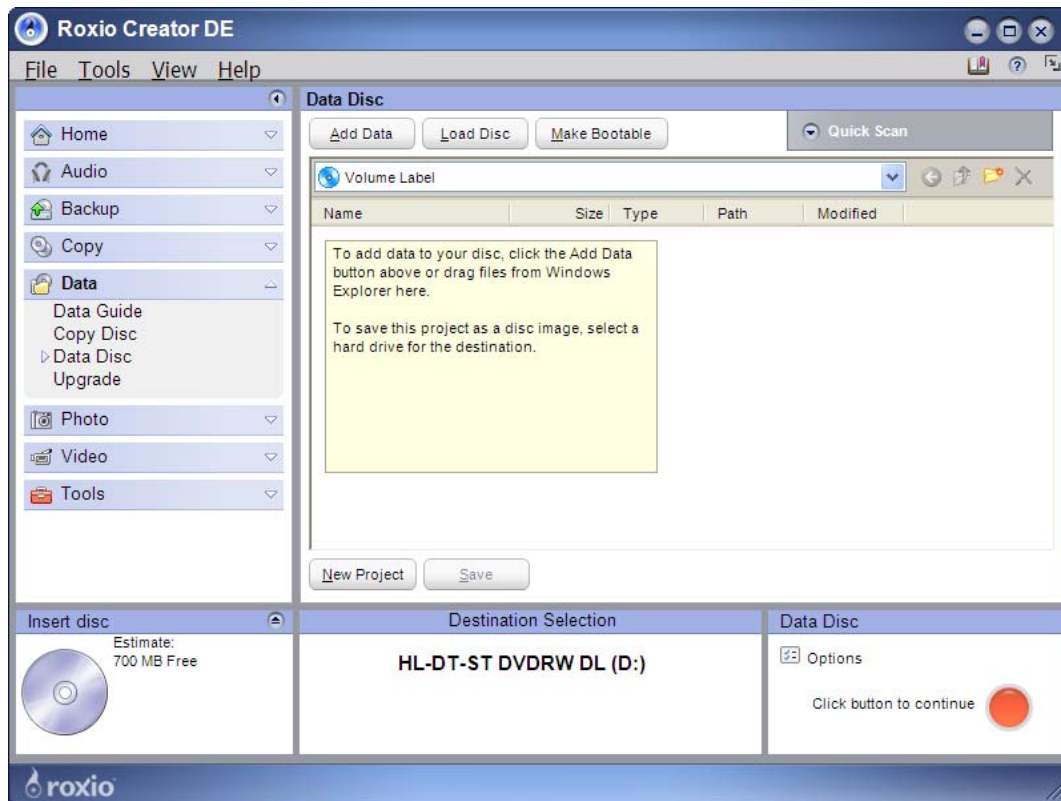
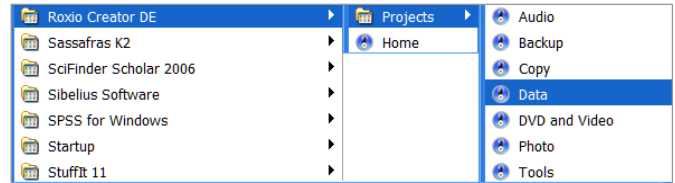


BURN A CD OR DVD WITH ROXIO

Roxio Easy CD Creator comes installed on the Dell Optiplex, making it easy for you to create your own CDs and DVDs, a preferred long-term storage medium. Burning is easier if you first move all files to be copied into a folder on the computer Desktop.

1. To open Roxio, go to Start > All programs > Roxio Creator > Projects > make your selection—choose Data for copying text and image files
2. The Roxio window will open



3. In the left pane of the Roxio window, click Data
4. To name the disc: click 'Volume Label' > then type in a new name
5. Click the Add Data button > click Add Files or Add Folder
6. Browse to select your files(s) or folder(s) to be copied from the Add window
Note: The 'Insert Disc' box on bottom-left of Roxio window will show how much free space is available on disc to be burned
7. When all items have been selected, click the round red button on bottom-right of window to begin the burning process
8. Insert a new blank CD-R or DVD-R – be sure it is snapped on to center holder of drive
9. The Progress bar on bottom will display progress and estimated time remaining to burn
10. Once the window shows that the disc was created successfully, close the window. Save the Project only if you want to burn the same files again.

