

TO RECORD AUDIO ON STYLUS AND TRANSFER TO ECLIPSE

Technical support would like to thank Lisa Hand for her work on this document

Record Audio on Stylus Machine:

- Plug microphone into steno machine
- Make sure you have a stereo adapter on mic if you need it
- Turn on Mic
- On Stylus – Tap Stylus in toolbar
- Select Options
- Select Audio
- Check Enable Audio
- Hit OK

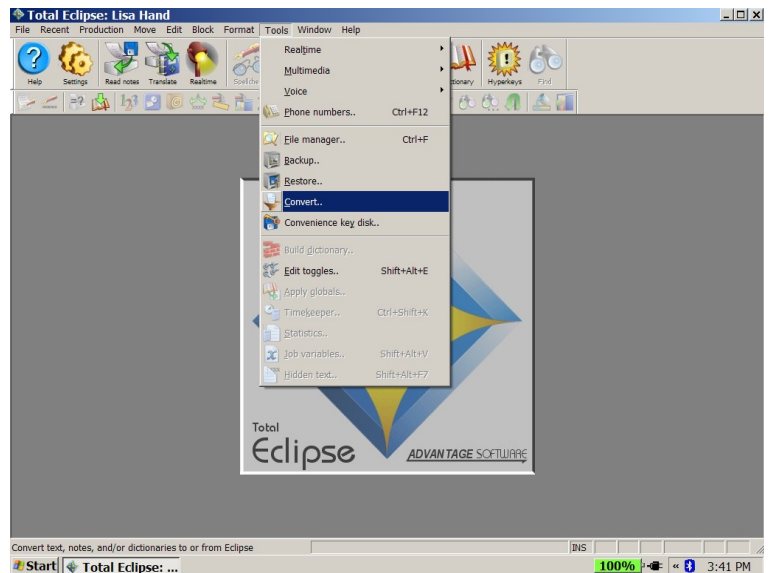
To Transfer Job and Audio from Stylus to Eclipse:

- Take CF Card from Stylus
- Insert Card into Card Reader
- Open StylusSync
- Hit Import Jobs from Card
- Check Text and Audio
- Check Job you want to Import
- Save in - Hit Browse
- Set up path where you want the job to go.
 - Select
 - Program Files
 - Advantage Software
 - Eclipse
 - User
 - (Name of User)
 - Hit Import
 - Close out of StylusSync and remove card from reader and replace in Stylus

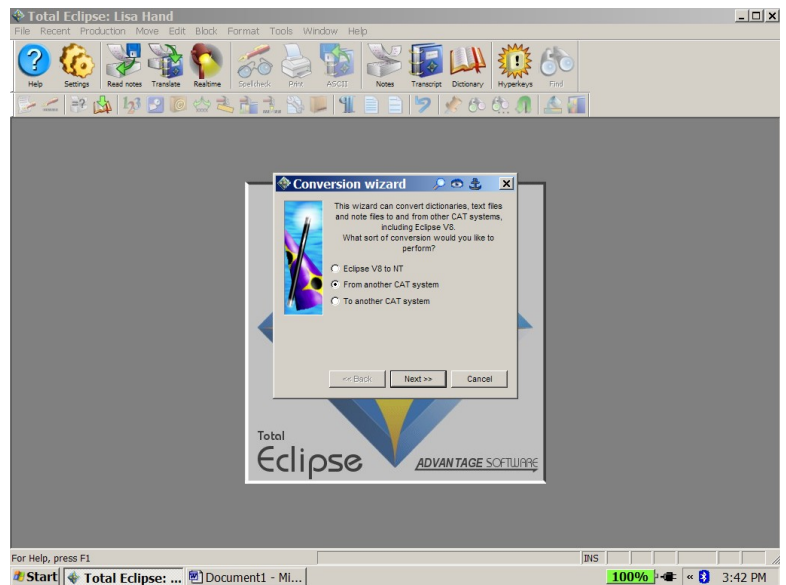
These files will dump into Eclipse as FTN, RTF and WAV files

To Open File and Audio in Eclipse:

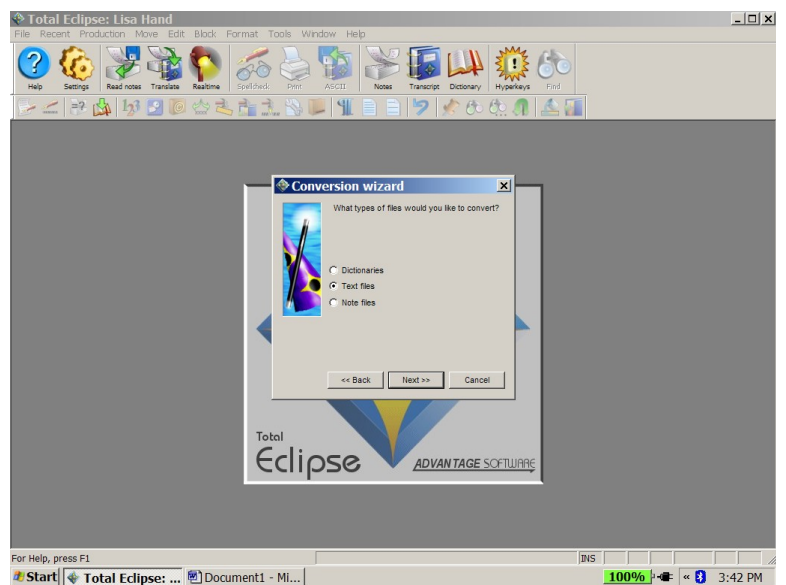
- Open Eclipse
- Hit Tools in top toolbar
- Select Convert



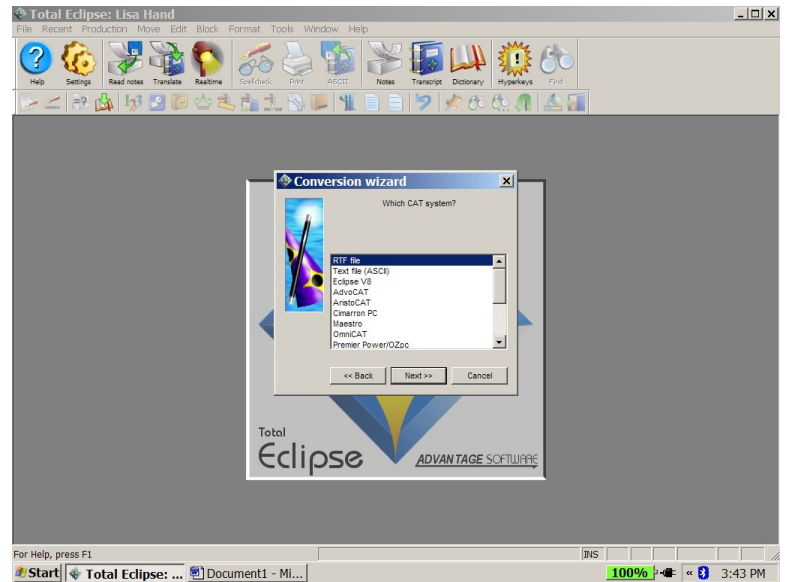
- Select From Another CAT System



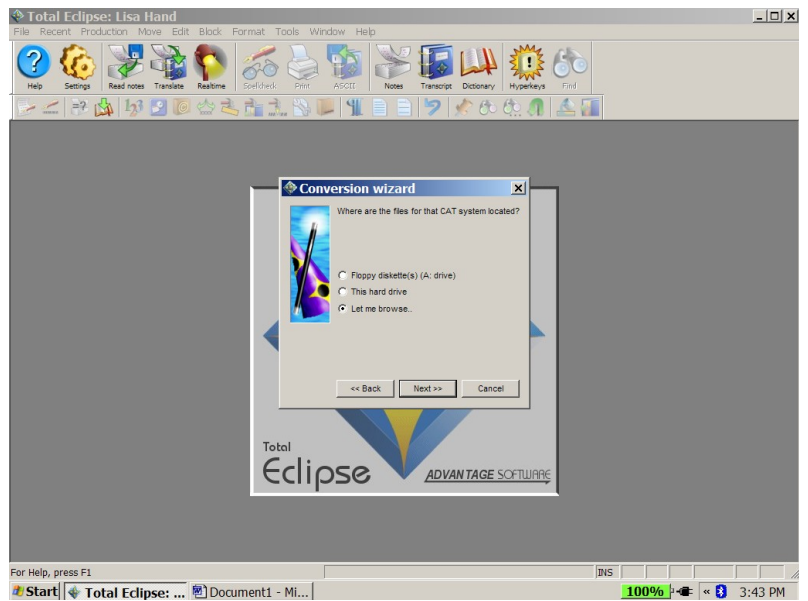
- Select Text



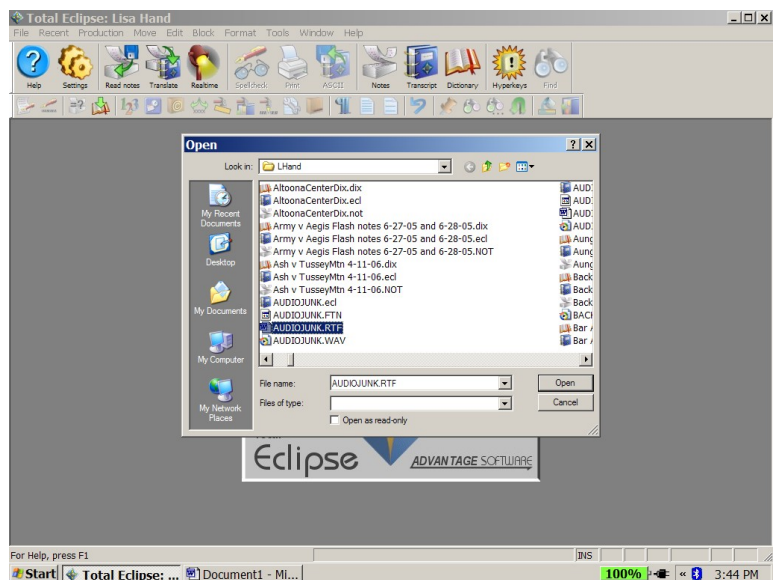
- Select RTF
- Click Next



- Select Let Me Browse
- Click Next
- Select the RTF file within your Eclipse file listing

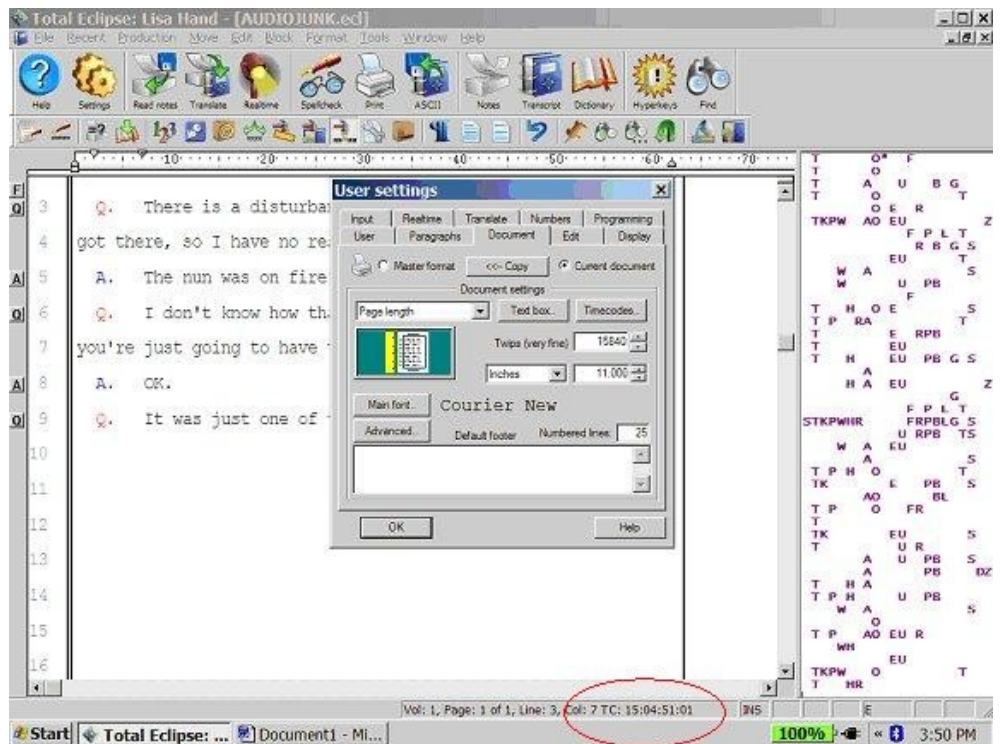


- Click Open
- Click Finish

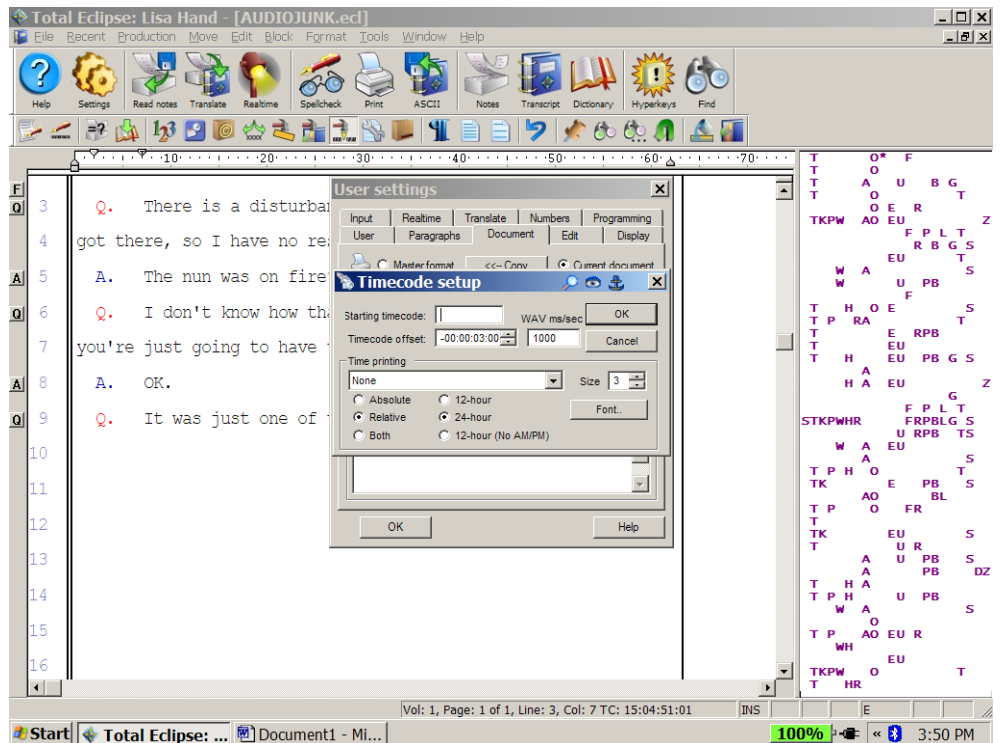


To Get the Audio to Sync Up in Eclipse:

- Go into the Job - put cursor on first word.
- Write down the Timecode from the bottom toolbar (must be in military time, example: 15:47:45:00)



- To Change Timecode in Eclipse to match that of your job
- Hit ALT U
- Select Document
- Select Timecode
- Type in the timecode numbers in the Starting Timecode block
- Hit OK



When you go back into your job the audio should be in sync with the text.