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e-Tips Newsletter

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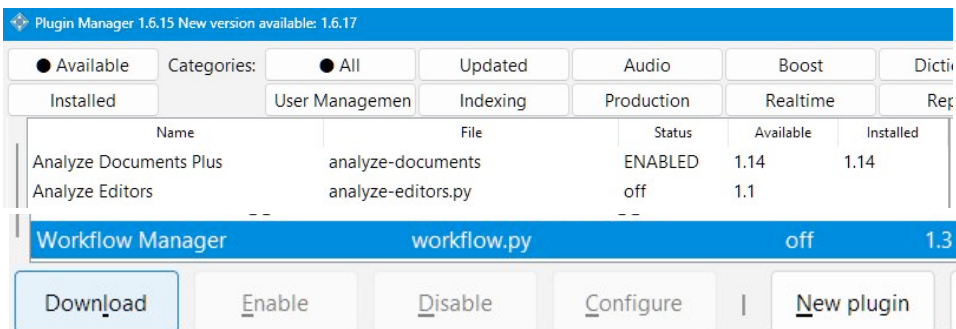


Keith Vincent

Eclipse Version 12: The Workflow Manager

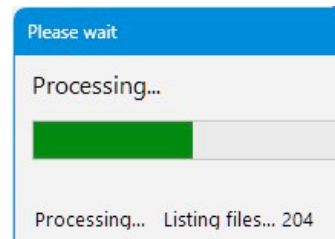
With **Eclipse 12**, a new **“Workflow Manager”** can replace the traditional **“File Manager”**. It’s not just for listing your files; it’s also a great tool for managing Contacts. Here let me describe some of what I show in a new Visualizer created for Eclipse 12.

To take advantage of this new tool, open the **“Plugins”** menu, and select **“Manage plugins”**. An **“Available”** button will let you



find the latest version of the **Workflow Manager plugin**, then **Download** and **Enable**. Use the OK button to restart Eclipse. Then familiar icons and commands like Ctrl+F will open the new Workflow Manager instead of the old File Manager.

The first time you use the Workflow Manager, you should see “Processing.. Listing files.” The Workflow Manager is gathering much more than file names, dates, and sizes. It’s getting info about speakers, job variables, job status, etc. so that this can be shown in the “Details” column at the right edge of the Workflow Manager. Some of this is info that you will have provided through the fill-in-the-blanks process, while other bits are generated automatically by your computer.



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**Video available:
Eclipse Mega-Webinar
Keith Vincent
January 16-17, 2026**

**Friday, 3 hours:
Block Files, Form Fields,
Auto-Indexing
Saturday, 6 hours:
Exploring Eclipse**

Contact Keith at 4kvincent@gmail.com

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Eclipse Dictionary Entries for Punctuation



As an Eclipse trainer, I sometimes come across overly complicated dictionary entries for punctuation, especially when an entry that was created on another CAT system has been literally duplicated in Eclipse. For example, a period might be a combination of a delete space, then a period, then a space or two, then a command to capitalize the next word. Yes, that would work, but **{.}** is the correct way to define a period. It's not only simpler, it's smarter because it's supported by a Metadictionary line that includes permission to delete a comma, etc., avoid a double period, and following typographical practices for various countries, not just the USA.

With that in mind, I thought I'd offer a list of suggestions for punctuation entries.

Period {**.**} Question mark {**?**} Exclamation {**!**}
 Semi-colon {**;**} Colon {**:**} Dash {**--**}
 Hyphen {**-**} Slash {**/**}
 Hyphen and Number conversion {**#N**}{**-**}{**#N**}
 Slash and Number conversion {**#N**}{**/**}{**#N**}
 Keep together (lockspace) {**~**} Delete-space {**^**}

To add prefixes/suffixes to root words, use the **^** symbol. Note: The curly braces surround the entire prefix/suffix if you want Eclipse to adjust spellings intelligently. It makes a difference:

Incorrect: {**^**}ing stopping, createing
 Correct: {**^**ing} stopping, creating

Toggleing behavior is built into some Eclipse punctuation entries, so an entry can be dual-purpose.

Apostrophe s or Apostrophe without s {**'s**}
 Open/close parentheses {**()**}
 Open/closes brackets {**[]**}
 Open/close quotes {**"**}

Of course, you can also have one dictionary entry specifically to open and a different entry to close:

Open parenthesis {**(**} Close parenthesis {**)**}
 Open bracket {**[**} Close bracket {**]**}
 Open quote {**"**} Close quote {**"**}

Here are a few combination entries that I hope you will find helpful because they do not forget to capitalize the next word. For instance, an entry that would insert a period, then a closing quotation mark, and the next word would automatically be capitalized.

Comma, open quote, cap next {**,**"}

Close quote, comma {**"**,}

Period, close quote, cap next {**.**"}

Question mark, close quote, cap next {**?**"}

Exclamation, close quote, cap next {**!**"}

Period, close parentheses, cap next {**.**}

Question mark, close parentheses, cap next {**?**}

Exclamation, close parentheses, cap next {**!**}

Close quote, period, cap next {**"**.

Close quote, question mark, cap next {**"**?

Close quote, exclamation, cap next {**"**!

Conditional or Soft punctuation does NOT insert itself at the start of a sentence or if the same punctuation mark is already present. The syntax here uses the question mark to indicate that the punctuation mark will ask whether it should be inserted or not.

Conditional comma {**,**?

Conditional semi-colon {**;**?

What about italic and other attributes?

Within braces, use **or combine b** for bold, **i** for italics, and **u** for understore. Use **n** to return to normal text.

{**b**}text{n} **Attention**

{**i**}text{n} *Attention*

{**u**}text{n} Attention

{**bi**}text{n} or {**ib**}text{n} **Attention**

{**biu**} or {**iub**} or {**uib**} **Attention**

The Eclipse Workflow Manager

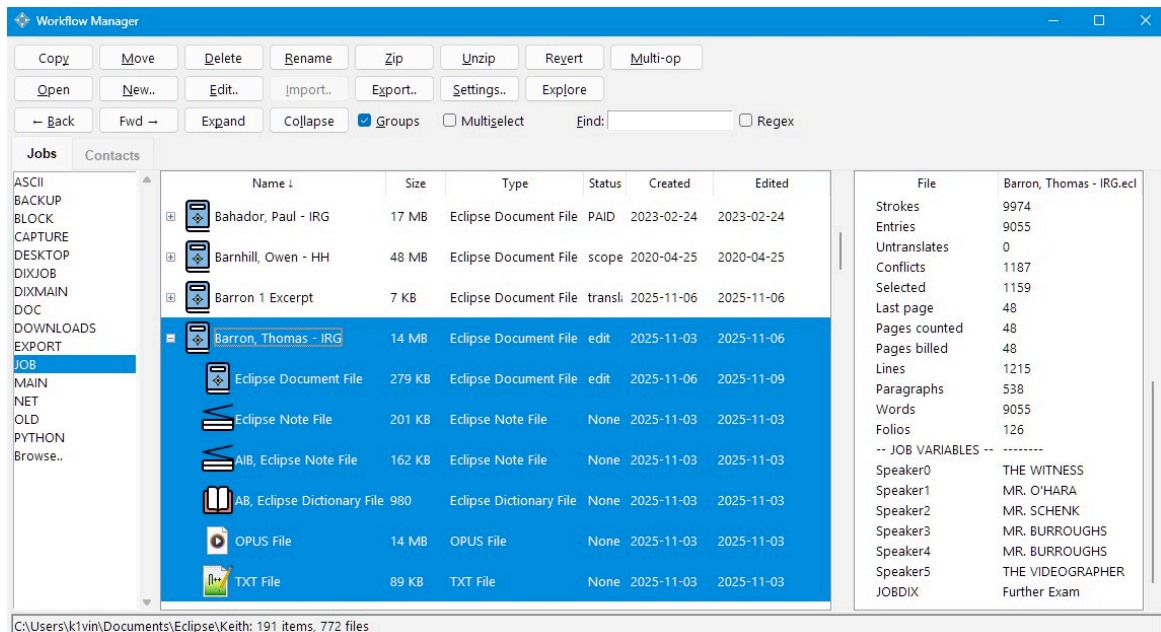
(From page 1)

The old File Manager grouped file names as Jobs. Uncheck “Groups” if you want a listing that’s more like Windows Explorer.

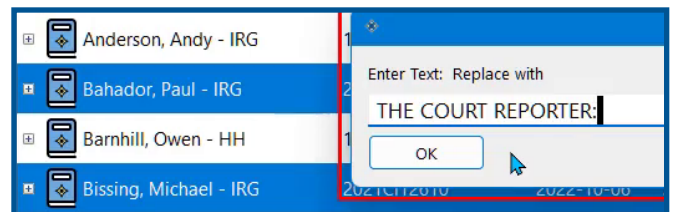
Buttons for “Copy,” etc. are at the top, while the left edge of this window lists locations like your Job folder as well as custom locations. At the far right, I’m showing just a portion of the details for one job.

The new Workflow Manager is amazingly customizable. Use the “Settings” button to change the order of sortable columns such as the “Created” and “Edited” dates, but feel free to delete columns that you find unnecessary or to add custom columns.

For example, the cover page of my transcripts has a “Case” form field. When I use the “fill-in-the-blanks” process, that information is stored among the “Job variables,” so it’s something the Workflow Manager can access to show the case number next to each job name. If I wanted to, I could even sort my jobs by case number. The old File Manager did not offer such customizability.



The Workflow Manager’s “Multi-op” button lets you make changes in multiple files that you’ve selected. Say I want to change a speaker identifier in several files. Instead of “THE REPORTER”, I want



“THE COURT REPORTER” or instead of “THE CHAIRMAN”, I want “THE PRESIDENT”.

In this tip, I’ve only touched on a few of my favorite features in the new Workflow Manager. I invite you to take a look at the relevant Visualizer movie, but keep in mind that plugins are designed to facilitate continuous improvement as user suggestions are honored. I’m confident that a year from now, the Workflow Manager will be even more powerful.

Disclaimer

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