Roxio
Easy Media Creator 9

User Guide

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Contents

1 Getting started with Easy Media Creator 19

Welcome to Roxio Easy Media Creator. 20
About this guide 20
About the Easy Media Creator suite 21
About Easy Media Creator project assistants 25
Software and hardware requirements 27
Installing Easy Media Creator 30
Getting to know Easy Media Creator Home 31
Launching applications from Home 36
Starting media projects from Home 38
Where to find more information 40
Online Help 40
Tutorials 40
Roxio online support 41
Easy Media Creator support options 42
Unlimited self help options. 42
Alternate support options 42
Before you contact Roxio 42
Contacting Roxio 42

2 Importing media files 43

Welcome to Media Import 44
Starting Media Import. 45
Getting to know the Media Import window 46
Overview of importing media files 48

3 Managing your media files 51

About Media Manager 52
Getting to know the Media Manager window. 53
Watching for new media files. 54
Overview of organizing media files 54
Working with My Media 55
Browsing My Media 57
Creating new albums 58
Adding media files to albums 59
Moving or copying media files from one album to another 60
Setting the thumbnail for an album. 61
Working with folders 62
Creating new folders. 62
Viewing media files in a preview window 63
Viewing media files in QuickShows 64
Searching for media files 65

4 Printing and sharing media files 67

Printing photos and projects 68
Tips for improving print quality. 69
E-mailing media files 70
Sharing photos using an online photo service. 73
Sharing media files with wireless devices 74
About My Devices 74
Transferring files from your computer to a wireless device 74
Transferring files from a wireless device to your computer 75
Using LiveShare to share photos 76
About LiveShare 76
Configuring your home network for LiveShare . .77
Enabling or disabling sharing 78
Defining the web address for your LiveShares. . .78
Sharing photos using LiveShare. 79
Managing LiveShares 80
Using MediaSpace to share media on your home network 83
About MediaSpace 83
Configuring your home network for MediaSpace (UPnP) 84
Enabling or disabling home network sharing. . . .85
Granting access to devices on your home network 85
Withdrawing access from devices on your home network 86
Accessing shared files on your home network. . .86

5 Copying discs using Disc Copier 87

About copying discs using Disc Copier 88
Can I copy discs using one disc drive? 88
What is CD-Text? 88
What kinds of discs can I copy? 89
Other sources you can copy from. 90
Getting to know the Disc Copier window. 92
Disc Copy window—Simple view 92
Disc Copy window—Advanced view 93
Copying using the Simple view 94

6 Creating video compilations 97

About creating video compilations 98
The Disc Copier window: Video Compilation mode 99
Supported video formats. 100
Notes about source files:. 101
Notes about Output formats 101
Creating a video compilation 102
Adding and editing movies 102
Selecting or customizing a menu style 104
Selecting an output format and a destination . .105
Completing your compilation 106
Creating a video compilation for a portable player 106
Saving compilations 108

7 Creating discs using Drag-to-Disc 109

Welcome to Drag-to-Disc. 110
Making your first disc with Drag-to-Disc 110
Starting Drag-to-Disc 111
Getting to know Drag-to-Disc. 112
Drag-to-Disc application view 112
Drag-to-Disc icon view. 112
Switching between application and icon views . . .113
Hiding Drag-to-Disc. 114

8 Making discs using Creator Classic 115

About Creator Classic. 116
Getting to know the Creator Classic window 117
Deciding which type of project to create 118
Starting a new project. 119
Adding files and folders to your project 119
Working with files and folders in your project 121
Creating new folders. 121
Removing files and folders 121
Renaming files and folders 122
Searching for files. 122
Burning a disc 123

9 Backing up and restoring files 125

About backing up and restoring files 126
Getting to know the Backup MyPC window 127
Backing up your data 130
Restoring files 138

10 Working with photos 145

Welcome to PhotoSuite 146
Getting to know the PhotoSuite window 147
Choosing the best display settings 148
PhotoSuite's project file format (.DMSP) 149
Supported file formats 149
What is a photo project? 150
Creating new projects 150
Using the Photo Projects Assistant 151
Creating a blank canvas 151
Opening an existing project 152
Importing files from your camera 153
Changing the canvas 153

11 Creating video projects 155

Welcome to VideoWave 156
Getting to know the VideoWave window 157
Task Pane 158
Preview area 158
Production Editor 158
Media Selector 159
Effect Selector 159

Creating a slideshow 160
Creating a CineMagic production 161
Importing video, photos, and audio clips 162
Creating your first VideoWave movie 162
Step one: Add photos and video clips to your movie 163
Step two: Add background audio to your movie 165
Step three: Add transitions to your movie 166
Step four: Preview your movie 167
Step five: Output your movie 168

12 **Creating DVD projects 171**

Welcome to MyDVD 172
Getting to know the MyDVD window 173
Menu Edit view. 173
Movie Edit view 175
Features available in both views 176
Overview of creating a disc 177
Steps to create a DVD project. 177
Capturing media files 178
What are MyDVD projects? 178
Creating new MyDVD projects. 179
Adding an intro movie 180
What are menus? 180
Adding and removing movies and slideshows 181
Adding and removing menus 183
Applying menu styles 184

13 Creating audio projects 185

Welcome to Sound Editor. 186
Getting to know the Sound Editor window 187
Sound Editor project file format (.dmse) 188
Getting started with Sound Editor projects 189
About adding audio clips 190
Adding audio files. 190
Adding tracks from audio CDs 192
About editing and applying effects 193
Selecting the waveform region to edit. 193
Basic editing. 194
Adding or deleting track separators. 195
About completing projects 196
Saving Sound Editor projects. 197
Exporting audio clips 197
Exporting sets of tracks or audio clips 198
Burning tracks or clips to audio CDs. 200

14 Recording and editing audio files 201

Recording from an audio input device 202
Using Easy Audio Capture in Full mode 202
Using Easy Audio Capture in Mini mode 204
Editing audio tags with the Audio Tag Editor 205
Moving and renaming audio files 208

15 Creating music discs 209

Welcome to Music Disc Creator 210
Overview of project basics 211
Supported file formats 212
Music Disc Creator's native format (.DMSA) . . .212
Supported audio formats 212
Supported playlist formats 212
Adding tracks to your project 213
Important information about protected audio tracks 213
Using the Media Selector 213
Adding tracks and playlists from your hard disk 215
Importing tracks from discs 215
Finding tracks and managing track information . . .216
Checking for unidentified tracks 217
Adding and editing track information 218
Creating a track list using AutoMix 219
Creating track lists using Search by Tags 220
Previewing tracks 221
Completing Music Disc Creator projects 222
Burning projects to disc or saving as disc image files 223
Exporting tracks 224
Sending tracks to a portable device 225
Archiving projects 226

16 Creating disc labels and inserts 227

About Label Creator 228
Overview of creating labels and disc inserts 228
Getting to know the Label Creator window 229
The Add Object area 229
The Edit Layout area 229
The Layout area 230
The Toolbars. 230
The Layout Navigator 230
Using Express Labeler. 231

Index 235

1 Getting started with Easy Media Creator

In this chapter

Welcome to Roxio Easy Media Creator	**20**
About this guide	**20**
About the Easy Media Creator suite	**21**
About Easy Media Creator project assistants	**25**
Software and hardware requirements	**27**
Installing Easy Media Creator	**30**
Getting to know Easy Media Creator Home	**31**
Launching applications from Home	**36**
Starting media projects from Home	**38**
Where to find more information	**40**
Easy Media Creator support options	**42**

Welcome to Roxio Easy Media Creator

Welcome to Roxio Easy Media Creator, the all-in-one digital media solution.

Designed for beginners and experts alike, Easy Media Creator makes it all easy—from simple and practical tasks, such as creating a backup copy of a CD or DVD disc, to fun and creative projects such as creating a home movie complete with introductions, transitions, music, and effects.

Get creative and have fun with this powerful, intuitive, and easy-to-use suite of digital media components. Do more with your digital music, favorite photos, DVD video, and your important data files. Find all the tools you need in one place, with one easy-to-use interface.

About this guide

This guide provides an overview of Easy Media Creator and explains how to use its most popular features. For detailed information about how to use all of the features of Easy Media Creator, see the online Help described in *Where to find more information* on page 40.

Some of the components available in Easy Media Creator may not be described in this guide. Each component includes detailed online Help, which you can find under the component Help menu or by pressing F1.

Depending on the version of Easy Media Creator you are using, some of the components described in this guide may not be available.

About the Easy Media Creator suite

The following sections give a brief description of the components included in Easy Media Creator.

Easy Media Creator Home

Easy Media Creator Home is the starting point that lets you access the components and tools you need for all of your digital media projects. Using Home, you can:

- Open all of your Easy Media Creator applications and utilities.
- Quickly create a CD or DVD disc.
- Use the Mini Mode to play audio, create audio and data discs, and copy discs.
- Use the project tabs to get started with all of your digital media projects. Each tab includes a handy guide, and gives you quick access to the tools you need for each type of project.

  For more information, see *Getting to know Easy Media Creator Home* on page 31.

Importing and organizing media files

- **Media Import** Use Media Import to import all types of media files to your computer—from digital photos to video files, audio files, and DVD movie titles—all in one place.

  For more information, see *Importing media files* on page 43 and *Recording from an audio input device* on page 202.

- **Media Manager** Use Media Manager to view and manage your media files in folders, and to organize them into personalized albums. Find files quickly by browsing or searching, and burn your files to CD or DVD discs.

  Media Manager makes sharing your media files with friends and family easier than ever. Use LiveShare to share photos with selected users outside your home network, or use My MediaSpace (UPnP) to share files with devices on your home network.

For more information, see *Managing your media files* on page 51 and *Printing and sharing media files* on page 67.

Copying and burning discs

- **Disc Copier** Use Disc Copier to make backup copies of personal CD and DVD discs so you can store the originals for safekeeping. You can also convert DivX or WMV files to DVD-Video format, and create compilations of DVD movies from a variety of sources.

  For more information, see *Copying discs using Disc Copier* on page 87 and *Creating video compilations* on page 97.

- **Drag-to-Disc®** Use Drag-to-Disc to easily drag and drop files for burning to CD or DVD disc just as you would use a floppy disk. Disc formatting and burning happens automatically.

  For more information, see *Creating discs using Drag-to-Disc* on page 109.

- **Creator Classic®** Use Creator Classic to create data CDs and DVDs, and to archive large projects to multiple discs. Create advanced format and bootable discs, and more. In addition, you can choose to encrypt the files on the disc so that the files can only be accessed by someone entering a password that you select.

  For more information, see *Making discs using Creator Classic* on page 115.

Protecting your data

- **Backup MyPC:** Protect yourself with reliable backups of all your important data. Easily create a customized data protection plan with "set-and-forget" automated backups, all password-secured. Use the easy wizards and automated backups to protect your system, even if you've never worked with backup software before. Follow step-by-step instructions to back up your entire system, or just a few files. Even large backup jobs are quick and painless with streamlined media spanning.

  For more information, see *Backing up and restoring files* on page 125.

Working with photos

- **PhotoSuite®** Use PhotoSuite to enhance, edit, and share your digital photos.

  Use PhotoFix™ to automatically adjust the exposure, saturation, and sharpness of photos. Use other editing features in PhotoSuite to fix common problems such as red eye.

  The Photo Projects assistant guides you as you create personalized calendars, greeting cards, and collages using your own photos. You can also create photo slideshows to share with others.

  For more information, see *Working with photos* on page 145 and *Printing and sharing media files* on page 67.

Working with video and DVD projects

- **VideoWave®** Use VideoWave to transform your home videos and photos. Combine them with audio and VideoWave's special effects and transitions to create professional-looking video productions that you can share with friends and family.

  For more information, see *Creating video projects* on page 155.

- **MyDVD™** Use MyDVD to create multimedia stories on DVD to share with family and friends. Capture and mix photos and video, include narration or a favorite sound track, create your own professional-looking menus, add transitions and animated backgrounds, and burn to DVD, Video CD, or Super VCD.

  For more information, see *Creating DVD projects* on page 171.

- **CinePlayer** Play DVDs using the ultimate digital theater. CinePlayer delivers the absolute highest quality video playback available for your PC. Additionally, CinePlayer packs all of its powerful features into an extremely easy-to-use and intuitive user-interface. Use CinePlayer to view VCD, SVCD, and DVD projects created with Roxio software products, including MyDVD.

  For more information, see the *CinePlayer Online Help*.

Working with audio

- **Sound Editor™** Use Sound Editor to record and edit sound clips and audio files, and to create your own audio mixes. Use Easy Media Creator's new LP & Tape Assistant to capture audio from an analog source (such as an LP or audio cassette) to create a digital audio file.

  For more information, see *Creating audio projects* on page 185.

- **Easy Audio Capture** Easy Audio Capture lets you quickly capture (record) audio from analog sources (such as LP records, tapes, or Internet radio), using a connection from your audio equipment to your computer's sound input.

  For more information, see *Recording and editing audio files* on page 201.

- **Music Disc Creator** Use Music Disc Creator to create music compilations to play on your home or car stereo, portable music player, DVD player, or on your computer. Using audio files from your music CDs, hard drive, or DVD-Video sources, you can create audio CDs, MP3/WMA discs, and DVD music discs.

  For more information, see *Creating music discs* on page 209.

Creating labels and disc inserts

- **Label Creator™** Use Label Creator to make personalized disc labels and jewel case covers. Choose from dozens of professional designs, or create your own.

  For more information, see *Creating disc labels and inserts* on page 227.

About Easy Media Creator project assistants

Easy Media Creator includes several project assistants which provide a step-by-step guide to help you create professional-looking digital media projects.

- **Auto Edit with CineMagic:** Create a professional-looking video production using your home movies and photos, including transitions, background audio, and much more.
- **DVD Music Assistant:** Create a DVD music video disc using tracks from your computer or an audio disc. Choose from professionally designed styles or use your own background image, then burn your project to DVD to play on your computer or set-top DVD player.
- **Express Labeler:** Create disc labels and disc inserts such as front or back covers or booklets.
- **LP & Tape Assistant:** Create digital audio files from your old LPs and tapes in just a few simple steps. You can then edit and enhance your audio files to save to disc or to use in your Easy Media Creator projects.
- **Multi Photo Fix:** Enhance several photos at once using AutoFix and other photo tools. Rename or convert groups of photos to a different format.
- **Panorama Assistant:** Create a dramatic panorama by combining several photos into one.
- **Photo E-mail Assistant:** E-mail your photos and photo projects to friends and family.

- **Photo Projects Assistants:** There are several photo project assistants to help you create the following projects using your personal photos combined with PhotoSuite's professionally designed templates:
  - Calendars
  - Greeting cards
  - Gift tags
  - Photo albums
  - Photo collages
  - Posters
- **Plug & Burn:** Import video from your DV camera and burn it directly to disc.
- **Slideshow Assistant:** Create a high-resolution photo slideshow in just a few clicks, including background audio and Pan and Zoom effects.

Once you've completed your projects using a project assistant, you're ready to print, burn, or e-mail the project to friends. You can also continue working with your project using the advanced features of the full Easy Media Creator components such as PhotoSuite, Label Creator, or Music Disc Creator.

Software and hardware requirements

This section lists the minimum and optional system requirements for Easy Media Creator.

Minimum requirements

To take full advantage of all of the features of Easy Media Creator, your computer must meet the following minimum system requirements:

- Operating system:
  - Microsoft® Windows Vista™ Home, Business or Ultimate Edition
  - Windows XP Home, Professional, or MCE (service pack 2 or later)
  - Windows XP Professional x64 Edition
  - Microsoft® Windows 2000 (service pack 4 or later)

Note Drag-to-Disc does not run on Windows 2000. Vista compatibility is based on the pre-release versions of the software available at the time of Easy Media Creator 9 release. Some applications may require an update for full compatibility.

- Processor and memory:
  - For burning music and data discs: 500 MHz Intel® Pentium III or equivalent; 128 MB RAM
  - For DVD, slideshow, or video authoring: 1.4 GHz Intel® Pentium 4 or equivalent; 256 MB RAM
  - For real-time MPEG-2 capture and burning: 1.4 GHz Intel® Pentium 4 or equivalent; 256 MB RAM
  - For DivX or H.264 viewing in full screen mode: 2 GHz Intel® Pentium 4 or equivalent; 512 MB RAM

- Hard disk space:
  - 1 GB available hard disk space for typical installation of all components
  - 1 GB available hard disk space for every 5 minutes of video for video capture
  - Up to 9 GB available hard disk space for copying DVD-Video or DVD Music discs

Note This product does not copy encrypted or copy-protected discs.

  - 7200 RPM hard disk drive recommended for video projects
- Display settings: 1024 X 768, 16-bit color graphics card; 24-bit or 32-bit true color recommended
- DirectX 9 or higher compatible sound card and graphics card
- QuickTime 7 or higher for burning of M4A files
- Windows Media Player 9 or higher for Windows 2000 systems; Windows Media Player 10 or higher for Windows XP and Vista systems
- Microsoft Internet Explorer 6 or higher
- CD-ROM drive to install the software
- Online services: Internet connection for registration, activation, product updates, and some features including photo sharing and Gracenote® MusicID™ support (to retrieve CD artist, album, and track information). Any internet charges are the user's responsibility.

Note Importing, capturing, editing, copying, burning, exporting, or viewing MPEG-2 files, DVD-Video titles or HD-V video, and burning of DVD, mini DVD or SVCD discs requires a one-time product activation on the Internet. Product activation is fast, free and anonymous.

Optional requirements

The following list outlines the optional requirements for Easy Media Creator:

- For burning: Multimedia compliant CD, DVD, or BD recordable drive
- For audio capture or playback: 16-bit Windows-compatible sound card and speakers
- For video capture: OHCI compliant IEEE 1394 FireWire® card (for use with a DV Camera) or analog video capture device
- For mobile phone support: multimedia capable mobile phone with USB cable or Bluetooth connectivity. For information about supported phones visit www.roxio.com/support.
- For Windows Media portable player support: player compatible with Windows Media Device Manager 9 or higher
- For iPod® support: iTunes 6.0.1 or higher
- For Sony PlayStation® Portable (PSP™) support: Firmware version 2.6 or higher
- For TiVo® file support: TiVo® Desktop 2.3 or higher
- Broadband Internet connection required for LiveShare photo sharing features
- UPnP-compliant home network router for the LiveShare and MediaSpace features

Installing Easy Media Creator

Follow this procedure to install Easy Media Creator.

To install Easy Media Creator:

1. Insert the Easy Media Creator Program CD into your CD or DVD drive.

   If Autorun is enabled on your computer, the Easy Media Creator installation window appears automatically and you can skip step 2 and step 3.

2. Choose **Start** > **Run**.

3. Type **d:\setup** (substitute the appropriate letter of your CD or DVD drive for **d**).

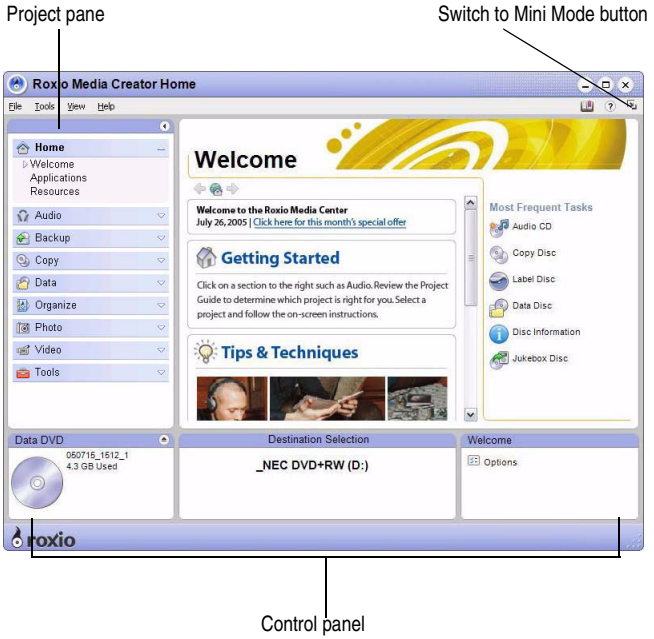
4. Follow the installation instructions that appear on the screen.

   Depending on the type of install you select (Typical, Custom, or Complete) you may need to insert the Content CD. The Content CD contains project templates and sample media files. You can choose to install these files on your computer, or you can access these files from the CD as you need them.

Getting to know Easy Media Creator Home

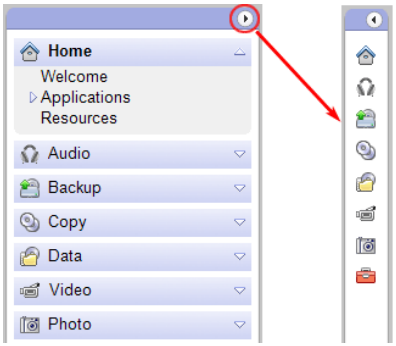
The easiest way to start your digital media project is from Home. Home is the starting point that lets you access the components and tools you need for all of your digital media projects.

This section gives a brief introduction to using Home, the project launcher, and Mini Mode. For more detailed information, see the *Home Help Center*.



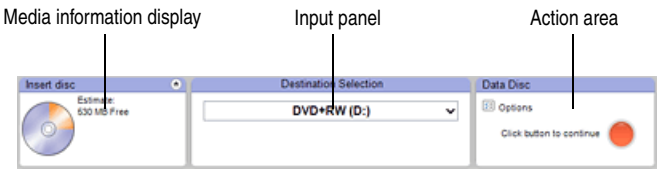
Adjusting the size of the Project pane

To enlarge the project window and minimize the project tabs, click the arrow button at the top of the project list. The project tabs will be replaced by a series of icons, and the project window will enlarge. To select a project, hold your mouse over one of the project icons. The list of available projects will appear. Click the name of a project to get started.



Using the control panel

The control panel appears across the bottom of the application window. It consists of three main areas: the media information display on the left, the input panel in the center, and the action area on the right.



Media information display: This display includes a visual representation of the disc or hard drive that is the destination for your project. The information presented varies from project to project and is updated when you change discs or destination drives.

Some of the information you will see in the media information display includes:

- The format and capacity of the disc currently inserted in your recorder drive
- The volume label or title of the disc
- The free space remaining on the disc
- The number of the discs needed to complete the current project

For best results, insert a blank or appendable disc into your recorder drive before starting your project. If no disc is detected or if the disc in the drive is incompatible with the project (a DVD disc for a CD-only project, for instance), the estimates shown will be based on the type of disc most commonly used for your project.

Input area: The input area in the center of the control panel changes from project to project and in some cases, from step to step within a single project.

The input area is used to display:

- A drop-down menu you can use to select the recorder drive for the active project. In some projects, this same drop-down menu can be used to browse to a specific file or location on your hard drive.
- The progress of the active project.
- Audio and video playback controls.

Action area: On the right side of the control panel is the action area where you will set many projects in motion by clicking an action button. The action button only appears when a project has been selected.

The action area also includes the Options button, which opens a group of panels you can use to set project options.

> **Tip:** To cancel a project after you have clicked on the action button, click on the action button again.

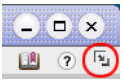
Working in Mini Mode

Two versions of the project launcher interface are available: the full-size application window and a miniature version that is referred to as Mini Mode.

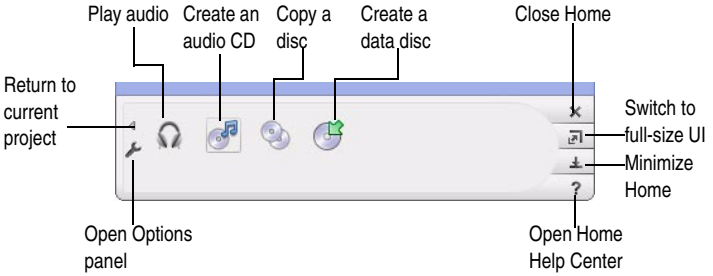
Mini Mode offers a subset of the features available in the full-size interface. This section describes some of its basic features. To learn more about using Mini Mode, consult the Help section for the type of project you want to complete.

To create projects in Mini Mode:

1 Click the **Switch to Mini Mode** button located in the upper right-hand corner of the full-size application window, or choose **View > Mini Mode**.

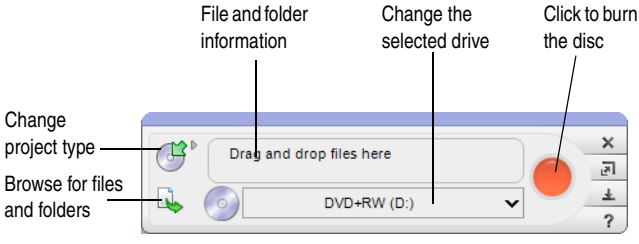


2 Use the following buttons to navigate through Mini Mode and start projects:



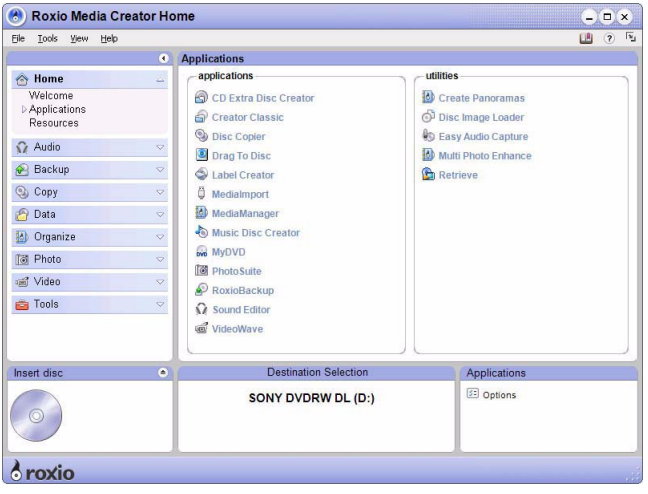
3 Clicking one of the project buttons opens a miniature project window tailored to that project.

The following example shows the data disc project. Other project windows are different, but the basic navigation is the same. Use the following buttons to create your project using Mini Mode:



Launching applications from Home

For quick access to Easy Media Creator components and utilities from Home, click Applications under the Home project tab.



Note The applications available from Home may be different from this example, depending on the software version you are running.

Applications

You can open the following applications from Home. Each application is briefly described in *About this guide* on page 20. For more information, see the following chapters.

- Backup MyPC
- CinePlayer
- Creator Classic
- Disc Copier
- Label Creator
- Media Manager
- Music Disc Creator
- MyDVD
- PhotoSuite
- Sound Editor
- VideoWave

Utilities

The following utilities are available from the Home project tab, in the Applications window:

- **Create Panorama:** Create a dramatic panorama by combining several photos into one.
- **Disc Image Loader:** Create "virtual" disc drives. Load and read disc image files on hard disk as if they were physical discs.
- **DVDInfo Pro:** Test and get information about your disc drives and media.
- **Easy Audio Capture:** Create digital audio files from analog sources (such as LP records, tapes, or Internet radio), using a connection from your audio equipment to your computer's sound input.
- **Media Import:** Opens Media Import, where you can import audio files, video, and photos from a camera or other device connected to your computer. After you capture files to your computer, you can edit the files, or use them in multimedia projects.
- **Multi-Photo Enhance:** Enhance several photos at once using AutoFix and other photo tools. Rename or convert groups of photos to a different format.

- **Roxio Retrieve:** Retrieve files and folders that were burned to multiple discs using Creator Classic, as well as encrypted and backup projects.
- **SightSpeed:** Transform your PC into a videophone. See and hear your family, friends, and coworkers using SightSpeed, a web cam, and the Internet.

Starting media projects from Home

You can quickly start media projects from Home using the Audio, Backup, Copy, Data, DVD & Video, Organize, Photo projects and Tools tabs. Each tab provides a list of tasks, as well as a guide screen to help you decide which project type best suits your needs.

Note Depending on the software version you are running, some or all of the project tabs may be available.

For more information about starting media projects from Home, see the *Home Help Center*.

- **Audio projects:** The Audio projects tab gives you quick access to audio projects such as copying audio discs and converting files to MP3, WMA, and other popular formats.
- **Backup projects:** The Backup projects tab provides a backup guide, and lets you back up your files using Backup MyPC.
- **Copy projects:** The Copy projects tab gives you quick access to copying tasks such as copying non-protected discs and creating disc images.
- **Data projects:** The Data projects tab provides the tools you need to create data discs and other types of projects using Creator Classic.
- **Organize:** The Organize tab lets you open Media Manager, where you can browse and search for media files, create albums, and share your files using LiveShare and My MediaSpace.

- **Photo projects:** The Photo projects tab provides the tools you need to import photos, create high-resolution slideshows, and create photo projects such as calendars and greeting cards.
- **Video projects:** The Video projects tab gives you quick access to the tools you need to create DVD movies and video projects.
- **Tools:** The Tools tab lets you quickly erase or finalize a disc, and get disc information. You can also create disc labels, including laser labels using a LightScribe® or LabelFlash® device.

Where to find more information

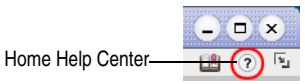
This guide provides an overview of Easy Media Creator and explains how to use its most popular features. For detailed information about how to use all of the features of Easy Media Creator, see the online Help described below.

Online Help

Each Easy Media Creator 9 component has an extensive, searchable Help Center. Each Help Center includes step-by-step procedures, detailed information about the component interface, and answers to frequently asked questions.

To access the Help Center, choose **Help** > **Component Help Center**. To view context-sensitive Help for the activity you are currently doing, press **F1**.

You can also open the Home Help Center by clicking the **Help** button from Home.

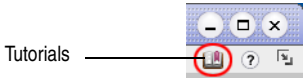


Tutorials

Easy Media Creator includes a set of tutorials to help you quickly become familiar with all of the features available from Roxio Home. Each tutorial includes tips and step-by-step instructions to help you get started creating exciting digital media project. You can also view additional “how-to” tutorials on the Roxio Support Web site.

Choose any of the following ways to view a tutorial:

- From Home, choose **Help > Tutorial**, and then select the tutorial you want to view.
- From Home, click the **Tutorials** button.



- Visit the Roxio support Web site, located at http://support.roxio.com, for helpful "how-to" tutorials and other product information.

Roxio online support

If you can't find the answers you are looking for in the online Help or this User Guide, you can get the most current information from our Web site.

You can access the Roxio Web site in any of these ways:

- Click the Roxio logo from any Easy Media Creator 9 component window.
- Launch your Web browser and go to http://support.roxio.com.

Easy Media Creator support options

Unlimited self help options

Roxio provides a variety of self help tools, including our virtual agent, a searchable knowledge base of support articles with troubleshooting tips, and tutorials that can help you get the most out of your Roxio products.

Be sure to visit the Roxio Support Web site before you contact us by phone or e-mail—you'll find answers to most of your questions at http://support.roxio.com.

Alternate support options

Alternate support options such as e-mail or telephone support may be available on a limited or paid basis for your Roxio product. Please visit our Web site at http://support.roxio.com to find out what options are available for your product.

Before you contact Roxio

If you can't find the help you're looking for in the online Help or on Roxio's support Web site, you may decide to contact us by e-mail or phone. Before you do, visit http://support.roxio.com to view helpful steps that you can take before you contact us.

Contacting Roxio

Log in to our Customer Web portal to submit a request for assistance or to find support contact information for your location. You can find the customer Web portal at http://selfserve.roxio.com.

2 Importing media files

In this chapter

Welcome to Media Import **44**

Starting Media Import **45**

Getting to know the Media Import window **46**

Overview of importing media files **48**

Welcome to Media Import

Using Media Import, you can copy or record all types of media formats to your computer—including digital photos, video, audio, and DVD movie titles—with one easy-to-use interface.

Once you have transferred your media files to your computer, you can use them in any other Roxio digital media component, such as PhotoSuite, MyDVD, or VideoWave, to edit and enhance your favorite music, photos and videos.

Media Import allows you to copy or record from wide range of media storage devices (such as digital cameras, scanners, and CD or DVD discs), and source devices (such as VCRs, web cameras, and microphones).

Using Media Import, you can:

- Import photos

  You can transfer photos from digital cameras and scanners, CD and DVD data discs, and other removable media storage devices. Media Import supports both Windows Image Acquisition (WIA) and TWAIN protocols.

- Import video

  You can copy video (live and saved video footage, as well as unencrypted movie titles) from digital video (DV), high definition (HD), digital, and web cameras, video equipment (such as VCRs or TV tuners) attached to your computer, and DVDs.

- Import audio

  You can copy music tracks from audio CDs or save recordings from an audio input device, such as a microphone.

  For information about recording analog audio, see *Recording and editing audio files* on page 201.

Note This chapter provides an overview of the import process, using photos as an example. For detailed information about how to use all of the features of Media Import, see the *Media Import Help Center*.

Starting Media Import

When you connect a device or insert a disc containing media files, Microsoft Windows prompts you to select the application to use:

Note This dialog does not appear if you have already selected an application to use with this device, and if you selected **Always do the selected action**.

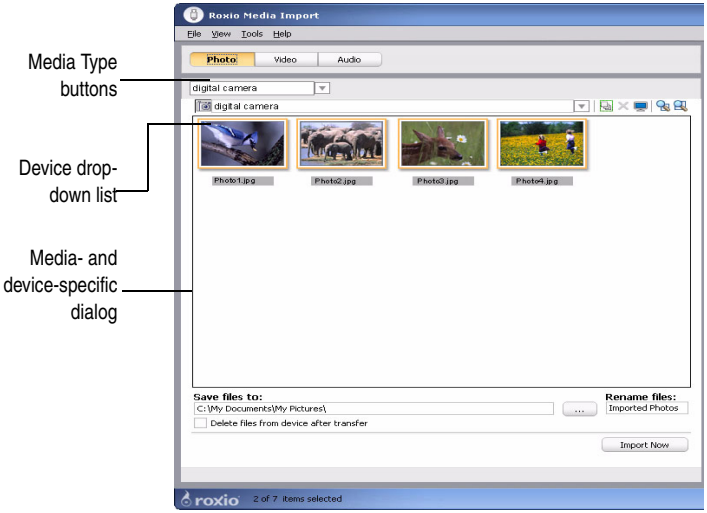
If this dialog appears, select the "using Media Import" option. If you always want to use Media Import with this device or disc type, select **Always do the selected action**.

Getting to know the Media Import window

The Media Import Home page provides an easy-to-use interface with which you can transfer media files to your computer from any attached digital media devices.

Media type buttons

At the top of the Media Import window are buttons that allow you to choose the type of media to import (Photo, Video, or Audio). When you click one of these buttons, you see the Home page for that media type. The following illustration shows the Photo Import Home page.



Device drop-down list

At the top of each media Home page is a drop-down list containing the devices from which you can import files. With some exceptions (see *Devices appearing when no external device is connected* on page 47), the list only includes devices that are currently connected to your computer and that contain media files in formats supported by Media Import.

Media- and device-specific dialog

When you select a device from the drop-down list, the left side of the Media Import window shows a dialog specific to that device type. (The preceding illustration shows a dialog to import photos from a CD.)

Import Bin

The Import Bin (not shown) is on the right side of the Media Import window. It contains files imported in this session (that is, since you started the component).

Devices appearing when no external device is connected

The Device drop-down list always contains entries for the following devices, even if no external media device is connected.

- **audio capture card**: If a sound card is installed on your computer, the sound card appears in the Device list on the Audio Home page. Media Import cannot tell whether an audio capture device is connected to the sound card.
- **video capture card**: If a video capture card is installed on your computer, the video capture card appears in the Device list on the Video Home page. Media Import cannot tell whether an analog video device (such as a VCR or TV tuner) is connected to the video capture card.
- **TWAIN devices:** If a TWAIN device is installed on your computer, the Device list includes the device, even if the device is not connected.

Overview of importing media files

This section gives an overview of the import process, using photos or video files on a digital camera as an example. The procedures for importing different types of media files from other sources are similar, but may not be exactly the same as the procedure given in this chapter. For more information about importing media files from these other devices, see the *Media Import Help Center*.

Importing photos or video files from a digital camera (WIA)

Use this procedure to import photos using a WIA interface. If your digital camera supports a movie or video feature, you can also use this procedure to import video files.

Note Digital cameras store video using common video file formats, such as MPEG or MOV.

To import photos from a camera (WIA):

1 Connect the camera to your computer following the instructions that came with the camera.

Note If you have not already chosen an application to use with the camera, you are prompted to do so. Select **Media Import** and click **OK**.

If Media Import is open on your computer, continue with the next step.

If Media Import is not open, it opens and the Photo Import Home page appears. Skip to Step 4.

2 On the Media Import Home page, click **Photo**.

3 On the Photo Import Home page, in the Device drop-down list, select your camera.

Tip: If your camera supports both the WIA and TWAIN interfaces, the Device list contains an entry for each interface. Hover the mouse over the entries to identify the one for the WIA interface.

4 Select the digital media files to import. To select or deselect individual files, press and hold **Ctrl** while you click the files.

Note For some types of video camera, photos and videos are stored in different folders. You can only import photos or videos from one folder at a time. If your camera stores photos and videos in multiple folders, you must import the photos or video from each folder separately.

5 Select the check box for each location in which you want to save the media files.

6 In the Rename files text box, enter a name for the selected files.

Media Import uses the text entered in this box as the beginning of the file name for each imported media file. For example, if you are importing multiple photos and enter "PhotoDec15," the imported files are named "PhotoDec15 00000," "PhotoDec15 00001," and so on.

7 **Optional:** Select the **Delete files from device after transfer** check box to delete the photos from the camera after the import process is complete.

8 To burn the files to disc after importing them, select **Burn to disc**.

9 Click **Import Now**.

Media Import imports the digital media files to the selected folder.

Note This chapter provides an overview of Media Import and the import process, using photos as an example. For detailed information about how to use all of the features of Media Import, see the *Media Import Help Center*.

3 Managing your media files

In this chapter

About Media Manager **52**

Getting to know the Media Manager window **53**

Watching for new media files **54**

Overview of organizing media files **54**

Working with My Media **55**

Working with folders **62**

Searching for media files **65**

About Media Manager

Your media files—photos, video clips, music tracks, and Roxio projects—come from many different sources, and can be stored in various locations on your computer. They can also be stored on network drives, on removable storage devices, such as CD or DVD discs, or on compatible wireless devices, such as cell phones.

You can use Media Manager to:

- Browse through and organize your photos, video clips, music tracks, and Roxio projects.
- Preview, rename and delete your media files, as well as assign keywords and ratings.
- Find media files quickly and easily by searching on file names, keywords, comments, or file type.
- Make minor touchups to photos, extract images and audio from videos, and create slideshows and panoramas. You can also open your media files in other Roxio components to add them to projects or make more extensive changes.
- Burn media files to a CD or DVD for safekeeping, or to make space available on your hard disk.
- Share your media files with friends and family.

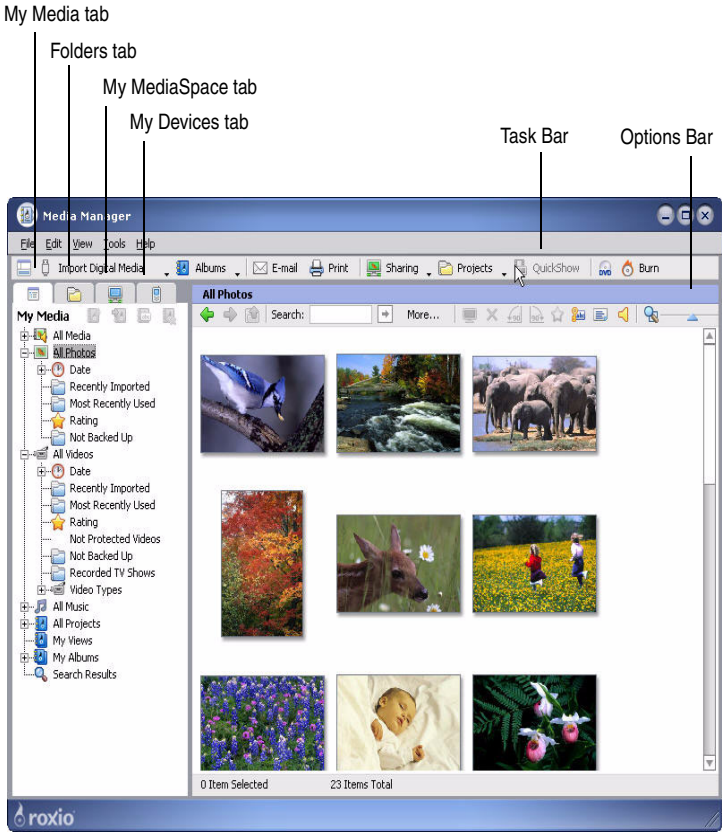
  For detailed information about the ways you can share media files, see *Printing and sharing media files* on page 67.

Note This chapter provides information about just a few of the most common Media Manager-related tasks. For more detailed information about all of the features available in Media Manager, see the *Media Manager Help Center*.

Getting to know the Media Manager window

The Media Manager window provides an easy-to-use interface from which you can organize your media files.

The following illustration identifies the parts of the window that are common across all views.



Watching for new media files

Media Manager can automatically monitor your computer for new media files. You can choose the folders to be monitored, and you can stop and start monitoring (monitoring automatically starts after you install Media Manager).

To open the Watched Folder Settings dialog box:

- Choose **Tools > Select Watched Folders**.

  The Watched Folder Settings dialog box appears.

Overview of organizing media files

Media Manager offers the following views to help you easily access and organize the media files on your computer and connected devices:

- **My Media**

  This view shows your Smart Views and albums. For more information on using the My Media view, see *Working with My Media* on page 55.

- **Folders**

  Your files are organized into folders for easy access. The Folders view shows you the media files stored in Windows folders on your computer storage devices, including the hard disk and removable storage devices such as CD or DVD discs.

  For more information, see *Working with folders* on page 62.

- **My MediaSpace**

  Media Manager enables you to view and share your digital media with other computers on your home network, provided that the computers on your home network support the Universal Plug and Play (UPnP) networking technology.

- **My Devices**

  Using Media Manager, you can view digital media on compatible wireless devices, such as cell phones. The My Devices view shows you all detected devices, and allows you to browse the media files on these devices.

For more information, see *Sharing media files with wireless devices* on page 74.

Working with My Media

The My Media view shows your Smart Views and albums.

Smart Views are media file groupings automatically created and maintained by Media Manager, based on common characteristics such as media type, date, or keyword. You can also create Smart Views from your search queries, or from existing Smart Views.

Albums are media file groupings that you create and manage yourself. You can use albums to group media files from vacations, events, or special occasions. If you've already organized your photos and videos into folders, Media Manager automatically creates an album for each folder. When you add a photo or video to one of these folders, Media Manager automatically adds it to your album.

A single media file can be included in multiple Smart Views and albums. Moving media files from one album or Smart View to another does not affect the files' physical location on the disk. When you remove media files from Smart Views or albums, the media files are not physically deleted from your disk.

You can remove a media file from a Smart View, which removes the file from all other Smart Views to which it belongs. (The files are not removed from the Windows file system.)

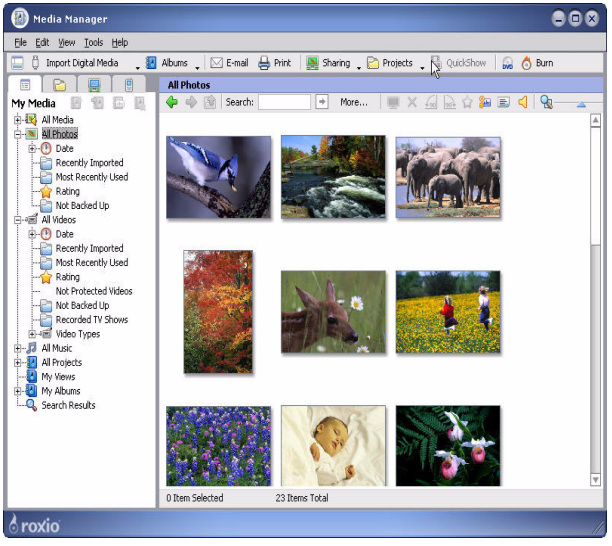
You can also rename files within a Smart View, which renames the file in all other views to which it belongs, as well as in the Windows file system.

You cannot delete, rename, or move Smart Views.

Note Media Manager cannot find files that are renamed, moved, or deleted within Windows Explorer. If you disconnect or remove a storage device, such as a CD or DVD disc, files on the device will not be found.

For information on locating missing files, see the Media Manager Help Center.

This is what the My Media view looks like:



Browsing My Media

In the My Media view, you can browse the following groupings:

All Media

This Smart View shows you all media files detected by Media Manager. Use this view to search for files if you are not sure which views they belong to, or if you want to browse all of your media files.

All Music

This Smart View allows you to browse your audio files quickly and easily. It contains views common to all media types, such as date, keyword, rating, and backup status, as well as music-specific views, such as album, artist, and genre. In addition, a Not Protected view shows the music files that do not have Digital Rights Management (DRM) restrictions.

All Photos

This Smart View allows you to browse your photos. Photos are further grouped by date, keyword, and rating, and you can see which photos have been recently imported or used, or have not yet been backed up.

All Projects

This Smart View allows you to browse your Roxio projects. Projects are further grouped based on the Roxio component used to create them. The Smart View contains views for recently used and imported project files.

All Videos

This Smart View allows you to browse your video files. It provides views for recently used and imported video files, and organizes your videos by format. In addition, a Not Protected view shows the video files that do not have Digital Rights Management (DRM) restrictions.

My Views

This Smart View contains your custom Smart Views (for example, Smart Views created from search queries). For example, you can save photos assigned the keyword “Birthday” as a custom Smart View named “Birthday Pics”.

My Albums

This grouping stores albums created automatically by Media Manager (based on Windows folders), as well as any albums you created yourself.

Creating new albums

You can create a new album in one of the following ways:

- Create a new, empty, album.
- Use the Albums button to select files, create an album, and add the selected files to the new album, all in one step.
- Drag files from Windows Explorer into a new album.

You can also create a new album based on search results.

To create a new, empty, album:

1 On the Task Bar, click **Albums**, and choose **New Album**.

A new album appears, with the default name, "New Album," selected.

2 Type a new name for the album, and then press **Enter**.

To create a new album for selected files with the Albums button:

1 Select the files you want to put into the new album.

2 On the Task Bar, click **Albums**, and choose **Add selection to new Album**.

Media Manager prompts for the name of the new album.

3 Type the album name and click **Yes**.

Media Manager creates a new album, and adds the selected files to it.

To create a new album for files dragged from Windows Explorer:

1 In Windows Explorer, browse to and select the files you want to put into the new album.

2 On the Task Bar, click **Split View**.

3 In the Browse area at the bottom of the window, click **My Media**.

4 Select either All Albums or My Albums.

5 Drag the files into the Browse area in the bottom of the window.

Media Manager prompts for the name of the new album.

6 Type the album name and click **Yes**.

Media Manager creates a new album, and adds the selected files to it.

Adding media files to albums

You can add media files to albums in several different ways.

To add media files to an existing album using the Albums button:

1 Select the media files you want to add to an album.

2 On the Task Bar, click **Albums** and choose **Add selection to Album**.

3 Browse to the album to which you want to add the files, and click **OK**.

To add media files to a new album using the Albums button:

1 Select the media files you want to add to an album.

2 On the Task Bar, click **Albums** and choose **Add selection to new Album**.

Media Manager prompts for the name of the new album.

3 Type the name of the new album, and click **Yes**.

To add media files to an album using the Split View:

1 On the Task Bar, click **Split View**.

A new pane opens at the bottom of the window, showing the My Media view.

2 In the bottom part of the window, browse to the album to which you want to add files.

3 In the top part of the window, browse to and select the files you want to add to the album.

4 Drag the files to the bottom right pane to add them to the album.

5 Repeat Step 3 and Step 4 until you are finished adding files to the album.

To add media files to albums using Windows Explorer:

1. If you are not in the My Media view, in the Browse area, click **My Media**.
2. In the Browse area, select the album to which you want to add media files.
3. Open Windows Explorer, and position Windows Explorer and Media Manager windows so you can see them both.
4. In Windows Explorer, select the media files you want to add to the album.

   Tip: To select more than one file at a time, press and hold **Ctrl** while you select the media files or folders.
5. Drag the files and folders into the album in Media Manager and release the mouse button.

   The files are added to the album.

Moving or copying media files from one album to another

Follow this procedure to move or copy media files between albums. You can copy or move an entire album and its contents into another album.

When you copy or move a media file to an album, Media Manager does not actually create another copy of the file on your computer system, and the location of the file on your computer does not change. However, the file is referenced by a new album.

To move or copy media files between albums:

1. If you are not in the My Media view, in the Browse area, click **My Media**.
2. In the Browse area, click the album containing the albums or media files you want to move or copy.
3. Select the media files or albums that you want to move or copy.

   Tip: To select more than one file at a time, press and hold **Ctrl** while you select the files.

4 To copy the media files to the clipboard, right-click and choose **Copy**.

To move the media files to the clipboard, right-click and choose **Cut**.

5 In the Browse area, select the album to which you want to move or copy the media files.

6 In the album, right-click and choose **Paste**.

Setting the thumbnail for an album

Follow this procedure to use a photo or video file thumbnail as the thumbnail for an album.

To select the photo or video file to be used as the thumbnail for an album:

1 If you are not in the My Media view, in the Browse area, click **My Media**.

2 In the Browse area, click the album containing the photo or video file you want to use as a thumbnail.

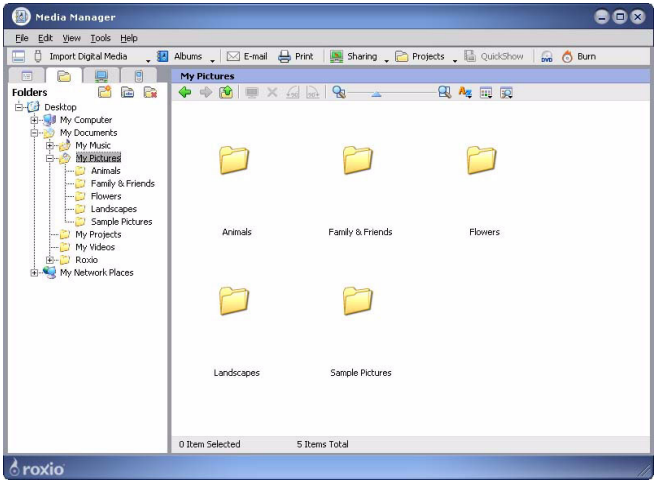
3 Right-click the photo or video file, and choose **Set As Album Thumbnail**.

Working with folders

The Folders view in Media Manager is similar to Windows Explorer, except that you only see media files supported by Roxio products.

In the Folders view, you can browse the contents of the folders on your computer, and drag and drop media files between folders. You can also create folders, and rename or delete folders or the files within them.

This is how the folders are displayed in the Folders view:



Creating new folders

To create a new folder:

1 If you are not in the Folders view, in the Browse area, click **Folders**.

2 In the Browse area, browse to the folder in which you want to create the new folder.

For example, to create a new folder inside the My Pictures folder, select My Pictures.

3 In the Browse area, click **Create a New Folder**.

A new folder appears, with the default name, "New Folder," selected.

4 Type a new name for the folder, and then press **Enter**.

Viewing media files in a preview window

Follow this procedure to view your photos, listen to your sound tracks, or watch your videos. You can preview media files in any of the views, as well as in the Search Results area.

When previewing photos, you can browse through the files using the **Previous** and **Next** buttons.

Note In the Preview window, you can quickly fix and enhance your photo, video, and audio files. For more information, in the Preview window, click **Help**.

When previewing video files, you can view them in place, or you can open a larger preview window.

To preview photos:

- Select a photo file and, on the Task Bar, click **Preview Selected Item(s)**.

To preview a video, choose one of these methods:

- To preview the video in place, on the video thumbnail, click **Play**.
- To preview the video in a larger window, double-click the video thumbnail.

  A video Preview window opens. In this window, you can use the playback controls, or use the slider to move the playback cursor to the desired location in the video file.

You can also extract images or audio and detect scenes. For more information, see the *Media Manager Help Center*.

To preview an audio file, choose one of these methods:

- On the audio thumbnail, click **Play**.
- Double-click the audio thumbnail.

  An audio Preview window opens. From this window, you can use the playback controls (Go to Start, Rewind, Play/Pause, Fast Forward, and Go To End. You can also use the slider to move the playback cursor to the desired location in the audio file.

Viewing media files in QuickShows

A QuickShow displays a view of all the selected media files, one after the other. Each photo displays in turn for five seconds. You can change the display time by selecting **Tools > Options**, and changing the QuickShow settings. Press the **Help** button on the Options dialog box for information on setting the QuickShow options.

If the collection contains audio or video files, each file plays one after the other.

To view a QuickShow:

1. In the Browse area, select the view containing the items you want to view as a QuickShow.
2. Select the media files you wish to view as a QuickShow.
3. On the Task Bar, click **QuickShow**.

   The QuickShow window opens in full screen mode and the media files play in order.
4. To rotate a photo in the QuickShow, follow these steps:
   a. Move or click the mouse.

      The QuickShow toolbar appears.
   b. Click **Rotate Counter Clockwise** or **Rotate Clockwise**.

Searching for media files

Use the simple search to find all media files with a specific word in their file name, keywords, or comments. When you do a simple search, Media Manager searches through all Smart Views and albums, and finds media files of all types.

For example, if you search for the word "birthday," Media Manager finds media files with:

- Keywords: "birthday," "Mom's birthday," and "Grandad's birthday"
- Comments: "Cutting the birthday cake" and "Grandad is surprised at his birthday party"
- File names: Birthday050511.jpg, HappyBirthday.wav, Birthday050625.mpg

To perform a simple search:

- Enter the word you want to search for into the **Search** text box on the Options Bar and press **Enter**.

For information about performing an advanced search, see the *Media Manager Help Center*.

Note This chapter provides information about just a few of the most common Media Manager-related tasks. For more detailed information about all of the features available in Media Manager, see the *Media Manager Help Center*.

4 Printing and sharing media files

In this chapter

Printing photos and projects **68**

E-mailing media files **70**

Sharing photos using an online photo service **73**

Sharing media files with wireless devices **74**

Using LiveShare to share photos **76**

Using MediaSpace to share media on your home network **83**

Printing photos and projects

To print your photos and projects:

1. In PhotoSuite or Media Manger, on the toolbar, click **Print**.

   The Print dialog box opens.

2. If you have more than one printer connected to your computer, select a printer from the drop-down list.

3. **Optional:** Click **Change Settings** to change the printer settings, such as paper source. For more information about your printer settings, see the documentation that came with your printer.

4. In the Size drop-down list, select the size of the paper on which you are printing your project.

5. Set the Orientation to **Portrait** or **Landscape**.

6. If you are using Media Manager, select the photos to be printed, by following these steps:

   a. On the top right side of the window, click **Add Files**.

   b. Browse to and select the photo files to add.

   Tip: To select more than one photo at a time, press and hold the **Ctrl** key while you select the photos.

   c. Click **Add**.

7. In the Layout box, select whether to o print one photo per page, multiple photos, or thumbnails.

   For more information about each of these options, click **Help** or press **F1** in the Print dialog box.

8. If you are printing multiple pages, you can preview each page. To do so, click the tabs for the different pages.

9. In the **Print** drop-down list, identify the pages you want to print.

10. To specify the number of copies, select the number in the **Copies** box.

11. To print your project, click **Print**.

Tips for improving print quality

The following tips may help you improve the print quality of your photos:

- Select a high print quality in your printer's settings. When you choose a high quality print setting, the print output improves, but the print job takes longer.
- If you are scanning images, scan at the highest image resolution available. Refer to your scanner's documentation for information about setting the best resolution.
- Select the highest photographic quality for your digital camera. You cannot store as many photos on the camera at a time, but the higher-quality photos will give you better print results.
- Use color matching, if your printer supports it. The colors on screen do not always match the printed colors. The color-matching feature improves consistency between on screen and printed colors.
- Use photographic quality printer paper. Photos do not print well on laser printer paper. Choose paper designed for color or photographic printing so the colors are more vibrant. You can find photographic paper at your computer supply store or at some camera stores.

Note Some color printers require proprietary paper. Check the manufacturer's recommendations.

E-mailing media files

You can share your photos and other media files with friends and family by e-mail.

Using the E-mail Assistant, you can e-mail photos individually, either as an attachment or in the body of an HTML-formatted e-mail message (if your e-mail program supports HTML-formatted messages), or you can send your photos packaged in a slideshow.

To e-mail your files:

1 In PhotoSuite or Media Manager, in the tool bar, click **E-mail**.

2 To add media files to be e-mailed, follow these steps:

a Click **Add Files**.

The Add Files dialog box appears.

b Browse to and select the files to be added.

Tip: To select more than one media file at a time, press and hold **Ctrl** while you select the files.

c Click **Add Files**.

3 Select the e-mail program you want to use to send the files by choosing one of the following options:

- **Default e-mail client (Microsoft Outlook):** E-mail the files using your default e-mail program. If you select this option, choose whether to send the e-mail in HTML format. If you choose this option, the photos appear in the body of the message, rather than as attached files.
- **Other (e.g. Yahoo, webmail):** Save the files on your hard drive and e-mail them later using a web mail account.

4 If you are e-mailing photos, you can choose the format in which they will be sent. For example, you may want to convert a photo to best fit a particular screen size, or to reduce the size if you are e-mailing a large number of photos to someone with a dial-up connection.

Choose one of the following conversion options:

- **Convert photos to JPEG:** Sends the photos in JPEG format. You can choose the size of the converted photos:
  - **Small (640)**: Converts photos so that the largest dimension (height or width) is 640 pixels. The other dimension is sized to maintain the current proportions.
  - **Medium (800)**: Converts photos so that the largest dimension is 800 pixels.
  - **Large (1024)**: Converts photos so that the largest dimension is 1024 pixels.
  - **Original size**: Maintains the current size of photos.
- **Make a slideshow:** Converts the photos to WMV format.
- **Just send the files with no conversion:** Sends the photos without changing their file format and size.

Note Photo conversion options are available only if you have selected photo files to e-mail.

The conversion does not affect your original files.

5 If you are e-mailing video files, you can optimize their quality by setting the conversion options.

In the **Quality** box, choose the desired resolution. The higher the resolution, the better the picture quality, but the larger the resulting file.

Note Video conversion options are available only if you have selected video files to e-mail.

The conversion does not affect your original files.

6 Click **OK**.

If you chose to use your default e-mail program in Step 3, the conversion status indicator appears. When the conversion is complete, an e-mail message appears.

If you chose to use an e-mail program other than your default, the Pick the location for your e-mail files folder appears. Browse to the location in which you want to save the converted files, and click **OK**. The files are converted and copied to this folder. Use the e-mail program to attach the files to a message and send them.

7 Complete and send the message. For detailed instructions, refer to the documentation for your e-mail client.

Sharing photos using an online photo service

Follow this procedure to use an online photo service to post your photo files to an Internet site from which other people can view the files.

To share photos through an online photo service:

1. In Media Manager or PhotoSuite, choose **File** > **Online Sharing**.
2. To add photos to share, follow these steps:
   - **a** Click **Add Photos**.

     The Add Files dialog box appears.
   - **b** Browse to and select the photos to share.
   - **c** Click **Add files**.
3. To change the folder in which your shared photos will be saved, follow these steps:
   - **a** Click **Browse Sharing Folder**.
   - **b** Navigate to the folder you want to use, or click **Create Folder** to create a new folder.
   - **c** Click **OK**.
4. **Optional:** Select **Delete the copies of the photos when I'm done** check box to remove the copies of the photos from the For Sharing folder after they are uploaded.
5. Click **Share Photos**.
6. **Optional:** To see the contents of the For Sharing folder, click **View folder in Windows Explorer**.
7. Click **Launch Browser** to go to the photo sharing web site.
8. Follow the instructions on the web site to post the photos, or to have them developed by a professional photo finisher.
9. To close the Share Photos dialog box, click **OK**.
10. To close the Online Sharing window, click **OK**.

Sharing media files with wireless devices

About My Devices

You can use My Devices view in Media Manager to browse media files on cell phones and other compatible wireless devices. You can also transfer files between your computer and your wireless device, and vice versa.

Transferring files from your computer to a wireless device

To transfer files from your computer to a wireless device (such as a cell phone):

1 Select the media files you want to transfer.

Tip: To select more than one file at a time, press and hold **Ctrl** while you select the files.

2 On the Task Bar, click **Split View**.

A new pane opens at the bottom of the window, showing the My Media view.

3 In the bottom part of the window, click **My Devices** to show the My Devices view.

4 Select the device to which you want to transfer the files.

5 To move the files to the device (deleting them from your computer), click **Move Down**. To copy them (keeping them on your computer), click **Copy Down**.

The Transfer dialog box appears, showing the progress of the transfer. When the transfer is complete, the dialog box closes automatically.

Tip: To hide the dialog box, click **Close**.

Transferring files from a wireless device to your computer

To transfer files from a wireless device (such as a cell phone) to your computer:

1 If you are not in the My Devices view, in the Browse area, click **My Devices**.

2 Select the media files you want to transfer.

Tip: To select more than one file at a time, press and hold **Ctrl** while you select the files.

3 On the Task Bar, click **Split View**.

A new pane opens at the bottom of the window, showing the My Media view.

4 In the bottom part of the window, browse to the album or folder to which you want to copy the files.

5 To move the files to the device (deleting them from your computer), click **Move Down**. To copy them (keeping them on your computer), click **Copy Down**.

The Transfer dialog box appears, showing the progress of the transfer. When the transfer is complete, the dialog box closes automatically.

Tip: To hide the dialog box, click **Close**.

Using LiveShare to share photos

About LiveShare

You can share photos with selected users outside your home network. For example, you can create an album containing wedding photos and share it with your friends. Your friends can view the photos from a computer or an Internet-enabled mobile device, such as a cell phone.

To use LiveShare, you choose the album you want to share, and invite your friends to view it. Your friends receive an e-mail with thumbnails of a few of the shared files, plus a link to a LiveShare on your computer. When they click the link, they view a web page containing thumbnails of all the shared files. They can click the thumbnails to view the photos, or even download them to their PC or HTML-aware cell phone.

For information on how to share media files with users outside your home network, see the following procedures:

- *Configuring your home network for LiveShare*
- *Enabling or disabling sharing*
- *Defining the web address for your LiveShares*
- *Sharing photos using LiveShare*
- *Managing LiveShares*

Note Recipients can only view files if LiveShare is running on your PC and if the PC is connected to the Internet when they try to access the files.

LiveShare in a corporate environment

The LiveShare peer-to-peer photo sharing service is designed primarily for use on home, rather than corporate, networks. From a corporate network, it should be easy to access a LiveShare running on a home PC (although a few corporate firewalls may prevent this). However, you probably cannot set up a LiveShare on a PC in a corporate network, as most corporate networks will not allow peer-to-peer applications.

Accessing LiveShares with Internet-enabled mobile devices

If your friends have Internet-enabled mobile devices, such as cell phones with web browsing capability, they can view your LiveShares. On HTML-aware devices (devices that support HTML e-mail), they can access your LiveShares by clicking the link in the e-mail message. On non-HTML (WML) devices, they can still see your photos: they just need to enter the correct address in their web browser. The address (or URL) is "liveshare.roxio.com/" followed by the link address you define on the Manage My LiveShares dialog box. For example, if you set the link address to "Chris_Black", the address would be "liveshare.roxio.com/Chris_Black." For detailed instructions, see *Defining the web address for your LiveShares* on page 78.

Configuring your home network for LiveShare

Before you can use LiveShare, you may need to change the configuration of your home network. See the following sections for more information.

Using LiveShare with a firewall

Many firewall applications, including Windows Firewall in Windows XP, warn you about peer-to-peer activity and about applications that make use of the Internet. Following are warning messages that some common firewall applications might display when you use Media Manager to share media.

Windows Firewall: *Media Manager is accepting connections from the Internet.* LiveShare is working normally. Click **Unblock**, and you will not see this warning again.

McAfee Internet Security Suite: *Media Manager, RoxLiveShare or Roxio UPnP Renderer are requesting access to the Internet.* LiveShare is working normally. Click **Grant Access**, and you will not see this warning again.

Norton Internet Security: *Media Manager, RoxLiveShare or RoxUPnPRenderer is attempting to access the Internet.* LiveShare is working normally. **Select Permit Always (Recommended)**, then click **OK**, and you will not see this warning again.

Zone Alarm: *Media Manager, Roxio LiveShare Service, Roxio UPnP Renderer or Roxio UPnP Server is trying to act as a server.* LiveShare is working normally. Check **Remember this setting**, then click **Allow**, and you will not see this warning again.

Zone Alarm: *Media Manager is trying to access the Internet.* LiveShare is working normally. Check **Remember this setting**, then click **Allow**, and you will not see this warning again.

Enabling or disabling sharing

To enable or disable sharing:

1 Choose **Tools > Manage My LiveShares**.

The Manage My LiveShares dialog box appears.

2 To enable sharing, click **Start Sharing**.

The button name changes to "Stop Sharing."

3 To disable sharing, click **Stop Sharing**.

The button name changes to "Start Sharing."

4 Click **Done** to close the dialog box.

Defining the web address for your LiveShares

Friends with mobile devices that are not HTML-aware can access your LiveShares from a web browser by entering the web address (or URL) for your LiveShare. Use this procedure to define a web address, and tell your friends to link to "liveshare.roxio.com/" followed by the link address you enter here. For example, if you set the link address to "Chris_Black", the address would be

liveshare.roxio.com/Chris_Black

To define the web address for your LiveShares:

1 On the Manage My LiveShares dialog box, click **Link Address**.

2 Type the address you want to use, and click **Create**.

Tip: The address must be unique, and it must be in valid web address format. We suggest that you use your name, replacing spaces with underscores (for example, Chris_Black). If someone else is already using this address, an error message displays, and you must specify a different address.

Sharing photos using LiveShare

Note Recipients can only view files if LiveShare is running on your PC and if the PC is connected to the Internet when they try to access the files.

To share photos using LiveShare:

1. Select the album or Smart View you want to share.
2. **Optional:** To share selected photos, select them on the right side of the window. (If you do not select individual photos, the whole album or Smart View will be shared.)
3. On the Task Bar, click **Sharing**, and choose **Share Now Using LiveShare**.

   Media Manager prompts you for a LiveShare name and password.
4. Enter a descriptive name for the LiveShare and a password.

Note The only time that your friends will have to enter this name and password is when they are accessing your LiveShare from a cell phone that is not HTML-aware.

5. To use your default e-mail program to send the invitation, click **Share Now**.

   Your default e-mail program opens with thumbnails of a few of your photos and a link to the web page on your PC where the files can be viewed.
6. To use a web mail program to send the invitation, follow these steps:
   a. Click **Copy to Clipboard**.
   b. Open your web mail program and create the e-mail, pasting in the link to the LiveShare that you copied in Step a.
7. Complete and send the e-mail message. For instructions, refer to the documentation for your e-mail program.

Managing LiveShares

You can view your LiveShares and delete them, add albums or Smart Views to them, and set expiration dates for them. You can create new LiveShares, choose a different template for a LiveShare, invite people to view a LiveShare, and define or change the password for a LiveShare.

To view your LiveShares:

- Choose **Tools > Manage My LiveShares**.

To choose a template for your LiveShares:

1. In the Manage My LiveShares dialog box, select the LiveShare to which you want to apply a new template.
2. In the Share properties area, click **Change**.
3. Click the template you want to use, and click **OK**.

To add a new LiveShare:

1. In the Manage My LiveShares dialog box, click **New**.
2. Type a descriptive name for the new LiveShare, and press **Enter**.

   The new LiveShare is created and assigned a default password.
3. **Optional:** To change the password for the new LiveShare, select it and click **Password.** Then type the new password and click **OK**.

Note The only time that your friends will have to enter this name and password is when they are accessing your LiveShare from a cell phone that is not HTML-aware.

To add albums or Smart Views to a LiveShare:

1. In the Manage My LiveShares dialog box, select the LiveShare to which you want to add the album or collection.
2. In the Share properties area, click **Add**.
3. Browse to the album or Smart View you want to add, and click **OK**.

To set an expiration date for a LiveShare:

1 In the Manage My LiveShares dialog box, select the LiveShare to which you want to assign an expiration date.

2 Click the **Never** check box to clear it.

3 Enter an expiration date.

To invite users to view a LiveShare:

1 In the Manage My LiveShares dialog box, select the LiveShare you want to share.

2 Click **Invite**.

3 To use your default e-mail program to send the invitation, click **Send**.

Your default e-mail program opens with thumbnails of a few of the photos and a link to the web page on your PC where the files can be viewed.

4 To use a web mail program to send the invitation, follow these steps:

a Click **Copy to Clipboard**.

b Open your web mail program and create the e-mail, pasting in the link to the LiveShare that you copied in Step a.

5 Complete and send the e-mail message. For instructions, refer to the documentation for your e-mail program.

Note Recipients can only view files if LiveShare is running on your PC and if the PC is connected to the Internet when they try to access the files.

To delete a LiveShare:

1 In the Manage My LiveShares dialog box, select the LiveShare you want to delete.

2 Click **Delete**.

To rename a LiveShare:

1. In the Manage My LiveShares dialog box, select the LiveShare you want to rename.
2. Click **Rename**.
3. Type the new name and press **Enter**.

To define or change the password for a LiveShare

1. In the Manage My LiveShares dialog box, select the LiveShare for which you want to change the password.
2. Click **Password**.
3. Type the new password and click **OK**.

Using MediaSpace to share media on your home network

About MediaSpace

You can easily authorize PCs and other devices on your home network to view your photos and other media files. Use this feature if you want to:

- access your media files (view photos or play videos) from a different computer on your home network
- allow members of your family to access or download your media files from their computers.

MediaSpace is implemented using Universal Plug and Play (UPnP) networking technology. All of the UPnP components required for MediaSpace are automatically installed with Media Manager.

For information on how to share media files on your home network, see the following procedures:

- *Configuring your home network for MediaSpace (UPnP)*
- *Enabling or disabling home network sharing*
- *Granting access to devices on your home network*
- *Withdrawing access from devices on your home network*
- *Accessing shared files on your home network*

MediaSpace (UPnP) in a corporate environment

MediaSpace (UPnP) is designed primarily for use on home networks, and will allow you to share media between Media Manager running on your PC and other PCs or devices that are UPnP-compliant.

Note The device or PC which is sharing media must authorize other devices or PCs to play that media.

In a corporate environment this may work, but only if all devices or PCs are on the same network subnet. (In a larger office there may be several different network subnets.)

Configuring your home network for MediaSpace (UPnP)

Before you can use the My MediaSpace feature, you may need to change the configuration of your home network. See the following sections for more information.

Configuring a router with MediaSpace

To use MediaSpace media-sharing capabilities, your router must be UPnP-compliant, and UPnP must be turned on. (Usually, you configure your router with the software that came with the router, or through a local administration web page that you access by typing a specific IP address into your web browser.) For most routers, UPnP support is turned on by default.

Using My MediaSpace with a firewall

Many firewall applications warn you about peer-to-peer activity and about applications that make use of the Internet. Following are warning messages that some common firewall applications might display when you use Media Manager to share media.

McAfee Internet Security Suite: *Media Manager, RoxLiveShare or Roxio UPnP Renderer are requesting access to the Internet.* MediaSpace is working normally. Click **Grant Access**, and you will not see this warning again.

Norton Internet Security: *RoxUPnPServer is attempting to listen for connections from other computers.* MediaSpace is working normally. Select **Always allow connections to this program on all ports**, then click **OK**, and you will not see this warning again.

Norton Internet Security: *Media Manager, RoxLiveShare or RoxUPnPRenderer is attempting to access the Internet.* MediaSpace is working normally. **Select Permit Always (Recommended)**, then click **OK**, and you will not see this warning again.

Zone Alarm: *Media Manager, Roxio LiveShare Service, Roxio UPnP Renderer or Roxio UPnP Server is trying to act as a server.* MediaSpace is working normally. Check **Remember this setting**, then click **Allow**, and you will not see this warning again.

Zone Alarm: *Media Manager wants to accept connections from the trusted zone.* MediaSpace is working normally. Check **Remember this setting**, then click **Allow**, and you will not see this warning again.

Enabling or disabling home network sharing

To enable or disable home networking sharing:

1 On the Task Bar, click **Sharing** and choose **Manage My MediaSpace (UPnP)**.

The Manage My MediaSpace dialog box appears:

2 To enable home network sharing, click **Start Sharing**.

The button name changes to "Stop Sharing."

3 To disable home network sharing, click **Stop Sharing**.

The button name changes to "Start Sharing."

4 Click **Done** to close the dialog box.

Granting access to devices on your home network

Follow this procedure to give other users on other computers in your home network access to your files.

To grant access to a device on your home network:

1 On the Task Bar, click **Sharing** and choose **Manage My MediaSpace (UPnP)**.

The Manage My MediaSpace dialog box appears:

2 Select a device with which you want to share your files, and click **Authorize**.

Repeat this step for each device with which you want to share files.

3 Click **Done** to close the dialog box.

Withdrawing access from devices on your home network

To withdraw access to your files from a device on your home network:

1 On the Task Bar, click **Sharing** and choose **Manage My MediaSpace (UPnP)**.

The Manage My MediaSpace dialog box appears:

2 Select a device with which you want to share your files, and click **Deauthorize**.

Repeat this step for each device from which you want to withdraw access to your files.

Accessing shared files on your home network

Follow this procedure to access files on other devices on your home network.

To access files on other devices in your home network:

1 In the Browse area, click **My MediaSpace (UPnP)** to browse files stored on your home network.

The Browse area lists the devices connected to your home network to which you have been given access. If the device you are looking for is not in the list, make sure that:

- Media Manager is installed on the device.
- Your PC has been authorized to view media on the device.

2 Navigate the folders in the Browse area to look for media files.

5 Copying discs using Disc Copier

In this chapter

About copying discs using Disc Copier **88**

What kinds of discs can I copy? **89**

Other sources you can copy from **90**

Getting to know the Disc Copier window **92**

Copying using the Simple view **94**

About copying discs using Disc Copier

Disc Copy mode lets you copy an entire disc, disc image file, or DVD-Video folder. You can burn the contents to a disc, or create a disc image file or DVD-Video folder on your hard disk.

For a list of the types of discs and files you can copy, see *What kinds of discs can I copy?* on page 89 and *Other sources you can copy from* on page 90.

Can I copy discs using one disc drive?

You can copy a disc using one recorder, or multiple recorders. If you have only one disc recorder, the contents of the disc are first copied to a temporary location on your hard disk, and then they are copied to the new disc.

Note You must have enough free space on your hard disk to temporarily store the entire contents of your source disc.

What is CD-Text?

When you copy an audio CD, you have the option to include CD-Text. This is a feature that allows you to store text information such as the disc title, artist name, and track titles on an audio CD. This information can then be displayed on audio CD players that support CD-Text information.

Information for most commercial music CDs is available from the Internet using the Gracenote Media Database. Disc Copier lets you import this information in the CD-Text dialog box.

Note If the source disc already contains CD-Text information, it will be imported automatically. If you are adding or changing CD-Text information, you cannot copy a disc using RAW mode.

For more information, see the *Disc Copier Help Center*.

What kinds of discs can I copy?

The following table shows the types of discs that you can copy and any other related information.

Type of Disc	Notes
Data CD	The Raw Mode option (available in the Burn Setup dialog box, under Advanced Options) allows you to copy some data and audio discs that cannot be copied using a normal copying process. For more information, click the **Help** button in the Burn dialog box.
Audio CD	The source drive must support digital audio extraction (the drive is tested to determine its capabilities the first time a source disc is inserted).
Drag-to-Disc (DirectCD)	■ Some CD-ROM drives may not be able to read a disc made with DirectCD or Drag-to-Disc. If your drive is MultiRead capable, there should be no problems. ■ The disc should be closed before you begin copying.
Mixed-Mode CD	■ The source drive must support digital audio extraction (the drive is tested to determine its capabilities the first time a source disc is inserted). ■ If your mixed-mode CD cannot be copied, the CD may be formatted to prevent copying.
Enhanced CD	The source drive must support digital audio extraction (the drive is tested to determine its capabilities the first time a source disc is inserted).
Photo CD	Requires a source drive capable of reading CD-ROM XA. Most current drives support this.
Video CD (VCD)	Requires a source drive capable of reading CD-ROM XA. Most current drives support this.

Type of Disc	Notes
Super Video CD (SVCD)	Requires a source drive capable of reading CD-ROM XA. Most current drives support this.
DVD	■ Requires DVDs that are not copy protected. ■ Some drives may not be able to copy DVDs of different types. For example, a DVD-R drive may not be able to copy a DVD+R disc.

Other sources you can copy from

In addition to copying discs, you can also select disc image files and DVD-Video folders as your source.

- **Disc image files:** A disc image file can contain DVD-Video content or other kinds of disc content (for example, Audio CD or Video CD content). Valid disc image files include .iso, .c2d (Roxio proprietary format), and .cue (BIN/CUE).
- **DVD-Video folders:** A DVD-Video folder is a folder on a disc or hard disk that contains valid DVD-Video source content. This folder can be burned to a DVD-recordable disc and then viewed on a DVD player.

Note Only folders containing valid DVD-Video source content can be copied using Disc Copier.

The DVD-Video folder source can come from any of the following sources:

- A disc containing a "VIDEO_TS" folder which contains valid DVD-Video source content. The disc cannot be copy-protected.
- A disc image file containing valid DVD-Video source content. Valid disc image files include .iso, .c2d (Roxio proprietary format), and .cue (BIN/CUE).
- A "VIDEO_TS" folder on your hard disk containing valid DVD-Video source content.

Note If your DVD-Video source files are greater than 4.7 GB in size, the files can be compressed so that the final output can fit onto a standard 4.7 GB DVD-recordable disc. Disc Copier also supports copying without compression for supported DVD Double Layer drives.

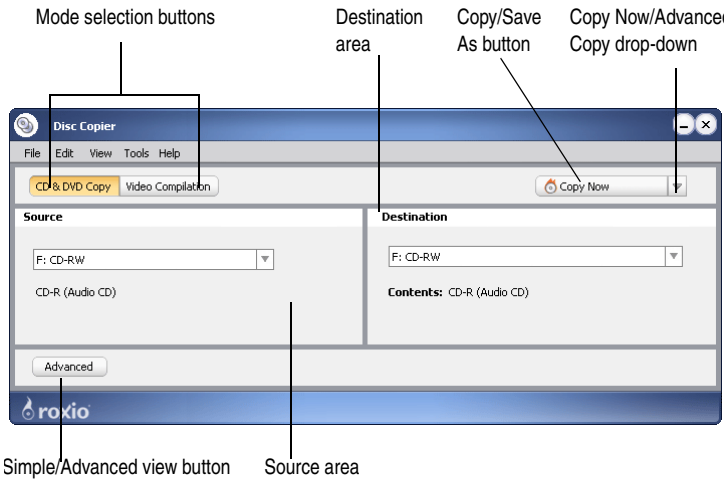
Getting to know the Disc Copier window

Disc Copier has one or two modes of operation—Disc Copy, Video Compilation, or both. This topic describes Disc Copy mode, which has both "Simple" and "Advanced" views.

Note This chapter provides information about just a few of the most common Disc Copier-related tasks. For more detailed information about all of the features available in Disc Copier, see the *Disc Copier Help Center*.

Disc Copy window—Simple view

Disc Copy mode lets you quickly copy an entire disc. Using the Simple view, you can perform a direct copy of the entire contents of one disc to another. You can also select a disc image file or DVD-Video folder as the source or destination format.

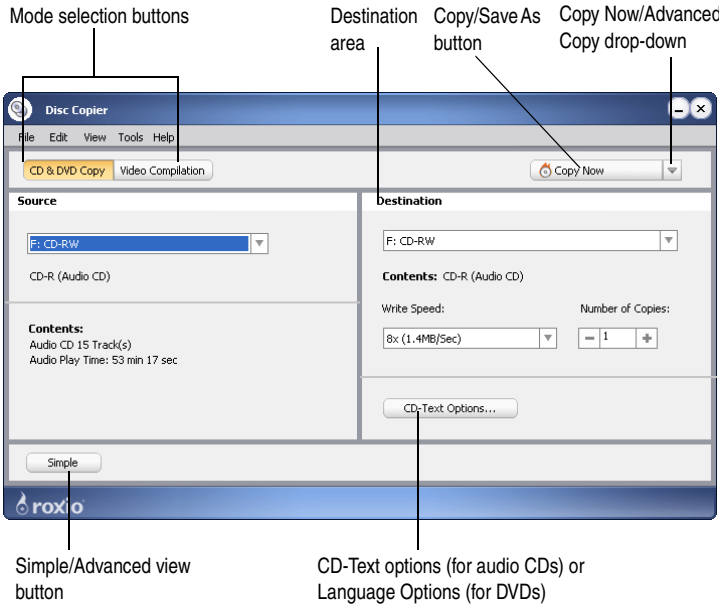


For more information, see *Copying using the Simple view* on page 94.

Disc Copy window—Advanced view

Like the Simple view, Disc Copy mode Advanced view is an easy way to quickly copy a disc, but it also gives you more options. These options include:

- Adding CD-Text to an audio CD copy.
- Selecting the write speed and number of copies to create.
- Selecting language options for a DVD-Video.
- Including data content from a DVD-Video source.



For more information, see the *Disc Copier Help Center*.

Copying using the Simple view

Follow this procedure to copy the entire contents from one disc to another without selecting any advanced options.

To copy a disc:

1. In Disc Copier, click **Disc Copy** if you are not already in Disc Copy mode.
2. Select the source to copy:
   - If you are copying a disc, insert the disc that you want to copy into your source drive.

     In the Source area, select the drive containing the source disc from the drop-down list. (This may already be selected by default.)
   - If you are copying a disc image file or DVD-Video folder, select **Browse for Disc Image/DVD-Video Folder** from the drop-down list in the Source area, and then use the Media Selector dialog box to locate the file you want to copy.

     For more information about disc image files and DVD-Video folders, see *Other sources you can copy from* on page 90.

   The contents of the source appear in the Contents area of the Source area.
3. In the Destination area, select one of the following from the drop-down list:
   - the drive containing the destination disc (if you have only one recorder, the drive is selected by default)
   - Disc Image
   - DVD-Video folder (only available if the source is DVD-Video content)
4. Click the **Copy/Save As** button.

Note The Copy/Save As button has two modes—Copy Now to start burning immediately, and Advanced Copy to launch the Burn Setup dialog before copying. The Burn Setup dialog lets you select additional options such as burning to more than one drive. To select a mode, click the arrow beside the Copy/Save As button, and then select **Copy Now** or **Advanced Copy**.

The Progress Information dialog box appears and displays the progress. Follow the instructions on the screen. When you are done recording, the dialog box indicates that the copy is complete.

Note This chapter provides information about just a few of the most common Disc Copier-related tasks. For more detailed information about all of the features available in Disc Copier, see the *Disc Copier Help Center*.

6 Creating video compilations

In this chapter

About creating video compilations **98**

Creating a video compilation **102**

Creating a video compilation for a portable player **106**

Saving compilations **108**

About creating video compilations

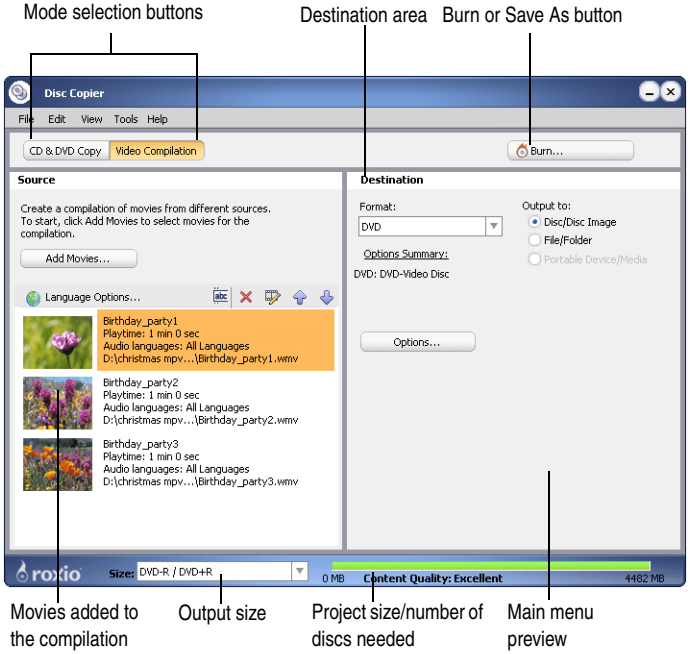
A video compilation is a collection of movies ("titles") from different sources. You can mix and match video files to create movies in a wide range of formats including DVD-Video, DivX, and WMV. You can even reformat movies so you can watch them on your video iPod®, PSP™, or video cell phone.

Disc Copier gives you the option to trim the beginning and end points of the movies, add a menu, and select a background style to give your video compilation a professional look. DivX and DVD projects can be automatically compressed to fit on a single disc or memory card.

Note Using Disc Copier, your DVD-Video or DivX compilation will either have a single menu or no menu at all if you choose not to add one. Also note that to play back DivX files with menus, your player must support this feature.

The Disc Copier window: Video Compilation mode

Video Compilation mode lets you compile movies from multiple sources for playback on the device of your choice. The illustration below shows the Disc Copier window in Video Compilation mode.



For more information, see *Creating video compilations* on page 97.

Note Versions of Disc Copier with a single copying mode do not have mode selection buttons.

Supported video formats

The table below lists the types of video files that can be included in a compilation and the supported output formats (The files supported by your version of the product may differ from those listed here):

Supported input formats	Supported output formats
■ DVD-Video	■ DVD-Video
■ WMV (Windows Media Video, standard and HD)	■ WMV (including HD if the source is HD)
■ DivX, including HD DivX and DMF — DivX Media Format. (Menus will not be imported with DMF files)	■ DivX (including DivX with menus)
■ DVR-MS (DVR recorded by Windows XP Media Center)	■ 3GP
■ MPEG-4	■ 3G2
■ H.264	■ MPEG2
■ MP4 (Part 2)	■ MP4 (Part 2)
■ DV-AVI	■ MPEG-4
■ 3GP (video format for mobile phones)	
■ .TS (transport streams, including ATSC and DVB streams and HD)	
■ TiVo	
■ MOV (requires QuickTime)	

Notes about source files:

Consider the following information as you select source files for your compilation:

- You can only select individual movie titles from a DVD-Video disc, not the full DVD with original menus and navigation. The content of the disc cannot be copy protected.
- A DVD-Video folder is a folder on a disc or hard disk that contains valid DVD-Video source content. This folder can be burned to a DVD-recordable disc and then viewed on a DVD player.

  The DVD-Video folder source can come from any of the following sources:

  - A disc containing a "VIDEO_TS" folder which contains valid DVD-Video source content. The disc cannot be copy-protected.
  - A disc image file containing valid DVD-Video source content. Valid disc image files include .iso, .c2d (Roxio proprietary format), and .cue (BIN/CUE).
- Valid disc image files include .iso, .c2d (Roxio proprietary format), and .cue (BIN/CUE).

Notes about Output formats

Consider the following information as you select an output format for your compilation:

- The 3GP format is designed for playback on video cell phones. However, some phones have a very limited storage capacity. Before creating compilations for playback on a cell phone, consult the phone's owner's manual to determine the maximum size of the video files it can hold.
- The Format drop-down list includes a set of format names and specific device names. If you device is listed, choose it from the list. If your device is not listed, choose a format supported by your device.

Creating a video compilation

Creating a video compilation consists of the following basic steps:

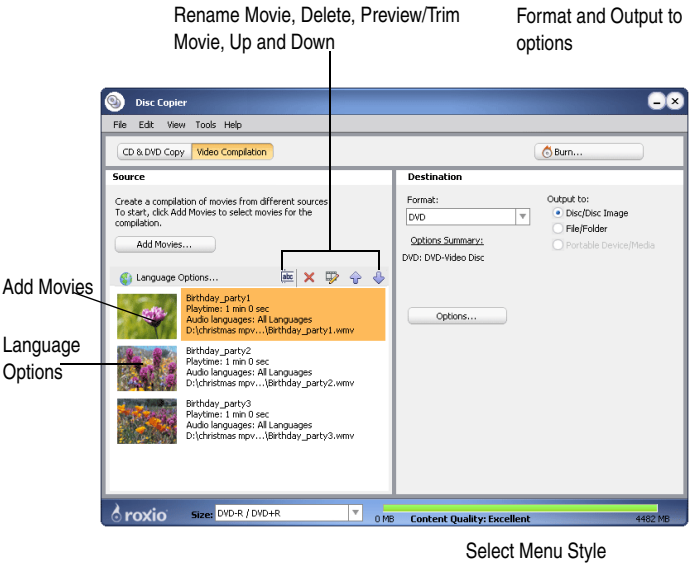
- *Adding and editing movies*
- *Selecting or customizing a menu style*
- *Selecting an output format and a destination*
- *Completing your compilation*

Adding and editing movies

To add and edit movies:

1 Click the **Video Compilation** button, if necessary.

Note Versions of Disc Copier with a single copying mode do not have mode selection buttons.



2 Click **Add Movies**.

3 Select the movies that you want to include in the compilation.

Note In Video Compilation mode, you can only select individual movie titles, not the full DVD with original menus and navigation.

To select more than one movie at a time, hold the **Ctrl** key while you select the movies.

As you add movies, thumbnails representing each movie appear in the Source area.

4 Click the **Up** and **Down** arrow buttons to change the order of the movies in the compilation. To remove a movie, click the **Delete** button.

5 Click the **Rename Movie** button to rename any movie in your compilation.

6 **Optional:** To select whether to include subtitles, and to select the audio and subtitle languages to include, click **Language Options**.

Note Language options are only available for DVD-Video source movies.

Note Only DVD-Video output supports multiple languages. If you choose a video file as your output format, you must select one language.

For more information, click **Help** in the Language Options dialog box.

7 **Optional:** To trim the start or end points of the movie, select a thumbnail image, or select angles to copy (if angles are available), double-click the movie, or click the **Preview/Trim Movie** button.

For more information, click **Help** in the Preview/Trim Movie dialog box.

Selecting or customizing a menu style

Disc Copier comes with a set of professionally designed menu styles that you can adapt for your projects. Each style includes attractive background images, titles, and buttons. These elements are referred to as *Smart Objects* in Disc Copier. You can modify any of these styles, use them as designed, or create your own.

Note If you do not choose to create a menu, the movies will play sequentially when you insert the disc into a DVD player.

Menus can only be created in Disc Copier if the output format is DVD-Video or DivX. If your DivX player does not support menus, the movies will play sequentially without a menu.

To create a menu:

1 Click **Options**, and then select **Create a Main Menu**.

2 Click **OK** to close the dialog.

3 To select a menu style, click **Select Style.**

The Style dialog opens.

The Style tab contains the styles that were supplied with Disc Copier and any custom styles that you have saved. The Smart Objects tab contains tools you can use to modify an existing style or create a new one. For more information on creating menu styles, click the **Help** button on the Style dialog.

4 Once you have selected or created a style. click **OK**. Save the style if asked to do so.

Selecting an output format and a destination

1 In the Destination area, from the **Format** drop-down list, select one of the available formats.

2 For **Output to**, select one of the following options:

- **Disc/Disc Image**
- **File/Folder**
- **Portable Device/Media**

3 **Optional:** Click **Options** to select options such as whether to use more than one disc if necessary.

4 Use the **Size** drop-down menu to select the type of disc or the output device you are planning to use. If your device or media is not listed, select **Custom.** Then use the Custom Output Size dialog to match the output size to the capacity of your device or media.

5 Click **OK** to close the dialog.

6 The Content Quality indicator is updated to reflect the new output size. If the quality drops too low, consider removing one or more movies from your compilation or choose a different output destination.

Note The Portable Device/Media option becomes active when a supported device or media is connected to your computer. This option allows you to transfer a compilation directly to the device. If your device is not supported, choose File/Folder to save the compilation to your hard disc. You can then transfer the compilation using the standard methods for your device.

For more information, click the **Help** button in the Options dialog box.

Completing your compilation

To complete your compilation, click the **Burn/Save As/Copy** button.

- In Burn mode, the Burn Setup dialog appears. Select burn options, such as the recorder(s) to burn to or to create a disc image file, then click **OK**.
- In Save As mode, the Save As dialog appears. Use it to select a destination for your compilation, then click **Save**.
- In Copy mode, a series of dialog boxes take you through the steps to convert and copy your compilation to a portable player or media.

Creating a video compilation for a portable player

Video compilations can be converted into files that you can play on portable video players such as the Apple® iPod® (with video playback) and Sony PSP™. Disc Copier can save the converted files on your hard disk, transfer them to your music player, or both.

To create a video compilation for playback on a portable player:

1. Connect your portable player to your computer with a suitable USB cable.
2. Follow the steps described in *Creating a video compilation* on page 102 to set up your compilation.
3. In the video compilation Destination area, select a portable player from the Format drop-down menu.

Look at the choices in the Output to list. If Portable Device/Media is available, you have the option of saving the compilation directly to your portable device or media as described in Step 5.

4 To save the file on your hard disk, choose **File/Folder** from the Output to list and follow these steps:

a Click the **Save As** button.

b Use the Select Folder dialog to select a destination for your file.

c Click the **OK** button.

5 To transfer the file directly to your music player or media, choose **Portable Device/Media** from the Output to list and follow these steps:

a Click the **Copy** button. The Select Copy Destination dialog appears.

b For PSP™ conversions: Select a PSP™, if you have more than one, and click the **OK** button. If you disconnected your player from your computer, you will be asked to reconnect it so the file can be transferred.

For iPod® conversions: Select a destination for the file by selecting an existing playlist or creating a new one, and click the **OK** button.

Note If you choose **Portable Device/Media** when the **Always save copies to hard drive** option is selected, your compilation will be saved to your hard disk and to your portable player. Select **Tools > Options** to open the General Options dialog.

If you disconnect your player or memory card from your computer while a file is being transferred, the copy process will be aborted and you will have to start over.

Saving compilations

To save a compilation project:

1 Choose **File > Save Compilation** (or **File > Save Compilation As**).

2 Enter a name and select a location in which to save the compilation.

3 Click **Save**.

Note **File** > **Save Compilation** (or **File > Save Compilation As**) saves your project and all of its settings as a file that can be opened with Disc Copier. Don't confuse this menu item with the **Save As** button, which is used to convert a project into a video file or folder.

7 Creating discs using Drag-to-Disc

In this chapter

Welcome to Drag-to-Disc **110**

Making your first disc with Drag-to-Disc **110**

Starting Drag-to-Disc **111**

Getting to know Drag-to-Disc **112**

Switching between application and icon views **113**

Hiding Drag-to-Disc **114**

Welcome to Drag-to-Disc

Drag-to-Disc lets you back up your data to a recordable CD, DVD, or Blu-ray Disc (BD) just as you might do with a floppy disk. Drag-to-Disc lets you add files to your disc just by dragging them to the Drag-to-Disc application. You can also use standard Windows Explorer functions (including drag-and-drop and cut and paste) to write to discs with Drag-to-Disc.

Note This chapter provides information about just a few of the most common Drag-to-Disc-related tasks. For more detailed information about all of the features available in Drag-to-Disc, see the *Drag-to-Disc Help Center*.

Making your first disc with Drag-to-Disc

Backing up your files with Drag-to-Disc is a simple three-step process:

1 **Insert the disc into your recorder**.

2 **Add files to the disc with Drag-to-Disc.** You can add as many files to a disc as the disc will hold. You can also overwrite files, delete files, and create folders to organize files. You can do this using the Drag-to-Disc window or icon, or using Windows Explorer.

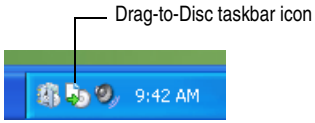
For more information, see the *Drag-to-Disc Help Center*

3 **Eject the disc.** You can prepare the disc before ejecting it, based on how you will use the disc after it is ejected. For more information, see the *Drag-to-Disc Help Center*.

Starting Drag-to-Disc

Once Drag-to-Disc is installed, it automatically starts each time you start your computer.

Note The Drag-to-Disc icon displayed in the Windows taskbar means that Drag-to-Disc is running; however, this icon may be hidden. For more information, see the *Drag-to-Disc Help Center*.



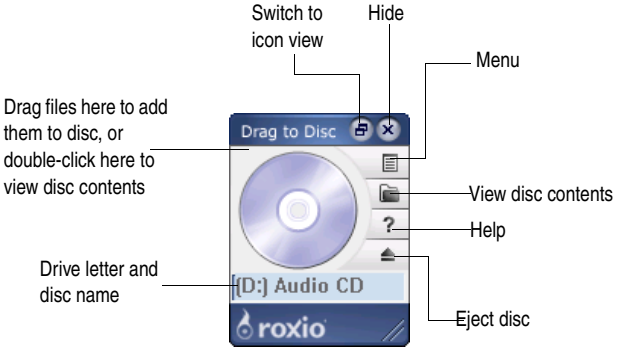
Choose one of the following ways to start Drag-to-Disc:

- From the Windows **Start** > **All Programs** menu, locate and select **Drag-to-Disc**.
- From Windows Explorer, right-click the drive letter of your recording device, and select **Drag-to-Disc**.
- From Roxio Home (if installed), click **Applications**, and then **Drag-to-Disc**.

Getting to know Drag-to-Disc

Drag-to-Disc can be displayed in *application view* (its default window size) or *icon view*.

Drag-to-Disc application view



Drag-to-Disc icon view

Switching between application and icon views

Drag-to-Disc can be displayed in its normal *application view*, or it can be reduced to an *icon view* that takes up less space on your screen.

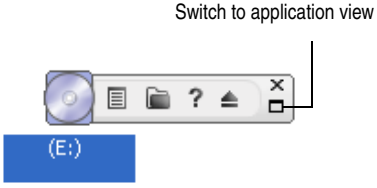
To shrink Drag-to-Disc to an icon:

- In the Drag-to-Disc window, click the **Icon View** icon (or choose **Icon View** from the Drag-to-Disc menu).

Note When in icon view, you can display the Drag-to-Disc toolbar by moving the mouse over the Drag-to-Disc Icon.

To switch Drag-to-Disc back to application view:

- In the Drag-to-Disc toolbar, click the **Application View** icon (or choose **Application View** in the Drag-to-Disc menu).



Drag-to-Disc switches to application view.

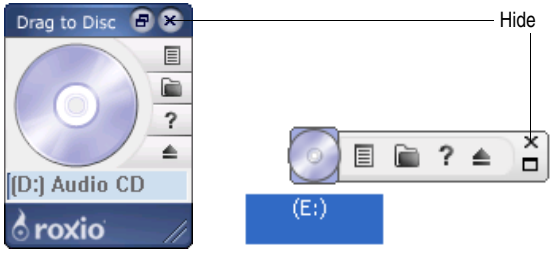
Hiding Drag-to-Disc

You can hide Drag-to-Disc while keeping it running in the background.

Note When Drag-to-Disc is hidden, you can still copy files to disc using Drag-to-Disc in Windows Explorer (for more information, see the *Drag-to-Disc Help Center*.)

Choose one of the following ways to hide Drag-to-Disc:

- On the Drag-to-Disc window or toolbar, click the **Hide** button (or choose **Hide Drag-to-Disc** from the Drag-to-Disc menu).



To show Drag-to-Disc after hiding:

- In the Windows Taskbar, click the **Drag-to-Disc** icon (or locate and select **Drag-to-Disc** from the Windows **Start > All Programs** menu).
- In Windows Explorer, right-click the drive letter of the recorder and choose **Drag-to-Disc**.

Note This chapter provides information about just a few of the most common Drag-to-Disc-related tasks. For more detailed information about all of the features available in Drag-to-Disc, see the *Drag-to-Disc Help Center*.

8 Making discs using Creator Classic

In this chapter

About Creator Classic **116**

Getting to know the Creator Classic window **117**

Deciding which type of project to create **118**

Starting a new project **119**

Adding files and folders to your project **119**

Working with files and folders in your project **121**

Burning a disc **123**

About Creator Classic

Use Creator Classic to archive your important files to CD or DVD, or large projects to multiple discs. Create multimedia, bootable, and backup discs, and more.

With Creator Classic, burning a disc is easy to do:

1 **Start a Creator Classic project.** With Creator Classic, you can create the following types of projects:

- Data Disc
- Multimedia Disc
- Bootable Disc

Select the type of project you want to create from the Projects or Other Tasks area.

For more information about each project type, see *Deciding which type of project to create* on page 10.

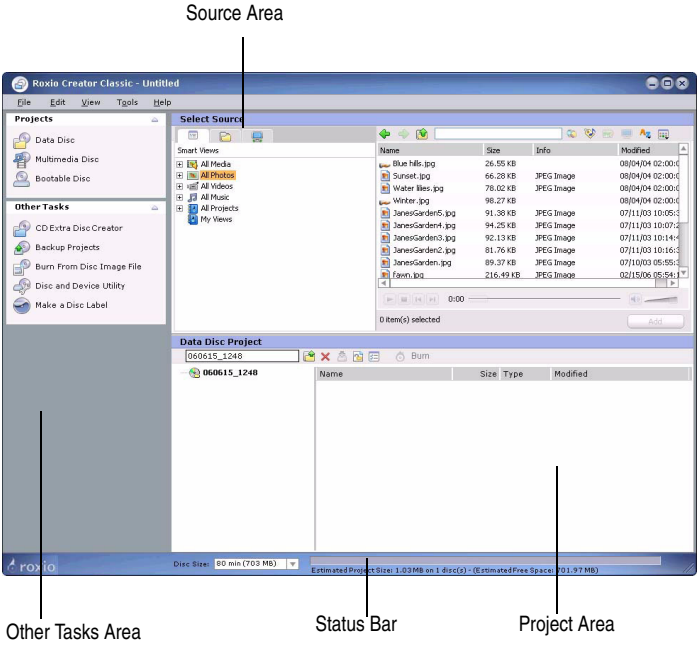
2 **Add files, folders, and tracks to the project.** You can add files and folders from your hard disk and other discs to your project.

3 **Burn your disc.** When you have added and organized all of the files that you want to record to your project, you are ready to burn your project to disc.

Note This chapter provides information about just a few of the most common Creator Classic-related tasks. For more detailed information about all of the features available in Creator Classic, see the *Creator Classic Help Center.*

Getting to know the Creator Classic window

The default window that appears whenever you start Creator Classic is an untitled Data Disc project. The parts of the window that are common across all project types are identified below.



Deciding which type of project to create

This section lists the types of projects you can create using Creator Classic, and helps you choose the best project type for your needs.

Tip: Roxio Drag-to-Disc lets you copy data to a disc just as you would use a floppy disk. For more information, see *Creating discs using Drag-to-Disc* on page 109, or the *Drag-to-Disc Help Center*.

- Data discs

  A data disc is a CD or DVD that contains any computer data. With Creator Classic, you can make your own data discs by burning files and folders from your hard disk and other discs.

  Select this project type to include any type of data files on the disc.

- Multimedia discs

  A multimedia disc is a CD or DVD that contains media files—photos, video clips, and audio files. You can add files from your hard disk, or from other sources such as audio CDs.

  Select this type of project when you want to create a disc that contains photos, audio, and video clips, but not data files.

- Bootable discs

  A bootable disc is a CD or DVD that contains a bootable image, which is an exact representation of a bootable floppy disk or hard disk. With Creator Classic, you can make a bootable disc that can be used to start your system.

  Bootable discs are useful if you want to start your system, bypassing the operating system on your hard disk. Bootable discs are also useful if you want to run backup, drive utility, or virus scan software.

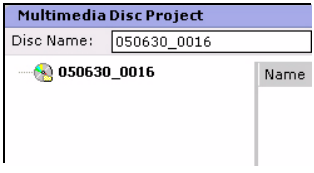
Note This chapter gives procedures for the basic steps for all types of Creator Classic projects. For more information about each type of project, see the *Creator Classic Help Center*.

Starting a new project

To start a new project:

1 In the Projects area, select the type of project you want to create (or choose **File > New Project**). For information about the types of projects you can create, see *Deciding which type of project to create* on page 118.

An untitled project appears in the Project area.



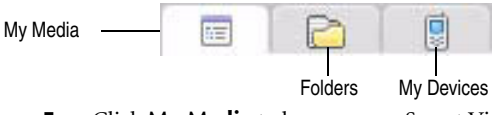
2 Add files to your project. For more information see *Adding files and folders to your project* on page 119.

Adding files and folders to your project

You can locate and add files and folders from your hard disk and other discs to your project.

To browse for files and folders and add them to your project:

1 You can browse for files and folders in any of these ways:



- Click **My Media** to browse your Smart Views and albums. Smart Views are media file groupings created and maintained automatically by Media Manager, based on characteristics such as media type and date. Albums are media file groupings you create and manage yourself.

  See the *Media Manager Help Center* for more information about Smart Views and albums.

- Click **Folders** to browse files in the Windows folders on your computer.
- Click **My Devices** to browse files on cell phones and other compatible devices detected by your computer.

  See the *Manager Help Center* for more information about browsing files on other devices.

2 Click the desired file.

Tip: To select more than one file at a time, press and hold **Ctrl** while you click the files.

3 **Optional:** Select the type of files that you want to view from the **Files of type** drop-down list.

4 Click the desired files.

5 To select more than one file at a time, press and hold the **Ctrl** key while you click the files.

6 The Status Bar at the bottom of the Project area displays the estimated size of your project.

7 Add the files and folders to your project in any of these ways:

- Click **Add Files**
- Drag files and folders from the Source area Media Selector to the Project area.
- Select files and folders in the Media Selector, and then choose **Edit** > **Add to Project**.
- Drag files and folders from Windows Explorer to the Project area.
- Copy and paste files and folders from the Source area or Windows Explorer to the Project area.

Note If you have a large project that cannot fit on a single disc, you can record it to multiple discs. For more information, see the *Creator Classic Help Center*.

Working with files and folders in your project

Once you have added files to your project, you have the following options:

- *Creating new folders* on page 121
- *Removing files and folders* on page 121
- *Renaming files and folders* on page 122
- *Searching for files* on page 122

Creating new folders

You can create a new folder in your project and then add files and subfolders to it.

To create a new folder:

- Right-click in the Project area and select **New Folder** (or click in the Project area and then choose **Edit** > **New Folder**).

Removing files and folders

You can remove files and folders from your project. This does not remove the original file or folder from your hard disk.

To remove a file or folder:

- Select the file or folder in the project, and then click **Remove** (or right-click the file or folder in the project and select **Remove from Project**.

Renaming files and folders

You can rename files and folders in your project. This does not change the original name of the file or folder on your hard disk.

To rename a file or folders:

- Right-click the file or folder in the project and select **Rename** (or **s**elect the file or folder in the project, and then choose **Edit** > **Rename**).

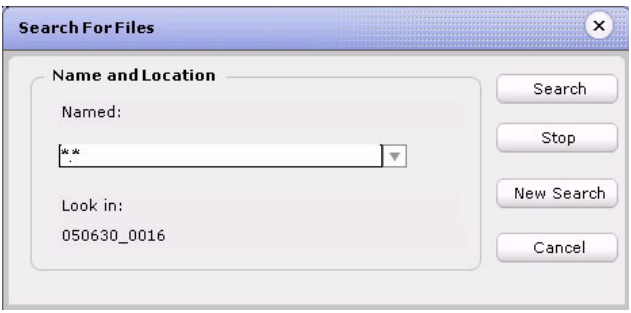
Searching for files

You can find a file currently included in your project.

To find a file in your project:

1 Right-click the folder or disk volume in the project and select **Search in Project**.

The Search For Files dialog box appears.



2 In the **Named** text box, type the name of the file you are looking for (wildcard characters are allowed).

3 Click **Search**.

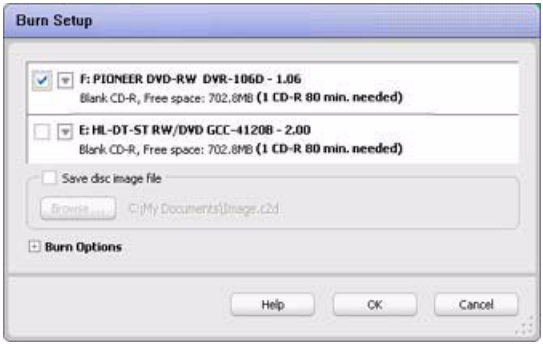
Burning a disc

When you have added and organized all of the files that you want to record to your project, you are ready to burn your project to disc.

To burn your project to disc:

1 Click the **Burn** button.

2 Select recording devices from the list. Selecting multiple recording devices lets you burn multiple disc copies at the same time.



The default device is checked with a check mark.

3 Insert a writable CD or DVD disc in the disc drive.

4 To view more information about the recording device, or to eject, erase or format the disc, click the arrow button beside the check box, and choose one of the following options from the drop-down menu:

- To eject the disc, select **Eject**.
- To erase or format the disc, select **Erase/Format Disc**. Choose this option to erase the content of a rewritable disc, or to format a blank disc.

Note Nonrewritable discs can be formatted only once, and cannot be erased at all. Rewritable discs can be formatted and erased multiple times.

5 If you want to create a disc image file, select **Save disc image file**, and then click **Browse** to specify the name and location of the image file.

A disc image file is a complete copy of the data as it will appear on the disc you want to burn, only it's stored on your hard drive. Saving a disc image file is useful if you want to later create another copy of the disc, without needing the original one.

Note When making a disc image file, make sure you have enough space on your hard disk to store the disc image file.

6 **Optional:** To view or edit burn options, click the **Plus** (+) sign located to the left of Burn Options.

For detailed information about burn options, click **Help** or press **F1** in the Burn Options dialog box.

7 To start burning to disc, click **OK**.

The Burn Progress dialog box appears, showing you the progress while the project is burning to disc.

Tip: If an error occurs during the burn process, you can find out more about the error by clicking on the error link.

Note This chapter provides information about just a few of the most common Creator Classic-related tasks. For more detailed information about all of the features available in Creator Classic, see the *Creator Classic Help Center*.

9 Backing up and restoring files

In this chapter

About backing up and restoring files **126**

Getting to know the Backup MyPC window **127**

Backing up your data **130**

Restoring files **138**

About backing up and restoring files

Backup MyPC helps you protect yourself with reliable backups of all your important data: photos, video, e-mail, music, financial records—everything you value on your system. You can easily create a customized data protection plan with "set-and-forget" automated backups, all password-secured.

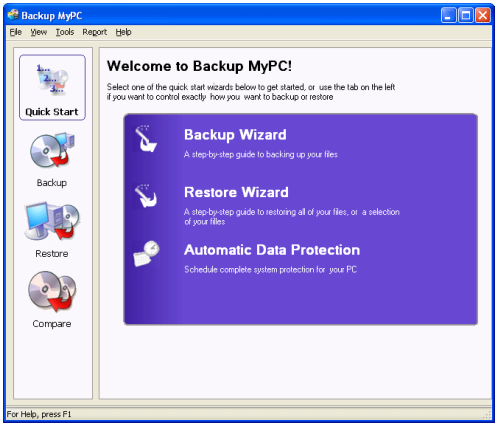
Backup MyPC provides easy wizards and automated backups, making protecting your system a snap—even if you've never worked with backup software before. Follow the step-by-step instructions to back up your entire system, or just a few files. Even large backups are quick and painless with streamlined media spanning.

This chapter gives you an overview of creating backups and restoring files. For detailed information about all of the features of Backup MyPC, press **F1** or choose **Help > Backup MyPC Help** to view the online Help.

Getting to know the Backup MyPC window

Quick Start window

The Quick Start window is displayed each time you start Backup MyPC.



The central pane offers shortcuts to Wizards that provide step-by-step assistance in backing up files, restoring files, scheduling an automatic backup.

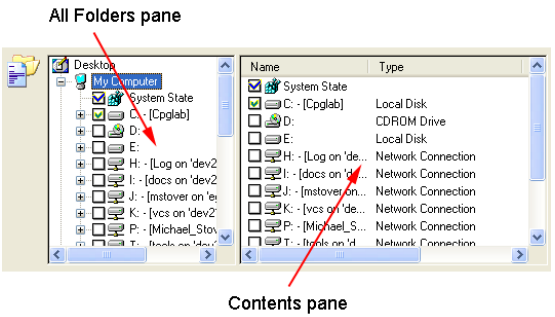
The pane on the left includes links to the Backup, Restore, and Compare windows. A link to the Quick Start window is also included.

Selection panes

Drives and files are selected in Backup MyPC just as they are in Windows Explorer. Selection panes are used to select and deselect drives, folders, and files.

There are two selection panes:

- **All Folders pane:** On the left. Displays a list of your computer's drives and folders.
- **Contents pane:** On the right. When a folder is highlighted in the All Folders pane, the files and folders in that folder appear in the Contents pane.



Click the **Expand/Collapse** button to expand or collapse a folder:

- A plus sign (+) means the listing can be expanded to display additional folders.
- A minus sign (–) means the listing can be collapsed so that folders beneath it are not displayed.
- Folders without buttons contain no subfolders.

Selecting drives, folders, and files

This section explains how to select drives, folders, and files to back up or restore. Click a selection check box to select or deselect files and folders. The following symbols indicate whether an item is selected

- An empty check box means the drive, folder, or file has not been selected for backup or restore.
- A large, blue check mark means one or more items in a folder have been selected for backup or restore.
- A smaller, green check mark means that some, but not all, of a drive or folder has been selected.
- A red X means that the file's type has been excluded. (For more information about including and excluding file types, see the online help.)

Note A check mark next to a drive or folder may remain blue even after some or all of the individual files within that drive or folder have been de-selected. Those files will not be backed up or restored unless they are selected again.

Backing up your data

Whether you are new to computers or a long-time user, Backup MyPC offers a backup method to match your needs. There are four tools you can use to backup your important data.

- Use **Automatic Data Protection** to schedule a regular backup of all the files on your computer.
- Use **One-Button Backup** to perform an immediate backup using Backup MyPC's default settings.
- Use the **Backup Wizard** if you would like help stepping through your backup and want greater control over what gets backed up, when the back up occurs, and your choice of options.
- Use the **Backup Window** to access the full power of Backup MyPC. From the Backup Window, you can create new backups, modify existing backups, set a wide range of options, determine what gets backed up, when the backup occurs, and where the backup is stored.

Note The first three backup methods are described in this user guide. For information about the Backup Window method and the complete set of backup options that are available, see the Backup MyPC online Help.

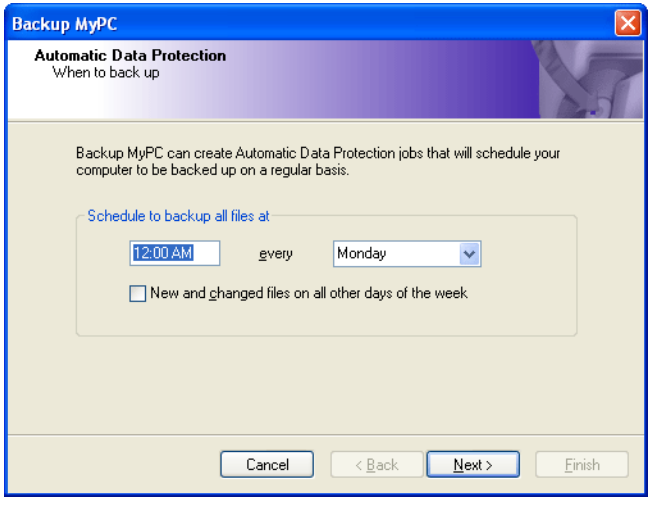
Automatic Data Protection

Use Automatic Data Protection to schedule regular backups. Backups created with Automatic Data Protection are initially set to back up all the files on your computer, but the file list and most other settings can be changed later using the Backup window.

To use Automatic Data Protection:

1 Choose **Tools > Automatic Data Protection**.

The Automatic Data Protection window appears.



2 Enter a time and day for the backup to run in the areas provided. Choose one of the following options for the day:

- a day of the week (for example, **Monday**)
- **Day**
- **Weekday**

If you choose a day of the week, the **New and changed files** option is available. If you choose Day or Weekday, the **New and changed files** option is not available.

3 Click **Next** to continue.

The Automatic Data Protection Where to back up window appears.

4 If your backup device is recognized by Backup MyPC, its name appears in the drop-down list. If the device name is not listed, select **File**.

When **File** is selected, a text box and browse button appear. The File option lets you back up your data to a custom location, such as an internal or external hard disk, a network drive, a floppy drive, or removable media. Click **Browse**, and select a location for your backup. For more information, see the online Help.

Note The File option is not supported on all versions of Backup MyPC.

5 Click **Finish**.

Notes about Automatic Data Protection:

- Consider your backup device when setting a time for your backups. If you are backing up to a large external hard disk, scheduling a backup for the middle of the night is probably not a problem. But if you are using a CD recorder and the backup will require several discs, choose a time when someone will be available to add and remove discs.
- If you are using Windows 2000 Professional or Windows XP Professional, you will be prompted to type password information in order to schedule a backup. Type your Windows user name and password in the areas provided.
- If you use the Windows power management options to turn off your hard disks after a set period of time, Backup MyPC may not be able to re-start your computer to run a scheduled backup. (For more information, see the online help.)

One-Button Backup

One-Button Backup launches a backup of all local hard disks. This includes the Windows Registry, which is a collection of important system files.

Note Other critical system files will be included if the **Backup the System State** option is selected. To learn more, see the online Help.

To use One-Button Backup:

1. If Backup MyPC is running on your computer, you must close it before running One-Button Backup.
2. From the Windows **Start** menu, navigate to the **Backup MyPC** program group, and then select **One-Button Backup**.

   The One-Button Backup window appears.
3. If your backup device is recognized by Backup MyPC, its name will appear in the drop-down list. If the device name is not listed, select **File**.

   When **File** is selected, a text box and browse button appear. The File option lets you back up your data to a custom location, such as an internal or external hard disk, a network drive, a floppy drive, or removable media. Click **Browse**, and select a location for your backup. For more information, see the online Help.

Note The File option is not supported on all versions of Backup MyPC.

4. Click **Start**.

Notes about One-Button Backup:

- The **File** option is not supported on all versions of Backup MyPC.
- A full backup will be performed if 10 differential backups have been performed since the last full backup, or if more than seven days have passed since the last backup. Otherwise, only new files and files that have changed will be backed up. For more information on full and differential backup types, see the online Help.
- If your backup exceeds the space available on a single disc, Backup MyPC will prompt you to insert another blank disc when the current one is full.

Using the Backup Wizard

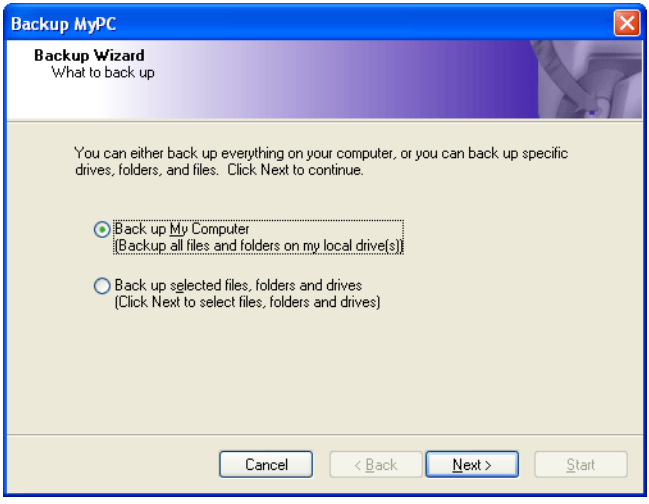
The Backup Wizard guides you through the steps required to create a new backup.

Note You can only use the Backup Wizard to create a new backup. It cannot be used to modify an existing backup.

To create a backup using the Backup Wizard:

1 Click the **Backup Wizard** link in the Quick Start window or choose **Tools > Backup Wizard**.

The What to Back Up window of the Backup Wizard is displayed.



2 Choose one of the following options to select the drives and files you want to back up:

- **Back up My Computer:** To back up all files, folders, and local drives on your computer.
- **Back up selected files, folders and drives:** To back up only some of the files, folders, or drives on your computer.

  The Backup Wizard Selection Panes appear.

  Select the specific drives, folders, and files you want to back up.

3 Click **Next** to continue.

The Backup Type Wizard window appears.

4 Select one of the following backup types:

- **All Selected Files:** To back up all selected files.
- **New and Changed Files:** To back up only files that are new or have changed since the last All Selected Files backup.

5 Click **Next** to continue.

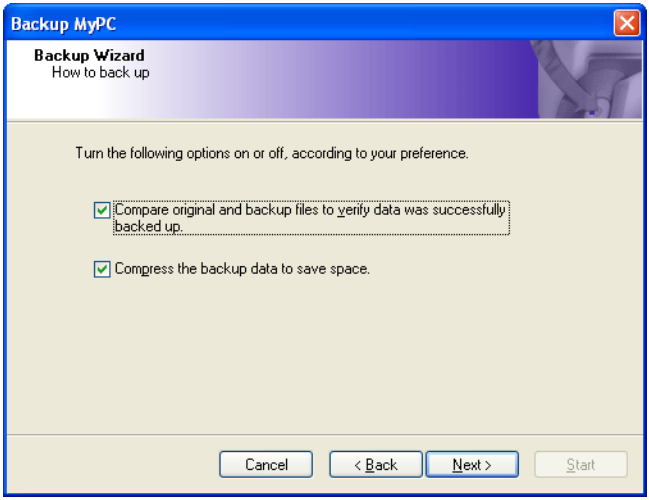
6 Select a destination for the backup from the **Where to back up** list.

When **File** is selected, a text box and browse button appear. The File option lets you back up your data to a custom location, such as an internal or external hard disk, a network drive, a floppy drive, or removable media. Click **Browse**, and select a location for your backup. For more information, see the online Help.

Note The File option is not supported on all versions of Backup MyPC.

7 Click **Next** to continue.

The How to Back Up window appears.



8 Select the following backup options, as appropriate:

- **Compare original and backup files to verify data was successfully backed up.**
- **Compress the backup data to save space.**

9 Click **Next** to continue.

The When to Back Up window appears.

10 Click **Now** to begin the backup immediately, or click **Later** to schedule it for a later time.

Note If you select Later, Windows Task Scheduler or Backup MyPC Scheduler must be running.

11 To back up later, specify the frequency, then set the time, date, and/or days of the week to run this backup. For more information on scheduling your backup, see the online Help.

12 Click **Next** to continue.

The Name the backup job window appears.

13 Type a name for the backup.

14 Review the backup summary. To change an option, use the **Back** and **Next** buttons.

15 Click **Start** to begin the backup.

The Backup Progress window appears.

Note If your backup exceeds the space available on a single disc, Backup MyPC will prompt you to insert another blank disc when the current one is full.

Restoring files

Whether you are new to computers or a long-time user, Backup MyPC offers a restore method to match your needs. There are three tools you can use to restore your important data.

- Use **One-Button Restore** to perform an immediate restore using the Backup MyPC's default settings.
- Use the **Restore Wizard** if you would like help stepping through your restore and want greater control over what gets restored, when the restore occurs, and your choice of options.
- Use the **Restore Window** to access the full power of Backup MyPC. From the Restore Window, you can review the files you've backed up, select the files to restore, and set a wide range of options.

Note The first two restore methods are described in this user guide. For information about the Restore Window method and the complete set of restore options that are available, see the Backup MyPC online Help.

One-Button Restore

One-Button Restore launches a window that helps you perform a restore in just a few steps. The restore will run with the following default settings:

- **What to Restore:** Folder view.
- **Where to restore:** Original Location.
- **How to restore:** Do not replace.

For more information about these settings, see the online Help.

To run One-Button Restore:

1 If Backup MyPC is running on your computer, you must close it before running One-Button Restore.

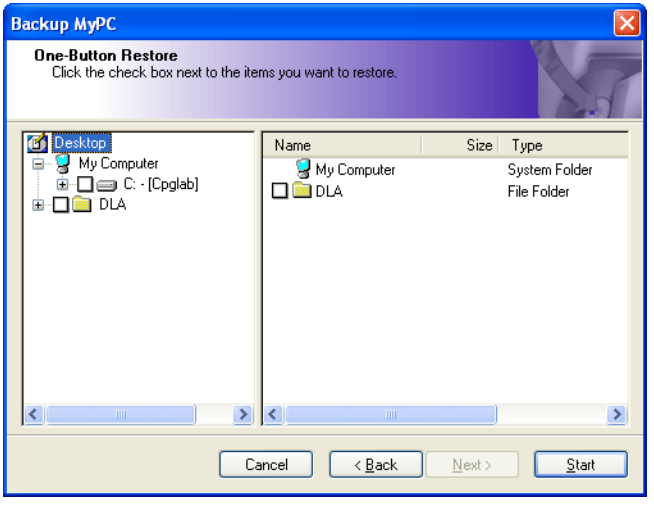
2 From the Windows Start menu, navigate to the **Backup MyPC** program group, and then select **One-Button Restore**.

The One-Button Restore window appears.

3 Select the backup device to restore from, or select **File** if you backed up your files to a hard drive, network drive, a floppy drive, or removable media.

Note The File option is not supported on all versions of Backup MyPC.

4 Click **Next** to continue.



5 Select the check boxes next to the items you want to restore. For more information about selecting items, see *Selecting drives, folders, and files* on page 129.

6 Click **Start** to begin restoring your files.

Note If your backup spanned more than one disc, insert the first disc of the backup set. Backup MyPC will then prompt you to insert each additional disc.

Using the Restore Wizard

The Restore Wizard guides you through the steps required to run a restore using a series of windows that offers more flexibility in selecting options than is available with One-Button Restore.

To restore files using the Restore Wizard:

1 Click the **Restore Wizard** link in the Quick Start window, or choose **Tools > Restore Wizard**.

The Restore source window appears.

2 Select the backup device to restore from, or select **File** if you backed up your files to a hard drive, network drive, a floppy drive, or removable media. Then click **Next**.

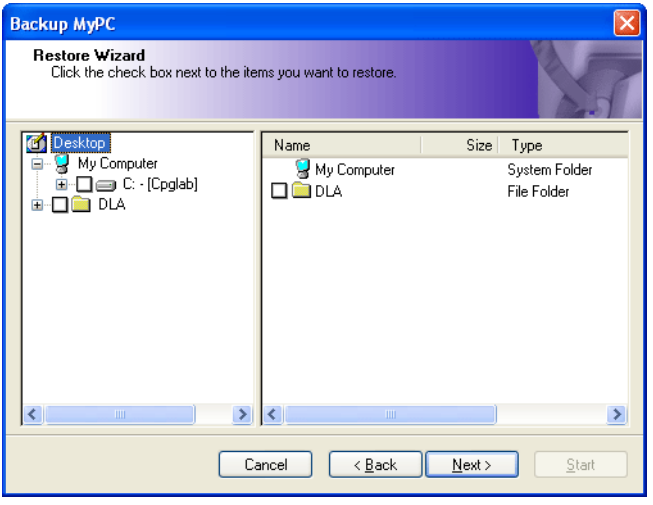
Note The File option is not supported on all versions of Backup MyPC.

The View files to restore window appears.

3 Select how you want to view the files to restore. You can select files from the catalog stored on your hard disk or from the media in your drive.

4 Click **Next** to continue.

The Restore selection pane window appears.



5 Click the check boxes next to the items you want to restore. For information about selecting items, see *Selecting drives, folders, and files* on page 129.

6 Click **Next** to continue.

The Where to restore window appears.

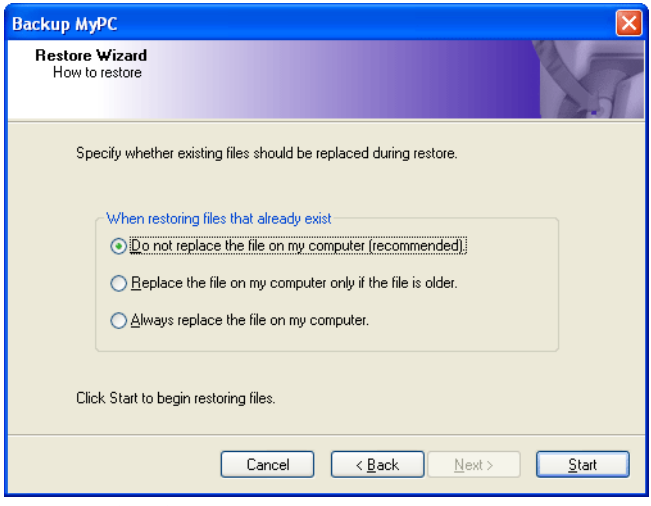
7 Choose a destination for your restored files.

8 If you choose Alternate Location or Single Directory, a text box and Browse button will appear. Type a path in the text box, or click **Browse**.

Note Files are restored in their original folder structure unless you select **Single Directory**. For more information, see the online Help.

9 Click **Next** to continue.

The How to restore window appears.



10 Select one of the following options:

- **Do not replace the files on my computer (recommended).**
- **Replace the file on my computer only if the file is older.**
- **Always replace the file on my computer.**

11 Click **Start**.

The Media Required dialog box appears.

12 Follow the instructions on the screen, then click **OK**.

The Restore Progress window Restore Progress window appears.

Note If your backup spanned more than one disc, insert the first disc of the backup set. Backup MyPC will then prompt you to insert each additional disc.

Note This chapter provides information about just a few of the most common Backup MyPC-related tasks. For more detailed information about all of the features available in Backup MyPC, see the *Backup MyPC Help Center*.

10 Working with photos

In this chapter

Welcome to PhotoSuite **146**

Getting to know the PhotoSuite window **147**

Choosing the best display settings **148**

PhotoSuite's project file format (.DMSP) **149**

Supported file formats **149**

Creating new projects **150**

Opening an existing project **152**

Importing files from your camera **153**

Changing the canvas **153**

Welcome to PhotoSuite

With Roxio's PhotoSuite, it has never been easier to repair, enhance, and share your digital photos.

You can use PhotoSuite to carry out everyday tasks, such as:

- cropping photos
- correcting exposure
- removing red eye
- straightening crooked photos

You can also use it to perform more advanced editing tasks, such as adding special effects, cloning a part of the image onto another area of the photo, or creating cutouts.

PhotoSuite makes combining your photos into multi-photo projects easy, and allows you to add clip art, drawings, and text to your photos.

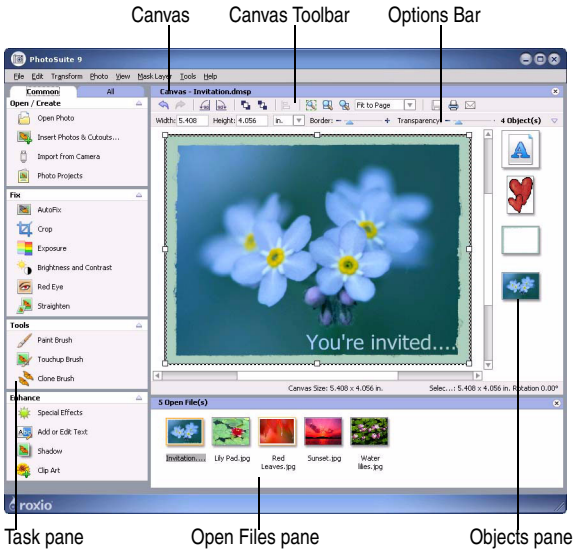
You can also use PhotoSuite to share photos with your friends in a variety of ways—such as e-mailing them, printing them, or posting them on an Internet site.

Note This chapter provides information about just a few of the most common PhotoSuite-related tasks. For more detailed information about all of the features available in PhotoSuite, see the *PhotoSuite Help Center*.

Getting to know the PhotoSuite window

Whether you are working on a single photo or a project, the PhotoSuite window includes several main panels:

- **Canvas Toolbar**: Provides quick access to frequently-used PhotoSuite commands.
- **Options Bar**: Contains a set of context-sensitive commands that are relevant to the selected object.
- **Canvas**: Displays the photo or project that you are working with.
- **Task pane**: Gives you quick access to the operations you can perform on photos and other objects. The task pane has two views, the Common tasks view, and the All tasks view.
- **Open Files pane**: Shows thumbnails of all the files currently open in PhotoSuite.
- **Objects pane**: Shows all project objects, including photos, text and images, that are displayed in the Canvas.



Choosing the best display settings

Color depth

If your video card supports a higher color depth than 16-bit (for example, 24-bit or 32-bit) consider using this higher setting for improved photo display.

To view and set the color depth:

1. On your Windows Desktop, right-click and choose **Properties**.
2. In the Display Properties dialog box, click the **Settings** tab.
3. From the Color quality drop-down list, select a color depth, and then click **OK**.

   For more information, see the Microsoft Windows online help, or the documentation that came with your video card.

Screen resolution

Set your screen resolution to 1024 x 768 pixels or higher when running Roxio digital media products.

To view and set the screen resolution:

1. On your Windows Desktop, right-click and choose **Properties**.
2. In the **Display Properties** dialog box, click the **Settings** tab.
3. Use the slider to set the screen area, and then click **OK**.

   For information about configuring the screen resolution, see the Microsoft Windows online help, or the documentation that came with your video card.

PhotoSuite's project file format (.DMSP)

DMSP (PSPD in PhotoSuite 5.0) is PhotoSuite's native file format for edited photos and projects. This format retains layer information and allows you to "undo" changes you have made. With DMSP, both the original settings and the edits (such as transformations or special effects) are stored.

For example, if you crop a photo and save it in DMSP format, you can reverse the edit later, retrieving the deleted portion.

Note If you save the photo in another format, such as JPEG, BMP, or TIFF, only the portion enclosed within the crop lines is saved. The cropped portion of the photo, the area of the photo lying outside the crop lines, is discarded permanently.

If you share a DMSP file with another user, that user must also have PhotoSuite.

Supported file formats

PhotoSuite supports a number of popular file formats, including Windows bitmap (BMP), Joint Photographic Experts Group (JPEG), Portable Network Graphics (PNG) and Tagged Image File Format (TIFF).

The output medium you use for your photos determines the format in which you save them. For example, to e-mail your photos or post them on a web site, save them in JPEG format, to create smaller files.

For more information about these formats, see the *PhotoSuite Help Center*.

What is a photo project?

A photo project is a collection of objects, such as photos, text, and graphics, placed on a canvas. You can add, remove, and manipulate these objects, and apply special effects to them.

This section explains how to create new photo projects, open existing photo projects, and resize the canvas.

For information on how to create new projects, see the following sections:

- *Creating new projects* on page 150
- *Opening an existing project* on page 152
- *Importing files from your camera* on page 153
- *Changing the canvas* on page 153

Creating new projects

With PhotoSuite, you can create a variety of projects. Use the Photo Projects Assistant to create selected types of projects, such as personalized calendars and greeting cards, or start with a blank canvas and add photos and objects to your project. For more information, see the following sections:

- To create a personalized calendar, greeting card, or other type of photo project, see *Using the Photo Projects Assistant* on page 151.
- To start a new project with a blank canvas, to which you can add photos, text, and clip art, apply effects, and so on, see *Creating a blank canvas* on page 151.

Using the Photo Projects Assistant

The Photo Projects Assistant helps you create personalized calendars, greeting cards, and more.

To create a photo project using the Photo Projects Assistant:

1 Open the Photo Projects Assistant in one of the following ways:

- In the Common tasks pane, under Open / Create, click **Photo Projects**.
- Choose **File > Photo Projects**.

The Photo Projects Assistant opens.

2 Select the type of project you want to create.

3 Click **Next** to continue.

4 Follow the instructions in the Photo Projects Assistant to choose the template or style for your project, add photos and text, and so on.

Creating a blank canvas

To create a blank canvas:

1 To open a blank canvas, choose **File > New > New Canvas**.

The New Canvas dialog box appears.

2 Select a canvas size from the box. If you select Custom Size, enter a width and height, and select the units of measure to be used.

3 Set the canvas orientation to **Portrait** or **Landscape**.

4 In the **Background Color** drop-down list, select a color.

Tip: For more color choices, select **More colors**. Or use the eye dropper: Click the eye dropper tool, and then click a sample of the color you want to use. You can click a color anywhere in the PhotoSuite window—for example, you can select a color from a photo in the Open Files pane.

5 Click **OK**.

A blank canvas opens in the Canvas area.

Opening an existing project

To open an existing project, you can browse using the My Media, Folders, or My Devices view.

To open an existing project:

1 In the Common tasks pane, under Open / Create, click **Open Photo**.

2 Choose any of the following ways to locate the files that you want to open:

- Click **My Media** to browse your Smart Views and albums. Smart Views are media file groupings created and maintained automatically by Media Manager, based on characteristics such as media type and date. Albums are media file groupings you create and manage yourself.
- Click **Folders** to browse files in the Windows folders on your computer.
- Click **My Devices** to browse files on cell phones and other compatible devices detected by your computer.

3 Click the desired file.

Tip: To select more than one file at a time, press and hold **Ctrl** while you click the files.

4 Click **Open**.

Importing files from your camera

If you have a digital camera connected to your computer, you can import the files to your hard disk, and then use the photos in a PhotoSuite project. You import photos using Media Import.

To start Media Import from PhotoSuite:

- In the Common tasks pane, under Open/Create, click **Import from Camera**.

  For more information about using Media Import, see the *Media Import Help Center*.

Changing the canvas

To resize a canvas or change the background color:

1. Choose **Tools > Edit Canvas**.

   The Edit Canvas dialog box appears.

2. Select a canvas size from the box. If you select Custom Size, enter a width and height, and select the units of measure to use.
3. Set the canvas orientation to **Portrait** or **Landscape**.
4. Select a background color from the **Background Color** drop-down list.

   Tip: For more color choices, select **More colors**. Or use the eye dropper: Click the eye dropper tool, and then click a sample of the color you want to use. You can click a color anywhere in the PhotoSuite window—for example, you can select a color from an object on the Canvas.
5. Click **OK**.

Note This chapter provides information about just a few of the most common PhotoSuite-related tasks. For more detailed information about all of the features available in PhotoSuite, see the *PhotoSuite Help Center*.

11 Creating video projects

In this chapter

Welcome to VideoWave **156**

Getting to know the VideoWave window **157**

Creating a slideshow **160**

Creating a CineMagic production **161**

Importing video, photos, and audio clips **162**

Creating your first VideoWave movie **162**

Welcome to VideoWave

VideoWave is a powerful but easy-to-use application that lets you create your own video projects, called *productions*. Use your own home videos, photos, and music files, and combine them with VideoWave's special effects and transitions, to create professional looking video productions that you can share with friends and family.

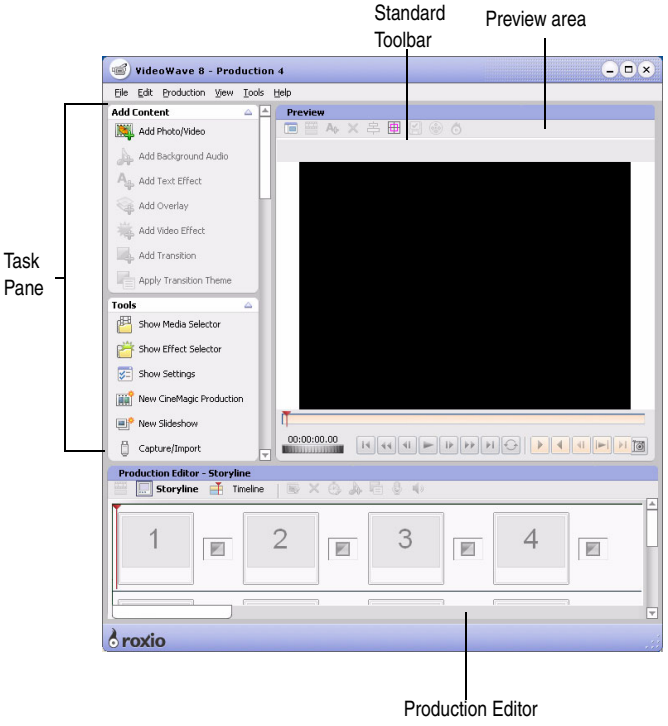
This chapter describes:

- how to find your way around the VideoWave window. For more information, see *Getting to know the VideoWave window* on page 157.
- how to create a photo slideshow with music and transitions using the Slideshow Assistant. For more information, see *Creating a slideshow* on page 160.
- how to use CineMagic to automatically cut video clips to music. For more information, see *Creating a CineMagic production* on page 161.
- the basic steps involved in creating your first VideoWave production. For more information, see *Creating your first VideoWave movie* on page 162.
- how to get started importing video files to your hard disc. For more information, see *Importing video, photos, and audio clips* on page 162.

Note This user guide gives an overview of some of VideoWave's basic features. For more information about using all of the features of VideoWave, see the *VideoWave Help Center*

Getting to know the VideoWave window

This section describes the main areas of the VideoWave window.



Task Pane

The Task Pane contains the Add Content and Tools areas. To show or hide the Task Pane, on the Preview toolbar click Show/Hide Tasks, or choose **View > Task Pane**.

Add Content area

The Add Content area contains buttons that let you add movies, photos and video, background audio, text, overlays, video effects, and transitions to your production. Click any of these buttons to display the Media Selector or Effect Selector.

Tools area

The Tools area provides buttons that show the Media Selector, the Effect Selector, and the Settings dialog box. Additionally, it provides buttons to start CineMagic, the Slideshow Assistant, or Media Import.

Preview area

The Preview area displays your production and provides all the tools you need to customize the content of your production.There are two Preview area toolbars: the standard toolbar, which provides the common tools that are always available, and the context-sensitive toolbar, which changes to display the tools to manipulate the item you have displayed in the Preview area. You can also trim and position items displayed in the Preview area.

> **Tip:** You can increase the size of the Preview area by hiding the Task Pane. You can also drag the split bar between the Preview and Production Editor areas to change the size of the Preview area.

Production Editor

The Production Editor is where you add and arrange the content of your video production. You can drag and drop video clips and photos from the Media Selector to the Production Editor, and add color panels, audio, transitions, overlays, text, and other special effects. There are two ways to view the Production Editor—use the Storyline view, or the Timeline view.

For more information, see the *VideoWave Help Center*.

Media Selector

Use the Media Selector to add content such as images, video, and audio clips to the Production Editor. You can open the Media Selector from the Add Content area.

> **Tip:** To open the Media Selector, choose **View > Media Selector**. To dock the Media Selector to the right of the Preview area, choose **View > Dock Media Selector**.

Effect Selector

The Effect Selector provides quick access to all the effects you can add to your production. It offers extensive libraries of transitions, video effects, overlays, and titles that you can add to items or your entire production in the Production Editor. Once you have added an effect, you can continue to work with it to create custom effects that you can save and use again. You can open the Effect Selector from the Add Content area.

> **Tip:** To open the Effect Selector, choose **View > Effect Selector**. To dock the Effect Selector to the right of the Preview area, choose **View > Dock Effect Selector**.

Creating a slideshow

The Slideshow Assistant helps you turn your photos into a slideshow that includes background music, your own text, transitions, and theme, in just a few steps.

To create a slideshow using the Slideshow Assistant:

1. Choose one of the following ways to open the Slideshow Assistant. Open the Slideshow Assistant in one of the following ways:
   - In the Welcome dialog box, choose **Slideshow**.
   - In VideoWave, in the Tools area, click **New slideshow**.
   - In Home, choose **Slideshow Assistant**.

   The Slideshow Assistant opens.
2. Click **Add Photos** to select the photos you want to include in the slideshow.
3. Click **Add Audio** to select the audio you want to include in the slideshow.
4. Click **Next** to continue.
5. Follow the instructions in the Slideshow Assistant to choose the transition theme, set the duration, add pan and zoom effects, and open the slideshow in VideoWave where you can further modify your project.

Creating a CineMagic production

CineMagic is a fully automated editor that transforms your raw video footage and audio clips into a polished production, complete with transitions. Follow the steps to create captivating, personalized video in a few clicks. CineMagic automatically edits your production, trimming and adjusting the flow and transitions between your video clips by using the tempo of the music clip you add.

To create a CineMagic production:

1 Choose one of the following ways to open CineMagic:

- In the Welcome dialog box, choose **Auto edit with CineMagic**.
- In VideoWave, in the Tools area, click **New CineMagic Production**.
- In Home, click **Auto edit with CineMagic**.

CineMagic opens, displaying the main screen.

2 Follow the instructions in CineMagic to make your CineMagic production.

Importing video, photos, and audio clips

Roxio Media Import helps you import video and audio clips from digital cameras, camcorders, and other portable devices, and from CDs and DVDs as well. You can then use the imported clips in your VideoWave or CineMagic production.

To import video, photos, or audio:

1 In the Tools area, click **Capture/Import**.

Roxio Media Import opens.

2 Follow the instructions in Roxio Media Import to import your video and audio clips.

Creating your first VideoWave movie

This section shows you how easy it is to make a simple movie production using video clips, audio files, and enhancements such as transitions.

This procedure shows you five simple steps to making a movie:

1 **Add video.** Assemble video clips in your production.

2 **Add audio.** Add background audio files to your production.

3 **Create transitions.** Create transitions between your video clips, including dissolves, fades, and more.

4 **Preview.** Preview your production.

5 **Output your production.** Convert or produce a video file that is ideal for the way that you plan to use it.

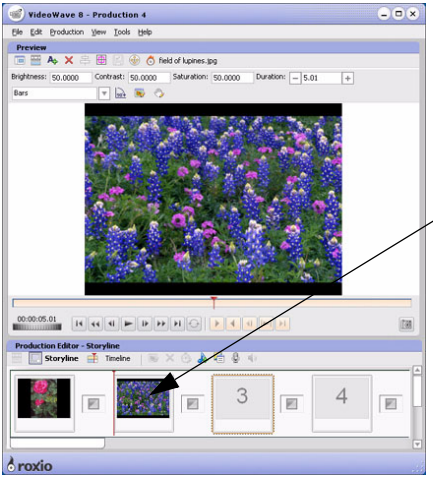
Step one: Add photos and video clips to your movie

1 In the Media Selector, you can browse your computer for media files to use for your production:

- Click **My Media** to browse the automatic groupings created by Media Manager.
- Click **My Albums** to browse files you have previously organized into your own categories in Media Manager.
- Click **Folders** to browse files stored on your computer.

Tip: To select more than one file at a time, press and hold **Ctrl** while you click the files.

2 When you locate the photos and video clips you want to use, select them in the Media Selector, and then drag them to an empty panel in the Production Editor.



Drag photos and video clips from the Media Selector to the Production Editor.

Add as many video clips to your production as you like.

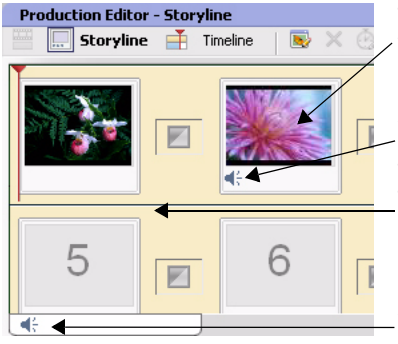
3 When you are finished, you are ready to go *Step two: Add background audio to your movie* on page 165.

Step two: Add background audio to your movie

This step shows you how to add audio files to your production. This audio is known as background audio, and will overlap with any native audio built into the video itself.

1 In the Media Selector, browse your computer for audio files.

2 When you find the audio file you want to add, drag it to one of the following areas:



To add audio to individual photos or video clips, drag it to the item in the production

An Audio Icon appears on the panel to show that you have added an audio file to the item

To add audio to the entire production, drag it to the Production Editor background (the area between the panels)

An Audio Icon appears on the Production-level Icon Container to show that you have added an audio file to the production

You have now added the audio file to the production.

3 You are now ready to go to *Step three: Add transitions to your movie* on page 166.

Step three: Add transitions to your movie

This step describes how to add transitions. A transition is the change you see between one photo and the next photo in a slideshow.

To add transitions:

1 Click on **Effect Selector**, and then click **Transitions**.

The Transitions view appears, displaying thumbnails of the transitions you can use.

2 To preview a transition, click **Play** in the lower right corner of the thumbnail.

3 From the Effect Selector, drag any transition to an empty transition panel between two video clips in the Production Editor.

Add as many transitions as you like.

4 To set the amount of time for which the transition will play, follow these steps:

a Double-click a transition to display the Set Transition Duration dialog box (or select the transition and on the Production Editor toolbar, click **Adjust Duration**).

b In the **Duration** text box, enter the number of seconds you want the transition to last. (One second is generally enough.)

c If you want to apply this duration to all transitions you have added to your slideshow or movie production, select **Apply to all**.

d When you are finished, click **OK**.

The Set Transition Duration dialog box closes.

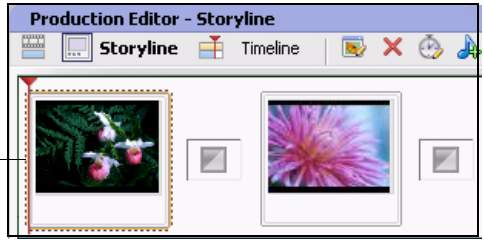
5 You are now ready to go to *Step four: Preview your movie* on page 167.

Step four: Preview your movie

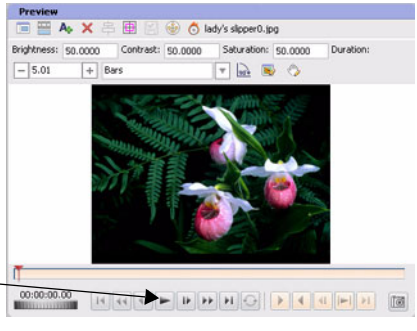
This section describes how to preview your movie from beginning to end.

To preview your movie:

1 In the Production Editor, click the first panel of your production to select it.



2 In the Production Preview, click **Play**.



Your slideshow or movie begins playing in the Preview window.

3 When you have finished previewing your movie and are happy with the results, go to *Step five: Output your movie* on page 168.

Step five: Output your movie

This section describes how to output your movie in different ways, depending on what you want to do with your movie.

To output your production in one of many formats:

1 On the Preview toolbar, click **Output To**.

The Make Movie dialog box appears, displaying options for the type of files you can output to.

2 Choose how you want to output your movie:

- **Video File:** Save your production as a video file. You will be able to choose different types.
- **DV Camera:** Record the production on a DV camera that is connected to your computer.
- **TV/VCR:** Record the production on a TV or VCR that is connected to your computer.
- **E-mail:** Save your production as an e-mail-friendly video clip, automatically attached to a new e-mail message created using your default e-mail program.

3 Choose the settings, or create new settings for your production,

4 In the text box, type a name for your production, and if you want, click **Browse** to change the location the file is stored on your computer.

5 Click **Render** to generate your production. You can then click **Preview** to review your production, and if you want, you change the settings and click **Render Again**.

Note If you need more information at any time, click **Help** in the Make Movie dialog box.

Note This user guide gives an overview of some of VideoWave's basic features. For more information about using all of the features of VideoWave, see the *VideoWave Help Center*

12 Creating DVD projects

In this chapter

Welcome to MyDVD **172**

Getting to know the MyDVD window **173**

Overview of creating a disc **177**

Capturing media files **178**

What are MyDVD projects? **178**

Creating new MyDVD projects **179**

Adding an intro movie **180**

What are menus? **180**

Adding and removing movies and slideshows **181**

Adding and removing menus **183**

Applying menu styles **184**

Welcome to MyDVD

With MyDVD, it's easy to turn your digital home video and photos into DVDs, VCDs, and SVCDs with professional transitions and animated menus. You can also create DVDs with "no menu" that contain video only.

MyDVD lets you create and burn DVD-recordable and CD-recordable discs that play back in most set-top DVD players and in computers with DVD drives. You can also edit a MyDVD project on an editable DVD disc.

This chapter gives an overview of the MyDVD interface and lists the basic steps to create a DVD or VCD disc. This chapter also provides information about the following basic MyDVD topics:

- MyDVD Project basics:
  - *What are MyDVD projects?* on page 178
  - *Creating new MyDVD projects* on page 179
  - *Adding an intro movie* on page 180
- Working with menus basics:
  - *What are menus?* on page 180
  - *Adding and removing movies and slideshows* on page 181
  - *Adding and removing menus* on page 183
  - *Applying menu styles* on page 184

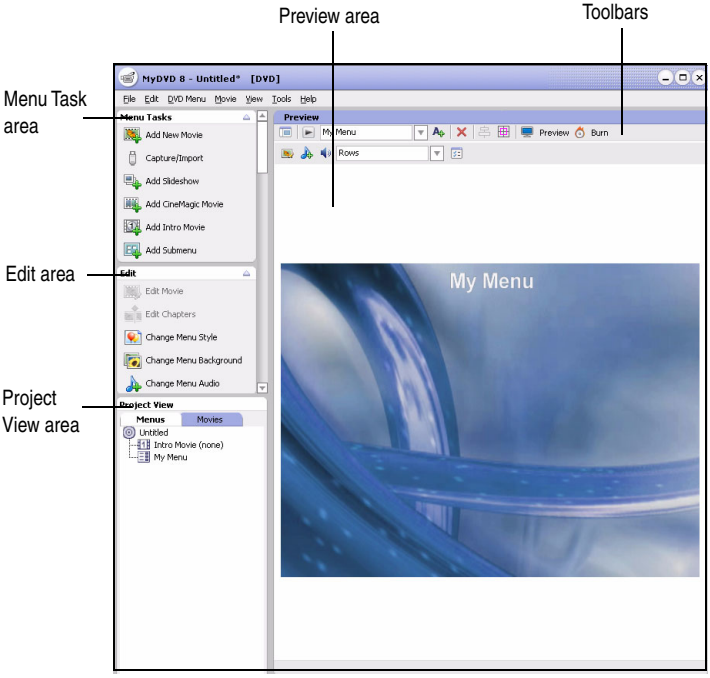
Note For more information about using all of the features of MyDVD, including editing menus and movies, and adding transitions, text, overlays, and other effects, see the *MyDVD Help Center*.

Getting to know the MyDVD window

The following section describes the main areas of the MyDVD window in both the Menu Edit and Movie Edit views.

Menu Edit view

When you are working on a menu, you work in the menu edit view.



Menu Tasks area

The Menu Tasks area lets you add content such as photos and video clips to the project. From the Menu Tasks area, you can also create a slideshow or CineMagic movie.

Edit area

The Edit area provides the tools you need to edit your project's menu. You can select a menu style or background, or change the audio.

Project View area

The Project View area displays a hierarchical view of the project and lets you go directly to individual menus and movies. This area is not displayed when working in the Production Editor.

> **Tip:** To show or hide the task pane (Menu Tasks, Edit, and Project view areas), choose **View > Task Pane**.

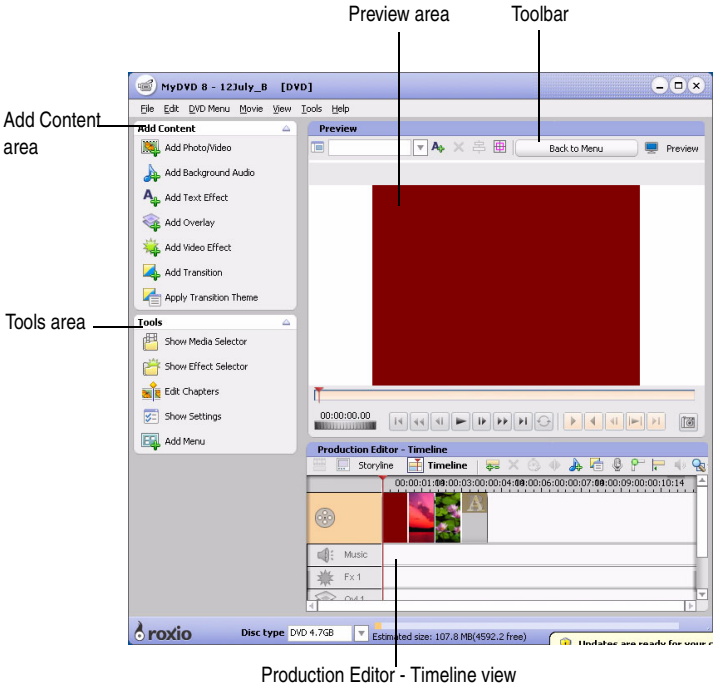
Preview area—Menu Edit view

The Preview area provides the tools you need to customize the appearance of the menus in your project. You can change the appearance of text for headings and movie buttons, and arrange the objects on the menu.

The Preview area also provides a convenient way to view and edit the project's movies and menu backgrounds.

Movie Edit view

When you are editing a movie you work in the movie edit view.



Add Content area

The Add Content area lets you add content and effects to the movie.

Tools area

The Tools area provides the tools you need to edit a movie.

> **Tip:** To show or hide the task pane (Add Content and Tools areas), choose **View > Task Pane**.

Preview area—Movie Edit view

The Preview area provides the tools you need to customize the appearance of the content in your project. There are two Preview area toolbars: the standard toolbar, which provides the common tools that are always available, and the context-sensitive toolbar, which changes to display the tools to manipulate the item you have selected in the Preview area.

The Preview area also provides a convenient way to view and edit the project's movies and menu backgrounds.

Production Editor

The Production Editor lets you add, remove, sort, and edit video clips, photos, color panels, and transitions in your movies and menu backgrounds. Drag and drop video clips and photos from the Media Selector, and also add color panels, audio, transitions, overlays, text, and other special effects. There are two ways to view the Production Editor: the Storyline view and the Timeline view.

For more information, see *Overview of creating a disc* on page 177.

Effect Selector

The Effect Selector allows you to quickly add elements to the movie displayed in the Preview area. To open the Effect Selector, choose **View > Effect Selector**. To dock the Effect Selector to the right of the Preview area, choose **View > Dock Effect Selector**.

Features available in both views

Settings dialog box

Use the Settings dialog box to adjust the properties of selected items in the Preview area or in the Production Editor. To open the Settings dialog box, choose **View > Settings**. To dock the Settings dialog box to the right of the Preview area, choose **View > Dock Settings**.

Disc space indicator

As you add content to your project, the disc space indicator shows an estimate of how much disc space the project will fill. You can choose the target disc size from the drop-down list next to the indicator.

Overview of creating a disc

This section gives a general overview of the steps you take to create a DVD or VCD using MyDVD. For step-by-step procedures, see the additional Help topics in the MyDVD Help Center.

You can use your favorite video clips, photos, and audio clips to quickly and easily make an exciting and creative DVD or VCD.

Steps to create a DVD project

The following steps show how easy it is to create a disc using media files that you capture from your digital device to your computer. For more information about each of these steps, see the additional Help topics in the MyDVD Help Center.

To create a DVD project:

1. Capture the media files from a digital device— for example, a camera, DV camcorder, scanner, or removable device—that is connected to your computer, to your hard drive using Media Import.
2. Add video clips and photos to your project. You can add an intro title which will play when the disc is first inserted into a DVD player.
3. Create menus with button links to the movies. Select a menu style and background, and select the menu audio you want to use.
4. Preview the project to make it sure it plays the way you expect it to.
5. Burn the project to a CD or DVD disc, which you can then play on your set-top DVD player.

Capturing media files

If you have a digital camera, video camera, scanner, or other device connected to your computer, you can capture media files to use in your MyDVD projects. You capture media files using Media Import.

To start Media Import from MyDVD:

- Choose **File > Capture/Import**.

  Media Import opens, and you can select a device and begin capturing media files.

  For more information about using Media Import, choose **Help > Media Import Help Center**.

  When you have finished capturing files, you can add them to your MyDVD projects. For more information, see the *MyDVD Help Center*.

For more information about using all of the features of MyDVD, see the *MyDVD Help Center*.

What are MyDVD projects?

MyDVD projects are multimedia presentations that can include video clips, photos, and background audio.

Projects are generally organized into menus. Each menu has one or more buttons that link to *movies* or to other menus. Movies are collections of video clips and photos. You can make the movies more interesting by adding transitions that play between the video clips and photos. Menus can have video or image backgrounds, animated button images, and background audio.

You can also create "no menu" DVD projects containing one or more movies that play in succession.

This chapter describes the elements that are common to the entire project you are working on, such as the project type and settings.

Creating new MyDVD projects

To create a new project:

1 Open MyDVD if it is not already running.

When you open MyDVD, a new project of the default type is created.

2 **Optional**: Select the type of project you want to create from the **File > New Project** menu.

Note If you are using MyDVD VCD Edition, Video CD is the only format available.

- If you chose to create a DVD without menus, the Media Selector dialog box opens. Select the video file or production you want, then click **Open**. The Preview area displays the first video frame.
- If you chose any other project type, the Preview area displays an empty menu.

3 **Optional**: If you chose to create a DVD project, you can select the target **Disc type** from the list next to the disc space estimator at the bottom of the window. The disc space indicator adjusts to the chosen disc type.

For more information, see the *MyDVD Help Center*.

4 To set the project settings, such as such as television standard, video quality and audio format, choose **File > Project Settings**.

The Project Settings dialog box appears. The settings that you choose affect the size and quality of the MyDVD project; you can also make this project the default for all new projects. For more information, click **Help** in the Project Settings dialog box.

Adding an intro movie

In projects that include menus, the intro movie is an introductory production—which can include video clips and photos, background audio, transitions, and so on—that plays automatically when you insert the disc into a player.

Follow these procedures to add or remove an intro movie.

To add an intro movie to the project:

1 Choose **Movie > Add Intro Movie**.

2 Locate and select the video clips or photos that you want to use for the introduction to your project, and then click **Open**.

The intro movie appears in the Project View area.

For information on editing movies, see the *MyDVD Help Center*.

To remove the Intro movie from a project:

- Choose **Movie > Remove Intro Movie**.

What are menus?

A menu is a screen containing buttons that link to movies (collections of video clips, photos, and so on), slideshows, and other menus.

Menus in a MyDVD project work exactly the same way as the menus you see when you play a commercial DVD-video disc. These menus typically let you choose to play the movie, select audio settings, view bonus material, and so on.

A project can have several menus. When you play the project, navigation buttons let you move between menus. MyDVD lets you create complex hierarchies of menus and submenus.

Menus include background photos and video clips, audio, and buttons that link to movies and other menus. You start with an empty menu background, then add movies, text, and button links to other menus. You can edit menu backgrounds in exactly the same way that you can edit movies.

You can also add unlinked buttons to menus, then link them to movies and other menus later.

Adding and removing movies and slideshows

A movie is a collection of video clips and photos that play one after the other. Movies can include transitions and other effects. Slideshows are similar to movies, but contain only still images and optional background audio. Images generally look better in a slideshow than they do when used in a movie. DVD-Video and VCD projects can contain up to 99 movies and slideshows, whereas DVD+VR projects can contain up to 48 movies and slideshows. Movies and slideshow are called "productions."

You can add several movie or slideshow buttons to each menu, and then arrange and resize the buttons as desired. You can also delete buttons without deleting the linked products, and then link the productions to other buttons. For more information, see the *MyDVD Help Center*.

In the productions themselves, you can add, remove, edit, and rearrange the video clips and photos, add transitions, and much more. For more information about editing movies, see the *MyDVD Help Center*.

To add a movie to the project:

1 In the Project View area (Menus tab), click the icon of the menu where you want to add the movie.

2 In the Menu Tasks area, click **Add New Movie**, select the files you want to add, and then click **Open**.

Tip: To add more than one file at a time, press and hold **Ctrl** while you select the files.

If you add more than one file at a time, the files are all included in one movie and will play one after the other when you play the production. To change the order of the files in the movie, and add more video clips and photos to a movie, see the *MyDVD Help Center*.

Note You can also add existing VideoWave productions (DMSM) and slideshows (DMSS) as movies. If you select multiple files, each DMSM and DMSS file becomes a separate movie.

Each time you add a movie to the project, a new button appears on the current menu in MyDVD, and a movie icon appears in the Project View area (Menus tab). Movies are also listed in the Movies tab in the Project View area.

When you add more buttons than can fit on the menu, MyDVD creates a new menu automatically, and adds navigation buttons so that you can navigate between the menus.

To add a slideshow to the project:

1. In the Project View area (Menus tab), click the icon of the menu where you want to add the movie.
2. In the Menu Tasks area, click **Add Slideshow**.

   The Slideshow Assistant window opens.
3. Follow the Slideshow Assistant's instructions to add images and background audio to the slideshow.

   Each time you add a slideshow to the project, a new button appears on the current menu in MyDVD and a slideshow icon appears in the Project View area (Menus tab). Slideshows are also listed on the Movies tab in the Project View area.

To remove a movie or slideshow from the project:

- Right-click on the movie or slideshow name in the Project View area (Movies tab) and choose **Delete**.

To remove a button without removing the linked movie/slideshow from the project, see the *MyDVD Help Center*.

When you remove a movie/slideshow, any items that were linked to it move to the "Orphaned items" section of the Project View area (Menus tab).

Adding and removing menus

When you create a new project (except a "no menus" DVD project), MyDVD creates the first, main menu automatically. You can add submenu buttons to this menu, then add further submenus to those menus to create complex hierarchies.

To add a submenu to an existing menu:

1. In the Project View area (Menus tab), click the icon of the menu where you want to add a submenu.
2. Click **Add Submenu** in the Menu Tasks area.

   A new button appears on the menu displayed in the Preview area. This button links to the new submenu.

   To see the new submenu, click its icon in the Project View area.

To add menus to a "no menus" DVD project:

- Choose **DVD Menu > Add New Menu**.

Note Once you have added a menu to a "no menus" project, you cannot return to having no menus.

To remove a menu from the project:

- Right-click on the menu's icon in the Project View area (Menus tab) and choose **Delete**.

When you delete a menu, any movies or menus that were linked to its buttons move to the "Orphaned items" section of the Project View area (Menus tab).

Applying menu styles

A menu style is a template that controls the appearance of the menus in a project. Each style includes a background design, text properties, navigation buttons, button layout, and so on, for both main menus and chapter menus. New projects use the standard style, but you can quickly change individual menus or the entire project by selecting from a variety of predefined styles. You can also edit individual menus and then create custom styles based on those menus.

To apply a style to the project:

1. In the Edit area, click **Change Menu Style**.

   The Style Selector dialog box opens. Available styles are listed on the left of the dialog box.

2. Click the style you want to use.
3. Select **Current menu only** or **Entire project** to apply the style to the current menu or to the entire project, respectively.
4. Click **OK**.

Note For more information about using all of the features of MyDVD, including editing menus and movies, and adding transitions, text, overlays, and other effects, see the *MyDVD Help Center*.

13 Creating audio projects

In this chapter

Welcome to Sound Editor **186**

Getting to know the Sound Editor window **187**

Sound Editor project file format (.dmse) **188**

Getting started with Sound Editor projects **189**

About adding audio clips **190**

About editing and applying effects **193**

Adding or deleting track separators **195**

About completing projects **196**

Welcome to Sound Editor

Sound Editor lets you record, preview, and modify any supported and non-copy-protected digital audio file format (including WAV and WMA). You can use Sound Editor to import (record) audio from analog sources, including LP records and tapes, then apply audio effects to improve and enhance your recorded audio. Finally, you can save your audio tracks for use in other Roxio projects or burn them directly to audio CD.

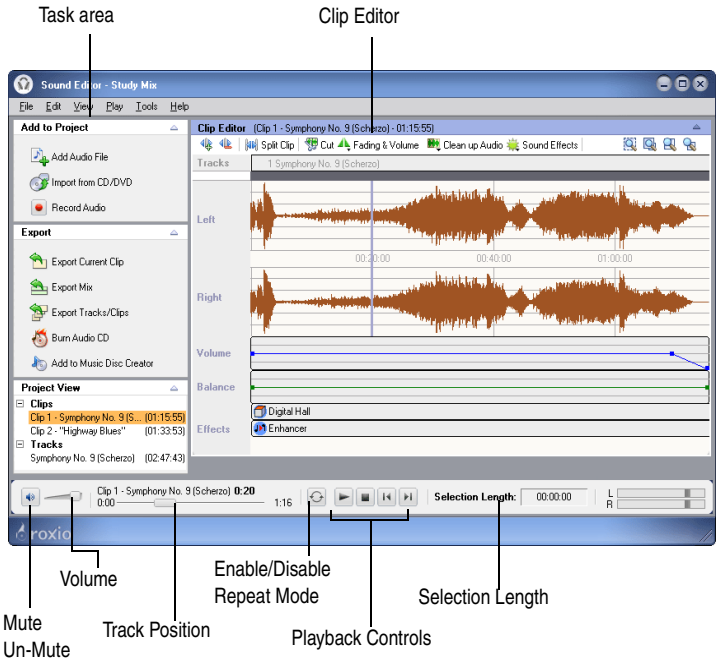
When working on a Sound Editor project, you can:

- Add audio files stored on fixed or removable drives, copy audio tracks from CDs, or record audio from analog sources such as LP records and tapes. For more information, see *About adding audio clips* on page 190.
- Edit your clips and choose from a wide range of effects to apply to either the entire project or a part of the project (for example, adjust the volume or balance, remove "crackling" sounds from audio files, or add dramatic effects to your music). For more information, see *About editing and applying effects* on page 193.
- Export your clips and tracks into standard audio formats or quickly burn your music to disc (for enjoyment on your home or car stereo, or on a portable music device). For more information, see *About completing projects* on page 196.

Note This chapter provides information about just a few of the most common Sound Editor-related tasks. For more detailed information about all of the features available in Sound Editor, see the *Sound Editor Help Center*.

Getting to know the Sound Editor window

The Sound Editor window provides an easy-to-use interface for adding audio clips to your project, editing your audio clips (improving quality or applying effects), and exporting your audio to a file or burning it to a disc.



Sound Editor project file format (.dmse)

Sound Editor projects are stored in DMSE format. The Sound Editor's project file stores:

- references to the audio files included in the project
- information about effects and changes applied to these audio files
- information about how the audio files are organized into tracks and layers

Because changes to the audio files are stored separately from the files themselves, you can easily undo them. For example, if you apply an effect to a specific part of the waveform, you can remove that effect later.

Note When you save a Sound Editor project in another format, such as WAV, your edits are flattened and combined, and you can no longer undo changes.

DMSE files are not suitable for sharing, as they contain references to audio files, but not the audio files themselves. If you share a DMSE file with another user (who must also have Sound Editor), you must also share all referenced audio files, and the audio files must be in the same folder structure as they are on your computer.

Getting started with Sound Editor projects

A Sound Editor project is a collection of the following components:

- **Audio clip**: An audio file which contains a song, a part of a song, or a short repetitive sound, such as a drum beat. You can add audio clips from various sources to your Sound Editor project. For more information, see *About adding audio clips* on page 190.
- **Track**: An audio clip or part of a clip. You can export a track as a track on an audio CD, or as an audio file. For more information, see *Exporting sets of tracks or audio clips* on page 198 or *Burning tracks or clips to audio CDs* on page 200.

Working with Sound Editor projects typically involves the following steps:

1. Add an audio clip to your project. For more information, see *About adding audio clips* on page 190.
2. Improve the quality of the audio clip and apply special effects using the Clip Editor. For more information, see *About editing and applying effects* on page 193.
3. Repeat Step 1 to Step 2 to add and enhance additional audio clips.
4. Add track separators so you can create an audio CD with multiple tracks, or so you can save your tracks as separate audio files. For more information, see *Adding or deleting track separators* on page 195.
5. Export your project to a file or to an audio CD. For more information, see *About completing projects* on page 196.

About adding audio clips

A Sound Editor project is a collection of audio clips. You can add audio clips from various sources, improve their quality and add special effects.

You can add audio clips in any of the following ways:

- Add audio files stored on your hard disk or removable disc storage. For more information, see *Adding audio files* on page 190.
- Copy audio tracks from CD. For more information, see *Adding tracks from audio CDs* on page 192.
- Record audio from analog sources, such as a microphone, LP records, or tapes. For more information, see *Recording from an audio input device* on page 202.

Adding audio files

With Sound Editor, you can add digital audio files to a project from your hard disk, or from removable disc storage.

Note You can only add files in formats supported by Sound Editor. When you browse for files to add, only files with supported formats are visible.

To add audio files to your project:

1. To insert an audio file into an existing audio clip in your project, select the audio clip in the Project View area.

   In the Clip Editor, click to move the playback cursor to the location at which you want to insert the audio file.

2. In the task area, under Add to Project, click **Add Audio File**.
3. Choose any of the following ways to locate the files that you want to add:

- Click **My Media** to browse your Smart Views and Albums. Smart Views are media file groupings created and maintained automatically by Media Manager, based on characteristics such as media type and date. Albums are media file groupings you create and manage yourself.
- Click **Folders** to browse files in the Windows folders on your computer.
- Click **My MediaSpace** to browse files shared by other devices on your home network.

4 Select the desired files.

5 Click **Open**.

The selected audio file appears in the Clip Editor.

Adding tracks from audio CDs

To add tracks from audio CDs to your project:

1. Insert the CD from which you want to copy tracks into your CD drive.
2. In the task area, under Add to Project, click **Import from CD**.

   The Select Source dialog box opens.
3. In the Browse area, click the drive containing the audio CD.
4. In the Track View page on the right, select the tracks you want to import, and then click **OK**.

   Tip: To select multiple tracks, hold down the **Ctrl** key while you click the tracks to be imported.

   The Import from CD dialog box appears.
5. In the Import Settings box, select one of the available formats. To define your own combination of settings, including alternate file format, encoder type, bit rate, and file location, select **Custom** and click **Options** (see the following step).
6. **Optional:** To define custom settings, click **Options**. The Output Settings dialog box appears. For more information, click **Help** in the dialog box.
7. In the Save To box, enter the folder in which the tracks will be saved.
8. Click **Save**.

   The tracks appear as audio clips in the Clip Editor.

About editing and applying effects

You can use Sound Editor to make changes to audio clips. Not only does Sound Editor let you save your recorded audio to any other supported file format (similar to converting audio file formats), it also lets you edit and enhance your audio clip using the available audio effects and editing tools.

Selecting the waveform region to edit

You can apply an edit or effect to an entire audio clip or to a selected part of a clip. To edit or add audio effects to your clip, use the playback buttons or the Zoom buttons to identify the part of the waveform that you want to edit. When you find the region that you want to edit, select it in one of the following ways:

To select all tracks:

- Choose **Edit** > **Select All**.

To select a single track, use one of these methods:

- In the task area, under Project View, expand Tracks, and click a track.
- To select the track immediately following the currently selected track, choose **Edit > Select Next Track**.
- To select the track immediately preceding the currently selected track, choose **Edit > Select Previous Track.**

To select a clip:

- In the task area, under Project View, expand Clips, and click a clip.

To select a part of a waveform, use one of these methods:

- In the Clip Editor, click and drag your mouse cursor from the beginning of the selection to the end. Your selection is highlighted on the waveform.
- If you have inserted markers into the waveform, you can select the area between the markers. In the Clip Editor, right-click the section of the waveform you want to select, and choose **Select Area Between Markers**.

Basic editing

You can delete, copy, or move a clip or part of a waveform.

To delete a clip or part of a waveform:

1. Select the clip or waveform region you want to delete. For information on how to select a waveform, see *Selecting the waveform region to edit* on page 193.
2. Choose **Edit > Delete**.

To copy a clip or part of a waveform:

1. Select the waveform region you want to copy. For information on how to select the waveform, see *Selecting the waveform region to edit* on page 193.
2. Choose **Edit > Copy**.
3. Move the playback cursor to the location to which you want to copy the waveform region, and choose **Edit** > **Paste**.

To move a clip or part of a waveform:

1. Select the waveform region you want to move. For information on how to select the waveform, see *Selecting the waveform region to edit* on page 193.
2. On the Clip Editor toolbar, click **Cut**.
3. Move the playback cursor to the location to which you want to move the waveform region, and choose **Edit** > **Paste**.

To undo the last edit step:

- Choose **Edit > Undo**.

To redo the last edit step that was undone:

- Choose **Edit > Redo**.

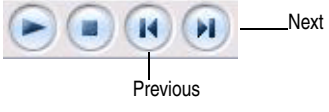
Adding or deleting track separators

You can use Sound Editor to add track separators to or delete them from your recording. For example, if you intend to play your recording as a playlist, or burn it to disc, you will want to easily identify the tracks and navigate them with your player.

> **Tip:** To make editing easier, maximize the Sound Editor window for a higher resolution display of your audio waveform.

To add track separators:

1. Play your recording to determine where you want to place a track separator.
2. When the playback cursor reaches that location, click **Add New Track**.
3. Repeat Step 1 to Step 2 for each track separator you want to add.
4. To check the placement of your track separator, listen to your recording by playing it from the beginning, and then clicking the **Next** and **Previous** playback controls to advance to the next track break.



5. If you are not satisfied with the location of the track separator, reposition it by dragging the track break flag to move it to the desired location.
6. **Optional:** Rename and tag the tracks by right-clicking the track on the Track Bar and choosing **Edit Track Info**.

   The Edit Audio Tags dialog box appears. For more information, click **Help** in the dialog box.

To delete a track separator:

1 Select the track separator that you want to remove.

2 Click **Delete Track**.

For more information about markers, see *Adding or deleting track separators* on page 195.

About completing projects

When you finish making changes to your Sound Editor project, you have several options:

- Save your project to a Sound Editor project format. For more information, see *Saving Sound Editor projects* on page 197.
- Export an audio clip to a single file. For more information, see *Exporting audio clips* on page 197.
- Export a set of tracks or audio clips to multiple files. Sound Editor lets you export each track or audio clip from your project to a separate file. For more information, see *Exporting sets of tracks or audio clips* on page 198.
- Burn your tracks or clips to audio CDs. If you have too many tracks to fit on one audio CD, Sound Editor will automatically span them across multiple CDs. For more information, see *Burning tracks or clips to audio CDs* on page 200.

Note The output medium you use for your music determines the best format in which to save your audio files.

Saving Sound Editor projects

Sound Editor lets you save your work to a Sound Editor project file (DMSE), so you can continue working on it later. The DMSE format preserves all of the information about the audio clips, tracks, and layers used in your project.

For more information about the Sound Editor project format, see *Sound Editor project file format (.dmse)* on page 188.

To save your project:

1 Choose **File > Save Project**.

If this is the first time you are saving your project to a file, the Save As dialog box appears.

2 Choose the folder in which you want to save the project, specify the file name, and click **Save**.

Exporting audio clips

Sound Editor lets you export audio clips from your project to a variety of popular file formats.

To export an audio clip:

1 Right-click the audio clip in the Project View area, and choose **Export Current Clip**.

The Export Current Clip dialog box appears.

2 In the Output Settings box, select one of the available formats. To define your own customized settings, select **Custom** and click **Options** (see the following step).

3 **Optional:** To define custom settings, click **Options**. The File Format dialog box appears. For more information, click **Help** in the dialog box.

4 In the Save To box, specify the folder in which you want to save the files, or click **Browse** to search for a folder.

5 In the File name box, specify the name of the exported file.

6 Click **Export**.

Exporting sets of tracks or audio clips

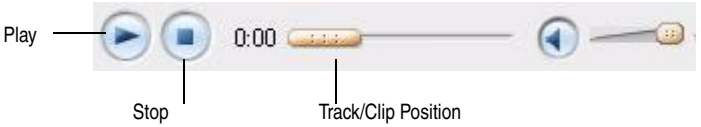
Using the Sound Editor, you can export a set of tracks or audio clips. Each track or clip is saved as a separate file.

To export a set of tracks or audio clips to separate files:

1. In the task area, under Export, click **Export Tracks/Clips**.

   The Export Tracks dialog box appears.

2. In the Export Tracks dialog box, choose one of the following options:
   - **Use Tracks from Project**: Select this option if you want to export each track from your project to a separate file.
   - **Use Clips from Project**: Select this option if you want to export each audio clip from your project to a separate file.
3. Select the tracks or audio clips that you want to export.
4. To preview your selection, use the playback controls (**Play**, **Stop**, **Track/Clip Position**).



5. In the Output Settings box, select one of the available formats. To define your own customized settings, select **Custom** and click **Options** (see the following step).
6. **Optional:** To define custom settings, click **Options**. The Output Settings dialog box appears. For more information, click **Help** in the dialog box.
7. In the Save To box, specify the folder in which you want to save the files, or click **Browse** to search for a folder.
8. **Optional:** To preserve the volume of the audio in the mix, clear the **Maximize volume before exporting** check box.

   The total volume of an audio mix is made up of the individual layer volumes.

Note Unless you manually adjust the layers' volume, the more layers you have in the mix, the lower is the volume of each individual layer.

Selecting this option renders the entire mix, and then maximizes the volume of the resulting audio to ensure the loudest sound, while avoiding audio distortion.

9 **Optional:** To rename and tag the tracks, click **Edit Audio Tags**.

The Edit Audio Tags dialog box appears. For more information, click **Help** in the dialog box.

10 Click **Export**.

Sound Editor exports each selected track or clip.

Burning tracks or clips to audio CDs

To burn an audio CD:

1. Insert a blank CD into your recorder.
2. In the task area, under Export, click **Burn Audio CD**.

   The Burn Audio CD dialog box appears.
3. In the Burn Audio CD dialog box, choose one of the following options:
   - **Use Tracks from Project**: Select this option if you want to burn tracks from your project to disc.
   - **Use Clips from Project**: Select this option if you want to burn audio clips from your project to disc.
4. Select the tracks or audio clips that you want to burn.
5. In the **Disc Size** box, select the size of your audio CD.
6. **Optional:** To add more information about your disc, click **Audio CD Settings**.

   The Audio CD Project Settings dialog box appears. For more information, click **Help** in the dialog box.
7. **Optional:** Rename and tag the tracks by right-clicking the track on the Track Bar and choosing **Edit Track Info**.

   The Edit Track Info dialog box appears. For more information, click **Help** in the dialog box.
8. Click **Burn**.

   For detailed information about the Burn dialog box options, click **Help** or press **F1**.

Note This chapter provides information about just a few of the most common Sound Editor-related tasks. For more detailed information about all of the features available in Sound Editor, see the *Sound Editor Help Center*.

14 Recording and editing audio files

In this chapter

Recording from an audio input device **202**

Editing audio tags with the Audio Tag Editor **205**

Moving and renaming audio files **208**

Recording from an audio input device

Easy Audio Capture is an assistant you can use to quickly record audio from analog sources (such as LP records, tapes, or Internet radio), using a connection from your audio equipment to your computer's sound input.

You can use Easy Audio Capture in two modes: Full mode and Mini mode. To switch between modes, use the Switch to Mini Mode and Switch to Full Mode buttons:

Switch to Mini Mode

Switch to Full Mode

Using Easy Audio Capture in Full mode

To record audio from analog sources:

Tip: If recording from a turntable, use an amplifier/receiver with a Phono input. Most turntables do not provide a strong enough signal to plug directly into a computer sound card.

1 Use appropriate cabling to connect the analog equipment to your computer. Connect stereo equipment, such as a phonograph or tape player, to the Line In connection on your sound card.

Warning To prevent possible equipment damage, refer to the manuals that came with your audio equipment to determine the appropriate source and line out connections.

2 Set the following options, as required:

- **Capture From:** Select your sound card from the list.
- **Input:** Select your audio input channel. For example, if you want to record from a Line in input, select Line In.
- **Recording Level:** Drag the slider to increase or decrease the recording volume. If the volume is too high, distortion may result. If the volume is too low, the resulting sound may be less than optimal.

  Adjust the recording level so that the meter indicators light up only to the middle of the meter, passing the middle only occasionally. If all of the meter indicators stay lit persistently, the recording level has passed the zero dB clipping point, and is too "hot". If this occurs, reduce your recording level.

  If you want Easy Audio Capture to automatically find a recording level that does not clip, click **Auto**. Easy Audio Capture uses the highest possible recording level. If clipping occurs, Easy Audio Capture reduces the recording level. If no clipping occurs at this new recording level, this level is used.
- **Balance:** Drag the slider to balance the audio level between the left and right speakers.
- **Capture settings:** Select the output file format. The format you choose will depend on how you plan to use the audio clip. To define customized settings, including file format, encoder type, bit rate, automatic track detection, and file location, select **Custom** and click **Options** to define the custom settings.
- **Save to:** Browse to the folder in which you want to save the new audio file.
- **File name prefix:** Enter a name for the audio files. Component Name uses the text you enter to begin the file name for each recorded audio file. For example, if you are recording several audio files and enter "Audio," the recorded files are named "Audio," "Audio_1" and so on.

3 Start playing your source audio.

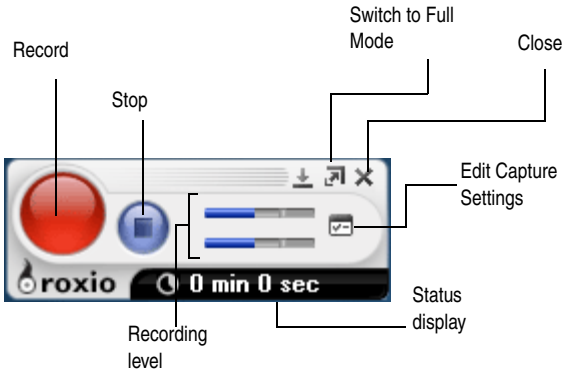
4 Click **Record** to start recording.

5 When the analog source finishes playing, click **Stop** to stop recording.

6 When you finish recording, click **Done**.

Note If you plan to make further edits to your recording, you should save your recording in WAV format to retain full audio fidelity. When you have finished making changes to the recording, you can reduce the file size by converting it to one of the compressed formats, and then delete the original WAV file.

Using Easy Audio Capture in Mini mode



The Status display shows the amount of time left on the drive, the recording time elapsed, or the time left to record (if you have limited the recording time in the Options). To change between these displays, click the Status display area.

To record audio:

1 **Optional:** Click **Edit Capture Settings** and customize capture options, including file format, encoder type, bit rate, and file location.

2 Click **Record** to start recording.

3 Click **Stop** to stop recording.

Editing audio tags with the Audio Tag Editor

The Audio Tag Editor allows you to associate the following information with your audio files:

- title
- artist
- album name
- track number
- year

You can enter this information manually, or you can search an online music database, using the MusicID feature.

To update track information automatically with the MusicID feature:

1 Select the tracks for which you want to add or change information.

2 In Sound Editor, if you are editing tags for an audio clip that contains multiple tracks, and if you want to add or change information for only one track, select the track name in the Title drop-down list. Otherwise, you can edit all of the selected files together.

3 To search the online database for track information, click **MusicID**.

The online database is searched for an entry that matches the selected tracks. The results of the search are listed in the status area. For a description of the statuses, click **Help** on the Edit Audio Tags dialog box.

4 If multiple matches are found, click the **Multiple Matches** link to select the information you want to use.

5 To use the information that was found in the music database, select the **Use MusicID tags** check box.

6 Depending on the application from which you invoke the Edit Audio Tags dialog box, the following options might be available:

- **Embed tags inside the files (if supported by the audio format):** Saves track information with the audio file. If you do not select this option, the audio tag information will be associated with the track in this project only.

Note This option is only available for file formats that support metadata.

- **Also update the source audio files:** Saves the track information in the source audio file.

7 To close the dialog box, click **Done**.

To edit track information manually:

1 In the tracks list, select the tracks for which you want to add or change information.

2 In Sound Editor, if you are editing tags for an audio clip that contains multiple tracks, and if you want to add or change information for only one track, select the track name in the Title drop-down list. Otherwise, you can edit all of the selected files together.

3 Select the text you want to change and then type new text.

4 Depending on the application from which you invoke the Edit Audio Tags dialog box, the following options might be available:

- **Embed tags inside the files (if supported by the audio format):** Saves track information with the audio file. If you do not select this option, the audio tag information will be associated with the track in this project only.

Note This option is only available for file formats that support metadata.

- **Also update the source audio files:** Saves the track information in the source audio file.

Note This option does not display for all applications.

5 To close the dialog box, click **Done**.

Moving and renaming audio files

Follow this procedure to change the name or location of audio files. You can rename or move several files at a time. You can also choose to create duplicates of the files, leaving the original files in their current location. This is useful if the files are used in other applications or projects, which may not be able to locate the files after they have been moved or renamed.

Note When you rename or relocate files, the changes cannot be undone. If these files are used in any projects, the other applications may not be able to locate the files in the new location or by the new file name.

1. Select the audio files you want to move or rename.
2. Right-click and choose **Move and rename audio files**.
3. **Optional:** To ensure that the original files are not changed, select **Leave original files untouched**. If the file name or location changes as a result of this procedure, a duplicate file will be created.
4. To rename the selected files, select **Rename Files**, and set the rename options.
5. To move the selected files, select **Move Files** and set the move options.

For more information, click **Help** or press **F1** in the Move and Rename dialog box.

15 Creating music discs

In this chapter

Welcome to Music Disc Creator **210**

Overview of project basics **211**

Supported file formats **212**

Adding tracks to your project **213**

Finding tracks and managing track information **216**

Adding and editing track information **218**

Previewing tracks **221**

Completing Music Disc Creator projects **222**

Welcome to Music Disc Creator

Music Disc Creator lets you create music compilations to play on your home or car stereo, portable music player, DVD player, or on your computer. You can use audio files from your music CDs, hard disk, or DVD-Video sources to create music discs.

With Music Disc Creator, you can:

- Import audio from various sources to use in your projects. You can import audio tracks from CDs, import playlists, extract audio from DVDs, or record audio using a microphone.
- Use Quick Sound Editor to trim audio tracks, add fading, and remove clicks, crackling, and other unwanted noises.
- Add track information, such as the artist name, album title, and track title—you can search for track information from the online music database, or enter your own information.
- Export tracks to popular audio file formats, or burn your project to disc, or create a disc image file.
- Send tracks to a portable device, such as an iPod® or PSP™.

Note The following sections describe basic Music Disc Creator project tasks. For more detailed information about creating Audio CDs, MP3/WMA discs, and DVD Music discs, see the *Music Disc Creator Help Center*.

Overview of project basics

This section outlines the basic steps that are common to all Music Disc Creator projects. This section gives instructions for the following procedures:

- Select the type of project you want to create.

Note Some versions of Music Disc Creator may only include one project type.

- Add audio tracks to the project. For more information, see *Adding tracks to your project* on page 213 and *Finding tracks and managing track information* on page 216.
- If needed, trim audio tracks, add fading, and remove clicks, crackling, and other unwanted noises in Quick Sound Editor.
- If needed, add or edit track information, such as the track names or album titles. For more information, see *Adding and editing track information* on page 218
- Preview the tracks in your project. For more information, see *Previewing tracks* on page 221

For information about completing your project by exporting the tracks, burning the project to disc, or saving a disc image file, see t*Completing Music Disc Creator projects* on page 222.

Supported file formats

This section describes the types of files that you can use with Music Disc Creator. It describes the Music Disc Creator format, and other formats supported by Music Disc Creator.

Note You may be able to import protected tracks into the project, but Digital Rights Management (DRM) may prevent you from exporting or burning the tracks to disc.

Music Disc Creator's native format (.DMSA)

DMSA (Digital Media Suite Audio) is the file format for Music Disc Creator projects. DMSA files can only be opened in Music Disc Creator.

Supported audio formats

Music Disc Creator supports a number of file formats, including WAV, WMA, MP3, and other popular formats. In addition, Music Disc Creator provides advanced options for writing to various audio file formats in the Export dialogs.

Supported playlist formats

You can import playlists from many popular players, such as iTunes and Windows Media Player, into a Music Disc Creator project. Playlists may contain tracks that are unavailable, or tracks that are in unsupported or protected file formats. If you import a playlist that includes a protected or unavailable track, Music Disc Creator lets you choose whether to download or skip the tracks.

Adding tracks to your project

There are several ways to add tracks to your projects. This section includes the following information and procedures:

- *Important information about protected audio tracks* on page 213
- *Using the Media Selector* on page 213
- *Adding tracks and playlists from your hard disk* on page 215
- *Importing tracks from discs* on page 215

You can also record audio from an analog source. For more information, see *Recording from an audio input device* on page 202.

Important information about protected audio tracks

Some audio tracks are protected by *digital rights management* (DRM) technology which controls the ways in which you can use the files. For example, DRM may allow you to add tracks to only some types of projects, or it may prevent you from copying or burning tracks to disc. In some cases, if you have purchased burn rights for a track, you may be limited to a certain number of burns.

Music Disc Creator will only allow you to use tracks in ways that are permitted by DRM. If you try to add or burn a track for which you do not have permission, you will be informed by Music Disc Creator.

Using the Media Selector

The Media Selector lets you add tracks to your projects. You can keep the Media Selector open while you work, either as a floating window, or docked in the project track list area.

The Media Selector gives you several ways to find, manage, and select tracks to add to your project. For example, you can browse for tracks in the My Media or Folders views, preview tracks, or move or rename tracks.

To open the Media Selector, click **Add Audio Tracks** or **Import from CD/DVD**.

For more detailed information about Media Selector and all of its features, click **Help** or press **F1** in the Media Selector.

To select and add tracks to your project:

1 Click a track to select it, or press the **Ctrl** key to select more than one track at a time.

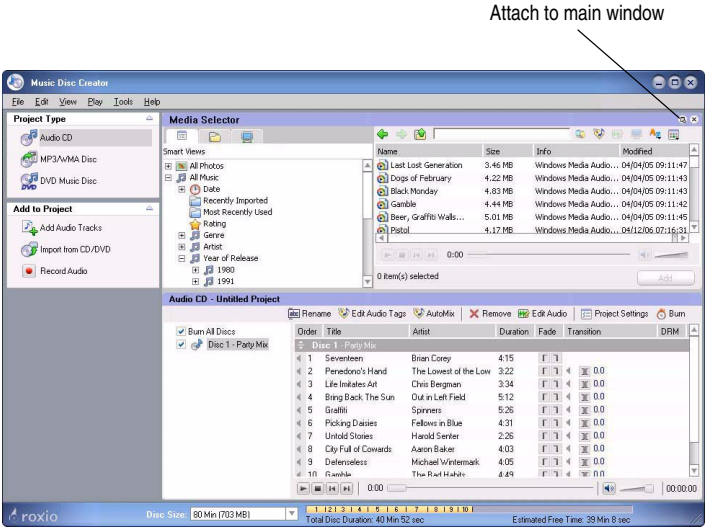
2 Click **Add**, or drag the tracks into the Track List area.

For more detailed information, click **Help** or press **F1** in the Media Selector.

To dock or undock the Media Selector:

1 Click the **Attach to main window** button in the top right corner of the Media Selector.

The Media Selector is docked in the main project window.



2 To undock the Media Selector, click the **Attach to main window** button again.

Adding tracks and playlists from your hard disk

To add tracks and playlists from your hard disk:

Tip: You can also add tracks or playlists to your project by dragging them from a folder and dropping them into the project window.

1 In the Add to Project area, click **Add Audio Tracks**.

2 Use the Media Selector to locate the tracks or playlists you want to add.

For more information, see *Using the Media Selector* on page 213 or click **Help** or press **F1** in the Media Selector.

3 Select the tracks or playlists, and then click **Add**.

Note If you are adding a playlist that contains tracks that are referenced from the Internet, you will be asked to select a folder in which to download them.

The tracks are added to your project.

4 To rearrange the tracks, select and drag them to a new location.

Importing tracks from discs

In addition to copying tracks from CDs and DVDs, you can also select tracks from disc image files and DVD-Video folders.

- **Disc image files:** A disc image file is a complete copy of a disc that is stored on your hard disk as a file instead of recorded to a blank disc. Valid disc image files include .iso, .c2d (Roxio proprietary format), and .cue.
- **DVD-Video folders:** A DVD-Video folder is a "VIDEO_TS" folder on a disc or hard disk that contains valid DVD-Video source content. The audio from each chapter of a DVD-Video folder can be added to a project.

To import tracks from a disc:

1 In the Add to Project area, click **Import from CD/DVD**.

2 Use the Media Selector to select the CD or DVD drive, or locate a disc image file or DVD-Video "VIDEO_TS" folder.

For more information, see *Using the Media Selector* on page 213, or click **Help** or press **F1** in the Media Selector.

3 Select the audio CD tracks or DVD-Video chapters you want to copy, and then click **Add**.

4 Optional. Select the import settings you want to use, and then click **Save**.

Tip: To add or change track information, click **Audio Tags**. For more information, see *Adding and editing track information* on page 218.

The tracks are added to the project.

5 To rearrange the tracks, select and drag them to a new location.

Finding tracks and managing track information

This section explains how to add track information and how to create track lists by searching for audio tracks.

Track information, called *audio tags*, can be very useful for finding and categorizing your audio tracks. Examples of audio tags are song titles, artist and album names, and music genre. When audio tags are complete and accurate, Music Disc Creator can automatically create music mixes by searching for songs with similar properties. You can add track information manually, or let Music Disc Creator search the online music database to automatically add it for you.

This section includes the following procedures:

- *Checking for unidentified tracks*
- *Adding and editing track information*
- *Creating a track list using AutoMix*
- *Creating track lists using Search by Tags*

Checking for unidentified tracks

To check for unidentified tracks:

1 Choose **Tools > Check for Unidentified Tracks**.

2 Optional. Select a folder to search in from the **Look in** drop-down list. If you do not select a folder, Music Disc Creator will search your hard drive starting from your "My Music" folder.

3 Optional. To continuously monitor the selected folder for audio tracks, select **Add to watched folders in Roxio Media Manager**. For more information, see the *Media Manager Help Center*.

4 Click **Check Now**.

Music Disc Creator begins reaching for tracks and the Edit Audio Tags dialog box opens. As tracks are identified, the status of each track is updated. For more information, see *Adding and editing track information* on page 218.

Note Depending on the number of unidentified tracks you have, the search may take a long time. For example, if you have thousands of unidentified tracks, the search may take several hours. However, once tracks are identified, the information is saved and you will not have to repeat this process.

Adding and editing track information

The Audio Tag Editor allows you to associate information, such as the following, with your audio files:

- title
- artist
- album name
- track number
- year

You can enter this information manually, or you can search an online music database, using the MusicID feature.

In addition, you can select art to be associated with this track.

Note To use the MusicID feature, you must be connected to the Internet.

To edit track information:

1. Select the track(s) you want to edit, and then click the **Edit Audio Tags** button.

   The Edit Audio Tags dialog box opens.

2. Enter the track information manually, or use the MusicID feature to search for information online.

3. Click **Done** to close the Audio Tag Editor.

   For more detailed information, click the **Help** button or press **F1** in the Audio Tag Editor.

Creating a track list using AutoMix

Music Disc Creator can automatically create a track list for you by finding tracks that are similar to each other, using the AutoMix feature.

Note This feature creates track lists by searching for tracks that have been identified by the GraceNote music service. If a track on your computer is not found, then it has not been identified. For more information, see *Checking for unidentified tracks* on page 217, or *Adding and editing track information* on page 218.

To create a track list using AutoMix:

1. Select one or more tracks in your project, and then click the **AutoMix** button (or choose **Tools > AutoMix**).
2. If there are unidentified tracks on your computer, or if this is the first time you have used this feature, Music Disc Creator asks if you would like to check for unidentified tracks. If you would like to do so, click **Check Now**, and then refer to *Checking for unidentified tracks* on page 217. Otherwise, click **Ignore**.

   The AutoMix dialog box opens with the results of the first AutoMix search.
3. Optional. For **Limit track list to**, enter the maximum number of tracks, minutes, or megabytes to include in the track list (for example, 25 tracks, 45 minutes, 20 megabytes).
4. If you want to search again, and want to keep or exclude some or all of the original results, click the icon beside the song title. You can also keep or exclude all of the tracks by clicking the icon beside the Title heading.
5. To search again, click **Find Again**.

6 Choose how to add the tracks to the project:

- **Add tracks to currently selected track list in project**
- **Add tracks as a new track list**

If you chose to add the tracks as a new track list, enter a name for the track list.

7 To add the tracks to the project, click **Add to Project**.

Creating track lists using Search by Tags

Music Disc Creator's "Search by Tags" feature automatically generates tracks lists for your projects. For example, you might use Search by Tags to create a track list that includes files of a particular genre or by a particular artist.

Note This feature creates track lists by searching your Roxio database of media files. If a track on your computer is not found, then it is not in the database. You can add tagged tracks to the Roxio database by checking for unidentified files or by editing the track information. For more information, see *Checking for unidentified tracks* on page 217, or *Adding and editing track information* on page 218.

Creating track lists using Search by Tags:

1 Choose **Tools > Search by Tags**.

2 For **Tag**, choose the type of tag you want to search for (for example, track name or artist name).

3 For **Condition**, choose how you want to search for the tag (for example, choose, Equals or Contains).

4 For **Value**, enter the values of the criteria the search is based on (for example, if you selected "Genre" as a search criterion, you could select "Jazz" as the value).

5 To add another rule, click the plus sign.

6 Optional. For **Limit track list to**, enter the maximum number of tracks, minutes, or megabytes to include in the track list (for example, 25 tracks, 45 minutes, 20 megabytes).

7 Optional. To add the files to the project in random order, select **Shuffle result set**.

8 Choose how to add the tracks to the project:

- **Add tracks to currently selected track list in project**
- **Add tracks as a new track list**

If you chose to add the tracks as a new track list, enter a name for the track list.

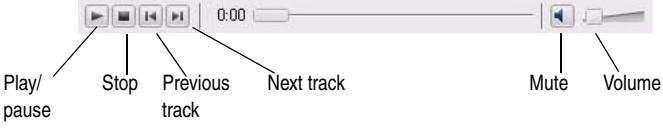
9 To create the track list, click **Search**.

10 To add the tracks to the project, click **Add to Project**.

For more detailed information, click **Help** or press **F1** in the Search by Tags dialog box.

Previewing tracks

To preview the tracks in your project, use the playback buttons at the bottom of the Music Disc Creator window, or click the **Preview** button beside the track.



Completing Music Disc Creator projects

When your Music Disc Creator project is complete, you can export the tracks to MP3, WAV, or WMA files, or burn your project to CD or DVD, or create a disc image file.

Choose how you want to output your project:

- ***Burning projects to disc or saving as disc image files*:** To save the project as a disc image file or burn it to a disc.
- ***Exporting tracks*:** To export tracks to one of several popular audio file formats.
- ***Sending tracks to a portable device*:** To send tracks to a portable device, such as an iPod® or PSP™.

Note To send tracks to an iPod, you must have iTunes installed.

You can also archive your Music Disc Creator project. The archive contains your Music Disc Creator project file, and a folder that includes all of the source files (for example, audio files and photos) that are used in the project. For more information, see *Archiving projects* on page 226.

Burning projects to disc or saving as disc image files

Follow this procedure to burn your project to disc or to create a disc image file.

A disc image file is a complete copy of a disc that is stored on your hard disk instead of recorded to a blank disc. You can create a disc image file for any type of project in Music Disc Creator.

Note Some tracks may be protected by DRM, which may prevent burning, or limit the number of copies you can burn to disc. In addition, protected files may not be saved in a disc image file.

For more information, see *Important information about protected audio tracks* on page 7.

To burn a project to disc or save as a disc image file:

1. Click **Output Settings** to choose output settings.

   For more information, click the **Help** button in the Output Settings dialog box.

2. Click the **Burn** button.

   The Burn Setup dialog box appears.

3. To create a disc image file, select **Save disc image file**, and then click **Browse** to select the location for the disc image file. Otherwise, to burn the project to disc, do not select this check box.

4. Select the burn options as needed, and then click **OK** to begin burning the project to disc or saving the image file.

   For more information about the options in the Burn Setup dialog, click the **Help** button.

Exporting tracks

Follow this procedure to export tracks to one of several popular audio file formats.

Note Depending on the software version you are running, available formats may include WMA, WAV, and MP3. Not all formats are available in all versions of Music Disc Creator.

To export a project:

1. Select the tracks you want to export, right-click, and choose **Export**.

   The Export Tracks dialog box appears.

2. From the **Output Settings** drop-down list, select the file format for the exported tracks.
3. Optional. Click **Edit** to choose advanced output options such as encoding and audio format options.
4. Click **Browse** to select the location where you want to save the exported files.
5. Click **Export**.

Sending tracks to a portable device

Follow this procedure to send the tracks in your project to a portable device, such as an iPod® (iTunes must be installed) or PSP™, any WMDM (Windows Media Device Manager) compliant MP3 player, or any MP3 device that appears as a drive letter on your computer.

To send tracks to a portable device:

1. Select the tracks you want to send to the device.
2. Right-click, and choose **Send to Portable Device**.

   Tip: If your project is an MP3/WMA disc, you can send the whole project, not just selected tracks, by clicking the **Send to Portable Device** button.
3. Select the device to send the track to from the drop-down list.
4. Optional. To convert all of the tracks to the same file format, check **Convert to preferred audio format before sending**.
5. If you selected the option to convert the audio format, select a format from the **Preferred Audio Format** drop-down list. You can use a preset format, or click **Edit** to customize the format.

   For more information about customizing the format, click **Help** or press **F1** in the File Format dialog box.
6. Click **Send** to send the files to the portable device.
7. If playlists are available, select the destination playlist when prompted.

Archiving projects

You can archive your Music Disc Creator project. The archive contains your Music Disc Creator project file, and a folder that includes all of the source files that are used in the project.

To archive a project:

1. Choose **File > Archive Project**.
2. Enter a project folder name, and select the a location for the archived project.
3. Click **OK**.

   A new project folder, containing the Music Disc Creator project file and a folder for the source files, is created.

Note This chapter provides information about just a few of the most common Music Disc Creator-related tasks. For more detailed information about all of the features available in Music Disc Creator, see the *Music Disc Creator Help Center*.

16 Creating disc labels and inserts

In this chapter

About Label Creator **228**

Overview of creating labels and disc inserts **228**

Getting to know the Label Creator window **229**

Using Express Labeler **231**

About Label Creator

Label Creator gives you the tools to make professional-looking labels, inserts, sleeves, and case covers for CDs and DVDs. Additionally, Label Creator helps you record and organize information about the content of your CDs and DVDs on binder pages.You can even create the designs and print the labels, inserts, covers, and binder pages while you burn discs.

Label Creator also works with special printers that print designs directly to discs, and LightScribe® recorders that burn labels on to discs. Label Creator supports many of these popular printers and LightScribe-capable burners on the market today.

Note This guide gives an overview of the basic Label Creator features. For more information about using all of the features available, see the *Label Creator Help Center*.

Overview of creating labels and disc inserts

Each set of labels, inserts, sleeves, binder pages, and covers you create is called a project, and creating projects is a simple process:

1 **Create a new Label Creator project.** Select the types of labels or inserts you want to create (that is, the *layouts*), and choose a project type (audio, data, or video).

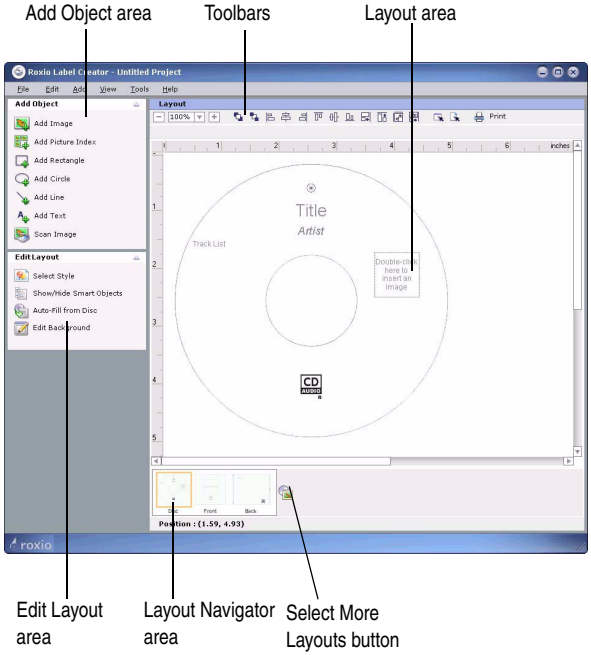
2 **Add information about the disc to your project.** The information you add depends on the type of disc you are creating the label for. For example, for an audio CD or a DVD, you can include the names of the audio tracks, the artist, the title, and so on.

3 **Apply a style to your project.** Choose from a selection of professionally designed styles, or create your own custom design.

4 **Print your project.** Print test pages to make sure your labels, covers, and inserts align with the paper properly, and then print your project.

Getting to know the Label Creator window

The following section describes the main areas of the Label Creator window.



The Add Object area

Use the Add Object area to add images, shapes such as rectangles, circles, and lines, text, or a picture index to your project.

The Edit Layout area

The Edit Layout area lets you change the appearance of the layout. In the Edit Layout area you can select a Style for your project, show and hide Smart Objects, or change the background of your project.

The Layout area

A *layout* is the design for your label, insert, booklet, or cover. The Layout area is where you work on the content and appearance of your project.

For more information, see the *Label Creator Help Center*.

The Toolbars

The Toolbars provide the tools to work with objects on your layout. The top row buttons are always available, for example, the zoom, print, and alignment buttons.

The bottom row buttons change depending on the type of object selected in the Layout area. For example, if you have selected a text object, the tools are text object property tools, such as font and font color.

The Layout Navigator

The Layout Navigator displays thumbnails of the layouts in the current project. You can only work on one layout at a time in the Layout area, but thumbnails of the other layouts are displayed in the Layout Navigator. To work on another layout, click its thumbnail in the Layout Navigator.

You can also add layouts to your project by clicking the **Select more layouts** button beside the layout thumbnails.

Using Express Labeler

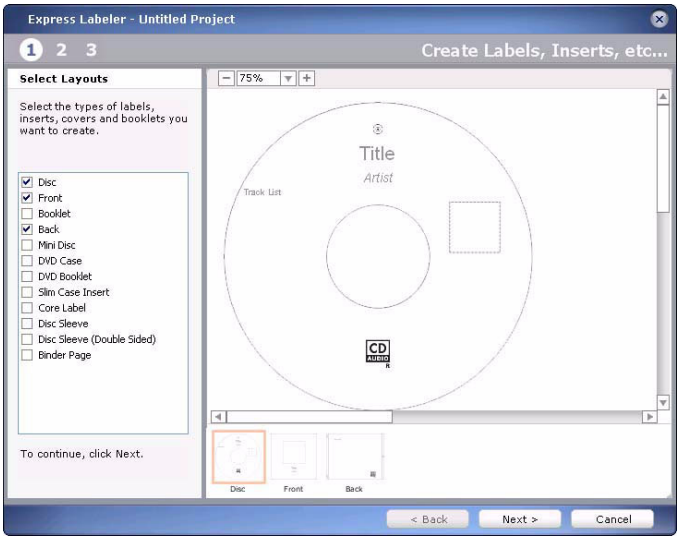
You can create labels, inserts and booklets while you're burning discs, in Express Labeler. Express Labeler guides you as you select the project layout and style, and the information that will appear on the disc, such as the disc title and artist name.

Express Labeler is the fastest way to create and print your labels.

To use Express Labeler:

1 In Label Creator, choose **Tools > Express Labeler**.

Note When you burn a disc using an Easy Media Creator component, you can click **Create a Label** to start Express Labeler.



2 Select the layouts you want to create. For example, to create a disc label and front and back covers for the disc jewel case, select the **Disc**, **Front**, and **Back** layouts.

The layouts that you select appear in the bottom Layout Navigator area of Express Labeler.

3 Click **Next**.

4 Choose a project type, style, and content for your labels and inserts:

a Select one of the following project types from the drop-down list:

- **Audio Project**
- **Data Project**
- **Video Project**

b Click **Select Style**.

The Select Style dialog box appears.

c Select the style that you want for your project, and then click **OK**.

Note In the Use Style Objects area, you can select whether to apply the style image (background), object layout (placements), and/or font settings.

The style is applied to your project.

d Click **Edit Content**.

The Smart Object Editor appears.

e Select the Smart Objects that you want to include on your label or insert.

To import the Smart Object information from the disc that is currently in the recorder, select **Auto-Fill from Disc**.

f Click **OK**.

The project is updated with the content that you selected.

5 When you have finished selecting the project type, style, and content, click **Next**.

6 Choose one of the following options:

- **Print:** To print the labels and inserts without saving the project, or before saving the project.
- **Save:** To save your labels and inserts as a Label Creator project that you can print or continue to work with later.
- **Edit in Label Creator:** To open Label Creator and continue working with this project.

Note This guide gives an overview of the basic Label Creator features. For more information about using all of the features available, see the *Label Creator Help Center*.

Index

A

about
Backup MyPC 126
CineMagic 161
Media Import 44
Music Disc Creator 210
MyDVD 172
Roxio Easy Media Creator 20
VideoWave 156
accessing
other devices in the home network 86
action area
in the Control panel 33
adding
albums 58
audio clips to production 162
audio clips to projects 190
audio files to projects 190
audio tags 218
audio tracks to projects 192
background audio to productions 165
files and folders 119
folders in Media Manager 62
intro movies 180
LiveShares 80
media files to albums 59
menus to DVD projects 183
menus to video compilations 104
movies to menus 181
movies to video compilations 103
new folders to Creator Classic projects 121
photos to productions 163
playlists to Music Disc Creator projects 215
slideshows to menus 181
track information 218
track lists using Search by Tags 220
track separators 195
tracks to Music Disc Creator projects 213, 215
video clips to production 162
videos to productions 163
address
LiveShare 78
adjusting
the Project pane in Home 32

albums
about 55
adding media files to 59
adding to a LiveShare 80
choosing thumbnails for 61
copying media files between 60
in My Media View 54
moving media files between 60
sharing outside a home network 79
All Media Smart View
about 57
All Music Smart View
about 57
All Photos Smart View
about 57
All Projects Smart View
about 57
All Videos Smart View
overview 57
analog audio
capturing 202
applications
starting from Home 36
archiving projects 226
audio capture cards
See sound cards
audio CDs
adding audio tracks to projects from 192
source drive requirements 89
audio clips
about 189
adding to projects 190
burning 200
copying 194
deleting 194
exporting 197, 198
moving 194
selecting 193
audio discs
source drive requirements 89
audio effects
overview 193
audio files
adding to Music Disc Creator projects 213
adding to projects 190
browsing 57
e-mailing 70
finding track information 218
moving 208
previewing 63, 221
renaming 208
audio projects
starting from Home 38
Audio Tag Editor
about 205
audio tags
about 216
adding 218
cleaning 218
downloading 218
editing 205, 218
audio tracks
adding to projects 192
defined 189
authorizing
devices on your home network to access your files 85
Auto Edit with CineMagic
description 25
Automatic Data Protection
using to back up files 131
automatic groupings
about 55
AutoMix feature
about 219

B

backing up files
using Automatic Data Protection 131
using the Backup Wizard 135
with One-Button Backup 133
Backup MyPC
description 22, 126
expand/collapse button 128
finding online Help 126
opening from Home 37
using Automatic Data Protection 131
using One-Button Backup 133
using One-Button Restore 139
using the Backup Wizard 135
using the Restore Wizard 141
ways to back up files 130
ways to restore files 138
backup projects
starting from Home 38
Backup Wizard
using to back up files 135
bootable discs
overview 118
browsing
audio files 57
media files 57
music 57
photos 57
projects 57
Smart Views 57
video files 57
burning
projects to disc 123, 223
tracks and clips 200

C

canvas
PhotoSuite 147
resizing in PhotoSuite 153
capturing
audio from analog sources 202
audio from microphone 202
capturing media files 162, 178
cassettes
recording 202
CD & DVD Copy mode
copying discs using 88
description of interface 92
CDs
adding audio tracks to projects from 192
importing tracks from 215
cell phones
and LiveShare 77
sharing media files with 74
transferring file from 75
transferring media files to 74
changing
audio file names 208
names of files and folders 122
CineMagic
about 161
creating a production with 161
starting 161
CinePlayer
description 23
opening from Home 37
cleaning audio tags 218
clips
See audio clips, video clips
color depth
setting for use with PhotoSuite 148

completing
projects, overview 196
configuring
home network for LiveShare 77
home network for MediaSpace 84
Control panel
action area 33
input area 33
media information display 32
using in Home 32
copy projects
starting from Home 38
copying
audio CDs 89
audio clips or parts of waveforms 194
audio discs 89
data discs 89
DirectCD discs 89
Drag-to-Disc discs 89
DVDs 90
enhanced CDs 89
media files between albums 60
media to your computer 44
mixed-mode CDs 89
photo CDs 89
using one drive 88
VCDs 89
corporate networks
and LiveShare 76
Create Panorama
description 37
creating
a Music Disc Creator project archive 226
albums 58
blank photo projects 151
Easy Media Creator projects using project assistants 25
folders in Media Manager 62
image files 223
labels and inserts, overview 228
movies 162
multimedia discs 118
new folders 121
photo projects 150
photo projects with Photo Projects Assistant 151
track lists automatically 219
track lists using Search by Tags 220
video compilations 98
Creator Classic
description 22
getting started 115
opening from Home 37
overview 116
Project area 117
Source area 117
custom Smart Views
about 57

D

data discs 89
copying 89
overview 118
raw mode option 89
data projects
starting from Home 38
deauthorizing
devices on your home network 86
default settings
One-Button Restore 141
default views
about 55
defining
tracks 195

deleting
audio clips 194
files and folders 121
LiveShares 81
part of a waveform 194
track separators 195
Device drop-down list 46
devices
in the home network, accessing media files on 86
on your home network, authorizing to access your files 85
on your home network, withdrawing access to your files from 86
digital audio extraction
and audio CDs 89
digital cameras
importing photos from 48, 153
importing video from 48
DirectCD
copying discs made with 89
directories
removing 121
renaming 122
disabling
LiveShare 78
MediaSpace 85
Disc and Device Utility
opening from Home 38
Disc Copier
description 22
description of interface 92
modes of operation 92, 99
opening from Home 37
disc image files
description 91, 101
Disc Image Loader
description 37
opening from Home 37
disc inserts
overview of creating 228
disc space indicator
about 176
discs
burning 123
copying 94
status bar 117
types Disc Copier can copy 89
display settings
for use with PhotoSuite 148
DMSE format
and Sound Editor 188
DMSP file format
described 149
downloading
media files from a wireless device 75
Drag-to-Disc
about 110
copying discs made with 89
description 22
icon in taskbar 111
icon view 112
making your first disc 110
resizing the toolbar 113
resizing the window 113
drives
copying with one drive 88
DRM
about 213
DV Camera
recording production to 168
DVD compilations
See video compilations
DVD discs
creating 177

DVD Info Pro
description 37
opening from Home 37
DVD Music Assistant
description 25
DVDs
creating 177
creating compilations 98
importing tracks from 215
requirements for copying 90
DVD-Video folders
description 90, 101, 215
importing tracks from 215

E

Easy Audio Capture
description 37
Easy Media Creator
installing 30
Easy Media Creator components
Backup MyPC 22
CinePlayer 23
Creator Classic 22
Disc Copier 22
Drag-to-Disc 22
Label Creator 24
Media Import 21
Media Manager 21
Music Disc Creator 24
MyDVD 23
PhotoSuite 23
project assistants 25
Sound Editor 24
VideoWave 23
Edit area
in MyDVD, about 174
editing
audio tags 205, 218
names of files and folders 122
track information 218
waveforms 194
Effect Selector
about 159, 176
Transitions view 166
effects
in Sound Editor, overview 193
e-mail
attaching video files to 168
e-mailing
audio files 70
media files 70
photos 70
videos 70
enabling
LiveShare 78
MediaSpace 85
enhanced CDs
source drive requirements 89
expiration dates
for LiveShares 81
exporting
audio clips 197
sets of audio clips and tracks 198
tracks 224
Express Labeler
description 25
starting 231
starting from other components 231
using 231

F

file formats
supported by Music Disc Creator 212
supported by PhotoSuite 149
files
adding to projects 119
finding 122
removing from projects 121
renaming 122
saving productions to 168
finding
audio tags online 218
track information online 218
unidentified tracks 217
finishing
projects, overview 196
firewall
using with LiveShare 77
using with MediaSpace 84
folders
adding to Creator Classic projects 121
adding to projects 119
creating in Media Manager 62
in Media Manager, overview 62
removing from projects 121
renaming before making the disc 122
Folders view
about 54
format options
for video compilations 105
Full mode
Easy Audio Capture 202

G

granting
access to your files 85

H

hardware requirements
minimum 27
optional 29
help
online support 41
viewing online help 40
viewing tutorials 40
help button
finding in Drag-to-Disc 112
hide button 112
hiding
Drag-to-Disc 114
Home
adjusting the Project pane 32
available tools 39
description 31
opening Media Manager from 38
starting applications from 36
starting audio projects 38
starting backup projects 38
starting copy projects 38
starting data projects 38
starting media projects 38
starting photo projects 39
starting video projects 39
using the Control panel 32

home network
configuring for LiveShare 77
configuring for MediaSpace 84
granting access to your files to devices on 85
viewing media files on other devices in 86
withdrawing access to your files from devices on 86
home network sharing
disabling 85
enabling 85

I

image files
creating 223
importing tracks from 215
See disc image files
importing
media 44
photos from digital cameras 48
tracks from CDs and DVDs 215
tracks from DVD-Video folders 215
tracks from image files 215
video from digital cameras 48
importing media files 162, 178
input area
in the Control panel 33
inserts
overview of creating 228
installing
Easy Media Creator 30
optional requirements 29
intro movies
adding 180
removing 180
intro titles
See intro movies
invitations
to view LiveShares 81
inviting
users to view a LiveShare 81
iPods®
creating video compilations for 106
sending tracks to 225

L

Label Creator
description 24
opening from Home 37
overview 228
labels
overview of creating 228
language options
for video compilations 103
launching
Media Import 45
link address
LiveShare 78
listening
to tracks in a project 221
LiveShare
about 76
and corporate networks 76
and firewalls 77
and mobile devices 77
configuring a home network for 77
disabling 78
enabling 78

LiveShares
adding 80
adding albums to 80
adding Smart Views to 80
defining expiration dates for 81
defining passwords for 82
deleting 81
inviting users to view 81
managing 80
renaming 82
viewing 80
LP & Tape Assistant
description 25

M

mailing
media files 70
Make Movie dialog box
about 168
McAfee Internet Security Suite
using with LiveShare 77
using with MediaSpace 84
media files
adding to albums 59
browsing 57
capturing to hard disk 178
copying from one album to another 60
disabling of sharing outside a home network 78
e-mailing 70
enabling of sharing outside a home network 78
importing 44
moving from one album to another 60
on other devices in the home network, accessing 86
organizing, overview 54
previewing 63
sharing on a home network 83
sharing outside a home network 76
sharing with wireless devices 74
transferring from wireless devices 75
transferring to wireless devices 74
viewing in slideshow 64
watching for new 54
Media Import
about 44, 178
description 21
opening from Home 37
starting 45
Media Import window
about 46
media information
viewing 32
media information display
in the Control panel 32
Media Manager
description 21
opening from Home 37
overview 52
Media Manager window
overview 53
media projects
starting from Home 38
Media Selector
about 159
adding media to productions 163
MediaSpace
about 83
configuring a home network for 84
disabling 85
enabling 85

menu button
finding in Drag-to-Disc 112
Menu Edit view
about 173
disk space indicator 176
Menu Tasks area 173
Preview area 174
Project View area 174
Settings dialog box 176
Menu Tasks area
about 173
menus
adding movies 181
adding slideshows 181
adding to DVD projects 183
adding to video compilations 104
applying menu styles 184
removing from DVD projects 183
microphone
capturing from 202
Mini Mode
choosing a project 34
navigating 34
using for Easy Audio Capture 204
mixed-mode CDs
source drive requirements 89
mobile devices
and LiveShare 77
sharing media files with 74
transferring media files from 75
transferring media files to 74
monitoring
your computer for new media files 54
movie compilations
See video compilations
Movie Edit view
about 175
Add Content area 175
disk space indicator 176
Effect Selector 176
Preview area 176
Production Editor 176
Settings dialog box 176
Tools area 175
movies
adding background audio 165
adding intro movies 180
adding media files 163
adding to menus 181
adding to video compilations 103
adding transitions 166
creating 162
creating compilations on DVD 98
playing 167
previewing 167
previewing in video compilations 103
removing intro movies 180
saving 168
trimming 103
moving
audio clips or parts of waveforms 194
audio files 208
media files between albums 60
MP3 players
sending tracks to 225
Multi Photo Fix
description 25
multimedia discs
overview 118
Multi-Photo Enhance
description 37

MultiRead drives
and Disc Copier 89
music
browsing 57
Music Disc Creator
description 24
opening from Home 37
overview 210
supported file formats 212
Music Disc Creator projects
adding playlists 215
adding tracks 213
adding tracks from your hard disk 215
basic steps 211
burning to disc 223
completing 222
exporting 224
overview 211
saving as image files 223
music discs
source drive requirements 89
MusicID
audio tracks 205
My Albums
about 58
creating 58
My Devices view
about 54
My Media view
about 54
My MediaSpace
See MediaSpace
My MediaSpace view
about 54
My Views Smart View
about 57
MyDVD
description 23
opening from Home 37
MyDVD Menu Edit view
Edit area 174

N

names
of audio files, changing 208
new folders
creating in Media Manager 62
new media files
watching for 54
Norton Internet Security
and MediaSpace 84
using with LiveShare 77

O

Objects pane
PhotoSuite 147
One-Button Backup
using 133
One-Button Restore
default settings for 141
using 139
online help
viewing 40
online photo services
sharing photos with 73
online support
finding the Roxio Website 41
Open Files area
PhotoSuite 147
opening
photo projects 152
optional system requirements 29
Options bar
PhotoSuite 147

organizing
media files, overview 54
output options
for video compilations 105
outputting
VideoWave productions 168

P

Panorama Assistant
description 25
passwords
defining for LiveShares 82
photo CDs
copying 89
source drive requirements 89
Photo E-mail Assistant
description 25
photo files
browsing 57
See also photos
Photo Project Assistants
creating photo projects with 151
photo projects
creating 150
creating blank 151
creating with Photo Projects Assistant 151
opening 152
overview 150
printing 68
starting from Home 39
Photo Projects Assistant
description 26
photos
browsing 57
e-mailing 70
importing from digital cameras 48, 153
previewing 63
printing 68
sharing outside a home network 79
sharing with an online photo service 73
sharing with wireless devices 74
transferring from a wireless device 75
transferring to wireless devices 74
using as album thumbnails 61
PhotoSuite
description 23
opening from Home 37
supported file formats 149
PhotoSuite window
overview 147
playing
productions 167
playing tracks 221
playlists
adding to Music Disc Creator projects 215
supported formats 212
PlayStation® Portable
creating video compilations for 106
Plug & Burn
description 26
portable devices
sending tracks to 225
Preview area
about 158, 174, 176
previewing
audio files 63
media files 63
movies in video compilations 103
photos 63
productions 167

tracks 221
videos 63
print quality
improving 69
printing
improving quality 69
photo projects 68
photos 68
Production Editor
about 158, 176
productions
adding background audio 165
adding photos 163
adding transitions 166
adding videos 163
creating new production 162
outputting movie 168
outputting movies 168
playing 167
previewing 167
saving 168
project assistants
Auto Edit with CineMagic 25
description 25
DVD Music Assistant 25
Express Labeler 25
LP & Tape Assistant 25
Multi Photo Fix 25
Panorama Assistant 25
Photo E-mail Assistant 25
Photo Projects Assistant 26
Plug & Burn 26
Slideshow Assistant 26
Project pane
adjusting for Home 32
Audio projects tab 38
Backup projects tab 38
Copy projects tab 38
Data projects tab 38
DVD & Video projects tab 39
Organize tab 38
Photo projects tab 39
project types
bootable discs 118
data discs 118
multimedia discs 118
Project View area
about 174
projects
about 178
adding audio clips to 190
adding audio files to 190
adding audio tracks to 192
applying menu styles 184
archiving in Music Disc Creator 226
browsing 57
choosing a project type 118
completing, overview 196
creating 177
creating blank photo 151
creating new 228
creating new folders 121
creating photo 150
creating with Photo Projects Assistant 151
opening photo 152
removing files and folders 121
renaming files and folders 122
saving 197
types of Creator Classic projects 118
working with files and folders 121
protected audio tracks
about 213
PSP™
creating video compilations for 106
PSPD
see DMSP

Q

QuickShows
viewing 64

R

raw mode option
and data CDs 89
recording
from vinyl LPs and cassettes 202
removing
audio clips 194
files and folders from projects 121
intro movies 180
menus from DVD projects 183
part of a waveform 194
See deleting
track separators 195
renaming
audio files 208
files and folders 122
LiveShares 82
requirements
minimum 27
optional 29
resizing
Drag-to-Disc 113
the PhotoSuite canvas 153
Restore Wizard
using 141
restoring files
with One-Button Restore 139
with the Restore Wizard 141
router
using with MediaSpace 84
Roxio Media Import
about 162
Roxio Retrieve
description 38
opening from Home 38

S

saving
audio clips 197
production 168
projects 197
projects as image files 223
screen resolution
setting for use with PhotoSuite 148
Search by Tags
overview 220
using to create track lists 220
searching
for files in projects 122
simple 65
selecting
all tracks 193
audio clips 193
single track 193
waveforms 193
sending
e-mail with video file 168
media files by e-mail 70
tracks to a portable device 225
Settings dialog box
about 176
sharing
media files on a home network 83
media files outside a home network 76
media files outside a home

network, disabling 78
media files outside a home network, enabling 78
photos with an online photo service 73
SightSpeed
description 38
simple searches
performing 65
Slideshow Assistant
about 160
description 26
slideshows
adding to menus 181
creating 160
viewing 64
Smart Views
about 55
adding to a LiveShare 80
browsing 57
in My Media view 54
sharing outside a home network 79
software
installing 30
requirements, minimum 27
requirements, optional 29
sound cards
and Device Type menu 47
Sound Editor
description 24
opening from Home 37
overview 186
Sound Editor window
overview 187
starting
CineMagic 161
Express Labeler 231
home network sharing 85
Media Import 45
sharing outside a home network 78
stopping
home network sharing 85
sharing outside a home network 78
styles
applying to layouts 228
subtitles
including in video compilations 103
Super Video CDs
See SVCDs
supported file formats
description 212
DMSA 212
other 212
PhotoSuite 149
playlists 212
SVCDs
source drive requirements 90
system requirements
for audio (optional) 29
for burning (optional) 29
for burning data discs 27
for burning music 27
for digital video capture (optional) 29
for DVD authoring 27
for online services (optional) 28
for real-time capture 27
for slideshows 27
for video authoring 27
optional requirements 29

T

tags. *See* audio tags
tapes
recording 202
Task Pane
about 158
Add Content area 158
Tools area 158
taskbar
see Windows taskbar
tasks pane
PhotoSuite 147
templates
for LiveShares, choosing 80
see styles
tempo
adjusting 161
themes
see styles
thumbnails
choosing for albums 61
setting a thumbnail image 103
tools
available from Home 39
track information
about 216
adding 218
downloading 218
editing 218
track lists
adding tracks to 213
creating using AutoMix 219
creating using Search by Tags 220
track separators
adding 195
deleting 195
tracks
adding audio tags 216
adding to Music Disc Creator projects 213, 215
adding to projects 192
burning 200
checking for unidentified 217
defined 189
defining 195
exporting 224
exporting sets of 198
finding similar 219
finding track information 218
importing from CDs and DVDs 215
importing from disc image files 215
importing from DVD-Video folders 215
playing 221
previewing 221
protected tracks, about 213
selecting all 193
selecting single 193
sending to a portable device 225
transferring
media files from a wireless device 75
media files to wireless devices 74
transition effects
adding to production 166
trimming
movies 103
tutorials
viewing for Roxio Home 40
viewing online 40
TWAIN devices
and Device Type menu 47

U

unidentified tracks
finding 217
Universal Plug and Play
and MediaSpace 83
uploading
media files to wireless devices 74
UPnP
and MediaSpace 83
using
the Control panel in Home 32

V

VCDs
creating 177
source drive requirements 89
VCRs
recording productions to 168
video
creating compilations 98
e-mailing 168
importing from digital cameras 48
saving 168
using CineMagic 161
video capture cards
and Device Type menu 47
video CDs
See VCDs
video clips
attaching to e-mail 168
Video Compilation mode
description of interface 99
video compilations
adding a main menu 104
adding movies 103
for portable video players 106
format options 105
including subtitles 103
language options 103
output options 105
overview 98
previewing movies 103
thumbnail images 103
trimming movies 103
video files
browsing 57
transferring from wireless devices 75
transferring to wireless devices 74
See also videos
video projects
starting from Home 39
VIDEO_TS folders
copying 94
description 91, 101
videos
browsing 57
e-mailing 70
previewing 63
sharing with wireless devices 74
transferring from wireless devices 75
transferring to wireless devices 74
using as album thumbnails 61
VideoWave
about 156
description 23
opening from Home 37

viewing
LiveShares 80
media files on other devices in the home network 86
media information 32
movie 167
QuickShows 64
views
My Media 54
vinyl LPs
recording 202

W

Watched Folder Settings dialog box
opening 54
watching
for new media files 54
waveforms
copying part of 194
deleting part of 194
editing 194
moving part of 194
selecting for editing 193
web address
LiveShare 78
WIA devices
importing photos from 48
importing video from 48
Windows Firewall
using with LiveShare 77
Windows taskbar
Drag-to-Disc icon 111
wireless devices
sharing media files with 74
transferring media files from 75
transferring media files to 74
withdrawing
access to your files 86

Z

Zone Alarm
and MediaSpace 84
using with LiveShare 77