

BURNING DATA TO A DVD

In the CTLT lab, burning data files to a DVD is done with a program called **Roxio**. Here's how...

1. Open the **Start** menu, **All Programs**, find the folder **Roxio**, and finally select the program **Creator Home**.
2. Look at the taskbar on the left; select the **Data** tab. Four options will appear; select **Data Disc**.
3. Instructions will appear explaining how to add data, either using the **ADD DATA** button or by dragging and dropping.
4. The bottom left corner will monitor your disc's free space, and the bottom right has the big red **BURN** button. When you are done dragging (or adding) files, click this button and follow the onscreen instructions.

NOTES:

- This program is pretty intuitive, and there are also several extra options. Keep it simple; there are lots of extra buttons and options that you won't need, so don't worry about them.
- These same instructions will work with CD-R (W)s as well as DVD-R(W)s. The only difference is the amount of free space on the bottom left corner.

DEFINITIONS

CD vs. DVD

A CD (Compact Disc) usually has 650-800 MB free space, as compared to DVD (Digital Versatile Disc), which can hold several times this amount of information, usually about 4.7GB. The verb "to burn" refers to the disc recording process. To burn a disc, you need a Recordable/ReWritable (R or RW) Drive, and a blank disc (CD-R or a CD-RW, DVD-R or DVD-RW). This guide shows you the basics of Writing CDs in Windows XP.

Recorder Drive

When a computer is equipped with a CD Recorder Drive, it is assigned a drive letter (often D:) and appears in My Computer as the "CD-RW Drive."

Writable and ReWritable CDs

There are two types of writable discs: Recordable Discs (CD-R, DVD-R) Rewritable Discs (CD-RW, DVD-RW).

The difference between an R and RW disc is that information on a CD-RW or DVD-RW can be erased and the disc reused, like a floppy disk. CD-R and DVD-Rs can only be recorded or burned once.

Center for Teaching, Learning, and Technology

1021 Dulaney Valley Road
Baltimore, Maryland 21204
Phone: 410-337-6066
E-mail: ctlte@goucher.edu

x6066

Center for Teaching, Learning, and Technology
ctlte.goucher.edu

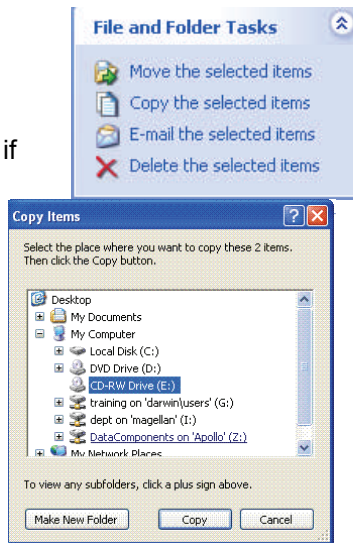
Burning Data to CDs and DVDs - PC Version -



BURNING DATA TO A CD

Step One: List Files to Be Copied

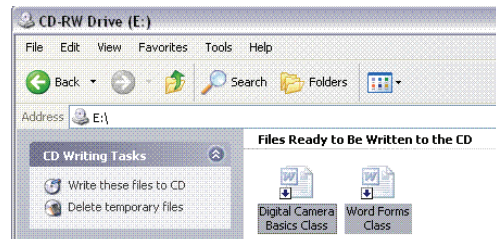
1. Use the **Start** menu to open the folder holding the files you want to copy. (Inside a given folder, you can hold the **Ctrl** key to select multiple items.)
2. After the files are selected, choose **Copy the Selected Items** link from the top section of the left task pane.
3. Select the **CD-RW Drive (D:)** and hit **COPY**.
4. Repeat as needed if items are in multiple folders.



Step Two: Burn the Files to a CD

1. Place a blank disc into the **CD-RW** disc drive.
2. If a window appears, choose the first selection, "Open writable CD folder using Windows Explorer". If no window appears, open the folder manually by going to **Start**, opening **My Computer**, and double clicking the **CD-RW Drive (D:)** drive.

3. This will open the CD's "Ready to be Written" folder. Double check to make sure everything is in this folder, and also remember the CD's file limit, so don't go over.
4. When ready, go to the top left task pane and click **Write these files to CD**. This will open an easy to follow wizard, so you should have smooth sailing after this point.



Tip: You can also...

- **Right-click** the selected items, go to **Send To**, and select the CD Drive.
- Open the CD drive window from **My Computer** along with the source folder, and simply drag and drop files right into the CD Drive.

Erasing a CD-RW

Note: Information can only be erased from **CD-RWs**. Other types of discs, such as CD-Rs, will not permit adding or deleting data once the burning process is complete.

1. Open **My Computer**, either from the desktop or from the **Start** menu.
2. Right click the **CD-RW Drive (D:)** recording drive and click **Open**. Files or folders that are located in the temporary storage area are listed in the **Files to Be Written to the CD** box.
3. In the CD-writing tasks pane click on **Erase this CD-RW**. After clicking, the *Welcome to the CD Writing wizard* should appear. Click **NEXT**, the *Erasing the CD* box should appear and a progress bar will appear.