Contents

Chapter 1: Introduction	T
About This Training Manual	1
What You Will Learn	4
What You Will Do	4
Voice Writing Software and Peripherals	
About EclipseVox Computer-Aided Transcription (CAT) Software	4 5 5
Speech Recognition Engine (SRE)	5
Special Computer-Aided Transcription (CAT) Programming	6
How Speech Recognition Works	
Sound Parts	6 7 7
Speech-to-Text Conversion	7
How EclipseVox Works with Speech Recognition	9
Advanced Translation Help with "Boost" Automatic Speech	
Recognition (ASR)	11
Dictation Input Devices	12
Speech Silencer	12
USB Sound Card	14
Microphone (for Recording External Environment)	15
Foot Pedal	17
Surge-Protection Power Strip	17
Chapter 2: Dictation Techniques	19
Proper Breathing and Seal Formation	20
with a Speech Silencer	20
Volume	21
Tone and Modulation	22
Enunciation	25
Dictation Pace	29
Fast Speakers	30
Slow Speakers	31
Punctuating	31
Verbatim Dictation versus Paraphrasing and Summarization	32
Dictation Patterns	34

Chapter 3: Voice Writing Theory	37
Punctuation	40
Speaker Identifiers	42
Examination Lines	45
Q&A Markers	45
Examination+Speaker+Question Combinations	46
Indication Markers and Parentheticals	47
Numbers	51
Spelling Technique	53
Conflict Resolution	56
Prefixes and Suffixes	59
Phrases	61
Brief Forms	64
On-the-Fly Translations	67
Formatting and Other Options	69
Deleting Translation Errors by Voice	70
Charatan A. Cattina Ctanta d	71
Chapter 4: Getting Started	71
Equipment Setup	72
Entering Eclipse	74
Creating an Eclipse User Profile	75
Importing Custom User Settings for Court Reporting	78
Eclipse Tools and Utilities	82
CAT Functions	83
Voice Functions	84
Audio Recording-and-Playback Control Functions	84
Eclipse Info Bar	85
Creating a Voice Model	86
Adjusting SRE Options	95
SRE User Options	95
SRE Auto-Formatting Options	101
SRE Administrative Settings	102
Disabling "Dragon Logger Service" from Running on Your Computer	106
Rebooting Your Computer and Re-entering Eclipse	108
Deleting Voice Vocabulary Punctuation, Symbols, and Formatting Commands	110
Importing List of Voice Codes into Your Voice Vocabulary	120
Processing Text Files for Contextual Analysis of Dictation Language	126
Setting Up CAT Dictionaries and Importing Entries	133
Main Dictionary Setup	134
On-the-Fly Dictionary Setup	136
SpeechText Dictionary Setup	139

Practice Dictation	141
Opening File to Adjust Display Settings	141
	4.40
Chapter 5: Document Setup	143
Master Document Setup	143
Changing the Style of a Single Document	144
Paragraphs Tab	144
Document Tab	145
Block Files	146
Setting Up Your Blocks Folder	148
Creating a Block File	150
Template Formatting and Layout	152
Paragraph Styles	153
Fonts and Text Attributes	155
Line Spacing	156
Print Commands	156
Inserting Print Commands	156
Moving Out of Print Commands	157
Revealing Print Commands	157
Deleting Print Commands	158
Fill-in-the-Blank Fields	158
Database Lists	161
Itemizing List Entries	161
Shortcut Selection Criteria	161
Linking a List to a Template	163
Index Item Codes	164
Including Index Item Codes in Block Files	164
Adding Fill-in-the-Blank Fields to Index Item Codes	166
Using Wildcards Within Index Item Codes	167
Comp Whataras Within Mack Item Codes	107
Chapter 6: Voice Vocabulary and CAT Dictionaries	169
Voice Vocabulary	170
Accessing the Vocabulary List	170
Finding and Selecting Entries in the Vocabulary List	170
Spelling Rules to Apply When Making Vocabulary Entries:	
Written Forms and Spoken Forms	171
Adding Words and Phrases	173
Making Single Entries	173
Making Multiple Entries	174
Working with Word Lists	176
	176
Creating and Importing a Word List Exporting a Word List	170
Exporting a word fist	1 / /

Deleting Words and Phrases	179
CAT Dictionaries	180
Dictionary Types	180
Main Dictionary	180
On-the-Fly Dictionary	181
Job Dictionary	182
Creating a Dictionary	182
Opening a Dictionary	184
Activating a Dictionary	185
Permanent Activation	185
Temporary Activation	187
Before Beginning a Translation	188
After Translation Has Already Begun	190
Adding, Removing, and Changing Dictionaries	191
Components of a Dictionary Entry	192
Working with Dictionary Entries	192
Charts of Dictionary Codes	194
Dictionary Entry Functions	198
Formatting	199
Pre-Punctuated Text	201
Resolving Conflicts to Produce Single Output Results	202
Resolving Conflicts to Produce Multiple Output Results	203
Resolving Conflicts for Words with Identical Grammar	205
Including Files	207
Executing Macros	207
Adding a Dictionary Entry	208
Deleting a Dictionary Entry	209
Finding a Dictionary Entry	210
Modifying a Dictionary Entry	211
Copying Artificial Intelligence (AI) Training Data from an Existing	
Dictionary Entry When Creating a New Dictionary Entry	212
Directing Dictionary Entries to Refer to Other Dictionary Entries	214
Chapter 7: Improving Accuracy	215
Adjusting SRE Audio Levels	216
Practice Dictation	220
Correcting Misrecognitions	223
Resolving Translation Conflicts in Eclipse	226
Permanent Conflict Resolution	226
Temporary Conflict Resolution	227

Vocabulary Building	228
Text Preparation Using Your SpeechText Dictionary	229
How the SpeechText Dictionary Works	231
Q&A and Basic Formatting	232
Conversion of Speakers	232
Text Replacements for Actual Speaker Names	232
Text Replacements for Generic Speaker IDs	233
Punctuation Conversion	234
Superstring-Substring Priority Order	234
Reduction of Multiple Text Scenarios to a Single Result	235
Replacements of Capped and Non-Capped Equivalents	236
Other Text Conversion Considerations	236
Removal of Whitespace	237
How to Prepare Documents for Analysis	237
Text Processing	240
Accuracy Tuning	246
Saving Your Speech Data	248
Chapter 8: Realtime Reporting Procedures	249
Setting Up Equipment and Entering Eclipse	249
Considerations for SRE Audio Level Adjustment Needs	250
Ensuring That Dictation Mode is Set	250
Preparing Your Voice Vocabulary for a Realtime Job	251
Building Your Vocabulary with Transcripts	251
Automatically Adding New Words from Files of Word Lists	
and/or Transcripts	251
Manually Adding New Words from Hardcopies of Word Lists	
and/or Transcripts	252
Job File and CAT Dictionary Preparation	253
Setting Text-Streaming Output Options for Others to Receive Your Feed	256
General Output	256
Output via Google Translate (English to Other Languages)	258
Shared Editing Access Instructions to Provide Scopists	260
Realtime Viewing Instructions to Provide Clients	261
Beginning Realtime Translation with Digital Recording	263
Audio Recording Setup	263
Room Audio Recording Setup	265
Voice Audio Recording Setup	267
Verifying Your Audio Recording Setup is Complete	268
Setup scenario of two audio recordings (room and voice)	268
Setup scenario of single audio recording (room only)	270
Setup scenario of single audio recording (voice only)	271

Audio Compression Considerations for Streaming Audio	
Over the Internet	272
Adjusting Playback Settings for Listening to Audio Through Your	
Computer's Speakers	273
Main Audio Playback Settings	274
Alternate Audio Playback Settings	275
Live Monitoring of Audio	277
Listening to Live Audio with Headphones	277
Audio Monitor Playback Setup	278
Visual Display of Audio Bar and Waveform	279
Entering into Realtime Translation	280
Identifying Speakers	282
Setting Up Access Credentials for Others to Join Your Realtime Session	283
For Client Access	283
For Scopist Access	284
Connections Display	284
Dictation Microphone On/Off Toggle	286
Recording/Playback Functions	286
Reading Back	288
Bookmarks and Notes	289
Using Your On-the-Fly Dictionary	291
Forcing a Single Translation On-the-Fly	293
Globaling	294
Main Dictionary Global	296
Job Dictionary Global	296
Trash Global	297
Ending Realtime Translation	297
Saving ASCII of Rough Draft	298
Chapter 9: Editing Functions	299
Setting Up Equipment and Entering Eclipse	299
Creating an Editing User (Optional)	300
Opening Transcript to Edit	304
Extracting Text (with Audio) and Saving it as a Separate Document	
for Editing	304
Playing Back Audio	306
Buttons and Keystrokes for Digitally Recorded Audio	306
Buttons and Keystrokes for SRE Audio	306
Keystrokes for Rewind/Fast-Forward and Slow/Increase Speed	
of Room Audio	307
Foot Pedal for Room Audio	307
Multimedia Control Panel	308

Audio Playback Considerations If Using Other Audio	
Transcription Software	310
Locating Your Job's Digital Recording Files for Their Playability	
in Other Software	310
Adjusting Windows System Settings for Audio Playback When	
Using Other Software	311
Audio Timecodes Display	312
About Speech Recognition Accuracy Improvements During Editing	313
Eclipse Editing Modes	313
Charts of Basic Editing Keystrokes	314
Changing Assignments of Editing Keystrokes	318
Changing Standard Mode Keystroke Assignments	318
Changing Hyperkeys Mode Keystroke Assignments	318
Using the Autoreplacements Table for Text-Expansion Shortcuts	319
Find/Replace	320
Stitching, Initials, Quotes, Etc.	320
Training Eclipse Artificial Intelligence to Resolve Conflicts	321
Performing Word-Swaps	321
Performing Globals (for Post-Realtime Only)	322
Text Global	322
Spell-Checking	323
Single Word	324
Entire Document	325
Eclipse Editing Options	326
Changing the Style of a Document	330
Paragraph Settings	330
Document Settings	331
Adjusting Eclipse Display Settings	332
Chapter 10: Transcript Production	335
Marking Items to Appear on Transcript Index Page	335
Inserting Index Item Codes	336
Moving In/Out, Revealing, and Deleting	340
Index Item Codes	340
Inserting Block Files	340
Scanning to Fill-in-the-Blank Fields	341
Autogenerating Index Page	343
Saving ASCII of Final Transcript	346
Printing Hardcopies and Creating PDFs (Full Sized, Condensed,	
and Concordance)	346
Bundle Delivery Options (Printing, PDF, ASCII, and E-mailing)	349

Chapter 11: File Management	351
File Paths and Directories	351
Opening File Manager	353
File Manager Functions	353
Archiving Files	356
Retrieving Files	357
Working with an Eclipse User Profile versus Individual User Settings Files	358
Creating Work-Specific Eclipse User Settings Files	358
Opening an Eclipse User	361
Upon Entry into Eclipse	361
While Remaining in Eclipse	361
Exporting/Importing Eclipse User Settings	363
Voice File Maintenance	364
Backing Up/Restoring Voice Files	364
Exporting/Importing Voice Files	365
Exporting Voice Files	365
Importing Voice Files	367
Appendix A: Basic Keystrokes	369
Standard Mode	369
Hyperkeys Mode	374
Appendix B: Globaling	377
Globals During Realtime	377
Local Replace Global (Correcting Misrecognitions)	378
Main Dictionary Global	378
Job Dictionary Global	379
Trash Global	379
Globals for Post-Realtime Editing	380
Text Global	380
Summary of Globals	381
Appendix C: Voice+CAT Translation and	301
Conversion Tables	383
Mandatory Dictionary Entries	384
Dictionary Entries for Punctuation	385
Theory Users	385
Non-Ťheory Users	387
Dictionary Entries for Speakers	389
Dictionary Entries for Examination Lines	393
Dictionary Entries for Q&A Markers	394

Dictionary Entries for Examination+Speaker+Question Combinations	394
Dictionary Entries for Indication Markers and Parentheticals	395
Dictionary Entries for Numbers Under 10 as Digits	398
Dictionary Entries for Converting Digits to Spelled-Out Number Forms	398
Dictionary Entry for Inserting a Space Between Numbers	399
Dictionary Entries for Spelling Words and Letters	400
Dictionary Entries for Avoiding Common Homophone Conflicts	401
Dictionary Entries for Soft Expressions	401
Dictionary Entries for Prefixes and Suffixes	402
Dictionary Entries for Pre-Punctuated Phrases	403
Dictionary Entries for Briefs	404
Dictionary Entries for On-the-Fly Translations	406
Dictionary Entries for Formatting and Other Options	407
Dictionary Entries for Deleting Translation Mistakes	408
Appendix D: Voice+CAT Adjustment Options	409
Adjusting Flush Delay Setting for Realtime Translations	409
Adjusting Flush Delay Setting for Realtime Translations Speech Adjustment Options	
, ,	409
Speech Adjustment Options	409
, ,	409 411
Speech Adjustment Options Appendix E: "Boost" Automatic Speech Recognition	409 411 415
Appendix E: "Boost" Automatic Speech Recognition Enhanced "Boost" ASR Capabilities	409 411 415 415
Appendix E: "Boost" Automatic Speech Recognition Enhanced "Boost" ASR Capabilities How to Obtain Boost Service	409 411 415 415 416
Appendix E: "Boost" Automatic Speech Recognition Enhanced "Boost" ASR Capabilities How to Obtain Boost Service Modes: Online and Offline Recommended Equipment	409 411 415 415 416 416
Appendix E: "Boost" Automatic Speech Recognition Enhanced "Boost" ASR Capabilities How to Obtain Boost Service Modes: Online and Offline	409 411 415 416 416 416
Appendix E: "Boost" Automatic Speech Recognition Enhanced "Boost" ASR Capabilities How to Obtain Boost Service Modes: Online and Offline Recommended Equipment Eclipse Settings Adjustments	409 411 415 415 416 416 417
Appendix E: "Boost" Automatic Speech Recognition Enhanced "Boost" ASR Capabilities How to Obtain Boost Service Modes: Online and Offline Recommended Equipment Eclipse Settings Adjustments	409 411 415 415 416 416 417