

**RECOMMENDED SYSTEM REQUIREMENTS:**

- Microsoft® Windows® 2000 SP4 or Microsoft® Windows® XP SP1/SP2
- Microsoft® Word 2000, 2002 (XP) or 2003
- Pentium III 450MHz
- 128MB Memory
- High color (16 bit), 800x600 display adapter and monitor

*NOTE: As with any software there are hardware and software requirements which need to be in place prior to installing and using TheRecord Annotator. While the above list shows the recommended specifications, it's important to be aware that using additional programs may require a higher specification.*

**FTR MinuteMaker** offers city and county clerks an easy and efficient way to create and distribute agendas and meeting minutes **without** disrupting established procedures and **without** requiring a complete overhaul of an existing audio system or network infrastructure.



Producing a set of meeting minutes usually requires recording a meeting using a tape recorder while taking notes by hand, and then creating minutes while referring to the notes and listening to the tape. FTR MinuteMaker condenses this tedious process into one easy step by combining

everything a clerk needs to digitally record meetings while simultaneously taking notes in Microsoft® Word.

**FTR MinuteMaker Includes:**

- FTR MinuteMaker Recorder™
- TheRecord Player™
- WordLink™, a Microsoft® Word add-in
- 5-pack of TheRecord CD™'s
- TheRecord CD Marker
- Headset
- USB Foot Control
- Audio connector cable
- iMic™ universal USB audio adapter
- Ruby Service Contract

*(includes unlimited 24/7 telephone support, one hour response time for all e-mail & web-based support requests and free downloads of service packs and minor version upgrades for a year).*

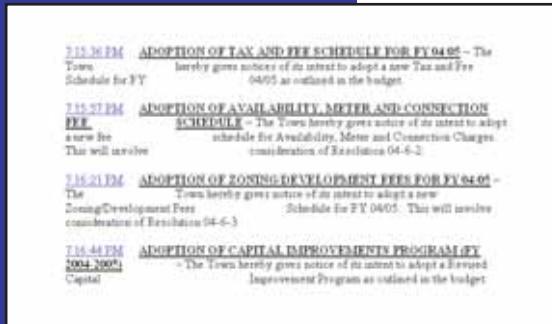
## How FTR MinuteMaker Helps Clerks Create Minutes More Easily and Efficiently



ForTheRecord®

### VERSATILE!

As each note is created, it automatically generates a time-stamp with a dynamic hyperlink to the related audio. So, a clerk can easily convert meeting notes into a set of minutes by clicking on each link and listening to the recorded proceeding.



Taking attendance and recording voting results is easy because FTR MinuteMaker includes shortcuts for automatic input of speakers' names, voting records, attendance records and committee assignments.

FTR MinuteMaker also streamlines the minutes approval process and makes it easier for councils and boards to share meeting proceedings with the public. Council members and meeting chairpersons can use the links to verify what was actually said during meetings, and the public can use them to easily locate and listen to portions of the meeting that are relevant to them.

Each time-stamp is a dynamic hyperlink to the related audio.

### How FTR MinuteMaker Helps Clerks Create Minutes More Easily and Efficiently

- Contains everything needed to record a meeting, take notes, create minutes and distribute them.
- Interface is easy to understand and use.
- Each note links directly to the related part of the recorded proceeding.
- No fast-forwarding or rewinding cassette tapes is required to find needed information.
- Includes shortcuts to automatically input speakers' names, voting records, committee assignments, attendance records, resolutions and other frequently used terms.
- Streamlines the minute approval process by eliminating confusion over what was really said during meetings.
- Simplifies the minute creation and approval process without requiring changes to established procedures.
- Doesn't require an overhaul of existing audio systems or network infrastructure.



FTR MinuteMaker includes shortcuts for automatic input of speakers' names, voting results, attendance records and committee assignments.

Producing a set of minutes doesn't need to be a multi-step process that takes hours. Contact us and we'll show you how FTR MinuteMaker can help you create your minutes in seconds.

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