

How to Archive Downloaded GreekKeys 2015 to a CD

Before making a CD as your backup, consider whether or not you have an alternative and whether you will have easy access to a CD drive (operable with your computer) in the future. Cloud storage may be a preferable choice. And note that for multiple installations under a site/departamental license, it is easiest to use a USB flash drive.

Follow these instructions to produce a CD that will be readable on both Mac and Windows computers, so that you can easily perform additional installations (to the number permitted by your license) and reinstall GreekKeys if you have to reformat a drive or buy a new computer.

Windows 7

1. Open My Computer.
2. Navigate to and select the folder **GreekKeys2015**, which was created when you expanded the ZIP archive you downloaded.
3. At the top of the window you should see the Burn command appear. Click that. OR right-click and use the Send to... command in the contextual menu and select the CD drive as destination.
4. Windows will ask you to insert a CD.
5. In the next dialog you can set the name of the disk and choose Mastered CD for a disk that cannot have files added or deleted.
6. Pointers to the file are added to a burn folder in a separate window. This Window has Burn to Disc command. Click on that now and proceed with the steps in the wizard.

Windows 8.x/10.x

1. Open My Computer.
2. Navigate to and right-click on the folder **GreekKeys2015**, which was created when you expanded the ZIP archive you downloaded.
3. In the contextual menu that appears, go to the command Send to..., and select as the destination CD-drive (or DVD/CD-drive).
4. Follow the instructions that appear.

On a Mac computer:

1. In the Finder, right-click or control-click on the folder **GreekKeys2015**.
2. In the contextual menu that appears, select Burn "GreekKeys2015" to Disc...
3. Follow the instructions that appear (for inserting a writable CD and burning the files to it).