

SimpliCD User Manual



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Welcome to SimpliCD

With SimpliCD installed, you can now create your own data, music, slide show and video CDs with the click of a mouse.

Where can I use the CDs I create?

- **In a computer:** You can use your own computer or share your CDs with other computers.
- **With personal CD and DVD players:** These are not part of your computer system. These are in home entertainment systems and car and portable players. They are also referred to as *consumer electronic devices*.

Note: You must check the documentation of your personal CD or DVD player to verify which disc formats it supports.

Do I need any special tools to use SimpliCD?

- **No, you just pick the files you want.** You can drag and drop and manage your files just as you would with any Windows application.

How do I actually make a CD?

- **You just click a button and SimpliCD takes over the process.** Options are available for special needs, but you can make your CD without using any special options. Just sit back and let SimpliCD do the job.

SimpliCD Components

Component	What It Does	Note
<i>SimpliCD Recorder</i>	Creates audio, video and slide show CDs to play back on computers and personal players.	Record your selections and then use the discs on a computer, on personal players or on a TV through a VideoCD or DVD player for your whole family to enjoy.
<i>SimpliCD ROM</i>	A data disc mastering utility.	Helps you collect, arrange and record files and folders to a CD for archiving or sharing with others.
<i>SimpliCD Copy</i>	For duplicating a CD.	For personal disc backup: Copies one CD to another even if you only have one CD drive.
<i>SimpliCD ReWrite</i>	Turns your CD into a giant floppy that you can access from anywhere in Windows. You can save files directly to a CD from Windows applications or drag and drop from the desktop or in Windows Explorer.	A great tool for using a CD as your own quick backup of your files as you create them or want to store them.
<i>SimpliCD Guide</i>	Provides interactive step-by-step tutorial for first-time and advanced users.	It is accessible throughout the SimpliCD components, from the Oak menu and from the Start: Programs menu.

A Short Primer

Computer Reader/Player

A CD-ROM or DVD-ROM is standard on most computers. It can *read the data* from a compact disc, can *play audio* selections, and can *play video* selections.

Computer Writer/Recorder

A CD writer can *write data* taken from another source to a new CD. It also has the capability of *recording audio and video* files. Any CD writer can also act as a reader.

The CD/DVD Player

CD and DVD players are personal devices that are not connected to a computer. They are used in stereo systems, cars, home entertainment centers with a TV, hand-held listening or viewing devices (Discman®, boom box, video player), etc. These players are designed for a specific task, such as listening to music or viewing movies and videos.

Tips for Working with Windows

SimpliCD with the Microsoft® Windows® operating system.

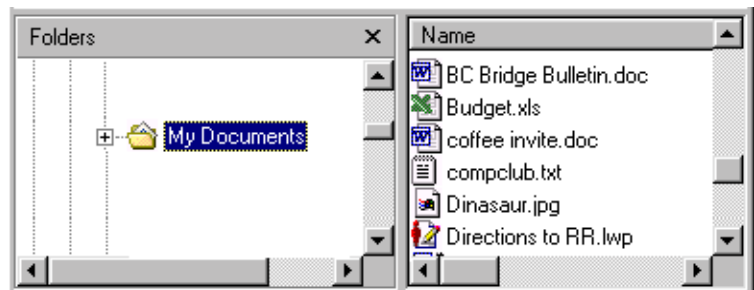
Using Windows Explorer

You can use SimpliCD without going to Windows Explorer, but many times you will find that Windows Explorer can make it easier to manage your files.

Depending on your version of Windows, you access Windows Explorer by one of the following methods:

- Go to **Start > Programs > Windows Explorer**.
- Go to **Start > Programs > Accessories > Windows Explorer**.

Windows Explorer is divided into two panes: The left pane displays the drives and folders and the right pane displays subfolders and individual files.



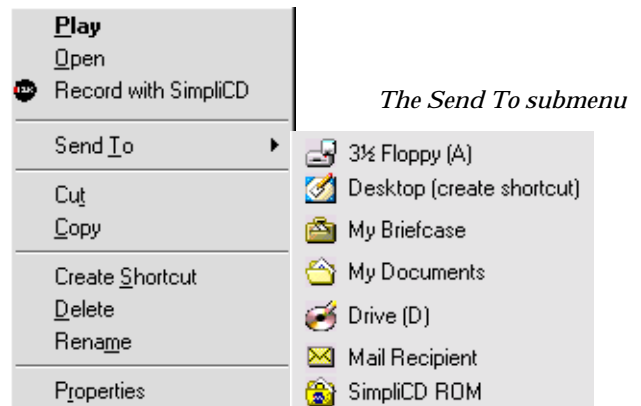
Left pane shows the My Documents folder

Right pane shows the individual files

The Right Click

The right button on the mouse is used to bring up a *Content* menu. You can right click folders and files to access menu options for SimpliCD.

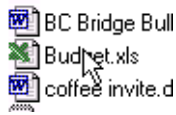
Tip: Right click in Windows Explorer to bring up the *Content* menu to help you manage your files. Included in the menu will be options for using SimpliCD components. Options for SimpliCD components are displayed next to an Oak icon.



Content menu in Windows Explorer

Drag-and-Drop

You can add files for use with SimpliCD by dragging them from Windows Explorer or from your desktop to SimpliCD ROM or SimpliCD Recorder.



To drag: (1) Click the file or folder and keep the mouse button pressed down.



(2) Then move the cursor to the area where you want to drop the file



(3) Release the mouse button.



Tip: If needed, use the Windows Restore button (middle button in the upper right-hand corner of the window) to reduce the size of the *SimpliCD ROM* folder window and then drag from the desktop or from Windows Explorer.

Selecting Files

- **To select a single file or folder:** Click on the file, folder name or icon. The file or folder is highlighted, confirming that it is selected.
- **To select multiple files and folders:** Hold down the **Shift** key and click on the first and last file or folder to select the entire range.

Hold down the **Ctrl (Control)** key and click each individual file or folder that you want to add to your selection.

You can use the Shift and Control keys together.



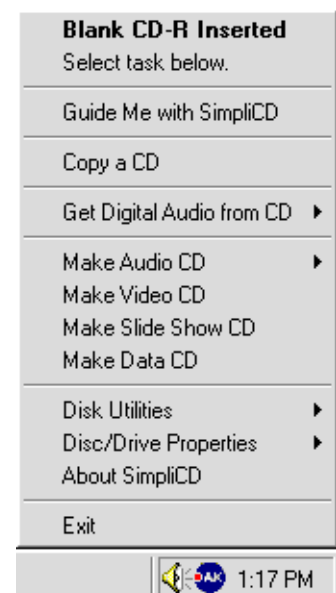
Oak Menu

Click the Oak icon (near the clock).

- The top line of the menu identifies if a new blank disc has been inserted.
- The menu provides quick access to the most common task-oriented solutions for creating CDs.

Also included in the Oak menu:

- **Disc Utilities** with wizards to format CD-R and CD-RW discs and to erase a CD-RW disc.
- **Disc/Drive Properties** with drive, system and disc information.
- **About SimpliCD** identifies the version of the software you have installed and the serial number of your product.



Starting Out with SimpliCD

Quick Start: SimpliCD Guide

The SimpliCD Guide leads you through creation of a CD with step-by-step tutorials, pictures and tips — You click what kind of CD you want to make or which component of SimpliCD you want to learn more about. This is the best place for both first-time and experienced users to start:

1. Click the **Oak** menu icon.
2. Select **Guide Me with SimpliCD**.
3. Click the button that matches your need.

If you want to get right into making a disc —



If you'd like to learn more tips and hints for using SimpliCD with special sections for new and experienced users.

Other Ways to Access the Guide

- Click any of these inside a SimpliCD component and the Guide opens with help for your current activity.
- Go to **Start > Programs > Oak SimpliCD** and click **SimpliCD Guide** on the menu.

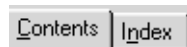


Using the Content and Index tabs in the SimpliCD Guide

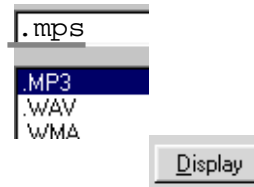
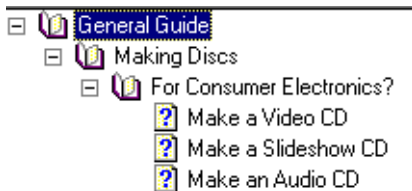


Click the **Show** button at the top left side of the *SimpliCD Guide* window.

- Click the **Contents** tab.



- Click the **Index** tab.



- A Question Mark in front of a line indicates a specific topic. Click the **Question Mark** to see the topic.
- Click the **Plus (+)** sign in front of a book and the book will open up to show more topics.

- Type a keyword in the box.
- Select the topic from the list and click the **Display** button at the bottom of the panel.

The CD Hardware and the Laser

Laser Technology

When a CD disc with content is put into a CD or DVD drive, an infrared laser beam shines on the CD and the reflection from the laser beam is interpreted to provide data that you can then look at or listen to. The reader is used as the *source drive* when duplicating or creating a new CD.

The Burning of a Disc

When creating a CD, the laser again shines on the CD but at a higher power — high enough to heat the critical layer that will hold the new data. It literally burns areas of the CD, which is why the process of creating a CD (recording a CD, writing to a CD) is referred to as the *burn*. The CD writer that performs the burn is referred to as the *destination drive*.

About CD Discs

Commercially produced CDs are pressed using a mold rather than being burned by a laser beam. These pressed CDs can be read by any computer reader or personal CD/DVD player that supports the format of the CD.

Note: The composition of a pressed disc is different from a recordable or rewritable disc — In fact, you cannot burn a pressed disc to create your own CDs. When you want to create a CD, you use either a CD-R or a CD-RW disc.

The CD-R Disc

The “**R**” stands for **Recordable**. You can burn a CD-R, but you cannot erase and burn again.

MultiSession: When you are backing up or archiving your data files (a data CD), you have the option of burning in different sessions — In other words, you do not have to burn the files all at the same time. This is available if you do not close the disc.

Close the disc: Closing the disc prevents any further burning to the disc and protects the data you have already burned. With a data CD you have the option to keep it open for MultiSession or to close it. Audio, video and slide show CDs are always closed because most personal CD and DVD players are not capable of reading MultiSession discs.

CD-R disc capacity: 74 minutes/650 MB and 80 minutes/700 MB.

The CD-RW Disc

The “**RW**” is a **ReWritable** disc — You can erase files and add new files or erase the whole disc and reuse it. You can rewrite to these discs up to 1,000 times as defined by CD-RW disc manufacturers.

CD-RW disc capacity: 74 minutes/650 MB.

Which to use: CD-R or CD-RW?

- **The CD-R disc** is cheaper and generally faster to burn and can be read by any CD/DVD reader and by many personal CD and DVD players. The CD-R disc is ideal for use in personal CD/DVD players and for archiving data on discs to share with others without worrying if they can read it.
- **The CD-RW disc** is more expensive and is not ideal for sharing data with others since it is not readable by all CD and DVD players. Some stereo and car CD players cannot play CD-RW discs. However, a CD-RW disc can be reused. It's the ideal substitute for a floppy when backing up and storing personal files that frequently change or for archiving personal data.

About Compatibility

Before you burn a lot of CDs, you should check on the compatibility with the computer reader or personal player you plan to use it with.

MultiRead and MultiPlay

OSTA (Optical Storage Technology Association) has tackled the compatibility issue by adopting standards to ensure that CD-R and CD-RW discs can be used by computer readers and personal players.

- Computer CD and DVD readers displaying the *MultiRead* logo can read both CD-R and CD-RW discs. Most CD and DVD readers manufactured since 1997 are compliant with the MultiRead specification.
- The *MultiPlay* standard targets personal (non-computer) CD and DVD players to ensure that they can also read CD-R and CD-RW discs. MultiPlay is a new compat-

ibility specification. Players with the MultiPlay logo should begin appearing in the latter part of 2001.

When evaluating the compatibility of a player, the presence of a MultiPlay logo assures you that your CD-R and CD-RW discs will be read as long as the device supports the specific disc format being used (such as Audio CD, VideoCD, CD-Text). If the logo is not on a device, you should check with the manufacturer about compatibility. The device may still support compatibility even though it does not display the logo.

SimpliCD: The Software

A CD writer/recorder needs appropriate software to enable its burn functions. Without the software it acts as a standard CD-ROM drive (reader). That's where SimpliCD comes in. You click your choices in SimpliCD and the program takes over the management of your CD writer and the burn process along with lots of extra features to make using your CD hardware a pleasure in itself.

About Burn Options

- **Use a CD-R or CD-RW disc.** SimpliCD will automatically detect the type of disc you are using.
- **Disc Volume Label:** This option is available when you make data CDs with SimpliCD ROM or when you format a CD with SimpliCD ReWrite. When you later view the CD in Windows Explorer, you will see the volume label next to the drive letter. You can use up to 12 characters for the disc name.

Source and Destination Recording Speeds

What is 1x speed? Originally, compact discs were developed for the audio industry with a speed of 150 KB per second or what is now known as 1x: 1x means it takes 1 minute to record or to listen to (read) 1 minute of audio or equivalent data.

CD technology advances have raised the speeds to multiples of 1x: 2x (twice the speed), 4x, etc. A CD recorder may have three speeds: 8x4x32 where the "8" is the maximum record-

ing speed, "4" is the maximum rewrite speed, and "32" is the maximum reading speed.

How fast can you record? In short, only as fast as your source drive can transfer data to your recorder. Your recorder requires an even flow of data from the source (a CD-ROM drive or your hard drive). If the flow of data from the source slows down too much, the recording process is interrupted and the disc is destroyed.

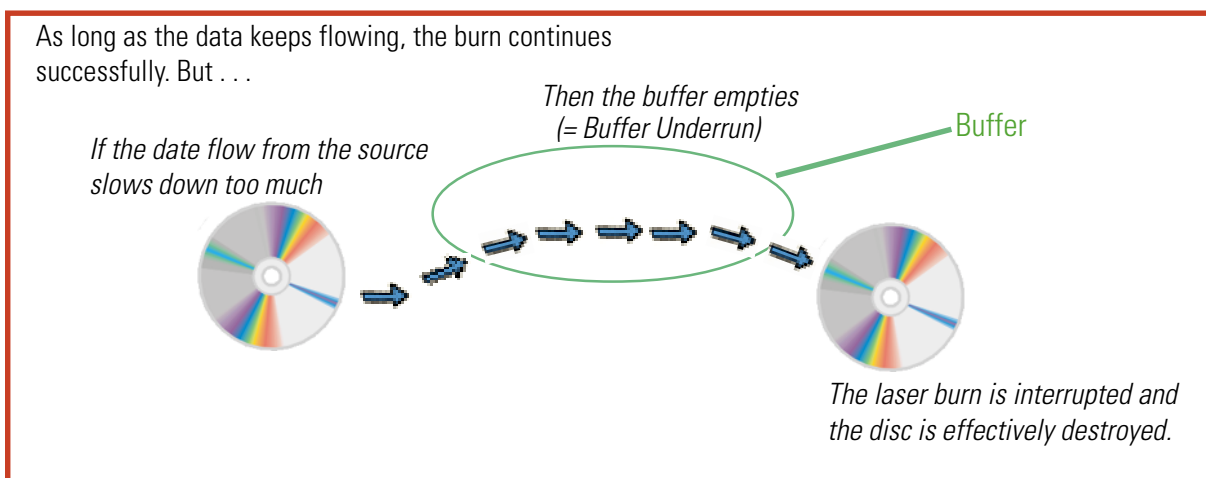
Data interruption may occur if a CD source disc is scratched, has oily fingerprints or if the disc is poorly manufactured. These problems may cause read errors that can affect data flow from the source drive to the recorder. The configuration of your PC and multitasking may also affect the data transfer rate from a CD or a hard disk.

How does a buffer help? Each drive has a buffer that holds data for recording onto a disc. This buffer compensates for small, sudden interruptions in the data transfer rate. However, a buffer does not guarantee error-free recording in all cases. A buffer underrun may still occur.

What is Buffer Underrun? If the data flow from the source slows down temporarily, the buffer can continue feeding data to the laser to burn onto a disc . . . for a while. If the source slows down for too long, the buffer will become empty, the laser burning process is interrupted and the disc is destroyed. This is even more likely to occur when recording at higher speeds since a faster data transfer from the buffer is required. Lots of factors can cause the flow of data from the source disc to slow down and overcoming this data flow problem has been a major hurdle for successful CD recording.

Many newer CD recorders come with buffer underrun prevention technology that resolves this problem. This drive feature monitors the amount of data held in the buffer and when the level of data gets too low, the drive stops recording and notes the location on the CD where it stopped. When the data transfer from the source is able to refill the buffer, the laser returns to the location where it stopped writing and resumes the burn.

- **Prevent Buffer Underrun:** This is enabled by default for drives that support buffer underrun prevention technology. For best results, you should leave this option enabled. If your recorder does not support this feature, this option will be dimmed.
- **Test Before Recording:** This option is available if you do not use “Prevent Buffer Underrun.” Otherwise, it is dimmed. SimpliCD will simulate a recording process without actually turning on the laser. The test verifies that the speeds of the source and destination drives are sufficient to complete the burn process.
- **Write Speed:** If you use the Auto setting (enabled by default), SimpliCD will detect the speed at which the source drive can transfer the data and then set the writing speed accordingly. You can override the Auto setting by making your own speed selection. However, there is a risk that this speed may not be the right choice and a buffer underrun may occur.



About Erasing

CD-RW discs can be erased and reused. The erase process inside SimpliCD ROM, SimpliCD Copy and SimpliCD Recorder offers two options:

- **Quick Erase:** (Default) This removes the information about the files and directory structure (the Table of Contents) from the disc without actually erasing the content. This process allows the disc to be reused. In some cases, the drive may also erase the content on the disc — It depends on the drive manufacturer's implementation of the Quick Erase command. Quick Erase is faster than the Full Erase operation. However, if Quick Erase is unsuccessful, you should use Full Erase instead.
- **Full Erase:** This performs a full erasure and reformatting of the disc, returning the disc to its original unused state. It takes much longer than the Quick Erase — anywhere from 20 to 50 minutes, depending on the speed of your CD-RW drive. Use this option if the Quick Erase procedure fails. **Note:** When SimpliCD prompts you about erasing, the procedure is carried out automatically and you do not need to do anything except indicate which type of erase to do.

A CD for Every Purpose

CDs come in different “flavors” — or formats — to handle different needs. SimpliCD handles an extensive variety of formats.

About Data CDs

Data CDs are created exclusively for use on the computer and not for personal CD/DVD players. Most “data” will be files that you create in applications such as a word processor or spreadsheet — although any file on your hard drive can be added to a data CD. Data CDs can serve as backups and archives as well as a convenient way to share large numbers of files with other computer users.

Formats for Data CDs — The logical format refers to the structure of the CD so that a computer can read the files.

- **ISO Joliet** (default) is a format developed by Microsoft for Windows PCs. It allows long file names up to 64 characters with spaces.
- **ISO 9660** is a cross-platform format that can be read by Windows, Mac and Unix machines. File names are limited to 8 characters without spaces plus a 3-character file extension. SimpliCD will automatically shorten (truncate) your file names if needed for this format.

About Audio CDs

The very first CDs were created for the music industry: the Audio CD. This is still one of the most popular formats and the one you will use if you'd like to create your own collections of favorite tunes.

Audio Files — The digital music files that you can use to create audio CDs:

• **.wav** files: These are high quality files, but they can also be very large.

• **.mp3** files: These are compressed files and the quality will vary depending on the amount of compression.

• **.wma** files: These files use Windows Media™ format for audio compression. The quality will vary depending on the amount of compression used.

Audio CD Formats — SimpliCD Recorder can create these formats from your digital audio files:

CD-DA: Compact Disc Digital Audio. This is the same format that is commercially available on discs that you buy for use with home and car stereo systems.

CD-Text: Like the CD-DA except that it includes title information about the song, artists, and album. Computer software that supports CD-Text can display this information when you play the disc instead of

displaying just the CD and CD track numbers. Personal non-computer players that support the CD-Text format will also display this information. Players that do not support CD-Text will ignore the text and play the CD as a standard CD-DA disc.

CD-CA: Compact Disc Compressed Audio are data discs containing compressed audio files such as .mp3 and .wma files. These CDs can contain hours of digital, compressed music to play back on computers or personal CD and DVD players that support CD-CA disc types. CD-CA is also referred to as **CA (Compressed Audio)**.

Note: The CD-CA specification is proposed by OSTA. Personal devices supporting CD-CA discs should begin appearing in the latter part of 2001. Computers with player software such as Windows Media Player 7 or WinAmp can play CD-CA discs. Some DVD or personal devices can also play CD-CA discs if they support .mp3 or .wma file playback. Please check with the device manufacturer to ensure that your DVD or personal player supports playback of CD-CA discs or .mp3 files.

Video and Slide Show CDs

Image Files — Files that you can use to view digital pictures and to create a slide show:

.bmp: Bitmap files are the basic graphics format used in Windows. You can create bitmap files in MS Paint — an accessory program shipped with all versions of Windows and just about any computer imaging program will convert or export a picture file in a .bmp format. The .bmp file is not compressed. It is very common to use JPEG compression (see below) to reduce the size of a bitmap file.

.jpg: Developed by the **Joint Photographic Experts Group**, this is a compressed bitmap format that displays well on monitors. Because the compression greatly reduces file size, the .jpg format is widely used on the Internet. It is also the format used by most digital cameras. The quality of the .jpg file depends on the amount of compression used in its creation.

Video Files — Files that you can use to view digital video and to create VideoCD discs:

.mpg: Created by the **Moving Picture Experts Group**, the .mpg file is a standard for compressing video files that can also include CD quality sound. To create VideoCD discs, you need to use MPEG1 files.

Your slide show and video CDs created with SimpliCD Recorder can be displayed on a TV connected with a VideoCD or DVD player. Please check with the device manufacturer to ensure that your player supports VideoCD discs.

The Floppy CD

The ability to save files to a CD in a random or incremental manner and then relocate files is made possible by the logical file format of UDF coupled with packet writing technology.

UDF: Universal Disk Format defines a logical format for the CD that makes it possible to locate the placement of files and folders on the physical disc. Only Windows computers with UDF reader software or with Windows 2000 installed on the system can read UDF formatted CDs.

Packet Writing: UDF supports writing of data to a CD in increments. This means you can save your data files to a CD with the same ease as you would to a floppy . . . and just as quickly once the CD is formatted as a UDF disc. Formatting to UDF does use some of the disc's capacity. Formatting a CD-R disc takes a few minutes. Formatting a CD-RW disc can take between 20 to 50 minutes, depending on the speed of your CD-RW drive.

Using SimpliCD Recorder

The *SimpliCD Recorder* provides tools for recording and playing multimedia files on your PC.

Features of the Recorder

- Create audio discs (CD-DA and CD-Text)
- Create CD-CA (Compressed Audio) CDs
- Create picture slide show CDs.
- Create video CDs.
- Include Autostart on your slide show, video CD and CD-CA discs so that they will play automatically when inserted in a computer with SimpliCD or Windows Media Player 7.0 already installed.
- CD-CA, slide show and video CDs can be played back on your computer or on your TV through VideoCD and DVD players that support these formats.
- Create your own playlists and then record the playlist to a CD.
- Download song, title, artist, album and other information from the on-line CDDDB2 music database.
- Convert audio CDs to digital files by encoding to .wav, .mp3, or .wma formats.
- Use Guided Compilation for the easiest and fastest way to create an audio CD from songs located on multiple discs.

CD-R and CD-RW Suggestions

- Use CD-R when you want to play discs in personal CD players, such as home entertainment systems.
- Use CD-RW for temporarily storing your current projects or favorite lists.

The *SimpliCD Guide* walks you through step-by-step creation of all the various kinds of multimedia discs you can make using the SimpliCD Recorder.

Select the **For Consumer Electronics** option under "Making Discs" in the *SimpliCD Guide*.

The Two Modes of the Recorder

SimpliCD Recorder has two modes:

Use the Digital Media Recorder to

- Create, arrange and edit a playlist with music, digital pictures or video files.
- Play back or view an entire playlist or selected files and shuffle the play order.
- Burn an audio, compressed audio, picture slide show or video CD.



Digital Media Recorder mode (red)

Use the Disc Player to

- Listen to audio and compressed audio CDs.
- View picture slide show and video CDs.
- Encode digital music files (.wav, .mp3, .wma) from audio CDs to burn or keep as playlists.
- Download information about your audio CDs from the CDDDB2 music database.

Disc Player mode (green)



Switch between the two modes by clicking on the side rim.



Digital Media Recorder mode

Disc Player mode

How It Works

The burning of the new CD takes place in the Digital Media Recorder mode. (1) You collect the files you want. Use the Disc Player mode to collect songs from an audio CD. All other files or playlists are added directly in the Digital Media Recorder mode. (2) When you have the files you want to burn, you click Record in the Digital Media Recorder mode.

The following sections will guide you through the type of CD you want to create:

- Create an Audio CD, p. 16
- Create a Compressed Audio CD, p. 19
- Create a Slide Show CD, p. 20
- Create a Video CD, p. 21

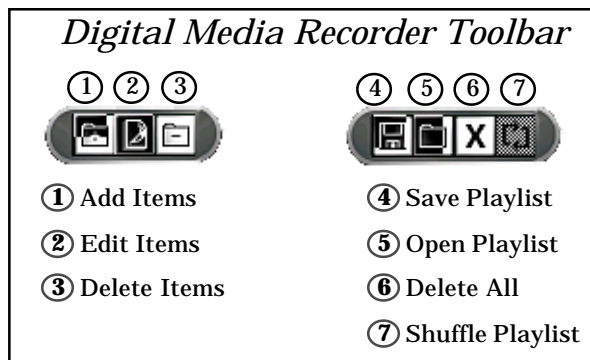
See additional information in these sections:

- About Playlists, p. 15
- Manual Editing of Title Information, p. 16
- Using CDDDB2, p. 18
- Program Options, p. 23
- Using Playback, p. 24

About Playlists

Digital files that you collect in the Digital Media Recorder mode make up your current playlist. You can use your playlists to listen to music and to view your picture slide show and video files. You can then record your playlists to a CD.

Note: Playlists that you plan to record must be either audio (.wav, .mp3, .wma) or pictures (.bmp, .jpg) or video (.mpg). A mixed playlist between audio, pictures, and video cannot be recorded.



The toolbar at the bottom of the Digital Media Recorder makes it easy to work with your playlist.

To Add Files to a Playlist

- Drag and drop audio files into the Digital Media Recorder window.
- Right click on a file and select **Record with SimpliCD**.
- Use the **Add Items** button.
- Load a previously saved playlist.
You can also open playlists created in Windows Media Player 7.0 and WinAmp.
Tip: If you plan to use a previously saved playlist, load the playlist first and then add other individual files as desired. Opening a playlist replaces all previous selections.
- Capture files from an audio CD. See *Starting Audio Capture* (p. 17).

To Arrange Files in a Playlist

1. Select the file(s) you want to move.
2. Drag the file(s) up or down in the list.
3. Release the mouse button.

Shuffle Playlist mixes the order at random.

To Save a Playlist

- Use the **Save Playlist** button.
By default, playlists in SimpliCD use the file extension .asx. Playlists with audio files can also be saved as .m3u or .pls playlists.
Note: If you rename or move a file that is in a playlist, you should delete the original file listing and add it in again with its new name and file path.

Manual Editing of Title Information



Properties window for title information

You can add and edit information about the title of an album and individual items:

- In Disc Player mode.
 - **Tip:** See *Using CDDDB2* (p. 18) to download title information from the Internet.
- In Digital Media Recorder mode.

To add or edit information:

- Highlight the item you want to edit.
- Right click and select **Edit** to make changes right on the screen or use the **Edit Item** button (Digital Media Recorder mode). To access the full information sheet, right click the item and select **Properties**. Use the arrow buttons to navigate from item to item.

Create an Audio CD

Where are you starting from?

If the songs you want to use are on an Audio CD, then start with the next section, *My Songs Are on an Audio CD*. If your songs are already in digital format (.wav, .mp3, or .wma), then start with the section *My Songs Are Already Digital Files* (p. 18).

My Songs Are on an Audio CD

Tracks on an Audio CD will have the extension *.cda* — Before burning a disc with your favorite songs, SimpliCD needs to convert these tracks to digital music files in the .wav, .mp3 or .wma format. The conversion process (ripping/encoding) is handled automatically in *Guided Compilation* and *Audio Capture* modes. You can convert tracks from one or more Audio CDs.

Note: Before you use *Guided Compilation* or *Audio Capture*, make sure you have enough room on your hard drive for the digital files. An 80-minute disc is equivalent to 700 MB. You will need to have enough space to store the temporary files used in Guided Compilation mode. You may need more space than this if you are capturing audio tracks for permanent storage with Audio Capture.

Starting Guided Compilation

Guided Compilation converts audio tracks to digital files (.wav format) and then deletes the digital files after you burn your new CD or you close the Recorder.

The digital music files created in Guided Compilation are temporarily stored in the Windows Temp directory. Use Guided Compilation when you want to use files on an Audio CD without saving the digital files on your hard disk permanently.

Steps for Guided Compilation

1. Click the **OAK** menu icon.
2. Select **Make Audio CD**.
3. Select **Guided Compilation from CDs**.
4. Select **to Audio CD**.

Continue with *Using Guided Compilation and Audio Capture* (p. 17).

Starting Audio Capture

Audio Capture converts the .cda audio tracks on an Audio CD to digital files that you store on your hard drive or other media of your choice. You determine where you want to store the files and in what format (.wav, .mp3 or .wma). Use Audio Capture when you want to keep the files for creating a playlist that you can listen to and use for burning.

Note: If you are capturing and storing just one file, it will be stored in the directory you assign. Multiple files are stored together in their own subdirectory.

Steps for Audio Capture

From the Oak menu

1. Click the **OAK** menu icon.
2. Select **Get Digital Audio from CD**.
3. Use **to WAV, MP3 or WMA file** — Or use **Capture entire CD** and then select the desired format.

From Windows Explorer or My Computer

1. Open Windows Explorer or My Computer.
2. Insert an Audio CD into your CD or DVD reader.
3. Right click on the drive icon.
4. Select **Get Digital Audio**.

Continue with the next section, *Using Guided Compilation and Audio Capture*.

Using Guided Compilation and Audio Capture

Once you have inserted an audio CD into your player, you can select the tracks you want to use.

With an Internet connection, you can click the **CDDB2** button to download information about the titles of songs and CD albums. See *Using CDDB2* (p. 18). See also *Manual Editing of Title Information* (p. 16).

When ready, follow these steps:

1. Insert the audio CD you want to use.
2. Select (highlight) the track(s).
3. Click the **Add to Compilation** or **Audio Capture** button.



Note: If you are using Guided Compilation, the button is called *Add to Compilation*. If you are using Audio Capture, the button is called *Audio Capture*.

If you are using Audio Capture, you will be prompted to save your file(s) in the directory of your choice.

The *Audio Capture* window reports on the progress.

4. Optional: Repeat Steps 1-3 to add tracks from other CDs.

Note: Be sure the total of your songs for Guided Compilation does not surpass the minute limit of the CD you are going to burn. You can check your playlist duration by switching to the *Digital Media Recorder* mode. As long as you still have room, you can return to the *Disc Player* mode to add more tracks.

5. When your collection is complete, click the **Record Mode** button. If you used Audio Capture, you will need to create a playlist for burning. If you used Guided Compilation, you can modify your playlist.

To create or modify your playlist, see *My Songs Are Already Digital Files* (p. 18) and continue with *Burning a CD* (p. 22).

Using CDDB2 (Disc Player Mode)

You can include more meaningful information than just a track number for these files. The `cdplayer.ini` file stores title information (track, title, artist, and album details) from the CDDB2 music on-line database and CD-Text discs and is the source of information for ID3 tags that you can display, edit and save. The `cdplayer.ini` file is located in your Windows directory; it is used by all your music players. ID3 tags are part of .mp3 and .wma files. In addition, .wav files that were captured using SimpliCD Recorder also contain ID3 tags.

The CDDB2 on-line database is a free service for your personal use. The Disc Recognition Service™ provides free downloading from their on-line database of information about audio CD and song, artist and album titles of audio CDs and individual songs, including the artist, genre and other details. The information you download is stored on your computer for all future use.

First-time Use of CDDB2

The first time you connect, you will need to register with a nickname and password. You need an Internet connection to complete your registration.

1. Click the **Program Options** button.
2. Select the **CDDB** tab.
3. Click the **Register User** button to connect to CDDB for registration.

Getting CDDB2 Information

You need an Internet connection to use this feature.

1. Enable **Use CDDB** in Program Options. See *CDDB Settings Window* (p. 23).
2. Open SimpliCD Recorder in Disc Player mode.
3. Insert a commercially purchased Audio CD.
4. Information is automatically saved into the `cdplayer.ini` file.



Click the **CDDB2** button on the lower left-hand corner of the Disc Player to access more information from the on-line music database:

- Info Browser
- Refresh CDDB Disc Info
- Display Full CDDB Disc Info
- Submit New/Changed Disc Info

To learn more about CDDB2, visit www.cddb.com or www.gracenote.com.

My Songs Are Already Digital Files

In the Digital Media Recorder, you can create a new playlist with your digital files or open a playlist you created earlier. The digital files you collect in the recorder make up the playlist that you can then burn to your CD.

The three possible starting points:

- **You are using Guided Compilation:** Your files will appear in a new playlist when you click to the Digital Media Recorder mode. You can add additional files and modify your selections. Do not open a new playlist as that will remove the files you collected in the Guided Compilation.
- **You have the Recorder already open:** Be sure you are in the Digital Media Recorder mode (red).
- **The Recorder is not open:**
 1. Click the Oak menu icon.
 2. Select **Make Audio CD** and then select the type of CD you want to make.

See *About Playlists* (p. 15) to add files and modify your playlist for burning. **To Burn:** See *Burning a CD* (p. 22).

Create a Compressed Audio CD (CD-CA)

You can create a Compressed Audio (CD-CA) CD with .mp3 and .wma files in much the same way as you create Audio CDs as described above. Please read more about CD-CA discs (p. 13) in the section *About Audio CDs*.

Reminder: You cannot use .wav files to burn to a Compressed Audio CD.

To Use Guided Compilation

Follow the directions for *Starting Guided Compilation* (p. 16). In Step 4, select **to CA (Compressed Audio) CD** in the Oak menu.

Note: “Guided Compilation to CA (Compressed Audio) CD” creates .mp3 files.

To Use Audio Capture

Follow the directions for *Starting Audio Capture* (p. 17). Be sure you use the Program Options button to verify that you are capturing to either .mp3 or .wma file types (See *Capture Settings Window*, p. 23).

To Use .mp3 and .wma Files You Already Have

Use your .mp3 and .wma files as described in *My Songs Are Already Digital Files* (p. 18). If the Digital Media Recorder mode is not opened:

1. Click the Oak menu icon.
2. Select **Make Audio CD**.
3. Select **MP3, WMA to CA (Audio Compressed) CD**.

See *About Playlists* (p. 15), *Using CDDb2* (p. 18) and *Manual Editing of Title Information* (p. 16) for features to use in preparing your CD-CA disc.

Note: When you are ready to burn your disc, you will use the selection **Compressed Audio (MP3, WMA)** in the burn window.

To Burn: See *Burning a CD* (p. 22).

Create a Slide Show CD

You create a picture slide show CD with .bmp and .jpg files.

- From the Oak menu: Click **Slide Show CD**.
- Or start with the Recorder already open: Make sure you are in the *Digital Media Recorder* mode.

To Add .bmp and .jpg Files — Do any of the following:

- Drag and drop files into the window.
- Right click on a file and select **Record with SimpliCD**.
- Use the **Add Items** button.
- Load a previously saved playlist.

Note: Since TV sets cannot display high resolution pictures, your .jpg and .bmp files cannot exceed 640x480 resolution. If your picture is at a higher resolution, SimpliCD Recorder will automatically center and resize the picture during the burn process.

Naming your pictures: You can assign names or titles for each picture by right clicking on the digital file in your playlist and selecting **Edit**. These names will be written to the Slide Show (VideoCD 2.0) disc and displayed for two seconds during the slide show playback when viewing the created CD.

Note: The picture names are not displayed if you view still pictures rather than a slide show, nor are they displayed during viewing in the Digital Media Recorder before burning.

Tip: Save your images to a playlist. That way you can keep a working selection of files even as you are still doing last minute touch-ups to your presentation.

See *Slide Show Settings Window* (p. 23) for other options.

Picture Slide Show CD Playback

SimpliCD creates your slide show discs to the VideoCD 2.0 specification. If you play your slide show CD on a VideoCD 2.0 compliant DVD player or software, the presentation will begin with a menu that displays all the pictures by numbers. Since the number of pictures burned onto the CD may exceed the space limitation on the screen, use the Next and Previous controls in your software or remote control to navigate between different menu screens. From the menu, you can either select a specific picture number to display the still picture or you can choose to play all the pictures as a slide show by selecting the appropriate number. The number assigned to the slide show is one higher than the total number of pictures you have on your CD.

If the DVD player or software on the computer supports only VideoCD v1.1, you will still be able to enjoy the slide show disc experience. Menus and still pictures, however, will not be displayed. The player and software determines how many choices you are given during playback.

To Burn: See *Burning a CD* (p. 22).

Create a Video CD

You create a “movie” CD (VideoCD v1.1) with the compressed video file(s) that use the .mpg extension (MPEG1 files).

- From the Oak Menu: Click **Make Video CD**.
- Or start with the Recorder already open.
Make sure you are in the *Digital Media Recorder* mode.

To Add .mpg (MPEG1) Files — Do any of the following:

- Drag and drop files into the window.
- Right click on a file and select **Record with SimpliCD**.
- Use the **Add Items** button.
- Load a previously saved playlist.

Note: If your playlist contains a file that is not proper MPEG1 bit rate (176 kb/sec), SimpliCD Recorder will not be able to create the video CD. When you try to record, a message notifies you that an unusable file is detected. You can then use other software to convert the file or remove it from the playlist.

To Burn: See *Burning a CD* in the next section.

Burning a CD

The Digital Media Recorder (red) mode handles the burning of your music, video and picture slide show CDs.

1. Collect your files for your audio, video, or slide show CD as described above.
2. Optional: Insert or edit the title and related information. (Refer to the section describing the disc type you are creating. See also *Manual Editing of Title Information* (p. 16).
3. Optional: You can **Save Your Playlist** (unless you are working with a Guided Compilation).
4. Optional: Use the **Program Options** button to select
 - Destination Drive
 - Speed
 - Test Before Recording
 - Prevent Buffer Underrun
7. Optional: Click the **Advanced** button to set
 - Test Before Recording.
 - Prevent Buffer Underrun.

See *About Burn Options* (p. 10).

Printing Options:

- Print Cover.
Click the **Print Cover** button to enable printing of a jewel case cover. The printed information is obtained from the playlist. A window opens for setting print options:
 - Title Font
 - Track Font
 - Skip Printer Dialog
 - Print Two Pages
 - Print Borders
 - Print Cutmarks

See *About Burn Options* (p. 10).



The Record (burn) button

5. To burn your CD, click the **Record a CD** button.
6. In the *Burn* dialog window, select the type of CD to create:
Note: If you started from the Oak menu, the appropriate CD type is already selected. Click the **OK** button to continue.
 - **Audio (Redbook/CD-Text)** for an audio CD. If your audio files include title information, SimpliCD will create a CD-Text if your drive supports it. If there is no title information or if your drive does not support writing CD-Text format, SimpliCD will create a standard audio CD.
 - **Compressed Audio (MP3/WMA)**
Your files must be in the .mp3 or .wma format.
 - **Video Disc (VideoCD 1.1)** For .mpg files.
 - **Slide Show Disc (VideoCD 2.0)** For .jpg and .bmp files.

If you are using a CD-RW that already has data on it, SimpliCD Recorder will prompt you to erase the disc with either **Quick** or **Full Erase**. See *About Erasing* (p. 12) for more information.

8. The Recorder reports the completion of the burn. Click **OK** and your disc will be ejected.

Program Options



The Program Options button is available in the Disc Player and Digital Media Recorder.

General Settings Window

- **CD Drive for Playing** allows you to select which drive on your system (if you have multiple drives) is the default reader/player.
- **CD Drive for Recording** allows you to select which drive on your system (if you have multiple drives) is the default recorder.
- **Speed for Recording** allows you to set the default recording speed for your recorder.
- **Auto Play.** When enabled, Digital Media Recorder will start to play the digital file(s) that are added to the playlist.

See *About Burn Options* (p. 10):

- Test Before Recording.
- Prevent Buffer Underrun.

Capture Settings Window

- **Default Types** allows you to set the default file type (.wav, .mp3, or .wma) that will be used during Audio Capture.
- **Sample Rate** (kHz) refers to the data amount and frequency for converting audio tracks into digital format — In other words, how much data will be picked up during the encoding process and how often that data will be picked up. Higher sample rates mean better quality but larger file size.
- **Channel** refers to sound quality for audio tracks encoded into digital files such as stereo or mono.
- **Bit Count** (Kbit) determines how much data will be picked up a specified number of times per second. Higher bit count means better quality but larger file size.

	Sample Rate (kHz)	Bit Count (Kbit)	Channels
.mp3	22, 44	96	mono, stereo, J-stereo
.wma	44	64, 96, 120	stereo
.wav	11, 22, 44	8, 16	mono, stereo

- **File Names:** Select whether the captured file name should be the song title or the track number. Song titles are only available if information has been downloaded from the CDDDB2 database, if the source disc is a CD-Text format and the reader supports CD-Text, or if you manually edit the song information before saving.
- **Error Correction** is available only with drives that support automatic bit alignment and reporting read errors. This feature is grayed out when the drive used is not recognized by SimpliCD as supporting error correction or was not yet qualified.
- **Always Create a Compilation Disc:** This should be enabled if you always want to use Guided Compilation when making Audio CDs from songs on multiple discs. Do not enable this process if you want to capture audio tracks to store on your computer for future use.

Slide Show Settings Window

- **Display Still Image as Slide Show** refers to playback of .jpg and .bmp files from the playlist in Digital Media Recorder. When Play is selected, all digital picture files in the playlist will be played back as a slide show.
- **Seconds to Display Each Image** affects the preview of your slide show in the Digital Media Recorder.
- **Making Slide Show CDs** refers to settings that will be used during the recording process to a CD.
- **Seconds to Display Each Image** affects how the slide show is displayed from the recorded CD when viewing on a computer or on a TV with a DVD player.

CDDDB Settings Window

- **Use CDDDB:** Allow title information to be downloaded from the music database .
- **Register User:** All users connecting to CDDDB2 must be registered.
- **Proxy Settings:** Please consult your network administrator for assistance if you need a proxy connection.

Using Playback

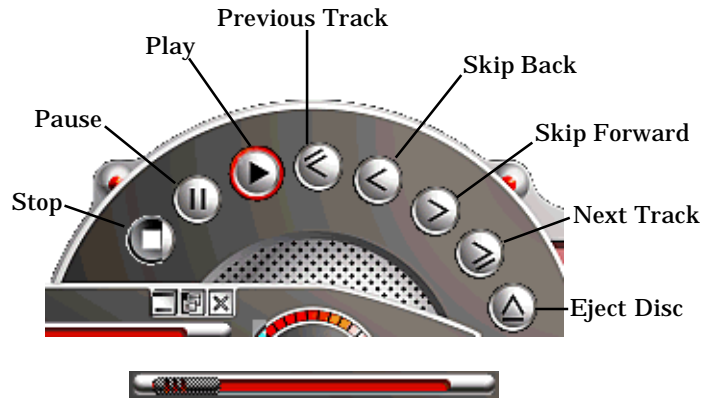
Playback is available in both modes of the SimpliCD Recorder.

Use the Disc Player mode to

- Listen to CD audio discs.
- View picture slide shows you made in SimpliCD.
- Watch VideoCDs.

Use the Digital Media Recorder mode to

- Listen to .wav, .mp3 and .wma files.
- View pictures in .bmp and .jpg format.
- Watch videos in MPEG1 format.



Position Bar slides to desired location.



Volume Control adjusts the sound level for the PC's sound card and effects the entire PC.



Elapsed Time Display

Track Counter

The Time Display tracks the time for individual tracks and for the entire list by counting up or counting down. Click the Time Display to switch between counting up and counting down modes.

Starting the Playback

- Click the **Play** button.
- To play selected tracks or files:
 1. Select the item(s) you want to play.
 2. Click the **Play** button or right click and select **Play**.

Other Ways to Use Playback

To play an audio, video or slide show CD

- In Windows Explorer or My Computer:
 - (1) Right click the CD or DVD drive icon.
 - (2) Select **Play with SimpliCD** menu.

To add and play digital file(s)

- Drag files into the Digital Media Recorder.
- Right click on a file and select **Record with SimpliCD**.

See also *General Settings Window* (p. 23, "Auto Play").

Using SimpliCD ROM

Use **SimpliCD ROM** to create a data CD that can serve as a backup or archive of your computer data or to share data with others on different computers.

Features of SimpliCD ROM

- A disc mastering utility that makes a data disc — You can use the disc as a “master” to copy files to other locations with the widest compatibility with other computers. Any kind of file which can be stored on your hard drive can be copied to the CD.
- MultiSession: You can burn your files in different sessions — In other words, you don’t have to create the CD all at once. You can keep adding new files until your disc is full.
Note: This feature is only available if the Close Disc function is not enabled.
- Including or excluding files: Files recorded in earlier sessions can be included in the layout or burn list when adding files to a disc in a new session. Or you can exclude the earlier files — Suppose you had burned an earlier version of a file that you no longer want to see (or have anyone else see). Whenever you burn in a new session, you are given the option of including or discarding files previously burned. Files that are included from previous sessions appear grayed out in contrast to the bold appearance of the files from your new session. This makes it easier to distinguish the new session files from those being included from earlier burns.
- Create discs that can be read on Windows computers only or discs that can be read on all platforms.

CD-R and CD-RW Suggestions

Use a CD-R for a disc

- To give to someone else.
- To use as a permanent archive that you want to protect from any changes.

Use a CD-RW for a disc

- To create a temporary backup of important files or to make a test CD before making a permanent one with a CD-R disc. You can erase and reuse a CD-RW disc as needed.

The *SimpliCD Guide* walks you through step-by-step creation of discs using SimpliCD ROM.

- Select the **For Computer** option under “Making Discs” in the *SimpliCD Guide*.
- Click the **Guide Me** button on the SimpliCD ROM toolbar for context-sensitive help.

How It Works

SimpliCD ROM acts a folder for the collection of files you want to burn — Use this folder to collect your files just as you would with any folder on your system. Your selected files make up the “layout” which you can then burn when you’re ready.

The **Make Data CD** option in the Oak menu option will open Windows Explorer with the SimpliCD ROM folder selected.

If you insert an empty CD-R, the OAK menu will appear and you can select **Make Data CD**.

About the Layout

The *layout* is the collection of files you will burn. You can add files to your layout — even without opening the SimpliCD ROM Folder.

Adding Files to the Layout

From the Desktop or Windows Explorer

- Drag and drop files and folders to the SimpliCD ROM folder icon.
- Right click on your file(s) or folder and select **Send To** and then **SimpliCD ROM**.
- Copy (or cut) and paste files or folders into the SimpliCD ROM folder.

Inside the SimpliCD ROM folder

To open the folder: Double click the SimpliCD ROM icon. You can see files you have already collected.

- Drag and drop files and folders into the SimpliCD ROM folder.
- From the menu: (1) go **File > Add Files to disc layout...**; (2) Select your file(s) in the *Open* dialog window; (3) Click **Open** to add the file(s).

Note: Right click on the files and folders to rename or delete them or to create new folders.

Note: For the layout list to work, the files in the set must not be moved or renamed on your hard drive. If necessary, you should delete the original file listing and add it in again with its new name and file path.

Other Tools for the Layout

In SimpliCD ROM you can use the File menu, in the Content menu (when you right click), and on the toolbar.

Delete an item from the Layout:

Highlight the file(s) or folder(s) and right click. Select **Delete** from the right-click menu.

Start a new Layout:

Click the **New Disc** icon or go **File > New disc layout**. This deletes the current files from the layout.

Save a Layout:

Go **File > Save disc layout...** and then select a name and a location for saving. The file is saved with the extension *.scd*. By saving the layout, you can come back and burn it at a later time.

Tip: Save the layout of files that you back up regularly.

Open a Layout list:

Go **File > Open disc layout...** to restore a previously saved layout list to the current work area for burning.

Burning the CD

After you select your files, you are ready to burn.

- From the desktop: Right click the SimpliCD ROM icon and select **Burn disc**.
 - Inside the SimpliCD ROM folder: Click the **Burn Disc** icon on the toolbar.
 - Inside Windows Explorer: Click on the SimpliCD ROM folder and use the **Burn Disc** icon on the toolbar — Or, you can right click the folder and select **Burn disc**.
- SimpliCD ROM will guide you through the burn process. In most cases, you just accept the default settings.

The Burn Process

1. If you have previously burned files to the disc, you will be given the option of retaining the files or discarding them. To retain the files, answer **yes** to the question “*Would you like to include these files in the disc layout...*”
If you are using a CD that is not closed but that has previously burned files, you can use the F5 key to bring up the option for retaining files. Otherwise, you will be prompted about retaining files when you click Burn Disc.
Tip: You can include all the files from the previous burn and then selectively delete from the layout the ones you no longer want to remain visible. You can also rename files and rearrange your files and folders.
2. You can supply an optional Disc Volume Label.
3. You can use Advanced Settings — See *Settings and Options* below.
4. If you are using a CD-RW disc that already has data on it, you will be given options for erasing. See *About Erasing* (p. 12). The erasing is handled automatically as part of the burn process. CD-R discs cannot be erased.
 - **Quick Erase** (Default)
 - **Full Erase**
5. The *Write Status* displays the progress.
6. Click **OK** to the *Write Successful* message.
7. Click **Close** on the *Write Status* window. Your CD is ejected from the drive.
8. A message asks about clearing all files from the layout. This removes the files you just recorded from the SimpliCD ROM folder so that you can start a new layout for your next burn.

Settings and Options

SimpliCD ROM provides an automatic burning sequence that does not require setting any special options. However, you can customize the burn to meet your specific needs.



You can access settings from the **Options** button on the toolbar and from the **Advanced Settings** button when burning to a disc.

- **Select drive:** If your PC has more than one CD recorder, you can choose which one to use.
See *About Burn Options* (p. 10).
- **Write Speed.**
- **Prevent Buffer Underrun.**
- **Test Before Recording.**
- **Close Disc:** Use this option if you want to prevent any further additions (sessions) to the CD. Both CD-R and CD-RW discs can accept the burning of files in different sessions so that you can add new files at any time as long as there is still room on the CD. If you want to prevent any further additions, then check the option to Close Disc. See *The CD-R Disc* (p. 9).
- **Note:** CD-ROM drives can read the disc whether or not it is closed. The SimpliCD default is to close the session (see below) but it does not close the disc unless you select the Close Disc option.
Note: You can close CD-RW discs but since CD-RW discs can always be erased, closing does not protect them from further changes. Use CD-R discs for archiving where you do not want any further changes made to the disc.
- **Close Session to:** Closing the session happens automatically when the burn is completed. The session is always closed so that the disc can be read on other drives and systems. The options in the drop-down box cover the logical format you want for the disc. See *About Data CDs* (p. 12).
 - **ISO Juliet** (default)
 - **ISO 9660**

Using SimpliCD Copy

Use SimpliCD Copy when you want to duplicate a CD. You can copy a CD using either a CD-ROM, a CD-RW or a DVD-ROM drive as a source and a CD recorder drive as the destination. If you only have one drive (your CD recorder), you can use this drive as both the source and the destination.

For step-by-step directions, select the **Copy Disc** option under “Making Discs” in the *SimpliCD Guide* or use the **Guide Me** button in the SimpliCD Copy window.

Features of SimpliCD Copy

- You can make backup copies of data CDs, audio CDs, picture CDs, and video CDs.
- Use a Temp Image if you do not have another CD or DVD drive to use as a source drive. The temporary image file is automatically deleted upon completion of the burn.
- You can copy the CD to your hard drive as an Image File and then burn at a later time.
- You can listen to an audio CD before copying.
- All audio CDs can be automatically converted to CD-Text format during the duplication. You can download information from the CDDDB2 music database before copying. See *Using CDDDB2* (p. 18).

Formats Supported for Copying

ISO:
 ISO 9660
 ISO Joliet
 Bootable CD (El Torrito)
 MultiSession
 CD-DA
 CD-Text
 CD Extra/CD Plus
 Mixed Mode (Orange Book)
 VideoCD v2.0
 PhotoCD (Kodak)
 HFS (Mac format)
 Hybrid (contains ISO 9660 data for PCs and HFS data for Macs)
 Rockridge (Unix format)
 CD-I

Making Your Copy

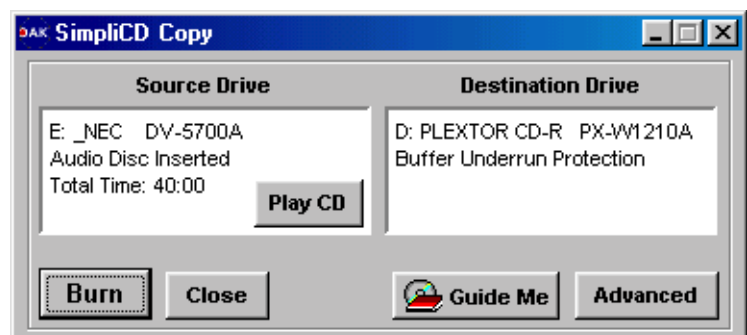
To Launch SimpliCD Copy

Do any of the following:

- Right click on the reader (or writer if you don't have a second drive to use as a source drive). Select **Copy CD** from the menu.
- Select **Copy a CD** from the Oak menu on the taskbar (near the clock).
- Go to **Start > Program > Oak SimpliCD > SimpliCD Copy**.

When you have two CD drives

1. Place the disc you want to copy in your CD or DVD reader drive (Source).
2. Place a blank disc in your recorder drive (Destination).
3. Click **Burn**.



Note: If your reader and writer are both IDE devices, please consult your CD-RW drive manufacturer or your drive's documentation for optimum configuration and system settings. We recommend having your writer configured as a master drive on the secondary bus and your reader configured as a slave on the primary bus. If both drives are connected on the same IDE bus, it may be difficult to accomplish recording at high speeds.

When you have only one drive

1. Verify you have free space on your hard drive — at least 700 MB if the source disc is full.
2. Place the disc you want to copy in your recorder drive.
3. Click **Burn**.

An image file (Temp File) is created and then you will be prompted to insert a blank CD. The Temp File is automatically deleted after the burn.

Additional Features and Options

- **Play CD** button is available when an audio CD (CD-DA or CD-Text) is in the source drive. Click to open the Disc Player mode of the Recorder to listen to an audio CD. To obtain information about your audio CD for conversion to CD-Text format during a copy, you can use the CDDDB2 on-line database to download song, artist and album titles. The conversion to CD-Text format will occur automatically and transparently without any prompting.
Note: CD-Text is not supported by all writers. If your writer does not support CD-Text, your source disc will be copied as a standard audio CD.

Advanced Settings

- **Source and Destination Drives:** Use the drop-down menus to make a selection when you have multiple drives on the system or to use an image file on your hard drive as the source or destination.
- **Use Temp Image:** Default is unselected if you have a reader and a writer. If you have only a writer on your system, this option is enabled by default. The Temp Image is also helpful on multiple drive systems when a source CD disc is very poor quality because of scratches, fingerprints or poor manufacturing process. By using a temporary image, you may have the best chance to backup your source disc. It may also be much faster than recording at 1x or 2x speeds.

See *About Burn Options* (p. 10) for these burn choices:

- **Test Before Recording**
- **Prevent Buffer Underrun**
- **Write Speed**
- **Copies:** Default is 1. If you choose to make more copies, SimpliCD will prompt you to insert new discs for each subsequent copy.

The Burn Process

If you insert a CD-RW that already has data on it, SimpliCD will handle the erasing as part of the burn routine. See *About Erasing* (p. 12). You can select either erase procedure:

- **Quick Erase**
- **Full Erase**

Overburn Support: SimpliCD Copy supports overburn. However, you need to check with your CD-RW drive and disc manufacturers to see if they support overburn.

Using SimpliCD ReWrite

SimpliCD ReWrite turns a CD-R, CD-RW, or a DVD-RAM into one big floppy. The packet writing technology with UDF (Universal Disk Format) used in ReWrite makes it possible to drag files onto the disc icon in Windows Explorer or use the disc as the location for saving files inside Windows applications.

Note: SimpliCD ReWrite is ideal for personal data backup and archiving. If you want to make a data CD to give to someone else or to read on a different computer, we recommend you use SimpliCD ROM instead.

CD-R and CD-RW Suggestions

- Use CD-R when compatibility or time is an issue. CD-R discs can be finalized to an ISO format as needed for compatibility with other Windows operating systems. They are also much faster to use. Formatting a CD-R disc for use with UDF software takes less than a few minutes, depending on the speed of your writer. The drawback is that CD-R discs cannot be erased and reused.
- The CD-RW is the ideal disc when you want to save files, edit them directly from the disc, and to archive personal data for use on your computer. With a CD-RW disc, you can reclaim disc space when deleting files or updating them, or even erase the entire disc. CD-RW discs do take longer to format before using and are not ideal for sharing data with other computers. To read UDF CD-RW discs, computers not running Windows 2000 need SimpliCD ReWrite software installed.

The *SimpliCD Guide* illustrates common uses for SimpliCD ReWrite.

Select the **Make a CD-RW** option under “Making Discs” in the *SimpliCD Guide*.

Formatting the Disc

Discs used with SimpliCD ReWrite need to be formatted to conform to the UDF specification. The UDF file structure which allows the disc to be used like a floppy uses some of the disc’s physical storage space. Formatting can be initiated through the Oak menu or directly through the disc icon in Windows Explorer or My Computer.

Performing the Format

1. Insert the CD in the drive. The system automatically detects whether your disc is CD-R or CD-RW.
2. Start with the Format Wizard or the Format Window.

To use the Format Wizard

From the Oak menu, select **Disc Utilities** and then **Format CD Like a Floppy**. This opens a Format Wizard which guides you through the process. *Continue with Step 3 on the next page.*

To use the Format Window, do one of the following:

- In Windows Explorer or My Computer: Right click on the drive letter where your disc is located.
- From the Oak menu (CD-RW only): Select **Drive Properties** and choose the drive that holds the disc you want to format. Then click the **Format** button.

Continue with Step 3 on the next page.

3. Formatting Options

- Use a label name.
- See a format report after formatting.

CD-R: All other options are dimmed.

CD-RW: See the chart on the next page.

4. Click the **Start** button.

Formatting Options for the CD-RW disc

Format Type

Random Access Data CD	Recommended. "Random Access Data CD" allows you to delete files and reuse the space.
Data CD	If you select the option "Data CD," you will not be able to reuse space taken up by deleted files. The Data CD option employs an incremental writing strategy, which in effect turns your CD-RW into a write-once disc like a CD-R.

Erase Method

<i>Format Wizard</i>	<i>Format Window</i>	<i>Explanation</i>
	Quick Format	This option is available if you already have data on the CD. The UDF structure is written to the disc but the data already on the disc is not erased. The disc is not checked for defective sectors.
Quick Erase	Erase and format (quick)	This erases only the Table of Contents of the CD and then performs a Quick Format (above). This is the quickest way to prepare a disc for reuse. If you experience problems during the format or during writing, you should try Erase and Format (complete).
Complete Erase	Erase and Format (complete)	This erases the Table of Contents and does a full format. The procedure checks for defective sectors. Sectors marked bad will not be used when writing data to the CD.

Saving Data to a Formatted CD

You can save and write data to a formatted CD in the same way as you would to a floppy or a hard disk. You can drag and drop, copy or cut and paste, or use the Save As option directly from your applications. Once your data is on the CD, you can rename and move or copy files, create folders, and delete files and folders.

Disc Management

CD-R Disc: Finalizing

Unlike CD-RW discs that always remain open with UDF format with packet writing software, CD-R discs can be finalized to ISO format. Discs that are finalized to ISO can be read by any Windows computer. No UDF reader software is needed.

Discs that are not finalized remain UDF discs and require UDF reader software. Windows 2000 includes UDF reader capability. A CD-R disc that has been finalized can be made writable again by formatting it as described above.

To finalize: Right click on the drive letter in Windows Explorer or My Computer and select **Finalize**.

DVD-RAM Disc: Defragmenting

You can add, update and delete files on your DVD-RAM disc. Depending on file size and location on the disk, data may not be stored sequentially — creating fragmentation much in the same as with your hard drive. To improve performance, you can defragment the disk.

To defragment: Go to **Start > Programs > Oak SimpliCD ReWrite > SimpliCD ReWrite Defrag**.

CD-RW Disc: Erasing

To erase: Do one of the following:

- From the Oak menu, select **Disc Utilities** and then **Erase CD-RW**.
- From the Oak menu, select **Drive Properties** and then click on your CD writer drive. In the *Properties* window click the **Erase** button.
- In Windows Explorer or My Computer, right click on the drive icon and select **Properties**. In the *Properties* window, click the **Details** tab and then click the **Erase** button.

Erase options: See *About Erasing* (p. 12)

- **Quick Erase**
- **Full Erase**

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