



Using CDs Student Macintosh Labs –OSX

CD RW

To create a file in the lab and then save the file to a RW CD you need to copy all files to the Mac Documents folder, erase the CD and then copy all documents back to the CD. It's not hard.

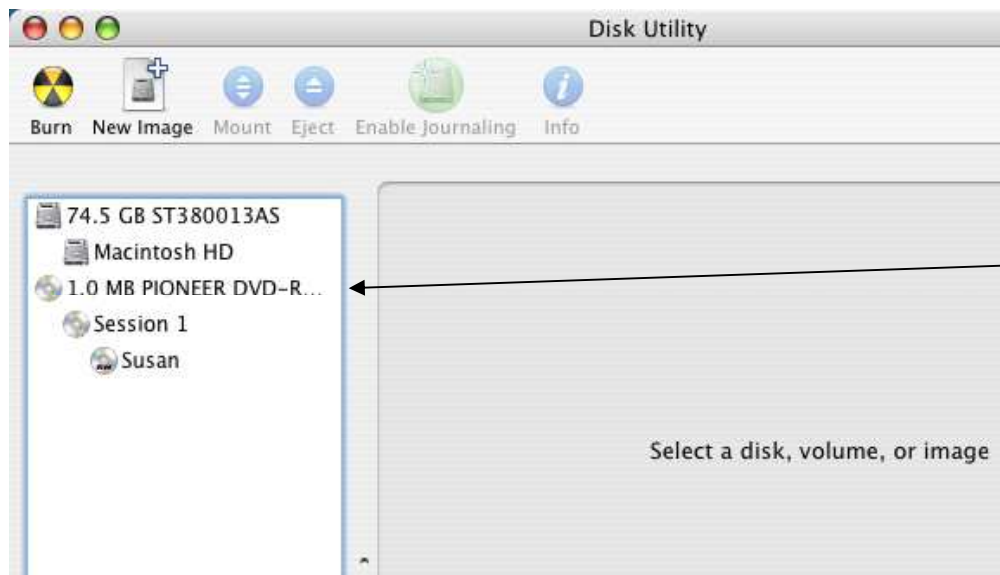
Create your new document/file first and save it to the documents folder. It's a good idea to create your own folder within the documents folder and save your documents to that folder.

You should now have created a new folder in the Documents folder and saved your work to this folder. To put the newly created document onto your CD, and keep the other files already saved to the CD:

Place the CD in the Drive. Wait a few moments and its icon will appear on screen. Double click on the icon.

Select all files from the CD and drag them into the folder which you created within the Documents folder.

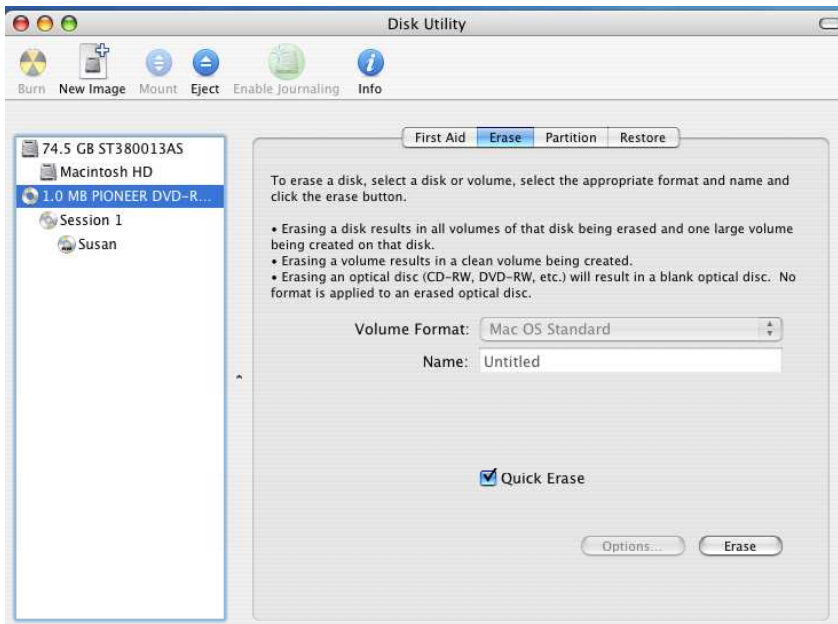
Open or launch the Disk Utility. There is a shortcut on the Dock.



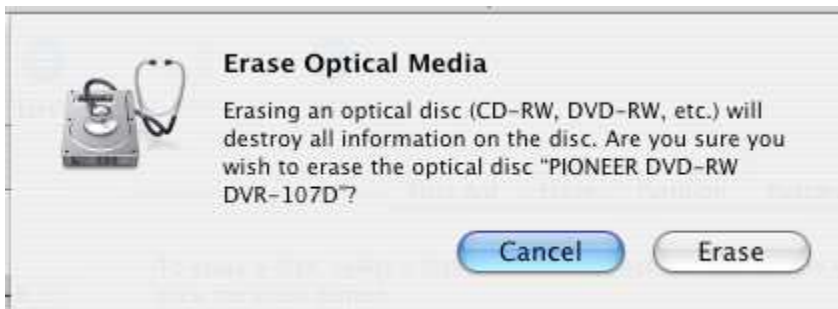
This window will open and you should select the top layer of the CD name



When this window appears, click Erase



Click Erase

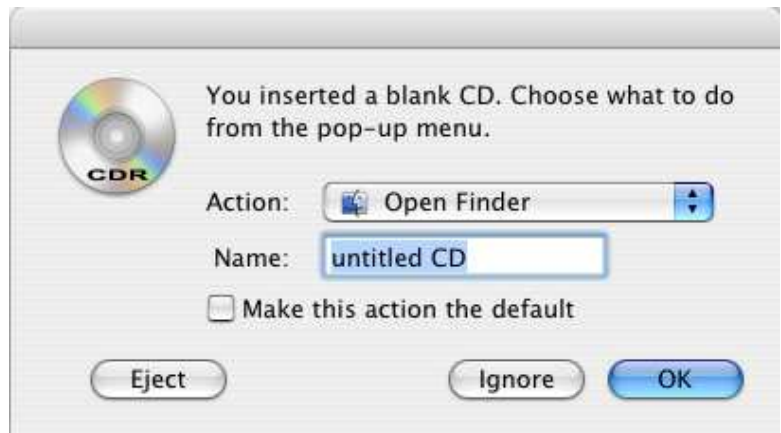


Click Erase

You will now see a progress bar at the bottom of the window as your CD is erased – don't panic – you have copied all of your files to the Mac HD.

When erasing has finished you will see this window

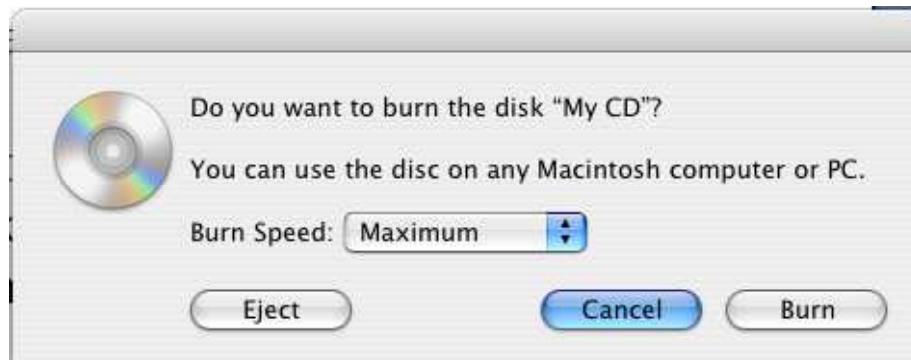
Click in the Name field and give your CD a name and then click OK



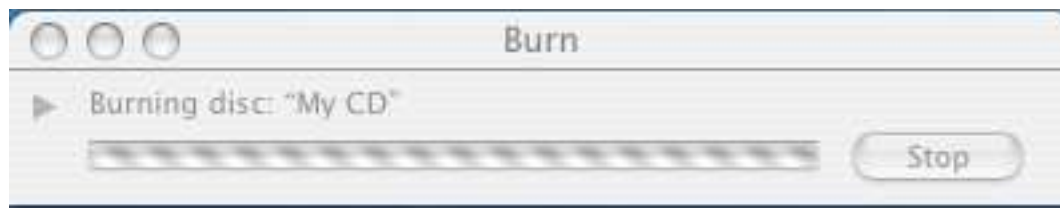
The Disk Utility window will appear back on screen. Quit from this application – Apple Q

Now, open the Documents folder and drag your folder (remember - we called our folder Test) onto the CD

Next, drag the CD to the Trash – the Trash icon will change to a Burn CD sign. The following message will appear



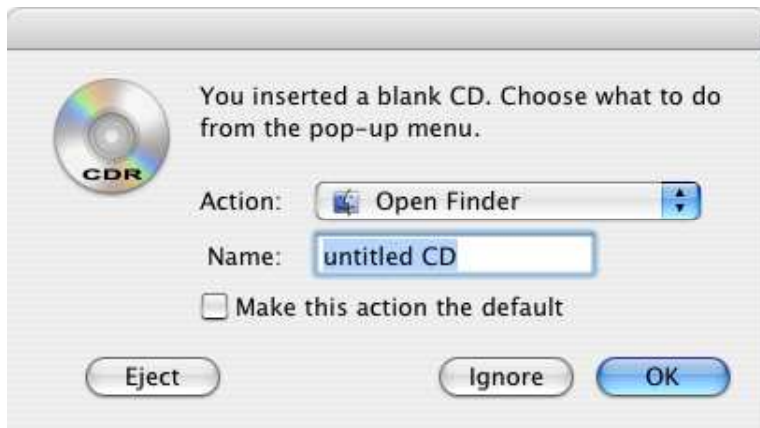
Click Burn



After a few moments the above status bar will disappear and your CD icon will appear on screen. You can check to make sure your folder containing all of your files is now on the CD and then eject the CD by dragging to the eject icon or using the eject button on the top right of your keyboard.

Using a Blank CD – A CD that does not have any files on it.

Create your document and save it to the Documents folder on the computer.
Insert the blank CD



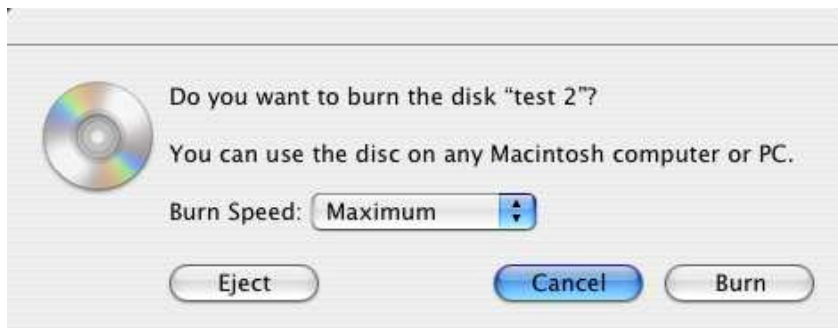
Give the CD a name and click OK

The CD Icon can now be seen on the Desktop

Drag your saved file/files from the Documents folder to the CD

To eject the CD, drag the CD to the trash (which becomes a Burn icon)

The following window will appear:



Click Burn

Wait while the CD burns. When finished and the status window disappears, you can now eject the CD.