

Workflow for Burning Saved Documents to CD-R

1.

Click **Start**

Programs

**Roxio Easy CD and DVD Creator 6
Creator Classic**

2.

Click **File**

New Project

Data Disc

3.

On the pop-down menu under **Select Source:**

Select **IOMEGA (X:)**

Select the folder from which you wish to copy files.

Click the **Type** tab to arrange the files by Type

4.

On the bottom half of the screen (the “**Project:**” area) right click under “**Name**”

Click **New Folder**

Type the name of the folder you wish to copy (e.g. Can the Germans be reeducated)

5.

Highlight all of the .tif files from the folder in the “**Select Source:**” display

Drag those files into the folder in the “**Project:**” display

6.

Repeat steps 3-5 until the bar directly above “Data Project Size” is full

7.

Change the **Disc Name** tab in the “**Project:**” display to the correct disc (e.g. “GI Radio Roundtable (Disc 8)”)

Click the orange circular Roxio icon in the bottom right of the screen. It says “Burn to Disc” when you roll your mouse over it

Make sure the following settings are true:

Write Speed: PowerRec

Number of Copies: 1

Buffer Underrun Prevention: Checked

Click **OK**

8.

When it has finished burning a menu pops up that says: “Your new disc is complete. Click Label Creator to create a disc label or insert for your disc case.”

Click **Close**

Click **OK**

Another menu pops up that says “Save project changes to C:\...”

Click **NO**