How to Copy Data on a CD/DVD

Copy any of your saved data to a CD or DVD using a writable CD or DVD.

Recommended DVD’s for use in copying are DVD+R’s 8x or 16x speed.

For help or assistance, contact Darren Ridgeway at x5484 or talk to any of the CHHD-IT Staff
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Open the bottom of the two CD/DVD drives on the computer tower located under the desk

Insert your blank writable CD/DVD into the drive and then close the drive
Locate the files on the computer that you wish to transfer to the CD/DVD, most likely located on the Desktop or in My Documents. In this example 4 files are located on the Desktop. Select the files as shown.
Right-click the mouse on one of the selected files and select Copy from the menu that is displayed.
Open My Computer from the desktop as shown

Open the blank writable CD/DVD in drive (E:) as shown
Right click in the blank white space of the window that appears as shown and select Paste from the menu that appears.
Your files will appear in the window as faded icons. We now need to write the files to the CD/DVD. Click Write these files to CD on the left as shown.
Give the CD/DVD a name. The default name will be today’s date as shown. Once you have given a name to the CD/DVD click on Next and your files will be written to the CD/DVD.
The files are now being written to the CD/DVD and an estimated time of completion is shown.
The writing process is now completed. Click on Finish and retrieve your CD/DVD from the drive.