

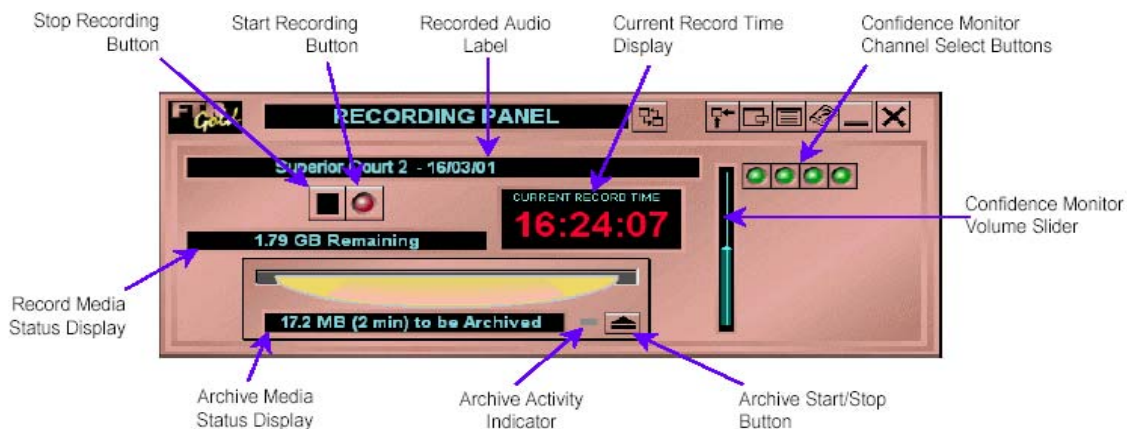


# FTR Reporter™

## Quick Reference – Recording Panel



### Normal View



### Daily Operating Procedures:

- 1) Turn On PC, Monitor and Speakers as required.
- 2) Log into computer Username fruser Password fruser Domain CTS
- 3) Double click the **FTR Reporter Icon** to start the program.
- 4) Then click the **FTR Log Notes Icon** to start this program. (Note: When creating Log sheets for recordings it is recommended that you start FTR Reporter first, then Log Notes. In this way the selection of the location name is automated. If using log notes go to back page and follow directions for **LOG NOTES**.)
- 5) Click the **start** recording button to begin recording
- 6) Click the **stop** recording button to stop recording. Then click **YES** to verify that you wish to stop recording.
- 7) Click the **Close** button to close FTR Reporter.

### Normal View Keyboard Shortcuts

Recording Panel Keys	
Key(s)	Description
Ctrl+F2	Start recording
Ctrl+ F3	Stop recording
Ctrl+F12	Start/Stop archiving
Ctrl+1	*Channel 1
Ctrl+2	*Channel 2
Ctrl+3	*Channel 3
Ctrl+4	*Channel 4
Ctrl+5	*Turn all channels on
Ctrl+↑	*Increase volume
Ctrl+↓	*Decrease volume

Common Keys (Also available from the Playback Panel)	
Key(s)	Description
Ctrl+Alt+V	*Switch Normal/Compact view
Ctrl+C	Change Panel
Ctrl+T	Always On Top
Alt+Enter	Properties
Alt+F4	Exit Program

### Compact View



### Compact View Keyboard Shortcuts

Key(s)	Description
Ctrl+↑or↓	*Increase/Decrease volume
Ctrl+Alt+V	*Switch Normal/Compact view
Ctrl+1	*Channel 1
Ctrl+2	*Channel 2
Ctrl+3	*Channel 3
Ctrl+4	*Channel 4
Ctrl+5	*Turn all channels on

\*These keyboard shortcuts are global. They will operate regardless of which program you are using. Avoid using these keys for word processing macros.

### Edit Mode

When creating log sheets for FTR Gold recordings it is recommended that you start FTR Reporter or FTR Player Plus before you start FTR Log Notes. In this way the selection of the location name is automated.

#### To create a new log sheet

1. Click the **New** button.
2. Enter a Location or Description as required.

#### To add a log note

1. Select the last empty Speaker/Note field.
  2. Start typing or enter a glossary.
  3. A time stamp is automatically entered in the time field.
- or-
1. Press CTRL+ENTER.
  2. A new time stamp is entered immediately.
  3. The cursor is positioned in the speaker field waiting for input.

#### To create multiple lines in the same field

1. Enter the required text for the first line.
2. Press SHIFT+ENTER.

#### To select a glossary

1. Click the **Tools** button.
2. From the **Tools** menu select **Glossaries**.
3. To select a glossary
  - a. Click the required glossary and click **Apply** or
  - b. Click the required glossary and click **OK** or
  - c. Double click the required glossary.

### Read-only Mode

#### To open a log sheet\*

1. Click the **Open** button.
2. Select a folder from the **Folders/Drives** list.
3. Select one or more log sheets from the **Locations/Days** list.
4. Click **Open**.

#### To print a log sheet

1. Click the **Print** button.
2. Adjust printer properties as required.
3. Click **Print**.

#### To synchronize audio

1. Listen to your FTR Gold audio.
2. Stop the audio when the content matches the first log note.
3. Right click on the first log note.
4. Click **Synchronize Note** or **Synchronize Sheet**.

#### To save a copy of a log sheet

1. Click the **Save Copy As** button.
2. Select a folder from the **Save in** box.
3. Type a name in the **Filename** box.
4. Select a format from the **Save as type** box.
5. Click **Save**.

#### To link audio

1. Click a log note timestamp in the log sheet.
2. Log Notes launches FTR Reporter or FTR Player Plus and searches for matching recordings.

#### To set a range

1. Right click on a start log note.
2. Click **Set Range Start**.
3. Right click on an end log note.
4. Click **Set Range End**.

\*You can also open, copy, print and delete log sheets from the **FTR Log Notes - Search** dialog box.

### Common Function Keys

To	Press
Create a new log sheet	ALT+F12
Find Text	CTRL+F3
Find next	ALT+F3
Link to audio	F9
Open a log sheet	F3
Open shortcut menu	SHIFT+F10
Print log sheet	CTRL+SHIFT+F12
Quit program/close log sheet	ALT+F4
Save Copy As	F12
Toggle Edit/Read-only mode	SHIFT+F12
Tools	F10

### Location List (only appears in edit mode)

You can access the Location list for your log sheet by clicking



If a location appears in <brackets> as shown above, that location has FTR Gold audio associated. By clicking that location you can create a log sheet linked to that audio.

### Audio Bar (appears for audio in playback panel)

- Range Start Marker**  
This tab represents the Audio Range start time as set in FTR Reporter or Player Plus or directly from the audio context menu of FTR Log Notes.
- Current Log Note Marker**  
indicates the last log note relevant to the current play time of the associated audio. As the audio continues to play the current log note marker moves to show the corresponding log note.
- Range End Marker**  
This tab represents the Audio Range end time.

Navigation keys	Read-only mode Press	Edit Mode Press
<b>To Select the</b>		
Description field	CTRL+HOME	CTRL+HOME
Last Speaker field	CTRL+END	ENTER
Next field	TAB or →	TAB
Previous field	SHIFT+TAB or ←	SHIFT+TAB
Next character		→
Previous character		←
<b>To Move</b>		
Up or down a line		↑ or ↓
Up or down a row	↑ or ↓	
To start of field		HOME
To end of field		END
<b>To Scroll</b>		
Up a page	PAGE UP	PAGE UP
Down a page	PAGE DOWN	PAGE DOWN