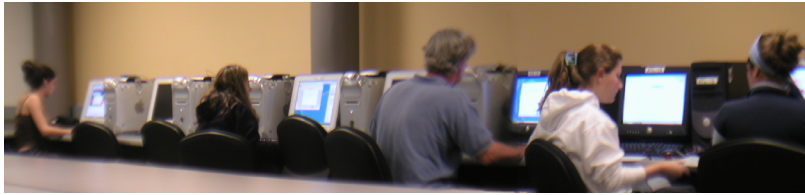


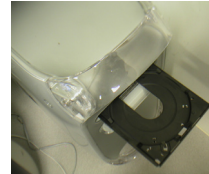
Burning a Data CD or DVD in the Labs



Nearly all workstations in the Emerson College computer labs are capable of burning data CDs. CDs are a good medium for storing and archiving files, pictures, and projects. This document outlines the basics of CD burning in the computer labs.

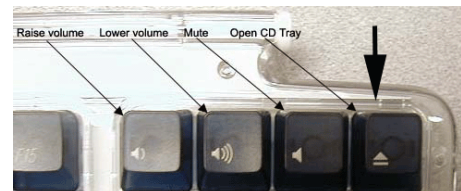
Getting Started

First, insert your blank disc into the CD drive. Please note that the CD eject key on a Macintosh is located in the upper-right corner of the keyboard. **On a Macintosh workstation**, the blank disc will appear on the desktop. **On a Windows workstation**, the disc will appear in **My Computer** in the **Start** menu.

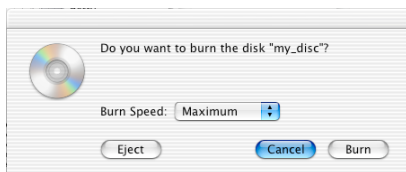


Preparing Your Files

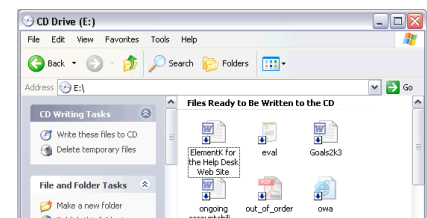
Copy your files to the **Local Workspace** folder. From there, you can drag and drop your files onto the icon for your disc. Once the files have finished copying to your disc, you are ready to burn your CD.



Burning Your Files to Disc



To burn your files to disc on a Macintosh workstation, drag your disc to the trash, or click and hold on your disc and select **Burn Disc** from the menu that appears.

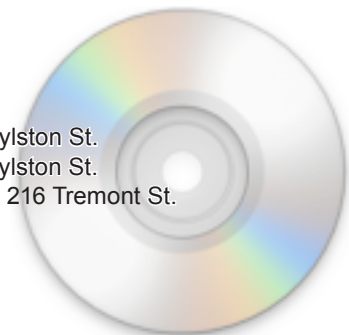


To burn your files to disc on a Windows workstation, double-click on the disc icon in the **My Computer** window. In the disc window, click **Write these files to CD** on the left of the window.

Once the process is finished, you can eject your disc.

Workstations in the following labs have CD burners:

- **3D Lab (T408)*** 4th Floor, 180 Tremont St.
- **Academic Technology Lab (W417)** 4th Floor, 120 Boylston St.
- **Advanced Projects Lab (W405)*** 4th Floor, 120 Boylston St.
- **Communication and Marketing Lab 1 (W634)** 6th Floor, 120 Boylston St.
- **Communication and Marketing Lab 2 (W633)** 6th Floor, 120 Boylston St.
- **Communication Sciences and Disorders Lab (D812)** 8th Floor, 216 Tremont St.
- **Journalism Lab (W638)** 6th Floor, 120 Boylston St.
- **Tufte Lab (T409)** 4th Floor, 180 Tremont St.
- **Writing and Publishing Lab (T312)*** 3rd Floor, 180 Tremont St.
- **XML (T111)*** 3rd Floor, 180 Tremont St.



*DVD burners also available in this location

For additional information, please contact the IT Help Desk at 617.824x8080

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