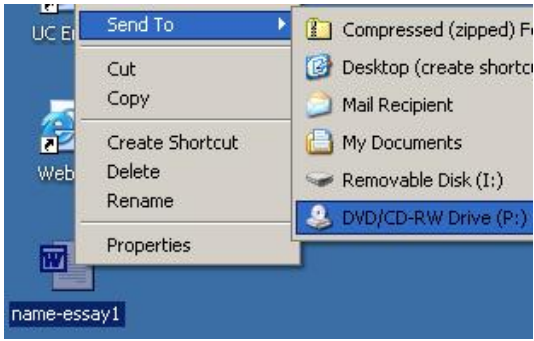


# **BURNING FILES TO CD**

(Currently Labs 350, 360, 361, Strebel, and some IITS laptops have this capability.)

- 1) Save your document or presentation as you are creating it. This helps prevent loss of data.
  - a. It is recommended that you save to the G drive (it is a location on the file server, and is labeled with your username in My Computer). If you must, save to the Desktop temporarily.
- 2) When you are complete, save your file for the final time.
- 3) Close the file and application which created it (i.e. Word, PowerPoint, Excel, etc.).
- 4) Locate your file (browse through My Computer to the location in which you've saved it) and RIGHT click on it.
- 5) Choose "Send To" and click on "CD Drive" (the description of the CD drive may differ).



- 6) To burn multiple files or folders repeat steps 4 and 5 as needed.
- 7) Insert a blank or rewritable CD into the CD drive if you have not done so already.
- 8) Open My Computer by double clicking the desktop icon.
- 9) Double click on the CD drive, usually drive P.
- 10) Your file(s) will appear under the "Files Ready to be Written to the CD" section.
- 11) Click on the "Write these files to CD" link on the left. This will open the CD writing wizard.



- 12) Enter a CD title or leave it as it is, and click Next.
- 13) The CD will burn. How long it takes depends on how many files you are saving and their size. When it is complete it will eject and you can hit Finish.
- 14) It is generally good practice to reinsert the CD and check to make sure files are now on the disk. They will now appear in the "Files Currently on CD" section.

## **Other Notes about CDs.**

- CD's are generally best for saving completed work. It is recommended that work in progress be saved on the file server (the G drive) or a thumb drive (AKA flash memory drive).
- Once you have put a file on CD it cannot be edited and resaved. If you wish to do so you will have to copy the file from the CD to the computer, edit the file, save it, and burn it to the CD with a different file name. For example the original file "example.doc" on the CD cannot be edited, but a new version of it, named "example2.doc" can be burned to the CD as described above.
- CD's, even CD-R disks which cannot be erased, can usually be written to until multiple times until they are full.
- CD-RW disks can be erased. If you have put a CD-RW disk in the computer then the CD-Writing Tasks window, as shown above, will show the option to "Erase this CD-RW." It is not possible to erase single files or folders, only the entire contents of the disk.