

Writing to CD-ROMs

Nine computers in the nursing computer lab (room 48) are equipped with CD writers ... they are the computers on the right side of the room as you enter - notice the ones with double CD drives.

- The lower CD drive is the CD writer.
- Use a CD-W (writable) or CD-RW (rewriteable) disk to copy files to a CD.
- Up to 700 MB (80-minute CD) of files and folders can be added to a data CD project.

Below are basic instructions for using the CD writer to make a data CD of files (as opposed to a music CD).

1. Go to Start, Programs, Roxio Easy CD Creator, Applications, Easy CD Creator (note: there may be times when you have a start screen for the CD Creator appear when you begin to work ... if so, select Data CD and proceed with #3).
2. Insert a blank CD into your CD-Recorder (the destination drive).
3. From the File menu, point to New CD Project, and then select Data CD.
4. In the Select Source Files drop-down list box, select the folder where your files are located; a list of all files in the folder appears in the Source window.
5. Select the file (hold down the Ctrl or Shift key to select multiple files) in the Source window, and then click Add. The file is added to the data CD project.
6. Click Record. The Record CD Setup dialog box appears. Click Options, and if this is the last file you're recording, click by Finalize CD. Otherwise leave the settings as they are.
7. Click Start Recording.
8. A window asking for validation of the file may appear. Click "Continue" and just try to ignore the message.
9. Click "OK" when recording is finished.
10. You will be prompted to save the CD to a file on your hard drive; a suggestion is to save it as your name and the date (ex: stokes091302).

Additional information is available once you're in the CD Creator program - look to the top menu line, select Help, Easy CD Creator Basics, and choose the topic(s) of interest.