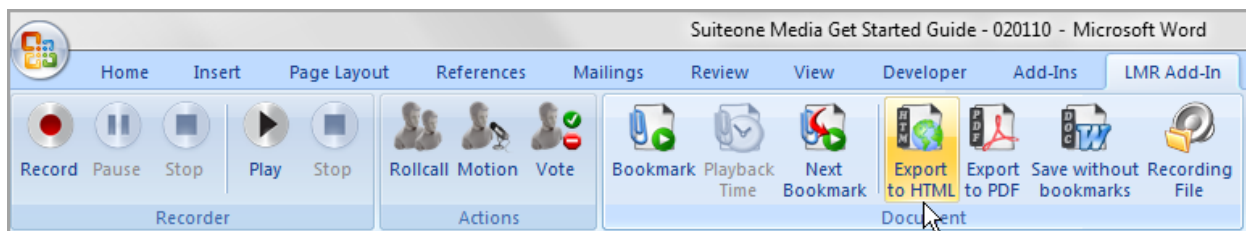


Uploading and Managing Media Files: Post Recording

Checklist:

- ✓ [Convert Liberty Meeting Recorder Media](#)
- ✓ [Upload Converted Media](#)
- ✓ [Upload Bookmarks](#)

Converting Liberty Meeting Recorder Media



Once the recording is complete, the media files need to be exported to HTML using the Liberty Meeting Recorder directly from Microsoft Word.

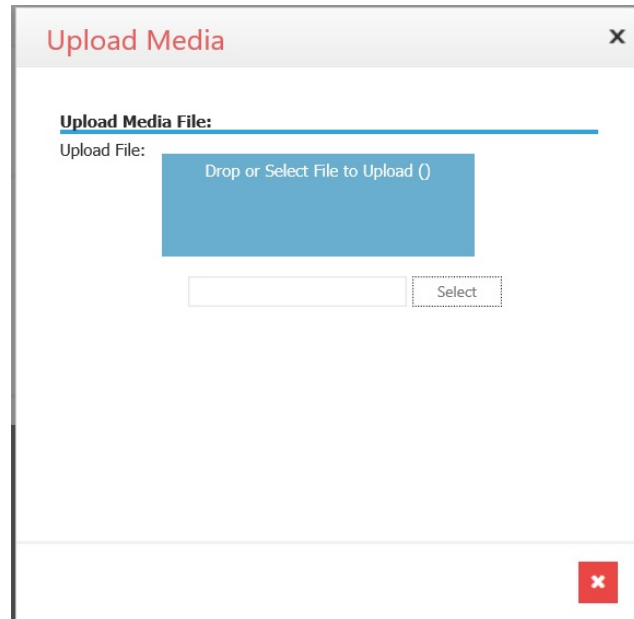
1. [Open the Word Document with the associated Liberty Meeting Recording file \(*.dcr\)](#)
2. [Select "Export to HTML"](#)

Liberty Meeting Recorder will export several files to the location specified. SuiteView needs the .WMV file.

Uploading your Liberty converted media for on-demand viewing.

To upload your audio or video media file, open you web browser and browse to your SuiteView Admin Portal:

1. [Login to SuiteView Admin Portal](#)
2. [Locate the Event and select View/Edit](#)
3. [Under the Event Media section, click Upload Media](#)
4. [Click the Select button, browse to your media file \(*.WMV\), and press Open](#)
5. [Once the file has uploaded, click Save](#)



****Please note, the system will take time to process the uploaded file before it is available to the public. ****

Uploading your bookmarks

1. [While still in the Event, scroll down and select the Bookmarks tab](#)
2. [Click the Upload Bookmarks button](#)
3. [Click the Select button, locate your bookmarks file \(*_content.HTML\) and click Open](#)
4. [Click Save](#)
5. [Click SAVE on the Event](#)

**Please note, once the system has finished processing the media file, the bookmark duration times will automatically be filled in. **

