

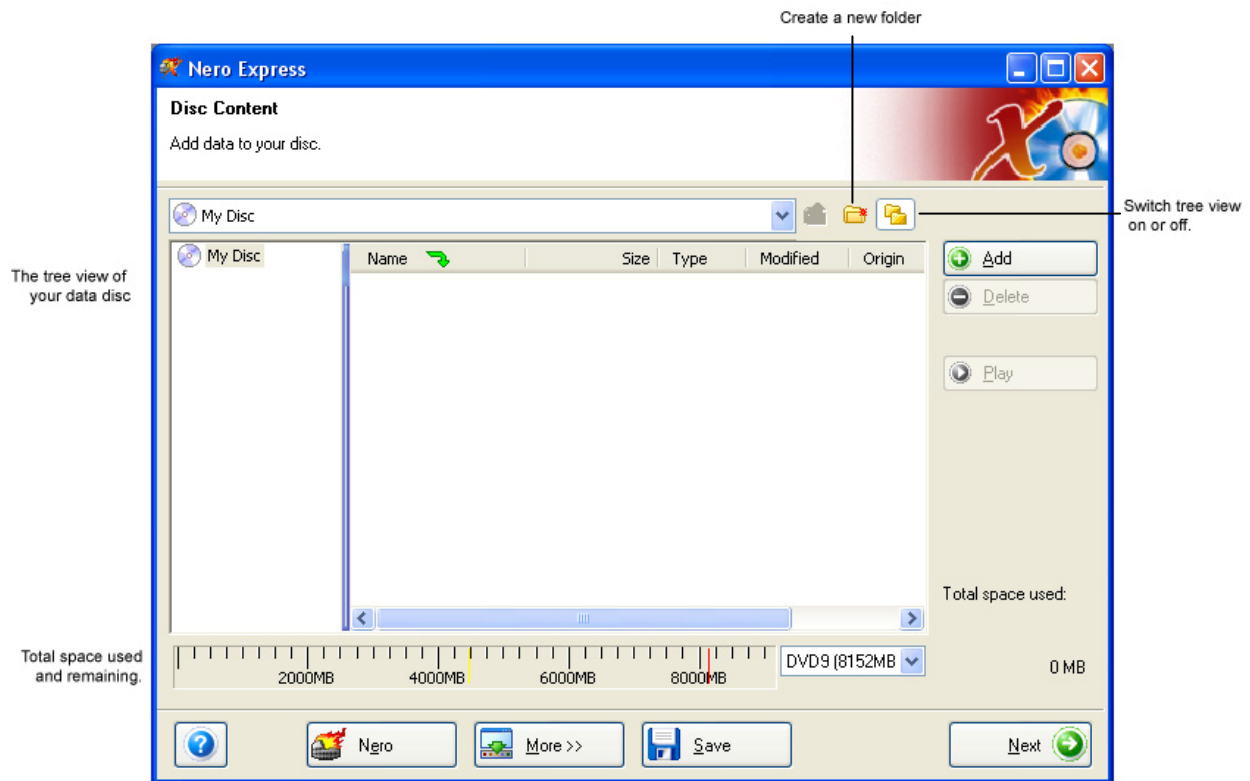
Using Nero to burn your portfolio to a CD or DVD (Windows XP)

The Nero software is available on both the XP PCs. To open it, go to Start → All Programs → Nero → Nero StartSmart. This will take you to the basic Nero interface.

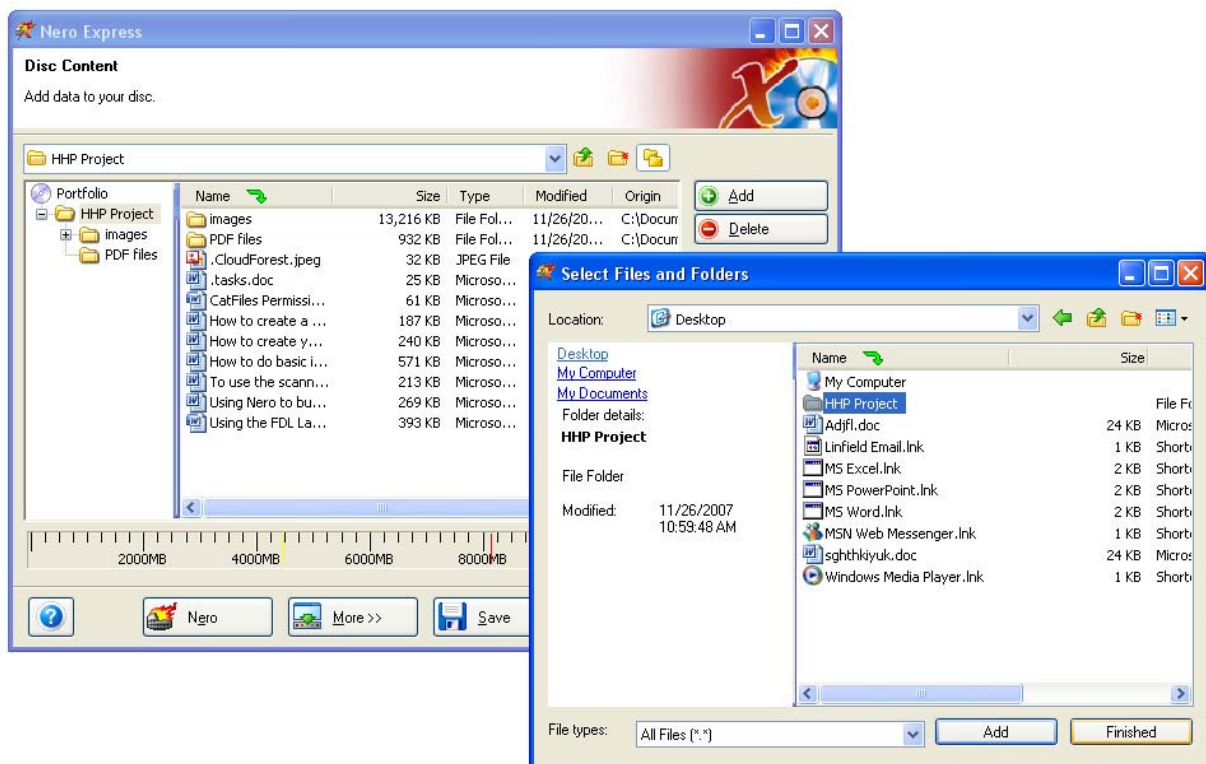


From here you can choose the type of project you wish to burn to the CD/DVD. The six icons at the top of the interface allow you to sort between the types of projects you can choose from. Projects are sorted into Favorites (as shown above), Data, Audio, Photo and Video, Copy and Backup, and Extras. You can also use the dropdown menu at the very top of the interface to sort between CD or DVD project options. The grey arrow on the left expands the interface so that the specific applications that are available through Nero are visible, as well as the manuals for their use and various tools.

To burn a portfolio to a disc, you will want to create either a data CD or a data DVD. (Whether you make a CD or a DVD is up to you. When choosing, keep in mind the amount of data you need to burn. A DVD has a much larger storage capacity than a CD.) Select this from the project options. A new program, Nero Express, will run, and a new interface will appear. From this interface you can add and arrange files onto the disc.



To add files to the disc, click the Add button. A new window will appear, where you can select the files that you want to burn to the disc. You can either add individual files or entire folders; if you choose the latter option, all the contents of the folder you select will be added onto the list as well. So, if all the files included in your portfolio are located in the same folder, all you have to do is select that folder and click the “Add” button. Once you’ve added all the files you want to burn to the disc, select “Finish.”



Note – if you need to add a file that is located within a folder saved in My Documents, you might need to move or copy that file to a location outside of My Documents and add it from there. Nero will not open folders saved in My Documents – my guess is because we are using a school network and the My Documents for each user carries between computers. However, if you want to add an entire folder that is saved in My Documents, you can do that.

Now that you have chosen all the necessary files to burn to the disc, you can arrange, rename, and sort them, just as you would on the computer. Right-clicking on a file or folder allows you to cut, copy, delete, and rename it as you wish. You can also delete a file by selecting it and clicking the Delete button, and if it is a music file, you can play it using the Play button. If you want to give the entire disc a name besides the default My Disc, right-click on the current name in the tree view (the current name has a disc icon beside it) and choose “Rename.”

Once your files are arranged to your satisfaction, you may save your project if you choose, or click Next. The next screen will be the final burn settings screen. Adjust the settings as you wish, or leave them on the default, and click Burn. You will be taken to a status window where you can watch or stop the recording process. When the files are successfully burned to the disc, Nero will notify you that the burn process is complete.

Another Note – If you have any questions about the settings found in Nero – for instance, the burn settings – try searching the Nero help files (click the blue question mark in the bottom left corner and choose “Help Topics”).