


## Copying Audio from Hard drive to CD

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

### Opening Your Audio File

1. Insert a blank CD into the CD-writer drive.
2. From the Windows desktop, **OPEN** (Double-Click) the Liberty Court Player icon.
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.




### Using the Selection Panel

The Selection panel in Liberty Court Player lets you select a part of a recording. The main use of this feature is to allow you to export part of a file.


#### Setting the BEGINNING of the selection

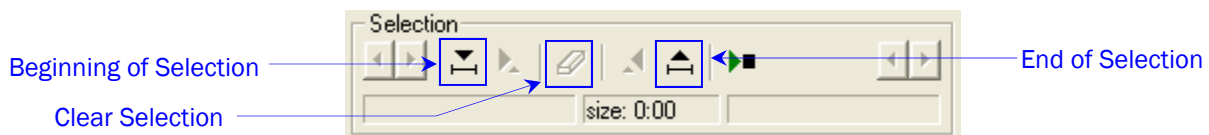
Determine the beginning of the section you want to copy, either by moving the audio cursor to the appropriate section or double-click on the appropriate bookmark in the Bookmarks Window.

Once you have the audio cursor where you want it, click the **Beginning of Selection** button. 



#### Setting the END of the selection

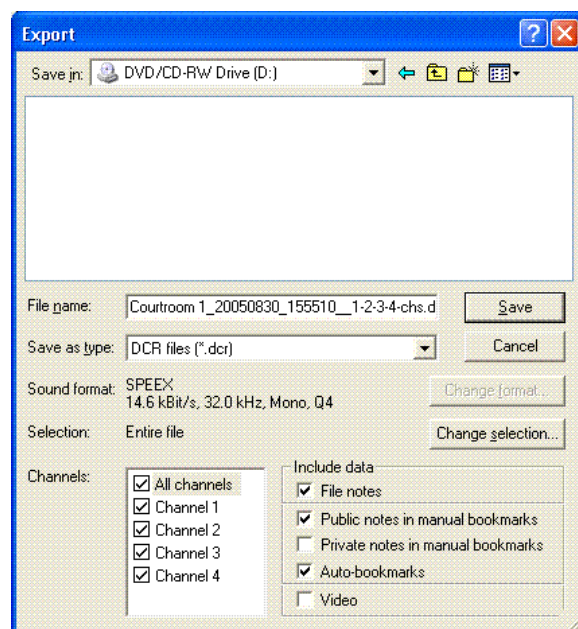
Determine the end of the selection you want to copy, either by moving the audio cursor to the appropriate section or double-click on the appropriate bookmark in the Bookmarks window.

Once you have the audio cursor where you want it, click the **End of Selection** button. 

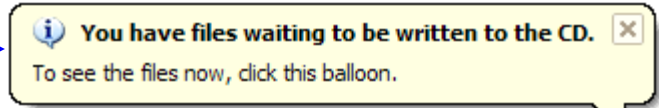


### Exporting the audio to a CD

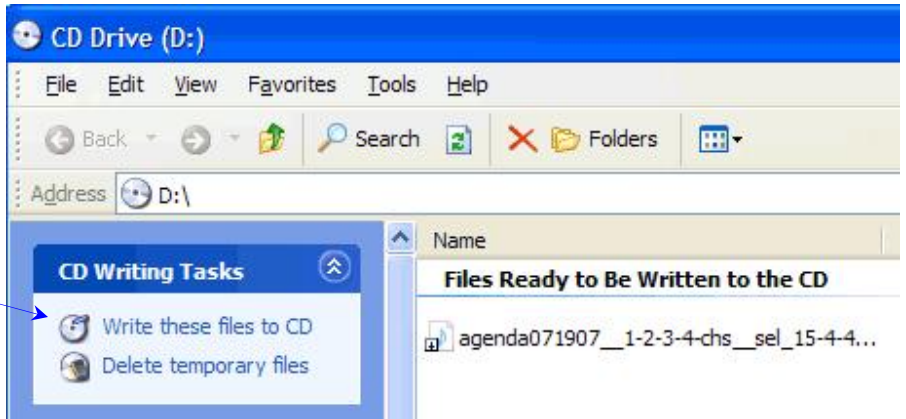
1. To copy the audio to CD, click on the **Export** button  or click File+Export.
2. Set  the **SAVE IN** location to the CD-writer drive (e.g. D:\ or E:\).
3. If necessary, enter a new File name (e.g. JonesvSmith.dcr).
4. Set the Save as type to DCR files (\*.dcr).
5. Click **SAVE** to begin the copy to CD.
6. Watch the Status window to monitor the status of the copy. The **Action** will change to **File is exported**, before changing to **Stopped**. When you see either of these in the **Action** field, the file has been exported.



6. A window will appear in the lower right corner stating there are files to be written. Left-click, **ONCE**, inside the balloon.



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



8. This will open the Wizard. Click, **NEXT**, to begin.  
9. Click **NEXT**  
*NOTE: Depending on the size of the file, the burning process may take several minutes.*

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

