

# Saving your files to a CD on a Northwest PC

## Saving Files to a CD on a Northwest Computer with Windows XP Professional

Floppy disks used to be the best way to backup your files and make them portable.

Today, floppy disks are rapidly going the way of the Dodo (a bird that is now extinct) as new forms of media storage continue to grow in capacity and reliability. One common method is to burn your files to a recordable or rewritable compact disc (CD-R or CD-RW).

Compact discs can hold 700MB of data compared to 1.44MB on a floppy and CDs will last virtually forever assuming they are not scratched or bent/warped.

This document will give you an easy step-by-step process for saving your files onto a CD from the university PCs in the Owens Library computer labs or on university-provided notebook computers.

### Saving your files to a CD-R:

First, save the document you want to **burn** [record] to a CD into a personal folder such as **My Documents**. Then follow these easy steps:

1. **Insert** your CD-R or CD-RW into the compact disk tray on your computer.
  - If a window pops up asking you which action you would like to perform when a **blank** CD-R or CD-RW is inserted, press **Cancel**.
2. Next, click on the **My Computer** icon on your desktop.
  - The **My Computer** window will open.
3. Open the folder where you have saved your document by clicking on the folder.
  - Now you can simply “drag and drop” or copy and paste the document(s) from the folder to the CD Drive in **My Computer**. (See Figure 1 on page 2)
4. When you are finished adding files to the CD, **double**-click the CD Drive.

5. Next, click **File** and then select **Write these files to CD**. (See Figure 2 on page 2)
  - You will be prompted to enter a **name** for your CD. This is the label that will appear in **My Computer** when you insert your CD in the future.
6. After you have named the CD, press **Next** to **burn** [record] your files to the CD.
  - When the process has completed, the disc will **eject** and you will be prompted whether or not you want to create another CD using the same files.
    - If you want another copy, check the box, insert another blank CD, and press **Next**.
    - If you are satisfied with one copy, select **Finish** and the Wizard will close.

In-person assistance in burning [recording] a CD is available in the Client Computing general purpose labs on the first and second floor of Owens Library from the Client Computing User Consultants and their student consultant staff.



If you are having difficulty burning [recording] your files to a CD on your university-provided notebook computer, you can also contact the Client Computing—Information Systems Help Desk at 660-562-1634.

# Saving Files to a CD on a Northwest Computer with Windows XP Professional *continued from page 2...*

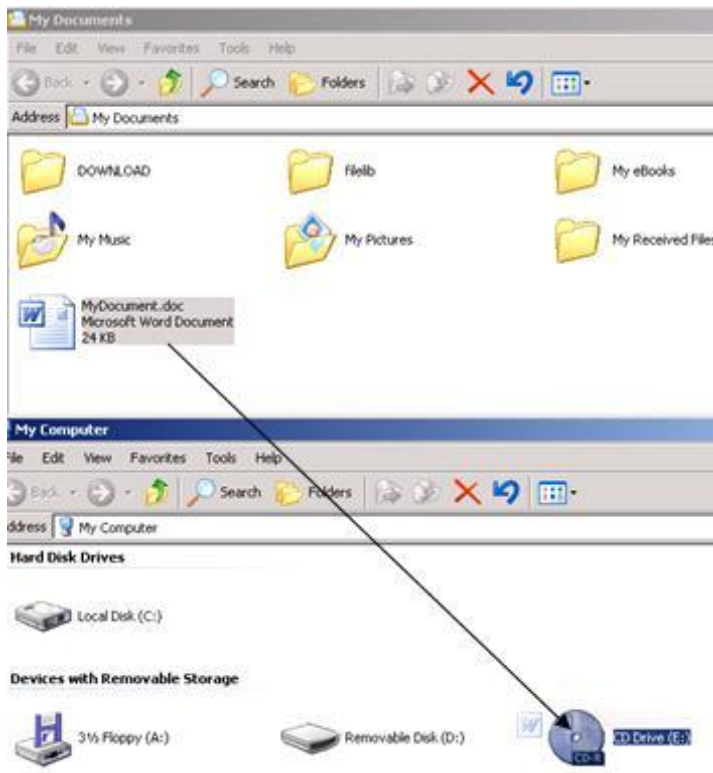


Figure 1. Use the “drag and drop” method or copy and paste to move your files into the CD

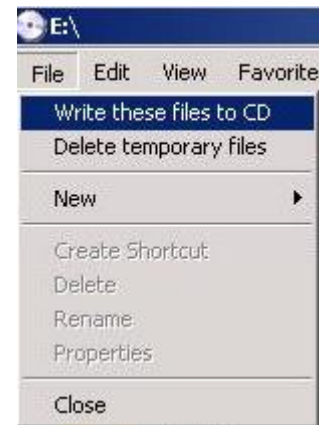


Figure 2. Select Write these files to a CD.