

Bridge

User Manual



ADVANTAGESOFTWARE

925 Central Parkway
Stuart, Florida 34994

www.eclipsecat.com

(772) 288-3266

(800) 800-1759

FAX (772) 288-1737

© 2007 Advantage Software, Inc.

©Copyright 2007 by Advantage Software, Inc.

All Rights Reserved Worldwide

This manual contains information and trade secrets proprietary to Advantage Software, Inc. It is intended for use by Advantage Software customers only.

No part of this manual may be copied or distributed, transmitted, transcribed, stored in a retrieval system, or translated into any human or computer language, in any form or by any means, whether electronic, mechanical, magnetic, manual or otherwise, or disclosed to third parties without the express written permission of Advantage Software, Inc.

TABLE OF CONTENTS

Table of Contents

INTRODUCTION	1
What is Bridge?.....	1
Setup	1
Features.....	1
Basic Procedure.....	1
GETTING STARTED.....	2
Total EclipseM Setup Procedure.....	2
Beginning a Realtime/Bridge Session.....	4
THE BRIDGE WINDOW.....	5
NAVIGATING IN BRIDGE.....	5
MENUS	6
The File Menu.....	6
New.....	6
Open	6
Save	7
Save as	7
Export.	7
Setup	7
Connect	8
Print	9
Export	9
The Edit Menu.....	10
Copy.....	10
Paste.....	10
Mark spot.....	10
Quick mark.....	11
Delete mark.....	12
Find.....	12
Find Next.....	12
Find Previous.....	12
The View Menu	13
Toolbar.....	13
Status Bar.....	13
Timecodes.....	13
Timecode Precision.....	13
Line Numbers.....	14
Marks.....	14
Font.....	15
Zoom In and Zoom Out.....	15
Spacing.....	16

The Help Menu.....	17
Help Topics.....	17
About Bridge	17
APPENDIX A: TOOLBAR BUTTONS:.....	18
Connect: Connect to Realtime data stream.....	18
Setup: Setup communications.....	18
New: Create a new document.....	18
Open: Open an existing document.....	18
Save: Save the active document.....	18
Print: Prints the Bridge file as it appears on the screen.....	18
Copy: Copy the selection and put it on the clipboard.....	18
Paste: Insert clipboard contents.....	18
Toggle timecodes: Show or hide timecodes.....	18
Timecode precision: Set the timecode display precision.....	18
Toggle line numbers: Show or hide the line numbers.....	19
Toggle marks: Show or hide the marks.....	19
Spacing: Change the line spacing.....	19
Font: Set the display font.....	19
Zoom in: Magnify the display.....	19
Zoom out: Shrink the display.....	19
Mark: Create or edit a mark/note/annotation.....	19
Find: Find text, mark, or note.....	19
Find next: Find the next instance of the text or mark.....	19
Find previous: Find the previous instance of the text or mark.....	19
About: Display program information, version, and copyright.....	19
Play: Play the audio or video for this section.....	19
APPENDIX B: SHORTCUT TABLE	20
INDEX.....	21

INTRODUCTION

WHAT IS BRIDGE?

Bridge is a tool for viewing and interacting with a realtime data stream from CAT software.

SETUP

The Bridge user's computer is connected to the Court Reporter's computer by a cable that connects their serial ports. Multiple Bridge users may connect to a single court reporter by splitting the cable. Other transmission setups are also possible, and the Bridge user may call up transcripts from files stored on the user's own computer (or network).

FEATURES

When following a realtime transcript, the Bridge user may interact with the transcript in a variety of ways. When the reporter makes editing changes, the program is able to refresh the transcript in realtime. With little effort or distraction, the user may make a simple mark, insert a note, attach a file (a word processing document, a graphic file, a spread sheet, etc), or set a coded issue mark at any point in the transcript.

Files can be saved, and multiple files can be viewed, with each file opening in a separate Bridge window.

BASIC PROCEDURE

A typical realtime Bridge session might include five general steps:

1. Connect to the court reporter and open Bridge, which creates a new document.
2. Choose preferences for working with the transcript.
3. Connect to the transcript.
4. Follow and interact with the transcript during the proceeding.
5. Save the file (optional).

GETTING STARTED

TOTAL ECLIPSE^M SETUP PROCEDURE

In order to send a transcript to a user running Bridge, the Total Eclipse^M user must first add the Bridge settings to Total Eclipse^M. (If not using Total Eclipse^M, skip to [Navigating in Bridge](#).)

1. Go to **User Settings (Alt+U) | Realtime**.
2. Your basic Realtime settings (**Flush Delay**, **Pending translation display**, **Follow always**, and **Division interval**) will apply to the Total Eclipse^M document, and have no bearing on the Bridge document.
3. In the **Output format** list box, see if Bridge/LawBridge/TeleView is listed.
 - a. If it is, select it, and choose **Change**.
 - b. If it is not listed, select **Add**, and the **Output format** dialog box will open. From the drop-down list of **Output formats**, choose Bridge/LawBridge/TeleView.

Output format

Output format: Bridge/LawBridge/TeleView

Comm device: File sharing

Setup >> OK Cancel

Output characteristics

☐ Apply edits ☐ All caps ☒ Auto-dial ☐ Force margins ☒ Allow backspaces

Flush word delay: 0

Timeout to blank: 0

Wait time to blank: 0

Left margin: 0

Right margin: 32

Indentation: 0

☒ 1 Roll-up captions ☐ 2 Pop-on captions ☐ 3 Pre-send

Max rows: 15

Starting: 13

Total: 3

Maximum WPM: 0

Header:

☐ Uniform boxes

Attribute: Normal

Semi-transparent ☐ Background: Black

Caption channel: CC1

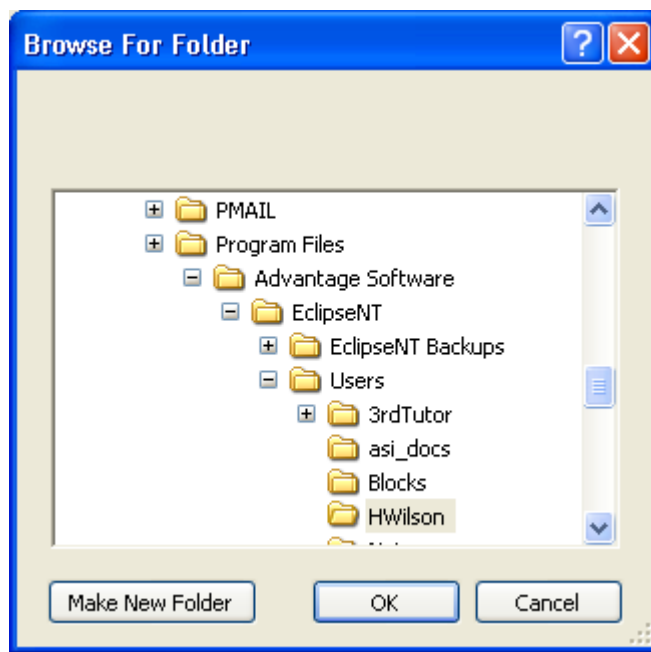
Auto-block ☒ Mode: Passthrough

Encoder: Smart encoder

☒ Mode reiteration

Hangup mode: Passthrough

4. From the drop-down list of **Comm device:**, choose to send the output to a COM port, or to send the text to a file on a network. The Bridge user or users can then connect to the file on the network.
 - a. If using a COM port, choose **Com port:**, and select **Setup>>**. Choose the port you are using from the list, and set the **Baud rate** to 38K (38400).
 - b. If sharing the file over a network or running Bridge on the same computer on which you are running Total Eclipse^M, choose **File sharing**, and select **Setup>>**. The **Browse for Folder** dialog box will open, allowing you to select the location for the shared file.



5. Under **Output characteristics**, you can make choices that affect the way your text will appear in the Bridge file.
 - a. **Apply edits:** When selected, your editing changes will appear on the Bridge output. The edits will be applied when the cursor moves to the next paragraph.
 - b. **Allow backspaces:** Leave this option off if you do NOT wish to allow backspace characters to back up over existing text. Note that you can still delete *one word* in realtime even if this option is turned off.
 - c. **Force margins:** This option allows you to change the margins on the Bridge display. When this option is off (the default setting), the text on the display conforms to the paragraph margins set in **User Settings | Paragraph**.
 - d. **All caps:** This option sets the Bridge display to all capital letters.

- e. **Flush word delay:** This option controls the amount of time (in milliseconds—for example, 2000 milliseconds=2 seconds) the system will wait before transmitting the very last word written. Each word will wait until the following space is transmitted before it is displayed. Setting this to zero turns the option off, and causes the system to wait indefinitely. You can set this delay so that you will have the opportunity to delete a word the viewer has not yet seen.
 - f. **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 reporter.
6. When finished with the output settings, close the **User Settings** dialog boxes.

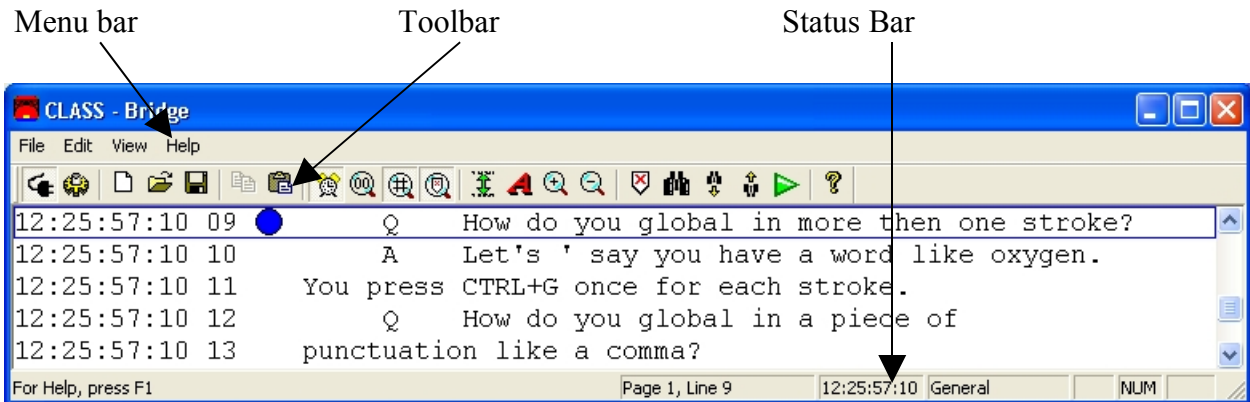
BEGINNING A REALTIME/BRIDGE SESSION

1. Connect your writer to an available COM (serial) port on your computer. Connect the Bridge user's computer to yours via serial ports; or log on to network to which the output file will be transmitted.
2. Press **Alt+T** to open the **Translate notes** dialog.
3. Mark the **Realtime** radio button.
4. Click **OK** to begin the realtime job.
5. At this point, you or the other user(s) can open Bridge and connect to your output. The Bridge user simply goes to **File | Connect (Ctrl+T)**. See below for additional Bridge settings.
6. When you are finished writing realtime, press **Shift+Alt+T** or use the **Production** menu | **Stop translation** command.

Note: The realtime settings can be made once and left alone for subsequent realtime jobs. You do not need to reset them each time you open a realtime file.

THE BRIDGE WINDOW

The Bridge Window consists of the Menu bar, the Toolbar, the text area, and the Status Bar. The Toolbar and Status Bar can be toggled on or off, by selecting or deselecting them in the **View** menu.



NAVIGATING IN BRIDGE

Using Bridge to follow the creation of a transcript in Realtime, you can move around in the document using the following keys:

1. The up (↑) and down (↓) arrow keys move the cursor up or down one line.
2. The **Page up** and **Page down** keys move the cursor up or down one screen.
3. The **Home** key moves the cursor to the beginning of the transcript.
4. The **End** key moves the cursor to the end of the transcript. If a Realtime session is in progress, the cursor goes to the end and continues to follow along as text is created.
5. Pressing the **Enter** key opens the **Annotation** dialog box to place a mark on the line containing the cursor.
6. Pressing the **Space** bar places a General mark on the line containing the cursor. (If there is already a specific issue mark on the line, pressing the **Space** bar changes it to a General mark.) Pressing the **Space** bar again on the same line, or on another line containing a General mark, removes the mark.

MENUS

There are four drop-down menus in Bridge: **File**, **Edit**, **View**, and **Help**


THE FILE MENU

Hotkey: **Alt+F**

The **File** menu controls functions that affect the entire document. Use the **File** menu to create (**N**ew), **O**pen, **S**ave, **P**rint, rename (**S**ave **A**s), or **E**xport a document. The **File** menu also offers the options to **S**etup your connection settings and **C**onnect to a realtime session. The **File** menu also keeps a list of recently opened documents—a handy shortcut for getting to frequently used files. To open one of the listed files, simply click on the filename appearing on the recent-documents list.

New


Hotkey: **Ctrl+N**

Toolbar button: 

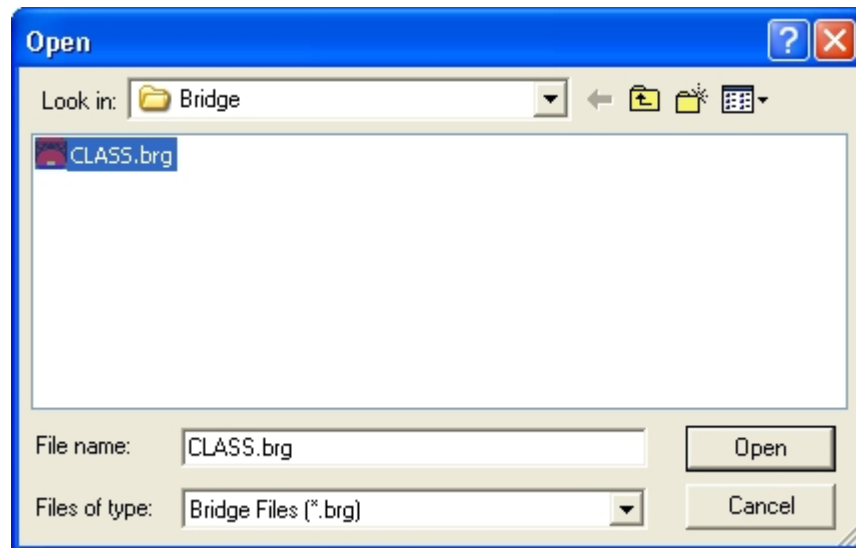
This option opens a new, blank document. Use this when you want to start a new session. If you already have a document loaded when you hit the "connect" button it ADDS the new text to the existing document. You only use **New** if you want to start with a blank document.

Open . . .

Hotkey: **Ctrl+O**

Toolbar button: 


Opens the **Open** file dialog box:



You use the **Open** option to view a previously saved file.

Save

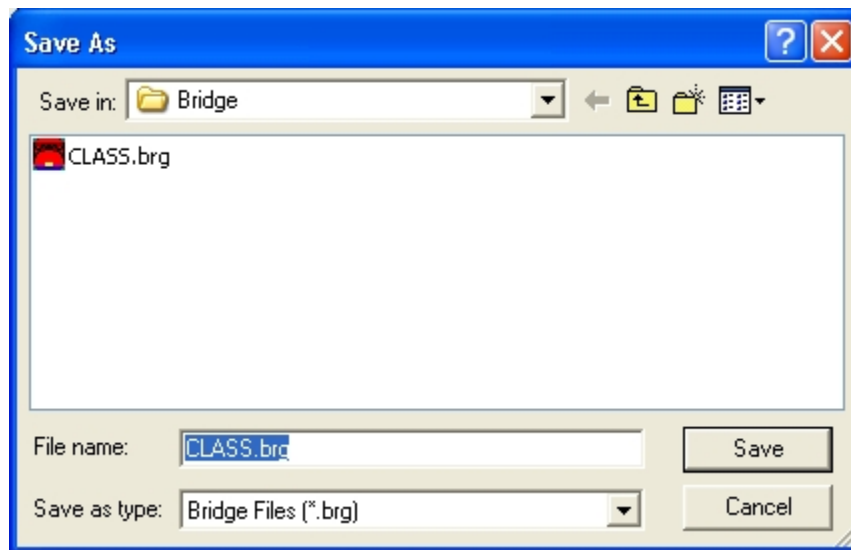
Hotkey: **Ctrl+S**

Toolbar button: 

Saves a previously saved file. If the file has not been saved, the **Save As** dialog box opens, and you can name the file and save it.

Save as . . .

Opens the **Save as** file dialog box:




This menu choice gives you the option to save the file with a different name or in a different folder.

Export.

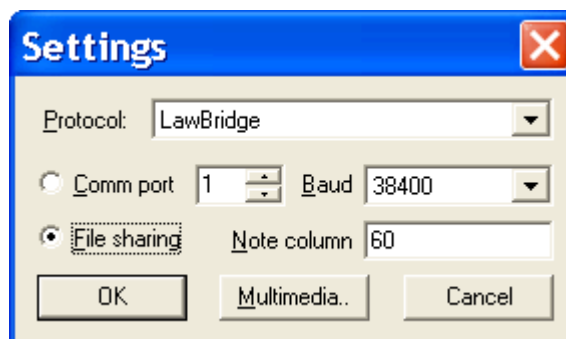
Exports the contents of a Bridge file to an ASCII file.

Setup . . .

Hotkey: **Ctrl+U**

Toolbar button: 

Opens the **Settings** dialog box:



Within the **Settings** dialog box:

The **Protocol** drop-down list contains these choices:

RT Standard format

Caseview/Livenote/Summation

ANSI

LawBridge

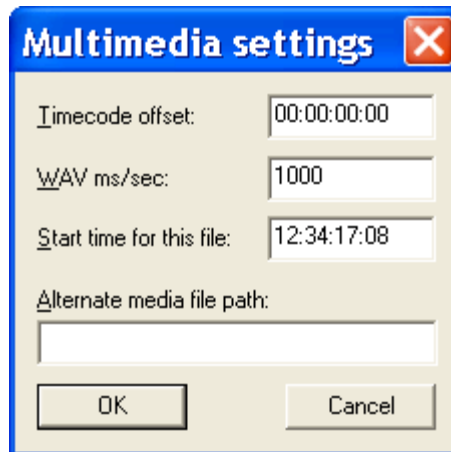
Comm port radio button: spin control to choose which COM port you will use to attach to the computer running CAT software.

Baud rate drop-down list: 1200, 2400, 4800, 9600, 19200, 38400. Choose the highest setting Bridge and the CAT software can both go. 38400 is usually a good default value.

File sharing radio button: Check this when running Bridge on the same computer as Total Eclipse^M or across a network. Total Eclipse^M will save data into a file and Bridge will read data from that file in realtime.

Note column: specifies an arbitrary horizontal position for notes, expressed in number of characters. The default setting is 60 but can it be adjusted larger or smaller depending on how wide the margins in your CAT software tend to be.


Multimedia: Opens a **Multimedia settings** dialog to control the settings for the audio file.



When finished with settings, click **OK** to choose them, or **Cancel** to exit without saving the changes.

Connect


Hotkey: **Ctrl+T**

Toolbar button: 

This opens the **Open** file dialog box, where you can choose the bridge file you wish to view. You will use **Connect** to view a realtime file, **Open** to view a previously saved file.

Print

Hotkey: **Ctrl+P**

Toolbar button: 

This will print the entire Bridge file exactly as it appears on the screen, including the font and other display information such as whether or not to show timecodes.

This printout will also include a report at the end, which lists the marks and notes and the page and line numbers where they appear.

Any notes that are written will appear on the right side of the text. The notes will wrap to several lines if necessary.

Export

The **Export** function will export the contents of a Bridge file to an ASCII file.


THE EDIT MENU

Hotkey: **Alt+E**

Contains commands appropriate to the file currently open.

Copy


Hotkey: **Ctrl+C**

Toolbar button: 

You can copy part or all of the document and paste it into any Windows software. Highlight the portion of the document you wish to copy, using your mouse or **Shift** plus up or down arrow keys, and choose **Edit | Copy** or **Ctrl+C**. Then open your word processing software (Notepad, Wordpad, Word, etc.) and choose **Paste (Ctrl+V)** to insert the selected text. Whatever is visible when you highlight the text (marks, timecodes, line numbers) will be included in the copying process. If marks are included, the type of mark will be noted, and any accompanying notes will also be displayed in the pasted document.

Paste


Hotkey: **Ctrl+V**

Toolbar button: 

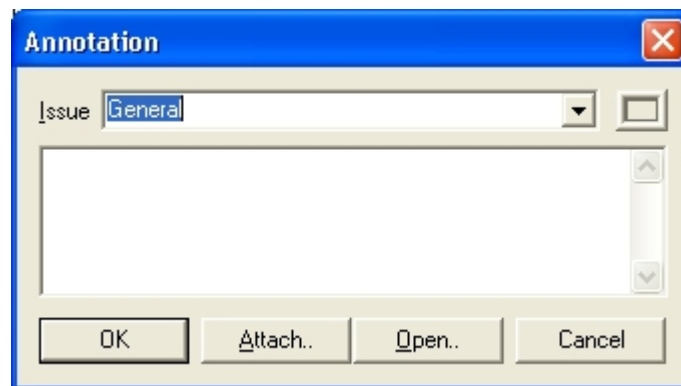
This option places text from the Windows clipboard into an annotation associated with a mark in Bridge. First, place text from any source (word processor, spreadsheet, etc.) on the Windows clipboard, using **Ctrl+C**. Place your cursor on the line where you want to place the mark with the information, and choose **Edit | Paste** or **Ctrl+V**. A mark will be placed on that line, with the text in the note.

Mark spot

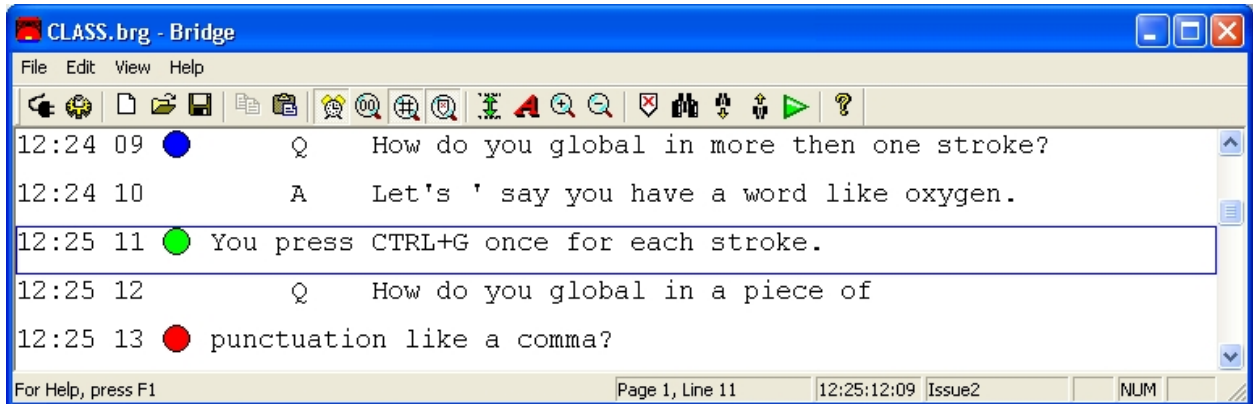
Hotkey: **Enter**

Toolbar button: 

This option opens the Annotation dialog box:



The default **Issue** is General, which will be indicated by a blue dot between the line number and the text. You can add any number of issues by typing an issue name into the drop-down list text field, and each issue will be indicated by a different colored dot. In the example below, each mark denotes a different issue.

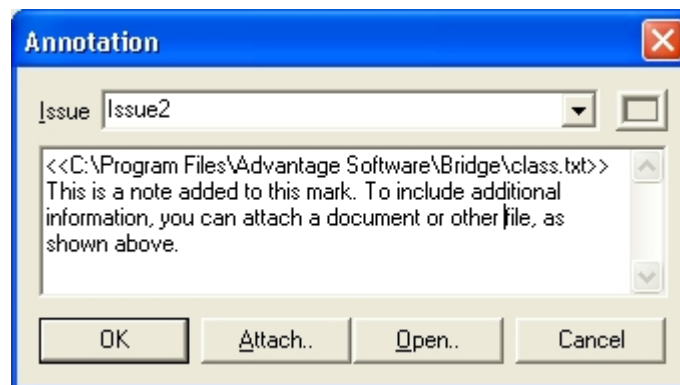


A mark can include a note typed into the multi-line edit box. The note will be included when the line containing the mark is copied and pasted into word processing software, as long as the toggle to display marks is on.

If there is enough room with the current display settings, any notes that are written will appear on the right side of the text. The notes will wrap to several lines if necessary. These same notes will appear on the printout. The note column will also have "Page NNN" displayed at the beginning of each page in the document, so you can tell where you are in the document..

Also, you can attach one or more document, graphic, or spreadsheet files. Once a file is attached, you can open it by double-clicking on the file name in the edit box to select it, and clicking on **Open**.

The Annotation sample below has both a note typed in the edit box, and a text file attached.



Quick mark

Hotkey: **Space**

This option places a General mark at the cursor without opening the **Annotation** dialog box. To change the mark to a different issue, or add notes etc., cursor to the line containing the mark and press **Enter**. The dialog will open and you can edit the mark.


Delete mark

Hotkey: **Del**

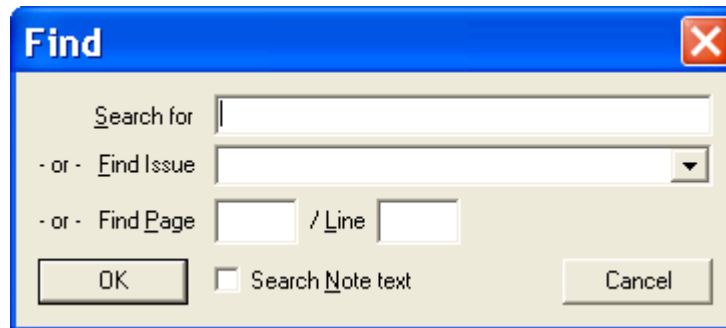
This option will delete the mark from the line at the cursor position. It will also delete any associated notes, and attached files.

Find

Hotkey: **Ctrl+F**

Toolbar button: 

This option opens the **Find** dialog box:



Here you can search for a text string by entering the text in the **Search for** data field.


You can also use the **Find Issue** drop-down list. The list will contain all issue types used in marks.

You can also use the **Find Page / Line** option to search for a particular page or line.

You can use the **Search Note text** check box to include notes in the search. If the text is found in a note, the search will position the cursor on the line whose mark includes the text in its note. Press **Enter** to open the Annotation and view the note containing the text string specified.

Find Next


Hotkey: **F3**

Toolbar button: 

This option will move the cursor to the next instance of the specified text or issue.

Find Previous

Hotkey: **Shift+F3**

Toolbar button: 

This option will move the cursor to the previous instance of the specified text or issue.

THE VIEW MENU

Hotkey: **Alt+V**

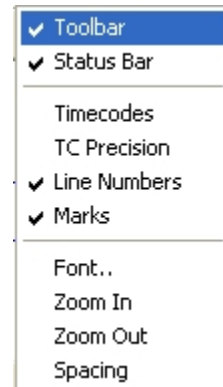
This menu contains commands appropriate to the file currently open.

Toolbar


This option toggles the toolbar near the top of the page on or off.

Status Bar

This option toggles the status bar at the bottom of the page on or off.




Timecodes

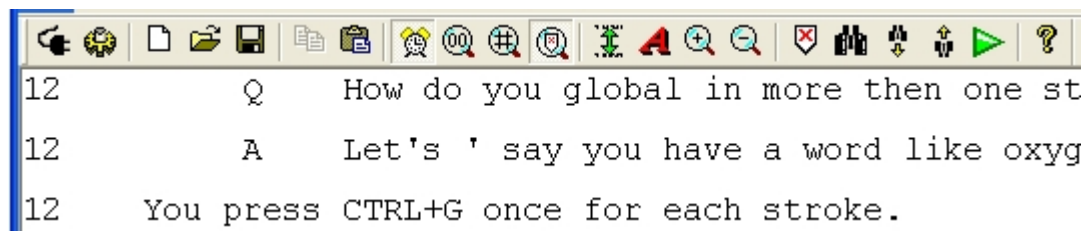
Toolbar button: 

This option toggles the display of timecodes on or off.

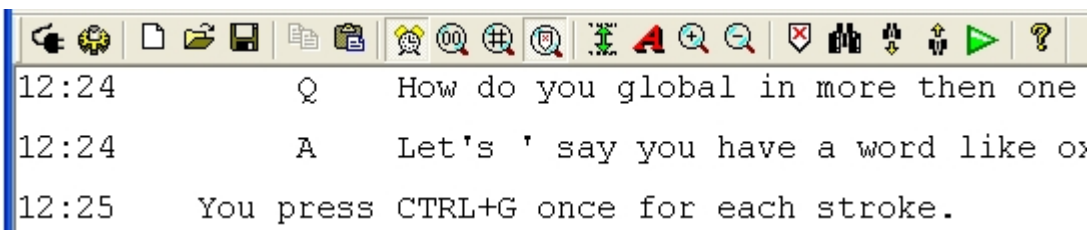
Timecode Precision

Toolbar button: 

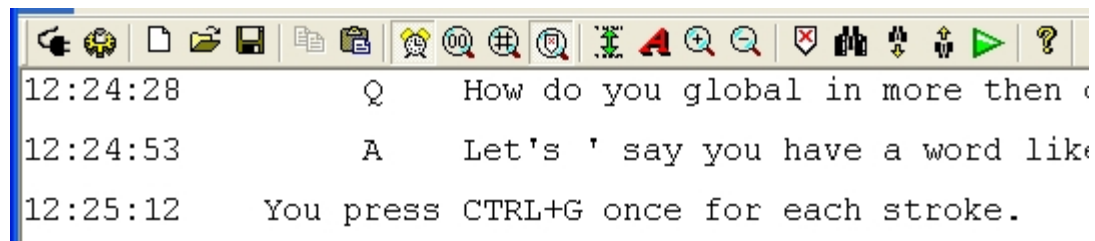
This option toggles the display of timecodes to: hours;



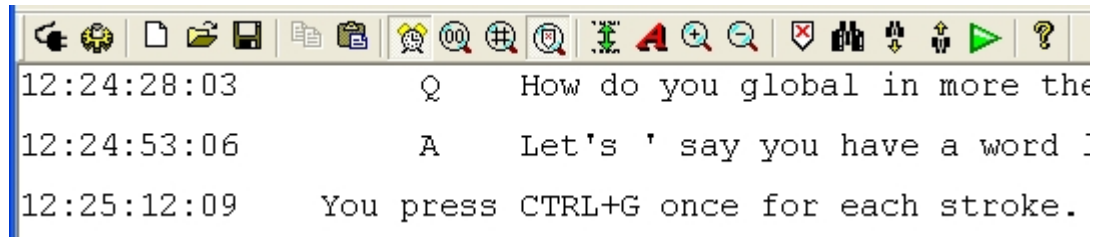
hours and minutes;



hours, minutes and seconds;



or hours, minutes, seconds, and tenths of a second.



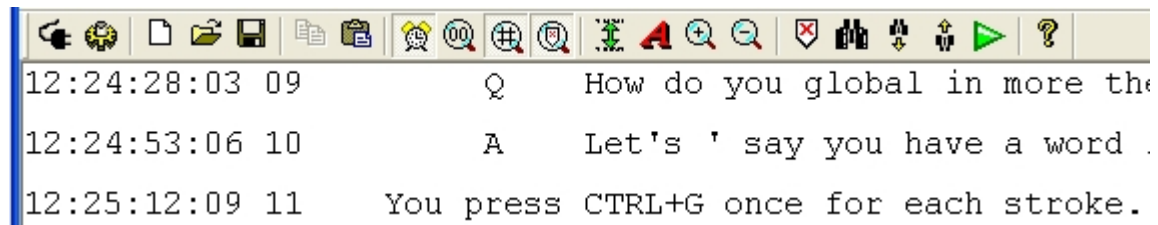
Line Numbers

Toolbar button: 

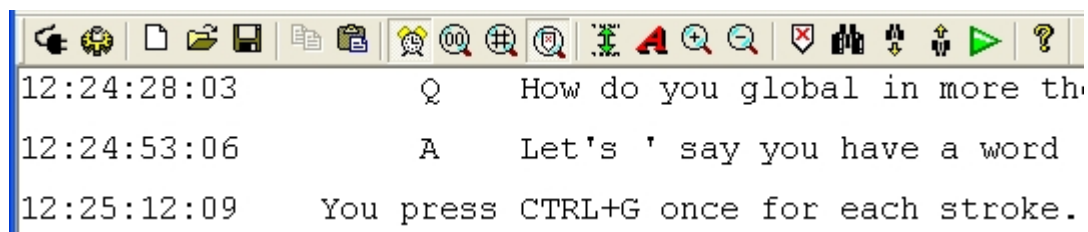
This option toggles the display of line numbers on or off.

Example:

Line Numbers (and Timecodes) on:



Line Numbers off:




Marks

Toolbar button: 

This option toggles the display of marks on or off.

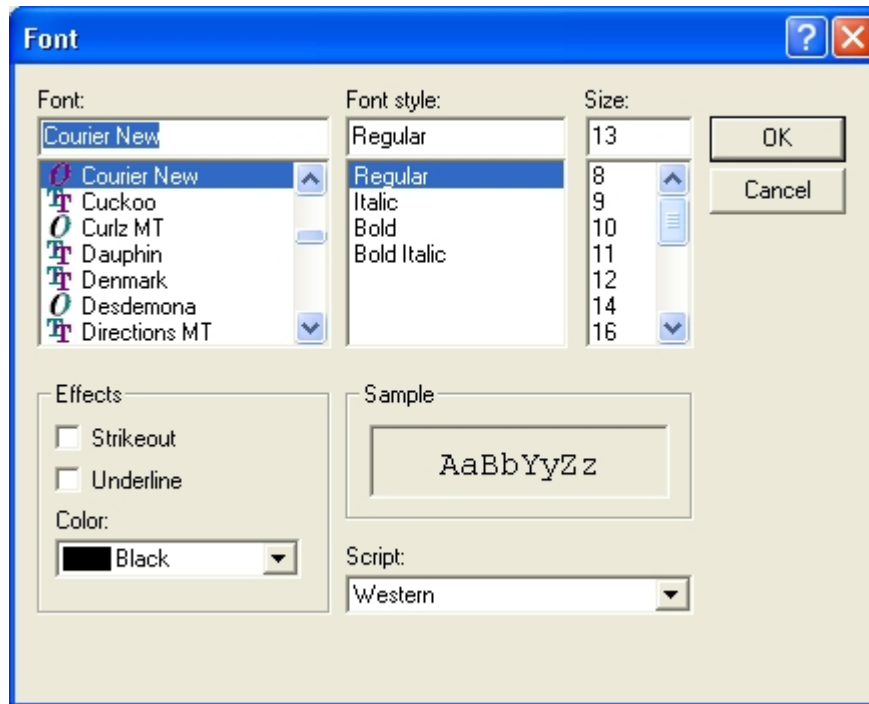
Font

Toolbar button: 


This menu choice opens the **Font** dialog box:


From here you can select preferences for:

- Font
- Font style (Regular, Bold, Italic, Bold italic)
- Size
- Effects (Strikeout and/or Underline)
- Color
- Script (Western or Hebrew)



Zoom In and Zoom Out

Zoom in (magnify) - 

Zoom out - 

You can **Zoom in** and **Zoom out**, which works similarly to using successively stronger (Zoom in) or weaker (Zoom out) magnifying glasses. The **Zoom in** and **Zoom out** buttons on the toolbar control zooming.

Both buttons use a magnifying glass icon; the difference is that zoom in has a plus sign (+) on it and zoom out has a minus sign. The zoom-in magnifies the display to show the document in greater detail. The zoom-out reduces the display to show more of the document in the available display area. Each click of a zoom button changes the display incrementally.

Spacing

Choosing this menu option toggles the line spacing of the document you are viewing, moving through single spacing, 1.5 spacing, and double spacing.


THE HELP MENU

Hotkey: **Alt+H**

Help Topics

Opens the Bridge Help file.

About Bridge . . .

Toolbar button: 

This menu option displays the Bridge version number and copyright information. This information may be utilized during troubleshooting by ASI support.

APPENDIX A: TOOLBAR BUTTONS:

Connect: Connect to Realtime data stream



Setup: Setup communications



New: Create a new document



Open: Open an existing document



Save: Save the active document



Print: Prints the Bridge file as it appears on the screen



Copy: Copy the selection and put it on the clipboard



Paste: Insert clipboard contents



Toggle timecodes: Show or hide timecodes



Timecode precision: Set the timecode display precision



Toggle line numbers: Show or hide the line numbers



Toggle marks: Show or hide the marks



Spacing: Change the line spacing



Font: Set the display font



Zoom in: Magnify the display



Zoom out: Shrink the display



Mark: Create or edit a mark/note/annotation



Find: Find text, mark, or note



Find next: Find the next instance of the text or mark



Find previous: Find the previous instance of the text or mark



About: Display program information, version, and copyright



Play: Play the audio or video for this section



APPENDIX B: SHORTCUT TABLE

Keystroke	Function
Ctrl+N	New file
Ctrl+O	Open file
Ctrl+S	Save file
Ctrl+U	Setup Communication
Ctrl+T	Connect
Ctrl+P	Print
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+F	Find
F3	Find next
Shift+F3	Find previous
Enter	Mark a spot
Space	Quick mark
Del	Delete a mark

INDEX

All caps.....	3	Menu bar.....	5
Allow backspaces.....	3	Multimedia settings.....	8
Annotation.....	5, 10, 11, 12	network.....	1, 3, 4, 8
Apply edits.....	3	New.....	6, 18, 20
COM port.....	3, 8	Open.....	6, 8, 11, 18, 20
Connect.....	1, 4, 6, 8, 9, 18, 20	Output.....	2, 3
Copy.....	10, 18, 20	Paste.....	10, 18, 20
Export	9	Play.....	19
File sharing.....	8	Print.....	9
Find.....	12, 19, 20	realtime.....	1, 3, 4, 6, 8
Flush Word Delay.....	4	Save.....	1, 6, 7, 9, 18, 20
Font.....	15, 19	Search Note text.....	12
Force margins.....	3	Setup.....	1, 2, 3, 6, 7, 18, 20
Getting Started.....	2	Spacing.....	16, 19
Help.....	6, 17	Status Bar.....	5, 13
issue.....	1, 5, 10, 11, 12	timecodes.....	5, 10, 13, 18
Keystroke.....	20	Toolbar.....	5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 17, 18
Line Numbers.....	14	View.....	5, 6, 13
line spacing.....	16, 19	Window.....	5
mark.....	1, 5, 10, 11, 12, 19, 20	Zoom.....	15, 19
Mark.....	4, 10, 19, 20		
Maximum WPM.....	4		