








## Step-by-Step Startup Shutdown Using the Microsoft Word document name



These instructions assume you have designated in the Liberty Meeting Configurator that when you start a new recording file for your Microsoft Word document, Liberty Meeting Recorder will base the name of the new file on the document's file name (i.e. the same file name with an extension of .dcr instead of .doc).

*Note that when you use this option, your Microsoft Word document must first be saved before you start recording so that Liberty Meeting Recorder can determine the document's name.*

### Conducting a Meeting:

1. Open the appropriate Microsoft Word document for your meeting.
2. To begin recording the meeting, click the  **Record** button. Click, Yes to the message asking you to create a recording file.
3. When the Recorder window opens, click on the  **Thin View** button to minimize the view.
  - ⇒ To insert a Bookmark (time stamp) position your cursor in the document where you want to include a Bookmark and click the  **Bookmark** button.
  - ⇒ To record the Roll Call, position your cursor in the document where you want to include a Roll Call and click the  **Roll Call** button. When the Roll Call dialog box opens, indicate whether a person will be voting by checking or clearing the Voting check box. To identify their status, click in the Status column beside the name and choose Present, Absent, or Excused from the drop-down list.
  - ⇒ To record a Motion, position your cursor in the document where you want to include a Motion and click on the  **Motion** button. Select the Mover, the Secunder, enter the Action, and the Motion text. Press OK to insert the Motion into the document.
  - ⇒ To record a Vote, position your cursor in the document where you want the Vote to be inserted and click on the  **Vote** button. Under the Vote column, select one of the following from the drop-down list for each name: Yes, No, Abstain, Absent. Click the Pass or Fail button to record the results into the document.
  - ⇒ During the recording, if you wish to playback something recorded earlier in the meeting, click on any of the Bookmarks and the Playback Window will open and begin playing the audio.
5. To Stop the recording, either for a break or at the end of the meeting, click the  **Stop** button.
6. Save your document and close Microsoft Word.