

Exporting Liberty Meeting Audio as Windows Media File (*.wma; *.wmv)

Note: These instructions assume you will be using the Windows XP CD authoring wizard.


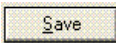
Opening the audio File

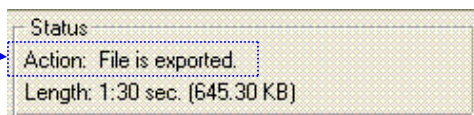
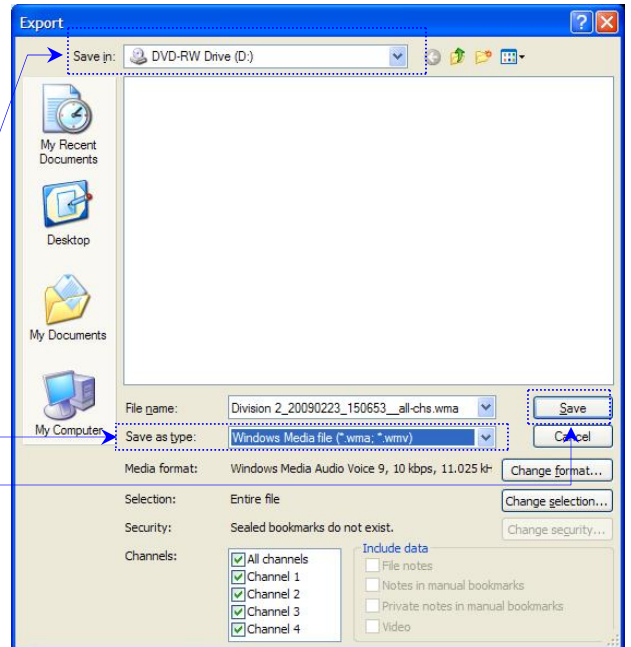
To open the audio file, you first need to open the Microsoft Word document containing the bookmarks.

1. Locate and open your Microsoft Word document containing the bookmarks for the meeting you want to copy.
2. Once you have the file open, click on one of the bookmarks to open the audio in the Liberty Meeting Player. Click the stop button to stop playback.

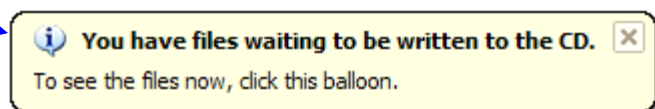
Note: If you receive a message that the file was not found, refer to the document titled, “*Associating Audio File with Word Document,*” located at this link, <http://www.jcgtechnologies.com/site/libertyMeetingDoc31.html>.

Exporting the audio to a CD

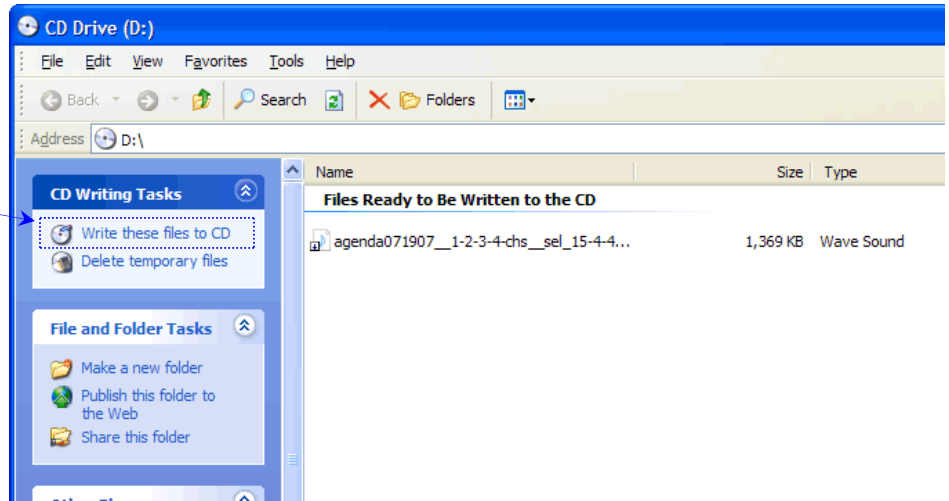
1. Insert a blank unformatted CD into the CD-writer drive.
2. To copy the audio to CD, click on the Export button  or click FILE+EXPORT.
3. Set the SAVE IN location to the CD-writer drive (e.g. D:\).
4. Verify the Save as type is set to **Windows Media File (*.wma; *.wmv)**.
7. Click on the **SAVE** button  to begin the copy to CD.
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.
10. A window will appear in the lower right corner stating there are files to be written. Left-click, once, inside the balloon.

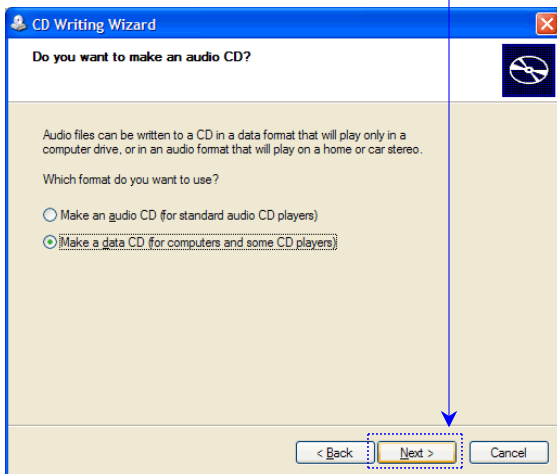


11. A window will appear showing your file. To write the files to CD, left click on the link in the upper left corner, "Write the files to CD."



12. This will open the wizard. Click, **NEXT**, to begin.

13. Select, Make a data CD... Click **NEXT**



14. Depending on the size of the file, the burning process may take several minutes.

15. The CD will eject when complete. Click **FINISH**

