

Help Sheet: Nero CD Burning Software

What is Nero?

Nero is CD burning software that allows you to copy files to CD. This help sheet will show you how to use Nero to create a data CD.

Types of CDs

There are two types of CD, both of which have a capacity of around 650 to 700mb. We recommend that you use CD-R discs. The main differences are:

CD-R - Recordable, or write once, read many

- CD-R discs can be read on a much wider variety of CD drives.
- It is safer to use a CD-R disc if you are planning to use the CD in other computers, e.g. to do presentations in classrooms or lecture theatres, or use the disc on a home computer.
- It will usually be quicker to write to a CD-R.
- The space can only be used once on these discs, although the contents can be added to over multiple sessions until the total space has been used.
- You cannot erase files from a CD-R disc.

CD-RW - Rewriteable

- CD-RW discs can be less reliable than CD-R's, so we'd advise against their use.
- The space on these discs can be re-used almost indefinitely, (around 1000 re-writes). However, you may not be able to read a CD-RW disc in a CD read-only drives, (it will say on the drive what it is). And you may only be able to use the disc in the **same** computer.

- CD-RW discs are more expensive than CD-Rs.
- You can erase files from a CD-RW disc, and re-use the space.

Creating a New Data CD

1. Start Nero

From the Start → Programs menu → Multimedia → Nero → Nero StartSmart

Insert a blank CD in the drive.

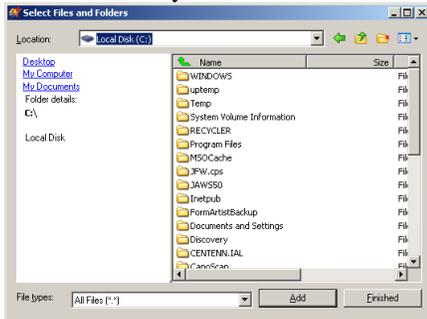
2. Create a Data Disc
3. Select Data, then Data Disc.



4. Click on the "Add" button

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5. Select the drive your files are on:

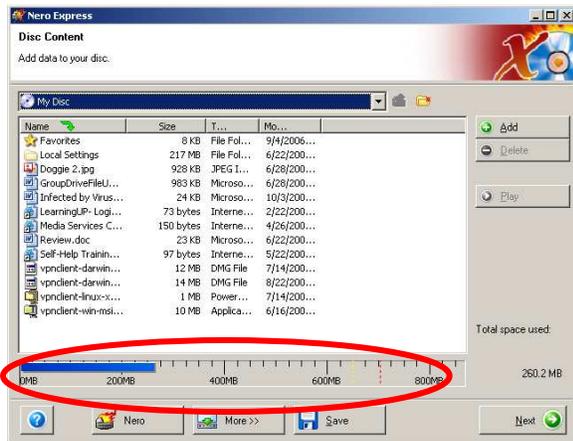


6. Select item and click "Add"
7. Continue adding items following step 5 and 6 as needed.
8. Click "Finished"

You will see the items you added in the window. You can now choose to add more items or remove any items.

You need to pay close attention to the total space used on your CD.

CDs can only hold around 650MB. As you can see from this example window, we are only using about 260MB total. The more space you use, the longer your blue bar will be on the bottom of the window. If you have a yellow or red bar it is best to remove a few items before burning your CD.



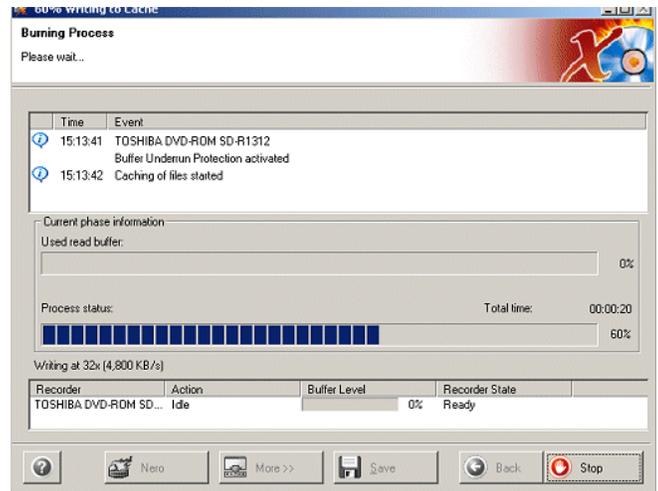
"Too much in this CD, noted by the red bar"



9. Click "Next"
10. Change the name of your disc to something useful if you wish by changing the "Disc Name"
11. Click Burn to start burning your CD project

Wait while your data is recorded

- While the data is being recorded, you will see a status screen, showing progress.
- The CD writing process is very sensitive to interruption so don't do anything else on the computer until writing is complete.



Finish and Exit

1. A dialogue box will appear when it has completed successfully. Select **OK**.
2. On the following screen, select **Next**.

The disc will now be ejected.

3. Select **Exit**, then answer **No** to the final question - **Do you want to save your project?**
4. Finally, check your CD using Windows Explorer or My Computer to make sure you can read the files on it.

Adding to an Existing CD

When you insert a multi-session CD that you have previously recorded on, Nero will check for changes, and automatically notify you of files you have changed or added since your last backup.

1. Check for updates since the last recording
2. Insert your disc, then start Nero.
3. Select Data > Data Disc
4. Now wait while your disc is checked.
5. If you have changed anything since your last recording, you see a screen similar to this one:



2. **Decide if you want the updates to be recorded on the disc**
 - When you click on OK, you will see the disc content window with any folders or files that have changed highlighted in black.
 - If you don't want these to be updates to be applied to your disc, close Nero down, and use another CD.
3. **Add more files, and Record the data**
 - If you want the updates to be added, you can now add any other files to the Disc content window.
 - Continue with the Burn process, as in step 5 above.

Reading / Restoring files from CD.

Your disc will appear in Windows Explorer or My Computer, and the files on it can be accessed in

exactly the same way as any other files. If you need to restore files from the CD, simply copy your files back from the disc.

End Help Sheet