

Step-by-Step

Burn a CD-ROM on an iMac with built-in CD-RW

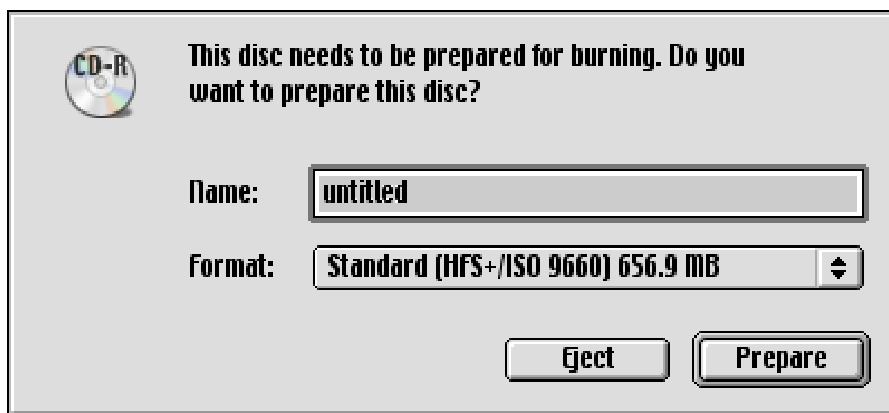
The final version of your portfolio will be “burned” to a CD-ROM. The CD-Recordable disks that will be provided are the “write-once” variety, which means they cannot be changed. Your files should be complete before taking this step. We also recommend doing a final check of all files before recording the CD (see Step 4 below).

A few pointers on linking your videos to your **Acrobat** files before burning the CD:

- **Place all files in one folder:** Before you link your videos to the appropriate place in your Acrobat file, be sure to collect all of your videos and your Acrobat portfolio and presentation together in the same folder.
- **Naming files:** Also, be sure the file names have no spaces. **Don't change file names after you link your movies.** And don't move your files out of their folder after you link your movies.

Burning the CD with finished files:

1. Insert a blank CD into the newer iMacs.
2. The computer will prompt you to name the CD (I suggest using your last name) and click "Prepare".



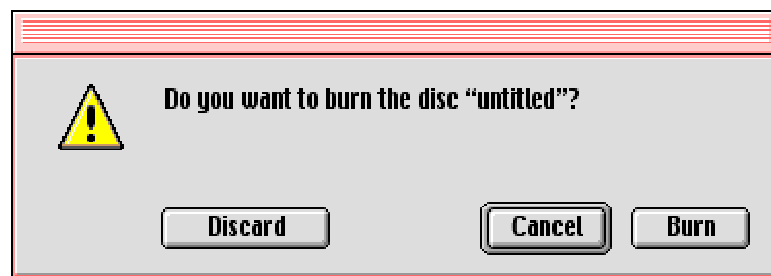
3. A "virtual disk" will show up on the desktop of the computer. Open it and drag all your portfolio files into that window. You should use file sharing to log into your computer, to copy the final files for your portfolio (the Acrobat file and all movies). I suggest dragging the image of your iBook off the desktop after the files are copied and before you finalize the CD.



4. Make a final test of your files by opening and trying the video links.

5. When you have the window arranged the way you want it when the CD is loaded in your computer (we suggest leaving the window open), **Select Burn CD** from the **Special Menu** (the last time you can drag the "virtual disk" image into the trash, as if you are ejecting it).

You may also drag the CD image in the trash and the following window will appear:



6. The computer will ask you to click "Burn", and then will proceed to write the CD and verify it.

You will need to repeat the process for each CD you want to burn. If you are doing more than two CDs, we suggest first copying your files into a folder inside the Documents folder on the iMac you are using to write your CD.