

## How to Transfer Files from Data CDs or Data DVDs

Use this guide to transfer files from data DVDs or CDs to modern storage. Data discs contain computer files only and are not encoded to play on CD or DVD players. Older disc media can degrade, so the files should be moved to newer solid-state hard drives or cloud storage with backups.

For encoded DVDs that are playable on a DVD player, use **Guide 12: How to Convert Encoded DVDs to Digital Files**.



*Figure 1: Data discs.*

### Equipment You Will Use:

- Memory Lab computer

### Software You Will Use:

- Windows Explorer

### Time Required:

- About 2-3 minutes to set up the transfer of each disc, plus about 1 minute for each 100 megabytes of data.
- **Allow 15 minutes at the end of your appointment to transfer the digital files to your external storage device or upload to the cloud.**

## Step 1: Prepare the Computer

1. Ensure the Memory Lab computer is on. If not, press the circular power button on the tower (see Figure 2).



Figure 2: Power button.

2. Locate the eject button for the CD/DVD-RW drive on the left side of the tower and press the button to open the drive. The button blends into the design of the tower; it is located on the second “fin” from the left (see Figure 3).



Figure 3: Location of CD/DVD-RW eject button.

3. Gently pull the disc tray out and insert the disc with the writing/label facing away from the tray (see Figure 4). Press gently until the disc snaps into place on the center hub, then slide the tray back into the tower to close the drive.

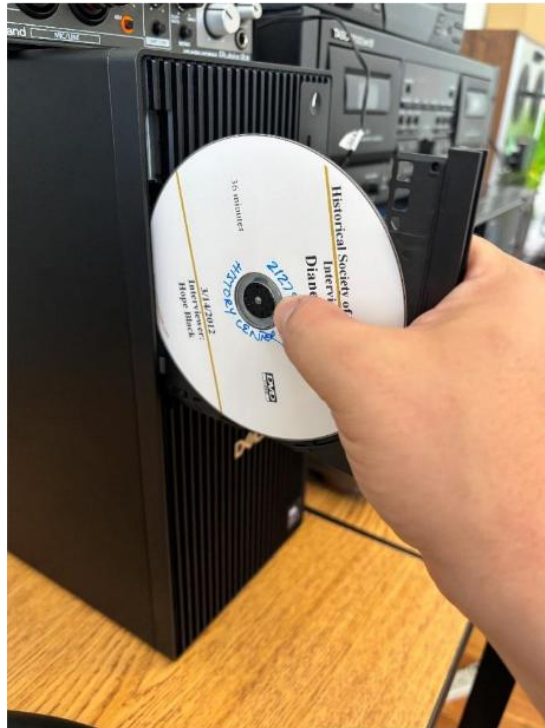


Figure 4: Correct orientation of the DVD.

**Note:** Upon closing the drive, the computer will spin the disc to read it. If the disc is improperly mounted on the disc, the drive will not close properly or the computer will display an alert.

4. Create a new folder on the desktop to store your files while you are working. *Saving to the computer while digitizing is faster than saving directly to external storage. At the end of your session, you will transfer your files to your own storage.*

Steps to create a new folder:

- On the desktop, right-click on an empty spot on the screen.
- In the menu that appears, move your mouse over **New**.
- Click **Folder**. A new folder appears on the desktop with its name highlighted.
- *Recommended:* Type a custom name to replace **New Folder**, and then press **Enter** to save it.

## Step 2: Transfer Files from the CD or DVD

1. On the desktop of the Memory Lab computer, double-click the **File Explorer** icon.

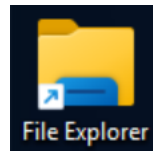


Figure 5: Software icon.

2. Select **This PC** on the left sidebar. Under **Devices and Drives**, double-click **DVD RW Drive (D:)** (see Figure 6). If the disc was given a name originally, the name may appear after the (D:).

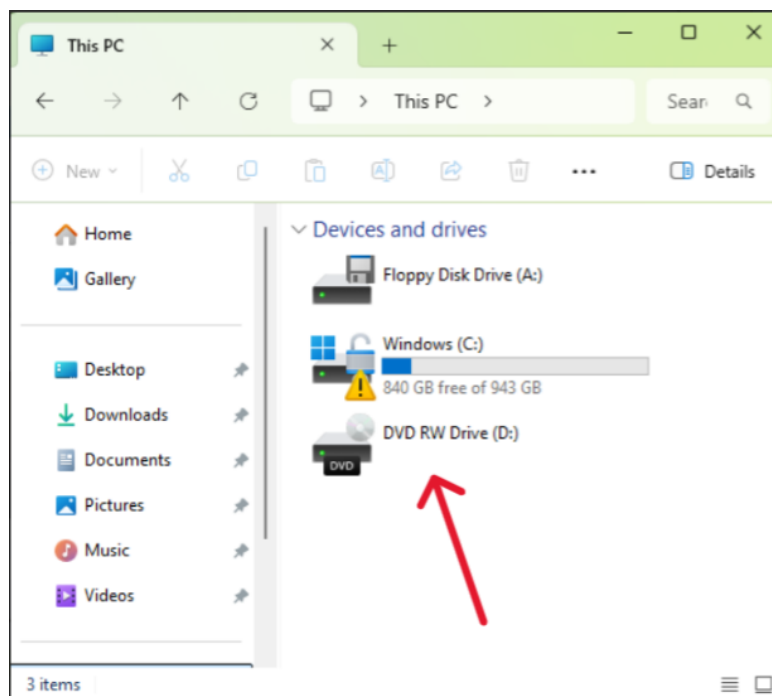


Figure 6: Select DVD RW Drive (D:).

**Note:** If the disc opens in a media player and begins playing music or video, it is an encoded disc rather than a data disc. Follow [Guide 12: How to Convert an Encoded DVD](#) instead.

3. Select all the files you wish to copy from the window displayed. We recommend copying all at once: *Left-click on a file and hold the mouse button while dragging to highlight multiple files; or click any file, then hold down **CTRL** and press **A**.*
4. Drag the selected files to your desktop folder.

**Note:** CDs and DVDs do not operate as efficiently as modern storage devices; the transfer process may be as slow as 1 minute per 100 megabytes of data.

5. To eject your disc, open File Explorer, right-click the **DVD RW drive** and select **Eject** (see Figure 7). The drive will open, and you can remove the disc. Alternately, push the eject button on the tower.

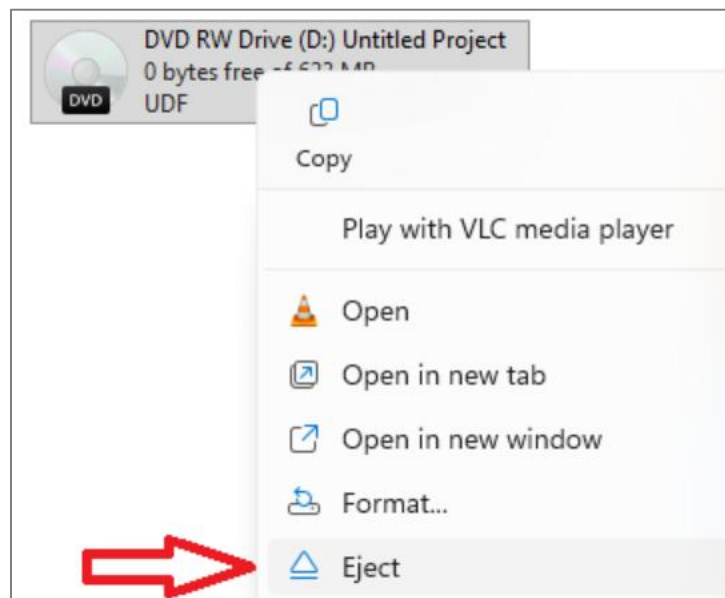


Figure 7: Eject your CD or DVD.

Continue to the next page for instructions to transfer your files and complete your Memory Lab session.

## Step 3: Transfer Files and Complete Memory Lab Session

Transfer your new digitized files from the desktop folder to your own storage using one of the options below. **Large files or multiple files may take up to 15 minutes to transfer.**

### **OPTION A: Use an external storage device (e.g. a hard drive or thumb drive):**

1. Connect your external device to a USB port on the Memory Lab computer.
2. Double-click your folder on the desktop to open it.
3. Select all files by pressing **Ctrl + A** (or by clicking and dragging over them).
4. If **File Explorer** isn't already open, click the yellow folder on the taskbar.
5. Click **This PC**, then locate and select your external storage device.
6. Drag the files from the desktop folder to your external storage device. A file transfer progress bar will show the status of the transfer; see Figure 8.
7. Once complete, the files should appear in the external storage device.
8. After all files have transferred, right-click on your desktop folder and select **Delete**.

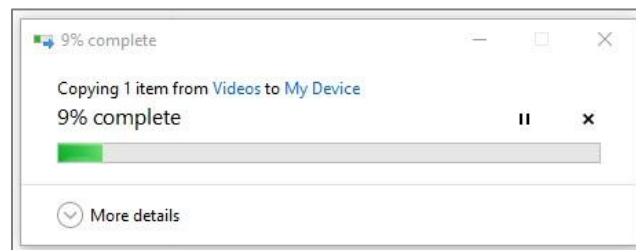


Figure 8: File transfer progress bar.

### **OPTION B: Upload to a cloud storage service (e.g. Dropbox or Google Drive)**

1. Use a browser on the Memory Lab computer to access the internet.
2. Log in to your web-based email or cloud storage service to upload your documents.
3. After all files have uploaded, right-click on your desktop folder and select **Delete**.

## Before You Leave:

- **Confirm your files are saved to your personal storage.**  
*Files are deleted daily from the Memory Lab computer!*
- **Collect your original media from the Memory Lab equipment.**