



Saving and copying to CD

- It's best to **save your work every 10 minutes** during your session - you can save as many items as you like by clicking the **Save** icon on the top toolbar.
- All items are saved to the **Temporary File Store** - however this store is cleared automatically at the end of your session and all files in it are erased.
- To **permanently** save any documents you have created (or downloaded information) you must copy to an external data storage device such as CD-R or USB memory device (see QRG 6b for information on USB devices). Any loss of data is not the responsibility of library staff.
- You can buy blank CD-Rs from the Library or you can bring in your own CDs.
- **Remember**, most data, images, music and media files on the internet are subject to copyright and should not be downloaded or copied without permission from the copyright holder. You are responsible for complying with copyright legislation.



Copy all files to CD

This can take 5 minutes or more - start your final copying when the 15 minute end of session warning appears.

Tip: A folder called "My Pictures" will automatically be copied to the CD, if it is empty and you do not want to copy it, delete it from the Temporary File Store before you begin copying – in the **Temporary File Store** click and highlight the **My Pictures** folder, then click on **Delete Folder** in the task pane on the left-hand of the screen.

1. Insert a CD into the CD drive
2. Go to the blue desktop (the one with all the icons that you see at the start) and double click on the **Copy Data to CD** icon



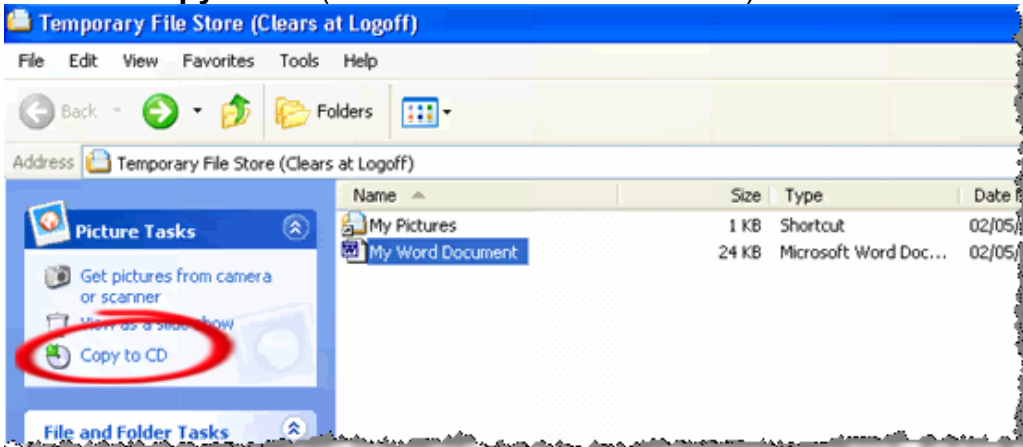
1. Various messages should appear on the screen to inform you of progress, do nothing while this is happening. If a balloon appears with the wording **You have files waiting to be written to the CD** click on the balloon, you will then be taken to the CD writing wizard, see 'Copy individual files to CD' below, step 4 onwards
2. When copying is complete a message will appear asking if you want to copy to another CD, if you do not, click **Finish**.

You should delete any documents in the Temporary File Store before logging out - you are responsible for your documents and if you leave them on the computer other library users or staff may view and delete them.



Copy individual files to CD

1. Open the **Temporary File Store**
2. Click on the file you want to copy to CD (if there is more than one, hold down CTRL while you click on each file you want to copy)
3. Click on **Copy to CD** (on the left-hand of the screen)



4. A balloon will be displayed in the bottom right of the screen saying that you have files waiting to be copied to CD, click on the balloon
5. Two lists will be displayed, 'Files ready to be written to CD' and 'Files currently on the CD', click on the files you want to copy to CD
6. Click **Write these files to CD** on the left-hand of the screen
7. In the box which appears, click **Next** to accept the name proposed for the CD or amend the name and click **Next**
8. At the end of the copying the list of files displayed will have changed so that only files currently on the CD are now shown.

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Edit files copied to CD

1. Check that the CD is still inserted correctly and the CD tray is closed
2. Go to the blue desktop screen and click on the **CD Drive** icon
3. A list of the files on the CD will appear - open and edit them using the various software packages available (Word, Excel etc)
4. When you have finished editing, click on **File** and then **Save As**
5. The **Save As** dialog box will be displayed, look at the **Save in** box at the top of the box, if it does not say **Temporary File Store** or **Temporary Data D:** click the arrow at the right-hand of the box and select **Temporary File Store** or **Temporary Data D:**
6. Click **Save**
7. Click **Replace existing file**
8. Return to the blue Desktop screen and double-click the **Copy Data to CD** icon - files on the CD will be replaced with the new files of the same name from the Temporary File Store

