



TheRecord Player™ User's Guide



ForTheRecord®

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INTRODUCTION

Welcome

TheRecord Player™ is the digital standard for playing recordings of courts, meetings and conferences. While the player is backwards compatible with FTR Gold audio, it now includes enhanced video playback features and pitch compensation when playback speed is varied. Because the record is stored digitally there is no degradation in quality, no matter how often it is played.

To maximize the benefits of reviewing audio and video it is recommended that you capture the record using the companion program - TheRecord Recorder™.

A number of features and enhancements have been included.

-  You can change the appearance by selecting one of two skins
-  The compact view of TheRecord Player can now be positioned as required
-  Recordings can be played from an FTP server
-  Recordings can be saved in a number of different formats
-  Global keyboard shortcuts are now user defined
-  Foot control switches are now customizable

Player is available as a free download from the ForTheRecord website, located at www.ForTheRecord.com.

About This Guide

This User's Guide assumes that you are familiar with Microsoft Windows operating systems. If you are new to Windows, make use of the extensive Windows help system before attempting to use TheRecord Player.

All the images in this guide assume that you have chosen TheRecord Player skin in TheRecord Player properties.

There are three types of specially marked text used throughout this guide.



Note: This is a note. It provides additional information that may be important in the area you are currently reading.



Tip: This is a tip. It provides additional information that may assist you to complete a task in another way – such as a keyboard shortcut.



Warning: This is a warning. It highlights an action or task that must be completed exactly as stated. Failure to do so may result in loss of data.

Getting Technical Support

Please consult this guide and the online Help before seeking further assistance.

For the latest support information, go to the FTR website at www.fortherecord.com/supportnews.

Additional help can be obtained in the following ways:

 **Software patches and updates**

Go to www.fortherecord.com/support

 **E-mail**

Send your e-mail enquiries to support@fortherecord.com

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PO Box 1048
Technology Park
Bentley
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Suite 400
Phoenix, AZ 85012

Telephone:

1800 577 8059 (NA toll free)










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- Receive technical support via phone or e-mail

Without a support contract you may be charged when contacting us for support. To purchase a support contract you can contact our sales department at: sales@fortherecord.com.

When contacting support services, please help us to help you.

-  Record the system information available from the **About** box in any FTR program.
-  Provide details about your hardware and operating system
-  Record details of any error messages that appear on your screen
-  Provide details about what you did prior to the error condition
-  Determine if the problem is an isolated incident or repeatable
-  Determine if any changes have recently been implemented such as new programs installed
-  If possible, provide copies of associated recordings or log sheets

GETTING STARTED

Installation


If TheRecord Player™ is part of an FTR product bundle please refer to the accompanying product setup guide. If you downloaded TheRecord Player™ from the FTR downloads page then follow the associated instructions.

You may need to configure TheRecord 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 TheRecord Player:





1. Do one of the following:
 - a. From the desktop, double-click the **TheRecord 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 TheRecord Player is first started the latest FTR news web page may be shown.

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 TheRecord 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 TheRecord 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 double-click books in the **Contents** tab to open and close them. 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:

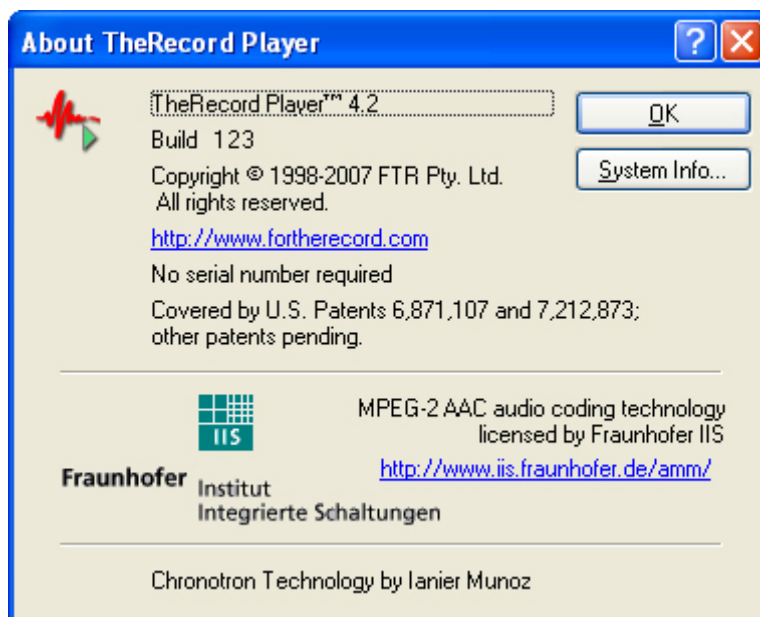
1. From the main Player panel do one of the following:
 - a. Right click the component for which you want help and then click **What's This?** from the shortcut menu.
 - b. If the **Accessibility** option is enabled tab to the component for which you require help and press F1.
2. From any dialog box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

To display the About TheRecord dialog box:

1. Click the product logo  (or  for the FTR Gold skin).





2. Click the **OK** button to close the **About TheRecord Player** dialog box.

System Information

System information is saved in a collection of text files that are stored on your desktop and copied to your clipboard. When system information is saved you can view the text files using the text viewer of your choice and you can send them to customer support as required.

To save System Information:

1. From the TheRecord Player click the product logo  (or  for the FTR Gold skin).
2. From the **About TheRecord Player** dialog box, click the **System Info...** button.
3. Observe a progress dialog box as system information is being saved.
4. When complete, a message box confirms that saving was successful and that system information is available from the desktop.
5. Observe that a new folder is available from your desktop that is labeled **FTR System Information...**

To view System Information:

1. Save system information as described above.
2. From your desktop double-click the **FTR System Information...** folder.
3. From Explorer double-click the text file you wish to view.

To send System Information:

1. Save system information as described above.
2. Do one of the following:
 - a. Compose a new email message to send to your customer support team and paste the contents of your clipboard. Observe that your email message now has a number of text file attachments that contain the saved system information. Send the message.
-or-
 - b. From your desktop double-click the **FTR System Information...** folder. Press CTRL+A to select all system information files. Right-click the selection, point to **Send To** and click **Mail Recipient**. Enter the email address for your support group and send the attached system information files.

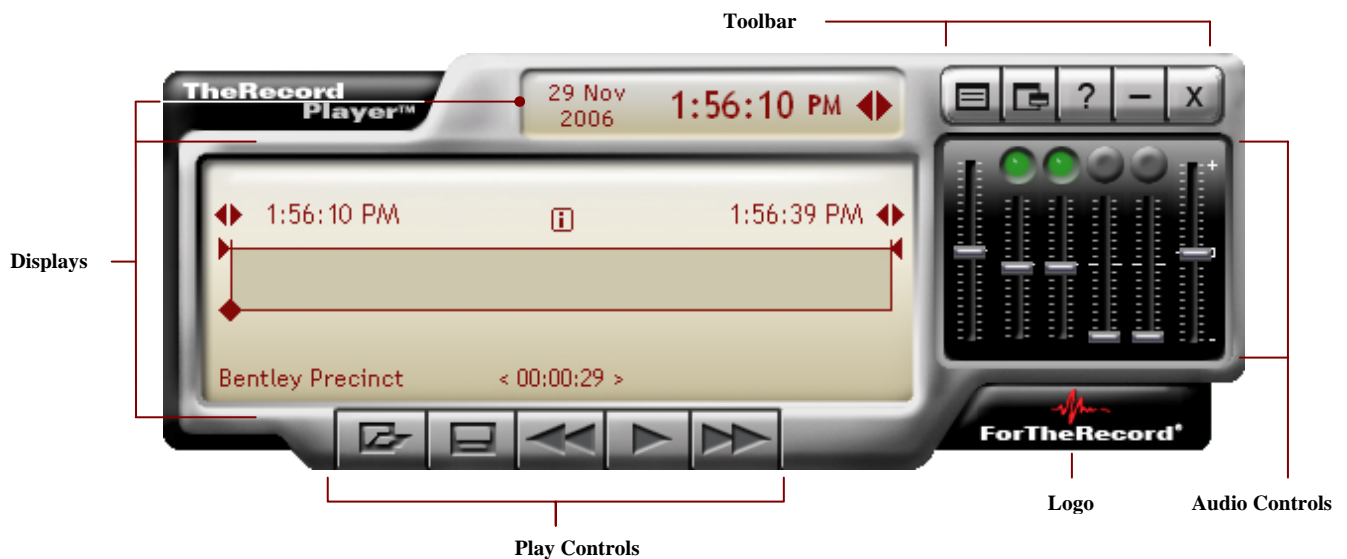
WORKING ENVIRONMENT

TheRecord Player

TheRecord Player can be displayed in Normal or Compact View.

Normal View

The major components of TheRecord Player in Normal View are described in the following pages.








Note: In Normal View you can set TheRecord Player to be Always On Top. See *Properties* in the *Configuring Player* section, later in this guide.

Toolbar








The toolbar consists of five buttons.

Button	Description
	Properties - Click this button to view and change properties.
	Compact View – Click this button to switch between normal and compact players.
	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 <i>Positioning and Sizing</i> later in this guide.
	Close – Click this button to quit the program.

Play Controls



The five play controls are described in the table below.

Button	Description
	Open - Click this button to locate and open recordings.
	Save Copy To - 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 5 second intervals and plays for 1 second.
	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 3 second intervals and plays for 1 second.

Logo



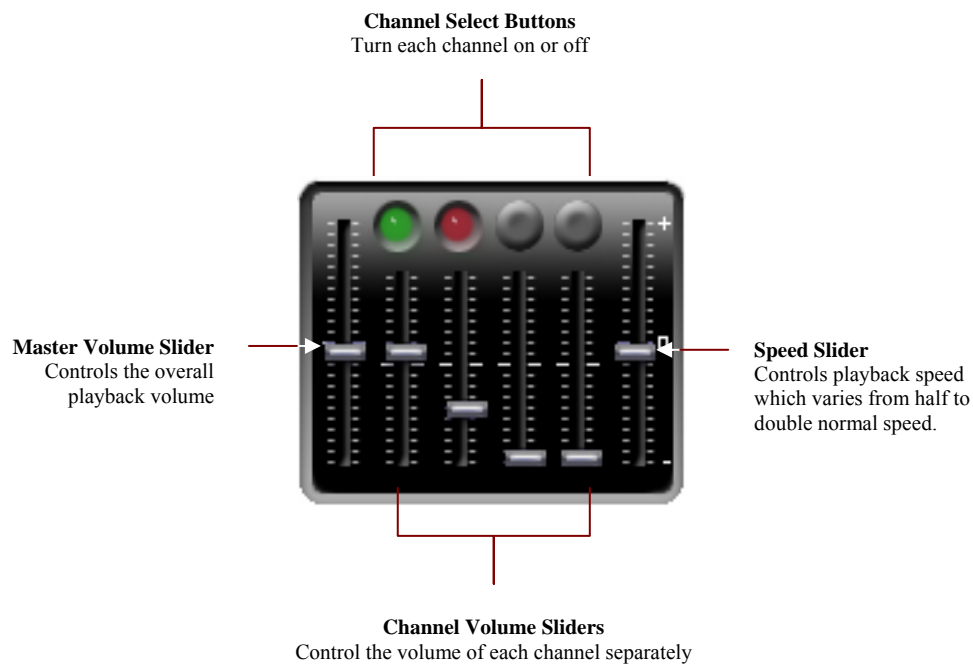
Click the logo, at the bottom right corner of the Player, to view the **About** box and to access system information.

Audio Controls

Changing the audio controls has no impact on a recording, even while listening to an active recording. Audio controls only affect how you listen to a recording.

The Audio Controls consist of:

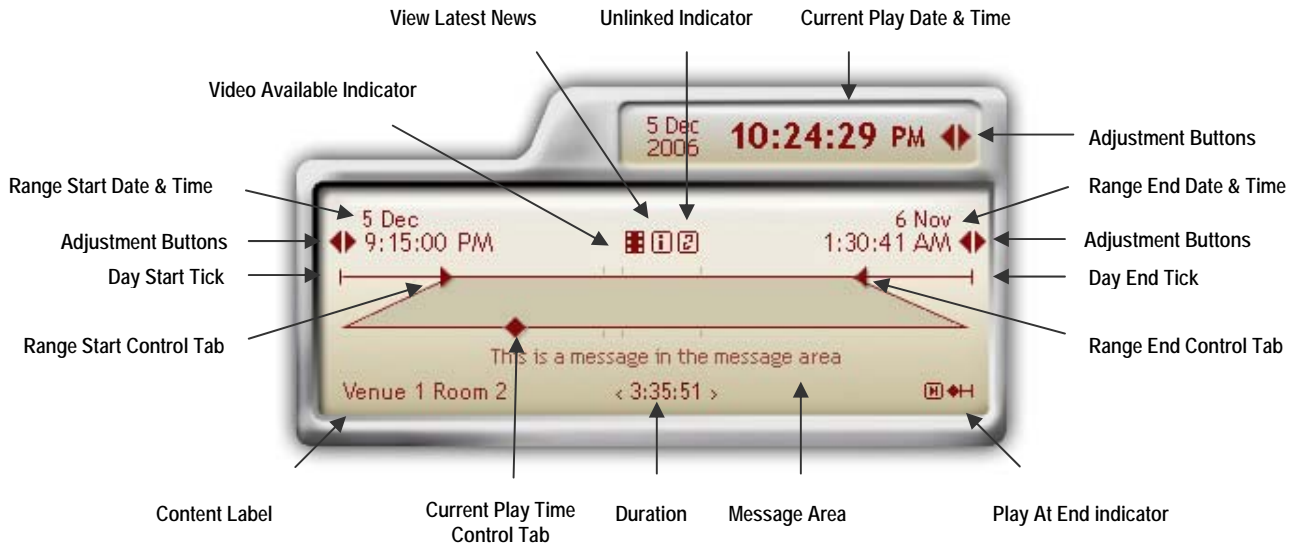
- 🔊 Master Volume Slider - This sets the overall playback volume for all channels that are switched on.
- 🔊 Channel Volume Sliders - Each channel has its own volume slider that sets the playback volume.
- 🔊 Channel Select Buttons - Each channel can be turned off or on as required.
- 🔊 Speed Slider - This sets the speed at which playback occurs. Speed varies from half to double normal speed. When adjusting the speed, pitch compensation is applied to maintain the tonal qualities of normal playback.



Note: If the loaded content is less than four-channels then the unused channel-select buttons are disabled.

Display

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



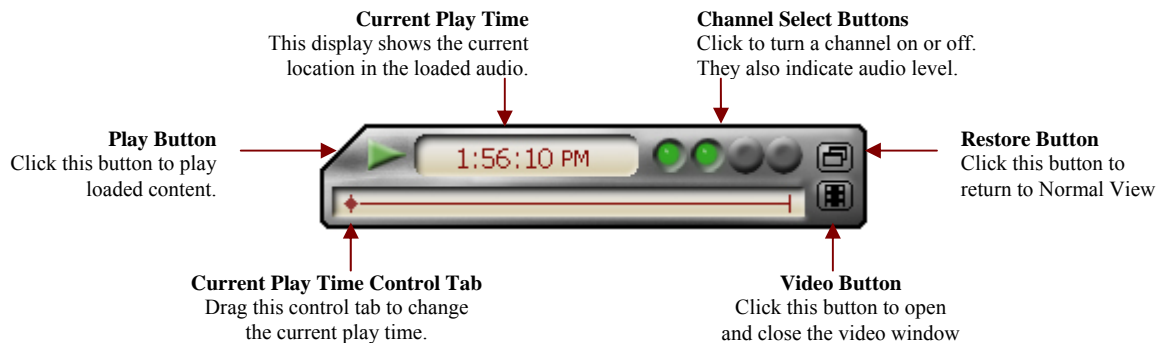
Element	Description
Content Label	Indicates the Label of the current content.
Current Play Time	Shows the current date and time position in the recording. You can change the time by directly entering a new time, or by clicking the associated adjustment buttons, or by dragging the Current Play Time Control 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. If a date is shown it indicates that the current content includes a recording session that crosses midnight.
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. If a date is shown it indicates that the current content includes a recording session that crosses midnight.
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.
Latest News	Click this icon to view the latest news from FTR.
Unlinked Indicator	Indicates that the label and date of the content in player does not match the label and date of content that is open in another ThinkLink enabled program.
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 compact view is selected, a smaller version of the player is displayed with a basic set of controls. The compact player is always on top of other programs.

While in Compact View you can:

- ✦ Start and stop playback
- ✦ Show or hide the video window
- ✦ Turn channels on and off
- ✦ Directly enter a new play time.





To switch between Normal and Compact View:

1. From the normal view of player, click the **Compact View**  button.
2. From the compact view of player, click the **Normal View**  button.

Video Window






The video window can be moved and re-sized to suit the way you work.

<u>Button</u>	<u>Description</u>
	Video resize handle. Drag to resize the video window.
	Close. Click to close the video window.

CONFIGURING PLAYER

There are a number of ways to change the configuration of TheRecord Player to suit the way you work.

You can:

-  Change the size and position of the player and video windows
-  Change TheRecord Player properties
-  Manage Search Folders.



Changing Size and Position

You can change the size move TheRecord Player to any position on your desktop. You can also position and resize the video window as required.

Resizing and Positioning the Player

The Normal and Compact views of Player can be positioned as required.

To change the size and position of TheRecord Player:

1. To switch from Normal to Compact view, click **Compact View**  or press CTRL+ALT+V.
2. To switch from Compact to Normal View ,click **Normal View**  or press CTRL+ALT+V







Note: Normal View can also be set to Always On Top. See *Properties – General Tab* in the next section of this guide.

3. To position the player do one of the following:
 - a. Click any area of the player that is not a control or display and drag to the required position or
 - b. Press ALT + Spacebar and select **Move** from the shortcut menu and press the cursor keys to move the player to the required position and press Enter.

Resizing and Positioning the Video Window

You can open or close the video window and change the size and position as required.


To change the video window:

1. To move the video window, drag any part of the window frame that is not a button.
2. To re-size the video window drag the re-size handle .
3. To switch to and from full screen video press ALT+Shift+V.
4. To close the video window click **Close** .
5. To re-open the video window, click  in Normal View or  in Compact View.

Properties

There are a number of player properties that can be adjusted to suit the way you work.

To modify TheRecord Player properties:

1. Click **Properties** .
2. From the **TheRecord Player Properties** dialog box click the required tab and choose the desired options.





See the following pages for details about each properties tab.

3. Click **Apply** to save changes without closing the dialog box or **OK** to save changes and close the dialog box.

General Tab

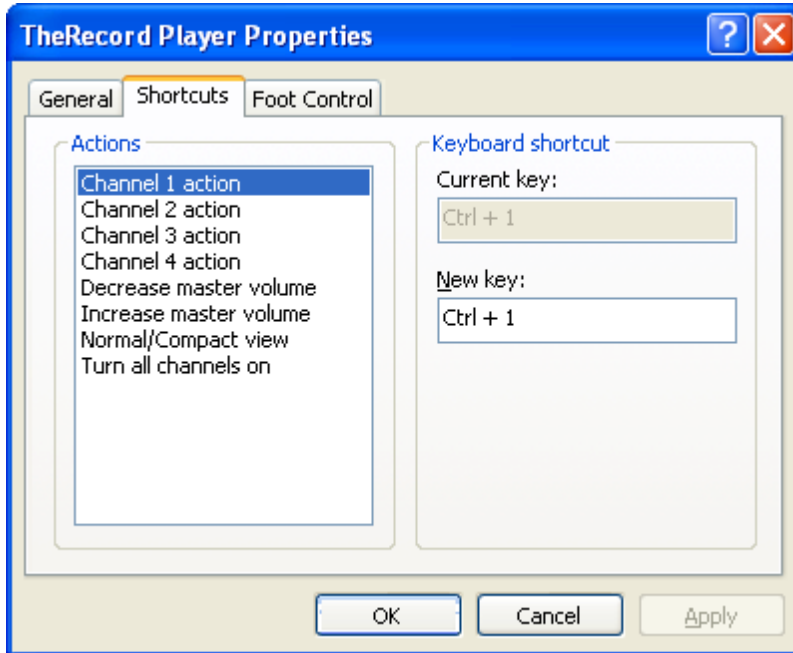
This is the General properties tab.



Option	Description
Skin	You can display the player with one of two skins – TheRecord or FTR Gold
Playback	You can choose to playback in Mono or Stereo . If you choose mono then all channels are played equally in both ears. If you choose Stereo then playback is distributed to create the impression that each channel comes from a different direction. Two and four channel recordings are distributed as follows:
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>2-Channel</p> </div> <div style="text-align: center;">  <p>4-Channel</p> </div> </div>
Accessibility	If you require accessibility features then select this option to show a focus frame for every control in the Player. Use this focus frame to tab around every control to access voice descriptions.
Viewing options	Selecting Always On Top sets the Normal View of player to be always on top of any other program.

Shortcuts Tab

This is the Shortcuts properties tab.



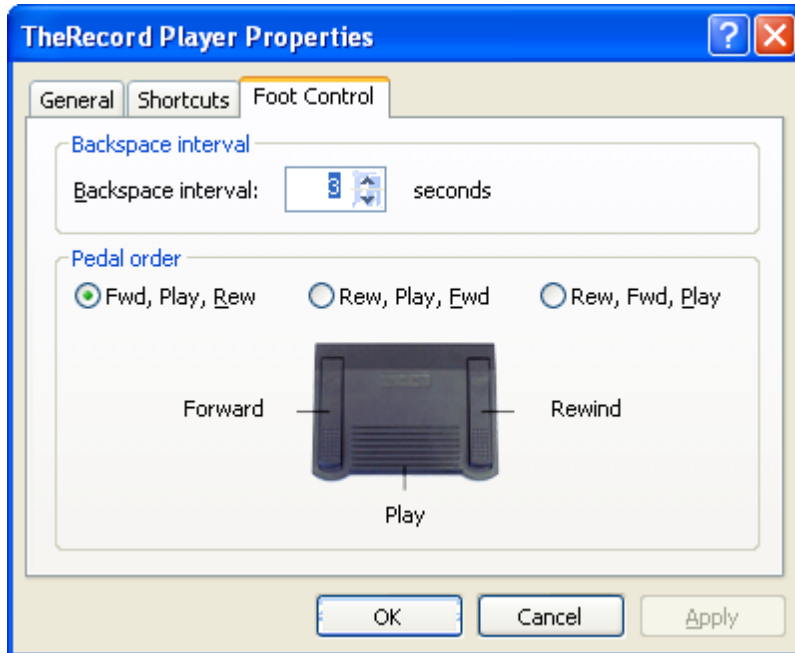
Option	Description
Actions	Select an action to change the associated keyboard shortcut.
Current key	Enter the new keyboard shortcut by pressing the shortcut keys on your keyboard.
New key	Click here then press the new keyboard shortcut for the selected action.

To change a shortcut:

1. Select the action you want to change.
2. Observe the **Current key** box to see the assigned key combination.
3. Click the **New Key** box and press the key combination you want to use.
4. Observe the message area below the **New key** box. If the key combination is invalid for any reason this message will explain why.

Foot Control Tab

This is the Foot control properties tab.



Option	Description
Backspace Interval	When releasing the foot-control play-switch, the Current Play Time control tab automatically backspaces by the number of seconds listed in this box.
Pedal Order	The FTR Foot Control has three pedals. Select one of these options to set the preferred pedal order.

To change foot control settings:

1. To change the backspace interval, enter the required number of seconds or click the adjustment buttons as required.
2. To change switch action, click the required **Pedal order** option and observe the image for confirmation of your selection.





Managing Search Folders

Search Folders point to locations that store recordings. A Search Folder may point to a local hard disk drive, a shared folder on another computer or an FTP site. Search Folders are user defined and provide a simple way to locate recordings on a daily basis. Search Folders are used every time you open a recording for playback. As you navigate each Search Folder the location is scanned for recordings and a folder hierarchy is displayed that sorts recordings by label and date.





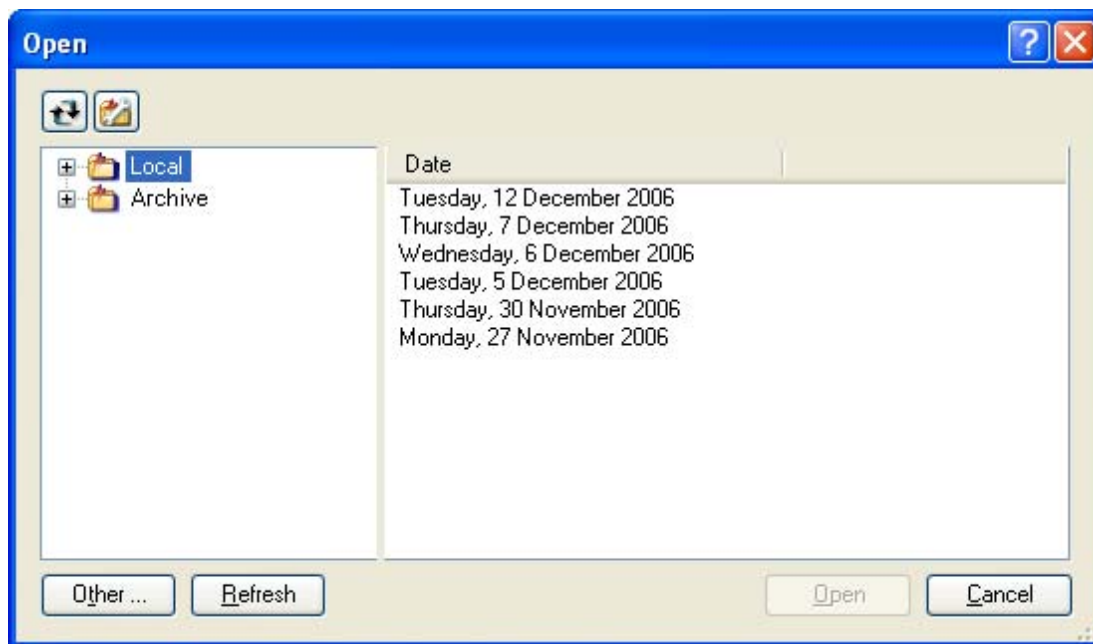
Note: FTP search folders are not shown in the **Open** dialog box because they cannot be browsed. However, they are shown in the Manage Search Folders dialog box so that search priority can be adjusted. See *Appendix B* for details about FTP search folders.

The following tasks are available when managing Search Folders:

-  Adding a Search Folder
-  Editing a Search Folder
-  Deleting a Search Folder
-  Prioritizing Search Folders

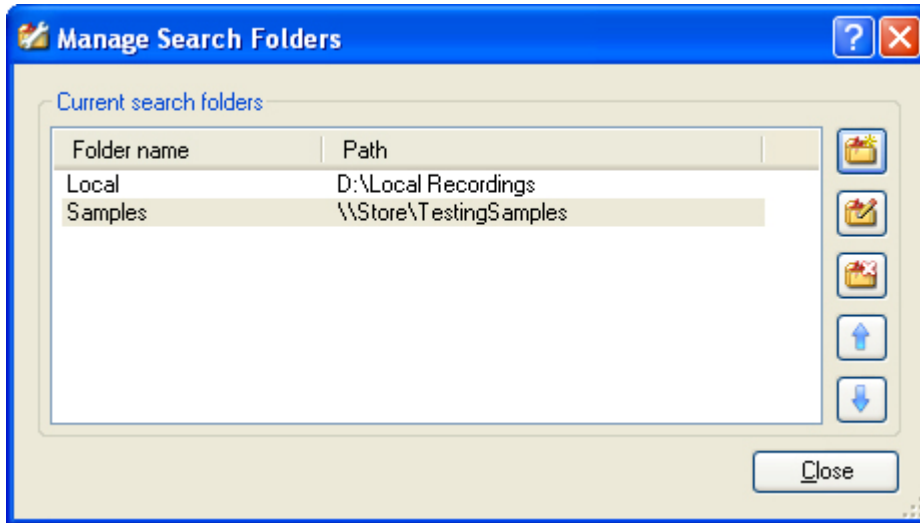
To manage Search Folders:


1. From TheRecord Player click **Open** .
2. From the **Open** dialog box click **Manage Search Folders** .







(Continued on the next page)

3. To add a Search Folder do the following:






 **Note:** If you previously created an FTP Search Folder it will appear in the **Manage Search Folders** dialog box but is not shown in the **Open** dialog box.

- a. From the Manage Search Folders dialog box, click **Add Search Folder** .
- b. In the **New Search Folder** dialog box, enter the path to the required location or click Browse and navigate to the required location.
- c. Click **Next**.
- d. In the **Search Folder Name** dialog box, enter a user friendly name. e.g. Archive Recordings or Local Recordings.
- e. Click **Next**.
- f. In the **Search Priority** dialog box, set the priority by clicking **Priority Up**  and **Priority Down** . As a rule of thumb, place the folder that is most commonly used, at the top of the list. When other programs, such as TheRecord Annotator, request playback of a specified recording then TheRecord Player attempts to find the recording by scanning Search Folders in the order of priority.

 **Note:** During the creation of a new Search Folder you can only change the priority of the added folder. You can re-arrange all Search Folders directly from the Manage Search Folders dialog box as described later in these steps.

- g. Click **Finish**.
4. To edit an existing Search Folder do the following:

- a. From the **Manage Search Folders** dialog box, select the required Search Folder and click **Edit Search Folder** .
- b. As each dialog box is shown make the necessary changes and click **Next**.
- c. When completed click **Finish**.

5. To delete an existing Search Folder do the following:
 - a. Select the required folder in the **Manage Search Folders** dialog box and click **Delete Search Folder**.
 - b. When the confirm deletion dialog box is shown click **Yes** to proceed with the deletion.
6. To change the priority of existing Search Folders do the following:
 - a. From the **Manage Search Folders** dialog box, select the Search Folder you want to move.
 - b. Click **Priority Up**  or **Priority Down**  as required.

Sound Card Settings

If you are not satisfied with playback levels you may need to make adjustments to your sound card.

Using the vendor program for your sound card set the Wave Out device and Master Volume to 75%. Open a recording and play it back. If the levels are still not suitable then re-adjust the sound card as required.

PLAYING

You can open and play any recordings that have the appropriate CODECS installed on your computer. However, the way recordings are opened and played depends on which program or device created them.

Recordings that are created with TheRecord Empowered programs such as FTR Reporter, FTR ReporterDeck, FTR ReporterDeck 2 or TheRecord Recorder, have unique file names that are used by TheRecord Player to build a user friendly folder structure. Using these recordings, TheRecord Player can open and play multiple recording sessions with the same label and date.

TheRecord Player can also play recordings that are created using some Marantz digital recorders. Using these recordings, TheRecord Player can open multiple recording sessions from the same day. Marantz recordings can be opened directly from TheRecord Player or from the auto-play window that opens when the unit is connected to your computer.

Recordings that are created using other programs can be played by TheRecord Player but only one file at a time can be opened.





Search Folder – user defined

Opening Recordings



Use TheRecord Player controls to open and play recordings from specified Search Folders. If you want to play from compatible Marantz recorders using the AutoPlay window see *Opening Marantz Recordings* in the following section.

To open recordings:


1. If you want to open recordings that are stored on removable media such as CD/DVD or flash drives, insert the media first.
2. From TheRecord Player click **Open** .

 **Note:** If you connect removable media after the **Open** dialog box is displayed you may need to click **Refresh** to update the Search Folders. Also, if you open recordings that are in progress click the Refresh button to update the list.

3. The **Open** dialog box reveals Search Folders that can be expanded to reveal recordings that are sorted by label and date. Expand the required Search Folder, date folder and label folder until you reveal a content type.


 **Tip:** To change the sort order, click **Sort** . Recordings can be sorted by Label and then Date or by Date and then Label. Choose the sort order that is most practical for you.

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

 **Note:** If you select a recording that continues from the previous day or extends into the next day, and recording was continuous over midnight, then all three days of the recording are opened in TheRecord Player.

Opening Marantz Recordings

You can play Marantz recordings from the AutoPlay window that is displayed when the Marantz recorder is connected to your computer.

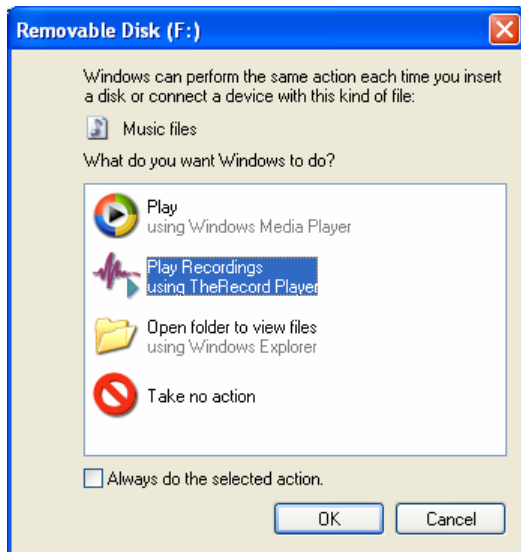
 **Note:** If the AutoPlay window does not display, connect your Marantz recorder according to the instructions that were supplied with the unit and see *Opening Recordings* above.


To open Marantz recordings:

1. Follow the instructions for connecting your Marantz recorder to your computer. The following instructions are specific for the PMD 660 and PMD 671.
 - a. Connect the Marantz recorder to the USB port on your computer.
 - b. Power off the Marantz digital recorder and press the **Menu/Store** button while powering on. The LCD screen on the unit shows I/O Online.


(continued on the next page)

2. Observe that the auto-play window opens on your screen.




 **Note:** If the AutoPlay window is not displayed you can open Marantz recordings directly from TheRecord Player. See *Opening Recordings* earlier in this section.

3. From the auto-play window click **Play Recordings using TheRecord Player**.
4. Click **OK**. TheRecord Player starts and the **Open** dialog box opens showing the Marantz recordings.

 **Note:** TheRecord Player will automatically open Marantz recordings in the following circumstances:
1. If there are three consecutive days (or less) with the same label, and those days are recorded across midnight or
2. If there is only one label and date available.

5. From the **Open** dialog box expand the label and date folders until you reveal the required recording.
6. Select the recording and click **Open**.

 **Note:** If you select a recording that continues from the previous day or extends into the next day, and recording was continuous over midnight, then all three days of the recording are opened in TheRecord Player.


Opening Other Recordings

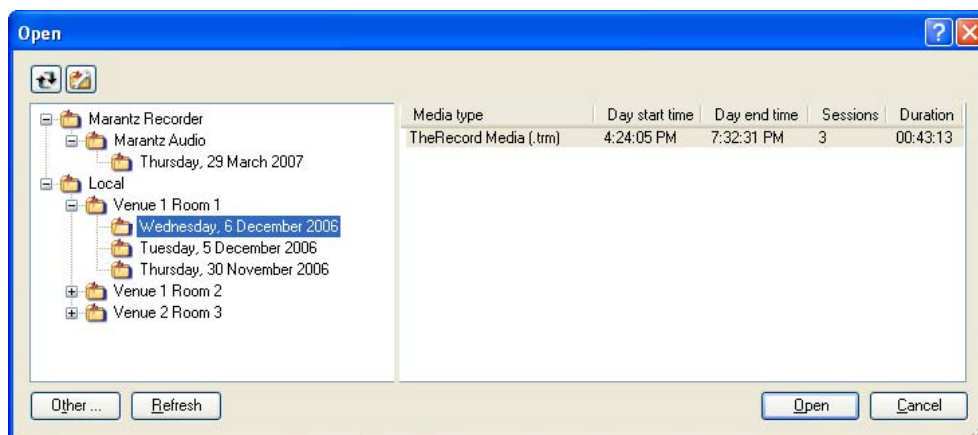
You can play other recordings that were not created with TheRecord Empowered recording systems. You can also play TheRecord Empowered recordings that are not stored in available Search Folders.



Note: Note: Playing content that is not TheRecord Empowered requires the associated CODECS and licences. Not all formats are supported.

To open other recordings:

1. From TheRecord Player, click **Open** .
2. From the **Open** dialog box, click **Other...**





3. Use standard Windows navigation procedures to choose a type, locate a folder and select a file to open.

Viewing Video

By default the video window opens when you open recordings that contain video. If you choose to close the video window you can re-open it at any time.

To view video:

1. If not already open do one of the following:
 - a. From the TheRecord Player click  (Normal View) or  (Compact View) or
 - b. Press ALT+V
2. To set video to full screen press ALT+SHIFT+V. Press the same keys to return to normal size.
3. To close the video window do one of the following:
 - a. From the video window click the close button or
 - b. Press ALT+V



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 controls provided.

Playing an Existing Recording

The following procedure for playing an existing recording describes mouse 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 playback causes the current play time to jump back by the amount specified in **TheRecord Player 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 available.





At End
This indicates that you are playing the latest available content.





Away From End
This indicates that you are not listening to the latest available content.

Play At End Button
Click this button to return to the latest available audio

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 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 several ways to set the position of the Current Play Time control tab.

-  Use the Scan Forward and Scan Back buttons.
-  Use the adjustment buttons
-  Drag the Current Play Time control tab
-  Directly enter a known time
-  Use the optional foot control

Scanning

You can scan forward and backward 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 Back** 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 right button.
2. To move back, click the left button.



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

Dragging the Control Tab



Current Play Time Control Tab
Drag to the required time.

To drag the control tab:

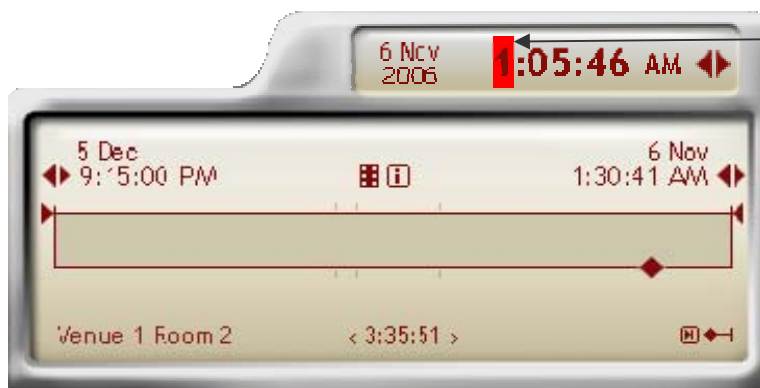
1. To advance the play time, drag the **Current Play Time** control tab to the right.
2. To move back drag the **Current Play Time** control tab to the left.



Tip: The control tab will "snap" to the nearest session break or day boundary. To stop the "snapping" action press ALT while dragging.

Directly Entering a Time

The **Current Play Time** can be directly edited.



Current Play Time
The selected number is highlighted

To directly enter a time:

1. Click the required time field in the **Current Play Time** display.
2. Enter the required number. For single digit times enter the leading zero or enter the number and shift right.
3. As you complete a time field the cursor automatically moves to the right. 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.

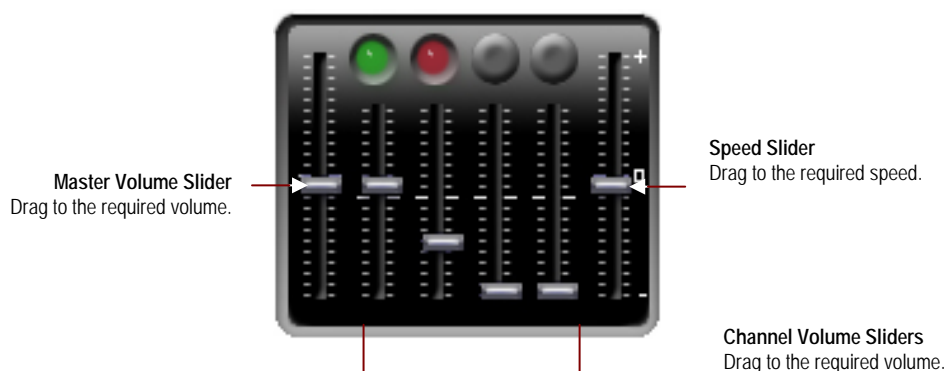
To locate a time using the foot control:

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 backward 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**. Adjusting individual channel volumes too high may lead to distortion. If this occurs lower the channel volume and adjust the master volume.

You can also set the overall play speed which ranges from a half to double normal play speed. When adjusting the speed, pitch compensation is applied to maintain the tonal qualities of normal playback.



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.

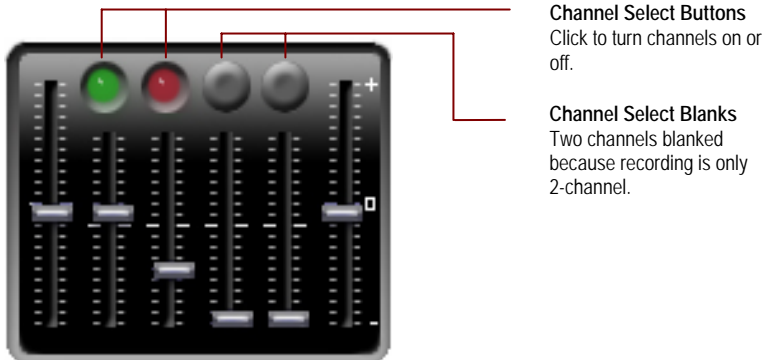


Note: Speed adjustment is not available when you playing at end in a recording that is currently in progress.

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. 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 work with a smaller range in the loaded content. This is useful when you have a specific start and end time that is of interest. You can also save a range for distribution to others.

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



Note: The range start date and end date are shown if the loaded content includes a recording session that crosses midnight.

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 click the right button.
2. To move time back click the left button.

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.



Tip: The control tab will "snap" to the nearest session break or day boundary. To stop the "snapping" action press ALT while dragging.

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

SAVING A COPY

You can save a copy of the currently loaded recording to another location on your computer, to a CD or a DVD. This is particularly useful when you wish to distribute the recording, or a small portion of the recording (a range), to other parties. You may also want to save a copy of Marantz recordings from the digital recorder to your computer, or save the recording in a different format.



Save Copy To Disk

When saving a copy to your computer you can leave the format unchanged or change the format of the recording as indicated in the following table:

Loaded Recording Format	Save Copy To Format			
	TheRecord Media	FTR Gold	ReporterDeck 2 Media	Windows Media
TheRecord Media	✓	✓	✗	✓
FTR Gold	*✓	✓	✗	✓
ReporterDeck 2 Media	✓	✗	✗	✓
Windows Media	✗	✗	✗	✓

*(separate channels only)


When selecting a format there are two options that are available in some circumstances:


-  **Audio Only:** Select this option when the loaded recording contains video and you want to save the audio only.
-  **Separate Channels:** Select this option when you have a multi-channel recording loaded and you want to save each channel as an individual recording.

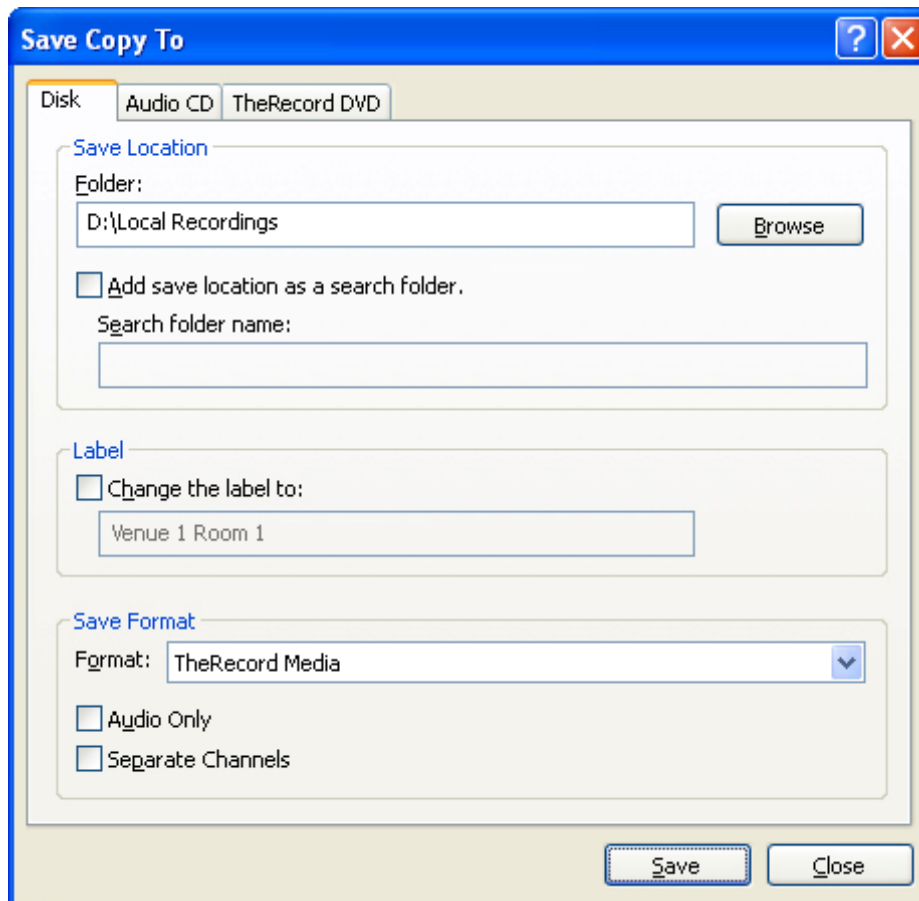


Note: Copies are always saved to date and label sub-folders, which are automatically created in the folder you specify as the save location.

To save a copy to disk:

1. If required, select a range. See the previous section.
2. Click the **Save Copy To**  button.
3. From the **Save Copy To** dialog box, enter the path to the required **Save location** or click **Browse** to locate the required location. The copy is always saved in date and label sub-folders, which are automatically created in the specified save location.


 **Note:** You may also be able to create a data CD by specifying a suitable CD drive as the Save Location. This is dependant on permissions and other settings that may need to be established by your support staff.




4. If you want to add the save location as a new search folder, select this option and enter a user friendly name for the folder.
5. If you want to change the Label select the **Change the label to** option and enter a new Label name.
6. If you want to change the format select the required format from the **Save Format** drop down list.
7. Select **Audio Only** and **Separate Channels** if the options are available and required.
8. Click **Save**.


Save Copy to Audio CD

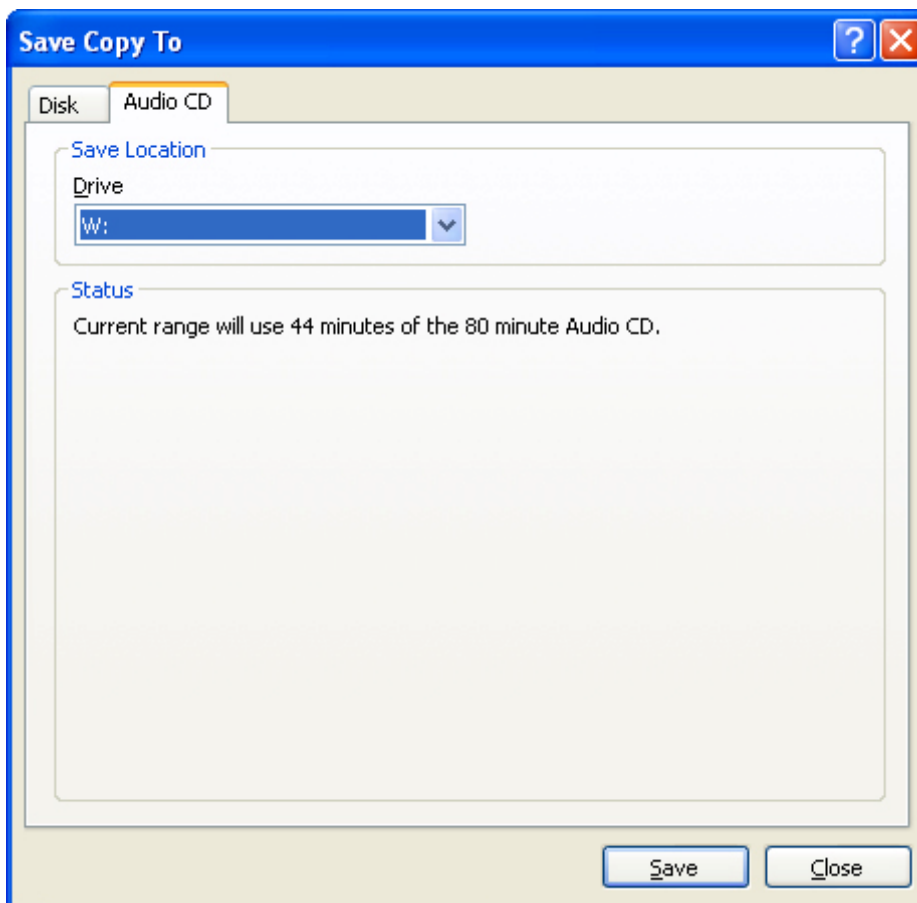
You can save a copy to Audio CD, which can then be played in most standard audio CD Players.

 **Note:** You need to be logged on as a member of the local administrators group to save a copy to Audio CD.

To save a copy Audio CD:

1. If required select a range. See the previous section.
2. Click **Save Copy To** .
3. From the **Save Copy To** dialog box, click the **Audio CD** tab and select a drive from the list.

 **Note:** If there are no drives listed, log on as an Administrator and try again.



4. Click **Save**.


Save Copy To TheRecord DVD

You can save a copy to DVD, which can then be played in most standard DVD Players.



Note: If your installation of TheRecord Player is not part of a bundled FTR product then saving to DVD is not available.

To save a copy to TheRecord DVD:

1. If required select a range. See the previous section.
2. Click **Save Copy To** .
3. From the **Save Copy To** dialog box, click **TheRecord DVD** tab and select a drive from the list.
4. Click **Save**.

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. You can change the global shortcut keys in TheRecord Player Properties.

Common Controls

To	Press
*Select Normal or Compact view	CTRL+ALT+V
Switch focus between player and video window	CTRL+SHIFT+V
View properties	ALT+ENTER
Exit program	ALT+F4
Show latest news	

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 ↓

Video Controls

To	Press
Open and close the video window	ALT+V
Toggle between full screen and normal	ALT+SHIFT+V
Tab to the resize handle and press Spacebar then:	
To move the video window	← or → or ↑ or ↓
To resize the video window	SHIFT + ← or → or ↑ 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.

APPENDIX B: FTP SEARCH FOLDERS

FTP Search Folders are required when you wish to play recordings that are stored on an FTP server.

A typical scenario is described below.


You record and transcribe a hearing, meeting or court case. Using WordLink®, you embed timestamps in the transcript and publish it to a web site. A remote user opens the document and clicks a timestamp. If you have uploaded the associated recording to an FTP server and your remote client has configured TheRecord Player with the relevant FTP search folder then they can play the recording.

Because FTP search folders cannot be browsed they are not displayed in the **Open** dialog box. The only way to play recordings from an FTP server is to click a timestamp link that is contained in a log sheet or other document. Once clicked, TheRecord Player scans available search folders for the associated recording. If the associated recording is available from the FTP search folder then the recording is opened and played.



Note: If the associated recording is available in other search folders then priority becomes an issue.. The first search folder containing the associated recording is always used. See *Managing Search Folders* earlier in this guide.

This appendix describes:

 Setting up an FTP Server

 Adding an FTP Search Folder

Two methods are described. The first method is provided for systems administrators to assist remote users to configure FTP Search Folders.

The second method describes how individuals can configure their own FTP Search Folders.

Setting Up an FTP Server

To optimize performance for users who download recordings from an FTP server it is important to upload recordings to a structured folder hierarchy.

Background




When TheRecord Player opens a recording that is stored on an FTP server, searching is conducted in the following way:

1. The FTP folder, which is dedicated to FTR recordings, is always searched for any recording files that comply with the patented FTR File naming convention.
2. Sub-folders are then examined and treated in the following way:
 - a. If a sub-folder is named by date - using the `yyyymmdd` format – and it matches the date of the requested content then it is searched for recordings that comply with the patented FTR file naming convention.
 - b. If a sub-folder is named by date - using the `yyyymmdd` format - but does not match the date of the requested content then it is skipped.
 - c. If a sub-folder is named in any other way it is searched for any recordings that comply with the patented FTR file naming convention.

To maximize searching efficiency there are a number of recommendations that should be followed.

Recommendations

It is strongly recommended that you observe the following rules:

-  To maximize search performance it is important to upload recordings into date folders that are sub-folders of the dedicated recordings folder. These sub-folders should comply with the `yyyymmdd` format.
-  Avoid placing recording files directly into the dedicated FTP recordings folder.
-  It is also important to avoid creating folders on the FTP server that do not comply with the `yyyymmdd` format because these folders will always be searched, which may impact performance.

It is further recommended that you create label sub-folders in each date folder before uploading recordings. While this has no impact on performance, it facilitates maintenance at a later time.

Adding an FTP Search Folder

Two methods are described. The first method is provided for systems administrators to assist remote users to configure FTP Search Folders.

The second method describes how individuals can configure their own FTP Search Folders

Method One

This method describes how to create a script file that your remote users can run. When your remote users run the script file the FTP Search Folder is added.

Using the following text as a template, create a vbs script file called: *AddSearchFolder.vbs*

```
.....  
option explicit  
dim oNavigator, sName, sPath, nPriority, bDisplayErr  
  
set oNavigator = CreateObject("FTR.TREdge.Navigator.SearchFolderConfig")  
  
'Set up parameters  
sName = "Acme Co. FTP Site" 'Your organisation's name goes here  
sPath = "ftp://username:password@ftp.acme.com/ftr" 'Your FTP URL goes here  
nPriority = 100  
bDisplayErr = FALSE  
  
'Create the new search folder.  
oNavigator.AddSearchFolder sName, sPath, nPriority, bDisplayErr  
.....
```

Replace the highlighted text with information relevant to your organization and your FTP URL. Pay particular attention to the username and password that must form part of the URL.

When the script file is ready, test it and then publish it for others to download and run.

Method Two

Use this method if you want to configure an FTP Search Folder using the **New Search Folder** wizard.



To add an FTP Search Folder manually:

1. Log on as a member of the Power Users Group.
2. Start TheRecord Player.
3. Click **Open**.
4. From the **Open** dialog box, click **Manage Search Folders**.
5. From the **Manage Search Folders** dialog box, click **Add Search Folder**.
6. In the **New Search Folder** dialog box, enter the path to the FTP server using the following format:

`ftp://username:password@ftp.acme.com/ftr`
where `ftp.acme.com/ftr` is the URL for your ftp server and `username` and `password` are the log on credentials to access your FTP server.
7. Click **Next**.
8. In the **Search Folder Name** dialog box enter a user friendly name for the FTP server. E.g. FTP Server.
9. Click **Next**.
10. Leave the new FTP Search Folder at the lowest priority and click **Finish**.

Testing

Testing is described in two phases.

-  Preparation for testing
-  Testing playback

Preparation for Testing

Use the following procedure as preparation for testing the FTP Search Folder.

To prepare for testing:

1. Open an existing recording in TheRecord Player or start a new recording with TheRecord Recorder or FTR Reporter.
2. Use FTR Log Notes, The Record Annotator, FTR Minutes or WordLink to create links to the recording.
3. Publish the linked document. This typically involves posting the document to a web page for other users to download.
4. Create a date folder on the FTP server and upload the recording that was used to create the links.



Note: The date folder must be the same date as your recording and be in the following format: `yyyymmdd` e.g. 20060403. See *Setting up your FTP Server* earlier in this bulletin.

Playback Testing

On the playback computer, it is important that the recording which is linked to your test document is not found in other Search Folders.

To test playback:

1. Log on as a member of the Power Users Group.
2. Start TheRecord Player.
3. If any other Search Folders contain your test recording do the following:
 - a. Click **Open** and click **Manage Search Folders**.
 - b. Use the **Priority Up** button to move the FTP Search Folder to the top of the list.
4. Download the document containing links.
5. Click a link.
6. Observe that TheRecord Player downloads the linked recording. This may take some time and while the download progresses, a message is displayed.
7. Click **Play** and check that the correct recording is available.
8. Click another link and observe that the **Current Play Time** is set accordingly.

When testing is complete, restore the priority of your Search Folders as required. The FTP Search Folder should normally be set to the lowest priority.

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