



## Using LCR Pre-Defined Bookmark Feature

To save time, you can define bookmarks in advance and then later insert them into your actual recordings. These predefined bookmarks are stored in a file with a .xml extension. You can have different files containing different bookmarks, and load each file as required, even after a recording has started.

You can predefine bookmarks using Liberty Court Recorder or Liberty Definition Editor. The Liberty Definition Editor program allows you to predefine bookmarks on a PC on which Liberty Court Recorder is not installed.

### Setting Up a New File for Predefined Bookmarks

To set up a new file for predefined bookmarks, take the following steps:

1. From the Tools menu, click **Predefined Bookmarks**, or press the  button on the main toolbar. The image to the right appears:
2. The first time this dialog appears, you need to specify the location and name of a file to store your predefined bookmarks. Click the  button, or from the **File** menu, click **New**, to locate the directory where you want to store your predefined bookmarks.
3. In the "File name" field, specify a name for the file. Note that Liberty Court Recorder will create this file and add the .xml extension to the name you specify.
4. Click "Save". Liberty Court Recorder creates the file in the directory you choose, and opens it for editing.




Once you set up a file to store predefined bookmarks, you can open the file as required and do the following:

- Insert bookmarks and dockets into a recording.
- Create, edit, and delete bookmarks and dockets.
- Customize the list of bookmarks and dockets you create by moving them up or down in the list, adding a separator, highlighting the background color used, or by changing the column settings.
- Append the contents of another bookmark file to the file you have open.

## Opening an Existing File of Predefined Bookmarks

To open a file of predefined bookmarks, take the following steps:

1. If the Predefined Bookmarks dialog is not open, from the Tools menu, click **Predefined Bookmarks**, or press the  button on the main toolbar. The "Predefined Bookmarks" dialog appears.

2. Do one of the following:

- Click the  button, and select the file you want to open.

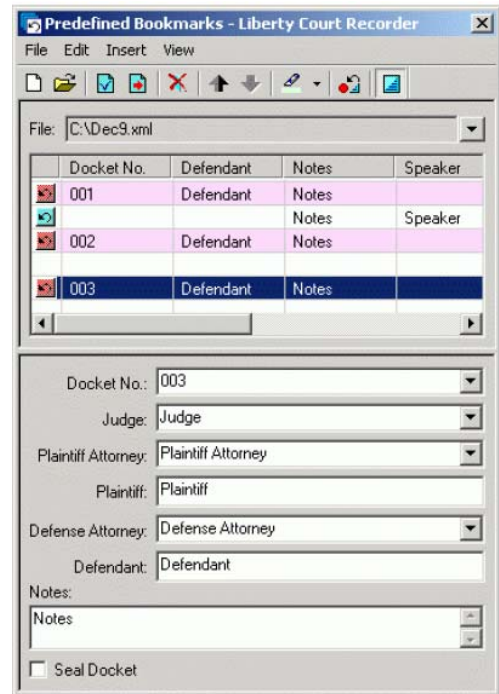
OR

- From the **File** menu, click **Open**, and select the file you want to open.

OR

- Click on the arrow button next to the File field, and use the drop-down list of past entries to locate the file you want to open.


The file opens with any predefined bookmarks and dockets displayed in a list, as shown below.




## Creating a New Docket Bookmark

To create a new docket bookmark, take the following steps:

1. Do one of the following:

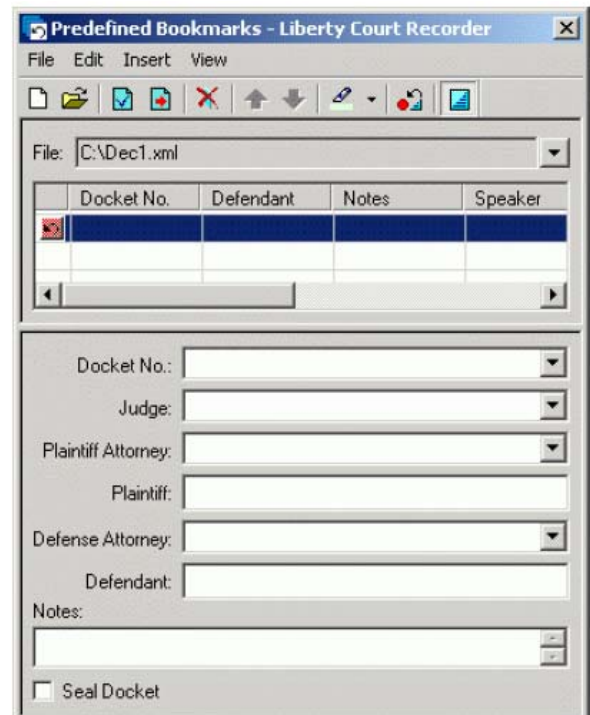
- Click the  button.
- On the **Edit** menu, click **New Docket**.
- Right click in the list of bookmarks and dockets. From the shortcut menu, click **New Docket**.

If the "Edit List" at the bottom of the screen is not visible, click the  button, or from the **View** menu, click

**Edit List**.

The image to right appears:


2. Fill in the fields below. If you want the docket to be sealed, select Seal Docket. A password will be required to listen to information in the sealed docket. Liberty Court Recorder adds the docket bookmark to the list of predefined bookmarks.



## Deleting a Bookmark or Docket

To delete a bookmark or docket, take the following steps:

1. Click the bookmark or docket in the list.
2. Do one of the following:

- Click the  button.
- On the Edit menu, click Delete.


Alternatively, you can right click on the bookmark or docket to select it. From the shortcut menu, click **Delete**.

3. Reply to the confirmation prompt.

**Tip:** You can press CTRL+Click or SHIFT+Click to select multiple items for deletion.



## Editing a Predefined Bookmark

To edit the contents of a bookmark or docket, take the following steps:

1. Select the bookmark or docket in the list.
2. Edit the fields below. If the fields are not visible, click the  button, or from the **View** menu, click **Edit List**.

## Inserting a Predefined Bookmark into a Recording

To insert a predefined bookmark into a recording, open the file containing the predefined bookmark you want to insert, and do one of the following:

- Click the  button in the first column for the bookmark.
- Highlight the bookmark in the list and click the  button.
- Highlight the bookmark in the list and press Enter.
- Highlight the bookmark in the list and from the **Action** menu, click **Insert Bookmark into Recording**.
- Double-click the bookmark in the list.

**Tip:** You can press CTRL+Click or SHIFT+Click to select multiple items for insertion.