

## SAVING FILES TO A CD (PC)

There are [CD Writers](#) available on all the Dell computers in the Sylvania Computer Resource Center.

You may save your files to a CD; however you may not make copies of any disc (i.e. software or music, etc.) that has a copyright. There is also no software available on the CRC computers that allow for CD copying.

There are two types of [Compact Discs](#) available for saving (otherwise known as [burning](#)) files:

1. The first type is a [CD-R](#) which is used for one (1) time saving/burning (you cannot save to this type of CD more than once).
2. The second type is a [CD-RW](#) which allows for multiple savings/burnings.

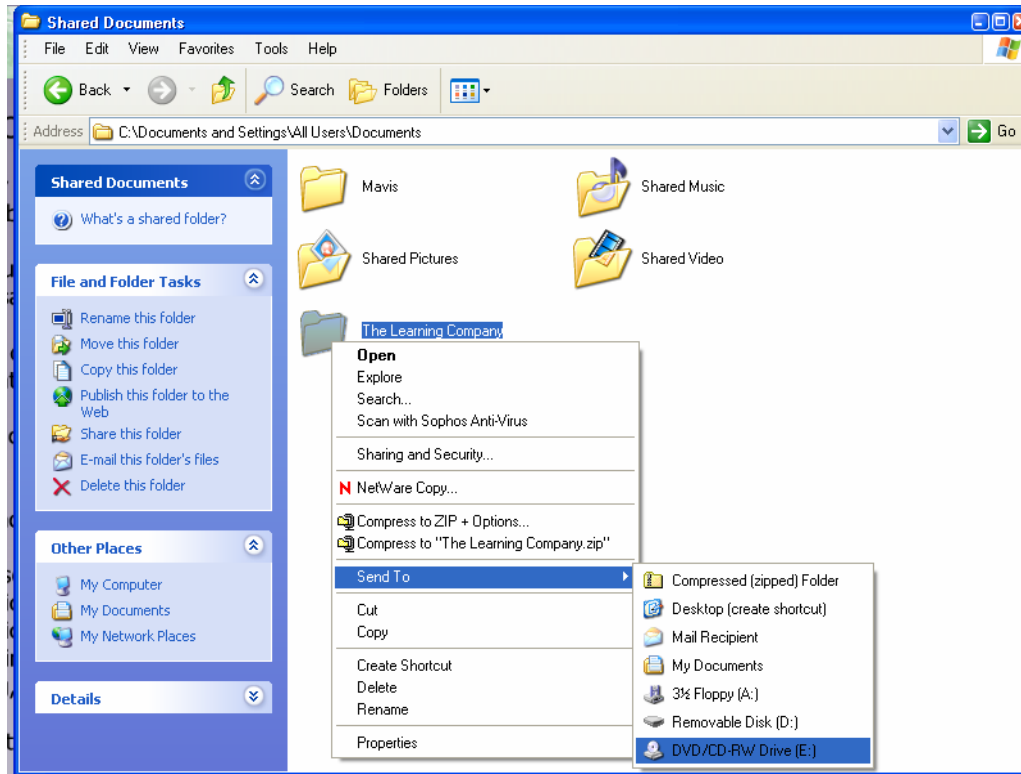
### To save/burn files to a CD-R/CD-RW

1. First save the file(s) to either the computer hard-drive (My Documents) or another media (i.e. 3½" Floppy or Zip Disk).
2. Insert the blank CD into the tray.
3. After a few moments, a window will pop open asking what you would like to do with the CD. [Close](#) this window.
4. Click on [Start](#) at the bottom left hand corner of your computer desktop.
5. Click on either [Windows Explorer](#) or [My Computer](#) to allow you access to the area in which you have saved your file.



6. Select the file(s) you wish to save/burn to the CD-R/CD-RW (you may select multiple files by holding either the [Shift](#) or [Ctrl](#) key down and clicking on the files you wish to save/burn).
7. After you have selected the files you wish to save/burn to the CD-R/CD-RW [right click](#) on the files (highlighted in blue) and a [drop down menu](#) will appear.

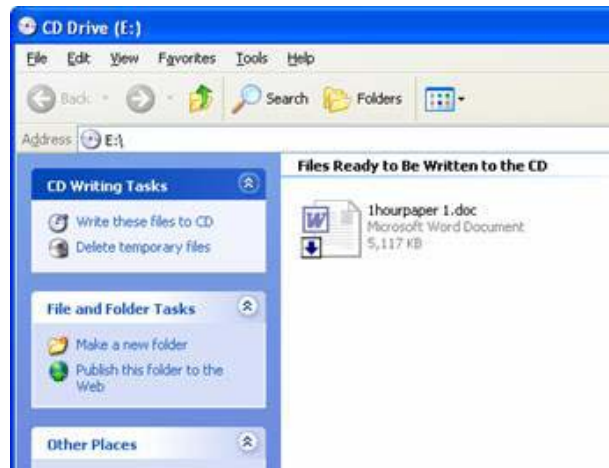
- Next select the **Send To** option by moving your mouse pointer over the option and another **drop down menu** will appear.
- Now select the **CD Drive (E:)** option.



- After selecting the **CD Drive (E:)** option an **information balloon** will be displayed on the bottom right hand corner of your computer desktop.



11. Click on the balloon and the computer will open up the CD Drive (E:) and display the files you wish to save/burn.



12. To finish saving/burning your files to the CD-R/CD-RW click on the [Write these files to CD](#) option. The [CD Writing Wizard](#) window will appear:
13. Click on the [Next](#) button.



14. The [CD Writing Wizard](#) will now begin the process of writing your files to the CD-R/CD-RW.
15. The computer will eject the CD tray once it has written your files to the CD-R/CD-RW. You will be prompted to either write the files to another CD-R/CD-RW or to finish the process.
16. Once you have completed the process you may re-insert your CD and check to ensure that the files are present.

**NOTE:**

CRC personnel will not assist in the illegal copying of copyrighted material and it is specifically forbidden for such copying to be done within the CRC.