

CD Writers – saving data using CDBurnerXP

Most PCs around the University in Library PC suites have the capability to write to a recordable CD disk. This means that you can save your work to a blank CD-R or CD-RW.¹

Laptops which are available to loan in the Library also have the software and you can save your work on to a disk following the instructions.

To copy your files and folders to a CD/DVD

1. Ensure all the files you wish to copy are closed.
2. Insert the CD/DVD into the drive.
3. From the **Start** menu, select **All Programs**.
4. Select **CDBurnerXP**, then select **CDBurnerXP** again to launch the software.



You will then be prompted to create a *Data CD/DVD* or *Create Audio CD*.

To create a data CD/DVD

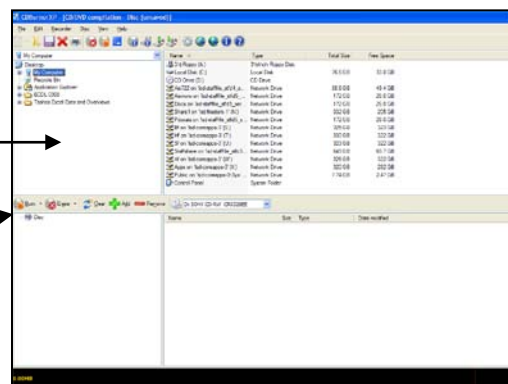
- i) Click on the **Create Data CD/DVD** option to open the *CDBurnerXP* compilation window.

The compilation window consists of two sections:

CD/DVD Burner Compilation Window

From the **top** section of the window you select the data files you wish to copy.

From the **bottom** section of the window you select the **Action** you wish to carry out, e.g. Add files, Burn.



¹ CD/DVD writers are provided by The Library solely as an alternative means of personal electronic information storage. They must not be used for creating copies of copyright protected material, including, but not limited to the following: Computer Programs, Music CD's, Film DVD's, Information and Products on the World Wide Web. The Library accepts no responsibility for the misuse of this service and may take disciplinary action should this occur. Users must note that if they infringe copyright legislation they will be personally liable.

Adding and removing files/folders

To add files or folders

- ii) Select the **file(s)/folders** you wish to copy; these will then be displayed in the bottom section of the window.

NOTE: You can use the *Shift button + Mouse* to select blocks of files and folders **OR** the *CTRL button + Mouse* to select files and folders that are non-adjacent to each other.

- iii) Click the **Add button** to add the files and folders you selected to the bottom section of the window.



To remove files or folders

- Select the **file/folder** you wish to remove and click on the **Remove** button.



To remove all the files/folders

- Click on the **Clear** button; all files and folders will be removed for the bottom section of the window.

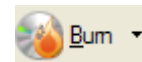


To erase data from a CD/DVD (only applicable with certain formats)

- iv) Click the **Erase** button.

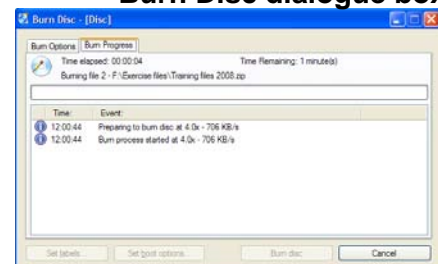


- v) Once you have added all the files/folders you require select the **Burn** button; this will launch the Burn Disc dialogue box and the burn process will automatically launch.



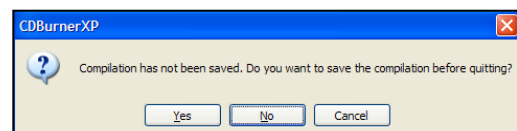
Once the process is complete, a message box will notify you that the burning process has completed successfully.

Burn Disc dialogue box



- vi) Click **OK** and **Close** all *CDBurnerXP* dialogue boxes and windows.

- vii) A message box will be displayed prompting you that the compilation has not been saved – select **No**. *CDBurnerXP* will now close.



In the event that you receive an error message, check that the CD was correctly placed in the drive and that the drive tray is fully inserted. If you continue to get error messages, cancel the process and try a new CD.

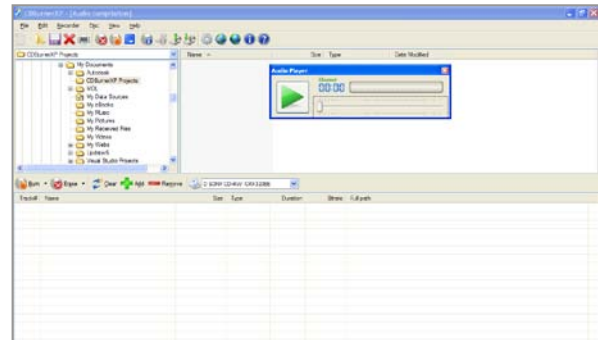
Creating an audio CD-R or CD-RW

To copy audio files to a CD/DVD, follow steps **1 to 4** on page one of this guide. This will result in a prompt for you to create a data CD/DVD or an audio CD.

- i) Click on the **Create Audio CD** option to open the *CDBurnerXP* CD burner Audio compilation window.



CDBurnerXP Audio Compilation window



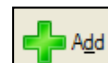
Adding and removing audio files

To add audio files

- ii) In the top section of the Audio Compilation Window, select the **audio file(s)** you wish to copy; these will be displayed in the bottom section of the window.

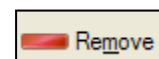
NOTE: You can use the *Shift button + Mouse* to select blocks of files **OR** the *CTRL button + Mouse* to select files that are non-adjacent to each other.

- iii) Click the **Add button** to add your selected file(s) to the bottom section of the window.



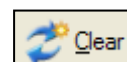
To remove files

- Select the **File(s)** you wish to remove and click on the **remove button**.

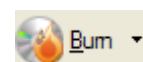


To remove all files

- Click on the **Clear** button; all files will be removed from the bottom section of the window.

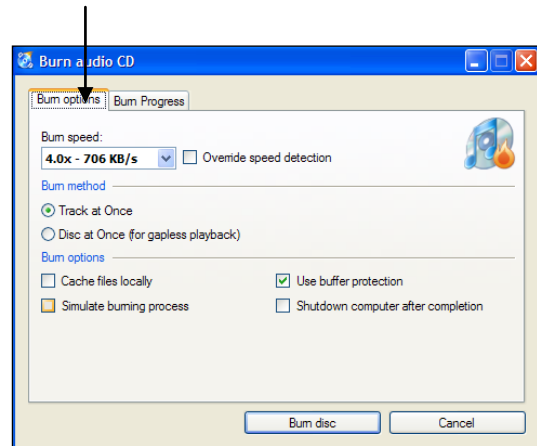


- iv) Once you have added all the files you require click the **Burn** button, to launch the Burn Audio CD dialogue box.



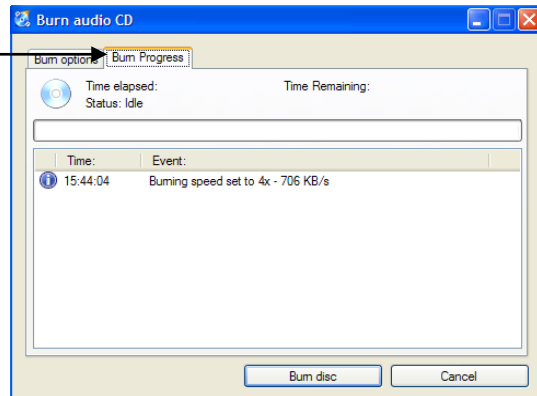
If not already selected:

- v) Click on the **Burn options** tab and select the options you require. If you are not sure about which options to choose then use the default settings.



- vi) Next click on the **Burn Progress** tab to display the Burn Progress dialogue box.

- vii) Click **Burn Disc** and the burning process will begin.

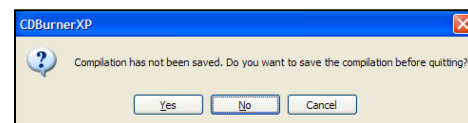


Once the process is complete, a message box will be displayed stating that the burning process has completed successfully.

- viii) Click **Ok** and **Close** all *CDBurnerXP* dialogue boxes and windows.

In the event that you receive an error message, check that the CD was correctly placed in the drive and that the drive tray is fully inserted. If you continue to get error messages, cancel the process and try a new CD.

- ix) A message box will be displayed prompting you that the compilation has not been saved



Please note: The information contained in this Computing guide was correct at the time of publication. A more recent version may be available on The Library's website at www.salford.ac.uk/library/guides