



# TheRecord Annotator Tutorial

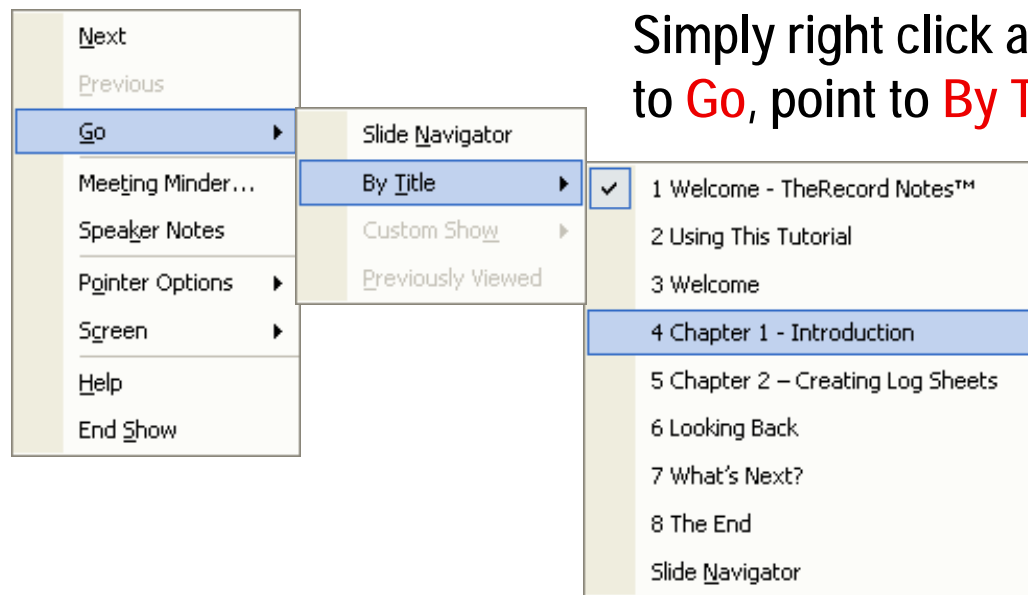


**ForTheRecord<sup>®</sup>**

Press → to continue.

## Using this Tutorial

To progress to the next topic press the right cursor key or click anywhere in the current topic. To go back press the left cursor key. You can also go to any topic by using the shortcut menu as shown.



Simply right click anywhere in the current topic, point to **Go**, point to **By Title** and click the required topic.

There is also a main table of contents and individual chapter tables of contents. These tables show underlined chapter or topic headings. Click any of the table entries to go immediately to the selected option.

To return to the main table of contents click








**Contents**

To return to the table of contents for the current chapter click

**Chapter 1**

You can exit the tutorial at any time by pressing **ESC**.

# Contents

-  Welcome
-  Chapter 1 – Introduction
-  Chapter 2 – Creating Log Sheets
-  Chapter 3 – Log Notes
-  Chapter 4 – Reviewing Log Sheets
-  Chapter 5 – Searching
-  Chapter 6 – Printing Log Sheets

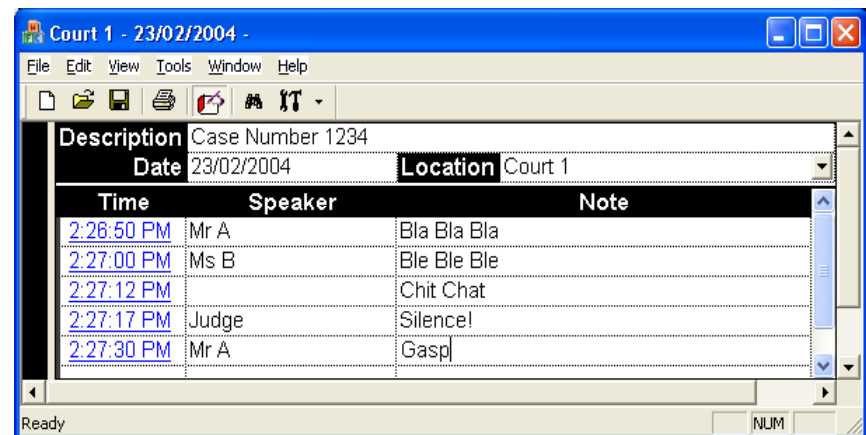
# Welcome

This tutorial guides you through the basic steps needed to use TheRecord Annotator.

## What is TheRecord Annotator?








TheRecord Annotator is an electronic note-taking program that provides a comprehensive method for annotating proceedings. When used in conjunction with TheRecord Recorder and TheRecord Player, Annotator provides an advantage over the paper log note process by automatically adding a link to each note. By linking the log notes to TheRecord content you can quickly locate specific events in recordings.

You can create notes while recording is active or when playing back existing recordings. You can also create standalone notes. These notes can be linked to a recording at a later time.



# Chapter!1 !- Introduction

In this chapter you will find information on the following topics:

-  Starting the Program
-  TheRecord Annotator Components
-  Sizing and Positioning
-  Column Widths
-  TheRecord Annotator Options
-  Navigator
-  Quitting the Program

## Starting the Program

Prior to working with TheRecord Annotator, you must start the program and familiarize yourself with the operating environment and the basic methods of operation.



To start Annotator:

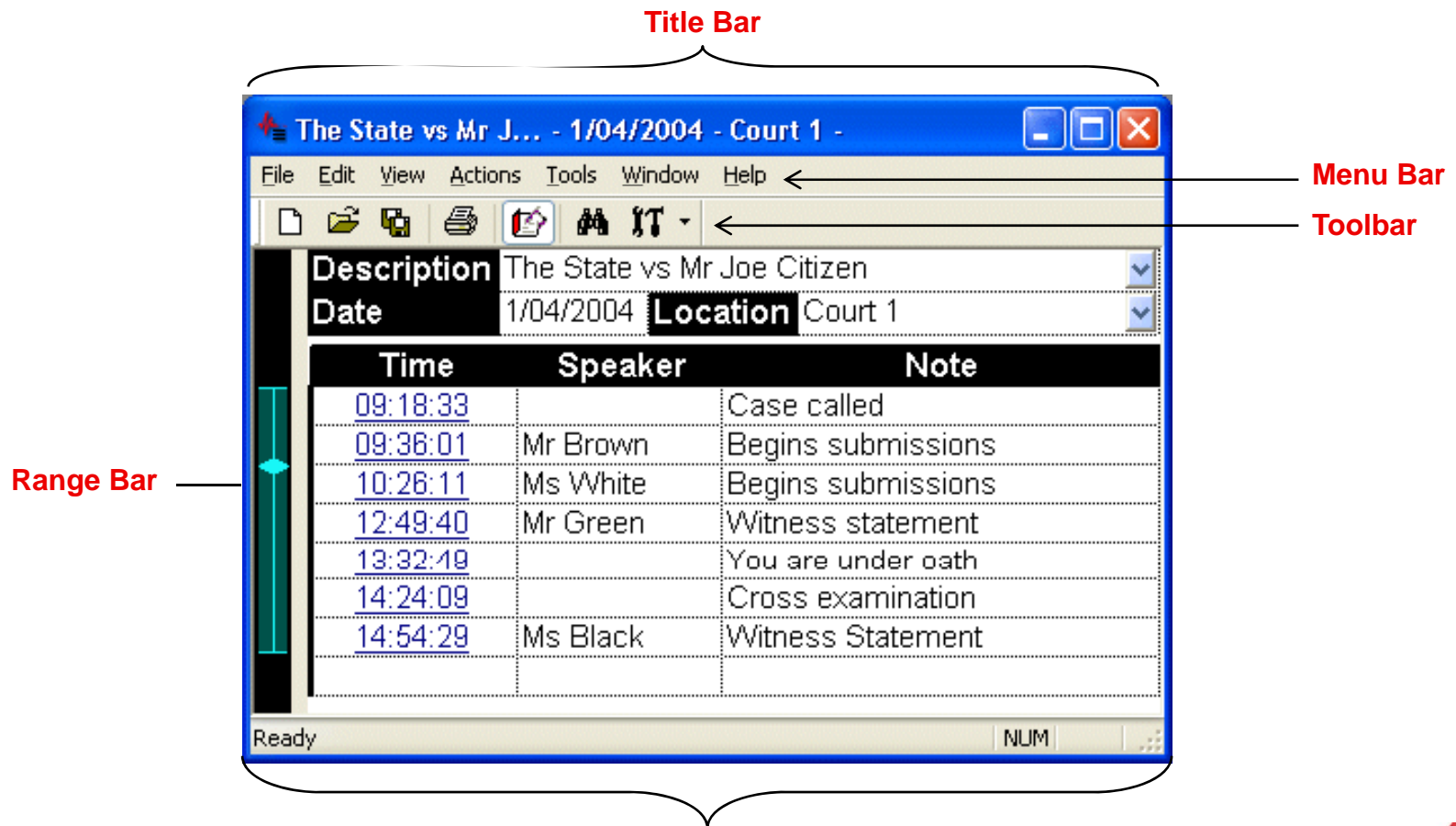
Double-click the **TheRecord Annotator** desktop icon ,

-or-

Click **Start**, point to **All Programs**, then **ForTheRecord** and click **TheRecord Annotator**.

# The Record Annotator Components

The main components of the Annotator window are the **Title Bar**, **Menu Bar**, **Toolbar**, **Log Sheet**, and the **Audio Bar**. The audio bar is referred to in later sections describing range setting and playing audio.



## Sizing and Positioning

If not maximized the Annotator window can be resized and positioned anywhere on the screen. The minimum height of the window always includes the toolbar, the menu bar, the log sheet heading and one log sheet row. The minimum width always displays the Time column and a minimum column width for the Speaker and Note fields.

The screenshot shows a window titled "The State vs Mr J... - 19/03/2004 - Court 1 -". The window contains a menu bar (File, Edit, View, Actions, Tools, Window, Help), a toolbar with various icons, and a log sheet. The log sheet has a header row with "Description", "Date", and "Location" columns. Below the header is a row with "The State vs Mr Joe Citizen", "19/03/2004", and "Court 1". Below that is a table with columns "Time", "Speaker", and "Note".

**Minimum window width** is indicated by a bracket above the window.

**Minimum window height** is indicated by a bracket on the left side of the window.

Annotations on the right side of the window:

- To position the Annotator window drag any part of the log sheet surrounds that is not a button or display while it is not maximized.
- To resize the window drag any a window edge or corner until you reach the required size.

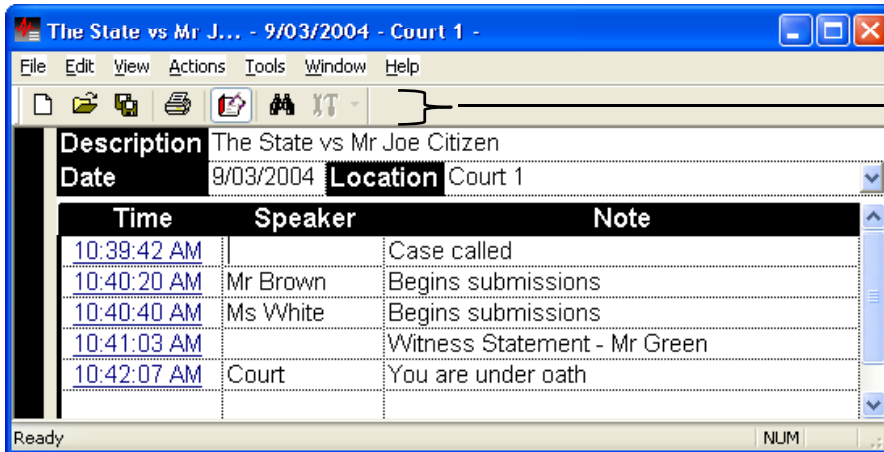
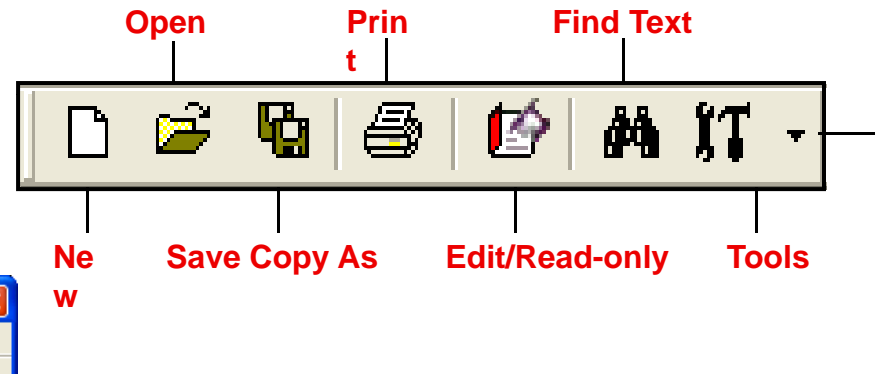
## Title Bar

The **Title Bar** displays the first line of the **Description** field, date the log sheet was created or the date of the linked audio, and the **Location Name**.

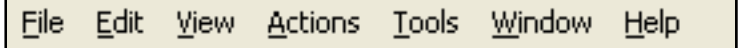


## The !Tool!Bar

The toolbar contains buttons providing quick mouse access to the main Annotator functions. From the tool bar you can create, open, copy and print a log sheet. You can also toggle between edit mode and read-only mode, find text in a log sheet and use the standard tools **Glossaries**, **Pick Lists**, **Merge** and **Filter**.



## The Menu Bar



File Edit View Actions Tools Window Help

The **Menu Bar** provides access to the main functions and settings for Annotator.

From the **File** menu you can create, open, copy, print and exit Annotator.

From the **Edit** menu you can switch between Edit and Read-only mode, apply formatting, cut copy and paste a selection, delete a log note, find text and synchronize log notes.

From the **View** menu you can set **Always on Top**, and toggle the Toolbar and Status bar on and off.

From the **Actions** menu you can link content and set the range start and end.

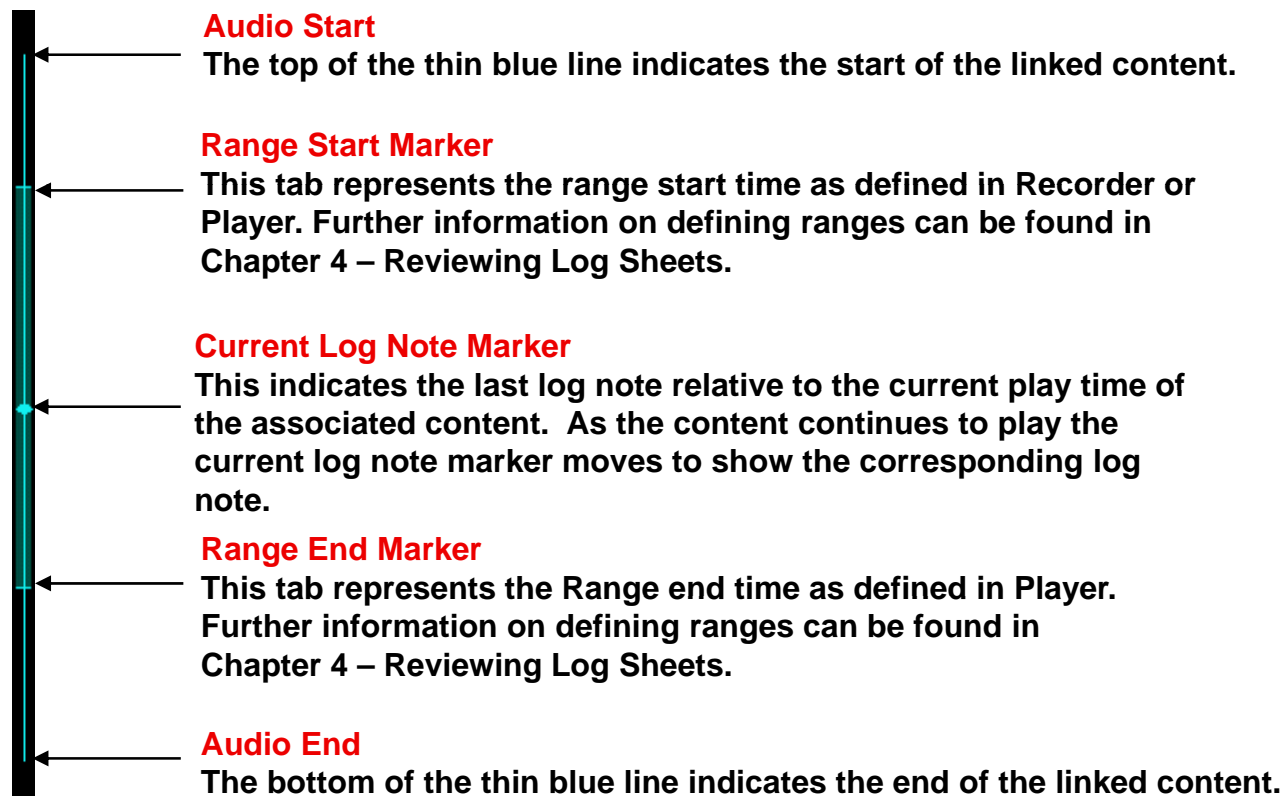
From the **Tools** menu you can access the standard tools **Glossaries**, **Pick Lists**, **Merge** and **Filter**, and **Annotator Options**.

The **Window** menu contains a list of all loaded log sheets.

From the **Help** menu you can access Annotator Online Help, What's This Help and Annotator version information.

## The Range Bar

The Range Bar provides a visual indication that the log sheet is linked to the content currently loaded in TheRecord player. The Range Bar appears in the narrow black strip to the left of the log sheet after the log sheet is linked to content.



## The !Log !Sheet

The log sheet consists of the **Heading** section and the **Notes** section. The **Log Sheet Heading** contains three fields that are used to identify log sheets: **Description**, **Date** and **Location**.


Description	The State vs Mr Joe Citizen	
Date	1/04/2004	
Location	Court 1	
Time	Speaker	Note
<a href="#">09:18:33</a>		Case called
<a href="#">09:36:01</a>	Mr Brown	Begins submissions
<a href="#">10:26:11</a>	Ms White	Begins submissions
<a href="#">12:49:40</a>	Mr Green	Witness statement
<a href="#">13:32:49</a>		You are under oath
<a href="#">14:24:09</a>		Cross examination
<a href="#">14:54:29</a>	Ms Black	Witness Statement

## Log Sheet Heading

The **Log Sheet Heading** contains three fields that are used to identify log sheets.

<b>Description</b>	The State vs Mr Joe Citizen	▼
<b>Date</b>	9/03/2004	
<b>Location</b>	Court 1	▼

The **Description** field contains text entered by the user and is commonly used to identify the proceeding. For example this might contain a case number, case name, name of the presiding officer and appearances.

When not selected the **Description** field only displays the first line of text. To expand the field select it or click the  button to the right of the field. When expanded the **Description** field shows a maximum of ten lines.

To view additional lines use the scroll bar.

The **Date** field contains the date of the proceedings.

The date could be the current date or the date of an existing recording that is loaded in TheRecord Player.

The **Location** field identifies the venue in which the proceedings occur.

You can enter your own text in this field; choose from a list of previously used entries or accept the automatic entry that appears if TheRecord Recorder or TheRecord Player is running.

## Log Notes

Log Notes are primarily used to describe events that occur during proceedings. They are organized and referenced by a **Time** column, a **Speaker** column and a **Note** column. Each row represents one time stamped log note. The titles of the **Speaker** and **Note** fields can be changed. Yours may appear differently to what is shown below.

Time Column	Speaker Column	Note Column
Time	Speaker	Note
<a href="#">12:41:13</a>		Case called
<a href="#">12:41:21</a>	Ms Wright	App begins submissions
<a href="#">12:41:43</a>	Mr Knot	Resp begins submissions
<a href="#">12:42:00</a>		Witness Mr J.R Ewings C/S
<a href="#">12:42:13</a>	Mrs Wright	XN begins
<a href="#">12:42:24</a>	Court	You are under oath...
<a href="#">12:42:37</a>	Mrs Wright	XN continues
<a href="#">12:42:52</a>	Mr Knot	XXN begins
<a href="#">12:43:28</a>	Mrs Wright	Can I just remind my learned...
<a href="#">12:43:46</a>	Mrs Wright	RXN begins
<a href="#">12:43:58</a>		Witness excused
<a href="#">12:44:06</a>		Witness Mr Williams C/Affirmed

**Row Selector** →

As each log note is created a **Timestamp** is automatically entered as a **Log Note**, and cannot be edited.

← **A Log Note**

## Column Widths

The **Speaker** and **Note** columns in the log sheet are re-sizeable. Either column (not both) can be reduced to a minimum readable width of 20 characters. Either column (not both) can also be “hidden” to a width of three pixels. If the “hidden” column contains text then the title bar of the hidden column appears red.

The hidden **Speaker** column

Time	Note
3:45:38 PM	Court Resumes

To resize or hide the column move the pointer over the border between the **Speaker** and **Note** column until it changes to a sizing pointer. Drag the column border left to reduce the size of the **Speaker** column or right to reduce the size of the **Note** column. The minimum readable width stops at 20 characters but dragging beyond this collapses the column to a hidden width of 3 pixels. To unhide a column drag the border between the hidden column and the visible column until the column border suddenly re-appears.

# The Record Annotator Options

The **Save Location**, **Window Size and Position**, **Time Stamp Offset** and **Column Titles** can be changed in **Annotator Options** by selecting **Options** from the **Tools** menu.

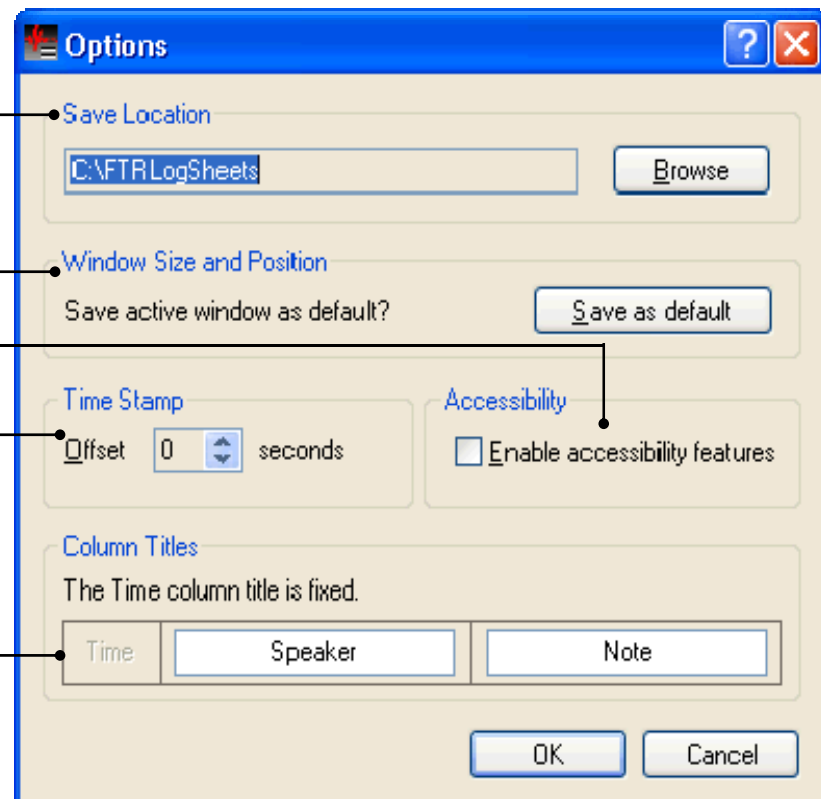
The **Save Location** sets the folder in which *new* log sheets are stored.

The window settings can be saved so that all existing log sheets or new log sheets are opened at the same **Window Size and Position**.

Select this option to enable the **Accessibility** features.

The **Time Stamp Offset** is a value between zero and ten seconds and specifies how much each new log note is trimmed. This is useful to compensate for the time it takes to recognize the need for a log note.

The default column titles are **Time**, **Speaker** and **Note**. You can change the **Speaker** and **Note** titles. The new titles apply to any new log sheets created after the change.

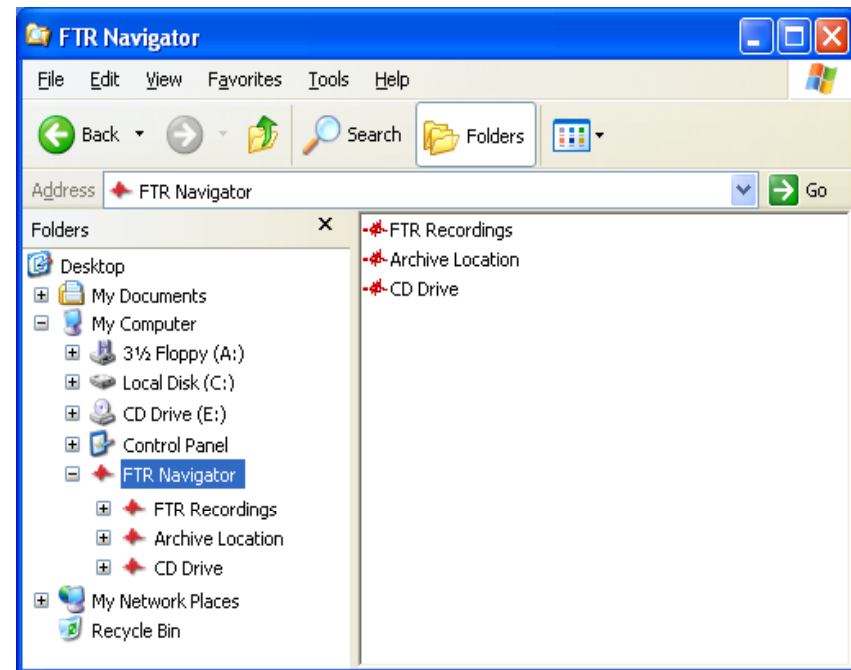


## Navigator

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. When first installed Navigator is empty. You control what is displayed in Navigator by adding Search Folders. In most case Search Folders are set up by the IT support staff at installation time.

Typical **Search Folders** include: the network location where recordings are archived; the **Recordings Folder** for a Recorder; the network folder where Annotator log sheets are saved; Your local CDROM.

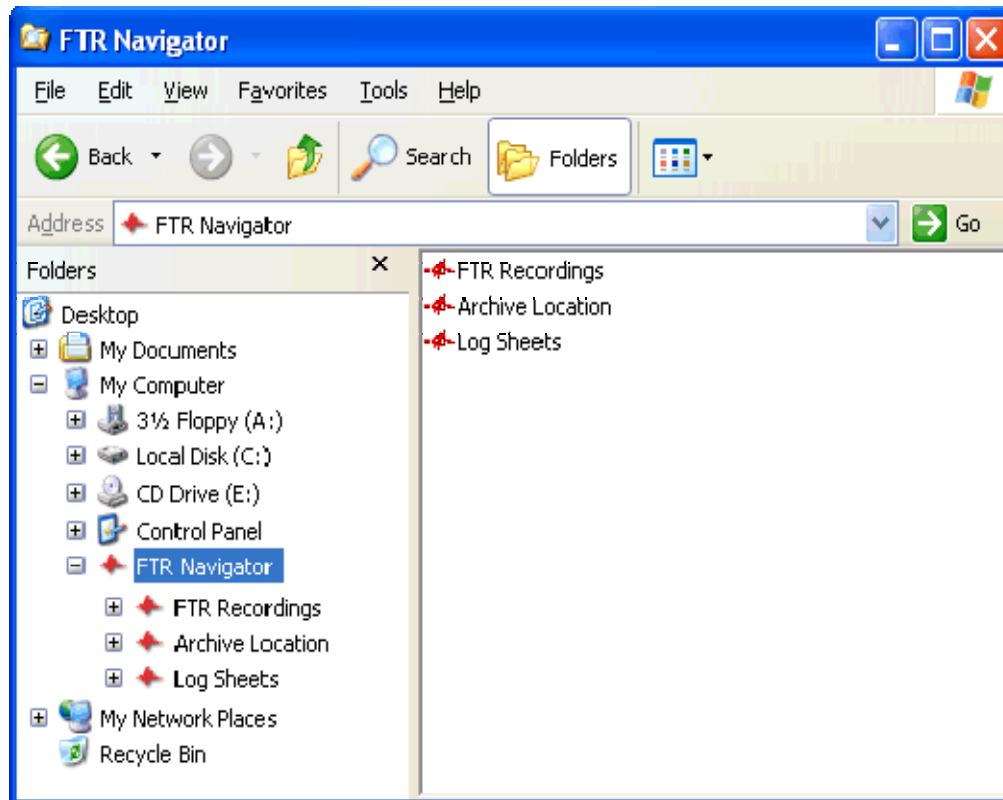
Search folders make it simple to locate and open recordings without knowing the path to the storage location.



## Creating Search Folders!

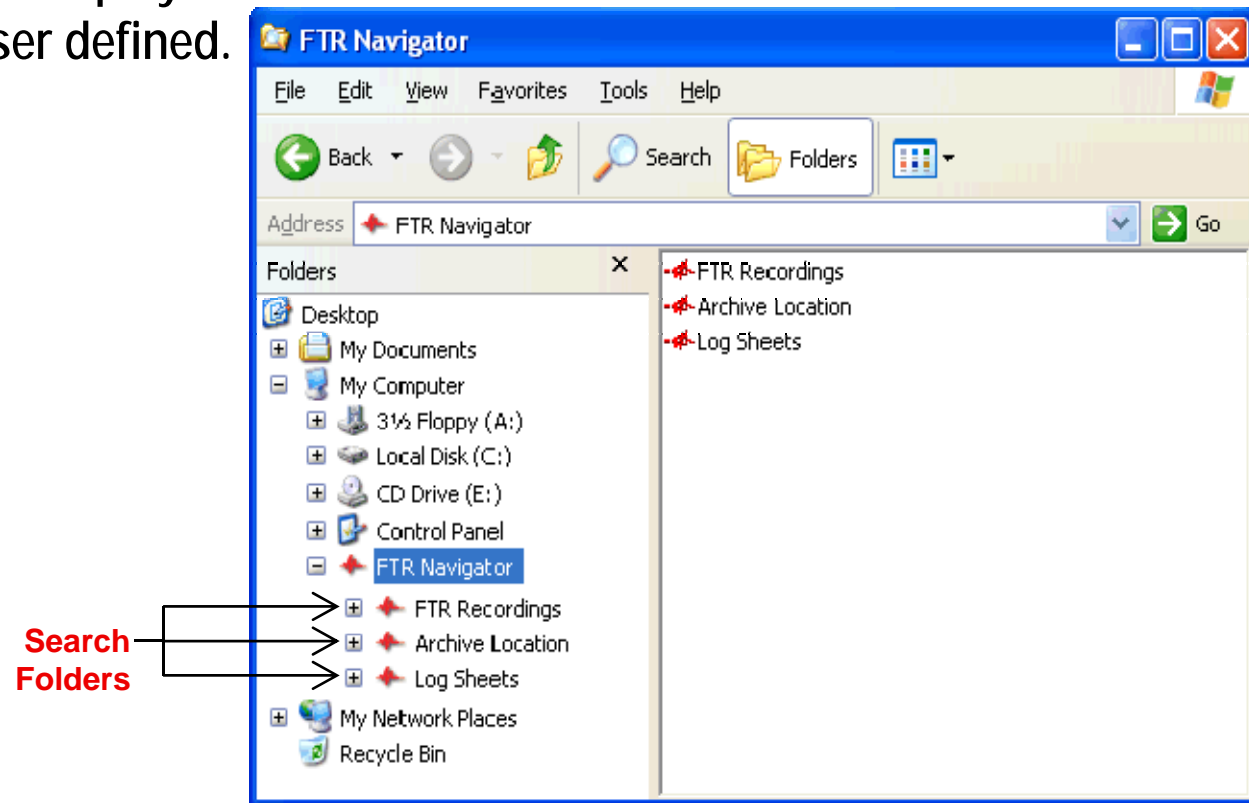
There are two ways to create a Search Folder. You can create a new folder using the **New Search Folder Wizard** or you can add an existing folder to **Navigator**.

For more information on creating **Search Folders** see your *TheRecord Annotator User's Guide*.



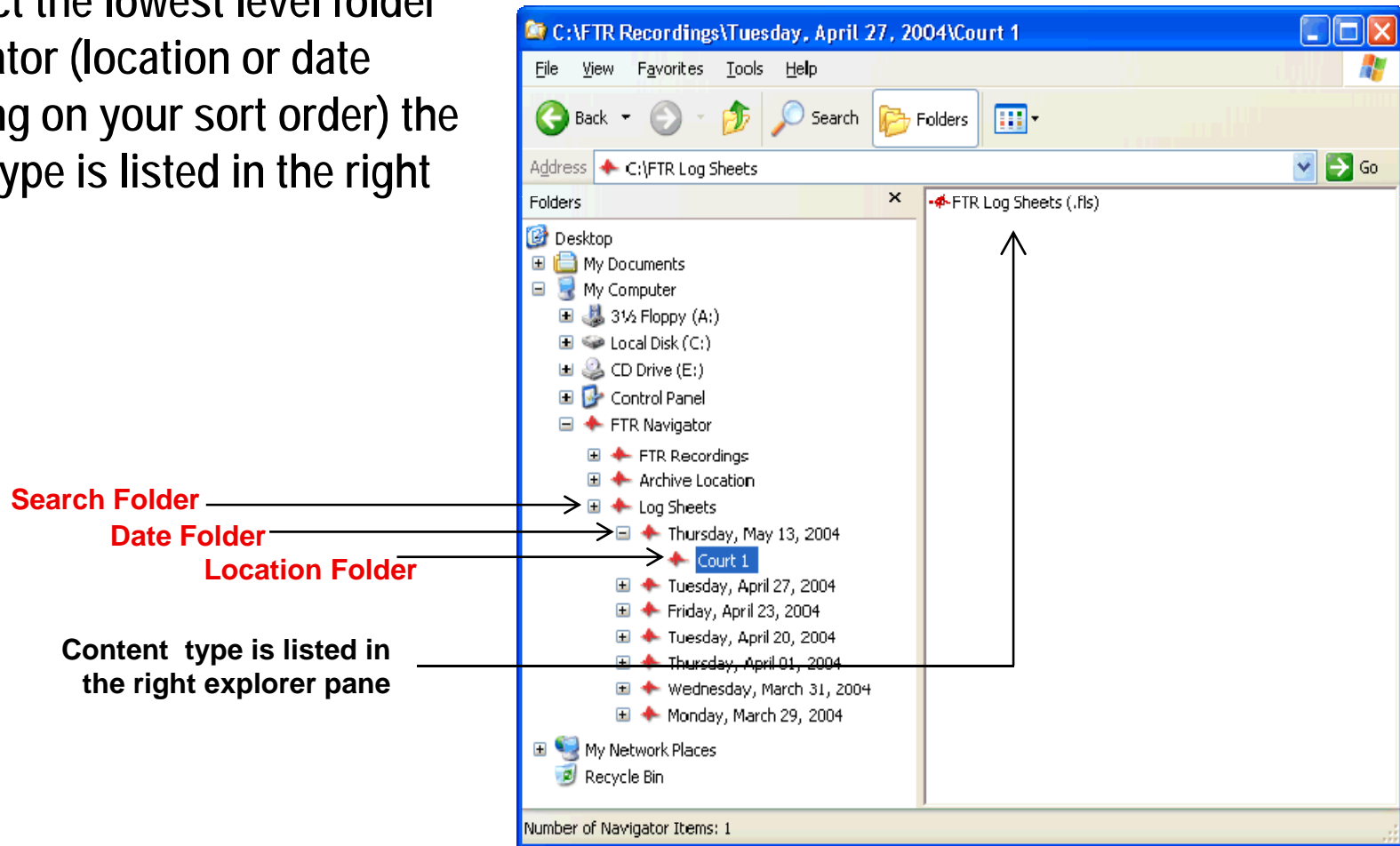
## Folder View

The first level of subfolders under Navigator are Search Folders. The Search Folders point to locations that contain FTR content and are user defined. The order in which the Search Folders are displayed in Navigator is also user defined.



## List View

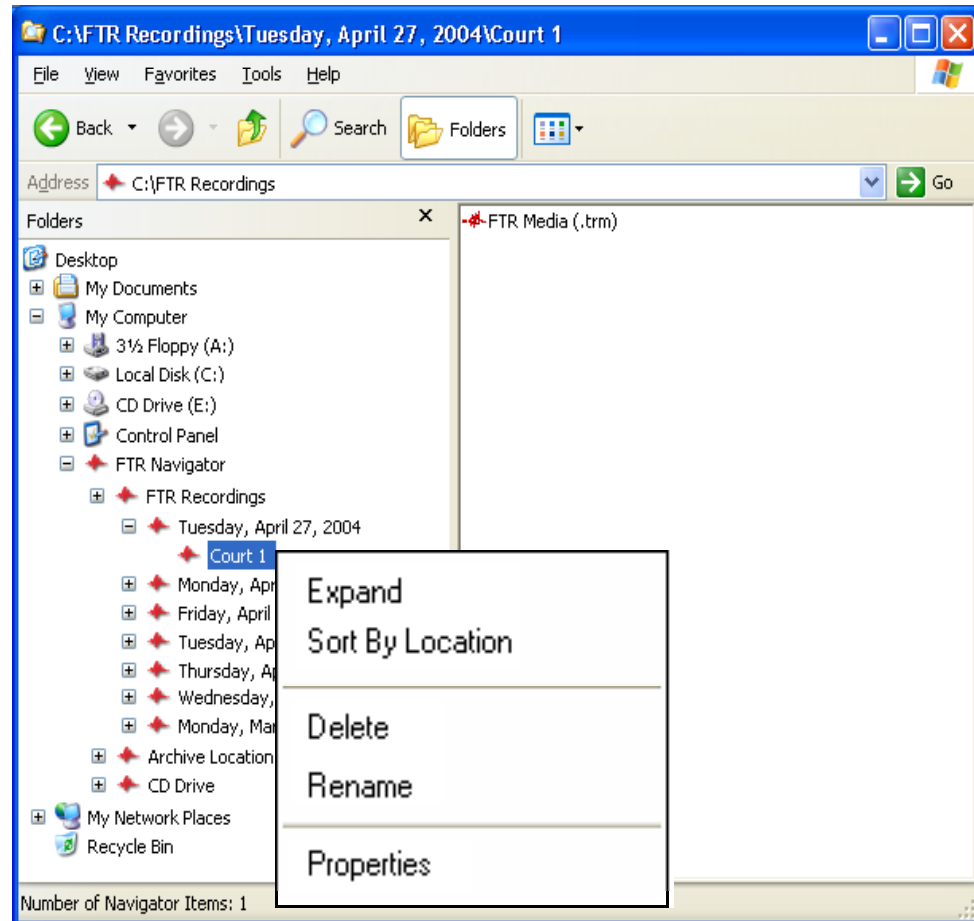
The right pane of Explorer (list view) shows the contents of the selected folder. When you select the lowest level folder in Navigator (location or date depending on your sort order) the content type is listed in the right pane.



## Sort!Order!

By default the contents of Search Folders are sorted into Date then Location folders. You can change the order to sort by Location then Date.

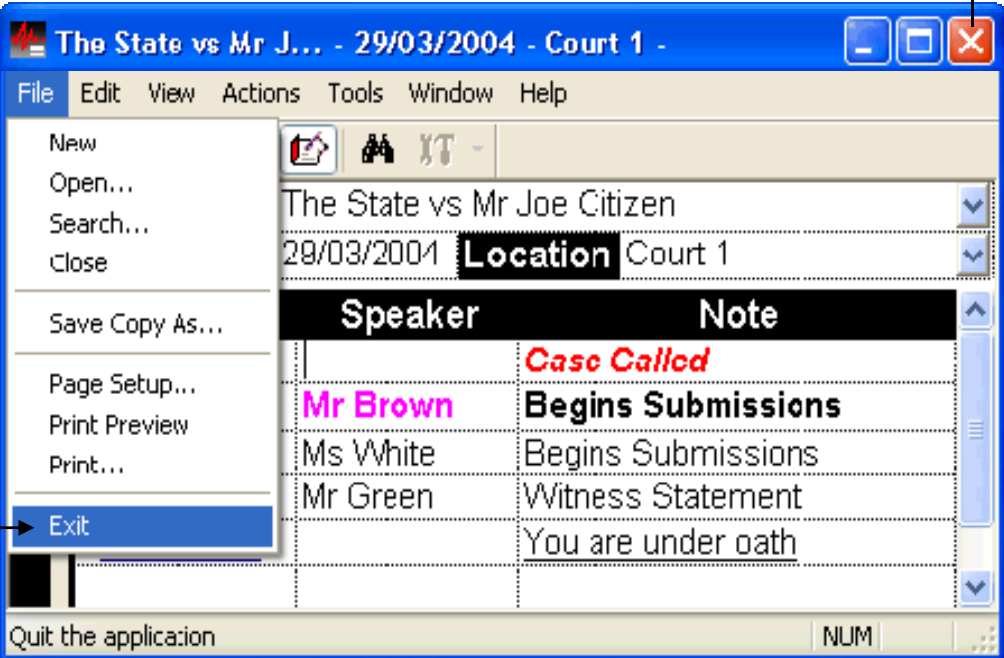
To change the Date/Location sort order right click the required Search Folder, then click **Sort by Location** from the shortcut menu.



## Quitting the Program

To close a log sheet click the **Close** button.

To quit the TheRecord Annotator program close each log sheet or select **Exit** from the **File** menu. When you click **Close** on the last open log sheet you quit the program.



The screenshot shows the 'The State vs Mr J...' window with the 'File' menu open. The 'Exit' option is highlighted. A red arrow points to the 'Exit' option with the text 'Select Exit from the File menu to quit Annotator'. Another red arrow points to the 'Close' button in the window title bar with the text 'Close button'.

Speaker	Note
	<i>Case Called</i>
Mr Brown	Begins Submissions
Ms White	Begins Submissions
Mr Green	Witness Statement
	You are under oath




# Chapter 1 • Review Checkpoint

The following list summarizes the skills covered in the previous chapter:


- \ Starting the Program
- \ TheRecord Annotator Components
- \ Sizing and Positioning
- \ Column Widths
- \ TheRecord Annotator Options
- \ Navigator
- \ Quitting the Program

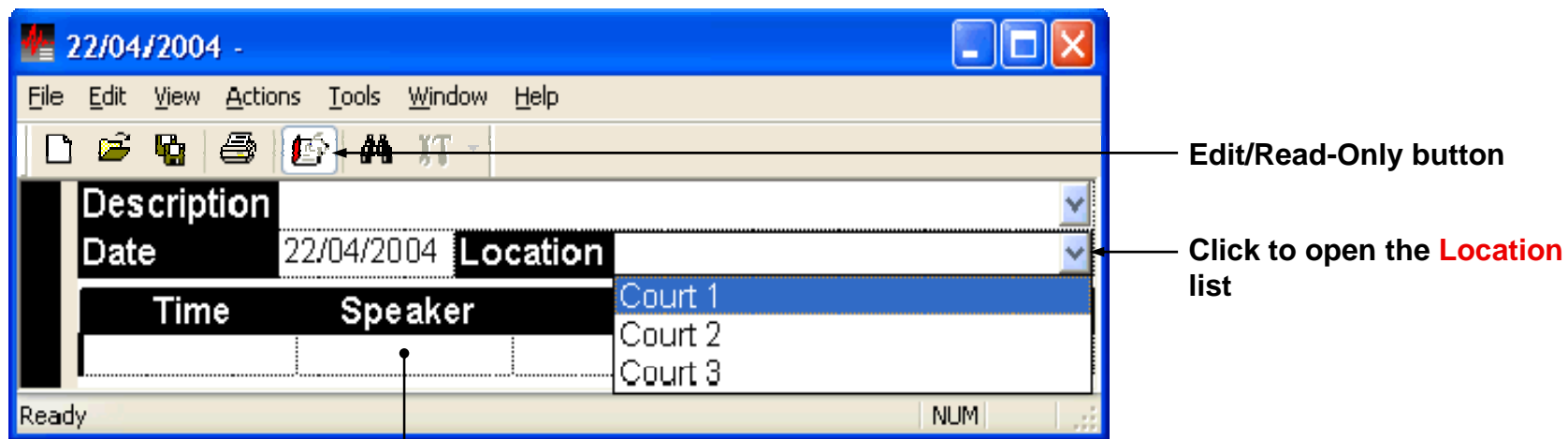
## Chapter 2 • Creating Log Sheets

In this chapter you will find information on the following topics:

-  General Information
-  Creating a Stand-alone Log Sheet
-  Creating an Associated Log Sheet

## General Information

When you create a new log sheet it is always in edit mode with a white background. The **Location** field has an associated list of the ten most recently used location names. To open the list, click the  button to the right of the field.



In Edit Mode the background is white

Changes to the new log sheet are automatically saved to the default **Save Location**. Saves occur 60 seconds after a change is made or when you move to another field after a change.

## Creating a Stand-Alone Log Sheet

Stand-alone log sheets are created when there is no access to the currently recording audio. You might create a stand-alone log sheet if you want to create your own notes for later review.

- 1 Start TheRecord Annotator, or click the New button if Annotator is already started.

**New button** →

2 Enter a Description for the proceedings.

3 Enter a Location name for the proceedings, or select a Location name from the list of previously used names.



4 Enter Log Notes in the log sheet. The timestamps are based on your computer's system clock.

Description	The State vs Mr Joe Citizen	
Date	29/03/2004	
Location	Court 1	
Time	Speaker	Note
1:37:00 PM		<b>Case Called</b>
1:37:18 PM	<b>Mr Brown</b>	<b>Begins Submissions</b>
1:37:34 PM	Ms White	Begins Submissions
2:28:15 PM	<b>Mr Green</b>	Witness Statement
2:28:36 PM		You are under oath

## Creating an Associated Log Sheet

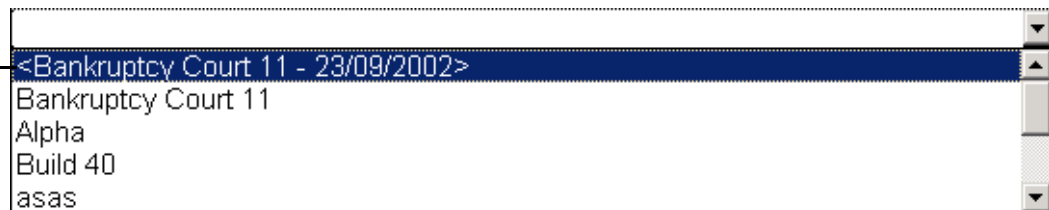
Creating an associated log sheet requires access to TheRecord Player. An association exists when the **Date** and **Location** information of the log sheet matches the information in the recording. If an association exists then the log sheet and recording can be linked.

You can create an association to:

-  A recording that is in progress and is open in TheRecord Player
- or-
-  Existing content that is loaded in the TheRecord Player

In both cases the **Location** information is found in the the most recent list and appears between angled brackets as pictured below.

**Location** and **Date** information obtained from TheRecord Player

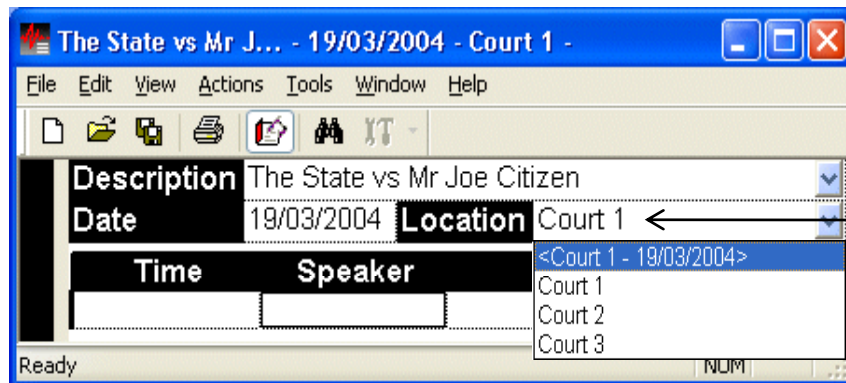


# Associating the Current Recording

- 1 Start TheRecord Recorder and Player, and then start Annotator.



- 2 From Recorder start recording and click the **Play At End** button to load the current recording into Player.

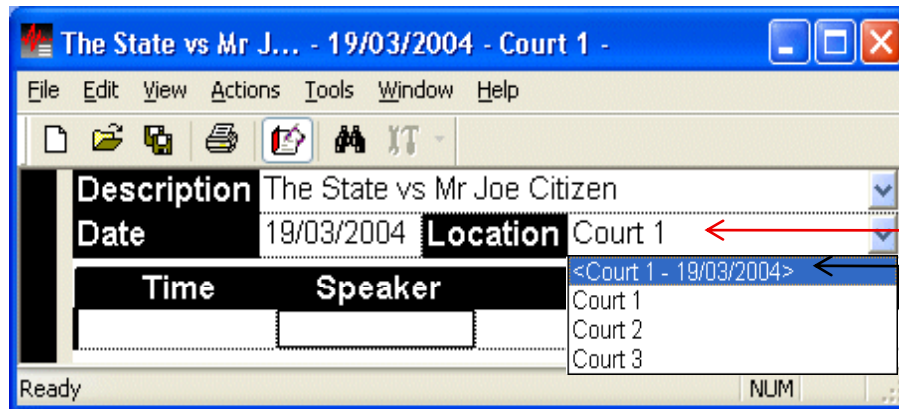


- 3 The Location information is obtained from **Player** and inserted automatically in the **Location** field of the Log Sheet.

If you start TheRecord Annotator first you can select the location name from the **Location** field list. The first entry is obtained from the **Player** and is enclosed in <brackets>.

# Associating an Existing Recording

- 1 Start TheRecord Player and open the required content.
- 2 Start Annotator.
- 3 The Location information is obtained from **Player** and inserted automatically in the **Location** field of the Log Sheet.



If you start TheRecord Annotator first you can select the location name from the **Location** field list. The first entry is obtained from the **Player** and is enclosed in <brackets>.







## Chapter 2 • Review Checkpoint

The following list summarizes the skills covered in the previous chapter:

- General Information
- Creating a Stand-alone Log Sheet
- Creating an Associated Log Sheet

# Chapter 3 • Log Notes




In this chapter you will find information on the following topics:

-  Navigating the Log Sheet
-  Entering Log Notes
-  Formatting Text
-  Deleting a Log Note
-  Glossaries
-  Pick Lists

## Navigating the Log Sheet

You can move around the fields of a log sheet using the keyboard or mouse. By using standard keyboard keys such as TAB and the arrow keys, as well as some specific keyboard shortcuts, you can move between the heading and notes fields of a log sheet entirely by keystrokes. Some keyboard actions differ between edit mode and read-only mode. See your User's Guide or Quick Reference Card for keyboard shortcuts.

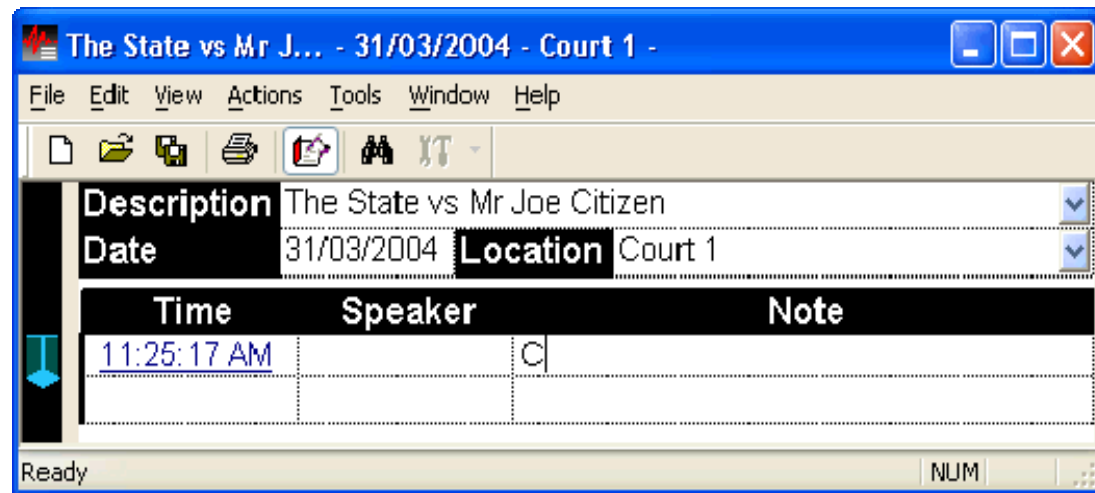
Three important keyboard navigation keys are:

-  CTRL+HOME moves to the **Description** field
-  ALT+HOME moves to the first **Speaker** field
-  CTRL+END moves to the last **Speaker** field

The standard scroll bar tools for mouse navigation also apply as well as simply clicking any required field.

## Entering Log Notes

To enter a log note, move to the last row in either the **Speaker** or **Note** field. Press ENTER to move to the last empty **Speaker** field, and if you require the **Note** field then press TAB. Once the **Speaker** or **Note** field is selected, start typing or select an entry from a **Glossary** or **Pick List**. On the first entry in the selected field, the **Time** field is automatically updated to match the current time of the recording, or the current play time of playback audio or the system time for a stand-alone log sheet.

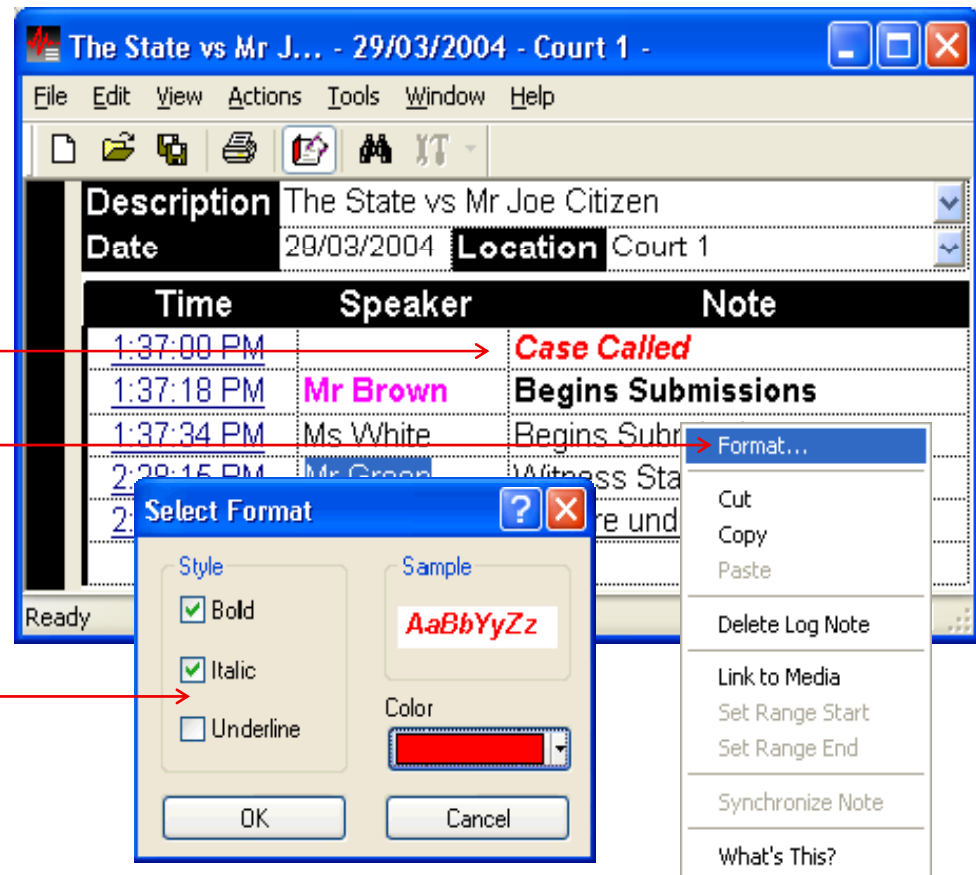


## Form atting !Text

While creating log notes it may be helpful to highlight certain events by formatting the text. The style of the text can be changed to bold, italic or underline, and you can choose one of 14 colors.

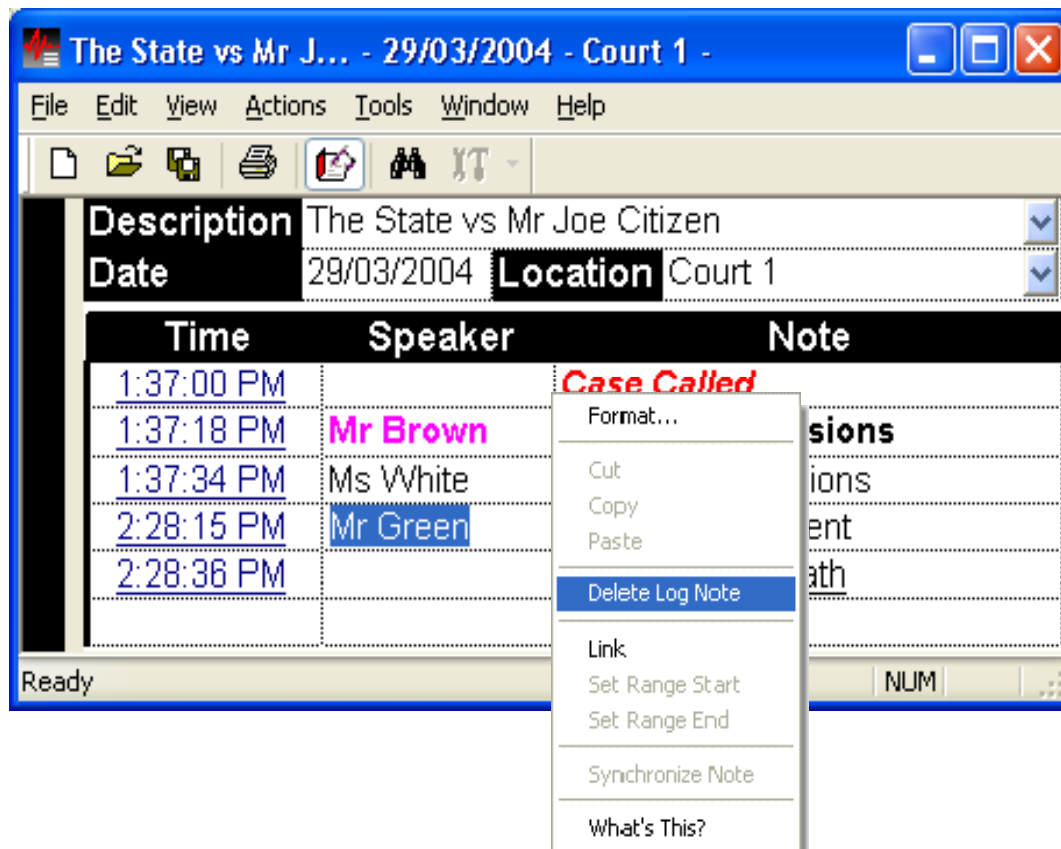
To apply formatting:

- 1 Select existing text, or position the cursor where new formatting is to start.
- 2 Right click and select **Format Text** from the shortcut menu.
- 3 From the **Select Format** dialog box select a style and color and click **OK**.



## Deleting a Log Note

It sometimes occurs that a log note is created in error or becomes redundant. You can delete a single log note whenever the log sheet is in edit mode. To delete, right click anywhere in the required log note and click **Delete Log Note** in the shortcut menu.



## Glossaries

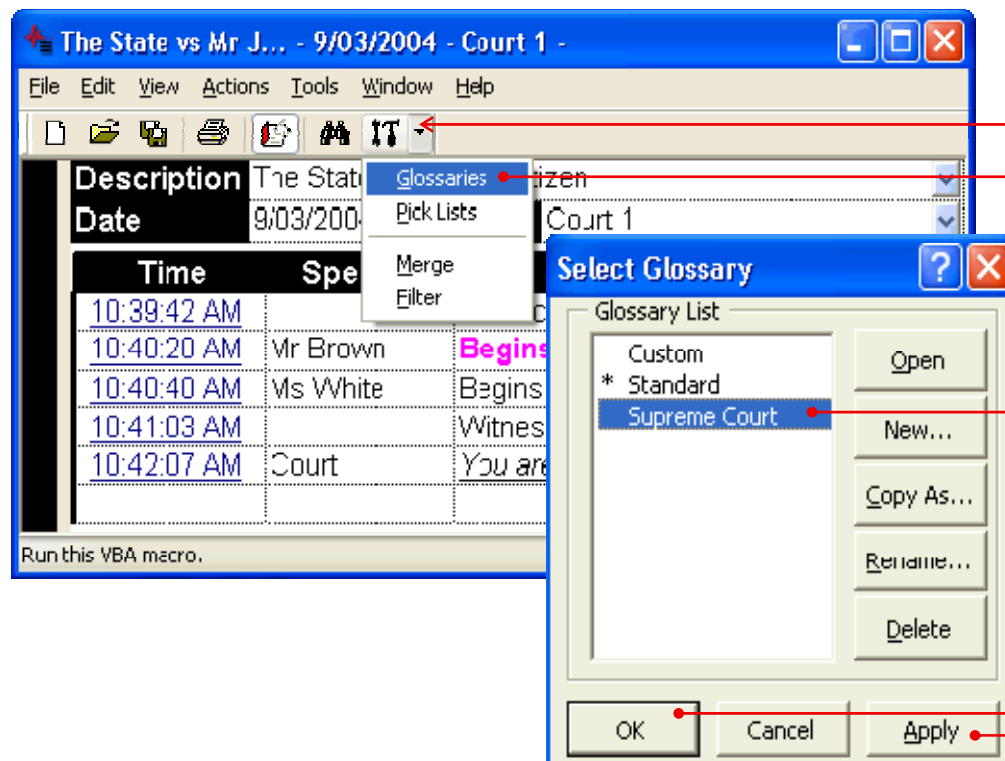
A **Glossary** is a collection of commonly used words and phrases. Each word or phrase may be assigned a keyboard shortcut, which provides a rapid means of insertion into a log note. With Annotator, multiple glossaries can be defined and managed so that different case types can have the relevant glossary attached. However, only one glossary can be active or open at any one time.

Annotator is supplied with a **Standard** glossary containing a basic set of commonly used entries and an empty **Custom** glossary. You can edit, add or delete entries from either or you can create your own glossaries. Multiple glossaries are useful if you deal with a variety of proceedings that each have unique events. Simply select the relevant glossary as required.

For detailed information on creating your own glossaries see the *TheRecord Annotator User's Guide*.

## Selecting a Glossary

To enter glossary items into the log sheet, be sure to select the required glossary first. Once selected you can open the glossary to make it visible. You can then select an item from the open glossary or you can use the assigned shortcut keys.

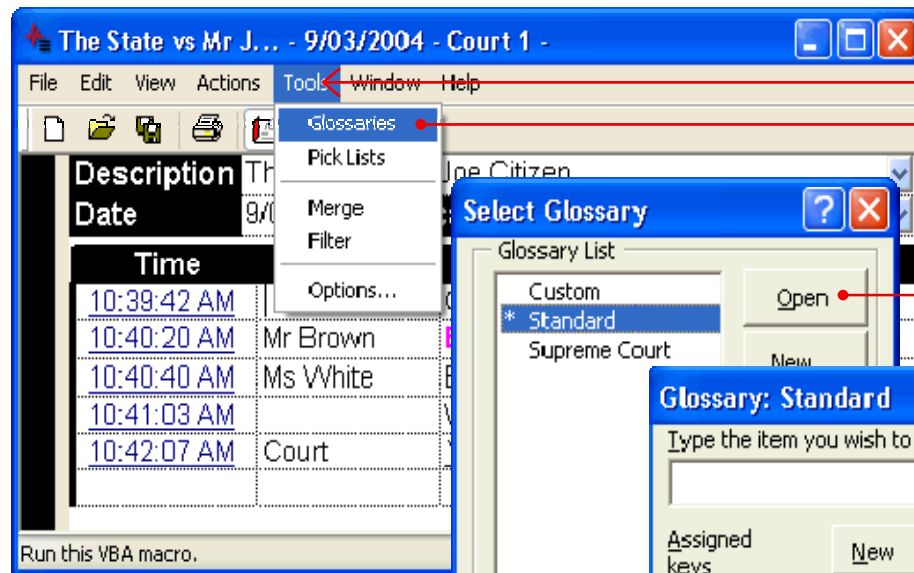


To select a glossary:

- 1 From the menu bar click **Tools**, or from the toolbar click the **Tools** button.
- 2 From the **Tools** menu select **Glossaries**.
- 3 In the **Select Glossary** dialog box the currently selected glossary is highlighted with an asterisk (\*). To select a glossary without opening the glossary, select the required glossary from the **Glossary List**.
- 4 Click **Apply** (which will leave the dialog box open), or **OK** (which will close the dialog box).

## Opening a Glossary

While working in a log sheet you can insert glossary text into a log note by selecting it from an open glossary.



To open a glossary:

1 From the menu bar click **Tools**, or from the toolbar click the **Tools** button.

2 From the **Tools** menu select **Glossaries**.

3 In the **Select Glossary** dialog box select the required glossary from the **Glossary List** and click **Open**.

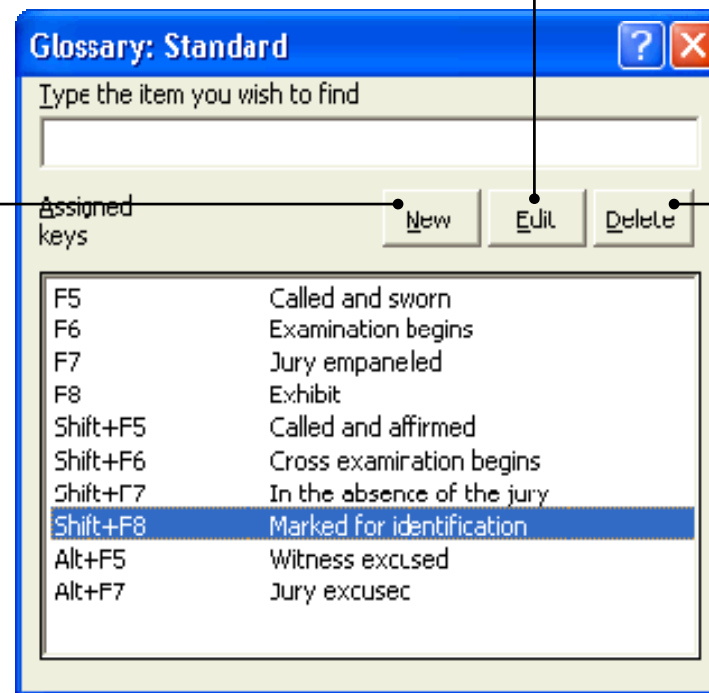
4 To resize the **Glossary** dialog box drag any a edge or corner until you reach the required size.

## Modifying Glossary Entries

Once you have selected a glossary you can create new entries and edit or delete existing entries.

To edit the selected entry click **Edit** to open the **New/Edit Entry** dialog box.

To create a new entry click **New** to open the **New/Edit Entry** dialog box.



Click **Delete** to delete the selected entry.

## New /Edit!Entry

Once you have selected a glossary you can create new entries and edit or delete existing entries.

If required enter a **New key** combination for the keyboard shortcut. Entering a keyboard shortcut is optional but if it is not specified the entry can only be inserted in the log sheet from an open glossary.

Each glossary entry can include one or more **Control Codes** that are used to automatically position the cursor in relevant fields.

**Current key** shows current keyboard shortcut.

The dialog box 'New/Edit Entry' contains the following elements:

- Current key:** A dropdown menu showing 'None'.
- New key:** A text input field containing 'F5'.
- Label:** A text input field containing 'Called and Sworn'.
- Glossary Entry:** A large text area containing '<END>Called and Sworn<RIGHT>|'.
- Insert:** A group of four buttons: 'Left', 'Right', 'End', and 'New Line'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

The **Label** is a user friendly name for a glossary entry and is optional. If no Label is entered then the glossary entry is displayed in the open glossary.

Enter the required **Glossary Entry** text.

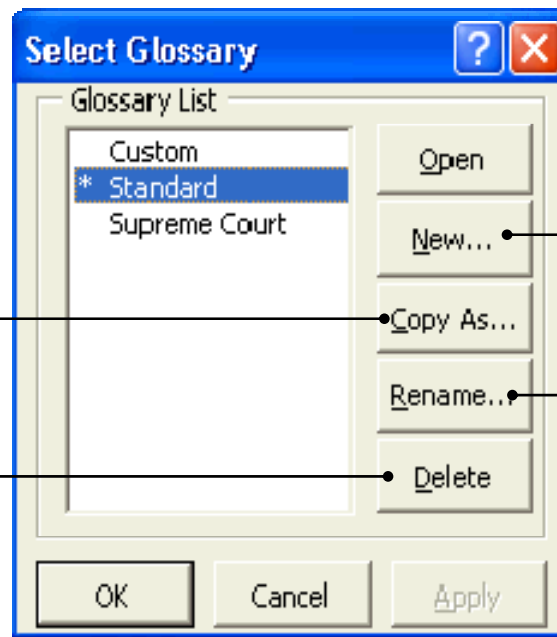
Click **OK** to add the entry to the current glossary.

## Managing Glossaries

Annotator is supplied with two glossaries called **Standard** and **Custom**. You can rename, copy or delete these glossaries and add more as required. Whenever you rename, copy or add a glossary it becomes the current glossary.

To copy an existing glossary click **Copy As...** and enter a glossary name in **Copy Glossary As** dialog box.

To delete a glossary click **Delete...** and click **Yes** in the confirmation dialog box.

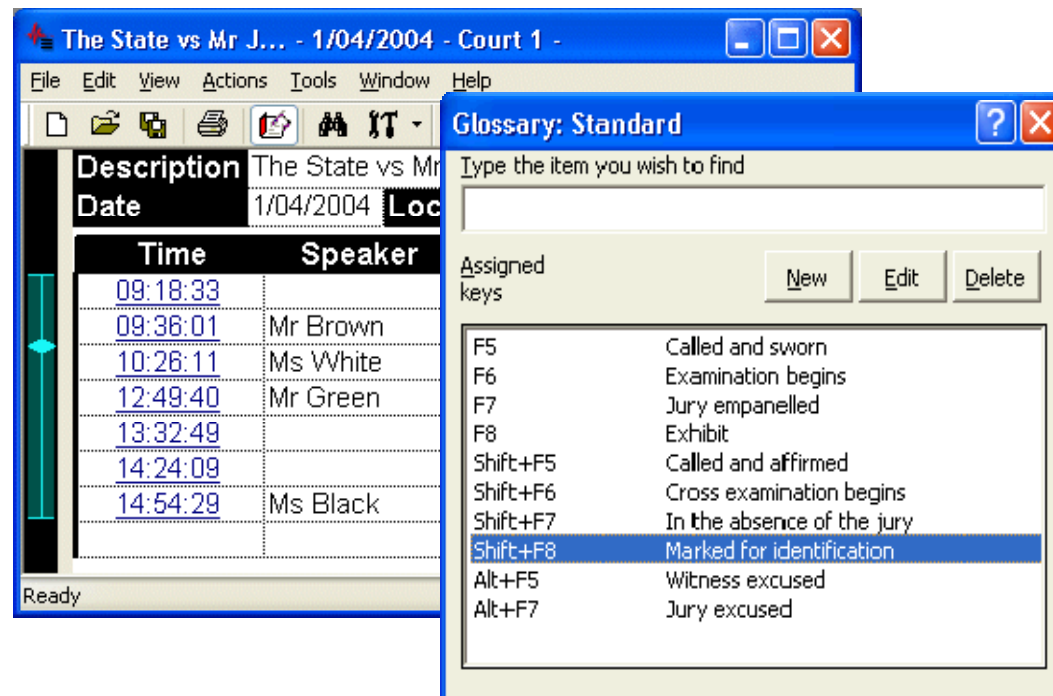


To add a new glossary click **New...** and enter a glossary name in **New Glossary** dialog box.

To rename an existing glossary click **Rename...** and enter a glossary name in **Rename Glossary** dialog box.

## Inserting !Text! Using !G lossaries

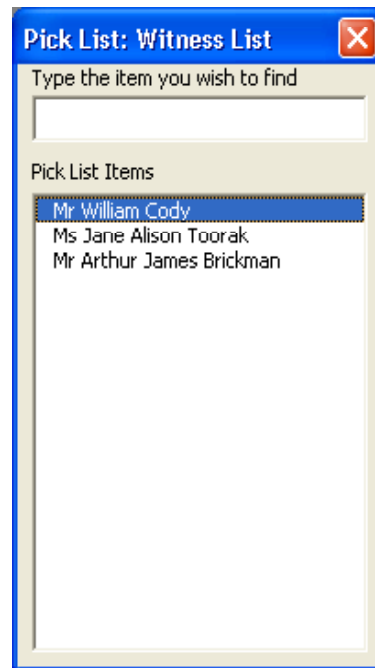
To insert a glossary item into the log sheet, select it from the open glossary or use any assigned shortcut keys. Note that a glossary does not have to be open to use shortcut keys. To enter a glossary item from the open glossary, either select the **Type the item.....** box and start typing to find the item and then press ENTER - or click the required item and press ENTER - or double click the required item. The selected item is inserted into the log sheet.



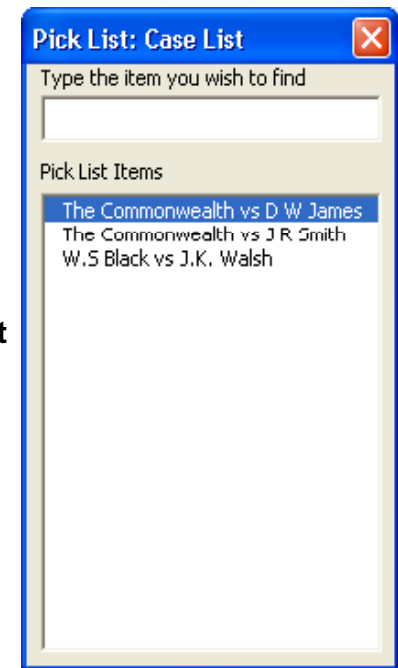
## Pick Lists

A **Pick List** is a special text file that contains predefined blocks of text relevant to a particular matter. **Pick Lists** are not created by Annotator. They can be created by programs and stored in a folder that is accessible to Annotator. Once a **Pick List** is opened you can select items from the list and insert them directly into your log sheet. You can open multiple **Pick Lists**.

This Witness List is an example of a Pick List



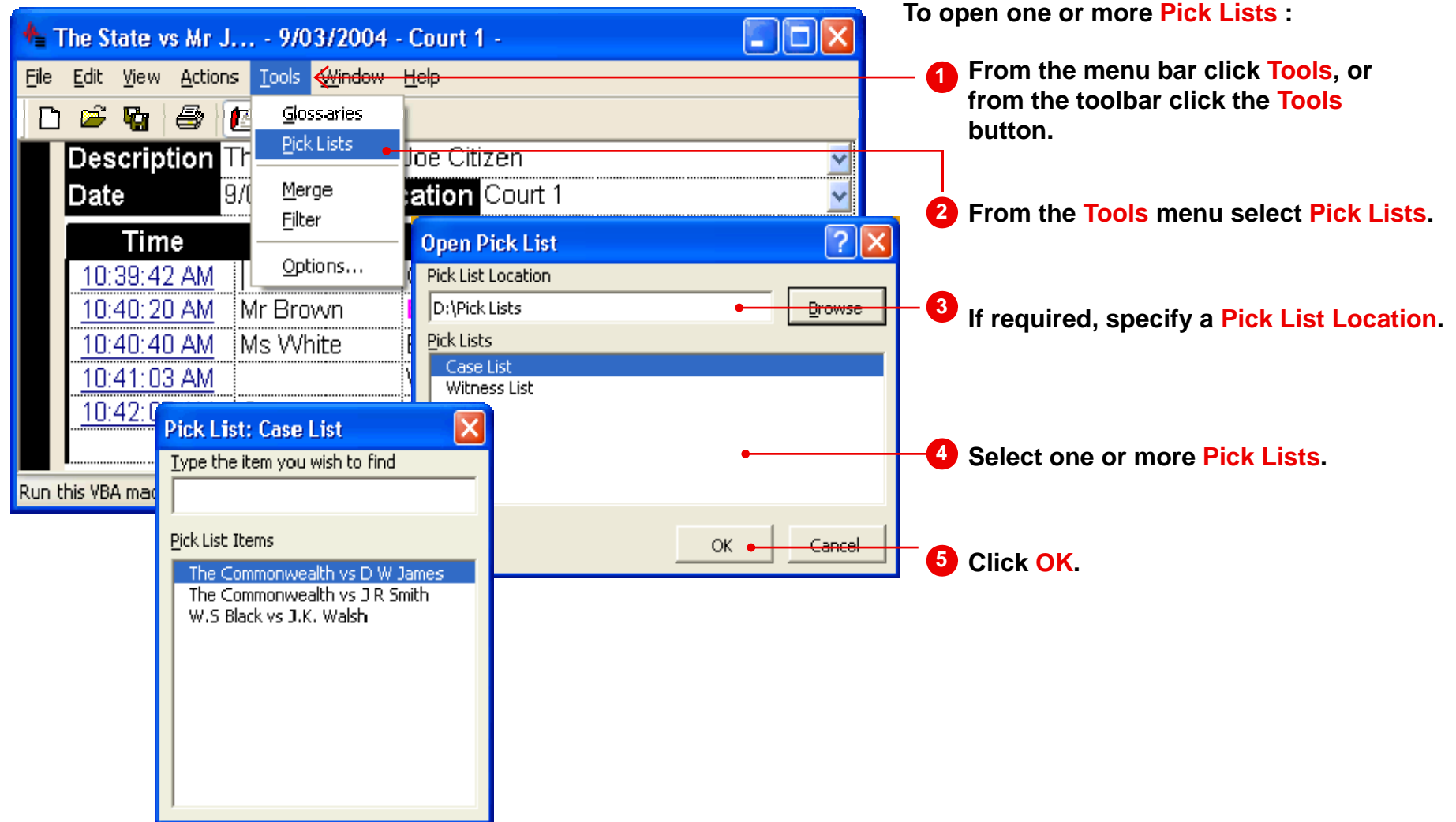
This Case List is an example of a Pick List



# Opening Pick Lists

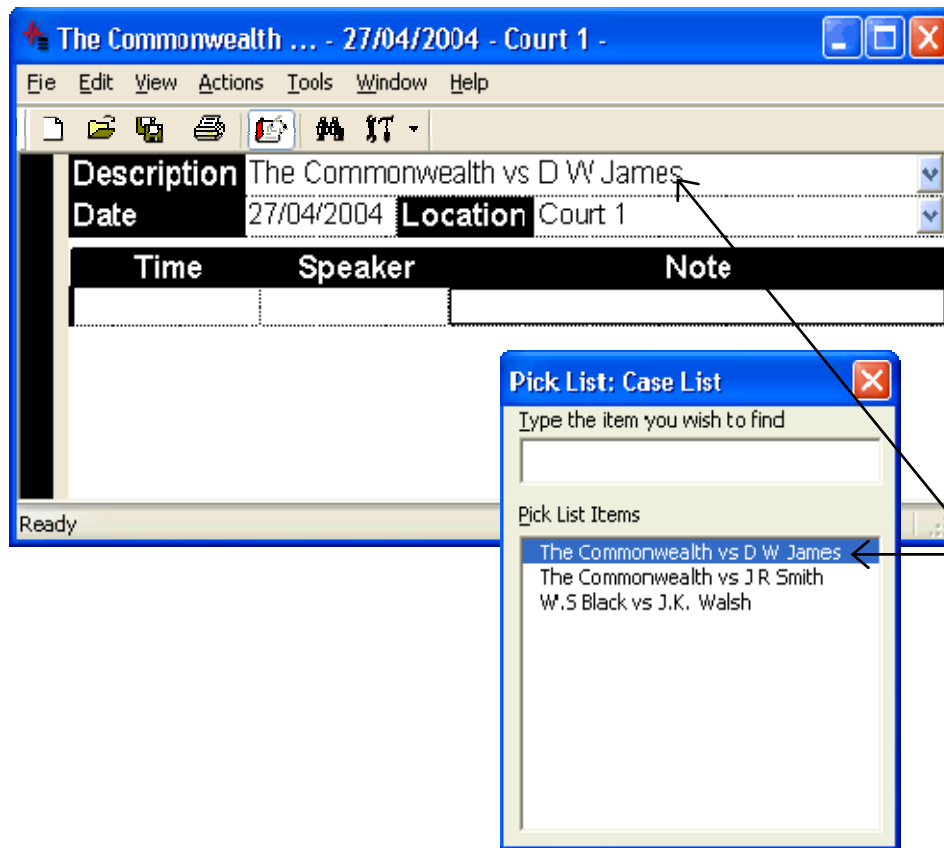
To open one or more **Pick Lists** :

- 1 From the menu bar click **Tools**, or from the toolbar click the **Tools** button.
- 2 From the **Tools** menu select **Pick Lists**.
- 3 If required, specify a **Pick List Location**.
- 4 Select one or more **Pick Lists**.
- 5 Click **OK**.



The screenshot shows a software window titled "The State vs Mr J... - 9/03/2004 - Court 1". The menu bar includes File, Edit, View, Actions, Tools, Window, and Help. The Tools menu is open, showing options: Glossaries, Pick Lists, Merge, Filter, and Options... The Pick Lists option is highlighted. Below the menu, there is a table with columns for Description, Date, and Time. The table contains entries for Mr Brown, Ms White, and W.S Black vs J.K. Walsh. An "Open Pick List" dialog box is open, showing a text field for "Pick List Location" containing "D:\Pick Lists" and a "Browse" button. Below this is a list of "Pick Lists" with "Case List" and "Witness List" visible. The "Case List" is selected. At the bottom of the dialog are "OK" and "Cancel" buttons. A second dialog box, "Pick List: Case List", is also open, showing a search field and a list of "Pick List Items" including "The Commonwealth vs D W James", "The Commonwealth vs J R Smith", and "W.S Black vs J.K. Walsh".

# Inserting Text using Pick Lists



To enter a pick list item using the open pick list either:

- A** Select the **Type the item...** box, start typing to find the item and then press ENTER.
- B** Click the required item and press ENTER.
- C** Double click the required item.

The selected item is inserted into the log sheet.

## Chapter 3 • Review Checkpoint

The following list summarizes the skills covered in the previous chapter:

- \ Navigating the Log Sheet
- \ Entering Log Notes
- \ Formatting Text
- \ Deleting a Log Note
- \ Glossaries
- \ Pick Lists

# Chapter 4 • Reviewing Log Sheets

In this chapter you will find information on the following topics:

 Opening Log Sheets

 Finding Text

 Selecting Text

 Copying Log Sheets

 Merging Log Sheets

 Filtering Log Notes

 Linking Content

 Selecting Ranges

 Synchronizing

 Playing Recordings

# Opening !Log !Sheets

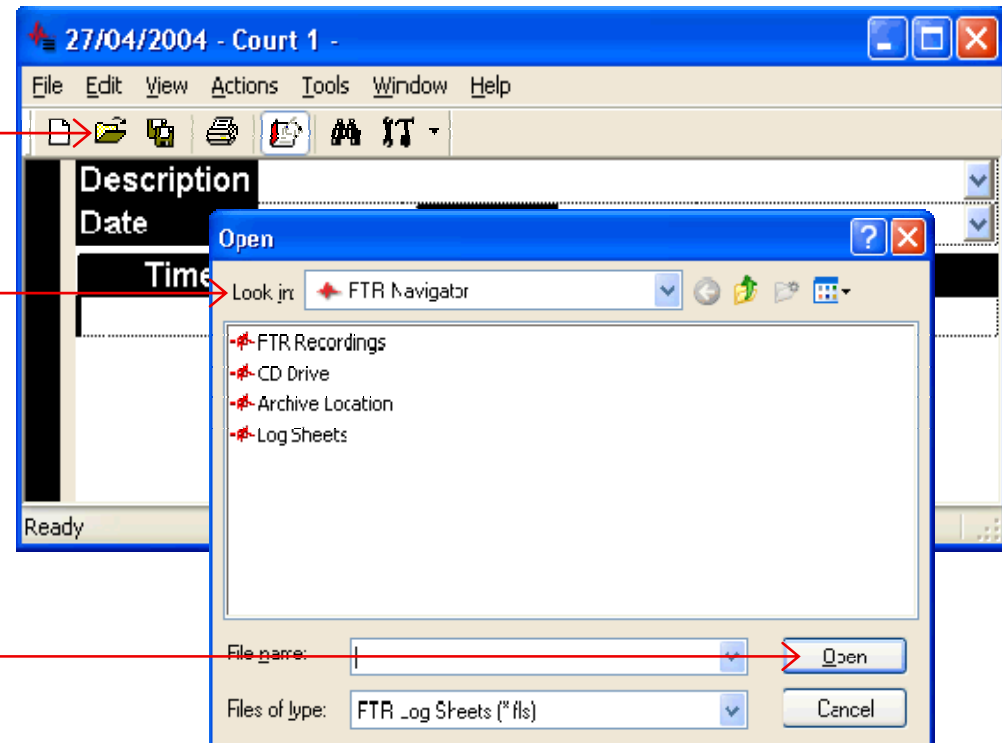
When opening log sheets you can use TheRecord Navigator to find content that complies with the FTR file naming convention.

To open logs sheets:

- 1 From the toolbar, click the **Open** button.

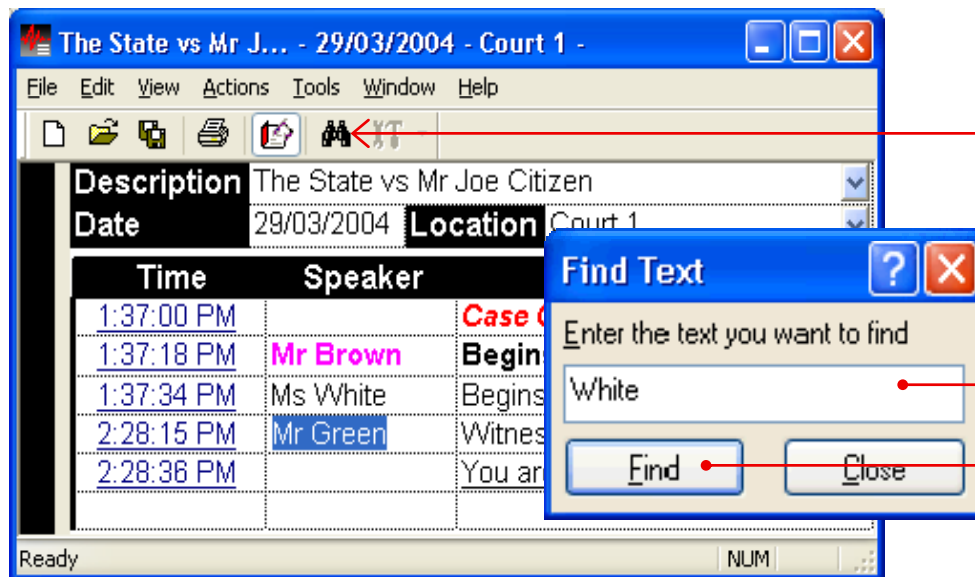
- 2 From the Open dialog box use the **Look in:** box, and the **Back** or **Up one level** buttons to navigate through **Search Folders, Date folders** and **Location folders** until you reveal a content type. FTR Gold content is listed as FTR Log Sheets (.fls).

- 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.



## Finding Text

While reviewing a log sheet, it may be necessary to quickly locate notes pertaining to a particular event, speaker or comment. Use Find Text as a fast and effective method for searching the currently open log sheet for any occurrences of a specific word or phrase in the current log sheet.



To find a word in a log sheet:

- 1 From the toolbar click the **Find Text** button.
- 2 In the **Find Text** dialog box, enter the text you wish to find.
- 3 Click **Find**. The **Find Text** dialog box is closed and the first occurrence of the required text is highlighted in the log sheet.
- 4 To locate the next occurrence of the required text press ALT+F3.

# Selecting !Text

While working with Annotator you can select text or one or more log notes that can then be formatted, deleted, copied to a new log sheet or printed.

To select text within a log note field:

- 1 Position the cursor in the first word and either double click the word to select the current word or drag the cursor over the required text.

4:44:42 PM	Mr Brown	Begins submissions
------------	----------	--------------------

To select one or more rows:

- 1 Move the mouse pointer over a row selector. When the pointer changes to a black arrow as shown, click to select the current row.
- 2 To select multiple adjacent rows press SHIFT and click the **Row Selector** of the last required log note.

**Row Selector**

4:46:03 PM	Mr Brown	Begins submissions
------------	----------	--------------------

4:44:53 PM		Case called
4:46:03 PM	Mr Brown	Begins submissions
4:46:08 PM	Ms White	Begins submissions
4:46:29 PM	Mr Green	Witness statement

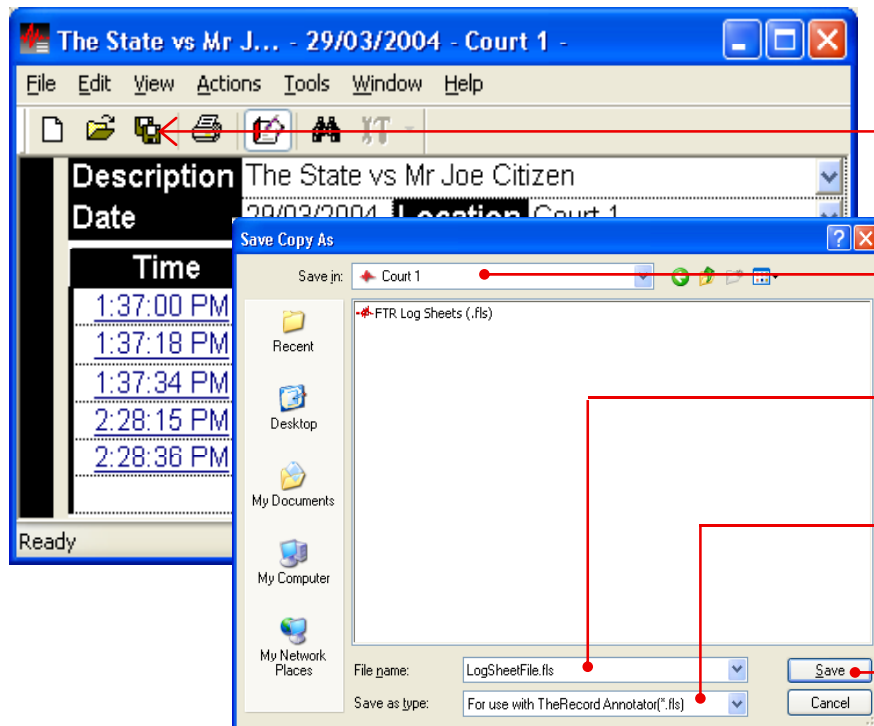
-or-

To select non adjacent rows move to another row and press CTRL while clicking to add the row to the current selection.

4:44:53 PM		Case called
4:46:03 PM	Mr Brown	Begins submissions
4:46:08 PM	Ms White	Begins submissions
4:46:29 PM	Mr Green	Witness statement
4:46:44 PM		You are under oath

## Saving and Copying Log Sheets

You can save a copy of the current log sheet, or a selection of notes from the current log sheet, to another location.



To save a copy of a log sheet, or a selection of notes:

- 1 If required, select the relevant notes (when saving a selection of notes the entire Log Sheet Heading is saved as well), and click the **Save Copy As** button
- 2 From the **Save Copy As** dialog box choose a drive and folder in which to copy the log sheet
- 3 Enter the required name in the **File name** box or accept the default
- 4 Choose the format from the **Save as type** list. When saving a copy you can choose one of two formats: Annotator format and Internet browser format (.htm).
- 5 Click **Save** to save a copy of the log sheet.

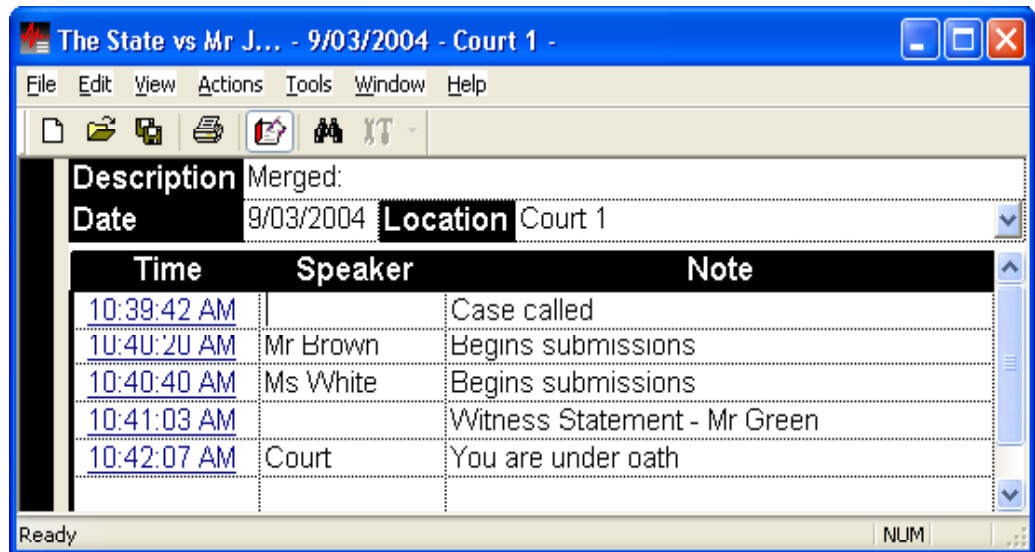
After saving a copy the original log sheet remains active. To view the copy follow the normal procedure for opening a log sheet.

## Merging Log Sheets

With Annotator you can merge multiple log sheets to create a new log sheet. The heading and column titles of the active log sheet are used to create the heading and column titles of the newly merged log sheet. The Description field is modified with a new first line containing the word *Merged*. When the temporary merged log sheet is created it is locked to editing and is not saved. If you close the merged log sheet it is permanently deleted. If you want to save or edit the merged log sheet then save a copy, close the original (which is deleted on closing) and then open the copy. The copy can be switched to edit mode.

To merge log sheets:

- 1 Open the log sheets you want to merge.
- 2 Select the log sheet that contain the heading information that you want.
- 3 Select Merge from the Tools menu.
- 4 Click Yes in the confirmation dialog box to merge the log sheets



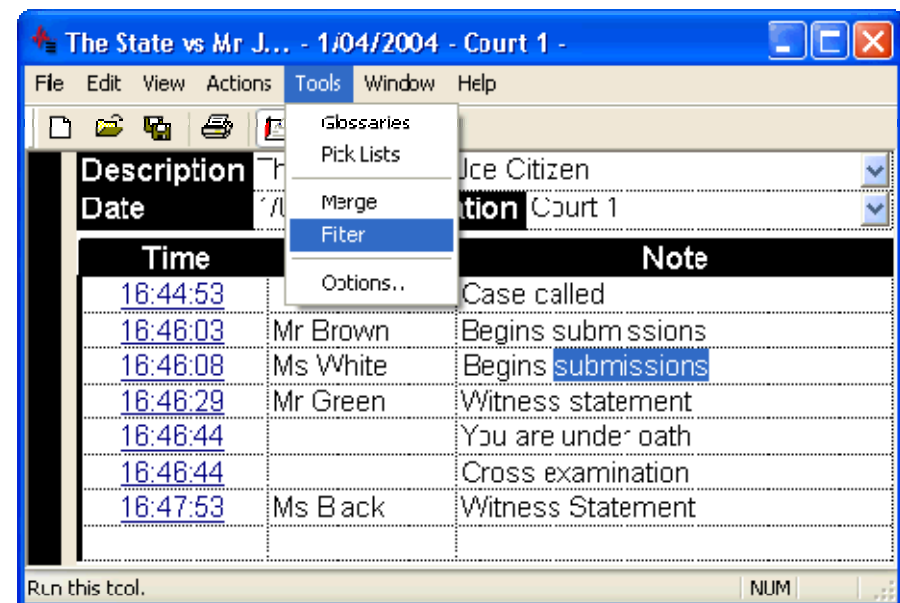
## Filtering Log Notes

The Filter tool provides a way of extracting specific notes from a log sheet. When the filter is activated a new log sheet opens consisting of all the notes that contain the selected phrase. The heading information is the same as the original log sheet. The temporary filtered log sheet is locked to editing and is not saved. If you want to save or edit the filtered log sheet you must save a copy, close the original (which is deleted on closing) and then open the copy. The copy can be switched to edit mode.

To filter a log sheet:

- 1 Select the word or phrase to use as the filter text or position the cursor in the required field to use the entire field contents as the filter text.
- 2 From the menu click **Tools** then **Filter** or click the **Tools** button and then **Filter**.
- 3 When the confirmation box is displayed, click **OK** to continue.

The log sheet is scanned and any notes (rows) that contain the required filter text, *in the same column as the required filtered text*, are extracted and placed in a new active log sheet.

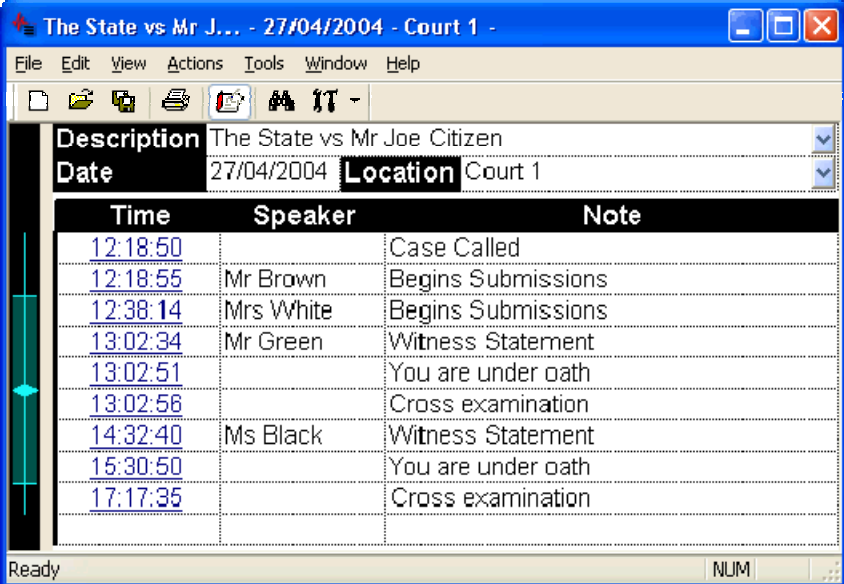


## Linking Content

Linking a log sheet to a recording makes the timestamps available for locating specific events in the recording. It also adds the Range Bar to the log sheet, which indicates any Range Start times, Range End times and the most recent log note relevant to the current playtime. A linked log sheet provides updates on the relationship between the notes and the Current Play Time in the playback panel of Recorder or Player. As the Current Play Time advances the Current Log Note Marker automatically jumps to the next relevant log note the instant the log note time is reached.

To link a log sheet:

- 1 Open the required log sheet.
  - 2 Click the time stamp for the required log note or position the cursor in the required log note, click Actions on the menu bar and then click Link.
- If not already started, Annotator automatically launches TheRecordPlayer. Player then scans the search folders that have been configured in Navigator. If recording content is found with matching location name and date then it is loaded and the current play time set to the log sheet timestamp.
- 3



Time	Speaker	Note
12:18:50		Case Called
12:18:55	Mr Brown	Begins Submissions
12:38:14	Mrs White	Begins Submissions
13:02:34	Mr Green	Witness Statement
13:02:51		You are under oath
13:02:56		Cross examination
14:32:40	Ms Black	Witness Statement
15:30:50		You are under oath
17:17:35		Cross examination

# Linked !Content



Player scans the Navigator Search Folders and loads matching content with the **Current Play Time** control tab is set to the time of the selected log note.

The **Current Log Note Marker** on the log sheet **Range Bar** is positioned next to the selected log note.

Description	Date	Location	Time	Speaker	Note
The State vs Mr Joe Citizen	1/04/2004	Court 1	<a href="#">09:18:33</a>		Case called
			<a href="#">09:36:01</a>	Mr Brown	Begins submissions
			<a href="#">10:26:11</a>	Ms White	Begins submissions
			<a href="#">12:49:40</a>	Mr Green	Witness statement
			<a href="#">13:32:49</a>		You are under oath
			<a href="#">14:24:09</a>		Cross examination
			<a href="#">14:54:29</a>	Ms Black	Witness Statement

# Selecting Ranges



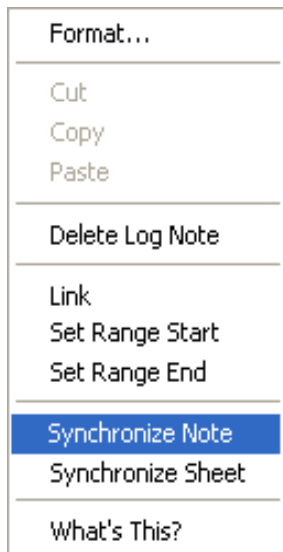
If a log sheet is linked to loaded content in the Player, you can limit the range of content available for review by setting a **Range Start** and **Range End** from the log sheet. Alternatively you can set a range directly in the Player.

Screenshot of a log sheet window titled 'The State vs Mr J... - 1/04/2004 - Court 1'. The window has a menu bar (File, Edit, View, Actions, Tools, Window, Help) and a toolbar. The main area is a table with columns: Description, Date, Location, Time, and Speaker. A context menu is open over the table, showing options: Format..., Cut, Copy, Paste, Delete Log Note, Link, Set Range Start, Set Range End, Synchronize Note, and What's This?. Two red arrows point to the left margin: one to a light blue vertical bar labeled 'Range Start Marker' and another to a dark blue vertical bar labeled 'Range End Marker'. The status bar at the bottom says 'Ready'.

To set the **Range Start** and the **Range End** right click the relevant log notes and click **Set Range Start** or **Set Range End** as required from the shortcut menu.

## Synchronizing Log Notes

If a log sheet is created on a different computer from the one that created the recording it is possible that a discrepancy exists between the log note time stamps and the associated recording times. You can synchronize all timestamps in the log sheet, to the correct recording times, in a single step. **Synchronize Sheet** is available from the shortcut menu when a log sheet is in edit mode and the recording loaded in TheRecord Player is linked to the log sheet.



It is also possible that a single log note is added too late to match the event in the recording. Such an incorrectly time stamped log note can be synchronized to the actual event in the recording. **Synchronize Note** is available from the shortcut menu when a log sheet is in edit mode and the recording loaded in TheRecord Player matches the location name and date of the log sheet.

# Playing Recordings



As you play linked audio the **Current Log Note Marker** moves down the log sheet indicating the last log note closest to the **Current Play Time** control tab.

**Current Log Note Marker** rests at the bottom of the last relevant log note field

Description	The State vs Mr Joe Citizen	
Date	1/04/2004	
Location	Court 1	
Time	Speaker	Note
09:18:33		Case called
09:36:01	Mr Brown	Begins submissions
10:26:11	Ms White	Begins submissions
12:49:40	Mr Green	Witness statement
13:32:49		You are under oath
14:24:09		Cross examination
14:54:29	Ms Black	Witness Statement



## Chapter 4 • Review Checkpoint

The following list summarizes the skills covered in the previous chapter:

- Opening Log Sheets
- Finding Text
- Selecting Text
- Copying Log Sheets
- Merging Log Sheets
- Filtering Log Notes
- Linking Content
- Selecting Ranges
- Synchronizing
- Playing Recordings

# Chapter 5 :- Searching

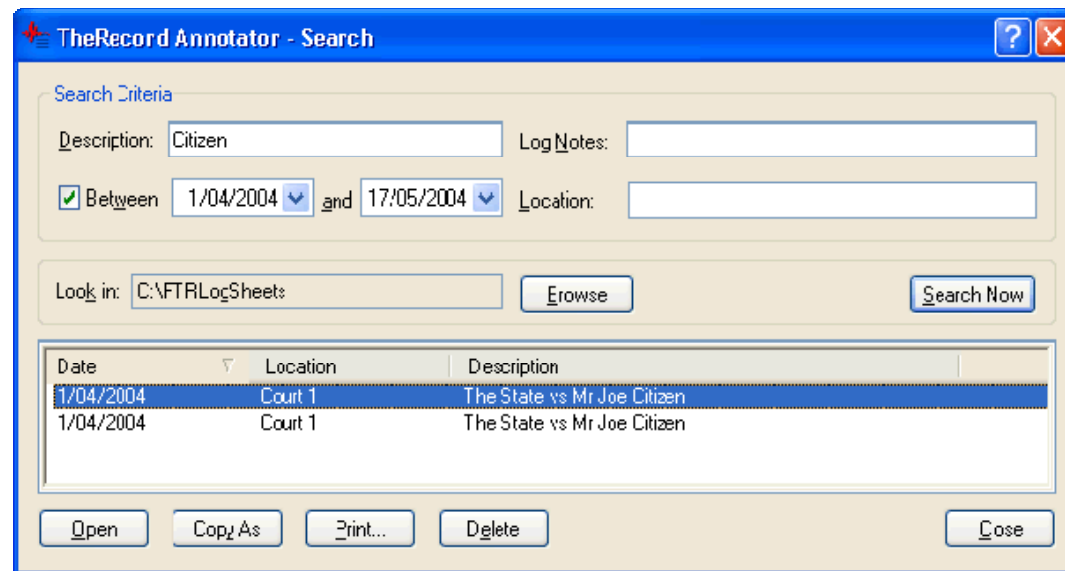
In this chapter you will find information on the following topics:

-  Searching for Log Sheets
-  Managing Log Sheets

## Searching for Log Sheets

Annotator includes powerful searching capabilities to make the location and retrieval of specific log sheets fast and efficient. Simply enter appropriate selection criteria and the search function locates all log sheets that contain matching information. You can then copy, delete or print the log sheets without the need to open them. Finally, one or more of the located log sheets can be opened for review.

To start a search select **Search...** from the **File** menu of a log sheet.



## Search Criteria

The **Search Criteria** help you to find the log sheets that you require. All log sheets that match your search criteria are displayed in the search results list.

Enter text in the **Description** box that you know can be found in the **Description** field of the required log sheets.

Enter text in the **Log Notes** box that you know can be found in the **Speaker** or **Note** fields of the required log sheets.

Enter text in the **Location** box that you know can be found in the **Location** field of the required log sheets.

Select a folder in which to search by clicking **Browse** next to the **Look in:** box.

Click **Search Now** to search the specified folder for matching log sheets.

You can narrow your search by specifying a range of dates.

**Search Results List**

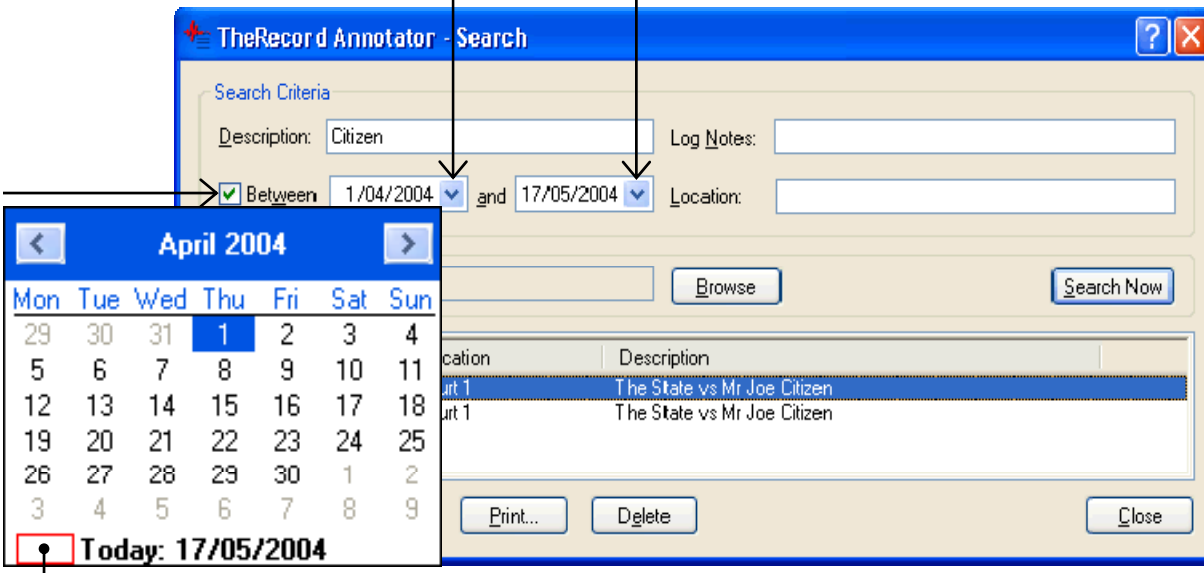
Date	Location	Description
1/04/2004	Court 1	The State vs Mr. Joe Citizen
1/04/2004	Court 1	The State vs Mr. Joe Citizen

## Selecting a Date Range

To reduce the time it takes to search it is recommended that you restrict the search period. Be aware that a search checks the nominated folder and all subfolders. To select a date range you can key dates directly into each date field or you can use the calendar control.

Click the list button to open the calendar

Select this option to restrict the search period



Click here to select today's date or choose any date as required

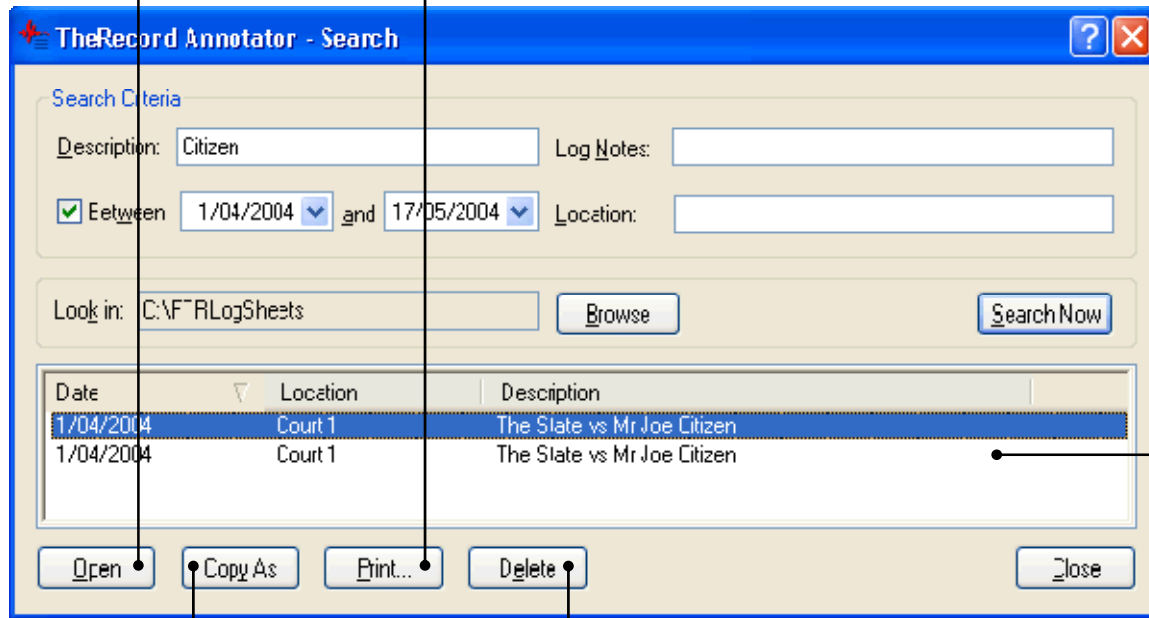
The screenshot shows the 'TheRecord Annotator - Search' window. The 'Search Criteria' section includes a 'Description' field with 'Citizen', a 'Log Notes' field, and a 'Location' field. Below these is a 'Between' checkbox which is checked, followed by two date pickers: '1/04/2004' and '17/05/2004'. A 'Browse' button is located below the date pickers. The 'Search Now' button is to the right. Below the search criteria is a table with columns 'Location' and 'Description'. The table contains two rows, both with 'Court 1' in the 'Location' column and 'The State vs Mr Joe Citizen' in the 'Description' column. At the bottom of the window are 'Print...', 'Delete', and 'Close' buttons. A calendar control is overlaid on the window, showing 'April 2004'. The calendar grid shows days from 29 to 9. The 17th is highlighted. At the bottom of the calendar is a 'Today: 17/05/2004' button, which is highlighted with a red box. Arrows point from the text annotations to the 'Between' checkbox, the date pickers, and the 'Today' button.

# Managing Log Sheets

The **TheRecord Annotator - Search** dialog box also provides a simple way to manage your log sheets. Once you have completed a search you can open, save a copy, print or delete one or more of the log sheets listed in the **Search Results** list.

Click **Open** to open the selected log sheets

Click **Print** to print the selected log sheets



To select a single log sheet simply click the log sheet in the **Search Results** list.

To select multiple log sheets, hold the **SHIFT** key down while clicking the first and last log sheets in a series of adjacent log sheets.

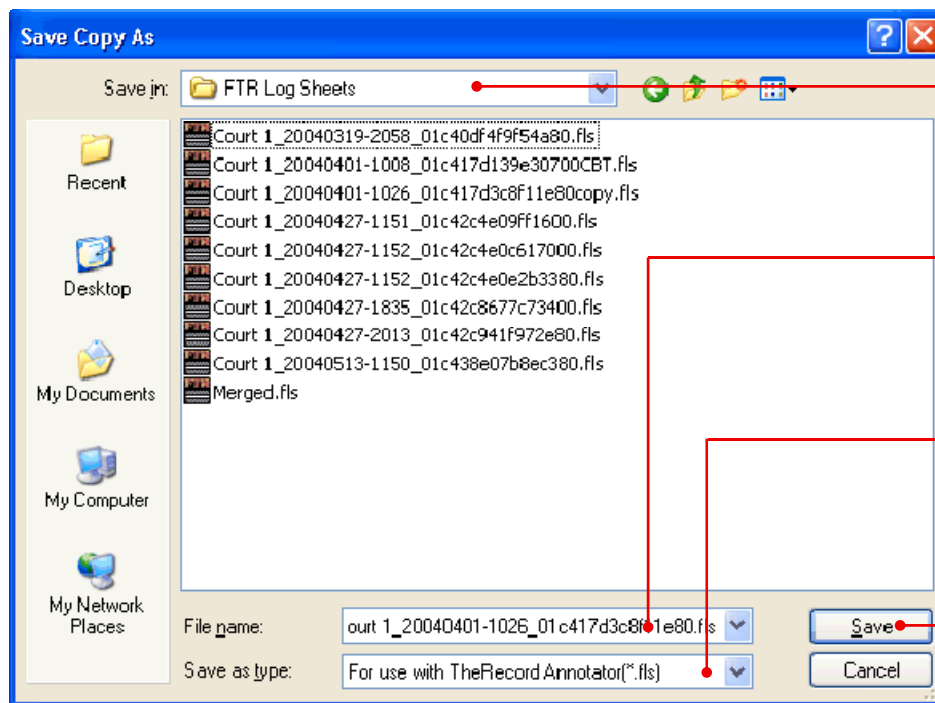
To select multiple non-adjacent log sheets hold the **CTRL** key down while clicking each required log sheet.

Click **Copy As** to copy the selected log sheets

Click **Delete** to delete the selected log sheets

## Copying !Log !Sheets

When saving a copy you can choose one of two formats: Annotator format or Internet browser format (.htm) for other users that do not have access to Annotator. Note that if you select multiple log sheets then you cannot choose a file name and all log sheets retain their original names.



To save copies of one or more log sheets:

- 1 From the **Save Copy As** dialog box choose the save folder.
- 2 Enter a filename.
- 3 Choose the save format in **Save as type:**. For users with access to Notes, choose the log notes format. For other users copy as a HTML file for access in a web browser.
- 4 Click **Save**.

## Deleting Log Sheets

As part of managing log sheets it will become necessary, at some point, to delete obsolete files. You can select one or more log sheets for deletion. Use deletion carefully because it is permanent.

To delete one or more log sheets:

- 1 Select one or more log sheets.
- 2 Click Delete.
- 3 Click Yes in the confirmation dialog box to proceed with the deletion.

TheRecord Annotator - Search

Search Criteria

Description: Citizen Log Notes:

Between 19/04/2004 and 18/05/2004 Location:

Look in: C:\FTR\LogSheets Browse Search Now

Date	Location	Description
1/04/2004	Court 1	The State vs Mr Joe Citizen
1/04/2004	Court 1	The State vs Mr Joe Citizen
31/03/2004	Court 1	The State vs M
29/03/2004	Court 1	The State vs M
19/03/2004	Court 1	The State vs M
12/03/2004		The State vs M

Open Copy As Print... Delete

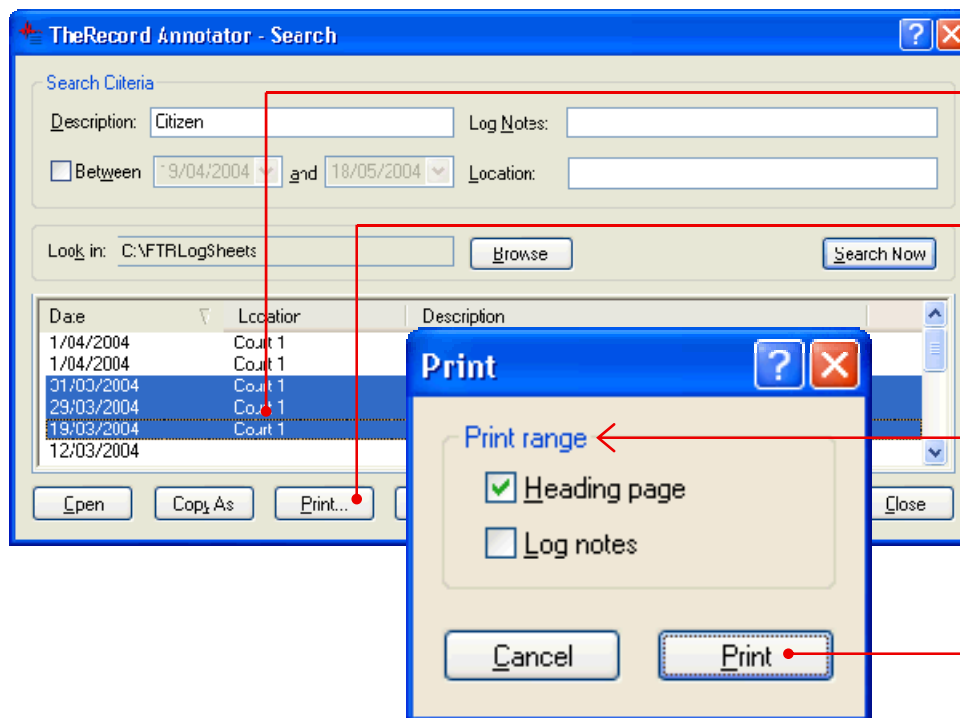
Confirm Multiple File Delete

Are you sure you want to send these 3 items to the Recycle Bin?

Yes No

## Printing Log Sheets

You can also select and print multiple log sheets from the **TheRecord Annotator - Search** dialog box. Each log sheet is printed using the default printer and page setup. In a later part of this tutorial you will learn how to print a single log sheet and to establish printer and page settings.



To print one or more log sheets:

1 Select one or more log sheets.

2 Click **Print**.

3 Select a **Print range** from the **Print** dialog box. You can choose to print a heading page (containing the contents of the **Description**, **Date** and **Location** fields) and/or the log notes.

4 Click **Print....**




# Chapter 5 • Review Checkpoint

The following list summarizes the skills covered in the previous chapter:

- ✓ Searching for Log Sheets
- ✓ Managing Log Sheets

# Chapter 6 • Printing Log Sheets

In this chapter you will find information on the following topics:

-  Printing Log Sheets
-  Page Setup
-  Printer Setup

## Printing Log Sheets

With Annotator you can print the log sheet or a selection of log notes from the active log sheet or you can print multiple log sheets from the **TheRecord Annotator - Search** dialog box.

This section demonstrates printing from the active log sheet. For details about printing from the **TheRecord Annotator - Search** dialog box see [Chapter 5 - Searching](#).

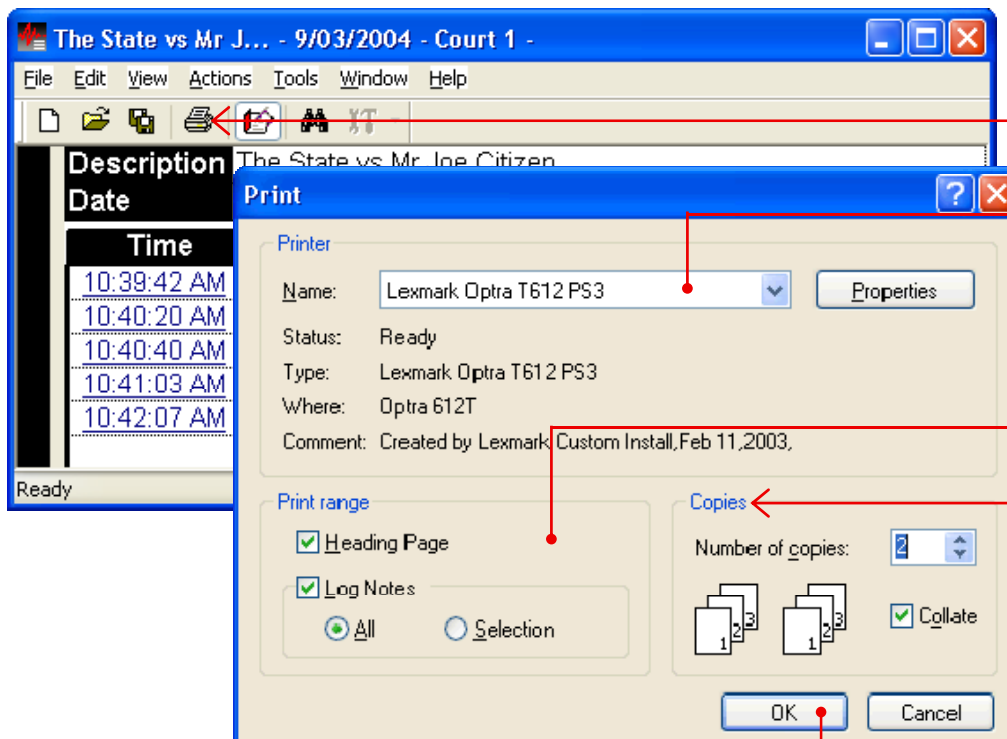
During the print process you can also change the printer setup and page setup. If your on-screen log sheet is too wide for the chosen printer then the log sheet is automatically resized to fit the printed page.

You can also view the print output before printing by selecting **Print Preview**.

## Printing from the Active Log Sheet

You can print a range of log notes from the active log sheet or you can print the whole log sheet. To select a range of log notes see [Chapter 4 – Reviewing Log Sheets](#).

To print:

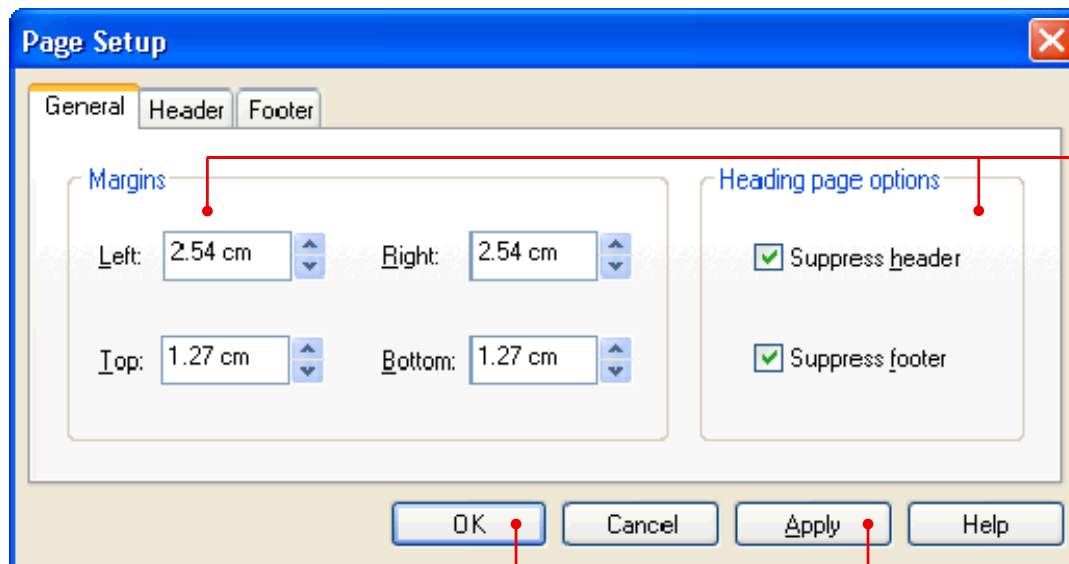


- 1 If required make a selection of log notes.
- 2 Click **Print**.
- 3 Select a printer and change the properties as required.
- 4 Select a **Print range** from the **Print** dialog box. You can choose to print a heading page (containing the contents of the **Description, Date and Location** fields) and/or the log notes. The log notes selection option is only available if you previously selected range of notes.
- 5 Enter the number of copies and the **Collate** option if required.
- 6 Click **OK**.

## Page Setup

When printing log notes it may be necessary to change the page setup. Page setup controls the margins, headers and footers.

To change the Page Setup:



1 From the File menu of the annotator window click Page Setup.

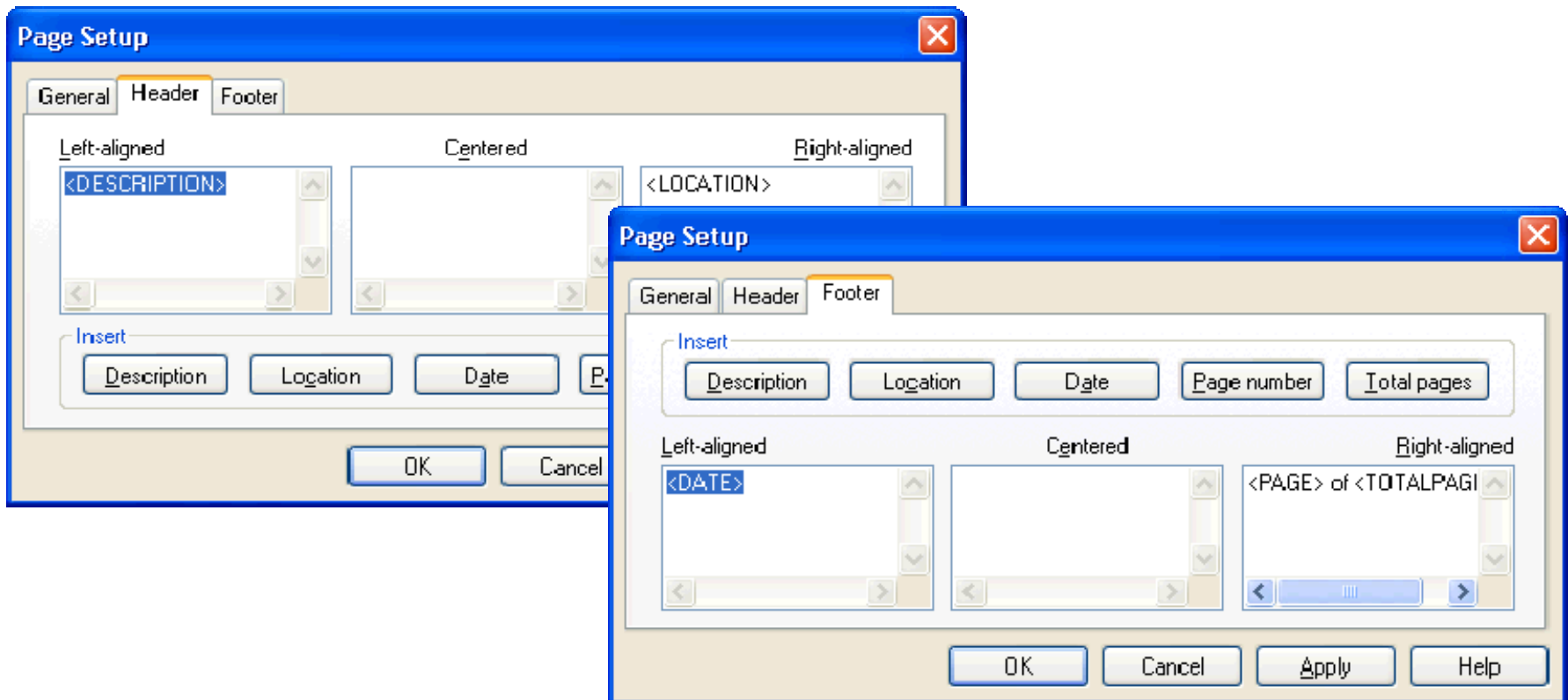
2 In the **General** tab, select **Margins** and **Heading page options**.

The top and bottom margins apply to all text including headers and footers. Use the **Heading page options** to control the printing of headers and footers on the heading page. The heading page includes the date, location name and the entire contents of the description field.

3 Click **Apply** to make the changes without closing the **Page Setup** dialog box, or **OK** to make the changes and close the **Page Setup** dialog box.

## Header!and !Footer

To define the header and footer, select the applicable tab and enter the text to be inserted by directly keying in your own text or using the predefined **Insert** buttons. For details about the **Insert** buttons see the *TheRecord Annotator User's Guide*.



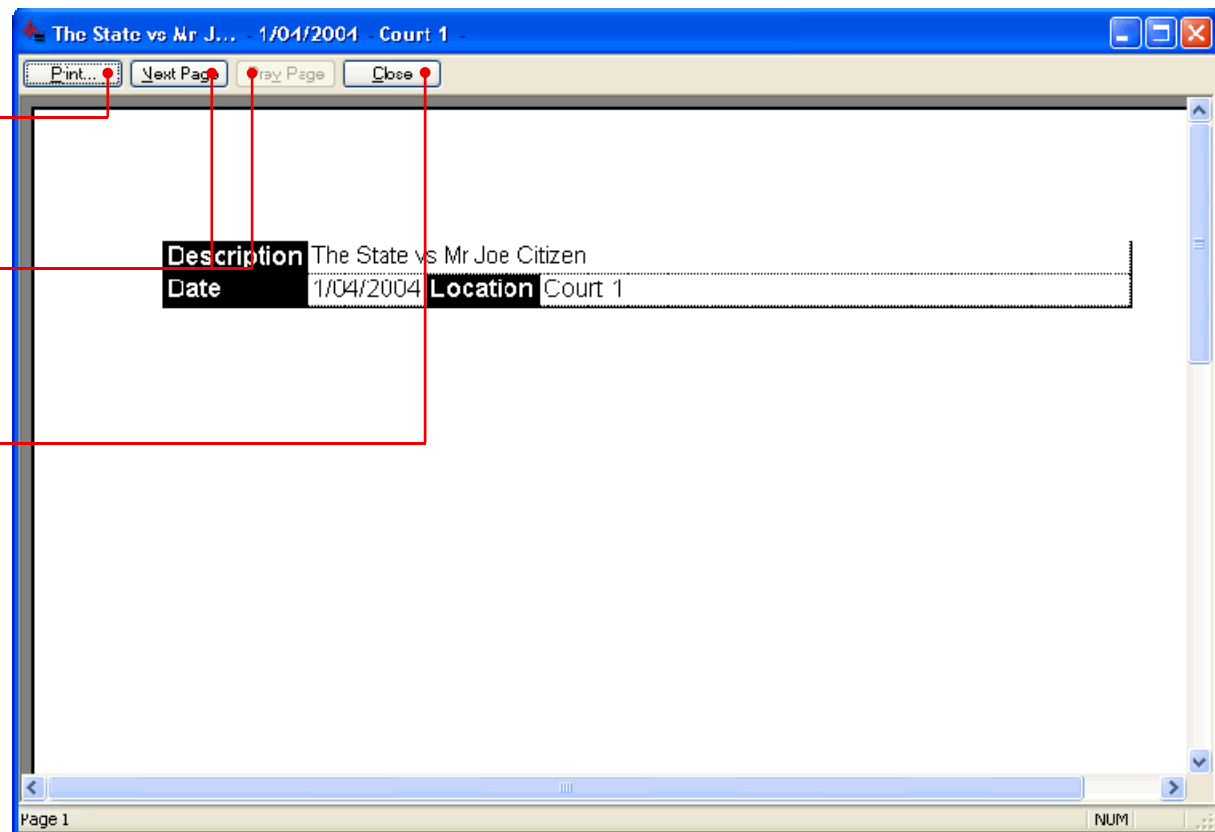
## Print! Preview

Before printing you can preview the output on screen to confirm that the page setup and what you are printing is correct. To preview select **Print Preview** from the **File Menu** of the Annotator window.

Click **Print** to print the active log sheet and close all print dialog boxes.

View other pages by clicking the **Prev Page** and **Next Page** buttons as required.

Click **Close** to close the **Print Preview** window.



# Chapter 6 • Review Checkpoint

The following list summarizes the skills covered in the previous chapter:

- Printing Log Sheets
- Page Setup
- Printer Setup

# Looking Back

This tutorial provided a step-by step introduction and overview of the following processes and procedures:

- Creating Log Sheets
- Log Notes
- Reviewing Log Sheets
- Searching
- Printing Log Sheets

[Contents](#)

[Finish](#)