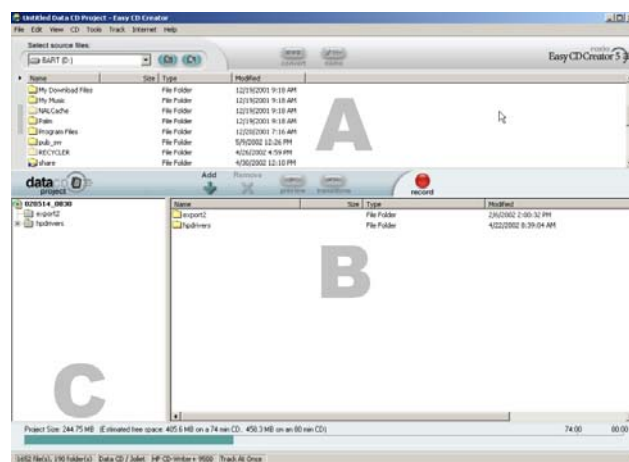


# BURNING A DATA CD

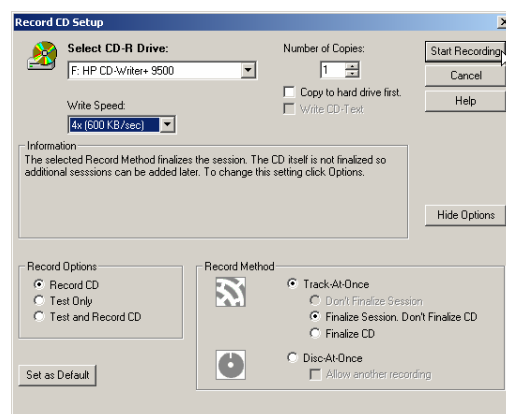
using **Easy CD Creator** (Roxio) software.

1. Insert writable CD into CD drive.
2. Start Easy CD Creator (from icon on desktop).
3. Select **make a data CD** and **dataCD project**.
4. The Data CD Project Window shows the current drive and folders **(A)** and the CD window below **(B)**.
  - 4a. Select the drive and highlight the required files/folders from area **(A)**.
  - 4b. You can either click and drag the folder/file to area **(B)** or highlight and then select the add arrow
  - 4c. Repeat this process for all files/folders.
  - 4d. The bar below area **(C)** indicates how much space is remaining on the CD



**NOTE:** *If you are using a CD that already contains data, the existing data (files/folders) will automatically appear in window **(B)** when you add data to this CD.*

- 5a. To record the CD, select the Red Record button.
- 5b. If you wish to record additional files onto the CD, select the 'Finalize Session, Don't Finalize CD', which is the default and recommended option.
- 5c. Select the 'Start Recording' button to begin burning the CD.



N.B. You should not copy files from a network drive to CD.

6. When successfully completed, both progress bars will show 100%. Click OK to close and you can safely remove the completed CD.

