



Roxio Easy CD Creator 5

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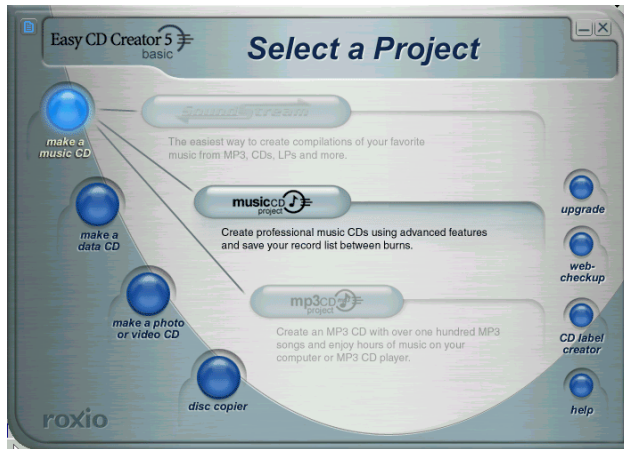
Creating a Music CD8

CD-R versus CD-RW

CD-R (recordable)	CD-RW (re-writable)
A CD-R disc is " write once " technology but read many times back.	A CD-RW disc can be reused , up to 1,000 times. Good for backing up files you continually update or want to change.
Data is permanent . When you delete a file, you cannot regain the space. Useful when you do not need to erase files.	Data can be erased . Useful for updating files.
You can write files on CD-R until you fill the disc as long as you do not close the session when you are done. You write a new session to the unused part.	Additional data can be added, deleted or changed.
Recording data: Can use in either a CD-R or a CD-RW drive.	Recording data: Can only use in a CD-RW drive.
Accessing data: Nearly any computer CD-RW drive or an audio CD player will read the disc. A CD-ROM will read it only if the session has been closed.	Accessing data: CDRW discs can only be read in multi-read CDRW drives manufactured after 1997 that have a UDF (Universal Disc Format) reader installed. Windows usually will update this automatically. If not, download from http://download.com.com/3000-2100-9497911.html?tag=pop
Formatting the CD: Some machines will require the formatting so it can read the disk. This takes 1-2 minutes.	Formatting the CD: Must be formatted first if you plan to use them like a floppy. This takes 25-45 minutes.
Less Expensive – about \$0.34 (For example, Office Max – 100 for \$35 on 10/5/03)	More Expensive – about \$1.50 (For example, Office Max – 10 for \$15 on 10/5/03)

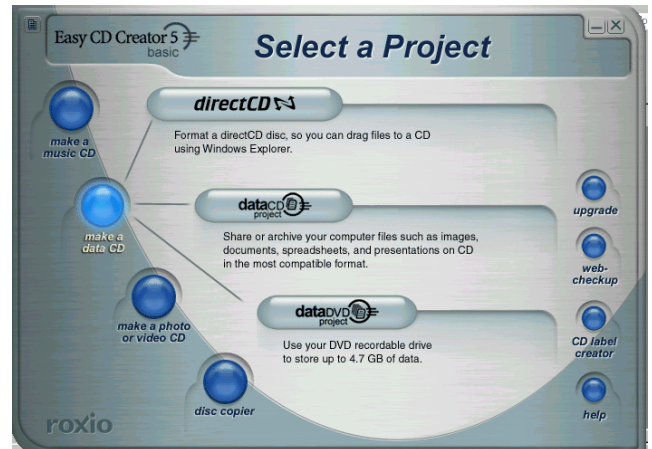
Projects

Make a Music CD

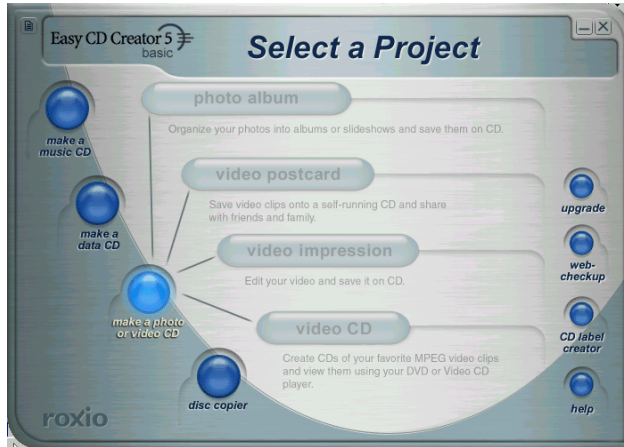


Make a Data CD

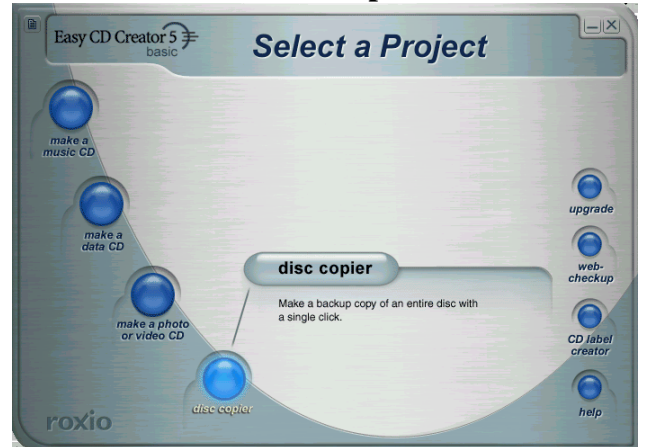
- *Direct CD (like a floppy)
- *Data Disk
- *Data DVD



Make a Photo or Video CD



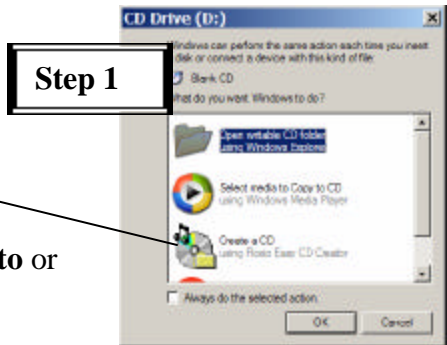
Disc Copier



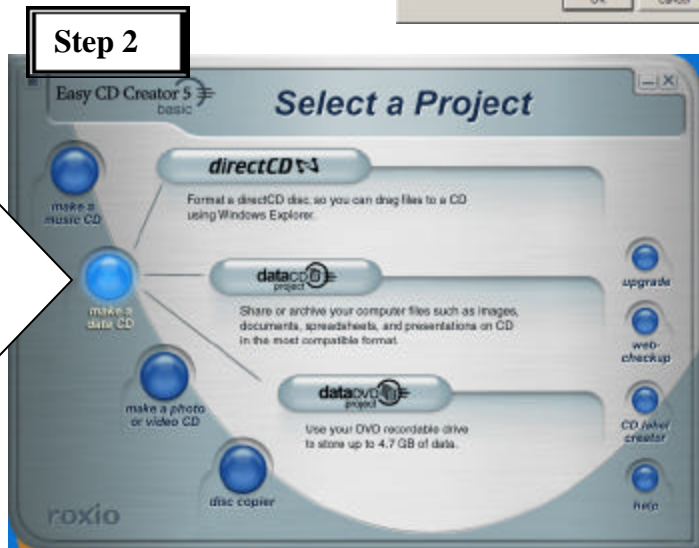
Creating a Direct CD Disk

1) Getting Started

- a) Insert your CD-R or CD-RW into the drive.
- b) You will then see the screen in **Step 1**.
- c) Choose **Create a CD** and click **OK**.
- d) The “Select a Project” screen will appear. Place the mouse over the buttons on the left to see the options for each. You can make a **music**, **data**, **photo** or **video cd** or use the **data copier**.

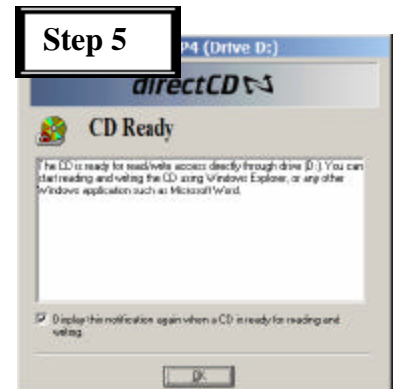
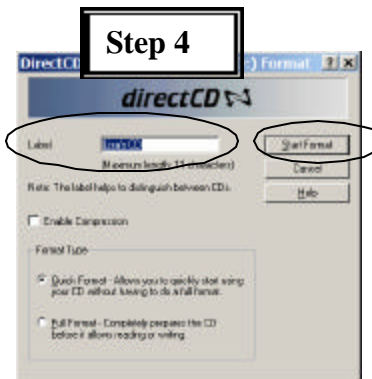


- e) Place the mouse over the **make a data CD** to see the options in **Step 2**:
 - 1) **Direct CD** – You will need a CD-RW or CD-R for this. You can then use it like a floppy.
 - 2) **Data CD** – You will need a CD-R for this.
 - 3) **Data DVD**





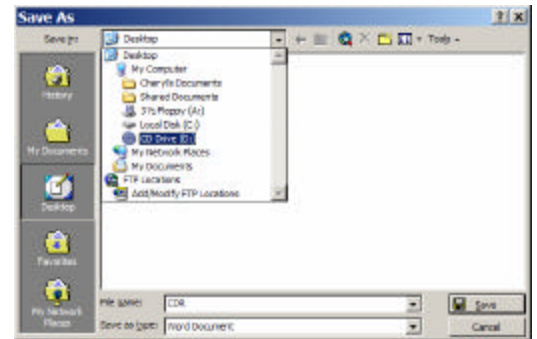
2) Formatting the CD

- a) Click **direct CD**. At the next screen in **Step 3**, click **Format CD**
- b) In the **Label box** in **Step 4**, type a name for your CD then click **Start Format**. Click **OK** at the next screen to start the Formatting:
 - i) CD-RW – 25-45 minutes
 - ii) CD-R – 1-2 minutes
- c) You will see a screen as in **Step 5** telling you the CD is ready to access through one of the drives.



3) Saving to the CD


- a) From the program that you are working in, go to the **File** menu and **Save As**, just as you normally do when you save.
- b) In the **Save in:** box, click on the  to the right and choose the **CD icon**  which will have the name that you gave the CD when you formatted it.
- c) Give the file and name and then click **Save**.

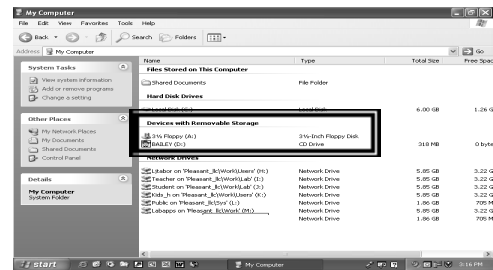


****Or...** Find the document on your computer without opening it.

Right-click on it and choose **Send To** and then 




4) Deleting Files from the CD

- a) Open **My Computer**.
- b) Under the **Devices with Removable Storage** section, double-click on the **CD**  to open it.
- c) Find the file you wish to delete. Click **once** (twice will open it) then press **Delete** on your keyboard.
- d) Click **Yes** to confirm that you wish to delete it.



Note: When you delete a file from a CD-R, you cannot regain the space again.

5) Opening Files from the CD

- a) Open **My Computer**.
- b) Under the **Devices with Removable Storage** section, double-click on the **CD**  to open it.
- c) Find the file you wish to open and double-click on it. OR...
- d) Open the file from the program by choosing from the **File** menu, **Open**.
- e) In the **Look in:** box, click on the  to the right and choose the **CD icon** 

6) Removing the CD from the Drive

- a) **CD-RW** – remove as any CD.
- b) **CD-R** – You will be prompted with the screen at the right.


- i) **Leave As Is** – Choose this option is you will continue to use this CD-R in a CD-R/CD-RW machine. You may then continue to add to it until it is full.
- ii) **Close to UDF**
- iii) **Close to Read on Any Computer**

Choose this option so you can use your CD-R on your CD-RW machine again.



Creating a Data CD

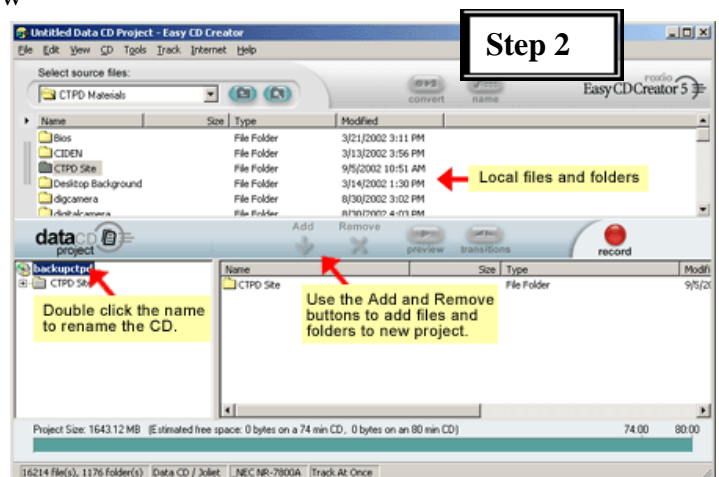
1) Getting Started

- a) From the **Start** menu, choose **Programs, Roxio Easy CD Creator 5**, and then **Project Selector**. OR...
- b) On the **task bar**, click the **icon**  to open the Project Selector.
- c) You will then see the screen in **Step 1**.
- d) In the Project selector dialog box choose **make a Data CD**, then **data CD** from the 3 options.
- e) This will open a new project window in **Step 2**.



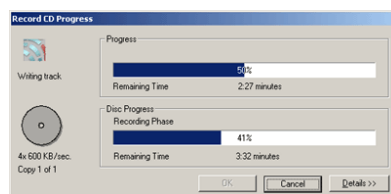
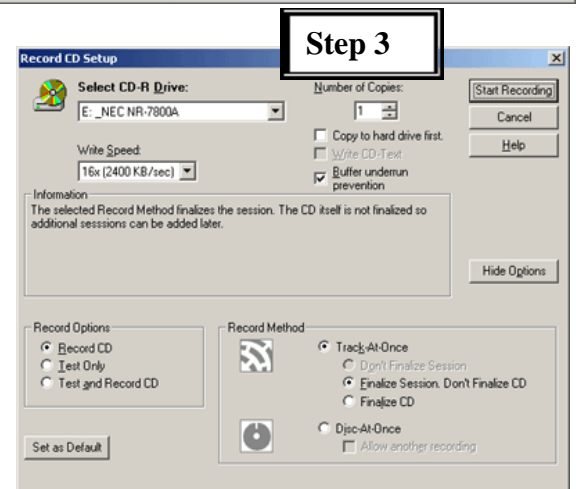
2) Adding Files to the Project

- a) Select the folders you want to add to the new project. **Control** click to select files not next to one another or **Shift** click to select all files.
- b) Once files are selected, click the **Add** button.
- c) Place a CD-R or CD-RW in the CD drive.




3) Recording the Files onto the CD

- a) Click the **Record** button. The Record CD Setup dialog box appears in **Step 3**.
- b) Make sure the radio buttons next to **"Track-At-Once"** and **"Finalize Session. Don't Finalize CD"** are selected. This will allow you to burn more data to the CD without overwriting the current data on the CD. (***Note:** this will only work with a CD-RW).
- c) Click the **Start Recording** button when ready.
- d) If you are using a CD-RW the following dialog box will appear. Click **OK**.
- e) The Record CD Progress dialog box will appear. Click **OK** when finished.



Disk Copier

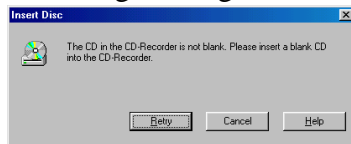
1) Getting Started

- a) From the **Start** menu, choose **Programs, Roxio Easy CD Creator 5**, and then **Project Selector**. OR...
- b) On the **task bar**, click the icon  to open the Project Selector.
- c) You will then see the screen in **Step 1**.
- d) Make sure your source CD that you want to copy is in the CD drive.
- e) In the Project selector dialog box choose **CD copier**.
- f) This opens the CD Copier dialog box in **Step 2**.

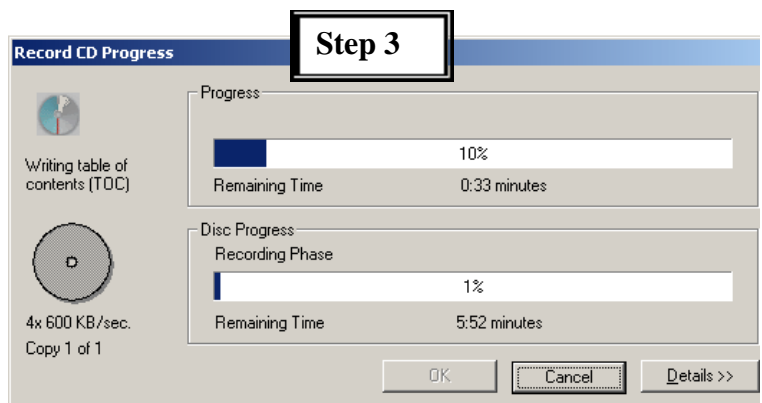
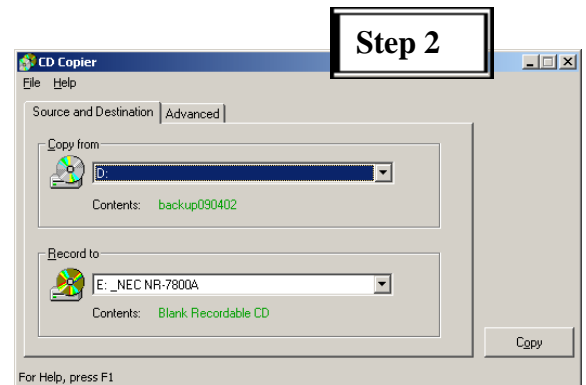


2) Copying the CD

- a) Click **Copy** to begin.
- b) This will open the Record CD Progress dialog box in **Step 3**.
- c) When it is done copying the CD, you will get the following message box




- d) Insert the blank CD and click **Retry**.
- e) When the CD is finished recording, click **OK**.

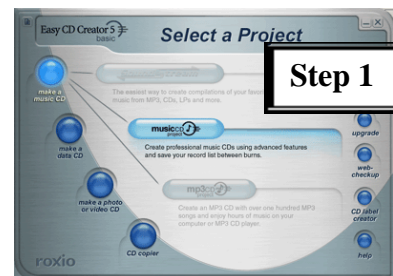


Creating a Music CD

**There are a few things to keep in mind when creating a music CD. It is best to use a CD-R when creating music CD because virtually all CD-ROM and CD-Recorder drives can read a CD-R. With the Easy CD Creator, you can make a music CD that will hold up to 80 minutes of music and up to 99 tracks.

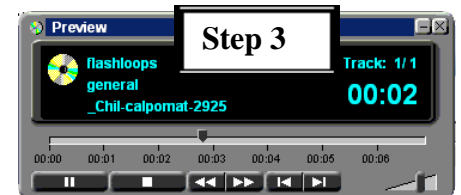
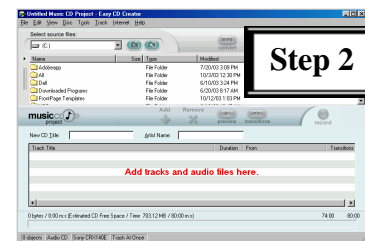
1) Getting Started

- a) From the **Start** menu, choose **Programs, Roxio Easy CD Creator 5**, and then **Project Selector**. OR...
- b) On the **task bar**, click the **icon**  to open the Project Selector.
- c) You will then see the screen in **Step 1**.
- d) In the Project selector dialog box choose **Music CD**.
- e) This will open a new project window in **Step 2**.



2) Adding Files to the Project

- a) Select the music files you want to add to the new project. To select multiple files that are not together, use **Control** click to select files or **Shift** click to select all files.
- b) Once files are selected, click the **Add** button.
- c) Music files can be previewed before adding to the CD project by clicking the Preview button between the two windows in the dialog box. A small dialog box like the one in **Step 3** will appear.



3) Copying the Files to the CD

- a) Make sure there is a CD-R in the CD drive.
- b) Click the **Record** button.
- c) The Record CD Setup dialog box appears as in Step 4.
- d) Make sure the radio buttons next to **"Track-At-Once"** and **"Finalize Session. Don't Finalize CD"** are selected. Click the **Start Recording** button when ready.
- e) If you are using a CD-RW the following dialog box will appear. Click **OK**.
- f) The Record CD Progress dialog box will appear. Click **OK** when finished.

