

## How to use Roxio Easy CD Creator to burn a CD

- 1 This help sheet is for those that have one CD-R drive and want to copy data type files. Examples are word processing, graphics, presentations (like power point), music (not streaming), photos, and audio, ie not video (movies).
2. If your files are not already on the hard drive copy them from a diskette or email to the hard drive.
3. Insert a blank recordable CD into your CD-R drive and open Roxio Easy CD creator software. The Select a Project window will open. Figure 1.

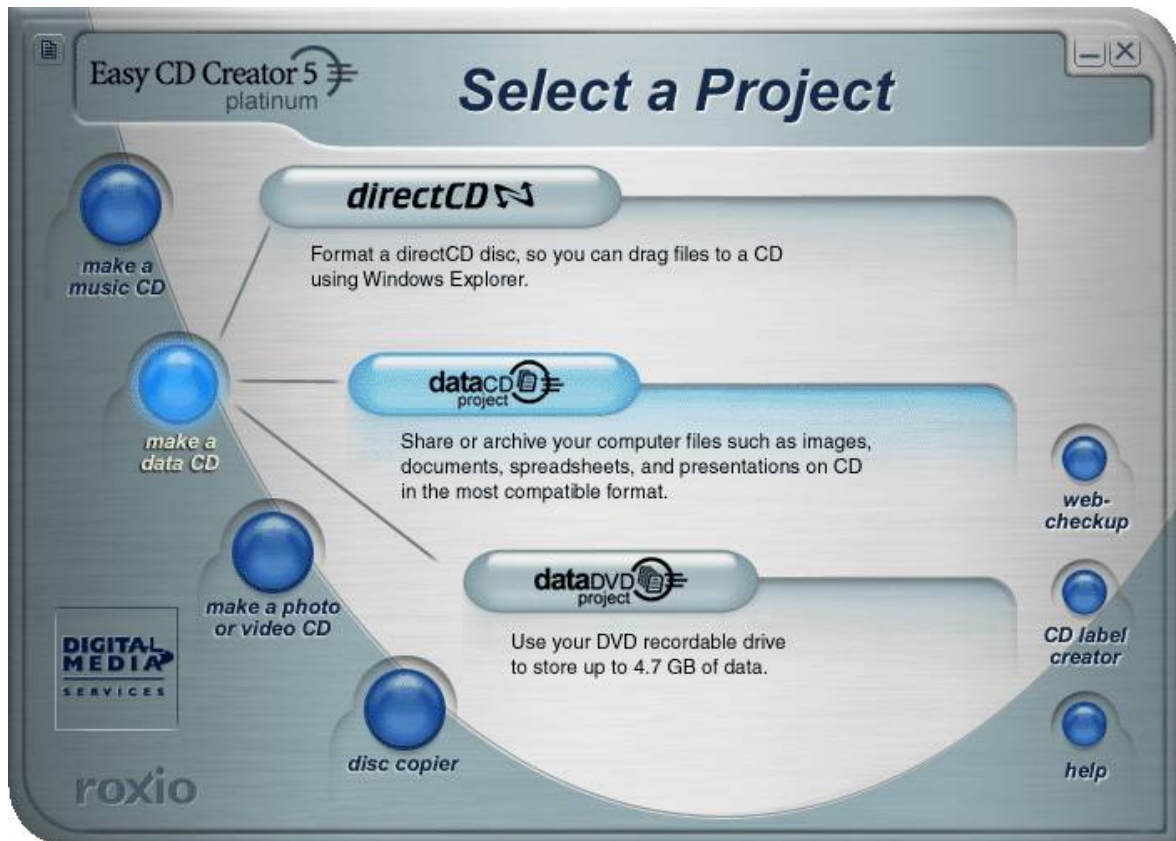


Figure 1

4. Click on “make a data CD” then click on “data CD project” To open the “untitled data CD project” window. Figure 2.

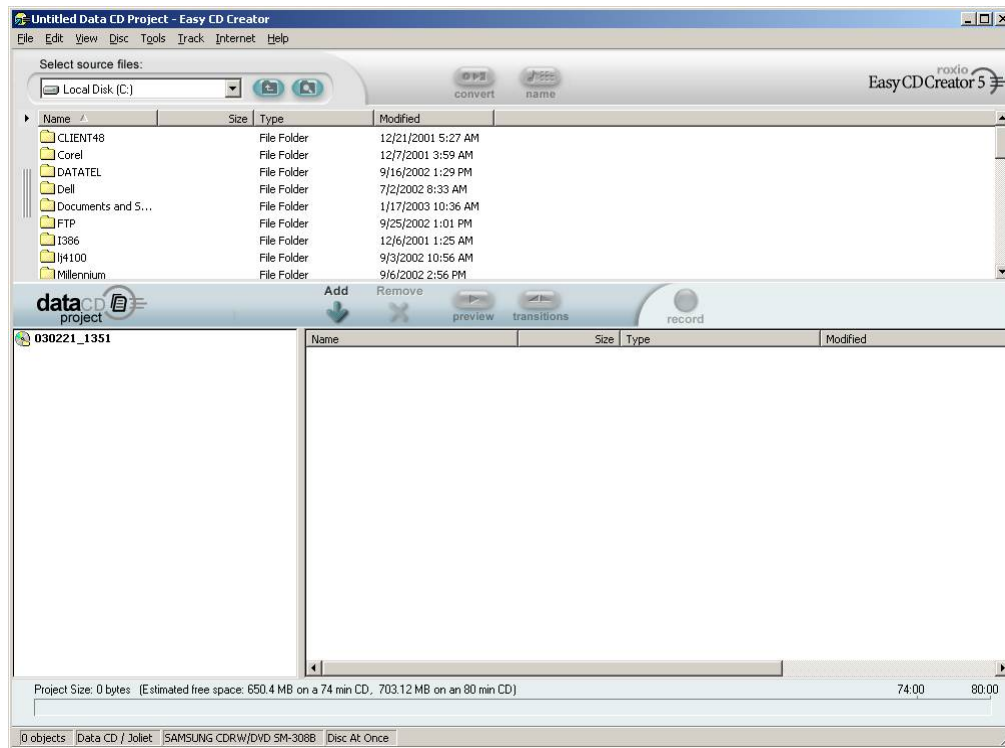


Figure 2.

5. In the “Select source files” boxes select the files you want (use Ctrl or Shift key to select multiple files) and drag them to the lower big box or select them and click on the “Add” arrow in the bar separating the two large parts of the window to add the files to the data project box.
6. Note that a CD is limited to 650 or 700 Mb depending on the type of writeable CD you have. You can keep track of how much data you have added or space still available by looking at the project information data in the “status” bar and “CD Info” bars at the bottom of the window.
7. By using the buttons and the menu bar at the top of the window you can move the files to rearrange their order, change their names, even delete the ones you decide that you don’t want.
8. When all files are added and arraigned click on “Record”. This will bring up the “Record CD Setup” window shown in figure 3.

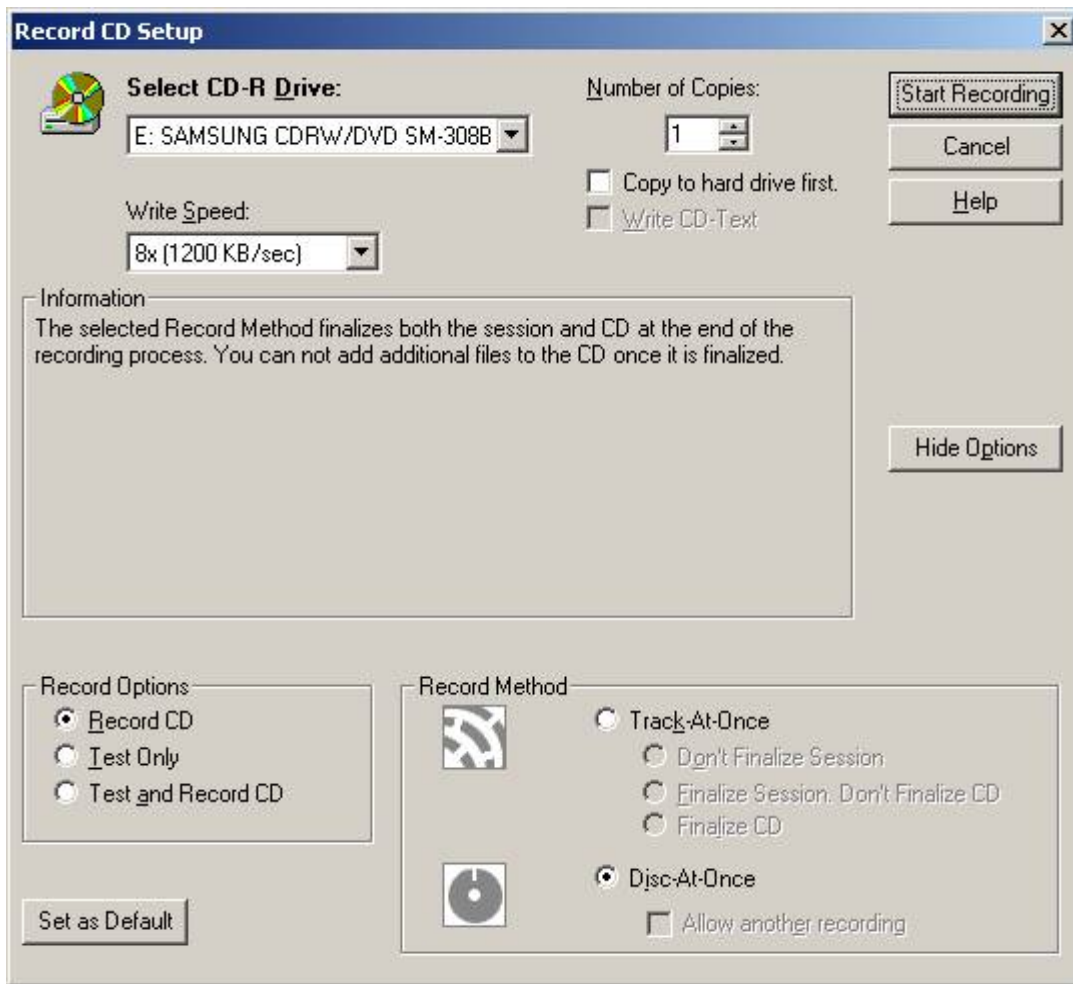


Figure 3

9. The “Record CD Setup” window has several options that should be considered before recording. Normally they can be set the first time the program is used then set to default so they all don’t need to be considered every time you record.

- Select CD-R Drive: Typically there is only one CD-R drive so this is not a problem.
- Number of Copies: Can choose from 1 to 999.
- Write Speed: This dropdown list shows all the speeds the CD-R drive is capable of doing. The default setting is usually the highest. Practical experience indicates that the highest speed is only achievable under ideal conditions. A more practicable speed is about 50 or 75% to ensure a quality recording every time. This takes a little longer but saves tossing CDs with errors.
- Record Options: Normally go with “Record CD”. Testing takes a lot of time.
- Record Method: Choose “Disk-At-Once”.
- Click on “Set as Default” to save these settings and you will not have to go through this every time.

10 .Click on “Start Recording”. The “Record CD Progress” window appears. Figure 4

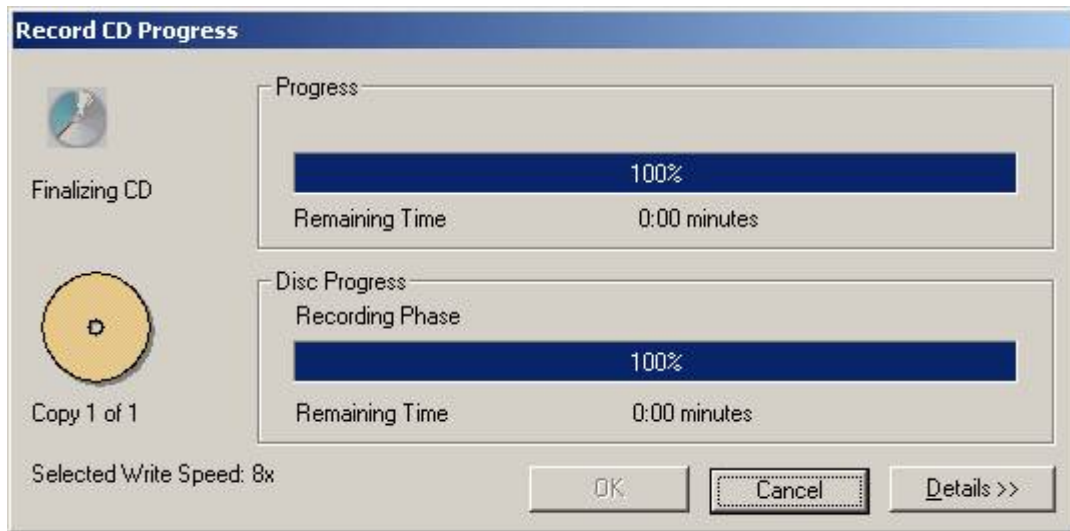


Figure 4

11. When the recording has finished the “Launch CD Label Creator” window appears. Figure 5.



Figure 5

12. If you do not have labels click on “Close” then on “OK” and close the Easy CD Creator window.

13. Remove your CD from the drive and you are done.