



The following document walks you through burning a CD with *Roxio Easy CD Creator*, used by **Purdue University Libraries Archives & Special Collections** for CD backup of digital archives.

Purdue University Libraries Archives & Special Collections
CD Burning Instructions
Using Roxio Easy CD Creator



<http://www.lib.purdue.edu/spcol>

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BEFORE YOU BEGIN

Before burning CD backups, make sure the files have been through **Quality Control**, have been loaded into *Content DM*, and are exported into **650 MB** groups for CD backup.

These groups will be located on:

E-Archives/Collections/*Collection Name*/Originals/*Collection_#*

Example: E-Archives/Collections/Earhart at Purdue/Originals/AEPCD_12

OPEN ROXIO

Open *Roxio Easy CD Creator* by clicking on **Start**, then **Programs**, then *Roxio Easy CD Creator 5*, then **Applications**, then *Easy CD Creator*.

INSERT CD

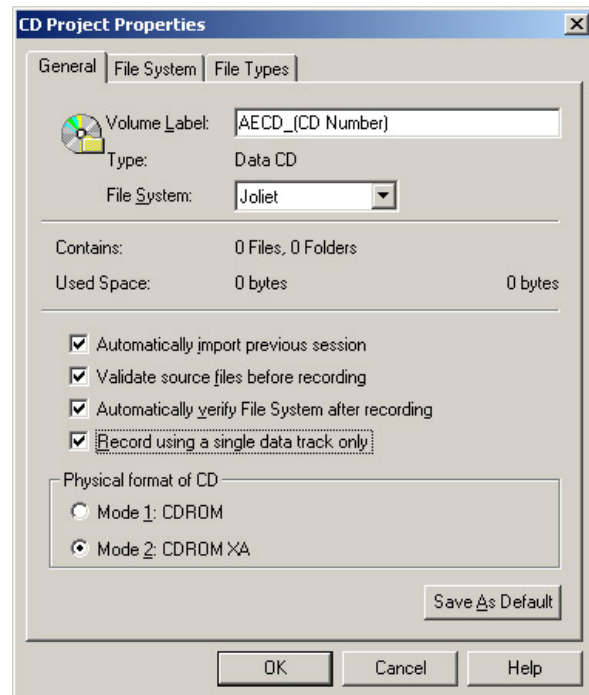
Insert the blank **Kodak Gold Preservation Disc** in the CD burner. *Usually the CD burner is the bottom CD/DVD drive.*

CD PROJECT PROPERTIES

Click on **File/CD Project Properties**.

Each CD must have the following properties selected (see image below).

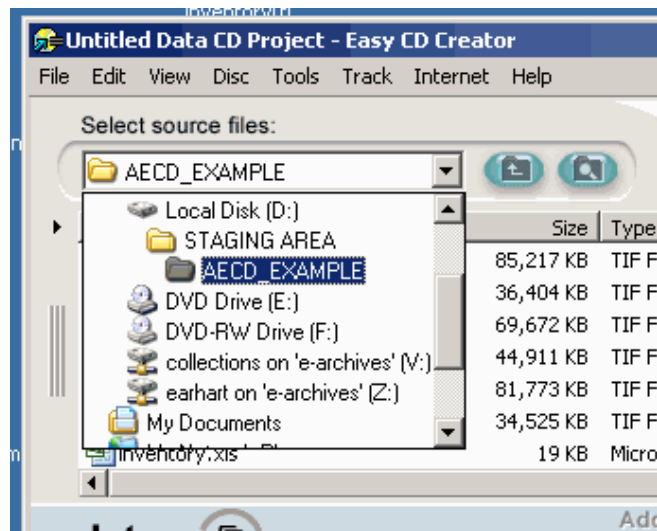
All items should match the image at right, with the exception of AECD_(CD Number). This label should match the collection and group name.



SOURCE FILES

Find the files you want to burn by clicking the drop-down list under **Select source files**.

Browse to the desired folder.



ADD FILES

The files in your folder will now be listed on the screen.

Select all of the files and click the **Add** button to add these files to your CD project.



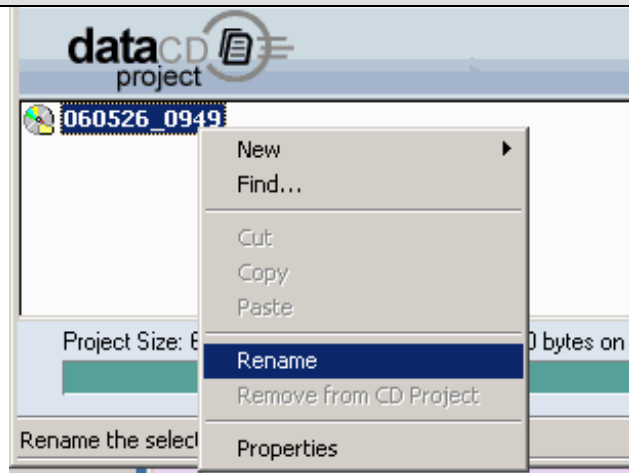
The Project Size should be about 650 MB in size.

NAME CD

On the left, next to the CD icon, make sure the name of your CD appears.

If it doesn't, rename the project to match your CD and double check that the Project Properties are set correctly (see CD Project Properties above).

Example: AEPCD_12



BURN CD

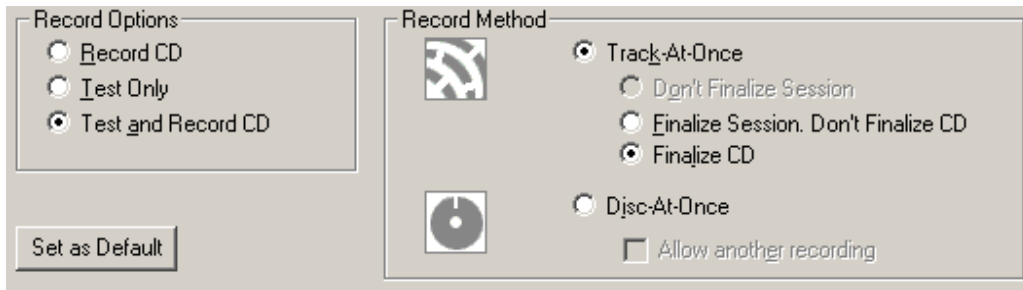
Now that you have added the files, click the **Record** button.



The **Record CD Setup** screen will open.

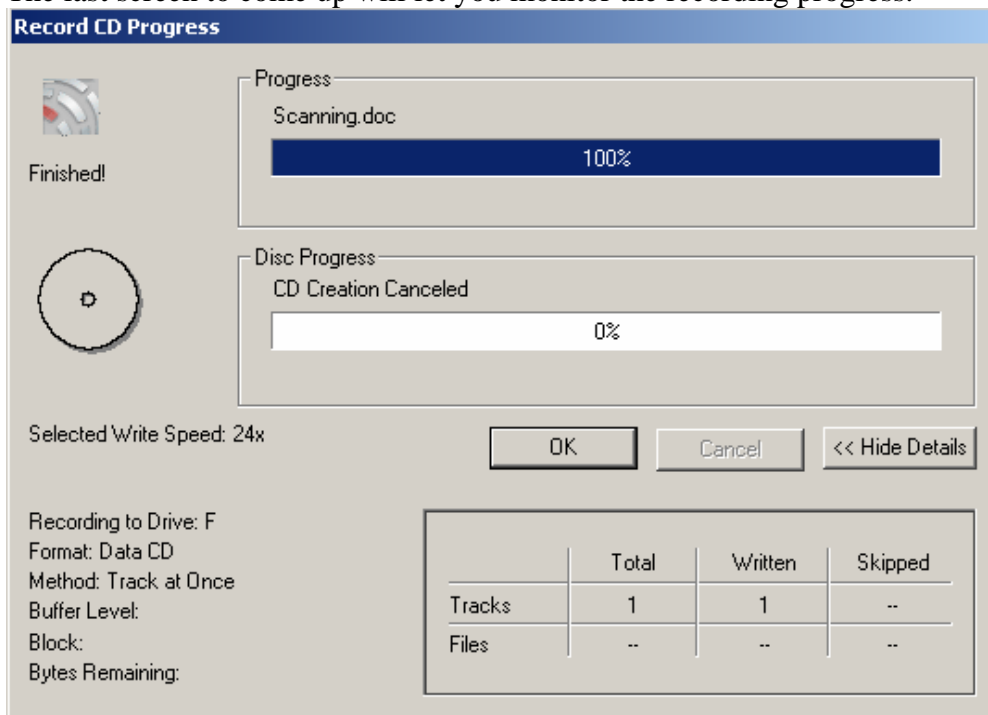
Be sure to:

- **Test and Record the CD** (Record Options).
- **Finalize the CD** (Record Method).



Then click **Start Recording**

The last screen to come up will let you monitor the recording progress.



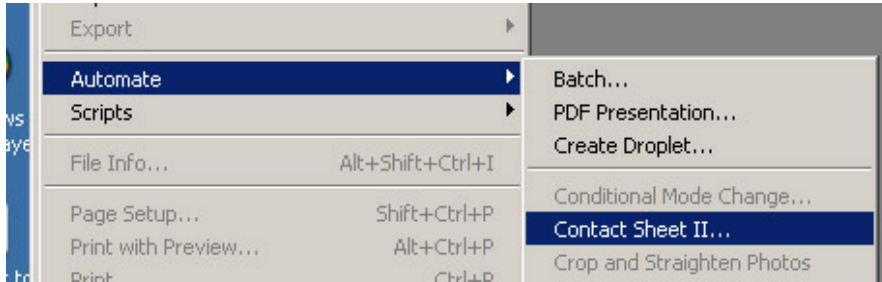
When the CD is complete, exit the project. There is no need to save.

CONTACT SHEET

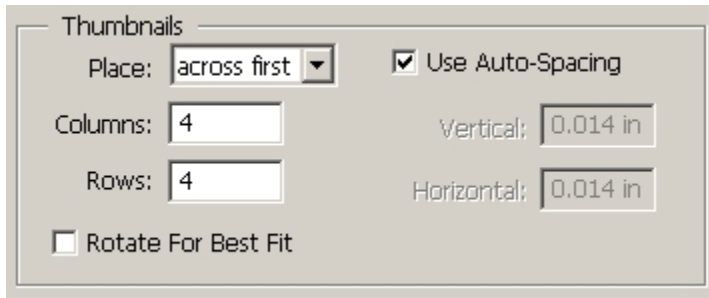
Try the CD in a different CD drive to make sure there are no errors and that the disc can be read by the machine.

Once you know the disc is good, use *Photoshop* to create a contact sheet for the contents of the CD.

To do this, open *Adobe Photoshop* and click on **File**, then **Automate**, then **Contact Sheet II**.



Browse to your CD folder, setting the thumbnail size so that all images fit on one or two pages, without getting too small.



Once the contact sheet is created:

- **Print** the contact sheet.
- **Write** the CD number on it.
- **Fold** it and place it in the CD jewel case with the CD (make sure the CD number is visible on the front).
- **Label** the jewel case with the CD number. You can write the number on a label and stick it to the spine. Use transparent tape to help keep the label in place.

FINISHED

Once you have verified that the CD is readable and contains the proper files, deliver the CD in a jewel case to the Digital Initiatives Librarian for filing.