

Exporting Your Microsoft Word Document for the Web


You can export your Microsoft Word document to an HTML file and the Liberty audio/video to a WMV file. Once you have done this export, you can post the files to your web server to be viewed on the World Wide Web.

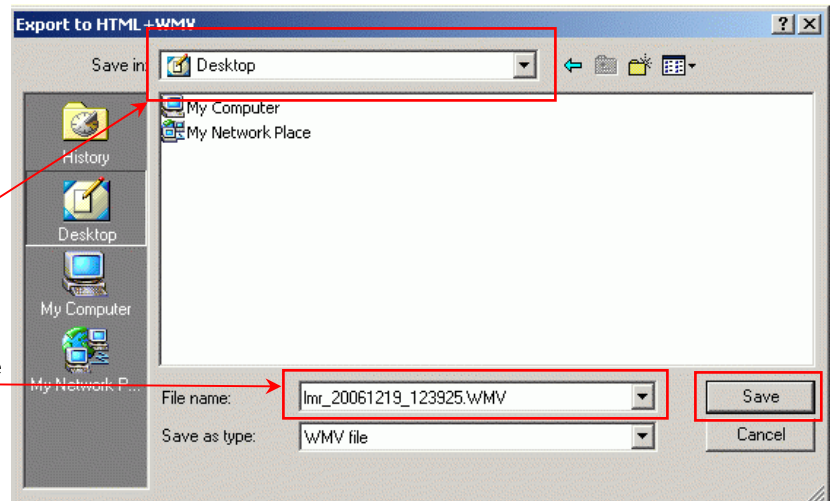
Opening the audio File

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.

Exporting the File

1. When you press the  **Export** button on the Microsoft Word toolbar, the dialog box to the right appears:
2. Set the **Save in** location to folder where you want to store the information. A network drive will probably work best.
3. In the **File name** field, type in the name of the file to be created or use the default name, and press **Save**.



What happens now?

The Microsoft Word document is exported as an HTML file and the recording (audio and video) is exported as a WMV file.

The export actually creates 3 HTML files.

- *filename_exphtml*.HTML – This is the converted Microsoft Word document.
- *filename_exphtml_content*.HTML – This file contains information on the bookmarks within the document.
- *filename_exphtml_wmp*.HTML – This file contains the embedded Windows Media Player.

NOTE: If your Microsoft Word document contains any images or header/footer information, this is stored in a sub-folder of the export folder.

All 4 files (including sub-folder) need to be moved to your web server. This is usually done through FTP.

Your web administrator just needs to create a link to the first HTML file (*filename_exphtml*.HTML) on your website and you're all set.