

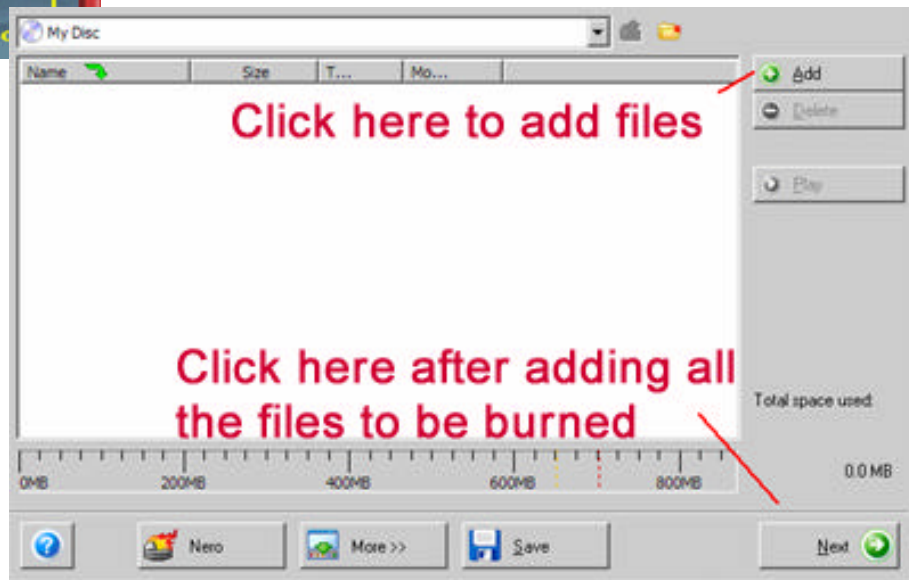
BURNING TO CD

There are three requirements that must be met before you can save (or burn) data to a CD. First you must have a CD or DVD burner. Secondly you must have CD or DVD burning software. This software is built into Windows XP. The library however has Windows 2000 and so we will be using a very popular piece of software known as Nero (as in the burning of Rome). Lastly you must have the data stored elsewhere (either on a hard drive, floppy disc, USB drive, or CD/DVD) to burn it to CD. To save data to a CD or DVD you must copy it from another source.

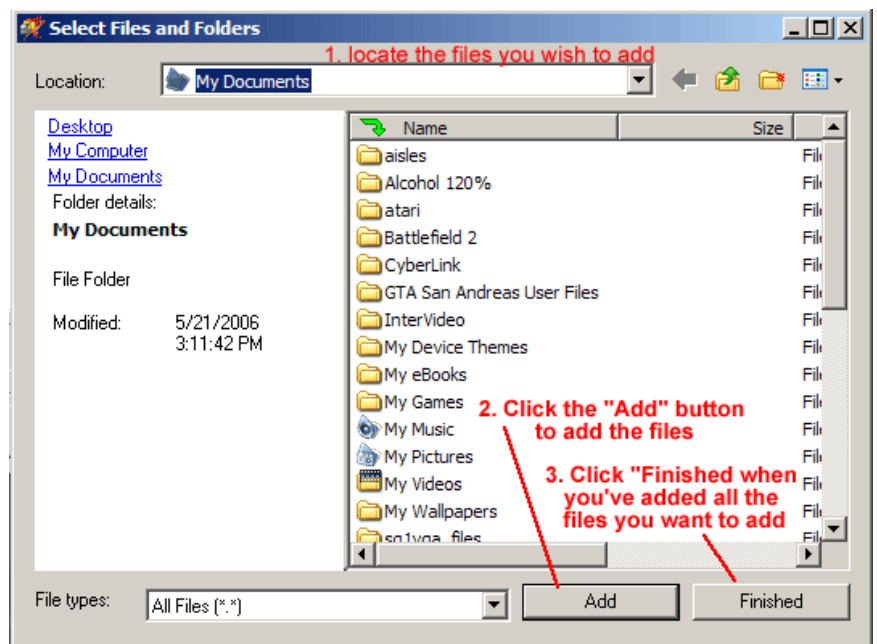


MAKING A DATA CD

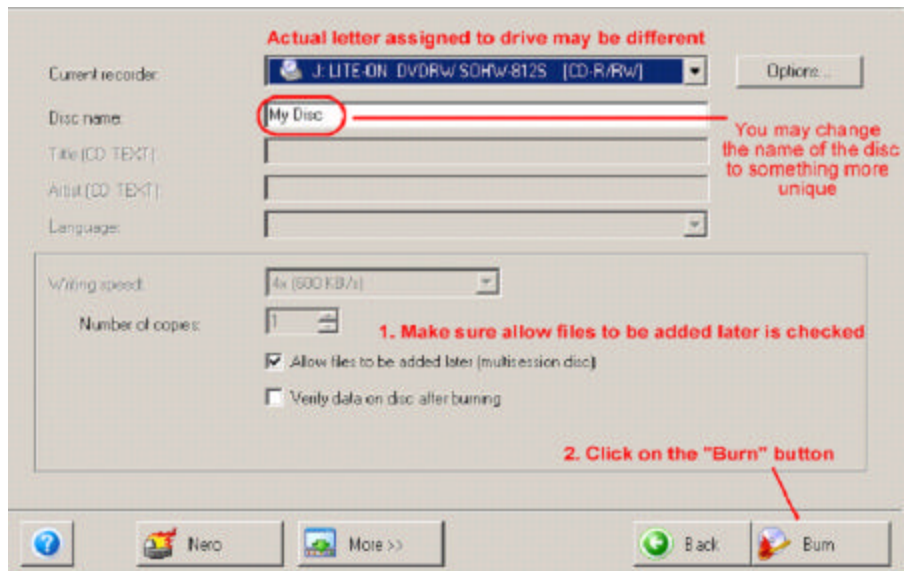
1. Double click on the icon labeled “Burn CD”
2. Select CD for the type of disc you’re going to burn.
3. Highlight the document icon and then select “Make Data Disc”



4. Next we need to list the files we want burned to the CD. In the next window click on the “Add” button.
5. In the new window locate the file you wish to add.
6. Now select the file or files you wish to add.
7. Click on the “Add” button to add them to the CD.
8. Once you’ve added all the files you want to burn to the CD click on the “Finished” button.
9. After you click on the “Finished” button you will be taken to the previous window. Click on the “Next” button.

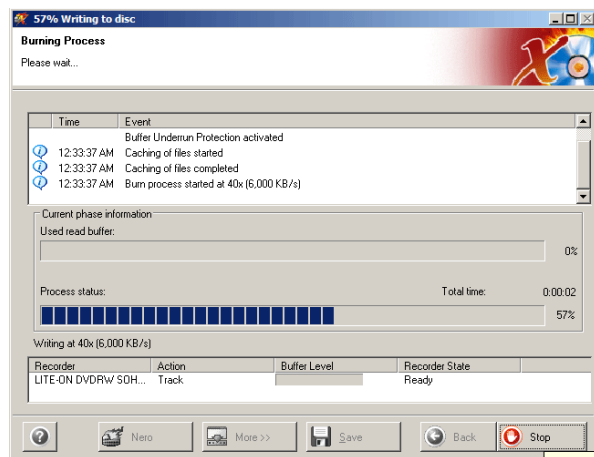
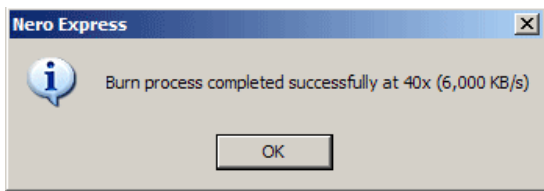


10. The actual letter assigned to the burner may be different from the one shown in the picture. Make sure the “Allow files to be added later” box is checked. Press the “Burn” button.



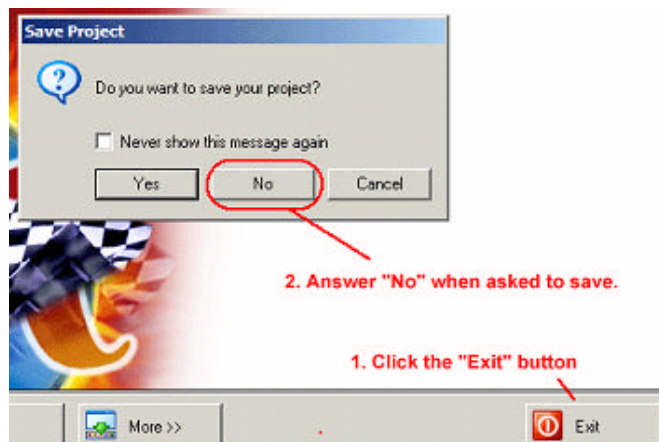
11. You will see a screen something like this while the computer burns the files to the CD. This process can take up to 5 or 6 minutes.

12. When the computer is done burning the data to the CD the following window will pop up. Click on the “OK” button.



13. Click on the “Next” button. Right after you click on the “Next” button the CD burner will eject the now burned CD.

14. Click on the “Exit” button you will be asked if you want to save the project answer “No”. If you save the project, you save the list of files to burn. So if you plan on creating multiple copies of a single CD it might be a good idea to save the project otherwise it’s not really useful.

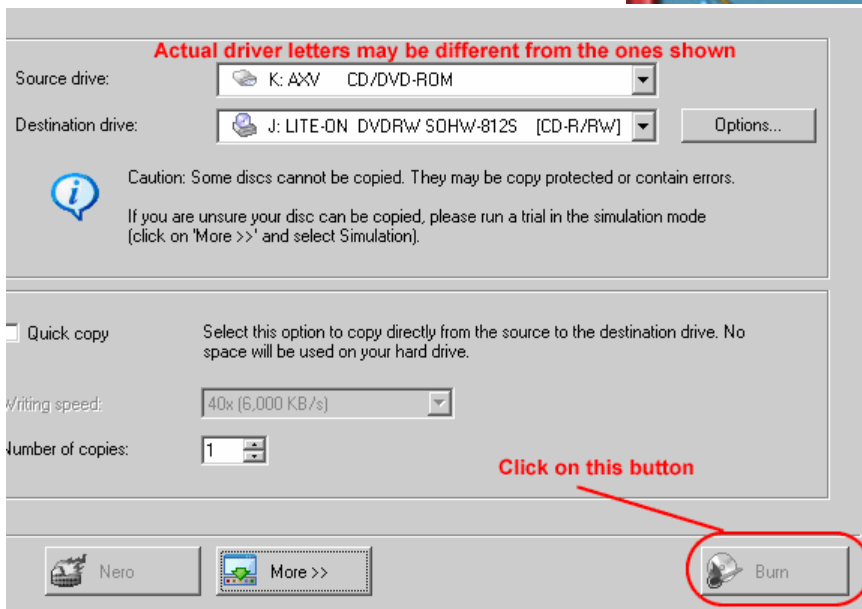


15. Click the power button in the lower right hand corner to exit the program.

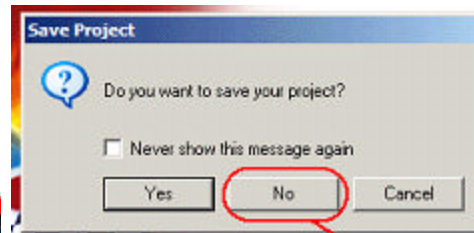


COPY A MUSIC OR DATA CD

1. Double click on the icon labeled “Burn CD”
2. Highlight the icon with the two discs and then select
3. The source and destination drives should already be selected. The drive letters shown in the picture might be different from the driver letters you have. Click the “Burn” button.



4. You will be asked if you want to save the project answer “No”. If you save the project , you save the list of files to burn. So if you plan on creating multiple copies of a single CD it might be a good idea to save the project otherwise it’s not really useful. Click on the “Exit” button



5. Click the power button in the lower right hand corner to exit the program.

