

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.

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 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. (To change the printing font for all paragraph types, use the Main Font button on the Document tab.

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 Total Eclipse will perform on it. (For example, Total Eclipse will end an answer paragraph with a period if no manual punctuation is given.)

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 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) 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. Only one paragraph style may be designated as default.

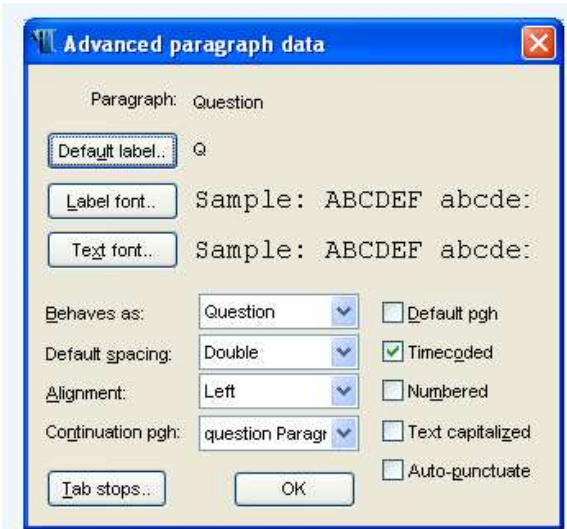
If **Timecoded** is checked, this paragraph style will receive timecodes, if you are using one of the "selected paragraph types" options in Timecode Setup.

If **Numbered** is checked, this paragraph style will be numbered, if Number Selected Paragraphs is checked in Advanced Document Settings.

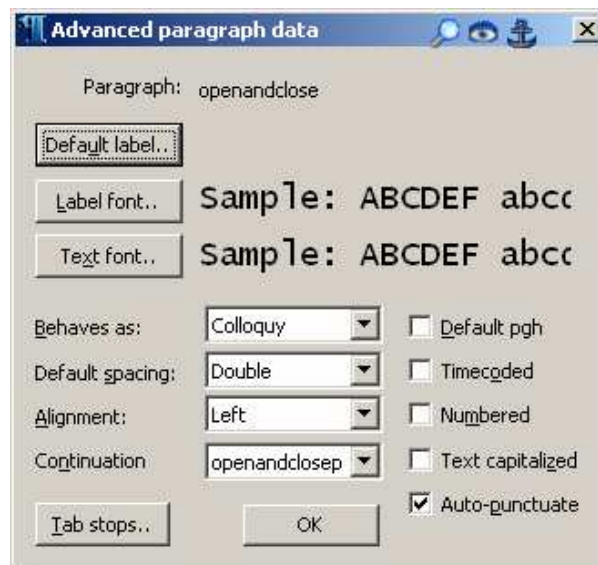
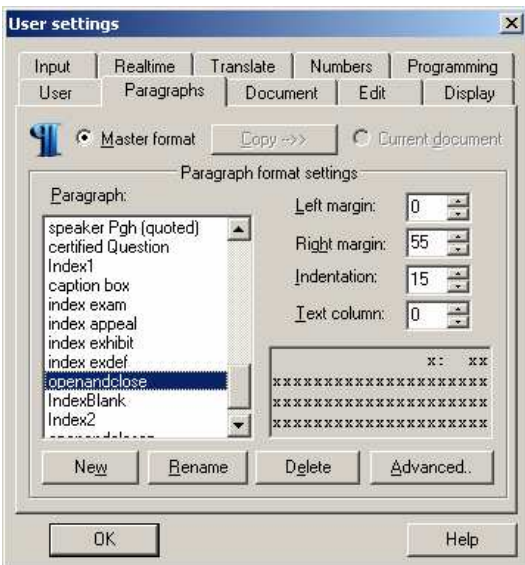
If **Text Capitalized** is checked, the text of this paragraph will print in all caps.

If you want to allow automatic punctuation for this paragraph type, check **Auto-Punctuate**.

The **Tab Stops** button will open the Tab Stops dialog, where you can assign tab stops to this paragraph style.



My paragraph type for opening statements and closing arguments.



DICTIONARY ENTRIES

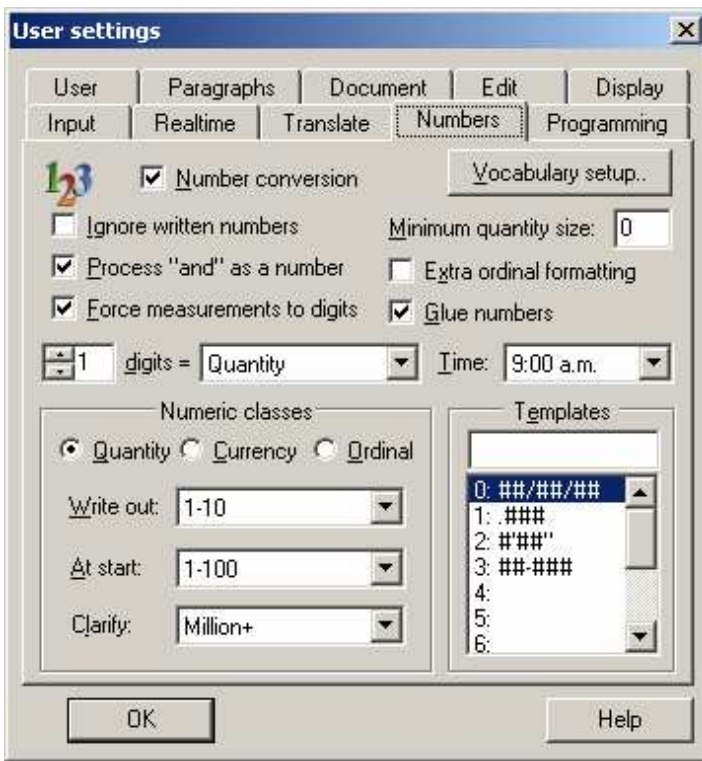
Numbers:

If you want your numbers to translate correctly, you must delete globalized numbers out of your dictionary and set your numbers tab correctly. You do not need to change the way you write if you set your numbers tab correctly and use some kind of designation for what type of number you are writing.

{#G}	Convert to generic digits.	Exhibit{#G}	Ensures that any number following the word "Exhibit" will appear as digits. Can also be part of a conflict: \exhibit\Exhibit{#G}
{#N}	Convert an ordinal or dollar amount to its numeric form.	{#N} of April	Ensures that any ordinal preceding the word "April" will appear in its numeric form, e.g. "3rd of April".
{#T}	Convert to time.	{#T}	Dictionary entry 3-BG=3{#T} will translate 3:00. 3-BG/30 will translate 3:30.
{#D}	Convert to a date.	{#D}	If you write SEUBGS/THEURT/{#D}, 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.

For money I use -DZ=dollars. I write it after my digits and it converts to money.

Point=point for decimal.



Numbers Tab

General Options

The **Number Conversion** checkbox enables number conversion. If unchecked, Eclipse will not convert your numbers.

If **Ignore Written Numbers** is checked, any numbers that are defined as words will not be affected by number conversion. Use this feature only if you are very strict about writing words when you want written-out numbers, and using the number bar when you want digits. (Note: if you do this, set everything in Numeric Classes to "No Values.")

If you tend to write the word "and" in phrases like "three hundred and fifty", check **Process And as a Number**. If not, leave it unchecked.

Force Measurements To Digits forces all numbers that precede a unit-of-measure word to appear as digits.

Minimum Quantity Size controls the appearance of commas in four-digit numbers. Set this to 0 if you want a comma every three digits. If you don't want four-digit numbers to have a comma, set this to 4.

Extra Ordinal Formatting will superscript the text part of a numeric ordinal, like this: 3rd. If unchecked, it will appear as 3rd.

If **Glue Numbers** is checked, all numbers will also behave as glue characters. This is useful for writing alphanumeric combinations, such as license plate numbers.

Time allows you to specify a format for whole-hour times. Select the desired appearance from the list.

***** There is more information in your help files and some good visualizers.

***** Please participate in the Eclipse forum on our web site link from the members page.