

## Creating a burn folder

You can create a burn folder to collect files you want to burn onto a CD or DVD. Burn folders are especially handy for burning several copies of a folder, or for regularly backing up a set of files by burning them to discs.

### To create and use a burn folder:

Click the desktop (the background area of your screen) if you want to keep the burn folder on the desktop; otherwise, open the window where you want to keep the burn folder.

Choose File > New Burn Folder, and type a name for the folder.

Drag to the burn folder the items you want to burn to a disc.

The Finder places aliases to the items in the burn folder; the originals are not moved.

When you're ready to burn the folder's contents to a disc, double-click the burn folder and click Burn.

Insert a disc and follow the instructions.

The original files that the aliases point to are burned to the disc. In addition, if any folder in the burn folder contains aliases, the original files for those aliases are burned to the disc as well.

If the Finder cannot find the original file for an alias, it asks whether to cancel burning or to continue without that item. If you cancel, the disc remains empty.

If a burn folder is in the sidebar of a Finder window, you can quickly burn its contents to a disc by clicking the burn icon beside it.