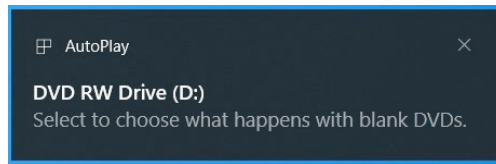


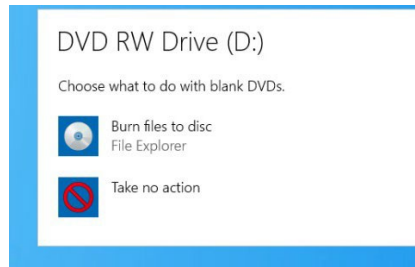
## Saving Files to a CD or DVD

Save your files by burning them onto a CD or DVD. These instructions are for burning audio files to a CD, but can also be used to burn a DVD. Once the files are burned, they cannot be further edited. It is highly recommended that you save your files to a USB drive in addition to a CD/DVD to provide a backup.

1. Press the button to open the computer CD/DVD drive and place the DVD in the drawer. Close the drawer carefully.
2. Wait as the computer recognizes and reads the disc.
3. Click on the prompt that appears in the bottom right corner.



- a. Click **Burn files to disc**.

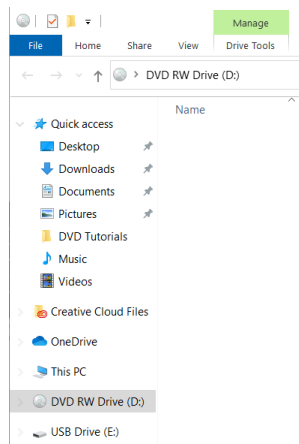


- b. This will open the Burn a Disc window.

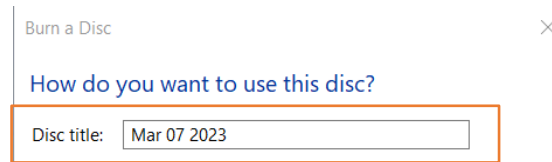
4. If the prompt does not appear, click on **File Explorer**:



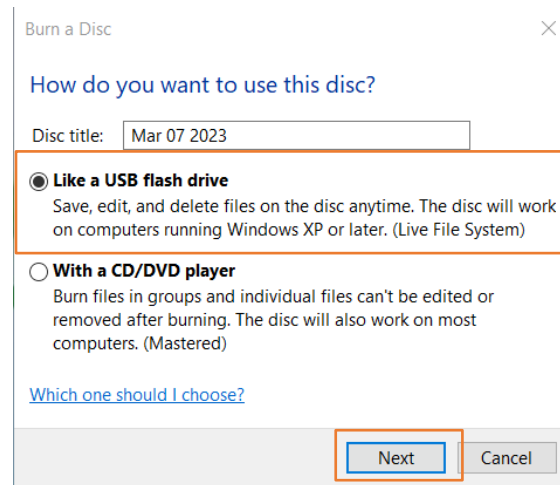
- a. Double-click on the blank DVD which should have appeared.



5. This will open the Burn a Disc window.
6. Type a title for your disc (default is the date). This is optional.

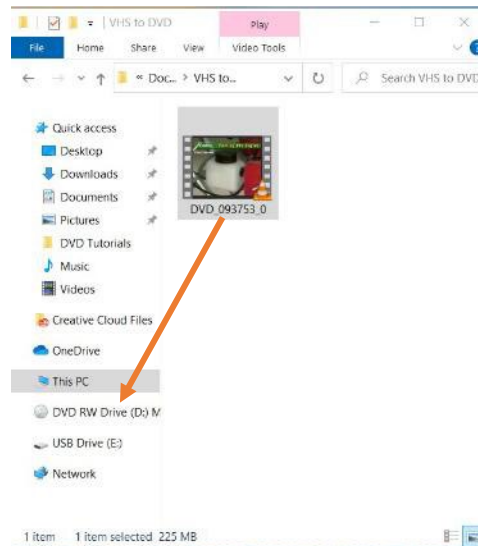


7. Select how you want to use the disc.
  - a. **Like a USB flash drive:** save, edit, and delete files on the disc at anytime.

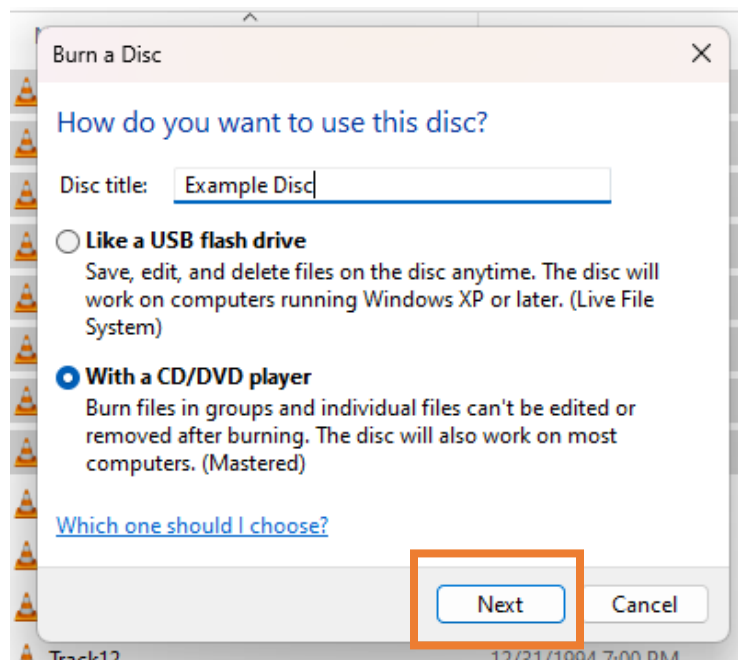


- i. Click **Next**
- ii. Find the files you want saved on the CD or DVD.
  1. These could be on the Desktop in one of the folders, or in the Documents or Videos folder. It depends on the equipment you used to digitize the files.

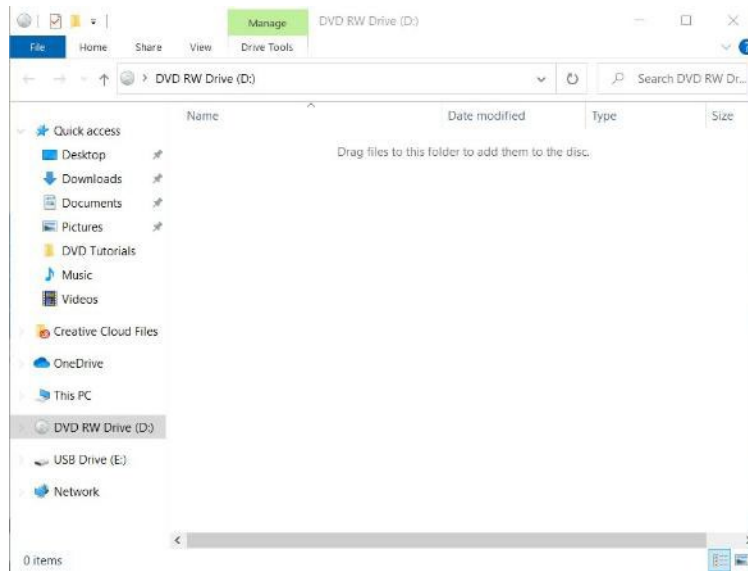
- iii. Select the files to be added to the disc. Click and drag them to the CD or DVD drive icon on the left.



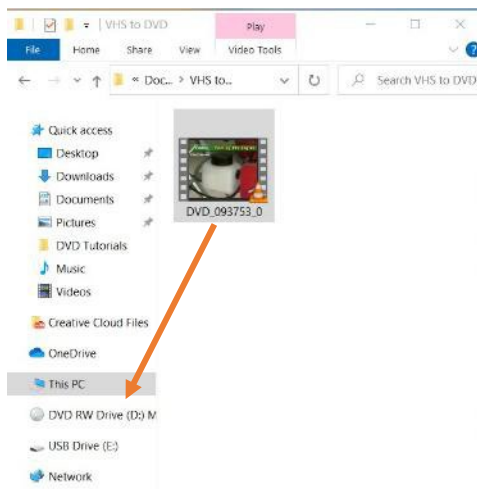
- iv. Click the CD or DVD icon to confirm the files transferred to it.
  - 1. You can now eject the disc.
- b. **With a CD/DVD player:** burn files in groups and individual files can't be edited or removed after burning.



- i. Click **Next** in the Burn a disc window. The disc formatting process begins.

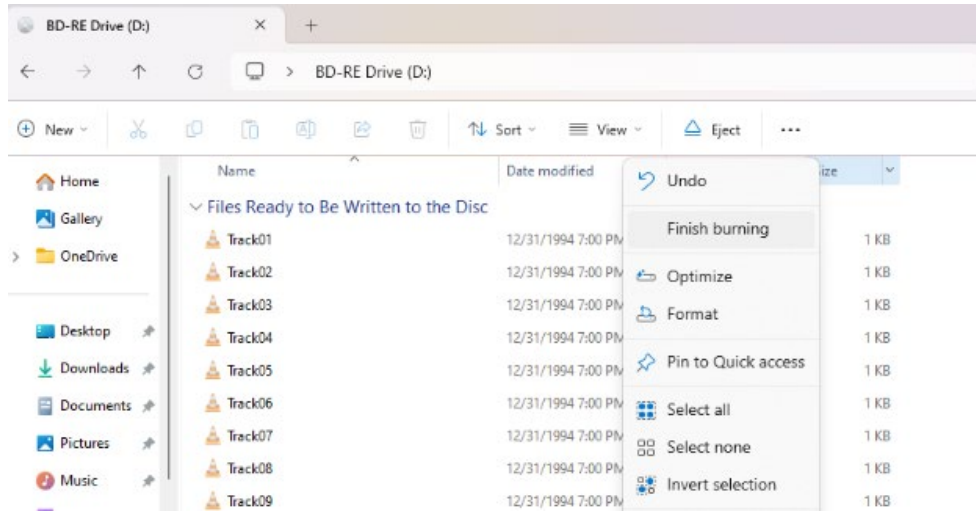


- ii. Find the files you want saved on the CD or DVD.
  - 1. These could be on the Desktop in one of the folders, or in the Documents or Videos folder. It depends on the equipment you used to digitize the files.
- iii. Select the files to be added to the disc. Click and drag them to the CD or DVD drive icon on the left.

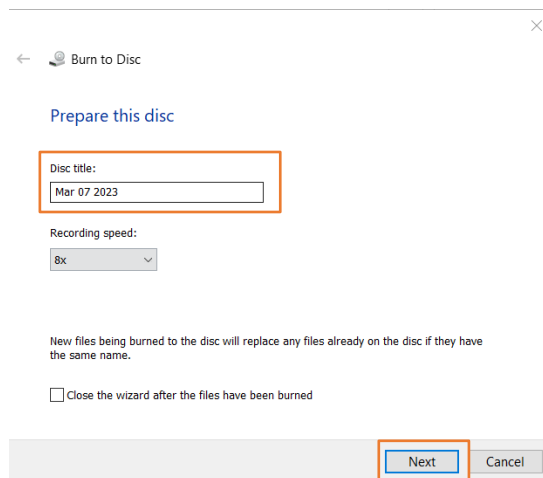


- iv. The files display in a Files Ready to Be Written to the Disc window.

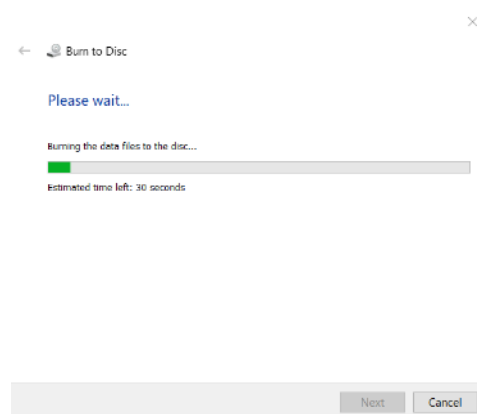
- v. Right-click the empty area or on three-dots menu ( . . . ). Click **Finish burning**.



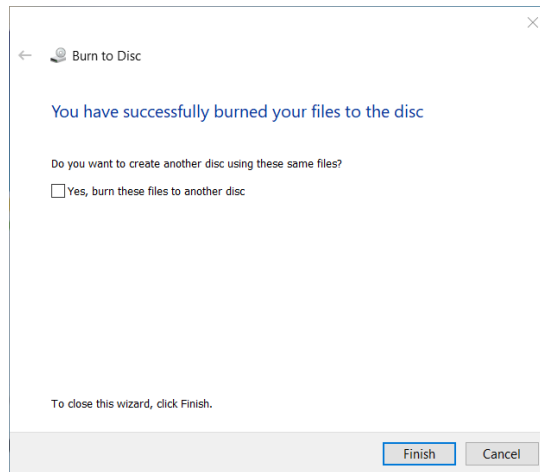
- vi. Type a title for your disc if you like (default is the date). Click **Next**.



- vii. The files will now be burned to the disc.



viii. Click **Finish** to close the window. You have successfully burned your files to the disc, and it can be ejected.



## Saving to USB Drives and External Hard Drives

Geauga County Public Library recommends saving to a USB drive (also known as a flash drive or a memory stick). The library recommends saving to a USB drive as it is easier, faster, can hold more files, and the most current storage device.

The library recommends at least **8GB of storage data**, but USB drives come in multiple sizes. Choose the best size for your projects and budget: larger media like videos will take more room, smaller media like documents and jpg images will take less. Refer to Storage Recommendations in the Digital Legacy Lab binder for data storage size suggestions.

The Digital Legacy Lab uses Windows PCs. Be sure to bring drives that are formatted to work with Windows. If your USB drive is used with a Mac computer, it may not work properly.

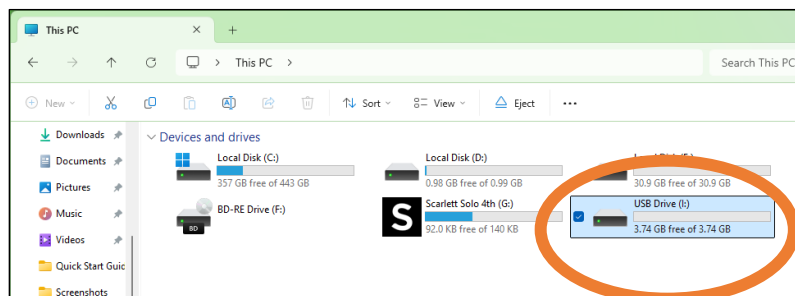
The best practice is to save your files as you digitize and not wait until the end to save everything if you can avoid it. This will make saving go faster.

### To save to a USB drive:

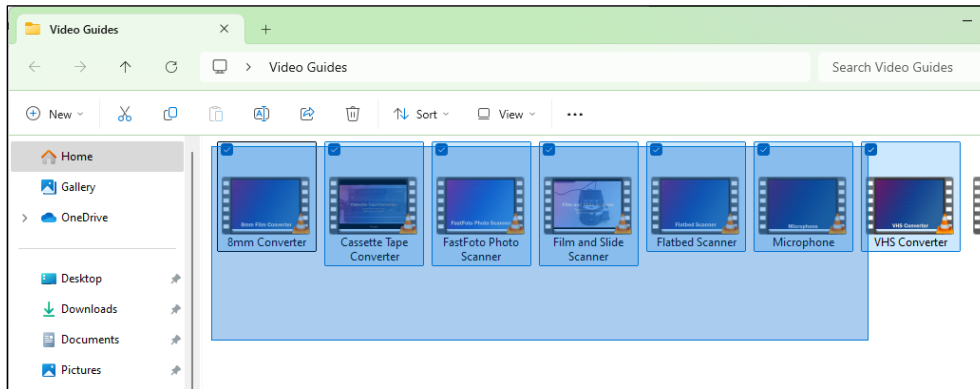
1. Plug in your USB drive into a USB port on your computer. The USB ports on the Digital Legacy Lab PCs are located on the right side of the screen.



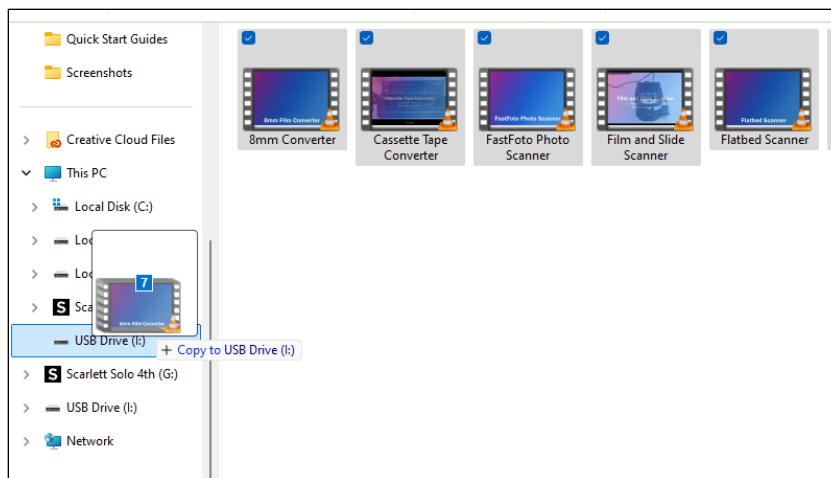
2. Locate the folder on the desktop where your files are stored.
  - a. You can also open This PC and check the Documents or Photos folders if you cannot locate them. The library has set up the save locations, but sometimes these can change depending on the software. You can check where they are saved in the software.



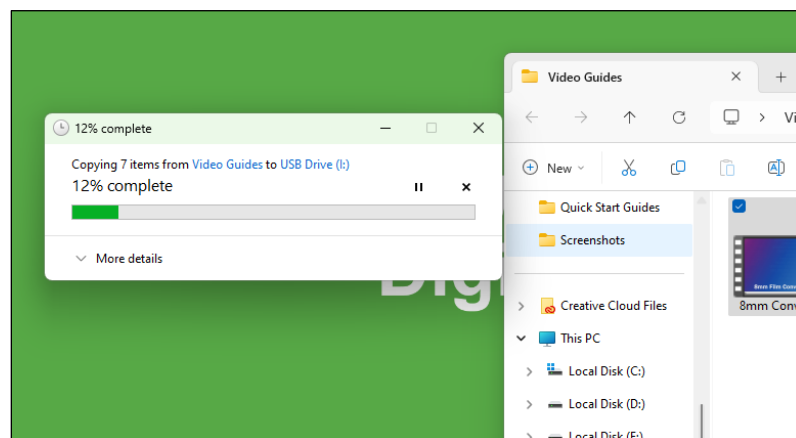
- Highlight the files you want to save by clicking and dragging around the files with the left mouse button. You can also move them one at a time.



- Click and hold the left mouse button while over the highlighted files. While still holding the left mouse button, move the mouse so it is over the USB drive on the left. When the computer says, "Copy to [USB Drive Name]" release the button and the files will start moving.

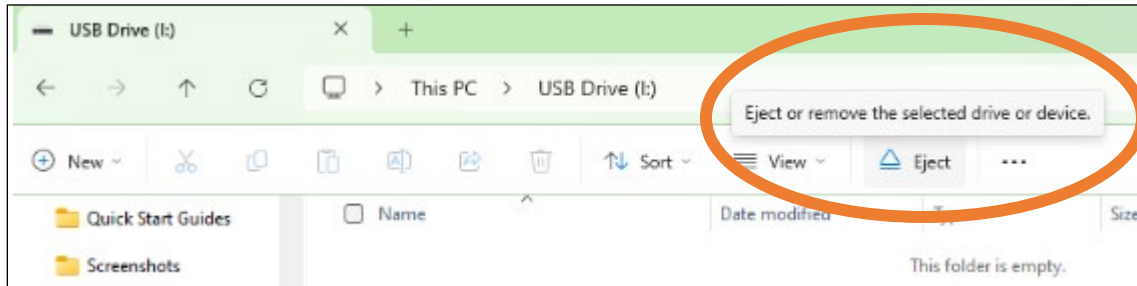


- If the files are large or there are a lot of them, this may take some time.





- b. If the computer says the files are too large, refer to Saving to a ZIP Folder in the Digital Legacy Lab binder.
5. Once your files are moved, right click the mouse button on the USB drive and choose Eject. Never remove the USB drive without ejecting it first as it may corrupt the files.



- a. A window will pop up in the bottom right corner of the screen that says "Safe To Remove Hardware." Once you see this window, you may remove your USB drive.



## Saving Large Files to a Zip File

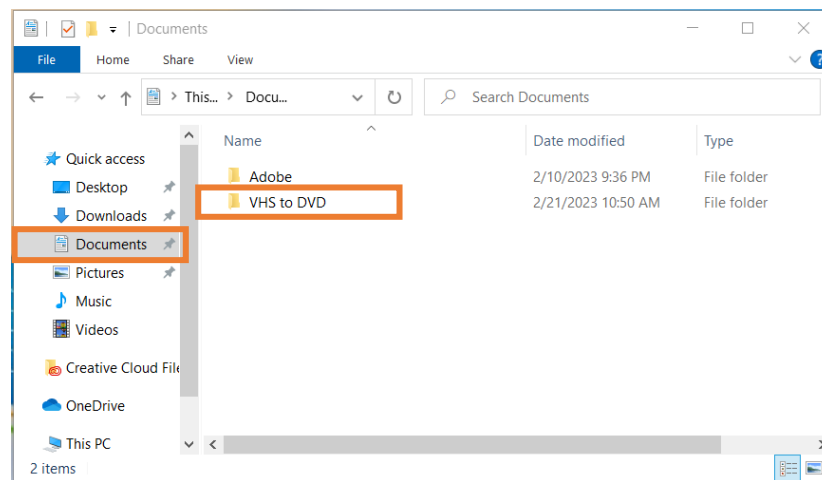
If an error message appears that says the file is too large to transfer to your USB drive, but there is enough space on the drive for your file, follow these steps. This will save your file(s) in a zip file, a compressed file.

For example, you can use a zip file if you have an 8GB USB drive and a 5GB video, but the computer says it cannot save the file because it is too big.

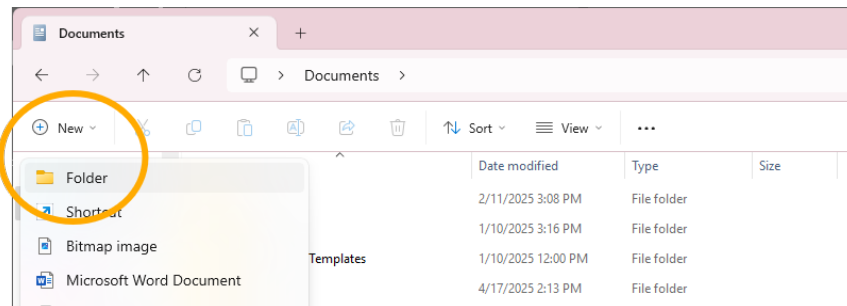
1. Open the location of the video files in File Explorer.
  - a. Either open Video Files on the Desktop or VHS to DVD folder in the Documents Folder.



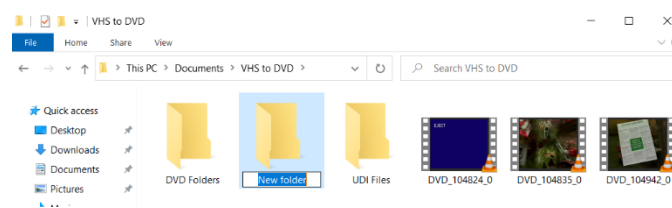
OR



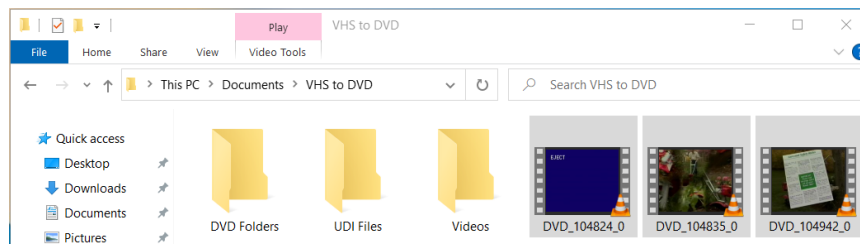
2. Click **Documents** and then **New > New Folder** to create a new folder.



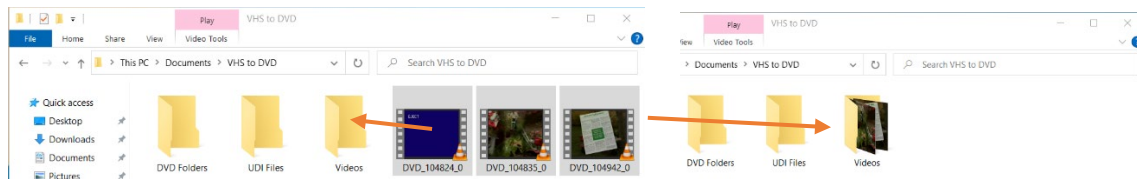
3. Rename the new folder



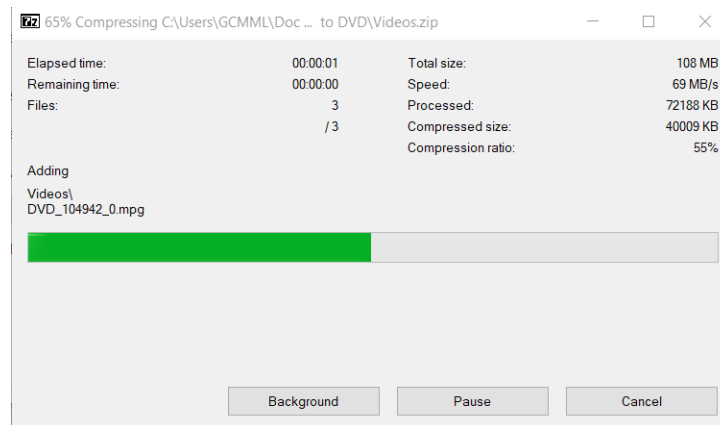
4. Click and drag around the files you want to save to your USB drive. This will highlight them.



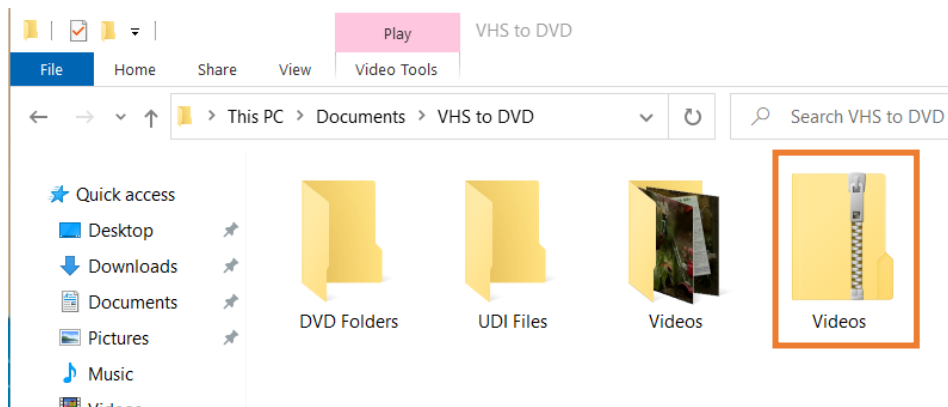
5. Click on the videos and drag them into the new folder.



6. Right-click on the folder. A menu will appear.
  - a. Select **Compress to > Zip file**
  - b. Then click **Add to "Videos.zip"**
    - i. **NOTE:** it will not say "Videos" unless that was the name of the folder you created. It will say your folder name.
7. The computer will make a zipped folder.



8. Click and drag and new zipped folder to your USB drive.
  - a. A zipped folder has a zipper on it:



## Transferring DVDs and CDs to USB

CD and DVD files are already digital files, but you can transfer or migrate the files to a newer format such as a USB drive. There are multiple ways to transfer the files depending on the disc. Review these options and choose which one works best.

### Table of Contents

Click and Drag Files..... 76

Rip a DVD or CD with VLC Media Player.....78

### Click and Drag Files

If the files are saved on the CD or DVD like a flash drive, they can be moved easily to a USB drive. This process is for homemade CDs or DVDs.

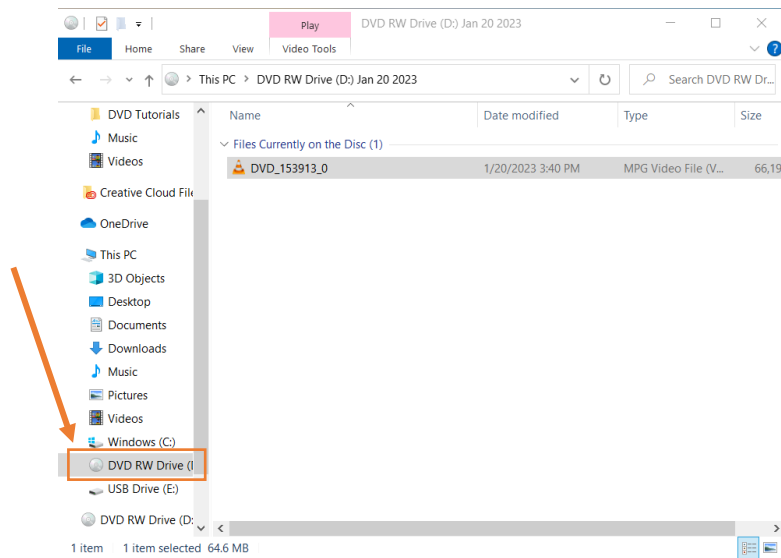
1. Plug the USB drive into the computer.
2. Press the button to open the computer CD/DVD drive and place the DVD or CD in the drawer. Close the drawer carefully.



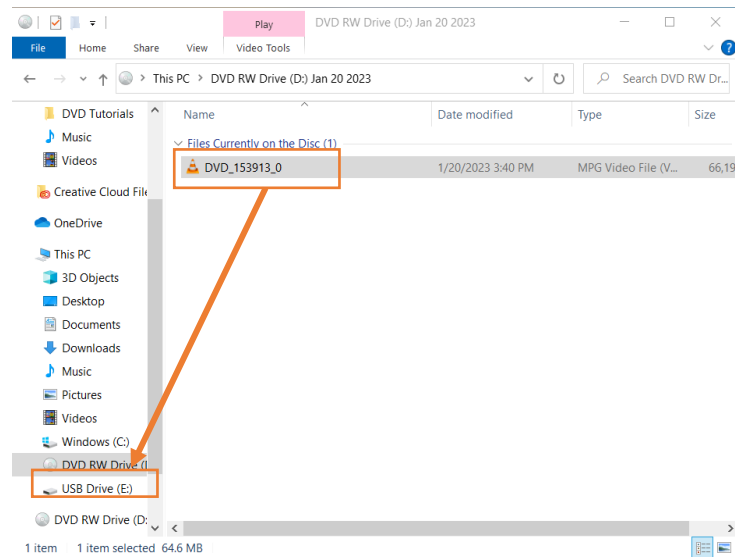
3. Wait as the computer recognizes and reads the disc.
4. Click on File Explorer.



5. Click on the DVD drive.



6. Click and drag the files to the USB drive.



7. Remove the DVD.

- a. Right-click on the DVD or CD drive and choose Eject.
- b. Press the button on the DVD drive and the disc will eject.

8. Add another DVD and repeat steps 2-8 or remove the USB drive when ready.

- a. Right-click on the USB drive and choose Eject.
- b. Click on the carrot in the bottom right corner of the screen and click on the USB icon.

## Rip a DVD with VLC Media Player

Transferring files from a protected CD or DVD is known as “ripping.” Protected CDs or DVDs are copyrighted or burned directly onto the disc and therefore do not allow the previous process for transferring the data.

As stated in the user agreement, patrons must follow all applicable intellectual property laws, including all copyright laws. GCPL reserves the right to halt, delete or disallow the creation of items that violate Library policy.

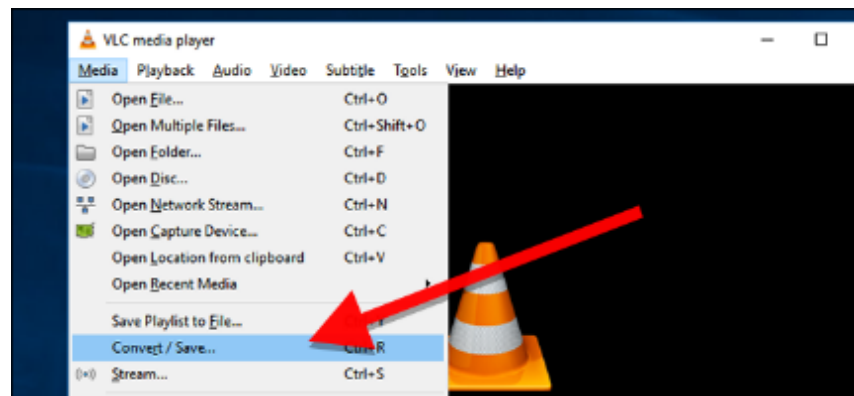
1. Plug in your USB drive.
2. Press the button to open the computer CD/DVD drive and place the DVD in the drawer. Close the drawer carefully.



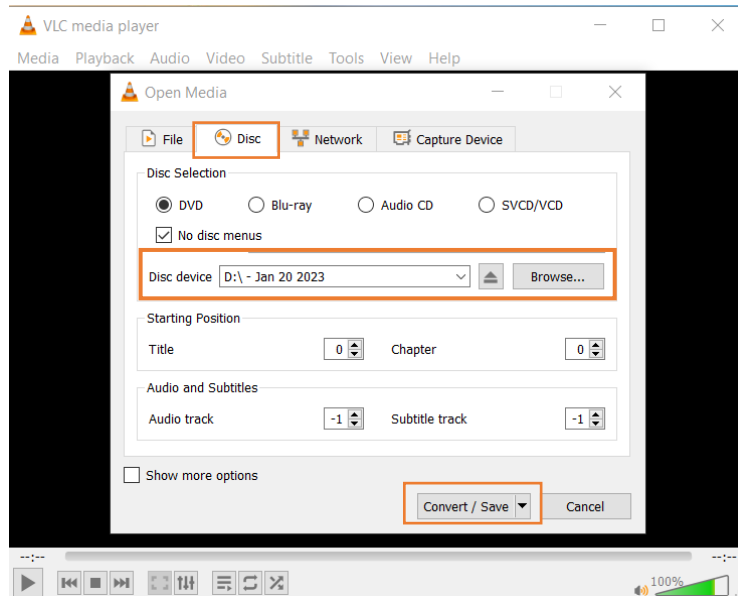
3. Wait as the computer recognizes and reads the disc.
4. Open **VLC media player**, which has a safety cone as its icon.



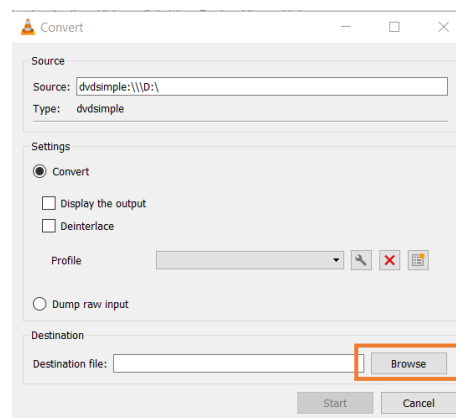
5. Click **Media** in the top left corner, and then click **Convert/Save**.



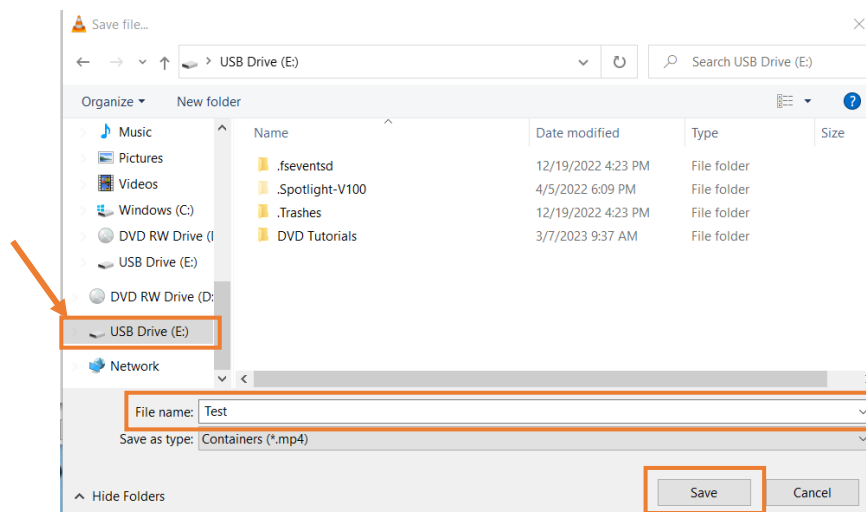
6. The Open Media window will appear. Click the **Disc** tab.
7. Check the DVD box, and make sure that the “Disc Device” field points to the DVD drive. Click the **Convert/Save** button to rip the DVD.



8. Choose where the file will be saved. Click **Browse** and find choose your USB drive.

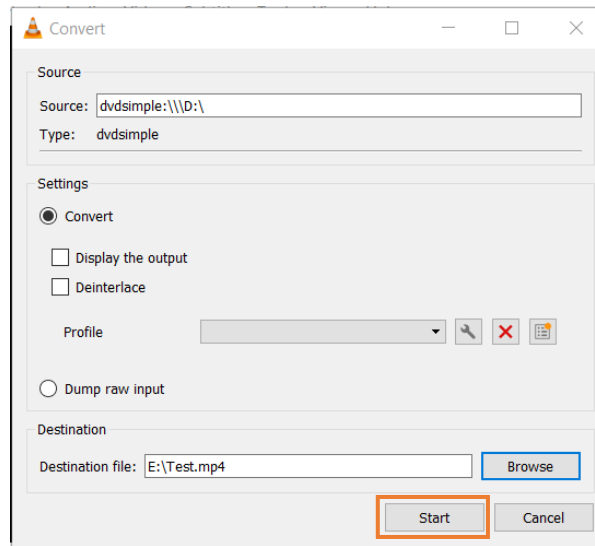


a. Add a title for the new file and click **Save**.

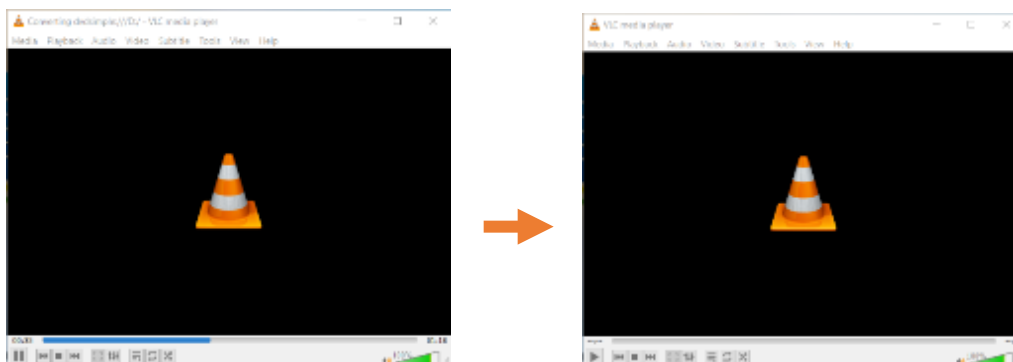




9. Click **Start**.



10. VLC media player will convert your file. Wait for it to finish. Once the bar has loaded all the way, it is done.



11. Remove the DVD. Either:

- a. Right-click on the CD/DVD drive and choose Eject.
- b. Press the button on the DVD drive and the disc will eject.

12. Add another DVD and repeat steps 5-10 or remove the USB drive when ready.

- a. Right-click on the USB drive and choose Eject.

13. Click on the carrot in the bottom right corner of the screen and click on the USB icon.