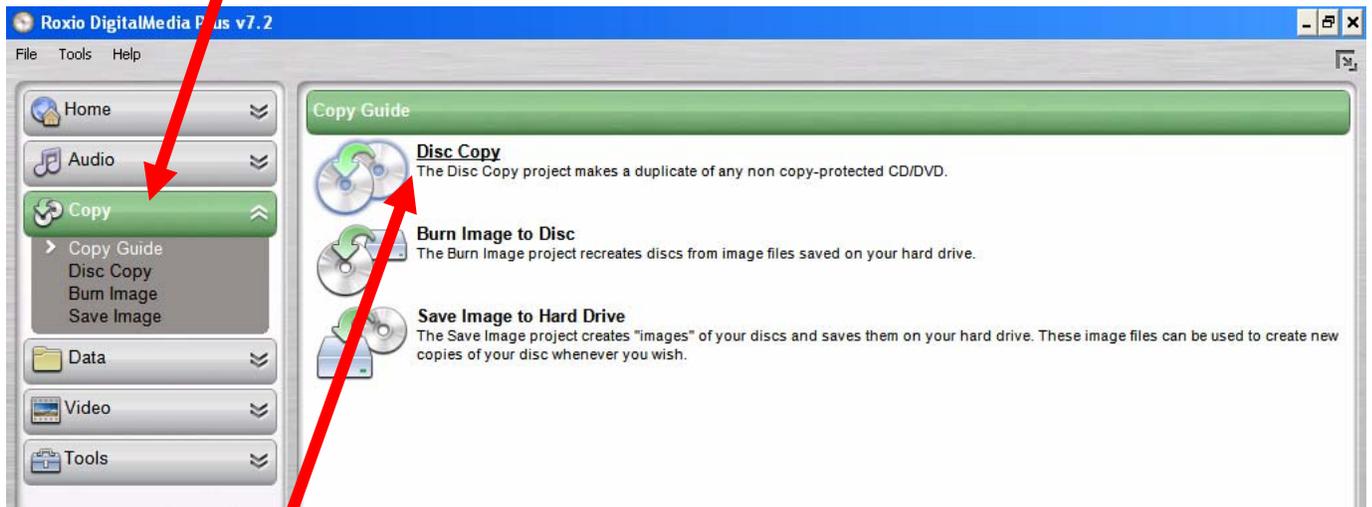
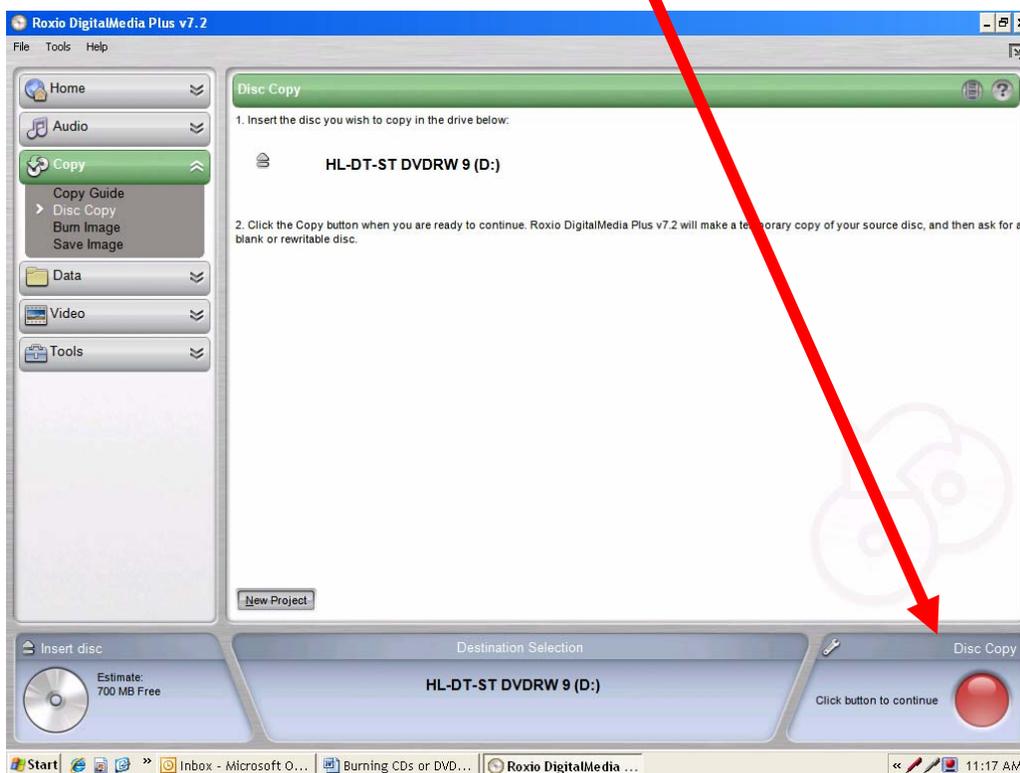


Burning CDs or DVDs Using Roxio

1. Close Outlook and all other open programs so that only Roxio program will be open.
2. Click on: Start > All Programs > Roxio > My DVD Plus. (Sonic is similar.)
3. Click on: **Copy**



4. Click on **Disc Copy**
5. Insert the original disc (CD or DVD) into the D Drive on the desktop computer.
6. And then, click on the red button below.



7. When prompted, take the original disc out, put a blank disc on the tray, click on **OK**, and then the door closes by itself. (It's a good idea to test the first disc copy on a DVD/CD or computer to make sure it is perfect before continuing to burn more disc copies.)
8. Do not click on the green button during this procedure. After a few minutes, you'll be prompted with "Your disc was created successfully" as the door opens by itself. Take the disc copy out, put another blank on the tray, click on the **Make Another Copy** button, click on **OK**, and then the door closes by itself. Repeat as many times as needed.
9. When through, click on **Done** and then X out.