

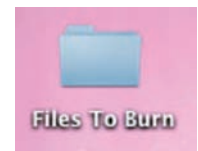
## How to Burn Files to a CD or DVD on a MAC Computer

The following instructions explain how to burn files to a CD on a MAC computer and have the CD remain in a state where files can be burnt to it again on future occasions until the CD is full. This is known as **Multi Session CD Burning**. The instructions also apply to burning to a DVD disc, though Multi Session burning is not available when burning to DVDs.

### Insert a blank CD

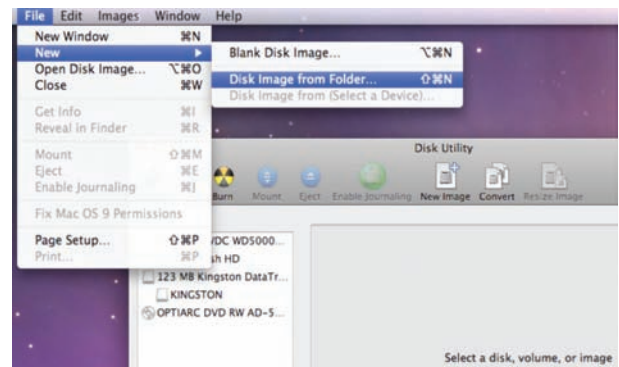
A dialog box opens on the desktop, click on **Ignore**. If the CD already contains files then you will not see the dialog box.

Right click anywhere on the **Desktop** a dialog box appears listing various options, select **New Folder**, give the folder a suitable name e.g **Files To Burn**.



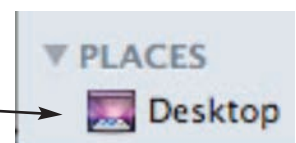
Drag all the files you wish to burn to a CD into this new folder.

From the menu bar at the top of the screen select **Go**, from the drop down menu select **Utilities** then from the Utilities menu select **Disk Utility**



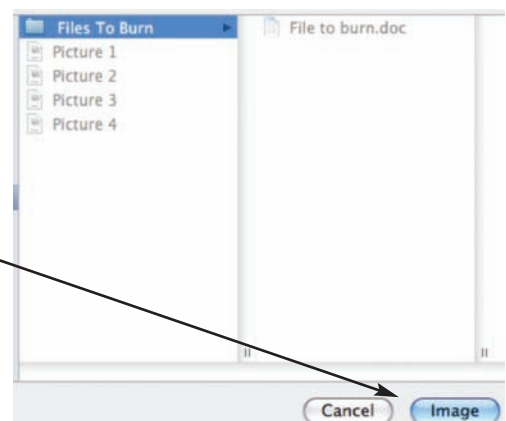
With the **Disk Utilities** window open select **File** from the File menu select **New**, then select **Disk Image from Folder**

The **Select Folder to Image** window is displayed. At the left panel of this window, below **PLACES** select **Desktop**.



You will notice that the names of any folders currently on the desktop are now listed in the right hand panel including the **Files To Burn** folder containing the files you wish to burn.

Select the **Files To Burn** folder and click the **Image** button at the bottom right of the window.



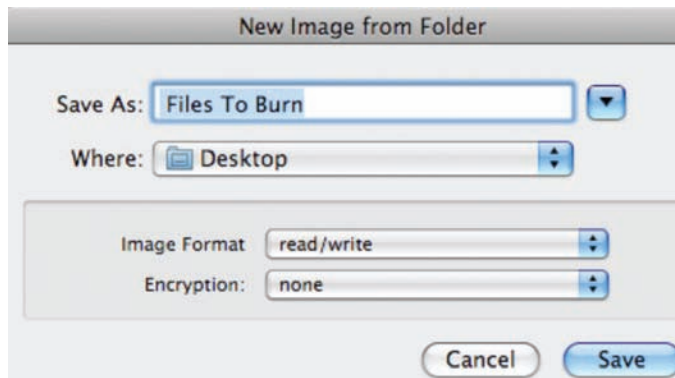
The **New Image from Folder** window appears. At the **Save As:** section you can enter an image name e.g **Files To Burn**.

Leave the **Where:** section set to **Desktop**

Set **Image format** to **read/write**

Set **Encryption** to **None**

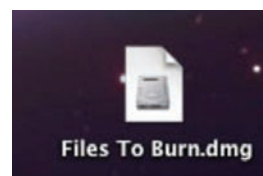
Click on **Save**



The image is now created and appears in the left pane of the **Disk Utility** window and also as a new icon on the Desktop, it has the file extension **.dmg** Double click on the new desktop image icon.

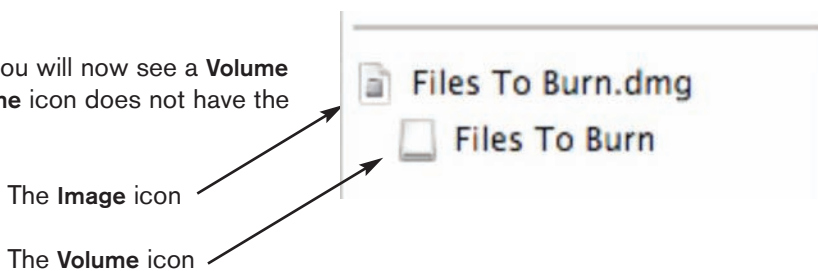


*Image Icon in left pane*



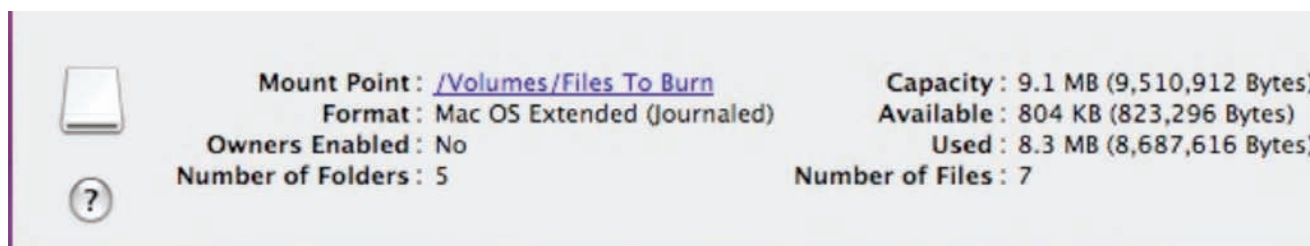
*Desktop Image Icon*

In the left pane of the **Disk Utility** window you will now see a **Volume** icon below the **Image** icon. This new **Volume** icon does not have the **.dmg** extension.

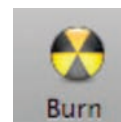


Double click on the new **Volume** icon in the left pane of the **Disk Utility** window. At the bottom of the Disk Utility window you will see various Volume attributes.

The **Format:** option must be set to **Mac OS Extended (Journaled)** disk format.

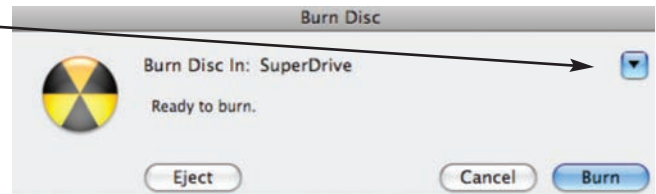


Select the **Disk Image** icon above the Volume icon, click on the **Burn** icon at the top of the window. If you are burning to a CD that already contains files then the system may eject it and prompt for it to be reloaded.



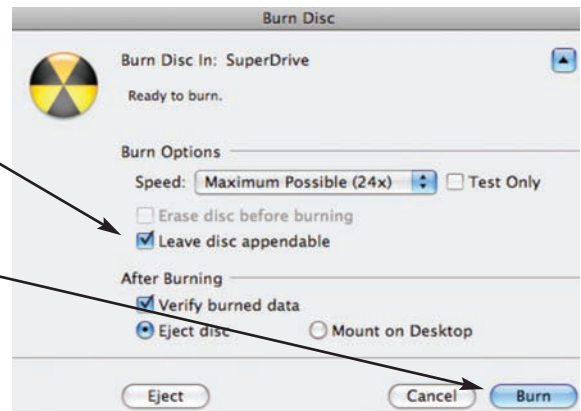
The **Burn Disc** in **SuperDrive** window opens.

Click on the downward arrow at the top right.



Click on the **Leave disc appendable** option  
Note: this option is not available when burning to a DVD disc.

Click the **Burn** button. If the CD already contains files then this will be an **Append** button. You must click the **Leave disc appendable** option and then click the **Append** button so that you can continue to add files to the CD on future occasions.



The files are now written to the CD. Note that if you are using a new blank CD then the next time files are written to the CD, the **Append** button must be used instead of the **Burn** button.

After the files have been written to the CD it is automatically ejected from the CD drive.

