

Naming Electronic Files

File Names

In order for your files to be opened on different types of machines, and for DTE to find your files easily, please name them according to the following convention:

- Your last name, underscore, journal and number, semester and year.
- No spaces
- IMPORTANT: Add “.doc” at the end of the file name.

Examples:

Colors are for emphasis. Use your own last name and the appropriate number of the journal/observation and semester.

lastname_J01F04.doc

(for regular journals emailed to your supervisor)

lastname_R01F04.doc

(supervisor’s response sent back to you)

lastname_O01F04.doc

(for observation forms emailed to your supervisor)

lastname_J01PF04.doc

(for peer journals emailed to your peer *and* your supervisor)

peer’slastname_R01PF04.doc

(for responses that you write to a peer’s journal)

Use the journal author’s last name and email to peer *and* supe.

Journal CD Burning

Your semester CD should contain all of your journals for the semester. In addition, include all responses that your supervisor has written, the responses that you wrote to a peer's journal, and responses that you've received from peers. Optionally, you may also choose to include additional files from the semester such as observation forms and goal-setting.

Be sure to label the front of the CD with:

- Your full name
- DTE Class of 2005 (with your graduating year)
- Semester (i.e. Fall 2004)
- Placements included (i.e. Placement 3)

Purchasing CDs

There are two types of blank CDs for burning data. A CD-R can only be burned once. A CD-RW (rewritable) can be used multiple times by erasing the data and writing over it. CD-Rs are used for making music CDs, because they can be read by stereos. Watch out for the "high speed" CD-Rs also, and don't purchase them unless you're certain that you're using a compatible burner.

For your journal, we recommend buying CD-Rs, because some computers can't read a CD-RW.

Transferring Files

If you're going to burn your CD at school, you'll need to email your files to yourself as attachments in order to open and save them in Corey Lab. You may need to send them in more than one email, because some accounts place a limit on the number and size of attachments. Another option is to use a flash drive (a small key drive that stores files – purchase at any electronic stores and many other places) or a similar device.

Once your email is open, you can drag the files into the Public Access folder on the desktop, or directly onto the CD from your email, if you've already placed the CD in the drive.

Multiple Copies, Multiple Computers

It's probably a good idea to make another backup when you burn your CD. Either back it up on a 2nd CD or your flash drive, and it's probably a great time to back up your entire semester's coursework. To be certain that there are no problems, it's probably best to **test** it on 2 machines, a Mac and a PC

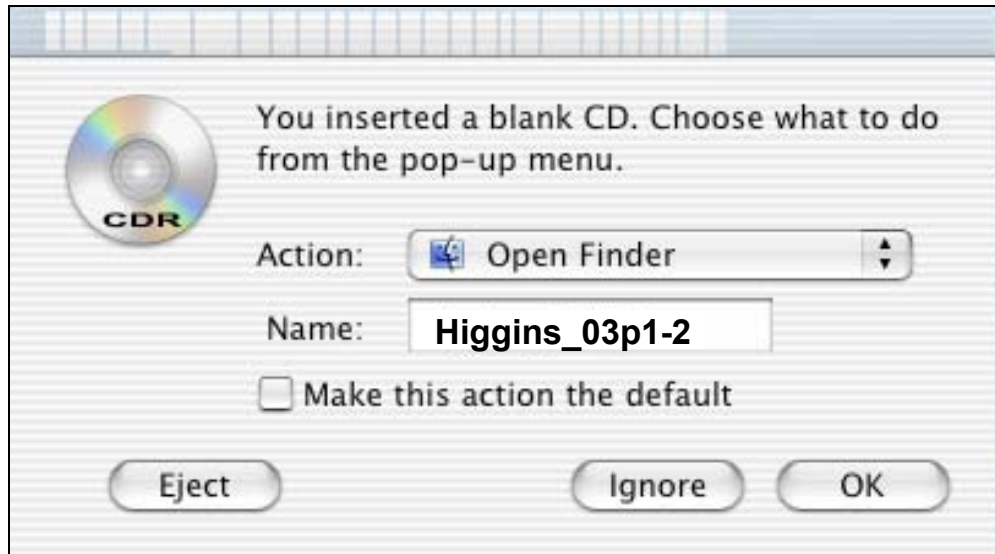
if possible. CDs burned on Macs like those in Corey Lab are compatible with PC machines, but you may still have some problems opening files burned on one type of computer.

Burning in Corey Lab

CD Burners located on computers #14, #15, #16, and #18, nearest the door of the lab, as well as the white machine on the center table that is connected to the scanner.

When you have your files on the Mac...

Insert blank CD-R into the front slit on the Mac and wait a few seconds for the following window to appear:

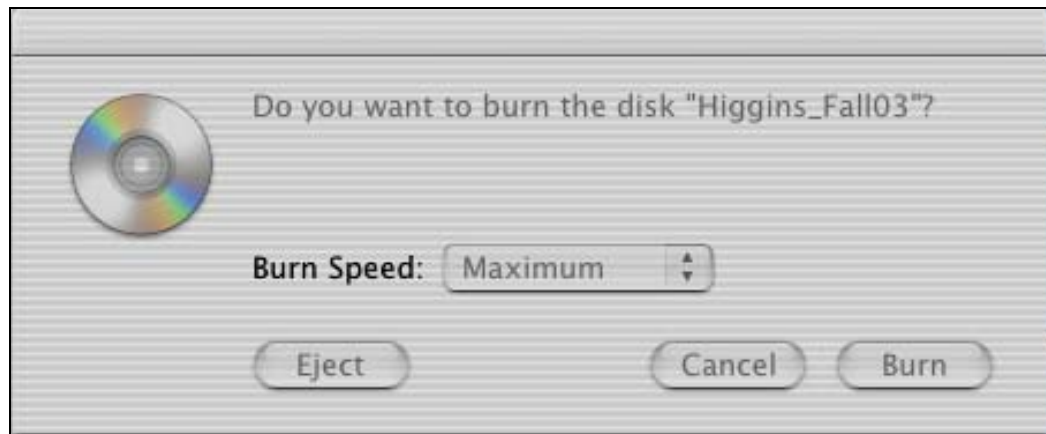


Name the CD as shown with your last name, the year, and the placements (example: **higgins_03p1-2**) and click OK. No spaces. If your program doesn't allow that many letters, just fit as much as you can. Your computer may offer to fix the name for you and just cut off the end.

The CD icon appears on desktop with your name on it. You can now **drag** files directly onto the CD. It is highlighted as you drop them, and you can double-click on it to open the CD and see, organize, or delete files.

When you are finished dragging the files and ready to burn, drag the CD icon into the **Trash** can located on the right side of the desktop, at the bottom of the list of applications. Notice that as soon as you draw it close to the trash can, the picture changes to a yellow and black circle and the word "**Burn**" appears. Drop the CD there.

The Finishing Touches



If you're really ready to burn, click Burn. Remember, you cannot make changes to the CD once it is burned. A window will appear to show the progress, which may take a few minutes. The window will disappear when it is finished. You'll notice that you can no longer drag files onto the CD.

To eject the CD, drag it to the trash can again, which becomes an eject button.

Tech Support

If you have difficulty burning a CD in Corey, you can ask Beth Muramoto for help. Her email address is bmuramot@uclink.berkeley.edu and her office is past Corey Lab at the end of the hall.

You can also email Tara if you'd like help with burning CDs on a PC (though it may be difficult to help without seeing the machine): thiggins@uclink.berkeley.edu