



LAKE COUNTY
FLORIDA

Board Chambers—Quick Reference

Tech Support call 1-800-715-1234 BIS Digital
phones.lakecountyfl.gov (User Guides)

Step by step procedures

1. Log into the computer
2. Plug in your Flash drive into the USB port located on the front of the computer or use the extension plug located near the mouse on the counter
3. If you brought your own **Word** document follow the steps below, if you are using a new **Word** document, go to step 4
 - A. Double click the **My Computer** icon
 - B. Double click the **Flash drive**, this will be drive **E**
 - C. Double click the **Word** document
 - D. Go to step 5 below
4. For those that start with a new **Word** document, double click the **Microsoft Word** icon
5. Go to the top and click the **Save As** button and name your document with a *unique name*
 - A. In the Browser window, select **My Documents** on the left
 - B. Then click **Save** (This saves the document to the **My Documents** on this machine)
8. To **Record** - Click the **Add-Ins** tab on the **Word** document
9. Click the **Record** button on the top left
10. Click **YES** on the “create a new file window”
11. Enter a file name for the Recording, use the same name as the **Word** document

Now Recording!

12. For the **Thin View** click on the **Thin View** button on the **Recorder** window, move around as needed
13. For **Bookmarks** press the **Bookmark** button or press **Alt B**
14. To **Pause** press the **Pause** button, to resume press the **Record** button
15. When the event is finished, press **STOP**, confirm on the next window

The Recording file is complete and located on the Flash drive and the local computer

16. On the **Word** document click the **Save** button to update your save on this machine
17. On the **Word** document click the **Save As**
 - A. Navigate to the **My Computer** on the left
 - B. Double click on the **E** drive (Flash drive)
 - C. Click **Save** (This saves the Word document to the flash drive)
18. Close **Microsoft Word** and any other programs that might be open
19. Remove the Flash drive safely
 - A. Double click the **USB icon** (bottom right near the clock)
 - B. Click the **Stop** button
 - C. Click **OK**
 - D. Click **Close**
 - E. Remove the flash drive

**Do not turn anything off and
lock the screen when you leave**