Additional Services

My Services include one-on-one training as well as group training. I am willing to travel anywhere in the United States.

*While most services are voice writer driven, a lot of the basic Eclipse training and indexing and block file set up is non-method specific.

* Contact me for pricing!

DRAGON PROFESSIONAL INDIVIDUAL 15.3 and higher

 Whether you need to create a new profile or beef up the one you have, we can cater assistance to suit your needs. Just some of the services offered:

- Creating a new profile for use with Eclipse;
- Working with Dragon setting options;
- Setup of SpeechText.dix for document analyzation
- Creation of custom word lists and vocabulary building;
- Dictation technique;
- Dictation critique and helpful hints for optimal recognition
- Profile Builder

 ECLIPSE TRAINING

The level of training for each reporter varies greatly. I offer training in an array of different features. From setting up and getting started to advanced training in auto-indexing.

Eclipse Feature Specific Training and Offered Services

Setup & Getting Started *– We'll get you going by creating a user, working with user settings, setting up microphones and audio recording, installing a beginner dictionary with basic entries, and starting a realtime session.*

Dictionaries – *The guts of Eclipse. We'll delve into the many types of dictionaries available and creating dictionaries and dictionary entries to resolve recognition conflicts and handle output formatting.*

Document Setup & Block Files/Templates – *You'll learn how to setup your master documents, create title pages, certificate pages, and custom parentheticals, among others.*

Editing and Transcript Production – *Explore the wonderful world of hyperkeys and advanced editing techniques to make transcript production quicker and more efficient.*

Automatic Indexing – *One of Eclipse's most notable, time-saving features! Say goodbye to countless hours of indexing those transcripts. Learn how to index your witnesses and exhibits with a few simple keystrokes.*

File Management – *See how Eclipse has streamlined our file management. No more redundant archiving practices. Accomplish your archiving, moving, and copying with just a few clicks of your mouse.*

Other features as requested!

- - - - - - - - - - - - - - - - - - - -

Don't have time in your schedule to learn some of the above features? What if somebody would just set it all up and show you how to utilize it? Fret no more, my friend – I'm happy to do it for you.

If there's something you need done, but don't see it listed here, just ask! I'll make every attempt to meet your needs.

MASTER DOCUMENT SETUP AND BLOCK FILE CREATION

Includes:

- Set up of user settings
- Set up of Master document formatting (*generally a deposition script and trial script*).
- Set up of basic title pages (state & federal), certificate page(s), signature and errata pages, and general parentheticals or header pages.
- Creation of dictionary entries for block files if requested.

AUTOMATIC INDEXING

- Witness indexing for depositions and trials
- Exhibit indexing for depositions and trials

MASTER DOCUMENT SETUP, BLOCK FILE CREATION WITH AUTO INDEXING CODING INCLUDED AND CORRESPONDING DICTIONARY ENTRIES COMBINED