

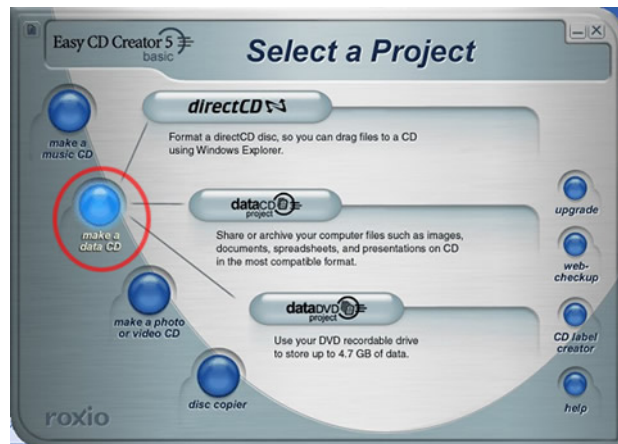
Burning CDs on the PC

There are two different types of writable CDs, CD-R and CD-RW. A CD-RW disc can be used more than once, but they are also more expensive and may not work on older CD-ROM drives..

If your office PC is equipped with a CD burner, then you should have the Roxio Easy CD and DVD Creator installed. This is the software used to burn CDs. There are a few different versions here at UH-D, so if you went to the TTLC and burned a CD there, you might see a different interface than the one on your PC. Versions 5.0 and greater generally work equally well.

When you put a blank CD into your CD burner, the Roxio software may automatically start, or Windows may give you the option to start Roxio. If neither occurs, check to see that you have Roxio installed by clicking Start > Programs and looking for the Roxio Easy CD and DVD Creator folder. If it does not seem to be installed, call the UHD Help Desk at x3000 and inform them that you need Roxio installed.

Figure 1 shows the main screen for Roxio version 5. Moving the mouse over the “make a data CD” button reveals 3 different options. The last one involves burning a DVD, which requires a special burner, so that will not be covered here.



■ Fig. 1. Options available for data CDs. If you are burning sound files, use the options for ‘make a music CD’. Music CDs are formatted a certain way so that audio CD players can play them.

The first option from the top will format a CD so that you can use it like a fixed disk drive. When you eject the disk, the data will be burned to the CD so that you can travel with it. This is a good option if you want to continue to work on your files before you burn them.

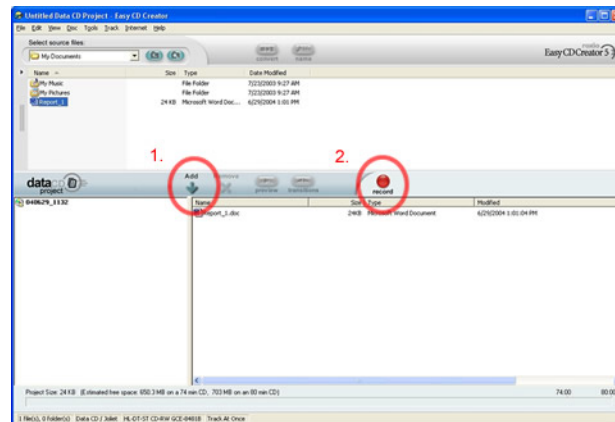
If you have finished working on your files and want to burn them on CD, the middle option is the best choice. Figure 2 shows the interface for that option.

Under the ‘Select source files’ caption is a drop box that you can use to browse and locate the files that you wish to burn to CD. Once you have located the file you want, click the Add button. The file will be listed in the area below. You can also drag and drop files into this area.

Displayed along the bottom of the interface is the total file size of all the files you have added, and how many MB the CD can still hold. Most CDs will hold about 700 MB of data, although this can vary.

Continue to add files until you have all the files needed or the CD is full.

If you have files organized in a folder, you can add the entire folder and maintain the same file structure on the CD.



■ Fig. 2. Add files using the green arrow icon, or drag and drop files directly into the project area. Click the red circle icon to begin recording.

After you have added your files, click on the record icon to begin recording. Depending on the amount of data and the write speed of your CD burner, burning the CD takes somewhere between 5-20 minutes. When it is finished, the CD can be transported to other computers and the data can be read and copied.