

Total Eclipse Commands

Letters in Bold Type are Hyperkeys

BASIC KEYS

Help		F1
File Manager		Ctrl F
User Information Settings		Alt U
View/Modify Dictionary		F9
Oops (Undo)	Z	Ctrl Z
Movement Oops	Z	Shift Alt L
Quit Document		Ctrl Q
Exit Eclipse		Alt X

PRODUCTION

Input Steno (Read Notes)		Alt I
Open Steno		Shift F7
Translate Notes		Alt T
Stop Translation		Shift Alt T
Edit		Alt E
Fill in Blanks	e	Ctrl E
Check Spelling/Definition		Alt S
Spellcheck Document		Shift Alt S
List Errors		Shift Ctrl E
Edit Spelling Dictionary		Shift Ctrl D
Generate Index		Ctrl I
Output to Printer		Alt O
Output to ASCII		Shift Alt O

MOVEMENTS

Jump to Last Edit Point	Z	Shift Alt L
Go to page/timecode	G	Alt G
Jump to Previous Question		Shift Alt G
Left by word	j	←
Left by character	J	Ctrl ←
Right by word	l	→
Right by character	L	Ctrl →
Beginning of line	[Home
End of line]	End
Up one line	i	↑
Back one sentence	I	Alt B
Down one line	k	↓
Forward one sentence	K	Alt F
Up one paragraph	y	Ctrl ↑
Down one paragraph	h	Ctrl ↓
Left to punctuation	<	Ctrl <
Right to punctuation	>	Ctrl >
Top of Screen		Ctrl Home
Bottom of Screen		Ctrl End
Top of Document		Ctrl Pg Up
Bottom of Document		Ctrl Pg Dn
Place Marker	X	Ctrl M
Jump to Marker	V	Ctrl M

CAPITALIZATION

Toggle Case	a	F6
All Caps	A	
Upper Case		Shift F6
Lower Caps		Ctrl F6

SCANNING/SEARCHING

Scan to Trouble Spot (Untran/Conflict/Blank)	T	Ctrl T
Reverse to Trouble Spot	rt	Shift Ctrl T
Scan to Untran	U	Ctrl U
Reverse scan to Untran	ru	Shift Ctrl U
Scan to Conflict	c	Ctrl O
Reverse Scan to Conflict	rc	Shift Ctrl O
Scan to Raw Conflict	C	Ctrl \
Reverse to Raw Conflict	rr	Shift Ctrl \
Scan to Any Item		Ctrl S
Reverse Scan to Any Item		Shift Ctrl S
Multiscan		Shift Ctrl M
Find Text	f	F5
(reverse direction)	F	F5
Find & Replace	f	F5
Find Pgh/Print Command	v	
Steno Search	f	F5
Locate next match		Ctrl L
Locate previous match		Shift Ctrl L

GLOBALING

When untran & unresolved conflict are side by side, global the untran before resolving conflict

Speaker example: {S:MR. JONES}

Reverse text to Steno	U	Ctrl F7
Global 1 stroke	g	Ctrl G
Global 2 strokes	Alt 7	
Global 3 strokes	Alt 8	
Global 4 strokes	Alt 9	
Global 5 strokes	Alt 0	

BLOCK FILE COMMANDS

Create Document		Ctrl E
Write Block to File	bw	Alt W
Read Block to Screen	br	Alt R

COPY, CUT, PASTE, DELETE

Copy	bc	Ctrl C
Paste	bp	Ctrl V
Cut (Delete to clipboard)	bt	Ctrl X
Separate (Delete to file)	bs	Shift Ctrl X
Delete Character/Block	D	Del
Delete Word	d	Ctrl Bkspace
Shave Previous Word	s	
Shave Current Word	S	
Yank (Delete) Line		Ctrl Y
Yank Remainder of Line		Alt Y
Yank Remainder of Paragraph		Shift Alt Y

WORD CONVERSIONS

Flip words	R	Ctrl R
Word addition (prefix/suffix)	w	Ctrl K
Special Character		Ctrl W
Conversion after Marking with F7 or Hyperkey m :		
Surround with Quotes		"
Surround with Single Quotes		'
Surround with Commas		, (comma)
Surround with Parentheses		(or)
Surround with Dashes		Shift -
Surround with Brackets		[or]
Surround with Braces		{ or }
Stitch word with Hyphens		-
Stitch word with Periods		.

NUMBER CONVERSIONS

Number Conversion dialogue		Ctrl #
Quantity in numerals	N	N
Quantity written out	W	W
Money	M	M
Generic (e.g., address)		G
Ordinals		O
Phone		P
Social Security		S
Zip code		Z
Time	T	T
Roman numerals		R
Date		D

PARAGRAPH FORMATS

Insert (Fixed) Blank Line		Shift F5
New Paragraph		Ctrl P
Join to previous paragraph		Ctrl J
Selectable paragraph list		F8
Speaker		F2
Question		F3
Answer		F4
Parenthetical		Shift F4
Centered Line		Alt C

PUNCTUATION & PARAGRAPH CHANGES

Add to end of sentence	x	
End sentence with period	p	Alt P
Change Pgh to Answer	P	
End sentence with question	q	Alt Q
Change Pgh to Question	Q	
End sentence with dash	=	Alt D
Butting in	B	
Apostrophe Flip	`	Alt A
Change Pgh to Speakers 1-6		Ctrl 1-6
Change Pgh to THE COURT		Ctrl 8
Change Pgh to Other Speakers		Ctrl 9
Change Pgh to THE WITNESS		Ctrl 0
Quote Paragraph		Shift Alt Q
Unquote (Normal Paragraph		Shift Alt N
Certified Question		Shift Ctrl Q

STYLE ATTRIBUTES

Single Spacing	Alt -
Double Spacing	Alt =
Centered Paragraph	Alt C
Flush Right	Shift F3
Fonts	Shift Alt F
Attributes: Superscript, Subscript, etc.	Ctrl -

PAGE BREAKS & PRINTER COMMANDS

Alt N for Print Commands, then

Hard Page Break	Enter
New Page Number (reset number)	N
New Volume Number	NN
Conditional Page Break	C
Header	H
Footer	F
Beginning selection (excerpt)	B
End selection (excerpt)	E
Omit elements (Page & Line #'s, Box, etc.)	O
Resume element(s)	R
Comment Line	CC
Index Line	I
CADI/REDI line	CCC
Page number format	P

FORM FIELDS – FILL IN THE BLANKS

Fill Blank(s)	e	Ctrl E
Add a Blank	E	Ctrl A

AUDIOVISUAL/TIME SYNCHRONIZATION

Audio Control Panel (TE 4.1)		Shift Ctrl A
Halt		Alt H
Playback: Fast/Slow/Squelch	{	
1 sec. Back/Forward		Alt ↑ or Alt ↓
10 sec. Back/Forward		Shift Alt ↑ or Shift Alt ↓
5% Slower or 5% Faster		Alt ← or Alt →
Play at Last Speed		Alt J
Pause	}	Alt K
Edit Timecodes		Shift Alt C
Insert Time/Date		Shift Alt D
Automatic Timekeeper		Shift Ctrl K

WINDOW CONTROL

Switch to Another Program	Alt Tab
Switch Windows in Program	Ctrl Tab
Switch Window Panes	Shift Ctrl Tab
Toolbar Configurations	Shift Ctrl F1
Toolbars Off	Shift Ctrl F2
View Toggles dialogue	Shift Ctrl F3
View/Hide Statusbar	Shift Ctrl F4
View/Hide Notebar	Shift Ctrl F5
View/Hide Timecodes	Shift Ctrl F6
Increase Zoom	Shift Ctrl F7
Decrease Zoom	Shift Ctrl F8
Tile Open Windows	Shift Ctrl F9
View/Hide Print Commands	Shift Ctrl F10
Temporary Display Change	Shift Ctrl F11
WYSIWYG Preview, etc.	Shift Ctrl F12