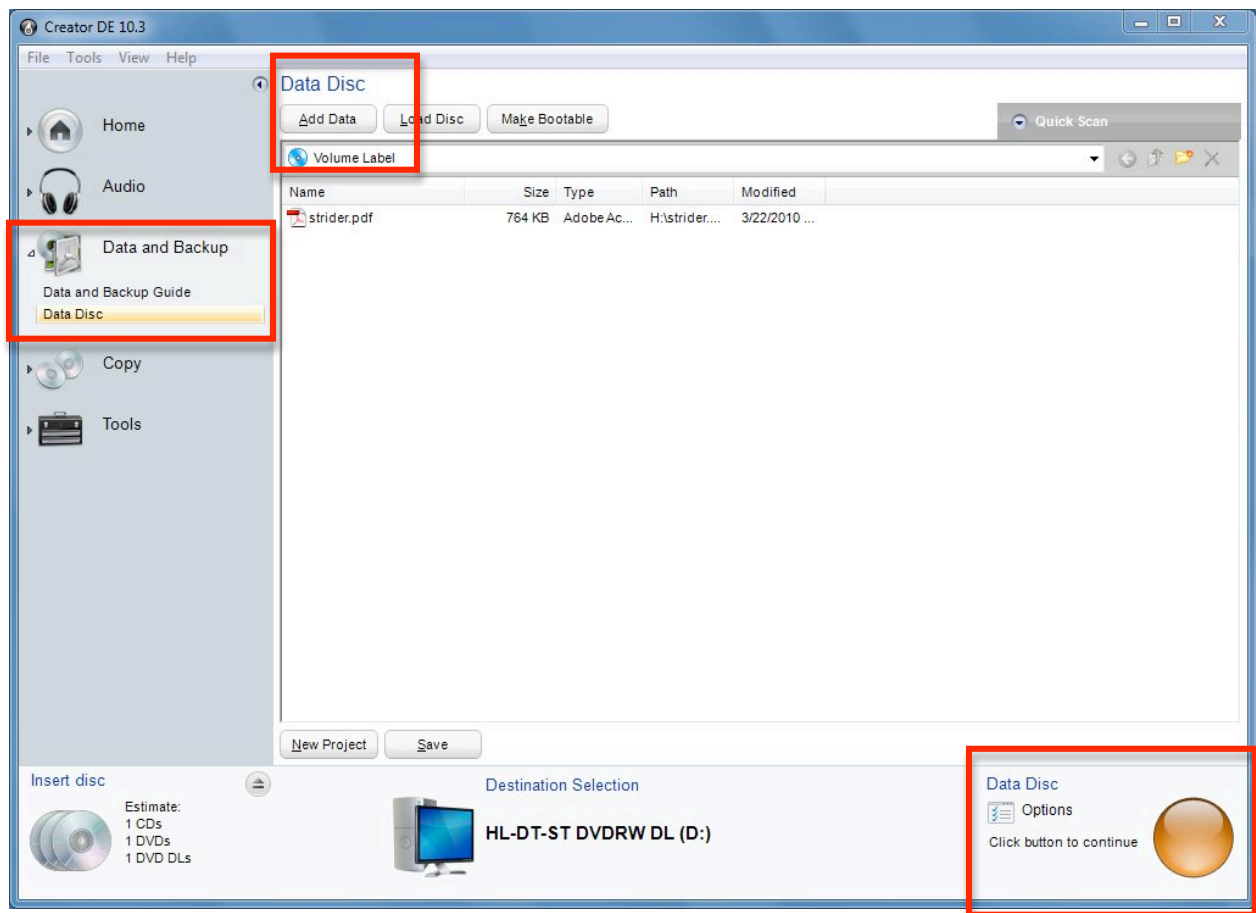


How to Burn a CD or DVD

Windows

1. Insert a CD-R/RW or DVD-R/RW into the computer.
2. Open **Roxio Creator**
(Start->All Programs->Multimedia Tools->Roxio Creator DE->Home).
3. Select **Data and Backup** then **Data Disc** to create a data disc **OR Audio** then **Audio CD** to create a music CD.
4. Use the **Add Data** button to add the files you want to burn.
5. After you've added all of your files, click the orange button in the bottom right of the screen to burn the disc.



Mac

Taken from the ITS Tara site: http://www.smith.edu/tara/file_transfer/disc_mac.html

Option 1: Burning a CD or DVD using the Finder

1. Insert a blank disc into the optical drive of your computer.
2. If you see a dialog asking you what to do with the disc, choose "**Open Finder.**"
3. The disc will appear on your Desktop and in the Finder sidebar. **Double-click on the disc** to open it and drag the files and folders you want to burn into the disc's window.

(If you drag folders into the disc's window, the contents of those folders will be burned to disc.)

4. The Finder makes aliases to the files in the disc's window. The original files will not be moved or deleted.
5. If you want to rename or re-arrange the files within the disc window, do so now. You will not be able to rename files on the disc after it has been burned.
6. Choose **File > Burn Disc** and follow the on-screen instructions.

Option 2: Burning to a Disc More than Once: Multi-session Burning

If you use the Finder, you can burn to a CD or DVD only once. But if you use the Disk Utility to burn a disc, you can burn files to the disc multiple times as long as there is space available. Each time you burn to the disc is a session. This is called multisession burning. CD-Rs and DVD-Rs can be used for multisession burning but sessions cannot be erased. If you use a CD-RW or DVD-RW, sessions can be erased and the disc can be re-used.

Detailed instructions on this method can be found on the TARA web site:

http://www.smith.edu/tara/file_transfer/disc_mac.html

9/17/10