


## Editing Bookmarks



### **Creating a new bookmark**

If you want to mark a point in a sound file, you can create a positional bookmark by taking the following steps:

1. Use the Slider to set the current position (Liberty Court Player only).
2. Use the F2 shortcut, click the  button on the bookmark toolbar or from the **Edit** menu, and select **"New Bookmark."**
3. A new bookmark appears in the list and you are placed in the first field below.
4. Type the information you want to store in the new bookmark.

### **Creating a sealed bookmark**

You can use the sealed bookmarks to seal or protect parts of a recording. Sealed sections of a recording require a password for them to be played.

To seal part of a recording, click the  button on the bookmark toolbar, or from the Edit menu, select "Begin Seal". The recording will be sealed until an End Seal bookmark is encountered. To create an End Seal bookmark, click the  button on the bookmark toolbar, or from the Edit menu, select "End Seal".

### **Editing bookmark notes**


You can edit the notation of a bookmark by taking the following steps:

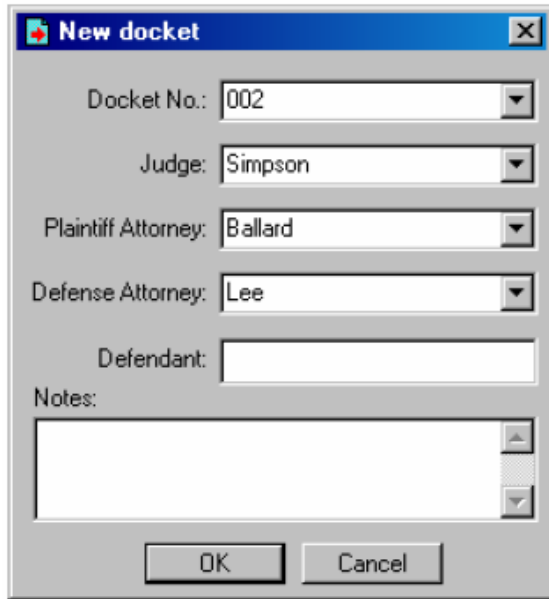
1. Select the bookmark.
2. Click in the "Note" field.
3. Update the notation, as required.

### Creating a new docket

From the Liberty Court Recorder, you can create a special bookmark called a docket. This allows you to distinguish cases within the same file. A docket uses a predefined format.

To create a docket, take the following steps:

1. Use the Ctrl+Alt+F2 shortcut, click the  button on the bookmark toolbar, or from the **Edit** menu, select "**New Docket.**" The following dialog appears:




2. Complete the information as required.
3. Press OK to add the docket to the list of bookmark, as shown below.

### Editing a docket

You can edit the information in a docket by selecting it in the list of bookmarks and updating the public note.


### Deleting bookmarks

You can delete one or more bookmarks by taking the following steps:

1. Select the bookmark.
2. Click the  button on the bookmark toolbar, or from the **Edit** menu, select **Delete**.

### Repositioning a bookmark

You can change the position of an existing positional bookmark by taking the following steps:

1. Use the Slider to set the new position.
2. Select the bookmark.
3. Click the  button on the bookmark toolbar, or from the "Edit" bookmark menu, select "Reposition."