



COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO



Information Technology Department

How to Burn CD's And DVD's

Contents

- **Section1: Sonic Software**
- **Section 2: Easy CD Software**
- **Section 3: Purchasing & misc info (such as Office Max Product Codes)**

Section 1 Sonic Software

Guide to Burning Data or Music to CDs using Sonic Digital Media Plus v7

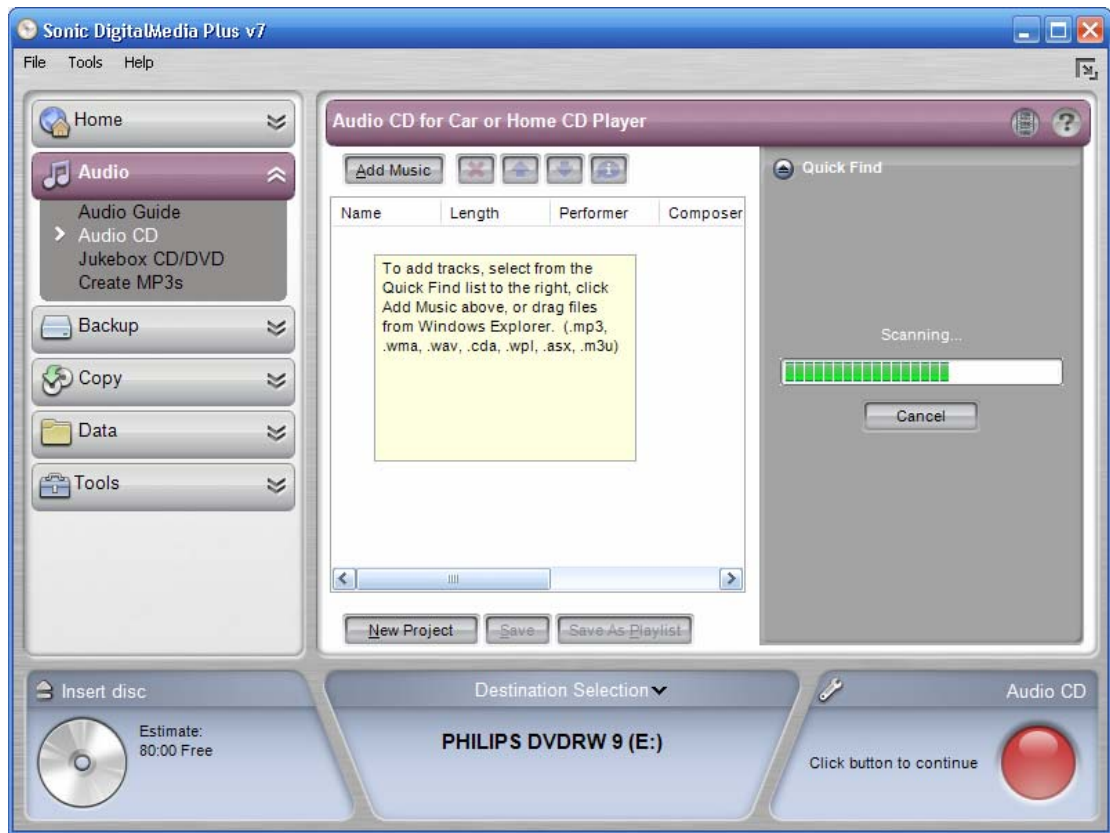
A. Using the Sonic Digital Media Software

a. Audio Discs

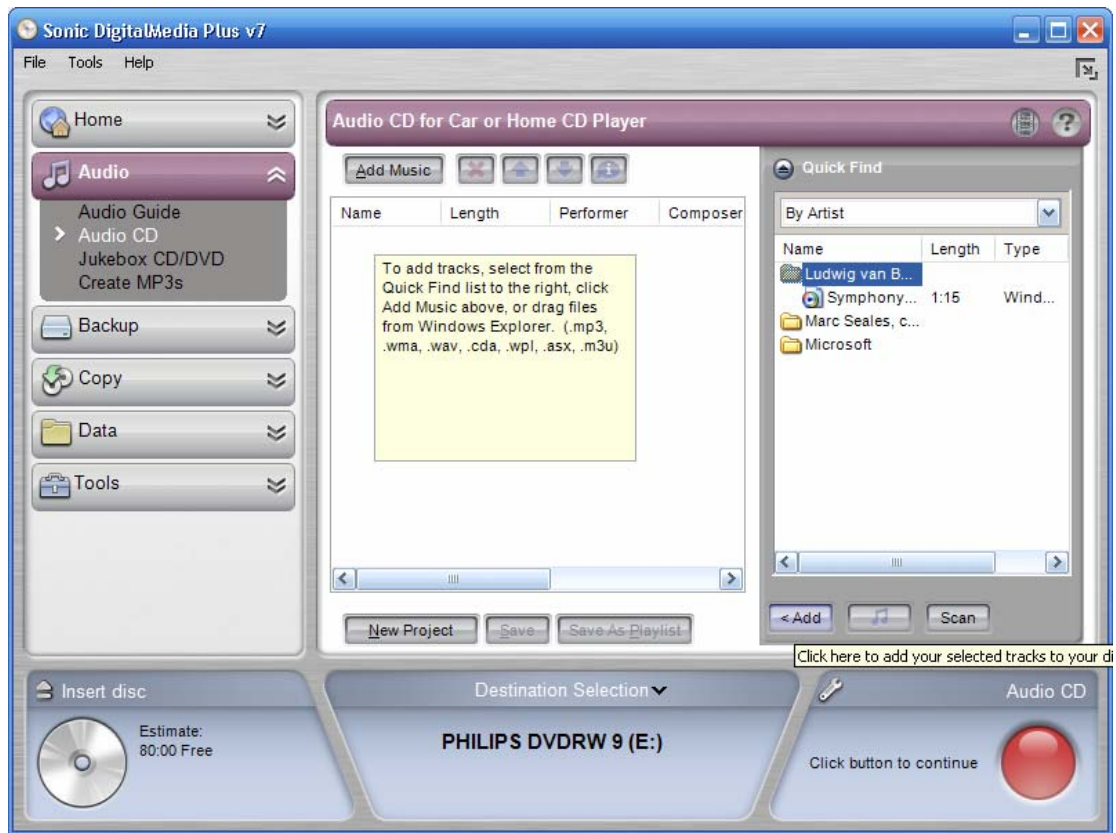
- i. Click the **Start** button, point to **All Programs**, point to **Sonic**, point to **DigitalMedia Projects**, and then click **RecordNow Audio**.



1. An audio CD for Auto or Home Stereo
 - a. Click on the **Quick Find** button if the Quick Find panel is not already open.
 - b. Click on the **Scan** button to search your hard drive for music files. The results of the scan will be displayed in the Quick Find panel.



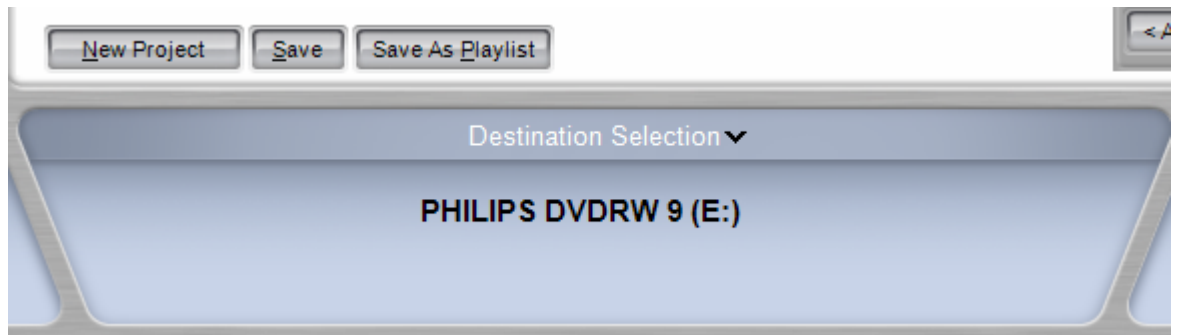
- c. Select the files, folders, or playlists you wish to add from the Quick Find panel and click on the **Add** button at the bottom of the panel. The selected files move to the project window.



- d. Arrange the song order in the project window by selecting a song and then clicking on the **Up** or **Down** arrows.




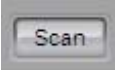
- e. Insert a blank or rewritable CD into the recorder drive you wish to use for this project.
- f. Select the recorder drive from the destination drop-down menu in the control panel.



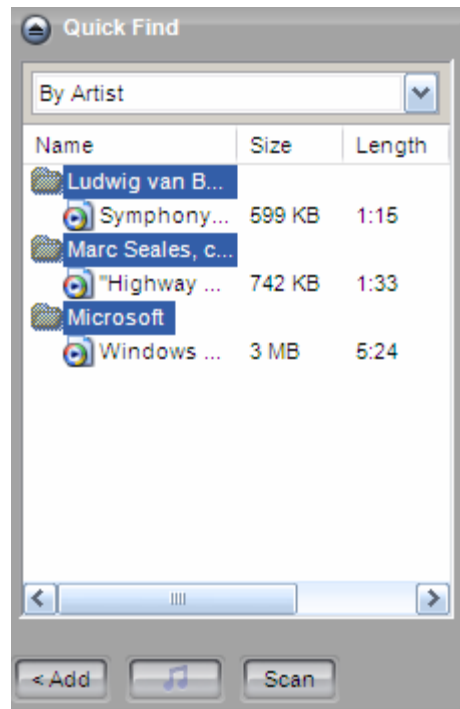
- g. Click on the action button to begin recording.



2. Jukebox CD/DVD

- a. Select the **Jukebox CD/DVD** project on the **Audio** tab.
- b. Click on the **Quick Find** button  **Quick Find** if the Quick Find panel is not already open.
- c. Click on the **Scan** button  to search your hard drive for music files.

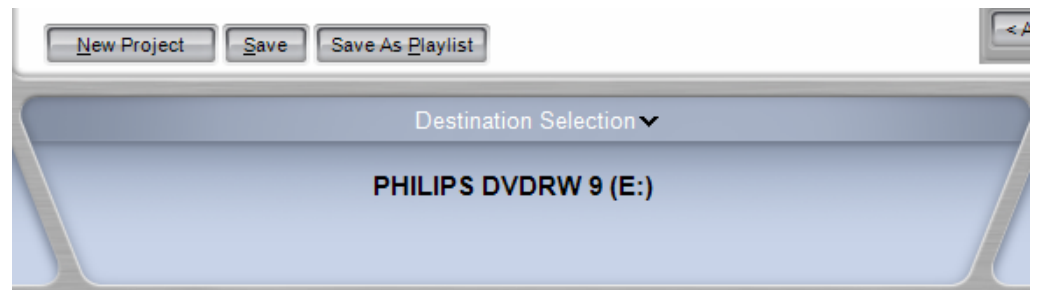
- d. Select the files, folders, or playlists you wish to add from the **Quick Find**



panel, and click on the **Add**

button.

- e. Insert a blank or rewritable CD or DVD into the recorder drive you wish to use for this project.
- f. Select the recorder drive from the destination drop-down menu in the control panel.

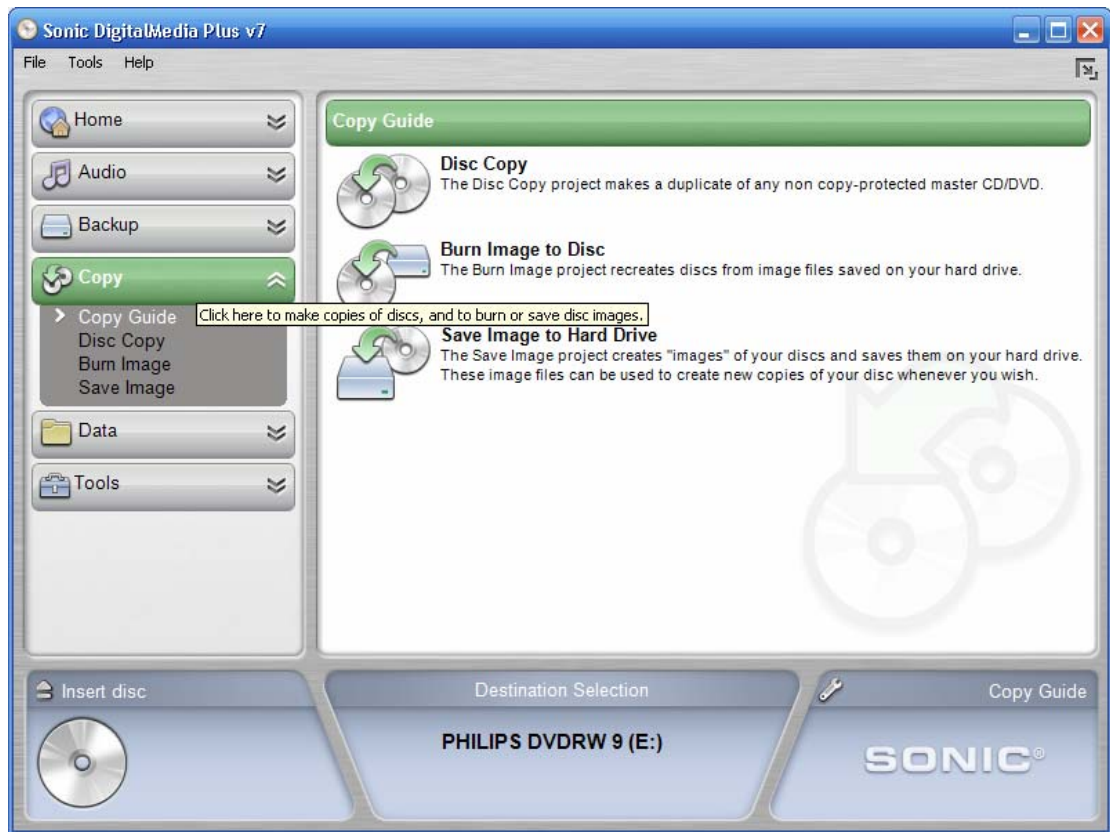


- g. Click on the action button to begin recording.



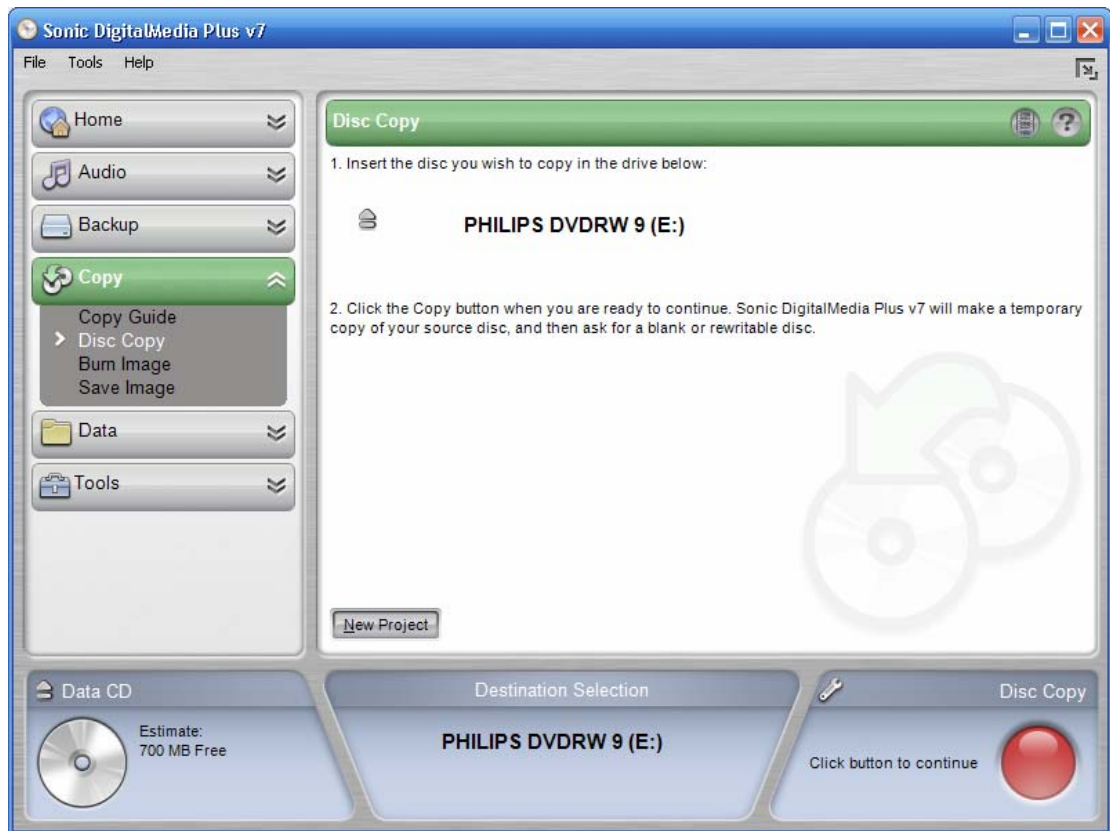
b. **To Copy a Disk or to burn or save disk images**

- i. Click the **Start** button, point to **All Programs**, point to **Sonic**, point to **DigitalMedia Projects**, and then click **Copy Module**.

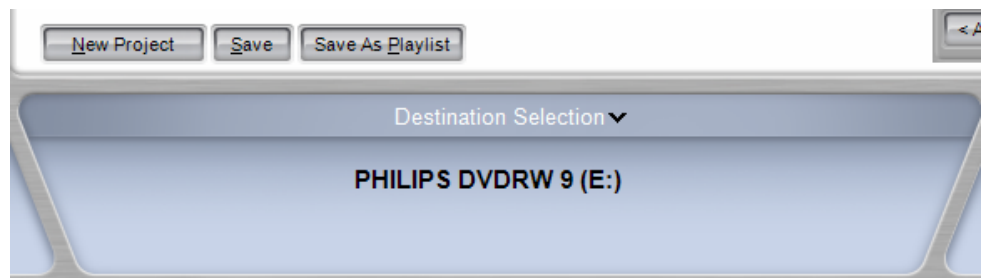


1. Disc Copy

- a. From the list of copy projects, click on the **Disc Copy** link.



- b. Insert the disc you would like to copy into your recorder drive.
- c. Select the drive from the drive menu. If you only have one drive, it will be automatically selected.



- d. Click on the action button.

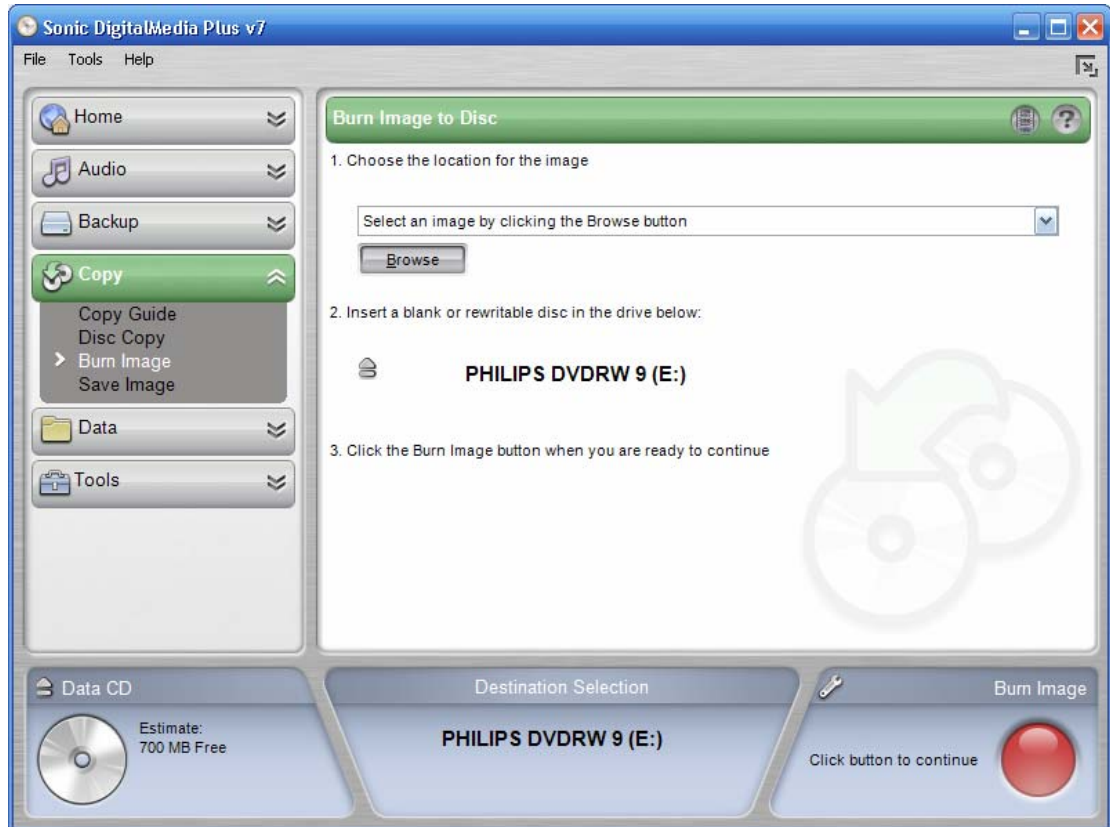


A temporary copy of your disc will be created and stored on your hard drive.

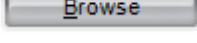
- e. Insert a blank or rewritable disc when prompted. A copy of your source disc will be created.

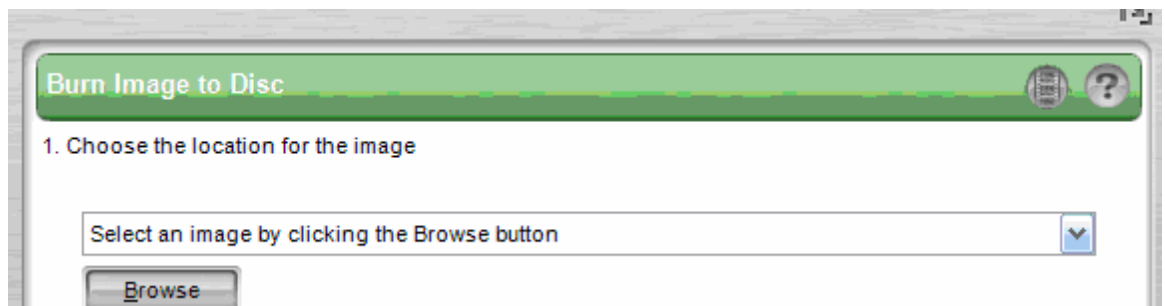
2. To burn an image file:

- a. Click on the **Copy** tab in the project list. A list of projects is displayed.
- b. Click on the **Burn Image** project.



- c. In the project window, select an image file to burn using one of the following methods:

- i. Click on the **Browse** button  and navigate to the image file on your hard drive.
- ii. Click in the text box directly above the **Browse** button.



A list of the last 10 image files you've created will appear. Choose an image file from the list.

- d. Click on the action button to begin recording.

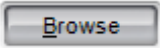


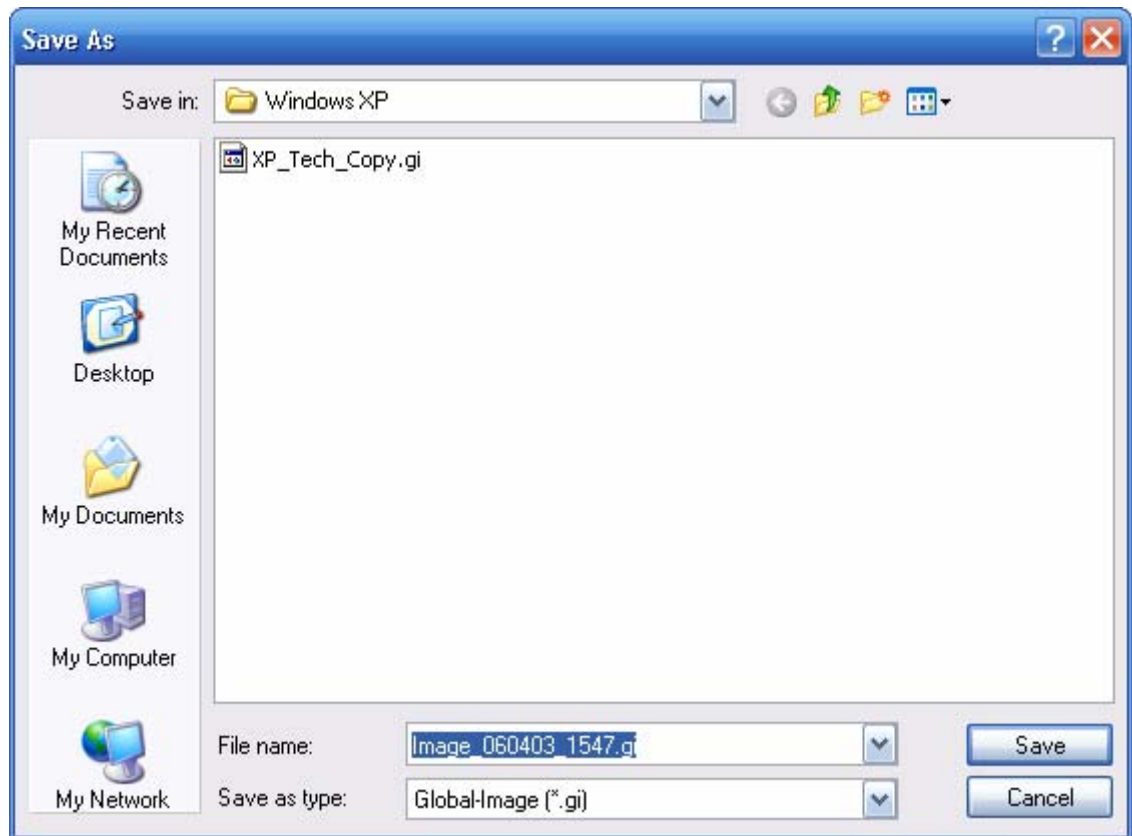
3. To create an image file
 - a. Click on the **Copy** tab in the project list. A list of projects is displayed.
 - b. Click on the **Save Image** project.



- c. In the project window, choose a drive from the drop-down list. If your system has only one drive, its name will be automatically displayed.



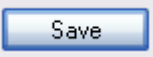
- d. Insert the disc you wish to make an image from into your disc drive.
- e. Click on the Browse button  . The Save As window opens.



- f. Select a destination for the image file and give it a meaningful name.
- g. Select a file type from the Save as type drop-down list.
- h. Image file types
 - i. There are several image file types or formats. Sonic has created a format known as Global-Image. Global-Image files contain not only the data files on a disc, but the exact placement of those files, their folder structure, read and write properties, and much more. Files in this format can be recognized by the *.gi* file name extension.
 - ii. Some mastering products cannot read Global-Image files, however. This could cause a problem if someone needed to create a disc from your image and they did not have the necessary Sonic software installed on their computer. For this reason, you also have the option to create images of data discs in a less complete, but

more compatible, format known as ISO. Files in this format can be recognized by the *.iso* file name extension.

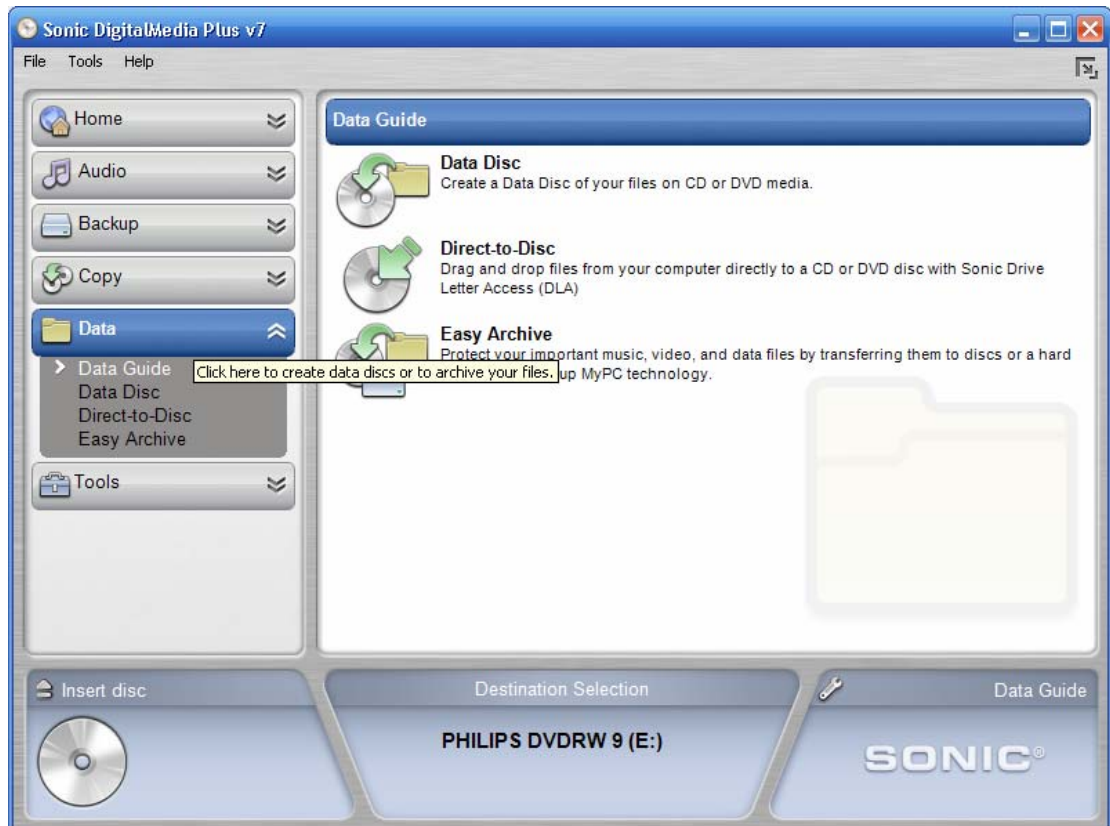
- iii. The availability of the ISO image option depends on the type of disc (CD or DVD), the size of the file, and the number of tracks on the disc.

- i. Click on the Save button  on the Save As window to confirm your selections.
- j. Click on the action button to begin recording.

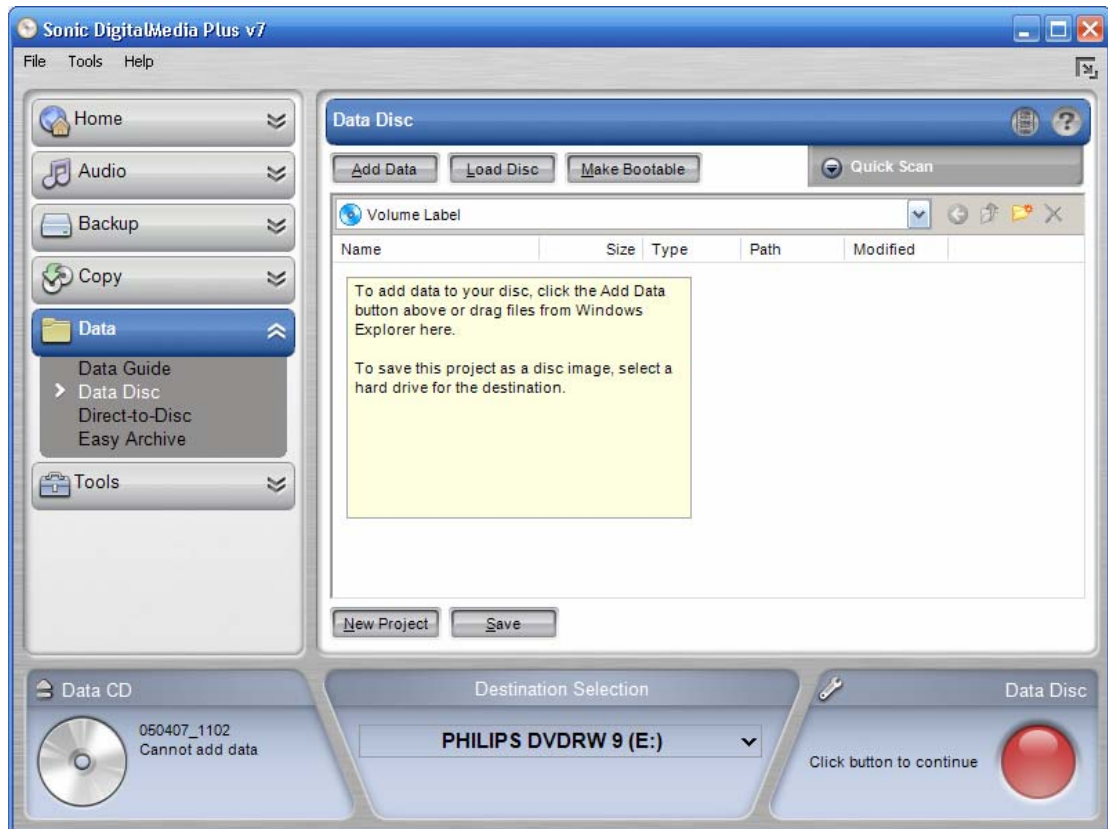


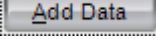
c. To Create Data Disks or Archive Your Files

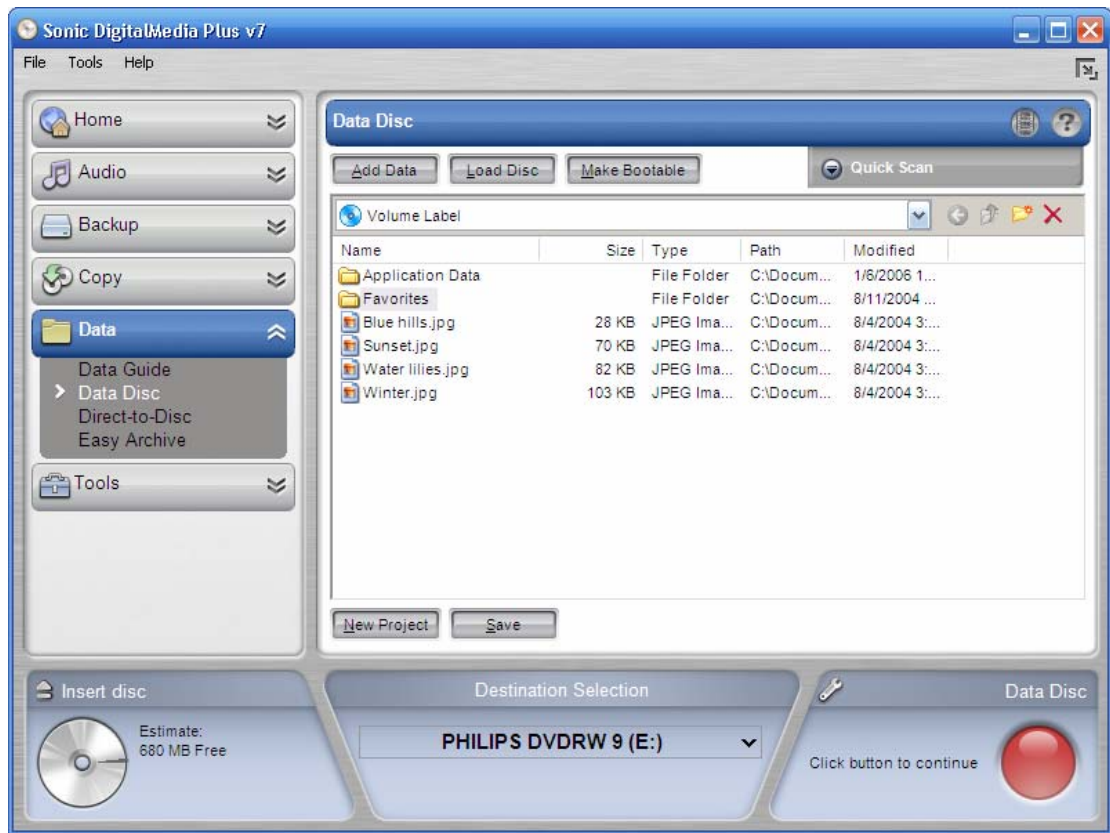
- i. Click the **Start** button, point to **All Programs**, point to **Sonic**, point to **DigitalMedia Projects**, and then click **RecordNow Data**.




1. To create a data disc
 - a. Select the **Data Disc** project on the **Data** tab.



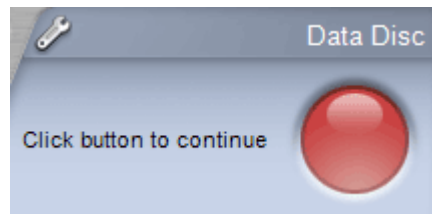
- b. Click the Add Data button  to add files to your project. You can also add files by dragging them directly to the project window.
 - i. Select the folder or file that you want to put on CD and click Add, which adds the folder or file to the list. Repeat until all the folders and/or files you want burned are listed.



- ii. To deselect a folder and/or file from the CD, highlight the folders and/or files on the list you do not want on the CD and click .

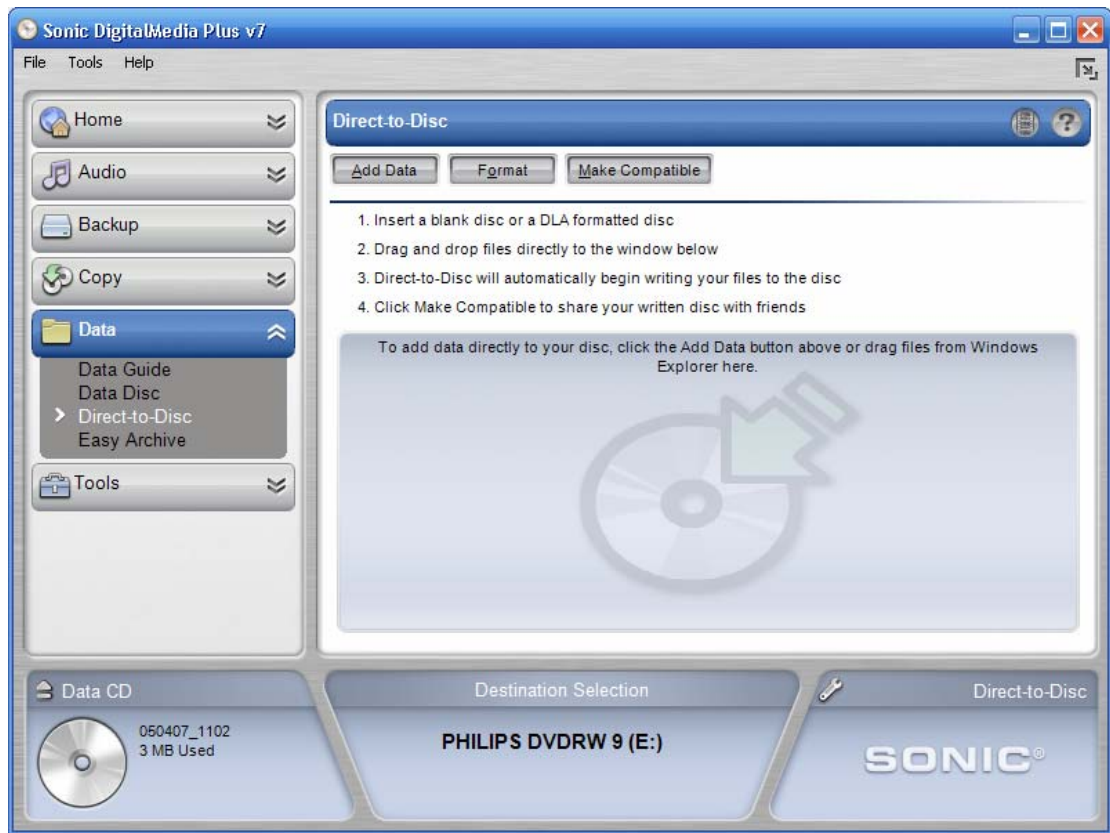
Note: This does not delete the folders and/or files, it just removes them from the list so they will not be burned.

- c. Click on the action button when you are ready to begin recording.



2. To copy files directly to a disc

- a. Select the **Direct-to-Disc** project on the **Data** tab.



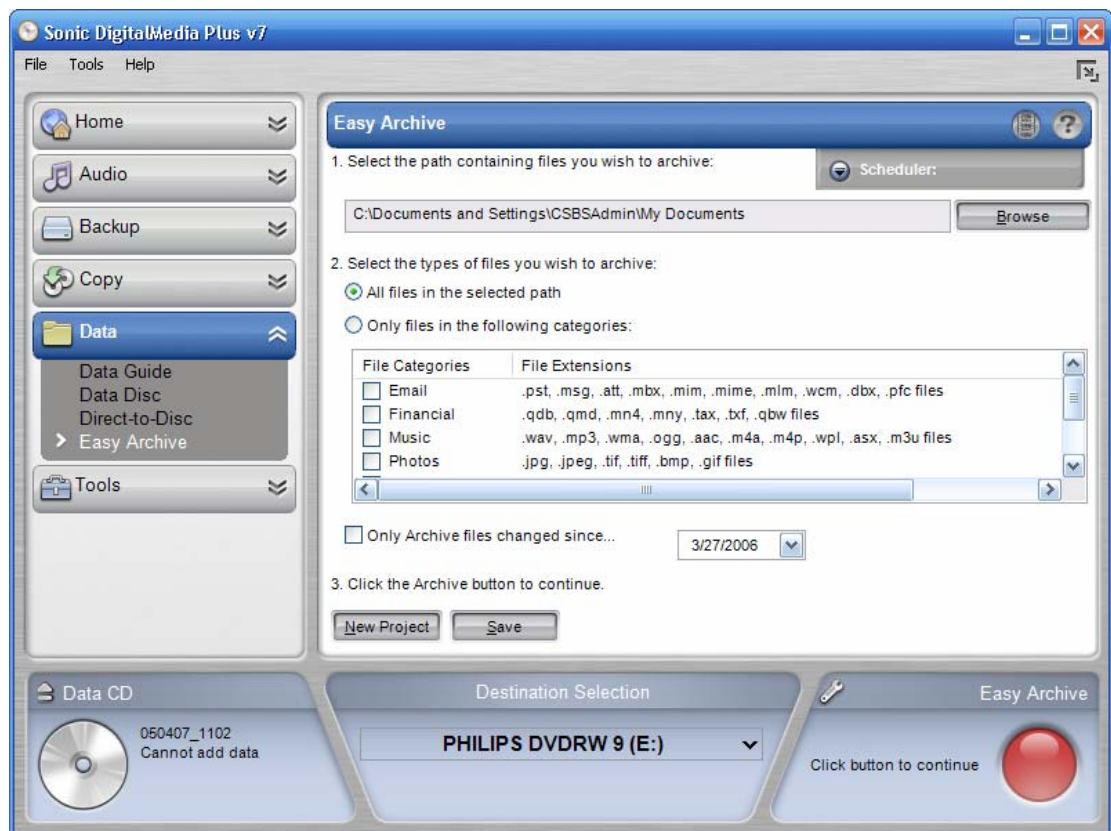
- b. Insert a CD or DVD disc into your recorder drive.
- c. If you are using a disc already formatted by DLA or the Direct-to-Disc project, you can begin copying files by dragging them onto the project window.

Disc format	Is Make Compatible available?	Can more data be added to the disc after using Make Compatible?
CD-R	Yes	Yes. Discs are closed but not finalized.
CD-RW	No	Not applicable
DVD-R	Yes	No. Discs are closed and finalized.
DVD+R	Yes	No. Discs are closed and finalized.
DVD 9 (double-layer)	Yes	No. Discs are closed and finalized.
DVD-RW	Yes	Yes. Discs are closed but not finalized.
DVD+RW	No	Not applicable
DVD-RAM	No	Not applicable

- i. If you are using a blank or rewritable disc that has not been formatted, click on the **Format** button. Please note that this will erase any data already on the disc. Once the formatter is finished, you can copy files to the disc by dragging them onto the project window.
- d. If you are done copying files and would like to share the disc with a friend or use the disc on a computer that does not have the Direct-to-Disc project available, click on the **Make Compatible** button.
 - i. Make Compatible finalizes your write-once DVD discs. You *will not* be able to add data to the disc once the operation has completed. Do not use this feature unless you are done copying files to your write-once disc.
 - ii. Make Compatible and disc formats

3. To archive files

- a. Select the **Easy Archive** project on the **Data** tab.

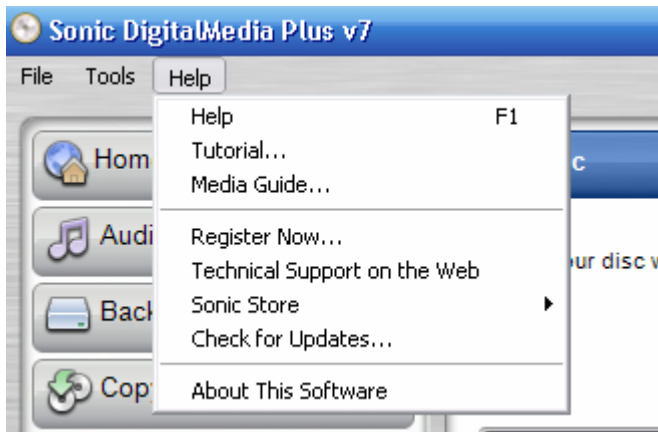


- b. Select the file categories to archive.

- c. To schedule this project, click on the Schedule options box and set the desired archive frequency.
- d. Scheduled projects must be saved by clicking on the Save button.
- e. Click on the action button to begin recording now.



NOTE: If you ever get stuck or want to learn more about the Sonic Digital Media Software, click on Help on the toolbar, then on **Help**, then on **Tutorial** or **Media Guide**.



Section 2 Easy CD Creator

B. Roxio Easy CD Creator 5

- a. Create CD-RW using the directCD utility in Roxio Easy CD Creator 5 Basic
 - i. Format a CD-R or CD-RW disc for use with directCD.

NOTE:

directCD is an application, which allows a CDRW disk to be used as an extra storage device on your computer. In addition, this utility allows you to create data CD's which may be read on other computers.

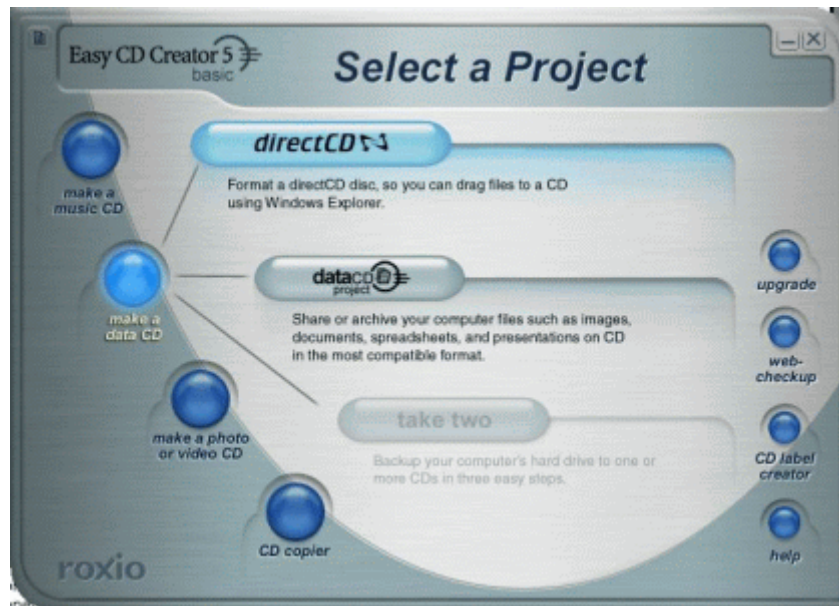
Once CD-RW media has been formatted by directCD, it cannot be used by Easy CD Creator. To use the CD-RW CD as a standard CD again, the CD-RW must be erased first. For instructions on how to erase a CD-RW CD, refer to the Roxio Help Guide in Easy CD Creator by clicking Help.

NOTE: You cannot erase a CD-R since it is not rewritable.

To format a CD-R or CD-RW, perform the following steps:

1. Click the **Start** button, point to **Programs**, point to **Roxio Easy CD Creator**, and then click **Project Selector**.
2. The **Easy CD Creator Project Selector** window appears.

Project Selector Window



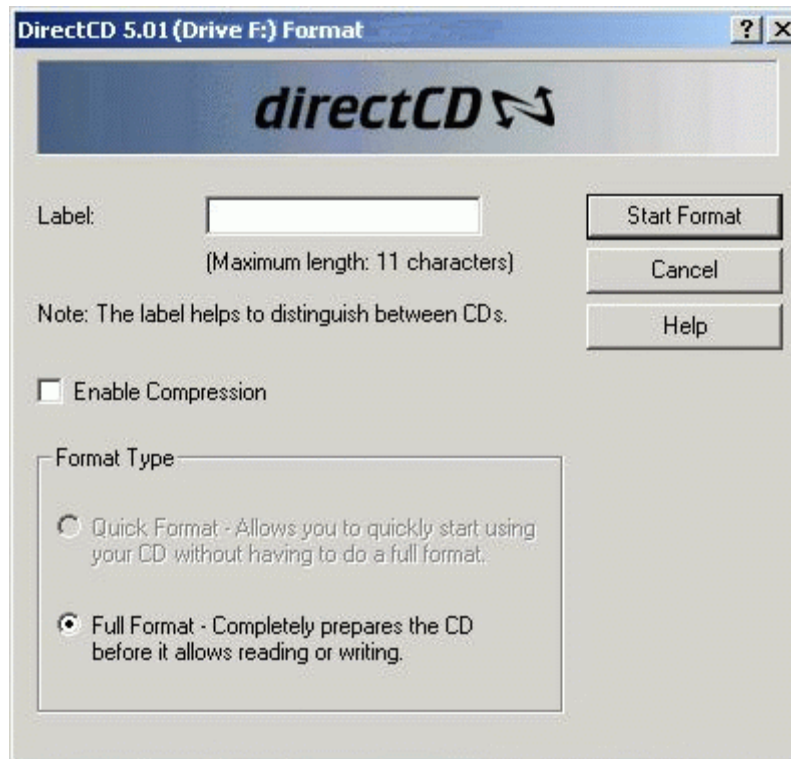
3. Click the **make a data CD button**, and then click the **directCD** button.
The **directCD** format utility window appears.

directCD Format Utility Window




4. Click the **format CD** button.
The **Format** window appears.

directCD Format Window




5. Type a name to identify your CD in the **Label:** box.

 **NOTE:** The CD label can be up to 11 characters in length. You cannot use the following characters in a label: \ / : ; * ? " < > | + = . , [].

6. Select the **Enable Compression** option to enable data compression on the CD.
7. Click to select the format type you want to use.

If you are formatting a blank CD-RW disc, you may have two options:

- a. **Fast Format:** Fast format takes about 3 to 7 minutes, but is only supported on some CD-RW drives.
 - b. **Full Format:** Full format takes about 60 minutes for a 2x drive and about 15 minutes for an 8x drive.
-
8. Click the **Start Format** button.
The CD formatting begins and a progress window appears.
The **CD Ready** window appears when formatting is complete.

 **NOTE:** You can perform other tasks on your computer while the CD is being formatted.

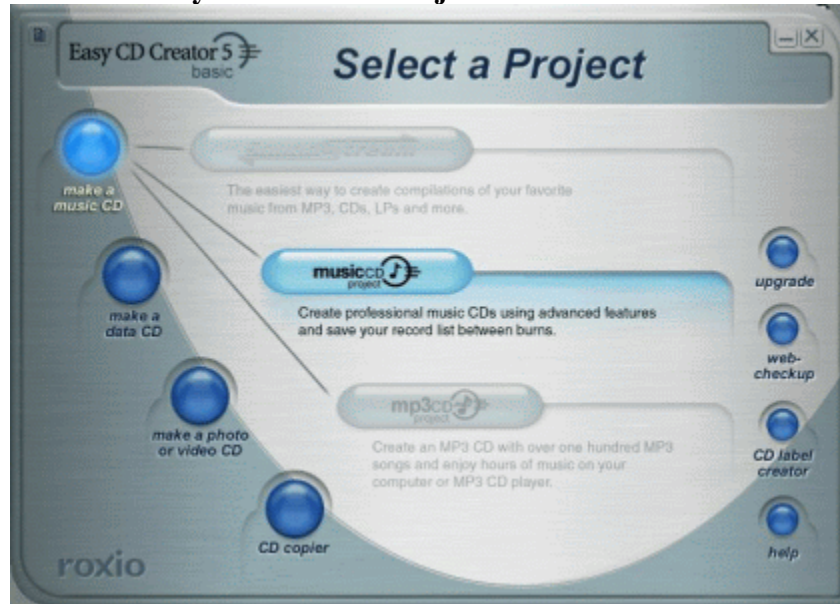
9. Click the **OK** button.
The CD is now ready for you to write information to it.
- ii. **Use Windows Explorer to Move Files to the CD-RW Disc**
 1. Click the Start button, and then click Run.
The Run window appears.
 2. In the Open: box, type Explorer.
 3. Click the OK button.
The Explorer window appears.
 4. Click the location of files to be copied in the left-hand navigation pane.
Individual files appear in the right-hand pane.
 5. Click and drag icons of desired files onto the icon of your CD-RW drive in the left-hand navigation pane.
 6. Repeat steps 5 and 6 until all desired files are on the disk.
 - iii. **Ensure that the CD is Viewable to All Computers**
 1. Eject the CD.
The Eject Options window appears.
 2. Click to select Close to Read on Any Computer.
 3. Click the OK button.
The Eject Confirmation window appears.
 4. Click the OK button.
The CD is now ready for use on any computer.

- b. Create a Music Or Audio CD With Roxio Easy CD Creator 5

- i. Click the **Start** button, point to **Programs**, click **Roxio Easy CD Creator**, and click **Project Selector**.

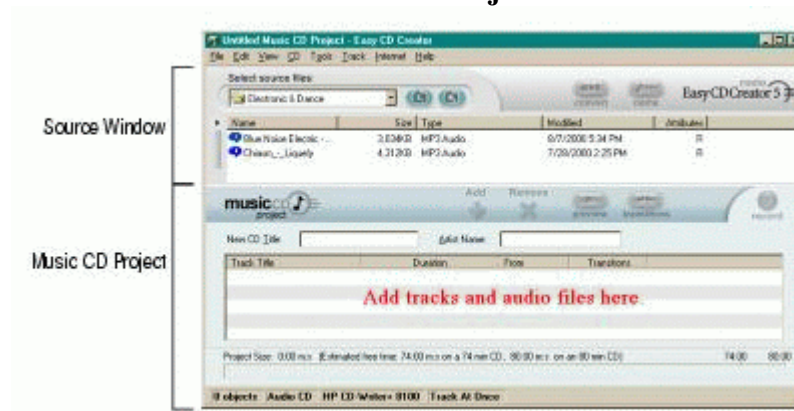
The **Easy CD Creator Project Selector** window appears.

Easy CD Creator Project Selector window



- ii. Click **Make a Music CD**, and then click **Music CD Project**.
An **Untitled Music CD Project** window appears.

Untitled Music CD Project window



- iii. Insert blank, recordable media into your CD-RW drive.

NOTE: Recordable media is CD-R and CD-RW media only. Not all players will play CD-R or CD-RW media.

- iv. Locate the folder where the desired files are located by clicking on the drop down menu next to **Select Your Source Files**.

- v. After locating the desired files, click and drag the files to the bottom of the Layout section, or highlight the audio file then click the Add button.

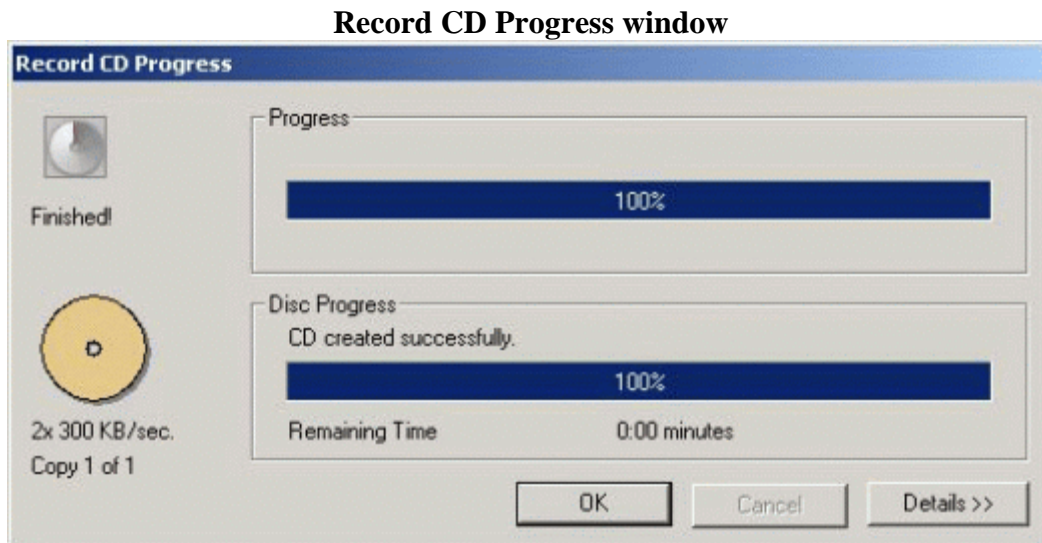
NOTE: Do not to exceed the amount of available space on your recordable media. The blue bar below the **Layout section** will tell you how much available space you have left on your recordable media.

- vi. After adding the desired tracks to the layout, click the **Record** button.

The **Record CD Setup** window appears.

- vii. Click the **Start Recording** button.

The **Record CD Progress** window appears.



- viii. When creation of the CD is complete, click the **Close** button to end the recording session.

c. Create a Data CD in Roxio Easy CD Creator 5

- i. Click the Start button, point to Programs, All Programs, then point to Roxio Easy CD Creator, and then click Project Selector.

The Easy CD Creator Project Selector window appears.

- ii. Click Make a Data CD, and then click Data CD Project.

An untitled Data CD Project window appears.

- iii. Insert a blank, recordable media into your CD-RW drive.

NOTE: Recordable media is CD-R and CD-RW media only. Not all players will play CD-R or CD-RW media.

- iv. In the Select Source Files drop-down list box, select the folder where the desired files are located.

A list of all files in the folder appears in the Source window.

- v. Click the file in the Source window, and then click Add. The file is added to the Data CD Project.

NOTE: If you want to select multiple files, press and hold down the **Ctrl** key while selecting the files

NOTE: Do not to exceed the amount of available recording space on your recordable media. The blue bar below the **Layout section** will indicate how much available space you have left on your recordable media.


- vi. After adding the desired tracks to the layout, click the Record button. The Record CD Setup window appears.
- vii. Click the Start Recording button.
The Record CD Progress window appears showing the progress of the recording session.



- viii. When creation of the CD is complete, click the OK button to end the recording session.

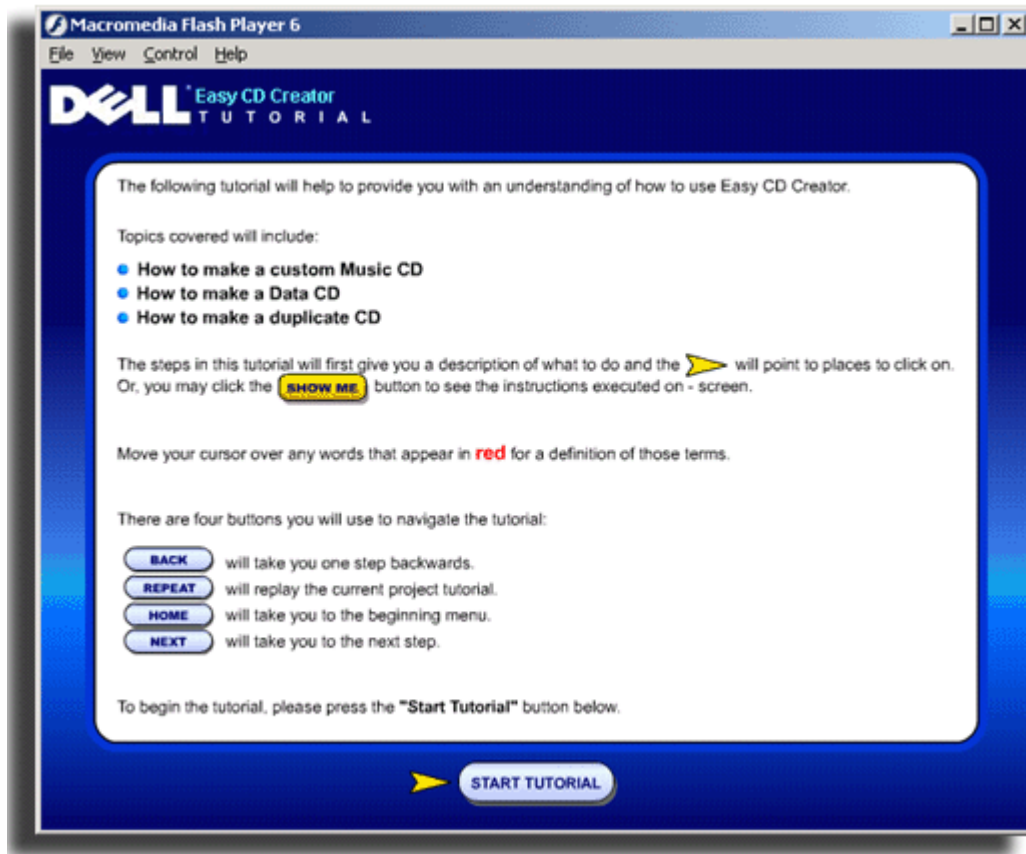
- d. **(Optional)** Download the Roxio Easy CD Creator 5.2 Interactive Tutorial from support.dell.com
 - i. Browse to <http://support.dell.com/support/downloads/format.aspx?releaseid=r52515>.
 - ii. Click the blue R52515.EXE hyperlink that is listed on the page.
 - iii. Click the Download now button.
The File Download window appears.
 - iv. Click the Open button.
The Removable Storage:Roxio Easy CD Creator 5.2 window appears.

- v. Click the Continue button to proceed.
A new Removable Storage:Roxio Easy CD Creator 5.2 window appears.
- vi. In the Removable Storage:Roxio Easy CD Creator 5.2 window, you will see the location where the tutorial file will be saved.

 **NOTE:** It is recommended that you write down this information so that you are able to easily locate the file after it has been downloaded.

- vii. Click the OK button.
- viii. When prompted Folder 'C:\Dell\Drivers\R52515' does not exist. Do you want to create it?, click the Yes button to continue.
- ix. After the file has been unzipped, click the OK button.
The Macromedia Flash Player 6 window appears.

Macromedia Flash Player 6 window



- x. Click the **Start Tutorial** button to begin using the Roxio interactive tutorial.

Section 3 General Information about CDs and DVDs

a. About CDs

- xi. One CD (700MB) holds about 486 times as much data as a floppy disk (1.44MB).
- xii. One CD (700MB) holds about 7 times as much data as one Zip disk (100MB).
- xiii. CDs (about \$1 each) are cheaper than Zip disks (about \$8 - \$10 each).
- xiv. CDs are more durable than floppy & Zip disks because they have no moving parts.
- xv. How do you know if a CD is CD-R or CD-RW? "CD-R" or "CD-RW" is imprinted on the CD itself.
- xvi. Your CD drive can write both CD-R and CD-RW disks.

b. CD-R and CD-RW disks

i. Recommendations

1. CD-R

- a. Make: Imation CD-R
- b. Detail: 700MB CD-Write 48x
- c. Office Max Product Code: S717036

2. CD-RW

- a. Make: Verbatim CD-RW rewriteable disks
- b. Detail: 16x ReWrite (RW) 24x Write(R)
- c. Office Max Product code: S795174

ii. Should you use CD-R or CD-RW disks?

Use CD-R for...	Use CD-RW for...
Data that you do not need to make edits to, such as archival data that you just need backed-up.	Data that you will be making changes to and re-saving on CD.
Music or other audio that you want to play in a standard CD player.	

iii. What you need to remember about CD-R & CD-RW disks:

- 1. CD-R disks can be written to until they are full of data, as long as you do not finalize the CD (see below for more details).
- 2. CD-R disks (about 40 cents each) are usually less expensive than CD-RW disks (about \$1 each).

c. DVD disks

i. Recommendations

1. Make: Imation DVD-R
2. Detail: 4.7 Gig DVD-R at 16x write
3. Office Max Product Code: S717340
4. Note: Either DVD-R or DVD+R will work on your computer however with DVD+R you will have compatibility issues with Sony Products.