

## Copying FTR Audio from Hard drive to CD

1.) Insert a blank unformatted CD into the CD Writer drive. (Close any programs that may open)

2.) Open FTR Player by clicking on icon

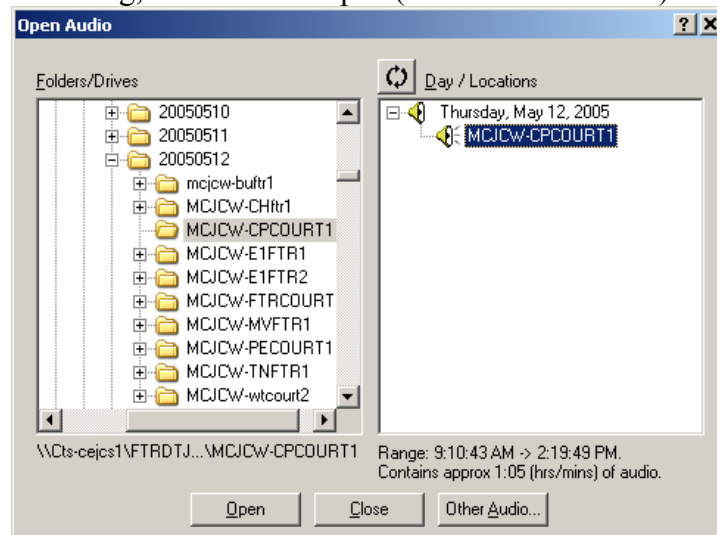


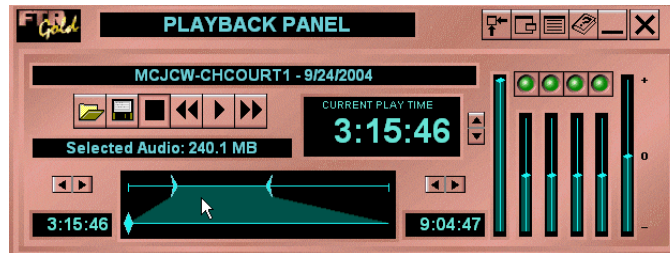
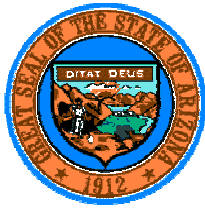
3.) Click on open audio folder button.



4.) Select FTR audio on **My Network Places -> Entire Network -> Microsoft Windows Network -> Cts -> Cts-cejcs1 -> FTRD TJView**  
( Note all audio recordings will load on right side of dialog box)

5) Next, select date of recording, then click on open (wait till audio loads)

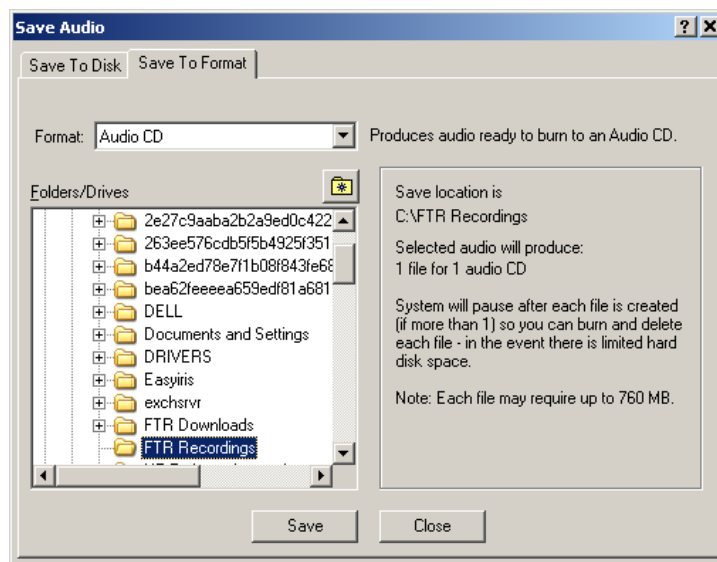




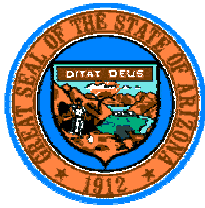
- 6) Isolate time needed for case / trial  
(Make sure you listen to the beginning and end of the selected audio to ensure correctness)



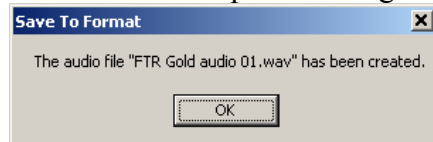
- 7) Click save audio button.
- 8) Then click the Save to format tab
- 9) Now click on **FTR Recordings** folder



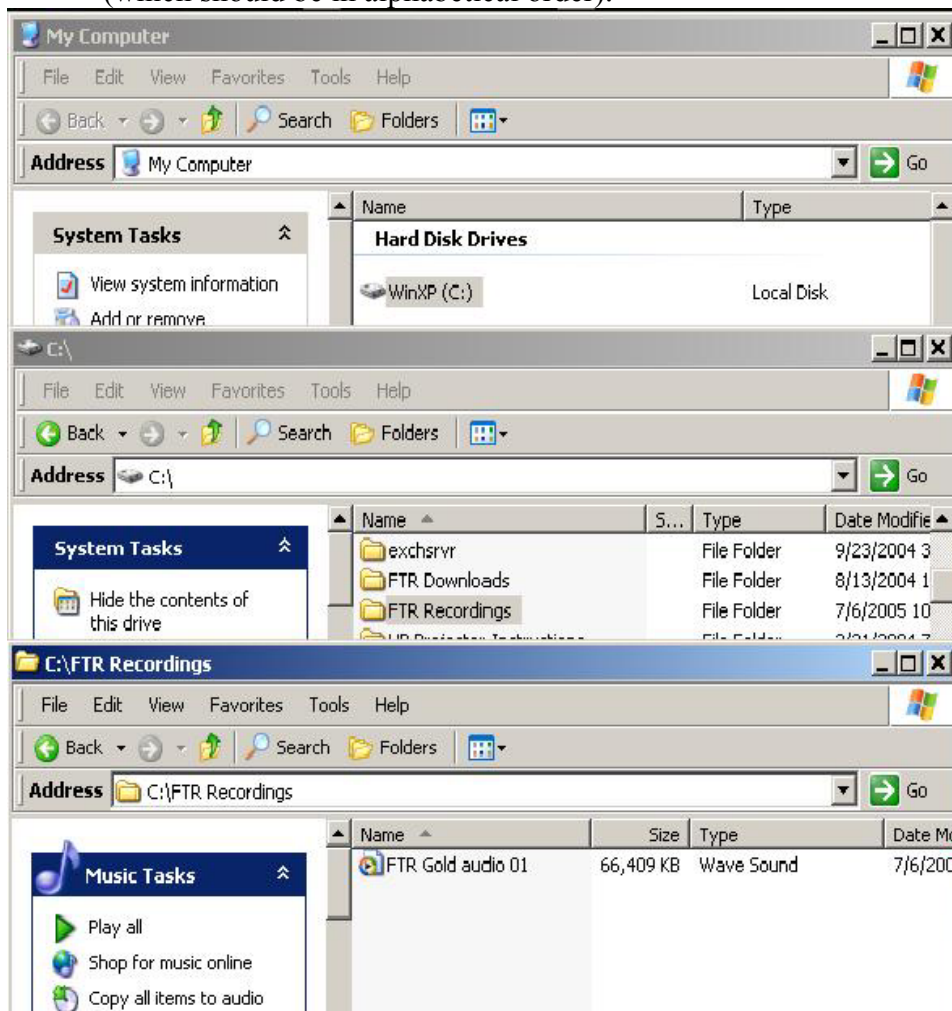
- 12) Now click the save button (Audio will copy to the FTR Recordings folder)

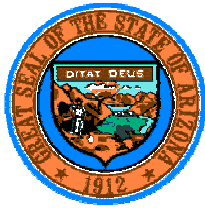


13) When prompted click on audio complete message and close FTR Player

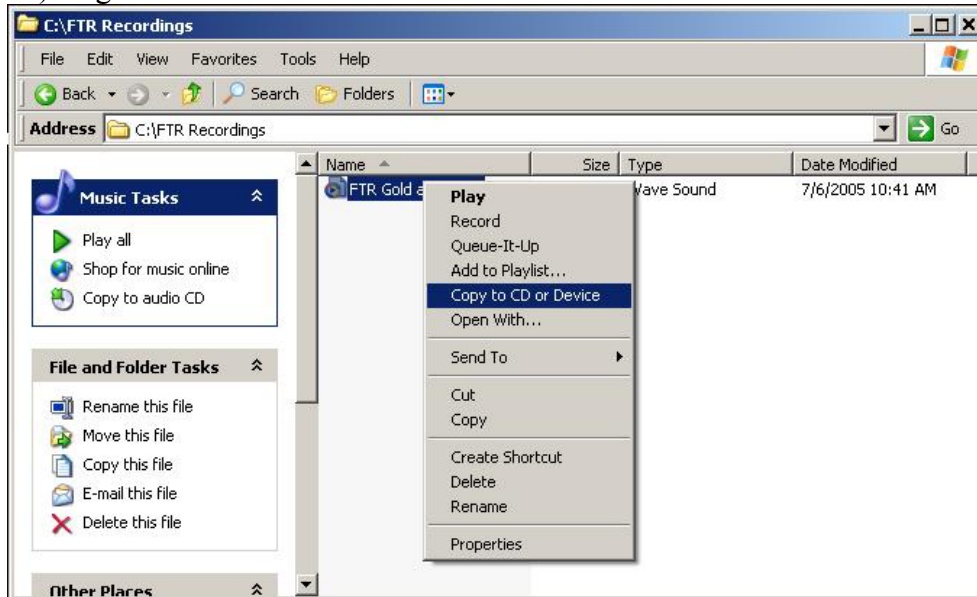


14) Next, open the FTR Recordings folder by double clicking the My Computer icon on your desktop, then double click the C:\ drive and look for the FTR Recordings folder in the list (which should be in alphabetical order).





14) Right click on the new file icon called **FTR Gold audio 01**.



15) Select **Copy to CD or Device**. This will open Windows Media Player and it will be prepared to copy your file to the CD. From here just click the Copy button in the upper right corner of the window and the copy will begin. When the CD ejects, it's DONE!

