

AccuCap Closed Captioning

Addendum to
Total Eclipse^M 4.2 Manual

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AccuCap: CLOSED CAPTIONING ADDENDUM TO TOTAL ECLIPSE^M MANUAL

Closed captioning is the process of adding text (captions) to a live or videotaped broadcast. The captions may be added during live broadcast (realtime), or via scripts that have been set up by the captioner in advance. Realtime captions are created by a steno writer, translated by Total Eclipse^M, sent to an encoder, and finally transmitted to a decoder, which places the text on the video display. Script and realtime text may be combined in the same broadcast. The captioner may be on-site at the television station, off-site at a captioning center, or at home, sending captions via a modem connection.

If you are a court reporter using the Total Eclipse^M CAT system, this addendum will help you become familiar with AccuCap's Closed Captioning functions, which include all of Total Eclipse^M's realtime functions with additional features specific to captioning. You can "practice" the process while you are training to be certified as a captioner, and become familiar with all the features which will help you create captions as accurate as your court transcripts.

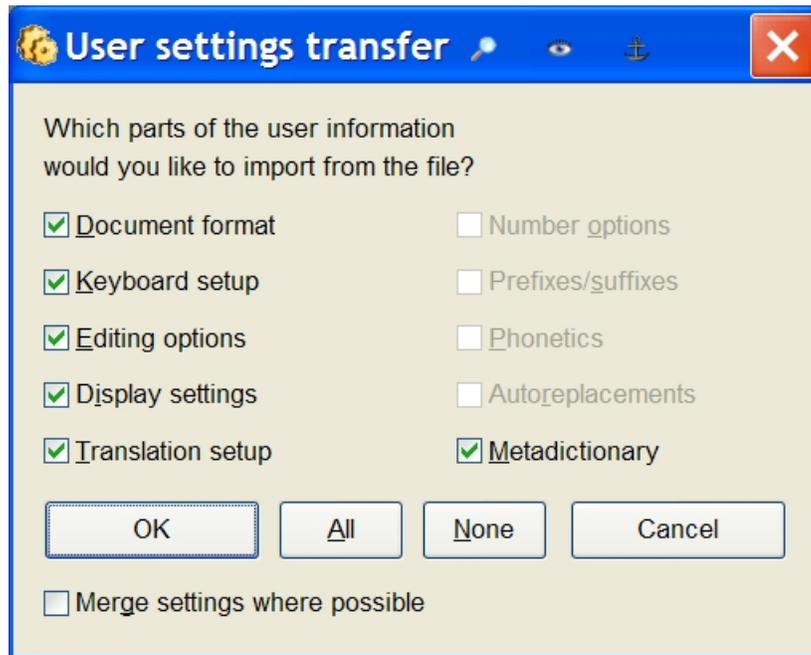
PRECONFIGURING YOUR SYSTEM

Before beginning any closed captioning operations, you can import many of the appropriate default document settings, output settings, display settings, keyboard commands and macros to pre-configure your system for closed captioning.

If you have previously installed Total Eclipse^M and have one or more users configured already, first make a backup of your user files. In Total Eclipse^M choose **T**ools | **B**ackup and backup the User Settings and Main Dictionary for your current User.

Before importing the AccuCap settings, go to **U**ser Settings | **U**ser, click on the button **S**ave Settings, and enter a new name. Click on **O**K, and then enter a new user name. Using a name like "Yourname-CAP" will help you find your captioning user settings on a network or multi-user system.

Go to **U**ser settings | **U**ser | **I**mport settings and select (Open) the "AccuCAP.set" file, which is located in the EclipseNT folder (the default program folder). The **U**ser settings transfer dialog box will open. You can see that only the pertinent settings are available for importing. Import **A**ll of the selected information.



You should download the latest version of Total Eclipse^M from the website, as this will contain the most up-to-date captioning features. It is under **Support and Updates/Updates**. You will need a CR-Net User Name and Password, available to any registered Total Eclipse^M user, to access the **Updates** site. To obtain your User Name and Password, go to <http://www.eclipsecat.com/crnet/index.html> and fill out the application. You will receive your User Name and Password by email from ASI within 24 hours.

Saving User Settings

You can use the **User Settings | User | Export settings** feature to create a settings file after assigning a show-specific position dictionary to one of the 8 dictionary slots. You can set up a specific arrangement of dictionaries under User 1 through User 8 in **User settings | User | Dictionaries** settings. Any dictionaries left blank will be ignored when the settings are imported into the other user, so existing dictionaries in unused slots will be preserved.

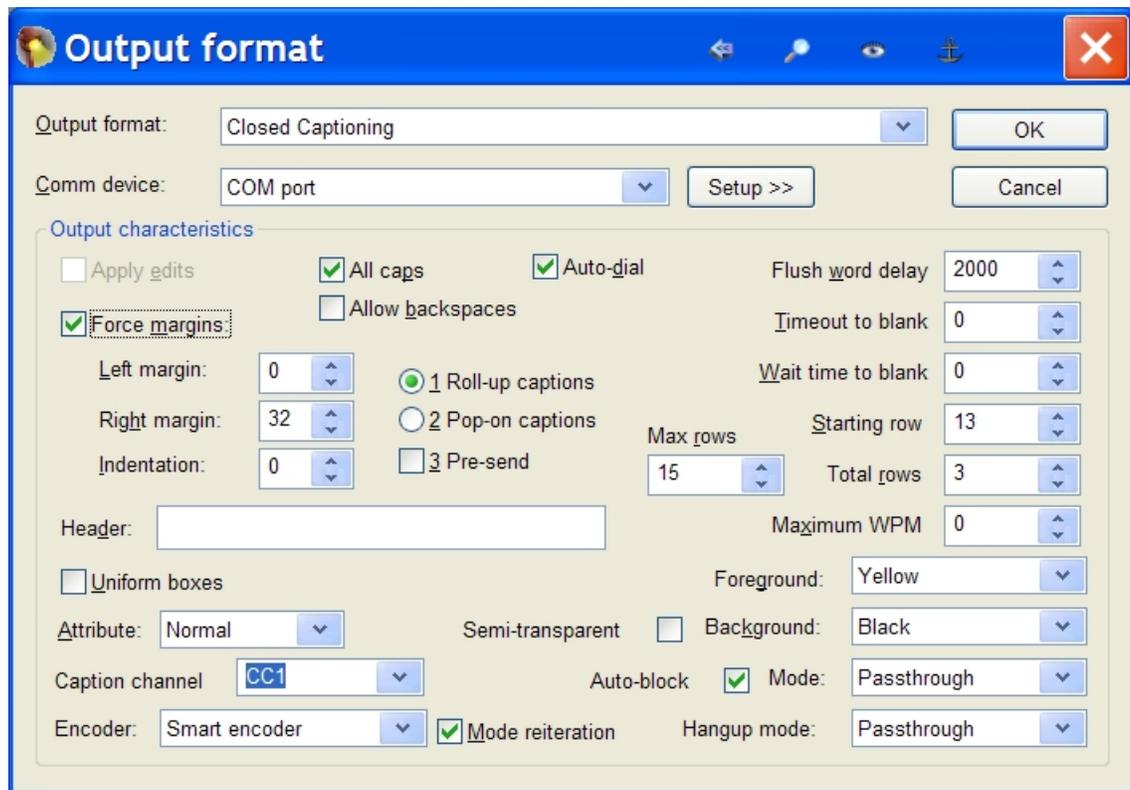
CHECK YOUR INPUT SETTINGS

Go to **User Settings | Input** and select your **Writer** from the drop-down list. Be sure the Com Port for your writer is selected, and check the **Setup**. The correct **Baud rate** for your writer will be selected automatically. The other default settings are **Parity** none, **Data bits** 8, and **Stop bits** 1, which will work for most writers.

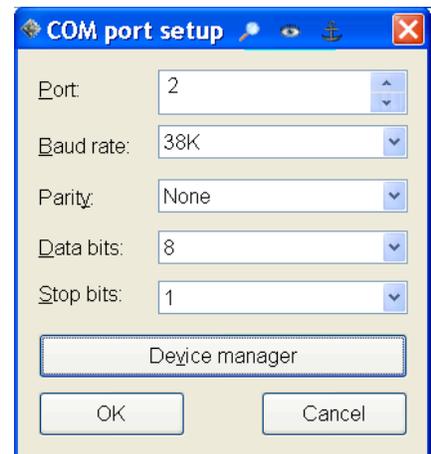
The remaining settings in the **User Settings | Input** tab can be left in the default configuration.

SETTING UP THE OUTPUT

1. Go to **User settings** and select the **Realtime** tab.
2. If there is already a “Closed Captioning” output selection under the **Output formats**, click on it and hit the **Change** button. Otherwise, hit the **Add** button and select “Closed captioning” as the output format. In either case, the **Output format** dialog box opens.



3. Make sure that **Com port** is selected from the dropdown list. To configure the port, click the **Setup>>** button to the right of that.
4. Select the **Port** and **Baud rate** appropriate for your captioning device. The default settings are **Baud rate** of 1200, **Parity** none, **Data bits** 8, and **Stop bits** 1, which will work for most encoders.



5. If you wish to dial up the closed captioning device using your modem, select your **Modem** from the **Comm device:** dropdown list, and use the **Setup** button to configure the modem settings.
6. If you want to send the same data to two modems, you can set up separate outputs with identical values, but with different modems selected from the **Comm device:** dropdown list.

To determine which Com port is associated with your modem,

- Click on the Windows **Start** button.
- Go to **Settings | Control Panel**.
- Double-click on **Modem** or **Phone and Modem Options**.
- Choose the **Modems** folder tab, and each modem will be listed along with its Com Port.

NOTE: You have now completed the minimum setup you need in order to begin Closed Captioning. Additional settings, like those to control the way the captions appear onscreen, are preferences you can adjust at any time. Before beginning a session, refer to Appendix A, page 31, for dictionary entries you will need to include in your dictionary before captioning.

ADDITIONAL OUTPUT OPTIONS

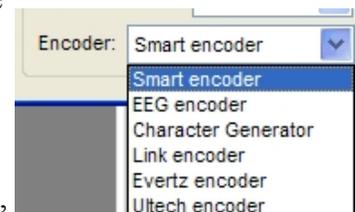
In the **Output format** dialog box, you can set up the output characteristics to conform to your preferences. In addition to setting your preferences here, many of these features can be adjusted as you write, using hot-keys, macros and dictionary entries.

- **All caps:** Sets the output to appear entirely in upper-case letters. Closed captions are nearly always in all caps. You will be able to set up dictionary entries for exceptions, like the lower-case c in names like "McTAVISH." The default is on (checked).
- **Auto-dial:** When this checkbox is on, the dialing dialog will appear automatically if you have a modem selected as your output device. If it is off, the realtime will start without dialing the modem and you will be required to dial manually using the "Phone numbers" dialog when you are ready to connect.
- **Allow backspaces:** Leave this option off if you do NOT wish to allow backspace characters to back up over existing text. Backspacing over characters in captions is extremely slow and disconcerting to the viewer. Note that you can still delete *one word* in realtime even if this option is turned off. If your flush word delay (see below) is set correctly, the errors you correct will not appear onscreen.
- Note: if you have closed captioning as your primary (first) output type and you have "Allow backspaces" turned off, if you hit the {DELETE} stroke and it's too late to delete the word written, the

{DELETE} stroke will do nothing. In other words, you will no longer run into situations where the software deletes the word from the editing screen and leaves it on the captioning screen—if it can't be removed from the captioning screen, it won't be removed from the editing screen, either.

- **Uniform boxes:** Adds black opaque spaces to the end of each closed caption line, making each line of the captioning display the same length. The default is off.
- **Force margins:** If you are using multiple, different realtime display/output methods, this function can force each separate output format to use a specific set of margins, regardless of the current paragraph format. When this option is off (the default setting), the text on the display conforms to the paragraph margins set in **User Settings | Paragraph**. When this option is on, the Eclipse screen will not change, but the output format will change, so that each paragraph will follow the margins specified in the output setup. This allows you to write a normal 54-column court reporting document, for example, while still outputting to a 32-column display. For more information on paragraph formatting and captioning, see the section on **Formatting transcripts** in the Total Eclipse^M Manual.
- **Flush word delay:** The amount of time (in milliseconds—for example, 2000 milliseconds=2 seconds) the system will wait before transmitting the very last word written to the captioning display. Each word will wait until the following space is transmitted before it is displayed. Setting this to zero turns the option off, and the system will not wait at all. You can set this delay so that you will have the opportunity to delete a word the viewer has not yet seen.
 - Note that a space will force out the previous word, so this is only an issue for the very last word.
 - This option allows you to delete the last word before it displays.
 - This feature also allows you to add suffixes to a word before it displays so that it can word-wrap to the next line if it needs to.
- **Timeout to blank:** The amount of time (in milliseconds) the system will wait before blanking the display automatically. Setting this to zero turns the option off, and causes the system to wait indefinitely.
- **Wait time to blank:** The amount of time (in milliseconds) the system will wait after you send a "blank" stroke before the screen blanks. Set this to zero if you want the screen to blank immediately upon receipt of the blank command.
- **Starting row:** The starting row number (1-15) of the closed captions. There are 15 rows total on a captioning display. The minimum number of rows to display is 2. The rows are numbered from the top down, so a starting row number of 1 positions the captions at the top of the screen, while a starting row number of 12, 13, or 14 places them at the bottom.

- **Total rows:** The total number of rows of closed captions. The minimum number of rows is 2; the maximum is 4.
- **Maximum rows:** Maximum lines in the current output format. This setting determines the number of lines on the current format's captioning display. For example, Line-21 captioning has a maximum of 15 lines on the screen. TeleText output has 20. To allow the captioning preview window to simulate an LED display, you could set this value to 3 or 4. If this value is set to a small number, the status display showing the current position, passthrough mode, etc., will be omitted.
- **Maximum WPM:** This option sets a maximum speed that words are allowed to display on the screen. If the written rate goes too high, this option will begin intentionally pausing slightly between each word displayed. When the written rate slows down, the display will continue and will catch up with the captioner.
- **Mode:** This determines the mode the encoder is placed into prior to captioning ("passthrough" or "block"). "Block" mode stops incoming or existing captions and allows your captions to be displayed. "Passthrough" mode allow other captions (for example, those for a closed-captioned commercial) to go through. You can leave this set to "Passthrough" if you turn on the "Auto-Block" mode (see below).
- **Hangup mode:** This determines the mode the encoder will be placed into when the captioning session is completed ("passthrough" or "block"). Setting the **Hangup mode** to "Passthrough" avoids the problem of hanging up but continuing to block encoder output.
- **Attribute:** Sets the text to default to Normal, Underlined, Italics or Bold (flashing). Italics are generally used to indicate a narrator is speaking. If captioning a narrated program, rather than using this option, you may want to set up a separate paragraph type for a narrator with the default font set to italics.
- **Semi-transparent background:** Some decoders support a background that is semi-transparent, allowing the viewer to see partially through the captions. The default is off.
- **Foreground:** Some decoders support a range of colors for the captions. The default is white, as captions are usually sent as white letters on a black background.
- **Background:** Some decoders support a range of colors for the background of the captions. The default is black.
- **Caption Channel:** Allows closed captioning output for foreign-language captions. The choices are CC1 through CC4 and Text1 through Text4. Note that alternate language captions are done on CC3 (not CC2).
- **Encoder:** The default setting is "Smart Encoder" which will work for most encoders. If your encoder does not work with the standard ("Smart encoder") setting,



there are additional options including the Ultech encoder and Link encoder.

- **Auto-block:** This option automatically puts the encoder in “block” mode (blocking any pre-existing captions) when any realtime text is transmitted. As soon as you begin sending captions, the system will override the Passthrough mode, if it is active, and send your captions to the display. You can check this box and leave it checked to be sure your captions will go through when you send them. Note that if you run the macro to suspend output (for example, if you want to work on your dictionary during a break), it will override the Auto-block feature.
- **Mode reiteration:** Turning this feature on will send the "Block mode" command at the beginning of every line so that the program will continuously make sure that it's in the correct mode to send captions, in case the encoder gets tweaked. Some encoders don't like this, so if you are getting garbage characters at the beginnings or ends of lines, try turning this feature off.
- **Caption style: Pop-on or Roll-up:** Normally, realtime captions would be roll-up. Roll-up captions appear on the screen a word at a time (in realtime), or a line at a time (when sending scripts). With Pop-on captions an entire paragraph appears at once (up to four lines). The pop-on caption style is typically used for opening or closing credits in realtime.
 - Pop-on captions support colors, and can format according to alignment settings (left-flush, centered, right-flush).
 - If you display a pop-up caption or credit, once you begin writing on the writer, the scripts will return to roll-up mode in their original position, even in scripts, so further scripted captions will roll-up instead of popping on.
 - After sending a pop-up credit, the cursor will move to the beginning of the next paragraph, skipping any script commands, if applicable.
 - **Pre-send:** Used with pop-on captions, this option allows you to pre-send a caption before sending the command to display it. The encoding/decoding process is very slow, and pre-sending a caption allows it to go through in the background, and appear all at once when you press the "send" command for the next caption.

Teletext output format

Another option for closed captioning is Teletext, used primarily in the United Kingdom. Teletext has many of the same features as closed captioning. Total Eclipse^M will display as many rows as will fit on the Teletext screen.

For Teletext users, the **Caption channel** is an editable combo box in which you can type the desired page, such as 800, 801, 888, etc. Setting the page number to 999 turns the encoder off, which is equivalent to going into

passthrough mode on a U.S. encoder. The passthrough and block commands in the software set the page number to 999 or to the desired transmission page number as appropriate.

If you set the Teletext output to "pop-on" mode, it will pop text when starting a new paragraph, creating offline pop-on captions like those used in Teletext systems in the UK. In order to activate this mode, set the **User settings | Realtime | Output | Mode** to **2 Pop-on captions** instead of roll-up. When you write a new paragraph stroke, the previous paragraph will be sent to the captioning display immediately. The position will be determined, and limited, by the starting row and total row settings. It will always display at the bottom of the range, and will never display more rows than specified, so if you write too large of a paragraph, part of it will be omitted.

For example, if you have your settings to start at row 14 and have 2 lines of captions, a one-line caption will appear on line 15. A two-line caption will appear on lines 14 and 15.

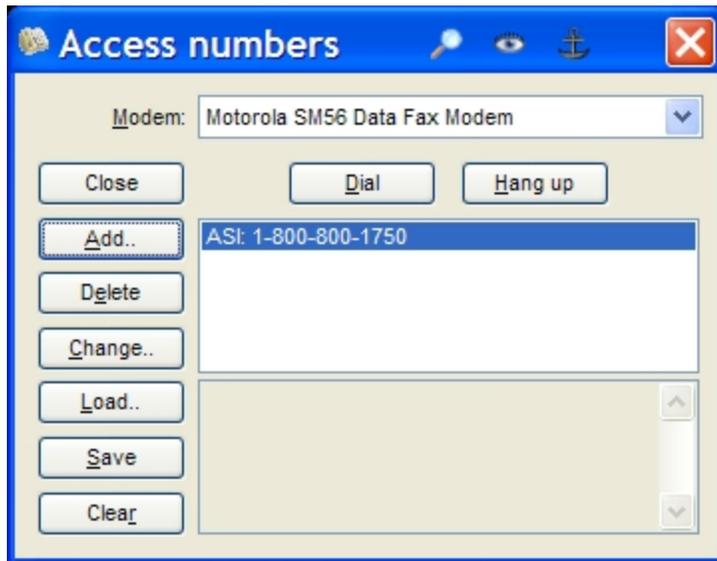
You can break your lines manually, but if you don't break the line manually, the software will automatically break it as soon as the line reaches the maximum number indicated by the **User settings | Realtime | Output | Lines of captioning**. The break will attempt to find a logical place to break the line, preferring to break just after a comma or semicolon or just before a conjunction. If it is unable to find any of those indicators, it will simply break at the end of the line.

SETTING UP PHONE BOOKS

You can set up one or more phone books which will contain the phone numbers your modem will dial in to for you to transmit captions to the station. Correct configuration and reliable connections are critical to the process of sending captions, so plan to allow sufficient time in advance to establish your connection and do a "dry run." If this is a new connection, or you have installed a new modem, make an appointment with the TV station technical personnel, and with ASI support, to do a dry run and be sure your captions are getting through.

To manage your phone books:

- Select the **T**ools menu | **P**hone numbers (Ctrl+F12). The **A**ccess **n**umbers dialog box will open.
- Use the **A**dd button to add as many phone numbers as you like to one phone book. Use the format "Description:number" to type in the item. Everything after the colon will be sent directly to the modem during dialing, so you can use constructions like Channel 12, WCAP: 9,555-1234.



- Use the **Delete** button to remove phone numbers and the **Change** button to edit them.
- Use the **Clear** button on the phone book to clear it out if you wish to start a whole new phone book from scratch. Note that this does NOT erase the file unless you then hit the **Save** button.
- Once you have set up a phone book, use the **Save** button to save it. If you make changes to the phone book, you will be reminded to save it when you close it.
- You can have as many different phone books as you like and use the **Load** button to retrieve them. The system remembers the last phone book you had open and will automatically retrieve it the next time you run the program.
- You can re-order phone numbers in the list using the **Ctrl+↑** and **Ctrl+↓** keys.

STARTING A CAPTIONING SESSION

1. Follow the instructions for setting up input options and starting a realtime job in the **Realtime** Section of the Total Eclipse^M manual.
2. If you have selected the modem as the output port, the **Phone list** dialog box will open.
3. If you have more than one modem setup, there is a **Modem** drop-down list at the top of the dialog box so that you can select which modem you will be dialing or hanging up. If you have auto-dial turned on for each of your outputs, then the phone number dialog will appear once for each output that should be auto-dialed when you first start realtime.
4. Select the phone number you wish to dial and press the **Dial** button or double-click the phone number to dial it. Once connected, it will operate exactly as if you were connected directly to the closed captioning device.
5. If the **modem connection drops** during a session, the dialing dialog will appear automatically and will begin dialing to attempt to reconnect. This requires no intervention by the user unless a problem occurs during redialing. It is not necessary to constantly monitor your modem connection; AccuCap is monitoring the modem connection for you. An **M** will appear on the status bar to indicate you are connected.
 - a) Note that the auto-redial function in Eclipse will not auto-redial until all of the modems have failed. If both modems fail, it will attempt to redial the first one.
6. If you do not wish to dial the encoder when you first start up a realtime session, you do not need to do so. You can **escape** from the dialing dialog when starting translation, and at any point in the future, you may bring up the phone dialog and issue the dialing command by pressing the **dial** button.
7. In addition, it is also possible to bring up the phone dialog and use the **Hang up** button to hang up the connection. You can hang up and redial as often as desired without having to stop and restart translation.

NOTE: If you have trouble getting the modem to connect, try a different baud rate and/or try setting a maximum baud rate for the modem in the device driver. In testing, for example, an old 2400 baud modem simply wouldn't communicate at 1200 baud unless the device driver was set to a maximum of 1200.

To set the baud rate for your device driver, go to Windows **Start | Settings | Control Panel** and double click the modem icon. In the **Properties** tab, select the drop-down list under **Maximum Speed**, and select the baud rate of 1200.

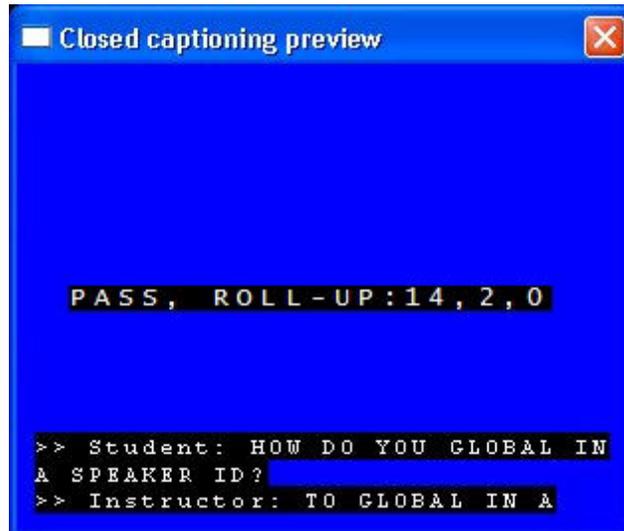
8. You may stop a session by using the **Stop translation** function on the **Production** menu. Note that if you are using a modem for the connection to the encoder, it will hang up the modem when it stops translation.

The **Closed captioning preview** window will open when you start a captioning job. In it you will see a sample of what the closed captioning output will look like, with blue screen substituted for the actual video signal.

You can change the color of the preview window, by going to **User Settings | Display | Color selections** and select **Captioning preview window** from the drop-down list. You can choose any color for the background and the foreground.

The preview window supports changes in position, number of lines, underlining, bold, italics and color changes, and will fit the font exactly by stretching. You can resize and reposition the preview window, and it will remember its size and position for the next session.

A status indicator will appear in the middle of the captioning screen, showing pass/block and roll-up/pop-on modes as well as starting row and total rows and starting column (if applicable).



If you close it, you can open it again by selecting the **Window** menu | **View Toggles | Closed captioning preview** item. If you have dialed a remote encoder, the description and phone number will appear at the top of the preview window to remind you at all times to whom you are connected. (The number will be removed after the line hangs up.)

If the encoder responds, you will get an "(Encoder responding)" message, and if the encoder doesn't respond, you won't get a message, because many closed captioning encoders don't respond even when they're working correctly.

The preview window will appear and allow you to experiment with closed captioning functions even with the regular Total Eclipse^M software. The actual output to encoder hardware, however, will be disabled unless you have purchased the AccuCap key upgrade.

If you have the student or school version of Total Eclipse^M, you will be able to communicate with encoders. However, every 20 lines or so, a flashing message, which says “(AccuCap Trial version),” will appear on the closed captioning display. Note that this message does NOT appear on the preview window, so students will still be able to see exactly what their captions would look like if they had the full version of the software.

When you install AccuCap, a special font will install as "Captioning Font" which will be used automatically by the closed captioning preview window. This font shows actual musical notes in place of the paragraph symbol and also has abbreviated lowercase letters with no ascenders or descenders. This font is designed to simulate as closely as possible what the home viewer is seeing.

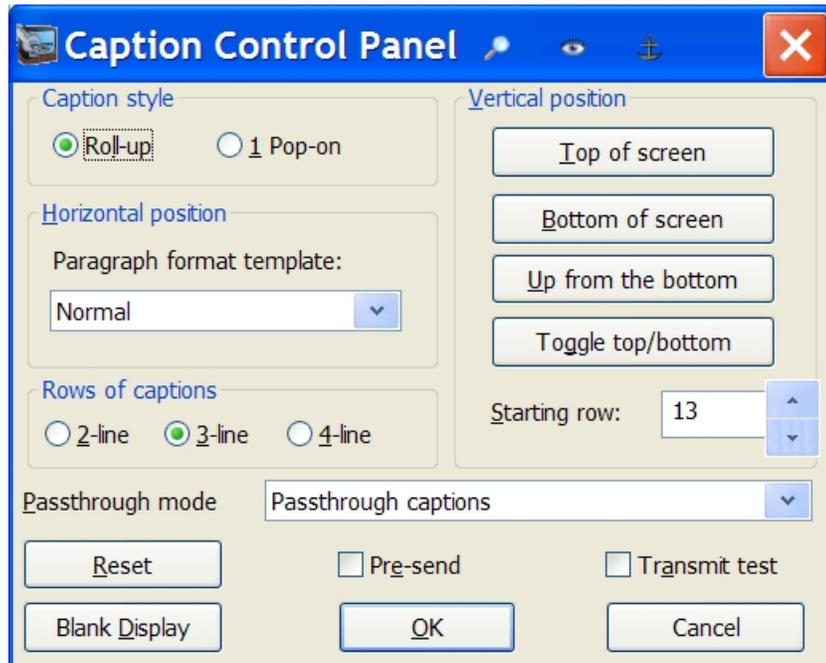
It is unnecessary to install the captioning font in Windows. The install program for Total Eclipse^M will put the captioning font in the program folder and you won't even need to know it's there to get the musical notes, etc. If you wish to install this font in Windows for use in other programs, you may do so by using the **Start | Settings | Control panel | Fonts** function and use **File | Install new font** to install it. The font file name is CAPON.TTF and is found in the EclipseNT folder.

CONTROLLING THE OUTPUT

To perform operations such as positioning the captions manually, use the **Tools** menu | **Realtime | Control panel (Shift+Alt+P)**. This will bring up the **Caption Control Panel** dialog box. Changes made here affect the current position of the captions. Changes you make in **User Settings** will take effect when you next begin a job, but will not affect the current captioning job.

The **Caption Control Panel** dialog box contains options to:

- Select the **V**ertical position by
 - choosing the **S**tarting row and the number of **R**ows of captions or:
 - using one of the preset buttons for **T**op of screen, **B**ottom of screen, **U**p from the bottom (captions moved up to row 12). There is also a button to toggle back and forth between the top and the bottom, (**T**oggle top/bottom) allowing the user to use the same command for both.
- You can also force a paragraph type change (thus changing the horizontal position) by choosing a different paragraph format from the **Paragraph format template** drop down list. You can choose from any of the Paragraph formats set up in **User Settings | Paragraph | Paragraph Settings**. See **Appendix A: Dictionary Entries...**, page 31, for commonly used dictionary entries that change the horizontal position of the captions.
- Choose your **P**assthrough mode from the drop-down list, selecting “passthrough captions” (where existing captions on the video signal are allowed to pass through to the viewer) or “block captions” (where



existing captions are blocked and AccuCap provides the captions instead). For example, you would set the encoder to “passthrough captions” during commercials and “block captions” when writing.

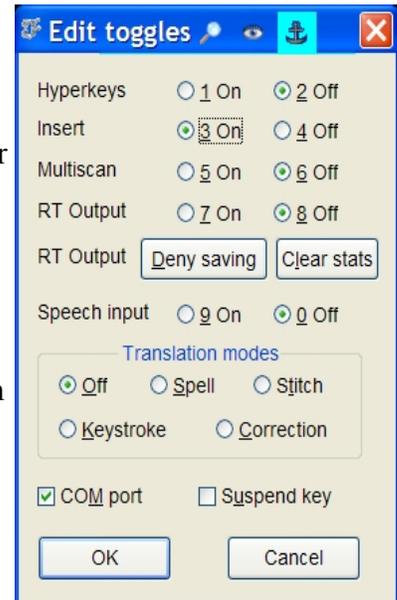
- The **Reset** button on this control panel will reset the closed captioning encoder during a captioning session. This is sometimes necessary if an encoder is behaving erratically, which can sometimes happen as a result of an unreliable modem connection or because of commands that were issued to the encoder from another source.
- Checking the **Transmit test** checkbox will continuously transmit data to the captioning output using the current WPM rate as a guide. If you have the WPM rate set to zero (disabling the WPM limiter), it will default to 160 WPM. If you are using a script file, the script will jump to the top when complete, transmitting repeatedly until the test it stopped.
- Other selections on this dialog allow you to select **Caption style**, choosing between **Pop-on** captions and **Roll-up** captions, and to enable the **Pre-send** function for the pop-on captions.

Suspending the Output

You may want to suspend output to the encoder temporarily, during a commercial break, for example, in order to practice some words or enter some new words and global them.

To do so, use the **Tools** menu | **Edit toggles** (or **Shift+Alt+E**) and turn the **RT output** setting to **Off (Alt+8)**. In order to remind you to turn the output back on before resuming captioning, a large "X" in the Foreground color will appear on the preview screen.

You can use **F4** to toggle the suspend on and off.



MACROS TO POSITION CAPTIONS ON THE FLY:

A series of macros has been created which will make the process of positioning captions on the fly much faster. To create your macros, see the section on Hyperkeys, Macros, and Keyboard Shortcuts in the Total Eclipse^M Manual. Note that to simplify writing macros that use the positioning dialog (the **Caption Control Panel, (Shift+Alt+P)**), the **OK** button has a speed key (**Alt+O**).

The following are the Realtime macros that control caption position and display modes.

Alt+F **Change Paragraph** **(Hyperkey F)**

This macro opens a dialog box with a list of paragraph types which apply to captions. You can highlight the type you want to apply to the current paragraph and press **Enter** to select it, or simply type the number to the left of each choice (eg., typing **4** selects the "Right 1" type) or type the initial letter (**C** or **N**).



- The "Left 1" Paragraph type has a left margin of 0, and a right margin of 28; there are 28 characters of captioning text. This option can also be set using the dictionary entry {L1}.

```
Then I came back down and
the firemen chased me out.
By the time I came down from
the third floor the firemen
```

Left 1 paragraph type

- The "Left 2" paragraph type has a left margin of 0, and a right margin of 24; there are 24 characters of captioning text. This option can also be set using the dictionary entry {L2}.

```
Then I came back down
and the firemen chased
me out. By the time I
came down from the third
```

Left 2 paragraph type

- The "Left 3" paragraph type has a left margin of 0, and a right margin of 20; there are 20 characters of captioning text. This option can also be set using the dictionary entry {L3}.

```
Then I came back
down and the firemen
chased me out. By
the time I came down
```

Left 3 paragraph type

- The "Right 1" paragraph type has a left margin of 4, and a right margin of 32; there are 28 characters of captioning text. This option can also be set using the dictionary entry {R1}.

```
Then I came back down and
the firemen chased me out.
By the time I came down from
the third floor the firemen
```

Right 1 paragraph type

- The "Right 2" paragraph type has a left margin of 8, and a right margin of 32; there are 24 characters of captioning text. This option can also be set using the dictionary entry {R2}.

```
Then I came back down
and the firemen chased
me out. By the time I
came down from the third
```

Right 2 paragraph type

- The "Right 3" paragraph type has a left margin of 12, and a right margin of 32; there are 20 characters of captioning text. This option can also be set using the dictionary entry {R3}.

```
Then I came back
down and the firemen
chased me out. By
the time I came down
```

Right 3 paragraph type

- The "Center" (Centered) paragraph type has a left margin of 8, and a right margin of 24; there are 16 characters of captioning text. This option can also be set using the dictionary entry {C}.

```
Then I came back
down and the
firemen chased
me out. By the
```

Centered paragraph type

- The "Normal" paragraph type has a left margin of 0, and a right margin of 32; there are 32 characters of captioning text. This option can also be set using the dictionary entry {P}.

```
Then I came back down and the
firemen chased me out. By the
time I came down from the third
floor the firemen were there.
```

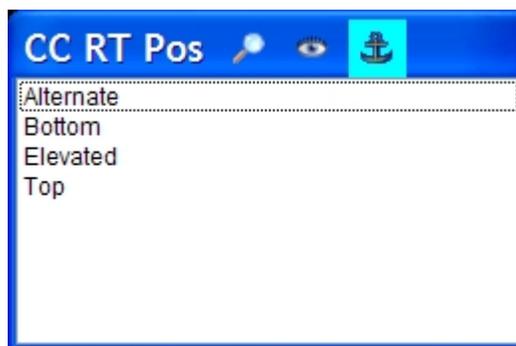
Normal paragraph type

Alt+L

Change Position

Hyperkey O

This macro opens a dialog box with a list of vertical position options. You can highlight the type you want to apply to the current paragraph and press **Enter** to select it, or type the initial letter of each choice (**A**, **B**, **E**, or **T**).



The "Alternate" position choice toggles between captions at the top of the screen and at the bottom (equivalent to **Toggle top/bottom** on the **Caption Control Panel (Shift+Alt+P)**). "Bottom" places the captions at the bottom of the screen; "Top" places them at the top. "Elevated" places the captions one or two rows up from the bottom of the screen (equivalent to **Up from the bottom** on the **Caption Control Panel (Shift+Alt+P)**).

Alt+B Blank Display Hyperkey B

This macro blanks the display, removing the captions. It will wait the amount of time specified in the **Wait Time to Blank** option of the **User Settings | Realtime | Closed Captioning | Change . . . Output format options**. If the **Wait Time to Blank** option is set to zero, the screen will blank immediately.

Ctrl+1 or Keypad 2 Bottom, full width

This macro sends the captions to the bottom of the screen, with 32 characters per line (the "Normal" paragraph format).

Ctrl+2 or Keypad 1 Bottom, left

This macro send the captions to the bottom of the screen, with a right margin of 24 (specifies the "Left 2" paragraph format).

Ctrl+3 or Keypad 3 Bottom, right

This macro sends the captions to the bottom of the screen, with a left margin of 8 (specifies the "Right 2" paragraph format).

Ctrl+4 or Keypad 8 Top, full width

This macro sends the captions to the top of the screen, with 32 characters per line (the "Normal" paragraph format).

Ctrl+5 or Keypad 7 Top, left

This macro send the captions to the top of the screen, with a right margin of 24 (specifies the "Left 2" paragraph format).

Ctrl+6 or Keypad 9 Top, right

This macro sends the captions to the top of the screen, with a left margin of 8 (specifies the "Right 2" paragraph format).

F2 Passthrough Mode

This macro puts the output into "Passthrough Mode," allowing other captions to be displayed, and stopping the captions you are sending.

SETTING UP SCRIPTS

Script files are regular text files that contain pre-scripted material for closed captioning. In the simplest case, you will receive a text file, which you will open, and send line-by-line during the broadcast.

The basic steps for using script files are:

1. Have a script file prepared.
2. Start a Realtime session.
3. Go to your script file. Go to the top of the file.
4. Transmit the data one line at a time using the **Tools | Realtime | Send** script line function (**F12**). You can also send realtime captions between lines of script without having to toggle back to your realtime document to write.

NOTE: Scripts are sent in their original case regardless of the “all caps” setting in the output setup. This allows you to edit the scripts and specify which parts of the script should be upper case and which parts should be lower case. You can block mark the entire file and use **Shift F6** to upper case the entire file.

Formatting a file as a script

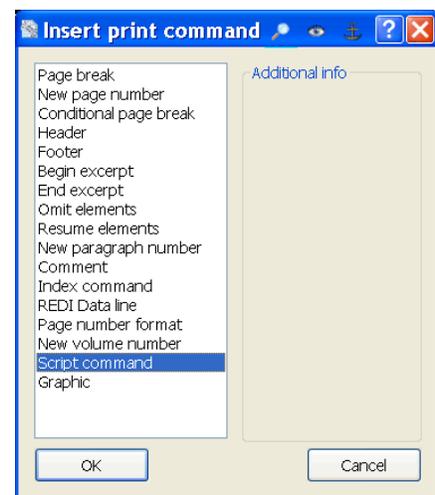
On the **Format** menu | **Document utility** is an option to **Format script**. This prepares text for prescripted captioning by breaking up all of the text into new paragraphs at every terminal punctuation mark, i.e. where any of the following symbols [.!:] is followed by two spaces.

Normally, it will format the entire document. If you mark a block before executing this function, it will only format the text in the block.

Script Commands

Script files can also contain special commands for controlling the output of the scripted material. You can insert a **Script command** by using the **Edit | Insert | New Print command** function (**Alt+N**) and selecting “Script command” from the list. This will insert a **Print command** in the form of **Sc:command**. Note that the script transmission function will skip over print commands and not transmit them, even if the cursor is moved there manually.

Script commands are used to define segments of the script, setting the beginning and ending points for each segment, controlling the position and mode of the captions, and where the



segments can be found. (A script's segments can be in more than one text file.)

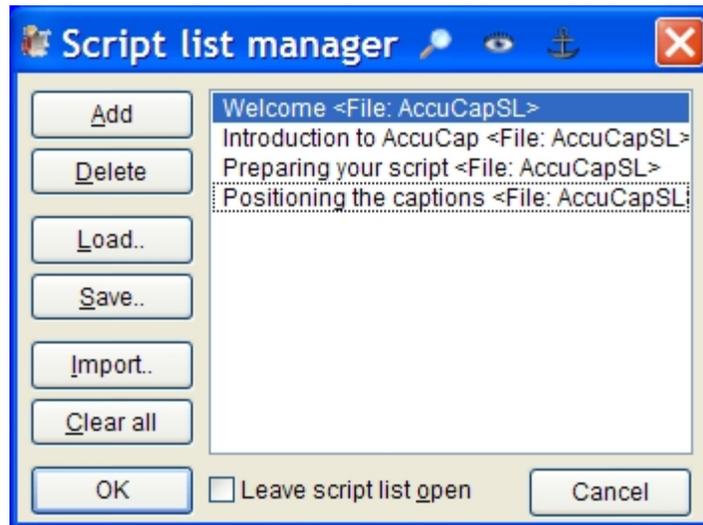
Here is a list of the script commands:

- S|*segment name* -- This allows you to define the start of a particular script segment or news story, such as “S|Bank robbery”
- E -- End of segment. This script command marks the end of the current segment. (Note that it is *not necessary* to put in an “end” command if the very next command is another “start” command (S|title.) The start of a new segment implies the end of the current one, so no end command is needed.)
- B -- Blank. This script command will blank the screen. Script commands are executed when the lines below them are transmitted, so if you wish for the screen to be COMPLETELY blank, a blank line should follow this command.
- P|r,l -- Position at row r, l lines of captioning.
 - For example, P|12,2 would position the captioning display at row 12 and set it for 2 roll-up lines of captioning.
 - Either value can be set to zero if you wish to leave the existing value alone. For example, P|1,0 would move the captions to the top (row 1) without affecting the number of lines of captioning.
- W|filename -- Play a wave file during transmitting a script. Make sure the wave file is stored in the program folder (Usually C:\Program files\Advantage Software\Eclipse.) For example, if you had a wave file called “ding.wav” you would put W|ding on the script line. You can use this feature as a warning signal or reminder of something coming up in the file that needs special attention.
- M|mode switch – Change between pop-on and roll-up captions. In order to create a script that uses pop-on captions, you must put in a “mode” script command.
 - The two modes are “p”op-on and “r”oll-up. The syntax is **M|P** for pop-on and **M|R** for roll-up. If you use the “send script line” function on a script paragraph that appears directly below the **M|P** script command line, that caption and all of the ones below it will pop on instead of rolling on.
 - Keep in mind that when you are popping on captions, it will send an entire paragraph at one time, so keep your paragraphs small.
 - The "pre-send" function works with pop-on captions. When you hit the "transmit" function it will pop up the previous caption and will "pre-send" the current caption to the decoder's memory so that it will appear immediately when you hit the send command for the next caption. Without pre-send, the caption will be transmitted in its entirety when you press the send command, which may take a second or two before it is displayed.

- Also note that if you display a pop-up caption, once you begin writing on the writer, the scripts will return to roll-up mode so that further scripted captions will roll up instead of popping on..

Setting up script lists

Under the **Window** menu | **View** is a function called **view Script list** (**Shift+F12**).



The **Script list manager** opens, which allows you to manage pre-scripted information for closed captioning. It can be used by any output format and could be useful for any realtime event.

- To add segments to the script manager, place the cursor on a segment script command (as listed above: S|Weather) and go into the **Script list** window. Then use the **Add** function to add that segment to the script list.
- If you wish to go automatically through the current file and collect all of the segment commands at once, use the **Import** button instead of the **Add** button. That will import all of the segment commands from the current file and place them in the script list.
- You can add as many segments as you wish. You can reorder the segments by holding down the **Ctrl** key while pressing the cursor keys. Normally, the cursor keys will move the highlight bar. With **Ctrl** held down, it moves the current (highlighted) segment up or down in the order.
- You can use the **Delete** button to remove a segment. Highlight a segment name and click **Delete**.
- You can use the **Clear all** button to clear all of the script segments off the script in preparation for working with a new list.
- You can use the **Save** button to save an entire script list. When you click on the **Save** button, the **Save as** dialog box opens, prompting you to enter

a filename (with the extension .scl, indicating it is a script list file). Type in a name (or use the default—the current file name) and press enter or click **Save**.

- You can use the **L**oad button to load a previously saved script list file. Click **L**oad and choose the file from the list of .scl files that appears in the **O**pen dialog box. Press **E**nter or click **O**pen.
- If you select a segment on the list and hit the **O**K button, the cursor will jump to the beginning of the highlighted segment.
- If you hit **C**ancel, it will jump out of the script manager without moving the cursor.
- If you check the **Leave script list dialog box open** checkbox, the script window will remain open even when it's not active, so that you can see what the next story will be. If you check this, it will stay on until you uncheck it.
- You can still use **Shift+F12** to jump into the script window to perform operations in it.
- You can place the cursor in the script list and hit **Ctrl+C** to copy the list, and paste it into any Windows program.

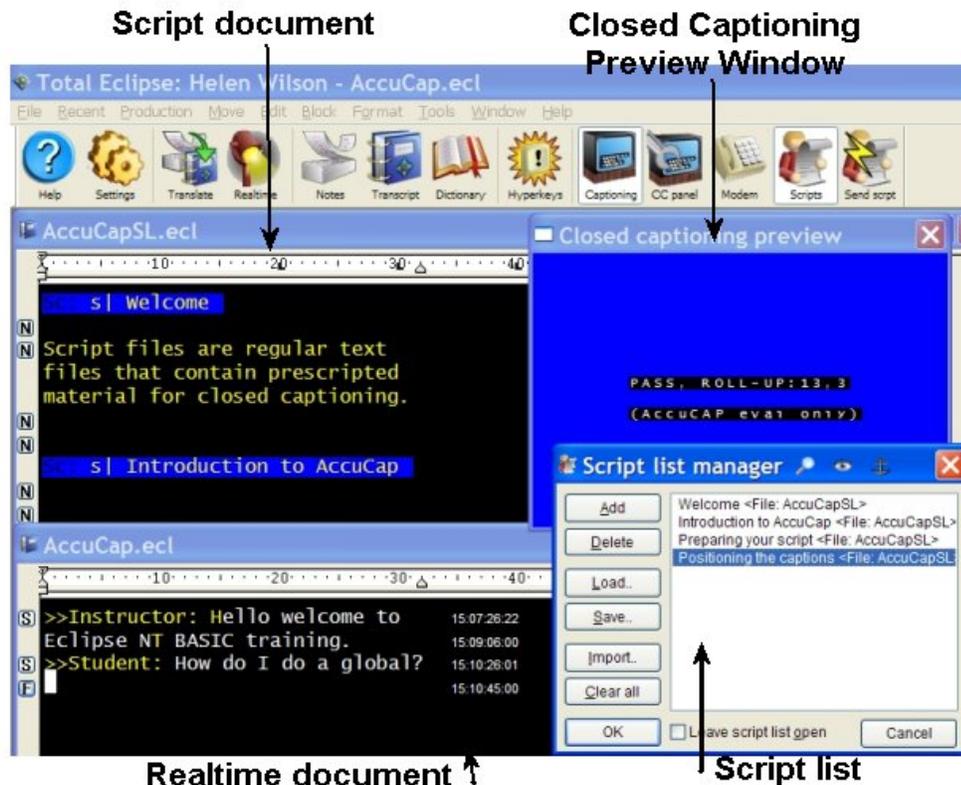
The script list manager will always be scrolled down as far as it can go without making the highlight bar disappear, so that it will show as many upcoming stories as possible.

Note that you can have multiple segments in one file, and/or you can have them spread around in multiple files. Segments must have different names; if the script list manager finds an exact match, it will force the names to be different, by adding an extra “.” character to the end of both the entry in the script list and the script line in the document.

As you are outputting script lines with the **T**ools | **R**ealtime | **S**end script **l**ine command, when you reach the end of a segment, this function automatically goes into the script list manager, moves the highlight bar down to the next story and jumps into it. That makes it possible to simply use the F12 key to transmit all of the scripts one after the other without having to execute any other commands.

With AccuCap, you can send a combination of pre-scripted text and Realtime text, as in a news broadcast where the segments are sent to you in a text file, but you need to add the newsmen's commentary between news segments. You can open multiple windows for the realtime and non-realtime documents. A convenient feature of the system is that it will remember the window positions for the realtime documents and the non-realtime documents separately (as long as neither is maximized.) That way, it is possible to tile the windows so that you can see both the realtime text and the upcoming script text on the screen at the same time.

When you transmit a script line to the captioning output, the line will also get copied to the realtime document so that the realtime document will contain, in order, all of the text that went out on the air no matter what the source.



Script transmission in all caps or mixed case

Scripts will default to being transmitted in their original case, regardless of the state of the "All caps" flag in the output settings, so even if you are outputting in all caps in realtime, the scripts will appear in mixed case.

However, if you turn on the **User Settings | Document | Advanced | All caps** print checkbox for the current document, then that document *will* be transmitted according to the "All caps" flag settings in the output setup.

In the case of the output being set to all caps *and* the document being set to all caps, that script will be transmitted in all caps *except* for those portions bounded by literal case on/off commands. So when designing/transmitting a script that is going to have some material in mixed case and some in upper case, you have two options:

1. Set the document to print in all caps and surround any mixed case portions with literal case on/off characters (this method would work best for re-transmitting a realtime file since the literal on/off characters will already be around speakers, etc., due to the dictionary entries containing {S:Name} or {11} and {10} commands). *Note that even without the literal case off command, the software will automatically revert to the default capitalization mode (usually all caps) at the beginning of a new paragraph.*

2. Leave the **All caps** print function off and manually capitalize or lower-case the text so that it looks exactly as you want it to transmit (for example, for pop-up credits).

Importing a script in an ASCII file

If you or your employer or organization has a script prepared for your use, you can import it using **File | Import**.

When importing an ASCII file, CAPtivor encoder commands (like \S for a “slug line” which describes a story, and \B for blank) will convert into the analogous script commands. If CAPtivor scripts contain color, italics, underscore, etc., commands (such as the \A attribute command) or special symbols for extended characters (such as letters with accent marks, and musical notes), they will be converted into Total Eclipse^M scripts. The \P (“blank-and-pass”) is converted into a blank command.

Also, the system will automatically start a new paragraph after any line that ends with a period, and will avoid inserting blank paragraphs. All script commands will force a new line even if the \E is not present, to ensure that the body of the text is not mistaken for part of a command. The resulting imported ASCII will be able to be used for a captioning script with little or no editing.

ANSI file output

You can create an ANSI file when you need a record of exactly what has gone to the encoder. The ANSI file can be sent to your captioning company, or as a record of a captioning session which goes back and forth between a script file and realtime. To create an ANSI file, go to **User settings | Realtime | Output formats** and **Add ANSI**.

Creating an ANSI file with a new name

If you are captioning a session with several programs in a row, you can break off the ANSI file being created, and begin a new ANSI file with a different name, without having to stop and restart the translation.

To do this, go to **User settings | Realtime | Output formats** and select **Change** the ANSI output. Select the **Setup** button next to the **Comm device**: “file sharing.” The system will detect that your output is open and active, and it will allow you to specify a new path and/or name for a copy of the output file that is already open. Type in the new name (or path and name) and hit **Enter**. It will break off the data written so far and create a file (in the same location as the original file, unless you specified a different folder) with the name you specify, and clear the ANSI output file so it is empty and ready to receive new data from the realtime session already in progress. If you select a filename that already exists, the software will warn you.

MACROS FOR CLOSED CAPTIONING SCRIPTS

The macros you imported with AccuCap.set include several for use with scripts:

Shift+Alt+F **Change paragraph type** **Hyperkey Shift+F**

This macro opens a dialog box with a list of paragraph types that apply to captions. You can highlight the type you want to apply to the current paragraph and press **Enter** to select it, or simply type the number to the left of each choice (or the initial letter, **C** or **N** for "Center" or "Normal").

Shift+Alt+L **Change position/mode** **Hyperkey Shift+O**

This macro opens a dialog box with a list of vertical position options: Bottom, Top or Elevated. You can highlight the type you want to apply to the current paragraph and press **Enter** to select it, or simply type the initial letter of each choice (**B**, **T**, or **E**). A Script command is inserted which will change the position of the captions when they are sent to the encoder.

Shift+Alt+B **Blank Display** **Shift+B**

This macro inserts the Script command "Sc:B" which blanks the screen.

Shift+Alt+X **Excise** **Hyperkey X**

This macro allows you to delete a word from the current paragraph before sending it to the encoder. You can delete the first, second, third, fourth, fifth or sixth word by highlighting (cursor to) your choice and pressing Enter, or by selecting it with the mouse, or by typing the number to the left of the choice.

Shift+Alt+I **Jump to previous segment** **Hyperkey Shift+I**
This macro moves the cursor to the first word of the previous segment in the script.

Shift+Alt+K **Jump to next segment** **Hyperkey Shift+K**

This macro moves the cursor to the first word of the next segment in the script.

The "Jump to previous segment" and "Jump to next segment" macros also move the highlight bar on the script list, so that you can always see where you are on the list.

FREQUENTLY ASKED QUESTIONS

How do I make a new line?

{N}

To make a new paragraph ("new line"), use the dictionary entry **{N}**, which will create a copy of the current paragraph format, equal to a continuation paragraph.

Note that this dictionary entry can be used in conjunction with other commands:

{N}>> Begins a new line and introduces a new story

{?}{N} Begins a new line after terminal punctuation.

{!}{N} Begins a new line after terminal punctuation.

{N} Used alone, it will insert a period and start a new line.

How do I indicate a new speaker is speaking?

{S:Speaker name}

This dictionary entry makes a new line, and adds

>> Speakername: (SPOKEN TEXT BEGINS . . .)

The speaker's name appears in mixed case; the text will be in all caps.

How do I make a musical note?

¶

To insert a musical note symbol in scripts and dictionary entries, substitute the paragraph symbol (**¶**) that will be converted to a musical note on the closed captioning display (which does not support the paragraph symbol.)

Note that the Closed Caption Preview screen will show the musical note as it appears on the decoded display.

To insert the paragraph symbol (**¶**) in a script, go to **Edit | Insert | Special Character** (hotkey **Ctrl+W**) and select the paragraph symbol, and click **OK**. You can also use **Ctrl+W** to global in the paragraph symbol, or when adding dictionary entries.

How do I change positions?

Use the special dictionary entries listed in the **Appendix A: Dictionary Entries** of this manual. Entries can be combined, for example:

{POS:1,3}{R2}

would position three rows of captions at the top of the page, with the left side indented 8 characters.

You can also use Keystrokes, which are listed in **Appendix C: Keystrokes and Macros**.

How do I blank the screen?

{BLANK}

This dictionary entry will blank the screen, subject to the time delay set in "Wait time to blank."

The Keystroke **Alt+B** or Hyperkey **B** will do the same thing.

How do I force the last stroke to go to the display?

{FLUSH}

This dictionary entry will send the last stroke to the display, regardless of any of the delay settings.

How do I stop outputting captions so I can work on my dictionary entries without sending captions to the display?

Shift+F4 **Suspend on**

Ctrl+F4 **Suspend off**

F4 **Toggle Suspend on/off**

The macro **Shift+F4** will suspend the output so you can work on dictionary entries during a break. This will override the Autoblock mode, which normally sends your output to the decoder as soon as you begin writing text. When your output is suspended, a red X appears on the preview window, reminding you that your captions are not going through.

To stop suspending the output, and begin sending your captions to the display, use the macro **Ctrl+F4**.

To toggle between suspend on and suspend off, use **F4**.

How do I let other captions go through during a commercial break?

F2 **Passthrough mode**

F6 **Block mode**

To stop your captions from going through, and allow other captions to go to the display (as in during a captioned commercial), use **F2** to place the display in Passthrough mode.

To override any existing captions, and send your captions to the display, use **F6**, which places the display in Block mode.

How do I send credits?

You can set up a dictionary entry, **{CR:FileName}**, that uses the metadictionary entry **{CR:*}={"/%/?CCC}** to send a credit file.

For example, the dictionary entry {CR:CreditABC} would pop on a credit file named "CreditABC.ecl." When you use {CR:FileName} to pop on a credit, the system will remember the previous position of the realtime captions and will return there as soon as you begin writing again, and it will return to roll-up mode.

You can use this feature in a macro; for example a macro to execute **Force translation**, {CR:Name}, **Enter** in place of **Alt+E**, **Jobname**, **Ctrl+PgUp**, **down arrow**, **F12**, **Ctrl+Q**.

How do I change the colors of caption text?

You can use a dictionary entry, as described in the Appendix, page 34. Or, you can change a paragraph label's font color, which will cause the captioning output to have that label color. This is a simple way to have speaker names appear in a different color, for example.

APPENDIX A: DICTIONARY ENTRIES THAT AFFECT THE POSITION AND APPEARANCE OF CAPTIONS

CAPTION POSITION

The **horizontal position** of the captions is determined by the current paragraph format. You can create an unlimited number of paragraph formats, but to save time, several default formats have been created in the AccuCAP.set file:

{P} Normal: Puts captions border-to-border, from column 1 to 32

{C} Centered: Indents on both sides 8 characters, leaving 16 characters of captioning in the middle of the screen

{L1} Left 1: Indents the right side 4 characters

{L2} Left 2: Indents the right side 8 characters

{L3} Left 3: Indents the right side 12 characters

{R1} Right 1: Indents the left side 4 characters

{R2} Right 2: Indents the left side 8 characters

{R3} Right 3: Indents the left side 12 characters

{H:left,right} Start a new paragraph with a particular horizontal alignment

{CR:Creditfilename} Sends a credit file

{BLANK} – this dictionary entry blanks the display, just as the blank button on the Change position dialog. If there is a time designated in the "Wait time to Blank" option in **User Settings | Realtime | Output format** dialog, the system will wait the specified time before blanking the display.

{FLUSH} – this dictionary entry forces the very last piece of text you wrote to appear on the captioning screen immediately regardless of any of the delay settings.

{POS:line,rows} – this entry positions the caption lines starting at “line” and scrolling a total of “rows.” For example, **{POS:13,3}** would position the captions at row 13 and would use three lines of captioning. This entry is very similar to the positioning command used in the scripts, and as with that command, a value of zero indicates that the current value should not be changed.

Note that the characters in brackets, such as **{P}** for a Normal paragraph, represent the syntax for creating dictionary entries that create those paragraphs.

AUTO-DETECT AND/OR CREATE A PARAGRAPH WITH PARTICULAR MARGINS

You can use dictionary entries to set up a series of paragraph formats before a captioning job. The metadictionary syntax is `{H:*}={/"/%/?PGA}`. To use this feature, if you want to start a new paragraph with a particular horizontal alignment (hence the "H") enter it as follows:

`{H:Left column,Right column}`

For example, `{H:0,32}` would be a border-to-border caption. `{H:4,32}` would be indented 4 spaces from the left. Note that when you indent, you do not subtract from the right column. In the example, 4 is not the number of characters on the line; it is the rightmost column to which text can extend.

This function looks for a paragraph type in the current document that matches those margins. If it cannot find one, it makes a copy of the default paragraph (usually the "Normal" paragraph) and creates a new paragraph type for the new alignment.

For example, if you enter `{H:5,27}` you would probably see a brand new paragraph in the **User settings | Paragraph | Paragraphs** list that reads "Normal-5.27" Note that these automatically created paragraphs only exist in the current document, not in your master settings.

You can combine this with other commands. For example, you could have a dictionary entry—`{BLANK}{POS:1,2}{H:6,28}`— which would blank the captioning display and place the captions at a specific vertical and horizontal position.

In combination with the **Force translation** function, the vertical position and the horizontal position can be combined into positioning macros that are easier to write than using the controls on the captioning control panel.

Example: **Tools | Realtime | Force Translation, {POS:13,3}{H:0,24}, Enter**. This can also be combined with macro variables in place of one or more of the numbers.

You can set up a show-specific job dictionary, including text-replacement position codes, for each program you caption. For example, you could set up `{CMD1}={POS:1,2}{H:0,32}`, `{CMD2}={POS:13,3}{H:0,32}`, etc.; and in the main dictionary you would have `{CMD1}`, `{CMD2}`, etc., to change position, and macros defined as Ctrl+1, Ctrl+2 and Numeric Keypad 1, Numeric keypad 2, that execute **Force translation, {CMD1}, Enter**. This feature can be used to set up a captioner so that the keys they press and the dictionary entries they execute are always the same, but the specific positions will change based on the entries in the position dictionary, and a show-specific dictionary can be set up without having to edit the macros and dictionary entries separately.

Sending script lines that reformat text on the fly

If you have told the captions to change to a new horizontal position, the realtime captions will change. If you then switch to a script and begin sending script lines, the script will follow the horizontal position that you have

specified for the realtime. The software will wait for you to hit the “**Send script line**” command (**F12**.) The moment you press that key, it will check, and if necessary, reformat the current paragraph before sending the first line. The script line won't actually reformat until you press the send command.

One exception to this is that the program will not reformat pop-on script paragraphs, including credits, because those are designed to go in a particular position and should not change.

CAPTION APPEARANCE

To force a sequence of **lowercase letters** even though the output is set for all case, use the **{l1}** and **{l0}** commands for lowercase on and lowercase off. There is also a lowercase toggle command **{lT}**. For example, a dictionary entry such as:

M{l1}c{l0}Tavish

will be output as:

McTAVISH

{A:attribute} – The same function that can be used to change attributes for printing can be used to change attributes for closed captioning. The **{A:under}** and **{A:italic}** commands change to underscored characters or italicized characters, and the **{A:normal}** changes back to normal text. The **{A:bold}** function, however, changes the captions to flashing.

Color changes will take effect any time the FONT color is changed as part of a dictionary entry. In order to facilitate this easily, metadictionary entries for making color changes are a good idea and are included at the end of this section. Note that they also force the font to Courier New 13-point, but since that's the default and since it doesn't really matter for captions, this won't cause a problem.

The color entries are:

{WHITE} **{BLACK}** **{RED}** **{GREEN}** **{YELLOW}** **{BLUE}** **{MAGENTA}**

Note that in order to implement many of these dictionary entries, additions had to be made to the metadictionary. These new metadictionary entries are included in the `accucap.set` file. In case you want to keep any modifications you have made to your metadictionary and simply wish to make the changes yourself, here are the metadictionary entries that are required to get the above captioning commands to work:

{L*}={/"Left %/?PGH}

{R*}={/"Right %/?PGH}

{P}={/"Normal/?PGH}

{BLANK}={/"?CCB}

{FLUSH}={/?CCF}
{POS:*}={"/%/?CCP}
{11}={/?LCO}
{10}={/?LCF}
{IT}={/?LCT}
{WHITE}={F:Courier New,13,400,0,CFFFFFF}
{BLACK}={F:Courier New,13,400,0,C000000}
{RED}={F:Courier New,13,400,0,C0000FF}
{GREEN}={F:Courier New,13,400,0,C00FF00}
{YELLOW}={F:Courier New,13,400,0,C00FFFF}
{BLUE}={F:Courier New,13,400,0,CFF0000}
{MAGENTA}={F:Courier New,13,400,0,CFF00FF}
{CYAN}={F:Courier New,13,400,0,CFFFF00}

APPENDIX B: SPECIAL CHARACTERS

AccuCap supports the complete set of extended foreign accent marks available according to the new decoder standard. It also transmits the unaccented alternates for compatibility with older decoders.

These extended characters are accessible using the **Edit | Insert | Special character** command (**Ctrl+W**.) Note that not all of the characters in the chart are supported by even the extended decoders.

To insert a musical note symbol in scripts and dictionary entries, substitute the paragraph symbol (¶) that will be converted to a musical note on the closed captioning display (which does not support the paragraph symbol.) Note that the Closed Caption Preview screen will show the musical note rather than the paragraph symbol.

Here is a list of all of the characters supported by most decoders:

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
? ! , . ; : ' " # % & @ / () [] + - < = >
¼½° ¿ £ ¢ ÷ 0 1 2 3 4 5 6 7 8 9
à è â ê î ô û á é í ó ú ç Ñ ñ

Here is a list of the additional characters supported by the new decoders:

Ä Å ä å Ç É ë ì ï Ö ö Ò Ü ü ù ß ; * « » { } \ ^ _ | `

APPENDIX C: KEYSTROKES AND MACROS

KEYSTROKES FOR COMMON CLOSED CAPTIONING COMMANDS

COMMAND	KEYSTROKE	HYPERKEY
Positioning command	Shift+Alt+P	R
Script list	Shift+F12	' (apostrophe)
Phone book	Ctrl+F12	P
Transmit script line	F12	Enter
Switch windows	Ctrl+Tab	S
Go to end of document	Ctrl+PgDn	V

KEYSTROKES FOR CLOSED CAPTIONING REALTIME MACROS

MACRO	KEYSTROKE	HYPERKEY
Change paragraph type	Alt+F	F
Change position	Alt+L	O
Blank display	Alt+B	B
Bottom, full width	Ctrl+1 or Keypad 2	
Bottom, left	Ctrl+2 or Keypad 1	
Bottom, right	Ctrl+3 or Keypad 2	
Top, full width	Ctrl+4 or Keypad 8	
Top, left	Ctrl+5 or Keypad 7	
Top, right	Ctrl+6 or Keypad 9	
Passthrough mode	F2	
Block mode	F6	
Blank & Passthrough	F3	
Blank & Pass & Suspend	Shift+F3	
Suspend toggle	F4	
Suspend on	Shift+F4	
Suspend off	Ctrl+F4	

KEYSTROKES FOR CLOSED CAPTIONING SCRIPT MACROS

MACRO	KEYSTROKE	HYPERKEY
Change paragraph type	Shift+Alt+F	Shift+F
Change position	Shift+Alt+L	Shift+O
Blank display	Shift+Alt+B	Shift+B
Excise	Shift+Alt+X	X
Jump to previous segment	Shift+Alt+I	Shift+I
Jump to next segment	Shift+Alt+K	Shift+K

Note that some of the macros are listed as *realtime* macros, which use the **Caption Control Panel** dialog box. Others are listed as *script* macros, which insert equivalent script commands in a script file for changing the position.

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