

Transferring **Non-Commercial** CDs



Step 1: Insert your CD

- Press the Eject button on the disc drive to open the drive tray.
- Place your disc on the tray and then press the Eject button again to close the tray.
- When you insert your disc into the external drive, the light on the drive should illuminate.
- **Wait a few moments.**
- Your CD will show up on the desktop if there is data on it.

Step 2: Connect your storage device

- Connect your storage device to the USB hub.



Step 3: Transfer your files

- Open the CD by double clicking on the disc image.
- Drag and drop the files to your storage device.
- Allow time for the files to transfer.
- **Do not** try opening your transferred files on the Digi Lab's computer.
- Some older formats such as WPD (Word Perfect Files) may not be immediately compatible with contemporary operating systems. We recommend that you move all files off your CD and on to an accessible storage device anyway. There are many types of conversion software available online for older and obsolete file formats.



Step 4: Eject your CD and storage device

- After your files have transferred, use **one** of the following three options to safely eject your CD.
 - Click on the Finder icon in the dock at the bottom of the screen. Then click the EJECT button next to your CD in the Finder window.
 - Or, you can eject your disc by **right-clicking** on the disc image and choosing "Eject".
 - Or, **left-click** on the disc image and select **File→Eject** from the menu options in the Finder.
- Remove your CD from the tray and press the button on the drive to close the tray.
- Eject your storage device using **one** of the above methods.



Don't forget your CDs and storage device!

