

Eclipse is paragraph-based. This means that all text inside a [text file](#) belongs to a paragraph of a certain style; that style dictates the behavior of the text (does it indent, cap, etc.) For further details, see the page on [Working With Paragraph Styles](#).

Also, any changes you make on the Paragraphs tab can be done in either the [Master Format or Current Document](#). Be sure you know the scope of your changes.

Overview

The **Paragraphs** list box at left contains all paragraph styles. To change a style, select it from the list. Any changes you make to the margins, or in [Advanced paragraph settings](#), will affect that paragraph only.

You can create a new paragraph style by clicking the **New** button. You will be asked to enter a name for the new style; it will appear at the bottom of the list.

The **Rename** button will rename the current paragraph style. Be careful when doing this, however; if you rename a paragraph style, dictionary entries that invoke it, such as {Q} and {A}, may stop working.

The **Delete** button will delete the current paragraph style. Only user-created paragraph styles may be deleted.

The **Master Format** and **Current Document** buttons work as explained on the [Working With Master Format/Current Document](#) page.

Margins

The four text boxes at right are the four margins for the current paragraph style. Click a box to edit it, or use the up/down arrow keys or spin control to change the value. All values are in terms of characters.

Here is what each margin setting means:

- **Left Margin** is where the second and subsequent lines of the paragraph begin.
- **Right Margin** is where the paragraph wraps to the next line.
- **Indentation** is where the label (Q, A, or speaker name) begins. If this paragraph style has no label (such as Parenthetical), this setting dictates where the text of the paragraph begins.
- **Text Column** is where the text begins after a Q or A. For example, if you want the Q symbol to appear five spaces in and the body of the question to start ten spaces in, you would set Text Column to 10. (Indentation would be 5.) For Speaker, leave this at 2; for all other paragraph types (including continuation paragraphs for question, answer, and speaker) leave it at 0.

The text box at bottom right gives you a graphical representation of what the paragraph will look like.

Advanced Settings

The **Advanced** button takes you to the [Advanced Paragraph Data](#) 411 dialog, where you can make other changes to the behavior of the selected paragraph style.

VISUALIZERS:

- [B2a - Paragraph Setup](#)
- [B3 - Ruler](#)
- [B3a - Wizard Adjusts Paragraphs](#)
- [B4 - Current v Master](#)
- [B5 - Fixed Paragraphs](#)
- [C3 - Label Changes](#)
- [C4 - Paragraph Behavior](#)

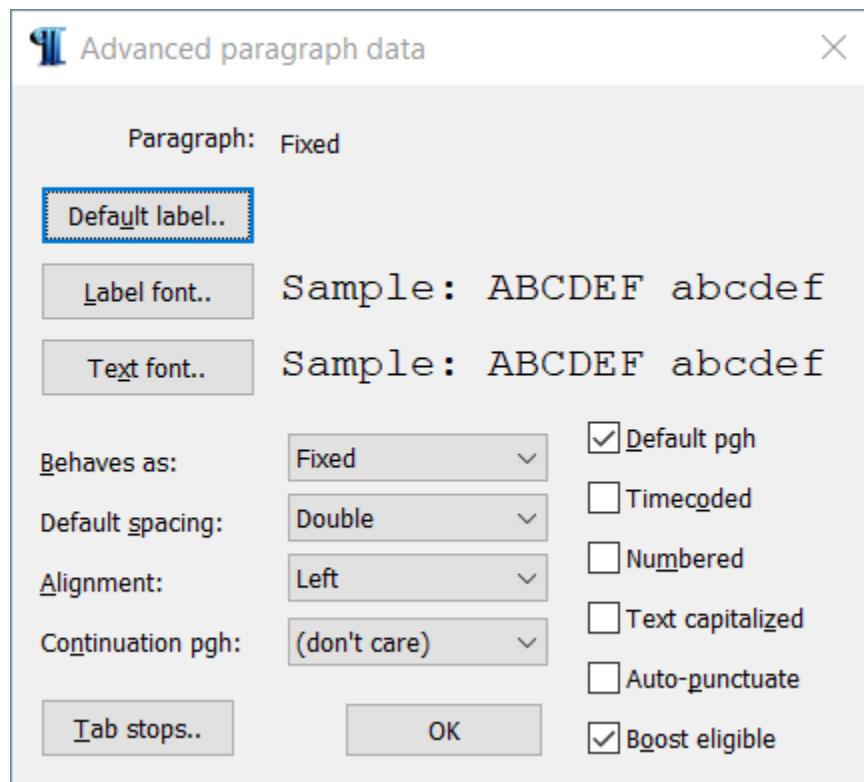
14.4.1 Advanced Paragraph Data



Advanced Paragraph Data

RELATES TO: [Paragraphs tab](#) [408]

This dialog allows you to control advanced behavior for paragraph styles. To get here, select the paragraph style you wish to work with from the **User settings/Paragraphs tab** [408], and then click the **Advanced** button.



The **Paragraph:** text at the top of the dialog tells you which paragraph style you are working with.

The **Default Label** button allows you to select a different label for this paragraph style. This is commonly used to change the appearance of Q and A symbols. Clicking this button will open the [Paragraph Labels](#) [418] dialog.

Label Font and **Text Font** allow you to assign a specific font to this paragraph type only. Click the button to open the [font dialog](#) [900]. (To change the printing font for all paragraph types, use the [Main Font button](#) [397] on the [Document tab](#) [396].)

The **Behaves As** list box specifies a general category for this paragraph type. The possible paragraph types are Fixed, Question, Answer, Colloquy, Parenthetical, Header, Footer, Normal, and Case Caption. A paragraph's behavior dictates the types of automatic functions Eclipse will perform on it. (For example, Eclipse will end an answer paragraph with a period if no manual punctuation is given.) For details, see the Reference Guide in the *Eclipse User Manual*.

Default Spacing can be set to Single or Double. This is a default setting, you can always change the spacing for a specific paragraph by using the [Single Space/ Double Space](#) [965] commands.

Alignment can be set to Left, Center, Right, or Justified. Left is the default for most paragraph styles.

Continuation Paragraph controls the paragraph style you get if you use a [New Paragraph \(Ctrl+P\)](#) [320] command, or an {N} dictionary entry. Select the style that is a most appropriate continuation for this type. For example, a "Question" paragraph will be followed by a "question subparagraph."

If **Default Pgh** is checked, this is the paragraph style you will get by default when you [create a new text file](#) [952]. Only one paragraph style may be designated as default.

If **Timecoded** is checked, this paragraph style will receive timecodes, if you are using one of the "selected paragraph types" options in [Timecode Setup](#) [398].

If **Numbered** is checked, this paragraph style will be numbered, if **Number Selected Paragraphs** is checked in [Advanced Document Settings](#) [402]. Details on [Numbered Paragraphs](#) [412] page.

If **Text Capitalized** is checked, the text of this paragraph will print in all caps.

Auto-Punctuate enables [temporary default punctuation](#) [881]. If you have dictionary entries like "do you{>?}" and Auto-Punctuate is checked, Eclipse will use the information in the dictionary entry to try to determine the appropriate terminal punctuation. If this is not checked, or if you do not have any dictionary entries like this, automatic punctuation is simply based on the paragraph style (question mark for Question, period for Answer, etc.)

The **Tab Stops** button will open the [Tab Stops dialog](#) [416], where you can assign tab stops to this paragraph style.

VISUALIZERS:

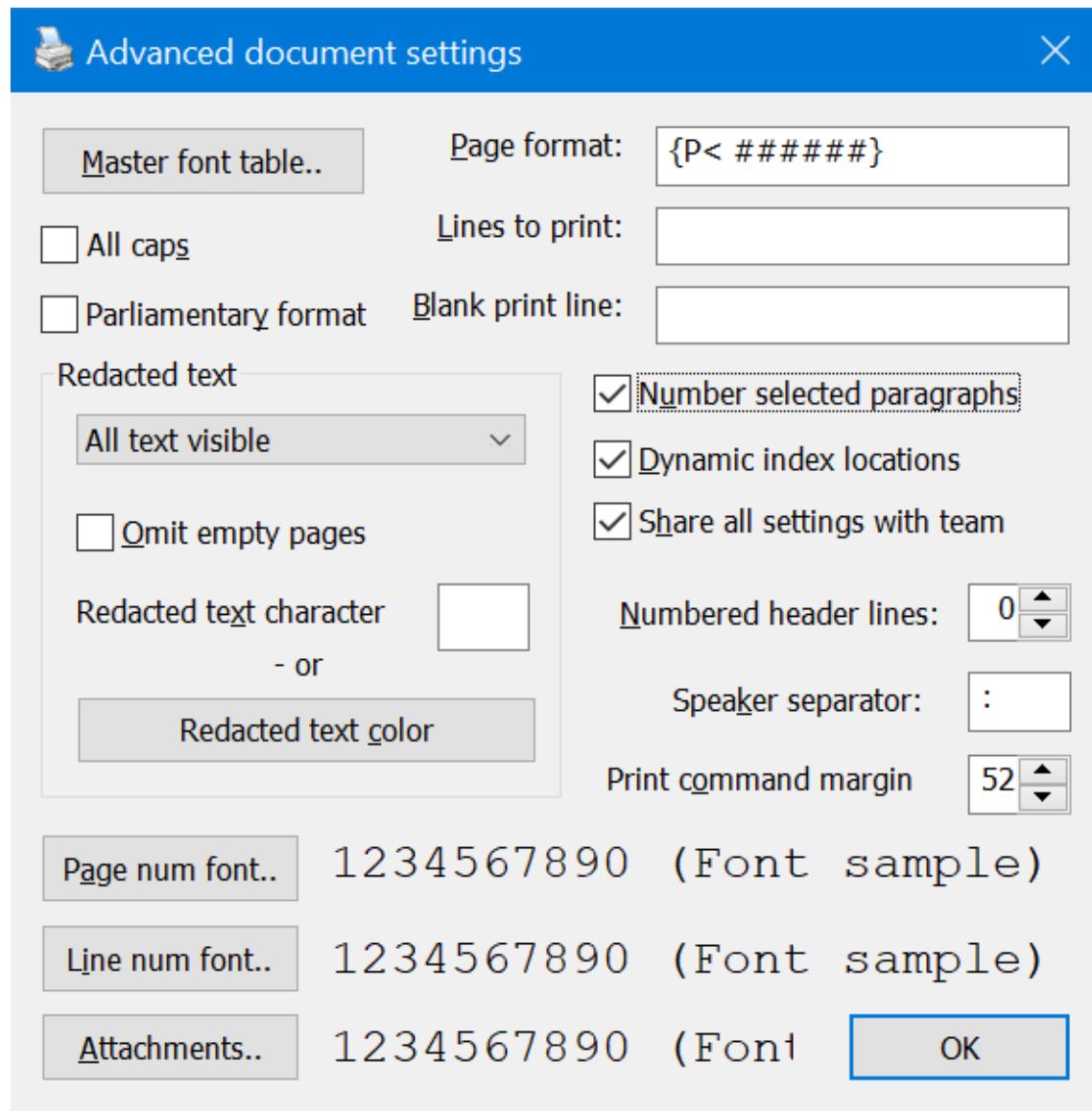
[C3 - Label Changes](#)

[C4 - Paragraph Behavior](#)

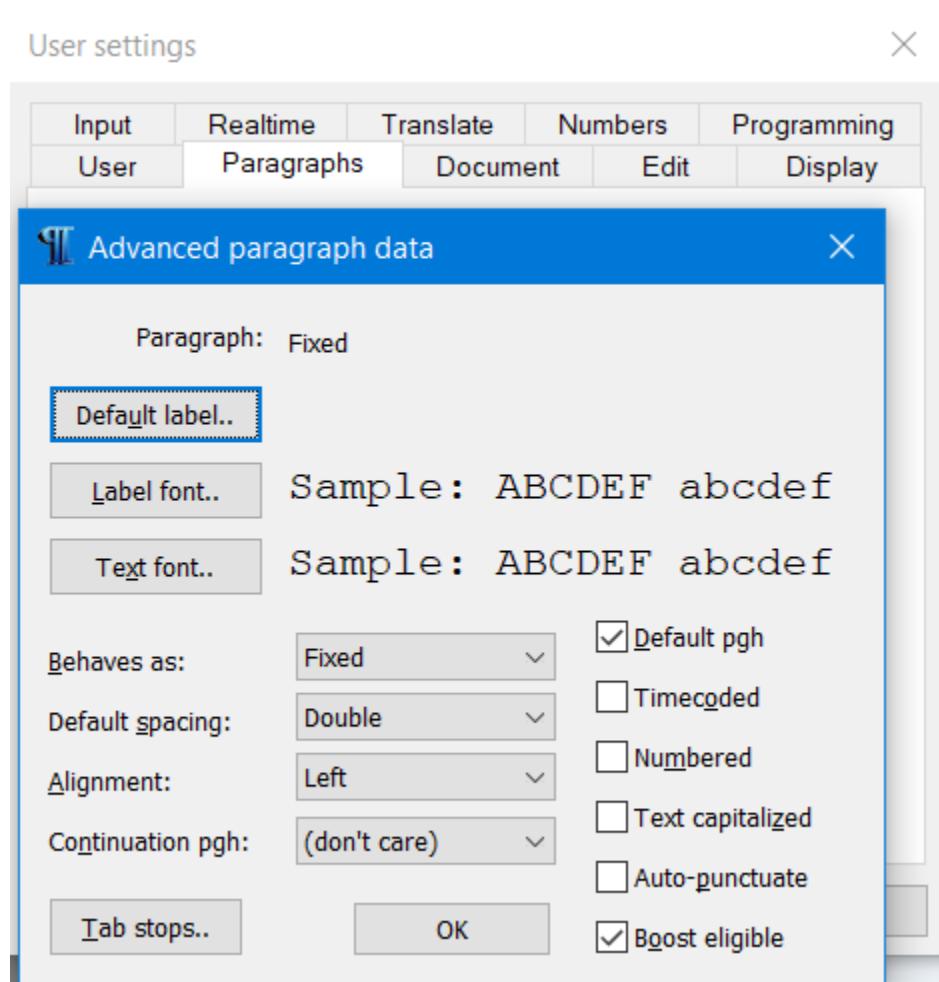
14.4.1.1 Numbered Paragraphs

Numbered Paragraphs

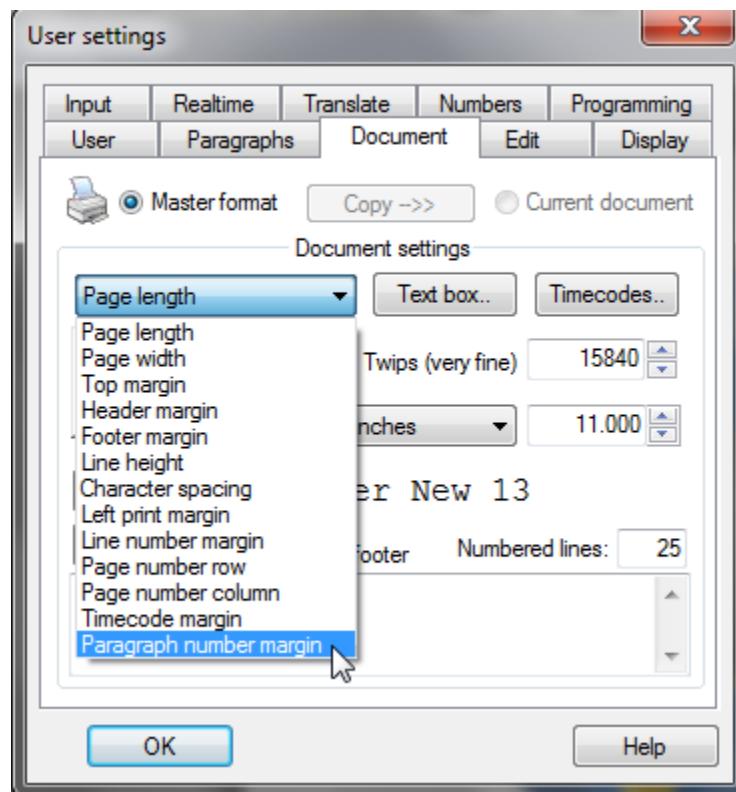
To sequentially number all paragraphs of a particular type, in **User Settings/Document/Advanced document settings**, mark the **Number selected paragraphs** checkbox.



You determine which paragraph types to number by selecting **Numbered** in **User settings/Paragraph/Advanced**, which opens the **Advanced paragraph data** dialog.



You can control the position of paragraph numbers by selecting [Paragraph number margin](#) 412 under the **User settings/Document/Document Settings**.



Special formatting for paragraph numbers

The page number format function includes two syntaxes for special formatting. The pipe sign | is used to separate the page number format and the paragraph number format, and the letter "N" is used to indicate the paragraph number, rather than the page or volume number.

For example, your page format could be

```
{P< #####} | {N< #####}
```

This would give you right-aligned page numbers, padded to five characters, and right-aligned paragraph numbers, padded to five characters.

A more demonstrative example might be this:

```
Vol. {VR###}, Pg. {P###} |
{Nr< #####}
```

The volume number would appear with a text leader as non-padded capital roman numerals, followed by the non-padded page number in decimal digits ("Vol. IV, Pg. 123") and the paragraph number will appear as lower-case roman numerals padded to the left to eight characters (" xvii")

If you do not have a paragraph number format specified, the paragraph numbers will show up as left-aligned numbers.

Resetting paragraph numbers

If you want reset your paragraph numbers (begin with a number other than 1, for example), use the New Paragraph Number print command.

1. Open the **Print Command** dialog (Alt+N).
2. Select **New Paragraph Number** from the list.
3. In the **Value** field enter the number with which you want the renumbering to begin.
4. Click **OK**. Your questions should now begin numbering with the number you entered in the Value field.

Note that paragraph numbering must be turned on in **User Settings/Document/Advanced** before you will see paragraph numbers. This print command only resets the numbers; it doesn't turn paragraph numbering on.

14.4.1.2 Continuation Paragraphs

Continuation Paragraphs

For some paragraph types, you may want to define a format for additional paragraphs within that type.

For example, if an Answer paragraph contains more than one paragraph grammatically, the second and subsequent paragraphs would have the format of answer Paragraph. By setting up formats for continuation paragraphs, you avoid having to set the formatting manually.

Continuation paragraphs are used when you hit Ctrl+P (new paragraph) or use {N} in translation.

To select the continuation format for a paragraph type:

1. Go to **User Settings/Paragraphs**.
2. Select the format for which you want to select a continuation paragraph, and then click the **Advanced** button.
3. In the **Continuation pgh** field select the format that you want from the drop-down list.
4. Click **OK** to accept that change and return to the **Paragraphs** tab. Then click **OK** again to save the format.

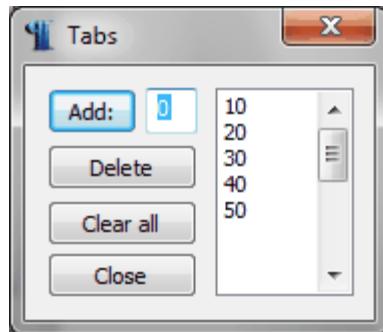
14.4.1.3 Tab Stops



Tab Stops

RELATES TO: [Advanced Paragraph Data](#) 411, [Working With Indexing](#) 511.

Use this dialog to assign tab stops to a paragraph style. To get here, select the desired paragraph style from the [Paragraphs tab](#), click Advanced, and then click Tab Stops from the [Advanced Paragraph Data](#) dialog.

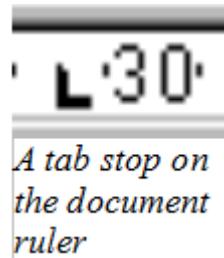


To add a tab stop, type the number of the tab stop into the text box, and then press Enter or click **Add**. All tab stops are in terms of characters; a setting of 35 would mean 35 characters in from the left margin.

When you add a tab stop, it will be automatically placed in numerical order with the others. For purposes of [indexing](#), tab stops are numbered starting with the left-most (lowest) one. In the above graphic, tab stop 1 would be 35, tab stop 2 would be 40, tab stop 3 would be 45, and tab stop 4 would be 50.

To remove an existing tab stop, select it and then click **Delete**. You may also delete all existing tab stops for this paragraph style by clicking **Clear All**.

You can also adjust, add, or delete tab stops for a paragraph format using the ruler bar in the document window.



Position the cursor in a paragraph with the format whose tab stops you want to change, and then click-and-drag the tab stops on the document ruler. Changes affect the tab stops for the paragraph format in the current document only.

These changes are also reflected in your **User Settings/Paragraph** tab for the current document. (Changes do not affect your Master Format settings.)

To add or delete tab stops using the ruler bar, click anywhere on the ruler bar to add a tab stop at that spot. You can click-and-drag tab stops off the ruler bar to remove them. These changes apply to the paragraph format for the current paragraph.

While it is possible to use tab stops at the beginning of a paragraph to indent the text, the better way to indent a paragraph is to create a special paragraph type or use one of the style paragraphs and change the indentation value.

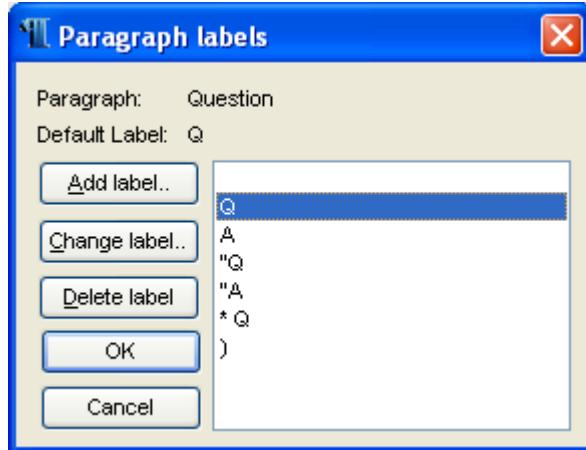
14.4.2 Paragraph Labels



Paragraph Labels

RELATES TO: [Advanced Paragraph Data](#) [411],
[Paragraphs tab](#) [408]

Use this dialog to set your paragraph labels. To get here, select the desired paragraph style on the **Paragraphs** tab of **User settings**; click the **Advanced** button to open the [Advanced Paragraph Data](#) [411] dialog; then click **Default Label**.



The **Paragraph**: text tells you which paragraph style this change will affect. The **Default Label**: text tells you which label is currently selected.

To assign a different label, select it from the list of labels at right.

To assign a label that is not in the list, you can either click **Change Label** to change the existing label to what you want, or click **Add Label** to add a new label to the list. You will be prompted to type the new label.

Note: entering a new label will not automatically assign it to the paragraph style. After creating it, make sure you select it before exiting this dialog.

You can also delete a label from the list by selecting it, and then clicking **Delete Label**.

Text types for Paragraph labels

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

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

For existing or translated paragraphs, if you block mark a sequence of text and use the **Format/Text type** function, and that text includes a paragraph label, that label will acquire the selected text type. This also works if you place the cursor on the paragraph label by hitting home twice and use **Format/Text type**.

You can also set the text type by using the Paragraph bar button, or by hitting **Home** twice, then hit **F8**. The **Paragraph data** dialog opens. Hit the **Text type** button to open the **Pick one:** dialog where you can change the label's text type.

Putting the cursor on a paragraph label and hitting the text properties function will show the description of the text type just as it would for regular text.

If a paragraph label (such as a Q, A or Speaker name) is set to a text type other than "translated" it will show up on the screen in the text type color. Otherwise, it will show up in the Q/A/Speaker paragraph label color.

You can set a paragraph label to a text type that is relevant for printing or ASCII. For example, if you set a paragraph label to redacted type, it will appear with the substitution character such as XXX or the black bar.

A paragraph inside a conflict such as \{S:MR. EUFPLT\}\{\&I\} will show up as conflict text type both in translation and when selecting the conflict in editing.

The scan forward/backward commands such as **Ctrl+T** will stop on paragraph labels if they're set to appropriate text types, such as untranslate, conflict, or if scanning to scopist text and the scopist has manually inserted a paragraph.

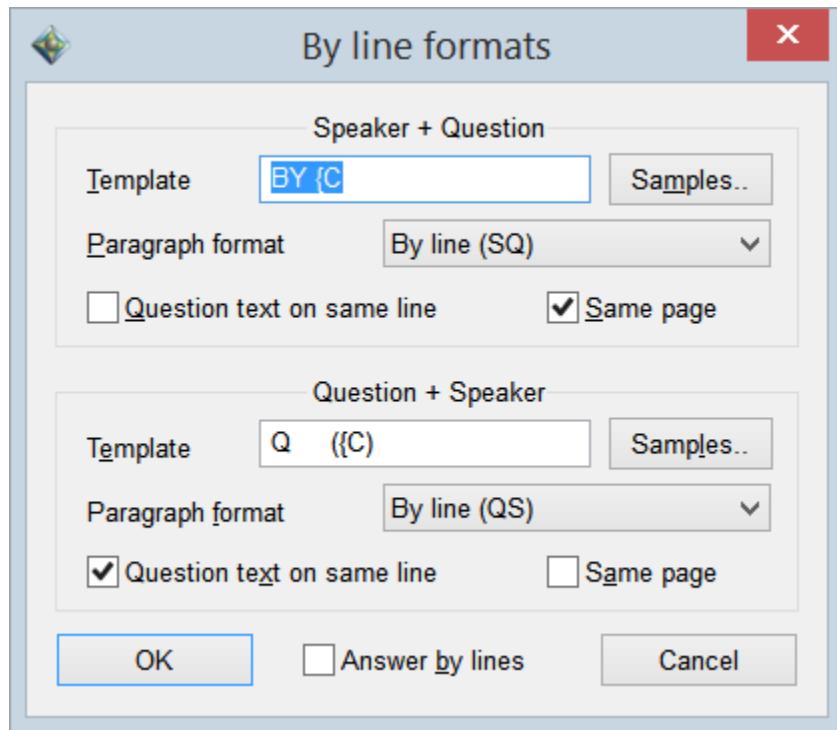
14.5 By Line Formats



By Line Formats

RELATES TO: [Edit Tab of User Settings](#) [280]

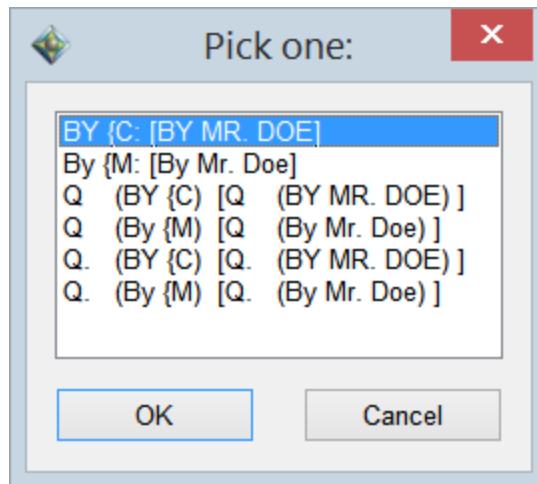
During translation, by-lines are automatically generated when a Q symbol is adjacent to a speaker identification. The **By line formats** dialog allows you to change the appearance and behavior of by-lines. To open the dialog, go to **User settings/Edit** and click the "**By**" formats button.



There are two sets of by-line formats available: Speaker+Question and Question+Speaker. This allows you to have two different looks for your by-line in the same transcript, by writing the speakername and the Q symbol in a different order. However, most people just use the Speaker+Question by-line.

The **Template** box dictates the text of the by-format itself. The code {C will insert the speaker name in ALL CAPS. {M will insert it in mixed case. Any other text will appear as is.

The **Samples** button will open a dialog with the most common by format templates that are used. You can choose one from the list, or use the examples for guidance and inspiration to create or customize your own.



The **Question Text On Same Line** checkbox will keep the question on the same line as the by-line template. Uncheck this for by-lines in the previous example, where the "BY MR. SMITH" is on the first line and the question is on the second. (Note: for Question+Speaker by-lines, this must be checked. For Speaker+Question by-lines, it is optional.)

Writing {S:MR. SMITH}{Q} will produce the following results:

Template	Question Text On Same Line	Result
BY {C:	Off	BY MR. SMITH: Q. What?
BY {M:	Off	BY Mr. Smith: Q. What?
Q. (By {C:)	On	Q. (By MR. SMITH) What?
Q. (By {M:)	On	Q. (By Mr. Smith) What?

Any other arrangement is possible, by typing the desired text of your by-line, and placing {M or {C where the speaker's name would go.

Other Options

The **Same Page** check box will keep multi-line bylines on the same page, by automatically inserting a [conditional page break](#) 333 above each one. This is useful if you are not using the Question Text On Same Page option.

The **Paragraph Format** drop down list allows you to select the style of the paragraph that is generated when a by-line is formed. It is recommended that you leave these items at their default settings of By line (SQ) for Speaker+Question by-lines, and By line (QS) for Question+Speaker by-lines.

By the way, if you want to change indenting, wrapping, and other paragraphing behaviors of a by-line, just change the settings for that paragraph style on the [Paragraphs tab](#) 408.

Answer By-Lines will produce by-lines anytime there is an Answer adjacent to a speaker name. Answer by-lines will behave the same as regular by-lines; the only difference is that A will appear instead of Q.

Setting page breaks with speaker labels

In **User settings/Edit/"By" formats**, you can choose either the **Question text on same line** or **Same page** checkbox.

If you want the text of the by line paragraph to begin on the same line as the by line, mark the **Question text on same line** checkbox.

To keep the By line and text on the same page, mark the **Same page** checkbox.

Inserting By-Lines During Editing

The by-line templates are applied during translation, any time you write a speaker ID followed by a {Q}, or vice versa. You may also insert a by-line during editing, with one caveat: the Q or speaker name must already be present, and there must be some other text in the paragraph.

For example, if you have this:

6	Q	Have you ever heard that phrase?
7	A	Yes T have

You can convert this to a by-line by inserting a speaker ID (via F2, as usual) right before the Q symbol. To do this, move the cursor to the end of the previous paragraph before inserting the speaker. Since the speaker ID precedes the Q, it would follow your rules for a Speaker+Question by-line.

If you have a standard colloquy paragraph and wish to convert it to a by-line, this can be done by inserting a Q symbol (via F3) at the very beginning of the paragraph text:

6	PLAINTIFF'S ATTORNEY:	Is that a yes?
7	A	Yes I do

If there is no existing text, inserting a speaker name next to a Q will not produce a by-line.

If you are not using the Question Text on Same Line option, you may also manually insert a by-line by using the **Insert New Paragraph**  (F8) command. Select "By-Line (SQ)" from this list of paragraph styles. You will be asked to **select the speaker's name** ; this will generate the by-line. You may then insert the Q symbol as usual (with F3).

Changing The Speaker's Name

If a by-line has an incorrect speakername, you can change it the same way you change regular speaker IDs, via the [Speaker dialog](#)^[236].

By-Line Dictionary Entries

By-lines do not require special dictionary entries. You need only write one of your existing speaker IDs, adjacent to a {Q} symbol, to generate one.

Automatically resume by-line insertion

An option under [User settings/Translate](#)^[227] will automatically **Insert missing BY lines**. Here's how it works:

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.

Note that 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 remove the QS by format template from the settings under [User settings/Edit/"By" formats](#).

Automatic BY format always applies after a speaker or parenthetical is written no matter what other paragraphs intervene. For example, if you have:

Q. Did you?

MR. SMITH: Objection.

THE COURT: Overruled. Go ahead and answer

A. Yes, I did.

Q. And when did you?

there should be a BY format associated with the second question.

A parenthetical always triggers BY lines and answer to witness features. For example, if you have a question, then an answer, and then a parenthetical paragraph, if you then write a question the system will automatically put a BY line before it (if you have the automatic by line feature turned on.) If you write a question, then an answer, then a parenthetical statement, if you then write an answer it will change to THE WITNESS or whatever you have entered into the setting under [User settings/Translation](#).

VISUALIZERS:

[E4b - By-Lines](#)

[C4 - Paragraph Behavior](#)

[E4bb - Insert Missing By-Lines](#)

14.6 Document Margins

List of Document Margins

RELATES TO: [Document tab](#)  [396].

In the top left-hand corner of the **Document settings** area on the [Document tab](#)  [396], 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](#).

14.7 Headers and Footers



HEADERS and FOOTERS

RELATES TO: [Print Commands](#), [Document Tab](#), [Multi-Page Print Options](#).

You may want your transcripts to have headers, footers, or both. Headers and footers can be inserted multiple ways, and you have options available for each.

Headers

Headers can be inserted into a transcript via a [Print Command](#) (**Alt+N**) or by [inserting a new paragraph \(F8\)](#). Either action will insert a Header command into the transcript. A space will open up in your document, and an "H," for "Header," will appear as the paragraph format for the new paragraph. Type the text of your desired header into the command.

If you are in WYSIWYG mode when you insert the print command, you will be taken out of it to enter the header text.

When you insert a header into a transcript, that header will be in effect from the page the command is on, through the end of the document. This allows you to have multiple headers within a document (if your header is the name of the deponent, for example). Unless the Header print command is placed at the top of the page, the header will not begin printing until the next page.

You will be able to see the header above Line 1 in the Eclipse display, unless you have [Page Boundaries](#) set to None or Compact. When placing your headers for the first time, you may wish to use [WYSIWYG mode](#), which will allow you to see the actual margins on your computer screen.

To insert a multi-line header, use the [New Paragraph \(Ctrl+P\)](#) command. A second header command will appear. Type the header into it as you did the first line.

Placement of the header on the printed page is controlled on the [Document tab](#), from the [list of document margins](#) at top left. The settings relating to headers are **Top Margin** (distance between top of the page and the header) and **Header Margin** (distance between header and Line 1).

To remove a header from part of a transcript (such as the title pages), you can insert a header with no text in it, or use an [Omit print command](#) [334].

To edit an existing header command, [search for it](#) [295], and then edit it as desired. You can also delete an existing header command by using [Delete Line \(Ctrl+Y\)](#) [293].

If you want your header to appear on Line 1, go to [Advanced Document Settings](#) [402], and set **Numbered Header Lines** to 1. If you use a **Numbered Header Line**, you must make one additional setting on the [Document tab](#) [396] to ensure proper spacing. Go to the [list of document margins](#) [396], and set **Header Margin** to twice the value you are using for **Line Height**.

If you want a two-line header to occupy Line 1 and Line 2, set **Numbered Header Lines** to 2, and [insert a two-line header](#) [425]. **Numbered Header Lines** of 3 or more are also possible.

You can control the behavior of headers in a [multi-page printout](#) [549], in the [Multi-Page Print Dialog](#) [550].

Putting the current speaker name in the header

You can use {C or {M in the header (just like BY formatting.) The last speaker name seen will be inserted in place of those characters.

Note that these header commands are inserted as part of the printing/display routines, but the alignment calculations are based on there being only two characters there, so they may throw off centered headers by a few characters. You can adjust for this by padding the header on the right side with a few spaces to help even it out.

Putting the current timecode in the header

Putting {T in the header (no closing brace) will insert the current timecode in the header in place of those two characters.

Putting page, line and/or volume numbers in the header

Putting {P {L and {V in the header or footer (no closing brace) will insert the current page, line and/or volume number in place of those two characters. Note that the page number row and column in the user settings should be used in most circumstances, while this method is for those rare instances when you wish to have the page number in multiple locations on the page.

Footers

Footers work the same as headers in all respects, with the following exceptions:

The [Document tab](#) [396] of **User settings** offers a **Default Footer** box, where you can enter a default footer. If you enter a default footer in your [Master Format](#) [394], this footer will be used in all documents, unless you insert a footer via **F8** or a print command. This allows you to have a default footer (such as the name and address of your reporting agency), and override it with a different footer if necessary. The default footer uses the Footer paragraph format, which can be changed in **User Settings/Paragraphs** tab. The vertical position of the footer on the page can be adjusted by selecting **Footer margin** in the **User Settings/Document/Document settings** drop-down list.

You can override the default footer by using the Footer print command.

The distance between the last numbered line and the footer is controlled by the **Footer Margin** setting in the [list of document margins](#) [396] on the [Document tab](#) [396].

There is no explicit setting for the distance between the footer and the bottom of the page, like there is for the distance between the header and the top of the page (Top Margin). The distance between the footer and the bottom of the page is what's left over after the **Top Margin**, **Header Margin**, and **Line Height** have been applied.

Numbered Lines (the number of lines per page) is also a factor. If you have too much or too little white space at the bottom of your page, you need to make changes to some of these items, especially **Line Height**. All these margin settings can be found on the [Document tab](#) [396].

If you are in WYSIWYG mode when you insert the print command, you will be taken out of it to enter the Footer text.

VISUALIZERS:

[B6 - Footers](#)

[B6a - Footer Adjustments](#)

14.8 Volume numbers

Volume numbers

If the job is more than one volume, specify the start of a new volume with the **New Volume Number** print command.

Go to **Insert Print Command (Alt+N)**.

Select **Volume Number** from the list.

In the **Value** field, enter the number you want to assign the volume.

14.9 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](#) 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](#) 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](#) 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](#), and then use the [Format Font](#) 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](#) dialog.

You can also assign fonts to different [paragraph types](#). 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](#), select the paragraph format to work with, click Advanced to go to the [Advanced Paragraph Data](#) 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](#), 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](#)

14.10 Text Box Setup

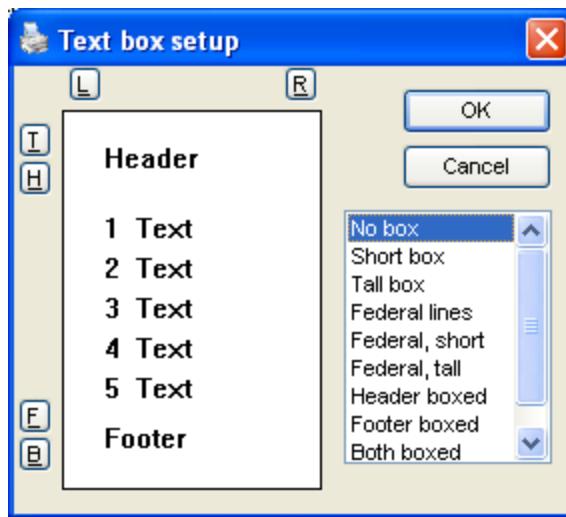


Text Box Setup

RELATES TO: [Document tab](#)

You can set up a default text box for all of your documents; by doing so you won't have to create the text box for every transcript that you do.

Go to **User settings/Document** tab and click the **Text box** button. Use the **Text box setup** dialog to activate, and change the appearance of, your text box.



Selecting A Starting Box

Select a starting box from the list of styles on the right. When you select a box type from the list, the preview window on the left displays the box's general appearance, allowing you to see left and right margin borders, and horizontal borders above and below both headers and footers. This will give you an idea what the box will look like relative to text in a transcript.

Alternatively, you can create a starting box by clicking the L, R, T, H, F, and B buttons that surround the graphic. Clicking one of these buttons will cycle through one line, two lines, and no line in that position. This allows you to create custom boxes.

To customize a standard design, begin by selecting single, double, or no lines for each border. For example, you may want a text box that only surrounds text (a short box), but which has a double line along the bottom. The buttons that appear around the preview area allow you to make this selection. The buttons are adjacent to the border they control and are labeled **L** (left rule), **R** (right rule), **T** (top rule), **H** (header rule), **F** (footer rule), and **B** (bottom rule). Each time a button is selected, its corresponding border is switched among single, double and no line.

After leaving the **Text box setup**, you will be able to edit the box directly from the document window by clicking-and-dragging to change the box's borders and using a right-click menu to change the line thickness.

When you have completed your selections for the default box, click **OK**. You will then return to the **Document** tab. Click the **OK** button to save the changes and return to your document (if you have one open). The selected graphics are applied to the active text file. The border graphics will also be applied to any new text documents you create, if you copy your selections to the master format.

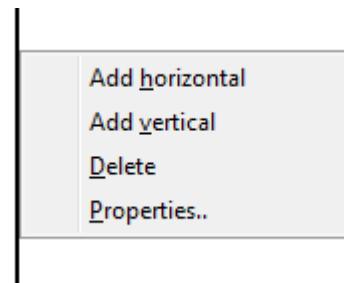
Positioning Box Lines

Once you have selected a box, you will be returned to the document. (If you are replacing an existing box, you will be asked to confirm your change, unless you [disabled the warning](#) 884.)

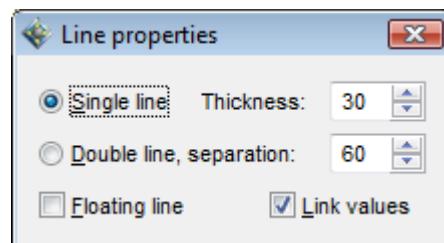
When setting up a box, you need to be in **WYSIWYG mode**^[114] for the box to be visible. Once you are in WYSIWYG mode, you can click-and-drag the box lines to place them in the proper position. To do this:

1. Position your mouse pointer on the box line.
2. Press the left mouse button. The line will turn blue.
3. Move the mouse. The position of the line will change.
4. When the line is where you want it, release the mouse button.

You can also work with box lines by right-clicking the line. You can delete or insert a line from the right-click menu.



Selecting Properties will take you to the Line Properties dialog, where you can also change the thickness of the line, or make the line float independent of the other lines.



To set the amount of space between a set of double lines, enter a number in the Double line, separation field to indicate the amount of space between the set of lines.

Measurement units are in twips to allow precise adjustment (1440 twips=72 points=1 inch). Because separation is measured from the center of each line, the separation value must be greater than the thickness value, or the two lines will merge. You can click-and-hold your mouse on a spin control for this field to watch the distance between the lines expand or contract in the WYSIWYG document display. You can also type a value in the field. The maximum separation for a double line is 255 twips.

To detach a line from the rest of the box (be able to move it anywhere without moving the other lines), select **Floating line**. Now, when you click-and-drag the border, the other borders of the box will not move.

If **Link values** is checked, any changes will apply to all lines. If not, they will apply only to the line you clicked. De-select this box to change the thickness of one line without changing the others, or increase or decrease the space between a set of double lines without affecting all of the borders.

Setting Up a Default Box

To set up a "default box" for use in all your transcripts, use the above steps to set it up in one transcript, and then [copy the Document tab to the Master Format](#). Be aware that this will copy all settings on the Document tab, not just the box settings; make sure that other aspects of the Document settings are consistent with what you want.

Repositioning a text box

Place your mouse pointer on the border that you want to reposition, then click-and-drag to move the line to the desired location. By default, if you move one border the others will adjust accordingly—moving one border will affect other borders (e.g. if you shift a top border up and to the right, the right border will lengthen and move to the right).

Line width

To set the width, or thickness, of the text box lines,

1. Right-click on a text-box border. A shortcut menu for boxes will appear.
2. Select **Properties**.
3. The **Line properties** dialog box opens.
4. If the change is to apply only to the selected line, uncheck the **Link values** box. If the box is checked, the changes apply to all lines in the box.
5. Enter a number in the **Thickness** field for the width of the line. Measurement units are in twips to allow precise adjustment (1440 twips=72 points=1 inch).

A typical "hairline" border is 15 twips. If you click and hold your mouse on the spin controls for this field, you can watch the border(s) shrink or expand in the WYSIWYG document display. You can also type the number that you want.

The maximum value allowed in this field is 1440 twips—a one-inch line.

Double line space

To set the amount of space between a set of double lines,

1. Right-click on a text-box border A shortcut menu for boxes will appear.
2. Select **Properties**.

3. Enter a number in the **Double line, separation** field to indicate the amount of space between the set of lines.

Measurement units are in twips to allow precise adjustment (1440 twips=72 points=1 inch). Because separation is measured from the center of each line, the separation value must be greater than the thickness value, or the two lines will merge. You can click-and-hold your mouse on a spin control for this field to watch the distance between the lines expand or contract in the WYSIWYG document display. You can also type a value in the field. The maximum separation for a double line is 255 twips.

NOTE: If you change the text box for the document in the **User Settings/Document** tab/**Text Box..** button, the border properties you have adjusted in the document window will not be retained—the selected text box will be recreated with default values.

To retain the settings, remember to **Copy** them from the **Current document** to the **Master format**

Changing a line without affecting the other lines.

You can change the thickness of one line without changing the others, or increase or decrease the space between a set of double lines without affecting all of the borders.

1. Right-click on a text-box border A shortcut menu for boxes will appear.
2. Select **Properties**.
3. Deselect **Link Values** if it is selected.

When **Link Values** is selected, any changes in the **Thickness** and **Separation** fields are applied to all borders of the box (**Separation** affects only double-line borders). When the **Link Values** checkbox is not marked

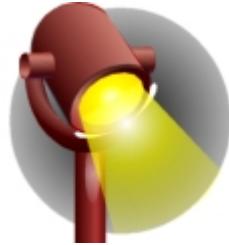
VISUALIZERS:

- [B7 Text Box.mp4](#)
[B7a Text Box Adjust.mp4](#)
-

15 Realtime

REALTIME

[Working with Realtime](#)⁴³⁷,
[Working with Realtime editing](#)⁴⁴⁶,
[Working with Realtime output](#)⁴⁷⁰



A realtime job is a job that is created while the steno machine is connected to the computer (as opposed to [reading](#)²¹³ and then [translating](#)²⁵¹ notes).

To do a realtime job, you must first select your writer and [COM port](#)⁸⁷⁰ on the [Input Tab of User Settings](#)²⁰⁸. 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](#)²⁵³ dialog, or with the [Instant Realtime](#)⁴³⁹ button.

Doing a transcript in realtime also allows you to [record audio](#)⁵⁸⁴, and/or send [realtime output](#)⁴⁷⁰.

For detailed Help, see the "Working with ..." files listed above.

15.1 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](#)²¹³ and then [translating](#)²⁵¹ notes).

To do a realtime job, you must first select your writer and [COM port](#)⁸⁷⁰ on the [Input Tab of User Settings](#)²⁰⁸. These choices are saved in your User Settings, so you don't have to select them each time.

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Doing a transcript in realtime also allows you to [record audio](#)⁵⁸⁴, and/or send [realtime output](#)⁴⁷⁰.

Hardware

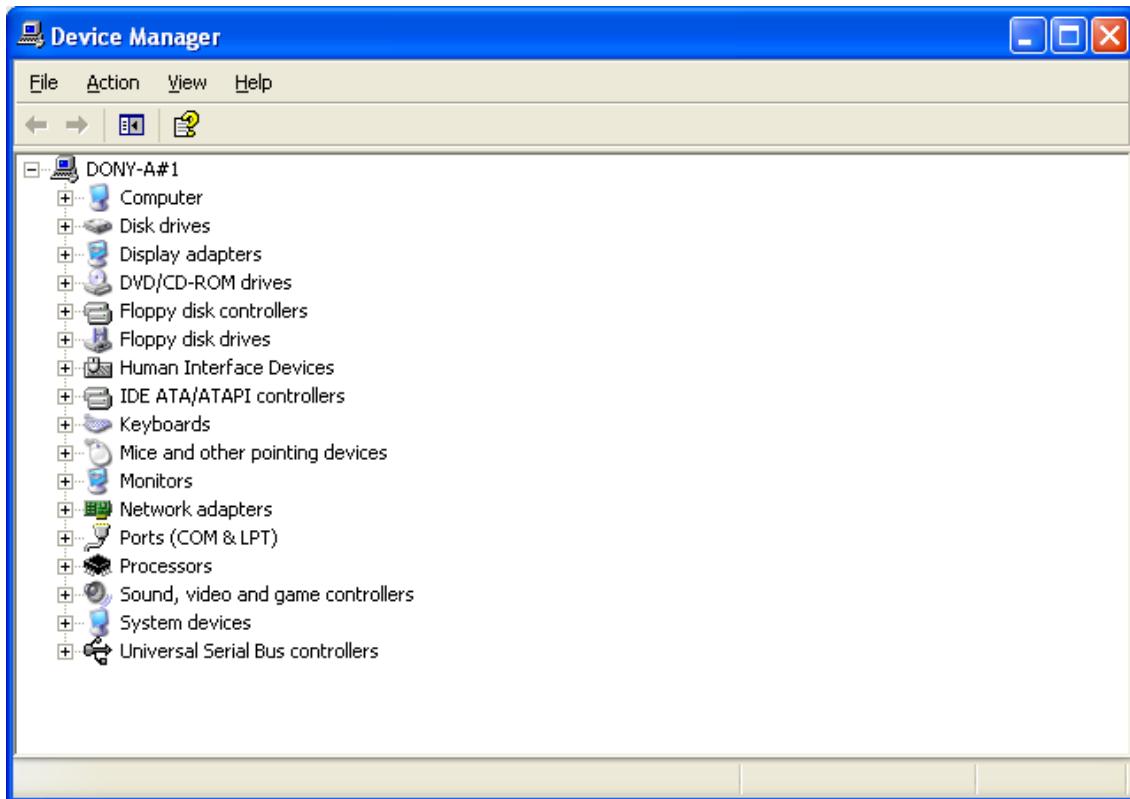
Most writer types require a COM port to do realtime. This is a nine-pin port that your writer physically plugs into.

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](#)

15.2 Instant Realtime



Instant Realtime

Num +

Production/Instant realtime



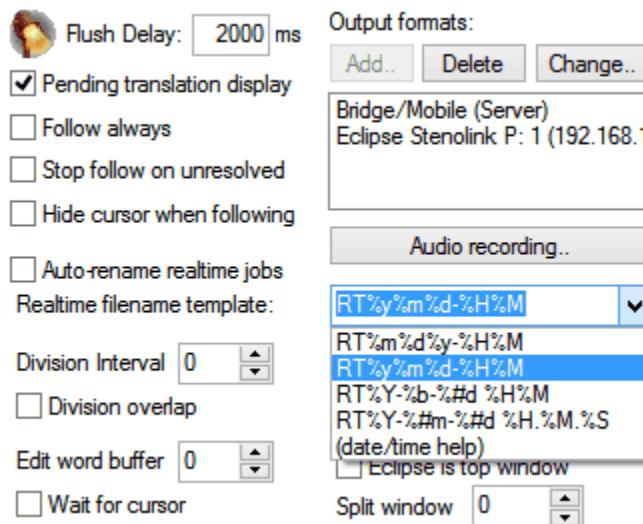
RELATES TO: [Working With Realtime](#) [437]

Production menu/Instant Realtime allows you to start a [realtime](#) [437] job very quickly. You need only click the **toolbar** button, or select it from the menu, and a realtime job will begin. (There is also a keystroke, the + key on the number pad, but this feature is designed with the mouse in mind. Click once, and realtime begins.)

When you start a realtime job with Instant Realtime, you will not have the opportunity to confirm or change settings on the [Translate Notes](#) [251] dialog, or on the [Input tab](#) [208] or [Realtime tab](#) [441] of **User settings**. Your existing settings will be used.

By default, the job will automatically be given a name like this: RT071606-1836. That is the letters "RT", followed by the date and time the job was begun (July 16, 2006 at 6:36 PM). If you want to give the job a more meaningful name, check [Auto-Rename Realtime Job](#) [442] on the **Realtime** tab of **User settings**, and you will be prompted to name the realtime job after you [stop translation](#). [274]

Also, the [Filename](#) [442] item on the [Realtime Tab](#) [441] allows you to specify a different default name. Because the realtime filename can use any of the time/date template commands the **Realtime filename template** item is a dropdown with sample templates. Also on the dropdown is a **date/time help** item that will immediately bring up the help page with the list of all of the templates and what they mean.



Note that in order for the "auto-rename realtime jobs" feature to work, the filename must start with RT and the third character must be a digit, which is why the templates are all set up with RT immediately followed by one of the day/month/year items in digit format. Keep that in mind when designing your own.

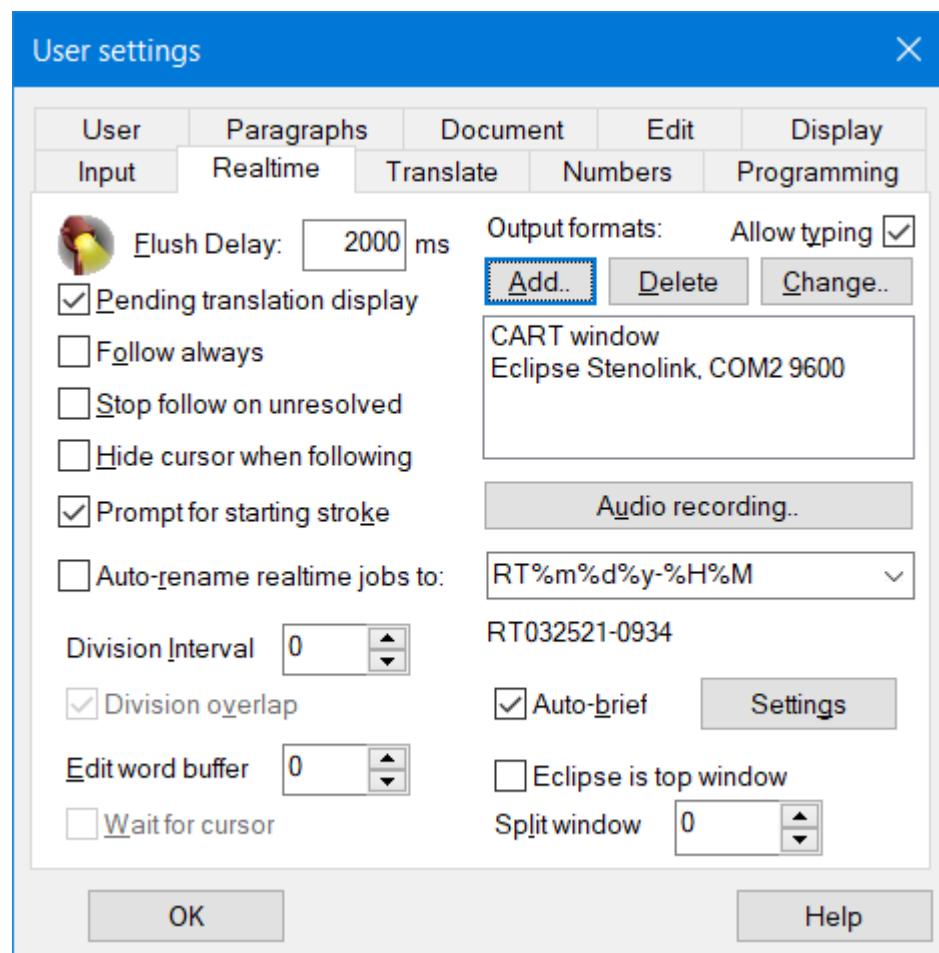
15.3 Realtime Tab



Realtime Tab

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

The **User settings/Realtime** tab contains settings related to realtime. It is also the place where you can set up and control [realtime output](#).



The **Output Formats** area at the top right, including the **Add**, **Delete**, and **Change** buttons, pertains to [realtime output](#). See the page on [Output Formats](#) for a description of these items.

Flush Delay^[475] is the amount of time the program will wait before translating a stroke. If you are attempting to write a two-stroke outline, you must write the second stroke within this amount of time, or Eclipse will consider them to be two separate one-stroke entries. This is measured in milliseconds: the default setting of 2000 is equivalent to two seconds. If multi-stroke words are translating as individual words, increase this setting.

Pending Translation Display has to do with the Flush Delay. If Pending Translation Display is checked, any translated steno that is being held by the Flush Delay will appear, in its dictionary syntax form, before the translation is applied. For example, if a question stroke is being held by the Flush Delay, you will briefly see the {Q} text. The Pending translation text appears in untranslate color, but does not use the untranslate background color, so be sure your untranslate foreground/background color is visible in comparison with the normal text color and the page background that you're using. (You can adjust them in [User settings/Display tab/Color selections](#)^[116.].)

If **Follow Always** is checked, the cursor will automatically jump to the bottom of the realtime job whenever a new stroke is entered. If you want to have a scopist editing at your computer while you are writing in realtime, you must turn this off. You can always force the cursor to follow by using a [Bottom of Text \(Ctrl+PageDown\)](#)^[287] command.

If **Stop Follow on Unresolved** is checked, the cursor will stop on any untranslate, unresolved conflict, or blank field. This makes it easier for you to edit your own realtime job during breaks; you don't have to [reverse scan](#)^[313] for things that need to be fixed.

Hide Cursor When Following will, as the name implies, make the cursor invisible when you are using the Follow Always feature. This is useful for CART, where you want the text to follow, but don't want the cursor to be visible.

Auto-Rename Realtime Jobs has to do with the [Instant Realtime](#)^[439] feature. If checked, you will have the opportunity to assign a meaningful name to any jobs you create with Instant Realtime. When you [stop translation](#)^[274], you will be asked to enter the desired name. All files of the job will be renamed. (If Auto-Rename Realtime Jobs is not checked, the job will simply keep the [default name](#)^[440].)

Alternatively, you can use the The **Filename** text box to specify a default filename for [Instant Realtime](#)^[439] transcripts. You can insert regular text and/or [time and date codes](#)^[343] into this text box to create a new format for default filenames. This allows you to create a desirable default name for Instant Realtime jobs, instead of having to autorename them each time.

Division Interval allows a scopist to edit the job in realtime via a network. If this is set to a number of a minutes above 0, a copy of the job will be saved that often, in the [Network folder](#)^[829]. Each file will have a time appended: if the job is called JONES, it would create files called JONES_1000.ECL, JONES_1015.ECL, JONES_1030.ECL, etc., in the Network folder. (This will likely create filenames of more than 8 characters; make sure your network can accept them.) A scopist with access to the network could scope these files individually and then use the [Block Read \(Alt+R\)](#)^[361] command to put them back together.

While this 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.

The Division Interval field is a job-sharing feature. For more details, see "[Working with a Scopist](#)"⁴⁴⁹.

Edit Word Buffer is a way to delay realtime output. If set to a number of words above 0, Eclipse will hold on that number of words before outputting them; this gives you an opportunity to perform any edit on the word before it is sent. This is useful when outputting to CIC programs that do not allow edits. (Note: if you are a [captioner](#)⁵⁹⁹, use [Flush Word Delay](#)⁴⁷² on the [Output Formats dialog](#)⁴⁷² instead.)

If you are using the Edit Word Buffer, and using a scopist, the **Wait For Cursor** option will prevent the buffer from being sent until the scopist catches up. This way, the buffer won't be sent until the scopist has had a chance to review it. It works like this: when the editor gets to the point where the highlighted text (which has not been broadcast yet) is the portion that should not go out, the editor should suspend the output, move the cursor past the text that should be skipped, and then resume the output, leaving it entirely independent of the steno. Also, note that skipped output does not prevent the text from being re-broadcast with the "apply edits" feature. The assumption is that the "apply edits" feature is disabled, since that feature is essentially mutually exclusive with the edit word buffer in the first place; you would never use both at the same time.

If you select [Auto-brief](#)⁴⁵² before you begin writing in Realtime, the system will watch what you write and will make up briefs for you on the fly. If it sees you write the same long word or phrase more than once, the second time you write it, Eclipse will suggest a brief.

If you check **Eclipse is top window**, any time a stroke translates in realtime, Eclipse will jump to the front of any other applications that are running and become the active program.

Split Window is another feature related to editing a job while in realtime. If set to a number above 0, the screen will be split, showing two views of the realtime job at once. The lower pane will follow the realtime job, but the upper pane will allow you to move the cursor to perform edits. This can also be done with [Window menu/Split](#)⁹⁹⁹. Enter a number from 1 to 100, indicating the percentage of the screen you want the LOWER panel to cover. For example, if you entered "50" into the split window text box, your upper and lower window would be shown at equal size. If you entered "70", your bottom window would take up 70% of your screen and your top would show 30% etc.

Audio Options

The **WAV Audio settings** area at bottom right offers options for the [recording of audio](#)⁵⁸⁴.

The **Compression** button allows you to select a different CODEC, or sound recording protocol. You will first choose a codec, hit **OK**, then select a sampling rate and hit **OK**. For most users, the default CODEC of "PCM, 11.025 KHz, 8 bit mono" will produce a quality recording, while also minimizing file size. You should only try a different CODEC if instructed to by Advantage Software technical support, or by your computer manufacturer. If your computer has more than one audio input device, you will be asked to select the desired device first.

When you first open this option, the default shows whatever device is selected in Windows as the default recording device.

The **Levels** button opens the Windows recording control. This allows you to adjust various volume settings for recording audio. You can also open this dialog by left-clicking on the waveform (or clicking on the realtime statistics window audio label). Refer to [working with audio](#)⁵⁸⁴ for more information.

Auto-Restart will automatically restart audio recording when you start writing on the steno machine. This allows you [stop recording](#)⁹⁷⁸, without having to worry about manually restarting it.

The **Auto-Pause** feature exists only for those reporters who are required to prove that their software can automatically pause recording, to prevent the inadvertent recording of off-the-record discussion. If set to a number of minutes above 0, the audio recording will automatically pause if no new steno is written for that number of minutes.

VISUALIZERS:

- [D2a Alt+T for Realtime.mp4](#)
- [D2a Instant Realtime.mp4](#)
- [D2 Translation Options Untrans.mp4](#)
- [D3 Pending Tran Split Window.mp4](#)
- [D3a Realtime Output.mp4](#)
- [D3a Realtime Output Buffer.mp4](#)
- [D5 Remote Scoping](#)
- [vG5 RT Kit.mp4](#)
- [E3a Auto-Brief.mp4](#)
- [D4d Multi-Channel Audio.mp4](#)

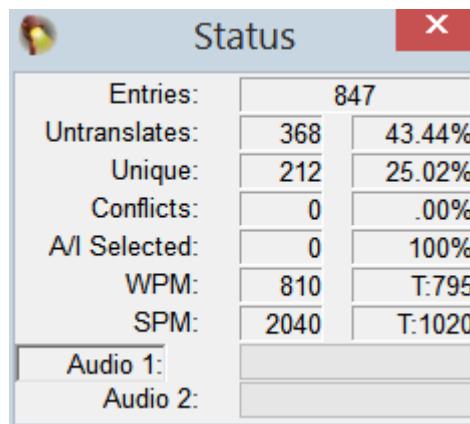
15.4 Realtime Status Window



Realtime Status Window

RELATES TO: [Working With Realtime](#)

When you are in [realtime](#), this window will show you your current statistics. To have the status window visible during Realtime, go to **View toggles** and check the **Realtime statistics** box.



The number of total entries, untranslates, conflicts, and AI-selected conflicts will be visible. Untranslates and both conflict statistics will also be reported as a percentage.

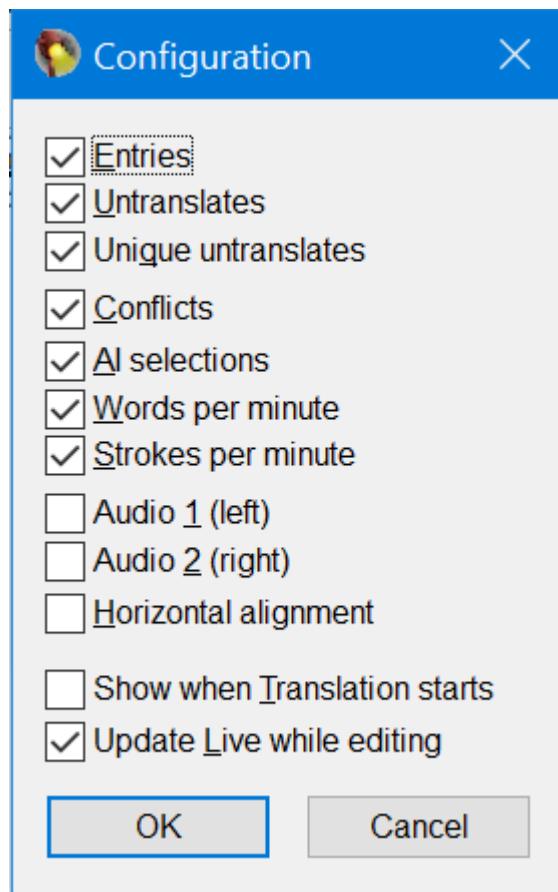
WPM is an estimated Words Per Minute.

SPM is estimated Strokes Per Minute.

The Audio 1, Audio 2 meters will show you the audio level of [sound recording](#). Normally Audio 1 is the main channel and Audio 2 is the second channel when recording in stereo. If you are a [voicewriter](#), Audio 2 is the level of your voice track, and Audio 1 is the level of your room track.

If you have selected **Waveform display** in **View toggles**, that will appear in place of the "audio 1" bar. Note that the "audio 2" bar, which is historically for stereo recordings and for voicewriting, will stay the same, because stereo is now disabled, and Dragon does not provide waveform data, just a level.

You can right-click the title bar to open the Configuration dialog, and select which options you want to display in the window.



The realtime statistics window may be resized and repositioned. It can be turned on or off from the [Window/View menu](#), or in the View toggles dialog.

15.5 Realtime Editing



Working With REALTIME EDITING

RELATES TO: [Realtime](#), [Assigning a Dictionary Entry to a Macro](#), [Macro Editor](#), [Realtime tab](#), [Edit Toggles](#).

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](#)⁴⁴¹, or via [Window menu/Split](#)⁹⁹⁹. 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](#)⁴⁴¹; 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](#)  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](#) .
3. Press a steno outline to select the [global type](#) , 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](#) .

- **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](#)

15.5.1 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](#) for each of your clients. Use the [Create New User](#) 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](#), the Main dictionary is a place to store [Main globals](#) 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](#) to merge the Edit dictionary with their Main dictionary. An easy way to accomplish this is to [open](#) the Edit dictionary, delete any unwanted entries, and then use [block read \(Alt+R\)](#) to merge the entire dictionary.

Job Dictionaries and Conflicts

If the reporter uses [conflicts](#) and works with a scopist, they must use the [Job dictionary](#) 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](#) [32] folder.

Tracking Changes

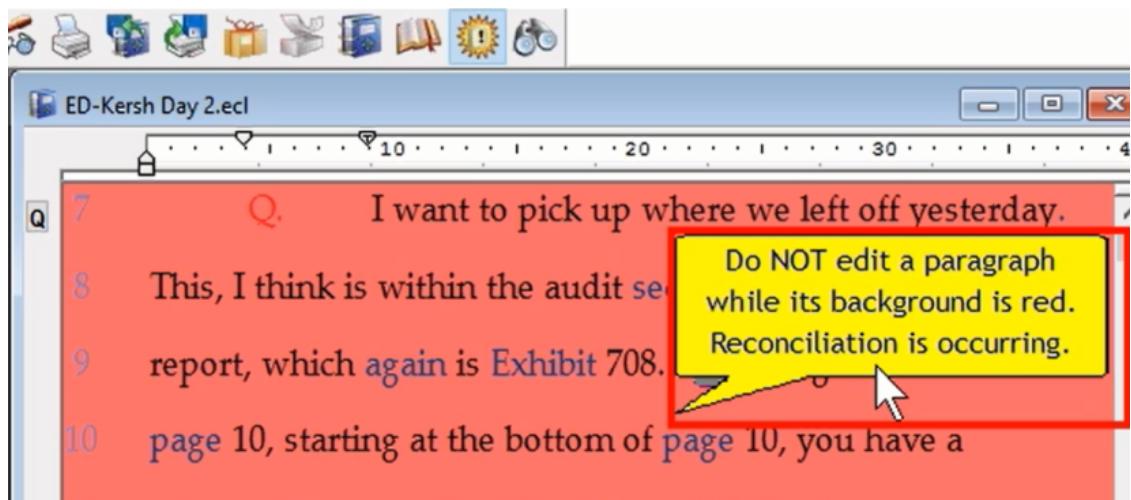
In the [Color Selections](#) [116] area of the [Display tab](#) [114], one of the choices is **Scopist Text Added on the Edit Station**. Any text added by the scopist will appear in this color. If you have additional editors working using Shared Editing, you can set a color for each using the 8 user-definable 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](#) [280]. 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](#) [484]. Details on using Connection Magic on a LAN are in the [Reference section](#) [653].

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](#)⁴⁴¹. 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](#)

15.6 Auto-brief

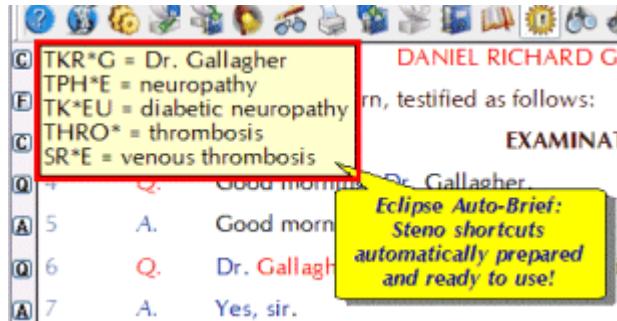


Auto-brief

RELATES TO: [Realtime](#),  437
[Auto-brief settings dialog](#),  457
[Auto-brief ineligible words](#),  756

Requested and Rejected Auto-briefs, Auto-brief Steno Theory

If you turn on **User settings/Realtime/Auto-brief**, the system will watch what you write, and when you write a long word in realtime, it will make up a brief for you.



If it sees you write the same long word or phrase more than once, the *second* time you write it, Eclipse will suggest a brief. There are two exceptions:

1. If a single word takes five or more strokes, Eclipse will suggest a brief immediately. Note that this will apply for words that are simply long dictionary entries, words created by adding prefixes and suffixes to a root, or even words that are fingerspelled using glue symbols, helpful in captioning and CART.
2. If you have chosen to use the included dictionaries of briefs from Mark Kislingbury, Ed Varallo, and Anissa Nierenberger, and you write a word that appears in one of the dictionaries you included, Eclipse will suggest it the first time you write the word.

Auto-brief basic features:

- automatically suggests briefs for long words or phrases you write during Realtime, and displays them in a window or in your info-bar
- fully customizable - choose how many suggestions and reminders of existing briefs you want to see, and other options in **User settings/Realtime/Auto-brief/Settings** 
- can be displayed in either a pop-up window, or the **Info bar**, or both.
- can use hints from experts, including Mark Kislingbury's dictionary of more than 90,000 one-stroke briefs
- lets you highlight a word and request  a brief
- temporarily saves briefs generated during your realtime job in AutoBrief.dix, so you can copy briefs you might want later into your job dictionary, before the AutoBrief.dix is cleared, which happens when you begin a new job
- saves briefs you actually use in your job dictionary

Normally, the auto-brief dictionary is cleared at the beginning of each realtime translation. Any briefs that you actually used during the previous session were copied to the job dictionary, but briefs that you didn't use would disappear.

If you wish to be able to go back and review all of the suggested briefs from the previous translation in case any of them might be useful, you can turn on the **User settings/Realtime/Auto-brief settings/Archive all suggested briefs** function. With that function on, at the end of each realtime translation, all suggested briefs will be copied to a jobname_AB.dix file for future review. Note that this dictionary will never be automatically included in any translation.

Auto-brief display options

Eclipse displays the briefs in the top-left corner of the editing window in a tip window similar to the one used by the Global Magic function.

You can resize the auto-brief window by selecting more or fewer briefs, and/or adjusting the font in the [Auto-brief settings](#)  dialog

The Auto-brief window can be moved and resized. You can click on the window anywhere and drag it wherever you like to reposition it. It remembers its position relative to the top-left corner of the job window, so if you move the job window, the auto-brief window will move as well.

You can also resize the auto-brief window by clicking and dragging the small black rectangle in the bottom-right corner.

Resizing horizontally will change the font size and make the font larger or smaller. The window will resize according to the new font size, and the end result should be close to the size you select.

Resizing vertically will allow more briefs to be visible, up to a maximum of 10 briefs. Note that if you make more or fewer briefs visible, the horizontal size of the window may change unexpectedly because as it resizes according to the largest brief that is visible, which may or may not be one of the briefs that is visible after increasing or decreasing the number of briefs that are visible.

The window will remain visible as long as your cursor is following in realtime. If you move up to the top of the screen, it will disappear out of the way, but it will reappear once you leave the top. If long briefs appear, the window will shift to the left to try to stay visible while making sure that nothing goes off the right side of the screen. If you have positioned the window so that it is not obscuring text, it will not auto-hide.

Auto-briefs in the pop-up window show in five colors, which you can define under the **User settings/Display/Color selections** setup. You can choose different colors for:

- **Suggested briefs** -- "normal" briefs suggested by the software automatically
 - **Reminder briefs** -- briefs that you already have in an active dictionary
 - [Requested briefs](#)  -- briefs that you specifically requested
 - [Hint briefs](#)  -- suggestions from Kislingbury and SUGGEST.dix
 - [Used briefs](#)  -- briefs you have actually used
-

The default color for Auto-briefs is colored text on a white background. Also, either a white OR black background for these colors is considered transparent, so it will simply show the color on whatever background is appropriate for the window that it's being displayed on.

How it works

Generally, Eclipse is looking for words or phrases that take at least three strokes to write and consist primarily of unusual words (it won't suggest a brief for "in the event" but it will suggest one for "Department of Internal Affairs" or "hydrodynamics.")

The brief Eclipse suggests will be generated automatically by attempting a large number of potential candidates based on your phonetics table and testing to make absolutely sure that it doesn't conflict with anything in any dictionary currently being used. You can be assured that if Eclipse suggests a brief, it is a stroke (or double stroke) that is not being used in any of the dictionaries currently being used by the translator.

It will attempt to find a one-stroke brief if possible. If it cannot, it will suggest a double stroke, such as TPO TPO for "photoelectric cells."

Briefs are usable immediately. The moment one appears in the suggestion window, you can start writing it. No other work is necessary.

If you actually write one of the briefs during the course of a job, that brief will be saved in your current job dictionary so that you can re-use in other translations, or if you need to retranslate a portion of the same file.

The brief suggestion window will display up to nine briefs at once by default. After that, the briefs will start to scroll off the window. However, they will still be active and you can still write them if you remember what they were. You can increase the number of briefs to be displayed in the [Auto-brief settings](#)⁴⁵⁷ dialog.

If you forget and write something out the long way for an already-created brief, it will show you the brief again, adding it back to the end of the brief window.

You can look up all of the briefs during a break by hitting F9 and opening the AutoBrief.dix file that will appear at the end of the list of dictionaries being used by the current translation.

If you delete an entry from the AutoBrief.dix, that brief will be removed from the auto-brief window if it's one of the entries still visible.

If you're using the auto-brief feature and you wish to force the system to give you a brief without waiting for you to write something twice, just mark the text you want a brief for using F7, and use the Add dictionary entry function.

Auto-brief ineligible words can be found under User settings/Programming [/Auto-brief ineligible words](#)⁷⁵⁶.

Plurals

Auto-briefs can detect plurals and suggest singulars. So, if you write a long word that is pluralized, such as "hydrodynamics", the auto-brief feature might suggest a brief for it. If it can detect that it's a pluralized form of a word (in other words, if it sees that "hydrodynamic" is a legitimate word), then it will suggest a brief for the singular version instead of the plural version.

If you have the **User settings/Translate/Integral pre/suf** feature turned on, then you will be able to write the integral prefix or suffix with the suggested brief. For example, if it suggests H*EU = hydrodynamic, you can write H*EUS to get hydrodynamics.

Saving your briefs

If you actually write one of the briefs during the course of a job, that brief will be saved in your current job dictionary so that you can re-use it in other translations, or if you need to retranslate a portion of the same file. The auto-brief entries are marked with an "AB" in the comment field. You can sort the dictionary by comment line, causing the auto-brief entries to cluster together so you can review them easily.

You can look up all of the briefs during a break by hitting F9 and opening the AutoBrief.dix file that will appear at the end of the list of dictionaries (in or below dictionary #9) being used by the current translation. If you delete an entry from the AutoBrief.dix, that brief will also be removed from the auto-brief window if it's one of the entries still visible. You can keep AutoBrief.dix open while you do Realtime.

Record of Brief reminder statistics

The REMIND.DIX file is a collection of all of the briefs you have been reminded about. Unlike the AutoBrief.dix file, which starts empty with every translation, this is a permanent record and you can consult it at any time.

If you see a reminder that is actually a mistake or slop stroke or old theory or other type of dictionary entry that you would like to remove, open the REMIND dictionary file and if an entry appears with no comment, it's a copy of an entry in your main dictionary. If it came from a job or special dictionary, that dictionary name will appear as the comment for that entry, making it easy to find and remove or repair.

Virtual realtime									
Stop Pause Next stroke									
		Steno	Text	Created	Modified	Used	#	Comment	
y	Ctrl+D	219: TPHEFD	in evidence	Tue May 22 10:3...	Wed May 23 00:...	Tue Jun 24 13:1...	1	KV	
y	Delete	220: TPH'Z	northwest	Tue May 22 10:3...	Fri Jul 24 17:40...	Wed Nov 8 01:1...	2	KV	
y	Enter	221: TPH'LT	until the time	Sat Jan 11 10:02...	Sat Jan 11 10:02...		2	EV AB	
	Alt+O	222: TPH'E	Nelda	Mon Dec 30 11:...		Sun Jan 12 10:0...	1	Eagan, Carolyn - CARLISLE	
	Shift+F11	223: TPH*EUPL	any of my	Fri Jan 10 07:51...	Sat Jan 11 10:01...		4	MK AB	
1+Shift+F	F7	224: TPHAULTS	analyst	Tue May 22 10:3...	Wed Oct 2 15:5...	Wed Oct 2 15:5...	2	KV	
	225: TPHAURBLGTS	analysts		Tue May 22 10:3...	Wed Oct 2 15:3...	Wed Oct 2 15:3...	2	KV	
		226: TPHAEURBLGTS	to make sure that	Sat Jan 11 10:02...	Sat Jan 11 10:02...		2	MK AB	
		227: TPHAB'BG	in that case	Tue May 22 10:3...	Tue Oct 13 19:1...	Thu May 30 14:2...	4	KV	
	F7	228: TPHAOUPL	numerous	Tue May 22 10:3...	Wed May 23 00:...	Fri Jan 10 11:20...	1	KV	

Note that the used "#" column in the dictionary records the number of times that you have been reminded of these briefs. Sorting this dictionary by the # column will therefore show you the brief forms you most need to work on memorizing in order to make your writing more efficient.

Auto-brief ineligible words list and Auto-brief steno theory

In the User Settings/Programming tab there are two features to help you further customize your auto-briefs: the Auto-brief ineligible words list and the Auto-brief steno theory option. For details on how to use these controls, see [Auto-brief Ineligible Words](#)⁷⁵⁶ and [Auto-brief Steno Theory](#)⁴⁶⁷.

Note that if your steno theory limitations make it completely impossible for the auto-brief feature to come up with a brief that fits the text, it will make a second pass with reduced rules. These "emergency briefs" will generally result in a double-stroke brief, which is better than none at all.

VISUALIZERS:

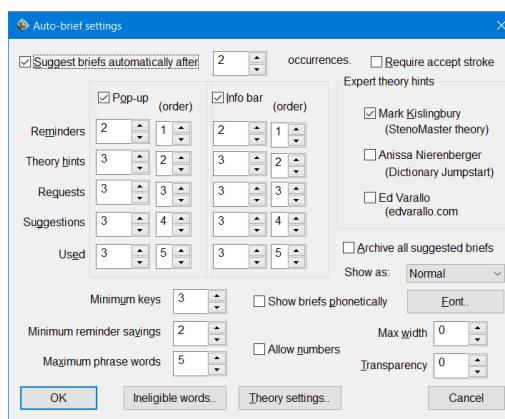
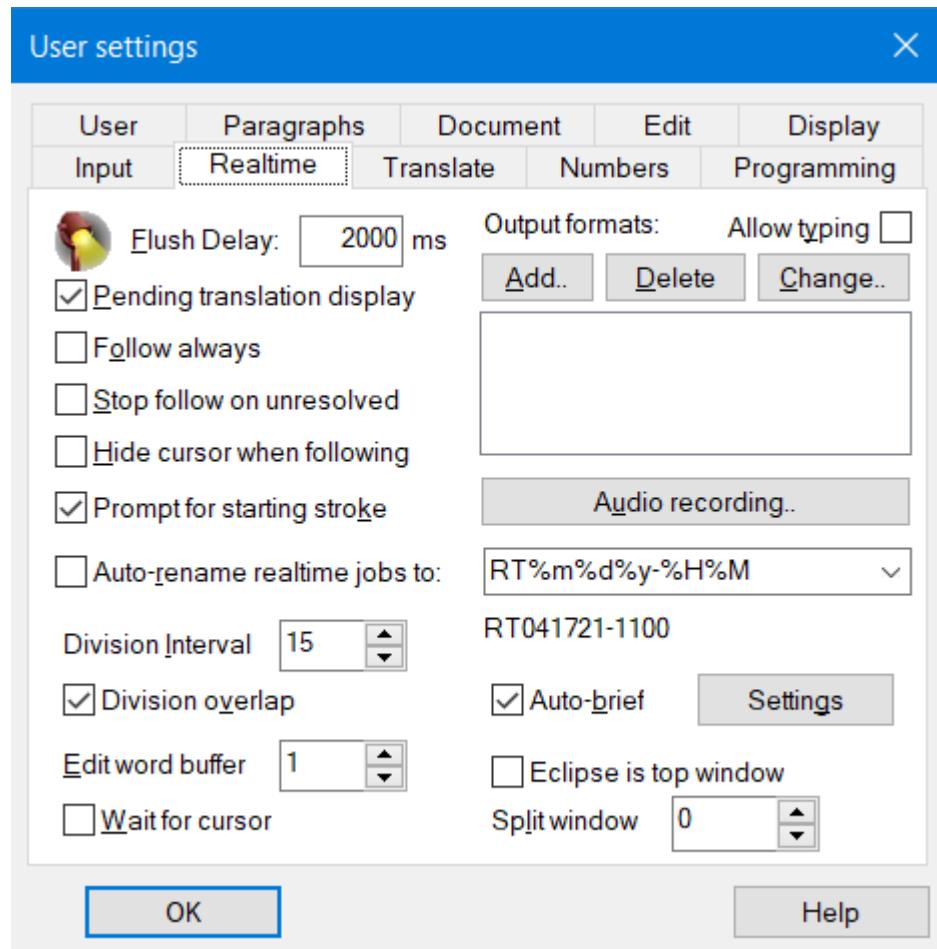
- [vE3a_Auto-Brief.mp4](#)
- [vE3a_Auto-Brief_Settings.mp4](#)
- [vE3a_-Auto-Brief_Customization.mp4](#)
- [vE3a_Auto-Brief_Display.mp4](#)
- [vE3a_Auto-Brief_Request_Reject.mp4](#)
- [vE3a_Auto_Brief_Remind-Suggest.mp4](#)

15.6.1 Auto-brief Settings dialog

Auto-brief Settings Dialog

RELATES TO: [Auto-briefs](#)⁴⁵²,
[Realtime](#)⁴³⁷.

In **User settings/Realtime**, next to the **Auto-brief** checkbox, there is a **Settings** button which opens the **Auto-brief settings** dialog.



- **Suggest briefs automatically** - This feature is on by default. Only turn it off if you never want Eclipse to suggest a brief that you haven't already used, or requested. You can choose how many times the word must appear before offering a brief for it. The default is to "Suggest briefs automatically after 2 occurrences."

- **Require accept stroke** - Turn on this feature if you want to use the brief-generating features of auto-brief, but you don't want to have the briefs be immediately active.

If you have this option on, the briefs that appear automatically in the brief window will NOT immediately available for use, so hitting the strokes indicated will behave normally. You can put an {ABACCEPT} entry in your dictionary to accept the last auto-brief. Hitting that entry will take the last brief in the list and copy it to your job dictionary, at which point, the brief will be active and will appear in the "Requested briefs" color.

If you wish to accept an entry that is NOT the last entry in the brief window, you will have to first remove any suggested entries below it in the window using the {ABREJECT} entry.

When you have the **Require accept stroke** feature turned on, and you right-click on an auto-brief in the pop-up window, a context window opens that includes **Accept**, which enables you to accept the suggested brief.

- **Pop-up window** and **Info bar** - These options let you choose to turn the pop-up window on or off, and to put the auto-briefs in the info bar. Since the info bar is so long, if you're using the info bar instead of the pop-up window, you can boost the maximum number of briefs shown in each category quite a bit more.

Note that next to each different type of brief, there are four columns. In addition to the "pop-up" checkbox and the "info bar" checkbox, which determines whether the briefs appear in the info bar or pop-up window at all, two of the columns allow you to determine exactly how many of each brief type will appear in each place.

So, if you want reminders only on your info bar, set the pop-up value to zero. If you want requests only on your pop-up, set the info bar value to zero. If you want 3 suggestions on the pop-up window and 10 suggestions in your info bar, no problem; set the numbers accordingly. Note that in both places, the end of the list will be displayed, so in the final example, the three suggestions on the pop-up window will match the most recent three of the ten suggestions on the info bar.

The other two columns, labelled **(order)**, enable you to specify which category is displayed first, second, third, etc. Note that the order can be different for the auto-brief pop-up window and the briefs that appear in the infobar.

The option to display Auto-briefs in the Info bar can also be turned on or off in the **Window** menu/**View Toggles**.

- **Reminders**⁴⁶³, **Theory Hints**⁴⁶⁷, **Requests**⁴⁶³, **Suggestions**, and **Used**⁴⁶⁸
 - The 5 spin controls in this area allow you to select the number of briefs that appear in each category. Items in the auto-brief window will appear in that order, color-coded as defined in **User settings/Display**¹¹⁴.

Since each category has its own individual upper limit, a large number of reminders will not scroll the suggestions off the screen. Likewise, a large number of suggestions will not scroll very important requested briefs off the screen.

- **Minimum keys** - This setting allows you to define the minimum number of keys in a suggested brief.

The auto-brief function will normally find the smallest possible sequence of steno keys that you are not already using for something else. For example, if you write "teleological" in five strokes, auto-brief is perfectly happy to suggest TE for that if you aren't already using the TE stroke by itself for anything else.

If you don't want it to ever suggest very small briefs, you can specify a minimum number of steno keys that an automatically-generated brief should contain. If you set that value to 4, for example, then it might suggest T*EL instead.

Note: This option will try to make a stroke out of the minimum value you have chosen, in terms of both phonetic elements (computer keystrokes) and steno keys.

For example, if you have it set to 4 and you write "goliath" it will NOT simply accept TKPWO as a result, even though it has 5 keys, because it only has two phonetic elements ("go").

Instead, it will start by attempting to phoneticize "goli", which will end up with TKPWHROEU, which will be accepted since it contains at least 4 keys.

Likewise, if you have "allocation" it will start by attempting to phoneticize "allo" but since there are only three unique letters, it will end up with AOL, which is fewer than four keys, so it will keep extending.

Note: This setting will apply to each stroke in a double-stroke suggestion, because very short double-stroke suggestions sometimes cause unexpected results if the individual strokes happen to match an entry in your dictionary that could conceivably be written twice in a row intentionally.

- **Minimum reminder savings** - This is the minimum number of strokes that must be saved by a brief in order for it to remind you when you've written something the long way.

You can, however, ask for reminder briefs any word or phrase, regardless of whether it meets the minimum reminder savings.

The default setting is 2. If you want it to remind you if there is any savings at all, set it to 1. You can, of course, set it larger.

Optionally only show reminders for commented entries:

If you set the minimum stroke savings to 0 (zero), it doesn't disable the feature, but what it will do is only remind you of briefs if they are commented in some way. In other words, if a brief has "AB" in the comment field, or "brief" or anything else at all, it will be eligible to come up as a reminder.

Note that with this setting, any number of stroke savings is valid. It is equivalent to a setting of 1 with the extra criterion of requiring the comment.

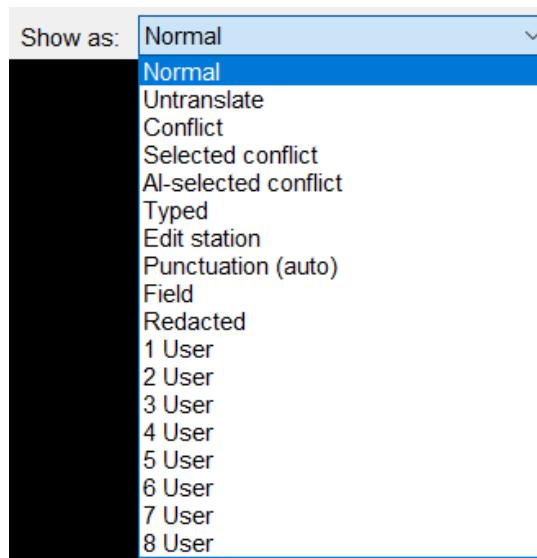
- **Maximum phrase words** - Auto-brief scans for phrases containing words not on the ineligible words list. This setting allows you to specify the maximum number of words that the auto-brief will include in a suggestion.
- **Expert Theory Hints** - Eclipse includes auto-brief hints from 3 experts: Mark Kislingbury, Anissa Nierenberger, and Ed Varallo. If you check the box for Mark's hints, you will have access to over 90,000 briefs developed by Mark Kislingbury and provided to Eclipse users. When you turn this on, and use one of his briefs, it will appear in your dictionary with MK AB in the Comments column. The briefs will appear the **first** time you write a word for which there is a brief (unlike regular suggestions which only appear after you have written the word twice). Mark's suggestions are part of his Magnum Steno theory, so if you try them out and like what you see, you should consider looking at his theory materials at www.magnumsteno.com. Additional databases have been provided by Anissa Nierenberger (Dictionary Jumpstart), and Ed Varallo (EdVarallo.com).

Note that the auto-brief display will include the two-letter comments identifying whose briefs they are. You can include your own initials in the dictionary entry comment for briefs you create, and they will also appear in the reminders.

- **Archive all suggested briefs** - Normally, the auto-brief dictionary is cleared at the beginning of each realtime translation. Any briefs that you actually used during the previous session were copied to the job dictionary, but briefs that you didn't use would disappear.

If you wish to be able to go back and review all of the suggested briefs from the previous translation in case any of them might be useful, you can turn on the **Archive all suggested briefs** function. At the end of each realtime translation, all suggested briefs will be copied to a jobname_AB.dix file for future review. Note that this dictionary will never be automatically included in any translation.

- **Show as:** - Use this drop-down list to select how you want your briefs to appear.



- **Show briefs phonetically** - This setting is used to determine whether or not auto-brief steno is displayed phonetically. If you have this turned on, then the auto-brief suggestions will be shown in semi-phonetic format (upper case). In other words, if the system sees ?globalization" and wants to suggest TKPWHRO, it will display GLO = globalization.
- **Font** - This option allows you to select the font and size specifically, which in turn controls the horizontal size of the Auto-brief pop-up window. When Auto-briefs are displayed in the Info bar, they will wrap, rather than re-sizing the Info bar.

Note that you can also select the colors for the auto-briefs in **User settings/Display/Color selections**. If you change the background color, it will also change the background color of the auto-brief window.

- **Max Width** - This setting word-wraps brief in the pop-up window to a maximum width. By default, it's set to 0, which disables the feature. Setting it to a particular value forces the auto-briefs to word-wrap within that limit. This is particularly helpful when using the auto-brief window on a small second screen. If you know that your second screen is 600 pixels wide, for example, then set the auto-brief width to 600 and the briefs will never extend past the width of that screen.
- **Allow numbers** - Normally, the auto-brief function will ignore anything containing digits, and will ensure that suggested strokes never contain digits. If you wish to be able to auto-brief number sequences, turn on Allow numbers.

Note that just turning on this option will not produce ideal results, since writing a long number such as 574,974.23 would result in a suggested steno brief of "57". This could cause big problems when writing a number. If you intend to use this feature, it is recommended that you supply additional keys to be added to number briefs.

Auto-brief can suggest briefs containing numbers such as dates: "May 12, 2007". If you have the numbers enabled in the auto-brief function, AND you remove the months from the list of auto-brief ineligible words found under **User settings/Programming**, then dates in this format will have a brief suggested for them.

- **Transparency** - Allows you to control the transparency of the pop-up window.
- **Ineligible words**  and **Theory settings**  - Open the corresponding dialogs in the Programming Tab of User Settings.

15.6.2 Rejecting, Requesting, Changing or Deleting Briefs

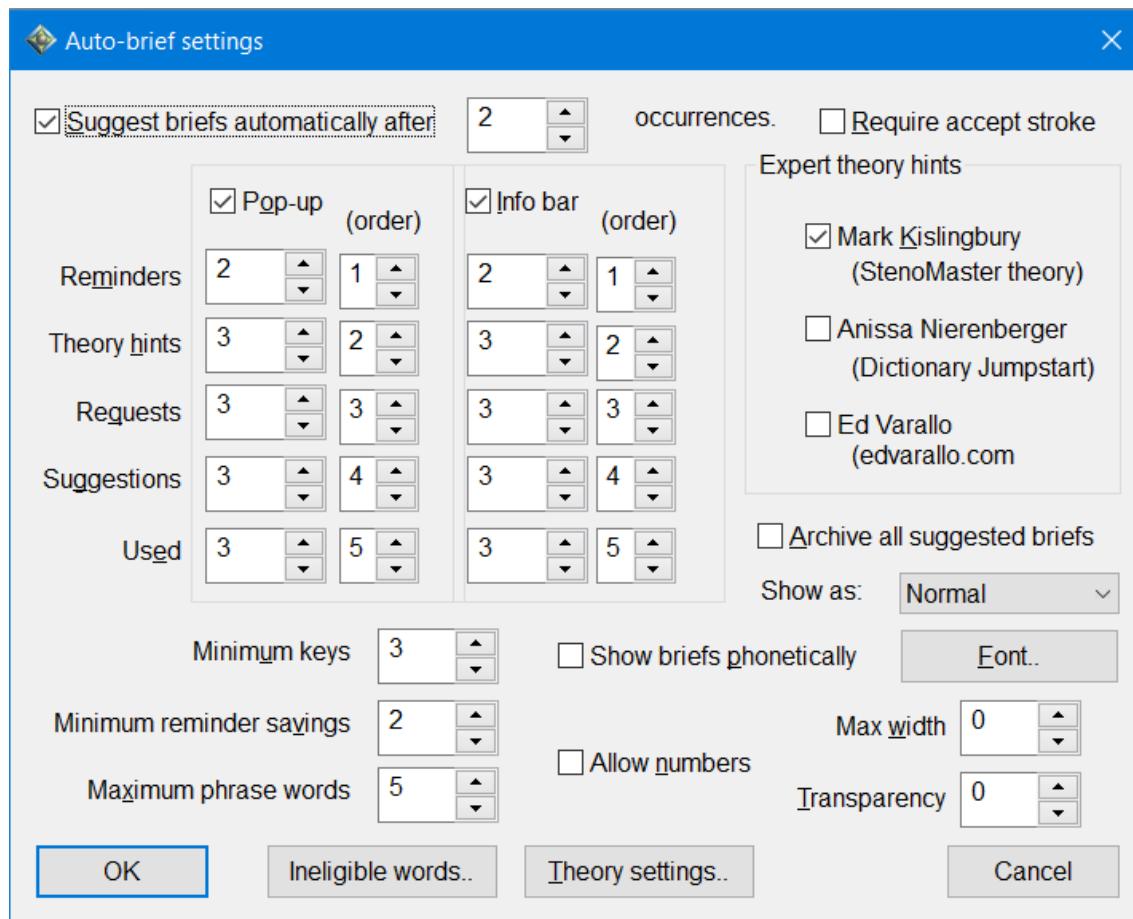


Rejecting, Requesting, Changing or Deleting Briefs

RELATES TO: [Auto-brief](#) .

You can set up Dictionary entries to Accept, Reject or Request Auto-brief suggestions.

First, go to the **Auto-brief settings** dialog, which you can open by going to **User settings/Realtime**, and clicking the **Settings** button next to **Auto-brief**. It can also be opened in the **Windows** menu/**View toggles** dialog by clicking the **Setup** button next to **Auto-briefs**.



If you uncheck the box "**Suggest briefs automatically**" (which is checked by default), Eclipse will *only* show you **Reminders** of previously used briefs, and **Requested** briefs. Only turn it off if you *never* want Eclipse to suggest a brief that you haven't already used, or requested.

Requests

If you're using the auto-brief feature and you wish to force the system to give you a brief without waiting for you to write something twice, just mark the text you want a brief for (F7 to mark) and use the **Add dictionary entry** function.

You can specify attributes. If you block mark a piece of text such as "The Speaker pro tempore" complete with italics and ask for a brief, it will be placed in the briefs as "The Speaker{i}pro tempore{n}" as required. This will work for all attributes.

Reminders

If you mark a word or phrase and request a brief, first Eclipse will see if that word or phrase already has a brief, and if so, it will remind you of it. (This is just one of several ways to trigger a reminder brief.) If there is no brief for the word or phrase, Eclipse will suggest one. If you have AutoMagic turned on, there will be an item for creating a brief on the fly for the marked text.

Auto-brief will display reminders of existing briefs immediately, once you write something the long way, no matter how few words you've written or whether any of those words are on the ineligible words list.

For example, even if you write two separate strokes U = you and -R = are, you will get an immediate "you are = UR" reminder from your dictionary if you have that brief defined.

The reminder feature will only show one reminder per word or phrase, even if it can find multiple briefs for it in the dictionaries. It will first narrow down the reminder possibilities by stroke and will show the shortest one. If there are multiple entries with the same number of strokes, it will pick the one with the smallest number of keys, assuming that that is the correct entry and the rest are probably misstrokes.

You can set the Minimum reminder savings to control when you will be offered reminders. If the number of strokes saved for reminders is set to zero, it won't give you any reminders except those that have a comment.

To use these features, first be sure these entries are in your metadictionary (They are there by default for all version of Eclipse from 4.3 on):

- {ABACCEPT}={/?ABA}
- {ABREJECT}={/?ABD}
- {ABNEW}={/?ABN}

If you want to use the brief-generating features of auto-brief, but you don't want to have the briefs be immediately active, you can turn on the **Require accept stroke** feature. If you have that option on, the briefs that appear automatically in the brief window will NOT be immediately available for use, so hitting the strokes indicated will behave normally.

Then, to accept a suggested brief, put an **{ABACCEPT}** entry in your dictionary. Hitting that entry will take the last brief in the list and copy it to your job dictionary, at which point, the brief will be active and will appear in the **Brief requested** color.

Auto-brief may suggest a shortcut that would be helpful, but you want to use different steno. In this case, you would use the steno you have defined in your dictionary as **{ABNEW}**, which will reject the **last** brief that was offered, deleting it from the auto-brief dictionary and from the on-screen suggestions and placing it in the REJECT.DIX file to prevent it from being suggested again. It will then suggest a new brief for the same word or phrase using different steno. The new brief will be in **Requested brief** color.

If the system offers a suggestion and you use **{ABNEW}**, the new suggestion will still appear on the "suggested" briefs list. If you request a brief for a word or phrase and then hit **{ABNEW}** because you don't like the steno it gave you, it will put the new item on the "requested" briefs list. In other words, it will put the new suggestion on the same list it deleted it from.

If you wish to use **{ABNEW}** to accept an entry that is NOT the last entry in the brief window, you will *first* have to remove any suggested entries below it in the window using the **{ABREJECT}** entry.

There are additional options for supplying suggestions of your own. If you ask for different steno but you don't like any of the suggestions and would like to supply your own, you can use {ABSTENO} or {ABMODIFY} to change the steno of the last entry in the auto-brief list, or use {ABMODIFY} to change a specific suggestion.

{ABSTENO} will immediately remove the last entry and will ask you to hit a steno stroke. The stroke you hit will be used as a brief for the text that was originally suggested.

For example, if you defined ST*EPB = {ABSTENO} in your dictionary, if the last brief was TPH-T = Nicola Tesla, you could hit ST*EPB / TPHEUBGT and it would change to TPHEUBGT = Nicola Tesla

{ABMODIFY} will ask you to hit a steno stroke for an existing brief. It will then delete the brief and ask you for a replacement stroke. The stroke you hit will be used as a brief for the text that was originally suggested.

For example, if you defined PH*OD = {ABMODIFY} in your dictionary, and the brief above was somewhere above the last brief, you could hit PH*OD / TPH-T / TPHEUBGT and it would change.

These require the following metadictionary entries:

{ABSTENO}={/?ABT}

{ABMODIFY}={/?ABM}

In the Auto-brief settings dialog, note the **Reminders, Requests, and Suggestions** spin controls. These allow you to select the number of briefs that appear in each category. Items in the auto-brief window will appear in that order, color-coded as defined in [User settings/Display](#) .

Since each category has its own individual upper limit, a large number of reminders will not scroll the suggestions off the screen. Likewise, a large number of suggestions will not scroll very important requested briefs off the screen.

Reject.dix file and Rejecting the last brief

Rejected auto-briefs will go into a temporary REJECT.DIX file, which resets itself every job. It prevents the auto-brief function from suggesting the same steno brief for a particular word or phrase after it has been rejected. It may still suggest another brief for that same word or phrase in the future, but it will not use the same steno.

This is used both by the ABReject feature and when you manually delete an entry from the AutoBrief.dix file.

If you define a dictionary entry containing {ABREJECT}, it will reject the last brief that was offered, deleting it from the auto-brief dictionary and from the on-screen suggestions and placing it in the REJECT.DIX file to prevent it from being suggested again. It may still suggest another brief for that same word or phrase in the future, but it will not use the same steno. The three-letter metadictionary code to reject the steno for the last brief offered is {ABREJECT}={/?ABD}.

If you define a dictionary entry containing {ABNEW} it will reject the last brief that was offered, deleting it from the auto-brief dictionary and from the on-screen suggestions and placing it in the REJECT.DIX file. The three-letter metadictionary code to request new steno for the last brief offered is {ABNEW}={/?ABN}.

Additional options in Auto-brief

{**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.

{**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.

Deleting or modifying 2-stroke briefs

You can use {**ABDELETE**} to delete 2-stroke briefs. After you hit a stroke to indicate which brief to delete, Eclipse will check the single-stroke version, and if that doesn't exist, will check for a double-stroke version.

So, if auto-brief suggests a double-stroke brief such as SEU SEU, you can just hit {**ABDELETE**}SEU to delete it. Similarly, you could use {**ABCCHANGE**}SEU to ask for a new suggestion.

15.6.3 Auto-brief theory hints



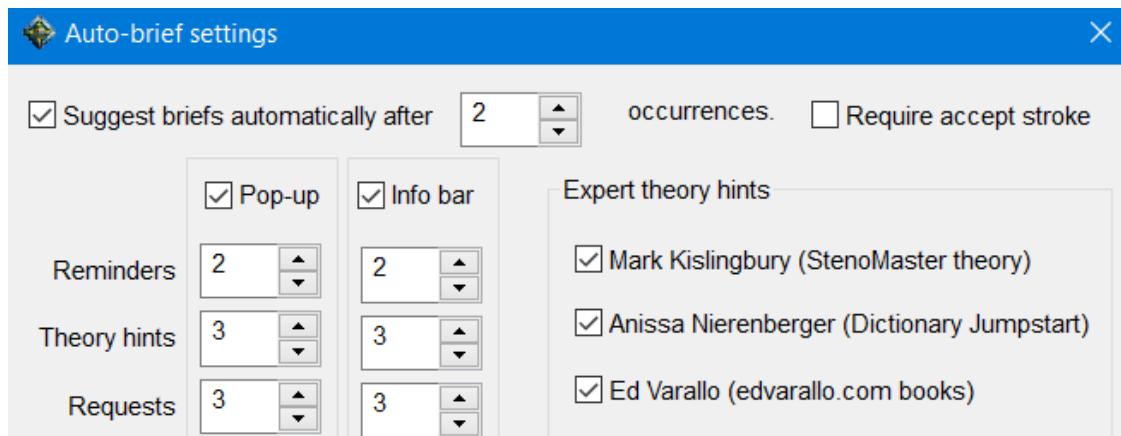
Auto-brief: Theory Hints

RELATES TO: [Auto-brief](#) 452

The auto-brief suggestions that are shown when you have one or more of the "Expert theory hints" turned on, or by having entries in a SUGGEST.dix file, are not quite the same as suggestions that come from the automatically generated briefs.

Typical auto-brief suggestions are intended to be temporary shortcuts for common long words and phrases that you are using in a specific job. The suggestions from Kislingbury and SUGGEST.dix are intended to be suggestions about ways you could actually improve your steno theory and write certain words shorter in general.

For that reason, these suggestions are a separate category of auto-briefs called "Theory hints." There are separate maximum number settings for them in the **User settings/Realtime/Auto-brief settings**.



There is also a separate color option ("Hint briefs") for them under **User settings/Display/Color selections**.

15.6.4 Used Briefs



Auto-brief: Used Briefs

RELATES TO: [Auto-brief](#)

Eclipse keeps track of which briefs you have actually used, and they will become "sticky" and will stay on the display.

For most briefs, the suggestions list fills up and starts scrolling older suggestions off the list. But in most cases, you will want the briefs that were actually useful to stay visible. So, these will go into a category of **Used** briefs. Any briefs that you have actually used at any time during the translation will not scroll off the suggestion list as new suggestions appear, until you reach the number you specified in the Auto-brief settings dialog. Since the **Used** category has its own setting for how many to display in the list, you can make the number as large as your display/font size can handle.

As you use new briefs, older used briefs will scroll off the used list. The briefs do not simply scroll off chronologically, however. Instead, the more you use a brief, the LOWER priority it becomes. That's because the more you use it, the more likely you are to remember it and not need it on the screen anymore. So the most-frequently used ones will scroll off the list, and the least used ones will stay there to remind you until you begin to use them.

15.7 AUTOBLOCK



AUTOBLOCK

AUTOBLOCK works in any situation where speakers use prepared texts. It is most useful for reporters who work in court where judges may use dozens of prepared statements such as jury charges, etc.

You enter the prepared text into an AUTOBLOCK file, and when Eclipse detects that you are writing something that matches one of these prepared texts it will display a list of matching texts, and when you select the right one, Eclipse will complete it for you.

For example, you might write "As the jury in this" and the software will show a pop-up window containing numbered lines "1: (Criminal Jury Charge.ecl) ...case, you will be the judges of the facts..." "2: (Civil Jury Charge.ecl) ...case, you will be..." etc.

You can then pick one, and the rest of the text will be filled in. Note that you can write as much as you want before this happens, or simply continue writing. Eclipse will always pick up from where you stopped writing the text.

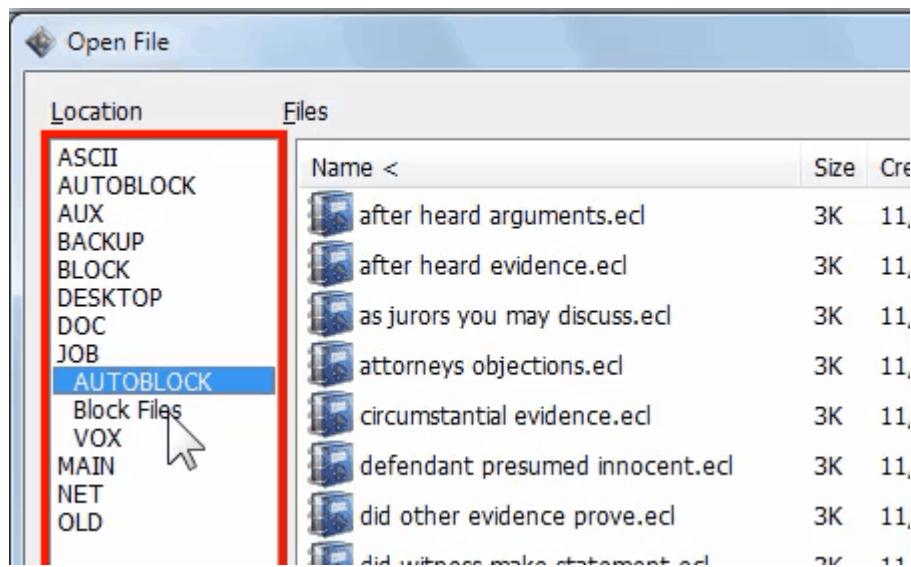
Here's how it works:

Create a folder for these prepared texts. Create "*descriptive file name.ecl*" files in that folder.

Under **User settings/Programming/File locations**, add an AUTOBLOCK line such as

AUTOBLOCK={JOB}Blocks/Auto or AUTOBLOCK={JOB}Prepared texts or AUTOBLOCK={MAIN}Shared auto-blocks.

You can use whatever location you like, but if you put the AUTOBLOCK folder in your JOB folder, you will see it when you go to **File/Open text**.



It should NOT be the same as your regular BLOCK folder because you don't want it auto-completing whole title pages, certificates, appearances, etc., just based on the first few words happening to match what you're writing.

Add lines to your main dictionary for selecting auto-blocks. You probably only need a few numbers, since the list will be narrowed down depending on how many different blocks match the text that you have written so far:

A*UB 1 = {AUTOBLOCK1}

A*UB 2 = {AUTOBLOCK2}

A*UB 3 = {AUTOBLOCK3}

etc. (the actual steno is entirely up to you.)

Once you have made these preparations, any time you are writing realtime and you see the auto-block pop-up window, you can hit one of the {AUTOBLOCKx} dictionary entries with the number of the block you want to use, and that will be filled in automatically.

15.8 Realtime Output



Working With REALTIME OUTPUT

RELATES TO: [Output Formats](#) , [Working With Realtime](#) , [Realtime tab](#) .

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](#)  is also a form of realtime output; it can also be used to display text on marquee devices, or for [remote live scoping](#) .

To set up realtime output, you must first set up [realtime](#) .

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](#) . 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](#) , which can be accessed from the [Realtime tab](#) .

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](#)  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](#)

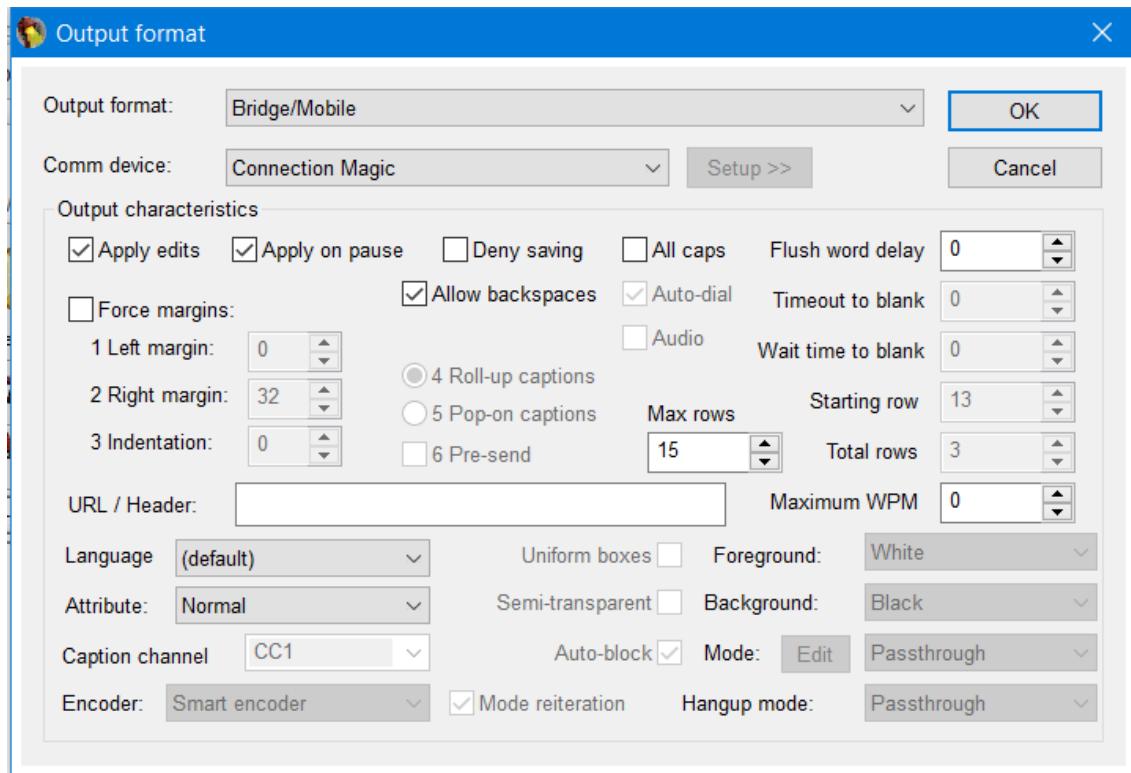
15.9 Output Formats



Output Formats

RELATES TO: [Realtime tab](#) [441], [Working With Realtime Output](#) [470]

This dialog allows you to set up one or more formats for [realtime output](#) [470].



To get here, you must click **Add** or **Change** from the [Realtime tab](#) [441] of **User settings**. The changes you make in this dialog will affect either a new output format (if you clicked **Add**), or an existing one (if you clicked **Change**).

Selecting A Format

Output Format is the type of output you are doing. Most of these are CIC programs, but others are specialty outputs:

- Bridge/Mobile
- Legal Assistant.

- LiveNote.
- Summation/Caseview.
- Closed Captioning. For use in [captioning](#).
- Silent Radio. A type of marquee.
- ANSI. Will output to a text file, similar to an ASCII file.
- [Eclipse StenoLink](#). Enables remote live scoping.
- Keyboard Macro. Will output to the active window. This can be used for internet chats; select any Windows program, and the output will go to it. You will need to [create a macro](#) called K:BACKSPACE which will serve as a backspace for the program you are outputting to. Most of the time, this macro consists of one keystroke, the backspace key. You may also want to create a macro called K:LINEFEED which will be sent each time you reach the end of a line. [Assign these macros to dictionary entries](#) so you can invoke them when needed.
- Trans-Lux Datawall. A type of marquee.
- Teletext. The European captioning standard. If you are captioning in Europe, select this instead of Closed Captioning.
- LED Captionvision Display. A type of marquee.
- Incremental ASCII. For use with certain types of marquee devices. Some third-party devices work with updates consisting exactly what should appear on the screen in its entirety. Currently, only Daktronics brand display software uses this format. This output format creates a file called CC.TXT, which the device would access.
- Chyron CODI character generator.
- [CART window](#) - a separate window that will open up below Eclipse. The CART window displays just the text, without any icons or toolbars. It can be moved, resized, and anchored. 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.
- YouTube Captioning

Selecting an Output Method

Once you have selected what you're outputting to, you will have to select the means of output. Select the method from the **COMM Device** list, and then click the **Setup** button to configure it. Your options are:

- COM Port. The realtime output will be sent via cable, through a second COM port (the first one is for your [realtime](#)⁴³⁷ connection.) Click Setup to open the [COMM Setup dialog](#)⁸⁷⁰. Select the COM port you are using, and the baud rate your recipients are using. Leave the other items at their defaults.
- File Sharing. This option will create a file. Click Setup to select a folder for the file to be created in. (If you do not, it will be created in your [Jobs folder](#)⁸²⁹. The file will have the same name as the job, and will have a .CIC [extension](#)⁸⁹³.
- TCP/IP Direct. Will output to a specific address on the internet or on a network. Click Setup to enter the desired web address, and port number. This feature is mostly for use with Teleview: see the Teleview documentation for further details.
- [Connection Magic](#)⁴⁸⁴
- None.

CIC Options

The remaining options on the Output Formats dialog pertain to the realtime output. Most of them are specific to [captioning](#)⁵⁹⁹; they will be addressed in the next section. If you are not doing captioning, you need only worry about the items in this section. Note: depending on the type of output you are doing, some of these options may be grayed out: if so, they do not pertain to your output.

- Apply Edits. If checked, the realtime output will refresh to reflect any realtime editing you do in the transcript in Eclipse. Only applies to Bridge/Lawbridge/Teleview.
- Deny saving can be checked and left on permanently. This will periodically send a deny saving command to the receiving computers while they're connected. It does this periodically because on a serial connection, an attorney who hooks up late might not have received the "deny" command and would therefore be permitted to save the file.
- All Caps will output in all capital letters.
- Force Margins, if checked, will force the output to follow the margins entered into the Left, Right, and Indentation boxes. Note that Force margins will only be allowed if you have multiple outputs. If you have just one output and want to use forced margins, you need to add a separate null output such as a second ANSI output with "None" as the communication device. After adding a second output, you will be able to change the output you are using and set your forced margins. If not, the regular settings on the [Paragraphs tab](#)⁴⁰⁸ will be used.

- Allow Backspaces will allow the delete strokes to be sent to the output. This may give you the ability to delete text after it has been sent. Most captioning standards do not allow this, however, it may be acceptable in CIC.
- Flush Word Delay is the amount of time the system will wait between a word being translated in Eclipse, and it being sent to the output. If you are not using Allow Backspaces, you can set this to a number of seconds (such as 2000 for two seconds); this will give you an opportunity to correct mistakes before they are sent to the output. NOTE: This is not the same as Flush Delay on the [realtime tab](#)⁴⁴¹; that setting pertains to the delay between writing and translation.
- Maximum WPM is a maximum speed, in words per minute, at which the realtime will be sent. If you write faster than this, the output will be delayed. This prevents the output from becoming too fast to read.
- Header is a line of text that will appear at the beginning of each page.
- Language allows you to select from a drop-down list of over 100 languages. If you leave it at "Default" the current language is transmitted normally. If you select any other language, that output will be transmitted after [Google Translate](#)⁴⁷⁷ has a chance to translate it.
- Attribute can be set to Underline, Bold, or Italics, if you want your output text to default to one of those forms. The default is Normal.

Note: The Bridge output will transmit the filename every page, so if a Bridge user hooks up late, they will get the appropriate file name.

Captioning Options

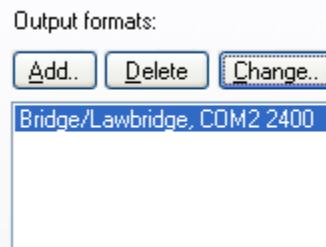
The following items on the Output Formats dialog pertain to captioning only (or to certain types of marquee devices).

- If Auto-Dial is checked, Eclipse will automatically open the [Phone Numbers](#)⁹⁵⁴ dialog when you start a realtime job. If not, you will have to open it manually.
- Timeout to Blank will automatically blank the captioning display, if no new captions are sent after a period of time. Set this to the desire number of milliseconds (such as 10000 for ten seconds). If set to 0, the captioning display will only blank when you sent a blank command.
- Wait Time to Blank is the amount of time the system will wait after receiving a blank command. If set to 0, the command will take effect instantly.
- Starting and Total Rows are the initial position of the captions when the job begins. They use the same syntax as [vertical positioning commands in captioning](#)⁶⁰¹. Max Rows is the maximum number of rows the device can display. The default setting is 15 rows, which is the standard for captioning.

- Select Roll-Up Captions or Pop-On Captions to determine the initial style of your captions. This can be changed during the job, by using [commands](#). If you are working primarily in Pop-On Captions, checking Pre-Send will make them display faster.
- Foreground and Background are the starting foreground and background colors of the captioning text. The captioning default is for white text on a black background. Also, some marquee devices can accept color changes through these settings.
- Semi-Transparent will make the captions partially transparent. Not all encoders have this ability.
- Mode and Hangup Mode are the default modes for connecting and disconnecting, respectively. It is best to leave both of these on the default setting of Passthrough. For more about Block and Passthrough, see the [Working With Captioning](#) page.
- Auto-Block will automatically return you to Block mode when you start writing (so long as you have not suspended output). This saves you having to manually go back to Block mode after switching to Passthrough.
- Select the type of encoder you are connecting to from the Encoder list. The Smart Encoder option will work for most encoders.
- Encoders can receive more than one set of captions at a time; the Caption Channel setting is the channel your captions will be sent on. The default is CC1.
- Mode Reiteration will send a Block command at the beginning of each line. If you are receiving garbage characters at the beginning/end of lines, try turning this on.

Viewing Output Formats

After you add an output format, you will be returned to the [Realtime tab](#). The output format you added will appear in the text box:



To change an existing output format, select it, and then click **Change**. You will be returned to the Output Formats dialog, where you can make changes.

To delete an existing output format, select it, and then click **Delete**.

Note that you cannot use the "Delete" button to remove an output type after realtime has started, and the output settings details restrict a number of the settings so that they're disabled during a realtime job.

You may have more than one output format.

VISUALIZERS:

- [D3a - Realtime Output](#)
- [D3a - Realtime Output Buffer](#)
- [D3a - StenoLink](#)
- [D3a - StenoLink Setup](#)
- [D3b_Bridge](#)
- [D3b_Bridge 3 and Connection Magic](#)
- [F9 - Redacted text](#)
- [A8 - The CART Window](#)
- [L4 - AccuCap](#)
- [L4a - YouTube Captioning](#)

15.10 Google Translate

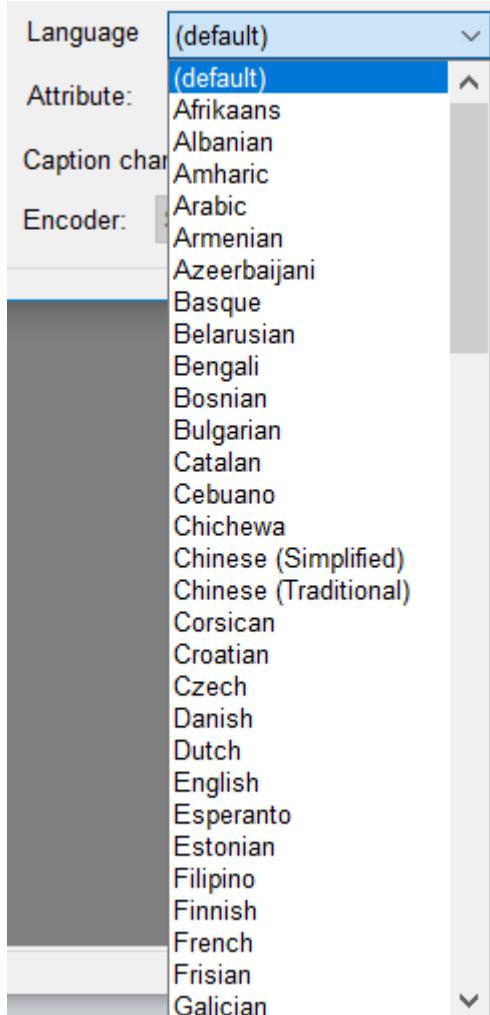


Google Translate



Under **User settings/Realtime/Output format** there is a "Language" setting. If you leave it at "Default" the current language is transmitted normally. If you select any other language, that output will be transmitted after Google Translate has a chance to translate it.

You can have multiple outputs in different languages and it will translate and output them separately.



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.

Since the text can not possibly match the original formatting, the "Force margins" option must be selected so that the output system itself can re-wrap the paragraphs. Note that when you select a language, it automatically turns on force margins and then disables the checkbox so that you cannot turn it off.

The "apply edits" feature in the Bridge/Mobile protocol must be turned off so that the software does not attempt to send non-translated text to the viewers.

Language translation cannot be done word-by-word. Instead, the output system will wait until it has collected an entire unit of meaning and then will translate the entire unit. When the translation is received from Google (hopefully within a fraction of a second if your Internet is

good enough) then the result is transmitted to the output system. In order to make this work, you must set the output "Flush Word Delay" to an arbitrarily large number such as 1000000.

A "unit of meaning" is determined partly by the user and partly by the software.

By default, the only divisions are whole paragraphs. If you leave that as the default, the time between when you write something and when your viewers see it could be very long. However, you can also use the {FLUSH} command to force the output system to immediately translate what you have written since the last unit.

For that reason, it is strongly recommended that you define your terminal punctuation as {.}{FLUSH} and {?}{FLUSH} when using this feature. You may also decide that {;}{FLUSH} and {:}{FLUSH} are appropriate.

Commas are another story. {,}{FLUSH} is only appropriate for commas that separate whole phrases or clauses, but not when separating items on a list. For example, if you write "I went to the store, not the bakery." you could use a {,}{FLUSH} entry between those phrases and you are very likely to get a sensible translation. However, you would NOT want to use a {,}{FLUSH} entry to write "I purchased cake, pie, and bread that day." because it breaks up a sentence in a way that could lead to problems with tense, plurals, gender mismatches, etc.

Similar issues occur with conjunctions. "{FLUSH}and" might work in some circumstances and not others.

For these situations, you can either create special versions of the entries that contain {FLUSH}, or you can simply write a {FLUSH} stroke as most captioners do, and hit it frequently when there is a logical separation of ideas, even within a single sentence, so that the result translation gets to the viewers as fast as possible.

If you wish to test the effectiveness of partial sentence translations, try taking some sample sentences and feeding them to Google Translate in your favorite browser. Then see what happens if you translate that sentence vs. what happens if you translate the sentence in multiple parts. If you are translating into a language you do not speak, you can test the effectiveness by taking the translated results and having Google Translate translate them back into English. That will give you a way to compare the effectiveness of whole sentences vs. fragments and will give you an idea of where you can realistically make divisions; note that different languages will have different quirks with regard to this issue.

You could also experiment with small Flush Word Delay values which would automatically flush the translation when you paused writing for a moment, but this could lead to extremely strange translation results if you ever paused for long enough in the middle of a thought.

15.11 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

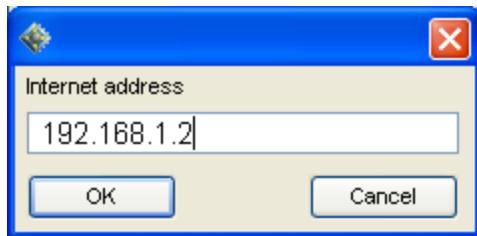
Windows IP Configuration

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](#)^[472], 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](#)²⁰⁸, clicks the **Setup** button to the right of [Realtime From](#)²¹⁰, 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](#)⁴³⁹ 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](#)²⁵¹ 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](#)

16 Connection Magic and Team Editing



Connection Magic and Shared Editing (Team Editing)

RELATES TO: [StenoLink](#) [479]

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

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

Connection Magic Setup and Use

On the **Tools** menu/**Connection Magic** sub-menu, you will find four menu choices for setting up and using Connection Magic:

1. **View connections** - opens the **Connection Magic** dialog, which displays open connections.



You could also click the **Connect** button on the toolbar to open this dialog.

2. **Share current document** - Opens the **Session settings** dialog - use to start a session

3. **Edit shared document** - displays a list of active sessions on the ASI server - use to join a session

4. **Send message** - opens a text box where you can type a message to be sent to the other users logged in to the session. The message can be longer than the box - it will wrap when it gets to the other user.

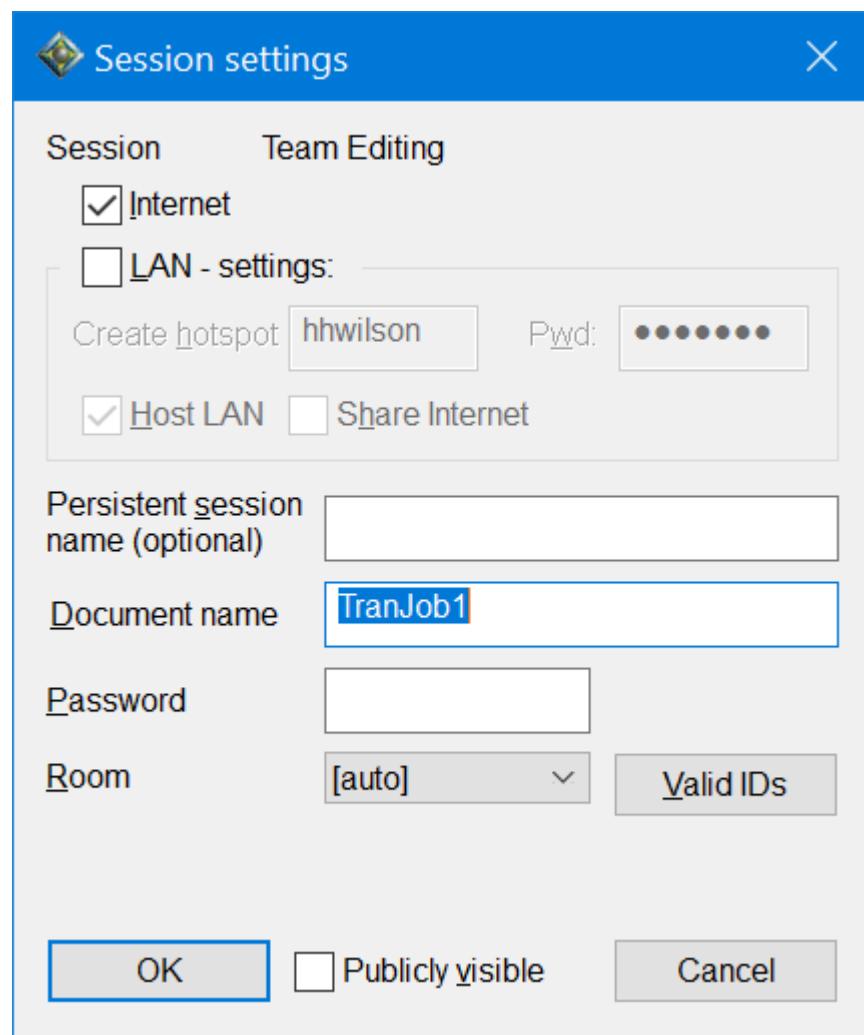
To begin a shared editing session with a scopist or other user, you must have a document on the screen.

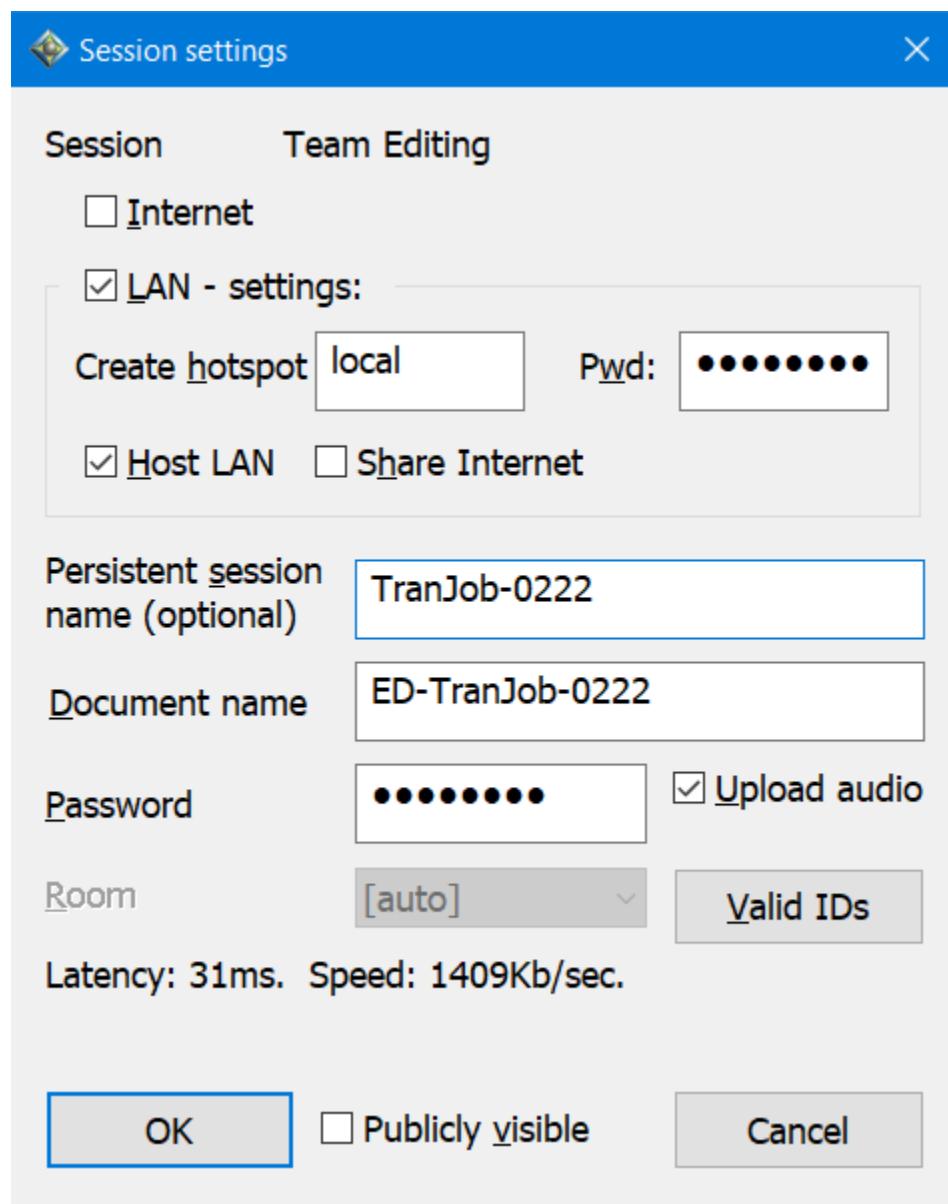
Go to **Tools/Connection Magic/Share current document**, or click the toolbar



button:

The **Session settings** dialog will open.





You can explicitly select whether you are starting a session on the Internet, the LAN, or both. (Team editing still must be one or the other. You cannot mix and match LAN and Internet editors in the same session. If you need both, everyone must connect through the Internet.)

If you have LAN selected, you can optionally start up your own virtual hotspot on your computer using the ConnectifyMe software by simply specifying a hotspot name and password. Users can use that hotspot to connect their Bridge Mobile.

You can also start up the Connection Magic Local server automatically. If you have the "Host LAN" checkbox turned on, Eclipse will automatically start up the LAN software, as well. (You should only uncheck this box if the Connection Magic Local software is already running on an independent server in the building, which is sometimes done by the IT managers in courthouses where reporters have LAN access. If Eclipse detects that there is already a LAN present, it will automatically hide this option.)

The Connection Magic Local software runs in the background, and it is controlled by "Eclipse Services" – you will see the icon in your system tray; it installs when you turn on your computer. When you run eclipse, you will see that the system tray icon has a green dot, indicating that the service is running and Eclipse can see it.

If you Host a LAN connection for Bridge Mobile or for local Team Editing, Eclipse will tell this service to start the LAN connection automatically. You will then see the "LAN" indication in Eclipse, and the system tray icon will show an IP address if you hover over it (double-clicking will also copy the IP address.)

Because Eclipse can automatically launch a wi-fi hotspot and password, a communications session name and password, and runs the local LAN server with IP address, you can find all of that information by going to **Tools/Connection Magic/View Connections**, choose your host username and select Properties and Password.

Check the **Share Internet** option if you are also going to be connected to the Internet and wish to share your Internet connection with the other participants.

There will be a default **Document name**, which you can use or change. You may note that when you select a Document name and hit OK you will see a "checking" message. If you use a session name that's already in use, you will get a message to that effect and you will have to change the name. You cannot accidentally enter someone else's session.

You can use an optional [Persistent session name. See below](#) for details.

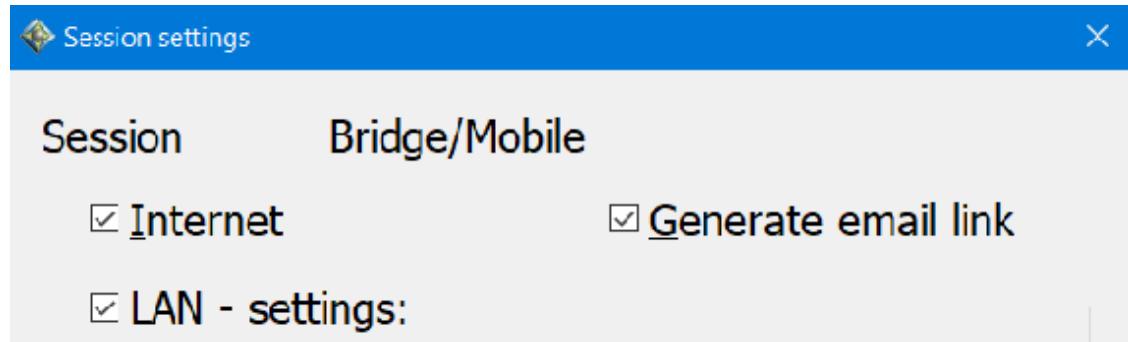
You have the option to enter a **Password**, so only users who have the password can connect to the session. If you check Publicly visible, the session will appear to anyone who goes to "**Edit shared document**." However, they will need the password to join the session.

If you prefer, you can leave **Publicly visible** unchecked, and when the scopist goes to "Edit shared document," they can select [**Join a session not listed**], type in the name of your document, enter the password if there is one, and click OK. Note: both the session name and password are case sensitive. Eclipse will permanently remember your choice for the Publicly visible checkbox, until you change it.

The **Room** drop-down list lets you pick a room first, then pick a session from within that room. There are 8 rooms available. Reporters can select [**auto**] to automatically select the emptiest room, or can manually pick an agreed-upon room. Note that after using [auto], the reporter will see which room the session was created in and can communicate that to viewers/editors along with the name. Telling users "Pick the Smith job in room 5" greatly reduces the number of sessions listed, making it simpler for those connecting to find the session they wish to join.

Latency: When you click OK, Eclipse will do a very short bandwidth test to see what the average latency and speed are on your connection. The speed is the amount of data that can be transferred, and the latency is the amount of time it takes for the data to get from you to the server. These numbers could be helpful for troubleshooting issues with bandwidth-intensive features such as Team Editing. The software will also automatically warn you if it detects that you have a very slow or high-latency connection if you are attempting to share a live audio recording through the Team Editing feature, and it may recommend going to a higher compression audio format.

If you are outputting to Bridge Mobile, you will have the option to enter an email link.



If you have that option selected, then when you start a session, Eclipse will copy links to the session, including the job name and password hash, into the clipboard. This will be used by people joining using a browser, not the Bridge Mobile app.

You can then paste these links into an e-mail message, an SMS message, or any other communications message type of your choice to send to clients. They will only need to click on that link in order to join the session in Bridge Mobile using a browser.

Note that if you are operating on a LAN, the user will need an alternate way to retrieve the link, such as through your Internet connection that you are sharing through your hotspot. They can retrieve the link through the Internet BEFORE joining the local wi-fi hotspot in order to join the session.

Clicking the Valid IDs button opens a text box where you can enter the email address of anyone who should have access to the Bridge Mobile session. If you enter emails here, users trying to log in with an email not on the list will get an "INVITATION NOT FOUND" error.

Joining a Shared Editing Session

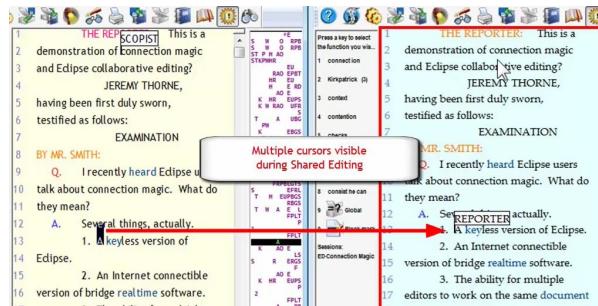
When looking for a session to join, you can put the cursor in the session name box and start typing letters. As soon as you type two or more letters, the session list will start showing you ONLY the session names that CONTAIN the sequence of text that you typed (expanding the appropriate rooms automatically.) The session name doesn't have to start with that text. It can be anywhere, including the middle of the name. So if you keep the default BR-JobName-etc. Template, you won't have to type the BR- part. So, for example, if you typed "har" in the session name, it might narrow the list down to show sessions named "Harold vs Maude" and "BR-Harrison" or even "BR-Smith v Harvey." As long as it contains the letters, it's match, which will narrow the list very quickly and allow you to pick the one you need.

The "connect" function for connecting to a team editing session will update the list of sessions from the Internet every few seconds so that a new session will show up in the list without your having to hit escape and re-issue the "edit shared document" command.

In a Shared Editing Session

While in a shared editing session, each user will see the cursor position and editing activity for every other person in the session. The other cursors will have flags showing the names of the other users, so you can see where they are editing.

The graphic below shows a side-by-side view of 2 users: the Reporter's screen on the left, and the Scopist's screen on the right. As you can see, the scopist's cursor is visible on the reporter's screen, with a flag reading "SCOPIST." On the scopist's screen, you can see the reporter's cursor, with a flag reading "REPORTER."



Whenever any user performs a global of any kind, the session reflects the edits as necessary, 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.

Note: Reporter and scopist should be using the same Main dictionary.

If an editor selects a conflict, the grammar AI will be placed in the reporter's dictionary, if applicable. If the editor deletes a word from or adds a word to the spelling dictionary, it will be added to the reporter's spelling dictionary, as well.

If you select **Tools/Connection Magic/Send message** or click the toolbar



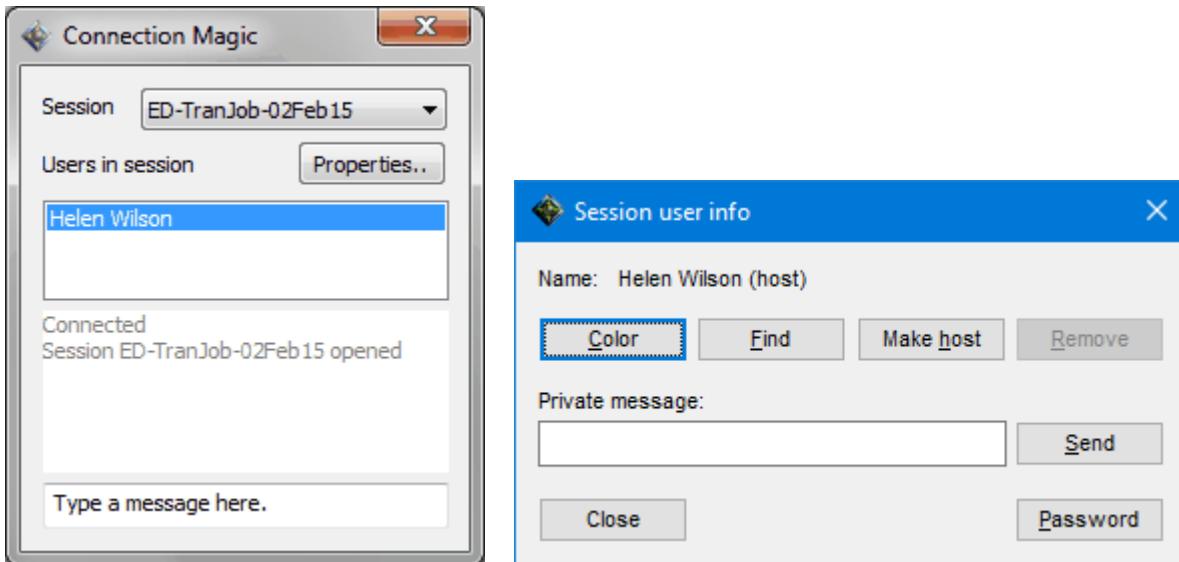
button, any user in the session can send a message to the other users in the session, by

Type a message and hit [enter] and the other users will see it in the infobar or in the connections dialog (see below).

When you are in a shared session, you can see who is in the session, as well as any messages that have been sent, by going to **Tools/Connection Magic/View connections**, which opens the Connection Magic dialog. Each editor is listed, along with the page and line number they are on. The list will include Bridge/Bridge Mobile users as well. The dialog box and the list of users within the dialog are resizable by clicking and dragging the lower borders.

At the bottom of this dialog is an edit box, where you can type a message and hit **Enter** to send it to everyone connected to the session. The chat log will now be saved under sessionname_chatlog.txt (regardless of the document name) in each user's jobs folder when the session is closed.

(For a private message, see below)



If you click the **Properties** button, it opens the **Session user info** dialog.

Clicking the **Color** button allows you to select a color for that user's chat window messages. This selection also determines the color of the editor's name in the flag that appears on the editing screen, and in the info bar.

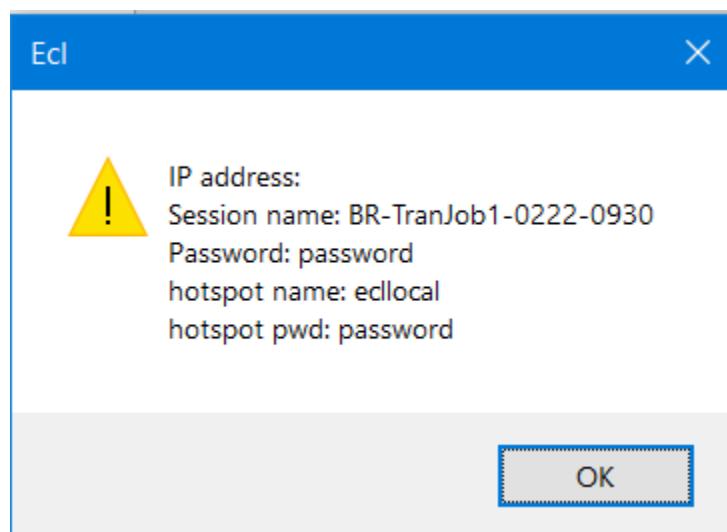
You can also click **Find** to locate where another user in the team editing process is in the document.

You can use the **Make Host** button to transfer host status to another user. Select the user you want to make the host, click the **Properties** button, and press the **Make Host** button and that will turn that user into the new host for the document. On each user's screen, they should now see (host) next to that user name. The previous host is now free to leave the session and it will stay active and allow the other users to continue editing without having to start a new session. Making a different team member the host is especially useful when working with three or more editors when the editors wish to keep working in the Team Editing session, but the reporter host wishes to disconnect and shut down. If the reporter attempts to close the session when two or more scopists are still working on the document, the software will suggest that they should transfer host status to one of the scopists before stopping the translation so that they can continue working instead of getting kicked out of the document.

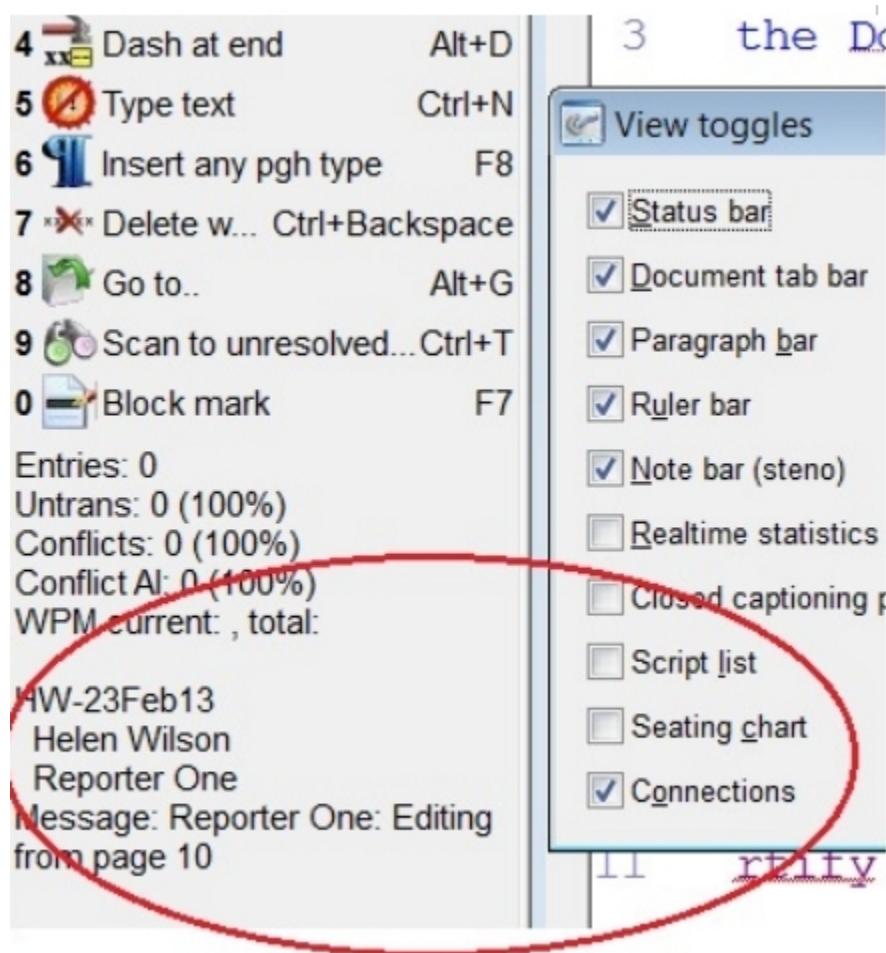
You can **Remove** someone from the session. When you click this button, they will immediately be disconnected and will not be permitted back into the session.

You can type a message in the **Private message:** text box, and click the **Send** button or hit Enter to send it to the selected user. The message will appear with "(Private from [username])" in the message on the recipient's screen.

Clicking the **Password** button will open a dialog where you can find the password you choose for the session, as well as the session name, IP address, and the name and password of the hotspot if you have created one.



You can also see who is in the session along with the messages that have been sent on the info bar, if you have checked **Connections** in **View toggles**. The list of editors in a shared editing session will include what page and line number each editor is on.



Sessions persist

When creating a Connection Magic session of any type, you can supply an optional "Persistent 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.

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.)

Session log

Each Connection Magic session you host, whether it's a Bridge Mobile session or a Team Editing session, will keep a log of changes to the attendees in a file with the session name_log.txt. This can be opened from the Eclipse file manager or Windows explorer. Any changes to the list of attendees will be noted with a timestamp so you can tell exactly who was present at any point during the session.

Wav files in a shared session

If the Reporter's document has a WAV file for that job, anyone else sharing the document will be able to play the audio, as well. Users can just hit the Play button and receive the audio through the Internet connection from host document. Note: any audio you have played while connected will be available off-line if you later view the file while not connected to the reporter.

Opus files in a shared session

An opus file is a data stream that never changes. When starting a sharing session, the session will transmit the entire .opus file as it exists currently. That means that sharing an existing job will start by uploading the whole file. Sharing realtime will only have to upload a few seconds to start and from then on will update whenever new data appears in the file every few seconds.

Editors will receive the entire file from beginning to end. With Opus files at 25mb/hour, this should not cause any issues.

What else is Shared in a Team Editing Session?

The entire non-content portion of the documents is transmitted: Document settings, Paragraph settings, job variables, speaker table, job dictionary list, document statistics, everything. Because of this, keep in mind that if one editor modifies the document settings, they're immediately transmitted to everybody. If two users edit the document settings at the same time, these changes could cross in transit and only one change would be preserved during reconciliation.

Data mining to improve Eclipse

When you are connected to the Eclipse server, it collects data: conflict selections, grammar data, spelling dictionary changes, additions, and deletions, and briefs. It **does not** collect personal data, and does not download dictionaries or jobs. This data is used to improve the performance of Eclipse.

Warning messages for shared editors when host disconnects or lags

Eclipse will warn the editors when the reporter's system is either lagging behind or is disconnected. When scopists receive this message, they should stop editing that document temporarily since those edits may not stick. (They can edit other documents while waiting, if desired.) Once the reporter's system catches up, another message will appear letting the scopists know that it is safe to resume editing. Server messages will appear for 30 seconds.

Warning for shared editors when internet disconnects

If a scopist is in the a team editing session and their Internet connection disconnects, they will get a bright background color warning to stop editing.

Editing a file from a shared session when not connected.

After a shared editing session, the scopist will have a transcript file named sessionname.ecl. The scopist can edit it while off-line. Note that it will be the new authoritative version of the file. For example, if the scopist is producing the final proofread copy while the reporter is working on another job, the scopists' version will be the final copy. However, if the scopist re-joins a live editing session under that same name, their version of the transcript will revert to the reporter's version of the file.

If the scopist does want to have another live editing session with the reporter, they can do it by opening the file they edited while off-line, then sharing that version from the scopist side, and have the reporter join in. That way, the reporter's version will change to the scopist's version. (If you keep the default session name, the reporter will end up with a session named ED-ED-Jobname.)

Paragraph status 7 indicates reverted reconciliation paragraphs

If you are a scopist in an editing team and a document reconciliation is required due to a simultaneous edit or a connection issue, it will mark any paragraph that had to be reverted to the reporter's version in a different color. You may want to double-check these paragraphs to see if any edits did not make it from the scopist to the reporter.

VISUALIZERS:

- [D6 - Shared Editing](#)
- [D6a - Shared Editing Tips](#)
- [C7 - Track Co-Editors](#)
- [D6 - Connection Magic Fully Integrated](#)
- [D6d - Connection Magic Users Dialog](#)
- [D6b - Connection Magic Local](#)
- [D6c - Connection Magic Link](#)
- [D6d - Connection Magic Users Dialogue](#)

[D4d -Multi-Channel Audio](#)
[L5e - Vox Shared Editing](#)

16.1 Team Editing Warning Colors

Team Editing Warning Colors

The **User Settings/Display/Color selections** include four separate Team Editing warning colors that can be modified to present different background color warnings for editing status:

Team Edit Reconciliation – indicates that a discrepancy has been detected somewhere in the document and the document is reconciling with the reporter.
Light red - indicates the whole document

Team Edit Recon pgh – indicates that this specific paragraph is different from the reporter's version and needs to be retransmitted from the host. Dark red – indicates specific paragraph only.

Team Edit Last pgh – indicates the last paragraph in the document (the one that the reporter is currently writing into) which should generally be avoided by editors unless working on a LAN or fast, reliable Internet.

Team Edit No server – indicates that the Internet connection has dropped and is not currently available and continuing to edit will likely result in the edits you make will be reverted. (A few edits will be kept in a queue, but they may conflict with other editors you cannot see due to the connection outage.)

17 Block files



BLOCK FILES

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.

VISUALIZERS:

[F7 - Autoincludes](#)

[E1 - Copy Cut Paste](#)

17.1 Working with Block Files



Working With BLOCK FILES

[Working With Blanks](#), [Add Blank](#), [Block Read](#), [Dictionary Syntax](#).

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](#)

17.2 Blanks



Working With BLANKS

RELATES TO: [Working With Block Files](#), [Add Blank](#).

Blanks (also known as blank fields, scan fields, or just fields) are used in the creation of [block files](#).

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](#) at that point.

Then, after you [read \(Alt+R\)](#) the block file into a transcript, you can [fill in the blank](#) 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:

C 1 IN THE [REDACTED] COURT OF [REDACTED] COUNTY
 P 2 The proceedings took place on [REDACTED] weekday,
 3 [REDACTED] month [REDACTED] day, 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](#) 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](#) 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](#).

- ^ 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](#).
- | 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](#):

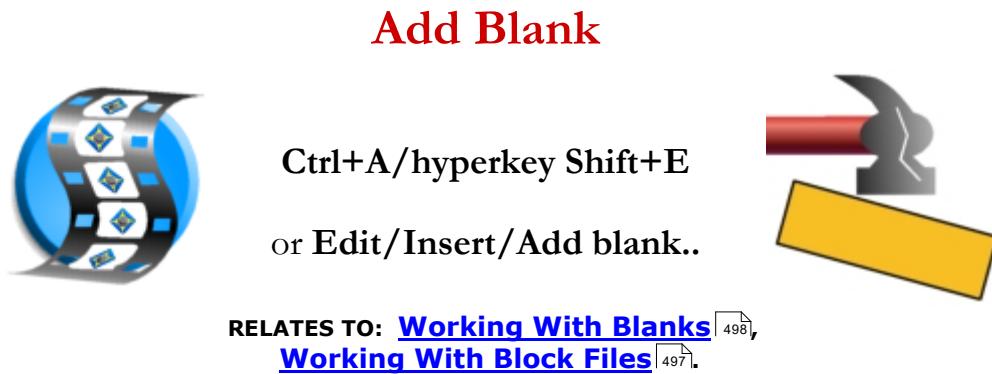
```
{FL:*}={"/%/?TXF}
```

VISUALIZERS:

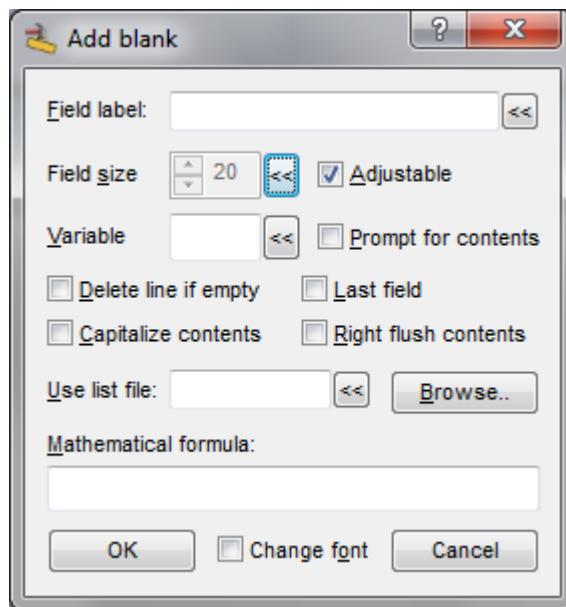
[G2 - Blanks Overview](#)

[M13 - Auto-Magic Fields](#)

17.3 Add Blank



Inserts a blank field into the transcript at the cursor location. Blank fields are used in [block files](#) [497]. The **Add blank** dialog will appear:



Each of the items in the **Add Blank** dialog has a different meaning, and lends itself to a different usage in your title pages.

- **Field Label.** A piece of text that appears in the field before it is filled in. This is not required, and is aesthetic only, but it makes the title page a lot easier to understand.
- **Adjustable.** If checked, the field will expand or contract as needed to the size of the text entered into it. You should always check **Adjustable**, unless there is text to the right of the field that can be pulled out of alignment, such as the edge of a "birdcage" on the title page. (Another way to do a birdcage is

to use the "Case caption" paragraph type.) You can also use non-adjustable fields, or tab stops, to align data in columns.

- **Field Size.** If your field is not adjustable, this is the maximum number of characters the field will take. If you are using the Adjustable option, this setting is irrelevant. Note that a non-adjustable field has a minimum size limited by the command text required by the other options selected for the field. For example, a label of "First name" would require the field to be at least 10 characters longer than an empty field.
- **Variable.** If multiple fields are to contain the same information (such as the deponent's name), enter the same variable into each field, and they will all fill in when the first one is filled in. For example, if you create three different fields with WITNAME as the variable, when you enter the deponent's name into the first WITNAME field, all WITNAME fields will fill in with that name. (Fields that do not have this variable will not be affected; likewise, more than one variable may be in use at a time.) You can directly edit the contents of field variables by using the **Tools/Job variables** function (**Shift+Alt+V**). Job variables can be edited manually, and copied and pasted between jobs. Writing a section of a job will copy the job variables to the new excerpt.

. You can use your speaker table in connection with form field variables:

Speakers to Fields: When starting a translation, you may want to enter in your standard speaker designations. For example, your speaker table might have SPK01 and SPK02 as master speaker names to go with the dictionary entries such as STPHAO = {S:SPK01}. If you use those exact same speaker table master speaker names as form field variables, that data will be filled in automatically. If you enter MR. SMITH for SPK01 in the speaker table, then a form field with SPK01 as the form field variable will automatically be filled in with MR. SMITH, as well.

Fields to Speakers: In order to create the association between speaker names and form fields, use a technique very similar to using the NUM, ALPHA or AUTO suffixes. The SPK suffix indicates that the current form field is a speaker. If a variable end with SPK and you have "prompt for contents" turned on, then whenever you fill in the field, whether manually or from a list file, it will open the speaker table with the contents of the field already typed in. To assign it to a speaker, use the cursor down key to the appropriate row and hit **Enter**.

- **Prompt For Contents.** If you are using a variable, this item will give you the opportunity to confirm each variable field before it is filled in. If a field with a variable is to be filled in, the [Fill In Blank](#) dialog will appear. Press **Enter** to accept the data already assigned to that variable; if you want different data, enter it. (If you are not using a Variable, the Prompt for Contents checkbox has no effect.)

This option is most useful in situations where you wish to use the same information in multiple places within the same form, but you intend to have multiple instances of the form in the same document, each with different repeated data, such as an "exhibit marked" form, where the exhibit number may appear several times, but should change the next time the form is used. If the variable name ends in NUM and you type a number into it, it will automatically increment to the next value when prompting. Note that this only happens when the system prompts you for the value, giving you an opportunity to change the number. If several consecutive fields containing the variable are not set to prompt for the value, they will all get filled in with the same value, which is especially appropriate for block files where the value will be used both in the text and on one or more automatic index lines.

You can also use ALPHA at the end of a form field variable name to auto-increment letters, so after filling in A for the first exhibit, the next one will automatically come up B. These two features can be used together, so you might have PLAINTNUM and DEFALPHA and they would increment separately. After reaching Z, it will start over at AA. After reaching ZZ, it will start over at AAA, etc.

Similarly, you can use AUTO at the end of a form field variable, and it will auto-increment either one (alpha or numeric). A variable such as EXAUTO or PLFAUTO would count 1, 2, 3 or A, B, C depending on whatever was last typed in.

Finally, you can simply use the word SORT on an index line rather than ALPHASORT or NUMSORT. Just plain SORT will sort according to whatever the contents are. If it contains any digits at all, it will be sorted by the numeric value. Otherwise, it will be sorted in alphabetical order.

- **Delete Line If Empty.** If this field is unused, entering nothing into the field will cause the entire line to disappear. This is useful for plaintiff/defendant section of the title page, where you may have individual lines for multiple plaintiffs/defendants, and if some of the fields are not used, some of the lines should be deleted.
- **Last Field.** If checked, the [Fill In Blank](#)⁵⁰⁸ process will stop at this field, rather than continue to the next field. It is useful to check this for the very last field of a form so that you can fill in the entire form in one sequence, but you don't want it to move to the next form when it's done. Another way to only fill in some fields is to use the **Scan to unresolved** function, **Ctrl+T**, which will stop on the next empty form field and request that you fill it in, but it will not advance to the next one automatically after that.
- **Capitalize Contents.** If checked, any text entered into this field will automatically be ALL CAPS once you hit [**enter**].
- **Right Flush Contents.** If checked, the contents of this field will right-align instead of left-aligning. Some title page designs call for this. Note that in order for this to work you must have the **Adjustable** checkbox turned off, because it right-aligns the data by inserting spaces before it to fill the entire available field size.

- **Change font.** If checked, then once you're finished with the other options and you hit **OK** to create the field, it will automatically be highlighted and the font change dialog will appear, allowing you to select any font/attribute you like for the field without extra steps.
- **Use List File.** If a filename is entered here, that file will be used to generate a list of choices. Use this option when the field lends itself to picking from a list, such as days of the week, months, or county names. When you fill in the blank, you will be offered this list of choices, rather than having to type the entire text.
- **Browse.** Allows you to select a list file from the [file dialog](#) .
- **Mathematical formula.** Allows you to enter a formula that will determine how a form field is filled in mathematically. You can also have a variable name for that field so that after the calculation is performed, the result is stored in a variable for later use.

The mathematical formula parser understands the following operators:

- + addition
- - subtraction
- * multiplication
- / division
- () precedence. Example: $(7-2)*3$ produces 15, but $7-(2*3)$ produces 1 % modulus (remainder). NOT percentage!

It also understands the following functions:

- Abs - absolute value
- Sqrt - square root
- Log - natural logarithm
- Log10 - base-ten logarithm
- Sin - sine
- Cos - cosine
- Tan - tangent
- ASin - arcsine
- ACos - arccosine
- ATan - arctangent

For the most part, you're going to be using this on billing pages and for scopists invoices, etc., and you won't need the advanced math, but you might find a use for some of these functions. For example, you can do calculations for compound interest without an iterative function by using logarithms.

Finally, the formula parser can use variable names in place of numbers, which includes any variables you have created and filled in in the job. For example, if you have created a form field containing a variable PAGERATE and filled 2.75 into that field, you can use PAGERATE in a formula calculation.

The following variable names are built-in, and will be filled in automatically with the appropriate value:

- PAGES - the total number of pages in the document

- PAGE - the current page number at the cursor position
- YEAR, MONTH, DAY, HOUR, MINUTE, SECOND -- elements of the date and time from the note file. It will use the timecode from the current location in the transcript. Note that in Realtime, these will be the current date/time.

An example of use:

Let's say you want to calculate a bill for the total number of pages in a transcript minus the form pages.

On the last page of your appearances, you put a comment line containing a formfield with a variable FORMPAGES, and a formula containing only PAGE. This will calculate and store the page number of the last form page before the content starts.

At the end of the file, you have a billing page with form field containing a variable PAGERAGE which you fill in manually.

In the invoice, you have a total bill form field containing the formula (PAGES - FORMPAGES) * PAGERATE.

17.4 List Files

Working With LIST FILES

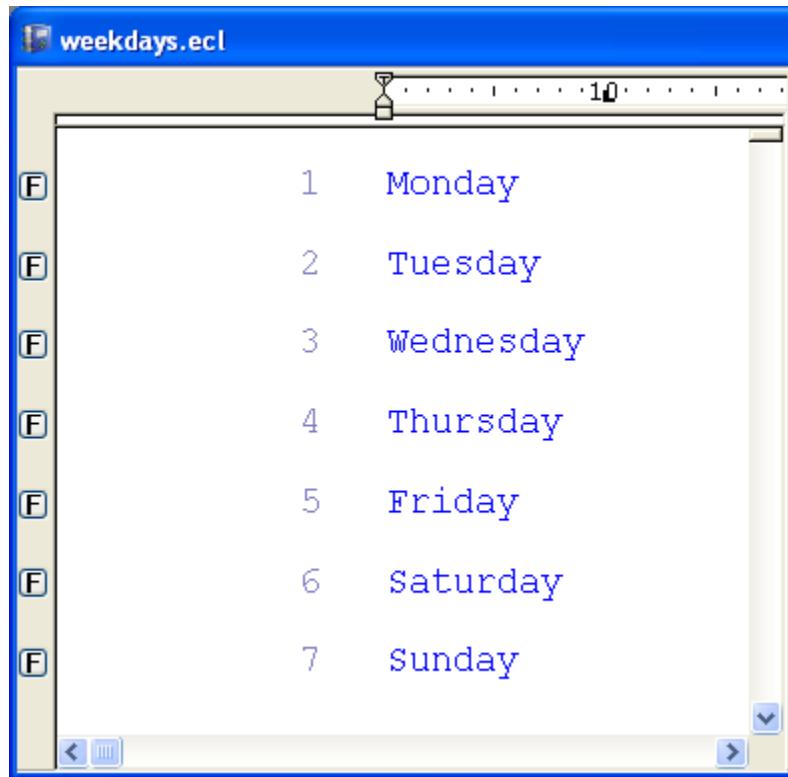
RELATES TO: [Working With Blanks](#) 

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](#) .
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:

	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.

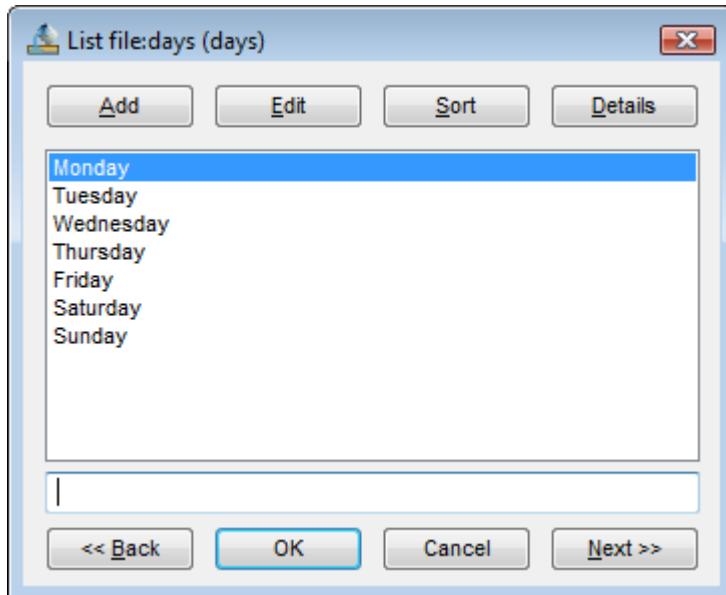
Note that the text wraps to the next line. This is normal. Each paragraph should contain one set of information.

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.

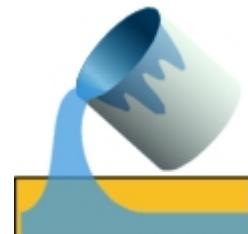
17.5 Fill Blank



Fill in the Blanks

Ctrl+E/hyperkey E or

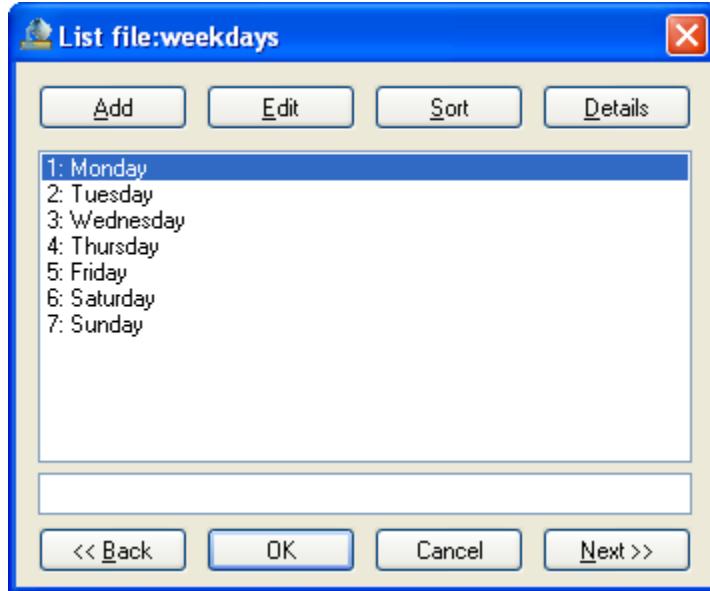
Production/Fill in blanks..



Moves the cursor to the next [blank](#) [498], and opens a dialog that prompts the user to fill in the blank.

Selecting From A List

If the blank has been designed to use a [list file](#)⁵⁰⁴, a dialog will appear offering the list of choices you made:



To select a choice from this list, you may do any of the following:

- Begin typing the desired item. Once you have typed enough to uniquely identify it, it will be highlighted. Then, press Enter.
- Use the arrow keys to highlight the desired item, and then press Enter.
- Double-click the desired item.

Note: if a list file uses [selection criteria](#)⁵⁰⁵, you would type that instead of the item itself. In the above example, you would type 1 for Monday, 2 for Tuesday, etc.

If you want to enter something that is not a choice in the list, you may simply type it and then press Enter. If you want to add it to the list file (so it will be a choice in the future), click the **Add** button before pressing Enter.

The **Edit** button will open the list file, where it can be edited. This button opens the list file document and escapes out of the fill-in-the-blanks process. 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.

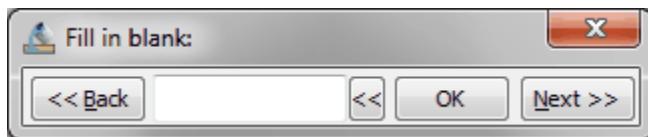
The **Sort** button will arrange the entries in the list file alphabetically. Otherwise, they will appear in the same order they were in the list file.

If this is a [multi-line list file](#)⁵⁰⁶, the **Details** button will allow you to view the entire entry.

The **Back** and **Next** buttons will allow you to move to the previous or following blank, without filling this one in.

Filling A Blank

If this field does not use a list file, the Fill In Blank dialog will appear:



Simply type the desired text, and then press Enter.

The **Back** and **Next** buttons will allow you to move to the previous or following blank, without filling this one in.

Other Blank Behaviors

Inserting Special Characters, Time and Date: You can insert special characters while filling in the blanks, using the **Ctrl+W** function just as you would during globaling or editing. To insert the date and/or time while filling in the blanks, hit **Ctrl+D** to bring up the **insert time/date** dialog box. You can choose any of the existing formats or create your own, and you can modify the date and time values that appear, as well.

The editing action [Scan To Non-Resolved](#) (Ctrl+T or hyperkey T) will also stop on blanks.

When you fill in a blank, you will automatically be moved to the next blank, unless the [Last Field](#) option was checked when the blank was created.

If you make a mistake filling in a blank, you can simply edit it as text, or move the cursor above the blank and fill it in again. However, you will always have to type the desired text (you will not be offered a list).

Blanks can also have certain behaviors, such as adjusting for size, capitalizing, and filling in other blanks with the same information. These behaviors are determined when the blank is created. See the page on [adding a blank](#) for a description of blank options, and when to use them.

VISUALIZERS:

[G2 - Blanks Overview](#)

[M13 - Auto-Magic Fields](#)

18 Automatic 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).

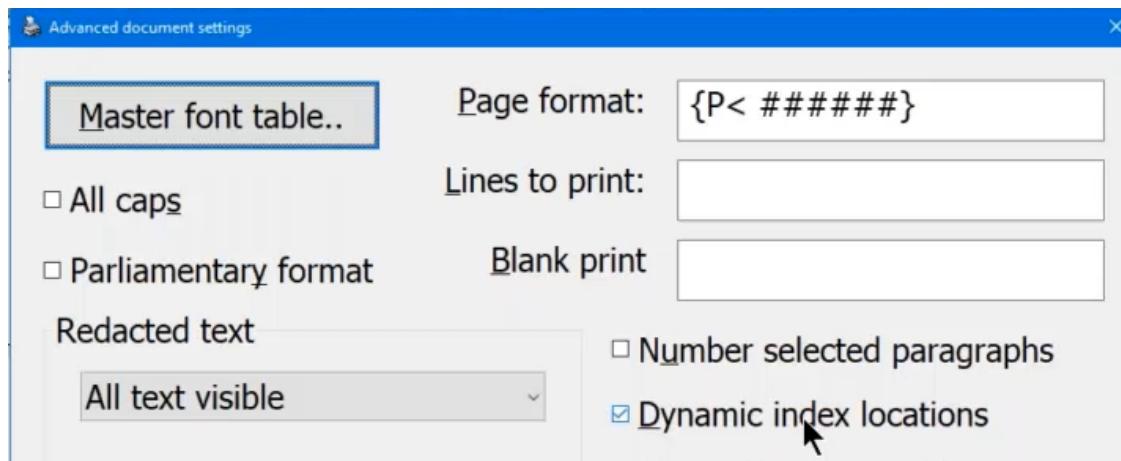
If you edit your document after indexing, and an item in the index has moved to a different page, the location reference in the index is updated automatically.

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.

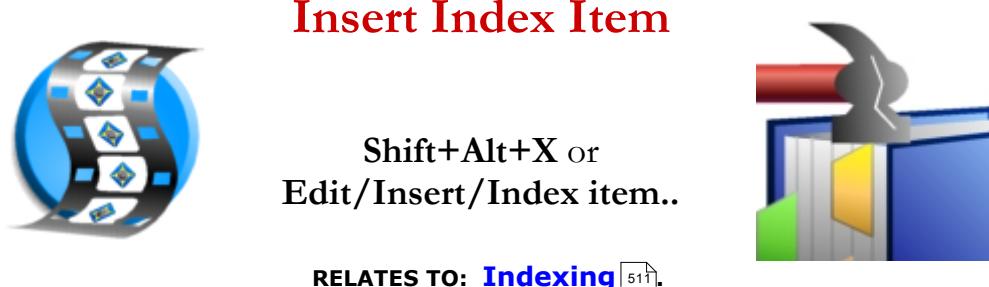
Making a pdf with indexed items

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.

18.1 Insert Index Item



The **Edit** menu/**Insert/Index item** option opens the Automatic Index Item dialog, an alternate way to insert an index line. Instead of manually entering text into an [Index Line print command](#), you can enter the information into the dialog, and the line will be automatically generated.



Enter the **Index Name**, **Index Item**, **Description** (Body Text), and **Format** (paragraph style) into the text boxes given. [indexing](#) for an explanation of what each of these items does.

The gear button takes you to the [Paragraphs tab](#), where you can make changes to paragraph margins.

The **Location Toolbox** is a quick way to generate the Location Format portion of the index line. In the controls given, enter the following information:

- Select Page, Line, or Volume number from the Show list.
- Enter the desired separator (such as a period) in the Separated By text box. Leave blank for no separator.
- Select Right Align, Left Align, Center, or Decimal Align from the drop-down list at bottom left. (If you're not sure, use Right Align.)
- Select the desired tab stop number in the Tab text box. Again, see the [indexing overview page](#)⁵¹¹ for an explanation of how tab stops work in indexing.
- When you are done, click Add. This will add the correct Location Format syntax to the Location drop-down list.

When you have entered all the data, click OK, and an index line will be automatically added to the document.

When you close this dialog, the index name and the location format are remembered so that the next time you use the dialog you don't have to type those entries if re-using the same ones over and over.

18.2 Indexing in more depth

Indexing in more depth

Three components are necessary to automatically create an index page in Eclipse:

- The information in the transcript to be indexed, such as a speaker name or exhibit description
- The Eclipse index line
- A header file, which helps define the format of your indexes

What You Need To Know

You will need to be familiar with the following:

- Basic editing in Eclipse
- Working with **Print Commands**
- Creating and inserting block files
- Creating and using scan fields, including pick lists and variable fields
- Setting margins and tabs for paragraph types

- Creating custom paragraph types
- The difference between working in the **Master format** and **Current document**, and how to switch between the two

It is important that you be comfortable with all the above tasks before proceeding. Automatic indexing can use all of these features.

Setting Up The Index Paragraph Type

Automatic indexing requires at least one custom paragraph type to be set up in User Settings beforehand. Later editions of Eclipse provide you a default paragraph type called "Index1". It is intended for this purpose, however you will likely need to change some of the default settings for that paragraph type. You may use the Index1 paragraph type, or create your own.

Before you can start, you need to know where you want the following items to appear in your index:

- the Index Item
- page number
- where the Body Text starts and where you want it to wrap
- line number and volume number (if your index has them)

Define the locations of these items in terms of spaces from the left margin. For example, you might say that the Index Item is 5 spaces in, the Body Text appears between 20 and 40, and the page number appears in column 45. With this information, we can now set up the index paragraph type.

Create And Name Your Custom Paragraph

1. Go to User Settings/Paragraphs tab.
2. Make sure you are in the Master Format. Click the Master Format option button if it is not already selected.
3. Click New.
4. A window will appear prompting you for a paragraph name. Type the name you want and press Enter.

If you only need one format for your indexes, and thus do not need multiple paragraph types, give it a simple name like Index or Index1.

There are three common methods of naming index paragraphs:

- assigning each a number (Index1, Index2)
- putting the word Index followed by a brief description (IndexExb, IndexWit)
- putting the letter x followed by a longer description (xWitness, xDepo).

However, you can name them anything you want.

Set Tabs

1. Go to **User Settings/Paragraphs** tab if you are not there already.
2. Make sure you are in the **Master Format**. Click the Master Format option button if it is not already selected.
3. Select the index paragraph from the list of paragraph types.
4. Click the **Advanced** button.
5. Click the **Tab Stops** button.
6. Click the **Clear All** button to delete the default tab stops.
7. Assign a tab to the column you want the page number to land on. To assign a tab, type the number of the column in the text box at the top right, then click Add. Set the tabs to where you want the LAST digit of the page number to appear. For example, if you deal with three-digit page numbers and you want it to start on column 40, set the tab to column 42.
8. Assign additional tabs for line number and column number, if you use them. It is best to add the tabs from left to right so Tab #1 will be the "first" tab going from left to right, Tab #2 the second tab in, etc.

Set Margins

1. Go to **User Settings/Paragraphs** tab if you are not there already.
2. Make sure you are in the **Master Format**. Click the Master Format option button if it is not already selected.
3. Set **Indentation** to where you want the Index Item to appear. For example if you want the Index Item to be 5 spaces in, set indentation to 5.
4. If you are using Body Text, set **Text Column** to where you want the Body Text to begin. Be sure to set this number high enough to allow sufficient room for the Index Item.
5. Set **Left Margin** to the same number as Text Column. Left Margin dictates where the second line of Body Text will appear if it is too long for one line. Stylistically, this will be the same as Text Column, because you don't want the first or subsequent lines to indent:

Exhibit 5

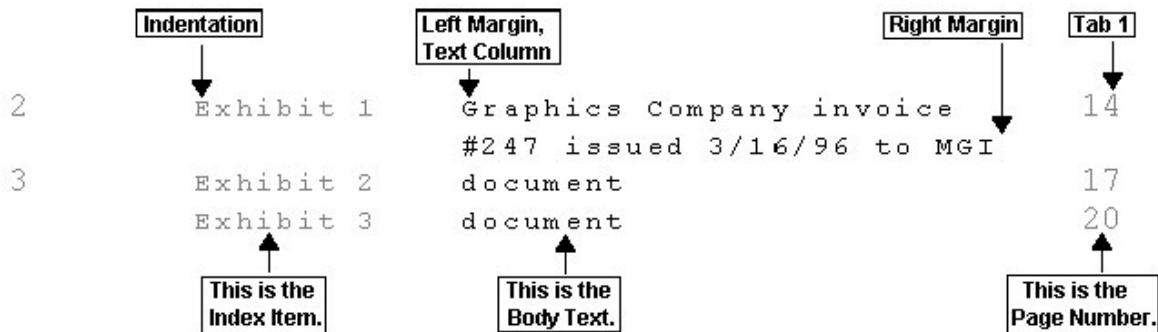
A letter from John Doe

27

to Jane Doe dated 5/16/99

6. Click OK to leave User Settings and save the paragraph type.

Here is a graphical representation of the index components and the margins you need to set up to determine their placement:



Some tips on setting up your index paragraphs:

- Make sure you are making the change in the Master Format and not the current document.
- You may have multiple index paragraph types. However, it is only necessary if you require more than one format for your indexes. Usually one is enough.
- The difference between Indentation and Left Margin/ Text Column is the amount of space allotted for the Index Item. So, as a practical matter, set Left Margin and Text Column to at least 10 higher than the Indentation to allow enough room.
- The Index Item does not wrap. As such, it is well suited for short items only. If you need something longer in your index, set it up as Body Text.
- Set Right Margin to at least 3 lower than the first tab stop. This is so the Body Text does not run over the page numbers.
- The paragraph name is case sensitive. If the paragraph is called IndexPar, then be sure to put IndexPar in your index lines. INDEXPAR or Indexpar will not work correctly.
- Index paragraphs containing long descriptions will be moved so that they appear entirely on the next page, and the continuation block file will be loaded before the entire paragraph instead of at the beginning of the next one.

Creating Individual Index Lines

Now that the index paragraphs are set up, we can focus on placing and filling out the index lines. Each item that you want in your index needs to have its own index line.

Components Of An Index Line

An index line has five components which you can specify in the Automatic index item dialog.

1. Index name
2. Index Item
3. Paragraph Type (Format)

4. Body Text (Description)
5. Location Format (set in Location toolbox)

Inserting An Index Line

You can insert an index line in any of three ways:

1. Manually, using the Automatic index item function (Shift+Alt+X), found in the Edit menu/Insert submenu; or by pressing Alt+N, the letter I, and Enter. The index line will appear above the paragraph in which the cursor is currently located.
2. By creating an index line in an include file, so the index line is inserted whenever exhibit parentheticals, examination markers, etc are encountered.
3. Using Regular Expressions, which search for a pattern, and every time that pattern is encountered, it acts as if there is an index line above it. Using Regular Expressions allows you to generate an automatic index without any preparation prior to the translation and editing of the transcript. For details on using Regular Expressions to insert index lines, see page 8.

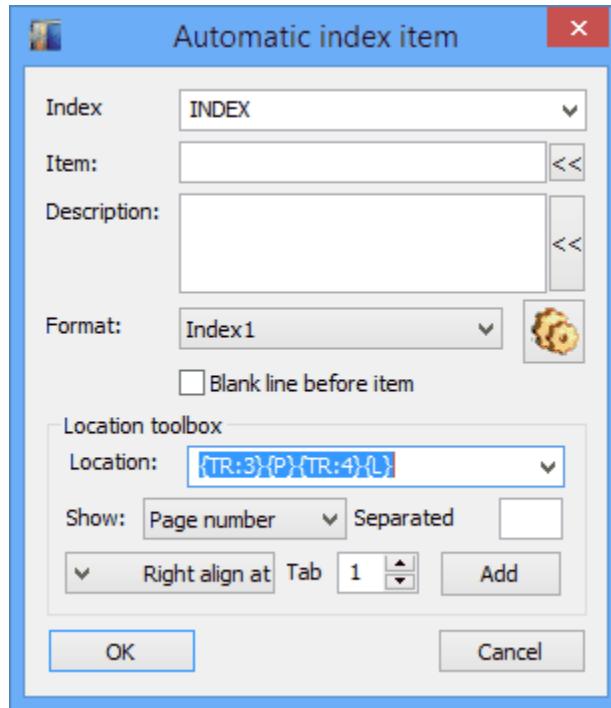
Note: An index line is a print command. Like other print commands, index lines can be visible or not. For purposes of learning about index lines, you will probably find it easier to have them visible at all times. To do this, press Alt+U to bring up User Settings; click the Display; and make sure the Print Commands check box is checked.

Inserting an index line using the wizard

Command	Insert index item
Speed Key	Shift+Alt+X
Menu	F10/Edit/Insert/Index item
Toolbar Icon	

You can insert an index line using a wizard that provides guidance for entering the required information and placing it in the correct syntax and order. The wizard then inserts the information into an index print command.

To use the wizard to insert an index line, press **Shift+Alt+X**. The **Automatic index item** window will appear.



Enter an Index name, EXHIBITS for example. Once you have entered an index name, it will be available as a choice in the drop-down list.

In the **Item:** field enter the Index item, in the example "Exhibit 1."

In the **Description:** field enter the Body Text. If you have none, leave it blank.

Note that in the Item and Description fields you can type autoreplacements, use Ctrl+D to display the time/date dialog, Ctrl+K to change capitalization, etc., just as you can with any extended editing field.

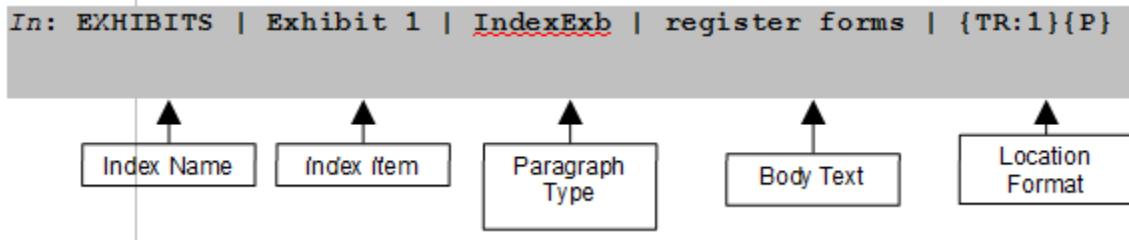
The **Format:** is the paragraph type you are using. In the example, Index1 has been chosen from the list of paragraph types.

In the **Location toolbox** you tell Eclipse whether you want page/line/volume numbers, and where you want them to appear.

After specifying your settings, click OK and the Index line will appear in your transcript.

You can also insert an index line manually. To insert one, press Alt+N, and then press the letter I, and then press Enter. The index line will appear above the paragraph in which the cursor is currently located. For details on filling in the line manually, see below, page 5.

The pipe symbol (Shift+\) is used to separate the components of the index line. The In: at the beginning appears automatically.



Index Name

The first part of the index line is called the Index Name. The Index Name tells Eclipse which index to put this item into. You might have multiple indexes in a document, such as an index for Exhibits and an index for Witnesses.

There are four different methods you can use to input the Index Name:

- TYPE IT IN: Yes, you can just type it in when you insert the index lines. This is the most common method.
- BLANK FIELD: You can use a blank field like the ones you use on your title and certificate pages. Put the cursor in the index line at the point where the Index Item should appear, and then press (Ctrl+A) to insert the blank field.

In: | Index Item | Paragraph | Body Text|{TR:1}{P}

You would then use the (Ctrl+E) command to fill the field in.

- PICK LIST: You can also use a scan field that allows you to pick from a list. Create it as above, except that the scan field will use a list file. Then when you press (Ctrl+E) to scan to the field, you get a list of index names to pick from. This list contains selections for witnesses for the defendant and plaintiff, and exhibits for the defendant and plaintiff. Just select the one you want, as you would normally do when selecting from a pick list to fill in a scan field.
- CONFLICT: Similar to dictionary conflicts, it works like this:

In: DEFWIT\PLWIT

You do not select the conflict. Instead, the system selects it for you; it selects the last index name that was used. This method is not recommended, however, since you may not want the last one used.

Index Item

This is what you want to be indexed. Commonly this is an attorney's name, a witness's name, or an exhibit number.

Important note about the index item: it is only suited for small pieces of information. It must fit on one line and still allow plenty of room for the page number and other components of the index. It will not wrap to the next line. So if you want to index something longer, use Body Text for this purpose instead.

There are also a few different ways to fill in the index item:

- TYPE IT IN: This is the most straightforward way to do it, but it is not very automatic.
- BLANK FIELD: You can use a blank field as you would on your title page. Press Ctrl+E to scan to that field and fill it in.
- BLANK FIELD WITH VARIABLE: If you assign the same variable to multiple blank fields, filling in one field with the variable will fill them all in. This is very useful for the direct examination where you want to index by the witness name.

```
1 Witness
2 having been first duly sworn, testified as follows:
   EXAMINATION
3 In: xDepExams| Witness | xDepExam || {TR:1}{P}
```

In the above example, both blank fields have the WITNESS variable. When you do Ctrl+E to fill in the witness name on Line 1, it will automatically fill out the Index Item in the index line.

- USE A WILDCARD: A wildcard is a function that will pull some text, commonly a speaker name or exhibit number, from the following line of the transcript. A later section covers wildcards in detail.
- USE AUTOREPLACEMENTS: You can type autoreplacements, such as using Ctrl+D to display the time/date dialog, Ctrl+K to change capitalization, etc., just as you can with the globaling dialog and other dialog boxes that use the extended editing fields.

Paragraph Type

In Eclipse, you have to create a custom paragraph type for use with automatic indexing. This paragraph type is used to set margins for the various items in the index, including the page and line numbers.

If you put + before the paragraph name it means to add a blank line before the item automatically.

This means if you have an Index line such as this:

```
In:EXHIBITS|No. 2|+Index1|A letter|{TR:1}{P}
```

you will end up with a blank, single-spaced Fixed line right before an Index1 paragraph containing the item "No. 2" with "A letter" and the page number on it. And it adds this extra line AFTER sorting the items, so there is no further effort necessary to ensure the correct order or formatting.

To enter the paragraph type you can:

- TYPE IT IN: You can just type it in each time.

- **PICK LIST:** You can also use a scan field that allows you to pick from a list. Create a list file with the names of your various paragraph types, and create a scan field in the index line to access that list. When you press (Ctrl+E) to scan to the field, you get a list of paragraph types, which you can quickly pick from.

This part of the index line does not lend itself to an ordinary blank field. It would work, but really doesn't save you any time over just typing it in.

Single- and double-spacing

Spacing is determined by the paragraph style. On the **User settings/Paragraphs/Advanced** button, where you set the tab stops, there is an option called **Default spacing**. Set as desired.

If you want some of your indexes single-spaced and others double-spaced, you will need two different paragraph styles.

Body Text (Description)

The body text is a description of the Index Item. For example, if the index item is merely the exhibit number, you could use the Body Text to enter a detailed description of each exhibit.

The Body Text is optional; you can just leave it blank if you don't want to use it. Body Text can also be used instead of Index Item, or both may be used together.

- **TYPE IT IN:** This is the most straightforward way to do it, but it is not very automatic.
- **BLANK FIELD:** You can use a blank field as you would on your title page. Press Ctrl+E to scan to that field and fill it in.
- **USE A WILDCARD:** Again, a wildcard will pull some text, commonly a speaker name or exhibit number, from the following line of the transcript. We will learn more about wildcards later on.

Location Format

This is the part of the index line where you tell Eclipse whether you want page/line/volume numbers, and where you want them to appear. Fill this part of the index line out by typing it in. This information is a special code that indicates what items to put in the index and where they appear.

{P} — Insert page number.

{L} — Insert line number.

{V} — Insert volume number.

{TR:n} — Position the following item at right-aligned tab stop n.

{TL:n} — Position the following item at left-aligned tab stop n.

{TC:n} — Position the following item at centered tab stop n.

Taken together, {TR:1}{P} would insert a page number at Tab Stop 1.

{TR:2}{L} would insert a line number at Tab Stop 2.

{TR:1}{V} would insert a volume number at TabStop 1.

{TR:1}{P}{TR:2}{L} would insert a page number at Tab Stop 1 and the line number at Tab Stop 2.

You would almost always want TR, because you want your page numbers to right-align. If you right-align the page numbers, they will look like this:

Exhibit 1	3
Exhibit 2	75
Exhibit 3	193

If you left-align the page numbers, they will look like this, which is usually not the preferred layout:

Exhibit 1	3
Exhibit 2	75
Exhibit 3	193

Put the tab stop first, then the item to insert, for example {TR:1}{P}

If you want a page and line number, put them both in the last part of the index line, e.g. {TR:1}{P}{TR:2}{L}. Do not separate different items in this part of the index line with a pipe, space, or anything else. Just put them next to each other. Also, do not put any spaces anywhere in this line. If you do you may get unexpected results when you generate the index.

You can put roman numerals in index page, line and volume numbers by putting in an upper or lower-case R in the command to insert the number. For example, {TR:3}{Pr} tells the system to put the page number in lower-case roman numerals right flush on tab stop three. {TR:4}{VR} tells the indexer to put the volume number in upper case roman numerals right flush on tab stop four.

Regular Expression index lines

Normally, an index line in the transcript takes the following form:

INDEX|Item|Format|Body|Location

Copies of index lines in this format are placed immediately above the paragraphs where the indexable content appears, so normally they will be placed in block files that are used for exhibit parentheticals, examination markers, etc.

There is a sixth and final item that can optionally be added to an index line, and instead of placing many copies of this index line in the transcript, you only need one:

INDEX|Item|Format|Body|Location|RegularExpression

Index lines in this format should be placed near the beginning of the transcript, after where you place the sorting lines, such as EXAM|ALPHASORT

A regular expression index line is identical in every way to a normal index line. It follows this simple rule:

Any paragraph in the document that contains text that matches the regular expression search will behave AS IF it was preceded by the index line associated with the regular expression.

Example regular expression index line:

EXBT|\1|Index1||{TR:1}{P}|Exhibit (\d+)

The regular expression is "Exhibit (\d+)", which means to match any pattern consisting of the word Exhibit, followed by a space, followed by a series of at least one digits (at least one.) This would match a paragraph containing "Exhibit 3" or "Exhibit 27", for example, but not "exhibit 3" or "Exhibit doesn't", etc.

For EVERY paragraph in the document that contains that pattern, it would behave as though that paragraph was preceded by an index line containing

EXBT|\1|Index1||{TR:1}{P}, which means that it would add an Index1 paragraph to the EXBT index, with the page number on tab stop 1. Note that the way this expression is written, it would work even in the body of a question or answer, for example. If you ONLY wanted it to index the exhibit where it appeared inside a parenthetical, you could use something like \(.*Exhibit (\d+)

Special note: The index item in this example is \1, which is a backreference. Both the index item and the body can contain backreferences which will fill in the appropriate part of the matched pattern.

Special syntax: There are some rare occasions where you need to search for a paragraph break as part of a pattern. If you must do this, use {N} to indicate ANY paragraph break. Also, do NOT include any spaces before or after it, because paragraph indentations do not count as spaces. Paragraph labels DO count in a regular expression search, so you can use them to search for and extract speaker names, etc.

Here are a few more examples:

EXBT|No. \1|Index1|-- \2|{TR:1}{P}|\ (Thereupon, Exhibit (\d+), (*.), was .*\))

This sample would take any parenthetical in the following format:

(Thereupon, Exhibit 2, A contract between Mr. Smith and Mr. Jones, was marked.)

and convert it into an index paragraph like so:

No. 2 -- A contract between Mr. Smith and Mr. Jones 63

```
EXAM| \2 -- \1|Index1||{TR:1}{P}|(DIRECT|CROSS|RE-DIRECT|RE-CROSS) EXAMINATION{N}BY (.*):
```

This sample would take the following sequence:

```
DIRECT EXAMINATION  
BY MR. SMITH:
```

and turn it into an index paragraph like so:

```
MR. SMITH -- DIRECT 12
```

and would ALSO take the following sequence:

```
CROSS EXAMINATION  
BY MR. JONES
```

and turn it into an index paragraph like so:

```
MR. JONES -- CROSS 53
```

You can use as many different regular expression lines as you wish, because each one will be applied to ALL of the paragraphs in a document.

That means you can use them to generate multiple indexes easily (such as one chronological and one alphabetical) or to easily subdivide indexes according to context. For example:

```
PLEXBT|\1|Index1||{TR:1}{P}|Plaintiff's Exhibit (\d+)  
DFEXBT|\1|Index1||{TR:1}{P}|Defendant's Exhibit (\d+)
```

These two lines would ensure that plaintiff's exhibits and defendant's exhibits were placed in two separate indexes, assuming that the parentheticals contained those strings, such as (Thereupon, Plaintiff's Exhibit 5 was marked.)

With regular expressions, you can make the patterns as flexible as necessary. For example, the expression Plaintiff'?s'? Exhibits? ([A-Z0-9\-\-]+) would find "Plaintiff's Exhibit 23" or "Plaintiffs' Exhibit A" or "Plaintiff's Exhibits 24-27"

Here is some further reference material for regular expressions:

Single character commands

. (period) Represents any single character. "d.g" returns both "dig" and "dog". If you need to search for an actual period, use \.

\w Represents any word character

\W Represents any non-word character

\d Represents any digit

- \D Represents any non-digit
- \b Represents a word boundary. "for\b" finds "for"/ "for this"/ "for?" but not "forget".
- [abc123] Represents one of the characters that are between the brackets.
- [a-e] Represents any of the characters that are between a and e.
- [a-eh-x] Represents any of the characters that are between a-e and h-x.
- [^a-s] Represents any character that is not between a and s.

Number commands

- * Finds zero or more of the item preceding the "*". "Ab*c" finds "Abc", "Abbc", "Abbbc", etc., but since the number can be zero, it will also find "Ac".
- + Finds one or more of the item preceding "+". "AX.+4" finds "AXb4", not "AX4".
- ? Finds zero or one of the item preceding the "?". "Texts?" finds "Text" and "Texts" and "x(ab|c)?y" finds "xy", "xaby", or "xcy".
- {2} Defines the exact number of times that the item preceding the opening bracket occurs. "tre{2}" finds "tree".
- {1,2} Defines a range of times that the item preceding the opening bracket can occur. "tre{1,2}s" finds parts of both "trees" and "trespass".
- {1,} Defines the minimum number of times that a character can occur. "tre{1,}" finds "tree", "treee", and "treeeee" but not "treated".

Every regular expression is a sequence of character commands optionally followed by number commands. If a character command appears without a number command following it, the assumption is that it should appear exactly once. So "Exhibit [A-Z]," will find Exhibit A, but not Exhibit AA. Since the + means "one or more" the expression "Exhibit [A-Z]+," will find Exhibit AA, Exhibit BBB, Exhibit WXYZ, etc.

Special commands

- () Grouping. This defines the characters inside the parentheses as a reference or a group. For example, "a(bc)?d" finds "ad" or "abcd"
- | Either/or. Finds the terms that occur before or after the "|". For example, "this|that" finds either "this" or "that". Note that you can have a pattern that contains a partial either/or option by using the parentheses. For example, "Mr.|Mrs. Smith" would not search for "Mr. Smith" or "Mrs. Smith". Instead, it would search for "Mr." or "Mrs. Smith". The correct pattern would be "(Mr.|Mrs.) Smith"
- ^ Only finds the search pattern if the pattern is at the beginning of a paragraph. For example, ^Okay would find the word "Okay" only if it appeared at the beginning of a paragraph.

\$ Only finds the search pattern if the pattern appears at the end of a paragraph. "Objection\$" would find the word "Objection" only if it appeared at the end of a paragraph. The begin/end commands can work together. "^Okay\$" would find any paragraph that contained nothing but the text "Okay"

\ Search interprets the special character that follows the "\" as a normal character and not as a regular expression. "yes\?" specifically finds "yes?", not "yes" or "ye" (which would happen if you searched for "yes?" because the ? means "zero or one.")

\1, \2, \3 Represents a backreference to previously matched sequences in parentheses. The expression "b(o|e)\1t" finds "boot" or "beet"

Backreferences in regular expressions

Backreferences allow you to take matched sequences of text and re-use them either in the search pattern or in the replacement. The number of the backreference indicates which sequence in parentheses you want to re-use.

For example, if you search for (Plaintiff's|Defendant's) Exhibit ([A-Z])

It will find either Plaintiff's or Defendant's, then Exhibit, then any single letter from A – Z. Once it finds that string, the backreference \1 will either contain Plaintiff's or Defendant's, and the backreference \2 will contain whatever Exhibit letter was found.

Header Files

If you want certain text to appear at the top of your index, such as an overall title such as

"E X H I B I T S" or a header for the top of each column in the index, you can include that information in a header file. A header file is simply an .ECL file containing the information you want to appear at the top of an index. The header file might look something like this:

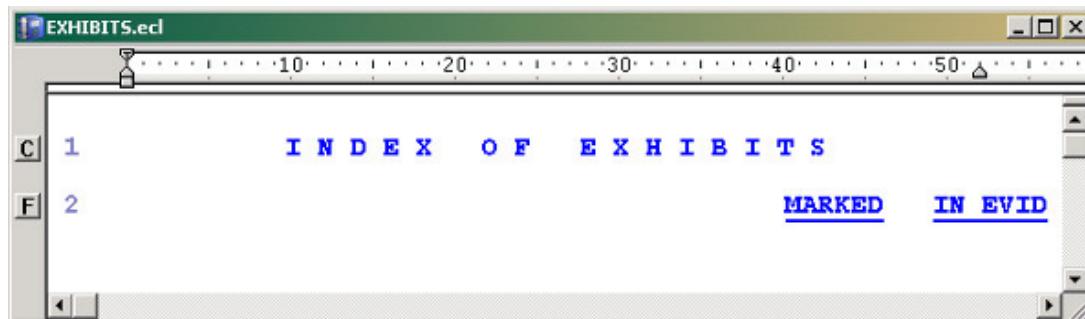
INDEX OF EXHIBITS	MARKED	RECEIVED
-------------------	--------	----------

You would then have the Index Item or Body Text arranged to appear under "Index of Exhibits", and page numbers to appear under the Marked and Received columns. When you generate the index it will look something like this:

INDEX OF EXHIBITS	MARKED	RECEIVED
Exhibit 1	15	24
Exhibit 2	19	30

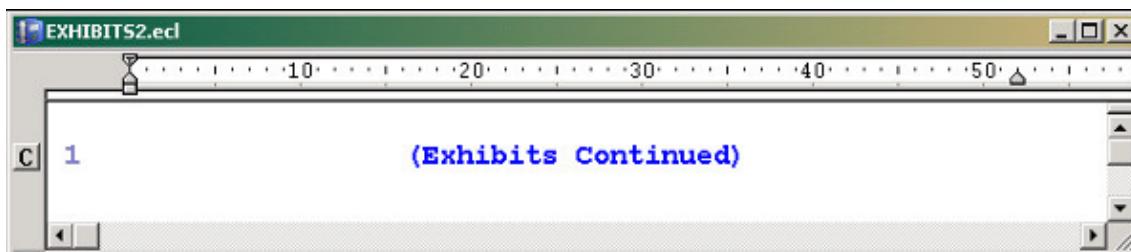
A header file must have the same name as the Index Name, and must be stored in the user's block file directory. When you generate the index, the header file is inserted at the top of the index with the same name as the header file.

If you want the index to start on a new page, include a page break at the top of the header file.



Continuation Headers

If your index is several pages long, you may want an index header to appear at the top of each page. To accomplish this, create a second header file as above, but append a "2" to the filename. So if the Index Name is EXHIBITS, the continuation header file would be called EXHIBITS2.ECL. Your second block file could contain the "continued" parenthetical exactly as you want it to appear.



If you use a continuation header, it is recommended that you insert a page break at the beginning of the file. This ensures that the continuation header will always appear at the top of each page. Some index items are two or three lines long, so there is no guarantee that the continuation block will be inserted at exactly line one unless you have a page break at the beginning of it.

Putting Index Lines in Block Files

Remember, this is automatic indexing. To be sure, you can insert an index line anywhere you like into an existing transcript, and type in the information. But by placing them in our block files we can make the process automatic.

Certain common occurrences require entries in your index. Some of these are

- sworn statements
- examination
- cross-examination
- re-direct examination
- re-cross examination
- the marking and identification of exhibits

These events each have their own block files. By adding index lines to the block files we can create all the index lines we need with little or no additional work.

Let's look at a typical block file:

```
1 Witness ,  
2 having been first duly sworn, testified as follows:  
3 EXAMINATION
```

This is a complete block file, for a sworn statement. Whenever someone is sworn in, you'd read in this file, fill out the scan field with the deponent's name, and continue writing. By adding the appropriate index line to the block file, we can automatically insert all the index lines we need into the transcript. This is the same block file with an index line added. (You may remember this graphic from before.)

```
1 Witness ,  
2 having been first duly sworn, testified as follows:  
3 In: xDepExams | EXAMINATION  
      | xDepExam || {TR:1}{P}  
      | Witness
```

Now, filling in the Witness name in the scan field on Line 1 will also add it to the index line. Zero additional keystrokes. When you generate the index this deponent's name will appear in the DepExams index.

Creating “Automatic” Index Lines Using Variable Fields

When adding generic index lines to your block files, the trick is to create the index lines such that the content of the index lines will be generated for you.

If you generally enter information into your autoincludes by filling out scan fields, then it makes sense to also use scan fields in your index lines. By using variable fields, filling out one field (which you are already doing) will also fill out the index line.

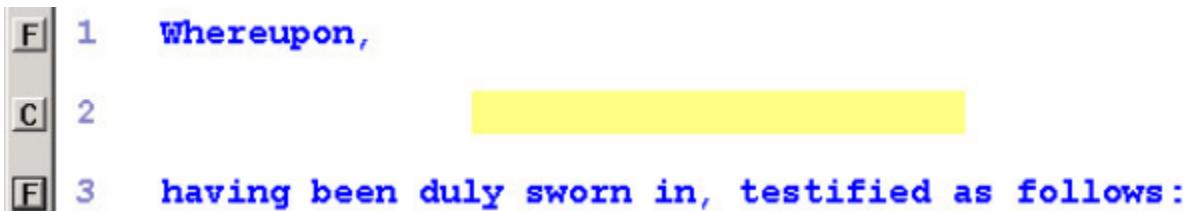
Making it “Automatic”

Certain common occurrences require entries in your index. Some of these are sworn statements; examination; cross-, re-direct and re-cross examinations; and the marking and identification of exhibits. Each of these events already has its own block file. By adding index lines to the block files, we can create all the individual index lines we need with little or no additional work. But, the information is going to change each time it is filled in. You can account for this by using wildcards in the index line.

Wildcard Indexing

You can use wildcard symbols in your index lines to automatically pull information from the following paragraph.

*The asterisk is the basic wildcard unit; it means 'find anything'. Use it in place of text that will change from item to item. For instance, if you use the string Exhibit * was marked, the automatic index procedures will search for a string starting with Exhibit, followed by anything, followed by was marked. It would be able to find, for example, Exhibit 1 was marked or Exhibit 4B was marked, et cetera. You can have as many asterisks in your search string as necessary to allow for variability.



```

F 1 Whereupon,
C 2
F 3 having been duly sworn in, testified as follows:

```

Suppose your "sworn" block file is as follows: You need the deponent's name, which will be filled into the blank field on Line 2, added to the WITNESS index. While some people will put a scan into the index line, a better approach is to use a wildcard.

The * character in an index line will pull everything from the following paragraph into that section of the index line. If you make an index line that looks like this:

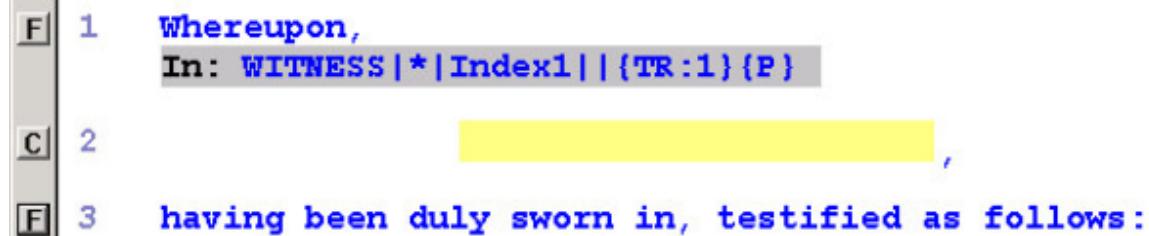
Each time you read in this block file and fill in the field, the * will pull the name you filled into the Index Item section of the index line.

Filling in the scan field each time will also fill in the index line automatically, because the * in the index line copies in whatever you entered into the scan field. In the above, "JOHN DOE" would be the Index Item.

Once the index line is correctly set up in the block file, generating the index requires no extra work. You have to read in the block file and fill in the field, which you have to do anyway, and the index lines fills itself in automatically. All you have to do is set up the Index Name, Paragraph Style, and Location Format for how you want entries of this sort to look in your index.

Limiting Wildcards

Suppose that in your sworn block file, a comma appears after the person's name:



```

F 1 Whereupon,
In: WITNESS|*|Index1||{TR:1}{P}
C 2
F 3 having been duly sworn in, testified as follows:

```

If you use the * by itself, the comma will also appear in the index, as the * will copy in the entire contents of the following paragraph.

To exclude something from being copied into your index line, put it in brackets [].

F 1 **Whereupon,**
In: WITNESS|*[,]|Index1||{TR:1}{P}

C 2 [REDACTED],

F 3 **having been duly sworn in, testified as follows:**

You put the [,] after the *, because you want the wildcard to copy in everything before the comma. If the text you want excluded from the index is at the beginning, you would put the bracketed material first.

To get something from the middle, use bracketed text at both ends. This is typical, as you may need to exclude large sections of the text of the parenthetical:

In: EXHIBITS| [Whereupon]*[was]|Index1||{TR:1}{P}

P 5 (Whereupon Exhibit [REDACTED] was marked for
6 identification.)

The * will copy everything between [Whereupon] and [was]. The word Exhibit and the number would appear in the index. If you wanted just the number and not the word "Exhibit", you would do:

In: EXHIBITS| [Exhibit]*[was]|Index1||{TR:1}{P}

Note that spaces are included inside the brackets. This will exclude the spaces from the result. A search between [Whereupon] and [was] would include the spaces, and you'd get extra spaces in your index.

(Indexing wildcards treat spaces and lock-spaces the same way.)

< and > - The angle brackets (greater than and less than symbols) are used to surround text that should be inserted into the index. For instance, in the previous example, you might want the word Plaintiff's to appear before the word Exhibit, even though it does not appear in the paragraph below the index command line. In that case, the index command line would have <Plaintiff's> *[was].

Where to Use Wildcards

The Index Item and Description sections of the index line lend themselves to using wildcards. You can place them in one or the other, or both:

In: EXHIBITS| [No.]*[,]|Index1|[,]*[, was]|{TR:1}{P}

P 10 (Whereupon Exhibit No. [REDACTED],
11 [REDACTED], was marked for
12 identification.)

The above index line has wildcards in both the Index Item and Description, and uses limiting techniques covered earlier.

Speaker Name Wildcard

The text M:* will pull the paragraph label, commonly the speaker name, from the next paragraph.

C 7	CROSS EXAMINATION
	In: EXAMS M:* Index1 {TR:1}{P}

When examination begins, it is customary to write a by-line indicating who is doing the questioning immediately after reading in the above block file. The M:* will copy the speaker name from the by-line that follows into that section of the index line.

C:* works the same as M:* does, but it inserts the label into your index in ALL CAPS. Example: If a speaker paragraph starting with MR. SMITH is preceded by an index item that reads Examination By M:* will read "Examination By Mr. Smith:" in the index.

The "_" character can be used to indicate a literal character in the automatic index wildcard commands. Some automatic indexes required the [,], < and > characters, which are special command characters in the indexing. Now you can put a _ before them if you want them to be literal.

For example, [Exhibit]* means look for "Exhibit" but don't insert it, but _[No. *_] means search for [No. *] in the text, with the asterisk representing any text.

Adding text

If you want the index to contain text that does not appear in the following paragraph, place it in angle brackets < >:

P 5	In: EXHIBITS <Plaintiff's >[Whereupon]*[was] Index1 {TR:1}{P}
	(Whereupon Exhibit was marked for identification.)

The index entry would read "Plaintiff's Exhibit " followed by the number, even though the word "Plaintiff's" does not appear in the autoinclude. Again notice that there is a space inside the angle brackets. Without it, the result would be "Plaintiff'sExhibit."

Separator Character

You may want a period or some other character between the index item and the page number, like this:

Exhibit 1..... 17
Exhibit 2..... 61

To do this, include {S} in the Location Format, plus whatever character you want to use as the separator immediately after the S.

	In: WITNESS * Index1 {TR:1}{P}{S.}
--	--

Some common separators and their effects:

{S.}	Exhibit 1.....	17
{S-}	Exhibit 1-----	17
{S. }	Exhibit 1.	17

Note that the separator may be more than one character.

Multiple Instances of an Item

If the same index entry appears on multiple pages, you may want an index entry that looks like this:

BY MR. SMITH 61, 98

To accomplish this, the second instance of the index line will have a comma in the location format, in place of the tab stop:

In: EXAMS | BY MR. SMITH | Index1 || {TR:1}{P}

In: EXAMS | BY MR. SMITH | Index1 ||, {P}

When Eclipse encounters an index line with no location format, where all the other components match a previous entry exactly, it will copy that text into the existing entry.

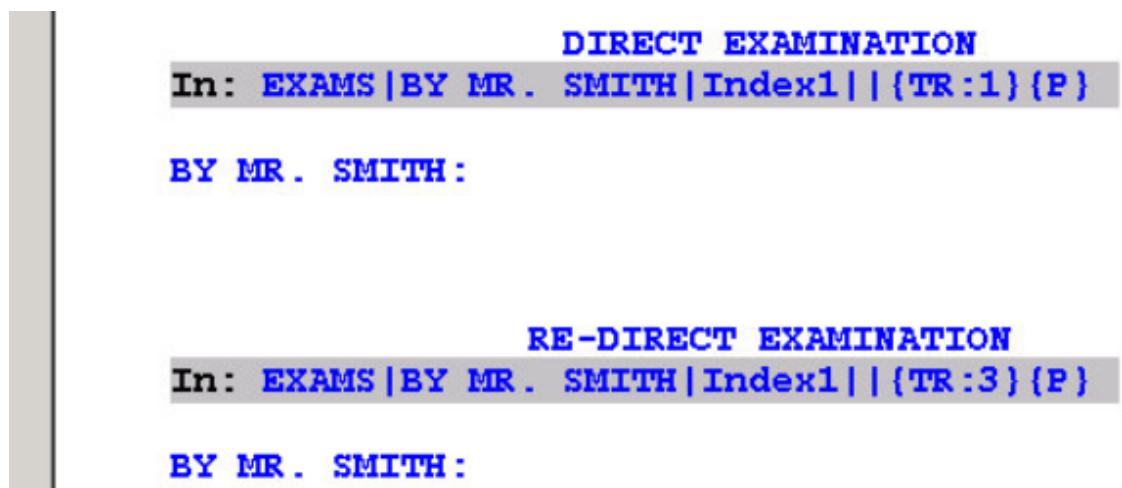
Note that if you plan to do this, when setting up tab stops you will need to allow more space for page numbers.

Multi-column Indexing

You may want a two- or four-column arrangement for an index:

E X A M I N A T I O N S			
	DIRECT	CROSS	RE-DIRECT
BY MR. SMITH	26	45	
BY MR. JONES		39	71

To accomplish this, you will need to set up multiple tab stops in the paragraph style. Then, in the index line you set the tab stop to indicate which column you want this particular page number to appear in:



The first index line would put the page number at Tab Stop 1, under "Direct". The second index line (which would be elsewhere in the document) would put the page number at Tab Stop 3, under "Re-Direct."

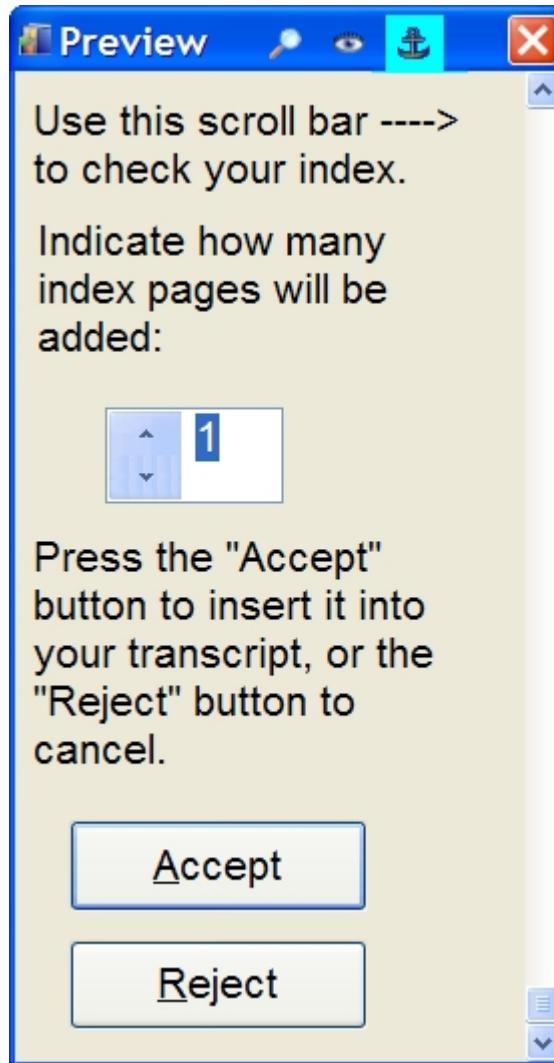
As with multiple-instance indexing, the other components of the index line must match exactly. If not, two separate index lines will result.

Generating an Index

To generate an index, go to the position where you want it to appear, and then press Ctrl+I to open the Make Automatic Index Wizard.

You will be asked which volume numbers you want to index, and if this is an index of only this job or of multiple files. Most of the time you will just be indexing one document, so you can quickly press Enter twice to bypass these dialogs. The index is generated for the whole document, unless you use volumes to specify a portion of the document. Should you want to index multiple volumes or documents, answer yes and follow the prompts given. When indexing multiple files to create a multi-volume index, you can move the files around in the list by using the Ctrl+Up and Ctrl+Down arrows.

It will search the text for a marker that indicates that an index was previously inserted. If it finds such a marker, it will ask you if you wish to remove the existing index before generating a new one. If you answer yes, the old index will be deleted before the new one is generated, and the page numbers on the newly created index will be accurate. (Note that indexes generated in older versions of Eclipse will not auto-delete since they were not created with the special marks.)



You will then see a Preview of your index. If there are any problems with the formatting, you can click Reject or press Escape to cancel, without the index being generated.

Clicking Accept, or pressing Enter, will accept the index.

Notice that there is an option to indicate how many pages are added to your index.

When you generate an index, the extra pages you are generating will change the pagination of the document. Eclipse needs to add page numbers to account for this; otherwise, your index will be inaccurate.

When you accept the index, a certain number of pages will appear in the Preview dialog. This page numbers will be incremented by this amount. Eclipse suggests a number of pages; usually the default setting will be correct. If it's not, you can increase or decrease it as needed.

As mentioned earlier, it is good practice to include a page break in each index header file and in whatever block file follows your index. This prevents errors in the re-calculation of page numbers.

Sorting the Exams Index by Deponent

If you want to make an examinations index that looks like this:

JANE DOE

By Mr. Mason	90
By Mr. Matlock	104
By Mr. Webster	116
By Mr. Smith	135

JOHN Q. PUBLIC

By Mr. Mason	23
By Mr. Matlock	44
By Mr. Webster	76

RICHARD ROE

By Mr. Matlock	139
By Mr. Webster	166

You will have to set up the paragraph type and your index lines a certain way. You will also need at least one additional paragraph style.

If the Indentation for an indexing paragraph style is set to -1, the Index Item will be invisible. (Note: the interface will not let you type a minus sign. Use the spin control or arrow keys to set this to -1.)

This allows you to use the Index Item as sort criteria. To get the index to sort in this fashion, you would put the deponent's name as the Index Item for all index lines that go into this index. You would then put the attorney's name in the Description. The index line for Jane Doe being examined by Mr. Mason would look like this:

In: EXAMS |DOE |IndexPar|BY MR. MASON|{TR:1}{P}

The Index Item is "Doe " (note trailing space) and the Description is BY MR. MASON.

You would set the Indentation to -1, and set the Left Margin, Right Margin, Text Column, and tab stops to dictate where you want the attorney's name and the page number to appear, as normal.

In the above graphic, Left Margin and Text Column for IndexPar would be 5; tab stop 1 would be 30; and Right Margin would be about 26.

To insert the deponent's name in the index, you would make a line like this:

In: EXAMS |DOE|IndexParHeader|JANE DOE

You have to use a different paragraph style because the deponent's name JANE DOE is not indented, whereas BY MR. MASON is. The Left Margin/Body Text would be 0; all other settings would be the same as in IndexPar (though Right Margin and tab stops are not crucial, as there is no page number being inserted).

The Location Format has been omitted, because we do not wish to insert a page, line or volume number.

Note that the Index Item for the name does not have a trailing space, whereas it does for the attorneys that interview that name. This is so the deponent's name will always "sort" first in the list.

This approach can be used in conjunction with wildcard indexing, as well as any other technique covered in this document. A sworn statement that accomplishes this setup might look like this:

```
In: xEXAMS | xBold| *[, ,] ,
1 called as a witness herein, having been first duly
2 sworn, was examined and testified as follows:
3
```

There is a field in the Index Item section of the index line. You will probably need to manually enter the sort criteria, as it is difficult to design a wildcard setup that will get it automatically.

(A setting of []*[,] in the Index Item would get the text between a space and the comma, isolating the last name in most cases. But you could get a person with a two-word name, or multiple deponents with the same last name, making it impractical to create a wildcard entry that merely isolates the last name.)

And the line in the direct/cross/redirect/recross block file would look like this:

```
C 1 REDIRECT EXAMINATION
In: xEXAMS | xDepExam|M:*|{TR: 2}{P}
```

The M:* in the Description will copy in the speaker name that follows. There is a field in the Index Item, as above, for you to enter the sort criterion. The trailing space is included in the Index Item as well.

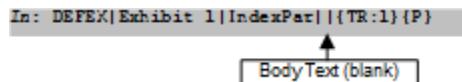
18.3 Frequently Asked Questions

Frequently Asked Questions

Do I have to use all five components of the index line?

Not every index line requires all five components. Some can be omitted, however there are some rules to follow when doing so. If you are creating your index line and come to the point where you want to omit something, simply move on to the next pipe. Don't even put a space. Just put nothing.

For example, this is an index line that does not include Body Text:



You must include all the pipes, unless you are omitting items from the end. If you are dropping items from the end, such as when you create a short index line, the pipes at the end may be dropped. In other words, internal pipes must be included; trailing pipes can be dropped. If you're not sure, just include all four pipes (it won't hurt anything).

Now, let's look at the effects of omitting each of the components:

INDEX NAME: Index Name is required. It cannot be omitted.

INDEX ITEM: Index Item can be left blank. However, in practice you will want to use either Index Name or Body Text. If you omit both, there will be nothing in your index describing what the thing is. For example, the following is a perfectly legitimate index line:

In: DEFEX||IndexPar||{TR:1}{P}

This will give you a line in the DEFEX index that contains only a page number. The produces a Table of Contents with page numbers and no corresponding items. This can be useful if you have unanswered, refused, and certified question indexes which only have the page number and line numbers.

PARAGRAPH TYPE: You can omit this, but probably shouldn't. If Paragraph Type is omitted, it will set up your index based on your Fixed paragraph settings. You are better off creating a custom paragraph for indexes and including it in this part of the index line.

BODY TEXT: If the Index Item is adequate to identify the item in the index, you can drop Body Text. This is the most commonly omitted item of the five.

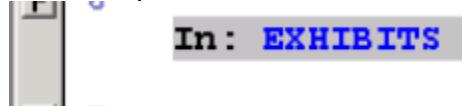
LOCATION FORMAT: This can be omitted if you want an item in your index with no page number, line number, or volume number.

How do I determine the placement and order of my indexes?

Indexes are always generated at the cursor position.

To indicate the order in which you want your indexes to appear when generated, place a short index line in the title page.

A short index line consists of only the Index Name:



Place the short index lines in the title page in the order you want them to appear:

F 9	For Defendant:
F 10	[REDACTED]
F 11	BY [REDACTED]
F 12	[REDACTED]
F 13	[REDACTED], Florida [REDACTED]
a 14	
F 15	Also Present: [REDACTED], [REDACTED] Interpreter
F 16	Page break In: WITNESS In: PEXHIBIT In: DEXHIBIT

In the above graphic the index would appear after the appearance page, and would be preceded by a page break, as long as that is where your cursor was when you generated the index. The WITNESS index would be first, followed by PEXHIBIT and DEXHIBIT (Plaintiff's and Defendant's Exhibits) in that order.

The WITNESS.ECL, PEXHIBIT.ECL and DEXHIBIT.ECL (if you created them) will also be inserted at the cursor location when the index is generated.

If you do not include short index lines, the indexes will be generated at the cursor and will appear in whatever order they did in the document.

How do I change the way my index sorts?

By adding |ALPHASORT or |NUMSORT to the short index line. Like this:

[REDACTED]	Page break In: WITNESS ALPHASORT In: PEXHIBIT NUMSORT In: DEXHIBIT NUMSORT
------------	---

This will sort the Defendant's Witnesses index alphabetically. NUMSORT sorts numerically.

How do I insert a blank line into the index?

To have the items in your index separated by a blank line, add a + to the beginning of the

Paragraph Style:

IN: DEFEX|Exhibit 1|+IndexPar|A photograph|{TR:1}{P}

Eclipse adds this extra line AFTER sorting the items, so there is no further effort necessary to ensure the correct order or formatting.

How do I get two different page numbers to appear in one index line?

Have two index lines in the transcript. The Index Items must match exactly; the placement of the page number must not be on the same tab stop.

For example, you might have the following lines at two different spots in the transcript:

In: EXB|EXHIBIT 1|INDEXPAR||{TR:1}{P}

In: EXB|EXHIBIT 1|INDEXPAR||{TR:2}{P}

This would give you:

Exhibit 1	13	20
-----------	----	----

Of course, you would have to set up Tab 1 and Tab 2 in the INDEXPAR paragraph type to dictate where the page numbers appear. You will probably also want a header file to clarify which column is which. Like this:

EXHIBITS INDEX

	MARKED	RECEIVED
--	--------	----------

Exhibit 1	13	20
-----------	----	----

The text "Exhibits Index" as well as the column headings "Marked" and "Received" is in the header file, set up as per the above section on header files. This approach is useful if you want one index to indicate page numbers for Exhibit Marked/Exhibit Received, or Direct/Cross/Redirect/Recross Examinations.

If the tab stops match, it will make two lines in the index.

The following will overlap:

IN: DEFEX|No.2|IPG4||{TR:1}{P}

IN: DEFEX |No.2|IPG4||{TR:2}{P}

IN: DEFEX |No.2|IPG4||{TR:1}{P}

IN: DEFEX |No.2|IPG4||,{P}

The following will not overlap:

IN: DEFEX |No.2|IPG4||{TR:1}{P}

IN: DEFEX |No.2|IPG4||{TR:1}{P}

Also, Automatic indexing will overlap an empty item on top of the last item in the index if and only if there is a location format with no item text. So, if you have:

IX:EXAM|John Smith|Index1||{TR:1}{P} followed by

IX:EXAM||Index1||{TR:2}{P}

it will overlap the items just as if the second item had said "John Smith."

How come my paragraph type, or {TR:1}{P} showed up in the text of my index?

Your individual index line is not set up correctly. You are likely missing a pipe. Review the index line in question.

How do I create a master index?

You can create an empty file, select the automatic index procedure, tell it to index multiple documents and then select the documents for which you want to create an index. If you want the index to appear in a separate file, set the number of pages in the Preview window to zero.

When I change the paragraph margins, why does it does not take effect in the preview?

Remember to make changes in both the Master Format and the Current Document. Easiest way; make changes in the Current and copy to Master.

Why am I getting strange characters in the index when I generate?

If it's {TR:1}{P} or other indexing syntax, your index line is probably missing a pipe. Review the index line in question. Alternatively, if you are using scan fields in the index line (even though we recommend using wildcards), the fields need to be filled in before the index is generated. Unfilled fields may appear as odd characters.

Can I use scan fields in my index lines instead of wildcards?

Yes, but wildcards are more powerful and less work to fill in once they are set up correctly.

Why does my paragraph style not seem to be taking effect?

Look at the paragraph bar to the left. Is it an F? If so, Eclipse is using a Fixed paragraph style instead of your indexing paragraph style. This usually means that Eclipse is not recognizing the Paragraph Type section of the index line. Check your spelling/capitalization/use of pipe symbols in the index line. Also, confirm that the paragraph style exists in both the Master and the Current. Copy it over if it does not.

Why is my header file not being used?

The header file must be stored in the **Blocks** folder, as selected in **User Settings/Advanced**.

Special warning: if you generate an index and there is no header file, Eclipse will create a blank one. Thus you may look in your Blocks folder and see a file called EXHIBIT.ECL, even though this is the blank file Eclipse created and your EXHIBIT.ECL is in the wrong folder. So don't just check that the file name exists, open it and confirm that the text is there.

Why is text running over the page number?

You need to move the tab stop for the page number further to the right, or set the Right Margin lower so the text wraps sooner. This is all done on the Paragraphs tab.

How do I insert an index line at the bottom of a file (such as the "Direct Examination" blurb to use M:*)?

When you insert a print command, it will appear above the current paragraph. To get it at the end of a file, add some extra lines, insert the index line, and then yank the lines with Ctrl+Y.

I generated and accepted an index, and it's not there.

The screen may not refresh right away. Ctrl+Page Down/Ctrl+Page Up should refresh it.

Can I edit an index after generating it?

Yes, if you really know how to work with paragraph labels, and you are correcting a very small problem. You're best off deleting and regenerating.

19 Production and Delivery of your Transcript

Production and Delivery of your Transcript

In addition to [printing](#), you have several options for delivering your transcript to your customers. They include creating an [ASCII](#) file, an [HTML index](#), a [multi-page document](#), a [printed concordance index](#) and a [Bridge](#) file. The [Delivery](#) feature allows you to create one or many of these options at one time, and email or bundle them for easier distribution.

19.1 Print

Print



Alt+O

File/Print.. or Production/Output to printer..



RELATES TO: [Delivery](#), [Multi-page Print Dialog](#)

The **File** menu/**Print** option opens the [print dialog](#), from which the active document can be printed, whether it is a [text file](#), [note file](#), or [dictionary](#).

If no document is open, the Print command cannot be executed. (Pressing Alt+O will have no effect.)

A list of keystroke assignments can be printed from the [Keyboard Definitions](#) dialog on the [Edit tab of User Settings](#).

A list of macros can be printed from the [Macros](#) dialog, also on the [Edit tab of User Settings](#).

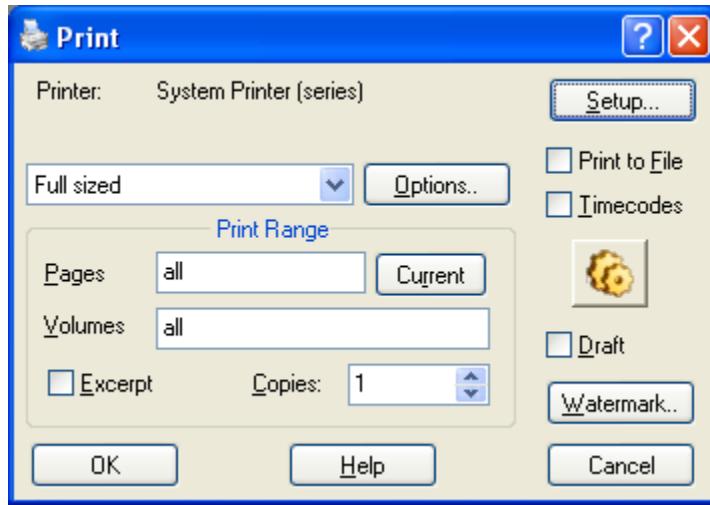
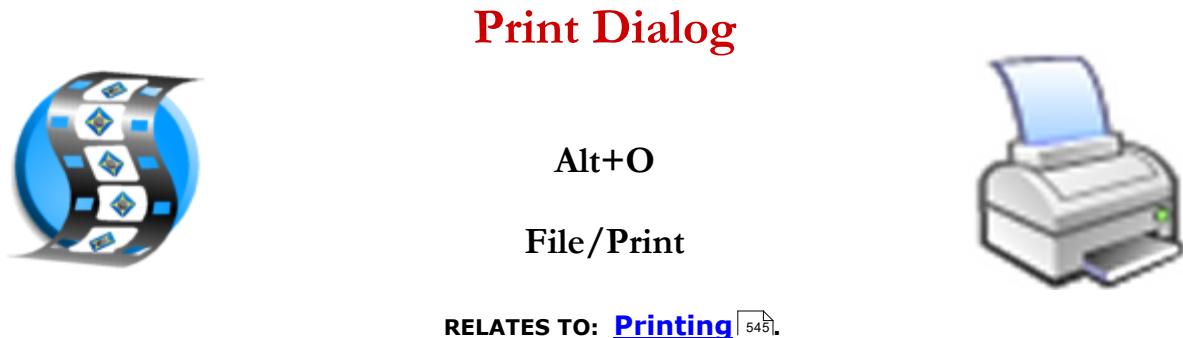
To print a multi-page transcript and/or a word list, begin the printing process, and then make your desired choice from the [drop-down list on the Print dialog](#).

VISUALIZERS:

[I1 - Printing](#)

[I4 - Stop Printing](#)
[I2 - Timestamps](#)
[I2 - Edit Timecodes](#)
[I3 - Multi-page](#)
[I3 - Multi-page Settings](#)
[I3a - Multi-page Index](#)
[I1a - Delivery](#)

19.1.1 Print Dialog



The Print dialog appears when you invoke the [Print](#) command. This dialog gives you an opportunity to set printing options.

The **Setup** button opens the [Print Setup](#) dialog. This allows you to select a different paper size, or select which printer you want to use if you have more than one installed.

Enter the pages you wish to print into the **Pages** text box. The default setting of "all" will print the entire document. You can also enter "odd", "even", page ranges such as "1-100", or specific pages set off by commas: entering "1, 3, 12" would print only those pages.

Click **Current** to set Pages to the current page number.

If your document contains [Volume number print commands](#)  336, you can enter the volume numbers you wish to print into the **Volumes** text box.

If your document contains [Excerpt print commands](#)  334, checking the **Excerpt** box will print only those sections designated as excerpts. If you print an excerpt this way, the printout will be numbered beginning with page 1/line 1, regardless of where the excerpt appears in the transcript. (Relates to text files only.)

Enter the number of copies you wish to print into the **Copies** text box. The default setting is 1.

The **Draft** checkbox will enable draft printing. When you are printing in draft mode, the print job will finish more quickly, and a watermark will appear. To control the appearance of the watermark, click the **Watermark Settings** button to open the [Watermark Settings dialog](#)  996.

The **Timecodes** checkbox will enable/disable timecode printing. If this item is checked, timecodes will be printed per your choices in [Timecode Setup](#)  398. In other words, checking this box by itself will not print the timecodes: you must first activate them in Timecode Setup, which can be accessed via the [Document tab of User Settings](#)  396.

The **Print to File** checkbox will create a file on your computer, rather than create a hard copy of it. If you are producing a [PDF file](#)  953 of a transcript, the third-party PDF driver or program may require you to check this. Also, do not use Print to File to create an ASCII file. Use the [Output to ASCII](#)  567 action instead.

The Gear button will open the [Document tab of User Settings](#)  396.

Multi-page Printing

The drop-down list at the top allows [Multi-page printing](#)  549. Your options are:

- **Full Sized** - full sized transcript, one page per piece of paper.
- **Full Sized with Index** - full sized transcript, plus a word index (also known as word list or concordance).
- **Multi-Page** - multi-page transcript, four pages per piece of paper.
- **Multi-Page with Index**.
- **Index Only**.

The **Options** button to the right will open the [Multi-page Printout Options dialog](#)  555, where you can make changes to the appearance of your multi-page printout.

VISUALIZERS:

[I1 - Printing](#)

[I4 - Stop Printing](#)
[I2 - Timestamps](#)
[I2 - Edit Timecodes](#)
[I3 - Multi-page](#)
[I3a - Multipage Index](#)
[I3 - Multi-page Settings](#)
[I6 - PDF Files](#)
[H8 - Dictionary Printout](#)

19.1.2 Print Setup

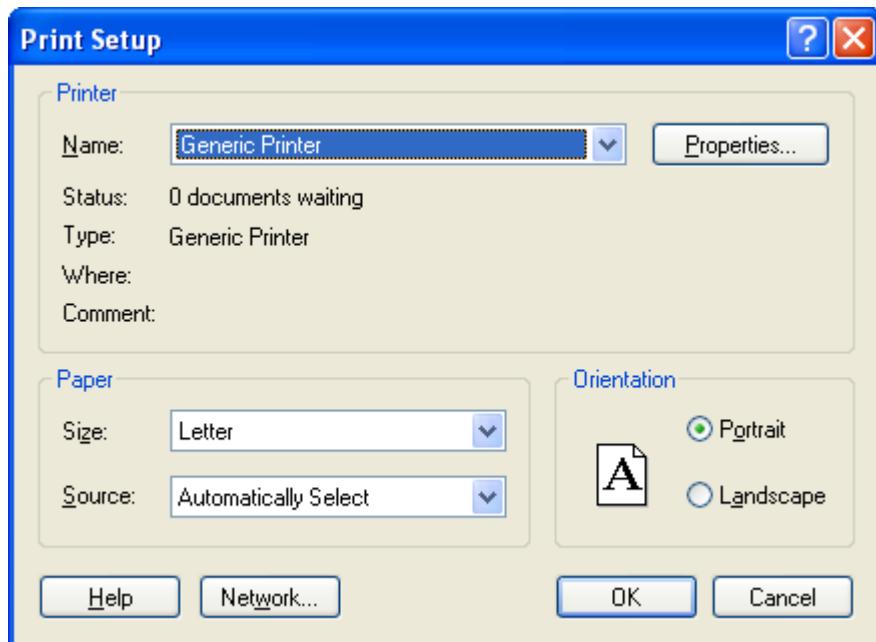
Print Setup

File/Print setup..



RELATES TO: [Printing](#) [545]

The **File** menu/**Print setup** dialog allows to make certain changes pertaining to [Printing](#) [545]. Depending upon your printer type, it may also contain status messages about your printer (toner low, paper low, documents currently being printed, etc.)



The **Name** list box is a list of all the printers you have installed. Select the printer you wish to print to. The default choice will be the default printer, as assigned in Windows.

The **Properties** button opens a dialog of Document Properties for the selected printer. The contents of this dialog may vary by printer. Generally, however, you will have the option to select different paper sizes, paper sources, and other advanced settings. You may also have an option entitled "Number of Pages per sheet." If you do, you can use this setting to print compressed transcripts with a number of pages other than four; however, quality may not be as good as you get in Eclipse's Multi-page feature. To print a four-page compressed transcript, you should always use the [Print dialog](#) [546].

The **Size** list box allows you to select the size of paper you are printing on. If you did not also select this size on the [Document tab of User Settings](#) [396], you may get bad results. Generally, you want **Letter** (8 1/2 x 11).

The **Source** list box allows you to select the paper source, if your printer has multiple paper trays.

You can also select Portrait or Landscape printing under **Orientation**. You will almost always want Portrait (meaning that the text prints left-to-right along the shorter axis of the paper).

The **Network** button opens a dialog of network options, if this is a network printer.

19.1.3 Multi-Page Printing



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](#)  will open the [Multi-page Printout Options dialog](#) , 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.](#) 

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 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](#)

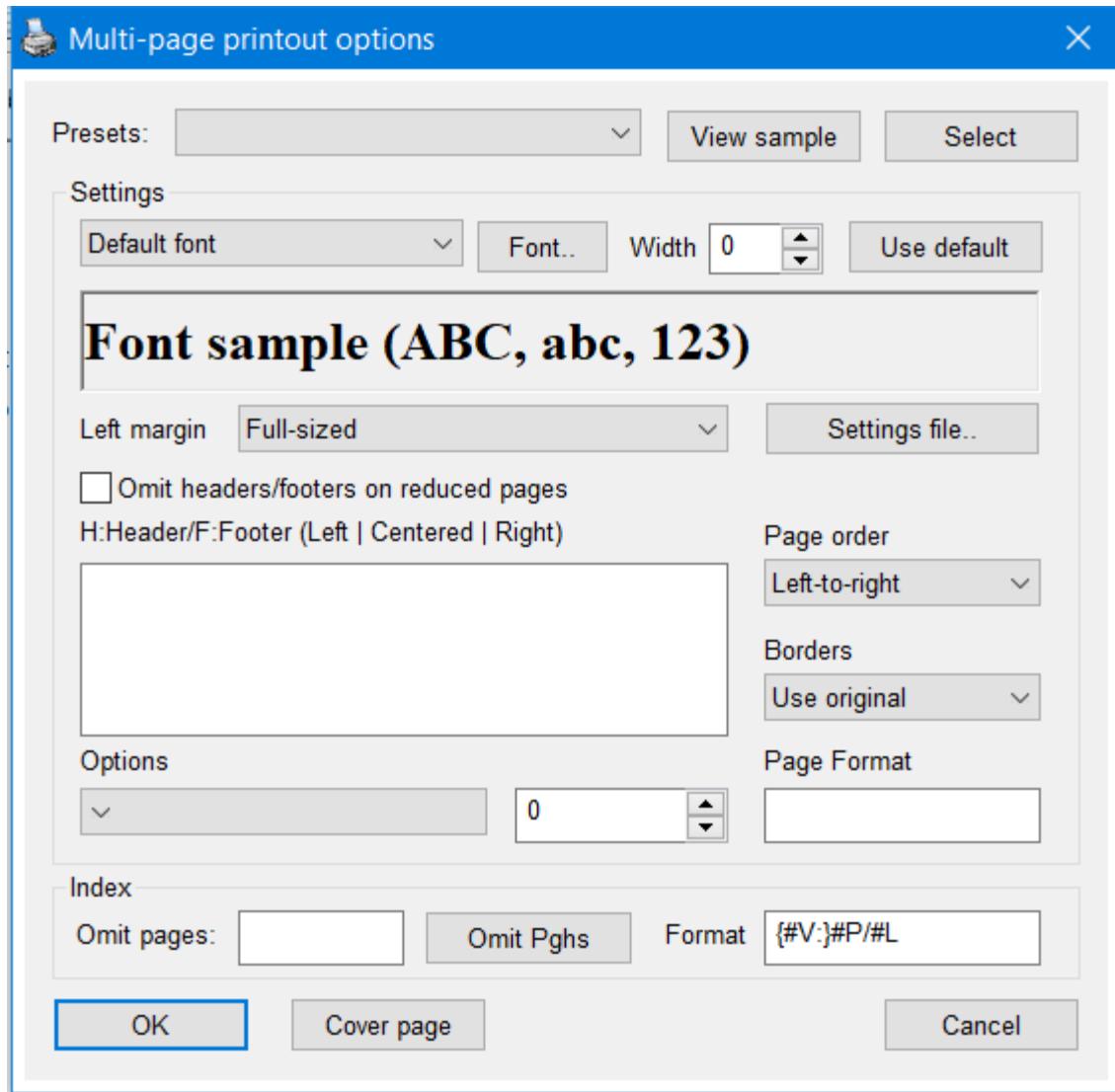
I1a - Delivery**19.1.4 Multi-page Printout Options**

Multi-page Printout Options



RELATES TO: [Print](#)  [Print dialog](#) 
[Delivery](#)  [Working With Multi-page](#)
[Printing and Word Index](#) 

If you select one of the multi-page printing options on the **Print dialog**, and hit the **Options** button, the **Multi-page printout options** dialog opens.



Presets

A multi-page transcript is a printed transcript that contains four pages on one piece of paper. You can also print two pages on each piece of paper by selecting "2-page" from the **Page order** drop-down list. A multi-page transcript is also known as a compressed transcript, or a four-in-one transcript.

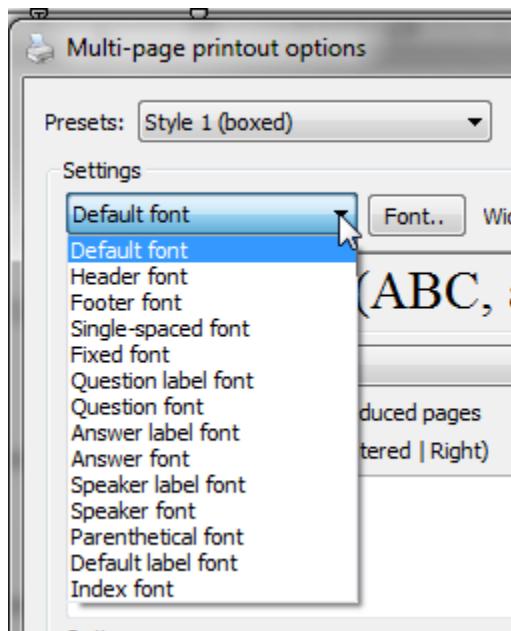
In order to make it easier to set up, the multi-page dialog offers five styles, labeled "Style 1, Style 2 ..." in the drop-list at the top of the multi-page dialog. Select a style and hit the "View sample" button to see a sample of a transcript creating using the selected style. For example, Style 1 looks like this:

<p>Local Arts and Crafts Collective, Ltd. v. Extreme Global Impact Productions, Inc.</p> <p>Deposition - John Q. Public January 12, 2016</p> <p>Page 1</p> <p>1 IN THE UNITED STATES DISTRICT COURT 2 FOR THE SOUTHERN DISTRICT OF TEXAS 3 HOUSTON DIVISION 4 Plaintiff, 5 vs. 6 CASE NO. 2015-12345-cv 7 Extreme Global Impact 8 Productions, Inc., 9 Defendant. 10 11 DEPOSITION 12 JOHN Q. PUBLIC 13 January 12, 2015 14 15 DEPOSITION OF JOHN Q. PUBLIC, produced as a witness at 16 the instance of the Plaintiff and duly sworn, was taken in the 17 above-styled and numbered cause on the 12th day of January, 18 2015, from 12:10 p.m. to 5:30 p.m., before Keith L. Vincent, 19 Certified Shorthand Reporter in and for the State of Texas, 20 reported by computerized stenotype machine at the offices of 21 Keith Outlaw, Attorney at Law, pursuant to the Federal Rules of 22 Civil Procedure and the provisions stated on the record or 23 attached hereto.</p> <p>24 25</p> <p>16 INDEX</p> <p>17 JOHN Q. PUBLIC</p> <p>18 Examination by Mr. Service 4</p> <p>19 20 EXHIBITS</p> <p>21 Description PAGE</p> <p>22 Deposition Notice and Subpoena 5 23 Subpoena 5 24 Patient's File 5 25</p> <p>Page 3</p> <p>1 PROCEEDINGS 2 JOHN Q. PUBLIC 3 Having been first duly sworn, testified as follows: 4 5 EXAMINATION 6 Q. (BY MS. DAVIS): You are Mr. Jonathan Q. Public, 7 correct? 8 A. Right. 9 Q. You understand that you are here to give a deposition 10 involving a patient of yours, correct? 11 A. Yes. 12 Q. You have given a deposition before, I presume? 13 A. No. 14 Q. I will spare you the details of what a deposition is. 15 One thing I remind you of is that if you ever don't 16 understand one of my questions or my questions confuse you, 17 just ask me to repeat it. 18 A. Absolutely. 19 Q. My name is Sheila Davis. I represent the defendant 20 in a lawsuit filed in Federal Court here in Texas. Do you 21 understand that? 22 A. Yes. 23 Q. I sent over a deposition notice and what's called a 24 subpoena duces tecum. I guess you saw that? 25 A. Yes. 26 Q. I will mark it as Exhibit No. 1, just for purposes of</p> <p>Page 4</p> <p>1 the record. 2 (Exhibit 1 marked) 3 Q. BY MR. OUTLAW: Underhand you Exhibit No. 1. You 4 have seen that mark, correct? 5 A. Yes, I have seen this before. I always hand it to 6 our staff when they prepare whatever we have. 7 Q. MR. DAVIDS: Let's mark this as Exhibit 2. 8 MR. OUTLAW: Let me note that we had previously 9 objected to this item. 10 (Exhibit 2 marked) 11 Q. BY MR. OUTLAW: I understand that this is the 12 contents of your patient file? 13 A. Yes, including billing records, because I think you 14 asked for that. 15 Q. I did, including billing records. I just want to 16 take a quick inventory. What I will do is we'll mark this 17 entire grouping. 18 A. This is part of that. 19 Q. What do we do with the entire thing as an 20 exhibit to the deposition and we'll get it copied and 21 returned to you and we can discuss off the record the best way 22 to accommodate that. 23 A. Very good. 24 Q. The first thing we have is we have a handwritten 25 document, Neuro-Psychiatric Record, correct?</p> <p>Universal Reporting (1) Pages 1 - 4 123 Main Street, Suite 887 Houston, Texas 77001 - Tel. 713-887-8643</p>	<p>John Q. Public January 12, 2016</p> <p>Page 2</p> <p>APPEARANCES</p> <p>3 FOR THE PLAINTIFF: 4 Mr. Keith L. Vincent 5 123 Main Street 6 Houston, Texas 77001 7 Fax: 713-214-5614 8 Email: kvincent@koutlaw.com</p> <p>9 FOR THE DEFENDANT: 10 Mr. Will Outlaw 11 123 Main Street 12 Houston, Texas 77001 13 Fax: 713-214-5678 14 Email: woutlaw@willoutlaw.com</p> <p>15 16 INDEX</p> <p>17 JOHN Q. PUBLIC</p> <p>18 Examination by Mr. Service 4</p> <p>19 20 EXHIBITS</p> <p>21 Description PAGE</p> <p>22 Deposition Notice and Subpoena 5 23 Subpoena 5 24 Patient's File 5 25</p> <p>Page 3</p> <p>1 the record. 2 (Exhibit 1 marked) 3 Q. BY MR. OUTLAW: Underhand you Exhibit No. 1. You 4 have seen that mark, correct? 5 A. Yes, I have seen this before. I always hand it to 6 our staff when they prepare whatever we have. 7 Q. MR. DAVIDS: Let's mark this as Exhibit 2. 8 MR. OUTLAW: Let me note that we had previously 9 objected to this item. 10 (Exhibit 2 marked) 11 Q. BY MR. OUTLAW: I understand that this is the 12 contents of your patient file? 13 A. Yes, including billing records, because I think you 14 asked for that. 15 Q. I did, including billing records. I just want to 16 take a quick inventory. What I will do is we'll mark this 17 entire grouping. 18 A. This is part of that. 19 Q. What do we do with the entire thing as an 20 exhibit to the deposition and we'll get it copied and 21 returned to you and we can discuss off the record the best way 22 to accommodate that. 23 A. Very good. 24 Q. The first thing we have is we have a handwritten 25 document, Neuro-Psychiatric Record, correct?</p> <p>Universal Reporting (1) Pages 1 - 4 123 Main Street, Suite 887 Houston, Texas 77001 - Tel. 713-887-8643</p>	<p>Local Arts and Crafts Collective, Ltd. v. Extreme Global Impact Productions, Inc.,</p> <p>John Q. Public January 12, 2016</p> <p>F</p> <p>1 [1] 221 2 [1] 222 3 [1] 216 4 [2] 2/21 2/22 A [1] 2/19 Co. [3] 2/19 2/12,203 Examination by Ms. Davis [2] 2/16 2/19 In [1] 2/19 JOHN Q. PUBLIC [1] 2/16 MR. OUTLAW [1], 47 Ms. Davis [1] 1/16 Page break [2] 1/23 2/23</p> <p>G</p> <p>called [1] 3/22 can [1] 4/21 Certified [1] 1/19 Civil [1] 1/22 computerized [1] 102 confuse [1] 3/15 contains [1] 4/12 correct [1] 3/6 3/9 corrected [1] 3/6 3/9 4/4 4/25</p> <p>H</p> <p>12 [1] 1/13 12 [1] 1/13 12 [1] 2/10 12 [1] 10 p.m. [1] 1/18 12th [1] 1/17</p> <p>I</p> <p>12/15 [2] 1/13 1/18 2015 [2] 1/13 1/18 2015-12345-cv [1] 1/5 214-526-8804 [1] 2/6</p> <p>J</p> <p>COURT [2] 1/1 3/19 COURT [1] 1/13 1/18 cv [1] 1/5</p> <p>K</p> <p>542 [1] 3/10 5678 [1] 2/11 5679 [1] 2/12 5-32 p.m. [1] 1/18</p> <p>L</p> <p>6</p> <p>654 [1] 2/5</p> <p>M</p> <p>Machine [1] 1/20 mail [2] 2/7 2/12 file [2] 2/23 4/12 Attorney [1] 1/21</p> <p>N</p> <p>base [1] 2/4 27 3/18 Math [1] 2/10 mid [4] 2/35 4/7 4/16 4/19 first [2] 3/3 4/24 follows [1] 1/3</p> <p>O</p> <p>call [1] 3/22 cause [1] 1/17 been [1] 5/4 been [1] 5/4 be [1] 2/18 3/1 4/4 4/5 bill [1] 4/21 billing [2] 4/13 4/15 Boulevard [1] 2/5</p> <p>P</p> <p>had [1] 4/8 hand [2] 4/3 4/5 handwritten [1] 4/204 have [6] herein [1] 3/3 hereof [1] 1/23 HOUSTON [2] 1/2 2/11</p> <p>Q</p> <p>objected [1] 4/9 offices [1] 1/20 nowhere [4] 1/21 2/9 2/9</p> <p>R</p> <p>Vincent [1] 1/18 W</p> <p>will [3] 1/21 2/9 2/12</p> <p>S</p> <p>vacuum [2] 2/22 3/23 numbered [1] 1/17</p> <p>T</p> <p>No [2] 3/25 4/3 No. 1 [2] 3/25 4/3 notice [2] 2/22 3/22 TEXAS [9]</p> <p>U</p> <p>objected [1] 4/9 offices [1] 1/20 nowhere [4] 1/21 2/9 2/9</p> <p>V</p> <p>W</p> <p>Y</p> <p>yours [1] 3/9</p> <p>Z</p> <p>presume [1] 3/11 procedural [1] 1/22 PRODUCTION [1] 3/1 Productions [1] 1/7 provisions [1] 1/7 part [1] 4/16 Inventory [1] 4/16 patient [2] 3/9 4/12 Patient's [1] 2/23 PC [1] 2/1 PCL [1] 3/3 1/4 1/3 item [1] 4/5 2/3</p> <p>E</p> <p>Law [2] 1/21 2/9 law.com [1] 2/12 lawsuit [1] 3/19 above [1] 1/17 above-styled [1] 1/17 accommodate [1] 4/22 always [1] 4/5 APPEARANCES [1] are [2] 3/5 3/8 Arts [1] 1/3</p> <p>F</p> <p>recall [2] 2/7 2/12 entire [2] 4/17 4/19 ever [1] 3/14 EXAMINATION [1] 3/4 document [1] 4/25 don't [1] 3/14 duces [2] 2/22 3/22 due [2] 1/15 3/3</p> <p>G</p> <p>Law [2] 1/21 2/9 law.com [1] 2/12 lawsuit [1] 3/19 Let's [1] 4/7 LLP [1] 2/9 Local [1] 1/3 Ltd [1] 1/3</p> <p>H</p> <p>record [4] 1/22 4/1 4/21 4/25 remind [2] 4/13 4/15 remind [1] 3/14 Reporter [1] 1/19</p> <p>I</p> <p>Universal Reporting (2) 1 - yours</p>
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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. You can customize from there, starting with a pre-defined style and changing only the items that need to be different.

Font Management

The drop-down list at the top left allows you to assign different fonts to different components of the multi-page transcript. The item you select will appear in the font you select via the **Font** button to the right.



Here are your choices:

- **Default font** affects any text that does not belong to any of the below categories.
- **Header font** and **Footer font** affect the font of full-sized headers and footers (not headers/footers that appear inside the reduced pages).
- **Single-spaced font** affects the font of text in any paragraph that is [set to single-spaced](#). Selecting a smaller font for single-spaced lines can keep lines from overlapping.
- **Fixed font** affects any paragraph type set to [behave as](#) fixed, unless it is also single-spaced.
- **Question label font**, **Answer label font** and **Speaker label font** affect the labels for questions, answers, and speakers (the Q symbol, A symbol, and speaker IDs).
- **Question font**, **Answer font**, and **Speaker font** affect the text of Question, Answer, and Speaker paragraphs.
- **Parenthetical font** affects any paragraph set to [behave as](#) parenthetical.
- **Default label font** affects any paragraph labels that do not fit any other category.
- **Index font** affects the font used on the concordance index. If your index looks too crowded, try setting the font to a smaller size.

The **Font** button opens the [font dialog](#) [900], where you can choose a font style, attributes, and size. Any font choices you make here will be used in multi-page printing only, and will apply only to the font category you have selected from the list.

The **Width** spin control allows you to change the width of the lettering. A setting of 0 will use the default width; anything else will make the letters wider or narrower. The area below will preview the text. Like the Font button, the Width setting will affect only the font category you have chosen in the list at the top left.

The **Use Default** button will clear any font customization you have done for the current font category.

The preview area below the Font button will show you what your font selections will look like in the document. If this area is blank, no customization has been done.

Controlling Appearance

The **Left Margin** drop-down list offers you the following choices for the behavior of your left margin:

- **Full-Sized** will print a large left margin, big enough to allow space for hole punching.
- **Full-Sized, Duplexed** will print with a binding margin appearing alternately on the left and right sides of the paper, on both sides of the paper, if you are using a duplex printer.
- **Compressed** will produce a smaller left margin.

The **Page Order** drop-down list gives you the following options for page ordering:

- **Left-to-right** will print page 1 at top left, 2 at top right, 3 at bottom left, and 4 at bottom right.
- **Top-to-bottom** will print page 1 at top left, 2 at bottom left, 3 at top right, and 4 at bottom right.
- **2-page** will print two pages instead of four. To use this option, you must also select Landscape printing in the [Print Setup](#) [548] dialog.

The **Borders** drop-down list gives you the following options for borders:

- **Use original** will use the box settings you have specified in [Text Box Setup](#) [432], which can be accessed from the [Document tab of User Settings](#) [398].
- **None** will display no borders.
- **Cross** will draw a cross in the middle of the four pages.
- **Boxed** draws a box around the entire page, divided into equal segments (so each reduced page will appear in its own box).

Format

The format option controls the index location format. This is similar to the page format feature but simpler. For details, see [Word Index help page](#) [562].

Headers and Footers

If **Omit Headers/Footers on Reduced Pages** is checked, headers and footers will appear once, in large print, at the top or bottom of the page. If this item is unchecked, headers and footers will appear inside each individual page.

The large text box at bottom left allows you to insert custom headers and footers. Type the desired header(s) and/or footer(s) into this box. The syntax is as follows:

```
H:Left-Aligned Header|Centered Header|Right-Aligned Header
F:Left-Aligned Footer|Centered Footer|Right-Aligned Footer
```

The H: or F: at the beginning of the line tells Eclipse whether this line of text is a header or a footer.

The Left|Center|Right syntax controls the placement of the header or footer. You may use these individually, or in combination. If you do not wish to use all three areas, place no text adjacent to the pipe symbol. Examples:

- H:Header Text|| will place a left-aligned header.
- H:|Header Text| will place a centered header.
- H:||Header Text| will place a right-aligned header.
- H:Header 1||Header 2 will align Header 1 on the left and Header 2 on the right.
- H:Header 1|Header 2| will align Header 1 on the left and Header 2 in the center.
- |H:Header 1|Header 2 will align Header 1 in the center and Header 2 on the right.
- |H:Header 1|Header 2|Header 3 will left-align Header 1, center-align Header 2, and right-align Header 3.

If you want a multi-line header or footer, insert two lines:

```
F:Footer Line 1
F:Footer Line 2
```

If you want to insert a header/footer to be used in the word index only, but not the compressed transcript, use HI: or FI: instead of H: and F:. (You may use both F: and FI:, if you want the multi-page transcript and the word index to have different footers.)

```
HI:Word Index Header
FI:Word Index Footer
```

If you want the original header or footer to appear in the multi-page header or footer, use the code %T1 for the header and %F1 for the footer. If the header or footer is more than one line, use %T2 and %F2 for the second line, %T3 and %F3 for the third line, etc.:

```
H:%T1
```

You can also insert dates and times into the header using [Time/Date Syntax](#) [343]:

```
F:Production date: %m/%d/%y
```

Note that special codes can be intermingled with regular text. In the above example, the code %m will insert the month, %d the date, and %y the year, each in a two-digit format. The slashes in between them will produce a U.S.-formatted date: 04/29/06. (If you want DD/MM/YY format, you would use the code %d/%m/%y.)

Finally, the following codes can be used to insert other information:

- %G will insert the starting page number.
- %E will insert the ending page number.
- %N will insert the sheet number.

- %F represents the first word on the current index page
- %L represents the last word on the current index page

Note the %F, %L syntax in index header/footer for first word/last word. This allows the creation of dictionary/encyclopedia-style word references for index pages. For example, if you had "HI:Page %G|John Smith|%F - %L" as your header index, a sample page might read:

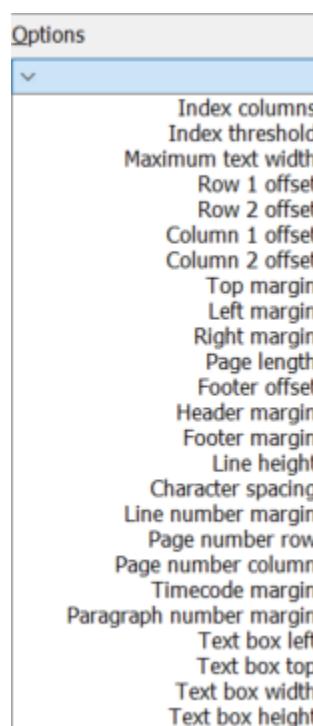
Page 3 John Smith garage - illustration

That would mean that "garage" is the first word on that index page and "illustration" is the last word on that page.

A "sheet" is one piece of paper. For example, if you are printing four pages to one sheet, sheet #1 would consist of pages 1 through 4, sheet #2 would be 5 through 8, etc.

Other Items

Additional options can be selected from the Options drop-down menu:



Index Threshold and **Index columns** apply to the Word index, and are detailed [here](#).⁵⁶⁵

You can also control the appearance of a multi-page document by creating and assigning a [**SET file**](#).⁹⁷ To do this, create the SET file, and then click **Settings File** to assign it. The settings in this SET file will be used for multi-page printing, and will override any choices you have made on the Multi-page Printout Options dialog.

VISUALIZERS:

[I3 - Multi-page](#)

[I3 - Multi-page Settings](#)

[I3a - Multipage Index](#)

19.1.5 Word Index (Concordance)



WORD INDEX (CONCORDANCE)

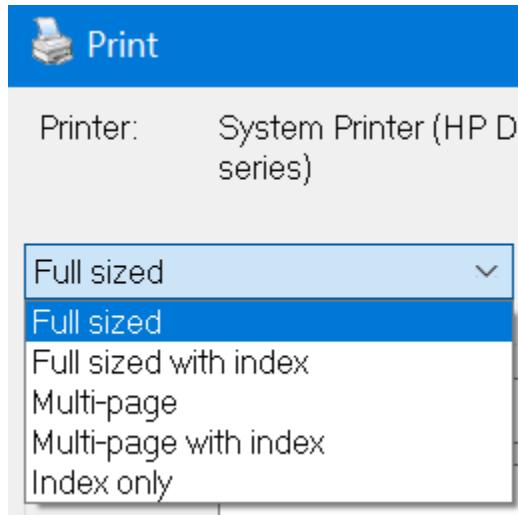
RELATES TO: [Print](#) 545, [Print dialog](#) 546, [Multi-page print dialog](#) 555

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](#) 546, and then click OK to print.

Speaker names will also appear on the concordance index.

You can also create a pdf file with a Word index using the **Production** menu/**Output to pdf**. Click **Print image options** and select one of the options with an index.



You can also create word indexes as part of the files you choose for [Delivery](#) 569.

Options for the Word index

The default font may make your word index appear too crowded. Using a smaller font will give a more readable result.

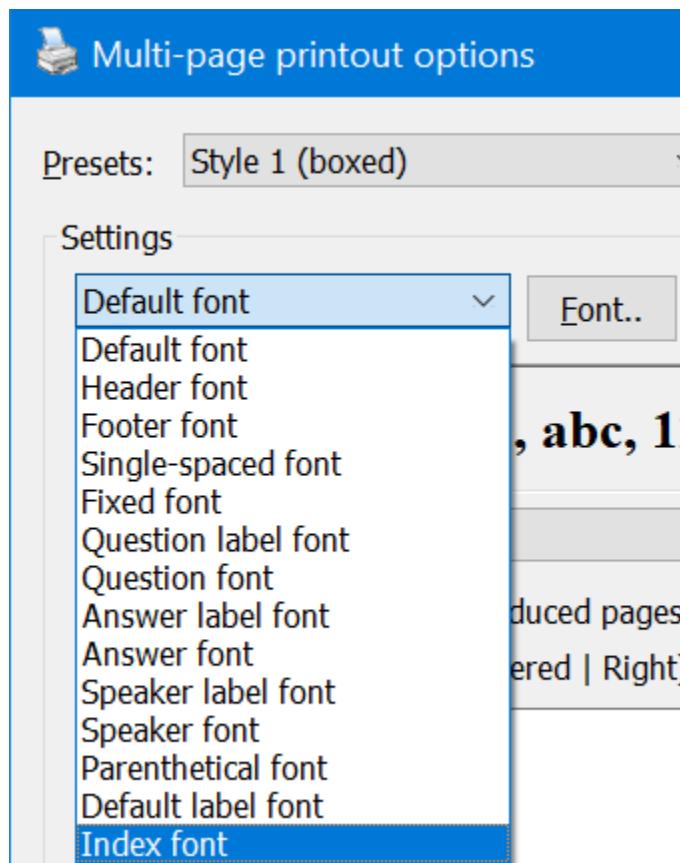
M

man [1] 10/16
many [6] 3/2 5/8
6/5 8/20 10/16
11/21
March [1] 5/20
mark [2] 3/7 5/14
matter [2] 12/15
13/8

M

man [1] 10/16
many [6] 3/2 5/8 6/5 8/20 10/16
11/21
March [1] 5/20
mark [2] 3/7 5/14
matter [2] 12/15 13/8

To change the font size, in the **Multi-page printout options, Settings**, select **Index font** from the drop-down menu. Click the Font button to choose a smaller font.



Format

The **Format** option controls the index location format. This is similar to the page format feature but simpler.

Here is the syntax for the default setting:

```
{#V:}#P/#L
```

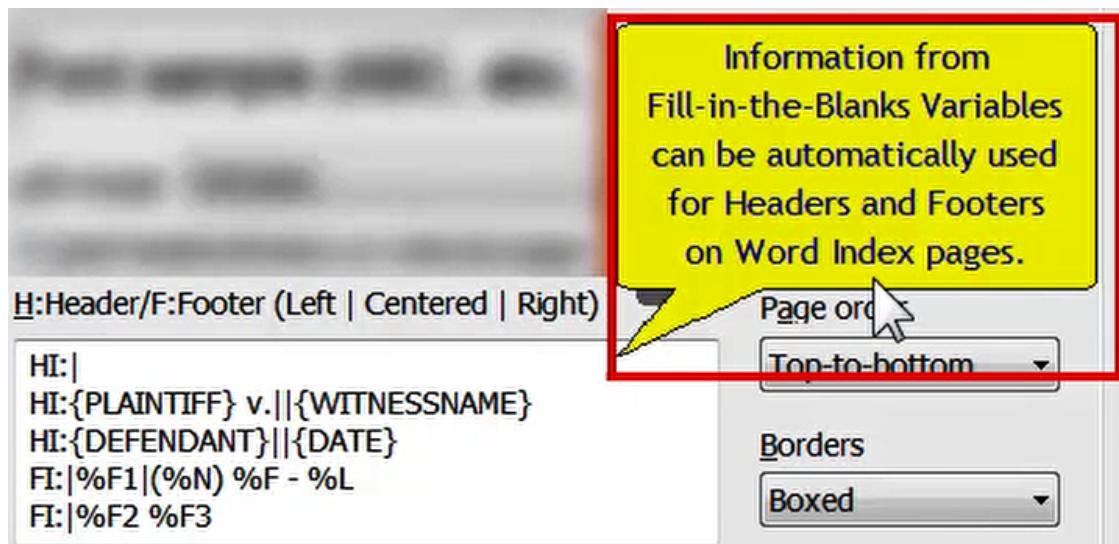
#V represents the volume number, and if it is a single-volume index, the entire sequence in braces will be omitted (omitting the colon in the process.)

#P is the page number and #L is the line number.

So the default would show 3:15/2 for volume three, page 15, line 2, or 15/2 for page 15, line 2 on a single-volume index. {<#V>}#P.#L would show <3>15.2 or 15.2 for the same location.

Header and Footer options

You can use information from your full-size transcript. Here is an example using Fill-in-the-blanks variables for the Header:



This example also includes syntax for including the first and last words on each page in the Footer.

The pipes control the location: (**Left | Centered | Right**).

[Details on the syntax for headers and footers can be found here.](#)

Omit from Index

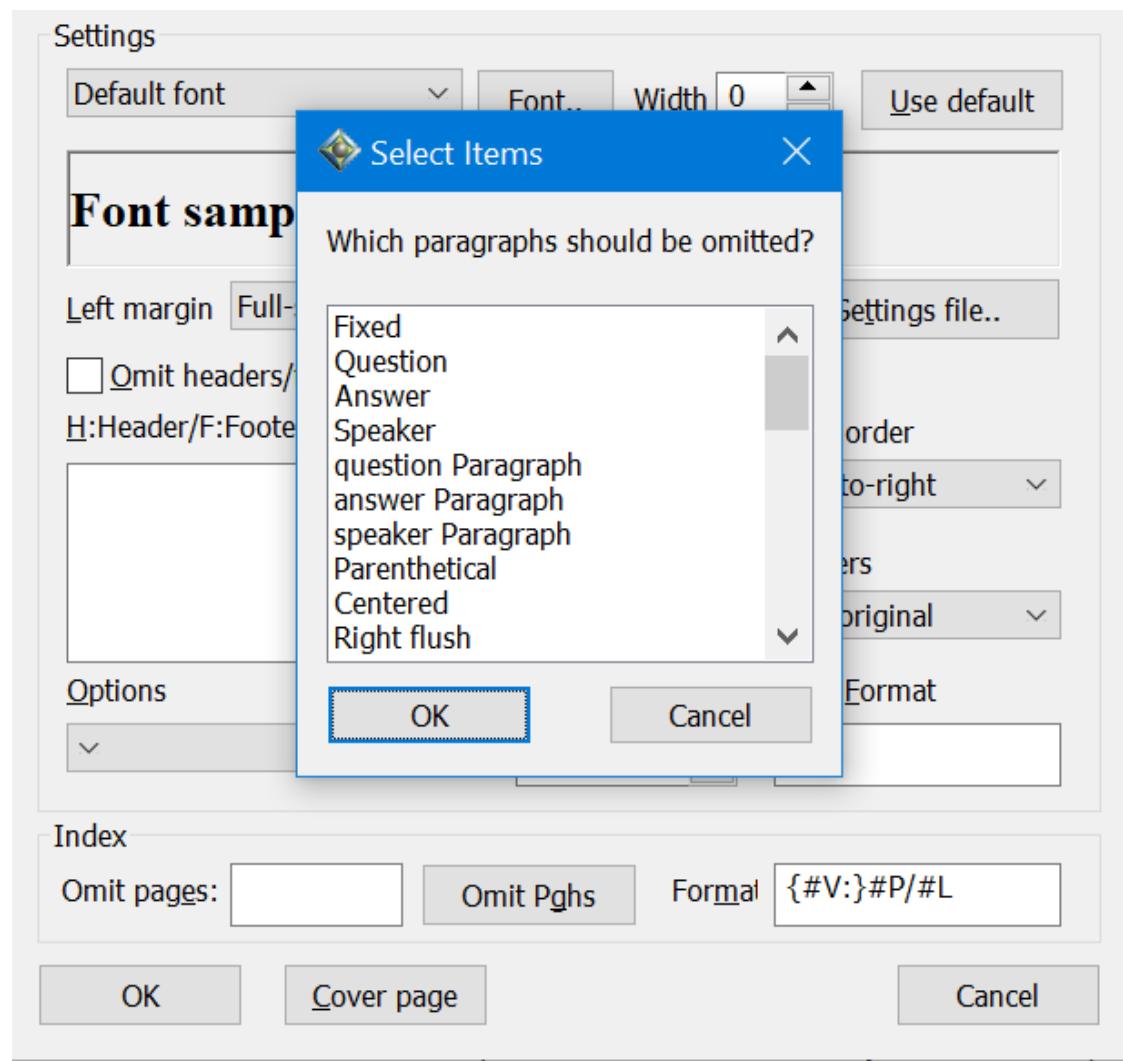
There are two ways to eliminate common or unimportant words from the word index. First, the **Index Threshold** item on the [Multi-page Printout Options dialog](#) [555] allows you to automatically remove words from the word index, based on frequency. Also, any word you add to the [Common Words list](#) [763] on the [Programming tab](#) [753] will never appear in a word index.

Index Threshold controls the appearance of common words in the concordance. If set to 1, a word that appears more than once every 1 page will not appear. If set to 2, a word that appears once every 2 pages will not appear in the word index; a higher number means that more words will be eliminated from the word index. You can also eliminate words from the word index by adding them to the [Common Words](#) [763] list on the [Programming tab](#) [753].

The **Index columns** setting allows you to print in columns. Adjusting the number of columns doesn't change anything else, so if you select a 4- or 5-column index and it looks too cramped, you can decrease the index font size.

In addition, locked phrases containing common words at the beginning or end of a line (such as the~building or a~dog) will not appear. Noise words (User settings/Translate/Non-capping words) are still permitted in the middle of phrases, but not at the beginning or end.

You can omit specific pages and paragraphs from the multi-page and full-sized index output. In the multi-page settings dialog, there is a **Pages:** box where you can enter a page or range of pages to omit from the output. Clicking the **Paragraphs** button opens a dialog where you can select which paragraph types should not appear in the index.



VISUALIZERS:

[I1 - Printing](#)

[I3 - Multi-page](#)

[I3 - Multi-page Settings](#)

[I3a - Multi-page Index](#)

[I1a - Delivery](#)

19.2 ASCII



ASCII

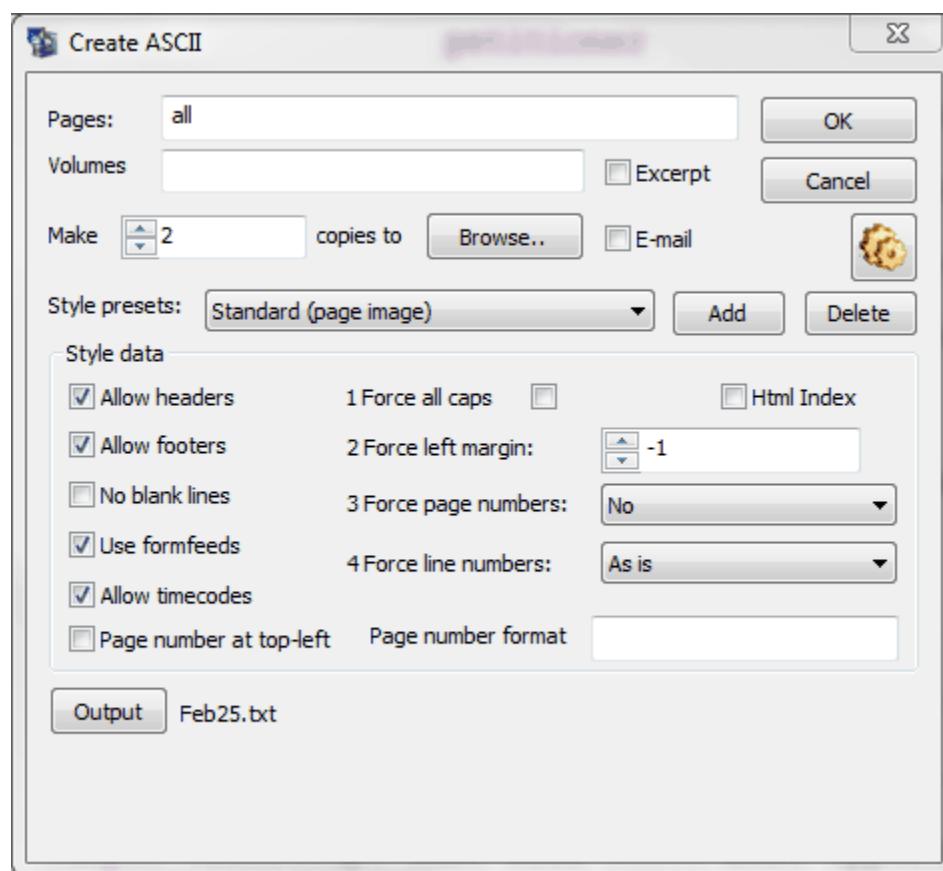
Shift+Alt+O



Production/Output to Ascii..

An ASCII (pronounced ASK-key) file is a universally recognizable format for text files. It is common for an attorney to request an ASCII file of a transcript; ASCII files also serve other useful purposes.

The **Production** menu/**Output to ASCII** command opens the **Create ASCII** dialog:



The **Pages** text box dictates which pages of the transcript will be included in the ASCII file. The default setting of "All" will produce an ASCII file of the entire transcript.

If your transcript has [volume number print commands](#)^[336], you can use the **Volume** text box to indicate which volumes to print. Leave this blank to print all volumes (or if you are not using volume numbers).

If your transcript has [excerpt print commands](#)^[334], you can check the **Excerpt** box to produce an ASCII file of only the excerpt. As when printing, the excerpt will be independently numbered.

The **Make ____ copies to [Browse]** box allows you to specify a number of copies and the location (writer disk, RAM card, etc) that the ASCII file will be copied to. This allows you to create ASCII files for several recipients quickly. To create an ASCII file without copying to a disk, set this to 0. (When you create an ASCII file, a copy is always created in your [Jobs folder](#)^[828].)

If the **E-mail** checkbox is checked, after creating the ASCII, it will open up an e-mail in your default e-mail program, and attach the file to it.

The gear button takes you to the [Document tab of user settings](#)^[396].

The **HTML Index** check box allows you to create an HTML file of the transcript and concordance. If you use this option, three HTML files will be created in the Jobs folder: filename.htm, filename_b.htm, and filename_i.htm. If you open filename.htm in any web browser, you will see the transcript at left, and the concordance at right. The concordance will contain clickable links to portions of the transcript.

Output

The **Output** button at bottom left opens the [file dialog](#)^[892], where you can specify a custom name for the ASCII file. If you do not specify a name for the ASCII file, it will have the same name as the transcript. ASCII files have a .TXT [extension](#)^[893].

ASCII Style

Selecting a style allows you to format the ASCII file in a way consistent with how it is going to be used. There are several default ASCII styles available; you can also create custom styles.

To select a style, choose it from the **Style** drop down list. When you choose a Style, items in the **Style Data** area will change to reflect the style you chose. You do not need to choose Style Data individually, unless you are creating a custom style.

The default styles are:

- **Standard (page image).** The ASCII file will resemble the transcript; settings on the [document tab](#)^[396] will be followed, as will [omit/resume print commands](#)^[334].
- **All numbered.** Every line in the ASCII file will have a line number.
- **Lawbridge, Caseview, Livenote, Summation, Amicus, DiscoveryZX, CatLinks, Basis, Microtext.** The ASCII file is designed for use in the program indicated.
- **Rough ASCII.** The text "Rough Draft" appears on all pages, as a header.

If you're not sure what style to use, use Standard (page image).

You can also create a custom style by making choices in the **Style Data** area, and then clicking the **Add** button. You will be asked to give the style a name.

Style Data

Should you ever need to create a custom style (such as for a new litigation support program), here is what each item in the Style Data area does:

- **Allow Headers.** If checked, headers will appear in accordance with your document settings. If unchecked, all headers will be removed from the ASCII file.
- **Allow Footers.** If checked, footers will appear in accordance with your document settings. If unchecked, all headers will be removed from the ASCII file.
- **No Blank Lines.** If checked, will strip all blank lines from the ASCII file.
- **Use Formfeeds.** If checked, inserts a formfeed command at the end of each page of the document, which forces the printer to print a new page.
- **Allow Timecodes.** If checked, any timecodes that exist in the document will be included in the ASCII file.
- **Page Number at Top Left.** If checked, the page number will appear at top left. If unchecked, it will appear in the location specified on the [Document tab of user settings](#)³⁹⁶.
- **Force All Caps.** If checked, the ASCII file will be ALL CAPS.
- **Force Left.** If set to anything other than -1, forces that many additional spaces to appear on the left margin.
- **Force Page.** "Yes" will force the page number to appear on every page. A setting of "No" will render the page number as determined in your document settings. "Every Line" will make the page number appear on every line.
- **Force Line.** "On" will force every line number to appear. "Off" will prevent any line numbers from appearing. "As Is" will follow your document settings.
- The **Page Number** text box will accept a [Page Number Format code](#)³³⁶, which will apply to the ASCII file.

VISUALIZERS:

- [vI5_ASCII.mp4](#)
- [vI5a_ASCII_Styles.mp4](#)
- [vI5a_HTML_with_ASCII.mp4](#)
- [I1a_Delivery](#)

19.3 Delivery



Delivery

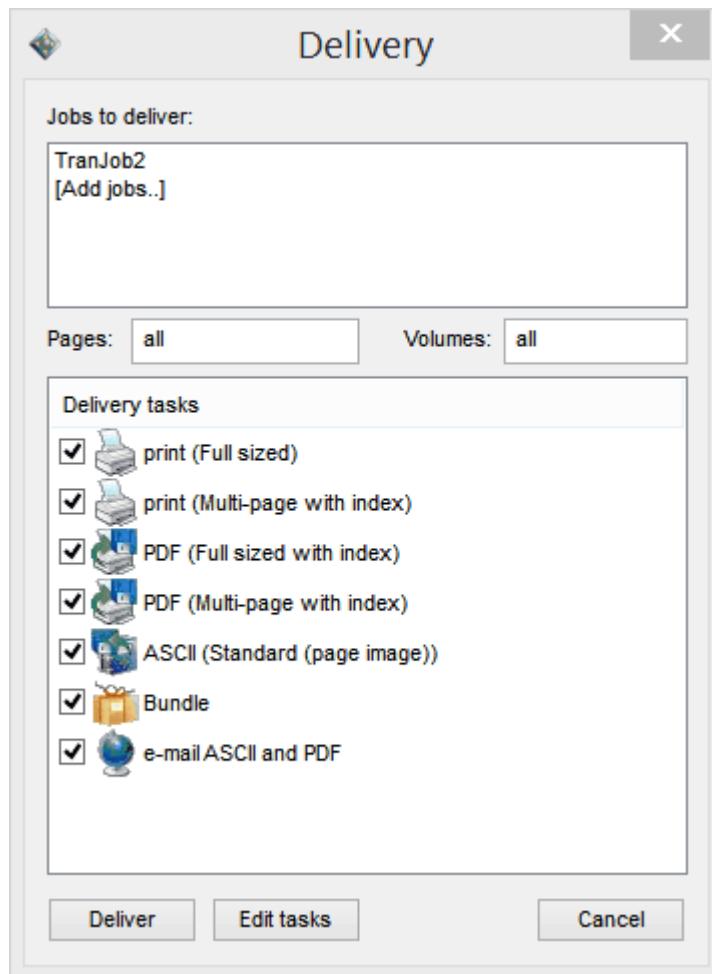


Ctrl+Shift+
D

Production/ Delivery..

At the bottom of the **Production** menu is an item titled "**Delivery.**"

Delivery will also appear on the Auto-magic list of options whenever your cursor is at the very end of a document.



If you have a document open, it will default to delivering that document. If you have no document open, you will be required to select at least one.

The **Delivery** dialog has a list of jobs to deliver (you can hit "**Add jobs..**" to add more) and a list of delivery tasks below it. Note that if you wish, you can select page ranges and volumes for each separate job that you're delivering by changing the **Pages** and **Volumes** text boxes.

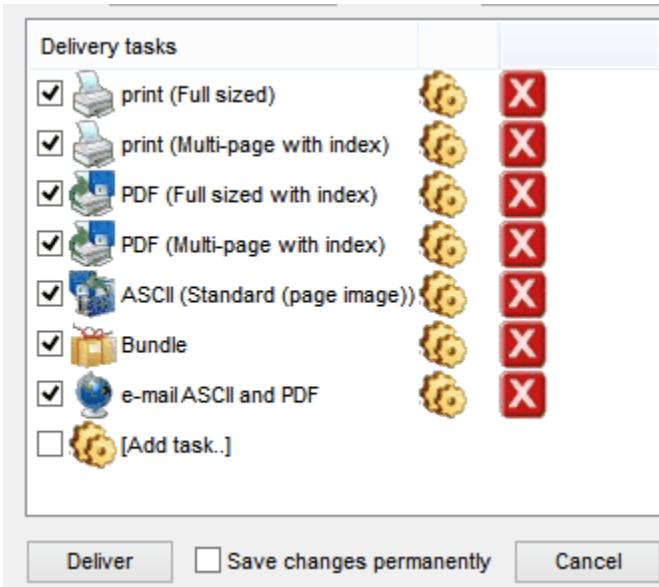
When you first use the feature, a series of default delivery tasks will be created for you: Printing a full-sized document, printing a multi-page document, creating a full-sized PDF, creating a multi-page PDF, creating a page-image ASCII, Bundling the created files together, and e-mailing the bundle to clients.

By default, all of these tasks will be selected, and hitting the "**Deliver**" button will perform all of those tasks on each of the selected jobs.

If there are certain tasks that you want to skip, you can simply uncheck the boxes for the tasks you don't want to do this time before hitting the "Deliver" button.

Customizing your Delivery tasks

Press the **Edit tasks** button (or **Alt+E**). This will make the task list editable. The **Edit tasks** button will disappear and be replaced by a **Save changes permanently** checkbox. If you do not check this box, then any changes you make will be temporary changes that will only affect this one delivery. If you check the box, they'll be saved permanently in your user settings.



There are several ways to edit the task list:

Click the "X" button (or **Alt+X**) to delete the task from the list.

Click the Settings gear button to customize a task.

Click the **Add task** item (or **Alt+A**) to add a new task to the list.

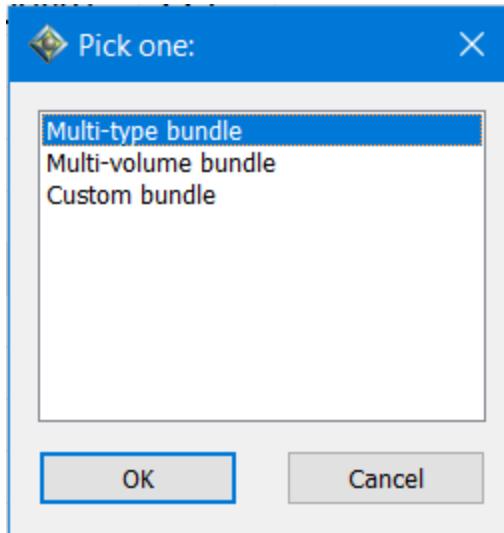
When adding a task, you will be asked to select a task type from among the following: **Print**, **ASCII**, **PDF**, **Bundle**, **e-mail**, **Copy** and **Move**. Each one has several additional options.

If you select **Print** you will be asked if you want a full-sized printout, Multi-page, index, etc.

If you select **PDF**⁵⁶⁶ you get the same options as printing.

If you select **ASCII**⁵⁶⁷ you will be asked what type: Page image, summation, etc.

If you select **Bundle** you have to option to choose Multi-type bundle, Multi-volume bundle or Custom bundle.



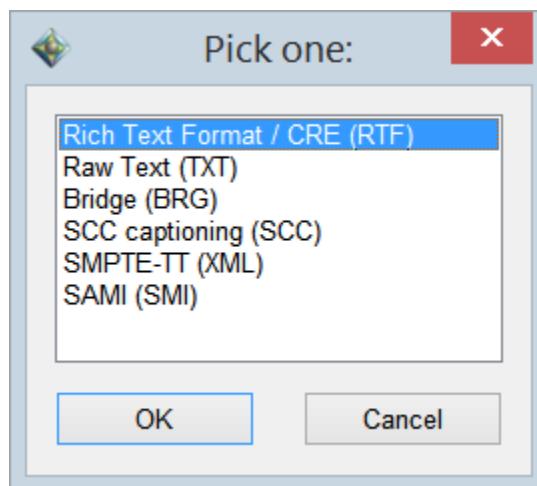
To be clear: The correct way to do multi-volume ASCII and PDF documents is normally to create a single document and use the block/read function to read the other documents into it, using the "new volume" commands to create volume breaks for the features that can display volume numbers. This method is the only way to take advantage of many features, such as creating a master multi-page index.

However, there are times when what you really need is simply a way to bundle a series of files together in a convenient way without necessarily combining them into a single document. The settings in the "bundle" feature allows you to specify whether you are making a multi-format bundler, or a multi-volume bundle.

A multi-format bundle is a bundle containing all of the different formats that you have requested for a single document, such as a full-sized PDF, a multi-page PDF and an ASCII file. A multi-volume bundle, on the other hand, will combine all of the files you have created for all of the documents in the job list into a single PDF file, so if you have selected five separate jobs, you will get one PDF file instead of five.

Note that this allows you to create selective bundles, such as just ASCII files. If you selected 10 jobs, then selected bundle/multi-volume, then selected ONLY the ASCII checkbox, you would get a PDF file containing nothing but 10 ASCII files in it.

If you select **Convert**, before it adds it to the list, it opens a dialog where you choose a format, and the conversion will be part of the Delivery process.



Using the Bundle option.

If you add a bundle task to your task list, it changes the way that the system handles all of the files you're creating. You might be creating an ASCII and a full-sized PDF and a multi-page PDF, and you'll get three separate files. If you have "e-mail" as one of your options, depending on the checkboxes you have checked, it will create three separate e-mails for these files. Even if you attached them all to one e-mail, the client would receive three separate files. However, with "Bundle" on your task list, once it's done creating all of the files (whatever they are) it will then create a PDF bundle containing all of those files.

This file will be named Jobname_Bundle.pdf, and it will be a one-page PDF (it uses the Cover Page, adding some instructions for opening files) with bookmarks on the left for listing and opening each of the different files that were created.

If you have selected e-mail as a task, it will e-mail only the Jobname_Bundle.PDF, with everything wrapped up in one convenient package.

If you want to customize the cover page that appears on the bundle and possibly on the multi-page printout including adding graphics, you can, using a simple shortcut. If you create a block file in your block folder called "bundlecover.ecl" that file will be printed at the beginning of each bundle. A file called "deliverycover.ecl," if it exists, will be printed at the beginning of each multi-page document. Eclipse documents can contain any fonts, colors, graphics, boxes, etc., so your cover design options are virtually unlimited.

Creating a **Custom bundle** type allows you to specify both the contents and the name of the bundle extremely specifically. After selecting "custom bundle" as the type, you are given a field to type in a template for what you want in the bundle. It is up to you to include each thing you want. This can include PDF files, ASCII files, or any other file you like, and can include specific file names, or file names including the current job being delivered, and can allow you to specify the name for the bundle itself. The only two special commands are as follows:

%J – replace with the job name

%B – replace with the job name, and use this for the bundle name

Here is an example custom bundle template.

Final-%B.PDF,%J_MULTI-IX.PDF,%J.TXT,%J-Billing.PDF,OrderForm.png

With this example, if you delivered a Smith.ecl job, you would get the following:

Smith_MULTI-IX.PDF (presumably, the multi-page with index)

Smith.txt (the ASCII)

Smith-Billing.PDF (A custom billing PDF you created using whatever software.)

OrderForm.png (A generic paper order form image for future orders.)

All of the above files will be placed in a bundle named:

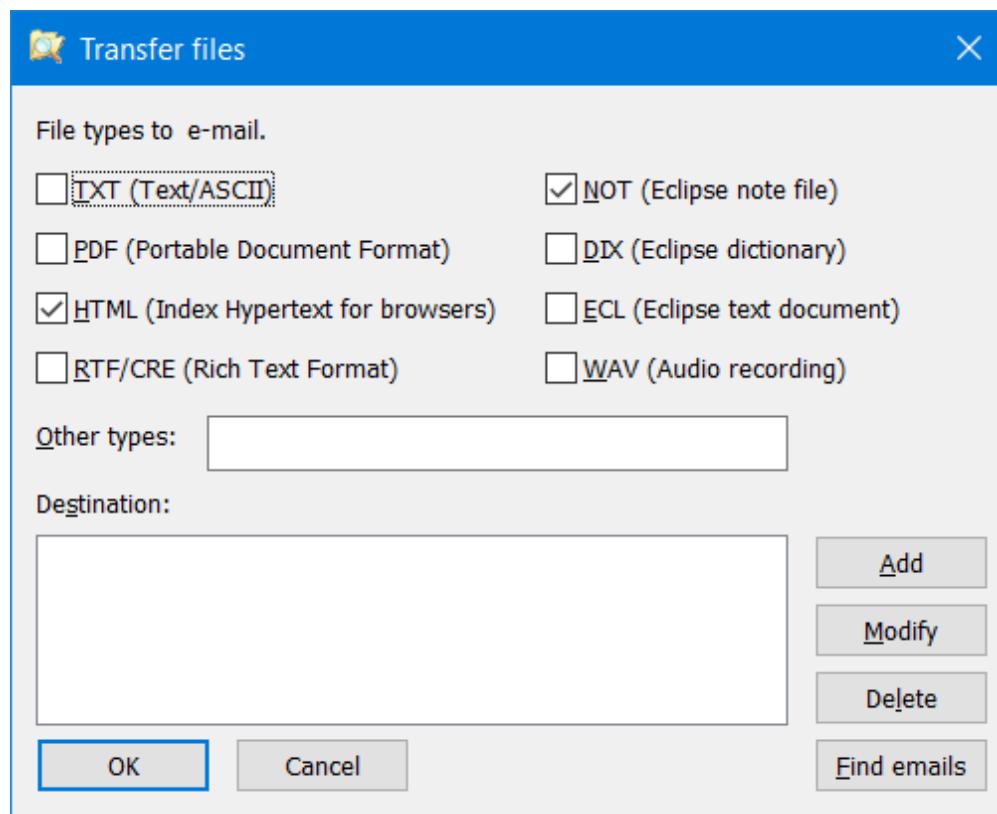
Final-Smith.PDF

You will be prompted to change the description, which allows you to save the changes permanently.

Other options

For the **Print**, **PDF**, and **ASCII** options, the default behavior will be to perform those tasks exactly as if you had issued the Print, PDF or ASCII commands normally. In this case, if you change something such as your standard ASCII setup or your multi-page print setup, it will apply to the delivery items as well. If you customize the delivery items further by pressing the task's settings button, the task will then have its own settings independent of the normal print/ASCII settings. That means that you can have the delivery function automatically print to two different printers, or print one transcript with timecodes and one without, etc. If you then change your normal print/PDF/Multi-page settings, it will not affect the delivery feature tasks that have been customized.

When adding or customizing the e-mail, copy and move functions, you will get essentially the same dialog for all three. It consists of a list of checkboxes for file extensions, such as TXT, PDF, ECL, NOT, etc., which you can select.



In addition to the standard file extensions that appear in the checkboxes, you can add any extensions you wish into the **Other types:** dialog, separated by commas, such as "BRG,SCC". It also contains a list of destinations. For the e-mail function, adding a destination will ask you for an e-mail address. For the copy and move functions, adding a destination will ask you for a file location. It will default to the file locations already set up, but you can scroll down to the "browse" item if you wish to use a folder that does not have a location defined for it under **User settings/Programming/File locations**.

You can specify exactly which files get transmitted to each separate e-mail address, and once again, you can use the template tokens described above.

For example, here is what your "destination" list might look like for two different clients:

bob@lawfirm.com,%J_Bundle.pdf,%J_invoice.txt,businesscard.jpg
joe@freelance.net,%J_MULTI-IX.pdf,joeinvoice.pdf,businesscard.jpg

The **Find emails** button will scan the current document looking for anything that looks like an email and add it to the destinations for the delivery feature. Use the **Delete** button to Remove anyone who should not get a copy of the transcript. One use case includes attorney/firm email addresses anywhere in the transcript such as the appearance page.

If you need to change any part of those e-mail destinations, you can highlight a destination and hit **Modify** to change it.

There are no **Copy** or **Move** functions defined by default because those will vary tremendously depending on your preferences.

One suggestion for using these would be if you intend to deliver copies of ASCII files on removable media such as USB drives, in which case you could set up the **Copy** function to copy the ASCII and/or PDF files to the appropriate drive.

Another would be to use the **Move** function to move the job files (ecl, not, dix, wav) into a permanent archive folder after the delivery functions are complete. Note that if you're going to do this, don't use the BACKUP folder; that's intended for the automatic rotating backups and should be cleared out periodically. You may want to create an archive folder, assign an ARCHIVE=etc File location to it, then direct the Move task to the ARCHIVE folder.

You can add the option to **Zip** your files. You can select which types of files to Zip, and assign a new name to the function, such as "Zipped transcripts plus audio." Your zip file will be created at the location specified in **User settings/Programming/File locations**. Your existing files will not be moved, and you can still copy or move them, or perform other actions on the files.

Some final notes on this feature: It will only deliver "jobs," not arbitrary files. In other words, it allows you to select transcripts (ecl files) from your JOB folder and nowhere else. All of the delivery features assume that the ASCII files, PDF files, etc., are all stored in the JOB folder for the purpose of e-mailing, copying and moving.

It automates the order of the tasks so you don't need to worry about that. Printing will come first, followed by ASCII, followed by e-mail and copy, followed by move. You will notice this if you add a print task; it will be added with the other print tasks. It's done this way so that tasks like printing to a PDF file and creating an ASCII is done before it tries to e-mail or copy the resulting PDF or TXT files.

19.4 PDF Output



PDF Output

RELATES TO: [Print](#)  [Print dialog](#)  [Multi-page print dialog](#) 

The **Output to PDF** menu item is 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.

To set the location for where your pdfs will be created, go to **User Settings/Programming/File Locations**, select **Add** and choose **PDF (Portable documents)** from the "Pick one" list. Click **OK** and you will be prompted to select a location for your pdf files. This location will be used for both the pdfs created using the **Production** menu/**Output to pdf**, and the **Delivery** dialog.

When you create a PDF of a note file or dictionary, the software will open the PDF file once it's complete so that you can review it.

The PDF dialog has a "**Name**" option that allows you to rename the PDF to something that does not precisely match the job name. This was necessary in order to provide different versions of the PDF, such as a standard and PDF/A version, or a confidential and redacted version, or multiple independent volumes, or any other reason.

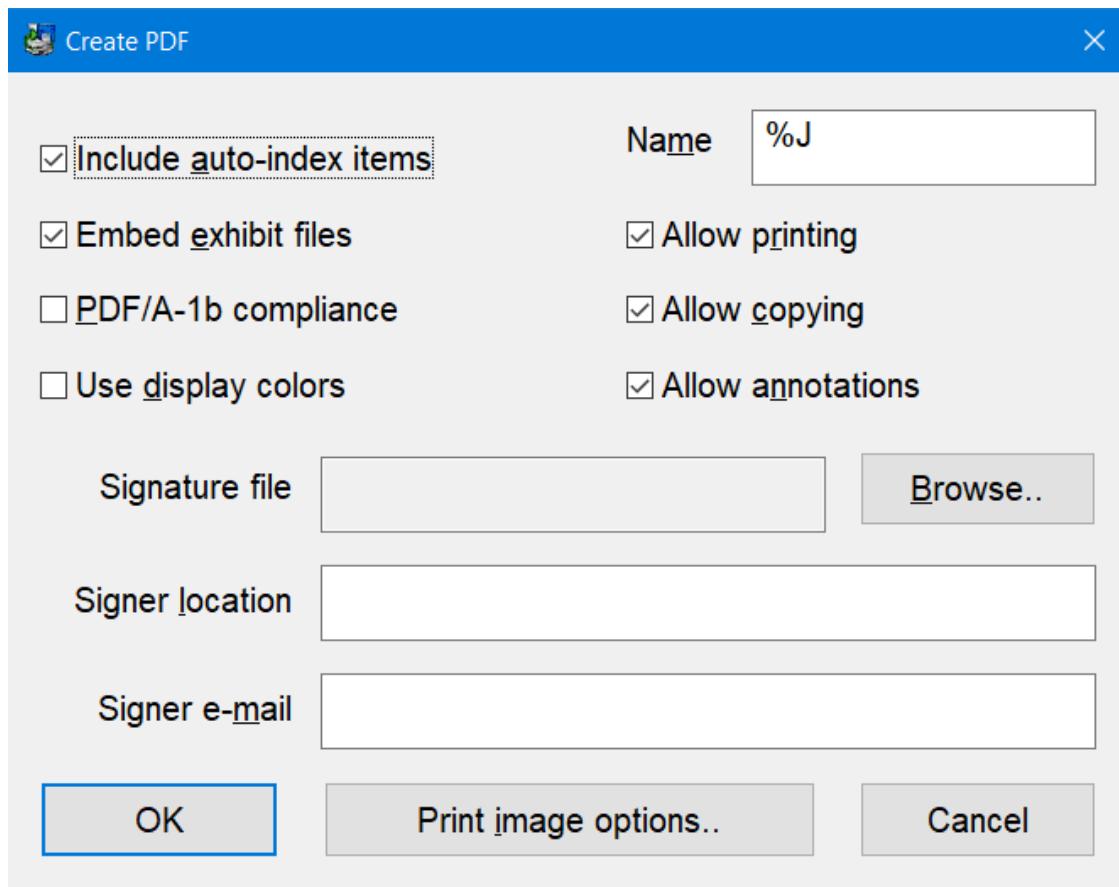
This "name" option defaults to %J which is the name of the job. If you had a Smith.ecl file and wished to create a Smith-redacted version of the file, you could simply use %J-redacted.

Note that the jobname_MULTI and other .pdf suffixes are still applied by the delivery feature when creating multiple PDF files.

If you are using the delivery feature in conjunction with this feature, note that even though you can specify a different name for each delivery task, these alternate PDFs will NOT be included in the bundle if you choose to bundle the document, nor will they be e-mailed or archived. Only the files with the exact jobname and optional _suffix will be included. This is expected behavior, since alternate PDFs would generally be going to a different audience and should not be bundled with the main job. (Redacted and confidential versions never go to the same person, PDF/A is for archiving and not litigation, etc., etc.)

The **Print image options** button allows you to access the details of how the PDF will be created, using the same dialog that you use for printing. The options all work exactly the same way, because a PDF is a file version of a printout, and you can access the same options for creating a PDF that you do for printing, including the draft watermark, the multi-page options, etc.

Note that If you have a "start new page number" at the beginning of the document, that will force the PDF file to start with the page number indicated rather than starting with 1.



The **Create PDF** dialog contains a number of PDF-specific options:

PDF digital signatures

In the **Create PDF** dialog, there is a **Signature file** item, followed by a **Browse** button. You can use this to select your digital signature file, which must be a .pfx file. You must purchase a digital signature from a TTP (Trusted Third-Party) validation service such as GlobalSign or EnTrust. Contact tech support for details.

Below that line, there is a **Signer location** where you can fill in the location where the PDF document was created (signed).

There is also a **Signer e-mail** where you can fill in your e-mail address, which will be published as contact information in the signed PDF. You can also add other contact information here, if you wish, such as a phone number and/or address. Just be aware that PDF readers may not allow a huge amount of room to display this information in their dialogs.

PDF concordance indexing

If you create a PDF of a full-sized document with index or a multi-page document with index, the PDF file will contain the index as a separate pane of bookmarks with automatic access to each word in the document. When the PDF is opened, the bookmarks pane is automatically displayed.

Opening the letter group shows each word starting with that letter. Clicking on a word triggers the query function on that word and will show a clickable example of every instance of that word in context in the document.

Include auto-index items

If you use the automatic indexing feature in Eclipse, there are a couple of helpful hooks that will allow that information to be used by the PDF creation feature.

In order to use the auto-index material, first the PDF feature needs to know where the index items belong. Since that information is no longer present in the text when the index is inserted, the auto-index feature will put in "hints" to the PDF feature telling it where the items came from. When you generate an index, you will see index lines actually inserted into the index itself, at the beginning of each group, such as In:EXAM, In:PLEXBT and In:DFEXBT.

The PDF feature can detect when it comes across an index line and will insert it into the bookmarks under the appropriate index name.

For each item, it will show the page/line number where it appears, and have a clickable bookmark allowing the reader to jump to that page.

Additionally, you can get the PDF indexing to create a bookmark for every mention of an index item, rather than simply linking to the specific items enumerated in the index.

If you add an index line immediately below the one naming the index itself, you can specify a wildcard, using the * in place of the item. For example, you might have something like the following:

INDEX OF EXHIBITS		
Ex. No.	description	Page
1	A contract	6
2	A letter	14

In an index with this format, the index items are simply "1" and "2", or "A" and "B", etc., so searching for those isn't particularly helpful. The wildcard that was added, "Exhibit *", tells the PDF creator to look for "Exhibit 1" and "Exhibit 2" and "Exhibit A", etc., as it's creating the document. Note that if your index items are already uniquely searchable (let's say your items actually look like "Exhibit 1" or "Exhibit 2") then your wildcard should just be * and nothing else. The item is enough.

When it sees matching text anywhere in the document, it will make an additional bookmark for that instance, filed under the appropriate index type.

In place of index descriptions such as PLEXAM or DFEXBT, you can supply a description for the index that is one line, abbreviated as much as possible, in its own file. For example, if you create a file called PLEXAM_DESC.ecl in your block files folder, and type into it "Plaintiff's Examinations," that will be used as the label for the PDF bookmarks in that group.

PDF embedded exhibit files

You can embed exhibit files directly in your PDF transcript.

Go to any point in the document and use **Insert print command (Alt+N)** and you will see a print command called "Attachment."

Select that command and hit [**enter**] and you will be given a file dialog. Select a file and it will be attached to the document in the current position. There is an ATTACHMENT=etc. File location that remembers where you browsed to when you attached a file. Attachments are not required to be in that location. This simply makes the process of attaching multiple files from the same place more convenient.

It works best with other .pdf files, and often PDFs are used for exhibits because the digital signatures allow the authenticity to be verified. However, you can just as easily embed .jpg pictures, .txt ASCII files, audio files, video files, etc.

You can review that the attachment works by placing your cursor in the attachment print command and hitting [**enter**]. That should open the file just as a user would see it.

When you create the PDF, these attached files will appear in a separate attachments pane (the paperclip icon in Adobe Reader) and can be accessed directly that way.

You will also get a "Contents" bookmark group above the index which will list each of the files. Each file will have sub-bookmarks: One to open the file, and another clickable link describing the page and line number in the document where it appears that can jump right to it.

On the page where the attachment appears, a clickable link will appear to the left of the line number where the attachment was added in the document. This hotspot will also open the attachment. So, clients using the PDF will have several ways to open the attachments: the attachments pane, the "open file" bookmark, and the clickable link. You can customize the colors/font/bold/italic for the link by going to **User settings/Document/Advanced** and changing the "Attachment" font. The default setting is blue underscored attachment links, mimicking default web browser links.

Attachments and Index items appear in the same order as in the original index.

PDF embedded exhibit / auto-index linking

The minimum you need to do to attach files to a PDF is Insert the print command, Attachment, and select the file.

You then use the Eclipse automatic indexing features to associate these files with specific exhibit numbers, with particular index items, indicate where they're mentioned in the document, and put the hotspot rectangle around the appropriate text.

For best results, add them to the index items after they're generated.

Using the earlier example, but this time with attachments added:

In:EXHIBITS

In:Exhibit *

INDEX OF EXHIBITS

Ex. No.	description	Page
---------	-------------	------

At:{DOC}Exhibits\Jones\12-13 Contract.pdf

1	A contract	6
---	------------	---

At:{DOC]Exhibits\Jones\IMG2023.jpg

2	A letter	14
---	----------	----

This same index now has an attachment added immediately above each index.

The PDF creator now knows what index items these attachments are associated with, and will automatically put the hotspot rectangle around the item, so in this case, there will be a rectangle around the "1" and the "2" (again, if you have verbose item names, like "Exhibit 1", the rectangle will be around the entire item.)

In addition, as the PDF creator is going through the document finding the index wildcards, it will not only make a bookmark, but will also draw a clickable hotspot around every instance in the transcript that will open the attachment, as well. (Note: The clickable hotspots don't appear on the multi-page output. There's just no space on a compressed page. The attachment pane is still available, however.)

Multiple wildcard lines: In the index, you can create several lines of wildcards and each of them will be searched to find the index item. For example, you might have:

Exhibit *

Plaintiff's *

Defendant's *

and this will find any instance where the word in question appears. Note that these are case-sensitive, so they will find only instances of exhibits, not the word appearing in a sentence.

PDF encryption and protection

The PDF format has a built-in mechanism for protecting the contents of PDF files. You can specifically allow or prohibit the user of the PDF file from printing, copying or annotating the file.

The **Create PDF** dialog has checkboxes for each of these options, allowing you to control what your clients are (legally) permitted to do with the PDF file once they get it.

PDF/A-1b compliance

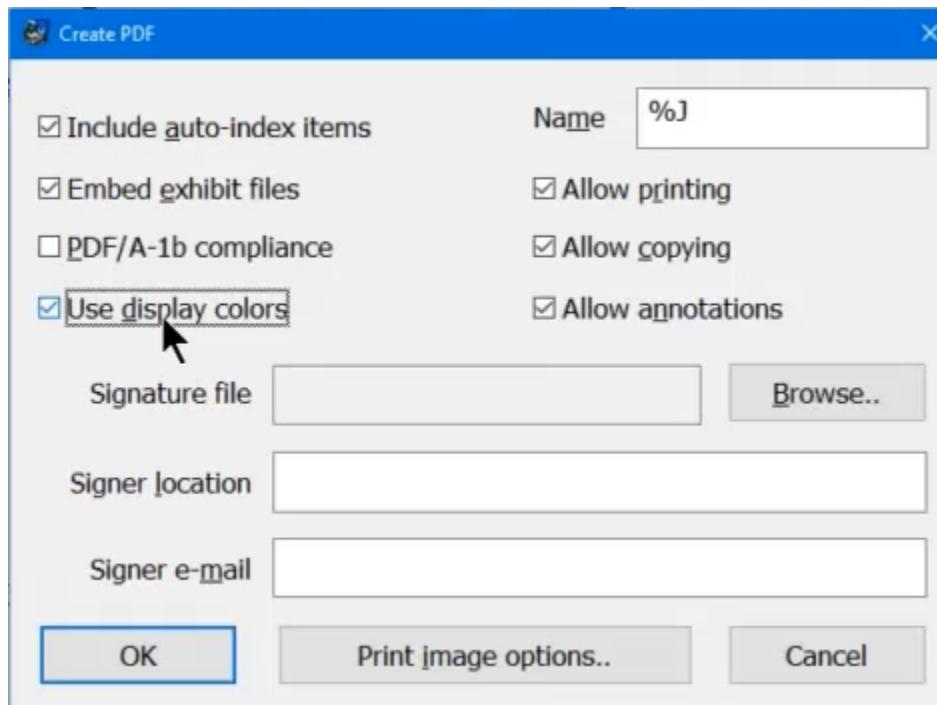
Please do NOT check this box unless you are required to. It disables many of the other features in the PDF export, such as the encryption that prevents users from accessing certain features, the search query bookmarks and the file attachment hotspots.

The reason for this is that PDF/A is a stripped-down version of PDF for the sake of compatibility and archiving. Court systems may ask for PDFs to be created in this format as future-proofing to ensure that the PDF files will always be readable in future versions of PDF readers.

Eclipse adapts to some of this by creating individual generic bookmarks for each index item, and the attachments are still available in the attachments pane, but other items are disabled.

Use display colors

You can check this box to print all text to the PDF in the colors that would normally be used only on the display. It also uses the background color, if it is different from the page background color. This allows proofreaders and other editors to be able to review the PDF with color cues normally only visible on the Eclipse screen. These colors will also appear on a color printout if you print the PDF to physical paper on a color printer.



VISUALIZERS:

[I6a_PDF_Options](#)

[I7_Digital_Signature_Setup](#)

[I7a_Digital_Signature_Use](#)
[I1a_Delivery](#)

19.5 Zip Files

Working With ZIP FILES

RELATES TO: [File Manager](#) 

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](#) . 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](#) .

Any other Eclipse file type may be zipped.

WinZip is a registered trademark of WinZip International LLC.

20 Working With...

Working With...

"Working With" 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.

20.1 Audio



Working With AUDIO

RELATES TO: [Tools/Multimedia](#) [977], [Multimedia Control Panel](#) [950], [Working With Realtime](#) [437], [Audio:Multi-channel recording](#) [592], [Translate Notes](#) [251]

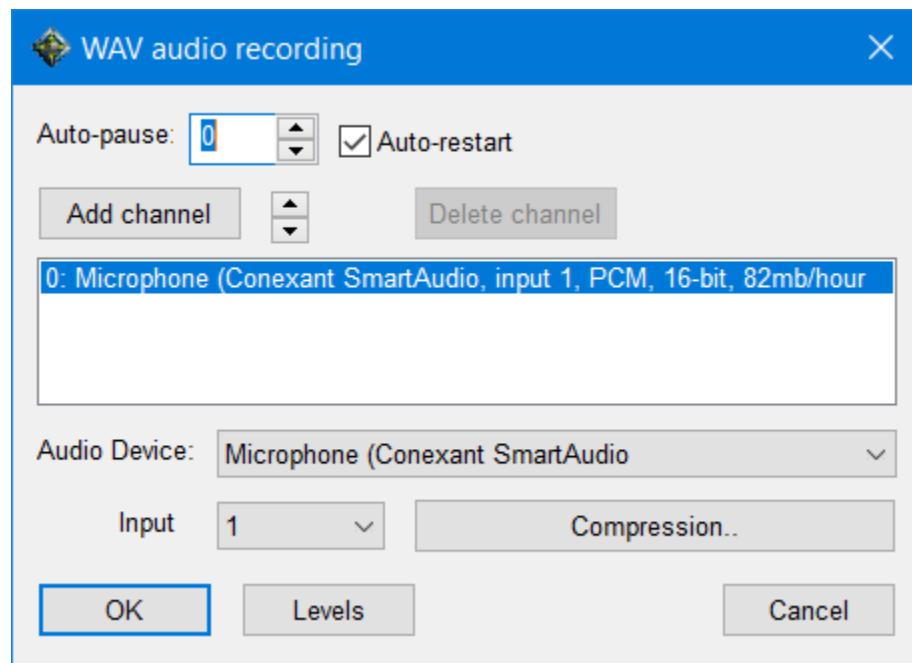
Eclipse allows you to record audio during any [realtime](#) [437] job. This gives you a recording of the deponent's voice, which you can listen to during editing.

Hardware

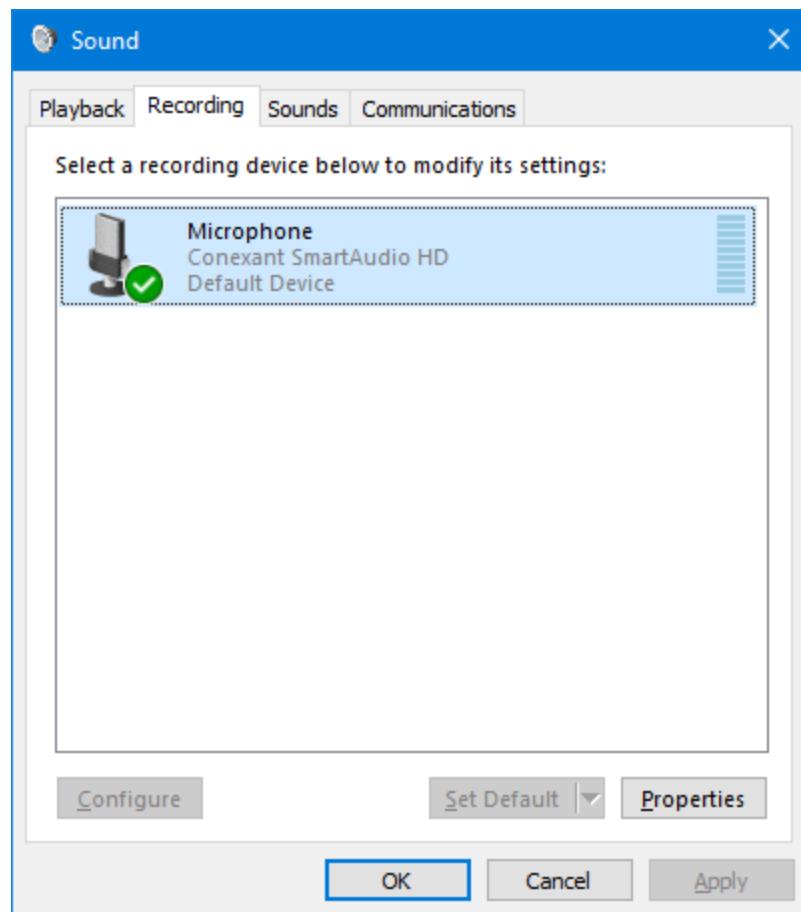
All you need to record audio is a small, external microphone. Plug it into the microphone jack on your computer. No software is required.

Setup

Before recording audio in Eclipse, you may want to do a test of your microphone. To do this go to the **User settings/Realtime** tab and click the **Audio recording** button, the **WAV audio recording** dialog will open. :



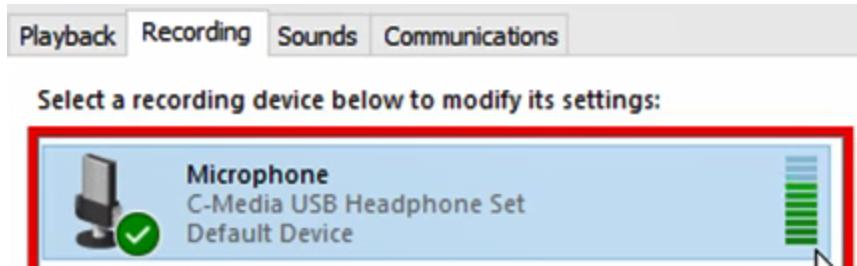
Select the microphone you are using, and click the Levels button. This will open the Sound dialog. Select the Recording tab.



Click the Properties button, and use the slider to set the Microphone volume level. Be sure the microphone is not muted. The graphic below shows a microphone that is muted. Click the icon to the right of the percent indicator to unmute.



Click OK to return to the Sound dialog. Here, as you speak, the level indicator on the right of the microphone area will show green bars if it is working properly.



The Record and Playback volume level dialogs can also be accessed via the Record Levels and Play Levels buttons on the [Multimedia Control Panel](#).

Troubleshooting

If you are not getting a response from your microphone, try the following:

- Is the microphone plugged into the correct jack? There are several similar jacks; check your computer documentation.
- If your microphone is powered, is it turned on? Is the battery working?
- Can your computer play any sounds? The problem may be that the playback volume is too low.
- Check your levels again. Is the Microphone slider active? Is level set high enough?

Audio Recording

If you go to the **User settings/Realtime** tab and click the **Audio recording** button, to open the **WAV audio recording** dialog (see graphic above).

Use the Up and Down arrows to the right of the **Add channel** button to move a channel up or down the list.

Clicking the **Levels** button will open the sound device properties, and from there going to the levels can be done by selecting Recording/Microphone/Properties/Levels.

Once your levels are set correctly, all you have to do is check Record Audio on the [Translate Notes](#) ^[251] dialog. The audio file will automatically be created; when you [Stop Translation](#) ^[274], the audio recording will stop as well.

Audio Playback in Realtime

During a realtime job, you can pause audio recording by clicking [Pause](#) ^[977]. The pause button will remain pressed until it is unpause (or until play is pressed). It will preserve your current playback position, so when you un-pause or hit play, it will continue from where it stopped rather than starting at the current position.

If you wish to pause and continue, you should use the pause button. If you wish to stop and start a new playback at the new cursor position, use the stop/play functions.

Click Record to resume recording. Recording will resume automatically if you have **Auto-Restart** checked on the [Realtime tab](#) ^[441].

You can play back audio while recording is paused, by using Stop (Alt+H) and Play (Alt+J). (Pause pauses recording; stop stops playback.)

Audio Playback in Editing

When the realtime job is over and you are editing the transcript, press [Play \(Alt+J\)](#) ^[977] to play the audio at the cursor position. [Pause \(Alt+K\)](#) ^[977] will pause the playback. (The Stop command will unload the audio file from memory; if you're going to be frequently stopping and starting the audio, use Pause.)

If your audio does not quite synchronize with the text, use the [Timecode Offset](#) ^[399] feature to adjust the timecodes to match.

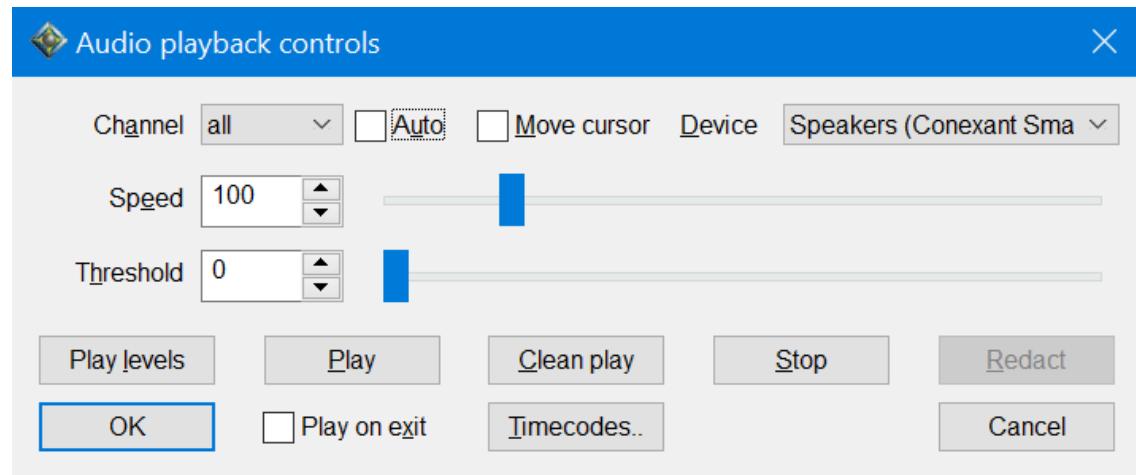
If you received the WAV file on a CD, you can play it directly from the CD by setting your [Auxiliary path](#) ^[831] to the CD drive. If the file is in a subfolder on the CD, set the Auxiliary path to the subfolder.

Playback Functions

Fast forward and Rewind. These will advance the playback position by the number of seconds indicated under the Timecode/FF/RW secs setting. (You can get there through **Tools/Multimedia/Control panel/Timecodes, User settings/Document/Timecodes** or **User settings/Edit/Audio playback/Timecodes**.)

Note that FF/RW only work while you are playing, or when the playback is paused. At any other time, they do nothing, because if you are stopped, the playback will always start at the cursor position.

On the [Edit tab of User Settings](#) ^[284], in the **Audio Playback** controls dialog, you can make adjustments that will make audio easier to work with.



Speed and Volume Threshold have both sliders and spin controls. For details on these and other audio controls, see [Edit tab](#) [284].

Breaking up or combining WAV files.

If you need to break up or combine WAV files, you can use the block/read and block/write functions.

The block/read function will append the WAV file from the source file into the current file, if applicable, and will adjust the relative timecodes as appropriate for the portion of the document corresponding to the newly appended data.

The block/write function will extract an appropriate excerpt of the WAV file from the source file and will adjust the relative timecodes as appropriate for the extracted portion of the document.

Interfacing with the X-Keys foodpedal, to play macros that manipulate audio.

If you have the X-Keys foodpedal, Eclipse can interact with it directly using macros for manipulating audio. [For details, see Footpedals Help page](#) [591].

You must have the footpedal plugged in before running Eclipse. Eclipse only checks for its existence and sets it up when you first open it.

Whenever you press or release the buttons, it plays these macros, if they exist:

FPLEFTDOWN

FPLEFTUP

FPCENTERDOWN

FPCENTERUP

FPRIGHTDOWN

FPRIGHTUP

Given the way that the Pause feature works, this allows for some interesting and creating uses of the footpedal to make it more or less like an old transcriber.

Here are some possible configurations to consider

FPCENTERDOWN: Play

FPCENTERUP: Stop

The downside to this configuration is that play/stop always returns to cursor position. So does pause/play. You have to use Pause/Pause to continue where you were, which is what some users want. So here's another possibility:

FPCENTERDOWN: Pause

That way, it just toggles playback on/off/on/off each time you press it. However, you have to START playing somehow. So you'll have to hit Play on the keyboard once, then just use the footpedal to pause/unpause for the rest of the session.

Note that if you want to press the center button to pause then then RELEASE the center button to unpause, you could ALSO define

FPCENTERUP: Pause.

However, if both centerdown and centerup were Pause, then if you hit play, then pressing the center button would pause, then releasing it would play.

For left/right, the basics are

FPLEFTDOWN : Rewind

FPRIGHTDOWN : FastFwd

Note that these commands normally jump forward or backward by the number of seconds indicated in the settings, then IMMEDIATELY start playing. This could have implications for the way that the center button is configured. If you're using Down-Pause, Up-Pause, then hitting FF or RW would start playing, and the center button would flip to being down to pause and up to unpause. You may want to define FF/RW as Rewind/Pause and FastFwd/Pause so that the center button down would then START the playback instead of pausing it.

You could also get very creative:

FPRIGHTDOWN: Audio control panel/speed/300%/play/OK.

FPRIGHTUP: Audio control panel/speed/100%/OK/Pause

That would make the right button behave like the fast-forward button on a transcriber that lets you hear as it's fast forwarding (we don't have an equivalent way to do something with the rewind.)

Redact text and audio simultaneously

If you need to deliver audio with portions redacted, you can redact both the text and audio for portions of your manuscript. Mark the block of text to be redacted, open the **Control Panel** (Audio playback controls - **Ctrl+Shift+A**) and select **Redact**. The **Redact audio** dialog opens. Click **Start** to begin playing the audio for the marked text, and use the slider and Mark button to select the exact place you want the redaction to begin. Do the same for the End of the redacted audio. It will redact both the audio AND the text that is marked. Note that doing this will remove the audio PERMANENTLY from the .wav file. It is recommended that you make a copy of the .wav file if you need to preserve the original, unredacted version.

Audio redaction can use a tone instead of silence. If you wish for redacted audio not to simply be dead air, record a few seconds of data in exactly the same codec that is being used to deliver redacted audio content. Place this short audio file in the Program Files (x86)/Advantage Software/Eclipse folder and rename it to "Redacted.wav". An excerpt of this data will be used to replace the audio highlighted by the redact audio feature.

The first time you redact audio, it will automatically create a jobname_redacted.wav file. This file is the one that will have redacted audio. Note that when you finish redacting, the redacted audio will auto-play starting a couple of seconds before the redaction so that you can doublecheck that the redaction worked properly. Normally, the play function will play the unredacted jobname.wav file. If you wish to play back the redacted version, set the playback channel to "redacted" which is a choice on the dropdown below the last channel on the **Audio playback controls**.

File Size Issues

The best solution for audio file size issues is to choose [Opus](#) for your recordings. It compresses extremely high quality 48000hz, 16-bit audio, which would normally be about 350mb per hour, down to about 25mb per hour with virtually no audible quality loss. For more on Opus, see the [reference guide page](#).

Other audio files are, by definition, very large. [Zipping](#) them will not make them smaller; they are already compressed. If you want to share audio files with a scopist, or archive them, you will need to invest in a large-capacity storage medium, such as a CD burner external hard drive, or thumb drive.

WAV files are too large to be emailed, unless you are using a specialty large-file emailing service.

If you frequently record audio, you must be judicious about deleting or archiving audio files from completed jobs. At the default size of 8 kilobytes per second, it only takes about 40 hours of recorded sound to consume 1 gigabyte of hard drive space. If you let these files accumulate on your hard drive, it will soon fill up, which leads to poor computer performance.

VISUALIZERS:

- [Audio Recording Test](#)
 - [Audio Recording Test - Windows XP](#)
 - [Monitoring Your Microphone](#)
-

[Audio Recording and Playback](#)

[Audio Auto-Stop/Play](#)

[Audio Recording and Playback](#)

[Audio Adjustments](#)

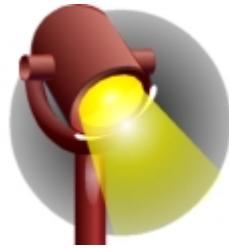
[Audio Offset](#)

[Multi-Channel Audio](#)

[Multi-Channel Playback](#)

20.1.1 Footpedals to control audio

Using Footpedals to control Audio



[Working with Audio](#) [584]

Interfacing with the X-Keys foodpedal, to play macros that manipulate audio.

If you have the X-Keys foodpedal, Eclipse can interact with it directly using macros for manipulating audio.

You must have the footpedal plugged in **before** running Eclipse. Eclipse only checks for its existence and sets it up when you first open it.

Whenever you press or release the buttons, it plays these macros, if they exist:

FPLEFTDOWN

FPLEFTUP

FPCENTERDOWN

FPCENTERUP

FPRIGHTDOWN

FPRIGHTUP

Given the way that the Pause feature works, this allows for some interesting and creating uses of the footpedal to make it more or less like an old transcriber.

Here are some possible configurations to consider

FPCENTERDOWN: Play

FPCENTERUP: Stop

The downside to this configuration is that play/stop always returns to cursor position. So does pause/play. You have to use Pause/Pause to continue where you were, which is what some users want. So here's another possibility:

FPCENTERDOWN: Pause

That way, it just toggles playback on/off/on/off each time you press it. However, you have to START playing somehow. So you'll have to hit Play on the keyboard once, then just use the footpedal to pause/unpause for the rest of the session.

Note that if you want to press the center button to pause then then RELEASE the center button to unpause, you could ALSO define

FPCENTERUP: Pause.

However, if both centerdown and centerup were Pause, then if you hit play, then pressing the center button would pause, then releasing it would play.

For left/right, the basics are

FPLEFTDOWN : Rewind

FPRIGHTDOWN : FastFwd

Note that these commands normally jump forward or backward by the number of seconds indicated in the settings, then IMMEDIATELY start playing. This could have implications for the way that the center button is configured. If you're using Down-Pause, Up-Pause, then hitting FF or RW would start playing, and the center button would flip to being down to pause and up to unpause. You may want to define FF/RW as Rewind/Pause and FastFwd/Pause so that the center button down would then START the playback instead of pausing it.

You could also get very creative:

FPRIGHTDOWN: Audio control panel/speed/300%/play/OK.

FPRIGHTUP: Audio control panel/speed/100%/OK/Pause

That would make the right button behave like the fast-forward button on a transcriber that lets you hear as it's fast forwarding (we don't have an equivalent way to do something with the rewind.)

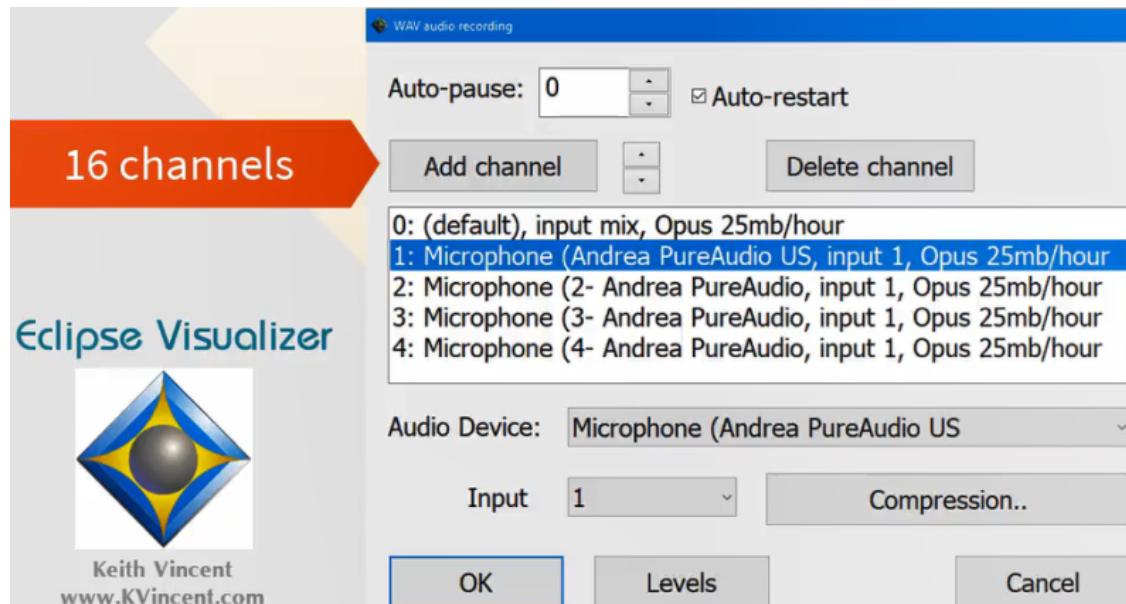
20.2 Audio: Multi-channel recording



Working With Audio: Multi-Channel Recording

RELATES TO: [Tools/Multimedia](#)⁹⁷⁷,
[Multimedia Control Panel](#)⁹⁵⁰, [Working](#)
[With Realtime](#)⁴³⁷, [Translate Notes](#)²⁵¹,
[Voice/Audio](#)¹⁰⁹³

Eclipse can record and play back multiple separate channels of audio without using any special hardware or file formats. It can record up to sixteen sound files at the same time.



Use case examples:

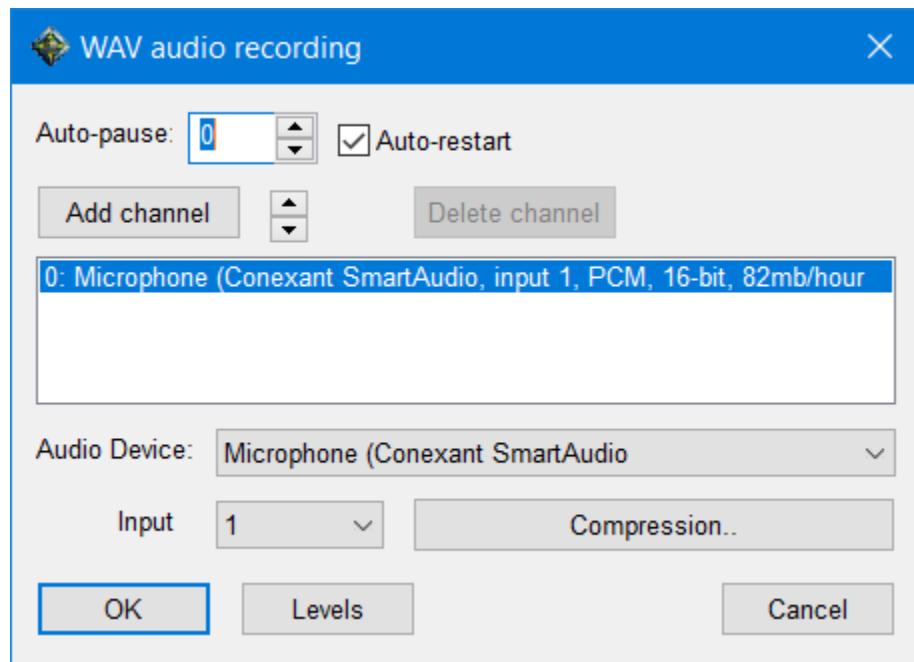
- 1) Multiple audio devices leading to separate, individual microphones to create a multi-channel recording wherein each channel is a separate recording from only that microphone, such as one for the room, one for the judge and one for the witness.
- 2) Multiple recordings being made from the same audio device simultaneously. For example, recording a low-quality, small-file format for the purpose of streaming to a remote scopist, but recording a high-quality, large-file format for the reporter to use for their own editing that will not be sent over the Internet.
- 3) A separate voice audio backup for voicewriters, allowing channel 1 to be the room audio, and channel 2 to be a WAV copy of the same mask or microphone voice audio that Dragon Naturally Speaking is using for the voicewriter recognition.

WAV files recorded from built-in and/or USB audio devices allows you to have up to 16 multiple recordings going on at the same time.

A multi-channel audio recording will have a separate WAV file for each channel. When only using one channel, it will be jobname.wav. Further channels will be named jobname_2.wav, jobname_3.wav, etc. The system is limited to 8 separate channels. Keep in mind that each one could be recording in stereo for a total of 16 separate audio channels.

The audio user interface has several features that enable this functionality:

Under **User settings/Realtime**, all of the audio options are in a dialog that is accessed by pressing the **Audio recording..** button.



This dialog contains the following controls:

- **Auto-pause**, **Auto-restart** and **Levels** buttons.
- **Audio Device** drop-list allows you to select what device the current channel is using to record.
- **Select Compression** button allows you to select what codec to use for the current channel.

Note that both of the above controls work exactly as if you are using only one channel of recording.

However, you can hit the **Add channel** button to add new channels to the list. New channels will default to PCM, 11khz. The list will show the channel number, the device being recorded, the codec, and the storage rate in megabytes per hour (bytes per second seems less useful.)

You can use the up or down arrows to the right of the **Add channel** button to move a channel up or down the list. When you select a channel on the list, you can then use the **Audio device** selection drop list and the **Select compression** button to choose the device and codec for that channel.

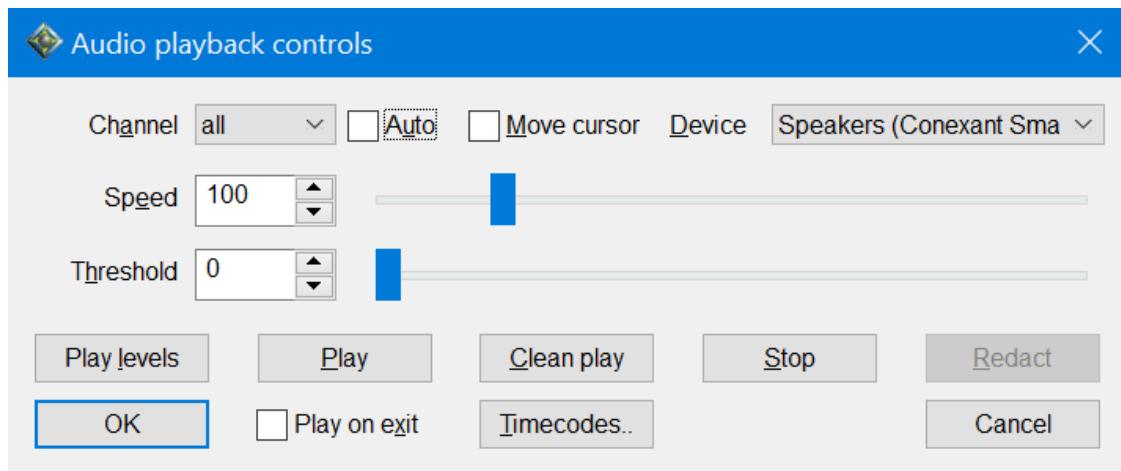
The **Delete channel** button will delete the currently selected channel. Note that you cannot delete all of the channels.

Note that it is possible to make multiple recordings from the same device source, as described in the use cases. If you want to record high-quality/low-quality, create two channels with the same device input but different compression selections. Voicewriters should use channel 1 for the room audio and can select the voicewriting USB device (such as the Andrea) for channel 2, even though Dragon is using it at the same time.

If you wish to use multiple microphones in separate locations in the room, keep in mind that this sort of multi-channel recording requires a separate audio device for each microphone. For example, to record room, judge and witness in three separate channels, you could use your computer's built-in microphone in channel 1, then use a USB audio device with a microphone plugged into it for the judge, and a separate USB audio device with a microphone plugged into it for the witness. You can use a USB hub if your computer doesn't have enough USB ports. **IMPORTANT:** Multiple audio jacks are NOT separate audio devices. If your computer or your USB device has a microphone jack and a line-in jack, those are NOT two separate devices and you cannot use them to record two separate independent channels.

Also note that for all features in Eclipse other than record/playback, the software will ONLY look at channel 1. For example, the feature that copies segments of the .wav file to the DIVISIONS folder, the audio sharing through Connection Magic, the level indicators on the infobar and the realtime window, etc., are all features that will only reflect what is going on on channel 1. For that reason, channel 1 should always be the primary recording. That will be the copy that your scopist gets automatically. You can still give a scopist the extra channels manually at a later time, which would be recommended anyway since it will take significant additional time to send that many additional WAV files.

Under **User settings/Edit**, there is an **Audio playback..** button that accesses the multimedia control panel ("**Audio playback controls**").



This dialog contains the same **Speed** and **Threshold** controls that it did before, but new controls have been added:

The **Channel** drop-list allows you to select which audio channel you are playing. The default is 1. There is also an "all" selection which will play all the channels at once. You might think that using "all" should be the default, and of course you can set it that way, but for many applications, this would not be good, such as the simultaneous high/low quality recordings or the simultaneous room/voice recordings. And even for the multiple microphone setups, be aware that if there is any microphone cross-talk, playing all channels simultaneously could result in odd-sounding echoes depending on the performance characteristics of your hardware and software. Multi-microphone setups should consider the possibility of either a unified room mic as channel 1 or a mixed version of the sound as channel 1, leaving that as the default and only using the separated channels in order to disambiguate overtalking when the sound is otherwise undecipherable. If you intend to use the "all" option to play all of the channels simultaneously, it is strongly recommended that you make sure that all of the channels are using identical compression settings.

The **Device** drop-list allows you to select which audio device you are playing through. Most of the time, you should leave this at the default, which will play through your computer's speakers. However, some users plug in separate USB audio devices that have their own playback headset ports, and you may decide that you get better playback with that.

If you find yourself frequently switching playback channels in editing, you may find it advantageous to create some hotkey macros that perform [control panel/channel X/OK] all in one keystroke (check the "play on exit" option to eliminate the need to add the play button to the macro.)

In addition, there is an **Auto** checkbox next to the channel selector. If you have that checked, then when you hit play anywhere in a document, Eclipse will look at the paragraph that the cursor is on. If it's an Answer, it will assume that the speaker is THE WITNESS (or whatever you have entered under User settings/Translate/Convert ANSWER to.) If you're on a colloquy, it will know the name. If you're on a question, it will scan back to the most recent by line.

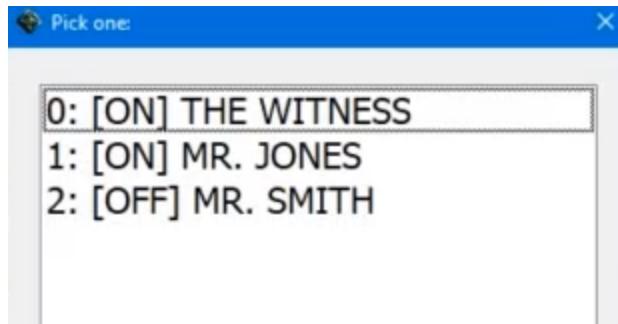
Channel ignore feature

If you left-click on the waveform of one channel in a multi-channel recording, it will toggle on and off an indication that reads *IGNORED*. This channel will be ignored for purposes of transcription. That means that it will be omitted from the mix, which also has the result that it will not be sent to team editors or be analyzed by speech engines. Helpfully, however, the jobname_channelnumber audio file WILL still have a recording of what the person said while they were being ignored in case you do need to go back and review it and possibly add it to the transcript.

This ignore feature is especially helpful if you have situations where many people are individually miked and have frequent side-conversations with the person next to them when they're not supposed to be on the record. While many microphones have a mute function to prevent this, the attendees may not know this or may not use it, or may not cover the mic, etc. This not only gets chatter into the mix, but also dumps data into speech features such as Boost.

It can also be helpful during breaks so that the assistant/record are not recording off-the-record chatter. Note that if you "ignore" the MIX channel, this merely prevents it from being sent to the speech engine, but does not stop it from recording.

If you go to **Tools** menu/**Edit toggles**, you can click the **Audio channel toggles** button to open a pick list, which shows all the current channels, and whether they are on or off. Each one has a one-key shortcut to turn it on or off. If you use this frequently, you could write a macro to facilitate this process.



ASIO (Audio Stream Input/Output)

ASIO is an industry standard created by Steinberg for multi-channel audio recording devices for the music industry. It makes it possible to use an extremely large variety of audio interfaces.

There is an "Advanced" audio input mechanism, and all devices supported by this mechanism will start with A:devicename in the list of input devices. When it's available, make sure to select the one with ASIO in the name.

This interface type perfectly synchronizes the samples in each channel so that they can be played simultaneously without echo, and also ensuring the integrity of the mix. It's especially useful when recording large numbers of channels such as 12 or 16.

Stereo audio recording will automatically split into two separate mono .wav file channels and allow mixing

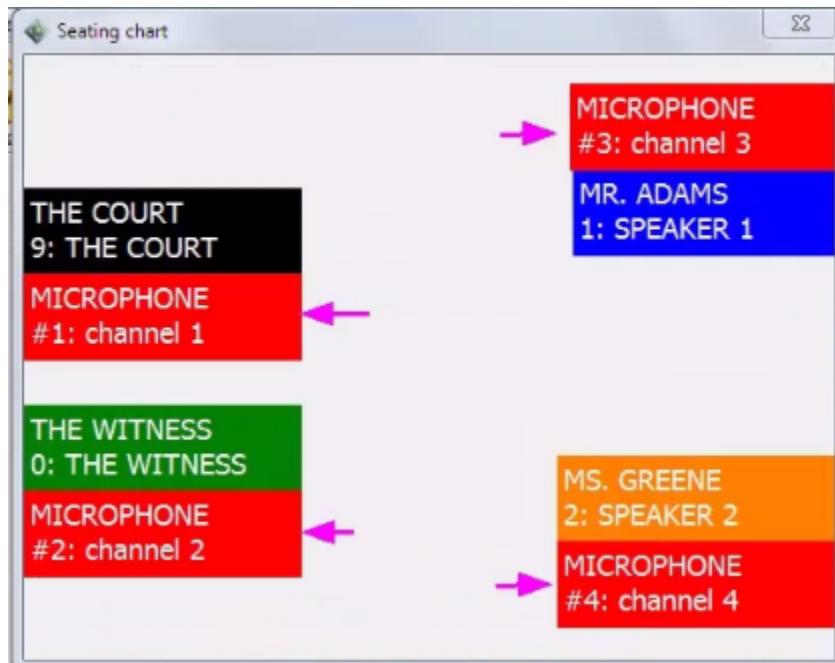
Most multi-channel audio recording devices set up stereo devices where the left channel is one input and the right channel is another. A four-channel recorder will have two devices, one for channels 1-2 and another for 3-4. In order for this to create the most useful possible set of recordings in Eclipse, Eclipse will automatically split these devices into two separate mono .wav file channels. It also allows you to create a mix channel that recombines all of the available channels into a single mix, including audio from multiple single-channel devices, such as built-in microphones on laptops.

When you select a device for recording, rather than selecting mono or stereo, you can select an "input" from a separate dropdown. That allows you to select which input you're recording. So if you have devices A and B, each of which has two inputs, you create four channels in Eclipse: A-input 1, A-input 2, B-input 1, B-input 2 (and it's recommended that channel 0 be a mix, so it will be (default)-input Mix)

Using the Seating Chart to determine the best audio to play

So now that it knows who was speaking, how does it know which audio channel to play? In order to know that, it will have to know where the speakers were in relation to the microphones that were set up around the room.

Open the [seating chart](#),^[243] and if you have auto-channel selected, the seating chart will ensure that you have a separate MICROPHONE object for each audio channel that you recorded.



Drag the microphones to the approximate locations where the microphones were in the room relative to the speakers. Once that's set up, hitting the play button will always play the audio from the microphone closest to the person who was speaking at the cursor position.

Note that the audio channel auto-selection won't work if there are no microphone positions established, so Eclipse will prompt you for the Seating Chart if you have not set up the positions.

If you are using an ASR with the multi-channel audio recording and the mix channel, the mix channel gets sent to the ASR. When the audio comes back, Eclipse automatically identifies the speakers by looking at which microphone had the loudest input at the timestamps where each word occurred. This results in close to 100% accuracy in identifying speakers when they have separate microphones. Note that these will appear as MIC1, MIC2, MIC3 in the voisteno, so it's recommended that you have MIC1 = {S:SPEAKER01} dictionary entries, or whatever makes sense for your particular use case scenario.

New multi-channel recording player interface

Another option for multi-channel recording is The Liberty Court Player, a multi-channel system for recording audio in a courtroom, along with video. It can record each microphone in the room in a separate audio channel, allowing you to isolate individual voices during playback.

Details of the player are here:

http://www.libertyrecording.com/LCR_main.htm

You can download the player here:

<http://www.libertyrecording.com/download/lcr70pe.msi.zip>

Keep in mind that the player is free, but the recording software is a commercial product. If you are considering doing multi-channel recording, you should contact the company and find out more about the kind of equipment that will be required. Normally, they work with courts directly. If you already work in a courthouse that uses this system, you're all set. If not, you may want to discuss with them options for setting up a system for yourself, possibly with portable equipment, and what the cost might be for such a system, hardware and software included. Audio recording is an area with a great deal of variation depending on the customers' needs.

Eclipse will support synchronized playback using the Liberty Court Player. In other words, if you have a multi-channel recording recorded with this system, you can load the recording into the player in the background and Eclipse will recognize this. When you are editing the transcript in Eclipse and you hit the play button, instead of playing a .wav file, it will command the Liberty Court Player to play the multi-channel recording at the timecode corresponding to the cursor location.

Setting this up does require a couple of extra steps since the interface between the two programs is itself in the early beta test stages. If you are interested in trying this out, contact ASI at support@eclipsecat.com and we'll get you the additional instructions that are necessary.

20.3 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}	Blinks 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-inds 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.
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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](#) entries during a break.)

See the AccuCap addendum in the [Eclipse Documentation](#) for more details.

Scripting

With any [text file](#) open, the [Send Script Line \(F12\)](#) 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](#), 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](#).

You can also use the [Script List Manager](#) 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](#)

20.4 Conversions



Working With CONVERSIONS

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](#) [396] 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:

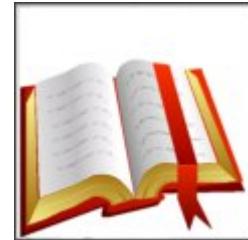
- [J4 - Convert Files](#)
- [H4 - Dictionary Export](#)
- [H9 - Passport Dictionary Conversion](#)
- [P6c - Passport Touch Dictionary](#)
- [I6 - Bridge Mobile Proofreading](#)
- [D1a - Extended Steno Dictionary Conversion](#)

20.5 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](#)⁶²⁶ open when you press F9, you will select the desired dictionary from the [Dictionaries dialog](#)⁸⁷⁷. If not, you will select from the standard [file dialog](#)⁸⁹². You can also create a new dictionary from the file dialog by entering the name you wish to give the new dictionary.

Your dictionary entries must follow a certain [syntax](#)⁸⁸⁰. 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](#)⁸⁷⁷ 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](#)⁶²⁶ active.

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

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](#)

20.6 Dictionaries, Multiple



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](#) [87]). 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](#) [95] of User Settings, click the Dictionaries button, and assign a dictionary to the Job slot on the [Dictionaries dialog](#) [87].

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](#), and assign it to a User slot on the [Dictionaries dialog](#).

To [global](#) 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](#) is dependent upon where you access it from. If you access it via the Dictionaries button on the [User tab](#), 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](#) from the Dictionaries button on the [Translate Notes](#) 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](#) 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](#) 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](#)

20.7 File Manager

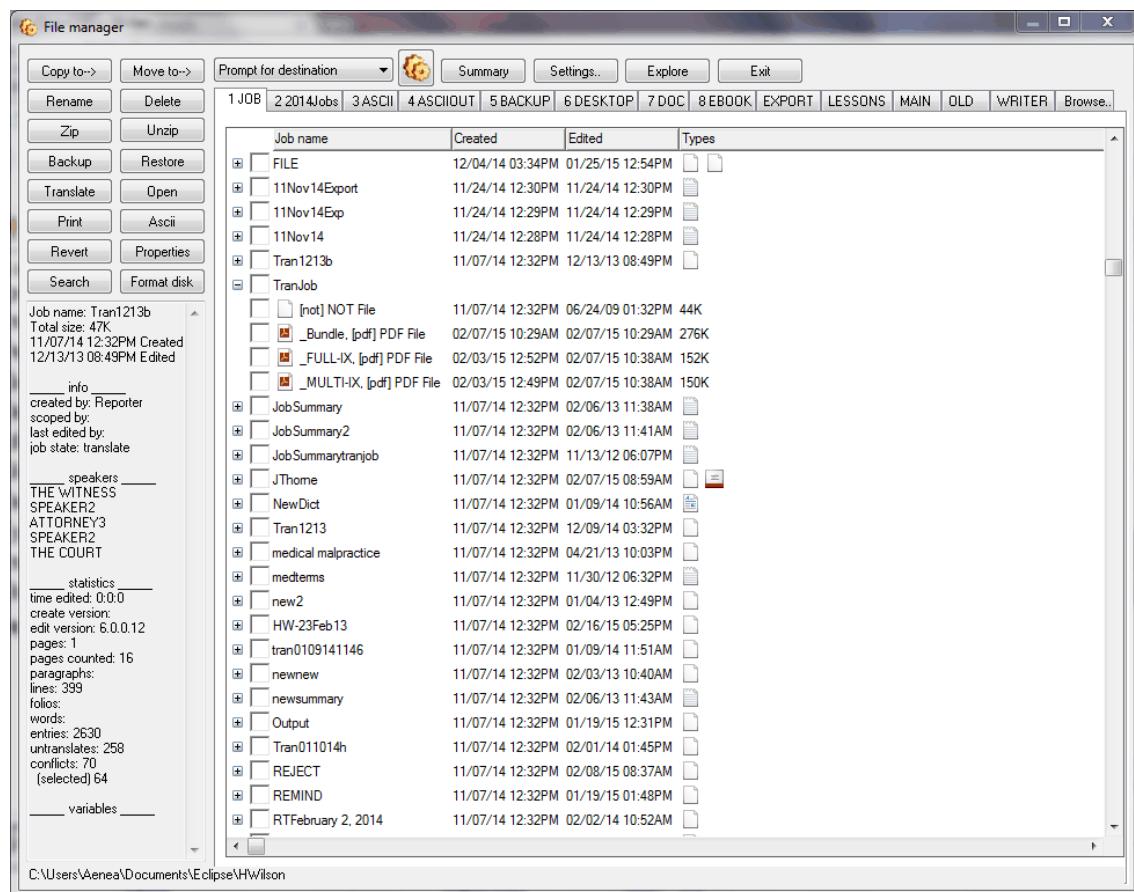


Working with File Manager



Ctrl+F

Opens the Eclipse File Manager. You can perform almost any file-management task from this dialog. If you prefer to use Windows Explorer for file management, simply press Ctrl+F a second time, or click the **Explore** button on the File Manager.



File Locations

The tabs are a list of all your folder locations. Click a tab to go to that location. The Job folder is listed first for convenience; the others appear alphabetically. Folders you will have may include:

1. **Jobs.** Your Jobs folder, as defined in [Advanced User Settings](#). This is where most of your job files are stored.

2. **Blocks.** Your Blocks folder, as defined in [Advanced User Settings](#)^[829]. This is where block files are stored. By default, the Jobs and Blocks folder are the same.
3. **Writer.** The writer drive. Typically, this drive has the letter A: you can select a different letter with the [Read from](#)^[211] option on the [Input tab](#)^[211] of [User settings](#).
4. **Aux.** The Auxiliary drive, as defined in [Advanced User Settings](#)^[101]. If you are going to be moving files to out of your Jobs folder into a separate location (such as an external storage device, or an "Old Jobs" folder), it is useful to select this drive as your Aux drive. Again, do this from the [User tab](#)^[95].
5. **Network.** The Network drive, as defined in [Advanced User Settings](#)^[101]. Like Aux, this is a folder you can designate.
6. **Backup.** If you use the "Backup to a separate directory on the hard drive" choice in the [Backup](#)^[862] feature, this tab will allow you to view the contents of that folder.
7. **Browse.** Allows you to select a specific folder to work with. You can use this to browse to the **Users** folder, which gives you a quick way to delete, rename, or copy [users](#)^[102].

Note that "DESKTOP" is one of the locations you can use. You can add {DESKTOP} in the File Locations feature, making it possible to create folders such as EXPORT={DESKTOP}scopist\RTF files.

File Manager gives you tremendous flexibility for creating your own organizational structure. You can specify arbitrary file locations entirely of your own design and they will be available anywhere that files need to be accessed.

Files

Once you have selected a file location, the main pane of the window will show you all files in that location. (If you have a job open, when you go into the file manager it will move to the file you currently have open.)

A "job" is a number of files that share the same name. Typically, these files will all relate to one particular transcript. For example, today's transcript may have a text file, a dictionary, a raw steno file, and a WAV sound file.

File management tasks can be performed on an entire job, or to individual files within the job. The plus/minus sign at left indicates whether or not you are working with an entire job, or an individual file. If it is a plus, that is a complete job; clicking the plus (or pressing the right arrow key) will "expand" the job, and show you all individual files in the job. A minus sign indicates an expanded job. In the above graphic, the job named "sample" has been expanded.

If you have many subfiles in a job (jobname.ecl, jobname_01.ecl, jobname_02.ecl, jobname_1.wav, jobname_2.wav, etc.) it is possible to have so many subfiles that the list extends below the bottom of the file manager window. It may even take several screens to go through them all. The file manager allows scrolling through the subfiles individually instead of always treating the whole group as a single point in the scrollbar tied to the master file.

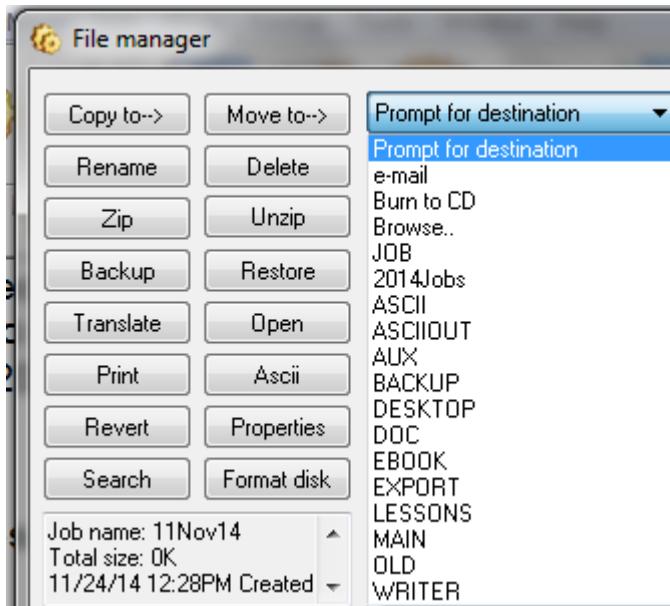
Whether you are working with the entire job, or one or more component files, checking the box at left will select that file for action. After selecting a job/file (or any combination of files and jobs), any action you take will affect all selected jobs. You may also select a job or file by pressing the space bar.

Copying and Moving Files

Once you have selected one or more jobs, you may take any of the following actions on them. (This section will refer to "jobs and/or files" as simply "files" for brevity, except where the difference matters.)

Copy To will copy the files to the location specified in the drop-down list at top center. If you are frequently copying files to the same location, select that location from the drop-down list. It will remain selected; you need then only click the **Copy To** button to send the files there. Alternatively, you may select **Prompt For Destination**, which will ask you to select the destination each time.

The **Prompt for destination** button is used with **Copy to...** and **Move to.....**. It lists all your folder locations, beginning with the option to send via email or Burn to a CD.



- **E-mail.** Will open an email message, with the files already attached. [See Visualizer on E-mail.](#)
- **Burn to CD.** If you are using Windows XP, you can burn files to a CD directly from the Eclipse File Manager. If you are using a CD-RW, you will be asked if you want to delete the existing files first. If you are using a CD that already has files on it, the new files will simply be added to the CD. [See Visualizer on Burning to CD.](#) [615]

The **Move To** button works just like **Copy To**, except that the file will be removed from its current location. Copy To copies the file to its new location, but also leaves it where it is now.

Other Actions

Rename will rename the file. If you have selected an entire job, all files within the job will be renamed. (Some tasks, such as [audio synchronization](#)⁵⁸⁴, require the files to have the same name. Be careful when renaming individual files.)

Delete will rename the file. If you delete a file by accident, it can be recovered from the Windows Recycle Bin, which is on your desktop. (See Windows Help for more information).

Zip will zip the file. Each job will have its own zip file. See the page on [Working With Zip Files](#)⁵⁸³ for more detail.

Unzip will unzip the file.

Backup allows you to backup the selected file in an archived form, similar to using the [Backup](#)⁸⁶² feature. You will be asked to select a location to backup the file to.

Restore restores a file that has been previously backed up.

Translate will translate a raw steno file, just as if you had done it from the [Translate Notes](#)²⁵¹ dialog.

Open will open the file. If you attempt to open a non-Eclipse file, such as an ASCII or Bridge file, it will open in the program most appropriate for that file type.

Print will [print](#)⁵⁴⁵ the file.

ASCII will [create an ASCII version](#)⁵⁶⁷ of the file.

Revert will revert to a previous version of the file. To use this feature, you must have [Timed Auto Backup](#)²⁸² turned on. With Timed auto-backup on, Eclipse will create a series of backup files, as frequently as you specify, named jobname.bk0, jobname.bk1, jobname.bk2, etc. up to jobname.bk9. When you press the **Revert** button, it displays a list of all of the backup files for the current job. The one you select will be copied over the Jobname.ecl in the jobs folder. Note that this does NOT save the original Jobname.ecl file anywhere. You should NOT use Revert unless the current version of the file is unsalvageable.

The files are saved in the backup folder, which by default is "\Eclipse backups." You can change the location of the backup folder in **User settings/Programming/File locations/BACKUP=**. The .bk files are copies of the .ECL transcript file that can be reverted to in the event of a catastrophic error. This is what the Revert button does; it switches back to the previously saved version of the job, allowing you to switch to a version of the job that predates the error. The next time you open the .ECL file, it will be the older, reverted-to version.

Having a series of backup files will allow you to go back to an even older version of the file if the most recent backup contains an error that you were trying to recover from (such as a disastrous block-delete or ill-advised text global.) If you have your backup interval set to 30 minutes, for example, it will keep the last five hours worth of backups.

The Revert button will also work on dictionary and .ini files. If you highlight a dictionary or an .ini file and hit **Revert**, you will be presented with a list of the ten rotating backups automatically created for that file. Selecting one and restoring it will immediately cause that dictionary or .ini file to be re-loaded.

Properties button will display file data. This is the same information you get when you select Properties in Windows Explorer. Most of this information can be viewed in the [Job Stats box](#) [614].

Search opens a dialog where you can search for files. You may search by name, date, size or any criteria that appears in the [Job Stats box](#) [614]. The search can find something in any of the files listed, as long as it is a variable in a form field – for example "Case #123", or "Mr. Peterson".

Format Disk will format a floppy disk. Follow the prompts you are given. If your floppy drive is a letter other than A, select that letter from the [Diskette Drive list](#) [211] on the the [Input tab](#) [211].

Live updating

If you delete or rename a file, a file, or it grows larger, etc., while the file manager is open, (such as if you modify something in Windows explorer) it will update the list after a few seconds.

Note that this capability is temporarily suspended if you are selecting multiple files or if you have multiple files expanded to see the sub-contents, since live updating could move the contents around and disrupt the selection process.

Other Options

The Job Statistics box at bottom left shows information about the selected job. You can see the filename, size, number of pages, date created, date last edited, and a list of extra dictionaries that were used in the creation of the job. Additional information includes a list of Speakers, statistics, and variables. Under variables, Voice users will see their Dragon profile name, listed as DRAGONPROFILE=Your Profile Name.

The gear button at top center takes you to the [User tab](#) [95].

The **Summary** button will create a text file containing information about the file(s) you have selected. After you click Summary, a [file dialog](#) [892] will appear. The default name of the summary file will be JobSummary.txt, but you can name it anything you like. Click "Open" or press Enter to create the file. The resulting file is an ASCII file that can be viewed in any program, or even [cut-and-pasted](#) [362] into a Eclipse [text file](#) [975].

Normally a summary of pages in a transcript only provides information on the primary document in that job. The file manager assumes that filename_01.ecl, filename_02.ecl, etc., are partial files, such as division intervals, used by editors, and should not be counted. Sometimes, those are segments of a job that should be counted. If you wish to count them, make sure to hit the + sign icon next to the job name to expand the list of files. If the list is expanded, and the documents in question are checked, then they will be counted when you run the summary function.

The **Settings** button opens the Job Manager Options dialog, where the following choices can be made:

- **Excluded From Whole Job ZIP** is a list of [extensions](#) [893] that will be excluded from any ZIP file that is created from a whole job. It is a good idea to type "WAV" here, to exclude WAV sound files from being included in a ZIP.

- **Warning Level When Deleting** controls how frequently you are warned when deleting files. Your choices are Never, Once at Beginning, Each Job, or Each File. Deleted files can always be retrieved from the Windows Recycle Bin, regardless of your choice here.
- **Email Subject Default** is the text that will initially appear in the subject line when you use the **Email** button. You may set this to a custom message. You can also use the {VARNAME} syntax in the e-mail subject line just as you can in the cover page and multi-page header/footer features in order to include the variable names from the document form fields such as case name, witness name, etc., in the e-mail subject automatically for the delivery feature.
- **Email Body Text** is the text that will initially appear in the body of the email when you use the **Email** button.

The **Explore** button will open Windows Explorer, if you would prefer to use that for file management. To quickly open Windows Explorer from Eclipse, press Ctrl+F twice.

The **Exit** button will close the File Manager.

VISUALIZERS:

- [J1 - File Manager](#)
- [J1 - File Manager Navigation](#)
- [J1a - File Info](#)
- [J1a - File Search](#)
- [J1b - Auxiliary Folder](#)
- [J1b - Copy/Move File](#)
- [J1b - Destination Prompt](#)
- [J1c - Delete/Recover File](#)
- [J1c - Recycle Bin](#)
- [J3 - Backup Work Files](#)
- [J3b - BAK Files](#)
- [J1b - CD Burn](#)
- [J1b - E-mail](#)
- [I1a - Delivery](#)

20.8 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](#)[\[81\]](#), [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](#)[\[972\]](#) 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](#)

20.9 Number Conversion



Working With NUMBER CONVERSION

RELATES TO: [Numbers tab](#)



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](#).

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 {#O} 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".

Code	What It Converts To	Example	Explanation
{#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.
{#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 

** 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](#)

20.10 Punctuation



Working With PUNCTUATION

This topic covers inserting, changing, and translating punctuation.

Inserting/Editing Punctuation

To insert a punctuation mark in a [text file](#), 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](#) 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.

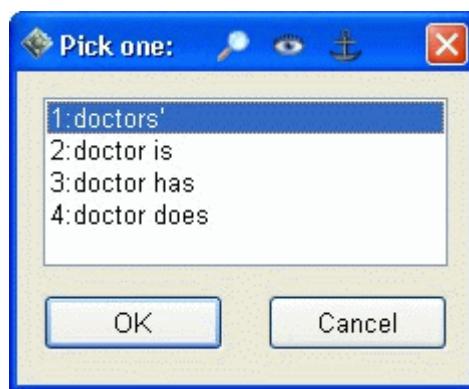
Apostrophes

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](#)

20.11 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.

20.12 Text Files

Working With...

TEXT FILES



RELATES TO: [Open Text](#)⁸¹, [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](#)⁸¹ dialog.

There are many editing actions available for working with text files:

- [Basic movements](#)²⁸⁶
- [Scans](#)³¹²
- [Delete](#)²⁹³
- [Miscellaneous](#)³²⁶

20.13 Users



Working With Users

RELATES TO: [User tab](#)⁹⁵.

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

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

Scope of Users

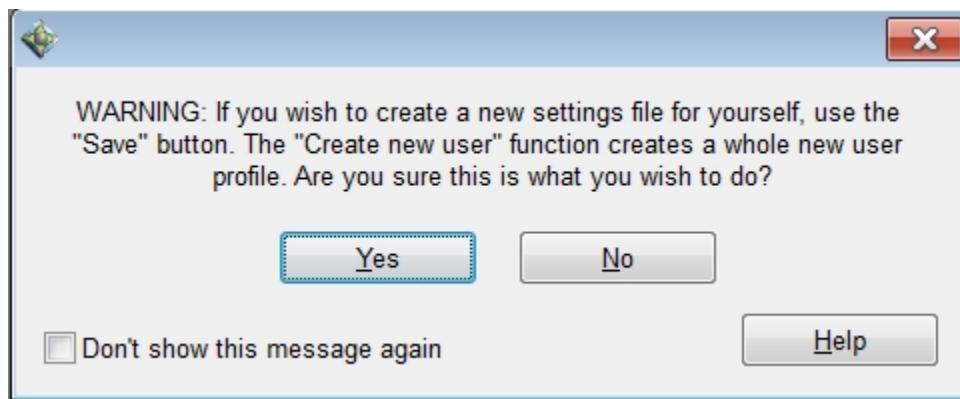
Any time you make a change in User Settings, it applies to that user only. This allows you to use different paragraph/document settings, different dictionaries, different display settings, different translation options in any combination.

Creating A New User

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

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

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



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

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

Save Settings

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

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

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

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

VISUALIZERS:

[B1_Load_Settings.mp4](#)

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

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

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

[J3a - SET files](#)

21 Reference Guide

Reference Guide

Topics here appear alphabetically, and provide a guide to advanced features in more detail.

Many of these topics are introduced in the [Quick Start Guide](#)^{4†} and/or are covered in ["Working with..." pages.](#)^{5§} What you will find here are details for users who want to explore a feature in more depth.

The Reference Guide also includes topics that may only relate to special situations, so not every user will need this information.

21.1 Audio in Depth

Audio in Depth

Audio Recording

Audio that is recorded by a computer is always in a digital file format. The PCM (Pulse Code Modulation) audio format is the standard format for uncompressed audio files, generally called "WAVE" files. This is the same data format used in file types such as .WAV files used in Microsoft Windows.

Since PCM is an uncompressed format, audio files will tend to be very large, roughly 40 Megabytes per hour of recorded audio. Due to the size of these files they can be difficult to manage and transfer from computer to computer. Beginning with Version 10, we recommend Opus, which records at 25 Mb per hour.

Audio compression really consists of two parts. The first part, called encoding, transforms the digital audio data that resides, say, in a WAVE file, into a highly compressed form called bitstream (or coded audio data). To play the bitstream on your soundcard, you need the second part, called decoding. Decoding takes the bitstream and reconstructs it to waveform data suitable for output.

Audio Compression can be one of two categories, lossless or lossy. Lossless compression algorithms produce audio data that is identical to the original audio information. Lossless compression sounds wonderful, however it does not yield an extremely high compression ratio. Typically, lossless routines give a ratio no higher than 2:1 for real-time playback for audio with a full dynamic range.

Lossy Audio Compression can yield a variety of different rates of compression based on the ability of your hardware and software to decode and playback the audio data in real-time. There are various compression schemes to achieve different results; for example, many codecs remove portions of the audio signal that human hearing is less sensitive to. To some peoples' ears, the resulting audio has distinguishing artifacts or characteristics that change the listening experience. The final "quality" level is largely a matter of personal perception.

Each different compressor/decompresser (codec) has different strengths and weaknesses. Typically, compression takes a good amount of processing power and decompressing must be real time or faster -- able to decode and play simultaneously -- to be useful for an "on demand" digital audio playback system.

Below you will find a list of the common codecs and some general information on their use in the current Windows operating systems. However, the best method for finding a good codec to record audio is to try them yourself and determine what suits your listening needs.

Common Audio Codecs in Windows

Opus compresses extremely high quality 48000hz, 16-bit audio, which would normally be about 350mb per hour, down to about 25mb per hour with virtually no audible quality loss. Opus is completely incompatible with .wav files, which equates to some compatibility issues with other software. Eclipse can play back jobname.opus files recorded on Case Catalyst or the Luminex II writer. Opus files recorded in Eclipse work on Stenograph products, as well. No conversion necessary.

Note that an opus recording will create an .opus file, not a .wav file. It's an entirely different file format not just a different compression mechanism. The speed controls and volume threshold features work fine with the Opus codec since Eclipse extracts the data and processes it as raw waveform data before sending it to the playback device. Due to its small size and high quality, it makes an excellent solution for Team Editing and speech recognition applications including Boost since both require sending audio through cloud-based services. It has been tested with IBM Watson and Google Speech API.

One caution: Opus files cannot be appended, so if you need to stop recording, and then resume it, you have to use Pause. If you Stop the recording, you will get a warning message that audio will not record. If you Pause it, you can resume recording upon hitting the next stroke.

Opus files cannot have their internal data changed on-the-fly easily, and re-writing an entire file just to remove three seconds in the middle would be an onerous process to wait through, so redaction will continue to use .wav files. If you are using Opus to record and you redact, you will get a jobname_redacted.wav file, not a _redacted.opus file, and it will be PCM 16000hz, 16-bit in order to most closely match the quality of the Opus file. Redactions will be performed on that file. Given the quality of opus files, it makes more sense for converted files to use that than .wav format of any type, so conversions of .mp3 or .m4a files will now convert to .opus (note that .m4a files also now automatically convert in order to make using Zoom recordings easier to import.)

PCM - the standard Windows format for non-compressed audio files. Results in rather large files due to the uncompressed file format.

Microsoft **ADPCM** - Compressed WAV format. ADPCM (Adaptive Differential Pulse Code Modulation) is an audio compression scheme which compresses from 16-bit to 4-bit for a 4:1 compression ratio.

GSM - Compressed WAV format. Good for recording human speech. (Used by many reporters) Microsoft G.723.1 - Used for computer telephony. Good for recording human speech. IMA ADPCM - This particular algorithm was suggested by the International Multimedia Association (IMA). IMA ADPCM compresses data recorded at various sampling rates. Sound is encoded as a succession of 4-bit or 3-bit data packets. Each data packet represents the difference between the current sampled signal value and the previous value. The compression ratio obtained is relatively modest. As an example: 16-bit data samples encoded as 4-bit differences result in 4:1 compression format. IMA ADPCM is directly supported on most Windows implementations as a native format. Although the quality of IMA ADPCM voice files is not great, the files are portable. There is a real advantage in having compact files that can be played on most Windows PCs. Windows supports IMA ADPCM ".wav" files in 4-bit format only and at sample rates between 8 and 41KHz.

MP3 (MPEG I-audio layer 3 compression) -- In 1987, the Fraunhofer IIS-A started to work on perceptual audio coding. In a joint cooperation with the University of Erlangen, the Fraunhofer IIS-A finally devised a very powerful algorithm that is standardized as ISO-MPEG Audio Layer-3. With the proper codecs, compression rates of up to 24 times can be achieved with near- (but not) CD-quality. The beauty of MP3 is its size vs. perceived quality, also its ability to be downloaded and then loaded into the flash memory of MP3 players. It can also be streamed to MP3 client software and recognized by most Web browser audio helper applications. Files are encoded at certain bit-rates for target download speeds; for example, very good quality can be attained with 160 kbps encoding. While there is a version of the MP3 codec installed with Windows, it is only a trimmed down version of the full blown codec that was produced, patented and licensed by Fraunhofer IIS-A.

Each codec or format has 3 defining attributes that affect the quality of audio that is recorded and played back. These attributes are the Sample Rate, Sample Size, and "Channels", such as Mono (1) or Stereo (2) recording.

The sample rate is how many times per second the source material is being "sampled" or recorded. Samples, like frequency, are measured in Hertz (Hz) or more precisely kilohertz (kHz). Sample rate affects the frequency response of the final recording. In general, the higher the sample rate, the better the sound quality. But, the best sample rate to use will depend on your audio hardware, your application, and the amount of storage available (the higher the sample rate, the more hard disk space required). CDs use a 44.1 kHz sample rate. This is considered "CD Quality". Radio Quality is at 22 kHz and telephone quality is at 11 kHz. Generally, voice or conference recordings do not require such a high sampling rate, so using radio or telephone quality should be sufficient to produce good audio for transcription.

The 44.1 kHz in a CD Quality recording means that you have 44.100 values per second coming in from your sound card (or input file).

The sample size, or bit depth, is the amount of data, in bits, stored per sample. With the PCM format at telephone quality (11,025 kHz, 8-bit, Mono), each sample of data recorded is 8 bits (8 bits = 1 byte).

The third attribute is the number of channels; either Mono (1) or Stereo (2). Mono recordings should be sufficient for conference style recordings. Choosing stereo will record both left and right channels in the resulting .wav file, effectively doubling your file size. This can be done using a microphone splitter for 2 microphone, 2-channel recordings.

From these attributes we can determine how large an audio file will be in a fixed amount of time. Here is the formula:

[Sample Rate * Channels * Sample Size * 3600 / 8 = Bytes/Hour]

For instance, if we record for 1-hour of audio at telephone quality, we multiply the sample rate by the number of channels being recorded by the sample size then multiply the product by 3600 (number of seconds per hour) then divide by 8 (number of bits per byte). e.g. $11025 * 1 * 8 * 3600 / 8 = 39690000$ bytes/hour or 39.7 Mb/Hr.

Now that we have done the math, defined some audio formats and their attributes, we'll continue on to the Windows configuration and testing phases.

The Windows Sound and Multimedia System

In Windows Control Panel there are options for adjusting your sound settings. "Sounds and Audio Devices" is the Windows Control Panel component for audio recording and playback adjustment.

Many computers with specialized audio hardware will also have a separate Control Panel component used to fine tune the settings of it's DSP (Digital Signal Processor), speaker layout, microphone levels and whatever other options they can pack into their applets. Since we cannot document here all possible audio hardware and their accompanying applets, it's up to you to know your computer's hardware and to determine if there are additional settings accessible via Control Panel applet or a program to configure your particular sound device. In general, the options we are most concerned with will be available in the Sounds and Audio Devices applet.

You can access the Sound controls for your computer by going to **User settings/Realtime/Audio recording** and clicking **Levels**. This will open the Windows **Sound** menu.

The Volume Control Panel

The Volume Control Panel will be different from computer to computer depending on the audio hardware that is being used on the system, and the version of Windows you are running. There may be only one control on the panel or several controls side by side, which is generally the case.

To open the Volume Controls, go to Start/Settings/System/Sound. From there you can choose your output and input devices, and control the Master volume level. Advanced options are at the bottom of the dialog.

If you look to the left of the Time on your taskbar, you should see a small icon that looks like a loud speaker. If you hover your mouse pointer over it, it should be labeled Volume. If you single-left-click the Volume icon, a single volume control will be displayed. This is usually the main or "master" control for all audio playback settings. Increasing or decreasing it will increase or decrease the volume of the audio source to your other devices. Clicking away from the single volume control will close it automatically.

Right-clicking on the Volume icon in the system tray offers a choice of opening the Volume mixer or the Sound settings dialog. All of the playback controls have a Mute option that can be selected to mute the individual playback option. Make sure that Mute is not enabled on the Wave control. Also make sure that Mute All is not enabled on the master Volume control if available. If Line In is one of the controls you have listed in the Volume Control Panel, make sure that it IS muted. Microphones should not be listed in the Volume Control Panel. If it is, it must be muted or feedback may occur. The best option here would be to Mute the microphone then remove the control from the Volume Control Panel. You'll see how to do this in the Volume Control properties.

There is an Options menu on the menu bar of the Volume Controls. There will be 3 options available in this menu – Properties, Advanced Controls and Exit. Click the Options menu and see that Advanced Controls is selected, with a check mark next to it. If you do not see a check mark next to Advanced Controls, left-click it once to enable these controls. When the Advanced Controls are enabled, an Advanced button will appear on one or more of the playback controls. On my computer, with Advanced Controls enabled, I have an advanced button under my control labeled Volume Control, my Master Volume control. Clicking the Advanced button will display the Advanced Controls for Volume Control settings. There are 2 sections in my Advanced Volume control page – Tone Controls and Other Controls. In the Tone Controls section I can adjust the bass and treble tones of my audio playback if necessary. generally a setting in the middle for both is sufficient. Some audio hardware may not allow you to make adjustments here, and normally you won't need to. The Other Controls section has options specifically for SPDIF audio connections with my computer and other SPDIF capable devices. This section may have totally different settings available to you, depending on your audio hardware. In general, you shouldn't need to make any changes here. Click the Close button to exit the Advanced Controls for Volume Control window.

The Properties option in the Options menu will allow us to select the audio Mixer device, if this is a choice. There is a section called "Adjust volume for" with 2 or 3 options available. They are Playback, Recording and Other. We will focus on Playback and Recording only.

By default, when opening the Volume Control properties, the "Adjust volume for" section has Playback selected. This selection will determine two things: the Control Panel we view and what controls are available in that Control Panel as selected in the "Show the following volume controls" section. By selecting or de-selecting any of the available controls from the "Show the following volume controls" list, you add or remove that item's controller to or from the Volume Control Panel. This is where you would de-select your muted microphone had it been listed on the Volume Control Panel. Making a change will not take affect until you click the Ok button. Click Ok to close the Volume Control properties now.

Recording options

Open the Recording tab on the Sound properties page. Generally you will see CD Player, Microphone, Line In and maybe a sound mixer if your audio hardware is equipped with this capability. We will focus mainly on the microphone, since this is the input device we intend to record audio with.

The Microphone Control

With the Microphone highlighted, click the **Properties** button to open the Microphone properties dialog, which includes a Levels tab, where you can adjust the volume of the microphone. The **Listen** tab includes Power management - be sure you have it set to "Continue using when on battery power." Clicking the **Configure** button opens a dialog to "Configure your Speech Recognition experience." The **Communications** tab is used to adjust the volume of different sounds when you are using your PC to place or receive phone calls.

In the Levels controls for Microphone there is a microphone boost option or +db Gain option to amplify the audio input from the microphone. This can be enabled or disabled. As a general rule, if you are using an external amplified microphone, the boost or +db gain option should be disabled, since it already amplifies the sound it receives significantly. If you are using a non-amplified external microphone or a computer's internal microphone, you probably want the boost or +db gain enabled. Make the appropriate selection for your microphone type. We do not recommend the use of internal microphones for audio recording due to generally poor quality input and placement on the computer, which is usually toward the reporter looking at the computer screen.

Some computers may have an Alternate Microphone option or Second Microphone option available in the Other Controls section. If you have these options, I recommend leaving them alone or getting more information on that particular option from the computer's manufacturer on how the options affect audio recording. While I have seen these options on some computers, I have no information on what they do or how they affect audio recording.

Click the OK button to close the Microphone properties and return to the Sound Control Panel.

Testing your Audio Recording and Playback

When attempting to record audio, the first thing you need to be sure of is that you have a working microphone. It does not matter if it's an external microphone plugged into the proper jack on the computer or an internal microphone, although for transcription purposes we highly recommend an external amplified microphone. If you are using an amplified microphone, be sure that the battery is relatively fresh.

It also makes testing easier if you have both the Volume and Recording Control Panels open while testing your audio recording. You should open these 2 Control Panels now if they are not already open.

Using Windows Voice/Sound Recorder to test Recording Capability

Windows Voice (or Sound) Recorder can be used to test your microphone. Make sure that your microphone is connected to the computer and switched "On", if applicable. Click the Record button on the Recorder window and read the following text aloud;

"This is a test. We are recording audio with the PCM format at 8,000 kilohertz, 8-bit, mono. End of test."

Click the Stop button to stop the audio recording. You should have noticed the level graph in the center of the Sound Recorder window expand while you were speaking, if your equipment is connected and working properly. Click the center Play button to playback your audio recording.

If you hear the audio playing, great! Your hardware and computer are capable of recording audio. You may want or need to adjust your playback and recording levels, but your hardware and computer are recording at this point. You should be ready to start testing the different audio codecs to see what will give you the best quality-to- compression ratio for your audio recordings. You can skip the next section, Audio Troubleshooting and start the Working with Audio Codecs section.

Audio troubleshooting

If you didn't hear any audio playback, here is a list of things to check:

- Make sure the Wave control is not muted and is at least 50% intensity. Make sure the Volume control is not muted and is at least 50% intensity.
- Make sure your microphone is connected to the microphone input jack on your computer. (Not Line In or the Headphones audio jacks.)
- Make sure your microphone has a fresh battery, if applicable.
- Look for a manual volume control on your computer that needs adjustment. Increase the microphone recording level.
- Enable microphone boost or +db gain in Microphone/Advanced Options. Test the microphone on a different computer or audio system if possible, to be sure it works properly.
- Try a different microphone if possible.

We recommend only making one of these changes at a time, then replaying or re-recording and replaying the audio each time to get your desired audio recording and playback levels. To re-record your audio, click the File menu, choose New from the list and click No when prompted to save the current audio file. This will clear the current audio buffer and allow you to start a new recording.

If you have tried all of the options listed above and still have no audio playback and there is no noticeable fluctuation in the center of the Sound Recorder window while you are recording audio, you should probably seek outside assistance from the computer's manufacturer or a trusted local computer shop to determine why the computer is not able to record and playback audio.

Testing compression settings

In **User settings/Realtime** tab, select **Compression** in the **Audio recording** dialog under WAV audio recording settings. Then, open a blank file. It is helpful to name the file the same as the compression selections being tested. Open the **Realtime statistics** window to see whether the volume levels are reflected. Select Record either with the toolbar icon, or in the **Tools/Multimedia** menu. Record for a minute and then stop the recording. Use Alt+J or Play to play the audio and evaluate the quality. Note that not all selections will reflect the volume levels in the Realtime statistics window. If the volume levels do not display, then you will also not be able to adjust the playback speed.

The following GSM 6.10 selections do display the volume levels and allow playback speed adjustments:

GSM compression settings:

8.000 kHz, Mono 1kb/sec
11.025 kHz, Mono 2kb/sec
22.050 kHz, Mono 4kb/sec

[Working with different Audio Codecs details are here.](#) [648]

[Instructions for setting up Eclipse for audio recording and playback can be found here.](#) [643]

Sharing Audio Files With A Scopist

Audio files by their nature are very large. They cannot be emailed by conventional means. Reporters and scopists who have to email audio files to each other do so by using a specialty large-file email service, or by purchasing web space and uploading/downloading the file via the Internet.

Also, audio files will not fit on a floppy disk. You will need to use a writable CD, "thumb drive", or other high capacity specialty media such as DVDs.

If you have received an audio (.WAV) file and a transcript (.ECL) file from a reporter, all you have to do is put the .WAV file in a place where Eclipse can find it. The .WAV file must have the same name as the .ECL file.

The File locations section of the Programming tab tells Eclipse where to look for the WAV file. By default, Eclipse will look in the same folder as the .ecl file. You can set other locations with the WAV=path in the File locations on the Programming tab to have Eclipse look in a different location. (For details on File Locations, see the Reference Guide section of this manual, page 463.) The audio path is also contained in the Job variables.

You can play audio directly off a CD, or from wherever the file downloads to. For example, if you get a CD with the .WAV file on it, you can set your File location WAV path to D:\(or whatever letter your CD drive is) and the .WAV file will play from there. You don't have to copy it into the jobs folder. Since large files take a long time to copy, you may find this very convenient.

And that's it. You don't have to do anything in Eclipse to get them to "link". If the .WAV file is in any of the proper locations, you will be able to hear the audio. There is one other aspect of .WAV/.ECL synchronization that should be mentioned.

The underscore _ character has a special meaning in remote live scoping. Basically, everything after the underscore will be ignored when Eclipse is looking for a .WAV file to associate with an .ECL file. For example, if you have a transcript file called SMITH_051104_DEPO.ECL, it will look for an audio file called SMITH.WAV, not

SMITH_051104_DEPO.WAV.

In other words, if you're not getting the audio from an .ECL/.WAV file where the filename contains an underscore, try removing the underscore from both filenames. You can replace the underscore with a space, hyphen, or any other character you like. (As long as you are consistent; again, both .ECL and .WAV files must have the same name.)

Synchronizing Audio

If the audio is ahead of or behind the transcript, there are some tools available to adjust the timecodes so the audio will synchronize again.

NOTE: Manually synchronizing audio involves manipulating timecodes. If you need to produce a timecoded transcript, be sure to undo your changes before printing it and handing it in, or make the changes in a copy of the file.

The tools you need to manually sync up your audio are on the [Documents tab](#)/[Timecodes button](#). They are Offset and WAVE MS/Sec. You may need to use one or the other, or both, depending upon the nature of the problem. You may also want to use the Timecode Calculator (see p. 229 for details).

The Timecode offset setting allows you to apply an offset to the entire transcript. For example, if your timecodes are ten seconds ahead of something you wish to synchronize to, you can apply an offset of minus ten seconds and they will match.

An offset can be plus or minus. A positive number will add time; a negative number will subtract time.

For example, an offset of +00:00:10:00 (plus ten seconds) would change a timecode from 10:30:00 AM to 10:30:10 AM; an offset of minus ten seconds would change it from 10:30:00 AM to 10:29:50 AM.

The offset doesn't alter or otherwise change your "authentic" timecodes or job in any way. The offset is simply a mathematical alteration. If you want the original timecodes back you can simply reset the offset to zero.

Here is how to synchronize your timecodes with an external source:

1. Select one particular word near the beginning of the transcript.
2. Determine that word's timecode in your document. Put the cursor on the word, and look to the status bar at the bottom right for that stroke's

timecode. It will appear like this: TC: 12:30:16. Be aware that each steno stroke has its own timecode, even though only one timecode will appear per line in the transcript. To see the timecode for a particular stroke, put the cursor on that stroke and look at the status bar.

3. Determine the timecode for the same word in the external source. For example if it were a videotaped deposition, you would play that part of the transcript and make a note of what the timecode was for the word being spoken at that time.
4. Subtract your timecode from the external timecode to get the offset.

It is important to note that there is a natural delay between a word being spoken and it being translated into a transcript. If you set Timecode Offset to zero you will find that the transcript lags behind the sound slightly. The default Timecode Offset is -00:00:03:00 (minus three seconds) for this reason.

Timecode Offset will address one type of synchronization problem. When working with Timecode Offset, you may discover that the discrepancy is not the same throughout the transcript. You may sync part of the transcript using the offset, only to find that it drifts off again later in the job.

This is a symptom of a different problem: a discrepancy between your sound recording system's definition of a second and an actual second.

Some audio recording systems consider a second to be slightly shorter or longer than a second of actual time. Over the course of a lengthy sound file, this small difference can cause tracking to drift further and further and further off.

To solve this problem, we must adjust the WAV ms/sec, which is an abbreviation for ".WAV file milliseconds per second." We are essentially redefining the length of a second such that the timecodes will match up with the sound file.

To determine if you need to adjust WAV ms/sec, get the tracking accurate at a point early in the document. Use Timecode Offset if you need to. Then go to two or three points at various places later in the document, and track the disparity between the timecode you put the cursor on and the timecode for the sound that plays. Be sure to pick spots over the entire length of the transcript to do this. If the disparity gets greater and greater over the course of the job, you will need to adjust WAV ms/sec.

If the sound file is behind the transcript, and gets further and further behind as you go along (e.g., you go to page 50 and page 46 plays), increase WAV ms/sec.

If the sound file is ahead of the transcript, and gets further and further ahead as you go along (e.g., you go to page 50 and page 54 plays), decrease WAV ms/sec.

When altering WAV ms/sec, make small changes. Try 999 or 1001 for your first change. After making a change, go to the end of the job and see how much closer the audio tracking is. When testing this, test it near the end of a job, as the disparity there is the greatest.

External recording devices and timecode discrepancy

If you use an external voice recording device, you may find that the recordings don't sync properly due to subtle time stretching or compressing on the devices. You can use the User settings/Document/Timecodes/ms/sec setting to correct this problem. With the document on the screen, if you go into the ms/sec setting and change it and exit the dialog, the system will assume that you want to use that setting in this document and will allow it to modify the playback timing.

Archiving WAV files

As mentioned earlier, WAV files can be very large. Not only are they impossible to email, they will quickly fill up your hard drive if left to pile up. At the default compression setting of 10 kilobytes/second, an hour of audio will require nearly 40 megabytes (MB) of hard drive space, or about 30 hours per gigabyte (GB). A typical computer hard drive size is 40 GB, so it's possible to consume your entire hard drive in less than a year if you do not archive or delete audio files.

Most reporters, if they need to archive an audio file, will copy it to a writable CD. This storage medium lends itself very well to storing large audio files, not to mention permanent archival of the transcript itself. Once the audio file is copied to a CD (or two or more CDs – it never hurts to have backups) you may delete the .WAV file from the hard drive.

Alternatively, you could simply delete the audio file once you were done using it to edit the transcript. Both the Eclipse File Manager and Windows Explorer allow you to delete the audio file without deleting the transcript or any other Eclipse files. The transcript, raw steno, and audio are stored in separate files; to delete the audio and keep the rest, be sure to delete only the file with the .WAV extension.

21.1.1 Audio Properties

Audio (Sound) Properties

There are various controls available in your Windows audio settings, depending on your version of Windows. You will find ways to control Volume, Sounds, Audio, Voice and Hardware.

Volume

The Volume area should have sections for Device volume and Speaker settings, each with its own separate options. In the Device volume section there will be settings to adjust the Audio volume, Mute and an option to place the Volume icon in the taskbar's system tray. Enable the taskbar icon if it is not already, by clicking in the check box provided. There is also an Advanced button available that will open the Windows Volume Controls. These controls will be explained in greater detail later. For now, close the Volume Control window, if you clicked the Advanced button to open it.

In the Speaker settings section, you can control Speaker Volume and properties. Clicking the properties button gives you the option of changing the volume of our left and right speakers individually.

On the Performance page, we have a section for Audio playback where we can adjust the Hardware acceleration and Sample rate conversion quality. These settings should be set to the maximum allowed. Hardware acceleration should be set to Full and the Sample rate conversion quality should be set to Best. We can always restore the system defaults by clicking the Restore Defaults button as well. Once you have determined that your Audio playback options are set to their optimal settings, click Ok to close the Advanced Audio Properties window.

The Sounds Page

Click the Sound tab in the Sounds and Audio Devices Properties window (or the System tab) to focus on the Sounds properties. Here you can setup a sound scheme for windows. This does not concern us for doing audio recording or playback, so we will continue on to the Audio page. However, it should be noted that you can change the default sounds that Windows uses when program errors occur, on system startup and shutdown. Anytime Windows makes a system noise, it can be changed in the Program events section of the Sounds page.

The Audio Page

Click the Audio tab in the Sounds and Audio Devices Properties window to display the Audio properties. Here we have 3 sections – Output, Input, and Advanced options.

The Output section lists the Default device use to playback audio. This will generally coincide with the name or driver for the audio hardware that is installed on your computer. Clicking the drop down list of Default devices may display alternate devices, such as a modem. Make sure that this option is set to the main audio hardware for your computer. Most computers will only have one option available, the system audio hardware. The Volume button in the Sound playback section will open the Volume Controls, just like the Advanced button in the Device volume section of the Volume page, in the Sounds and Audio Device Properties does. No need to click it, so we'll continue. The Advanced button will open the Advanced Audio Properties pages, as it does in the Speaker settings section of the Volume page, in the Sounds and Audio Device Properties. Again we've already been here, so we'll move on to the Sound recording section.

In the Input section of the Audio page, we have a selection for the default recording device. This again should be set to the main audio hardware component for your system. Clicking the drop down list of Default devices may display alternate devices, such as a voice modem or other recording device. Most computers will only have one option available, the system audio hardware. If you use a specialized input device, such as a USB microphone, you may want to select that device instead of the main audio hardware. We also have a properties button that will open the Recording Control Panel. Here will be a row of input devices that your audio hardware can use for recording. Generally you will have at least, CD Player, Microphone and Line In, as available controls, possibly many others. This is where we will adjust our microphone recording level. For starters you should make sure that the Microphone level is at 50% or in the middle of the vertical slider. Also make sure that there is a check in the box labeled Select, on the microphone control section. Close the Recording Control Panel for now. We will revisit it in greater detail when we perform our initial recording and playback tests.

There may or may not be an available advanced option button in the Sound recording section. If the Advanced button is not ghosted out, you can click it for additional options for your Sound recording device.

The last option on the Audio page is the Reset to default devices check box. This need not be selected. However, if you are only using your computer to record and playback audio through your main audio hardware that you have selected in the playback and recording sections, it is safe to check this box. If you use a voice modem or any other type of voice communication over your computer, leave this box unchecked.

The Voice Page

There are 2 sections on the Voice page of the Sounds and Audio Device Properties – Voice playback and Voice recording. Both sections have the same default device options as the Audio page. You should have these options set to your main audio hardware device as we did previously on the Audio properties page. The Volume and Advanced buttons perform the same functions as their respective buttons on the Audio properties page as well.

The Test Hardware button will allow you to test your audio recording and playback capabilities. This was intended to allow users to test their audio transmission capabilities for on-line gaming. You can try this if you'd like, but we will be performing our own tests later.

The Hardware Page or Sound Control Panel

The last page in the Sound and Audio Device Properties is the Hardware page. Here will be a list of devices that control your multimedia playback and recordings. You should see any CDROM drives, your main audio hardware driver, Audio Codecs, Legacy Audio Drivers, Media Control Devices, Legacy Video Capture Devices and Video Codecs. There are also buttons for Troubleshooting and Properties available. Clicking on a device in the list, then clicking the Troubleshooting button will open the Windows Help and Support wizard to try and resolve issues with that particular device. Clicking on a device in the list, then clicking the Properties button will open that device's properties pages, just as if you were opening them from within Device Manager.

21.1.2 Setting up Eclipse for Audio

Setting up Eclipse to Record and Playback Real-time Audio

Once you have your desired audio format selected and saved, you will need to make these settings active in Eclipse. Run Eclipse and open the user that you want to configure for audio recording.

Anytime you intend to make changes to your User Settings in Eclipse is a good time to make a backup of your User Settings. Select the location you use for backup. On the Eclipse Menubar, click the **Tools** menu and choose Backup. Select **User settings only**, or include your main dictionary if desired, then click **Next**. Click each of the User Settings files that you want to backup. Selected settings files will be highlighted, click Next to continue. Choose your backup location and click the **Finish** button. Now, you can continue configuring Eclipse with your new audio compression settings. Open the User settings (Alt+U) and select the Realtime tab.

On the Realtime tab is the **Audio recording** button, which opens the **WAV Audio recording** dialog. Click the **Compression** button. A list of available compression opens. Choose the format settings that you had previously saved as "My Transcription Settings" or whatever you named it.

Making this selection will apply the format and attribute settings that you had previously configured and tested in Sound Recorder. You should review the Format and Attributes fields after making your selection from the Name field to be sure they match what you had selected in Sound Recorder. Once you have confirmed your selection, click the OK button on the Select Compression window.

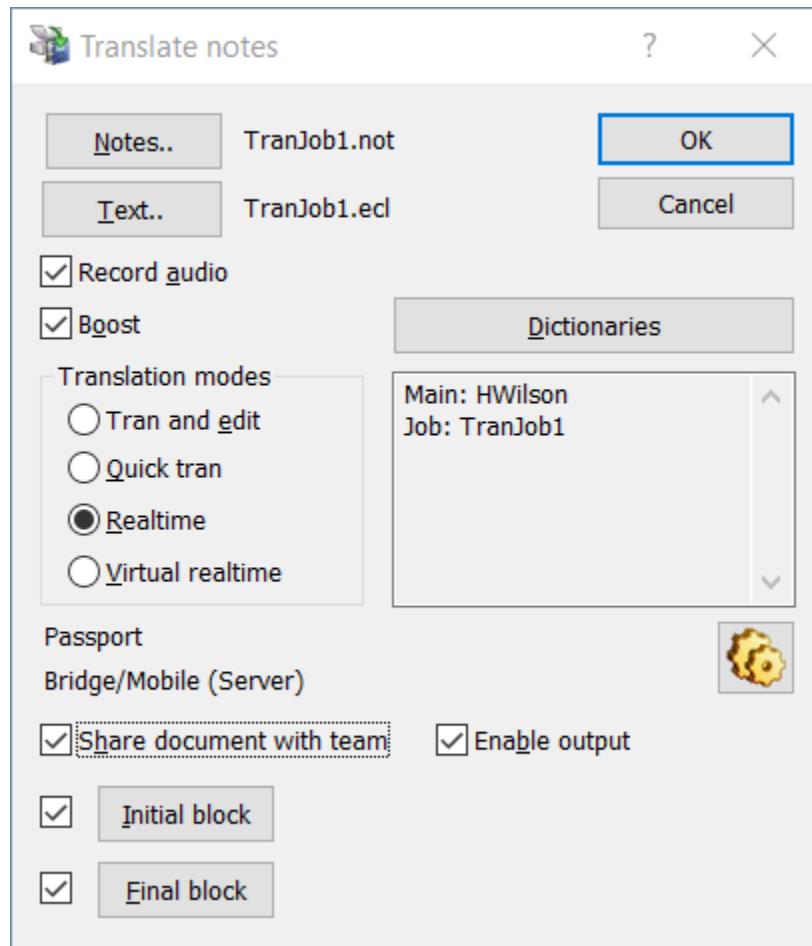
In the **Audio settings** section of the Realtime tab, there are 2 more options to consider. **Auto-restart** is an option that will un-pause the recording automatically when you start writing. If you need to be able to write realtime while the recording is paused, you will need to turn this off by unchecking the box.

Auto-pause is an option that can be set to a number of minutes; if there is no activity on the steno machine for that number of minutes, the audio recording will be paused. This button uses the same code as hitting the pause button, so the synchronization is adjusted accordingly. However, you must remember to hit the keystroke for un-pause (even if auto-restart is enabled) or you will lose a few seconds of audio when you resume writing.

Once you have configured your audio settings in User settings, click the User tab to display that page of the User settings. Click the Save settings button and either overwrite your current settings with the new settings (Always make sure you have a current backup of your settings files before making modifications!!!) or save the current settings under a new name, which will become the new working settings file as indicated by the "User file" field on the User page of User settings. Close the User settings and make a new backup of your current settings.

Now, you should have your new settings and be ready to test your audio synchronization in Eclipse. Unpack your steno machine and set it up, if it's not already, and connect the real-time cable to your computer and the steno machine. Power the machine up.

In Eclipse, press Alt+T to start a real-time file, or from the Menubar choose **Production** then select **Translate**. In the Translate notes window click the Notes button and type in a name for the new translation you are about to perform. Click Open or press Enter in the dialog box to make the selection and return to the **Translate notes** window.



In the translation mode section, make sure **Realtime** is selected. You will also need to make sure that the Record audio checkbox is enabled. Click in the box to enable or disable audio recording. A check in the box means the option is enabled. The Record audio option is only available when the Realtime translation mode is selected.

Once you have these options selected in the Translate notes window it's time to start writing and recording. We recommend sitting in front of your Television or a radio and transcribing for a few minutes or more. Once you feel you have written for a sufficient amount of time, stop your translation (Alt+Shift+T) and click Ok to close the translation statistics window that appears when translation is stopped. Now, press Ctrl+PgUp or go to the top of the document. Put the cursor on the first word of the transcribed text and press Alt+J to play the audio from your cursor's current position in the document. Note if the audio starts playing from the cursor position – it should. Press Alt+H to stop your audio playback. Move your cursor to a new position a couple of pages into the document and press Alt+J to play from that position. Again, note if the audio starts playing from the cursor position as it should.

It is important to remember that Eclipse starts playing audio from your cursor's current position in your document when you use the play audio function (Alt+J) which is a toggle for pause and play. You can pause (Alt+K) to temporarily stop your audio playback. If the Move cursor option has been selected in the Audio control panel (Tools/Multimedia/Control Panel) the cursor will move, more or less with the playback.

Also, you may need to adjust your audio playback and recording levels from time-to-time, especially if you use other audio capable programs with your computer. Many audio programs, such as Windows Media Player will adjust the volume control and leave it at the last setting when you close it. Be sure to check these levels prior to making any recording. Playback volume can be adjusted at anytime, but if the recording level isn't high enough during recording, there is no way to increase the audible playback beyond the computer's maximum volume control, without using something like amplified speakers. Doing so would most likely generate quite a bit of background noise, so it is very important to check your audio recording and playback levels every time you intend to record audio. Adjust them as needed for the environment you will be working in. Test your audio recording and playback prior to starting any real-time translation when possible.

Now that we have covered audio recording and setup in Eclipse, we'll discuss a few scenarios that may come up while using Eclipse for audio recording.

Doing Readbacks

Eclipse audio synchronization can be used to readback audio during a deposition. To do this:

1. Stop the audio recording with **Alt+H** or by selecting **Stop** from Realtime/Multimedia. Confirm that you want to stop the audio recording when the warning message appears.
2. Move the cursor to the part of the transcript you wish to read back.
3. Press Alt+J to play the audio.

In other words, you would play audio for a readback just the same as you would when editing. The only difference is that you manually have to stop the recording first. (Eclipse cannot record and play back at the same time.) If you're going to do readbacks, you must be sure to start recording again! Eclipse will automatically append the continuing audio recording to the current .WAV file.

Although you should always manually re-start recording that has been stopped, you can use Auto-Restart on the Realtime tab of User settings as a safety measure. If checked, any sound recording will automatically resume when you start writing again. However, with the Auto-Restart feature, the first few seconds of spoken testimony may be lost in the time it takes for the reporter to write what has just been said. The recording does not restart until Eclipse knows that something has been written on the writer.

There is also an Auto-Pause setting, which will automatically stop audio recording after a number of minutes if there is no activity on the steno machine. This feature exists only because some municipalities require their reporters be able to prove that audio recording is stopped when the deposition goes off the record. If you use both Auto-Pause and Auto-Restart, there will be a brief delay and a few seconds of dropped audio before Auto-Restart kicks in. So only use Auto-Pause if you absolutely have to.

21.1.3 Glossary

Glossary

Codec - Short for compressor/decompresser, a codec is any technology for compressing and decompressing data. Codecs can be implemented in software, hardware, or a combination of both. Some popular codecs for computer video include MPEG, Indeo and Cinepak. In telecommunications, (short for coder/decoder) a device that encodes or decodes a signal. For example, telephone companies use codecs to convert binary signals transmitted on their digital networks to analog signals converted on their analog networks. The translation of a binary value into a voltage that can be transmitted over a wire networks.

Lossless - A compression protocol which does not sacrifice ("lose") any detail in compression or decompression. "Lossless" compression formats are essential in applications like compressing program files or backing up data from a hard disk. In applications which don't require exact reproduction of the file being compressed, a "lossy" protocol may be used. The ZIP format developed by PKWare is a "lossless" file compression protocol.

Lossy - If a process is lossy, it means that a little quality is lost when it is performed. If a format is lossy, it means that putting data into that format (or possibly even manipulating it in that format) will cause some slight loss. Lossy processes and formats are typically used for performance or resource utilization reasons. The opposite of lossy is lossless.

PCM - Pulse-Coded Modulation is a digital representation of audio in which a series of samples of the level of acoustic energy is represented by a series of (arithmetically scaled) numeric values. This representation is the basis of digital audio and is what people usually mean when they refer to uncompressed audio.

Sample Rate - In a digital recorder or sampler, the sample rate is how many times per second the source material is being "sampled" or recorded. Sample rate affects the frequency response of the final recording or sample; the highest frequency that can accurately be sampled is 1/2 the sample rate. In general, the higher the sample rate, the better the sound quality. But, the best sample rate to use will depend on your application, your gear, and the amount of storage available (the higher the rate, the more storage required). CDs use a 44.1 kHz sample rate, while DAT recorders often default to 48 kHz. Multimedia applications may use rates of 22.05 kHz or even 11.025 kHz for maximum efficiency.

21.1.4 Codecs

Working with different Audio Codecs

As you'll remember, audio codecs allow us to compress our audio files so they are smaller and easier to manage and transport. When using the Sound Recorder program to record and playback audio, the default format for the audio file is the PCM format at 8,000 kilohertz, 8-bit, mono. Prior to recording audio with Sound Recorder, you can change the audio format for the wave file by clicking the File menu and choosing Properties from the list.

On the Details page, in the Properties for Sound dialog, there is a section labeled Format Conversion. This is where we can select different codecs to test our audio recording. There is a "Choose from" drop down list that will allow you to select from recording or playback formats. The default "All formats" will be sufficient. You shouldn't need to make any changes there. We also have a Convert Now button that allows us to make a new audio format selection. Click the Convert Now button to open the Sound Selection window.

In the Sound Selection window, we have 3 modifiable fields – Name, Format and Attributes. You won't need to be too concerned with the Name field, just yet. Once you have determined your optimal recording levels and audio file format you can save the format under a user defined name, by clicking the Save As button, that will be available to you in Eclipse. We do not recommend overwriting any of the pre-defined settings that are already available, such as Radio Quality, Telephone Quality, etc.

The Format field allows you to choose from any of the audio codecs available on your computer to change the compression method. From our experiences, many reporters use the GSM 6.10 audio codec for transcription recording. You may want to start with this codec when testing your computer's recording and playback capabilities using a compressed audio format. Again, depending on your audio hardware, you may get excellent or poor results using any codec. Go ahead and select the GSM 6.10 format from the Format drop-down list now.

The Attributes field allows us to fine tune our Format selection. Clicking the available drop down list reveals possible format attributes for the chosen Format. The default format that appears when GSM 6.10 is selected is 8,000 kHz, Mono which will produce a file of about 1 kb per second of recording. This is approximately 10 times smaller than the Telephone Quality PCM format and 7 times smaller than the default PCM format we used to test our first audio recording a few moments ago. But remember, compression rates like these will affect the quality of your audio recording and playback, so we will enter the testing phase again shortly. For the mean time, leave the default GSM 6.10 attributes alone. We will do our next audio recording with this format and the current attributes. Click the Ok button on the Sound Selection window to return to the Properties for Sound dialog. Click Ok on this page to return to the Sound recorder interface.

Right away, you should notice that the black and green waveform viewer in the center of the Sound Recorder window is completely grey. This waveform viewer is only available when you are using an uncompressed audio format such as PCM -- Sound Recorder's default. Since the codecs we will be testing are all compressed audio formats, this viewer will not be available for the rest of your tests, unless you switch back to the PCM format, or close Sound Recorder and re-open it.

Testing Audio Recording with a Compressed Format

Now that you have selected the GSM 6.10 audio format you'll need to record another wave file and play it back to determine if the quality of the compressed format will be acceptable. Click the File menu in Sound Recorder and choose New from the list. Click No to discard the current audio file and start a new one. Click the Record button to start your audio recording. Repeat the following text:

"This is a test. We are recording audio with the GSM 6.10 format at 8,000 kilohertz, mono. End of test."

Click the Stop button to the left of the Record button to stop the audio recording. Click the center Play button to playback your audio recording.

You may need to try other formats and attributes to get the desired level of quality from your audio recordings. For the sake of brevity, we cannot document each possible format and attribute combination. It will be up to you to use the information we have provided to test your computer's audio recording capability and determine the best format and attributes for your hardware. We recommend that you make a note of each selection you try, and to mention the format and attributes you have selected, in the text that you read aloud when testing your audio recordings. If desired, you can save the test wave files, with descriptive names, so that you can refer to them later.

For practical purposes, remember that it is best to test your audio recording in an actual working setting with people talking like they would if you were in a real-time session, deposition, or whatever situation that you plan to implement audio recording. Do not speak directly into the microphone when testing, unless that is how your speakers will be recorded during transcription. Walk a few feet away from the computer and try to simulate the environment you will be working in. Speaking in normal tones will give you the best results when selecting recording levels.

Once you have completed these tests and selected the optimum levels for recording and playback, and have chosen a compression format which provides good quality audio and smaller file sizes, doing real-time transcription with audio sync in Eclipse will be a snap. You should save your Audio format settings under a user defined name that you can select within Eclipse.

To save your audio format settings, open the Properties for Sound in the Sound Recorder File Menu, and click the Convert Now button. Make sure that your Format and Attribute settings conform to what you have tested and chosen to be acceptable, then click the Save As button on the Sound Selection window. Type in a descriptive name, such as "Eclipse Transcription Settings", then click the Ok button to save the settings under this name. You will be able to access these settings, under this name, within Eclipse. We'll explain how, in the next section of this document. Click OK on the Sound Selection window then click OK to close the Properties for Sound dialog.

You can close any open Control Panels and the Sound Recorder application when your testing is completed.

21.2 Automatic Proofreading: Editing the Rules

Automatic Proofreading: Editing the Proofreading Rules

In order for the proofreader to work, it must have a set of rules defined under **User settings/Programming/Proofreading rules**. These rules are what make it all work.

There is a separate list under **User settings/Programming/Watchwords** that is used by the proofreader to call your attention, briefly, to words that often require a second look to make sure they're really the word you wanted.

Also, the default proofreading rules contain a special code that will mark any punctuation error that would be flagged as invalid punctuation by the spelling checker, which follows the exceptions specified in the **User settings/Programming/Spelling exceptions**.

If your proofreading rules are empty, the load user function will load not only the default proofreading rules created by Keith Vincent, but will also pre-load a series of specialized suffixes and macros designed specifically for the proofreader's AutoMagic feature described above. If you have used a previous version of the software and wish to use the new rules, remove all of the previous proofreading rules and re-load your user to trigger the automatic import.

The syntax for a rule is as follows.

Description=regular expression pattern{e}exception regular expression pattern

The exception pattern is optional. The basic concept is that if the regular expression pattern is found anywhere in the text of a paragraph, that is a likely error and should get extra attention. If the exception pattern can be found inside the matched text, however, then it's not actually an error and will be ignored. This allows for many broad errors to be found that have a few cases that are considered correct.

Example: Double text=(.+)\1{e}<had><:\w*><had>|<that><:\w*><that>

This expression would find a string of at least one character, followed by a space, followed by an exact copy of the first string (the \1 is a backreference to the first pattern in parentheses.) However, it's not an error if the entire pattern contains "had had" or "that that" because those do appear normally in text.

In order to be able to find errors related to the grammar of the sentence in a general sense, it has to have access to the parts of speech of the text. In order to make that possible, the regex search does NOT compare the pattern against the raw text. There's not enough information there. It requires parts of speech, possibly knowing what paragraph type is being used, and where lockspaces are (represented by the ~ symbol.)

Instead, the regex pattern analyzes a "tagged" version of the text with parts of speech in it. You can see the tagged version of the text by using the Tools/Hidden text feature. For example, the tagged version of a simple question might look like this:

```
<<Q>><:a><What> <:o><do> <:p><you> <:nv><say> <:p><you>
<:v><remembered>?
```

The <<Q>> is the paragraph type, and will show the same letter as the paragraph buttons. It also serves as a way to recognize the start of the paragraph, since >> will always mean the start (you can use \$ as the end as with normal regexes.)

The text is then coded with every word having the part of speech before it, and anything that is not a word appearing outside the < > symbols, such as spaces, punctuation, etc. The coding is simply this:

<:part(s) of speech><word>non-word

Parts that can be combined:

t – article

n – noun

v – verb

j – adjective

a – adverb

e – preposition

c – conjunction

Parts that stand alone:

p – pronoun

z – contraction

s – possessive

y - "that"

r – number

b – "be" forms

h - "have" forms

d - "do" forms

k - "can" forms

w - "who" forms

x - "what" forms

g - "go" forms

o – proper noun

Example:

<:p><you> <:h><have> <:T><a> <:nv>meeting

Keep in mind that any regex you write can choose to ignore or filter any part of either the parts of speech or the word itself, depending on whether you are doing a search for a particular part of speech, or a particular word, regardless of parts of speech.

You can use {c} at the beginning of a pattern to force it to be case-sensitive.

In order to match any sequence of letters, the easiest pattern is \w+ or \w* (at least one, or any number of, word-based characters.)

So in order to match "they goes" you cannot simply put "they goes" in as a pattern. You would put <they> <:g><goes> instead. Note that the space is outside the brackets.

When searching for a particular word, you don't need to also match the part of speech, so instead of looking it up, you can leave it blank. <:> in the pattern means any part of speech, so even though you know that "the dog" is article/noun, you should just use <:><the> <:><dog> instead of <:t>the <:n><dog>. Parts of speech are tricky: "dog" can also be used as a verb, so <:n><dog> would fail to match. You would need to use <:nv><dog>. Better to just leave it blank and match anything.

You can also use a special <.> tag to match any word if you ONLY care about the part of speech. <:n><.> would match any word that can only be a noun. So, for example, if you wanted to search for Pronoun followed by Article, you would use <:p><.> <:t>

Note that you can use any regex syntax inside those braces. They're not a search command, they're specifically what you're searching for. In particular, if you're combining the nvja letters, note that they will always appear in the order listed above, but may not always be present. So <:n?v> means to match either <:nv> or <:v> because the n may or may not be there (? means one or zero) so you're matching a word that's a verb and may or may not be usable as a noun.

<:nv?j?> would be a noun that could be a verb or could be an adjective. Don't forget the brackets for either/ors for single characters. <:[ec]> matches a preposition or a conjunction. If you need either/or for strings, use (this|that|other). For example, you could use <:><(dog|cat)> to match either the word dog or cat.

The existing items are good examples of how this works. There are some that work based on just the parts of speech and ignore the words, others that require specific words, and others that combine them.

You can use "watchwords," which appear on the status bar, but will auto-unhighlight as the cursor passes over them, to create watchwords with additional regular expression syntax, such as =librar(y|ies) or =MFC\d+ that apply to more than one specific word.

You'll make yourself crazy writing regexes without a tool to test them. The easiest thing to do is use Notepad++, copy/paste in the tagged text from the Hidden Text feature, then try the regex search in Notepad++ (make sure it's case sensitive!) and see if you can get a match. Use smaller searches if it's not working and gradually work your way up.

Use \ when searching for these characters: .?()[]^\${} For example, use \. or \?

Tech support will be happy to help develop or modify regular expressions to make the proofreading rules fit with your particular style of editing.

21.3 Connection Magic on a LAN

Connection Magic on a LAN

[**Connection Magic Local**](#) is server software that enables you to use **Connection Magic** when there is no internet available.

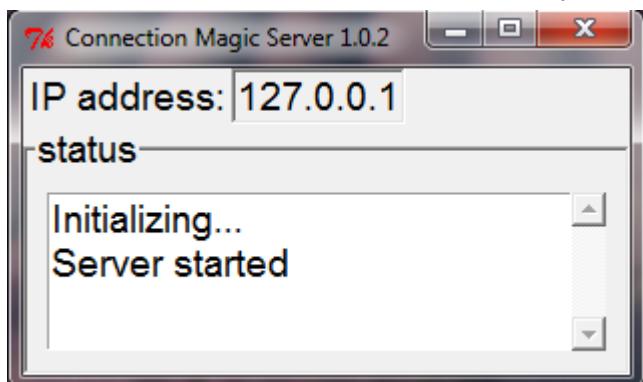
Connection Magic Local (CM Local) uses a wireless router, along with software provided by Advantage Software, to create a Local Area Network (LAN) running the same Connection Magic server that is used online by Advantage Software. Being able to run in a non-internet setting is ideal for courthouses where 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 a web browser to connect to Bridge Mobile.

21.4 Custom Searches

Searches: Custom searches

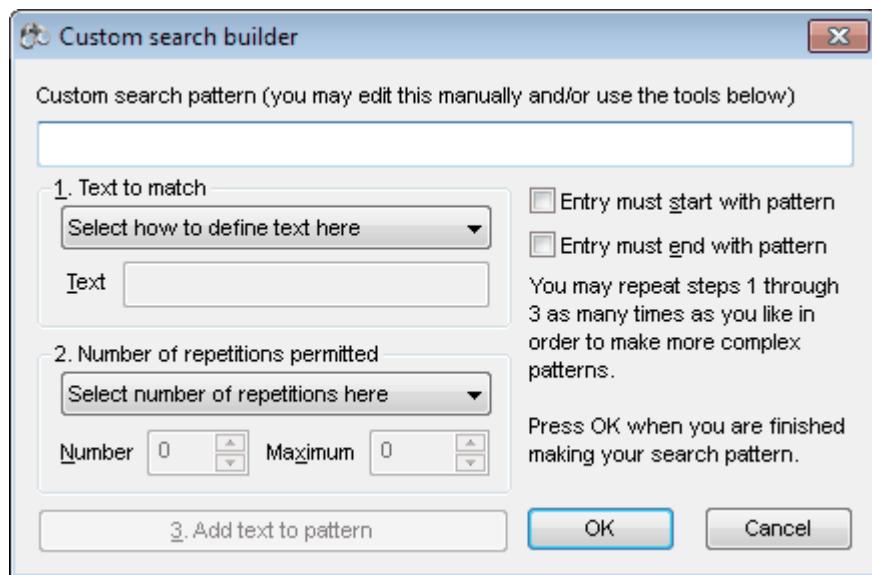
RELATES TO: [Find \(F5\)](#) 294

Creating regular expressions and Backreferences

A regular expression is a way of expressing a variable search pattern using a series of special command characters and command character sequences. They follow several special rules:

- The backslash can be used to specify a literal character. For example, if you try to search for \$5 it might fail because the \$ sign is used to specify the termination of a paragraph. If you search for \\$5 the \ tells the system to treat the next character as plain text, not as a command. If you need to search for a backslash, use \\
- Every expression consists of a sequence of characters to search for. Each character actually consists of two parts: The character to search for immediately followed by the number of times that character is permitted (or required) to appear to be considered a match. The number of times is optional, and if left out, then the number is considered to be exactly one. For example, a regular expression of "dog" is a pattern consisting of "d" exactly once, "o" exactly once and "g" exactly once. The ? symbol means that the previous character is optional, so "bo?at" would find either "boat" or "bat."
- If there is a need to group together several characters to be part of a repeating pattern (or to store a pattern of multiple characters for re-use later) the parentheses are used. For example, "t(hr)?ough" would find either "through" or "tough" because the ? symbol made the entire sequence in the parens optional, not just the previous character.

There is a helper dialog that appears if you select **Custom search** on either one of the shortcut lists in the **Find dictionary entries** dialog. This helper dialog is a **Custom search builder** which makes the process of creating regular expressions much easier.



21.4.1 Custom Search Builder

Custom search builder

The process of creating a custom search filter is a process of deciding what elements you are looking for in dictionary entries and how best to represent them. For some entries, it's simple, but for others, it may be more complicated if you're looking for a broad range of entries of a particular type. For example, searching for a conflict is easy because all you have to do is look for a backslash. But what if you were looking for all of your speaker entries that contained additional text, such as "{S:THE COURT}Overruled"? The easiest part of the dialog is the "entry must start/end with pattern" checkboxes. Simply put, when you specify a pattern to search for, it can normally be found ANYWHERE in the entry and it will be considered a matching entry. You must check one or both of these boxes if you wish to limit the search. You can do this either before or after defining the rest of the pattern. This dialog creates the regular expression syntax for you, but here is the syntax so that you will know what you're looking at.

Entry must start with pattern : Regular expression syntax: ^pattern

Entry must end with pattern : Regular expression syntax: pattern\$

Example: ^the

Matches: the, theory, there

Non-matches: lathe, other, dog.

Example: the\$

Matches: the, lathe

Non-matches: theory, there, dog

Example: ^the\$

Matches: the

Non-matches: everything else

The start/end checkboxes are only selected once for the entire pattern. The 1-2-3 steps on the left side of the dialog can be selected as many times as you like to create the entire pattern. Here is a description of those steps:

1. Text to match

First, you must select how you intend to define the text. Do you want a specific piece of text, or are you looking for something more general? Here is a list of the different categories of text patterns that appear on the list in step one:

This specific text

This allows you to specify a particular piece of text, such as the text "the" in the previous example. You would select this item and then type "the" in the "text" box.

(Regular expression syntax: None. Text is text. However, if any of the text you are going to search for contains characters that are used as commands in regular expressions you must precede them by a \ character. For example, searching for "A+" means "search for one or more instances of A" and will find A or AA or AAA. If you actually want to search for A+ you have to search for A\+. This step is automated for you if you use the dialog to specify your search text.)

Any of the following characters

This allows you to specify several characters, any of which can be matched. For example, if you were looking for a punctuation mark, you might select this item and then type ",.;:" in the text box.

(Regular expression syntax: [characters]. For example, [abc] would find any of the characters a, b or c.)

A character NOT of the following

This is the reverse of the previous item. You can have the pattern match any character not belonging to a particular set of characters. For example, if you wanted to find entries that were not conflicts or commands, you could select this item and type "\{" in the text box.

(Regular expression syntax: [^characters]. For example, [^abc] would find any character that is not a, b or c.)

A range of characters

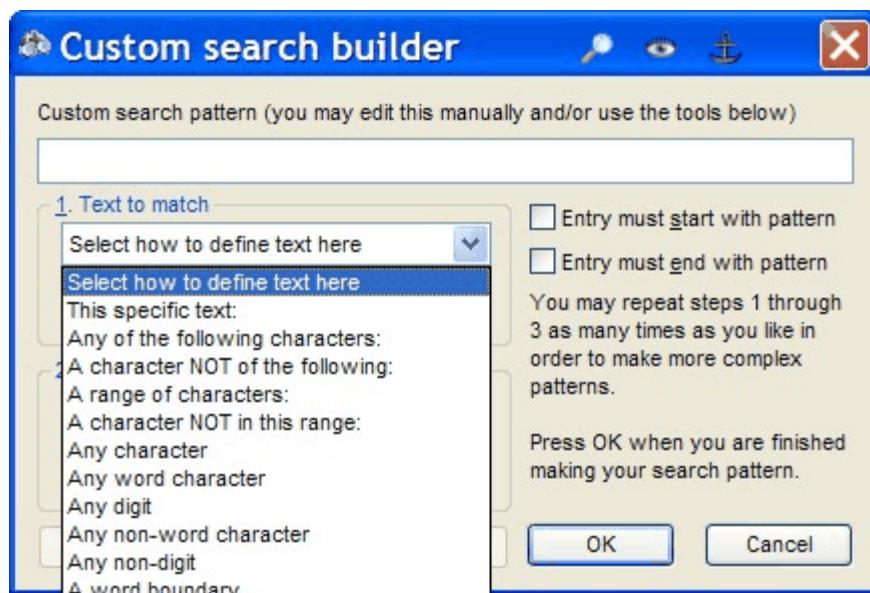
This is a helpful shortcut if you're looking for a bunch of characters that are all consecutive. Note that when you select this, a hyphen appears in the box. That's a hint that you need to put a hyphen between characters in the range. For example, if you wanted to look for a capital letter, select this item and type A-Z in the text box.

(Regular expression syntax: [start-end]. For example, [A-Z] would find a capital letter. Note that this is part of the "set of characters" syntax and the two can be combined together within the same brackets by a creative regular expression user. For example, [a-zA!] will match any of the letters a through z or the capital letter A or an exclamation point.)

A character NOT in this range

The reverse of the previous item. If you select this item and type a-z in the list it will match anything that is NOT a lower-case letter.

(Regular expression syntax: [^start-end])



The following selections do not require the user to enter any text manually in the text box, because they have very specific meanings and supply their own syntax.

Any character

This allows you to skip text you don't care about if you don't care what it looks like. For example, if you were looking for a number command, you might put in {#, then tell it "any character", then } after that.

(Regular expression syntax: . (the period.) Example: d.g matches dig or dog or even d!g or d=g.)

Any word character

For the purpose of regular expressions, a word character is any number or letter.

(Regular expression syntax: \w Example: {\w would match {Q but not {#}.)

Any digit

You could do this by doing a range of characters [0-9] but it's such a common need that a regular expression shortcut was created for it.

(Regular expression syntax: \d Example: \d- would match 5-day but not x-ray.)

Any non-word character

This item matches any character that is not a letter or number.

(Regular expression syntax: \W (capital w.))

Any non-digit

This item matches any character that is not a digit.

(Regular expression syntax: \D (capital d.))

A word boundary

This matches the edge of a word, no matter whether it's a non-word character or the beginning or end of an entry. For example, if you wanted to search for any entry CONTAINING the WORD "the" you could put a "word boundary" on either side of it so that it would only find "the" if it was surrounded by word boundaries in the entry.

(Regular expression syntax: \b Examples: \bthe\b will find "the" or "the dog" or "on-the-job" but will NOT match "bathe" or "other" or "there.")

2. Number of repetitions permitted

After selecting the text you wish to match, you may need to explain how many times that text can come up. Each of the syntaxes above is designed to match a single character if not modified, but you may wish to match more than that, or possibly even less if the text you're looking for may or may not be present. You MUST select how many repetitions are permitted for the text that you're looking for.

Note that if you use anything other than "exactly once" on a "this specific text" sequence it will appear in parentheses so that the system knows that you are repeating the entire sequence a certain number of times, rather than simply the last letter in the sequence.

In regular expression syntax, these number specifiers always go immediately after the text that has been specified. Here is a list of the choices on this menu along with some examples.

Exactly once

This specifies that it will attempt to match the pattern exactly once. Select this for situations where you are only looking for a single character or if you have specified a particular word or sequence of letters.

(Regular expression syntax: none. This is the default behavior of any pattern.)

Zero or more times

This allows you to specify that the text can be matched any number of times, including not at all.

(Regular expression syntax: * Example: d[a-z]*r would find d followed by any number of lower case letters followed by r, so it would match the following: door, dear, dar, dr. One of the most common uses of this is the "match anything" sequence, which is .* (period asterisk) which, literally, is any character any number of times. {.*} would find any Eclipse command, for example, including an empty one.)

At least once

This specifies that a pattern should have least one of something to differentiate it from other entries.

(Regular expression syntax: + Example: Exhibit \d+ would find "Exhibit" followed by a space followed by at least one digit. It would match the following: Exhibit 1, Exhibit 236, Exhibit 27B. It would NOT match Exhibit A. However, if you specified Exhibit \d* it would match Exhibit A because the number of digits is zero, which is acceptable when using the "zero or more times" option.)

Exactly this many times

Sometimes, you need to find a pattern a specific number of times. If you select this choice, the "Number" box will be enabled and you will be able to type in a particular number of times.

(Regular expression syntax: {number} Example: [a-z]{3} would find exactly three lower-case letters in a row somewhere in a dictionary entry. If you turned on the Must start/end boxes as well, you would end up with ^[a-z]{3}\$ which would find all of the three-letter words in your dictionary.)

At least this many times

This is very similar to the previous item, but can have that many or more repetitions of a pattern. Once again, it enables the number box for you to supply the number.

(Regular expression syntax: {number,} Example: \d{2,} would find any dictionary entry that contained a sequence of two or more digits anywhere in it.)

A range of times

On very rare occasions, you may need to find a specific range of times a particular pattern appears in entries. This item will enable the "Maximum" box for you to specify a maximum number of times a pattern can appear in an entry.

(Regular expression syntax: {number,max} Example: [A-Z]{2,5} would match a sequence of at least two but no more than five capital letters in a row.)

3. Add text to pattern

Once you have selected the text and the repetitions, you then press this button to add the text specified to the pattern. You can repeat steps 1 through 3 as many times as necessary to create the pattern you are looking for.

Here is an example of the process of creating two regular expressions using this dialog.

Let's say I'm looking for any speaker entry that contains text after the speaker, such as {S:THE COURT}Overruled

Using the menus on the dialog, I would select this:

1.This specific text: {S: 2. Exactly once 3. Add

1.Any character 2. Zero or more times 3. Add

1.This specific text: } 2. Exactly once 3. Add

1.Any word character 2. At least once 3. Add

The regular expression would end up being:

{S: *} \w+

That would find any speaker followed by text in the same entry.

HINT: Remember to use the Entry must start/end items appropriately. For example, if you did NOT want the previous search to match "{--}{S:MR. JONES}No" you would have to make it ^{S:.*}\w+ instead by checking the "Entry must start with this pattern."

The process of coming up with a complete regular expression that does EXACTLY what you want it to do may take several tries to get it right. For example, creating the "All caps" search on the list took several false starts. Let's go through an example of how you have to try building it up from a few elements until you get exactly what you want.

[A-Z]+ (at least one upper case letter.)

Matches: FBI, Ph.D., John

No good. That search will match any dictionary entry that contains a sequence of at least one capital letter anywhere in it, but that's not "All caps."

^[A-Z]+\$ (at least one capital letter, and the entry must start and end with that sequence.)

Matches: FBI, UNICEF, IEEE

Non-matches: D.A.R.E., I.D., I-95, {Q}, {S:THE COURT}

Still no good. It only matches entries that contain ONLY upper-case letters. I'm interested in any dictionary that simply has no lower-case letters in it. Maybe that approach will work:

^[^a-z]*\$ (the entire entry must be a sequence of any number of characters that are not lower case letters.)

Matches: FBI, D.A.R.E., I.D., I-95, {S:THE COURT}, {.}, {-}, {,}, {--}, etc.

Still not right. Now it's matching all of my punctuation entries, because they don't contain lower case letters, so they match the pattern perfectly.

What I need to do is match a dictionary entry that contains a sequence that consists entirely of non-lower case letters, whether they're at the beginning or end of the entry, but has at least one upper case letter in it somewhere. Now we have it:

^[^a-z]*[A-Z]+[^a-z]*\$

The entry must contain only a sequence of zero or more non-lower-case letters, followed by at least one upper case letter, followed by a sequence of zero or more non-lower-case letters. That's what you get when you select "all caps" from the shortcut list, and that's what I was looking for.

Searching for This or that

You can have an expression that looks for one piece of text or another specifically. The regular expression syntax is to use the pipe sign | as the "or" symbol. For example, dog|cat is an expression that will search for the words "dog" or "cat" in a dictionary entry (actually, it will search for any word that contains either dog or cat, so it would find dogged and catalog and concatenate.)

The or | symbol is always the lowest priority when the system interprets the expression, so if you want to make only PART of the expression an either/or option, you must enclose the either/or option in parentheses.

Bad example:

{S:THE COURT|WITNESS} would search for any entry that contains “{S:THE COURT” or “WITNESS}” because the | separates the ENTIRE expression in to two either/or parts.

Good example:

{S:THE (COURT|WITNESS)} would find any entry containing “{S:THE COURT}” or “{S:THE WITNESS}”

You can use the | in combination with all of the other syntaxes given above.

User-definable search shortcuts

There are two additional categories in the User settings |Programming tab for steno and text regular expression filters.

The syntax for an entry is description=regularexpression

For example, you could add the following line to the steno filters:

Number bar entries=[0-9#]

This would find any steno that contained any digit from 0 to 9 or the # symbol, which will match any entry that contains the number bar.

On the Find menu, only "Number bar entries" will appear. When selected, it will put [0-9#] in the filter box.

If you have a filter that requires additional user input for each use, simply add {} to the filter in the location where you would like the input. This allows you to make generalized searches that are very specific to the particular way that you personally tend to format things in your dictionary. For example, you could add the following to the text filters:

Attorney number={S:ATTY{}}

This expression would ask you for additional input if you picked it during a search. You could type 3[enter] and then it would search for {S:ATTY3}

21.4.2 Regular Expressions and Backreferences

Regular Expressions and Backreferences

Replacing with regular expressions

The find/replace also follows regular expression rules, which means that if you wish to do anything other than a very basic replace-this-text-with-that-text you will have to create an expression that does what you really want.

Here are some simple examples, followed by some more complex ones:

Search: the Matches: the, there, bathe, other.

Replace: www Replace results: www, wwwre, lawww, owwwr.

This "the" example is given to show not only how many different things can match, but what gets replaced in the event that a match is found. A basic find/replace will find the text anywhere in any entry and will replace ONLY the text that is searched for.

Search: ^Smith\$ Matches: Smith

Replace: Smythe Replace results: Smythe

Note that in this example, the ^ and \$ boundary markers (created when you use "Exact match") mean that it will NOT replace the text "Smith" when it's part of a longer entry like "Smithson"

Search: {.}{"} Matches: {.}{"} Ok{.}{"} Yes{.}{"}

Replace {."} Replace results: {."} Ok{."} Yes{."}

This example illustrates that the partial search/replace can be very useful when rearranging the way you have encoded certain special commands if you have used them in multiple dictionary entries. This specific example uses the more recent, concise form of period/end-quote which avoids the use of the toggling quote for reporters who don't use it.

Here are some search/replace strings that will cause problems, and the solution:

Search: Exhibit \d

Matches: Exhibit 1 Exhibit 27 Exhibit 736B

Replace: Exhibit{~}

Replace results: Exhibit{~} Exhibit{~}7 Exhibit{~}36B

Search: ^pre\w+

Matches: prevent preordained preemptive preColumbian

Replace: pre-

Replace results: pre- pre- pre- pre-

It's important to realize that if you're creating a regular expression pattern to be matched, the entire matching pattern will be replaced.

In the first example, I'm trying to find any entry that contains Exhibit, a space, and followed by a digit. I then want to replace it with Exhibit and a lockspace instead.

The trouble is, the digit is part of my pattern matching string, so the match it finds in "Exhibit 27" that matches the pattern is, precisely, "Exhibit 2" and that's exactly what it replaces with "Exhibit{~}" resulting in Exhibit{~}7.

With the second example, it's even worse. I'm looking for every entry starting with "pre" so that I can selectively answer yes/no and replace a lot of them with the hyphenated prefix instead.

Unfortunately, I've chosen to match the beginning of an entry ^ followed by "pre" followed by \w+ which means ONE OR MORE word-based characters (letters.)

So what happens is that the search pattern does find the correct entries, but the match pattern matches the entire word, so when it goes to replace the pattern with "pre-" it will replace the entire pattern, not just the "pre" part.

The solution? Something in the regular expression syntax called "backreferences."

Backreferences

If I want to include part of my search expression in my replace string, I can do that. Backreferences allow you to take matched sequences of text and re-use them either in the search pattern or in the replacement. The number of the backreference indicates which sequence in parentheses you want to re-use. If I insert \1 into the replace string, it will include the first backreference. \2 includes the second, \3 the third, etc.

A "backreference" will copy part of the original string that matches a part of the pattern that I place in parentheses.

For example, if you search for

(Mr.|Mrs.) Smith, do you recognize Exhibit ([A-Z])

it will find either Mr. or Mrs., then the rest of the sentence with any Exhibit letter from A – Z. Once it finds that string, the backreference \1 will either contain the Mr. or Mrs., and the backreference \2 will contain whatever Exhibit letter was found.

Here's an example of a backreference being used in a replace string:

Search for:

real time (job|reporter)

Replace with:

realtime \1

That search and replace will turn the following sentence:

When a real time reporter takes a real time job, viewers see the text very close to the real time when it was spoken.

into the following result:

When a realtime reporter takes a realtime job, viewers see the text very close to the real time when it was spoken.

This example replaces the phrase "real time" with "realtime" only if it is followed by the word "job" or "reporter". Since the search string actually includes the word "job" or "reporter" as part of the pattern to be matched, the replace function will have to replace it. Using the backreference will ensure that the replacement will include the word that was originally found.

Here is another example, similar to one used above for Regular Expressions:

```
^pre(\w+)
```

It's the same search pattern I used before, but this time I've included the \w+ in parens. It will still match the same patterns, but everything inside the parens is considered backreference 1.

So if I use the following replace string:

```
pre-\1
```

I will get the correct results:

```
Search: ^pre(\w+)
```

```
Matches: prevent preordained preemptive preColumbian
```

```
Replace: pre-\1
```

Replace results: pre-vent pre-ordained pre-emptive pre-Columbian (note that I would not want to answer "yes" to all of these when given the choice.)

Here's one more example of a search/replace that you could do with backreferences that would be impossible any other way.

Let's say you wanted to replace all of your "Somethingorother University" entries with "Somethingorother{~}University"

You could try replacing " University" with "{~}University" but that would also replace things like "the University of..." and "1234 University Ave." and even the word "University" by itself, so you would be stuck having to answer yes/no to all of them in order to catch the specific ones that should not have a lockspace before them.

So what would be best is an expression which looks for the word "University" preceded by a space, preceded by a capitalized word, and replacing it with that same capitalized word, a lockspace, and the word "University" again.

Here's a sample of how that could be done:

```
Search: ([A-Z]\w+) University
```

```
Replace: \1{~}University
```

Regular expression give you ways to modify dictionary entries without having to do a dozen different search and replaces, and without having to answer yes/no to every one just to catch things that match your search because it wasn't specific enough.

Using backreferences in searches

One more thing about backreferences. You are not limited to using them as part of a replace string. You can use a backreference in a search string if some part of what you are searching for is something that repeats.

For example, if you want to search for any two-stroke entries where both strokes are the same, such as -FPLT/-FPLT or PWOB/PWOB or STPHAO/STPHAO the steno search would be as follows:

`^([^\s]+) \1$`

Translation: A search consisting exactly of any number of non-spaces, followed by a space, followed by a copy of the sequence of non-spaces matched earlier (in the parentheses.)

Or, let's say you wanted to search for all of your `\yes\{,}yes \no\{,}no \okay\{,}okay` conflicts and replace the whole entry with a more efficient soft comma entry instead: `{,?}yes {,?}no {,?}okay`

The search/replace would look like this:

Search: `\\\(\w+)\\\{,\}\1` (Translation: A backslash, followed by one or more word characters, followed by `\{,\}` followed by an exact copy of the sequence of word characters matched earlier)

Replace: `{,?}\1`

You could even expand it to handle both entries containing `\{,\}word` and `\{;\} word` to change it to a soft semicolon `{;?}`

Search: `\\\(\w+)\\\{(\,|;)\}\1`

Replace: `{\2?}\1`

The searches that you can pick from the list contain backreferences that you can use inside replacements without having to construct your own complex regular expressions.

These backreferences are part of the default settings that will be used when you create a new user or when you import the Eclipse.set file (they're considered part of the "Edit" settings.)

Here are the searches that contain backreferences, what those backreferences are and examples of how you might use them.

Steno search backreferences

Contains keys

`\1` = Everything before the keys

`\2` = Everything after the keys

Search: *F Replace: AO\2 Results: *FPLT --> AOPLT, H*FPL --> AOPL

Starts with keys

`\1` = Everything after the keys

Search: TK Replace: \1DZ Results: TKAOEU --> AOEUDZ

Starts with stroke(s)

\1 = All of the remaining strokes

GS Search: KW-GS Replace: \1 KW-GS Results: KW-GS HEL HROE --> HEL HROE KW-GS

Ends with keys

\1 = Everything before the keys

Ends with stroke(s)

\1 = All of the prior strokes

Double strokes

\1 = The doubled stroke

Replace: \1Z Results: TOP TOP --> TOPZ

All searches referring to numbers of strokes

\1 = Stroke 1

\2 = Stroke 2

\3 = Stroke 3, etc.

Search: 3 strokes Replace: \1 RE PHRAEUS \3 Results: EBGS APL PEL --> EBGS RE PHRAEUS PEL

Text search backreferences

Contains

\1 = Everything before the text

\2 = Everything after the text

Search: {A} Replace: \2{A} Results: {A}okay --> okay{A}

Starts with

\1 = Everything after the text

Capitalized

\1 = Everything but the capital letter

Phrases of a particular number of words

\1 = first word

\2 = second word

\3 = third word, etc.

Alphabets

\1 = Everything before the letter

\2 = The letter itself

\3 = Everything after the letter

Replace: \1--\2--\3 Results: {&B} --> {&--B--}, {^K^} --> {^--K--^}

Alphabets (Glue symbols)

\1 = the glue item

Replace: {\1^} Results: {&(a)} --> {(a)^}, Exhibit{&B} --> Exhibit{B^}

Numbers (written)

\1 = the number word

Prefixes

\1 = the text of the prefix

Replace: \1-{^} Results: {pre^} --> pre-{^}

Suffixes

\1 = the text of the suffix

Speakers

\1 = the speaker name

Replace: {C}DIRECT BY \1 Results: {S:MR. SMITH} --> {C}DIRECT BY MR. SMITH

Autoincludes

\1 = the include file name

Conflict searches (NOT containing extra data)

\1 = choice 1

\2 = choice 2

\3 = choice 3, etc.

Replace: \1 Results: \here\hear --> here

Note that you can combine steno search/replace functions with text search replace functions. Let's say, for example, that you wanted to create a whole category of dictionary entries for all of your speakers for the start of direct examination.

You might want to turn STPHAO = {S:MR. SMITH} into TKREBGS STPHAO = {C} DIRECT EXAMINATION BY MR. SMITH

Since this is a search/replace function, keep in mind that the original entry would disappear, so you would first search for all of your speakers and COPY them to a separate dictionary, then run a search as follows:

Steno search: One-stroke entries Steno replace: TKREBGS \1

Text search: Speakers Text replace: {C}DIRECT BY \1

Results: STPHAO = {S:MR. SMITH} --> TKREBGS STPHAO = {C}DIRECT BY MR. SMITH

21.4.3 Search and replace on Steno and text

In the find function in dictionaries, the steno and text each have separate replace fields in which you can type a replacement for the original text. Since this dialog has two searches and two replacements, there may be some question about what this feature does if one or more of them is blank.

If only the text or only the steno has content typed into both the search and replace, the other part of the entry is ignored. For example, if you tell it to replace the text "{A:bold}" with "{b}" it will do so for all entries, regardless of their steno.

If both search boxes contain text, then only entries that match both of the search criteria will be considered. In this case, if either of the replace boxes contain text, then that text will be used to replace the appropriate matching portion of the entry. If both replace boxes contain text, then that text will be replaced in both of the portions of the entry.

Here are some examples (p.s. Do not use these examples as written. They all have limitations and should not be used literally.)

Example 1:

Steno search: (ends with) S

Steno replace: Z

Text search: (ends with) s

This search would find any entry that ends with -S in the steno and also ends with "s" in the text and replaces the -S with -Z in the steno but leaves the text alone. This is an example of how someone might change many entries in their dictionary to conform to a steno theory change.

Example 2:

Steno search: (custom)(\w+)FPLT Steno replace: \1RBGS

Text search: (custom)\{&(\w+)\}

Text replace: {\&-1}

This search would find any entry where the steno is (something)FPLT = {\&(oneletter)} and replace it with (something)RBGS = {\&-(oneletter)} This could be used to create a stitching alphabet based on a spelling alphabet in one step (after copying the first so that it could be pasted back in.) (Again, don't actually use this example as written, because it won't catch every instance. It's only intended as a demonstration of the fact that the search must match both and can replace both.)

Two further considerations:

It is possible that when searching and replacing the steno, you could end up creating steno strokes that make no sense. Eclipse does NOT detect these, and will attempt to make the entry anyway, but the end result will always be sensible steno. Eclipse will always ask you if you wish to make the replacement, so you will have a chance to review the entry.

If you specify a replacement that makes nonsense steno, Eclipse will be able to interpret the steno right up to the point where it makes no sense, and ALL remaining keys in the steno stroke will be removed from the stroke.

For example, if you decided that you had a series of entries such as STPHAO, STPHAOEU, STPHAO, STPHO and you wished to use them all with the right upper bank instead of the left, it would be quite INCORRECT to do it like this:

Search: STPH

Replace -FPLT

The steno replace works just like a text replace on steno, so when you replace STPH with

-FPLT in the string

STPHAO

you will get

-FPLTAO

which makes no sense. Eclipse will attempt to parse that stroke, get as far as -FPLT, and that's as far as it will go because the A that comes after is in the wrong place and cannot be interpreted. It will then attempt to store the entry with the steno -FPLT.

The correct way to do this search/replace would be a custom search that was cognizant of the location of the part of the steno you wanted to keep and repositioned it accordingly:

Search (custom): ^STPH([AOEU]+)\$

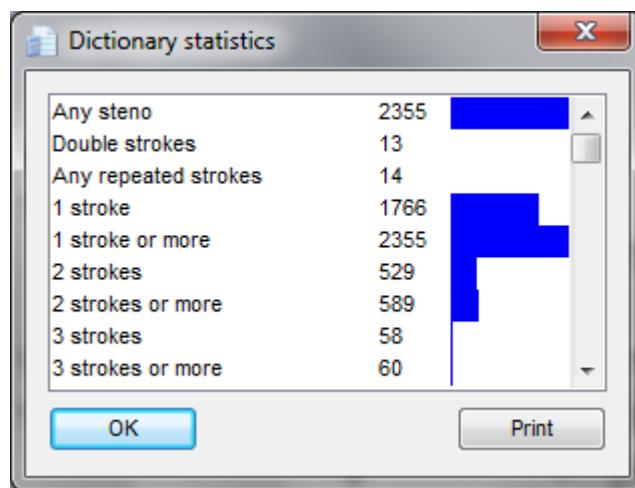
Replace: \1FPLT

In the case of the previous bad example and often even in search/replace commands that are correct, you can still end up with a problem if the replacement process creates steno that already exists. Fortunately, if you have User settings | Edit | Detect conflicts turned on, that problem has been addressed. When the steno is replaced, it attempts to store the entry, and if it sees that the new steno happens to match an entry you already have it will show you that that steno is already used and will ask you if you wish to replace the old entry with the new one. If you had detect conflicts off, and you ignored the replace message (or you answered "all" to a suspect steno search/replace) you could, in fact, create problems in your dictionary. Fortunately, you can hit the Undo command if you discover the problem in time.

21.5 Dictionary statistics

Dictionary statistics

If you go to the **Tools** menu/**Job report** while in a dictionary, or right-click on a dictionary entry and choose **Statistics**, you will get a "Please wait" dialog for a moment, and then a Dictionary statistics window will appear with detailed information about the dictionary.



This window is zoomable, resizable, and scrollable so that you can see all of the information.

It will display how many entries in your dictionary match ALL of the search filters that exist in the programming tab for both steno and text, including any filters that you have personally added or modified, making the statistics extremely customizable.

Next to each of the descriptions it will show the actual number of entries in the dictionary that match that filter, followed by a bar representing the percentage of the entire dictionary. The bar graph grows and shrinks to fit the size of the window.

There is a print function that will print the statistics report. The printouts will use the document top and left margin, and will include the name and date at the top of the first page.

21.6 File Manager

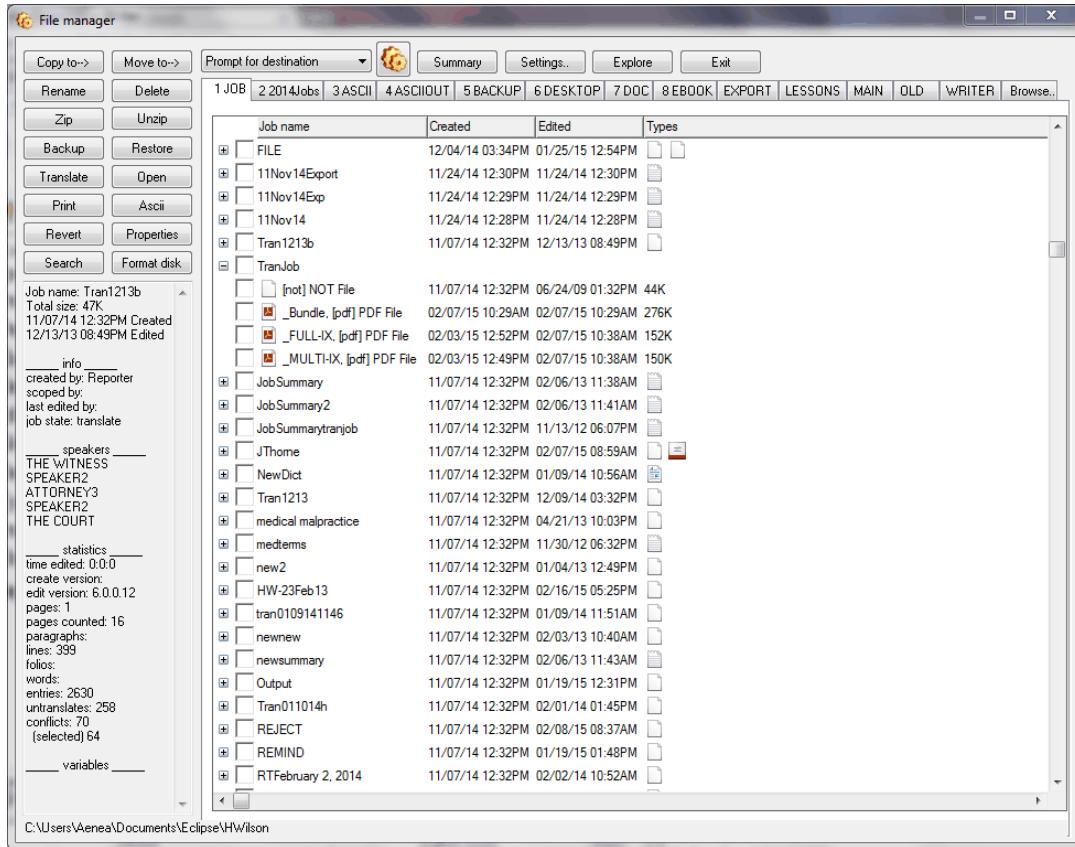


File Manager



Eclipse utilizes a custom File manager that enables you to perform many functions including Copy to/Move to, Rename, Delete, Zip/Unzip, Backup/Restore, Translate, Open, Print, Ascii, and Revert. It includes an Info box that lists statistics and other information (such as speaker names, and the name of the last person who edited it) about each file.

To open **File manager** in Eclipse, press **Ctrl+F**.



The Job name list

The large window in the File manager contains the list of jobs. Each of your jobs will appear, along with other information to help you work with them. If you have a job open, when you go into the file manager it will highlight the file you currently have open.

A "job" is simply any number of Eclipse-specific files that share the same name. A job may contain an .ECL file (transcript), .DIX (dictionary), .NOT (steno), .WAV (sound), .TXT (ASCII), .RTF (conversion), or any combination thereof.

The name of the job appears under the Job name heading. This is the name you gave the job when you created it.

Each job has a plus sign to the left of its name. Clicking the plus sign will allow you to view the individual components of that job:

1 Jobs	2 Blocks	3 Writer	4 Aux	5 Network	6 Backup	7 Users	8 Browse..

This job contains a note file, a text document, and a dictionary. The creation date, last edit date, and size of each file are visible. You can click the minus sign to take the details back out of view.

Job name: Tran1213
Total size: 47K
11/07/14 12:32PM Created
12/09/14 03:32PM Edited
_____ info _____
created by: Reporter
scoped by:
last edited by: Helen Wilson
job state: edit
_____ speakers _____
THE WITNESS
SPEAKER2
ATTORNEY3
SPEAKER2
THE COURT
_____ statistics _____
time edited: 0:11:1
create version:
edit version: 6.1.0.19
pages: 16
pages counted: 16
paragraphs: 224
lines: 397
folios: 38
words: 2726
entries: 2638
untranslates: 296
conflicts: 70
(selected) 64

Job Info

At the bottom left of the Eclipse File Manager is a box that gives you information about the currently selected job. It will tell you the name, creation date, last edit date, size of the file, speaker list entries, and job variables. It lists translation statistics and the calculated statistics from the tools menu, as well as other information that is stored, including the name of the last person to edit the file, the name of the person who translated it, and the name of the scopist (the last person to open it on an edit station.) For text files, you will also get the number of pages and the names of any job dictionaries that were used. For dictionaries, you will be told the number of entries.

The information in this box is included in any search you do using the Search function in the file manager. This allows you to search for any job in the current folder that contains the text you're searching for anywhere in the info that appears, so if you do a search for "Frank", for example, you will find any job that contains "Frank" as a reporter, scopist, speaker or name that appears among the job variables.

Also note that you can include the label in the search, so if you search for "Scoped by: Bob" it will find any job where that specific text appears in the info pane, allowing you to narrow your searches considerably.

The creation version is recorded separately from the version that last edited the file. This information is visible in the

file manager.

Selecting locations:

The current path is shown at the bottom of the file manager window.

There are tabs at the top of the job list. Clicking on these tabs shows the contents of the selected location in the job list. Each of these is a location where Eclipse files can be stored. Clicking a tab will load the contents of that location into the Jobs Area.

Jobs is your jobs folder, also known as your User Files Area. This is where the bulk of your work, including your main dictionary and any extra dictionaries, are stored.

Blocks is your blocks folder. This is where your block files (title pages, list files, etc.) are stored. By default this is the same as your Jobs folder; however, some reporters prefer to keep these in a separate folder.

The location of your Jobs and Blocks folder is defined in User Settings. Go to the User tab, click the Advanced button, and you will have the opportunity to re-assign these. The default location for both of these is:

C:\Program Files\Advantage Software\Eclipse\Users\Your Name

Many reporters create a sub-folder for their block files. Its path is: C:\Program Files\Advantage Software\Eclipse\Users\Your Name\Blocks.

The **Aux (Auxiliary)** and **Network** tabs are file paths that can be set up in User settings/User tab/Advanced button. Auxiliary is often used for an additional storage folder, such as a CD-ROM drive. Network is most often used if the reporter's computer is on a network. If you are using these extra file locations, you can access them in the Eclipse File Manager by clicking their tabs.

Backup will search the backup directory. This directory is created if you use the "a Backup directory on the hard drive" option when doing Tools/Backup, or if you copy files to it in Eclipse File Manager. (Note that the Backup tab does not apply to backups that are made using the Timed Auto Backup option on the Edit tab of User Settings. A later section will describe how to access those.)

The **Browse** tab allows you to select any folder on your computer, and have its contents appear in the Jobs Area. This allows you to examine a folder that is not selected as Jobs, Blocks, Auxiliary, or Network.



The gear button quickly takes you to the User tab of User Settings. Click on the Advanced button to open the Advanced User Settings dialog, where you can re-assign the Jobs, Blocks, Auxiliary, or Network path.

Note: The Users location tab and copy/move destination can be used to make backup copies, restore and delete .ini settings files.

Moving around in File Manager

You can advance through the tabs using Ctrl+right arrow and Ctrl+left arrow or jump to a particular tab using Ctrl+1 (or Alt+1 or Shift+1) through Ctrl+7.

You can scroll using the keyboard, mouse buttons, or mouse wheel.

You can type a letter to go to the first file that starts with a particular letter, or you can type multiple keys to search for a filename. Hitting a letter after a one-second pause will indicate the start of a new file name.

Summary

The file manager has a **Summary** button which generates a summary report for all of the marked jobs. If you have no jobs marked with a checkbox, it will generate a summary for all of the jobs in the current folder. If you have any jobs expanded with the plus sign, the report will contain additional details about the individual files in the job.

When you click the Summary button, an **Open file** dialog opens, with the default file name JobSummary.txt. You can use this name, or type in a different file name. Click **Open**, and answer Yes when the dialog asks if you want to create this file. It will warn you if there is already a file with that name. Choose Yes to overwrite it, or No to go back and create it again with a new name. The file opens, and is automatically saved in the Jobs folder. It is in ASCII format, and once it is created, it opens in notepad (or whatever text editor is your default), for printing or copying and pasting into any other application, including Eclipse.

This report lists file names, file sizes, and most importantly, the number of billable pages in each file. At the end of the report, it will show a total number of pages for all of the files selected. (Note: The number of billable pages is a calculation that is only in Eclipse 4, so older jobs will show a zero in the report.)

Job name	Pages
TranJob	540K
[zip] zipCentral File	30K
[NOT] Eclipse Note File	43K
[ecl] Eclipse text document	186K
[DIX] Eclipse Dictionary	0K
[bak] BAK File	184K
[rtf] Rich Text Document	95K
Total pages: 14	

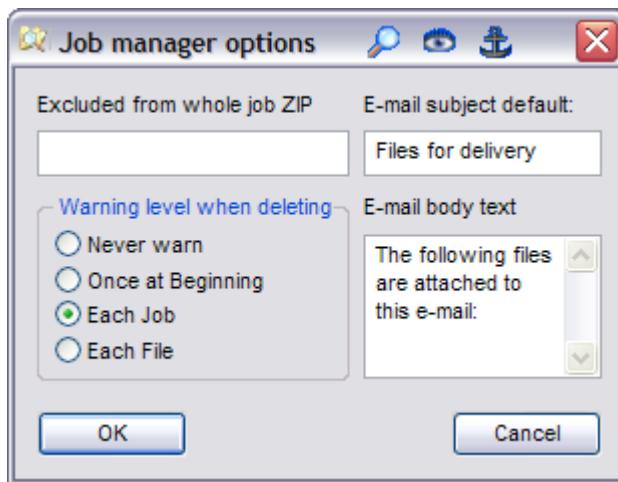
Billable pages can be calculated automatically for any job that uses simple sequential page numbering (from 1 to the end page), taking the last page number in the job as the number of billable pages. However, if a job contains ANY "new page number" commands that start a whole new page number at any point in the file, the last page number cannot be used to calculate billable pages.

In this case, you must manually issue a command to cause the number of billable pages to be recalculated. This command is **Tools/Job report**. That feature actually counts the total number of pages in the file, which it stores permanently in the file. You can recalculate it at any time by executing Tools/Job report again.

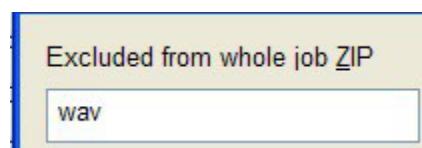
To make older jobs work for this summary, simply open the old job and use Ctrl+PgDn to jump to the end. Or, if the job contains new page number commands, use the Tools/Job report function on these jobs before attempting to create the summary report.

Settings

Next to the Summary button is a **Settings..** button, which opens the **Job manager options** dialog. The options have to do with the zipping(compression), and deletion, of files.



The **Excluded from whole job ZIP** area allows you to exclude certain types of files from the zipped version of the job. For example, you may wish to exclude .WAV files because of their size. To exclude a type of file, enter its extension into the Excluded from whole job ZIP text box:



To exclude more than one type of file, separate them with commas. The period is not necessary.

The **Warning Level When Deleting** option allows you to determine the level of protection you have when deleting files.

Each File is the highest level of protection. With this option active, you will be asked to confirm each file you wish to delete. A job can contain multiple files, so if you try to delete a job that contains a .DIX, .ECL and .NOT file, you will be prompted three times, one for each component.

Each Job will prompt you once for the entire job, no matter how many individual files it contains.

Once At Beginning will only prompt you once when you begin the deletion process, no matter how many jobs you are deleting at once.

As the name implies, **Never warn** will not warn you at all when deleting.

If you accidentally delete a file, it can be retrieved from the Recycle Bin in Windows. In brief, you will double-click the Recycle Bin on your desktop; right-click the file you wish to retrieve; and then select Restore File(s). See Windows Help for further explanation of this process.

Selecting files:

You can select files with the mouse or the keyboard. To select multiple files, click the box next to the file to check it, or hit the space bar. If you do not check any files, then when you execute a function it is assumed that you wish to execute the function on the currently highlighted file. It will only perform the function on the highlighted file if no files are checked. You can use Shift+Click on the checkboxes to select or de-select multiple files.

If you wish to show the files in a different order, click on the Job name or Created or Edited headings above the columns. That will sort them in alphabetical order or by date. Clicking on the same button again will reverse the order of the items in the list. You can also use the hotkeys, F2, F3 and F4 keys to sort the files and jobs by Job name, Created, and Edited.

When you first examine a folder, the software will list the job names. Each job may contain a number of different files. The different files will be indicated by icons to the right of the created and edited dates. If you click the plus sign next to the job name, all of the individual files will be listed.

If you select an entire job, the system assumes that you wish to perform an operation (such as rename or copy) on ALL of the files within the job. If you expand the job with the plus sign and select individual files, the operation will be performed ONLY on the files you select.

Note: If you use the mouse to click directly on the icons, you can select individual files without expanding the view. Note that only the selected files will be highlighted in that case.

There is an information pane on the left side under the function buttons. This contains detailed information about the currently highlighted job, including the job variables from the transcript. If you wish to search for any information, from the file name to the job variables to the dates, just select the "Search" function and type in what you're searching for.

Available functions:

Note that each of the following functions can be accessed using either Alt+letter or Ctrl+letter or Shift+letter where letter is the underlined letter. Also, you can right-click the file name, which brings up a context-sensitive list of the functions.

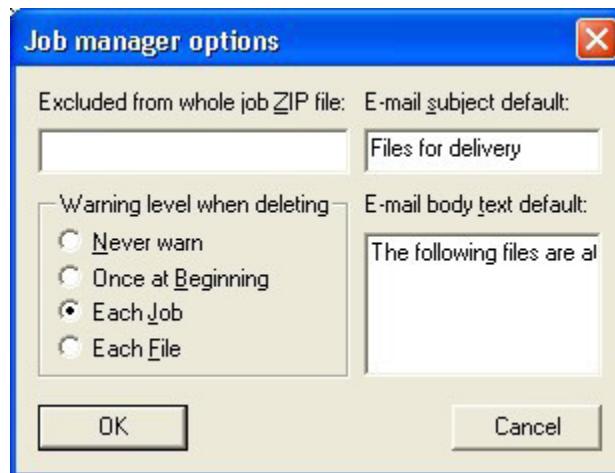
When copying files in the Eclipse file manager, files must be closed since Windows cannot copy files while they're opened and being worked on. If job files, note files, dictionaries and wave files are open, the file manager will ask if you want to automatically close them.

Copy/Move to destination. If you select the copy or move buttons, the selected files will be copied or moved to the selected destination. If you have "Prompt for destination" selected, you will be asked where you wish to send the files. You can also pre-select the location so that you can perform multiple copy/move operations without having to keep answering the prompt.

If you Copy a file to the current folder, it will prompt you for a new jobname, which will apply to all of the job's files at once. This gives you an easy way to make a duplicate of a file or job.

Note that if you select the backup folder, it will automatically create a folder named "Eclipse backups" if you do not already have one.

If you select email, you can mark any number of files and use the copy or move function to send them. Note that it will always attach all of the files marked to a single e-mail, so if you need to send individual files to different recipients, you will need to send them separately. The subject line of the e-mail and the default body text of the e-mail are user-definable using the file manager Settings button which opens the Job manager options dialog.



If you select **Burn to CD**, and you use Windows XP, you can burn files directly to a CD as you would to a floppy disk. Select the files you want to burn, click Copy to..., select Burn to CD as your destination and the files will be burned.

It can burn additional information on CDs that already have files on them, and it can also burn CD-RW disks. If you burn on a CD-RW, it will ask if you wish to erase the contents of the disk first.

Rename. This will rename all of the selected files. If several files are part of the same job, it will only ask you if you want to rename them once and will rename all of the files at once.

Delete. This will display a warning message, "Are you sure you wish to move selected parts of filename to the recycle bin?" and will move all of the selected files to the recycle bin. The Settings button allows you to select how often the system will ask you if you're sure you wish to delete the selected files. Note that you will have to periodically empty your recycle bin to actually eliminate the files from your hard drive.

Note that if you are deleting files from an external drive, the files will be permanently deleted, not sent to the recycle bin. The warning message will state "Are you sure you wish to delete selected parts of filename permanently?"

Zip/Unzip. These functions will compress and decompress the files for more efficient storage and/or e-mailing. Zipping a job allows for easier emailing, and makes the files take less space on your hard drive or storage media.

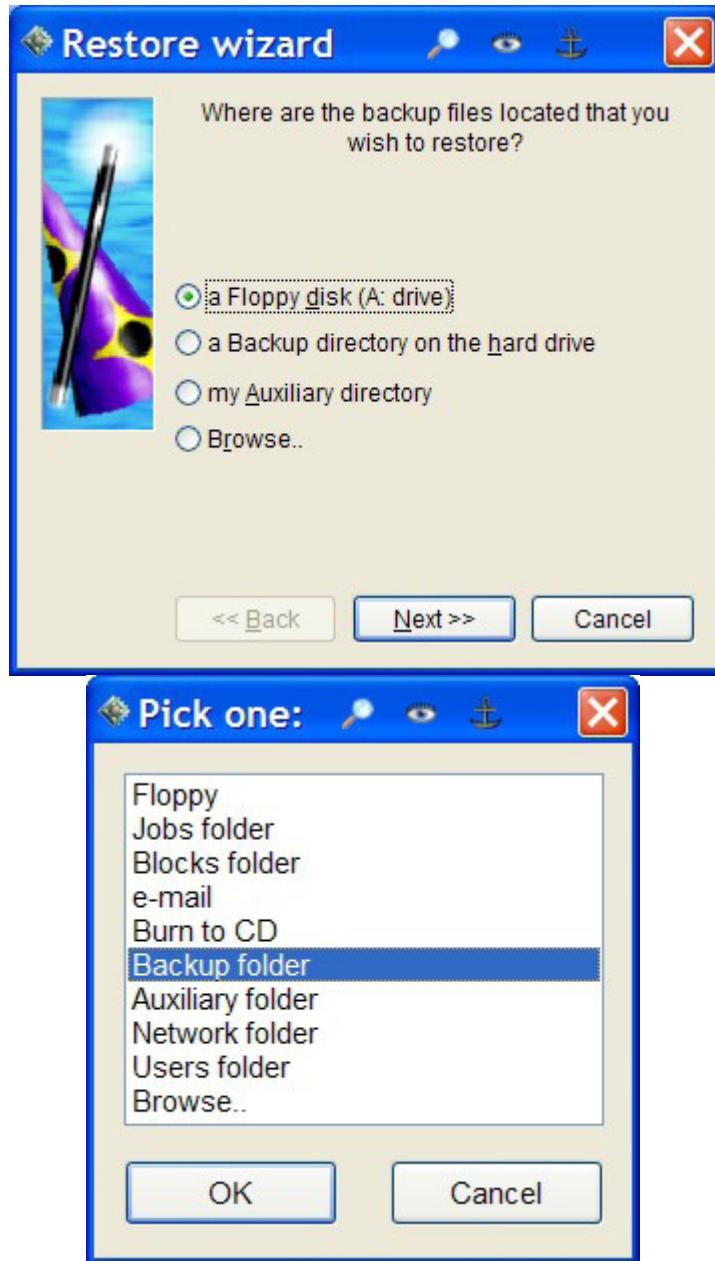
When you zip a job, the .ZIP file will appear as a file within the job:

	Dep with Audio	
	WinZip File	07/03/03 08:31PM 07/03/03 08:31PM 6K
	Eclipse Note File	07/24/99 02:06AM 07/24/99 02:06AM 14K
	Eclipse Dictionary	07/24/99 02:06AM 07/24/99 02:06AM 3K

The .ZIP file can then be independently copied, emailed, etc. as described herein.

The Settings button has a line where you can type in specific file extensions that should be excluded from zip files, such as WAV files which are generally too large to efficiently store and would take a very long time to ZIP (not to mention that they wouldn't compress at all if you're already using a compressed audio format.)

Backup/Restore. You can select multiple files in the file manager and select the backup function, choosing the location in which the zip file will be saved.



When you select restore, it runs the restore wizard so that you can select the files from a backup. A **Browse** function is included, so you can choose any location from which to restore your backup files.

When you use the file manager to backup and restore your files, the files are automatically zipped when backing up and unzipped when restoring.

Translate/Open/Print/ASCII. These functions are the same as if you were executing the function from within Eclipse. One special note: The Open and Print functions assume that you wish to work with the transcript. If you expand the job with the plus sign and select a specific file (such as an ASCII or HTML file), or click on an icon to the right of the job name, it will open that file specifically. If you select a document that has no .ecl file, the open or print command will execute on that document. However, if you click on a job that does not contain an .ecl file, and you do not select a particular file by clicking on the icon, you must fan out the job to open or print the files. When you Open a file, the File manager window closes. If you select one or more files and press the ASCII button, you will not only get ASCII files for each of the documents in your jobs folder, but you will also get copies in the folder you have specified for ASCII copies. Note that this copying only takes place if the secondary location is a folder on your hard drive, and if you have previously created an ASCII file and selected the Make [1] copies option in the ASCII dialog with a number other than zero.

Revert. The Revert button has to do with the Timed auto-backup feature on the Edit tab of User settings. If are using Timed auto-backup (which is activated by setting it to a number of minutes greater than zero), Eclipse will create a series of backup files, as frequently as you specify, named jobname.bk0, jobname.bk1, jobname.bk2, etc. up to jobname.bk9. When you press the Revert button, it displays a list of all of the backup files for the current job. The one you select will be copied over the Jobname.ecl in the jobs folder. Note that this does NOT save the original Jobname.ecl file anywhere. You should NOT use Revert unless the current version of the file is unsalvageable.

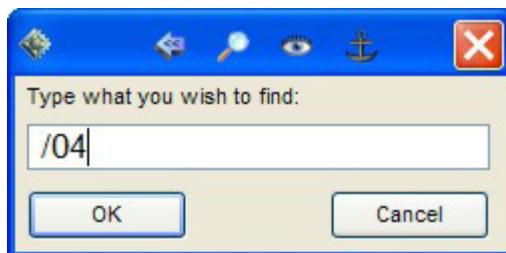
The files are saved in the backup folder, which by default is "\Eclipse backups." You can change the location of the backup folder in User settings/Programming/File locations/BACKUP=. The .bk files are copies of the .ECL transcript file that can be reverted to in the event of a catastrophic error. This is what the Revert button does; it switches back to the previously saved version of the job, allowing you to switch to a version of the job that predates the error. The next time you open the .ECL file, it will be the older, reverted-to version.

Having a series of backup files will allow you to go back to an even older version of the file if the most recent backup contains an error that you were trying to recover from (such as a disastrous block-delete or ill-advised text global.) If you have your backup interval set to 30 minutes, for example, it will keep the last five hours worth of backups.

Properties. This runs the properties dialog from Windows Explorer. Note that if you select a whole job, the properties of all of the files will be opened at the same time.

You can protect a file from being overwritten by making it read-only. In the file manager, select the file, hit the Properties button, then check or uncheck the "read-only" flag and hit OK. If you attempt to edit a file which has been set to "read only," Eclipse will remind you that you cannot make edits to the file until the flag is unchecked.

Search. Clicking the Search button allows you to search for a file, by any criteria you like.



You can search for a file by date, name, size, number of entries, number of pages – any criteria that appears in the Job Stats box. Simply type the search criteria into the search box and press Enter. The first job that matches the criteria will be highlighted. You will also be able to see the Job Stats for that job.

Job name: RT060403-1803	
Total size: 34K	
06/04/03 06:03PM Create	
07/01/03 09:55PM Edit	
Pages: 1	
JOBIDX=MASTER JOB	

<input checked="" type="checkbox"/> Eclipse Dictionary	09/23/02 05:26PM	09/23/02 05:26PM	0K		
<input type="checkbox"/> RT060403-1803	06/04/03 06:03PM	07/01/03 09:55PM			
<input type="checkbox"/> RT060403-1806	06/04/03 06:06PM	06/04/03 06:07PM			
<input type="checkbox"/> RT060403-1807	06/04/03 06:07PM	06/04/03 06:08PM			
<input type="checkbox"/> RT060403-1808	06/04/03 06:08PM	06/04/03 06:16PM			

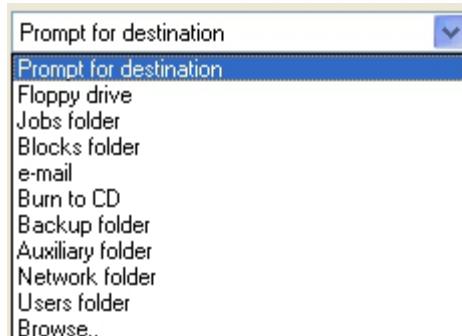
If this isn't the job you want, repeat the search. It will stop on the next job that matches the search criteria. The fastest way to repeat a search is to press **Alt+S** and then **Enter**.

When you perform a search, it will search from the currently selected file down. If you want to search the entire directory, you need to make sure the first file is selected before you begin the search. To do this, press **Home** before beginning a search. Home moves the selection to the first file in the list.

Format disk. This button will format your currently selected floppy drive as indicated in your **User settings/Input** options. It will not allow you to format your C: drive.

File Destination

When copying or moving files, you need to select where you want them to go. Select the desired file destination in the drop-down list that appears to the right of the **Copy To** and **Move To** buttons.



Most of these choices are the same as the tabs: Jobs, Blocks, email, CD, Backup, Auxiliary, Network, and Browse.

The **E-Mail** option will open your e-mail program and attach the selected job to a message.

When you select a file destination, that destination will be remembered in your User Settings, and future file actions will default to that destination each time. If you are frequently moving files to the same location, it is useful to select that destination in the drop-down list.

Alternatively, the **Prompt For Destination** option will ask you to **Pick** where you want to move or copy the job each time:

Also there are several functions that do not appear anywhere on the file manager screen: Ctrl+W will open the user settings; and Ctrl+F will open explorer as will Ctrl+E (so, to get to Windows explorer from Eclipse directly, hit Ctrl+F twice).

The F2, F3 and F4 keys are used to sort the files and jobs by Job name, date Created and date last modified (Edited).

Visualizers:

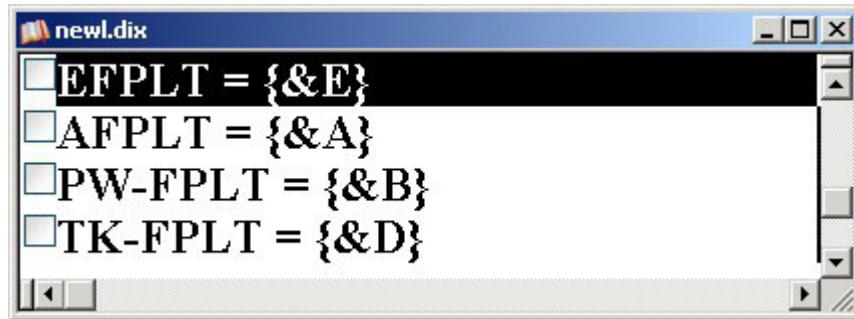
- [J1 - File Manager](#)
- [J1 - File Manager Navigation](#)
- [J1a - File Info](#)
- [J1a - File Search](#)
- [J1b - Auxiliary Folder](#)
- [J1b - Copy/Move File](#)
- [J1b - Destination Prompt](#)
- [J1c - Delete/Recover File](#)
- [J1c - Recycle Bin](#)
- [J3 - Backup Work Files](#)
- [J1b - CD Burn](#)
- [J1b - E-mail](#)

21.7 Glue characters

Glue characters

A glue alphabet is a set of letters that can be used to construct acronyms, stitched words, or fingerspell unexpected words.

Most steno theories include one set of letters, with steno A-FPLT for A, PW-FPLT for B, etc. through STK-FPLT for Z. In Eclipse, these are defined as follows:



That is, $\{\&X\}$, where X is the letter for this particular entry. You would have a complete set of $\{\&A\}$, $\{\&B\}$, $\{\&C\}$, etc. through $\{\&Z\}$.

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.

When mixed glue symbols are written next to each other, the stitching will take precedence over the non-stitched letters, whether the stitched one is written first or second. For example, either $\{\&-A\}\{\&B\}$ or $\{\&A\}\{\&-B\}$ translates A-B.

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, there is an option for not sticking to numbers – see page 139.

Glue entries are also known as Alphabets, Spelling Alphabets, Abbreviation Alphabets, or Stitching Alphabets. Some examples of their use are:

the {&F} {&B} {&I} agent translates as **the FBI agent**

{&-J {&-O} {&-N}} translates as **J-O-N**

{&U.} {&S.} translates as **U.S.**

27 {&(e)} {&(a)} translates as **27(e)(a)**

The FBI entry above is an example of a capitalized acronym. If you want the ability to write lower-case glue letters, and/or to write words that are separated by periods or dashes, you will need additional dictionary entries. To handle separation and capitalization with glue characters, you may use glue templates, or have separate alphabets for each manner of separation. Glue templates can be used to streamline the functioning of your glue entries, eliminating the need for multiple Alphabets.

Glue Templates

In your main dictionary, you define a single glue alphabet: `{&A}`, `{&B}`, `{&C}`, etc. Normally, those can be used for FBI, IBM, CIA, etc. Now, if you want to stitch a series of letters like J-O-H-N, it was previously necessary to create a second alphabet: `{&-A}`, `{&-B}`, `{&-C}`, etc. With glue templates, you can write a stroke on the writer which instantly applies a special template to all glue entries that follow, until you write a non-glue symbol.

It uses the existing syntax and allows you to specify a wildcard character (*) to indicate where the previous glue text goes in the template.

For example, if you write a dictionary entry like this: `{&-*}` that means change ALL glue entries from this point forward. So when you write `{&A}` it will change to `{&-A}` automatically.

You can write a glue template entry before you write the glue symbols themselves, and the template will remain in effect until you write some glue entries. The glue template will only be deactivated when you write non-glue entries.

Note that this allows you to attach a glue template to another dictionary entry such as "spell`{&-*}`" so that you would get

Q. How do you spell your name?

A. It's J-O-N with no H.

Glue templates last only as long as you continue to write glue symbols. As soon as you write something which is not a glue symbol, the glue template will turn off.

Here are some examples of other glue templates you might use: `{&*.}` (for abbreviations with periods) `{&* }` (for putting a space between each letter) `{&(*)}` (for putting each letter in parens for things like Section 27(A)(G))

So as long as you use the template strokes, you only need one alphabet, and using a template feature like this instead of hard-coding a certain number of pre-defined types of glue alphabet formats means that the applications for this feature are limited only by your imagination.

Using glue templates to specify capitalization

If you put a pipe | character anywhere in the glue template, it will force the letters to capitalize. This will allow you to create a single alphabet in **lower-case** letters such as `{&a}` `{&b}` `{&c}` `{&d}` etc., and you can use templates to determine how they will capitalize as well as what other characters will appear around them.

Examples:

`{&*} {&a} {&b} {&c}` becomes abc

`{&-*} {&a} {&b} {&c}` becomes a-b-c

{&(*)} {&a} {&b} {&c} becomes (a)(b)(c)

{&|*} {&a} {&b} {&c} becomes ABC

{&|-*} {&a} {&b} {&c} becomes A-B-C

{&|(*)} {&a} {&b} {&c} becomes (A)(B)(C)

Trick: {&*}{|} {&a} {&b} {&c} becomes Abc

The < symbol can be used to lower-case a glue alphabet.

For example, if your glue alphabet is

{&A} {&B} {&C}

then

{&*<}{&A}{&B}{&C} becomes abc.

Below is a summary of the various glue templates:

TEMPLATE	MEANING	RESULT OF FOLLOWING WITH {&A}
{&B}{&C}		
{&*}	No separation	ABC
{&-*}	Stitch with dashes	A-B-C
{&*.}	Stitch with periods	A.B.C.
{&(*)}	Place in parentheses	(A)(B)(C)

TEMPLATE	MEANING	RESULT OF FOLLOWING WITH {&a}
{&b}{&c}		
{&*}	No separation, no capitalization	abc
{& *}	No separation, capitalized	ABC
{&*}{ }	No separation, initial cap	Abc
{&-*}	Stitch with dashes, no cap	a-b-c
{& -*}	Stitch with dashes, cap	A-B-C
{&-*}{ }	Stitch with dashes, initial cap	A-b-c
{&*.}	Stitch with periods, cap	A.B.C.
{& (*)}	Place in parens, cap	(A)(B)(C)
{& (*)}	Place in parens, no cap	(a)(b)(c)

Note that the period goes after the asterisks, but the dash goes before. This is because we want a period after the last letter in the series (A.B.C.) but we do not want a dash after the last letter (A-B-C).

Separation and capitalization with multiple alphabets

An alternate approach is to use separate alphabets for each possible method of capitalization and/or separation. The drawback to this approach is that you will need different ways of writing the different alphabets.

For example, A-FPLT would be a capital A, while A-RBGS would be a lower case a. You would define these as {&A} and {&a} respectively, and create a complete alphabet for each. Writing O-FPLT/H-RBGS/EU-RBGS/O-RBGS would give you "Ohio".

Similarly, you would make additional alphabets that include separation characters, and assign them different steno strokes.

To define glue alphabets with a separator:

For glue characters separated by a hyphen, define them as {&-A} through {&-Z}.

Writing {&-S}{&-M}{&-I}{&-T}{&-H} would give you S-M-I-T-H with no trailing hyphen.

For glue characters separated by a period, defined them as {&A.} through {&Z.}

Writing {&U.}{&S.}{&M.}{&C.} would give you U.S.M.C. with a trailing period.

As noted above, the period goes after the letter, but the dash goes before. This is because we want a period after the last letter in the series (A.B.C.) but we do not want a dash after the last letter (A-B-C).

If you need upper- and lower-case versions of each of the possible methods of separation, you will need at least five different alphabets, at 26 letters each, and unique ways to write them.

21.8 Hidden Text

Hidden Text

Shift+Alt+F7

On the **Tools** menu the **Hidden text** option (**Shift+Alt+F7**) opens a dialog which shows all the hidden characters in the current paragraph. This is primarily a tool for software testing and technical support.

You can use the **Find** function (**F5**) to search for hidden text or hidden characters.

The hidden characters are rather cryptic, and most times you don't need to look at them. However, there are times when it could be useful to be able to find a particular sequence of hidden characters.

You can find hidden characters by using the same syntax that is used in the hidden text dialog, such as <2>.

Here are the hidden character codes:

- <1> indicates a steno stroke for the purpose of steno tracking
- <2> indicates a font change
- <3> indicates a change of text type
- <16> lockspace
- <17> tab
- <21> literal-case on
- <22> literal-case off

The values 9-15 are reserved for storing values that follow the first three commands (steno/font/type). For steno, it indicates the number of strokes. For the font, it indicates the font number. For the text type, each number represents a different type of text.

Here are what the values mean, with the text type given in parentheses. Note that you use these in conjunction with the other hidden characters. For example, searching for <3><11> would search for a user-selected conflict, and <2><14> would search for a font change to font number 6 (found in the **User settings/Document/Advanced/Master font table.**)

- <9> - 1 (untran)
 - <10> - 2 (unselected conflict)
 - <11> - 3 (user-selected conflict)
 - <12> - 4 (computer-selected conflict)
 - <13> - 5 (typed-in text)
 - <14> - 6 (scopist text)
 - <15> - 7 (automatic punctuation text)
 - <8><9> - 8 (form field)
 - <9><9> - 9 (redacted)
 - <10><9> - 10
 - <11><9> - 11
 - <12><9> - 12
 - <13><9> - 13
 - <14><9> - 14
 - <15><9> - 15
 - <8><10> - 16
- you can calculate larger values thusly:
- <8-15><10> - 16-23

<8-15><11> - 24-31

<8-15><12> - 32-39

etc.

For example, if you had a long font list, and you wanted to search for a font change where the text was being changed to font number 29, that would be <2><13><11>

21.9 International Options

International Options

Setting Up Eclipse for use with other languages

If you are setting up Eclipse to run in a language other than English, first set up a user by importing the settings files appropriate for your language. For each language, there is a LanguageName.set file that must be imported and a LanguageName.dat file that must be copied over the wordpart.dat file in order for the grammar rules to take effect. You may need to change settings in the ini file, finding the Language= line and changing it to Language=12 (French) or Language=16 (Italian). The setting for English is Language=9. The settings files are in the Eclipse folder, or are available on the Advantage Software website, or from ASI support.

Keyboards

The universal steno keyboards described in the [Reference Guide](#) show the letters on the keys, and reflect different letter assignments for different languages. This dialog is capable of displaying the Treal, the Gemini, the Continental, Grandjean, the Italian Michela and the UK Palantype keyboards as well as Spanish, extended Spanish, and Hebrew. Some additional keyboard functions for specific languages are described in the individual language sections which follow.

Note that if you select the Hebrew keyboard layout, the keyboard characters will not change to Hebrew characters unless you have the Hebrew version of Windows installed. If you have regular Windows installed you will see a series of accented western language letters.

Lockspaces and @ characters

If you are using UK or non-English language keyboards, and have had trouble with the @ sign or the tilde, you can remove the command in the keyboard settings for inserting a lockspace and replace it with your keystroke for the ~ character. You can then add both lockspaces and @ characters.

Selecting dictionaries to use for spell checking

To select the spelling dictionary appropriate for your language, go to **User settings>Edit** tab, **Spell options**, click on the **Spellings** button and select the dictionary you prefer.

RTF import

The RTF/CRE dictionary standard only supports English steno, so non-English language dictionaries will import the steno as English and convert it to the native language.

Importing a document in RTF will recognize the codes for extended characters, so foreign language accent marks will convert to match the original document.

Number conversion options

If you use something other than a comma as the delimiter character, click the **Vocabulary setup** [744] button. In the **Thousands symbol** field, enter the character you want to use as the delimiter. (U.S. traditionally uses a comma whereas in Europe a period is often used.)

Eclipse will allow “hundred” to mean “one hundred” and “thousand” to mean “one thousand” in French. For example, in French, “deux cent trois” would be 203. However, “cent trois” would be 103. French speakers typically do not say the “one” (or “un”) before the “cent” (hundred.). The number conversion takes that into account and assumes that if an order of magnitude word appears with no number before it, it will act as though a “1” was written before it.

Note that numbers such as onzième and zéro which include accented characters will be recognized by the number conversion procedures.

Integral prefix/suffix handler

The integral prefixes and suffixes will work for steno languages other than standard English, and will take advantage of Palantype keyboards, Grandjean, German, Italian, Michela, etc.

Non-English Translation Magic phonetics

Phonetics tables are being updated to allow French and Italian versions to work with Translation Magic. There will be further updates as user update the settings.

French

Continental (French) and Extended Continental Keyboard layout

The shape and layout of the keys on the Treal machine are set up so that it can mimic the Continental Grandjean keyboard. The extended French keyboard layout for the Treal is identical to the Grandjean layout, and includes a number of other keys including the number keys and special symbols inserted for the vowel keys (since the vowels on a Grandjean keyboard are on the main key rows for the right hand.)

French spelling and grammar

In order to activate the French grammar rules, you have to edit your .ini file manually since there is no user option in the software to change the language. You must find the Language= line in the .ini file and change it to Language=12.

The rules that are applied are as follows:

- A plural determinant will pluralize the next noun and any adjectives that go with it.
- A plural pronoun will pluralize the next verb that appears in the sentence. If the verb ends in "e" or "ait" it will change to "ent" or "aint."
- A verb or preposition will force the following verb in the sentence into its infinitive form if it ends in "é" by changing it to "er."
- A pronoun will force the following verb into an appropriate spelling if it ends in t, d, c, i or u. The software will add "s" or "t" as appropriate.
- For verbs ending in i, a, u or é, the system can apply "es" "s" or "e" to turn it into a past participle. However, in order to do that, the phrases that trigger past participles have to be identified in the metadictionary and MUST be defined as phrases in the main dictionary.
 - text1={"/%/?FRS} (indicates that "text1" is a singular phrase indicating past participle.)
 - text2={"/%/?FRP} (indicates that "text2" is a plural phrase indicating past participle.)

- o `text3={"/%/?FRF}` (indicates that “text3” is a first person plural phrase indicating past participle.)

Note: you should NOT include the pronoun in the phrase. For example, only include “sont été” and do NOT include “elles sont été.”

A comprehensive list of these phrases and other French-related settings are available in a `French.set` file.

Be aware that if the grammar checker goes back and makes a correction to a piece of text, that text will then be registered as typed-in text and cannot be globalled.

Some French spelling variation rules are in effect in Eclipse. For example, it will do things like automatically turn “pomme” into “pommes” when preceded by “les.”

Since there is no French definitions dictionary, the definition function shows grammar parts when French is the chosen language. If you hit Alt+S and Alt+S on a French word and then select **Alt+D** for definitions, you will get a description of the grammar data for that word.

The French `wordpart.dat` file allows the conflict resolution feature to work for the French language. It contains a very complete description of the grammar of **the French language including almost 300,000 words and their parts of speech, gender and tense.**

Abbreviation conflict handler

The French abbreviation conflict handler takes advantage of the English \a\an resolution engine. This engine simply selects the first choice if the following word starts with a consonant and selects the second choice if the following word starts with a vowel.

This algorithm also applies to \au\aux, and any conflict where the first choice ends in “a” or “e” and the second choice ends in ‘^}. For examples, \a\{l'^}, \e\{l'^}, \d\{d'^}, etc.

French abbreviations are ignored by the spelling checker, so constructions like “l'avion” will be checked against the spelling dictionary as just “avion” instead.

Prefix and suffix exceptions in French

Prefixes containing an apostrophe, such as {l'^} or {d'^} (used extensively in the French language) do not lower case the next word.

Eclipse’s suffix handler has been adjusted so that it will apply properly to words containing accented characters.

German

Treal keyboard

German users of the Treal writer will find an extended keyboard layout for German that supports the extra keys on the Treal keyboard.

The layout is as follows:

```
# 1 2 3 4 5 6 7 8 9 0  
^ S B G R ~ R M G S N  
| S T D L * L B D T E  
A U Y O I
```

Here are the complete keyboard layouts in steno order as a string of data:

German: #^|1S2BT3GD4RLAU5~*YOI6RL7MB8GD9ST0NE

Note that the separate number keys are, in fact, not treated as a number bar. Each is a separate key and will generate a number by itself. The number bar "shift" mechanism is completely disabled when using this extended layout.

Italian

Eclipse includes a MIDI interface for Michela writer conversions. Since the Michela machines are getting more and more difficult to obtain, it is possible to substitute an actual musical MIDI keyboard in its place.

The option on the writer list is MIDI Michela. It works best with the Oxygen USB MIDI keyboard from Midiman, which can be self-powered from the USB port on a laptop.

21.10 Keyboard shortcuts, Hyperkeys, Toolbar buttons, Cursor movement

Keyboard shortcuts, Hyperkeys, and Toolbar button

These help pages contain charts of all the default [Keyboard shortcuts](#)⁶⁹⁶, [hyperkeys](#)⁷⁰², [cursor movement](#)⁷¹⁴, and [toolbar buttons](#)⁷¹².

All are customizable. You can modify the functions assigned to hyperkeys and standard keys.

To access keyboard editing controls, go to **User settings (Alt+U)** and the **Edit** tab.

From the **Edit** tab, click the **Keyboard** button. The **Keyboard definitions** window appears listing the keyboard assignments for the selected keyboard. Mark the **Standard** radio button if you want to alter a key assignment on the standard keyboard, or mark the **Hyperkeys** radio button if you want to alter a key assignment for your Hyperkeys. (By default, the list will show whichever keyboard setting you are using; if you were using Hyperkeys, the Hyperkey assignments will be in the list.)

To change the shortcut keys assigned to an item:

1. In the display area, find and click on the item whose key assignment you want to change.
2. Select the **Modify** button. The **Keyboard command** dialog appears, with the selected item shown in the **Command** field.
3. Click in the **Keystroke** field. Type the new key or key combination you want to assign to the item. You can assign any combination of the **Ctrl**, **Alt**, and **Shift** keys, plus one character key. To assign a combination, you must simultaneously hold down all keys in the combination. If you want to remove the key assignment for an item completely, do not type any keys in this field.
WARNING: Use care when assigning keys. If you select a combination that is already assigned to another item, the new assignment overwrites the original. For example, if you assign the J key to the "Play back recording" function, the J key will no longer type the letter "j," when pressed.
4. Select **OK**. The **Keyboard definitions** dialog again becomes active. The modified key assignment will appear in the display area for the appropriate keyboard (standard or Hyperkeys).

To remove an item from the lists of standard keyboard or Hyperkey assignments:

1. In the display area of the **Keyboard definitions** window, find and click on the item you want to remove.
2. Select the **Delete** button. The item is removed from the list and the key assignment no longer calls the function. (Note: some key assignments cannot be deleted since they are standard Windows assignments. Examples are Alt+X for exit, Ctrl+C for copy, Delete for delete. For example, if you delete the "Delete" key, and then close Eclipse, the Delete key will be back in the list the next time you open Eclipse. What you will need to do is select that key and use the **Modify** button to assign a different command to it.)

Spacebar commands – To turn the space bar (Space) into a Ctrl key:

Since most notebook computers come with only one **Ctrl** key that is not always positioned ideally, Eclipse allows you to turn the space bar (**Space**) into a **Ctrl** key, making editing easier. In **User Settings | Edit** mark the **Spacebar commands** checkbox. If space bar commands are activated, the space bar needs to be the first key pressed and the last key released.

Note: You can re-define the spacebar using the drop-down list in the key redefinition dialog. For this to be effective, you must turn off the "Spacebar commands" option, which takes over the spacebar completely.

For more details on customization, see these help pages:

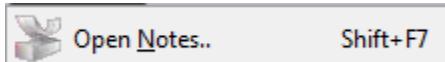
[Customize toolbars](#)⁸⁷³, [Keyboard \(standard and hyperkey\) definitions](#)⁹²⁶,

21.10.1 Keyboard shortcuts for Menu items

Keyboard shortcuts for Menu items

Note that, in keeping with accepted Windows conventions, capital letters always denote keys, not case. So an Alt+E means that you just press the Alt key and the 'E' key. You need not type the capital letter.

Most menu items also have a toolbar button; the toolbar icon appears to the left of the menu item name:



File menu

Open Notes	Shift+F7
Open Text	Alt+E
Open Dictionary	F9
Close	Ctrl+Q
Print	Alt+O
Exit	Alt+X

Production menu

Open Notes	Shift+F7
Open Text	Alt+E
Open Dictionary	F9
User settings	Alt+U
Read notes	Alt+I
Translate	Alt+T

Instant Realtime	Num +
Stop translation	Shift+Alt+T
Fill in blanks	Ctrl+E
Check spelling	Shift+Alt+S
List errors	Ctrl+Shift+E
Automatic index	Ctrl+I
Output to Printer	Alt+O
Output to ASCII	Shift+Alt+O
Output to PDF	Ctrl+Shift+P
Delivery	Ctrl+Shift+D

Move menu

Multi-scan	Ctrl+Shift+M
Find (replace)	F5
Locate Next	Ctrl+L
Locate Previous	Ctrl+Shift+L

Basic submenu

Left (one character)	Ctrl+Left arrow
Right (one character)	Ctrl+Right arrow
Up	Up arrow
Down	Down arrow
Previous word	Left arrow
Next word	Right arrow
Back page	Page Up
Forward page	Page Down
Home (beginning of line)	Home
End (end of line)	End
Return	Enter

Advanced submenu

Up paragraph	Ctrl+Up arrow
Down paragraph	Ctrl+Down arrow
Next Sentence	Alt+F
Previous Sentence	Alt+B
Right punctuation	Ctrl+. (period)
Left punctuation	Ctrl+, (comma)
Top of page	Alt+Home
Top of screen	Ctrl+Home
Bottom of screen	Ctrl+End

Go to...	Alt+G
Top of text	Ctrl+Page Up
Bottom of text	Ctrl+Page Down
Markers	Ctrl+M
Last Edit Point	Alt+Shift+L

Scan submenu

Non-resolved translation	Ctrl+T
Untranslate	Ctrl+U
Conflict	Ctrl+O
Unresolved conflict	Ctrl+\
Any	Ctrl+S

Reverse (scan) submenu

Non-resolved translation	Ctrl+Shift+T
Untranslate	Ctrl+Shift+U
Conflict	Ctrl+Shift+O
Unresolved conflict	Ctrl+Shift+\
Any	Ctrl+Shift+S

Edit menu

Open text	Alt+E
Hyperkeys	Alt+Z
Global	Ctrl+G
Add dictionary entry 1	Ctrl+D
Unglobal	Ctrl+Shift+G
Delete entry 1	Delete
Undo	Alt+Backspace
Escape	Esc
Redo	Ctrl+Shift+Z
1 - appears only when dictionary files are active.	

Insert submenu

New Print command	Alt+N
Prefix/Suffix	Ctrl+K
Time/Date	Shift+Alt+I
Add blank	Ctrl+A
Index Item	Shift+Alt+X
Special character	Ctrl+W
Tab	Tab
Lockspace	~ (Shift+`)
Insert/overtype mode	Insert

Type in text	Ctrl+N
Literal case mode	Ctrl+Shift+C

Delete submenu

Back	Backspace
Character	Delete
Word	Ctrl+Backspace
Line	Ctrl+Y
End of paragraph	Shift+Alt+Y
To end of line	Alt+Y

Miscellaneous submenu

Join paragraph	Ctrl+J
. at end	Alt+P
? at end	Alt+Q
-- at end	Alt+D
Flip apostrophe	Alt+A
Reverse tran	Ctrl+F7
Word flip	Ctrl+R
Toggle case	F6
Upper case	Shift+F6
Lower case	Ctrl+F6
Check word	Alt+S
Numbers	Ctrl+Shift+3
Translate mode	Alt+M
Edit timecodes	Alt+Shift+C

Block menu

Mark	F7
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Read	Alt+R
Write	Alt+W
Separate	Ctrl+Shift+X

Move submenu

mark Left	Ctrl+Shift+Left arrow
mark Right	Ctrl+Shift+Right arrow
mark Word left	Shift+Left arrow
mark Word right	Shift+Right arrow
mark Up	Shift+Up arrow

mark Down	Shift+Down arrow
mark Home	Shift+Home
mark End	Shift+End
mark Page up	Shift+Page Up
mark Page down	Shift+Page Down
mark Top	Ctrl+Shift+Page Up
mark Bottom	Ctrl+Shift+Page Down

Format menu

Font	Ctrl+Shift+F
Text Attributes	Ctrl+- (hyphen)
Text type	Ctrl+Shift+R
Insert/modify paragraph	F8
Fixed	Shift+F5
Question	F3
Answer	F4
Speaker	F2
New paragraph	Ctrl+P
Parenthetical	Shift+F4
Centered	Alt+C
Right flush	Shift+F3
Double space	Alt+= (equal sign)
Single space	Alt+- (hyphen)
Quote	Alt+Shift+Q
Unquote	Alt+Shift+N
View properties	Alt+L

Tools menu

Phone numbers	Ctrl+F12
File manager	Ctrl+F
Edit toggles	Shift+Alt+E
Timekeeper	Ctrl+Shift+K
Job Variables	Shift+Alt+V
Hidden text	Shift+Alt+F7

Realtime submenu

Control panel	Shift+Alt+P
Send script line	F12
Retransmit text	Shift+Alt+R
Direct output	Alt+Shift+D
Force translation	Shift+Alt+F

Multimedia submenu

Stop	Alt+H
Play	Alt+J
Rewind	Alt+Up arrow
Pause	Alt+K
Fast Forward	Alt+Down arrow
Control Panel	Ctrl+Shift+A

Voice submenu

Apply Corrections	Ctrl+Shift+V
Play	Alt+Shift+J
Stop	Alt+Shift+K
Microphone	Alt+Shift+M

Window menu

Full screen	F11
Switch Panes	Shift+Ctrl+Tab
View toggles	Ctrl+Shift+F3
Customize toolbars	Ctrl+Shift+F1
Display properties	Ctrl+Shift+F11
Zoom in	Ctrl+Shift+F7
Zoom out	Ctrl+Shift+F8

View submenu (toggles)

view Status bar	Ctrl+Shift+F4
view Script list	Shift+F12

Support menu

Internet support	Alt+Shift+U
------------------	-------------

System menu (for main program window)

Open system menu	Alt+Spacebar
Close (Exit program)	Alt+F4

System menu (for active document window)

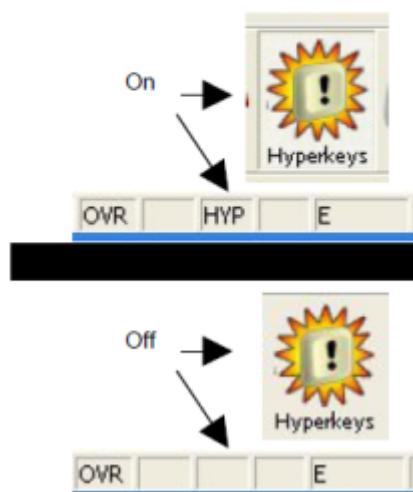
Open system menu	Alt+Spacebar+Left arrow
Switch active document window	Ctrl+Tab
Close (document window)	Ctrl+F4
Next	Ctrl+F6

21.10.2 Hyperkeys for Menu items

Hyperkeys

Hyperkey status

To toggle Hyperkeys on and off, press Alt+Z. You can look at your status bar or main toolbar to determine whether Hyperkeys are on or off.



The following table lists the default set of Hyperkeys that is installed with Eclipse. Items marked with *** have additional explanation at the bottom of the page.

Visualizers that relate to the Hyperkeys are listed on the ["Working with Hyperkeys" help page.](#)^[615]

The [Documentation folder](#)^[32] (**Support** menu/**Documentation**) contains a file called "[Eclipse Hyperkeys.pdf](#)", which is a printable chart of hyperkeys.

Note that, in keeping with accepted Windows conventions, capital letters always denote keys (A, Shift+A, B, Shift+B, etc.). They do not mean that you must type the capital letter. Earlier versions of Eclipse referred to Hyperkeys as lower-case and upper-case letters (A, a, B, b, etc.). That is not the case with Eclipse.

You can change the keyboard definitions for the Hyperkeys, but you should do so only if necessary. Keep in mind that customizing your keyboard makes it more difficult for technical support to help you unless they know what customizations you have made.

To customize your keyboard, go first to your User settings **Alt+U>Edit** and click the **Keyboard** button. If you were in Hyperkeys when you went to your User settings, you will see the Hyperkey definitions. If you were not in Hyperkeys, you will see the standard keyboard definitions.

To find a specific command, use the **Find** button. Note that this will let you search for a command type. If you want to find a particular keystroke, you must scan the list, which is in alphabetical order.

You can delete commands from the command list by selecting it and then click the **Delete** button. To select more than one command at a time, press **Shift** while clicking on the items. All items between the first and last items selected will be included in the selection. To select multiple items that are not contiguous, press the **Ctrl** key each time you click on an item.

Globals

1-stroke global	G
2-stroke global	Alt+7

3-stroke global	Alt+8
.4-stroke global	Alt+9
5-stroke global	Alt+0
Untranslate word	Shift+U

Scans

Conflict	C
Untranslate	U
Unresolved conflict	Shift+C
Open reverse scans menu ***	R
Next non-resolved	T

Paragraph formatting

Insert Question	Shift+Q
Insert Answer	Shift+P
Speaker 1 ***	Ctrl+1
Speaker 2	Ctrl+2
Speaker 3	Ctrl+3
Speaker 4	Ctrl+4
Speaker 5	Ctrl+5
Speaker 6	Ctrl+6
Other speakers	Ctrl+9
Witness ***	Ctrl+0
Butting in ***	Shift+B
Go to selected paragraph type ***	V

Conflicts

Select choice 1 ***	1
Select choice 2	2
Select choice 3	3
Select choice 4	4
Select choice 5	5
Select choice 6	6
Scan to conflict	C
Scan to unresolved conflict	Shift+C

Cursor movement

Left one word	J
Right one word	L
Up one line	I
Down one line	K
Left one character	Shift+J

Right one character	Shift+L
Up one sentence	Shift+I
Down one sentence	Shift+K
Two words to left	Shift+O
Two words to right	O
Up one paragraph	Y
Down one paragraph	H
Page up	Shift+Y
Page down	Shift+H
Left to punctuation	Shift+, (comma)
Right to punctuation	Shift+. (period)
Home (start of line)	[
End (of line)]
Go to page/line no.	Shift+G
Go to selected paragraph type	V
Mark a spot	Shift+X
Jump to marked spot	Shift+V
Last edit point	Shift+Z

Audio/Video

Play	Shift+[
Pause	Shift+]
Stop	Shift+\ (pipe symbol)

Phrase insertions

Okay.	Alt+1
All right.	Alt+2
, you know,	Alt+3
Uh-huh.	Alt+4

Editing

Type in text (temporarily suspend Hyperkeys) ***	N
Resume Hyperkeys mode	Enter
Resume Hyperkeys mode and delete remainder of word	Enter+Enter
End sentence with ?	Q
End sentence with period.	P
Add word part (prefix or suffix)	W
Place a dash at end of sentence	=
Reverse words (word flip)	Shift+R
Toggle case (capitalization)	A
All caps	Shift+A
Extend sentence ***	X

Delete word	D
Delete next character	Shift+D
Add or reverse apostrophe "s"	' (apostrophe)
Undo	Z
Mark word (turn on block marking)	M
Open Block menu ***	B
Shave letter from previous word ***	S
Shave letter from current word ***	Shift+S

Tools

Check document spelling	\
Create autoreplacement ***	Alt+7
Find	F
Reverse find	Shift+F
Add blank (form field)	Shift+E
Fill in blanks	E
Untranslate word	Shift+U

Number conversions

Written out numbers	Shift+W
Time	Shift+T
Numerals	Shift+N
Money	Shift+M

*** - Below are the starred items' additional explanations:

"Open Reverse Scans menu" - this Hyperkey allows you to select any type of scan from the Reverse scan menu by pressing the underlined letter of the desired scan (e.g. press C to perform a reverse scan to a conflict.)

The **"Speaker"** Hyperkeys change the speaker in the current paragraph to the corresponding speaker on your speaker list (F2).

"Witness" creates a speaker paragraph using "WITNESS" as the speaker name.

"Butting in" inserts dashes to indicate that the current paragraph follows an interruption.

"Go to selected paragraph" opens the find dialog and activates the paragraph format search—press the letter of the paragraph format you want to find, and then press Enter to execute the search.

Use “**Type in text**” to quickly revert to the standard keyboard for text entry. Standard keyboard shortcuts also apply while in this mode. Press Enter to resume Hyperkeys.

“**Extend sentence**” jumps to the end of a sentence, removes the terminal punctuation, and turns on “Type in Text” mode. Type the remainder of the sentence, then press Enter to return to Hyperkeys.

“**Open Block menu**” allows you to select any of the commands on the Block menu by pressing the underlined letter of the desired command (e.g. press C to copy the marked text to the clipboard).

The “**Shave**” Hyperkeys remove the final letter of the designated word.

“**Create autoreplacement**” - allows you to add an entry to your autoreplacements list. When you come across an item for which you want to create an autoreplacement, type the replacement text after that item, then press Alt+7. Eclipse creates the autoreplacement and deletes the original item.

21.10.3 Default keystrokes

Standard keystrokes:

Backspace: Backspace
Delete: Delete
Down: Move down
End: End
Enter: Return
Esc: Abort
F1: Help
F11: Full screen
F12: Send script
F2: Speaker
F3: Question
F4: Answer
F5: Find
F6: Toggle case
F7: Block mark
F8: New pgh
F9: Open dictionary
Home: Home
Insert: Insert/Overtype
Left: Word left
Num +: Realtime
Page Down: Page down
Page Up: Page up
Right: Word right
Tab: Tab
Up: Move up
Alt+-: Single space
Alt+=: Double space
Alt+0: AutoMagic 0

Hyperkey keystrokes:

[: Home
]: End
' : Flip 's
=: Dash at end
A: Toggle case
B: Macro: {Block:C - Copy Selection to Clipboard}
C: Next conflict
D: Delete word
E: Fill in blanks
F: Find
G: Global
H: Pgh down
I: Move up
J: Word left
K: Move down
L: Word right
M: Block mark
N: Type text
Num 1: Macro: AutoMagic 0 - RT
O: Macro: 2 Items to Right - Hyp
P: Period at end
Q: Question mark at end
R: Macro: {UpScan:D - Digits}
S: Macro: Shave previous word - Hyp
T: Next non-resolved
U: Next untranslate
V: Macro: {DownScan:D - Digits}
W: Prefix/Suffix

<p>Alt+1: Macro: Insert: Okay.</p> <p>Alt+2: Macro: Insert: All right.</p> <p>Alt+3: Macro: Insert: , you know,</p> <p>Alt+4: Macro: Insert: Uh-huh.</p> <p>Alt+5: AutoMagic 5</p> <p>Alt+6: AutoMagic 6</p> <p>Alt+7: AutoMagic 7</p> <p>Alt+8: AutoMagic 8</p> <p>Alt+9: AutoMagic 9</p> <p>Alt+A: Flip 's</p> <p>Alt+B: Prev sentence</p> <p>Alt+Backspace: Undo</p> <p>Alt+C: Centered</p> <p>Alt+D: Dash at end</p> <p>Alt+Down: Fast forward</p> <p>Alt+E: Open text</p> <p>Alt+F: Next sentence</p> <p>Alt+F1: Macro: Edit Index</p> <p>Paragraph</p> <p>Alt+G: Go to..</p> <p>Alt+H: Stop</p> <p>Alt+Home: Top of page</p> <p>Alt+I: Read notes</p> <p>Alt+J: Play</p> <p>Alt+K: Pause</p> <p>Alt+L: Properties</p> <p>Alt+Left: Macro: Playback:</p> <p>Slow Down 5%</p> <p>Alt+M: Translation mode</p> <p>Alt+N: Print cmd</p> <p>Alt+O: Print</p> <p>Alt+P: Period at end</p> <p>Alt+Q: Question mark at end</p> <p>Alt+R: Read block</p> <p>Alt+Right: Macro:</p> <p>Playback: Speed Up 5%</p> <p>Alt+S: Spell word</p> <p>Alt+T: Translate notes</p> <p>Alt+U: Settings</p> <p>Alt+Up: Rewind</p> <p>Alt+W: Write block</p> <p>Alt+X: Exit</p> <p>Alt+Y: Del end line</p> <p>Alt+Z: Hyperkeys</p> <p>Ctrl+,: Prev punc.</p> <p>Ctrl,.: Next punc.</p> <p>Ctrl+/: Macro: Press: Ctrl</p> <p>Slash</p>	<p>X: Macro: Extend Sentence - Hyp</p> <p>Y: Pgh up</p> <p>Z: Undo</p> <p>Alt+0: Macro: 5-Stroke Global - Hyp</p> <p>Alt+7: Macro: 2-Stroke Global - Hyp</p> <p>Alt+8: Macro: 3-Stroke Global - Hyp</p> <p>Alt+9: Macro: 4-Stroke Global - Hyp</p> <p>Shift+,: Prev punc.</p> <p>Shift,.: Next punc.</p> <p>Shift+[: Macro: {Playback:1 - 100%}</p> <p>Shift+\: Play</p> <p>Shift+]]: Pause</p> <p>Shift+A: Macro: ALL CAPS - Hyp</p> <p>Shift+B: Macro: Butting In - Hyp</p> <p>Shift+C: Next unresolved</p> <p>Shift+D: Delete</p> <p>Shift+E: Blank field</p> <p>Shift+F: Macro: Reverse Find - Hyp</p> <p>Shift+G: Go to..</p> <p>Shift+H: Page down</p> <p>Shift+I: Prev sentence</p> <p>Shift+J: Move left</p> <p>Shift+K: Next sentence</p> <p>Shift+L: Move right</p> <p>Shift+M: Macro: # > Money - Hyp</p> <p>Shift+N: Macro: {Convert:G - Generic}</p> <p>Shift+O: Macro: 2 Items to Left - Hyp</p> <p>Shift+P: Macro: Pgh > Answer - Hyp</p> <p>Shift+Q: Macro: Pgh > Question - Hyp</p> <p>Shift+R: Word flip</p> <p>Shift+S: Macro: Shave current word - Hyp</p> <p>Shift+T: Macro: # > Time - Hyp</p> <p>Shift+U: Reverse tran</p> <p>Shift+V: Macro: Spot Jump - Hyp</p> <p>Shift+W: Macro: # > Written Out - Hyp</p> <p>Shift+X: Macro: Spot Mark - Hyp</p> <p>Shift+Y: Page up</p> <p>Shift+Z: Last edit point</p>
--	---

Ctrl+-: Text attributes
Ctrl+\: Next unresolved
Ctrl+0: Macro: Pgh. > THE
WITNESS
 Ctrl+1: Macro: Pgh. >
Speaker 1
 Ctrl+2: Macro: Pgh. >
Speaker 2
 Ctrl+3: Macro: Pgh. >
Speaker 3
 Ctrl+4: Macro: Pgh. >
Speaker 4
 Ctrl+5: Macro: Pgh. >
Speaker 5
 Ctrl+6: Macro: Pgh. >
Speaker 6
 Ctrl+8: Macro: Pgh. > THE
COURT
 Ctrl+9: Macro: Pgh. >
Other Speaker
 Ctrl+A: Blank field
 Ctrl+Alt+F: Force division
interval
 Ctrl+Backspace: Delete
word
 Ctrl+C: Copy
 Ctrl+D: Add dictionary
entry
 Ctrl+Down: Pgh down
 Ctrl+E: Fill in blanks
 Ctrl+End: Bottom screen
 Ctrl+F: File management
 Ctrl+F12: Phone numbers
 Ctrl+F6: Lower case
 Ctrl+F7: Reverse tran
 Ctrl+G: Global
 Ctrl+Home: Top screen
 Ctrl+I: Index
 Ctrl+J: Join pgh
 Ctrl+K: Prefix/Suffix
 Ctrl+L: Locate next
 Ctrl+Left: Move left
 Ctrl+M: Markers
 Ctrl+N: Type text
 Ctrl+O: Next conflict
 Ctrl+P: New paragraph
 Ctrl+Page Down: Bottom of
job
 Ctrl+Page Up: Top of job
 Ctrl+Q: Close document
 Ctrl+R: Word flip
 Ctrl+Right: Move right
 Ctrl+S: Next scan

Ctrl+Shift+\: Prev unresolved conflict
Ctrl+Shift+3: Convert numbers
Ctrl+Shift+A: Audio
Ctrl+Shift+Alt+1: Macro:
Playback Channel 1
Ctrl+Shift+Alt+2: Macro:
Playback Channel 2
Ctrl+Shift+Alt+3: Macro:
Playback Channel 3
Ctrl+Shift+Alt+4: Macro:
Playback Channel 4
Ctrl+Shift+Alt+5: Macro:
Playback Channel 5
Ctrl+Shift+Alt+6: Macro:
Playback Channel 6
Ctrl+Shift+Alt+7: Macro:
Playback Channel 7
Ctrl+Shift+Alt+8: Macro:
Playback Channel 8
Ctrl+Shift+Alt+F12:
Macro: Spot Mark - Hyp
Ctrl+Shift+Alt+G: Macro:
Google Search
Ctrl+Shift+Alt+I: Insert time/date
Ctrl+Shift+Alt+M: Macro:
Macro Editor
Ctrl+Shift+C: Literal
Ctrl+Shift+D: Delivery
Ctrl+Shift+Down: Macro:
Window Unmaximized
Ctrl+Shift+E: List errors
Ctrl+Shift+Esc: Macro:
Panic Stroke - RT
Ctrl+Shift+F: Fonts
Ctrl+Shift+F1: Customize
Ctrl+Shift+F10: Macro:
Show or Hide Print Commands
Ctrl+Shift+F11: Display properties
Ctrl+Shift+F12: Macro:
{Display:1 - WYSIWYG Preview}
Ctrl+Shift+F2: Macro:
Toolbars Off
Ctrl+Shift+F3: View toggles
Ctrl+Shift+F4: Toggle StatusBar
Ctrl+Shift+F5: Notebar
Ctrl+Shift+F6: Macro:
Toggle Auto-Magic Pop-Ups

Ctrl+Shift+F7: Zoom in
Ctrl+Shift+F8: Zoom out
Ctrl+Shift+F9: Tile

Windows

Ctrl+Shift+G: Unglobal
Ctrl+Shift+I: Macro:
{Internet:Google search}
Ctrl+Shift+K: Timekeeper
Ctrl+Shift+L: Locate

previous

Ctrl+Shift+Left: Block left
Ctrl+Shift+M: Multi-scan
Ctrl+Shift+O: Prev conflict
Ctrl+Shift+P: PDF
Ctrl+Shift+Page Down:

Block bottom

Ctrl+Shift+Page Up: Block

top

Ctrl+Shift+Q: Macro:

Certify Question

Ctrl+Shift+R: Text type
Ctrl+Shift+Right: Block

right

Ctrl+Shift+S: Prev scan
Ctrl+Shift+T: Prev non-

resolved

Ctrl+Shift+Tab: Next Pane
Ctrl+Shift+U: Prev

untranslate

Ctrl+Shift+Up: Macro:

Window Maximize

Ctrl+Shift+V: Apply speech
Ctrl+Shift+X: Separate

block

Ctrl+Shift+Z: Redo
Ctrl+T: Next non-resolved
Ctrl+U: Next untranslate
Ctrl+Up: Pgh up
Ctrl+V: Paste
Ctrl+W: Special char
Ctrl+X: Cut
Ctrl+Y: Delete line
Ctrl+Z: Undo
Shift+`: Lockspace
Shift+Alt+0: AutoMagic 0
Shift+Alt+1: AutoMagic 1
Shift+Alt+2: AutoMagic 2
Shift+Alt+3: AutoMagic 3
Shift+Alt+4: AutoMagic 4
Shift+Alt+5: AutoMagic 5
Shift+Alt+6: AutoMagic 6
Shift+Alt+7: AutoMagic 7
Shift+Alt+8: AutoMagic 8

Shift+Alt+9: AutoMagic 9
Shift+Alt+A: Macro: Error
> Autoreplacement
 Shift+Alt+C: Edit
timecodes
 Shift+Alt+D: Direct output
 Shift+Alt+Down: Macro:
Play - Forward 10 sec. more
 Shift+Alt+E: Edit toggles
 Shift+Alt+F: Force tran
 Shift+Alt+F10: Open text
 Shift+Alt+F11: Read block
 Shift+Alt+F7: Hidden text
 Shift+Alt+G: Macro: Go to
Previous Question
 Shift+Alt+I: Insert
time/date
 Shift+Alt+J: Play speech
 Shift+Alt+K: Stop speech
 Shift+Alt+L: Last edit point
 Shift+Alt+Left: Macro:
Playback: Zero Threshold
 Shift+Alt+M: Speech input
 Shift+Alt+N: Macro:
Unquote (Plain) paragraph
 Shift+Alt+O: ASCII
 Shift+Alt+P: Realtime
control panel
 Shift+Alt+Q: Macro: Quote
paragraph
 Shift+Alt+R: Retransmit
text
 Shift+Alt+Right: Macro:
Playback: Volume Threshold 5
 Shift+Alt+S: Spell check
 Shift+Alt+T: Stop
translation
 Shift+Alt+U: Internet
support
 Shift+Alt+Up: Macro: Play
- Back 10 sec. more
 Shift+Alt+V: Job variables
 Shift+Alt+X: Insert index
item
 Shift+Alt+Y: Delete end
pgf
 Shift+Down: Block down
 Shift+End: Block end
 Shift+Enter: Macro: Flush
buffer - RT
 Shift+F1: Help
 Shift+F12: Script list
 Shift+F3: Right flush

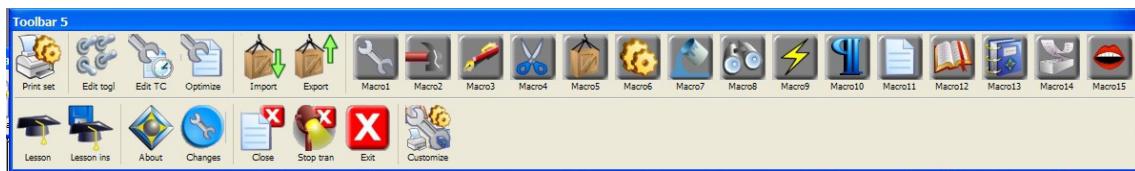
Shift+F4: Parenthetical
 Shift+F5: Fixed
 Shift+F6: Upper case
 Shift+F7: Open notes
 Shift+Home: Block home
 Shift+Insert: Paste
 Shift+Left: Block word left
 Shift+Page Down: Block page down
 Shift+Page Up: Block page up
 Shift+Right: Block word right
 Shift+Up: Block up

21.10.4 Toolbars

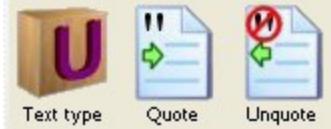
Toolbars

Default toolbars:





New buttons:



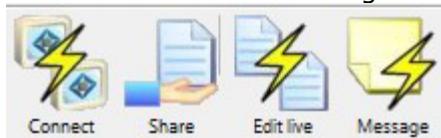
Additional Toolbar buttons:



Eclipse Vox (Voicewriter) Toolbar buttons:



Buttons for Connection Magic:



21.10.5 Cursor Movement

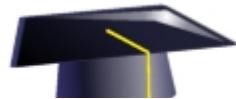
Cursor Movement

	Standard keys	Hyperkeys
Left one word	←	j
Left two words		Shift+O
Right one word	→	l
Right two words		o
Up one line	↑	i
Down one line	↓	k
Left one character	Ctrl+←	Shift+J
Right one character	Ctrl+→	Shift+L
Up one paragraph	Ctrl+↑	y
Down one paragraph	Ctrl+↓	h
Page up/Backward 1 page	Page Up	Shift+Y
Page down/Forward 1 page	Page Down	Shift+H
Home (start of line)	Home	[
End (of line)	End]
Go to page/line no.	Alt+G	Shift+G
Beginning of previous sentence	Alt+B	Shift+I
Beginning of next sentence	Alt+F	Shift+K
Previous occurrence of punctuation	Ctrl+, (comma)	Shift+, or <
Next occurrence of punctuation	Ctrl+. (period)	Shift+. or >
top of the visible screen	Ctrl+Home	
bottom of the visible screen	Ctrl+End	
beginning of current transcript page	Alt+Home	
beginning of the transcript	Ctrl+Page Up	
end of the transcript	Ctrl+Page Down	
Last edit point	Alt+Shift+L	Shift+Z
Scan to Conflict	Ctrl+O	c
Scan to Unresolved conflict	Ctrl+\	Shift+C

21.11 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 use 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](#)

21.11.1 Lesson Player: Creating Lessons for School Use

Lesson Player: Creating Lessons for School Use

The **Support** menu/**Lesson player** is designed for playing and practicing the tutorial lessons that are installed with Eclipse. In addition, Teachers in schools can create customized lessons to help teach steno theory to students. Instructions for teachers preparing lessons for students are the subject of this help file.

When you select **Lesson player** from the Support menu, the **Open file** menu appears, listing the .ecl files to be used as a lesson file. It will extract the text and steno from the job and use it as a lesson. When the **Start** button is pressed it will begin playing the lesson.

A realtime connection is established with the steno machine. The upper windows will show the text and steno that the student must write. When the student writes on the steno machine, it will show the stroke the student wrote on the steno simulator window and will show the stroke in the lower-right corner of the lesson window.

If the stroke is correct, the lower-left window will show the correct word that the student wrote. It will then advance to the next stroke. If the student makes a mistake, the steno machine will show the incorrect keys outlined in RED and the keys they were supposed to hit outlined in GREEN. They will be required to use the delete stroke to delete it before proceeding.

At the end of the lesson, the student will be given a report of mistakes and words per minute.

When you return to the Lesson Player, the steno window will preserve its size and position for the lesson player. For the lesson player dialog to remember its position, turn on the anchor button.

This lesson player also has mechanisms for showing only one word at a time for beginners, and more advanced modes including hiding the steno and/or the emulator. There is also a paced mode that plays the lesson at a user-defined WPM and the student has to keep up.

The **Support** menu/**Install lesson** function looks in a subfolder of the Eclipse folder called "Lessons" to see if there are any lessons installed on the computer

generally. If so, it will look there. If not, the user will select one from the Eclipse folder. They are permitted to navigate to a CD, floppy, network, or wherever else they would like in order to find lessons to install. The user can select and install a whole group of lesson files at once.

Once a lesson is selected for installation, Eclipse creates a "Lessons" folder as a subfolder of the user's jobs folder. That way, that user's individual lessons can be modified by the user and the results will be stored specifically for that user.

Once a lesson is installed, the user can select the **Lesson player** function and it will play one of the lessons from their personal lessons folder.

Remember that lesson files are simply JobName.ecl files containing the desired content. The easiest way to create content in a controlled way is to open an empty .not file and use **Ctrl+D** (add entry) to add strokes to it manually. Once the note file is complete, translate it and edit the resulting translation by globaling each stroke so that it is the correct word.

The functionality of the lesson can be controlled by the instructor who created the lesson by inserting a script command line at the very beginning of the lesson file. You can include several different commands separated by the pipe sign (|) between the commands. These lines can support the extended path syntax such as {PROG}Lessons\userfilename so that they will work no matter where the program is installed.

Here are the different commands that can be contained in that script line:

TEXT -- This is a command stating that the lesson is a text content lesson and not a steno theory lesson. An example of a text lesson would be Keith Vincent's editing tutorial.

U=UserName -- This command will switch to a different user file before playing the lesson. This may be necessary for special lessons that use special settings, macros, etc.

S=Speed -- This determines the speed of the lesson. The appropriate choices are as follows:

S=-1 -- Setting the speed to -1 creates a word drill lesson that simply displays one word at a time and asks the user to write it on the machine. When the user writes it successfully, that word is removed and a new word appears.

S=0 -- Setting the speed to 0 creates a text drill lesson that also displays one word at a time and waits for the user to write it, but it keeps adding the text to the end of what has been written, more like a regular realtime translation. Note that for this and the previous lesson type, no mistakes are allowed. The user must use the delete stroke to correct any error and write the stroke correctly before continuing.

S=120 -- (Sample) Setting the speed to ANY number greater than zero creates a speed drill lesson that displays the text at a constant number of words per minute. The student must keep up with the text or they may fall too far behind to see what has come up. In this type of lesson, the user is permitted to make mistakes and keep going without correcting them.

NOM -- This specifies that no virtual steno machine will be shown during the lesson. The student will have to be familiar with the positions of the letters on the machine in order to complete the lesson successfully.

NOS -- This specifies that no steno should be shown in the lesson. In other words, the word(s) will appear, but the student must remember how to write them.

Note that the NOM and the NOS flags can be used at any speed, so the instructor can decide exactly what the progression should be from beginning to advanced and what resources should be available to the student at each stage.

Since the behavior of the lesson is determined by these script commands, it is possible to create several versions of a lesson containing identical content, but with different commands in order to create a progression for the student, for example, from one speed to another. Here are some example lesson command lines:

S=-1 -- Show all steno and the machine and only show one word at a time so the user can concentrate on that one word.

S=0|NOM -- Show all the text coming up as it would in realtime and don't show the steno machine; the student should know the keyboard by now.

S=0|NOM|NOS -- Show all the text, but don't show the machine or the steno; the student should know how to write the words in the lesson by now.

S=40|NOS -- Play back the text at 40 words per minute and see if the student can keep up. Show the steno as a reminder.

One other note: After completing a lesson and after reporting the results of the lesson in a window, the lesson player will record the results in a text file as well. The Lesson player results can be printed out, and each printout will have the student's name on it.

In the user's "Lessons" folder, there will be a file called LessonNameResults.txt (Example, if the lesson is called QADrill160.ecl, the results will be called QADrill160Results.txt.)

This results file will record the results each time a student completes the lesson, so it will have a complete record of this student's history for that lesson. You can view this text file in a word processor or text editor of your choice, or if desired you can import it into a spreadsheet and create progress charts and graphs (the information is stored in consistent columns that most spreadsheet programs can easily import.)

Here's a sample results file and the meaning of the headings:

Crect	Incrt	CWrds	ToWrd	Dletd	Rpeat	Skips	JumpF	JumpB	usWPM	toWPM
Accrt										

6	3	6	6	3	0	0	0	0	21	0
100.0%										

6	1	6	6	1	0	0	0	0	34	0
100.0%										

6	0	6	6	0	0	0	0	46	0
100.0%									

Crect: The number of correct strokes by the user

Incrt: The number of incorrect strokes by the user

CWrds: The number of correct words by the user (complete dictionary entries, including multi-stroke words.)

ToWrd: The total number of words in the lesson

Dletd: The number of strokes that were deleted by the user

Rpeat: The strokes repeated by the user (if they back up and re-write a portion without deleting.)

Skips: The number of strokes skipped by the user (if they fall behind in a speed drill and have to jump ahead to keep up.)

JumpF: The number of jumps forward (skips)

JumpB: The number of jumps backward (repeats)

usWPM: The words per minute the user wrote

toWPM: The original words per minute of the lesson

Accrt: The accuracy rate (on non-speed drills, this will always be 100% because the user is required to correct mistakes.)

So in this sample file of a simple word drill, we can see that the student has improved from 3 errors to 1 to 0, and has sped up from 21 WPM to 34 WPM to 46 WPM in three tries at the same lesson.

21.12 Metadictionary Syntax and Codes



Metadictionary Syntax and Codes

RELATES TO: [Metadictionary](#) [775], [Programming Tab](#) [753].

The Eclipse translator uses the metadictionary to interpret items in the dictionary, such as what {A} means, or {.}. The metadictionary tells the translator that "two" is a written number. The Eclipse translator only understands a limited set of commands with a particular syntax. What you are accustomed seeing are actually entirely arbitrary short forms which the metadictionary expands into a form that the translator can understand.

For example, you could put -FRPBLGTS = {"Answer/?PGH} directly into your main dictionary and the translator would know to insert a new Answer paragraph into the document. However, the {A} short form is much easier to work with for most users, and that's where the metadictionary comes in.

Items in the metadictionary are essentially text replacement commands. For any dictionary entry, the translator breaks it up into text and commands, and then goes to the metadictionary to find out how to interpret those pieces of text and commands.

For example, a dictionary entry that looks like this: TP-FRPBLGTS = {A}of course{.?} consists of three distinct parts. The metadictionary will be asked to interpret each one separately:

```
{A} --> {"Answer/?PGH}  
of course --> (no interpretation)  
{.?} --> {<"/[,.][.][:][;][,]/?CPC}
```

Even though there's no interpretation for "of course," sometimes simple words or phrases do have an interpretation in the metadictionary. For example, "dollars" is in the metadictionary as {"%/?VMN} to indicate that it's a monetary value.

The metadictionary will keep replacing items until there are no interpretations remaining. For example, a captioner might have a metadictionary containing

```
{Q}={N}>>{|}
```

So when that user writes {Q}, this is what the metadictionary does:

```
Pass 1:{Q} --> {N}>>{|}  
Pass 2:{N} --> {?PGD}  
>> --> (no change)  
{|} --> {|>/?TPC}
```

So that ultimately, {Q} expands all the way out to

```
{?PGD}>>{|>/?TPC}
```

In addition to simply replacing one piece of text with another, the metadictionary can also do a simple wildcard search pattern. For example, the following metadictionary entry is used for speakers:

```
{S:*}={"Speaker:%/?PGH}
```

The * is the wildcard, meaning that any entry containing {S:AnyText} will match. In the process of replacing the text, it will also find any % symbols that appear and will put the wildcard text in its place, so the replacement would be {"Speaker:AnyText/?PGH}. So when {S:MR. SMITH} what the translator will ultimately be asked to translate is {"Speaker:MR. SMITH/?PGH}

If there is no wildcard symbol, the % symbol can still be used to indicate the entire text to the left of the = sign. For example, the metadictionary entry

```
dollar={"dollar/?VMN}  
dollars={"dollars/?VMN}
```

```
cent={"cent/?VMN}
cents={"cents/?VMN}
can be used to indicate monetary value words. However, it's much shorter just to
put
```

```
dollar={"/%/?VMN}
dollars={"/%/?VMN}
cent={"/%/?VMN}
cents={"/%/?VMN}
```

in the metadictionary. If you look at the metadictionary, you will find hundreds of entries like this containing different three-letter codes to identify some special property of the word without having to type the word into the metadictionary twice.

The real key to understanding what's in the metadictionary is understanding the long forms of commands that the translator can use directly. Here is a breakdown of the syntax one piece at a time:

First, a command is always indicated by braces

```
{command}
```

Each attribute of the command preceded by a slash

```
{/subcmd/subcmd/subcmd/etc..}
```

Each subcommand has a special syntax. Here is a list of the optional subcommands and what they do. Note that these subcommands can appear in any order, though they generally appear in the order shown to make it easier to read.

```
/<text
```

Prior text attribute. What appears after the < symbol is used to determine what text separates the previous entry from the current one.

```
/"text
```

Entry text attribute. What appears after the " symbol is inserted literally into the document.

/>text

Following text attribute. What appears after the > symbol is used to determine what text separates the current entry from the next one.

```
/|cmd
```

Capitalization attribute. This will be followed by one of several symbols to determine what to capitalize surrounding this entry

```
?cmd
```

Entry type. This will be followed by a three-letter code indicating the specific behavior of the entry

So here's a fully populated entry template, in the order specified above

{/<text/"text/>text/|cmd/?cmd}

Special text

TTL -- The entry text is a title, such as Mr. or Mrs. For example, {"Sgt./?TTL} would insert "Sgt." into the text and would cap the next word if it is not on the non-capping words list.

TAB -- A tab character. {/?TAB} will insert a tab at the current position. Entry text currently does nothing, but may eventually specify the type of tab.

PRE -- Entry text is a prefix. {"text/?PRE} is equivalent to {text^}

SUF -- Entry text is a suffix. {"text/?SUF} is equivalent to {^suf}

GLU -- Text indicates a glue entry. {"A/?GLU} would be a glue A. The default metadictionary entry for this is {&*}={"/%/?GLU}. Glue entries will stick to each other, but nothing else, making them ideal for various alphabets.

Special syntax used by the glue entry is as follows:

If the text starts with a hyphen, it will be omitted from the first entry in a sequence of glue entries.

If the entry text contains the asterisk (*) it will be considered a template for future glue entries. The glue template may also contain one of the following commands:

| -- capitalizes all glue entries using this template

< -- lower-cases all glue entries using this template

Example: If you write {&<(*)} and then write {&A}{&B}{&C} you will get (a)(b) (c) instead.

TIM -- Entry text is a time/date template. The current time/date will be added to the document using the template indicated. The default metadictionary entry for this is {TM:*= {"%/?TIM}}

The time/date template values are the same as the ones used by the Edit/Insert/Time date function:

Weekdays

%a - Abbreviated weekday name (Wed)

%A - Full weekday name (Wednesday)

Days

%d - day of the month (01-31)

%#d - day of the month, no leading zero (1-31)

%o - ordinal suffix for day of the month (st, nd, rd, th)

Months

%b - Abbreviated month name (Dec)
%B - Full month name (December)
%m - Month as a number (01-12)
%#m - Month as a number, no leading zero (1-12)

Years

%y - Year, two digits (0-99)
%#y - Year, two digits, no leading zeroes (0-99 -- 2000 would appear as "0")
%Y or %#Y - Year, four digits (1980-2030)

Times

%H - hour, military time (00-23)
%#H - hour, military time, no leading zero (0-23)
%I - hour, 12-hour format (01-12)
%#I - hour, 12-hour format, no leading zero (01-12)
%M - minute (00-59)
%#M - minute, no leading zero (0-59)
%S - second (00-59)
%#S - second, no leading zero (0-59)
%p - AM/PM indicator (per your Windows time settings)

Combined Codes

%c - Complete date and time, numeric version (01/25/06 16:17:49)
%#c - Complete date and time, long version (Thursday, January 5, 2006
16:17:49)
%x - Complete date, numeric version (01/25/06)
%#x - Complete date, long version (Thursday, January 5, 2006)
%X - Complete time (16:17:49)

Other

%j - Day of the year, number (001-366)

%#j - Day of the year, number, no leading zeroes (001-366)
%U - Week, number (00-51) NOTE: week starts on Sunday
%#U - Week, number, no leading zero (0-51)
%w - Weekday as number (Sunday=0, Monday=1, etc., through Saturday=6)
%z or %Z - Time Zone name (Eastern Standard Time)

For example, {TM:%#I:%M:%S %p} or {"/%#I:%M:%S %p/?TIM} will show the current time as Hour:Minute:Second in 12-hour time with no leading zero, followed by a space, then the am/pm indicator according to the computer's current settings under Control panel/Regional and language options.

Text types

These entries all add text to the document. The different codes allow you to define what type of text is being inserted. Note that normal, translated text is indicated with TXT, and if a metadictionary entry contains no three-letter code, TXT is assumed.

TXT -- Normal translated text
TXU -- Untranslate
TXC -- Conflict
TXP -- User-selected conflict
TXI -- Computer-selected conflict
TXY -- Typed-in text
TXS -- Scopist text
TXA -- Automatic text (paragraph auto-punctuation)
TXR -- Redacted text
TXF-- Form field

Example, {"/(CHECK)/?TXU} would insert (CHECK) into the document as an untranslate and scans for untranslate text would stop on it.

When adding a form field, the syntax for the text is as follows:

SymbolResult

- ^ Variable-sized field
- D Delete the line if empty
- C Capitalize the results
- L Last field
- R Right-flush
- P Prompt for variable contents

<filename Use a list file
|name Use a variable name
"label Use a label

You should always use the single-character flags in the field first, followed by any flags that contain additional data.

For example, to insert an adjustable field that deletes the line if empty, labeled Plaintiff with a variable named PLF, you can use the following:

{FL:^D"Plaintiff|PLF}

Number flags

The following codes are all used by the number conversion procedures to identify which words are number-related words and should be processed in a certain way by the number conversion. Other than that, the entry text will be translated normally. Note that most of these will appear in the metadictionary with little or no embellishment, simply as something like foot={"/%/?SMT}

VDG -- Digit (3)

VOD -- Ordinal digit (3rd)

VWO -- Written out number (three)

VOR -- Written out ordinal number (third)

VGP or VDV -- Grouping/dividing word (and)

VMG -- Order of magnitude (thousand/million/billion/etc.)

VMO -- Ordinal order of magnitude (thousandth/millionth/billionth/etc.)

VDP -- Decimal point

VMN -- Monetary unit (dollars/cents/yen)

SMT -- Singular measurement (foot)

PMT -- Plural measurement (feet)

VOS -- Ordinal suffix (st/nd/rd/th)

NUM -- Number trigger. The default metadictionary entry for this is {#*}={"/%/?NUM}. The entry text is the number trigger command, which must be one of the following:

Q -- Quantity (contains commas)

M -- Money. This defaults to the first currency type on the currency list in the number vocabulary. To specify a different type of currency, add the currency shortcut letter as indicated on the currency list. For example, MY would be yen.

G -- Generic digits (no commas)

R -- Roman numerals

r -- lower-case roman numerals
O -- Ordinal numbers
P -- Phone number
S -- Social security number
Z -- Zip code
T -- Time
D -- Date
DM -- Date in month/day format (9/8 instead of '98)
1 through 9 -- User-defined template
W -- Written-out number
N -- Digits

Grammar

The internal database automatically determines the parts of speech of each word that translates for the purpose of selecting conflicts and for other grammar analysis. If you find that certain words are not being recognized appropriately, you can add metadictionary entries to tell the software specifically what part of speech it is. For example, a metadictionary entry of `texting={"%/?GRV"}` tells the translator that "texting" is a verb (which is probably too modern to appear in the database.)

Here are the codes:

GRN -- Noun
GRV -- Verb
GRJ -- Adjective
GRA -- Adverb
GRP -- Preposition
GRT -- Article
GRC -- Conjunction
GRR -- Pronoun
GRO -- Contraction
GRS -- Possessive

There are also a few language-specific items for Italian:

ITR -- Neutral
ITE -- Feminine
ITF -- Plural feminine

ITM -- Masculine

ITP -- Plural

and French:

FRM -- Plural noun

FRS -- Singular participle

FRP -- Participle

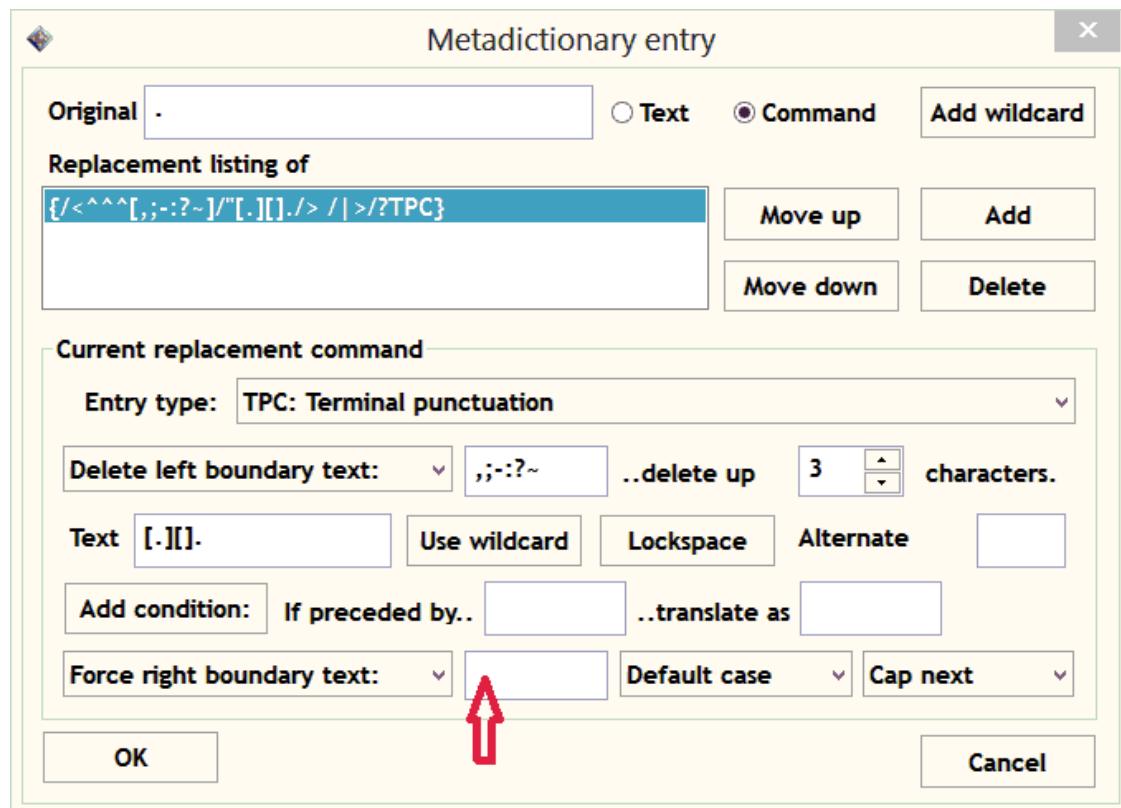
FRF -- First person participle

Punctuation

Punctuation metadictionary entries are the ones that rely most heavily on the prior text, entry text, following text and capitalization variants in order for the entries to behave as expected. The three-letter codes are used to supply a small amount of additional functionality and to trigger the grammar analysis procedures to recognize the different types of punctuation.

TPC -- Terminal punctuation. This ensures that if the entry is told to capitalize the next word, it will always capitalize it even if the next word is on the non-capping words list. This will prevent automatic paragraph punctuation in all circumstances regardless of the punctuation mark actually being added. (So it will work for a period, question mark and exclamation point, or any other composite punctuation entry that is going to end a sentence.)

For some terminal punctuation (period, question mark, double-dash) you may want to change the number of spaces that follow the punctuation from two to one, if you are exporting the transcript to be printed in a proportional font. To do this, select the entry, for example the {.} for the period, and change the "Force right boundary text" from two spaces to one.



You can create a specialized dictionary that prevents automatic punctuation from being added, use the TPC code. For example, the following entry:

{) }={{/<"/'?TPC}

would add a closing paren, but treat it as a terminal punctuation, so hitting {Q} or {A} or {N} after it would NOT cause a period or question mark to be added after the close paren.

This is required for some situations in which the paragraph ends in a narrative, such as (nods head) which some users prefer not to have a period either inside or outside the parens if it's the last thing in the paragraph.

CPC -- Comma punctuation. Use this for commas and semicolons or anywhere else where there is a division between two sentence fragments.

DPC -- Dash punctuation. Use this for dashes and ellipses or anywhere else where an interruption can occur abruptly in the middle of a phrase.

TGE -- Toggling punctuation. Any punctuation mark that toggles between opened and closed and/or which must have a different character or characters for each instance should use this code. For example, parentheses. For toggling entries, there is a different syntax used for the alternate text: /' instead of /"

Example: {"/('')/?TGE} is the toggling entry for parens. The first time this entry is written, it will translate as (and be attached to the following word. The second time this entry is written, it will translate as) and attach to the previous word.

GRQ -- beginning of a quotation. You can specify that certain words imply that a subsequent initial quote is the beginning of a quotation (as opposed to a rhetorical device.) For example, you can place the following in your metadictionary:

```
said={"/%/?GRQ{}
```

That will mean that if you write: he / said / { " } / let's go / { . } / { " }

you will get: he said, "Let's go."

but if you write: he / said / he / was / { " } / just saying / { . } / { " }

you will get: he said he was "just saying."

21.12.1 Metadictionary Codes

Additional syntax and codes

Prior text

/<text

If you omit this command, the default prior text will be the following text specified by the previous dictionary entry. If nothing has been specified, it will simply be one space. You may use a tilde (~) to indicate a lockspace. If there is no text at all after the < symbol, then that indicates to the translator that there should be no space at all between the current entry and the previous one.

The prior text of any entry may be omitted entirely if the entry before it requires that it be followed by the next entry immediately. For example, if preceded by a prefix or a new paragraph command, the next entry will have its prior text omitted. For example, a simplified version of the dash metadictionary entry looks like this:

```
{/<~/"--}
```

which means that the prior text is a lockspace. When the dash appears at the beginning of a paragraph, the prior text (lockspace) is omitted.

In addition to containing this optionally omitted text, the prior text command can contain instructions telling the translator to go back and delete translated text from the document. The command for this is the carat symbol (^) and the number of carats indicates how many characters it should delete.

```
{/<^^^ /"test"} -- This entry would first delete three characters and then add a space before adding the word "test."
```

The carats are most commonly used conditionally. If the carats are followed by a set of characters in brackets, then the translator only has permission to delete characters that match any of the characters in brackets.

{/<^^^^^[-] /"test"} -- This entry would first delete up to five prior characters, as long as they were either spaces, lockspaces or hyphens, then add a space before adding the word "test."

This mechanism is normally used with punctuation entries so that one type of punctuation mark has permission to remove a punctuation mark that precedes it. For example, a simplified version of the period metadictionary would look like this:

{/<^^^[-,:~-] /".{}} -- This entry has permission to delete up to three prior characters, as long as they are each a comma, question mark, colon, semi-colon, lockspace or hyphen. Note that it does not have a space after the closing bracket, because after doing the deletion, there should be no prior text at all between the previous entry and the current entry, which is a period.

Entry text

/"text

The entry text is normally inserted literally into the document. The following entry

{/"text{}}

would simply insert the word "text" into the document. The one special command that is available universally in the entry text is conditional text, which is used to determine what the text of the entry should be based solely on the text that precedes it. The syntax is

[condition1]text1[condition2]text2 [condition3]text3[]defaulttext

Example:

{/"[Mr.]Greene[Mrs.]Greene[]green{}}

This entry would add "Greene" if preceded specifically by Mr. or Mrs., and would otherwise add the word "green" instead. Note that empty brackets [] are used to indicate the default text that is used if none of the other conditions are met.

Just as the conditional search text is left blank on the last item, the entry text itself can be left blank if one of the conditions should result in no text being added at all. This ability of conditional text is most commonly used to omit punctuation when there is already a punctuation mark present:

{/",[.][?][],{}} -- This entry would normally add a comma, but if there is already a comma there, or a period or a question mark, it will add nothing at all. This is the basic principle behind the {,?} "soft comma" dictionary entry.

Finally, there are many specialized entry codes that require a specific syntax for the entry text that is unique to that entry code. These special syntaxes will be covered in the notes for those specific codes.

Following text

/>text

By default, the following text will be a single space. If the > symbol is followed by no text at all, that indicates to the translator that the current entry should be followed immediately by the next entry without any space between them.

This is most commonly used by punctuation entries to indicate which entries should be followed by two spaces. For example, a simplified period entry would look like this:

{/<"/.>} -- This indicates no space before the period and two spaces after it.

The one specialized syntax that can be used in the following text is the < symbol, which is used to indicate that the following text should be a copy of the following text from the previous dictionary entry. This is used by certain types of punctuation and/or commands where the spacing from the previous entry should be carried forward. For example, if the closing quote is written like this

{/""/><}

Then it will work in both of the following situations:

...go away." Then he left...

...go away" very loudly...

In each situation, the quote is followed by the number of spaces indicated by the previous entry. In the first case, the period indicates two spaces. In the second case, the default of one space is used.

Capitalization

/|cmd

The capitalization attribute only has three possible syntaxes:

/|> -- this capitalizes the next word

Example

{/<"/.> /|>} -- A period should capitalize the next word

/|< -- this capitalizes the previous word

{/"/Street/|<} -- This would capitalize the word before "Street."

/|- -- this capitalizes the word according to the capitalization rule for the previous entry.

See the quote example above. The actual syntax for the ending quote entry should be

{/""/></|-} -- This will capitalize the word after the quote only if the entry inside the quote was an item such as terminal punctuation that requests the next word to capitalize.

Entry type

?CMD

The three-letter entry codes are the most important part of the syntax of the metadictionary. They indicate many special behaviors that the normal syntax cannot indicate. In some cases, they supersede the other commands, and in other cases they augment it in some way. It will be easiest to divide these codes into groups which have similar behaviors.

Mode commands

Commands are the simplest types of metadictionary entries. They only ever appear in the form {/?AAA} because they don't add text. They just turn a particular mode on or off. There are always three versions of each, with a last letter of O for "on", F for "off" and T for "toggle", which switches it both on and off.

CPO, CPF, CPT -- Capitalization mode. This initial caps each word with the exception of words that appear on the non-capping words list. {/?CPO}department of internal affairs{/?CPF} would appear "Department of Internal Affairs."

ACO, ACF, ACT -- All caps mode. This capitalizes every letter. {/?ACO}dare{/?ACF} would appear DARE.

LCO, LCF, LCT -- Literal case mode. This is used when doing closed captioning or CART where the text is normally in all caps. It is often used for single characters such as CDs or McTAVISH but can also be used for longer words. When outputting in all caps, "{/?LCO}Mr. Jones:{/?LCF}" would appear "Mr. Jones: WELCOME BACK."

DCO, DCF, DCT -- Downcase mode. This forces every letter into lower case. It's most commonly used for websites and other situations where a normally capitalized word should be lower case. {/?DCO}WWW.SmithandJones.COM{/?DCF} would appear as www.smithandjones.com

GLO, GLF, GLT -- Glue mode. In this mode, everything written behaves as a glue entry and sticks together. Primary uses for this are faking out attorneys by telling them that everything automatically runs together when talk too quickly, and writing website addresses. {/?GLO}www. cars for sale.com{/?GLF} will appear as www.carsforsale.com

Simple commands

These commands don't have on/off versions because they perform a function immediately when executed which is always the same

CCB -- Blanks the closed captioning screen (normally set up as {BLANK}={/?CCB} in the metadictionary)

CCF -- Flushes the output to the closed captioning screen (or any other output type) {FLUSH}={/?CCF}

ABD -- Deletes (rejects) the last auto-brief suggestion {ABREJECT}={/?ABD}

ABN -- Offers a new auto-brief suggestion for the last item {ABNEW}={/?ABN}

File commands

Many codes use the entry text for something other than text to be inserted literally. With these commands, the entry text should be a filename, and Eclipse will perform a function with that file

INC -- Include the filename indicated into the current transcript. {"cover/?INC} would include the cover.ecl file from the block files folder into the transcript at the current location (normally {<*>}={"/%/?INC} in the metadictionary.)

SND -- Plays the sound file indicated in its entirety as a sound effect. It starts the sound and immediately continues executing. {"/slowdown/?INC} would play the slowdown.wav file from the EclipseNT folder on your system. Might I suggest a recording of someone who sounds like James Earl Jones saying "Words-per-minute overload. Please speak slowly."

SNC -- Plays sound excerpts that need to be played sequentially, so that it is impossible for the second sound to start while the first one is playing

CCC -- Closed captioning credit file. Sends the file indicated to the closed captioning output as a standalone credit file. Similar to the INC for doing includes, but instead does the equivalent of a "send script line" on the contents of the file so that it can send pop-on credits.

Paragraph formatting

PGH -- Inserts a paragraph into the document using the following syntax. Note that the entry text must be provided, by the prior text is optional. Using a space as the default terminal punctuation mark is equivalent to requesting no punctuation mark at all.

{/<AutomaticPunctuation/"ParagraphName:ParagraphLabel/?PGH}

Examples:

{/<./"Answer/?PGH} -- Inserts an Answer paragraph using a period as the automatic punctuation mark instead of the default question mark.

{/"Question:Q. ***/?PGH} -- Inserts a Question paragraph using "Q. **" as the label instead of the default label for a Question paragraph.

{PJ:*}={/"Speaker:PROSPECTIVE JUROR %/?PGH} -- Inserts a Speaker paragraph using "PROSPECTIVE JUROR SMITH" as the label when the original dictionary entry is {PJ:SMITH}

PGD -- Inserts a default continuation paragraph according to the continuation paragraph setting of the current paragraph type in the document. This does not use the entry text for anything, though you can specify a different default terminal punctuation mark.

PGA -- Automatically determines a paragraph type based on the left and right margins requested. If the requested paragraph type does not exist, it will create a new paragraph type in the current document based on the "Normal" paragraph type but forcing it to use the margins indicated. This is used primarily by closed captioners. The syntax of the entry text is "LeftMargin,RightMargin" For example, {"/8,32/?PGA} will find the first paragraph type with a left margin of 8 and a right margin of 32.

This is normally implemented in the metadictionary as {H:*}={"/%/?PGA} so that captioners can use entries such as {H:4,28} to force a particular horizontal alignment for the captions.

CCP -- Determines vertical position for closed captioning. Technically, this isn't a paragraph format, but it's very similar to the above entry for horizontal positioning. {POS:*}={"/%/?CCP} is the normal metadictionary entry. The entry text is in the form "StartingRow,TotalRows". Example, {"/1,2/?CCP} or {POS:1,2} would set the closed captioning display to start on row 1, with 2 total rows of captions.

PRT -- Inserts a print command. The entry text is the exact print command name from the list of print commands. For example, {"/Page break/?PRT} will add a page break. The default entry in the metadictionary is {PRT:*}={"/%/?PRT}

ATP -- Sets the default terminal punctuation for the end of the current paragraph in the document to the entry text of this entry. Note that this will be ignored if any terminal punctuation is written between this entry and the end of the paragraph. Example: {"/?/?ATP} will set the terminal punctuation mark at the end of the current paragraph to a question mark. {>?} and {>.} are default metadictionary entries (defined as {"/?/?ATP} and {"/.?ATP} respectively.) These can be used in situations where particular words or phrases make it virtually certain that the current paragraph will end with a punctuation mark other than the normal default punctuation.

For example, if you define the strokes for "please state" as "please state{>.}" then the question will ultimately end in a period instead of a question mark, so you will get

Q. Please state your name and address.

A. Joe Smith, etc...

without having to remember to write the period at the end of the Question paragraph.

Fonts

These commands are used for changing the current font or font attribute

FNT -- Change the font to the font defined by the current entry text. The entry text must be in the following form. Note that any part of this sequence can be omitted and the system will simply assign zeros to it:

FontName,Size,Weight,VerticalOffset,attribute1,attribute2,attribute3,etc. (note that the attributes can be in any order, but every item before that must be filled in or set to zero)

FontName is the name of the font as it appears in the windows font dialog, such as "Courier New" or "Arial"

Size is the point size as it appears in the windows font dialog, such as "13"

Weight is a number indicate normal, bold, light, etc. It can be set to any number along a range. Here is a table of the typical values as defined by Windows (not all fonts support all possible values.)

Don't care	0
Thin	100
Extra light	200
Light	300
Normal	400
Medium	500
Semi-bold	600
Bold	700

Extra-bold	800
Black	900

Vertical offset is the distance that the font moves up and down on the page in twips. Negative numbers move up. This is typically used for superscripts and subscripts.

Attributes can be any of the following:

italic/underline/strikeout/CRRGGBB

CRRGGBB is a color command, where RR, GG and BB represent the red/green/blue values of the color in hexadecimal notation from 00 to FF. If you really want font colors different from the default metadictionary entries for {BLUE}, {RED}, etc., where these values are already filled in for you, you can experiment with the color selector under User settings/Display/Colors. Once you find a color you like, you can convert the Red/Green/Blue values from that dialog to hexadecimal using the Windows/Accessories/Calculator.

Example:

{"/"Arial,13,700,-80,italic,C00FFFF/?FNT} would turn the current font to Arial 13-point, bold, superscripted, italicized and cyan. The font change command is normally defined as {F:*}={"/%/?FNT} so that you can type {F:Symbol,13} for example to get math symbols.

FNN -- Select a particular font number from the User settings/Document/Advanced/Master font table. Normally, this is implemented as {FN: *} = {"/%/?FNN}. This is usually only useful for changing to different fonts if you have a consistent font table that you use for all documents. The one exception to that is that font number zero is always the default font, so if you need to have a dictionary entry that needs to change to a particular font for a brief piece of text and then change right back again, it's much faster to put {FN:0} than it is to put {F:Courier New,13}, for example.

FNA -- Change a font attribute without changing the font size or typeface. This is a shortcut to get underline, italics, bold, superscript and subscript. The entry text determines which attributes to select.

The attributes can be any of the following:

under/bold/italic/super/sub

Example: {"/bold,italic/?FNA} would change the current font to bold and italic. The weight value used for bold, as well as the vertical offset values used for superscript and subscript, are in the Font attributes dialog that you can see if you block mark a piece of text and hit Ctrl+Hyphen.

These attribute items are already present in the metadictionary using extreme shortcuts for every possible combination of the lower-case letters u/b/i with an n for normal: {u} is underscore on, {bi} or {ib} is bold and italics, {n} is normal, etc.

Note that the superscript on and off commands are somewhat different due to the inclusion of commands to delete spaces. For example, a dictionary entry reading "the{I} Times{n}crossword" should appear "the Times crossword" but "H{subon}2{suboff}O" should appear H₂O. Also note that by default, the sub/super metadictionary entries do not change the font size, but it is certainly possible to do so using the font change commands.

21.13 Network Installation

Network Installation

The location of program and data files on Eclipse is dictated by the settings in the ECLIPSE.INI file which is found in the primary operating system directory. Note that this will usually be C:\WINDOWS, but on a network using "thin" clients, it will be dictated by the network settings.

The installation program for Eclipse asks where you wish to install the program, and by default, that will be the program directory. The default MAIN directory will be a subfolder of that directory called "Users." Note that the main directory can be changed arbitrarily, but if you change the program directory, the program files must be relocated to the new directory you choose. The settings appear in the ECLIPSE.INI file as follows. Note that their order and position in the file is not relevant.

ProgramDirectory=C:\Program Files\Advantage Software\Eclipse

MainDirectory=C:\Program Files\Advantage Software\Eclipse\Users

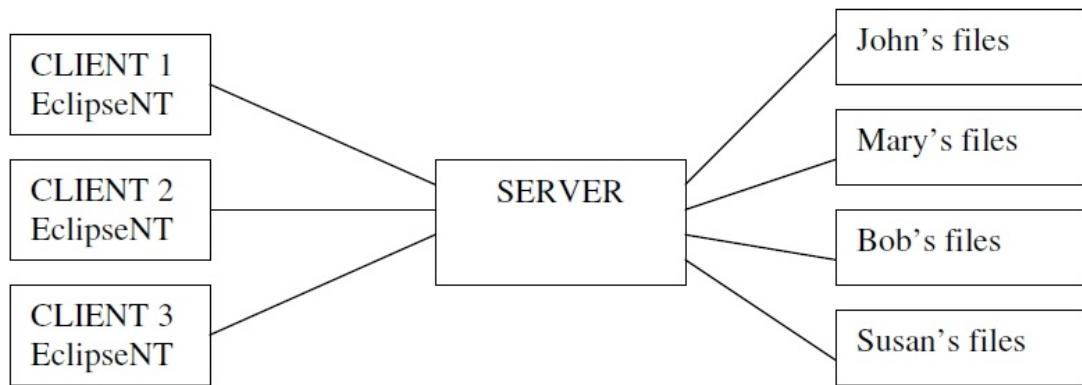
Notes on the different methods:

Method 1 is recommended for installations where each client is a full computer with its own hard drive.

Method 2 is recommended for thin client installations where each user of the network may need to access other user's files, particularly if reporters are going to be doing a lot of job sharing or if they edit each other's material, or if scopists use the system frequently and need to have easy access to any reporter's files.

Method 3 is recommended for thin client installations where each user wishes to keep their own material secure and separate from other users, but it is still necessary to have the data on the server in order for each user to be able to use any of the available client computers on the network.

Method 1: Software on Client, Data on Server



In this example, each CLIENT machine is a fully independent computer with its own hard drive (C:) and which has access to the file server (For example, a G: drive.)

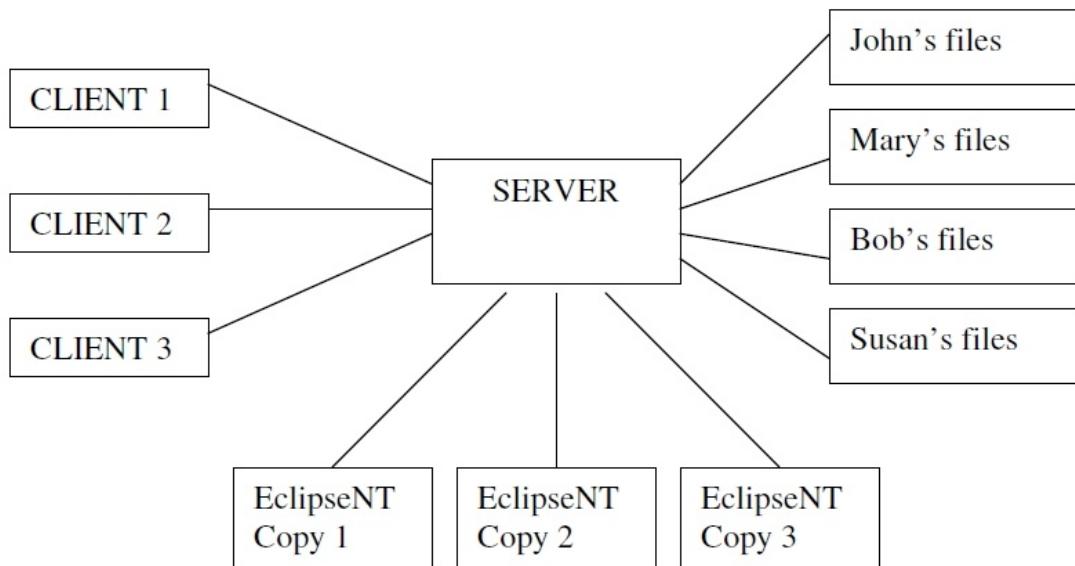
The network administrator could set up a G:\Eclipse\Users directory, for example, and then the Main directory setting could be changed to:

MainDirectory=G:\Eclipse\Users

Given that setting, any time a new user was created on any one of the clients, it would create a UserName subdirectory in the MainDirectory and would put the UserName.ini file in the MainDirectory, as well.

Note that this method also permits ANY client machine to have access to ANY of the user files, making it possible to have a pool of networked computers that any individual user can use and still have access to their own files. Eclipse does have a password feature for the user settings, though this measure is more for convenience than for airtight security. If thorough security is desired, that should be implemented by establishing user-level network directory access rights.

Method 2: Program and Data separated on Server



I

In this example, the network is using “thin” clients with no hard drives. They use the server for all data storage.

It is necessary for each client to have its own independent copy of the Eclipse program files directory. The reason for this is that a number of the program files can be modified by the user (such as the spelling dictionaries) so they cannot be opened by multiple computers simultaneously.

In this example, each client computer logs in and has its own program directory. For example,

`ProgramDirectory=G:\EclProg1`

`ProgramDirectory=G:\EclProg2`

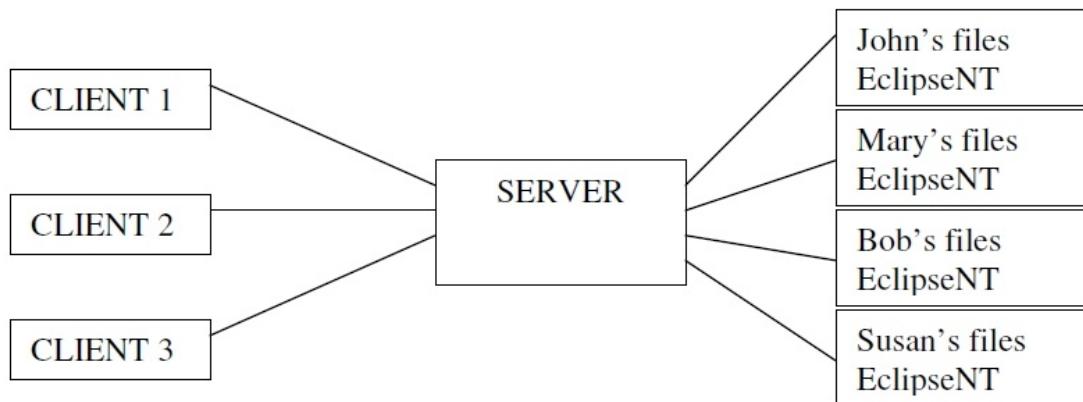
`ProgramDirectory=G:\EclProg3`

However, for client computer to have access to any user’s files, it is still permissible to have a single main directory, as in the previous example:

`MainDirectory=G:\Eclipse\Users`

This method allows each client to have access to any user files, even though each client has its own copy of the program on the server.

Method 3: Program and Data unified on Server



This is another example using “thin” clients with no hard drives.

In this example, each client computer logs in and has its own program directory AND its own data directory. For example,

`ProgramDirectory=G:\EclProg1`

`MainDirectory=G:\EclProg1\Users`

`ProgramDirectory=G:\EclProg2`

`MainDirectory=G:\EclProg2\Users` etc..

It’s important to note that depending on the network architecture, these clients may share a single “system” directory where the ECLIPSE.INI is stored. If that is the case, then it will be impossible to have three different ECLIPSE.INI files. Instead, the desired effect will have to be accomplished by using user-level drive mapping.

For example, John and Mary each have an I: drive, but it’s different for each user. John’s I: drive is mapped to G:\JOHN and Mary’s I: drive is mapped to G:\MARY. In that, case the ECLIPSE.INI file would read:

`ProgramDirectory=I:\Eclipse MainDirectory=I:\Eclipse\Users`

But the data would ACTUALLY be stored in G:\JOHN\Eclipse and G:\JOHN\Eclipse\Users for John and in G:\MARY\Eclipse and G:\MARY\Eclipse\Users for Mary.

21.14 Normalization Entries

Normalization Entries

Normalization entries are definable in the [User Settings/Programming](#) [753] tab. A number of entries are included in the Eclipse.set file by default.

When the globaling and dictionary entry adding routines suggest additional entries, it will suggest them according to your own personalized steno theory. Some reporters double consonants; others don't. Some will regularly move certain consonants across stroke boundaries but not others. Some will substitute "-F" for "-S" in some situations, some won't.

Here is the syntax for a normalization entry:

end/start,end/start,end/start,end/start...

In other words, you put in the steno characters that can appear at the end of one stroke and the beginning of the next stroke, and you list all of the different variations that the system should consider equivalent.

Example:

/KR,BG/R,BG/KR

This means that if you global PHABG/ROE = macro, it will also suggest PHA/KROE and PHABG/KROE. Here are the three possibilities with the normalized steno in capital letters, just to make it easier to compare against the normalization setting:

phaBG/Roe

phaBG/KRoe

pha/KRoe

Note that in order for normalization to work, you MUST specify which central stroke letters are to be used as boundaries. The vowels make the best boundary letters. In order to apply a normalization, BOTH sides of the normalized strokes must be immediately bounded by the boundary letters.

Note in the above example how there is an "A" on the left of the normalized boundary and an "O" on the right.

So the very first entry in the normalization table MUST be a list of the boundary letters, such as AO*EU

Why boundaries? Consider the following:

B//,PW,B/PW

That WILL be applied to RAB/EUT = rabbit, making RA/PWEUT and RAB/PWEUT.

It will NOT be applied to ARB/EPB = ashen, even though it has "B/" in it; AR/PWEPB and ARB/PWEPB wouldn't make sense in this case. Using the vowels as boundaries prevents this from happening.

It also explains why the normalization table has so many entries that seem duplicative; it's why you need both RS/,R/S,RS/S and LS/,L/S,LS/S even though S/,S,S/S is already on the list. ALL of the consonant combinations need to be explicitly defined.

The Normalize function will support double consonants. So, for example, if you make a global of "HRAD/ER = ladder" the normalize function used to suggest "HRA/TKER = ladder" as a different way you could write the same phonetic equivalent.

It will ALSO suggest that the "d" sound could be doubled, which many reporters do, so it will suggest "HRAD/TKER = ladder" as well.

21.15 Number templates

Number templates

Creating and editing user templates:

1. In the **Templates** box, select an undefined User template (User 1–User 9) by clicking once on the name.
2. Once you've selected the User template name, click in the empty field at the top of the templates area.
3. Enter the format that you want the number to take. A pound sign represents a place where a digit will go: any other character will become part of the number formatting. For example, if you want to create a template for Australian phone numbers (which are formatted 1234-5678), you would enter #####-####.
4. Press **Enter** to save the format. You may use your custom conversion code in dictionary entries, and in other parts of the Numbers tab such as the _____ Digits = _____ option. The dictionary entry syntax is {#3}, where 3 is the code number. In the drop-down list on the Numbers tab, it will appear as "User 3."

Do not reassign codes 0 or 10. These are used for the {#D} and {#P} default codes, respectively. Change these only if you want to change the appearance of your dates or phone numbers.

To edit a template, select the template from the list in the **Templates** area and enter the new format in the entry field at the top of the list, as described above. You can delete what is already in the field or edit it by deleting and typing.

Template syntax:

Use the number sign (#) to represent a digit on the template and type other characters or symbols as you want them to appear in the formatted number. For example, if you want 8-digit numbers to be formatted with 5 digits in parentheses followed by a dash and the last 3 digits, you would enter (# #####)-### in the template field.

If a number template starts with "<" it will fill it from right-to-left instead of the normal behavior, which is left-to-right. For example: 12345 -- ###-### becomes 123-45 and <###-### becomes 12-345.

Number templates in dictionary entries

You can specify a number template directly in a dictionary entry, using the format {#template}. Keep in mind that the first # is the command, and the rest are digit placeholders, so a dictionary entry of {###-##} is actually a template of ##-##.

Note that you can still use the left/right fill commands, so a dictionary entry of {#<\$###.##} would fill from right to left, and a dictionary entry of {#>#####[-##]} would fill from left to right.

Optional Portions in Number Templates

Sometimes, parts of a number template should not be used if the number isn't long enough. For example, with the phone number (###)###-###, the parens around the area code should be removed if there are no area code digits. Processing for the phone number happens automatically, but you can make user-defined templates to remove non-digit parts of a number template.

For any part of a number template that is optional, put the entire portion in brackets. For example, for the phone number, the equivalent user-defined template would be <[(###)]###-### (note the < meaning the field is filled in from right to left.)

Another example would be a nine-digit zip code: #####[-###] If you write 34994, you get 34994. If you write 349940625 you get 34994-0625

This is also useful for a money template that fills in the decimal point and only puts in commas where necessary:

<\$[###,][###,][###,]###.##

Let's say that was template 5. So, for example, if you write 725{#5} you get \$7.25. If you write 436782{#5} you get \$4,367.82, etc.

This number template is integral to the Phoenix theory of number writing. Keep in mind that if you use this template, you MUST write the cents amounts, even if they're zeros, and you MUST write any filler zeros, so if you needed to indicate five dollars you would need to write 5/0/0/{#5} to get \$5.00 and to indicate two dollars and seven cents you would have to write 2/0/7/{#5} to get \$2.07. If you wanted a dollar amount without any cents at all, you would need a different template or just use {#M}. Most Eclipse users use the word "dollars"

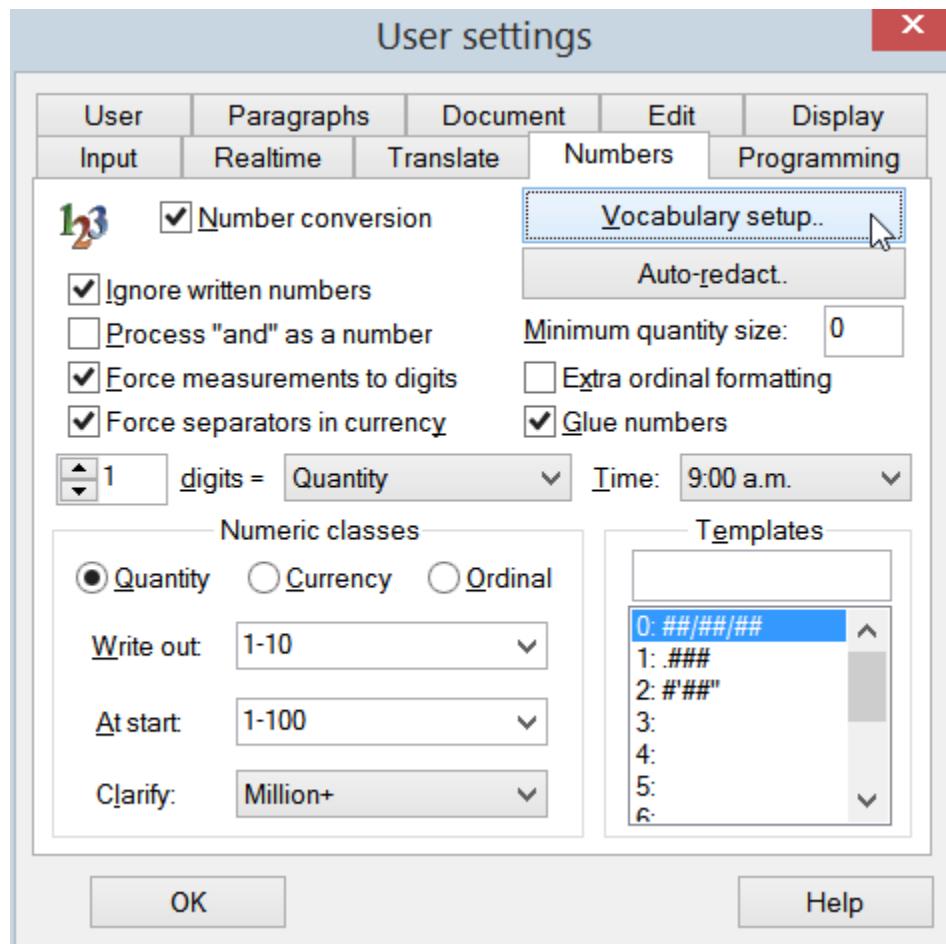
which will interpret dollar amounts correctly in all circumstances without requiring extra strokes or filler zeros.

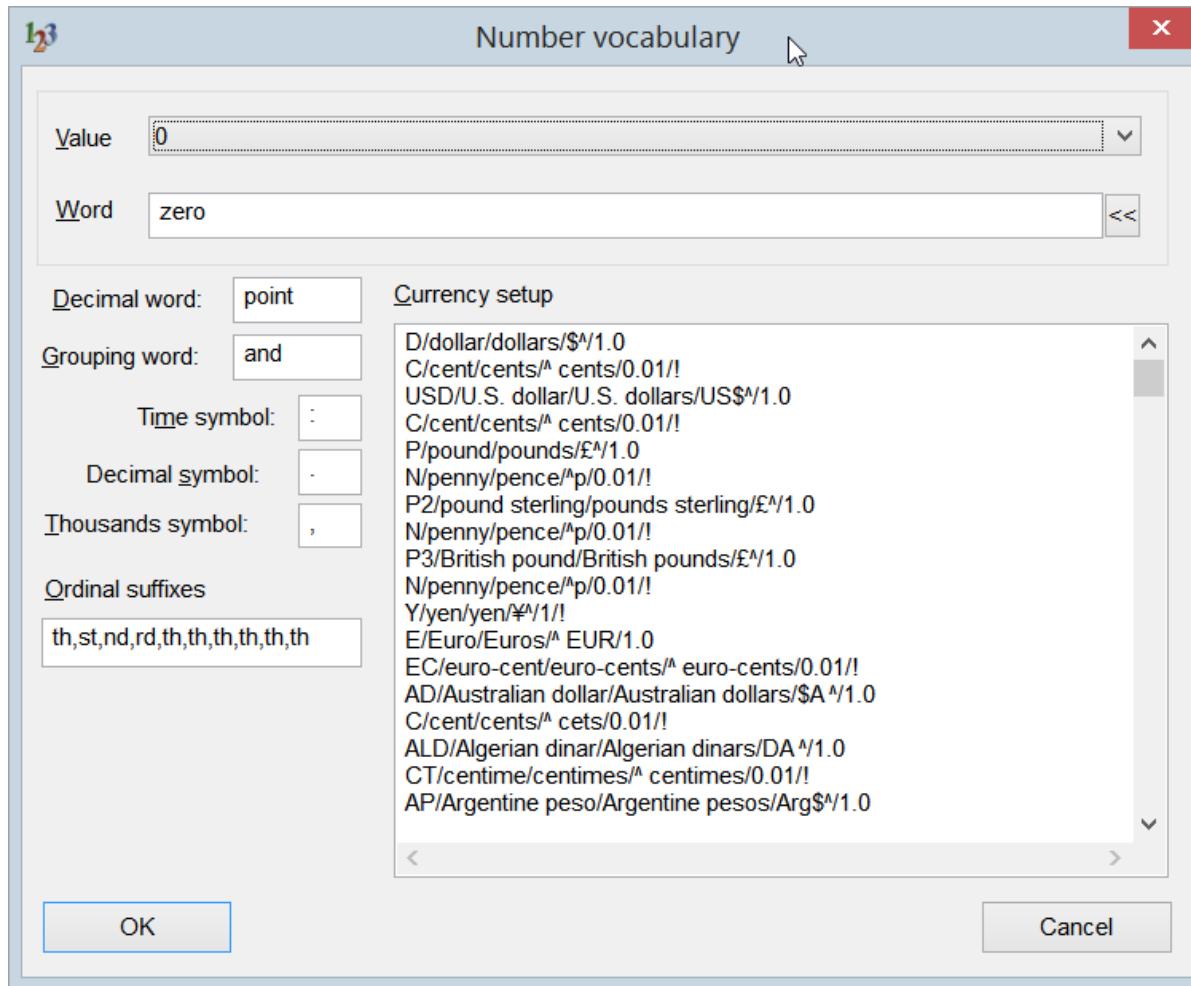
21.16 Number Vocabulary

Number Vocabulary

RELATES TO: [Numbers tab](#) [246]

In **User Settings/Numbers**, you can click the **Vocabulary setup** button to open the **Number vocabulary** dialog and customize many settings for translation of numbers.





Changing the written word for a number using the Value and Word fields

You can use the **Value** and **Word** fields to set the words used to represent numbers. The **Value** field contains a drop-down menu of numerals with a corresponding menu of words for numerals. When an item is selected from this list, its corresponding written form appears in the **Word** field. Edit the entry in the **Word** field to change the translation of the written form of the number.

Setting words and symbols for decimals

Decimal word refers to the word typically used to indicate a decimal, such as "point" in "ninety-eight point six." "Point" is by default used as the decimal word.

Decimal symbol refers to the symbol that is used in decimal numbers. The default symbol is a period, which is what is used in the U.S.

Time symbol

The number vocabulary contains a symbol used to indicate time, so that you can get translations like 9.45 in places like the UK. The default symbol is a colon.

Grouping Word - Setting compound numbers

The **Grouping word** refers to the word used to join the numbers in a "compound" number. This is where you let Eclipse know what word is used to combine numbers, so you can control how such numbers are translated. For example, "one hundred and forty eight" can be translated as "148" rather than "100 and 48." If you don't want to have numbers combined in this fashion, uncheck the **Process "and" as a number** field in **User Settings/Numbers**.

Ordinal suffixes

The **Ordinal** field contains the ten suffixes associated with the numbers zero through ten that are used to indicate ordinal values (first, second, third, etc.). Edit any suffix in this field as desired. Note: the first suffix in the field corresponds to the zeroth place (ordinal numbers ending in zero, such as tenth, 50th, and millionth). Subsequent suffixes are for ordinals ending in 1, 2, 3, 4, 5, 6, 7, 8, and 9.

A special exception stops constructions like "one second" and "one fifth" from translating as "12th" and "15th", no matter what the settings. If Eclipse sees the word for (1)(one) immediately before an *ordinal number word*, it will keep them separate.

Automatic [Month(**ordinal**), year] format

The translator can use a format for the number conversion which handles a sequence of undifferentiated digits following a month name. Note that in order to use this, you will have to change your metadictionary entries for your month names to use /"DY or /"DO instead of /"N following the month name.

If you use DY, it will use "day, year" format, such as "May 3, 2010." If you use DO, it will use "ordinal day, year" format, such as "May 3rd, 2010."

Using this format, you can write a sequence of anywhere from 1 to 6 digits following a month name, and the system should determine what format you want based on the number of digits and the contents:

X --> May X

XX --> May XX

XXX --> May X, 'XX

XXXX --> if XXXX starts with 19 or 20,then May AABB, otherwise May AA, 'BB

XXXXX --> May X, XXXX

XXXXXX --> May XX, XXXX

Currency setup

Eclipse is set to handle dollars and some additional currencies. If you need to work with other currencies, you can set them in the **Currency setup** field (**User Settings/Numbers/Vocabulary setup**).

Currency formats are associated with a *trigger* that can be entered as a dictionary definition. To use triggers, write a number and add an additional stroke, the trigger, for the defined currency.

An entry in the **Currency setup** field consists of a single line with six parts. Each part is separated by a forward slash. You can add a new currency format by typing on an empty line, or you can edit an existing format.

The first part of the format is a capital letter that is added to the standard dictionary entry, {#M}, to specify the specific currency format. For example, a dictionary stroke defined as {#MD} would indicate the currency format for dollars, and a stroke defined as {#MC} would indicate the currency format for cents. NOTE: If you define a dictionary entry as just {#M}, Eclipse will use the first template entry in the "Currency setup" field to translate the number.

The second and third parts of the format are the singular and plural forms of the currency. You may create dictionary entries from these monetary units by preceding them with {C:, e.g. {C:Euro} or {C:yen}. The name of the currency must be an exact match. This dictionary entry type differs from {#MC} type entries in that it will also insert the name of the currency.

The fourth part of the format is the currency's symbol. Place a carat (^) before the symbol to indicate that the symbol follows the number. Place a carat (^) after the symbol to indicate that the symbol precedes the number.

The fifth part of the format indicates whether the currency is a primary unit and whether secondary units are displayed as decimal values. For example, the U.S. dollar has a value of 1.0 because it is the primary unit of currency and its secondary units (cents) are displayed as a decimal. The cent has a value of 0.01 because it is a secondary unit equal to one-hundredth (0.01) of a the primary currency unit. A primary currency unit without (common) secondary units, such as Japan's Yen, would have the value of 1 (no decimal).

The sixth part of the format is an exclamation point (!) that is either present or absent. When the exclamation point is included, it indicates that the specified currency is terminal — no additional currency units can appear. That means the number conversion will stop accepting new numbers at the point where this type of currency is indicated. For example, the dollar is not terminal because it may be followed by a cents value -- when you write "dollars" the number conversion still needs to wait and see if you write any additional numbers for cents. The cent is terminal because no numbers representing money may follow a cents value. Likewise, the Yen is terminal -- If you write the word "yen" it will translate the number without adding anything to it.

The dollars and cents currency formats look like this:

D/dollar/dollars/\$^/1.0

C/cent/cents/^ cents/0.01/!

Here is a breakdown of the first example:

D - Capital letter that is added to the standard dictionary entry, {#M}, to indicate the specific currency format. Using the above example, a stroke defined in the dictionary as {#MD} would indicate the currency format for dollars. NOTE: If you define a dictionary entry as just {#M}, Eclipse will use the first template entry in the **Currency setup** field to translate the number.

dollar - Singular form of the currency

dollars - Plural form of the currency

\$^ - Symbol for the particular currency. The carat (^) indicates where the number is in relation to the currency symbol. If the symbol follows the number, place the carat (^) before the symbol. If the symbol precedes the number, (as in \$1.00) place the carat after the symbol

1.0 - Indicates if the currency is a primary unit and if secondary units are displayed as decimal values. For example, the U.S. dollar has a value of 1.0 because it is the primary unit of currency and its secondary units (cents) are displayed as a decimal. To indicate a cent, which is not a primary unit and wouldn't have secondary units presented as decimals, enter 0.01. A primary currency unit without (common) secondary units, such as Japan's Yen, is entered as 1 (no decimal)

An exclamation at the end of the line (shown in the second example above - C/cent...) indicates that the specified currency is *terminal*—no additional currency units can appear. For example the dollar is not terminal because it may be followed by a cents value. The cent is terminal because no numbers representing money would follow a cents value. Likewise, the Yen is terminal.

Note: if you prefer turning "five cents" into \$0.05 or \$.05, you can accomplish this by setting the cents symbol to \$0.^ or \$.

21.16.1 Paragraphs: Behaves as... and Automated Punctuation

Paragraphs: Behaves as... and Automated Punctuation

Once a new paragraph type has been created, Eclipse has to determine what attributes, or behaviors, that paragraph type should be given during translation. The "Behave As" setting for that paragraph type determines each paragraph's behavior. The "Behaves As" setting impacts automatic capitalization, automatic punctuation, label color, Multi-page fonts and the behavior of spell check. Occasionally, the "Behaves As" setting will impact other paragraph attributes as well.

There are nine different paragraph behaviors, and each paragraph type in Eclipse is set to behave as one of the nine different behaviors. The nine paragraph behaviors are Fixed, Normal, Question, Answer, Colloquy,

Parenthetical, Header, Footer, and Case Caption. To set the “Behaves As” setting for each paragraph type, go to **User Settings/Paragraphs**, highlight the paragraph type you wish to work with and click **Advanced**.

Below are descriptions of the nine paragraph behaviors:

Behaves as:

Fixed:

The fixed paragraph behavior results in no attributes being automatically assigned to the paragraph. A paragraph set to the fixed paragraph behavior has the following characteristics.

- The first word of the paragraph is not automatically capitalized.
- The paragraph does not receive automatic punctuation.
- All punctuation errors in the paragraph are ignored by spell check.
- The label color for the paragraph is determined by the color settings for “Other Paragraph Types”
- Multi-page fonts are not applied to fixed paragraphs.

Fixed paragraphs are often used in the creation of Title and Certificate pages. The following is an example of how fixed paragraphs can be used.

Attorney for the Defendant
David Jones
Jones & Jones, Attorneys at Law

Normal:

This is a basic text paragraph. A paragraph set to behave as a normal paragraph will have these characteristics

- The first word of the paragraph is automatically capitalized.
- A normal paragraph gives and receives a period as terminal punctuation.
- The label color for normal paragraphs is determined by the color settings for “Other Paragraph Labels”.
- Multi-page fonts are applied to normal paragraphs.
- Continuation paragraphs are often set to behave as the normal paragraph type.

The following paragraph is an example of a normal paragraph.

We went down to the pier to smoke a cigarette. We were not there very long when we heard someone walking towards us. It was late, so we were scared.

Question:

A question paragraph is the beginning paragraph in a series of paragraphs, which form a question. A paragraph set to behave as a question will have these characteristics.

- The first word of the paragraph is automatically capitalized.
- The paragraph receives automatic punctuation.
- The type of punctuation the paragraph receives is dependent upon the type of paragraph immediately following it.
- If it is followed by an Answer paragraph or Colloquy, it receives a question mark as terminal punctuation.
- In all other cases, the paragraph receives a period as terminal punctuation.
- Two paragraphs in a row that are set to behave as Questions, will cause a Double-Question error in spell check.
- The label color for the paragraph is determined by the color settings for "Question Paragraph Labels".
- Multi-page fonts are applied to the paragraph.

The following paragraph is an example of a Question Paragraph:

Q. Would you state your name for the record?

Answer:

An answer paragraph is the beginning paragraph in a series of paragraphs, which are an answer to a question. If a paragraph is set to behave as an answer paragraph, it will have the following characteristics.

- The first word of the paragraph is automatically capitalized.
- The paragraph gives and receives automatic punctuation. It adds a question mark to the previous paragraph, while receiving a period as terminal punctuation.
- If necessary, the paragraph will be changed to Colloquy according to the "Change Answer to _____" feature rules.
- Two paragraphs in a row that are set to behave as answer paragraphs will result in a Double-Answer error in spell check.

- The label color for the paragraph is determined by the color settings for "Answer Paragraph Labels".
- Multi-page fonts are applied to the paragraph.

The following paragraph is an example of an Answer paragraph:

A. My name is Jerry Smith.

Colloquy:

Colloquy is the beginning paragraph in a series of paragraphs spoken by a single, named speaker. A paragraph set to behave as Colloquy will have the following attributes.

- The first word of the paragraph is automatically capitalized.
- The paragraph gives and receives automatic punctuation. If the paragraph immediately prior to colloquy is a question paragraph, then that paragraph receives a question mark as terminal punctuation. All other paragraphs immediately prior to colloquy receive a period. A colloquy paragraph followed by an answer will receive a question mark as terminal punctuation. Otherwise, paragraphs set to behave as colloquy automatically receive a period as terminal punctuation.
- All features in the program related to speaker names rely on the current paragraph being set to behave as colloquy.
- When adding or editing colloquy paragraphs using F2 or F8, a label dialog will automatically appear, allowing you to choose a speaker name.
- Colloquy also triggers the translator to require a By-line before the next paragraph.
- Two colloquy paragraphs in a row with the same label causes a Double Speaker error in spell check.
- The label color for a paragraph set to behave as colloquy is determined by the color settings for "Speaker Paragraph Labels."
- The label is always followed by the speaker separator. The speaker separator is designated under **User Settings/ Document/Advanced**.
- Multi-page fonts are applied to colloquy.

The following paragraph is an example of Colloquy.

THE COURT: We will recess for one hour.

Parenthetical:

A parenthetical paragraph is a parenthetical statement large enough to require its own paragraph.

- The first word of a parenthetical paragraph is automatically capitalized.
- Parenthetical paragraphs give and receive a period as automatic terminal punctuation.
- A parenthetical paragraph triggers the translator to require a By-line before the next paragraph.
- The label color for parenthetical paragraphs is determined by the color settings for "Other Paragraph Labels".
- Multi-page fonts are applied to parenthetical paragraphs.

The following paragraph is an example of a Parenthetical paragraph.

(Thereupon, Plaintiff's Exhibit 1 was marked for identification.)

Header:

A header is text at the beginning of each following page.

- The first word of a header is not automatically capitalized.
- A paragraph followed by a header receives a period as automatic terminal punctuation.
- A header does not automatically receive terminal punctuation.
- Punctuation errors in headers are ignored by spell check.
- The label color for headers is determined by the color settings for "Other Paragraph Labels".
- Multi-page fonts are not applied to headers.

The following paragraph is an example of a header.

This is a rough-draft copy

Footer:

A footer is text at the end of each following page.

- The first word of a footer is not automatically capitalized.
 - Footer paragraphs do not receive automatic terminal punctuation.
-

- However, any paragraph followed by a footer will receive a period as automatic terminal punctuation.
- Punctuation errors in footers are ignored by spell check.
- The label color for footers is determined by the color settings for "Other Paragraph Labels".
- Multi-page fonts are not applied to footers.

The following paragraph is an example of a footer.

Greater Dallas Reporting Services

Case Caption:

Text that is enclosed on the right side by a border character is a case caption paragraph. A caption box is an example of this.

- The first word of a case caption paragraph is not automatically capitalized.
- The case caption paragraph does not automatically receive punctuation, but it does add a period to other paragraph types.
- Punctuation errors in case caption paragraphs are ignored by spell check.
- The label color for case caption paragraphs is determined by the color settings for "Other Paragraph Labels".
- Multi-page fonts are not applied to case caption paragraphs.
- Case Caption paragraphs are often used on Title pages.

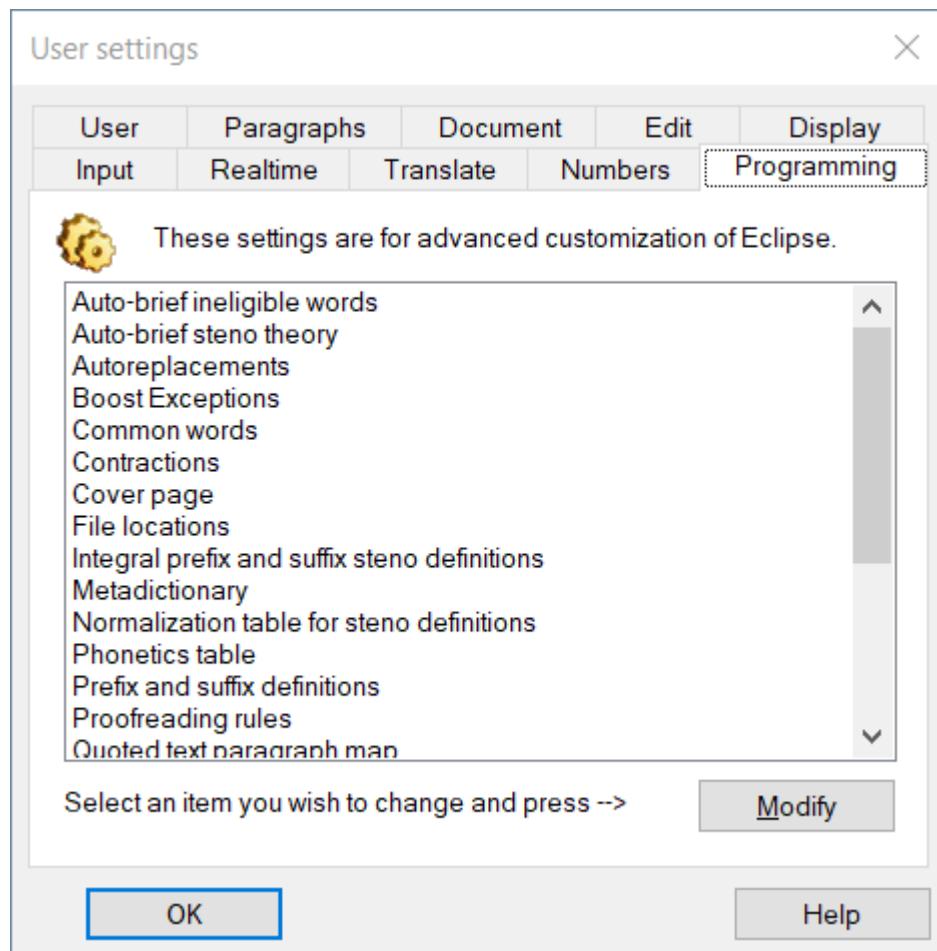
The following is an example of how case caption paragraphs may be used.

The State of New York)
 vs.)
 Jimmy Jones)

21.17 Programming Tab of User Settings

Programming Tab of User Settings

On the **User settings/Programming** tab you will find settings for advanced customization of Eclipse. They are listed in alphabetical order.



All lists on the **Programming** tab open in windows that can be resized and zoomed to view more of the items on the list. You can search for text within the list using the **Find** button, and **Ctrl+L** to move to the next instance.

With a list open, press the **Add** button to make a whole new item.

Press the **Modify** button, or hit **Enter**, to edit the item the cursor is on. (Deleting is done by simply removing the text.) Also, you can make new entries or edit existing entries by typing directly into the dialog.

If you have conflicting duplicates in a list, Eclipse will let you know, and give you a chance to find and fix them.

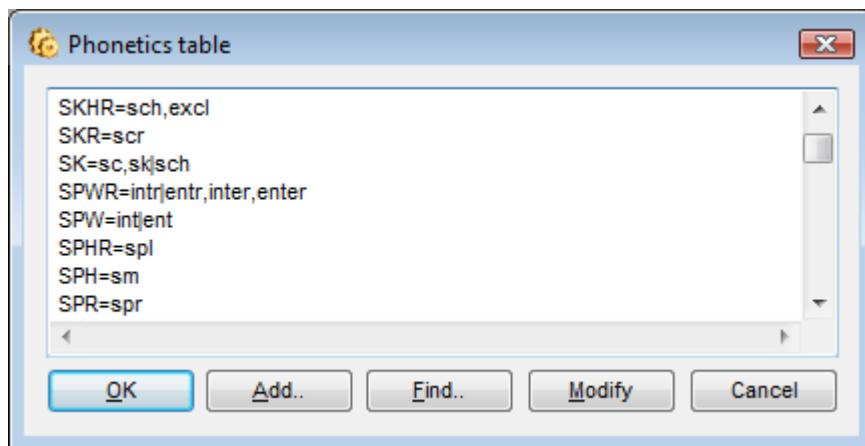
When you press **Add** or **Modify**, Eclipse opens a dialog appropriate to the type of information with which you are working. Note that some of the data types have no additional dialogs (for example, **Normalization...**, which really can't be simplified, and the list of **Common words** or valid punctuation and double-word strings).

There are 23 subcategories:

- [Auto-brief ineligible words](#) [756]

- [Auto-brief steno theory](#) [756]
- [Autoreplacements](#) [761]
- [Boost Exceptions](#) [268]
- [Common Words](#) [763]
- [Contractions](#) [620]
- [Cover Page](#) [553]
- [File locations](#) [764]
- [Integral Prefix and Suffix Steno Definitions](#) [771]
- [Metadictionary](#) [775]
- [Normalization Table for Steno Definitions](#) [781]
- [Phonetics Table](#) [783]
- [Prefix and Suffix Definitions](#) [793]
- [Proofreader rules](#) [650]
- [Quoted text paragraph map](#) [796]
- [Slop strokes](#) [797]
- [Spelling exceptions](#) [798]
- [Steno filter regular expressions](#) [815]
- [Suffix Spelling Rules](#) [800]
- [Text Filter Regular Expressions](#) [894]
- [Translation magic rules](#) [261]
- [Typeover Tracking](#) [808]
- [Watchwords](#) [382]

Each category list has a **Find** button, which allows you to search for existing entries. Remember that searches will occur from the cursor position down. If you want to search an entire list, make sure you start at the top.

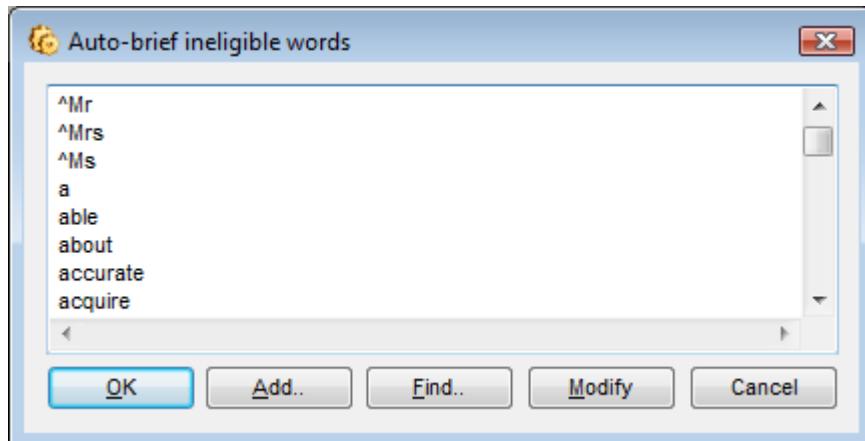


21.17.1 Auto-brief ineligible words

Auto-brief Ineligible Words

RELATES TO: [Auto-brief](#)⁴⁵², [Auto-brief Steno Theory](#)⁷⁵⁶, [User settings/Programming tab](#)⁷⁵³.

In the **User Settings/Programming tab** there is an item called **Auto-brief ineligible words**. The default list contains many common words which will not be used when creating auto-briefs.



One exception to this is that words on the **User settings/Translate tab/Non-capping words** list (that should not be capitalized when title case is used, e.g., "in" as in Alice in Wonderland) will be permitted in phrases, even if they appear on the ineligible words list, as long as they are not the first or last word in the phrase.

You can add additional words that you would like auto-brief to skip, or delete words from the list if you would like them to appear in your auto-briefs.

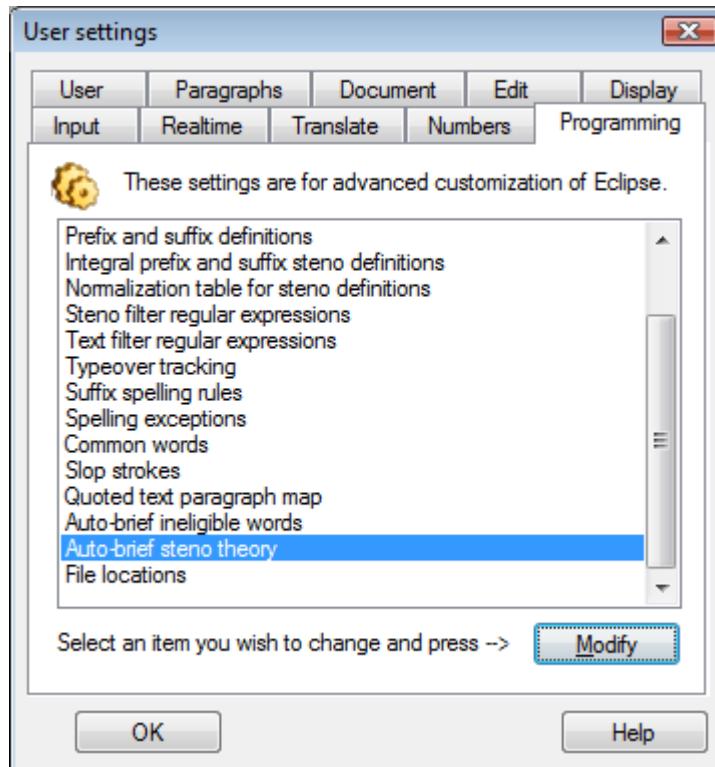
21.17.2 Auto-brief Steno Theory



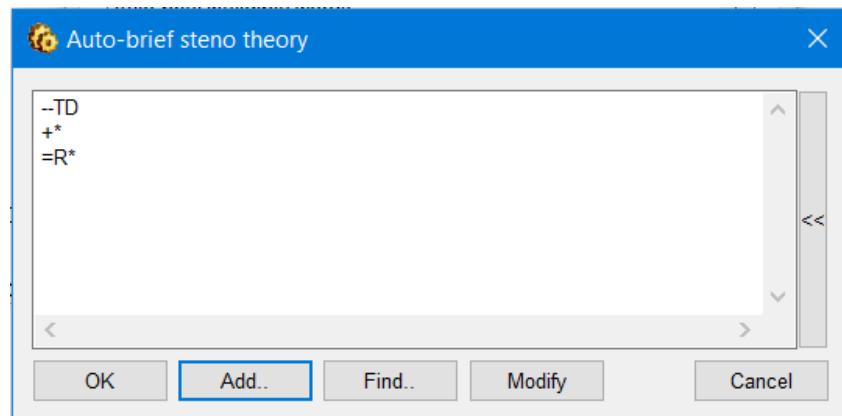
Auto-Brief Steno Theory

RELATES TO: [Auto-brief](#)⁴⁵², [Auto-brief Ineligible](#)⁷⁵⁶.

In the **User Settings/Programming** tab there is an item called **Auto-brief steno theory**.



If there are certain combinations of keys you never want to see in an auto-brief, or particular keys you want briefs always to contain, select "**Modify**" to put that combination of keys on the list.



You can use the "**Add**" and "**Modify**" buttons in this dialog rather than typing the rules from scratch.

You will be given a choice between the following three options:

Prohibited key combination – select a sequence of keys that should never appear in a brief because it's too difficult to hit with your particular keyboard configuration (for example, -TD without wide keys.)

Required keys – select a key or keys that will be added to every auto-brief. For example, if you want all briefs to contain an asterisk, put * in the stroke here.

Pre-made stroke – If you want the auto-brief feature to use arbitrary pre-made brief strokes from a list rather than to come up with sound-alikes, use this option to create those pre-made strokes. Note that this feature is primarily for voicewriters who cannot speak untrained words on the fly and must pre-program temporary voice codes in advance.

Prohibited key combinations

You can disallow as many combinations of keys as you like by placing a minus sign before them. For example, your list might contain the following:

-*
-TD
-TSD
-SZ
-SDZ

This list disallows ANY stroke containing an asterisk at all if you don't like the asterisk suggestions. For users without wide -DZ keys on the steno keyboard, this also disallows any stroke containing the D or Z and the key immediately to the left of it.

Another use for this feature: If you put "- " (minus and space, without the quotes) then you are disallowing any steno sequence that contains a space. In other words, you are disallowing the double-stroke briefs that the auto-brief system sometimes has to use.

Note that if you disallow too much, the system may want to give you a brief for something but may be unable to do so. You can remedy that situation by using the next two features of this option set.

Required keys

If you ALWAYS want auto-briefs to contain a particular set of keys, you can put a line in this area with a + sign before it. The steno keys you enter will then be added to ALL auto-brief entries that the system creates.

For example, if you ONLY wanted the suggestions with the asterisk, you could use:

+*

If you used a special suffix for briefs, such as -DZ, you could put in

+-DZ

So when the system was looking for a brief for Hofstadter, it would try H-DZ, then HO-DZ, etc.

Note that these keys may not end up being consecutive in the final brief. For example, if you have

+*Z

Then you may get a brief like PWA*RZ for a word like "Bartholemew." The + line simply adds the keys indicated to any auto-brief stroke.

Note that you can only have ONE line with a plus sign, because it will add those keys to ALL auto-briefs that it creates, so it wouldn't make sense to have multiples. If you want multiple keys, just include them all on that one line.

Pre-made strokes: Auto-brief can supply steno from a pre-defined list

You can include as many lines as you like of pre-defined steno using the = sign. For example:

=1-BL
=2-BL
=3-BL
etc.

If the system is unable to come up with a brief that fits the specified criteria and is not already being used in a dictionary, it will use the first available item from this list. If the - and + restrictions result in the system's being unable to find a brief stroke that it can use, it will look for the first = stroke that is available.

If you only want it to use these pre-defined items for briefs and to never try to come up with its own, then there is a simple way to disallow all strokes:

-

That's a line with a single minus sign and NOTHING after it. This command disallows all strokes by default, which means that all auto-briefs must be generated only from the pre-defined steno offered on the lines starting with =

So a sample theory list might be:

-
=1-BL
=2-BL
=3-BL

Which means to disallow all automated stroke generation and use only the three strokes provided. Once those are used up, no more auto-briefs will be created, which is a good argument for offering quite a few default strokes ahead of time if you're going to use this technique.

Ask for another brief, and use the rules for alternates

The +STENO syntax of the auto-brief rules is useful to force the use of alternates. If you have multiple +STENO lines, such as:

+OEUG

+OEUB

+OEUZ

Then the first suggestion for any auto-brief word or phrase will add the steno from the first + line; so you might write "stenographically" in five strokes and get SOEUG as a suggestion.

If you use {ABNEW} to ask for a new suggestion for that word, it will rotate to the next line, suggesting SOEUB instead. Hitting {ABNEW} again rotates to the next line, etc.

Auto-briefs and numbers

You can optionally add a sequence of steno keys that will ONLY be added to auto-briefs containing numbers. This is indicated by including the number sign # after the + sign.

For example, you might add +#SZ in the auto-brief steno theory. Then, when you write 574,974.23, the auto-brief procedure will be able to suggest 5SZ as a brief for that number.

Note that the number additions and the regular additions are separate, independent settings and you can use only one or only the other or both simultaneously.

Auto-briefs containing numbers such as dates: "May 12, 2007"

If you have the numbers enabled in the auto-brief function, AND you remove the months from the list of auto-brief ineligible words found under **User settings/Programming**, then dates in this format will end up with a brief suggested for them.

You may or may not find this useful, depending on the circumstances and the types of jobs you do, so experiment and decide what works for you.

VISUALIZERS:

[E3-Auto-Brief Customization](#)

[E3-Auto-Brief during Realtime Translation](#)

21.17.3 Autoreplacements



Autoreplacements

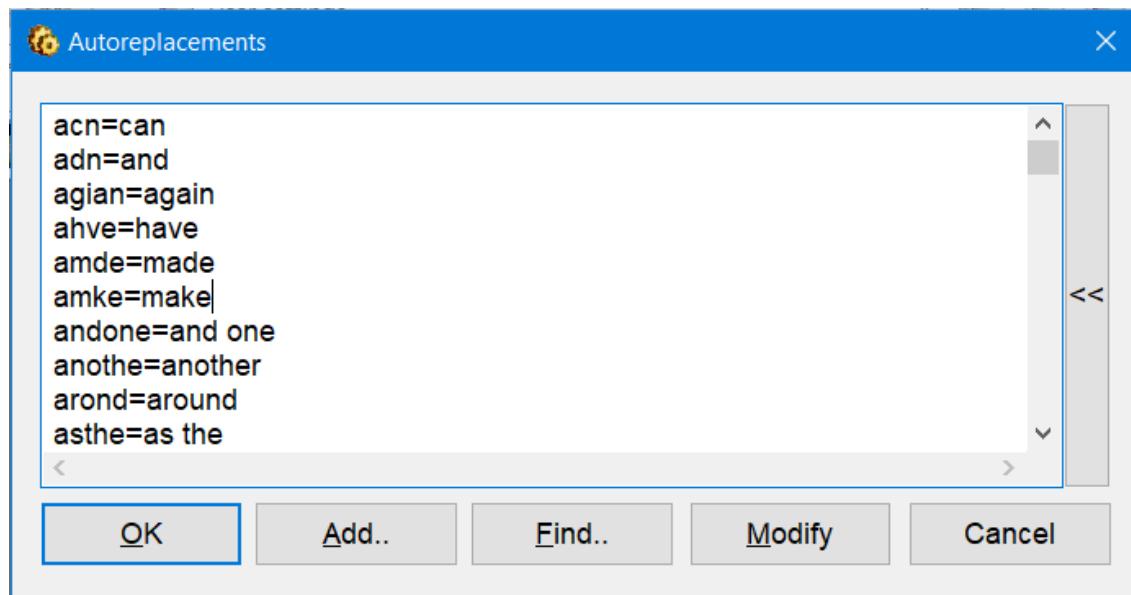
RELATES TO: [Programming tab](#) [753]

An autoreplacement is a piece of text that is automatically substituted for another piece of text during editing. They can be used to address common typographical errors, or to create fast ways to type long phrases. This list consists of two text strings that are separated by an equal sign. When the string on the left is typed in a document, Eclipse automatically replaces it with the string on the right. For example, the entry, "adn=and" would automatically correct "adn" with "and". Another way to use autoreplacements is to create abbreviations that make typing more efficient (e.g. DOJ=Department of Justice).

The syntax for an Autoreplacement entry is:

word=replacement

Some sample autoreplacement entries:



Whenever you type what is on the left-hand side of the equals sign, it will be automatically replaced by whatever is on the right. For example, if you type "adn", it will automatically be changed to "and."

To create an autoreplacement, simply type it into the list, using the word=replacement syntax. You may also delete or edit autoreplacements, just by editing the list as text.

The list of autoreplacements is automatically sorted alphabetically. You do not have to put new autoreplacements in their precise location; you can place new entries anywhere you like, as long as the word=replacement syntax is followed for each individual entry, .

Autoreplacements can also be created during [globaling](#). To do this, type the autoreplacements text into the globaling window. For example, if you type "teh=the" in the globaling window, you will be asked if you want to create an autoreplacement of "teh=the". If this global is to go into a dictionary, the dictionary entry will be created of just the word "the."

Partial Autoreplacements

Some common typing errors are not whole words like "hte" which should be "the" but are instead parts of words, like prefixes and suffixes. So, you can enter prefixes and suffixes on the auto-replacement list by using the * symbol as a wildcard.

For example the following auto-replacement:

*t~~o~~in=tion

indicates that if you type "t~~o~~in" at the end of any word, it will be changed to "tion" instead.

Job-specific autoreplacements

If you wish to have autoreplacements that only work in the current document, rather than being a permanent part of the user settings forever, you can add them to the current job only.

To add an autoreplacement for the current job, add a line to **Tools/Job variables** as follows:

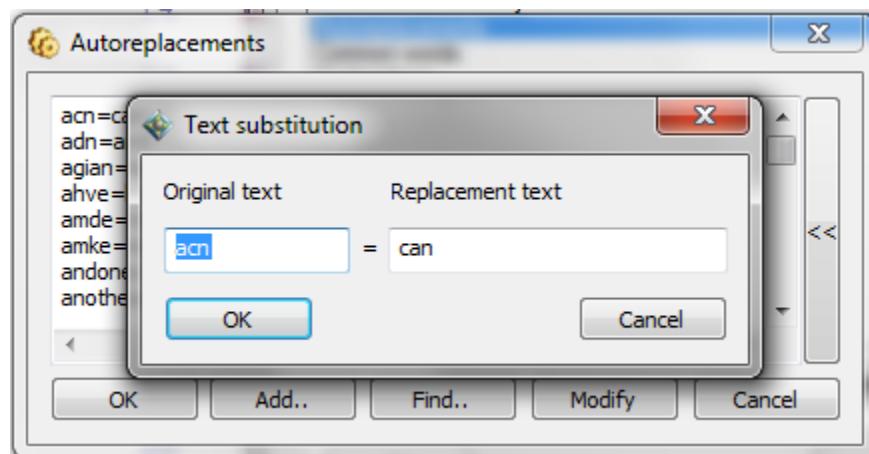
AUTOREP=orig1=replacement1|orig2=replacement2|orig3=replacement3

So, for example, you might put

AUTOREP=lb=lithium-ion battery|tx=Texas Instruments, Inc.

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 the **Text substitution** dialog that will prompt you for the necessary information:



Enter the text you want to replace into the **Original Text** box. Enter the desired replacement text into the **Replacement Text** box.

VISUALIZERS:

G4 - [Autoreplacements](#)

G4 - [Autoreplacements While globaling](#)

21.17.4 Common Words

Common Words

RELATES TO: [Programming tab](#) 753,
[Multi-page print dialog](#) 555.

Any words entered in this list will never appear in a [word index](#) 549. Place one word on each line. Do not capitalize, unless the word is always capitalized.

21.17.5 Contractions

Contractions

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.

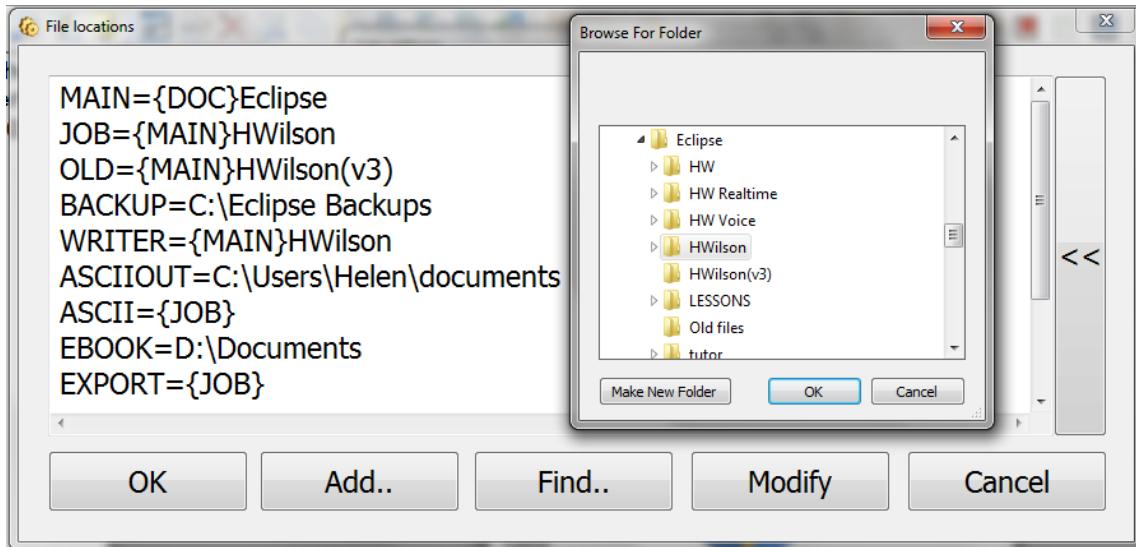
21.17.6 File Locations

File Locations

RELATES TO: [User settings/Programming tab.](#)⁷⁵³

In the **User settings/Programming** tab there is an item called **File locations**. All file and folder locations are centralized and hierarchical, and optional file and folder locations can be specified in order to create whatever organizational structure you prefer for your files.

The easiest way to add or change a file or folder location is to click the **Add** or **Modify** button. A **Browse for Folder** window will open.



The **Add** function will add the location using **FOLDER=etc**. When you select **Add**, it opens a list all of the special names that Eclipse can look for, along with a brief description hint. You can also optionally select the first item, which allows you to type your own location name.



For example, if you wanted to add an autoblock folder, you would hit **Add**, then select AUTOBLOCK. You could also select **[Create new location]** and type something you make up such as ARCHIVE or PORTABLE and then hit [enter]. Then select or create the folder in the folder dialog and hit **Ok**, at which point it would create `AUTOBLOCK={JOB}autoblock`

You can use the **Make New Folder** button to create the new folder ahead of time in addition to being able to select existing folders.

The syntax for the File locations is as follows: `TYPE={OptionalParent}path`

For example, a basic user setup might look like this:

```
MAIN={DOC}Eclipse  
JOB={MAIN}Joe  
BLOCK={JOB}Blocks
```

The MAIN folder is where all user.ini files are stored, for the entire Eclipse installation. If you change this, it changes for everyone who uses Eclipse on this computer, because it tells Eclipse where to find the .ini files when the program first runs. If you set it (or leave it) as MAIN={DOC}, Eclipse will find the files for whichever Windows user is logged in in a multiuser system.

The JOB folder reads {MAIN}Joe, so when Eclipse needs to access a file in the Jobs folder, that will expand to C:\Users\Username\Documents\Eclipse\Joe

Likewise, the BLOCK folder first expands from {JOB}Blocks to {MAIN}Joe\Blocks, then to C:\Users\Username\Documents\Eclipse\Joe\Blocks

Note that this hierarchical structure is only apparent to advanced users working in the **User settings/Programming/File locations** area.

You can also view and modify these paths in the **User settings/User/Advanced** section where the path names appear and you can hit a button to browse through folders. Though this dialog shows the entire path name, it's actually accessing and modifying the file locations when you use it.

Likewise, anywhere in the program where you're browsing for a folder (such as selecting the location where you read files from your writer) and/or selecting a file from a different location than the jobs folder, the system may automatically create an entry under the File locations in order to account for this new user preference.

All file names and locations are stored as part of this system. For example, the user spelling dictionary is stored as UserName.esp and is expected to appear in the jobs folder as specified by the JOB= line. You can change things such as the location where your files are stores, or the name of your jobs folder, or even your entire main folder, in just one location, making it simple to move everything, for example, to My Documents\Eclipse.

Many optional file locations can be specified. For example, having a BLOCK folder is helpful, but you can subdivide even further by specifying a LIST folder (for list files used for form fields) and an INCLUDE folder (for autoinclude dictionary entries and the translator's initial and final block settings.)

Note that you can use {DESKTOP} in the File Locations feature, so you can create folders such as EXPORT={DESKTOP}scopist\RTF files.

These categories are optional; the way that the system works is this:

When it translates an autoinclude such as {<cover>}, Eclipse will first look to see if you have an INCLUDE folder specified. If not, it will see if you have a BLOCK folder specified. If not, it will finally look in your JOB folder for the cover.ecl file to include into the document. (Note that even the BLOCK folder is optional, and without it, Eclipse expects everything to be in the JOB folder.)

Note that these folders don't need to be inside each other, such as (...Users\Joe\Block\Include). INCLUDE could be C:\Eclipse\Include, BLOCK could be {MAIN}Block, JOB could be {MAIN}Joe\Transcripts. Eclipse doesn't care. The point is that you do not need to have a BLOCK or INCLUDE folder if you don't want them. Technically even the JOB folder is optional. As a last resort, Eclipse will create and look for files in the MAIN folder if no other folders are specified, but you would probably not want every Eclipse file for every user in one folder.

You do not need to use every optional path. Some are only applicable to specific needs. For example, a scopist might want to play WAV files directly off CDs they get from reporters. A reporting firm might put all of their form lists for all reporters in a central repository on the network, etc.

Although you can put your note files, transcript files and dictionaries in three different places, if you do, you lose the job file hierarchy integration provided by the Eclipse file manager. If you keep them all in the same folder, you can easily look at all your dictionaries at once by using Windows explorer in the detail view and sorting by file type.

Here is a complete list of the different optional file locations supported by Eclipse:

USER

This is where UserName.ini files will be loaded and stored once you've entered your particular user setup. Normally these are found in MAIN and it's not a good idea to change this. The only application for this is a shared system in which you have, for example, 10 users, each with 20 different .ini files. Each user can have his or her own folder for their .ini file variations and just keep the main .ini file in the MAIN folder so that the initial Eclipse login doesn't end up with 200 .ini files to scroll through.

JOB

This is the default location for most files, and is the only location where Transcript.ecl files are found.

PROG

This is the location where the program itself is stored.

DOC

This allows you direct access to your documents folder. For example, if you wanted your Eclipse documents to go in a folder named "Eclipse" as a subfolder of your "My Documents" folder in XP (or your "Documents" folder in Windows 7) you would use:

MAIN={DOC}Eclipse

That way, if your jobs folder is

JOB={MAIN}Bob

then your job files would be in My Documents\Eclipse\Bob

BLOCK (-> JOB)

Block files are, broadly, any .ecl file that is used for some purpose other than being a complete transcript.

BLOCKREAD (-> BLOCK -> JOB) The location for the Block/Read (Alt+R) function if you have a need for that to be different from the BLOCK folder.

INCLUDE (-> BLOCKREAD -> BLOCK -> JOB)

Where Eclipse will find autoinclude files for {<filename>} dictionary entries and the Translate/Initial and final block settings.

LIST (-> BLOCKREAD -> BLOCK -> LIST)

The location for list files used by form fields that provide lists of choices.

BLOCKWRITE (-> JOB)

The location for the Block/Write and Block/Separate functions for writing blocks out from the current file. Note that this does not default to the BLOCK folder if it doesn't exist, because generally block/writes are done to divide transcripts into smaller transcripts, so they'll usually be going into the jobs folder.

BACKUP (-> "\EclipseNT Backups")

The "Backup" folder for the file manager and backup/restore wizard. If not specified, it will default to the old "\EclipseNT Backups" location.

AUX (-> BACKUP)

An Auxiliary folder used by the file manager as an alternate storage location.

NET (-> BACKUP)

The "Network" folder used by the file manager and other features that need a generic network file location.

DIVISION (-> NET -> BACKUP)

The folder where divided segments of the transcript will be written automatically by the "Division interval" feature.

WAV (-> JOB)

The location where WAV files will be recorded and played back, rather than the jobs folder.

WAVREC (-> WAV -> JOB)

The location where WAV files will be recorded.

WAVPLAY (-> WAV -> JOB)

The location where Eclipse will look for WAV files to play back.

Note that this is a good example of a distinction that demonstrates that the intermediate locations (in this case, WAV) are not necessary or even desirable. For example, if you wanted WAV files to record in the JOB folder, but to play them back from the network or a CD, you could simply have:

```
JOB={MAIN}Joe  
WAVPLAY=F:\Audio
```

You do not need a WAV setting just because you have a WAVPLAY setting.

NOT (-> JOB)

The default location for note files.

DIX (-> JOB)

The default location for dictionary files.

DIXMAIN (-> DIX -> JOB)

The location of your main dictionary.

DIXJOB (-> DIX -> JOB)

The location of the job dictionary for the current job. This is a rather subtle differentiator. If this is different from DIX, it ONLY specifies the location of the Job dictionary as listed just below the Main in the dictionary dialog. The numbered dictionaries 1-9, etc., will be stored in DIX. This division is intended to keep re-usable special dictionaries such as special terminology for captioners or particular cases in a separate folder from the job dictionaries that are associated with particular transcript files.

SOUND=

Used to specify where sound effects are being played

SPELL=[foldername]

Used to specify a location for your spelling dictionary, so it can be shared by more than one user, or one user with multiple job folders.

WRITER (-> "A:")

The location where the "Read notes" function will look for note files from your steno machine. Historically, a floppy drive, but increasingly, SD card readers, etc.

ASCII (-> JOB)

Where ASCII files will be created by the Production/Output to ASCII function before they're copied to the location for transport to attorneys. Many users create transcript ASCIIs in a separate folder for use with SearchMaster, for example.

ASCIIOUT (-> WRITER -> "A:")

The Output to ASCII function will make a copy of the ASCII file to this location once it's complete.

FLOPPY (-> WRITER -> "A:")

The floppy disk drive location for the file manager

IMPORT (-> JOB)

Location used when performing the File/import or conversion wizard functions.

EXPORT (-> JOB)

Location used when performing the File/export or conversion wizard functions.

KEY (-> WRITER -> "A:")

Location where the convenience key files will be created when asked.

OLD (-> {MAIN}Eclipse3)

Where copies of Eclipse 3.X files will be placed if opened in 4.x+ and converted to the new format. You may have an existing setting for this if you converted from 3.x in the past.

LESSON (-> {JOB}Lesson)

When installing a lesson for the lesson player, each student's personal copies of each lesson will go here.

21.17.7 Integral Prefix/Suffix



Integral Prefix/Suffix

RELATES TO: [Programming Tab](#) [753],
[Working With Global Suggestions](#) [307]

Integral Prefix/Suffix is one of the three types of [global suggestions](#) [304]. Whenever you perform a global, you may be offered suggestions of other forms of the word, with final-side keystrokes like -D, -G, and -S included for ^ed, ^ing, and ^s endings. For example, if you global PHARBG as "mark", you may be offered PHARBGD and PHARBGS for "marked" and "marks."

The **Integral prefix and suffix steno definitions** table in the **User settings/Programming** tab allows you to customize the suggestions you receive. When you create a user, it will have a default set; you need only edit this table if you wish to alter the suggestions, or create new ones.

The syntax for an entry in this table is:

wordpart=NewStenoKeys,ExistingStenoCheck

Wordpart is simply the prefix or suffix this entry represents. It takes the same syntax as [prefix/suffix dictionary entries](#) [882]: ^ed, ^s, pre^, etc.

NewStenoKeys are the keys that are added to the outline. A final D would be -D, final S would be -S, the prefix dis^ would be STK, etc. Final-side keys should be preceded with a hyphen (otherwise the system will think they are initial-side keys).

The **ExistingStenoCheck** is the most complicated part of the entry, and has two components: Inclusive Steno and Exclusive Steno.

The + sign indicates that the presence of the letters specified is REQUIRED. The lack of a plus sign indicates that the presence of the letters specified is PROHIBITED.

Exclusive Steno is preceded by a minus sign, and indicates keys that must not be part of the stroke. For example:

`^ed=-D,-DZ`

This entry -DZ means that for -D to be suggested as an ^ed ending, the keys -D and -Z must not be present in the stroke. The -DZ is Exclusive Steno.

Exclusive steno applies to suffixes or prefixes that should NOT be applied if certain letters are already in the stroke. For example, you should NOT apply a -G = ^ing if there is already an -S in the stroke.

That's why the ^ing entry looks like this:

^ing=-G,-GTSDZ

That means as long as NONE of the letters -GTSDZ are in the stroke, it's OK to add the -G and ^ing to the end. That's the EXCLUSIVE steno.

There is also **Inclusive Steno**. This is preceded by a plus sign, and indicates keys that must be present in the stroke. For example, here is the entry for the final Z:

| ^s=-Z,+D

The +D means that final D must already be a part of the stroke, or this entry will not be offered as a suggestion. The -D is Inclusive Steno.

Inclusive steno applies to suffixes or prefixes which should be applied ONLY if certain letters are already in the stroke. For example, in the tucked-in {^er}, users want to be able to specify that they ONLY tuck in an -R before the letters G, T, S or D

That's why the ^er entry looks like this:

^er=-R,+-GTSD

NOTE: If the ExistingStenoCheck part of an entry contains a plus sign and a minus sign in order, such as the previous example, it means that this is an Inclusive Steno item that contains final-side keys. The entry +-D means "inclusive steno for final D".

Here is the integral prefix/suffix table which is included in the eclipse.set default settings file. You may remove the ones you don't use.

^ed=-D,-DZ

^ing=-G,-GTSDZ

^s=-S,-SDZ

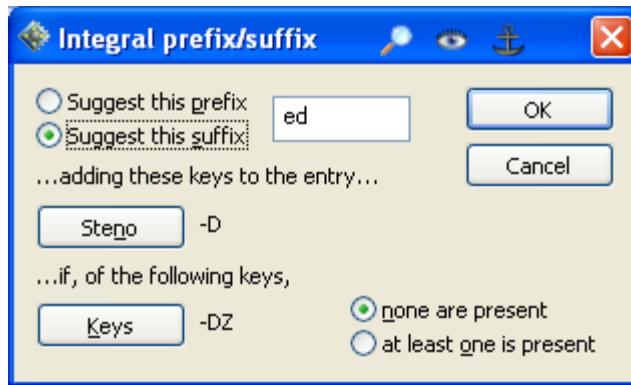
^s=-Z,+D

^er=-R,+-GTSD

dis^=STK-,STK-

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 dialog that will prompt you for the necessary information:



Select **Suggest This Prefix** or **Suggest This Suffix**, depending on which one you want Eclipse to suggest.

The **Steno** button will open the [Steno Emulator](#)⁸¹⁷, in which you can select the key(s) on the steno keyboard that are used to include this suffix in a stroke, such as -G for "ing".

The **Keys** button will open the [Steno Emulator](#)⁸¹⁷, in which you can indicate which keys on the keyboard should or should not be present in order to make it a valid suggestion.

Select **None Are Present** or **At Least One Is Present** to instruct the system whether or not the keystrokes you entered via the Keys button are required or prohibited. For example, the system should probably not suggest -G for "ing" if -S is already present, because -GS is usually a "tion" ending. Likewise, you may want to define that -Z can be used to represent {^s}, but only if the -D is present.

In another example, $\wedge s = -Z, + -D$ indicates that the -Z should be suggested to add an {^s} ending to the stroke ONLY if there is already a -D in the stroke. That's because if there's not a -D, most users would tuck in an -S, not a -Z. If you ALWAYS want the system to suggest -Z as a possible {^s} ending, just change it to $\wedge s = -Z, -Z$ (always suggest unless there's already a -Z in the stroke).

Enforcing a particular order

The prefix/suffix permission strings can be setup to enforce a particular order. In some cases (especially for some non-English languages like Italian) the permission strings in the prefix/suffix table are not quite specific enough.

For example, the $\wedge \wedge [eds]ing$ entry can turn "walked" into "walking" or "taxes" into "taxing" by virtue of the fact that the last two letters in the original word are either e, d or s.

However, that rule would also turn "scalds" into "scaling" because again, the original word ends in two letters belonging to the set [eds]. If you would like to specify a particular sequence of specific letters, you can do so by using the following syntax: ^[=sequence]suffix. For example, after adding ^[=ed]ing, ^[=es]ing, Eclipse only has permission to modify words that specifically end in "ed" or "es".

In addition to fine-tuning anyone's personal steno theory, this is also an accessible feature for non-English or non-stenographic keyboards and theories.

Suffixes can delete the previous word when applying variations

You might have a suffix with a long deletion command, such as

`^able=able,&able,^able,^^^^able` (in which the fourth entry is designed to be able to remove an existing suffix to turn, for example, "remarkably" to "remarkable")

When you have a string of multiple deletes like this, you can remove the entire word, but no more than that. Since an empty string is considered a valid spelling, it is possible to create a dictionary entry like so:

{^D}

And a prefix/suffix table entry like so:

`^D=^^^^^^^^^^^^^^^^^`

Note that the number of `^` characters is arbitrary. It's the length of the largest word you think you might want to delete.

The first use of this entry is that, unlike `{DELETE}` which removes the previous stroke, `{^D}` removes the previous word, no matter how many strokes it is. Now, since it removes the word and not the space before it, you'll want to make the dictionary entry `{^D}{^}` so that it removes the extra space that would appear when you write the new word.

Now, while it's possible to write a macro that goes back and removes the previous word by using the word left and delete word functions, it's not desirable, because it only removes it from the editing, so it would not affect closed captioning displays, CIC output, or any other realtime data transmission method. But the `{^D}` solution does apply to your outputs, making it a vastly superior technique for deleting a word as opposed to a stroke.

This technique can also be used within macros using the Force translation function. For example, a typical macro to back up and capitalize the previous word has no effect on CIC screens, but if written as follows:

```
Word left  
Block mark  
Copy  
Force translation  
Ctrl+V to paste  
Ctrl+K to capitalize  
Home
```

```
{^D}{^}
```

[enter]

This macro will grab the previous word and force a new translation which removes the previous word and replaces it with a capitalized version of the same word. If you like macros, experiment with this technique and see if you can find other ways that editing commands in macros can be used to improve translation even when outputting to CIC or captioning.

21.17.8 Metadictionary



Metadictionary

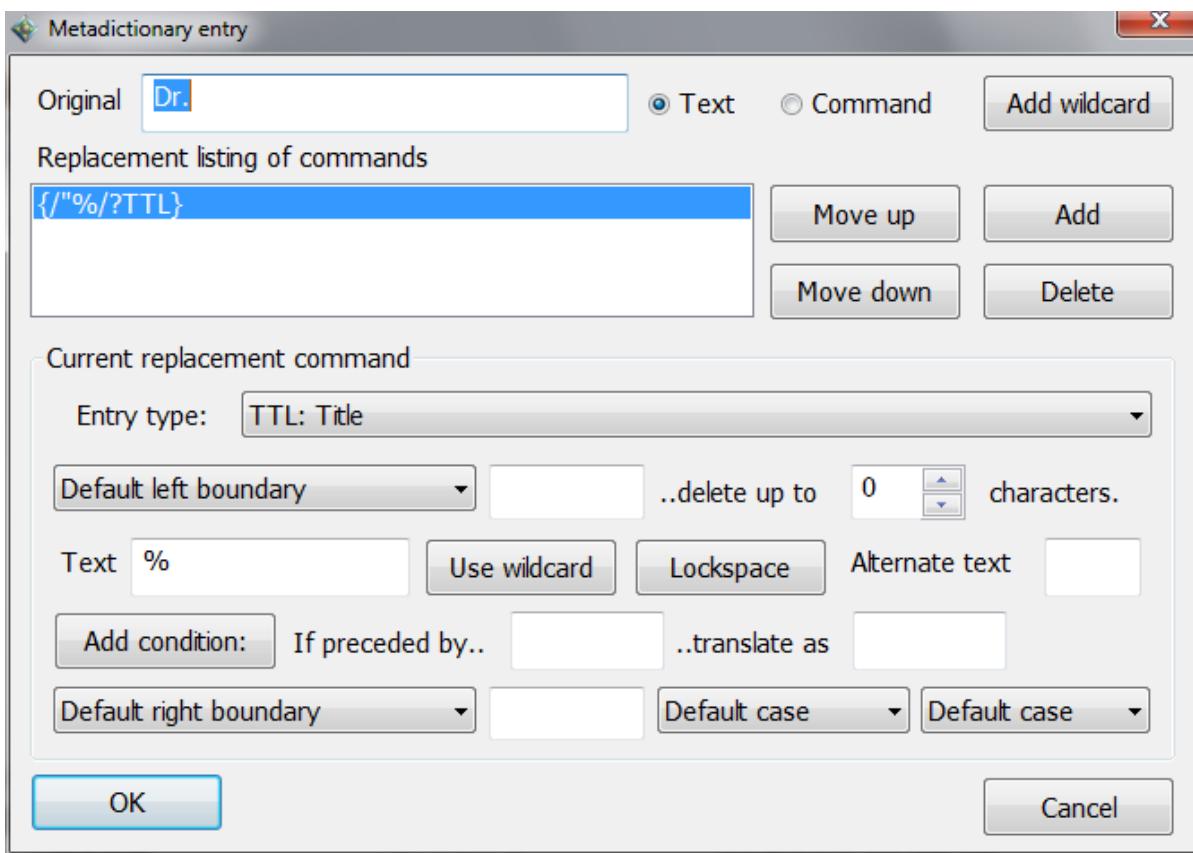
RELATES TO: [Metadictionary Syntax and Codes](#) 720, [Programming tab.](#) 753

The metadictionary is the set of rules that dictates how dictionary entries behave. It can be used to create custom functionality for dictionary entries.

WARNING: If you are an inexperienced user, you should not attempt to edit the following without expert guidance.

The metadictionary contains entries with complex dictionary formatting, which simplify the entries you make in standard dictionaries by specifying how special terms (e.g. months, measurements, numbers, and functions) are to be translated.

When you choose **Modify**, the **Metadictionary entry** dialog opens, which allows you to develop or edit metadictionary entries without worrying about the complicated syntax, which is handled for you. (For a detailed explanation of the Metadictionary syntax and codes, see [Metadictionary Syntax and Codes.](#) 720)



The default user setup contains a great many common metadictionary entries, which provide the functionality for [common dictionary entries](#). Any new entries you may need for special tasks, such as captioning, are typically created by Advantage Software and distributed in (and often included in [.SET files](#)). So most users will not need to edit metadictionary entries.

The syntax for a metadictionary entry is:

dictionary entry=metadictionary rule

The Dictionary Entry, the part left of the equals sign, is what goes in your steno dictionary. This can be an ordinary word, like "August", "mile" or "twenty-seven", or it can be a bracketed entry such as {Q}

The Metadictionary Rule consists of one or more metadictionary items. A metadictionary item can be something as simple as {/"/%/?TTL} which indicates that the dictionary entry is a title, or it can be a complex series of marks that controls advanced punctuation behavior.

Some metadictionary syntax examples are given below. The examples use codes and techniques you are most likely to need in creating custom entries. There are more codes available; however, these are for tasks where ordinary dictionary syntax is adequate (such as prefixes and suffixes), or for highly specialized tasks (such as gender of nouns in languages other than English). If you need to create a custom entry, please contact Advantage Software tech support for guidance.

Text Commands

The simplest metadictionary command is a text command. This command simply inserts the specified text. This is commonly used in entries where you want the word itself to appear, such as "January". The syntax for a text command is:

{"/"text}

Text is the text you want to appear. For example, here is the default metadictionary entry for "January":

January={"January}{"/N/?NUM}

The command **{"January}** inserts the word. You may also use the code **{"%"}**, which will insert the text that appears to the left of the equals sign:

miles={"/%/?PMT}

Context Codes

The **/?NUM** and **/?PMT** from the previous examples are context codes. These codes tell Eclipse the nature of a piece of text. With the exception of NUM and PGH, these are usually included in a text command, like the "miles" example above.

The syntax for a context code is:

/?ABC

where ABC is the context code.

Here is a list of commonly-used context codes:

- **TXT** - ordinary text.
- **TTL** - a title, such as Dr. or Mrs. - will automatically attach to and capitalize the word that follows.
- **SMT** and **PMT** - singular and plural measurements, respectively.
- **PGH** - inserts a paragraph of the specified type. You must name the type in a text command, like this:

{C}={"Centered/?PGH}

- **NUM** - performs a number conversion of the specified type. You must name the type in a text command, with a one-letter code. These are the same codes that are used in [number conversion](#). For example, here is the metadictionary entry for o'clock:

o'clock={"/T/?NUM}{"/o'clock}

The code **{"T/?NUM}** converts the preceding number to a time. (This saves you having to put **{#T}** in the dictionary entry.)

- **TPC**, **CPC**, and **DPC** indicate terminal punctuation, comma punctuation, and dash punctuation, respectively. When creating new punctuation marks, use these codes at the end of the entry to indicate how the mark should behave.

- **TGE** indicates a toggling entry. Use this code to create an entry that will alternate between two things. The syntax is:

{/"first item/'second item/?TGE}

For example, here is the default entry that toggles between opening and closing parentheses:

{()= {/"/' /?TGE}

For a complete list of context codes, see the [Entry Type list](#) in the [Add/Modify dialog](#).

Behavior Commands

Behavior commands are most often used with punctuation marks. They control capitalization, spacing, and other actions.

/< followed by text means "this text should precede this entry." It is most commonly used without any following text, to mean that there should be nothing before this entry. (In other words, delete the space.)

/> followed by text means "this text should follow this entry." This is most commonly used to delete or add spaces after an entry.

^ will delete one character.

/|> capitalizes the next word.

/|< capitalizes the previous word.

/|- allows capitalization for the prior entry to carry through to the next entry. In other words, if the prior entry told the next word to capitalize, then this entry will pass that through and capitalize the next entry.

Square brackets **[]** indicate things that this entry can replace. For example, the default period **{.}** metadictionary entry contains this section:

[,;:-?~]

This means that the period can replace a comma, semi-colon, dash, colon, question mark, or tilde (lock-space). Add or remove entries from within the brackets to determine "replacement rights" for this mark.

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 dialog that will prompt you for the necessary information:



The **Original** text box is where you type the original text that gets replaced with the metasyntax.

Select **Text** or **Command** to indicate whether the original text is a command or not. For example, the word "dollars" is simply a piece of text in the metadictionary that's defined as currency. The {Q} is a command that acts as a question paragraph. If you are entering a command, you do not need to type the braces. You would type simply a Q into the Original box, not {Q}. The braces are added for you when this dialog makes the final entry.

When preparing the original text, the **Add wildcard** button will tell the system where some variation is allowed in what the actual dictionary entries look like. It's the same as typing a * symbol. For example, in the speaker entry S:*, the * indicates that the speaker name can be anything. It will still count as a match, and the appropriate metasyntax will be applied.

If your metadictionary rule contains more than one metadictionary item, as explained previously, the **Replacement Listing Of Commands** will list them in order. In the above graphic, there are two metadictionary items: ={/October} inserts the word "October", and {"/N/?NUM} applies a number trigger that changes the following number to numerals.

To change the order of the entries in the Replacement Listing of Commands, select the entry you wish to move, and then click **Move Up** or **Move Down**.

The **Delete** button will delete the selected metadictionary item.

The **Add** button will add a new metadictionary item. When adding, click the "Add" button first, then change the parameters in the **Current Replacement Command** group below. Select the command you wish to change and then make modifications in these controls.

Select the desired context code from the **Entry Type** list. If you choose an item that requires a specific syntax for the text of the meta-entry, an additional dialog will appear. For example, if you pick "PGH" for paragraph type, it will give you a list of paragraphs to choose from, and will add the paragraph name you choose to the metadictionary entry.

The list box for **Left Boundary** allows you to control the boundary text. Boundary text is the text that appears before or after an entry, but doesn't count as part of the entry itself. Your options are:

- **Default Left Boundary** will leave the boundary at the default, which is normally a space.
- **Delete Left Boundary Text** will delete the boundary, such as for punctuation which needs to attach to the previous text (delete left) or text that follows (delete right).
- **Force Left Boundary Text** will force the boundary to be whatever text you type into the box immediately to the right of the drop-down list.

If you are using Delete Left Boundary option, **Delete Up To... Characters** allows you to remove some of the previous entry before applying the current one. For example, a period might be permitted to delete a comma that comes before it. Enter the maximum number of characters to delete into the Delete Up To... Characters box. If you want to delete some characters but not others, enter the characters that are allowed to be deleted into the text box to the left of Delete Up To... Characters.

The **Text** box is where you enter the text of the metadictionary entry. Usually, this is what actually translates. However, some special entry types use this box for further code. For example, with paragraph and font entries, this is the paragraph name or the font name.

The **Use Wildcard** button will insert a % character into the Text box. If you are using a wildcard in the original text, the % sign will represent the same text that * represents in the original. For example, For example, the original is (S:*) and the text is (Speaker:%). Whatever replaces * in the dictionary entry will be used in place of the % sign in the resulting paragraph label.

If the original entry does not have a wildcard symbol in it, the % symbol represents the entire original entry. For example, if the original text is "October", putting a % symbol in the Text box will insert the word "October".

The **Lockspace** button types a lockspace into the Text box. It's the same as typing a tilde ~

If you are using the TGE (toggle) command code, enter the alternate text into the **Alternate Text** box. For example, the entry that toggles between an open paren and a closed paren would have (in the Text box,) in the Alternate Text box, and TGE selected in the Entry Type.

Use Previous Right Boundary applies to right boundaries only, and will use whatever the right boundary of the previous entry was. For example, a quote entry should

probably use the previous right boundary. If the previous entry was a terminal period, the quote would be followed by two spaces. If the previous entry was a regular word, it will be followed by one space.

The **Add condition** button allows you add conditions to the Text box. The text box may contain conditions describing what text to translate, based on the text that comes before it. To add a condition to the text, fill in the following boxes first, and then press the "Add condition" button:

- **If Preceded By:** The condition must specify what text must precede the entry in order for the specific text to be translated. If you always want the replacement text to be used, leave this blank.
- **Translate As:** The text that should translate only if the conditional text is present. For example, if you were creating a .) entry you might want it to check if there's already a period there. If there is, translate only the) symbol, but if there is not, translate .) entirely. To do this, put "preceded by: ." "Translate as:)" and press "Add condition". Then leave, "preceded by" blank, put in "Translate as: .)" and press "Add condition" again.
- **Right Boundary:** Offers the same options as the left boundary, plus a fourth option: "Use previous right boundary." That means to use whatever the right boundary of the previous entry was. For example, a quote entry should probably use whatever the appropriate right boundary for the previous entry was, so if the previous entry was a terminal period, the quote would be followed by two spaces. If the previous entry was a regular word, it will be followed by one space.
- **Left Case Change:** Allows you to change the capitalization of the previous word. Your choices are Default case, Cap Previous, and Uncap previous.
- **Right Case Change:** Allows you to change the capitalization of the following word. You have the same choices as Left Case Change, plus "Cap Through" which takes the capitalization instructions from the previous entry and uses them to apply to the next entry without the current one interfering. Like "Use previous right boundary", this is useful for quotes, parens and other items that should not interrupt the grammatical flow.

21.17.9 Normalization Table



Normalization Table

RELATES TO: [Programming Tab.](#) [753]
[Working With Global Suggestions](#) [307]

Normalize Strokes is one of the three types of [global suggestions](#) [307]. Whenever you perform a multi-stroke global, you may be offered suggestions of different ways to divide the strokes. For example, if you global EURB/AOUR as "issuer", you may also be offered EU/SHAOUR and EURB/SHAOUR. The first suggestion moves the "sh" sound the second stroke of the multi-stroke outline; the second suggestion includes it in both strokes.

The Normalization Table for Steno Definitions allows you to customize the suggestions you receive. It will suggest them according to your own personalized steno theory. Some reporters double consonants; others don't. Some will regularly move certain consonants across stroke boundaries but not others. Some will substitute "-F" for "-S" in some situations, some won't.

When you create a user, it will have a default set; you need only edit this table if you wish to alter the suggestions, or create new ones.

The syntax for an entry in this list is:

ending1/beginning1,ending2/beginning2,ending3/beginning3,ending4/beginning4...

Each entry is a set of endings (for the first stroke) and beginnings (for the second stroke), separated by commas. All possibilities for the same sound need to be included in one entry.

For example, here is the entry for the "kr" sound:

| /KR,BG/R,BG/KR

This entry has three possible ways of writing the "kr" sound:

Syntax	End 1st Stroke	Start 2nd Stroke	Example
/KR		KR	PHA/KRO = "macro"
BG/R	BG	R	PHABG/RO = "macro"
BG/KR	BG	KR	PHABG/KRO = "macro"

These three key arrangements are considered equivalent. If you create a global containing one of three arrangements, the other two will be suggested.

The first entry in the Normalization Table is a divider: it indicates the border between initial- and final-side keys. (On a standard English keyboard, these are the vowels.) So if you are going to add an entry to this list, do not make it the first entry.

Note that in order for normalization to work, you MUST specify which central stroke letters are to be used as boundaries. The vowels make the best boundary letters. In order to apply a normalization, BOTH sides of the normalized strokes must be immediately bounded by the boundary letters.

Note in the above example that there is an "A" on the left of the normalized boundary and an "O" on the right.

So the very first entry in the normalization table MUST be a list of the boundary letters, such as AO*EU

Why boundaries? Consider the following:

B//PW,B/PW

That WILL be applied to RAB/EUT = rabbit, making RA/PWEUT and RAB/PWEUT.

It will NOT be applied to ARB/EPB = ashen, even though it has "B//" in it; AR/PWEPB and ARB/PWEPB wouldn't make sense in this case. Using the vowels as boundaries prevents this from happening.

It also explains why the normalization table has so many entries that seem duplicative; it's why you need both RS/,R/S,RS/S and LS/,L/S,LS/S even though S/,S,S/S is already on the list. ALL of the consonant combinations need to be explicitly defined.

The Normalize function will support double consonants. So, for example, if you make a global of "HRAD/ER = ladder" the normalize function used to suggest "HRA/TKER = ladder" as a different way you could write the same phonetic equivalent.

It will ALSO suggest that the "d" sound could be doubled, which many reporters do, so it will suggest "HRAD/TKER = ladder" as well.

21.17.1(Phonetics Table



Phonetics Table

RELATES TO: [Programming tab.](#) [753]

The phonetics table allows you to customize your phonetics. Any Eclipse task that uses phonetics, from [viewing steno in Translate mode](#) [328] to [guessing a global](#) [305], will use the definitions in this table. You can modify your Phonetics table to match your steno theory.

As with all items on the [Programming tab](#) [753], you start with a default set of phonetics. So you need only edit this list if you want to customize your phonetics, or create a new set (such as for a new theory, or a language other than English).

The Phonetics table entries use the following basic syntax:

STENOKEYS=text

The simplest possible phonetic line would be something like this:

TK=d

It is necessary to supply a phonetic table line for each individual key, and for each distinct key combination that should be treated differently from the keys individually:

S=s

T=t

R=r

SR=v

ST=st (not necessary, since S and T already make s and t)

Note that sometimes you have to include a combination in order to resolve an ambiguity. The Phonetics are processed from left to right, with the longest possible match being used first.

TP=f

TPH=n

HR=l

R=r

With the above phonetics table, TPHR would appear as "nr" and not "fl", making the following line necessary:

TPHR=fl

The phonetics table will only make a replacement if the keys in question are consecutive. For example, STR will not see the SR and add a "v" to the phonetic equivalent. This is a good thing, because there are words that contain "str" in them.

The phonetics table is also used in reverse for the steno machine emulator to know what steno keys to use when a key on the computer keyboard is pressed. For example:

TPH=n

This tells the system that when you press the "n" key on the computer, the steno keyboard should show TPH. This will only work when the replacement is only a single character. For example:

-RB=sh

This item is not used by the keyboard emulator. Pressing "sh" will be the same as pressing the "s" and the "h" in succession, so it would likely type the left S or the right S, then the left H.

The fact that only single characters are used by the steno keyboard and that the phonetics are processed from beginning to end and from left to right means that you can use two different entries in the table for two different purposes:

STPH=sn

STPH=?

These two entries are used differently. The phonetics processor will use the first one, and the steno emulator will skip over the first one and use the second one because the second one contains only one character.

Likewise, if you have a situation where you have a single-character replacement that you do not wish for the steno emulator to use, you can mark it with an asterisk, which will not appear in the phonetic translation, and that will prevent the steno keyboard from using it:

-Z=s*

-Z=z

This is a good example. Some users use the final z as an alternate "s" for pluralizing words that end in -D. The arrangement above still gives you an easy way to type a -Z on the keyboard while still using the -Z for an "s" in the translation.

For a more complex entry, the phonetics table is organized like this:

STENO=pronunciation1,pronunciation2,pronunciation3|spelling1,spelling2,spelling3...

For example, -GS is -GS=gs,ings,tion,tial|sion,cial. Everything to the right of the | sign is an alternate spelling for one of the possible pronunciations.

Here is the syntax for a more complex entry in the Phonetics table:

**STENOKEYS=Basic Phonetic|
IntelligentPhonetic1,IntelligentPhonetic2,IntelligentPhonetic3...**

**STENOKEYS=pronunciation1,pronunciation2,pronunciation3|
spelling1,spelling2,spelling3**

As always, final-side keys are preceded by a hyphen. (Initial S is S:. Final S is -S.)

The Basic Phonetic is the phonetic for this key. Each key can only have one Basic Phonetic, so don't worry about spelling: enter a broad spelling of the sound.

Intelligent Phonetics come into play when you use the [Intelligent Phonetic type](#)²²⁶ on the [Translate tab](#)²²⁷. Intelligent phonetics will attempt to spell the word correctly; it will examine each of the intelligent phonetic rules you have given, and try to come up with a correctly-spelled word.

If you are using Basic Phonetics on the [Translate tab](#)²²⁷, then the Intelligent Phonetic rules in the Phonetics Table will not be used. In fact, they can be omitted.

A typical phonetics table entry is:

-PL=m|m,mm,ple,pple,mb

-PL (final PL) is the steno stroke. The basic phonetic is "m". The intelligent phonetics are m, mm, ple, pple, and mb, in that order. (Note that intelligent phonetics allow for different sound possibilities; some of these are "m" sounds and others are "pl" sounds.)

Phonetics and the Steno Emulator

The [steno emulator](#)⁸¹⁷ uses the phonetics table to determine key combinations. For example, if you press the letter D, it is the Phonetics Table entry TK=d|d that gives you the TK combination.

Some sounds have more than one key combination for writing them; however, in the steno emulator, you don't want both of them coming up. For example, you may have two different ways of writing the "u" sound:

```
AOU=u|iew,ew,yoo
U=u|u,ou,uh
```

The "u" sound can be written with either the steno key U by itself, or by AOU. However, when you press the letter U in the steno emulator, you don't want it to immediately suggest the AOU key combination.

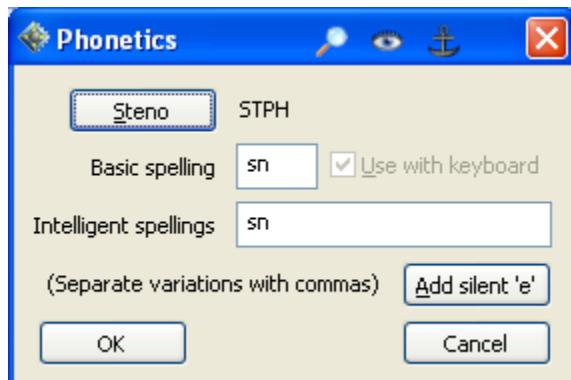
To control this, include an asterisk at the end of the Basic Phonetic, for any key combination you do not want the steno emulator to use:

```
AOU=u*|iew,ew,yoo
U=u|u,ou,uh
```

Placing an asterisk in the Basic Phonetic portion of the AOU entry will prevent that key combination from being used in the steno emulator. When you press U, you will get only a U. (If you want AOU, enter those keys manually.)

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 dialog that will prompt you for the necessary information:



Clicking the **Steno** button will open the [Steno Emulator](#)^[817], where you can enter the steno keys that make up the phonetic element.

Enter the phonetic text equivalent for the selected steno keys into the **Basic Spelling** text box.

You can enter alternate spellings into the **Intelligent spellings** text box. Enter the various ways that this phonetic element can be spelled, separated by commas. For example, for the steno element TPH, you might take enter "n,kn,gn". You must have selected [Intelligent Phonetics on the Translate tab](#)^[229] for these alternate spellings to be used.

Clicking the **Add Silent 'E'** button will add a silent "e" to the intelligent spellings if you are providing the spellings for long vowel sounds. This has the same effect as typing a capital "E" into the list itself.

If the basic phonetic equivalent is a single letter, the **Use With Keyboard** checkbox controls whether or not this letter is used as a keyboard equivalent for the [steno simulator](#)^[817], as explained in the [Phonetics and the Steno Emulator](#)^[786] section of this page.

Translation Magic, Global Magic and Phonetics

The Translation Magic and Global Magic features have the ability to construct complex multi-stroke words based on the information in the phonetics table. It can do this based on many different spelling and pronunciation variations for each different combination of keys in the phonetics table. The syntax used for supplying different variations is as follows:

STENOKEYS=pronunciation1, pronunciation2,pronunciation3,etc..|spelling1, spelling2,spelling3,etc..

The different pronunciations are also used for spellings. The difference between the items on the left and the items on the right is that the spelling variations are merely different variations for pronunciations that have already appeared on the left.

Note: Use the capital E to represent a silent-e to be placed after the next consonant sound. For example, AEU=aE will turn HRAEUBG into "lake" and not "laEk"

Because of the enormous number of different spellings for the vowel sounds in English, vowels are not included in the pronunciation variations. The combinatorial analysis is done solely using patterns of consonant sounds to find eligible words, then the eligible words are compared against the phonetics table for precise spelling possibilities.

Here's an example item:

TPH=n,in|kn,gn,nn,en

There are some important observations to be made about this item.

First, there are only two different phonetic possibilities: The "n" sound, and the "n" sound preceded by a vowel (for example, "in.") On the right side, there are several different additional spelling variations for those phonetic possibilities. The "kn" and "gn" spellings are still pronounced the same way as "n."

Second, there's an item "nn" which at first looks unnecessary. No word in English starts with "nn" so why is it there? It's because Translation Magic and Global Magic are both capable of recognizing multi-stroke words, so it's entirely possible that the TPH could be in the middle of a word, not just at the beginning.

For example, you might write "spinnaker" as SPEU / TPHABG / ER.

Now, there will be those reporters who would look at the above example and say "I would never write anything that way." Some reporters would always use SPEUPB in that situation because they always double the consonant sounds when it's a double letter.

If you are absolutely certain that you would never use one of the spelling variations that appears in the default phonetics table, by all means edit the table to remove that item. Removing items that you wouldn't ever use is a good way to eliminate false positives from the Magic functions.

Be especially careful when removing items from the vowel phonetics, however. Let's take the entry for EU:

EU=i,y|ie,ei,ui,iE

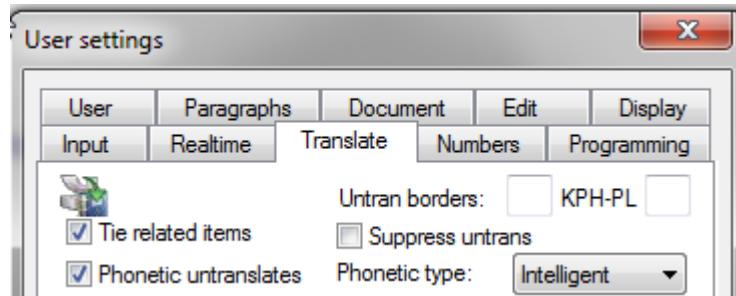
If you use the EU only for the short "i" and not ever for the long "i" sound, you might be tempted to remove the "y" and the "iE" from the list because you wouldn't use EU for words like "mylar" or "pine". However, chances are you would use EU for words like "symbol" and "massive". Likewise, the "ui" belongs, as well. You wouldn't use "EU" for "ruin" but I'm sure you would use it for "guilty."

The phonetics can be customized by either adding or removing entries.

To test your phonetics to see how well they're working with the magic features, the best way to do that is to write a sequence of strokes and then make a global to see if Global Magic can recognize the correct word. Keep in mind that Translation Magic may recognize the word but may not translate it depending on what the underlying words are and what the adjacent strokes are, so you may have perfectly good, working phonetics but not get the results you expect.

Intelligent phonetics

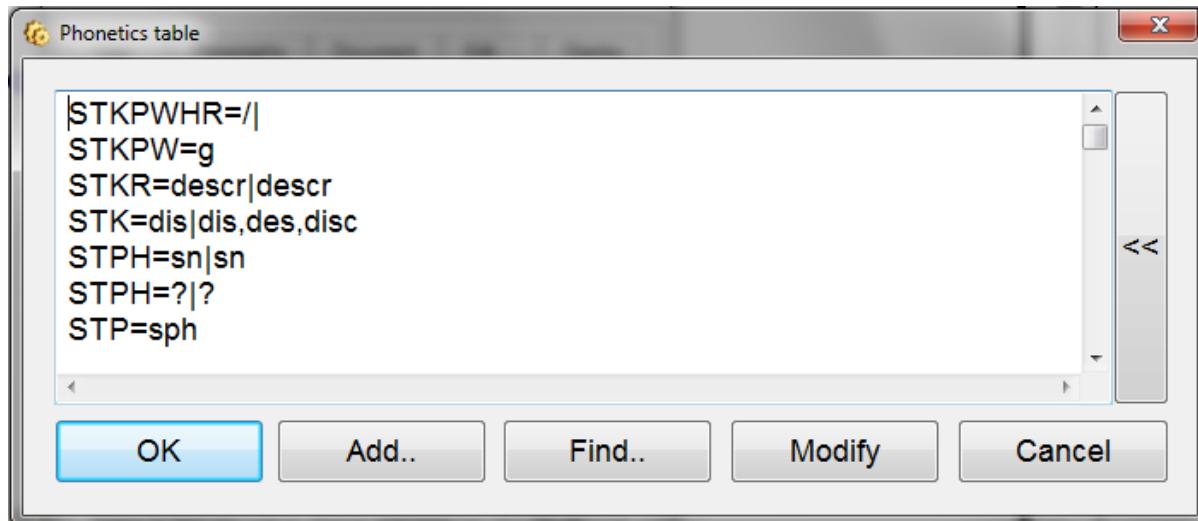
When you have selected Intelligent Phonetic type, and Phonetic untranslates, Eclipse will check all the possibilities in the phonetics table to translate the stroke.



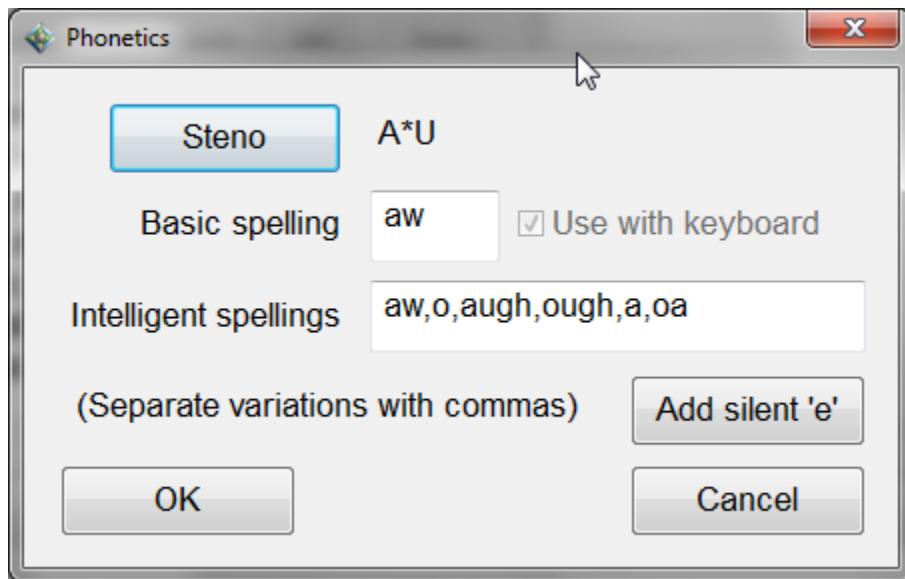
Editing the Phonetics table

The phonetics table sorts by steno, making it unnecessary for you to put phonetics in the table in the proper order. Eclipse sorts entries in such a way that they will apply properly no matter what. It sorts when you enter and leave the window, much as the metadictionary or the prefix/suffix table does. Note that if you wish to create right-side phonetics it is necessary to use the hyphen to dictate whether the keys indicated are on the right side of the keyboard.

The table lists the steno stroke, followed by the possible pronunciations, the pipe symbol (|), and the intelligent phonetics (all possible spellings, separated by commas).



When you choose to **Modify** an entry in the Phonetics table, the **Phonetics** dialog opens for editing the steno phonetics for phonetic untranslates and the steno keyboard simulator.



Here are the controls:

Steno: You can enter the steno keys that make up a particular phonetic element by pressing the Steno button.

Basic spelling: Enter the phonetic text equivalent for the keys in question.

Use with keyboard: If the basic phonetic equivalent is a single letter, you have an opportunity to decide if that letter should be used as a keyboard equivalent for the steno keyboard simulator. For example, for the phonetic TPH=n, you would want "use with keyboard" checked. If you use the -Z key to add an "s" at the end of some strokes, you might have -Z=s, but if you press the "s" key on the computer keyboard, you probably don't want the Z to appear, so uncheck "Use with keyboard."

Intelligent spellings: Enter the various ways that phonetic element can be spelled, separated by commas as described in the dialog. Example: For TPH, you might enter n, kn, gn

Add silent 'e': Pressing this button will add a silent "e" to the intelligent spellings if you're providing the spellings for long vowel sounds. Note that this is the same as typing a capital "E" into the list itself.

The default phonetics table allows typing keys on the virtual steno machine dialog box to be customized from there.

Note that there are duplicates that differentiate between the phonetic entry and the keyboard entry. Most of them are the same, but there are a few others, for example:

-FPLT=fmt|fmt,fment

-FPLT=.|.

-RBGS=rks|rks,rction

-RBGS=,|,

Steno emulator shortcut letters

When using the steno machine dialog, you can hit shortcut letters such as "d" and the TK keys will be pressed down. Eclipse looks at the phonetic table under User settings/Programming/Phonetics to determine what the equivalencies are.

For example, if you have TK=d|d in the phonetic table, the example given above will still work.

This feature is available for non-English and non-stenographic keyboards, as well as being completely customizable.

Note: If you get odd results, such as AOU for the 'u' key, it's because you have more than one basic phonetic that results in a 'u'. For example, you may have the following:

AOU=u|iew,ew,yoo

U=u|u,ou,uh

If that is the case, you may not be able to predict which one it will choose. You must differentiate by putting a special marker on the one that you do NOT want it to use:

AOU=u*|iew,ew,yoo

U=u|u,ou,uh

The *, in this case, will mark it as a special exception that should NOT be regarded as the general rule for the letter 'u'.

A set of default phonetics with these marks already in place is in the Eclipsecat.set file.

21.17.10. Phonetics, Multi-Layered

Phonetics, Multi-Layered

This feature exists so that pre-made theory phonetics tables can be created and distributed to users. It is possible to add additional layers to the phonetics table that pre-process untranslates before the basic phonetics are used.

The method for doing so is to place any number before the table entry, followed by a colon. You can have several layers by using several different numbers. The numbers do not need to be consecutive. All of the numbered layers will be processed in order, with the non-numbered layer being the final one.

Here's a short sample multi-layered phonetics table with just a few entries in it:

```
10:TPH-=kn|kn
10:OB=ob|ob
10:OT=ot|ot
20:TPH-=gn|gn
20:OEPL=ome|ome
20:AO=u|u
TPH-=n|n
PW=b|b
AEU=ai|ai
OB=ob|ob
-L=I|I
-S=s|s
```

The numbers 10 and 20 were selected (rather than 1 and 2) so that if additional layers are required that either go before the first one or between the two, you can go back and add layer 5 or 15, still with room between, without having to renumber the existing layers.

Here's how it works. In order for an untranslate to be converted into phonetics, ALL of the keys in the stroke must be accounted for in the phonetics table. Each layer will attempt to process the phonetic untranslate independently, and if it is possible for the ENTIRE stroke to be processed using ONLY the phonetics in the CURRENT LAYER, then the phonetics processor will use that particular phonetic.

If an untranslate cannot ENTIRELY be converted to phonetics using the current layer only, it will drop down to the next layer and START OVER from the beginning of the untranslate.

So, with the multi-layered phonetics table above, here are some results that you would get:

```
TPHOB --> knob (layer 10)
TPHOT --> knot (layer 10)
TPHOEPL --> gnome (layer 20)
TPHAO --> gnu (layer 20)
TPHAEUL --> nail (default layer)
PWOB --> bob (default layer)
```

You will note that the same phonetic sequence (TPH-) can be interpreted several different ways depending on which layer is able to process the entire stroke.

Note also, that some phonetics can and should appear in multiple layers even though they aren't any different (OB)

For the purposes of illustration, here are some strokes that produce undesirable results using this small sample phonetics table:

TPHOBS --> nobs (default layer. There's no -S in layer 10, so it can't use that layer to process this stroke.)

TPHOES --> TPHOES (there's no OE in ANY layer, so it can't process this stroke at all. Again, that's why the default layer must have, at the very least, every individual key represented.)

PWOT --> PWOT (Even though there's a PW in the default layer and an OT in layer 10, this stroke cannot be processed because a stroke MUST be able to be processed entirely using only the phonetics in a single layer.)

These simple examples are not intended to be used as-is. If you were to attempt to resolve all possible n\kn\gn phonetic representations using multi-layered phonetics, you would probably find yourself making a phonetics table almost as large as a dictionary, because you would essentially be making specific words.

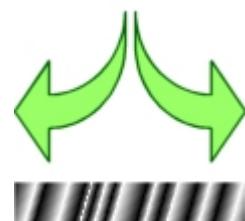
This feature is most useful with steno theories that are designed from the ground up to be dictionary-free or close to it, where the key combinations are intended to represent spellings rather than just sounds. Some of these theories use key combinations that are context-dependent, where certain combinations of keys represent one spelling when used with certain combinations of other keys, and other spellings when used with other combinations of other keys.

21.17.1 Prefix/Suffix Definitions



Prefix/Suffix Definitions

RELATES TO: [Programming Tab](#) [753], [prefix/suffix dictionary entries](#) [882], [Insert Prefix/Suffix](#) [340].



The **Prefix and suffix definitions** list, found on the **User settings/Programming** tab, allows you to control spelling rules for prefixes and suffixes.

When you create a user, it will have a default set of prefix/suffix definitions; you need only edit this list if you wish to alter the suggestions, or create new ones.

Note: There is also a table called [Suffix Spelling Rules](#); this table is only used when the Prefix/Suffix Definitions list fails to produce a result. In other words, Prefix/Suffix Definitions is a higher priority; any desired customization should be done here first.

This list is used any time you append a suffix or prefix to a root word. This can happen when you write a root word followed by a suffix during [translation](#), or when you use the [Insert Prefix/Suffix](#) command in editing.

Here is the syntax for an entry in the Prefix/Suffix Definitions list:

prefix or suffix=rule1,rule2,rule3,rule4...

The prefix or suffix is simply the general form: ^ing, ^ed, pre^, etc. The syntax is the same as in [dictionary entries](#), except that no braces are used. Each rule is separated by a comma.

Prefix/Suffix Rules

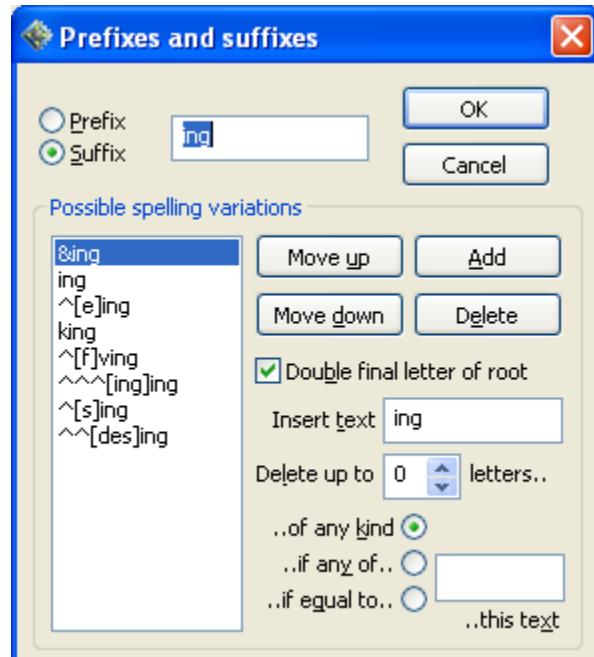
Each prefix or suffix will have one or more rules that are used when attempting to resolve it. Eclipse will try the first rule; if this results in a correctly-spelled word, that is the word you will get. If not, the program will move on to the second, third, fourth, etc., rule until a match is found. If a match is not found, the program will then try to use the [Suffix Spelling Rules](#) list. If no match is found, the suffix will simply be appended to the root word.

Each prefix/suffix can have as many rules as it needs. Each rule contains certain syntax that will modify the spelling of the root word:

- & will double the last letter of the root word.
- ^ will delete a letter from the root word. May be used multiple times to delete more than one letter.
- **Letters in brackets []** limit the ability of caret(s) to delete letters; only these letters may be deleted. For example, a rule of ^[e]line will delete one letter, but only if that letter is E. Multiple letters may be used: a rule of ^[ey]ially will delete either an E or a Y, but will not delete any other letter.
- **Letters in brackets and preceded with an equal sign [=]** mean that letters will only be deleted if they appear in this exact sequence. For example, a rule of ^^[=ed] would delete the letters "ed", but nothing else, and would not delete any combination of these letters such as "de". Note that rule this only makes sense if it also includes two or more carets.
- **Letters not in brackets** are simply attached to the root word. For example, a rule of ^ing will delete a letter, and then add "ing" to the root word.

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 dialog that will prompt you for the necessary information:



Select **Prefix** or **Suffix** to indicate which type of entry this is, and type the text of the suffix or prefix, such as **ing** or **pre** in the adjacent box. Do not include the caret or any special symbols.

The **Possible Spelling Variations** area manages all variations of a particular prefix or suffix. The list box will contain the list of each variation in the order they'll be applied, from top to bottom.

The **Move Up** and **Move Down** buttons will re-order the suffix rules. Select a rule, and then click one of these buttons to move it up or down.

To delete an existing rule, select it and then click **Delete**.

To add a new rule, click **Add**, and then use the remaining controls in the dialog to enter it.

Enter the text that will actually be inserted, such as "ing" or "ally", into the **Insert text** box.

If **Double final letter of root** is checked, this suffix rule will double the last letter of the root word.

Set **Delete up to... Letters** to the number of letters this suffix should delete from the root word. If this suffix does not delete letters from the root word, set this to 0.

If Delete up to... Letters is set to a number above zero, you can specify which letters should be deleted:

- **of any kind:** Letters of any kind can be deleted.

- **if any of:** Only specified letters will be deleted. Enter the letters you want it to be able to delete in the **...this text** box. For example, if this suffix should only delete an S or D, enter "sd" into the text box. (The order doesn't matter.)
- **if equal to:** Only the exact string of letters specified in the **...this text** box will be deleted. For example, the ^'s suffix should be able to delete "fe" from the end of a root word and change it to "ves". Enter "fe" into the text box, and set **Delete up to...** Letters to 2.

Visualizers:

[vF6_Prefixes_Suffixes.mp4](#)

[vF6_Prefixes_Suffixes_Dialogue.mp4](#)

21.17.1 Quoted Testimony

Quoted testimony



Shift+Alt+Q (Quote)

Shift+Alt+N (Unquote)

RELATES TO:

[Format: Quote and Unquote](#) [903],
[Programming tab](#) [753],

Under **User settings/Programming** there is an option entitled **Quoted text paragraph map**.

It is used to define paragraphs that are changed to their quoted or unquoted equivalent using **Format/Quote** and **Unquote** or the speedkeys **Shift+Alt+Q (Quote)** and **Shift+Alt+N (Unquote)**.

The format for the entries is to put the unquoted paragraph name on the left, =, and its quoted equivalent on the right.

If you want quoted paragraphs (particularly speaker names) to include a symbol or other sequence of text before the name when it is quoted, add the text as

Symbol="

The default map contains the following entries:

- Symbol="
- Answer=Answer (quoted)

- Question=Question (quoted)
- Speaker=Speaker (quoted)
- answer Paragraph=answer Pgh (quoted)
- question Paragraph=question Pgh (quoted)
- speaker Paragraph=speaker Pgh (quoted)

You can use this feature to design your own quoted paragraph mappings for any paragraphs that might become part of a quoted portion of a transcript.

21.17.1 Slop strokes



Slop Strokes

RELATES TO: **Programming tab,**

Under **User settings/Programming** there is an option entitled **Slop strokes**.

This is a different approach from the **SLOPSTROKE = {=GOODSTROKE}** dictionary entry which redirects a slop stroke to its proper translation.

The slop strokes feature in the programming tab allows you to define single stroke replacements such as:

STKPWR=STKPWHR

If the translator sees the original STKPWR stroke, it will change it immediately to the appropriate replacement STKPWHR before even passing it to the translator.

The result is that the steno window in the document will show STKPWHR, the proper stroke, not what you actually wrote.

Note that this feature ONLY works with individual, single strokes. It will not replace multiple strokes.

This is helpful if you have certain categories of slop strokes that might be used in multi-stroke dictionary entries, because those entries will translate correctly. For example, if you have

TRAPBLS=TRAPBS in the slop stroke table, and you have

TRAPBS/HRAEUT = translate in your dictionary, if you write TRAPBLS/HRAEUT, you will still get "translate." The slop stroke dictionary feature won't do that -- you have to use the Programming tab/slop stroke feature.

Note: there is still a role for the existing slop stroke dictionary entries. Sometimes, a slop stroke is only recognizable in context with other strokes. For example, you might define STPHAO STPH as {=STPHAO STPHAO}, but you wouldn't put STPH=STPHAO in the slop strokes programming table.

The Slop strokes table can also work with partial matches. If you put in a slop stroke of STKPWR=STKPWHR, it will only replace that exact stroke, though it will work in dictionary entries containing multiple strokes. However, if you put in an entry of &STKPWR=STKPWHR, it will replace that key sequence anywhere it appears in any stroke, so even a single stroke STKPWROBG would be replaced with STKPWHROBG.

You can use the **Add** or **Modify** buttons to easily modify the entries. The steno dialog will appear, first with the "before" stroke, and when you hit **OK**, with the "after" stroke, making it easy to enter slop strokes into this table accurately.

Use this feature carefully. If you were to put in &RBS=RBGS to fix misstroked commas, you would never again be able to write word like "curbs" or "suburbs" because ALL strokes containing RBS would be changed to RBGS.

21.17.1 Spelling Exceptions

Spelling Exceptions

RELATES TO: [Programming tab](#)⁷⁵³,
[Check Spelling](#)³⁴⁹, [Spell Check Options](#)³⁵³.

The Spelling Exceptions list is where all acceptable double words and punctuation strings are stored. Any time you [click the Add button during a spell check](#)³⁵¹ to accept one of these items, it is added to this list. You can also edit this list manually. (Individual words that are added during spell checking are stored in the User Spelling Dictionary.)

Acceptable double words appear in ALL CAPS in this list. For example, if the word HAD appears in this list, the spell checker will not stop on "had had". (NOTE: If the Double Words error category in [Spell Options](#)³⁵⁶ is unchecked, the spell check process will not stop any one double words, so you will never get an opportunity to add to the Spelling Exceptions list. All double worlds will be ignored. If this item is checked, you will have an opportunity to correct them or not. If you want to use the Spelling Exceptions list to control which double words are allowed, then you must check Double Words in the [Spell Options](#)³⁵⁶ dialog.)

Be careful when editing punctuation strings that appear in this list. These may contain trailing spaces, which may not be apparent. For example, there might be an entry for dash that would have [space]--[space][space] and those spaces will appear in the editor as you move the cursor around, but they won't be immediately apparent just looking at the list.

21.17.1!Steno Filter Regular Expressions

Steno Filter Regular Expressions

If you have a regular expression you want to be able to use over and over again, and/or if you want to design your own customizable search, you can edit this list.

For example, if you frequently do searches for speakers, you could make an item that reads:

Speaker=\{S:{}\}

And then to search for {S:MR. SMITH} you could just select "Speaker" from the list and type MR. SMITH in the text box.

Here are the default entries:

Any steno=

Contains keys=^(.*){}(.*)\$

Contains stroke(s)=(^|){}(|\$)

Starts with keys=^{}(.*)\$

Starts with stroke(s)=^{} (.*)\$

Ends with keys=(.*){}\$

Ends with stroke(s)=(.*) {}\$

Double strokes=^([^\]+)\ \1\$

Any repeated strokes=(^|)([^\]+) (.*)?\2(|\$)

1 stroke=^([^\]+)\\$

1 stroke or more=^([^\]+)\ ?(.*)\$

2 strokes=^([^\]+)\ ([^\]+)\\$

2 strokes or more=^([^\]+)\ ([^\]+)\ ?(.*)\$

3 strokes=^([^\]+)\ ([^\]+)\ ([^\]+)\\$

3 strokes or more=^([^\]+)\ ([^\]+)\ ([^\]+)\ ?(.*)\$

4 strokes=^([^\]+)\ ([^\]+)\ ([^\]+)\ ([^\]+)\\$

4 strokes or more=⁸¹⁵ $([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+) ?(.*)$$

5 strokes=⁸¹⁵ $([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)$$

5 strokes or more=⁸¹⁵ $([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+) ?(.*)$$

6 strokes=⁸¹⁵ $([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)$$

6 strokes or more=⁸¹⁵ $([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+) ?(.*)$$

7 strokes=⁸¹⁵ $([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+) ?(.*)$$

7 strokes or more=⁸¹⁵ $([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+) ?(.*)$$

8 strokes=⁸¹⁵ $([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+)([\wedge]+) ?(.*)$$

Custom steno search={c}

The regular expression builder dialog opens, which is the same dialog that appears when you do a custom search. You can build your custom search here and it will be inserted into the table for future use. Definitions of regular expression components are in the [Regular Expression Table.](#)⁷⁵³

21.17.1 Suffix Spelling Rules

Suffix Spelling Rules

RELATES TO: [Programming tab.](#)⁷⁵³

The Suffix Spelling Rules list is a way to determine how prefix and suffixes will apply to unknown words. It is used only when [Prefix/Suffix Definitions](#)⁷⁹³ fails to produce the correct word. It also exists as a way to customize grammar rules for languages other than English.

The syntax for an entry in the Suffix Spelling Rules list is:

Root+SuffixBegins=NewSuffix

Root has two syntaxes: "ends with" and "contains any."

The minus sign - indicates an ending. For example, -ic would mean a word that ends in "ic".

The brackets [] indicate that any of these letters may be used. For example, [Imprs]ay would represent the wordparts lay, may, pay, ray, or say.

These may be used together. For example, -[aeiou] represents any word that ends in a vowel.

SuffixBegins is the beginning of any suffix this rule would apply to. For example, ^ing would apply to ^ing, ^ings, ^ingly, or any other suffix that begins in ^ing.

NewSuffix is the suffix that will be used. Its syntax is similar to the [Prefix/Suffix Definitions](#):⁷⁹³

- ^ means delete a character. May be used repetitively, e.g. ^^^ will delete three characters.
- & means double the final letter of the root word.
- % means to insert the original suffix at this point. For example, the following two items are the same:

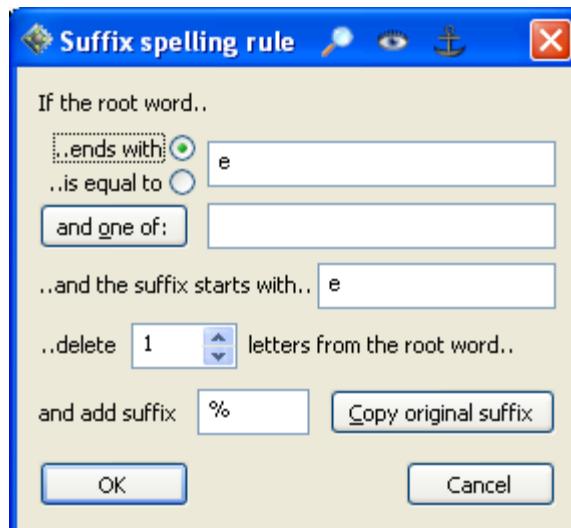
-e+i=^%
-e+i=^e

Order

If you are going to create new rules for this list, be sure to put the more specific rules first. Eclipse goes through the list in order and stops when it reaches a rule that applies to the situation; if you create a specific rule, and it is preceded by a general rule that also applies, your custom specific rule will never be used.

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 dialog that will prompt you for the necessary information:



Select **ends with** or **is equal to**, based on whether you're specifying a word ending or a complete root word. Then, type the word or word ending in the text box at right.

The **and one of** button will insert the set of characters that you type in the box, so type first and then press the button. For example, if you want the next part of the word ending to be any vowel, you could type "aeiou" and hit the "and one of" button to add [aeiou] to the root.

Type the beginning of the suffix itself into the **and the suffix starts with:** text box. Note that you cannot require an exact match, because virtually all suffixes can be augmented (ing: ingly, ings, inged. ment: mented, ments, etc.) and they'll still follow the same rules when augmented.

Set delete N letters from the root word to the number of letters you want to delete. Note that unlike the prefix/suffix rules, which cross-check the spelling checker, this is not conditional or optional. If the prior conditions are met, it will ALWAYS delete that number of letters and add suffix: This is where the suffix itself is added. MOST of the time, you will want to use the following button:

Copy original suffix: This simply types a % in the "add suffix" box. That represents a copy of the original suffix, so if the original was "ing" this will be "ing" and if the original was "ingly" this will be "ingly" so that there's never a mismatch. Note that you can add additional letters on either side of the %, such as e% to turn "s" into "es"

The **and add suffix** text box is where the suffix itself is entered. Most of the time, you will want to use the **copy original suffix** button.

"Under the hood" - a detailed look at the suffix spelling rules.

The standard prefix/suffix rules are lists of spelling alternates that the system will advance through one at a time until the resulting word is found in the spelling checker.

Those rules take the highest priority. However, if the system is unable to come up with a correctly spelled word, it then resorts to making a guess based on some common sense rules of English spelling, such as deleting a silent 'e' at the end of a root word before applying a suffix that starts with a vowel.

These guesses are based on rules which can be customizable.

The suffix spelling rules are rules that will be applied to word+suffix combinations if no spelling variation specified in the prefix/suffix rules results in a correctly spelled word according to the current spelling dictionaries.

The rules will be applied from beginning to end until a match is found, so the entries will not sort when you add them; you may wish for certain rules to appear in a particular order.

The syntax for a suffix spelling rule is as follows:

Root+SuffixBegins=NewSuffix

The "Root" part supports the following special characters:

- means ends with

Example: -ic+ly=ally (if the word ends in "ic" and the suffix is "ly" the result should be that the complete suffix should be spelled "ally". i.e. basic{^ly}=basically)

[] means set of characters to match

Example: [lmptrs]ay+ed=^id (if the word is "lay" or "may" or "pay" etc., and the suffix is "ed" then apply a ^id suffix instead [delete last letter of previous word and add "id".] i.e. pay{^ed}=paid)

"SuffixBegins" is an indication that the suffix does not have to be an exact match. It will look for a suffix that starts with the letters you provide. So, for example, if you put "ing" the same rule will be applied for "ings" and "ingly" etc.

The "NewSuffix" part supports the following special characters:

^ delete last letter(s) of root word

Example: -py+ly=^ily (if the word ends in "py" and suffix is "ly" delete the last letter and add "ily" instead. i.e. happy{^ly}=happily.)

& double final letter of root word

Example: -mat+ing=&ing (if the word ends in "mat" and the suffix is "ing" repeat the last letter of the root and add "ing." i.e. format{^ing}=formatting.)

% copy of original suffix

Example: -e+i=^% (if the root word ends in "e" and the suffix starts with "i" delete the last letter (e) of the root word and add the suffix as it was originally spelled.)

This is going to be one of the most commonly used commands because the suffix rules can be applied to any suffix that starts with the selected text. So, for example, if you were going to make a specific "ing" rule, you would want to use % instead of "ing" on the right side so that it would apply correctly for the "ings" and "ingly" suffixes, also. If you had -e+ing=^ing you would get soothe{^ing}=soothing, but you would also get soothe{^ingly}=soothing. If you made the rule -e+ing=^%, however, you would get the correct result of soothe{^ingly}=soothingly.

If you look at the default rules, you'll see that most of them are like the last example, where there are just a few letters designed to apply to as many situations as possible. These are the most flexible rules, but if you decide to add additional rules to supersede them, make sure that those rules go above the more general rules.

For example, if you inserted a new "ing" rule in the following order:

```
-e+i=^%
-le+ing=^^ling
```

it would never be used, because the previous item would apply to any situation where the word ends in "e" and the suffix starts with "i" which is already the situation if you have an "le" word and an "ing" suffix. You would have to put it in the following order:

```
-le+ing=^^ling
-e+i=^%
```

Keep in mind that the "set" syntax [] can be used multiple times in the root, but is not available in the suffix. Because of that, it may be necessary to make several copies of a rule to support several different suffix possibilities.

For example, the following five rules are necessary to double the final consonant whenever the root word ends in consonant/vowel/consonant and the suffix starts with a vowel:

```
-[bcdfghjklmnprstvwz] [aeiou] [bcdfglnprstz]+a=&%
-[bcdfghjklmnprstvwz] [aeiou] [bcdfglnprstz]+e=&%
-[bcdfghjklmnprstvwz] [aeiou] [bcdfglnprstz]+i=&%
-[bcdfghjklmnprstvwz] [aeiou] [bcdfglnprstz]+o=&%
-[bcdfghjklmnprstvwz] [aeiou] [bcdfglnprstz]+u=&%
```

21.17.1 Text Filter Regular Expressions

Text Filter Regular Expressions

If you have a regular expression you want to be able to use over and over again, and/or if you want to design your own customizable search, you can edit this list.

For example, if you frequently do searches for speakers, you could make an item that reads:

Speaker=\{S:{}\}

And then to search for {S:MR. SMITH} you could just select "Speaker" from the list and type MR. SMITH in the text box.

The default entries are:

Any text=

Contains=^(.*)_{}(.*)\$

Starts with=`^{}(.*)$`

Ends with=`^(.*){}$`

Exact match=`^{}$`

Capitalized=`^[A-Z](.*)$`

Capitals within words=`^<*[a-z][A-Z][a-z]`

ALL CAPS =`^[_a-zA-Z]*[A-Z]+[_a-zA-Z]*$`

ALL CAPS, no commands=`^[_a-zA-Z=\{]*[A-Z]+[_a-zA-Z\{]*$`

Single words only=`^(\w+)$`

Single words capitalized=`^([A-Z]\w+)$`

Phrases, any=

Phrases, two-word=`^(\w+) (\w+)$`

Phrases, Three-word=`^(\w+) (\w+) (\w+)$`

Phrases, Four-word=`^(\w+) (\w+) (\w+) (\w+)$`

Phrases, Five-word=`^(\w+) (\w+) (\w+) (\w+) (\w+)$`

Phrases, capitalized=`^[_A-Z].*`

Phrases, two-word capitalized=`^([A-Z]\w*) (\w+)$`

Phrases, Three-word capitalized=`^([A-Z]\w*) (\w+) (\w+)$`

Phrases, Four-word capitalized=`^([A-Z]\w*) (\w+) (\w+) (\w+)$`

Phrases, Five-word capitalized=`^([A-Z]\w*) (\w+) (\w+) (\w+) (\w+)$`

Alphabets (One letter)=`^(_W*)([a-zA-Z])(_W*)$`

Alphabets (Glue symbols)=`\{&([^\}]*)\}`

Numbers=`\d|\w`

Numbers in digits=`\d`

Numbers written=`\w`

Number triggers=`\#`

Prefixes and Suffixes=`(\^{})|(\{\^{})`

Prefixes=`\{([^\^{})]+)\^{}{}`

Suffixes=`\{\^{}{([^\^{})]+)\}`

Punctuation=[`\.,;!:?\?`]

Lockspaces=`\{\~\}`

Hyphens=-

Paragraphs=`\{(([QANPC]|S:[^\}]*)\}`

Speakers=\{S:([^{}]+)\}

Autoincludes=\{<.*\}

Commands=\{[^M=].*\}

Macros=^M:

Defined slop strokes={=

Conflicts=[\]([^\\]+)\\?([^\n]+)?\\?([^\n]+)?\\?([^\n]+)?\\?([^\n]+)?\\?([^\n]+)?\\?([^\n]+)?\\$

Conflicts, Two-choice=[\]([^\\]+)\\([^\n]+)\$

Conflicts, Three-choice=[\]([^\\]+)\\([^\n]+)\\([^\n]+)\$

Conflicts, Four-choice=[\]([^\\]+)\\([^\n]+)\\([^\n]+)\\([^\n]+)\\([^\n]+)\$

Conflicts with commands=[\].*{

Conflicts with capitalization=[\].*[A-Z]

Conflicts w\prefix or suffix=[\].*(\^|^\})

Conflicts with number triggers=[\].*{#

Conflicts with hyphens=[\].*-

Conflicts with paragraphs=[\].*{([QANPC]|S:.*)}}

Conflicts with punctuation=[\].*[.,;!:?\-]

Starts & Ends with same letter=[\](\w)\w*\\$

Contains double letter=(\w)\w*

Custom text search={c}

The regular expression builder dialog opens, which is the same dialog that appears when you do a custom search. You can build your custom search here and it will be inserted into the table for future use. Definitions of regular expression components are in the [Regular Expression Table](#). 

21.17.1 Translation Magic Rules

Translation Magic Rules

This setting is where you can adjust the way Translation Magic works.

With the right entries here, you can eliminate many "false positives":
Places where Translation Magic makes a replacement where it should not have,
or replaces too much steno when it found a long match that it liked.

The rules allow you to specifically eliminate false positives through several mechanisms.

First, you can enter any single steno stroke on a line by itself in order to prohibit Translation Magic from ever replacing that steno, no matter what, using the format -xxx.

There are certain strokes that tend to get absorbed into Translation Magic that are often undesirable. For example, if you write the word "agree" followed by a period (-FPLT) you could end up with "agreement" if Translation Magic guesses that -FPLT is a misstroke for -PLT. -RBGS can end up creating all sorts of interesting phonetic replacements with "rks" in them. For that reason, putting -FPLT and -RBGS on this list is recommended.

You may want to add some other high-frequency strokes, such as A or E, because they can often cause phonetic false positives.

Second, you can tell it never to replace a stroke that contains specific steno, using the format &xxx.

For example, if you enter &RBGS, it will never replace a stroke that has RBGS in it at all. Use this carefully. After all, what if you tried to write SPHEURBGS and you wrote it SPWHEURBGS instead? The above rule would mean that Translation Magic wouldn't have permission to fix it.

Third, you can eliminate certain entry text strings from consideration for misstroke replacement. For example, you probably don't want an untran to be interpreted as the {DELETE} stroke, or as an editing macro. You might also want to prohibit print commands.

You can totally customize what you want to prohibit. In the same list as you can type the steno, you can also type lines starting with +, =, < or > to indicate the following:

```
=EntryEquals  
+EntryContains  
<EntryStartsWith  
>EntryEndsWith
```

The default entries are:

```
={DELETE}    prevents Translation Magic from translating something as the delete stroke  
<{M:    prevents it from translating any entry starting with {M:, which would be any macro  
+{FLUSH}    would prevent it from translating any entry containing the flush command, which could be disruptive for captioners.
```

Combined with the Translation Magic sensitivity settings, you may be able to turn the feature up to a more aggressive setting and eliminate the false positives a few at a time using the exception rules.

21.17.1 Typeover Tracking



Typeover Tracking

RELATES TO: [Programming tab](#)⁷⁵³,
[Type Text](#)²⁹¹, [Working With Hyperkeys](#)⁶¹⁵

The typeover tracking feature will remember words you replace during editing, and build a list of suggestions from it. Using this feature, you can type over words during editing and have the system suggest what you might want to type over it based on your previous typeovers of the same word.

For a list of the words that have been stored, go to **User settings/Programming** and edit the **Typeover tracking** list. You can [Edit](#) or [Modify](#) the list.

Whenever you use the [Type Text \(hyperkey N\)](#)²⁹¹ command to [replace an existing word](#)²⁹¹, an entry is created in the Typeover Tracking list.

The syntax for an entry in the list is:

word to be replaced=replacement

- Whenever you attempt to replace the "word to be replaced" using hyperkey N, the replacement word will appear automatically.
- To accept the replacement, press **Enter**.
- If you want a different word, just type it as normal, and the replacement word will disappear.
- When you have finished typing, if you insert a space, the work will not be remembered in the Typeover tracking list. If you do not insert a space, it will add the word to the list.

While use of hyperkey N will automatically create entries in the Typeover Tracking list, you can create manual entries by editing the list.

You will notice that Typeover tracking remembers the last three replacements for any word. For example:

that=the,what,he

All three of these choices will appear in the AutoMagic choices so that they can be selected with a single keystroke when you place the cursor on the original word.

This feature only works on whole words, not phrases or parts of words.

Locking In Typeover Tracking

You can "lock in" a typeover tracking suggestion by editing its entry in the Typeover Tracking list. If the entry has an exclamation point at the end, it will not be overwritten by a future typeover. The syntax is:

word to be replaced=replacement!

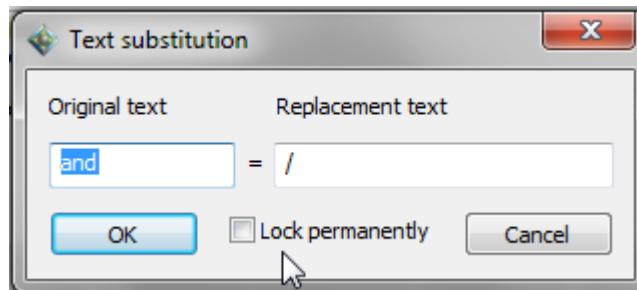
Note that you can use this feature to create a quick method for fixing common mistakes, so you will know for a fact that the typeover suggestion will be what you expect because you have locked it in.

You can use **Type in text/enter/enter** to switch easily between locked-in items. This quick fix function can be used to toggle between two possibilities or cycle between multiples by having the typeover tracking items for these words refer to each other cyclically:

- to=too!
- too=two!
- two=to!
- there=their!
- their=there!

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 dialog that will prompt you for the necessary information:



Enter the original text in the **Original Text** box. Enter the text you want to automatically replace it with into the **Replacement Text** box. If you want to lock in this suggestion (to prevent it from being automatically overridden in future edits), check **Lock Permanently**.

21.18 Realtime: Advanced Features

Realtime: Advanced Features

Division Interval Settings Option

The Division Interval option allows a scopist to edit the job in realtime via a network. If this is set to a number of minutes above 0, a copy of the job will be saved that often, in the Network folder. In addition to setting your Division Interval, you can set the amount of overlap in the division interval segments.

Hidden DivOverlap setting

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. You can edit the file from within Eclipse by opening the File Manager (Ctrl+F), click the Users tab (7), select the user, and choose **Open**, which opens the .ini file in Notepad. Make the change to the "DivOverlap=" settings, save the file, and Notepad and the File Manager will close.

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.

Visualizer:

Steno Link vs. Division Intervals vs. Shared Editing [D5 - Remote Scoping.mp4](#)

21.18.1 Force Translation

Force Translation

Shift+Alt+F

or **Tools/Realtime/Force translation**



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

Force Translation allows you to force a piece of [Eclipse dictionary syntax](#) [88] into a [realtime job](#) [437].

To force a translation, press **Shift+Alt+F**, and then type the desired dictionary syntax into the dialog that appears. For example, if you type {Q} it will translate just as if you had written it on a steno machine.

Found on the **Tools/Realtime** menu, it is a utility function that allows some creative macros for editing during realtime. The Force translation function pops up a message box and asks you to type in an entry manually on the computer keyboard.

Whatever you type will be fed to the translator as though you had written it on the steno machine, but it will not add any steno.

For example, if you type {Q} and hit **Enter** you will get a new question paragraph. If you type "hello" the word "hello" will appear just as if you had written it on the steno machine.

So if there are functions you know how to do during translation but you aren't sure how or if they can be accomplished from the computer keyboard, this is a direct way to accomplish them from the computer keyboard.

For example, if you have an editor working behind the realtime reporter using an output buffer, it is possible to make a macro that would allow the editor to send a {FLUSH} entry to force the buffer to be transmitted immediately.

Note that because the forced translation is a complete entry that appears immediately, if there is a stroke in the buffer waiting to translate, the forced translation may appear before it.

You can also type text and backspaces at the end of the document to redirect them to the output system. If you place your cursor at the very end of a document while in realtime, you can type text manually (and hit backspaces manually) and that text will be sent directly to the output system. This can sometimes be a faster way to send direct content than the Force translation feature (though Force translation is more "correct" since it also parses dictionary syntax as well as plain text.)

21.18.2 Direct Output

Direct Output

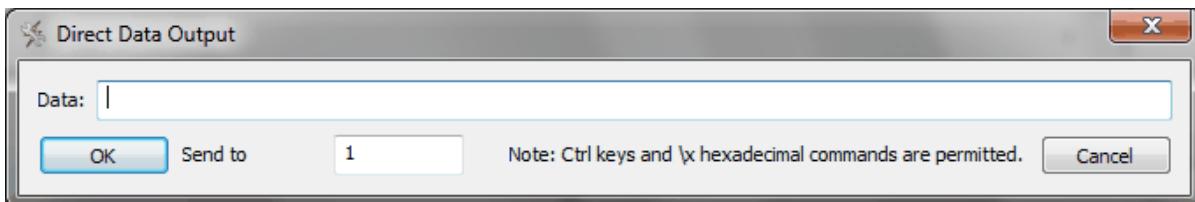
Shift+Alt+D

or Tools/Realtime/Direct output..



RELATES TO: [Working With Realtime Output](#) 470

Sometimes it can be useful to send a command, made up of a string of data, DIRECTLY to the output system. Under Tools/Realtime, there is a function called Direct Output. If you select this command, it will display a window where you can type a string of data. You can specify which outputs to send it to. For example, you might have three outputs (captioning/ TeleView/ ANSI) and you only want to send it to the captioning output. You would just leave it at "1". If you wanted to send it to just the ANSI and TeleView, you could put "2,3" or you could put "all" if you wanted to output to all three.



Note that the data input window allows you to hit control characters, so if you need to send a sequence like Ctrl+C, Ctrl+A, 3, [enter] you could type Ctrl+C Ctrl+A 3 Ctrl+M (the ANSI code for the [enter] key is Ctrl+M) and then hit [enter] to transmit the string. Note that it would LOOK like this in the data window: ^C^A3^M and that you could, in lieu of pressing the control keys, simply type the ^ character and the capital letter. (If you want a ^ character, just type ^^.)

You can also put in hexadecimal codes directly, with the \x syntax. For example, \xC7\xF3 would send the bytes C7 and F3 directly to the output.

In the example above, the ^C^A3^M, that happens to be the code to put a typical closed captioning encoder into block mode. However, if you were to do this, the Eclipse software would not now reflect that you were in block mode because this command completely circumvents the entire output system of the software. You could also type "please stand by" and it would get transmitted to the output, but it would not be shown on the preview window because, again, the output system is circumvented by this command.

This command can be executed in a macro. You could also have steno strokes execute such macros. This allows a user with sufficient technical knowledge (or with the help of a device technician) to write whole new functions for particular output devices even if the software does not overtly support those functions. For example, if an LED display manufacturer came out with an update to the display that allowed new font sizes or colors that Eclipse didn't know about, if you could find the hexadecimal codes or control keys to use to activate those features, you could use the Direct Data Output to implement them without having to wait for an update to the Eclipse software.

This feature is mostly for testing new realtime output devices, such as captioning encoders, LED screens, and CIC software. To use it, start a [virtual realtime](#) job, and use [Output Formats](#) to connect to the device. Then, just type the codes you want to send to the device.

With this function, it is possible for Eclipse to output to devices that are not listed in [Output Formats](#). If you know the exact code syntax that the device requires, you can [create macros](#) that will open the Direct Output dialog and enter the codes the device needs to turn on, off, change modes, etc.

The **Send To Outputs** controls which realtime outputs will receive this code. If you have more than one [output format](#), you can type 1 here to send to the first format in the list, 2 to send only to the second, or "1,2" to send to both.

21.19 RTF Conversions

RTF Conversions

RTF files only support a subset of attributes that are common to most CAT systems. For example, RTF supports Question and Answer paragraphs, because all CAT systems support Q&A, but RTF does not support Comment lines, because those are unique to Eclipse. There are also elements unique to Case Catalyst files that do not get exported to RTF.

Certain items, such as automatic indexing commands and form fields, are supported by many systems, but are done so differently that there is fundamentally no way to convert between systems, so form fields will always get converted to normal text.

For that reason, many reporters working with scopists on other CAT systems will send over JUST the testimony, and after the scopist edits the content and sends it back, THEN the reporter will add the form pages and fill them in. Unfortunately, that doesn't help with items such as marked block parentheticals, or any other form pages that appear in the body of the transcript.

Now, that said, if a user NEEDS to have the RTF convert between systems with a minimum of fuss, it IS possible to do so if you're very intentional about it. Here are some guidelines:

1. Avoid exotic paragraph types.

If possible, complex form pages should be created entirely using Fixed lines. All CAT systems have an equivalent of Fixed lines, so that will always convert. Don't use several numbered style paragraphs in Eclipse. In the document, Q, A, Colloquy, Parentheticals and paragraphs will all convert fine. By lines will change to Fixed lines, but will still look and print identically, so that shouldn't cause a problem.

2. Avoid mixing single and double-spacing.

CAT systems have different rules about when a single-spaced line or paragraph should be single spaced with the paragraphs around it. In Eclipse, it will only single-space two lines that are BOTH set to single-spacing. In some CAT systems, a single-spaced line can appear between two double-spaced lines. That discrepancy means that the same exact document might space differently in two systems. To avoid a problem, single-space the ENTIRE form page, and anywhere you need double-spacing, just add a blank, single-spaced, fixed line.

3. Use page breaks

That kind of goes without saying, but I'll say it anyway. I still see users break a page by adding a bunch of blank lines to the end of a page. That's just not good in general, but it's even worse when using RTF. Note that RTF supports page breaks, so they will convert just fine.

4. Fill in your forms BEFORE converting.

Form fields attributes get stripped out when converting to RTF. However, if you fill in the fields in your form pages before converting, then when you convert to RTF, it will convert the fields to plain text. Since they're already filled in, that's no problem. Everything will look fine and will print fine. However, if you convert a document that's full of fields that haven't been filled in yet, you'll end up with a giant mess on the other side.

5. Either ignore formatting or make it match.

Eclipse applies your current document format when importing an RTF file, so it doesn't matter what the document looks like on the scopist's system. If the scopist has 60-character margins and the reporter has 52-character margins, when the reporter imports the RTF it will change everything to 52-character margins.

If the scopist is expected to produce the final version of the transcript, they should change the settings on their system so that the margins are appropriate for the reporter's final document requirements.

Note that not all CAT systems agree on what margin settings mean. Some systems will show inches instead of characters. Some will start on character 0, some on character 1.

IMPORTANT: Under NO circumstances should the same final document be produced on two separate CAT systems. In other words, avoid having the reporter make the ASCII and the scopist make the printout; or the scopist and reporter each separately printing the document; or one making the printout and the other the PDF. When a reporter and scopist are working together, the final version of the transcript needs to be established on ONE of the systems ONLY. The reason for this is that CAT systems frequently disagree on subtle formatting issues. For example, in Case Catalyst, the first space of the two spaces after a period counts as a substantive character and will cause the last word in the sentence to wrap to the next line if that space is over the margin. In Eclipse, that space does NOT count as a character and the word will not wrap.

Tiny discrepancies like this can cause the page/line count to be different on two different systems, even if the margins are identical. It is virtually impossible to make two transcripts precisely match in formatting on two different pieces of software.

Helpful indexing hint: RTF conversion wipes out indexing lines from all CAT software. No one handles it anything like the same way. There's no possible way to convert it. However, with Eclipse 5, there's a new method of doing the automatic indexing that uses regular expression search patterns to find the items in the document that need indexing. That means you can take a finished document and generate an index without having to have index lines inserted throughout the transcript.

This method of indexing will work quite well with an edited file received in RTF format from a scopist on another CAT system.

That about covers the issue. These are fundamental, unresolvable issues that have nothing to do with Eclipse or any other CAT system. There will always be differences in software, and that will always mean that document conversions can never be perfect, so if users need to convert, they will always need to use only those document elements that are a subset of both systems. This is exactly the same principle that governs the use of documents in any software, as anyone can tell you who has ever attempted to convert documents from Microsoft Word to WordPerfect to OpenOffice, etc.

21.20 Regular Expression Table

Regular Expression Table

Character	Result/Use
Any	Represents any single character unless otherwise specified.
.	(period) Represents any single character. "d.g" returns both "dig" and "dog". Remember that if you need to search for an actual period, use \.
^	Only finds the search term if the pattern is at the beginning of a paragraph. For example, ^Okay would find the word "Okay" only if it appeared at the beginning of a paragraph.
\$	Only finds the search term if the term appears at the end of a paragraph. "Objection\$" would find the word "Objection" only if it appeared at the end of a paragraph. The begin/end commands can work together. "^Okay\$" would find any paragraph that contained nothing but the text "Okay"
*	Finds zero or more of the characters to the left of the "*". "Ab*c" finds "Ac", "Abc", "Abbc", "Abbbc", and so on, but since the

	number can also be zero, it will also find "Ac".
+	Finds one or more of the characters in front of the "+". "AX.+4" finds "AXb4", but not "AX4".
?	Finds zero or one of the characters in front of the "?". "Texts?" finds "Text" and "Texts" and "x(ab c)?y" finds "xy", "xaby", or "xcy".
\	Search interprets the character that follows the "\" as a literal character and not as a regular expression. "tree\"." finds "tree.", not "treed" or "trees." "yes\?" finds "yes?", not "yes" or "ye". If you need to search for a \, use \\.
\w	Represents any word character
\W	Represents any non-word character
\d	Represents any digit
\D	Represents any non-digit
\b	Represents a word boundary. "for\b" will find "for" "for this" and "for?" but not "forget".
()	Defines the characters inside the parentheses as a reference or a group. For example, "a(bc)?d" finds "ad" or "abcd".
[abc123]	Represents one of the characters that are between the brackets.
[a-e]	Represents any of the characters that are between a and e.
[a-eh-x]	Represents any of the characters that are between a-e and h-x.
[^a-s]	Represents any character that is not between a and s
	Finds the terms that occur before or after the " ". For example, "this that" finds either "this" or "that." Note that you can have a pattern that contains a partial either/or option by using the parentheses. For example, "Mr. Mrs. Smith" would <i>not</i> search for "Mr. Smith" or "Mrs. Smith". Instead, it would search for "Mr." or "Mrs. Smith". The correct pattern would be "(Mr. Mrs.) Smith"
{2}	Defines the number of times that the character in front of the opening bracket occurs. "tre{2}" finds "tree".
{1,2}	Defines the number of times that the character in front of the opening bracket can occur. "tre{1,2}" finds both "tree" and "treated".
{2,}	Defines the minimum number of times that a character can occur. "tre{2,}" finds "tree", "treee", and "treeeee" but not "treated".
{}	Represent a piece of information for which you will be prompted separately
\1, \2, \3	Represents a backreference to previously matched sequences in parentheses. The expression "b(o e)\1t" finds "boot" or "beet". "a(b c)\1" finds "abb" or "acc".