



Copying Audio from Hard drive to CD as a Wave File


1. Insert a blank unformatted CD into the CD-writer drive.

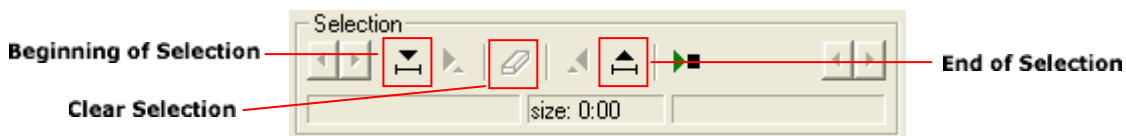
2. From the Windows desktop, OPEN (DOUBLE-CLICK) Liberty Court Player.





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. You can also search for the audio clicking the **Find in Files** button. 

Note: To set your beginning and end selection, you will use the Selection Tool. If you are copying the entire audio file, skip to #6. 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 .



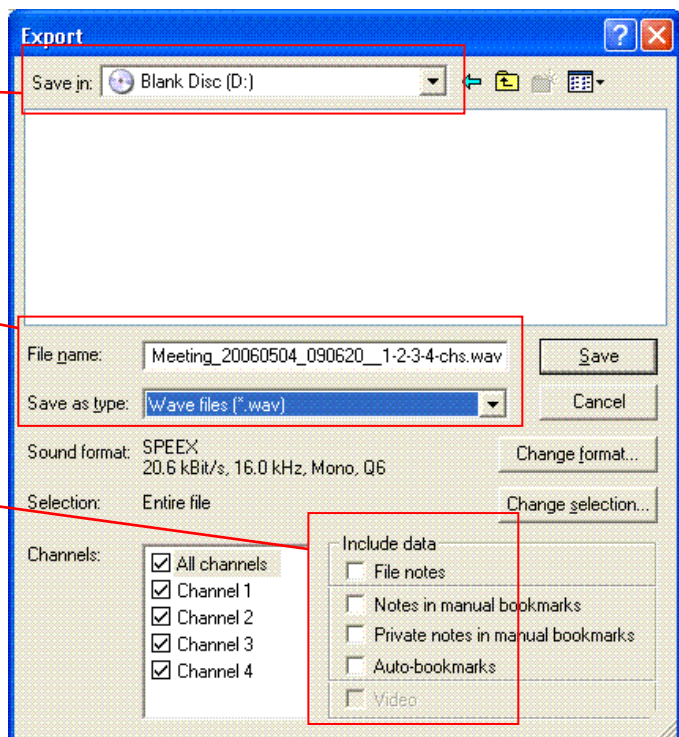
5. Determine the end of the section you want to copy, either by moving the audio cursor to appropriate section or double-click on the appropriate bookmark in the Bookmarks Window. Once you have the audio cursor where you want it, click the **End of Selection** button .

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

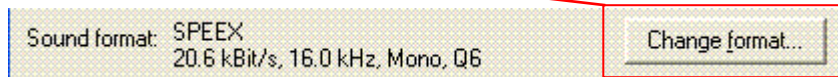
7. Set the SAVE IN location to the CD-writer drive (e.g. D:\).

8. If necessary, enter a new FILE NAME, but be sure to keep the **.wav** extension (e.g. **Regular Meeting.wav**).

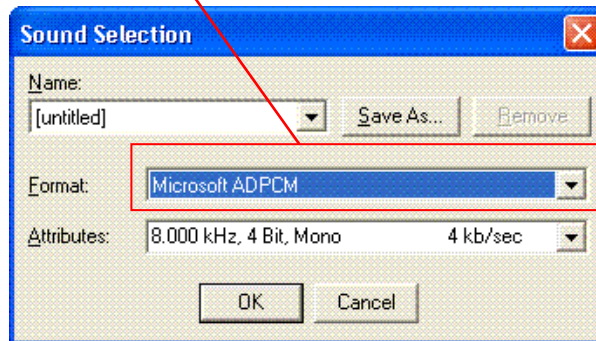
9. Under Include Data, uncheck everything.



10. Click on the **Change Format** button.



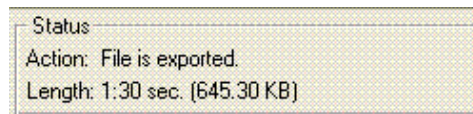
11. Change **Format** to **Microsoft ADPCM**.



12. Click OK.

13. Click on the **SAVE** button  to begin the copy to CD.

14. Watch the Status window to monitor the status of the copy.



15. When the file has been copied to CD, close the Liberty Player.

16. To eject the CD, press the **EJECT** button the CD-writer.

17. Once the Drag-to-Disc Eject Options window appears, verify that the last three options are selected, and select **Eject**, to eject the CD. This will write-protect the CD preventing any audio from being added or removed.

