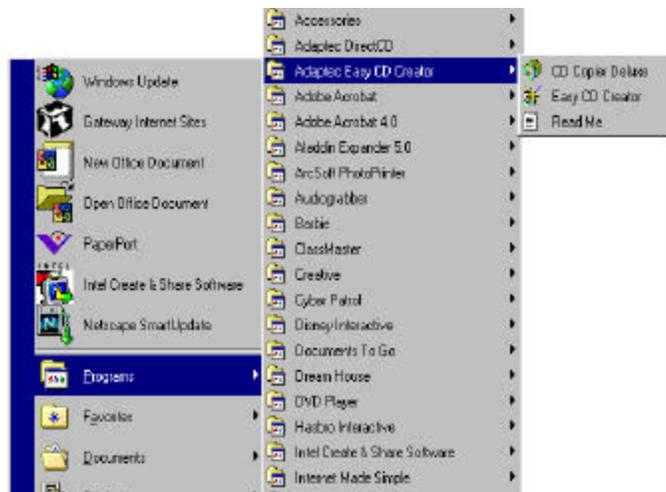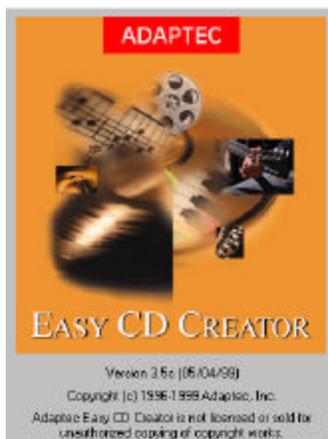# SATEC TECHNOLOGY TIPS
Writing a CD

In order to make a CD of important information, data, video, backup, or even songs, you require a CD burner/writer in your computer tower, or an external writer, and the special software for your specific device. One of the current most popular software titles is "Easy CD Creator." This is not the only one, but the one that has been provided to us thru SATEC. The following directions are to assist you in creating a CD for data. The same steps would apply for video, songs, or other files.

Procedure:

1. After making sure that the software is loaded onto your computer, place a blank CD into your CD writer. This usually jumpstarts your creator software. If it does not start automatically, go to the start menu on the bottom of your desktop, find the software under the programs menu, and launch it.
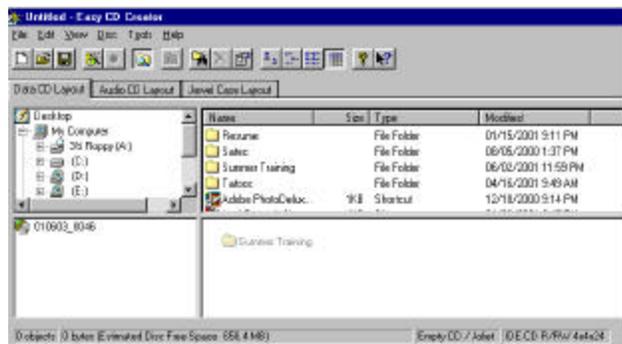
Now that you have the software started, you need to make a choice of what type of CD it is that you are trying to make. You can create a CD that has data on it in the form of files, entire folders, pictures, video, mp3, wav, or all of the above. The different choices have to do with whether you want a data CD that you can read in other computers or an audio CD that you can play in a stereo, but both of them are created in similar ways.
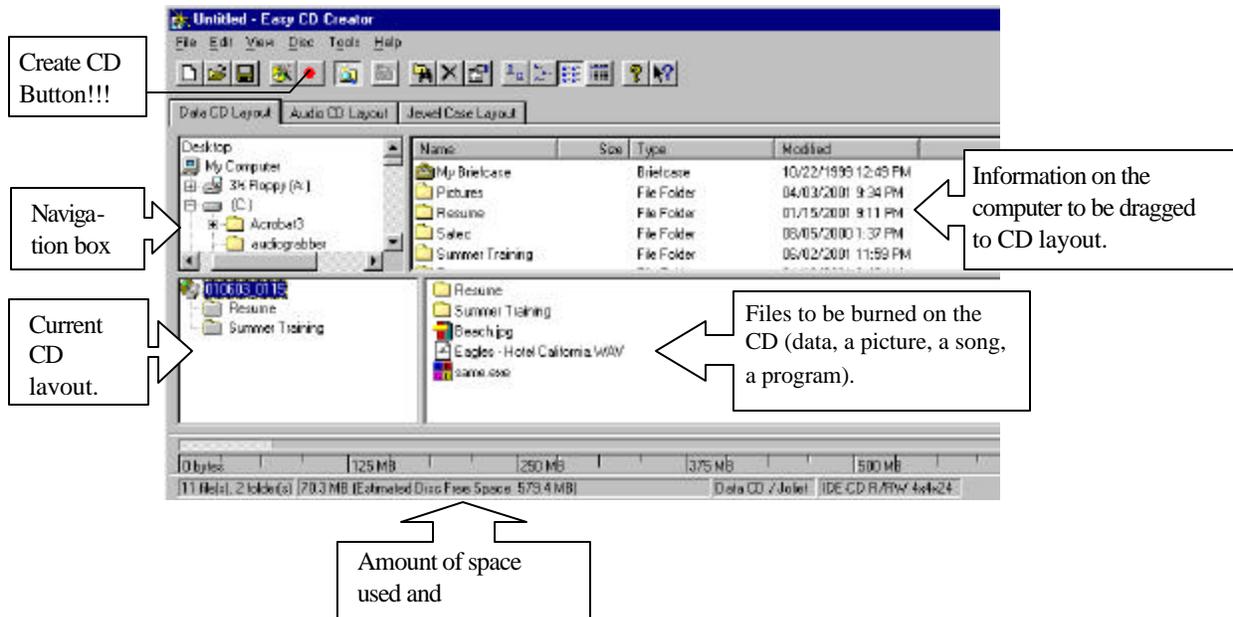
SATEC TECHNOLOGY TIPS
Writing a CD

2. To make a data CD that contains files, folders, programs, pictures, or even songs, select "data CD" when the program asks.   (Music recorded like this will only play on another computer, not in a stereo.)

3. You can have the wizard assist you in this particular program, or find the data by browsing in your hard drive and manually "dragging" it to your CD layout window.

4. Once you find the information that you want on your CD, whether it is on the desktop (easiest way), the "c" drive, or on another disk (slower way), you will left click on the file and drag it down to the bottom of the screen onto the "new" CD layout.

Create CD Button!!!

Navigation box

Current CD layout.

Information on the computer to be dragged to CD layout.

Files to be burned on the CD (data, a picture, a song, a program).

Amount of space used and

SATEC TECHNOLOGY TIPS
Writing a CD

5. Once you have all the files on the CD layout, then it is time to "create/burn" your CD. Before you click on the red "create CD" button on the top tool bar, you should save your layout just in case something goes wrong while burning the CD. Save it to "my documents" or the "desktop" so that you may find it later. Remember to name it something that will remind you of what the CD was made for (ex. Summer SATEC training).

6. Now that you are ready, click on the red "Create CD" button. The program will ask you several things: the speed that you want to write at, number of copies, testing first or not, and if you want to close the CD when it stops.

    a. For a data CD you want to write as fast as possible, it usually does not matter. For an audio CD, if you write faster than 4x, there might be some problems.
    b. Choose how many of the same CD you want to create.
    c. The first couple of times you use your burner you should test first, then create. After you get the hang of how to make a CD you could just create without testing, unless you are having difficulties while burning CDs.
    d. Under the advanced button, you need to choose whether to close the CD when it stops burning, or leave it open. Close it only if you know you don't want to write anything else onto it. Leave the CD and the session open if you are going to add something else on it before you use it on another computer, or leave the CD open and close the session if you want to read it on another computer but plan to eventually write other stuff onto it.

7. Once the CD has been created, you may write on the CD with a permanent marker, a special "CD marker", or place a label on it. **Make sure the label stays intact at all times or it could cause some problems when putting it into a computer or stereo. Heat sometimes will cause the label to loosen or get "gummy".**

You are now finished creating a data CD. To create an audio CD, you would just choose .wav files or .mp3 files off of your computer instead of data files. Remember that .wav files play in common house and car stereos. .mp3 Files play only on computers and specialized equipment. Remember that closing the CD at the end of a writing session means you cannot burn anything else on that CD, unless it is a readable/writable/rewritable" CD (CD-RW).

SATEC TECHNOLOGY TIPS
Writing a CD

USEFUL CD HINTS:

8. One write CDs are now costing $.75 - $1.00 without jewel cases. Rewritable CDs are more expensive.
9. Download all information to your hard drive first. This speeds up the burning process.
10. When gathering files from several different sources, it is easier to find them when you place them all on the desktop or in one folder.
11. You can download songs, programs, pictures, and more from the Internet then burn them to a CD for convenience.
12. CDs are a great place to keep family photos and albums so that they do not turn yellow from aging, so you can store large amounts of them in a small space or even in a vault to keep them safe, and so that several copies can be shared for little cost. If you do not have a digital camera, the photos can be scanned and then burned onto the CD.
13. Family video can be put on CDs.
14. CDs make great backup resources for grades, computer programs, data, etc.

Created by J. Williams, 06/29/2001