Eclipse Seminar Courses

Note: Courses may always be customized to your preferences, and I am always willing to teach anything about Eclipse that you would like for your group to learn.

ECLIPSE BASIC AUTOINDEXING – 8 hours

Are you tired of manually creating an index for each job? Are you tired of searching for page numbers and then filling in the blanks on an index template? If so, this course will teach you how to create and run a simple automatic index. This class starts with the basics of paragraphing and works through some indexing concepts. By the end of this class you will have created a basic automatic index.

Note: All attendees must bring their laptops with Eclipse loaded and a working user already set up.

ECLIPSE AUTOINDEXING YOUR WAY – 10 hours

Are you tired of manually creating an index for each job? Are you tired of searching for page numbers and then filling in the blanks on an index template? If so, this hands-on training course will teach you how to create and run an automatic index. This class starts with the basics and works through some intricate indexing. By the end of this class you will have either created a basic automatic index or started, if not finished, creating your personal automatic index.

Note: All attendees must bring their laptops with Eclipse loaded and a working user already set up. Voice writers may bring their equipment if they want to hook any index files to voice commands. Steno writers do not need their steno machine to hook any index files to steno. *Lastly, for those that want to work on creating their own personal automatic index, bring a transcript (ecl file) with the completed index that you would like to create and bring a printed copy of the index page(s) from that transcript.

BASIC EDITING TECHNIQUES – 8 hours

This course covers the basic hyperkeys to start utilizing, basic user and display setting information, understanding existing macros and how to utilize them, creating basic block/autoinclude files with list files, creating invoices in Eclipse, by lines, and easy ways of proofing.

ADVANCED EDITING TECHNIQUES – 8 hours

This course expands on hyperkey usage, teaches creating macros and macro groups, typeover tracking and autoreplacements, paragraphing and importance when outputting transcripts to PDF, and how to output transcripts to PDF or text files.

SPECIAL TECHNIQUES – 8 hours

This course covers Auto Briefs, Autoblock, and some tips on cleaning up the dictionary to improve translation.

DAILIES EVERY DAY – 2 hours

This course covers Connection Magic and how to prepare a team for daily copy.