



For **The Record**

# FTR Reporter™ 7.0

User Guide

For  
Windows® 10 x64  
Windows® 10 x32

[www.fortherecord.com](http://www.fortherecord.com)



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# Introduction

## Overview

With FTR Reporter™ you can record audio and video, and annotate court, conferences, hearings, or meetings from a single program that automatically links the annotations to the exact time at which events occurred. FTR Reporter is ThinkLink enabled and TheRecord Empowered. Using the companion ThinkLink enabled programs – FTR Player and FTR Log Notes – 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 naming 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.

FTR Manager is installed with FTR Reporter. This guide covers all the features of FTR Reporter.

## 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 Reporter.

# Getting Started

## Installation

FTR Reporter is installed as a component of FTR Recording Suite. Refer to the Setup Guide that accompanies FTR 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 Reporter* 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 Reporter* later in this guide.

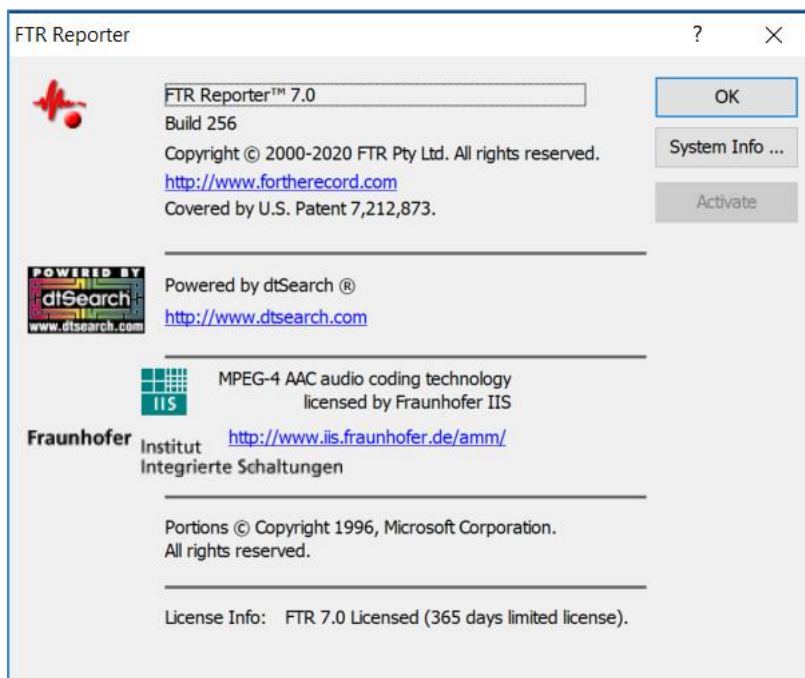
## Licensing

FTR Reporter requires one of the following license types:

- Trial evaluation 14 days
- Machine license – permits the use of Recording Suite on this machine only.
- Site license – permits the use of 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, to continue to use FTR Recording Suite beyond the end of the trial period, you must activate either a machine license or a site license.

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



## Activate License

Use the License Activation page to select your appropriate license.

 FTR Gold Recording Suite 7.0 ×

### FTR Gold Recording Suite 7.0


14 days remaining before your trial expires.  
You are required to activate your license for ongoing use. Choose either:

☒ **I would like to license this machine only.**

☒ **I have an FTR Site License.**

Need more information? Contact us at - <https://www.fortherecord.com/contact/>

Choose the first option to license this machine only:

 FTR Gold Recording Suite 7.0 ×

### FTR Gold Recording Suite 7.0

14 days remaining before your trial expires.  
You are required to activate your license for ongoing use. Choose either:

☒ **I would like to license this machine only.**

**Step 1. Register This Machine**

If you have already received a license key for this machine, go to Step 2 to activate the license. Otherwise, enter the details below and press Register. A registration file will be generated to your desktop. Email it to [licensing@fortherecord.com](mailto:licensing@fortherecord.com), to obtain a license key for Step 2.

**Sales Order Number**

**Contact Name**

**Contact Email**

**Step 2. Activate Machine License**

Paste the license key that you received from FTR Support, and press Activate License.

**License Key**

☒ **I have an FTR Site License.**

Need more information? Contact us at - <https://www.fortherecord.com/contact/>

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

Use the license key to complete Step 2.

FTR Gold Recording Suite 7.0

14 days remaining before your trial expires.  
You are required to activate your license for ongoing use. Choose either:

⬆️ I would like to license this machine only.

Step 1. Register This Machine

If you have already received a license key for this machine, go to Step 2 to activate the license. Otherwise, enter the details below and press Register. A registration file will be generated to your desktop. Email it to [licensing@fortherecord.com](mailto:licensing@fortherecord.com), to obtain a license key for Step 2.

Sales Order NumberO-12345

Contact NameAiden Smith

Contact Emailaiden.smith@smithlawyers.com

Register

✔️ Your registration file is on your desktop. Please send it as an email attachment to [licensing@fortherecord.com](mailto:licensing@fortherecord.com). [Open the file](#) for further information.

⬇️ I have an FTR Site License.

Step 2. Activate Machine License

Paste the license key that you received from FTR Support, and press Activate License.

License Key

Activate License

Activate later



Choose the second option if you have a site license:

FTR Gold Recording Suite 7.0

FTR Gold Recording Suite 7.0

14 days remaining before your trial expires.  
You are required to activate your license for ongoing use. Choose either:

⌵ I would like to license this machine only.

⬆ I have an FTR Site License.

Activate Site License

Organization Name

License Key

Activate License

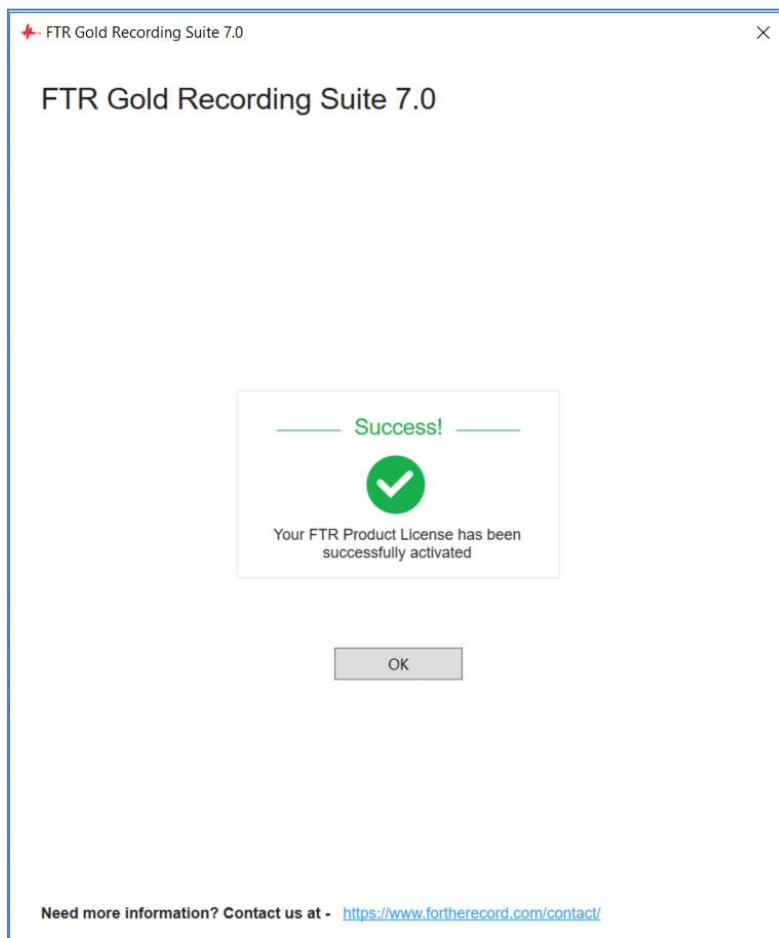
Activate later

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When your license has been successfully activated:



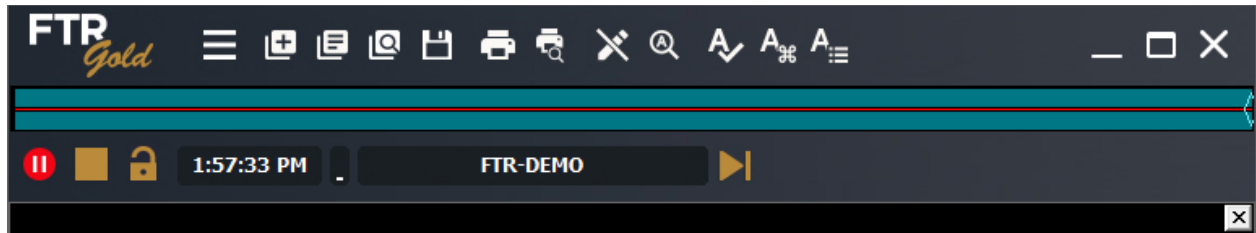
## Starting

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

### To start FTR Reporter:

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

Note: On first startup, FTR Reporter 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 log sheet, as required. See later in this guide.
4. Start, pause and stop (conclude) recording, as required. See *Recording and Monitoring* later in this guide.

## About FTR Reporter

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. 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 Reporter.
2. View the information in the **About FTR Reporter** dialog box.
3. Click **OK** to close the **About** box.

## Help

The following help resources are available:

- FTR Recording Suite Setup Guide
- FTR Reporter 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 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:

4. Click the **Menu** button , point to **Help** and click **About FTR Log Notes**.
5. From the **About FTR Reporter** dialog box, click the **System Info...** button.
6. Observe a progress dialog box as system information is being saved.
7. When complete, a message box confirms that saving was successful, and that system information is available from the desktop.

### To view system information:

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

### To send System Information:

11. Save system information as described above.
12. 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 Reporter 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 Reporter works.

### To start the VBA Editor:

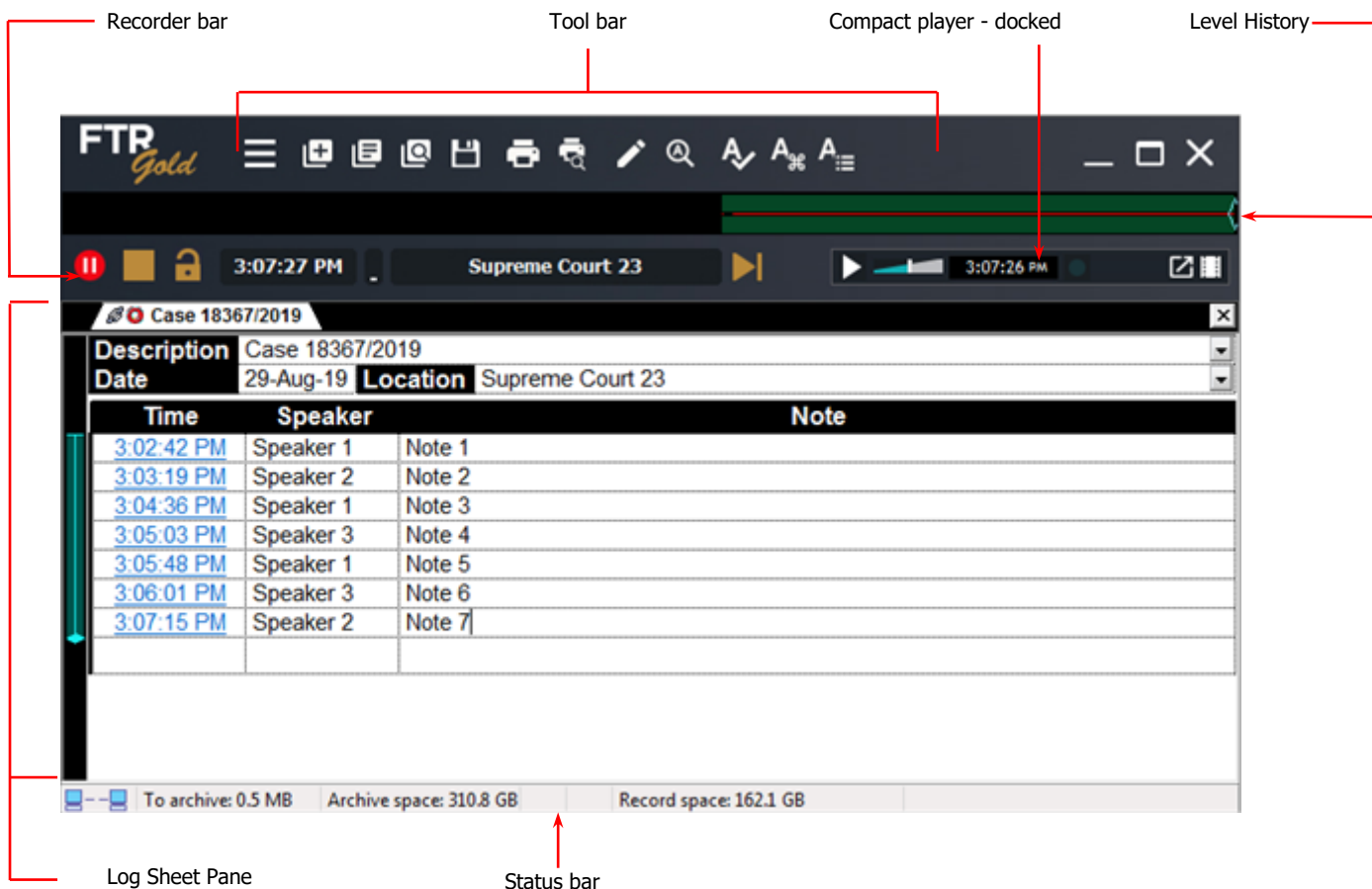
1. Click **Start**, point to **All Programs, ForTheRecord** then **SDK**.
2. Click **Visual Basic Editor**.
3. Use the VBA Help and the Programmers Reference to customize FTR Reporter.

### To view the Programmers Reference:

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

# Working Environment

This section of the guide describes the main components of the **FTR Reporter** 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...	Creates a new log sheet that is based on template.
Continue From	Creates a new log sheet that is based on the active log sheet.
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. 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.
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.

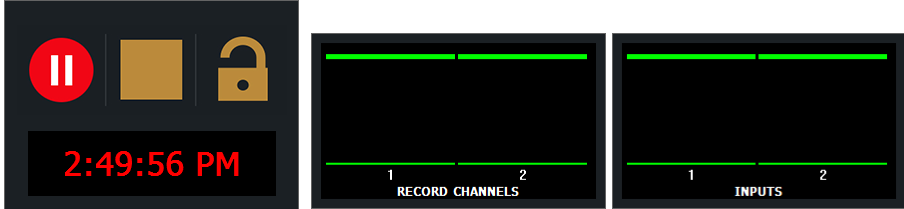
### Edit Menu

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
Touch View	Shows a magnified view of Start, Stop, and Seal 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%. 
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 Reporter 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

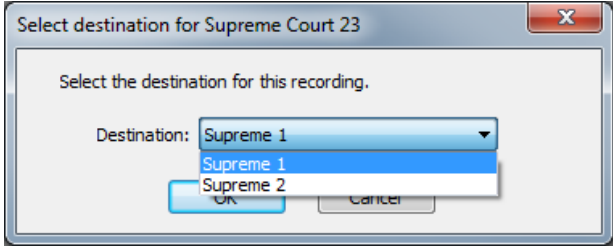
The **Tools** menu contains the following items:

Function	Description
Spelling	Starts the spell checker. See <i>Spell Checking</i> later in this guide.
Quick Notes	Opens the <b>Quick Notes</b> window. See <i>Quick Notes</i> later in this guide.
Word List	Shows or hides the word list window. See <i>Using The Word List</i> later in this guide.
Templates	Opens the <b>Templates</b> dialog box where you can add, edit or delete templates. See <i>Managing Templates</i> 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 identifies 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 <i>Configuring FTR Reporter</i> later in this guide.



## Record Menu


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

Function	Description
Start or Pause	Starts or pauses recording. Note: Your court system may require you to specify a save destination for recordings. If so, the following dialog will appear, requiring you to select a Destination each time you start a recording:
	
Stop and Conclude	Concludes recording.
Play At End	Starts Player (if not already started) and loads the active recording (if available) - Confidence Monitoring.
Switch to Sealed (or Public)	Switches between sealed and public recording.
Archive	Available if the archive options are set to CD/DVD or Removable disk. Click to start archiving.

## 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:

- Click the **Menu** button  and point to **Window**.
- Do one of the following:
  - Click the log sheet you want to activate or
  - 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 Reporter Help	Opens the main help.
About FTR Reporter	Opens the About dialog box, which shows version information and trademark attributions.

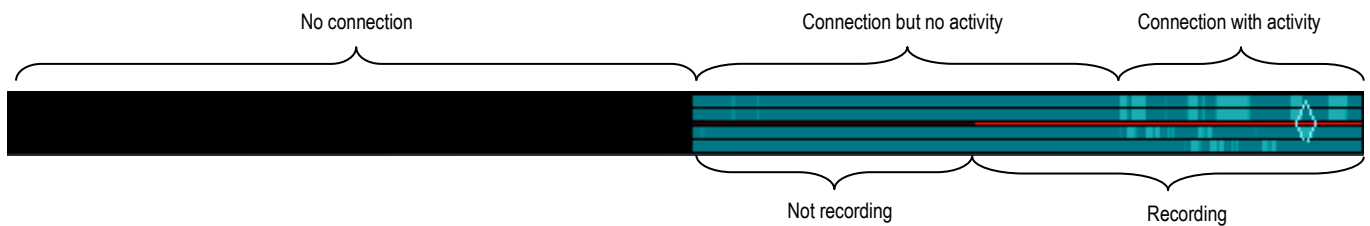
## Toolbar

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






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.
	Spelling	Start the spell checker.
	Quick Notes	Open the Quick Notes Window
	Word List	Open the Word List Window

## 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 Reporter 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.

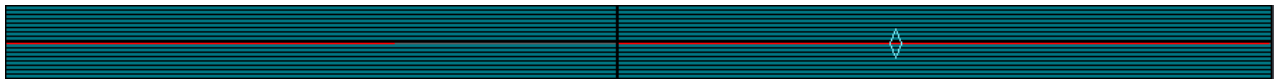
### To view/hide the level history bar:

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.

## Enhanced Level History

If a suitable recording device is installed, you can record up to sixteen channels. The line representing the recording state is in the middle of the Level History Bar. When configured with an even number of recording channels they are symmetrically arranged around the recording status line while odd recording channels are distributed from the top, leaving a space at the bottom.

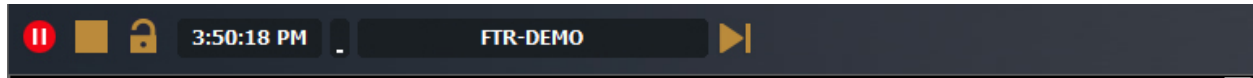
Channel 1 is always the top row.


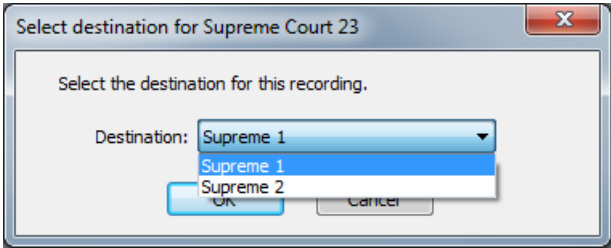




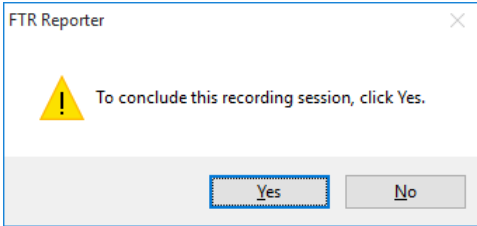




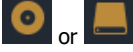



Sixteen-channel recording

## Recorder Bar

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





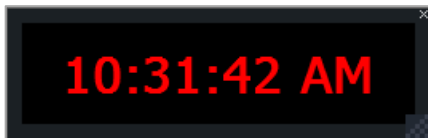
Icon	Function	Description
	Start	<p>Click this button to start recording.</p> <p>Note: Your court system may require you to specify a save destination for recordings. If so, the following dialog will appear, requiring you to select a Destination each time you start a recording:</p>  <p>For further information about the recording save destination, please refer to General Options, Administration Tab on page 28.</p>
	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	<p>Click this button to conclude the recording.</p> 
	Play At End	Click this button play the latest available recording - Confidence Monitor.
	Seal (or Public)	Click to switch between sealed and public.
	Record Time	Displays the record time. If sealed, a red border is added.
	Record Level Display	Displays peak audio for the highest channel level.
	Archive	Starts archiving to CD/DVD or removable disk drive, depending on configuration.
	Location Name	Displays the location name followed by the abbreviation of the save destination.

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





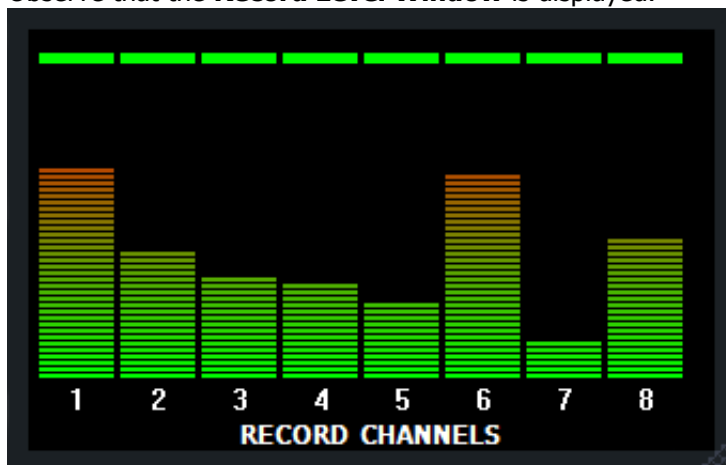
2. To close the window, click the close button in the top right corner.

## 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.

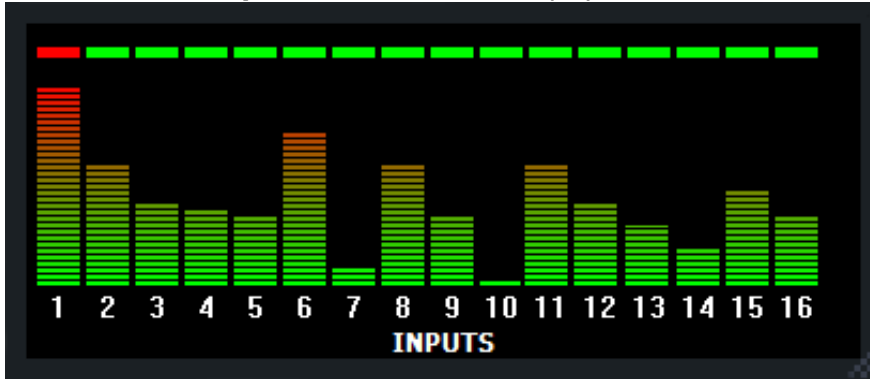
## Input Level Window



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 annotate events that occur in the recording venue and are displayed in the log sheet pane. If you do not annotate recordings, the log sheet pane can be closed to save desktop space.

### To view/hide the log sheet pane:

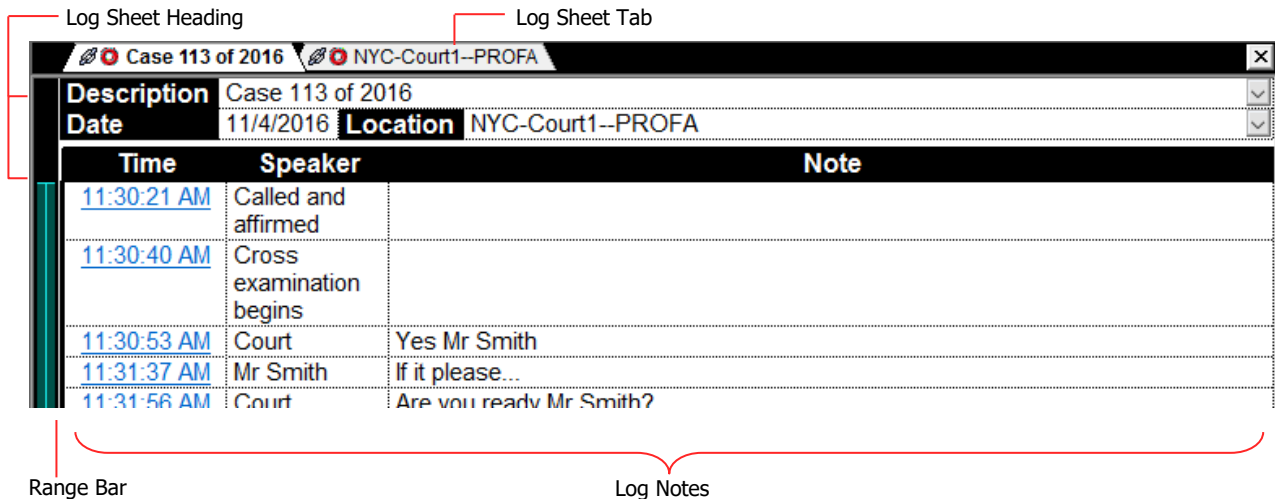
1. Click the **Menu** button , point to **View** and click **Log Sheet Pane**.  
Tip: If you create or open a log sheet the log sheet pane is automatically opened.
2. Observe that the log sheet pane is displayed.
3. To close the log sheet pane, close any log sheets that may be open.
4. Click the **Menu**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

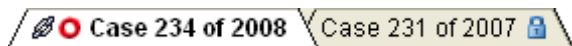
Log Sheet Tab

Case 113 of 2016		
Description	Case 113 of 2016	
Date	11/4/2016	Location
	NYC-Court1--PROFA	
Time	Speaker	Note
<a href="#">11:30:21 AM</a>	Called and affirmed	
<a href="#">11:30:40 AM</a>	Cross examination begins	
<a href="#">11:30:53 AM</a>	Court	Yes Mr Smith
<a href="#">11:31:37 AM</a>	Mr Smith	If it please...
<a href="#">11:31:56 AM</a>	Court	Are you ready Mr Smith?

Range Bar

Log Notes




## 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, show the Location field or
- If the Description and Location fields are empty, 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.

<b>Description</b>	Case 113 of 2016
<b>Date</b>	11/4/2016
<b>Location</b>	NYC-Court1--PROFA

### 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. 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.

<b>Description</b>	The State vs Mr Joe Citizen
<b>Date</b>	Case 12345 of 2002
<b>Time</b>	Before HH W Smith
3:45:38 PM	Mrs Black for the prosecution
3:45:45 PM	Mr White for the defence
3:46:11 PM	State Witness List
3:47:09 PM	Ms A B Brown
3:47:28 PM	Mr C D Grey
3:48:12 PM	Ms E F Green

### The Date Field

The Date field contains the date of the proceedings. This could be the date of the current recording or the date of an existing recording that is open in the player.

<b>Date</b>	15/11/2007
-------------	------------

### The Location Field

The Location field identifies the venue in which the proceedings occur.

<b>Location</b>	NYC-Court1--PROFA
-----------------	-------------------

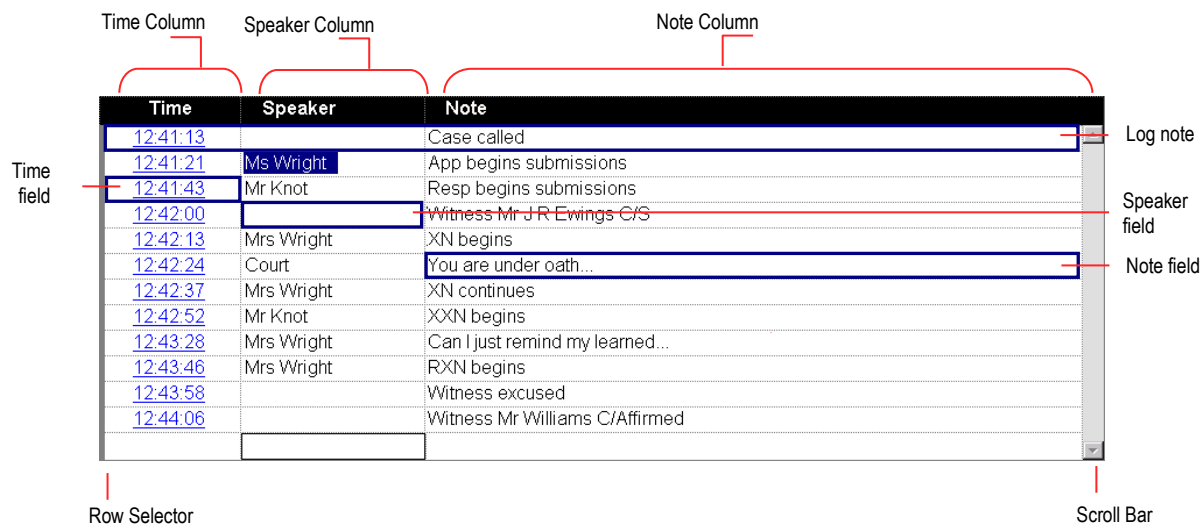
It is the recorder location name and the department of the current recording.

Note: When user-selectable destination is in use, the location name of a log sheet may not be changed because to do so breaks the association between the log sheet and its recording and stops the archival to network.

## 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:** The **Speaker** and **Note** column titles can be changed. You may have different column titles. See *FTR Reporter Options* later in this guide.



Time	Speaker	Note
12:41:13		Case called
12:41:21	Ms Wright	App begins submissions
12:41:43	Mr Knot	Resp begins submissions
12:42:00		Witness Mr J R Ewings C/S
12:42:13	Mrs Wright	XN begins
12:42:24	Court	You are under oath...
12:42:37	Mrs Wright	XN continues
12:42:52	Mr Knot	XXN begins
12:43:28	Mrs Wright	Can I just remind my learned...
12:43:46	Mrs Wright	RXN begins
12:43:58		Witness excused
12:44:06		Witness Mr Williams C/Affirmed

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.

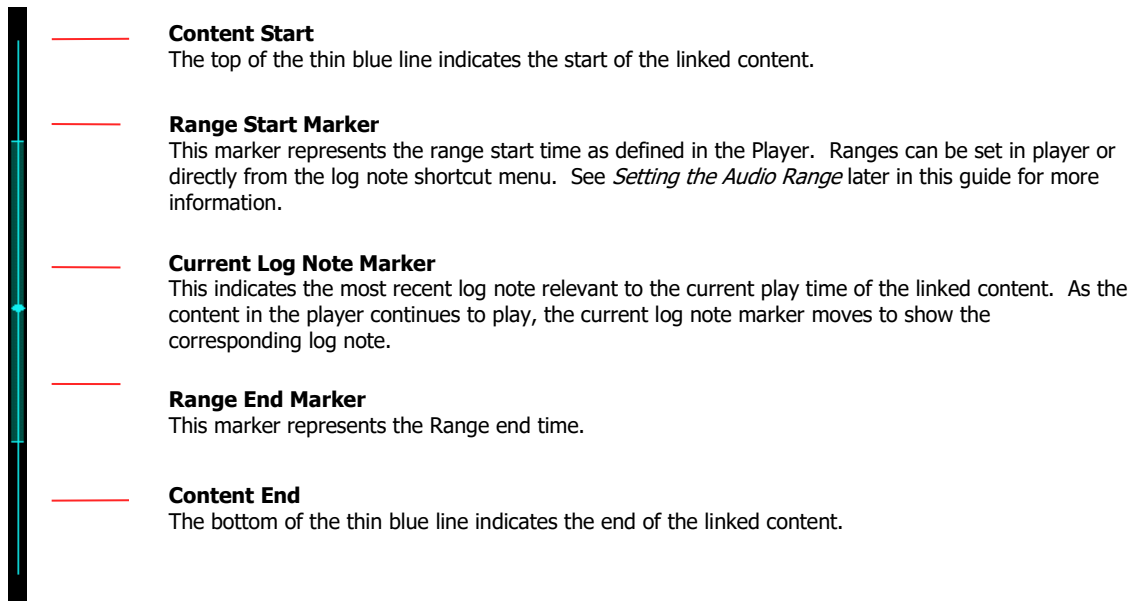
Only the Speaker and Note columns in the log sheet are re-sizable.

Either column (not both) is resizable to a minimum readable width. Either column (not both) can also be hidden. Should the hidden column contain text then the title bar of the hidden column appears red.

## 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.




## Status Bar

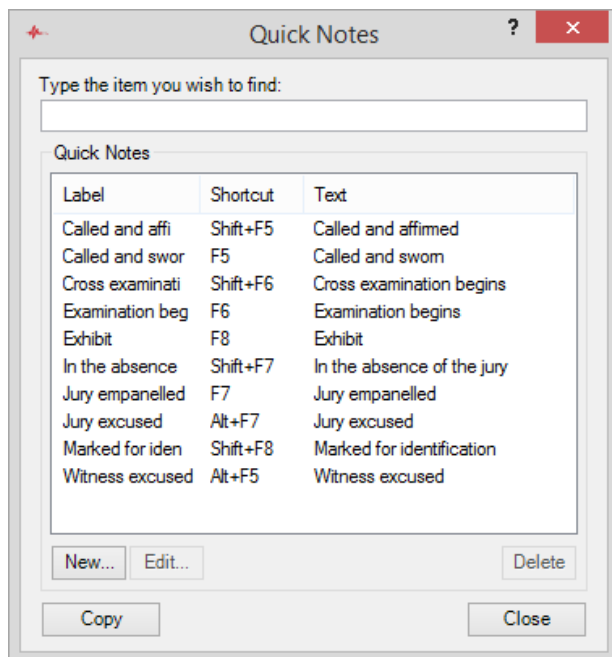
The Status Bar shows information that monitors the status of the archive and backup systems for the recorder.


 To archive: 0.5 MB  Archive space: 310.8 GB  Record space: 162.1 GB	
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.

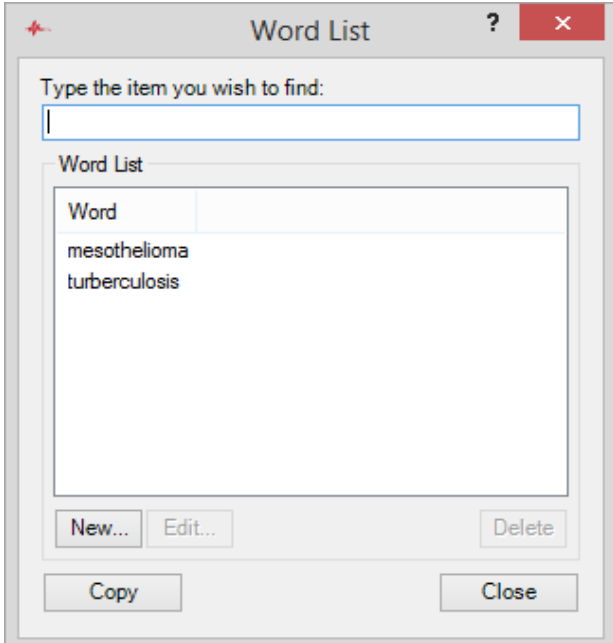
## Quick Notes and Word List

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 .



The screenshot shows a window titled "Word List" with a search bar at the top labeled "Type the item you wish to find:". Below the search bar is a table with the heading "Word List". The table has one column labeled "Word" and contains two entries: "mesothelioma" and "tuberculosis". At the bottom of the window, there are five buttons: "New...", "Edit...", "Delete", "Copy", and "Close".

Word
mesothelioma
tuberculosis

# Configuring FTR Reporter

You can change the size and position of the FTR Reporter 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, Recording and Archiving options.

## Sizing and Positioning

When it is not maximized, the FTR Reporter 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.

## Sizing and Hiding Columns

You can hide or reveal either the **Note** or **Speaker** column as required. If there is text in a hidden column, the column title appears red.

Time	Note
12:52:31 PM	First words of speaker 1

### 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 prompt message is displayed.

If you answer **Yes**, the new width and the size is remembered the next time you start FTR Reporter.

If you answer **No**, only the active log sheet is affected and the size is not remembered.


## 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.

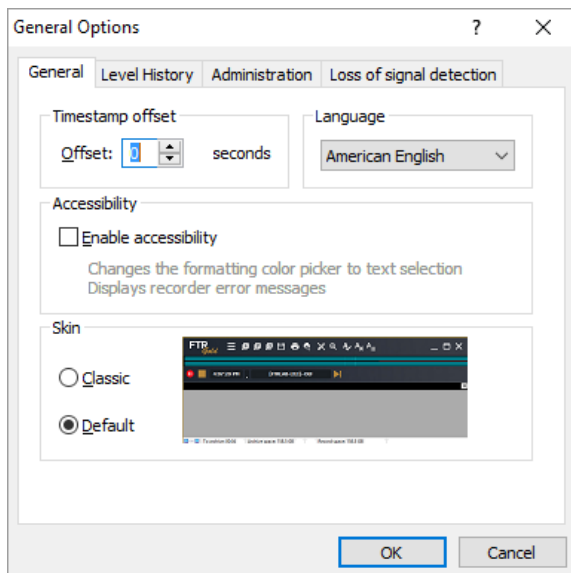
Options are available in the following categories:

- **General** – all users
- **Level History** – all users
- **Administration** – Administrators
- **Loss of Signal Detection** – Administrators.

### To change options:

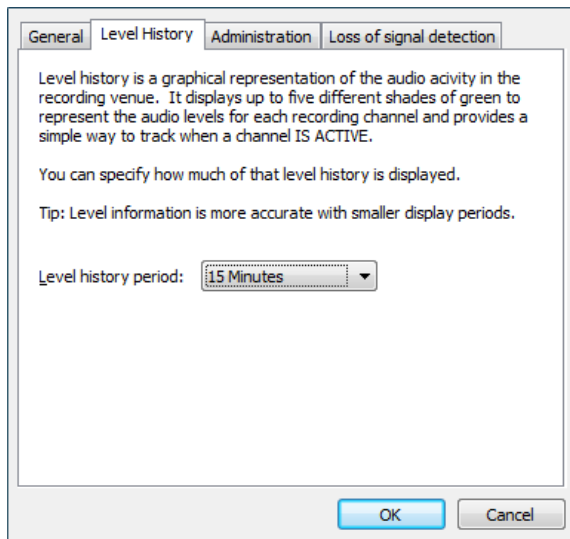
1. Click the **Menu** button , point to **Tools** then **Options** and click **General**.
2. Select the required option page and make changes. See the following pages for details on each option.
3. Click **OK** when all changes are made.

## 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.

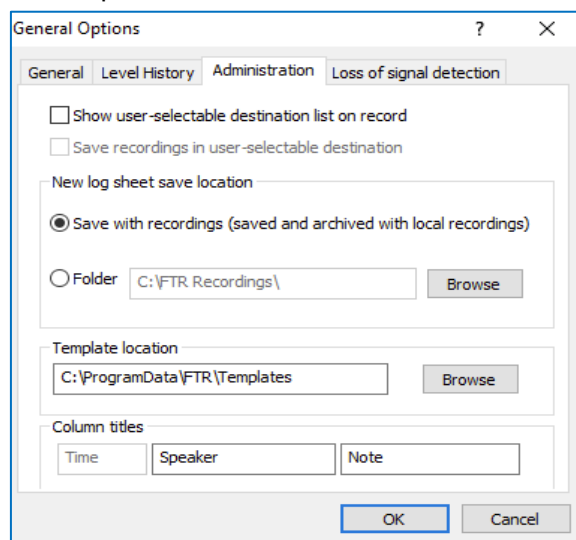
## Level History



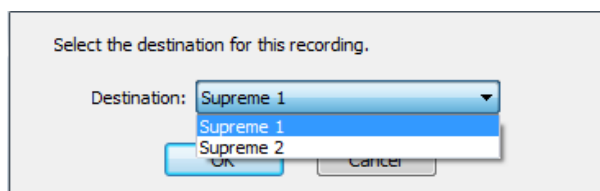
- Select the required display period from the list.

## Administration

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



- **Show user-selectable destination list on record** – If your court system requires you to specify a save destination for recordings, a list of destinations will have been configured during setup. Select this checkbox to fulfil the requirement through the following dialog:



**Note:** Refer to the *Recording Suite Setup Guide* for how to configure save destinations.

- **Save recordings in user-selectable destination** – This option is only available if the previous option has been selected. Select this option if your court system requires the selection of a user-selectable destination and uses that selection in the recording save destination folder structure.

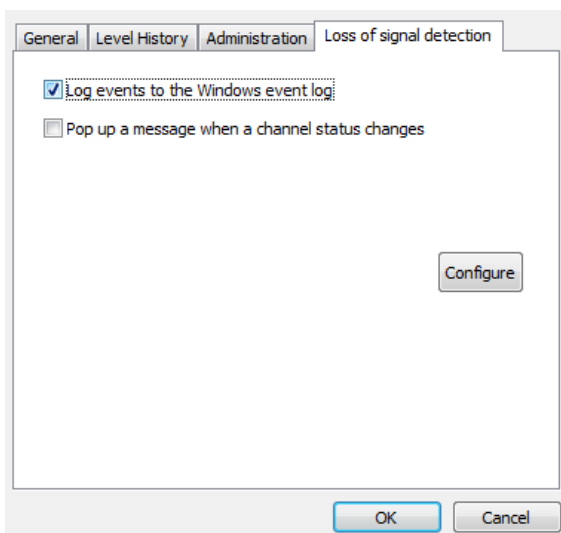


Note: The following table clarifies the function of these options:

Show user-selectable destination list on record	Save recordings in user-selectable destination	Comment
<b>X</b>	<b>X</b>	Both the save destination folder structure and the retention folder structure use the specified destination.
<b>X</b>		The save destination folder structure does not use the specified destination. The retention folder structure does use the specified destination.
	<b>X</b>	N/A
		Save destination is not user-selectable. Both save and retention folders use the default folder structure.

- **New log sheet save location** – There are two options available.
  - > **Save with recordings** – If selected, all new sheets are saved in a sub-folder of the local recordings folder. Recordings and log sheets will be archived together.
  - > **Folder** - If selected, all new log sheets are saved to the specified folder. Log sheets are not archived with recordings. This option is generally chosen if you wish to save your log sheets directly to a shared network folder - typically a folder on the same computer that stores archived recordings.
- **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.
- **Column titles** - The default column titles are Speaker and Note. If these are not applicable in your organization, enter new titles.

## Loss of Signal Detection



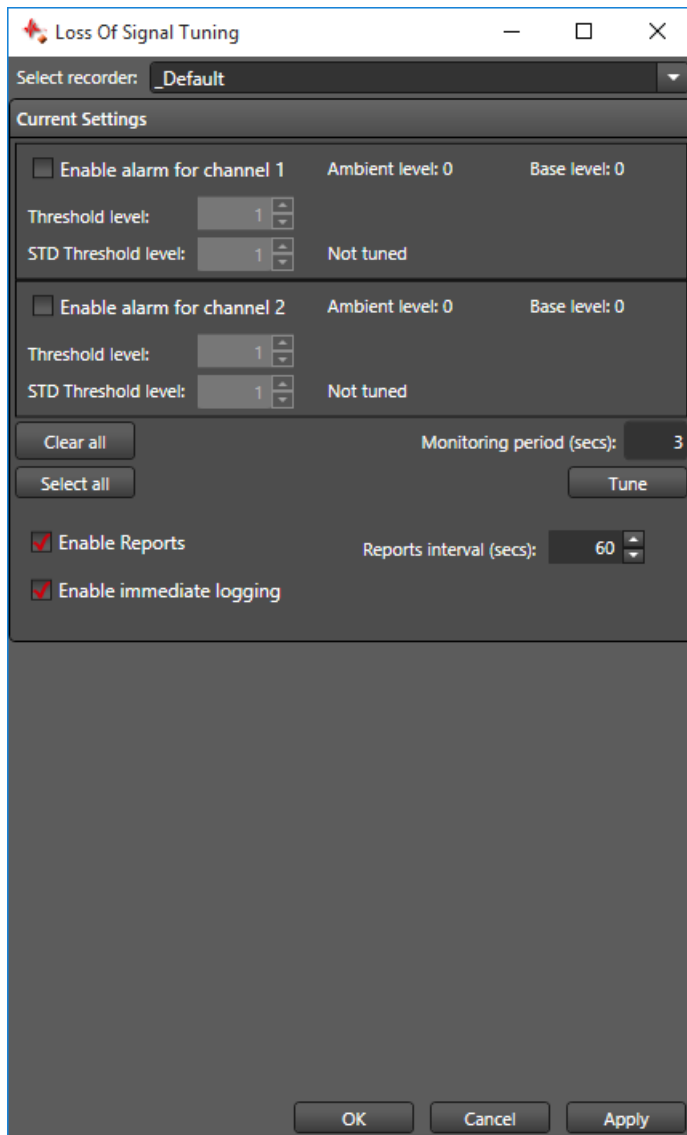
- **Log events to the Windows event log** – if selected, loss of signal events will be logged to the Windows events log.
- **Pop up a message when a channel status changes** – if selected, each channel status change causes a visible alert.
- **Configure** – Click Configure to access Loss of Signal Tuning.

## Loss of Signal Tuning

Loss of Signal Tuning is used to configure threshold settings for the detection of a loss of signal. When the loss of signal is detected, a response is generated in the recording program, according to the setting you have selected in the Loss of Signal Detection dialog described above.

The Loss of Signal Tuning Tool first measures ambient input levels. Then the input levels at each input are measured when the channel is switched off or disconnected. The threshold level is then set to be midway between these measured values.

**Note:** The Loss of Signal Input feature is only provided to assist with the detection of a failed input. The only sure way to detect a loss of input is to continually perform Confidence Monitoring.

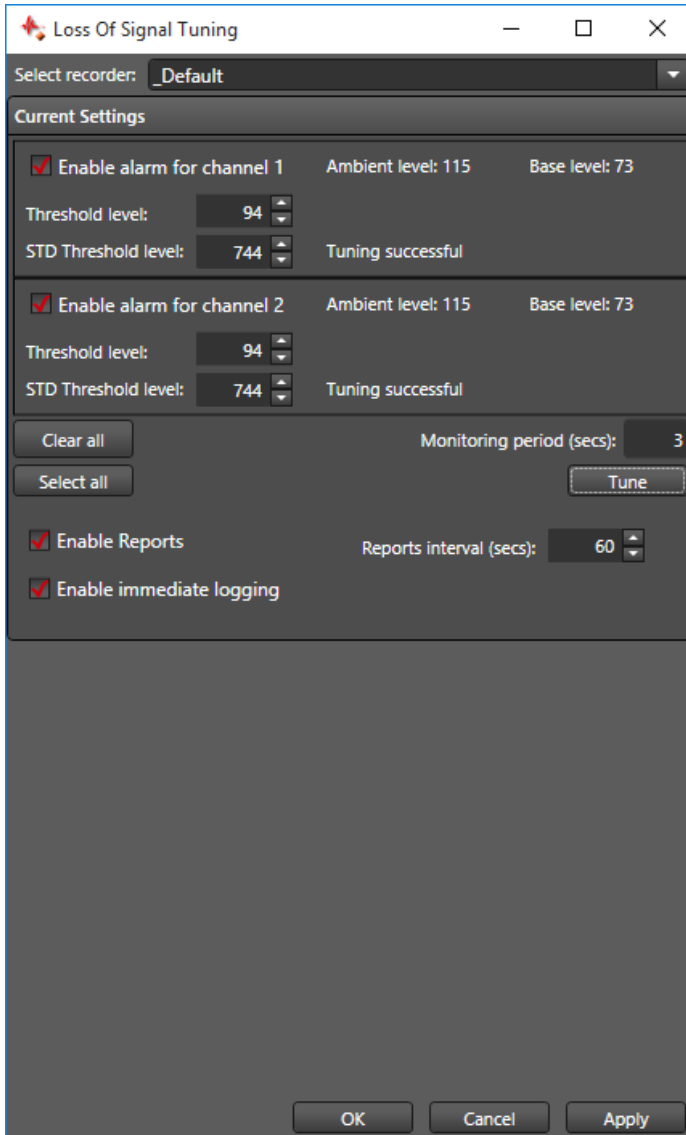


To configure threshold settings:

1. From the Loss of Signal Detection dialog box (see Loss of Signal Detection on page 29), click **Configure** to display the Loss of Signal Tuning dialog.
2. Select the recorder you wish to tune.
3. For each input channel you wish to monitor, select the Enable alarm check box.
4. Click **Tune**.
5. The Loss of Signal Tuning Wizard will be activated. Follow the instructions regarding:
  - Audio system installation and configuration
  - Venue preparation.

6. The ambient levels are measured.
7. Switch off or disconnect all inputs.
8. The base levels are measured.
9. The threshold level for each input is now calculated and set.
10. Accept the tuning tool conditions and click **Finish**.

When Loss of Signal Tuning is complete, the dialog will display the calculated threshold levels for each input device. You can manually adjust the threshold levels.



Loss Of Signal Tuning

Select recorder: **Default**

**Current Settings**

☒ Enable alarm for channel 1    Ambient level: 115    Base level: 73  
 Threshold level: 94  
 STD Threshold level: 744    Tuning successful

☒ Enable alarm for channel 2    Ambient level: 115    Base level: 73  
 Threshold level: 94  
 STD Threshold level: 744    Tuning successful

Clear all    Monitoring period (secs): 3  
 Select all    Tune

☒ Enable Reports    Reports interval (secs): 60  
☒ Enable immediate logging


OK    Cancel    Apply

**Note:** If any channels fail the tuning procedure it is probably because the disconnected state generates more noise than when the input is connected. This could be the quality of the cabling, the layout of the cabling or some other external factor. Consult an audio specialist to determine the cause.

## Changing Archive & Backup Options

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

### To change options:

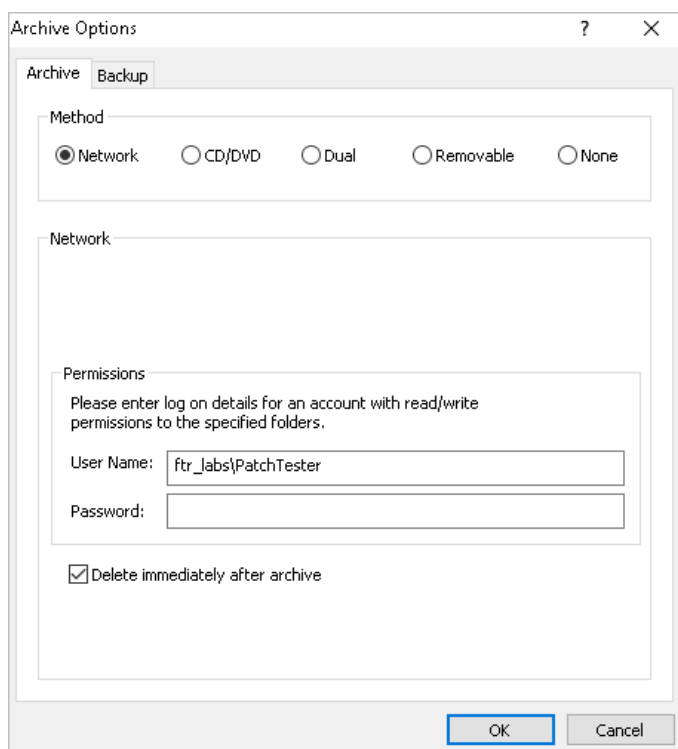
1. Click the **Menu** button , point to **Tools** then **Options** and click **Archive**.
2. Select the **Archive** and **Backup** tabs and make changes as required.
3. When all changes are complete, click **OK**.

### 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.



Archive Options

Archive Backup

Method

☒ Network ☐ CD/DVD ☐ Dual ☐ Removable ☐ None

Network

Permissions

Please enter log on details for an account with read/write permissions to the specified folders.

User Name:

Password:

☒ Delete immediately after archive

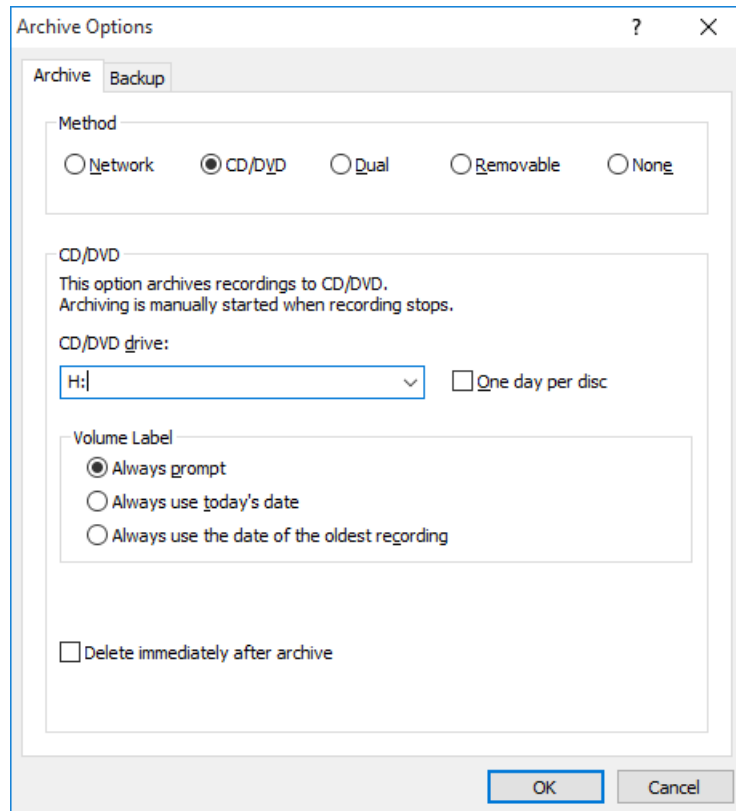
OK Cancel

- 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.

Note: Please refer to *Setup Guide Gold 7.0 Recording Suite* for how to configure the archive path.

## CD/DVD Archiving

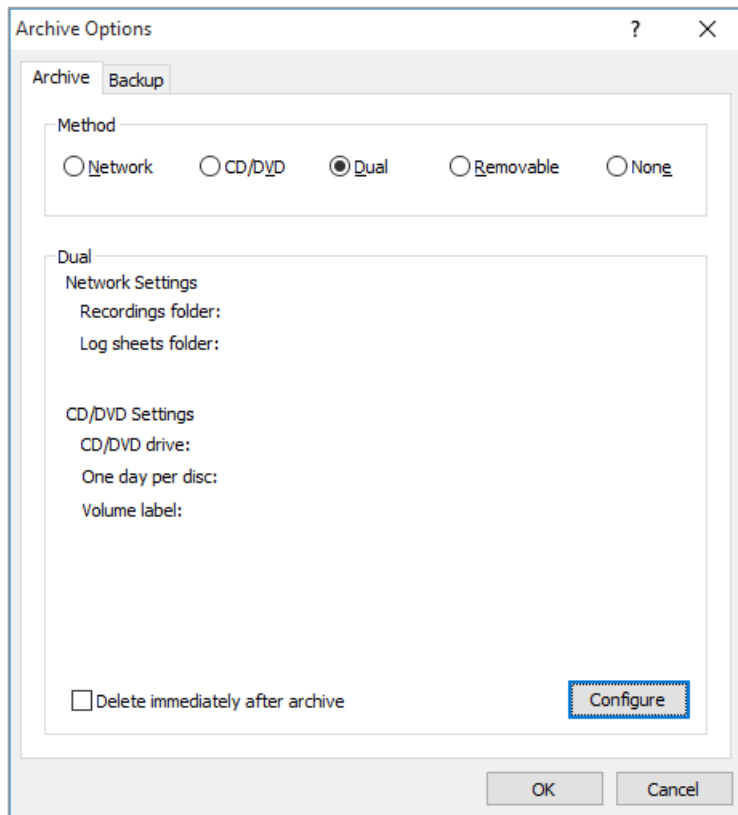
When configured for CD/DVD archiving the archive process is started manually - usually at the end of the day. When FTR Reporter is installed to be controlled by FTR Monitor, it is recommended that you do not use the CD/DVD archiving method. The recommended archive method for remote recording is Network Archiving.



- Select a suitable CD/DVD device from the list.
- If you want to archive each days recording to a separate CD/DVD select the **One day per disc** checkbox.
- Choose a volume label option.
- Select **Delete immediately after archive** to remove the local recordings as soon as they are archived.

## Dual Archiving

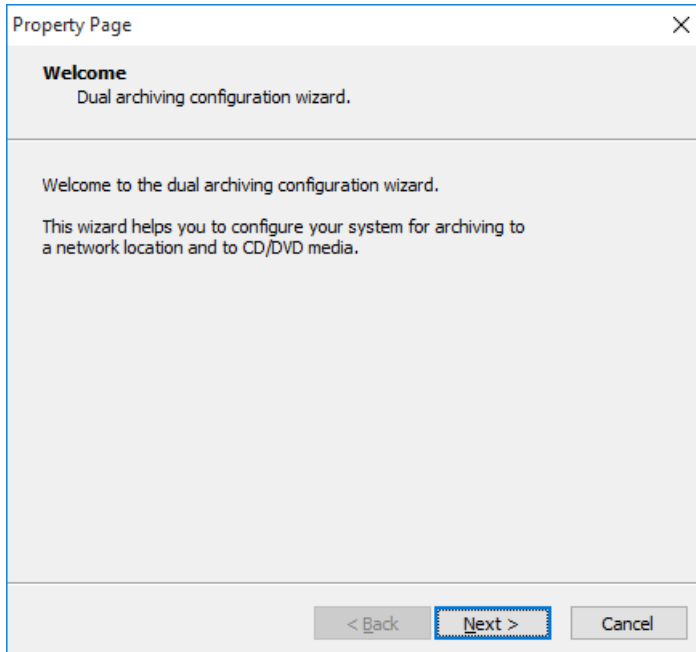
When the Dual option is selected you can specify a network folder and an optical drive as your two archive locations. As recording progresses, your local recordings are automatically archived to the specified network folder and when recording is stopped you can archive the same recordings to optical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



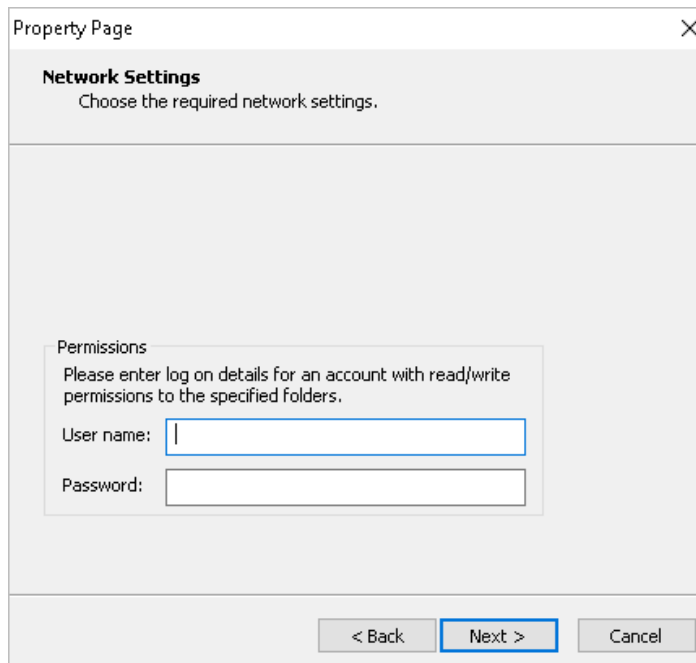
After selecting the **Dual** option, it is necessary to run the configuration tool to complete the settings. See the instructions on the following pages.

**To configure Dual Archiving:**

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

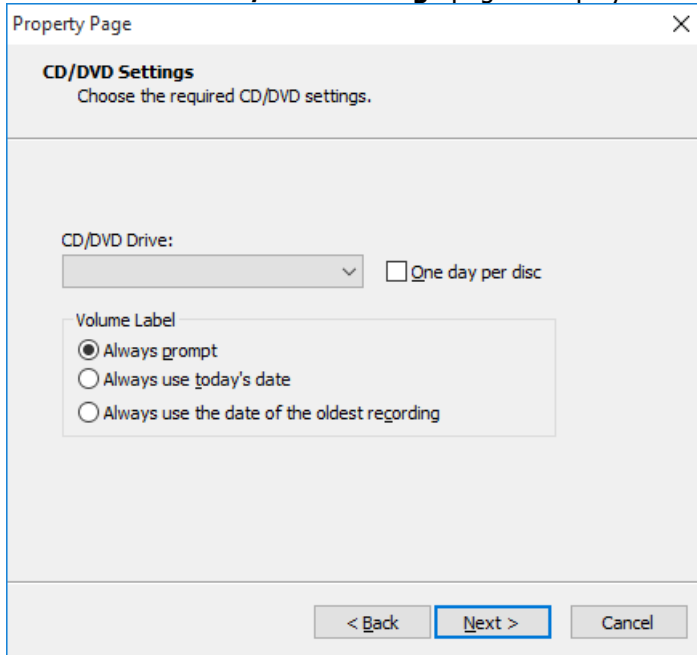


3. Observe that the **Network Settings** page is displayed.



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 user name 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 each disc to a single day, select **One day per disc**.
9. Choose the required **Volume label** setting.
10. Click **Next**.
11. Check your settings in the summary page.
12. Click **Back** to make any changes or click **Finish** to complete configuration of dual archiving.
13. Observe that your dual archive settings are now summarized on the **Archive** options page.
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**.

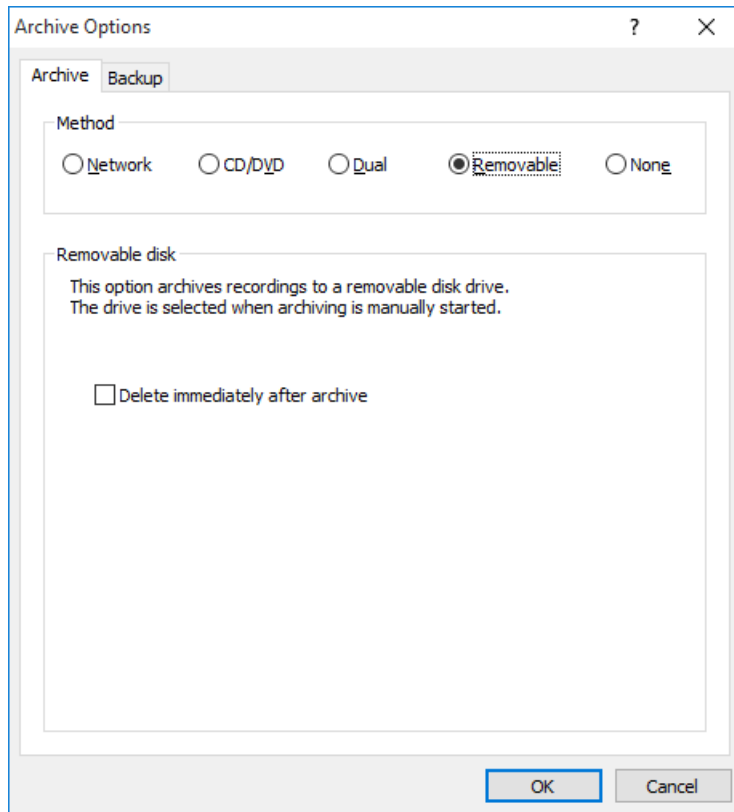


### **Removable Archiving**

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.

When FTR Reporter is installed to operate as a remote recorder, for use with FTR Monitor, it is recommended that you do not use this method. The recommended archive method for remote recording is Network Archiving.

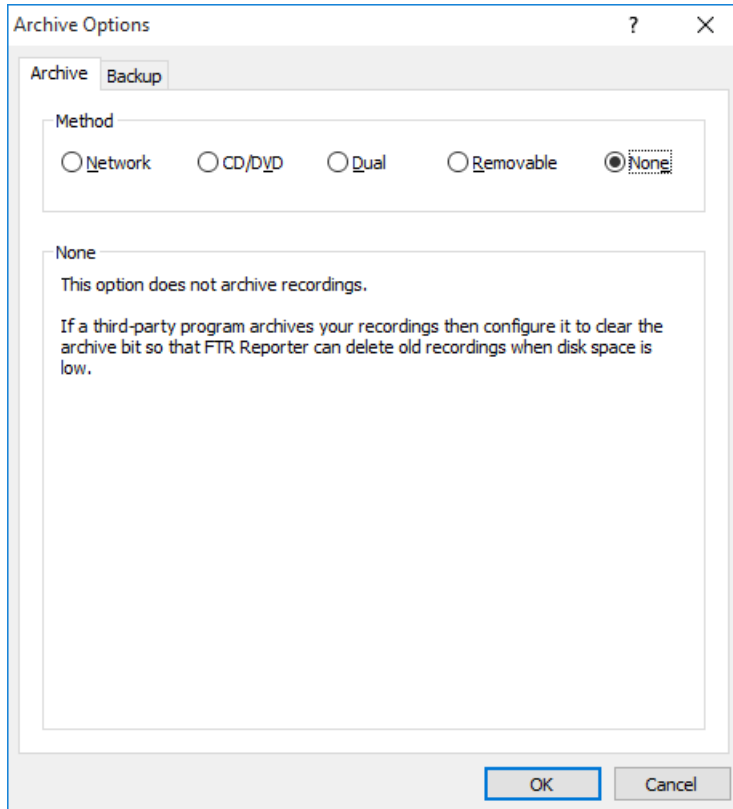
Select **Delete immediately after archive** to remove the local recordings as soon as they are archived.



## **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 Reporter 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.

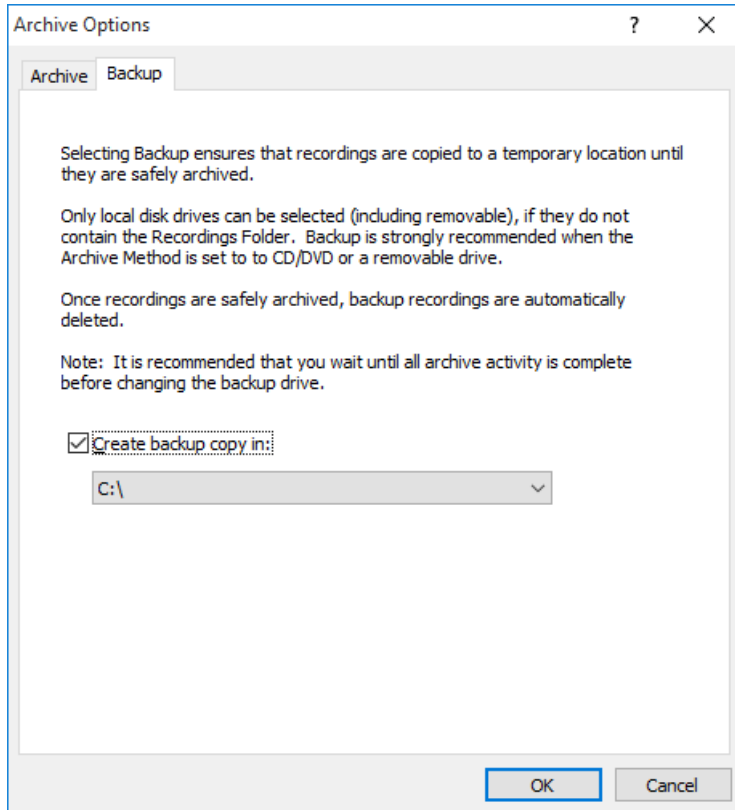


## Backup Options

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 actually 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 Recording Options

Before using FTR Reporter 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.

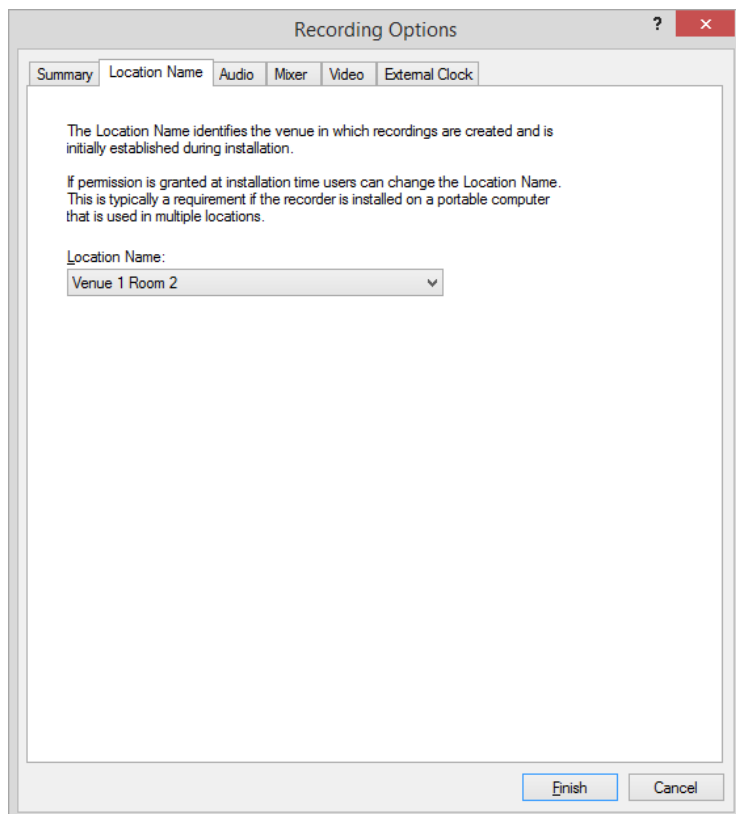
Note: Settings can only be changed while NOT recording.

### 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**.

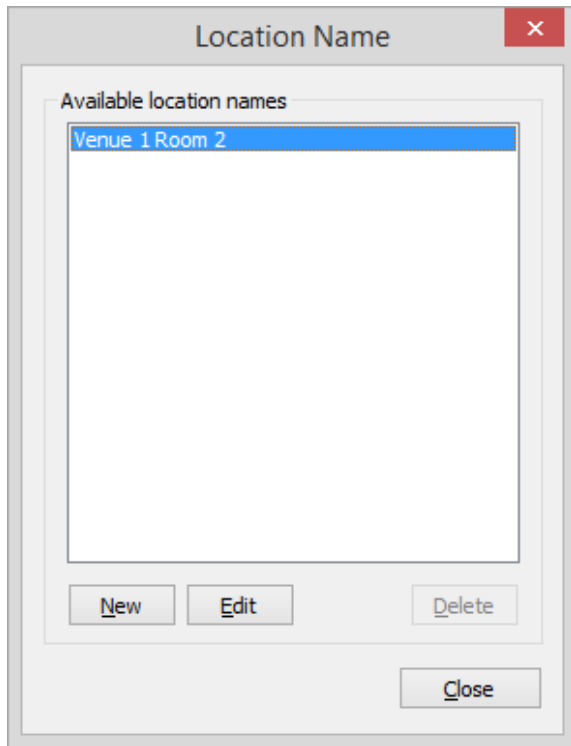
### Recording Options - Location Name

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.

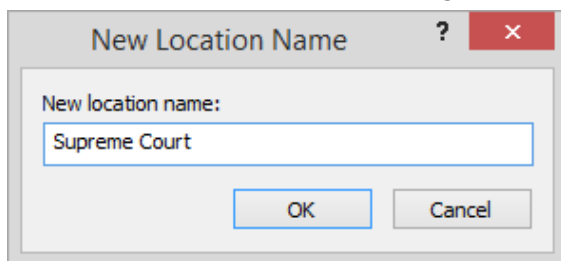


**To change the location name:**

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.

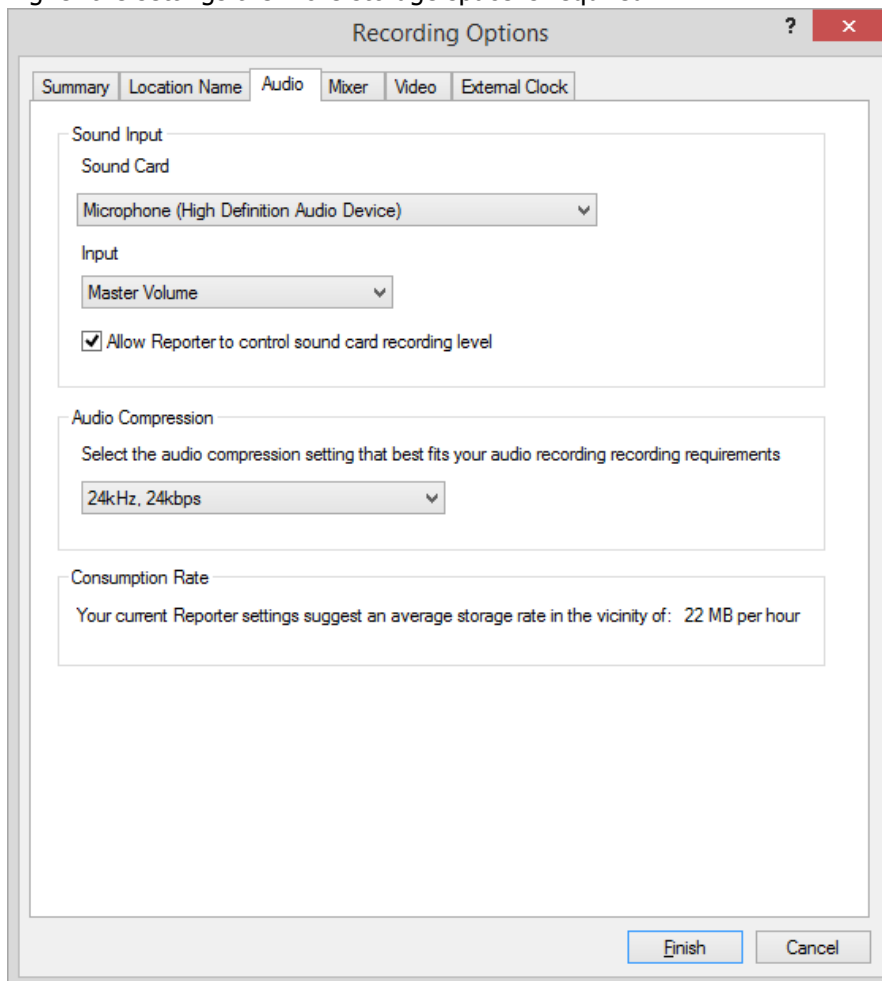
6. To edit an existing location name, select it from the list, click **Edit**, make the changes and click **OK**.
7. To remove an item from the list, select it and click **Delete**.
8. **Note:** The **Delete** button is not available when there is only one item remaining in the list. This is because 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:

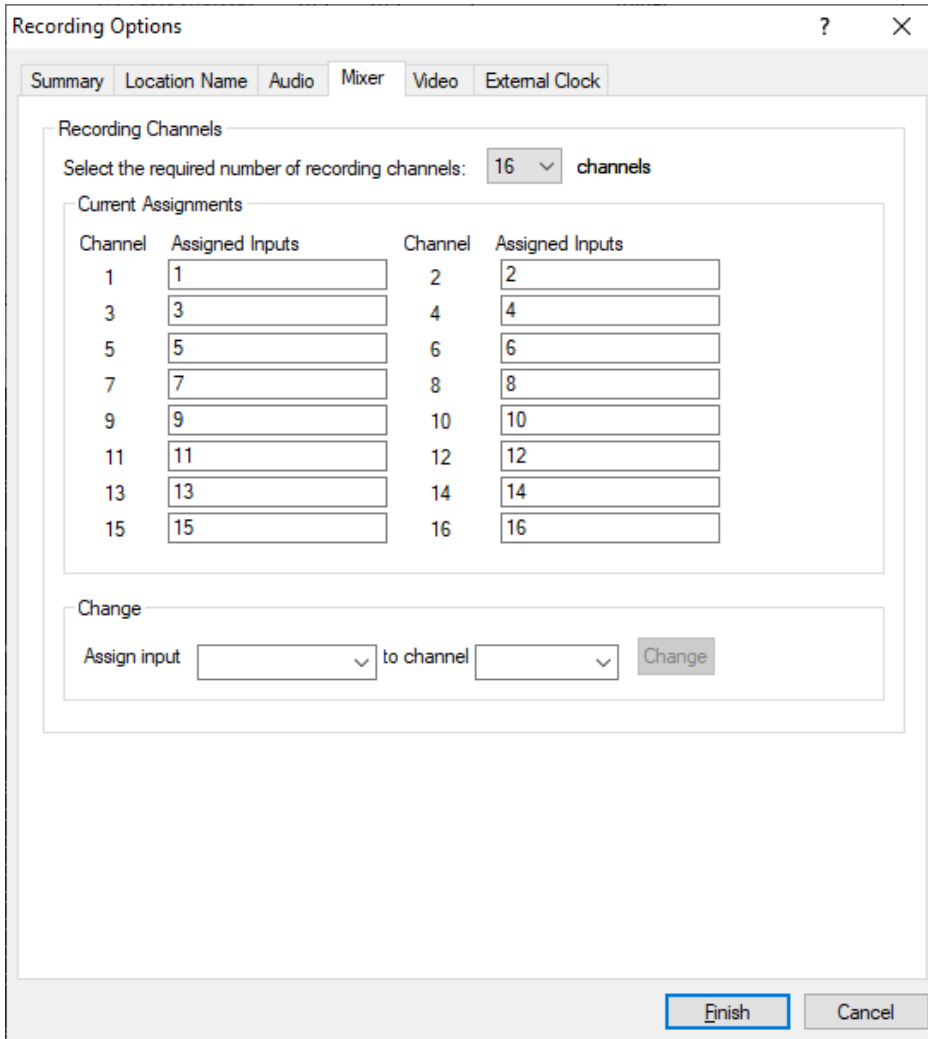
1. Click the **Menu** button, point to **Tools** then **Options** and click **Recording**.
2. Click the **Audio** tab.
3. Select the required audio capture device from the **Sound card** list.
4. Select the appropriate **Input** for the selected sound card.
5. If you want FTR Reporter to manage the recording level select the **Allow Reporter 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.



The screenshot shows the 'Recording Options' dialog box with the 'Audio' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are tabs for 'Summary', 'Location Name', 'Audio', 'Mixer', 'Video', and 'External Clock'. The 'Audio' tab is active, showing three sections: 'Sound Input', 'Audio Compression', and 'Consumption Rate'. In the 'Sound Input' section, 'Sound Card' is set to 'Microphone (High Definition Audio Device)' and 'Input' is set to 'Master Volume'. The checkbox 'Allow Reporter to control sound card recording level' is checked. In the 'Audio Compression' section, the dropdown is set to '24kHz, 24kbps'. In the 'Consumption Rate' section, it states 'Your current Reporter settings suggest an average storage rate in the vicinity of: 22 MB per hour'. At the bottom right are 'Finish' and 'Cancel' buttons.

## Recording Options – Mixer

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



The screenshot shows the 'Recording Options' dialog box with the 'Mixer' tab selected. The 'Recording Channels' section shows '16 channels' selected. Below this is a table of 'Current Assignments' with 16 channels, each assigned to a corresponding input number (1-16). At the bottom, there is a 'Change' section with two dropdown menus for 'Assign input' and 'to channel', and a 'Change' button. The 'Finish' and 'Cancel' buttons are at the bottom right.

Channel	Assigned Inputs	Channel	Assigned Inputs
1	1	2	2
3	3	4	4
5	5	6	6
7	7	8	8
9	9	10	10
11	11	12	12
13	13	14	14
15	15	16	16

### 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

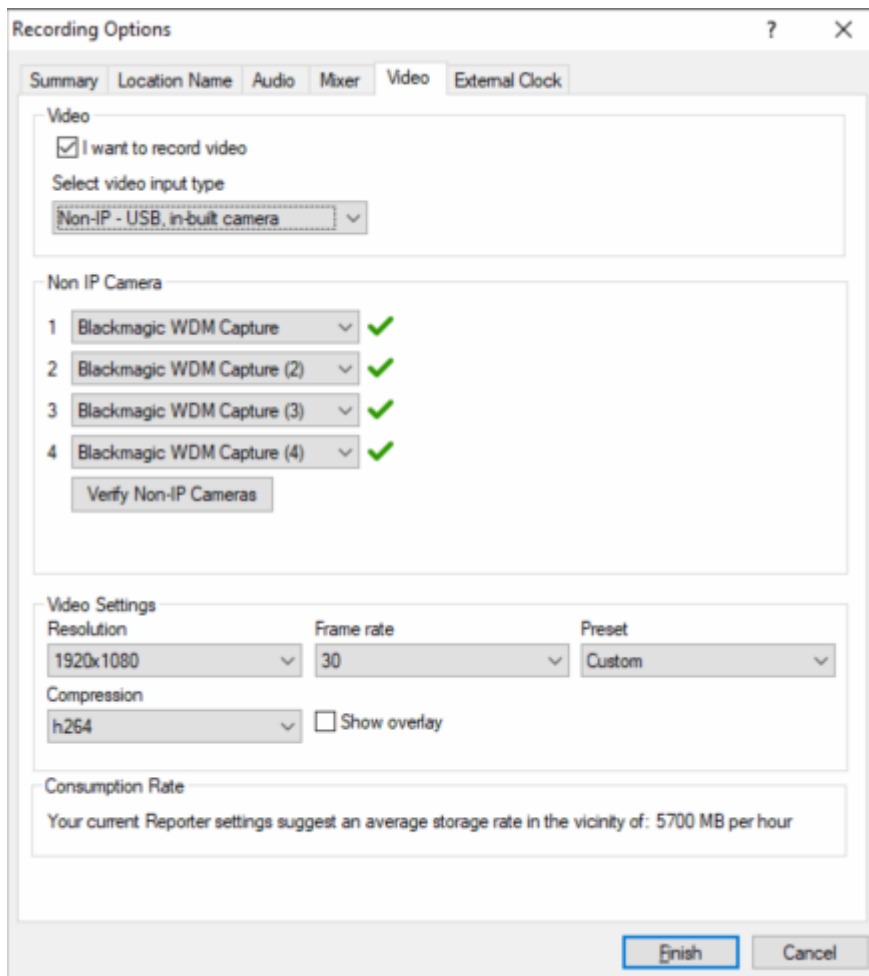
Use **Video** settings to select and configure your video capture devices. Recording options support the use of up to four video sources.

### 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 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.



The screenshot shows the 'Recording Options' dialog box with the 'Video' tab selected. The 'Video' section has a checked box for 'I want to record video' and a dropdown for 'Select video input type' set to 'Non-IP - USB, in-built camera'. Below this is the 'Non IP Camera' section with four entries, each with a dropdown menu and a green checkmark: '1 Blackmagic WDM Capture', '2 Blackmagic WDM Capture (2)', '3 Blackmagic WDM Capture (3)', and '4 Blackmagic WDM Capture (4)'. A 'Verify Non-IP Cameras' button is at the bottom of this section. The 'Video Settings' section includes dropdowns for 'Resolution' (1920x1080), 'Frame rate' (30), and 'Preset' (Custom). It also has a 'Compression' dropdown set to 'h264' and a 'Show overlay' checkbox. The 'Consumption Rate' section at the bottom states: 'Your current Reporter settings suggest an average storage rate in the vicinity of: 5700 MB per hour'. At the bottom right are 'Finish' and 'Cancel' buttons.



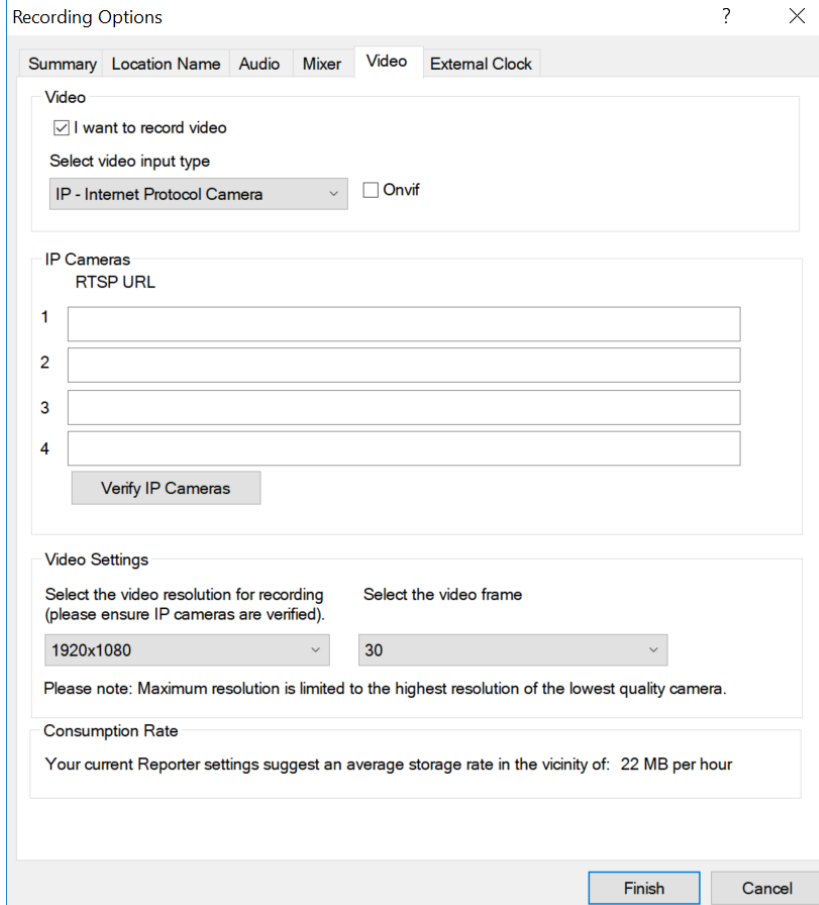
5. If your video source is one or more IP video sources, do the following:

a. Select **IP - Internet Protocol Camera** from the list.

**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**.

b. Enter the **RTSP URL** for each video source and click **Verify IP Cameras** to test the connection.

c. For **Onvif**, enter **IP Address** for each video source. If required enter a **Username** and **Password** for each video source. Click **Verify IP Address**.



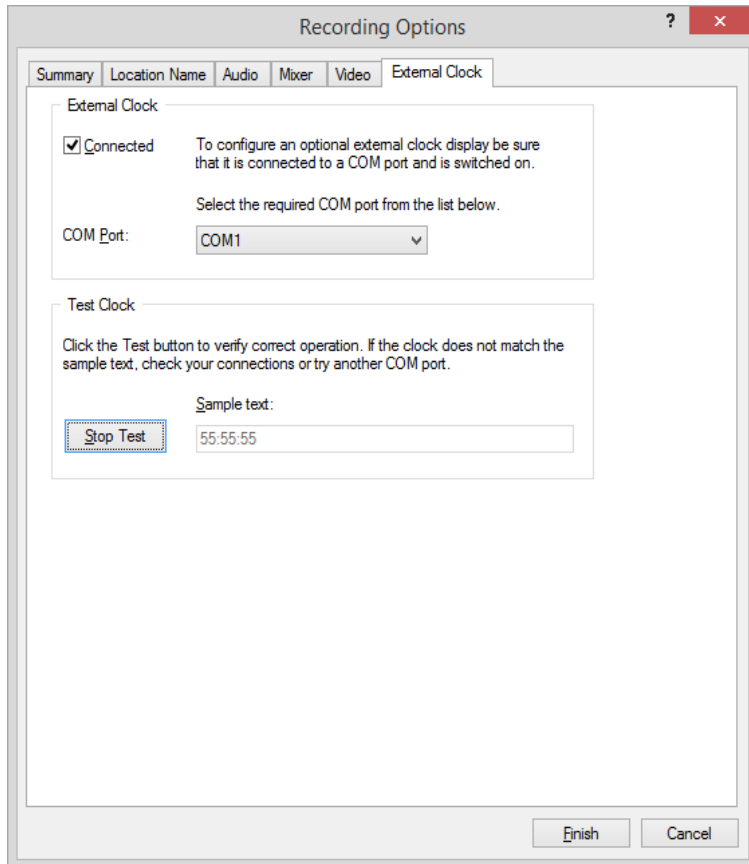
The screenshot shows the 'Recording Options' dialog box with the 'Video' tab selected. The 'Video' section has a checkbox 'I want to record video' which is checked. Below it, 'Select video input type' has a dropdown menu set to 'IP - Internet Protocol Camera' and an unchecked checkbox for 'Onvif'. The 'IP Cameras' section has a label 'RTSP URL' and four numbered input fields (1, 2, 3, 4). Below these is a 'Verify IP Cameras' button. The 'Video Settings' section has two dropdowns: 'Select the video resolution for recording (please ensure IP cameras are verified)' set to '1920x1080' and 'Select the video frame' set to '30'. A note below states: 'Please note: Maximum resolution is limited to the highest resolution of the lowest quality camera.' The 'Consumption Rate' section shows 'Your current Reporter settings suggest an average storage rate in the vicinity of: 22 MB per hour'. At the bottom right are 'Finish' and 'Cancel' buttons.

d. 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.



The screenshot shows the 'Recording Options' dialog box with the 'External Clock' tab selected. The 'External Clock' section includes a checked 'Connected' checkbox, a text box explaining that the external clock display must be connected to a COM port and switched on, and a 'COM Port' dropdown menu currently set to 'COM1'. Below this is the 'Test Clock' section, which contains a 'Sample text' field displaying '55:55:55' and a 'Stop Test' button. At the bottom of the dialog are 'Finish' and 'Cancel' buttons.


### To configure the clock:

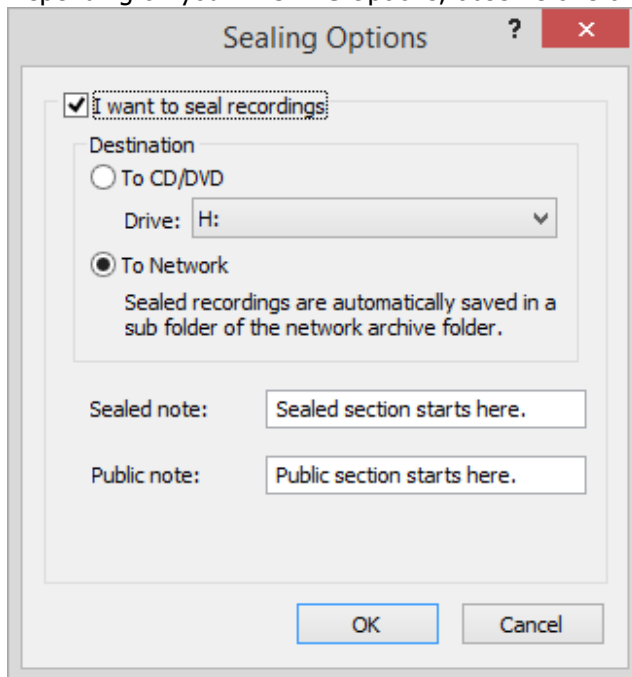
1. Select the **Connected** checkbox.
2. Select the **COM port** that connects to the clock.
3. Click the **Test** button and verify that the sample text is displayed by the clock.

## Changing Sealing Options

With FTR Reporter you can also switch between sealed and public recording if sealing has been configured in *Options*. To configure sealing options, it is necessary to set your archive options to CD/DVD or Network. See *Changing Archive & Backup Options* earlier in this guide.

### To change sealing options:

1. Click the **Menu** button , point to **Tools** then **Options** and click **Sealing**.
2. Depending on your **Archive** Options, observe one of the following **Sealing Options** pages is shown.



**Sealing Options** ? x

☒ I want to seal recordings

Destination

☐ To CD/DVD

Drive: H: v

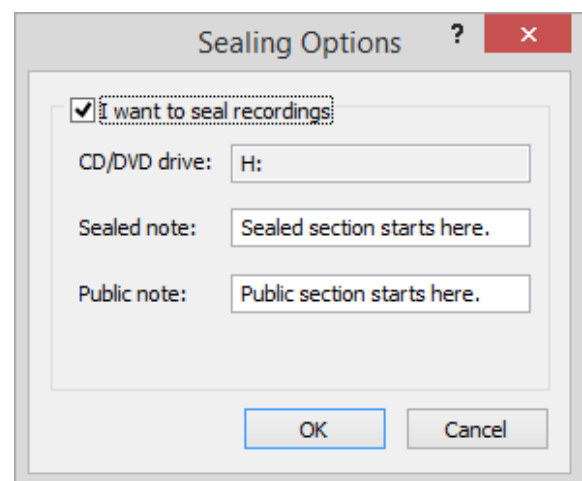
☒ To Network

Sealed recordings are automatically saved in a sub folder of the network archive folder.

Sealed note: Sealed section starts here.

Public note: Public section starts here.

OK Cancel



**Sealing Options** ? x

☒ I want to seal recordings

CD/DVD drive: H:

Sealed note: Sealed section starts here.

Public note: Public section starts here.

OK Cancel

3. To seal recordings, do the following:
  - a. Select I want to seal recordings.
  - b. Choose either one of the **Destination** options (available if archive options are set to Network)
4. When all changes are complete, click **OK**.

## 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.

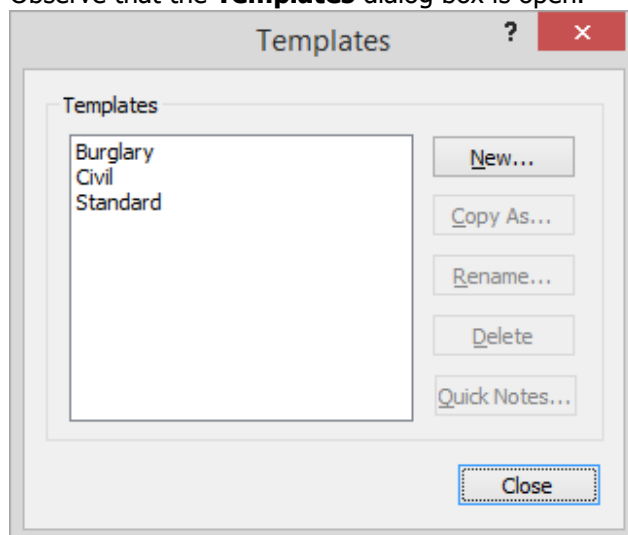
**Note:** When quick notes are edited in a log sheet, they are not changed in the template. The template ensures that a consistent set of quick notes is available when a new log sheet is created. See *Log Sheet Quick Notes* in the *Taking Notes* section, later in this guide.

### Managing Templates

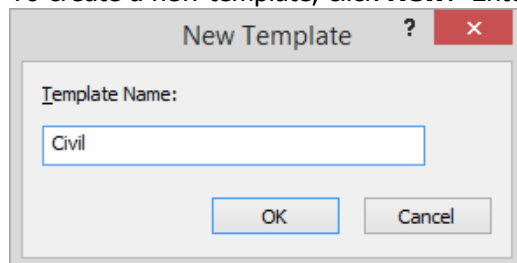
You can create templates containing unique Quick Notes for each case type. This is typically done at installation time.

#### 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**.




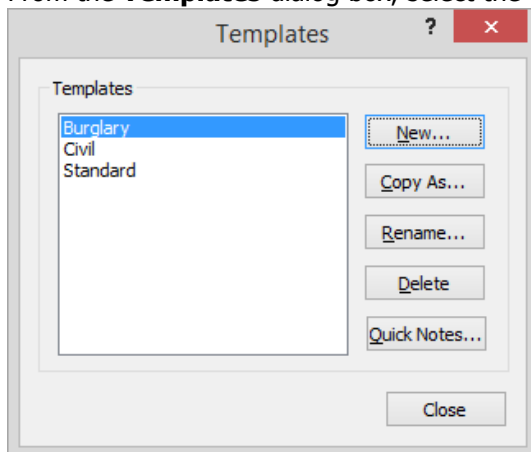
4. To create a new template based on an existing template, select an existing template and click **Copy As**. Enter a new name for the template and click **OK**.
5. To rename a template, select it from the list of templates and click **Rename**. Change the name as required and click **OK**.
6. To delete 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

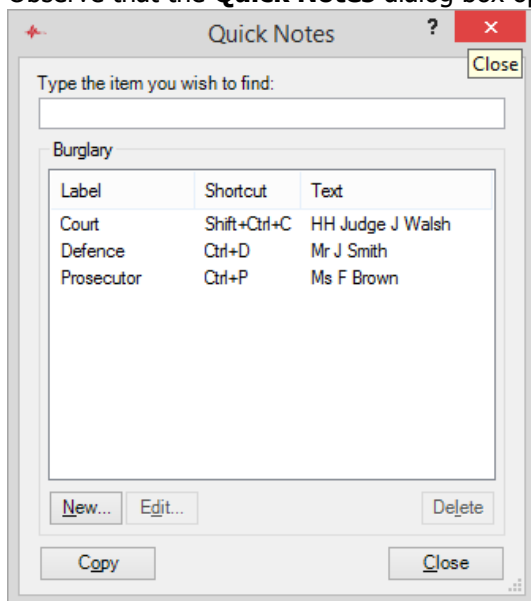
Once templates are created, you can define the relevant default quick notes.

### 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**.

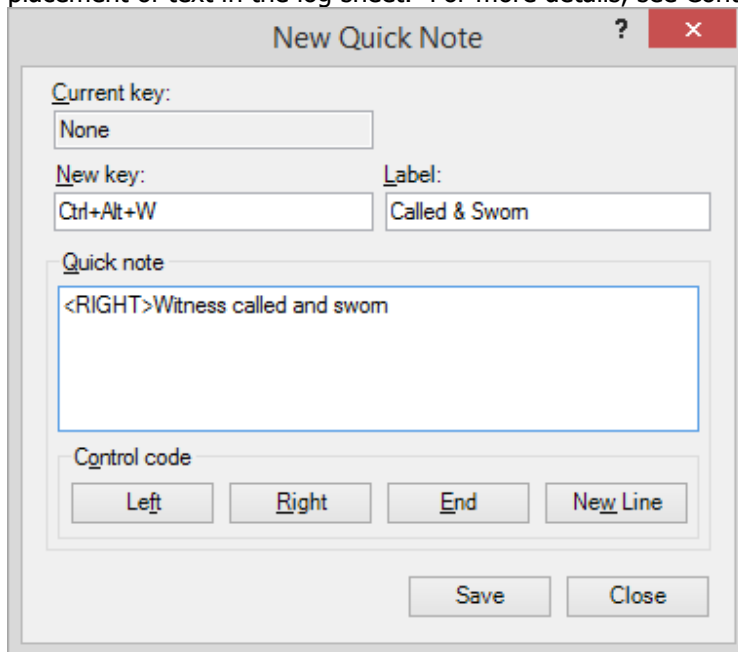


3. Observe that the **Quick Notes** dialog box opens.



**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.  
**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:
- 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.

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

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

Control Code & Text	Result
<END>Called & sworn<RIGHT>	The text, <b>Called &amp; sworn</b> , is immediately inserted in the last empty row of the <b>Speaker</b> column, a time stamp is automatically generated and the cursor is positioned in the adjacent <b>Note</b> column
<END><RIGHT>Court adjourned	A time stamp is automatically generated and the text, <b>Court adjourned</b> , 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 <b>Exhibit</b> , then creates a new line and inserts <b>Police Record of Interview</b> .
















# Recording and Monitoring

Using FTR Reporter you can start and stop recording and then monitor the venue using FTR Player. You can also switch between sealed and public recording, if sealing has been configured in *Options*.


## Start, Pause, Stop, and Seal Recording

You can start, pause, stop and switch between sealed and public recording from the Recorder bar or from the menu.

### To start, pause and switch recording:

1. Do one of the following:
  - a. From the **Recorder Toolbar**, click  to start recording or
  - b. Click the **Menu** button , point to **Record** and click **Start**.
2. Observe that the **Start Recording** button  changes to the **Wait** button  while Reporter 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.
3. If Save destination has been enabled, observe the **Pause** button  while recording is occurring.
4. If Save destination has not been enabled, observe the **Recording** button  while recording is occurring.
5. Observe that the record time display switches from dashes to an advancing time.  
 From  to 
6. Observe that FTR Player automatically starts and plays the active recording – Confidence Monitoring.
7. To switch between public and sealed recording, click .  
 When recording is sealed, the record time display is shown with a red border .
8. To pause recording, click .
9. Observe that the flashing **Pause** button  changes to the **Resume** recording  button.
10. Observe that the record time display changes to dashes.
11. From  to 

### To stop recording:

1. Click the  button to conclude the recording.



## Monitoring

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.

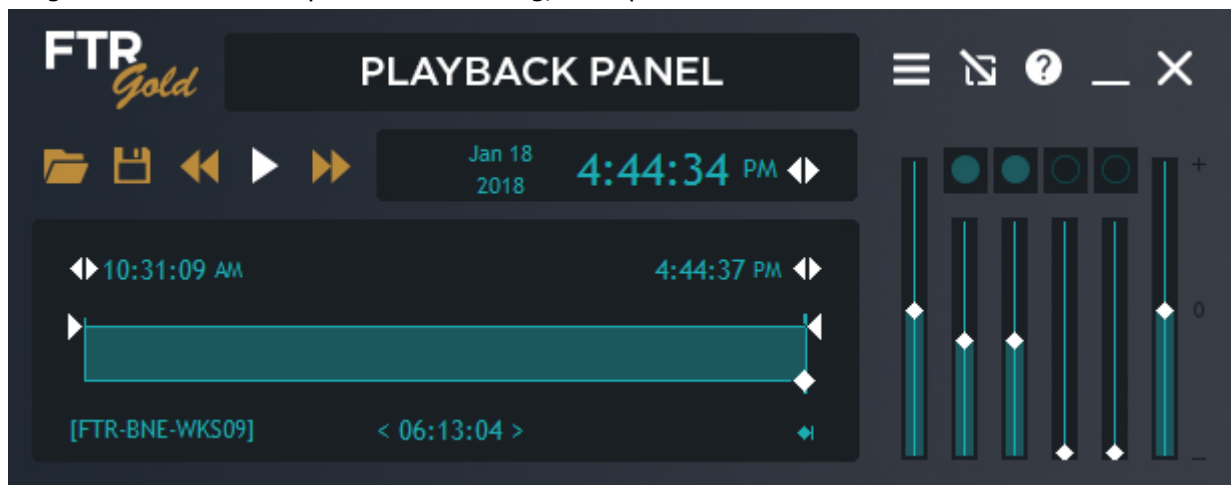
## Using FTR Player

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 Reporter window). If the compact player is dragged near the FTR Reporter 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

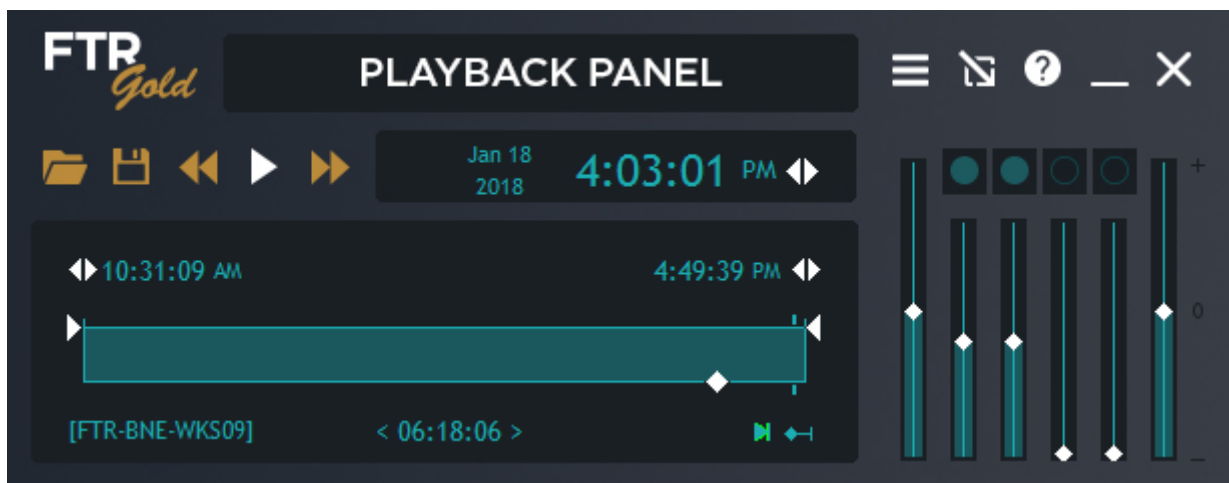
## Confidence Monitoring

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 Reporter.







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

## Taking Notes

FTR Reporter 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.

## 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, the selected recorder and the content that is open in the player.

Icon	Description
 only	This log sheet is associated with the content currently open in the player but is not associated with the recorder. Any new log notes are linked to the content in the player.
 only	This log sheet is associated with the selected recorder but is not associated with the content that is open in the player. All new timestamps are taken from the recording time.
 and 	This log sheet is associated with the selected recorder and the content that is open in the player. All new timestamps are taken from the current play time in the player.
None	The log sheet is not associated with the recorder or any content open in the player.

## Creating Log Sheets

When a new 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 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

As part of the installation process for FTR Reporter, 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 log sheet from a template:

1. Do one of the following:
  - a. To create a log sheet for the active recording, click **Play At End**  to ensure that the current recording is open in the player and that you are confidence monitoring.
  - b. To create a log sheet for an existing recording, open the recording in the player. See FTR Player help for more details.
2. Do one of the following:
  - a. Click **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 the required template and click **OK**.
4. Observe the following:
  - a. If you created a new log sheet for the recorder (from step 1a) the location name matches the Recorder location name, which is displayed in the recorder bar.
  - b. If you created a new log sheet while the recorder is not associated with the content that is open in the player (from step 1b), you are prompted to choose. To associate the new log sheet with the recorder, click the **Recorder** option and click **OK**. To associate the log sheet with the content in the player, click the **Player** option and click **OK**. The location and date of the log sheet matches your selection.

### 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:

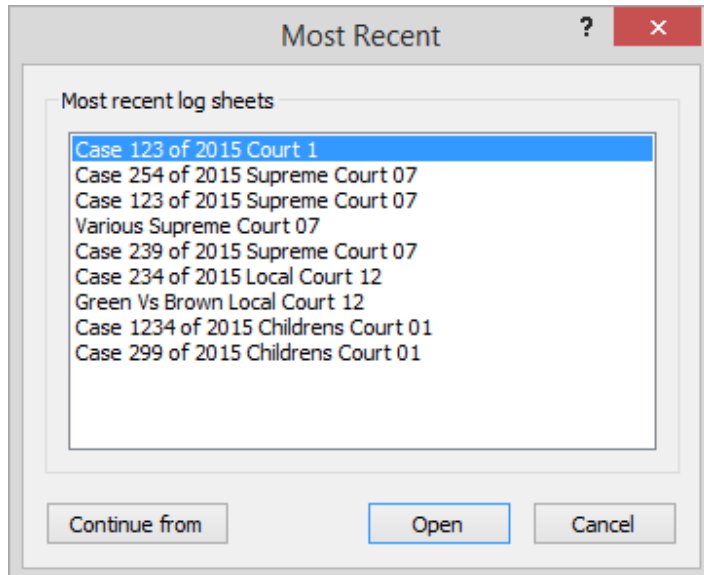
- A recent log sheet.
- Using this method, you do not have to open an earlier log sheet to continue with a new log sheet.
- The active log sheet.
- This method requires that you open a log sheet first. This is necessary if the required log sheet is no longer in your list of most recently used log sheets.

## 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 with the current date and recorder location name.
  - 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 an Old Log Sheet

When continuing from an old 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.
  - 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.

<b>Description</b>	Case 113 of 2016	
<b>Date</b>	11/4/2016	<b>Location</b> NYC-Court1--PROFA

### 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 is automatically completed when you create the log sheet. It will be the location name of the recorder (seen in the Recorder Bar) or the location name of the content that is open in the player.

### Date Field


The **Date** field is automatically completed when the log sheet is created and cannot be changed. The date appearing in this field is one of the following:

- Computer system date if:  
The player is not started.  
The player is started but not loaded with any content.  
The player is started and you are listening to the current recording.
- Date of recording if:  
The content that is open in the player does not match the recorder and you opted to associate the log sheet with the player.


## Entering Log Notes

When you create a new 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.

**Note:** If the player and recorder are both associated with the log sheet, timestamps are taken from the play time 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 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 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 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.



## 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 Convert 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. Create a new log sheet and start recording.
2. When the hearing starts, do one of the following:
  - a. Click the **Menu** button , point to **Tools** and click **Tag Hearing Start** or
  - b. 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**
  - b. or 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.


## Back Annotating

While taking notes with an active recording 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 Reporter 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 Reporter 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 from the selected recorder.

#### **To back annotate using the player:**

1. Use the player to locate the time requiring a note. See FTR Player help or 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 from the selected recorder.

## 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:

- 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. 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 → 

15:53:03	Called and Sworn	Mr J R Ewing
----------	------------------	--------------
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

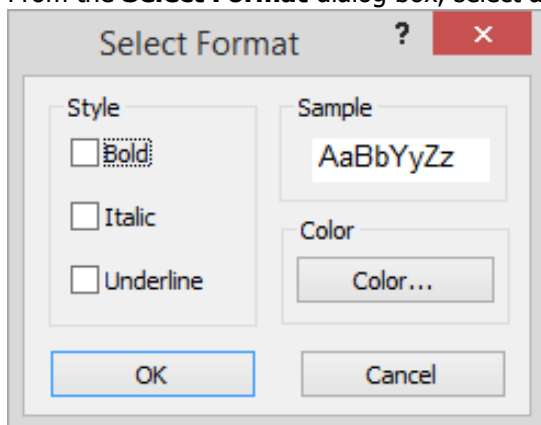
You can apply formatting to selected text or you can simply change the format at the current cursor position and any new text that is entered there adopts the newly selected format.

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**.
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.

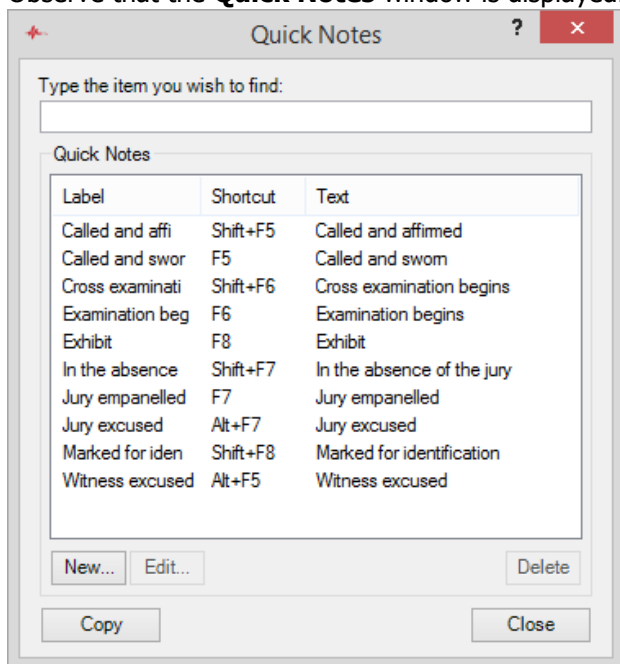
**Note:** When quick notes are edited in a log sheet, they are not changed in the template. The template simply ensures that a consistent set of quick notes is available when a new log sheet is created. Template quick notes can be edited – see *Managing Template Quick Notes* earlier in this guide.

## 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.

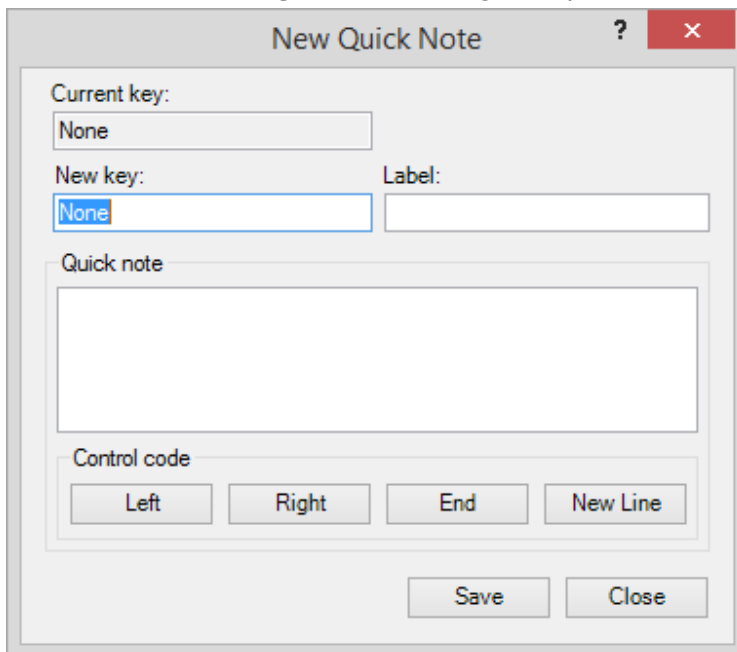
- Open the **Quick Notes** window and click the **New** button or
- Select text in your log sheet and use a keyboard shortcut to add it to the list of quick notes.

### *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**.

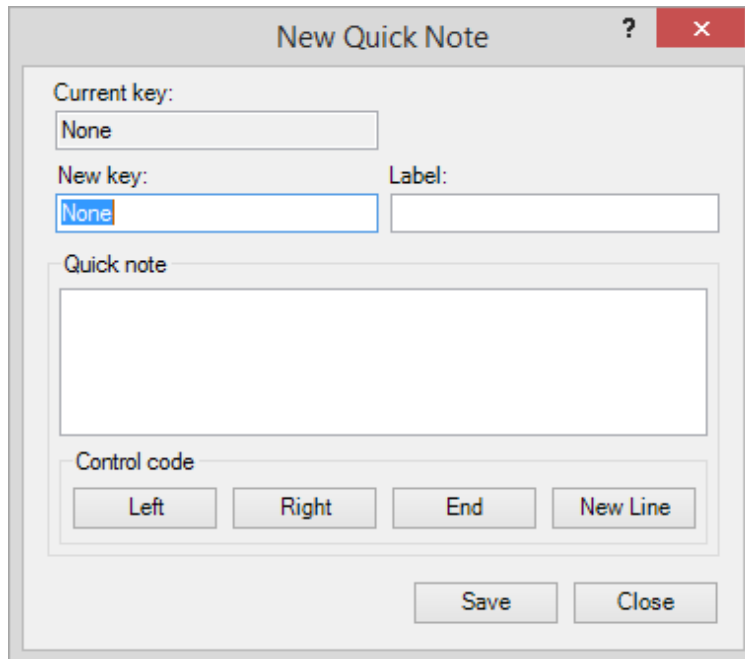
### *Creating a Quick Note from a Selection*

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



The screenshot shows the 'New Quick Note' dialog box. The title bar includes a question mark icon and a red close button. The dialog contains the following elements:

- Current key:** A dropdown menu showing 'None'.
- New key:** A text input field containing 'None', which is currently selected with a blue border.
- Label:** An empty text input field.
- Quick note:** A large, empty text area for entering the note content.
- Control code:** A section containing four buttons: 'Left', 'Right', 'End', and 'New Line'.
- Buttons:** 'Save' and 'Close' buttons are located at the bottom right of the dialog.

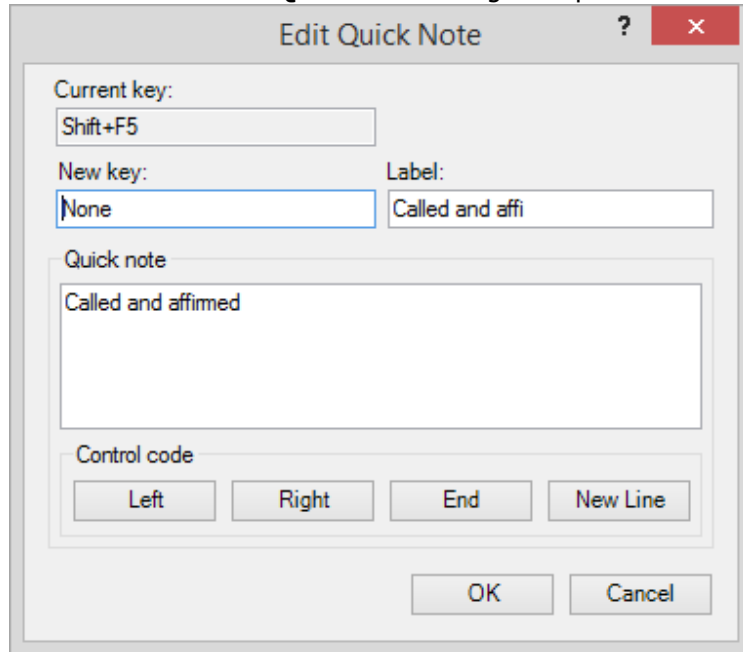
4. Enter a keyboard shortcut in the **New Key** box and an optional **Label**.
5. Enter any relevant control codes.
6. Click **OK**.

## 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.



**Edit Quick Note**

Current key:  
Shift+F5

New key: None      Label: Called and affi

Quick note  
Called and affirmed

Control code  
Left    Right    End    New Line

OK    Cancel

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.

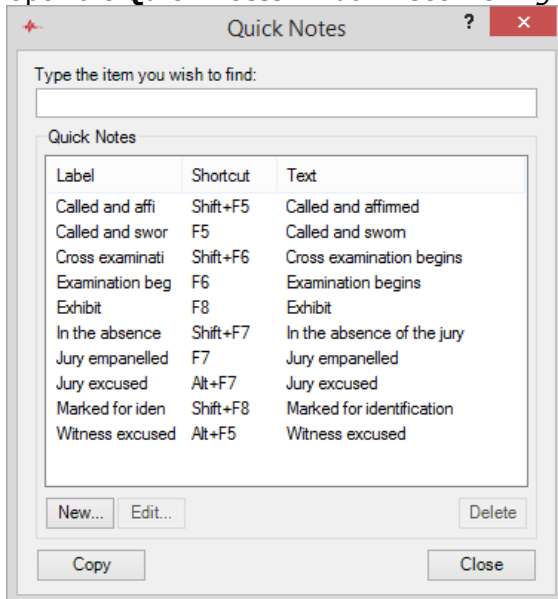
### To insert a quick note:

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.

## 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:

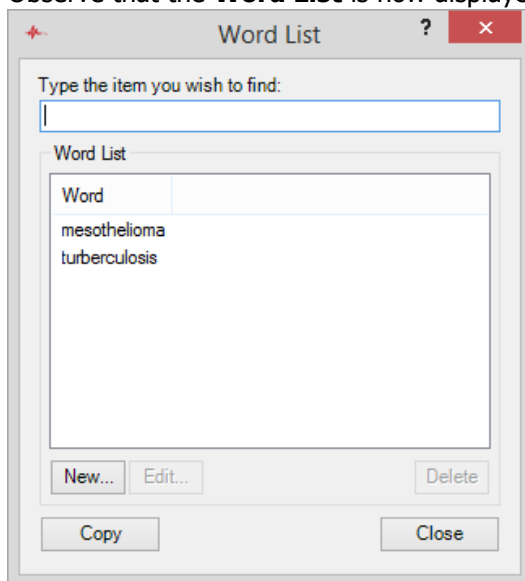
- Spelling list - keeps a record of difficult words or names. The list becomes a reference for transcription staff.
- Witness list – keeps a log of witnesses as they appear.

### 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.




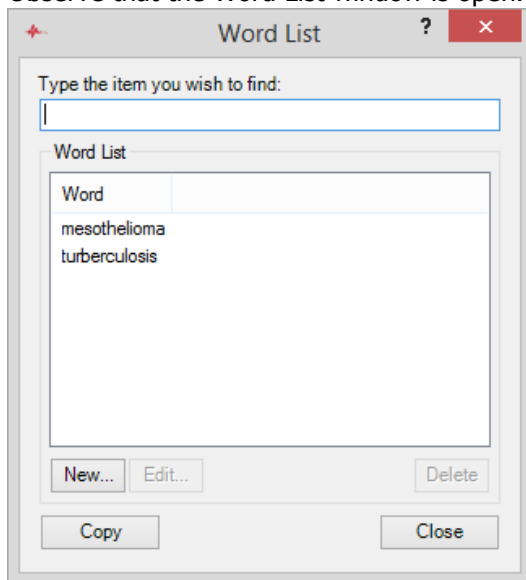
3. Size and position the **Word List** window to suit your desktop.

## 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 required 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.

## Creating a New Word List Item

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

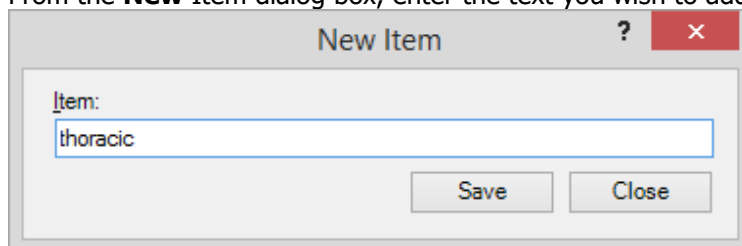
- From the **Word List** window, click **New** or
- Select text in your log sheet and use a keyboard shortcut to add it to the list.

### *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 Word List Items

You can edit existing items in 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.

## Deleting Word List Items

You can delete existing items from the Word List.



#### **To delete a Word List item:**

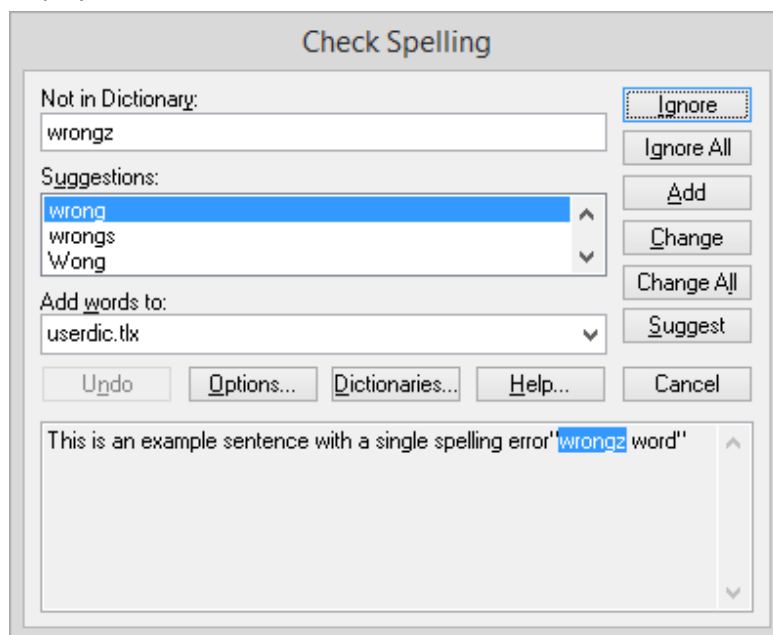
1. From the **Word List** window, select the item you want to delete.
2. Click **Delete**.
3. Click **Yes** from the confirmation dialog box to proceed with the deletion.

## Spell Checking

FTR Reporter 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 Reporter 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.

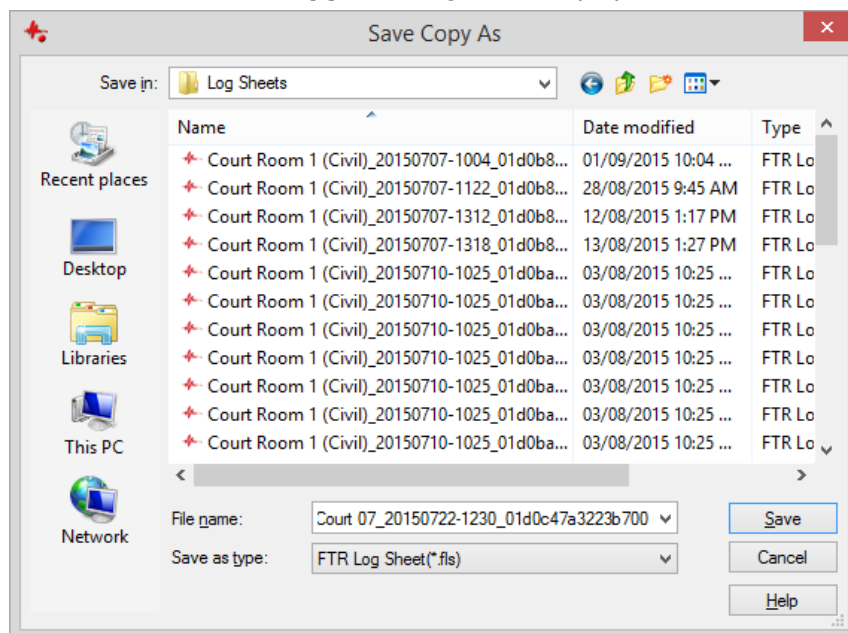
When saving a copy you can choose one of two formats.

- 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 Reporter 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 Reporter 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 Reporter 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 Log Sheets

Using FTR Reporter, 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 Reporter 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




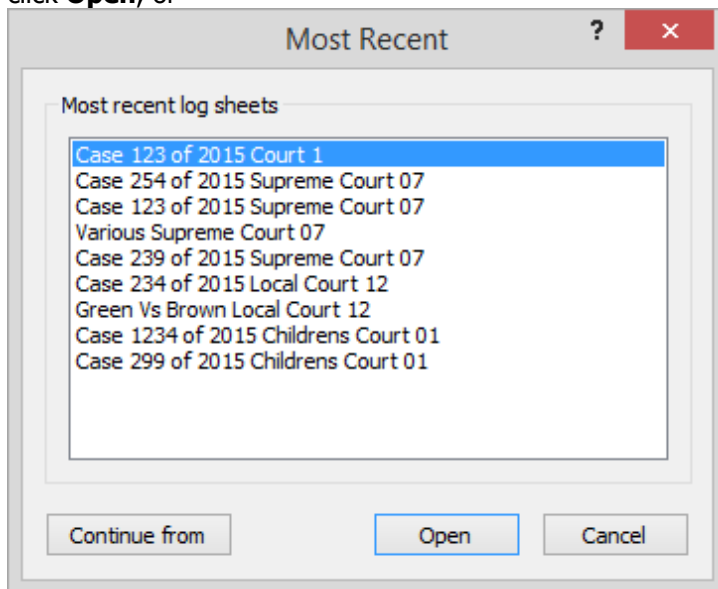
## Open Most Recent


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




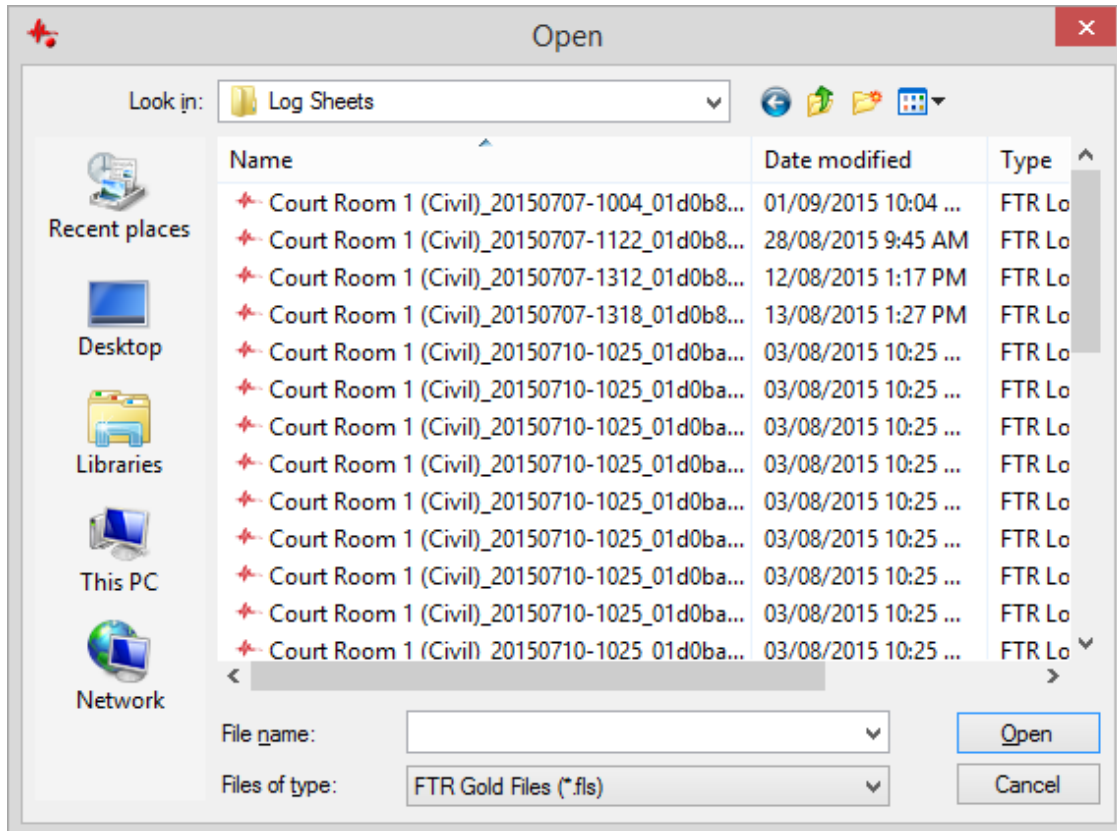
- b. Click the **Menu** button , point to **File** and click the required log sheet from the **File** menu.

## 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.



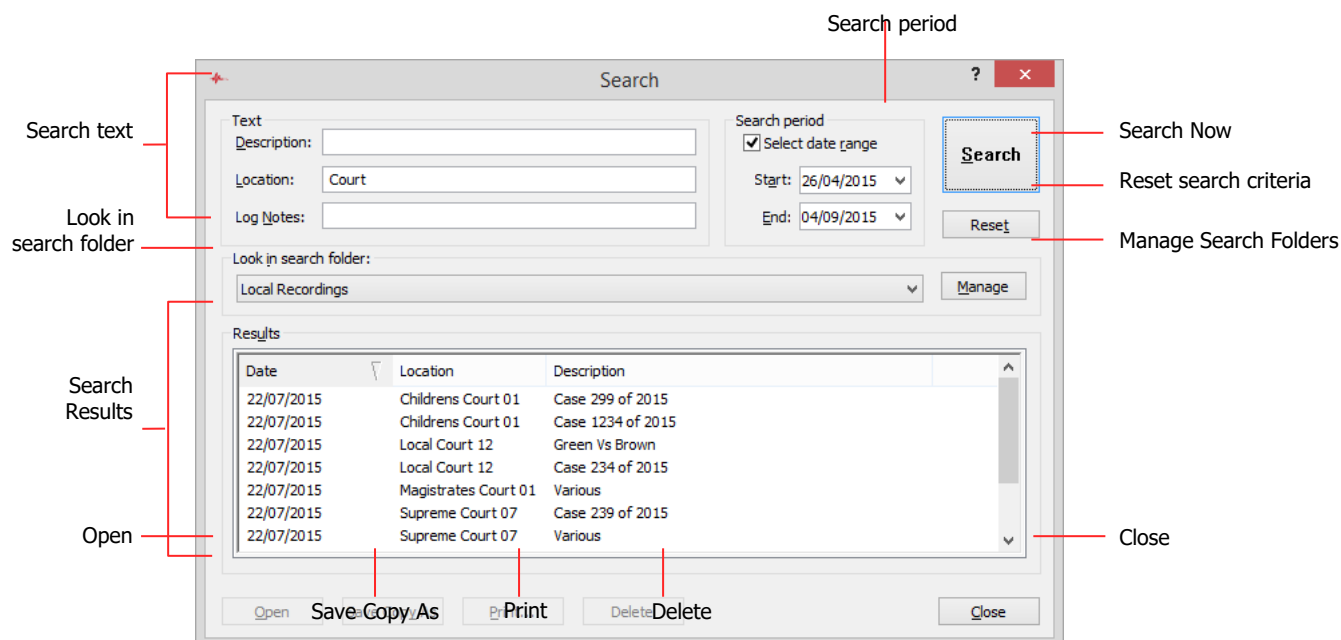
3. Click **Open**.

## 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 <b>Description</b> 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 <b>Location</b> name.
Log Notes	Use this box to enter text you know can be found in the <b>Speaker</b> or <b>Note</b> 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** folder by selecting it from the pull down list of configured search folders.
4. 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 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:

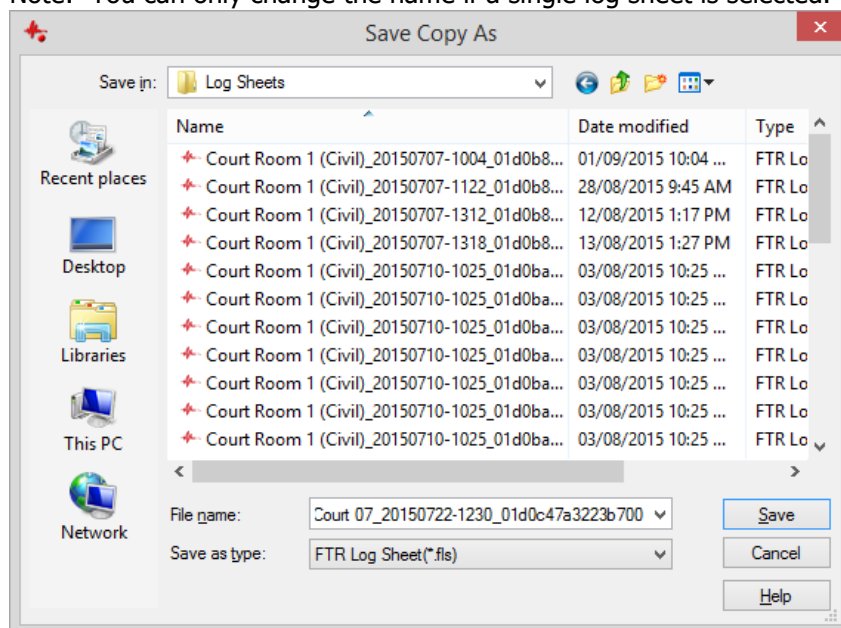
1. Perform a search for the required log sheets - as previously described.
2. Select one or more log sheets, to a maximum of 10, from the **Search Results** list.
3. Click **Open**.

**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 100) 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.

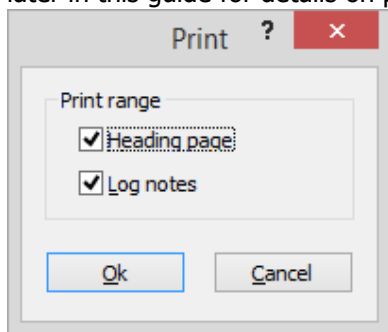


5. Click **Save**.

### 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, 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 User 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 Guide* or help. If the log sheet contains a Location Name that does match any recording in any folder, it may be incorrect. Check that the Location Name is correct. If you know that a recording does exist, 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, 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, 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, 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 Reporter, 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, 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

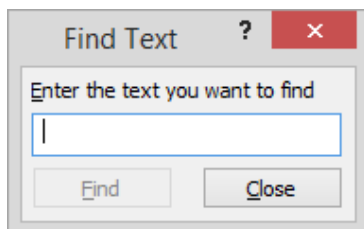
1. Open the log sheets to be merged.
2. Select the log sheet containing heading information that you want copied to the heading of the merged log sheet.
3. Click the **Menu** button , point to **Tools** and click **Merge**.  
Note: If one or more log sheets have different dates, a warning is generated. 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:

- If not in edit mode, click the **Edit/Read-only** button  or click the **Menu** button , point to **Edit** and click **Edit Mode**.
- Enter or modify the Description field, as required.
- Select the log note field you wish to edit.
- 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:

- In the player, set the current play time to the time that requires a note.
- 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.

## 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:

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

# Archiving

FTR Reporter 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.

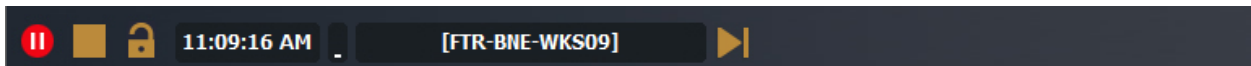
If FTR Reporter is configured for **Network** archiving there is no action required by the user. Archiving is automatic.

**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.

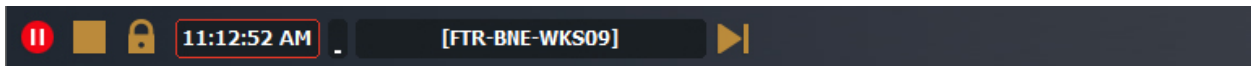
If the chosen archive method is CD/DVD or Removable disk, archiving is started manually - usually at the end of the day's recording.

If you configured FTR Reporter to archive sealed recordings to CD/DVD the manual archive process will create separate CD/DVD's for your sealed recordings. If you archive public recordings and sealed recordings to CD/DVD, two disc-burning procedures start - sealing to CD/DVD occurs first, followed by Archiving to CD/DVD. Manual archiving controls are available from the Recorder Bar as illustrated in the following images.

Recorder Bar with sealing disabled while archiving to network.



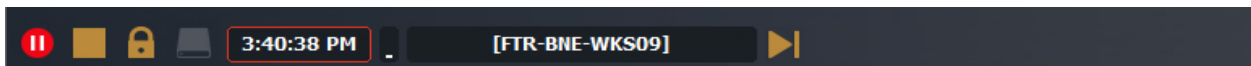
Recorder Bar with sealing enabled but archiving and sealing to network.



Recorder Bar with sealing enabled and CD/DVD Archiving and/or Sealing to CD/DVD



Recorder Bar with Removable Disk Archiving




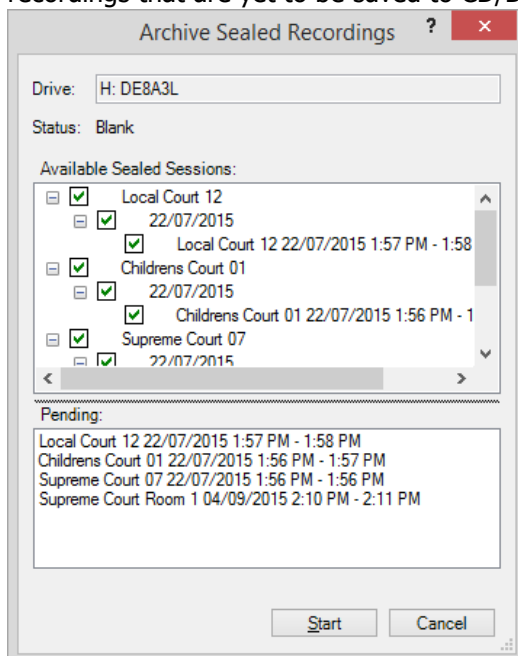
**Note:** Sealing is only available if you configured FTR Reporter *Sealing Options*.

## Sealing To CD/DVD

If you have set your archive method to CD/DVD or Network, sealing can be enabled and configured. If you set your sealing method to CD/DVD, the process for archiving sealed recordings is similar to archiving public recordings to CD/DVD. If your sealing method is network, no user action is required - sealing is automatic.

### To seal to CD/DVD:

1. Stop recording and close all log sheets.
2. Insert a blank CD or DVD.
3. Do one of the following:
  - a. From the **Tools>Options** menu click **Archive** or
  - b. From the **Recorder** bar, click .
4. If you did not close your log sheets at the start, a message is displayed. If you wish to proceed with archiving, click **Yes** to close log sheets.
5. From the **Archive Sealed Recordings** dialog box, observe that the **Available** list shows all sealed recordings that are yet to be saved to CD/DVD.



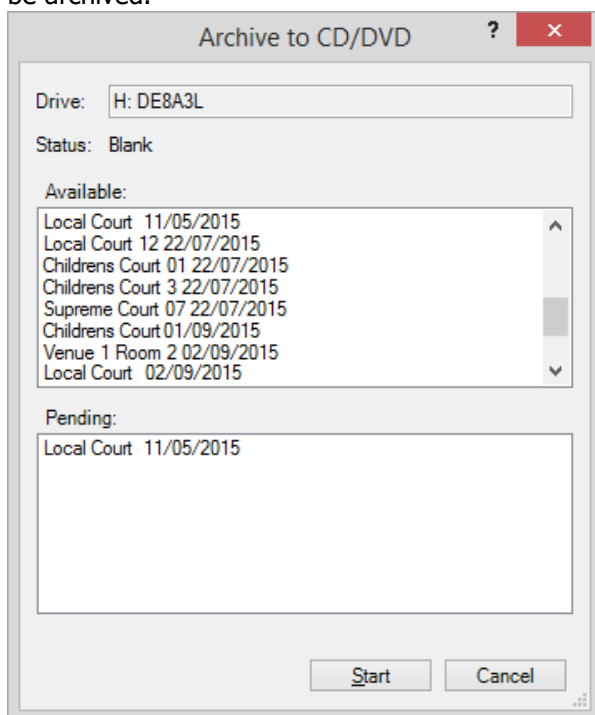
6. If all sealed recordings can fit on the available disc they are automatically selected and are displayed in the **Pending** box. If not, it is necessary to manually select recordings. As you select a recording, it is added to the **Pending** box. If you select too many recordings, a warning message is displayed.
7. When you have selected all the required recordings, click **Start**.
8. Observe that the pending sealed recordings are saved to disc. Respond to confirmation messages as required.
9. Repeat this process until all sealed recordings are saved to CD/DVD.
10. When all sealed recordings are saved to CD/DVD the dialog box closes.  
If you are also archiving to CD/DVD, the **Archive to CD/DVD** dialog box is displayed.  
See *Archiving to CD/DVD* in the next section.

## Archiving to CD/DVD

CD/DVD archiving is a manual process. 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 archiving:

1. Stop recording and close all log sheets.
2. Do one of the following:
  - a. From the **Tools>Options** menu click **Archive** or
  - b. From the **Recorder** bar, click .
3. If you did not close your log sheets at the start, a message is displayed. If you wish to proceed with archiving, click **Yes** to close log sheets.
4. From the **Archive to CD/DVD** dialog box, observe that the **Available** list shows all recordings that are yet to be archived.



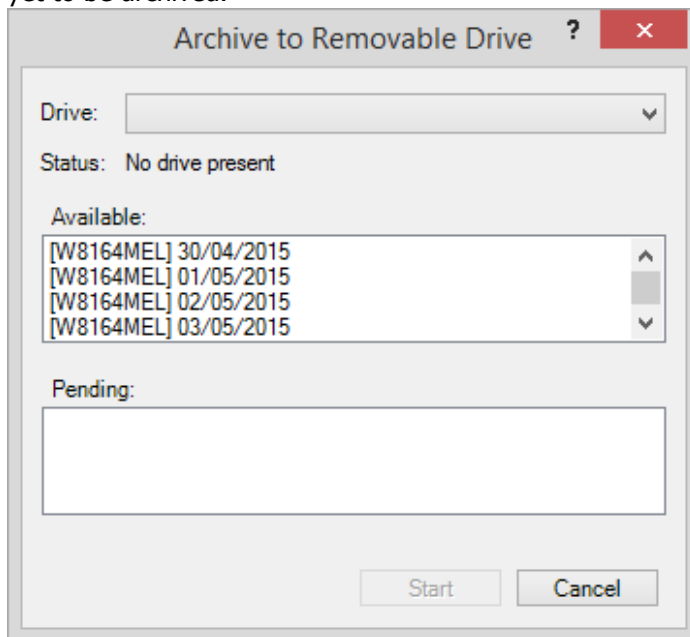
5. Insert a blank CD or DVD and observe that the **Pending** list is automatically updated with a list of recordings that will be saved to disc.
6. Click **Start**.
7. Observe that the pending recordings are saved to disc. Respond to confirmation messages as required.
8. Repeat this process until all 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. Close all log sheets.
2. Do one of the following:
  - a. From the **Tools>Options** menu click **Archive** or
  - b. From the **Recorder** bar, click 
3. If you did not close your log sheets at the start, a message is displayed. If you wish to proceed with archiving, click **Yes** to close all log sheets.
4. From the **Archive to Removable** dialog box, observe that the **Available** list shows all recordings that are yet to be archived.



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

# Printing



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

## Printing Log Sheets

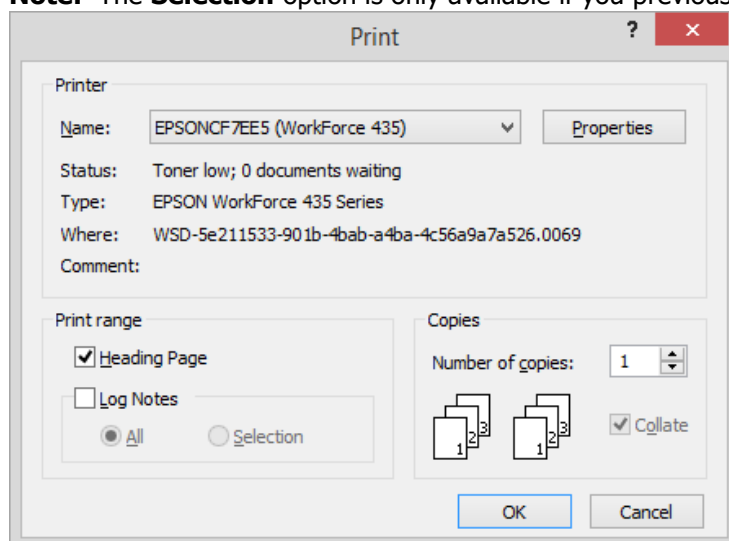
You can print a log sheet or selection of notes from the active log sheet. Prior to printing you can adjust the way the printed page appears by changing the page setup. You can also preview the print job on screen before printing.

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**.

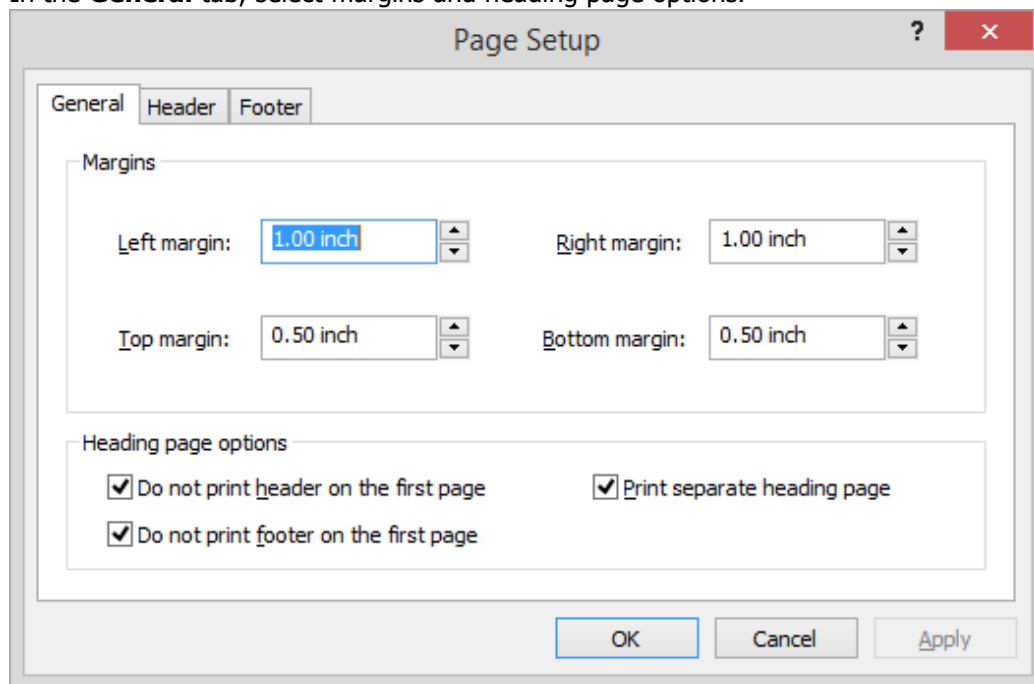


## Page Setup

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

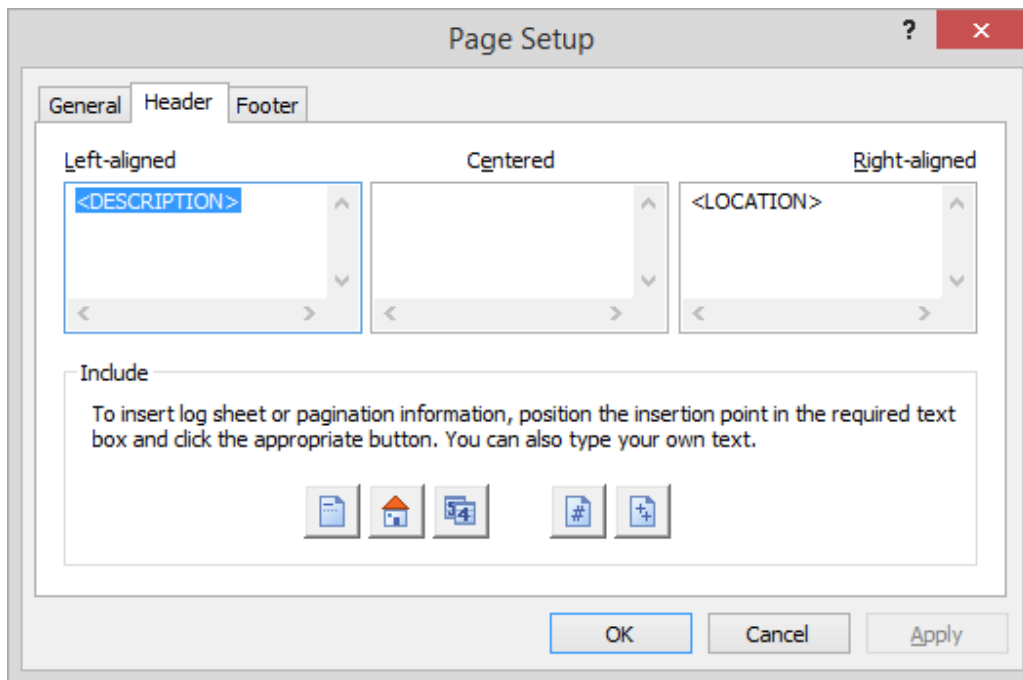
### To change page setup:

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



3. Set margins, as required.
4. 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.

- 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>

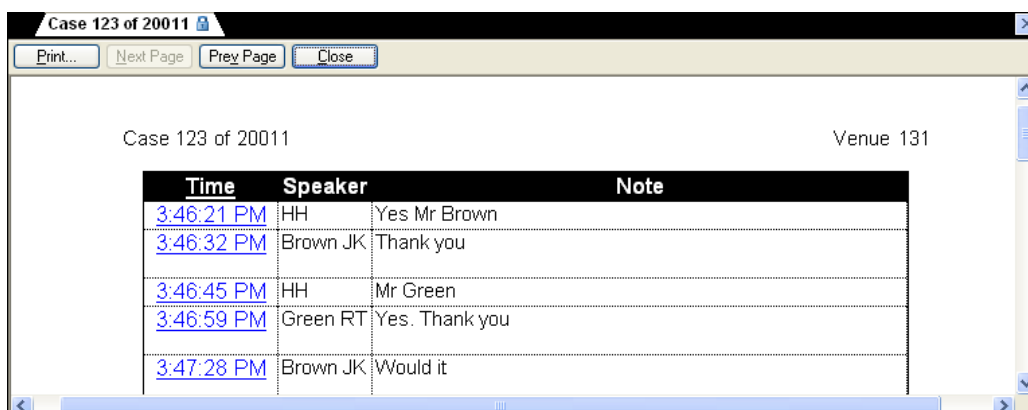
- Click **OK** to save the settings.

## 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** 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 Reporter.

To	Press
Show menu	ALT or F10
Create a new log sheet	ALT + F12 (edit mode only)
Find Text	CTRL + F3
Find Next*	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.

**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 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

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