



Using Adaptec Toast...

Handout by Andy Lock

To back-up your
work to CD

About CD writing

Unfortunately there isn't enough space on the TV and Film external hard drives for everyone to store their movies and clips etc. indefinitely. To stop the hard drives from getting completely clogged up and to allow you to keep a copy of your files for yourself, a number of the Macs have CD writers attached to them.



The CD writers attached to the TV and Film machines vary. There are numerous designs and models (Pictured above is a typical example), but they all work in the same way and all use the same software.

To write your work to CD you also need a blank CD, like the one shown above. Each blank CD can store up to 650Mb of information. All the CD writers use standard blank CDs. These are available for about £1 each from local computer stores.

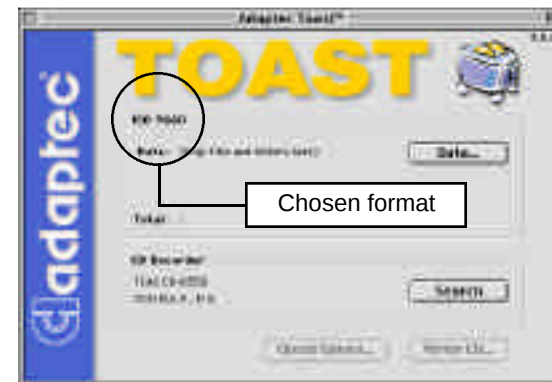
About Adaptec Toast

Adaptec Toast is the software currently used by all of the TV and Film machines to write work to CD. It is a simple to use and reliable application which allows you to create CDs readable on both Macs and PCs.

To launch Adaptec Toast, find its icon among the applications in the Apple menu and click to select the application.

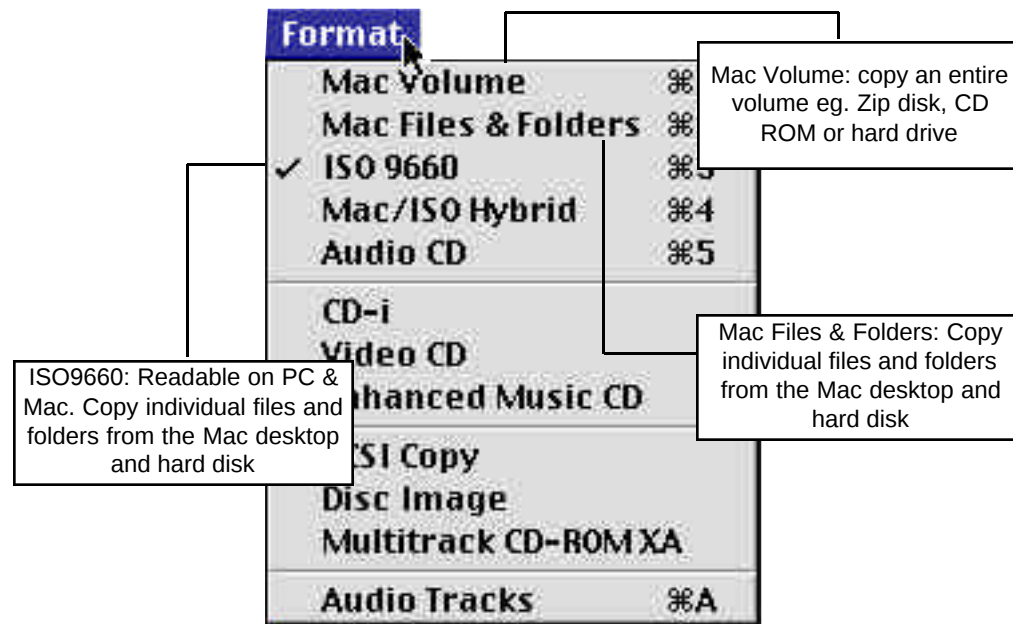


Launching Adaptec Toast opens the application's main window. Shown below. With the main window open the first thing to do is select the format we want to use for our CD. The choice of format will dictate which computers will be able to read the data on the finished CD.



Selecting the right format for your CD

Selecting the right format for your CD should be your first step. To choose a format, select one of the options from the format menu. Different formats allow the data on the CD to be read by different computers and operating systems. There is a wide variety of formats available but there are three in particular which you will use for storing data, they are **Mac Volume**, **Mac Files and Folders** and **ISO9660**.



Mac Volume allows you to copy an entire Mac Formated volume such as a hard disk, a Zip disk or a CD ROM. You cannot though copy part of a volume, that is individual files and folders, using this option (Using this option you can also create a CD from which you can 'boot' up your machine). CDs created using this option can only be read on a Mac.

Mac Files & Folders This option allows you to copy individual files and folders from a Mac's desktop or hard disk onto the CD. CDs created using this method can only be read on a Mac

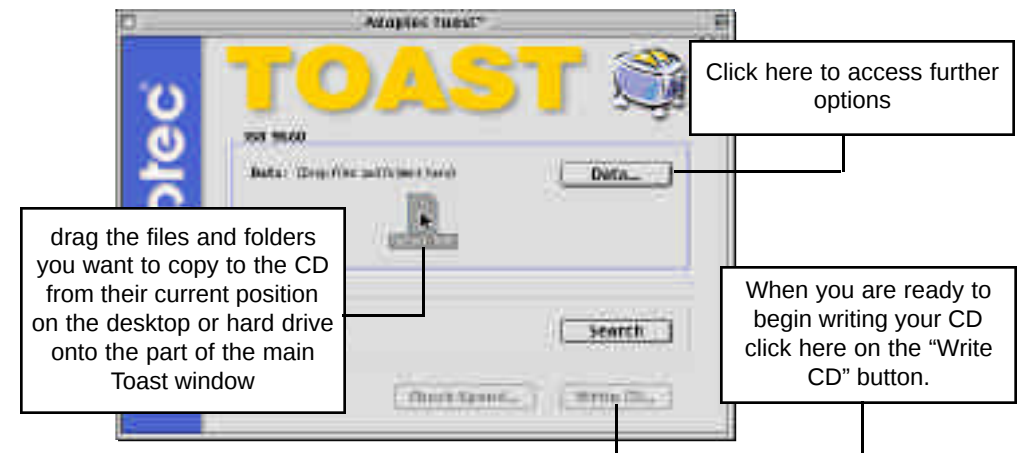
ISO9660 With a user friendly name like this, you know you're dealing with something that works on a PC and sure enough CDs written using this format are readable on both Mac and PC (Windows only). As with Mac Files and Folders, ISO9660 allows you to copy individual Mac files and folders to your CD.

Writing a CD: an example

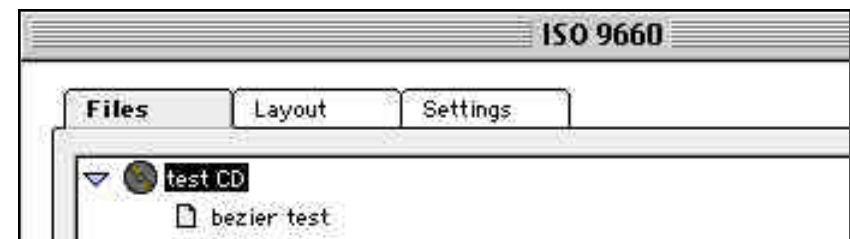
- 1/. Open Toast from the Apple menu
- 2/. Choose your preferred format (see details opposite).

In this example we have chosen ISO9660 for our example. Most of the information that follows also applies to the other formats detailed opposite, but where there are differences in procedure between formats details of the differences are given.

- 3/. Select the files to be written onto the CD. The simplest method of selecting files and folders for your CD prior to writing it, is to drag the files from their current position on the desktop or hard drive onto the part of the main Toast window labelled: "Data: (drop files and folders here)". This dragging process can be repeated until all the files you want on the CD have been placed onto the Toast Window. This process is the same regardless of the format you have chosen.

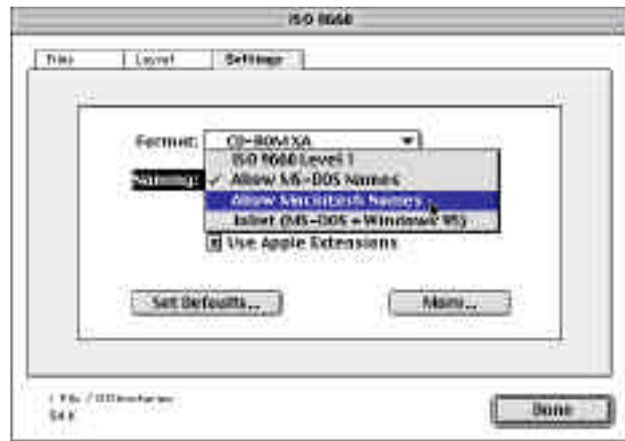


- 4/. **Before clicking on the "Write CD" button** to begin the CD writing process there are a number of other options which you can explore. These options can be accessed by clicking on the button labelled "Data". This will open the windows shown below:

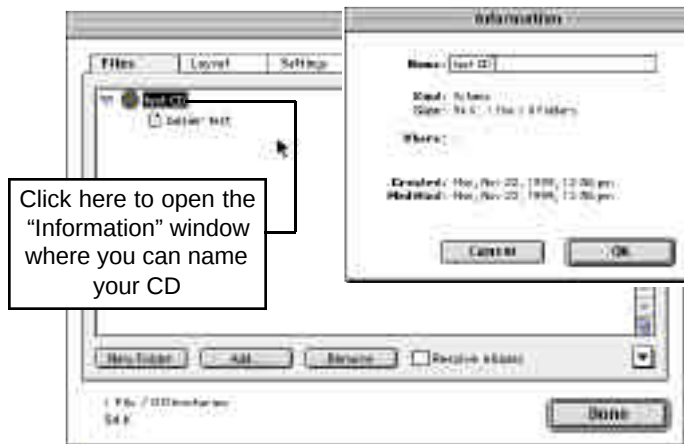


Checking Options before writing

1/. Allowing Macintosh names. Having clicked on the “Data” button in the main Toast Window to reveal the Files, Layout and Settings windows (shown below), select the “Settings” tab by clicking on it. Because we are writing an ISO9660 CD we have to “Allow Macintosh Names”, that is prevent Toast from compressing longer Mac file names to the old eight character DOS names. *This step is not relevant if you are using Mac Files and Folders or Mac Volume formats*



2/. Naming the CD. You can give a name to the CD you are going to write. To do this, click on the “Files” tab, then double click on the letters to the right of the CD icon, this will launch the “Information” window where you can type in a name for the CD.



When you're finished with these options, click on the “Done” button to return to the main Toast Window.

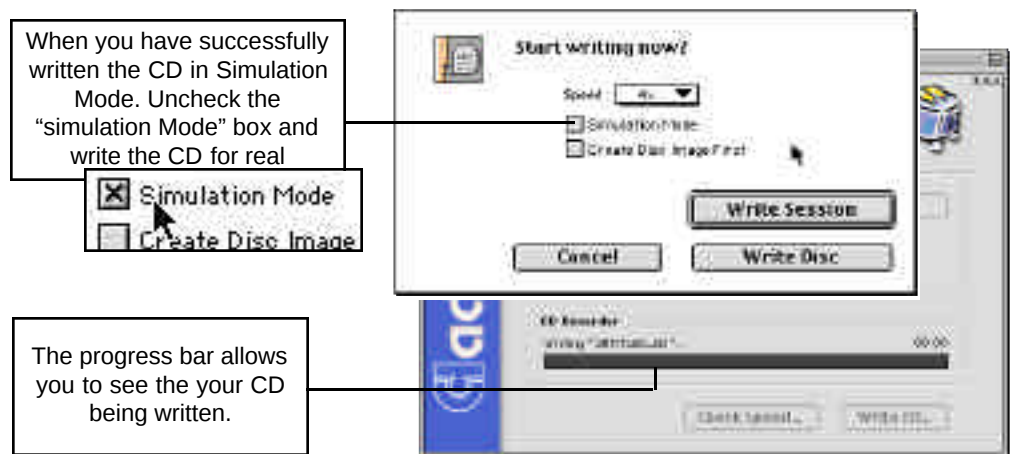
Writing the CD

Back in the main Toast CD window, click on the “Write CD” button to begin the writing process. This will open the “Start Writing Now ?” Window.



In the window labeled Start Writing Now ? you can make a number of choices (shown below). Firstly you can check the “Simulation Mode” box, which, when you select “Write CD”, will prompt the CD writer to do a complete rehearsal of the CD writing process without performing the process for real. This is a way of checking that your CD will write successfully, but it is time consuming and is not an absolute guarantee.

You can also select Write Session or Write Disc. “Write Session” will allow you to add more material to your CD in the future. Choosing “Write Disc” will make this current data the only data you can write to your CD. When you click on either of these options, the writing process begins. You can view progress in the progress bar at the foot of the main Toast Window, shown below. You cannot pause or stop the writing process.



Toast will prompt you to Eject your finished CD when the process of writing it is complete. You can then Quit from Toast. You do not need to save any files before doing so.