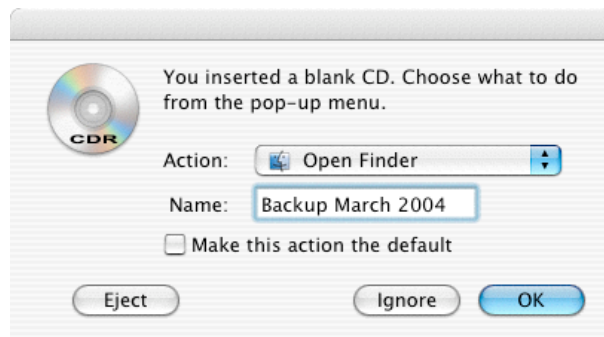


Burning Data CDs

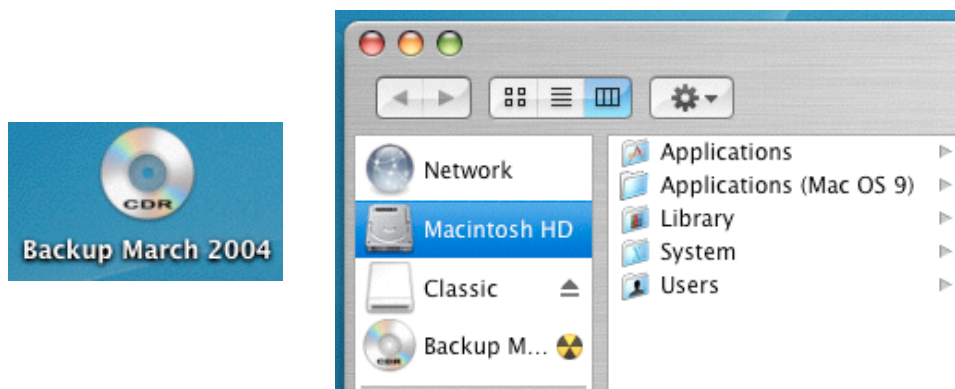
Josh Burker | josh_burker@misd.wednet.edu

While your hard drive can hold many thousands of documents and the server can also store your projects, it is a good idea to also back up your data to CDs. While the operating system and applications are easy to reinstall, your data is irreplaceable and needs to be backed up on a regular basis. This document will explain how to burn a data CD in the Finder.

Begin by putting a blank CD in your Mac's optical drive. The Finder will present the following dialog box asking you what you want to do and allowing you to name your CD:



I named my CD appropriately. Once you have named the CD and clicked the **OK** button, the blank CD will appear on the desktop and in the OS X 10.3.x Toolbar, as shown below:



If you plan to burn data that you currently have on the server, copy it to your Mac first by dragging it from the server to your desktop:



This arrow indicates that I am copying the item, not just moving it.

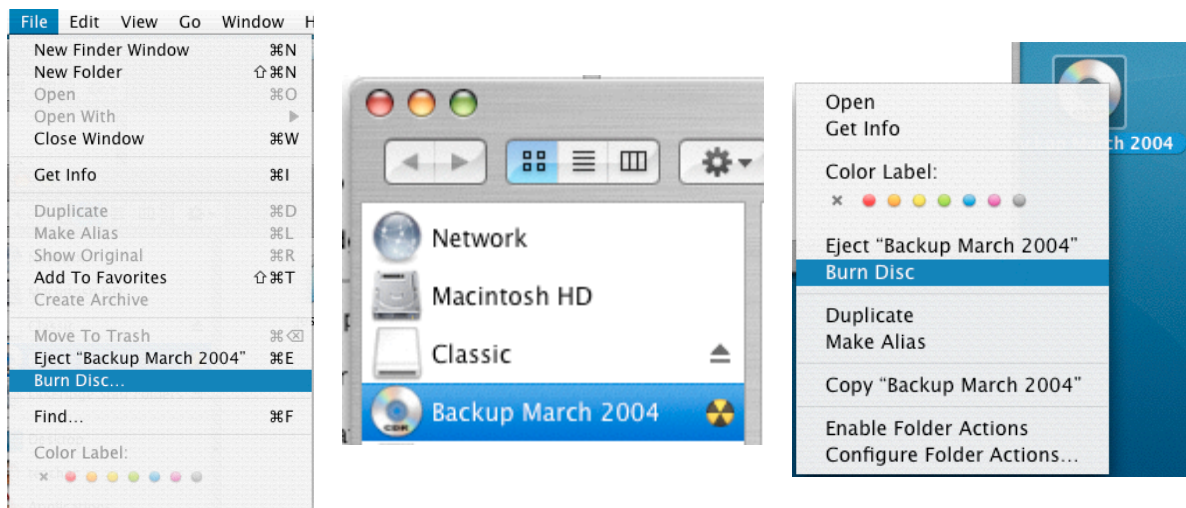
It also helps if you have the data you want to burn to CD organized into one or more folders.

Copy the folder of data to the CD by dragging and dropping the folder icon onto the CD icon:

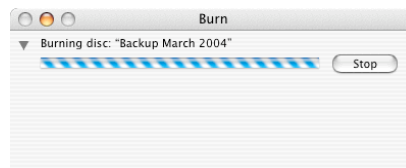


Continue moving data to the CD until you have everything you want on the CD copied to the CD.

When you are ready to burn the CD, there are several ways to do this. You can use the **Burn Disc** menu item under **File** in the Finder, you can click on the **Burn** icon in the Toolbar, or you can Control-click on the CD icon to get the **Burn Disc** contextual menu item, shown below left to right:



The Mac will then begin burning and verifying the disc that you have created and will show its progress in the Finder:



When you are finished the icon for the CD will appear on the desktop; note that it looks different than a blank CD that has not yet been burned:



This CD has been burned.



This CD has NOT been burned.