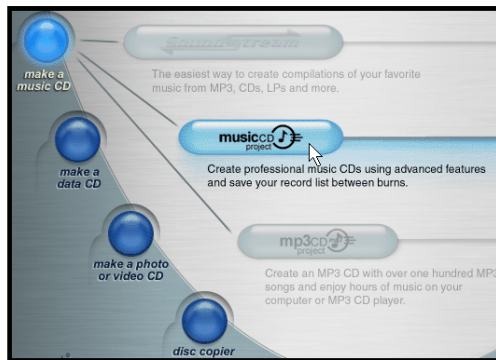
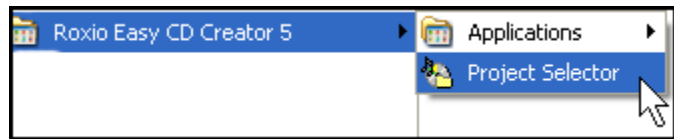


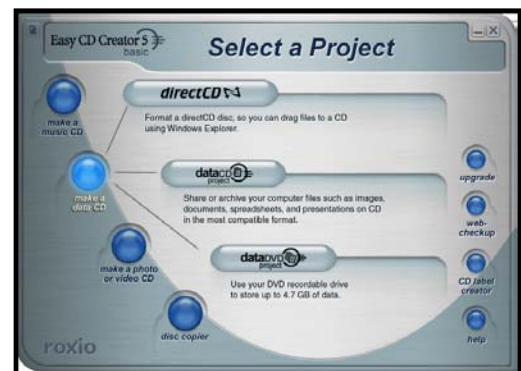
Burning CDs with the *Roxio Easy CD Creator 5*

1. If you do not have an *Easy CD Creator 5* shortcut located on your desktop, then go to **START > PROGRAMS > ROXIO EASY CD CREATOR 5 > PROJECT SELECTOR**.



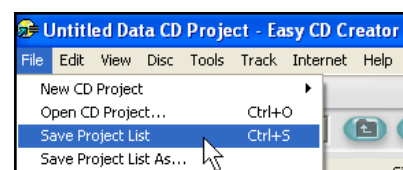
2. A screen will open entitled, **SELECT A PROJECT**.
 - a. Here, you will select the type of file that you wish to burn a CD. If it is music you wish to write to a CD, click the **MAKE A MUSIC CD button** and follow the directive line to **MUSIC CD PROJECT** and **click the button**.

- b. However, if it is data (includes text documents, photos, *PowerPoint* presentations, etc.), click the **MAKE A DATA CD button** and follow the directive line to **DATA CD PROJECT** and **click the button**.

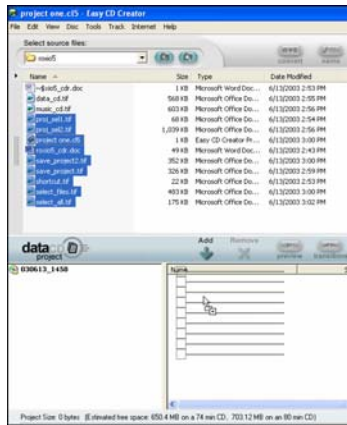
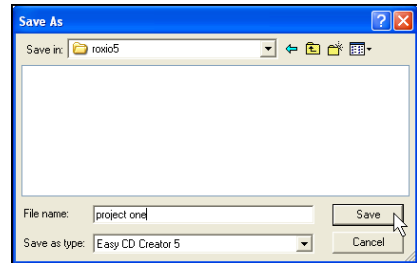


3. Next, locate the CD-RW drive on your computer. The word **Rewritable** is usually written on the drive. Some computers have separate CD-RW drives while others are shared with the standard CD-ROM drive. Insert a blank CD-R disc.

4. The next screen that will open is where you will name your project by clicking on **FILE > SAVE PROJECT LIST**.



5. Name your project and choose the location where you want to save it. Click the **SAVE** button.

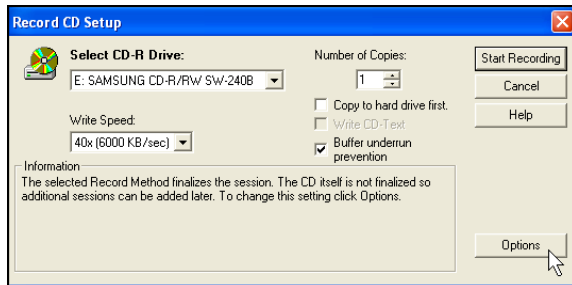


6. Next, locate the file(s) or folder(s) you want to write to the CD.

7. If you are going to be burning several files or folders then you can go to **EDIT > SELECT ALL**.

8. Drag the entire selection to the contents window or just click on individual files that you want to burn and drag them to the contents window. If you wish, you can change the CD name, by double-clicking the numbered name located in the lower left pane of the *Easy CD Creator* window and typing in a name.

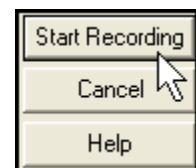
9. Click on the **RED RECORD** button above the window.



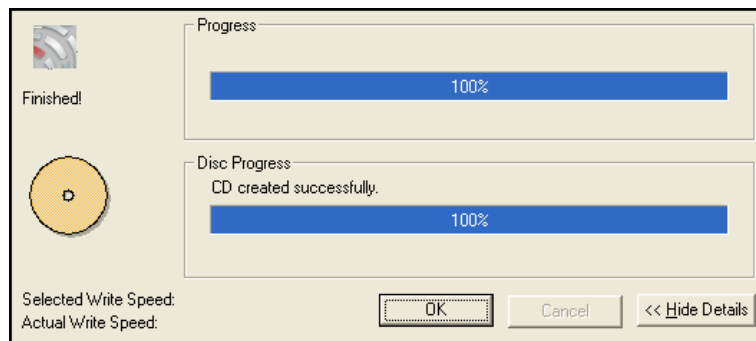
10. A **RECORD CD SETUP** box will pop up where you choose from the following options after clicking on the **OPTIONS** button:

- a. how many copies of the CD you want to record
- b. whether you want to *finalize the session* or *finalize the CD* (The latter option is recommended in most situations.)

11. You are now ready to click on **START RECORDING**.



12. A **RECORD CD PROGRESS** box will pop up displaying the progress of the CD as it is being burned. The progress box will tell you when the CD is completely finished when both progress meters display 100%.



13. Click the **OK** button after the CD recording process has completed.



14. You have finished burning the CD. Now you can save the project in a specified folder for later use if you wish. Remove your CD and close out of the program.

Contact Information:

Voice: 662-325-5009

Web site: <http://www.create4ms.org>