Archiving Large Files in the Multimedia Development Lab

To archive files that are larger than a CD-ROM (650MB or larger), your best option is to use a DVD-R. These discs will hold up to 4.5GB of data. This process differs slightly between a Mac and a Windows PC.

**Macintosh**
On the Macs, open Roxio Toast Titanium which is found in the “Applications (OS9)” folder. Once the application is open, click on the “Other” button, and select “DVD” from the pull-down menu that appears (see picture below). Drag your files into the window and click the record button. You will be prompted to insert a recordable DVD. Use a DVD-R disc. DVD+R will not work.
Windows
On a Windows PC choose EZ CD Creator from the programs menu, then choose “Project Selecter”. When the window opens, click on “Data DVD Project” (see below).

The following window will open. Now drag your files into the lower part of the window and click the record button when you are ready. Use a DVD-R or DVD-RW disc. DVD+R or DVD+RW will not work.