript set to 75 / -100 will be 75% of the size of normal text, and will move up 100 twips higher than normal text.

The items on this dialog may be used in any combination. For example, you may create text that is bold, italic, and subscripted, simply by checking all three of those boxes. The only thing you can't do is subscript and superscript at the same time.

This dialog may also be used to remove existing formatting. To change bold-faced text back to normal, mark the bolded text, select Text Attributes, and uncheck Bold from the Text Attributes dialog.

22.70 Text Files

TEXT FILES

RELATES TO: [Open Text](#) 81, [Editing](#) 280,
[Block Files](#) 497



A text file can be a transcript, [block file](#) 497, or [list file](#) 504. It has an .ECL [extension](#) 893.

A transcript can be created by [translating](#) 251 a [note file](#) 80, or by doing [realtime](#) 437.

A [block file](#) 497 or [list file](#) 504 can be created via the [Open Text](#) 81 dialog.

There are many editing actions available for working with note files. See the page on [Working with Note Files](#) 207 for details.

22.71 Text Globals



TEXT GLOBALS

Most [globals](#) 300 you perform will be steno globals: you assign a definition to a piece of steno. In a text global, you will assign a definition to another piece of text.

For example, if you text-global the surname "Smith" as "Smythe", all instances of "Smith" will be changed to "Smythe", no matter how you write them.

To create a text global from within a transcript:

1. [Mark](#) 363 the text.
2. Initiate the [global](#) 300 command.
3. The globaling window will appear. Check the "Text" box in the global window, which always defaults to off.
4. Enter your desired definition, and select a destination ([Main, Job, Trash, Local, User, or Browse](#) 302).

5. If you have block-marked text that is typed-in (where no steno is available,), and then hit the global function, it automatically detects that you are most likely doing a text global, so the text box will be checked by default.

You can start a global without first marking the text, using the global dialog to highlight the text you wish to replace, and then check the "**Text**" box in the dialog after making the selection.

You can also add a text global to a [dictionary](#) via the [Add Dictionary Entry](#) (Ctrl+D) command:

1. Open the dictionary you wish to add the text global to.
2. [Add Dictionary Entry](#).
3. When the [steno emulator](#) appears, press Escape without entering any steno.
4. You will be asked to enter a Text Entry Search String. Enter the text you wish to be replaced ("Smith" in the above example).
5. You will be asked to enter a Text Entry Replace String. Enter the text you wish to replace it with ("Smythe" in the above example).
6. The entry will be added to the dictionary.

Text globals will always appear at the bottom of the dictionary. In the Steno column, they are surrounded by quotation marks.

By default, a text global will be a [Trash global](#), meaning that it will take effect in the current job only. However, you can add text globals to dictionaries by doing a [Main, Job, or User global](#).

VISUALIZERS:

[F3 - Text Globals](#)

[F3a - Text Global Location](#)

22.72 Timekeeper

Timekeeper

Ctrl+Shift+K



Tools/Timekeeper..

The Timekeeper function allows you to produce a report that shows the time taken by each speaker and each speaker group. To do this:

1. Select **Timekeeper** from the **Tools** menu.
2. You will be asked which volume numbers you want to include in the report. Accept the default setting of "all" for the entire document, or enter the volume numbers you want. Click **Next**.
3. You will be asked if you want a report for the current document only, or for multiple documents. If you select multiple documents, you will be asked to select the desired document(s) from a list. Click **Next**.
4. You will be asked which paragraph types you want to include in the report. The default will be to include all paragraph types where someone is speaking: Question, Answer, Colloquy, By-Lines, and continuation paragraphs. If you wanted a timekeeper report for just Q and A, for example, you could de-select the other paragraph types. Click **Next**.
5. You will see a preview of the report. It will show a summary of the amount of time taken by each speaker group, as well as the time taken by each individual speaker and by all speakers in total. Click **Finish** to insert the report at the cursor location. At the end of the timekeeper report, look for the lines that start with the group name, such as Plaintiff's: 02:34 to find out how much time was taken by all of the speakers in that group added together.

If You Do Not Use By-Lines

By default, the Timekeeper report will calculate based on By Formats. If you do not use them, go to the [Edit tab](#)^[280], click the [By Formats button](#)^[419], and delete any text in the **Template** box. If no by-line format exists, the Timekeeper report will consist of the amount of time each individual speaker name used.

22.73 Tools/Multimedia



Tools/Multimedia

see below for keystrokes

RELATES TO: [Working With Audio](#) 

The **Tools/Multimedia** menu offers **Pause**, **Play**, **Stop**, and **Record** buttons for [audio recording](#) , and the [Control panel](#)  to open the [Audio playback controls](#)  dialog. If you are a [voicewriter](#) , these controls pertain to the room track. Use the controls in [Tools/Voice \(Shift+Alt+J and Shift+Alt+K\)](#)  to play the voice track.

Stop (Alt+H)

If you are not in realtime, Alt+H stops playback. (Alt+H and Alt+K work the same in this regard.)

If you are currently doing realtime job with audio recording, Alt+H will stop the playback if you are currently playing back the audio. Otherwise, it will stop recording. You will be asked to confirm that you wish to stop recording.

Play (Alt+J)

Plays the audio at the cursor position. You can even play audio during a realtime job.

Rewind (Alt+Up)

Goes back the number of seconds you specify in [User settings/Edit/Audio playback/Timecodes](#)

Pause (Alt+K)

Stops playback.

Fast forward (Alt+Down)

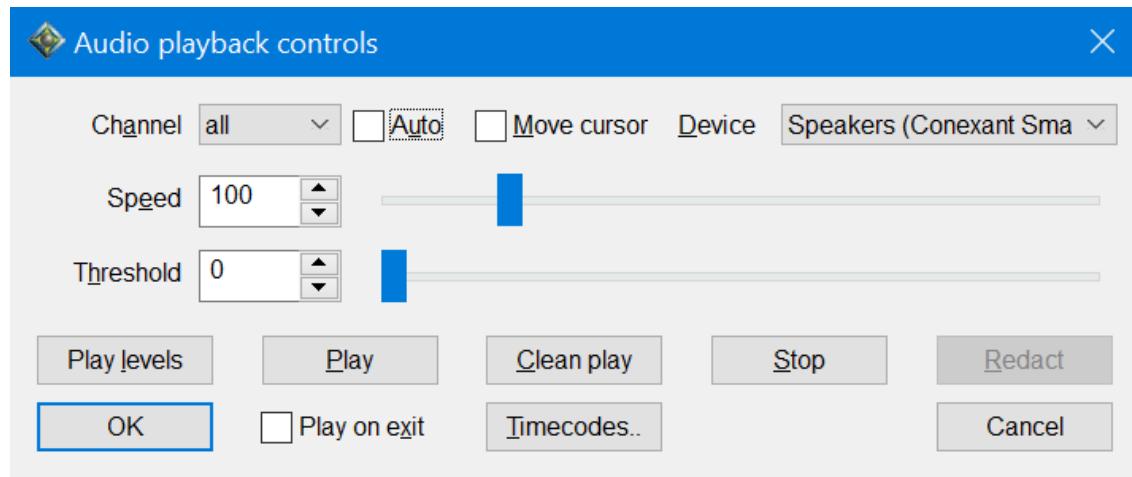
Goes forward the number of seconds you specify in [User settings/Edit/Audio playback/Timecodes](#)

Record

Begins audio recording, if this job initially did not have it. Will also restart recording after it has been paused.

Control panel (Ctrl+Shift+A)

Opens the **Audio playback controls** dialog, which allows you to adjust the playback speed and volume threshold interactively without going into the user settings. You can use the play/stop buttons to play the audio and adjust the sliders while the audio is playing to see what the final results will sound like. For details, see the [Multimedia Control Panel help page](#) .



VISUALIZERS:

[D4a - Audio Playback](#)

[D4b - Audio Options](#)

[D4d - Multi-Channel Audio](#)

[D4d - Multi-Channel Playback](#)

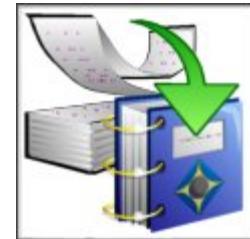
22.74 Translate Notes

Translate Notes



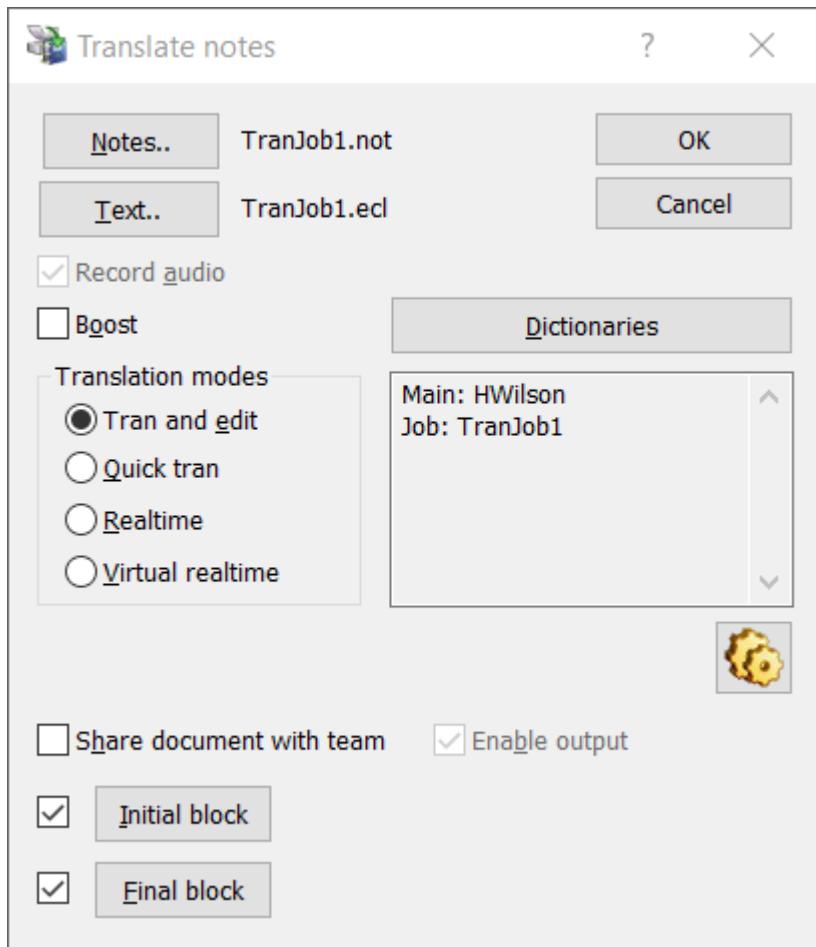
Alt+T

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](#) from the [file dialog](#).
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](#).
6. Make your desired choices including use [Boost](#), [Share document with Connection Magic](#), 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](#), select your writer, baud rate, "Realtime from", and [COM port](#) (if you are connecting via COM port). (Your existing settings, as well as any [Output Formats](#) 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](#) 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](#).
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](#).
5. Make your desired choices for **Record Audio**, [Boost](#), [Share document with team \(Connection Magic\)](#), and **Initial block**, and **Final block**.
6. Click OK to begin the translation.

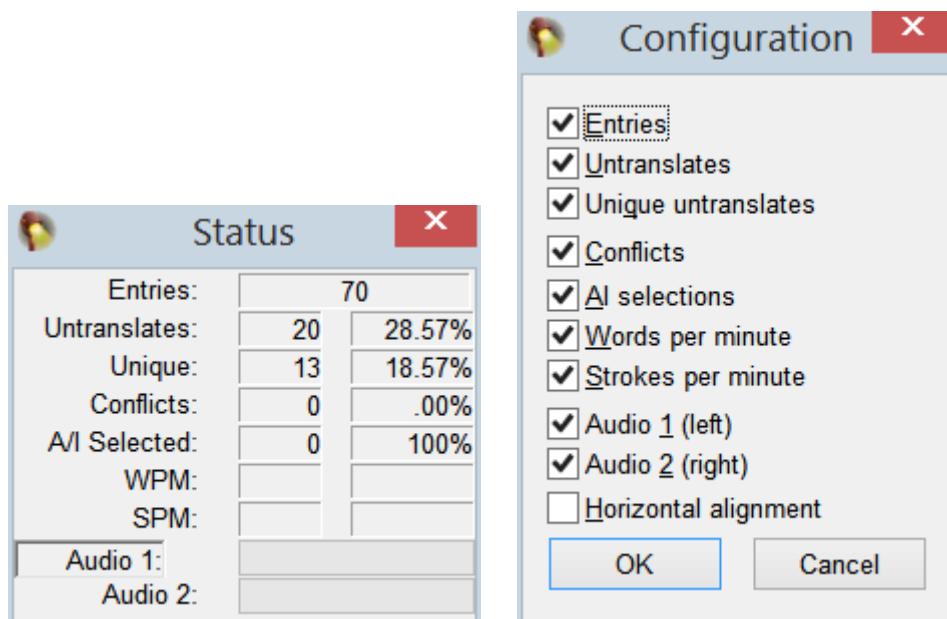
It is possible for [note file](#) and the [text file](#) to have different names. To do this, first select the note file. Eclipse will, by default, assign the same name to the text file. Then, click the **Text** button, and change the default name to something else. This is useful if you are retranslating 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](#) (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.

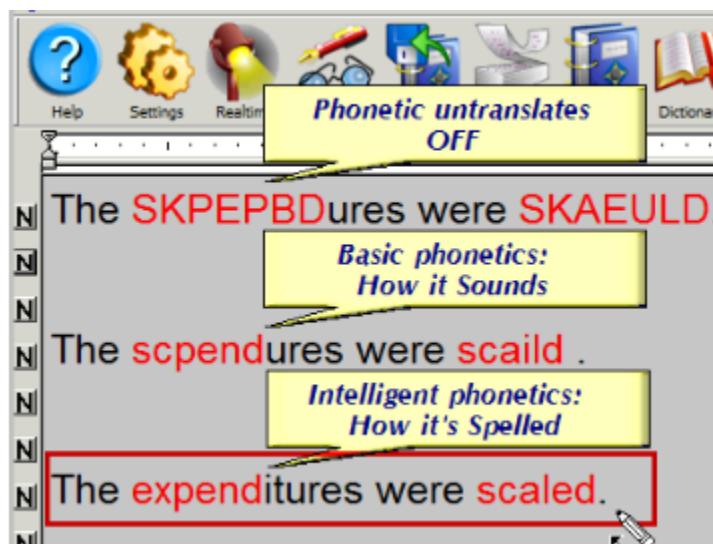
You can right-click in the Realtime status window, and use the **Configuration** menu to customize how it looks. Each item in the window can be selected or deselected by clicking on the appropriate checkbox. The window will resize to fit the remaining indicators. You can also choose to arrange the items 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:

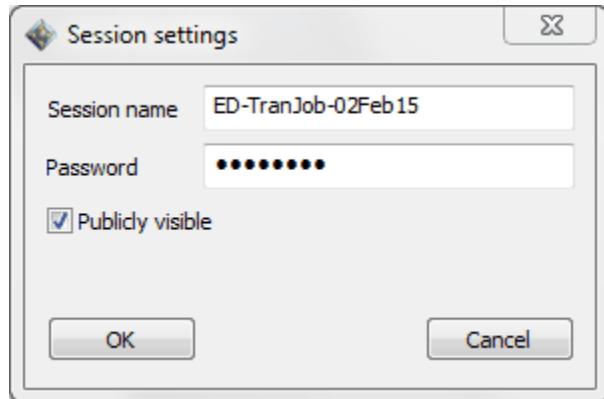


Basic and intelligent phonetics use the Phonetics table found on the User settings/[Programming tab](#) to display untranslates. You can modify your Phonetics table to match your steno theory. See the [Phonetics Table](#) help page for details. Also, see the Visualizer (C1 - below) on Phonetics Table 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](#)

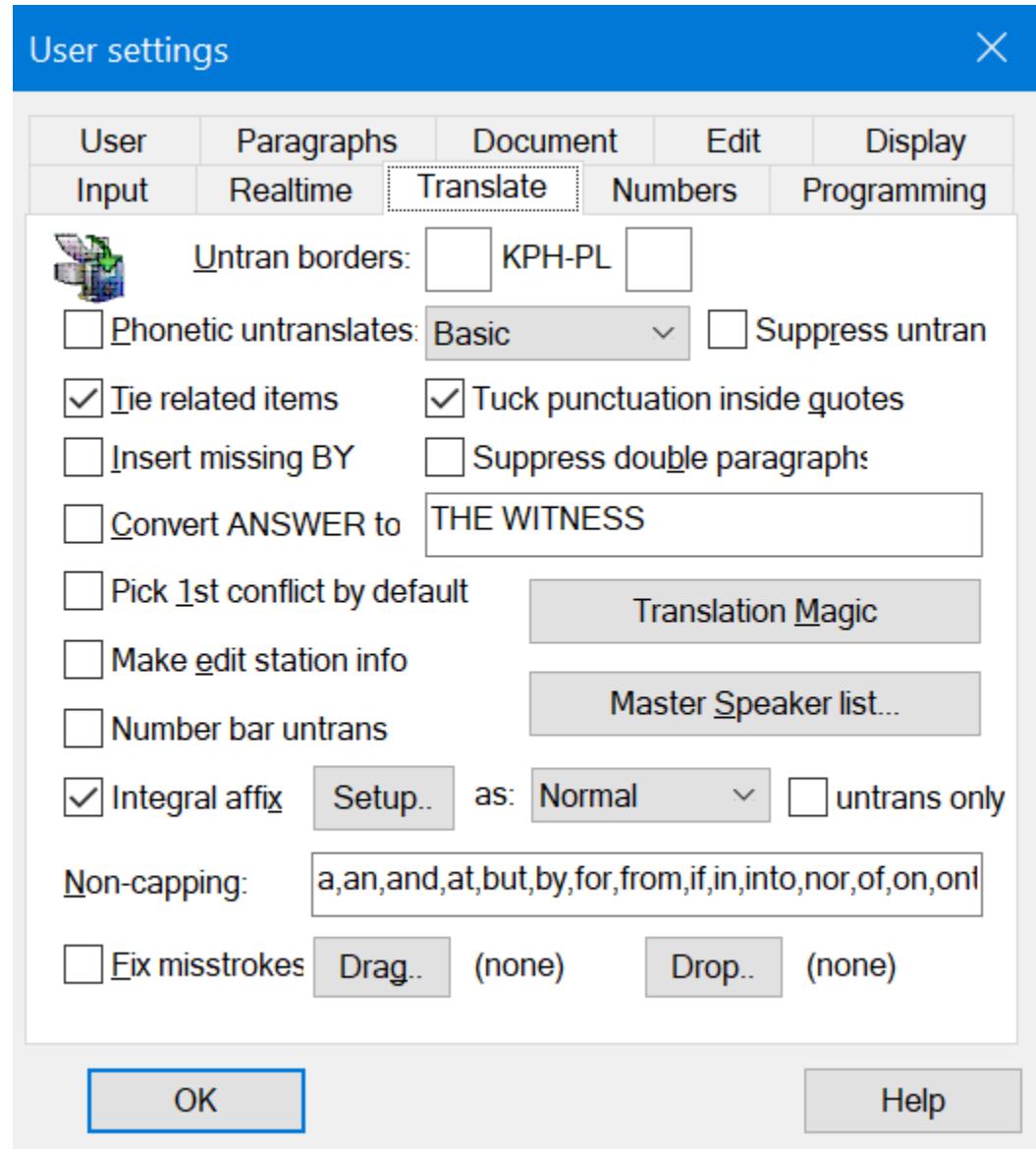
22.75 Translate Tab



Translate Tab

RELATES TO: [Translation](#)^[226], [Translate Notes](#)^[251].

As the name implies, the **Translate** tab of **User settings** contains options relevant to [translating](#)^[226].



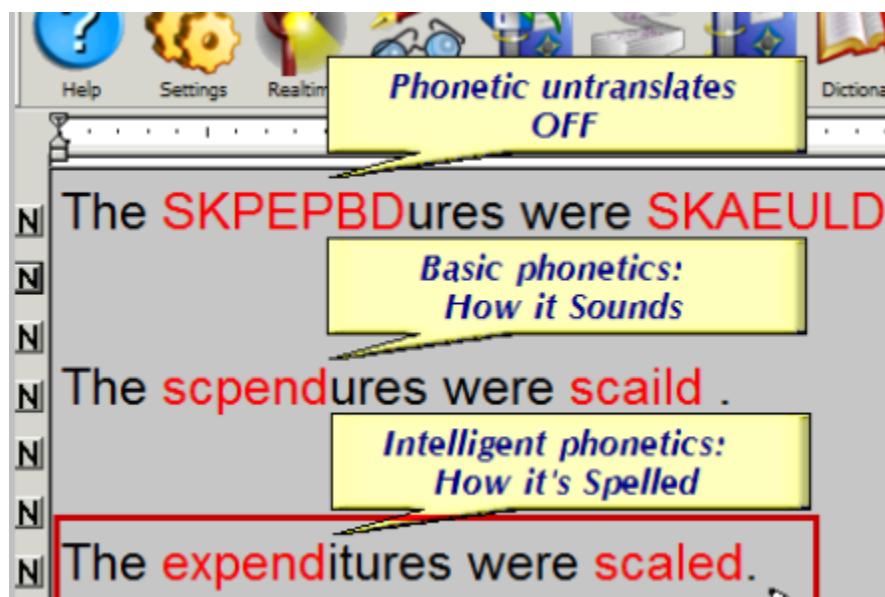
Tie Related Items - To ensure that certain word combinations, such as titles and names, print on the same line, mark the Tie related items checkbox. When checked, will automatically insert a [lock-space](#) [348] between titles and names, such as Mrs.{~}Smith, and between numbers and measurements, such 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](#) [300] 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](#)

22.76 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.

22.77 View Properties

View Properties

Alt+L

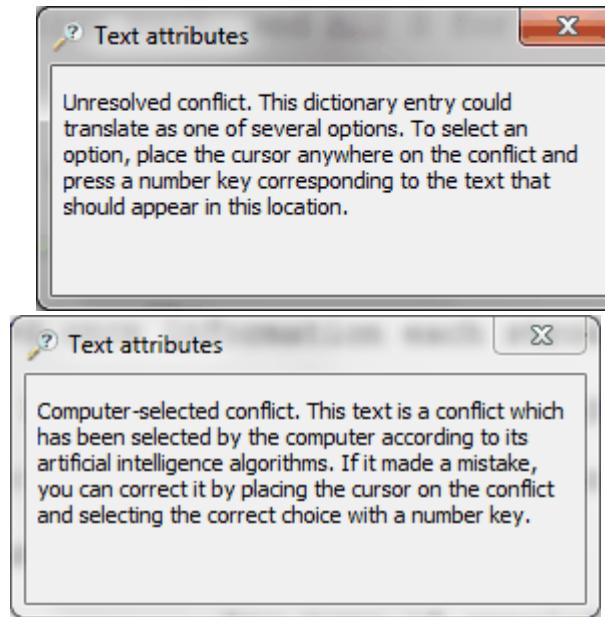


Format/View properties

Tells you the nature of a piece of text in a [text file](#) [626].

With the cursor on a piece of text, pressing **Alt+L**, or choosing **View properties** from the **Format** menu, will tell you where that text came from, and suggests what you should do next. For example, for an untranslate, Eclipse suggests: "This is a steno stroke for which no dictionary entry could be found. It was placed in the text literally. You should convert it to readable text with the Global command on the Edit menu." 0

Below is the result for an Unresolved conflict, and a Computer-selected conflict.



The possibilities are:

- **Translated Text.** Text that was translated from steno.
- **Typed-In Text.** Text that was typed in by the user.
- **Scoped Text.** Text that was typed in by a scopist, using an Edit Station.
- **Automatic Text.** Text that was automatically inserted by Eclipse, such as automatic terminal punctuation.
- **Untranslate.**

- **Unresolved Conflict.**
- **User-Selected Conflict.**
- **Computer-Selected Conflict.** A conflict that was chosen by Eclipse's automatic conflict resolution algorithm.
- **Data Field.** A [blank](#).

22.78 View Scriptlist

Script List Manager

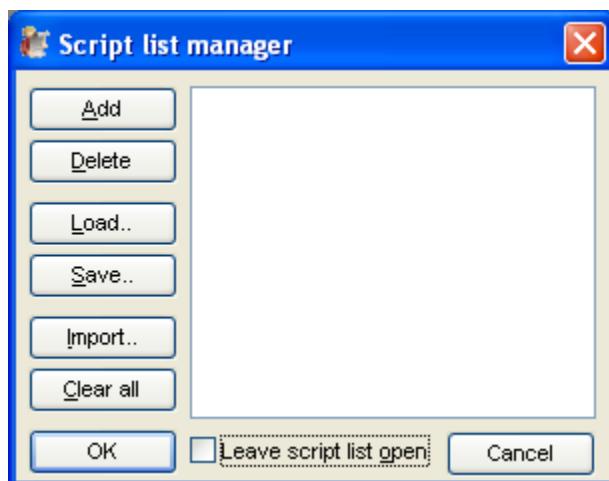
Shift+F12

Window/View/view Script list



RELATES TO: [Captioning](#), [Send](#)
[Script Line](#)

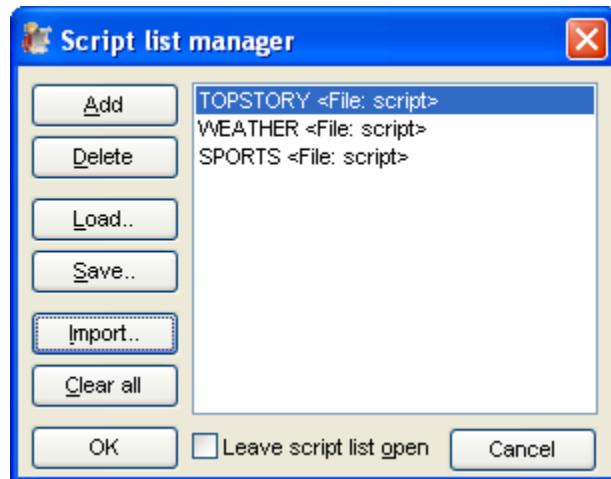
The Script List Manager allows you to work with multiple scripts, and change the order of items within a [script](#).



To use the Script List Manager:

1. [Open the text file\(s\)](#) you wish to use as a script.

2. Add **script commands**  to the file to divide it into sections. Add the text S|NAME to each script command to give each section a unique name, such as S|SPORTS or S|WEATHER.
3. On the Script List Manager, click **Import**. Each of the named sections you created will appear in the list:



Alternatively, you can click **Add**, which will add only the section the cursor is in. Also, **Delete** will delete the current section, and **Clear All** will clear the entire list.

However you populate the list, you can go through it in order. Double-click the first story in the list. That file will become active, and the cursor will be on the first line below the script command. You may then use the [Send Script Line \(F12\)](#)  command to send that story to the encoder, line by line.

When that section is complete, the Script List Manager will move the cursor to the next story in the Script List Manager.

Re-Ordering Stories

There are many ways to change the order that stories appear:

- The keystroke **Shift+Alt+I**, and **Shift+Alt+K**, will jump up or down (respectively) to the next story.
- **Ctrl+Up** and **Ctrl+Down** will re-order the stories, by moving the current story up or down in the list. When you go through the script list, the cursor will move to the next story in the Script List Manager, regardless of its place in the original .ECL file. This allows you to re-order the scripts (such as in a newscast, where the same stories may be aired in a different order).
- At any time, you may use the mouse to double-click a story in the Script List Manager. The cursor will jump to the beginning of that story.

Other Options

You may **Load** and **Save** script lists. If you are going to re-use scripts, this saves you from having to reconstruct the script list each time. Click Save to save a script, and Load to load an existing one. Make your choices in the [file dialog](#) 892.

If you place your cursor in the script list and hit Ctrl+C, it will copy the list, which can then be pasted into any Windows program.

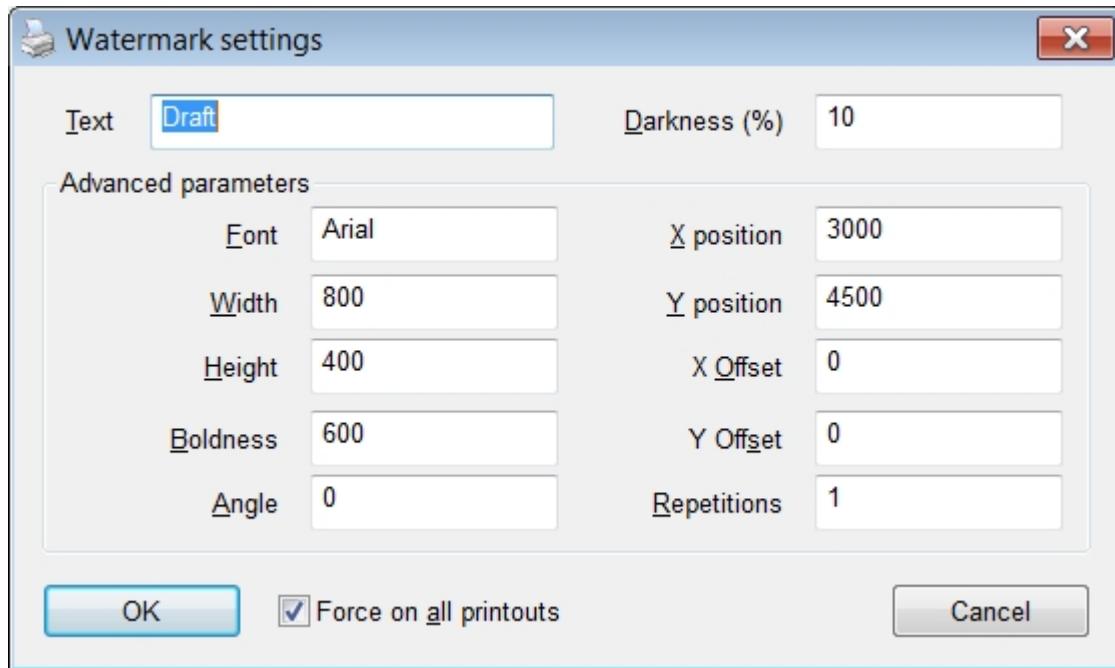
The **Keep Script List Open** checkbox will keep the Script List Manager visible at all times. If you uncheck this, the Script List Manager will not be visible, but will function as explained above.

22.79 Watermark Settings

Watermark Settings

RELATES TO: [Print dialog](#) 547

If you have chosen the [Draft option on the Print dialog](#) 547, a watermark will appear on the printed page. This dialog control the appearance of the watermark.



Enter the message you want to appear into the **Text** box. The default is "DRAFT", but this can be anything you like.

The **Darkness (%)** box controls how dark the watermark will be. The default is 10. A higher number will make the watermark darker, but this will make the text of the transcript more difficult to read. A lower number will make the watermark lighter.

Font is the font that the watermark text will be rendered in. Type the name of the font you wish to use. The font name entered here must be an exact match with the name of a font you have installed on your computer. (Capitalization and spacing matter.)

Width and **Height** control the width and height of the watermark message.

Boldness controls how bold the text is. A larger number will make the letters thicker.

Angle is the angle at which the watermark is printed. A setting of 0 would make the text run horizontally; 90 will make the text run vertically; 180 will make it upside down. The default setting of 45 produces a 45-degree angle. Any number between 0 and 360 may be entered.

X-Position and **Y-Position** control the location on the page where the watermarks begin printing.

X-Offset and **Y-Offset** control how far each copy of the watermark moves. The higher this number, the more distance there will be between each copy of the watermark.

Repetitions is the number of times the watermark appears on each page.

Force on all printouts, if checked, will force the watermark to print even on a non-draft printout, allowing you to print a complete copy of the document, including the text box, footers, etc., but still include a watermark.

22.80 Window Menu



Window menu

The **Window** menu lists the filenames of every document open in the program. A checkmark appears to the left of the active document. To make another document active, you can select it from the menu or type the number that appears to the left of the document's name. (You can open the **Window** menu by pressing **Alt** then **W**.) You can also use the **Window** menu to maximize, or "bring back," a minimized file; open the **Window** menu and type the number of the document you want.

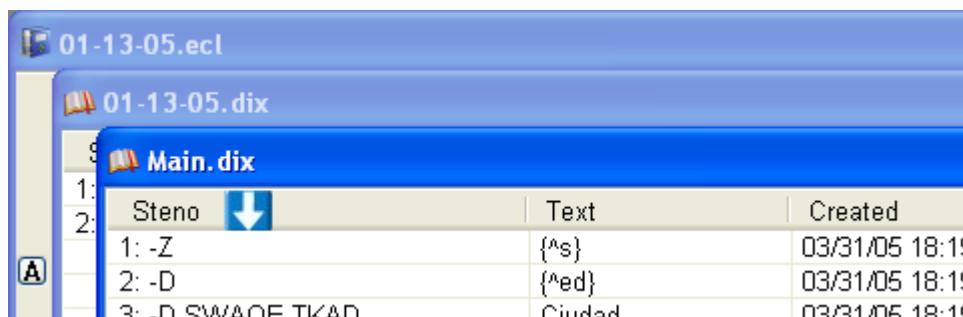
Other options on the **Window** menu relate to working with multiple documents, and arranging documents and other onscreen features:

New Window

Creates a new window of the active document. Any changes made to the document in one window are reflected in the other(s). This feature allows you to view one area of a document while you work on another area. You can have numerous windows open for the same document. Each new window can be sized independently of the others, and each has its own title bar and control buttons (close, maximize, restore, minimize). When new windows are created for a document, sequential numbers are added to the end of the document title, indicating the order in which each was created. This command does not create a duplicate file, only multiple viewings of the same file.

Cascade

Arranges windows in an overlapping pattern, like this:



It resizes each open window to the same dimensions and then arranges the windows in an offset stack so that the title bar and a portion of each window's left side remains visible. This option quickly organizes a cluttered desktop. To access any of the documents in the stack, click on any visible portion of the window.

Tile (Ctrl+Shift+F9)

Arranges windows in a non-overlapping fashion. Each window will be the same size, and all available space in the master Eclipse window will be used. It resizes all open windows to identical dimensions and arranges them top-to-bottom or side-by-side (like tiles). If four or more are open, it will also do a grid arrangement. The tiles are sized such that the entire group will fill the main program window. This option is useful when you need to work in more than one document at the same time (e.g. copying information from one document to another). Selecting **Tile** will cycle through the options.

Arrange Icons

Arranges all minimized windows at the bottom left of the main Eclipse window, like this:



Full Screen (F11)

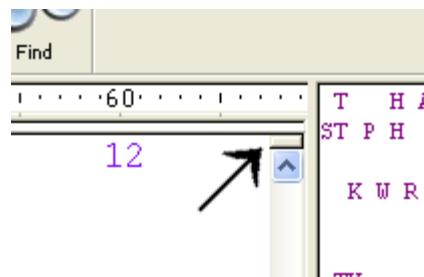
Toggles in and out of full screen mode. When Full Screen is active, only the menu and document tabs can be seen. This format is useful for CART.

Split

Splits the current window, allowing you to view it in two places at once. This is useful if you are doing realtime with a live scopist; each of you can see a different part of the file.

When you select this command, the split bar becomes active. Drag it to the point in the window where you want the document to split. Each side of the split bar can then be viewed independently. (However, you can only work in one pane at a time.)

This can also be done by clicking and dragging the small rectangle that appears above the vertical scroll bar:



To return to normal view, click and drag the split bar to the edge of the window.

NOTE: The Split Window item on the [Realtime tab of User Settings](#) [441] will automatically split the window to a specified percentage each time you begin a realtime job.

Switch Panes (Ctrl+Tab)

If you have more than one file open in Eclipse, this command will switch the focus to the next file. You may use it repeatedly to cycle through all files.

Switch Utilities

Switches the focus to the next available utility window, such as the Realtime Statistics dialog.

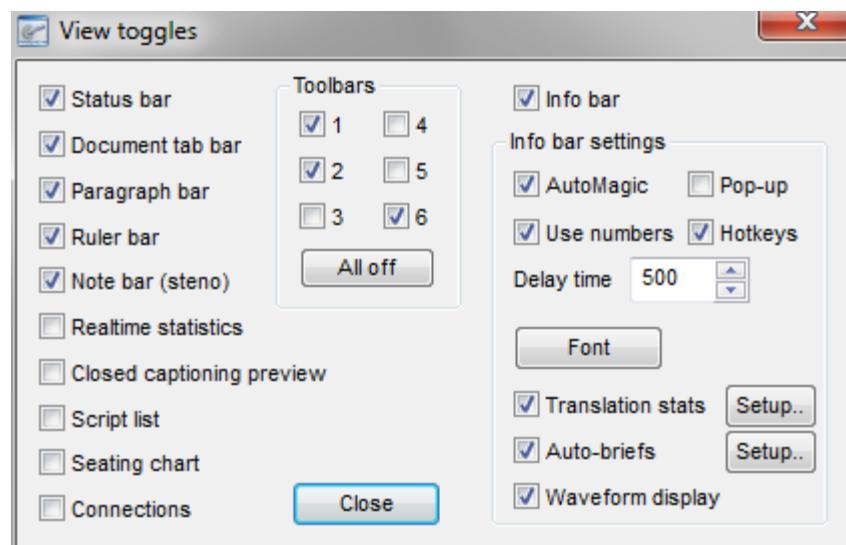
This command is mostly for use in [macros](#).

View

Allows you to make certain display elements visible or invisible. Each of these items is a toggle; selecting it will alternate the item between on and off. These can also be turned off with [View Toggles](#).

| Item | Keystroke |
|---|---------------|
| Status Bar | Ctrl+Shift+F4 |
| Notebar | Ctrl+Shift+F5 |
| Paragraph bar | |
| Ruler (appears in text files only) | |
| Realtime Status Window | |
| Script List Manager | Shift+F12 |
| Closed Captioning Preview | |

View Toggles (Ctrl+Shift+F3)



Opens the **View toggles** Dialog, in which 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](#) [972]
- **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](#) [122]
- [Realtime Status Window](#) [444]
- [Closed Captioning Preview](#) [864]
- [Script List Manager](#) [966]
- [Seating chart](#) [243]
- [Connections](#)

Also, the [Toolbars](#) [873] area allows you to turn toolbars on and off. 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].

Customize Toolbars (Ctrl+Shift+F1)

Opens the [Customize Toolbars](#) [873] dialog.

Display Properties (Ctrl+Shift+F11)

You can use the **Display Properties** dialog to make temporary changes to the appearance of a file. Unlike changes you make through **User settings/Display**, which are saved and become a part of your settings, changes you make through the toolbar button will not automatically be saved. A dialog box will open asking "Would you like to make those display changes permanent?" To make the changes part of your settings, click the **Yes** button.

Note: The zoom in and out functions will also increase and decrease the font size in the note files and dictionary windows. In note files, this DOES affect the printing.

If you are in a text file, a dialog opens that looks and works just like the [Display Tab of User Settings](#) [114]. However, any changes made here will not be saved. After you [close](#) [868] the text file, your settings on the Display tab will be used.

If you are in a dictionary, opens the [Dictionary Display](#) [132] dialog.

Zoom In (Ctrl+Shift+F7) and Zoom Out (Ctrl+Shift+F8)

Zooms in to, or out from, any kind of file. Zooming in will make the text of the file appear bigger; zooming out will make it appear smaller. These affect display only; the font will still be the same size on the printed page.

Zoom in and **Zoom out**, work similarly to using successively stronger (Zoom in) or weaker (Zoom out) magnifying glasses. The **Zoom in (Ctrl+Shift+F7)** and **Zoom out (Ctrl+Shift+F8)** functions are on the **Window** menu, and are buttons on the **Small edit tools** toolbar.

Both buttons use a magnifying glass icon; the difference is that zoom in has a plus sign (+) on it and zoom out has a minus sign. The zoom-in magnifies the display to show the document in greater detail. The zoom-out reduces the display to show more of the document in the available display area.

You can also set how you want the file opened by default—do you always want it to open at 100% of its size? 50%? To set this, go to **User settings/Display**, and use the **Zoom:** drop-down menu to select a zoom percentage, or click the **in** button or the **out** button to zoom in or out by 10%. You can also click in the Zoom field and type in a number, whether or not it is available in the drop list. The next time you open the file it will open at this level of magnification.

VISUALIZERS:

[A6a - Cascade Tile New](#)

[A6b - Split Window](#)

[A2 - Toolbars](#)

[A2b1 - Toolbars Dock-Undock](#)

[A2b - Customize Toolbars](#)

[A3 - WYSIWYG](#)

[B3 - Ruler](#)

[H3 - Dictionary Edit](#)

22.81 Working with a Scopist



Working With A SCOPIST

If you are a scopist, or are a reporter working with a scopist, there are a few steps you can take to ensure maximum efficiency.

Edit Dictionary

If you are a scopist, you will want to create a different [user](#) [102] for each of your clients. Use the [Create New User](#) [101] button to do this.

You want to create an entirely different user, because you want each of your clients to have their own Edit Dictionary. The Main dictionary slot in a scopist's user is referred to as the Edit Dictionary. Since the edit-only version of Eclipse cannot [translate](#) [226], the Main dictionary is a place to store [Main globals](#) [302] for your client.

As you scope, you will make Main dictionary globals on the reporter's behalf. You may then send the Edit dictionary to the reporter; they will have the option to accept or reject any Main globals you have made for them. The Edit Dictionary does not have to be sent to the reporter after each job; you may accumulate globals over several jobs, and then share all of them at once.

When the reporter receives the Edit dictionary, they can use any of the [block operations](#) [361] to merge the Edit dictionary with their Main dictionary. An easy way to accomplish this is to [open](#) [952] the Edit dictionary, delete any unwanted entries, and then use [block read \(Alt+R\)](#) [361] to merge the entire dictionary.

Job Dictionaries and Conflicts

If the reporter uses [conflicts](#) [155] and works with a scopist, they must use the [Job dictionary](#) [608] to convey them.

In addition to storing job-related dictionary entries, the Job dictionary is also used as a means of conveyance for conflicts. If set up correctly, the reporter's conflicts will benefit from conflict choices made by the scopist. To do this:

1. Before doing the translation, the reporter must check **Make Edit Station Info** on 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. See the page on working with a scopist for more detail.
2. When sending the job to the scopist, also send the job dictionary.
3. The scopist will scope the file, and will make conflict selections.
4. The scopist will send the job dictionary back to the reporter.
5. The reporter will look in the Job dictionary for any entries that contain conflict AI data. (Quick way: click the AI column in the [dictionary display](#) [131] to sort entries by AI data.)
6. The reporter will transfer any such entries into Main dictionary. (Quick way: [Block Write \(Alt+W\)](#) [362].
7. The conflict AI data from the scopist will merge with the existing conflict AI data in the reporter's Main dictionary.

For more details, see the document **Eclipse - Reporter & Scopist Dictionary Management.pdf** in the [Eclipse Documentation](#) folder.

Tracking Changes

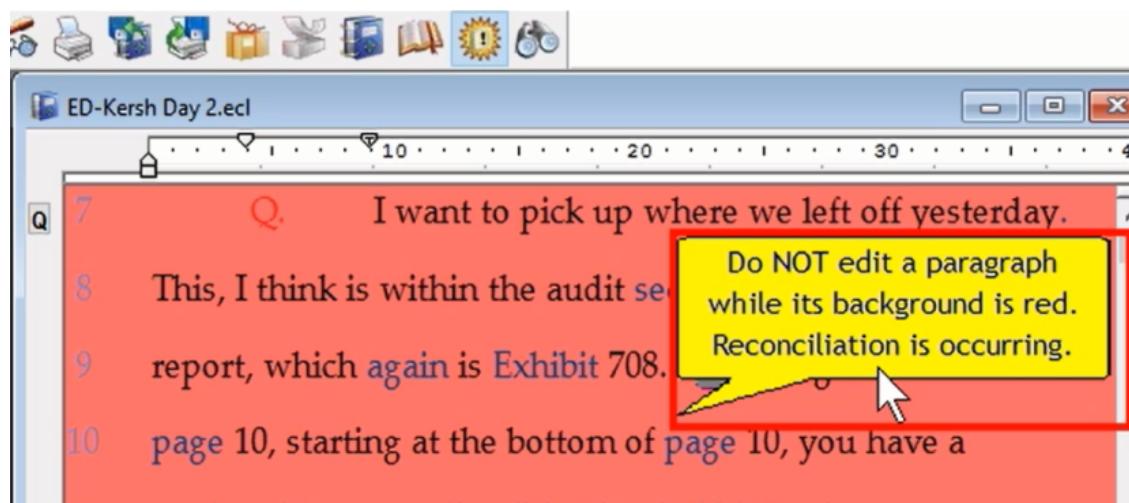
In the [Color Selections](#) area of the [Display tab](#), one of the choices is **Scopist Text Added on the Edit Station**. Any text added by the scopist will appear in this color. If you have additional editors working using Shared Editing, you can set a color for each using the 8 user-definable text types at the end of the Color selections list.

If you are scoping for someone else, but using the full translation version of the software as opposed to the edit-only version, check Edit Station on the [Edit tab](#). This will make your system behave like an edit station, meaning that your client will be able to see your changes.

Shared Editing with Connection Magic

The simplest way to share an editing session is by using Connection Magic. As long as you have an internet connection, or a LAN (Local Area Network), you can set up an editing session that can be joined by any number of other users/scopists. For details on setting up and using Connection Magic, see the [Connection Magic help page](#). Details on using Connection Magic on a LAN are in the [Reference section](#).

During a shared editing session, anytime a paragraph no longer matches the reporter version of the document, it must be reconciled with the reporter, undoing any further changes that the scopist makes to the paragraphs. When that happens, Eclipse draws the paragraph with a red background to warn the scopist not to edit anything in that paragraph until the reconciliation completes.



Division Intervals

The Division Interval field is a job-sharing feature. You control it using a spin control on the **User settings/Realtime tab**^[44]. The number in this field corresponds to a time interval in minutes. Each time this interval passes, Eclipse creates a file using the original job name and the time appended. The Division interval will use exact times (such as 9:17, 9:32, 9:47) at the intervals you choose. If you want the intervals to be at even fractions of an hour, such as 9:00, 9:15, 9:30 and 9:45, (even if you started the job at 9:08), set the Division interval to a negative number, such as -15. It will then use a division interval of 15 minutes, but will break the divisions on even fractions of an hour. If you want divisions at 9:08, 9:23, 9:38, etc., use 15 instead of -15.

The job name needs to end with an underscore. For example, if the job is called Smith_.ecl, the blocks might be called Smith_0900, Smith_0915, Smith_0930, etc. (Note: The reporter should include an underscore in the file name to enable the incremental files to sync with the realtime .wav file.) The last file, however, will have the exact time the translation was stopped, for example, Smith_0952.

The reporter will need to set the DIVISION= path in the File locations section of the Programming tab. The person scoping the incremental files will need to set the Jobs path to the Reporter's network path. For audio sync, the scopist will need to set the WAV= or WAVPLAY= path in the File locations section of the Programming tab. (For details see **File Locations**^[764].) Scopists can then open and edit a divided file. Edited divisions can be recombined into a single file using the Read command.

Note that this feature can extend filenames beyond eight characters, so make sure that your network can handle long filenames, or else use a main jobname with four letters or fewer. (Older Novell networks, for example, may not support long filenames.)

Eclipse will make a copy of the WAV file to the DIVISION folder after the division interval expires. Subsequently, at each division, Eclipse will update that WAV file by appending the new data to the end of it.

It will also expire during a pause and write out a division at the appropriate time even if you aren't writing at that exact moment.

Force Division

While the division interval is normally set to a number of minutes, you can also break off a section immediately using **Tools/Realtime/Force division**. This will cause the division interval to split and write out, and a new one will start immediately.

You can use this not only with regular intervals, but you can also use manual intervals entirely by setting the interval time to an arbitrarily large number such as 99999 minutes, and then only using the "Force division" function to break off divisions.

DivOverlap setting in your user settings file

In the user settings file (your .ini file), there is a line that reads "DivOverlap=2" which indicates that there will be 2 paragraphs of overlap in the division interval segments. You can change that to a different number by editing the settings (.ini) file manually, using notepad or a similar text editor. If this number is changed to 0, the overlap will be eliminated entirely except for a single word, and the (continuing) message will be removed.

VISUALIZERS:

- [vH5 Scopist Dictionary.mp4](#)
- [vH5a Merge Scopist Dictionary.mp4](#)
- [vD3a StenoLink.mp4](#)
- [vD3a StenoLink Setup.mp4](#)
- [vD5 Remote Scoping.mp4](#)
- [vD6 Shared Editing.mp4](#)
- [vD6 Shared Editing Tips.mp4](#)
- [vD6d Connection Magic Users Dialogue.mp4](#)

22.82 Working with Blanks



Working With BLANKS

RELATES TO: [Working With Block Files](#) 497, [Add Blank](#) 500.

Blanks (also known as blank fields, scan fields, or just fields) are used in the creation of [block files](#) 497.

When creating a block file, whenever you come to a place in the block file where the information may vary -- such as the name of the deponent -- [insert a blank](#) 500 at that point.

Then, after you [read \(Alt+R\)](#) 361 the block file into a transcript, you can [fill in the blank](#) 508 with the information for that transcript.

Tips On Using Blanks

- Space around a blank the same way you would space around the text that goes in it. Any punctuation goes immediately before/after the field; otherwise it is preceded and followed by a space. For example:

| | | |
|--|---|---|
| | 1 | IN THE [REDACTED] COURT OF [REDACTED] COUNTY |
| | 2 | The proceedings took place on [REDACTED] weekday, |
| | 3 | [REDACTED] month [REDACTED] day [REDACTED], 2005. |

- Only use fields for information that can change. Text that never changes should simply be typed into the block file.
- Fields can be set up to select from a list of choices, adjust their size, automatically fill based on choices from earlier in the document, See the page on [adding blanks](#) 500 for a full list of field behaviors and when to use them.

Blanks in Dictionary Entries

Blanks may be included in dictionary entries. This allows you to create brief blurbs that contain blanks, without having to create [block files](#) [497] for them.

The syntax for a blank is as follows:

{FL:Fieldsyntax}

Fieldsyntax is a string of text that declares your preferences for the behavior of this blank. If you're not sure what each one does, see the page on [adding blanks](#) [500].

- **A** will make the field variable size.
- **D** will delete the line if empty.
- **C** will capitalize the contents of the field.
- **L** will make this a last field.
- **R** will right-flush the field.
- **P** will prompt for contents (use this item only with a variable)
- < followed by a filename will use that file as a [list file](#) [504].
- | followed by a variable name will create a variable.
- " followed by text will create a field label.

For example, a dictionary entry for a field that uses the variable size, delete if empty, capitalize contents, and a list file reference would look like this:
{FL:^DC<listfile}

For the {FL:} dictionary syntax to work, you must have the following entry in your [metadictionary](#) [775]:

```
{FL:*}={"/%/?TXF}
```

VISUALIZERS:

[G2 - Blanks Overview](#)

[M13 - Auto-Magic Fields](#)

22.83 Working with Block Files



Working With BLOCK FILES

[Working With Blanks](#) [498], [Add Blank](#) [500], [Block Read](#) [361], [Dictionary Syntax](#) [884]

A block file is a pre-made [text file](#)  that is inserted into a transcript for administrative purposes. A block file can be a lengthy title page, a brief parenthetical such as "Whereupon a brief recess was taken", or anything in between.

Block files are also called autoincludes.

Creating A Block File

To create a new block file, start by [creating a blank text file](#) .

Then, type the text you want to appear into the file, and use standard editing commands to get the page to look the way you want it to. In particular, you will need to be able to [work with paragraph styles](#) .

Most block files contain some information that will vary: the deponent's name, the date, the exhibit number, etc. [Insert a blank field](#)  into the block file each time you have a piece of information that may vary.

Inserting A Block File

Once you have created a block file, you can insert it into a transcript several different ways:

- A dictionary entry with the syntax {<FILENAME>} will insert the file at that point.
- In editing, a [Block Read](#)  (Alt+R) command will insert the file you select at the cursor location.
- On the [Translate Notes](#)  dialog, if you choose an Initial Block or Final Block, the file you choose will be automatically inserted at the beginning or end of the transcript.

Location of Block Files

To work properly, block files must be stored in your Blocks folder. The location of this folder can be changed in [Advanced User Settings](#) .

VISUALIZERS:

[C2 - Blocks Folder](#)

[F7 - Autoincludes](#)

[F7a - AUTOBLOCK](#)

22.84 Working with Captioning



Working With CAPTIONING

RELATES TO: [Working With Realtime](#)⁴³⁷,
[Working With Realtime Output](#)⁴⁷⁰, [Working With Multiple Dictionaries](#)⁶⁰⁸, [Phone Book](#)⁹⁵⁴,
[Send Script Line](#)⁹⁶⁸

AccuCap is the captioning-enabled version of Eclipse. Most of the functionality is the same as Eclipse; the help screens on specific topics will be applicable.

(Note: if you have not purchased AccuCap, you will still have access to a Student Version of the program. It will connect to an encoder; however a "student version" message will appear every few lines. This does, however, allow you to enroll in a captioning course, if you are interesting in learning how to do it.)

Here is a brief overview of captioning:

Set Up A Captioning User

First, [create a new user for yourself](#)¹⁰², and then [import the settings file](#)⁹⁷ called ACCUCAP.SET. This file is located in the Eclipse folder; in a default installation, this would be C:\Program Files\Advantage Software\Eclipse. Importing this SET file will give you a default captioning setup.

Set Up Realtime Output Options

Importing ACCUCAP.SET will give you a default setup, but you will have customize some aspects of the [Realtime tab](#)⁴⁴¹ to your own situation. In particular, get to know the [Output Formats](#)⁴⁷² dialog, especially the [captioning-specific options](#)⁴⁷⁵.

Hardware

You will need to acquire a "56K, external, serial modem" if you want to dial into an encoder at a television station. Encoders operate at very slow speeds compared to modern internet modems. If you attempt to connect to a captioning encoder with a modern internet modem, you will probably get bad results. Be sure to ask for this type of modem. Advantage Software tech support can give you a more detailed list of recommended modem brands.

Also, you will need a COM port to plug the modem into. If you don't have enough COM ports, see [realtime hardware](#)⁴³⁸ for information on how to produce another one.

You may also connect to an encoder via direct cable. The setup for this is very similar to setting up CIC; see the page on [CIC output options](#)⁴⁷⁴.

Once all hardware and settings are in place, the [Phone Book](#) [954] allows you to dial into an encoder.

Dictionaries

Captioners must be proficient at [working with multiple dictionaries](#) [608]. They will generally build small dictionaries specific to the type of show they are covering, such as a dictionary of world leaders for use in news programs, and a dictionary of captioning entries. This allows you to pick-and-choose extra dictionaries for each job. For example, if you cover sports news, you may want to keep "general baseball terms" separate from "general hockey terms"; by doing so, you can use one without the other if need be (such as for a hockey game, in which baseball terms are unlikely to be used).

Furthermore, captioners must be skilled with the [glue alphabet](#) [882], as they will frequently have to write words that are not in their dictionary, such as unexpected names.

Other dictionary entries that captioners will need:

| Syntax | What It Does | Suggested Location |
|---|---|--|
| {BLANK} | Blanks the captioning display. | separate dictionary of captioning terms |
| {FLUSH} | Forces all buffered text to the output, overriding Flush Word Delay [475]. | separate dictionary of captioning terms |
| {^} | Delete space. | Main dictionary |
| {^ ^} | Forces a space between two words that normally attach, such as "out standing". Can also be used to separate glue entries like "ASI CEO" or number phrases like "five ten-dollar bills". | Main dictionary |
| Glue Alphabet | See entry on dictionary syntax [882] page. | Main dictionary |
| Musical note (select ¶ symbol from special characters dialog [345]). | Indicates that the text is part of a song. | separate dictionary of captioning terms |
| {S:Name} | Speaker identifier. Will automatically format as >>Name: | a show-specific dictionary |
| {.}{N} {?}{N} {!}{N} | Terminal punctuation with newline command. | Separate dictionary of captioning terms. If you do both captioning and reporting, put these in your Main dictionary without the {N}, |

| | | |
|---------------|---|---|
| | | and in a captioning dictionary with the {N}. Only use the captioning dictionary when captioning, and you will be able to use the same stroke for both environments. |
| {\$} | Insert a new line without inserting ending punctuation to the previous line. | Main dictionary, or a general captioning dictionary. |
| {POS:X,Y} | Change vertical caption position. X is starting row: top row is 1, second row is 2, etc., through 15. Y is number of rows in this caption. | a general captioning dictionary, or a show-specific dictionary for movements used only in that show. |
| {L1} {R1} | Change horizontal caption position by changing paragraph styles. L1, L2, L3, R1, R2, and R3 are available, for left- and right-indents in varying degrees. | a general captioning dictionary, or a show-specific dictionary for movements used only in that show. |
| {>>} {>>>} | Indicate change of speaker, or change of story. | A general captioning dictionary. It is common to use STKPWHR and -FRPBLGTS for these items. |

Block, Passthrough, and other Modes

You must manually change the mode of the encoder between Block and Passthrough. Block means that only your captions will be accepted: Passthrough means that other caption sources will take precedence. In practice, you will switch to Passthrough during commercials, and then Block when the show is back on.

The following keystrokes invoke these, and other useful modes:

- **F6** - Block.
- **F2** - Passthrough.
- **F3** - Blank and Pass.
- **F4** - Suspend toggle. (When in suspend mode, nothing you write will be sent. Use this mode to quickly write and [global](#) 300 entries during a break.)

See the AccuCap addendum in the [Eclipse Documentation](#) 32 for more details.

Scripting

With any [text file](#) 626 open, the [Send Script Line \(F12\)](#) 968 command will send a line to the encoder. This allows you to use existing files as scripts.

To prepare an open text file for use as a script, you can use the **Format** menu/**Document utility** feature **Format script**. It will format the entire document you are in. If you mark a block before executing this function, it will only format the text in the block. It breaks up all of the text into new paragraphs at every terminal punctuation mark, which is every location in the document where any of the following symbols [.?!:] is followed by two spaces.

If the current script paragraph doesn't have steno associated with each line, then in order to timecode each line in the realtime document, the send script line command MUST create a new paragraph for each line. This is necessary to eliminates duplicate timecodes

Script lines that are sent to the encoder are also added to the realtime translation. If your job is a combination of scripted and live-written material, the transcript file will reflect both.

Scripts can also accept commands. Insert a [Script Command](#)³³⁷, and type the following codes into the command to produce the following actions:

- **B** - blank
- **M|P** - switch to pop-on captions (typical for credit files)
- **M|R** - switch to roll-up captions
- **P|X,Y** - change vertical position. X is the starting row, Y is the number of rows.
- **S|NAME** - assigns a name to this section. For use with the [Script List Manager](#)⁹⁶⁶.

You can also use the [Script List Manager](#)⁹⁶⁶ to handle scripting.

Exporting your files

The **File/Export** function includes three options for captioners. At times, you will need to export the text of a completed captioning session. For example, there is a legal requirement to provide captions on any Internet-distributed video if the original broadcast version of the video had captions on it.

- **SCC captioning** - Files in this format can be imported by a number of off-line captioning software products such as the CPC software. Some encoding hardware can directly import .scc files and encode the captions stored in them directly to video without using any additional software. SCC files contain timecodes and captions, so you can do a live captioning job, go back and clean up the text, and then provide a .scc file to the station so that they can burn the edited captions on the stored copy of the program for later distribution.
- **SMPTE-TT** is a specialized type of XML output that is used for web-based off-line captioning. Like the .scc output, this is being used by many companies in order to comply with the regulations for providing off-line versions of on-line captions when videos are published on the web.
- **SAMI** files are used for post-production captioning on Windows Media player files.

VISUALIZERS:

[L4 - AccuCAP](#)

[L4a - YouTube](#)

22.85 Working with Conversions



Working With CONVERSATIONS

RELATES TO: [Import](#) 909, [Export](#) 889, [Convert](#) 871.

Eclipse allows you to convert [note files](#) 207, [text files](#) 626, and [dictionaries](#) 605 to a variety of useful, non-Eclipse formats.

Converting files can be done via one of three commands in Eclipse:

- [Import](#) 909: Import an external file into an Eclipse file.
- [Export](#) 889: Export an Eclipse file to a non-Eclipse format.
- [Convert](#) 871: Allows you to do a complete conversion to or from another file format, via a series of prompts.

Types of Conversions

Generally speaking, you have the ability to convert to and from the following file types:

- **RTF/CRE.** RTF for short, this format is a means of conveying files to/from other CAT systems.
- **ASCII.** A generic text file that can be viewed/edited in any text editor program. Can be used for conversions, but RTF/CRE is superior. Uses the TXT extension. (Note: If you simply want to create an ASCII file of a transcript, use the [Output To ASCII](#) 567 option.)
- **Eclipse Version 8.** Files from Eclipse Version 8 (DOS) and Eclipse are not interchangeable (even though some use the same [extensions](#) 893). These files need to be converted into Eclipse files.
- **SDF or SDIF.** An older protocol for file conversions. Use only if you are converting to/from a system that supports only this method.
- **Other CAT systems.** The [Convert](#) 871 menu item allows you to work directly with native file formats of other CAT systems.
- **Other file formats.** You can create files that serve other useful purposes, such as installing a dictionary onto a Stentura 8000 writer, or creating an HTML file of a transcript that can be viewed in a web browser.

For more details on each of these file types, see the individual pages on [Import](#) 909, [Export](#) 889, and [Convert](#) 871.

Converting To/From Other CAT Systems

For best results, follow these rules when converting files to/from other CAT systems:

- **Use RTF/CRE whenever possible.** The RTF standard was designed with inter-CAT system conversions in mind. Each CAT system has the ability to export to, and import from, RTF. If you want to receive a file from another CAT system, export the file to RTF from that system. Then, import from RTF to Eclipse. Likewise, when exporting to a different CAT system, it is best to export to RTF, and then use that system to import from RTF.
- **Set your margins to match.** When importing from RTF, Eclipse will use your settings on the [Document tab](#)³⁹⁸ and [Paragraphs tab](#)⁴⁰⁸, rather than the margin settings called for in the RTF file itself. If it is crucial that the margins not change, set your Eclipse margins to match what the other CAT system used.
- **Clean up or remake title pages.** Title pages don't convert well, because different CAT systems have very different ways of handling them. You will likely have to fix them up, or remake them.

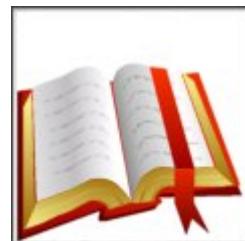
VISUALIZERS:

- [J4 - Convert Files](#)
[H4 - Dictionary Export](#)
[H9 - Passport Dictionary Conversion](#)
[P6c - Passport Touch Dictionary](#)
[I6 - Bridge Mobile Proofreading](#)
[D1a - Extended Steno Dictionary Conversion](#)

22.86 Working with Dictionaries

Working With...

DICTIONARIES



RELATES TO: [Build Dictionary](#)¹⁴¹, [Dictionary entry syntax](#)⁸⁸⁰, [Dictionaries dialog](#)⁸⁷⁷, [Open Dictionary](#)⁹⁵², [AutoMagic in a Dictionary](#)¹⁹⁷, [Dictionary Filter](#)¹⁸², [Working With Multiple Dictionaries](#)⁶⁰⁸.

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](#) [62] open when you press F9, you will select the desired dictionary from the [Dictionaries dialog](#) [87]. If not, you will select from the standard [file dialog](#) [89]. You can also create a new dictionary from the file dialog by entering the name you wish to give the new dictionary.

Your dictionary entries must follow a certain [syntax](#) [88]. There are codes for Q/A/speakers, punctuation, autoinclude entries, and other useful commands.

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

- Move around, using the applicable [basic cursor movements](#) [286]. Other ways to move around are described below.
- 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](#) [182] the dictionary.
- [Edit existing dictionary entries](#) [133].
- [Change the appearance](#) [132] of your dictionary files.

The [Dictionaries dialog](#) [87] also allows you to select and use dictionaries beyond the Main dictionary. 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](#) [62] 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].

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 equivalents

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.

VISUALIZERS:

- [vM5 Auto-Magic Dictionary.mp4](#)
 - [vH1 Analyze Documents.mp4](#)
 - [vH1 Build Dictionary.mp4](#)
 - [vH1 Dictionary Selection.mp4](#)
 - [vH1a Change Translating Dictionaries.mp4](#)
 - [vH6 Dictionary Optimize.mp4](#)
 - [VH3 Text-Sorted Dictionaries.mp4](#)
 - [vH6a Arranging Dictionary Columns.mp4](#)
 - [vH3 Dictionary Additions Spellcheck.mp4](#)
 - [vH3 Dictionary Edit.mp4](#)
 - [vH3 Dictionary Properties Comments.mp4](#)
 - [vH2 Dictionary Searches.mp4](#)
 - [vH2 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](#)
 - [vH2b Unmerge Dictionaries.mp4](#)
 - [vH4 Dictionary Export.mp4](#)
 - [vH5 Scopist Dictionary.mp4](#)
 - [vH5a Merge Scopist Dictionary.mp4](#)
 - [vH7 Dictionary Statistics.mp4](#)
 - [vH8 Dictionary Printout.mp4](#)
 - [vH9 Passport Dictionary.mp4](#)
 - [vP6c Passport Touch Dictionary.mp4](#)
-

22.87 Working with Eclipse Steno Link

Working With ECLIPSE STENOLINK



RELATES TO: [Output Formats](#) [472], [Working With a Scopist](#) [449], [Working With Realtime Output](#) [470], [Global](#) [300], [Connection Magic](#) [484], [Working With Realtime](#) [437], [Working With Dictionaries](#) [605].

Eclipse StenoLink allows a scopist to edit a [realtime](#) [437] transcript remotely, via a cable connection or via the Internet.

When using Eclipse StenoLink, two separate translations are performed. The steno is translated against the reporter's dictionary on the reporter's computer, as always. The steno is then sent to the scopist's computer, where it is translated a second time. This requires the scopist to have the reporter's main dictionary, as well as any other dictionaries being used in this job.

Any [globals](#) [308] made by a scopist using Eclipse StenoLink will be sent back to the reporter's computer, as if they had been performed there. So not only can the scopist edit a job in realtime, the scopist can also improve the reporter's translation rate, and build the reporter's dictionaries.

Scopist Setup

1. The scopist must have up-to-the-minute copies of all dictionaries that the reporter intends to use in the job.
2. The scopist must go to the [dictionaries dialog](#) [877], and assign these dictionaries to the same slots that the reporter has them in.
3. On the [Input tab](#) [208], the scopist must [set their writer type](#) [210] to Eclipse StenoLink.
4. On the [Input tab](#) [208], the scopist must set [Realtime From](#) [210] to COM port if they are connected to the reporter via cable, or TCP/IP if they are connecting via the Internet.

Reporter Setup

1. The reporter must give the reporter up-to-the-minute copies of all dictionaries that will be used in the job.
2. The reporter must set up an [Output Format](#)⁴⁷². Select "Eclipse StenoLink" from the Output Format drop-down list, and set Comm Device to either COM Port (for a cable connection) or TCP/IP (for a connection via Internet).

Connecting Via Cable

If the reporter and scopist computers are to be connected via COM port, the setup is the same as it would be for [realtime output](#)⁴⁷⁰.

In the [Output Format](#)⁴⁷², the reporter selects COM Port from the **Comm Device** drop-down list, and then clicks the **Setup** button to open the [COMM Setup](#)⁸⁷⁰ dialog. The reporter then sets **Baud Rate** to 9600, and sets **Port** to the [COM port number that is being used](#)⁴³⁸ for output.

The scopist goes to the [Input tab](#)²⁰⁸, sets [Realtime From](#)²¹⁰ to COM Port, and then clicks the **Setup** button to the right. This opens the [COMM Setup](#)⁸⁷⁰ dialog, where the scopist sets **Baud Rate** to 9600, and sets **COM port** to the number of the COM port on their computer that the cable is connected to. If you're not sure what your COM port number is, [here's how to determine it](#)⁴³⁸.

Connecting Via Internet

After performing all the steps in [Reporter Setup](#)⁴⁸⁰ above, the reporter sets the **Comm Device** in [Output Formats](#)⁴⁷² to TCP/IP, and then clicks the **Setup** button at right. The dialog will ask you to add an Internet Address, and then a Port number.

To determine your Internet address:

1. In Windows, Click Start, and then click Run.
2. Type `cmd` and then press Enter. A DOS prompt will appear.
3. At the DOS prompt, type `ipconfig` and then press Enter.
4. Several lines of information will appear. You are looking for the line "IP Address." It will look something like this:

```
C:\WINDOWS\system32\command.com
Microsoft(R) Windows DOS
(C)Copyright Microsoft Corp 1990-2001.

C:\DOCUME~1\GARY>ipconfig

Windows IP Configuration

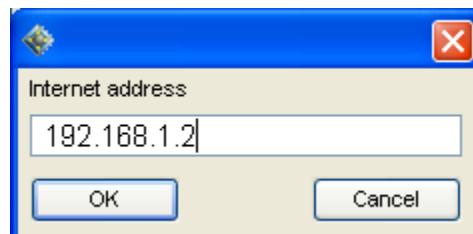
Ethernet adapter Local Area Connection:

    IP Address . . . . . : 192.168.1.2
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 255.255.255.0

C:\DOCUME~1\GARY>_
```

5. Make a note of your IP Address. In the above graphic, "192.168.1.2" is the IP Address. This is the number you will enter into Eclipse. **NOTE:** Depending on your Internet service provider, this number may change from day to day. Be sure to check it each time before doing Eclipse StenoLink via TCP/IP.
6. Type `exit` and then press Enter to leave the DOS prompt.

Go back to [Output Formats](#), click **Setup**, and enter this number into the dialog that appears:



You will then be asked to enter a port number. If you're not sure, enter 21. If you are unable to connect to the scopist, ask your network administrator or Internet service provider to suggest a port number.

7. Eclipse prompts for an optional **username** and **password**. (Some direct TCP-IP connection systems such as Speche require typing a username and a password.) In addition to automating the username/password sending when connecting, if the connection is dropped, it will re-transmit the username and password when reconnecting. If you don't need a username and password, just leave it blank and hit **OK**.

Once all this is ready, the reporter must then tell the scopist their IP address and port number. The scopist goes to the [Input tab](#), clicks the **Setup** button to the right of [Realtime From](#), and enters the same information.

Starting The Realtime Job

Once all the above settings are in place, the reporter and the scopist each starts a [realtime](#)^[437] job, via [Translate Notes](#)^[253] or the [Instant Realtime](#)^[438] button.

NOTE: The Eclipse Edit Station (a version of the software for scopists) can perform translations if their writer type is set to Eclipse StenoLink. Otherwise, the Edit Station still cannot [translate notes](#)^[254] or do [realtime](#)^[437].

Audio recording sent through StenoLink connection

WARNING: If you are going to transmit audio through StenoLink, it is highly recommended that you use a heavily compressed audio format such as GSM. PCM files are likely to be much too large to stream effectively.

Here's how this works. Instead of having the audio be on-demand through the IP connection, the reporter's computer sends ALL of the audio as it's recorded. The Scopist's computer then ends up with a complete WAV file being updated every few seconds as the reporter's computer records it. Since it's a local copy of the file, the scopist's WAV file is even available after the scopist disconnects.

Currently, there's no handshaking or re-sending of lost data, so if the scopist computer misses something, it's missed. You can always get a complete copy of the WAV file from the reporter later. If the reporter starts recording for two minutes and then the scopist hooks up, they will have missed two minutes of audio (and steno strokes.)

Connection Magic and StenoLink Sessions

You can also use **Connection Magic** as a communications device type with the StenoLink output format on the reporter's system when doing realtime. This allows you to send realtime from a reporter to a scopist through the Internet session server.

Start the realtime on the reporter's side first, filling in the information in the session dialog as necessary. On the scopist's side, start a realtime job and you should get a list of available public sessions. If the reporter's session is not on the list, select the "[Join a session not listed]" option and type the name instead.

This works almost identically to the way that StenoLink works across a raw TCP-IP connection except that it's much easier to get going. Also, globals are symmetrical. Any global that the scopist performs will show up on the reporter's computer, and any global that the reporter performs will show up on the scopist's computer.

As with StenoLink, it is recommended that you use a heavily compressed audio format such as GSM. PCM files are likely to be much too large to stream effectively.

VISUALIZERS:

[D3a - StenoLink](#)

[D3a - StenoLink Setup](#)

[vD5 - Remote Scoping](#)

[vD6 - Shared Editing](#)

[vD6a Shared Editing Tips](#)

22.88 Working with Fonts



Working With FONTS



There are many ways to change font styles in Eclipse. Be sure to use the method that best reflects the change you wish to make.

You can change the font for the entire document, or for only a text selection. In both cases, you will use the Font dialog (Ctrl+Shift+F).

If you just want to change the font to make it easier to read on the display, you can go to the [Display tab of User Settings](#) [114] and click the **Editing Font** button. This change will affect the display only.

To change the font used for printing the transcript, go to the [Document tab](#) [396] and click **Main Font**. This will change the transcript's primary font; if you print it, it will be in the font you chose. Any bold faced, italicized, or underlined text will be changed to the new font as well.

If you want to temporarily change fonts in a dictionary entry -- such as to italicize the name of a newspaper -- there are a variety of font commands that can do this. See the page on [Dictionary Entry Syntax](#) [880] for a full list of font commands and how they work.

When editing a transcript, if you want to change some text to a different font, [mark the text](#) [363], and then use the [Format Font](#) [902] command. Any change you make will apply to the marked text only.

For minor font changes in a document, such as to bold-face, italicize, or superscript/subscript something, you can use the [text attributes](#) [973] dialog.

You can also assign fonts to different [paragraph types](#) [406]. For example, you make your questions appear in bold face, and your answers in regular text. To do this, go to the User settings/[Paragraphs tab](#) [408], select the paragraph format to work with, click Advanced to go to the [Advanced Paragraph Data](#) [411] dialog, and then click Main Font or Label Font. Choose a typestyle for the paragraph using the standard Font dialog. Click OK to accept the options and return to the Paragraph tab. Then click OK again to save the format.

You can change the appearance of dictionaries and note files by right-clicking the file, and selecting Font from the menu. You will be taken to the [font dialog](#) [900], where you can choose the desired font, attributes, and size for the file type you are working with. This change will affect all files of that type, within the current user.

Setting the font for an entire document

To set the font for your document,

1. Use the keyboard shortcut, go to User Settings (Alt+U).
2. Click the Document tab. Select the Master Format or Current Document format according to where you want to apply the setting.
3. On the Document tab click the Main font button. The Font dialog will open. The current font for the document is in the font field.
4. Select the font you want from the scrollable list below the font field. (Courier New is commonly used.)

Icons to the left of a font name indicate the font type. For example, TT indicates a TrueType font.

To see what a specific font looks like, click on it. A sample of the font face will appear in the box labeled Sample. The sample field reflects the size and styles also selected with the font.

5. Select the font size that you want used throughout the document (Courier New 13 is common). Do not select any Font style other than "Regular," unless you really do want all the text in your transcripts underlined, italic, etc.
6. Once you have selected the font and size, click the OK button. This will return you to the Document tab, where you can again click the OK button to return to your document.

Setting the font for selected text

To set the font for a block of selected text:

1. First [block mark](#) the text you want to format.
2. Open the **Font** dialog (Ctrl+Shift+F). The current font for the document will show in the font field.
3. Select the font or font characteristics.
4. Click OK to have your selections take effect. Click **Cancel** to disregard the selections and return to the document window.

If you put the cursor on the beginning of a word in a different font and start typing, what you type will be in the same font as the word. If you place the cursor immediately AFTER the word, it will be in the font that appears after the word.

Selecting a Font Size

Type size is the height of a font measured in points (72 points = one inch). Because some letters, such as "f," have parts that go above a midpoint (called ascenders) and others, such as "g," have parts that go below the line (called descenders), height is measured from the bottom of a descender to the top of an ascender (in other words, the height is greater than the height of a capital letter). Text intended to be read on a printed page is typically 10 to 12 points. If you have selected a scalable font, such as TrueType or Adobe Type 1, you can enter a number for the size even if it does not appear on the type size list. If the font is not scalable, you must select one of the values on the type size list. To choose the font to use for documents, the best thing to do is to set the font in your **User Settings/Document/Main font**. This setting will cover 99.99% of your work.

Subscripts and Superscripts

In any of the font dialogs, sub- and superscripts are indicated by the vertical offset field in the bottom left corner of the dialog. You can either type a number in the field, or use the arrows to scroll the numbers up and down. Normal text will be set to 0; superscripts are indicated by positive numbers and subscripts by negative numbers. The measurement is in twips, which represents a twentieth of a point (72 points = 1 inch). For example, you can set a superscript of an 8 or 10 point font to 100 and a subscript to -80. (Note that small fonts don't need to move down as far as they need to move up to achieve a similar effect.)

For example, the 2 in H₂O has no offset, but is already 80 twips shorter than the H & O.

(In H₂O it has an offset of -80 twips; in H₂O it has an offset of 100 twips.)

Setting the character width

All fixed-space fonts in a document will conform to the width (in twips) specified by the character spacing setting in User Settings/Document. It defaults to 144 (1440 twips per inch / 144 = 10 characters per inch). To set the character spacing for a document, go to the **User Settings/Document tab/Document settings** drop-down menu (the menu usually shows Page width by default). After selecting **Character settings**, set the width that you want in the twips field on the right side of the dialog.

Character spacing does not affect proportional fonts, so any stylistic proportional formatting in your documents will be unaffected.

Important note—If you use multiple fixed-space font sizes in your document, they will all have the same pitch, regardless of their size.

Every character in fixed-space fonts will adhere to these measurements exactly.

This feature can actually compress letters closer together than the Windows default for that font, and can be used when increasing font size to keep letters equidistant.

Setting font for a paragraph format

To set the font and typestyle for paragraph formats:

1. Go to **User Settings/Paragraphs** tab, select the format you want to change, and then click the **Advanced** button.

2. Click **Text font** button and choose a typestyle for the paragraph using the standard Font dialog.
3. Click OK to accept the options and return to the Paragraph tab. Then click OK again to save the format.

Setting fonts for special parts of paragraphs

To set the font for paragraph labels, speaker names, etc., you will need to edit the paragraph format. The basic method for doing that is given below. When you edit the paragraph format, the change takes effect for all paragraphs using that format, not just the current paragraph. Note that if you are editing a document created with an earlier version of Eclipse, you might need to retranslate to have the change take effect on all paragraphs of that format.

Setting fonts for individual paragraph labels

To change one instance of a paragraph label (perhaps for a particular speaker),

1. Select the paragraph label either by moving the cursor to the first line of the paragraph and pressing **Home** twice, or by clicking the paragraph label.
2. Open the font dialog (**Ctrl+Shift+F**).
3. Select the font and/or font characteristics you want. Click OK.

Note that the label will be changed for only the paragraph from which the command was issued.

Setting font for one paragraph

To change the font for a paragraph, place the cursor anywhere in the paragraph (without marking a block), and then press **Ctrl+Shift+F** for the Font dialog. Select the font you want, and then click OK. The change is applied to the entire paragraph, including the text that is before the cursor as well as what follows it.

Striking out and underlining

To indicate text to be deleted, use the strikeout style. It put a line through the text, similar to what you would do if you were editing on paper and crossed something out.

The underline places a single continuous line under the text. The line continues between words.

Setting text colors for printing

Keep in mind that the color of text on your monitor is not necessarily the color that it will print. To set the color for printed text, open the **Font** dialog and click on the **Color** drop down menu. Select a color from the list. The text on your screen will not reflect this color change.

Setting text for confidentiality

The program will omit text from the output for ascii, pdf files, and output to Bridge if the text type is set to redacted. For instructions on using this feature, see [Redacted text](#).

Non-English language scripts

Scripts are the alphabets used by different language groups, and they vary by font. English uses the Western script, which is the default.

VISUALIZERS:

- [E7- Bold Italics Underlined](#)
- [E3a - Auto-Brief Display](#)
- [H6 - Dictionary Optimize](#)
- [A3 - WYSIWYG and Editing Font](#)
- [M1 - Info Bar](#)
- [M3 - Auto-Magic Display](#)
- [A4 - Notebar](#)

22.89 Working with Global Suggestions

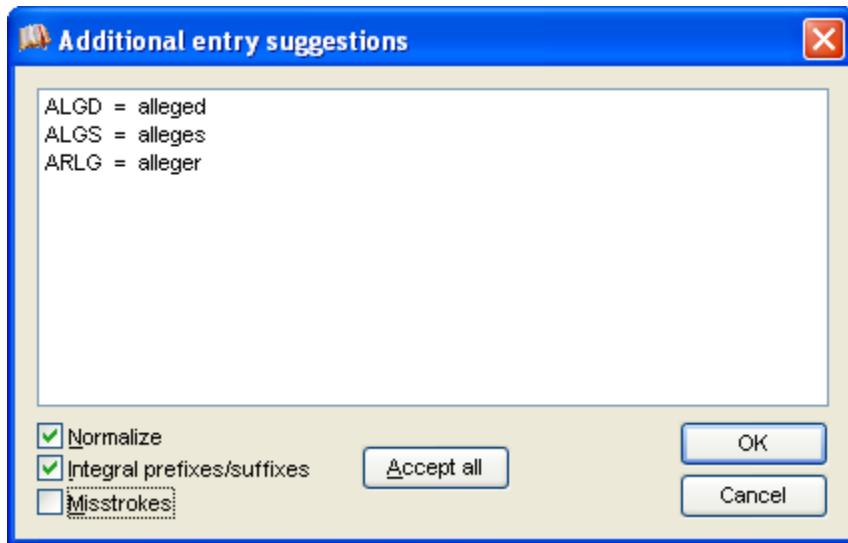


Working With GLOBAL SUGGESTIONS

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](#)

22.90 Working with Hyperkeys



Working With HYPERKEYS



Hyperkeys offer you a faster way to edit transcripts.

Instead of using arrow keys to move the cursor, and the Ctrl/Alt/function keys to perform editing actions, hyperkeys allow you to perform editing tasks by simply using the letter keys. This allows you to keep your hands in one place, and saves you having to reach for Ctrl/Alt keys, thus speeding your editing time.

A list of the default Hyperkeys is in the Reference Guide.[\[702\]](#)

Only repetitive editing tasks have hyperkeys. There are no hyperkeys for non-repetitive tasks like [Open Text](#)[\[87\]](#), [User Settings](#)[\[93\]](#), or [Close](#)[\[868\]](#). Just use the standard keys for those actions. (Standard keystrokes will always work, even if you have hyperkeys turned on.)

When using hyperkeys, you will need to suspend them if you want to type text. This is accomplished with the [Type Text](#)[\[291\]](#) command (hyperkey N). When you need to type something, press the N key; that will temporarily suspend hyperkeys and allow you to type text as normal. When you are finished typing text, press Enter, and the hyperkeys will be reactivated.

The [hyperkeys](#)[\[289\]](#) command (Alt+Z), toggles them on and off. You can tell if hyperkeys are on by any of the following methods:

- The text HYP will appear in the [status bar](#)[\[97\]](#) at bottom right.
- The Hyperkeys button on the toolbar will appear pushed-in.
- The cursor width will change. By default, a wide cursor means hyperkeys are on, and a thin cursor means they are off. This can be redefined with the [Hyperkey Width](#)[\[120\]](#) item on the [Display tab of User Settings](#)[\[114\]](#).

There are several places in the program where you can see a list of hyperkeys:

- If hyperkeys are turned on, the menu hints will show you the hyperkeys for each action.
- The AutoMagic infobar will show you the hyperkeys for each suggestion on the list.
- Each page in the help system gives the default hyperkey for that action, if there is one.
- The [Documentation folder](#)[\[32\]](#) ([Support](#) menu/[Documentation](#)) contains a file called "[Eclipse Hyperkeys.pdf](#)", which is a printable chart of hyperkeys.
- You can [print a list of all key assignments](#)[\[927\]](#), including hyperkeys, from the [Keyboard dialog](#)[\[926\]](#).

Typing Over

If you use the [Type Text command \(hyperkey N\)](#)[\[291\]](#) to suspend hyperkeys, you can also use it to replace an existing word with the new word. To do this:

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.

Whenever you do this, an entry is made in the [typeover tracking](#)[\[808\]](#) list.

VISUALIZERS:

[A7 - Hyperkeys](#)

[M3 - AutoMagic Display](#)

[M3a Auto-Magic Numbered Choices](#)

22.91 Working with Indexing



Working With INDEXING



Indexing Overview

To create an automatic index in Eclipse, you must:

- Insert an index line into the transcript for each item you want to appear in the index.
- Have correct paragraph margin settings in place.
- Generate the index.

Insert An Index Line

You can insert an index line into a transcript via an [index line print command](#) [336], or by using the [Insert Index Item](#) [515] dialog.

Whichever method you use, you will be creating an index line that contains the following five components:

- **Index Name.** Determines which index this entry goes into. For example, you could have an index of EXHIBITS and an index of WITNESSES.
- **Index Item.** The text that appears in the index. Usually this is an exhibit number, or the name of a witness or attorney.
- **Paragraph Style.** The paragraph style that is being used to control the margins and appearance of the index. See the next section for details.
- **Body Text or Description.** Optional. This item is most often used when you are indexing both the exhibit number and a description. The exhibit number would be the Index Item, and the description would be the Body Text.
- **Location Format.** A code that indicates whether you are placing a page, line, or volume number, and where it is being placed:
 - {P} places a page number.
 - {L} places a line number.
 - {V} places a volume number.
 - {TR:X} means to place this item at tab stop X. For example, {TR:1} would be tab stop #1, the left-most tab stop in the Paragraph Style you are using. (Note: you can also use {TL:X} or {TC:X}, to left-align or center-align this item.)

A location format entry consists of a tab stop item, followed by what is being placed there. Here are some examples:

- {TR:1}{P} will place the page number at tab stop 1.
- {TR:3}{P} will place the page number at tab stop 3.
- {TR:1}{P}{TR:2}{L} will place the page number at tab stop 1, and the line number at tab stop 2.
- {TR:1}{V}{TR:2}{P} will place the volume number at tab stop 1, and the page number at tab stop 2.

- **{TR:1}Pg. {P}** will place the text "Pg. " followed by the page number, at tab stop 1.

The five components of an index line are separated by pipes:

In: EXHIBITS|Exhibit 1|Index1|a letter dated May 16,
2005|{TR:1}{P}

The pipe symbol | is a vertical line. On most keyboards, you type Shift+\ (Shift+backslash) to produce it.

The **In:** text is inserted automatically by Eclipse. (This indicates an index line, as opposed to some other [print command](#).)

Note that an index line can wrap if it is longer than one line. This is normal.

If you are not using one component of the index line, such as the Body Text, include an extra pipe symbol at that point:

In: EXHIBITS|Exhibit 1|Index1||{TR:1}{P}

This is the same index line as above, with only the Body Text ("a letter dated May 16, 2005") omitted. There is an extra pipe at that point to indicate that there is no Body Text.

Set Up Paragraph Data

The paragraph margins do not have to be set up each time you generate an index. After setting them up the first time in the Master Format, they will remain in your user settings, and will be used in future jobs.

As mentioned in the previous section, one of the components of an index line is the Paragraph Style. The paragraph style is used to control the appearance of the index. (It is common to use the Index1 paragraph style for this purpose; alternatively, you can [create a new paragraph style](#).)

The paragraph margin settings have special meanings for indexing paragraphs:

- Indentation dictates where the Index Item begins. A setting of 0 will start the Index Item at the far left. If you want the index item indented, set this to a number above 0 (such as 5).
- Text Column dictates where the Description begins. This needs to be set high enough to leave room for the entire Index Item. A setting of 15 is typical; if the Index Item is not indented, this leaves room for up to 14 characters in the Index Item, and one space before the Body Text begins. If you are not using a Body Text, this setting is less important.
- Left Margin dictates where the second and subsequent lines of the Body Text begin. Typically, you would set this to the same number you set Text Column to. Again, since this setting only affects Body Text, it is less important if you are not using Body Text.
- Right Margin dictates where the Body Text wraps to the next line. The number for this setting needs to be lower than the number of the first tab by at least 4, to leave room for the first page number.

- Tab Stops are chosen in [Tab Stops dialog](#) [416]. You need to select one tab stop for each column you are using for page/line/volumne numbers. If you are indexing only page numbers, you need only one tab stop. For a multi-columnar setup (such as for page and line number, or for "marked" and "identified" page numbers), you will need at least two tab stops.

When setting up indexing for the first time, any changes you make to paragraph margin settings need to be made in both the [Master Format and the Current Document](#) [394].

Again, once your paragraph margins are set up correctly in the Master Format, new documents will be created with these correct settings in place. You do not need to set them each time, or edit them at all unless you make a change to the appearance of your indexes.

Generate The Index

Once the index lines are in place, an index can be generated via [Generate Index](#) [906]. You will be asked the following questions:

- Which volume numbers do you want to index?
- Do you want to create an index for just the active document, or do you want to create a master index of multiple jobs?

You will then be given an opportunity to preview the index, and to change the number of extra pages that are inserted (since generating an index at the beginning of a document changes the pagination of the remainder of the file).

If you previously generated and accepted an index, you will be asked if you want to remove the existing index. Answer Yes to remove the existing index, or No to keep it (the newly generated index will be added to the transcript).

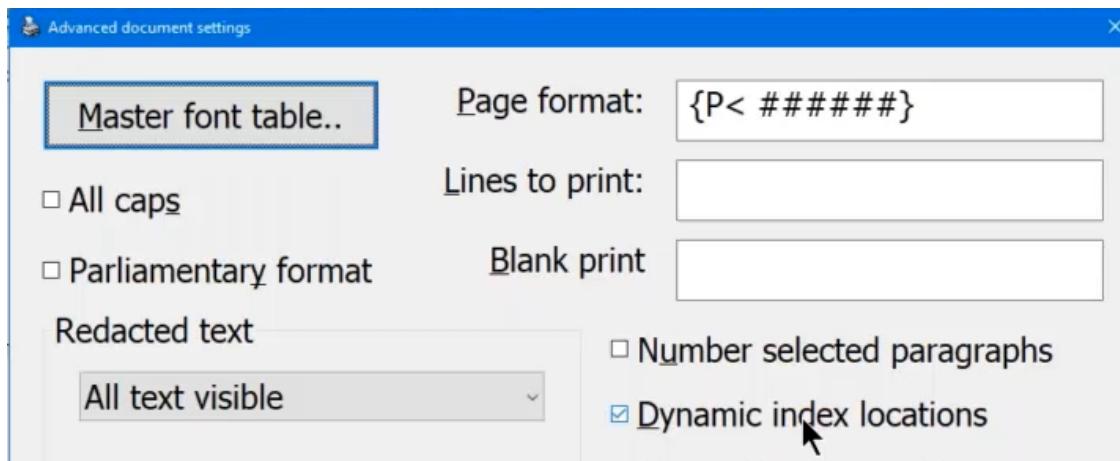
If you edit your document after indexing, and an item in the index has moved to a different page, the location reference in the index is updated automatically.

For more details on creating an index automatically, see the Help file "[Indexing in More Depth](#) [516]" or the Automoatic indexing.pdf found on the Advantage Software website, at <http://www.eclipsecat.com/content/utilities-and-more>

(Note: You must be signed in to your support account at [eclipsecat.com](http://www.eclipsecat.com) to access the documents there.)

Dynamic Index locations

Under **User settings/Document/Advanced**, the option for **Dynamic Index Locations** allows indexes to auto-adjust when edits are made after generating the final index.



New indexes add a special tag to the location format linking to the index paragraph in the document, and also preserves page/line tag designations to allow them to be modified. If you view the paragraph label of an index line, you will see items such as {P32} and {L5} and {I281}.

The Page/Line numbers in these tags do NOT change. Instead, they preserve the original index positions. If you turn the "dynamic index locations" option OFF, the index lines in the visible transcript display/printout will show the original generated page/line numbers. If you turn the option ON, you will see updated page/line numbers on the screen.

Note that when you make edits, the page/line numbers will NOT be updated until the program has had a chance to update all of the statistics in the document. This is done in the background (you sometimes see "updating statistics" when closing a document if it's still working on that.) You can force it to update by hitting Ctrl+PgDn and moving the cursor to the end of the document.

The {I281} tags in the location refer to the index command paragraph numbers. These could theoretically fail if the index line is removed. Modifying doesn't cause a problem, but it also doesn't do anything. The dynamic locations feature does not regenerate the index lines, it merely updates the page/line numbers. Note that if the dynamic index feature fails to find an index command, it will simply resort to the originally generated page/line numbers.

Making a pdf with indexed items

You can create additional index categories for PDF files for multi-part indexes by placing descriptive index lines within the created indexes. If you are making a pdf with indexed items, they can be categorized under a header. You can also specify an additional header parent with the HEADER//item text syntax, such as follows:

ix:Witnesses//Joe Smith

and any index lines for direct/cross/redirect/etc., instead of being inside just a Joe Smith index heading, will be placed inside a Witnesses heading, inside a Joe Smith subheading.

22.92 Working with Lesson Player



Working With LESSON PLAYER



RELATES TO: [Install Lesson](#) [920], [Lesson Player](#) [928].

Eclipse's Lesson Player is a way to use the program to teach steno theory.

Creating A Lesson

To create a lesson, create an ordinary [text file](#) [626] that contains the contents of the lesson. For example, you could create a lesson that focuses on final-side keys, or on any aspect of steno shorthand you wish to focus on.

The easiest way to create a custom lesson is:

1. [Create a blank](#) [952] [note file](#) [207].
2. [Use the Ctrl+D command to add the desired steno strokes to the note file](#) [207].
3. [Translate](#) [251] the note file. This will produce a text file, as usual.
4. Use the [Install Lesson](#) [920] command to install the .ECL file.

Lesson Codes

When creating a lesson, you may include a script command that controls the behavior of the lesson. For example, you could make a lesson timed or un-timed; you can show or obscure the steno emulator; or you can show only words and force the student to come up with the correct steno.

To control the behavior of a lesson, insert a [Script Command](#) [337] at the beginning of the .ECL file. Then, type one or more of the following codes into the script command:

- **TEXT** - this command indicates that this is a test of text, and not of steno theory.
- **U=Name** - will load the [user](#) [102] named "Name" before beginning the lesson. This allows you to create lessons that utilize particular user options.
- **NOM** - will remove the steno emulator.
- **NOS** - will remove the steno. The student will only see the text, and will have to work out the correct steno.
- **S=-1** - displays one word at a time, and asks the user to write it.
- **S=0** - works like S=-1, except that each new word is added to the end of the file, like a regular translation
- **S=X** - creates a speed drill where X is the number of words that will appear per minute. For example, a setting of S=120 would create a lesson where the words would appear at a rate of 120 words per minute. If the student does not keep up, they will fall behind.

To use multiple codes for one lesson, separate them with a pipe symbol. For example, the following script command would show the words at a rate of 90 per minute, and will show the steno, but not the steno emulator:

Sc: [S=40 | NOM](#)

Only one S code may be used, but otherwise the codes may be used in any combination.

Installing A Lesson

To install a lesson, select [Install Lesson](#) from the Support menu. Then, select the file you wish to install from the [file dialog](#). The file you select will be copied to the Lessons folder.

The Lessons folder is a subfolder of your [Jobs folder](#). When you use the [Lesson Player](#) command to play a lesson, this is the only place it will look. So you must install the lesson, before it can be played.

Playing A Lesson

To play a lesson, select [Lesson Player](#) from the Support menu. Eclipse will attempt to establish a realtime connection with a steno machine; if this succeeds, the Lesson Player dialog will appear. Click Start to begin the lesson.

(Note that you can adjust the font for Lesson Player in two ways. First, it follows the Windows scaling setting, making it work better for high-resolution displays, and secondly, it follows the zoom level last set for the lesson player dialog globally. This adjustment is not made dynamically since the lesson player does not user the standard user interface font, so it may be necessary to zoom the lesson player and then close and re-open the dialog for the font to change.)

You will be asked to enter strokes one at a time; if you make a mistake, you'll be asked to use the delete stroke to erase it, and then re-write it. If you write the steno stroke correctly, you'll move to the next stroke.

After you have written the steno outlines in the lesson, the Lesson Score window will appear, showing your statistics for the lesson.

Viewing Results

When you take a lesson, a file called FILENAMEResults.TXT is created in the Lessons folder. FILENAME is the name of the lesson file; for example, if you use a lesson called Lesson1.ecl, your results file would be Lesson1Results.txt.

This file contains a columnar list of statistics:

- Crect: correct strokes
 - Incrt: incorrect strokes
 - CWords: correct words
 - ToWrd: total number of words in the lesson
-

- Dleted: number of deleted strokes
- Rpeat: number of strokes that were repeated (not including strokes that were deleted and rewritten)
- Skips: number of strokes skipped (in a speed test)
- JumpF: number of times the student jumped forward in the file
- JumpB: number of times the student jumped back in the file
- usWPM: user's words-per-minute rate
- toWPM: designated words-per-minute rate of the file
- Accrt: accuracy rate

If you take the same lesson multiple times, this file will contain a different entry for each time you took the lesson. This allows you to track progress.

VISUALIZERS:

[L3 - Lesson Player \(for Teachers\)](#)

[L3a - Lesson Player \(for Students\)](#)

[How to Use the Editing Tutorial](#)

22.93 Working with List Files

Working With LIST FILES

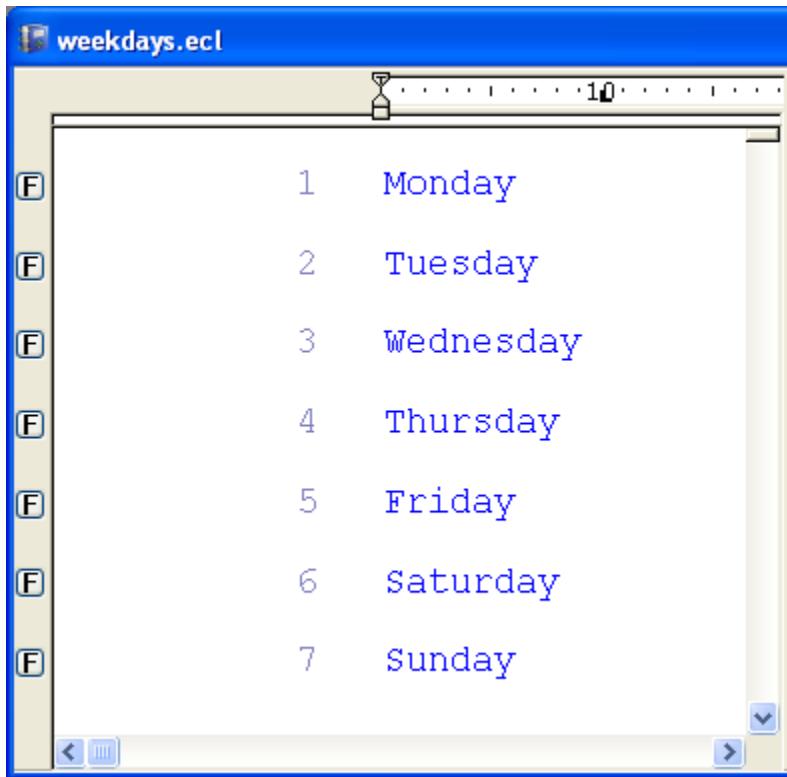
RELATES TO: [Working With Blanks](#) 

A list file is a standard [text file](#)  that contains a list of possible choices for a [blank field](#) .

It is good practice to use a list file with a field when the field lends itself to a small, pre-determined list of choices: days of the week, months of the year, different counties you may work in, etc.

Creating a List File

1. [Create a new text file.](#)  Be sure that it is stored in the Blocks folder.
2. Type a list with one of the items you want to be the choices in your scan field on each separate line in the file. When filling in the form, you will be asked to select from that list. You can select items using the mouse or keyboard. Include one choice on each line. Like this:



3. [Close](#) the file.

Assigning A List File To A Field

1. [Create a blank field](#) 500.
2. Enter the name of the list file into the **Use List File** text box. You may either type the filename directly into the box, or click the **Browse** button and select it from the file dialog.

Sorting

If you put a comment line at the top of the list containing the word "SORT" in all caps, the list will appear sorted as you fill in the blanks (but not when you are editing the list file).

Selection Criteria

By default, you select an item from a list file by typing part of its name. Alternatively, you can create shortcut keys to be used when you select an item from the list. They allow you to select items quickly when filling in blanks. To designate shortcut keys as you create list items: type what you want to use as the shortcut, then the ? at? symbol ? @?, then type the list entry. This is most useful when items in a list are very similar to each other (such as March and May).

To do this, precede the item with the selection criteria you want to use, and then the @ sign. Like this:

1@Monday

2@Tuesday

3@Wednesday

4@Thursday

5@Friday

6@Saturday

7@Sunday

You may now type 1 to select Monday, 2 to select Tuesday, etc.

The selection criteria can be letters or numbers. For example, you may want to use an attorney's last name as a selection criteria:

JONES@Joseph Jones, Esq.

SMITH@John Smith, Esq.

WILLIAMS@Pat Williams, Esq.

Note that you can use the _ literal character command in the list processor, which will allow you to put in things like jthorne_@eclipsecat.com, and it won't see the "@" as a signal to make "jthorne" a shortcut string for the list. This also works with the plus sign.

Multi-Line List Files

A list file may be used to fill in more than one field at a time. This technique is most commonly used on the Appearances page, where the names and addresses of attorneys are given.

To create a multi-line list file, type each piece of text into the same paragraph, separated by plus signs. Like this:

[F] 4 Advantage Software+925 Central Parkway+Stuart,
5 Florida 34994

There are three pieces of information here: "Advantage Software", "925 Central Parkway", and "Stuart, Florida 34994", separated by plus signs. Each of these items will go into a separate field.

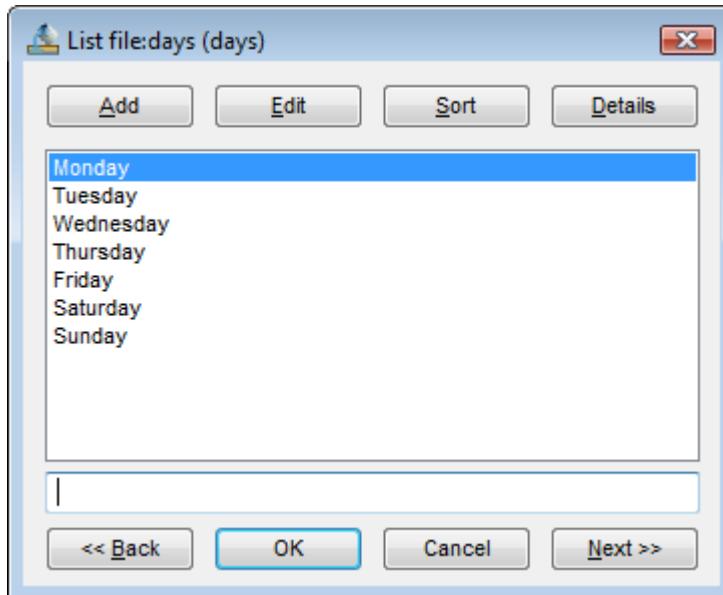
Note that the text wraps to the next line. This is normal. Each paragraph should contain one set of information.

To use a multi-line list file, create as many blanks the information calls for. In the above example, you would need three blanks. Then, assign only the first blank to use the list file. When you fill in the first blank, the remaining blanks will fill in automatically.

If the number of blanks you will need may vary, create the maximum number of blanks you will need, and use the Delete Line If Empty attribute. Also, at some point in the list file entry, include one additional plus for each field you will not be using. For example, if an address is only three lines long but you need to create four fields (to account for other attorneys who have four-line addresses), the entry would read:

Advantage Software++925 Central Parkway+Stuart Florida, 34994

Selecting from list files



The list file selection dialog contains a number of choices.

- The **Edit** button allows you to edit the list file before selecting an item. This button opens the list file document and escapes out of the fill-in-the-blanks process. It jumps
-

to the currently highlighted item on the list. Once you are done editing the list, close it and you will see that your cursor is still in the original document in the appropriate location to continue filling in blanks. Just hit **Ctrl+E** or whatever keystroke you normally use for filling in blanks to continue.

- The **Sort** button arranges the entries in the list file alphabetically.
- The **Details** button will show you the additional field details for the currently highlighted list item
- If the list file includes shortcut keys, you can type the item? s shortcut to select it.
- You can create a new list entry by typing it in the editing field and clicking **Add**. You can then select the item and press **Enter**. Note that you can even add entries containing the + sign to indicate multiple fields worth of data

Merging and sorting items from multiple list files, and deleting duplicates

If you work with block files containing long lists of attorneys or other items you use with the form fields feature, you may need a way to sort the lists. You can do this by putting a comment line at the top of the list with the word SORT in the comment, as described above. But if you have two or more lists that you wish to sort and combine together, you can place the cursor on the "SORT" comment line and hit **Read block (Alt+R)** and read the second block into the first, and Eclipse will detect the fact that they are sorted lists and will ask the following question:

Delete duplicates and re-sort list? (yes / no)

If you answer **yes**, the second list will be merged with the first and duplicates will be eliminated. The list will then be sorted and regenerated in the file.

Inserting fields during translation

You can include {FL:FieldSyntax} in a dictionary entry to insert a field during translation. See the metadictionary sections of the [Reference Guide](#) [720] and the [Metadictionary](#) [775] help file for further details.

22.94 Working with Multi-page



MULTI-PAGE PRINTING and WORD INDEX

RELATES TO: [Print](#) [545], [Print dialog](#) [546], [Multi-page print dialog](#) [555]

Multi-page

A multi-page transcript is a printed transcript that contains four pages on one piece of paper. A multi-page transcript is also known as a compressed transcript, or a four-in-one transcript.

To print a multi-page transcript, simply [print the transcript as usual](#),⁵⁴⁵, and select either **Multi-page** or **Multi-page with Index** from the drop-down list on the [Print dialog](#)⁵⁴⁶.

The **Options** button on the [Print dialog](#)⁵⁴⁶ will open the [Multi-page Printout Options dialog](#)⁵⁵⁵, where you can control the appearance of your multi-page transcripts.

Multi-page pre-sets

Multi-page can be daunting to set up because there are so many options. Market research shows that nearly everyone, no matter what multi-page software they use, conforms to a nearly universal standard: Four pages per sheet, a four-part box drawn around all of the pages, a binding margin on the left, custom headers on the top and bottom, and just the 25 numbered lines and page numbers within the boxes.

In order to make it easier to set up, The multi-page dialog offers five styles, labeled "Style 1, Style 2 ..." in the drop-list at the top of the multi-page dialog. Select a style and hit the "View sample" button to see a sample of a transcript creating using the selected style. [Examples can be seen here](#).⁵⁵⁷

If you wish to use that style, hit the "Select" button and all of the multi-page settings will be changed so that your multi-page printout will look like the sample.

If you wish to customize from there, it will be much easier to start with a pre-defined style and tweak a few items than to start from scratch and try to set everything manually.

The five styles are, in summary:

- Style 1: Boxed pages, Two-line header and footer, Arial and Courier fonts, Bold answers
- Style 2: Boxed pages, one-line header and footer, Times New Roman and Lucida Console fonts
- Style 3: Individual page boxes, individual headers/footers on each page from the original transcript, Arial fonts
- Style 4: Timecodes left
- Style 5: Timecodes right

Customization hint 1: Fonts and font sizes are the easiest things to change. Pick a style based on the overall shape of the layout and change the fonts from there. Changing the number of header lines, or the layout of the boxes, is trickier since you then may have to adjust other items to fit around them, so don't pick a style based on the fonts and then try to add more header lines, for example.

Customization hint 2: The headers are pre-built with job variables that may not match what you use. Replace them with your own, or simply type text in their place, being careful not to delete or add pipe | characters.

[Word Index](#)

A word index, also known as a word list or concordance, is a list of words that appears in a transcript, indexed to the volume, page and line number they appear on. To print a word index, select **Multi-Page With Index, Full Size with Index, or Index Only** from the drop-down list on the [Print dialog](#) , and then click OK to print.

Multi-page document overrides

In order to get the multi-page document to conform precisely to expectations, it is almost always necessary to override some of the document's full-sized settings, such as margins, spacing, etc.

As of Version 7, Eclipse has every document setting that you are likely to want to override built into the multi-page option dialog so that they can be overridden easily. If you simply want the lines in the multi-page to be spaced out a bit more, just go to the multi-page dialog and select "line spacing" and make it slightly larger than the line spacing in the document.

The .set file mechanism is there if you need to override something that is not on the list.

Most of the settings are numerical and are presented as a dropdown/number box mechanism. The index columns and index threshold are consolidated into this list.

Here is a list of the settings in the multi-page dialog and what they do. Note that any setting that is specifically an override of a document setting should be set to -1 if you want to keep using the original document setting for that metric.

- **Page Format** -- overrides the document's page format since many multi-page formats prefer "page X" on the multi-page document but just "X" on the full-sized version.
- **Maximum text width** -- Set this to prevent fonts from extending outside the box. The text is not allowed to exceed this distance. If you have a large number of capital letters on a line, it will not poke the line out the right side of the box. Instead, it will shrink the font just for that one line so that it fits within this measurement.
- **Row 1 offset, Row 2 offset, Column 1 offset, Column 2 offset** -- the distance that the rows or columns of miniaturized pages move up, down, left or right (can be positive or negative.) Use to fit the page more precisely inside whatever borders you have selected. These numbers are set for you when you use a pre-defined format, but you can adjust these values without affecting anything else.
- **Top margin** -- overrides the top margin of the document. Note that this will NOT affect the top margin of the multi-page document. It affects the top margin of the individual miniaturized pages. Extra space at the top of a multi-page output is generally not desirable, but can be accomplished by adding additional empty header lines (examples provided in the preset samples.)

- **Left margin** -- overrides the left margin of the document. In multi-page, this will be the binding margin on the left side before the left edge of the box. If you select Left margin/Full-sized, duplexed, then the full-sized document as well as the multi-page document will print with a binding margin appearing alternately on the left and right sides of the paper.
- **Right margin** -- Documents don't use a right margin since each paragraph uses its own margins. Set this when you need to dictate how much space there is between the right side of the paper and the automatically drawn multi-page boxes.
- **Footer offset** -- The location of the footer is determined by the page size and number of footer lines. The automatic position may not be precisely what you're looking for, so this number (which defaults to zero) gives you a way to tell the software to put the footer higher or lower on the page. Keep in mind that this will stretch the automatic boxes, so adjust this value after deciding how many footer lines you want, and before you adjust the row 1 and 2 offsets.
- **Header margin, footer margin** -- overrides the header/footer margins of the document. Does not affect the multi-page headers and footers, only the reduced-size individual page versions, as in Style 3.
- **Line height** -- overrides the line height of the document. Use this to stretch out the lines farther apart or put them close together.
- **Character spacing** -- overrides the character spacing of the document. Note that this only applies to fixed-space fonts, but this can be particularly useful if you want to maximize the font size for the fixed-space portions of the transcript, since the spacing can be adjusted independently from the font height.
- **Line number margin** -- overrides the line number margin of the document.
- **Page number row, page number column** -- overrides the page number position of the document. Use in conjunction with the page format field to customize what multi-page page numbers look like. You can add a line number formatting option in the page number format separated by a pipe sign. For example {P####}|{L<0###} shows up to a four-digit page number and will pad all line numbers to three digits with zeros, such as 005, 012, etc.
- **Timecode margin** -- overrides the timecode margin of the document. None of the built-in samples have timecodes appearing on the multi-page output. Timecodes are difficult to put on a multi-page output and still be reasonably readable, so they should usually be limited to the full-sized output. If you need to include timecodes, the fonts will have to be reduced and margins adjusted.
- **Paragraph number margin** -- overrides the paragraph number margin of the document.
- **Text box left, top, width, height** -- Using the original text box from the full-sized document only works if you don't change any of the margins. Once you start changing the margins, line height, etc., it no longer fits. These adjustments allow you to specify an exact location for the multi-page version of the text box that is used to outline each separate miniaturized page, as in Style 3.

Multi-page header/footer with job variables

You can put job variables from the form field system into the header and footer by using {VARNAME} anywhere in the header/footer, so you won't have to type the witness name, the case number, the current date, etc., in three or four different places.

So, for example, if you have a field with a variable called WITNAME where you type the witness, and another where you fill in the DATE (or maybe MONTH, DAY and YEAR) you can just put {WITNAME} and {DATE} (or {MONTH}, {DAY} {YEAR}) in the multi-page header/footer box.

The default Style 1-3 presets hint at this by putting {WITNESSNAME} and {DATE}, etc., in the header/footer that are created when you select a preset.

Keep in mind that the multi-page header/footer settings are permanent, so if you want them to be different for each printout, you have to manually go in and change them each time.

[Details on the syntax for headers and footers can be found here.](#)

Multi-page full-sized Cover Page

This feature prints a decorative cover page as the first sheet in a multi-page printout. (Note that it does not print the regular title page in full size.)

You can access this from the **User settings/Programming** tab, under "Cover page." If you leave it blank, no cover page will be printed. The cover page is always printed using an enlarged version of the default multi-page font, for consistency's sake. It also always prints each line centered, and centers the entire body of the text vertically.

So, for example, you could type the following as your cover page:

In the matter of

Joe Consumer, Plaintiff

v.

Very Large Corporation, Defendant

Case no. 123456

Deposition of

Millicent Bystander

January 16, 2015

**at the offices of
Superlative Court Reporting
800-555-1234**

...and you would get a decorative cover page before your multi-page output.

You can also use Job variables, and type this into the cover page:

In the matter of

{PLAINTIFF1}, Plaintiff

v.

{DEFENDANT1}, Defendant

Case no. {CASENUM}

Deposition of

{WITNESSNAME}

{DATE}

at the offices of

Superlative Court Reporting

800-555-1234

Keep in mind that if there is a large amount of variation between the cover pages for the types of transcripts that you do, a template like this might not be flexible enough.

In this case, you can add additional variables to replace things like the words "Plaintiff" and "Defendant" just as you would on a title page.

If your cover pages are so variable that they cannot be templatized, you can still make them document specific by simply putting a series of lines in the Cover Page that read {COVER1}, {COVER2}, {COVER3}, etc., for as many lines as you need, then add a series of comment lines in your document above your title page containing those fields. Whatever you fill into those fields would appear on the cover page.

VISUALIZERS:

- [I1 - Printing](#)
- [I3 - Multi-page](#)
- [I3 - Multi-page Settings](#)
- [I3a - Multi-page Index](#)
- [I1a - Delivery](#)

22.95 Working with Multiple Dictionaries



Working With MULTIPLE DICTIONARIES

When you translate a job, one or more dictionaries will be used in the translation. Your Main dictionary is always used. In addition, you may use a Job dictionary and/or one or more User dictionaries to further refine the translation.

Job Dictionaries

Each job you do will have a Job dictionary (unless you manually remove it from the [Dictionaries dialog](#) 877). The Job dictionary is a dictionary of entries relevant to this job only, such as names and terms from the current case. The job dictionary will be created one of two ways:

- By default, Eclipse will create a job dictionary when you begin the translation. The job dictionary will have the same name as the text file.
- You can set up a Master Job dictionary. To do this, go to the [User tab](#) 951 of User Settings, click the Dictionaries button, and assign a dictionary to the Job slot on the [Dictionaries dialog](#) 877.

It is useful to set up a Master Job dictionary when you have to produce a series of individual transcripts that will all take the same job dictionary, such as an ongoing case. Rather than re-create the Job dictionary entries each session, you can re-use the job dictionary you made on the first day by selecting it as Master Job.

If you designate a Master Job dictionary, Eclipse will not create the job dictionary that has the same name as the transcript.

Whether your Job dictionary is a Master Job or not, any [globals](#) 300 made using Ctrl+J will go into that dictionary.

User Dictionaries

A User dictionary is another dictionary that can be used in addition to Main and Job. Typically, this slot is used for specialty dictionaries, such as a dictionary of terms pertaining to medical malpractice, asbestos, family court, captioning, or whatever type of work you do.

There are two advantages to using a User dictionary for these types of entries. First, not putting them into the main dictionary keeps the main dictionary efficient, and eliminates the possibility of writing these entries accidentally when you are reporting a different type of case. Second, this practice allows you to re-use briefs. You can use the same steno to mean different things in different User dictionaries. As long as you select your extra dictionaries correctly for each job, you are assured of the correct translation.

User dictionaries are optional. Unlike the Main or Job, you do not have to use one, and Eclipse will not create one by default.

To create a User dictionary, [create a new dictionary file](#) [952], and assign it to a User slot on the [Dictionaries dialog](#) [877].

To [global](#) [300] into a User dictionary, press the Ctrl key plus the number of the User dictionary. Ctrl+1 would place the global in the User 1 dictionary, Ctrl+2 would put it into User 2, etc.

Making Permanent Dictionary Selections

The scope of changes made on the [Dictionaries dialog](#) [877] is dependent upon where you access it from. If you access it via the Dictionaries button on the [User tab](#) [95], your selections will be the default for all future jobs. This is the best way to select a Master Job dictionary, since you generally want it to be in effect for multiple jobs.

If you select extra dictionaries this way, you may want to uncheck Use In Translation. If you do, the dictionaries will be pre-selected, but each time you begin a translation you can turn on just the ones you want to use for that job. This allows you to pre-select every extra dictionary you might ever use (as User dictionaries), and then from the **Translate Notes/Dictionaries** dialog check **Use In Translation** only for the ones you wish to use in today's transcript.

If you access the [Dictionaries dialog](#) [877] from the Dictionaries button on the [Translate Notes](#) [251] dialog, the changes you make will be for that translation only. (Again, the default setup will be whatever you chose from the User tab.)

If you access it by pressing F9 when a (previously-translated) [text file](#) [628] is open, the changes you make will pertain to the dictionary assignments for that job. For example, you could assign a new dictionary to place Job or User [globals](#) [300] into, even if that dictionary was not used in the translation of the job.

Dictionary Priority

1. Job (highest priority)
 2. User 1
 3. User 2
 4. User 3, etc., through User 8, in numerical order
 5. Main (lowest priority)
-

The priority only matters if the same steno appears in two or more of the dictionaries that are in use. If it does, the definition from the higher-priority dictionary will be used.

VISUALIZERS:

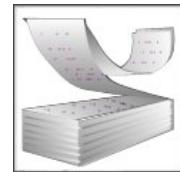
[H1 - Dictionary Selection](#)

[H1a - Change Translating Dictionaries](#)

22.96 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.

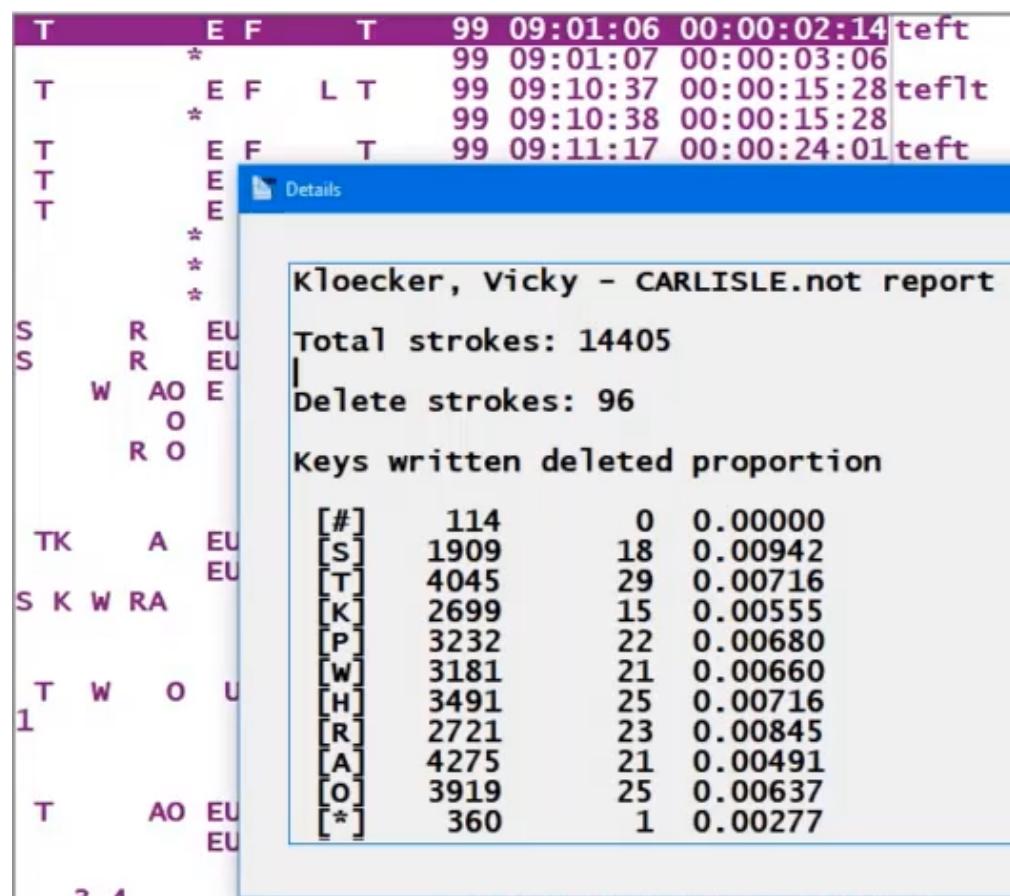
When a note file is open, you can quickly [translate](#) 251 it by pressing **Alt+T**. You will be taken to the **Translate Notes** dialog, with the current note file already selected.

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](#)

22.97 Working with Number Conversion



Working With NUMBER CONVERSION

RELATES TO: [Numbers tab](#) [246]



Eclipse's automatic number conversion feature allows you to write numbers as you hear them, and have them automatically format correctly. However, it does require some setup.

Here's how it works: any time you write a series of "number words", Eclipse will examine them as a group, and produce a formatted number based on your preferences. You set your preferences on the [Numbers tab](#) [246].

Dictionary Entries

First, you must put number words into your dictionary:

- 0 through 20, written out. (You do not need dictionary entries for number bar strokes, unless they mean something other than the numbers themselves.)
- 30, 40, 50, 60, 70, 80, 90.
- hundred, thousand, million, billion, etc.
- 21 through 99, but only if you write them as one-stroke entries: TWUPN for 21, TWAO for 22, TWAOE for 23, etc. If you write multi-stroke entries TWEPBT/WUPB, TWEPBT/TO, etc., no entry is needed.
- Either the word "point", or an entry defined as {DECIMAL} for a decimal point.
- Ordinals: first, second, third, etc., or a stroke that will convert a number to an ordinal. You may make entries for {^st}, {^nd}, {^rd}, and {^th}, or a {#0} entry.
- Words for units of measure (feet, gallons); time (o'clock, a.m., p.m.); money (dollars), etc.

Once your dictionary has all the necessary entries, you must then remove any redundant entries. Redundant entries are entries that can be written with a combination of existing entries. Redundant entries can cause problems with number conversion.

This is an example of a redundant entry:

SEUBS HUPB = 600

This entry is redundant, because you have separate dictionary entries for:

SEUBS = six

HUPB = hundred

Eclipse will automatically combine the two entries to generate "six hundred."

If you're getting results such as SEUBGS/HUPB/TWEPBT = "600 twenty", the problem is most likely a redundant entry.

Preferences

Once your dictionary is set up, you will then set your preferences on the [Numbers tab](#) [246].

Number Conversion Codes

The Numbers tab controls only general preferences. There are some instances where you will always want a number to be in digits, such as Exhibit numbers. To accomplish this, include number conversion codes in your dictionary entries.

Conversion codes can be written before, after, or even during the number series they affect. They will change the appearance of the entire number series.

Here is a list of the most commonly-used number conversion codes, and what each one does:

| Code | What It Converts To | Example | Explanation |
|------|--|---------------|---|
| {#G} | Convert to generic digits. | Exhibit{#G} | Ensures that any number following the word "Exhibit" will appear as digits. Can also be part of a conflict: \exhibit\Exhibit{#G} |
| {#N} | Convert an ordinal or dollar amount to its numeric form. | {#N} of April | Ensures that any ordinal preceding the word "April" will appear in its numeric form, e.g. "3rd of April". |
| {#T} | Convert to time. | {#T} | If you write SEUBGS/THEURT/{#T}, you will get 6:30. Is typically a stand-alone entry. |
| {#D} | Convert to a date. | {#D} | If you write SEUBGS/THEURT/{#T}, you will get 6/30. Is typically a stand-alone entry. |

| Code | What It Converts To | Example | Explanation |
|------|---------------------|---------|--|
| {#M} | Convert to money. | {#M} | If the deponent says "fifty" in response to a question about a dollar amount, you can write 50/{#M} and it will be formatted as a dollar amount. |
| {#O} | Convert to ordinal. | {#O} | You can create an ordinal by writing an ordinary number, and writing {#O} adjacent to it. |

Other number conversion codes:

| Code | Converts To... |
|-------------------|--|
| {#W} | written out |
| {#R} | Roman numerals ** |
| {#r} | Roman numerals, lower case |
| {#C} | money subunit (cents) |
| {#Q} | quantity |
| {#P} | Phone number |
| {#1} through {#9} | User-defined format <small>[250]</small> |

** The Number converter can auto-detect and reverse-convert roman numerals back to digits. Note that this feature works with both the number conversion command and with the AutoMagic suggestions.

VISUALIZERS:

[G1 - Numbers Overview](#)

[G1a - Number Settings](#)

[M12 - Auto-Magic Numbers](#)

22.98 Working with Punctuation



Working With PUNCTUATION

This topic covers inserting, changing, and translating punctuation.

Inserting/Editing Punctuation

To insert a punctuation mark in a [text file](#)⁶²⁶, press the key for the desired mark. The punctuation will be inserted to the left of the current word. Spacing and capitalization will be adjusted as needed.

For example, if you have this sentence:

1 Q Okay **Now**, as charged in the indictment,

Pressing the period key on the keyboard, while the cursor is on the beginning of the word "now", would produce:

1 Q Okay. **Now**, as charged in the indictment,

You can change this to a different punctuation mark, simply by pressing the key you wish to change to. Spacing and capitalization will again be adjusted, if necessary:

1 Q Okay, **Now**, as charged in the indictment,

Note that punctuation editing is done with the cursor on the beginning of the following word. This allows you to do the entire punctuation edit in one keystroke, instead of having to manually space, capitalize, etc. each time.

To remove a punctuation mark, press the **Backspace** key. If you use the **Backspace** key to remove a punctuation mark, you can do so from the beginning of the following word, and for any punctuation defined in the metadictionary, it will remove any associated case changes, spaces, etc. For example, in a piece of text such as "He. Went home" you can place the cursor on the "W" and hit the backspace key to remove the period, the extra space and down-case the "W."

If the cursor is not at the beginning of a word, pressing a punctuation key will simply insert the mark at that point. This can be useful in situations where you need to insert a punctuation mark into the middle of a word (for websites, or a name with initials), or put multiple punctuation marks next to each other (for phrases such as "it was six a.m., I believe.") Note that [Jump Punctuation Left](#)²⁸¹ will have to be unchecked, as this command will make all punctuation inserts behave as if the cursor is on the beginning of the word.

If you type a punctuation command which does not have a cap command in its metadictionary entry, when that punctuation is typed before a capped word or is used to replace a terminal punctuation mark such as a period, the word will be down-capped if the lower-case version is correctly spelled.

Other Punctuation Commands

- You can insert/change terminal punctuation to a [period, question mark, or dash](#)³²⁶.
-

- The following commands will place the punctuation mark at the end of the sentence, replacing any other terminal punctuation mark:

To place a Period: **Alt+P**

To place a Question mark: **Alt+Q**

To place a Double dash (- -): **Alt+D**

Changes to the behavior of these and other punctuation commands can be done using the Metadictionary. *WARNING: If you are an inexperienced user, you should not attempt to edit your metadictionary without expert guidance.*

By default, the period, question mark, and double dash will be followed by two spaces. If you want to change that to one space, for example if you are exporting the document to be published in a proportional font, you can change the [Metadictionary](#) 728 entries. In **User settings/Programming/Metadictionary**, select the entry, {.} for example. and change the "Force right boundary text" from two spaces to one.

Another default behavior controls capitalization after a colon. The default behavior inserts a space after the colon, and the next word will be capitalized. If you do not insert a space, the next word will be lower case. So if you are using the colon before a list of items, for example, do not insert a space.

Similarly, if you do not want a lockspace before a double dash, you can edit the Metadictionary entry, removing the lockspace. You would simply change the entry from

{--}={/<^[,;?~]~/"-[-][]"--/?DPC} to

{--}={/<^[,;?~]"/"-[-][]"--/?DPC}

- You can use [block marking](#) 363 to perform some quick punctuation edits, such as surrounding a phrase with commas or quotation marks, or hyphenating a multi-word phrase.
- [Toggle apostrophe](#) 327.
- If the metadictionary entry for a particular punctuation mark doesn't have a cap command in it, then when that punctuation is typed before a capped word or is used to replace a terminal punctuation mark such as a period, the word will be down-capped if the lower-case version is correctly spelled.

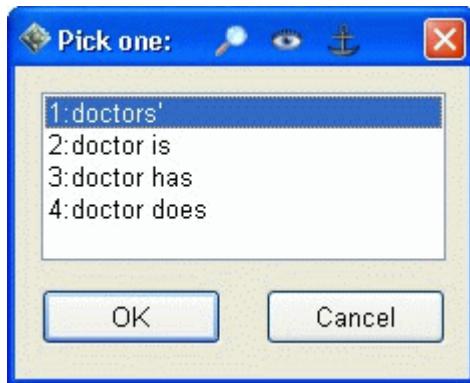
Apostrophes

To convert a word to its possessive form, place the cursor in the word and press **Alt+A**. This is a 3-way toggle. The first Alt+A will add 's. If the word ends in s, the first Alt+A will make it into 's. The second Alt+A will change it to s' and the third will remove the apostrophe altogether. If the word is already in possessive form, this command will open a menu. (See discussion below)

You can also use the **Edit menu/Miscellaneous/Flip apostrophe** command.

Flip apostrophe (Alt+A) and contractions

For words ending in "s," hitting Alt+A will cycle from s to s', then 's, then s' again. Because 's can either be a possessive or a contraction of "is" or "has," the second time cycling through Alt+A will bring up an alternates menu similar to the illustration below, based on "doctor's." It will include xxxx's in the cycle for items such as "Jones's" and "witness's."



Any common contraction can be toggled to its expanded form by putting the cursor on it and hitting **Alt+A**.

For example: don't --> do not

Note that the cursor will be left on the "n" in "not" when you do this. That's because any two-word phrase that can be contracted can be converted to its contraction by putting the cursor on the **second** or contracted word. For example: he will --> he'll (the cursor must be on the "w" in "will").

Because some contractions could be several forms of phrases ("where'd he go yesterday" "where'd you like to go tomorrow" "she'd have to go" "she'd better go"), when hitting Alt+A on a word ending in 'd you will get a menu containing ed/had/would/did so that you can select which one it should be. You can select the correct choice by highlighting and hitting Enter or clicking OK, or by typing the number of the choice.



The **Alt+A** contractions feature gives two options when executed on a word ending in "ing." It will bring up a menu to change it to in' or to add 's as this feature does with most words.

Unconventional spellings are included in the list of possible choices for some words. For example, if you try to contract "should have" you will get a menu containing "should've" or "shoulda."

Custom contractions

Many contractions are fairly basic and easily customized. You can use the default list in the [User settings/Programming tab](#) [753] "Contractions" list, remove any you don't want, and add your own.

The default list is:

- am+not=ain't
- shall+not=shan't
- will+not=won't
- I+am=I'm
- it+was='twas
- let+us=let's
- going+to=gonna
- got+to=gotta
- want+to=wanna

You can use this feature both for contractions, and for any common error in which one word becomes two or two words become one.

Reverse ? and /

Most reporters need to type a question mark more often than they do the slash, so many prefer to switch the slash and question mark keys. That way they don't have to use the Shift and slash key to get a question mark.

To set your keyboard to use the slash for the question mark (and Shift / to enter a slash) go to [User settings/Edit tab](#) [280], and mark the checkbox for Reverse ? and /.

Jump punctuation left

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.)

Dictionary Entries

In general, dictionary entries for punctuation marks should be in braces:

| Syntax | Mark |
|--------|---------------|
| {.} | period |
| {,} | comma |
| {?} | question mark |
| {;} | semi-colon |
| {:} | colon |

For more advanced punctuation entries, see the page on [dictionary entry syntax](#).

Automatic Punctuation

The following punctuation marks apply automatically to the previous word: comma, period, question mark, colon, semicolon, dash, hyphen, double-quote and single quote. The double and single quotes cycle between applying to the current word (begin quote) and the previous word (end quote).

If you do not write a punctuation mark at the end of a paragraph, Eclipse will automatically insert an appropriate punctuation mark for the type of paragraph it is. The mark you will get is determined by the [Behaves As setting, on the Advanced Paragraph Data settings from the Paragraphs tab.](#)

Note that choosing to turn off **Auto capitalization** in **User settings/Edit** tab only tells Eclipse not to capitalize a word just because your cursor passes over it. It does not interfere with the Automatic punctuation's effect on capitalization.

Typing a dash will not remove a period after an abbreviation

This goes for all punctuation, including commas and semicolons. The software looks at the previous word and looks it up in the metadictionary. If that word is registered as a title, the period will not be removed. Note that you can customize the metadictionary to add additional titles beyond Mr., Mrs., Dr., Sgt., etc.

Soft commas in Automatic Punctuation

If an entry ends in a soft comma and the next thing you write is a paragraph entry, the automatic punctuation for that paragraph entry will erase the comma before applying to the paragraph. For example, you can write a single entry

{,?}okay{,?}

and it will work in all of the following situations, where none of the following commas was written by the reporter:

- Q. State your name.

- A. Well, okay, it's John.
- Q. Okay, and what's your last name?
- A. Do I have to tell you?
- Q. Yes you do, okay?
- A. Okay.
- Q. So what is it?

VISUALIZERS:

[vE6 Dashes Hyphens.mp4](#)

[vM11 Auto-Magic Punctuation.mp4](#)

22.99 Working with Realtime



Working With REALTIME



A realtime job is a job that is created while the steno machine is connected to the computer (as opposed to [reading](#) and then [translating](#) notes).

To do a realtime job, you must first select your writer and [COM port](#) on the [Input Tab of User Settings](#). These choices are saved in your User Settings, so you don't have to select them each time.

Once those settings are in place, you can begin the realtime job from the [Translate Notes](#) dialog, or with the [Instant Realtime](#) button.

Doing a transcript in realtime also allows you to [record audio](#), and/or send [realtime output](#).

Hardware

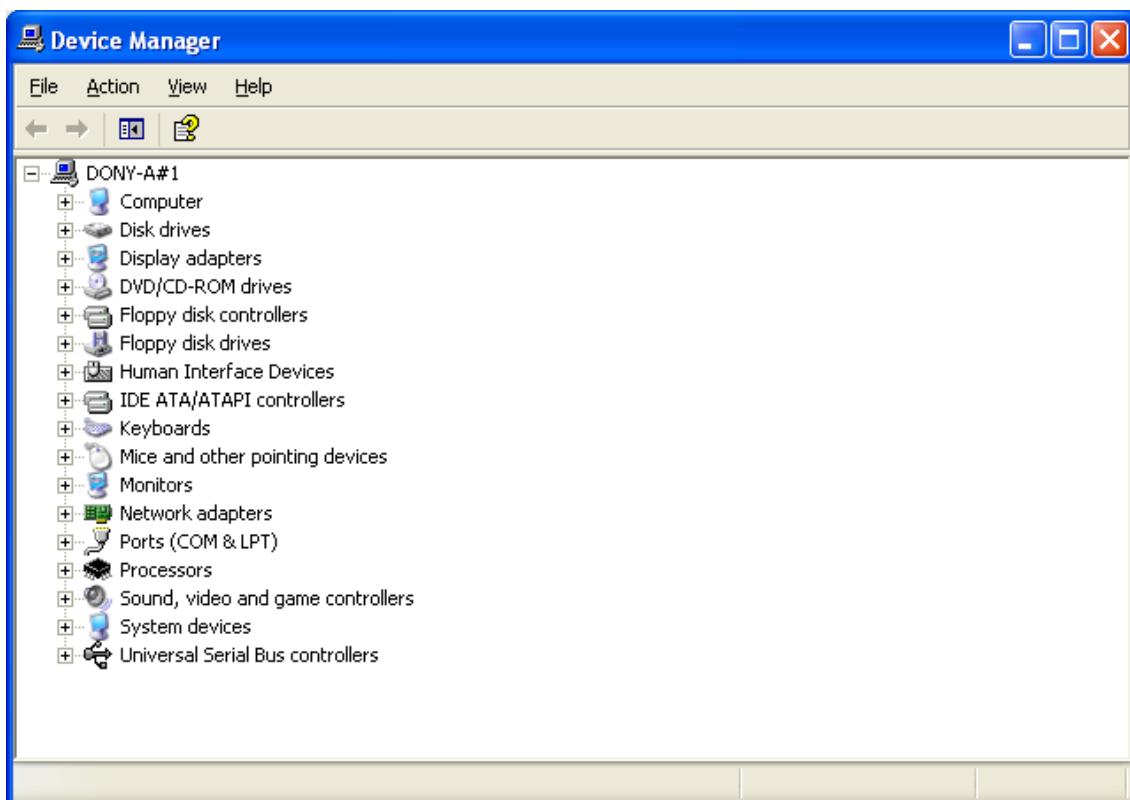
Most writer types require a COM port to do realtime. This is a nine-pin port that your writer physically plugs into.

If your computer does not have a COM port, you will need to produce one, by purchasing a USB-to-serial adapter. This device costs about \$50. It plugs into a USB port, and has a COM port on the other end; your writer will plug into that. To install this device, follow the instructions that come with it.

Alternatively, you may use a PCMCIA card. This device is more expensive, however, and can only be used if your computer has available card slots (which most desktop computers do not).

Whether you have a built-in COM port, or if you purchased an external device to generate one, Eclipse needs to know the COM port number. To determine this:

1. In Windows, click Start/Settings Control Panel/System.
2. Click the Hardware tab.
3. Click the Device Manager button. The Device Manager dialog will open:



4. Click the plus sign to the left of "Ports (COM & LPT)".
5. A list of all available ports on this computer will appear, indented beneath the "Ports (COM & LPT)" heading.



6. Write down the number that appears for the COM port. In the above graphic, it is COM1. If you installed a device, it will be plainly described as "USB to Serial Adapter", along with a brand name and a COM number.

This is the number that Eclipse needs when selecting your writer/COM port on the [Input tab](#) [208], or when selecting a COM port for output in [Output Formats](#) [472].

VISUALIZERS:

- [vD2a Alt+T for Realtime.mp4](#)
- [vD2a Instant Realtime.mp4](#)
- [vD3 Pending Tran Split Window.mp4](#)
- [vD3 Realtime Setup.mp4](#)
- [vD3a Realtime Output.mp4](#)
- [vD3a Realtime Output Buffer.mp4](#)
- [vD3b Bridge.mp4](#)
- [vD3b Bridge Pro.mp4](#)
- [vD3c Bridge Mobile.mp4](#)
- [vD3 Add Serial Port.mp4](#)
- [vD3 Device Manager.mp4](#)
- [vG5 RT Kit.mp4](#)
- [vD3a Wireless.mp4](#)

22.100 Working with Realtime Editing



Working With REALTIME EDITING

RELATES TO: [Realtime](#) [437], [Assigning a Dictionary Entry to a Macro](#) [938], [Macro Editor](#) [936], [Realtime tab](#) [441], [Edit Toggles](#) [886].

There are two ways to edit a transcript in realtime: you can have a scopist editing at your computer while you write in realtime, or you can perform editing functions via steno keystrokes.

Realtime Scoping

To scope a realtime job, all you have to do is sit at their computer and take control of the cursor. You will need to uncheck Follow Always on the [Realtime tab](#) [441].

You may also find it useful to set up a split view of the realtime job, either with the Split Window item on the [Realtime tab](#)^[44], or via [Window menu/Split](#)^[99]. This allows you two different views of the transcript at once; the scopist can edit a previous section of the transcript in one pane, while the reporter follows the realtime job in the other.

Even if you're not working with a scopist, you can perform edits from the computer keyboard during breaks. Just take control of the cursor with the computer keyboard and edit as normal. The [reverse scans](#)^[313] are useful here. Alternatively, you can check **Stop Follow On Unresolved** on the [Realtime tab](#):^[44] this will leave the cursor at the first trouble spot. From there you can fix the first one, and then [scan](#)^[312] forward to the others.

Editing From The Writer

The process of making edits from the steno machine is described in detail in the document **Eclipse Realtime Kit.pdf** which is found in the [Eclipse Documentation](#)^[32] folder.

To make edits from the steno machine, you will assign [macros](#)^[936] to dictionary entries. When you write the steno outline, the editing action will be performed.

For example, here is a simple realtime editing action:



This series of steps will [reverse scan to the most recent conflict](#)^[313], select choice 1, [retransmit the text to realtime output](#)^[963], and then [move back to the bottom of the job](#)^[281]. By creating a macro of these steps, and then [assigning that macro to a dictionary entry](#)^[938], we can perform the entire editing function from the steno machine.

All realtime editing functions work on this same principle: you will assign a macro to a dictionary entry, and press the entry to perform the edit.

While you can make your own macros, macros for a great many functions have been premade for you, and were included when you first created your user. Check the **Eclipse Realtime Kit.pdf** file in the [Eclipse Documentation](#)^[32] folder for a detailed list of macros, and how each one works.

Globaling From The Writer

While globaling from the writer works on these same principles, it is a more complex function. Performing a global from the writer is a three-step process:

1. Press a steno outline to back to the last untranslate, open it for globaling, and enter Keymode or Correction mode.
2. Write or fingerspell the definition into the [global dialog](#) [304].
3. Press a steno outline to select the [global type](#) [302], return to Normal translation mode, and move the cursor to the bottom of the job.

When globaling from the writer, you will use either Keymode or Correction Mode. Keymode allows you to finger-spell into the global dialog; Correction Mode allows you to write existing dictionary entries into the global dialog. (Correction mode is for quickly correcting untranslates.)

Either mode will use KEYMODE.DIX, which is the keymode dictionary. Any functions that need to be performed while you are in the global dialog -- such as selecting a global type, typing a space, or capitalizing a global -- need to be stored in this dictionary.

The following default macros will perform global corrections from the writer:

- **Go Define Untran** - scans back to the last untranslate, turns on Keymode so you can fingerspell the definition into the globaling window.
- **Go Correct Untran** - scans back to the last untranslate, turns on Correction Mode so you can write the correct outline into the globaling window.
- **Go Correct Misstroke** - uses correction mode, but does not scan to an untranslate; the cursor must already be on the word you wish to correct. (To use this, you will need to be able to move the cursor from the steno machine; there are realtime editing macros that do this.)

In addition, here are some of the entries you will need in KEYMODE.DIX to effectively perform globals from the writer:

- **Panic Stroke** - escape all dialogs, return to normal translation.
- **Global Job - RT, Global Main - RT, Global Local - RT**. Perform the global type specified, return to normal translation.
- **Plus Left Stroke, Plus Right Stroke, Minus Left Stroke, Minus Right Stroke**. Adds more strokes to the global, allowing you to perform multi-stroke globals.
- **Capitalize Global - RT**. Allows you to control the capitalization of a global, by pressing the Capitalize button on the [global dialog](#) [304].
- **Type**: There are macros that allow you to type braces, spaces, punctuation marks, and other symbols. You must assign these to steno keystrokes to be able to type them into the global dialog from the steno machine.

VISUALIZERS:[G5 - Macros](#)[G5 - RT Kit](#)**22.101 Working with Realtime Output**

Working With REALTIME OUTPUT

RELATES TO: [Output Formats](#) [472], [Working With Realtime](#) [437], [Realtime tab](#) [441]

Eclipse's realtime output feature allows you to do realtime, and send a realtime feed to one or more recipients. For example, you can send a transcript to a judge's computer via cable. [Captioning](#) [599] is also a form of realtime output; it can also be used to display text on marquee devices, or for [remote live scoping](#) [478].

To set up realtime output, you must first set up [realtime](#) [437].

Once you have basic realtime working, you will first need a means to send the realtime output to the recipient. If you are sending the transcript to the judge and/or attorney(s), it is typical to send via a cable connection. You will need to get a second COM port; this can be done via the same techniques given in the section on [realtime hardware](#) [438]. Acquire a device, install it, and make a note of the COM port number.

Once you have an output port, you will select the COM port number, speed, output type, and other options in [Output Formats](#) [472], which can be accessed from the [Realtime tab](#) [441].

It is also possible to send realtime output by other means, such as a phone modem (typical for captioning) or a network connection: see [Output Formats](#) [472] for further information.

VISUALIZERS:[vD3 Realtime Setup.mp4](#)[vD3a Realtime Output.mp4](#)[vD3a Realtime Output Buffer.mp4](#)[vD3a Wireless.mp4](#)[vD3b Bridge.mp4](#)[vD3b Bridge Pro.mp4](#)[vD3c Bridge Mobile.mp4](#)

- [vD5 Remote Scoping.mp4](#)
- [vD6d Connection Magic Users Dialogue](#)
- [vD6 Shared Editing.mp4](#)
- [vD6 Shared Editing Tips.mp4](#)
- [vA8 CART Window.mp4](#)
- [vL4 AccuCAP.mp4](#)

22.102 Working with Saving



Working With SAVING

RELATES TO: [Close](#) [868]

There is no explicit "save" command for files, because Eclipse automatically saves your work as you go. Closing a text file, note file, or dictionary will save it.

When you are editing, Eclipse keeps a log of every change you make, and enters in a hidden file called *jobname.elg*. It updates this file every 5 seconds, so if there is a power failure, crash or lockup on your computer, you will never lose more than 5 seconds' work. If there has been an unplanned shutdown, when you open the job and there's an elg file present, the software knows that there are unsaved changes and immediately applies the contents of the .elg file to the document transparently, restoring your most recent edits.

If you would like additional protection, you can activate the [Timed Auto Backup](#) [282] feature on the [Edit tab of User Settings](#) [280]. It will do a complete save according to the auto-backup interval, which you can set for between 10 and 30 minutes. When it saves the file, it saves it simultaneously in *jobname.ecl* and *jobname.ub0* in the backup folder, and deletes the *jobname.elg* file, which is re-created when you have been editing for 5 seconds.

22.103 Working with 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](#) [437].

2. [Read notes](#)²¹³ from the steno machine into Eclipse, and then [translate](#)²⁵¹ the notes.

The following locations contain settings relevant to translating a job:

- [Input tab](#)²⁰⁸ of **User Settings**. Select your brand of steno machine, and certain specialty steno strokes.
- [Translate tab](#)²²⁷ of **User Settings**. Translation preferences, such as tying related items together, guessing misstrokes, using a premade speaker table, etc.
- [Realtime tab](#)⁴⁴¹ 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](#)⁴⁷⁰ and [audio recording](#)⁵⁸⁴ can be found here.
- The [Translate Notes](#)²⁵¹ dialog contains settings relevant to each job you do, such as which [dictionaries](#)⁶⁰⁸ 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](#)

22.103. Working with Text Files

Working With...

TEXT FILES



RELATES TO: [Open Text](#)^{8†}, [Block Files](#)⁴⁹⁷.

A text file can be a transcript, [block file](#)⁴⁹⁷, or [list file](#)⁵⁰⁴. It has an .ECL [extension](#)⁸⁹³.

A transcript can be created by [translating](#)²⁵¹ a [note file](#)²⁰⁷, or by doing [realtime](#)⁴³⁷.

A [block file](#)⁴⁹⁷ or [list file](#)⁵⁰⁴ can be created via the [Open Text](#)^{8†} dialog.

There are many editing actions available for working with text files:

- [Basic movements](#)²⁸⁶

- [Scans](#) [312]
- [Delete](#) [293]
- [Miscellaneous](#) [326]

22.104 Working with ZIP files

Working With ZIP FILES

RELATES TO: [File Manager](#) [610]

A "zipped" file is a compressed version of one or more files. Zipping files makes them smaller and easier to transfer.

If you have zipped a file, or received a .ZIP file from someone else, it must be unzipped before it can be worked with in Eclipse.

You can zip or unzip files in the [file manager](#) [613]. When you do this, they will always be unzipped in the same folder. So if you want to work with the contents of a zip file you received from someone else, place the ZIP file in your Jobs folder, and unzip it there.

You may also work with ZIP files outside of Eclipse. (In fact, ZIP is a worldwide computing standard.) If you try to unzip a file in Windows Explorer, or anywhere else, the WinZip program will run. More advanced actions, such as zipping entire folders or zipping across multiple floppy disks, can be done from with WinZip. WinZip has its own help system.

About Audio Files

Do not zip audio files. They are already compressed, and zipping them will not help. In fact, it is a good idea to add WAV to the list of [file types that are excluded from a ZIP](#) [614].

Any other Eclipse file type may be zipped.

WinZip is a registered trademark of WinZip International LLC.

22.105 Writers - Customization

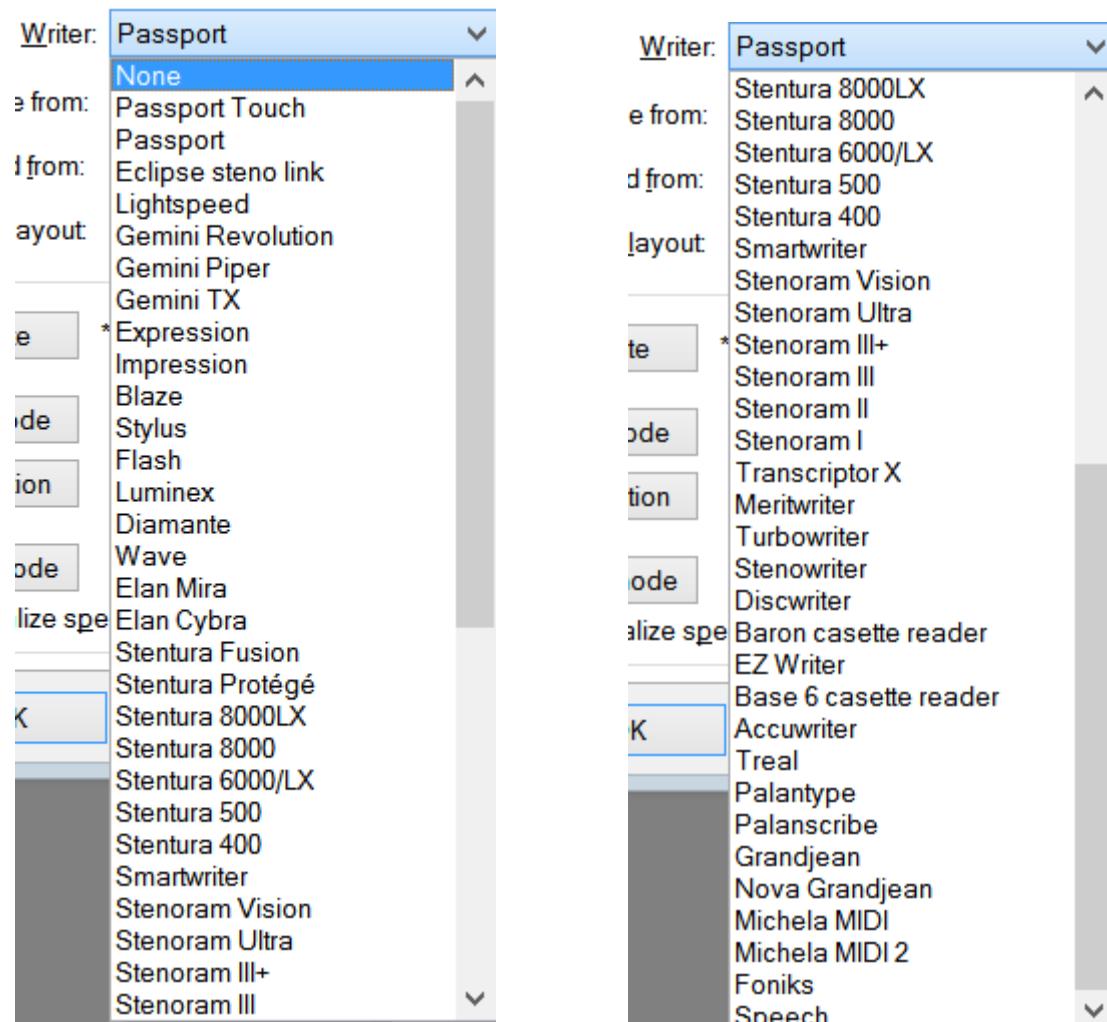


Writers

RELATES TO: [User settings/Input tab](#) [208]

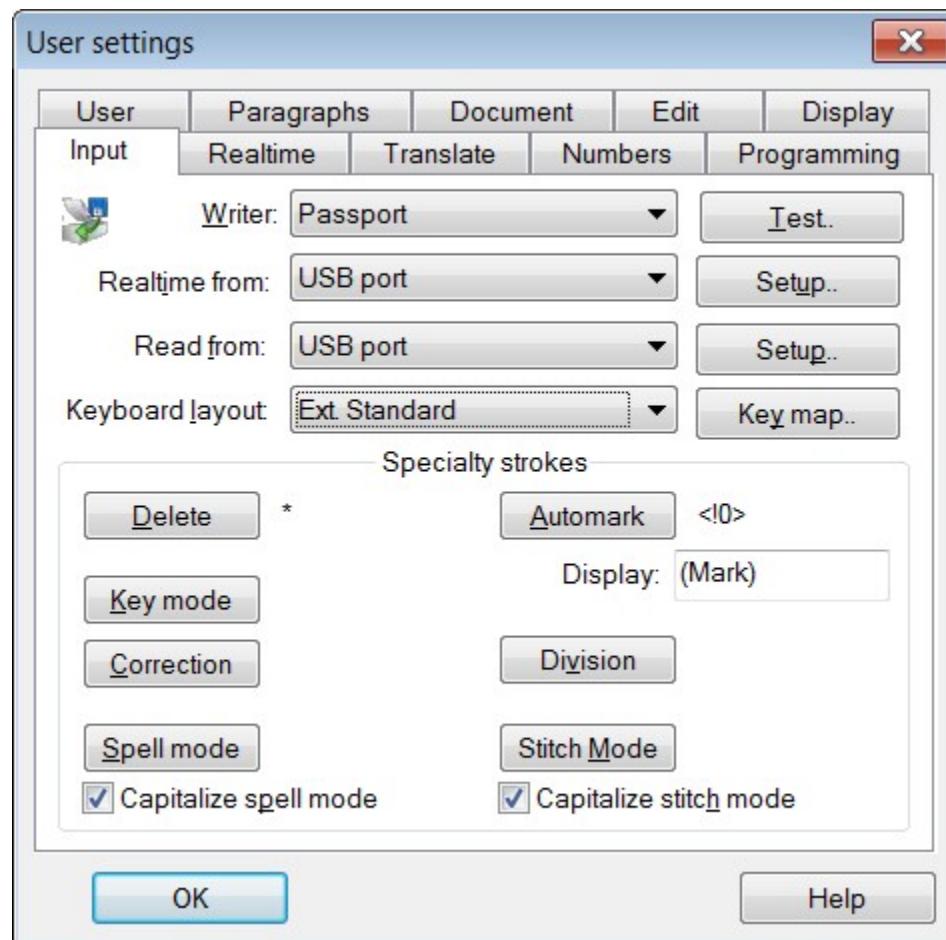
Available writers

Under **User settings/Input/Writer**, a drop-down list lets you select from among all the available writers:



Customizable Extended Keyboards

The Passport, the Gemini/Infinity series, and the Treal keyboards all have more keys than normal, and going to **User settings/Input/Keyboard**, selecting your keyboard, and "Extended keyboard," and clicking the **Key map** button allows you to assign each key to ANY of the existing steno characters.



The sample physical keyboard you see in the dialog below is a graphic representation of your actual keyboard. Note that it will look very different depending on whether you have a Passport, Gemini or Treal. The emulator will show you the way the keyboard will currently behave.



Above the keyboard graphic is a dialog that allows you to map any physical key on the keyboard to a steno character. Press the Physical key button, which will show a smaller steno machine, then select the key you wish to change. That will change the text on the button. You can then select any of the available steno characters from the buttons below.

By default, each key on the extended keyboards is a separate, distinct steno character. The S key on a Passport, for example, is split into Z and S. The asterisk is split into * and ~. On a Gemini, there are TWO sets of central keys, meaning that the left is divided into \$ and % and the right into * and ~.

So, for example, if you wanted to keep the individual keys in all cases except that you wanted to keep both the left-side keys as S, you could simply select the physical Z key and assign it to the S steno character. Note that when you do that, the keyboard emulator below the dialog will now show S for both the upper and lower keys on the left side.

This dialog has shortcuts for the most common keys that users might want to link, such as the Z/S or the */~(\$/%). For Gemini and Treal keyboards, you may also want to link the number bar keys together to simulate a single number bar rather than having them behave as individual number keys.

There is a checkbox where you can select whether the number bar key changes the rest of the keyboard or not. Usually, with the Gemini or Treal, you would select this option only if you were linking the number keys together as a single number.

This system gives you total control over how you take advantage of your extended keyboard. Perhaps you want to try the Passport with a split */~/ key but keep the S linked? No problem. You want to try the individual number keys on a Gemini, but you want to link both the S/Z and the */~/? Again, no problem. This system can support any possible arrangement and combination of extended keys. You can even reassign the letter keys! As a really off-the-wall example, you might have the extra row of keys on a Treal and want to shift all of your left-side letters over by one key so that instead of ^ and + on the left, you start with Z/S (or S/S) and then put the ^ + in the middle. It's entirely up to you.

Note: Once you have converted your existing standard dictionary over to extended format (which you can do by exporting it to RTF, changing to an extended keyboard under the input options, then re-importing it to a new dictionary from RTF) then you can try any combinations you like without affecting your dictionary.

Once you have converted your dictionary to extended format, it won't look any different. But depending on how you've configured your extended keyboard, you might have to hit entries differently. If you are using the split */~, any existing dictionary entry that contains an * has to be hit with the upper key. If you want to hit it with the lower key, you have to change the entry.

You can have different entries for the upper and lower, and these changes can be made gradually. Likewise, if you wish to try the split S at some point in the future, you can start out with it linked and then change it later without having to convert your dictionary again.

A few writers have characteristics requiring additional explanation:

ProCAT Stylus

ProCAT's Stylus writer creates note files in Stenograph format on their RAM card. You can read those files without having to change your writer selection.

The Stylus also does audio recording and creates RTF notes and text files that can be imported into Eclipse. The audio synchronization will work with the note reading or with the RTF import.

The ProCAT Stylus produces RTF text files based on the translator on the writer. These files contain both absolute and relative timecodes. Eclipse imports these relative timecodes.

If a user has a Stylus and wishes to read the notes and retranslate in Eclipse, one option is to take the RTF from the Stylus, even though it's a job RTF, and import that RTF into a note file. The result will be a note file that has correct absolute and relative timecodes and will synchronize perfectly with the WAV file copied from the Stylus.

ProCAT Expression

ProCAT's Expression writer emulates a Diamante with its note file format, so using the "read notes" function takes that into account and reads the notes in Diamante format.

None

The writer choice of "None" gives you the ability to start a realtime translation session with no writer attached at all. You can then start a realtime job in order to send script lines to an output device, for example, for the hearing impaired for open or closed captioning. This will also work on an edit station.

Michela MIDI and Michela MIDI 2

There are two MIDI Michela writers on the list. The second one uses the anti-stacking algorithm, and the original one still waits for all keys to be lifted before registering a stroke.

Diamante/Mira/Fusion

The Mira-style USB realtime interface to the Diamante is functional, but it only works in realtime. To read notes, it is necessary to plug the SD card into the computer or into an SD card reader. The new note file format is sufficiently different that the USB interface will require some modifications in order to read the notes over the cable.

Diamante/Mira/Fusion native note file format interface

It is not necessary to use the compatibility mode on the Mira or Fusion, nor is it necessary to use the conversion utility for the Diamante notes. Eclipse can directly read the new date/time style filenames from the Diamante, Mira and Fusion. This includes the time of day and relative timecodes.

IMPORTANT: This means that when you have Mira/Fusion/etc. selected in Eclipse as your writer, Eclipse is not REQUIRING that the notes be in the newer date/time format. If your Mira/Fusion is still set to have the note files in compatibility mode, they will NOT work with Eclipse V5. The best solution is to set the writer to use the newer file format. However, if you need to read files from the old format the solution is simple: Set Eclipse's writer setting to Stentura and it will read the older format files just fine.

Diamante/Mira/Fusion audio sync adjusted to account for auto-pause

The timecodes read from the new note files and the jobname.apr files allow Eclipse to synchronize with the WAV files recorded on the Diamante, Mira and Fusion, even if you have the auto-pause feature turned on.

Case Catalyst / Diamante dictionary import function

You can use Tools/Import/Dictionaries/From Case Catalyst to import the filename.sgdct files into Eclipse. Note that it does not currently convert all of the special characters that can appear, but with enough additional information these could be added later. However, it will convert all of the words, names, etc., that do not contain special commands such as new paragraphs, etc. Special commands will be converted as raw hexadecimal values such as /x16. If necessary, find/replace functions can be used to substitute the appropriate Eclipse syntax. If sufficient examples are sent in to support@eclipsecat.com of what these special characters are and what they should look like, the converter can be modified to do those conversions automatically.

Passport

"start from which stroke" message in Passport

You will get the option of hitting first/last/other when starting realtime on a Passport (unless you use the instant realtime button.)

Passport shadows appear on notes display

After reading in a note file from the Passport, you can open the note file in Eclipse and see the key shadows just as they appear on the Passport display. Remember that keys showing in any shade of red or pink are shadows and will not be used in the translation. Any keys showing in black or gray count as registered and will be used in translation.

VISUALIZERS:

[D1a - Extended Steno](#)

[D1a - Extended Steno Dictionary](#)

[D1a - Steno Key Map](#)

23 FAQs

Q: Every time I global something, the cursor goes to the bottom of the file. . Why does it do that, and how can I stop it?

A: You have turned on [Multi-scan](#)³¹⁴. To turn it off, use the Keystroke **Ctrl+Shift+M** or go to the **Move** menu and select **Multi-scan**.

Q: My Global dialog box is missing some options.

A: Click the icon in the upper LEFT corner of the global box. Click [Customize](#)⁶³ in the dropdown box. Click the **Show all** box check box.

24 Voicewriting with Eclipse Vox



Voicewriting with Eclipse Vox

Eclipse Vox allows you to use your voice as an input device. You will set up both Eclipse and your speech engine for voicewriting.

In **User settings/Input**, you will select **Speech** as your writer, and go to the **Realtime from... /Setup** button to open the [Speech Options dialog](#) [1082].

You will need a microphone or mask, and voice recognition software. With Eclipse Vox, you have 2 choices:

Eclipse Vox Turbo *includes* an integrated version Dragon Naturally Speaking (DNS), so you don't need to purchase additional software, and you have direct access to features and functions not otherwise available.

Eclipse Vox (non-turbo version) requires purchase of a compatible DNS Retail Version: 9.5/10.1/11.5/12.5/13, Preferred, Premium, or Professional. Then, once DNS is installed, configured, trained, and operating properly, you can move on to learning about how it interfaces with Eclipse Vox. With Eclipse Vox Turbo, you will perform these functions from within Eclipse Vox.

You will need a different license for either "Speech" or "Turbo Speech."

Contact Singularity Software for further information about software requirements. They can also advise you about hardware requirements; voicewriting is far more resource-intensive than using a steno machine.

For additional documentation, see the [Eclipse documentation](#) [32] folder.

Voisteno

When you speak into the voice engine, your words are sent to Eclipse, and treated as steno. This is called "voisteno." Like machine steno, voisteno will translate against a dictionary in Eclipse. For example, you might voice the following:

qmac what is your name qco amac I am king arthur peerco qmac what is your quest qco amac I seek the holy grail

Many of these entries are basic words that require no further processing; others, like qmac, amac, and "king arthur" require Eclipse dictionary entries to get them to format correctly. To do this, create entries in your main dictionary, either by [globaling](#) [300] or via [Add Dictionary Entry \(Ctrl+D\)](#) [159].

In the above example, you would want to have the following dictionary entries:

| Steno | Text |
|----------------|-------------|
| 1: amac | {A} |
| 2: holy grail | Holy Grail |
| 3: king arthur | King Arthur |
| 4: peerco | {.} |
| 5: qco | {?} |
| 6: qmac | {Q} |

The paragraph would format like this:

| | | | |
|---|---|---|------------------------|
| Q | 3 | Q | What is your name? |
| A | 4 | A | I am King Arthur. |
| Q | 5 | Q | What is your quest? |
| A | 6 | A | I seek the Holy Grail. |

Voicewriters use the same [dictionary syntax](#) as machine reporters. However, voicewriters have very small main dictionaries compared to steno reporters, because most words require no further processing. (You don't need a dictionary entry to change the voisteno "what" into the word "what".)

For a more detailed explanation, see [Voisteno](#).

Globaling

Voicewriters perform [globals](#) just as steno reporters do, but they serve something of a different purpose.

In voicewriting, there are no untranslates. What you get instead are mistranslations; words that the voice engine resolved incorrectly. You will use the [global](#) function in Eclipse to fix mistranslations; this will correct the word in the transcript, and also help the voice engine learn your speaking style.

To do this:

1. Put the cursor on the mistranslated word.
2. Press **Ctrl+G** or hyperkey **G** to global it.
3. The underlying audio will play. Confirm that the audio represents the word you meant to say. In other words, make sure it doesn't contain a piece of the preceding or following word, and that the entire sound of the word is present. If it isn't, create a [multi-stroke global](#) that contains an entire clean sound of an entire phrase. If you need to hear the audio again, press **Ctrl+P**.

4. Type what you meant to say. If you meant to say "qmac" and it came out "cue map", you would type "qmac" into the [globaling dialog](#)^[304]. Do not use [Eclipse dictionary syntax](#)^[880] here: we are instructing the voice engine on what we meant to say. Use Eclipse dictionary syntax only when creating Main dictionary entries, as explained above.
5. Press **Enter**, or **Ctrl+L** to perform a [Local global](#)^[302]. Most of your globals as a voicewriter will be Local globals, since their purpose is to correct a mistranslation in that location only. (You might want to confirm that Dictionary and Capped are both set to "Local" on the [Edit tab](#)^[284].)

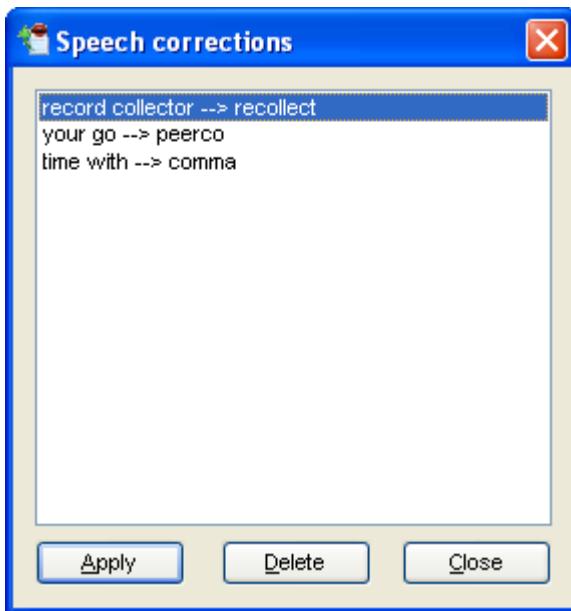
Whenever you perform a local global in voicewriting, the global is added to the Corrections List. The information can then be sent to voice engine via [Apply Corrections](#)^[1074].

Voicewriters can do other types of globals:

- Main (Ctrl+M): Use this global type when the word translated correctly, but you want to change its formatting in the main dictionary. For example, you would global qmac as {Q}
- Job (Ctrl+J) or User (Ctrl+1 through Ctrl+8): Use this global type when the word translated correctly, but you want to change its formatting in the main dictionary. This is useful for speaker IDs. Job and User dictionaries work the same as they do for machine reporters: see the page on [Working With Multiple Dictionaries](#)^[608].
- Trash (Ctrl+T): Works like a Local global, except that it will replace all instances of this mistranslation. Use only when the voice engine makes the same error in several locations.

Applying Corrections

After you perform one or more Local globals, they are added to the corrections list. To view the corrections list, select [Apply Corrections](#)^[1088] from the Tools/Voice menu, or press Ctrl+Shift+V:



Each item in the list is a Local or Trash global you made. To send a correction to the speech engine, select it, and then click **Apply**. It may take a moment to process.

If you don't want to apply a correction, select it and then click **Delete**. (You may not want to apply a correction if you misspoke the word, because the voice engine will use that sound when attempting to resolve your voice in the future.)

When making local globals, it is a good idea to delete unwanted corrections right after you make them. If you make a local global but don't want to send it to the voice engine, just open the Corrections List and delete the unwanted item. You may then close the Corrections List; all other corrections will remain there, and can be applied later. If you delete unwanted corrections as you make them, when you finish the job, only wanted corrections will remain in the list. When you finish editing the job, you may then them indiscriminately, without having to ask yourself, "did I want this one or not?"

Audio

Voicewriters do not have paper tape and other fallback methods that machine reporters do. For this reason, you will want to make an audio recording of the deposition. It is also wise to have an audio recording that is independent of your computer, such as a digital recorder.

Audio recording for voicewriters works the same as it does for machine reporters. You will check Record Audio on the [Translate Notes](#) 251 dialog, and a .WAV file will be created. This can be either a secondary copy of your own voice, or a recording of the deponent's voice. For more information, see [Working With Audio](#) 584.

This will give you two separate sound files: the "voice track", which is your own voice, and the "room track", which is the .WAV file. Use [**Shift+Alt+J**](#) and [**Shift+Alt+K**](#) 1088 to play and stop the voice track; use [**Alt+J**](#) and [**Alt+K**](#) 977 to control the room track.

Also, you need to calibrate your audio levels before each new realtime job. See **Calibrating Audio Levels For Voicewriting** in **Appendix G:Eclipse and Speech Recognition**, in the *Eclipse Users Manual*, found in the [Eclipse documentation](#) [32] folder for a fuller discussion of audio calibration.

1. Error messages

If any function fails, Eclipse Vox will report an error saying which function was attempted and the error code it produced. The error will have the function description (such as "play") and a numeric error code. If one of these appears, make a note of it and report it directly to the programmer at Advantage Software.

Analyze Documents

The Tools/Analyze documents feature works differently for steno writers and for voice writers.

For a detailed description of how its uses for steno writers, see [Working with Dictionaries: Analyze documents](#) [605]

In Eclipse Vox, this feature is used to train the voice engine by analyzing existing transcripts. For details see [Tools/Analyze Documents](#) [1096]

Summary of settings and speed keys in Eclipse

Setup

User settings/Input: Writer - Speech, Keyboard layout - Speech

User settings/Edit/Globaling: Dictionary - Local, Capped - Local

Dictation

Production/Translate notes (select Realtime) OR

Production/Instant realtime (dictate)

Production/Stop realtime

Editing

Edit/Global (Ctrl+G), followed by:

Ctrl+L, Local - To fix a one-time error made by the speech engine

Ctrl+T, Trash - To fix a frequent and consistent error made by the speech engine

Ctrl+J, Job - To make an Eclipse job dictionary entry

Ctrl+M, Main - To make an Eclipse main dictionary entry

Ctrl+0 - Ctrl+9 - To make an Eclipse user-definable dictionary entry

Tools/Voice/Apply corrections - To apply the corrections made by Local and Trash globals to the speech engine to prevent them from making the same mistakes again.

VISUALIZERS:

- [vL5 - Voice Writing](#)
- [vL5 - Vox: Setup](#)
- [vL5e - Vox: Train \(Updating your voice Model\)](#)
- [vL5a - Vox: Audio](#)
- [vL5b - Vox: Play](#)
- [vL5c - Vox Dict \(Edit Dragon vocabulary\)](#)
- [vL5c - Vox Build \(Analyze Documents\)](#)
- [vL5c - Vox: New \(Add to Dragon vocabulary\)](#)
- [vL5d - Vox: Editing Advice](#)
- [vL5d - Vox: Apply Corrections to speech recognition engine](#)
- [vL5d - Vox: Handling Speakers and Unexpected Names/Terms](#)
- [vL5d - Vox: Auto-Brief for Eclipse Vox Users](#)
- [vL5e - Vox: Connection Magic for Eclipse Vox Users](#)
- [vL5f - Vox: 3 Ways to Dictate Less](#)

24.1 Voisteno

Eclipse Vox treats incoming speech as though it were steno strokes coming from a steno machine. We call this "voisteno" as an abbreviation of "voice" and "steno." By using this method, voicewriters are given full access to all of the features that steno machine reporters have access to.

When you use a normal word processing program, the text goes straight from the speech program directly into the text of the document:

Dragon Naturally Speaking --> Text document

However, when you use Eclipse Vox, it processes the speech, dividing it into individual words with timecodes, and then feeding the voisteno through its translator, allowing an extra layer of intelligent processing and command capability. The translator then inserts the text into the document.

Dragon Naturally Speaking--> Eclipse Vox --> Text document

For that reason, you should avoid using any special features in the speech engine itself. For example, there are methods in Naturally Speaking for issuing commands, performing capitalization, changing text attributes, etc. Since Eclipse Vox's translator is capable of performing these functions, it is better to allow the Eclipse Vox translator to do them so that Eclipse Vox has full and complete control and a complete understanding of what processes are being performed.

Note that ordinary words need no additional processing. A steno machine writer needs to enter dictionary entries for every stroke, but a voicewriter only needs to create dictionary entries for words that require special processing.

Example:

Here is an example of a short piece of text and several different ways it can be handled:

Q This is Exhibit 4, a contract; is that correct?
A Yes, it is.

Now, here is a rough approximation of what you might say if you were writing directly into a word processor using a speech engine right out of the box.

New line capital q tab capital this is exhibit digit four comma a contract semi-colon is that correct question mark new line capital a tab capital yes comma it is period

If you wanted to streamline this, you could teach the speech engine that the word "qmac" meant to put in a new line, a capital Q, a tab and to capitalize the next word. You could create shortcuts like this for a lot of the text by teaching the engine new words and phrases.

However, using Eclipse Vox, that is NOT what you want to do. Instead, just teach the speech engine a new word (qmac) and train it to know how you say that word.

Then create a dictionary entry:

qmac = {Q}

The {Q} syntax is Eclipse Vox's way of representing a question. Note that you can also teach the speech engine {Q} and just put that directly into the engine. However, sometimes the speech engine prefers that the word you are teaching it sounds close to the way it's spelled.

Here is the way that you could speak that same phrase using Eclipse Vox:

qmac this is exhibit four cmac a contract is that correct

amac yes it is

Now, in order for that to work, you would have to have the following dictionary entries in your Eclipse Vox dictionary, telling the system how to translate the voisteno on the left into the translation on the right. An explanation appears in brackets after the text:

qmac = {Q} [a question]

amac = {A} [an answer]

cmac = {,} [a comma]

exhibit = \exhibit\Exhibit{#N} [if followed by a number, will pick choice two and force the number to be in digits]

is that correct = {;?}is that correct [insert a soft semicolon before the phrase]

yes = {, ?}yes{, } [insert a soft comma before the word "yes" and an overridable comma afterward]

Note that for most of the words in that short segment, no dictionary entries are necessary.

The above examples demonstrate how the speech engine interacts with Eclipse and how it is different from (or the same as) using a steno machine. For a more detailed discussion of the dictionary entries, see the relevant sections of the Eclipse manual, help text and version changes that deal specifically with dictionary entry syntax.

With machine steno, missing dictionary entries become "untranslates" which appear in a different color and are considered an error, even if they appear correct using the phonetic steno processing procedures. With speech, however, there are NO "untranslates" and words that are not in the dictionary are simply inserted with no additional processing.

Voisteno appears in note files and in the steno window on the right-hand side of text files, just as machine steno does. And like machine steno, you can manipulate the raw voisteno files and retranslate them. Voisteno that appears vertically may be broken up into multiple parts if the word is too long, because there is a limited amount of information that can be contained in a single "steno stroke" in this software.

For example, if you said the following:

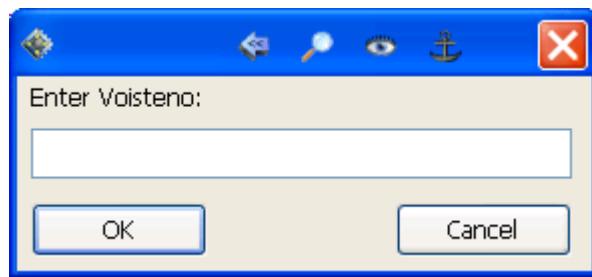
this is representing a word

It would show up as follows in the steno window and in the note file:

this
is
represent+
ing
a
word

The long words are broken up, which has no bearing on the final translation. It's simply a way for the voisteno manager to handle large words. Normally, the words are broken up at spaces.

There are many places in the program where you will be asked to enter a steno stroke by hand (Edit menu | Add dictionary entry, for example.) For machine writers, a dialog will appear that will show a virtual steno keyboard and allow you to type the strokes. For voicewriters, it displays a box for you to type in the original text. Simply type the original speech engine words separated by spaces.



Here are some ideas about how you can use voisteno to your advantage.

Eclipse Vox is designed to allow you to very quickly create dictionary entries, even on the fly, to change or modify your translation. Training new words in a speech engine takes longer and requires you to speak the words into the engine, which you may not have an opportunity to do.

For some types of entries, you may want to create special token words that you teach the speech engine to produce, such as "biz" or "spee" and define them in your main and job dictionary like so.

Machine writers often use "briefs" or "tokens" similar to these:

Main dictionary:

```
spee one = {S:SPEAKER1}  
spee two = {S:SPEAKER2}  
flodip = Florida Department of Transportation
```

Job dictionary for case number 123:

```
spee one = {S:MR. SMITH}  
spee two = {S:MR. JONES}  
biz one = Advantage Software  
biz two = Walters Manufacturing Company
```

Job dictionary:

```
spee one = {S:MR. GREENE}  
spee two = {S:MR. BROWN}  
biz one = Hopkins Pharmaceuticals  
{DELETE}in voicewriting
```

You can put {DELETE} in your speech dictionary and it will remove the previous word, even if it is made up of multiple voisteno strokes, which will happen automatically if the word is too long to fit in one stroke.

A final note about voisteno: The dictionaries may appear to be in an unusual order. That's perfectly normal. Dictionaries are sorted in steno order, which makes searching for entries easier for the computer. The voisteno is compressed into a complex binary code, which will mean that the order of entries will not make sense, since it's not alphabetical.

However, you can still search for entries, and you can go directly to a particular entry by using the "go to" command in the dictionary. Since voicewriter dictionaries will tend to be much, much smaller than machine writer dictionaries, this shouldn't pose much of a problem.

24.2 Create and set up a user: The Speech Options Dialog

Create and set up a User in Eclipse for Voicewriting

To set up Eclipse for voicewriting, you will make changes on several of the tabs in **User settings**.

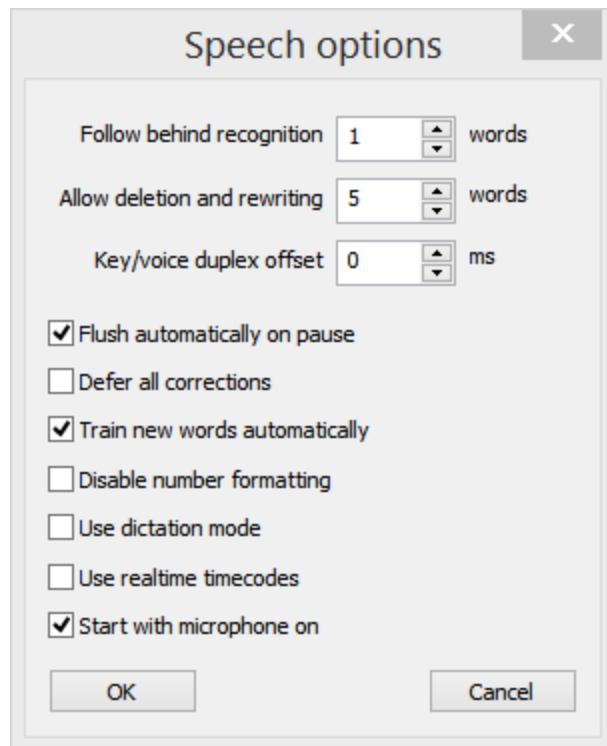
User settings/User

First, create a new user for yourself via the **Create new user** button on the [User tab](#),¹⁹⁵ Then [import the settings file](#),¹⁹⁶ called SPEECH.SET. This file is located in the Eclipse folder; in a default installation, this would be C:\Program Files\Advantage Software\Eclipse. Importing this SET file will give you a default speech setup.

User settings/Input

Go to the [Input tab](#),²⁰⁸ and select **Speech** in both the **Writer** and **Keyboard layout** fields.

If you click the **Setup** button to the right of **Realtime from...**, it will open the **Speech options** dialog, where you can set your preferences for how Dragon sends data to Eclipse.



Follow behind recognition __ words

The default value for this is one word. You can set this larger if you want to give Dragon more opportunity to work with the audio before sending in the results. It is best not to set this at zero. If you do, it will frequently have to delete the last word when it re-thinks the recognition.

The lower you set the "follow" value, the faster the results will display, but the more likely that something will come up wrong and have to be deleted and re-written. For captioners, 2 is a good setting choice.

Allow deletion and rewriting __ words

The default for this is five words. The higher you set the "delete" value, the farther back that Eclipse can go to correct a misrecognition. Keep in mind, though, that Dragon will go way back in the text to change something incredibly minor (and that may not even be right.) If you set it to 100, for example, then there will probably be times when Dragon will delete the last 100 words and rewrite them just to change "that" to "it" or something equally trivial.

IMPORTANT: If you do closed captioning, it is strongly recommended that you set this to no more than TWO, because captioners should typically have the "allow backspaces" turned off. If the **User settings/Realtime/Output formats/Flush Word Delay** is set to 2000 or so, then the deletion will be able to delete at least the last word and often the word before it, so you never need to set this value lower than one.

Key/voice duplex offset

When doing voicewriting, the "force translation" feature will intentionally delay forcing the translation so that it enters the translation stream at the same time that the words word said, rather than forcing it into the stream immediately. This allows you to create one-key macros such as Q to force-tran {Q}. By creating macros to do paragraphing and punctuation, you may be able to eliminate having to say qmack, amack, quex, cah, perk, spee-one, etc., for all of the paragraph and punctuation. Instead, you can speak naturally and use keystrokes for everything not spoken. The **Key/voice duplex offset** setting (which is in milliseconds) allows you to adjust the offset forward or backward. If the keyboarding is consistently appearing too soon, increase the value. If it's appearing too late, decrease it.

Flush automatically on pause:

Sends the ^ voisteno stroke (which should be defined as {FLUSH} in your main dictionary) whenever you stop speaking and Dragon sends out the final recognition results. If you have that turned off, it still sends the results, but doesn't send the ^ stroke. Captioners and CART providers should have this option on. Reporters often turn it off, because the ^ can get in the way of globaling.

Defer all corrections:

With **Defer all corrections** OFF, when you make a correction with the microphone turned off, that correction will be sent to Dragon immediately so that you don't have to do "apply corrections" later. (Corrections made while the microphone is on will always be deferred, no matter what.)

Train new words automatically:

If you do a correction and Dragon doesn't already know the word you're correcting, this option will cause Dragon to add the word and then will ask you to train it by speaking it into a "train word" dialog box. If you have this off, then the correction will be ignored if it contains unknown words. Most users should leave this on.

Disable number formatting

This option automatically disables the number formatting features in DNS entirely, meaning that Eclipse will get the raw number words instead of converted numbers. This eliminates the need to disable it in the DNS settings. This option doesn't work in older versions of DNS.

Use dictation mode

This option sets DNS to dictation mode automatically whenever a session is started, eliminating the need to set dictation mode manually each time. Note that this only works with the professional version of DNS.

Use realtime timecodes

When you turn on this option, Eclipse will read the timecodes in realtime directly from Dragon Naturally Speaking for each word. When used with Dragon Turbo, it is recommended because it provides more accurate timecodes for the correction and speech playback features, and there is no effect on performance. When used with a retail version of Dragon, it can slow down the drop rate, so you may wish to turn it off if realtime speed is more important than accurate playback or corrections.

Start with microphone on

If you prefer to start your speech sessions with the microphone turned off, uncheck this box.

Other settings on the Input tab

One difference between using Dragon in Eclipse Vox and other programs is that the text appears in Eclipse one word at a time, and because of that the "results box" which shows the text coming up in a box as you speak is disabled since it's not necessary.

If Dragon changes its mind about a previously sent recognition, it will tell Eclipse and Eclipse will delete back to the word that needs to be changed and re-output the results.

In order to make this work, you MUST have the **User settings/Input/Delete stroke** set to * (as voisteno) and you MUST ALSO have * = {DELETE} in your voisteno main dictionary.

Also, when the user hesitates while speaking and Eclipse gets the event message from Dragon that sends the final recognition results, and you can be confident that the system will not have to do any more corrections, Eclipse sends a new piece of symbolic voisteno, the ^ stroke. Define that in your main dictionary as the {FLUSH} stroke and it will flush all translation buffers, including sending the results to the closed captioning encoder immediately.

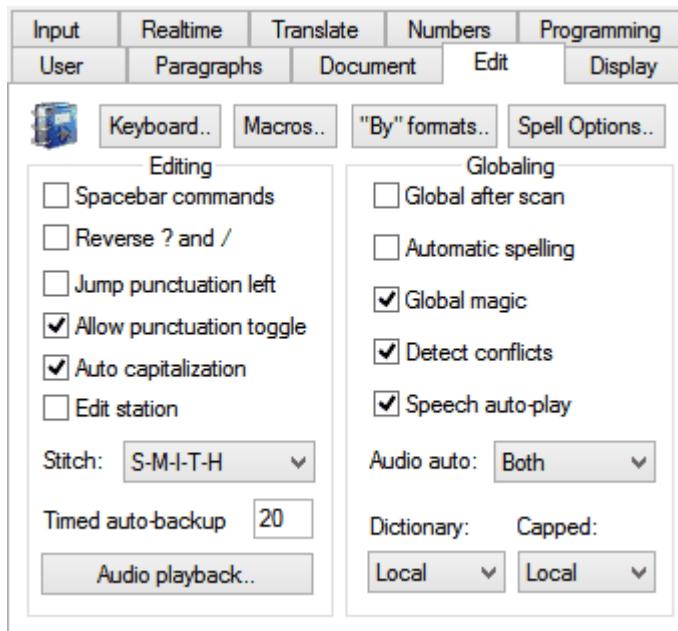
So these three things MUST be done in order for this to work properly:

Set **User settings/Input/Delete** stroke to *

Add * = {DELETE} to your main dictionary

Add ^ = {FLUSH} to your main dictionary

User settings/Edit



Under the **Globaling** settings group, it is recommended that you set the default **Dictionary** (and **Capped** dictionary) to "Local." That will ensure that most of your corrections will only apply to the current spot in the document and not the whole document.

This is because most of the time, you will be correcting things that the engine misrecognized. For example, you said "he is in town" and it dictated "he isn't down." You will probably only want to change it only that one time.

The other options will make the change for ALL of the occurrences of the original voisteno in a job, which is normal operation for a machine writer, but should be the exception for a voicewriter.

Speech auto-play

This option mimics a similar feature in the speech engine's own applications. The globaling procedure can automatically play the speech audio for the text you have highlighted.

Turn on **Speech Auto-play** to activate this feature. It will play the speech audio automatically each time you start a global provided that the microphone is not on (you cannot play back and dictate at the same time.)

It will replay the audio every time you increase or decrease the number of words being selected using the Up/Down or Ctrl+Up/Ctrl+Down arrows.

Create a User in the Voice Engine

Whenever you run a speech function, Eclipse Vox will automatically open the Dragon Naturally Speaking engine if necessary. If you have a user, you can select it. If you don't, it will make you create and train a new user before you can continue.

Before you can do any voicewriting, you must first create and train a user in Dragon Naturally Speaking. This can be done in the voice engine itself; you can also access this voice engine function via the [Train Voice](#) command in Eclipse.

24.3 Tools/Voice



Tools/Voice menu



RELATES TO: [Voicewriting with Eclipse Vox](#)

The **Tools/Voice** menu contains features that apply to voicewriting.



Setup

Takes you to the Dragon Naturally Speaking options dialog.

Audio

Opens a dialog in your voice engine where you can calibrate audio levels. See **Calibrating Audio Levels For Voicewriting** in **Appendix G:Eclipse and Speech Recognition**, in the *Eclipse Users Manual*, found in the [Eclipse documentation](#) [32] folder for a fuller discussion of audio calibration.

Edit Vox Dictionary

Opens a dialog in your voice engine where you can edit and train custom words.

New Vocabulary

Opens the vocabulary manager in your voice engine.

Train New Word

Opens a voice engine dialog in which you can train an individual word. This is useful when creating "tokens", or made-up words that insert punctuation, Q/A, and other marks.

Train Voice

Opens the voice-training function in your voice engine. Use this when you are first setting up your voice user; to train individual words, use [Train Word](#) [1088].

Apply Corrections

Opens the Corrections List. See [Voicewriting with Eclipse Vox](#) [1078] for a fuller discussion of how voice corrections work.

Voice Play (Shift+Alt+J) and Voice Stop (Shift+Alt+K)

These commands play and stop the voice track. (Note: if you are still in [realtime](#) [437], you must [turn the microphone off](#) [1088] first.)

To play and stop the room track, use the [Tools/Multimedia commands](#) [977], Alt+J and Alt+K. See [Voicewriting with Eclipse Vox](#) [1078] for a description of the difference between the voice track and room track.

Microphone

Toggles the microphone on and off.

VISUALIZERS:

[vL5 - Voice Writing](#)

[vL5 - Vox: Setup](#)

[vL5e - Vox: Train \(Updating your voice Model\)](#)

[vL5a - Vox: Audio](#)

[vL5b - Vox: Play](#)

[vL5c - Vox Dict \(Edit Dragon vocabulary\)](#)

[vL5c - Vox: New \(Add to Dragon vocabulary\)](#)

[vL5d - Vox: Apply Corrections to speech recognition engine](#)

24.3.1 Tools/Voice/Setup



Tools/Voice menu/Setup

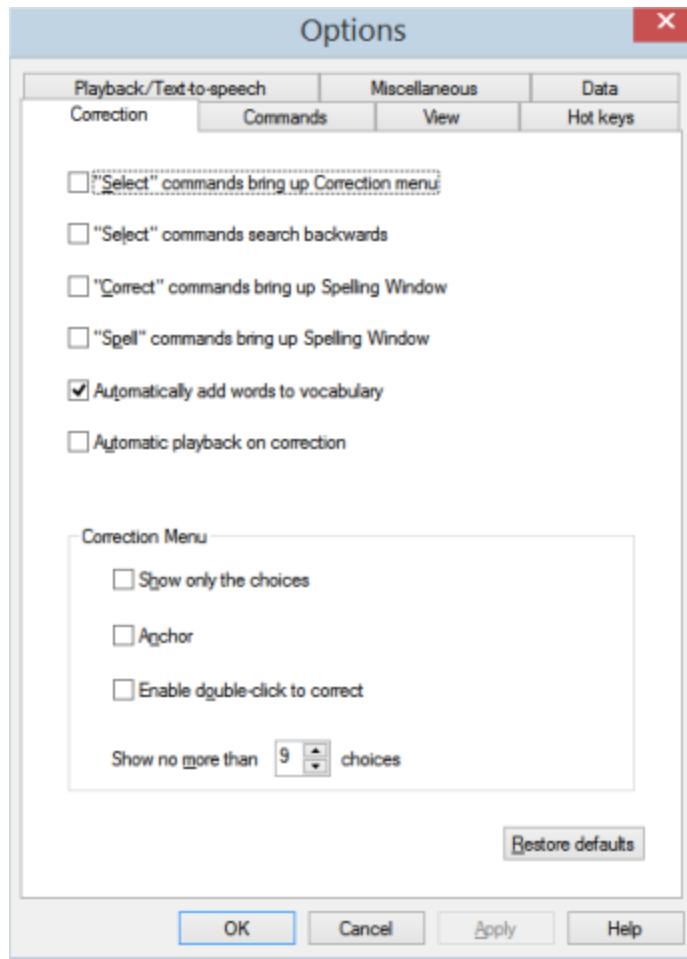
RELATES TO: [Voicewriting with Eclipse Vox](#) [1073] [Tools menu/Voice options](#) [1087]



In order to use speech recognition with Eclipse, it is necessary to have Dragon Naturally Speaking version 9 or above. You will need to purchase and install this speech recognition program. You will also need a microphone or mask of some sort.

Setup

Takes you to the Dragon Naturally Speaking **Options** dialog.



You will want to change a number of the default options, as they can interfere with the working of Eclipse.

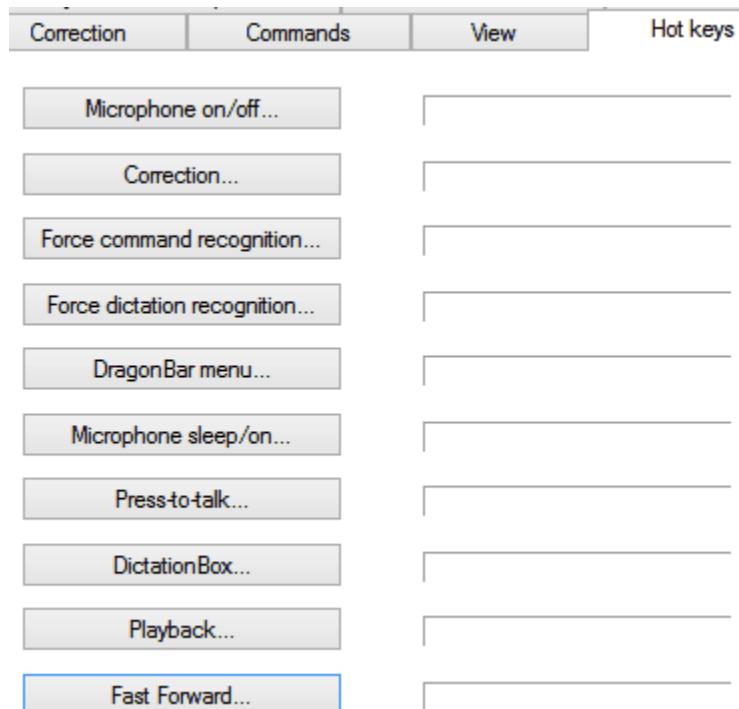
Commands tab: Uncheck all the options except "Automatically add words to vocabulary."

Click the button for **More commands**, and uncheck all the options'

View tab: Uncheck "Show messages"

You can choose to show the "**Results box**" if you find it helpful, and you can select where you want it to appear on your screen.

Under **Hot keys**, go to each of the keys, and press your **Delete** key, and click **OK**. When you have finished, all the hot keys should be blank. The DNS hotkeys could interfere with Eclipse.



The default options on the **Playback/Text-to-speech** tab can be left as is.

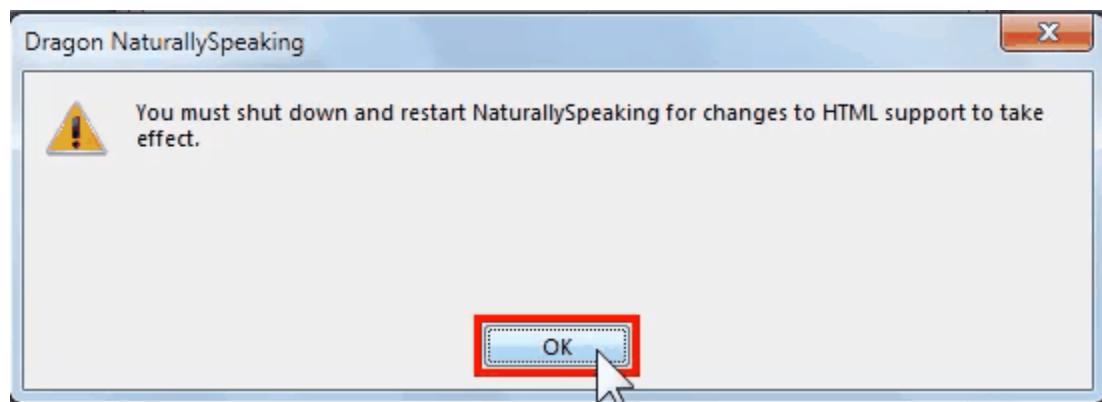
On the **Miscellaneous** tab, you can experiment with the slider bar that adjusts for speed vs. accuracy, until you get the best results.

Also on the Miscellaneous tab, uncheck the boxes. You don't want the microphone to go to sleep during short breaks, so in the control to "Put the microphone to sleep after __ minutes of silence", change the number of minutes to something like 120.

On the **Data** tab, allow plenty of space for storage of long dictation sessions. Change the default of 100 MB to something over 1000 MB.

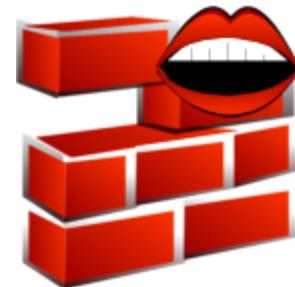
Click the **Advanced** button, and check the box to "Always preserve wave data." That will be sure the sound file for your dictation is saved.

After you have completed these changes, click **OK**, and a message box appears telling you you must shut down and restart DNS for the changes to be complete. Click **OK**.



24.3.2 Tools/Voice/Train

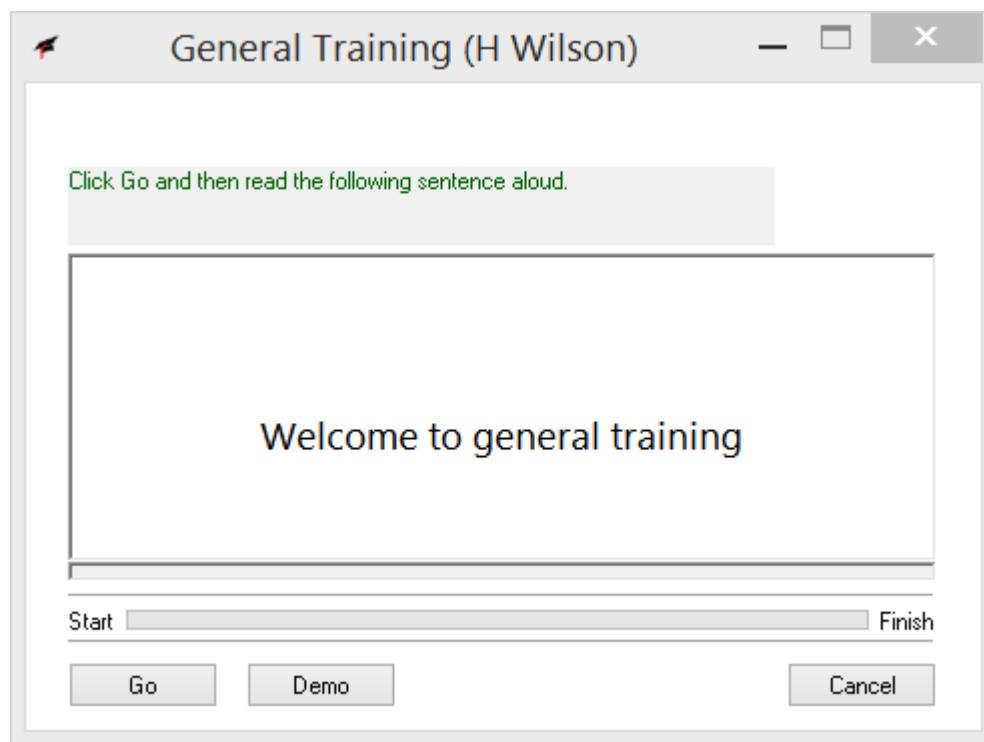
Tools/Voice menu/Train voice



RELATES TO: [Voicewriting with Eclipse Vox](#) | 1073

Train Voice

Opens your voice engine, and directly accesses the general training function for training the engine to understand your voice and training your voice to allow the engine to understand you. Use this when you are first setting up your voice user; to train individual words, use [Train Word](#) | 1092.



24.3.3 Tools/Voice/Audio



Tools/Voice menu/Audio

RELATES TO: [Voicewriting with Eclipse Vox](#) [1073], [Tools menu/Voice options](#) [1087].

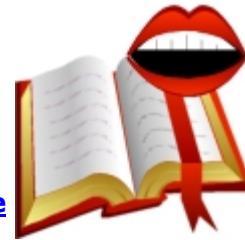


Audio

Opens a dialog in your voice engine where you can calibrate audio levels. See **Calibrating Audio Levels For Voicewriting** in **Appendix G:Eclipse and Speech Recognition**, in the *Eclipse Users Manual*, found in the [Eclipse documentation](#) [32] folder for a fuller discussion of audio calibration.

24.3.4 Tools/Voice/Edit Vocabulary

Tools/Voice menu/Edit vox vocabulary



RELATES TO: [Voicewriting with Eclipse Vox](#) [1073], [Tools menu/Voice options](#) [1087].

Edit Vox Vocabulary

Opens a dialog in your voice engine where you can edit and train custom words, allowing you to edit the entire dictionary in Dragon Naturally Speaking. This is useful when creating "tokens", or made-up words that insert punctuation, Q/A, and other marks.

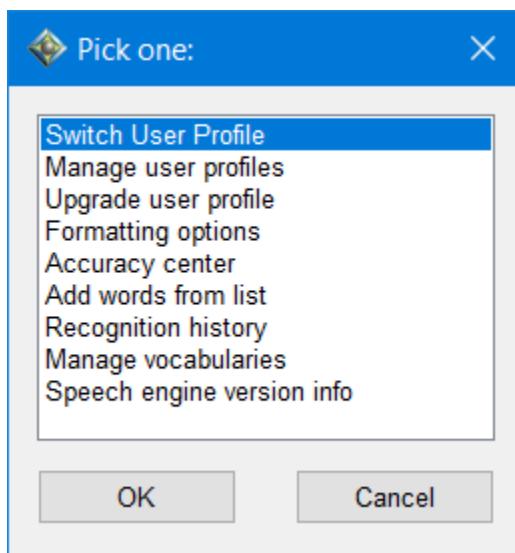
24.3.5 Tools/Voice/Voice Utilities

Tools/Voice menu/Voice Utilities



RELATES TO: [Voicewriting with Eclipse Vox](#) [1073], [Tools menu/Voice options](#) [1087].





Switch User Profile

This allows you to close the current speech model and choose another without having to Eclipse and re-open Eclipse. Note that you can find your Dragon profile listed in Job variables, and in the info window at the bottom left of the [File Manager](#) dialog.

Manage user profiles

This displays the menu where user profiles can be backed up, restored, deleted, etc.

Upgrade user profile

Allows you to choose user profiles from previous versions of Dragon and upgrade them to Dragon Turbo (Note that this is only necessary for user profiles made before DNS 12)

Save user profile

If the current user profile has been modified, this item will appear. If you select it, that triggers an immediate save of the profile; normally, it only asks you if you wish to save when you start a new translation or exit the program.

Formatting options

Accesses additional Dragon settings beyond what you can get to with the vox setup function. In particular, it allows you to disable the number formatting and other items that interfere with Eclipse's ability to see the raw results of your speech.

Accuracy center

Displays a dialog with a centralized menu of all of the Dragon features that are used to improve accuracy.

Add words from list

Adds a list of words to the vocabulary. Unlike the Analyze documents function, it does not update context and frequency information since it knows that it's simply a list of words and not a document as you would speak it.

Recognition history

This provides access to Dragon's recognition history dialog, which you can access while a session is active.

Manage vocabularies

This opens a dialog that allows you to choose which vocabulary you are using.

Speech engine version info

Displays the complete version information for the Dragon Turbo version.

24.3.6 Tools/Analyze Documents

Tools/Analyze documents



RELATES TO: [Voicewriting with Eclipse](#)

[Vox](#) [107]

[Tools menu/Voice options](#) [108]

[Working with Dictionaries](#) [605]

Analyze Documents

The Tools/Analyze documents feature works differently for steno writers and for voice writers.

For a detailed description of how its uses for steno writers, see [Working with Dictionaries: Analyze documents](#) [605]

In Eclipse Vox, this feature is used to train the voice engine by analyzing existing transcripts.

You can analyze any document that is consistent with the type of voicewriting work you do. It does not have to be a voice transcript; it could even have been created by someone else. However, you must create the ASCII file a certain way:

1. [Open the .ECL file](#) [81].
2. Select [File/Export](#) [889].
3. Under **Save As Type**, select Raw Text ASCII.
4. Select a different filename or folder for this file. (If you don't, it may overwrite the existing ASCII file.) It is good practice to add the words "for analysis" to the end of the filename, so you know this file was designed for the Analyze Documents feature.
5. It will ask which paragraph types you wish to include in the export, and will default to the testimony paragraphs, such as Q, A and Colloquy, and

will omit Fixed lines and style paragraphs. You can select or de-select any paragraphs to be included and these selections will be remembered for future exports.

6. Click **OK**.

You don't want to create an ASCII file with the standard [Output to ASCII](#) command, because it will include things like line/page numbers, and headers/footers that will confuse the voice engine. Also, you should only analyze documents that have been edited. Analyzing a document with unresolved errors will produce bad results.

When you are using the SpeechText (SpeechText.dix) dictionary, it re-processes items like question paragraphs back into voisteno such as "qmak" so that the analyze documents function knows what voisteno command word would go in that location. It also strips out all carriage returns so that the Dragon Naturally Speaking program doesn't assume that you are going to say "new paragraph" in that location.

For example, if you had the following in your SpeechText.dix file:

```
qmac = {Q}  
amac = {A}  
pierco = {.}  
cah = {,}
```

And you converted the following .ecl file into a raw text file for analysis:

```
Q. What is your name?  
A. Smith. John Smith.  
Q. Okay, and where do you work?  
A. I don't.
```

It would convert to the following:

```
qmac What is your name?  
amac Smith pierco John Smith.  
qmac Okay cah and where do you work?  
amac I don't.
```

You must have the special SpeechText.dix file because the software can't do those replacements based on your main Eclipse Vox dictionary which may contain multiple entries that create the same result. For example, your main Eclipse Vox dictionary might contain the following:

```
amac = {A}  
a Mack = {A}  
hay mat = {A}
```

And when the raw text exporter saw an answer it would have no way of knowing which entry to turn it into. One method you can use to create the SpeechText.dix file, however, is to mark all of your primary entries in the main dictionary and write them out to a SpeechText.dix file.

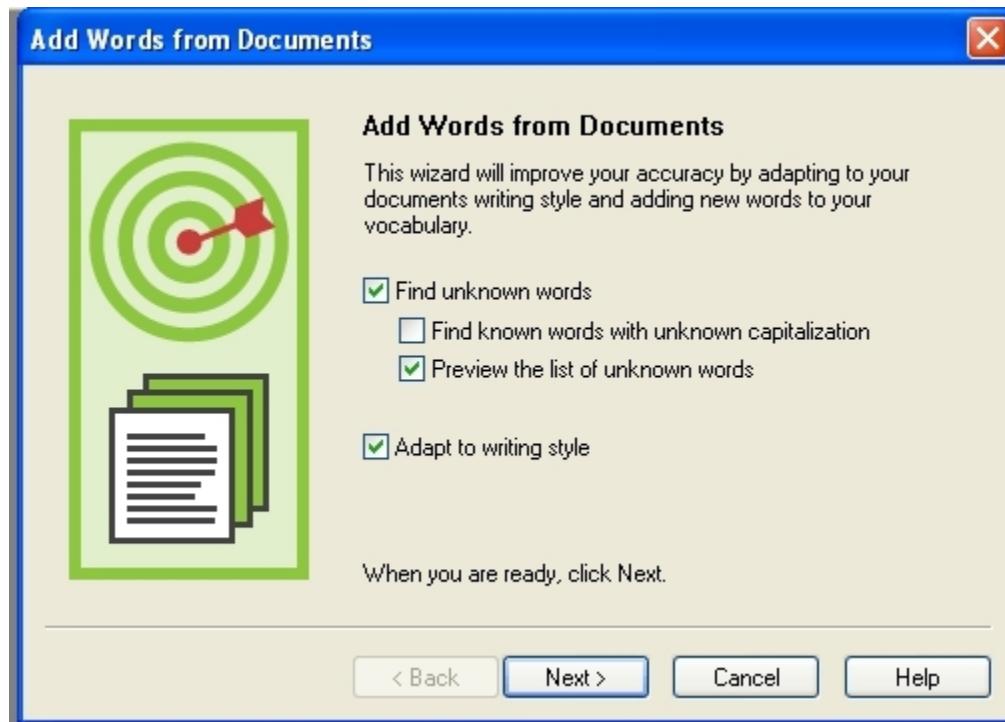
This change relies solely on the text and formatting information in the fully edited .ecl file itself, not on the original voisteno that you spoke, so it is capable of recognizing the context of what you meant to say even if you had to do a lot of editing.

One way you could kick-start your recognition quickly would be to prepare your SpeechText.dix file and then get .ecl files containing a few thousand pages of transcript borrowed from an Eclipse colleague, even a machine writer, and make raw text files out of them. Run those through the analyze documents function and the speech engine will learn a lot about your vocabulary and context without your having to speak thousands of pages of practice.

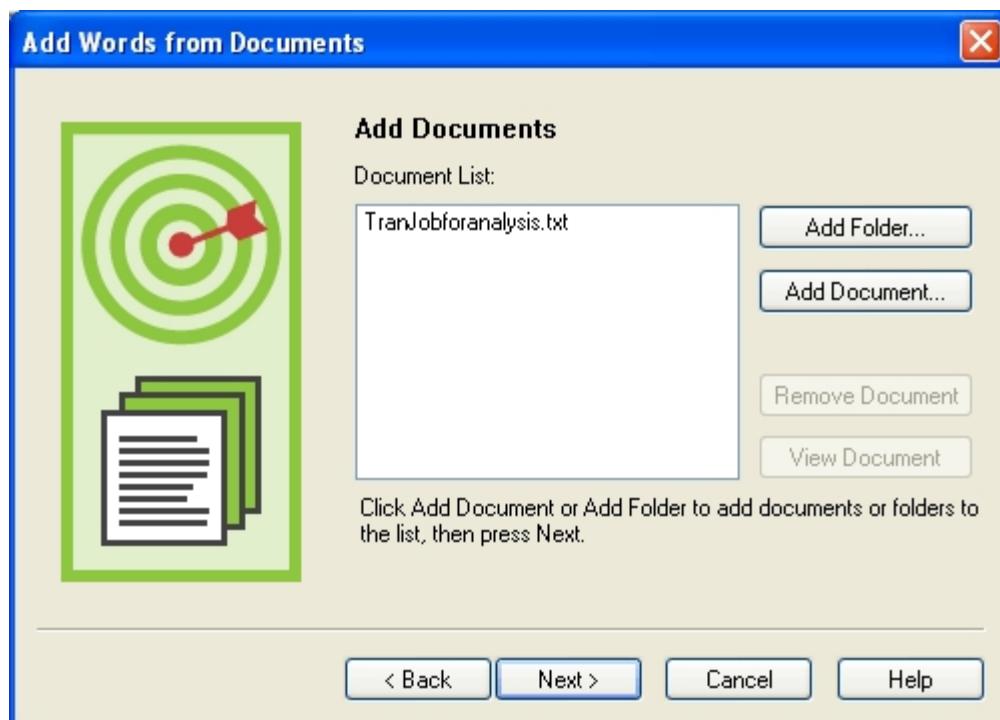
Note: if you are using the Raw Text export to actually export raw text for production purposes, the software will look for the SpeechText dictionary, and if it's not there, will output the Raw Text exactly as a steno output would, with all linefeeds intact. If the SpeechText dictionary is there, it will perform the extra processing.

Selecting **Tools/Analyze** will take you to a dialog in your voice engine. In Dragon Naturally Speaking, here are the steps you will follow:

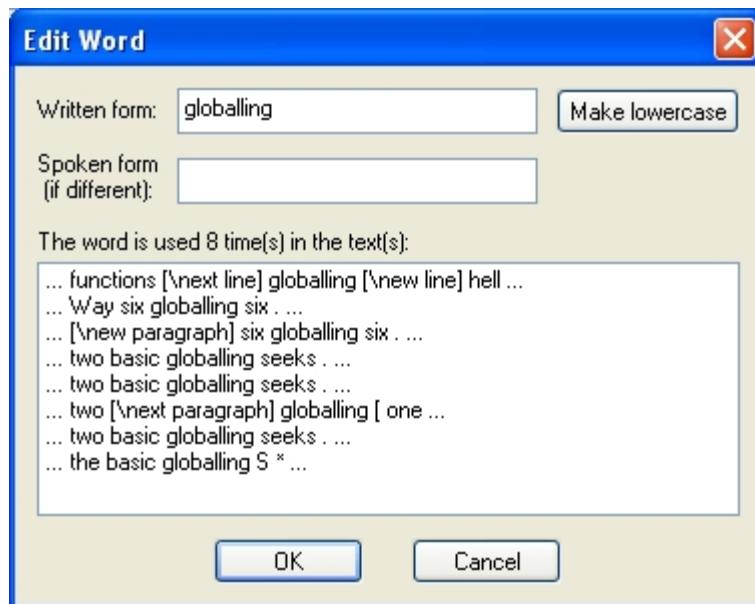
1. When the **Add Words from Documents** dialog opens, choose "Find unknown words" and/or "Adapt to writing style" and click **Next. Yes**.



2. Add Documents or Folders to the Document list, then click **Next**.



3. Dragon will then Process all the documents listed, and prepare a list of new words. When it says "Document analysis complete. Click Next to continue" click Next.
4. You will be asked to "Please wait" while it is "Analyzing word list."
5. The "Add words to vocabulary" dialog opens. Words are listed in order of frequency of occurrence. Check the words you want to add. You can also click "edit" to open the **Edit Word** dialog.



6. Click **Next**. The "Train words" dialog opens. Choose the words you want to train and click Next.
7. The "Adapt to Writing Style" window opens - "Adapting speech files based on new document writing style."
8. Wait until you see the message "Adaptation of your writing style completed successfully". Click **Next**.
9. You will get a summary showing the number of new words, the number of words added to your vocabulary, and the message "Adaptation of your writing style completed successfully."
10. Click **Finish** to close the "Analyze documents" wizard.

1. Complex constructions in SpeechText.dix

There's a subtle problem with the SpeechText.dix, in that it tries to figure out what the ideal original voisteno would be for a particular sequence of text, based on entries in the dictionary.

Sometimes, that's easy. If you have defairs = Department of Internal Affairs in your SpeechText.dix, and it sees "Department of Internal Affairs" in your document (whether you typed it, wrote it out the long way, or whatever) it will turn it to "defairs" in the raw jobname.txt file that you're using for Dragon food. Easy.

Other combinations containing number triggers like volume = Vol.{#R} or paragraphs like khaki = {A}yes{Q} are MUCH harder to reverse engineer from the text.

In order to address every possible combination of things like this, speech users with advanced shorthand (shortvoice?) can now add "fixers" to their SpeechText.dix that is a catch-all for any possible combination of things (number triggers, paragraphs, conflicts, whatever) that cause the resulting output not to correctly interpret a sequence as the original voisteno shortcut and instead write it out as the long-form individual strokes.

The catchall is this: Use an exclamation point to indicate retroactive briefs to spell out the shortcut. You can make entries such as

kakapo = !kak okay peerko

That means if the software sees "kak okay peerko" in the voisteno it's about to send to the jobname.txt file, it will change it to kakapo (because you have a kakapo = {Q}okay{.} dictionary entry and the speechtext parser didn't figure out that particular combination of things in reverse from the text in the document.)

24.3.7 Tools/Voice/Train new Word

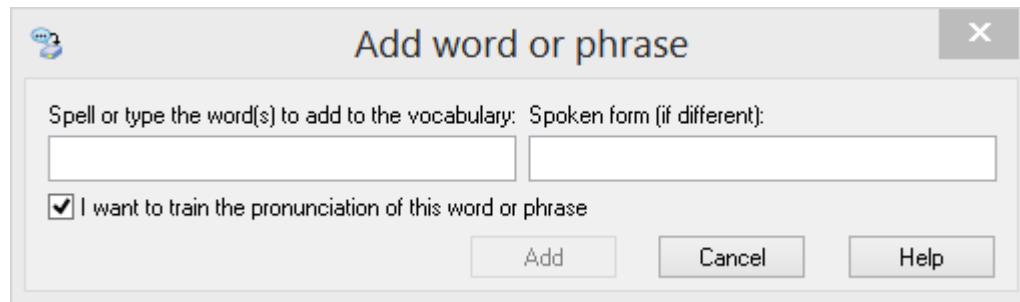
Tools/Voice menu/Train new word

RELATES TO: [Voicewriting with Eclipse Vox](#) | 1073



Train New Word

This opens a dialog to record one new word.



You spell or type the word to add, select "I want to train the pronunciation of this word," hit the **Add** button, Click **Go** and say the word. Click **Done**. This is a good way to set up special entries like qmac, amac, biz, spee, etc., without having to go through the awkward process of speaking them into a document and correcting them.

24.3.8 Tools/Voice/Apply Corrections



Tools/Voice menu/Apply Corrections



RELATES TO: [Voicewriting with Eclipse Vox](#) [1073]

The Tools/Voice menu contains features that apply to voicewriting. Most of these menu items open dialogs in your voice engine program, outside of Eclipse; your voice engine's Help system will have its own explanation of how each dialog works.

[Apply Corrections](#) [1109]

Opens the Corrections List. See [Voicewriting with Eclipse Vox](#) [1073] for a fuller discussion of how voice corrections work.

24.3.9 Tools/Voice/Play

Tools/Voice menu/Play



RELATES TO: [Voicewriting with Eclipse Vox](#) [1073]

Voice Play (Shift+Alt+J)

Voice Stop (Shift+Alt+K)

These commands play and stop the voice track. (Note: if you are still in [realtime](#) [437], you must [turn the microphone off](#) [1102] first.)

You may or may not be able to play the speech for a portion of text, depending on such variables as the length of the dictation session and the status of the tracking between the voisteno and the speech engine's original data file.

To play and stop the room track, use the [Tools/Multimedia commands](#) [977], [Alt+J](#) and [Alt+K](#). See [Voicewriting with Eclipse Vox](#) [1073] for a description of the difference between the voice track and room track.

24.3.10 Tools/Voice/Stop

Tools/Voice menu/Stop



RELATES TO: [Voicewriting with Eclipse Vox](#)^[1073]

Voice Play (Shift+Alt+J)

Voice Stop (Shift+Alt+K)

These commands play and stop the voice track. (Note: if you are still in [realtime](#)^[437], you must [turn the microphone off](#) first.)

To play and stop the room track, use the [Tools/Multimedia commands](#)^[977], Alt+J and Alt+K. See [Voicewriting with Eclipse Vox](#)^[1074] for a description of the difference between the voice track and room track.

24.3.11 Tools/Voice/Microphone

Tools/Voice menu/Microphone



Alt+Shift+M

RELATES TO: [Voicewriting with Eclipse Vox](#)^[1073], [Tools menu/Voice options](#)^[1084].

The **Tools/Voice** menu contains features that apply to voicewriting.

Microphone

Toggles the microphone on and off.

This function has a default keystroke (**Alt+Shift+M**) which can be reprogrammed under **User settings/Edit/Keyboard**.

- The microphone defaults to OFF when you start a new realtime translation, so don't forget to turn the mic on before you start speaking.

- You MUST turn the Mic on and off from within Eclipse Vox. For example, if you tell the microphone to "sleep" using the / key, it will continue to pick up your voice.
- You can turn the speech input microphone on or off when viewing a dictionary or working in a transcript other than the one currently being transcribed.

24.4 Calibrating Audio Levels For Voicewriting

Calibrating Audio Levels For Voicewriting

As a voicewriter, you should take the following steps to calibrate your audio levels each time you arrive at a voicewriting job. Conditions can change from day to day. Subtle factors such as the acoustics of the room you are in; your location in the room; the angle of your mask or microphone; and even the humidity can affect your recognition rate. Thus it is good practice to go through the following steps each day before you begin a voicewriting job, much as you would "white balance" a digital camera or camcorder before use.

Calibrating Ambient Audio

It is good practice for voicewriters to make a secondary audio file, either by recording the ambient sound in the room, or by making a backup recording of their own voice. In Eclipse Vox, this is be done using the **Record Audio** feature. (You should also have an audio backup that is independent of your computer, such as a tape recorder or electronic recording device.) The following steps will insure that your levels for recording ambient sound are correct:

1. If your USB audio device isn't plugged in, plug it in now. Plugging in the device may cause Windows to make changes to your audio preferences; thus, if you go through the following steps and then plug in your USB audio device, your changes may be undone.
2. Click **Start/Control Panel/Sound** (or Sounds and Audio Devices). Note: This set of directions is for Windows XP. In older versions of Windows, the path is **Start/Settings/Control Panel/Sounds and Multimedia**. Your tabs and dialog choices will vary, depending on your version of Windows.
3. Click the appropriate tab. In XP, it is the Audio tab. The **Sounds And Multimedia (Audio Devices Properties)** dialog will appear. In Windows 7, select **Recording**.
4. For **Sound Recording**, set the Preferred Device to your sound card. The text will vary, but you will have two choices: your sound card and your USB device. Select the sound card. Set the volume:
(XP) Click the **Volume** button that appears under the **Sound Recording** drop-down list. Confirm that the microphone is selected, the

other items are not selected and that the microphone slider is at an appropriate level (the default is the maximum).

(Windows 7) On the **Recording** tab, select **Microphone**, and click the **Properties** button. Select the **Levels** tab, and adjust the **Microphone** (volume) slider.

5. For **Sound Playback**, you have a choice. If you select your sound card, the ambient audio will playback through the computer's speakers or the headphone jack. If you select the USB audio device, the ambient audio can be heard through the headset of the USB Device. Choose how you want to hear the ambient audio during the proceedings (i.e., for readbacks). Set the Playback volume:

(XP) Click the **Volume** button that appears under **Sound Playback** drop-down list. Confirm that the microphone is muted, and that the **Wave** and **Volume Control** sliders are at an appropriate level. Volume Control (at the far left) is the master sound slider for your computer; the Wave slider affects the volume of the wave file only. Confirm that **Use Only Preferred Devices** is *unchecked*.

(Windows 7) On the **Playback** tab, select **Internal speaker/headphone**. Click the **Properties** button, and on the **Levels** tab, use the slider to set the **Main Volume**.

6. Click **OK**.

Calibrating Headset/mask Audio

You will need to calibrate the audio levels for your input device.

To do this:

1. In Eclipse Vox, go to **Tools/Voice/Audio** or click the Vox Audio toolbar button.
2. The **Audio Setup Wizard** will appear.



3. You will be asked to adjust the microphone position, and level:
4. Click **Next**, and on the next screen, click **Start Volume Check**, and then read the paragraph you are offered. Continue reading until you hear the tone. Repeat the paragraph if necessary.
5. When finished, click **Next** and on the next screen, click **Start Quality Check**, and then read the paragraph. Continue reading until you hear the tone. Repeat the paragraph if necessary. Afterwards, you can click the **Play** button to hear the recording of your speech. Click **Finish** to exit the Wizard.

24.5 Voicewriting: Translation

Starting a session

Once you have set everything up properly, you start a dictation session exactly as you would start a realtime session with a steno machine. You can use the **Production/Translate** function or the **Instant realtime** function.

The first time you open the speech engine, you will get a window asking you to select which speech user profile you wish to use. The engine is capable of keeping track of multiple profiles for different users with different voices or for different equipment such as an open microphone vs. a mask.

Once you start realtime translation, you will be able to speak and Eclipse Vox will translate the data into the file just as if you were writing it with a steno machine.

You can use the speech audio vu meter in the realtime stats window under "audio 2" to monitor your input. Normally, Audio 1 is the main channel and Audio 2 is the second channel when recording in stereo (which almost nobody does.) If you're using Speech, the Audio 2 bar on the realtime statistics will show you the level of your speech audio being entered into the mask or the open microphone.

Force Translation Feature

The "Force translation" function can seamlessly interleave voice and computer keyboard input. If you type a piece of voisteno into the "force translation" function (a single word with no braces) then it will be added to the translation buffer rather than added to the document immediately.

The **Tools/Realtime/Force translation** function can be used to insert a translation into the document from the computer keyboard. This has been used by machine reporters for macros, but has also been used by speech users to insert translations from the computer keyboard.

The main drawback of this feature is that it inserts the translation immediately when the function is executed, which means that you have to stop speaking and wait for the final recognition results before using it or it will insert the translation too early.

Eclipse Vox detects when you're using speech, and if the text that you type into the "force translation" box contains no braces (indicating that it's voisteno and not a dictionary command), then it will be pushed into Eclipse's recognition engine interface rather than being sent directly to the translator. Eclipse then interleaves it with the incoming voisteno based on the timecodes being received from Dragon. In other words, you can seamlessly integrate keyboarding with voice with no pausing.

Keep in mind that this feature uses voisteno, not text, so the best way to use it is to make macros for each voisteno stroke that you want to be able to write from the keyboard during dictation. For example, here are the contents of such a macro:

```
Cmd:Force tran  
Q  
M  
A  
C  
[enter]
```

For example, you could create four macros to force the translation of qmac, amac, peerk and comak and define them in the main dictionary as {Q} {A} {.} and {,}. Assign those to the Hyperkeys [Q] [A] [.] and [,] and you could easily insert them into the translation with one easy-to-remember keystroke.

This can be used for any number of things, such as specialized vocabulary, speaker names, all manner of paragraphing and punctuation, and include files.

24.6 Voicewriting: Editing

Most of the editing functions are performed exactly as they would be for a machine reporter, so refer to the documentation on [Editing a Transcript](#) .

There are some differences, however:

Global corrections

Voicewriters should take care to do as many corrections as possible using the **Edit/Global** function (**Ctrl+G** or Hyperkey **G**) even if they are not “global” corrections. This is important, because only corrections made with this function can be applied to the speech engine to make the recognition more accurate in the future. In fact, if you fail to correct a recognition mistake, the engine may suffer and become less accurate, assuming that the error was the correct word.

When you make a Global correction, you have several options about what to do with that correction. By default, corrections should be Local, which means that they will only be corrected in that one spot and will inform the engine that it made a mistake. You can also select Local intentionally by hitting **Ctrl+L** after typing the correction.

Note: When you make Local replacements those corrections will be recorded permanently and can be applied to the speech engine at a later time. To apply the corrections, select the Tools/Voice/Apply corrections function.

There will be times when you want to take a perfectly good piece of voisteno and make a dictionary entry out of it, turning qmac into {Q}, for example, or turning “the daily bugle” to “{i}The Daily Bugle{n}” (turning it into upper case letters and applying italics to it.) By using **Ctrl+M**, **Ctrl+J** or **Ctrl+1** through **8**, you can tell your global replacement to be placed permanently as a dictionary entry in the Main dictionary, the current Job dictionary, or one of the eight currently selected user-definable dictionaries. This is a case where the speech engine did exactly the right thing, but you wish to have Eclipse Vox’s translator reinterpret it in a way that Eclipse Vox can take further advantage of. In these cases, the correction will NOT be relayed back to the engine, because the engine produced exactly the right result.

The final choice, **Ctrl+T**, is a “trash” global and is somewhere in between. It does NOT make a dictionary entry, because it is only a temporary change. It DOES change it everywhere in the file, and it ALSO relays the correction back to the engine. This could be used, for example, in a situation where the speech engine made the same mistake over and over, so you want to correct it everywhere, but you want the engine to learn to do it right so that you will not need to create a dictionary entry.

Playing Back highlighted text

Pressing Ctrl+P during a global, if you have speech selected, will cause the text you have highlighted to play back, and will cause the Global Magic box to display suggestions from Dragon for the highlighted text. It will play back exactly what is highlighted to make sure you're correcting the right thing. Sometimes you may need to include an extra word at the beginning or the end in order to have the audio data for the whole word you're trying to connect.

Voisteno in a global

Note that when you fix a speech problem, it is possible to global it in and type the replacement using voisteno. In fact, it is PREFERABLE to do it this way.

For example, if you're dictating an answer and you say “amac yes” and what you get is “a mack yes” you can make a local replace to global “a mack” to “amac” and what will happen is this:

1. The “amac” correction will go to the “apply corrections” function for the speech engine to learn what you really said.
2. The “amac” will be translated according to the main dictionary into {A} before it is applied to the document, so you will get an answer paragraph.

In other words, all local replacements and trash globals will be fed through the main dictionary to determine what should be inserted into the document, so you should ALWAYS do these corrections by typing in what the original voisteno SHOULD have been, NOT what the dictionary entry will be once it translates correctly the next time.

24.7 Applying Corrections

Applying corrections

After an editing session is complete, you will need to apply the corrections to the speech engine. This is done by using the **Tools/Voice/Apply corrections** (or **Ctrl+Shift+V**) function.

When applying corrections to the engine, most corrections will be applied with no additional input required. If new words are detected, they will automatically be added to the current vocabulary and you will be asked to train them by speaking the word once.

This function will list all of the corrections that you have made that should be taught to the speech engine. You must use the Apply button to apply these one at a time. Since the “apply” button is the default button, you can usually just hit the [**Enter**] key.

There is also an **Apply all** button, which you can use to apply all the corrections listed at once.

Note that when you press “apply” it will bring up the speech engine’s correction dialog box. If you wish to use the text that you originally typed in Eclipse Vox, you can use **Ctrl+V** to paste in that text. As a result, most of the corrections will be applied simply by hitting [**Enter**], **Ctrl+V**, [**Enter**].

There may be times when you wish to skip a correction. For example, the speech engine may not be tracking to the right words, so you can just cancel out of the correction dialog and that’s perfectly OK. A few skipped corrections won’t hurt anything.

Other times, you may wish to type something different from what you originally typed in Eclipse Vox. For example, if you said “qmac” and the speech engine produced “queue map” you may have corrected that to {Q} in your Eclipse Vox document, but you may want to tell the speech engine that it should have been “qmac.” This is optional. It is permissible to put Eclipse Vox dictionary syntax like {Q} into your speech engine’s dictionary if you prefer and if the speech engine will accept it.

24.8 Checking the Audio

Checking the audio

Eclipse Vox has two methods of crosschecking the audio recording with the text.

In the **Tools/Multimedia** menu, there are functions for playing back the ambient audio recording. If you are running the speech engine through a secondary sound system and you have a room microphone recording the sound from the room, these functions can be used to listen to what was originally said.

In the **Tools/Voice** menu, there is a **Play** function that both plays and stops the speech engine audio. When you use this function, it plays back what you, the voicewriter, originally spoke into your microphone. Note that the pause/resume for the room audio and the vox microphone off/on are synchronized in order to maintain consistent audio synchronization.

A Word of Caution:

The playback, correction, training and other speech engine functions CANNOT be executed during a dictation session while you are speaking. The speech engine cannot do two things at once. In other words, if you are voicewriting and you have an assistant scoping as you work, they cannot use the "play" or "apply corrections" functions as you are voicewriting. That's part of the reason that there is a function for applying the corrections later. If you attempt to use those functions, a warning message will remind you to turn off the microphone first.

24.9 Session Load/Save functions

Session Load/Save functions

The speech session files will automatically be saved before another one is loaded or before a new session is started. It will also save automatically when closing. The Speech engine is keeping track of when the session is modified so it never saves unnecessarily. The load session function will be executed automatically only when the system needs speech data, but again, never unnecessarily.

So, for example, you could start up your computer, open Eclipse Vox, spend all day editing a job and close it down again without the speech engine even opening. However, the moment you perform the speech data playback function or tell the system to apply corrections to the engine, it will automatically open the engine, load the appropriate session and perform the function.

Saving Speech files

In Dragon Naturally Speaking the save speech files will prompt you before saving the speech files, giving you the option of when to save the global speech recognition files. There are several situations where you do not want to do so.

For example, if you do a dictation and the recognition rate is really bad, even though the speech files have been modified you don't want to save them. Instead, you will want to save them AFTER you have corrected the document.

However, if you program in some new words before starting a translation, you will want to save your speech files to make sure those new words are saved. For this reason, it's a good idea to program in new words at the beginning of a day BEFORE you start translation. Then, when you start tran, it will ask you if you want to save your speech files and you can answer "yes."

It will also ask when you go to exit the program. If you have done a dictation and it's a mess, answer "no." If you have been editing and correcting documents and programming in new words, answer "yes." Because of the subjective nature of this feature, there is really no other way to do this other than giving the user the option of when they want to save or not save.

Saving speech information

When a JobName.ecl document is dictated using speech recognition and then closed, the document will save speech information along with the .ecl document.

Two additional files will appear in the jobs folder: A JobName.wav file containing the audio and a file named JobName.DRA containing the speech data from the speech engine itself.

These files contain information that are intended to allow you to perform two critical functions:

1. To listen to the original speech while editing in order to crosscheck what was translated.
2. To apply corrections back to the speech engine.

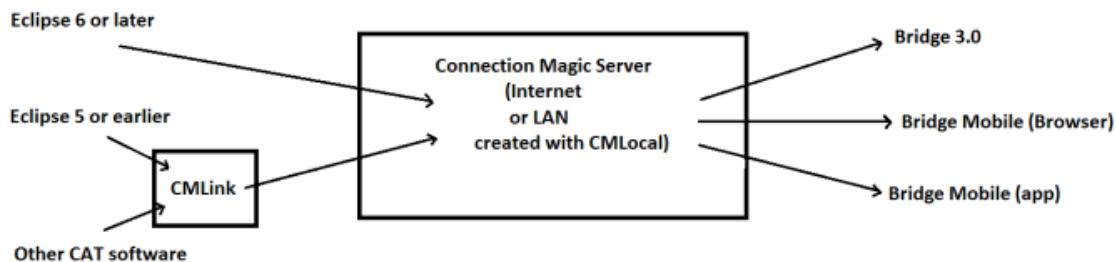
Without these extra files, you will not be able to perform those functions.

25 Bridge Mobile for Eclipse Users

This section is a Guide to Bridge and Bridge Mobile for Eclipse Users, and the user of Connection Magic Local, and Connection Magic Link (for non-Eclipse users).

Several Visualizers apply to Bridge and Bridge Mobile. They can be found in the "[Visualizers - Complete List](#)" reference page.

25.1 Overview: Connecting to Bridge and Bridge Mobile



[Bridge](#) and [Bridge Mobile](#) are realtime viewers, which can be used by attorneys, judges -- anyone who needs to connect to a realtime transcription.

[Connection Magic](#) is the data delivery system used to transmit realtime data to Bridge 3 and Bridge Mobile users.

A Bridge Broadcaster is required to send realtime data via Connection Magic to Bridge 3 and Bridge Mobile users.

[Connection Magic Local](#) (**CM Local**) provides a way to connect when there is no internet available, or you prefer to connect through a Local network.

[Connection Magic Link](#) (**CM Link**) allows non-Eclipse users, and Eclipse users on version 5 or earlier to use Connection Magic with Bridge and Bridge Mobile.

Who Needs What?

An Eclipse6+ user needs either:

- An Internet connection
- or
- A LAN (such as a portable router) and the Connection Magic Local software.

A non-Eclipse or Eclipse 5- user needs:

- An Internet connection and the Connection Magic Link software, provided to reporters who purchase a Bridge Broadcaster
- or
- A LAN (such as a portable router), the Connection Magic Local software AND the Connection Magic Link software.

How to Connect to Bridge Mobile

Note that Eclipse will attempt to establish two Connection Magic links at the same time. It will connect to the Internet and also to the LAN, if it sees Connection Magic Local. In the status bar, you will see "SRV" for a server connection, "LAN" for a LAN connection, and "S+L" if it has a connection to both. The Infobar will show SRV+LAN. In Eclipse, all you have to do is select Bridge Mobile and "Connection Magic" as the connection type. When you start realtime, Eclipse will start the session simultaneously on both connections, so however the client connects, they'll be able to get the data. Bridge will check both the LAN and the Internet to see where sessions might be available, and will allow you to select which one you are going to connect to.

If Bridge Mobile is on a LAN and you hit **Connect**, and there's only one session, Bridge Mobile will auto-select it and place the cursor in the Password box so and you can just start typing the password.

Also, you can re-use the same Bridge session even if you left it. For example, if you are in a position where you have a Bridge session open, and you have some sort of issue (You accidentally stop translation. You have to shut down your computer. You take a break and your system powers down. You name it) you can recover from that without having to start a new session and having to tell all of your clients to close the current session and join a new one. You use the exact same session name you used before and the exact same password that you used before. It will work even if you have to start a new .ecl job name for some reason. (You can append to the old one, but you don't have to.) Eclipse will pick up on the old session and continue it.

In fact, when you run Bridge Mobile (or launch the web version) the very first thing it will do is check the list of active sessions. If the session that you were last in is still on the list, it will just open it and connect to it immediately (using the same password you typed in before.) It reduces the steps to getting back into the realtime job to a single button: The Bridge Mobile icon.

Sessions persist

When creating a Connection Magic session of any type, you can supply an optional "Session Name" which is separate from the "Document Name." The document name will still be filled in automatically with a suggestion, and will also be used as the session name if the session name is left empty.

If you supply a session name, that will stay on the server even after the document has finished. You can use the same session name (and password) for successive days, even though the document name changes. The Connection Magic start session dialog will explicitly state that it is the persistent session name, and that using a persistent session name that is different from the document name is entirely optional.

Bridge Mobile, by default, will check to see if the previous session still exists, and will re-connect to it automatically. If the document name is different, it will create a new file. That means that connecting on successive days is completely automatic.

The same name and password will appear in the dialog the next time you start a session. Remember to clear it or change it if you want a whole new session. A new document will always be started, so this could be a convenient way to dramatically speed up the connection process for throw-downs on a day-to-day basis.

Note that these persistent session names could be used for all of the documents in a continuing case ("FL-1234") or a branded connection for a reporting firm ("Smith Reporting A") or a convenience connection for an individual ("JTHORNE") and be reused over and over as many times as necessary.

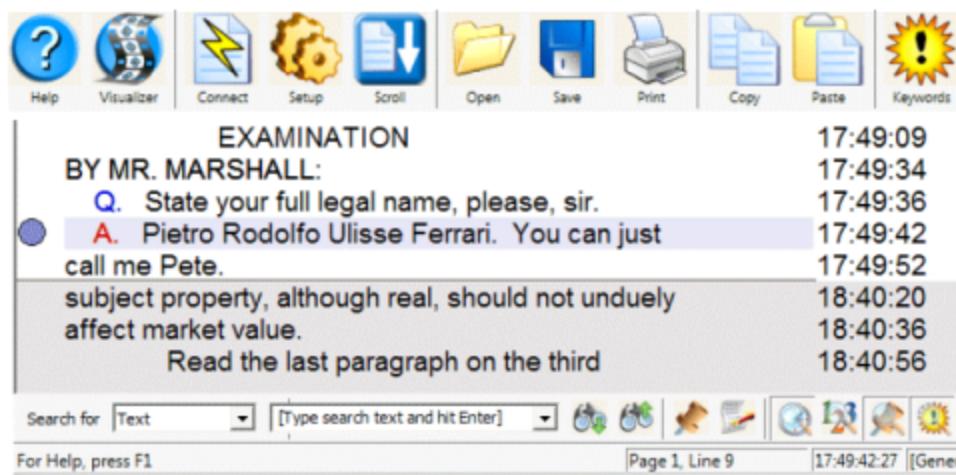
Also, because a persistent session sticks around even after the original owner has disconnected, that means that a second provider can join in as an alternate provider by supplying the same name and password to continue. It is not necessary for the second provider to join before the first one disconnects (though it's probably still better to do it that way for the sake of rapid continuity.)

Refresh commands

A note on refresh commands: All versions of Bridge and Bridge Mobile support instant refresh, because refresh commands are part of the Bridge protocol. A growing number of CAT programs (currently StenoCAT, SmartCAT, DigitalCAT) support the Bridge protocol. While all CAT programs support the traditional CaseView protocol, refresh commands are not part of the CaseView protocol. So if you transmit realtime using the CaseView protocol, you will not get the benefit of Bridge's refresh ability.

25.1.1 Bridge 3

Bridge (version 3):



- free software that requires installation on a Windows PC
- works with all CAT software that uses either the Bridge or CaseView protocol
- can connect through either a serial or a network connection
- works with [Connection Magic](#)¹¹¹⁸ (Reporter must have a Bridge Broadcaster -- there is no charge to the attorneys etc.)
- with Connection Magic and a Bridge Broadcaster, the Internet can be used for clients across the world running Bridge on their PCs
- with [Connection Magic Local](#)¹¹¹⁹, the Reporter, using a portable WiFi router, sends realtime to anyone connected to that router running Bridge on their PCs
- late connectors get the entire document, and when used with the Bridge protocol, it supports refresh commands

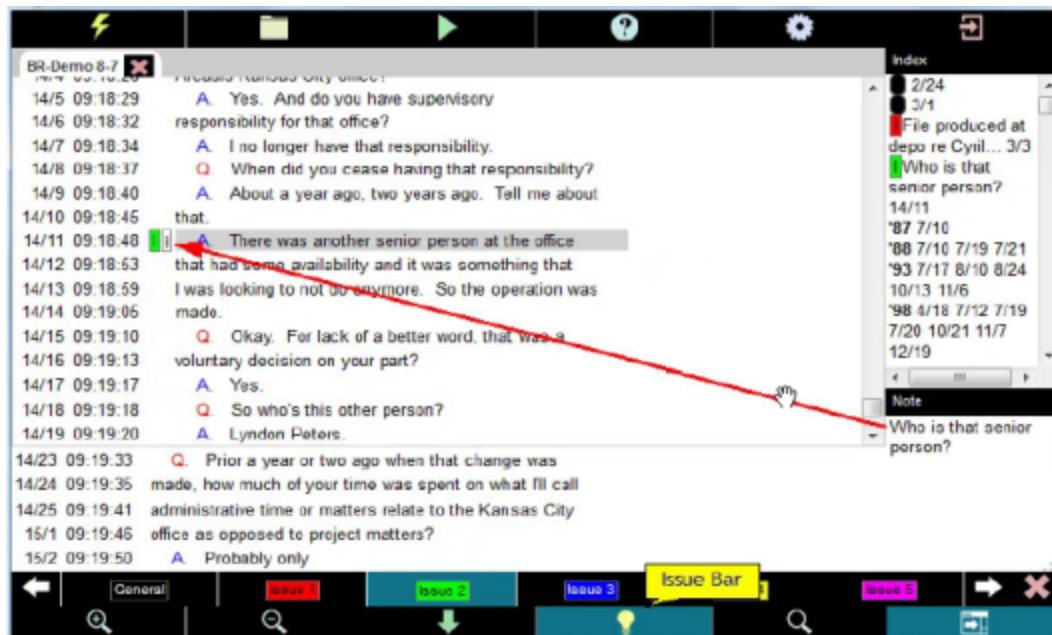
25.2 Bridge Mobile -- Browser and App (pro and free) versions

Bridge Mobile (app):

- Available as Free and Pro versions
- Expands on Bridge features
- Works with all CAT software - automatically detects CaseView or Bridge protocol
- Non-Eclipse users connect with [Connection Magic Link](#)¹¹²⁰ - software provided to reporters who purchase a Bridge Broadcaster.

- Works on all devices: iPads, iPhones, iPods, Android, Windows tablets, PC/Mac/Linux browsers
- Works over the Internet or with Connection Magic Local using a portable WiFi router.
- Judges and attorneys can make notes, insert marks and issue codes.
- Includes keyword highlighting and realtime word indexing.
- For CART clients, provides a minimal display that can be zoomed in for easy reading.
- For legal support teams, can monitor multiple realtime feeds. Paralegals can access multiple documents.

Bridge Mobile Pro features:



- the ability to export data, including exports to Bridge for PC, storage in the Cloud, emailing to yourself or another verified email address
- advanced searches
- 23 color-coded issue codes
- supports notes
- can send proofreading annotations to Eclipse
- can create a hyperlinked realtime index

You can download both the free and pro versions of Bridge Mobile in Apple's App Store, the Google Play Store, and the Amazon App Store free of charge by searching for "Bridge Mobile." You can upgrade to the Pro version at any time.

Bridge Mobile (browser version)

- Free
- Limited features - similar to the free version of the app
- Can be used by anyone with an internet connection

25.3 Connection Magic

Connection Magic is not a feature in a program; it's a data delivery system.

What is Connection Magic?

Connection Magic is a data delivery system used to transmit realtime data to Bridge 3 and Bridge Mobile users.

Connection Magic offers an easy, secure way to work with clients and colleagues. Used for Realtime, it replaces the need to have a cable connected to your CAT computer with multiple cable split off for client computers.

Connection Magic can serve multiple types of data, at the same time. You could have a Bridge session with users connected in more than one location. At the same time, you can send data to attorneys, judges, etc. running Bridge on their PCs or Bridge Mobile on any device.

In brief:

1. You start a session and set a password, which you give to your clients.
2. Your clients select the file from a list.
3. Clients type the password to gain entry.
4. Connection Magic handles the security.

Who can use Connection Magic?

Reporters running Eclipse version 6 or later who have a keyless license and a **Bridge Broadcaster** can use Connection Magic to send realtime data to scopists and proofreaders, and to attorneys and others running Bridge 3 or the Bridge Mobile app. Details of features specific to Eclipse users are covered in a [separate help section](#) [113d].

It can also be used by any CAT system that uses the CaseView protocol or the Bridge protocol, including earlier versions of Eclipse.

What is the cost to reporters and attorneys?

Reporters pay an annual fee for a Bridge Broadcaster. Attorneys and others who want to run the Pro version of the Bridge Mobile App pay a fee either monthly or annually. Contact Advantage Software for details.

What if I am using another CAT system?

Reporters using a CAT system that uses either the CaseView or Bridge protocol can use the [Connection Magic Link \(CM Link\)](#)¹¹¹²⁰ software to send data to Bridge Mobile. They would need to purchase a **Bridge Broadcaster**.

What if I don't have internet access?

You can use [Connection Magic Local \(CMLocal\)](#)¹¹¹¹⁹¹¹¹¹⁸, which enables you to create a server that lets you send data to Bridge or Bridge Mobile using a portable wireless router.

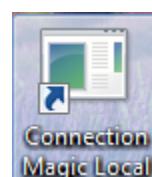
25.3.1 Connection Magic Local

Connection Magic Local is server software that enables you to use **Connection Magic** when there is no internet available.

Connection Magic Local (CM Local) uses a wireless router, along with software provided by Advantage Software, to create a Local Area Network running the same Connection Magic server that is used online by Advantage Software. Being able to run in a non-internet setting is ideal for courthouses where the internet may not be available, or for portable use. When you want to send your realtime data to clients running Bridge or Bridge Mobile, but don't have internet access, you can use CMLocal, with a Bridge Broadcaster.

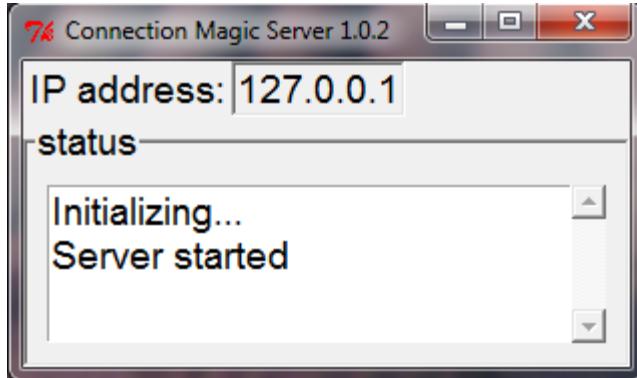
To set up Connection Magic Local:

1. Purchase a wireless router and a Bridge Broadcaster from Advantage Software.
2. Obtain the CMLocal software from Advantage Software.
3. Run the program. When the "Welcome to Connection Magic Setup" screen appears, click **Next**.
4. The next screen let's you "Choose install location." Generally, you should accept the default by clicking **Install**.
5. The last screen says "Connection Magic Local has been installed on your computer." Click **Finish**.
6. When the program is finished installing, there will be a Connection Magic Local icon on your desktop



To start a session, double click the desktop icon.

The Connection Magic Server opens a window, showing that the Server has started.



You do not need to do anything but let it run.

There is an IP address, but you only need to use this if your client(s) will use an web browser to connect to Bridge Mobile.

Note that Eclipse will connect to the Internet and also to the LAN, if it sees Connection Magic Local. In the status bar, you will see "SRV" for a server connection, "LAN" for a LAN connection, and "S+L" if it has a connection to both. The Infobar will show SRV+LAN. In Eclipse, all you have to do is select Bridge Mobile and "Connection Magic" as the connection type. When you start realtime, Eclipse will start the session simultaneously on both connections, so however the client connects, they'll be able to get the data.

25.4 Connection Magic Link - Installation and Use

If you are a reporter using a CAT system that uses either the CaseView or Bridge protocol, you can use the **Connection Magic Link (CM Link)** software to send data to Bridge Mobile.

For example if you are a Stenocat user, you can output in either CaseView or Bridge protocol and pick a com port as if you are using cable – the CAT software thinks it is working with a com port, but CM Link allows that com port to be redirected to the Connection Magic system through which you can send your realtime data to Bridge Mobile.

You will need to purchase a **Bridge Broadcaster**.

25.4.1 CM Link Installation

Installation of CM Link:

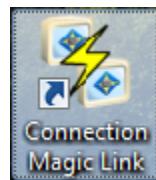
1. Purchase the program from Advantage Software and run it. If you saved it on your desktop, there will be a link to the program:



2. Double click the link.
3. The "Welcome to Connection Magic Link Setup" dialog opens. Click **Next**.
3. The "Choose Install location" dialog opens. Click **Install**.
4. You will get an "Installing" window. When it finishes, click **Finish**.
5. There will be 2 icons installed on your desktop:



one to create virtual serial ports -

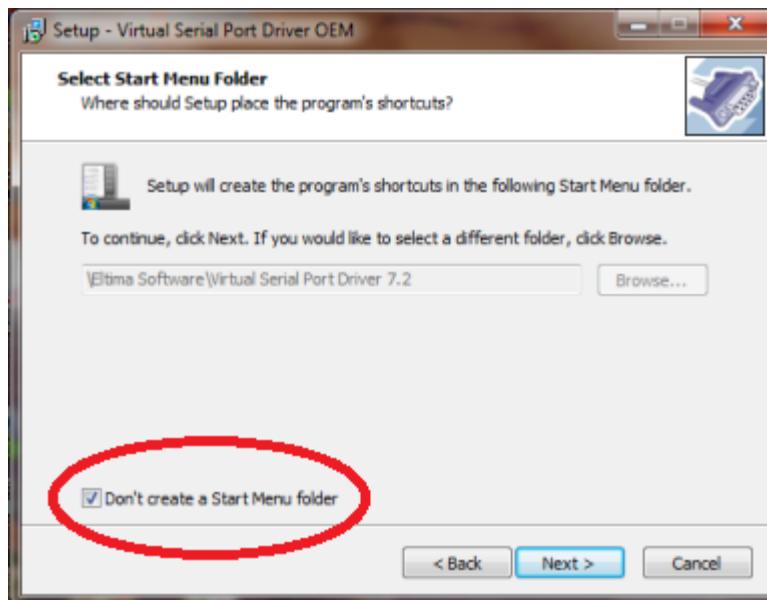


one to run CMLink -

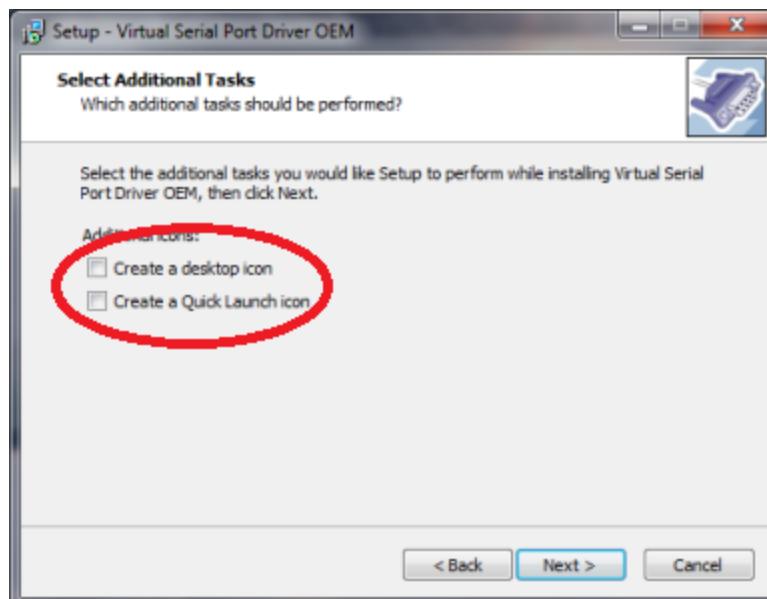
Install the virtual serial ports:

1. Double-click the "**Install virtual ports**" desktop icon
2. Select the language to use and click **OK**.
3. The "Welcome to the Virtual Serial Port Driver OEM Setup Wizard" dialog opens. Click **Next**.
4. Accept the License Agreement, and click **Next**.

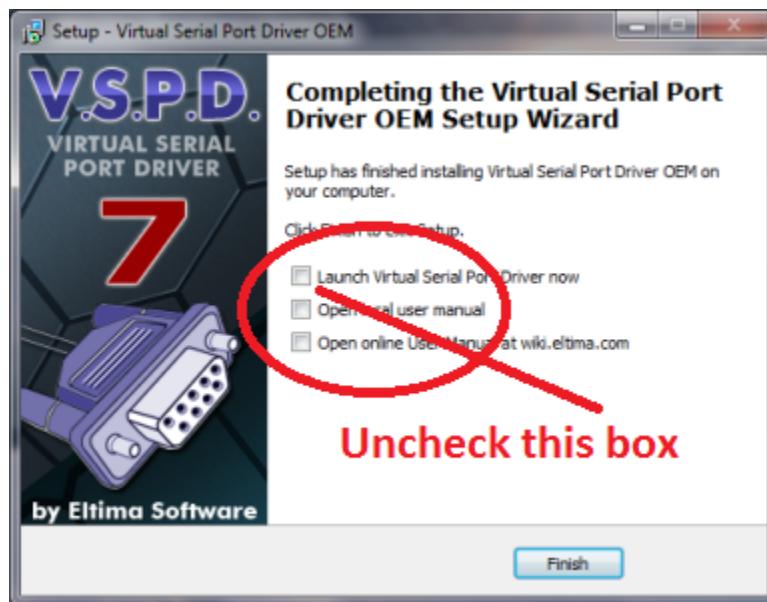
5. The "Select Destination location" dialog opens. Leave the default location. Put a **check mark in the box** "Don't create a Start Menu folder" and click **Next**.



6. **Uncheck** "Create a desktop icon" and click **Next**.



7. The "Ready to install" window opens. Click **Install**. Wait while the setup finishes.
8. **Uncheck the box "Launch Virtual Serial Port Drive now."** There should be **no** boxes checked in this dialog. Click **Finish**.



You will also get a license file – Eclipse.lic -- sent to you by email. Save the license file to your windows desktop and the first time you run CM Link, it will incorporate the license so it can work with the ASI system. The license file will automatically be removed from your desktop.

If you need help during the installation, call Advantage Software Technical Support at (800) 800-1759

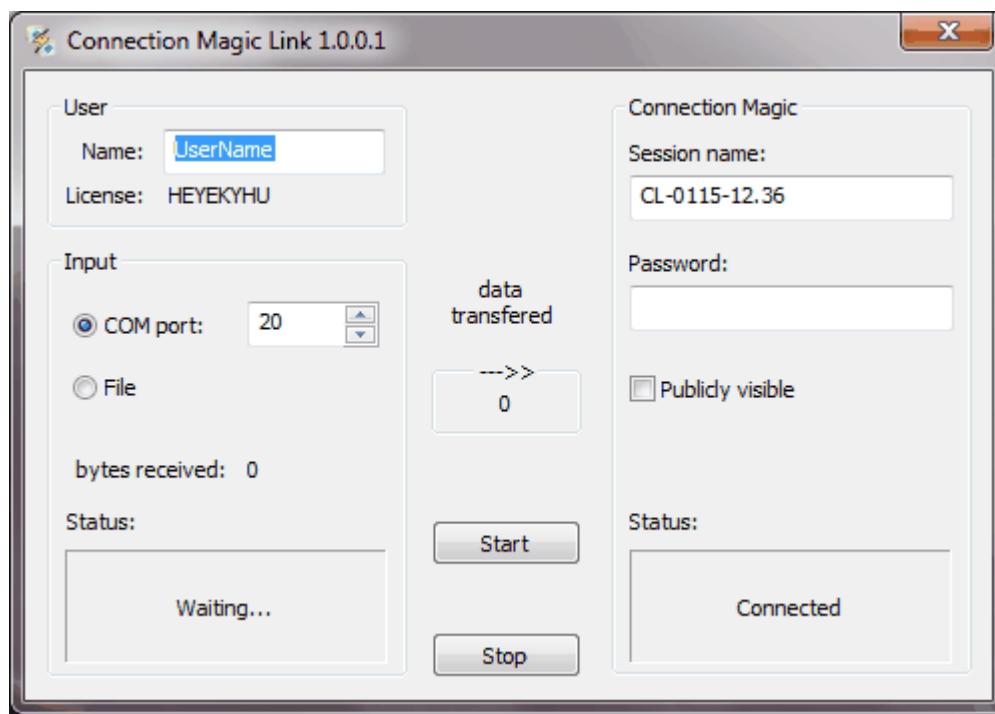
25.4.2 Running CM Link

Running CM Link:

Double-click the "Connection Magic Link desktop icon.



The **Connection Magic Link** dialog will open.



Enter your user **Name**, and a **Session name**. There is a default session name, which you can change, beginning with CL followed by the day and time.

You can optionally enter a **Password**.

You can also choose whether or not you want the session to be **Publicly visible**.

- If this box is checked, the name of the session will appear in a drop-down list when your client connects to your realtime data.
- If you do not put a check in this box, anyone connecting to your data will have to type in the exact name of the session.

The COM port is displayed under **Input**. Do not change this number.

When you are ready to begin your Realtime job, click the **Start** button.

In your CAT software, choose as your output format either CaseView or Bridge protocol. Specify that your output will go to a COM port, with the same number as you see in the Connection Magic Link dialog.

When you begin your Realtime translation, your clients can connect to the session using Bridge or Bridge Mobile.

25.5 Bridge Mobile: Connection and Use

With Bridge Mobile, you can view and interact with one or more transcripts streaming in realtime from CAT software. Bridge Mobile can be connected via an internet connection, or a Local network.

You can connect using any device running the Bridge Mobile app, or on a PC browser, a Mac, or any mobile device with a browser. All controls can be used with a mouse (computer) or by touch (mobile devices).

Bridge Mobile basics:



Press the check mark to accept the information you've entered in a dialog.



Press the X to exit a dialog without making any changes.

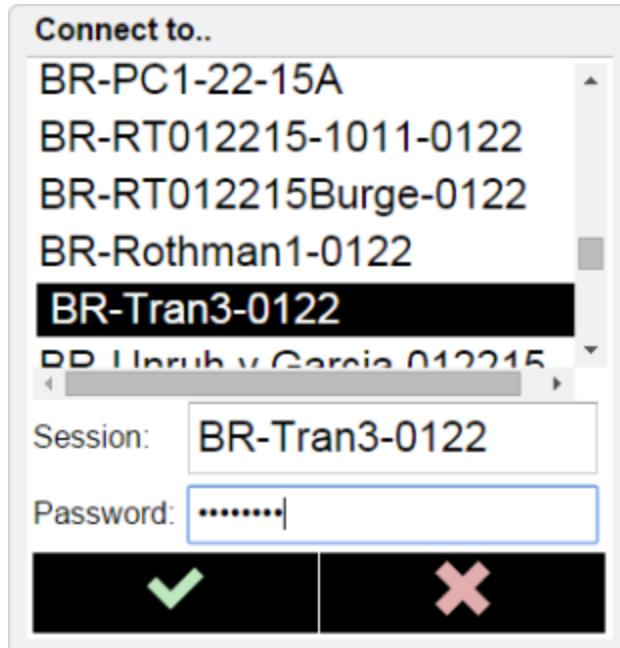


Press the green arrow to open a Demo feed that you can use to practice using Bridge Mobile.

Connecting to a feed.



Press the Connect button to join a session. A dialog will open showing the available sessions:



You can type the name in the **Session:** text box, or choose the session from the list.

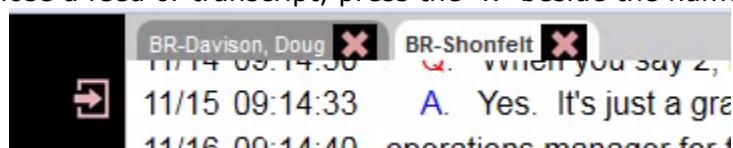
Note that you can always type in the name to connect. You do not need to select it from the list.

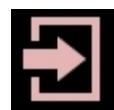
If the reporter has not made the name "publicly visible," you will have to type in the name of the session.



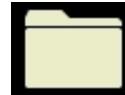
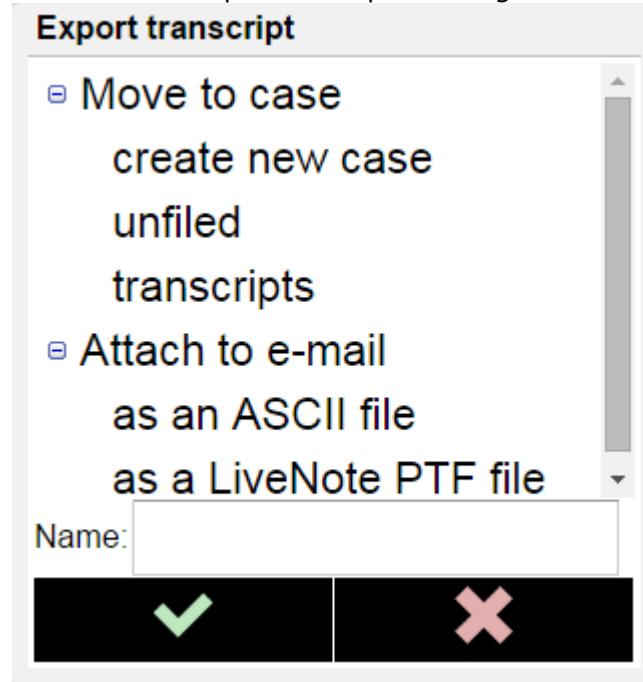
Enter the **Password**, and click to close the dialog. You are now connected to a realtime stream.

You can connect to more than one feed, and you can open multiple transcripts. There is a tab bar at the top that shows the name of the open transcripts. To close a feed or transcript, press the "x" beside the name.





Press this button open the Export dialog.



Press the Folder icon to open the Transcripts dialog and select a previous file. Select the file you want to open, and press the check mark.

Adjusting the way the transcript looks on your screen



Zoom in button - increases the size of the text in the transcript and the sidebar (index and notes).



Zoom out button - decreases the size of the text in the transcript and the sidebar.



Sidebar button - toggles on and off the sidebar, which displays the Word Index (which is automatically generated) and Notes.



Follow button - turns on following along with the realtime. When you're not following, a 5-line split realtime screen appears at the bottom of the screen. If you scroll backwards, following along turns off.



Issue Bar button - toggles the Issue Bar on and off. When on, it displays 6 issues at a time, with arrows bars to scroll through up to 24 issues.

Pressing an issue button will toggle that issue on or off for the highlighted line. You can customize the issues in the Issues tab of the Settings dialog.



Find button - opens a Search bar. Enter the word you want to find, and press the up or down arrow to search forward or backward from the cursor point.



Settings - Adjust other display elements: page/line numbering; timecodes; annotations; and keywords

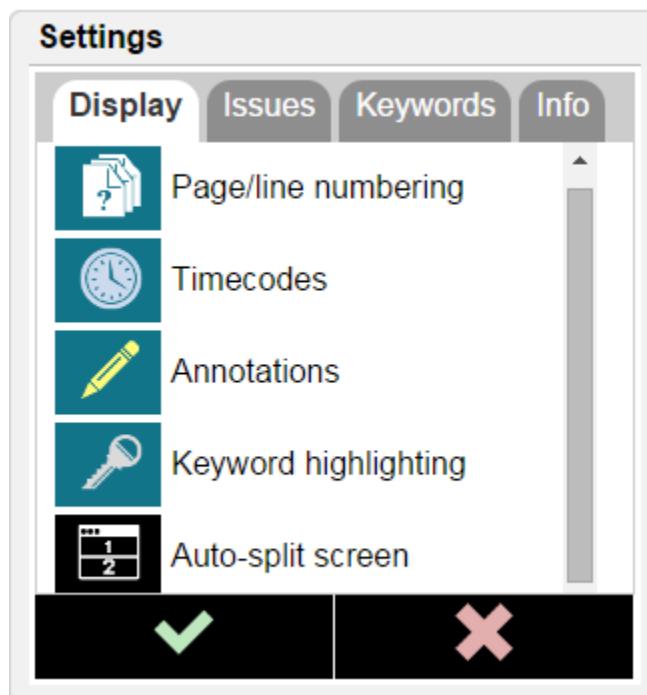
25.5.1 Additional settings and options

Settings dialog

In the Settings dialog, you can choose elements to **Display**, edit the names of **Issues**, edit your **Keywords** list, and display user and license information.

The Display Tab

The Display tab has 5 options that enable you to toggle on or off the displaying of **Page and line numbering**, **Timecodes**, **Annotations**, **Keyword highlighting** and **Auto-split screen**.

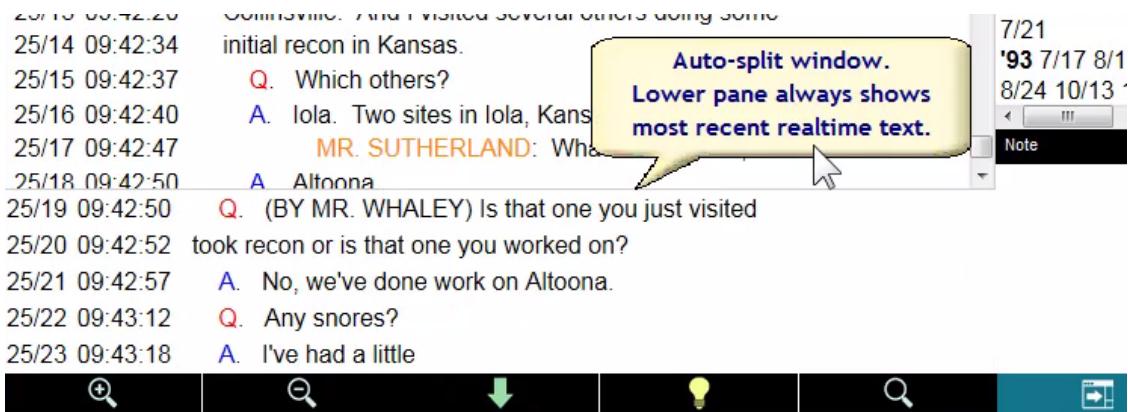


The first 3 are toggles to turn on or off the displaying of the page/line number, timecodes, and issues marks on the left-hand side of the transcript. In the graphic below, all are turned on:

1/13 17:51:09 Q. (By Mr. Mars
1/14 17:51:15 deposition today is
1/15 17:51:21 thanks to our skilled
1/16 17:51:24 attorneys are using
1/17 17:51:32 their computers are

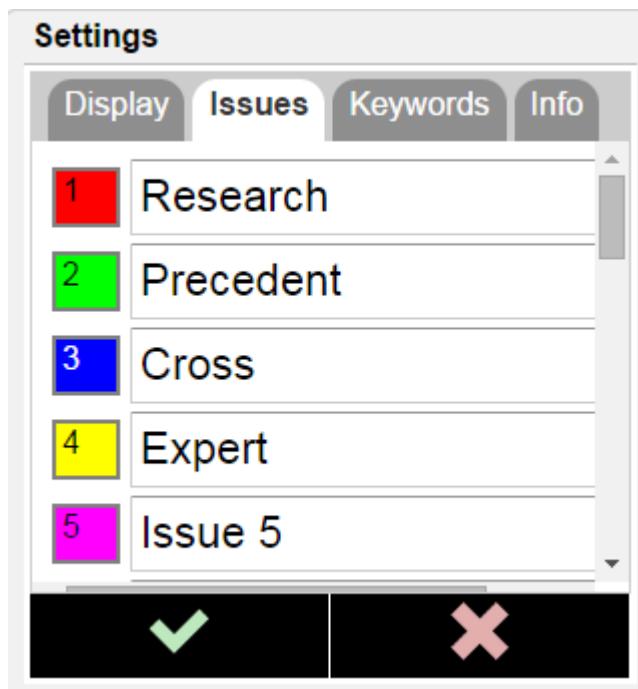
Keyword highlighting is also turned on in this example.

When the Auto-split screen is on, the 5 most recent lines of realtime text are always displayed at the bottom of the screen.



The Issue tab and the Issues bar

On the **Issues** tab of the **Settings** dialog, you can define up to 24 types of issues.



To add issue codes to a line, first turn on the issue bar using the lightbulb icon.

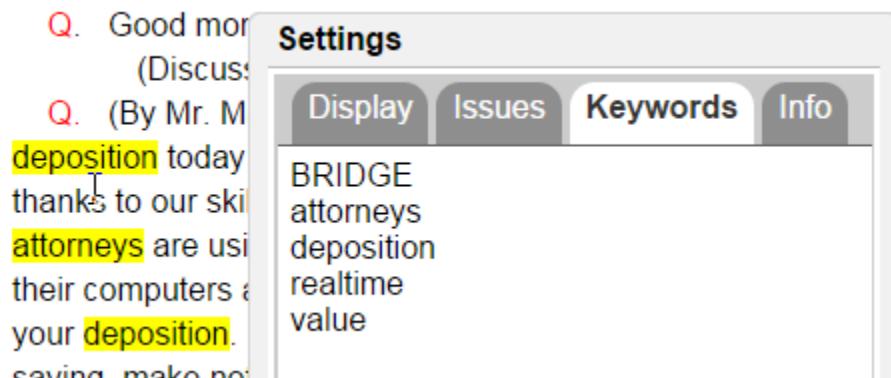
The **issues bar** displays 6 issues with left and right arrows to cycle through up to 24 types of issues.



With a line of text selected, press an issue button to toggle that issue on or off for the selected line. To close the issue bar, press the "x" on the bar, or the lightbulb button.

The Keywords tab

The Keywords tab opens a data-entry field where you can type in keywords that you would like to track and/or highlight. When you add a word to this list, it will be highlighted throughout the document, including when it appears in realtime.

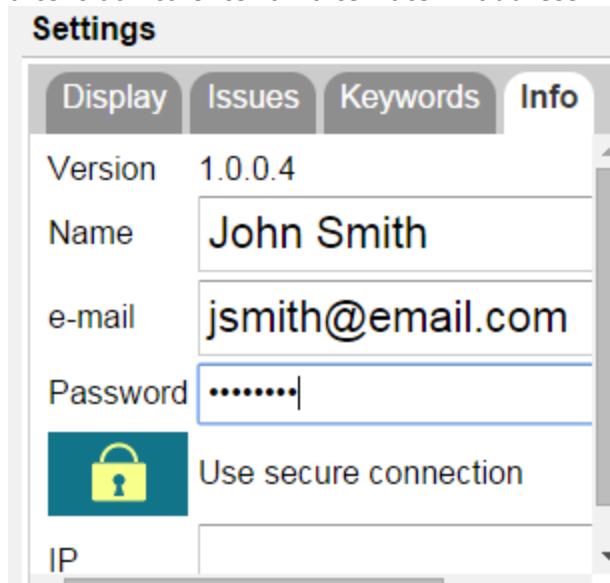


You can toggle the **Keywords** display off and on by pressing the "Keyword highlighting" button in the **Settings** dialog **Display** tab.

The Keywords list is stored with the document.

Info tab

The Info tab displays your version number, and has text boxes where you can enter your name, e-mail and a password. There is also an option to **Use a secure connection** or not, and a text box to enter an alternate IP address.



You should enter your name in the **Name** field so the reporter knows who is connected to the Realtime stream.

Enter the **e-mail** address and **Password** so that you will be able to store documents and send yourself a copy of your annotated text. After closing the dialog, you will receive an e-mail message as part of the verification process. Check your email, click on the link, and you will get a message in your browser saying "Bridge Mobile e-mail verification - Your e-mail address has been verified. You can now use the Bridge Mobile cloud storage system."

Following the text in realtime

When you first connect, Bridge Mobile defaults to following along with the realtime.



Press the **Follow** button to turn on following.

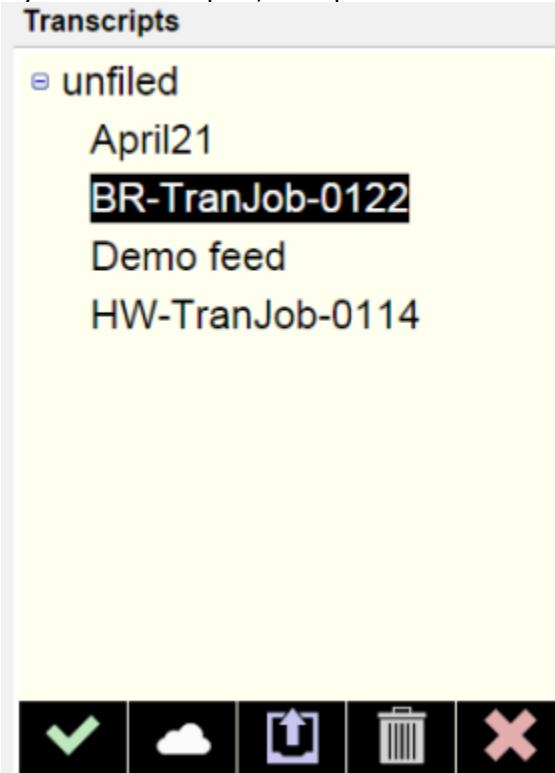
When you are not following, you can touch-scroll the transcript screen (or roll the mousewheel) and scroll up and down.

When you scroll up, it automatically turns off the following.

Whenever you're not following, an automatic five-line split realtime screen appears at the bottom of the screen so that you can always see the last few lines of realtime text coming in even when you're looking at an earlier part of the transcript. The auto-split screen is off by default.

Transcript manager

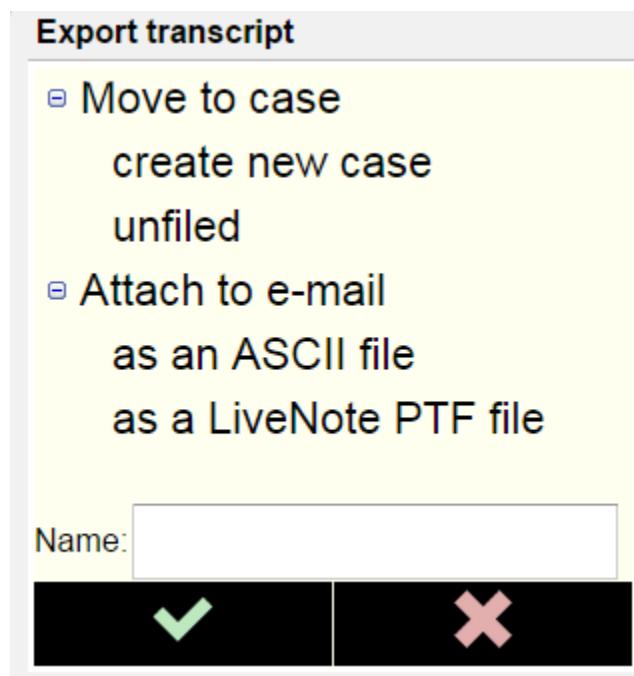
Use this dialog to open transcripts that were saved previously. They are organized by case. Highlight the case you want to open, and press the check mark.



Pressing the Cloud button allows you to send your file to Cloud storage. You can retrieve your stored transcript on another device running Bridge Mobile.



The Export button can be used to **Move** the file to a case, or **Attach** the highlighted transcript to an e-mail as an ASCII file or a LiveNote ptf file. You can also export to Bridge (desktop) or Bridge Mobile so you can e-mail a file to another device



Pressing the **Trash** button deletes the highlighted file

The Sidebar

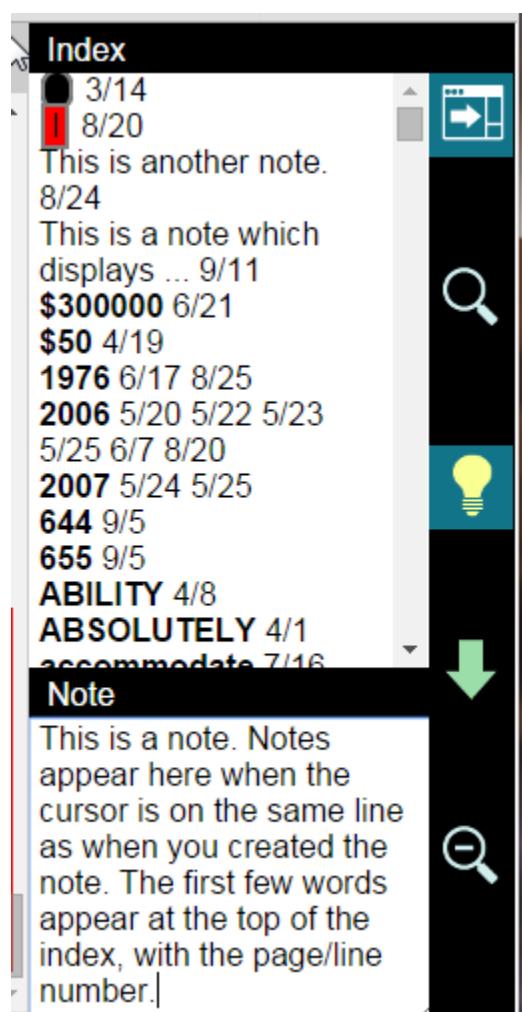
The Sidebar displays the **Index**, and **Notes**. You can turn it off and on using the



Sidebar button.

All the words in the transcript are automatically indexed and appear here. After each word is a list of the page and line numbers where it appears. If you click on (press) a page/line reference, you will jump to that line.

Annotations (generic marks, issues, and notes) are listed at the top of the index in the order they appear in the document. For each note, the first few words of the note appear in the index.



Annotations

- Select a line in the transcript display by left-clicking or touching it.
- Click on the text itself to highlight the text.
- Click to the left of the text to set or clear a generic mark.
- After selecting a line, you can select the note box and create a note, which will be associated with the selected line, and listed in the Index.

You can also open the issues bar and add a customized issue.

The Search Bar

Turn the Search bar on (or off) by pressing the **Find** button (magnifying glass icon).



Close the Search bar by pressing the "X" or the **Find** button.

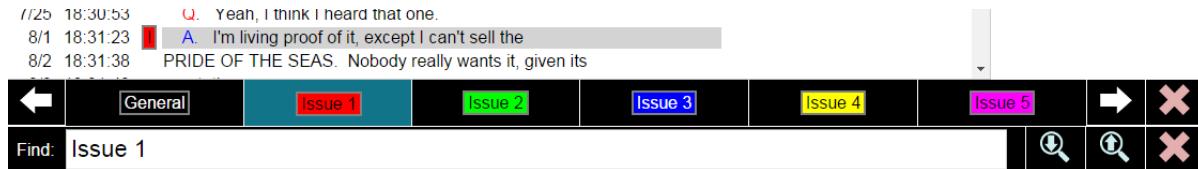
Type what you are searching for in the text box, and press the magnifier with the down arrow  to search down, or the one with the up arrow  to search up through the document.

If it doesn't find it by the end of the document, it goes back to the beginning and continues the search.

It will find text in the document, in the notes, in the page/line references, or in the timecodes.

So, if you search for 12/5, it will go to page 12 line 5, and will also find 12/5 in the text, in a date for example.

To search for issue codes, touch/click the light bulb to open the issue bar and then touch/click the issue button. The Issue name will appear in the search bar. Touch/click the up or down arrow to find the issue.



25.5.2 Bridge/Bridge Mobile and Eclipse

This section includes instructions for Eclipse users who want to send realtime data through Connection Magic to clients running Bridge or Bridge Mobile.

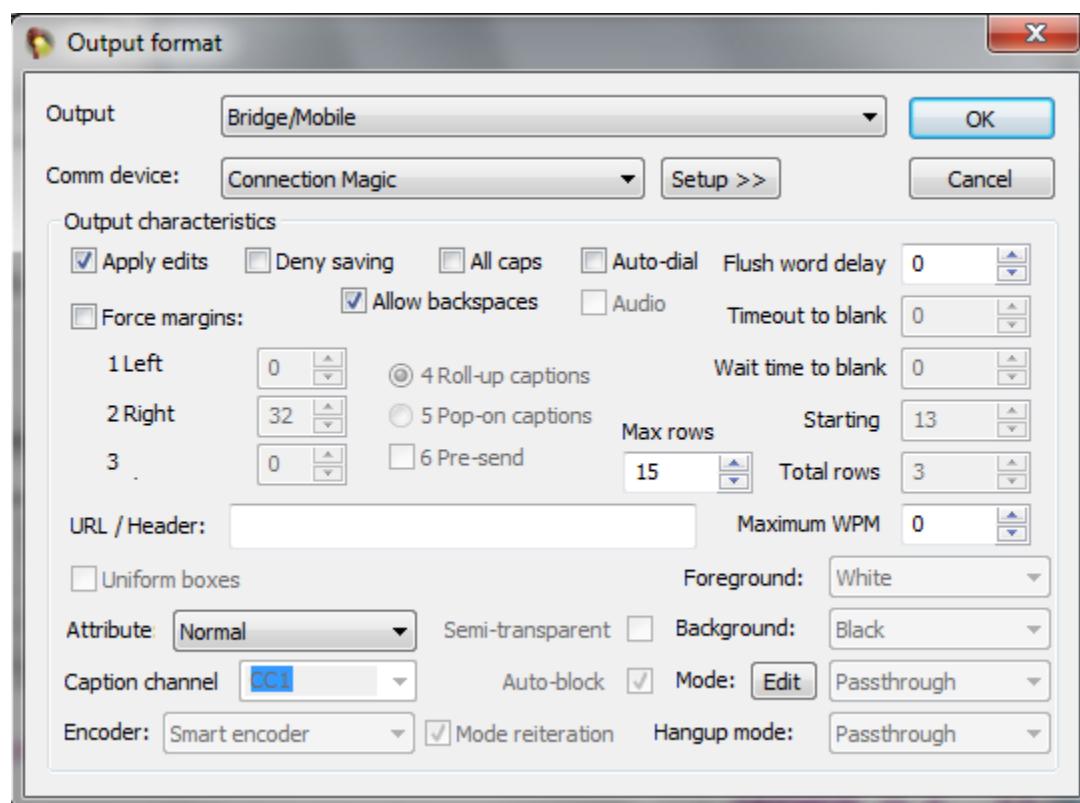
Note: Any reporter wishing to transmit Realtime to Bridge/Bridge Mobile using a Connection Magic server (internet or local) will need to purchase a **Bridge Broadcaster** license from Advantage Software. Contact the support staff at 1-800-800-1759 for purchase information.

Your clients will need Bridge version 2.9 or higher, or Bridge Mobile (app or browser version) to use this method.

25.5.2.1 Setup and Use in Eclipse

To set up Eclipse to transmit realtime data to Bridge/Bridge Mobile:

1. Go to **User settings/Realtime** and under **Output formats**, select **Add**.
2. The **Output format** dialog opens. Select **Bridge/Mobile** from the drop-down list labeled **Output**.

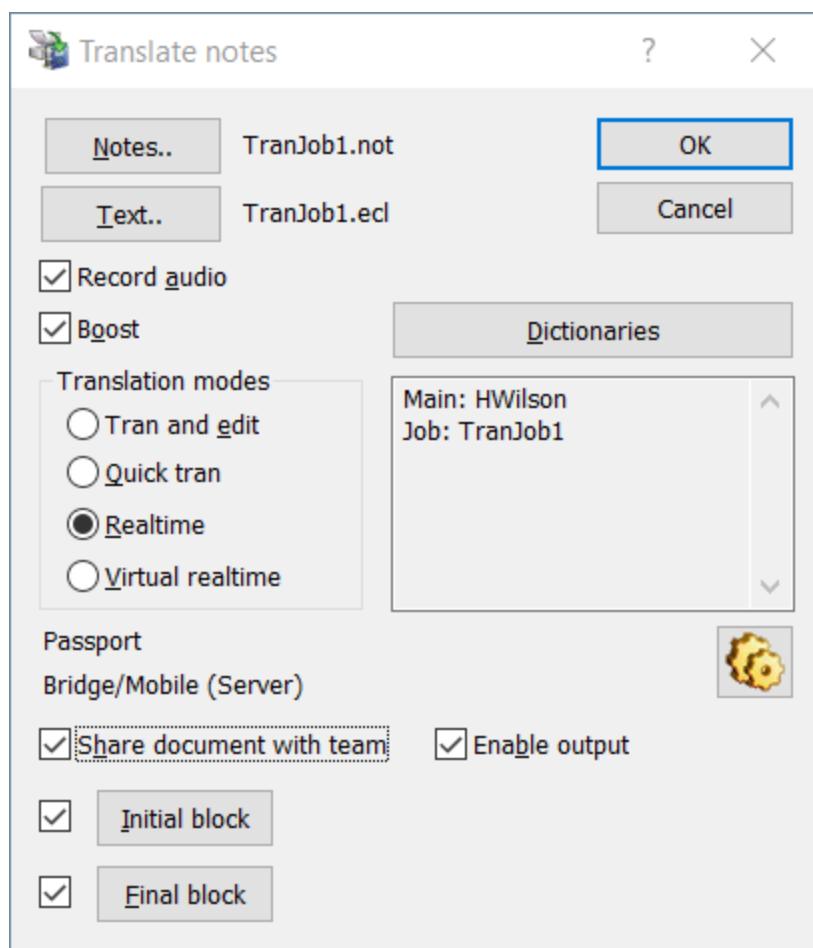


3. For the **Comm device**, select **Connection Magic**
4. With Connection Magic selected as your Comm device, no further settings are required. (Clicking the **Setup>>** button has no effect)
5. Place a check in the **Apply edits** box, and realtime edits will be reflected in the output.
6. Click **OK** and **OK** to exit the dialogs, and you are ready to go.

25.5.2.2 Transmitting to Bridge/Bridge Mobile

Transmitting a Realtime Translation to Bridge/Bridge Mobile

1. When you open the **Translate notes** dialog, you will see the output format listed as Bridge/Mobile.



2. After selecting your other settings, click **OK** to start the Realtime session. The **Session settings** dialog opens. (Note: In the status bar at the bottom of the Eclipse window, **SRV** indicates that the connection to a Connection Magic server is active. If not, it will be blank. This is similar to the status bar indicators for HYP for hyperkeys, INS/OVR for insert/overtype mode, etc.)

Session settings

Session Bridge/Mobile

Internet Generate email link

LAN - settings:

Create hotspot: Pwd:

Host LAN Share Internet

Persistent session name (optional)

Document name

Password Require ID

Room Valid IDs

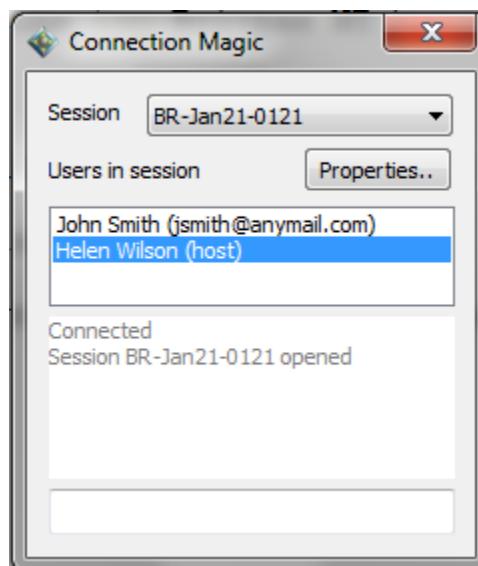
Publicly visible

3. In the **Session settings** dialog, you can change the **Persistent session name**, as well as adding a **Password** and choosing whether or not to make it publicly visible. If you leave **Publicly visible** checked, the client can select the name from a list of all active sessions. The default name for Bridge/Bridge Mobile sessions begins with BR-. You may want to change that to make it easier for your client to find the session. Another tool to make it easier for clients to find the session is to use a **Room**. There are 8 rooms available, and when you select one, and the client looks in that room, there will be far fewer sessions listed. Click OK.

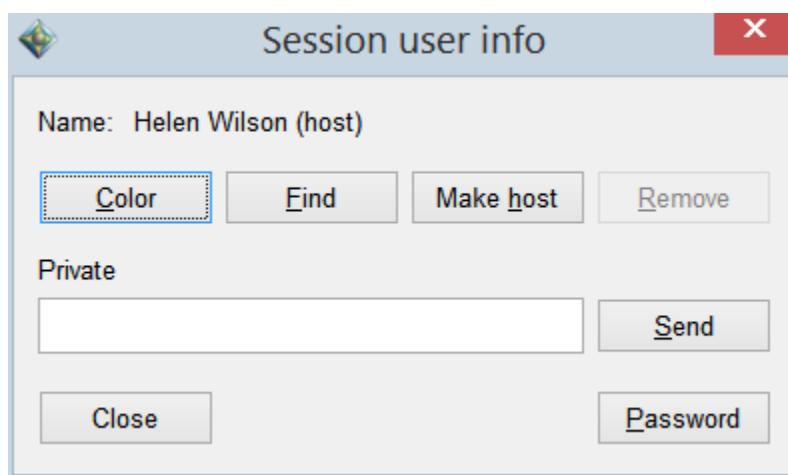
(Note: If you prefer, you can uncheck Publicly visible, and when the client goes to connect, they can type in the name of your session, enter the password if there is one, and click OK in Bridge or the Check mark in Bridge Mobile. Note: both the session name and password are case sensitive.)

The "Require ID" checkbox in the session creation dialog for Bridge Broadcast sessions prevents users from joining Bridge Mobile sessions anonymously even if they know the password. If you check that box, then all viewers must have a validated e-mail address in their Bridge Mobile settings. If they do not, they will not be permitted to join the session. Note that a validated e-mail requires the user to enter their e-mail address, receive the validation e-mail, and click on the link in the e-mail to validate that they own that e-mail address. This prevents users from entering invalid e-mail addresses.

4. The **Connection Magic** dialog opens. You can see the name of the session and a list of users who are connected to the session (Note: when you begin the translation, you, the "host" will be the only user listed).



5. If you highlight the name of a user in the session and click the Properties button, the **Session user info** dialog opens.



7. Clicking the **Password** button opens a window that reminds you of the password you set for the session.
8. Clicking the **Remove** button will kick the selected user out of the session.
9. The **Color**, **Find**, and **Make host** buttons are used during a shared editing session, and do not apply to Bridge/Bridge Mobile users.
10. If you close the Connection Magic dialog, the session itself remains open. To re-open the dialog, go to **Tools/Connection Magic/View Connections** or click the "Connect" toolbar icon.

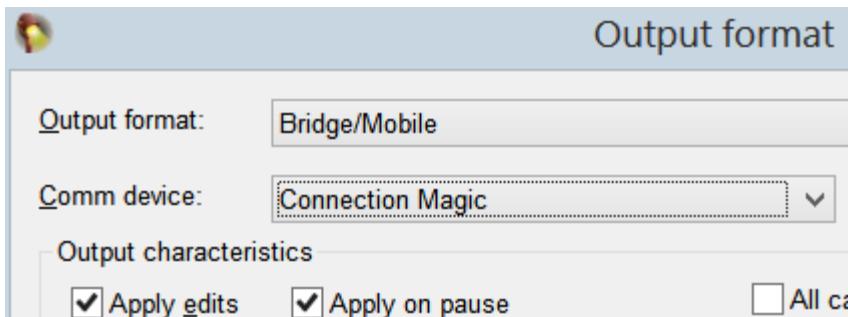


Note: The connection from Eclipse to Bridge/Bridge Mobile through the Connection Magic server tracks all of the data that has been transmitted. If Bridge/Bridge Mobile detects that there is text missing, it will request the missing text from the Eclipse side. This means that if a Bridge/Bridge Mobile user hooks up late, or if the connection drops briefly and then automatically reconnects, the Bridge user will still get all of the text that was sent from Eclipse.

25.5.2.3 Advanced settings

Apply on Pause

Under **User settings/Realtime/Output**, there is a "apply on pause" check box right next to "apply edits."



When this is checked, after a very short pause (less than a second, usually) any edits you have made to the current paragraph will get transmitted immediately to the Bridge Mobile users.

Note that this should probably be turned off if you're using a low-baud rate solution such as cables or StenoCast. But most people are using Internet or LAN, and the speeds are hundreds of times faster, so data transmissions can be sent without delay.

This makes the Bridge refresh "feel" far more like the Team Editing feature. Essentially, all edits are applied as close to "immediately" as makes no difference.

Advanced hint: The actual amount of time the system will wait before deciding you're done making your edits is the **View Toggles/Infobar/Delay time** setting for AutoMagic. It defaults to 500ms (half a second) and you can adjust it up or down. If you make it too small, it will start machine-gunning edits in the middle of, say, typing a word. If you type "Washington" into the middle of a sentence, that should be sent as one edit, not 10! So don't make that number too small.

Bridge output refreshes the last paragraph by tracking edits and translations separately

The software tracks edits and translations separately, meaning that it doesn't treat the last paragraph any differently. You can edit in the last paragraph and the edit will get applied without your having to use the "Retransmit text" function.

This, combined with **apply on pause**, essentially makes the "Retransmit text" function obsolete. You can remove it from your realtime macros, although it doesn't actually do any harm. It's just unnecessary.

26 AccuCap: Closed Captioning for Eclipse users



AccuCap: Closed Captioning for Eclipse users



Closed captioning is the process of adding text (captions) to a live or videotaped broadcast. The captions may be added during live broadcast (realtime), or via scripts that have been set up by the captioner in advance. Realtime captions are created by a steno writer, translated by Eclipse, sent to an encoder, and finally transmitted to a decoder, which places the text on the video display. Script and realtime text may be combined in the same broadcast. The captioner may be on-site at the television station, off-site at a captioning center, or at home, sending captions via a modem connection.

If you are a court reporter using the Eclipse CAT system, this section of the help/manual will help you become familiar with AccuCap's Closed Captioning functions, which include all of Eclipse's realtime functions with additional features specific to captioning. You can "practice" the process while you are training to be certified as a captioner, and become familiar with all the features which will help you create captions as accurate as your court transcripts.

26.1 Preconfiguring your system

Preconfiguring your system

Before beginning any closed captioning operations, you can import many of the appropriate default document settings, output settings, display settings, keyboard commands and macros to pre-configure your system for closed captioning.

If you have previously installed Eclipse and have one or more users configured already, first make a backup of your user files. In Eclipse choose **Tools/Backup** and backup the User Settings and Main Dictionary for your current User.

Before importing the AccuCap settings, go to **User Settings/User**, click on the button **Save Settings**, and enter a new name. Click on **OK**, and then enter a new user name. Using a name like "Yourname-CAP" will help you find your captioning user settings on a network or multi-user system.

Go to User settings/User/Import settings, select the "AccuCAP.set" file, which is located in the Eclipse folder (the default program folder), and click Open. The User settings transfer dialog box will open. You can see that only the pertinent settings are available for importing. Import All of the selected information.

You should download the latest version of Eclipse from the website, as this will contain the most up-to-date captioning features. It is under Support/Downloads/Eclipse. Updates to this Addendum can be found under Support/Downloads/Utilities and More.

Before you can access support, you must create an account:

- Go to www.eclipsecat.com.
- Click on the create new account link, on the left side of the screen
- Fill out the form; make CERTAIN to check the box next to "Request Access to Eclipse/AccuCap/Passport Forums and Software Updates"
- Click the Create new account button at the bottom of the form.
- To avoid delivery of your username and password to your "bulk" or "spam" e-mail folder, please add webmaster@eclipsecat.com to your address book.
- In a short time, you will receive an e-mail with your username and password. Your username and password will immediately allow you to log in and post on the public forums, but PLEASE NOTE that it will take 1-2 business days to process your request for access to the private forums and software updates

26.1.1 Saving User Settings

Saving User Settings

You can use the **User Settings/User/Export settings** feature to create a settings file after assigning a show-specific position dictionary to one of the 8 dictionary slots. You can set up a specific arrangement of dictionaries under User 1 through User 8 in **User settings/User/Dictionaries settings**. Any dictionaries left blank will be ignored when the settings are imported into the other user, so existing dictionaries in unused slots will be preserved.

26.2 Check your input settings

Check your input settings

Go to **User Settings/Input** and select your Writer from the drop-down list. Be sure the Com Port for your writer is selected, and check the Setup. The correct Baud rate for your writer will be selected automatically. The other default settings are Parity none, Data bits 8, and Stop bits 1, which will work for most writers.

The remaining settings in the **User Settings/Input** tab can be left in the default configuration.

26.3 Serial input passthrough using an external com port

Serial input passthrough using an external com port

Captioning companies that need to use a mix of realtime and scripted captions can use the serial input passthrough, for any device or realtime text delivery system that uses serial ports. If you are a coordinator with an Eclipse edit station, you can send scripted captions while also receiving a feed from a captioner through a serial port and switching back and forth between the script and the feed. The following instructions are for the captioning coordinator.

First, set the **User settings/Input/Writer type** to "none." Select COM port and hit the **Setup** button to configure the input port for the non-writer. This is the port that you will be able to receive data on and pass it through to the outputs.

To toggle on the port pass-through, go to **Tools/Edit toggles** and turn on the checkbox that reads **External COM port input**. Then hit OK to close out of the dialog. You can write a macro to accomplish that toggling function in a single step. If you have the closed captioning preview window open, you will see a (External input enabled) message.

Now, any data coming in through the input port will be sent to all of the outputs directly. If you are hooked to two or more encoders, they will all get the same data sent to them. (When this feature is off, all data coming in through that port will be ignored.)

The data will be interpreted to create a record of what is being written in realtime. The sample in the captioning preview window is not an exact copy of what appears on the viewer's screens. It only shows text and linefeeds, not positioning, indentation, colors, or other decoder-specific formatting.

It also takes this data and feeds it into Eclipse document files as follows:

After starting a realtime session, you can optionally create a file named "extpreview.ecl" (A macro to create and open this file is recommended.)

If the translator can see that this file is open, then any data coming in from the external COM port will be added to this file so that you can see what the captioner is writing.

If the external output is on, the data will ALSO be sent to the output AND the realtime file. Script lines will also be sent to the realtime file.

In summary, you should have three windows open: The script, the extpreview file, and the realtime file.

The script will show the material that you can transmit at any time. The extpreview file will always show the external input in its entirety. The realtime will show only what has actually been transmitted from either source, depending on whether the user has hit commands to send script lines, or whether the external output was activated.

When switching from scripts to realtime, it's possible that the preview window could have some text already written that should appear on the air. You can use the "send script line" function to send all of the text in a marked block, so you can switch from script to realtime and simultaneously transmit some of the already-written text.

The ideal way to do this would be with a macro. Assume that you have left-clicked or otherwise navigated to the spot in the extpreview file where the realtime should resume. The macro could block mark starting with that position (or perhaps move Home first to the beginning of the line) then hit the "end of document" command to block mark from there to the end. Use the Send script line to send that text, then the Edit toggles, enable external output, OK, then switch windows back to the script.

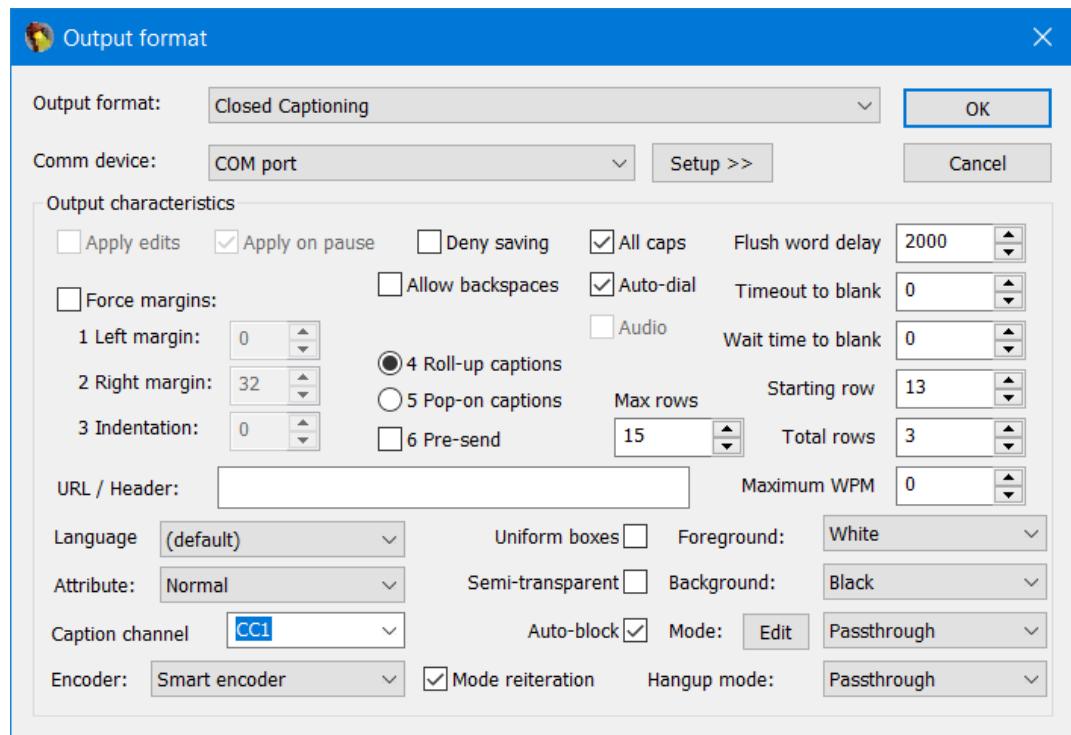
With that macro, you can click on the screen with the mouse and hit one button to resume realtime from a point in the text that was written a few seconds ago before the switch.

26.4 Setting up the output

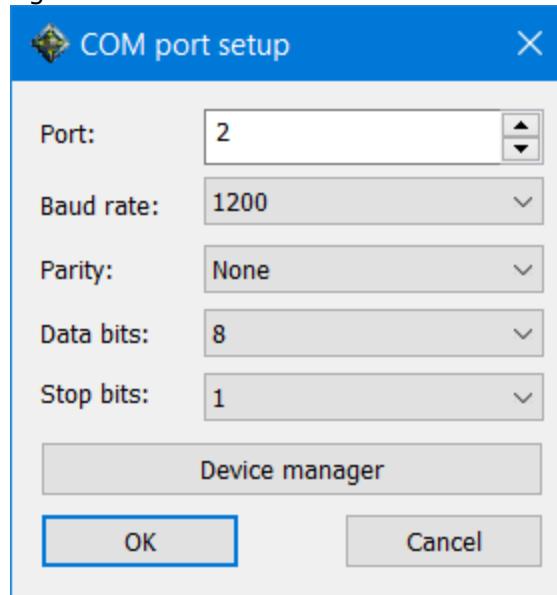
Setting up the output

There are a number of Output Formats that relate to captioning, but we will begin with the most commonly used: Closed Captioning.

1. Go to **User settings** and select the **Realtime** tab.
2. If there is already a "Closed Captioning" output selection under the **Output formats**, click on it and hit the **Change** button. Otherwise, hit the **Add** button and select "Closed captioning" as the output format. In either case, the **Output format** dialog box opens.



3. If you are connecting directly to an Encoder, make sure that Com port is selected from the dropdown list. To configure the port, click the Setup>> button to the right of that.



list.

4. Select the Port and Baud rate appropriate for your captioning device. The default settings are Baud rate of 1200, Parity none, Data bits 8, and Stop bits 1, which will work for most encoders.

5. If you wish to dial up the closed captioning device using your modem, select your Modem from the Comm device: dropdown list, and use the **Setup** button to configure the modem settings.

6. If you want to send the same data to two modems, you can set up separate outputs with identical values, but with different modems selected from the Comm device: dropdown

To determine which Com port is associated with your modem,

- Click on the **Device manager** button.
- Double-click on Modem or Phone and Modem Options.

- Double-click on your modem, and select the Modem folder tab. Your modem's Com port will be listed.

NOTE: You have now completed the minimum setup you need in order to begin Closed Captioning. Additional settings, like those to control the way the captions appear onscreen, are preferences you can adjust at any time. Before beginning a session, refer to Appendix A, page , for dictionary entries you will need to include in your dictionary before captioning.

26.5 Additional Output Options

Additional Output Options

In the **Output format** dialog box, you can set up the output characteristics to conform to your preferences. In addition to setting your preferences here, many of these features can be adjusted as you write, using hot-keys, macros and dictionary entries.

- All caps: Sets the output to appear entirely in upper-case letters. Closed captions are nearly always in all caps. You will be able to set up dictionary entries for exceptions, like the lower-case c in names like "McTAVISH." The default is on (checked).
- Auto-dial: When this checkbox is on, the dialing dialog will appear automatically if you have a modem selected as your output device. If it is off, the realtime will start without dialing the modem and you will be required to dial manually using the "Phone numbers" dialog when you are ready to connect.
- Allow backspaces: Leave this option off if you do NOT wish to allow backspace characters to back up over existing text. Backspacing over characters in captions is extremely slow and disconcerting to the viewer. Note that you can still delete one word in realtime even if this option is turned off. If your flush word delay (see below) is set correctly, the errors you correct will not appear onscreen.
 - Note: if you have closed captioning as your primary (first) output type and you have "Allow backspaces" turned off, if you hit the {DELETE} stroke and it's too late to delete the word written, the {DELETE} stroke will do nothing. In other words, you will no longer run into situations where the software deletes the word from the editing screen and leaves it on the captioning screen—if it can't be removed from the captioning screen, it won't be removed from the editing screen, either.
- Uniform boxes: Adds black opaque spaces to the end of each closed caption line, making each line of the captioning display the same length. The default is off.

- Force margins: If you are using multiple, different realtime display/output methods, this function can force each separate output format to use a specific set of margins, regardless of the current paragraph format. When this option is off (the default setting), the text on the display conforms to the paragraph margins set in User Settings/Paragraph. When this option is on, the Eclipse screen will not change, but the output format will change, so that each paragraph will follow the margins specified in the output setup. This allows you to write a normal 54-column court reporting document, for example, while still outputting to a 32-column display. For more information on paragraph formating and captioning, see the section on Formatting transcripts in the Eclipse Manual.
- Flush word delay: The amount of time (in milliseconds—for example, 2000 milliseconds=2 seconds) the system will wait before transmitting the very last word written to the captioning display. Each word will wait until the following space is transmitted before it is displayed. Setting this to zero turns the option off, and the system will not wait at all. You can set this delay so that you will have the opportunity to delete a word the viewer has not yet seen.
 - Note that a space will force out the previous word, so this is only an issue for the very last word.
 - This option allows you to delete the last word before it displays.
 - This feature also allows you to add suffixes to a word before it displays so that it can word-wrap to the next line if it needs to.
- Timeout to blank: The amount of time (in milliseconds) the system will wait before blanking the display automatically. Setting this to zero turns the option off, and causes the system to wait indefinitely.
- Wait time to blank: The amount of time (in milliseconds) the system will wait after you send a "blank" stroke before the screen blanks. Set this to zero if you want the screen to blank immediately upon receipt of the blank command.
- Starting row: The starting row number (1-15) of the closed captions. There are 15 rows total on a captioning display. The minimum number of rows to display is 2. The rows are numbered from the top down, so a starting row number of 1 positions the captions at the top of the screen, while a starting row number of 12, 13, or 14 places them at the bottom.
- Total rows: The total number of rows of closed captions. The minimum number of rows is 2; the maximum is 4.
- Maximum rows: Maximum lines in the current output format. This setting determines the number of lines on the current format's captioning display. For example, Line-21 captioning has a maximum of 15 lines on the screen. TeleText output has 20. To allow the captioning preview window to simulate an LED display, you could set this value to 3 or 4. If this value is set to a small number, the status display showing the current position, passthrough mode, etc., will be omitted.

- Maximum WPM: This option sets a maximum speed that words are allowed to display on the screen. If the written rate goes too high, this option will begin intentionally pausing slightly between each word displayed. When the written rate slows down, the display will continue and will catch up with the captioner.
- Mode: This determines the mode the encoder is placed into prior to captioning ("passthrough" or "block"). "Block" mode stops incoming or existing captions and allows your captions to be displayed. "Passthrough" mode allows other captions (for example, those for a closed-captioned commercial) to go through. You can leave this set to "Passthrough" if you turn on the "Auto-Block" mode (see below).
- Hangup mode: This determines the mode the encoder will be placed into when the captioning session is completed ("passthrough" or "block"). Setting the Hangup mode to "Passthrough" avoids the problem of hanging up but continuing to block encoder output.
- Attribute: Sets the text to default to Normal, Underlined, Italics or Bold (flashing). Italics are generally used to indicate a narrator is speaking. If captioning a narrated program, rather than using this option, you may want to set up a separate paragraph type for a narrator with the default font set to italics.
- Semi-transparent background: Some decoders support a background that is semi-transparent, allowing the viewer to see partially through the captions. The default is off.
- Foreground: Some decoders support a range of colors for the captions. The default is white, as captions are usually sent as white letters on a black background.
- Background: Some decoders support a range of colors for the background of the captions. The default is black.
- Caption Channel: Allows closed captioning output for foreign-language captions. The choices are CC1 through CC4 and Text1 through Text4. Note that alternate language captions are done on CC3 (not CC2).
- Encoder: The default setting is "Smart Encoder" which will work for most encoders. If your encoder does not work with the standard ("Smart encoder") setting, there are additional options including the Ultech encoder and Link encoder.
- Auto-block: This option automatically puts the encoder in "block" mode (blocking any pre-existing captions) when any realtime text is transmitted. As soon as you begin sending captions, the system will override the Passthrough mode, if it is active, and send your captions to the display. You can check this box and leave it checked to be sure your captions will go through when you send them. Note that if you run the macro to suspend output (for example, if you want to work on your dictionary during a break), it will override the Auto-block feature.

- Mode reiteration: Turning this feature on will send the "Block mode" command at the beginning of every line so that the program will continuously make sure that it's in the correct mode to send captions, in case the encoder gets tweaked. Some encoders don't like this, so if you are getting garbage characters at the beginnings or ends of lines, try turning this feature off.
- Caption style: Pop-on or Roll-up: Normally, realtime captions would be roll-up. Roll-up captions appear on the screen a word at a time (in realtime), or a line at a time (when sending scripts). With Pop-on captions an entire paragraph appears at once (up to four lines). The pop-on caption style is typically used for opening or closing credits in realtime.
 - Pop-on captions support colors, and can fomat accoding to alignment settings (left-flush, centered, right-flush).
 - If you display a pop-up caption or credit, once you begin writing on the writer, the scripts will return to roll-up mode in their original position, even in scripts, so further scripted captions will roll-up instead of popping on.
 - After sending a pop-up credit, the cursor will move to the beginning of the next paragraph, skipping any script commands, if applicable.
 - Pre-send: Used with pop-on captions, this option allows you to pre-send a caption before sending the command to display it. The encoding/decoding process is very slow, and pre-sending a caption allows it to go through in the background, and appear all at once when you press the "send" command for the next caption.

26.5.1 Teletext output format

Teletext output format

Another option for closed captioning is Teletext, used primarily in the United Kingdom. Teletext has many of the same features as closed captioning. Eclipse will display as many rows as will fit on the Teletext screen.

For Teletext users, the Caption channel is an editable combo box in which you can type the desired page, such as 800, 801, 888, etc. Setting the page number to 999 turns the encoder off, which is equivalent to going into passthrough mode on a U.S. encoder. The passthrough and block commands in the software set the page number to 999 or to the desired transmission page number as appropriate.

If you set the Teletext output to "pop-on" mode, it will pop text when starting a new paragraph, creating offline pop-on captions like those used in Teletext systems in the UK. In order to activate this mode, set the **User settings/Realtime/Output/Mode** to 2 Pop-on captions instead of roll-up. When you write a new paragraph stroke, the previous paragraph will be sent to the captioning display immediately. The position will be determined, and limited, by the starting row and total row settings. It will always display at the bottom of the range, and will never display more rows than specified, so if you write too large of a paragraph, part of it will be omitted.

For example, if you have your settings to start at row 14 and have 2 lines of captions, a one-line caption will appear on line 15. A two-line caption will appear on lines 14 and 15.

You can break your lines manually, but if you don't break the line manually, the software will automatically break it as soon as the line reaches the maximum number indicated by the **User settings/Realtime/Output/Lines of captioning**. The break will attempt to find a logical place to break the line, preferring to break just after a comma or semicolon or just before a conjunction. If it is unable to find any of those indicators, it will simply break at the end of the line.

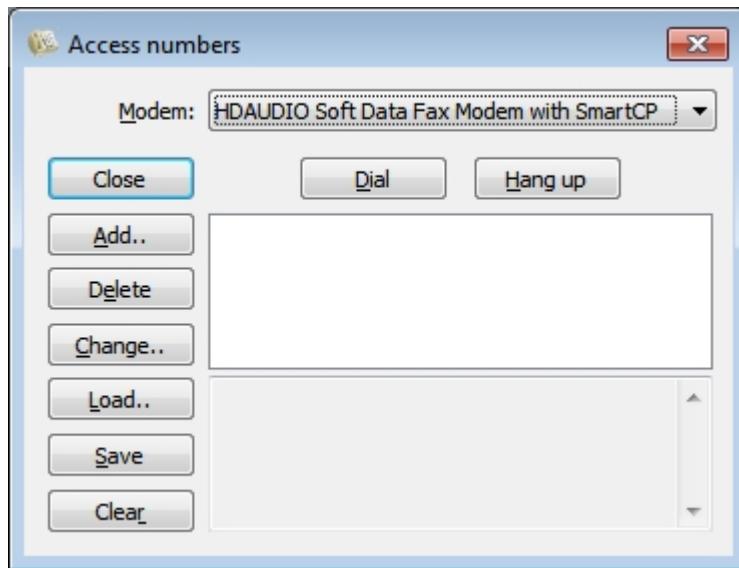
26.6 Setting up phone books

Setting up phone books

You can set up one or more phone books which will contain the phone numbers your modem will dial in to for you to transmit captions to the station. Correct configuration and reliable connections are critical to the process of sending captions, so plan to allow sufficient time in advance to establish your connection and do a "dry run." If this is a new connection, or you have installed a new modem, make an appointment with the TV station technical personnel, and with ASI support, to do a dry run and be sure your captions are getting through.

To Manage your phone books:

- Select the **Tools menu/Phone numbers** (Ctrl+F12). The Access numbers dialog box will open.



- Use the Add button to add as many phone numbers as you like to one phone book. Use the format "Description:number" to type in the item. Everything after the colon will be sent directly to the modem during dialing, so you can use constructions like Channel 12, WCAP: 9,555-1234.
- Use the Delete button to remove phone numbers and the Change button to edit them.
- Use the Clear button on the phone book to clear it out if you wish to start a whole new phone book from scratch. Note that this does NOT erase the file unless you then hit the Save button.
- Once you have set up a phone book, use the Save button to save it. If you make changes to the phone book, you will be reminded to save it when you close it.
- You can have as many different phone books as you like and use the Load button to retrieve them. The system remembers the last phone book you had open and will automatically retrieve it the next time you run the program.
- You can use the Modem box at the top of the page to select the modem you are dialing if you have set up more than one modem in your User settings/Realtime tab/Output format.
- You can re-order phone numbers in the list using the Ctrl+↑ and Ctrl+↓ keys.

26.7 Starting a captioning session

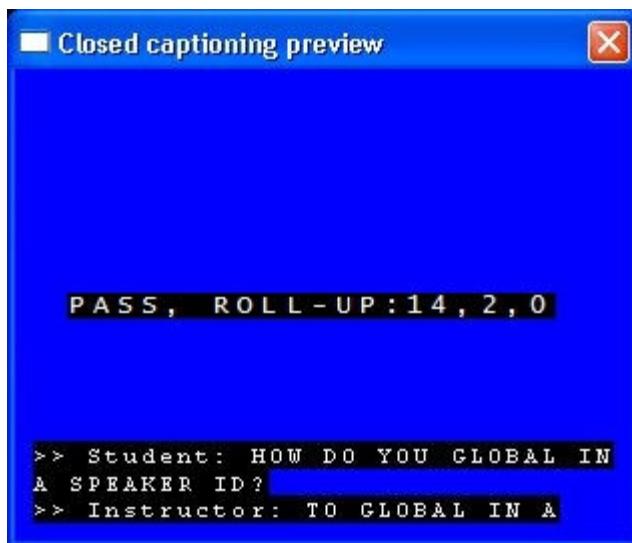
Starting a captioning session

1. Follow the instructions for setting up input options and starting a realtime job in the Realtime Section of the Eclipse manual.
2. If you have selected the modem as the output port, the Phone list dialog box will open.
3. If you have more than one modem setup, there is a Modem drop-down list at the top of the dialog box so that you can select which modem you will be dialing or hanging up. If you have auto-dial turned on for each of your outputs, then the phone number dialog will appear once for each output that should be auto-dialed when you first start realtime.
4. Select the phone number you wish to dial and press the Dial button or double-click the phone number to dial it. Once connected, it will operate exactly as if you were connected directly to the closed captioning device.
5. If the modem connection drops during a session, the dialing dialog will appear automatically and will begin dialing to attempt to reconnect. This requires no intervention by the user unless a problem occurs during redialing. It is not necessary to constantly monitor your modem connection; AccuCap is monitoring the modem connection for you. An M will appear on the status bar to indicate you are connected.
6. Note that the auto-redial function in Eclipse will not auto-redial until all of the modems have failed. If both modems fail, it will attempt to redial the first one.
7. If you do not wish to dial the encoder when you first start up a realtime session, you do not need to do so. You can escape from the dialing dialog when starting translation, and at any point in the future, you may bring up the phone dialog and issue the dialing command by pressing the dial button.
8. In addition, it is also possible to bring up the phone dialog and use the Hang up button to hang up the connection. You can hang up and redial as often as desired without having to stop and restart translation.
 - a. NOTE: If you have trouble getting the modem to connect, try a different baud rate and/or try setting a maximum baud rate for the modem in the device driver. In testing, for example, an old 2400 baud modem simply wouldn't communicate at 1200 baud unless the device driver was set to a maximum of 1200. To set the baud rate for your device driver, go to Windows Start/Settings/Control Panel and double click the modem icon. In the Properties tab, select the drop-down list under Maximum Speed, and select the baud rate of 1200.

9. You may stop a session by using the Stop translation function on the Production menu. Note that if you are using a modem for the connection to the encoder, it will hang up the modem when it stops translation.

The **Closed captioning preview** window will open when you start a captioning job. In it you will see a sample of what the closed captioning output will look like, with blue screen substituted for the actual video signal.

You can change the color of the preview window, by going to **User Settings/Display/Color selections** and select Captioning preview window from the drop-down list. You can choose any color for the background and the foreground.



The preview window supports changes in position, number of lines, underlining, bold, italics and color changes, and will fit the font exactly by stretching. You can resize and reposition the preview window, and it will remember its size and position for the next session.

A status indicator will appear in the middle of the captioning screen, showing pass/block and roll-up/pop-on modes as well as starting row and total rows and starting column (if applicable).

If you close it, you can open it again by selecting the Window menu/View Toggles/Closed captioning preview item. If you have dialed a remote encoder, the description and phone number will appear at the top of the preview window to remind you at all times to whom you are connected. (The number will be removed after the line hangs up.)

If the encoder responds, you will get an "(Encoder responding)" message, and if the encoder doesn't respond, you won't get a message, because many closed captioning encoders don't respond even when they're working correctly.

The preview window will appear and allow you to experiment with closed captioning functions even with the regular Eclipse software. The actual output to encoder hardware, however, will be disabled unless you have purchased the AccuCap key upgrade.

If you have the student or school version of Eclipse, you will be able to communicate with encoders. However, every 20 lines or so, a flashing message, which says "(AccuCap Trial version)," will appear on the closed captioning display. Note that this message does NOT appear on the preview window, so students will still be able to see exactly what their captions would look like if they had the full version of the software.

When you install AccuCap, a special font will install as "Captioning Font" which will be used automatically by the closed captioning preview window. This font shows actual musical notes in place of the paragraph symbol and also has abbreviated lowercase letters with no ascenders or descenders. This font is designed to simulate as closely as possible what the home viewer is seeing.

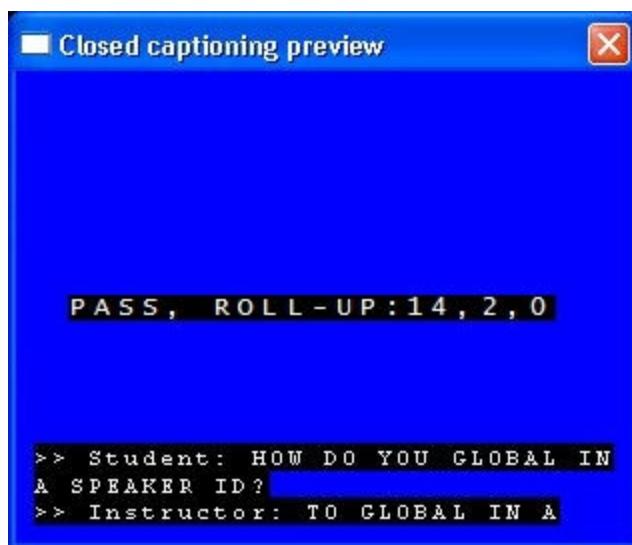
It is unnecessary to install the captioning font in Windows. The install program for Eclipse will put the captioning font in the program folder and you won't even need to know it's there to get the musical notes, etc. If you wish to install this font in Windows for use in other programs, you may do so by using the Start/Settings/Control panel/Fonts function and use File/Install new font to install it. The font file name is CAPON.TTF and is found in the Eclipse folder.

1. Follow the instructions for setting up input options and starting a realtime job in the Realtime Section of the Eclipse manual.
2. If you have selected the modem as the output port, the Phone list dialog box will open.
3. If you have more than one modem setup, there is a Modem drop-down list at the top of the dialog box so that you can select which modem you will be dialing or hanging up. If you have auto-dial turned on for each of your outputs, then the phone number dialog will appear once for each output that should be auto-dialed when you first start realtime.
4. Select the phone number you wish to dial and press the Dial button or double-click the phone number to dial it. Once connected, it will operate exactly as if you were connected directly to the closed captioning device.
5. If the modem connection drops during a session, the dialing dialog will appear automatically and will begin dialing to attempt to reconnect. This requires no intervention by the user unless a problem occurs during redialing. It is not necessary to constantly monitor your modem connection; AccuCap is monitoring the modem connection for you. An M will appear on the status bar to indicate you are connected.
6. Note that the auto-redial function in Eclipse will not auto-redial until all of the modems have failed. If both modems fail, it will attempt to redial the first one.
7. If you do not wish to dial the encoder when you first start up a realtime session, you do not need to do so. You can escape from the dialing dialog when starting translation, and at any point in the future, you may bring up the phone dialog and issue the dialing command by pressing the dial button.
8. In addition, it is also possible to bring up the phone dialog and use the Hang up button to hang up the connection. You can hang up and redial as often as desired without having to stop and restart translation.

- a. NOTE: If you have trouble getting the modem to connect, try a different baud rate and/or try setting a maximum baud rate for the modem in the device driver. In testing, for example, an old 2400 baud modem simply wouldn't communicate at 1200 baud unless the device driver was set to a maximum of 1200. To set the baud rate for your device driver, go to Windows Start/Settings/Control Panel and double click the modem icon. In the Properties tab, select the drop-down list under Maximum Speed, and select the baud rate of 1200.
9. You may stop a session by using the Stop translation function on the Production menu. Note that if you are using a modem for the connection to the encoder, it will hang up the modem when it stops translation.

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The preview window supports changes in position, number of lines, underlining, bold, italics and color changes, and will fit the font exactly by stretching. You can resize and reposition the preview window, and it will remember its size and position for the next session.

A status indicator will appear in the middle of the captioning screen, showing pass/block and roll-up/pop-on modes as well as starting row and total rows and starting column (if applicable).

If you close it, you can open it again by selecting the Window menu/View Toggles/Closed captioning preview item. If you have dialed a remote encoder, the description and phone number will appear at the top of the preview window to remind you at all times to whom you are connected. (The number will be removed after the line hangs up.)

If the encoder responds, you will get an "(Encoder responding)" message, and if the encoder doesn't respond, you won't get a message, because many closed captioning encoders don't respond even when they're working correctly.

The preview window will appear and allow you to experiment with closed captioning functions even with the regular Eclipse software. The actual output to encoder hardware, however, will be disabled unless you have purchased the AccuCap key upgrade.

If you have the student or school version of Eclipse, you will be able to communicate with encoders. However, every 20 lines or so, a flashing message, which says "(AccuCap Trial version)," will appear on the closed captioning display. Note that this message does NOT appear on the preview window, so students will still be able to see exactly what their captions would look like if they had the full version of the software.

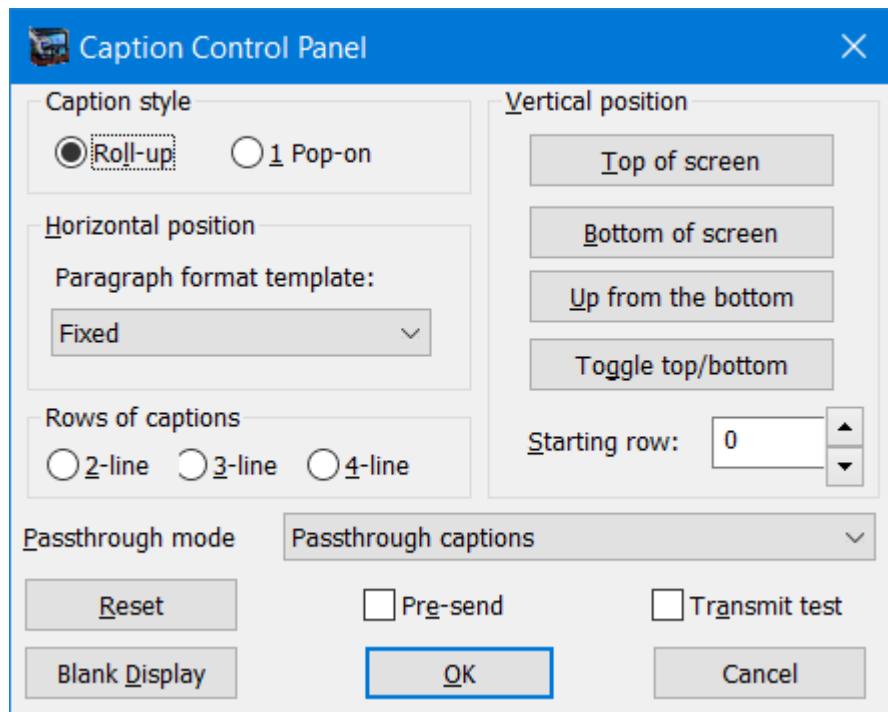
When you install AccuCap, a special font will install as "Captioning Font" which will be used automatically by the closed captioning preview window. This font shows actual musical notes in place of the paragraph symbol and also has abbreviated lowercase letters with no ascenders or descenders. This font is designed to simulate as closely as possible what the home viewer is seeing.

It is unnecessary to install the captioning font in Windows. The install program for Eclipse will put the captioning font in the program folder and you won't even need to know it's there to get the musical notes, etc. If you wish to install this font in Windows for use in other programs, you may do so by using the Start/Settings/Control panel/Fonts function and use File/Install new font to install it. The font file name is CAPON.TTF and is found in the Eclipse folder.

26.8 Controlling the output

Controlling the output

To perform operations such as positioning the captions manually, use the **Tools menu/Realtime/Control panel** (Shift+Alt+P). This will bring up the **Caption Control Panel** dialog box. Changes made here affect the current position of the captions. Changes you make in User Settings will take effect when you next begin a job, but will not affect the current captioning job.



The Caption Control Panel dialog box contains options to:

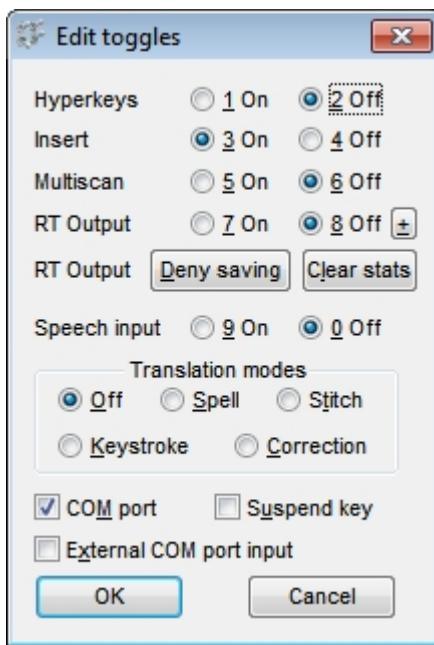
- Select the Vertical position by
 - choosing the Starting row and the number of Rows of captions or:
 - using one of the preset buttons for Top of screen, Bottom of screen, Up from the bottom (captions moved up to row 12). There is also a button to toggle back and forth between the top and the bottom, (Toggle top/bottom) allowing the user to use the same command for both.
- You can also force a paragraph type change (thus changing the horizontal position) by choosing a different paragraph format from the Paragraph format template drop down list. You can choose from any of the Paragraph formats set up in User Settings/Paragraph/Paragraph Settings. See Appendix A: Dictionary Entries..., page , for commonly used dictionary entries that change the horizontal position of the captions.
- Choose your Passthrough mode from the drop-down list, selecting "passthrough captions" (where existing captions on the video signal are allowed to pass through to the viewer) or "block captions" (where existing captions are blocked and AccuCap provides the captions instead). For example, you would set the encoder to "passthrough captions" during commercials and "block captions" when writing.
- The Reset button on this control panel will reset the closed captioning encoder during a captioning session. This is sometimes necessary if an encoder is behaving erratically, which can sometimes happen as a result of an unreliable modem connection or because of commands that were issued to the encoder from another source.

- Checking the Transmit test checkbox will continuously transmit data to the captioning output using the current WPM rate as a guide. If you have the WPM rate set to zero (disabling the WPM limiter), it will default to 160 WPM. If you are using a script file, the script will jump to the top when complete, transmitting repeatedly until the test is stopped.
- Other selections on this dialog allow you to select Caption style, choosing between Pop-on captions and Roll-up captions, and to enable the Pre-send function for the pop-on captions.

Suspending the Output

You may want to suspend output to the encoder temporarily, during a commercial break, for example, in order to practice some words or enter some new words and global them.

To do so, use the **Tools menu/Edit toggles** (or Shift+Alt+E) and turn the RT output setting to Off (Alt+8). In order to remind you to turn the output back on before resuming captioning, a large "X" in the Foreground color will appear on the preview screen.



You can use F4 to toggle the suspend on and off.

26.9 Macros to position captions on the fly:

Macros to position captions on the fly:

A series of macros has been created which will make the process of positioning captions on the fly much faster. To create your macros, see the section on Hyperkeys, Macros, and Keyboard Shortcuts in the Eclipse Manual. Note that to simplify writing macros that use the positioning dialog (the Caption Control Panel, (Shift+Alt+P)), the OK button has a speed key (Alt+O).

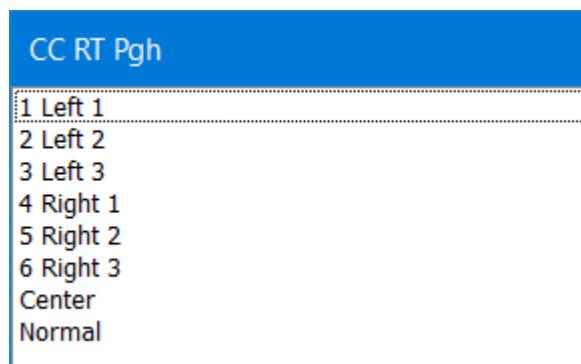
The following are the Realtime macros that control caption position and display modes.

Alt+F

Change Paragraph

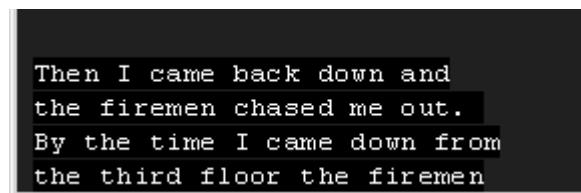
(Hyperkey F)

This macro opens a dialog box with a list of paragraph types which apply to captions. You can highlight the type you want to apply to the current paragraph and press Enter to select it, or simply type the number to the left of each choice (eg., typing 4 selects the "Right 1" type) or type the initial letter (C or N).



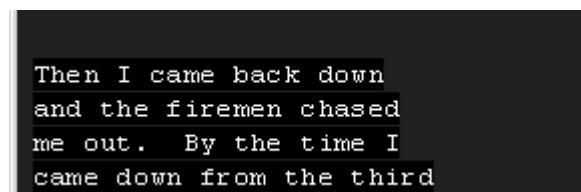
- The "Left 1" Paragraph type has a left margin of 0, and a right margin of 28; there are 28 characters of captioning text. This option can also be set using the dictionary entry {L1}.

Left 1 paragraph type:



- The "Left 2" paragraph type has a left margin of 0, and a right margin of 24; there are 24 characters of captioning text. This option can also be set using the dictionary entry {L2}.

Left 2 paragraph type:



- The "Left 3" paragraph type has a left margin of 0, and a right margin of 20; there are 20 characters of captioning text. This option can also be set using the dictionary entry {L3}.

Left 3 paragraph type:

```
Then I came back  
down and the firemen  
chased me out. By  
the time I came down
```

- The "Right 1" paragraph type has a left margin of 4, and a right margin of 32; there are 28 characters of captioning text. This option can also be set using the dictionary entry {R1}.

Right 1 paragraph type:

```
Then I came back down and  
the firemen chased me out.  
By the time I came down from  
the third floor the firemen
```

- The "Right 2" paragraph type has a left margin of 8, and a right margin of 32; there are 24 characters of captioning text. This option can also be set using the dictionary entry {R2}.

Right 2 paragraph type:

```
Then I came back down  
and the firemen chased  
me out. By the time I  
came down from the third
```

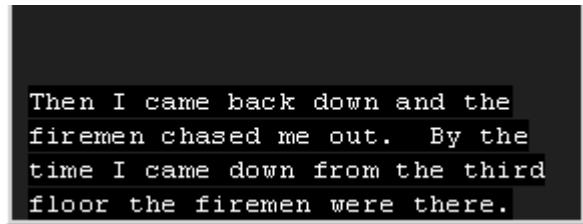
- The "Right 3" paragraph type has a left margin of 12, and a right margin of 32; there are 20 characters of captioning text. This option can also be set using the dictionary entry {R3}.

Right 3 paragraph type:

```
Then I came back  
down and the firemen  
chased me out. By  
the time I came down
```

- The "Normal" paragraph type has a left margin of 0, and a right margin of 32; there are 32 characters of captioning text. This option can also be set using the dictionary entry {P}.

Normal paragraph type:



Alt+L

Change Position

Hyperkey O

This macro opens a dialog box with a list of vertical position options. You can highlight the type you want to apply to the current paragraph and press Enter to select it, or type the initial letter of each choice (A, B, E, or T).



The "Alternate" position choice toggles between captions at the top of the screen and at the bottom (equivalent to Toggle top/bottom on the Caption Control Panel (Shift+Alt+P)). "Bottom" places the captions at the bottom of the screen; "Top" places them at the top. "Elevated" places the captions one or two rows up from the bottom of the screen (equivalent to Up from the bottom on the Caption Control Panel (Shift+Alt+P)).

Alt+B

Blank Display

Hyperkey B

This macro blanks the display, removing the captions. It will wait the amount of time specified in the Wait Time to Blank option of the User Settings/Realtime/Closed Captioning/Change . . . Output format options. If the Wait Time to Blank option is set to zero, the screen will blank immediately.

Ctrl+1 or Keypad 2

Bottom, full width

This macro sends the captions to the bottom of the screen, with 32 characters per line (the "Normal" paragraph format).

Ctrl+2 or Keypad 1 Bottom, left

This macro send the captions to the bottom of the screen, with a right margin of 24 (specifies the "Left 2" paragraph format).

Ctrl+3 or Keypad 3 Bottom, right

This macro sends the captions to the bottom of the screen, with a left margin of 8 (specifies the "Right 2" paragraph format).

Ctrl+4 or Keypad 8 Top, full width

This macro sends the captions to the top of the screen, with 32 characters per line (the "Normal" paragraph format).

Ctrl+5 or Keypad 7 Top, left

This macro send the captions to the top of the screen, with a right margin of 24 (specifies the "Left 2" paragraph format).

Ctrl+6 or Keypad 9 Top, right

This macro sends the captions to the top of the screen, with a left margin of 8 (specifies the "Right 2" paragraph format).

F2 Passthrough Mode

This macro puts the output into "Passthrough Mode," allowing other captions to be displayed, and stopping the captions you are sending.

F6 Block mode

This macro puts the output into "Block mode," blocking incoming or existing captions and allowing yours to be displayed.

F3 Blank and Passthrough

This macro sends the "Blank display" command, and puts the display into Passthrough mode. This will blank any of your captions still on the display, before allowing other captions through.

Shift+F3 Blank and Pass and Suspend

This macro sends the "Blank Display" command, sets the mode to Passthrough and suspends your output, until you turn it back on.

Shift+F4 Suspend on

This macro suspends output to the encoder, and places a red "X" on your Closed Caption Preview window reminding you that your captions are not going through.

Ctrl+F4 Suspend off

This macro turns off the "suspend output" feature, and enables your captions to go through to the encoder.

F4 Suspend toggle

This macro toggles between suspending your output, and allowing your captions to go through.

These macros and the keystrokes and Hyperkeys used to execute them are listed in the Appendix. They are contained in the AccuCap.set file, which you imported into your User Settings.

26.10 Setting up scripts

Setting up scripts

Script files are regular text files that contain pre-scripted material for closed captioning. In the simplest case, you will receive a text file, which you will open, and send line-by-line during the broadcast.

The basic steps for using script files are:

1. Have a script file prepared.
2. Start a Realtime session.
3. Go to your script file. Go to the top of the file.
4. Transmit the data one line at a time using the **Tools/Realtime/Send script line** function (F12). You can also send realtime captions between lines of script without having to toggle back to your realtime document to write.

NOTE: Scripts are sent in their original case regardless of the “all caps” setting in the output setup. This allows you to edit the scripts and specify which parts of the script should be upper case and which parts should be lower case. You can block mark the entire file and use **Shift F6** to upper case the entire file.

26.10.1 Formatting a file as a script

Formatting a file as a script

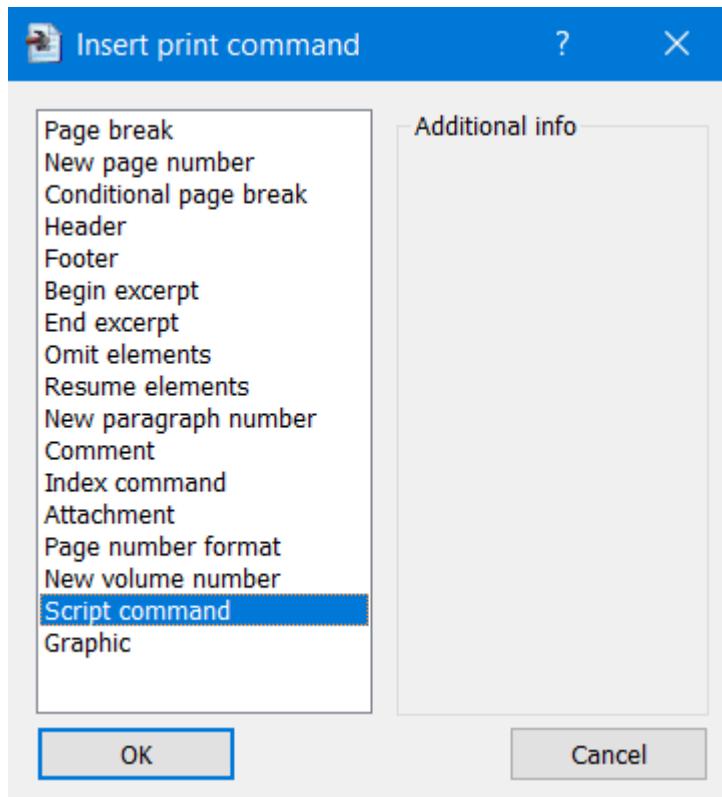
On the Tool menu/Realtime is an option to Format script (Alt+F12). This prepares text for prescribed captioning by breaking up all of the text into new paragraphs at every terminal punctuation mark, i.e. where any of the following symbols [.?!:] is followed by two spaces.

Normally, it will format the entire document. If you mark a block before executing this function, it will only format the text in the block.

26.10.2 Script Commands

Script Commands

Script files can also contain special commands for controlling the output of the scripted material. You can insert a Script command by using the Edit/Insert/New Print command function (Alt+N) and selecting “Script command” from the list. This will insert a Print command in the form of Sc:command. Note that the script transmission function will skip over print commands and not transmit them, even if the cursor is moved there manually.



Script commands are used to define segments of the script, setting the beginning and ending points for each segment, controlling the position and mode of the captions, and where the segments can be found. (A script's segments can be in more than one text file.)

Here is a list of the script commands:

- S|segment name -- This allows you to define the start of a particular script segment or news story, such as "S|Bank robbery"
- E -- End of segment. This script command marks the end of the current segment. (Note that it is not necessary to put in an "end" command if the very next command is another "start" command (S|title.) The start of a new segment implies the end of the current one, so no end command is needed.)
- B -- Blank. This script command will blank the screen. Script commands are executed when the lines below them are transmitted, so if you wish for the screen to be COMPLETELY blank, a blank line should follow this command.
- P|r,l -- Position at row r, l lines of captioning.
 - For example, P|12,2 would position the captioning display at row 12 and set it for 2 roll-up lines of captioning.
 - Either value can be set to zero if you wish to leave the existing value alone. For example, P|1,0 would move the captions to the top (row 1) without affecting the number of lines of captioning.

- W|filename -- Play a wave file during transmitting a script. Make sure the wave file is stored in the program folder (Usually C:\Program files\Advantage Software\Eclipse.) For example, if you had a wave file called "ding.wav" you would put W|ding on the script line. You can use this feature as a warning signal or reminder of something coming up in the file that needs special attention.
- M|mode switch – Change between pop-on and roll-up captions. In order to create a script that uses pop-on captions, you must put in a "mode" script command.
 - The two modes are "p"op-on and "r"oll-up. The syntax is M|P for pop-on and M|R for roll-up. If you use the "send script line" function on a script paragraph that appears directly below the M|P script command line, that caption and all of the ones below it will pop on instead of rolling on.
 - Keep in mind that when you are popping on captions, it will send an entire paragraph at one time, so keep your paragraphs small.
 - The "pre-send" function works with pop-on captions. When you hit the "transmit" function it will pop up the previous caption and will "pre-send" the current caption to the decoder's memory so that it will appear immediately when you hit the send command for the next caption. Without pre-send, the caption will be transmitted in its entirety when you press the send command, which may take a second or two before it is displayed.
 - Also note that if you display a pop-up caption, once you begin writing on the writer, the scripts will return to roll-up mode so that further scripted captions will roll up instead of popping on.

26.10.3 Setting up script lists

Setting up script lists

Under the **Window menu/View** is a function called **view Script list (Shift+F12)**.

The **Script list manager** opens, which allows you to manage pre-scripted information for closed captioning.



It can be used by any output format and could be useful for any realtime event.

- To add segments to the script manager, place the cursor on a segment script command (as listed above, S|Weather or S|Sports) and go into the Script list window. Then use the **Add** function to add that segment to the script list.
- If you wish to go automatically through the current file and collect all of the segment commands at once, use the Import button instead of the Add button. That will import all of the segment commands from the current file and place them in the script list.
- You can add as many segments as you wish. You can reorder the segments by holding down the Ctrl key while pressing the cursor keys. Normally, the cursor keys will move the highlight bar. With Ctrl held down, it moves the current (highlighted) segment up or down in the order.
- You can use the **Delete** button to remove a segment. Highlight a segment name and click Delete.
- You can use the **Clear all** button to clear all of the script segments off the script in preparation for working with a new list.
- You can use the **Save** button to save an entire script list. When you click on the Save button, the **Save as** dialog box opens, prompting you to enter a filename (with the extension .scl, indicating it is a script list file). Type in a name (or use the default—the current file name) and press enter or click Save.
- You can use the **Load** button to load a previously saved script list file. Click Load and choose the file from the list of .scl files that appears in the Open dialog box. Press Enter or click Open.
- If you select a segment on the list and hit the OK button, the cursor will jump to the beginning of the highlighted segment.
- If you hit **Cancel**, it will jump out of the script manager without moving the cursor.
- If you check the **Leave script list dialog box open** checkbox, the script window will remain open even when it's not active, so that you can see what the next story will be. If you check this, it will stay on until you uncheck it.

- You can still use Shift+F12 to jump into the script window to perform operations in it.
- You can place the cursor in the script list and hit Ctrl+C to copy the list, and paste it into any Windows program.
- The script list manager will always be scrolled down as far as it can go without making the highlight bar disappear, so that it will show as many upcoming stories as possible.
- Note that you can have multiple segments in one file, and/or you can have them spread around in multiple files. Segments must have different names; if the script list manager finds an exact match, it will force the names to be different, by adding an extra “.” character to the end of both the entry in the script line and the script line in the document.

As you are outputting script lines with the **Tools/Realtime/Send script line** command, when you reach the end of a segment, this function automatically goes into the script list manager, moves the highlight bar down to the next story and jumps into it. That makes it possible to simply use the F12 key to transmit all of the scripts one after the other without having to execute any other commands.

With AccuCap, you can send a combination of pre-scripted text and Realtime text, as in a news broadcast where the segments are sent to you in a text file, but you need to add the newscasters' commentary between news segments. You can open multiple windows for the realtime and non-realtime documents. A convenient feature of the system is that it will remember the window positions for the realtime documents and the non-realtime documents separately (as long as neither is maximized.) That way, it is possible to tile the windows so that you can see both the realtime text and the upcoming script text on the screen at the same time.

When you transmit a script line to the captioning output, the line will also get copied to the realtime document so that the realtime document will contain, in order, all of the text that went out on the air no matter what the source. The copied script lines will have the current timecodes, so that the final file will have correct and consecutive timecodes throughout.

26.10.4 Script transmission in all caps or mixed case

Script transmission in all caps or mixed case

Scripts will default to being transmitted in their original case, regardless of the state of the "All caps" flag in the output settings, so even if you are outputting in all caps in realtime, the scripts will appear in mixed case.

However, if you turn on the **User Settings/Document/Advanced/All caps** print checkbox for the current document, then that document will be transmitted according to the "All caps" flag settings in the output setup.

In the case of the output being set to all caps and the document being set to all caps, that script will be transmitted in all caps except for those portions bounded by literal case on/off commands. So when designing/transmitting a script that is going to have some material in mixed case and some in upper case, you have two options:

1. Set the document to print in all caps and surround any mixed case portions with literal case on/off characters (this method would work best for re-transmitting a realtime file since the literal on/off characters will already be around speakers, etc., due to the dictionary entries containing {S:Name} or {I1} and {I0} commands). Note that even without the literal case off command, the software will automatically revert to the default capitalization mode (usually all caps) at the beginning of a new paragraph.
2. Leave the All caps print function off and manually capitalize or lower-case the text so that it looks exactly as you want it to transmit (for example, for pop-up credits).

26.10.5 Importing a script in an ASCII file

Importing a script in an ASCII file

If you or your employer or organization has a script prepared for your use, you can import it using **File/Import**.

When importing an ASCII file, CAPtivator encoder commands (like \S for a "slug line" which describes a story, and \B for blank) will convert into the analogous script commands. If CAPtivator scripts contain color, italics, underscore, etc., commands (such as the \A attribute command) or special symbols for extended characters (such as letters with accent marks, and musical notes), they will be converted into Eclipse scripts. The \P ("blank-and-pass") is converted into a blank command.

Also, the system will automatically start a new paragraph after any line that ends with a period, and will avoid inserting blank paragraphs. All script commands will force a new line even if the \E is not present, to ensure that the body of the text is not mistaken for part of a command. The resulting imported ASCII will be able to be used for a captioning script with little or no editing.

26.10.6 ANSI file output

ANSI file output

You can create an ANSI file when you need a record of exactly what has gone to the encoder. The ANSI file can be sent to your captioning company, or as a record of a captioning session which goes back and forth between a script file and realtime. To create an ANSI file, go to **User settings/Realtime/Output formats** and Add ANSI.

Creating an ANSI file with a new name

If you are captioning a session with several programs in a row, you can break off the ANSI file being created, and begin a new ANSI file with a different name, without having to stop and restart the translation.

To do this, go to **User settings/Realtime/Output formats** and select **Change** the ANSI output. Select the Setup button next to the Comm device: "file sharing." The system will detect that your output is open and active, and it will allow you to specify a new path and/or name for a copy of the output file that is already open. Type in the new name (or path and name) and hit Enter. It will break off the data written so far and create a file (in the same location as the original file, unless you specified a different folder) with the name you specify, and clear the ANSI output file so it is empty and ready to receive new data from the realtime session already in progress. If you select a filename that already exists, the software will warn you.

26.11 Macros for Closed Captioning Scripts

Macros for Closed Captioning Scripts

The macros you imported with AccuCap.set include several for use with scripts:

Shift+Alt+F

Change paragraph type

Hyperkey Shift+F

This macro opens a dialog box with a list of paragraph types that apply to captions. You can highlight the type you want to apply to the current paragraph and press Enter to select it, or simply type the number to the left of each choice (or the initial letter, C or N for "Center" or "Normal").

Shift+Alt+L

Change position/mode

Hyperkey Shift+O

This macro opens a dialog box with a list of vertical position options: Bottom, Top or Elevated. You can highlight the type you want to apply to the current paragraph and press Enter to select it, or simply type the initial letter of each choice (B, T, or E). A Script command is inserted which will change the position of the captions when they are sent to the encoder.

Alt+B

Blank Display

Hyperkey B

This macro inserts the Script command "Sc:B" which blanks the screen.

Shift+Alt+X

Excise

Hyperkey X

This macro allows you to delete a word from the current paragraph before sending it to the encoder. You can delete the first, second, third, fourth, fifth or sixth word by highlighting (cursor to) your choice and pressing Enter, or by selecting it with the mouse, or by typing the number to the left of the choice.

Shift+Alt+I **Jump to previous segment** **Hyperkey Shift+I**

This macro moves the cursor to the first word of the previous segment in the script.

Shift+Alt+K **Jump to next segment** **Hyperkey Shift+K**

This macro moves the cursor to the first word of the next segment in the script.

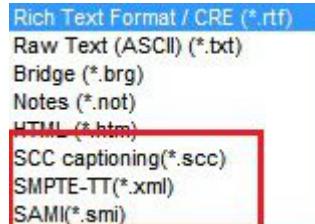
The "Jump to previous segment" and "Jump to next segment" macros also move the highlight bar on the script list, so that you can always see where you are on the list.

26.12 Exporting a Text File

Exporting a Text File

At times, you will need to export the text of a completed captioning session. For example, there is a legal requirement to provide captions on any Internet-distributed video if the original broadcast version of the video had captions on it.

The **File/Export** menu item includes these formats for Captioners:



SCC captioning - Files in this format can be imported by a number of off-line captioning software products such as the CPC software. Some encoding hardware can directly import .scc files and encode the captions stored in them directly to video without using any additional software.

.scc files contain timecodes (including the document's timecodes offset) and captions, so you can do a live captioning job, go back and clean up the text, and then provide a .scc file to the station so that they can burn the edited captions on the stored copy of the program for later distribution.

SMPTE-TT is a specialized type of XML output that is used for web-based off-line captioning. Like the .scc output, this is being used by many companies in order to comply with the regulations for providing off-line versions of on-line captions when videos are published on the web.

SAMI files are used for post-production captioning on Windows Media player files.

26.13 Frequently Asked Questions about Captioning

26.13.1 How do I make a new line?

{N}

To make a new paragraph ("new line"), use the dictionary entry {N}, which will create a copy of the current paragraph format, equal to a continuation paragraph.

Note that this dictionary entry can be used in conjunction with other commands:

{N}>> Begins a new line and introduces a new story

{?}{N} Begins a new line after terminal punctuation.

{!}{N} Begins a new line after terminal punctuation.

{N} Used alone, it will insert a period and start a new line.

26.13.2 How do I indicate a new speaker is speaking?

{S:Speaker name}

This dictionary entry makes a new line, and adds

>> Speakername: (SPOKEN TEXT BEGINS . . .)

The speaker's name appears in mixed case; the text will be in all caps.

26.13.3 How do I make a musical note?

¶

To insert a musical note symbol in scripts and dictionary entries, substitute the paragraph symbol (¶) that will be converted to a musical note on the closed captioning display (which does not support the paragraph symbol.) Note that the Closed Caption Preview screen will show the musical note as it appears on the decoded display.

To insert the paragraph symbol (¶) in a script, go to **Edit/Insert/Special Character (hotkey Ctrl+W)** and select the paragraph symbol, and click OK. You can also use Ctrl+W to global in the paragraph symbol, or when adding dictionary entries.

26.13.4 How do I change positions?

Use the special dictionary entries listed in the Appendix A: Dictionary Entries of this manual. Entries can be combined, for example:

{POS:1,3}{R2}

would position three rows of captions at the top of the page, with the left side indented 8 characters.

You can also use Keystrokes, which are listed in Appendix C: Keystrokes and Macros.

26.13.5 How do I blank the screen?

{BLANK}

This dictionary entry will blank the screen, subject to the time delay set in "**Wait time to blank**."

The Keystroke Alt+B or Hyperkey B will do the same thing.

26.13.6 How do I force the last stroke to go to the display?

{FLUSH}

This dictionary entry will send the last stroke to the display, regardless of any of the delay settings.

26.13.7 How do I stop outputting captions so I can work on my dictionary entries without sending captions to the display?

Shift+F4 Suspend on

Ctrl+F4 Suspend off

F4 Toggle Suspend on/off

The macro Shift+F4 will suspend the output so you can work on dictionary entries during a break. This will override the Autoblock mode, which normally sends your output to the decoder as soon as you begin writing text. When your output is suspended, a red X appears on the preview window, reminding you that your captions are not going through.

To stop suspending the output, and begin sending your captions to the display, use the macro Ctrl+F4.

To toggle between suspend on and suspend off, use F4.

26.13.8 How do I let other captions go through during a commercial break?

F2 Passthrough mode

F6 Block mode

To stop your captions from going through, and allow other captions to go to the display (as in during a captioned commercial), use F2 to place the display in Passthrough mode.

To override any existing captions, and send your captions to the display, use F6, which places the display in Block mode.

26.13.9 How do I send credits?

You can set up a dictionary entry, {CR:FileName}, that uses the metadictionary entry {CR:*}={"/%/?CCC} to send a credit file.

For example, the dictionary entry{CR:CreditABC} would pop on a credit file named "CreditABC.ecl." When you use {CR:FileName} to pop on a credit, the system will remember the previous position of the realtime captions and will return there as soon as you begin writing again, and it will return to roll-up mode.

You can use this feature in a macro; for example a macro to execute Force translation, {CR:Name}, Enter in place of Alt+E, Jobname, Ctrl+PgUp, down arrow, F12, Ctrl+Q.

26.13.1(How do I change the colors of caption text?)

You can use a dictionary entry, for example:

```
{WHITE}={F:Courier New,13,400,0,CFFFFFF}  
{BLACK}={F:Courier New,13,400,0,C000000}  
{RED}={F:Courier New,13,400,0,C0000FF}  
{GREEN}={F:Courier New,13,400,0,C00FF00}  
{YELLOW}={F:Courier New,13,400,0,C00FFFF}  
{BLUE}={F:Courier New,13,400,0,CFF0000}  
{MAGENTA}={F:Courier New,13,400,0,CFF00FF}  
{CYAN}={F:Courier New,13,400,0,CFFFF00}
```

You can change a paragraph label's font color, which will cause the captioning output to have that label color. This is a simple way to have speaker names appear in a different color, for example.

27 AccuCap: Dictionary Entries - Position and Appearance of Captions

Dictionary Entries that control the position and appearance of captions

Caption position

The horizontal position of the captions is determined by the current paragraph format. You can create an unlimited number of paragraphs formats, but to save time, several default formats have been created in the AccuCAP.set file:

- {P} Normal: Puts captions border-to-border, from column 1 to 32
- {C} Centered: Indents on both sides 8 characters, leaving 16 characters of captioning in the middle of the screen
 - {L1} Left 1: Indents the right side 4 characters
 - {L2} Left 2: Indents the right side 8 characters
 - {L3} Left 3: Indents the right side 12 characters
- {R1} Right 1: Indents the left side 4 characters
- {R2} Right 2: Indents the left side 8 characters
- {R3} Right 3: Indents the left side 12 characters
- {H:left,right} Start a new paragraph with a particular horizontal alignment
- {CR:Creditfilename} Sends a credit file
- {BLANK} – this dictionary entry blanks the display, just as the blank button on the Change position dialog. If there is a time designated in the "Wait time to Blank" option in User Settings/Realtime/Output format dialog, the system will wait the specified time before blanking the display.
- {FLUSH} – this dictionary entry forces the very last piece of text you wrote to appear on the captioning screen immediately regardless of any of the delay settings.
- {POS:line,rows} – this entry positions the caption lines starting at "line" and scrolling a total of "rows." For example, {POS:13,3} would position the captions at row 13 and would use three lines of captioning. This entry is very similar to the positioning command used in the scripts, and as with that command, a value of zero indicates that the current value should not be changed.

Note that the characters in brackets, such as {P} for a Normal paragraph, represent the syntax for creating dictionary entries that create those paragraphs.

Auto-detect and/or create a paragraph with particular margins

You can use dictionary entries to set up a series of paragraph formats before a captioning job. The metadictionary syntax is {H:*}={"/%/?PGA}. To use this feature, if you want to start a new paragraph with a particular horizontal alignment (hence the "H") enter it as follows:

{H:Left column,Right column}

For example, {H:0,32} would be a border-to-border caption. (H:4,32) would be indented 4 spaces from the left. Note that when you indent, you do not subtract from the right column. In the example, 4 is not the number of characters on the line; it is the rightmost column to which text can extend.

This function looks for a paragraph type in the current document that matches those margins. If it cannot find one, it makes a copy of the default paragraph (usually the "Normal" paragraph) and creates a new paragraph type for the new alignment.

For example, if you enter {H:5,27} you would probably see a brand new paragraph in the User settings/Paragraph/Paragraphs list that reads "Normal-5.27" Note that these automatically created paragraphs only exist in the current document, not in your master settings.

You can combine this with other commands. For example, you could have a dictionary entry—{BLANK}{POS:1,2}{H:6,28}— which would blank the captioning display and place the captions at a specific vertical and horizontal position.

In combination with the **Force translation** function, the vertical position and the horizontal position can be combined into positioning macros that are easier to write than using the controls on the captioning control panel. Example: **Tools/Realtime/Force Translation**, {POS:13,3}{H:0,24}, Enter. This can also be combined with macro variables in place of one or more of the numbers.

You can set up a show-specific job dictionary, including text-replacement position codes, for each program you caption. For example, you could set up {CMD1}={POS:1,2}{H:0,32}, {CMD2}={POS:13,3}{H:0,32}, etc.; and in the main dictionary you would have {CMD1}, {CMD2}, etc., to change position, and macros defined as Ctrl+1, Ctrl+2 and Numeric Keypad 1, Numeric keypad 2, that execute Force translation, {CMD1}, Enter. This feature can be used to set up a captioner so that the keys they press and the dictionary entries they execute are always the same, but the specific positions will change based on the entries in the position dictionary, and a show-specific dictionary can be set up without having to edit the macros and dictionary entries separately.

Sending script lines that reformat text on the fly

If you have told the captions to change to a new horizontal position, the realtime captions will change. If you then switch to a script and begin sending script lines, the script will follow the horizontal position that you have specified for the realtime. The software will wait for you to hit the **Send script line** command (F12.) The moment you press that key, it will check, and if necessary, reformat the current paragraph before sending the first line. The script line won't actually reformat until you press the send command.

One exception to this is that the program will not reformat pop-on script paragraphs, including credits, because those are designed to go in a particular position and should not change.

Caption Appearance

To force a sequence of lowercase letters even though the output is set for all case, use the {I1} and {I0} commands for lowercase on and lowercase off. There is also a lowercase toggle command {IT}. For example, a dictionary entry such as:

M{I1}c{I0}Tavish

will be output as:

McTAVISH

{A:attribute} – The same function that can be used to change attributes for printing can be used to change attributes for closed captioning. The {A:under} and {A:italic} commands change to underscored characters or italicized characters, and the {A:normal} changes back to normal text. The {A:bold} function, however, changes the captions to flashing.

Color changes will take effect any time the FONT color is changed as part of a dictionary entry. In order to facilitate this easily, metadictionary entries for making color changes are a good idea and are included at the end of this section. Note that they also force the font to Courier New 13-point, but since that's the default and since it doesn't really matter for captions, this won't cause a problem.

The color entries are: {WHITE}{BLACK}{RED}{GREEN}{YELLOW}{BLUE}{MAGENTA}

Note that in order to implement many of these dictionary entries, additions had to be made to the metadictionary. These new metadictionary entries are included in the accucap.set file.

In case you want to keep any modifications you have made to your metadictionary and simply wish to make the changes yourself, here are the metadictionary entries that are required to get the above captioning commands to work:

```
{L*}={"/"Left %/?PGH}
{R*}={"/"Right %/?PGH}
{P}={"/"Normal/?PGH}
{BLANK}={/?CCB}
{FLUSH}={/?CCF}
{POS:*}={"/%"?CCP}
{I1}={/?LCO}
{I0}={/?LCF}
{IT}={/?LCT}
{WHITE}={F:Courier New,13,400,0,CFFFFFF}
{BLACK}={F:Courier New,13,400,0,C000000}
{RED}={F:Courier New,13,400,0,C0000FF}
{GREEN}={F:Courier New,13,400,0,C00FF00}
{YELLOW}={F:Courier New,13,400,0,C00FFFF}
{BLUE}={F:Courier New,13,400,0,CFF0000}
{MAGENTA}={F:Courier New,13,400,0,CFF00FF}
{CYAN}={F:Courier New,13,400,0,CFFFF00}
```

28 AccuCap: Special characters

Special characters

AccuCap supports the complete set of extended foreign accent marks available according to the new decoder standard. It also transmits the unaccented alternates for compatibility with older decoders.

These extended characters are accessible using the Edit/Insert/Special character command (Ctrl+W.) Note that not all of the characters in the chart are supported by even the extended decoders.

To insert a musical note symbol in scripts and dictionary entries, substitute the paragraph symbol (¶) that will be converted to a musical note on the closed captioning display (which does not support the paragraph symbol.) Note that the Closed Caption Preview screen will show the musical note rather than the paragraph symbol.

Here is a list of all of the characters supported by most decoders:

ABCDEFGHIJKLMNPQRSTUVWXYZ

abcdefghijklmnoprstuvwxyz

? ! , . ; : ' " # % & @ / () [] + - < = >

¼ ½ ° £ ¢ ÷ 0 1 2 3 4 5 6 7 8 9

à è â ê ï ô û á é í ó ú ú ñ ñ

Here is a list of the additional characters supported by the new decoders:

Ä Å ä å Ç É ë ï ì Ö ö ò Ü ü ù ß ; * « » { } \ ^ _ | `

29 AccuCap: Keystrokes and Macros

Keystrokes and Macros

29.1 Keystrokes for Common Closed Captioning Commands

| COMMAND | KEYSTROKE | HYPERKEY |
|-----------------------|-------------|----------------|
| Positioning command | Shift+Alt+P | R |
| Script list | Shift+F12 | ' (apostrophe) |
| Phone book | Ctrl+F12 | P |
| Transmit script line | F12 | Enter |
| Switch windows | Ctrl+Tab | S |
| Go to end of document | Ctrl+PgDn | V |

29.2 Keystrokes for Closed Captioning Realtime Macros

| MACRO | KEYSTROKE | HYPERKEY |
|-----------------------|--------------------|----------|
| Change paragraph type | Alt+F | F |
| Change position | Alt+L | O |
| Blank display | Alt+B | B |
| Bottom, full width | Ctrl+1 or Keypad 2 | |
| Bottom, left | Ctrl+2 or Keypad 1 | |
| Bottom, right | Ctrl+3 or Keypad 2 | |
| Top, full width | Ctrl+4 or Keypad 8 | |
| Top, left | Ctrl+5 or Keypad 7 | |
| Top, right | Ctrl+6 or Keypad 9 | |
| Passthrough mode | F2 | |
| Block mode | F6 | |
| Blank & Passthrough | F3 | |
| Blank & Pass & | Shift+F3 | |
| Suspend | | |
| Suspend toggle | F4 | |
| Suspend on | Shift+F4 | |

Suspend off Ctrl+F4

29.3 Keystrokes for Closed Captioning Script Macros

| MACRO | KEYSTROKE | HYPERKEY |
|--------------------------|-------------|----------|
| Change paragraph type | Shift+Alt+F | Shift+F |
| Change position | Shift+Alt+L | Shift+O |
| Blank display | Alt+B | B |
| Excise | Shift+Alt+X | X |
| Jump to previous segment | Shift+Alt+I | Shift+I |
| Jump to next segment | Shift+Alt+K | Shift+K |

Note that some of the macros are listed as realtime macros, which use the **Caption Control Panel** dialog box. Others are listed as script macros, which insert equivalent script commands in a script file for changing the position.

30 Features added in prior versions

Each version of Eclipse introduced new features and enhancements to existing features. The following help pages describe these additions and the version in which they were added.

30.1 What's New in Version 9



What's New In Eclipse Version 9



Congratulations on upgrading to Eclipse version 9! This new version includes a number of additions and improvements that help make your work faster and more accurate. The 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.

[Google Translate support](#) - You can now go to User settings/Realtime/Output formats and use the "Language" setting to select any language in the dropdown list, and your output will be translated by Google Translate before it is transmitted. You will need internet access to use this feature. Translating into different languages is not limited to BridgeMobile or Connection Magic. It can be used with many of Eclipse's output formats, even those which use a serial connection. Also, foreign language users can translate into English, or any language supported by Google Translate. When you use this feature, some settings such as Apply Edits and Flush Word Delay will need to be adjusted. For details on translating to different languages, see the [Google Translate](#) help page.

[Code Generator for QR \(Quick Response\) codes](#) - You create a QR (Quick Response) code by using the **Edit/Insert/Print command** function and select **Graphic** as the command, and choose the **QR Code URL** option. Type or paste the URL into the text box. For example, the QR code below will direct you to the Advantage Software website.



You can re-position and re-size the code image, and put it anywhere on the page, including in the margin. You can use the codes to direct clients to open BridgeMobile, to open a transcript or an audio or video file -- any URL on the internet. 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. If you have one of these devices, you will not have to install a QR code reader app in order to use them. If using an older device, simply install a QR reading app.

[Word Cloud Conflict Resolution](#) [259] - Eclipse can resolve many of the conflicts that happen as you write, but only on the basis of grammatical rules. This does not work for some conflicts, such as \break\brake, \rifle\rival, \reflex\reflection, \paved\paced, \peer\pier, \principle\principal - these conflicts need to be resolved based on the meaning of the words. With Version 9, these conflicts can be resolved using Word Cloud Conflict Resolution. You do this by pre-programming these conflicts with words that should appear with or near the words in question. Right-click on a conflict dictionary entry, select **Properties**, then **Advanced** to go to the AI data. Check the "Word cloud" checkbox to change a conflict from a grammar conflict to a meaning conflict. You will get a warning that checking or unchecking this box deletes all existing data for that conflict. Use the **Add/Modify/Delete** buttons to add or remove individual words from the list that Eclipse will then use to resolve the conflict.

[Automated Proofreader and Auto-Magic Corrections](#) [382] - Under **User settings/Edit/Spell options** there is now a **Proofreader** option. Turn that on to allow automated proofreading.

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 ignore a proofreading error by hitting the **Escape** key with the cursor anywhere in the highlighted area. (Note that the "watchwords" specialty marks are automatically cleared as you pass the cursor by them, since they're not technically errors.)

You can scan to proofreading marks by using the **Move/Scan/Any/Proofreading highlights** function, though the most efficient way to use it is simply to review the marks in place as you edit.

[Other enhancements and improvements](#) [1188] have been made in the areas of Editing, Translating, Production and working with Dictionaries, as well as administration and interfacing. Some highlights:

- [Multi-channel audio recording](#) [592] has been enhanced with the addition of rewind and fast-forward buttons; automatic merging of audio files (eg. morning and afternoon sessions); automatic conversion of mp3 files to a playable format like wav; simplified synchronization of audio from an external drive like a digital recorder or steno machine.
- [Audio Redaction](#) [382] allows you to select a section of audio to be redacted at the same time as you redact the text. Using the Redact Audio dialog, you can fine tune your selection to the exact part of the audio you need to redact.

- [CART window](#)^[865] can "apply edits" showing the correction on your Eclipse screen, and CART clients will see the correction instantly
- [Bridge Mobile](#)^[1138] can now have persistent session names, which can span multi-day proceedings, and Bridge Mobile will automatically open the current document for your continuing session.

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 all the changes in Version 9.

New Visualizers have been added to help you become familiar with the additions and enhancements. Some of the topics are listed below.

The screenshot shows the 'Total Eclipse Visualizer' application window. On the left, there is a sidebar with a list of links:

- F1 Alphabetical Index
- F2 New Visualizers
- F3 Basic Transcript Production
- F4 Auto-Magic and Auto-Brief
- F5 Visualizers for EclipseVox
- 1 Display & Command Options
- 2 Document & User Setup
- 3 Translation, Realtime, Audio
- 4 General Editing
- 5 Mostly Globaling
- 6 Macros, Numbers, Blanks, Indexing
- = Sample Format Files
- 7 Dictionaries
- 8 Printing, ASCII & PDF Files
- 9 File Management

The main panel has a title 'Visualizer Topics' with a blue circular icon. Below it, there are two sections:

- What's New in Total Eclipse 9**
 - Audio: Fast Forward and Rewind
 - Audio: Sync to Cursor
 - Auto-Brief Display
 - Auto-Brief Settings
 - Bridge Mobile - Persistent Sessions
 - CART Window Improvements
 - Google Translate Support
 - Macro Recorder
 - PDF Proofreading
 - QR Code Generator
 - The Automated Proofreader (and AutoMagic)
 - The Automated Proofreader in Action
 - Watchwords
 - Word Cloud Conflict Resolution
- What's New in Total Eclipse 8**

At the bottom right of the main panel are buttons for 'Main' and 'Exit'. At the bottom left, there are 'Back' and 'Next' buttons.

30.1.1 Outline of Changes in Version 9

Outline of Changes in Version 9

Below is an outline of all the changes in Version 9. For details, go to Support/New Version Changes. This will open a search-able pdf file, with details

on each topic listed here. You can also search this help system for information in context.

REALTIME

- Google Translate support
- Persistent session support
- CART window refactor
- Translation Magic for captioners
- Allow text and backspaces typed at the end of the document to redirect to the output system
- On-screen indicator of working connections
- Output should optionally not start when starting realtime, requiring a "connect" step.

TRANSLATION

- Word cloud conflict resolution for conflicts with identical grammar
- Speaker table entries in job dictionary should get loaded even with no matching master entry
- Allow plural measurements to omit hyphen without composite dictionary entries
- Allow {s:*}={/"%} to work without template dictionary

AUTOBRIEF

- Auto-brief categories movable between info-bar and pop-up window
- Auto-brief steno theory add/modify dialogs
- Additional pre-programmed Auto-brief theory hints
- Auto-brief pop-up window transparency
- Auto-brief window shouldn't auto-hide if it is not in the way

EDITING

- Automated proofreader
- Macro recorder
- Magic fixes now track drags and drops permanently
- Scalable graphics for all toolbars and icons
- Allow quotes in autoreplacements
- Add Timecode color to Settings->Display->Color selections
- Typing a dash should not remove period after abbreviations
- Job-specific auto-replacements should override user settings
- Check for missing by lines added to spell check error categories
- Macros shouldn't modify caps lock status
- Timecode offset will be applied to timecode insert functions
- Detect conflicts error should allow aborting global
- Dictionary properties text box should support globaling window shortcuts such as Ctrl+~
- Track dictionary sort order
- Display briefs in dictionary entry info bar
- Note bar dictionary definition box long comments are cut off

TEAM EDITING

- Change background color for disconnect when team editing
- Use a paragraph status to indicate reverted reconciliation paragraphs
- Display paragraph status background colors within Edit/Paragraph status window
- Offer to transfer host when closing a multi-user Team Editing session
- Update the session list live if it changes on the server
- Show session user names in message color

AUDIO

Audio playback enhancements
Optionally break up/combine WAV files
Select compression dialog replaced.
Show audio VU meter in green/yellow/red to warn if levels are too high
Add playback channel, speed and threshold to information displayed on infobar when playing audio
Automatically convert unplayable speex files by using ffmpeg in program files/eclipse folder

PRODUCTION

QR code generator
User-definable page/line separator character for index
Add ZIP to delivery options
PDFs starting with page other than 1
File locations option for PDF=
Allow user to print/export to PDF and retain text type colors
Mechanism for making multiple-volume ASCII and PDF files
Add option to modify text and add image on bundle instruction page.
Add keystroke methods when editing delivery tasks

ADMINISTRATIVE

Summary button in file manager now reports nested file info
Allow file manager to scroll through subfiles
Browsing for an .esp in non {JOBS} location should add SPELL= to file locations
"None" device type added for input and output for items such as CART window and no writer
Eclipse will see keyless licenses even with (1), (2), etc. after Eclipse.lic
Use different splash screens between different software versions
Duplicate checker for programming tab items
Allow enter on keyboard to take you to modify when a programming item is highlighted
SRT captioning file format export
SCC file import

INTERNATIONAL

Adjustments for non-English Translation Magic phonetics
Add "define" Google search for non-English languages

SPEECH

Allow Speech Mic on/off when document is not active window
File/Export should default to .txt instead of RTF for voicewriters
IBM Watson support

30.2 Features added in Version 8



**Features Introduced In
Eclipse Version 8**



Congratulations on upgrading to Eclipse version 8! This new version includes a number of additions and improvements that help make your work faster and more accurate. The visualizer (link at top left corner of page) demonstrates many of the additions and enhancements. Below is an outline of the new features, with links to pages with details and examples.

Because of a change in the way Eclipse connect to the Connection Magic server, it can now be used anywhere you have internet access, so you can use a keyless license, the Team Editing feature, and the Bridge Broadcaster over the Internet anywhere. You no longer have to have port 4020 unblocked.

A number of changes make it easier to connect and use Bridge Mobile and Team Editing: the use of "[rooms](#)"⁴⁸⁸ for sessions, so you can choose from a much shorter list; the ability to [hand off host status](#)⁴⁹¹ to another editor; a [red background](#)⁴⁵¹ will alert a scopist to a section of the transcript that has been changed and is not yet reconciled with the reporter's version; improvements in the refresh process in Bridge, and many others, detailed in the [New Version Changes file](#).¹¹⁸⁹

The popular [Auto-brief](#)⁴⁵² feature has several enhancements: [theory hints](#)⁴⁶⁷ are now in a separate category, making it easier for you to use them to improve your steno theory and enable you to write shorter words in general; there is a new category of "[Used briefs](#)"⁴⁶⁸, shown in reverse order, so as you use them, they will scroll off the list; you can get [suggestions during editing](#)²⁹⁷, and not just during realtime; new metadictionary entries: {ABSTENO} or {ABMODIFY} to [change the steno of the last entry](#)⁴⁶⁶ in the auto-brief list, or {ABMODIFY} to change a specific suggestion.

[Other enhancements and improvements](#)¹¹⁸⁹ have been made in the areas of Editing, Translating, Production and working with Dictionaries, as well as administration and interfacing. 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 all the changes in Version 8.

30.2.1 Outline of Changes in Version 8

Outline of Changes in Version 8

Below is an outline of all the changes in Version 8. For details, go to Support/New Version Changes. This will open a search-able pdf file, with details on each topic listed here. You can also search this help system for information in context.

Connection Magic

Changed from sockets to HTTPS POSTs
Group sessions into Room 1-8

Allow simultaneous connection to Internet and LAN inside Eclipse
Mechanism to allow Eclipse user to re-use same Bridge Mobile session
Mechanism for transferring Team Editing host status
Bandwidth tester and codec recommendation for Connection Magic
Session data bundling
User-definable text types and colors
Draw bright red background on paragraphs being updated
Clear out CM server messages from info bar after some time
Make the users in session list box resizable in CM connections window
Apply colors assigned to users in sessions in the Info Bar
Determine whether current audio file is complete after session is closed
Put Google requests as a background thread in case they take too long
Notification for new version download and critical server alerts
Make enter behave like the send button in the CM user properties window
Team editing will merge non-empty speakers
Speaker table keyboard shortcuts/colors are user-specific
Default session name templates
Bridge refresh will have an optional timeout to refresh the current paragraph immediately
Bridge output will refresh last paragraph by tracking edits and translations separately

Auto-brief

New auto-brief category for theory hints
Auto-brief "used" category, sorted in reverse order of frequency of use
Show reminder briefs in steno window below the actual dictionary entries
Auto-brief suggestions during editing
Built-in function to re-define an auto-brief using user-supplied steno
{ABDELETE} etc. will delete two-stroke briefs
Add Accept item to auto-brief context menu

Translation

User-definable text types for Translation Magic and prefix/suffix items
Allow users to specify which text types should be considered "typed"
Allow the statistics updater to work in realtime
Add "glue symbol" to list of conflict AI types
\a\an resolution for atypical pronunciations
Allow \X a\X an\other conflicts to work based on spelling and grammar
Stitch stroke that stitches translations rather than phonetics
Glue symbols will combine and use largest separator
Add a "require an untran" option for the integral pre/suf feature
Integral prefix/suffix feature will work with conflicts
Allow Translation Magic to pay attention to drag/drop keys
Changing a BY line in realtime will change the automatic by lines
Quotes can automatically put comma/cap after "said" etc.
Option to not double-count untranslates (or unique untrans)
Strokes per minute statistic for realtime
Recalculate and add translation statistics to job report
Log Connection Magic session activity
Supply a user-definable default speaker name for missing by lines
Number conversion will allow unlimited write-out rules

Persistent number triggers
Number templates directly in dictionary entries
Auto-redaction option in number conversion (soc. sec., phone, templates)
Numbers in a list will be required to be the same type

Dictionaries

Allow dictionary search to search on comment lines
Dictionary builder will allow steno strokes for back/next
Properties/Advanced button to go to prefix/suffix table if applicable
Add dictionary entry will pre-load existing main dictionary entry text
Add Passport dictionary to export options
Add PDF files to analyze documents
Automatically select Analyze.txt for dictionary building when applicable.

Editing

Paragraph status system
Allow paragraph labels to have a text type
Job-specific autoreplacements
Merging and sorting items from multiple list files, deleting duplicates
Number converter will auto-detect and convert from roman numerals
Spellcheck will stop on 'two word two word' doubled phrase
Seating chart positions will save in user settings with speaker table
Regular expression searches for steno in a document

Writers

Implement Infiniti keyboard mapping for Grandjean and Palantype
Additional writer selections
Rename Extended steno to Custom steno
Turkish extended keyboard added

Production

PDF import/export for proofreading
Show Exhibit links in PDF using underscore/color or other text attribute
PDF attachments and index item will appear in same order as original
Allow multiple PDF exhibit wildcard lines
Omit pages / paragraphs from concordance
Numerically sorted index will support decimal values
Ability to use page width / right margin instead of characters per line
Duplex margins for full-sized printout
Option to omit empty pages from redacted/non-redacted printouts
Option to print only redacted text
Option to remove redacted text from file entirely
Page format field for total pages
Add converting, such as .scc files, and transfers, to delivery system
Multipage will allow reduced footer to display in its own font
AutoMagic will offer Delivery when at the end of a job

User interface

Add settings icon to add prefix/suffix dialog

Add drop-down list with by line formats in the "By line formats" window
Separate option for reverse / and ? in text boxes
Additional shortcuts to get to record levels
Grey out settings controls when they're irrelevant
Infobar color customization
Add a gear icon to jump from file dialog to file locations
Window / Tile function will cycle between vertical / horizontal / grid
Prompt for seating chart if auto-channel has no microphone positions
Add a [Create new user] option in the select user window
Exporting a single macro will default to the macro name
Ability to select multiple icons to add when customizing toolbars
Add ability to move the audio channels up or down on the list
Add audio playback info on the info bar
Switch speech models without having to exit the software

Administrative

File locations "Add" button will ask for location before browsing
Syntax for file locations for accessing a drive by label name
Tools/backup/restore will be able to use file location
Allow script file to be in any folder
Create autobackup of the user spelling dictionary
Create autobackup of job dictionaries if it's in the Dictionaries window
Add bridge and raw text exports to conversion wizard
File manager will update live like Windows explorer
Preserve sort order of file manager
File manager revert will work on ini and dix files
Sortable file view in read notes

30.3 Features added in Version 7



Features Introduced In Eclipse Version 7



Congratulations on upgrading to Eclipse version 7! This new version includes a number of additions and improvements that help make your work faster and more accurate. The visualizer (link at top left corner of page) demonstrates many of the additions and enhancements. Below is an outline of the new features, with links to pages with details and examples.

[PDF Output](#) [576]

There is a new **Output to PDF** menu item on the Production menu, right under the **Output to ASCII** function. It will automatically detect your index items, lets you embed exhibit files, and include signatures.

Multi-page design including 5 preset styles

555

A multi-page transcript is a printed transcript that contains four pages on one piece of paper. A multi-page transcript is also known as a compressed transcript, or a four-in-one transcript. In order to make it easier to set up, the multi-page dialog offers five styles, labeled "Style 1, Style 2 ..." in the drop-list at the top of the multi-page dialog. Select a style and hit the "View sample" button to see a sample of a transcript creating using the selected style. For example, Style 1 looks like this:

| Local Arts and Crafts Collective, Ltd. v. Extreme Global Impact Productions, Inc. | | Deposition - John G. Publico | | John G. Publico January 12, 2016 | |
|---|--|---|---|-------------------------------------|--|
| 1 | In the United States District Court for the Southern District of Texas, | | APPEARANCES | | |
| 2 | 2 | | | | |
| 3 Local Arts and Crafts Collective, Ltd., Plaintiff, v. 4 Mr. John G. Publico, 5 Extreme Global Impact Productions, Inc., Defendant. | 6 Case No. 2015-12345-HV | 7 | 8 MR. THE PLAINTIFF: | | |
| 9 | 10 | 11 | 12 Ms. Sheila Davis, 13 Counsel for Plaintiff, 14 Dallas, Texas 75201 15 Email: SheilaDavis@extremeglobal.com | | |
| 16 | 17 | 18 | 19 MR. THE DEFENDANT: | | |
| 20 | 21 | 22 | 23 Mr. Bill Outlaw, LLP 24 123 Main Street, Suite 999 25 Houston, Texas 77001 26 Email: bill.outlaw@billoutlaw.com | | |
| 27 | 28 | 29 | 30 INDEX | | |
| 31 | 32 | 33 JOHN G. PUBLICO produced as witness at 34 the instance of the Plaintiff and duly sworn, was taken in the 35 above-stated and numbered cause on the 12th day of January, 36 2016, at the office of the Clerk of the Southern District of Texas, 37 Certified Shorthand Reporter, Inc. for the State of Texas, 38 reporting by computerized stenotype machine at the offices of 39 Bill Outlaw, Attorney at Law, pursuant to the Federal Rules of 40 Civil Procedure and the provisions stated on the record or 41 otherwise agreed. | 35 | PAGE | |
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| 997 | 998 | 999 | 1000 | 1001 | |

If you wish to use that style, hit the "Select" button and all of the multi-page settings will be changed so that your multi-page printout will look like the sample. If you wish to customize from there, it will be much easier to start with a pre-defined style and tweak a few items than to start from scratch and try to set everything manually.

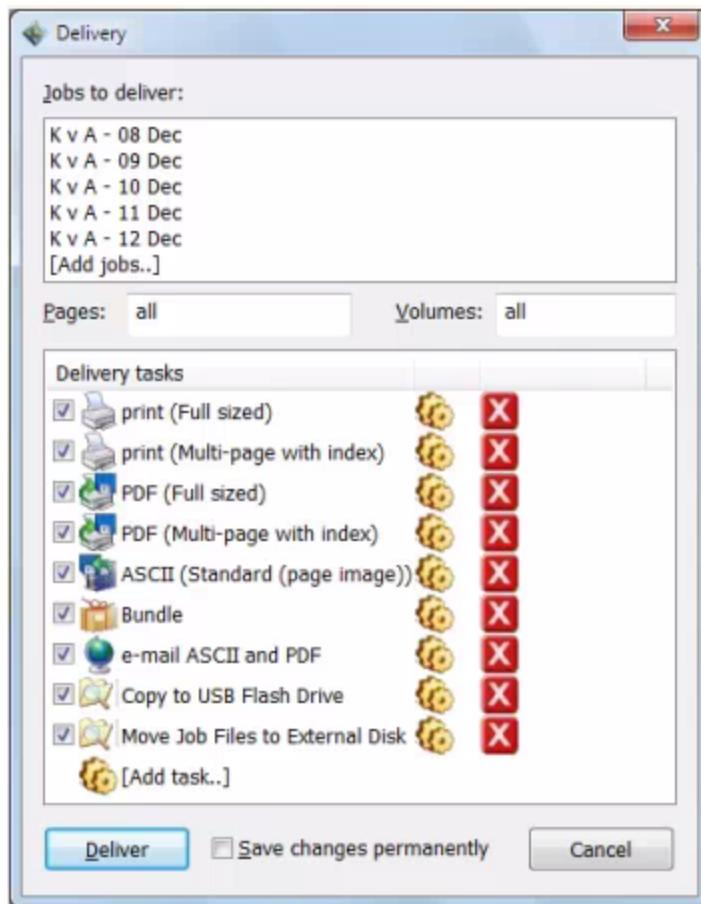
Transcript Delivery system that integrates

Print/PDF/ASCII/E-mail/etc. into one step



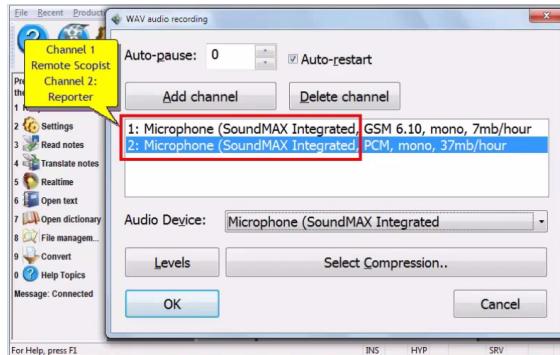
569

At the bottom of the Production menu, under the Print/ASCII functions, is a new menu item titled "Delivery." As you can see from the dialog, it offer many ways to deliver your transcripts, including bundling into one zip file, which can be emailed to your client.

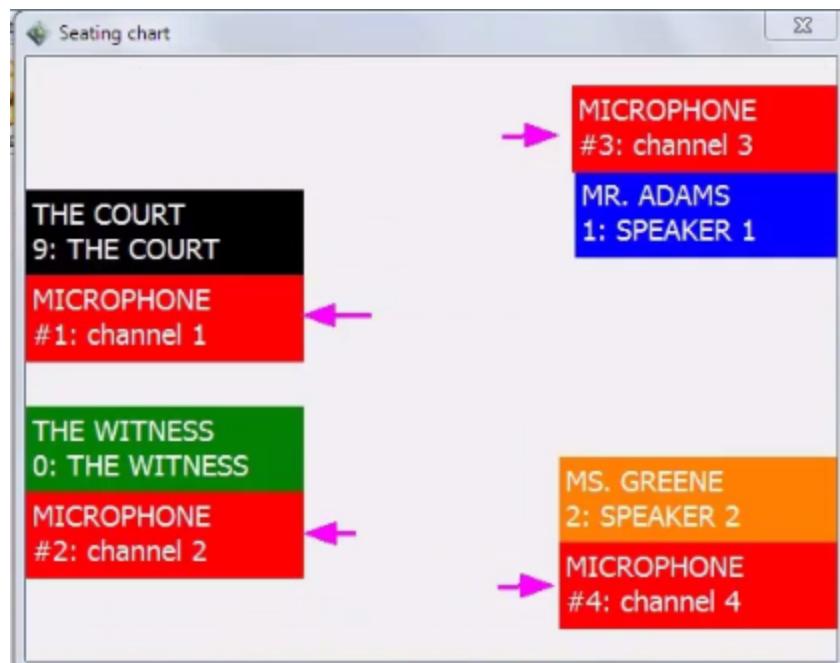


[Multi-channel audio Recording](#) [592]

Eclipse can record and play back multiple (up to 8) separate channels of audio without using any special hardware or file formats. In fact, it is possible to make multiple recordings from the same device source; so if you want to record high-quality (for yourself) and low-quality (to stream to a scopist), you can create two channels with the same device input but different compression selections. You might make a compressed sound file to stream over the internet to a remote scopist, while recording a higher quality, larger sound file for the reporter to use on her computer.

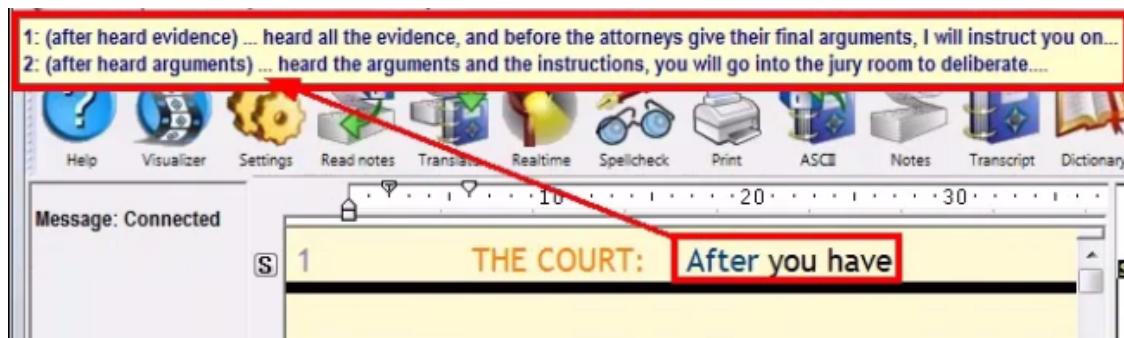


In addition, if you use multiple microphones and multiple recording devices to isolate different parts of a large room, you can use the **Seating Chart** to let Eclipse know where each speaker/microphone is located, and then hitting the play button will always play the audio from the microphone closest to the person who was speaking (as indicated by the cursor position).



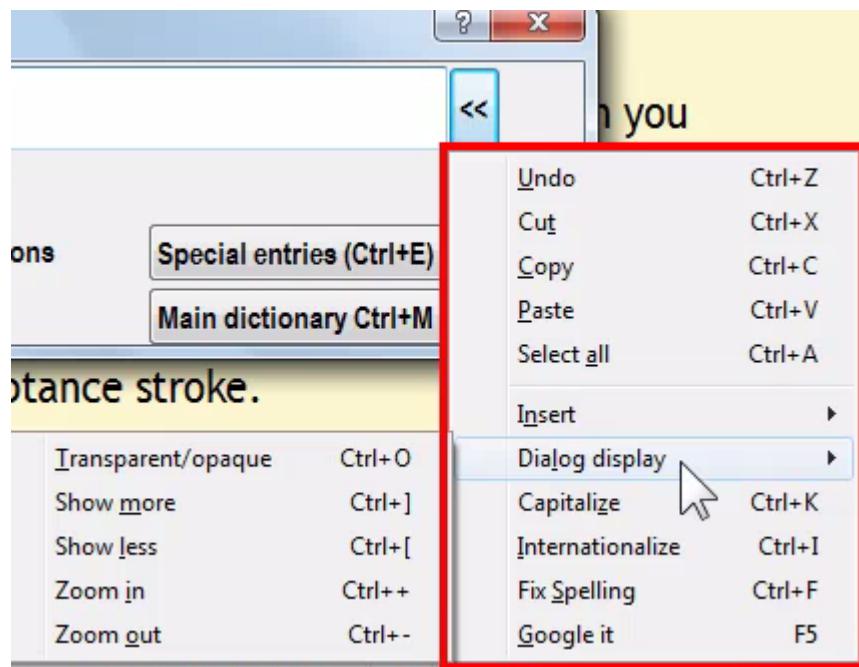
Autoblock 469

With Autoblock, Eclipse can automatically detect when you are writing or dictating standardized text such as jury instructions. As soon as Eclipse detects the first few words of one of your Autoblocks, it will appear in a popup and you can insert the remainder of the text with one steno stroke or voice command. Details on setup and use of Autoblock are in the [AUTOBLOCK help page](#) 469.



[Edit Box Shortcuts with Google Integration](#)

A new button has been added at the right edge of most edit (text) boxes, listing additional shortcuts. In the Global dialog, in addition to the **Special entries** drop-down listing of shortcuts, there is a listing of many more shortcuts accessed using the new button. In this example, we can see shortcuts to adjust the dialog display.



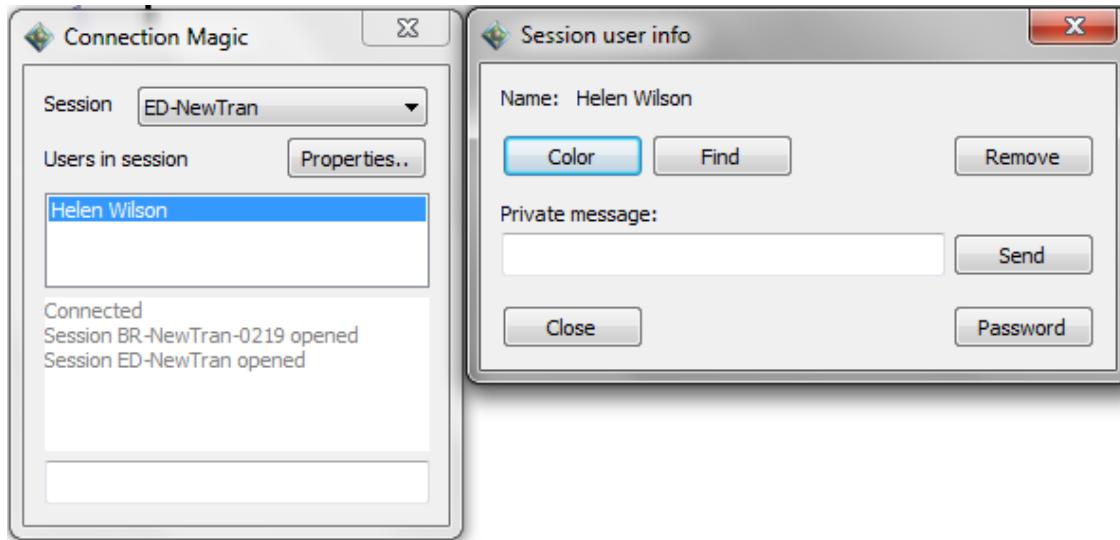
Also in this dialog you can see that **F5**, which normally opens the Find dialog, will **"Google it"** when you are in an edit box. This will open your default browser and display the results of a Google search.

There are other places in Eclipse where you can "Google it"

- if you click the **Definition** button during a spellcheck, there is a "Google it" button on the **View definition** dialog
- if you mark a piece of text while editing, one of the auto-magic choices is to Google it.

[Connection Magic Session Controls](#)

Connection Magic has new features and expanded usability. There are new session controls that allow you to **Color** code people in the session (so, for example, you can easily see where your scopists are in the transcript); **Find** the location of your co-editor; send a **Private message** to an individual in the session, **Remove** someone from the session if necessary, and ask Eclipse to remind you of the session **Password**.



[Using Bridge Mobile Pro with Cloud storage for proofreading your Eclipse documents.](#)

You can convert a finished translation to a file that can be opened in Bridge Mobile on another device, and after proofreading, you can bring it back to Eclipse with your proofreading comments right in the document. This makes it easy to proofread your transcripts on a mobile device for proofreading on the go.

[Bridge Mobile Pro with expanded capabilities](#)

Note that Bridge Mobile consists of two components: Bridge Broadcaster for reporters, and the Bridge Mobile Viewer for attorneys. The Bridge Broadcaster lets you stream realtime to unlimited clients locally and in the Cloud for one low price. The standard Bridge Mobile Viewer for your clients is free. Bridge Mobile Pro is available to attorneys and others who want the additional capabilities.

Additional features in Bridge Mobile Pro include:

- the ability to export data, including exports to Bridge for PC, storage in the Cloud, emailing to yourself or another verified email address
- advanced searches
- 23 color-coded issue codes

- supports notes
- can create a hyperlinked realtime index

You can download both the free and pro versions of Bridge Mobile in Apple's App Store, the Google Play Store, and the Amazon App Store free of charge by searching for "Bridge Mobile." You can upgrade to the Pro version at any time.

Enhancements to existing features

Enhancements to Auto-Brief 452

Version 7 makes the popular Auto-Brief feature even more useful with a number of enhancements:

- You can specify the maximum number of words that the auto-brief feature will include in a suggestion. (By default, the auto-brief feature will scan for phrases up to five words long containing words not on the ineligible words list. Some users felt that even five words is too many for a brief and wanted to dial that down, so now they can choose a different number.)
- If you change the background color of Auto-briefs in **User settings/Display/Color selections**, it will change the background color of the auto-brief window.
- If you have your auto-brief window set up to display on a second screen, you may want to set the new Max Width setting in the **User settings/Realtime/Auto-brief settings** dialog to the width of your second screen. The briefs will then automatically wrap to that size and won't run off the screen.
- Buttons that open the **Ineligible Words** and **Theory Settings** dialogs, so you can easily access and modify those items.
- Option to change how many times Auto-brief sees a word or phrase written before it suggests a brief. The default is 2, but you can ask it to wait until the 3rd or 4th (or whatever) time you write it, unless you specifically request a brief earlier.
- Right-clicking on an Auto-brief gives you the option of rejecting the brief, asking for a new one, or opening the auto-brief dictionary.
- Auto-brief will automatically detect if you request a brief for a plural word, and it will give you a brief for the singular, on the assumption that you can easily add plural suffix if you wish.
- A new feature, {ABDELETE}, will remove any brief from your auto-brief dictionary and the auto-brief window. Simply hit {ABDELETE}, followed by the brief you want removed, and it will be deleted.
- Another new function, {ABSELECT} prompts you for the stroke for a brief you wish to use, and will move that brief to the "requested" list, so it will be available for use immediately.
- {ABCCHANGE} will prompt you for the steno stroke for a specific auto-brief that you want a new steno suggestion for.

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.

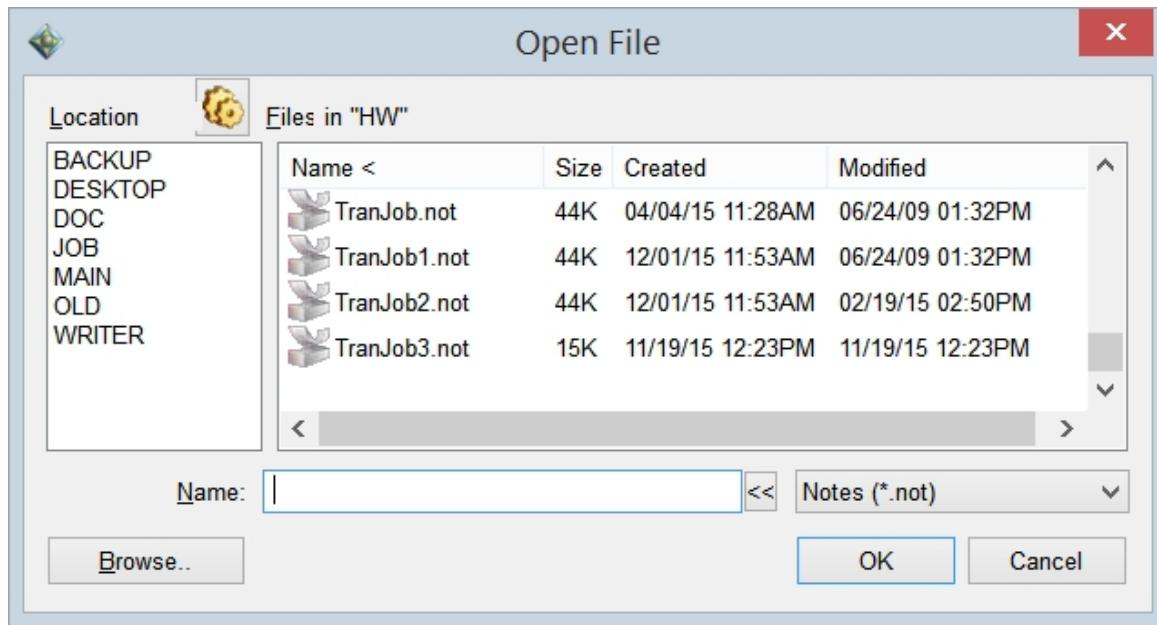
The same goes for conflicts such as \yes{,?}yes{,?} and \no{,?}no{,?} and any others that may have different content but identical grammatical contexts.

For these items, it is possible to link those conflicts together to share AI data, and work by the same set of rules. For details on how to do this, see the [Conflict A-I Sharing](#) help page. The end result will be that these conflicts will all learn much faster and become more accurate more quickly. They will be more consistent, because they are not each learning separate rules and are instead sharing a single set of rules.

New design for File dialogs

As of Version 7, 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 and subfolders in your Job folder.



You will see that the keyboard focus is in the filename box, so that you can immediately type letters or select with arrows to find the file you want, then hit **Enter** or **OK** to open the file.

- Selecting a file from the list will fill in the name box.

- Typing a name in the name box will sort for the files in the list that match, or no file at all if no files match. This allows you to easily cross-check for accidentally typing a new name that matches an existing file.
- Clicking on another folder in the left-hand pane will list the note files in that location.

The display is customizable. For directions on how to customize your display, and other features of the new design, see the [File Dialogs](#)⁵⁷ help page.

Version 7 contains many additional features, including enhancements to the File Manager, and in the Captioning and Speech versions of Eclipse. 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 all the changes in Version 7.

30.4 Features added in Version 6

Features Introduced In Eclipse Version 6

Eclipse version 6 included a number of additions and improvements that help make your work faster and more accurate.

[Keyless license](#)³⁶

[The feature you've been waiting for](#)³⁶! The new [Keyless license](#)³⁶ offers an alternative to the use of a hardware key. Easily installed on multiple computers, so you can leave your laptop on during a break, work at your desktop, and go back to work in court, as Eclipse automatically suspends the computer you aren't currently using. Work with or without an internet connection.

[Connection Magic](#)⁴⁸⁴

Connection Magic makes it possible for any number of Eclipse users to edit the same document at the same time. You can use Connection Magic when you are translating a file, doing Realtime or Tran and Edit, or while editing after translating. A collaborative editing session is much more powerful than the StenoLink feature. It sends any and all edits across the communications system so that everyone in the session will see everyone's work. The documents stay perfectly synchronized. In the event of any synchronization problems, all of the documents will be made to match the master document being shared.

Each person editing the document will see, in addition to their own cursor, a cursor for each other user editing the document. These other cursors will have flags telling you who is editing in that location.

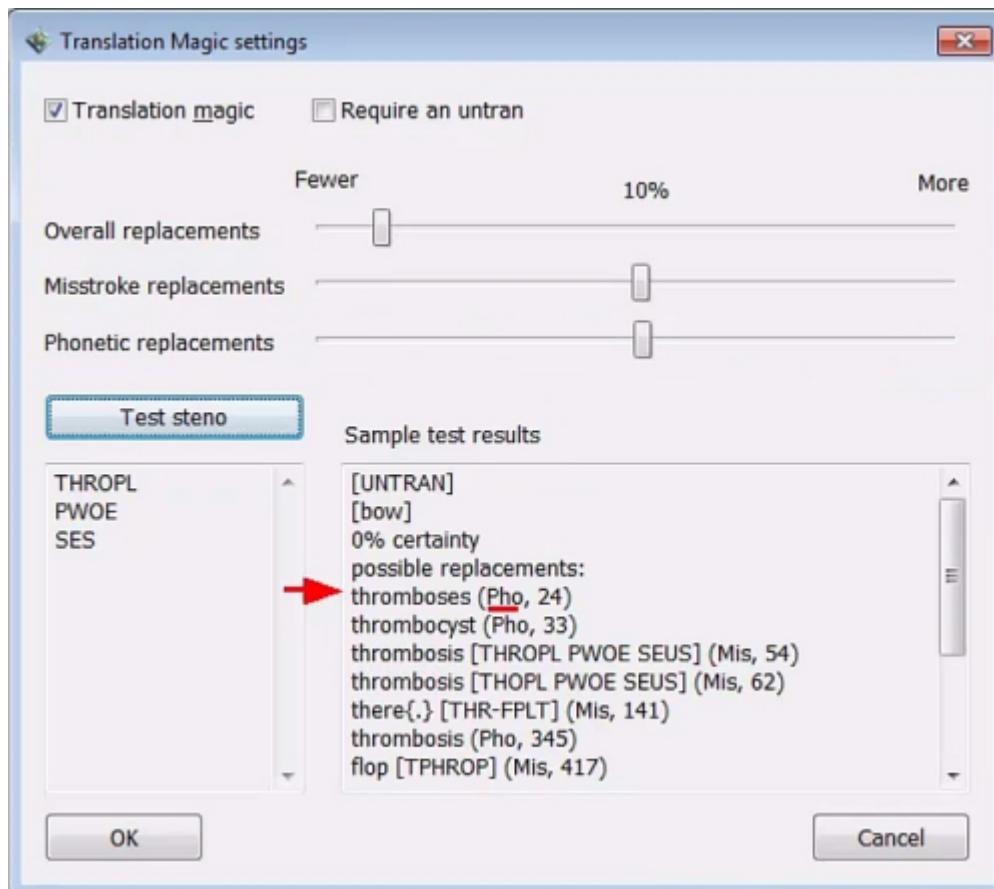
If any user performs a global of any kind, the collaborative editing session will reflect the edits, and the global itself will be entered into the appropriate dictionary on the other systems. In other words, if one user makes a global and puts it into a job dictionary, it will be entered into the job dictionary for that job on all of the computers in the editing session.

If any user in the collaborative editing session wants to send a message to the other users in the session, they can select **Tools/Connection Magic/Send message**. Type a message and hit [enter] and the other users will see it in the infobar or in the connections dialog.

Translation Magic 261 **enhancements**

There are new controls for Translation Magic so you can get exactly what you want:

- "Overall replacements" to limit or expand replacements
- "Misstroke replacements" to determine how likely TM is to prefer misstrokes to phonetics
- "Phonetics replacements" to determine how likely TM is to prefer phonetics to misstrokes
- "Test steno" - you can enter steno and see how TM will render it



[Dictionary](#) [125] **enhancements**

- Dictionary analysis tool: Reports words that are not in your main dictionary, or any dictionary. Also reports all of the conflicts between the selected dictionaries, including any conflict between them or between one of them and your main dictionary.
- When you double-click an entry to view its properties, it includes the definition of the word
- When searching for steno, you can find it faster with steno emulation

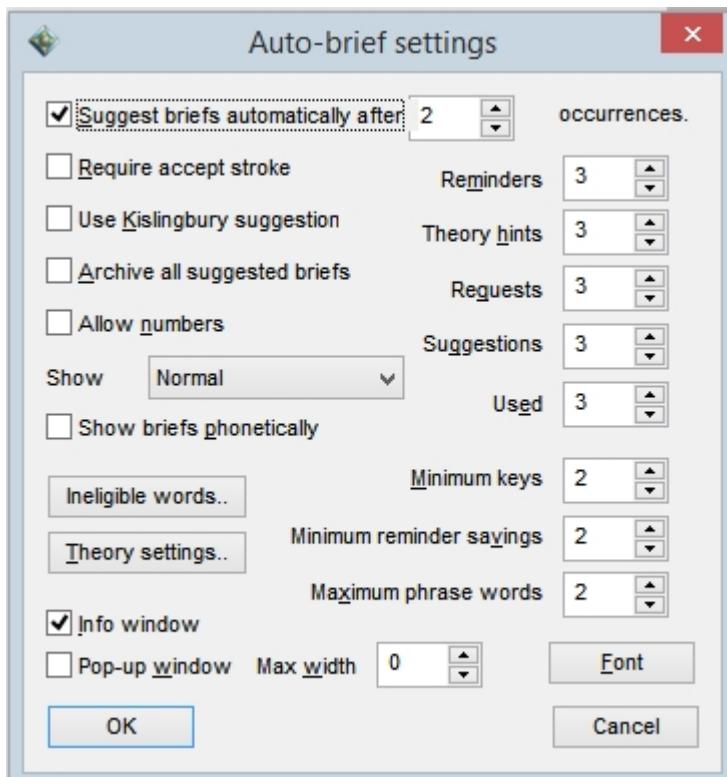
[Spelling dictionaries](#) [353] **include a new location for shared dictionaries - "SPELL"**

Adding "SPELL=[foldername]" to **User settings/Programming/File locations** for several users, specifies one location for a spelling dictionary for all the users

[Auto-Brief](#) [452] **enhancements**

Eclipse version 6 includes a number of enhancement to the Auto-brief feature.

- In the **Auto-brief settings** dialog, you will see an option to **Use Kislingbury suggestions**, which gives you access to over 90,000 briefs created by Mark Kislingbury.



- You can create your own briefs dictionary, and Auto-brief will use it to make suggestions

- Auto-brief counts how many times it has reminded you of an entry, and records that information in a REMIND.DIX dictionary.
- If you mark text while working in realtime, AutoMagic will show a brief for the marked text.

For details, see the [Auto-brief help files](#)  , and the related Visualizers.

Feature expansions

- Support for Extended keyboards on [writers](#)  includes the ability to customize every key, including the split keys on the Passport writer.
- After moving through a document doing a scan or find, AutoMagic will put the "Last edit point" command as the top choice
- The Tools/Statistics function has been replaced by the [Tools/Job report](#)  . This report shows a complete list of all print commands in the document, including comment lines left by a scopist or proofreader. You can select any item on the list to jump immediately to that spot in the transcript.
- [Typeover tracking](#)  memorizes the last three replacements and all three choices will appear for you to select with a single keystroke.
- There are new [CART window](#)  settings, including "always top window."
- New [Division Interval](#)  controls create a "division overlap" between downloaded sections of a document.
- New [Translate](#)  controls for digits allow you to choose whether number bar entries should be dictionary-based or automatic.
- Expanded [concordance index](#)  controls, including a job-specific common words list, for words to be excluded from the current job only.
- When automatic indexing, "Insert index item" can use autoreplacements, Ctrl+D to open the time/date dialog, Ctrl+K to change capitalization, and other controls used in other editing fields.
- [Automatic exhibit lettering](#)  (previous versions offered automatic numbering only)
- Dynamic zoom levels: If you select any one of the page width, page length or text width zoom levels in the [display](#)  , the display will dynamically change to keep that selected element visible no matter what the window size.

For a complete list of all changes made to Eclipse, select **New Version Changes** from the Eclipse **Support** menu.

30.5 Features added in Version 5

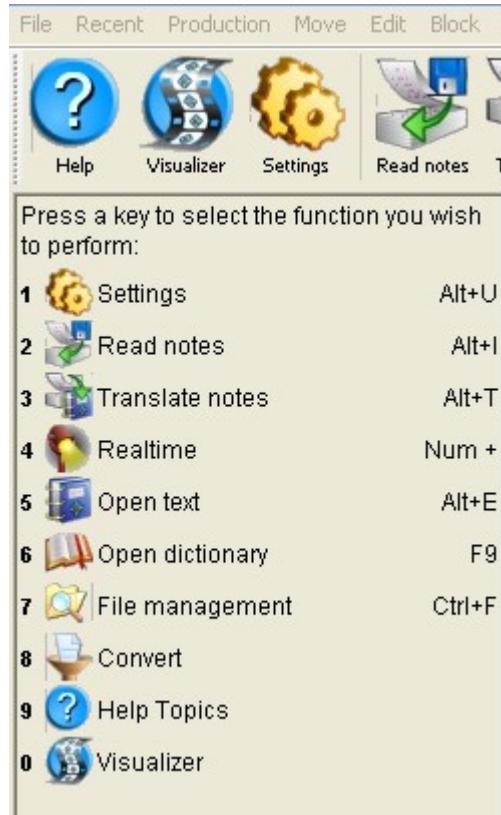
Features Introduced In Eclipse Version 5

Congratulations on upgrading to Eclipse version 5! This new version includes a number of additions and improvements that help make your work faster and more accurate.

Info bar

The first addition you will notice is the all-new **Info bar** on the left-hand side of your Eclipse window. The Info bar has options to display a number of useful tools:

- AutoMagic context-sensitive suggestions (numbered and click-able), with their Hotkeys - a convenient way to learn new features, and remember those you may not be using now.
 - Your Auto-briefs, color coded to show if they are regular briefs, requested briefs, or reminders
 - Translation statistics
 - Waveform display of the audio recording level
- .



You will find a number of new Visualizers that demonstrate some of the many ways the Info bar with **AutoMagic** simplifies your work.

You can turn the Info bar on and off using the **Window** menu/**View Toggles (Ctrl+Shift+F3)**.

For details on the Info bar, see the [help file](#) and the Info bar Visualizer.

eBook proofreading

If you have a Kindle or other eBook reader that uses the MOBI file format, you can use it to proofread your documents.

Once you set up the path to your eBook reader, you use **Tools/Convert** to convert the file you want to proofread.

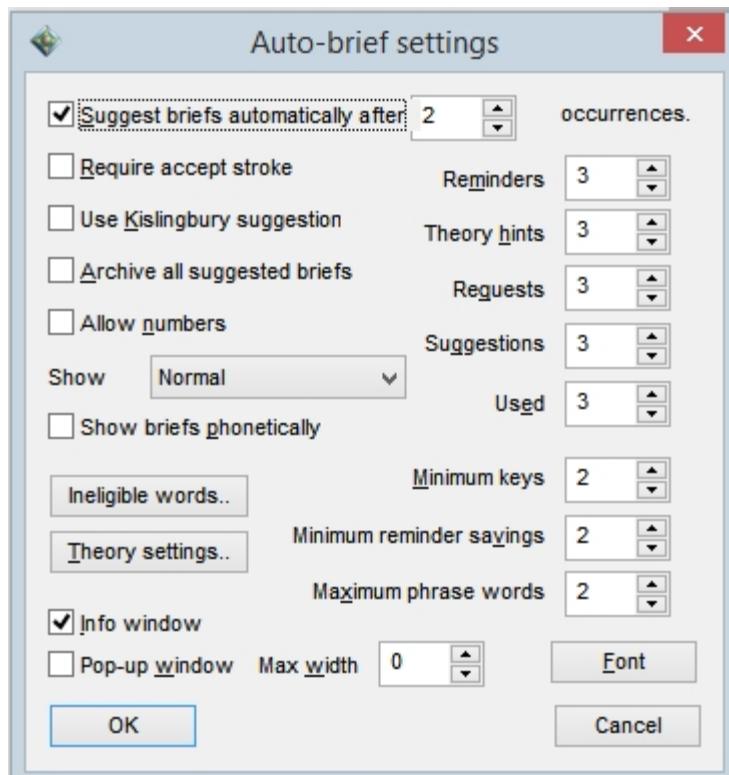
You can then disconnect your e-book reader and start proofreading. On a Kindle, you can move the cursor through the document and mark text and/or start typing on the keyboard to make a note to yourself.

When finished, you convert the file back, and 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.

For details on eBook proofreading, see the [eBook Proofreading](#) help file and the eBook Proofreading visualizer.

Auto-Brief settings

Eclipse version 5 includes a number of enhancement to the Auto-brief feature. In addition to displaying your Auto-Briefs in the Info bar, Eclipse has a new **Auto-brief settings** dialog, where you can set up a number of display and feature options for using Auto-Briefs.



For details, see the [Auto-brief settings](#) help file, and the related Visualizer.

For a complete list of all changes made to Eclipse, select **New Version Changes** from the Eclipse **Support** menu.

30.6 Features added in Version 4

Features Introduced In Eclipse Version 4

Global Magic: The new [Global Magic](#)³⁰⁹ feature makes globaling even easier! Global Magic's advanced technology instantly sifts through thousands of dictionary entries, attempting to determine what you meant to write. Each time you [global](#)³⁰⁰ an untranslate, an unobtrusive list of numbered suggestions will display. Press the number key that corresponds to the desired word, and the global will be added to your job and dictionary. The more you use global magic, the better it becomes at offering suggestions!

Unglobal: Eclipse keeps track of all the steno globals you've made, and lets you [undo globals](#)³¹¹ at your leisure. Undoing a global will remove it from both the transcript and your dictionary.

USB writers supported: Eclipse supports all writers that communicate directly via USB, for both [realtime](#)⁴³⁷ and [reading notes](#)²¹³. You will need to go to the [Input Tab](#)²⁰⁸ and set Realtime From and/or Read Notes From to "USB port."

Eclipse StenoLink: Reporter and scopist can [link their systems through the internet or a local network](#)⁴⁷⁸, and translate the same job simultaneously! Any globals made by the scopist will be communicated directly back to the reporter's computer, exactly as if the changes had been made on the reporter's computer.

Speaker List: The [Speaker List](#)²³³ has been made more user-friendly. The speaker button on the [Translate Tab](#)²²⁷ and the F2 speaker box now both utilize the same dialog. Improvements include the ability to customize speed keys, colors, and assign speakers to groups. The new Speaker List also automates getting speaker names to/from job dictionaries.

Multi-page printing: The [multi-page printing dialog](#)⁵⁵⁵ has been greatly simplified. New font choices, new options for page-ordering, and easier headers/footers are just a few of the improvements here.

Multimedia control panel: The [Multimedia Control Panel](#)⁹⁵⁰ consolidates several different controls into one easy-to-use dialog. It also allows you to adjust volume and speed settings during recording.

Translation Magic: Working with Global Magic, [Translation Magic](#)  applies Intelligent phonetics and Dragged/Dropped Key rescue to multiple steno strokes. With Translation Magic turned on, if you highlight steno for a global replacement, Eclipse will figure out what you mean, and will use Global Magic to suggest words not yet in your dictionary.

Auto-Brief: During a Realtime translation, [Auto-Brief](#)  will offer you a steno shortcut for a word or phrase that keeps occurring. With Auto-brief turned on, the second time you write an unusual word or term or phrase that takes at least 3 steno strokes, Eclipse will suggest a shortcut that is ready to use. You can be sure the shortcut will not conflict with any entries in any of the dictionaries you are using, and as soon as you use it, it will be added to your job dictionary.

Redacted text: To allow you to hide sensitive material like names and addresses, Eclipse offers 2 levels of [Redacted Text](#) . At the first level, you can hide text on the display, by setting the Display colors in **User settings/Display/Color selections/Redacted text** so that the information in the redacted text will be protected on your screen. At the second level, you can go to **User settings/Document/Advanced** and select **Hide redacted text**. When Hide redacted text is on, all redacted text will be eliminated from the printout, PDF, ASCII and Bridge exports. If you turn this option off, redacted text will appear as normal. Each individual document will remember this setting separately. You can use dictionary entries in the form {R:hiddentext} to redact text.

Ready for VISTA: Eclipse is ready to run on the VISTA operating system. However, VISTA does hide the icons in the upper right corner of Eclipse dialogs that let you adjust the display options. Eclipse offers an alternative way to adjust the dialog boxes' zoom, anchor, transparency, and the Less/More option. If you click the icon in the upper left corner, or hit Alt+Spacebar, and choose **Customize**, a dialog will open that lets you set the display options for that dialog.

Speaker Seating Chart: A check-box on the **Speaker List** allows you to open a **Seating Chart** of all the speakers listed.



You can open it from the speaker dialog that appears at the beginning of a translation for you to fill in speaker names.

You can also turn the Seating chart on and off using the **Window** menu/**View Toggles (Ctrl+Shift+F3)**.

The seating chart dialog can be moved, resized, anchored, zoomed (to make the fonts bigger or smaller) and made more transparent.

For details on the Seating Chart, see the [help file](#)²⁴³ and the Speaker Seating Chart Visualizer.

The CART Window: There is a new output type among those listed under Output format: (Bridge/Closed captioning/etc.), called "CART window." If you select CART window, when you start realtime you'll get a separate window that will open up below Eclipse.

The CART window is independent from the Eclipse window and can be moved to a separate screen. If you set up your external port as a dual-screen instead of a clone, then you can drag the CART window over to the external screen, and you will be able to use all of Eclipse on your laptop screen, including the steno, the auto-brief window, the toolbars, etc., and the CART audience will only see is the CART window.

For details on the CART Window, see the [help file](#)⁸⁶⁵ and the CART Window Visualizer.

Enhancements to the Auto-Brief feature: Eclipse version 4.3 includes a number of enhancement to the Auto-brief feature. They include:

- Dictionary codes to reject the last brief, and an option to suggest a new one
- Auto-brief will remind you about existing briefs
- An option always to suggest double strokes
- Movable and resizable window
- Ineligible words listed in **User settings/Programming** tab
- Auto-brief can supply steno from a pre-defined list, also found in the **User settings/Programming** tab

For details on using these and other features of Auto-brief, see the [Auto-brief](#)⁴⁵² help file, the [Auto-brief ineligible words](#)⁷⁵⁶ help file, the [Auto-brief steno theory](#)⁷⁵⁶ help file, and related Visualizers.

For a complete list of all changes made to Eclipse, select **New Version Changes** from the Eclipse **Support** menu.

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