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BayTown Networks

Home Computer Service & Support

Archive Your Photos

Archiving your photos onto a CD is a sure-fire way to ensure you'll never lose them (barring natural disaster).

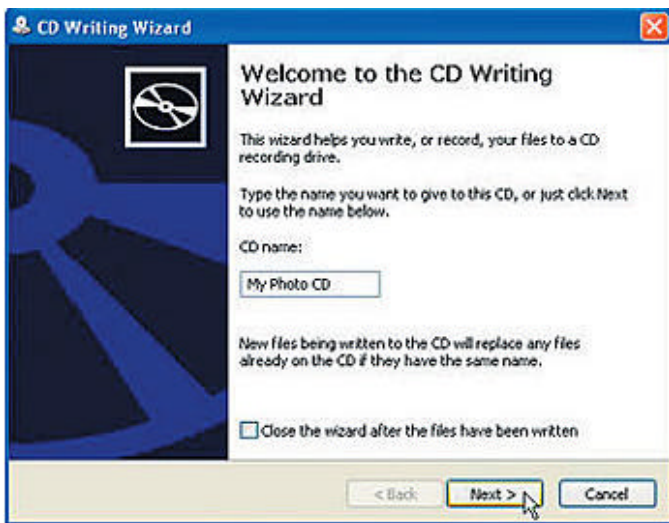
When organizing the photos that you want to save to a CD, first you'll want to make sure that the total size of the files is less than the CD's storage capacity — typically about 700MB. Fortunately, Windows XP can assist with this process.

To calculate the total size of your files or folders, select the photos you want to write to the CD from the My Pictures folder. To select more than one photo or folder, hold down the **Ctrl** key while making your selections.

Then, on the File menu, click **Properties**. In the Properties window, locate the Size field, under the General tab. If it's less than the capacity of the CD, proceed with the CD writing. If the size is larger, reduce the number of files selected, and check the size again.

When you're ready to put your photos to CD, the CD Writing Wizard simplifies the process.

- Click **Start**, and then click **My Pictures**
- Select the photos you want to write to the CD
- In the left pane under Picture Tasks, click **Copy to CD** (or **Copy all items to CD**)
- Double-check to make sure the files and folders listed under Files Ready to be Written to the CD are the correct ones
- Under CD Writing Tasks, click **Write these files to CD** — this starts the CD Writing Wizard
- Insert a blank, writable CD into the CD writer



The wizard then asks that the CD be assigned a name. Consistency in file naming from CD to CD is key. For example, choose a name that makes the data stored on the disc easily identifiable, such as "Vacation Photos", "Bowling League Photos" and so on. The CD Writing Wizard allows for a CD name of up to 16 characters.

As the files are being written, the wizard displays the progress and informs you when the CD is finished. After you remove the CD from the drive, be sure to label it clearly. A fine-tipped permanent marker is a good choice for writing directly on the front side of the disc. Or for a fancier, more professional look, there are a variety of CD labelers and CD-labeling software programs on the market.

Like its floppy disk predecessor, a CD is only as stable as the way it is handled. To ensure that CDs last for years to come, keep it safe. Your CDs can be stored in any number of ways, either in hard plastic jewel cases or in paper or plastic sleeves. If you plan on amassing a formidable library of photo CDs, you may want to consider a CD binder.

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