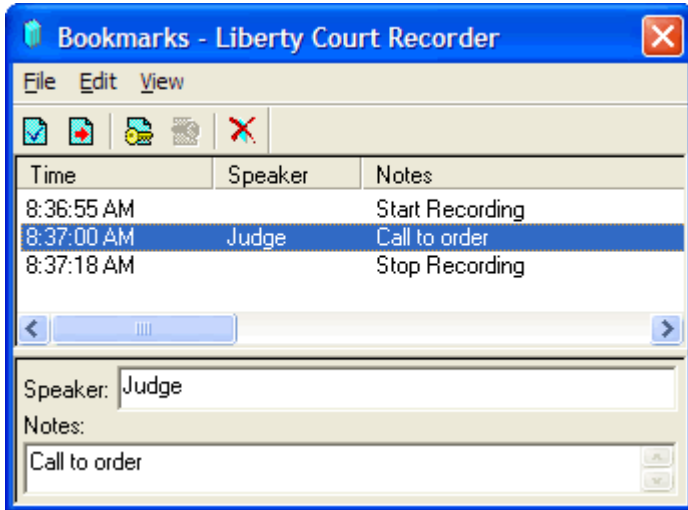







Liberty Court Recorder


Quick Reference – Using Bookmarks and Recording



Button	Description	Menu
	New Bookmark	Edit-Bookmark
	New Docket	Edit-New Docket
	Delete Bookmarks	Edit-Delete
	Begin Seal	Edit-Begin Seal
	End Seal	Edit-End Seal



Working with Bookmarks

Creating a new bookmark




1. Use the F2 shortcut, click the  button on the bookmark toolbar, or from the Edit menu, select "New Bookmark".
2. A new bookmark appears in the list and you are placed in the first field below.
3. Type the information you want to store in the new bookmark.

Creating a Sealed Bookmark

You can use 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".

Recording Operating Procedures:

1. If backing up to CD, insert a blank CD into the CD-RW drive.
2. From the Windows desktop, OPEN (DOUBLE-CLICK) Liberty Court Recorder.
3. Create a new recording file by clicking on the NEW FILE button  or by click FILE + NEW.
4. If the New File window opens, enter a name for the proceeding (leaving the date). Click **SAVE**.
5. When you are ready to begin recording, click on the **Red** record button. 
6. To enter a note, press F2.
7. To pause the recording, click the Pause button.
8. To stop the recording, either for a break or at the end of the hearing, click the Stop button. 
9. Close the Liberty Court Recorder.
10. If backing up to CD, press the Eject button on the CD-writer. Eject and write-protect your CD.

