For The Record

FTR Interview Recorder 7.0

User Guide

For
Windows® 10 x64
Windows® 10 x32

www.fortherecord.com

Contents

Introduction

Overview

FTR Interview Recorder provides the ultimate interview and recording solution for law enforcement agencies around the world. Using Interview Recorder, interviews are conducted, and notes are linked directly to specific times in the recording. This makes the review process simple and fast.

With Interview Recorder you can record audio and video, and take live notes using a single program that automatically links the notes to exact times in the recording. Interview Recorder is **ThinkLink** enabled and **TheRecord** Empowered. Using the companion **ThinkLink** enabled program – Player™ – you can quickly and efficiently review your recordings and interview notes.

This guide covers all the features of Interview Recorder.

About This Guide

This User's Guide assumes that you are familiar with Microsoft Windows operating systems. If you are new to Windows, make use of the extensive Windows help system before attempting to use FTR Interview Recorder.

Getting Started

Installation

FTR Interview Recorder is installed as a component of FTR Interview Recording Suite. Refer to the Setup Guide that accompanies FTR Interview Recording Suite. When installation is complete, be sure to set General Options, Recording Options and Archiving Options to suit the way you work. See *Configuring FTR Interview Recorder* later in this guide.

Note: Log in as a member of the local Administrators group, to change Administration, Recording, and Archiving options. For details on how to configure the program see *Configuring FTR Interview Recorder* later in this guide.

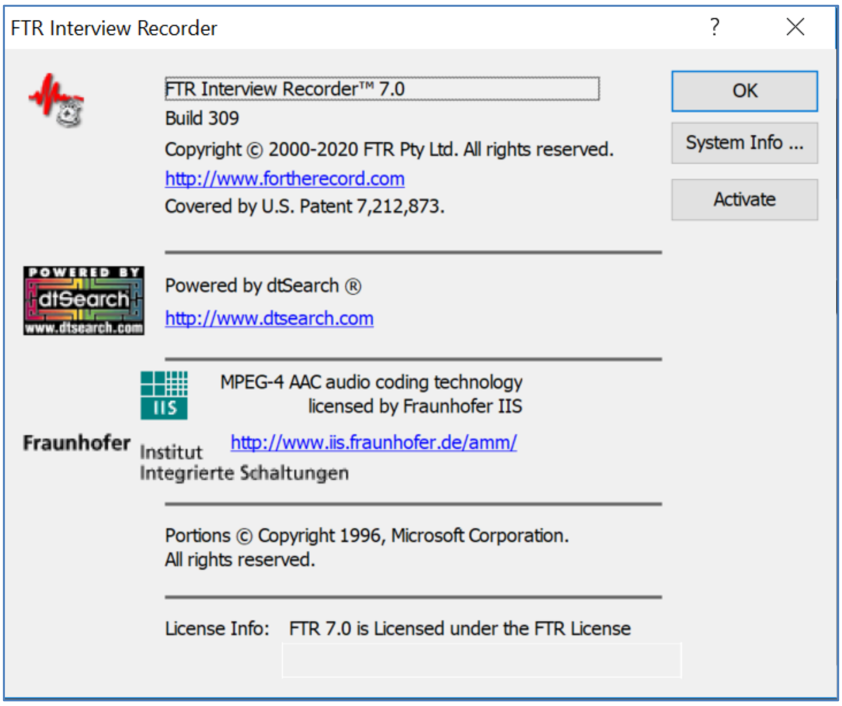
Licensing

FTR Interview Recorder requires one of the following license types:

- Trial evaluation 14 days (.trm license only).
- Machine license – permits the use of Interview Recording Suite on this machine only.
- Site license – permits the use of Interview Recording Suite on all machines on this site.

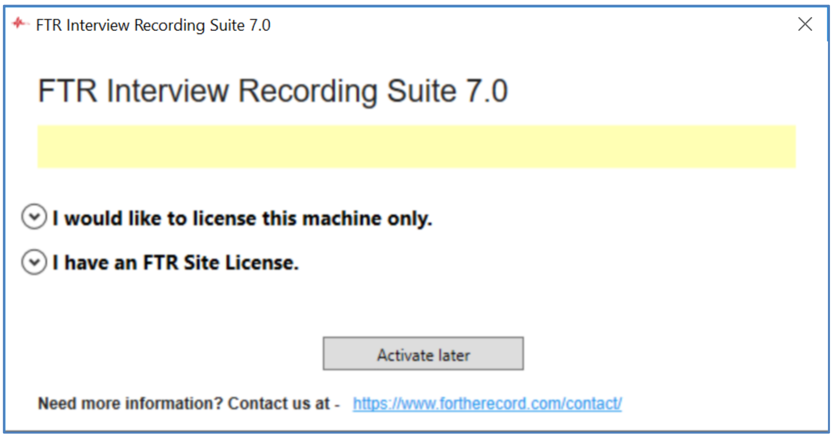
Either a machine or a site license may have been activated during setup and no further licensing action is required. If a 14-day trial evaluation license was chosen, FTR Interview Recorder will only record in .trm during the trial period. To continue to use FTR Interview Recording Suite beyond the end of the trial period and to record in both .trm and .mp4, you must activate either a machine license or a site license.

License your copy of Interview Recording Suite by displaying the About dialog and pressing **Activate**.

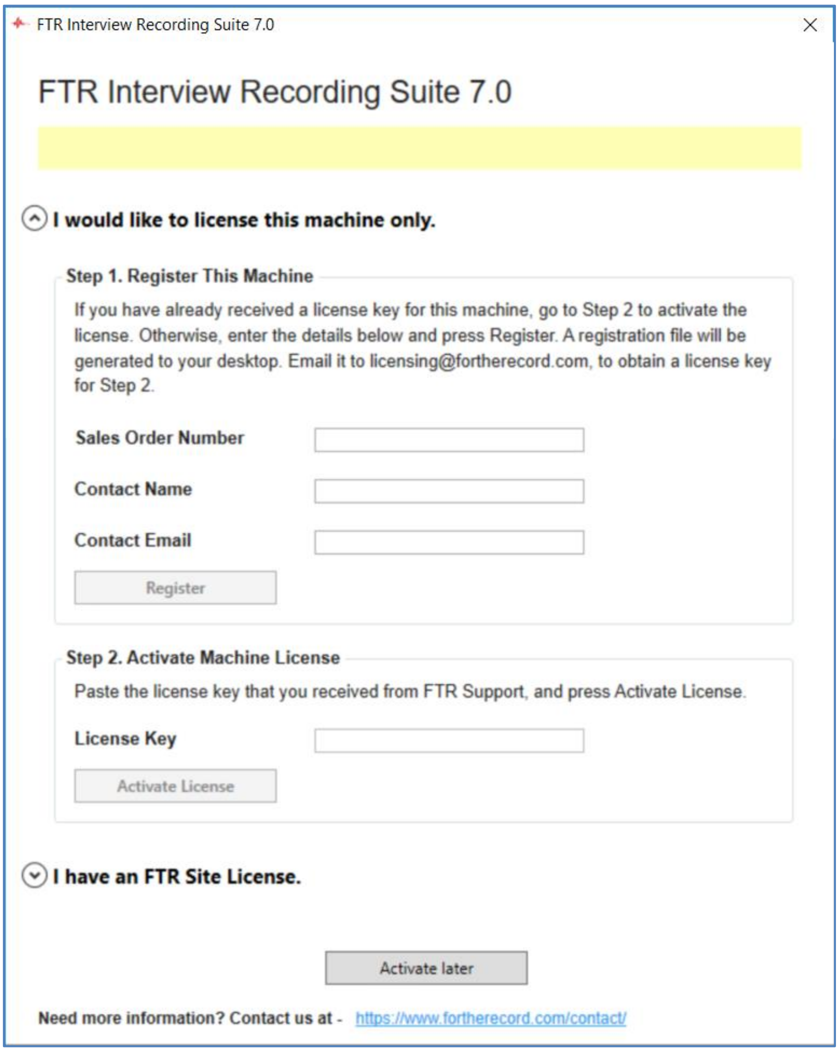


Activate License

Use the License Activation page to select your appropriate license.

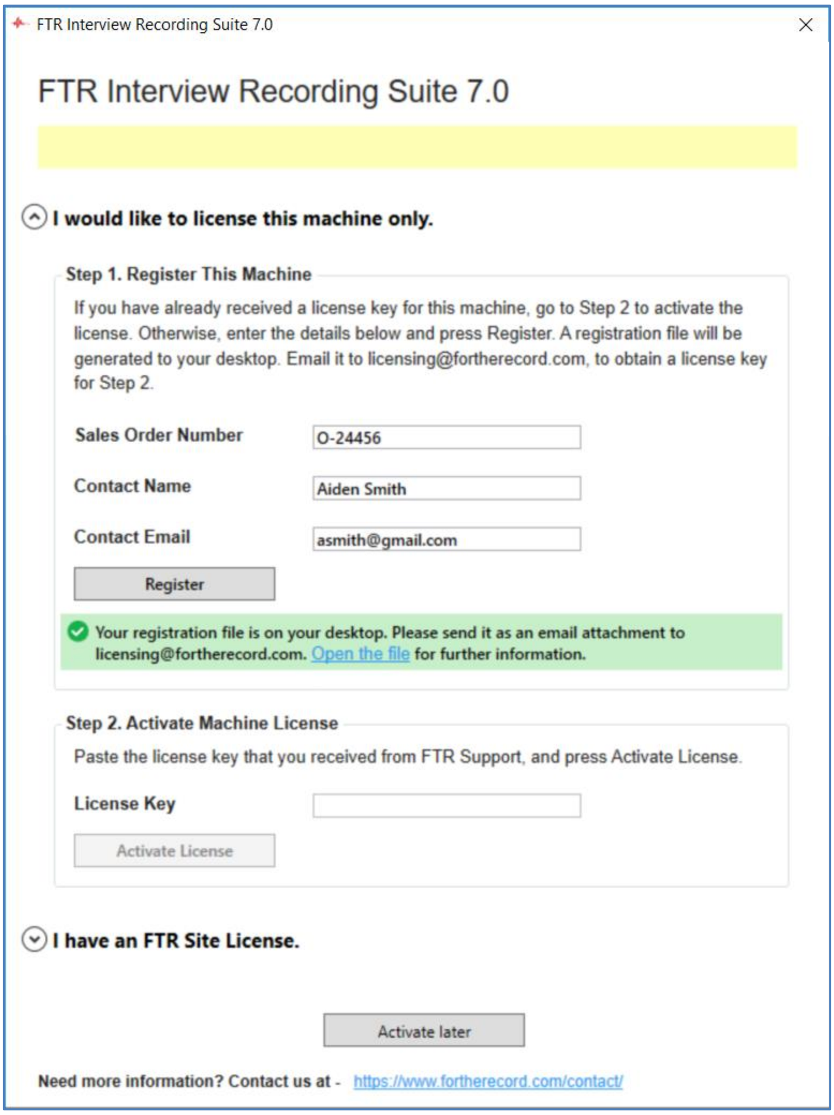


Choose the first option to license this machine only:

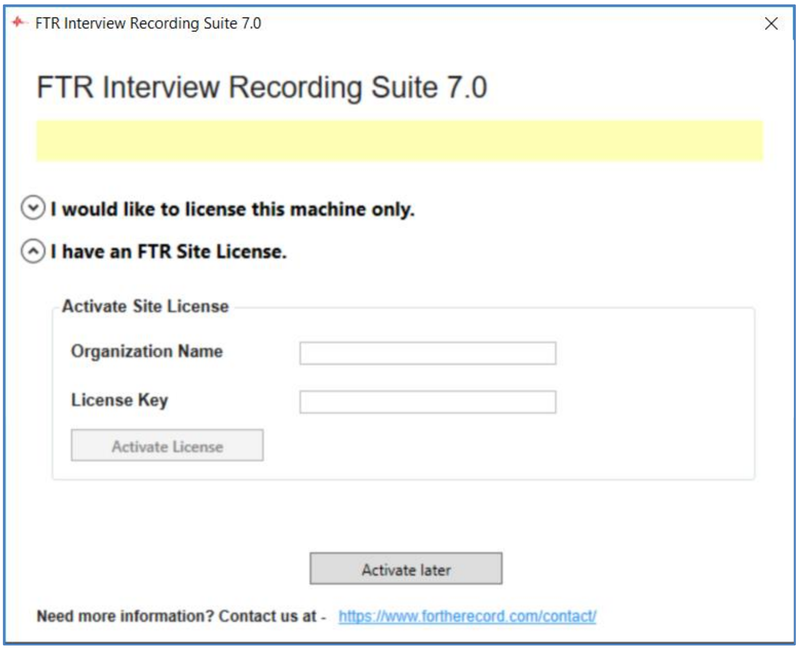


On completing Step 1, you will receive a registration file. Email it to licensing@fortherecord.com in order to receive your license key.

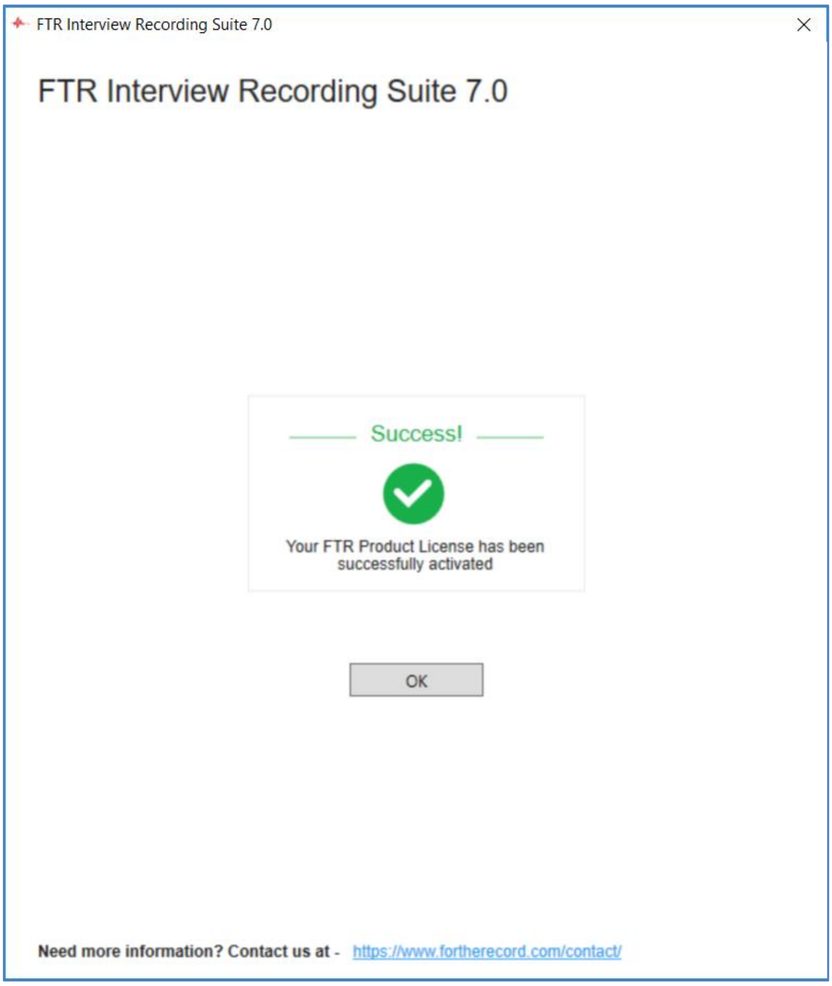
Use the license key to complete Step 2.



Choose the second option if you have a site license:



When your license has been successfully activated:



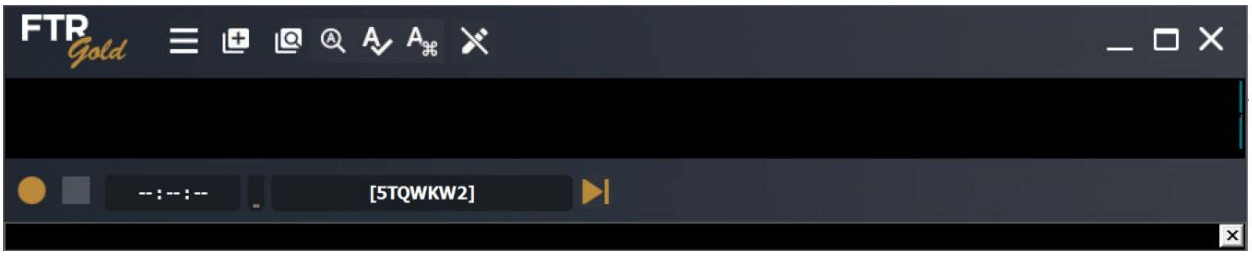
Starting

You can start FTR Interview Recorder from the desktop, or depending on your operating system, from the **Start** menu or **Apps** screen.

To start FTR Interview Recorder:

1. From the desktop, double-click the **FTR Interview Recorder** icon or
2. Observe that the program starts.

   Note: On first start-up, FTR Interview Recorder does not show the Level history bar or Log Sheet Pane. See Working Environment for details on how to show/hide these areas.



3. Create a new interview log sheet, as required. See later in this guide.
4. Start, pause, and stop (conclude) interview recording, as required. See *Interviewing* later in this guide.

About FTR Interview Recorder

The About box lists information about your installation, including license validity (refer to Licensing above for details).

To display the About box:

1. Do one of the following:
   - **a.** Click the FTR Gold logo at the top left corner of the main window or
   - **b.** Click the Menu button, point to Help and click About FTR Interview Recorder.
2. View the information in the **About FTR Interview Recorder** dialog box.
3. Click **OK** to close the **About** box.

Help

The following help resources are available:

- FTR Interview Recording Suite Setup Guide
- FTR Interview Recorder User Guide (this Guide)

Viewing the Setup Guide

The Setup Guide is published in Portable Document Format (PDF) and will be available with the purchase of FTR Interview Recording Suite.

Note: The Setup Guide requires Adobe® Reader®.

Viewing the User Guide

The User Guide PDF is displayed when you click on .

System Information

System information is saved in a collection of text files that are stored in a zip file on your desktop and copied to your clipboard. When system information is saved you can view the text files using the text viewer of your choice and you can send them to customer support as required.

To save system information:

1. Click the **Menu** button , point to **Help** and click **About FTR Interview Recorder**.
2. From the **About FTR Interview Recorder** dialog box, click the **System Info...** button.
3. Observe a progress dialog box as system information is being saved.
4. When complete, a message box confirms that saving was successful, and that system information is available from the desktop.

To view system information:

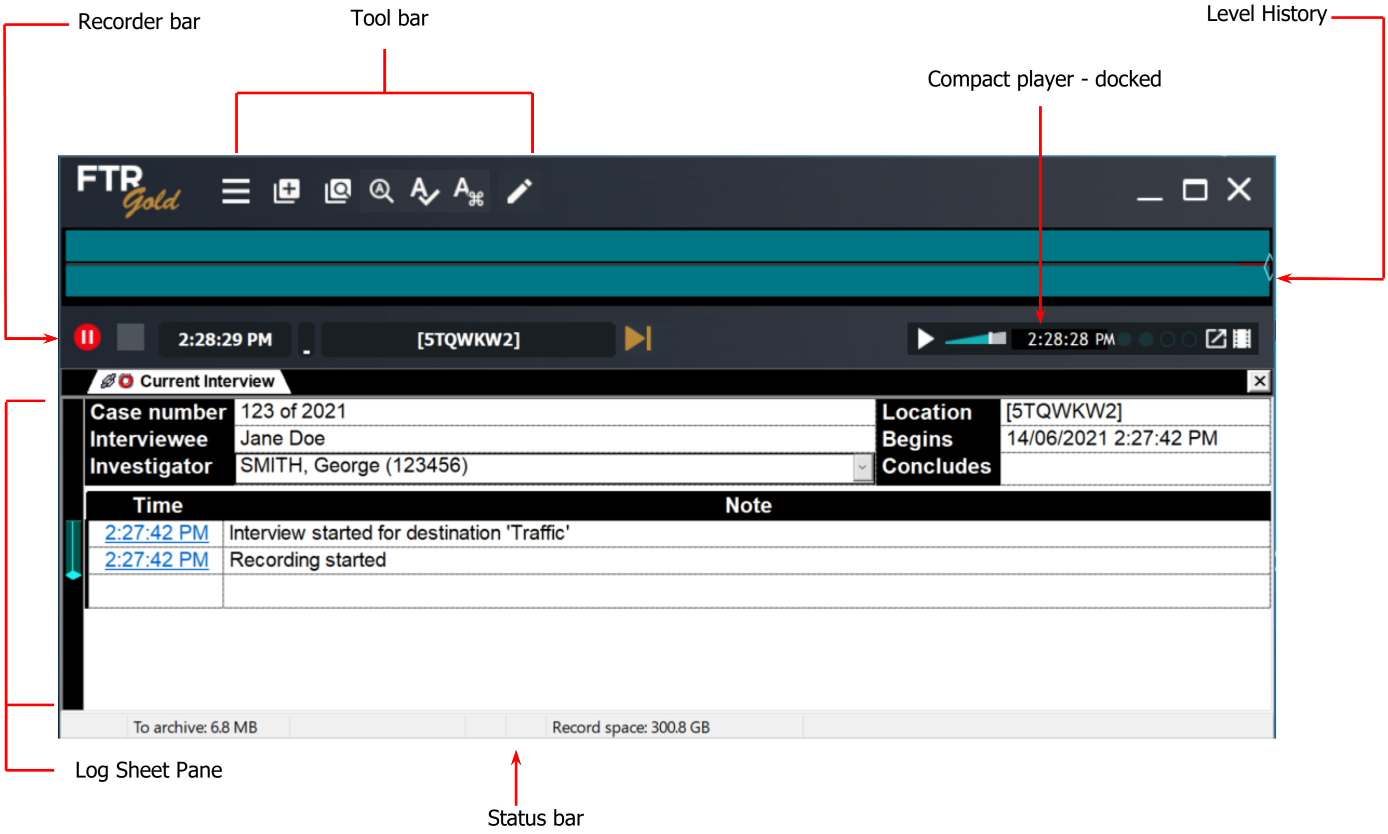
5. Save system information as described above.
6. From your desktop, double-click the **FTR System Information...** zip folder.
7. From Explorer double-click the text file you wish to view.

To send System Information:

8. Save system information as described above.
9. From your desktop, right-click the **FTR System Information...** zip folder, point to **Send To** and click **Mail Recipient**. Enter the email address for your support team and send the attached system information files.

Working Environment

This section of the guide describes the main components of the **FTR Interview Recorder** window.



Menu

To open the menu, click the **Menu** button or press Alt.

This section of the user's guide describes each menu.

File Menu

The **File** menu contains the following commands:

Function	Description
New Interview	Creates a new interview log sheet.
Conclude Interview	When an interview is finished, and recording is stopped you can conclude the interview. Concluding an interview simply places an interview end time in the log sheet and prevents any further recordings being started that are related to the log sheet. The log sheet remains open in edit mode for additional notes or amendments.
Discard Interview	If you create a new interview log sheet and then do not proceed, you can discard the log sheet.
New Personal Notes	If you have an existing interview open, you can create your own personal notes. When Personal Notes are created, a copy of the original log sheet is placed in your Personal Notes folder. You can then augment these notes with your own personal notes.
Open…	Opens an existing interview log sheet or personal notes.
Search…	Opens the Search dialog box. Use this dialog box to enter search criteria so that you can quickly find the required log sheet or personal notes.
Close	Closes the active log sheet.
Save Copy As	Saves a copy of the active interview log sheet to another location. Also allows you to save as HTML.
Page Setup…	Opens the page setup dialog box where you can specify the layout for printed log sheets.
Print Preview	Shows how the active log sheet will be printed.
Print…	Opens the Print dialog box where you can choose how much is printed.
Archive	Use this command to archive log sheets and recordings to optical discs. Note: Not available if you archive exclusively to a network location.
Properties	Displays the file name and path of the active log sheet.
Most recent list	Shows the nine most recently opened interview log sheets. You can select any one of these to open.
Exit	Quits the program.

Edit Menu

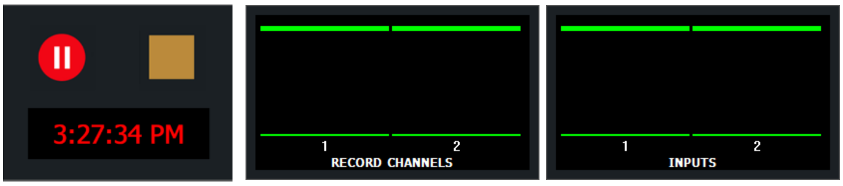
The **Edit** menu contains the following commands:

Function	Description
Undo	Undo last changes.
Redo	Redo last changes that you have recently undone.
Edit Mode	Switches the log sheet between read-only and editable.
Format…	Opens the format dialog box where you can specify bold, italics, underline and color options.
Cut	Cuts the selected text from the log sheet and places it on the clipboard.
Copy	Copies the selected text from the log sheet and places it on the clipboard.
Paste	Pastes the contents of the clipboard to the insertion point indicated by the cursor position in the log sheet.
Delete Note	Deletes the current log note
Find…	Opens the Find Text dialog box where you specify what text you want to find in the active log sheet.
Find Next	Repeats the find action using the previous find text.
Synchronize Note	Sets the timestamp of the active log note to match the time of the associated content currently open in the player.
Synchronize Sheet	Sets the timestamp of the active log note to match the time of the associated content currently open in the player and then adjusts all other timestamps by the same amount.

View Menu

The **View** menu contains the following commands:

Function	Description
Touch View	Shows a magnified view of Start and Stop buttons which are touch-sensitive if using a touch screen. The Clock, Record Channels, and Inputs displays are also magnified. For Touch View, we recommend you set the display resolution to 1600x900 and scaling to 125%.



Function	Description
Level History	Shows or hides the level history bar.
Log Sheet Pane	Available when there are no log sheets open. Click to hide the empty log sheet pane.
Record Time Window	Displays the recording time in a separate re-sizable window.
Record Level Window	Displays the recording levels in a separate re-sizable window.
Input Level Window	Displays the input levels in a separate re-sizable window.
Always On Top	If selected ensures that the FTR Interview Recorder window is always on top of other programs.

Actions Menu

The **Actions** menu contains the following items:

Function	Description
Play	Starts Player™ (if not already started) and loads the recording that is associated with the active interview log sheet. The current play time is also set to match the time stamp of the selected note.
Set Range Start	Sets the range start time in the player to match the timestamp of the current log note.
Set Range End	Sets the range end time in the player to match the timestamp of the current log note.

Tools Menu

The **Tools** menu contains the following items:

Function	Description
Spelling	Starts the spell checker. See *Spell Checking* later in this guide.
Quick Notes	Opens the **Quick Notes** window. See *Quick Notes* later in this guide
Associate	Click this command to change the date and/or location name of the active log sheet to match the date and location name of the recording that is open in Player™. This is particularly useful when you import recordings from a handheld recorder and the notes do not match either the name or date of the recording.
Templates	Opens the **Templates** dialog box where you can add, edit, or delete templates. See *Managing Templates* later in this guide.
Investigators	Opens the Investigators list. You can add, edit, or delete investigators as required.
Filter	Provides a way to extract specific notes from a log sheet to create a new log sheet.
Options	Opens a cascading menu of options that control how the program behaves. See *Configuring FTR Interview Recorder* later in this guide.

Record Menu

The **Record** menu contains the following items:

Function	Description
Start or Pause	Starts or pauses recording. **Note**: If departmental support is enabled, a dialog will appear, requiring you to select a department each time you start a recording. If there is more than one template available, a dialog will appear, requiring you to select a template and click OK.
Play At End	Starts Player (if not already started) and loads the active recording (if available) - Confidence Monitoring.

Window Menu

The Window menu shows a list of open log sheets from which you can select one to become the active log sheet. If more than nine log sheets are open, the **More** command is available. Click **More** to view the complete list.

To activate a different log sheet:

1. Click the **Menu** button and point to **Window**.
2. Do one of the following:
    a. Click the log sheet you want to activate or
    b. Click **More**. From the **Activate** dialog box click the required log sheet and click **OK**.

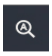
Help Menu

The **Help** menu contains the following items:

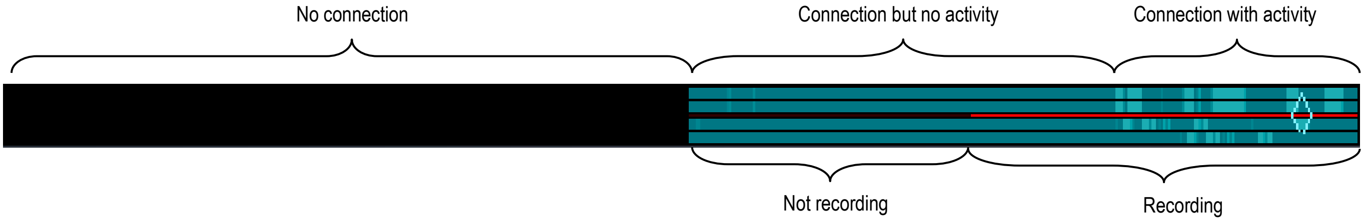
Function	Description
FTR Interview Recorder Help	Opens the main help.
About FTR Interview Recorder	Opens the About dialog box, which shows version information and trademark attributions.

Toolbar

The toolbar contains buttons providing quick mouse access to the main FTR Interview Recorder functions.

Icon	Function	Action
	Menu	Click to open the main menu.
	New Interview	Creates a new interview log sheet.
	Search	Locate a log sheet based on defined search criteria
	Find Text	Opens the Find Text dialog box, which is used to locate specific words in the log sheet.
	Spell Check	Start the spell checker.
	Quick Notes	Open the Quick Notes Window
	Edit/Read-only	Toggles between edit mode and read-only mode. Click to enable or disable log note editing.

Level History



The level history bar shows up to 12 hours of recording history for each of the recorded channels. Recording history indicates audio activity in the venue and the recording state. The period of level history is controlled in FTR Interview Recorder options. For more details about how to use the level history bar, see *Back Annotating* later in this guide.

Each recording channel is represented by a separate bar and the color indicates audio activity as:

- Solid black indicates that there is no connection with the recorder.
- Solid dark color indicates a connection but no activity in the venue.
- Shades of color indicate activity in the venue as various participants speak on different recording channels.

The line through the middle indicates the recording state. The line is red when recording is in progress.

The current play time control tab is shown if the player is currently playing any part of the recording that is shown in the level history bar. It can be dragged to any position where a recording exists.

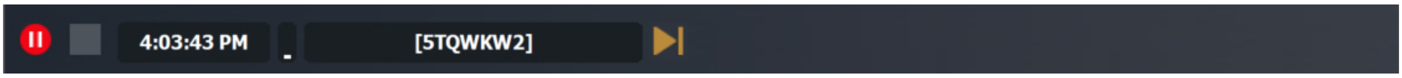
Note: The current play time can also be adjusted directly from FTR Player or by clicking a timestamp. If the current play time is set to a time that is not available in the level history period, it is not shown.

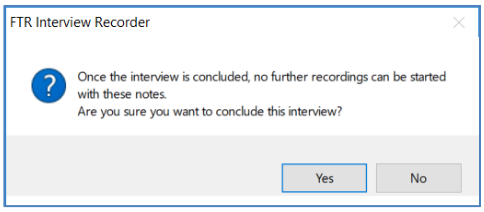
To view/hide the level history bar:

1. Click the **Menu** button, point to **View** and click **Level History**.
2. Observe that the level history bar is displayed in the main window.
3. Repeat step one to hide the level history bar.

Recorder Bar

Use the Recorder Bar to start and stop recording. There may be an archive button depending on the chosen archive method.



Icon	Function	Description
	Start	Click this button to start an interview and recording. **Note**: If departmental support is enabled, a dialog will appear, requiring you to select a department each time you start a recording. If there is more than one template available, a dialog will appear, requiring you to select a template and click OK.
	Wait	Preparing to record. Advisory only. No action required.
	Pause	Click this button to pause recording.
	Resume	Click this button to resume recording.
	Stop and Conclude	Click this button to conclude the recording. 
	Play At End	Click this button to play the latest available recording - Confidence Monitor.
	Record Time	Displays the record time.
	Record Level Display	Displays peak audio for the highest channel level.
 or 	Archive	Starts archiving to CD/DVD or removable disk drive, depending on configuration.
	Location Name	Displays the location/venue name.

Record Time Window

Recording time can be displayed in a separate re-sizable window.

To open the Record Time window:

1. Do one of the following:

   a. From the Recorder Bar, double-click the **Record Time** display 12:42:06 PM or

   b. Click the **Menu** button, point to **View** and click **Record Time Window**.

2. To close the window, click the close button in the top right corner.

Record Level Window

Recording level can be displayed in a separate re-sizable window.

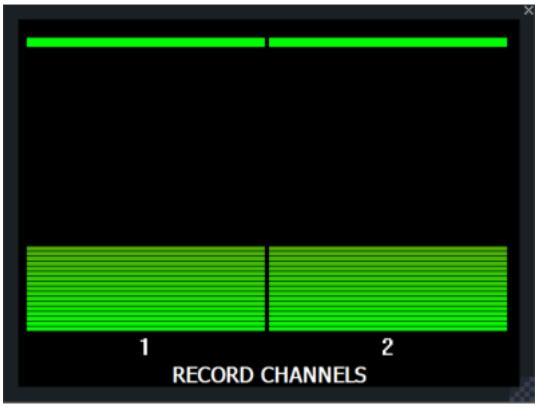
To open the Record Level window:

1. Do one of the following:

   a. From the Recorder Bar, double-click the **Record Level** display or

   b. Click the **Menu** button, point to **View** and click **Record Level Window**.

2. Observe that the **Record Level Window** is displayed.



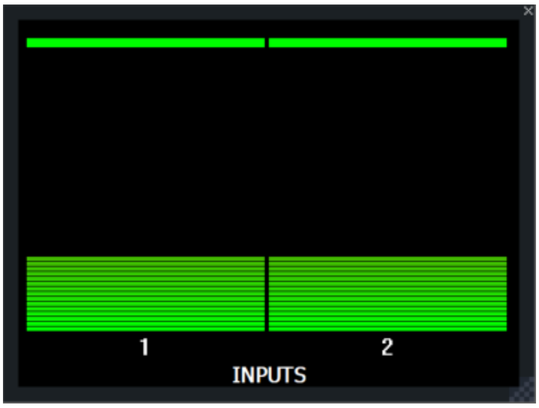
3. To close the window, click the close button in the top right corner.

Input Level Window

Input levels can be displayed in a separate re-sizable window.

To open the Input Level window:

1. Click the **Menu** button, point to **View** and click **Input Level Window**.
2. Observe that the **Input Level Window** is displayed.



3. To close the window, click the close button in the top right corner.
4. Observe that the **Input Level Window** is closed.

Log Sheet Pane

Log sheets are used to enter interview notes that relate to events that occur during the interview and are displayed in the log sheet pane. If you do not take interview notes, the log sheet pane can be closed to save desktop space.

To view/hide the log sheet pane:

1. Click the **Menu** button, point to **View** and click **Log Sheet Pane**.

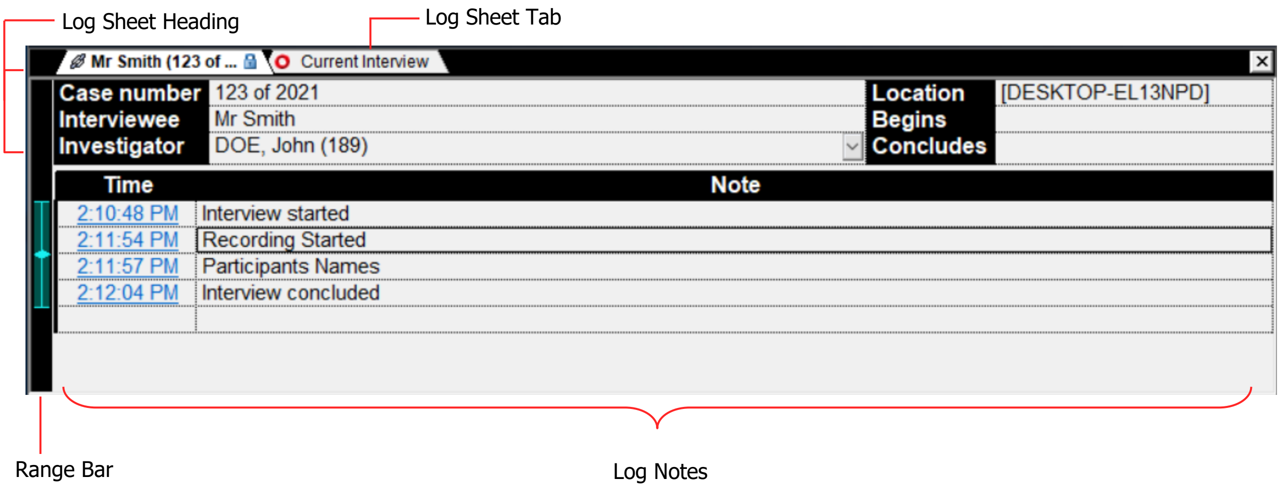
   Tip: If you create or open a log sheet the log sheet pane is automatically opened.
2. Observe that the log sheet pane is displayed.
3. To close the log sheet pane, close any log sheets that may be open.
4. Click the **Menu** button, point to **View** and click **Log Sheet Pane**.

   Note: If any log sheets are open, the Log Sheet Pane cannot be hidden.
5. Observe that the log sheet pane is closed.

Log Sheet

A log sheet includes the following components.

- Log Sheet Tab
- Log Sheet Heading
- Log Notes
- Range Bar



Log Sheet Tab

Each log sheet opens in a tabbed page and the label displays one of the following titles:

- **Current Interview** - if the interview is in progress
- If not the current interview, then the interviewee and case number are shown - if available.
- If not the current interview and the interviewee and case number are not available, then the date and time are shown.

One or more of the following status icons may also accompany the title.

Icon	Description
	The log sheet is associated with the content currently open in player.
	The log sheet is associated with the recorder
	The log sheet is read-only and cannot be edited
	The log sheet has been opened from the Personal Notes folder.

Log Sheet Heading

The log sheet heading contains six fields that are used to identify interviews.
These are the Case number, Interviewee, Investigator, Location, Begins time and Concludes time.

Case number	123 of 2021	**Location**	[DESKTOP-EL13NPD]
Interviewee	Mr Smith	**Begins**	
Investigator	DOE, John (189)	**Concludes**	

Case Number

Enter the case number or other reference number that uniquely identifies the matter under investigation.

Interviewee

Enter the name of the person or persons you are interviewing.

Investigator

The Investigator field contains the name of the lead investigator conducting the interview.

To select the required investigator, click the button to the right of the field. If the required investigator is not in the list, scroll to the end and add a new name.

The Location Field

The Location field identifies the venue in which the interviews occur. It is established at installation time but may be changed in Tools/Options/Recording - if you are logged on with sufficient permissions.

Begins

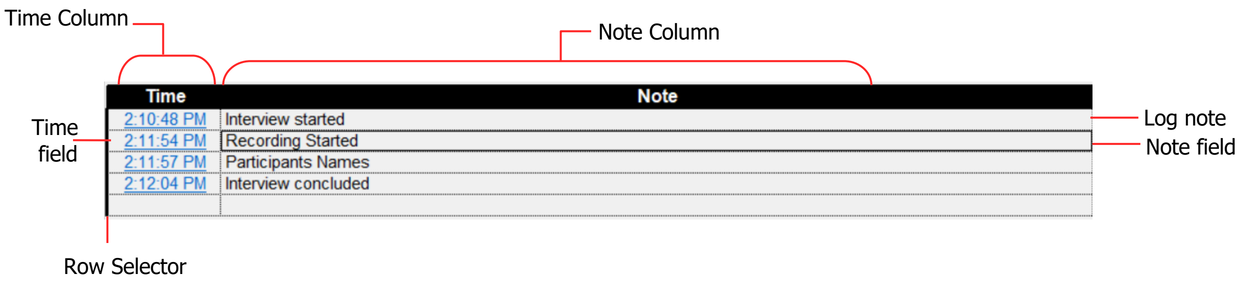
The Begins field is automatically updated with start date and time that recording first started.

Conclude

The Conclude field is automatically updated with the date and time that the last recording stopped.

Log Notes

Log Notes are primarily used to describe events that occur during interviews. They are organized and referenced by a **Time** column and a **Note** column. Each row represents one time-stamped log note.



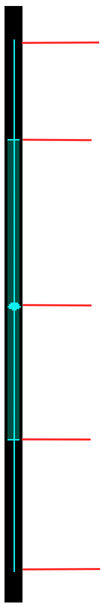
The table below describes each component of the Notes section.

Item	Description
Time Field	As each log note is created, a time stamp is automatically entered into the time field. The time field cannot be directly edited. You may adjust timestamps using the synchronize commands.
Note Field	Used to add supplementary information to assist those reviewing the matter.
Row Selector	Click this area to select the whole row (and other rows) to apply formatting.

Range Bar

The Range bar provides a visual indication that the log sheet is linked to the content currently loaded in the player. The Range Bar is the vertical strip to the left of the log sheet, and it shows similar information to that displayed on the range bar in the player.

If the content in the player is linked to the active log sheet, the Range bar shows a blue line that represents all loaded content. A wider shaded area on the line represents the currently selected range in the player and is delineated by Range Start and End markers. The Current Log Note Marker indicates the most recent log note that is relevant to the currently playing content in the player. When the current play time reaches a timestamp in the log sheet, the Current Log Note Marker jumps down to the relevant log note.



Content Start
The top of the thin blue line indicates the start of the linked content.

Range Start Marker
This marker represents the range start time as defined in the Player. Ranges can be set in player or directly from the log note shortcut menu. See *Setting the Audio Range* later in this guide for more information.

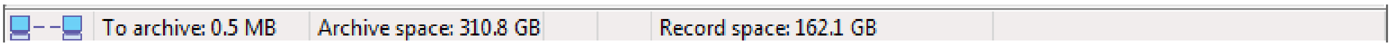
Current Log Note Marker
This indicates the most recent log note relevant to the current play time of the linked content. As the content in the player continues to play, the current log note marker moves to show the corresponding log note.

Range End Marker
This marker represents the Range end time.

Content End
The bottom of the thin blue line indicates the end of the linked content.

Status Bar

The Status Bar shows information that monitors the status of the archive and backup systems for the recorder.

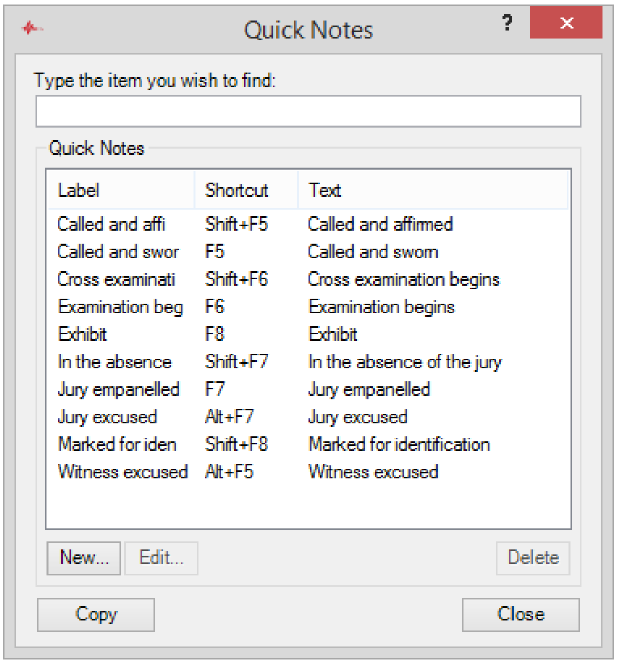


Item	Description
or	Indicates that network archiving is configured and working or there is a problem with archiving.
	Icon indicates that the archive method is to CD/DVD.
	Icon indicates that the archive method is to removable disk.
To archive:	Shows how much recording is yet to be archived
Archive space:	Shows how much free space is available on the archive drive when configured for network archiving.
	If shown, indicates that log sheets are being archived with the recording
	If shown, indicates that recordings are also backed up to a separate local disk drive on the recording computer.
Record Space:	Indicates how much free space is available on the disk drive that stores the original recording.

Quick Notes

While working with a log sheet you can open separate display windows that shows the available Quick Notes. See *Quick Notes* later in this guide for details.

To open the **Quick Notes** window, click the **Quick Notes** button .



Configuring FTR Interview Recorder

You can change the size and position of the FTR Interview Recorder window and can also change a number of configuration options to suit the way you work.

Note: Log in as a member of the local Administrators group if you want to change, Administration, Recording and Archiving options.

Sizing and Positioning

When it is not maximized, the FTR Interview Recorder window is re-sizable and can be positioned anywhere on the screen, using the re-size handle at the bottom right corner of the window. You can also show or hide the Level History bar and the Log Sheet pane. See *Working Environment – Level History* and *Log Sheet Pane* earlier in this guide.

Changing Recording Options

Before using FTR Interview Recorder for the first time it is important to check that your audio and video recordings options are suitably configured. Most recording options are restricted and can only be changed if you are logged on as a member of the local Administrators group.

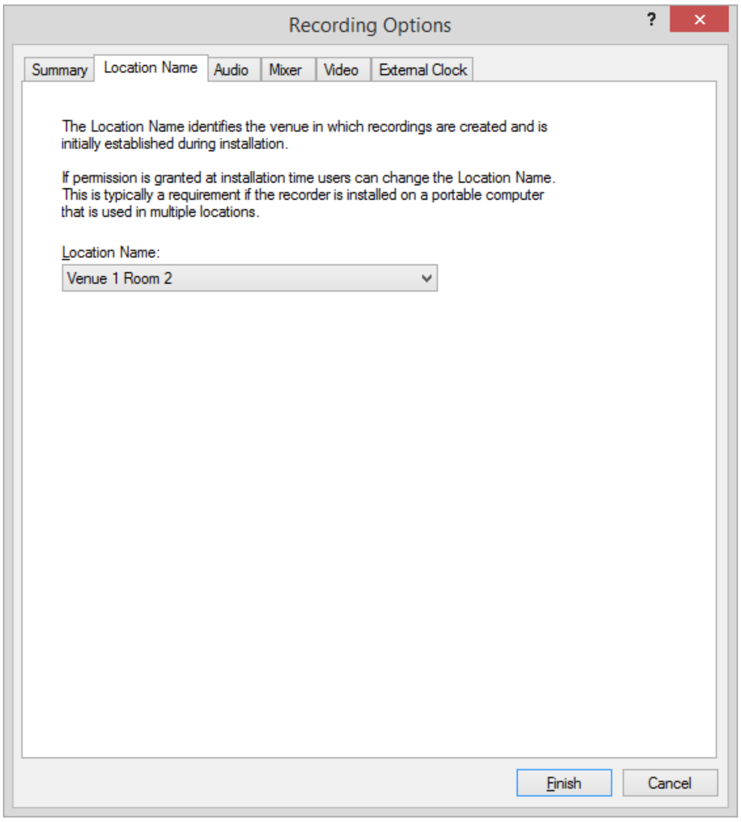
Note: Settings can only be changed while NOT recording.

To change recording options:

1. Click the **Menu** button ☰, point to **Tools** then **Options** and click **Recording.**
2. Make changes to the following options pages as required:
   Location Name
   Audio
   Mixer
   Video
   External Clock
3. When all changes are made check the **Summary** page and click **OK**.

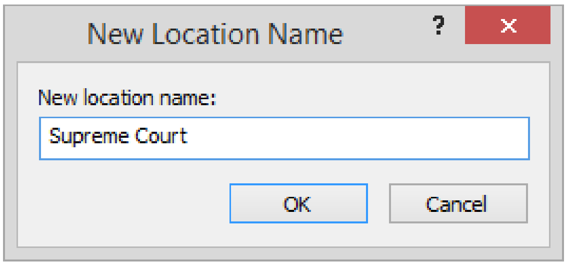
Recording Options - Location Name

For most users, the Location Name is established at installation time and cannot be altered. However, you may be able to change the location name if access is enabled at installation time or you are logged on as a local Administrator.



To change the location name:

1. Click the drop-down arrow to the right of the current location name.
2. Select the required location name from the list.
3. If the required location name is not in the list, click **Modify list**.
4. From the **Location Name** dialog box, click **New**.
5. From the **New Location Name** dialog box, enter the new name and click **OK**.



Note: Location Name cannot exceed more than 21 characters.

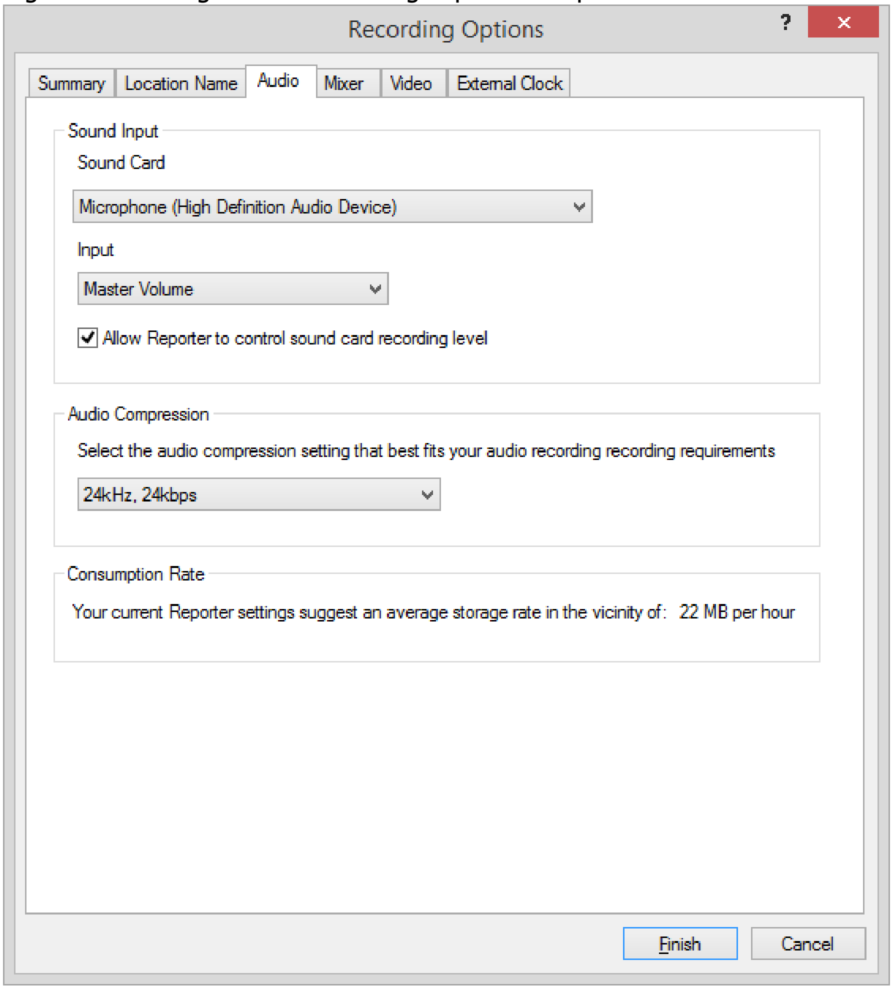
6. To edit an existing location name, select it from the list, click **Edit**, make the changes, and click **OK**.
7. To remove an item from the list, select it and click **Delete**.
8. **Note:** The **Delete** button is not available when there is only one item remaining in the list. This is because there must always be at least one location name.
9. When all changes are complete, click **Close**.
10. To complete the change to the location name, select the new item from the **Location Name** list.

Recording Options – Audio

Use **Audio** settings to select and configure your sound devices.

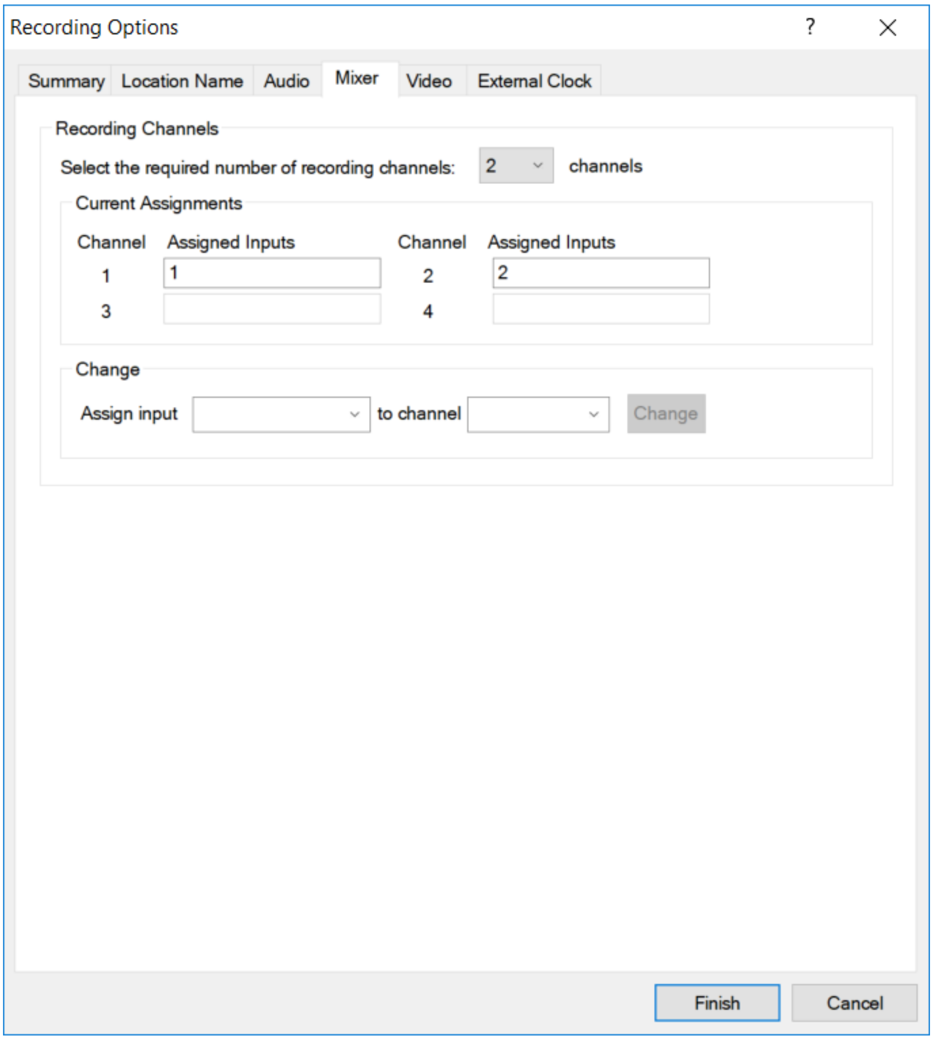
To configure Audio settings:

1. Click the **Menu** button, point to **Tools** then **Options** and click **Recording**.
2. Click the **Audio** tab.
3. Select the required audio capture device from the **Sound card** list.
4. Select the appropriate **Input** for the selected sound card.
5. If you want FTR Interview Recorder to manage the recording level, select the **Allow Recorder to...** option. If this is not selected, you will need to adjust the recording level using the vendor program for your sound card.
6. Choose the level of compression you want to use from the available **Audio Compression** settings. The higher the settings the more storage space is required.



Recording Options – Mixer

Use **Mixer** settings to choose the number of recording channels and to (optionally) assign inputs to record channels as required.



To configure mixer settings:

1. Select the required number of recording channels.
2. Observe that a list of **Current Assignments** is displayed that summarizes which inputs are assigned to the selected number of recording channels.
3. If you wish to change the **Current Assignments**, click the **Assign input** box to choose the input you wish to change and then select the required channel. When you have made the required selections, click **Change**.
4. When all changes are made, click **Finish**.

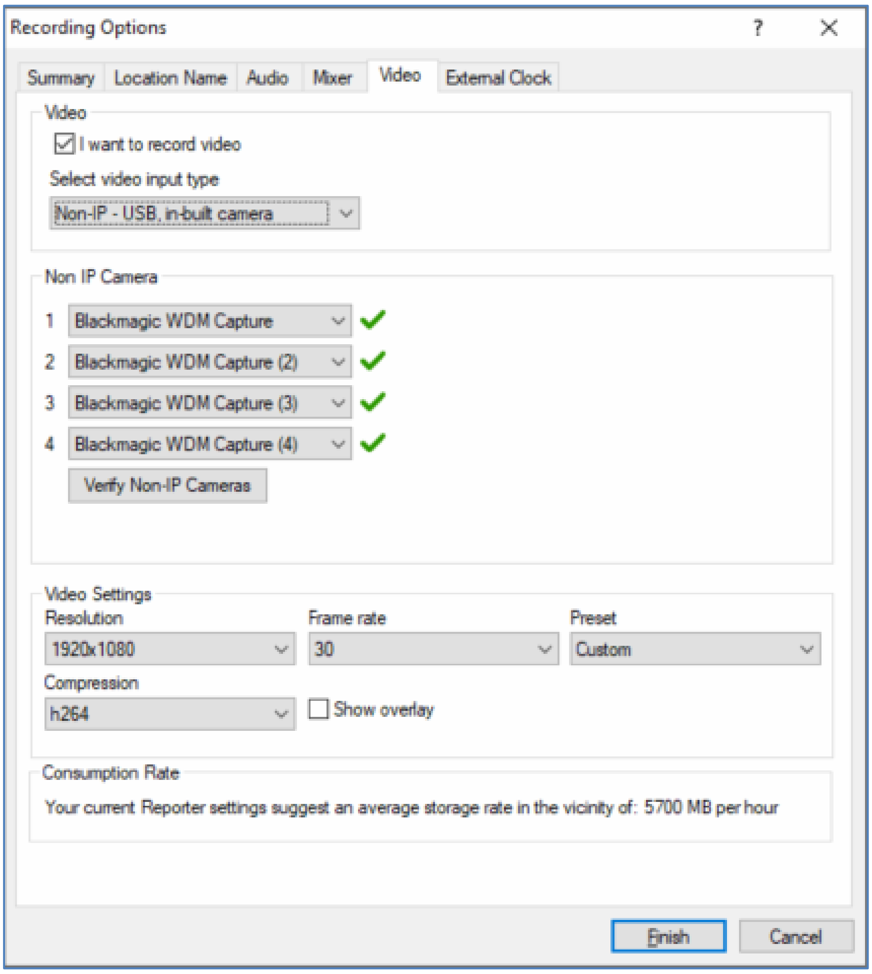
Recording Options – Video

Use **Video** settings to select and configure your video capture devices. Recording options support the use of up to four video sources.

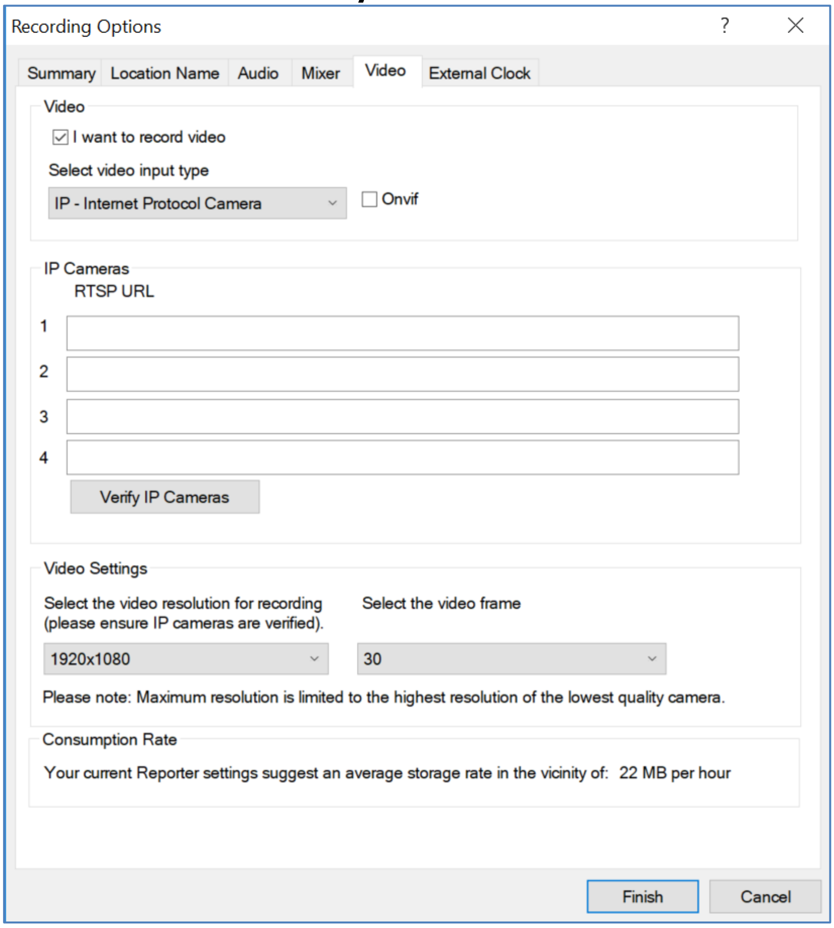
To configure Video settings:

1. Click the **Menu** button, point to **Tools,** then **Options** and click **Recording**.
2. Click the **Video** tab.
3. To record video, select the **I want to record video** option then configure the required input type.
4. If your video source is a video card or non-IP camera(s), do the following:
   a. Select the non-IP camera(s) from the list
   b. Choose the required **Resolution** and **Frame Rate**
   c. Choose a **Preset.** Changing the **Preset** will automatically change the **Frame Rate**. Preset will be set to Custom, if the frame rate does not belong to PAL and NTSC standards.
   d. Choose **Compression** based on the number of channels and resolution. For multiple channel or High Definition recordings our recommendation is that you choose H.264. If your device has onboard H.264 compression, select "Built-in H.264 compression" option.

      Note: Refer Interview Recording Suite 7.0 setup guide for more information on installing the right codec for H.264.
   e. If video overlay information is required select **Show overlay**.
   f. Click **Verify Non-IP Cameras** to validate if the video settings are supported by the non-IP cameras and to test the connection to Non-IP cameras.



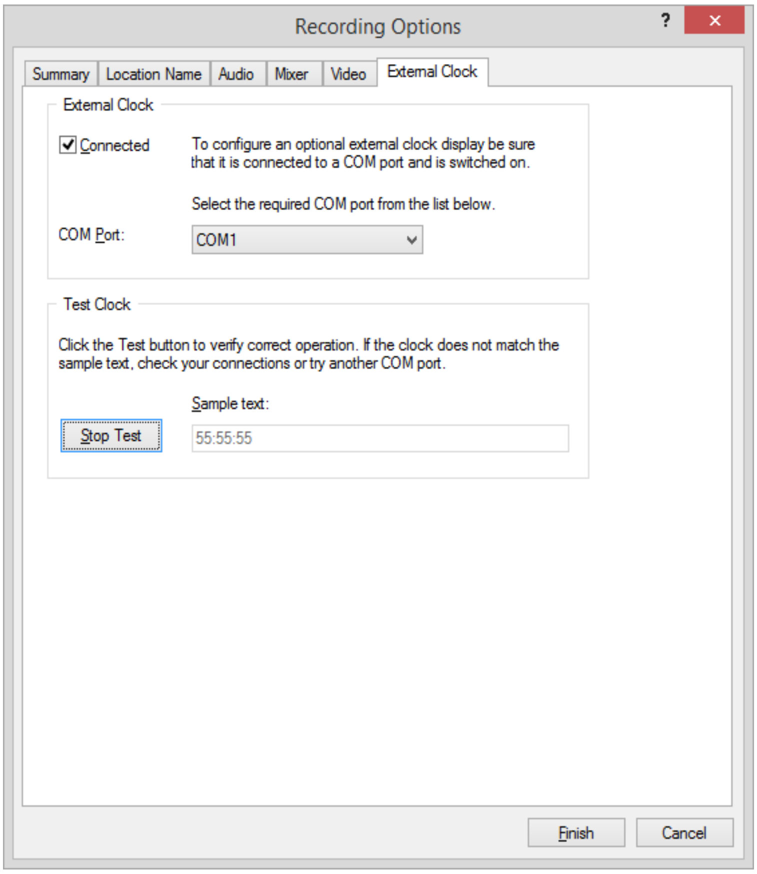
5. If your video source is one or more IP video sources, do the following:
   a. Select **IP - Internet Protocol Camera** from the list.
   b. **Note:** The list of input types may include a vendor specific driver for your IP video source. However, it is recommended that you select **IP - Internet Protocol Camera.**
   c. Enter the **RTSP URL** for each video source and click **Verify IP Cameras** to test the connection.
   d. For **Onvif**, enter **IP Address** for each video source. If required enter a **Username** and **Password** for each video source. Click **Verify IP Address**.



   e. Once the IP Address or RTSP URL for each video source is validated, select the required **Resolution** and **Frame Rate.** The higher the settings, the more storage space required.
6. When all changes are made, click **Finish**.

Recording Options - External Clock

You can connect and configure an external clock that displays the record time to participants in the venue.



To configure the clock:

1. Select the **Connected** checkbox.
2. Select the **COM port** that connects to the clock.
3. Click the **Test** button and verify that the sample text is displayed by the clock.

Changing Archive & Backup Options

There are a number of archiving and backup options that should be established before using FTR Interview Recorder. These options are restricted to Administrators or Power Users.

To change options:

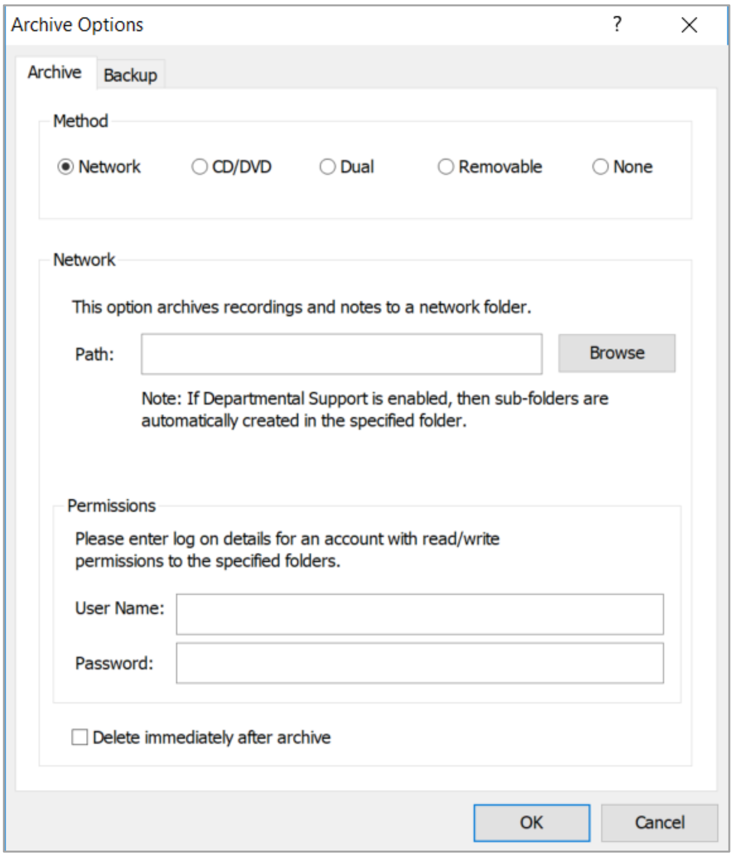
1. Click the **Menu** button, point to **Tools** then **Options** and click **Archive.**
2. Select the **Archive** and **Backup** tabs and make changes as required.
3. When all changes are complete, click **OK**.

Archive Options

From the **Archive Options** tab you can select one of the following archive methods:

Network Archiving

When configured for network archiving the archive process is automatic and requires no end user action. If you plan to enable **Departmental Support**, be sure to set these network archive options first and then configure the **Interview** settings in **General Options**.

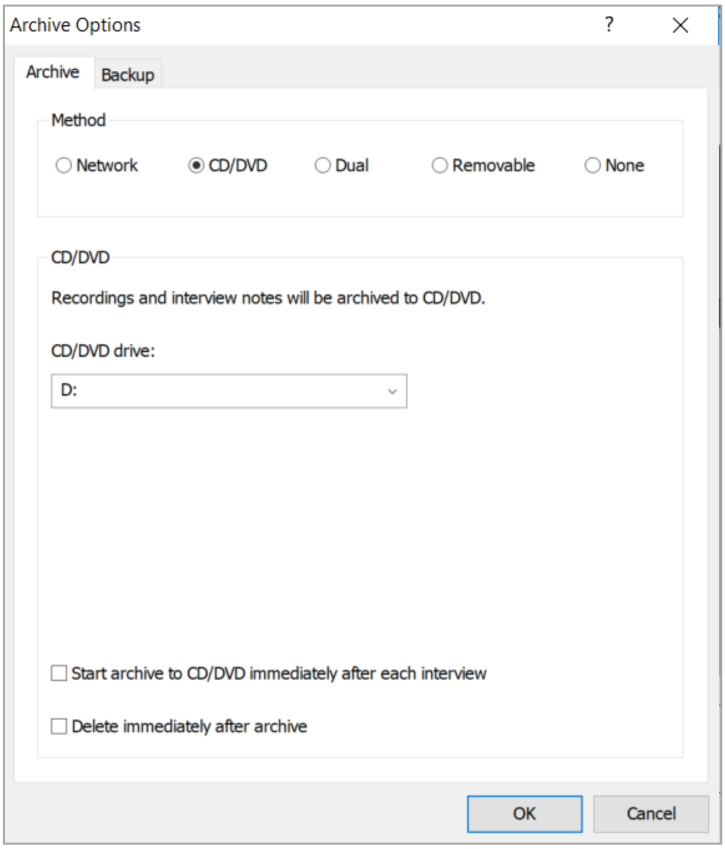


- In the Network section, enter (or browse to) the required path for storing archived recordings and interview log sheets
- Enter the log on details for an account with read/write permissions to the specified folder.
- Select **Delete immediately after archive** to remove the local recordings as soon as they are archived.
- Click **OK**

CD/DVD Archiving

When configured for CD/DVD archiving the archive process starts - when you conclude and close the current interview.

Because the archive process is not started until the recording and log sheet are concluded and closed, it is strongly recommended that you also configure backup options to ensure a second copy of the interview is available until it is safely archived to CD/DVD.

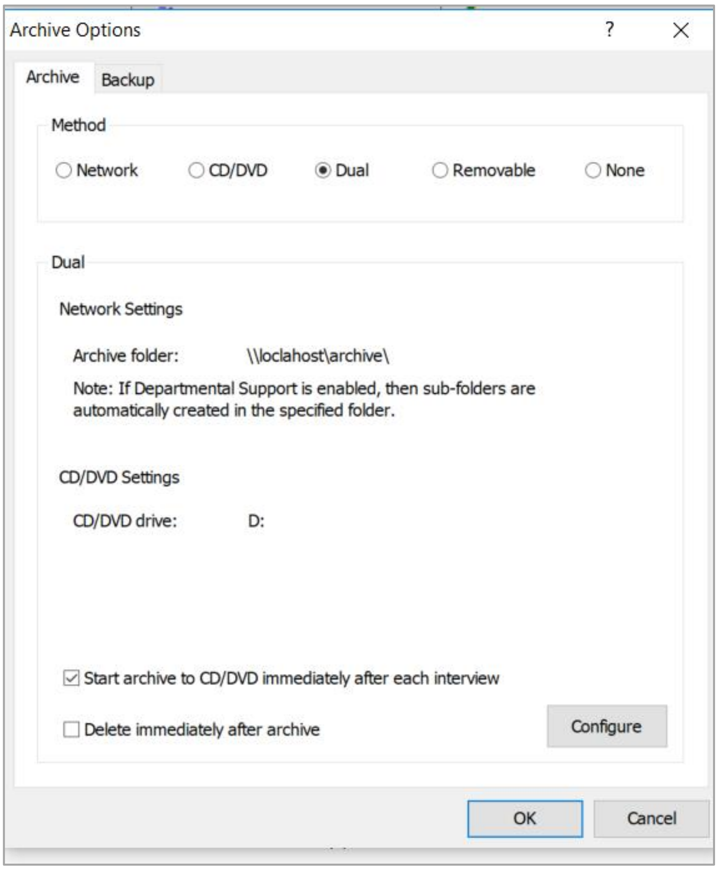


- Select a suitable CD/DVD device from the list.
- In the **CD/DVD** section, select the optical disc drive that is be used for creating your archive discs.
- Select **Start archive CD/DVD immediately after each interview** to automatically archive the interview to CD/DVD.
- Select **Delete immediately after archive** to remove the local recordings as soon as they are archived.

Dual Archiving

When the Dual option is selected you can specify a network folder and an optical drive as your two archive locations. As recording progresses, your local recordings are automatically archived to the specified network folder and when recording is stopped you can archive the same recordings to optical disks.

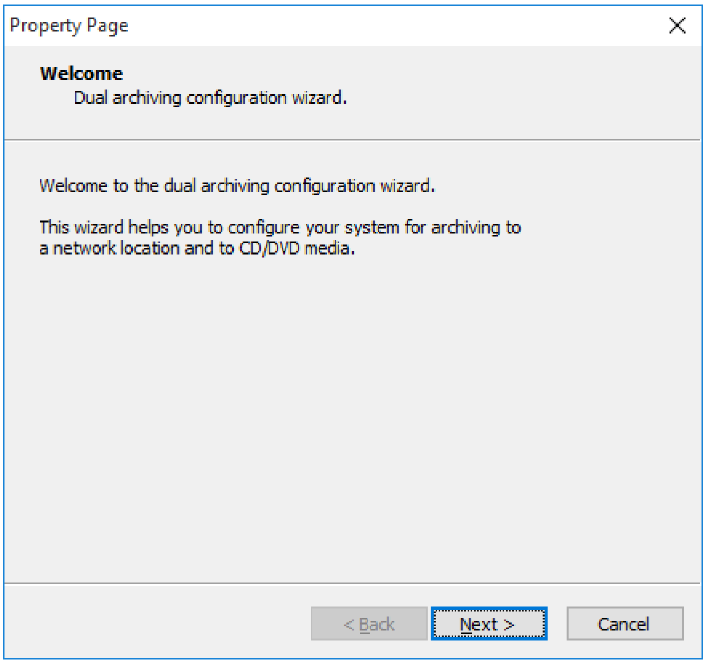
If you plan to enable **Departmental Support**, be sure to configure these dual archive options first and then configure the **Interview** settings in **General Options**.



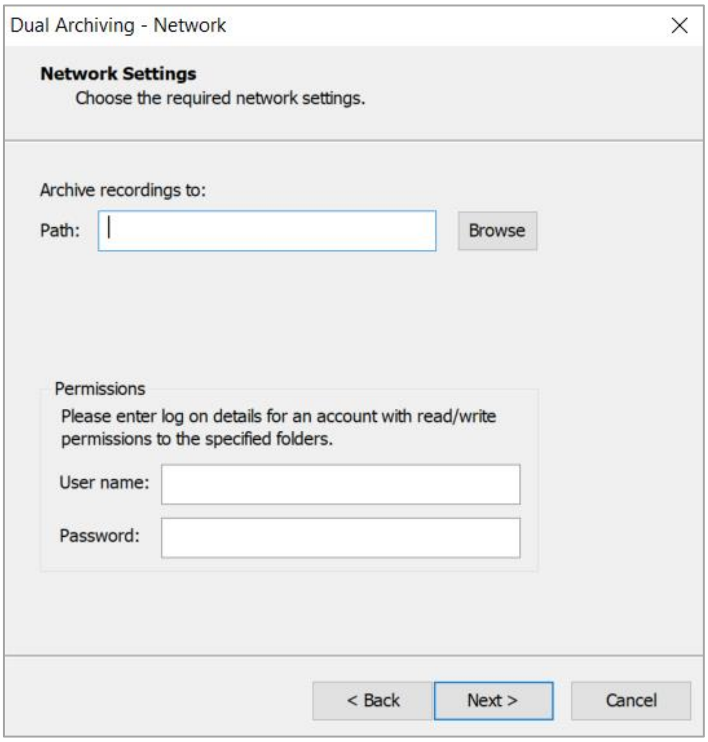
- Select **Start archive CD/DVD immediately after each interview** to automatically archive the interview to CD/DVD.
- After selecting the **Dual** option, it is necessary to run the configuration tool to complete the settings.
- See the instructions on the following pages.

To configure Dual Archiving:

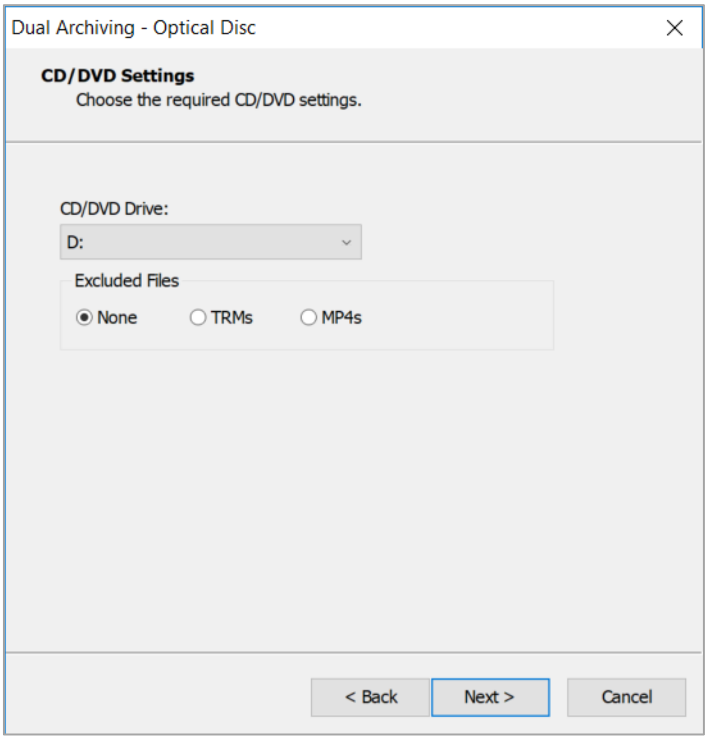
1. From the **Archive** tab click **Dual**, then **Configure**.
2. From the **Welcome** page, click **Next** to continue.



3. Observe that the **Network Settings** page is displayed.



4. If the recordings archive folder has restricted access, be sure to enter the log on credentials for an account with full access. Enter the required username and password.
5. When all network settings are complete, click **Next**.
6. Observe that the **CD/DVD Settings** page is displayed.



7. Select the required disc drive from the list of available drives.

8. If you want to limit the disc to a specific format, select the format to exclude under Exclude Files.

9. Click Next.

10. Check your settings in the summary page.

11. Click Back to make any changes or click Finish to complete configuration of dual archiving.

12. Observe that your dual archive settings are now summarized on the Archive options page.

13. Select **Start archive CD/DVD immediately after each interview** to automatically archive the interview to CD/DVD.

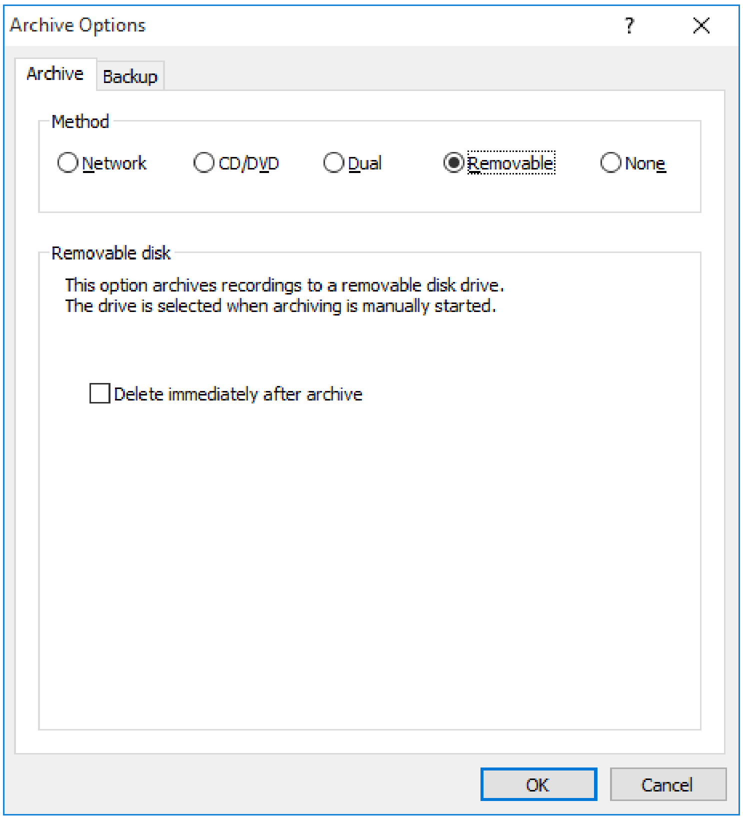
14. If you want local recordings to be deleted as soon as they are archived to CD/DVD and network, select **Delete immediately after archive**.

15. When all Dual archive configurations are complete, click **OK**.

Removable Archiving

When configured to archive to a removable disk drive, the archive process is started manually - usually at end of the day. When you start archiving, you are prompted to choose the removable disk drive.

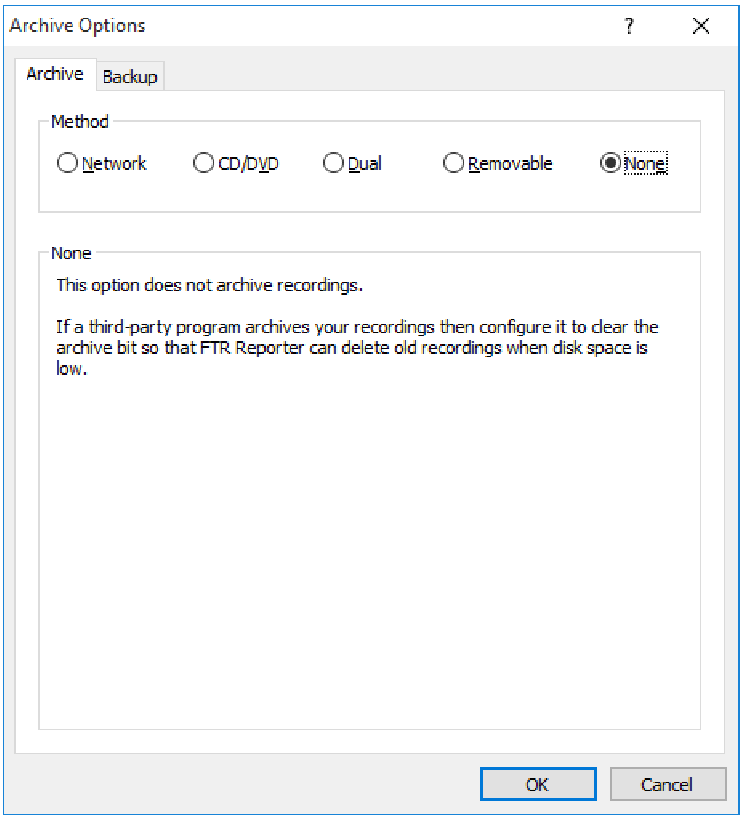
Select **Delete immediately after archive** to remove the local recordings as soon as they are archived.



No Archiving

Choose this method when you want to use a third-party archiving program to archive your recordings and log sheets.

Be sure to configure your third-party settings to clear the archive attribute of archived files. FTR Interview Recorder automatically deletes old archived recording files when disk space is low. If recording files are not marked as archived and all free disk space is used, recording stops.

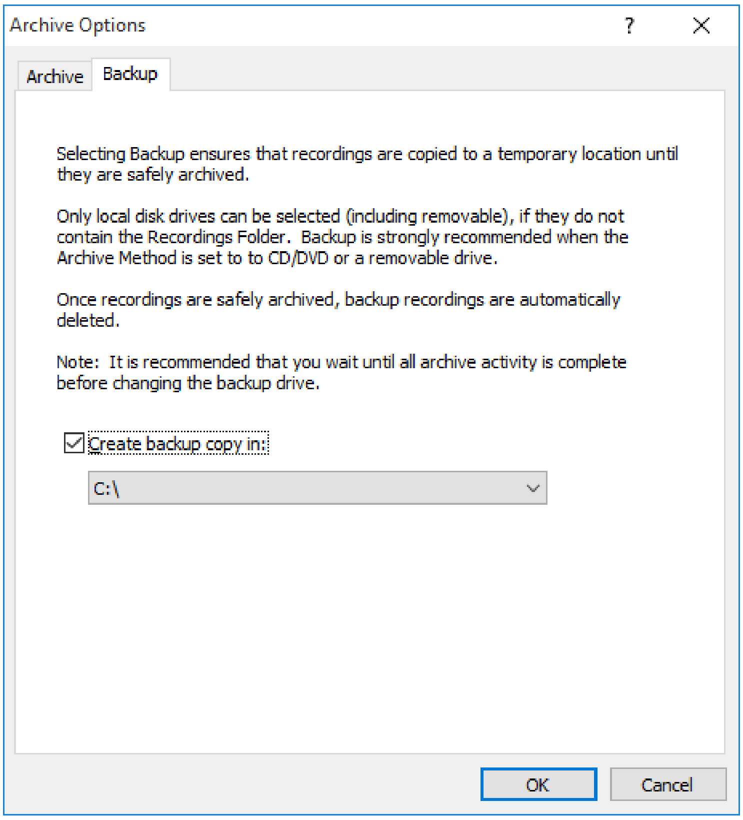


Backup Options

Configuring a backup is intended for users who choose the CD/DVD or Removable Archiving method.
This ensures that recordings always exist on two physically independent disk drives until archiving is performed.

Note: Recordings are deleted from this location once archiving is successful.

It can be configured for network archiving for redundancy.



To configure a backup:

1. Select **Create backup copy in:**
2. Select a disk drive from the list.

Changing General Options

You can also change a number of configuration options to suit the way you work. Some options are available to all users while others are restricted to local Administrators.

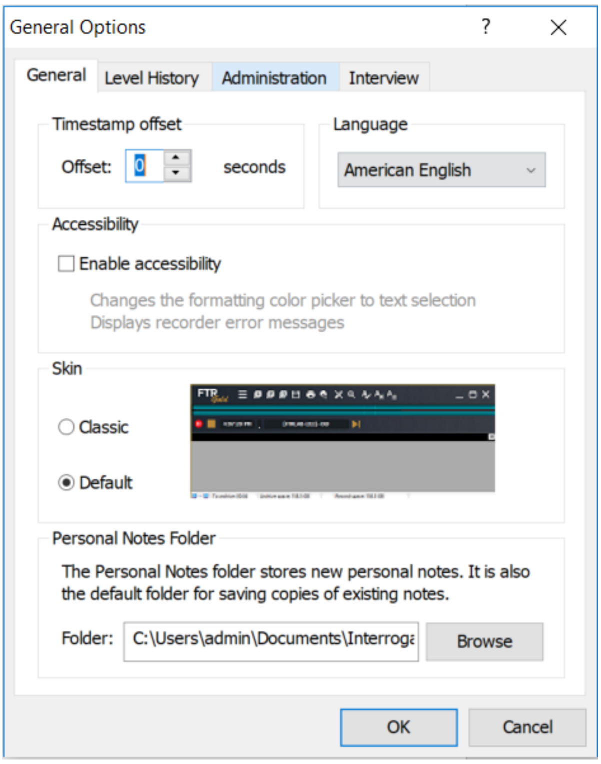
Options are available in the following categories:

- **General** – all users
- **Level History** – all users
- **Administration** – Administrators
- **Interview** – Administrators.

To change options:

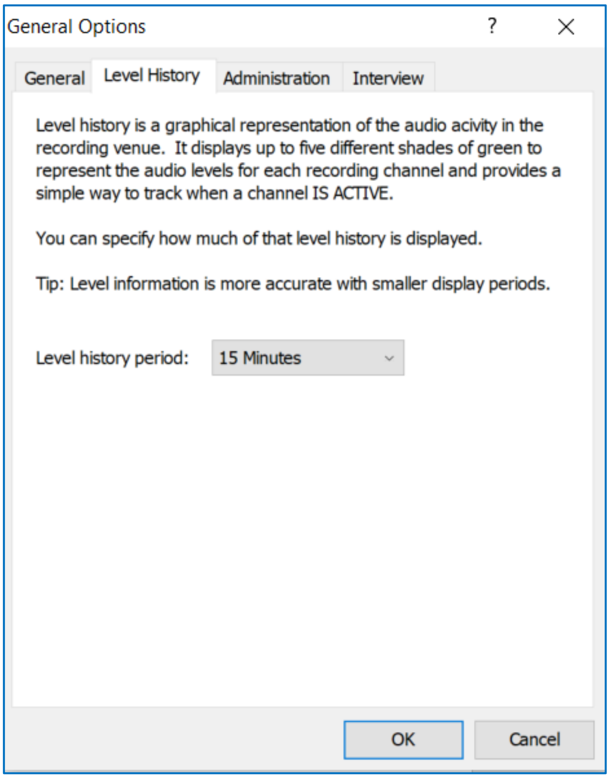
1. Click the **Menu** button, point to **Tools** then **Options** and click **General.**
2. Select the required option page and make changes. See the following pages for details on each option.
3. Click **OK** when all changes are made.

General Options



- **Timestamp offset.** This value specifies how much the time stamp of each new log note is automatically adjusted to an earlier time. The offset value is between 0 and 10 seconds.
It compensates for the delay that occurs between the actual event and when it is noted. Different users can set the offset value to suit the way they work.
- **Language.** Select the language you wish to use for spell checking.
- **Accessibility.** Select this option to enhance accessibility.
- **Skin.** Switch between the Classic and Default user interfaces. Note that the functionality is identical.
- **Personal Notes Folder.** The **Personal Notes Folder** specifies where your personal notes are stored. Personal notes are based on an existing official interview that has been successfully concluded. The default personal notes folder is configured in your Documents and Settings and should only be accessible to the logged-on user.

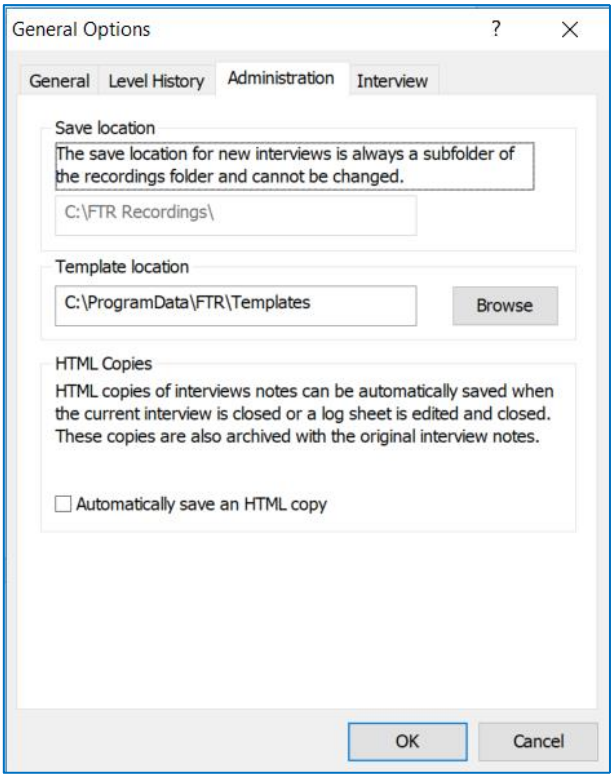
Level History



- Select the required display period from the list.

Administration

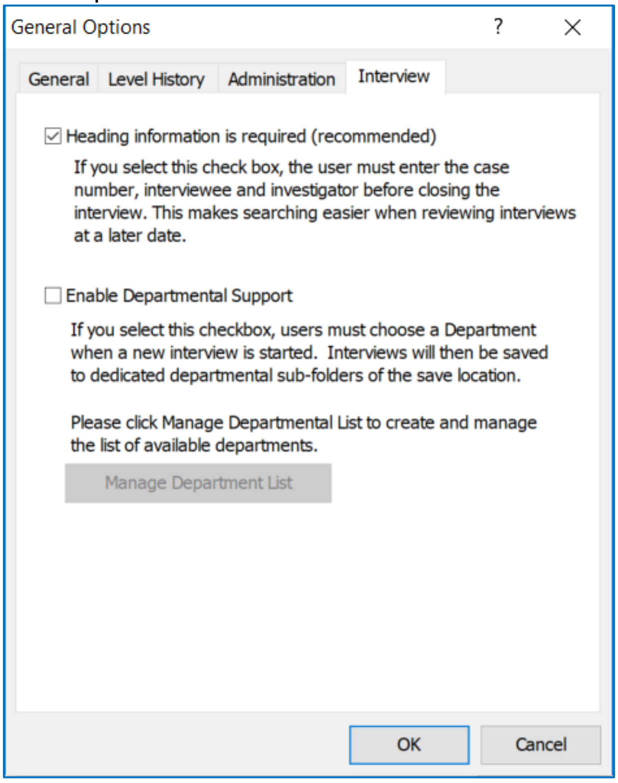
These options are restricted - as described at the beginning of this section.



- **Save location -** This option shows where all new interview log sheets are saved. The save location cannot be changed and is always a subfolder of the Recordings Folder, which is established during installation of Interview Recorder
- **Template location -** Templates store Quick Notes which are specific to a particular case type or Department. They are typically stored on a shared network folder.
- **Automatically save an HTML copy -** By default, HTML copying is not selected. When this check box is selected, an HTML copy of the log sheet is automatically saved when an edited or current interview is closed.

Interview

These options establish how interviews are identified and stored.



Heading information is required - When this check box is selected, the current interview cannot be closed until all heading information is entered. This includes the Case Number, Interviewee, and Investigator.

Enable Departmental Support - When this check box is selected, the user is required to select a department when starting an interview. The interview is then stored in a separate departmental folder.

Note: Be sure to establish a network archive path **BEFORE** you select the Enable Departmental Support option. This applies to Dual and Network archiving

If you plan to select the **Enable Departmental Support** check box and you want to archive to a network folder, be sure to configure your network setting in Network or Dual archive options first.

When the **Enable Departmental Support** check box is selected, and departments are created, a sub-folder is automatically created in the local recordings folder for each department. These sub-folders are then replicated to the network folder you specify in the Network Path. Once created, you can apply permissions to each sub-folder so that access is restricted to authorized personnel, as required.

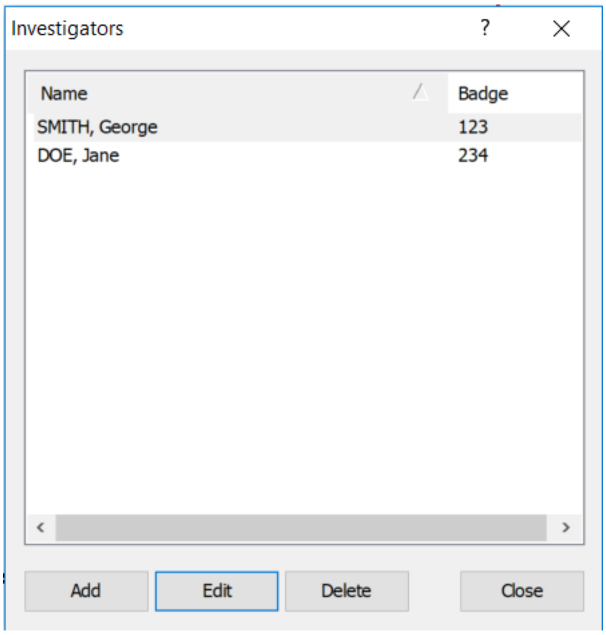
After selecting this check box, click **Manage Department List** to create your list of departments. Add or edit departments as required.

When all departments are added and the Interview Options tab is closed, be sure to apply any necessary security permissions to the departmental sub-folders in the network archive.

Investigators List

The **Investigators List** contains the names of all investigators who are likely to conduct official interviews with persons of interest.

It is recommended that the list is configured at installation time so that day-to-day users are not inconvenienced. If a day-to-day user does not find the required investigator when stating an interview, they are still able to add the investigator. *See Entering Heading Information*.



To manage the Investigators list:

1. Click the **Menu** button, point to **File** then **Tools** and click **Investigators**.
2. To add an investigator, do the following:
   a. From the **Investigators** dialog box, click **Add**.
   b. From the **Add Investigator** dialog box, enter the first/last name and badge number for each Investigator and click **OK**.
   c. Repeat steps a and b for all investigators that you wish to add.
3. To edit an investigator, do the following:
   a. From the **Investigators** dialog box, select the investigator you wish to modify and click **Edit**.
   b. From the **Edit Investigator** dialog box, make the required changes and click **OK**.
   c. Repeat steps a and b for each investigator that you wish to edit.
4. To delete an investigator, do the following:
   a. From the **Investigators** dialog box, select the investigator you wish to remove and click **Delete**.
   b. When the confirmation message is displayed, click **Yes** to confirm the deletion.
   c. Repeat steps a and b for each investigator that you wish to delete.
5. When all changes are made click **Close** to exit the Investigators List.

Templates

Templates include Quick Notes, which ensure consistency in the use of terminology in each log sheet. A template is typically created for each case type and is stored in a shared network folder for all users to access, as required. See *Administration* above.

Template Quick Notes

Quick notes are commonly used words or phrases that are inserted in a log sheet with a simple keyboard shortcut. Each template includes quick notes, which are copied to the log sheet that is based on the template.

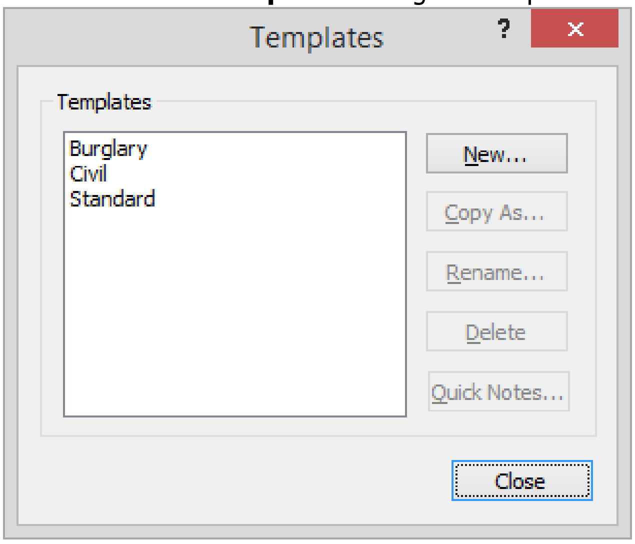
Note: When quick notes are edited in a log sheet, they are not changed in the template. The template ensures that a consistent set of quick notes is available when a new log sheet is created. See *Log Sheet Quick Notes* in the *Taking Notes* section, later in this guide.

Managing Templates

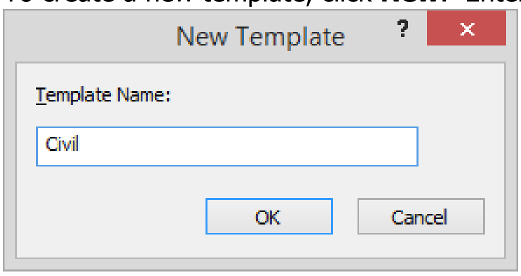
You can create templates containing unique Quick Notes for each case type. This is typically done at installation time.

To manage templates:

1. Click the **Menu** button, point to **Tools** and click **Templates**.
2. Observe that the **Templates** dialog box is open.



3. To create a new template, click **New**. Enter a template name and click **OK**.



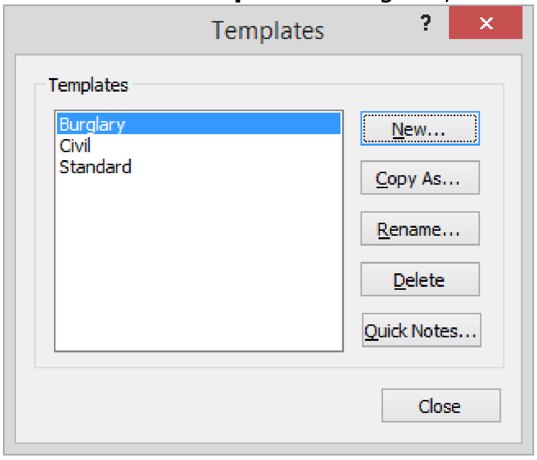
4. To create a new template based on an existing template, select an existing template, and click **Copy As**. Enter a new name for the template and click **OK**.
5. To rename a template, select it from the list of templates and click **Rename**. Change the name as required and click **OK**.
6. To delete a template, select it from the list and click **Delete**. Click **Yes** in the confirmation dialog box.
7. When finished you can modify the default quick notes for each template.

Managing Template Quick Notes

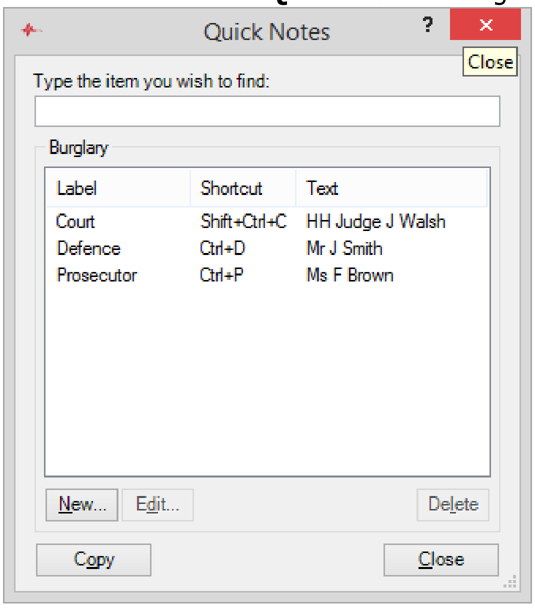
Once templates are created, you can define the relevant default quick notes.

To modify template quick notes:

1. Click the **Menu** button, point to **Tools** and click **Templates**.
2. From the **Templates** dialog box, select the template you want to modify and click **Quick Notes**.

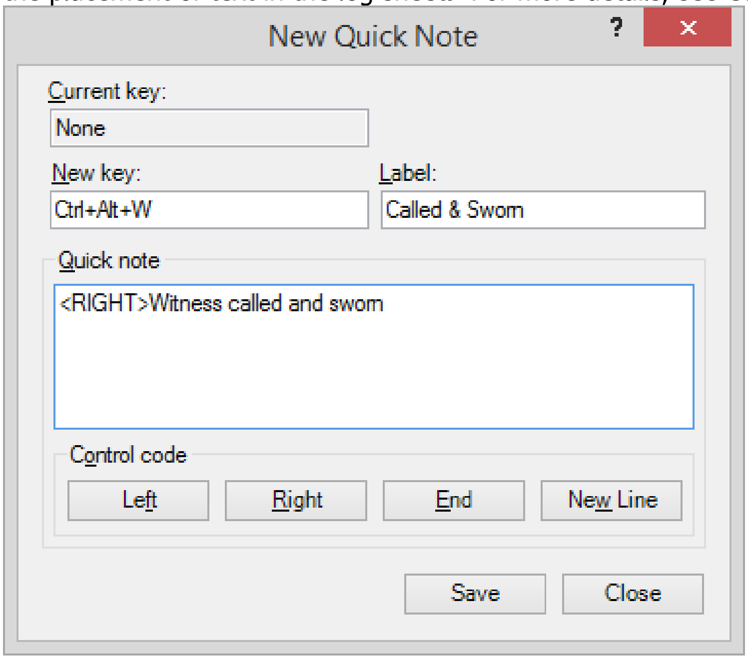


3. Observe that the **Quick Notes** dialog box opens.



4. To add a new quick note, do the following:

- **a.** From the **Quick Notes** dialog box, click **New**.
- **b.** In the **New key** field, enter the required keyboard shortcut.
- **c.** In the **Label field** enter the title for the quick note – e.g. Prosecutor.
- **d.** **Note:** The label field is optional but will be automatically set to the quick note text if you leave it blank.
- **e.** In the **Quick note** field, enter the required word or phrase. You can include control codes to manage the placement of text in the log sheet. For more details, see Control Codes at the end of this section.



- **f.** Click **Save** to add the quick note to the template.
- **g.** Repeat this process until all quick notes are added then click **Close**.

5. To change an existing quick note:

- **a.** From the **Quick Notes** window, select the quick note you want to modify and click **Edit**.
- **b.** From the **Edit Quick Note** dialog box, make the required changes and click **OK**.

6. When all quick note changes are complete, click **Close** to return to the **Templates** dialog box.

7. From the Templates dialog box, click **Close**.

Interviewing

Using FTR Interview Recorder you can create a new interview log sheet, start, pause, and stop recording as the interview progresses. While recording is in progress the investigator (or other authorized person) can take notes that are linked directly to times in the recording. The recordings and interview log sheet are stored in a local recordings folder and archived according to the archive options that are configured at installation time.

Interview Recording

When conducting an interview with Interview Recorder, the process is slightly different depending on the Departmental Support option and the availability of multiple templates.

To Start a Current Interview:

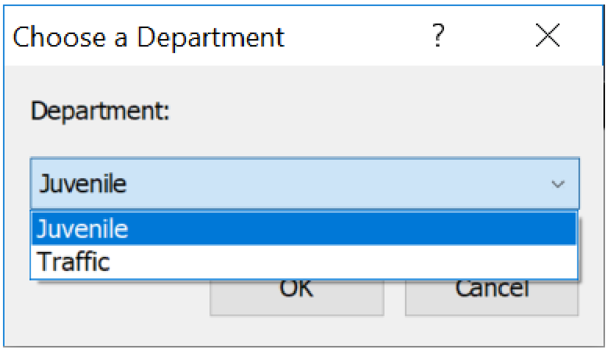
1. Do one of the following:

   a. Click the **Menu** button, point to **File** and click **New Interview**.

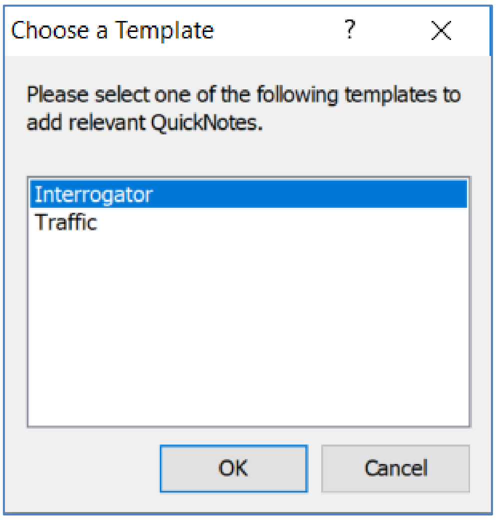
   b. From the **Toolbar**, click the New Interview button.

   c. From the **Toolbar**, click to create a new interview and start recording.

2. If **Departmental Support** is enabled, you are prompted to select a department. Choose a department and click **OK**.



3. If there is more than one template available, you are prompted to choose. Select the required template and click **OK**



4. Observe that a new interview log sheet is started and that the log sheet tab is titled **Current Interview**.
5. Enter the required heading information.

6. You can discard the current interview at this point, if you decide that the interview is not going ahead - and you have not yet started a recording. See *Discarding an Interview* later in this chapter.

To Start and Pause Recording

7. From the **Toolbar**, click to start recording.

8. Observe that the **Start Recording** button changes to the **Wait** button while Recorder is preparing to record.

Note: Depending on the specifications of your recording computer and the configured audio and/or video devices, a small delay may occur in switching to the Pause button. This delay is indicated by the **Wait** button.

9. Observe the **Pause** button while recording is occurring.

10. Observe that the record time display switches from dashes to an advancing time from --:--:-- to 12:42:06 PM.

11. Observe that FTR Player automatically starts and plays the active recording – Confidence Monitoring.

12. To pause recording, click .

13. Observe that the flashing **Pause** button changes to the **Resume** recording button.

14. Observe that the record time display changes to dashes from 12:42:06 PM to --:--:--.

Taking Notes

15. Press ENTER from anywhere in the log sheet to move to the last blank log note row or click to the last empty field and start typing when you hear an event that requires a note. This action automatically inserts a timestamp. See *Taking Notes* later in this section.

16. Back annotate as required. See *Back Annotating* later in this section.

To stop recording:

17. From the toolbar, click the Menu button, point to **File** and click **Conclude Interview**. See *Concluding Interview* later in this section.

Monitoring

18. The recording venue can be monitored using FTR Player. You can play at any time in the recording or you can play at the end. If you play at the end you are Confidence Monitoring. See *Confidence Monitoring* later in this section.

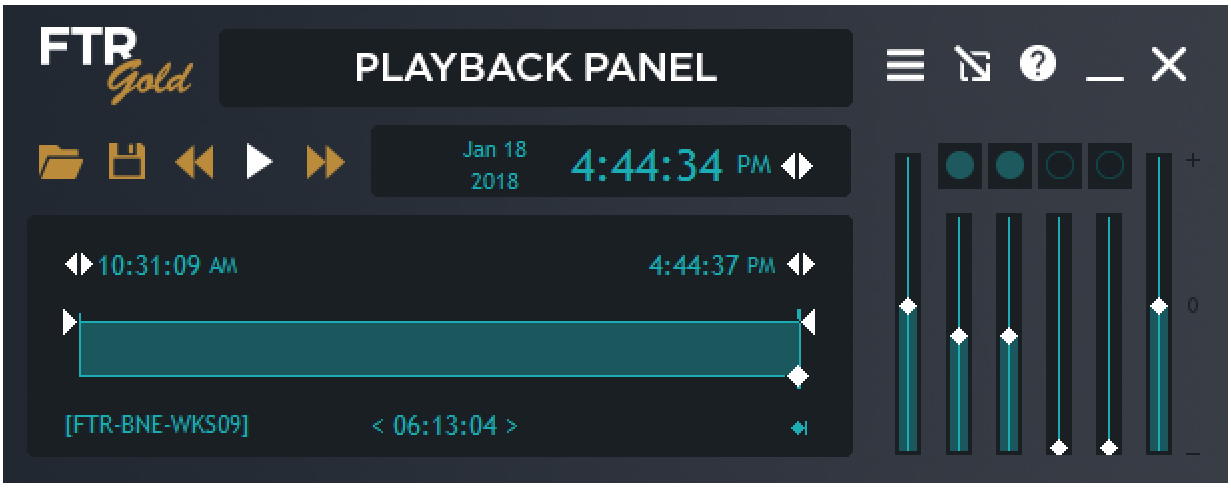
Using FTR Player

Use FTR Player to play existing recordings or to confidence monitor an active recording.

The player can be used in Normal View or Compact View.

Normal View

The player normal view shows the full graphical representation of the loaded recording and provides the full range of features to manipulate the recording, as required.



Compact View

The compact player provides a basic set of features to play a recording. It takes up very little desktop space and is always on top of other programs (when not docked to the FTR Interview Recorder window). If the compact player is dragged near the FTR Interview Recorder window it will dock on the recorder bar, adjacent to the location name. To drag the compact player, click anywhere that is not a display or control.

Note: When dragging the compact player be sure to click outside the rectangular area that encompasses the volume slider.

When the compact player is not docked, you can position it anywhere on your screen. As an example, transcript typists would typically place the compact player in the title bar of their word processor.

For more details about how to use the player refer to FTR Player User's Guide or Help.

Video Window

By default the video windows open when you open recordings that contain video. If you choose to close the video windows you can re-open them at any time.

To view video:

1. If not already open, do one of the following from FTR Player:
    - **a.** To open one window for all channels, click (Normal View) or
    - **b.** To open multiple windows for all channels, click (Normal View) or
    - **c.** Click in Compact View or
    - **d.** Press ALT+V
2. To switch to and from full screen video double click the video window.
3. To close the video window, do one of the following:
    - **a.** From the video window click the close button or
    - **b.** Press ALT+V

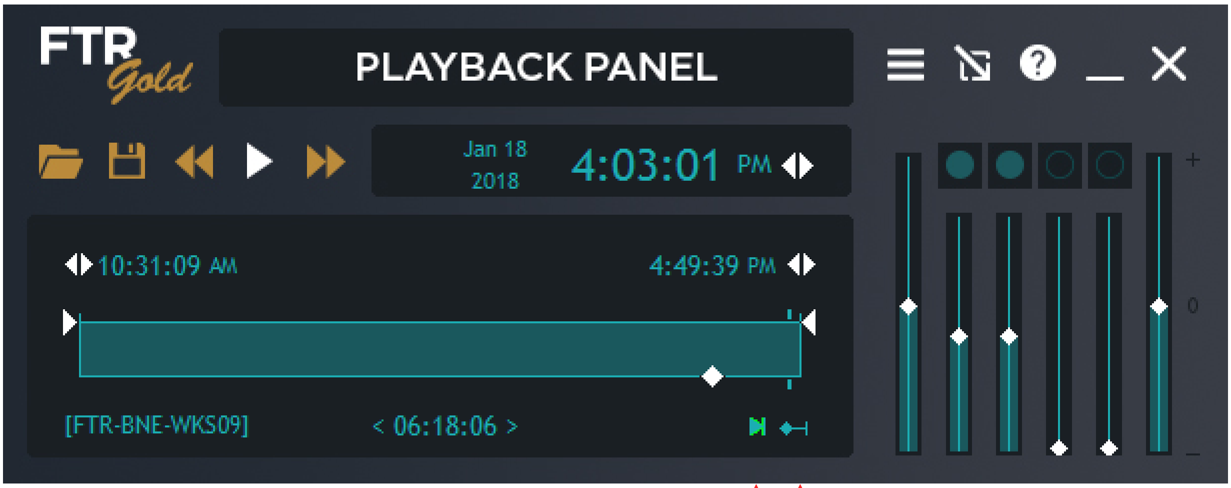
Confidence Monitoring

Confidence monitoring is playing the latest available content while the recording is in progress. To be confidence monitoring you must be playing at the end. When you are playing at the end, the current play time is within four seconds of the current record time displayed on the **Recorder Bar**.

To confidence monitor:

1. Do one of the following:
   a. If not already recording, start recording. Confidence Monitoring starts automatically.
   b. If you are already recording but playing an earlier time, click **Play At End** from the Recorder Bar.
2. If the current play time in the player is more than four seconds later than the current record time displayed on the Recorder Bar you can resume confidence monitoring by clicking **Play At End**.

Tip: When the player is in normal view an indicator is shown in the display whenever you are not playing-at-end. The display area also shows a Play-At-End button. To resume playing-at-end you can click this button or the play-at-end button on the Recorder Bar of FTR Interview Recorder.



Button: Play-At-End Indicator: Playing away from the end

Taking Notes

FTR Interview Recorder includes a powerful note-taking feature that links each note to a precise place in the recording. Using this feature, you can take brief notes as each event occurs and use them later when reviewing the recording. As you enter each note, an automatic timestamp is added that links the note to the relevant place in the recording.

Creating Log Sheets

When a new interview log sheet is created it is normally associated with the recorder. A log sheet and recorder are associated when the date and location name in the log sheet matches the date and location name of the recorder.

However, if the content in the player is not associated with the selected recorder, you have to associate the log sheet to the recording in Player in order to take notes. See *Associating a Log Sheet* later in this guide.

Create a Log Sheet Based on a Template

As part of the installation process for FTR Interview Recorder, templates are created that define standard quick notes for each case type. You can choose one of these templates when you create a new log sheet.

When you create a log sheet this way, the quick notes contained in the template, are copied to the log sheet.

To create a new interview log sheet:

1. Do one of the following:
   a. Click **Menu** button, point to **File** and click **New Interview**.
   b. Click **New** from the toolbar.
2. If more than one template is available, the **Choose a Template** dialog box is displayed. Select the required template and click **OK**.

Entering Heading Information

The log sheet heading contains six fields that are used to identify interviews.
These are the Case number, Interviewee, Investigator, Location, begins time and Concludes time.

Depending on your requirement, heading information can be made required for an interview. See *Interview* settings in this guide.

Case number	123 of 2021	**Location**	[DESKTOP-EL13NPD]
Interviewee	Mr Smith	**Begins**	
Investigator	DOE, John (189)	**Concludes**	

To enter heading information:

1. In the Case number field, enter the case number or other reference number that uniquely identifies the matter under investigation.
2. In the Interviewee field, enter the name of the person or persons you are interviewing.
3. Select the required investigator. If the required investigator is not in the list, scroll to the end and add a new name.

Entering Log Notes

When you create an interview log sheet, it is in edit mode. When you open an existing log sheet, it is in read-only mode. The edit/read-only mode is indicated in the log sheet tab (). The active log sheet must be in edit mode and be associated with the recorder or the content that is open in the player.

If you are taking "live" notes, be sure to play the latest available content by clicking the **Play At End** button from the Recorder Bar.

To add a log note:

1. Do one of the following:
   a. If you want to take notes for the recorder, start recording. This action causes the player to open the active recording and set the play time to play-at-end.
   b. If you want to take notes for an existing recording, open the recording in the player.
2. Create a new interview log sheet or open an existing log sheet that is associated. See *Creating a Log Sheet* earlier in this guide or *Opening a Log Sheet* later in this guide.
3. If the log sheet is read-only (), click the **Edit/Read**-only button from the toolbar.
4. Do one of the following:
   a. Press ENTER from anywhere in the log sheet to move to the last blank log note row or click to select one of the last empty fields and start typing when you hear an event that requires a note. This action automatically inserts a timestamp.

      Note: The first key press could also be a quick note. See Quick Notes later in this guide.
   b. Press CTR+ENTER to add an instant timestamp at the end of the log sheet, without entering text. You can go back and add the text when convenient. Use this method when events are happening faster than you can enter notes.
5. If you want to add notes for earlier times in the recording, see Back Annotating later in this guide.

   Note: To undo any typing in a cell click the Undo button from the toolbar.

Deleting a Note

It sometimes occurs that a log note is created in error or becomes redundant. You can delete a single log note whenever the log sheet is in edit mode. Multiple notes cannot be deleted in a single operation.

To delete a log note:

1. Do one of the following:
   a. Right-click in any column of the log note to be deleted and click **Delete Log Note** or
   b. Position the cursor in the note to be deleted, click the **Menu** button , point to **Edit** and click **Delete Log Note**.
2. A dialog box prompts you to confirm the deletion. Click **Yes** to proceed.

Back Annotating

While taking notes with the current interview it may be necessary to add more notes for earlier sections of the recording. To do this the current play time must be set to the point in the recording that requires a note.

There are two ways to adjust the current play time:

- Use the Level History
  The level history bar in FTR Interview Recorder provides a graphical representation of audio activity from each recording channel. It is very easy to see a channel become active. The period displayed by the Level History bar is set in FTR Interview Recorder Options and the current play time control can be moved within the set time. If you want to select a time outside the level history period, you need to use the player.
- Use the player
  The player opens the whole recording from the recorder so you can select any time from the commencement of recording to the current time. See FTR Player help or user's guide for details on selecting a current play time.

To back annotate using the level history bar:

1. If level history is not available, click the **Menu** button, point to **View** and click **Level History**.
2. Using the Level History bar as a guide, click the location on the bar that requires an additional note. You can also drag the play time control tab to the required position.
3. Observe that the current playtime in the player also jumps to the selected time.

   Note: If the player is loaded with a recording that is not associated with the recorder, the correct recording is automatically opened in the player and the play time set accordingly.
4. Press ENTER to ensure that you are at the end of the log sheet.
5. Start typing the note.
6. Observe that the note is inserted at the current play time displayed in the player.
7. Continue this process until all back-annotations are entered.

   Note: To return to live note taking, be sure to click Play At End to play the latest available content form the selected recorder.

To back annotate using the player:

1. Use the player to locate the time requiring a note. See FTR Player user's guide for help on adjusting the current play time.
2. Press ENTER to ensure that you are at the end of the log sheet.
3. Start typing the note.
4. Observe that the note is inserted at the current play time displayed in the player.
5. Continue this process until all back-annotations are entered.

   Note: To return to live note taking, be sure to click Play At End to play the latest available content form the selected recorder.

Concluding an Interview

Once the current interview is concluded, no further recordings can be started that are associated with the interview. Be sure to stop recording before concluding an interview.

To conclude and close the current interview:

1. Do one of the following:
   a. From the Recorder Bar, click the **Conclude and Close** button or
   b. Click the Close button at the right corner of the log sheet.
2. When prompted to confirm, click **Yes**. Observe that the current interview is closed.
3. If your archive options have been configured to start archive to CD/DVD automatically, then the Interview Recorder will start archive to cd/dvd for the current interview that was just concluded. See *Archiving* later in this guide.

To conclude the current interview and leave it open:

4. From the toolbar, click the Menu button, point to **File** and click **Conclude Interview**.
5. When prompted to confirm, click **Yes**.
6. Observe that the Concludes time in the heading information is updated to the last record stop time.
7. Observe that the log sheet heading changes from **Current Interview** to the **Interviewee (Case Number)**. The log sheet remains in edit mode so you may add or edit the existing notes.
8. Make any changes or additions to the interview log, as required.
9. When completed, close the interview.
10. If your archive options have been configured to start archive to CD/DVD automatically, then the Interview Recorder will start archive to cd/dvd for the current interview that was just concluded. See *Archiving* later in this guide.

Discarding an Interview

The only time an interview can be discarded is when it is the current interview. This may be required if you prepare a new interview log sheet and the interview does not proceed.

When using Interview Recorder, the current interview log sheet cannot be discarded if you have recorded at least once.

To discard the current interview:

1. From the toolbar, click the **Menu** button, point to **File** and click **Discard Interview**.
2. When prompted to discard the interview, click **Yes**.

Importing Field Recordings

Field recordings can be imported from compatible handheld devices.

When importing field recordings, a new interview log sheet is automatically created using information that is entered by the user. See *Ingesting* in Manager user guide for more information.

Selecting Text

While working with log sheets you can select portions of text in a field to:

- Apply formatting
- Add to Quick Notes
- Delete
- Copy to the clipboard

Note: Text selection within a log note field is not available if the log sheet is in read-only mode. However, you can copy the entire contents of any field in a read-only log sheet.

You can also select a number of notes (rows) to apply formatting (maximum of 10 rows at a time).

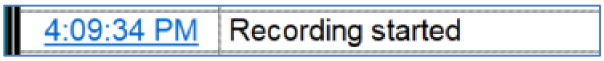
Mouse Selection

The following steps describe how to select text or rows using the mouse.

To select text within a log note field:

1. Position the cursor in the first word of the required text.
2. Do one of the following:
   a. Double click to select the current word or
   b. Drag the cursor over the required text.
3. Carry out the required action on the selected text.

To select one or more notes (rows):

1. Position the pointer over the row selector for the first required log note.
2. Row Selector → 

3. When the pointer changes to a right arrow, click to select the current row.
4. To add more rows to the selection, do one of the following:
   a. Press SHIFT and click the row selector of the last required log note, in a range of adjacent notes, to select all notes between or
   b. Press CTRL and click the row selector of each log note you wish to add to the selection.
5. Carry out the required action on the selected text.

Keyboard Selection

The following steps describe how to select text or rows using the keyboard.

To select text within a log note field:

1. Position the cursor where you want the selection to start.
2. Do one of the following:
   a. Press SHIFT+RIGHT to select the character to the right and repeat until the required text is selected or
   b. Press SHIFT+LEFT to select the character to the left and repeat until the required text is selected or
   c. Press SHIFT+END to select to the end of the line or
   d. Press SHIFT+HOME to select to the beginning of the line or
   e. Press SHIFT+DOWN to select to the end of the current line plus the all text in the next line - up to the same relative cursor position or
   f. Press SHIFT+UP to select to the beginning of the current line plus the all text in the previous line - back to the same relative cursor position

   Tip: To cancel the current selection, press any cursor key. To replace the current selection, start typing.

3. Carry out the required action on the selected text.

To select one or more notes (rows):

1. Position the cursor in the first row of the required selection.
2. Do one of the following:
   a. Press CTRL+SPACEBAR to select the current row and then press UP or DOWN until the cursor is in the last row of the required adjacent block of rows. Press CTRL+SHIFT+SPACEBAR to select all rows between or
   b. Press CTRL+SPACEBAR to select the current row and then press UP or DOWN until the cursor is in the next required row. Press CTRL+SPACEBAR to add the row to your selection. Repeat this for all required rows or
   c. Use both previous methods to select a combination of adjacent and non-adjacent rows.

   Tip: Pressing ESC (or any keyboard combination other than those described above) cancels the whole selection. The cursor remains in its current position when the selection is cancelled.
3. Carry out the required action on the selected text.

Formatting Text

While creating notes, it is often helpful to highlight selected text in some way. You can do this by applying formatting to the required text or row.

Available formatting options are:

- Style - **Bold**, *Italics* and Underline or any combination
- Color

You can apply formatting to selected text or you can simply change the format at the current cursor position and any new text that is entered there adopts the newly selected format.

When opening the **Select Format** dialog box with text selected, the options indicate the current formatting of the selection. If part of the selection is formatted differently to other parts of the selection, the relevant formatting option is shaded. Clicking a shaded option clears that format from the entire selection. Leaving the shaded option has no effect on that format option and the selection remains unchanged.

Note: If you have multiple rows selected, the format dialog box shows all options cleared.

To format log note text:

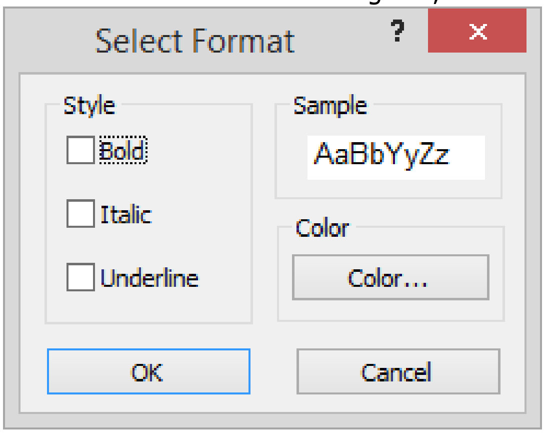
1. Do one of the following:

  a. If you wish to apply formatting to existing text or notes, make the required selection.

  b. If you wish to apply formatting to text yet to be entered, position the cursor where the new text is to start.

2. Click the **Menu** button, point to **Edit** and click **Format** or Right-click the selection and click **Format**

3. From the **Select Format** dialog box, select a **Style** and **Color**.



4. When the required format selections are made, click **OK**.

Log Sheet Quick Notes

Quick notes are commonly used words or phrases that are inserted in a log sheet with a simple keyboard shortcut. When a log sheet is created, quick notes are copied from the template and stored in the log sheet. These copied quick notes become the log sheet quick notes. Any changes made to log sheet quick notes are stored in the log sheet and have no effect on template quick notes.

Note: When quick notes are edited in a log sheet, they are not changed in the template. The template simply ensures that a consistent set of quick notes is available when a new log sheet is created. Template quick notes can be edited – see *Managing Template Quick Notes* earlier in this guide.

Viewing Quick Notes

You can view the full list of quick notes contained in your log sheet by opening the quick notes window. While the quick notes window is not required to insert quick notes in a log sheet, it is required if you want to make changes to your quick notes.

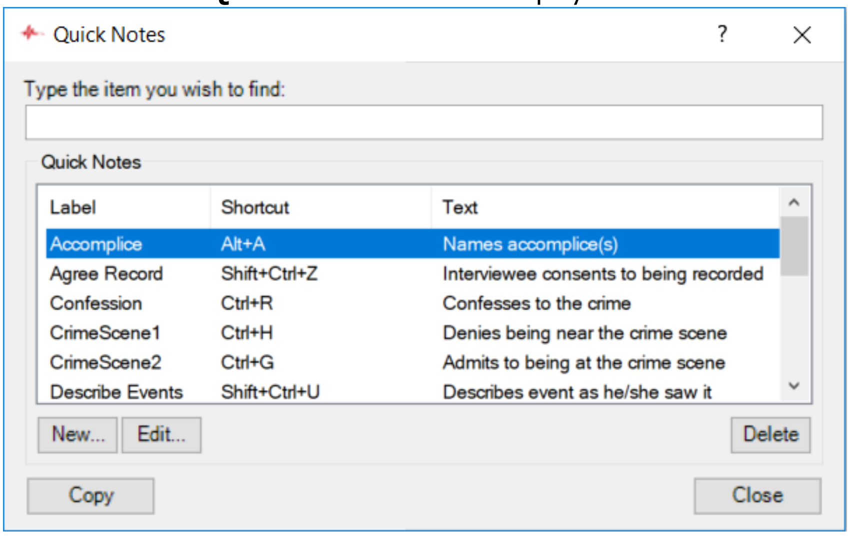
To view the quick notes contained in your log sheet:

1. Do one of the following:

   a. Click the **Quick Notes** button or

   b. Click the **Menu** button, point to **Tools** and click **Quick Notes.**

2. Observe that the **Quick Notes** window is displayed. Position and size the window to suit your desktop layout.



3. To view the full quick note, point to the required note and a screen tip is displayed.

   Note: The Copy button is used for printing quick notes.

Creating a New Quick Note in the Log Sheet

There are two ways to create a new quick note.

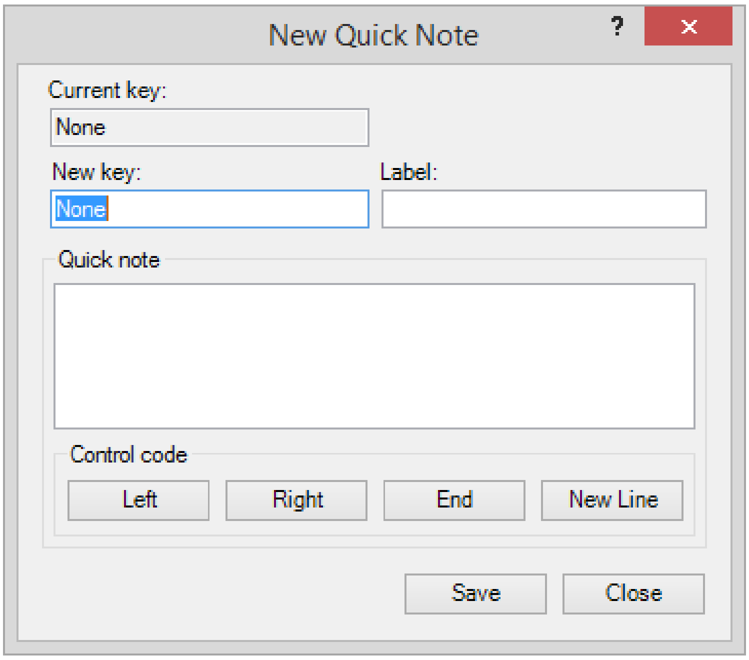
- Open the **Quick Notes** window and click the **New** button or
- Select text in your log sheet and use a keyboard shortcut to add it to the list of quick notes.

Creating Quick Note from the Quick Notes Window

Use this method if you want to view your current quick notes while you make changes.

To add a new quick note:

1. Open the **Quick Notes** window. See the previous section.
2. From the **Quick Notes** window, click **New**.
3. Observe that the **New Quick Note** dialog box opens.



4. Do the following:
   a. In the **New key** field, enter the required keyboard shortcut.
   b. In the **Label** field enter the title for the quick note – e.g. Prosecutor.

   Note: The label field is optional but will be automatically set to the quick note text if you leave it blank.

   c. In the **Quick note** field, enter the required word or phrase. You can include control codes to manage the placement of text in the log sheet. For more details, see *Control Codes* at the end of this section.
5. Click **Save** to add the quick note to the template.
6. Repeat this process until all new quick notes are added, then click **Close**.

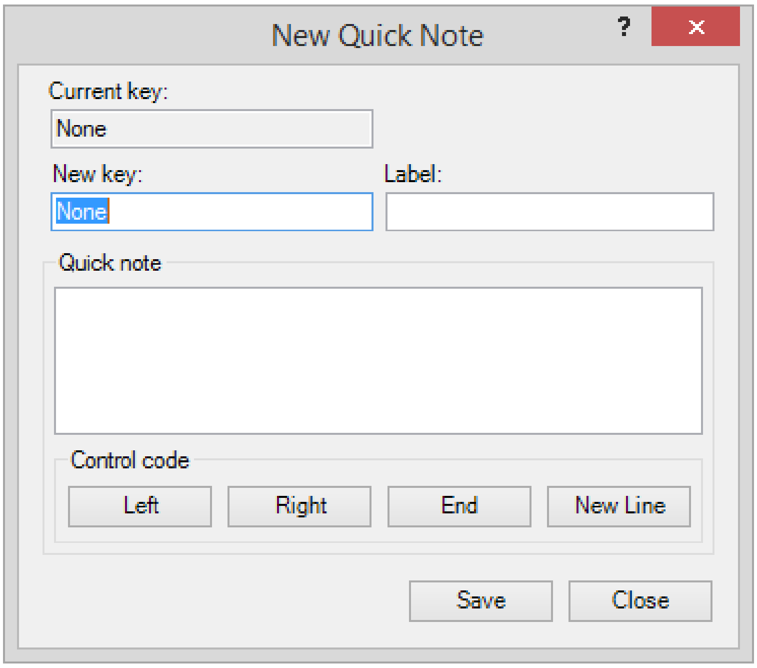
Creating a Quick Note from a Selection

Use this method to create a Quick Note from a selection of text in your log sheet.

Note: The Quick Notes window does not need to be open when adding new notes with this method.

To make a quick note from a selection:

1. From your log sheet, select the word or phrase you want to add as a new quick note.
2. Press Shift+F3.
3. Observe that the **New Quick Note** dialog box opens with the selected text shown in the **Quick Note** box.



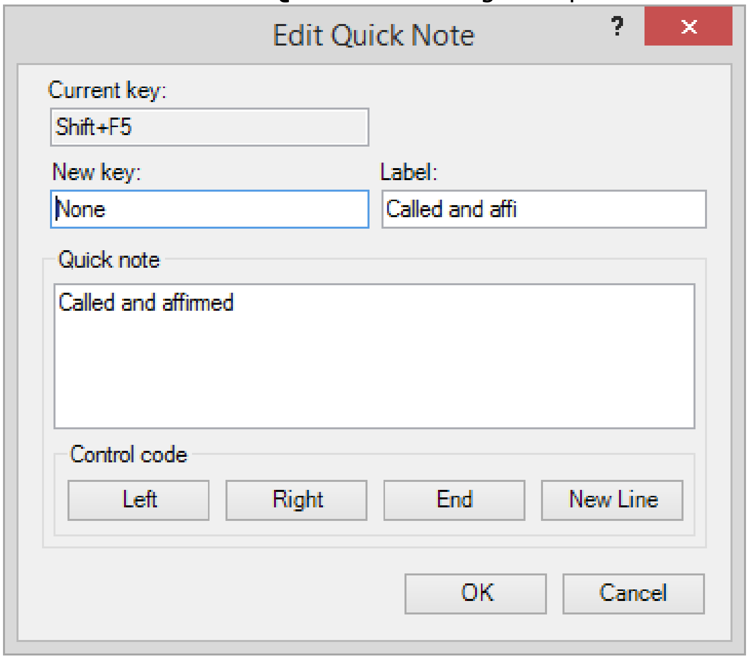
4. Enter a keyboard shortcut in the **New Key** box and an optional **Label**.
5. Enter any relevant control codes.
6. Click **OK**.

Editing and Deleting Quick Notes

You can edit existing quick notes from the Quick Notes window. See *Viewing Quick Notes* earlier in this section.

To edit existing quick notes:

1. From the **Quick Notes** window, select the quick note you want to change and click **Edit**.
2. Observe that the **Edit Quick Note** dialog box opens and that the quick note details are available for editing.



3. Make the necessary changes and click **OK**.
4. Repeat this process until all changes are completed.

To delete a quick note:

1. From the **Quick Notes** window, select the quick note you want to delete.
2. Click **Delete**.
3. Click **Yes** from the confirmation dialog box to proceed with the deletion.

Inserting Quick Notes in a Log Sheet

You can insert a quick note in your log sheet using keyboard shortcuts or from the **Quick Notes** window.

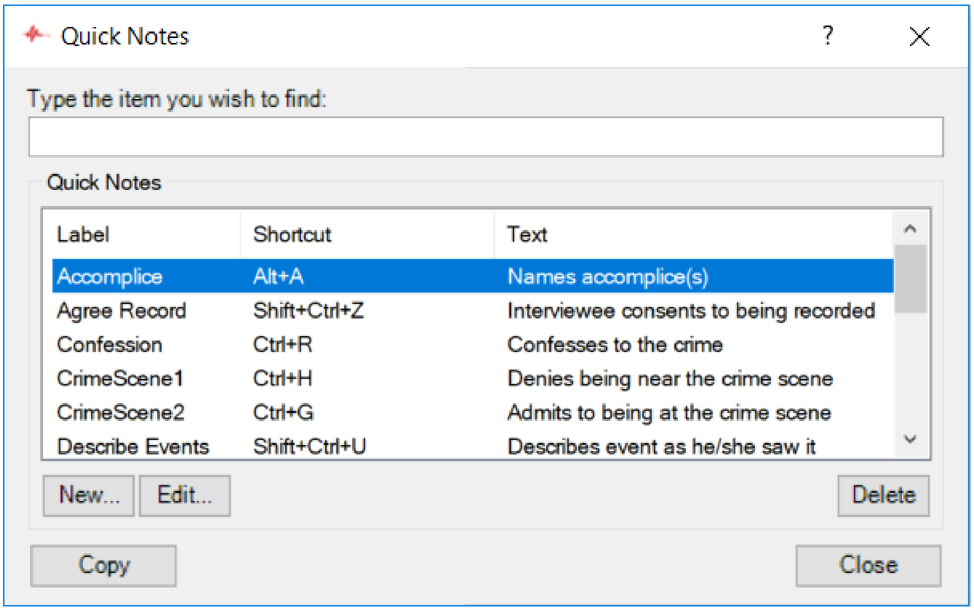
Tip: When inserting a quick note using keyboard shortcuts, the quick notes window does not need to be open.

To insert a quick note:

1. If you want to insert a quick note using the assigned keyboard shortcut, do the following:
   - **a.** Position your cursor where you want the quick note inserted in your log sheet.
   - **b.** Press the assigned keyboard shortcut for the quick note.

   Tip: If you are unsure of the assigned keyboard shortcuts you can open the Quick Notes window and leave it open while you work. See Viewing Quick Notes earlier in this guide.

2. If you want to select a quick note from a list:
   - **a.** Open the **Quick Notes** window. See *Viewing Quick Notes* earlier in this guide.



   - **b.** Position your cursor where you want the quick note inserted in your log sheet.
   - **c.** Do one of the following:
     - i. Double-click the required item from the list.
     - ii. Click the required item from the list and press Enter.
     - iii. In the **Type the item...** box, start typing the label. As a label matches what you type it is highlighted in the list. When the required item is highlighted, stop typing and press Enter.

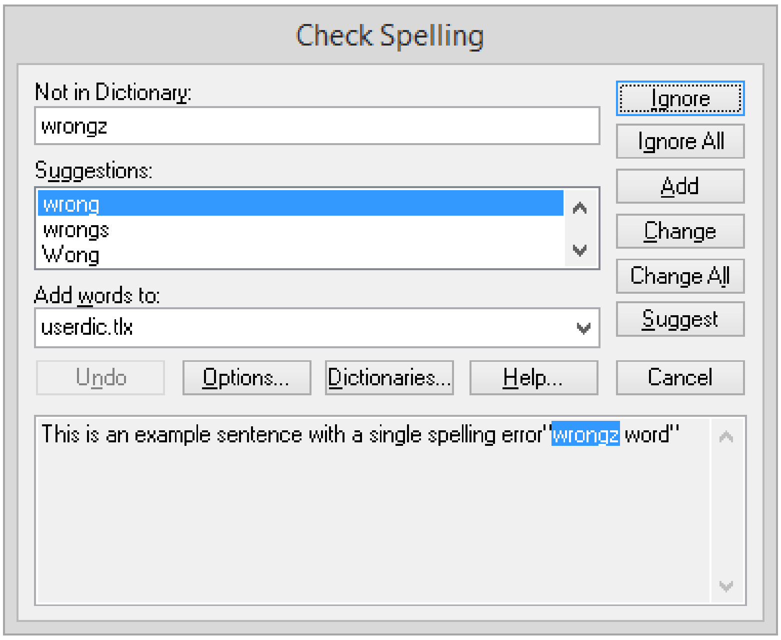
3. Observe that the quick note is inserted in your log sheet.

Spell Checking

FTR Interview Recorder includes a spell checker, which can check the spelling of a selection or the whole log sheet.

To spell check:

1. To check a selection of text, make your selection first. See *Selecting Text* earlier in this guide. With nothing selected, the whole log sheet is checked.
2. Do one of the following:
   a. Click the **Menu** button, point to **Tools** and click **Spelling** or
   b. Click the **Spell Check** button.
3. Observe that if a spelling mistake is found in any field of the log sheet, the **Check Spelling** dialog box is displayed.



   The log sheet field that contains the error is displayed in the dialog box and the error is highlighted in the **Not in Dictionary** box.
4. From the **Check Spelling** dialog, take the necessary steps as required.
5. When spell checking is finished, a confirmation message is displayed. Click **Yes**.

   Note:
   You can change the language setting for the spell checker when the Check Spelling dialog box is displayed – click Options.
   Alternatively you can set the language in General Options. See Changing General Options earlier in this guide.

Save copy as and Copying Log Sheets

FTR Interview Recorder automatically saves the active editable log sheet at regular time intervals. Automatic saves also occur every time you change the information in one field and move to another field. If a problem arises with automatic saving, the process for recovery depends on where the log sheet is being saved. See *Recovering From a Save Failure* later in this section.

You can also save a copy of the current log sheet, or a selection of notes from the active log sheet, to another location. After saving a copy, the original log sheet remains active. To view the copy, follow the normal procedure for opening a log sheet.

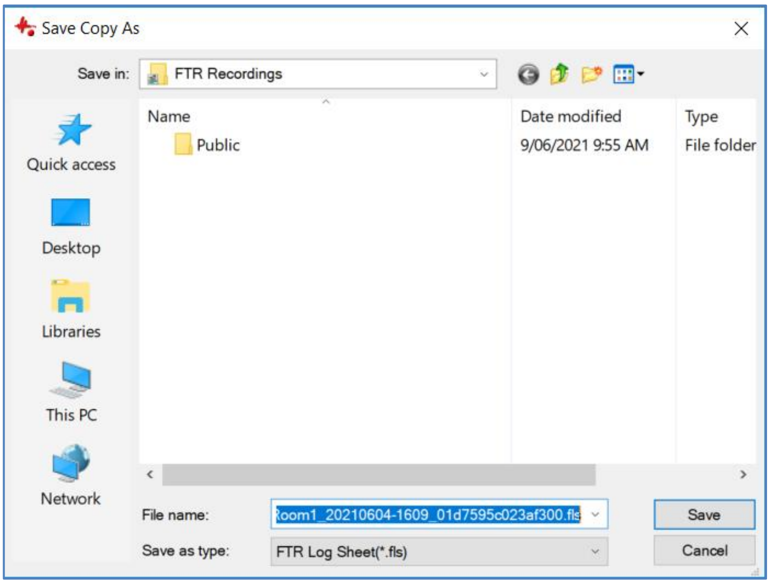
When saving a copy, you can choose one of two formats.

- FTR Log Sheet (*.fls)
- Web Page (.htm) - for users that do not have access to FTR Log Notes.

When saving a selection of notes, the Log Sheet Heading is also saved.

To save a copy of a log sheet:

1. If required, select the relevant notes.
2. Click the **Menu** button, point to **File** and click **Save Copy As** from the toolbar.
3. Observe that the **Save Copy As** dialog box is displayed.



4. From the **Save Copy As** dialog box do the following:
   a. Choose a drive and folder in which to copy the log sheet.
   b. Choose the format from the **Save as type** list.
   c. Enter the required name in the **File name** box or accept the default.
5. When you are satisfied that your file name and type are correct, click **Save** to save a copy of the log sheet.

Recovering From a Save Failure

The default save location for your log sheets could be to a shared network folder or to a local folder on your computer. The procedure for recovery is dependent on where the save folder is located.

Network Save Failure

If the save location is set to a network folder, log sheets are automatically saved to a temporary folder on your computer. At regular intervals the temporary log sheet is copied to the specified save location.

If the shared folder becomes unavailable, the log sheet continues to be saved to the temporary folder on your computer and you can continue to work uninterrupted. If the shared folder becomes available, before you exit the program, the temporary log sheet is copied to the save location – overwriting the obsolete version. All of this activity occurs in the background without interruption to your normal procedures.

If the shared network folder is not available when you close the program, a message box is displayed with the following information:

- One or more log sheets have not been saved to the specified save location
- The temporary files will remain
- The next time FTR Interview Recorder is started the temporary log sheets will be saved to the specified save location.

On closing the message box, the temporary files are left intact. The next time FTR Interview Recorder is started the temporary files are immediately saved to the specified save location.

Note: You may be prompted with additional messages if the temporary files are older than log sheets of the same name in the save location. Follow the prompts as required.

Local Save Failure

If your specified save location is local to your computer (such as a hard disk drive) and FTR Interview Recorder is unable to save, a message is displayed prompting you to save a copy of the log sheet to another location. Once you have saved a copy, close the active log sheet, open the saved copy, and continue.

REMEMBER TO SAVE THE COPY BACK TO THE ORIGINAL SAVE LOCATION WHEN THE PROBLEM IS RESOLVED.

Closing Log Sheets

You can close the active log sheet or any other log sheet.

To close the active log sheet:

1. Do one of the following:
   a. Click the **Menu** button, point to **File** and click **Close** or
   b. Right-click the tab and click **Close** from the shortcut menu or
   c. Click the **Close** button to the right of the log sheet tabs.
2. Observe that the previously accessed log sheet becomes the active log sheet.

To close an inactive log sheet:

1. Right-click the tab and click **Close** from the shortcut menu
2. Observe that the currently active log sheet remains active.

Reviewing Interview Log Sheets

Using FTR Interview Recorder, you can review an interview log sheet and any associated recordings. You can back-annotate a current interview or simply review any previous interviews.

With FTR Interview Recorder you can:

- Open an Interview (log sheet)
- Playing Associated Recordings
- Associate a Log Sheet
- Set a range
- Find text in a log sheet
- Edit Log Sheets
- Synchronize notes

Opening an Interview Log Sheet

There are two ways to open a log sheet.

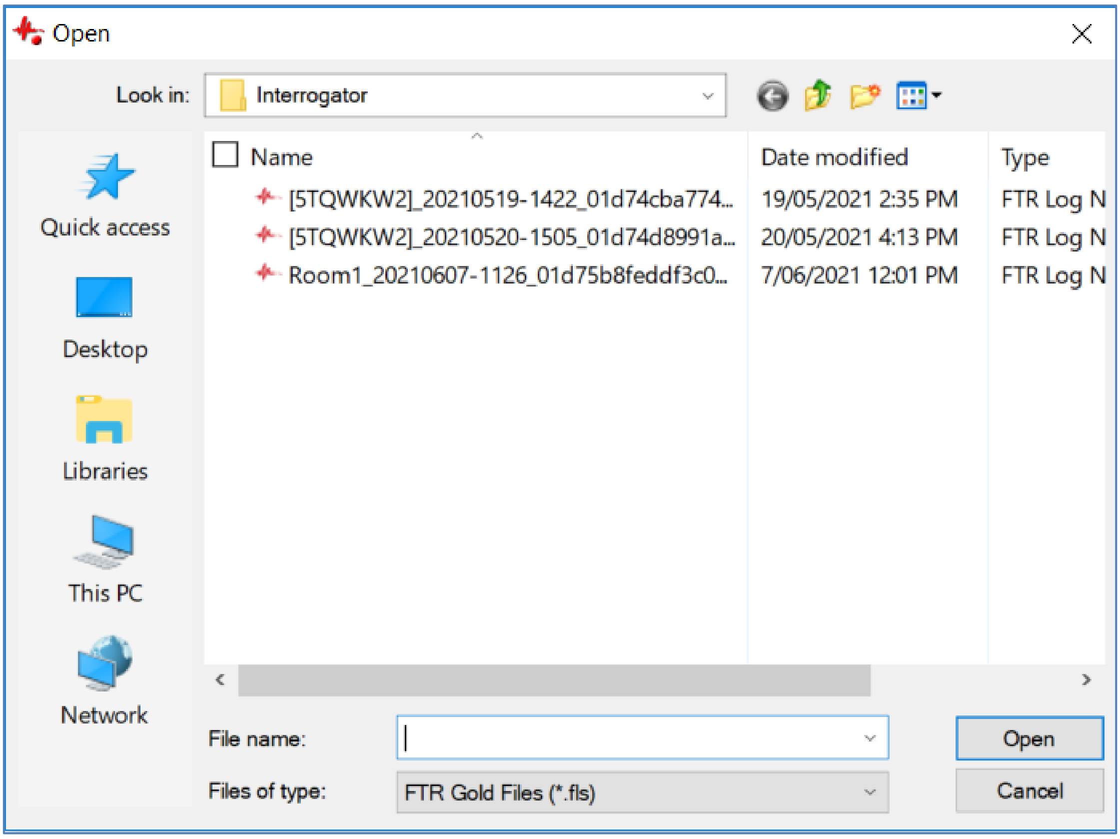
- Open
- Search

Open

Using **Open** requires an understanding of where log sheets are stored. If you don't know where to find your log sheets it is simpler to use **Search**. See the next section for more details.

To open a log sheet:

1. Click the **Menu** button , point to **File** and click **Open**.
2. From the **Open** dialog box, navigate to the required drive, folder, and log sheet.



3. Click **Open**.

Search

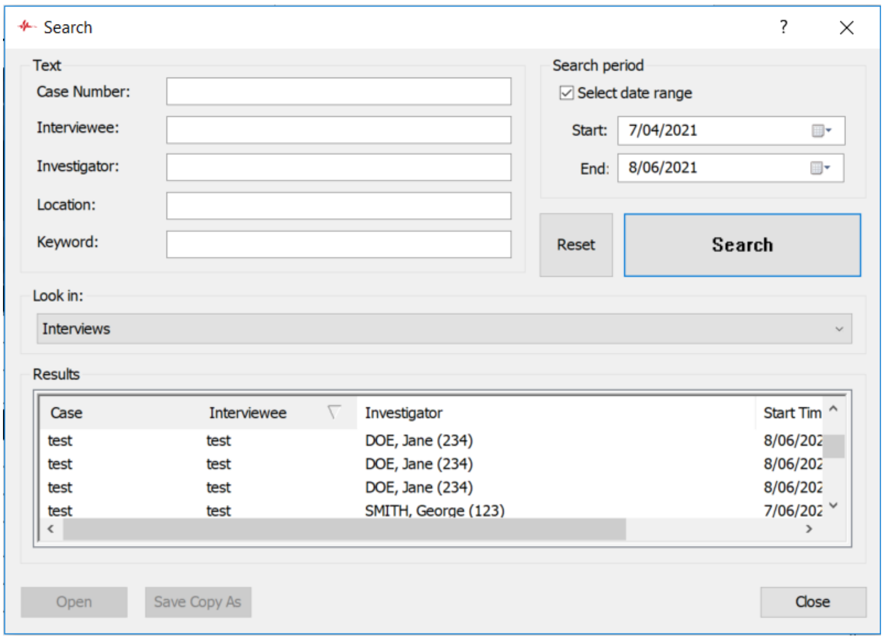
Searching provides a more efficient way of finding and opening log sheets. You can specify a number of different criteria to search for the required log sheet.

From the **Results** list, you can save a copy or open one or more (maximum of 10) log sheets can be opened for review.

If you select **Interviews**, the **Look in** folder is different depending on your archive options. If your archive options are set to **Network** or **Dual**, then the network archive folder is searched. If your archive options are set to **CD/DVD**, the local recordings folder is searched. If you wish to open interview log sheets and recordings from CD/DVD, use **Open**.

To search for log sheets:

1. Do one of the following:
   a. Click the **Search** button or
   b. Click the **Menu** button, point to **File** and click **Search**
   c. In the Search dialog box, enter search criteria.
   d. In the Search period section, set a period of time to search.



2. Choose the **Look in** location by selecting either **Interviews** or **Personal Notes**.
3. Click **Search**. Log sheets that match your search criteria are displayed in the search results list.
   Note: You can change the sort order of the Search Results list by clicking on the headings.
4. Select one or more log sheets and click **Open**.
5. To save a copy of interview log sheets, do the following:
   a. Select one or more interviews and click **Save Copy As**.
   b. From the Save Copy As dialog box choose a file name and file type.
   c. Click **Save**.
6. When all required interviews are opened or copied, click **Close**.

Playing Associated Recordings

When you open an interview log sheet you can play the associated recording using Player™.

To play the associated recording:

1. Open the required interview log sheet.
2. From the log sheet click any time stamp.
3. Observe the following:
   a. If Player™ is not already started, then it starts.
   b. The associated recording is opened in Player™.
4. The current play time is set to the time stamp you clicked.
5. Click the play button the player.

Note: If the recording cannot be found by Player™, modify the search folders. See Player™ help or the user's guide for details on establishing search folders.

Associating a Log Sheet

When you open an existing log sheet, if the location and date of an interview log sheet do not match the location and date of a recording, then they are not associated. To enter log notes in such a log sheet it must be associated with content that is open in the player.

Associating a log sheet with a recording makes the timestamps available for locating specific events in the audio. It also adds the Range Bar to the log sheet, which indicates any Range Start times, Range End times and the most recent log note relevant to the current playtime.

To associate a log sheet:

1. Open the interview log sheet that was created when the recording was ingested (imported).
2. Click a time stamp and observe that the recording is opened in the player.
3. If not already open, open the real-time interview log that was created while the interview was being conducted.
4. Click the **Menu** button, point to **Tools** and click **Associate**.
5. Observe that Location, Begins and Concludes times of the real-time log sheet are changed to match the recording. The log sheet and recording are now associated.
6. It is now important to check that time stamped events are synchronized with the actual times in the recording. See *Synchronizing Notes*.

Setting the Audio Range

If you are only interested in a certain group of events in the log sheet, you can limit the range of content available for review by setting a **Range Start** and **Range End** from the log sheet.

A range can only be set from the log sheet if it is associated with the content that is open in the player. Alternatively, you can set a range directly in the player – see the *FTR Player User's Guide* or help for details.

To set an audio range from the log sheet:

1. Locate the log note that marks the beginning of the required range.
2. Do one of the following:
   a. Right-click the log note and click **Set Range Start** from the shortcut menu or
   b. Click the **Menu** button, point to **Actions** and click **Set Range Start**.
3. Locate the log note that marks the end of the required range.
4. Do one of the following:
   a. Right-click the log note and click **Set Range End** from the shortcut menu or
   b. Click the **Menu** button, point to **Actions** and click **Set Range End**.

Note: When a Range Start or Range End time is set a visual indication is provided in the Range Bar to the left of the log sheet. See Range Bar earlier in this guide.

Synchronizing Notes

If a log sheet is created on a different computer from the one that created the audio recording it is possible that a discrepancy exists between the log note time stamps and the associated audio times for the related events. This typically occurs when recordings on the handheld device have a different time to the computer that created the real-time interview log sheet.

If this situation exists, you can easily synchronize all timestamps in the log sheet, to the correct audio times, in a single step.

It is also possible that a single log note is added too late to match the event in the audio. Such an incorrectly time stamped log note can be synchronized to the actual event in the recording.

Synchronizing a Log Sheet

Synchronize Sheet is available from the **Edit** menu when a log sheet is in edit mode and the content loaded in the player, matches the location name and date of the log sheet.

To synchronize all notes in a log sheet:

1. Open the log sheet and switch it to edit mode.
2. Click a time stamp. This action causes the relevant recording to be opened in Player™.
3. Play until you reach a distinct event that is described by a specific log note and then stop.
4. Click the **Menu** button, point to **Edit** and click **Synchronize Sheet**.
5. A dialog box prompts you to confirm the synchronization. Click **Yes** to proceed.
6. Observe that all log note time stamps are adjusted by the same amount.

Synchronizing a Log Note

Synchronize Note is available from the shortcut menu or the **Edit** menu when a log sheet is in edit mode and the content loaded in the player, matches the location name and date of the log sheet.

To synchronize an individual log note with a recording:

1. Open the log sheet and switch it to edit mode.
2. Click a time stamp. This action causes the relevant recording to be opened in Player™.
3. Play until you reach the distinct event for which the log note time stamp requires adjustment.
4. Position the cursor in the log note you wish to adjust.
5. Do one of the following:
   a. Click the **Menu** button, point to **Edit** and click **Synchronize Note** or
   b. Right-click the log note and click **Synchronize Note** from the shortcut menu.
6. The time stamp for the selected log note is adjusted.

Filtering Notes

The Filter tool provides a way of extracting specific log notes from a log sheet. For example, if you wish to make up a witness list you could filter the log sheet based on the phrase *Witness present*. When the filter is activated a new log sheet opens consisting of all the notes that contain the selected phrase. The heading information is the same as the original log sheet.

When the temporary filtered log sheet is created it is locked to editing and is not saved. If you close the filtered log sheet it is permanently deleted. If you want to save or edit the filtered log sheet, save a copy, close the original (which is deleted on closing) and then open the copy. The copy can be switched to edit mode.

To filter notes:

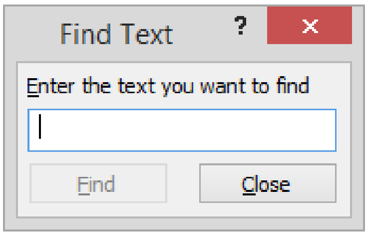
1. Do one of the following:
   a. Select the word or phrase to use as the filter text or
   b. Position the cursor in the required field - this action automatically uses the entire field contents as the filter text.
2. Click the **Menu** button, point to **Tools** and click **Filter**.
3. A message box reminds you to save a copy if you want to keep the log sheet. Click OK to continue.
4. The log sheet is scanned and any notes (rows) that contain the required filter text (in the same column as the required filtered text) are extracted and placed in a new active log sheet, which is locked to editing.
5. If you wish to keep the log sheet, click the **Menu** button, point to **File** and click **Save Copy As**.

Finding Text

While reviewing a log sheet, it may be necessary to quickly locate notes pertaining to a particular event, speaker or comment. Use **Find** as a fast and effective method for searching the active log sheet for any occurrences of a specific word or phrase in the current log sheet.

To find a word in a log sheet:

1. Do one of the following:
   a. Click the **Menu** button, point to **Edit** and click **Find** or
   b. Click the **Find** button.
2. In the **Find Text** dialog box, enter the text you wish to find.



3. Click **Find**. The **Find Text** dialog box is closed and the first occurrence of the required text is highlighted in the log sheet.
4. To locate the next occurrence of the required text press ALT+F3.

Editing an Interview Log Sheets

You can edit the contents of an existing log sheet at a later date. When opening an existing log sheet it is displayed in read-only mode. To make changes to the log sheet, change to edit mode.

To switch between read-only and edit modes:

- Click the **Edit/Read-only** button or click the **Menu** button, point to **Edit** and click **Edit Mode**.

Editing Existing Information

You can edit the contents of an existing log sheet later. When opening an existing log sheet, it is displayed in read-only mode. To make changes to the log sheet, change to edit mode.

To edit the log sheet:

1. If not in edit mode, click the **Edit/Read-only** button or click the **Menu** button, point to **Edit** and click **Edit Mode**.
2. Enter or modify the header information, as required.
3. Select the log note field you wish to edit.
4. Make changes as required.

Adding a Log Note

New notes can only be added to an existing log sheet when the log sheet is associated with the content that is currently open in the player.

To add a log note to a log sheet:

1. In the player, set the current play time to the time that requires a note.
2. Do one of the following:
   a. Press ENTER to position the cursor in the last row. The last row is an empty log note. Enter the required log note. At the first key press the log note is time stamped instantly and moved to the correct chronological position in the time sheet.
   b. Press CTR+ENTER to add an instant time stamp at the end of the log sheet, without entering text. You can go back and add the text when convenient. Use this method when events are happening faster than you can enter notes.
3. If you want to add notes for earlier times in the recording, see Back Annotating.

Deleting a Log Note

You can delete a log note if the log sheet is in edit mode. Multiple notes cannot be deleted.

To delete a log note:

1. Do one of the following:
   - Right-click in any column of the log note to be deleted. From the shortcut menu click **Delete Log Note**.
   - Position the cursor in the note to be deleted, click the **Menu** button, point to **Edit** and click **Delete Log Note**
2. A dialog box prompts you to confirm the deletion. Click **Yes** to proceed.

Note: To restore a deletion, click the **Menu** button, point to **Edit** and click **Undo**.

Personal Notes

Personal notes are notes you take for personal reference. These notes are not stored in the recordings folder and are not archived. Each user has their own personal notes folder, which is established using Interview Recorder General options.

Personal Notes are always based on an existing interview and are created after an official interview is concluded and closed.

To create personal notes:

1. Search for and open the official interview on which to base your personal notes. See *Search* earlier in this section.
2. From the toolbar, click the **Menu** button, point to **File** and click **Personal Notes**.
3. Observe that a copy of the official interview is created and that the log sheet tab displays the personal notes icon.
4. Click any time stamp and observe that the associated recording is opened in Player™.
5. Delete any existing notes you don't want to keep in your personal notes.
6. Play the recording and if you wish to enter a note, position your cursor at the end of the log sheet and start typing (or use a Quick Note).
7. Observe that the new log note is entered in the correct chronological order.
8. Repeat this process until all notes are completed.
9. Close your personal notes.

Archiving

FTR Interview Recorder supports archiving, which ensures that a copy of the recording and log sheets is maintained in another location. For details on how to configure archiving options see *Changing Archive and Backup Options* earlier in this guide.

If FTR Interview Recorder is configured for **Network** archiving, there is no action required by the user. Archiving is automatic.

Note: When archiving to a network folder it is important to monitor the status bar for the current state of archiving. If a network failure occurs the icon in the status bar changes to show a red cross. If a failure occurs, contact your system administrator immediately. An archive failure will not prevent you from continuing with the recording.

If the chosen archive method is CD/DVD, archiving is started either automatically or manually when you conclude an interview. Automatic archiving to CD/DVD is configured in Archive Options. See *Changing Archive and Backup Options* earlier in this guide.

If the chosen archive method is Removable disk, archiving is started manually - usually at the end of the interview.

Archiving to CD/DVD

Archiving to CD/DVD can be started

- Automatically at the end of the interview, if **Start archive to CD/DVD immediately after each interview** is selected under CD/DVD or Dual archiving option. See *Changing Archive and Backup Options* earlier in this guide.
- Manually at any time when the interview is not in progress

The drive to be used for CD archiving is configured in Archive Options. See *Changing Archive and Backup Options* earlier in this guide.

To archive to CD/DVD automatically:

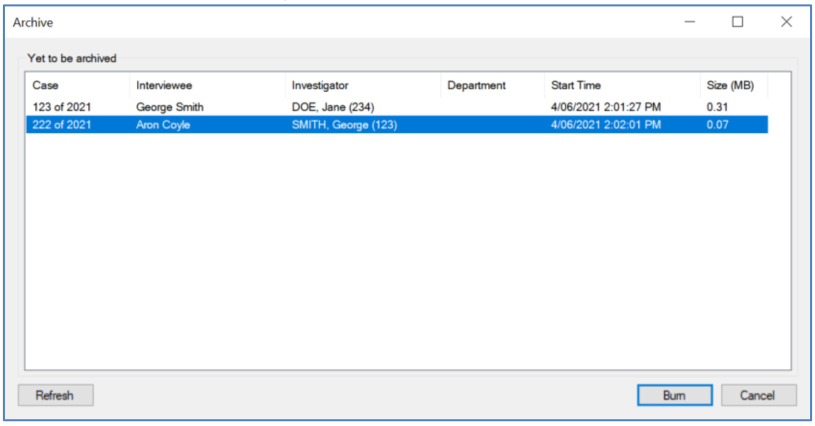
If you wish to archive each interview as it is closed, insert a blank disc in the optical drive. Otherwise, see *archive to CD/DVD manually*.

1. Conclude and close the interview
2. If there is no disc (or the disc is not blank) you are prompted to insert a blank disc and try again. If you do not want to archive now, click **Cancel** and see *Archive to CD/DVD Manually*. Otherwise click **Retry**.
3. When finished, a success list is displayed. If you wish to create a copy of the disc, select it from the list and click **Create another copy**.
4. When all copies are complete, click **Close**.
5. If other un-archived interviews are found, a new list is displayed.
6. If you wish to archive these interviews, see *Archive to CD/DVD Manually* for details. If not, click **Cancel**.

To archive to CD/DVD manually:

If you choose not to archive current interviews when you first conclude and close them, they can be archived manually at a later time. Manual archiving cannot be started while a current interview is in progress.

1. Conclude and close the interview.
2. Do one of the following:
   a. Click the **Menu** button , point to **File** and click **Archive** or
   b. From the **Recorder** bar, click .
3. From the **Archive** dialog box, observe that the **Available** list shows all interviews that are yet to be archived.



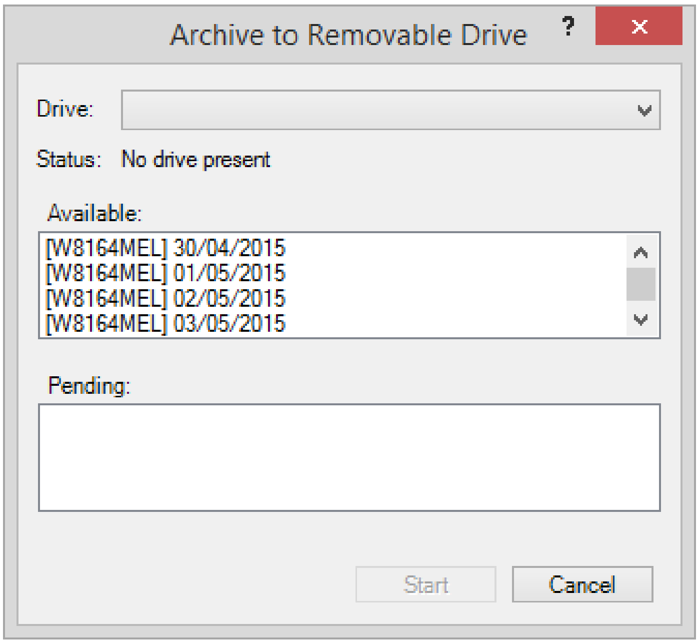
4. Choose one or more interviews to archive and click **Burn**. If prompted, insert a blank disc, and try again.
5. When finished, a success list is displayed. If you wish to create a copy of the disc, select it from the list and click **Create another copy**.
6. Repeat this process until all recordings are safely archived.

Archiving to Removable Disk

Removable archiving is a manual process and is configured in Archiving Options.

To archive to Removable disk:

1. Conclude the interview.
2. From the **Recorder** bar, click 
3. From the **Archive to Removable** dialog box, observe that the **Available** list shows all interviews that are yet to be archived.



4. Connect your removable disk and select it from the **Drive** list.
5. Observe that the **Pending** list is automatically updated with a list of recordings that will be saved to disk.
6. Click **Start**.
7. Observe that the pending recordings are saved to disk and respond to confirmation messages as required.
8. Repeat this process until all recordings are safely archived.

Printing

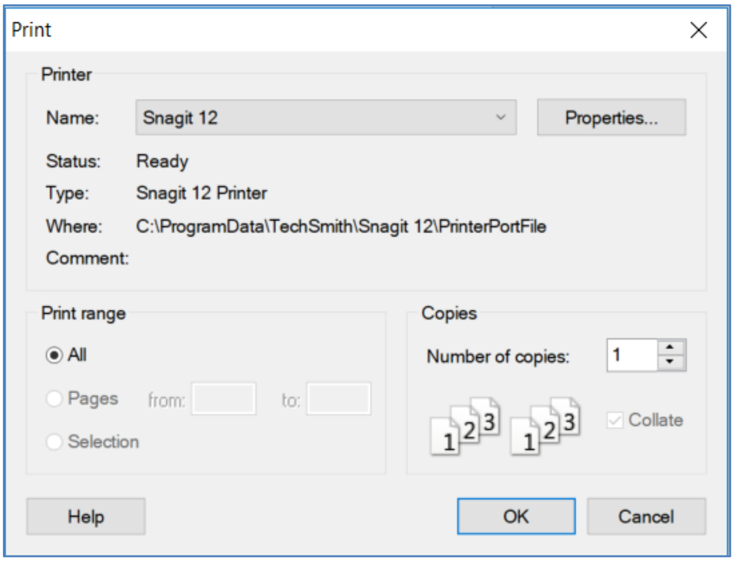
You can print Log Sheets or Quick Notes.

Printing Log Sheets

Prior to printing you can adjust the way the printed page appears by changing the page setup. You can also preview the print job on screen before printing.

To print the active log sheet:

1. Click the **Menu** button, point to **File** and click **Print**



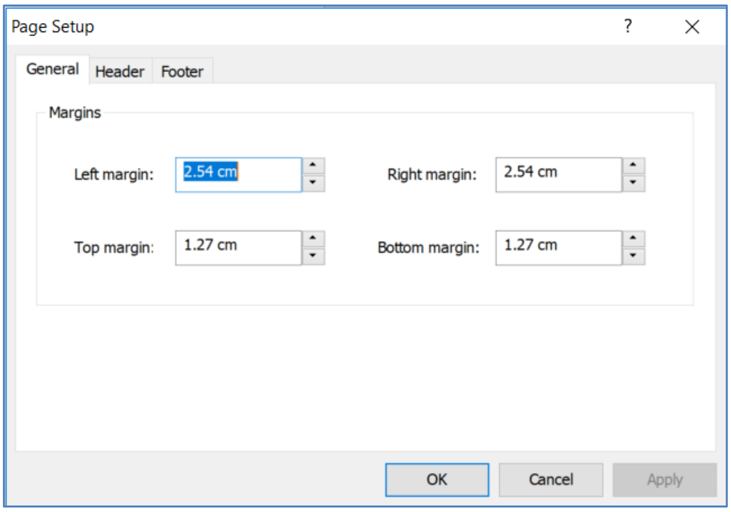
2. Select a printer, number of copies and collation option, as required and click **OK**.

Page Setup

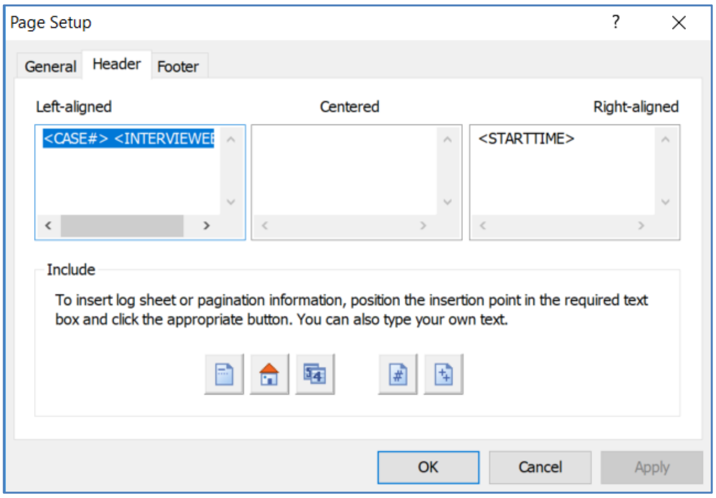
When printing notes, it may be necessary to change the page setup. Page setup controls the margins, headers and footers.

To change page setup:

1. Click the **Menu** button , point to **File** and click **Page Setup**.
2. In the **General** tab, select margins and heading page options.



3. Set margins, as required.
4. From the **Header** or **Footer** tabs, directly key in your own text or use the predefined **Include** buttons. To generate a new line (to a maximum of 10) press SHIFT+ENTER. Use the scroll bars to reveal any hidden text.

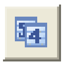


Header and footer information can be aligned left, centre or right. Click the alignment box you wish to use and insert the required information using the **Include** buttons or by typing your own text.

Include buttons

Click  to include case number and interviewee - inserts **<CASE#> <INTERVIEWEE>**

Click  to include the location name - inserts **<LOCATION>**

Click  to include the interview start time - **<STARTTIME>**

Click to include the page number - **<PAGE>**

Click to include the total number of pages - **<TOTALPAGES>**

Tip: Pages and total pages are typically entered as Page <PAGE> of <TOTALPAGES>

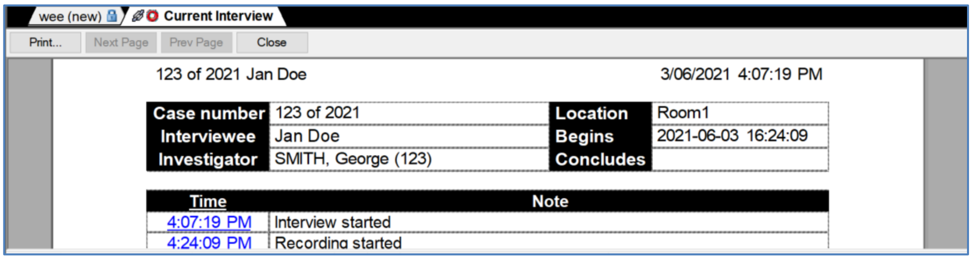
5. Click **OK** to save the settings.

Print Previewing

Before printing you can preview the output on screen to confirm that the page setup is correct.

To print preview:

1. Click the **Menu** button, point to **File** and click **Print Preview**
2. From the preview window do one or more of the following:
   a. View other pages by clicking the **Prev Page** and **Next Page** buttons as required.



   b. Click **Print** to print the active log sheet and close all print dialog boxes.
   c. Click **Close** to exit the **Print Preview** window.

Printing Quick Notes

If you have limited screen space and you do not want to keep the quick notes window open, you can print your quick notes and display them in a prominent position near your computer.

Printing Quick Notes

Printing quick notes is a two-step process that requires you to copy the quick notes to the clipboard and then use your text editor or word processor of choice to paste, and print the document.

To print quick notes:

1. Click the **Menu** button, point to **Tools** and click **Quick Notes** or click the **Quick Notes** button.
2. From the **Quick Notes** window, click **Copy**.
3. Using your own text editor or word processor, create a new document and paste the contents of the clipboard.
4. When the document is open, make any changes you require and then print the file.

Keyboard Shortcuts

Keyboard shortcuts are available in the following categories:

- General Shortcuts
- Editing Shortcuts
- Selection Shortcuts
- Navigation Shortcuts

General Keyboard Shortcuts

Use these shortcuts for the main functions of FTR Interview Recorder.

To	Press
Show menu	ALT or F10
Create a new log sheet	ALT + F12 (edit mode only)
Find Text Find Next*	CTRL + F3 ALT + F3
Link	F9
Open a log sheet	F3
Open shortcut menu	SHIFT + F10
Open general Options	ALT + ENTER
Print log sheet	CTRL + SHIFT + F12
Quit program\close log sheet	ALT + F4
Save Copy As	F12
Toggle Edit/Read-only mode	SHIFT + F12

Editing Keyboard Shortcuts

Use these shortcuts to enter notes and to edit existing notes.

Note: Listed shortcuts apply to edit mode only unless otherwise noted.

To	Press
Create a new empty log note	CTRL + ENTER
Enter a new line	SHIFT + ENTER
Bold selection	CTRL + B
Italicize selection	CTRL + I
Underline selection	CTRL + U
Copy selection in Edit mode or Copy selection in read-only mode if Accessibility is enabled or Copy current field in read-only mode if accessibility is disabled	CTRL + C
Cut selection	CTRL + X
Paste	CTRL + V
Delete character to the right	DELETE
Delete character to the left	BACKSPACE
Add selection to quick notes	SHIFT + F3
Undo	CTRL + Z
Redo	CTRL + Y

Selection Keyboard Shortcuts

Most of the following selection shortcuts apply to a log sheet in edit mode. Those that also apply to read-only mode are marked.

To	Press
Select field contents	F2
Select character to left	SHIFT + Left
Select character to right	SHIFT + Right
Select word to left	CTRL + SHIFT + Left
Select word to right	CTRL + SHIFT + Right
Select next line.	SHIFT + Down
Select previous line.	SHIFT + Up
Select to end of line	SHIFT + END
Select to beginning of line	SHIFT + HOME
*Select current log note or add current log note to selection	CTRL + SPACEBAR
*Select all notes between the current log note and the last selected log note	CTRL + SHIFT + SPACEBAR

*Also available in read-only mode.

Navigation Keyboard Shortcuts

Use these shortcuts to move around the log sheet.

Note: With Accessibility enabled, read-only navigation shortcuts behave as edit mode shortcuts.

Press	Edit mode or read-only mode with Accessibility enabled	Read-only mode with Accessibility disabled
Right	Move to next character	Move to next field
Left	Move to previous character	Move to previous field
Up	Move up a line in a log note field	Move up a field
Down	Move down a line in a log note field	Move down a field
CTRL + Right	Move to beginning of next word	No action
CTRL + Left	Move to beginning of previous word	No action
PAGE UP	Scroll up a page	Scroll up a page
PAGE DOWN	Scroll down a page	Scroll down a page
TAB	Move to next field	Move to next field
SHIFT + TAB	Move to previous field	Move to previous field
HOME	Move to beginning of the line	No action
CTRL + HOME	Move to case number field	Move to case number field
ALT + HOME	Move to first note Field	Move to first note Field
END	Move to end of line	No action
CTRL + END	Move to last note field	Move to last note field
ENTER	Move to last note field	No action