### How to burn a CD using Roxio Easy CD Creator: A self-instructional module

### **Print-based Companion to the CD-ROM**

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### **Pretest:**

- 1. Where is the "My Documents" folder icon located on your computer?
- 2. What types of files could you find in your my documents folder?
  - A. Music Files
  - B. Data files
  - C. Picture files
  - D. All of the above
- 3. Where would we find the suffix to identify what type of file it is?
  - A. At the beginning of the file name
  - B. At the end of a file name
- 4. Where on the computer is the CD drive located?
  - A. On the Monitor
  - B. On the tower
  - C. Behind the computer

### Section 1 Assessment:

After looking at your files, what kinds of files could you burn onto a CD? Are there any in your My Documents folder?

#### Section 2 Assessment:

1. What does the Roxio icon look like?



2. What are the two ways to find the Roxio program on your computer?

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3. Take a look at the Roxio icon. Is it on your desktop?

YN	Y	N
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4. If the icon is not located on the desktop, how you do find the program to open it?

5. Take a look at the screen shot of the open Roxio program. Does your screen look like the picture?

\_\_\_Y \_\_\_N

6. Close out of the program. Now from the beginning, go through the steps to find the Roxio program and open it.

#### Section 3 assessment:

🕞 Untitled Data CD Project - Easy CD Creator Edit View Disc Tools Track Internet Help Select source files EasyCDCreator 5 My Documents - (2) (2) Date Modified Name 🔺 Size Type File Folder 🛅 Camtasia Studio 9/7/2005 12:29 PM My eBooks My Music My Pictures File Folder 10/7/2004 11:51 AM File Folder File Folder 10/7/2004 9:26 AM 10/7/2004 9:26 AM File Folder File Folder 9/7/2005 3:45 PM SnagIt Catalog 12/7/2005 1:01 PM Add B dataco D ۲ Name Size Type D 6 Project Size: 0 bytes (Estimated free space: 650.4 MB on a 74 min CD, 703.12 MB on an 80 min CD) 74:00 80:00 0 objects Data CD / Joliet SAMSUNG CD-R/RW SW-2525 Track At Once

The next three questions deal with the following picture:

1. On the picture of the Roxio program, which letter represents where to find your source files?

- 2. Which letter represents where to drag your files to burn them?
- 3. Which letter represents where you would change the name of your CD?
- 4. Why is it important to label your CD?
- 5. Do you know where and when to put your blank CD into the computer?



6. Which picture represents the record button in Roxio?



7. Now that you have seen the process, list the steps on how to burn a CD:

## Section 4 Assessment:

Did you properly exit the Roxio program?

\_\_\_Y \_\_\_N

#### **Final Assessment**

At this point you should have completed the instructional module and all the assessments for each of the sections. Your task at this time is to burn files onto a CD using Roxio Easy CD Creator 5 by finding the files in your computer's My Documents folder, opening the Roxio program, dragging those files into the lower window, properly labeling your CD, and burning the files onto a blank CD. Once your CD is burned, open it up and see that it works. Use the checklist below to track your progress.

Find the My documents folder
Find the files you want to burn
Find the Roxio program on the computer
Open the Roxio program
Find your source files (the files you want to burn) in Roxio
Drag your files into the lower window
Label your CD
Insert a Blank CD into the CD-ROM drive
Hit the record button to start your progress
Exit the Roxio program
Check your CD to make sure it works

Does everything work? If it does, then congratulations You now know how to burn a CD using Roxio. Happy CD burning in the future!

Please take some time now to complete the exit survey on your experiences with this module. Thank you for your time.

#### **Exit Survey questions**

1) What did you like about this learning module?

2) What were some things you did not like about this learning module?

3) Would you recommend any changes?

4) Were the module information and directions clear enough?

5) Did you feel pressured for time in completing the module?

6) Would you like to make any additional comments?