Procedures for Copying CD / Adding a Session to a CD

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Procedures for Copying a CD - PC

To enhance success in recording a CD it is recommended that you close all other programs that are running before copying a CD

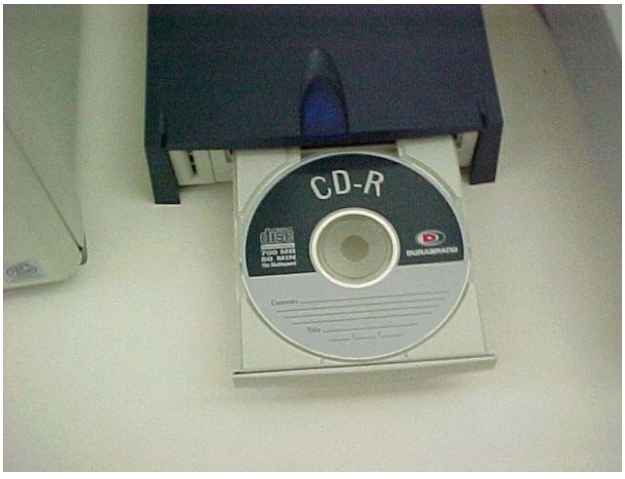
Follow the steps listed below to copy a CD

1. **Turn on the CD Recorder before turning on the computer**
2. **Insert the CD that you wish to copy into the CD Reader/Player on the computer, as shown below.**

The CD Reader/Player

3. Insert a blank CD into the CD Recorder/Burner, as shown below.

The CD Recorder/Burner

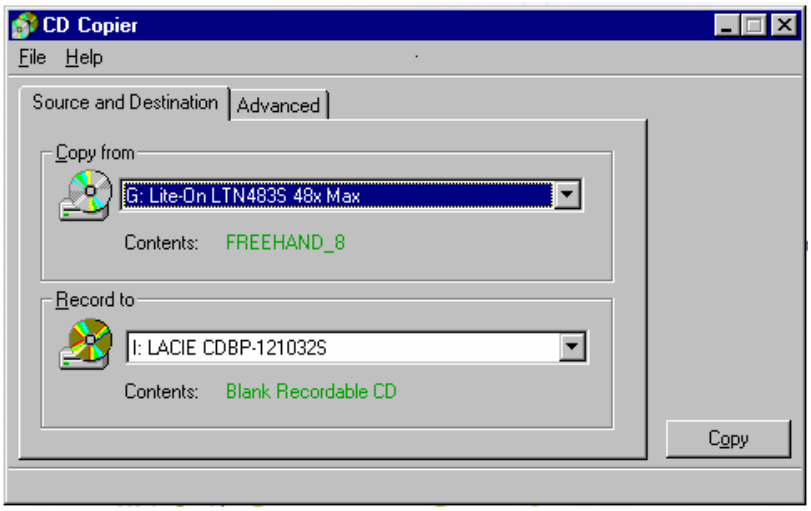


4. **Wait for approximately 15 – 30 seconds and the Easy CD Creator Software Windows will pop up, as shown below. Click on the CD COPIER Button.**

Easy CD Creator Software Window

5. **Next the CD Copier Window will pop up, as shown below. The contents, information for each CD may take 15 – 30 seconds to appear.**

CD Copier Window



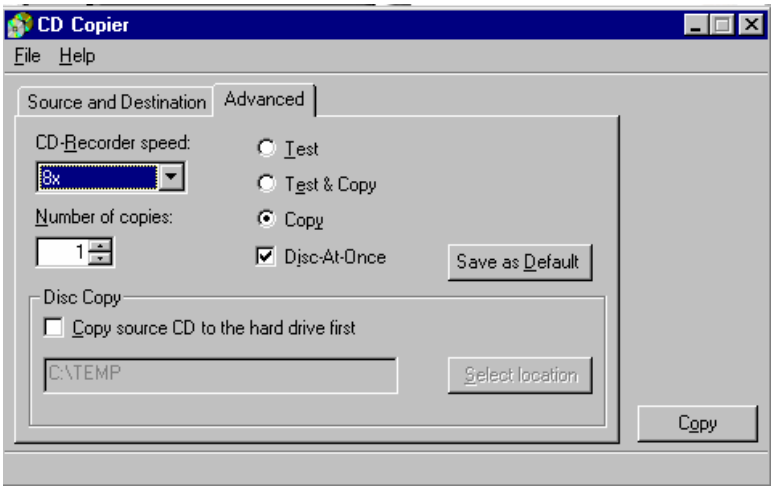
6. **Click on the Advanced tab in the CD Copier Window.**

The Window shown below will appear giving you several different options.

a. **Recorder speed – Which is recommended to be 4x**
b. **Number of Copies**
c. **Type of Copy – Is it recommended that you do a Test & Copy.**

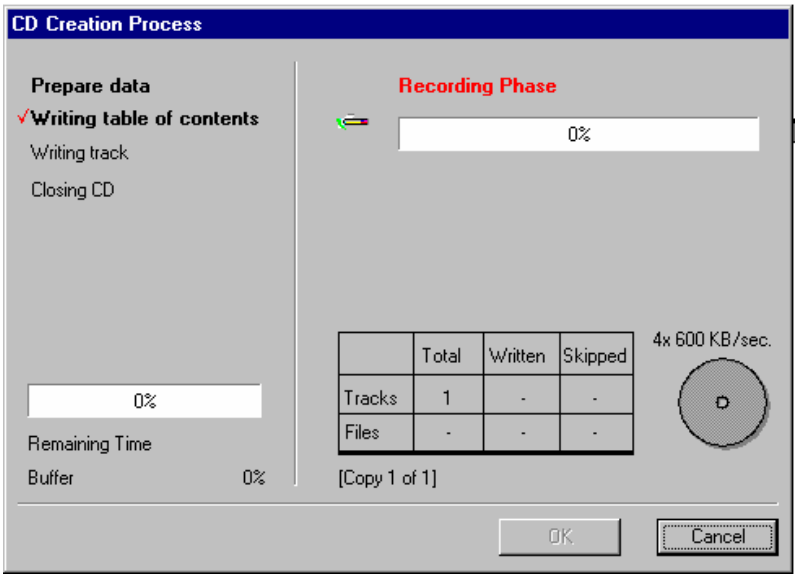
7. Once you have made all your selections, press the Copy Button.

CD Copier Window – Advanced TAB

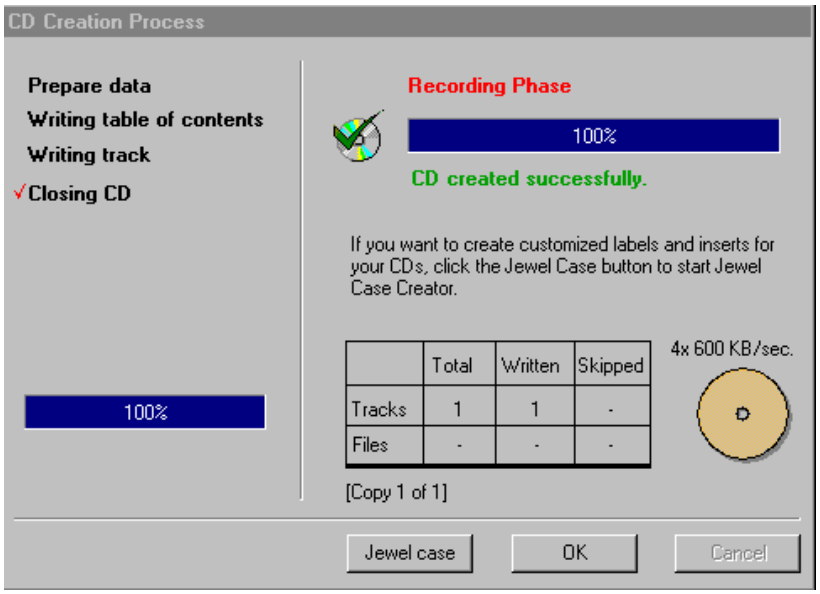


CD Creation Process Window

8. The next window that you will see is the CD Creation Process Window, as shown below.



CD Creation Process Window – When Finished



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Procedures for Creating a Data CD – PC

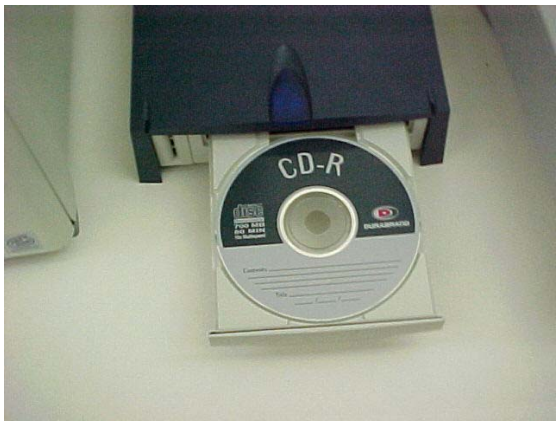
To Create a Data CD

Follow the steps listed below to create a Data CD

1. **Turn on the CD Recorder before Turning on the Computer**
2. **Insert a CD, Zip, or 3 ½ disk that you wish to copy data from into the computer.**

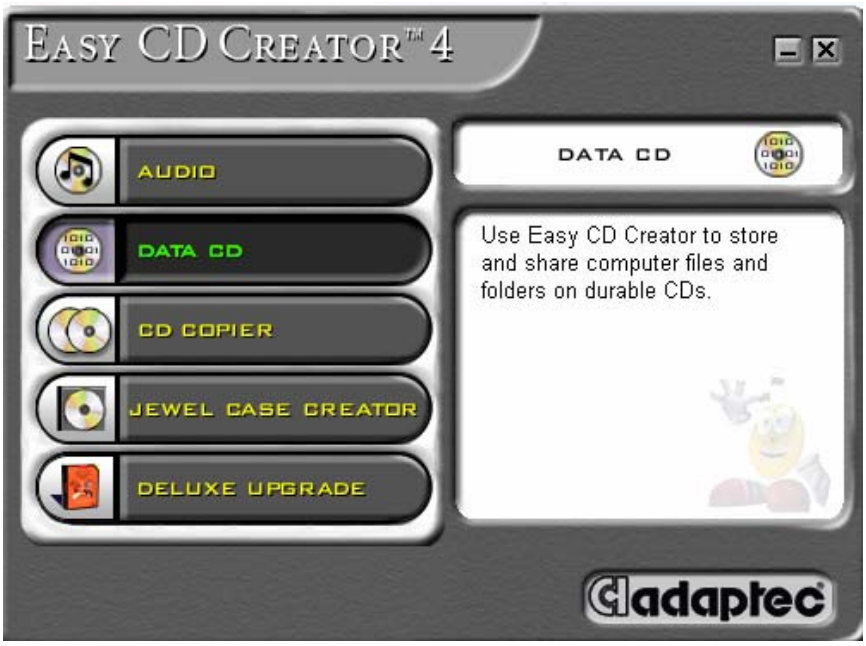
3. Insert a blank CD into the CD Recorder/Burner, as shown below.

The CD Recorder/Burner



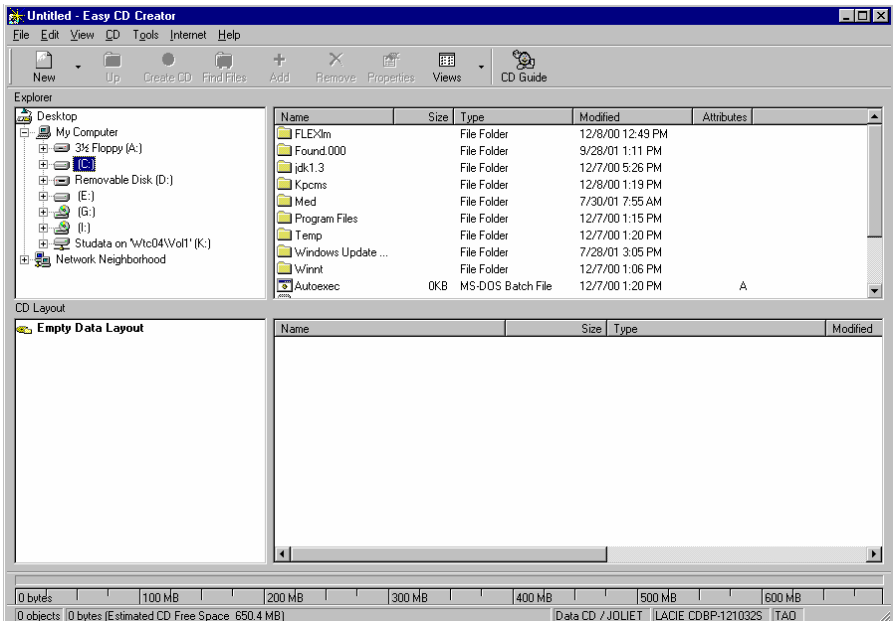
4. Wait for approximately 15 – 30 seconds and the Easy CD Creator Software Windows will pop up, as shown below. Click on the DATA CD Button.

Easy CD Creator Software Window

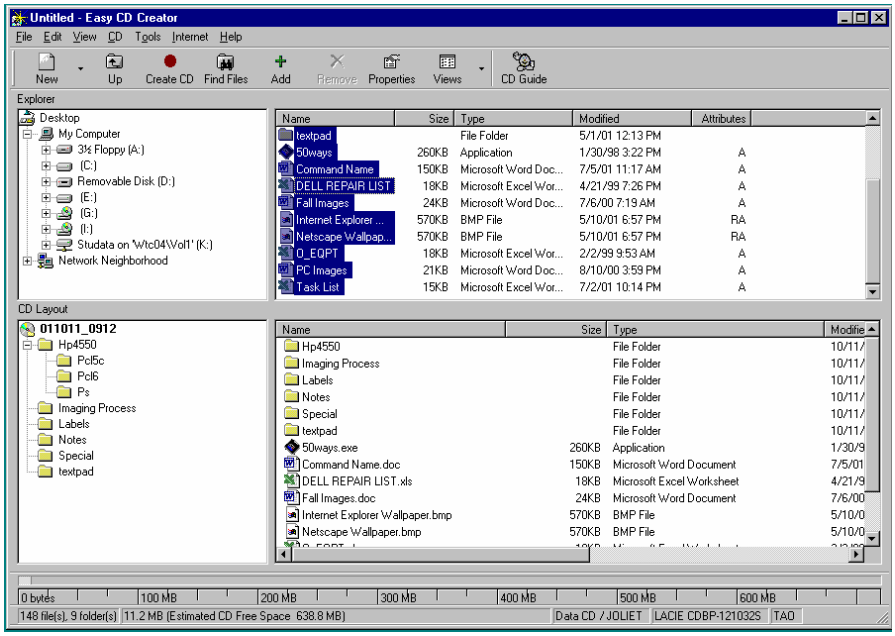


5. **Next the Easy CD Creator Window will pop up, as shown below.**

Easy CD Creator Window

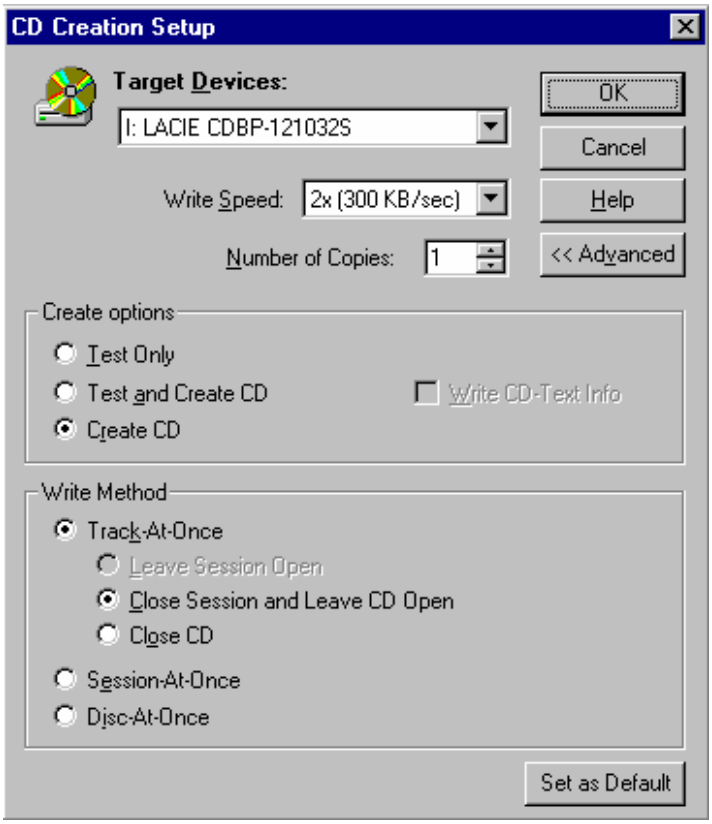


In the top panes are the drives and files that are available for you to choose your data files from.
The bottom panes are the locations that you will drag and drop your data files into, that you wish to copy to this data CD, as shown below.



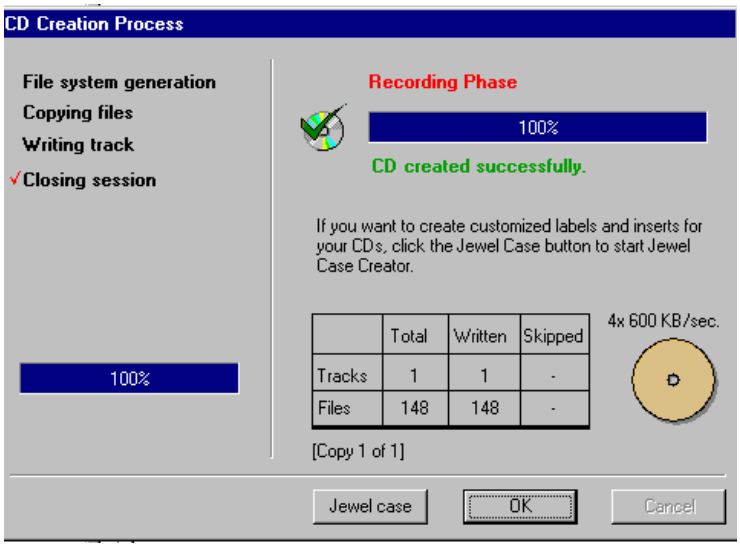
6. **Next click on the Record CD button – the Big Red One, on the menu, and the following CD Creation Setup Window will pop up, providing you with several very important options.**

    a. **Write Speed – Recommended that you have a 4x speed.**
    b. **Number of copies.**
    b. **Test and Create CD – This is recommended, this takes longer because it first does a test copy and than the real copy. However, if there is a problem you will save a CD.**
    c. **Write method – Close the Session and Leave the CD open so that you can all more data to the CD until it is full.**
    d. **Close CD – To protect the CD so that no new data can be written to the CD.**



**** If you wish to add more data to this CD later leave the CD open.**
The CD can be a CD-R, you add to the previous CD data, you can not replace what is on the CD
To recorder over what is on the CD you need to have a CD-RW which can be erased, and recorded over again and again. **
****Important** If while adding a new session to the CD there is a problem you can lose the whole CD and all the data on the CD. This does happen so be careful.**

Once you have chose all of your options click ok. Shown below is the recording window, once it has finished.

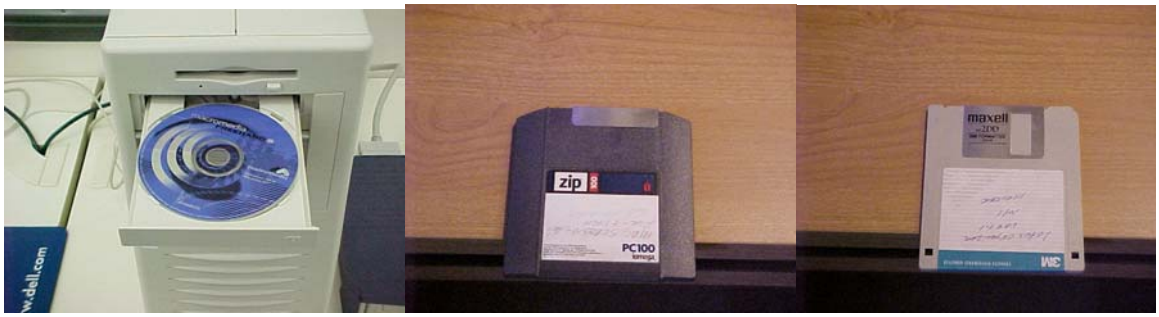


Procedures for Adding a Session to a Data CD – PC

To Add a Session to a Data CD

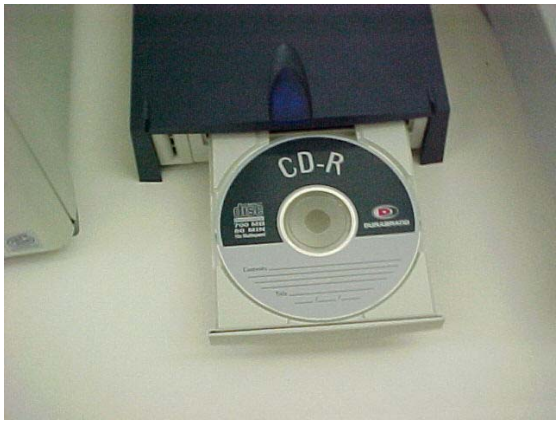
Follow the steps listed below to add a session to a Data CD

1. **Turn on the CD Recorder before Turning on the Computer**
2. **Insert the CD, Zip, or 3 ½ disk that you wish to copy data from.**

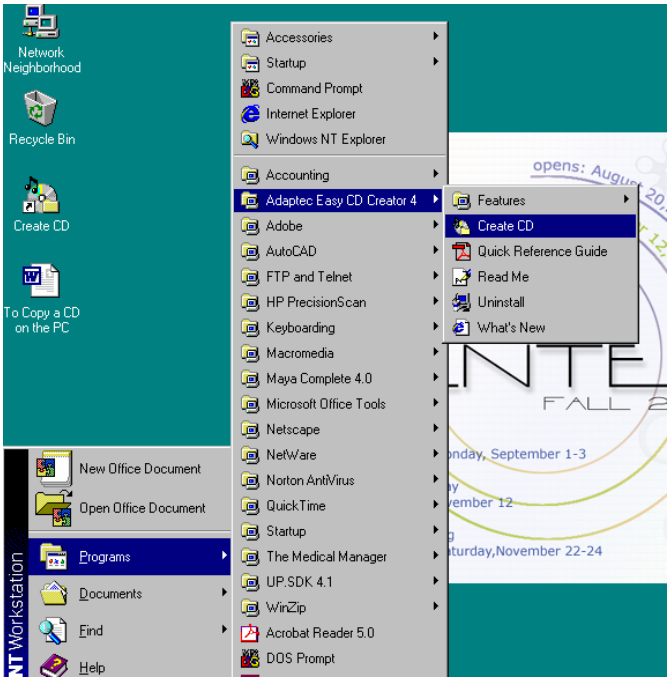


3. Insert the CD that has the previous session that you wish to add to, into the CD Recorder/Burner, as shown below.

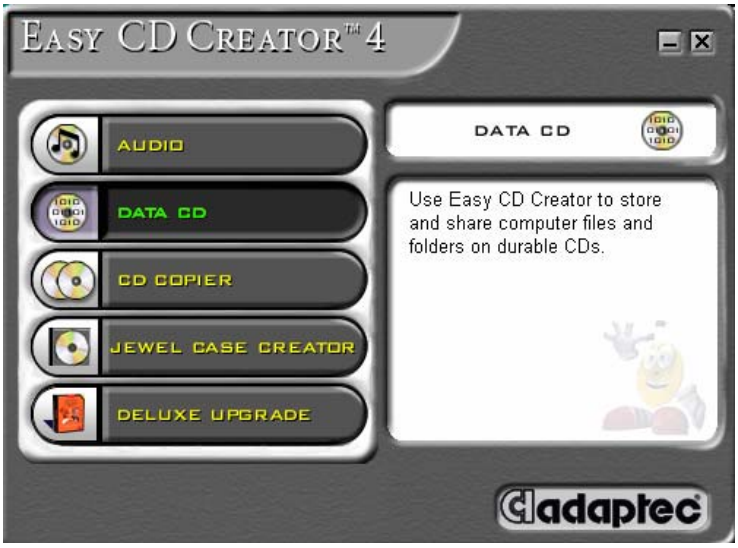
The CD Recorder/Burner



4. The Easy CD Creator Software Windows will not pop up. You must click on the Start Button, then Programs, then Adaptec Easy CD Center, and the Create CD as shown below.

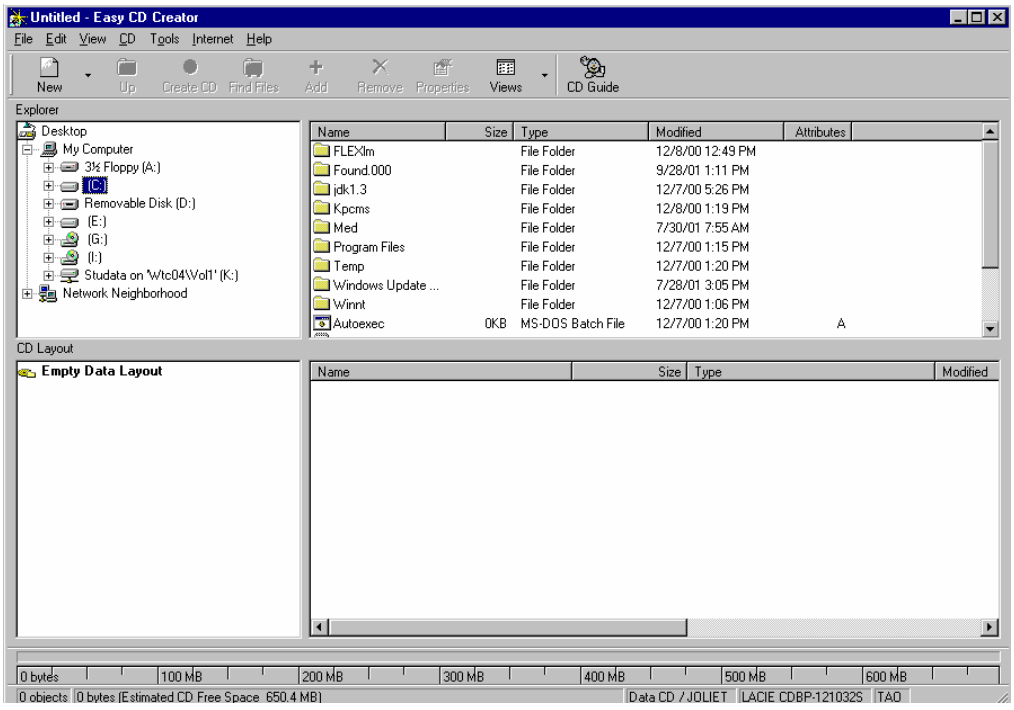


5. **Next the Easy CD Creator Software Window will pop up. Click on the DATA CD Button.**

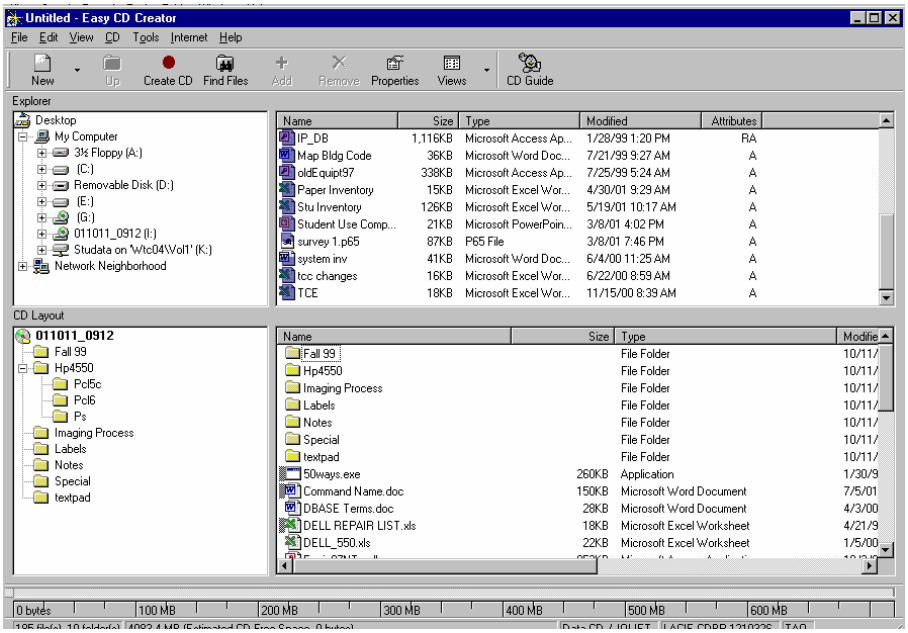


6. **Next the Easy CD Creator Window will pop up, as shown below.**

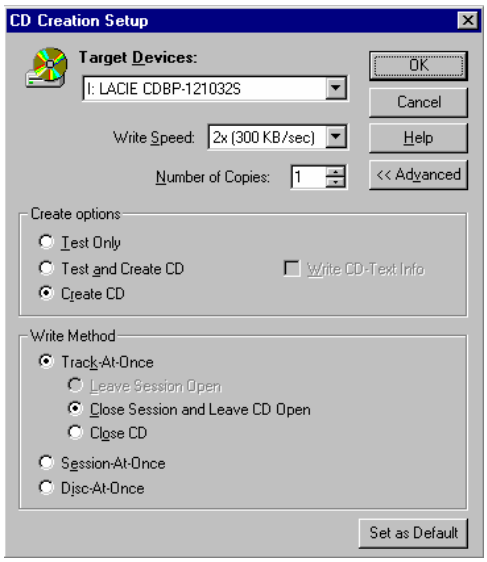
Easy CD Creator Window



In the top panes are the drives and files that are available for you to choose your data files from, to add to the previous CD session.
The bottom panes are the locations that you will drag and drop your data files into, that you wish to add to the previous CD session, as shown below – (which shows files from first session and the new files being added)



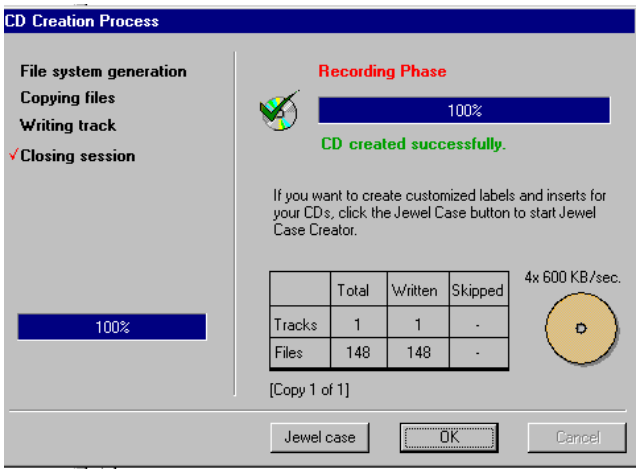
7. **Next click on the Record CD button – the Big Red One, on the menu, and the following CD Creation Setup Window will pop up, providing you with several very important options.**



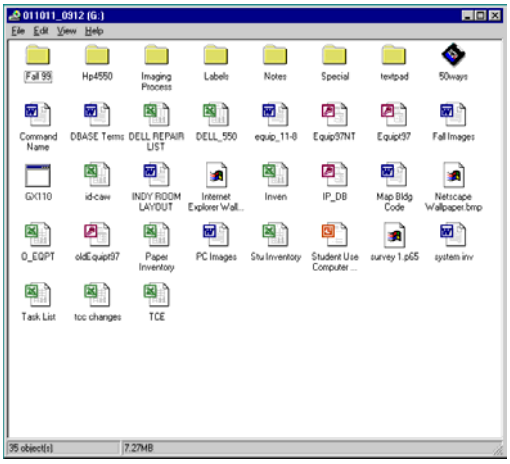
a. **Write Speed – Recommended that you have a 4x speed.**
b. **Number of copies.**
b. **Test and Create CD – This is recommended, this takes longer because it first does a test copy and than the real copy. However, if there is a problem you will save a CD.**
c. **Write method – Close the Session and Leave the CD open so that you can all more data to the CD later.**
d. **Close CD so that you can not add any more data to the CD.**

**** If you wish to add more data to this CD later, leave the CD open.**
The CD can be a CD-R, you add to the previous CD data, you can not replace what is on the CD
To recorder over what is on the CD you need to have a CD-RW which can be erased, and recorded over again and again. **
****Important** If while adding a new session to the CD there is a problem you can lose the whole CD and all the data on the CD. This does happen so be careful.**

Once you have chose all of your options click ok. Shown below is the recording window, once it has finished adding the session to the CD.



8. **Shown below are the folders and files from both sessions that have been added to the CD.**



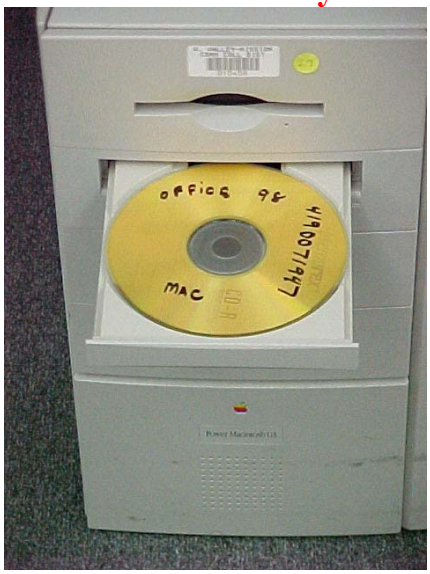
Procedures for Copying a CD - MAC

To enhance success in recording a CD it is recommended that you close all other programs that are running before copying a CD

Follow the steps listed below to copy a CD

1. **Turn on the CD Recorder before Turning on the Computer**
2. **Insert the CD that you wish to copy into the CD Reader/Player on the computer, as shown below.**

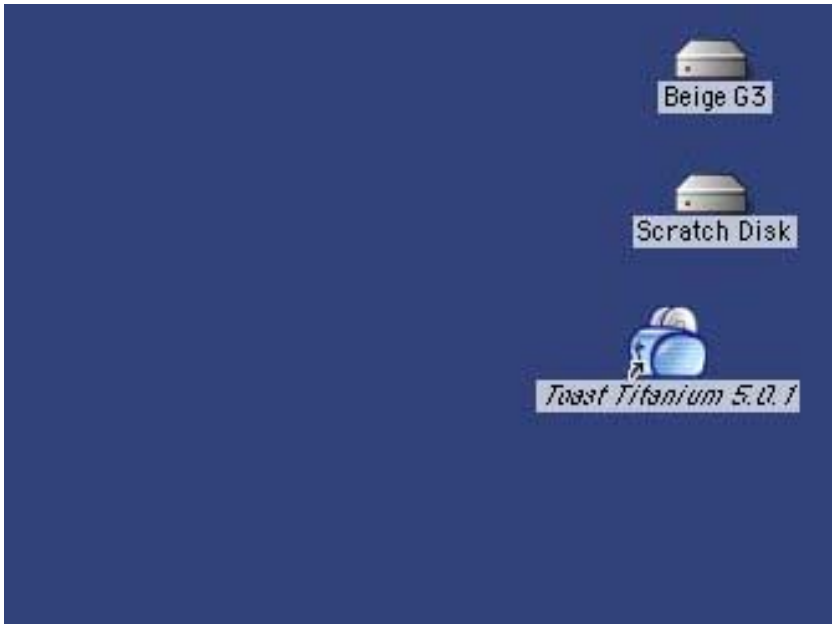
The CD Reader/Player



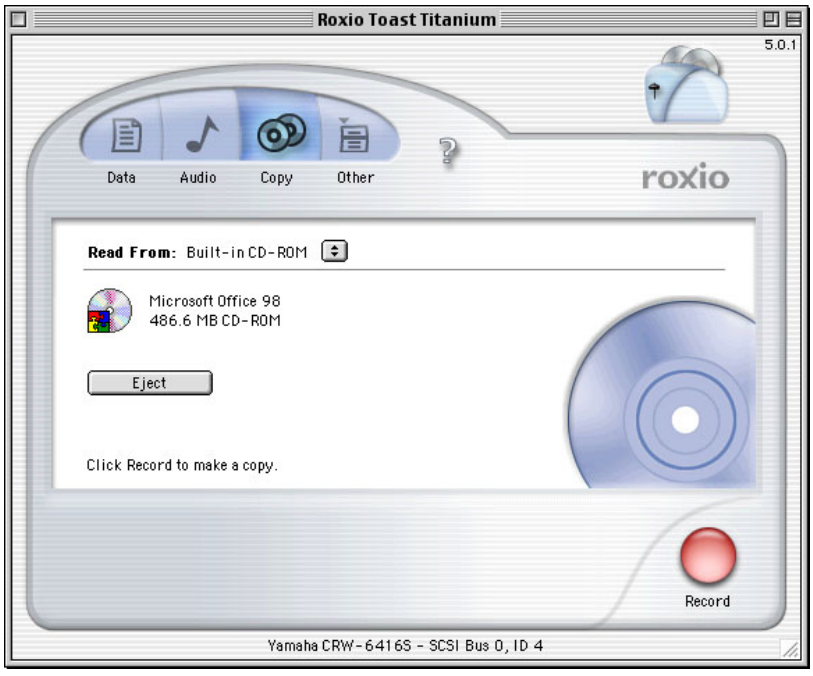
3. **Insert a blank CD into the CD Recorder/Burner, as shown below.**

The CD Recorder/Burner

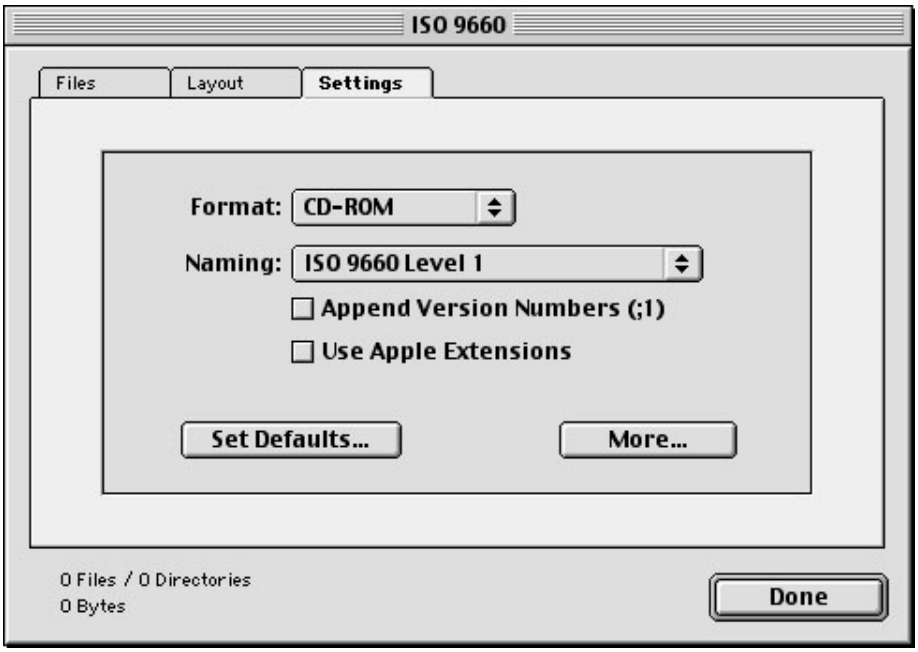
4. **The, Toast Software Window will not open automatically, you will need to open the Toast Software by double clicking on the Toast Titanium 5.0 Icon on the desktop as shown below.**



Once you double click on the Icon on the desktop the Toast Software Window as shown below will open. It will detect, and show the CD in the CD Reader/Player.



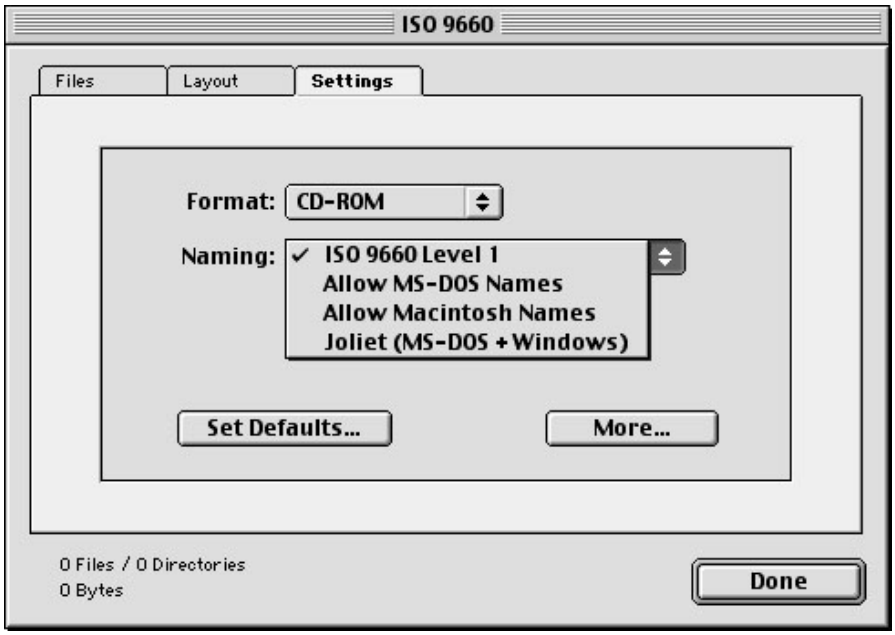
5. **Click on the button labeled Other at the top of the window and you will see the window shown below. This window offers you several very important options. Click on the Settings Tab.**



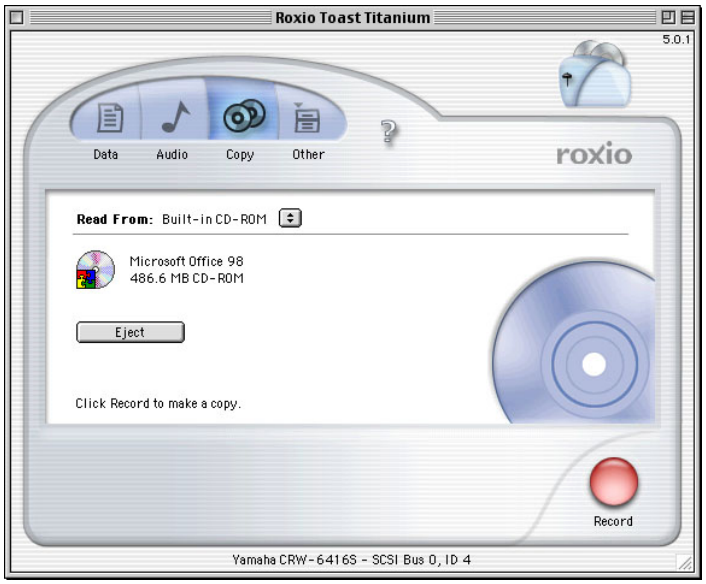
Under the Format option

CD – Rom which is the format that you will use most of the time.
CD – Rom XA this is used for writing existing XA tracks to disc.
Disc Image – Allows you to write previously created disc images to disc.

Under the Naming option, ISO 9660 Level 1 –This is the recommended option.



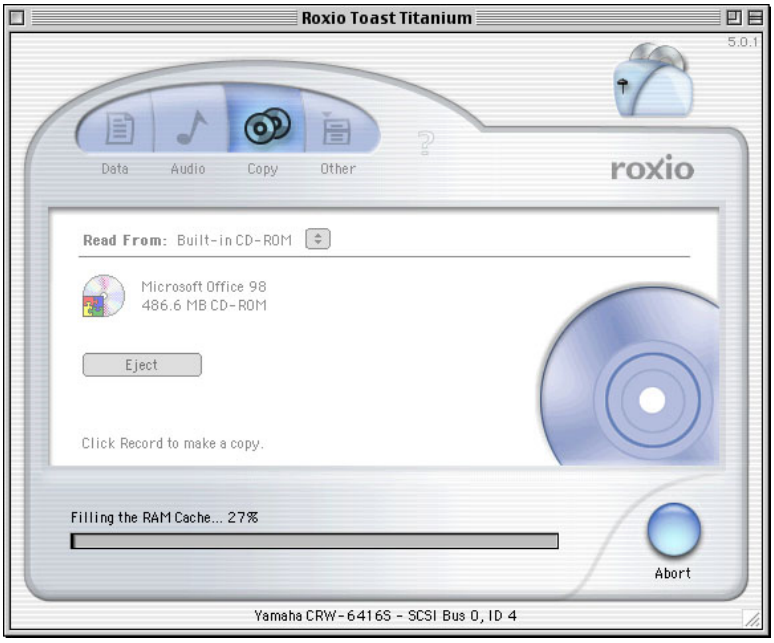
6. Once you have selected all of your options click Done, and you will be returned to the main screen as shown below.



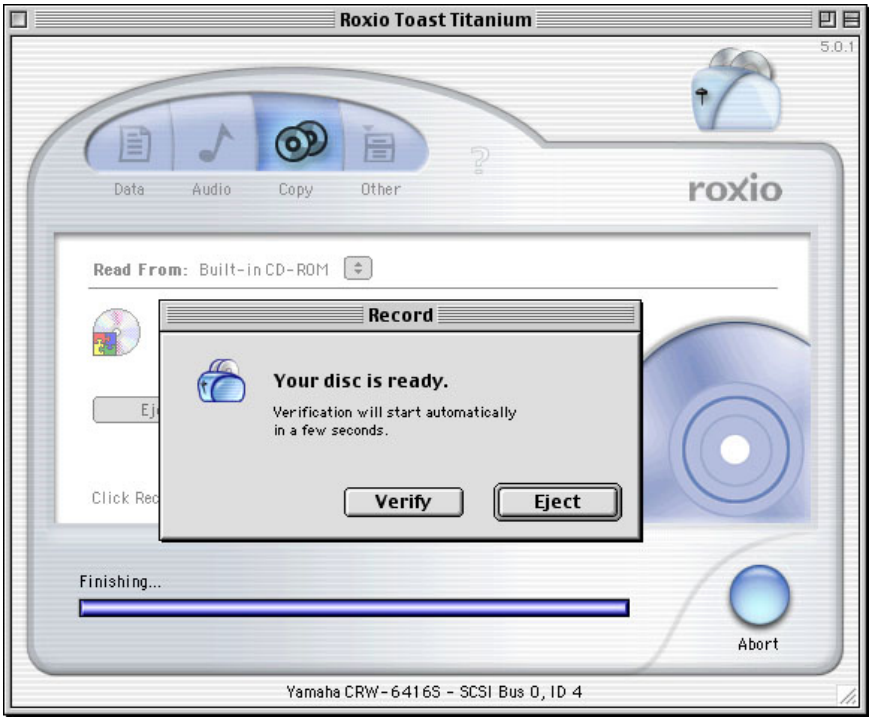
7. **Now click the Big Red Record Button in the Bottom right corner.**

8. **You will now see the Record window as shown below. You will need to select the Speed to record the CD at, 4X is the recommended speed. You can also check the Simulation mode this will take longer to record the CD because it does a test run first. However, if there is a problem you will save yourself a CD.**

Once you have made your selections, press the Write Disc button, and you will see the window shown below.

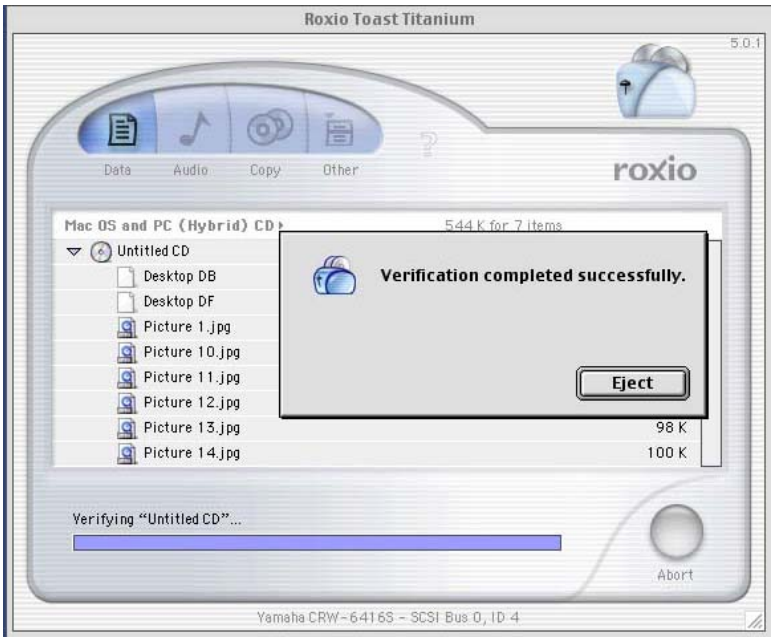


Once the CD is finished recording you will see the following window.



It is recommended that you press the Verify button, so that it can verify that the CD was recorded correctly. If you wait 15 – 20 seconds it will automatically start.

After the CD has been verified you will see the following screen.



Procedures for Creating a Data CD – MAC

To Create a Data CD

Follow the steps listed below to create a Data CD

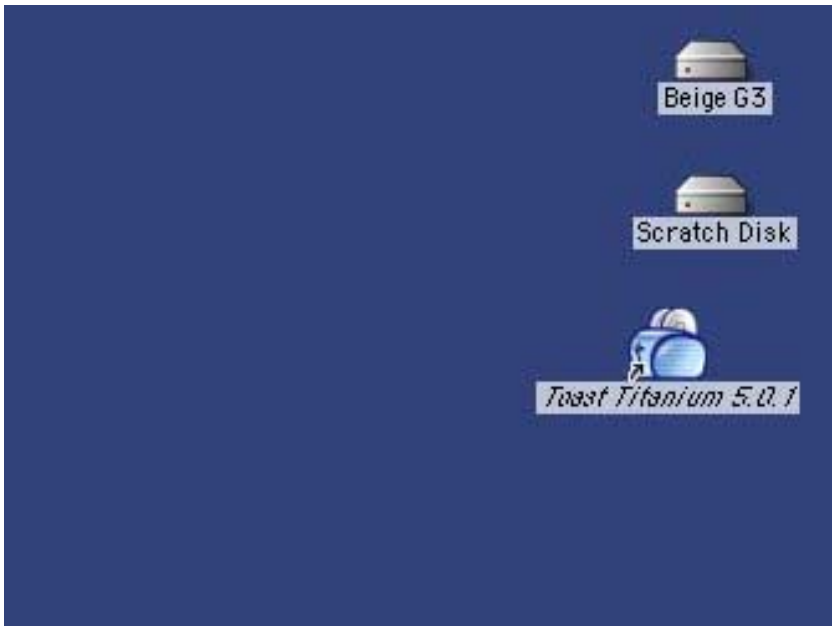
You can have multiple sessions on this CD but only the last session will be able to be read on the PC. However all the sessions can be read on the MAC.

1. **Turn on the CD Recorder before Turning on the Computer**
2. **Insert a CD, Zip, or 3 ½ disk that you wish to copy data from into the computer.**

3. **Insert a blank CD into the CD Recorder/Burner, as shown below.**

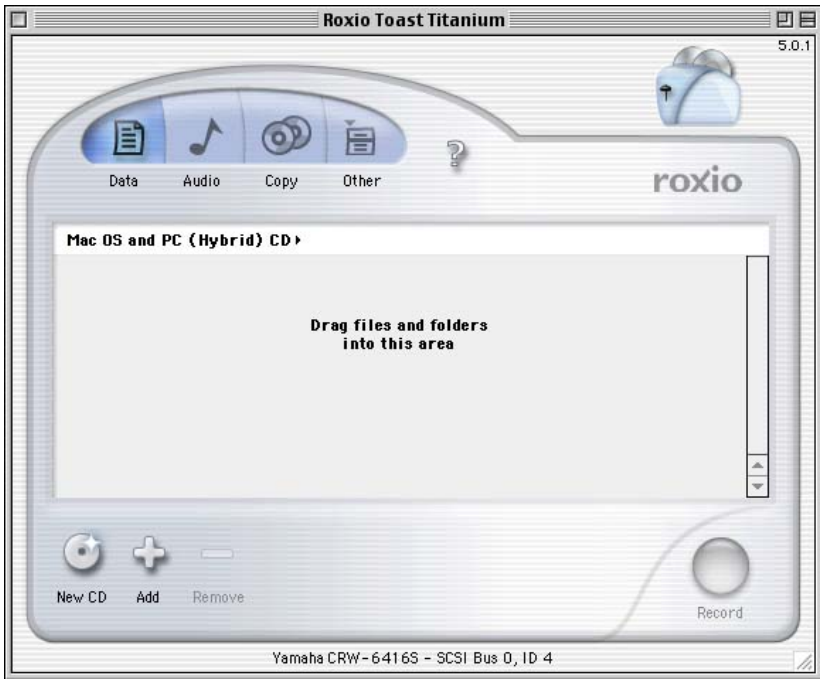
The CD Recorder/Burner

4. **The, Toast Software Window will not open automatically, you will need to open the Toast Software by double clicking on the Toast Titanium 5.0 Icon on the desktop as shown below.**

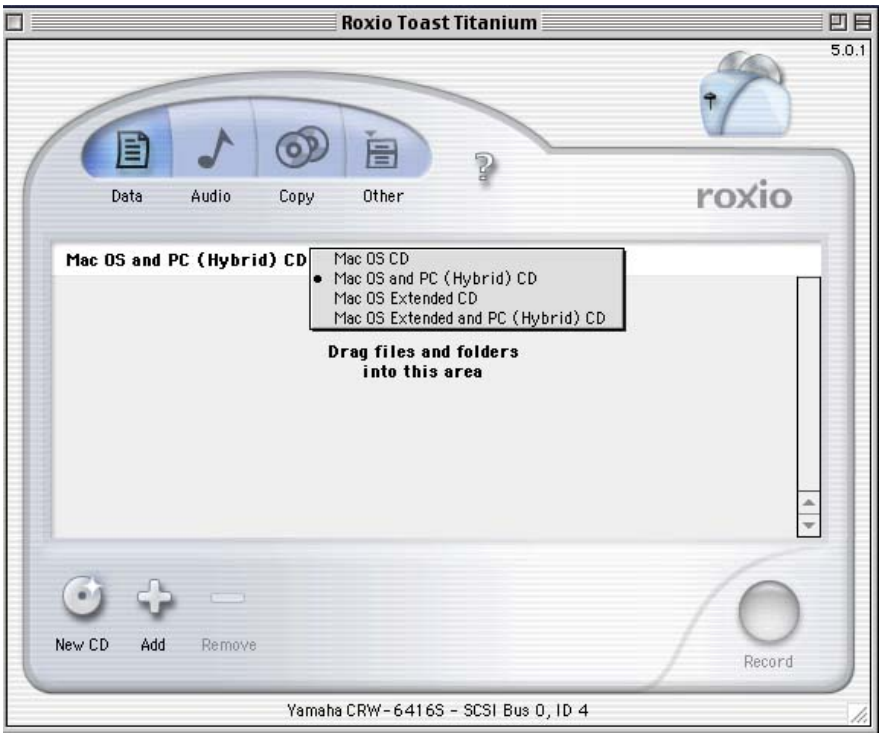


Once you double click on the Icon on the desktop the Toast Software Window as shown below will open.

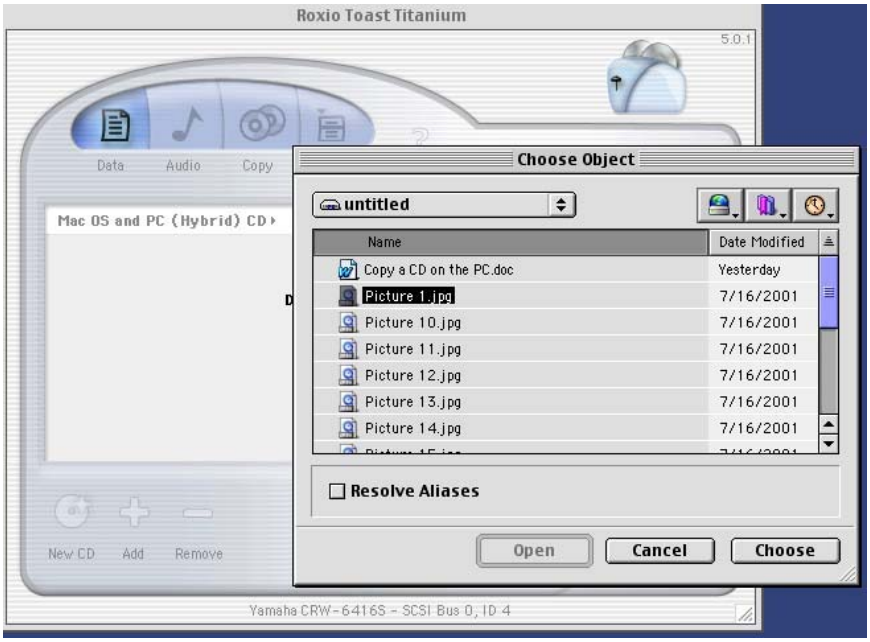
5. Click on the Data button on the menu



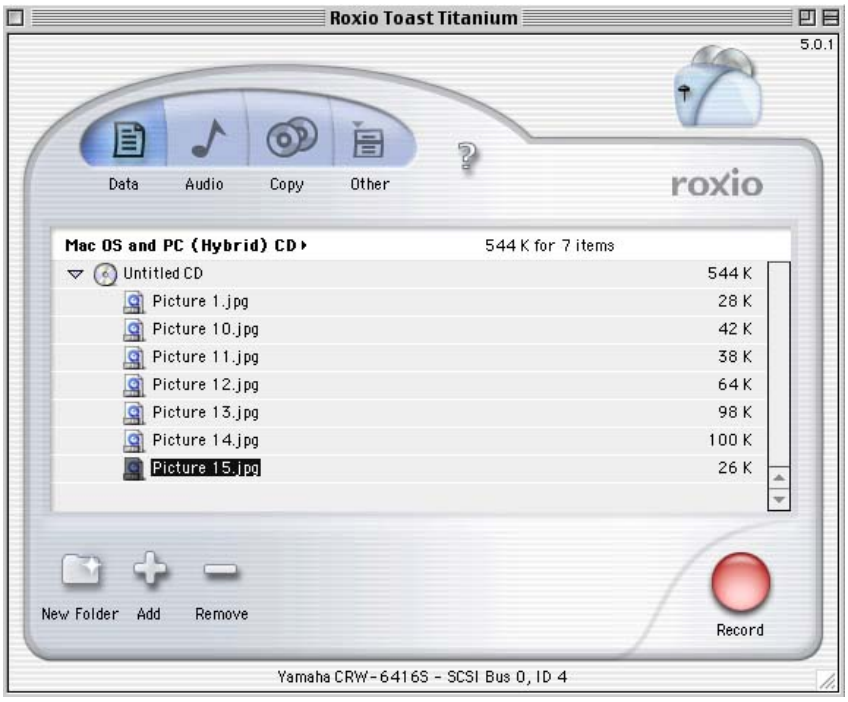
6. **Once you have pressed the Data button, you need to select the type of data CD that you would like to make. MAC OS and PC (Hybrid) CD is the recommended format, so the CD can be read on both platforms.**
   You can have multiple sessions on this CD but only the last session will be able to be read on the PC. However all the sessions can be read on the MAC.



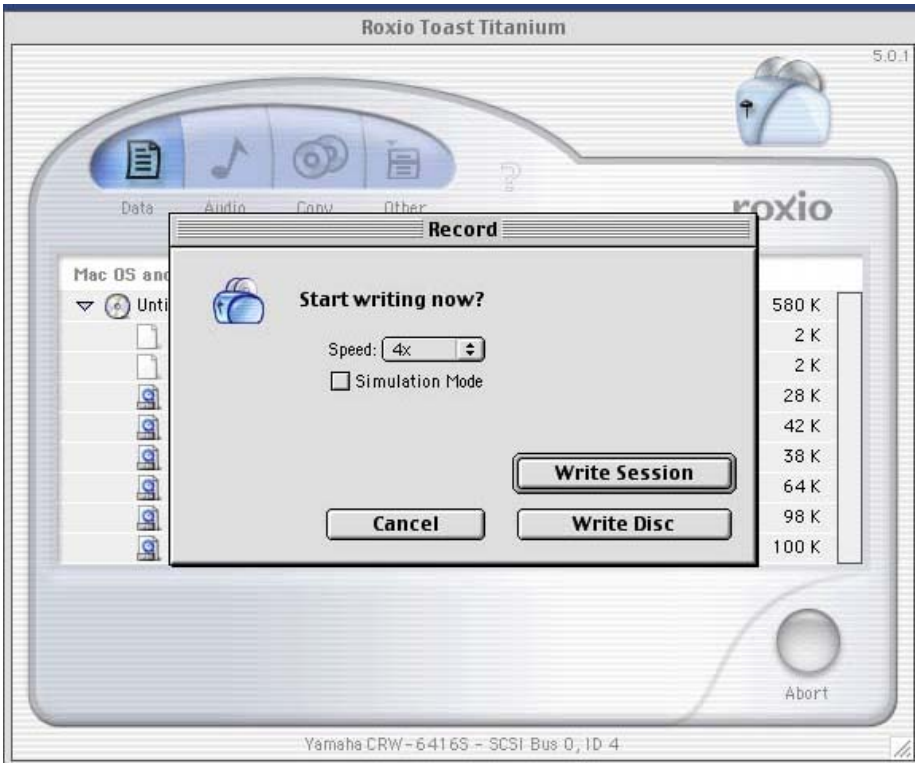
7. **Click on the Add button to select the data files to record on this CD.**



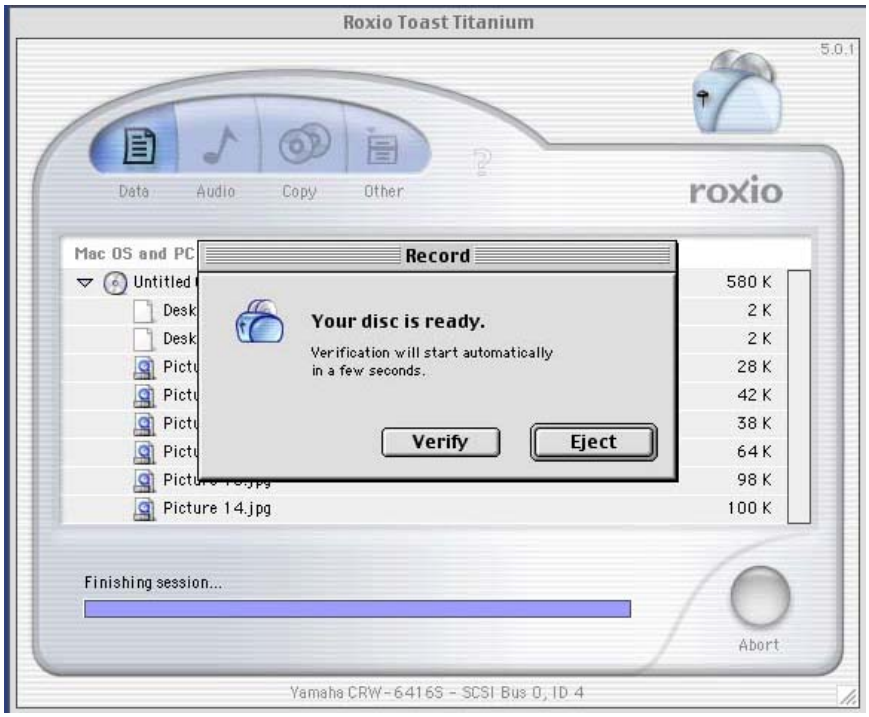
8. Once you have selected the files to record on this CD press the Record Button.



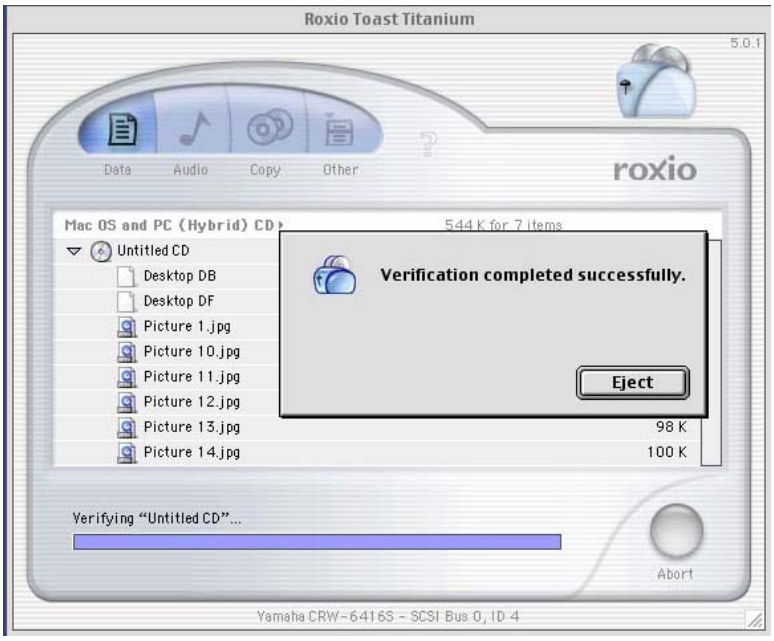
9. Once you press the Record button you will see the screen shown below. If you want to be able to write more data to this CD later press the Write session button. If you only want to record this data to the CD press the Write Disc button. Again the recommended speed to record at is 4x.



10. Once the data is finished being recorded on to the CD you will see the following screen. It is recommended that you press the Verify button. If you wait 15 – 30 seconds it will go start automatically.



After the CD has been verified you will see the following screen.



Procedures for Adding a Session to a Data CD – MAC

To Add a Session to a Data CD

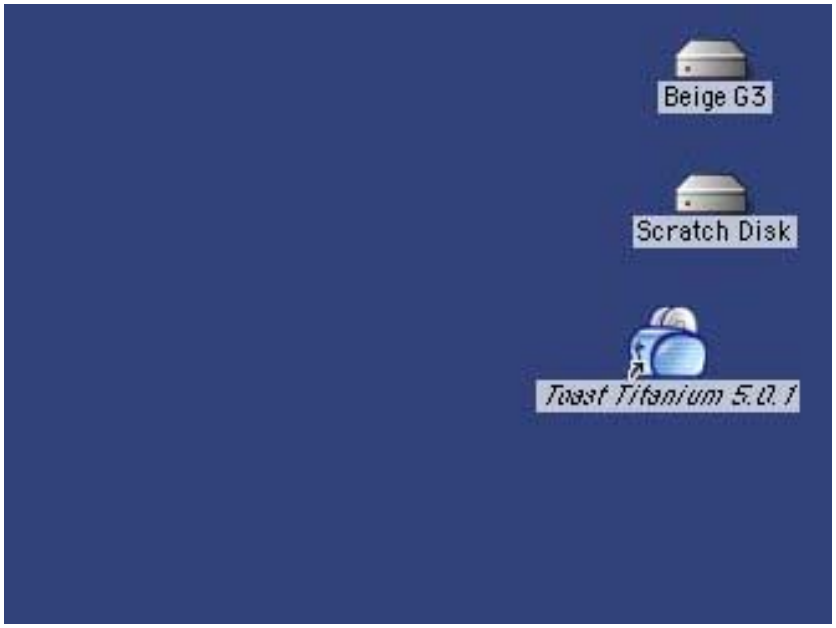
Follow the steps listed below to add a session to a Data CD

1. **Turn on the CD Recorder before Turning on the Computer**
2. **Insert the CD, Zip, or 3 ½ disk that you wish to copy data from.**

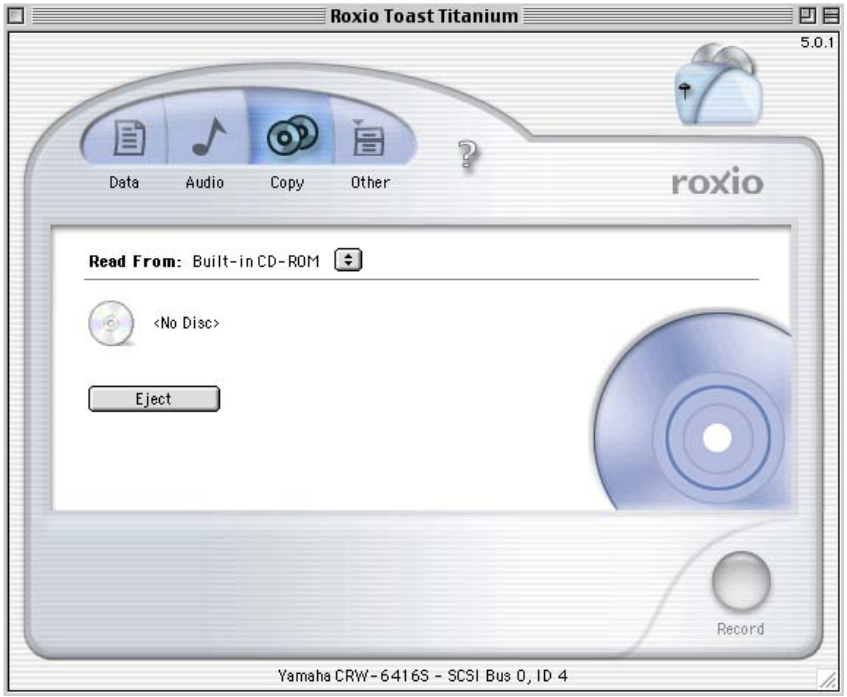
3. **Insert a blank CD into the CD Recorder/Burner, as shown below.**

The CD Recorder/Burner

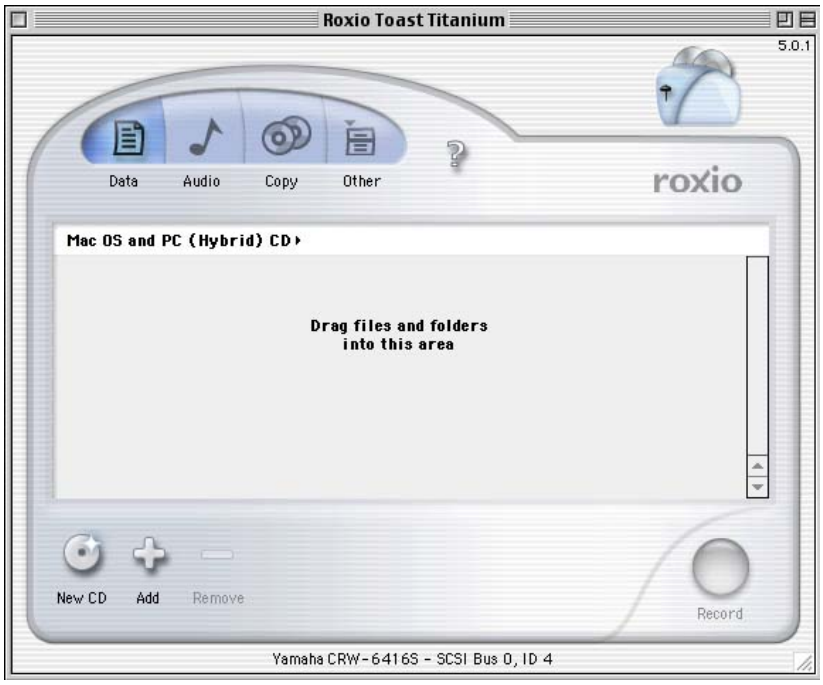
4. **The, Toast Software Window will not open automatically, you will need to open the Toast Software by double clicking on the Toast Titanium 5.0 Icon on the desktop as shown below.**



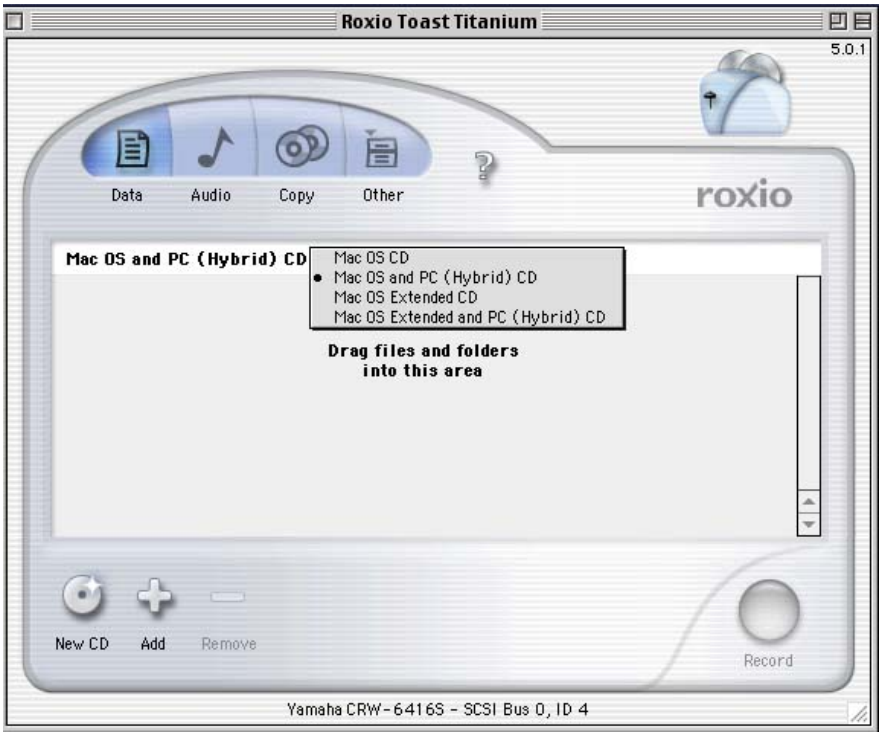
Once you double click on the Icon on the desktop the Toast Software Window as shown below will open.



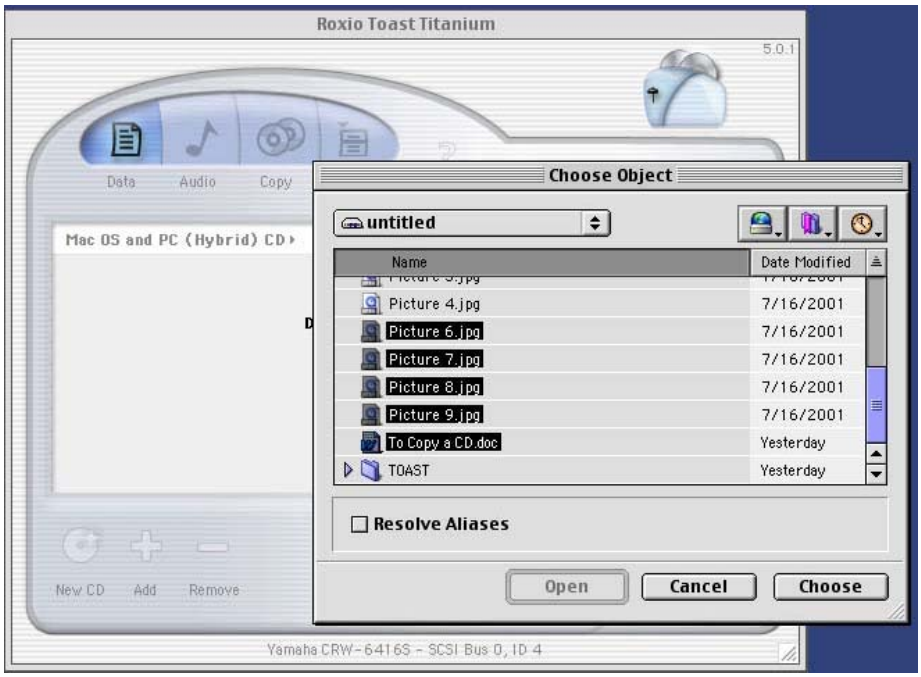
5. Click on the Data button on the menu



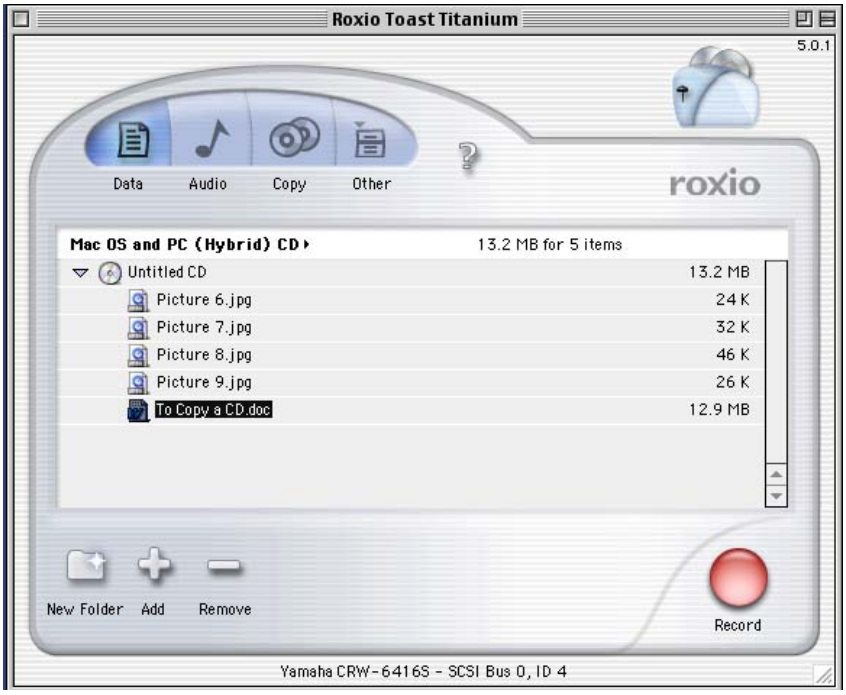
5. **Once you have pressed the Data button, you need to select the type of data CD that you would like to make. MAC OS and PC (Hybrid) CD is the recommended format, so the CD can be read on both platforms. (Make sure that you select the same format as the previous session.**
   You can have multiple sessions on this CD but only the last session will be able to be read on the PC. However all the sessions can be read on the MAC.



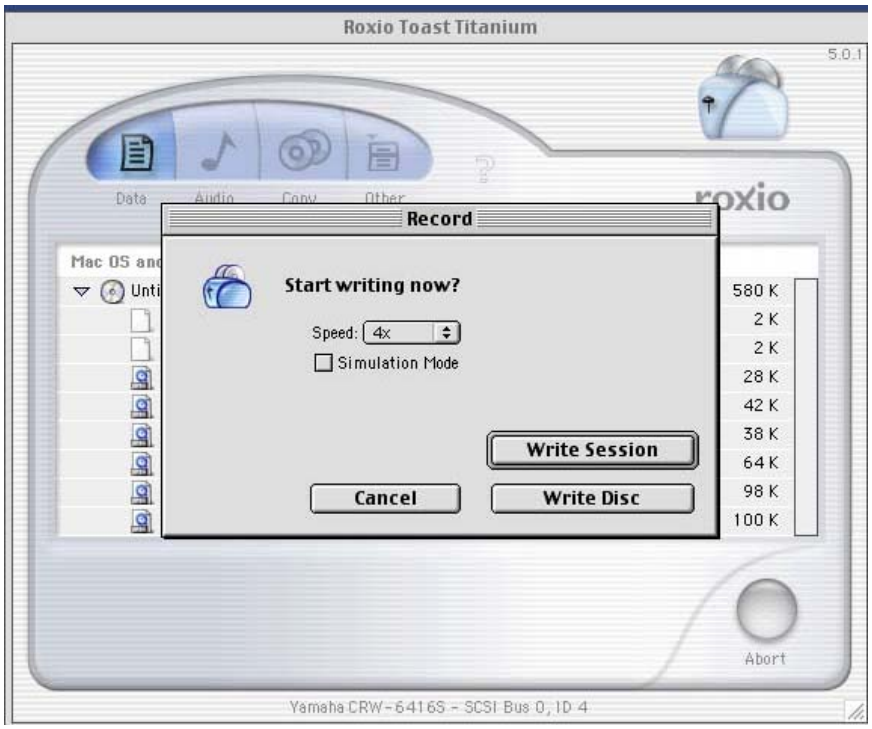
7. **Click on the Add button to select the data files to add on to this CD.**



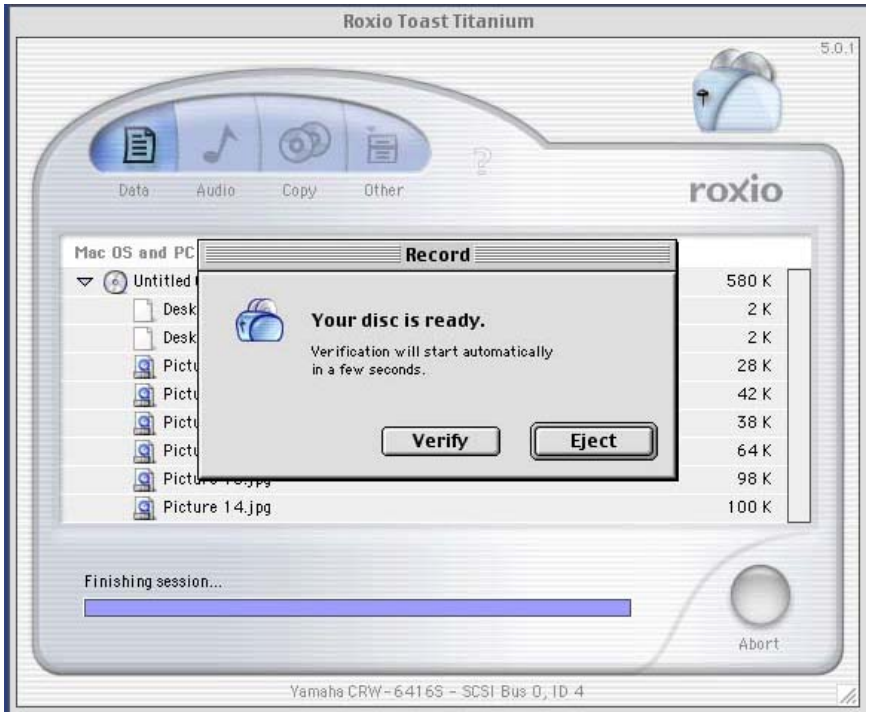
8. **Once you have selected the files to record on this CD press the Record Button.**



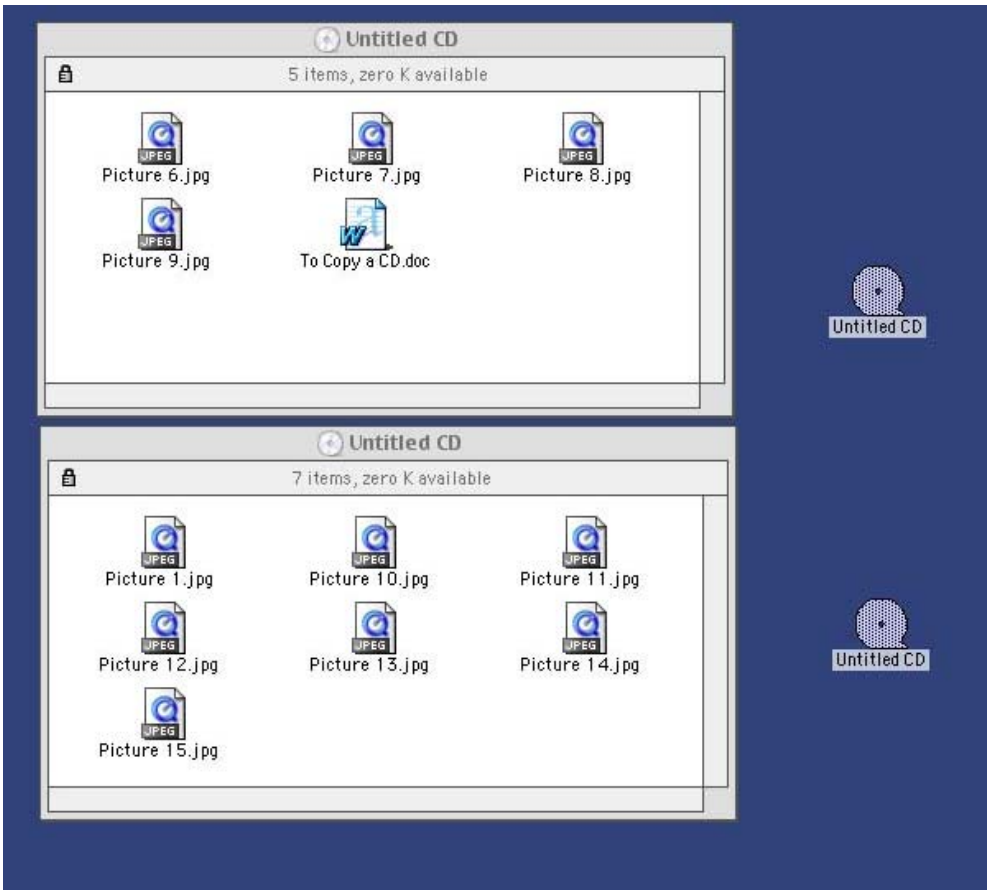
9. Once you press the Record button you will see the screen shown below. Now press the Write Session to record this data to the CD. IF this is the last session you are going to add to this CD press the Write Disc. Again the recommended speed to record at is 4x.



10. Once the data is finished being recorded on to the CD you will see the following screen. It is recommended that you press the Verify button. If you wait 15 – 30 seconds it will go start automatically.



If you now place the CD in the Reader on the MAC you will see a CD on the Desktop for each session and each session will open in a separate window. However, on the PC you will on see the last session.



Procedures for Creating a Data CD – MAC

To Create a Data CD readable on MAC & PC

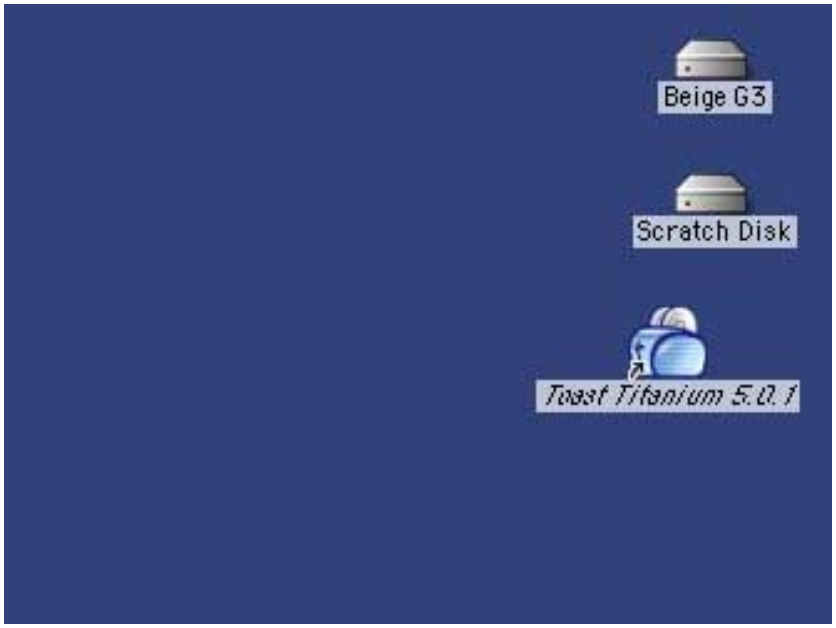
Follow the steps listed below to create a Data CD

1. **Turn on the CD Recorder before Turning on the Computer**
2. **Insert a CD, Zip, or 3 ½ disk that you wish to copy data from into the computer.**

3. **Insert a blank CD into the CD Recorder/Burner, as shown below.**

The CD Recorder/Burner

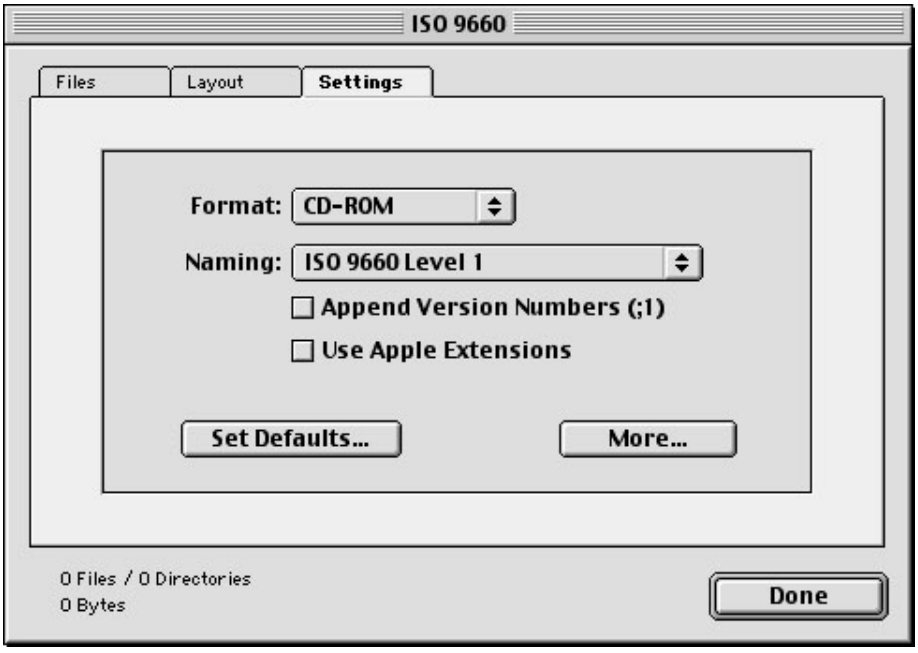
4. **The, Toast Software Window will not open automatically, you will need to open the Toast Software by double clicking on the Toast Titanium 5.0 Icon on the desktop as shown below.**



5. **Once you double click on the Icon on the desktop the Toast Software Window as shown below will open.**

6. Now click on the "Other" Button, then the Select button to select you files to record to this CD.

7. Click on the button labeled Other at the top of the window and you will see the window shown below. This window offers you several very important options. Click on the Settings Tab. Click on the files Tab once you have finished the settings.

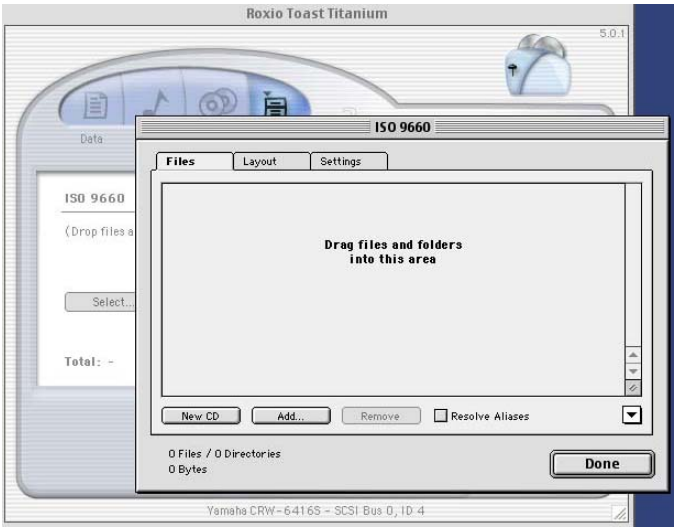


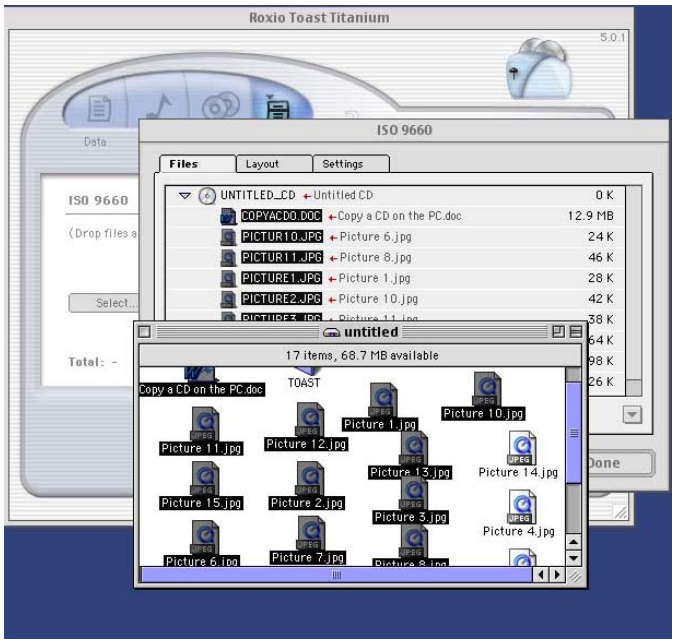
Under the Format option

CD – Rom which is the format that you will use most of the time.
CD – Rom XA this is used for writing existing XA tracks to disc.
Disc Image – Allows you to write previously created disc images to disc.

Under the Naming option, ISO 9660 Level 1 –This is the recommended option.

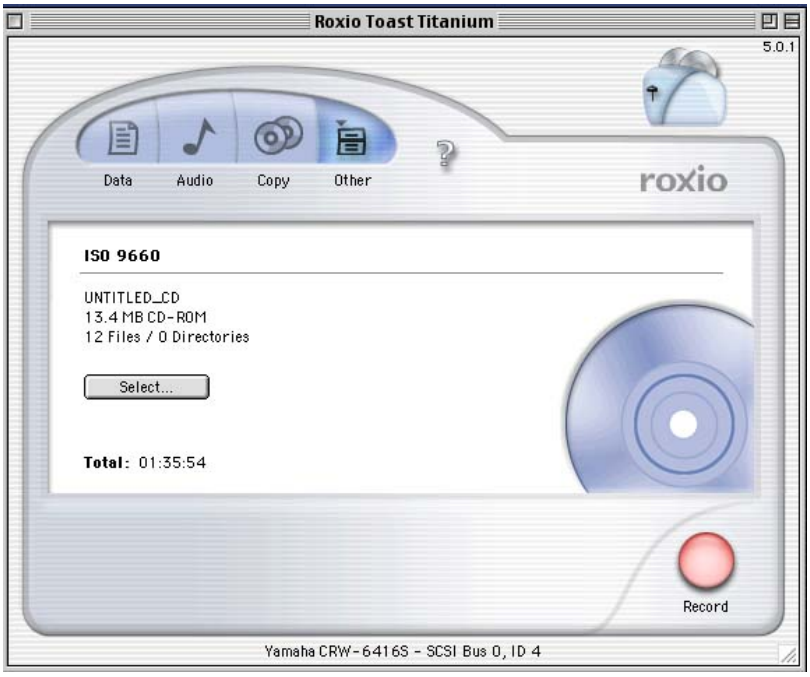
8. You will see the following screen, click on the Add button or just select you files and drag and drop then into the Data area.





8. When you have finished press the Done button.

9. Press the Record Button to record the files to the CD.



Press the Write Session Button if you want to be able to add more files to this CD later. Repeat the process and choose Write Session again to add more files to the CD.