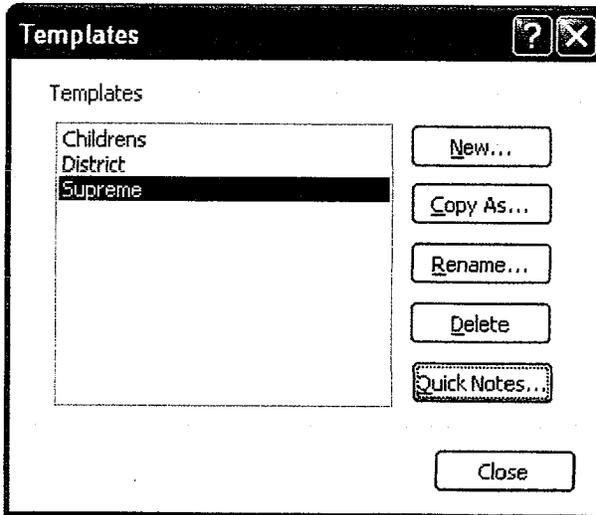


## Managing Template Quick Notes

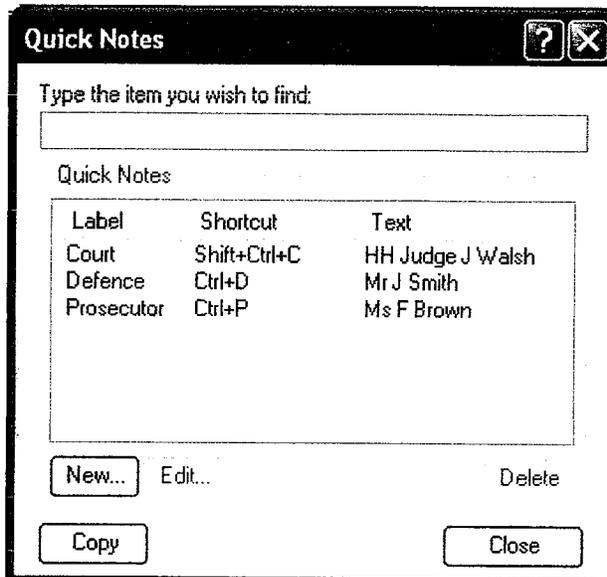
Once templates are created, you can define the relevant default quick notes.

To modify template quick notes:

1. Click the **Menu** button , point to **Tools** and click **Templates**.
2. From the **Templates** dialog box, select the template you want to modify and click **Quick Notes**.



3. Observe that the **Quick Notes** dialog box opens.



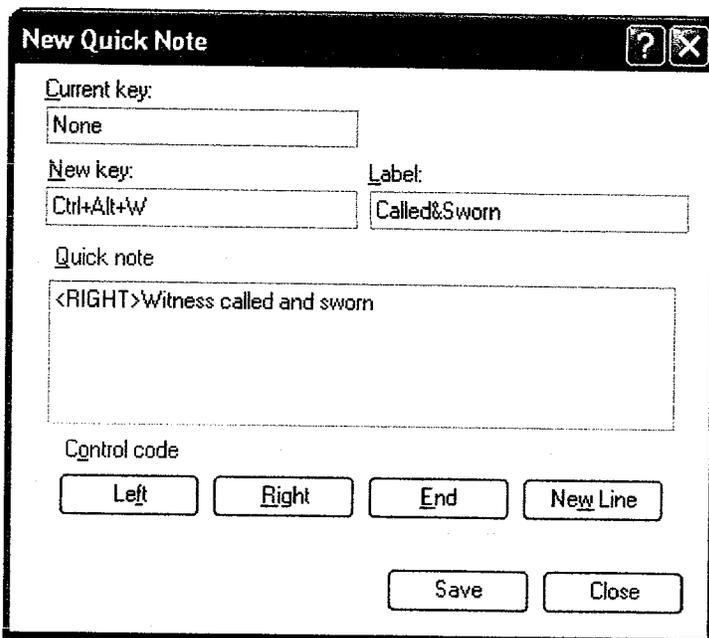
4. To add a new quick note do the following:
  - a. From the **Quick Notes** dialog box, click **New**.
  - b. In the **New key** field, enter the required keyboard shortcut.  
 In the **Label** field enter the title for the quick note – e.g. Prosecutor.

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 **Note:** The label field is optional but will be automatically set to the quick note text if you leave it blank.

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In the **Quick note** field, enter the required word or phrase. You can include control codes to manage the placement of text in the log sheet. For more details, see **Control Codes** at the end of this section.



**New Quick Note** [?] [X]

Current key:

New key:  Label:

Quick note

Control code

- c. Click **Save** to add the quick note to the template.
  - d. Repeat this process until all quick notes are added then click **Close**.
5. To change an existing quick note do the following:
    - a. From the **Quick Notes** window, select the quick note you want to modify and click **Edit**.
    - b. From the **Edit Quick Note** dialog box, make the required changes and click **OK**.
  6. When all quick note changes are complete, click **Close** to return to the **Templates** dialog box.
  7. From the **Templates** dialog box, click **Close**.

## Control Codes

Each quick note can include one or more control codes that control the placement of text in a log sheet. Available control codes are:

- <Left> Moves the cursor to the last position in the **Speaker** column of the current log note.
- <Right> Moves the cursor to the last position in the **Note** column of the current log note.
- <End> Moves the cursor to the **Speaker** column of the last empty log note.
- New Line** Inserts a new line in the current log note field.



**Note:** Your column titles may be different. **Speaker** and **Note** are default column titles that may have been changed.

You can combine control codes to extend their usefulness. The table below lists some examples.

Control Code & Text	Result
<END>Called & sworn<RIGHT>	The text, <b>Called &amp; sworn</b> , is immediately inserted in the last empty row of the <b>Speaker</b> column, a time stamp is automatically generated and the cursor is positioned in the adjacent <b>Note</b> column
<END><RIGHT>Court adjourned<END>	The text, <b>Court adjourned</b> , is immediately inserted in the Note column of the last empty row, a time stamp is automatically generated and the cursor positioned in the last empty row of the speaker column in readiness for the next log note to be created.
<LEFT>Exhibit Police Record of Interview	From the current cursor position moves to the speaker field of the current log note and inserts <b>Exhibit</b> . Then creates a new line and inserts <b>Police Record of Interview</b> .

**Note:**

A New Line code is not shown. Clicking the New Line control code button simply inserts a new line.