

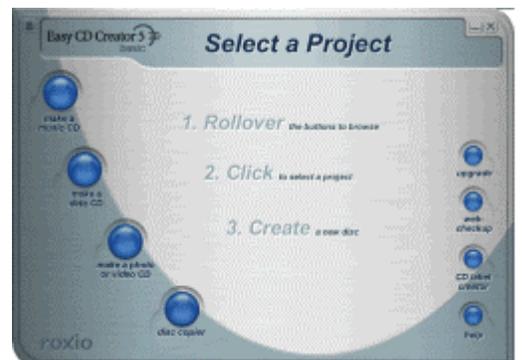
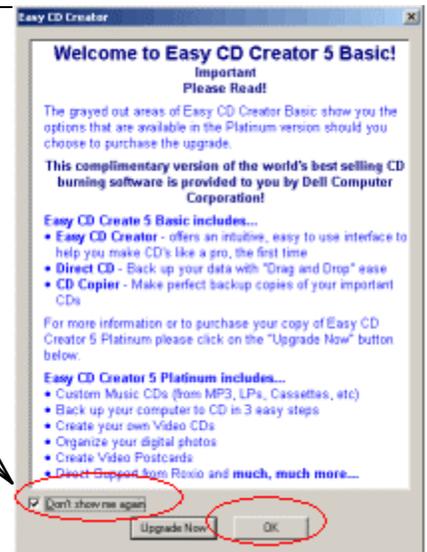
# Roxio Easy CD Creator: Backing Up Your H Drive With DirectCD

Terminology you need to understand:

- **CD** → **Compact Disk**. A plastic disk five inches in diameter, which is read by a laser. Usually a 'CD' refers to a disk that comes from the store with programs or information already on it. The information on it cannot be modified or deleted. It holds between 650-700 MB. It can be read by any type of CD drive. Originally, 'CD' and 'CD-ROM' were synonymous. Nowadays, very few people refer to a CD as a CD-ROM.
- **CD-ROM** → **Compact Disk Read Only Memory**. This usually refers to the type of CD drive that will only read from a disk.
- **CD-R** → **Compact Disk Recordable**. Like a CD, it can hold between 650-700 MB. You can write to a CD-R if you have a CD-Burner drive, but it can be read from any type of CD drive. You can only write once to a CD-R. Although it may look like you can delete files from a CD-R, you will not get the space back on the disk. Once an area of the disk is used, it cannot be reused.
- **CD-RW** → **Compact Disk ReWritable**. Just like a CD-R, but it can be erased and written to over and over. This type of CD can ONLY be read from a CD-Burner drive.
- **CD-Burner** → A CD drive that will write to a blank CD-R or CD-RW. A CD-Burner can read from and write to any type of CD media. It is called a 'Burner' because it literally 'burns' holes in the metallic media of CD's which is covered by a layer of clear plastic.

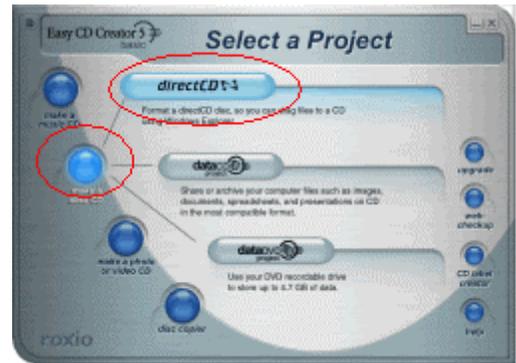
## Process

1. Put the CD in.
2. Double-click on the Roxio Easy CD Creator icon.
3. It may ask if you would like to upgrade. Check the box in the lower left "Don't show me again"
4. Click *Ok*.
5. Do NOT attempt to upgrade it and do NOT try to register it.
6. You should see a window similar to the one on the right.

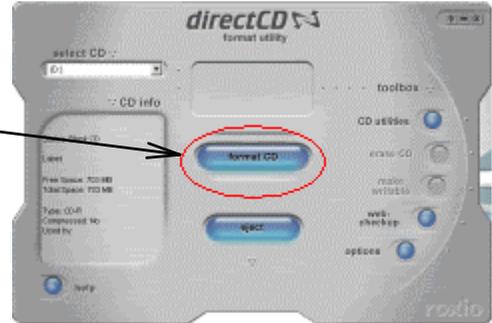


7. Point the mouse at the “*make a data CD*” button (don’t click, just point),

8. click on the *directCD* button.



9. Click on the *Format CD* button.



10. Give the CD a meaningful name. It is limited to 11 characters and cannot have slashes, parenthesis, etc.

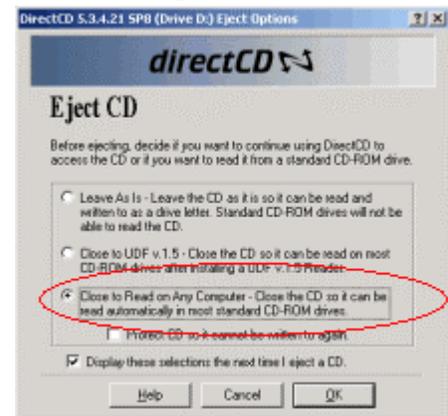
11. Click on the *Start Format* button. If you are formatting a CD-R, this process may take a few seconds. If you are formatting a CD-RW, the process may take from 25-45 minutes. In either case, let it run and don’t pester it while it’s working.



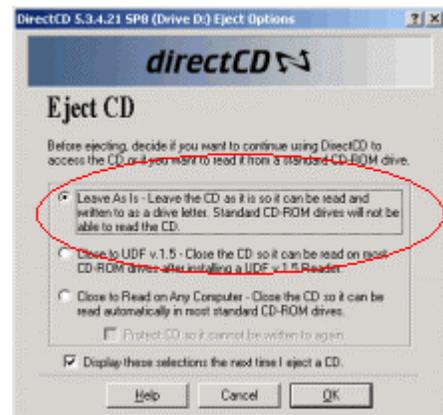
12. When you see the message that the CD is ready, click the *OK* button. When it is finished, you can close the directCD program and the Easy CD Creator program.



13. Use Windows Explorer (normal file management) to manually copy all of the files in your H:\drive to the CD. If you need help with file management, click on the link for [Windows Explorer Word Doc](#) or [Windows Explorer HTML](#) version.
14. When the copy process is finished, press the button on the CD drive of the computer to eject the CD. If you were using a CD-RW, it will eject after it finishes writing to the disk. You are finished. Skip to step #16.
15. If you were using a CD-R, then you will get a window like the one on the right.
  - a. If you are planning to take the CD home and use it on your own computer,
    - i. Check the bottom the radio button, labeled “*Close to Read on Any Computer....*”
    - ii. Do ***NOT*** check the box to *Protect CD so it cannot be written to again.*
    - iii. Click *OK*.



- b. If you will not use the CD on any other computer than your teacher computer at school:
  - i. Check the top the radio button, labeled “*Leave As Is....*” This way, it is much faster to add files to the CD, but it can only be read by a computer with a CD-Burner and Roxio directCD.
  - ii. Click *OK*.



16. Use a permanent marker and write on the top of CD to label it. Take it home, but please don't “*put it somewhere safe;*” put it somewhere you will find it next August.