

EclipseVox™ A-Z Basic



THE PROGRAM AND WHO CAN BENEFIT FROM ECLIPSEVOX™ A-Z *Basic*

- EclipseVox™ A-Z *Basic* is a comprehensive training covering the fundamentals of the EclipseVox™ CAT software;
- EclipseVox™ A-Z *Basic* is appropriate for newer users with a general foundation or existing users with minimal to no formal training desiring to gain a better understanding and knowledge of voice recognition and the EclipseVox™ software and how they interface;

WHAT YOU'LL LEARN AND PRE-REQUISITES

- The EclipseVox™ A-Z *Basic* program objective is to provide the trainee with a comprehensive understanding of working with voice-to-text technology as it interfaces with a CAT system. An in-depth look at the basic fundamentals of EclipseVox™ will be covered in order to achieve excellent output results and more efficient transcript production. *See class content included herein.*
- **PRE-REQUISITES**
 - Dragon 15 or higher; EclipseVox™ CAT software (a 90-day free student trial is available)
 - A working knowledge of Dragon Professional speech recognition software and a pre-built voice model established. While the program does work with Dragon as it interfaces with EclipseVox™, this is NOT a Dragon training
 - A solid working knowledge of the Windows environment and intermediate to advanced computer skills. Windows 10 Professional or higher is recommended
 - An understanding of the general features of the EclipseVox™ software to begin a realtime session and produce a transcript and/or completion of the *Get up and Go!* program.

THE DETAILS

- *Length* – The program contains six (6) live sessions of virtual instruction.
- *When* – Sessions are held on Monday evenings beginning at 7 pm EST. Each session is recorded for unlimited reference and playback throughout the program length and for a period of 60 days thereafter.
- *Where* – Via online meeting platform, currently Zoom.

FEES & COSTS

- **\$599.** The cost of the program does NOT include software and/or equipment. Payment in full or 3 monthly payments of \$208 (includes a \$25 convenience fee)

PAYMENT METHODS

Cashier's check, credit card* or PayPal/Venmo/Zelle accepted. (Zelle is preferred).

*A 3.5% fee will be added to all payments via credit card.

Disclaimer: The Vox Academy is not a school and does not accept financial aid of any kind. Payment arrangements are subject to all parties fulfilling their respective duties. Any agreements can be terminated at any time for failure to comply and access to recordings and class content, past and future, will be forfeited.

The Vox Academy does not guarantee employment, job placement, or successful passing of national and/or state skills certification examinations.

Once an application has been completed, submitted, and accepted, the terms and fees are locked in. Up until that time, all information including, but not limited to, costs, fees, and class content is subject to change.

EclipseVox™ A-Z Basic Training Content

Overview of speech recognition and voice profile maintenance best practices.

EclipseVox™ – purpose and objectives. How voice writing theory, SRE and CAT work together. Working with the SRE, vocabulary building and training for recognition accuracy.

Familiarization with EclipseVox Help, support, navigation, toolbars and customization & display elements, file management.

Working with users & settings.

Working with vocabularies and dictionaries. Importing a starter dictionary. Dictionary types and purpose, creating and assigning translation dictionaries, types of dictionary entries, creating, modifying and deleting entries.

Working with audio - Windows/Dragon/Eclipse audio. Identifying audio sources, audio settings and set up, testing and troubleshooting audio issues. Audio playback. Starting a realtime session, practice dictation and reporting procedures.

Document format setup – Working with paragraphs and document settings, creating title pages and templates. Creating block files and working with blanks, list files, and job variables. Working with print commands.

Editing - Using Eclipse editing tools and utilities. Basic keyboard and cursor movements, audio synchronization, basic globaling, and working with Eclipse's artificial intelligence. Working with

Transcript production and delivery.

About Me

I have been in the legal industry since 1987, where I began my legal career as a paralegal. I went on to become a court reporter in 1993. With voice writing schools being few and the need being great, I co-founded the first voice writing court reporting school in South Carolina in 2000.

For close to three decades, I have served the profession as a court reporting firm owner, court reporting instructor, and freelance court reporter. I am a Certified Verbatim Reporter - Master with the National Verbatim Reporters Association, as well as a Certified Court Reporter with the state of Georgia.

I have served in numerous leadership capacities, including President of the SC Court Reporters Association, and I'm a long-standing member of NVRA, SCCRA, and GCRA.

Known as one of the court reporting industry experts and leaders in voice recognition, I conduct private training as well as online webinars and programs. I'm a certified advanced-level EclipseVox™ trainer and frequently speak and present at technology seminars and association conferences.

Eclipse Seminar/Conference/Trainees include:

Advantage Software

Eclipse Software Professionals Network

South Carolina Court Reporters Association

North Carolina Court Reporters Association

Georgia Court Reporters Association

Arkansas Court Reporters

Missouri Court Reporters

Virginia Court Reporters Association

Court Reporting School of South Carolina

The Vox Academy

United States Army

United States Air Force

United States Marine Corps

United States Coast Guard