

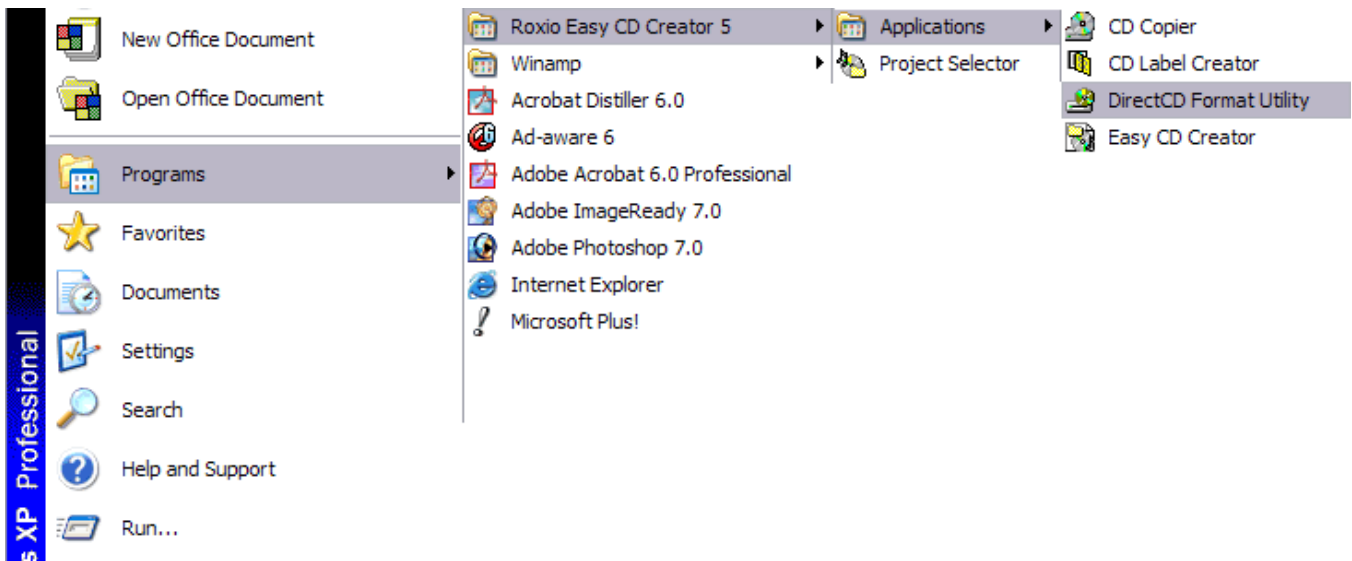
**LaGuardia Center for Teaching and Learning
Designed for Learning Mid-Year Institute, 2004
Using Roxio Direct CD for Drag and Drop File Management**

If you have:

1. a CD-RW burner
2. Roxio Direct CD software (usually comes with the computer if the computer has a CD-RW drive)
3. Patience

you can use your CD-RW drive just as you would any normal floppy or zip disk. This makes it very easy to copy a lot of files, or very large ones, very useful if you want to back up your work. Here's what you need to do:

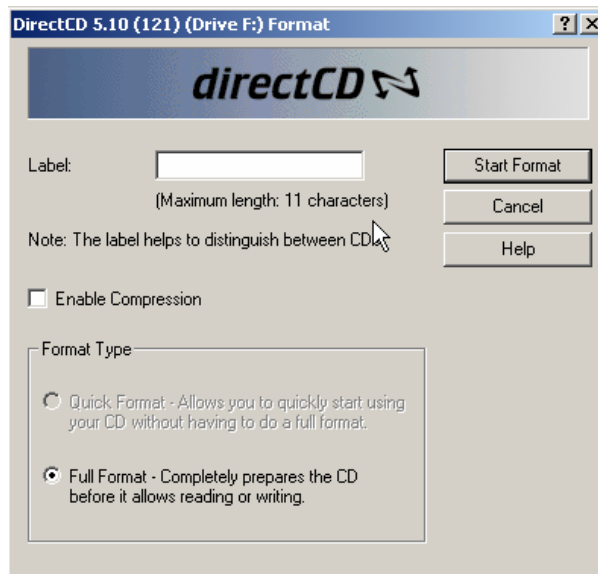
1. Acquire CD-RW blank disks. College Supplies is now stocking these. If you can't get them through the College, they usually sell in quantities (5, 10, 25, 50). Depending on how many you buy, they go for about \$1.00 each or less each at Staples, CompUSA, etc. Get a name brand.
2. Put a blank CD-RW disk into your CD-RW drive.
3. Click on Programs/Start/Roxio Easy CD Creator/Direct CD Format Utility.



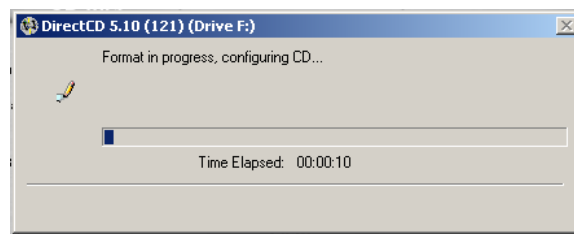
4. You'll see this screen. Click on the option for "format CD."



5. You'll see the screen below. You can supply a name for the CD-RW. This will come in handy as your CD-RWs start to stack up.

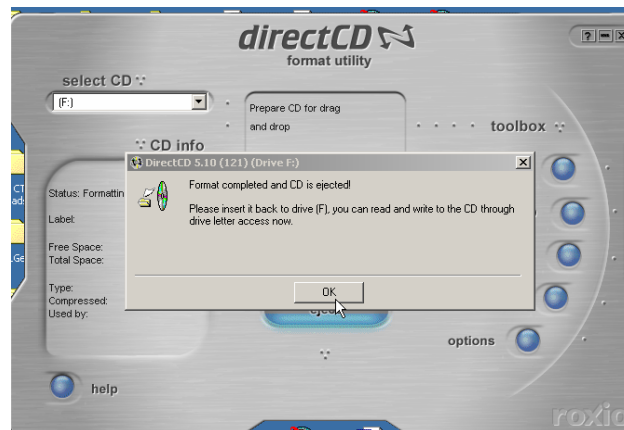


6. Click o.k., and you'll see it start to format. It looks like this:

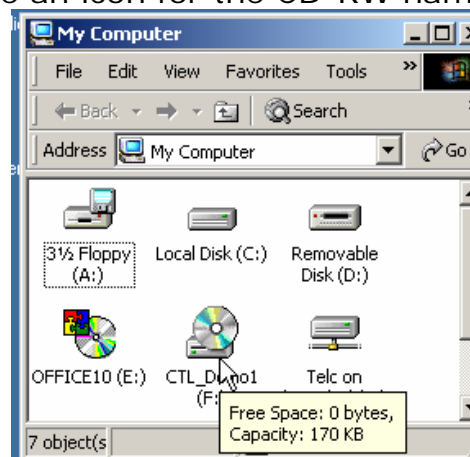


7. Just let it go, and come back later. This is the patience part.

8. You'll see this message when it's done. Notice that it now indicates the name of the CD-RW and that it is ready for reading and writing which means you can now copy files to and from this CD-RW. Click on the close box. (Or click on format if you want to continue getting CDs ready. Since one CD-RW is equivalent to about 600 floppies, you may not need too many of them.)



9. Your CD-RW is now ready to be used just like a floppy or zip disk. Open My Computer. You'll see an icon for the CD-RW named as you chose.



10. Double click on it to open it, and then drag and drop or copy and paste as you normally would with a floppy or zip disk. When you are finished copying files to or from your CD-RW, you might want to eject the disk. You can hit the little button by the drive, or you can open "My Computer," right click on the CD-RW drive, and select the option for eject. As you are ejecting the CD, you'll see this message:



Suggestions

Be careful with Direct CD. It can be a little quirky, so before you do a major job, test it out on the machines you are most likely to use in the future. If your desktop at home or in the office has a CD/RW drive and has Roxio Direct CD software (usually comes with the machine if the machine came with a CD/RW drive), try copying files from your desktop to a CD/RW and from there to your laptop or vice versa. But, test it all out before you depend on it for some major project.

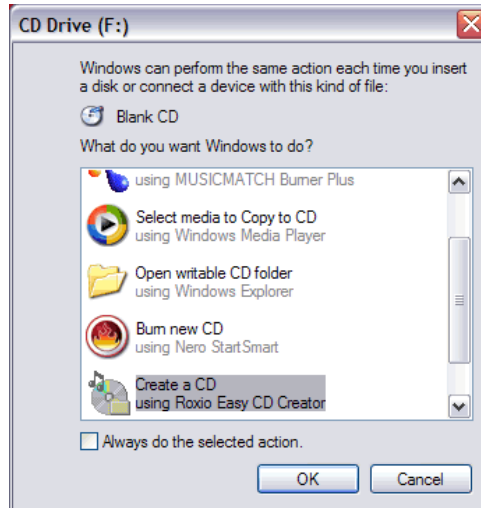
If you have a regular CD-ROM drive at home, you can copy files from your CD/RW disk, but you won't be able to copy them back as the regular CD-ROM drives are not "burners." Some older CD-ROM drives will not read a CD/RW disk, so check this out before you depend on it.

If you have a regular CD drive at home, and want to be able to burn CDs, make music CDs etc., you can probably contact the manufacturer of your computer, and see what's involved in replacing your regular CD ROM drive with a CD/RW drive. If you're not sure what you have, look closely at the front of your CD drive. If it says "re-writable," then you've got a CD/RW drive.

If you are running Windows XP as your operating system, be aware that Windows XP has built in CD burning software. Roxio will override the Windows XP software if it is properly installed. The Windows XP software is nifty, especially if you just want to burn a CD full of music or photos and don't ever want to change that, but it doesn't give you the same ability to overwrite existing files or the same flexibility with file management. You can check the options you want which will result in a message at the various stages of the process.



If you find that the Windows XP interface is getting in your way, click the options button on the Roxio/Format CD screen.



You should see the Roxio Easy CD Creator screen. Select the option for "make a data CD."



You'll see this screen. Click on the option for "direct CD."



Follow the pervious instructions from step 4.