



## Playback when using Word & DCR 2

## How to start playback

Once your event is complete in the Board Chambers you will need to take the flash drive back to your workstation. On the flash drive should be the **recording file** and the **Word document**, both will need to stay together.

Plug your **Flash** drive into the USB port located on your computer, this will become another drive and every computer will be a little different, some will show it as the E, F, G, H..etc drive and might use the terms **Removable Drive** or **USB drive**. Follow the steps below:

1. Navigate to the **Desktop** and double click the **My Computer** icon
2. Locate the drive that was created when you plugged in the **USB drive** and locate the 2 files on the drive.
3. Select both files, click on one of them and hold down the shift key and click the other file
4. You can go to **Edit > Copy** or you can right click over the 2 files and select **Copy**
5. Navigate to the location that you will be saving the files, remember the location
6. Right click and select **Paste** or go to **Edit > Paste** in the folder you want the files to live
7. Go back to the Flash drive
  - A. Select both documents
  - B. Press the **Delete** button or key
  - C. Confirm the deletion
  - D. This will clean the Flash drive for future recordings

The next steps will be to match the **Word** document with the **audio recording file**

1. Navigate to the **Word document** that you just saved on the Network
2. Double click the **Word document**
3. Go to the Add-Ins tab and click the **Recording File** button
4. A Browser window will open and navigate to the folder where you saved the **recording file**
5. Select the **recording file** and click the **Open** button

## Creating a recording to give out to the public

1. Navigate and locate the **Recording file** that you just saved using the steps above
2. Double click the file and the **Liberty Meeting Player** program will open
3. Click **File > Export**
4. Navigate to a folder to **Save** in, this should be the folder that the current **Recording file** is located
5. Type a simple user friendly name, the citizens will see this name (remember where you place this file)
6. The **Save As type** should be **Wav** files (.wav)
7. Under the **Sound Format**, click the **Change Format** button
8. Change the **Name field** to **Telephone Quality**  
The **Format** should be **PCM** and leave the **Attributes** alone
9. Click **Save**
10. Once complete close the player
11. Navigate using **My Computer** and locate the file you just created
12. **Right click** over the file that is named with the **.wav**
13. **Left click** on the **Send To > DVD-RAM Drive**

\*\*\*The file will be queued waiting to be burned. All computers can act different at this point and if you have questions or problems at this point you will need to contact your IT Computer Department to find the best way to burn CDs

One way is to follow the Windows prompts that will pop up once you queue the wav file and some departments might have a different way of doing that.