



RECOMMENDED SYSTEM REQUIREMENTS:*

For Annotation only

- Microsoft® Windows® 2000 SP4, XP Home/Professional SP1/SP2
- 300 MHz Intel® Pentium® processor
- 128 MB memory
- 800x600 High Color (16 bit) display

For Annotation with Audio and Video Playback*

- Microsoft® Windows® 2000 SP4**, XP Home/Professional SP1/SP2
- 1 GHz Intel® Celeron® processor
- 256 MB memory
- 800x600 High Color (16 bit) display
- Windows compatible stereo sound card

*Specifications listed are for Small video (i.e. 320x240). Large video (i.e. 640x480) requires a 2.8 GHz Celeron D 335 and 1024x768 High Color (16 bit).

**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 TheRecord software. While this list shows the recommended system requirements, it is important to be aware that using additional programs may require a higher specification.

TheRecord Annotator is an electronic note-taking program designed for judges, court monitors and lawyers who want to annotate court proceedings, and for transcription firms that want to provide their clients with interactive transcripts. TheRecord Annotator includes TheRecord Player™, FTR's premier audio/video play back program, WordLink™, and a Microsoft® Word add-in that makes it possible to create notes and transcripts in Microsoft® Word.

TheRecord Annotator includes diverse features to help you expedite the annotation process. Customizable "hot keys," glossaries and picklists automate entry of frequently used names, terms and other information. A powerful internal search engine instantly locates all log sheets and audio/video associated with a particular case, or search log sheets for specific occurrences, speakers and notes. And Microsoft® Visual Basic® for Applications is included so you can easily integrate TheRecord Annotator with third-party applications or customize it for specific needs of your court.

Versatile Features That Help You Improve Productivity

Convenience

- Create notes within TheRecord Annotator or within a Microsoft Word document.
- Take notes before, during and after recording without being connected to the audio/video, and use notes to link to specific segments once you obtain a copy of the audio/video proceeding.
- Automatically inserts time stamps before each note as direct hyperlinks to associated audio/video segments.
- Glossary hot-keys for rapid or repetitive text entry.
- Includes Microsoft VBA for integrating FTR Log Notes with third-party applications and for customizing it to meet the court's specific needs.
- Compatible with Crestron and AMX control and automation systems.

Ease of Use

- Access required testimony without fast-forwarding or rewinding cassettes.
- Instantly find all log sheets and audio associated with a particular case.
- Search log sheets for specific occurrences, speakers and notes.
- "Hot keys," glossaries and picklists expedite rapid or repetitive text entry.
- Compliant with accessibility requirements for disabled users (Section 508 in USA).

How TheRecord Annotator Helps You Work More Efficiently



ForTheRecord®

VERSATILE!

Court Administrators

- Search and retrieve all log sheets and audio/video associated with a particular case.
- Search log sheets for specific occurrences, speakers and notes.
- Customize TheRecord Annotator to meet specific procedural needs.

Time	Speaker	Note
4:29:10 PM	Clerk	All rise
4:29:24 PM	Judge	Hearing case number 14569-RT7
4:30:03 PM	Plaintiff	Representing Mr Brownish
4:30:24 PM		Request for orders lodged
4:30:34 PM	Respondent	Representing Ms Troutend
4:31:00 PM	Judge	Hearing in two weeks time
4:31:13 PM		Case number 44532-HT4

Judges and Hearing Officers

- Create personal and private notes dynamically linked to the audio/video.
- Store personal notes on laptop or CD for controlled access.
- Search public notes created by the clerk.
- Merge copy of clerk's notes with personal notes to create a consolidated set of notes.

Court Clerks and Electronic Court Reporters (ECR)

- Create electronic log notes during proceedings.
- Assign hot-keys to frequently used names and phrases.
- Review log notes while still recording.
- Edit log sheet annotations after the recording process is completed.

Lawyers and Paralegals

- Create notes during trials and proceedings without being connected to the recording system.
- Use a copy of the recorded audio/video to link to personal notes for easy research and closing argument preparation.

Transcriptionists

- Enjoy complete control of audio playback volume and speed.
- Use 4-channel audio isolation feature to produce more complete and accurate transcripts
- Access required testimony without fast-forwarding or rewinding cassettes.

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