

Publish Electronic Portfolios on CD-ROM - Windows

The final version of your portfolio can be “burned” to a CD-ROM. CD-Recordable disks are usually 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 videos or other artifacts to **portfolio** files before burning a CD:

- **Place all files in one folder:** Before you link your videos to the appropriate place in your portfolio file, be sure to collect all of your videos and your 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: *all of these steps need to be checked and adjusted.*

1. Insert a blank CD into a PC with a CD-RW drive and launch the CD burning application (for these instructions, we used Easy CD Creator 4 by Adaptec – now Roxio)
2. **Select “New CD Layout”** on Tool Bar, then **select “Data CD”** from pop-up window.
3. Drag all your portfolio files from the **“Explorer”** window to the **“CD Layout”** window and **Rename** the CD. You can **Remove** any unwanted files at this point.
4. Make a final test of your files by opening and trying all links, including video.
5. When the CD Layout window is arranged the way you want it when the CD is loaded in your computer, **Select “Create CD”** from the Tool Bar. A “CD Creation Setup” window will appear. Set the options under the “Advanced” button and **click “OK”**. A “system Test” window will appear. (If this window does not appear to be making progress after a couple minutes, click **“Cancel”**.) The “CD Creation Process” window will appear and track the recording progress. **Click “Close”** when done.
6. Repeat step 5 to burn additional CDs.

For further information on CD recording, consult: <http://hotwired.lycos.com/webmonkey/00/38/index4a.html>