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e-Tips Newsletter

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VirtuCon 6 Announcement

**Eclipse Users Group
VirtuCon 6**

Starts January 2, 2025

Info available at EclipseUsers.com

**Recording Available:
Eclipse Scoping Webinar**

**Presented in September 2024,
the recording from this 6-hour class
is now available.**

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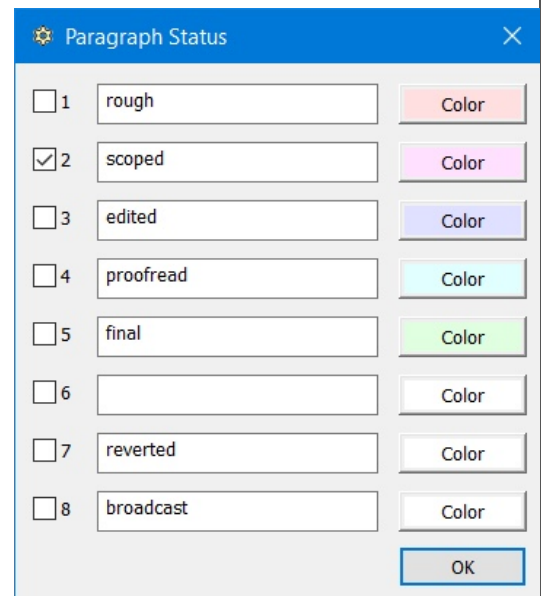


Keith Vincent

Using Eclipse Paragraph Status to Track Job Production

Recently I was asked if we can have Eclipse visually track your transcription through the various stages of rough draft, scoping, editing, proofreading, etc. Well, since Version 8, the answer has been: Yes, we can.

You'll find "Paragraph status" in the "Edit" section of Eclipse User Settings. The idea is that you can put a check in the box next to your phase of production, and as you move through a paragraph, Eclipse will put a thin line of color at the left edge to show the text has gone through that process. In this example, I or my scopist am in the scoping phase. I could even save user settings to make it easy to use the "Scoped" paragraph status while I am working. Then when I move into the proofreading phase, I could have yet other user settings saved to make it easy to use the "Proofread" status.



You can pick the colors that you want Eclipse to use to indicate paragraph status. However, to show the paragraph status colors, the "Display" section of User Settings does need to have a check in the box next to "Print commands".

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A Few Keyboard Command Booby-Traps



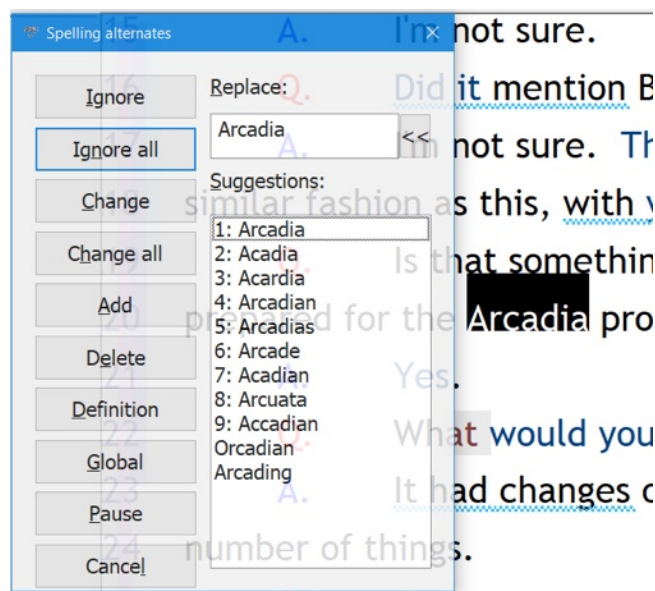
I like to use keyboard commands in Eclipse rather than constantly reaching for a mouse; but to be honest, **some keyboard commands can be booby-traps**. Here are some examples.

Shift+Ctrl+M to turn on/off Multi-Scan.

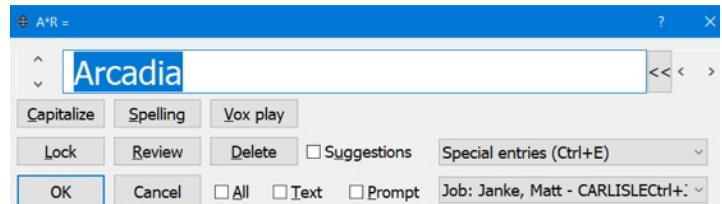
When Multi-scan is on and you have scanned to an untran or a conflict and then you have globaled the untran or resolved the conflict, the system will want to automatically scan to the next such problem. That can be helpful to quickly go through a rough draft and fix things, but I honestly think most people accidentally turn on Multi-scan. I admit it can be confusing for new users of the program.

By the way, if Multi-scan makes you lose your place, you can use **Alt+Shift+L to go back to your last edit point**. Also, you can go to the “Edit” section of User Settings and use the “Keyboard” button to change the command for Multi-scan. Maybe use Ctrl+Alt+Shift+M so that it’s harder to accidentally activate the feature.

Ctrl+O toggles the display of a dialogue from Opaque to Transparent. Say you have your spellcheck dialogue set to be 15% transparent so that underlying text can show through. If you accidentally press Ctrl+O, the dialogue would turn from opaque to transparent. Press Ctrl+O again for opaque.



Ctrl with left/right bracket will show more or less of some dialogues (globaling, translate notes, find/replace). Let’s say you are in the globaling

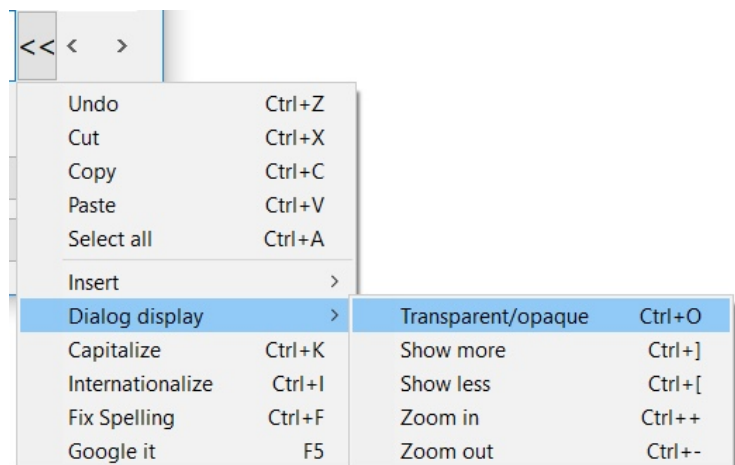


dialogue and you **simultaneously press the Ctrl and left bracket keys**. Instead of the full globaling dialogue, you’ll get a minimal display that presumes



you know a bunch of keyboard shortcuts to use to perform the globaling operation. It’s a cool feature for power users, but it can be confusing if you trigger it accidentally. If this happens, **Ctrl with right bracket** will let you see the full dialogue once again.

So do you really need to memorize these keyboard commands? Not at all. Do you see the << toward the right edge of the boxes where you can type in text? **If you click on that button, it opens a dialogue that shows various keyboard shortcuts that can be used, including Ctrl with plus/minus if you want a quick way to change the zoom level for a dialogue’s display.**



Eclipse Users VirtuCon 6 – January 2025

For the schedule, go to <https://events.eclipseusers.com/schedule.php>.

To start the conference, a free promotional event is offered on Thursday, evening January 2nd.

As always, a video recording of each class is available afterward.

You can attend “live” and/or learn through the recordings.

A major difference in this year’s conference is that the six-hour classes at the basic, intermediate, and advanced levels will be broken up into three-hour sessions. That should make them less strenuous.

More importantly, **the basic, intermediate, and advanced classes will NOT be simultaneous.**

So if you’d like to attend the basic class and then the intermediate class and then the advanced class, you can do so this year. That alone would allow you to obtain 18 hours of continuing education credit.

As always, a great variety of classes will be offered for users of both the steno and voice versions of Eclipse.

Start 2025 with VirtuCon 6.

Eclipse Paragraph Status Display

(Continued from page 1)

Here’s an example. **The thin lines of color at the left edge of the display are indicating paragraph status.** All of the text has at least been scoped, but there are paragraphs not yet proofed.

14	Q.	Okay. Was it next to Barker Reservoir?
15	A.	I'm not sure.
16	Q.	Did it mention Barker Reservoir?
17	A.	I'm not sure. The checklist is structured
18		in a similar fashion as this, with yes and no.
19	Q.	Is that something that you also probably
20		prepared for the Arcadia project?
21	A.	Yes.
22	Q.	How would you fill out that checklist?
23	A.	A number of things.
24	Q.	Got it.

I hope this quick tip will at least pique your interest in the use of Eclipse paragraph status display to track the transcription process. **An easy way to learn more about this feature is to view the Visualizer that I made about it a few years ago. You can find the movie by opening the Visualizer Topics Menu, then pressing F1 or clicking on the button for “Index: A to Z” and searching for “Display Paragraph Status.”**

Disclaimer

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