

## **Eclipse One-on-One Coaching**

If there is something that you want to learn that is not listed below, please contact me.

**ECLIPSE AUTOINDEXING** - I can create your autoindexing for you and train you on utilizing it, or I can teach you how to create your own index. The choice is yours. Each index is tailored specifically to the reporter and their style of working in Eclipse. Work is guaranteed when creating your automatic indexing or it's fixed at no charge.

**BLOCK/AUTOINCLUDE FILES, FROM TITLE PAGES TO CERTIFICATE PAGES** - I can create any block/autoinclude file you need and train you on utilizing it, or I can teach you how to create your own. Again, everything is tailored specifically to the reporter and their style of working in Eclipse.

**SETUP AND GETTING STARTED** - Learn how to get set up and start working in Eclipse, even organizing Eclipse to make it easier to find what you need.

**WORKING WITH NEW FIRMS** - I can set up what your firm wants for your transcript layout, from by lines to margins, or I can teach you how to do it yourself.

**HYPERKEYS AND ADVANCED EDITING TECHNIQUES** - Learn how to utilize hyperkeys and some advanced editing techniques to make transcript production faster.

**CREATING MACROS & UTILIZING TYPEOVER TRACKING** - Learn the dos and don'ts of macro creation and how to utilize the extremely helpful typeover tracking.

**HYPERKEYS AND ADVANCED EDITING TECHNIQUES** - Learn how to utilize hyperkeys and some advanced editing techniques to make transcript production faster.

**USER SETTINGS** - What they are and how to put them to work for you.

**AUTO BRIEF, TRANSLATION MAGIC, and more** - Learn what they are and how to put them to work for you.

## **Eclipse Scopist Training**

If there is something that you want to learn that is not listed below, please contact me.

**WORKING WITH NEW CLIENTS** - Learn creating new users and why, importing/exporting settings, downloading/loading jobs, syncing audio, and deleting/restoring users.

**HYPERKEYS AND ADVANCED EDITING TECHNIQUES** - Learn how to utilize hyperkeys and some advanced editing techniques to make transcript production faster.

**CREATING MACROS & UTILIZING TYPEOVER TRACKING** - Learn the dos and don'ts of macro creation and how to utilize the extremely helpful typeover tracking.