

CD Burning

Recording Files to a CD on an On-Campus PC or Mac

Overview

This guide will cover the process for writing information to, or “burning”, a CD in a lab computer, either a PC or Macintosh. All of the lab computers are capable of burning a CD through utilities built into the operating system.

CD-R's (CD-Recordable) can be written to but never erased. CD-R's can be read by modern “multi-read” CD-ROM and DVD drives. **CD-RW's** (CD-Rewritable) are similar to CD-R's, but can be erased and re-written to many times. CD-RW's are readable by most CD-ROM drives and DVD drives, but problems with compatibility may arise more often. To choose which type of disk to use, follow these guidelines:

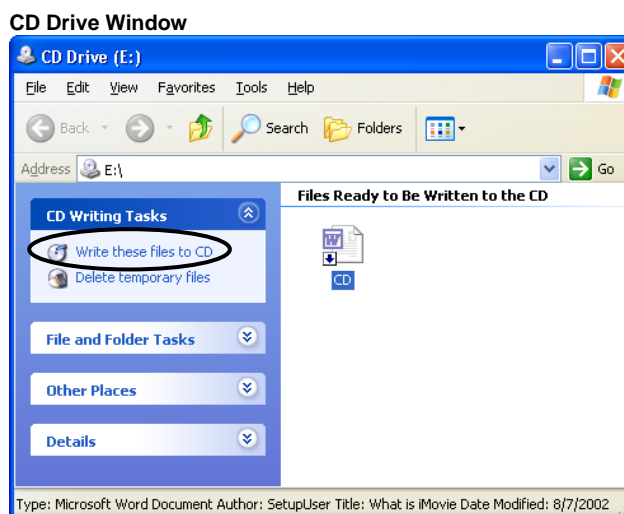
- Large amount of data AND/OR record to disk one time only → CD-R
- Smaller files AND/OR record to disk many times → CD-RW

PC - Windows XP

The CD Writing Wizard is a native part of Windows XP Professional. All CDs burned in Windows XP are “multi-session” disks, meaning files can be added as many times as needed until the disk is full.

To write files to a CD-R or CD-RW, follow these steps:

1. Insert the CD-R or CD-RW into the CD-ROM drive.
2. The CD Drive (E:) window will pop up. Choose **Open Writable CD Folder using Windows Explorer** from the list. Click **OK**. If the CD Drive window does not pop up, go to **My Computer → CD Drive (E:)**.
3. Navigate to the files to be recorded to the CD. Click and drag the files into the CD Drive (E:) window. It may be necessary to reposition or resize windows so that both the files to be written and the CD Drive (E:) window are visible at the same time.
4. After adding all the files, go to **CD Writing Tasks** in the left side of the window and click **Write these files to CD**.
5. The **CD Writing Wizard** will allow you to name the CD. After naming the CD, click **Next**.
6. Once the process is done, the **CD Writing Wizard** will ask if you wish to create another CD using the same files. You can choose to create another CD or finish the process. To end the process, choose **Finish**.



Quick Guide

CD-Rewritable Disks and Windows XP

Windows XP Professional handles all files on a CD-RW as Read-Only files. Changes cannot be made directly to a file written to a CD-RW. The file must be copied to the hard drive first, and then re-written to the CD-RW, replacing the older version of the file. Also, there may be some differences in the CD Writing Tasks pane when using a CD-RW.

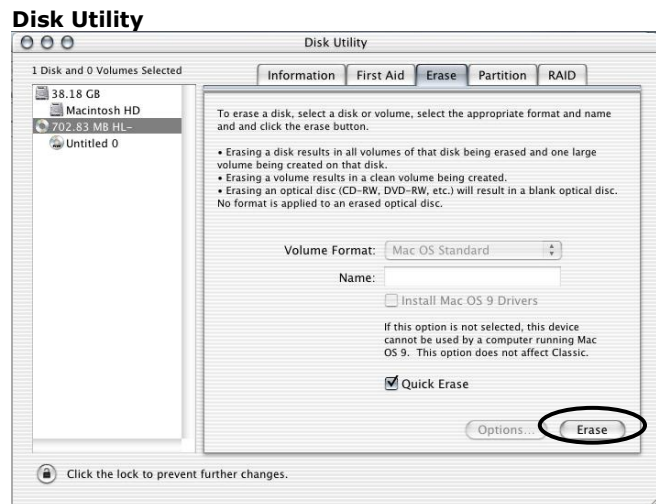
Mac - OS X

Macintosh OS X also has native support for writing to CDs. It is important to note, however, that unlike Windows XP, Macintosh OS X burns all CDs as “single-session”; **data must be written to the disk all at once; after that no more data can be added.** To write files to a CD-R or CD-RW, follow these steps:

1. Insert the CD-R or CD-RW into the CD-ROM drive.
2. A dialog box will appear. For **Action:** choose the appropriate option for the type of CD being created; **Open Finder** for a data CD, **Open iTunes** for a music CD, or **Open Disk Copy** if an image of a disk has been previously created with the Disk Copy utility.
3. The CD can be given a title in the **Name** field.
4. Click **OK**. An icon for the CD will appear on the Desktop.
5. Double-click the CD icon to open a Finder window. Click and drag the files to be written to the CD into the Finder window.
6. After adding all files, close the window. Ctrl-click on the CD icon on the Desktop (hold down the Control button and click on the icon) and select **Burn Disc**. A dialog box will appear. Leave the **Burn Speed** at **Maximum**. Click **Burn**.

CD-Rewritable Disks and Macintosh OS X

Macintosh OS X handles CD-RW's differently than Windows XP. The disks can be used multiple times, but, as stated above, once the CD has been burned additional files cannot be added. In order to take advantage of the rewritable nature of CD-RW's, **Disk Utility** must be used to completely erase the disk before new data can be added. **Disk Utility** can be found in the **Applications** folder under **Utilities**. Within Disk Utility, the panel to the left will list two CD icons – the drive first and the disk second. Select the CD drive (see below). The tabs along the top of the window access specific actions; to remove all files from the CD-RW, select **Erase** and click the **Erase** button. The disk can either be ejected or new data can be added.



Known Issues

Cross-Platform

Though most CDs recorded in either Macintosh or PCs can be read by almost any machine, on occasion a disk or specific files burnt to a disk on one type of computer may not be accessible on the other type. This most often occurs with media files such as images or movies. Also, CD-RW's encounter more problems with compatibility overall.

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