

Copying Files onto a CD or DVD using CDBurnerXP

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/DVD, 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 Public Cluster rooms are monitored.
- Blank CDs have a capacity of up to 800MB, while standard DVDs have a capacity of up to 4.7 GB. Both are available as "R" or "RW" varieties. On "R" disks, files are recorded permanently, while files on "RW" disks can be erased and the space reused. The following types of writable CD/DVD media can be purchased from LSS Reception:

CD-R and DVD-R (Writable Disks)

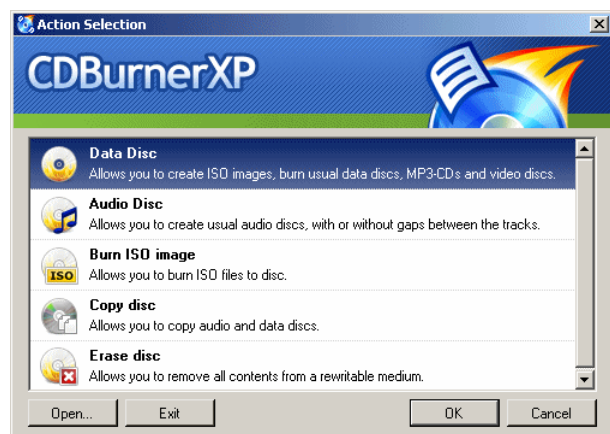
These are known as WORM (write once, read many) media, since they can have data written to them many times, but only onto unwritten areas. You cannot overwrite previously used space. In general, most new users who wish to create a CD or DVD for simply backing up data will find writable disks adequate.

CD-RW and DVD-RW (Re-writable Disks)

These can have information erased from them enabling previously used areas to be re-used up to 1000 times. They are known as WORM (write many, read many) media.

COPYING FILES TO A CD OR DVD

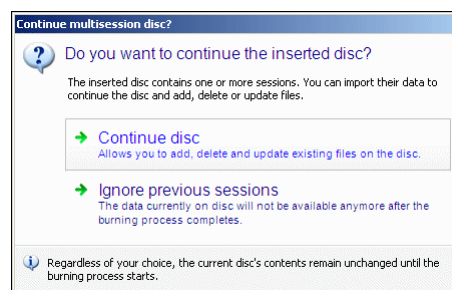
1. From the **Start** menu select **All Programs, Utilities, CD Burner XP**.
2. In the Action Selection window, click on **Data Disc**.
(A Data disc can contain files of any type, eg .doc, .html, .txt, .pdf.)
3. Place your CD or DVD in the drive and click **OK**.




IMPORTANT

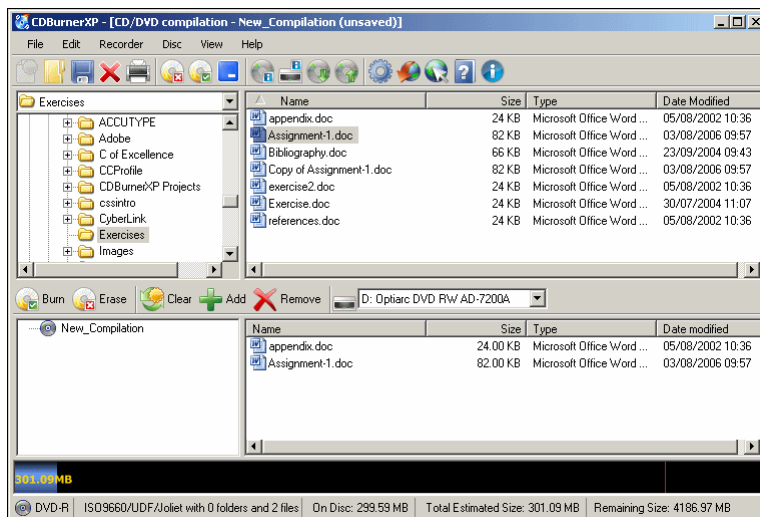
If there are files on the CD/DVD from a previous session, you will be asked if you want to include these. If you don't, these will be lost.


4. If you wish to keep retain these files, click on **Continue Disk.**



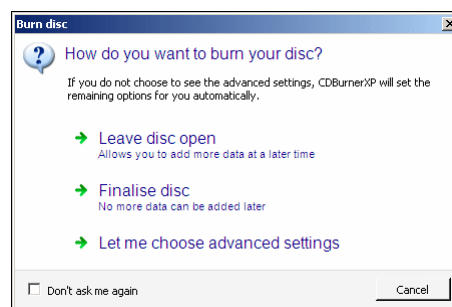
The top half of the Compilation window is similar to Windows Explorer.

5. Click and drag the files to be added to the CD/DVD into the bottom right-hand pane. (Alternatively, select the files, then click the **Add** button  in the central toolbar.



6. When all the files are assembled, click on the **Burn**  icon.

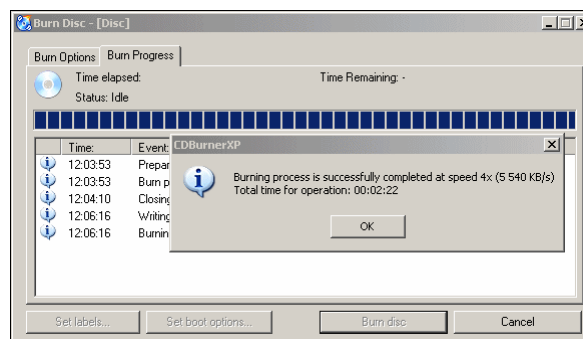
7. Choose an option from the Burn disk window:
Leave disc open - enables further data to be added at a later date
Finalise disc - makes it read only.



The progress is displayed as the files are copied - this may take some time, so please be patient.

8. When you are advised that the Burning process was successful, click on **OK.**

The disk will eject and you can now click on **Close**, and close down CDBurnerXP Pro.



FURTHER INFORMATION

CDBurnerXP has many additional features including the creation of boot disks and ISOs. For step-by-step instructions see the Help system.

It is advisable to use the same software when creating multi-session CD/DVDs as problems can occur when using different applications.