

TOTAL ECLIPSE BASIC TRAINING

- I. General Overview of Eclipse Command Structure
 - A. Total Eclipse is a native Windows program. All actions that are standard to Windows programs (resizing, mouse actions, cut/copy/paste, etc.) apply.
 - B. Eclipse Toolbar – most tasks can be initiated from there
 - 1. F1 – Help
 - a. opens context-sensitive help
 - b. Pressing F1 with a menu item selected will give you information about that item
 - c. Help/Visualizer Topics will open a series of presentations
 - d. Help/Eclipse Documentation will open a folder, which contains an online copy of the manual and other documentation
 - 2. Alt-U – User Settings
 - 3. Alt-I – Read Notes
 - 4. Alt-T – Translate Notes
 - a. Also used for doing realtime
 - 5. Instant Realtime button (mouse only)
 - a. You can start a realtime job with one click, but all settings must be in place first
 - 6. Job Production actions – the file you wish to take the action on must be open first
 - a. Shift-Alt-S – Spellcheck
 - b. Alt-O – Print
 - c. Shift-Alt-O – create ASCII
 - 7. Open a file
 - a. Shift-F7 – raw steno file
 - b. Alt-E – “text file”
 - i. includes transcripts, block files, and list files
 - c. F9 – Dictionary
 - i. Dialog will vary depending on whether or not you are in a transcript
 - 8. Alt-Z – Hyperkeys
 - 9. F5 – Find
 - a. In dictionaries, this will “filter” them
 - C. Menus
 - 1. All tasks can be performed from menu
 - 2. Menu will contain the keystroke, as a reminder
 - a. Keystroke will be standard or hyperkeys, whichever you are using at the moment
 - D. Useful Windows Keystrokes
 - 1. Alt+underlined letter – “click” a button or other dialog item
 - 2. Tab – cycles through items in a dialog
 - a. Arrow keys can be used to select from dropdown list
 - b. Spacebar “clicks” an item if it is active
 - c. Enter is equivalent of clicking “OK”
 - d. Shift-Tab will cycle through in reverse order
 - 3. Ctrl-Tab - cycles through open documents

4. Esc – exit current dialog without saving changes

II. Editing

- A. Hyperkeys – a faster way to edit
 - 1. Hyperkey editing uses the letter keys, for example I/J/K/L to move, instead of keys in combination with Ctrl, Alt, etc.
 - 2. Alt-Z turns them on and off permanently.
 - 3. N suspends them temporarily to type text. Press Enter when finished to re-enable hyperkeys.
- B. Moving around
 - 1. move a word at a time – Left/Right or J/L
 - 2. move up/down a line – Up/Down arrows or I/K
 - 3. move a letter at a time – Ctrl-Left/Ctrl-Right or Shift-J/Shift-L
 - 4. larger jumps up and down - Page Up/Page Down/Ctrl-I/Ctrl-K or Y/H/Shift-Y/Shift-H
 - 5. move to beginning or end of job - Ctrl PgUp/Ctrl-PgDn
 - 6. move to beginning/end of line – Home/End or [and]
 - a. useful when changing a paragraph type
 - 7. F5/hyperkey F – search
 - a. Enter what you are searching for
 - b. Use * as a wildcard to search for part of a word
 - c. Ctrl-L will repeat a search
- C. Scanning To...
 - 1. Anything: Ctrl-T (standard) or T (hyperkeys)
 - 2. Untranslate: Ctrl-U or U
 - 3. Conflict: Ctrl-O or C
 - a. To select a conflict, press its number as it appears at the bottom left of the screen
 - b. Unresolved conflict: Ctrl-\ or hyperkey Shift-C
 - 4. Scanning options:
 - a. Multi-scan – on Move menu – automatically scans to next item
 - b. Global After Scan – User Settings/Edit tab – automatically prepares an untran for globalling

III. Globalling

- A. Performing a global: use Ctrl-G (standard) or G (hyperkeys).
- B. Methods of selecting a multi-stroke entry:
 - 1. Before starting global, use hyperkey 7 to grab two strokes, 8 to grab three strokes, 9 for 4 strokes, or 0 for five strokes.
 - 2. After starting global, Press Ctrl-G multiple times (each press will select a new steno stroke)
 - 3. After starting global, Ctrl-Up/Down and Shift-Up/Down will change the strokes you have selected
- C. Where do globals go?
 - 1. Ctrl-M or Enter - Main – puts it in your main dictionary and corrects it throughout the job
 - 2. Ctrl-J – Job - puts it in your job dictionary and corrects it throughout the job
 - 3. Ctrl-T – Trash – corrects it throughout the job but does not put it into any dictionary
 - 4. Ctrl-L – Local – corrects it in that spot only (for mis-strokes)

5. Ctrl-1 through Ctrl-8 – puts it in extra dictionaries if you have selected them in User Settings/Dictionaries button
- D. How to define...
1. a word – do not capitalize unless always capitalized
 2. multi-word entries – use {~} as a lock space or click Lock if desired
 3. {Q} and {A} for Q and A symbols
 4. punctuation – put it in braces {,} {,}
 5. prefixes/suffixes {^ing} or {pre^}
 6. a conflict: \first choice\second choice
 7. a paragraph command: {N}
 8. Delete stroke: {DELETE}
 - a. also, select on Input tab of User Settings
 9. speakers: {S:SPEAKER NAME}
 10. auto includes: {<filename}
- E. Re-globaling vs. Modifying: A global does not have to be of an untranslate. Text that translated can be re-globaled. However, you may prefer to manually edit the item.
1. Ctrl-F7 will revert a translated word to steno
- F. Version 4.1 feature Globaling wizard added

Under user settings/Edit/Globaling there is now a new feature simply called the Wizard. It reads your mind.

OK, maybe not, but with any luck it will often seem that way. What this feature attempts to do is to guess what you're globaling each and every time you mark strokes in the globaling dialog.

If it can figure out what you might be trying to global, it will display a small yellow tool window directly beneath the text box in the globaling window (yes, it temporarily obscures some of the buttons, but it disappears as soon as you press any key.)

This window will contain a series of underlined numbers (never more than 10) and you can select the item that matches what you were trying to global by simply typing that number (It is NOT necessary to hit the Alt key.)

In the event that what you are trying to global does not appear on that list, simply type what you were going to type anyway and the wizard will disappear.

This is an enormously sophisticated feature that has taken weeks to develop. It sifts through thousands of dictionary entries and combinations of entries in each available dictionary that was used in translation, trying out every

possible combination of misstrokes and stacked strokes to try to figure out what you meant to write. Or, if you wrote it perfectly, it will check every possible phonetic representation to see if what you wrote is close to a real entry in the spelling dictionary.

It then evaluates all of these thousands of possibilities, factoring in degree of error, frequency of usage and grammatical appropriateness, to reduce it down to the ten most likely results.

One important note: It does NOT approve of phrase globals. It understands any brief forms you might have in your dictionary and it understands that there are such things as stacking errors. However, if you attempt to global two strokes that should be defined separately, it will NOT make a suggestion that consists of those separate words.

Here's an example of this principle: If your dictionary contained

PHOR = more

THAPB = than

and you globalized the following:

PHOR THAPB

it would never suggest "more than" as a global, because that would be redundant. You should never make a global like that, preferring to global each word separately.

Instead, the globalizing wizard would likely suggest the word "important" assuming that you had made a misstroke of POR/TAPBT. If you misstroke a word, then highlight only that word to correct it and the wizard will probably get it right. If you mark more words, that's an indication to the wizard that you're probably making a multi-stroke word.

Note that this feature makes the old "Guess" feature obsolete, so the Guess button has been removed from the globalizing dialog.

IV. How Paragraphs Work

- A. EclipseNT is paragraph-based. Every bit of text in your transcript resides

within a paragraph style. The appearance of that paragraph is dictated on the Paragraphs tab of User Settings.

- B. F8 will insert a paragraph. You will be prompted for a style.
 - 1. The shortcut keys F2 = speaker, F3 = Q, F4=A will also work
- C. To change the **style** of an existing paragraph, move to the first line of the paragraph and then press Home-Home-F8.
- D. To change the **appearance** of an existing style, go to User Settings/Paragraph tab and change the margins.
- E. Master Format vs Current Document – changes to paragraph settings can be made to apply to your user, or the current job only.
 - 1. You can copy your settings from Master to Current. This is useful if you want to change your current job to the settings set forth in your Master Format.
 - 2. You can also copy from Current to Master. This is useful if you are using the display to set your margins/paragraphs in the current job, and want all future jobs to start out with these settings.
- F. You can create your own paragraph styles or use one of the numbered “User” styles for special situations

V. More Editing

- A. Editing Punctuation
 - 1. Typing a period or question mark will insert it after the previous word, and attach/capitalize/space as needed.
 - 2. Alt-D/Alt-P/Alt-Q and hyperkeys =/P/Q will change the current sentence’s terminal punctuation to a period or question mark
- B. Editing Speakers - F2 opens a dialog where you can rename a speaker
- C. Editing Paragraphs
 - 1. As explained earlier, Home-Home-F8 will change an existing paragraph style; F2/F3/F4/F8 will insert a new paragraph
 - 2. Join current paragraph to previous paragraph - Ctrl-J
 - 3. Split current paragraph - Ctrl-P
 - 4. Delete current line - Ctrl-Y

- D. Block Operations
 - 1. To mark a block, press F7 or hyperkey M, then use any movement keys to select the text you want.
 - 2. After marking a block you can...
 - a. Block Delete – press the Delete key
 - b. Block Write – Alt-W – this will copy the marked block into a new file, will not remove it from current file
 - c. Block Separate – Ctrl-Shift-X- this will copy the marked block into a new file and remove it from the current file.
 - d. Quick editing commands (hyphen, quotes, commas, space)
 - 3. Standard Windows cut/copy/paste (Ctrl-X/C/V) will also work
 - 4. Block Read – Alt-R – this will read another file into the current file. Useful for reading in block files. Do not need mark anything first.
- E. Insert a print command – Alt-N, then pick the one you want
 - 1. Print commands include items like page breaks, page number commands, headers, footers, etc.
 - 2. Print commands can be visible or invisible, depending upon your choice on the Display tab. To view invisible commands, use Ctrl-up arrow/Ctrl-down arrow or Shift-Y/Shift-H.
- F. There are other edit functions on Edit menu | Miscellaneous

VI. Blockfiles

- A. To create a block file:
 - 1. Press Alt-E as you would to open an existing file
 - 2. Type the name you wish to give the file
 - 3. It will ask if you want to create it. Answer OK.
- B. Then, just type the text you want the block file to include, e.g. (Discussion held off the record.)
- C. Use paragraph styles to control formatting of each line. Fixed, Centered, and Parenthetical styles are most commonly used.
- D. For information that may vary, use Blanks. Press Ctrl-A to insert one.
 - 1. Label: a string of text that appears in the field telling you what is supposed to go there. Aesthetic only, but helpful.
 - 2. Field Size: make it as long as the longest item it might take
 - 3. Adjustable: leave it on in most cases, unless there is something to the right that could be pulled out of alignment
 - 4. Variable: if multiple fields have the same variable, filling one in will fill them all with the same info (such as a witness name)
 - 5. Use List File
- a. You can create an Eclipse text file that contains a list of items that might go into a blank. Days of the week, for example.
- b. When creating the field, set Use List File to the name of the above file.
- c. When you fill in the field, you will be prompted to choose from a list.
 - E. Ctrl-E or E will fill in blanks. Ctrl T or T (scan to anything) will also.
 - F. DO NOT fill in a field in the block file itself. Use Alt-R to read the block file into a transcript first, then fill it in there.
 - G. Once created, block files may be inserted via Alt-R, Initial/Final Block, or {<filename>} dictionary entry

VII. Producing a Job

- A. Read notes – Alt-I

1. User Settings\Input tab – select your writer, disk drive, and COM port (COM port only needed if you are doing realtime or if you are reading notes via cable)
2. DSHD vs DSDD disks – some writers take DSDD (double sided double density) disks. Be aware of what yours takes. You can use DSDD on a DSHD computer, but the computer may not read it.
3. If you are going to use a disk in your writer, format it on your writer, not your computer
4. If not reading, check all settings, try covering the hole with a piece of scotch tape
- B. Note preview – select the note file you wish to translate
- C. Translate notes - Alt-T
 1. Tran and Edit vs Quick Tran – the former allows you to edit while the job is translating, but it takes longer to translate.
 2. Make Edit Station Info/Phonetic Untranslates/Show Statistics are optional
- D. To do realtime:
 1. Select your writer on the Input tab of User Settings
 2. Press Alt-T
 3. Select Realtime (not Virtual Realtime)
 4. Click Notes
 5. Give the note file a name that is not currently in use. It will ask if you want to create the file; answer yes.
 6. Set other translation options as desired.
 7. Click OK.
 8. To end realtime, press Shift-Alt-T.

VIII. Working With Dictionaries

- A. Examining a dictionary
 1. Standard movement keys will work (arrows or hyperkeys I/K)
 2. Press Enter to examine/modify current entry
 3. To sort a dictionary, click the gray header for what you want to sort by
 4. F5/hyperkey F will perform a “filter” – only entries that match the criteria will be shown
 - a. After filtering you can sort
 - b. To restore all dictionary entries, press F5/Enter
 5. To transfer dictionary entry/entries, select them and use Alt-W or Ctrl-Shift-X.
 6. To delete an entry - Delete key. This will apply to the current entry, or all selected entries.
- B. Using Multiple Dictionaries
 1. Can be semi-permanently assigned via User tab/Dictionaries button, or via F9 dialog
- C. Backing up a dictionary: use Tools/Backup
 1. It is good practice to backup your User Settings with your dictionary
 2. It is best to back up to floppy disk
 3. Multiple copies are a good idea

IX. Printing – Alt-O

- A. Set the Pages/Volumes you wish to print
- B. Leave Print to file/Excerpt/Draft unchecked in most cases
- C. To produce a compressed transcript and/or word index, check Multipage. You can also click Options to control the appearance of the compressed transcript.
- D. The Document tab of User Settings contains options for print margins.

X. ASCII Creation

- A. Style Presets – if you are creating an ASCII for a specific program, select that program. Otherwise, Standard Page Image is best.
- B. Set “Make X Floppy diskette copies” to the number of disk copies you want to make. For none, select 0.
- C. The ASCII file will always be saved to the User Files Area.
- D. Output button allows to rename the ASCII file, save to other drive, etc
- E. Other settings work the same as Printing