

Silver Surfers @ Bedford Vocality Project Training 2007

Session 3 – Teaching Digital Photography to Older Learners

Writing Files to CD Using Windows XP

Remember the computer writes the files to a **temporary** folder to which you can add files, delete files, make folders, move files around. You must then write that temporary folder to an actual CD.

CD-R is a write once, read lots

CD-RW is a rewriteable disk to which you can add files, delete files, write over files.

1. Insert a blank, writable CD into the CD recorder.
2. Open My Computer.
3. Click the files or folders you want to copy to the CD. To select more than one file, hold down the CTRL key while you click the files you want.
4. Then, under **File and Folder Tasks** on the left hand side of the window, click **Copy this file**, **Copy this folder**, or **Copy the selected items**.
5. If the files are located in My Pictures use **Picture Tasks**, click **Copy to CD** or **Copy all items to CD**.
6. In the **Copy Items** dialog box, click the CD recording drive, and then click **Copy**.
7. In My Computer, double-click the CD recording drive. Windows displays a temporary area where the files are held before they are copied to the CD. Verify that the files and folders that you intend to copy to the CD appear under **Files Ready to be Written to the CD**. If you already have files on this CD then they will be displayed at the bottom of the window.
8. Work on these files, organise them into order or into folders, rename them prior to physically writing them to the CD.
9. Under **CD Writing Tasks**, click **Write these files to CD**. Windows displays the CD Writing Wizard. Follow the instructions in the wizard.

Notes

- Do not copy more files to the CD than it will hold. Standard CDs hold up to 650 megabytes (MB). High-capacity CDs hold up to 850 MB.
- Be sure that you have enough disk space on your hard disk to store the temporary files that are created during the CD writing process. For a standard CD, Windows reserves up to 700 MB of the available free space. For a high-capacity CD, Windows reserves up to 1 gigabyte (GB) of the available free space.
- After you copy files or folders to the CD, it is useful to view the CD to confirm that the files are copied. Use My Computer and click on the CD drive (probably drive D:)