

8 Software and Help for Burning CDs

The recommended software is:

WINDOWS 7 ONWARDS – WINDOWS EXPLORER DVD BURNER which is easy.

ALTERNATIVE - INFRARECORDER (free download from www.infrarecorder.com, not available for MACs.)

EQUIVALENT SOFTWARE FOR MACS If the package burning program is inadequate, try MAC BURN available as a free download from www.burn.en.softonic.com/mac.

Windows Explorer

- a) Insert a CD
- b) Select 'Burn Files To Disc'

Then:

Burning TIFFs 10-20MB onto several CDs	Burning a complete copy of the Record onto a single CD
c) Rename the CD with the Disc Name (see PS 6 'Naming')	c) Rename the CD with the Church number (Anglican Churches) or OS Grid reference (other Churches) (see PS7 Part F)
d) Select all the TIFF <u>files</u> from each Section's TIFFs 10-20MB Folder and click "Burn"	d) Select all the PDF/A <u>files</u> from the designated Production Folder (PS7 Part D). If these files do not include PDF/A presentations of the photographs, then add every Section's JPEGs <u>folder</u> . Then click "Burn"
e) Select a burn speed of 12X or less	e) Select a burn speed of 12X or less
f) after burning, eject the CD and re-insert it to check the contents	f) after burning, eject the CD and re-insert it to check the contents

INFRARECORDER

When you start Infrarecorder open Data Disc, it offers you an Explorer view of your own files, and below that a Disc Layout view of the disc contents (obviously blank to start with). In the Explorer View, select the image files and folders¹ you want to put on the disc and simply drag them into the Disc Layout box. A bar at the bottom of the screen shows how full the disc will be. Further image files can be added (or removed) at this stage.

The programme automatically gives the disc a name (based on the current date) which appears in the top left hand corner of the Disc Layout window, and you simply need to re-name it as you would any Windows folder, with the NADFAS Disc Name (if in doubt – right-click on the disc name, click on Rename and type in the correct NADFAS Disc Name).

When all your files and, if applicable, folders are safely in the Disc Layout and the disc has the correct title, click **Actions/Burn Compilation...To a Compact Disc**. In the next window, select **Verify the disk after writing**, set the Write Speed at 12x and the Write Method as **Session-at-once (SAO)**. Ensure the boxes are ticked for **Eject the disk after writing**, **Buffer under-run protection** and **Close the disk after writing**. Then click **OK** and the process will start, with a box reporting progress.

If in doubt burn an ordinary CD first as a trial. It can be kept as a back-up.

¹ DO NOT use folders or sub-folders on the TIFFs 10-20MB CDs as this interferes with Historic England's indexing system. The image file names will keep them organised on the CD in the correct order.