

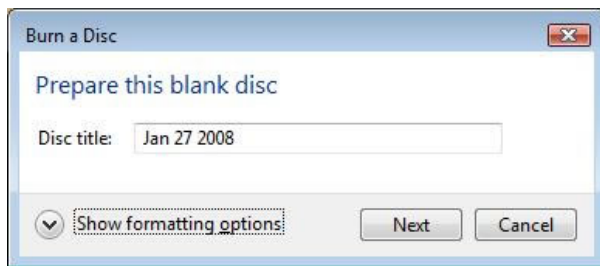
Copying Audio from Hard drive to CD



Note: These instructions are for users with the Windows Vista operating system

1. Insert a blank CD into the CD-writer drive.
2. When the AutoPlay window opens, Select, **Burn files to disc**.




3. When the **Burn a Disc** window opens, click NEXT.

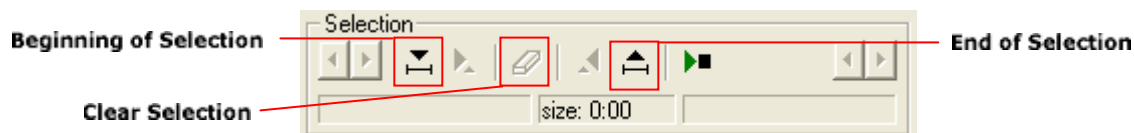


4. From the Windows desktop, OPEN (DOUBLE-CLICK) Liberty Court Player.
5. To locate the recording needed, click on the OPEN FILE button  or click FILE+OPEN from the Pull-Down Menu in the upper right corner of the screen. The audio is usually located under C:\Liberty Recordings. You can also search for 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 #2. Otherwise, if you only want to copy a section of the audio, continue to step #1.

6. 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  .



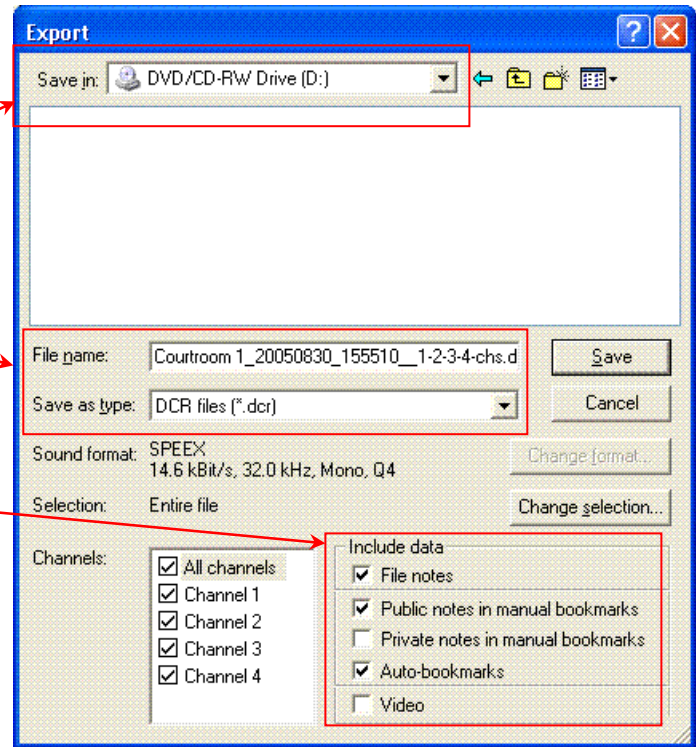
Exporting the audio to a CD

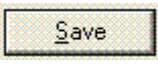
7. To copy the audio to CD, click on the Export button  or click FILE+EXPORT.

8. Set the SAVE IN location to the CD-writer drive (e.g. D:\).

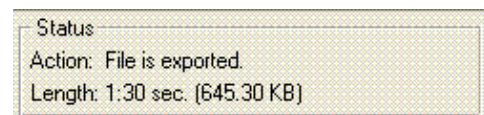
9. If necessary, enter a new FILE NAME and set the Save as type equal to DCR.

10. If you would like the user to see your notes, put a check next to, File Notes, Public Notes, and Auto-Bookmarks. Otherwise, uncheck all of them.



11. Click on the SAVE button  to begin the copy to CD.

12. 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.



13. Close the Liberty Player.

14. To eject the CD, press **ONCE**, on the EJECT button on the CD-writer.

15. After about 5 seconds, you will see a pop-up message in the lower-right corner informing you the CD is being finalized. This process will take 30 – 60 seconds and your CD will be ejected

