CDs are now the preferred long-term storage medium for data since they hold much more data than floppy or zip disks, and last much longer! These instructions will work for both CD-R and CD-RW.

TYPES OF CD MEDIA

- **CD-R = CD Recordable**: a CD onto which files can be copied but cannot be erased.
- **CD-RW = CD Re-Writable**: a CD onto which files can be copied and erased. **NOTE**: When using a CD-RW, you will have to re-burn ALL the files that you have on it each time in order to add newer data without erasing all of your older files.

BURN A CD

1. Create a new folder on the computer’s desktop > name the folder “Files to Burn”
2. Move all files to be copied to CD to this new folder. If you try to copy from your network directory, the burner will not transfer the information fast enough, copying will fail, and the disc will probably be unusable.
3. Open the CD drive by pressing the Eject key at the top right of the keyboard - it has a triangle pointing up with a line beneath it
4. Place the blank CD in the drive with the label side up > close the drive and a dialog box will appear on the desktop
5. Type in a name for the CD > click OK. This name will appear on the desktop icon.
6. Move folder(s) to be burned to the CD:
   - Drag the folder onto the CD icon on the desktop, **OR**
   - Double-click the CD icon to open a window > then drag and drop your files to be copied into that window
7. A Copy window will appear while items are being copied to the CD folder. NOTE: They have NOT yet been burned to the CD!

8. After folder(s) have been copied to the CD window > click and drag the CD icon onto the Trashcan icon, which will change into a black and yellow circle - this is the symbol for CD burning.

9. When the window appears asking to confirm that you want to burn the disc > click Burn.

10. A progress bar will appear while the CD is burning. When the progress bar disappears, the CD is finished and may be ejected.

HINT: Open the newly-burned CD prior to ejecting to make certain that all of your files have copied properly.

11. Delete the desktop folder “Files to Burn” if you do not need to copy these again to another blank CD.

LABEL THE CD

Use a Sharpie or similar type of permanent marker to write your name, date, and the name of the CD on the label (top) side of the CD. Keep in a CD case or cover if possible to protect it and ensure longer life.

BURN A DVD

The computer must be equipped with a DVD burner. The instructions are the same as for CD. Note, however, that the current Mac OS will not burn to DVD+R medium; please use DVD-R (or RW) instead.