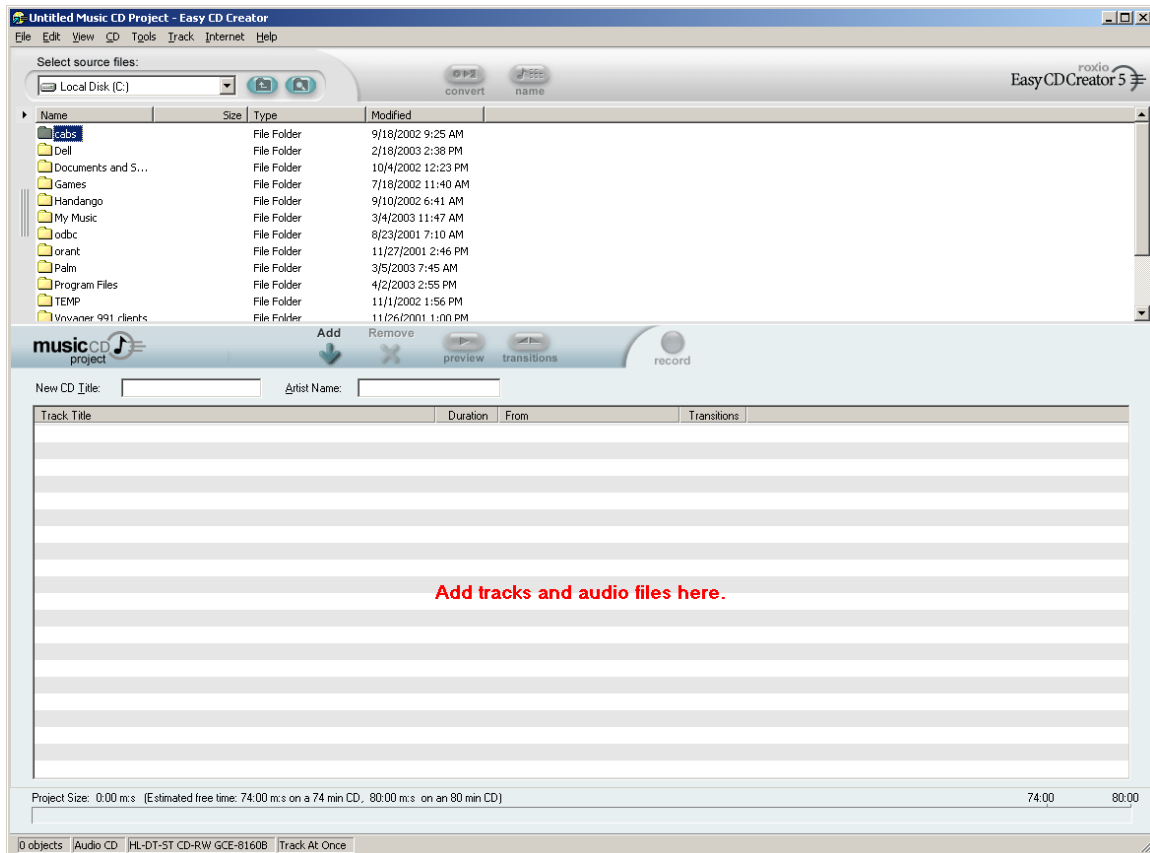


UTA Libraries Public PC CD Burning Instructions

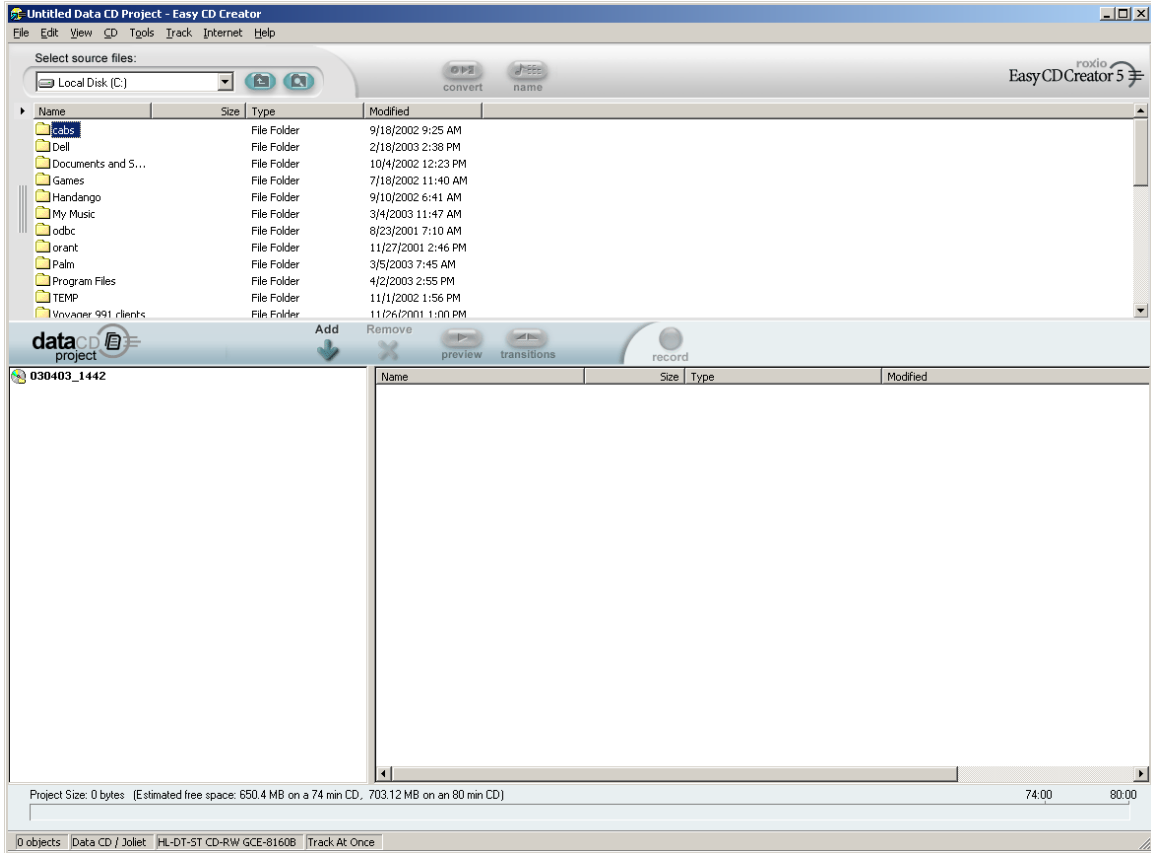
Important Note: This document presumes that the user has a basic understanding of the Windows file structure. This document does not presume to teach the user how to burn a professional quality CD, instead it is designed to teach a user to burn files to a CD for archive or transfer purposes.

1. Click **START** – *Programs* – *Roxio Easy CD Creator 5* – *Applications* – *Easy CD Creator*
2. When the program opens, the default project type is a music CD (See Screen Shot 1). To change to a Data CD Project click *File* – *New CD Project* – *Data CD*.
 - a. The screen will change to the Data CD project screen (See Screen Shot 2)



Screen Shot 1

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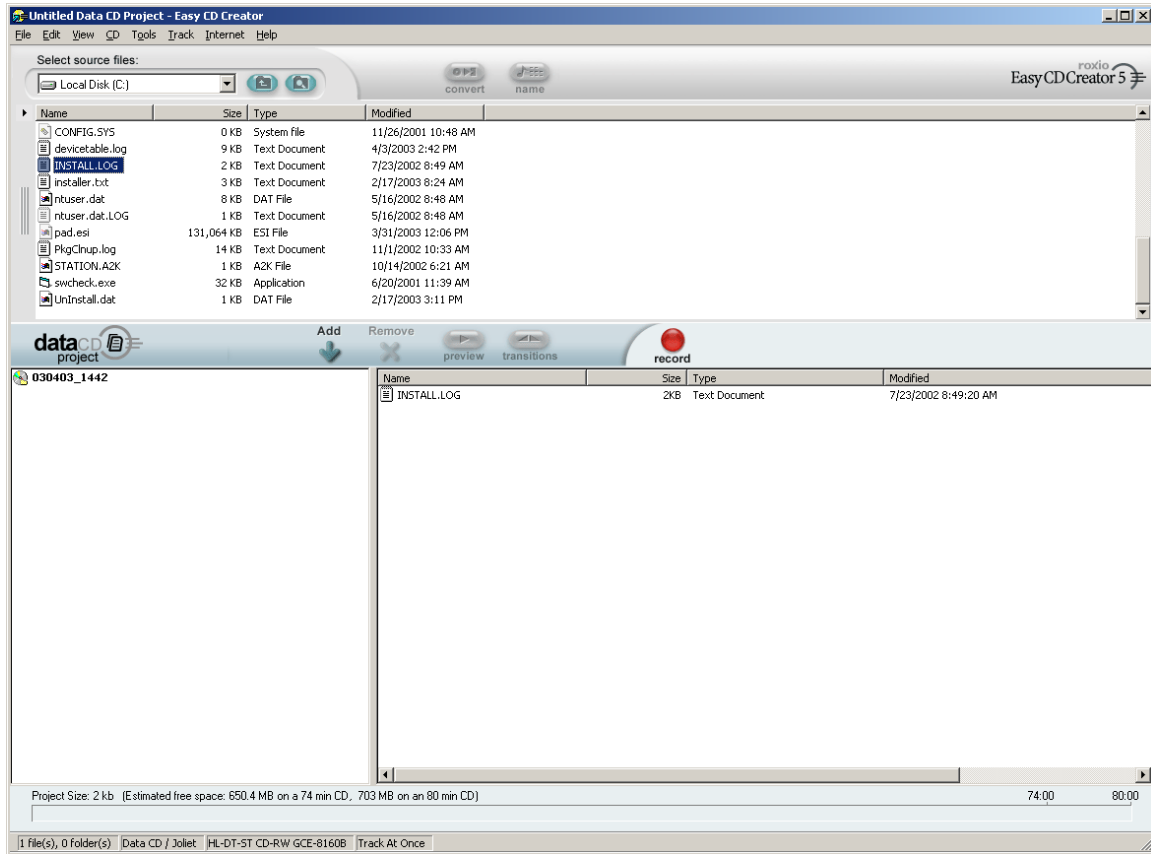


Screen Shot 2

3. To begin creating the CD, browse to the location where the files you wish to place on the CD are located (i.e. the desktop)
 - a. If the files you want to place on the CD are located on the system desktop, this folder is located at C:\Documents and Settings\UTALO\Desktop
 - b. This step is performed in the upper pane of the **Easy CD Creator** program interface.

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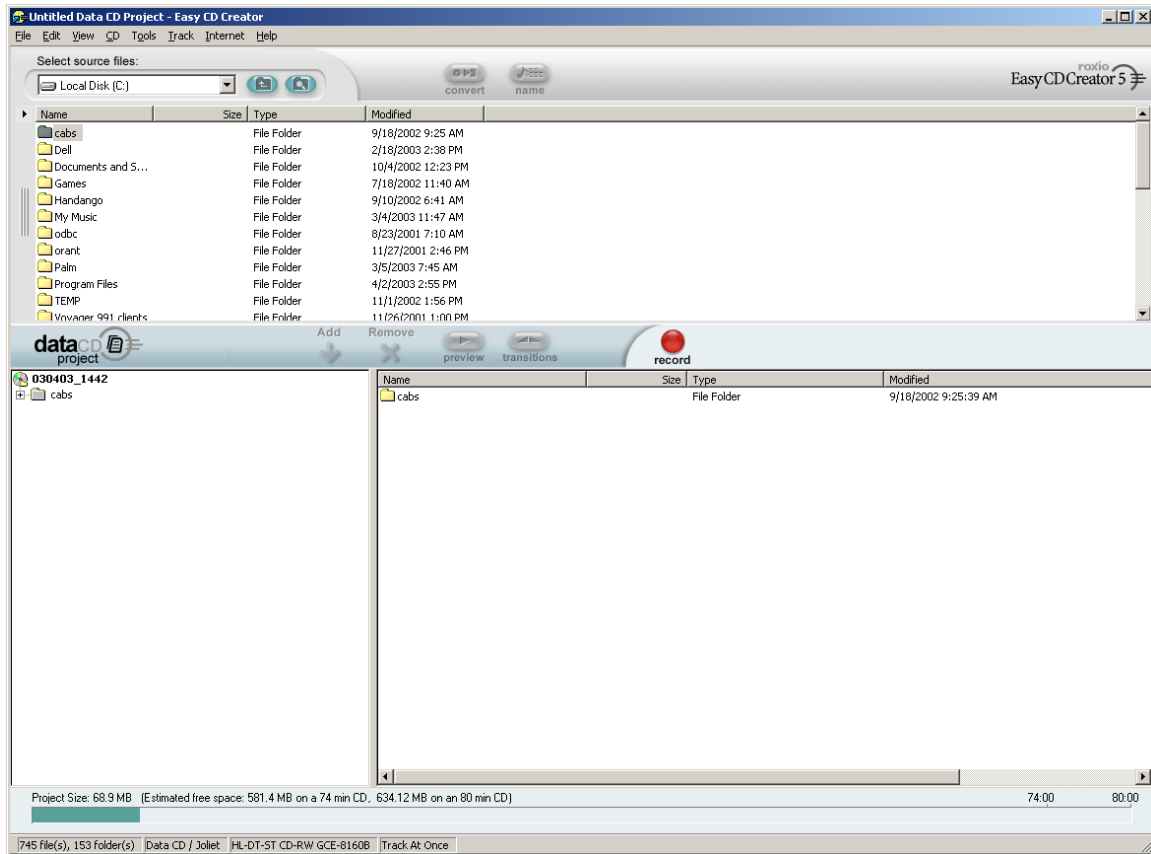
4. To add files or folders to the CD, highlight the file or folder you wish to have added to the CD in the upper pane and click the Add button. (See Screen Shot 3)



Screen Shot 3

- a. The file or folder you just added will now appear in the bottom right panel
 - i. If you added a folder to the CD, it will appear in both the bottom right and left panes (See Screen Shot 4)

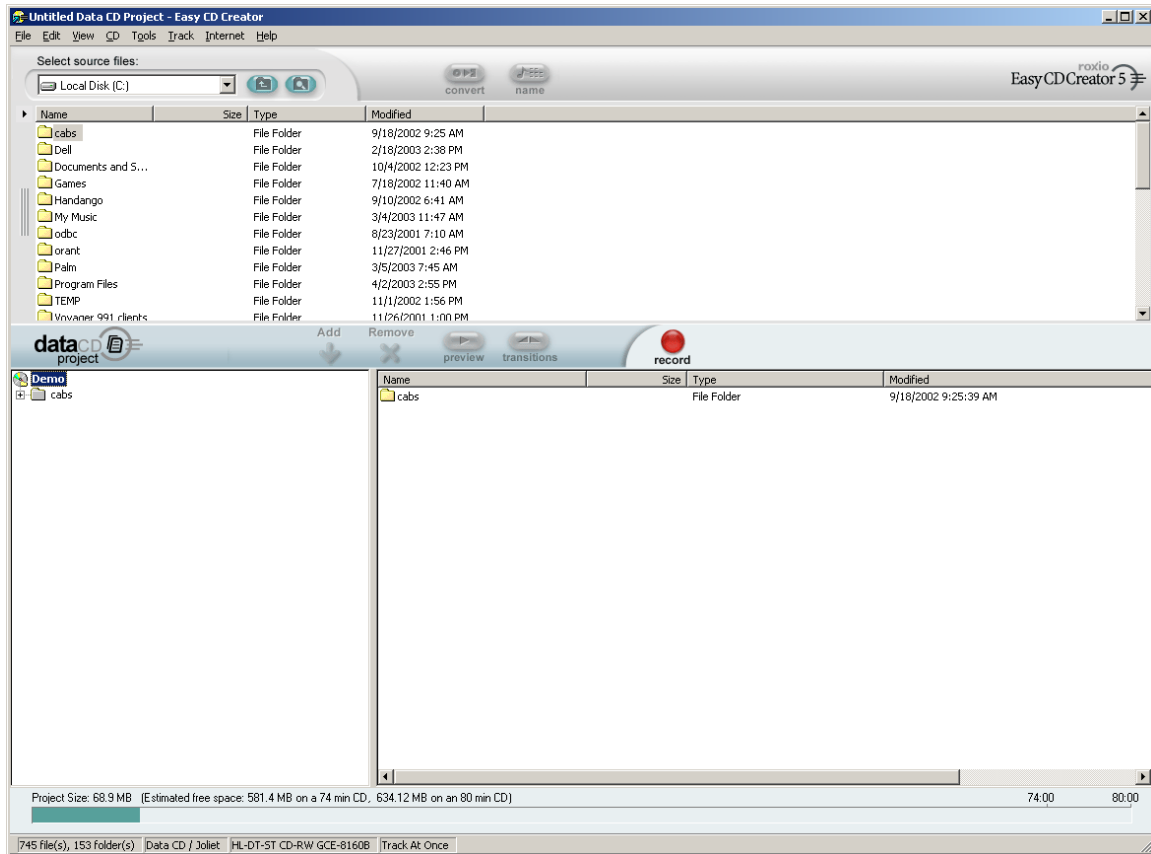
UTA Libraries Public PC CD Burning Instructions



Screen Shot 4

- b. Continue adding files or folders until all the items you wish to burn have been added to the CD.
 - i. At this stage you can choose to rename your CD by right-clicking on the randomly generated name in the bottom left panel, and choosing **Rename** from the menu (See Screen Shot 5).

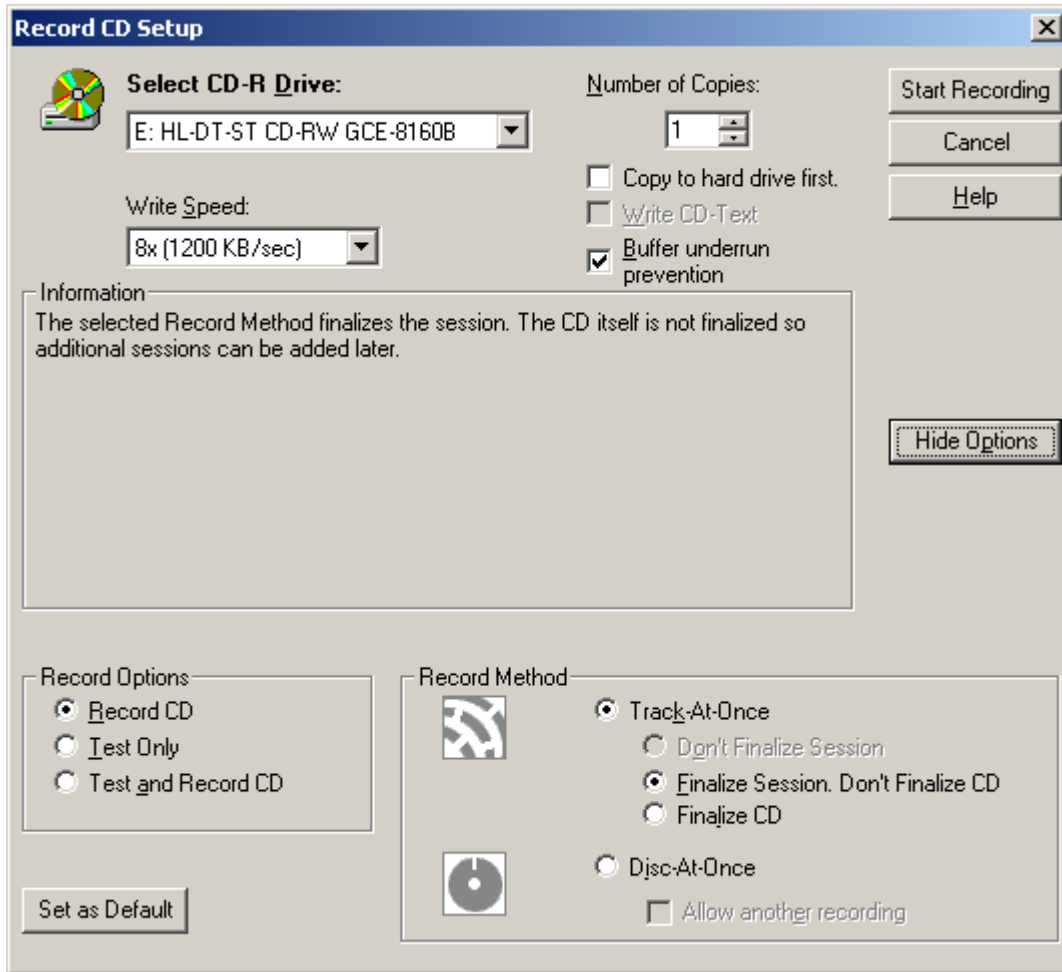
UTA Libraries Public PC CD Burning Instructions



Screen Shot 5

5. To burn your CD click on the red record button
 - a. You will then be presented with a new window entitled, Record CD Setup (see Screen Shot 6).

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CD Burning Instructions



Screen Shot 6

- b. From this window you can set the speed at which the CD will be burned, the number of copies of the CD to be burned, whether the data should be copied to the hard drive first, and whether Buffer underrun protection should be use.
 - i. The speed should be set to the maximum allowed by your media or the maximum speed of the drive (32x on public systems).
 - c. By clicking the Options button you can set the Record Options and the Record Method
 - i. Record Options should be set to Record CD (default)
 - ii. Record method should be set to Finalize Session. Don't Finalize CD (default).
 - d. Once all of the options are set, click the **Start Recording** button.
6. When the CD is finished recording, do not save the project for later use.