

# **MAC Disc Instructions:**

## **To Save DATA to a CD-R**

**\*\*NOTE:** You only get one chance to save to a CD-R. When the disc is ejected, it must be burned first and this function will close off the disc from any future file additions or changes.\*\*

1. Open the disc drive using the Eject/Close button, which is the most top right button on the keyboard.
2. Put the disc in the disc drive and close the drive.
3. A dialogue box appears on the desktop. For data recording the first box should read “Open folder” and you may type in the second text box whatever you want to name your disc. Click Okay.
4. A CD disc icon now appears on the desktop.
5. You can now go to programs where you have materials to save. Open them and select “Save as” from the File Menu and choose the disc you have just named as the receiving drive. You can also drag icons for files from diverse areas on the computer onto the disc icon on the desktop or on the drive list and files will transfer to the disc.
6. It is a good idea to double check that the files you want on the disc are there before you eject / burn. AGAIN, Put all of the information you want to save on this CD-R on the file before you eject / burn because *you may only burn to a CD-R once and only once*.
7. When you do have all the files saved to or dragged to the disc that you want to burn, you can drag the icon for the CD-R into the Trash Can (which will appear as the Burn symbol in this case).
8. You have to give the command to burn.
9. After a minute or so the burn will be complete and the name below your CD-R icon will be slightly different, it now shows the memory used on the disc.
10. Now if you drag the disc icon to the Trash Can again, it becomes the eject symbol and the disc drive opens up so you can take your disc out.

**CD-R BEST USES:** CD-Rs for data use are usually simply 1) a means of maintaining a backup of files that are likely either not to be changed in the future or that need to have their various editions recorded and maintained permanently or 2) a way to physically transfer very large files from one computer to another that can not be transferred as easily via email or other memory media. Because these discs can only be saved to once, they are not optimal as a “working” disc.