

Basic CD Burning Using TOAST Titanium 5.02

ONE SESSION INSTRUCTIONS (burn all your files at once and close the disk):

All District schools now have networked machines and laptops (2 on each 5th grade, 6th grade TEAM, and department carts) that contain CD burners for creating disks for archiving and transferring teacher and student work. Your building computer liaison can tell you which machines contain the burner. Teachers have access to the burner software and may burn a student's files for them---students do not have access to the software. Blank CD-R disks are readily available at many retail outlets and can be bought for as little as \$.50 per disk. Following is a "quick-start" guide to burning data CDs using school computers.

**Because of network considerations, please burn ONLY after school hours.*

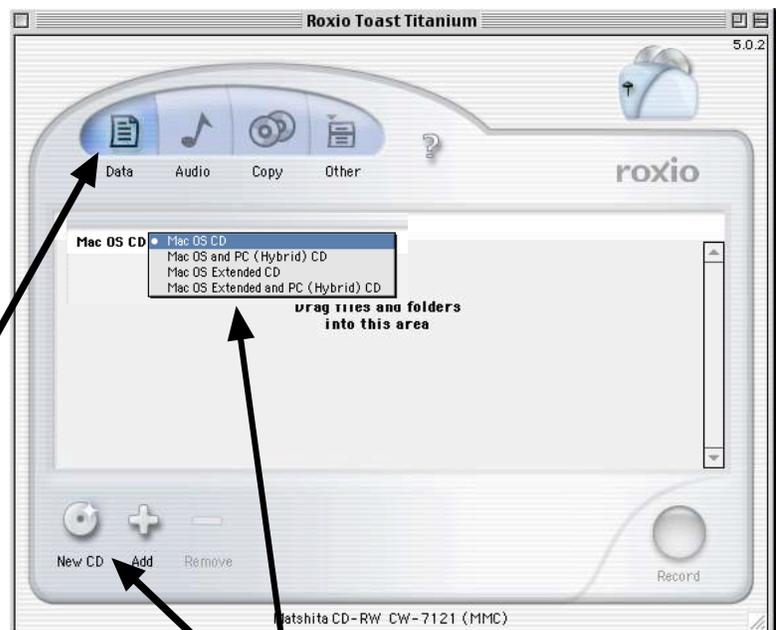
1. Log on to your account and open the application **Toast Titanium**

2. The *Toast* default window opens

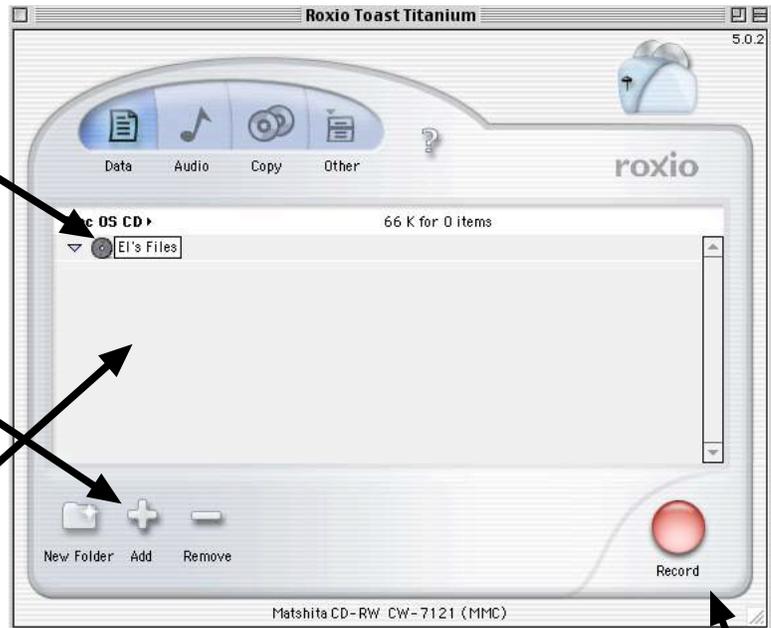
3. Make sure the **Data** icon is selected (darkened)

4. Select the appropriate format in the drop down box:
Mac OS CD for playback on a Mac only
Mac OS and PC (Hybrid) CD for playback on both platforms
*realize you must have the same application on the playback computer as made the file you are copying

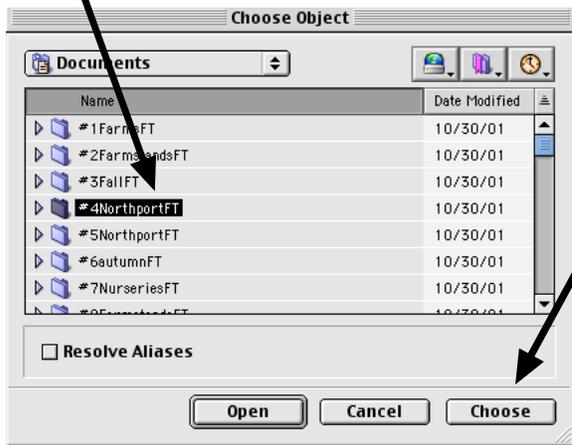
5. Click the **New CD** icon--a new CD icon will appear that you can name.



Click on the “**untitled CD**” name to name your disk.



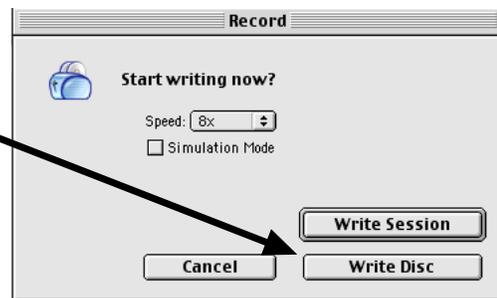
6. Click the **Add** button.
A navigation dialogue box appears.
Navigate to the file you want to copy
(System OS X users at the secondary level can just drag and drop their file onto the Toast window)



7. Highlight the file to copy and click **choose**. Add more files the same way.

8. When you have added all your files, place a blank CD in the computer CD slot and press the **Record** button.

9. Click on **Write Disk**
* To be safe so you don't ruin a disk, test the speed of the burner by first clicking on the simulation mode---the computer will actually do a “test run”. no error is reported, you are safe to burn the disk. If an error is reported, reduce the speed, run the simulation again, and then burn or reduce the speed again if an error is reported.



More Information about burning CDs:
<http://www.cdrfaq.org>
<http://www.mrichter.com/>

Advanced CD Burning Using TOAST Titanium 5.02

MULTI-SESSION INSTRUCTIONS (burn some files now and add more later):

To create a multisession disk that will show subsequent additions as folders on your original CD icon, you must burn all sessions in ISO 9660 mode (this will also allow you to use the same disk both in a PC and Mac since all Macs read PC disks). **Be forewarned**--if you do not use this mode and follow the instructions below, each subsequent burn will show up as its own CD icon--so if you add 50 files, your computer will show that 50 individual CDs are mounted--*you don't want to do that!*

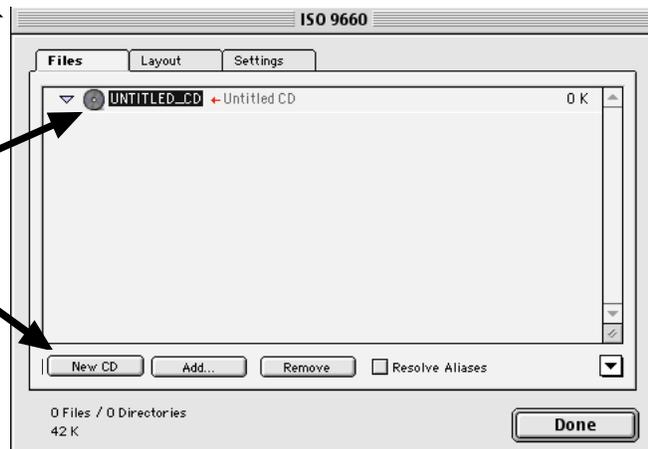
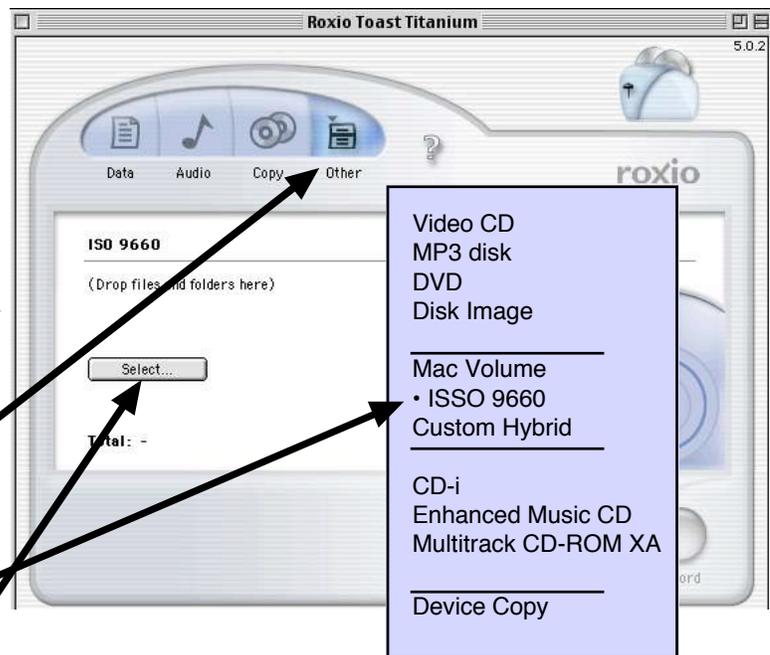
1. Log on to your account and open the application **Toast Titanium**

2. The **Toast** default window opens

3. Click and hold on the **Other** menu until the drop down menu appears. Highlight **ISSO 9660**

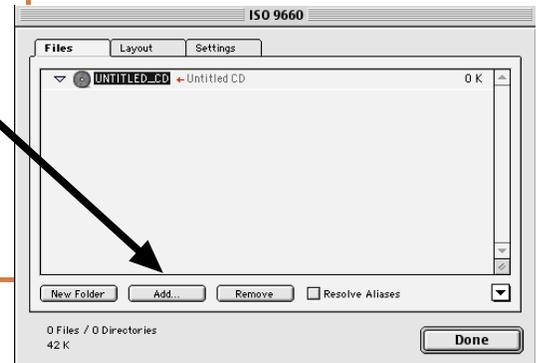
4. Click **Select** and this window appears

5. Click **New CD** and a CD icon will appear that you can name whatever you like



6.

- a In the Select ISO 9660 window, click Add.
- b In the dialog box that appears select a file and click Choose.
- c Repeat steps 5a and 5b for each file you want to add until the Select ISO 9660 window contains all the files you want.
- d When the Select ISO 9660 window contains the files you want to copy, click Done.



7.

Click the Settings tab at the top edge of the Select ISO 9660 window.

In the Settings panel, choose a data format from the Format menu:

- If you want to add sessions to this CD later, choose CD-ROM XA.
- If you don't intend to add data to the CD later, choose CD-ROM.

8.

In the Select ISO 9660 window, click Done.

Insert a CD into your CD-Recorder.

Click Record.

In the Record dialog box, select an option:

- If you want to add data later, click Write Session. (If the resulting CD would be nearly full, this option is disabled.)

Recording an Additional ISO 9660 Session

1. Launch Toast
2. Click on the **Other** button, hold down and highlight **ISSO 9660**
3. Click on the Select button
4. Click the Settings tab and ensure that the format CD-ROM XA is selected
5. Click back on the Files tab
6. Click the Add button and navigate to the files you would like to add
7. Repeat for all the files you want to add
8. Click Record
9. In the next dialogue box, make sure "**Append to** (the name of your CD)" radio button is selected
10. Click OK
11. Choose **Write Session** if you will add to the CD later and **Write Disk** if you want to close the CD

