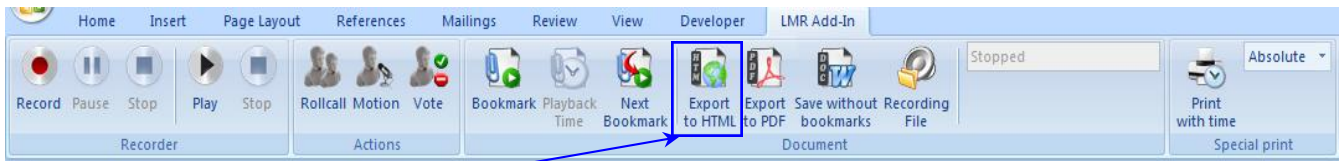

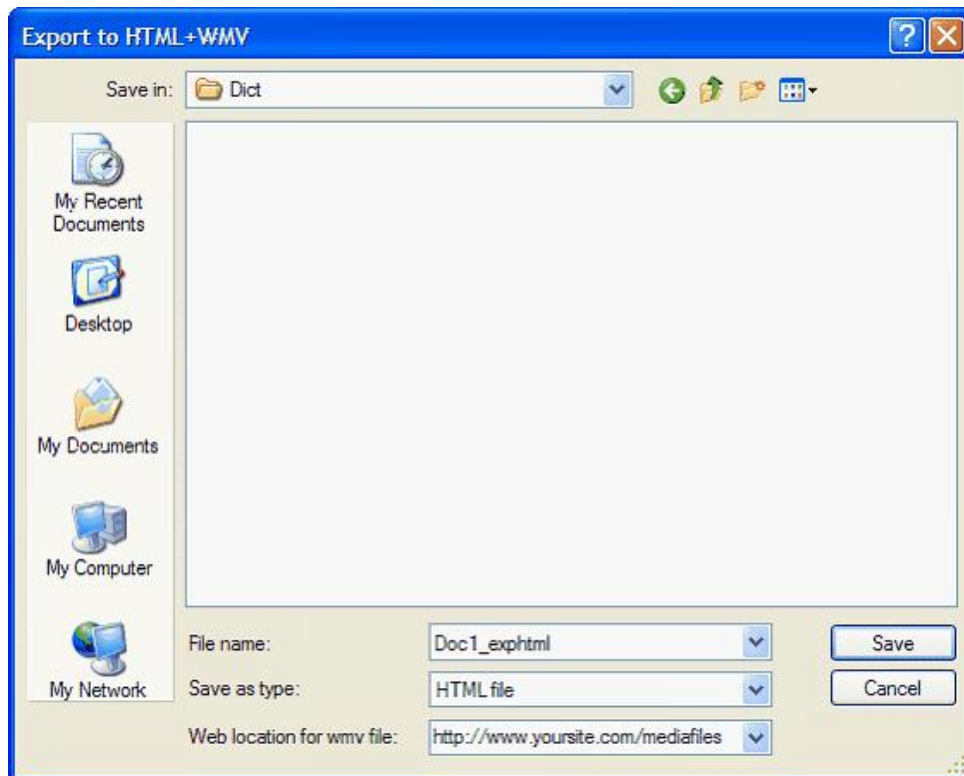


Exporting Your Word Document to HTML

You can export your Microsoft Word document to an HTML file and to a WMV file.



When you press the  Export to HTML button on the Microsoft Word toolbar or ribbon, the following dialog box appears:



In the **File name field**, type in the name of the file to be created or use the default name.

the **Web location for wmv file field**, specify the full file location. This could either be a local location (e.g. ../Documents/Media/) or it could include a host name (e.g. http://MyServer/Documents/Media/).

When you click **Save**, the agenda is exported as an HTML file and the recording (audio and video) is exported as a WMV file. You can view the HTML file via a web browser and listen to the WMV file using Windows Media Player.

When a file is exported, the channels are mixed into one. By default, Gate & Limiter technology is used to mix the channels, and this helps preserve the level of loudness in the output file. You can change this behavior using the "Advanced" button when setting Playback options in Liberty Meeting Recorder.