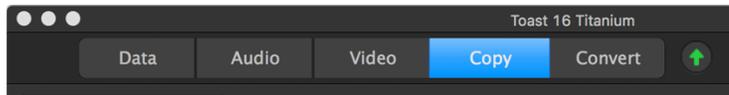# Copying a Disc
with Roxio Toast Titanium

Duplicate exactly whatever is on a CD or DVD, whether it's pictures, videos/movies, files, programs, etc.

1. Single click on the Toast icon toward the lower right of the screen.

2. Click the **Copy** button in the window that appears.

3. The CD/DVD drive is on the desk to your right. Open it using the eject button at the bottom of the Toast window.
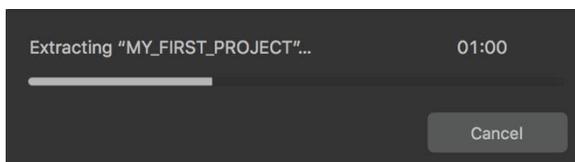
4. Insert the disc (either CD or DVD) that you want to copy. If it is a DVD, the DVD Player may open automatically when you insert it. If this happens, hit the **Esc** key (on the keyboard) and then click the red dot in the upper left of the DVD player window to close it.

   If you inserted a music CD, Toast may try to find the artist name, songs, album art, etc. from an online database. It may not be successful. You can ignore or close any messages related to this.
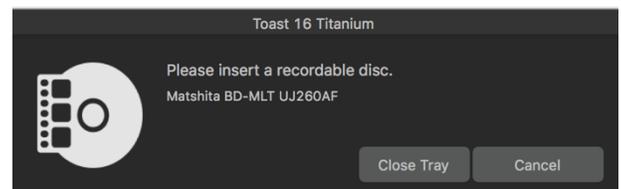
5. Toast should recognize the disc. If you need to burn multiple copies, highlight the default **Copies: 1** and type in the number of copies you need. Click **Copy** in the lower right.

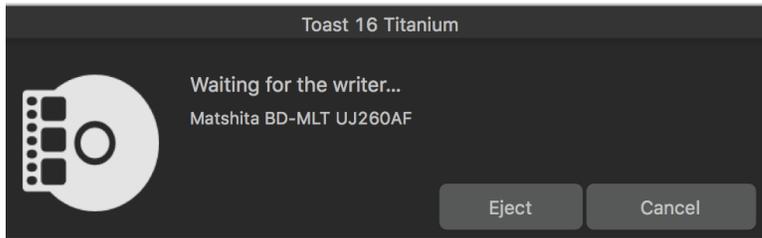6. Toast will extract all content from the disc.

7. Once that's done, the disc will automatically eject itself. Remove it and put in a blank disc of the same kind. Click **Close Tray** or push the tray to close it.
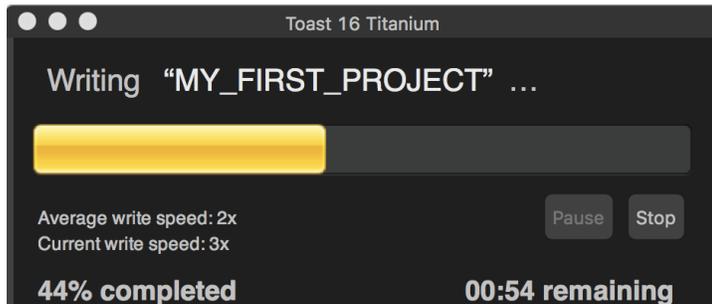
8. Toast will start working on burning the disc for you. Depending on the length of the content that's being copied over to the blank disc, it may take a while to burn.

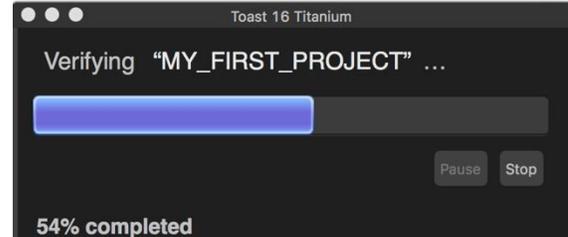9. There are a few steps before burning actually starts.

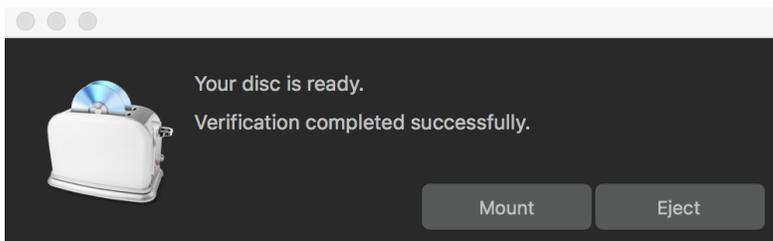10. You will hear the drive spinning when burning is actually occurring, and progress bars will appear.

11. The last step of burning **Writing Lead-Out…** may take a while. Be patient.

12. Next, Toast will verify the disc, checking for errors.

13. A message saying "**Your disc is ready"** will appear after verification. There are **Mount** and **Eject** buttons at the bottom. **Mount** will launch the disc on the computer. If you want to view or listen to it on the computer, click **Mount**. If not, click **Eject**. If you're burning multiple copies, Toast will now ask you to insert the next disc.

14. If you do not need to burn any more copies of the disc or if you have burned as many copies as you need, you can quit out of Toast.