



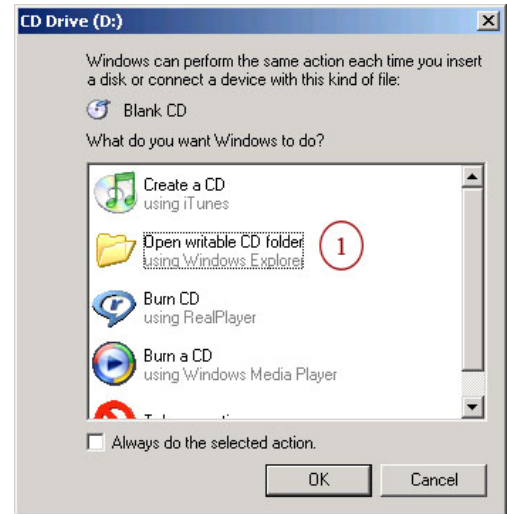
# Using CD Writing Software for PC's

Many classroom and computer lab systems have the ability to burn (create) Audio CDs and Data CDs. CDs hold a lot more information than a floppy disk, but they are less convenient for updating than server space (SAMBA) and USB flash drives. In general you will want to reserve burning CDs for finished projects, rather than works in progress. For help with burning a CD, please see a lab consultant.

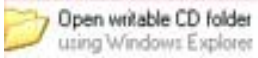
There are three available ways to burn a CD in the classrooms and computer labs at UMSL.

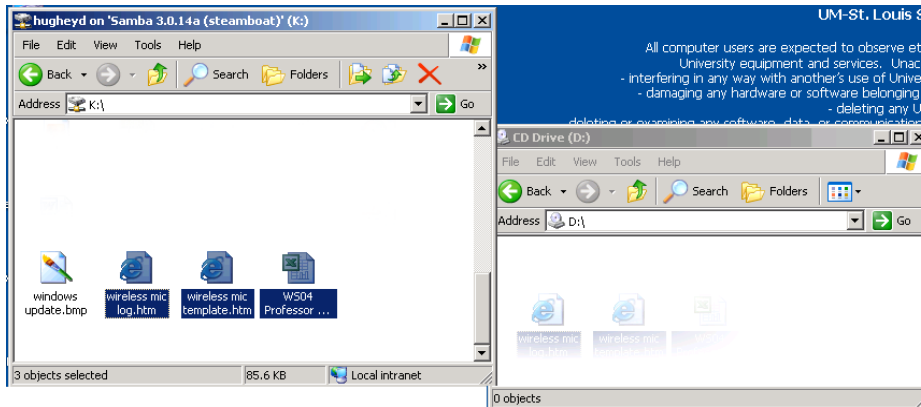
- 1) You can burn a Data CD using Drag-n-Drop with Windows Explorer
- 2) You can burn an Audio CD using Windows Media Player.
- 3) You can burn an Audio or MP3 CD using iTunes

After inserting a blank CD-R or a blank CD-RW, a window should open up similar to the one on the right.

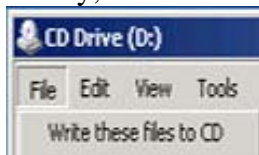


## 1 In order to Burn a Data CD using Windows Explorer

- 1) Select , and click OK.  
A window, called CD Drive (D:) will open up.
- 2) Browse to the files that you want to write to the CD.
- 3) Simply drag the files that you want to burn to the CD Drive (D:) window and Drop them onto the window.



- 4) This will create temporary files that are ready to be burned to CD
- 5) Finally, select File -> Write these Files to CD to initiate the CD burning process





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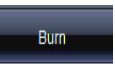
- 6) When the “Welcome to the CD Writing Wizard” window pops up, select Next




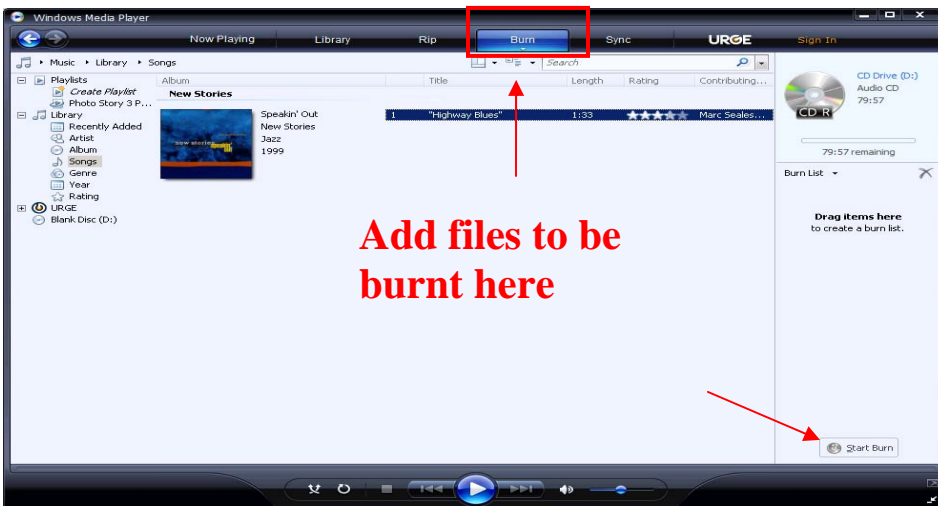
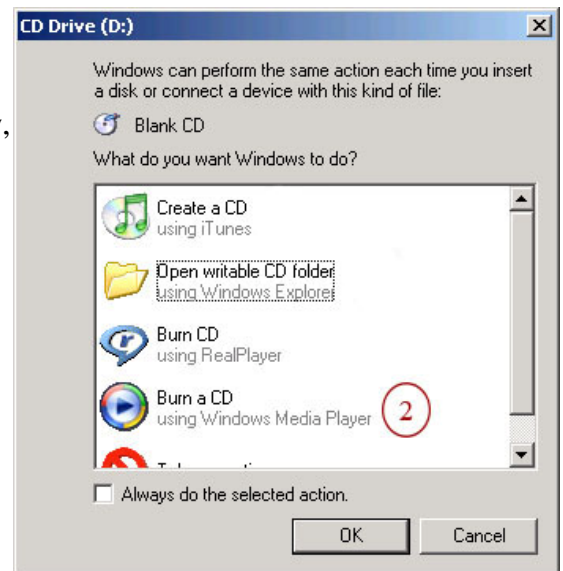
- 7) At this point, the files will be written to the CD. Once the process is complete, it will automatically eject your CD from the drive. You can then hit “Finish” on the “Welcome to the CD Writing Wizard” window.

**\*NOTE\*** you can still add additional files to the disc at a later time until the disc is full.

### 2 In order to burn an Audio CD using Windows Media Player

- 1) Select  Burn a CD using Windows Media Player, and click OK .
- 2) Click on  , located on the top of the window, in the middle.
- 3) Browse to the files that you want to write to the CD.
- 4) Simply drag the files you want to burn from their current location to the left window of Windows Media Player.
- 5) Once the files have been added, click on the


 icon, and wait for the CD to be automatically ejected.





# Using CD Writing Software for PC's

## 3 In order to burn an Audio or MP3 CD using iTunes

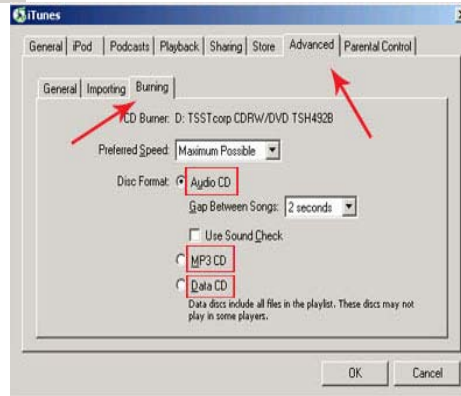
- 1) Select , and click OK.
- 2) Once iTunes is opened, a message opens up saying that a blank CD has been inserted, after clicking OK, a New Playlist has to be created, by going to File -> New Playlist



- 3) Select whether you want to burn an Audio, Data or MP3 CD by going to Edit -> Preferences, and then by selecting Advanced->Burning



Then under, Disc Format:, an Audio CD, MP3 CD or a Data CD can be checked.



**\*NOTE\*** Audio files can either be .aif or .wav, and would only burn as an Audio CD.  
 MP3 files must only be .mp3 and would only burn as an MP3 CD  
 Data CDs can include folders, with more than one file of different formats, such as .mp3 or .aif

- 4) After choosing your settings and clicking OK, make sure you have your Playlist selected, add the files you want to burn by simply dragging the audio or mp3 files to the playlist and finally click on the Burn Disk icon  located on the bottom-right corner of

iTunes. Once the burning is done, the CD will be automatically ejected.

