

Publish Electronic Portfolios on CD-ROM - Macintosh

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:

1. Insert a blank CD into a Macintosh with a CD-RW drive, Combo drive or Super drive.
2. The computer will prompt you to name the CD 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.
4. Make a final test of your files by opening and trying all links, including video.
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).
6. You may also drag the CD image in the trash to begin burning the CD.
7. The computer will ask you to click “Burn”, and then will proceed to write the CD and verify it.
8. You will need to repeat the process for each CD you want to burn.

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