

TECHNOLOGY
and
INFORMATION SERVICES

Esse non videri: "To be, not to seem."

**Saving Documents to a CD Using
IBM RecordNow**

"Burning a CD"

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Saving Documents to a CD Using IBM RecordNow “Burning a CD”

Introduction

IBM RecordNow is disc mastering software that allows you to create your own data discs from files on your computer, or from other disc media such as CDs or DVDs.

RecordNow guides you, step-by-step, through the recording process with simple Wizards and an intuitive user-interface.

Using *RecordNow* you can create:

- Exact copies of existing discs
- Discs (CD's) of data from your hard drive

What Does Burning a Disc Mean?

Burning is an industry term used to describe the recording of information to a disc media. Optical recording involves using a laser beam to place information onto the media, thus the term "burning".

What Is a Data Disc?

A *data disc* is disc media used to store electronic data, such as the files and applications that reside on your computer's hard drive. Here are some facts you should know about data discs:

- Data discs are used to store files that are readable only by a computer, and cannot be played on your home or car stereo--even if audio files are on the disc.
- A data CD typically holds up to 700 MB of information and can be accessed via any computer equipped with a CD-ROM or CD recorder.
- A data disc is great for backing up your hard drive or storing important information such as your taxes, reports, and spread sheets.
- Because of its portability, a data disc is very useful for sharing multi-media presentations, graphics, reports, and other business information with your colleagues or customers.
- You can append information to a data disc created with *RecordNow* and if you're using rewritable disc media, *RecordNow* offers you the choice of appending or erasing and rewriting your disc.


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You will see the following menu screen:



Getting Help

The *RecordNow* on-line help system provides in-depth information about the program and its functions. You can find information on any *RecordNow* feature by:

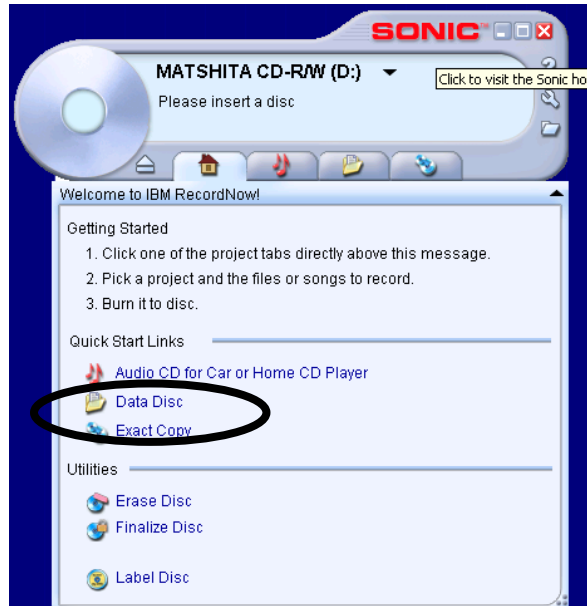
- Clicking once on the **Help** button  in the upper right corner of the *RecordNow* screen
- Pressing **F1** on your keyboard
- Typing keywords in the *RecordNow* Help Index screen
- Searching for topics from the *RecordNow* Help Contents tab.

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Making a Data Disc

Use the **Data Disc** recording feature to record data from your computer to a CD.

1. Click once on **Data Disc** from the Quick Start Links



2. Or Select the folder Tab and select Data Disc



Folder Tab

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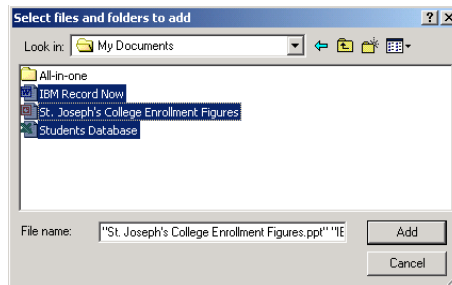
2. Select the files you wish to copy to your disc by one of the following methods:

- Click **Add Files or Folders**, highlight the files you want to copy, then click the **Add** button.
- Drag and drop files or folders directly from Windows Explorer to the *RecordNow* screen.

If you wish to remove any files from your list of files to record, highlight the file then click the **Remove Button**. Removing files from your copy job will not remove these files from your hard drive. *See Adding and Removing Data*

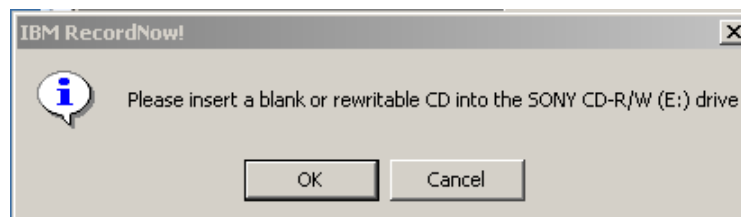
Removing all of the files from a rewritable disc with the **Remove** button is not the same as erasing the disc. When a rewritable disc is erased with RecordNow!, nearly all of the space on the disc becomes available for a new recording. *See Erasing a Disc*

If you would like to add a volume label to your disc, left click twice on the *Volume Label* text next to the disc icon in the **Create a new Data Disc** window, then type a new label for your disc.



Remove Button

3. Once you have selected the files to record, click the Red Burn Button when you are ready to copy or burn to the CD.

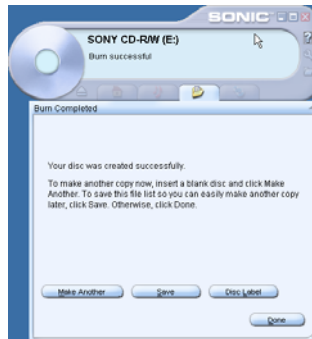


The CD Rom door will automatically open for you to insert a blank disk.

RecordNow begins recording data to your disc.

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4. If you want another copy of your file list, remove the newly recorded disc, insert another blank disc into your recorder, then click **Make Another**.



5. Click **Done** when you are finished recording. Remove the discs from your drives and store them in a safe place.

Dragging Files from Windows Explorer to RecordNow

You can drag files and folders directly from Windows Explorer to *RecordNow*.

1. Create a *RecordNow* recording (Data Disc, Exact Copy, etc.) that you desire to do.
2. Open Windows Explorer. Size windows to sit side by side.
3. From Windows Explorer, select the file(s) and folder(s) you would like to copy to your disc.

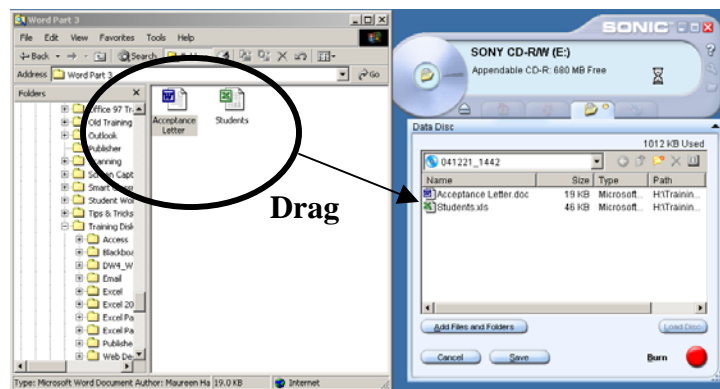
Tip You can select multiple files and folders by holding down the **Ctrl** or **Shift** key on your keyboard, then highlighting the files you would like to copy.

4. Position your mouse over the file(s) in Windows Explorer. Hold your mouse button down and drag your files from Windows Explorer to *RecordNow*.
5. Release your mouse button and your selected files will show up in the *RecordNow* window.

Select Files and then drag to RecordNow

Windows Explorer Window

IBM RecordNow Window


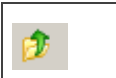
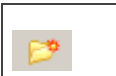



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Organizing Files on a Data Disc

RecordNow! lets you copy files and folders to a data disc with as much — or as little — organization as you desire. You can add individual files to a disc with no directory structure. You can add entire folders and maintain the directory structure within them. Or you can create an entirely new directory structure on your disc and then add files or folders to those new directories.

The File Selection Window includes several familiar buttons to help you organize your discs:

Disc organization tools	
Button	Function
	Displays the previous file directory
	Moves up one file directory
	Creates a new folder on your disc
	Removes the selected file or folder

Making an Exact Copy of a Disc

The *Exact Copy* feature makes a duplicate of your master disc, transferring the disc layout of the original disc to your CD-R, CD-RW, or DVD media.

To make an exact copy of a disc:

1. Click on **Exact Copy** from the Main Menu.



RecordNow automatically opens your CD drive.

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2. Insert the disc you wish to make a copy of into the drive tray. Click on **Copy**.
3. When prompted, insert a blank disc into your recorder. Click **Burn**.



RecordNow will create a copy of your master disc and inform you when the process is complete.

4. If you wish to make another copy of the master disc at this time, remove the newly recorded disc from your recorder and replace it with a blank, rewritable disc then click **Make Another**.




5. Click **Done** when you are finished recording. Remove the discs from your drives and store them in a safe place.



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Adding and Removing Data from a Data Disc

If you add a file and then wish to remove it before the recording process begins, use the **Remove** button  to delete the name of the file from the File Selection Window. The file will not be recorded and no disc space will be used by the deleted file.

The **Remove** button can also be used to hide files that have already been recorded to a data disc. In this case, the files are not actually erased, but they can no longer be seen or read by your computer. The disc space occupied by these hidden files cannot be recovered for new recordings.

To add data to a data disc:

The Data Disc project can be used to add data to an appendable disc that already contains data. RecordNow will automatically display the previously recorded contents of an appendable disc as long as the disc is in the recorder drive before a Data Disc project is started.



If you forget to insert your disc before starting a Data Disc project, click the **Load Disc** button. RecordNow will examine the disc and display its contents in the Project Window.



- Follow the same steps outlined in **Making a Data Disc** to append.

Note: Removing all of the files from a rewritable disc with the Remove button is not the same as erasing the disc. When a rewritable disc is erased with RecordNow, nearly all of the space on the disc becomes available for a new recording.

To remove data from a data disc:


1. Highlight the file or files you wish to remove from the list in the File Selection Window.
2. Click the **Remove** button .
3. Click **Yes**.
4. Click the **Burn** button. .

Note: Clicking the Remove button does not affect any files on your hard drive.

Erasing a disc

The Erase Disc utility lets you reformat a re-writable disc for use with RecordNow!.

To erase a rewritable disc:

1. Select a recorder using the drive drop-down menu on the RecordNow! console.
2. Insert a re-writable disc into your recorder drive.
3. Click the **Home** tab  on the RecordNow! console.

The list of utilities are displayed at the bottom of the Welcome screen.

4. Click **Erase Disc**.
5. Follow the on-screen instructions to erase the disc.

Note: Keep in mind that once a disc is erased, the data that was on it cannot be recovered. You may wish to review the contents of your discs before erasing them.

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Renaming Files and Folders

The files and folders you record to a data disc can be renamed in the File Selection Window. Renaming files will help you avoid accidentally overwriting older files that have the same names.

To rename a file or folder in the File Selection Window:

1. Select the file or folder by clicking once on its name and pressing **F2**.
2. Type a new name and press **Enter**.

Note: Files on the disc are not renamed until after the Burn button is clicked and your disc is successfully recorded. Renaming files on a disc does not affect any files on your hard drive.


Saving a Project

To save a project before it is burned:

1. Start one of the following projects
 - o **Audio CD for Car or Home CD Player**
 - o **Jukebox CD**
 - o **Data Disc**
2. When you are ready to save the project, click the **Save** button on the Project Window.
A *Save As* dialog box appears.

Note: If your audio project includes files that must be temporarily stored on your hard drive, you will not be able to save the project. See What can be saved for more information.

3. Type a meaningful name for your project in the text window.
4. By default, the project file will be stored in your *My Documents* directory. Select a different location, if desired.
5. Click **OK**.

The project you just saved is added to the list that appears when you click the **Open** button  on the RecordNow! console. There is no limit to the number of projects you can save.

To save a project after it is burned:

1. After RecordNow! burns a disc, a message appears in the Project Window stating the project has been successfully completed. Click the **Save** button below this message.
A *Save As* dialog box appears.
2. Type a meaningful name for your project in the text window.
3. By default, the project file will be stored in your *My Documents* directory with a *.pxj* file name extension. Select a different location, if desired.
4. Click **OK**.

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Finalizing a Disc

When you finalize a disc you cannot add any more data to the disc. It closes all the tracks on the disc and the disc becomes a read-only disc.

Finalizing a disc:

1. Click on the **Home**  button on the RecordNow! console.

The lists of utilities are displayed at the bottom of the Welcome screen.

2. Click the **Finalize** button
3. Click **Yes** to finalize the disc or **No** if you are not ready to do this.