



Writing/Burning Files to CD

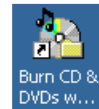
Using Roxio

CDs can be used to save and transport files, similar to the traditional "floppy" 3.5" disks. CDs can hold a great deal more data than older disks, or can be formatted to be used as music CDs. The directions below explain how to write (or "burn") files to a CD using Roxio's Easy CD Creator software.

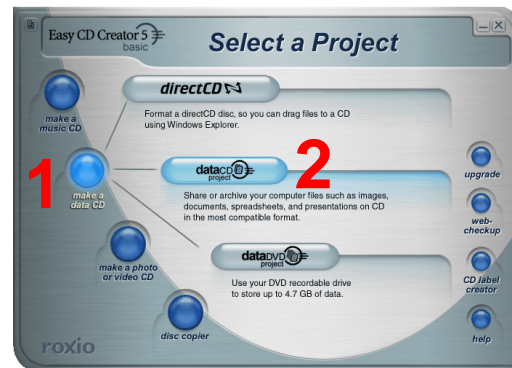
Writing to CD with Roxio's Easy CD Creator

Step 1: Save/Copy file(s) to be written to the CD to the My Documents folder on the computer. Almost any file can be put on a CD, whether you are newly creating it, downloading it from the internet, or already have it saved on another disk. However, before a file can be written to a CD, it must be saved to the computer's hard drive.

Step 2: Open Roxio by clicking on the "Burn CD & DVD w..." icon on the Desktop

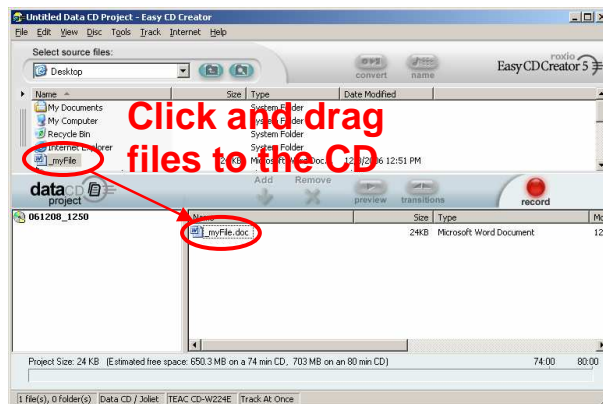
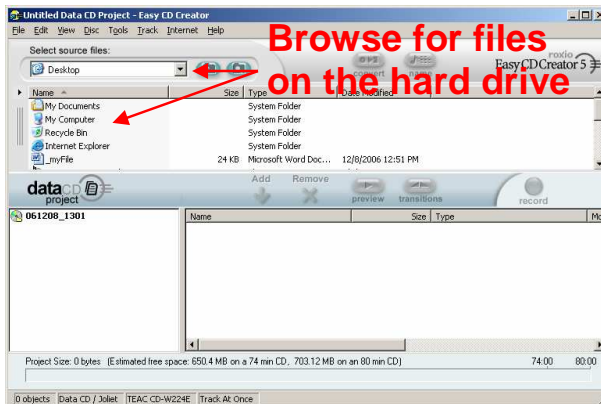


Step 3: Make a data CD with "dataCD Project". Within Easy CD Creator, there are many options to burn CDs. The most common way is to click first on the "Make a data CD" button (1) on the left, and then on the "dataCD project" button (2) in the middle of the screen.



Step 4: Move files onto the CD

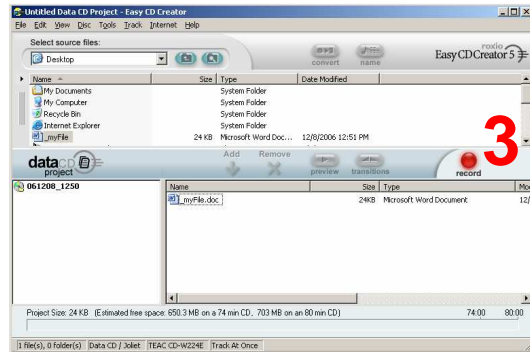
The dataCD project window is divided into two sections - the top half is the computer, and the bottom half is the CD. The first thing to do is to browse the computer's hard drive to the files you want to burn onto CD. When you have located those, click and drag them down to the blank area on the bottom half of the screen.



(continued on back)

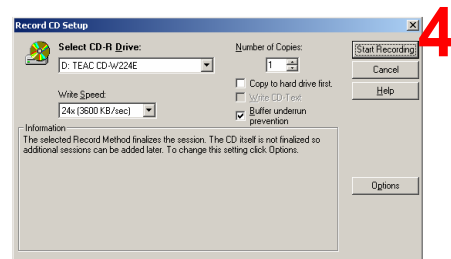
Step 5: "Record" the CD

Continue browsing for files in the upper section and dragging them down to the lower section, until all the files you'd like to burn to the CD are appearing in the CD window of the lower section. When you are ready to write these files to the CD, click the red "Record" button (3). This will initiate the burning process.

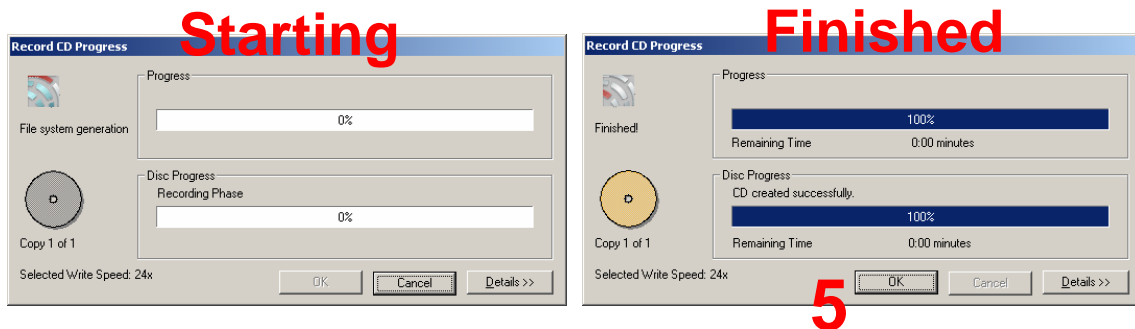


Make sure you have inserted a blank CD!

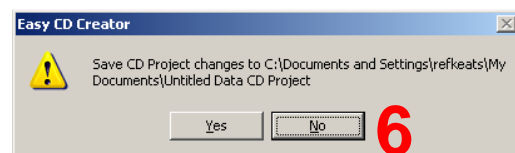
After you click the "Record" button, a Record CD Setup window will appear. This will give you options for your recording, but all you really need to do is click the "Start Recording" button (4). This will begin the recording process.



As the files are being recorded on the CD, a Record CD Progress indicator window will display. It starts at 0%, and when all files have been written to the CD, both progress bars will be blue and read 100%. Also, until all files have been recorded, the "OK" button will be disabled. When the CD is finished, the "OK" button will activate - click the "OK" button (5).



After you click "OK," a popup window will ask you if you want to save your CD project. Click the "No" button (6). The files have already been recorded and saved on your CD. If you save the project, other people will be able to create copies of the disk.



It is now safe to close the program and eject your CD!
