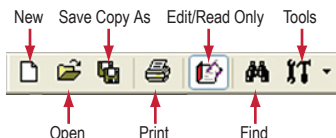


Toolbar



Description Field

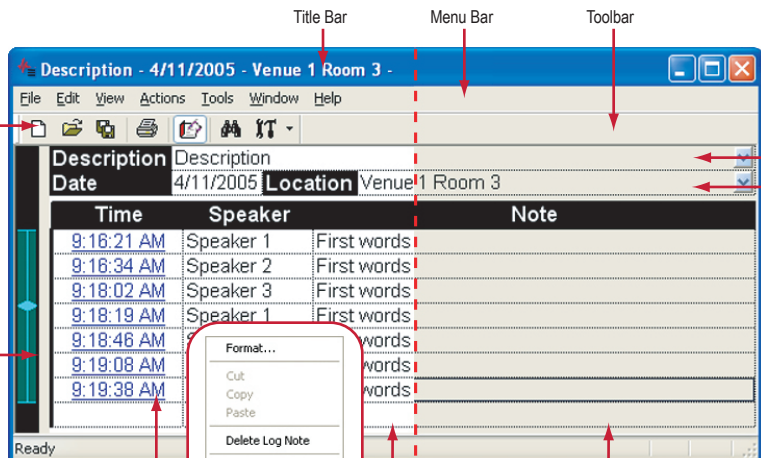
Click  to open and view the complete Description.

Description Identifying text

Date Supplementary text that assists the reviewer

You can enter text until it automatically wraps or you can force a new line by pressing SHIFT + ENTER.

If more than ten lines of text are generated you can scroll up and down, as required.



Shortcut Menu

Edit Mode

Read Only Mode

When you switch between edit mode and read-only mode, the background of the log sheet changes color and the Edit/Read-Only button changes state.

Range Bar



Range Start Marker

This marker represents the Audio Range start time as defined in TheRecord Player™

Current Log Note Marker

Indicates the last log note relevant to the current play time of the associated content. As the content continues to play the marker moves to show the corresponding log note.

Range End Marker

This marker represents the Audio Range end time as defined in TheRecord Player.

Location List

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



If a location appears in <brackets> as shown above, that location has associated content loaded in TheRecord Player. By clicking that location you can create a log sheet linked to that content.

The Location list only appears in Edit Mode.

To create a new log sheet:

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

When creating log sheets it is recommended that you start TheRecord Player and open the relevant content before you start TheRecord Annotator. In this way the selection of the location name is automated.

To add a log note: (Edit Mode only)

1. Select the last empty **Speaker/Note** field.
2. Start typing or enter a glossary item. A time stamp is automatically entered in the time field.
3. To create multiple lines in the same field press SHIFT + ENTER at the end of each line.

To open a log sheet:

1. Click the **Open** button.
2. Use **FTR Navigator** to navigate through **Search Folders**, **Date folders** and **Location folders** until you reveal a content type.
3. When the required content is revealed select it and click **Open**. All log sheets in the selected **Search Folder**, with the same location name and date, are opened.

To link content:

1. Click a log note timestamp in the log sheet.
2. Annotator starts TheRecord Player, searches for and opens matching recordings.

To toggle between Edit Mode and Read-only Mode:

1. Click the **Edit/Read-only** button.

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

Navigation keys		
	Read-only mode*	Edit Mode
To Select the	Press	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

* In Read-only Mode, with Accessibility enabled, the Navigation keys behave as Edit mode shortcuts.