

HOW TO BURN A CD/DVD IN WINDOWS XP

There are two ways to **burn files** to a CD or DVD using Windows XP:

1. Using *Sonic RecordNow! Plus* **OR**
2. Using the *Windows Explorer*

CD Burning with Sonic Recordnow! Plus

Sonic RecordNow! Plus is the CD burning software installed on the computers in the *Innovation Center* and it is used to create and burn CDs and DVDs. There are two ways to launch the ***Sonic RecordNow! Plus*** program:

1. Double-click the desktop icon *Burn CDs & DVDs with RecordNow! Plus*
OR
2. Click Start > All Programs > Sonic > RecordNow! Plus > RecordNow! Plus.



Audio Projects

- 1) Select either **Audio CD for Car or Home CD Player** or **Jukebox CD**.



- 2) **Add tracks** to burn by dragging songs into the window on the right.

- 3) When finished, click the **Burn button** to create your CD or DVD.



NOTE: Once the disc is burned, you will not be able to add any more music.

August 2005

Data Projects

- 1) Select **Data Disc**.



- 2) **Add files** by clicking the **Add Files and Folders** button and browse for files, or **dragging files** directly into the burn window.

- 3) **Name the disc** by clicking in the **Volume Label** area and typing in your new label

- 4) When finished, click the **Burn button** to create your CD or DVD.

CD Copy Projects

- 1) Select **Exact Copy**.



- 2) **Insert the disc** you wish to copy into the DVD+-RW drive and click the **Copy button**.



- 3) When RecordNow! Completes reading the disc contents, **insert your blank disc** and click **OK** to begin the burning process.

To Make a Music/Audio Disc

1. Select the **Audio Projects tab** then select the type of audio disc you want to create (Audio CD for Car or Home, Exact Copy or Jukebox CD).
2. Select the appropriate function and then you will either be prompted to insert a **blank CD** or a CD with music or audio files on it to record.
3. To create a Audio CD for Car or Home, you will need to select the audio files that you want to record by browsing your computer. Click **Find to Browse** or **Scan** your computer for audio files. If you **Browse**, you will locate the audio files on your computer, then click and **select Add** to put them on the **Music to Burn list**. If you select **Scan**, then your computer will search your computer for all the audio files and make a list where you can select the files Music on System list. **Click and drag** the files you want to record to CD from the **Music to Burn list window**.
4. You may **arrange** the audio files **in the order you want them to** appear on your CD in the Music to Burn window by selecting the name of the

audio file then using the menu .

5. Click the **Burn Button**  to begin the CD burning process. When the **CD is done**, a window will be displayed indicating that the **Disc was created successfully**.
6. Click on the **DONE** button and your **CD will eject**.

To Make a Data Disc

1. You will be prompted to insert a **Disc** and the drive will open automatically. Insert the blank Disc.
2. You now need to **select the files** to be burned onto the Disc. Click on the **Add Files and Folders** button. Once you have selected the file(s) that you want, click the **Add** button. You can repeat this procedure until all of the files that you want on the CD **have been selected** and now appear on the **file list window**. Click the **Burn** button when done with your

selections. 

3. The **burning process** will now begin. When the CD is done, a window will be displayed indicating that the **Disc was created successfully**.
4. Click on the **DONE** button and your **CD will eject**.

To Make an Exact Copy of an Existing CD or DVD

1. You will be prompted to **insert the CD** that you **want to copy from**. Insert the CD and the program will read contents off the Disc.
2. Press the **Copy** button.
3. After reading the data, you will be prompted to insert your **blank CD** that **you want to copy to**. Then the burning process will continue and write to the blank CD. When the CD is done, a window will be displayed indicating that the **Disc was created successfully**.
4. Click on the **DONE** button and your **CD will eject**.

Closing a Disc in Sonic RecordNow! Plus



IMPORTANT! A typical **CD disc** contains **650 MB** of space to record data and a **DVD** can store up to **4.7 Gbytes** of data. Empty recording space left on the disc can be used for later sessions only if the disc is **NOT** closed. **DO NOT close** a disc if you want to add more files later to the disc.

To use Sonic RecordNow! Plus to close a Disc:

1. **Double-click** on the *My Computer* icon on the Desktop.
2. Then **right-click** on the CD or DVD drive and select **Make Compatible** from the popup menu.

Formatting a CD/DVD-RW (Read/Write) Disc in Sonic RecordNow

You can use **Sonic RecordNow! Plus** to format a CD/DVD-RW disc.

1. Open **Sonic RecordNow! Plus** and click the **Home Tab**.
2. Under **Utilities**, click **Erase Disc**. All **contents will then be erased** and the **CD-RW** will be formatted.

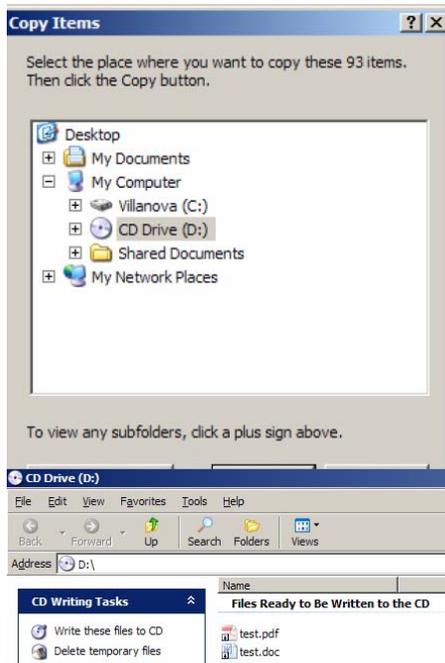
NOTE: Only CD or DVD Rewritable Disc (CD-RW or DVD-RW) can be erased for rewriting purposes. CD-R or DVD-R cannot be erased or formatted.

Copying Files to CD Using the Windows Explorer

Another way to save files to a Disc is to use the **Windows Explorer**. If you already have a blank disk in the drive, you simply **double-click** on the Disc to open it from **My Computer**. This will begin the preparation to copy files to the blank CD-R, CD-RW, or DVD disc.

To Copy Files to CD from Windows XP:

1. Insert a **Blank CD-R** into your CD Drive and push the button to close the door.
2. Wait a moment for the “**What do you want Windows to do?**” dialog box. **NOTE:** If this box does not appear, you can open the **Windows Explorer** by double-clicking the *My Documents* icon or the *My Computer* icon on your Desktop.
3. When asked “**What do you want Windows to do?**” click **Open writable CD folder using Windows Explorer**.
4. Once the **Windows Explorer** opens, click on the link on the left that says **My Documents** or My Computer to locate the items you want to copy to the disc.
5. Select the items you wish to copy. **NOTE:** If you only want to copy *certain* files/folders to CD, hold the **Ctrl** key on your keyboard to select only the files / folders that you want to copy.



6. The files are selected, click **Copy the selected items** on the task pane on the left side of the window. (If you do not see these words on the left, click the **Folders** button once.)
7. When the **Copy Items** box appears, select the **CD/DVD Drive** and click **Copy**.
8. The files will be sent to a temporary folder and you will see a balloon in the bottom right corner of your screen that says “**You have files waiting to be written to the CD**”

NOTE: If you do not see that balloon, wait a few more moments. If you still do not see it, click on the My Computer link on the task pane on the left, then double-click the CD/DVD drive to open and view the contents.

9. Under the **Files Ready to Be Written to the CD** area, you will see the files you have copied are waiting to be written.
10. Click **Write these files to CD** on the left task pane. You will be asked to type a **Disc name**. This simply gives the Disc a name and is optional (16-character limit). Since this is a new CD, the default name in XP will usually be the **current date**. To change, select the text, delete it, and replace the text **with a name** for your Disc.
11. Click **Next**. When the **CD Writing Wizard** is complete, your **Disc will be ejected** and you will see a box telling you that you have successfully written the files to the Disc.
12. Click **Finish**. To ensure that the files have been successfully written to the Disc, **insert the Disc again and wait a moment**. The Disc and its contents should appear on your screen after a few seconds.

To Erase a Disc using Windows XP

You can continue to copy files to a CD until it is full. **When the CD is full, you will be told so by Windows**. If you are using a **CD-RW** you can **erase the disk** and write to it again.

1. Open **My Computer** and **right-click** on the CD/DVD drive.
2. Select **Format** from the drop-down menu.
3. Type in a new **Volume Label** and choose **Quick Erase or Full**.
4. Click **Start** and all data on the CD-RW will be erased.