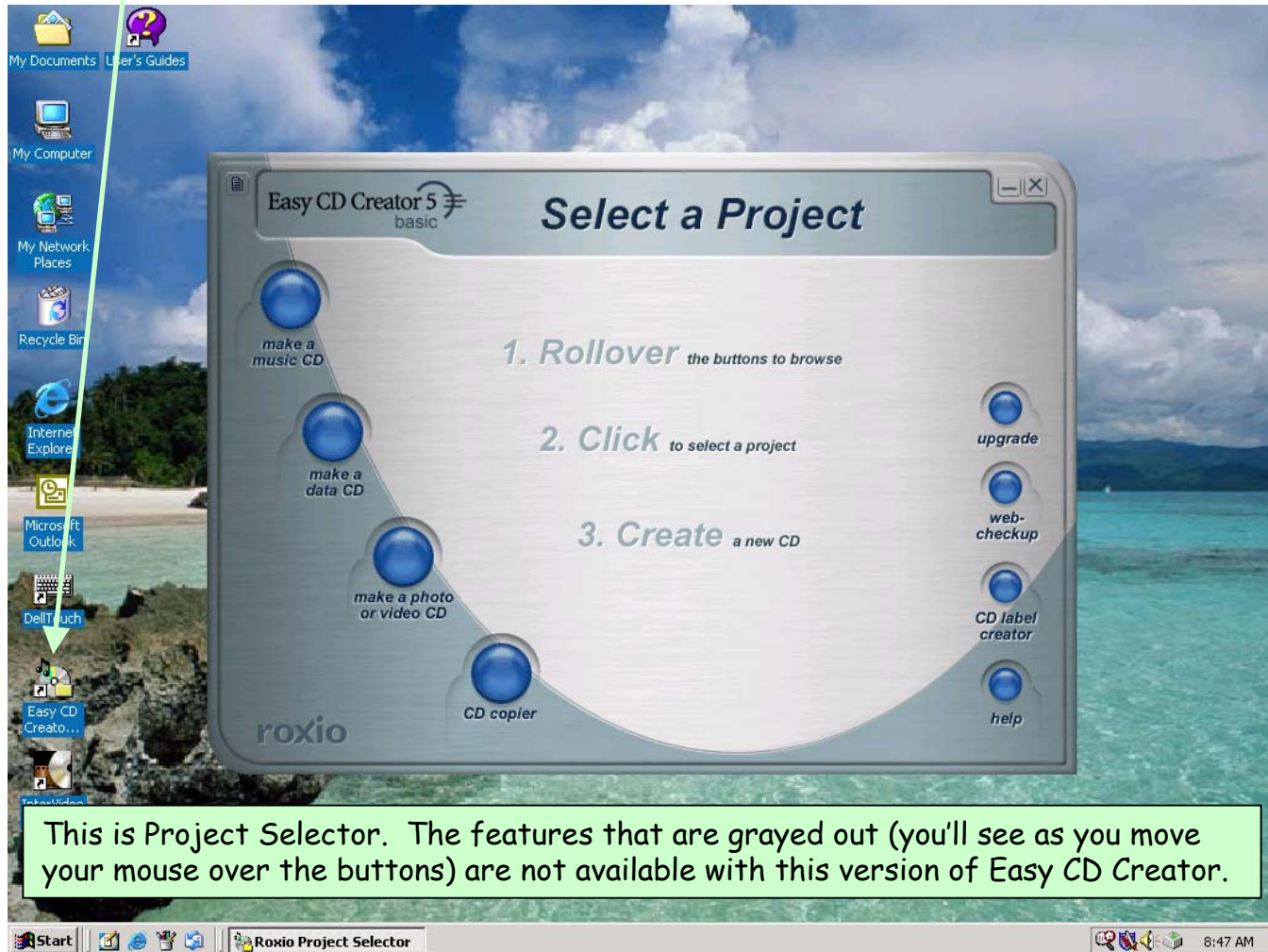
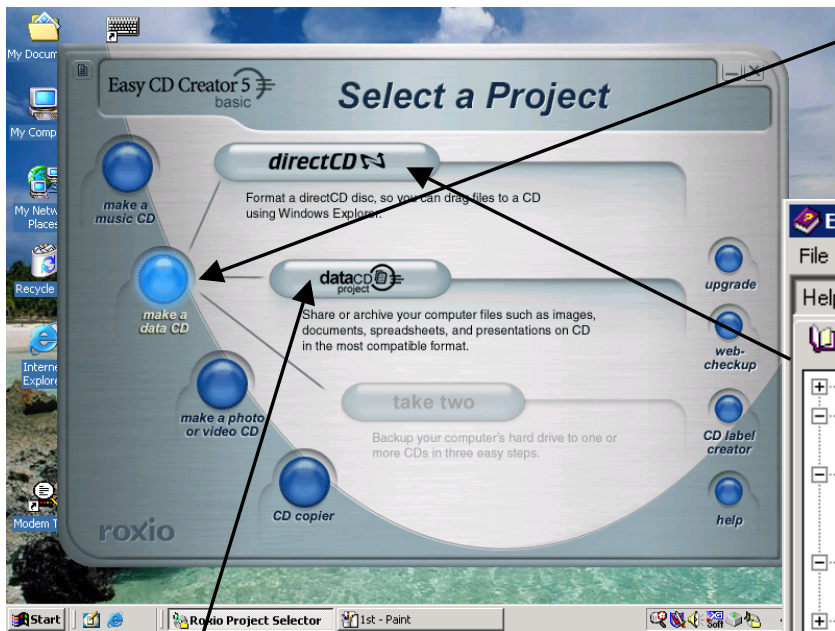


How to backup with a CD R/W drive

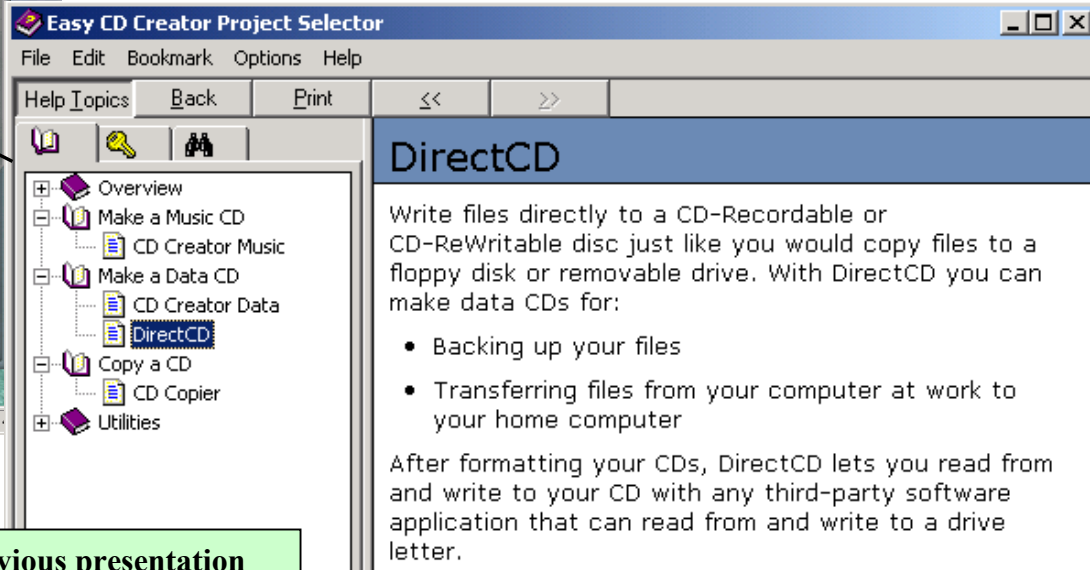
Double-click on Easy CD Creator 5 Basic shortcut on your desktop or go to Start, Programs, Roxio Easy CD Creator 5, Project Selector.



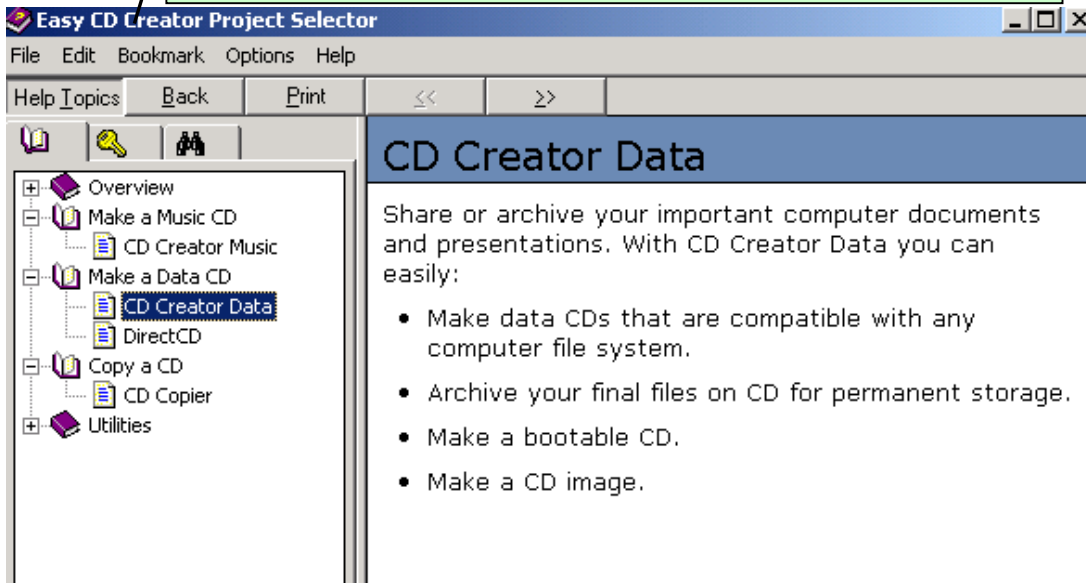
[Click here to go on to next slide](#)



Click on **make a data CD** to see what your options are.

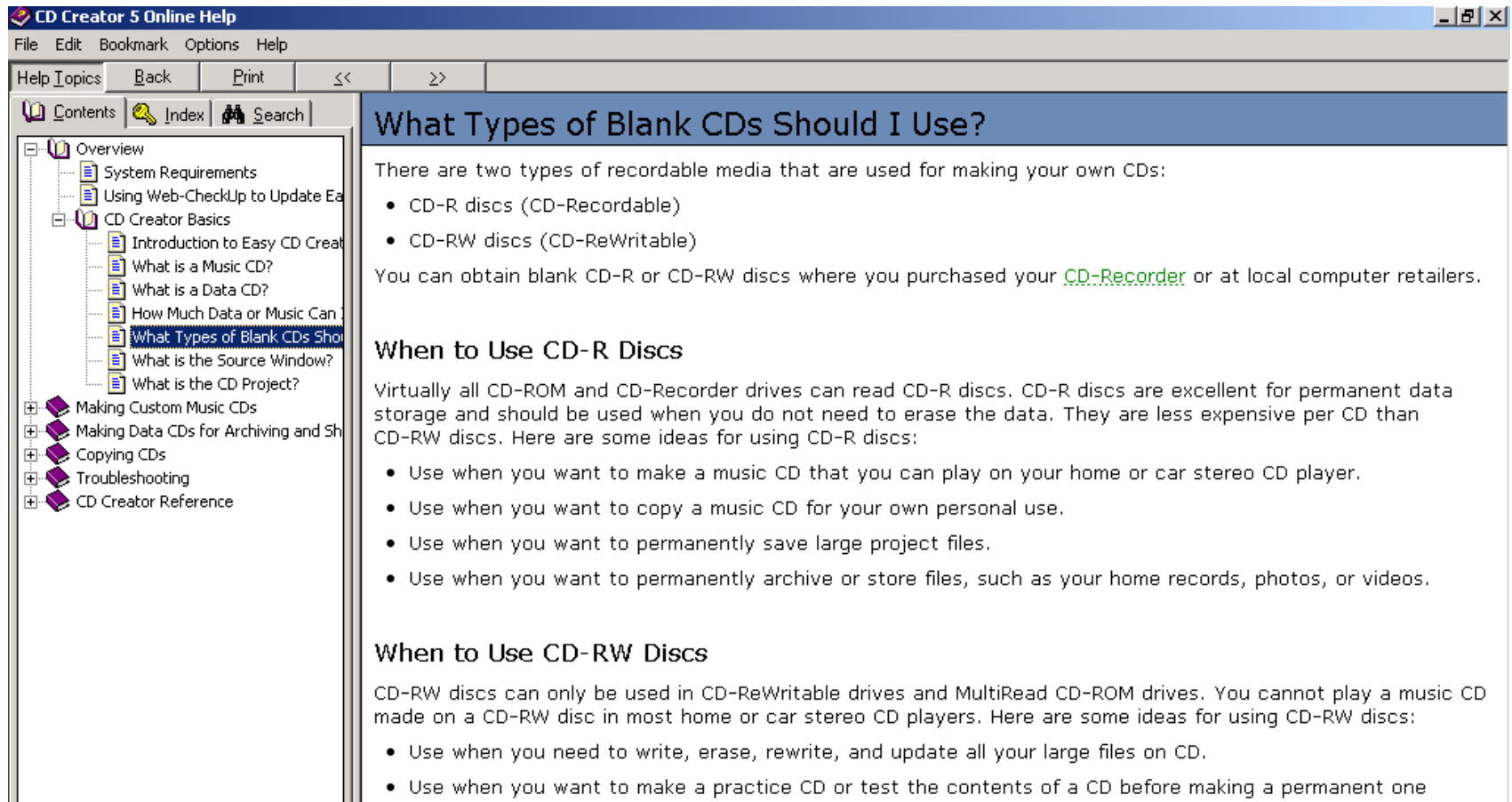


Easy CD Creator was discussed in the previous presentation



[Click here for next slide](#)

FAQ



The screenshot shows a web browser window titled "CD Creator 5 Online Help". The window has a menu bar with "File", "Edit", "Bookmark", "Options", and "Help". Below the menu bar are navigation buttons: "Help Topics", "Back", "Print", and arrows for navigation. A "Contents" pane on the left lists various topics, with "What Types of Blank CDs Should I Use?" selected. The main content area displays the title "What Types of Blank CDs Should I Use?" and the following text:

There are two types of recordable media that are used for making your own CDs:

- CD-R discs (CD-Recordable)
- CD-RW discs (CD-ReWritable)

You can obtain blank CD-R or CD-RW discs where you purchased your [CD-Recorder](#) or at local computer retailers.

When to Use CD-R Discs

Virtually all CD-ROM and CD-Recorder drives can read CD-R discs. CD-R discs are excellent for permanent data storage and should be used when you do not need to erase the data. They are less expensive per CD than CD-RW discs. Here are some ideas for using CD-R discs:

- Use when you want to make a music CD that you can play on your home or car stereo CD player.
- Use when you want to copy a music CD for your own personal use.
- Use when you want to permanently save large project files.
- Use when you want to permanently archive or store files, such as your home records, photos, or videos.

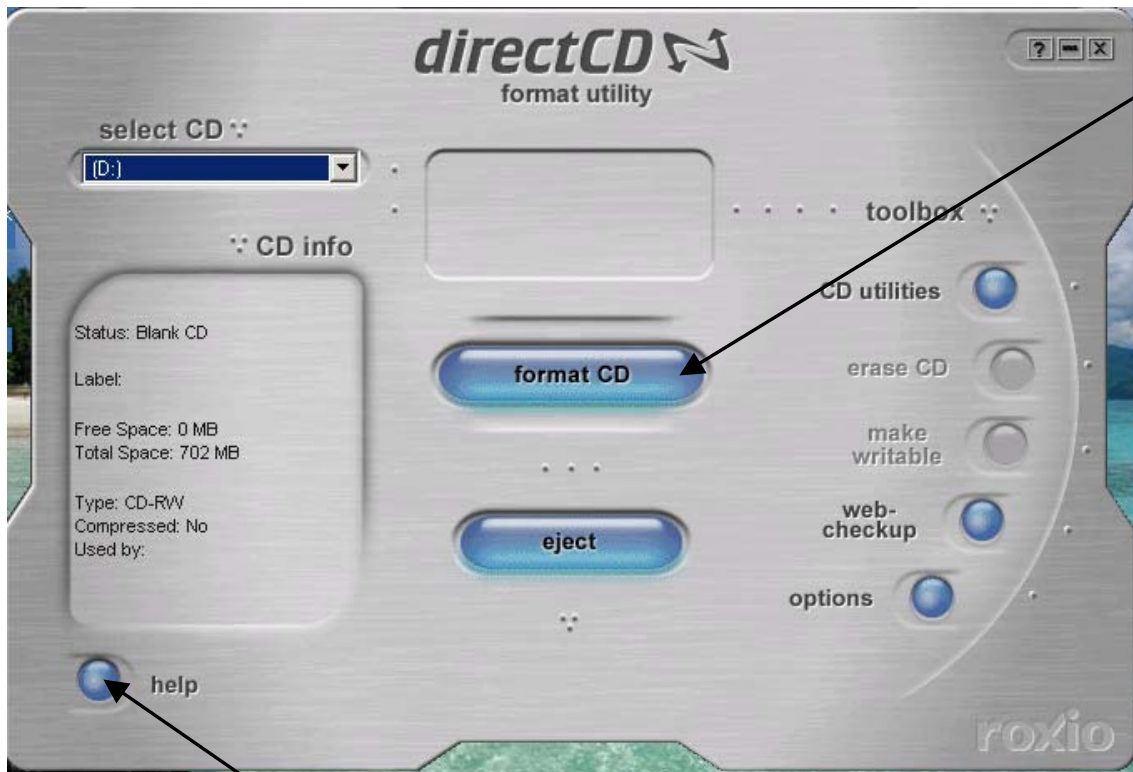
When to Use CD-RW Discs

CD-RW discs can only be used in CD-ReWritable drives and MultiRead CD-ROM drives. You cannot play a music CD made on a CD-RW disc in most home or car stereo CD players. Here are some ideas for using CD-RW discs:

- Use when you need to write, erase, rewrite, and update all your large files on CD.
- Use when you want to make a practice CD or test the contents of a CD before making a permanent one

Lynne stocks CD Read/Write and CD Recordables in Supply- just submit a requisition.

[Click for next slide](#)



1. Once you have inserted a CD into the drive then click format CD

[Click here for the next steps](#)

DirectCD

Click **help** if you need it



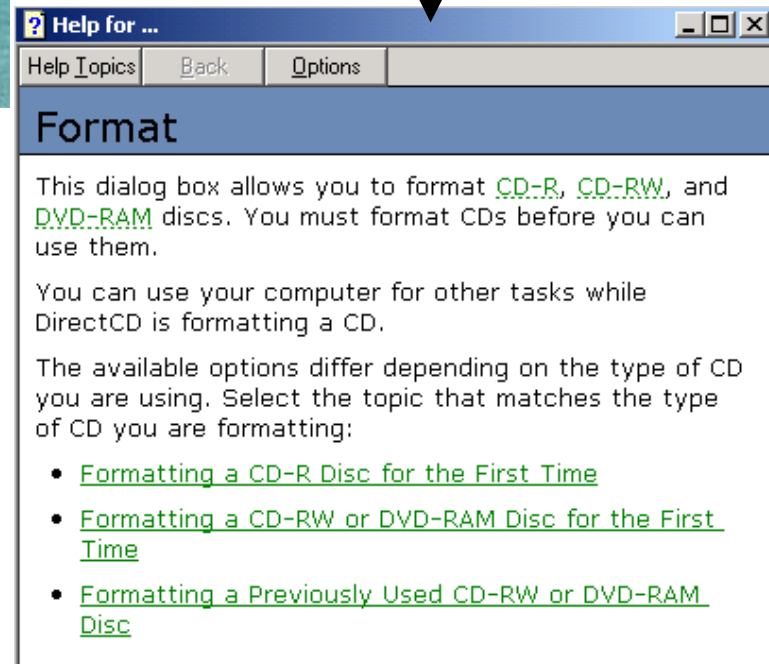
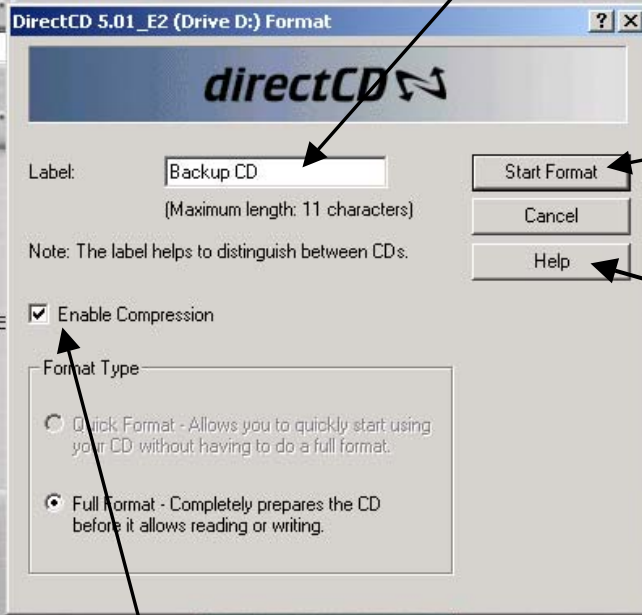
2. Type a label for the CD

4. Click **Start Format**

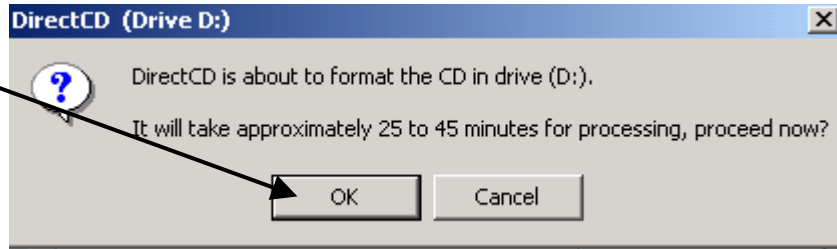
Click help if you need it.

3. Check the box if you would like to enable compression (store more on the CD)

[Click here for the next steps](#)

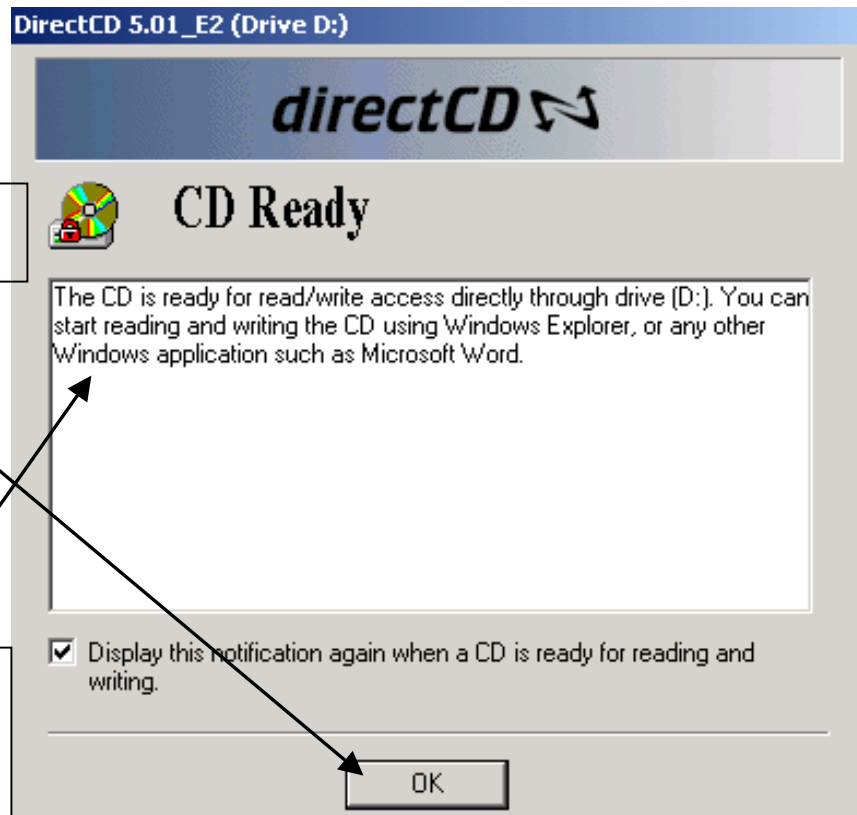


5. Click **OK** and the formatting will begin.



You can minimize the window to have it out of your way.

6. When the CD has finished this box will pop up. Click **OK**.



Once you have created the CD you can copy and paste or drag and drop items onto the I:\ drive (the drive that the CD is located in) via Windows Explorer, etc.

*You have now
successfully
created a CD.*

Good job!

There are many ways to do this- I am just showing one way.


[Click here for the next slide](#)

Help is always useful and answers most questions.

FAQ

Copying Methods

Once your CD is formatted and ready for data, you can copy files to it a number of ways:

- In [Windows Explorer](#), drag and drop files onto the CD-Recorder drive letter (it has an icon like this ).
- Select **Save As** from any Windows program's [File menu](#) and select the drive letter of your [CD-Recorder](#).
- Use the **Send To** command by right-clicking a file in Windows Explorer and then selecting the drive letter of your CD-Recorder from the pop-up menu.
- Use MS-DOS commands from a DOS window.

See Also

- [Copying Files to a CD-R Disc for the First Time](#)
- [Copying Files to a CD-RW Disc for the First Time](#)
- [Copying Files to a DVD-RAM Disc for the First Time](#)