

# BURNING A DATA CD

using **Nero Express** (Ahead) software.

N.B – To use Nero Express you must have Nero 5.5.9.0 or later installed on your PC. Check with our IT Support officer to find what version you have

1. Insert writable CD into CD drive.
2. Start Nero Express (Start -> Program Files -> Ahead Nero -> Nero Express)
3. Select **Data** and **Data Disc**.
4. Read the On screen instructions - Click on the **Add** button to add files to your compilation
- 4b. You can either click and drag the folder/file to area or use the **Add** button to add files or folders
- 4c. Repeat this process for all files/folders.
- 4d. The bar area at the bottom indicates how much space is remaining on the CD – You should not pass the dotted yellow line.
5. When you have added the files which you wish to copy to CD, click **Next**.

**NOTE:** *If you are using a CD that already contains data, the existing data (files/folders) will automatically appear in window when you add data to this CD.*

- 6a. Give the CD a name in the disc name dialog box.
- 6b. If you wish to record additional files onto the CD, make sure the “Allow files to be added later” checkbox is ticked.
- 6c. Select the ‘Burn’ button to begin burning the CD.

N.B. You should not copy files from a network drive to CD.

6. When successfully completed, click **OK**. Then click next – after this you can exit the program or burn another CD

