

How to use the CD writer

Introduction

This InfoSheet is a quick start guide to using Windows XP to copy files from your J: drive to a CD.

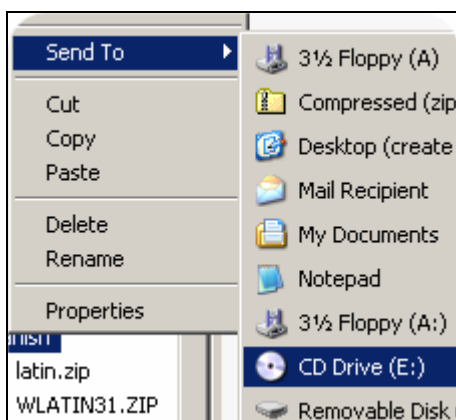
There are two dedicated CD Writer machines available for transferring files to CD, located in CM131 (Computing Centre, Durham) and in the IRC (Queen's Campus, Stockton-on-Tees). The CD Writer PCs cannot be used to copy CDs nor is there any access to a web browser. In addition CDRW drives have been installed on these NPCS machines:

- Main Library Level 2 PC-282
- Main Library Level 3 PC-65
- Palace Green Library PC-01
- Elvet Riverside Library PC-14.

How to copy files from drive J: to a CD



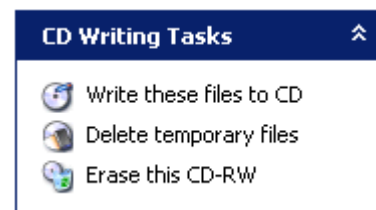
- 1 Insert a CD into the CD drive.
- 2 Click Okay on the dialogue box asking to open **Writable CD Folder using Windows Explorer**.
- 3 Open another **Windows Explorer** window.
- 4 Scroll to the **J: drive** and select the folder or files to be copied. Use the ctrl key to select more than one file.
- 5 Right click with the mouse and choose **Send To** → **CD Drive (E)**.



OR

- 6 Drag and drop the folders / files from the **J: drive** to the **CD: Drive E** window. Wait until the files have been copied.

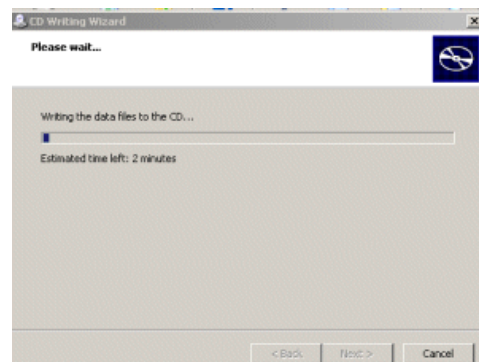
- 7 Click on the **CD: Drive E** window.
- 8 Check that the files under the heading **Files Ready to be Written to the CD** are the correct ones. If not choose the option – **Delete temporary files** and re-copy.



- 9 Click the option – **Write these files to CD**.

This will work for new writable CD (CD-R), or a re-writable CD (CD-RW). These options are also available under the **File** menu.

- 10 Once the **CD Writer Wizard** appears, enter a name for the CD and press **Next**.



A dialog box will appear to inform you that the copying process has begun. The CD recording time depends on the size of the data to be copied. Once it is completed, the CD will be ejected from the machine.

- 11 Once your files are copied, the wizard will ask if you want to write the files to another CD. **Click** to start the process and insert another CD or click **Finish**.

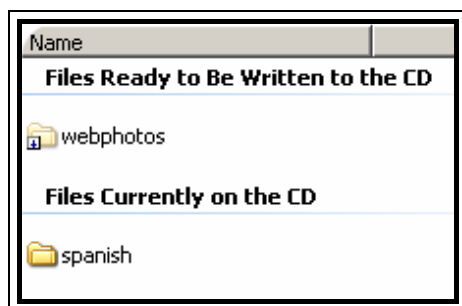
If an error dialogue box appears, it may be the process was interrupted. In most cases re-insert the CD and retry. The files should then be copied correctly.

Using a re-writeable CD

If you use a CD-RW, you can reuse the CD by adding, modifying or erasing files.

Please note that using re-writable CDs is for advanced users only. If subsequent sessions are written incorrectly, the data on the CD-RW can be rendered unreadable.

To add more data to the CD, follow the steps above. The **CD Drive** window should also show files previously written to the CD in addition to the files to be written.



Data on **CD-RWs** can be erased and the CD reused. Use the **File | Erase this CD-RW** option.

Please note: This will delete all data from the CD not just individual files or folders.

Other Burning Software

If you have used other CD Writing software, you may find that your CD-RW is not useable in the ITS CD writers. It may be necessary to reformat the CD-RW before it can be written to.

How to copy files from other media to a CD

Follow the above instructions for copying from your **J:** drive, choosing another drive as the source of the files in **Windows Explorer**. The CD Writer machine has both a floppy disk and Zip drive.

Please observe Copyright Law when using the CD copying facilities.

What you can't do:

- Copy any copyright © material, unless you own the copyright or have permission from the copyright owner
- Copy games, software or audio CDs
- Make compilations of audio CDs.

Both civil and criminal liabilities can arise as a result of copying any material covered by the Copyright, Designs and Patents Act 1988.

What you can do

- Copy freeware applications
- Copy your own files from UNIX or your j: drive.

Copying CDs

If you have legitimate reason to copy a CD, i.e. you either own the Copyright © or have permission to produce copies from the Copyright © owner, you can request for that CD to be copied at the IT Service Desk.

CDs will normally be copied within 24 hours. The cost for this service is £2 plus the cost of the CD.