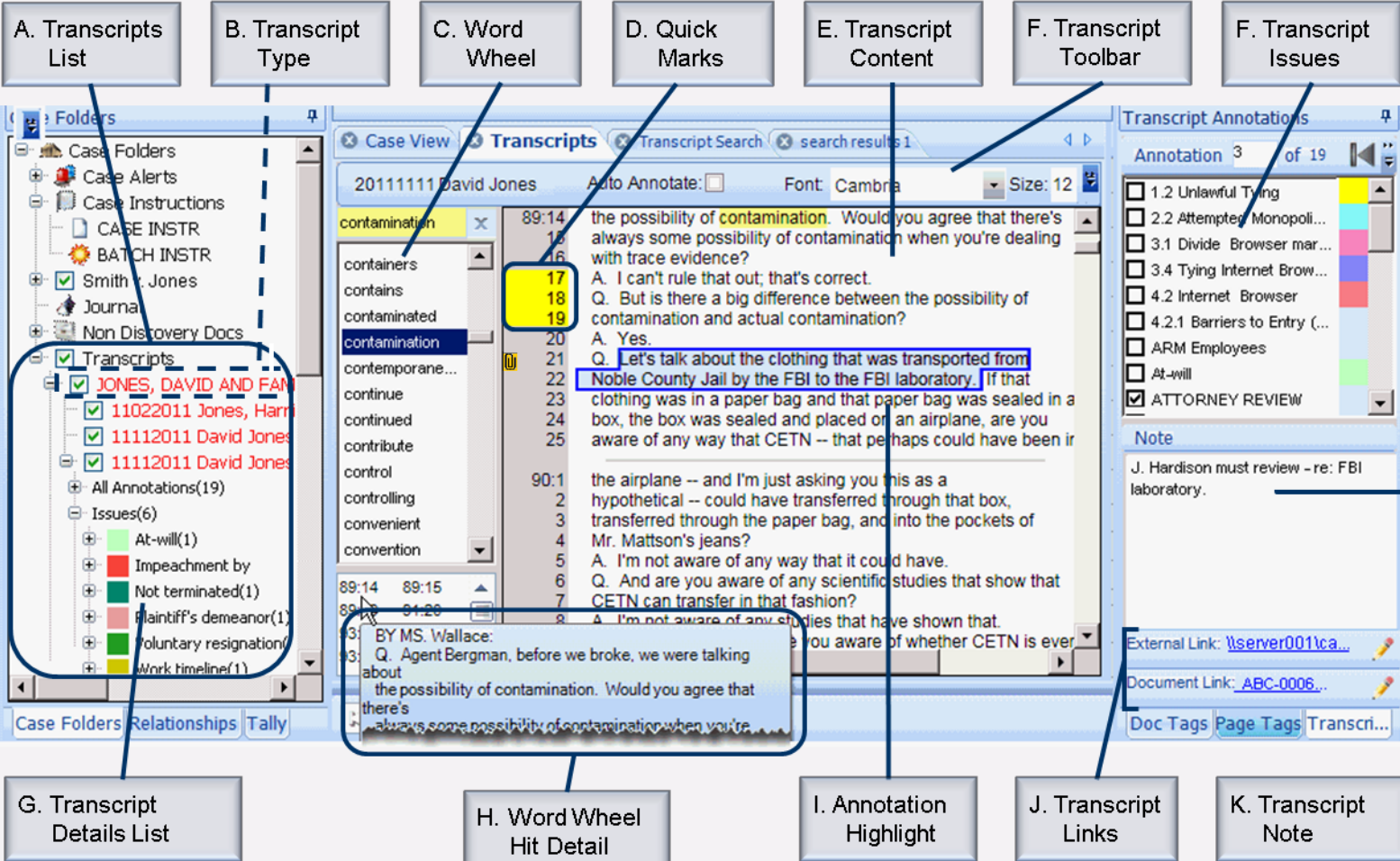


# Eclipse SE® by Ipro 2018.0.0 Transcripts Quick Reference





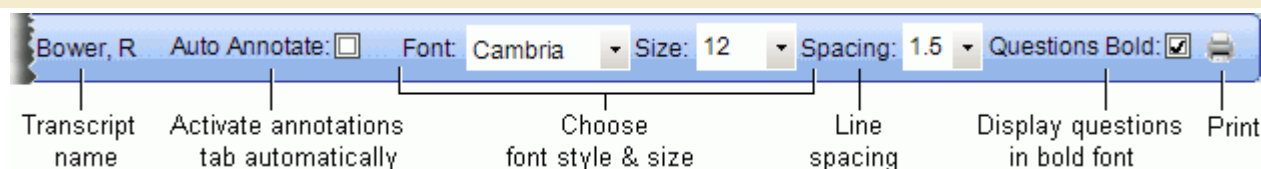
The screenshot displays the Eclipse SE Transcripts interface with various components labeled A through K:

- A. Transcripts List:** A tree view on the left showing the hierarchy of transcripts, including folders like 'Case Alerts', 'Case Instructions', and 'Transcripts'.
- B. Transcript Type:** A filter or selection area for transcript types.
- C. Word Wheel:** A circular menu for navigating through different words or topics.
- D. Quick Marks:** A list of quick marks or annotations.
- E. Transcript Content:** The main text area displaying the transcript content, including timestamps and speaker information.
- F. Transcript Toolbar:** A set of tools for editing and formatting the transcript.
- F. Transcript Issues:** A list of issues or annotations related to the transcript.
- G. Transcript Details List:** A list of details for the selected transcript, including annotations and issues.
- H. Word Wheel Hit Detail:** A detailed view of a word wheel hit.
- I. Annotation Highlight:** A highlight on a specific annotation in the transcript.
- J. Transcript Links:** A list of links related to the transcript, including external and document links.
- K. Transcript Note:** A note or comment related to the transcript.

# Eclipse SE<sup>®</sup> by Ipro 2018.0.0 Transcripts Quick Reference

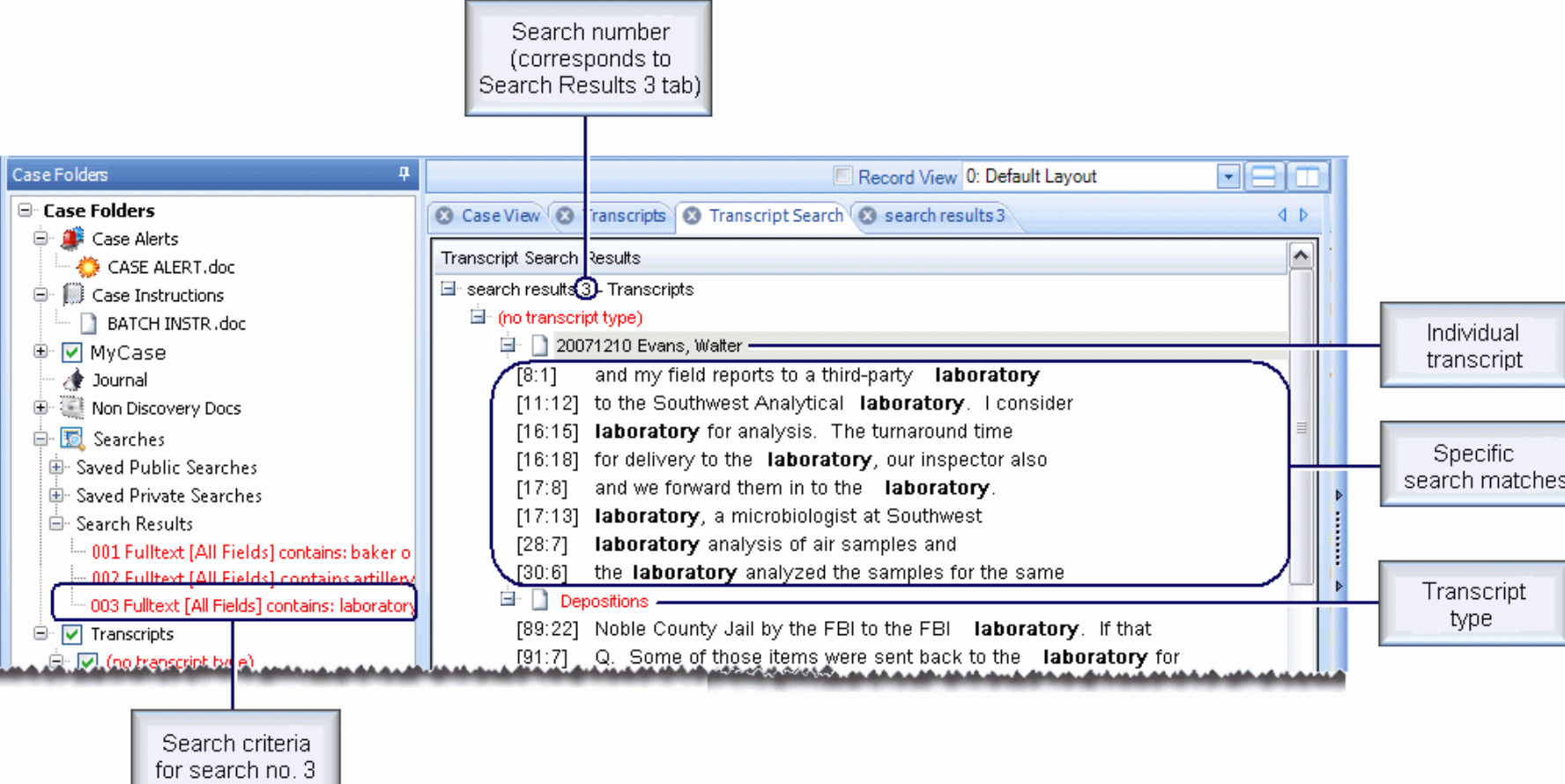
## Eclipse SE Transcript Components

Item	Description
A Transcripts List	If a case includes transcripts, they will be listed at the bottom of the Case Folders tab.
B Transcript Type	The Eclipse SE administrator may organize transcripts into different categories (types).
C Word Wheel	The Word Wheel lists an index of words and numbers in the transcript, along with corresponding details (see item H). Enter a term in the Word Wheel “find” field (which is yellow) to locate the term.
D Quick Marks	Reviewers can click line numbers to highlight them and create “quick marks” – simple place markers in the margin. In addition to providing visual cues, a report summarizing quick marks can be generated.
E Transcript Content	A selected transcript’s text displays in this window. Drag across needed text and right-click to select it for highlighting, annotating, or copying.
F Transcript Toolbar	Use the transcript toolbar to adjust the appearance of the transcript
G Transcript Issues	The Eclipse SE administrator defines transcript issues for each case. Reviewers tag transcript content with needed issues.
H Transcript Details List	Summary of all applied quick marks, highlights, and annotations. Double-click an item in the list to display and select the highlighted content.
I Word Hit Detail	Clicking a term in the Word Wheel displays page/line numbers for all instances of the term. Pointing to a specific entry shows the term in an excerpt in a tooltip. Clicking the entry brings that location to the top of the transcript window.
J Annotation Highlight	Reviewers highlight transcript text for further review and/or to tag it with a specific issue, add a note, or link it to a specific case document.
K Transcript Links	Reviewers use this area to link a transcript to an external and/or a case document. Clicking a document link selects the document in the Case View and related tabs. Clicking an external document link opens the file in its native program. In the transcript margin,  indicates the existence of a link.
L Transcript Note	Reviewers use this area to add needed remarks; maximum note size is 10,000 characters. Transcript notes can be searched. In the transcript margin,  indicates the existence of a note.



# Eclipse SE® by Ipro 2018.0.0 Transcripts Quick Reference

## Eclipse SE Transcript Search Tab



The screenshot shows the Eclipse SE interface with the **Transcript Search** tab active. The interface includes a **Case Folders** pane on the left, a **Transcript Search Results** pane in the center, and a **Record View** pane on the right.

- Search number (corresponds to Search Results 3 tab):** Points to the **search results 3** tab in the **Transcript Search Results** pane.
- Individual transcript:** Points to a specific transcript entry, **20071210 Evans, Walter**.
- Specific search matches:** Points to a highlighted section of text within the transcript: **laboratory**.
- Transcript type:** Points to the **Depositions** section header.
- Search criteria for search no. 3:** Points to the search criteria listed in the **Case Folders** pane: **003 Fulltext [All Fields] contains: laboratory**.



**NOTE:** Transcript-only searches are not included in the **Search Results** list; view current transcript search results on the **Transcript Search** tab and past transcript searches through search history. If **Search Results** tabs are open that also correspond to transcript results, though, double-clicking the search in the **Search Results** list (or clicking a **Search Results** tab) will restore the transcript results on the **Transcript Search** tab for that search.

# Eclipse SE<sup>®</sup> by Ipro 2018.0.0 Transcripts Quick Reference

## Eclipse SE Transcript Keyboard Shortcuts

After opening a transcript, click in the body of the transcript (you may need to select some of the content) and use the following keyboard shortcuts to go to or find specific content:

Shortcut Key	Description
Ctrl+G	Go to a specific page and line.
Ctrl+F	Find a specific term.
F3 key	Find next search result (after starting a search with Ctrl+F).
Shift+F3	Find previous search result (after starting a search with Ctrl+F).