

# Roxio Easy CD Creator

## Creating a Data CD

### Overview

A data CD is a compact disc (CD) used for storing computer data. With Easy CD Creator, you can make your own data CD by recording any files and folders stored on your hard disk.

Here are just some of the things you should know about a data CD:

- Unlike a music CD, a data CD is used for data storage only and cannot be played on your home or car stereo CD player.
- A blank 74-minute CD-R and CD-RW disc can hold up to 650 MB of data and a blank 80-minute CD-R disc can hold up to 700 MB of data.
- Data CDs can be accessed on virtually any computer that has a CD-ROM or CD-Recorder drive.
- Data CDs are ideal for backing up and archiving your important files such as spreadsheets, tax records, and financial data.
- A data CD is ideal for sharing multimedia presentations, graphics, CAD files, Internet downloads, websites, and company documents with colleagues.

### Summary

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### Opening Roxio Easy CD Creator

Many of the new Towson U computers have Roxio CD Creator software installed on them. Go to **Start > Programs > Roxio Easy CD Creator 5 > Applications > Easy CD Creator** (Figure 1).



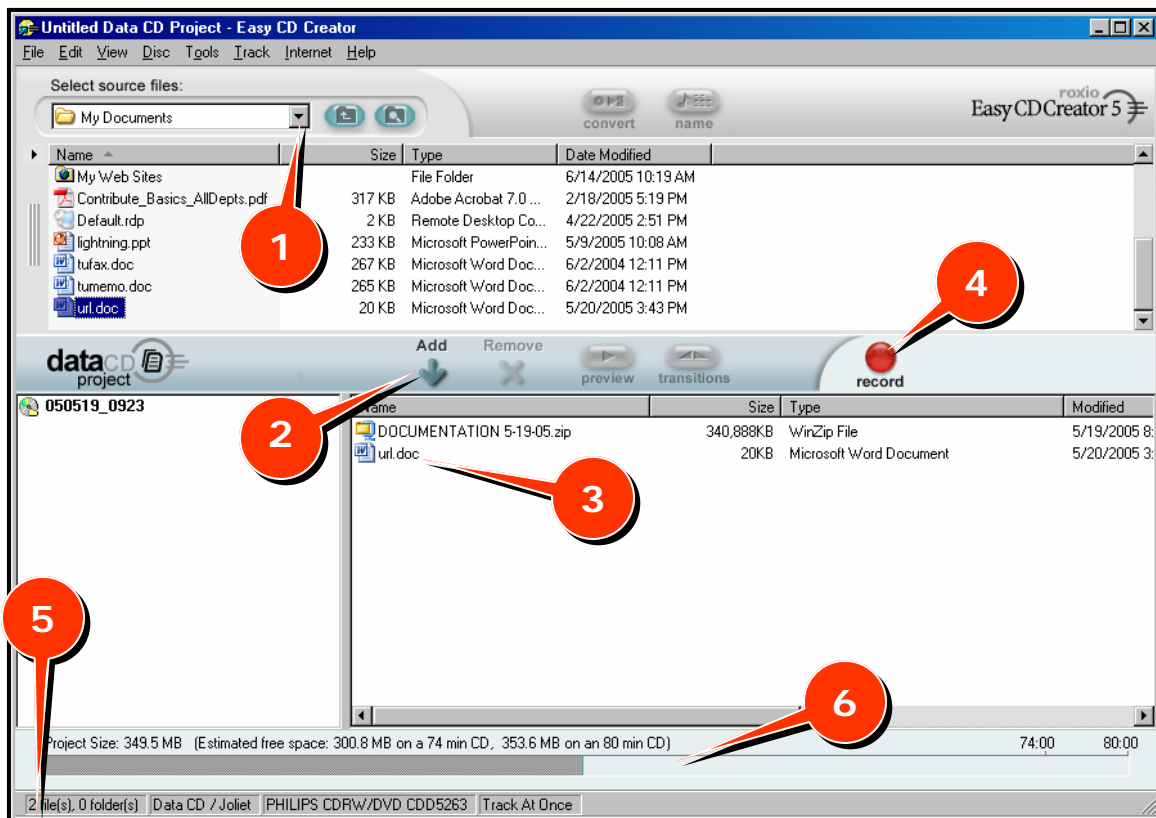
Figure 1

## Making a Data CD

To make a data CD:

1. Start a new data CD project. From the Easy CD Creator Project Selector window, click **Make a Data CD**, then click **Data CD Project**. An untitled data CD project appears (**Figure 2**).
2. Insert a blank CD into your CD-Recorder (the destination drive).
3. In the Select Source Files drop-down list box (**Figure 2, 1**), select the folder where your files are located; a list of all files in the folder appears in the Source window.
4. Select the file (hold down the Ctrl or Shift key to select multiple files) in the Source window, and then click **Add** (**Figure 2, 2**). The file is added to the data CD project (**Figure 2, 3**).
5. Click **Record**. The Record CD Setup dialog box appears.
6. Click **Start Recording**.

Figure 2



## **Working With Files and Folders in the Data CD Project**

### Creating a New Folder

You can create a new folder in your data CD project and then add files and folders to that new folder.

To create a new folder: From the **Edit** Menu, select **New Folder**.

### Removing Files and Folders

Removing a file or folder from the data CD project does not remove the original file or folder from your hard disk.

To remove a file or folder from the data CD project:

1. Select the file or folder in the data CD project.
2. Click **Remove**.
3. Click **Yes**.

### **Renaming Files and Folders**

You can rename files and folders in the data CD project. Renaming a file or folder in the data CD project does not change the original name of the file or folder on your hard disk.

To rename a file or folder:

1. Right-click the file or folder you want to edit in the data CD project.
2. Select **Rename**.
3. Type a new name.

### **Finding Files**

To find a file in your system:

1. In the **Source** window, click the **Find Files** button.
2. In the **Named** text box, type the name of the file you are looking for.
3. In the **Look In** drop-down list box, select the drive or folder where you want to search.
4. Click **Find Now**.

## **Viewing The Status and CD Info Bar**

### **The Status Bar**

The Status bar at the bottom of the data CD project displays messages about the function of the selected command or button (**Figure 2, 5**). The Status bar also displays the following information about the data CD project:

- Number of files and folders in the data CD project
- Type of CD (Double-click this field to display the CD Project Properties dialog box.)
- File System Option--Joliet or ISO 9660 (Double-click this field to display the CD Project Properties dialog box.)
- CD-Recorder (Double-click this field to display the CD Drive Properties dialog box.)
- Write Method--Disc-at-Once or Track-at-Once (Double-click this field to change between DAO and TAO.)



To hide or show the Status bar go to the **View** menu and select or deselect **Status Bar**.

## **The CD Info Bar**

The CD Info bar at the bottom of the data CD project displays the amount of free space available (in MBs) on the CD (Figure 2, 6).



To show or hide the CD Info bar go to the **View** menu and select or deselect the **CD Info Bar**.

## **Saving and Opening a CD Project**

You can create a CD project, save it, then use it to record a CD at a later time. (When saving a CD project, you are saving a file that contains only the instructions that specify which files to include in the CD project.)

### **To Save a CD project:**

1. From the File menu, select **Save Project List As**.
2. Type a file name, and select a location for the file.
3. Click **Save**.

### **To Open a CD project:**

1. From the File menu, select **Open CD Project**.
2. Select the CD project (.cl5) you want to open.
3. Click **Open**.

## **Erasing a CD**

To erase the contents of a CD-RW disc in your CD-Rewritable drive:

1. From the Source window, select the CD-Rewritable drive that contains the CD-RW disc you want to erase.
2. From the CD menu, select **Erase Disc**.



**You cannot erase the contents of a CD-R disc.**

## **Validating a CD Project**

Validating a CD project allows you to verify that the source contents have not been moved, deleted, renamed, or modified since you added them to the CD project. If an item cannot be found, you are prompted to delete the item from the CD project before recording the CD project.

To validate a CD project go to the **File** menu and select **Validate Project**.