



ITS Labs - CD Burning FAQ – PC



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What are the different types of Blank CD's?

There are two different types of blank CD's which you can use to burn information to CD.

- **CD-R** – Compact Disk Recordable. Files can be added over multiple sessions, until the disk is full. However, files cannot be deleted and the disk cannot be erased..
- **CD-RW** – Compact Disk Re-Write. These disks can be written to multiple times and erased multiple times, similar to a floppy disk.

In what scenario's would I be best to use CD-R disks?

It is best to use CD-R disks when you wish to permanently save/archive large files. I.e.: photo's, video's CD, or to add to a collection of files over time.

In what scenario's would I be best to use CD-RW disks?

The use of CD-RW disks is useful when you need to continually update your files. CD-RW's allow you to write, erase and rewrite to the disk. You can burn to CD-RW disks using a CD-RW burner. All computers in the ITS labs have CDRW burners installed which can burn to both CD-RW disks and CD-R disks.

How much data can I store on my Blank Disks?

Once again this depends on the type of disk which you have. Generally speaking most blank CD-R's and CD-RW's can hold from 650mb of data (74 minutes) through to 700mb (80 minute).

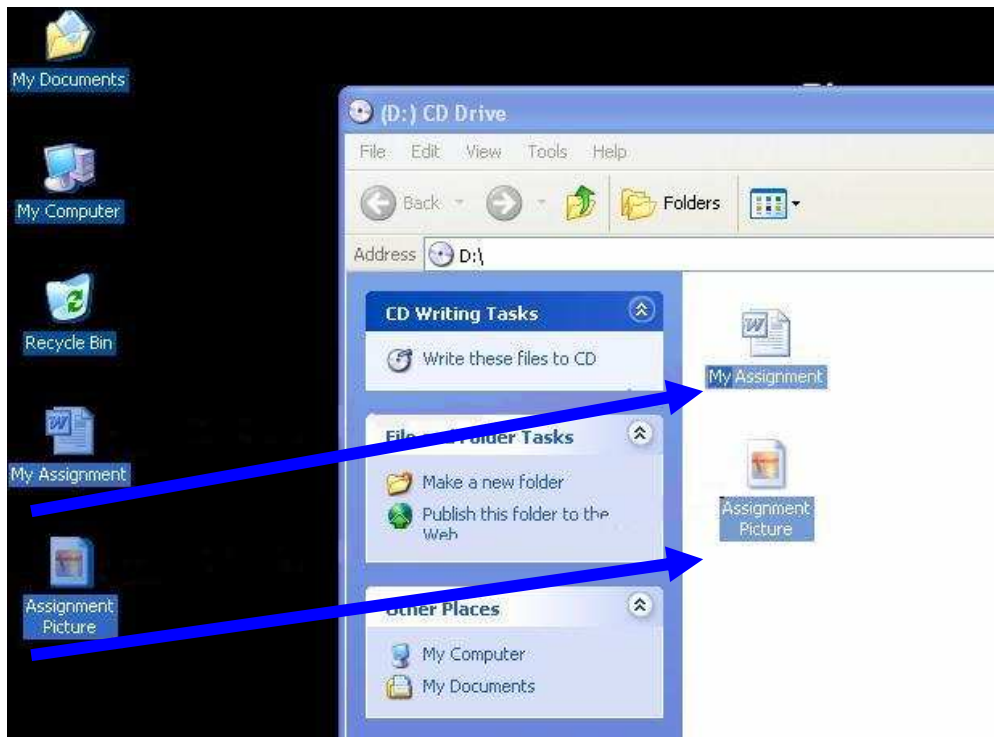
How do I actually burn a CD?

With Windows XP, when you put a blank CD into the drive, the following menu will appear. Simply Select "Open writable CD folder" as shown.



How do I add the file(s) to the CD?

Windows should have now opened a new blank window, which is where you "drag and drop" the files you wish to add. As shown below;



What do I do once I have finished adding my files?

It is now time to “burn” the CD. This can be done by selecting “Write these files to CD” as shown below, and then a new wizard window will open. Give your CD a name (shown as My Assignment) and tick the box as shown in the diagram. Simply click “next” and wait for your CD to burn.

The CD will automatically eject once the computer has finished the burning process.



- If you wish to **Add** more files to your disc, follow these steps;
- Insert the disc and open My Computer and then open D:
 - Add the new files into the CD window
 - Click 'write these files to CD'



If you are using a CD-RW disc, you may need to Erase your disc before re-using it.

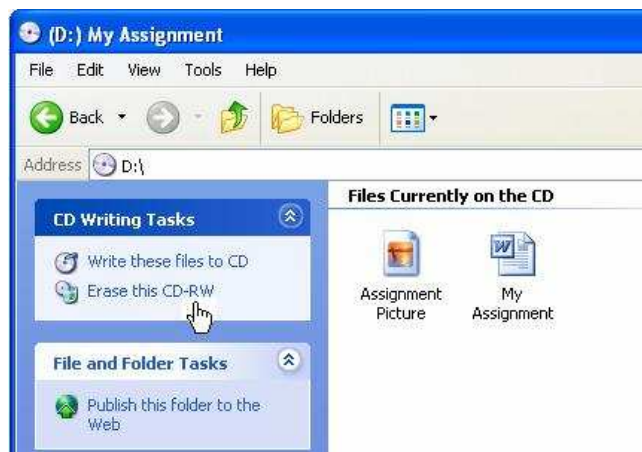
To Erase a CDRW, insert the disc into the computer and open "My Computer" on the desktop.

IMPORTANT: ENSURE YOU HAVE A BACKUP OF THOSE FILES YOU NEED FROM THE DISC BEFORE ERASING. IF YOU ARE UNSURE, DON'T HESITATE TO ASK THE STAFF AT THE FRONT COUNTER FOR ASSISTANCE. THEY CANNOT HELP YOU ONCE YOU HAVE ERASED YOUR DATA

When you are ready to erase, open the CD you wish to erase, as shown:



Then on the left select "Erase this CDRW"



Then click next on the screen, as shown below.

