



Using Bookmarks

You can insert bookmarks into your document to facilitate playback. A bookmark serves as a cueing point. You can click on a bookmark and launch to the corresponding point in the sound file.

Bookmarks can be automatically inserted into your document before each roll call, motion, and vote if you have configured this option on the Bookmarks tab in Liberty Meeting Configurator.

Adding a Bookmark

If you want to mark a point in a sound file, you can create a positional bookmark by taking the following steps:

1. From the toolbar or ribbon, click the  Bookmark button.
2. A new bookmark appears in your Microsoft Word document, as shown here. 
3. Optional. Right-click and rename the bookmark.


Renaming a Bookmark

When you insert a bookmark, a default name such as "Play 1" is assigned. You can rename a bookmark by taking the following steps:

1. Right-click on the bookmark.
2. Select [Rename](#).
3. Type in the new name.
4. Press Enter.

Assigning a Time to a Bookmark

If you are add a bookmark during playback, the bookmark's time can be either the time in the file being played back or the current system time. By default, the time in the file being played back is used.

If you want to use the current time, click the  Time Assignment button on the toolbar or ribbon to disable the use of the playback time. If required, you can right-click on a bookmark and select "Assign Time from Playback" to assign the playback time to an individual bookmark.

Changing the Date/time of a Bookmark

The timestamp for a bookmark is in the format: mm/dd/yy hh:mm:ss AM or PM. The date is optional and depends on a configuration setting.


You can change the date/time of a bookmark by taking the following steps:

1. Right-click on the bookmark.
2. Select [Change Time](#).
3. Highlight the time field you want to change.
4. Type in the new value or use the arrows to increase or decrease the values.

Deleting, Cutting, Copying, and Pasting Bookmarks

You can perform standard delete, cut, copy, and paste operations with bookmarks. You can select a bookmark just as you would normally select text in a Microsoft Word document. When you right-click, a menu appears from which you can choose to cut, copy, or delete the selected bookmark. For cut/copy operations, use "Edit - Paste" to paste the bookmark elsewhere in your document.

Jumping to the Next Bookmark

You can use the  Next Bookmark button to jump to the next bookmark in the document. The next bookmark becomes selected and you can use the context menu or hot keys to rename the bookmark, change its time, cut it, copy it, or delete it.