

# Copying Files onto a CD Using Windows® XP

## BEFORE YOU BEGIN

- At the time of writing, all IT Services public cluster PCs are fitted with CD/DVD writers with the exception of those in the following locations:
  - 2.7a (J B Priestley Building)
  - F.42 (Sun Ray cluster, Richmond building)
- Once files are saved on a CD, they become "read only". If you want to edit them at a later stage, you will need to copy them onto the PC's hard disk.
- Legally, you may only copy information which you have produced. If you copy material produced by someone else, then it will probably be copyrighted and you must obtain permission before using it. SERIOUS PENALTIES APPLY TO INFRINGEMENT OF COPYRIGHT. Be aware that all facilities in IT Services cluster rooms are monitored.
- The following types of writable CD media can be purchased from LSS Reception:

### CD Writable Disks (CD-R)

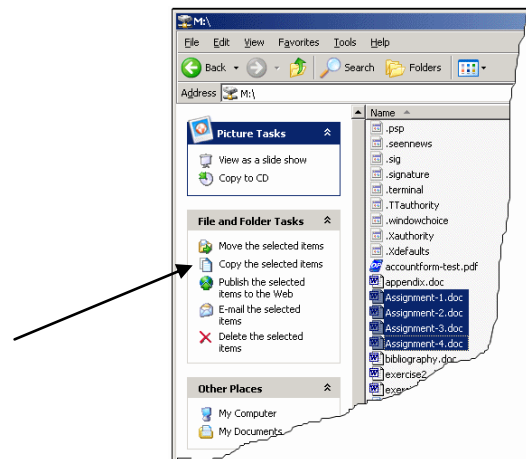
These have a capacity of up to 800MB and are known as WORM (write once, read many) media, since they can have data written to them many times, but only onto unwritten areas. You cannot overwrite previously used space on CD-Rs. In general, most new users who wish to create a CD for backing up data will find a CD-R the most suitable, as it can be read on nearly all CD-Rom drives.

### CD Re-writable Disks (CD-RW)

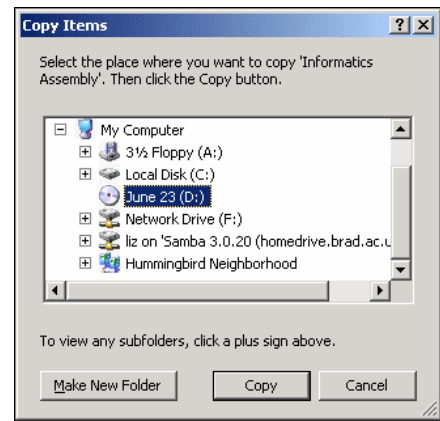
These have a capacity of 700MB and can have information erased from them enabling previously used areas to be re-used up to 1000 times. CD-RWs are known as WORM (write many, read many) media.

## COPYING FILES TO A CD

1. Insert the CD into the RW drive. (Note: if your CD contains files copied from another application, this may not be usable.)
2. Click on the **Start** menu and select **My Computer**.
3. Windows may present you with a list of actions it can take in the future; if so scroll down the list and select **Take no action**.
4. Open the drive containing your files, then click on the file(s) to be copied (hold down the CTRL key to select more than one).
5. Under **File and Folder Tasks**, select **Copy this file** or **Copy the Selected Items**.



6. In the **Copy Items** dialog box, click on the drive ending in **(D:)**.

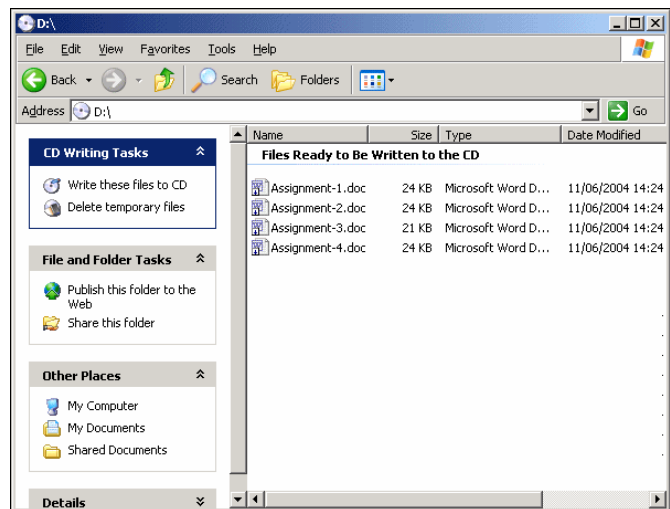


7. Click on the **Copy** button.

At this stage the files are copied into a temporary storage area on the hard disk.

8. In My Computer, double-click on the **D:** drive.

The files will then appear in a temporary holding window. (You may find it easier to have the files displayed in **Details** or **List** view.)



9. Check that all the files you want to copy appear under the heading: **Files Ready to Be Written to the CD**.

10. In the CD Writing Tasks pane, now click on **Write these files to CD**.

The CD Writing Wizard will now be displayed. By default the current date is displayed in the CD name box.

11. If desired rename the CD.

Note that new files being written to the CD will replace any already there with the same name.



12. Click on **Next**.

The writing process will now take place with an estimate of the time required. On completion you will be given the option to create another CD with the same files.

13. Click on the **Finish** button to close the CD Writing Wizard and remove your CD.

## CARE OF CDS

- Try to handle a CD as little as possible to avoid scratching the surface, and keep it away from heat and direct sunlight.
- If possible, use labels designed for CDs to identify your media. Alternatively you can write on the upper surface of the CD, but you must use a soft felt tip pen to do this.