

# CD Burning Using Your New Dell

There are two ways to burn files to a CD using your new Dell computer.

- Using Sonic RecordNow! Plus
- Using the Windows Explorer

## Copying Files to CD Using the Sonic RecordNow! Plus

For directions on copying data or music files to CD using RecordNow! Plus, go to the RecordNow Plus Help file by doing the following:

- 1) Click **Start** and select **Programs**.
- 2) Scroll up to **RecordNow! Plus** and select **RecordNow Help**.
- 3) For help in copying data files onto a CD, click **Data Projects** from the Help menu.

## Copying Files to CD Using the Windows Explorer

In addition to using Sonic RecordNow! Plus to save files to CD, another way is to use the Windows Explorer. To do this:

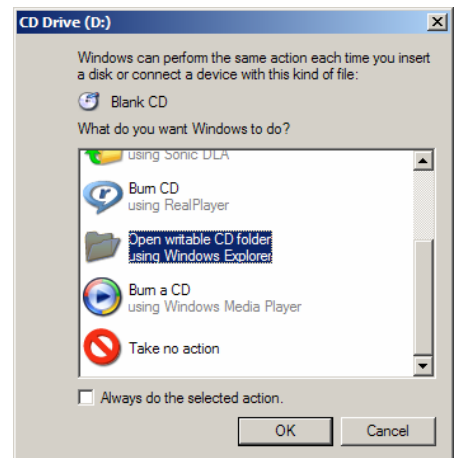
- 1) Insert a **Blank CD-R** into your CD Drive and push the button to close the door.

- 2) Wait a moment for the **What do you want Windows to do?** box. If this box does not appear, you can open the Windows Explorer by double-clicking the My Documents icon or the My Computer icon on your Desktop.

- 3) When asked **What do you want Windows to do?**, click **Open writable CD folder using Windows Explorer**.

- 4) Once the Windows Explorer opens, click on the link on the left that says **My Documents** to get to your My Documents folder.

- 5) To copy everything in the My Documents folder to CD, click **Edit** and then click **Select All**. All the folders and documents on the right will be selected.



a) **Note:** If you only want to copy *certain* files/folders to CD, hold the **Ctrl** key on your keyboard to select only the files / folders that you want to copy.

- 6) Once your files are selected, click **Copy the selected items** on the task pane on the left side of the window. (If you do not see these words on the left, click the **Folders** button once.)

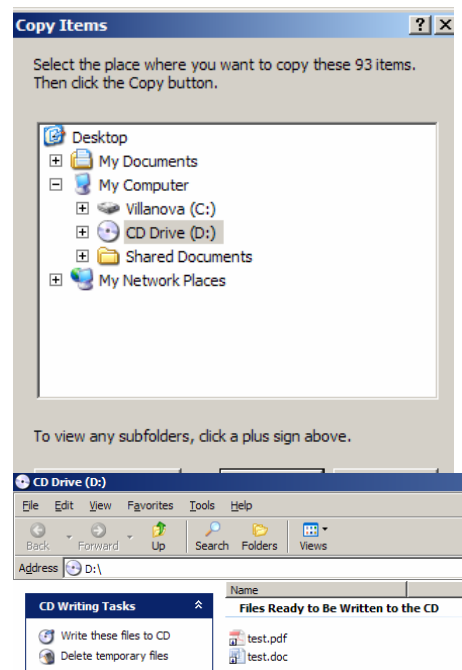
- 7) When the **Copy Items** box appears, select the **CD Drive (D:)** and click **Copy**.

- 8) Once the files are finished copying, you will see a balloon in the bottom right corner of your screen saying that **You have files waiting to be written to the CD**.

- 9) If you are only copying you're **My Documents** folder to CD, you can click that yellow balloon to complete the CD burning process.

**Note:** If you do not see that balloon, wait a few more moments. If you still do not see it, click on the **My Computer** link on the task pane on the left, then double-click the D: drive. Then proceed with the next step.

- 10) Clicking the balloon will bring you to the D: drive and you will see



the files you have copied under the **Files Ready to Be Written to the CD** section.

11) On the left, click **Write these files to CD**.

12) You will be asked to type a **CD name**. This simply gives the CD a name and is optional (16-character limit).

13) Click **Next**.

14) When the **CD Writing Wizard** is complete, your **CD will be ejected** and you will see a box telling you that you have successfully written the files to the CD. Click **Finish**.

15) To ensure that the files have been successfully written to the CD, insert the CD again and wait a moment. The CD and its contents should appear on your screen after a few seconds.

You can continue to copy files to this CD until the CD is full. When the CD is full, you will be told so by Windows. *CD's cannot be erased*. Once a file is copied to a CD, it is permanently there.

The files that you have copied to CD are Read-Only. This means that you cannot make changes to a file on the CD and save those changes *directly* back to the CD. If you want to change a file on the CD, you must open the file, save it to your PC's hard drive (My Documents or Desktop folders are recommended), then follow the steps above to copy the file back to the CD, clicking **Yes** when asked if you want to replace the file on the CD with the new one.