

## Exporting Select Liberty Meeting Audio

*Note: These instructions assume you have Roxio 7.1 Installed*

The following instructions will walk you through copying a selection of your audio file to CD in wave format.

### Opening the audio File


To open the audio file, you first need to open the Microsoft Word document containing the bookmarks.

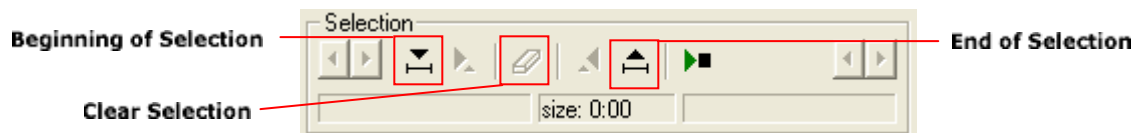
1. Locate and open your Microsoft Word document containing the bookmarks for the meeting you want to copy.
2. Once you have the file open, click on one of the bookmarks to open the audio in the Liberty Meeting Player. Click the stop button to stop playback.

**Note:** If you receive a message that the file was not found, refer to the document titled, **"Associating Audio File with Word Document,"** located at this link, <http://www.jcgtechnologies.com/site/libertyMeetingDownload.html>.


### Determining the beginning and end times to be copied

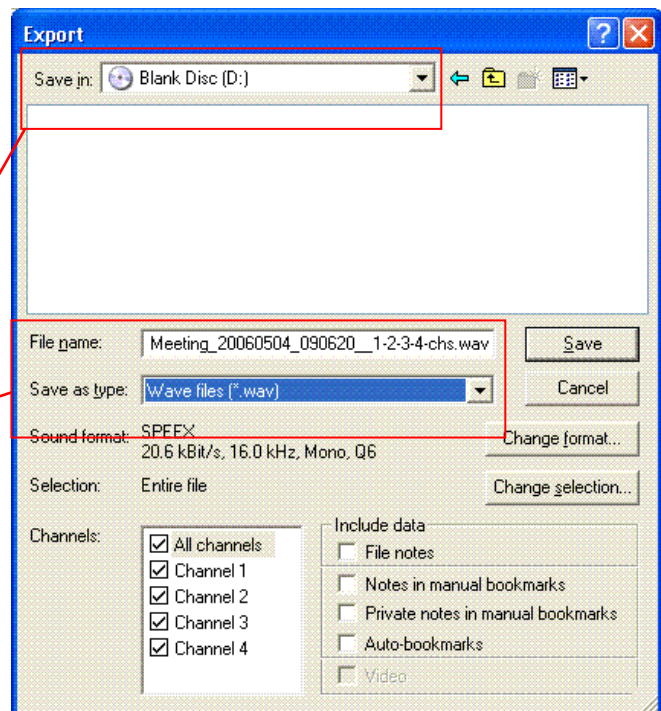
**Note:** To set your beginning and end selection, you will use the Selection Tool. If you are copying the entire audio file, skip to #2. Otherwise, if you only want to copy a section of the audio, continue to step #1.

1. Determine the beginning of the section you want to copy, either by moving the audio cursor to appropriate section or double-click on the appropriate bookmark in the Bookmarks Window. Once you have the audio cursor where you want it, click the **Beginning of Selection** button .

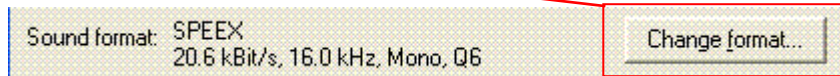


### Exporting the audio to a CD

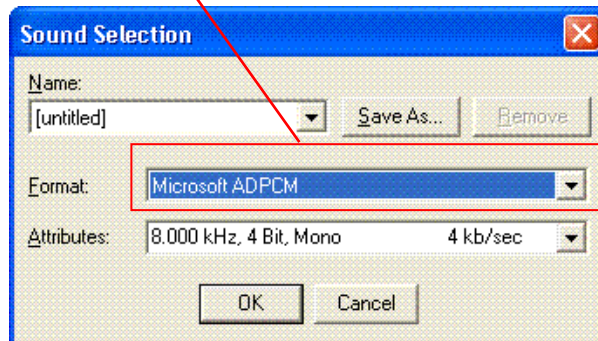
2. Insert a blank unformatted CD into the CD-writer drive.
3. To copy the audio to CD, click on the Export button  or click FILE+EXPORT.
4. Set the SAVE IN location to the CD-writer drive (e.g. D:\).
5. If necessary, enter a new FILE NAME, but be sure to keep the **.wav** extension (e.g. **Regular Meeting.wav**).

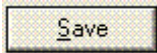


- Click on the **Change Format** button.

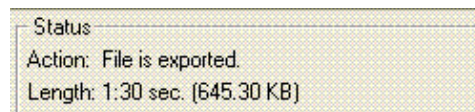


- Change **Format** to **Microsoft ADPCM**. Click OK



- Click on the **SAVE** button  to begin the copy to CD.

- Watch the Status window to monitor the status of the copy. The **Action** will change to **File is exported** briefly, before changing to **Stopped**. When you see either of these in the **Action** field, the file has been exported.



- Close the Liberty Player.

## Ejecting the CD

- To eject the CD, press the EJECT button the CD-writer.
- Once the Drag-to-Disc Eject Options window appears, verify that the last three options are selected, and select **Eject**, to eject the CD. This will write-protect the CD preventing any audio from being added or removed.

