



LAKE COUNTY
FLORIDA

Troubleshooting Liberty Player

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Word 2003 and Add-Ins

How to enable Liberty within Word

Once the **DCR 2 player** is installed on the workstation then an **Add-In** is created for *Microsoft Word* and that is what allows the bookmarks to work.

In case the add-In fails to load you can make sure the add-in has not been disabled.

Follow the steps below to troubleshoot within **Microsoft Word 2003**:

1. Open **Microsoft Word**
2. Click on the **Help** on the top bar
3. Click on **About Microsoft Office Word**
4. Click on **Disabled Items**
5. Highlight selected program **Liberty** (Liberty is the player used with Word)
6. Click **Enable**
7. Click **Close**
8. Close **Word**
9. Close ALL **Microsoft Office** products including **Outlook**
10. Reopen **Word** and the toolbar should be there

It is important to close all **Office** products and **Outlook** can take about 45 seconds to fully close. If you reopen **Word** and the tool bar is still not there, close it and wait about a minute and try again.

Word 2007 and Add-Ins

How to enable Liberty within Word

Once the **DCR 2 player** is installed on the workstation then an **Add-In** is created for **Microsoft Word** and that is what allows the bookmarks to work.

In case the add-In fails to load you can make sure the add-in has not been disabled.

Follow the steps below to troubleshoot within **Microsoft Word 2007**:

1. Open **Microsoft Word 2007**
2. Click on the **Round Logo** on the top left tool bar
3. Click on **Word Options**
4. Click on **Add-Ins** (left side of the window)
5. At the bottom is a drop down list next to **Manage:**
6. Select **Disabled Items**
7. Click **Go**
8. A window called **Disabled Items** opens
9. Highlight: **Addin: Liberty meeting recorder**
10. Click **Enable**
11. Click **Close**
12. Click **Ok**
13. Close **Word**
14. Close ALL **Microsoft Office** products including **Outlook**
15. Reopen **Word** and the toolbar should be there

It is important to close all **Office** products and **Outlook** can take about 45 seconds to fully close. If you reopen **Word** and the tool bar is still not there, close it and wait about a minute and try again.