

## Using Easy CD Creator (Document created 14 March 2002)

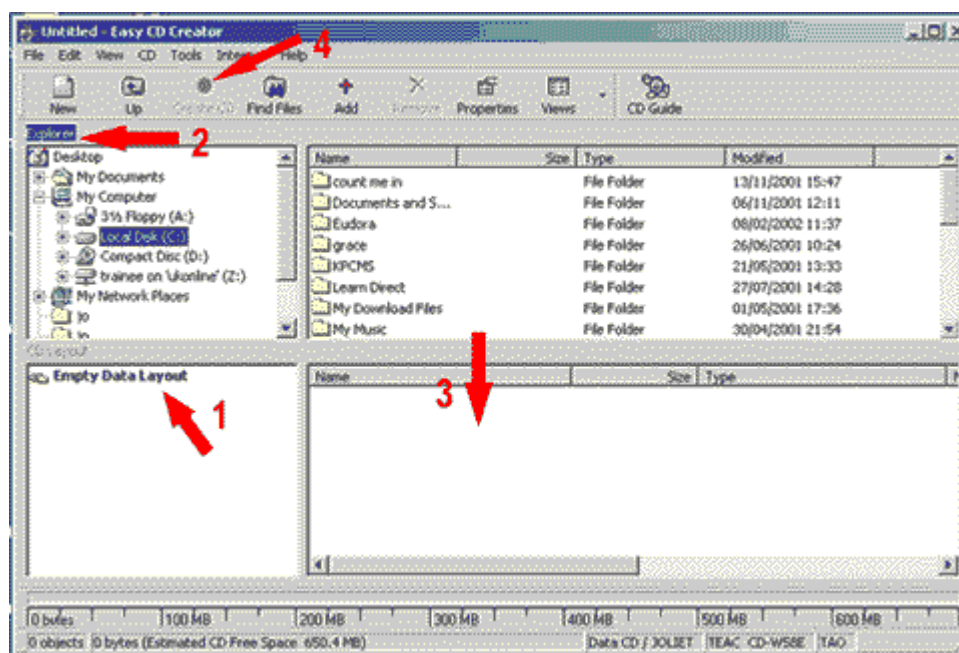
- Click on the Easy CD Creator icon on the desktop



- The following panel will appear

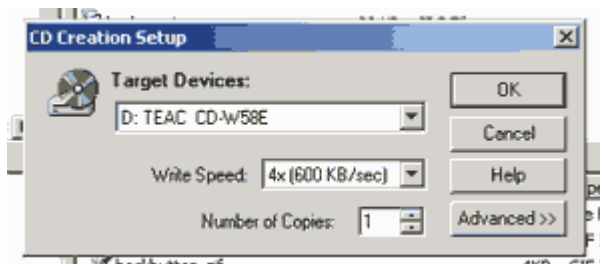


- Click the DATA CD button.  
The following window will appear

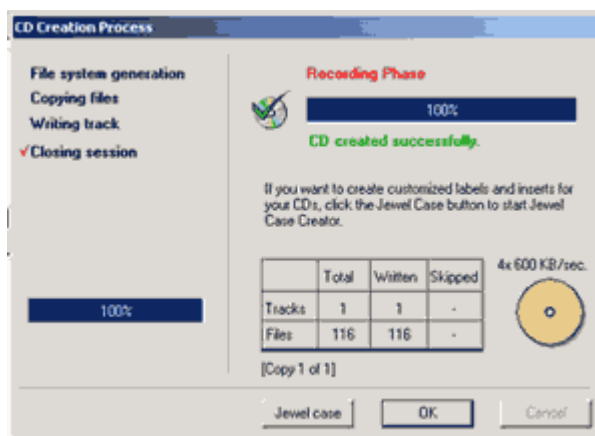


1. First you might want to create one or more folders to copy your work into on your CD.  
Right click on **Empty Data Layout > New > Folder.** ( **See arrow 1 above** )  
Give your folder a name.  
Create more folders if you need to.
2. Browse in **Explorer** to find the folders / files which you wish to copy onto your CD.( **arrow 2** )
3. Select them and either drag and drop them into the box underneath, or click **Add** on the top toolbar. ( **arrow 3** )
4. When you have put everything in that you wish to copy, click **Create CD** (not forgetting that you need to put a CD in the drawer first!). ( **arrow 4** )

When the **Creation Setup** box appears click **OK**



When the **CD Creation Process** box appears wait patiently while your files are copied onto your CD. If the CD drawer opens don't touch it. It should close again by itself.  
When the CD is ready you will see the message **CD created successfully.**



Press **OK**. You can now remove the CD.

5. **Remember** CDs can hold a large quantity of data and you may wish to add to your CD later on. To do this go through the same procedure as above, putting the CD in the drawer just before you click Create CD ( step 4 ).