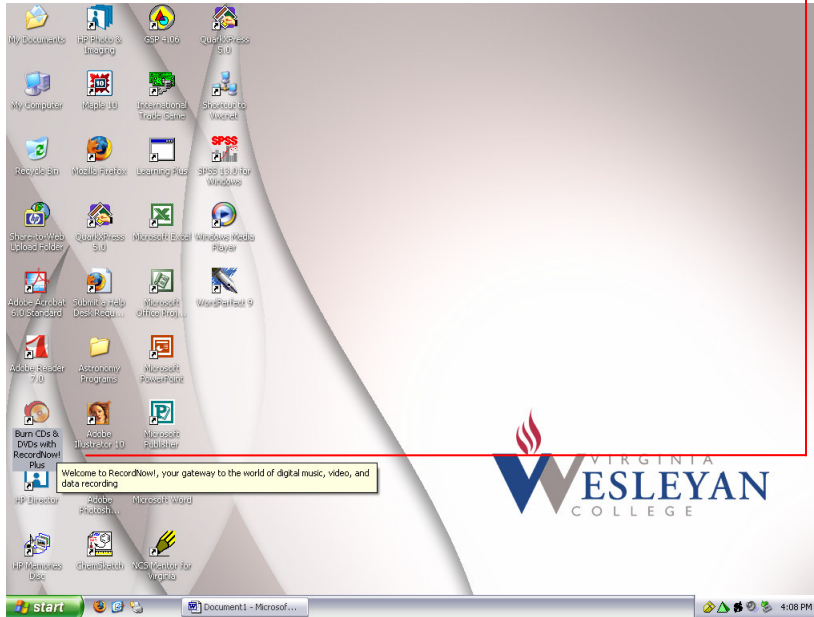


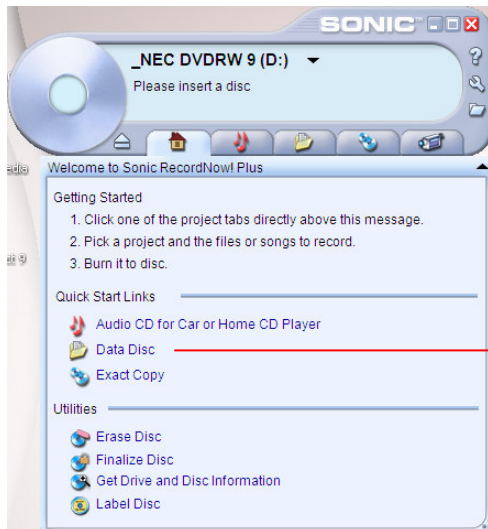
## SAVING YOUR DATA TO CD or DVD IN CLARKE 100 LAB

The following procedures are for saving your data from your **H: drive** to either a **CD-R** (maximum 700MB) or **DVD+R** (maximum 4.7GB). There are several methods of copying your files to a CD or DVD. **NOTE: These instructions are specific for copying in the Clarke 100 Lab using the RecordNow Plus software.**

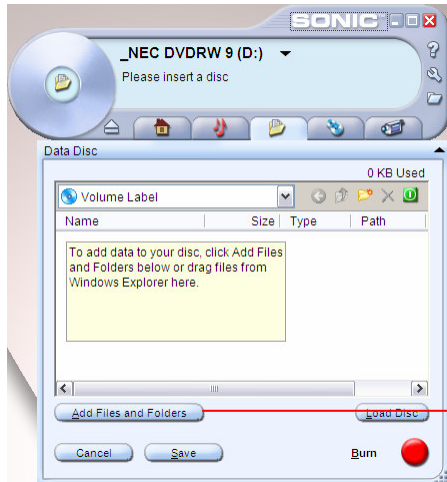
1. Double-click on the **Burn CDs** icon on the Desktop ←



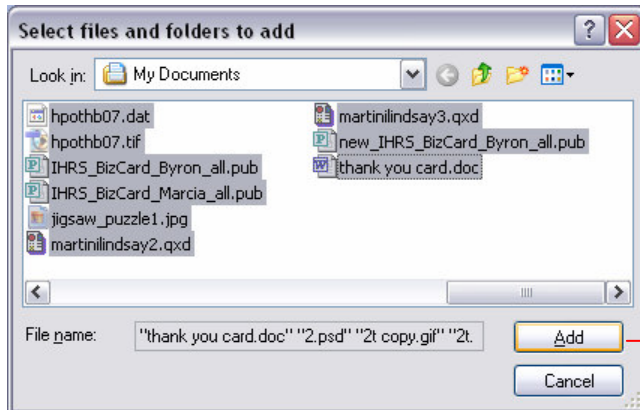
2. Click on **DATA DISC** ←



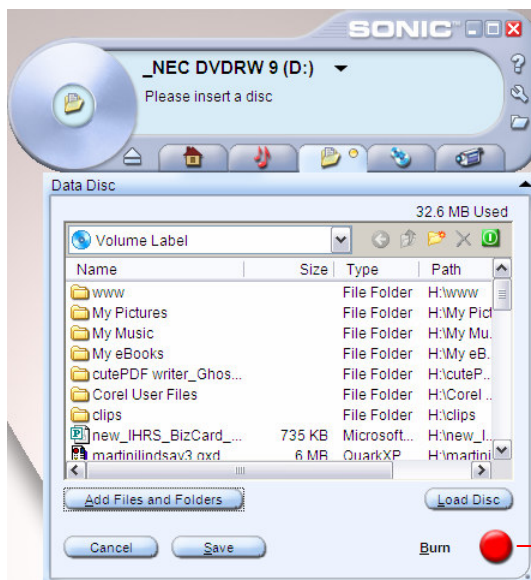
3. Click on **ADD FILES AND FOLDERS** ←



4. Select all of the Files and Folders you would like to copy and click the **ADD** button. ↑



5. Click on the **BURN** button. ←



After the files have been copied to the CD or DVD, the drive should automatically eject your media.

Exit the software and check your CD or DVD by clicking on **My Computer** and Selecting the **D: drive** to view the contents.

Contact the Computer Services, Help Desk at Ext. 3111 if you need assistance.