FTR Log Notes™ 7.0

User Guide

For
Windows® 10 x64
Windows® 10 x32

www.fortherecord.com

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Introduction

Overview

With FTR Log Notes you can review timestamped notes that link to exact locations in recordings created by TheRecord Empowered programs such as FTR Reporter or FTR Monitor. Using the companion ThinkLink enabled program – FTR Player – you can quickly and efficiently review your recordings and annotations.

When a program is TheRecord Empowered, it creates recordings that utilize a patented FTR file name technology. This file naming technology is then used by ThinkLink enabled programs to maintain an association between the recording and other data that links to the recording.

Using the ThinkLink technology that is part of FTR Log Notes and FTR Player, you can quickly find specific events in a recording - making the review process very efficient.

You can also use FTR Log Notes and FTR Player to create your own log notes.

FTR Manager is installed with FTR Log Notes. With FTR Manager you can:

- Save an encrypted package of recordings and log sheets for distribution to other parties.
- Save a copy of recordings in a number of different formats.

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 Log Notes.

Getting Started

Installation

FTR Log Notes is installed as a component of FTR Annotation Suite. Refer to the Setup Guide that accompanies this product. When installation is complete, be sure to set General Options. See *Configuring FTR Log Notes* later in this guide.

Note: Log in as a member of the local Administrators group if you want to change Administration settings. For details on how to configure the program see *Configuring FTR Log Notes* later in this guide.

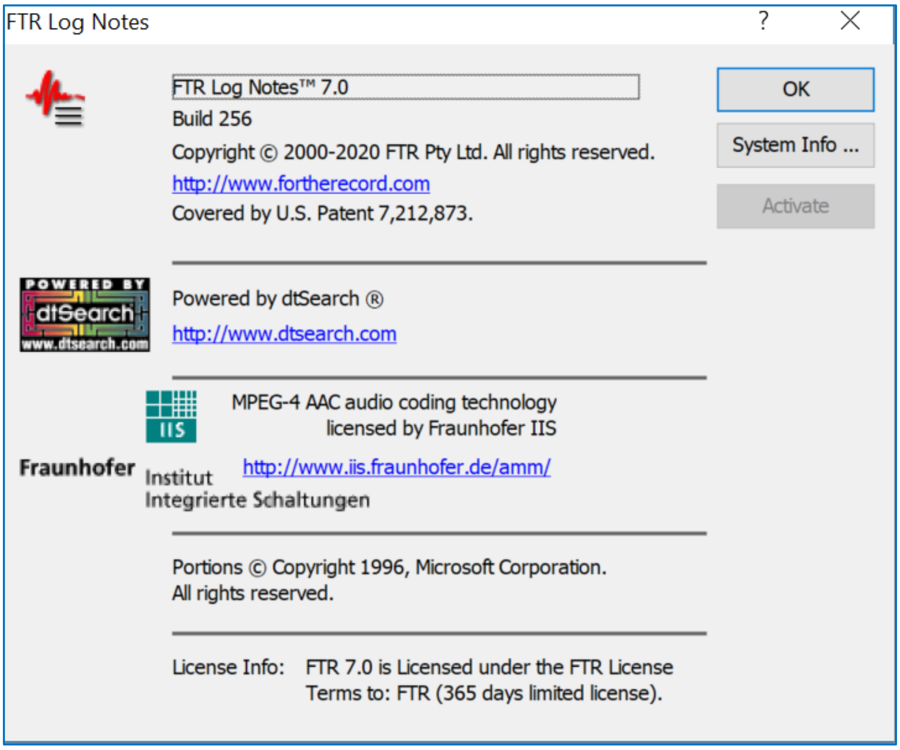
Licensing

FTR Log Notes requires one of the following license types:

- Trial evaluation for 14 days.
- Machine license – permits the use of Annotation Suite on this machine only.
- Site license – permits the use of Annotation Suite on all machines on this site.

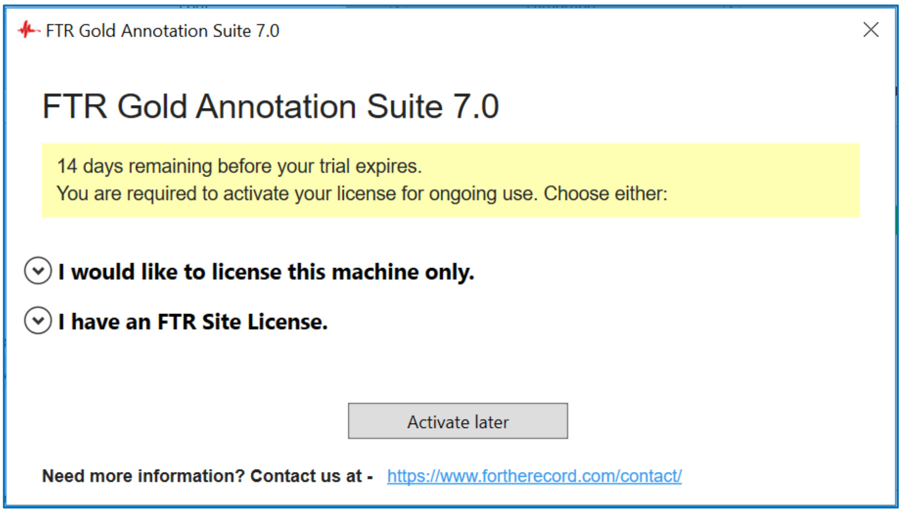
Either a machine or a site license may have been activated during setup and no further licensing action is required. If a 14-day trial evaluation license was chosen, to continue to use FTR Annotation Suite beyond the end of the trial period, you must activate either a machine license or a site license.

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

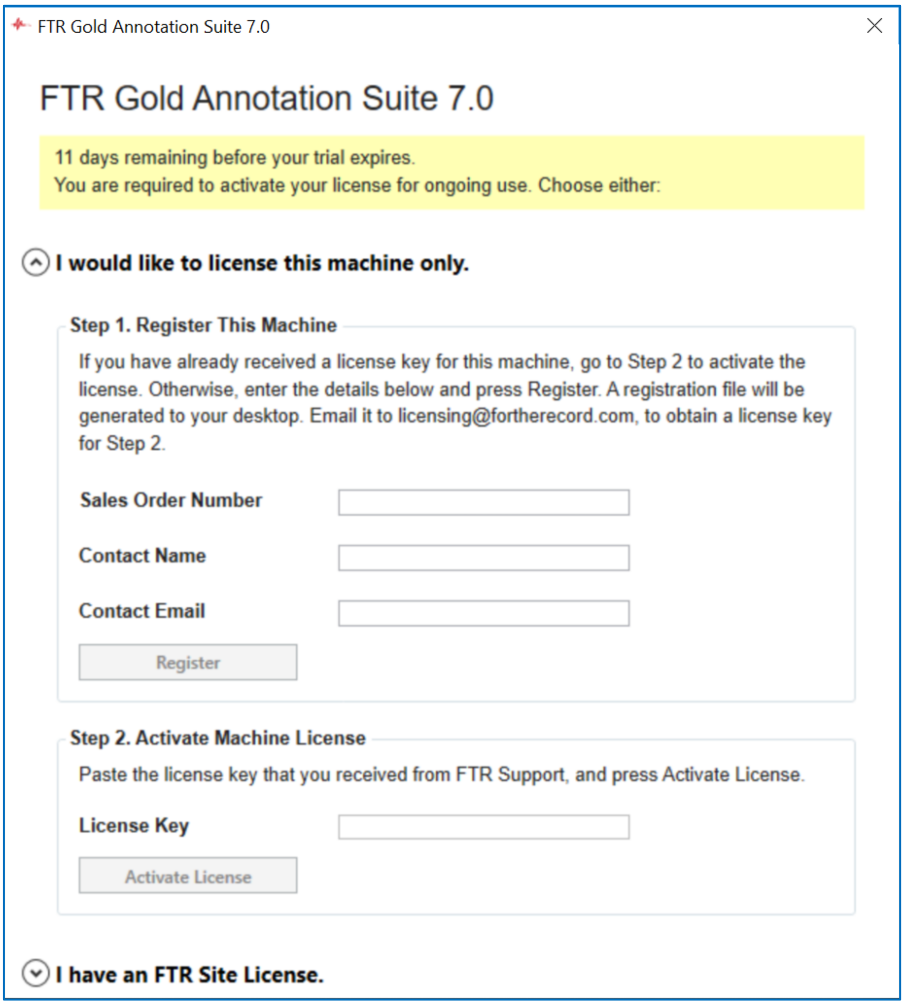


Activate License

Use the License Activation page to select your appropriate license.

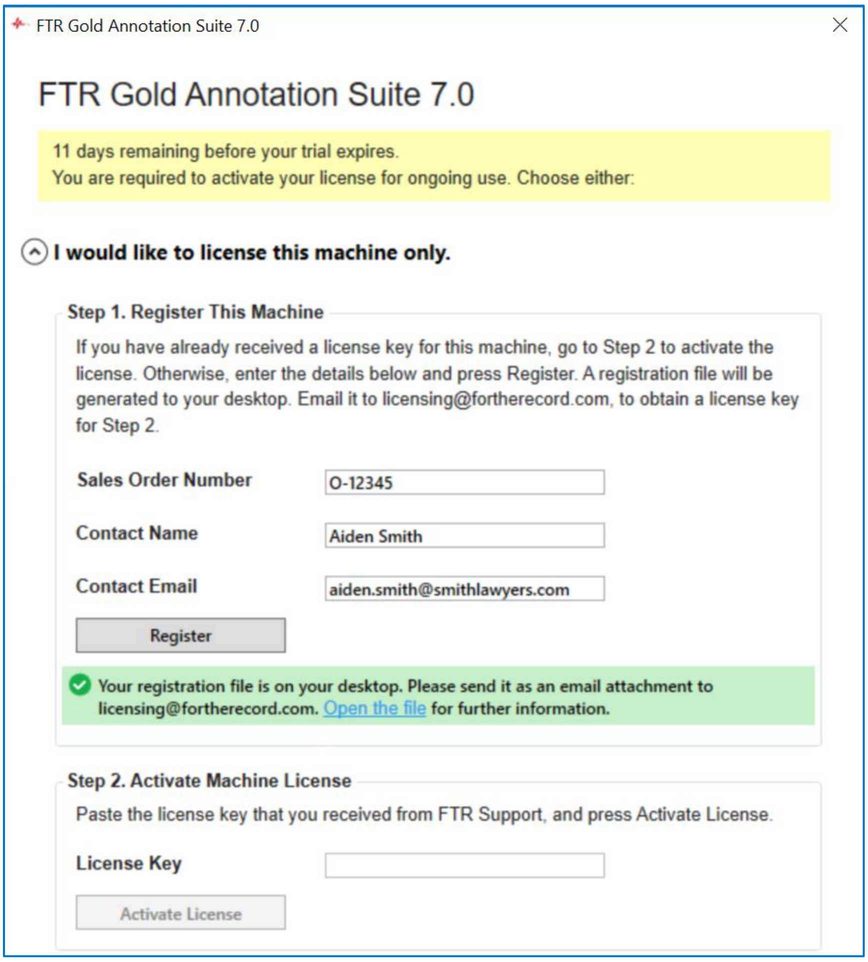


Choose the first option to license this machine only:

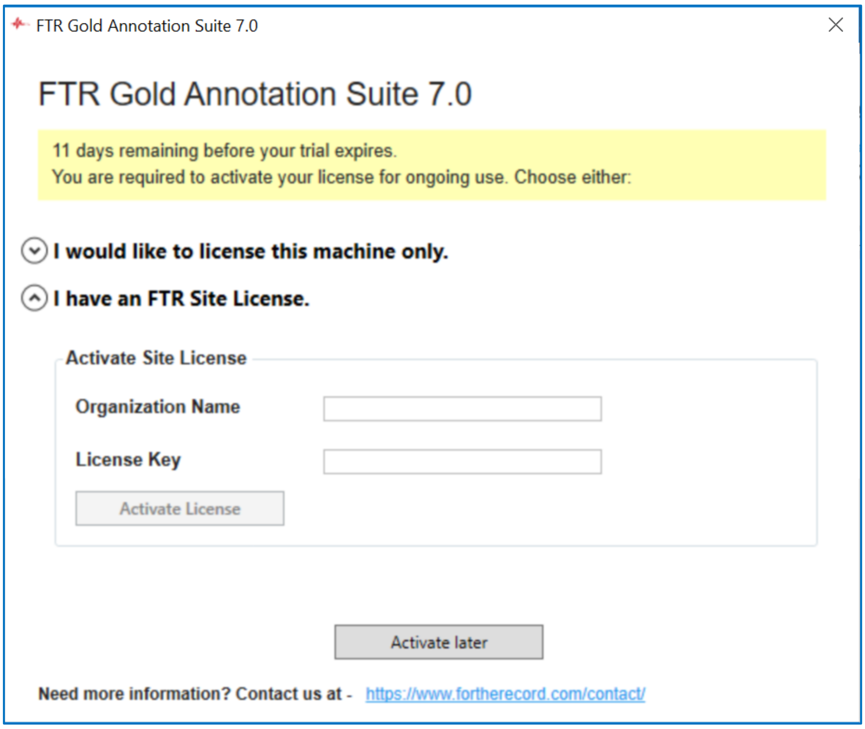


On completing Step 1, you will receive a registration file. Email it to licensing@fortherecord.com in order to receive your license key.

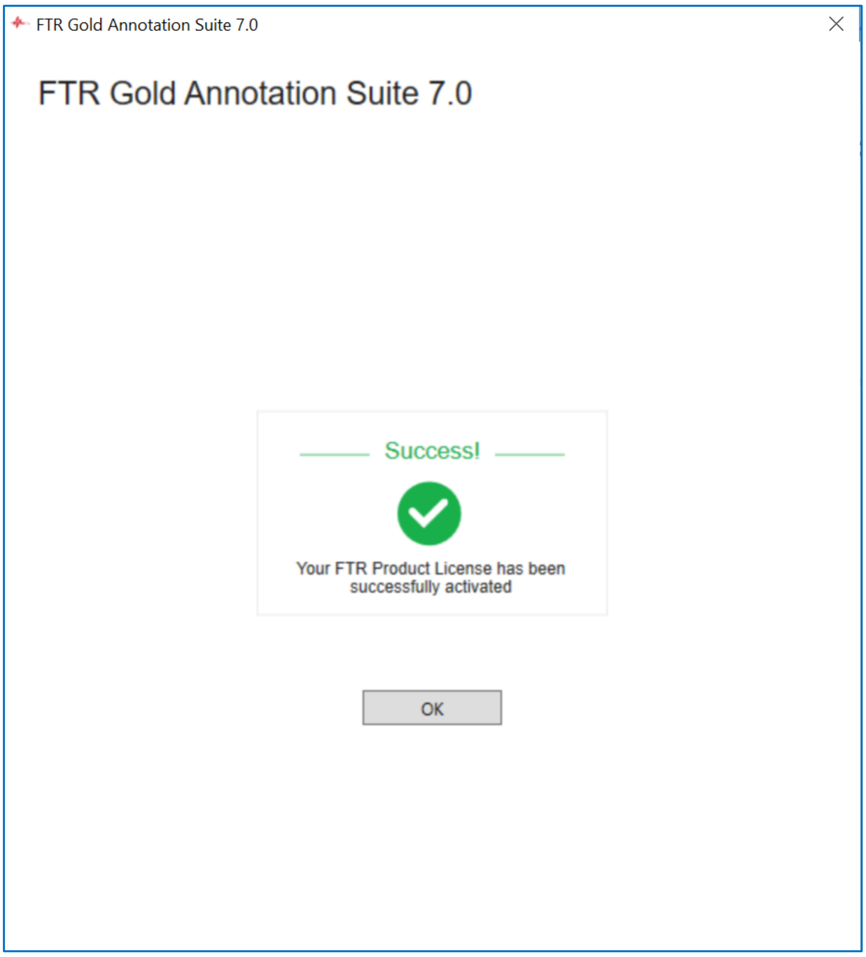
Use the license key to complete Step 2.



Choose the second option if you have a site license:



When your license has been successfully activated:

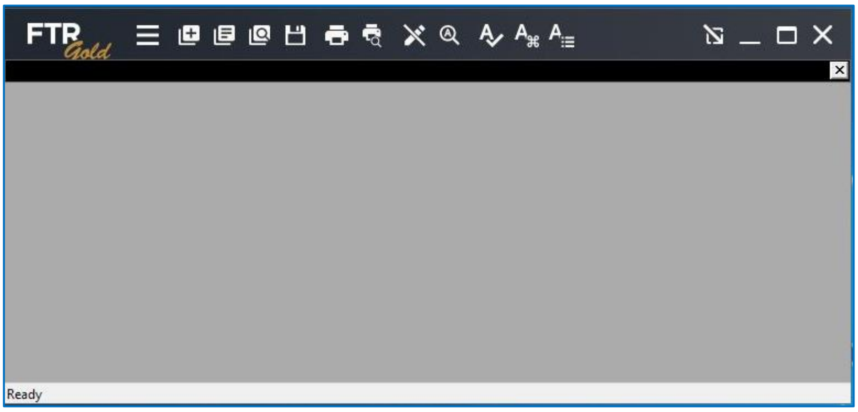


Starting

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

To start FTR Log Notes:

1. From the desktop, double-click the **FTR Log Notes** icon or click **Start**, point to **All Programs**, then **ForTheRecord** and click **FTR Log Notes**
2. Observe that the program starts.



About FTR Log Notes

The About box lists information about your installation.

To display the About box:

1. Do one of the following:
   a. Double-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 Log Notes**.
2. View the information in the About FTR Log Notes dialog box.
3. Click **OK** to close the **About** box.

Help

The following help resources are available:

- FTR Gold Annotation Suite Setup Guide
- FTR Log Notes 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 Gold Annotation 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 Log Notes**.
2. From the **About FTR Log Notes** 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:

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

To send System Information:

1. Save system information as described above.
2. 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.

Programmers Reference

When FTR Log Notes is installed there is an option to include Visual Basic for Applications. If this option is selected the VBA Editor and Programmers Reference are available to customize the way FTR Log Notes works.

To start the VBA Editor:

1. Click **Start**, point to **All Programs**, **ForTheRecord** then **SDK**.
2. Click **Visual Basic Editor**.
3. Use the VBA Help and the Programmers Reference to customize FTR Log Notes.

To view the Programmers Reference:

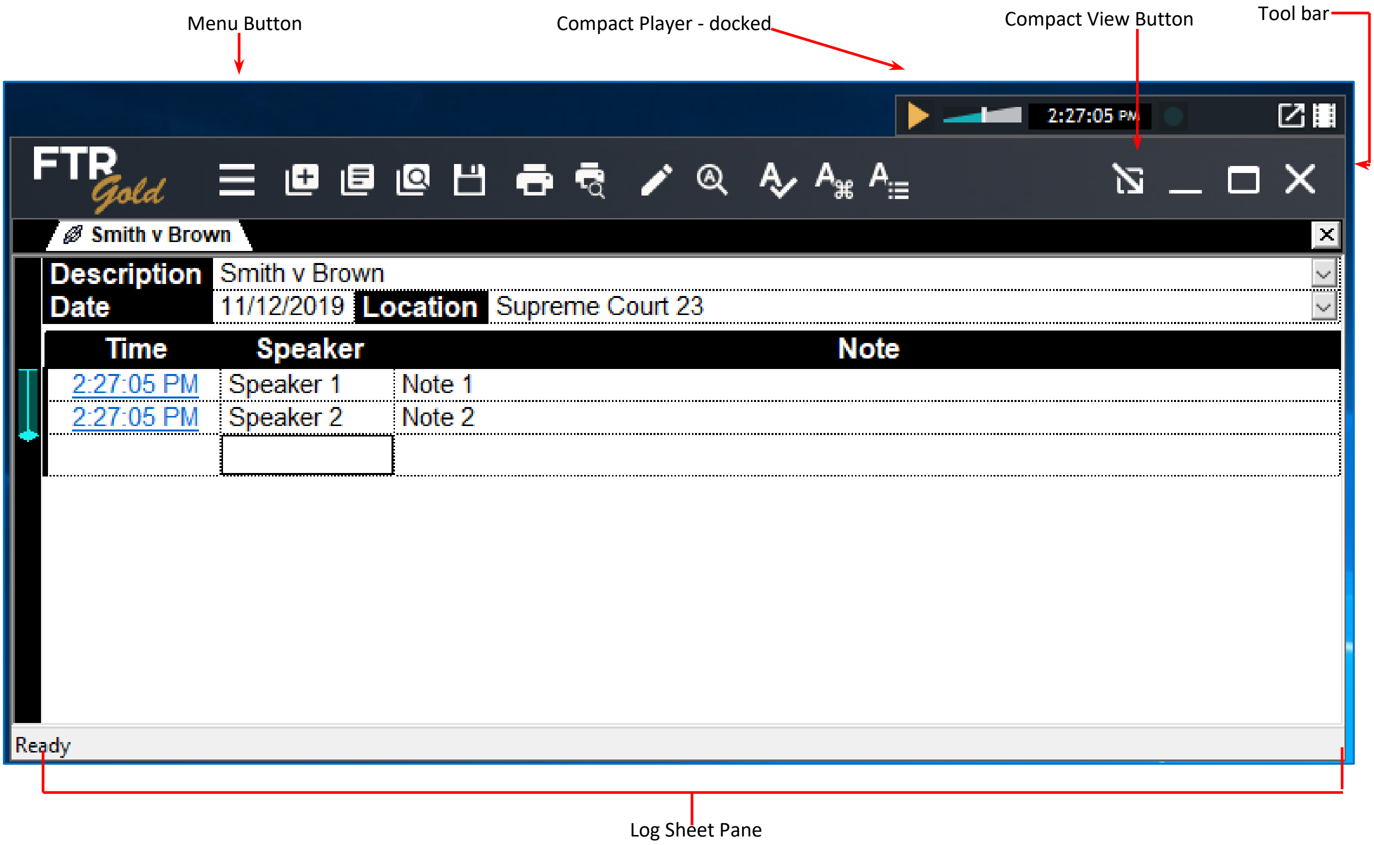
1. Click **Start**, point to **All Programs**, **FTR Gold** then **SDK**.
2. Click **Programmers Reference**.

Working Environment

This section of the guide describes the main components of the **FTR Log Notes** window.

FTR Log Notes can be displayed in Normal view or Compact view. See Configuring *FTR Log Notes – Sizing and Positioning* later in this guide.

Normal View



Compact View

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…	Creates a new log sheet that is based on template.
Open…	Opens an existing log sheet.
Search…	Opens the Search dialog box. Use this dialog box to enter search criteria so that you can quickly find the required log sheet.
Close	Closes the active log sheet.
Save Copy As	Saves a copy of the active log sheet to another location.
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.
Properties	Displays the file name and path of the active log sheet.
Most recent list	Shows the nine most recently opened 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
Compact View	Changes the FTR Log Notes window to a compact view that shows only four rows of notes.
Always On Top	If selected ensures that the FTR Log Notes window is always on top of other programs.

Actions Menu

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

Function	Description
Link	Click to set the play time in player to match the timestamp of the current log note. **Note**: This action is usually performed by clicking the timestamp.
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
Word List	Shows or hides the word list window. See *Using The Word List* later in this guide.
Templates	Opens the **Templates** dialog box where you can add, edit or delete templates. See *Managing Templates* later in this guide.
Tag Hearing Start	Inserts a tagged note that identifies when a hearing starts.
Tag Hearing Stop	Inserts a tagged note that identified when a hearing stops.
Merge	Provides a way to merge multiple log sheets into one while maintaining the originals.
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 Log Notes* later in this guide.

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 then the **More** command is available. Click **More** to view the complete list of open log sheets.

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. If available, click **More,** then from the **Activate** dialog box click the required log sheet and click **OK**.

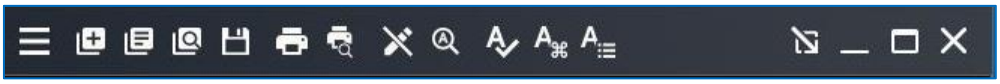
Help Menu

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

Function	Description
FTR Log Notes Help	Opens the main help.
About FTR Log Notes	Opens the About dialog box, which shows version information and trademark attributions.
Activate	Opens the Activation dialog box.

Toolbar

The toolbar contains buttons providing quick mouse access to the main FTR Log Notes functions.



The following table describes each of the FTR Log Notes toolbar buttons.

Icon	Function	Action
	Menu	Click to open the main menu.
	New	Creates a new log sheet.
	Most Recent	Click to open the Most Recent log sheet list. You can select any one of these to open.
	Search	Locate a log sheet based on defined search criteria
	Save Copy As	Opens the Save Copy As dialog box, which is used to save a copy of the log sheet to another location.
	Print	Click this button to print.
	Print Preview	Preview the active log sheet before printing
	Edit/Read-only	Toggles between edit mode and read-only mode. Click to enable or disable log note editing.
	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
	Word List	Open the Word List Window
	Compact View	Changes the FTR Log Notes window to a compact view that only shows 4 rows of notes

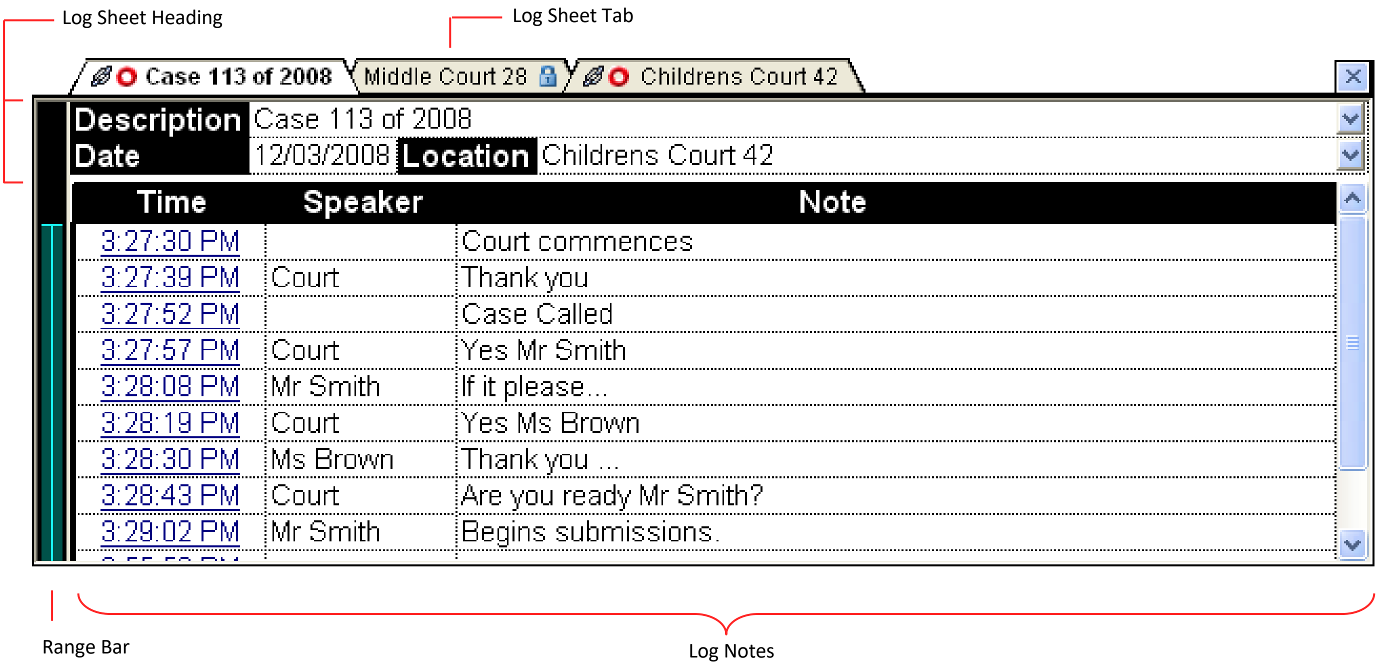
Log Sheet Pane

Log sheets are used to annotate events that occur in the recording venue and are displayed in the log sheet pane.

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:

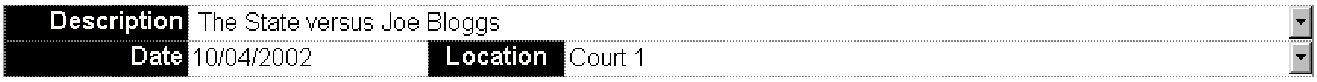
- First line of the description field or
- If the Description field is empty then show the Location field or
- If the Description and Location fields are empty then show the Date.

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

Log Sheet Heading

The log sheet heading contains three fields that identify the log sheet. These are the **Description**, **Date** and **Location** fields.



The Description Field

The **Description** field contains text entered by the user and is commonly used to identify the proceeding. This might include a case name, case number, presiding officer and appearances.

When the **Description** field is not selected only the first line of text is displayed. To expand the field, select it or click to the right of the field. The field expands to a maximum of ten lines and displays a scroll bar to reveal any additional lines that may be hidden. To close the field, press ENTER or click anywhere outside the field.

The Date Field

The **Date** field contains the date of the proceedings.

The Location Field

The **Location** field identifies the venue in which the proceedings occur. When creating a log sheet you can:

- Enter any name.
- Choose a recently used name

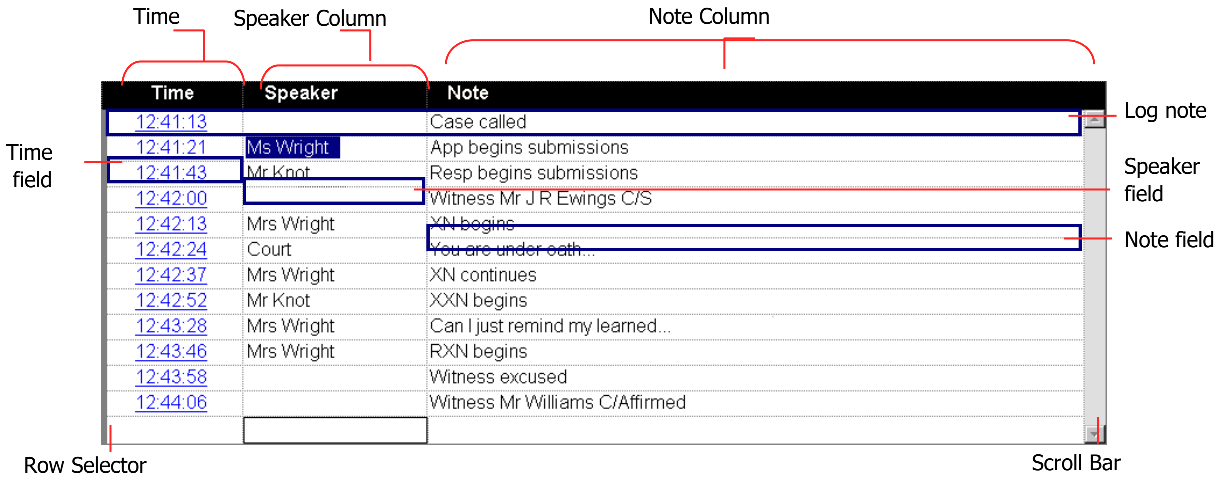
<24/07/2005 @ Venue 12 Room 21>
Venue 12 Room 21
-23-7-2005-Venue 12 Room 21-
Venue 2 Room 4
Venue 1 Room 3

- Use the location name from the content that is open in player. In this situation the location name appears between angled brackets as illustrated above.

Log Notes

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

Note: Because the **Speaker** and **Note** column titles can be changed, you may have different column titles. Changing column titles is generally done at installation time by a user with local administration rights. See *FTR Log Notes Options* later in this guide.



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.
Speaker Field	Used to identify who is speaking or the type of event that is occurring.
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) for printing and saving a copy.
Scroll Bar	The scroll bar is used to navigate the log sheet if it is larger than the current window.

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 then 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.

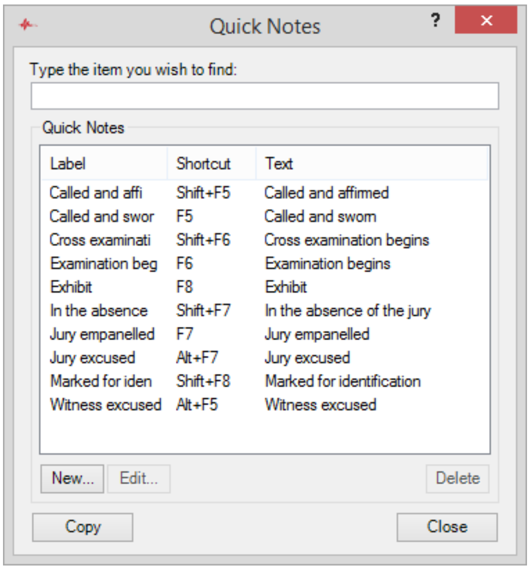
Content End
The bottom of the thin blue line indicates the end of the linked content.

Quick Notes and Word List

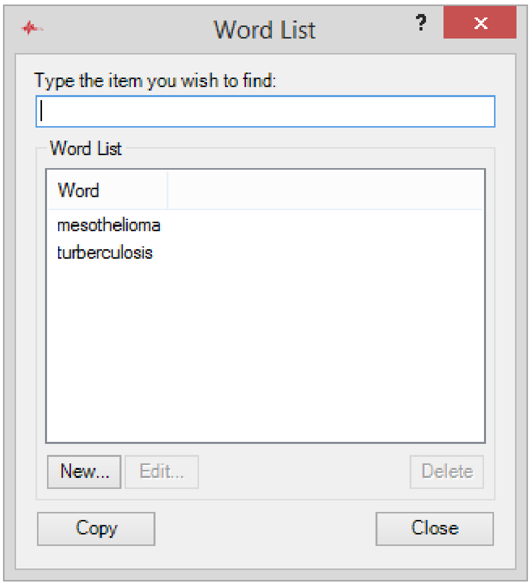
While working with a log sheet you can open separate display windows that show the Word List and available Quick Notes.

See *Quick Notes* and *Word List* later in this guide for details.

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



To open the **Word List** window, click the **Word List** button .



Configuring FTR Log Notes

You can change the size and position of the FTR Log Notes window and you can hide one of the log sheet columns as required. You 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 settings.

Sizing and Positioning

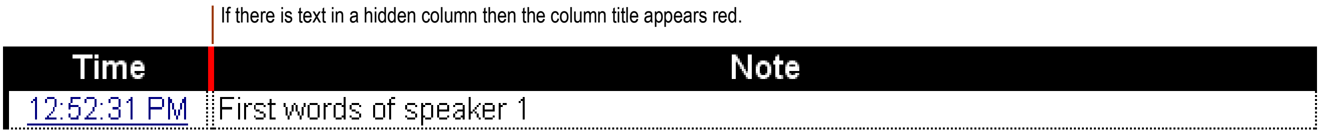
When it is in Normal view, and not maximized, the FTR Log Notes window is re-sizable and can be repositioned. FTR Log Notes can also be viewed in Normal or Compact View.

To switch between Normal and Compact views:

1. From Normal view, click the **Compact View** button.
2. From Compact View, click the **Normal View** button.

Sizing and Hiding Columns

You can hide or reveal either the **Note** or **Speaker** column as required.



To change width or hide a column:

1. In the column title, move the pointer over the border between the **Speaker** and **Note** column.
2. When it changes to a sizing pointer, do one of the following:
   a. Drag the column border to set the required width of the columns.
   b. To hide the column, continue to drag the column border until it collapses to become hidden.
3. Unhide the column by dragging the border between the hidden column and the visible column. Keep dragging until the column re-appears and set to the required width.

Note:
When you resize a column, a message is displayed asking if you want the new width to be applied to all log sheets.
If you answer **Yes** then all log sheets are displayed with the new width and the size is remembered the next time you start FTR Log Notes.
If you answer **No** then only the active log sheet is affected and the size is not remembered the next time you start FTR Log Notes.

Changing FTR Log Notes 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 or Power Users.

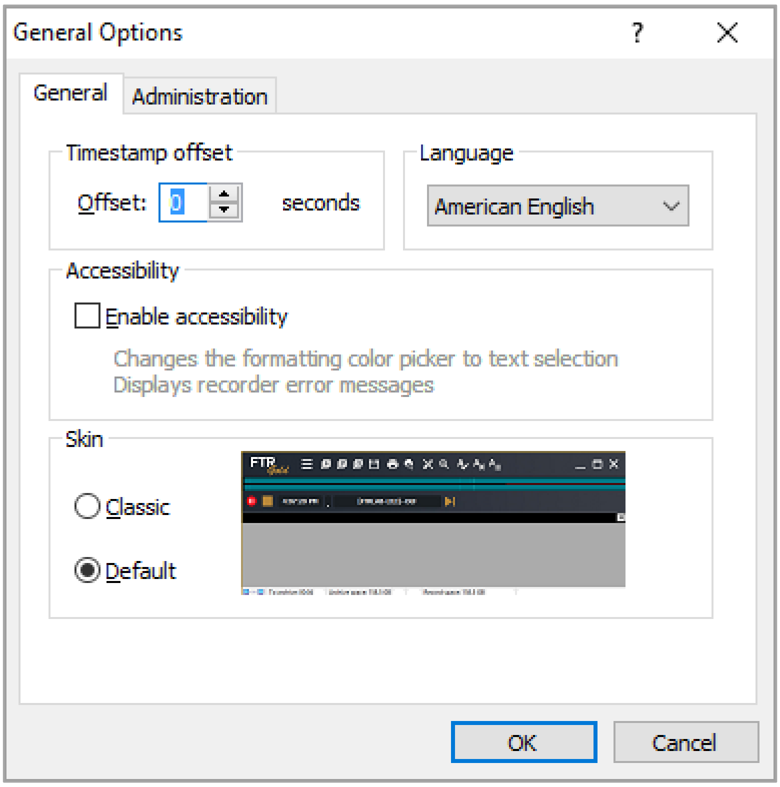
Options are available in the following categories:

- **General** – all users
- **Administration** - Administrators.

To change options:

1. Click the **Menu** button, point to **Tools** and click **Options**.
2. Make changes to the following options pages as required:
   General Options
   Administration Options
3. When all changes are complete, click **OK**.

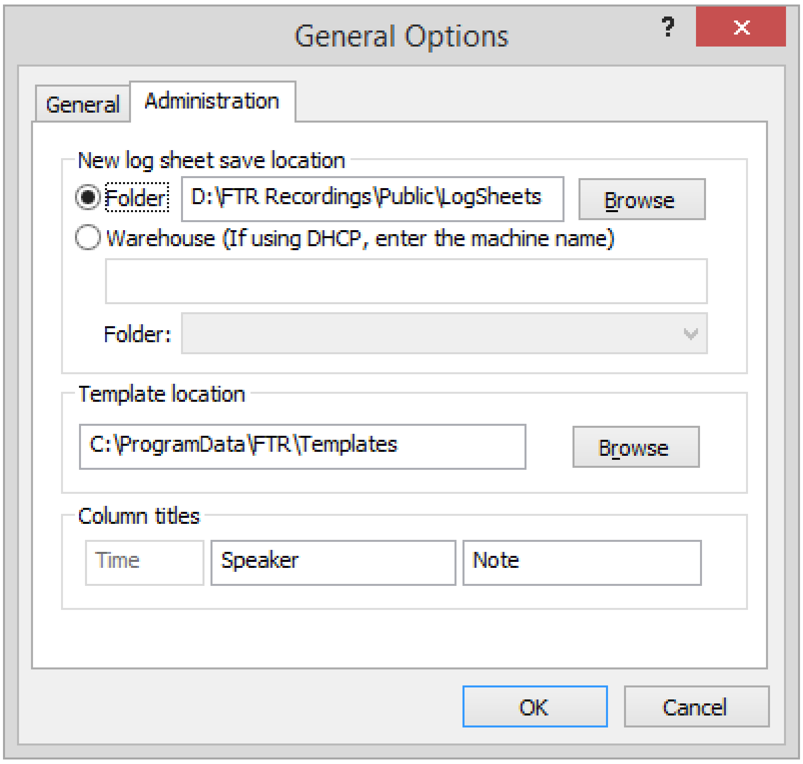
General Options



- **Timestamp offset.** The **Timestamp offset** 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. The offset value compensates for the delay that occurs between the actual event and when it is noted. There is always a delay because it takes time to recognize the need for a note and actually entering the note. 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.

Administration Options

These options are available if you have logged on as a member of the local Administrators group.



- **New log sheet save location –** The option available for this version of FTR annotation Suite is:
  - **Folder -** All new log sheets will be saved to the specified folder. Choose this option if you wish to save your log sheets directly to a shared network folder.
- **Template location -** Templates store Quick Notes which are specific to a particular case type or jurisdiction. They are typically stored on a shared network folder.
- **Column titles -** The default column titles are Speaker and Note. If these are not applicable in your organization, enter new titles.

Templates

Templates ensure consistency in the use of terminology. 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.

Each template includes a set of quick notes that are usually specific to the case type.

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.

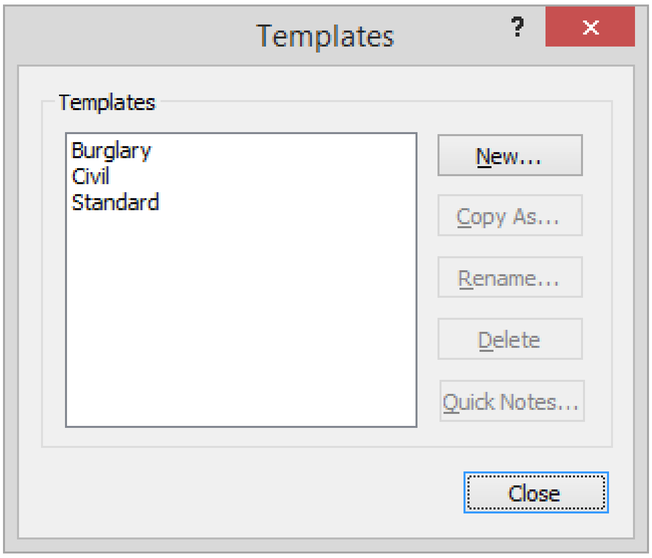
Note: When quick notes are edited in a log sheet, they are not changed in the template. The template ensures that a consistent set of quick notes is available when a new log sheet is created. See *Log Sheet Quick Notes* in the *Taking Notes* section, later in this guide.

Managing Templates

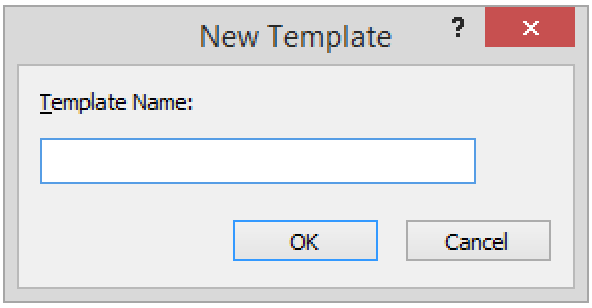
You can create templates containing unique Quick Notes for each case type. This should be done as part of the installation process.

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**.



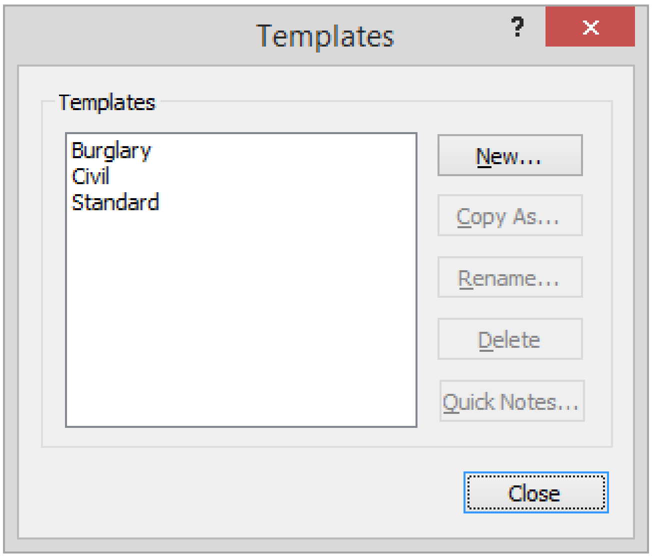
4. To create a new template based on an existing template, select an existing template and click **Copy As**. Enter a new name for the template and click **OK**.
5. To rename a template, select it from the list of templates and click **Rename**. Change the name as required and click **OK**.
6. To delete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

Modifying Template Quick Notes

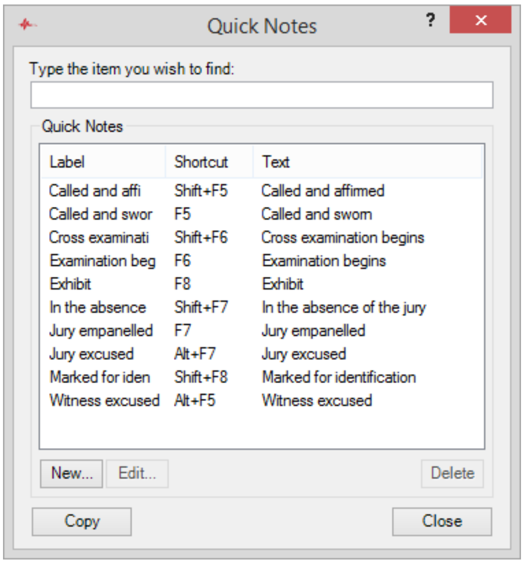
Once templates are created, you can define the relevant quick notes.

To modify template quick notes:

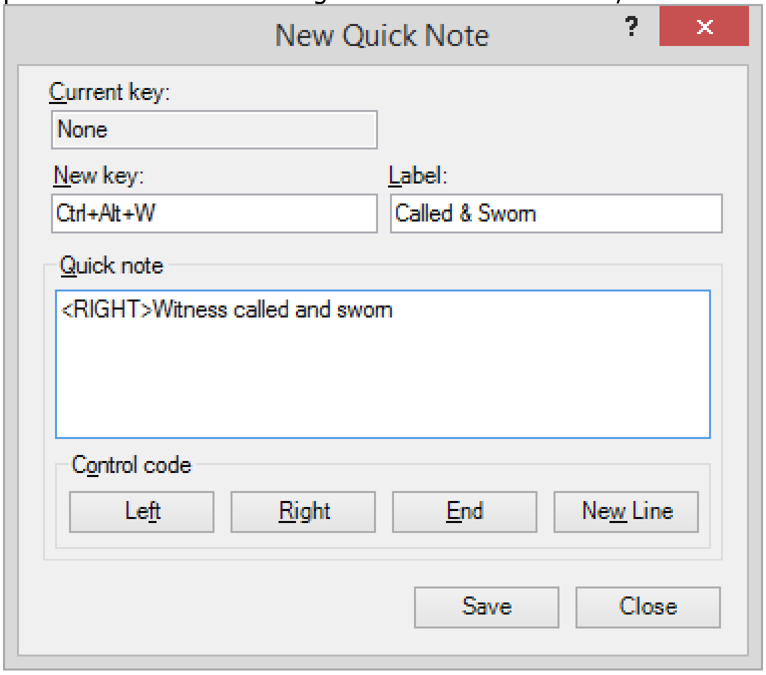
1. Click the **Menu** button, point to **Tools** and click **Templates**.
2. From the **Templates** dialog box, select the template you want to modify and click **Quick Notes**.



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



   e. Click **Save** to add the quick note to the template.
   f. Repeat this process until all quick notes are added then click **Close**.
5. To change an existing quick note do the following:
   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**.

Control Codes

Each quick note can include one or more control codes that control the placement of text in a log sheet. Available control codes are:

<Left>	Moves the cursor to the last position in the **Speaker** column of the current log note.
<Right>	Moves the cursor to the last position in the **Note** column of the current log note.
<End>	Moves the cursor to the **Speaker** column of the last empty log note.
New Line	Inserts a new line in the current log note field.

Note: Your column titles may be different. **Speaker** and **Note** are default column titles that may have been changed.

You can combine control codes to extend their usefulness. The table below lists some examples.

Note: A New Line code is not shown. Clicking the New Line control code button simply inserts a new line.

Control Code & Text	Result
<END>Called & sworn<RIGHT>	The text, **Called & sworn,** is immediately inserted in the last empty row of the **Speaker** column, a time stamp is automatically generated and the cursor is positioned in the adjacent **Note** column
<END><RIGHT>Court adjourned	A time stamp is automatically generated and the text, Court adjourned, is immediately inserted in the **Note** column of the last empty row.
<LEFT>Exhibit Police Record of Interview	From the current cursor position moves to the speaker field of the current log note and inserts **Exhibit**. Then creates a new line and inserts **Police Record of Interview**.

Reviewing

Using FTR Log Notes, you can review a recording and any associated log sheets. You can back-annotate a current recording or simply review any previous recording.

With FTR Log Notes you can:

- Open an existing log sheet
- Associate a log sheet
- Find specific text in a log sheet
- Set a range
- Synchronize notes

Opening Log Sheets

There are three ways to open a log sheet.

- Open most recent
- Open
- Search

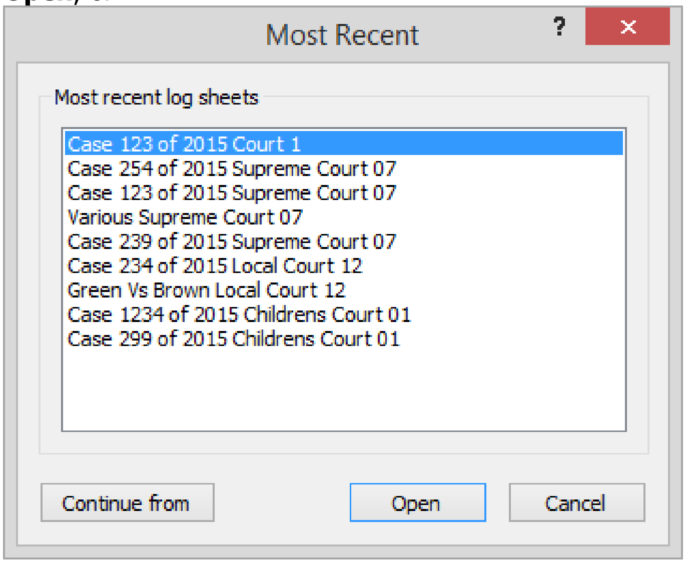
Open Most Recent

You can open a log sheet from your list of most recently used log sheets.

To open a recently used log sheet:

1. Do one of the following:

a. Click the **Most Recent** button , select the required log sheet in the **Most Recent** dialog box and click **Open**, or



b. Click the **Menu** button , point to **File** and click the required log sheet from the **File** menu.

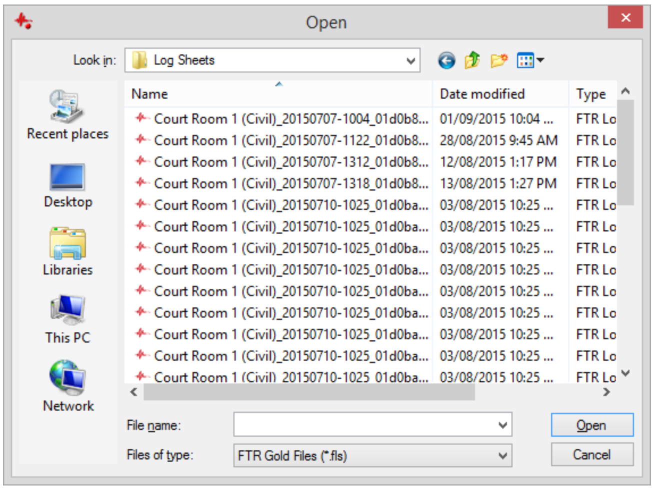
Open

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.



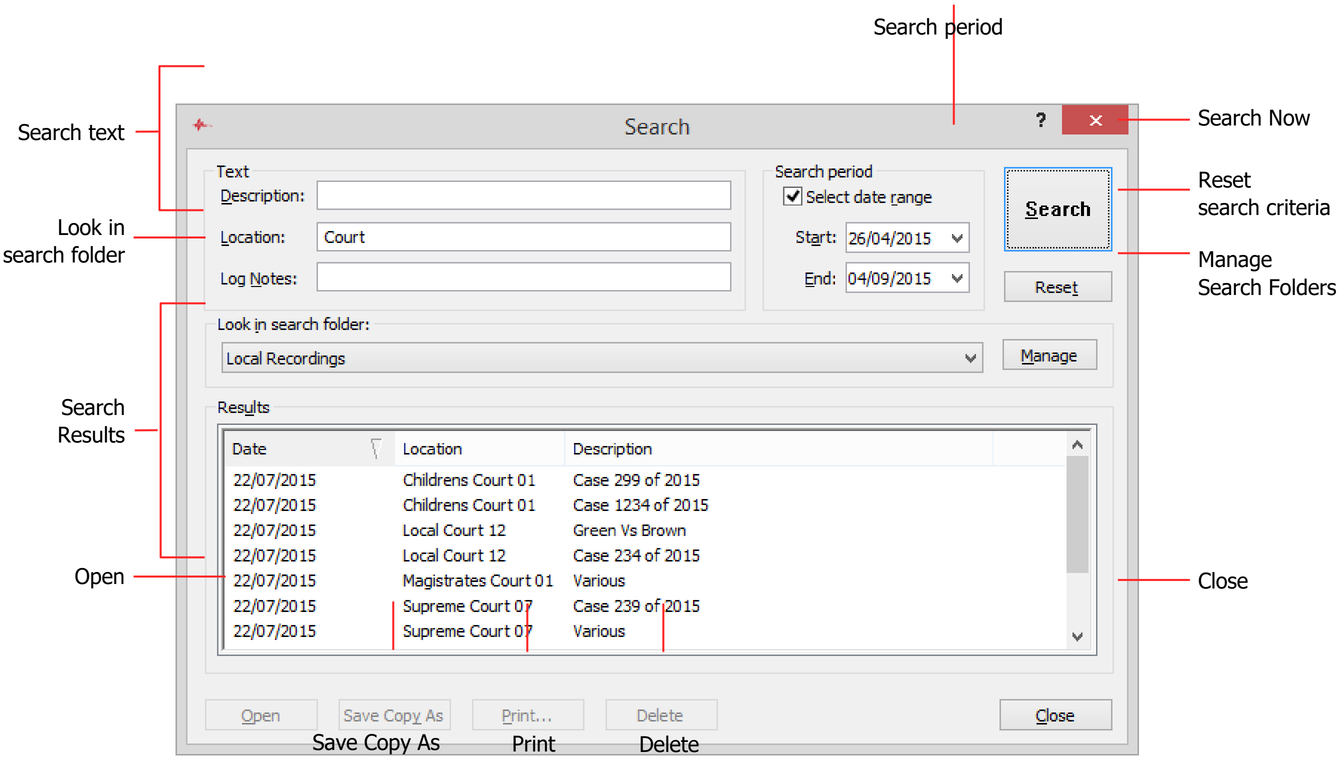
3. Click **Open**.

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 copy, delete or print log sheets without the need to open them. Finally, one or more (maximum of 10) log sheets can be opened for review.

The diagram below illustrates the **Search** dialog box. The table following this diagram describes each element.



Element	Description
Description	Use the Description box to enter text you know can be found in the **Description** field of the required log sheets. This is the most frequently used search parameter.
Location	If you know where the case was heard, use this box to enter a **Location** name.
Log Notes	Use this box to enter text you know can be found in the **Speaker** or **Note** fields of the required log sheets.
Search period	Always use a search period to limit the scope of the search.
Search	Click this button to search with the defined criteria.
Reset	When you click this button, all text boxes are cleared and the search period is set to one month from the current day.
Look in	This is a list of search folders which are setup at installation time by your administrator or support staff
Results	When a search concludes all log sheets that match the search criteria appear in this list. To view more information about each log sheet point to the Description to open a screen tip that shows the full description.
Open	Opens one or more log sheets from the results list.
Save Copy As	Saves a copy of one or more logs sheets to another location.
Print	Click this button to print one or more log sheets from the results list.
Delete	Deletes one or more log sheets. Deleted log sheets are moved to the recycle bin and can be restored.
Close	Closes the Search dialog box. You can keep the dialog box open while you work with FTR Reporter.

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**
2. In the **Search** dialog box, enter search criteria as previously described.
3. Do one of the following:
   a. Accept the folder currently displayed in the **Look in** box or
   b. Change the **Look in Search Folder** by selecting from the list.
      Note: If you have administration permissions you can click **Manage** and modify the list of available search folders.
   c. Click the **Look in** box and select folder from the list of previously used folders.

   Note: The specified **Look in** folder, and all sub-folders will be searched.
4. Click **Search Now**. 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 **Date**, **Location** or **Description** headings.
5. Select one or more log sheets and click **Open**.

Save Copy As, Print or Delete Multiple Log Sheets

Once you have completed a search, all log sheets matching the search criteria appear in the **Search Results** list. You can open, save a copy, print or delete one or more of the listed log sheets.

To select a single log sheet, simply click the log sheet in the **Search Results** list. To select multiple log sheets, hold the SHIFT key down while clicking the first and last log sheets in a series of adjacent log sheets. To select multiple log sheets that are not adjacent, hold the CTRL key down while clicking each required log sheet.

Note: You can delete or save copy of, up to 100 log sheets. You can open or print a maximum of ten log sheets.

To open log sheets:

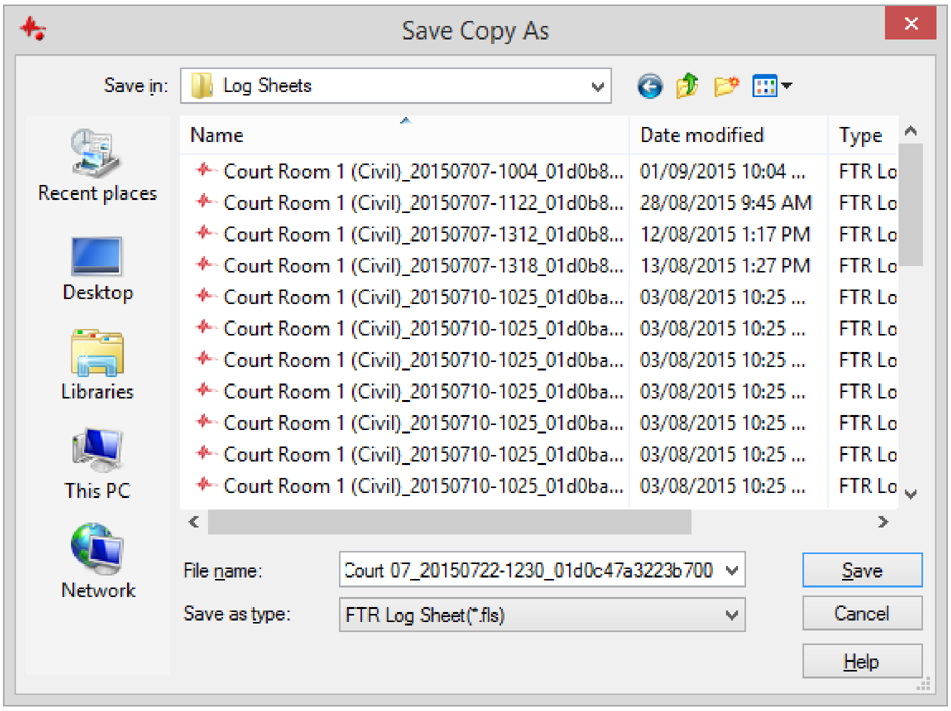
1. Perform a search for the required log sheets - as previously described.
2. Select one or more log sheets, to a maximum of 10, from the **Search Results** list.
3. Click **Open**.

Note: Log sheets open in read-only mode

To copy log sheets:

1. Perform a search for the required log sheets - as previously described.
2. Select one or more log sheets (to a maximum of 10) from the **Search Results** list.
3. From the **Search** dialog box click **Save Copy As**.
4. From the **Save Copy As** dialog box choose a file name and file type.

   Note: You can only change the name if a single log sheet is selected.

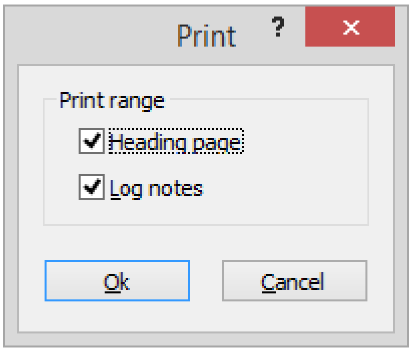


5. Click **Save**.

To print log sheets from the Search window:

1. Perform a search for the required log sheets - as previously described.
2. Select one or more log sheets (maximum of 10) from **Search Results** and click **Print**.
3. From the **Print** dialog box do one or both of the following:
   - **a.** Select the **Heading Pages** check box to print the contents of the **Description**, **Date** and **Location** fields.
   - **b.** Select the **Log notes** option to print all notes.

     Note: The **Selection** option is not available when printing from the **Search** dialog box. See Printing later in this guide for details on printing a selection from the active log sheet.



4. Click **OK**.
5. The selected log sheets are printed using the default printer and page setup. For details on changing the default page setup see *Printing* later in this guide.

To delete log sheets:

1. Perform a search for the required log sheets - as previously described.
2. Select one or more log sheets from the **Search Results** list.
3. Click **Delete**.
4. A dialog box prompts you to confirm the deletion. Click **Yes** to proceed. All selected log sheets are deleted from the current directory but are available for restoration from the system Recycle Bin.

Associating a Log Sheet

When you open an existing log sheet, it may not be associated with the recorder or the content that is open in the player. 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.

An associated log sheet provides updates on the relationship between the notes and the **Current Play Time** in the player. As the **Current Play Time** advances the **Current Log Note Marker** automatically jumps to the next relevant log note as the log note time is reached. If the log note is hidden when this occurs the log sheet is automatically scrolled to make it visible.

To associate a log sheet:

1. Open the required log sheet. See *Opening Log Sheets* earlier in this guide.
2. Do one of the following:
   a. Click a time stamp or
   b. Position the cursor in a log note, click the **Menu** button, point to **Actions** and click **Link**.
3. Observe the following:
   If not already started, the player starts and then scans search folders for any recordings that include the date and location of the log sheet. If recording content is found with matching location name and date then it is loaded and the current play time set to the log sheet timestamp.
   Note: Search folders are scanned in the order they are defined in the player properties. The first matching recording is opened. See FTR Player help or user's guide for details.
4. If matching audio is not found a message is displayed.
   Take the necessary steps to find and open the required audio. See the *FTR Player User's Guide* or help. If the log sheet contains a Location Name that does match any recording in any folder then it may be incorrect. Check that the Location Name is correct. If you know that a recording does exist then use the player to find and open it. Then, from the log sheet, click the Location field and select the entry that matches the date and location of the recording. Respond accordingly to any message box that is displayed.
5. The associated audio opens in the player. The Range Bar is displayed to the left of the log sheet and the current play time is set to the same time as the selected log note.

Setting the Audio Range

If you are only interested in a certain group of events in the log sheet then 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. Right-click the log note and click **Set Range Start** from the shortcut menu.
3. Locate the log note that marks the end of the required range.
4. Right-click the log note and click **Set Range End** from the shortcut menu.

   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. If this situation exists then 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. Associate the log sheet as previously described.
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. Associate the log sheet as previously described.
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 called*. 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 then 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** or click the **Save Copy As** button from the toolbar.

Merging Log Sheets

With FTR Log Notes, you can merge multiple log sheets to create a new log sheet. The heading and column titles of the active log sheet are used to create the heading and column titles of the newly merged log sheet. The Description field is modified with a new first line containing the word Merged.

When the temporary merged log sheet is created it is locked to editing and is not saved. If you close the merged log sheet it is permanently deleted. If you want to save or edit the merged log sheet then 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 merge log sheets

1. Open the log sheets to be merged.
2. Select the log sheet containing heading information that you want copied to the heading of the merged log sheet.
3. Click the **Menu** button, point to **Tools** and click **Merge**.

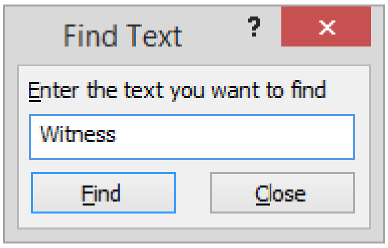
   Note: If one or more log sheets have different dates then a warning is generated. You can still proceed with the merge but be cautious with log sheets of differing dates.
4. From the **Merge** dialog box click **Yes** to merge the open log sheets. The merged log sheet is displayed as the active log sheet and is locked to editing.
5. Observe that the merged log sheet is the active log sheet and it is locked to editing.
6. If you wish to keep the log sheet, click the **Menu** button, point to **File** and click **Save Copy As** or click the **Save Copy As** button from the toolbar.

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 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 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 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 Description field, 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. Press ENTER to position the cursor in the last row. The last row is an empty log note.
3. 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.

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. Right-click in any column of the log note to be deleted.
2. From the shortcut menu click **Delete Log Note**.
3. A dialog box prompts you to confirm the deletion. Click **Yes** to proceed.

Taking Notes

FTR Log Notes includes a powerful note-taking feature that links each note to a precise place in a recording. The recording must be created with program or device that is TheRecord Empowered, such as FTR Reporter or ReporterDeck 2. 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. For this to occur the log sheet must be associated with the content that is open in FTR Player.

An association exists when the date and location name of the log sheet matches the date and location name of the content that is open in FTR Player.

Log Sheet Status Icons

When you create a new log sheet, the log sheet tab includes status icons that indicate the relationship between the log sheet and the content that is open in FTR Player.

Icon	Description
	This log sheet is associated with the content currently open in player.
None	The log sheet is not associated with the content open in FTR Player.
	The log sheet is read-only and cannot be edited

Creating a Log Sheet

Normally, a new log sheet is automatically associated with the selected 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 selected recorder.

However, if the content in the player is not associated with the selected recorder, you are prompted to choose which content you want associated with the log sheet.

There are two ways to create a new log sheet.

- Create a new log sheet based on a template.
- Create a new log sheet based on an existing log sheet.

Create a Log Sheet Based on a Template

When new log sheet is created it is normally associated with a compatible recording that is open in FTR Player. A log sheet and recording are associated when the date and location name of the log sheet matches the date and location name of the recording.

You can also create a log sheet that is standalone and not associated with any recording at the time you enter notes. A stand-alone log sheet is typically created by a court participant that does not have access to the recording while the court is in session. Notes can still be taken while listening to live proceedings and then associated with the recording later, as required.

As part of the installation process for FTR Log Notes, your administrator creates templates 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 template quick notes are copied into the log sheet.

To create a new log sheet from a template:

1. To create a new log sheet that is associated with an existing recording, open the recording in FTR Player first. See FTR Player help for details on opening an existing recording. Otherwise, go to the next step.
2. Do one of the following:
   a. Click the **Menu** button, point to **File** and click **New** or
   b. Click **New** from the toolbar.
3. If more than one template is available, the **Choose a Template** dialog box is displayed. Select a template and click **OK**.
4. Observe the following:
   a. If you created a new log sheet immediately after opening the relevant recording in FTR Player, the location and date fields are automatically completed - and are the same as the date and location of the open recording.
   b. If you created a stand-alone log sheet, the date field is completed but the location field is empty. Enter a location name - this is typically the jurisdiction and room number. You can associate it later.

Continue from an Existing Log Sheet

Some matters can take several days or weeks to reach a conclusion. To ensure that information is retained from one day to the next, you can create a new log sheet based on an existing log sheet. The Description, quick notes and word list are copied from the old log sheet to the new log sheet.

You can continue from:

- A recent log sheet.
  Using this method, you do not have to open an earlier log sheet to continue with a new log sheet.
- The active log sheet.
  This method requires that you open a log sheet first. This is necessary if the required log sheet is no longer in your list of most recently used log sheets.

Continue From a Recent Log Sheet

When continuing from a recent log sheet it is not necessary to open the log sheet.

To continue from a recent log sheet:

1. Click **Most Recent** .
2. From the **Most Recent** dialog box, select the required log sheet and click **Continue from**.
3. Observe the following:
   a. A new log sheet is created.
      If you created a new log sheet immediately after opening the relevant recording in FTR Player, the location and date fields are automatically completed - and are the same as the date and location of the open recording.
      If you created a stand-alone log sheet, the date field is completed but the location field is empty. Enter a location name - this is typically the jurisdiction and room number. You can associate it later – See *Associating a Log Sheet* earlier in this guide.
   b. The Description field contains all the information from the recent log sheet.
4. Make any required changes to the information in the Description field.
5. Make any required changes to the quick notes that were copied from the recent log sheet.

Continue From the Active Log Sheet

When continuing from an active log sheet it must first be opened.

To continue from an old log sheet:

1. Search for and open the required log sheet. See *File Search* later in this guide.
2. Click the **Menu** button , point to **File** and click **Continue from**.
3. Observe the following:
   a. A new log sheet is created with the current date and recorder location name.
      If you created a new log sheet immediately after opening the relevant recording in FTR Player, the location and date fields are automatically completed - and are the same as the date and location of the open recording.
      If you created a stand-alone log sheet, the date field is completed but the location field is empty. Enter a location name - this is typically the jurisdiction and room number. You can associate it later– See *Associating a Log Sheet* earlier in this guide.
   b. The Description field contains all the information from the recent log sheet.
4. Make any required changes to the information in the Description field.
5. Make any required changes to the quick notes that were copied from the recent log sheet.
6. If necessary, close the older log sheet from which you continued the new log sheet.

Entering Heading Information

The log sheet heading consists of the **Description**, **Date** and **Location** fields.

Description Field

Use the **Description** field to describe the contents of the log sheet.

Whenever a new log sheet is started the cursor is automatically positioned in the empty **Speaker** field. While it is recommended that you enter a description before a case commences it is not mandatory. You can enter a description at any time.

To enter text in the Description field

1. Click the **Description** field or press CTRL+HOME.
2. Enter the required text. As you type, the text wraps to the next line as required.

   Tip: If you wish to force a new line, press SHIFT + ENTER.
3. When you have completed the entry for the **Description** field press ENTER.

   Note: When you press ENTER, the cursor jumps to the last row of the log sheet. The last row is always an empty note.

The Location Field

The **Location** field may or may not contain information when the log sheet is created, depending on the availability of content loaded in the player.

When a new log sheet is created the **Location** field is automatically completed if FTR Player is started and contains content that was created using a program that is TheRecord Empowered.

Note: If a Location Name is automatically supplied, it is recommended that you do not enter your own location name.

If you start FTR Player and load content after you create a new log sheet then open the **Location** field list and choose the entry that appears between angle brackets.

To enter a location name:

1. Do one of the following:
   a. If the required content is already loaded in the player then accept the default name (recommended) or
   b. If you load the required content in the player after creating the log sheet then open the Location field and select the name between angled brackets or
   c. If there is no content available in the player then enter you own **Location** Name.

Date Field

The **Date** field is automatically completed when the log sheet is created. The date appearing in this field is one of the following:

- Computer system date if:
  FTR Player is not started.
  FTR Player is started but not loaded with any content.
- Date of recording if:
  The content that is open in FTR Player was created by a program that is TheRecord Empowered.

Entering Log Notes

If you are working with a new log sheet, it will be in edit mode. If you have opened an existing log sheet, it will be in read-only mode (in the log sheet tab). The active log sheet must be in edit mode and be associated with the content that is open in FTR Player.

To add a log note:

1. Create a new log sheet or open an existing log sheet.
2. If you have access to an associated recording then open it with FTR Player, otherwise skip this step.
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 time-stamp.
      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* in the *Review Log Sheets* later in this guide.

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.

Tagging Hearings

In some work environments it is necessary to produce a single recording file for each hearing created during the day. The single recording file is created using a task in FTR Manager - Export panel. The Covert Tagged Recordings task searches each log sheet for tags that identify the start and end of each hearing and creates the recording files. The tags are inserted as notes using the Tag Hearing Start and Tag Hearing Stop commands.

The Tag Hearing Start command prompts the user for a suitable name to identify the hearing - typically a case reference number or name. This information is used to name the mp3 recording file that is created. For this reason it is important to not edit the note, once it is inserted in the log sheet.

A typical hearing start tag looks like this:

<Hearing Start> <123 of 2011> MP3 file name. DO NOT EDIT THIS NOTE

To insert a hearing tag:

1. Do one of the following:
    - a. Open an existing log sheet and click a timestamp to open the associated recording or
    - b. Open an existing recording in FTR Player and create a new log sheet.
2. Play the recording and when the hearing starts, do one of the following:
    - a. Click the **Menu** button, point to **Tools** and click **Tag Hearing Start**
    - b. or press **Alt+H**.
3. In the **Tag: Hearing Start** dialog box, enter the hearing name.
4. Observe that a Hearing Start tag is inserted in the log sheet.
5. Continue with playback and when the hearing ends, do one of the following:
    - a. Click the Menu button, point to **Tools** and click **Tag Hearing Stop** or
    - b. Press Ctrl+Alt+H

    Note: Always insert a Tag Hearing Stop note when each hearing concludes, EVEN IF IT IS THE LAST HEARING OF THE DAY. The Tag Hearing Stop note is used by FTR Manager to find the end of each hearing.
6. Continue with this process until all hearings are tagged.

    Note: ALT+H and Ctrl+Alt+H are the default keyboard shortcuts. These can be changed in the VBA code if required. Please consult the Administrators guide for details.

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

You can also select a number of notes (rows) to:

- Save as a new log sheet
- Print
- 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. Double click to select the current word or 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.

   Row Selector → 

2. When the pointer changes to a right arrow, click to select the current row.
3. 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.
4. 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 <u>Underline</u> or any combination
- Color

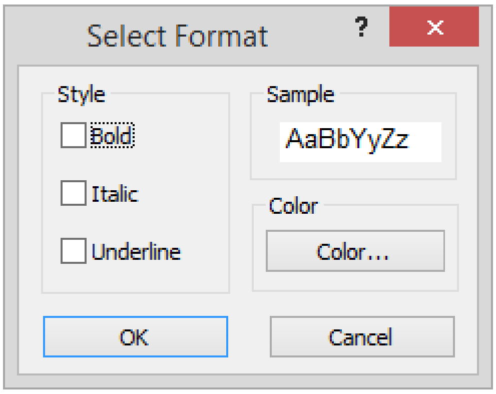
You can apply formatting to selected text or you can simply change the format at the current cursor position and any new text that is entered there adopts the newly selected format.

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, then 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 then 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 then 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. Do one of the following:
   a. Click the **Menu** button, point to **Edit** and click **Format** or
   b. Right-click the selection or insertion point and click Format from the shortcut menu.
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.

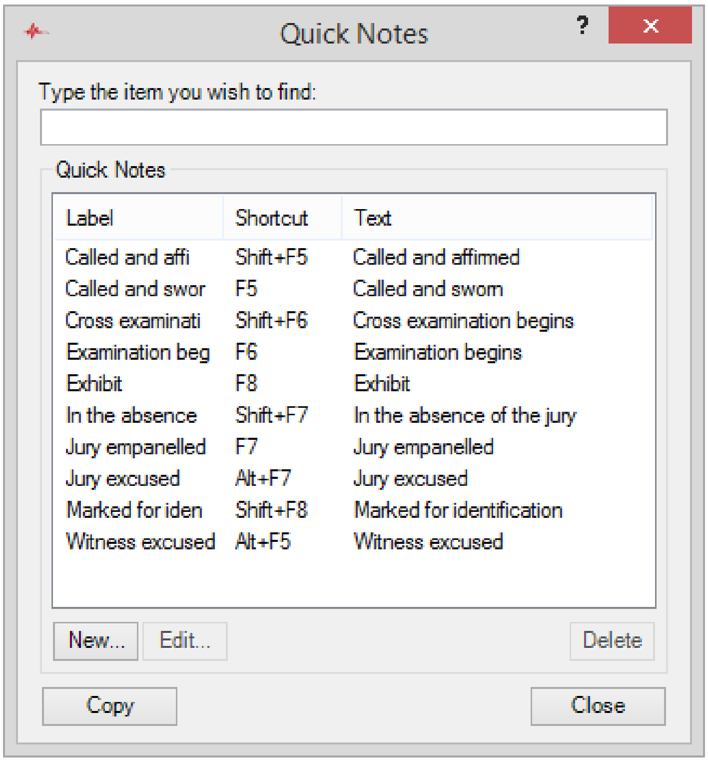
Note: When quick notes are edited in a log sheet, they are not changed in the template. The template simply ensures that a consistent set of quick notes is available when a new log sheet is created. Template quick notes can be edited – see *Managing Template Quick Notes* earlier in this guide.

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. See *Printing Quick Notes* later in this guide for more details.

Creating a New Quick Note in the Log Sheet

There are two ways to create a new quick note.

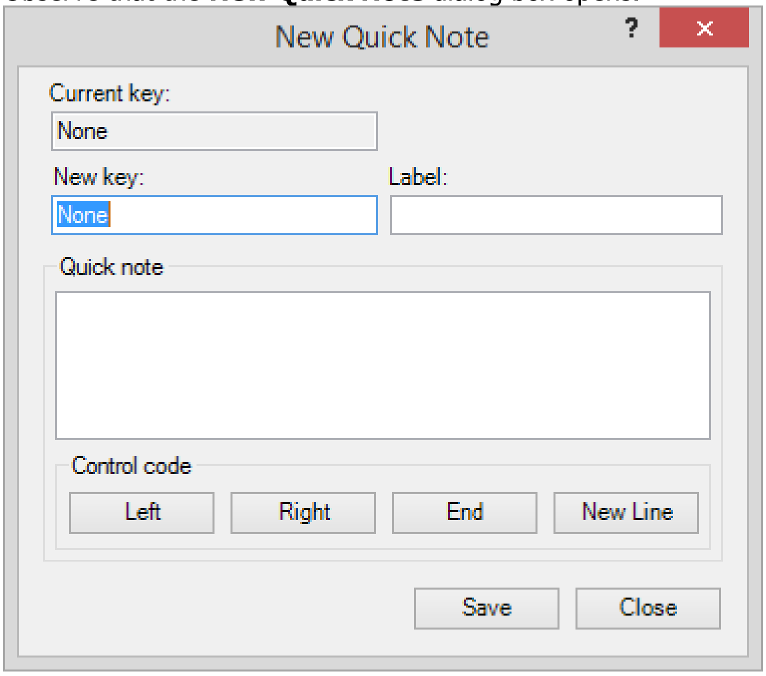
- Open the **Quick Notes** window and click the **New** button or
- Select text in your log sheet and use a keyboard shortcut to add it to the list of quick notes.

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**.

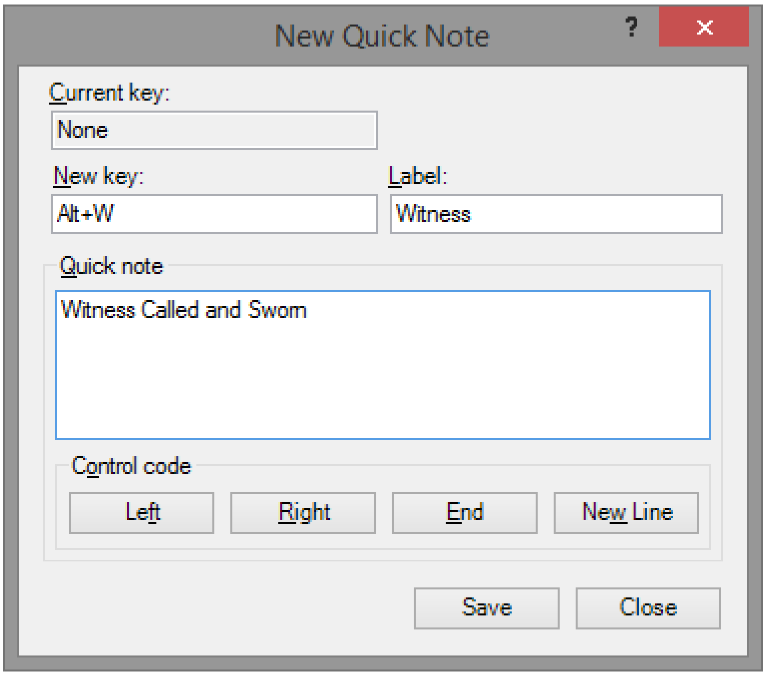
Creating a Quick Note from a Selection

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 - the **New Quick Note** dialog box opens with the selected text shown in the **Quick Note** box.



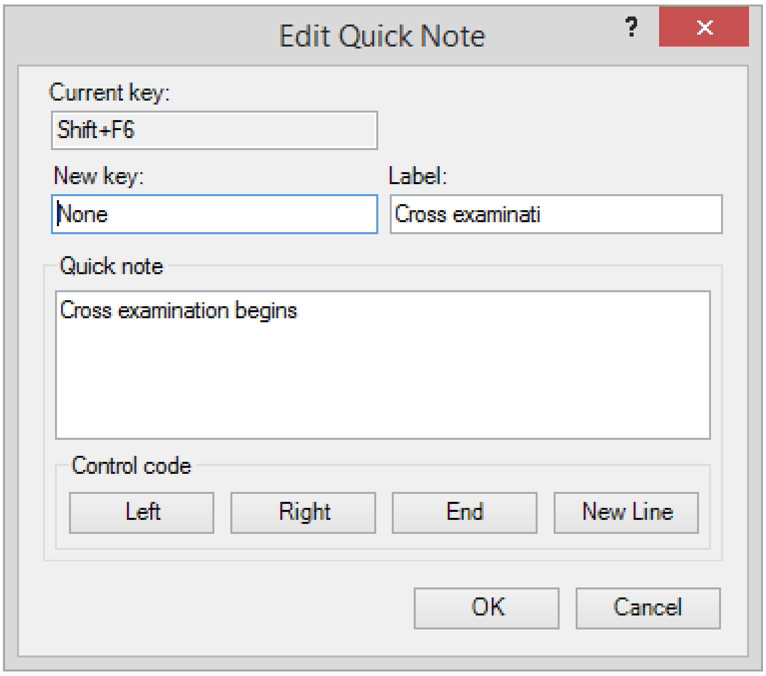
4. Enter a keyboard shortcut in the **New Key** box and an optional **Label**.
5. Enter any relevant control codes.
6. Click **OK**.

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:

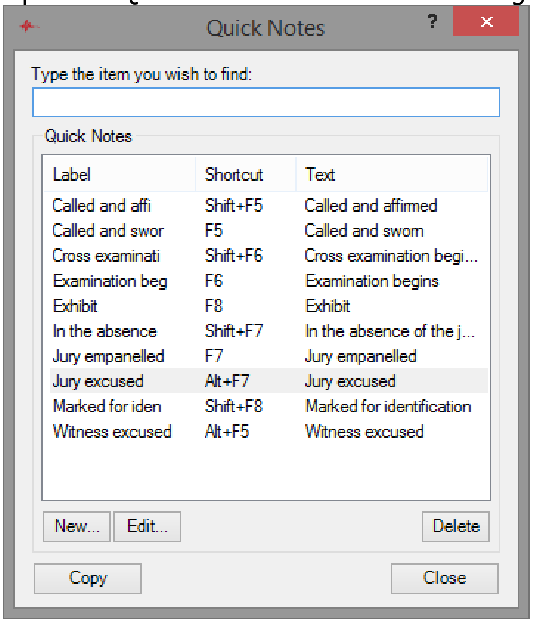
  a. Position your cursor where you want the quick note inserted in your log sheet.

  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 then do the following:

  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:

  d. Double-click the required item from the list.

  e. Click the required item from the list and press Enter.

  f. 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.

Word List

The Word List stores information that can be viewed in a separate window from the log notes. Typical uses for a word list are:

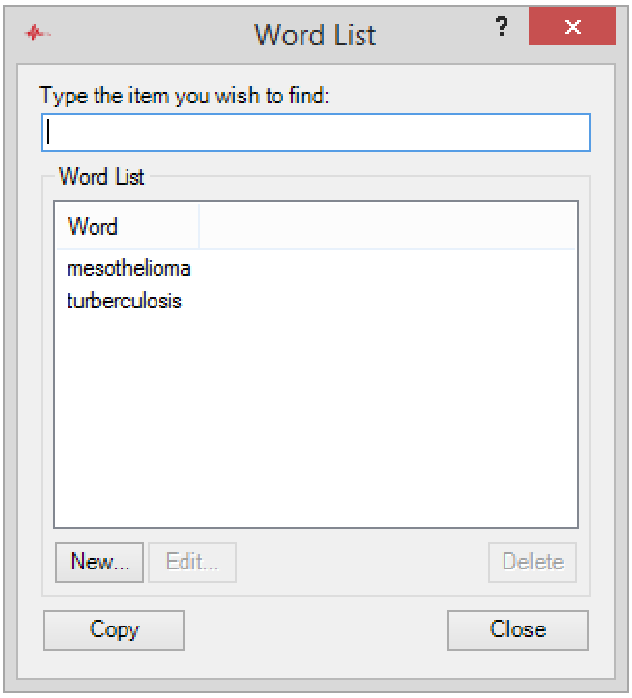
- Spelling list - keeps a record of difficult words or names. The list becomes a reference for transcription staff.
- Witness list – keeps a log of witnesses as they appear.

Viewing the Word List

- You can view the Word List while you work.

To view the Word List:

1. Click the **Menu** button, point to **Tools** and click **Word List.**
2. Observe that the **Word List** is now displayed in a separate window.



3. Size and position the **Word List** window to suit your desktop.

Creating a New Word List Item

There are two ways to add items to the Word List.

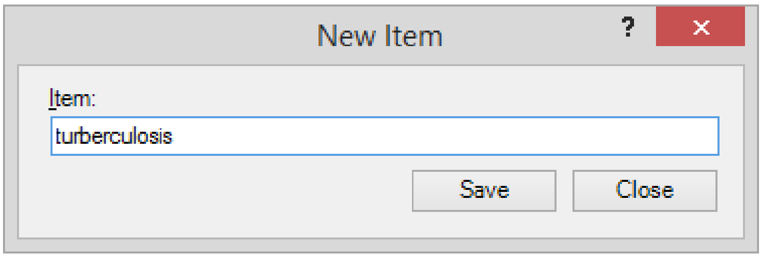
- From the **Word List** window, click **New** or
- Select text in your log sheet and use a keyboard shortcut to add it to the list.

Creating a Word List Item from the Word List Window

Use this method if you want to view the list while you make changes.

To add an item to the list:

1. Open the **Word List** window. See the previous section.
2. From the **Word List** window, click **New**.
3. From the **New** Item dialog box, enter the text you wish to add and click **Save**.



4. Observe that the new item is now displayed in your list.

Creating a List item from a Selection

Use this method to create a list item from on a selection of text in your log sheet.

Note: The **Word List** window does not need to be open when adding new items to the list.

To add a list item from a selection:

1. From your log sheet, select the word or phrase you want to add as a new list item.
2. Press Shift+F4.
3. When the item is added, a confirmation dialog box is displayed. Click **OK**.

Editing and Deleting Word List Items

You can edit or delete existing items from the Word List.

To edit the Word List:

1. From the **Word List** window, select the item you want to change and click **Edit**.
2. Observe that the **Edit Item** dialog box opens and that the item 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 Word List item:

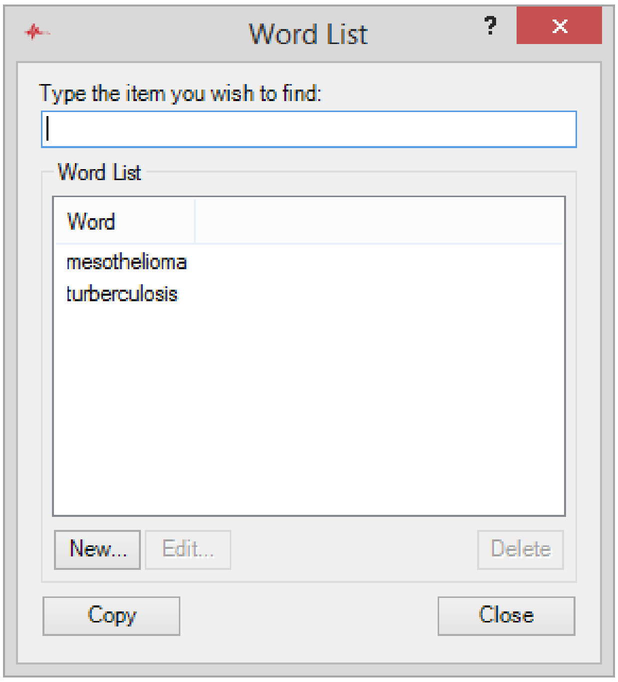
1. From the **Word List** window, select the word list item you want to delete.
2. Click **Delete**.
3. Click **Yes** from the confirmation dialog box to proceed with the deletion.

Inserting Word List Items in a Log Sheet

You can insert a Word List item in your log sheet from the open list window.

To insert a Word List item:

1. Click the **Menu** button, point to **Tools** and click **Word List**.
2. Observe that the Word List window is open.



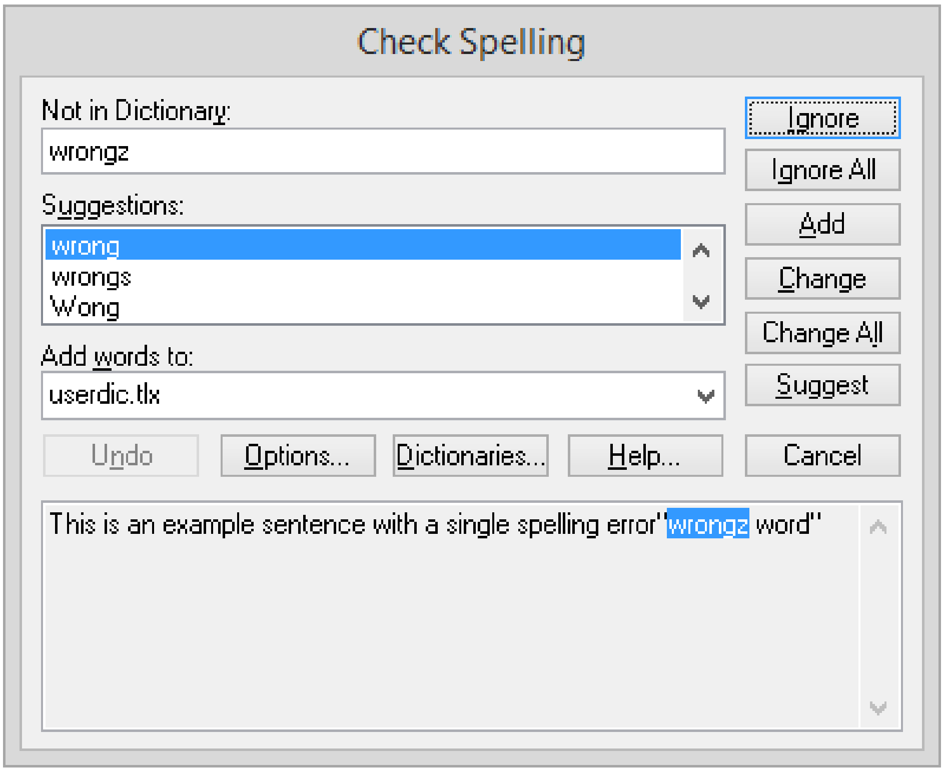
3. Position your cursor where you want the list item inserted in your log sheet.
4. Do one of the following:
   a. Double-click the required item from the list.
   b. Click the require item from the list and press Enter.
   c. In the **Type the item** box, start typing the item. As a list item matches what you type, it is highlighted in the list. When the required item is highlighted, stop typing and press Enter.
5. Observe that the list item is inserted in your log sheet.

Spell Checking

FTR Log Notes 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.

Saving and Copying Log Sheets

FTR Log Notes 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 then 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.

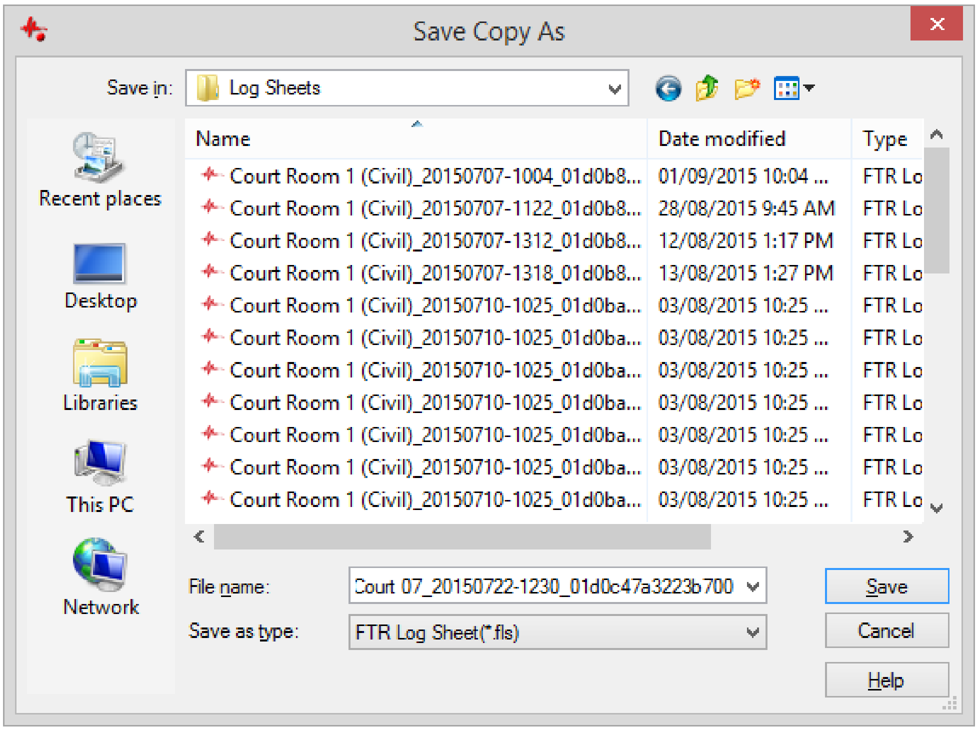
When saving a copy you can choose one of two formats.

- 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 then 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 then 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 Log Notes 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 Log Notes 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 Log Notes 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 then 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.

Printing

You can print Log Sheets, Quick Notes or the Word List.

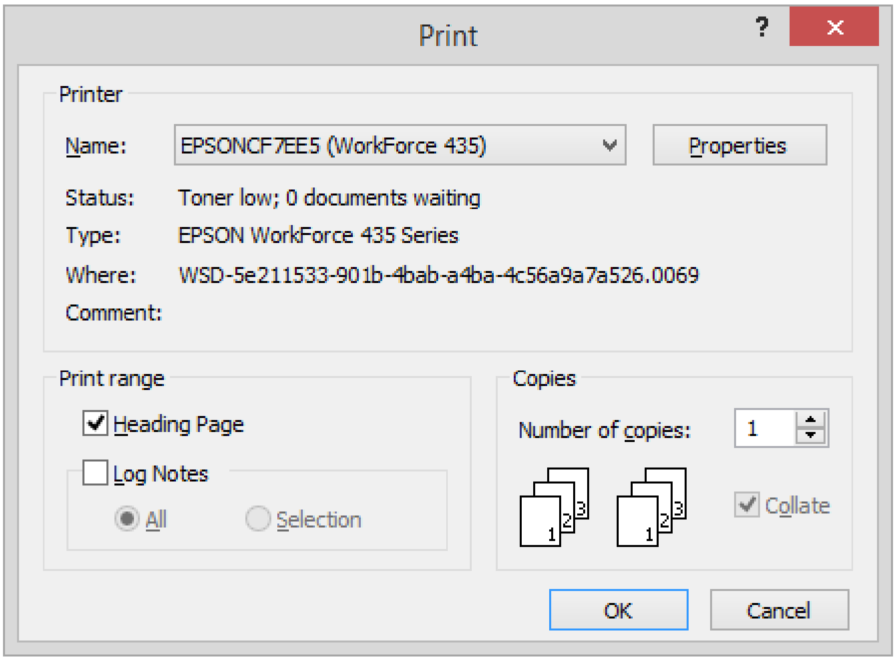
Printing Log Sheets

You can print a log sheet or selection of notes from the active log sheet. 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.

If you wish to print multiple log sheets see *Open, Copy, Print or Delete Multiple Log Sheets* earlier in this guide.

To print the active log sheet:

1. To print a selection from the active log sheet, select one or more rows otherwise skip this step.
2. Click the **Menu** button, point to **File** and click **Print** or click the **Print** button.
3. From the **Print** dialog box, do one or more of the following:
   a. Select the **Heading Page** check box to print the contents of the **Description**, **Date** and **Location** fields.
   b. Select the **Log Notes** option to print notes and then select **All** or **Selection**.
   Note: The **Selection** option is only available if you previously selected a range of notes.



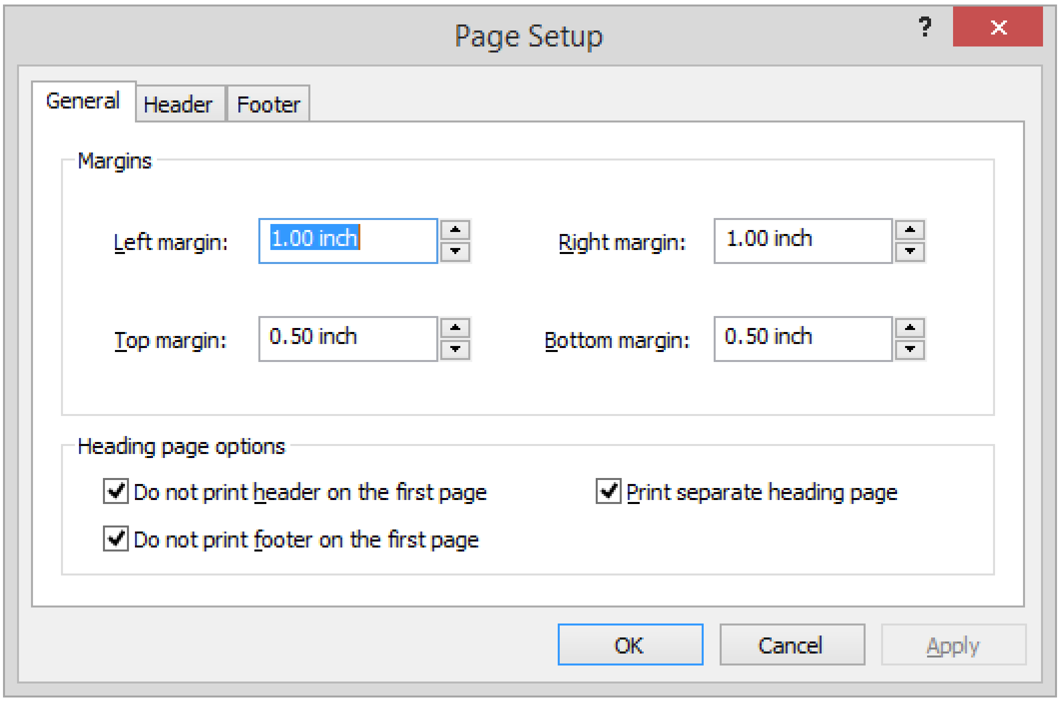
4. Select a printer, number of copies and collation option, as required and click **OK**.

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.



Set margins, as required.

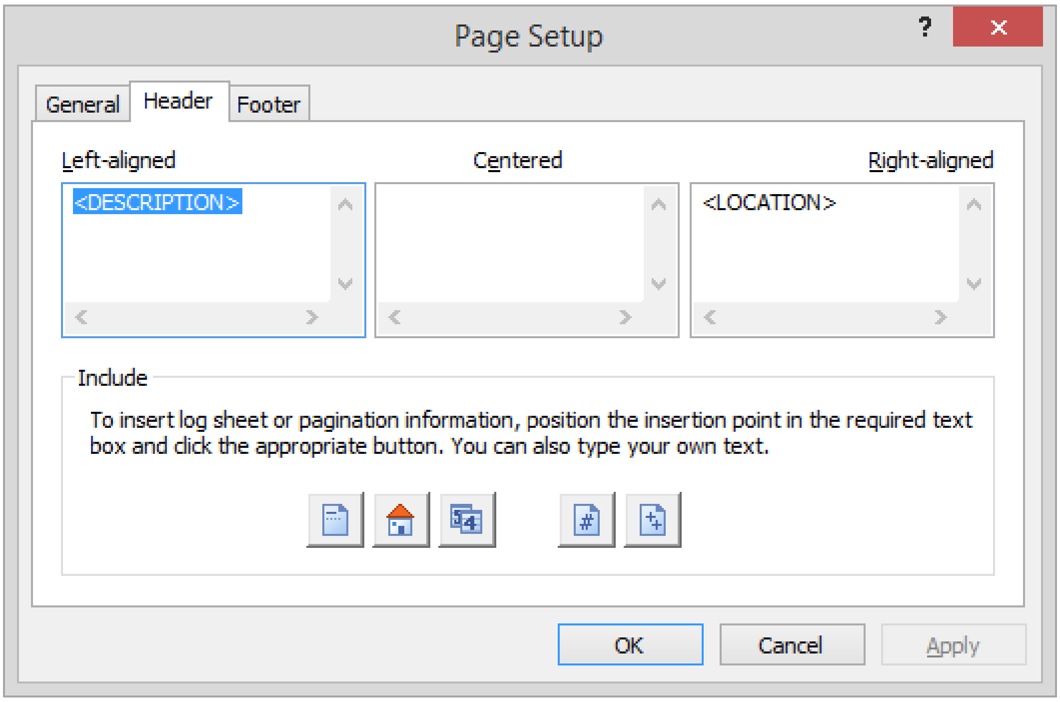
Heading page options control what is printed when you choose to print heading pages in any print job. If you only print log notes, these options do not apply.

Select **Do not print header on the first page** to prevent any header information being printed on the first heading page.

Select **Do not print footer on the first page** to prevent any footer information being printed on the first heading page.

Select **Print separate heading page** if you want to print your heading information separate from the log notes.

3. 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 the first line of the description field - inserts **<DESCRIPTION>**

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

Click to include the recording date - **<DATE>**

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>**

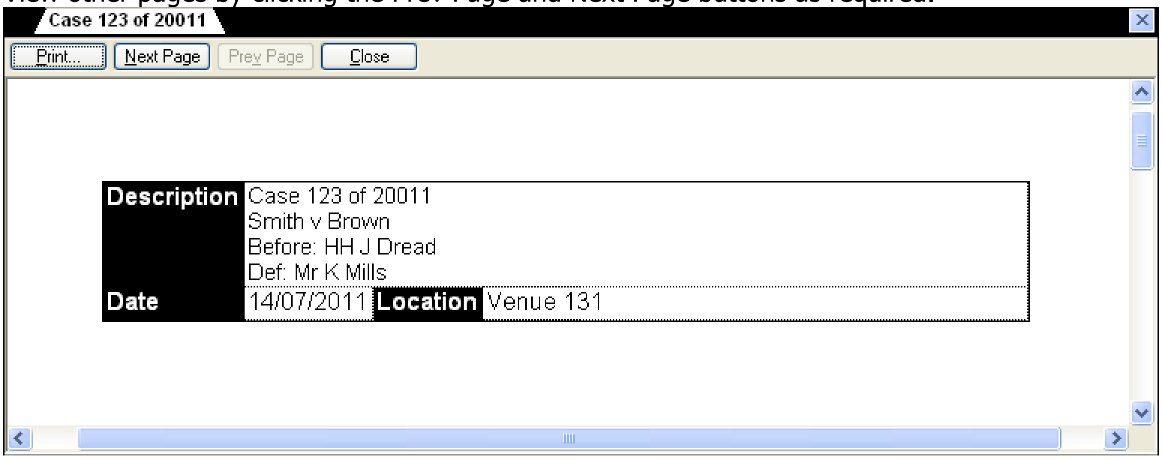
4. Click **OK** to save the settings.

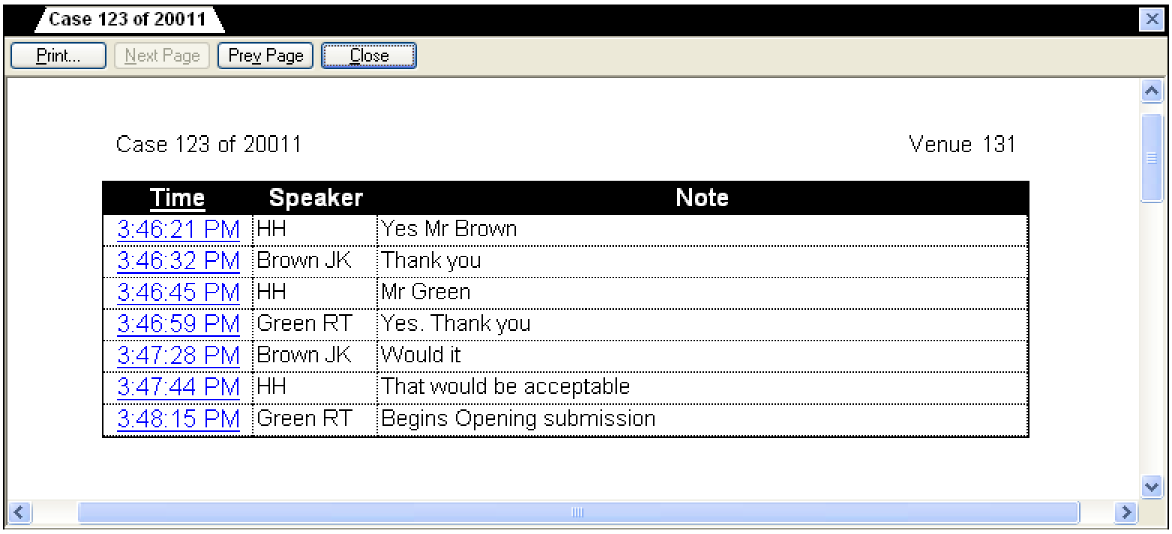
Print Previewing

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 **Tools** and click **Print Preview or** click the **Print Preview** button
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 and the Word List

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.

You may also need to print the Word List that is associated with your log sheet.

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.

Printing the Word List

Printing the word list is a two-step process that requires you to copy the list 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 **Word List** or click the **Word List** button .
2. From the **Word List** 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.

Keyboard Shortcuts

Keyboard shortcuts are available in the following categories:

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

General Keyboard Shortcuts

Use these shortcuts for the main functions of FTR Log Notes.

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 program 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
Add selection to word list	SHIFT + F4
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.

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 and/or scroll up a line in the description or location field	Move up a field
Down	Move down a line in a log note field	Move and/or scroll down a line in the description or location 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 Description field	Move to Description field
ALT + HOME	Move to first Speaker Field	Move to first Speaker Field
END	Move to end of line	No action
CTRL + END	Move to last Speaker field	Move to last Speaker field
ENTER	Move to last Speaker field	No action

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

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