



WHAT IS TOAST?

- **Toast Titanium** is a powerful disc-creation program, able to produce data, audio and video CD/DVD formats. Unlike Apple's Disk Burner software, Toast also supports multi-session burning.

LAUNCH TOAST

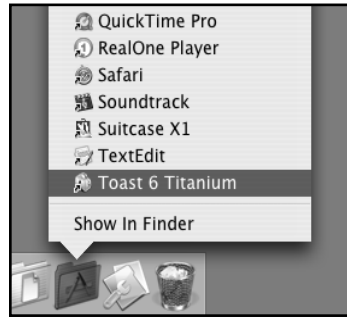
- Click on the **Applications** folder in the dock, then click on **Toast Titanium** as shown in Fig 1.
- Insert the CD/DVD you would like to burn to.

Note: The Finder may ask you what you would like to do with the new CD/DVD. It should be set to "Open Finder". Fig 2

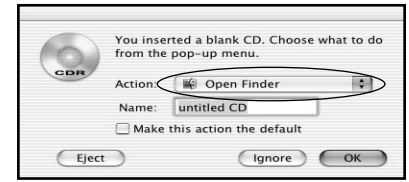
SO HOW DO I BURN A CD/DVD?

NOTE: Although Toast can produce a variety of disc types, **only data discs are covered in this handout.** For more detailed info about Toast, try the program's help file.

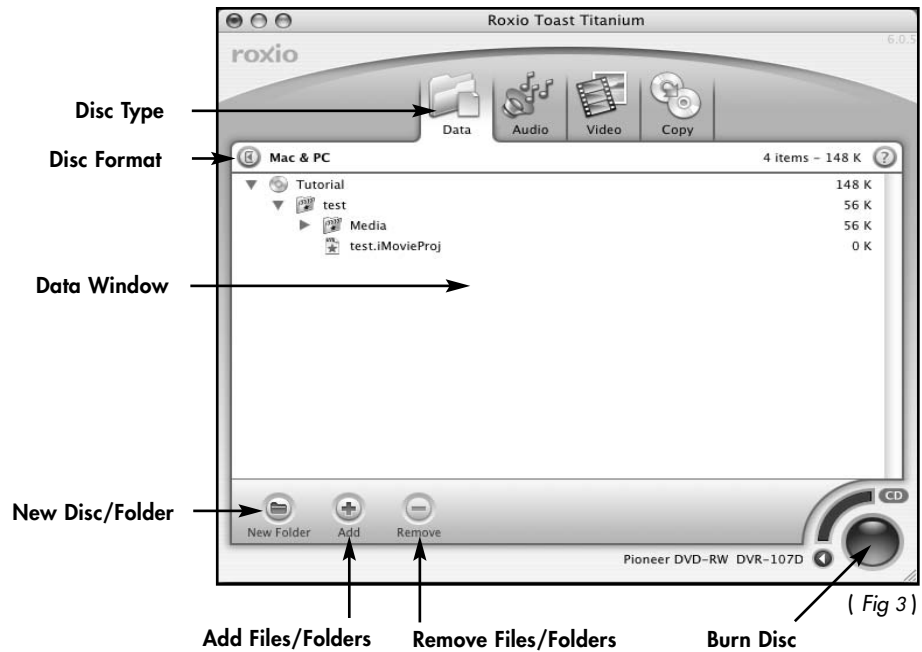
- To begin, gather your folders and files into the **Documents** folder on the hard drive. **Do not attempt to burn a disc from a zip or from your server space, as the new disc will fail to burn properly.**
- After launching Toast select **Data** from the **Disc Type** menu shown in Fig 3 (right).
- For the disc to be readable by both PCs and Macs, select **Mac OS & PC** from the **Format** choices. **PC users take note: make sure your files have their three-letter extensions (ie: Myfile.doc), or they may not be readable on your computer.**
- Click on **New Disc:** a disc icon will appear. Change the icon's name from "Untitled" if you wish to give your disc a unique name.
- Add files by dragging them to the **disc icon in the Data Window**, or by clicking on the **Add** button and navigating to your files.
- Files and folders can be deleted from the Data Window using the **Remove** button. This will only remove files from the list of files to be burnt to disc—it will not delete the original files.
- After collecting your data, click the **Record** button. The window illustrated in Fig 4 will appear. Now click on the **Advanced** tab.
- If want to burn your entire disc and prevent any further writing to it, make sure the **Write Disc** radio button is selected. If you wish to **add more data at a later time**, choose **Write Session**.
- Click the blue **Record** button.
- Follow the same procedure to burn any additional sessions to the disc at a later date. Any **additional sessions will appear as separate discs** on the desktop when the disc is inserted.



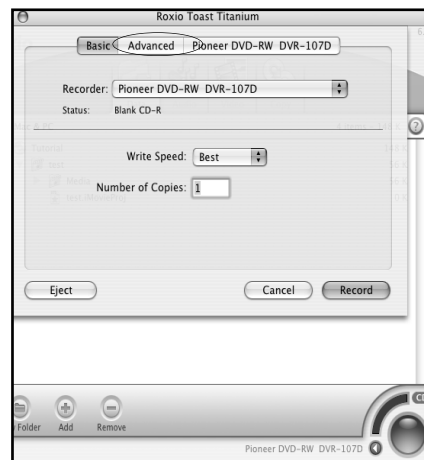
(Fig 1)



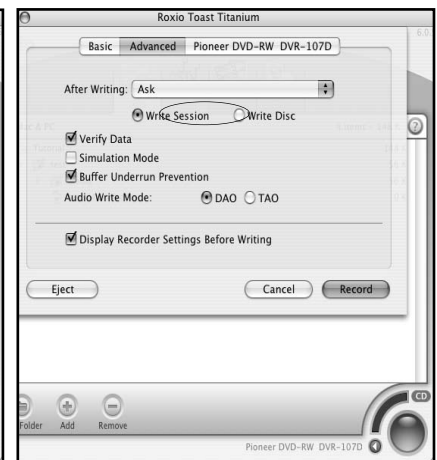
(Fig 2)



(Fig 3)



(Fig 4)



(Fig 5)