How to Backup the My Documents Folder to CD-R

Place a blank CD-R disk in the CD drive

The Easy CD Creator 5 will start automatically. It could take as long as a minute for the software to start. After the program start-up, the Easy CD Creator Project Selector window appears

Click Make a Data CD, then click DirectCD

The DirectCD main window appears. Under the select CD field, make sure the D drive is selected. Click format CD

On the label box, type a label name to distinguish between CDs

Click Start Format. The format process should take less than 1 minute. When it is complete, the CD Ready window appears indicating that the CD is ready for read/write access directly through Drive [D:].

Click OK

Click x to close the directCD format utility window

You can start reading and writing the CD using Windows Explorer or any other Windows application such as Microsoft Word.

When you are ready to eject the CD, press the eject button on the outside of the CD-ROM drive. A window will appear given three options for what to do to your CD.

1) Leave As Is – Will leave CD with drag and drop capabilities, but will not allow the CD to be read by regular CD-ROM drives.
2) Close to UDF v.1.5 – Will allow the CD to be read by other computers with DirectCD installed and by computers that can read the UDF v.1.5 standard
3) Close to Read on Any Computer – Close the CD so that it can be read on any CD-ROM drive. You have the option of protecting the CD. If you do so, you will not be able to write to the CD again.

We recommend the following options depending on your circumstances.

If you are using this CD as periodic data backup and do not intend to actively share the CD with others, we suggest you select method 1, Leave As Is. If you intend to share the CD-ROM with others, we suggest you select method 3, and do not write protect the CD.

For a detailed tutorial on using DirectCD you may visit the following website.

http://support.gateway.com/support/faq/c-drives/adaptec/CDCreator5/directcd.htm