

FTR Log Notes 5.1

FTR Log Notes® is an electronic note-taking program used by Court Clerks, Electronic Court Reporters (ECR), Judges and Lawyers while listening to live or previously recorded court proceedings. It includes TheRecord Player™, our popular audio/video playback application that facilitates the transcription process and features several time-saving enhancements.

FTR Log Notes presents a familiar interface that mimics existing paper-based log sheets. Users can thus effortlessly transition to an electronic note-taking tool and enjoy the many conveniences offered, such as quick search and retrieval of notes related to particular cases and immediate access to recorded content through hyperlinked timestamps. Other desirable features of FTR Log Notes include:

- Case templates
- Tabbed log sheets
- Section 508 compliance
- Spell-check and Undo/Redo
- Windows Vista® compatibility
- Consolidated note-taking & playback interface
- Customization through Microsoft® VBA



KEY FEATURES

- Tabbed log sheets
- Windows Vista® compatible
- Customizable Word Lists & Quick Notes
- Rapid search, retrieval & duplication of content
- Instant access to specific points within a recording

With FTR Log Notes, each note is automatically time-stamped with a hyperlink to the *exact point* in the associated recording where the note was taken. Thus, reviewing notes and recordings becomes a *quick, one-click process* - no more rewinding and fast-forwarding of tapes! Simply open the relevant log sheets and click on the links to hear exactly what was happening when each note was created.

Tangible Benefits of FTR Log Notes

Improved efficiency & productivity

- Customized Word Lists & "hot keys" expedite repetitive text entry
- Case templates expedite set up of log sheets according to case types
- Tabbed log sheets allow quick & easy creation of new log sheets for each case
- Instant access to specific testimony without fast-forwarding and rewinding tapes

Convenience, Flexibility & Ease of Use

- Minimum user training - familiar interface
- Share notes & linked recordings across a network
- Minimal changes to established processes & procedures
- Take notes independent of recordings & synchronize them later
- Customize FTR Log Notes to meet specific needs through Microsoft VBA

Enhanced user experience

- Compact view of Log Notes and Player
- Spell-check & undo/redo enable quick correction of errors
- Consolidated interface allows more efficient use of screen real estate

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Recommended System Requirements

For annotation with audio only playback:

Windows® 2000 SP4 with Update Rollup 1*, XP Home/Professional SP2 with:
300 MHz Intel® Pentium® processor
128 MB memory

Windows Vista® SP1 with:
3.4 GHz Intel® Pentium® 4 HT processor
1 GB memory

For annotation with audio and video playback:

Windows® 2000 SP4 with Update Rollup 1*, XP Home/Professional SP2 with:
1 GHz Intel® Celeron® (small video)/ 2.8 GHz Intel® Celeron® D (large video) processor
256 MB memory

Windows Vista® SP1 with:
3.4 GHz Intel® Pentium® 4 HT processor
1 GB memory

800x600 (small video) / 1024x768 (large video) High Color (16 bit) display
Windows compatible stereo sound card

Compatible with Novell® NetWare® 6.5 SP7 and Novell® Client™ 4.91 SP4 for Windows® XP/2003. Compatibility with Novell® Client™ for Windows Vista® may require custom configuration or updated software from Novell®.

*TheRecord Player™ requires DirectX® 9 and Windows Media® Player 9 to be installed when using Windows® 2000.

NOTE: As with any software there are hardware and software requirements which need to be in place prior to installing and using FTR Gold® software. While this list shows the recommended system requirements, it is important to be aware that using additional programs may require a higher specification.

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How FTR Log Notes helps your court function more efficiently

Court Administrators

- Share notes & linked recordings across a network
- Quickly search & retrieve all content related to a specific case
- Customize FTR Log Notes to meet specific process & procedural needs

Court Clerks & Electronic Court Reporters (ECR)

- Expedite setup of log sheets using case templates
- Improve accuracy of notes & easily correct errors
- Easily create linked electronic notes during proceedings
- Use "Hot Keys" and word Lists to automate repetitive text entry
- Access required testimony without fast-forwarding or rewinding cassettes

Judges, Lawyers & Paralegals

- Take notes independent of recordings & synchronize them later
- Create private notes & store them in a location with restricted access
- Create personal, linked notes for trial & closing argument preparation

Transcribers

- Control playback volume & speed, while maintaining the pitch
- Access required testimony without fast-forwarding or rewinding cassettes
- Use foot controls & global shortcuts for greater control of playback & transcript creation
- Use 4-channel isolation & individual channel volume control to hear individual speakers clearly



FTR LIMITED
2901 North Central Avenue
Suite 400
Phoenix, AZ 85012
toll free 877.650.0958
tel 602.650.0958
fax 602.385.4990
www.fortherecord.com

FTR PTY LTD
Suite 7
16 Brodie Hall Drive
Technology Park
Bentley 6102
Perth, Western Australia
tel 61 8.9470.4366
fax 61 8.9470.4310

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