1. Connect the CD-burner to the machine

   SCSI chains have electrical current running through their cabling. Consequently, it is possible to ‘fry’ your equipment if you connect it improperly. SCSI requires that the system be shut down.
   a) Turn off the system.
   b) Connect the cable from the device to the CPU.
   c) Turn on the device.
   d) Wait 10 seconds for the device to warm up (hard drive to spin up, if present) and proceed to step 2

2. Make sure Extensions are set for CD authoring
   a) with machine still off, turn on while depressing the space bar. This will open the extensions control panel.
   b) Choose a pre made set (the machines here at MIDC have a set titled ‘CD burning’) or shut off all non-essential extensions such as networking, printing, virus checking, etc. Be sure to leave on the CD driver, QT driver, and display drivers. (not essential, will just make it easier to view your progress)
   c) choose continue at the bottom of the extensions manager

3. Select Adaptec Toast as the application to create the CD
   a) Two methods:
      i) on the Launcher, select Utilities button
      ii) Under the Apple on menu bar, select the path Applications->Utilities->Toast Folder->Adaptec Toast

4. Setting up CD format and Data
   a) Select format
      If burning a PC or a cross-platform CD, select ISO 9660.
      i) Under format in the menu bar, select ISO 9660.
   b) Selecting Data.
      The window says drag and drop to window - however, this will change the format to Mac files and folders. It is best to
      i) select the ‘data’ button
      ii) drag the data folder or disk icon to the new window
   c) If desired, rename the CD
      The program automatically gives the CD the name of the source volume.
      i) Double click on the CD icon
      ii) enter the new name in the pop-up window
   d) select done
5. Check speed  
   This test will check to make sure the disc will be written correctly. 
   This will take the same amount of time as the final burn

6. Write CD  
   a) select how to finish the CD - write CD or write session.  
      i) select ‘write session’ if you plan to put more data on the 
         disk at a later time (generally, if you have only a small 
         amount of data it is a good idea to do this.  If you have 
         600 MB or more, choose ‘write disc’
   b) insert disc and off you go!  
   c) system will automatically verify the recording once write is complete