

Burning a CD on a Mac

The newer iMacs come equipped with a cd-burner built in. You can make backups, create electronic portfolios, and archive your work by “burning” it to cd.

1. Choose one of the iMacs in the lab numbered 1-15.

2. Insert a blank CD-R disk.

3. A box will appear asking you to prepare the disk for burning. Give the cd a name here and click Prepare.

4. The disk will now appear on the desktop. Drag items you want to copy onto the disk. Note that you must drag the original. If you drag the shortcut to “Smith Student Work” you will only get the shortcut.

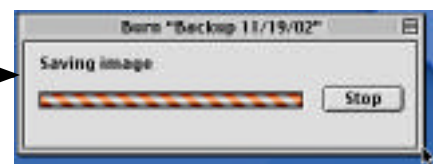
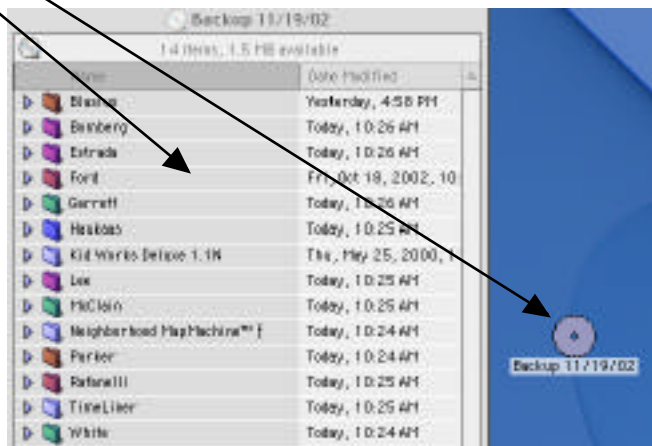
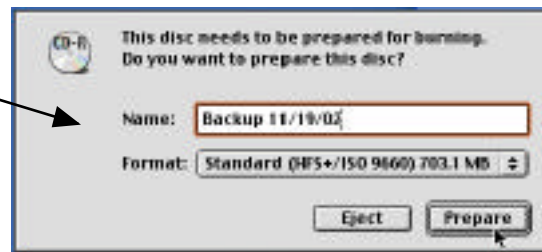
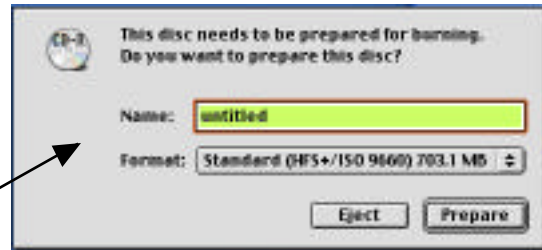
5. Double click on the cd to confirm what’s inside.

6. When you are happy with everything, drag the cd to the trash.

7. A box will come up asking if you’d like to burn the cd. Click on burn.

8. The computer will then display the process of burning. Depending on how much data you are burning, it could take a few minutes.

9. The computer will spit out the cd when it is done.



Some things to consider:

The CDs will work on a pc, though all of your documents may not! Save items with the three letter extension on the end to help a pc figure out what kind of document it is (ie .cwk or .jpg).

Observe copyright when making cds. Don't copy software unless it is legal!

Many programs have “players” or “viewers” that allow computers without your program to view your documents