

# “BURNING CDs” (RECORDING CDs ON A COMPUTER)

## Requirements:

- A computer with a **CD-R drive** (CD-Recordable or CD-Writer drive)
- A **burner program** such as Nero Burning ROM, Roxio Easy CD Creator, Adaptec Easy CD Creator, Sonic Record Now! etc.
- A supply of **blank CD-R diskettes** (often on sale @ 50 for \$10, or even 2 for1 @ \$10 -\$12) (don't buy DVD diskettes except to burn movies, and Rewritable CDs don't work well)
- A supply of **envelopes or jewel cases** for storing your recorded CDs
- A **Sharpie marker** or other permanent marker for writing on the back of your recorded CDs

## Where Do I Find the Files to Copy?

- A. You can burn a data CD by direct copying from another CD** (won't work for copyrighted data))
- B. Most files you burn onto a CD should be saved on your hard drive:**

You can make a data CD of **data files** saved on your hard drive.  
(Look under C:Documents and Settings/My Documents)

You can make a data CD of **photo files** saved on your hard drive.  
(Look under C:Documents and Settings/My Documents/My Pictures)

You can **copy a copyrighted CD** by dragging all its files to a COPY folder on your hard drive first. Then burn a data CD from the COPY folder.  
(Software manufacturers often code a copyrighted program or music CD to prevent direct duplication)

You can make a series of data CDs to **backup** your hard drive

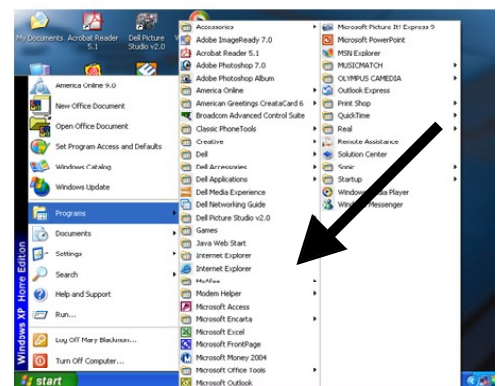
You can burn a **music CD** from music files you have saved on your computer. (Look under C:Documents and Settings/My Documents/My Music) Note: Windows Media Player 10 will also let you make music CDs. Download the upgrade at [www.microsoft.com/windowsmedia](http://www.microsoft.com/windowsmedia) if you have Win XP.

## Steps to Burn a CD:

- 1. Locate your CD burner program** by clicking on the START button (lower left corner of your desktop).



- 2. Click on PROGRAMS**, then look for a program with a name such as: Nero Burning ROM, Roxio Easy CD Creator, Adaptec Easy CD Creator, Sonic Record Now! or other similar. (or you might find an icon on your desktop).



3. Open your burner program by clicking on it. You will see a start screen, which usually gives you about **four choices of CDs to burn**:

**Data disk** (photos, programs, or other data files)

**Audio disk** (music)

**Backup disks** (back up your hard drive)

**Video disk** (videos)

**Disk Copier** (copy directly from one CD to another - not recommended)



4. Select the type of CD you want to burn:

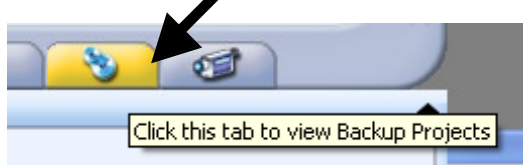
For a music CD, click on **Audio Project**:



For a data or program CD, click on **Data Project**:



To backup a hard drive, click **Backup Projects**:

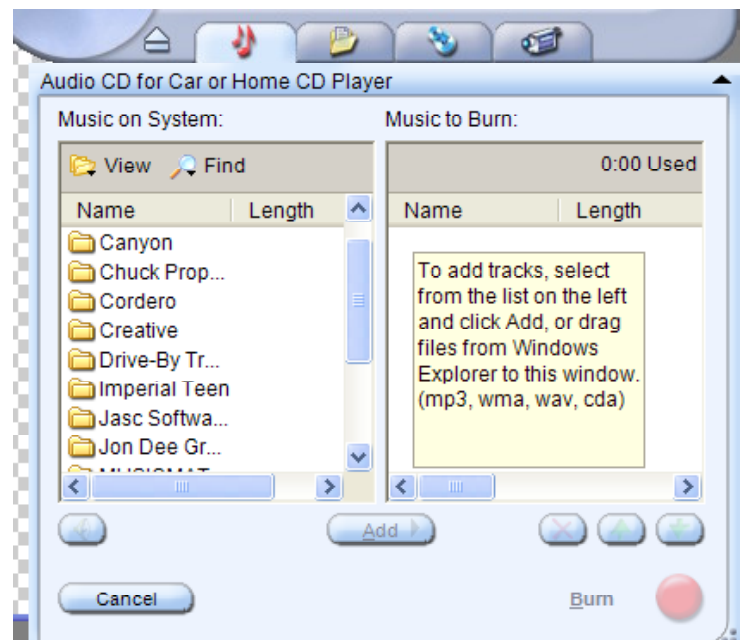


For a video CD, Click on **Video Projects**



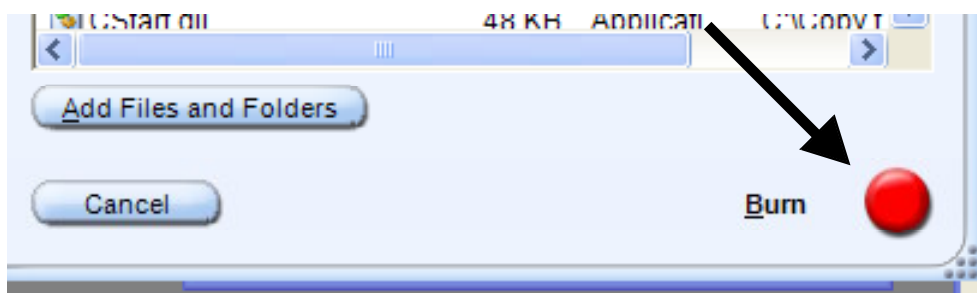
## TO MAKE A MUSIC CD

5. If you click the “Audio CD” or “Music CD” option, you will see a screen where you can navigate to your music files and add, delete, or move music tracks up and down to plan your CD:



## 6. Click “BURN”

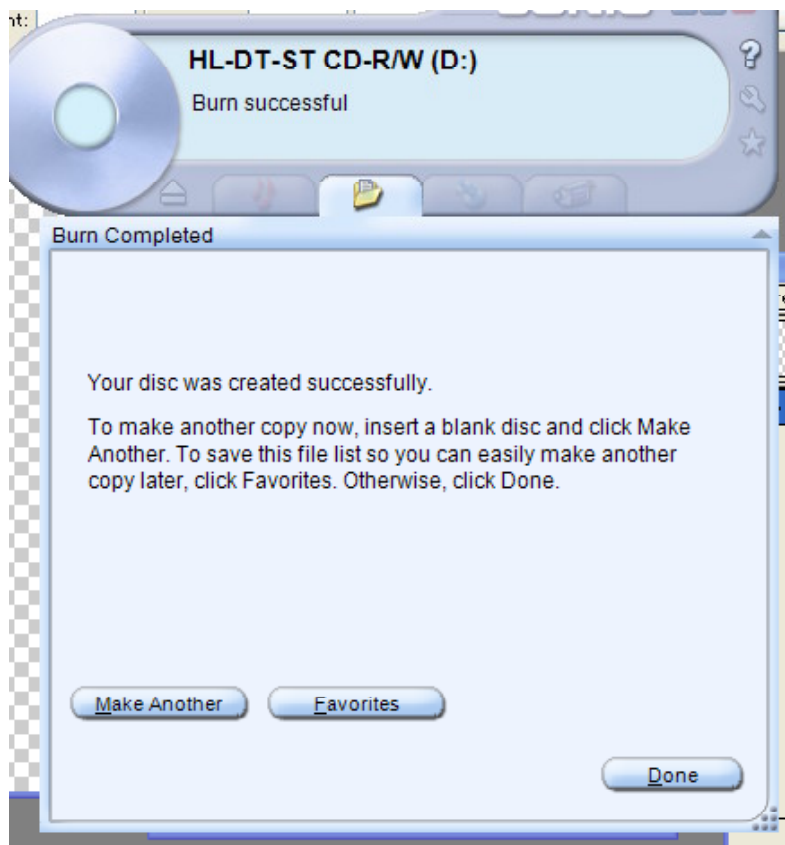
when you have finished selecting all the music tracks you want, and have placed them in order from first to last track.



7. If you don't have a blank CD in the CD-R drive, you will receive a reminder:



8. The “Disk Finished” screen alerts you to remove your new CD from the CD-R drive.



9. Then write the title of disk on its back side with a Sharpie marker, or make a custom CD label using one of the popular CD label programs.

Finally, store your new music CD in an envelope or a disk case.

## 10. To make an exact copy of a copyrighted program:

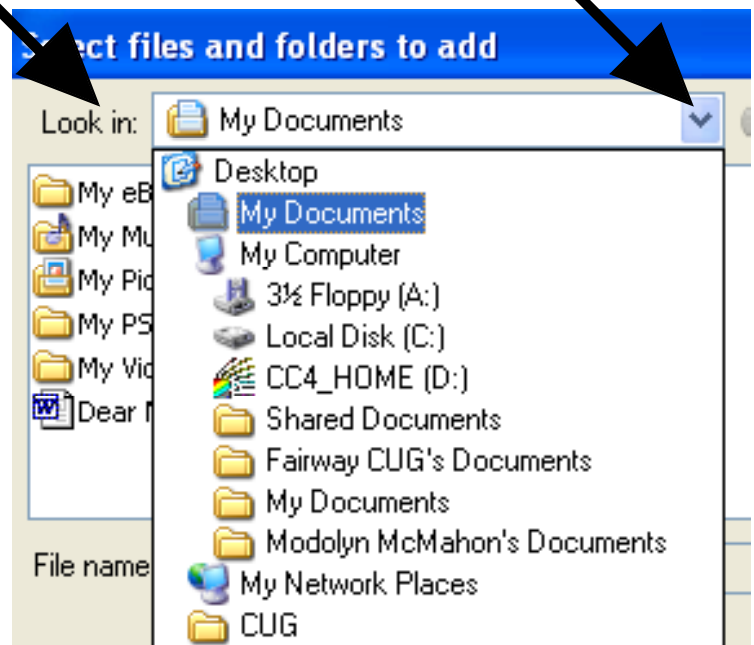
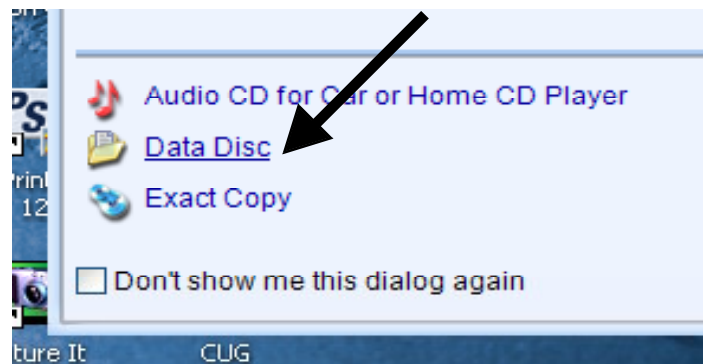
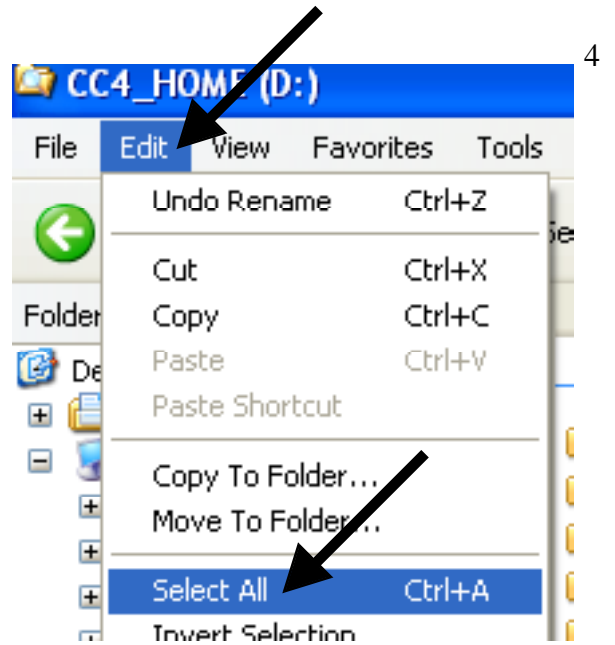
First, make a COPY folder on your hard drive. Copy all the files from the copyrighted CD to the COPY folder.

Note: Use Edit menu, "Select All," (or CTRL key + A) to select all visible and hidden files from the CD.

## TO MAKE A DATA CD

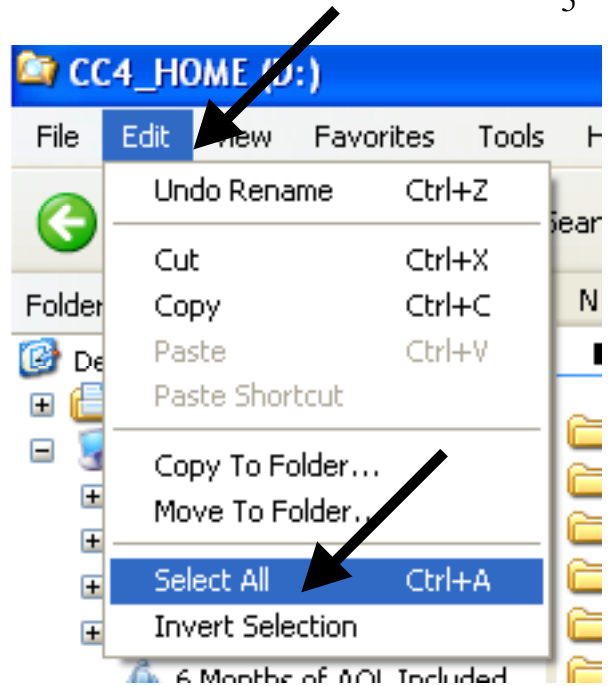
11. For **photos, data files, program CDs**), start your burn process by clicking on "DATA DISK" on the opening screen of your burner program.

12. You will see a screen where you can **navigate to your data files** and add or delete files to plan your CD:

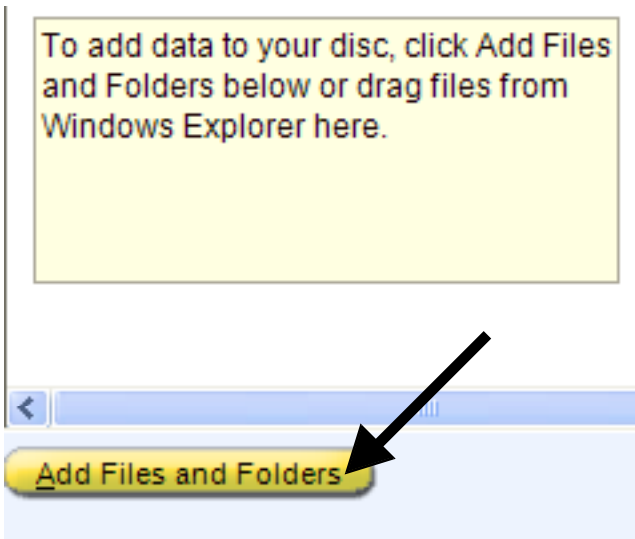


## TO MAKE A DATA CD (continued)

13. When you select files that you copied from a copyrighted CD, be sure to use **Edit** menu “**Select ALL**” or **CTRL key + A** to make sure all visible and hidden files get selected for the burn.



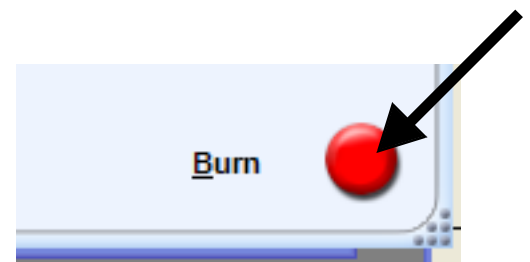
14. When all files are selected, click on the “**ADD**” button:



15. you can also type a title for your CD if you wish:

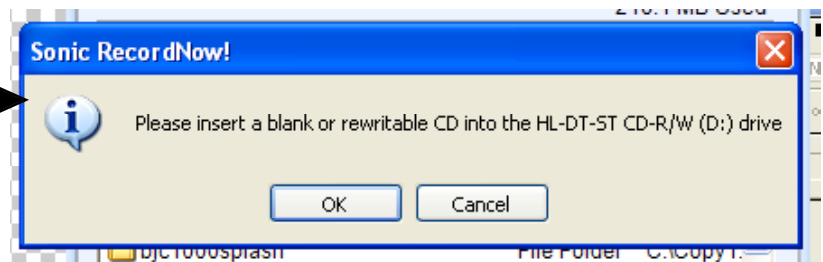


16. Then click on “**BURN**” to start the burn process.

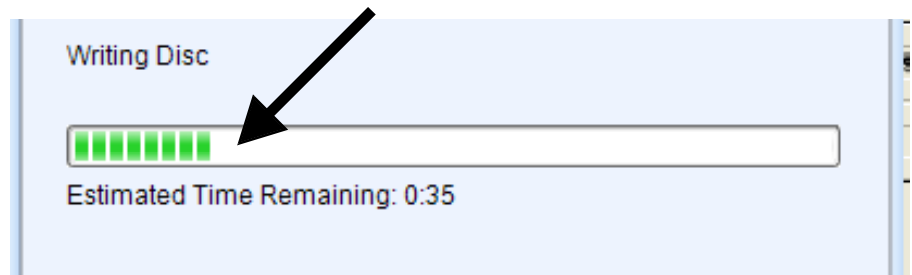


## TO MAKE A DATA CD (continued)

17. If you don't have a blank CD in the CD-R drive (printed side up), you will see a reminder like this:



18. As your CD is recorded, you will see a graphic of the burn process:



19. The “**Disk Finished**” screen alerts you to remove your new CD from the CD-R drive.



20. Write the title of disk **on the back with a Sharpie marker**, or make a custom CD label using one of the popular CD label programs.

21. Keep your CDs in **envelopes or in a disk case**. It's important that they aren't handled on the recorded surface or allowed to be wet, dusty, or scratched.