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e-Tips Newsletter

**Eclipse Mega-Webinar
10 hours
Keith Vincent
January 16-17, 2026**

Friday evening: Block Files, Form Fields, Auto-Indexing
7-10 Eastern, 6-9 Central, 4-6 Pacific
Saturday: Exploring Eclipse
3-10 Eastern, 2-9 Central, 12-7 Pacific

Contact Keith for info and registration:
4kvincent@gmail.com or Tel. 281-908-4777

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Keith Vincent

What's New in Eclipse: "Live" Audio Monitoring
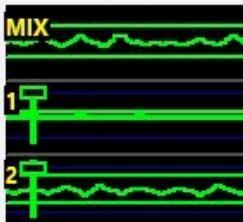
As of December, Eclipse 12 is no longer a beta version but a Release Candidate. Current subscribers to the support/updates program can go to EclipseCat.com to download the full installer, which includes the updated manual, help system, and Visualizer movies.

Eclipse v12 offers a complete overhaul of the audio features, so my last few tips have been about recording and playback. Today's focus is "live" audio monitoring. I find that by using headphones to hear what microphones are picking up, I can write faster and with less fatigue because I don't have to strain to understand what is being said. I wrote about this in e-Tip #38, so "live" monitoring has been important to me for more than 20 years.

On opening Eclipse v12, the audio waveforms in the Info Bar are active and show the system is ready. With headphones on, you can immediately Monitor before you start recording. Is the volume too weak or too strong? Is there a hum or a hiss? You'll know right away, rather than waiting to discover the problem much later when you come to listen to your recording. Even if you are not allowed to record audio, "live" monitoring can help you clearly hear what you need to write.

Among the new Visualizers for Eclipse v12, there's one devoted to audio monitoring. Among other things, it shows **you can slow down the monitoring speed without affecting what is recorded**. This

My New "Secret Weapon" for Flawless Transcripts

WIL WILCOX

You've been staring at a screen for hours, on the final pass of a 200-page realtime feed, praying you didn't miss a "statue" that should be a "statute" or a "principal" that should be a "principle." As court reporters, our standard is perfection, but we are human and fatigue is real.

Recently, I started experimenting with a new workflow to help catch those insidious little errors that slip past the tired human eye. **I've been using Google Gemini as a "last-pass" proofreader**, and the results have been genuinely impressive. I want to share exactly how I do it.

Why use AI? It's not about replacing your scoping or proofreading; it's about redundancy. I use it to catch spelling errors, inconsistent capitalization, stray blank lines and citations. It creates a "punch list" for me to review.

The Golden Rule: ETHICS FIRST. Confidentiality. **NEVER upload a transcript that is under seal, contains sensitive unredacted PII, or is confidential in nature.** AI models learn from data. While enterprise versions have data protections, the rule for us is: If it's not a public record or safe for public eyes, don't put it in an AI. Use this only for public proceedings.

The Workflow

1. Print to PDF: Export your transcript as an ASCII PDF. This ensures the line numbers and formatting stay intact so the AI can reference them.

2. Upload to Gemini: Go to Google Gemini, click the "Plus" icon, and upload your PDF.

3. The "Magic" Prompt: This is the key. You can't just say "check this." You need to give it specific rules (Morrison's Guide, specific error reporting formats, etc.).

How to Add Custom Proofreading Rules

Every case is different. You can teach Gemini to look for specific things by typing additional instructions into the prompt field (the chat box) right after you paste in text.

Samples you can type into the prompt field:

For Case-Specific Spellings: "Double-check that the plaintiff's name is 'Schwarzenegger', not 'Schwarzeneger'."

For Style Preferences: "Flag every instance where I use the word 'okay' and suggest changing it to 'all right'."

For Formatting Checks: "Please check that every examination line begins with 'Q.' or 'A.' and flag any lines that seem to be missing this marker."

For Medical/Technical Terms: "This is a medical case. Ensure 'spondylolisthesis' is always spelled correctly."

Results: It usually takes about 30 seconds for it to read the file. It then spits out a list like:

Page 45, Line 12: "Statue" used instead of "Statute" based on context.

Page 12, Line 4: Speaker "MS. JONES" appears twice consecutively.

COST & FREE TRIALS (Current as of 2026)

I recommend the Gemini Business or Enterprise add-on for Google Workspace because it offers the data protection required for legal work (no model training on your data).

Free Trial: Google currently offers a 30-day free trial for the Gemini for Google Workspace add-on. **After the trial, the cost is approximately $20/month per user (Business) or $30/month per user (Enterprise).**

How to Activate:

1. Log into your Google Workspace Admin Console (admin.google.com).

2. Go to "Billing" > "Get More Services."

3. Look for "Gemini for Google Workspace" and select "Start Free Trial."

Disclosure Regarding AI-Assisted Proofreading:

This tool utilizes Artificial Intelligence (AI) technologies, including Google Gemini, to assist in proofreading and text refinement. By using this tool, you acknowledge and agree to the following:

- **No Guarantee of Verbatim Accuracy**. AI is a generative technology and may inadvertently alter, omit, or "hallucinate" technical terms, proper names, dates, or specific testimony details. It's not a substitute for a certified human proofreader or the original steno record.

- **Mandatory Human-in-the-Loop**: Users are strictly advised to perform a final manual comparison of any AI-suggested changes against the original source audio or notes. We assume no liability for errors or omissions introduced by the AI.

- **Data Privacy & Confidentiality**: Users are solely responsible for ensuring that the transmission of sensitive, sealed, or privileged deposition data to AI platforms complies with their local jurisdiction's privacy laws, HIPAA, and professional ethical obligations.

- **Professional Responsibility**: The use of AI-assisted tools does not absolve the court reporter, attorney, etc. of the duty to ensure the record of proceedings is a true and accurate reflection of the testimony.
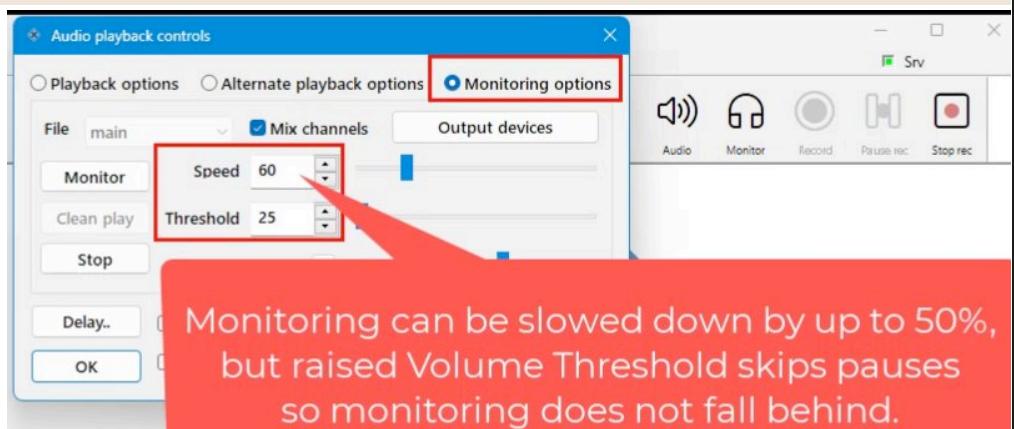
Eclipse v12 – "Live" Audio Monitoring

"time warp" comes from the use of two settings within the "Monitoring options" in the Audio Control Panel.

First, set the speed to something less than 100%. The Visualizer shows the speed dramatically reduced to 60%, but even slowing the monitoring to 95% or 90% could help with fast speech.

Second, to keep from falling behind, raise the Volume Threshold so that the monitoring will tend to skip over pauses. The 25% setting shown here is just an example. Experiment to find what works best for you.

Monitoring can be slowed down by up to 50%, but raised Volume Threshold skips pauses so monitoring does not fall behind.

This has been just a brief description of the monitoring options available in Eclipse v12. The Visualizer has more to show, plus I plan to cover some of this in my January 17th webinar that explores the richness of the Eclipse program. I hope you'll start 2026 by joining me for that class.

Keith's Eclipse Mega-Webinar – January 16-17, 2026

Every two years I offer a **Mega-Webinar that offers 10 hours of Eclipse instruction, even satisfying the Texas requirement for 3 hours devoted to rules/ethics.**

On Friday evening, **January 16th, I'll offer three hours of instruction devoted to using Eclipse block files, form fields, and automatic indexing.** Since there are so many different formats out there, I'll use the Texas Uniform Format Manual as my real-life example, the format that's illustrated in at least a dozen Eclipse Visualizer movies.

Saturday, January 17th, will be seven hours of Exploring Eclipse. This will be an opportunity to share tips for improving translation quality and editing speed. I'll show some of the new features in Eclipse Version 12, but there will be plenty of material that applies to earlier verions. Should be lots of good info for everyone.

The webinar is pre-approved for Texas, but forms are provided that you can use for continuing education purposes with NCRA, NVRA, or your local boards.

You can register for Friday only (.3 CEU), Saturday only (.7 CEU), or both days (1.0 CEUs).

Class Times/Fees:

Friday, January 16: 7-10 pm Eastern, 6-9 pm, Central, 4-7 pm Pacific
Reporters: $100. Scopists: $75. Students: $50

Saturday, January 17: 3-10 pm Eastern, 2-9 pm Central, 12-7 pm Pacific
Reporters: $200. Scopists: $150. Students: $100

Not able to attend the "live" class at the hours shown? Don't worry. **A video recording of the webinar will be sent to all who register for the class.**

For info/registration, contact Keith Vincent at 4kvincent@gmail.com or call 281-908-4777.