

Harrow Camera Club Burning Files to CD using Windows XP

This advice assumes a requirement to burn a set of files, all or mostly image files, to a CD for submission to a photographic event. The advice is developed from that shown in Windows Help. To see the original advice, search Help using 'burn cd'.

The Windows CD-burn process always adds the selected content alongside anything previously burnt to the same CD. A CD may therefore be reused for many events in succession, and it is very important that:

- Content is always burnt as one or more folders, and not as individual files, so that the root directory of the CD only has folders.
- All the folders are named so that they are very clearly identifiable as associated with the individual photographic event.
- Folder name example: HCC Exhibition 23 September 2008

In this way, anyone opening the CD will see only a list of folders, and will also be easily able to find the one matching the event documentation.

Procedure:

1. Insert a CD-R disk into the CD drive. If the CD already has files, cancel any Autoplay attempt. A blank CD will not Autoplay.
2. In a suitable place, such as 'My Pictures', create a new folder, and name it for the event. (See the above reason for using a folder, and an example of the name.)
3. Copy all the files for the event into this folder. That usually means image files, sized and named according to the rules of the event organiser, and may include a text file with the author's details and a list of the image files in their event sections.
4. Close this event folder, and remain in its parent folder. Depending on the way folders are displayed, this may require the Back button. Select (single-click) the event folder.
5. A) In the **File and Folder Tasks** pane (left side of the window), click **Copy this folder**. The **Copy Items** dialog box appears. Click on the CD drive name, and then click on **Copy**.
B) It is simpler if the event folder is in the My Pictures folder, when there will be a **Pictures Tasks** pane, with a **Copy to CD** option.
6. Open **My Computer** (icon on the desktop) and double-click on the CD drive icon. This will display the current disk contents, if any, and also show the folder waiting to be written to CD.
7. In **CD Writing Tasks**, click **Write these files to CD**. Follow the instructions in the writing wizard.

You can repeat this process to burn another folder, or you can burn more than one folder at a time. At (2) create the separate folders in the same parent folder. At (4), select all the folders to be burnt by holding CTRL and clicking each individually.

Burning a Slideshow. There are extra requirements if you want to burn a slideshow which will autoplay on inserting the CD.

1. Only burn one folder, and burn it to a blank CD.
2. Only include image files. Any other content defines the CD as mixed, which may not Autoplay as a slideshow.
3. Autoplay options are not fixed, and may be disabled on some computers. Any Autoplay options are not guaranteed, and should be tested in advance.
4. The files will Autoplay in alphabetic order of filename. Make sure the filenames work in the required order. File names of '001' '002' etc are suitable, but all must be the same length ie, not '1' '2' ... '10' ...
5. If the slideshow is interrupted, and also at its end, then the slideshow is unlikely to be repeatable unless the CD is ejected and reinserted to reactivate Autoplay.