How to archive your files using the network CD Burner

1. Open NAOS
   Double-click the NAOS Network Client icon on your desktop.

2. Click Create a Job.

   ![Create a Job GUI](image)

   - How to archive your files using the network CD Burner
     This application allows you to copy your files onto labelled CDs.
     Procedure
     Please follow the step-by-step instructions (pdf file) for using the CD Burner software.
     Help
     If you need help, please phone the ITSS Helpdesk on ext. 57000.
     Content
     Content may be chosen from your desktop, server, existing disc or image (.img, .cdi, .iso, .bin, .toast, .img).
     Labels
     Label your CD with your full name, your School, and a description of the content (e.g. Wes., Data).
     Job Status
     You may monitor the progress of your job through the Job Status window.
     Collection
     Please collect your disc from Tim Bentley in Room 2000, Level 2, Quadrangle Building.
     Note
     It is your obligation to ensure that:
     a) You are the legal copyright holder, or
     b) You have the permission of the legal copyright holder, or
    c) You are the copyright holder for any content burned to disc and any artwork printed to disc.

3. Click the drive where the files you want to archive are stored.

   ![Select Drive GUI](image)
Select the folders and/or files in the **Source Files** panel, then drag-n-drop these files into the **New Disc Layout** panel.

**OR**

Select folders and/or files in the **Source Files** panel then click the **Add** button.

Once you have added all the files you want to archive, click **Next**.

**Create CD Label**

Click **Text Areas** in turn;
Enter the text you want to appear on specific sections of the label.

Background Artwork is the FCE logo (this cannot be changed).
Example

With Top tab selected, type a title here.

This title will then appear on the top of the CD label.

Next, click the Bottom tab and type the date (this will appear just above the FCE logo).

Repeat the process by clicking on the Left and Right Text Area tabs.

After completing the label, press Next.

Note: Although you can save your label layout to the network CD burner, this is not generally recommended since you will probably be creating a unique CD each time.

8 Confirm job

Confirm details and check copyright obligations

9 When done, click Submit.

(Click Previous if you need to go back and change anything.)
Confirm job and collect CD

To check progress, click **Job Status**.

The **Jobs in progress** window will show when your job is completed.

(The **Job Name** is automatically generated from your computer’s name and a random number.)

When job completed

Please e-mail Toni Benton to make arrangements for collecting your CD from Quadrangle Building Room 2050:

t.benton@unsw.edu.au