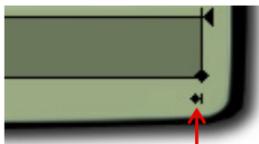


Click the Play At End button to start TheRecord Player and play the currently recording audio.



or

At End

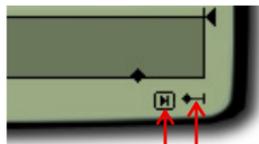


At End Indicator

When monitoring a recording in progress the **At End Indicator** indicates that you are playing the latest available recording.

To monitor previously recorded audio use the **Current Play Time Control Tab, Scan Forward** and **Scan Backward** buttons or your Foot Control.

Away From End



Play At End Button Away From End Indicator

When monitoring a recording in progress the **Away From End Indicator** indicates that you are not playing the latest available recording.

To play the latest available recording click the **Play At End** button in the TheRecord Player or TheRecord Recorder.

To start and stop recording:

1. Start **TheRecord Recorder**.
2. To start recording do one of the following:
 - a. Click the **Record** button -or-
 - b. Press CTRL+F2 -or-
 - c. From the menu bar click **File** and then **Start Recording**.
3. Observe that the record button has changed to red and that the display area now shows a clock time advancing as recording progresses.
4. To stop recording do one of the following:
 - a. Click the **Record** button -or-
 - b. Press CTRL+F2 -or-
 - c. From the menu bar click **File** and then **Stop Recording**.
5. A confirmation message is displayed. To stop recording click **Yes**.
6. Observe that the record button has changed to grey and that the display area now shows a series of dashes.

To monitor proceedings:

1. From the Recorder window click the **Play At End** button.
2. Observe that TheRecord Player™ starts and the current play time is set to play at the end. The range end time marker is at the day end and the range end time display is advancing.
3. For more information about using the Player see *TheRecord Player User's Guide*.

Recorder Keyboard Shortcuts

Key(s)	Description
Ctrl+F2	Start/Stop recording
Alt+Enter	Options
Alt+F4	Exit Program

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

The keyboard shortcuts for channel selection operate differently to the mouse and are designed for transcript typists to make voice identification quicker.

Player Keyboard Shortcuts

Key(s)	Description	
F2	Play	
F3	Stop	
F4	Scan Back	
F5	Scan Forward	
Ctrl+↑ or ↓	*Increase/Decrease volume	
Shift+↑ or ↓	Increase/Decrease speed	
Shift+ ← or →	Move Current Play Time control tab left or right	
Ctrl+Alt+V	*Switch Normal/Compact view	
Ctrl+1	*Channel 1	If the channel is on then it stays on, while all others are turned off. If the channel is off it will be turned on, while other channels are not affected.
Ctrl+2	*Channel 2	
Ctrl+3	*Channel 3	
Ctrl+4	*Channel 4	
Ctrl+5	*Turns all channels on	