



# Total Eclipse Realtime Editing Kit

Keith Vincent – Houston, Texas – [www.KVincent.com](http://www.KVincent.com) – January 6, 2011



*This document is also accessible within Total Eclipse. Press **F10**, **H**elp, **E**cclipse documentation.*

Editing from the steno keyboard is a goal of many writers. For some CAT systems, it's the only way to edit the last lines of a realtime file. Of course, Eclipse users can use **either** keyboard to edit any part of a realtime file. Editing from the writer just offers a fast way to perform many steps without really breaking up the steno flow.

## Where to Begin?

The "**Realtime Editing**" and "**Keymode**" dictionaries can give you a head start on this exciting process. Start by looking at the summary charts at the end of this document. Begin with the most practical entries that take the least steno strokes. Add others with time.

I have prepared an interactive video tutorial to help you take advantage of this kit. It uses "Show Me" files that are run from within Eclipse. So you can *see* how these tricks work and then immediately switch to realtime translation to try them out. For downloadable sample files and online ordering of e-Power Video Tutorials, go to [www.KVincent.com](http://www.KVincent.com)

Here are some of my personal favorites:

### Cursor Movements & Display Options

Macro Name	Sample Steno	Purpose
Panic Stroke – RT	STKPWHRFRPBLGTS	Return to normal translation. Escape from dialogues or special realtime modes.
Find previous Answer – RT	HR-FRPBLGTS	"Can I hear the answer again?"
Find previous Question – RT	STKPWHR-L	"Can I hear the question again?"
Screen Show Dict – RT	TKEUBGT (2 times)	Show both the translating window and the main dictionary simultaneously.
Screen Zoom Increase – RT	S*PL	Enlarge text display without affecting printout.
Screen Zoom Decrease – RT	S*BG	Decrease text display without affecting printout.
Tag-along (Toggle) – RT	TA*G	Have the cursor follow the translation or remain at the last editing spot.
Timekeeper – RT	TAOEUM (2 times)	"How long we been on the record today?"
Time Insert – RT	WH*EPB	Inserts time – e.g., "(Recess taken from WH*EPB to WH*EPB.)"

### Quick Edits

Check Note – RT	KH*EBG (2 times)	Insert a comment line which says "Check." You can find it later.
Check Quote – RT	KWO*ET (2 times)	Insert a comment line which says "Quote." You can find it later.
Delete previous untranslate – RT	SA*EP (as in "Zap")	Deletes previous untranslate.
Ditto – RT	TKEUT (2 times)	Repeat last sentence of previous paragraph – e.g., Q. He did? A. He did.
Fix last untran – RT	TP*BGS	Replace last untran with word you just wrote
Hyphenate last 2 words – RT, etc.	2*D, 3*D, 4*D, 5*D	Hyphenate the last 2 through 5 words.
Join paragraphs – RT	SKWRO*EUPB	Join current paragraph to preceding one
Quote last word – RT, etc.	1*K, 2*K, 3*K, 4*K, 5*K	Quote the last 1 through 5 words
Stitch last word – RT	STEUPF (2 times)	Quick way to turn John into J-o-h-n or J-O-H-N

### Conflict Selection

Conflict Choice – RT Type: 1, 2, 3, 4, or 5	KHO*EUS 1-RBGS, 2-RBGS, etc.	Scan back to the last conflict, even if it's been automatically selected. Select the choice you want
Conflict Choice 1 – RT, etc.	1-R, 2-R, 3-R, 4-R, or 5-R	Use these to pick the right choice for the last unresolved conflict.
Conflict Choice Next – RT	0-R (zero with final R)	If the last conflict resolved wrong, use this to pick the opposite or next choice.

### One-step Globals

Cap 1 – RT, etc.	1-S, 2-S, 3-S, 4-S or 5-S	Capitalize the last 1 through 5 words.
Job cap 1- RT, etc.	1-Z, 2-Z, 3-Z, 4-Z or 5-Z	Capitalize the last 1 through 5 words and create a job dictionary entry.
Memory 1 – RT, etc.	1-RB, 2-RB, 3-RB, 4-RB or 5-RB	Copy a word that you've spelled or typed so that it can be pasted when it recurs. <i>Use 1-GS, 2-GS, 3-GS, 4-GS, or 5-GS to paste in from Memory 1, 2, 3, 4, or 5.</i>
Auto-Brief 1 word – RT, etc.	1BZ, 2BZ, 3BZ, 4BZ, 5BZ	Request auto-brief suggestion for last word(s)

### Beginning of Three-step Globals – See page 22 for remaining process

Go Correct Misstroke – RT	STPH-DZ	If you're on a misstroke, rewrite it without deleting/rewriting everything else.
Go Correct Untran – RT	STPH-PB	Go back to an untran and rewrite it without deleting/rewriting everything else.
Brief 1 Word – RT, etc.	1-RZ, 2-RZ, 3-RZ, 4-RZ, 5-RZ	Create a steno shortcut for multi-stroke word(s) that recur.
Add Dictionary Entry – RT	S-DZ or K*G	Create a dictionary entry for a word you know you'll need soon.



# Total Eclipse “Realtime Editing” Dictionary

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-2-

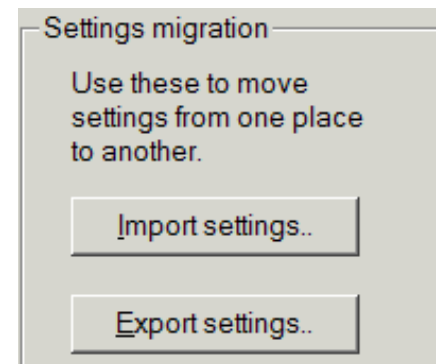
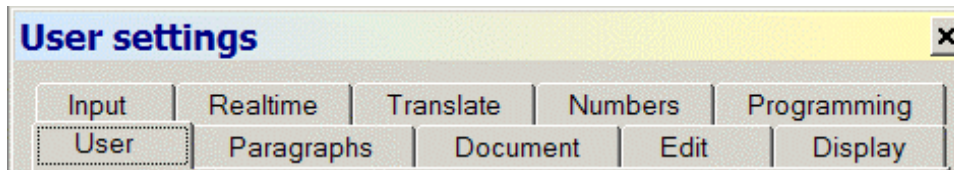
This Realtime Editing kit is intended to give you a running start at editing from the steno keyboard, but you’ll need to take a few preparatory steps. These steps are not difficult, but I’ll illustrate them for clarity’s sake.

First go to the **Tools** menu and use **Backup** to create a copy of your user settings and your main dictionary. Then move on to the following steps.

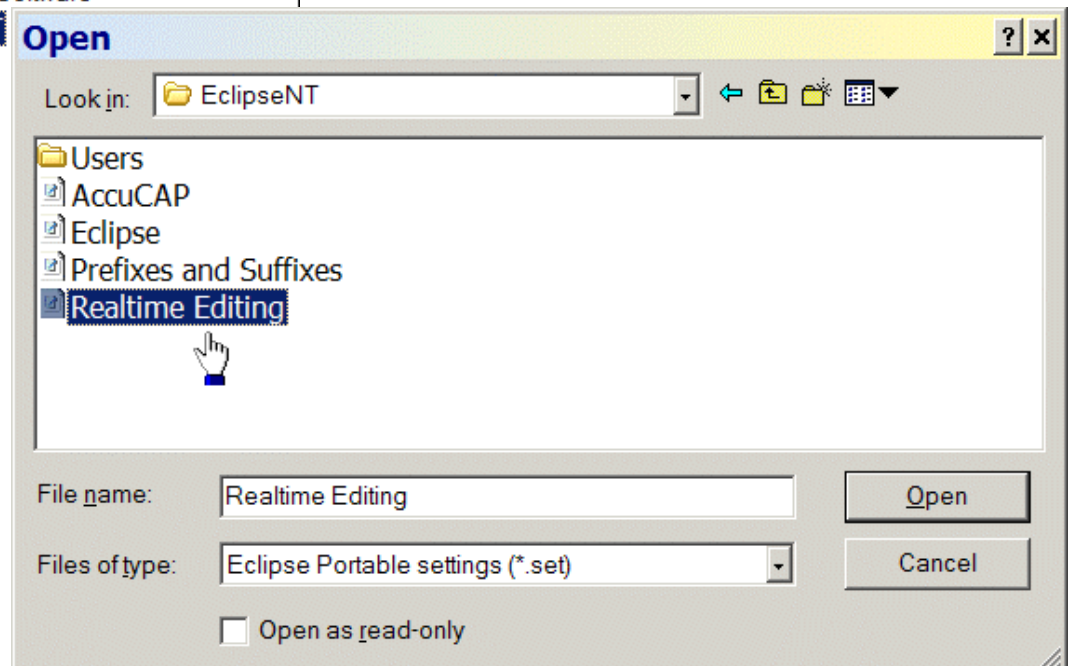
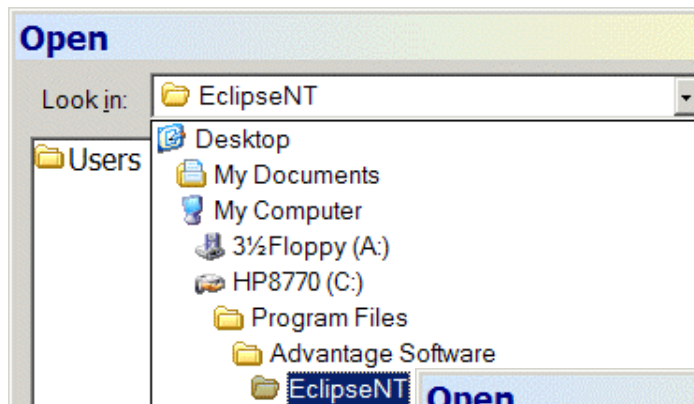
## Importing Keyboard Settings

Go to User Settings (Alt U) so that you can "Import Settings" from the "Realtime Editing" file.

*If you are using Eclipse AccuCap, import from the "Realtime Editing for AccuCap" file.*



When you import settings, Microsoft Windows may not immediately show the **EclipseNT program folder**. Click on the “Look in” field to find the “Realtime Editing.set” file in the EclipseNT program folder.





# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-3-

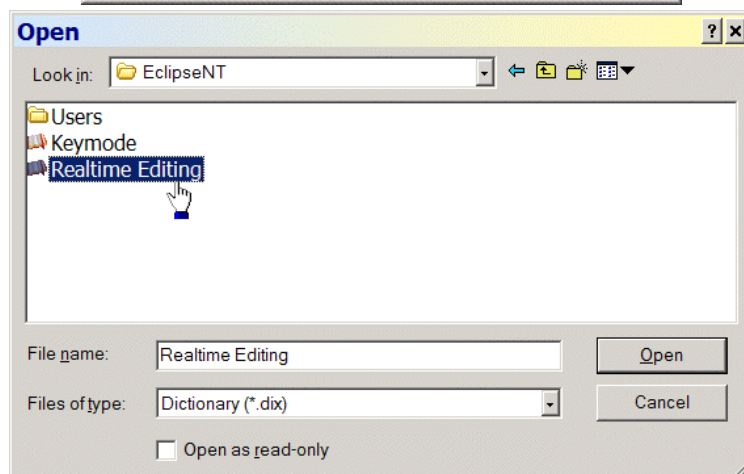
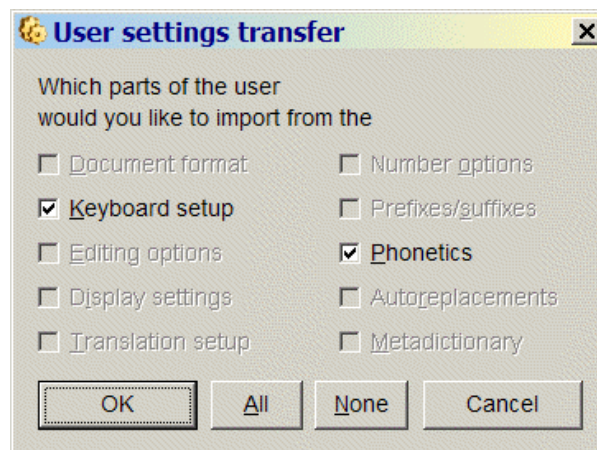
When you import the keyboard settings, you'll have ALL the Speedkeys and Macros that are used in this kit. Also included are phonetics settings. Do not import these if you have customized your phonetics table. The phonetics are only included to help users whose "Steno Notes" dialogue is not registering the correct steno keys when they press a computer key as part of indicating steno for dictionary entries.

**Note: Do not import the Keyboard Settings if you have customized your key commands and/or Hyperkeys or if you have created macro commands that you do not wish to lose. Instead, use the detailed explanations to re-create selected macros and make any necessary substitutions. (For example, the Ctrl G in one of our macros might correspond to your Ctrl F7.)**

Total Eclipse macros can be shared without the giver and receiver having identical keyboard layouts. This kit now includes a folder of portable macros.

## Modifying Dictionary Entries to Use your Steno Strokes

Press F9. Open the "Realtime Editing" dictionary.



Steno	Text
1: -RBGS -RBGS -RBGS	{M:End previous sentence > Comma - RT}
2: -FPLT -FPLT -FPLT	{M:End previous sentence > Period - RT}
3: -FRPBLGTS -FRPBLGTS	{M:Find previous Answer - RT}
4: -FRPBLGTS -FRPBLGTS -FRPBLGTS	{M:Pgh > Answer - RT}
5: URBGS	{M:Type: u}
6: ERBGS	{M:Type: e}
7: EURBGS	{M:Type: i}
8: *UPBD	{M:Underline previous word - RT}
9: ORBGS	{M:Type: o}
10: O*E O*E	{M:Butting In - RT}





# Total Eclipse “Realtime Editing” Dictionary

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-4-

**You can change the steno for any dictionary entry, but do not change the text.** For example, you might find a ST\*ED ST\*ED entry, press the *Enter* key to modify it, then press the *Steno* button and change ST\*ED ST\*ED to STA\*RT. However, this particular entry needs to be defined as {M:Keymode On}. If you changed it to {M:Keymode} or any other text, it would no longer work. Again, do not change the text.

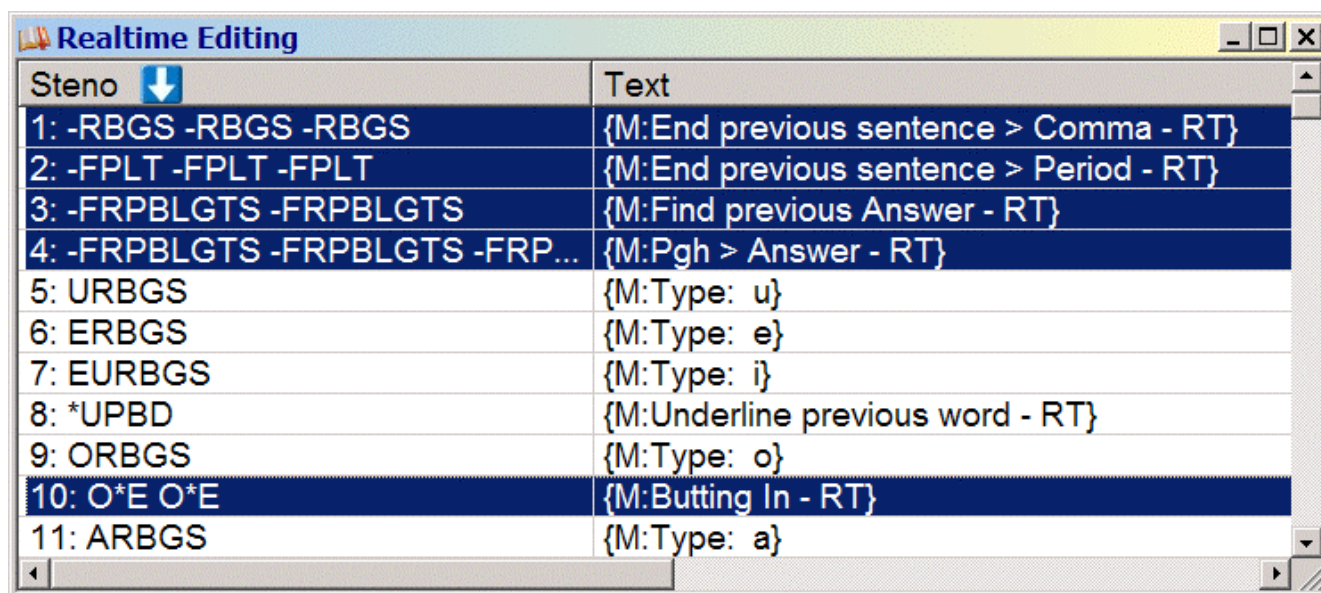


## Adopting Dictionary Entries

When you've verified that each entry uses the steno stroke(s) you intend to write, you can mark all of the “Realtime Editing” dictionary entries so that they will be merged into your main dictionary. To mark all entries, simultaneously press the Shift, Ctrl, and Page Down keys.

You can also pick and choose which entries will be merged. To do so, hold down the Ctrl key while left-clicking on the individual entries you want to select.

***Note: Do not merge the “Keymode” dictionary into your Main Dictionary!  
Do not select “Keymode” as a job dictionary at the “Translate Notes” dialogue.***

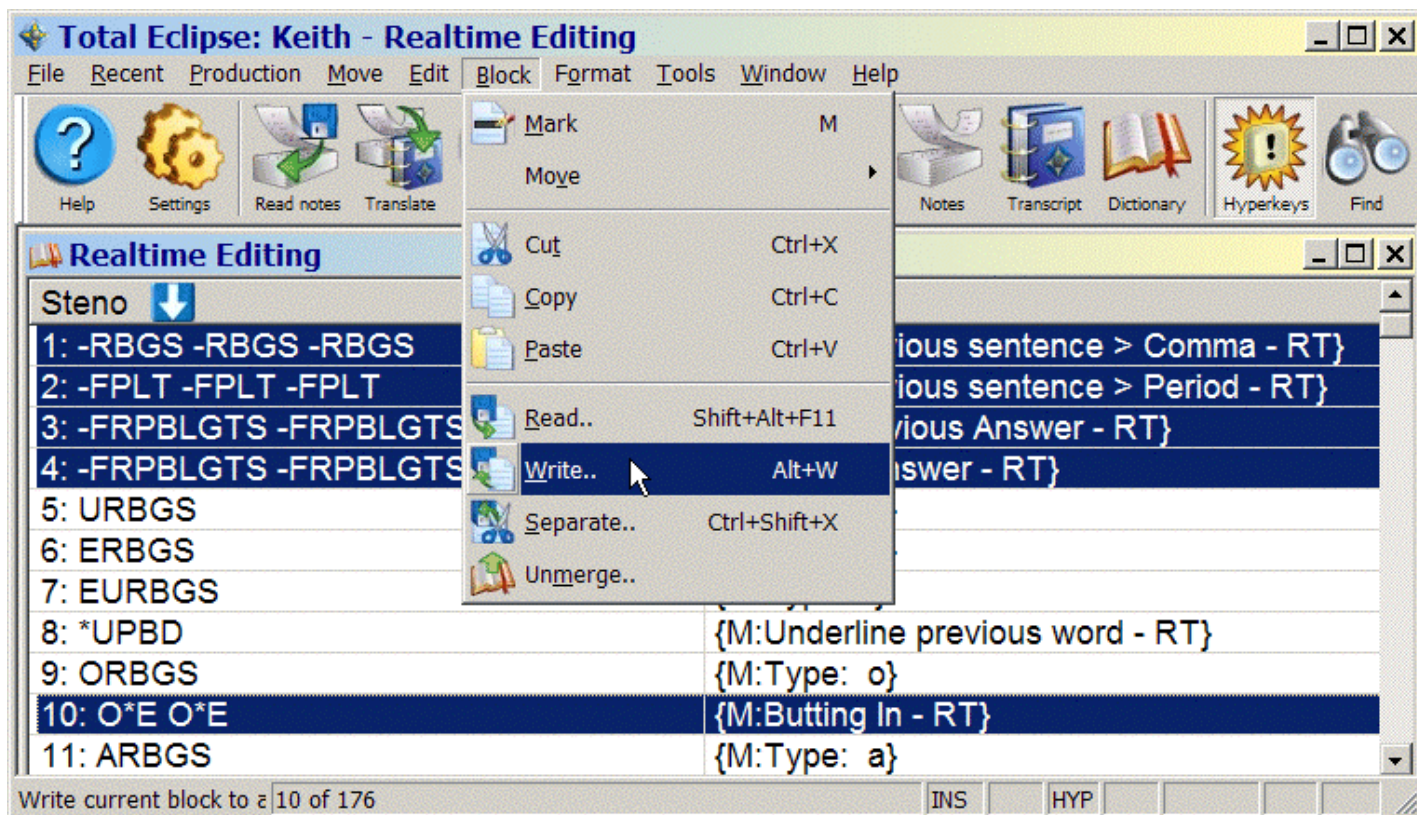




# Total Eclipse “Realtime Editing” Dictionary

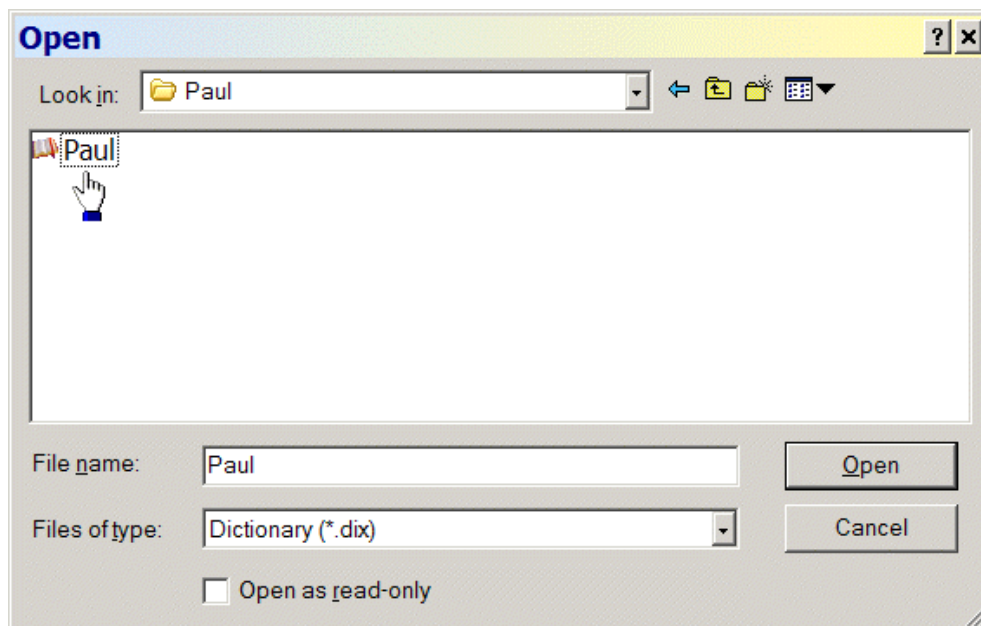
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-5-



While still in the "Realtime Editing" dictionary, press *Alt W* to *Write* a copy of these entries in the dictionary of your choice. In this example, the entries are being added to Paul's main dictionary.

***Note: Do not merge the “Keymode” dictionary into your Main Dictionary!  
Do not select “Keymode” as a job dictionary at the “Translate Notes” dialogue.***





# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-6-

## What’s New This Time?

All macros in this kit have been reviewed to ensure that they work with the Windows Vista and Windows 7 operating systems, as well as Windows XP.

Version 4 of Total Eclipse included several new realtime features -- in particular, the "Split Window" option in the Realtime section of User Settings. With "Split Window" set to 50, the bottom pane of your realtime window will be given about 50 percent of the display space and will automatically "Follow always" as you write. Keep in mind that you can edit in either pane of a split window. Whenever there's the slightest pause in proceedings, I use the top pane to edit what's translated. Therefore, I have "Follow Always" turned OFF so that I don't lose my editing spot in that top pane whenever I write on the steno keyboard.

I also have started using Multiscan (Shift Ctrl M) in connection with a macro called "Check from Top of Job - RT." The steno for this macro is TOPZ. So when there's the slightest pause, I use the TOPZ stroke and make the appropriate correction, whether it be globaling an untranslate or selecting a conflict choice. As soon as I finish that global or conflict selection, Multiscan finds the next trouble spot. Multiscan is not something I used much in my general editing settings, but the new "Split Window" option has made it very useful for realtime transcription.

*I've included several macros to take advantage of Auto-Brief. These are found on page 19.*

*It's not necessary to understand the details behind each dictionary entry. These are only included because some people will need to modify or re-create selected entries. Some entries invoke “Key Mode.” The “Keymode” dictionary details begin on page 24.*

## Cursor Movements

(Picture the right-bank steno keys as being arranged like the cursors of your computer keyboard.)

**STPH + F** ← character      **P** ↑ up line      **L** → character      **T** (backspace)  
**R** ← word      **B** ↓ down line      **G** → word      **S** (spacebar)

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Escape – RT	SKA*EP or SKA*EUP		Escape	Escape (without moving cursor)
<b>Panic Stroke – RT</b>  <b>This macro is also available from the computer keyboard: Ctrl+Shift+Escape.</b>	STKPWHRFRPBLGTS	Leave dialogues, turn off Keymode or Correction mode, go to end of document to follow realtime.	Escape Cmd: Translate Notes Cmd: Edit Toggles Alt O Enter Cmd: Bottom of job	Escape from dialogues Cursor in translating window Edit Toggles Realtime Modes Off Okay Bottom of Document
Flush buffer – RT <b>This macro is available from the computer keyboard: Shift+Enter.</b>	#*	Override flush delay, word flush delay, etc. Helpful for a realtime scopist, when "Edit word buffer" is used.	Cmd: Force tran {FLUSH} Enter	Force translation of a command given from computer keyboard rather than from steno keyboard.
Check from Top of Job - RT	TOPZ	If you use the "Split Window" option, you can turn Multiscan ON and this macro will give you a fast way to find trouble spots to correct.	Cmd: Translate Notes Cmd: Top of Job Cmd: Next non-resolved	Escape from dialogues Cursor in translating window Move to top of document Scan to next untranslate or unresolved conflict





# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-7-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Switch to Lower Pane - RT	SW*S		Escape Cmd: Translate Notes Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lower pane
Switch to Upper Pane - RT	SW*T		Escape Cmd: Translate Notes Cmd: Bottom of Job Cmd: Next Pane	Escape from dialogues Cursor in translating window Bottom pane should follow writing Switch to upper pane
Backspace – RT	STPH-T	Erase characters	Backspace	Backspace
Down by Line – RT	STPH-B		Cmd: Move down	Cursor down one line
Find previous Answer – RT	HR-FRPBLGTS or -FRPBLGTS -FRPBLGTS		Escape Cmd: Translate Notes Cmd: Find Shift Tab Alt P A Tab Alt V Enter Cmd: Pgh up	Escape from dialogues Cursor in translating window Find Move cursor out of text field Paragraph type Answer Move cursor out of text field Reverse search Okay Move to beginning of paragraph
Find previous Question – RT	STKPWHR-L or STKPWHR STKPWHR		Escape Cmd: Translate Notes Cmd: Find Shift Tab Alt P Q Tab Alt V Enter Cmd: Pgh up	Escape from dialogues Cursor in translating window Find Move cursor out of text field Paragraph type Question Move cursor out of text field Reverse search Okay Move to beginning of paragraph
Last Edit Point – RT	SPO*T SPO*T		Cmd: Last edit point	Move to last edit point
Left by Character – RT	STPH-F		Cmd: Move left	Cursor to left by character
Left by Word – RT	STPH-R		Cmd: Word left	Cursor to left by word
Previous Trouble Spot – RT	TR*UB or TR*UBL	Scan back to untran or unresolved conflict or unfilled form field	Escape Cmd: Translate Notes Cmd: Prev non-resolved	Escape from dialogues Cursor in translating window Reverse scan to unresolved translation
Right by Character – RT	STPH-L		Cmd: Move right	Cursor to right by character
Right by Word – RT	STPH-G		Cmd: Word right	Cursor to right by word
Spacebar – RT	STPH-S		Spacebar	Insert space
Up by Line – RT	STPH-P		Cmd: Move up	Cursor up one line

## Display Changes

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
CIC output On or Off – RT	PWHRA*PBG PWHRA*PBG	Halt or Resume Output to Bridge, TeleView or other CIC programs	Cmd: Edit Toggles Alt O Shift Tab (4 times) Right Enter	Edit Toggles Translation Modes Off Cursor in RT Output Row Toggle On or Off Okay
Double space On or Off – RT	TK*BL TK*BL	Changes display on Eclipse, not on receiving computers	Escape Cmd: Translate Notes Cmd: Display properties 3 Escape	Escape from dialogues Cursor in translating window Temporary Display Change Toggle "Spacing" on or off Do not make permanent changes



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-8-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Screen Hide Translation – RT	HAO*EUD HAO*EUD	Minimize translating document window  <i>Note: To stop output to CIC screens, add BLA*NK/BLA*NK.</i>	Escape Cmd: Translate Notes F10 Spacebar Right N	Escape from dialogues Cursor in translating window Move to Menu Bar Program System Menu Move to Document Menu Minimize
Screen Toggle – RT	TO*G TO*G	Toggle among open documents	Ctrl Tab	Switch to next open document
Screen Toggle Notebar – RT	ST*EPB	View/Hide Steno	Cmd: Notebar	View/Hide Notebar
Screen Show Dict – RT  <i>Note: Assumes an 800x600 resolution. For larger displays, press the "Up" key a few more times while editing the end of the macro.</i>  <i>Note: A new feature in the "Notebar Options" at the Display page of User Settings has made this macro somewhat superfluous. If you put a check in the box beside "Dictionary Entries," the bottom of your Notebar will show each dictionary entry as you scroll through your document.</i>	TKEUBGT TKEUBGT	Show translating window and main dictionary simultaneously	Escape Cmd: Translate Notes F10 Spacebar Right R Cmd: Open dictionary Enter F10 W T Cmd: Translate Notes F10 Spacebar Right S Up (18 times) Enter	Escape from dialogues Cursor in translating window Move to Menu Bar Program System Menu Move to Document Menu Restore to non-maximized size  Open main dictionary Move to Menu Bar Window menu Tile Cursor in translating window Move to Menu Bar Program System Menu Move to Document Menu Size Add to height of text window OK
Screen Show Dicts All – RT  <i>Note: This macro opens the main and job dictionaries that are being used for realtime translation.</i>	TKEUBGTS TKEUBGTS	Show translating window and dictionaries simultaneously	Escape Cmd: Translate Notes Cmd: Open dictionary Tab Alt P	Escape from dialogues Cursor in translating window Open Dictionary Move cursor out of text field Open all
Screen Show Translation – RT	SHO*E SHO*E	Restore document display  <i>Note: To resume CIC output, add BLANK/BLANK.</i>	Escape Cmd: Translate Notes F10 Spacebar Right R	Escape from dialogues Cursor in translating window Move to Menu Bar Program System Menu Move to Document Menu Restore
Screen Zoom Increase – RT	S*PL	Zoom in (Not permanent)	Cmd: Zoom In	Zoom In
Screen Zoom Decrease – RT	S*BG	Zoom out (Not permanent)	Cmd: Zoom Out	Zoom Out
{SLOWDOWN}  <i>Note: This acts as a toggle. The first time it starts squishing words together. The next time it returns to normal translation with spaces between words.</i>	TAOFS TAOFS	Nospacesbetween words --forCICalert.	{SLOWDOWN}	This is actually a dictionary entry like {Q} or {A}. It's not a macro. So there is no macro to build.





# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-9-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Switch to Gray Background	TKPWRAEUB TKPWRAEUB	If you've split the realtime window into two panes, it can help to have one pane use a different background color.	Cmd: Display properties Shift Tab (2 times) Alt C Down (20 times) Tab Alt K Up (6 times) Left (7 times) Down (5 times) Right (5 times) Spacebar Tab (3 times) Enter Escape	Temporary display settings change  Move cursor out of text field Colors Text box and page background  Move cursor out of text field Background color Select Gray  Move to and press OK button Close display properties dialogue Do not make changes permanent
Switch to Default Background	TKWAUB TKWAUB	A fast way to return to your original background color	Cmd: Settings Right (4 times) Escape	Open User Settings Go to Default Display Settings Escape
Tag-along (Toggle) – RT  <i>Note :If your realtime display is not set to “Follow Always,” you can press Ctrl Page Down to force the cursor to the bottom of the screen.</i>	TA*G TA*G	Have the cursor follow the translation or remain at the last editing spot.	Cmd: Settings Up Right Tab (3 times) Spacebar Escape	User Settings Move to top row of options Move to Realtime options Move to third field Follow always – Toggle on or off Close User Settings
Timekeeper – RT  Note: To avoid inserting a time report in your document, use “Escape - RT” after getting your realtime info.	TAEUM TAEUM	Calculate answer to question, “How much time have we been on the record?”	Escape Cmd: Translate notes Cmd: Timekeeper Tab Spacebar Alt N Tab (2 times) Spacebar	Escape from dialogues Cursor in translating window Timekeeper Move to next screen  Current document time
Window Close – RT	KHRO*EZ KHRO*EZ	Close the active window	Ctrl F4	Close active window
Window Maximize	PHA*BGS PHA*BGS	Maximize all document windows	F10 Spacebar Right X	Move to Menu Bar Program System Menu Move to Document Menu Maximize

## General Editing

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Boldface previous word – RT	PWO*ELD		Escape Cmd: Translate notes Cmd: Word left Cmd: Block mark Cmd: Text attributes Alt B Enter	Escape from dialogues Cursor in translating window Move left by word Mark Text attributes Bold Okay
Butting In – RT  Note: I use two “dash” strokes. Change the steno to whatever would be two of your dash strokes.	O*E O*E  Pre-position your cursor in second part of interrupted statement.	Insert dashes for interrupted speech: Q. Did you – A. No. Q. -- say that?	Escape Cmd: Translate notes Cmd: End Cmd: Pgh up - Cmd: Retransmit text Cmd: Pgh up (twice) Cmd: Word left Cmd: Dash at end	Escape from dialogues Cursor in translating window Go to end of line Go to beginning of paragraph Insert dash Retransmit to Bridge/TeleView Go up two paragraphs Move inside previous paragraph Dash at end of sentence



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-10-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Capitalize previous word – RT	K*P		Escape Cmd: Translate notes Cmd: Word left Cmd: Uppercase Cmd: Retransmit text	Escape from dialogues Cursor in translating window Move left by word Caps Toggle Retransmit text to Bridge/TeleView
Check Note – RT	KHE*BG KHE*BG	Inserts comment line which says “Check.”  To find such lines during editing, press F5 and go to Print Commands to select “Comment.”	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Print cmd C (2 times) Enter Cmd: Type text Check Enter Cmd: Bottom of job Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lower pane Cursor at document end Print command Comment Okay Type in text Type: Check End of typing Cursor at document end Switch to upper pane
Check Quote – RT	KWO*ET KWO*ET	Inserts comment line which says “Quote.”  To find such lines during editing, press F5 and go to Print Commands to select “Comment.”	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Print cmd C (2 times) Enter Cmd: Type text Quote Enter Cmd: Bottom of job Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lowerpane Cursor at document end Print command Comment Okay Type in text Type: Quote End of typing Cursor at document end Switch to upper pane
Delete – RT	TKHRAO*ET		Cmd: Delete	Delete character or marked block
Delete Word – RT	TKWORD	Delete word	Escape Cmd: Translate notes Cmd: Delete word Cmd: Retransmit text	Escape from dialogues Cursor in translating window Delete word Retransmit text to Bridge/TeleView
Delete Line – RT	TKWORLD	Delete entire line	Escape Cmd: Translate notes Cmd: Home Cmd: Block end Cmd: Copy Cmd: Delete line Cmd: Retransmit text	Escape from dialogues Cursor in translating window Move to start of line Block mark to end of line Copy (in case re-pasting is needed) Delete line Retransmit text to Bridge/TeleView
Delete to Start of Line – RT	TKHRAO*EUPBG		Escape Cmd: Translate notes Cmd: Block home Cmd: Cut Cmd: Retransmit text	Escape from dialogues Cursor in translating window Block mark to start of line Cut (in case re-pasting is needed) Retransmit text to Bridge/TeleView
Delete to End of Line – RT	TKHRAO*EUPBD		Escape Cmd: Translate notes Cmd: Block end Cmd: Cut Cmd: Retransmit text	Escape from dialogues Cursor in translating window Block mark to end of line Cut (in case re-pasting is needed) Retransmit text to Bridge/TeleView
Delete 1 <sup>st</sup> space back – RT	TK-LS  Note: Position your cursor first.	E.g., “boiler plate” to “boilerplate.” Note: Cursor must be just after “plate.”	Escape Cmd: Translate notes Cmd: Word left Cmd: Backspace Cmd: Word right Cmd: Retransmit text	Escape from dialogues Cursor in translating window Left Remove space between words Return to starting point Retransmit text to Bridge/TeleView



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-11-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Delete 2 <sup>nd</sup> space back – RT	TK-LZ  Note: Position your cursor first.	E.g., “boiler plate was” to “boilerplate was.” Note: Cursor is just after “was.”	Escape Cmd: Translate notes Cmd: Word left (2x) Cmd: Backspace Cmd: Word right (2x) Cmd: Retransmit text	Escape from dialogues Cursor in translating window Move left twice Remove space between words Return to starting point Retransmit text to Bridge/TeleView
Delete previous \$ - RT	TKHRARD	You wrote your “dollars” stroke when you shouldn’t have.	Escape Cmd: Translate notes Cmd: Find \$* Shift Tab (2 times) Alt V Shift Tab (2 times) Spacebar Cmd: Delete Cmd: Backspace Cmd: Retransmit text	Escape from dialogues Cursor in translating window Open Find/Replace dialogue Search for \$ at start of number Move cursor out of text field “Reverse” search Move cursor out of text field OK Delete \$ symbol Remove extra space Retransmit text to Bridge/TeleView
Delete previous untranslate – RT	SA*EP  (as in “Zap”)		Escape Cmd: Translate Notes Cmd: Next Pane Cmd: Prev untranslate Cmd: Delete word Cmd: Retransmit text Cmd: Bottom of Job Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lower pane Scan to previous untranslate Delete word Retransmit text to Bridge/TeleView Bottom pane should follow writing Switch to upper pane
Ditto – RT  Note: This works for any kind of paragraph, not just an Answer that repeats the last sentence of a preceding Question.  This macro now works with any kind of output, not just Bridge.	TKEUT/TKEUT	Copy last sentence of previous paragraph. paste into beginning of new paragraph. Q. Did he? A. Did he  <i>Note: You’ll need to stroke in the punctuation at end of the copied text.</i>	Cmd: Force tran {FLUSH} Enter Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Move left Cmd: Next sentence Cmd: Prev sentence Cmd: Prev sentence Cmd: Block mark Cmd: Bottom of job Cmd: Move left (2x) Cmd: Copy Cmd: Bottom of job Cmd: Force tran Cmd: Paste Enter Cmd: Bottom of job Cmd: Next Pane	Force translation of pending Conflict/Number/Paragraph  Escape from dialogues Cursor in translating window Switch to lower pane Cursor at document end Cursor at end of previous line Back to sentence beginning  Mark Cursor at document end Do not include punctuation mark Copy Cursor at document end Prepare to force translation Paste Force translation and output Bottom pane should follow writing Switch to upper pane.
End previous sentence > ? – RT  Note: Presumes you have not checked <b>Reverse ? and /</b> (User Settings/Edit)	STPH STPH STPH	“Did he. No” becomes “Did he? No”	Escape Cmd: Translate notes Cmd: Prev sentence Shift / Cmd: Retransmit text	Escape from dialogues Cursor in translating window Back to sentence beginning Type Question Mark Retransmit text to Bridge/TeleView
End previous sentence > Comma – RT	-RBGS -RBGS -RBGS	“He did. Yes” becomes “He did, yes”	Escape Cmd: Translate notes Cmd: Prev sentence , Cmd: Retransmit text	Escape from dialogues Cursor in translating window Back to sentence beginning Type Comma Retransmit text to Bridge/TeleView



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-12-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
End previous sentence > Space – RT	SPAEUS SPAEUS SPAEUS	“He did. Go” becomes “He did go”	Escape Cmd: Translate notes Cmd: Prev sentence Backspace Cmd: Retransmit text	Escape from dialogues Cursor in translating window Back to sentence beginning Merge sentences Retransmit text to Bridge/TeleView
End previous sentence > Period – RT	-FPLT -FPLT -FPLT	“He did? Yes” becomes “He did. Yes”	Escape Cmd: Translate notes Cmd: Prev sentence . Cmd: Retransmit text	Escape from dialogues Cursor in translating window Back to sentence beginning Type Period Retransmit text to Bridge/TeleView
Enter – RT	SPW*ER	Press <i>Enter</i> key	Enter	Enter
Escape – RT	SKA*EP or SKA*EUP		Escape	Escape
Filler (Find division stroke) – RT (Indicate your “Division stroke” in the Input section of user settings. Define it in your dictionary as {NULL} so it won’t disturb translation.	TKEUFZ TKEUFZ	Find the next division stroke which was written at a spot where filler text needs to be inserted.	Escape Cmd: Translate notes Cmd: Find Shift Tab Alt S Shift Tab Alt V Enter	Escape from dialogues Cursor in translating window Open Find/Replace dialogue Move cursor out of text field Steno search Move cursor out of text field Find division stroke Okay
Filler (Begin) – RT  This macro presupposes the use of a split window. (Recommendation: Go to Realtime section of user settings to set “Split window” at 50.)	PREP PREP	Prepare to write “filler” text to be inserted at a drop spot.	Escape Cmd: Translate notes Cmd: Force tran {FLUSH} {PRT:COMMENT} {F} Enter	Escape from dialogues Cursor in translating window Tran syntax from computer keyboard Flush pending translation Create comment line Create new fix paragraph Okay





# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-13-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
<p>Filler (End) – RT</p> <p>This macro is to be used with “Filler (Begin) – RT”. It enables you to append text at the end of a realtime transcription and then move that text to a spot where missing text needed to be inserted.</p> <p>This process is illustrated in a Visualizer that was prepared in conjunction with e-Tip #103. The Visualizer was also added as part of Total Eclipse 4.5.</p> <p><b>Note: This macro presumes that in the “Realtime” section of User Settings, you do NOT have a check in the box next to “Follow always”.</b></p>	<p>STPHERT</p> <p>STPHERT</p>	<p>After “filler” text has been written, mark it, changes its timecodes to zero, set its first word as an untranslate, move it to the insertion point where audio indicated missing text, and delete extra line above comment.</p>	<p>Escape</p> <p>Cmd: Translate notes</p> <p>Cmd: Force tran {FLUSH}</p> <p>Enter</p> <p>Cmd: Next pane</p> <p>Cmd: Bottom of job</p> <p>Cmd: Find</p> <p>Shift Tab</p> <p>Alt V</p> <p>Alt N</p> <p>C (twice)</p> <p>Enter</p> <p>Cmd: Block mark</p> <p>Cmd: Bottom of job</p> <p>Cmd: Edit timecodes 0</p> <p>Enter</p> <p>Cmd: Find</p> <p>Shift Tab</p> <p>Alt V</p> <p>Alt N</p> <p>C (twice)</p> <p>Enter</p> <p>Cmd: Move right</p> <p>Cmd: Block mark</p> <p>Cmd: Text type</p> <p>Down</p> <p>Enter</p> <p>Cmd: Find</p> <p>Shift Tab</p> <p>Alt V</p> <p>Alt N</p> <p>C (twice)</p> <p>Enter</p> <p>Up</p> <p>End</p> <p>Cmd: Block mark</p> <p>Cmd: Bottom of job</p> <p>Cmd: Cut</p> <p>Y</p> <p>Cmd: Next pane</p> <p>Cmd: Paste</p> <p>Cmd: Find</p> <p>Shift Tab</p> <p>Alt N</p> <p>C (twice)</p> <p>Enter</p> <p>Up</p> <p>Home</p> <p>Backspace (twice)</p>	<p>Escape from dialogues</p> <p>Cursor in translating window</p> <p>Tran syntax from computer keyboard</p> <p>Flush pending translation</p> <p>Okay</p> <p>Switch to lower pane</p> <p>Bottom of realtime document</p> <p>Search in reverse direction</p> <p>Find comment line</p> <p>Mark to end of document</p> <p>Change absolute timecodes to zero</p> <p>Okay</p> <p>Search in reverse direction</p> <p>Find comment line</p> <p>Mark first word of insertion text</p> <p>Use “Document utility” to set Text type as Untranslate</p> <p>Okay</p> <p>Search in reverse direction</p> <p>Find comment line</p> <p>Okay</p> <p>Position cursor to block mark the comment line and all that follows</p> <p>Cut</p> <p>Yes to deleting text as part of “cut”</p> <p>Move to upper pane</p> <p>Paste the text that was cut</p> <p>Find comment line</p> <p>Okay</p> <p>Move to line above comment</p> <p>Backspace to remove extra line</p>



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-14-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Find – RT	TPAO*EURPBD		Cmd: Find	Open the Find/Replace dialogue
Find Above – RT  <i>Note: Because Correction Mode is used, this process is completely unseen by realtime client screens.</i>	TPAOEUPBD TPAOEUPBD  Next: Write the steno for the text you want to find. Next: Write your SPW*ER stroke	<b>Prepare to search</b> for text that has already translated  The SPW*ER stroke begins search and turns off Correction Mode.	Escape Cmd: Translate notes Cmd: Edit toggles Alt C Enter Cmd: Find Shift Tab Alt M Alt V Tab (3x)	Escape from dialogues Cursor in translating window Edit Toggles Correction Mode Okay Find Move cursor out of text field "Cursor Mark" Reverse Move cursor to “Find” field
Find and Change – RT  <i>Many thanks to Breck Record for the inspiration.</i>	KHA*EUPBG	A quick way to find one word and change it to another – for example, “more” becomes “mother.”	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Word left (2 or 3 times) Spacebar Cmd: Lower case Cmd: Word left Cmd: Block mark (2 or 3 times) Cmd: Cut Backspace (2 times) Cmd: Retransmit text	Escape from dialogues Cursor in translating window Switch to lower pane Cursor at document end Move 2 or 3 words to the left  Prepare for search that is not case sensitive. Prepare for block mark Mark 2 or 3 words  Cut Remove extra spaces Clean up last line of realtime output
Find and Change 2 – RT  <i>(These two macros are almost identical. They differ only in the number of times a cursor movement key is pressed.)</i>	KHA*EUPBGZ	A quick way to find a word and change it to two others – for example, “mock” becomes “motor vehicle.”	Cmd: Find Cmd: Paste Cmd: Move left (1 or 2 times) Backspace Shift End Delete Tab (2 times) Alt M Alt V Enter Delete Cmd: Paste Cmd: Word left (2 or 3 times) Cmd: Delete word Cmd: Retransmit text Cmd: Bottom of job Cmd: Next Pane	Open Find/Replace dialogue Paste Cursor at start of second word  Remove extra space Highlight to end of text field Delete Move cursor out of text field "Cursor mark" “Reverse” search OK Delete incorrect word Paste Move to incorrect word Delete incorrect word  Retransmit text to Bridge/TeleView Bottom pane should follow writing Switch to upper pane
Find previous Automark – RT	SPO*Z		Escape Cmd: Translate notes Cmd: Find Shift Tab Alt V Alt M Alt S Tab Alt A Tab Enter	Escape from dialogues Cursor in translating window Open Find/Replace dialogue Move cursor out of text field Reverse Cursor Mark Steno search Move cursor out of text field Automark Move cursor out of text field OK



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-15-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Fix last untran – RT	TP*BGS	Replace last untran with word you just wrote	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Word left Cmd: Global (8x) Cmd: Cut Tab Alt D Cmd: Retransmit text Cmd: Bottom of job Cmd: Prev untranslate Cmd: Global Cmd: Paste Ctrl L Cmd: Retransmit text Cmd: Bottom of job Cmd: Force tran * Enter Cmd: Force tran {DELETE} Enter Cmd: Bottom of job Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lower pane Cursor at document end Move left by word Prepare to capture last word/phrase Cut Move cursor out of text field Delete last word/phrase Clean up realtime output Cursor at document end Scan to previous untran Open Globaling dialogue Paste Local replacement Retransmit text to Bridge/TeleView Cursor at document end Remove extra space left where "change" text was cut.  Bottom pane should follow writing Switch to upper pane
Flip Words – RT	TPHREUP TPHREUP	Flip words that are out of order	Cmd: Word flip Cmd: Retransmit text	Flip words Retransmit text to Bridge/TeleView
Hyphenate previous 2 words – RT Hyphenate previous 3 words – RT Hyphenate previous 4 words – RT Hyphenate previous 5 words – RT	2*D 3*D 4*D 5*D	Note: Place your cursor just after the last word in the phrase.	Escape Cmd: Translate notes Cmd: Word left (1-4 times) Shift + hyphen (1-4 times) Cmd: Retransmit text	Escape from dialogues Cursor in translating window Move left by word (1-4 times)  Insert hyphen (1-4 times)  Retransmit text to Bridge/TeleView
Hyphenate 2 <sup>nd</sup> space back – RT	H-L	E.g., “high speed film” to “high-speed film.” Note: Cursor is just after “film.”	Escape Cmd: Translate notes Cmd: Word left (2x) Shift + hyphen Cmd: Retransmit text	Escape from dialogues Cursor in translating window Move left twice Insert hyphen Retransmit text to Bridge/TeleView
Join paragraphs – RT  <b>If you continue writing into a joined paragraph, it's a good idea to write your tseno for “Refresh – RT”.</b>	SKWRO*EUPB	Join current paragraph to preceding one	Escape Cmd: Translate notes Cmd: Join pgh Cmd: Retransmit text	Escape from dialogues Cursor in translating window Join current paragraph to previous Retransmit text to Bridge/TeleView
Keymode On	ST*ED ST*ED	Turn off regular dictionaries and use Keymode Dictionary	Cmd: Translate notes Cmd: Edit toggles Alt K Enter	Cursor in translating window Edit Toggles Key Mode On Okay



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-16-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Previous ? > Dash – RT	KW-RB		Escape Cmd: Translate notes Cmd: Find Shift / Shift Tab Alt V Enter Cmd: Move left (2x) Cmd: Dash at end Cmd: Retransmit text	Escape from dialogues Cursor in translating window Find Question mark Move cursor out of text field Reverse search Okay Move left by character Dash Retransmit text to Bridge/TeleView
Previous Comma > Dash – RT	KPH-RB		Escape Cmd: Translate notes Cmd: Find , Shift Tab Alt V Enter Cmd: Word right - Cmd: Retransmit text	Escape from dialogues Cursor in translating window Find Comma Move cursor out of text field Reverse search Okay Move right by word Hyphen Retransmit text to Bridge/TeleView
Previous Period > Dash – RT	P-RB		Escape Cmd: Translate notes Cmd: Find . Shift Tab Alt V Enter Cmd: Move left (2x) Cmd: Dash at end Cmd: Retransmit text	Escape from dialogues Cursor in translating window Find Period Move cursor out of text field Reverse search Okay Move left by character Dash Retransmit text to Bridge/TeleView
Pgh > Answer – RT	-FRPBLGTS (3 times)	Change paragraph to Answer	Escape Cmd: Translate notes Cmd: End Cmd: Pgh up Cmd: Home (2 times) Cmd: Answer Cmd: Retransmit text	Escape from dialogues Cursor in translating window Cursor at end of line Move to paragraph beginning  Answer Retransmit text to Bridge/TeleView
Pgh > Question – RT	STKPWHR (3 times)	Change paragraph to Question	Escape Cmd: Translate notes Cmd: End Cmd: Pgh up Cmd: Home (2 times) Cmd: Question Cmd: Retransmit text	Escape from dialogues Cursor in translating window Cursor at end of line Move to paragraph beginning  Question Retransmit text to Bridge/TeleView
Pgh. > THE WITNESS – RT	W*EUT (3 times)	Change paragraph to colloquy by the witness	Escape Cmd: Translate notes Cmd: End Cmd: Pgh up Cmd: Home (2 times) Cmd: Speaker THE WITNESS Enter	Escape from dialogues Cursor in translating window Cursor at end of line Move to paragraph beginning  Open Speaker Table THE WITNESS OK





# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-17-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Quote previous word – RT Quote previous 2 words – RT Quote previous 3 words – RT Quote previous 4 words – RT Quote previous 5 words – RT	1*BG 2*BG 3*BG 4*BG 5*BG	<i><b>Note:</b> If you want a punctuation mark to be within the quotes, write it <b>before</b> you use these macro strokes.</i>	Escape Cmd: Translate notes Cmd: Word left (1-5 times) Cmd: Block mark (1-5 times) Cmd: Move right Quotation mark Cmd: Retransmit text	Escape from dialogues Cursor in translating window Move left by word (1-5 times)  Mark (1-5 times)  Include possible punctuation Surround with quotation marks Retransmit text to Bridge/TeleView
Quote start of sentence – RT	KWOEBT	You ended a sentence with a quotation mark but didn’t open with a quotation mark.	Esc Cmd: Translate notes Cmd: Prev sentence Quotation mark	Escape from dialogues Cursor in translating window Go to beginning of sentence Insert quotation mark
Retransmit Text – RT	R*RB	Refresh Bridge or TeleView screen, especially in last paragraph of realtime	Cmd: Retransmit text	Retransmit text to Bridge/TeleView
Spell Check – RT	SP*BG	Spell check your last batch of text	Escape Cmd: Translate notes Cmd: List Errors	Escape from dialogues Cursor in translating window List Errors (“Batch” spell check)
Split Current Job – RT  (On Windows 7 and Vista, you may need to press the Enter key to confirm the splitting-out of text into an excerpt file.)	SPHREUT SPHREUT	This macro is especially helpful for reporters in courts. It makes it easy to split one short hearing from another, without having to stop and start realtime translation.  The use of the underscore saves the reference to the sound file for the realtime session. So if you have "Today_at 9.15" and "Today_at 9.30", they will both use the "Today" sound file.	Escape Cmd: Translate notes Cmd: Bottom of job Cmd: Fixed Cmd: Open Notes End (20x) Shift Home Ctrl C Escape Ctrl V Cmd: Type text Shift - at Cmd: Insert time/date Shift Tab %#H.%M Enter End Cmd: Block mark Cmd: Pgh up Ctrl C Cmd: Top of job Cmd: Print command C (2x) Enter Cmd: Block mark Cmd: Bottom of job Cmd: Separate block End Backspace (20x) Cmd: Paste Enter (3 times)	Escape from dialogues Cursor in translating window Cursor at document end Insert a blank line Get file name Precautionary step for Win 7/Vista Prepare for copying file name Copy file name Leave dialogue Paste file name Prepare to type underscore at Mark and copy current time  Copy file name and time Prepare to mark entire file Insert comment line to assist copying  Start marking text Mark to end of document Move marked text to separate file Precautionary steps for Win 7/Vista  Paste file name with time of split OK to create separate file
Stitch previous word – RT	ST-FP or STEUPF STEUPF	Mark previous word, stitch with hyphens	Escape Cmd: Translate notes Cmd: Word left Cmd: Block mark - Cmd: Retransmit text	Escape from dialogues Cursor in translating window Move cursor to previous word Mark Stitch with hyphens Retransmit text to Bridge/TeleView



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-18-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Strike that – RT	STRAOEUBG STRAOEUBG	Delete false start of paragraph  <i>Note: Not perfect. Does not delete text on non-Bridge/TeleView CIC screens.</i>	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Pgh up Cmd: Block mark Cmd: Bottom of job Cmd: Delete Cmd: Join pgh Cmd: Bottom of job Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lower pane Cursor at document end Beginning of paragraph Mark Cursor at document end Delete marked text Join current paragraph to previous Cursor at document end Bottom pane should follow writing Switch to upper pane
For Version 4+, use dictionary entry for time insertion: <b>{TM:%#I:%M}</b>	WH*EPB	{TM:%#I:%M}	This is not a macro; it's a standard dictionary entry.	The following line must be in your metadictionary: <b>{TM:*=}{"/%/?TIM}</b>
Underline previous word – RT	*UPBD		Escape Cmd: Translate notes Cmd: Word left Cmd: Block mark Cmd: Text attributes Alt U Enter	Escape from dialogues Cursor in translating window Move cursor to previous word Mark Text attributes Underscore Okay

## Conflict Selection

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Conflict Choice – RT	KHO*EUS	Find conflict	Cmd: Prev conflict	Reverse scan to conflict
Conflict Choice 1 – RT Conflict Choice 2 – RT Conflict Choice 3 – RT Conflict Choice 4 – RT Conflict Choice 5 – RT	1-R 2-R 3-R 4-R 5-R	Reverse scan to Unresolved Conflict Select Choice 1, 2, 3, 4, or 5	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Prev unresolved conflict 1, 2, 3, 4, or 5 Cmd: Retransmit text Cmd: Bottom of job Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lower pane Cursor at document end Reverse scan to Unresolved Conflict Select Choice 1, 2, 3, 4, or 5 Retransmit text to Bridge/TeleView Cursor at document end Bottom pane should follow writing Switch to upper pane
Conflict Choice Next – RT	0-R (zero plus final R)	Select next available conflict choice – e.g., if Choice 1 of 2 was chosen, then choose Choice 2 instead.	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Prev conflict Shift F10 0 Cmd: Retransmit text Cmd: Bottom of job Cmd: Next Pane	Escape from dialogues Cursor in translating window Switch to lower pane Cursor at document end Reverse scan to Conflict Open context menu Next conflict choice Retransmit text to Bridge/TeleView Cursor at document end Bottom pane should follow writing Switch to upper pane



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-19-

## Globaling: What do you want to do?

**Note:** Before using these dictionary entries, go to User Settings/Edit and turn OFF “Global after Scan,” “Automatic Spelling,” and “Detect Conflicts.” If you inadvertently jump into one of these procedures, use the panic stroke (e.g., STKPWHR-FRPBLGTS).

### ♦ I want to correct a misstroke, without deleting and re-writing everything that followed.

Step 1: SN-N (finds last untran to global) or SN-NDZ (presumes cursor is on word(s) to re-global)

Step 2: Global window is open. Write cleanly. Correction mode finds dictionary text.

Step 3: MA\*IN, JO\*B, or L\*OL creates a main, job, or local global.

*The macros for the MA\*IN, JO\*B, and L\*OL entries are explained on page 22.*

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Go Correct Misstroke – RT	STPH-DZ	Presuming cursor has been moved to a misstroked word that has translated, prepare for global replacement	Escape Cmd: Translate notes Cmd: Edit toggles Alt C Enter Cmd: Global	Safe Start Cursor in translating window Edit Toggles Correction Mode on Okay Highlight stroke for globaling
Go Correct Untran – RT	STPH-PB	Reverse scan to untran, prepare for using defined stroke(s) to enter text for new strokes.	Escape Cmd: Translate notes Cmd: Prev untranslate Cmd: Edit toggles Alt C Enter Cmd: Global	Safe Start Cursor in translating window Reverse scan to untran Edit Toggles Correction Mode on Okay Highlight stroke for globaling

### ♦ I want to find my last untran and global stroke(s) that aren’t yet in my dictionary.

Step 1: DEF/DEF (finds last untran to global). Turns on Key Mode.

Step 2: Global window is open. Key Mode lets you spell by letter or by groups of letters.

Step 3: MA\*IN, JO\*B, or L\*OL creates a main, job, or local global.

*The macros for the MA\*IN, JO\*B, and L\*OL entries are explained on page 22.*

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Go Define Untran – RT	TKEF TKEF	Reverse scan to untranslate, prepare for new global	Escape Cmd: Translate notes Cmd: Prev untranslate Cmd: Edit toggles Alt K Enter Cmd: Global	Safe Start Cursor in translating window Reverse scan to untran Edit Toggles Keystroke Mode on Okay Highlight stroke for globaling



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-20-

## ♦ I want a steno shortcut for some multi-stroke word(s) that I’ve written.

Presumption: Your cursor is right after the word(s) you want to set up.

Step 1: Write #-RZ to select the word(s) or #-BGZ to select and capitalize the word(s).

Examples: Write 3-RZ to brief the three words “silicone gel implants.”

Write 4-BGZ to turn “bank of the south” into a capped brief for “Bank of the South.”

Step 2: Write your quick stroke(s), the fewer the better – e.g., S-G

Step 3: #-RZ or #-BGZ creates job define.

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Brief 1 Word – RT Brief 2 Words – RT Brief 3 Words – RT Brief 4 Words – RT Brief 5 Words – RT  <i>(These entries go in your Main dictionary.)</i>	1-RZ 2-RZ 3-RZ 4-RZ 5-RZ	Create a steno shortcut for multi-stroke word(s) that recur in a job.  <i>Note: Pre-position your cursor just after the word you want memorized.</i>	Escape Cmd: Translate notes Cmd: Word left (1-5 times) Cmd: Block mark (1-5 times) Cmd: Copy Cmd: Edit toggles Alt K Enter Cmd: Add dictionary entry	Safe start Cursor in translating window Move back 1-5 words  Mark 1-5 words  Copy Edit Toggles Key Mode Okay Add dictionary entry
Brief 1 Word Capped – RT Brief 2 Words Capped – RT Brief 3 Words Capped – RT Brief 4 Words Capped – RT Brief 5 Words Capped – RT  <i>(These entries go in your Main dictionary.)</i>	1-BGZ 2-BGZ 3-BGZ 4-BGZ 5-BGZ	Create a steno shortcut for multi-stroke word(s) that recur in a job.  <i>Note: This presumes you have just written the word(s) for which you want to create a steno shortcut.</i>	Escape Cmd: Translate notes Cmd: Bottom of Job Cmd: Word left (1-5 times) Cmd: Global Ctrl Down (10-15 times) Ctrl K Shift End Cmd: Copy Ctrl L Cmd: Edit toggles Alt K Enter Cmd: Add dictionary entry	Safe start Cursor in translating window  Move back 1-5 words  Prepare to global Add strokes (without sounding default beep) Capitalize word(s) Mark full contents of text field Copy Local replacement Edit Toggles Key Mode Okay Add dictionary entry
Brief > Job Dict – RT  <i>(These entries MUST be in your Keymode dictionary.)</i>	1-RZ or 1-BGZ 2-RZ or 2-BGZ 3-RZ or 3-BGZ 4-RZ or 4-BGZ 5-RZ or 5-BGZ	Accept steno. Place copied word(s) in globaling dialogue. Accept as job dictionary entry.	Enter Ctrl V Ctrl J Cmd: Edit toggles Alt O Enter	Okay Paste Job dictionary Edit Toggles Realtime Modes Off Okay





# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-21-

## ♦ I want some extra control over Auto-Brief (as of Total Eclipse 4.2).

With "Auto-Brief" turned on (User Settings, "Realtime" options), Eclipse watches what you write in real time. The second time that you write an unusual word or phrase that takes at least 3 steno strokes, Eclipse automatically creates a steno shortcut. The shortcut is displayed in a yellow window in the upper-left corner of your realtime screen. If you like the shortcut, it's ready to use. Just write that steno when you need it. Any Auto-Brief that you actually use becomes a part of your job dictionary so that you can use it again in another session that relates to the current job.

The following dictionary entries give you a bit of extra control over Auto-Brief.

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Auto-Brief 1 Word – RT Auto-Brief 2 Words – RT Auto-Brief 3 Words – RT Auto-Brief 4 Words – RT Auto-Brief 5 Words – RT Auto-Brief 6 Words – RT  <i>Note: These macros presume you want an Auto-Brief for the last word(s) that you have written.</i>	1-BZ 2-BZ 3-BZ 4-BZ 5-BZ 1R-6	As of Version 4.2, Eclipse automatically creates steno shortcuts, but you can also ask for a shortcut whenever you want.	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Word left (1-6) Cmd: Block bottom Cmd: Add dictionary entry Cmd: Bottom of job Cmd: Next Pane	Safe start Cursor in translating window Cursor in bottom pane Cursor at document end Position cursor Mark text to bottom of job Ask for auto-brief  Cursor at document end Cursor in upper pane
{ABREJECT}  For this to work properly, your metadictionary needs this line: <b>{ABREJECT}=(!?ABD)</b>	TPHO*EB (as in "no brief")	If Auto-Brief proposes a suggestion that you don't want, you can reject it. This ensures that the steno shortcut is free to be used for some other word or phrase that comes up.		This is not a macro. It is a dictionary entry that uses a syntax introduced in Total Eclipse 4.3.
{ABNEW}  For this to work properly, your metadictionary needs this line: <b>{ABNEW}={/?ABN}</b>	TPHAO*B ("new brief")	This dictionary entry rejects the previous steno and proposes a new shortcut that uses different steno.		This is not a macro. It is a dictionary entry that uses a syntax introduced in Total Eclipse 4.3.
Auto-Brief from Typed Text – RT [Type Text, Press Enter for Auto-Brief  Why the long name? The text after the vertical bar (namely, "Type Text, Press Enter for Auto-Brief") is considered a macro variable. Here it's used as prompt text when the "Force Tran" dialogue opens.	<i>Speedkey needs to be assigned!</i>	Allows you to type in an unusual name or word or phrase, have it translate as the next text in realtime, and receive an Auto-Brief.	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Force tran Cmd: Macro variable 1 Shift+Home Cmd: Copy Enter Cmd: Bottom of job Cmd: Find Shift Tab Alt+M Alt+V Tab (3x) Cmd: Paste Enter Cmd: Add dictionary entry Cmd: Next Pane	Safe start Cursor in translating window Switch to lower pane Translate/output typed input Prompt: "Type Text, Press..." Mark text typed for Force Tran Copy Close "Force Tran" dialogue. Move to bottom of job. Find the "Force Tran" text. Move cursor from text field Mark Reverse search  Paste in "Force Tran" text Okay to find Create Auto-Brief from "Force Tran" text that is found. Switch to upper pane



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-22-

## ♦ I want to add a dictionary entry on the fly.

- Step 1: S-DZ or K\*G – Opens the "Add dictionary entry" screen and uses Key mode
- Step 2: Enter the stroke(s) from your steno keyboard
- Step 3: S-DZ or K\*G – Opens the globaling dialogue
- Step 4: Define the entry from your steno keyboard (spell by letter or groups of letters.)
- Step 5: S-DZ or K\*G – Places entry in your **default dictionary**  
 SP-UP – Sets up a Speaker ID in your **job dictionary**.  
 (Use **MA\*IN** or **JO\*B** stroke to place in specific dictionary)

*The macros for the MA\*IN, JO\*B, and L\*OL entries are explained on page 22.*

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Add Dictionary Entry – RT <i>(This entry goes in your main dictionary.)</i>	S-DZ or K*G	Add a dictionary entry directly from the steno machine	Escape Cmd: Translate notes Cmd: Edit toggles Alt K Enter Cmd: Add dictionary entry	Safe Start Cursor in translating window Edit Toggles Key Mode Okay Add dictionary entry
Enter (for Key Mode) – RT <i>(This entry MUST be in your Keymode dictionary.)</i>	S-DZ or K*G	Press the “Enter” key in dictionary entry window and in globaling dialogue.	Enter	Okay

## ♦ I want to add a Speaker ID entry on the fly.

- Step 1: S-DZ or K\*G – Opens the "Add dictionary entry" screen and uses Key mode
- Step 2: Enter the stroke(s) from your steno keyboard
- Step 3: S-DZ or K\*G – Opens the globaling dialogue
- Step 4: Define the entry from your steno keyboard (spell by letter or groups of letters.)  
 Note: “Mr.”, “Ms.”, and “Mrs.” should be in the Keymode dictionary to help.
- Step 5: SP-UP – Sets up a Speaker ID in your **job dictionary**.

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Add Dictionary Entry – RT <i>(This entry goes in your main dictionary.)</i>	S-DZ or K*G	Add a dictionary entry directly from the steno machine	Escape Cmd: Translate notes Cmd: Edit toggles Alt K Enter Cmd: Add dictionary entry	Safe Start Cursor in translating window Edit Toggles Key Mode Okay Add dictionary entry
Add a Speaker – RT <i>(This entry MUST be in your Keymode dictionary.)</i>	SPUP	After you have written “Mr. jones,” a {S:MR. JONES} is placed in your job dictionary.	End } Home {S: Tab Alt C Tab Alt C Ctrl J Cmd: Edit toggles Alt O Enter	Cursor at end of text field Add closing brace Cursor at start of text field Add {S: Move cursor out of text field Capitalize: First letters Move cursor out of text field Capitalize: All letters Job dictionary Edit Toggles Turn off realtime modes OK



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-23-

♦ **I typed or fingerspelled a new word. I want a steno method to memorize it for insertion when it recurs.**

Use 1-RB, 2-RB, 3-RB, 4-RB, 5-RB to copy to “memory” slots 1, 2, 3, 4, or 5.

Use 1-GS, 2-GS, 3-GS, 4-GS, 5-GS to insert from “memory” slots 1, 2, 3, 4, or 5

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Memory 1 – RT Memory 2 – RT Memory 3 – RT Memory 4 – RT Memory 5 – RT	1-RB 2-RB 3-RB 4-RB 5-RB	Copy a word that has been spelled or typed so that it can be pasted when it recurs.  Note: Pre-position your cursor just after the word you want memorized.  After memorizing a word, your cursor won’t automatically move to the end of the document (unless “Follow always” is ON – see Realtime Options in User Settings.)	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Word left Cmd: Block mark Cmd: Copy Cmd: Edit toggles Alt K Enter Cmd: Add dictionary entry 1, 2, 3, 4, or 5 - G S Enter Cmd: Paste Ctrl J Cmd: Edit toggles Alt O Enter Cmd: Bottom of job Cmd: Next Pane	Safe Start Cursor in translating window Switch to lower pane Move to start of last word Mark Copy Edit Toggles Key Mode Okay Add dictionary entry for 1-GS, 2-GS, 3-GS, 4-GS, or 5-GS  Close steno entry window Paste into globaling dialogue Job dictionary Edit Toggles Realtime Modes Off Okay Cursor at document end Switch to upper pane



# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

-24-

## Other Dictionary Entries used in the Globaling process

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Global Job – RT	SKWRO*B	Create job global from text defined from stenowriter	Ctrl J Cmd: Edit toggles O Enter Cmd: Retransmit text	Job global Edit Toggles Translation Modes Off Okay Retransmit text to Bridge/TeleView
Global Job (All) – RT <i>Uses "All" option on globaling dialog to apply backwards as well as forwards in RT job.</i>	SKWRO*BZ	Create job global from text defined from stenowriter	Tab Alt A Ctrl J Cmd: Edit toggles O Enter Cmd: Retransmit text	Move cursor out of text field Apply to "All" of current document Job global Edit Toggles Translation Modes Off Okay Retransmit text to Bridge/TeleView
Global Local – RT	HRO*L	Create local global from text defined from stenowriter	Ctrl L Cmd: Edit toggles O Enter Cmd: Retransmit text	Local global Edit Toggles Translation Modes Off Okay Retransmit text to Bridge/TeleView
Global Main – RT	PHA*EUPB	Create main global from text defined from stenowriter	Ctrl M Cmd: Edit toggles O Enter Cmd: Retransmit text	Main global Edit Toggles Translation Modes Off Okay Retransmit text to Bridge/TeleView
Global Main (All) – RT <i>Uses "All" option on globaling dialog to apply backwards as well as forwards in RT job.</i>	PHA*EUPBZ	Create main global from text defined from stenowriter	Tab Alt A Ctrl M Cmd: Edit toggles O Enter Cmd: Retransmit text	Move cursor out of text field Apply to "All" of current document Main global Edit Toggles Translation Modes Off Okay Retransmit text to Bridge/TeleView
Capitalize global – RT	K*B	Press “Capitalize” on globaling dialogue	Tab Alt C	Move cursor out of text field Capitalize (3-way toggle)
Cap 1 – RT Cap 2 – RT Cap 3 – RT Cap 4 – RT Cap 5 – RT	1-S 2-S 3-S 4-S 5-S	Capitalize last word(s) in realtime	Escape Cmd: Translate notes Cmd: Next Pane Cmd: Bottom of job Cmd: Word left (1-5 times) Cmd: Global Ctrl Down (12 times) Tab Alt C Ctrl L Cmd: Retransmit text Cmd: Bottom of job Cmd: Next Pane	Safe Start Cursor in translating window Switch to lower pane Cursor at document end Move to start of last 1-5 words  Begin highlighting steno for global Add additional strokes Necessary for next step Capitalize phrase Create local global Retransmit text to Bridge/TeleView Cursor at document end Switch to upper pane





# Total Eclipse “Realtime Editing” Dictionary

Keith Vincent – Houston, Texas – January 6, 2011

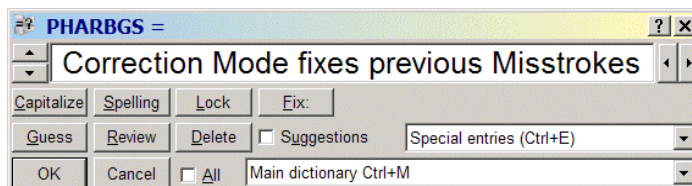
-25-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Job cap 1 – RT	1-Z	Capitalize last word(s) in realtime, create job global	Escape	Safe Start
Job cap 2 – RT	2-Z		Cmd: Translate notes	Cursor in translating window
Job cap 3 – RT	3-Z		Cmd: Next Pane	Switch to lower pane
Job cap 4 – RT	4-Z		Cmd: Bottom of job	Cursor at document end
Job cap 5 – RT	5-Z		Cmd: Word left (1-5 times)	Move to start of last 1-5 words
			Cmd: Global	Begin highlighting steno for global
			Ctrl Down (12 times)	Add additional strokes
			Tab	Necessary for next step
			Alt C	Capitalize phrase
			Ctrl J	Create job global
			Cmd: Retransmit text	Retransmit text to Bridge/TeleView
			Cmd: Bottom of job	Cursor at document end
			Cmd: Next Pane	Switch to upper pane

To add or subtract steno strokes once you’re in the globaling window, picture the right-bank steno keys as corresponding to the arrows on the left and right side of the globaling window.

**STPH + FP** ↑ Plus left stroke

**RB** ↓ Minus left stroke



**PL** ← Minus right stroke

**BG** → Plus right stroke

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Minus Left Stroke – RT	STPH-RB	Use if too many strokes have been highlighted	Down Shift Up Shift Down	Move cursor in from left side of highlighted strokes.
Minus Right Stroke – RT	STPH-PL	Use if too many strokes have been highlighted	Ctrl Up	Move cursor in from right side of highlighted strokes
Plus Left Stroke – RT	STPH-FP	Highlight one more stroke to left	Up Shift Up Shift Down	Move cursor out to left side of highlighted strokes
Plus Right Stroke – RT	STPH-BG	Highlight one more stroke to right	Ctrl Down	Move cursor out to right side of highlighted strokes
Type: 1 Type: 2, 3, 4, 5, 6, 7, 8, 9, 0	1-RBGS, etc. SKWR-6, etc.	Pick conflict or pick Auto-Magic choices. Type “1” when editing in RT modes	1 Cmd: Retransmit text	Press the “1” key. Retransmit text to Bridge/TeleView
Type: a Type: b. etc.	A-RBGS	Type “a” when editing in RT modes	a	Press the “a” key.

# EclipseNT v.2 "Realtime Editing" Dictionary

Keith Vincent – Houston, Texas - August 2001

-26-

## *Additional Control within the Globaling Dialogue*

(Thanks to Jenny Griffin for these suggestions)

Macro Name	Purpose	Steps	Meaning of Steps
Globaling dialogue – End with d - RT	Add a “d” at the end of text in dialogue	Cmd: End D	Cursor at end of globaling dialogue Type a “d”
Globaling dialogue – End with ed - RT	Add “ed” at the end of text in dialogue	Cmd: End E D	Cursor at end of globaling dialogue Type a “ed”
Globaling dialogue – End with eds - RT	Add “eds” at the end of text in dialogue	Cmd: End E D S	Cursor at end of globaling dialogue Type a “eds”
Globaling dialogue – End with er - RT	Add “er” at the end of text in dialogue	Cmd: End E R	Cursor at end of globaling dialogue Type a “er”
Globaling dialogue – End with ers - RT	Add “ers” at the end of text in dialogue	Cmd: End E R S	Cursor at end of globaling dialogue Type a “ers”
Globaling dialogue – End with es - RT	Add “es” at the end of text in dialogue	Cmd: End E S	Cursor at end of globaling dialogue Type a “es”
Globaling dialogue – End with ied - RT	Add “ied” at the end of text in dialogue	Cmd: End I E D	Cursor at end of globaling dialogue Type a “ied”
Globaling dialogue – End with ies - RT	Add “ies” at the end of text in dialogue	Cmd: End I E S	Cursor at end of globaling dialogue Type a “ies”
Globaling dialogue – End with ing - RT	Add “ing” at the end of text in dialogue	Cmd: End I N G	Cursor at end of globaling dialogue Type a “ing”
Globaling dialogue – End with ly - RT	Add “ly” at the end of text in dialogue	Cmd: End L Y	Cursor at end of globaling dialogue Type a “ly”
Globaling dialogue – End with s - RT	Add “s” at the end of text in dialogue	Cmd: End S	Cursor at end of globaling dialogue Type a “s”
Globaling dialogue – End with y - RT	Add “y” at the end of text in dialogue	Cmd: End Y	Cursor at end of globaling dialogue Type a “y”
Globaling dialogue – Lockspaces - RT	Uses the “lock” button to insert lockspaces between the words in the global dialogue	Shift Tab Alt L	Move cursor out of text field “Lock”
Globaling dialogue – Lock with hyphens - RT	Uses the “lock” button to insert hyphens between the words in the global dialogue	Shift Tab Alt L Alt L	Move cursor out of text field “Lock” “Lock”



# Total Eclipse "Keymode" Dictionary

Keith Vincent – Houston, Texas - January 6, 2011

-27-

The “Keymode” dictionary is different from your main or job dictionaries. It is meant to be separate and apart from your other steno dictionaries. When Key Mode is active, Total Eclipse stops using your regular steno dictionaries and uses the “Keymode” dictionary to perform typing or other keyboard functions. So when you are selecting dictionaries to be loaded at the start of translation, do **NOT** select "Keymode." Don't worry; Eclipse will look for the "Keymode" dictionary when it needs it.

Each Keymode dictionary entry can consist of no more than one steno stroke. There are several advantages to this. First, there are only so many ways to misstroke a one-stroker. Also, the system can respond to each entry in the Keymode dictionary without delay since there are no secondary strokes to consider.

Here are a few important notes:

- 1) When Key Mode is active, your regular dictionaries are ignored. Thus you will see some duplication of entries from the Realtime Editing dictionary. These are in the Keymode dictionary so that you will still be able to perform these functions (but with just one stroke) when Key Mode is active.
- 2) Alphabets have been set up in the "Keymode" dictionary to support lower-case and upper-case typing. For instance, steno **A-RBGS** types "a" but steno **A\*** or **A-FPLT** types "A". If A\* is your steno for “a” instead of “A,” change the steno in the Keymode dictionary entry so that your alphabet will work.
- 3) Key Mode and Hyperkeys can work together. If Hyperkeys are on, pressing TPH or PB or TPH-RBGS on the steno keyboard would press the computer’s “n” key and allow you to Type in Text.
- 4) If more than one steno key is pressed at the same time, Eclipse will use “**basic**” phonetics to type groups of letters (unless these same letters are defined as dictionary entries to execute macro commands.) TRAPBS HRAT OR would spell "translator" in three strokes instead of ten. TRANS HRAEUT OR would not work as well (you’d get translaitor), even though the HRAEUT might be a better reflection of the long “a” sound that you hear. So this will take a bit of practice, but the end result is that you can spell much more quickly. You might find it helps to think of the groups of letters you’re trying to type rather than the sounds they make.
- 5) Any stroke can be defined in the "Keymode" dictionary to execute a macro command. For instance, PWOELD is defined as {M:Style: Bold}.
- 6) Wherever possible, each "Keymode" dictionary steno stroke is self-explanatory. For instance, \*UP moves the cursor up one line. (Yes, UP would seem easier to write on the steno keyboard; but you want to be able to press UP and have the letters “u” and “p” inserted together into a globaling window or some other dialogue.)
- 7) While in Key Mode you can also use steno strokes for commands that use the Ctrl, Alt, and F1-10 keys.  
“Alt” commands end with \*LT – for example, A\*LT presses Alt A.  
“Ctrl” commands end with \*RL – for example, A\*RL presses Ctrl A.  
Numbered function keys include \*EU – for example, 1\*EU presses F1.

## *Enter and exit Key Mode by one of several ways*

- 1) In the "Input" section of your User Settings (Alt U), you can set up a steno stroke which will toggle you in or out of Key Mode. Likewise, you can set up specialty strokes to switch you into Correction Mode or Spell Mode or Stitch Mode.
- 2) In your main dictionary, your stroke(s) to enter Key mode should be defined as {M:Keymode On}. The "Keymode" dictionary already contains an entry for R-T defined as {M:Keymode Off}.
- 3) Some entries in the Realtime Editing Dictionary involve macros that move into Keymode at some point.



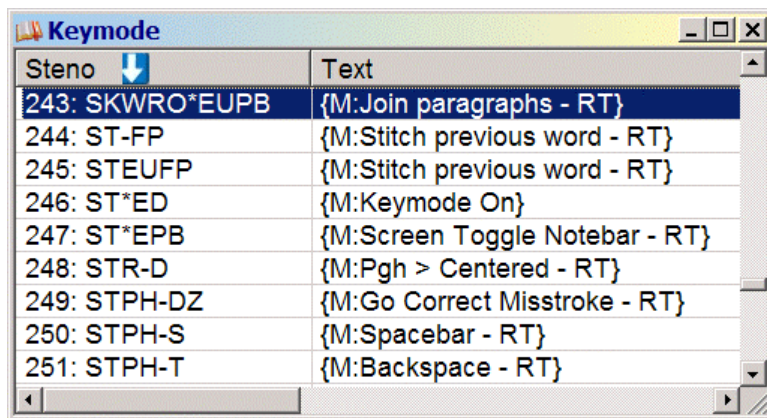
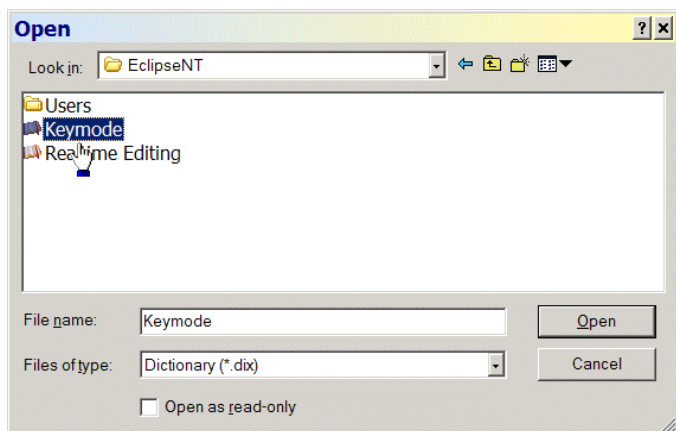
# Total Eclipse "Keymode" Dictionary

Keith Vincent – Houston, Texas - January 6, 2011

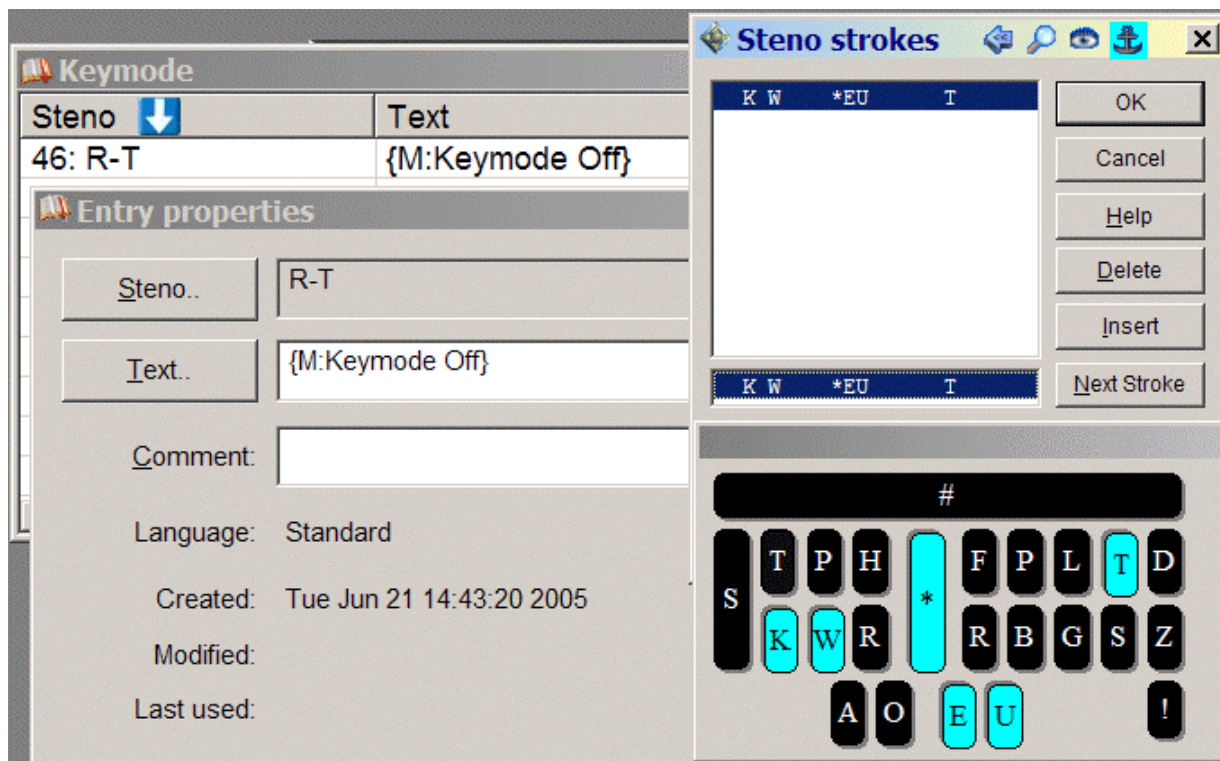
-28-

## Modifying Dictionary Entries to Use your Steno Strokes

Press F9 and open the "Keymode" dictionary in the EclipseNT program folder.



**You can change the steno for any dictionary entry, but do not change the text.** For example, you might go to the RT entry, press the *Enter* key to modify it, then press the *Steno* button and change RT to KW\*EUT. However, this particular entry needs to be defined as {M:Keymode Off}. If you changed it to {M:Normal} or any other text, it would no longer work.







# Total Eclipse "Keymode" Dictionary

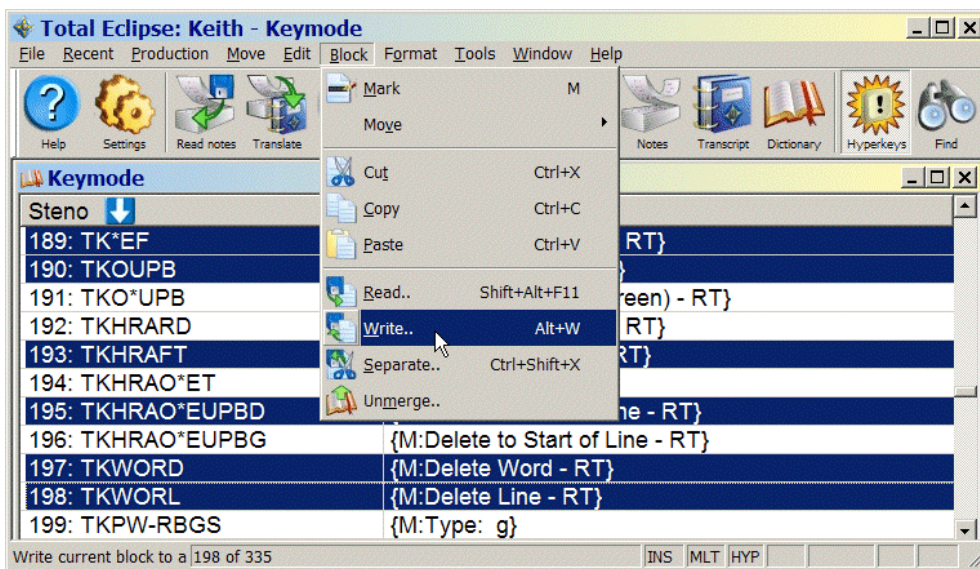
Keith Vincent – Houston, Texas - January 6, 2011

-29-

## Adopting Dictionary Entries

When you've verified that each entry uses the steno stroke(s) you intend to write, you can merge all of the EclipseNT program folder's "Keymode" dictionary entries into your own "Keymode" dictionary, which should be located in the same folder as your main dictionary.

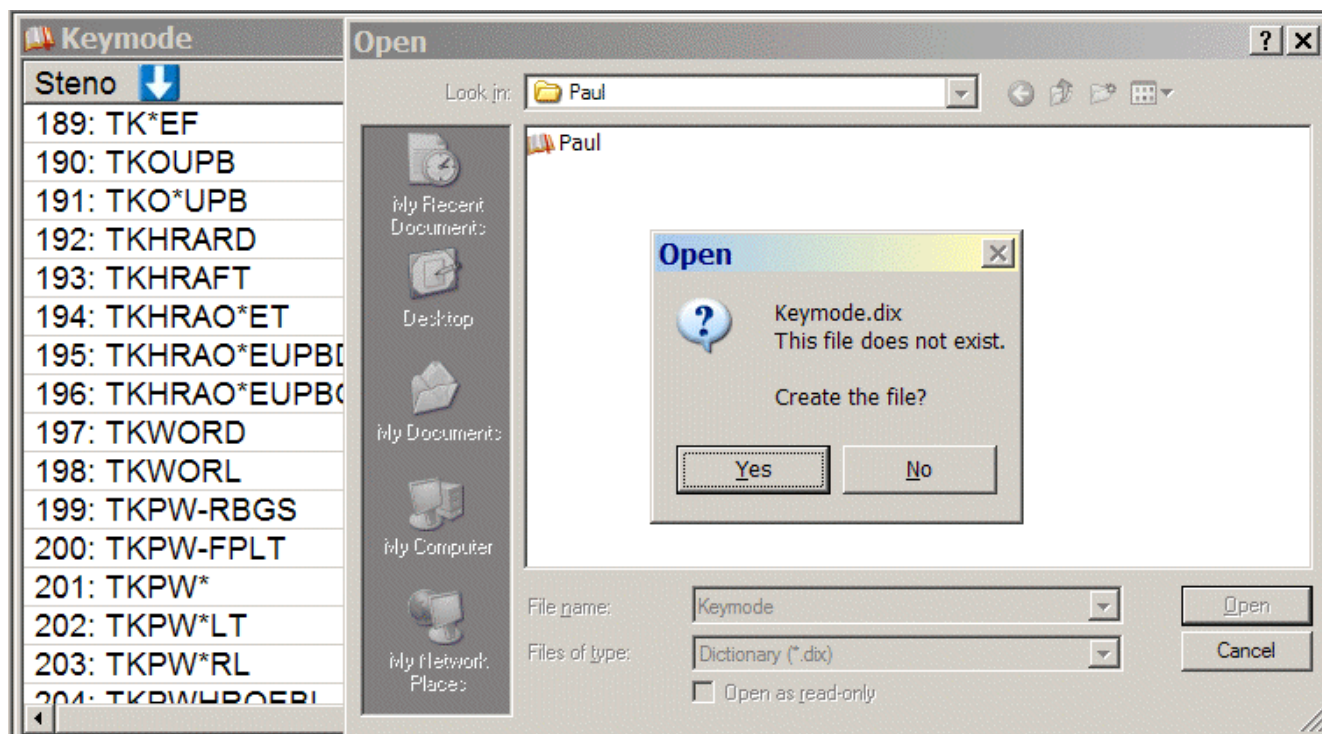
To mark all entries, press the Shift, Ctrl, and Page Down keys simultaneously.



You can also pick and choose which entries will be merged. To do so, hold down the Ctrl key while left-clicking on the individual entries you want to select.

**Note: Do not merge the "Keymode" dictionary into your Main Dictionary!**  
**Do not select "Keymode" as a job dictionary at the "Translate Notes" dialogue.**

While still in the EclipseNT program folder's "Keymode" dictionary, press Alt W to Write a copy of these entries in your own Keymode dictionary. It should be located in the same file as your main dictionary. If you do not yet have such a Keymode dictionary, answer "Yes" when Eclipse offers to create one for you.







# Total Eclipse "Keymode" Dictionary

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-30-

## Moving within Key Mode

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
<b>Panic Stroke – RT</b>	STKPWHRFRPBLGTS	Escape from dialogues and special realtime modes. Go to bottom of document. <i>See Realtime Editing Dictionary for details.</i>		
Keymode Off	R-T	Stop using Keystroke mode. Use normal dictionaries again.	Cmd: Translate notes Cmd: Edit toggles Alt O Enter	Cursor in translating window Edit Toggles Translation modes off Okay
Backspace – RT	PWA*BG or STPH-T		Backspace	Backspace
Down by Line – RT	TKOUPB or STPH-B		Down	Cursor down one line
Down by Page (Screen) – RT	TKO*UPB		Page Down	Cursor down one visible page
Find previous Answer – RT	HR-FRPBLGTS	<i>See Realtime Editing Dictionary for details.</i>		
Find previous Question – RT	STKPWHR-L	<i>See Realtime Editing Dictionary for details.</i>		
K:BACKSPACE		Used by delete stroke	Backspace	Backspace
Last Edit Point – RT	SPO*T		Cmd: Last edit point	Move to last edit point
Left by Character – RT	HREFT or STPH-F		Ctrl Left	Cursor to left by character
Left by Word – RT	HR*EFT or STPH-R		Left	Cursor to left by word
Previous Trouble Spot – RT	TR*UB or TR*UBL	Scan back to untran or unresolved conflict	Escape Cmd: Translate notes Cmd: Prev non-resolved	Safe start Cursor in translating window Reverse scan to unresolved translation
Right by Character – RT	RAOEUT or STPH-L	Move cursor for RT editing	Ctrl Right	Cursor to right by character
Right by Word – RT	RAO*EUT or STPH-G	Move cursor for RT editing	Right	Cursor to right by word
Spacebar – RT	STPH-S or SPAEUS or SPAE*US	Insert space	Spacebar	Insert space
Up by Line – RT	*UP or STPH-P		Up	Cursor up one line
Up by Page (Screen) – RT	P*UP		Page Up	Cursor up one visible page

## Display Changes

Macro Name	Sample Steno	Purpose <i>(See Realtime Editing Dictionary for details.)</i>
CIC output On or Off – RT	PWHRA*PBG	Halt or Resume Output to Bridge/TeleView and other CIC programs
Double space On or Off – RT	TK*BL	Changes display on Eclipse, not on receiving computers
Screen Hide Translation – RT	HAO*EUD	Minimize translating document window
Screen Show Translation – RT	SHO*E	Restore document display
Screen Toggle – RT	TO*G	Toggle among open documents
Screen Toggle Notebar – RT	ST*EPB	View/Hide Steno
Screen Zoom Increase – RT	S*PL	Zoom in
Screen Zoom Decrease – RT	S*BG	Zoom out
Tag-along (Toggle) – RT	TA*G	Turn realtime "Follow Always" on or off
Window Close – RT	KHRO*EZ	Close the active window
Window Maximize	PHA*BGS	Maximize all document windows



# Total Eclipse "Keymode" Dictionary

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-31-

## Editing Functions

If Hyperkeys are on, many functions are at your fingertips. Here's a quick list for general reporting. (Some Hyperkeys perform different functions for captioning users.)

English	Steno	Function	English	Steno	Function
a	A	Caps Toggle	A	A*	ALL CAPS
b	PW	Block Operations (e.g., br =block read)	B	PW* or *B	Butting In
c	KR	Scan to Conflict	C	KR*	Scan to unresolved Conflicts
d	TK or -D	Delete word	D	TK* or *D	Delete character
e	E	Empty field scan (Fill in Blanks)	E	*E	Add/modify form field
f	TP or -F	Find	F	TP* or *F	Find (reverse direction)
g	TKPW or -G	Global	G	TKPW* or *G	Go to page/timecode
h	H	Hop down paragraph	H	H*	Hop down page
i	EU	Up line	I	*EU	Up a sentence
j	SKWR or -PBLG	Left by word	J	SKWR* or *PBLG	Left by character
k	K or -BG	Down by line	K	K* or *BG	Down a sentence
l	HR or -L	Right by word	L	HR* or *L	Right by character
m	PH or -PL	Mark	M	PH* or *PL	Convert to Money
n	TPH or PB	Insert typing (Type in text)	N	TPH* or *PB	Convert to Numerals
o	O	Over twice	O	O*	Back over twice
p	P or -P	End sentence with period	P	P* or *P	Change paragraph to Answer
q	KW	End sentence with question	Q	KW*	Change paragraph to Question
r	R or -R	Reverse scans	R	R* or *R	Reverse words
s	S or -S	Shave previous word	S	S* or *S	Shave current word
t	T or -T	Scan to Trouble Spot	T	T* or *T	Convert to Time
u	U	Scan to Untran	U	*U	Untranslate word
v	SR	Jump to Q, A, Speaker, etc.	V	SR*	Jump to spot
w	W	Word Endings	W	W*	Convert to Written Number
x	KP or -BGS	Extend sentence	X	KP* or *BGS	Mark spot
y	KWR	Up paragraph	Y	*KWR	Up page
z	SE or -Z	Oops	Z	SE* or *Z	Movement Oops

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Capitalize previous word – RT	K*P			<i>See Realtime Editing Dictionary for details.</i>
Caps Toggle – RT	K*AP	Caps Toggle	Cmd: Toggle case Cmd: Retransmit text	Caps Toggle Retransmit text to Bridge/TeleView
Conflict Choice – RT	KHO*EUS	Reverse scan to Conflict Prepare to Select Different Choice	Cmd: Prev conflict	Reverse scan to conflict
Conflict Choice 1 – RT Conflict Choice 2 – RT Conflict Choice 3 – RT Conflict Choice 4 – RT Conflict Choice 5 – RT	1-R 2-R 3-R 4-R 5-R	Reverse scan to Unresolved Conflict Select Choice 1, 2, 3, 4, or 5		<i>See Realtime Editing Dictionary for details.</i>
Conflict Choice Next – RT	0-R	Reverse scan to Unresolved Conflict. Select next choice.		<i>See Realtime Editing Dictionary for details.</i>
Delete – RT	TKHRAO*ET	Delete character or marked text		
Delete Word – RT	TKWORD			<i>See Realtime Editing Dictionary for details.</i>
Delete Line – RT	TKWORLD or PURPBLG			<i>See Realtime Editing Dictionary for details.</i>
Delete to Start of Line – RT	TKHRAO*EUPBG			<i>See Realtime Editing Dictionary for details.</i>
Delete to End of Line – RT	TKHRAO*EUPBD			<i>See Realtime Editing Dictionary for details.</i>
Delete 1 <sup>st</sup> space back – RT	TK-LS	E.g., “boiler plate” becomes “boilerplate.”		<i>See Realtime Editing Dictionary for details.</i>

# Total Eclipse "Keymode" Dictionary

Keith Vincent – Houston, Texas - January 6, 2011

-32-

Delete 2 <sup>nd</sup> space back – RT	TK-LZ	E.g., “boiler plate was” becomes “boilerplate was.” <i>See Realtime Editing Dictionary for details.</i>		
<b>Macro Name</b>	<b>Sample Steno</b>	<b>Purpose</b>	<b>Steps</b>	<b>Meaning of Steps</b>
Delete previous \$ - RT	TKHRARD	You wrote your “dollars” stroke when you shouldn’t have. <i>See Realtime Editing Dictionary for details.</i>		
Delete previous untranslate – RT	SA*EP	<i>See Realtime Editing Dictionary for details.</i>		
Enter (for Key Mode) – RT	SPWER or SPW*ER	Press the “Enter” key in an open dialogue.	Enter	Enter
Escape – RT	SKA*EP or SKA*EUP or SKAEUP		Escape	Escape
Find – RT	TPAOEUPBD or TPAO*EUPBD or TPAO*EURPBD	Open Find/Replace dialogue.  <i>See Realtime Editing Dictionary for details.</i>		
Fix last untran – RT	TP*BGS	Replace last untran with word you just wrote. <i>See Realtime Editing Dictionary for details.</i>		
Flip Words – RT	TPHR*EUP	<i>See Realtime Editing Dictionary for details.</i>		
Hyperkeys Toggle – RT	HAOEUP		Cmd: Hyperkeys	Toggle Hyperkeys On or Off
Hyphenate previous 2 words – RT	2*D	<i>See Realtime Editing Dictionary for details.</i>		
Hyphenate previous 3 words – RT	3*D			
Hyphenate previous 4 words – RT	4*D			
Hyphenate previous 5 words – RT	5*D			
Hyphenate 2 <sup>nd</sup> space back – RT	H-L	E.g., “high speed film” to “high-speed film.” Note: Cursor is just after “film.” <i>See Realtime Editing Dictionary for details.</i>		
Join paragraphs – RT	SKWRO*EUPB	Join current paragraph to preceding one <i>See Realtime Editing Dictionary for details.</i>		
Previous ? > Dash – RT	KW-RB	<i>See Realtime Editing Dictionary for details.</i>		
Previous Comma > Dash – RT	KPH-RB	<i>See Realtime Editing Dictionary for details.</i>		
Previous Period > Dash – RT	P-RB	<i>See Realtime Editing Dictionary for details.</i>		
Mark – RT	PH*ARBG	Mark	Cmd: Translate notes Cmd: Block mark	Cursor in translating window Mark
Oops – RT <i>Note: Does not work in the last paragraph of realtime document</i>	AOPS		Cmd: Undo	Undo
Pgh > Answer – RT	*FRPBLGTS	Change paragraph to Answer <i>See Realtime Editing Dictionary for details.</i>		
Pgh > Question – RT	STKPWHR*	Change paragraph to Question <i>See Realtime Editing Dictionary for details.</i>		
Pgh. > THE WITNESS – RT	W*EUT	Change paragraph to colloquy by the witness <i>See Realtime Editing Dictionary for details.</i>		
Quote previous word – RT	1*BG	<b>Note:</b> If you want a punctuation mark to be within the quotes, write it <b>before</b> you use these macro strokes.  <i>See Realtime Editing Dictionary for details.</i>		
Quote previous 2 words – RT	2*BG			
Quote previous 3 words – RT	3*BG			
Quote previous 4 words – RT	4*BG			
Quote previous 5 words – RT	5*BG			
Quote start of sentence – RT	KWOEBT	You ended a sentence with a quotation mark but didn’t open with a quotation mark. <i>See Realtime Editing Dictionary for details.</i>		
Spacebar – RT	SPAEUS or SPA*EUS		Spacebar	Insert space
Spell Check – RT	SP*BG	Spell check your last batch of text <i>See Realtime Editing Dictionary for details.</i>		
Split Paragraph – RT	SPHREUT		Cmd: New paragraph	New paragraph
Stitch previous word – RT	STEUFPP or ST-FP	Mark last word, stitch with hyphens <i>See Realtime Editing Dictionary for details.</i>		

# Total Eclipse "Keymode" Dictionary

Keith Vincent – Houston, Texas - January 6, 2011

-33-

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Tab – RT	T*AB		Cmd: Tab	Tab
Time Insert – RT	WH*EPB	Insert time – e.g., 3:42 PM at cursor position.		
Style: Bold	PWO*ELD	Place marked text in bold font	Cmd: Text attributes Alt B Enter	Text attributes Bold Okay
Style: Underlined	*UPBD	Underline the marked text	Cmd: Text attributes Alt U Enter	Text attributes Underscore Okay
Type: \$	-DZ		Shift 4	Press the "\$" key.
Type: (	PREPB		Shift 9	Press the "(" key.
Type: )	PR*EPB		Shift 0	Press the ")" key.
Type: ? Note: Presumes you have not checked <b>Reverse ? and /</b> (User Settings/Edit)	STPH		Shift /	Press the "?" key.
Type: Apostrophe	P*OS		'	Press the apostrophe key.
Type: Hyphen	HAOEUF		-	Press the "-" key.
Type: ~ Lockspace	LO*BG		Shift `	Press the "~" key.
Type: 1 Type: 2, etc.	1	Numbers 0-9	1	Press the "1" key.
Press: F1, etc.	1*EU		F1	Press F1 key
Type: a Type: b, etc.	A or A-RBGS	Lower-case alphabet	a	Press the "a" key.
Type: A Type: B, etc.	A* or A-FPLT	Upper-case alphabet	A	Press the "A" key.
Press: Alt A	A*LT		Alt A	Press "Alt" and "A" keys together
Press: Ctrl A	A*RL		Ctrl A	Press "Ctrl" and "A" keys together
Type: Colon	KOL		Shift ;	Press the colon key
Type: Comma	-RBGS		,	Press the comma key.
Type: ^ Del Space	TK*EL		Shift 6	Press the "^" key.
Type: Period	-FPLT		.	Press the period key.
Type: Semicolon	SKOL		;	Press the semicolon key.
Type: Slash Note: Presumes you have not checked <b>Reverse ? and /</b> (User Settings/Edit)	SHRARB		/	Press the "/" key.

# Total Eclipse "Keymode" Dictionary

Keith Vincent – Houston, Texas - January 6, 2011

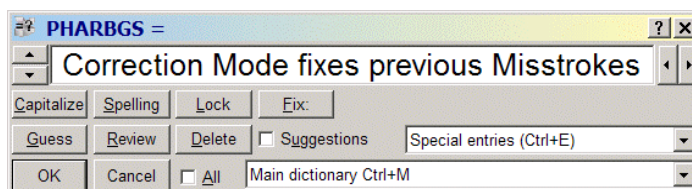
-34-

## Globaling

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Global (Ctrl G) – RT	TKPWHROEBL	Highlight a stroke for globaling	Cmd: Global	Global
Global Job – RT	SKWRO*B	Accept text as a Job dictionary global, <b>then turn off Keymode.</b> <i>See Realtime Editing Dictionary for details.</i>		
Global Job (All) – RT	SKWRO*BZ	Accept text as a Job dictionary global, apply to All the realtime document (backwards and forwards), <b>then turn off Keymode.</b> <i>See Realtime Editing Dictionary for details.</i>		
Global Local – RT	HRO*L	Accept text as a Local global replacement, <b>then turn off Keymode.</b> <i>See Realtime Editing Dictionary for details.</i>		
Global Main – RT	PHA*EUPB	Accept text as a Main dictionary global, <b>then turn off Keymode.</b> <i>See Realtime Editing Dictionary for details.</i>		
Global Main (All) – RT	PHA*EUPBZ	Accept text as a Main dictionary global, apply to All the realtime document (backwards and forwards), <b>then turn off Keymode.</b> <i>See Realtime Editing Dictionary for details.</i>		
Go Correct Misstroke – RT	STPH-DZ	Presuming cursor has been moved to a misstroked word that has translated, prepare for local global replacement <i>See Realtime Editing Dictionary for details.</i>		
Go Correct Untran – RT	STPH-PB	Reverse scan to untran, prepare for re-write using defined stroke(s) <i>See Realtime Editing Dictionary for details.</i>		
Go Define Untran – RT	TK*EF	Reverse scan to untran, prepare for new global <i>See Realtime Editing Dictionary for details.</i>		
Capitalize global – RT	K*G	Use “Capitalize” on globaling dialogue <i>See Realtime Editing Dictionary for details.</i>		
Cap 1 – RT Cap 2 – RT Cap 3 – RT Cap 4 – RT Cap 5 – RT	1-S 2-S 3-S 4-S 5-S	Capitalize last word(s) in realtime <i>See Realtime Editing Dictionary for details.</i>		
Job cap 1- RT Job cap 2 – RT Job cap 3 – RT Job cap 4 – RT Job cap 5 – RT	1-Z 2-Z 3-Z 4-Z 5-Z	Capitalize last word in realtime, create job global <i>See Realtime Editing Dictionary for details.</i>		

(To add or subtract steno, picture the right-bank steno keys as corresponding to arrows on the Globaling dialogue.)

**STPH + FP** ↑ Plus left stroke  
**RB** ↓ Minus left stroke



**PL** ← Minus right stroke  
**BG** → Plus right stroke

Macro Name	Sample Steno	Purpose	Steps	Meaning of Steps
Minus Left Stroke – RT	PH-L or STPH-RB	Use if too many strokes have been highlighted. <i>See Realtime Editing Dictionary for details.</i>		
Minus Right Stroke – RT	PH-R or STPH-PL	Use if too many strokes have been highlighted. <i>See Realtime Editing Dictionary for details.</i>		
Plus Left Stroke – RT	P-L or STPH-FP	Highlight one more stroke to left. <i>See Realtime Editing Dictionary for details.</i>		
Plus Right Stroke – RT	P-R or STPH-BG	Highlight one more stroke to right.	Ctrl Down	Move cursor out to right side of highlighted strokes





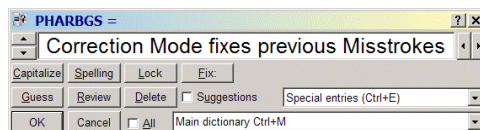
# Total Eclipse "Realtime Editing" Dictionary Summary

Picture the right-bank steno keys as arranged like the cursors of your computer keyboard.

**STPH +**    **F** ← character    **P** ↑ up line    **L** → character    **T** (backspace)  
**R** ← word    **B** ↓ down line    **G** → word    **S** (spacebar)

Once you've started globaling, picture the right-bank steno keys as the arrows to add or subtract strokes.

**STPH + FP** ↑ Plus left stroke  
**RB** ↓ Minus left stroke



**PL** ← Minus right stroke  
**BG** → Plus right stroke

## Cursor Movements

Macro Name	Sample Steno
Panic Stroke – RT	STKPWHRFRPBLGTS
Backspace – RT	STPH-T
Down by Line – RT	STPH-B
Enter – RT	SPW*ER
Escape – RT	SKA*EP
Find – RT	TPAO*EURPBD
Find Above – RT	TPAOEUPBD (2x)
Find previous Answer – RT	FRPBLGTS (2x)
Find previous Question – RT	STKPWHR (2x)
Last Edit Spot – RT	SPO*T (2x)
Left by Character – RT	STPH-F
Left by Word – RT	STPH-R
Minus Left Stroke – RT	STPH-RB
Minus Right Stroke – RT	STPH-PL
Plus Left Stroke – RT	STPH-FP
Plus Right Stroke – RT	STPH-BG
Previous Trouble Spot – RT	TR*UB or TR*UBL
Right by Character – RT	STPH-L
Right by Word – RT	STPH-G
Spacebar – RT	STPH-S
Switch to Lower Pane - RT	SW*S
Switch to Upper Pane - RT	SW*T
Up by Line – RT	STPH-P

## Display Changes

CIC output On or Off – RT	PWHRA*PBG (2x)
Double space On or Off – RT	TK*BL (2 x)
Screen Hide Translation – RT	HAO*EUD (2x)
Screen Toggle – RT	TO*G (2x)
Screen Show Dict – RT	TKEUBGT (2x)
Screen Show Translation – RT	SHO*E (2x)
Screen Zoom Increase – RT	S*PL
Screen Zoom Decrease – RT	S*BG
{SLOWDOWN}	TAOFS (2x)
Switch to Gray Background	TKPWRAEUB (2x)
Switch to Default Background	TKWAUB (2x)
Window Close – RT	KHRO*EZ (2x)
Window Maximize	PHA*BGS (2x)

## Conflict Selection

Conflict Choice – RT	KHO*EUS
Conflict Choice 1 – RT	1-R, 2-R, 3-R
Conflict Choice 2 – RT, etc.	4-R or 5-R
Conflict Choice Next – RT	0-R

## One-step Globals

Cap 1 – RT	1-S, 2-S, 3-S,
Cap 2 – RT, etc.	4-S or 5-S
Job cap 1 – RT	1-Z, 2-Z, 3-Z,
Job cap 2 – RT, etc.	4-Z or 5-Z

## General Editing

Macro Name	Sample Steno
Boldface previous word - RT	PWO*ELD
Butting In – RT	O*E (2x)
Capitalize previous word – RT	K*P
Check from Top of Job - RT	TOPZ
Check Note – RT	KHE*BG (2x)
Check Quote – RT	KWO*ET (2x)
Delete – RT	TKHRAO*ET
Delete Word – RT	TKWORD
Delete Line – RT	TKWORL
Delete to Start of Line – RT	TKHRAO*EUPBG
Delete to End of Line – RT	TKHRAO*EUPBD
Delete 1 <sup>st</sup> space back – RT	TK-LS
Delete 2 <sup>nd</sup> space back – RT	TK-LZ
Delete previous \$ - RT	TKHRARD
Delete previous untranslate – RT	SA*EP
Ditto – RT	TKEUT (2x)
End previous sentence > ? – RT	STPH (3x)
End previous sentence > Comma – RT	-RBGS (3x)
End previous sentence > Space – RT	SPAEUS (3x)
Find and Change – RT	KHA*EUPBG
Find and Change 2 – RT	KHA*EUPBGZ
Fix last untran – RT	TP*BGS
Flip Words – RT	TPHREUP (2x)
{FLUSH}	##
Hyphenate previous 2 words – RT	2*D, 3*D,
Hyphenate previous 3 words – RT, etc.	4*D, 5*D
Hyphenate 2 <sup>nd</sup> space back – RT	H-L
Join paragraphs – RT	SKWRO*EUPB
Keymode On	ST*ED (2x)
Previous ? > Dash – RT	KW-RB
Previous Comma > Dash – RT	KPH-RB
Previous Period > Dash – RT	P-RB
Pgh > Answer – RT	-FRPBLGTS (3x)
Pgh > Question – RT	STKPWHR (3x)
Pgh > THE WITNESS – RT	W*EUT (3x)
Quote previous word – RT	1*BG, 2*BG, 3*BG
Quote previous 2 words – RT, etc.	4*BG or 5*BG
Quote start of sentence – RT	KWOEBT
Spell Check – RT	SP*BG
Stitch previous word – RT	ST-FP
Strike that – RT	STRAOEUBG (2x)
Time Insert – RT	WH*EPB
Timekeeper - RT	TAOEUM (2x)
Underline previous word – RT	*UPBD

## Globaling: What do you want to do?

*Note: If you inadvertently jump into one of these procedures, just use the panic stroke (e.g., STKPWHR-FRPBLGTS).*

### ◆ I want to correct a misstroke, without deleting and re-writing everything that followed.

- Step 1: SN-N (finds last untran to global) or SN-NDZ (presumes cursor is on word(s) to re-global)  
 Step 2: Global window is open. Write cleanly. Correction mode finds dictionary text.  
 Step 3: MA\*IN, JO\*B, or L\*OL creates a main, job, or local global

Go Correct Misstroke – RT	STPH-DZ	Go Correct Untran – RT	STPH-PB
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### ◆ I want to find my last untran and global stroke(s) that aren't yet in my dictionary.

- Step 1: DEF/DEF (finds last untran to global). Turns on Key Mode.  
 Step 2: Global window is open. Key Mode lets you spell by letter or by groups of letters.  
 Step 3: MA\*IN, JO\*B, or L\*OL creates a main, job, or local global

Go Define Untran – RT	TKEF (2x)
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### ◆ I want a steno shortcut for some multi-stroke word(s) that I've just written for the umpteenth time.

- Presumption: Your cursor is right after the word(s) you want to set up.  
 Depending on the number of words, use 1-RZ, 2-RZ, 3-RZ, 4-RZ, or 5-RZ.  
 Step 1: For example, 3-RZ to select the three words "silicone gel implants"  
 Step 2: Write your quick stroke(s), the fewer the better – e.g., S-G  
 Step 3: 3-RZ (or any of the #-RZ strokes) creates job define – e.g., S-G="silicone gel implants"

Brief 1 Word – RT	1-RZ	Brief > Job Dict – RT	1-RZ, 2-RZ
Brief 2 Words – RT	2-RZ	(These entries MUST be in your	3-RZ, 4-RZ
Brief 3 Words – RT	3-RZ	Keymode dictionary.)	or 5-RZ
Brief 4 Words – RT	4-RZ		
Brief 5 Words – RT	5-RZ		
(These entries go in your Main dictionary.)			

### ◆ I want to add a dictionary entry on the fly.

- Step 1: S-DZ or K\*G – Opens the "Add dictionary entry" screen and uses Key mode  
 Step 2: Enter the stroke(s) from your steno keyboard  
 Step 3: S-DZ or K\*G – Opens the globaling dialogue  
 Step 4: Define the entry from your steno keyboard (spell by letter or groups of letters.)  
 Step 5: S-DZ or K\*G – Place entry in your default dictionary.  
 or use MA\*IN or JO\*B stroke to place in specific dictionary.

Add Dictionary Entry – RT	S-DZ
(This entry goes in your main dictionary.)	or K*G
Enter - RT	S-DZ
(This MUST be in your Keymode dictionary.)	or K*G

### ◆ Use these entries when you're in the globaling dialogue.

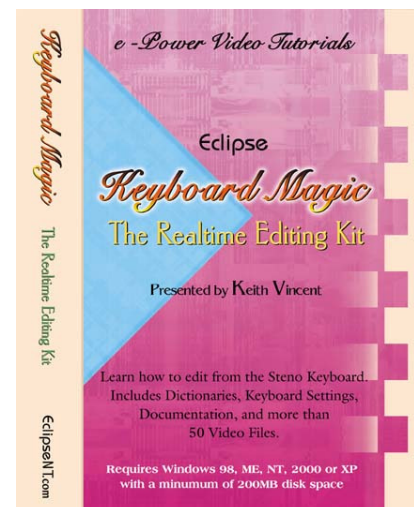
Capitalize global – RT	K*B
Global Job – RT	SKWRO*B
Global Local – RT	HRO*L
Global Main – RT	PHA*EUPB
Type: 1, 2, 3, 4, 5	1-RBGS
Type: a, etc.	A-RBGS

### ◆ I typed a new name or term.

#### I want a steno method to memorize it and insert it when it recurs

- Use 1-RB, 2-RB, 3-RB, 4-RB, 5-RB to copy to "Memory" slots 1, 2, 3, 4, or 5.  
 Use 1-GS, 2-GS, 3-GS, 4-GS, 5-GS to insert from "Memory" slots 1, 2, 3, 4, or 5.

Memory 1 – RT	1-RB
Memory 2 – RT	2-RB
Memory 3 – RT	3-RB
Memory 4 – RT	4-RB
Memory 5 – RT	5-RB



# Total Eclipse "Keymode" Dictionary Summary

## Moving within Key Mode

Macro Name	Sample Steno
Panic Stroke – RT	STKPWHRFRPBLGTS
Keymode Off	R-T
Backspace – RT	B*AK or STPH-T
Down by Line – RT	TKOUPB or STPH-B
Down by Page (Screen) – RT	TKO*UPB
Enter (for Key Mode) – RT	SPWER or SPW*ER
Escape – RT	SKA*EP or SKA*EUP or SKAEUP
Find – RT	TPAOEUPBD or TPAO*EUPBD
Find previous Answer – RT	HR-FRPBLGTS
Find previous Question – RT	STKPWHR-L
Last Edit Spot – RT	SPO*T
Left by Character – RT	HREFT or STPH-F
Left by Word – RT	HR*EFT or STPH-R
Previous Trouble Spot – RT	TR*UB or TR*UBL
Right by Character – RT	RAOEUT or STPH-L
Right by Word – RT	RAO*EUT or STPH-G
Spacebar – RT	STPH-S or SPAEUS or SPA*EUS
Tag-along (Toggle) – RT	TA*G
Up by Line – RT	*UP or STPH-P
Up by Page (Screen) – RT	P*UP

## Editing Functions

Macro Name	Sample Steno
Capitalize previous word – RT	K*P
Caps Toggle – RT	K*AP
Delete – RT	TKHRAO*ET
Delete Word – RT	TKWORD
Delete Line – RT	TKWORL or PURPBLG
Delete to Start of Line – RT	TKHRAO*EUPBG
Delete to End of Line – RT	TKHRAO*EUPBD
Delete 1 <sup>st</sup> space back – RT	TK-LS
Delete 2 <sup>nd</sup> space back – RT	TK-LZ
Delete previous \$ - RT	TKHRARD
Delete previous untranslate – RT	SA*EP
Double space On or Off – RT	TK*BL
Fix last untran – RT	TP*BGS
Flip Words – RT	TPHR*EUP
Hyperkeys Toggle – RT	HAOEUP
Hyphenate previous 2 words – RT	2*D, 3*D, 4*D or 5*D
Hyphenate previous 3 words – RT, etc.	
Hyphenate 2 <sup>nd</sup> space back – RT	H-L
Join paragraphs – RT	SKWRO*EUPB
Previous ? > Dash – RT	KW-RB
Previous Comma > Dash – RT	KPH-RB
Previous Period > Dash – RT	P-RB
Mark – RT	PH*ARBG
Quote previous word – RT	1*BG, 2*BG, 3*BG
Quote previous 2 words – RT, etc.	4*BG or 5*BG
Quote start of sentence – RT	KWOEBT
Oops – RT	AOPS
Pgh. > THE WITNESS – RT	W*EUT
Spell Check – RT	SP*BG
Split Paragraph – RT	SPHREUT
Stitch previous word – RT	STEUFPP or ST-FP
Style: Bold	PWO*ELD
Style: Underlined	*UPBD
Tab – RT	T*AB
Time Insert – RT	WH*EPB
Type: \$	-DZ
Type: (	PREPB
Type: )	PR*PB
Type: ?	STPH
Type: Apostrophe	P*OS
Type: Hyphen	HAOEUF
Type: ~ Lockspace	LO*BG
Type: 1, etc.	1, etc.
Press: F1, etc.	1*EU
Type: a, etc.	A-RBGS, etc.
Type: A, etc.	A* or AFPLT, etc.
Press: Alt A, etc.	A*LT
Press: Ctrl A, etc.	A*RL
Type: Colon	KOL
Type: Comma	-RBGS
Type: ^ Del Space	TK*EL
Type: Period	-FPLT
Type: Semicolon	SKOL
Type: Slash	SHRARB

## Conflict Selection

Conflict Choice – RT	KHO*EUS
Conflict Choice 1 – RT	1-R, 2-R, 3-R
Conflict Choice 2 – RT, etc.	4-R or 5-R
Conflict Choice Next – RT	0-R

## One-step Globals

Cap 1 – RT	1S
Cap 2 – RT, etc.	2S, 3S, 4S, or 5S
Job cap 1 – RT	1Z
Job cap 2 – RT, etc.	2Z, 3Z, 4Z, or 5Z

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