

## Writing a file to a disk

Let us imagine that you have just returned from a brief holiday on the Isle of Wight. A friend spent his early years growing up on the island but has not returned for about 40 years and would like to see your photographs of Shanklin.

Your friend is also chairman of the local tennis club, of which you are the secretary, and he would like to see the minutes of the last committee meeting. There are too many images to send by email so it is easier to take a disk with the relevant files and load them onto his computer.

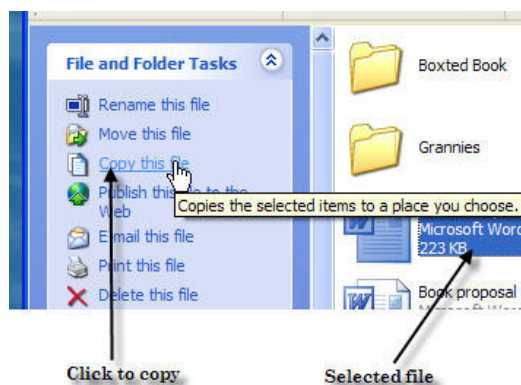
Disks come in a variety of formats – floppy disks, CDs and DVDs. Floppy disks only have a capacity of 1.44 megabytes and are becoming rather obsolete. CDs have a larger capacity of 700 megabytes while DVDs carry an enormous 4.7 gigabytes – enough for a full length feature film.

Cheaper disks have only a ‘single use’ capability in that, once used, they cannot have additional or alternative files added to them. Disks, both CD and DVD, suitable for repeated use are more expensive and usually come in –RW or +RW formats. The ‘W’ denotes a rewritable disk. All disks can be ‘read’ as many times as you like.

There are many specific programs written to perform this task but Windows has an inbuilt facility to achieve the same end. It is not perfect; it does not write to DVDs for instance, but it works perfectly satisfactorily in most cases.

### Method:

Navigate your way through the My Documents folder to the file and select it by clicking once on the file.



Once the file is selected a number of File and Folder Task options appear in the left column of the window. (See Figure 1.)

Figure 1

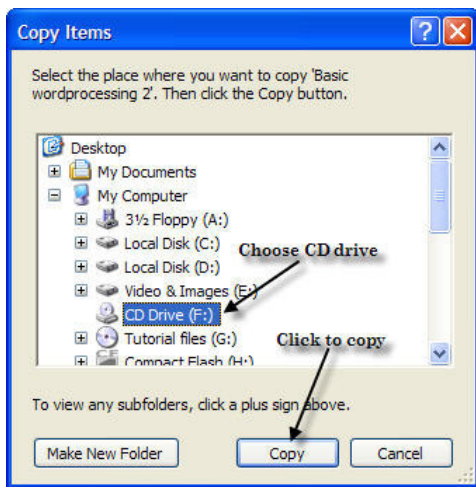


Figure 2

Click on Copy this file and a further menu will appear – seen below as Figure 2.

Select the drive that contains your blank floppy disk or CD and click on the Copy button.

Depending on the version of Windows operating on your computer you will either be taken directly to the My Computer window or you may have to open that window manually. Open the disk drive by double-clicking and you will be shown the option to complete the copying process as in Figure 3

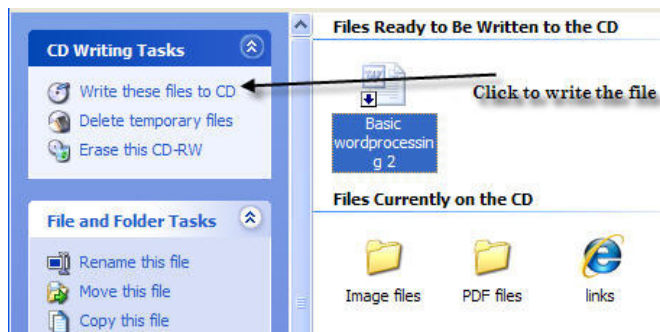


Figure 3

Click on the option “Write these files to CD” and the file will be copied to the disk leaving the original copy on your computer.