FTR CHECKLIST
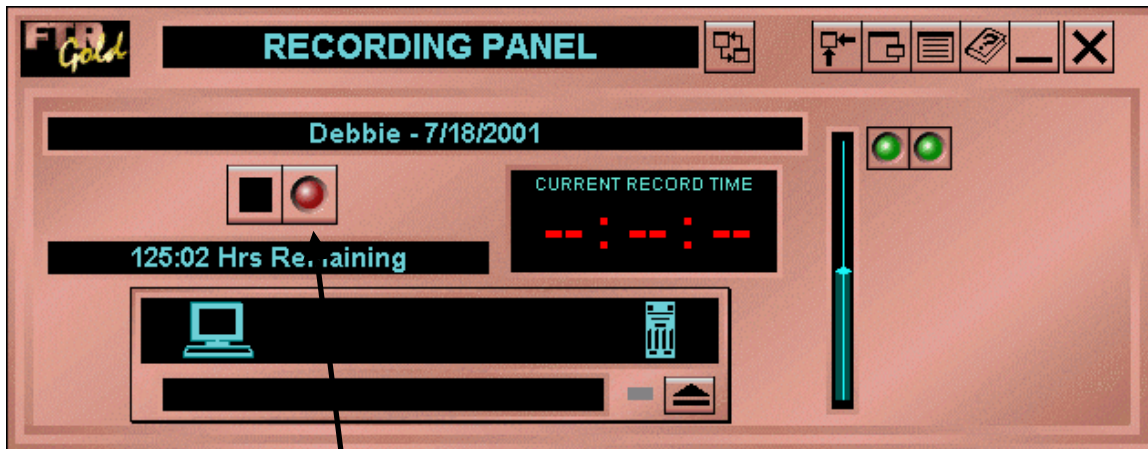
1. Turn on PC and Monitor in courtroom
2. Make sure the mixer (black box) is working (red lights on box); flicker green when microphones are activated
3. Double-click FTR Reporter Icon to start program
   **Logon: ftruser   Password: ftruser**

4. Click the Start Recording button to begin recording; make sure record and archive lights are red; check mikes
5. Click Stop Recording button to stop recording – click yes.
6. Play back mike test (switch to playback panel; open test for today's date; listen to make sure mike test recorded properly; stop playback

Moving and Controlling FTR

FTR is easily moved to any location on the screen by positioning the mouse pointer anywhere in the background area of the window, left-clicking and dragging it to the new location. The background area is any part of the window that is not a button, display area or slide bar.

The buttons at the top right of FTR control the way the program is displayed. Use these buttons to switch the program between normal and compact views and switch between the recording and playback panels, as well as minimize and close the program. Use the Properties option to establish default properties for the program. The table below outlines the function of each button at the top of FTR.

Item	Description
⊞ Panel Change	Toggles between the Recording and Playback Panels.
⊞ Compact View	Toggles between the Normal and Compact views.
⊞ Always On Top	Sets the program to always remain visible.
▤ Properties	Displays the program properties.
🖉 Help	Displays the Help window.
— Minimize	Reduces the size of the program window so that it only displays on the Windows taskbar.
✕ Close	Closes the program.
Panel Identification	Lists the name of the currently displayed FTR Reporter panel.

Closing FTR

When recording and playback are finished for the day, exit FTR and shut down Windows prior to restarting the PC. If recording is in progress when attempting to exit the program, a message box displays indicating that the program cannot be exited until recording has stopped.

To Close FTR:

- Click the **Close** (**X**) button at the top of the FTR screen

Identifying The Recording Panel Screen Components

There are several screen components for using the Recording Panel as shown in the figure below. The table that follows describes the function of each element. Notice that the time is displayed in red.
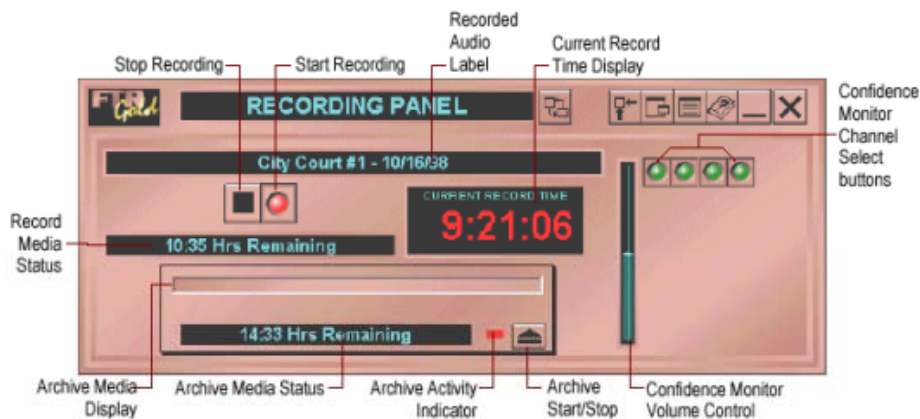
Using Compact View (Recording Panel)

There is also a Compact View of the Recording Panel that displays a limited control set. This Compact View is designed to take up less screen space and will always remain visible (always on top) on the screen so that it is easier to work with other programs as recording occurs and still monitor the recording process.

To switch to Compact View:

- Click the **Compact View** button. .

To switch to Normal View:

- Click the **Normal View** button .

Using Compact View (Playback Panel)

As in the Recording Panel there is also a Compact View of the Playback Panel that displays a limited control set. This Compact View is designed to take up less screen space and will always remain visible on the screen (always on top) so that it is easier to work with other programs as recording occurs. Compact view in Playback Panel also shows blue numbers or dashes as in full view.

To switch to Compact View:

- Click the **Compact View** button .

*To switch to Normal View:*

- Click the **Normal View** button .

The figure below illustrates the options available from the Compact View of the Playback Panel and the table that follows describes each option.

Current Play Time Display | Playback Channel Select Buttons | Normal View

11:36:12

Listening To Recordings

After an audio file from the required date is loaded, it is ready to be played. There are several options available for controlling the playback of the recording as well as locating a specific time in the recording. The following figure illustrates the options and the table that follows describes each one.
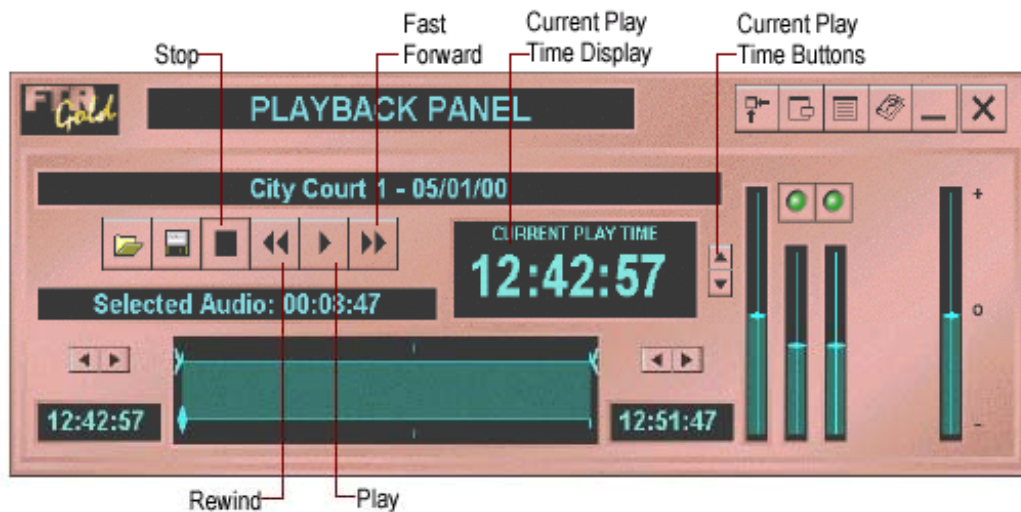
Option	Description
Rewind	Click this button to scroll backward in the recording at four times the normal playback speed.
Play	Click this button to play the currently loaded recordings.
Fast Forward	Click this button to scroll forward in the recording at four times the normal playback speed.
Current Play Time Display	Displays the current recording playback time. This display can be edited to locate a precise time in the recording.
Current Play Time Buttons	Click these adjustment buttons to adjust the position of the Current Play Time.

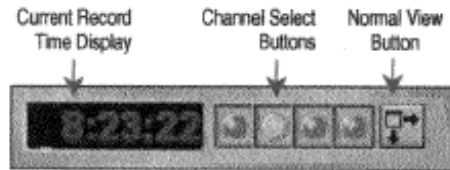| Option	Description
Current Playback Time Display	Displays the time of recording being played back.
Channel Select Buttons	Turns channels on and off during playback. This allows the user to isolate audio channels while playing back recordings in order to focus on specific speakers. Click the required button to turn a channel off or on. See *Appendix A* for information on using keyboard shortcuts.
Normal View	Click this button to return to Normal View.

FTR Recorder Quick Reference - Continued

Normal View

Normal View Keyboard Shortcuts

Compact View
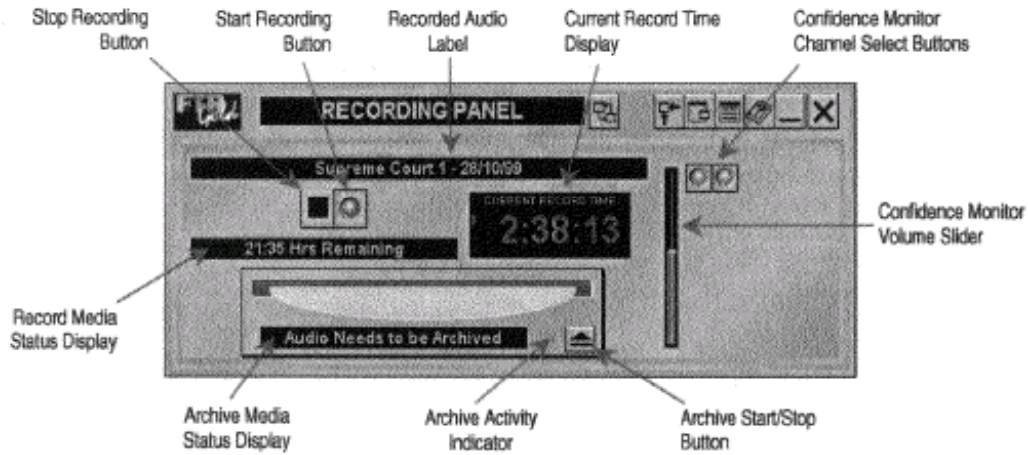
Recording Panel Keys		
Key(s)	**Description**	
Ctrl+F2	Start recording	
Ctrl+ F3	Stop recording	
Ctrl+F12	Start/Stop archiving	
Ctrl+1	*Channel 1	If the channel is on then it stays on, while all others are turned off. If the channel is off it will be turned on, while other channels are not affected.
Ctrl+2	*Channel 2	
Ctrl+3	*Channel 3	
Ctrl+4	*Channel 4	
Ctrl+5	*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
Crtl+T	Always On Top
Alt+Enter	Properties
Alt+F4	Exit Program

Compact View Keyboard Shortcuts

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

FTR Playback - Quick Reference

To play FTR Gold audio:

1. Click the **Open Audio** button ⊡ to open the **Open Audio** dialog box.
2. Select the required folder from the Folders/Drives list. Any FTR Gold audio will appear in the Location/Days list box.
3. Select the required location and day.
4. Click **OK**.
5. Click the **Play** button ▶ or depress the play switch on the foot control.
6. Click the **Stop** button ■ or release the play switch on the foot control to stop playing.

To control playback:

1. Click the **Fast Forward** button ▶▶ to move rapidly forward or depress the fast forward switch on the foot control.
2. Click the **Rewind** button ◀◀ to move rapidly back or depress the rewind switch on the foot control.

To control volume during playback:

1. Drag the **Playback Master Volume** control tab up or down to adjust the overall volume.
2. Drag the **Playback Channel Volume** control tabs up or down to adjust individual channels.

To turn channels on/off during playback:

1. Click the required channel button ⊡ to switch it off. This changes the channel button from green to red.
2. Click the required channel button ⊙ to switch it on. This changes the channel button from red to green.

To select an audio range:

1. Open the required audio.
2. Position the Range Start Time control tab ▌ at the beginning of the required range.
3. Position the Range End Time control tab ▌ at the end of the required range.

To save an audio range:

1. Click the **Save Audio** button ⊟ to display the **Save Audio** dialog box.
2. Select the required drive and folder in the Folders/Drives list box.
3. Click **Save**.
4. When finished click **Close**.

FTR Playback - Quick Reference - Continued

Normal View

Playback panel with labels:
- Panel Change Button
- Compact View Button
- Always On Top Button
- Properties Button
- Help Button
- Save Audio Button
- Stop Button
- Rewind Button
- Play Button
- Fast Forward Button
- Current Play Time Display
- Playback Master Volume Slider
- Loaded Audio Label
- Playback Channel Select Buttons
- Open Audio Button
- Playback Speed Slider
- Selected Audio Display
- Playback Channel Volume Sliders
- Range Start Time Adjustment Buttons
- Current Play Time Adjustment Buttons
- Range Start Time Display
- Range End Time Adjustment Buttons
- Day Start Time Tick
- Range Start Time Control Tab
- Current Play Time Control Tab
- Audio Break Tick
- Range End Time Control Tab
- Day End Time Tick
- Range End Time Display
- Range Audio Bar
- Day Audio Bar
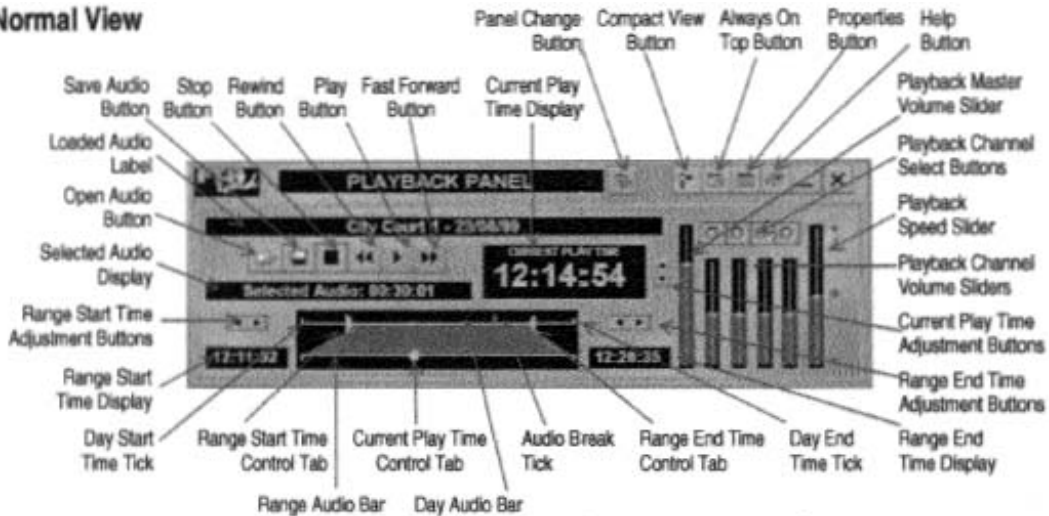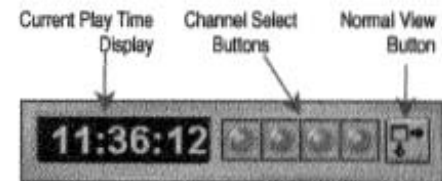
Normal View Keyboard Shortcuts

Key(s)	Description	
F2	Play	
F3	Stop	
F4	Rewind	
F5	Fast Forward	
CTRL+ALT+S	Select stereo playback	
CTRL+ALT+M	Select mono playback	
Ctrl+↑ or ↓	*Increase/Decrease volume	
Shift+↑ or ↓	Increase/Decrease speed	
Ctrl+ ← or →	Move Range Start Time control tab left or right	
Alt+ ← or →	Move Range End Time control tab left or right	
Shift+ ← or →	Move Current Play Time control tab left or right	
Ctrl+Alt+ ← or →	Move selected audio range left or right	
Ctrl+F6	Open Audio	
Ctrl+S	Save Audio	
Alt+1	Select the Current Play Time Display	
Alt+2	Select the Range Start Time Display	
Alt+3	Select the Range End Time Display	
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	

Compact View

Compact view with labels:
- Current Play Time Display
- Channel Select Buttons
- Normal View Button

Compact View Keyboard Shortcuts

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

FTR Log Notes - Quick Reference

Edit Mode

When creating log sheets for FTR Gold recordings it is recommended that you have your desired FTR Gold audio on screen 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 change glossaries

1. Click the **Properties** button.
2. Select the **Glossaries** tab.
3. Make the required changes by adding, deleting or editing entries. If necessary change the attached glossary.

Read-only Mode

To open a log sheet*

1. Click the **Open** button.
2. Enter Search Criteria for the required log sheets.
3. Click **Browse** to locate the log sheet storage folder.
4. Click **Search Now**.
5. Select the log sheet you require from the results list and click **Open**.

To print a log sheet

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

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**.

To save a copy of a log sheet

1. Click the **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. Right click on a log note.
2. Click **Link to Audio**.

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**.

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

FTR Log Notes - Quick Reference - Continued

Common Function Keys

To	Press
Copy As	F12
Create a new log sheet	ALT+F12
Exit program	ALT+F4
Find Text	CTRL+F3
Find next	ALT+F3
Open a log sheet	F3
Open shortcut menu	SHIFT+F10
Print log sheet	CTRL+SHIFT+F12
Toggle Edit/Read-only mode	SHIFT+F12

Location List (only appears in edit mode)

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

Location ▾

City Court 3
City Court 1
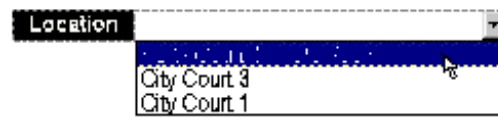
If a location appears in <brackets> as shown above, that location has FTR Gold audio associated. By clicking that location you can create a log sheet linked to that audio.

New Button   Open Button   Copy As Button   Print Button   Find Text Button   Edit/Read-only Button   Properties Button   Help Button   Minimize Button

Close Button
Scroll Up

Read-only Mode

04/11/00

LOG OF PROCEEDINGS ELECTRONICALLY RECORDED

| Description | Smith -vs- Wesson |
| Date | 04/11/00 |

Location

Time	Speaker	Note
11:00:31	A Man	se
12:21:00	Mr Meaner	cou
11:00:45		Exam
11:00:51		

Scroll down
Window Corner

Edit Mode

Log Note Shortcut Menu

Link To Audio
Set Range Start
Set Range End
Synchronize
What's This?

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 To Select the	Read-only mode Press	Edit Mode Press
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		←
To Move		
Up or down a line		↑ or ↓
Up or down a row	↑ or ↓	
To start of field		HOME
To end of field		END
To Scroll		
Up a page	PAGE UP	PAGE UP
Down a page	PAGE DOWN	PAGE DOWN