

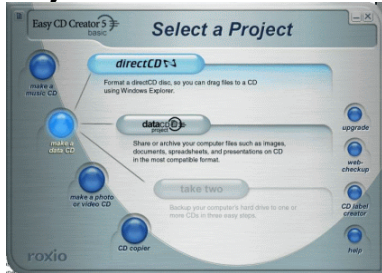
Roxio Easy CD Creator 5

Format A CD-R or CD-RW

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

Project Selector Window



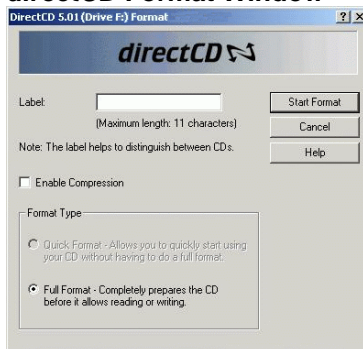
2. Click the **make a data CD** button, and then click the **directCD** button. The **directCD format utility** window appears.

directCD Format Utility Window



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

directCD Format Window



4. 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: \ / : ; * ? " < > | + = . , [] .

5. Select the **Enable Compression** option to enable data compression on the CD.
6. Click to select the **Format Type** you want to use.

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

- o **Fast Format:** Fast format takes about 3 to 7 minutes, but is only supported on some CD-RW drives.
 - o **Full Format:** Full format takes about 60 minutes for a 2x drive and about 15 minutes for an 8x drive.
7. 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.

8. Click the **OK** button. The CD is now ready for you to write information to it.

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Move Files to the CD

Ensure that the CD is Viewable to All Computers

Move Files to the CD

1. Click the **Start** button.
2. Click the **Run** button.
The **Run** window appears.
3. In the **Open:** box, type **Explorer**.
4. Click the **OK** button.
The **Explorer** window appears.
5. Click the location of files to be copied in the left-hand navigation pane. Individual files appear in the right-hand pane.
6. Click and drag icons of desired files onto the icon of your CDRW drive in the left-hand navigation pane.
7. Repeat steps 5 and 6 until all desired files are on the disk.

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.