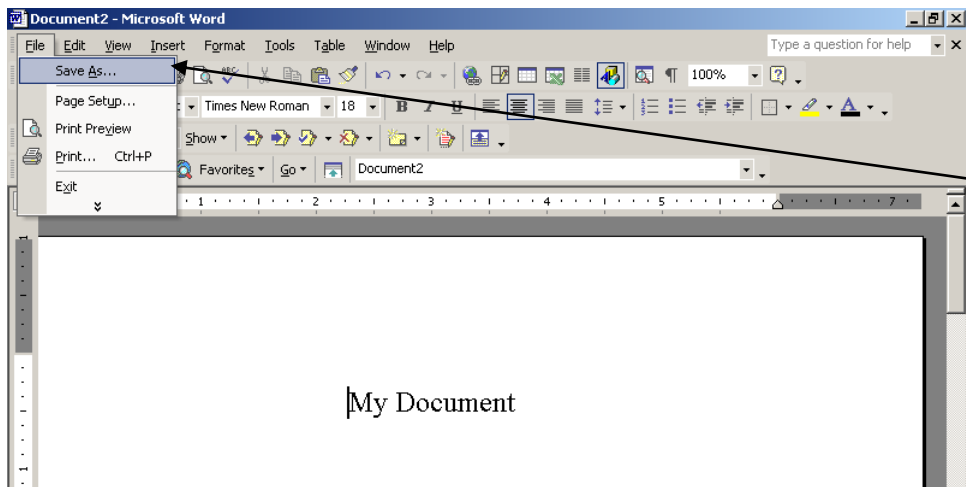
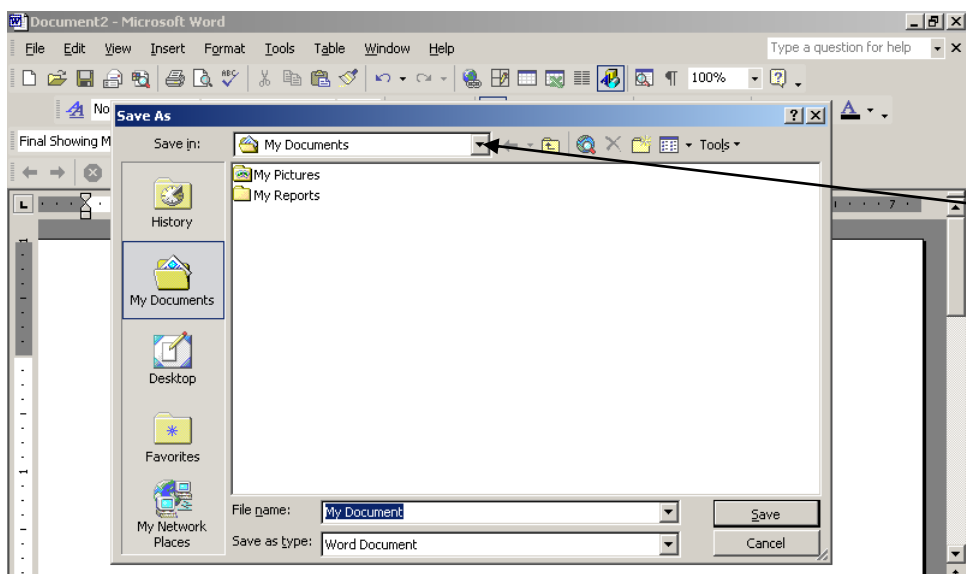


Saving to a CD on PCLS computers

All PCLS public computers have the capability of saving files to a CD except for the terminals used to access the library catalog and databases. In order to save files to a CD, you must first save the file either temporarily to the computer's "My Documents" folder or to an alternate storage device such as a floppy disk or flash drive.



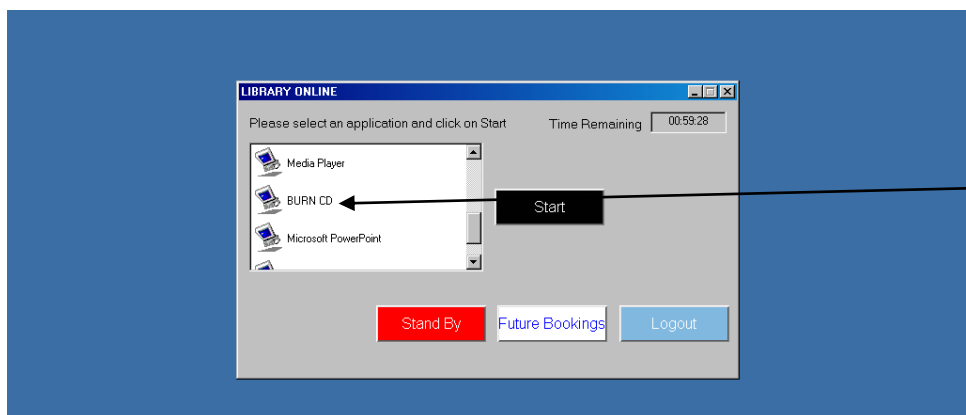
To temporarily save a file to the computer, go to the File menu and select "Save As":



The computer should automatically select "My Documents" as the location to save your file (if the computer does not automatically select the "My Documents" folder, choose it from the drop-down menu):

Give the file a name that will help you retrieve it later.

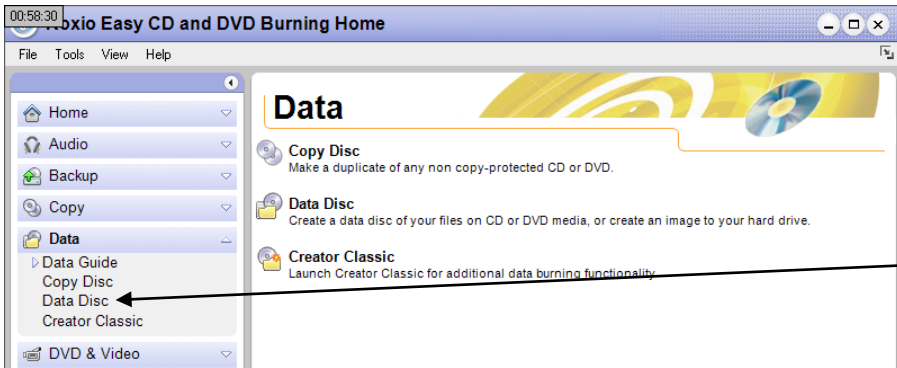
Once the files are saved to either the "My Documents" folder or a floppy disk or flash drive, minimize the window to access the list of available applications:



Click 'Burn CD' and then the 'Start' button. This will open the Roxio disk burning utility.

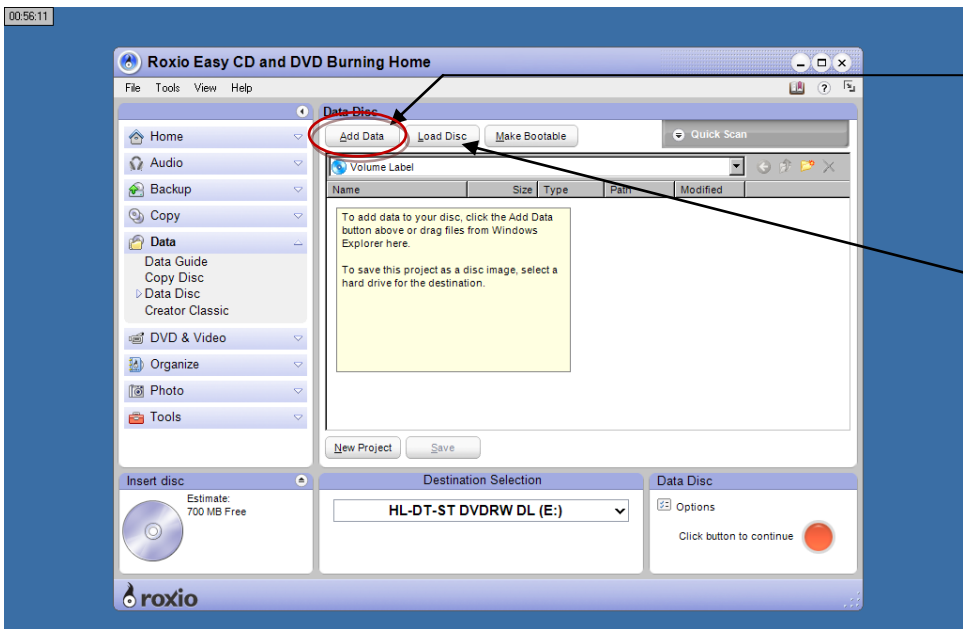


Depending on whether you are burning a data disk or an audio disc, choose from the options on Roxio's menu.



Make a selection from the options that open within the file you chose.

For example, if you are saving document files to a CD, you will want to choose "Data Disc" from the Data folder.



You can then click the 'Add Data' button across the top of the subsequent screen:

*Note: If the disk is not blank (i.e., it already has data loaded during a previous burn), use the 'Load Disc' button before 'Add Data'.

The 'Add Data' button will allow you to go back to the "My Documents" folder where you saved your files earlier. Then it's just a matter of accumulating the files wanted, inserting a disk, and clicking the large red button in the bottom right to start the burn process.

*Note: As with most computer matters, there may be incompatibility complications based on the library's/patron's version of CD/DVD software/hardware/disks. Certain disks burned at the library probably won't play in certain computers or players. That's simply the nature of the industry today.