

**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?

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

___Y ___N

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

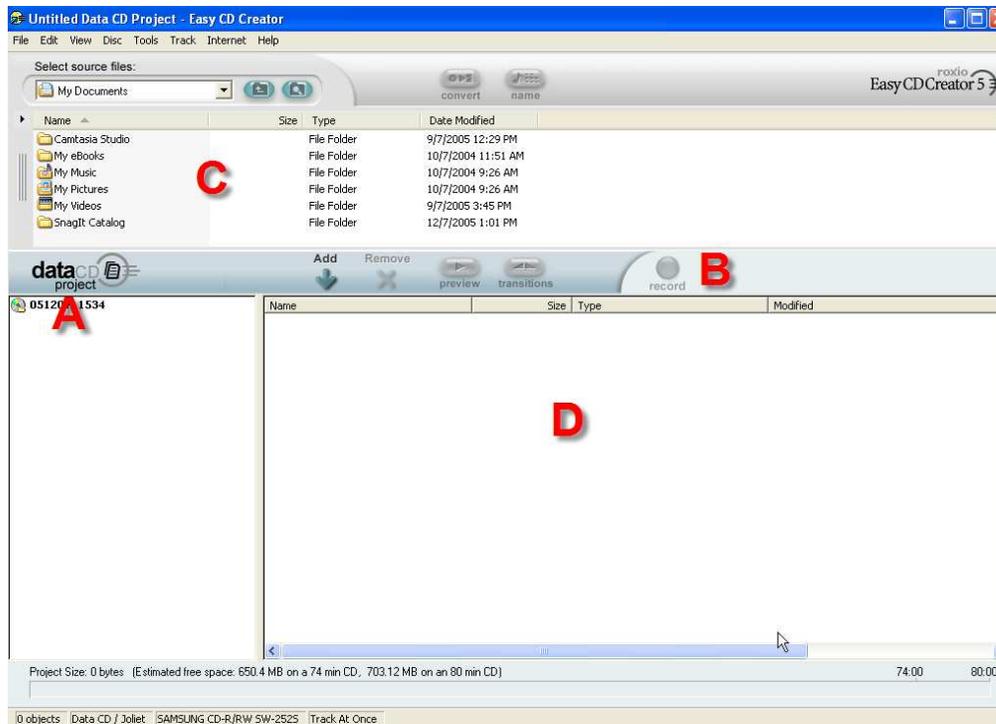
5. Take a look at the screen shot of the open Roxio program. Does your screen look like the picture?

___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:

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?

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5. Do you know where and when to put your blank CD into the computer?

___Y ___N

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.

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

6) Would you like to make any additional comments?