



Copying and Burning a DVD

Document Outline

1. Getting Started
2. Copying DVD Files
3. Burning DVD

Overview

Once you've logged into the computer with your library card number, you will be able to copy your DVD to the Downloads folder. From there, you can either put the digital files onto a flash drive or burn them onto a blank writeable DVD. These instructions include the directions for both options

Copying DVD

1. Insert the DVD to be copied.
2. If your DVD automatically opens, move the mouse to the top edge of the screen until the menu appears and click on the red dot on the left to close.
3. At the bottom of the screen, click on the rocket on the silver circle to bring up the applications.
4. Scroll with the mouse wheel to find UniConverter by Wondershare. Click to open.
5. Once Uniconverter opens, the Video Converter should offer to open the DVD. Click on the purple "Load" to load all movies.
6. At the bottom of the screen, click the dropdown for the Output Format Option. Select whichever format you want. However, for the DVD to be played on DVD players, scroll down on the left-hand menu and select the MPEG-2 format.
7. Below Output Format, change the File Location to the Downloads Folder by clicking on "Converted" and then select "Other..." From the left hand menu in the new window, click "Downloads" and then "Open" on the bottom right.
8. Start copying by clicking on the purple "Start All" button on the tomorrow right.
9. Once the process is complete, right click on the DVD image on the Desktop and select "Eject..." to eject the DVD.

Burning a DVD

Now that you have a digital file copy of the original DVD, you have a couple of options. Burning a DVD means to take digital files and then put them onto a blank DVD in a way that they can be viewed later. However, burning a DVD is not the only way to hold onto those files for later. Files can also be saved to a flash drive as long as the flash drive has enough space on it to hold the files.

Copy to a Flash Drive

If you wish to keep the digital file copies on a flash drive, follow these steps:

1. Insert your flash drive into the UBS port.
2. Click on the Finder icon (looks like a blue and white face) at the bottom of the screen.
3. On the left side menu in the Finder window, click on the Downloads folder.
4. Click, hold, and drag each file you want from the Downloads folder to the flash drive.
5. To take out the flash drive, right click on the flash drive icon on the desktop and select "Eject..."

Copy to a DVD

If you wish to burn your digital files onto a DVD, follow these steps:

1. Insert a blank, writeable DVD into the CD-rom drive.
2. You will be prompted for how you want to open the DVD. Click "Ignore."
3. Open the Downloads folder.
4. Click, hold and drag a bounding box around all the files you want to burn. Or, hold down the shift key and click on each file to select multiple files.
5. On the toolbar above, click on the gear symbol (settings) and select "Burn (#) items to disc..."
6. Name your disc.
7. Click burn.
8. Once the process of burning the files to the disc is complete, you can right click on the DVD icon on the Desktop and select "Eject..." to take the disc out.