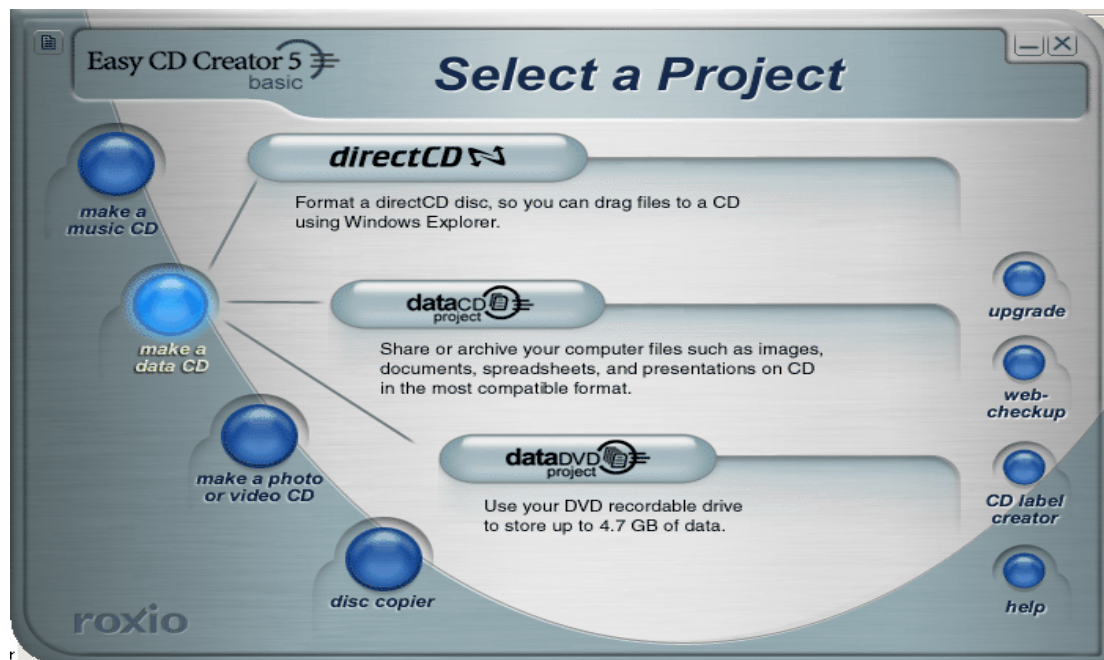


Roxio Easy CD Creator 5 – Saving a File to a CD

Your Windows XP Workstation is equipped with a DVD-ROM/CD-ReWriteable disc drive that can read from a DVD, and read/write to a Compact Disc Recordable (CD-R) or Compact Disc ReWriteable (CD-RW). CD-R's allow you to save files to the disc until it is full. CD-RW's also allow you to save files to the disc until it is full, but you can also erase the entire disc and start over again. In both cases you can overwrite files written to disc, however, you cannot directly edit a file written to disc. Roxio Easy CD Creator also has a feature called directCD which will allow you to use a CD-R or CD-RW like a floppy disc. Using directCD, you can add, remove and overwrite files. CD-R's and CD-RW's are both recommended for everyday and backup use and can be ordered through Boise Cascade.

To Write Files To a CD

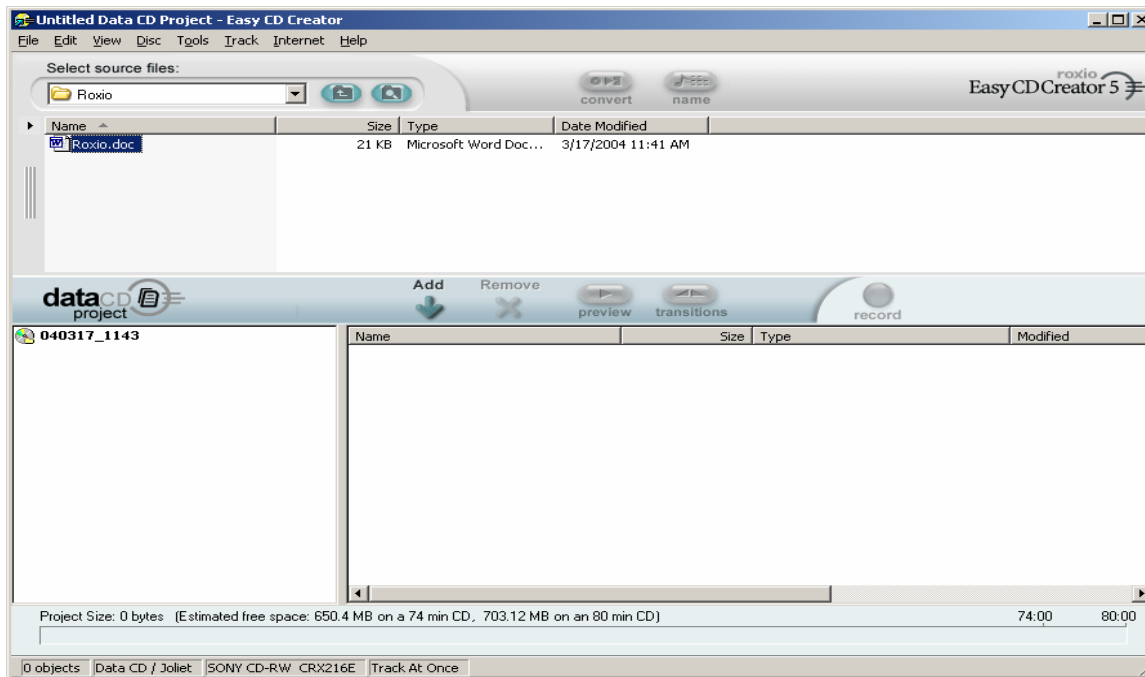
1. From the **Desktop**, click the **Roxio Easy CD Creator 5** icon.
2. Click the **make a data CD** button.



3. Click the **data CD project** button.
4. Insert a blank CD into the CD drive.

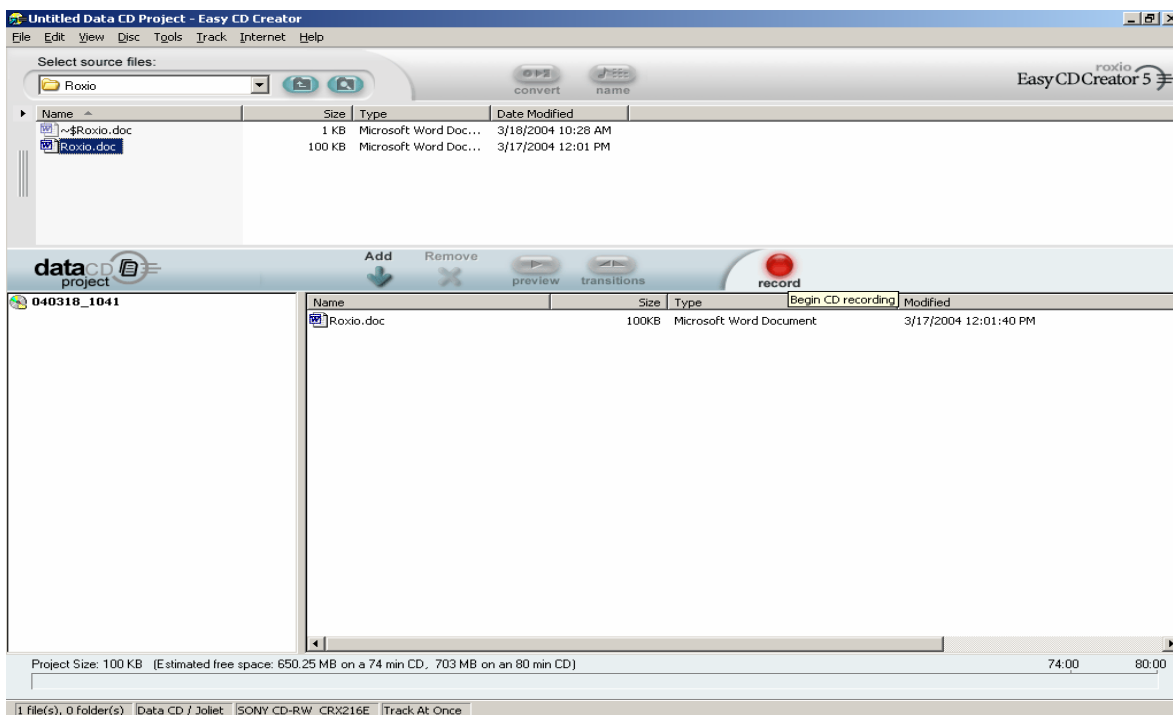
Roxio Easy CD Creator 5 – Saving a File to a CD

5. From **Select source files**, select the file you want to copy.



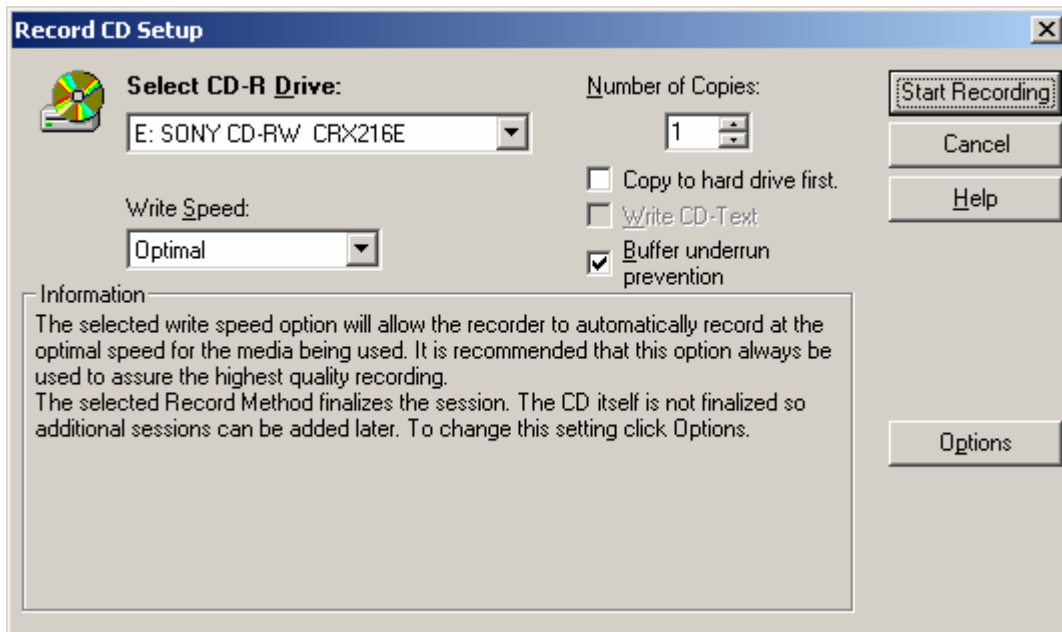
6. Click the **Add** button.

7. Click the **Record** button.

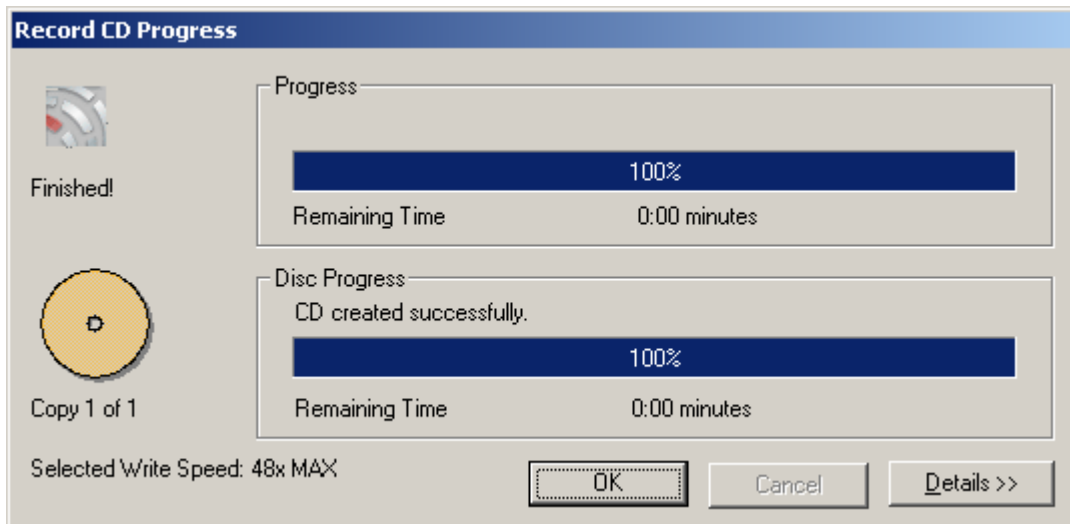


Roxio Easy CD Creator 5 – Saving a File to a CD

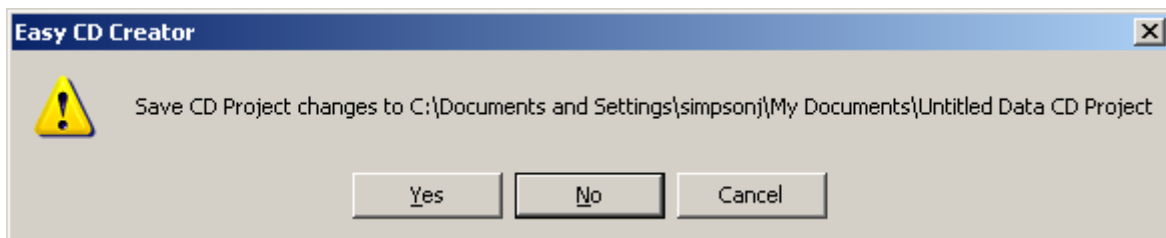
8. Click the **Start Recording** button.



9. When the record process is complete, from the **Record CD Progress** dialog box, click the **OK** button.



10. From the **Easy CD Creator** dialog box, click the **No** button.

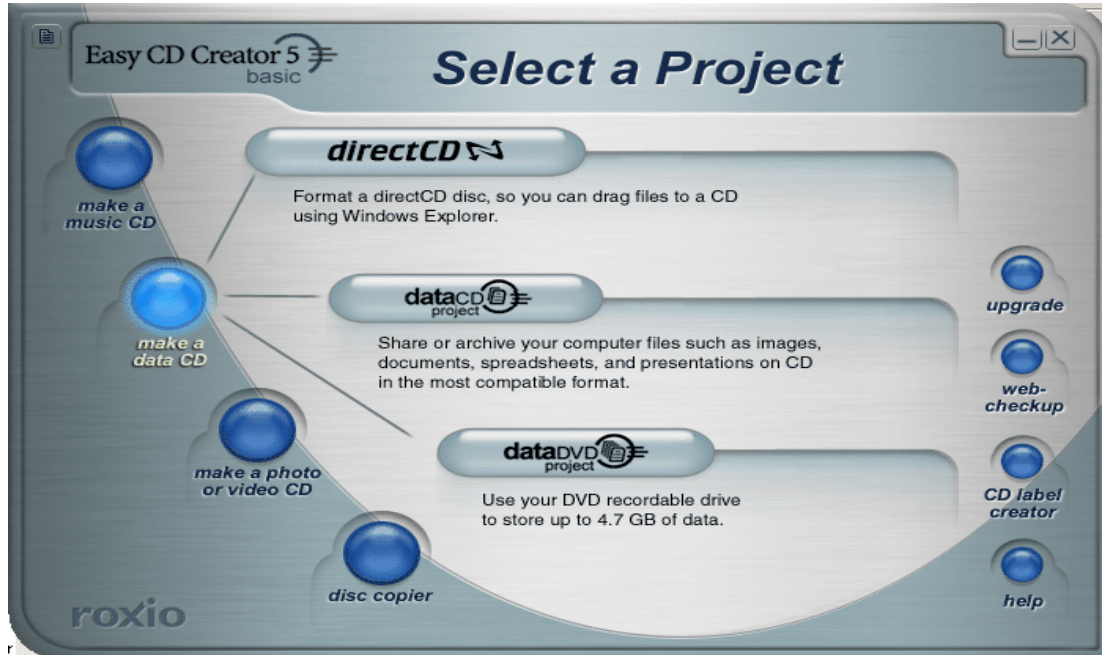


Roxio Easy CD Creator 5 – Saving a File to a CD

11. Click the **X** button to close **Roxio**.

To Erase a CD-RW

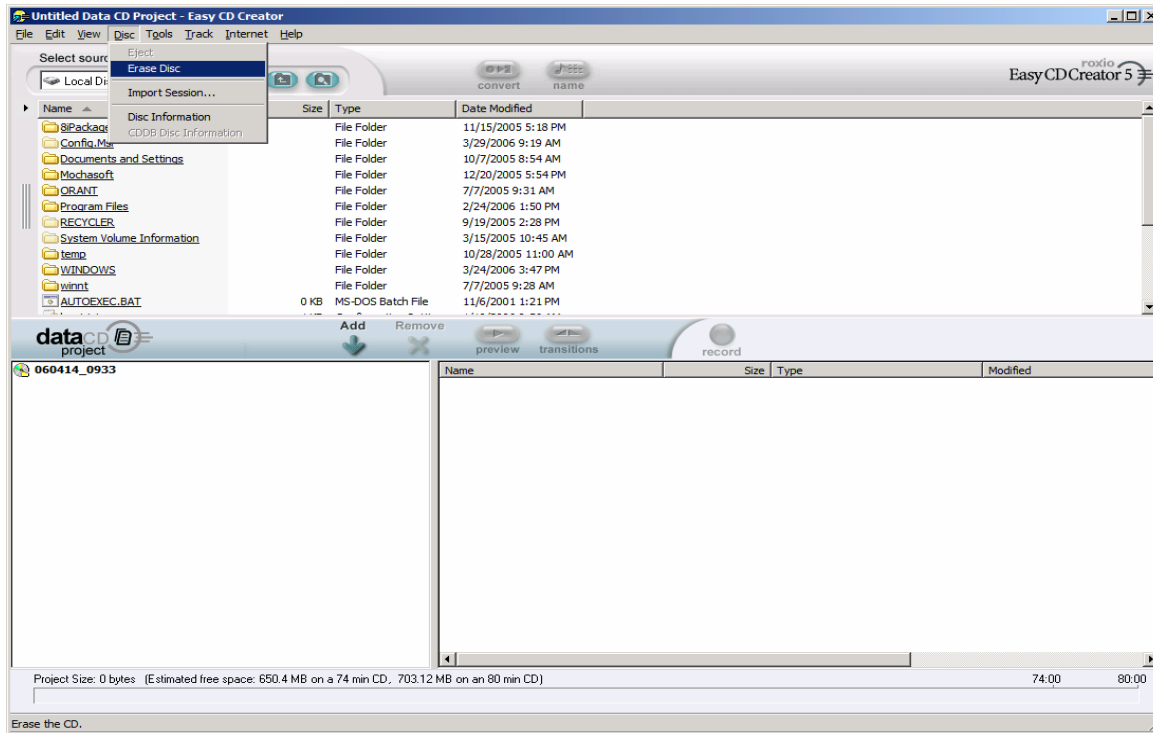
1. From the **Desktop**, click the **Roxio Easy CD Creator 5** icon.
2. Click the **make a data CD** button.



3. Click the **data CD project** button.
4. Insert the CD you would like to erase into the drive.

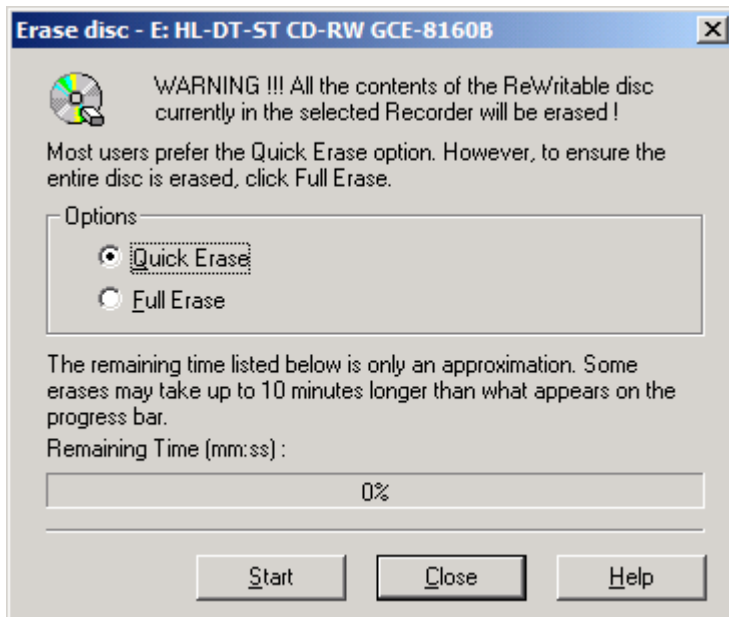
Roxio Easy CD Creator 5 – Saving a File to a CD

- From the **Disc** menu, click **Erase Disc**.



- Click the **Start** button.

Note: Quick Erase is the default option. If you have trouble re-recording to a CD-RW, use the **Full Erase** option.



- When the process is complete, click the **Close** button.

Roxio Easy CD Creator 5 – Saving a File to a CD

Using DirectCD

DirectCD allows you to use a CD like a floppy disc. Using directCD, you can add, remove and overwrite files. You can even save directly to a CD from within applications like Microsoft Word or Excel. DirectCD requires that you format the disc prior to use.

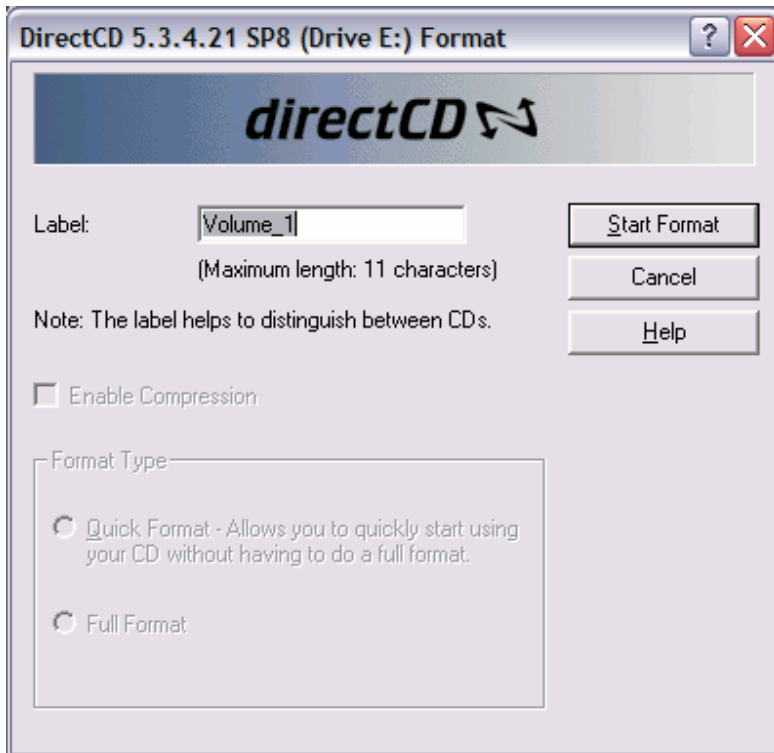
1. From the **Desktop**, click the **Roxio Easy CD Creator 5** icon.
2. Click the **make a data CD** button.
3. Click the **directCD** button.
4. Insert a blank CD into the CD drive.
5. Click the **format CD** button.



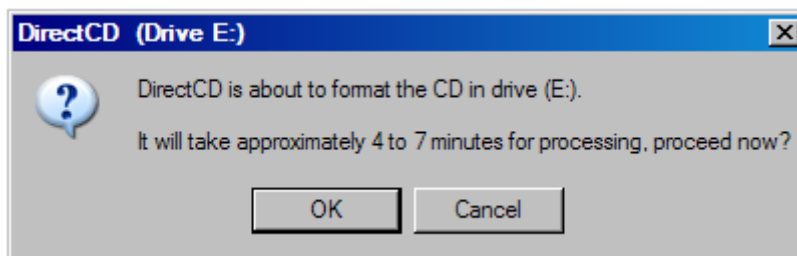
Roxio Easy CD Creator 5 – Saving a File to a CD

6. In the **DirectCD (Drive E:) Format** dialog box, click the **Start Format** button.

Note: If you are using a CD-RW you will have the option to do a **Quick Format** or a **Full Format**.



7. From the **DirectCD (Drive E:)** dialog box, click the **OK** button.



Roxio Easy CD Creator 5 – Saving a File to a CD

8. The **DirectCD - CD Ready** message will appear each time the CD is inserted. Click the **OK** button.



Roxio Easy CD Creator 5 – Saving a File to a CD

When ejecting a directCD formatted disc, you will be asked how you would like to use the disc in the future. **The drive will not eject the disc until you respond to this dialog.**

Leave As Is – will allow you to continue to use the disc as you would use a floppy disc, however, the disc can only be used on your PC or other PC's that have Roxio directCD installed.

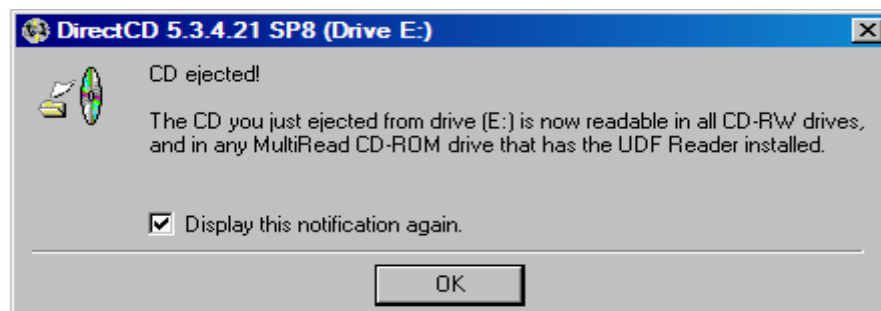
Close to UDF v1.5 – 'closes' the session so that the disc will be readable on PC's that do not have directCD installed. Other PC's will be prompted to install a UDF reader before the disc will be readable on them.

Close to Read on Any Computer – 'closes' the session so it can be read on other PC's without a special driver. You will no longer be able to use the disc as if it were a floppy disc.

9. From the **DirectCD (Drive E:) Eject Options** dialog box, click the **OK** button.



10. If you are using a CD-RW, the **Direct CD (Drive E:)** dialog box will appear on the screen.



Roxio Easy CD Creator 5 – Saving a File to a CD

12. Click the **OK** button.

13. Click the **X** button to close **directCD** and **Roxio**.

If you have any problems with Roxio Easy CD Creator 5 – Saving a File to a CD, please call the IT Service Center at (248) 858-8812.

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