




Converting Liberty Meeting Audio to Regular CD Audio

Note: These instructions assume you will be using the Windows XP CD authoring wizard and NOT Roxio. You will need the Liberty Court Player 5.0 for this export.

Download here: <http://www.jcgtechnologies.com/ftp/liberty/LCR50pe.exe>


The following instructions will walk you through converting Liberty audio to a Red Book audio format that can be played on a regular CD player. Please note, CDs hold a maximum of 80 minutes. If your recording is longer than 80 minutes you will need multiple CDs.

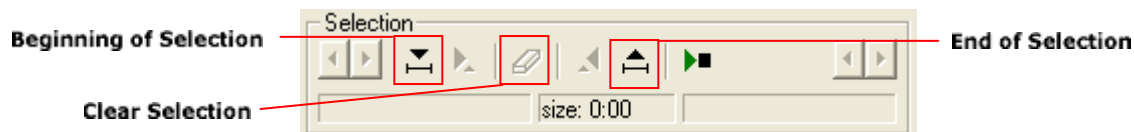
Opening the audio File

1. Insert a blank unformatted CD into the CD-writer drive.
2. On the Windows desktop, OPEN (DOUBLE-CLICK) Liberty Court Player. 
3. To locate the recording needed, click on the OPEN FILE button  or click FILE+OPEN from the Pull-Down Menu in the upper right corner of the screen. The audio is usually located under C:\Liberty Recordings. Click **OPEN** to open the file. You can also search for the audio clicking the **Find in Files** button. 

Determining the beginning and end times to be copied

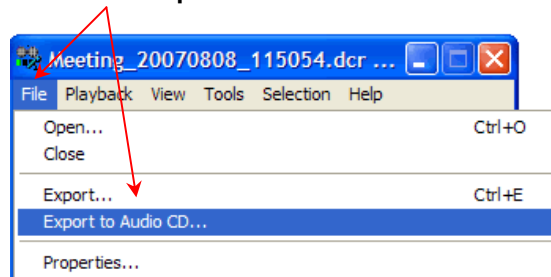
Note: *To set your beginning and end selection, you will use the Selection Tool. If you are copying the entire audio file, skip to #5. Otherwise, if you only want to copy a section of the audio, continue to step #4.*

4. Determine the beginning of the section you want to copy, either by moving the audio cursor to appropriate section or double-click on the appropriate bookmark in the Bookmarks Window. Once you have the audio cursor where you want it, click the **Beginning of Selection** button  .



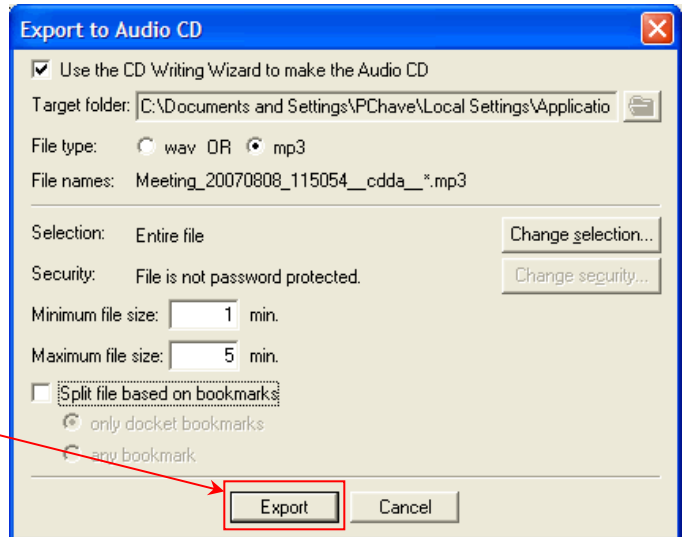
Exporting the audio

5. To copy the audio to CD, choose **File+Export to Audio CD**.

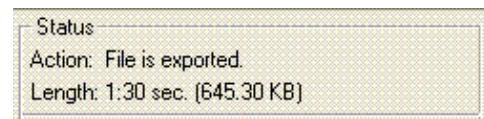


6. Verify your window matches the one to the right.

7. Select Export.



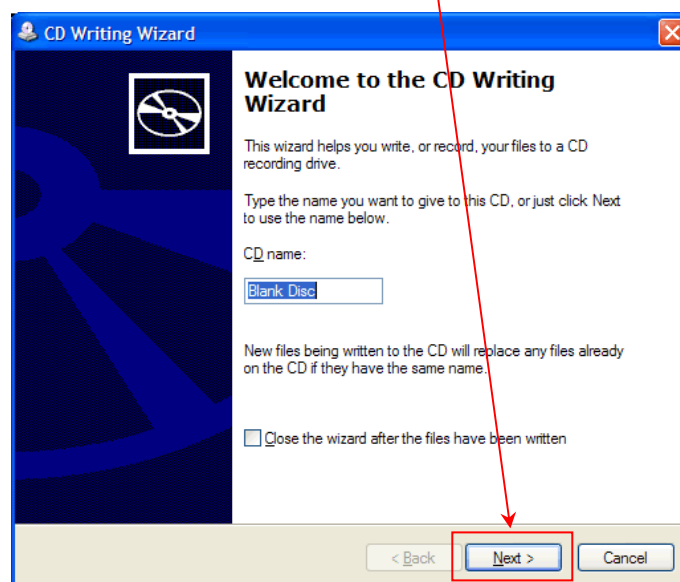
8. Watch the Status window to monitor the status of the copy. The **Action** will change to **File is exported** briefly, before changing to **Stopped**. When you see either of these in the **Action** field, the file has been exported.



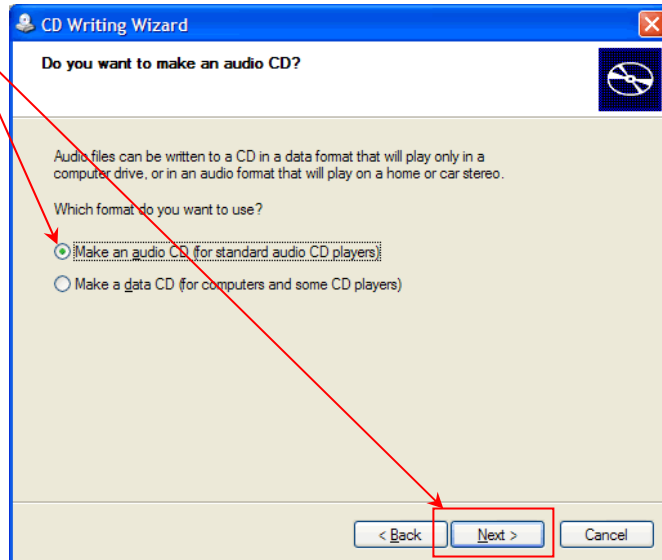
9. Close the Liberty Player.

Writing the audio to CD

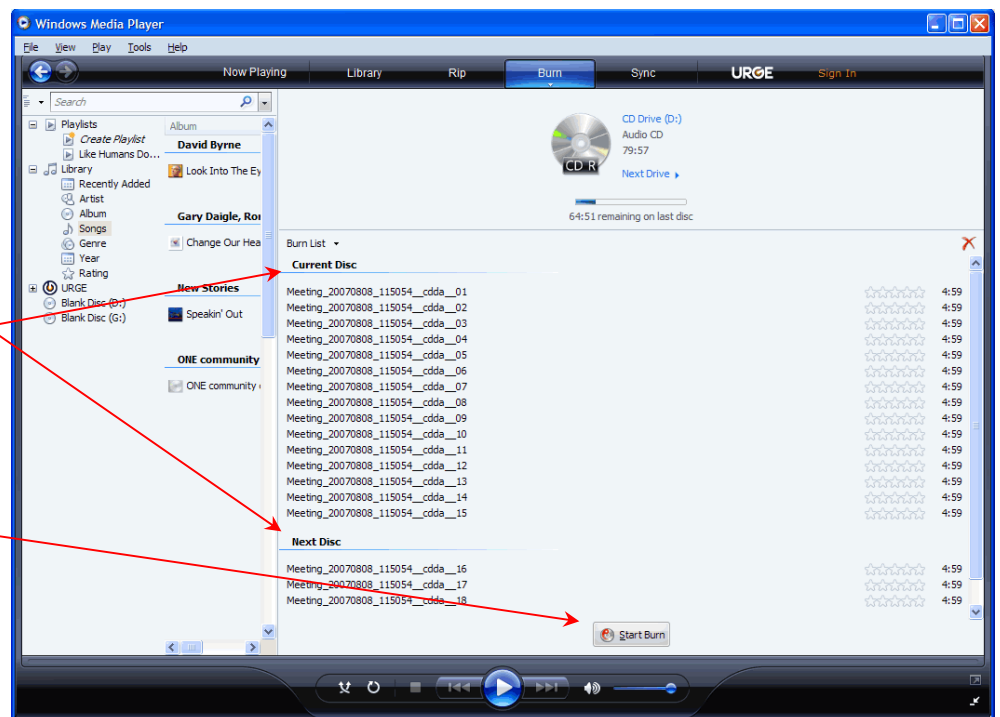
12. The CD Writing Wizard will open automatically. Click, NEXT, to begin.



13. Select, *Make an audio CD...* Click NEXT



14. This will open Windows Media Player (Media Player version 11, shown here).



15. If the amount of audio to be burned is larger than one CD, Media Player will show you the list for each CD. Make a note of how many CDs you will need.

16. Click Start Burn

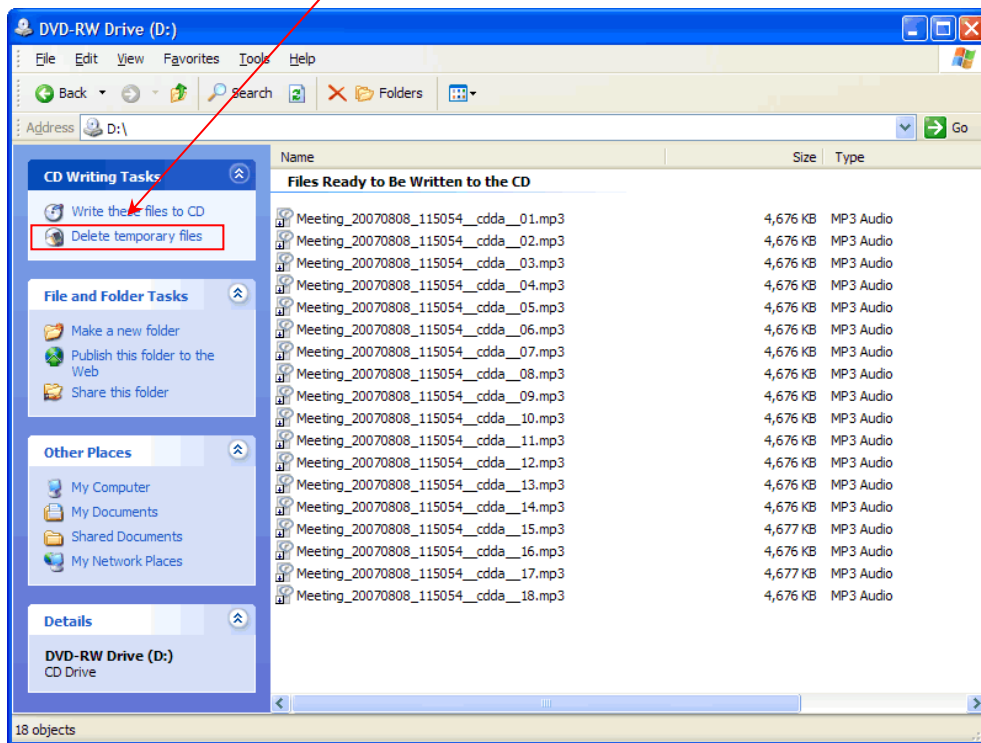
17. When the disc is finished, it will be ejected.

18. If another disc is needed, insert a blank disc and repeat 16 & 17.

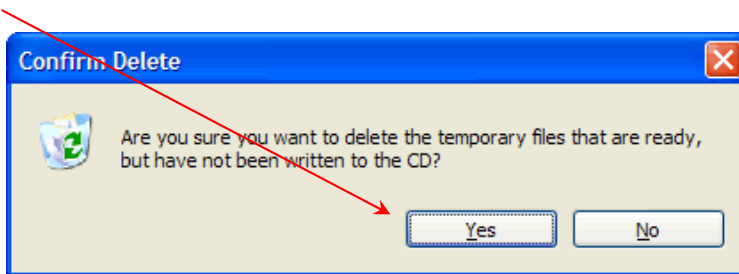
19. When the last disc is completed, remove the CD and close Windows Media Player.

Follow these instructions to remove the Temporary files

1. Open My Computer
2. On the left, select, **Delete Temporary Files**.



3. Click YES, to move them to the Recycle Bin.



4. To remove them permanently, right-click on your Recycle Bin, and select Empty Recycle Bin.