

## **COMPUTER CLUB DISCUSSION GROUP**

### **FEBRUARY 6, 2007**

#### **BACKUP FILES TO CD**

This session will cover the recording/burning of files and pictures on CDs. Most computers that have a built in Read/Write CD Drive also come with a software program peculiar to the specific built in CD Burner. However, the Burn software we will be discussing is the generic XP built in software program.

1. Locate and Double LC (DLC) on your My Computer icon and open the directory.
2. Right Click (RC) on the CD Drive which is usually the D: Drive. Then Left Click (LC) on Properties.
3. LC on Recording and assure the "Enable CD recording on this drive" box is checked, and the "Automatically eject CD after writing" box is Unchecked.
4. If you wish to use the software that came bundled with the computer, undo the actions in Step 3.
5. Now organize the files or pictures you wish to Burn to a CD. A blank disk typically holds approximately 650 MB of data so you must make sure the total size of the data you are about to burn is a little below that value.
6. Insert a blank CD-R disk in your CD Drive. Wait for the CD dialogue box to open then LC Cancel.
7. Open the Directory where the files you want to burn are located and select/highlight each of the items you want to burn.
8. Position the cursor over a highlighted area and depress the RC button once. Position the cursor over the Send To title and wait for another dialogue box to open. Observe that the D: Drive appears in the new dialogue box list and LC on the D: Drive title.
9. A Info balloon should open informing you that You Have Files Waiting To Be Written To CD and to click the balloon to see the files.
10. If you are ready to write/burn the files to a CD, LC on the Info balloon. If the Info Balloon has already disappeared, Open the My Computer directory and Double LC (DLC) on the D: Drive and you will see the files ready to be burned. If list looks complete, LC on the Write these files to CD title, at the top of the column on the left.
11. A CD Writing Wizard will appear at which time you can change the title of the CD. Note there is a 15 Character title limit. When new title is entered LC Next.
12. The CD Bruner will now write the files to the CD. When finished a dialogue box will appear entitled what ever you entered in Step 11 with the Open folder to view files. Highlighted. LC OK to view the just added files.
13. Open CD Drive and remove the new disk. Using a felt marker pen write the name of the CD on the top side for future reference.

## REMOVE UNWANTED PROGRAMS THAT OPEN AT STARTUP

### Method 1

1. Write down the offending program name.
2. To view the list of your start up programs, look in the C:\Documents and Settings\All Users\Start Menu\Programs\Start Up and C:\Documents and Settings\username\Start Menu\Programs\Start Up folders.
3. Review each of the above areas, search, and highlight the offending SHORTCUT, RC in highlighted area then LC DELETE to remove the SHORTCUT.

### Method 2

1. Go to Start>Run and type (without quotes) "msconfig" [enter]. This brings up the System configuration Utility. Look on the Startup tab and find all entries relating to the offending program. Uncheck the boxes next to the names, Apply and OK out. You don't need to restart immediately, but the next time you do you'll get a dialog saying you've used the Utility. Just tick the box that says in effect, "don't bother me about this again".

**Note:** Be sure that the program box you uncheck is not associated with any programs you really need to have open at Start-up.

## ADD SOUNDS TO WINDOWS FUNCTIONS

1. Make Directory in My Documents called Sound Effects and download sounds from Internet websites such as <http://www.waveevents.com> and place in Sound Effects folder.
2. RC on desired sound then LC COPY.
3. LC Start then Double LC MY COMPUTER, then DLC Drive C:, locate and DLC on the Windows folder and DLC the MEDIA folder.
4. When MEDIA folder is open, RC in blank area then LC PASTE. File copied in Step 2 will be added to the MEDIA folder. Repeat above steps for each sound effect you wish to use.
5. LC START, LC CONTROL PANEL and DLC on SOUNDS and AUDIO DEVICES then LC Sounds.
6. Select function you wish to add a sound effect to from the PROGRAM EVENTS window.
7. LC BROWSE and LC sound title you wish to use and LC OK.
8. LC on right pointing arrow to the left of the BROWSE button to hear new sound effect.