

## How To Burn a Data CD/DVD

- MS Windows (XP, Vista, & 7) has the ability to burn CDs/DVDs (note: XP can not burn DVDs)
- It's as simple as drag & drop (with a few clicks in thrown in, too)

## Burning in Vista

- Insert a blank CD/DVD
- Wait for the window to pop up:

- Select “Burn files to disc”



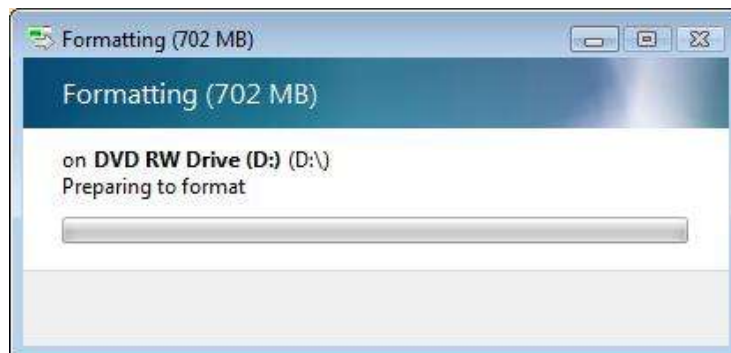
## Vista: Name Your Disc

- It asks for a name:



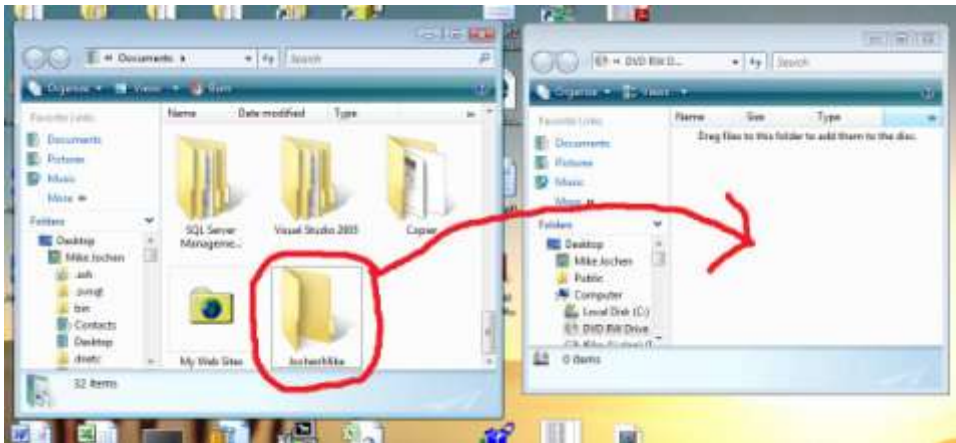
- While you can give it any name you like, for this class name it like this:
  - LastName-Section
    - where Section is your section number
    - Example, I'm in section L122:  
Jochen-L122

## Vista: Wait While it Formats



## Vista: Copy Your Files!

- Put all files in a folder named Word, Excel, PowerPoint, or Access (appropriately)
- Drag the folder to the CD window, disk is burned automatically!



## XP: Insert Blank CD

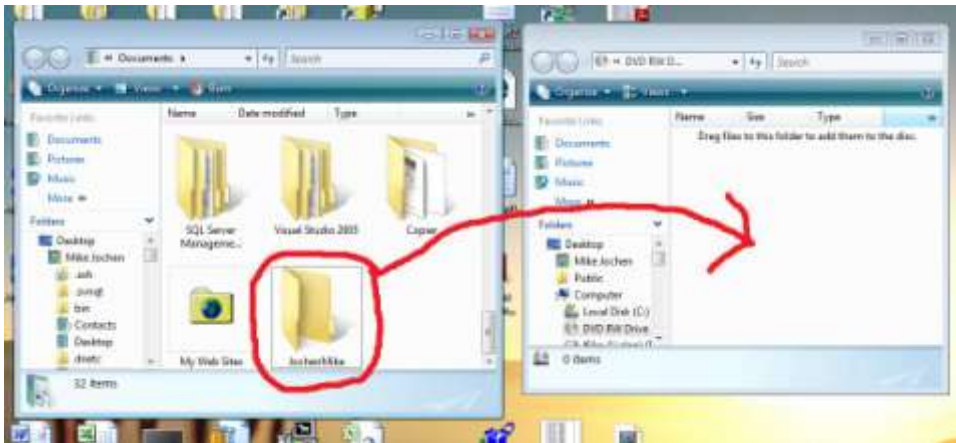
- Wait for the window...

- Select "Open writable CD folder"



## XP: Copy Your Files!

- Put all files in a folder named Word, Excel, PowerPoint, or Access (appropriately)
- Drag the folder to the CD window



## XP: Burn Your Disk

- In the task bar on the left hand side of the window, select "Write these files to CD"
- CD Wizard opens, enter a name (Use suggested name given previously)
- Close wizard when done

## Add More When You Need It!

- With either method, you can always add more/new files to your CD/DVD as you need.

## Turning in My Homework

- Create the CD
  - Name it LastName-Section
  - CD/DVD will only work on XP, Vista, or Win7
- Copy files
  - Put files in folder for program they belong to
    - Word
    - Excel
    - PowerPoint
    - Access
  - Copy folder to CD/DVD
- Give to me for grading