

Burning CDs/ DVDs Using a ShowCase® Staging Folder (for referring physicians or for submission for accreditation)

NOTE: There are troubleshooting tips that address DVD burning problems at the end of this document.

Who should use this guide: This guide gives instructions for burning CDs or DVDs on computers that do NOT include the Windows® integrated “CD Writing Wizard” for CDs or the DVD wizard for DVDs. If your computer DOES have integrated writing, please see the separate guide for Burning CDs/DVDs Using ShowCase Integrated Burning.

WINDOWS 7 Users – Your computer has integrated CD and DVD burning. Unless the integrated burning has been disabled, please see the other CD/DVD burning guide.

WINDOWS XP, Vista Users – You should have integrated CD burning but NOT integrated DVD burning. Use this guide for burning DVDs. You can also use these steps for burning CDs on a PC with integrated CD burning disabled.

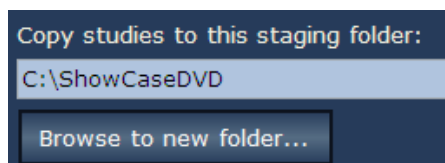
What you need to burn DVDs with ShowCase (Operating systems before Win 7)

- 1- ShowCase Premier must be installed on a computer that has an internal or external DVD burner.
- 2- DVD burning software – The appropriate software should have been installed along with your DVD burner hardware. (Examples: Roxio, Nero, DVD Power Burner, etc.) **Please start by becoming familiar with your DVD burning software.**

Overview: When you click on the Burn CD/DVD button in ShowCase you bring up a dialog that allows you to copy your selected studies into a staging folder. You can check a box to have the ShowCase Onboard Viewer copied to the folder as well. When you are ready, you can then launch your DVD burning software and copy the contents of your staging folder to a DVD. ShowCase sets up the folder for you, but your DVD burning software burns the DVD.

Steps to BURN DVDs or CDs on PCs That Do Not Have Integrated Burning

- 1- **First time only:** In Windows Explorer (“My Computer”), create a folder on your disk to use as your ShowCase DVD burning folder, a staging folder that holds the studies that will be written to DVD later. You can name it ‘ShowCaseDVD’ for example. (Make sure you have enough space on the disk that has your staging folder – 720 MB for CDs and up to 4.7 GB for DVDs.)
- 2- Run ShowCase Premier. Select a study (or multiple studies) from the study list and click the **Burn CD/DVD** button. This brings up a CD/DVD Burn Dialog. The bottom half of the dialog has options for copying studies to your staging folder (“ShowCaseDVD” folder or other name you selected).
- 3- Make sure that your staging folder is selected as the copy destination.



- 4- **First time only:** Use the **Browse to new folder...** button to find your staging folder. After the first time, ShowCase will remember the folder. (You can reset the staging folder at any time, by using the **Browse** button again to locate a new folder).

- 5- **Include Viewer** If you want to add the ShowCase Onboard Viewer to the DVD, make sure the checkbox for the viewer is checked. For example, the ShowCase Onboard viewer should be included on a DVD that will be submitted for accreditation.
Uncheck this box if you do not want viewing software included on the DVD.
- 6- Use the **Burn CD/DVD** button again to copy additional studies to this folder if you wish. You can also delete studies from the staging folder using the ShowCase **Delete** button.
- 7- Once all of your studies are in the staging folder, launch your DVD burning software to burn the DVD. Make sure that you have selected ALL of the files and folders in the staging folder to burn to the DVD. Do not include the staging folder itself, but include the full contents of the folder.
- 8- **IMPORTANT NOTE:** With most DVD burn software you must manually empty the staging folder when your burn is complete. AFTER the DVD is burned and ejected successfully you can return to the ShowCase DVD burn dialog and use the button provided to empty the folder (or you can empty it manually).

Staging folder currently contains 40 MB

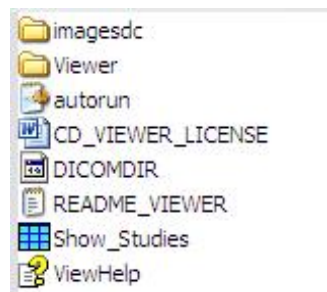
Empty

Troubleshooting Tips

If you do not have a Burn CD/DVD button on your Study Lists Window, then you are running ShowCase Basic or ShowCase Onboard software that does not include the CD/DVD burning feature. If you wish to upgrade to ShowCase Premier, go to our web store accessed from www.TriTech.com or email your order to Sales@TriTech.com.

If the **Include Viewer** button is disabled, ShowCase did not find the Onboard Viewer files on your computer and you may need to re-install your software.

If you have burned a DVD, but the Onboard viewer does not run automatically, OR if the software runs but no studies are listed, please make sure that you burned the ENTIRE contents of the staging folder to the DVD. If you show the DVD contents in an Explorer window (Double-click on "My Computer", then click on your DVD drive) you should see this:



If none of these files and folders are shown, check to see if you have a mismatch between the folder you are using in ShowCase and the folder you are using with your DVD burn software.

If some of the files are missing, check your DVD burning project again and add these files. ALL of the files and folders listed above must be present for the ShowCase Onboard Viewer to function properly.

If you insert the DVD into a PC and the viewer does not launch automatically, the PC may not be configured to autorun applications from DVDs. In this case, browse to the DVD and double-click on the file called Show_Studies. (This information is included in the README file on the DVD.)