

## Bookmarks Overview


Bookmarks allow you to:

- Navigate quickly in a sound file
- Store notes at chosen positions in a sound file
- Store time points in a recording by using auto-bookmarks
- Distinguish cases by using a special bookmark called a docket

Bookmarks are automatically created during a recording at regular time intervals and for certain events, such as when a recording starts. The notation for each bookmark consists of the date (mm/dd/yy), the time of occurrence (hh:mm:ss), and the short name of the event. For example:

- 10/24/2006 11:20:23 AM – Start Recording

In addition to automatic bookmarks created during a recording, you can manually create bookmarks using Liberty Court Recorder and the Liberty Court Player. To save time, you can use either Liberty Court Recorder or Liberty Definition Editor to predefine bookmarks before a recording, and then insert them as you need them during your recording. You can also use text substitution shortcuts to automatically insert predefined text into these bookmarks with a keyboard shortcut.

To display the Bookmarks window, click the  button on the main toolbar, or select “**View – Bookmarks.**”

The following is an example of the Bookmarks window in Liberty Court Player:



The bookmarks window consists of a list of bookmarks, sorted by the position within the sound file. Below this are the fields you can edit.

### Customizing the Bookmarks Window

You can customize what information appears on the Bookmarks window and change its appearance. For example, you can choose which columns of information to display and change the order in which the columns are displayed across your screen.

You can also use the following options from the View menu:









View Menu Options	Function
Toolbar	Show/hide the Bookmarks toolbar
Show Auto-bookmarks	Show/hide automatically created bookmarks
Show Date	Show/hide the date in the Time column
Show Icon	Show/hide the icon in the first column
Choose Columns	Select the columns you want displayed and the order in which you want them to appear.
Show Fields	Show/hide different fields in the display for each bookmark

You can use **“View – Show Fields”** to show/hide different fields in the display.

You can use **“View – Font”** from the main window to change the font used for heading and text fields in the Bookmarks window.

### Bookmarks Toolbar

This toolbar allows you easy access to common operations. You can use the following buttons and menu items:

Button	Description	Recorder's Bookmarks Menu	Player's Bookmarks Menu
	New bookmark	Edit - New Bookmark	Edit – New Bookmark
	New docket	Edit – New Docket	-
	Delete bookmarks	Edit - Delete	Edit – Delete
	Change position or length of bookmark	-	Edit – Reposition
	Move current position to previous bookmark	-	Position – Go to Previous
	Move current position to current bookmark	-	Position – Go to Current
	Move current position to next bookmark	-	Position – Go to Next
	Scroll through list of bookmarks as position in sound file changes	-	Position – Auto Scroll

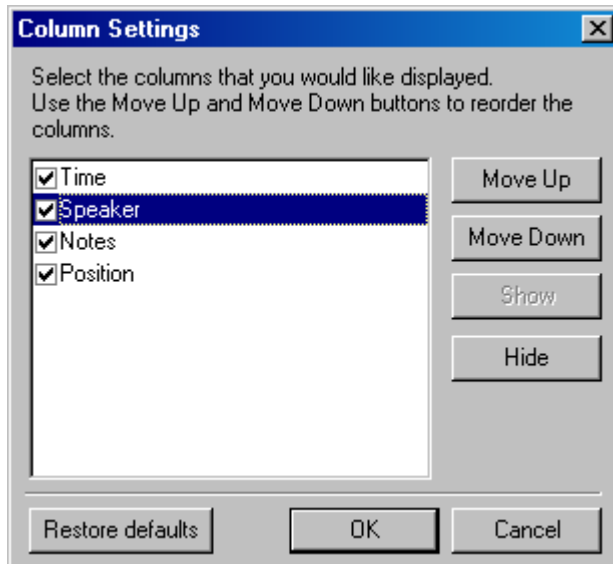
## Customizing the Column Settings

You can customize the look of the Bookmarks window by selecting the columns of information you want displayed and the order in which they appear across your screen.

### Selecting the Columns to Display

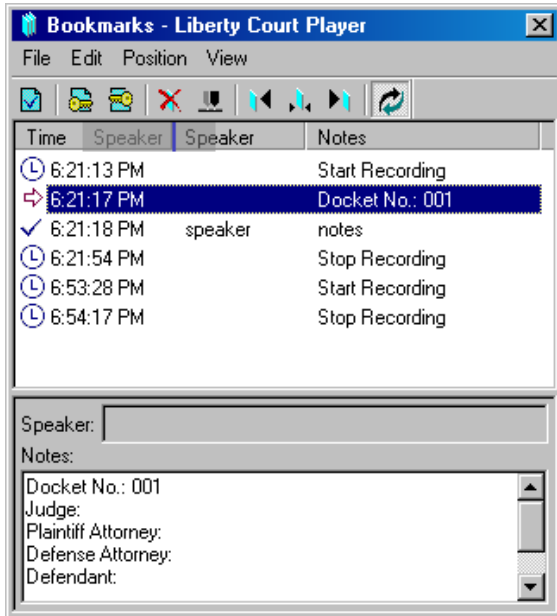
To select the columns you want displayed, do one of the following:

- Right-click any column title. On the menu that appears, click the name of the columns to add it or remove it from the list of columns to be displayed.
- Right-click any column title, and click **More** Or, on the **View** menu, click **Choose Columns**. The **Column Settings** dialog box appears as shown below. Select the columns you want displayed. You can either click the check box or click the column title to highlight it and click **Show**.



### Changing the Order of the Columns

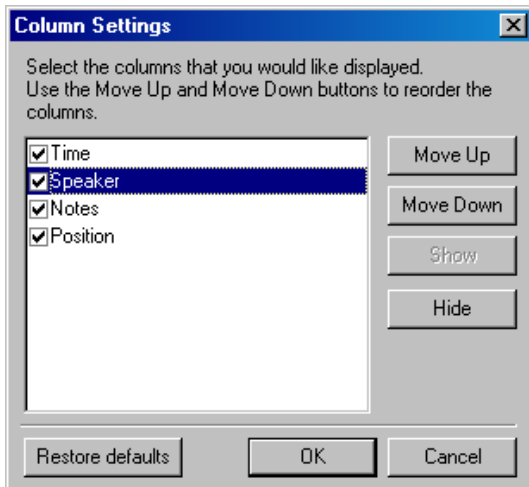
To change the order in which the columns are displayed, you can click the column you want to move, hold your mouse down, and drag the column to its new position. This is similar to moving columns in Windows Explorer. The screen below shows the Notes column being moved to the right. Notice the grey shading that appears when you drag the column name.



Alternatively, you can take the following steps to change the column order:

1. Do one of the following:
  - Right-click any column title, and select **More**.
  - On the **View** menu, click **Choose Columns**.

The **Column Settings** dialog box appears. The names of the columns from top to bottom reflect the order in which the columns appear from left to right on your screen.



2. Click the name of the column you want to move to highlight it.
3. Use the **Move Up** or **Move Down** button to change the order in which the name of the column appears.