

If you require burning a CD on Main Campus, please stop the Computer Helpdesk (B388) so we can direct you to the correct location and give guidance if needed.

CD Storage for Your Files

You will need your own recordable CD. CD-R is faster and cheaper, but CD-RW can be totally erased later if desired.

If you often need to add or change the files you copy to a CD, it would be better to use a USB Flash drive than a CD for your backups. CDs are fine for archive (put files on it, then put it away), but they are not very practical for files which need to be changed or updated.

How to copy your files to a recordable CD disc:

1. Log on to a computer that has a CD burner (see above list), and put your own recordable CD into the CD drive.
If the computer asks what you want to do with this CD, select "Take no action" and click **OK**.
2. From the Desktop, right-click on "My Computer" and click **Explore**.
3. Click on the left so the folders and files you want to copy are displayed on the right.
4. Select the files or folders from the right that you want written/copied to the CD. Be sure they will all fit on your CD. Depending on what you're selecting, you can select multiple files and folders with CTRL or SHIFT, or **Select All** from the **Edit** menu.
 - a. Right-click after selecting, point to **Send To**, and then click **CD Drive (M:)**. You may need to do this multiple times.
 - b. Each time after you do the above step, you will see a pop-up message in the Task Bar stating "You have files waiting to be written to the CD. To see the files now, click this balloon." You can ignore it unless you want to check the list before the next step.
5. Open Drive (M:).
6. Click **File** in the menu and then "Write these files to the CD".
7. The CD Writing Wizard will begin. You can rename the CD on the first screen if you like. Then click **Next**.
8. The Wizard will automatically write the folders and files to the CD, eject the CD, and display "You have successfully written your files to the CD." in the window when it is finished.
9. Click **Finish**. (Note: You can write more files to your CD in the future until the CD is full.)

You should check your CD to be sure that the copy was O.K. before you delete any of the files from your U: drive. Double-click "My Computer", and then double-click the CD drive. ***If you can't see the files you copied on the CD, try the following steps to be sure your files have been stored:***

1. Take your CD out of the drive and log off. Logon again, put in your CD, and check to see if your files are there.
2. If your files are *still* not visible, check your CD by doing *one* of the following:
 - a. Shut the computer down and turn it on again before reinserting your CD.
 - b. Insert your CD in a *different* computer that has a CD drive (all computers in B390 have CD drives that can read CDs).
3. Ensure that the files you wanted to copy are on your CD before you delete them from your U: drive. If you have problems, please come to the Computer Help Desk (B388) for assistance.

Take your CD out of the drive and log off before you leave.