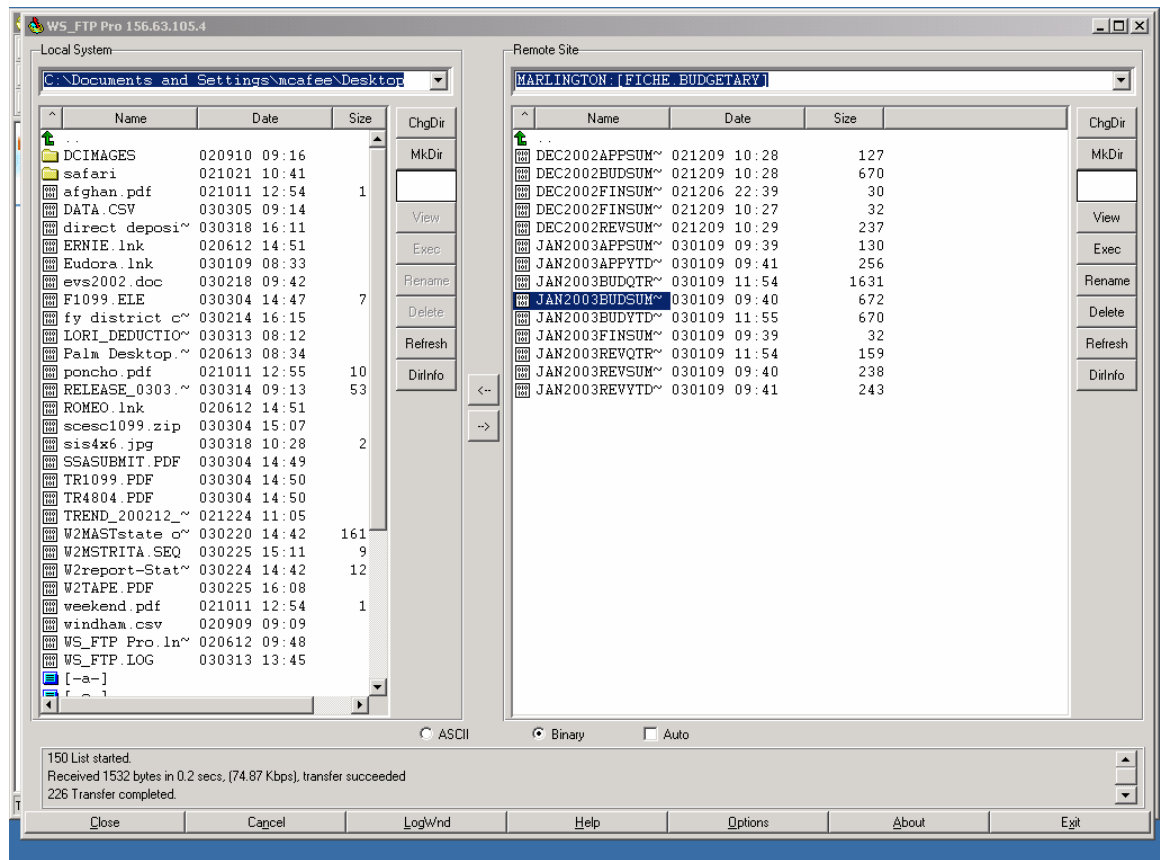


Burn a CD

Create reports on the SPARCC system. Use the procedure @com:fiche to move your text file from your Sparcc system to the fiche directory and fiscweb. Remember if you want your reports to have fiscweb access you must answer yes to the question - do you wish make the file web accessible? This procedure will also automatically create the report in PDF format and rename the report.

Log into your FTP product. You will need to find your fiched files.

When you log in you will see your files. You will need to find the fiche directory. To change the directory, click the ChgDir box on the upper right side of the FTP product. Once this is open type in your district name: [fiche.budgetary] or your district name:[fiche.payroll] See the example below.



Highlight the file you want to move. Make sure that you are in BINARY mode then either double click on the file or click on the

arrow in the center between the 2 windows. The file will move from the right side of the screen to the left side.

BURNING THE CD'S

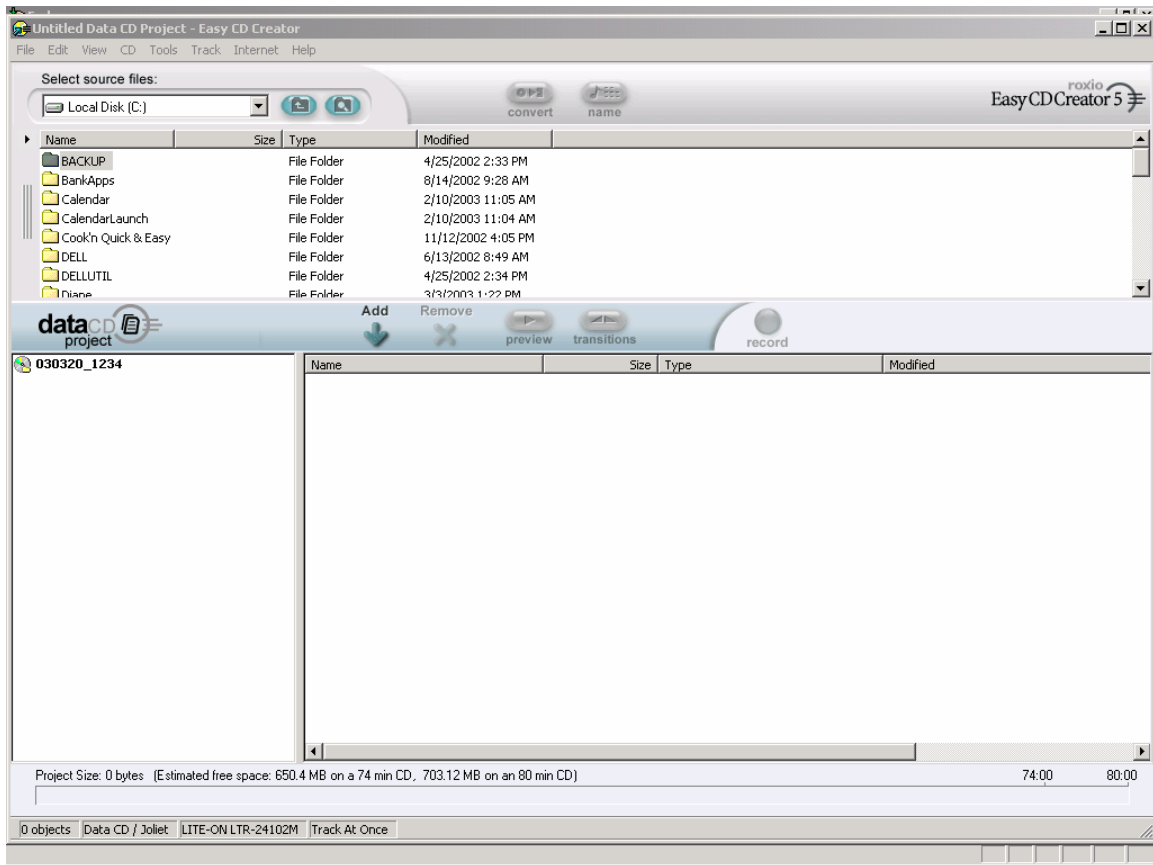
The following instructions are for Ahead Nero Software

- 1) From your programs select cd burning software Ahead Nero
- 2) From Ahead Nero select Nero-burning CD Rom
- 3) The wizard should appear when Nero comes up
- 4) Select CD and hit next
- 5) Compile a CD and hit next
- 6) Select Data CD and hit next
- 7) Create a New CD or (Continue a CD) if you have information on the disk already and you are adding to it. Hit next.
- 8) Select the Desktop in the third column from the left. The fourth column information will change information.
- 9) Click on the download folder on the right hand column. The names of the files will appear in the folder.
- 10) Click and drag the files you want on the CD to the name column the second column from the left.
- 11) Once you have all the files in the name column that you want on the CD, click on the file button of the Nero screen. Select the Write CD.
- 12) Click on Burn CD
- 13) When finished click on OK
- 14) Click X to Close
- 15) Click on File exit from Nero.
- 16) Your CD will open. Close it.
- 17) From your start button select run
- 18) Type in e:
- 19) The files on the CD and the CD information will appear.
- 20) Click on each file and bring it up to verify it is readable.
- 21) Once you are sure that it is there and readable you can close.
- 22) Next go to your desktop. Click and drag the files you have burnt to your trash can. Empty your trash can.

We are also providing the instructions for Roxio Easy CD Creator

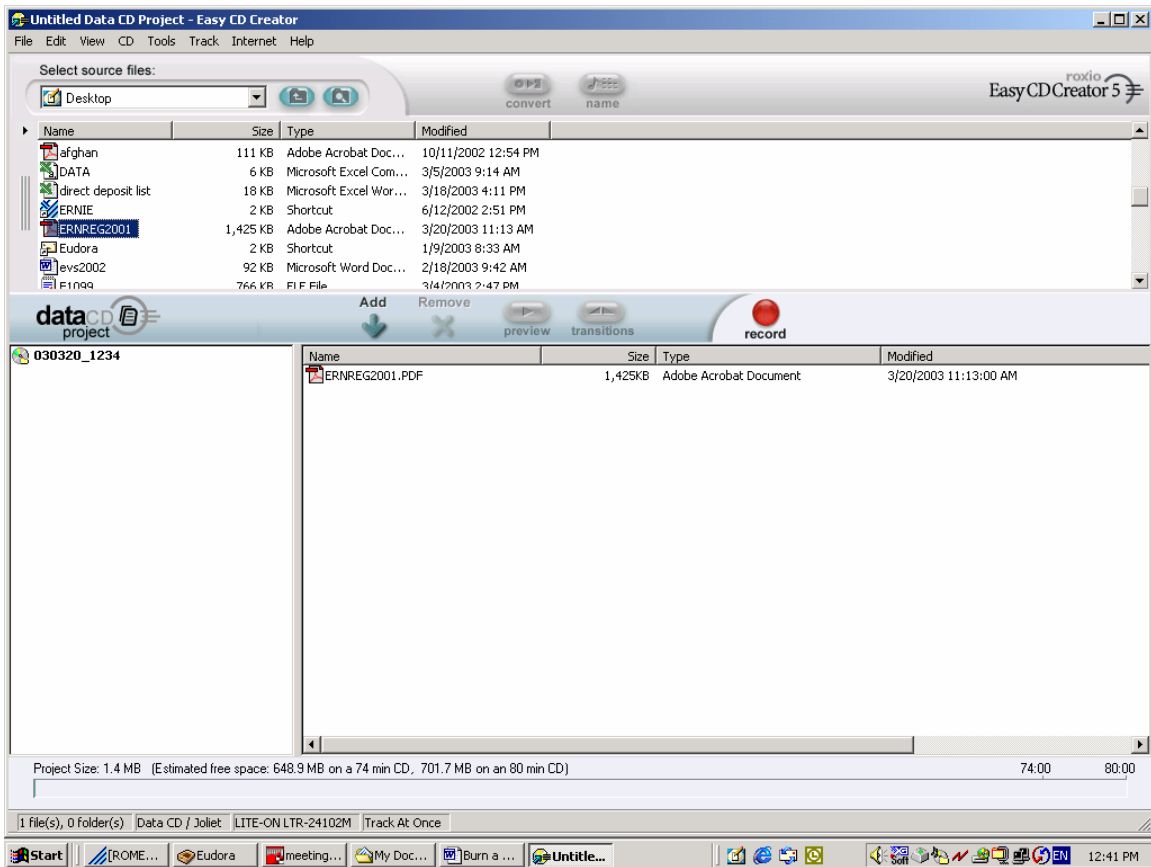
- 1) Go to Start/Program/Roxio Easy CD Creator/Applications/Easy CD Creator

2) Here is what the screen looks like

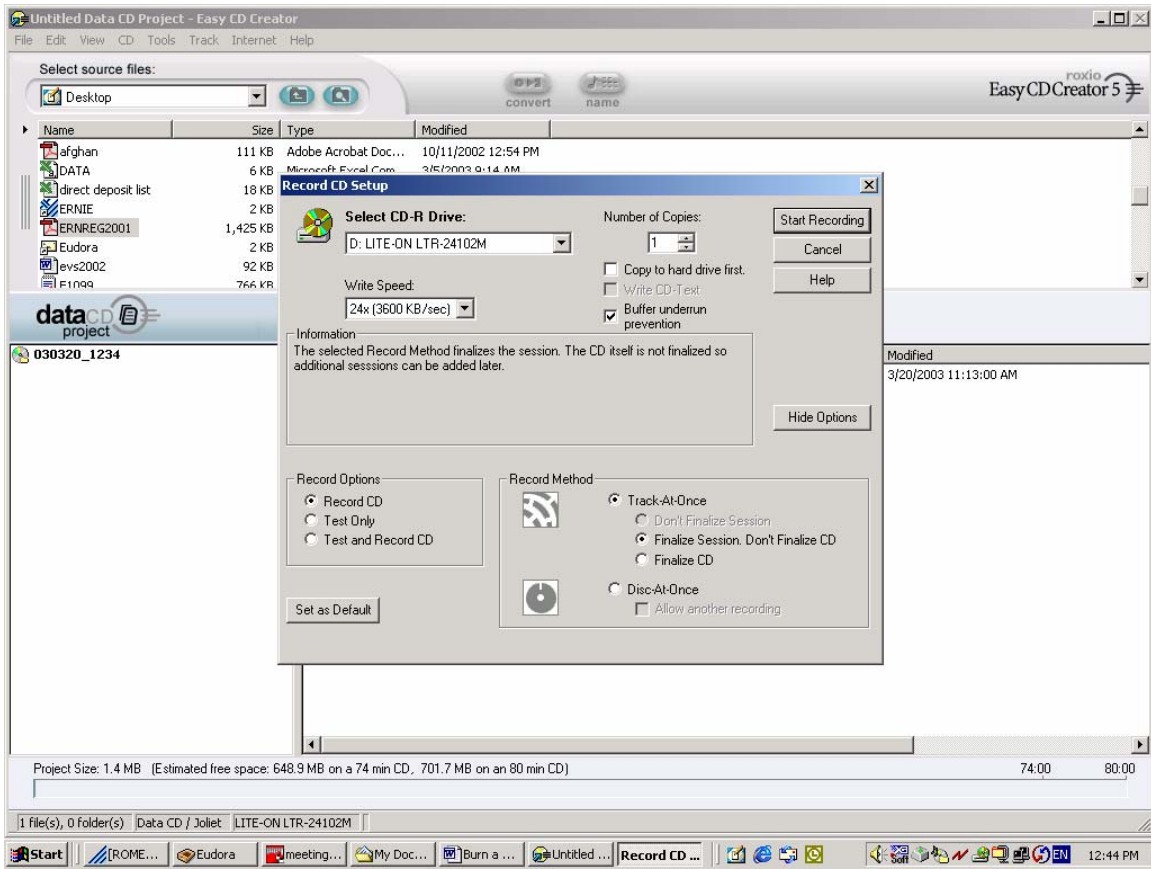


Browse and find the file that needs to be burnt on cd then hit the add button.

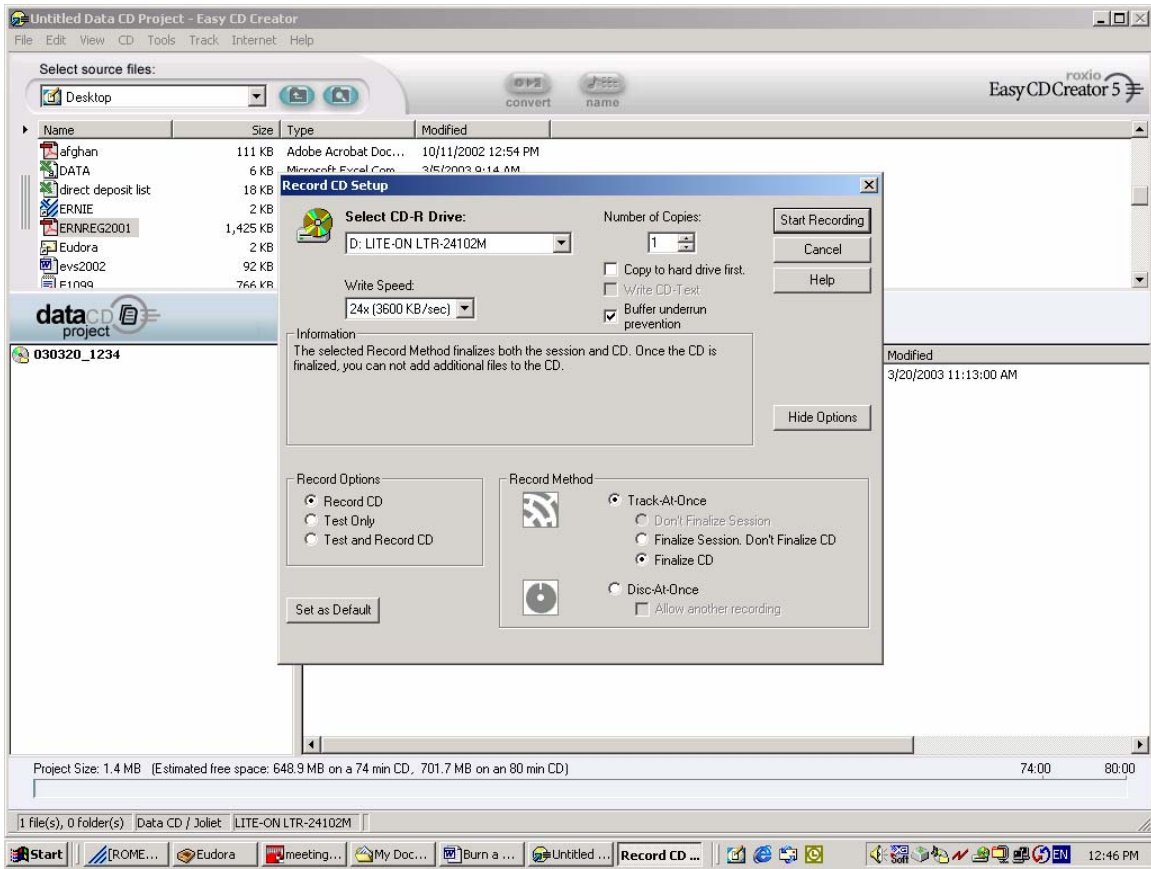
Notice how the file now appears in the bottom screen.



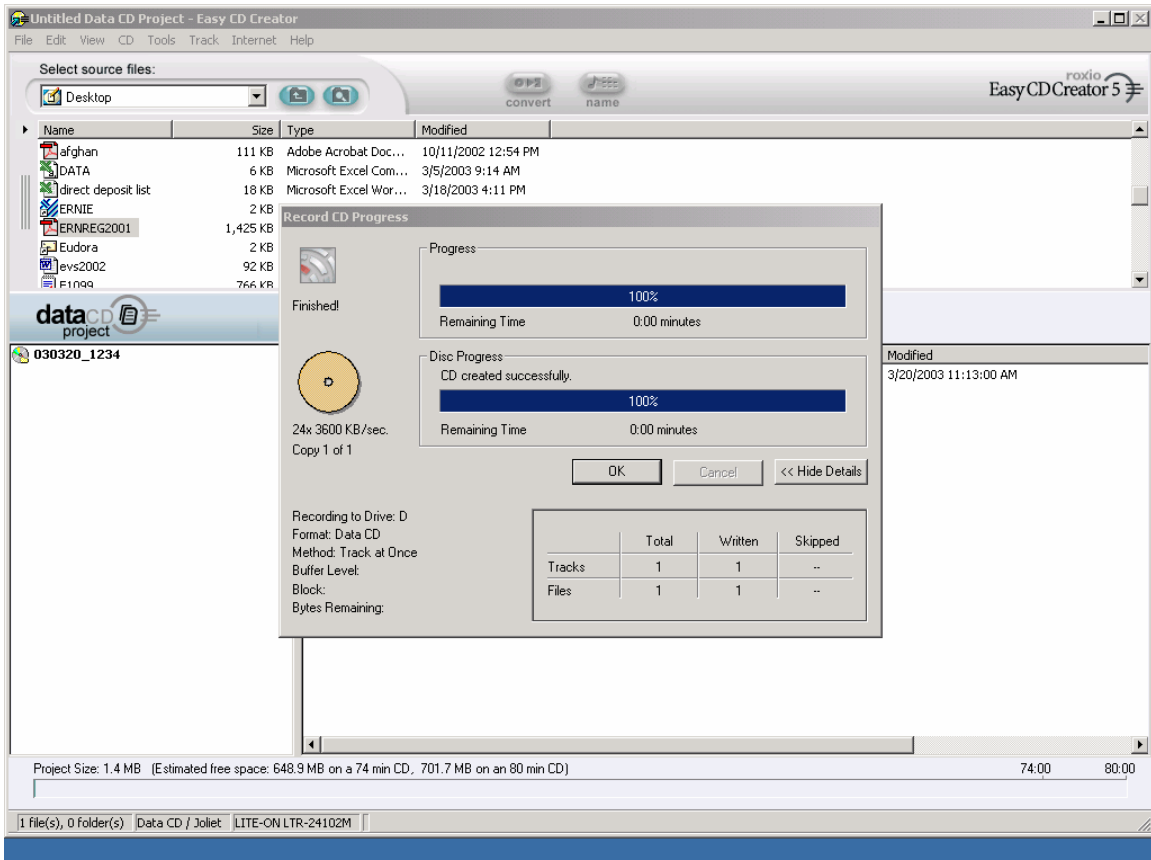
Now hit the red record button. You now have several options.



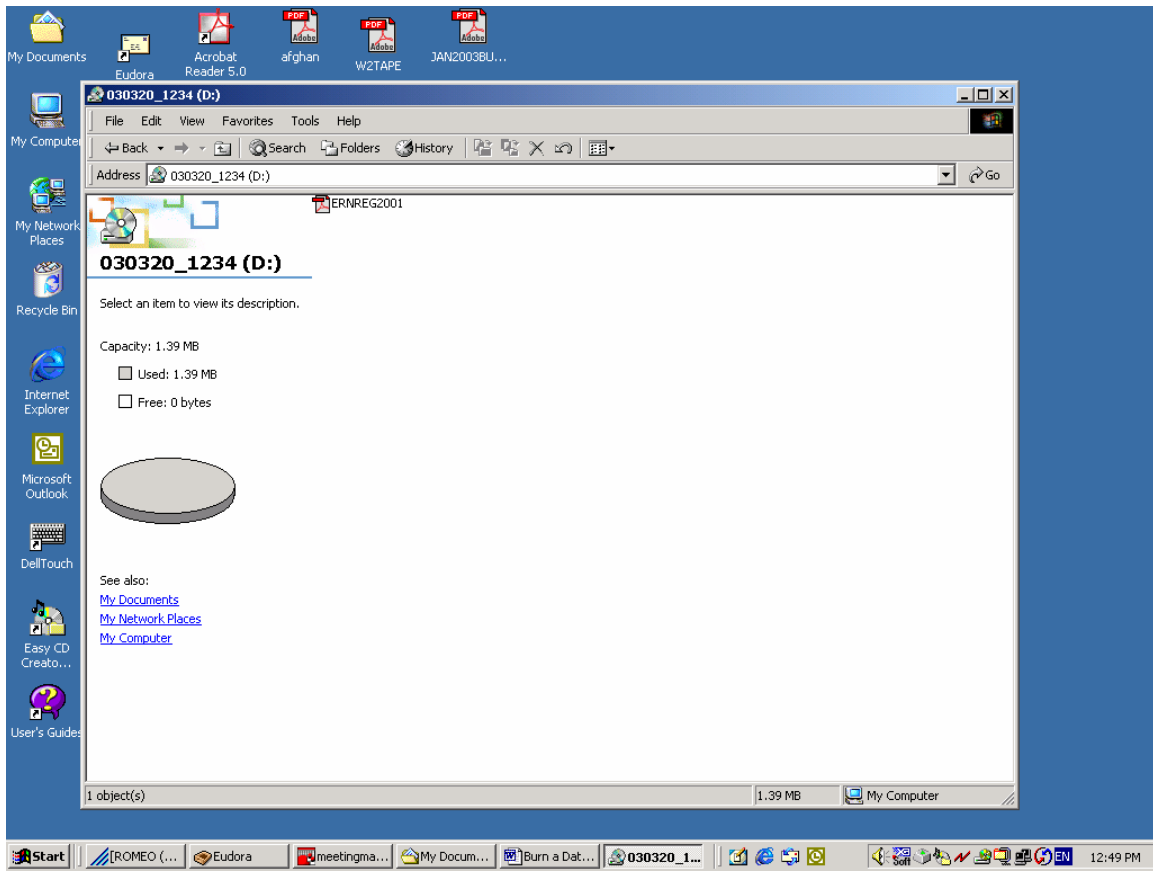
You can create a CD and not finalize it so that you can add on to the CD. This would be useful if you would want to keep adding your monthly reports to this CD. For example, you might want to add your January budgetary reports, then February, March, April, etc.



This option would be to have a finalized CD. Once this CD is created, you would not be able to add to it.



This CD is created. Click Ok.



Once you have burnt the CD, go to my computer and click on your CD drive. You should be able to see the file on the CD. Make sure the file will open up.