



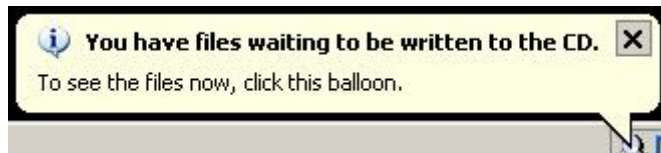
HOW TO: Copy files and folders to a CD in Windows XP

CDs are an excellent storage medium for backing up your important data. We strongly encourage using CDs or USB flash drives instead of floppy disks, as floppies are highly susceptible to damage and don't have a lot of storage space. One blank CD-R disk can store up to 700MB of data, which is roughly equivalent to 485 floppy disks. This document explains how to copy files and folders to CD using the built-in Windows XP CD recording software.

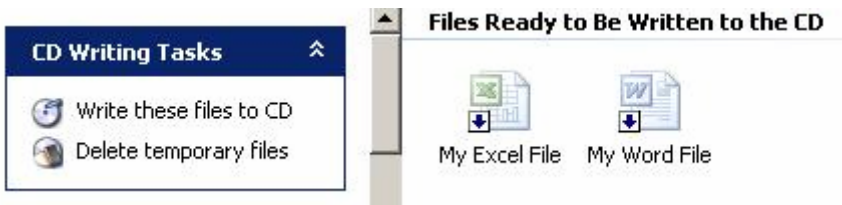
Note If you aren't sure if your computer is equipped with a CD-RW drive, examine the logo on the front of the CD tray door. If the logo reads "Compact Disc (ReWritable)" the drive is a CD-RW (see picture). If the logo simply says "Compact Disc" – the drive is not rewritable.



1. Insert a blank recordable disk (CD-R) into the rewritable drive. If a dialog box appears, click **Cancel**.
2. Double-click **My Computer** and select the files and folders you want to copy to CD.
 - **Tip:** Hold down the CTRL key while you click to select multiple files and folders, or press CTRL+A to select all of the files and folders.
3. With the files and folders selected, click one of the following options from the **File and Folder Tasks** bar:
 - **Copy this file**
 - **Copy this folder**
 - **Copy the selected items**
4. When the **Copy Items** box opens, select the CD-RW drive, and click **Copy**. The **You have files waiting to be written to the CD** notification balloon appears. Click the balloon to see the files.



5. A list of **Files Ready to Be Written to the CD** is displayed. You'll notice that the file icons are somewhat transparent (see picture). This means that they have not actually been written to the CD yet. Windows holds the files in a temporary folder on the hard drive until you are ready to burn the files to CD.



6. Click **Write these files to CD** from the **CD Writing Tasks** bar on the left.
7. When the **CD Writing Wizard** opens enter a name for the CD and click **Next**. The recording process will begin, and the files and folders you selected are written to the disk. When the process is finished, the wizard will prompt you to create another CD containing the exact same files. If you do not wish to make multiple copies, click **Finish**.



Computing Help Desk @ Buffalo State College

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Frequently Asked Questions

What is the difference between CD-R and CD-RW disks?

The main difference between CD-R and CD-RW disks is that files and folders on a CD-R cannot be modified. Once a file is copied to a CD-R it becomes read-only. This means you can open the file (read), but you can't modify the file (write). In order to modify a file on a CD-R you must first copy the file to your hard drive. Files on a CD-RW, on the other hand, can be modified while still on the disk.

Can I copy files to the same CD-R disk more than once?

Yes. Windows XP fully supports creating multi-session CDs. Let's say you burn a few files to CD one day. The next day, you decide there are other files that you want to copy to the same CD. Simply drag and drop more files into the folder and they will be written to the disk during the next recording session. Just be aware of the fact that adding a file or folder of the same name replaces the prior version.

I have a brand new CD-RW disk and I'm having trouble copying files to it. What should I do?

You may not be able to use CD-RW disks with some older CD rewritable drives. If you have trouble copying files to a CD-RW disk, try using a blank CD-R disk instead.

I copied files to a brand new CD-RW disk on my office computer, but my home computer doesn't recognize the disk. What should I do?

Not all CD drives can read CD-RW disks. If you have an older CD-ROM and CD rewritable drives. Try using a blank CD-R disk instead.

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