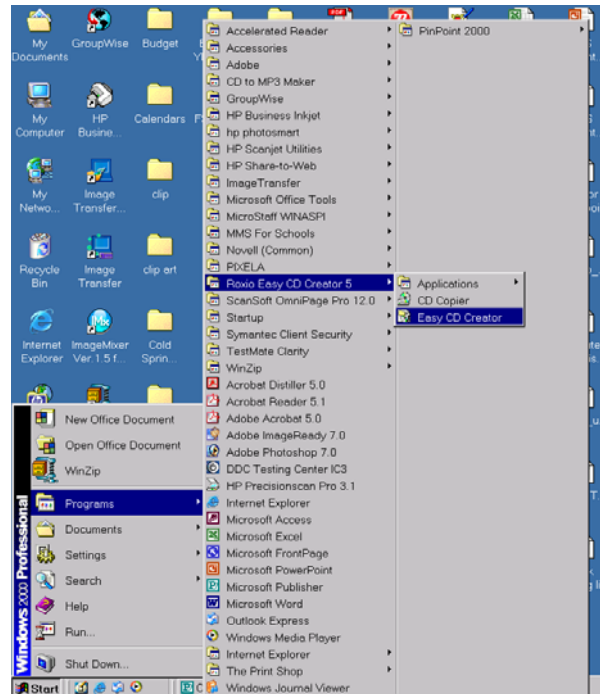


# Burning a Cd

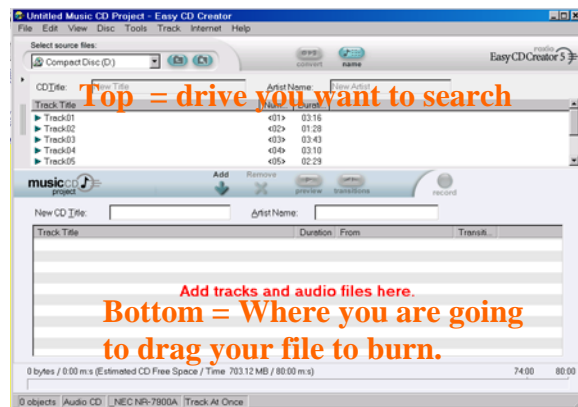
When Burning a Cd you need a CD burner installed on your computer as well as cd burning software. The most common software is by Adaptec - the latest version is called Roxio. To begin burning a cd you must first launch the software. By -

1. Going to Start
2. Going to Programs
3. Going to Roxio
4. Going to Easy Cd Creator
5. Choose Create a data cd if the Project menu opens or jump to the next step



When the program launches you will have a split screen—top and bottom.

- The top is where you can view and navigate to the files you want to find on your “C”, “H” or “A” drive These are the files you want to burn on to the CD.
- The bottom is where you will drag the files so that you can burn it on to the Cd.

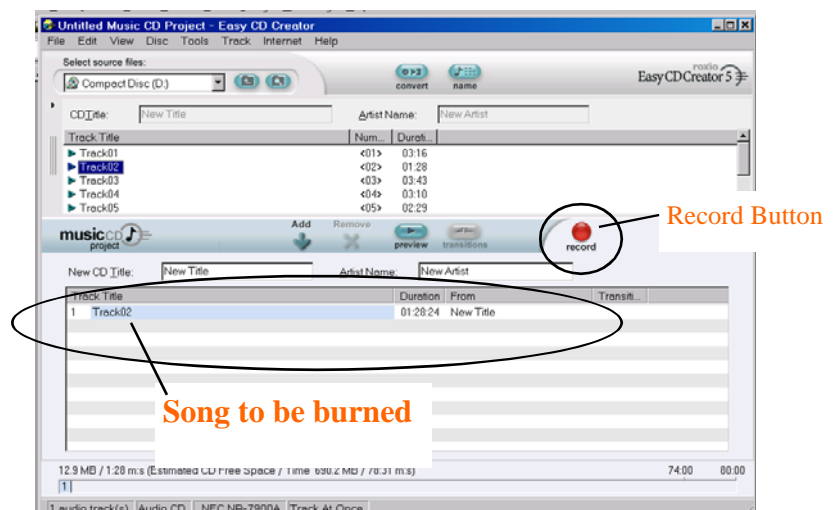


## Burning a CD

Before you burn a CD you have to decide what kind of file you are going to be burning.

- You can burn data files—text or any file that is formatted to be read by a computer—ex Mp3's, videos etc.
- You can burn music files and create CD's that you can listen to with your walkman or your stereo.

In this example we are burning a music CD. We have dragged one song to the CD window to be burned



Once you have your file in the burn window you hit the button that says "record".

The recording process will begin. When the Cd is finished it will ask you if you want to close your session or not. Many CD players will only play closed sessions. Whether you close a session or not depends on what it is your doing with your files. If you leave a CD open you will be able to add to that Cd at a later time even if it is a CD-R not a CD-RW

# Burning a CD

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## DIFFERENCE BETWEEN A CD-R AND CD-RW.

- A CD-R can not be written to numerous times. You can have several sessions on one CD's but you can not record over a session you have previously recorded. When the disk is full you can not burn any more to it.
- A CD-RW can be rewritten to many times. You can write over data much like using a floppy drive but much bigger. The problem is that CD burning can be unreliable and sometimes one computer will not read another burnt CD.

## SAVING DATA TO A CD

- A CD that has been formatted for data storage may also be saved to just like you save on a floppy disk. To format a disk -
  1. Going to Start
  2. Going to Programs
  3. Going to Roxio
  4. Going to Easy Cd Creator
  5. Choose Format a data cd when Project menu opens— this process can take as long as 45 minutes so it is a good idea to have a supply of formatted disks on hand.
  6. Once the disk has been formatted just save the document to the drive designated as your cd burner (usually D) and off you go.