



TheRecord Player™ User's Guide



ForTheRecord'

GETTING STARTED


Installation

Refer to the Quick Setup Guide that accompanied this product. At some point you may need to configure Player to suit your requirements. See *Configuring Player* later in this guide.

Starting

You can start TheRecord Player from the **Start** menu or from the desktop.

To start Player:





1. Do one of the following:
 - a. From the desktop, double-click the **Player** icon  or
 - b. Click **Start**, point to **All Programs**, then **ForTheRecord** and click **TheRecord Player**.
2. Observe that the program starts with an empty Player.



Note: When started for the first time a license agreement is displayed. If you accept the terms of the agreement you can continue. If not, Player does not start. You can also select an option to prevent the license being displayed again.

Getting Help

There are four ways to get help.

-  Tutorial – contained on a separate CD that can be installed on your computer.
-  TheRecord Player User's Guide - this is stored on your computer and requires Acrobat Reader.
-  On-line help - provides detailed descriptions of the features of Player.
-  What's This? help - provides instant access to help for information about each screen element.

Viewing TheRecord Player Tutorial

This tutorial guides you through the basic steps needed to open and play recordings. You can run the tutorials from the CD or from your local machine (if you have installed them).

To run the TheRecord Player tutorial from CD or to install the tutorial:

1. Place the TheRecord Learning CD into the CD-ROM drive of your computer.
2. Follow the instructions on the screen to install or view the tutorials.

To view the tutorials from your local machine:

1. Install the tutorials. See above.
2. Click **Start**, point to **All Programs, ForTheRecord, Tutorials** and click **Player**.

Reading the User's Guide

To read the Player User's Guide you need to have Acrobat Reader installed on your computer.


To read the user's guide:

1. Click **Start**, point to **All Programs, ForTheRecord** and then **User's Guides**.
2. Click **Player**.

Viewing On-line Help

The on-line help provides detailed descriptions of all Player features and includes comprehensive step-by-step instructions.



To start on-line help:

1. From the toolbar, click the **Help**  button.
2. From the main **TheRecord Player** help window use the **Contents** tab to expand and contract the various books that describe the program. Click on a relevant topic to reveal the text in the right pane.
3. Use the **Index** tab to scan the help index for relevant topics.
4. Use the **Search** tab to locate relevant topics based on key words.

Viewing What's This? Help

With What's This? Help you can get instant help for any screen component or dialog box option.


To access What's This help:

1. From the main Player panel do one of the following:
 - a. Right click the component for which you want help and then click **What's This?** from the shortcut menu.
 - b. If the Accessibility option is enabled tab to the component for which you require help and press F1.
2. From any dialog box do one of the following:
 - a. Right click the component for which you want help and click **What's This?** from the shortcut menu.
 - b. When a shortcut menu is not available, click the **What's This?** help icon  in the title bar and using the new What's This pointer  click the component for which you require help.
 - c. Press TAB until you highlight the component for which you require help and press F1.

About TheRecord Player

The **About TheRecord Player** dialog box displays the version. ForTheRecord and other third party copyright information is also displayed. You can also access system information from the about box.

To display the About TheRecord dialog box:

1. Click the product logo  at the bottom right corner of the Player.
2. To view system information click the **System Info...** button. To close the system information window, click **File** and **Exit**.
3. Click the **OK** button to close the **About TheRecord Player** dialog box.

WORKING ENVIRONMENT

TheRecord Player

TheRecord Player can run in Normal or Compact View.






Normal View

The major components of the Player are described in the table below.



Toolbar

The toolbar consists of five buttons which are described in the following table.






Button	Description
	Properties - Click this button to view and change properties.
	Always On Top – Click this button to keep the Player always visible regardless of other programs being active.
	Help – Click this button to open and view TheRecord Player Help.
	Minimize – Click this button to minimize the Player. A compact view of the Player appears in the taskbar and includes a basic set of controls. See Positioning and Sizing later in this guide.
	Close – Click this button to quit the program.

Logo

Click the logo, at the bottom right corner of the Player, to view the **About** box and to access system information.





Play Controls

The five play controls are described in the table below.

Button	Description
	Open - Click this button to use Navigator for locating and opening ForTheRecord recordings. Note: You can open other content if required.
	Save Copy As - Click this button to save a copy of the current range to another location.
	Scan Back - Click this button to scan back in the current range for an earlier time. Scanning skips back at 2 second intervals and plays for 0.5 seconds.
	Play - Click this button to start and stop play back of the currently loaded recording.
	Scan Forward - Click this button to scan forward in the current range for a later time. Scanning skips forward at 2 second intervals and plays for 0.5 seconds.

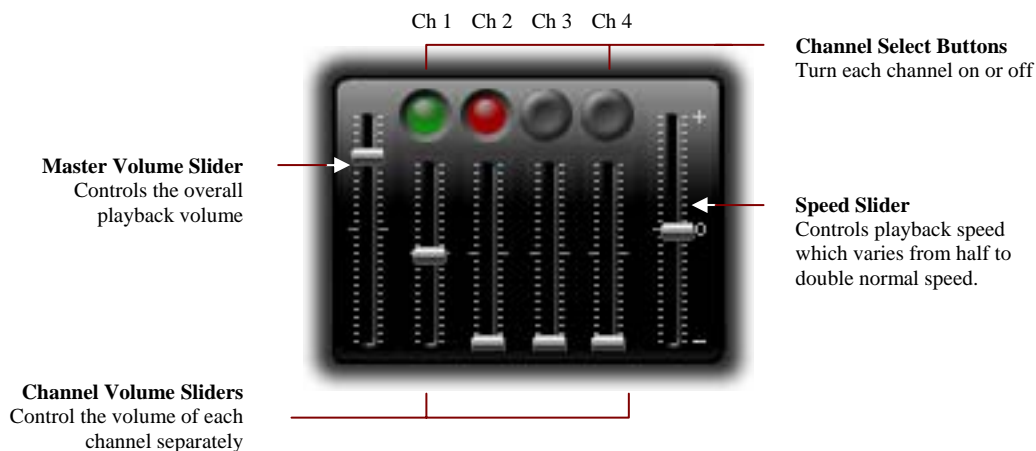
Audio Controls

The Audio Controls consist of:

-  **Master Volume Slider** - This sets the overall playback volume for all channels that switched on.
-  **Channel Volume Sliders** - Each channel has its own volume slider that sets the playback volume.
-  **Channel Select Buttons** - Each channel can be turned off or on as required. This does not affect the recording.
-  **Speed Slider** - This sets the speed at which playback occurs. Speed varies from half to double normal speed.

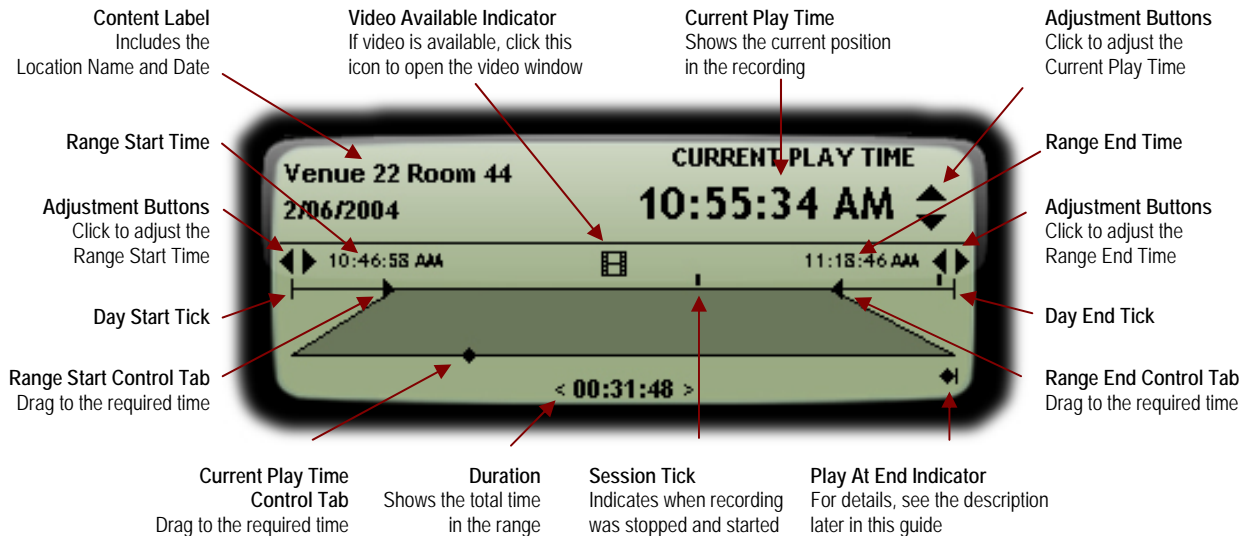


If the loaded content was not recorded as four channels then the redundant channel select buttons appear grey.



Display


The Player Display shows a graphical representation of the loaded audio and provides additional advanced controls for managing playback.



Element	Description
Content Label	Indicates the Location Name and date of the current content.
Current Play Time	Shows the current position in the recording. You can change the time by directly entering a new time or by clicking the associated adjustment buttons or by dragging the Current Play Time Control Tab.
Current Play Time control tab	Drag this tab to change the Current Play Time.
Range Start Time	Displays the start time of a selected range. You can change the time by directly entering a new time or by clicking the associated adjustment buttons or by dragging the Range Start Time Control Tab.
Range End Time	Displays the end time of a selected range. You can change the time by directly entering a new time or by clicking the associated adjustment buttons or by dragging the Range End Time Control Tab.
Range Duration	Displays the total content in the range. Click this field to toggle between time (h:m:s) and disk space (KB or MB)
Video Available Indicator	If shown, indicates that video is available for the current content. Click the icon to open the video window.
Play At End Indicator	If shown, indicates that the current content is actively recording. The state of the indicator varies. See <i>Playing a Recording in Progress</i> later in this guide.
Day Start and End ticks	Hover over these ticks to reveal the start time and end time of the current content.
Session Ticks	Shows when the recording stopped and restarted.


Compact View

When minimized, the Player is reduced to a Compact View in the taskbar. A basic set of controls is provided in Compact View.



 **Note:** Compact View is not available if the taskbar is docked vertically or at the top of the desktop. Be sure to dock the taskbar at the bottom of the desktop before selecting Compact View.



To switch to the Compact View:

1. From the Player Toolbar, click the **Minimize**  button.
2. If Player is displayed as a normal minimized taskbar button and not as the expected Compact View do the following.
 - a. Maximize Player.
 - b. Right-click a vacant area of the taskbar.
 - c. From the shortcut menu, point to Toolbars and click TheRecord Player.
 - d. Minimize Player.

To switch to Normal View:

-  From Compact View in the taskbar, click the **Restore**  button.

Positioning and Sizing

TheRecord Player has two sizes – Normal View and Compact View.

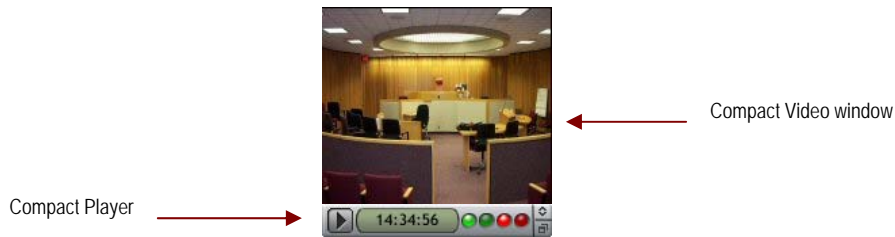
In Normal View, the Player and Video screen are easily moved to another location on the desktop by positioning the mouse pointer in any area that is not a button or control then dragging to the required location.

To move, position pointer over areas that do not contain a display or control and then drag to the required position.



Normal View

In Compact View the Player is displayed in the taskbar with a basic set of controls and cannot be resized or positioned.



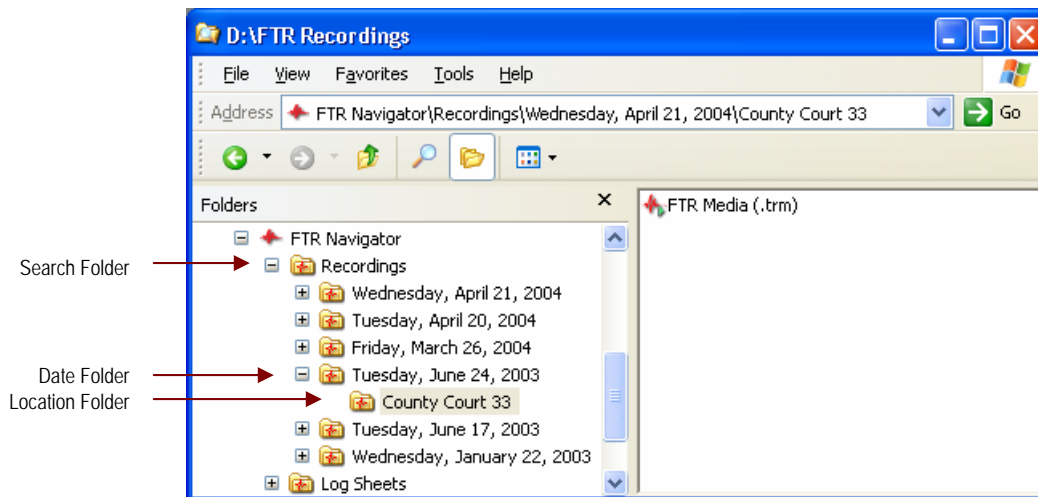
Compact View

Navigator

TheRecord Navigator is a special folder in Windows Explorer that is located in My Computer. It is the default search location for TheRecord Player and TheRecord Annotator. You control what is displayed in Navigator by adding **Search Folders**.

A typical scenario could be that recordings are archived to a shared folder on a dedicated server e.g. \\server\ftr\recordings. Log sheets are stored in another shared folder e.g. \\server\ftr\logs. You would typically add these folders to Navigator as **Recordings** and **Notes**.

By adding these folders to Navigator and applying a user friendly name it is simple to locate and open recordings without knowing the path to the storage location. Once added to Navigator, search folders are scanned and content that complies with the FTR naming convention is sorted and displayed in sub-folders.



Folder View

The first level of subfolders under Navigator are Search Folders, which point to locations that contain FTR content and are user defined (see *Creating a Search Folder* later in this section). The order in which Search Folders are displayed in Navigator is also user defined.



Note: Search Folder replace Search Paths that were used in the FTR Gold product family.

Once a Search Folder is created and expanded only content that complies with the FTR file naming convention is displayed in the following folder structure:

Search Folder: This is a user defined name that points to a storage location.

Date Folder: If FTR compliant content is found in the search folder it is sorted and displayed by creation date.

Location Folder: If FTR compliant media is found in the date folder it is sorted and displayed by location name.

List View

The right pane of Explorer (list view) shows the contents of the selected folder in the left pane. When you select the location folder in Navigator the content type is listed in the right pane. If you open FTR Media (.trm) or FTR Audio (.wav) the whole days recording is loaded into Player.







Note: If Annotator log sheets are present in the Search Folder (or sub-folders) they are also listed as FTR Log Sheets (.fls). These are displayed in Navigator for use by Annotator.



Creating a Search Folder

When first installed Navigator is empty. In most cases Search Folders are set up by the IT support staff at installation time. However you may wish to add your own.

Typical Search Folders to create include:

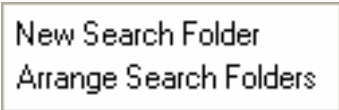
-  The network location to which recordings are copied from each Recorder.
-  The Recordings Folder for a Recorder.
-  Your local CDROM.
-  The network folder in which Annotator log sheets are saved

There are two ways to create a Search Folder:

-  Create a new folder using the **New Search Folder Wizard** or
-  Add an existing folder to Navigator directly from Explorer

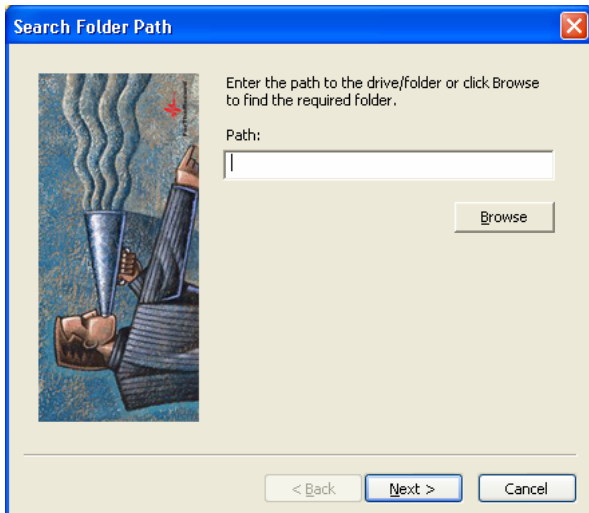
To create a Search Folder using the wizard:

1. Right click **Start** and click **Explorer**.
2. In folder view select **Navigator**.
3. In the right pane, right click in a vacant area.
4. From the shortcut menu click **New Search Folder**

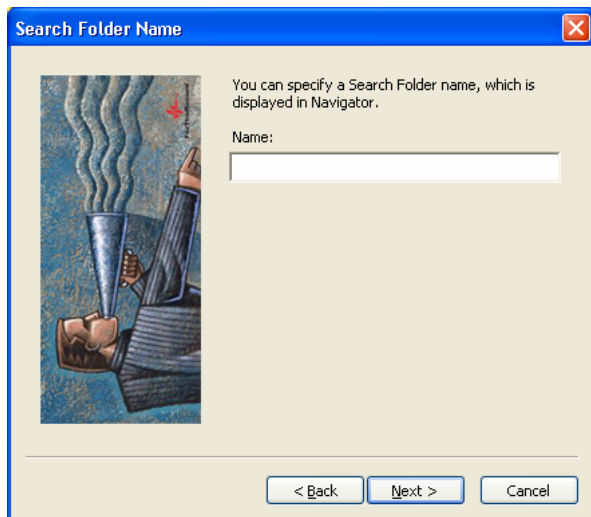


New Search Folder
Arrange Search Folders

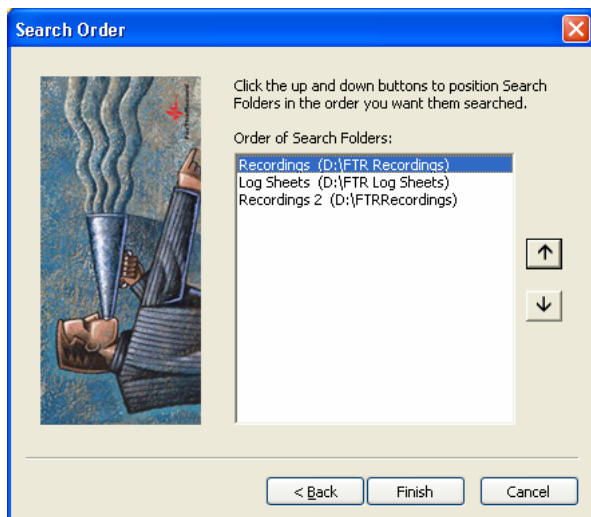
5. From the **Search Folder Path** dialog box enter the path to the required folder or click **Browse** and navigate to the required folder. When the folder is entered/selected click **Next**.




- From the **Search Folder Name** dialog box enter a user friendly name and click **Next**.



- From the **Search Order** dialog box click the up and down buttons to position the new Search Folder in the required order and click **Finish**.



 You can also change the Search Order from the Navigator shortcut menu. Right click **Navigator** and click **Arrange Search Folders**.

To add an existing folder to Navigator:


- Using Windows Explorer locate and right click the folder you wish to add to Navigator.
- From the shortcut menu click **Add as FTR Navigator Search Folder**.
- From the **Search Folder Name** dialog box enter a user friendly name and click **OK**.
- From the **Search Order** dialog box click the up and down buttons to position the new Search Folder in the required order and click **Finish**.

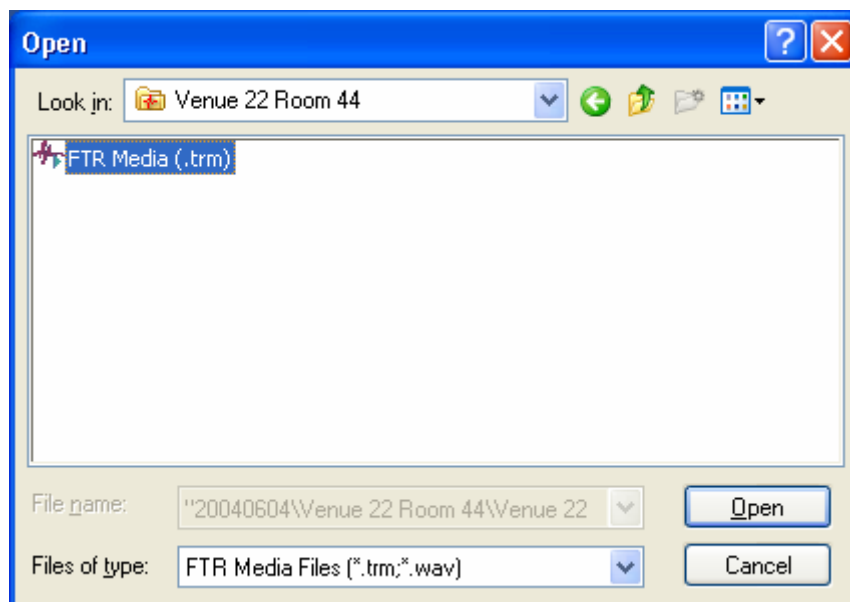
PLAYING

Opening Recordings

When opening recordings you can use TheRecord Navigator to find content that complies with the FTR file naming convention. Recordings created with FTR Reporter and TheRecord Recorder are examples of complying content. You can also open recordings that do not comply.


To open an FTR compliant recording:

1. From the **Player** click the **Open**  button.
2. By default the Open dialog box reveals Navigator as the starting location for finding recordings. Double-click the required Search Folders, Date folders and Location folders until you reveal a content type. FTR Gold content is listed as FTR Audio (.wav) while ForTheRecord content is listed as FTR Media (.trm)




3. When the required content is revealed select it and click **Open**.



Note: The **Create New Folder** button  is only available if you have Navigator showing in the Look In box. Click this button to create a new Search Folder.

To open other recordings:

1. From the Player click the  button.
2. From the **Open** dialog box., expand the **Look in** list box and select the drive or network location you require.
3. Use standard Windows navigation procedures to locate the folder and media file to open.



Note: This procedure can be used to play any multimedia files for which the required CODEC's are installed.



Playing

You can play an existing recording or you can play one that is currently in progress. If the recording is currently in progress there are some additional tools provided to make the process efficient.

Playing an Existing Recording

The procedure for playing an existing recording describes keyboard and foot control use.

To play:

1. Open the required recording. See *Opening Recordings* in the previous section.
2. Do one of the following:
 - a. Click the **Play** button  or
 - b. Press the play switch on the optional foot control
3. To stop playing do one of the following:
 - a. Click the Play button  again or
 - b. Release the play switch on the foot control.

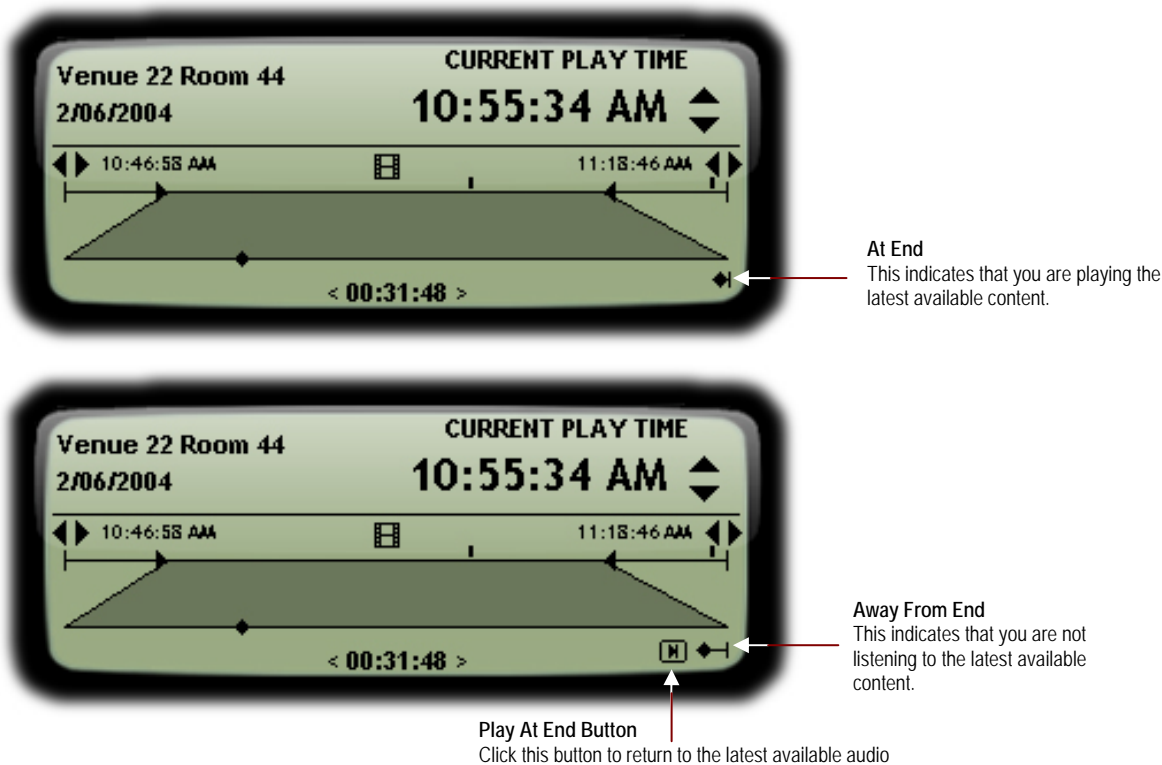


Note: When using the foot control, stopping causes the current play time to jump back by the amount specified in Properties.



Playing a Recording in Progress

When playing a recording that is in progress an additional indicator and button is provided.

When playing the most recently available content, the **At End** indicator is displayed at the bottom right corner of the display. If you choose to play at some other time, then the indicator changes to show that you are playing **Away From End**. The **Play At End** button is also made available.




To play a recording that is in progress:

1. Open the required recording. See *Opening Recordings* in the previous section.
2. Do one of the following:
 - a. Click the **Play** button  or press the play switch on the optional foot control to play from the beginning of the recording or
 - b. In the display area, click the **Play At End**  button to play the latest available recording.








Tip: The keyboard shortcut for Play At End is ALT+END

3. To stop playing do one of the following:
 - a. Click the Play button  again or
 - b. Release the play switch on the foot control.

Locating a Play Time



There are five ways to set the position of the Current Play Time control tab.

-  Using the Scan Forward and Scan Back buttons.
-  Using the adjustment buttons for the Current Play Time
-  Dragging the Current Play Time control tab
-  Directly entering a known time
-  Using the optional foot control

Scanning

You can scan forwards and backwards in the recording to locate the required time. Click to start scanning and click again to stop scanning.

To scan:

1. Do the following:
 - a. To scan forward, click the **Scan Forward** button . The current play time control tab skips forward at 3 second intervals and plays for 1 second. This process is continuous until you click the button again or click Play.
 - b. To scan backwards, click the **Scan Forward** button . The current play time control tab skips backward at 5 second intervals and plays for 1 second. This process is continuous until you click the button again or click Play.
2. To resume normal playing click the Play button.

Using the Adjustment Buttons



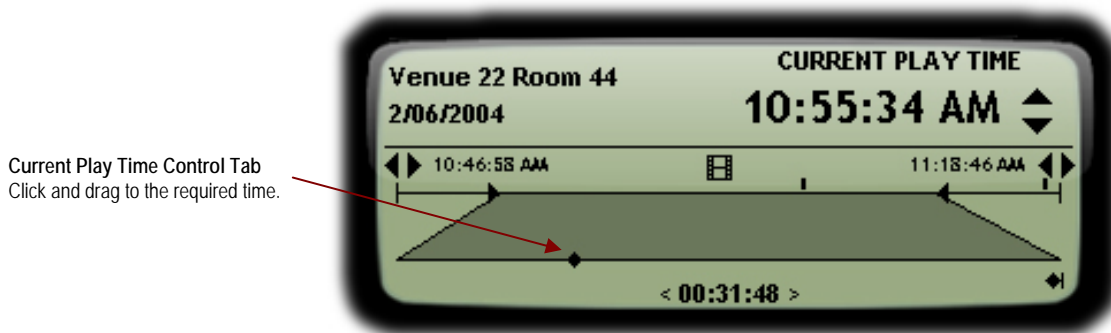
To use the adjustment buttons:

1. To advance the play time, click the upper button.
2. To move back, click the lower button.



Note: The speed at which the Current Play Time control moves increases the longer an adjustment button is clicked.

Dragging the Control Tab



To drag the control tab:

1. To advance the play time, drag the **Current Play Time** control tab to the right.
2. To move back drag the **Current Play Time** control tab to the left

Directly Entering a Time

The Current Play Time can be directly edited.



To directly enter a time:

1. Click the required time field in the **Current Play Time** display. For example, click the hours field if you wish to change the hour of playback.



Tip: The keyboard shortcut for selecting the hours field of the Current Play Time Display is ALT+1.

2. Enter the required number.



Tip: For single digit times enter a zero first. Alternatively enter the single digit and move to the next time component using the cursor keys.

3. As you complete a time field the cursor automatically moves right to the next time component of the **Current Play Time** display. Press ENTER at any time to confirm and complete the task. Otherwise, after the last seconds digit is entered the time is automatically checked and accepted if valid.



Note: The resulting display time may differ from the time you enter. This will occur if the time you enter is invalid. Invalid times are those that occur before the day start time, after the day end time or during a break in recording.

Using the Optional Foot Control

The foot control provides another way to locate a time.

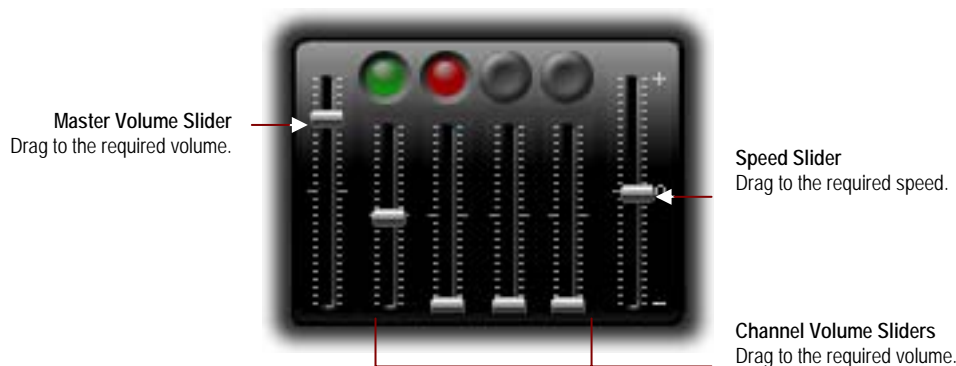
To locate a time using the foot control:

1. Do one of the following:
 - a. To move forward press the forward switch on the foot control. As long as you press the forward switch you will skip forward at 3 second intervals and play 1 second.
 - b. To move back press the back switch on the foot control. As long as you press the back switch you will skip forward at 5 second intervals and play 1 second.
2. To resume playing, release the forward/back switch and press the play switch.

Setting the Volume and Speed

Individual channel volumes can be set and the overall volume adjusted separately using the **Master Volume Slider**. It is important to note that if your playback levels are distorted, adjust the channel volumes. Once distortion is eliminated, adjust the master volume to the required level.

You can also set the overall play speed which ranges from a half to double normal play speed.



To set the volume and speed:

1. Start playing.
2. Do the following:
 - a. To set a channel volume, drag the required **Channel Volume** slider.
 - b. To set the overall volume, drag the **Master Volume** slider.
 - c. To set the play speed, drag the **Speed** slider.

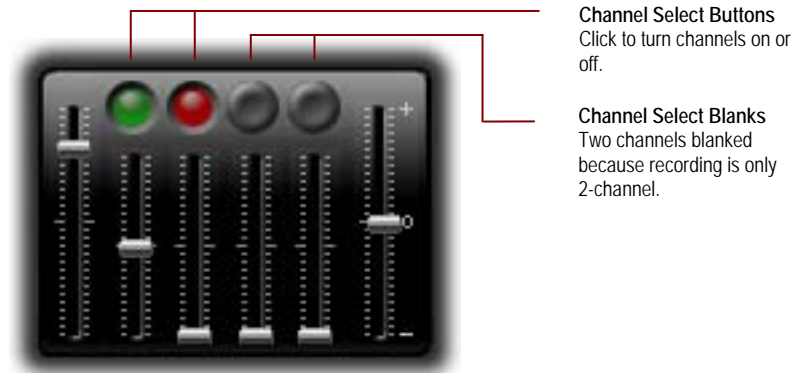


Note: Speed adjustment is not available when you playing at end in a recording that is currently in progress.

Selecting Channels

If you are playing a recording with two or more channels it is often helpful to isolate one channel or turn off unwanted channels. Keyboard and mouse actions differ when using the Channel Select buttons.

In addition to isolating channels, you can control the volume of individual channels.



Using the Mouse

Use the mouse to turn channels on or off as required.

To switch channels on or off:

1. Click a channel that is on to turn it off. No other channels are affected.
2. Click a channel that is off to turn it on. No other channels are affected.

Using the keyboard

Using keyboard shortcuts has a different outcome depending on the state of the channel when selected. If a channel is on when selected it remains on while all other channels are switched off. This provides a quick way to isolate a single channel. If a channel is off when selected, it is switched on without affecting other channels. The channel select keyboard shortcuts are CTRL+ 1, 2, 3 and 4. To turn on all channels use CTRL+ 5.

To isolate a channel

1. If the required channel is off press the keyboard shortcut to switch it on.
2. Press the keyboard shortcut to switch off all other channels.

To swap to another isolated channel

1. Press the keyboard shortcut for the new channel. This turns the channel on without affecting other channels.
2. Press the same keyboard shortcut to switch off all other channels

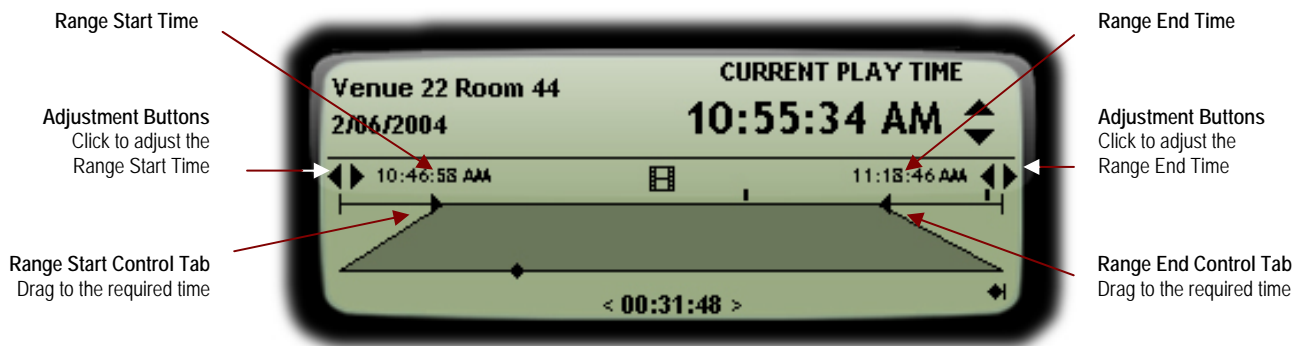
To select a combination

1. Press the keyboard shortcut for one of the required channels. The channel must be on.
2. Press the keyboard shortcuts for the additional required channels.





Selecting a Range

With Player you can select a range of the loaded audio with which to work. This is useful when you have a specific start and end time that is of interest and you don't want to listen to anything outside the range. It is also useful when you wish to save a range for distribution to others.

The illustration below shows the key components used when defining a range.



There are four ways to select a range:

-  Using the adjustment buttons
-  Using the Current Play Time
-  Dragging the control tabs
-  Directly entering times

Using the Adjustment Buttons

Use the adjustment buttons to move the range control tabs and set new start and end times.



Note: The range adjustment buttons are not available when playing at end in a recording that is currently in progress.

To use the adjustment buttons:

1. To move time forward the play time click the right button
2. To move time back click the left button.



Note: The speed at which the range control tabs move increases the longer an adjustment button is clicked.

Using the Current Play Time

You can set the Current Play Time to be the Range End or Start time.

To set the Range Start or End time to the Current Play Time:

1. Play until you reach the required time.
2. Double-click the Range Start or End Time.

Dragging the Range Control Tabs

Use the range control tabs to set new start and end times.

To drag the control tab:

1. Drag either range control tab right to advance the time.
2. Drag either range control tab left to move back.

Directly Entering a Time

The Start and End Range Times can be directly edited.

To directly enter a time:

1. Click the required time field in the **Range** display. For example, click the hours field if you wish to change the hour of playback.
2. Enter the required number.
3. As you complete a time field the cursor automatically moves right to the next time component of the **Range** display. Press ENTER at any time to confirm and complete the task. Otherwise, after the last seconds digit is entered the time is automatically checked and accepted if valid.



Tip: To set either range time to the current play time double click the required range display.

Tips and Tricks

The following table outlines several helpful tips for changing a selected range.

Action	Description
Double-clicking the Range Start Time Display	Sets the Range Start Time to the Current Play Time.
Double-clicking the Range End Time Display	Sets the Range End Time to the Current Play Time.
Pressing CTRL+ALT+← or →	Move entire range back or forward

APPENDIX A: USING KEYBOARD SHORTCUTS

The following keyboard shortcuts are available in Normal View. Available keyboard shortcuts in Compact View are restricted and are indicated with an asterisk (*). Compact View keys are also global, which means they operate regardless of the program you are currently using.

Common Controls

To	Press
*Select Normal or Compact view	CTRL+ALT+V
Select Always On Top (toggle key)	CTRL+T
View properties	ALT+ENTER
Exit program	ALT+F4

Play Controls

To	Press
Play	F2
Stop	F3
Scan back	F4
Scan forward	F5
Open audio	CTRL + F6
Save audio	CTRL + S
*Increase/Decrease master volume	CTRL + ↑ or ↓
Increase/Decrease play speed	SHIFT + ↑ or ↓

Display Controls

To	Press
Move current play time tab left or right	SHIFT + ← or →
Move range start time tab left or right	CTRL + ← or →
Move range end time tab left or right	ALT + ← or →
Move selected audio range left or right	CTRL + ALT + ← or →
Move Current Playtime to end of day. This action also moves the Range End time to the end of the day.	ALT + END
Move Current Playtime to end of range	CTRL+END

Editing Time Displays

To	Press
Select current play time display	ALT + 1
Select range start time display	ALT + 2
Select range end time display	ALT + 3
Increment or decrement the time field	↑ or ↓
Cancel time display selection	ESC
Select AM or PM (toggle key)	` or ´
Cancel entry	ESC
Accept entry	ENTER

Channel Controls

To	Press
*Channel 1 action **	CTRL + 1
*Channel 2 action **	CTRL + 2
*Channel 3 action **	CTRL + 3
*Channel 4 action **	CTRL + 4
*Turn all channels on **	CTRL + 5

* Also available in Compact View

** The outcome of channel control action will vary depending on the current state of the channel. If the channel is on, it will remain on while all other channels are switched off. This action provides a quick way to isolate a channel, which is a typical requirement during transcription. If the channel is off, it is switched on without affecting any other channels. This action provides a way to select different combinations of channels.