

Recommended System Requirements

For Annotation only

- Microsoft® Windows® 98SE, 2000 SP4, XP Home/Professional SP1/SP2
- System specification recommended by Microsoft for the chosen operating system or 166MHz Intel® Pentium® processor (*whichever is higher*)
- Additional 16 MB memory
- 800 x 600 High Color (16 bit) display

For Annotation with Playback

- Microsoft® Windows® 98SE, 2000 SP4*, XP Home/Professional SP1/SP2*
- System specification recommended by Microsoft for the chosen operating system or 166MHz Intel® Pentium® processor (*whichever is higher*)
- Additional 32 MB memory
- 800 x 600 High Color (16 bit) display
- Windows compatible stereo sound card
- Game port or USB port for FTR Foot Control

For WordLink™

- Microsoft® Word 2000, 2002 (XP) or 2003

*Users of Windows 2000 and XP require a minimum of local Standard User security permission.

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

FTR Log Notes® is an electronic note-taking program used by court clerks, electronic court reporters (ECR), judges and lawyers while listening to live proceedings or previously recorded audio. All notes are automatically time-stamped with a hyperlink to the associated audio so you can listen to what was happening during the live proceeding when each note was taken. FTR Log Notes includes FTR Player Plus™, our premier play back program, and WordLink™, and a Microsoft® Word add-in that makes it possible to create notes and transcripts in Microsoft® Word.

FTR Log Notes includes diverse features to help you expedite the annotation process. Customizable “hot keys,” glossaries and picklists automate data entry of frequently used names, terms and other information. A powerful internal search engine can instantly find all log sheets and audio 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 FTR Log Notes with third-party applications or customize it for specific needs of your court.



An ECR can use FTR Log Notes to create annotations during trials and hearings.

Versatile Features That Help You Improve Productivity

Convenience

- Create notes within FTR Log Notes or within a Word document.
- Automatically inserts time stamps before each note as direct hyperlinks to associated audio segments.
- Take notes before, during and after recording without being connected to the audio and use notes to link to specific segments once you load the audio in the player.
- Excellent play back sound quality.
- Individual channel volume control and channel isolation.
- Pre and post synchronization to easily adjust note to recording time.
- Includes Microsoft VBA for integrating FTR Log Notes with third-party applications and for customizing it to meet the court's specific needs.

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.
- “Tape recorder-style” interface is easy to learn and use.
- “Hot keys,” glossaries and picklists expedite rapid or repetitive text entry.
- Use a foot control for hands-free operation.

FTR Log Notes 2.2

How FTR Log Notes helps your court function more efficiently

Court Administrators

- Search all log sheets to locate specific proceedings by event, case or speaker.
- Search all or specific log sheets for relevant occurrences, speakers and notes.
- Collect all log sheets and audio associated with a particular case.
- Customize FTR Log Notes to meet specific process and procedural needs.

Court Clerks and Electronic Court Reporters (ECR)

- Easily create electronic notes during proceedings.
- Assign hot-keys to frequently used names and phrases.
- Access required testimony without fast-forwarding or rewinding cassettes.
- Search and retrieve all log sheets and audio associated with a particular case at the touch of a button.

Judges

- Create personal and private notes with or without access to court network or actual recording PC.
- Receive recorded audio and synchronize it with personal log notes for easy research and case preparation.

Lawyers and Paralegals

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

Transcribers

- Control playback volume and speed.
- Use 4-channel isolation to hear all trial and hearing participants clearly.
- Access required testimony without fast-forwarding or rewinding cassettes.



The screenshot shows the FTR Gold software interface. At the top, it displays "City Court 1" and a toolbar with various icons. Below the toolbar is a table with columns for "Date", "Location", "Time", "Speaker", and "Note".

| Date | Location | Time | Speaker | Note |
|-----------|--------------|-------------|-----------------|-------------------------|
| 1/21/2002 | City Court 1 | 11:17:38 AM | | Case Called |
| | | 11:17:55 AM | Ms Wright | App Begins submissions |
| | | 11:18:36 AM | Mr Knot | Resp begins submissions |
| | | 11:19:17 AM | Clerk of Courts | Witness called |
| | | 11:20:23 AM | Mrs Wright | Begins XN |
| | | 11:21:29 AM | Mr Knot | Begins XXN |
| | | 11:23:15 AM | Clerk of Courts | Witness excused |

FTR Limited

2901 North Central Avenue
Suite 400
Phoenix, Arizona 85012 USA
tel. 602.650.0958
fax 602.385.4990
toll-free 877.650.0958

FTR PTY LTD

Suite 7
16 Brodie Hall Drive
Technology Park
Western Australia
6102 Australia
tel. 61.8.9470.4366
fax 61.8.9470.4310

