

SAVE the file(s) of interest TO the DESKTOP.

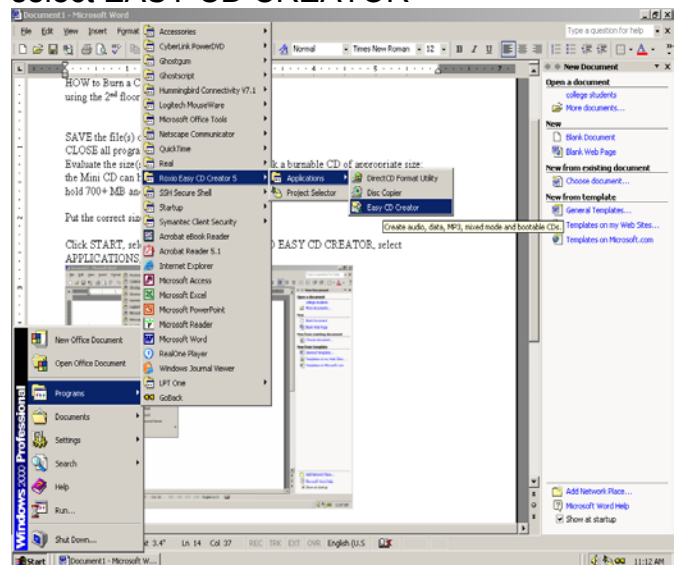
CLOSE all programs.

Evaluate the size(s) of the file(s) to be burned. Pick a burnable CD of appropriate size: The Mini CD can hold up to 202 MB but may not fit all CD players, The larger CDs may hold 700+ MB and should fit all CD players.

Put the correct size CD in the Disk Drive.

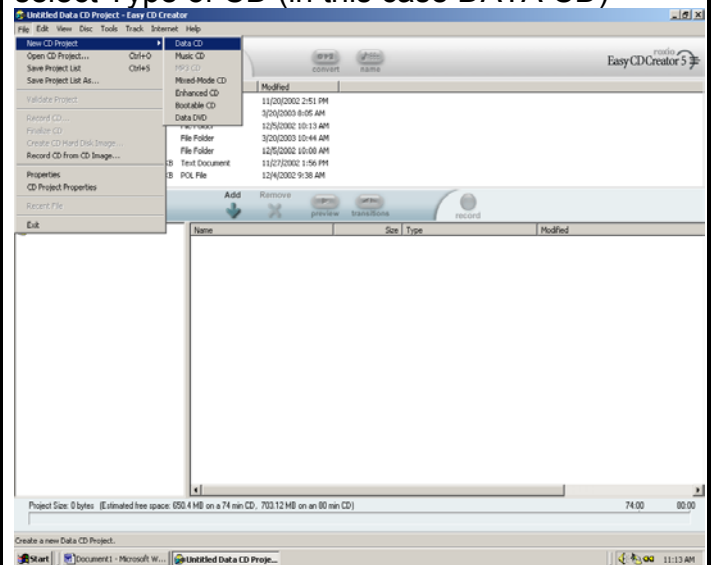
Click **START**
select **PROGRAMS**
select **ROXIO EASY CD CREATOR**
select **APPLICATIONS**
select **EASY CD CREATOR**

1



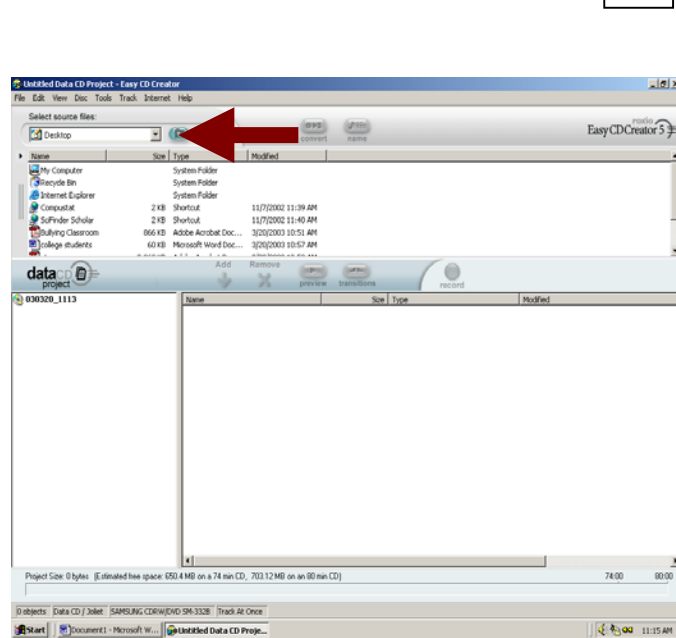
Click on **FILE**
select **NEW CD PROJECT**
select **Type of CD (in this case DATA CD)**

2



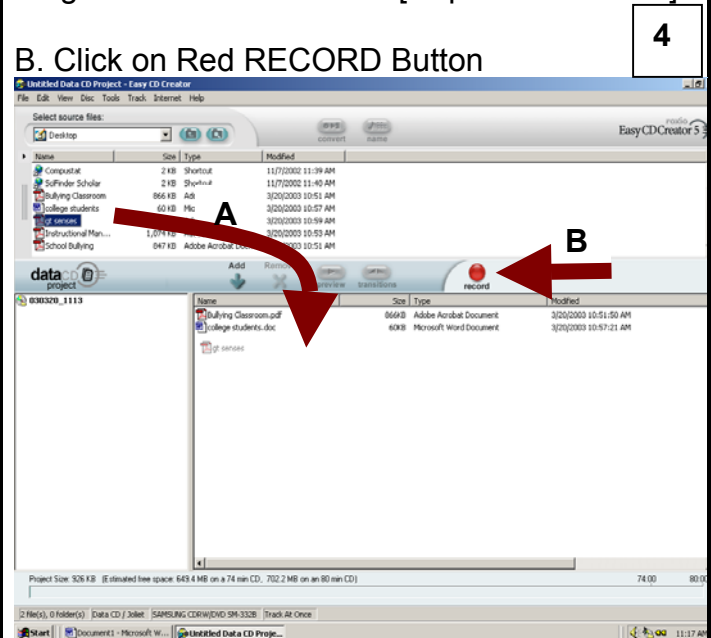
Change **SELECT SOURCE FILES** to **DESKTOP**

3



A. Click and hold on file(s) to be recorded and drag them into **NAME** box. [Repeat as needed]

4

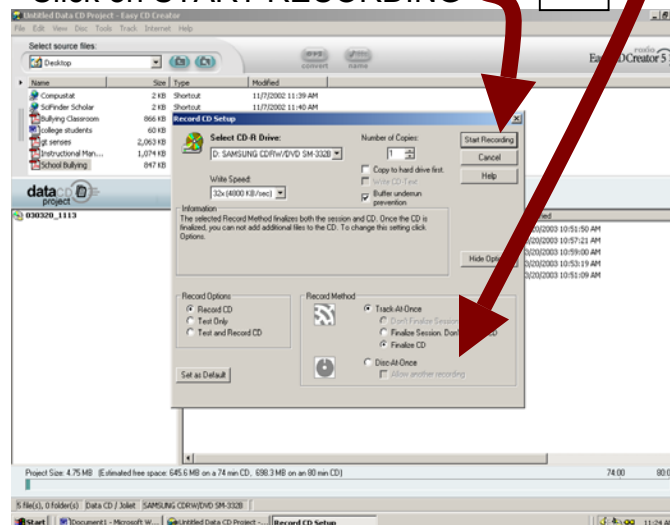


Click on **OPTIONS** to change settings to:

- IF no more recording are to be done AND user does not have ROXIO software at home: Click on **FINALIZE CD**.
 - IF more recording is to be done soon: Click on **DON'T FINALIZE CD**.
- IF CD will only be used at library: a choice can be **FINALIZE SESSION. DON'T FINALIZE CD**.

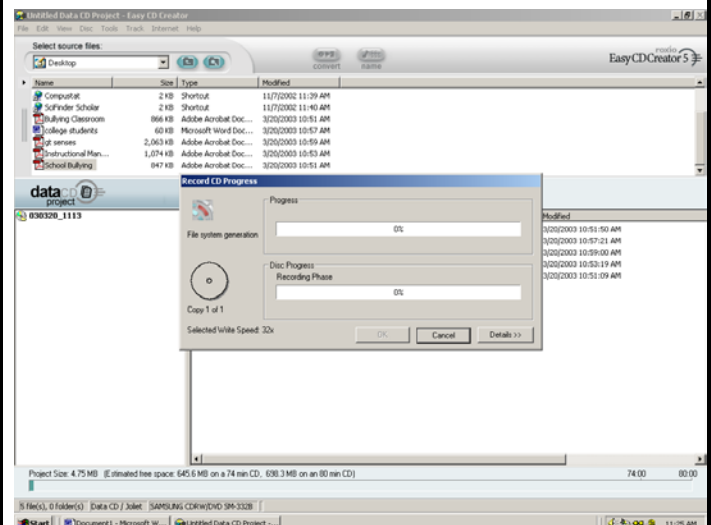
Click on **START RECORDING**

5



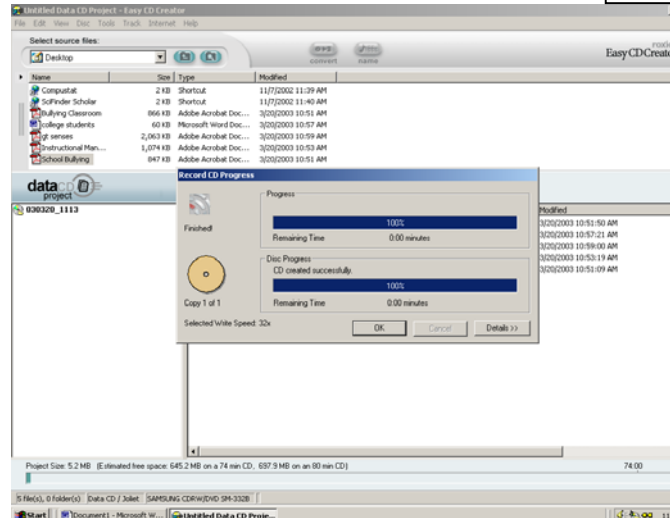
Wait until **PROGRESS** and **RECORDING** are 100%

6



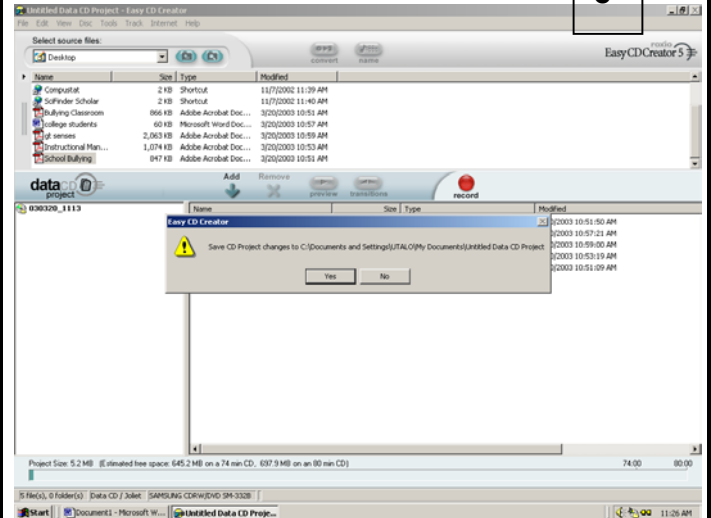
Click on **OK**

7



Click on **NO** to **SAVE CD PROJECT CHANGES TO C:\.....**

8



Close program.

Consider checking CD using **MY COMPUTER** to make sure file(s) saved properly.