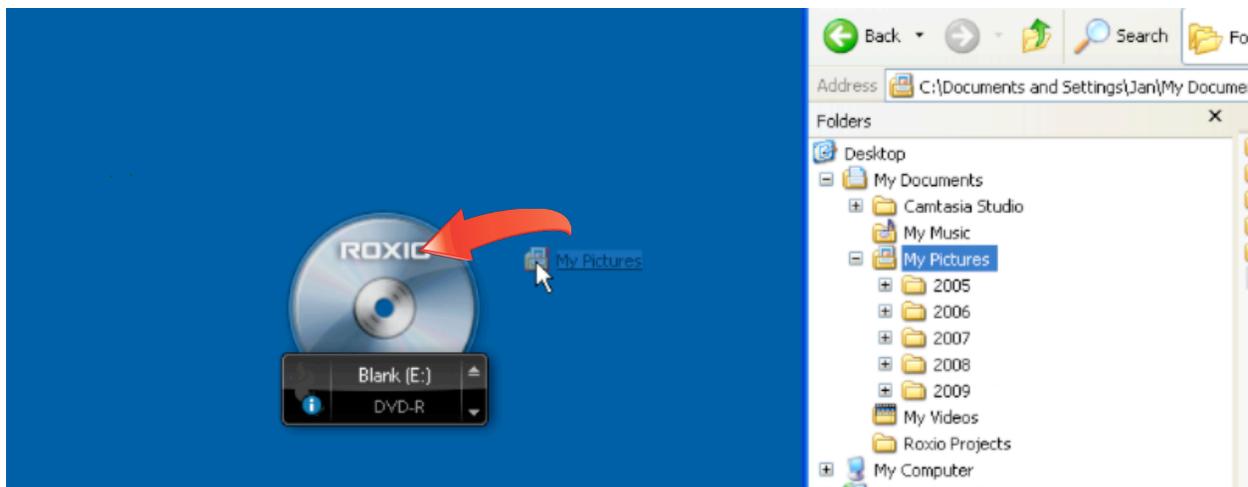# Archiving Data and Copying Discs with Roxio Burn
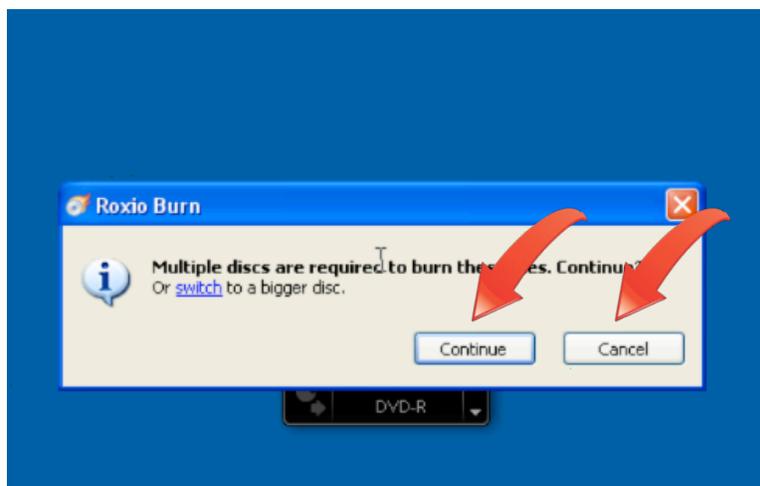
Roxio Burn is the easiest way to manage a number of CD and DVD related chores, including backing up data to optical disc, or copying an audio CD or non-copy protected DVD.

Getting Started: Archiving Data

1. **To archive data, insert a blank CD or DVD in your DVD recorder.** Drag and drop your files onto the disc from Windows Explorer.

2. **Record multiple discs (if needed).** If the data that you dragged onto Roxio Burn won't fit on a single disc, Roxio Burn will display the message shown below. Click "Continue" to start recording to multiple discs, or "Cancel" to stop.
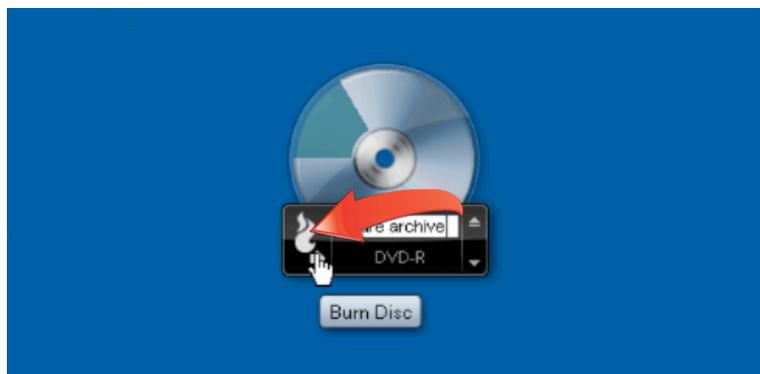
3. **Record a single disc.** Otherwise, the green region within the DVD icon shows the amount of disc space required by the files you added. You can add data until you reach the capacity of the disc; beyond that, you'll need to start a multiple disc project.
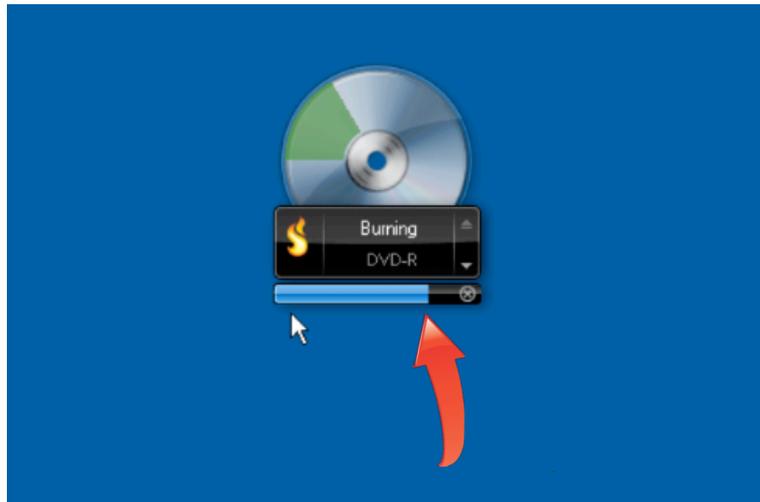

4. **Name your disc.** Click the name field to make it active, and then type the desired disc title.
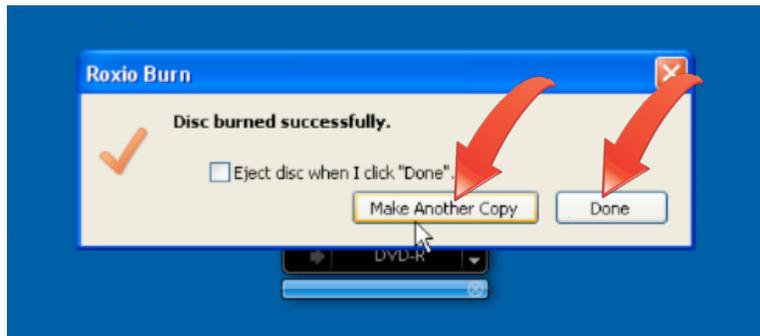

5. **Start recording.** When you're ready, click the Burn disc icon to burn the files.
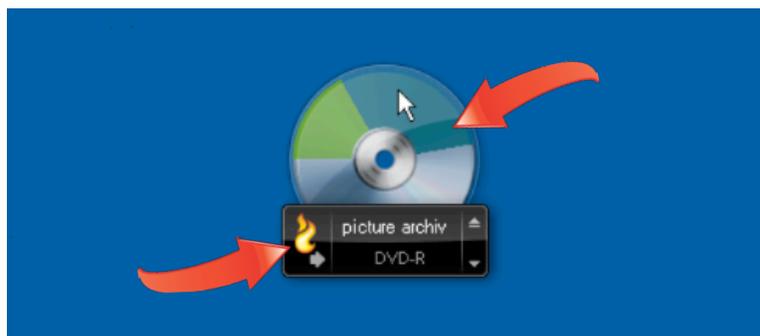
6. **Track your progress.** You can track recording progress via the blue bar on the bottom of Roxio Burn, which fills to the right as the disc records.

7. **Burn another disc, or finish the project.** After the disc finishes recording, click "Make Another Copy" to create an additional copy, or "Done" to close Roxio Burn. Click the "Eject disc" checkbox to eject the disc when you click "Done."

8. **Record additional files to the disc.** Using the same drag and drop technique, you can add files to a previously recorded disc, which appear in different shades of green on the DVD icon. Then, as before, click the Burn Disc icon to burn the new files to the disc.
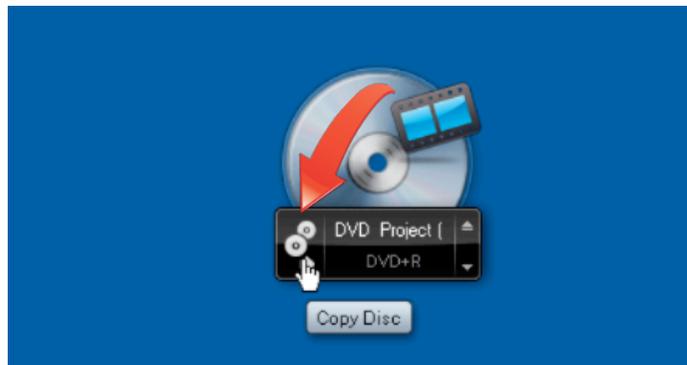
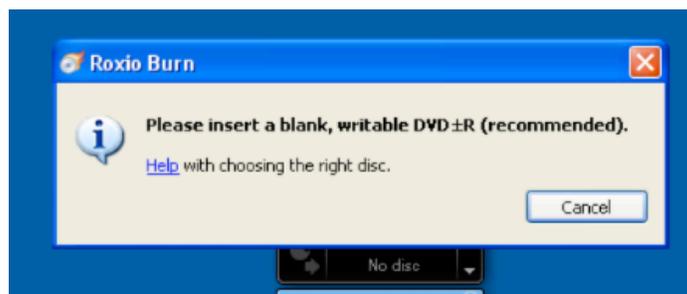# Getting Started: Copying an Audio CD or Non-Copy Protected DVD:

1. **Insert the disc to be copied into your optical drive.** Roxio Burn opens. The icon on the top right of the disc identifies the disk type (DVD Video shown).

2. **Copy the disc contents to your hard disk.** Click the "Copy Disc" icon. Roxio Burn will store the disc contents to your hard drive.

3. **Insert a blank recordable disc.** Roxio Burn will display a message when finished copying the data to your hard drive. Insert a disc in the recommended format, or click "Cancel" to cancel the operation. Once you insert the disc (and close the tray, if necessary), Roxio Burn will automatically start copying the recorded data onto the blank disc.

4. **Burn another disc or finish the project**. After the disc finishes recording, click "Make Another Copy" to create an additional copy, or "Done" to close Roxio Burn. Click the "Eject disc" checkbox to eject the disc when you click "Done."