



### **Preparing a Compact Disk for COPH:**

Although you will be preparing audio CDs of your oral history recording(s), you will still need to burn some of your electronic textual documents to a CD. Please be sure to ask COPH staff if you have questions.

- CDs are located in the project room. (A sample is available)
- Do **NOT** attach any label to CD; the CD should be free from any markings.
- Create inventory of CD contents and slip it into plastic sleeve on the cover.

### ***What to save to CD (other than audio recording)***

- Field Notes
- Recording Log
- Digital Images
- Photo Description
- Transcript (if required)

**Before burning your document CD**, you must name all electronic files according to the file naming instructions found in the blue 3-ring binder. (Instruction 3)

**If you've saved your documents** (using the proper file naming schema) to your oral history folder on one of the Student Computers in the Project Room, simply burn them to the CD using whatever method you typically use.