

SDFI[®] - TeleMedicine

Secure Digital Forensic Imaging – Secure Beyond Reasonable Doubt[®]

Extreme “*Imaging And Forensic Networking*”

“*Intelligent User Guide*[©]”

Secure Digital Forensic Imaging
For Capturing, Documenting and Managing
Secure Digital Forensic Information

PURPLE “Make a CD” Guide

A Guide to Making/Burning CD's

*** This Book Is Not For Independent Sale ***

Updated May 10th, 2008

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**If You Need Help Making a CD,
Contact Your Own I.T. Department.**

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About SDFI[®] - TeleMedicine

Along with SDFI[®]-TeleMedicine's on-going work as the nation's leader in Secure Digital Forensic Imaging solutions, we are now serving SART, SANE and SAFE forensic medical communities, medical examiners and law enforcement. We provide complete secure digital forensic imaging solutions and on-site training. SDFI[®]-TeleMedicine has been involved with digital imaging technologies both in Canada and the United States. We have worked in a multitude of industries directly related to the introduction, use and management of digital images; industries such as corporate retail, print production, fulfillment, professional photography, car insurance claims, advanced dental imaging and secure forensic medical imaging. We have worked on both large and small-scale projects for major public corporations and smaller privately owned organizations. SDFI[®]-TeleMedicine has developed many intricate electronic imaging solutions and sizeable electronic image repositories.

These solutions utilize analog photography camera systems, digital camera systems, image scanners, software databases and imaging software programs. Many are still in use years after their initial deployment.

SDFI[®]-TeleMedicine has presented to, and won the approval of many senior corporate executives regarding the introduction of new technologies. However, with the introduction of new technologies, there is always a learning curve.

We describe this learning curve as a poorly documented "state of frustration". This is the time when the forensic nurses, their co-coordinators and other support staff scramble for information, instruction, knowledge and guidance.

When new technology is introduced, everyone involved expects timely results. There is an immediate need to get "it" working, be proficient at "it", and to complete the task at hand quickly. Thus, SDFI[®]-TeleMedicine has developed simplified products along with extensively illustrated Intelligent User Guides[©], Seminars and Hands-on Training Courses for Forensic Nurse Examiners, Law Enforcement and Lawyers.

These products and educational events will reduce the extensive amount of time and effort associated with the introduction of new digital imaging technologies. They will allow you to "SHOOT, STORE and SEND" secure, court ready digital pictures.

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Passphrase Support

Only the person that sent over the SDFI[®]-TeleMedicine File has the “SDFI[®] Secure File” passphrase. You **MUST** contact them “Directly By Telephone” to get file access!

SDFI[®]-TeleMedicine technical support is offered only during the days, times and hours posted on the www.SDFI.com web page and is subject to change without notice.

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Your computer must be running Windows XP/Vista and have a CD read/write drive installed and working before you begin. Please check with your computer department if you are not sure!

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Copy Data To A Compact Disk



Insert a blank CD/Compact Disk into your CD Read/Write disk drive.

Your computer must be running Windows XP/Vista and have a CD read/write drive installed and working before you begin. Please check with your computer department if you are not sure.

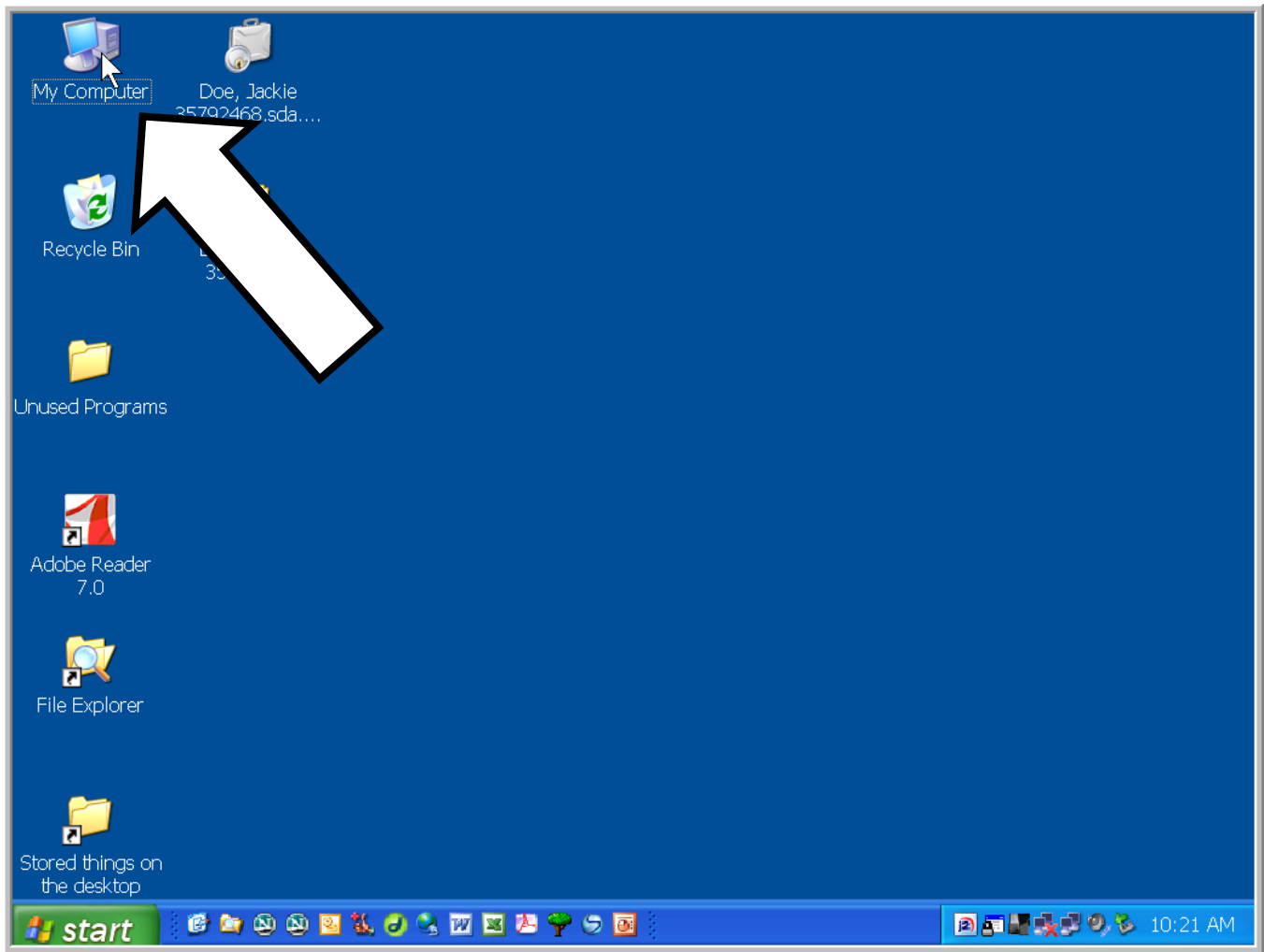
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Copy Data To A Compact Disk



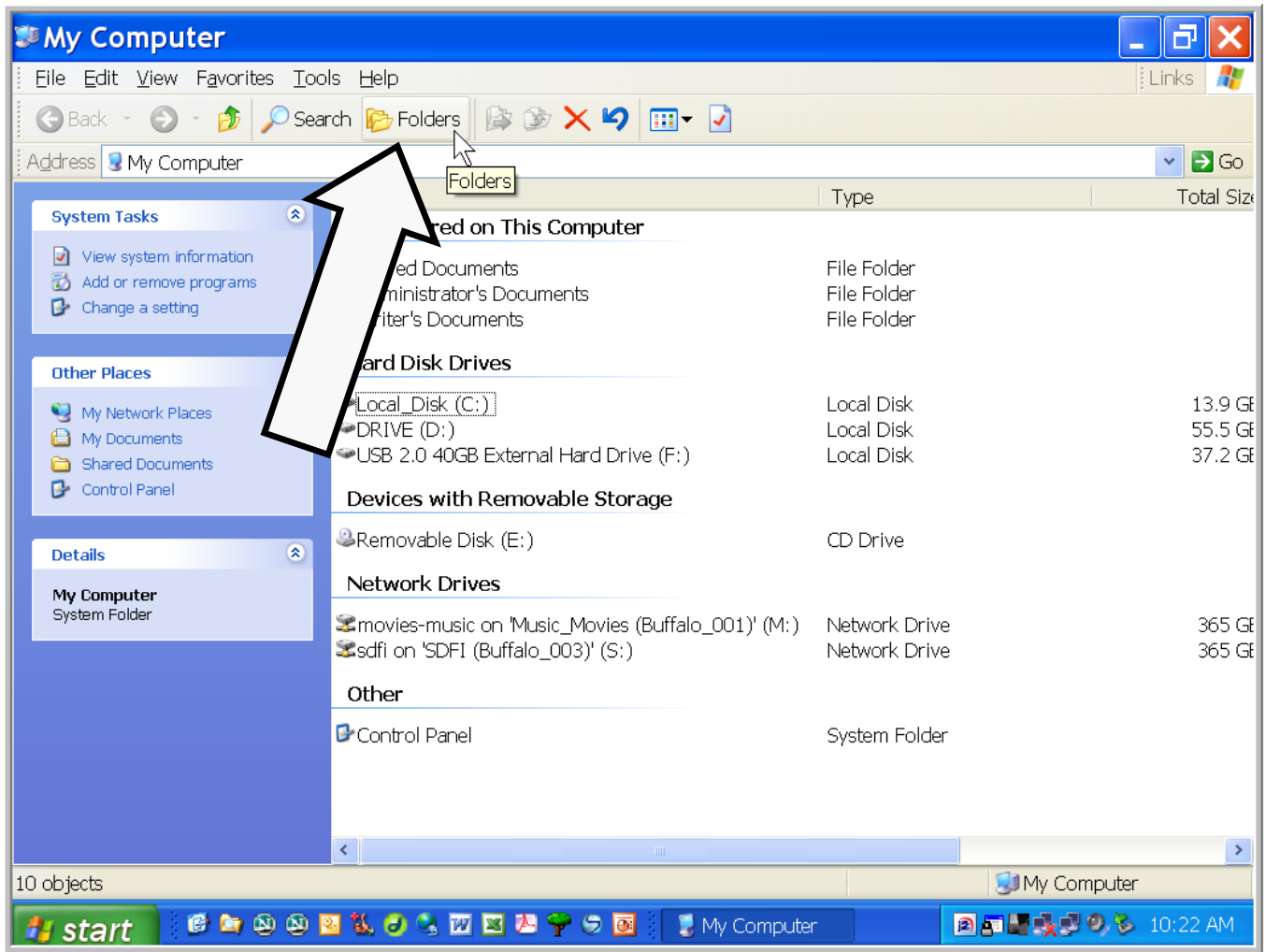
Return to your desktop. Shrink or close all programs and then **DOUBLE** left mouse click on the **My Computer** icon.

(The “My Computer” icon may be on the START bar).

TURN THE PAGE NOW.

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Copy Data To A Compact Disk

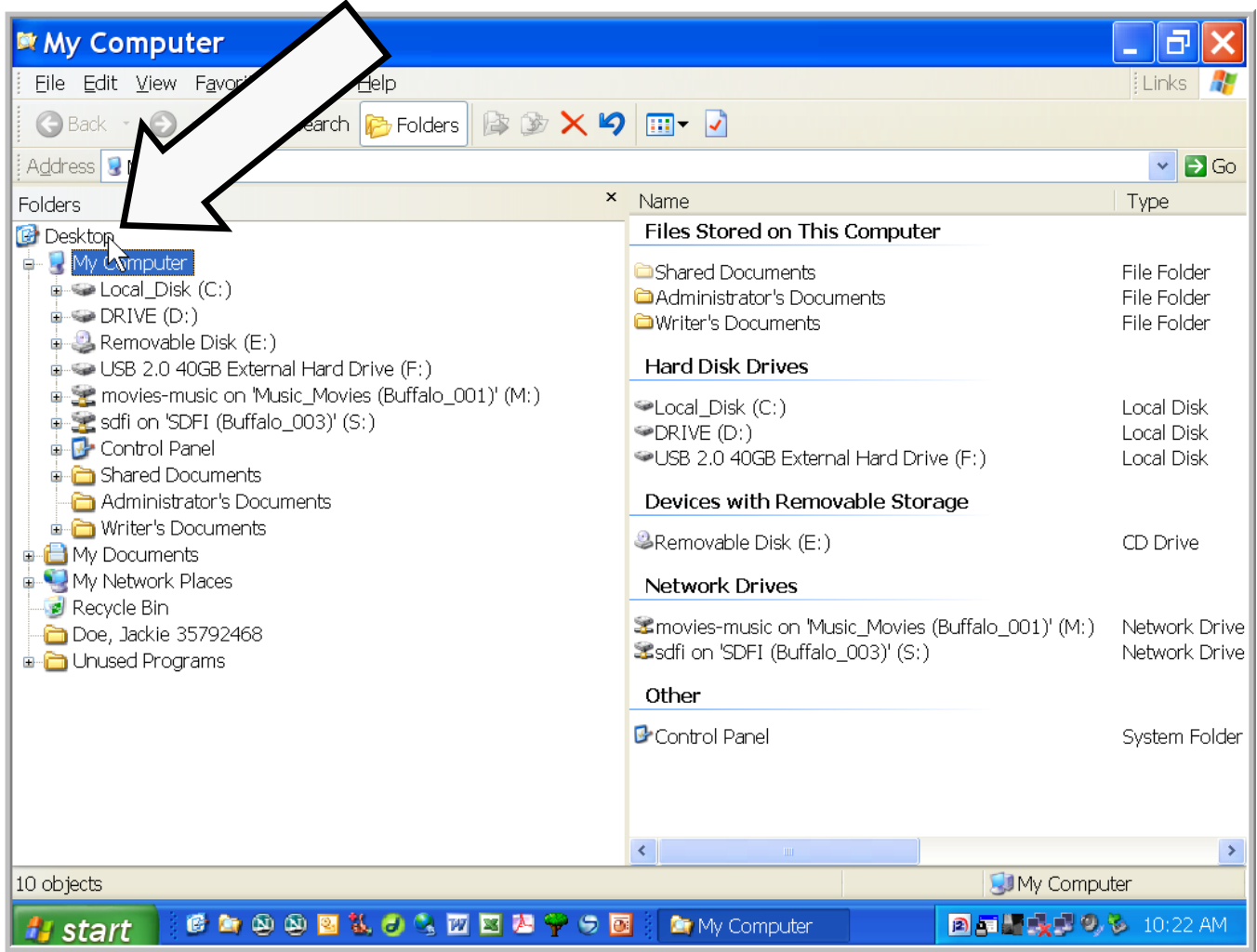


Left mouse click on the **“Folders”** button.

TURN THE PAGE NOW.

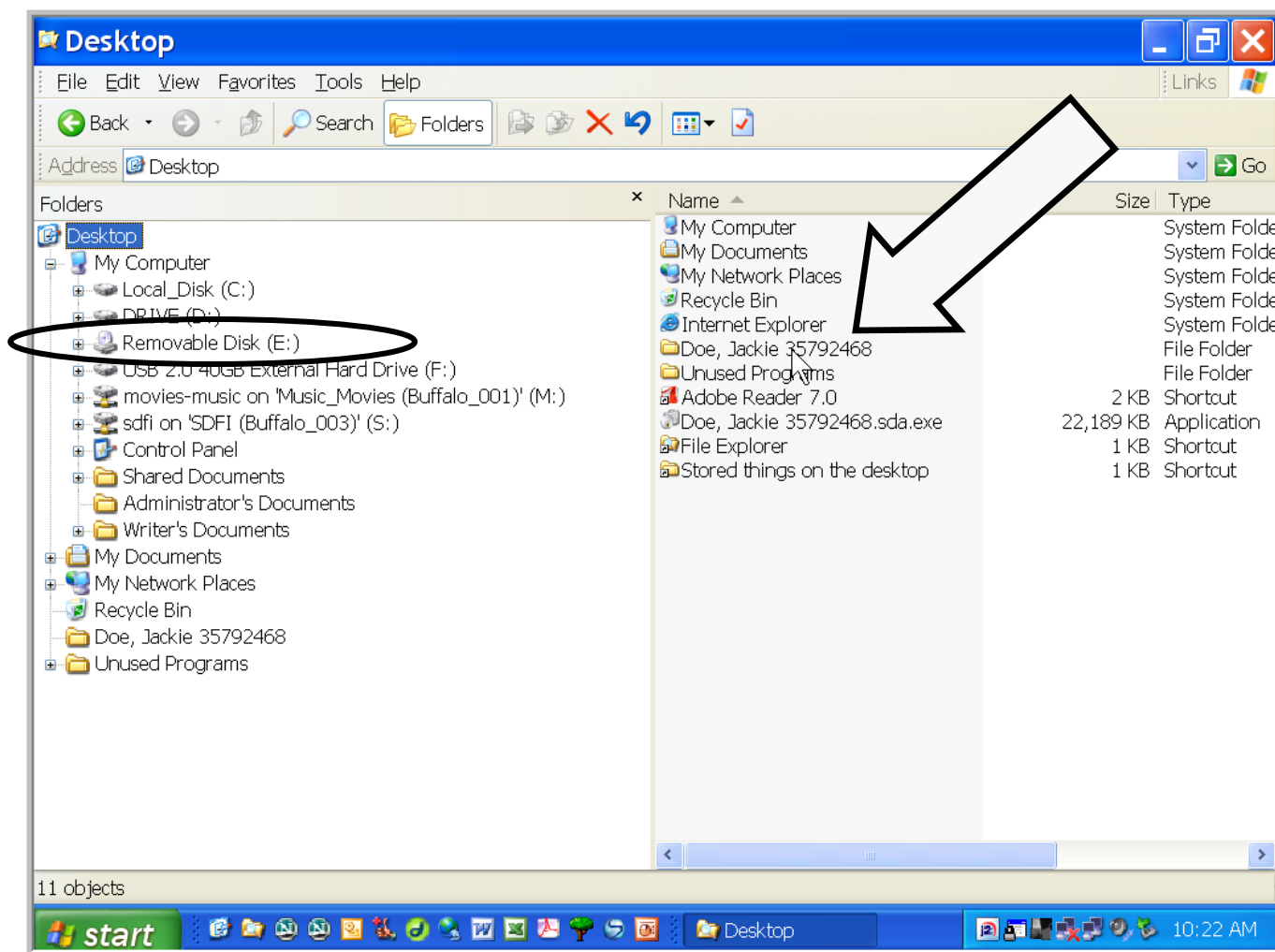
-3-

Copy Data To A Compact Disk



Left mouse click **Desktop** .

TURN THE PAGE NOW.



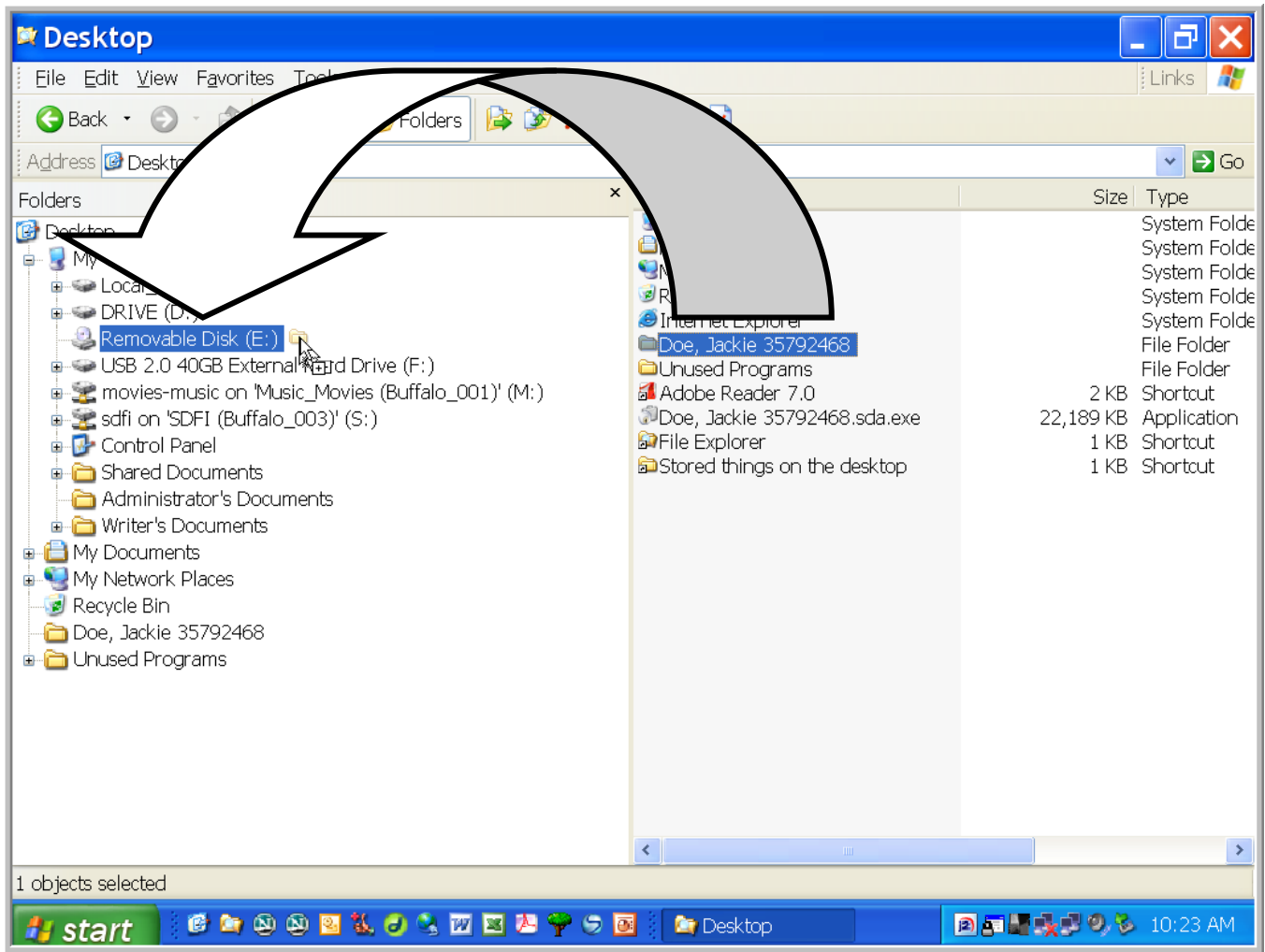
Look for and locate the drive letter of your CD Drive. In the example above, the CD Drive is drive letter (E:).

Also look for and locate the Yellow Folder .

NOTE: Every computer is different! Your computer may use a different drive letter for the CD Drive. You must locate and make note of your own CD drive letter before you continue!

TURN THE PAGE NOW.

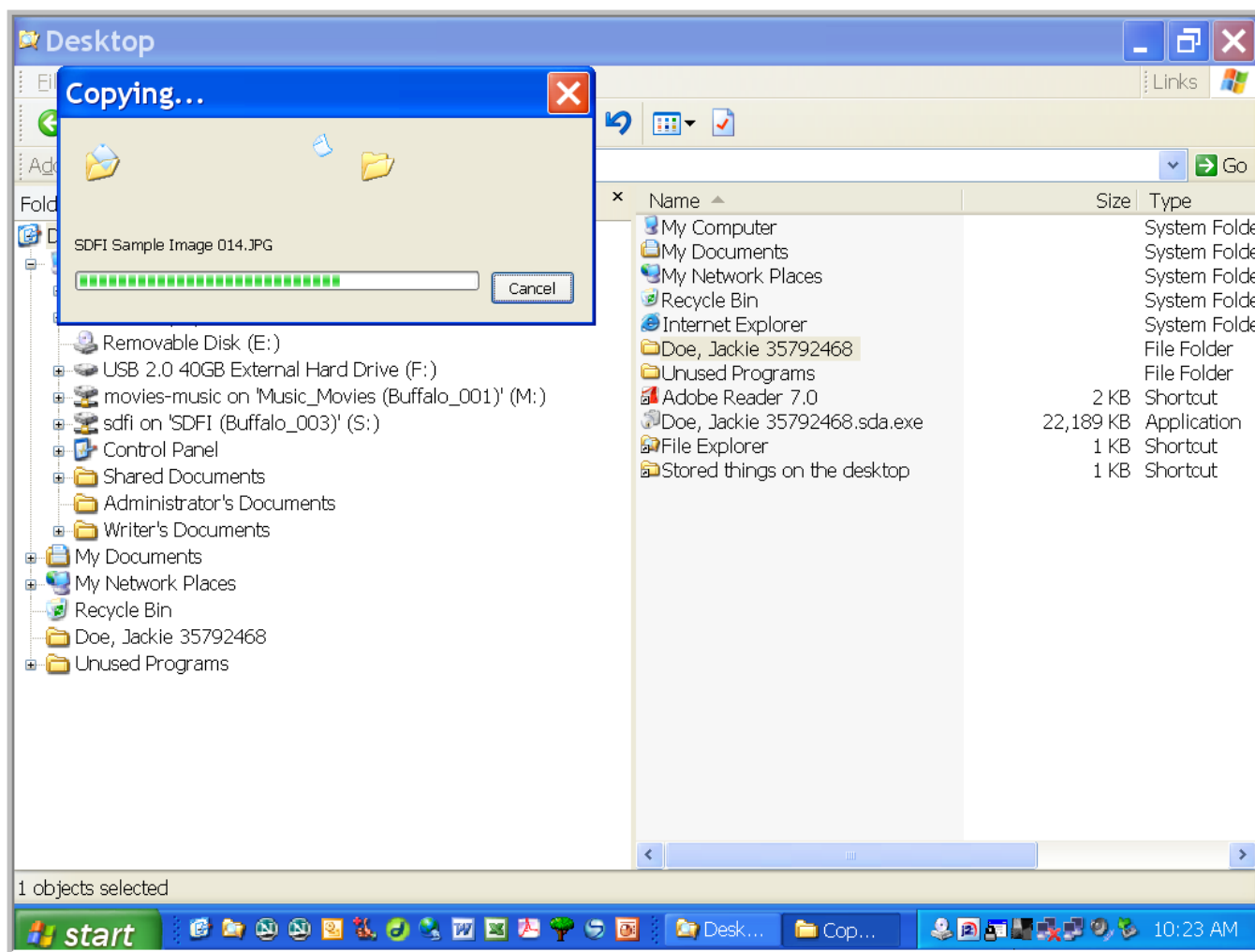
Copy Data To A Compact Disk



Left mouse click and **HOLD THE MOUSE BUTTON DOWN** on top of the **Yellow Folder** and then “drag and drop” over to and on top of your “CD Drive”.

TURN THE PAGE NOW.

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WAIT for the yellow folder(s) and files to copy.

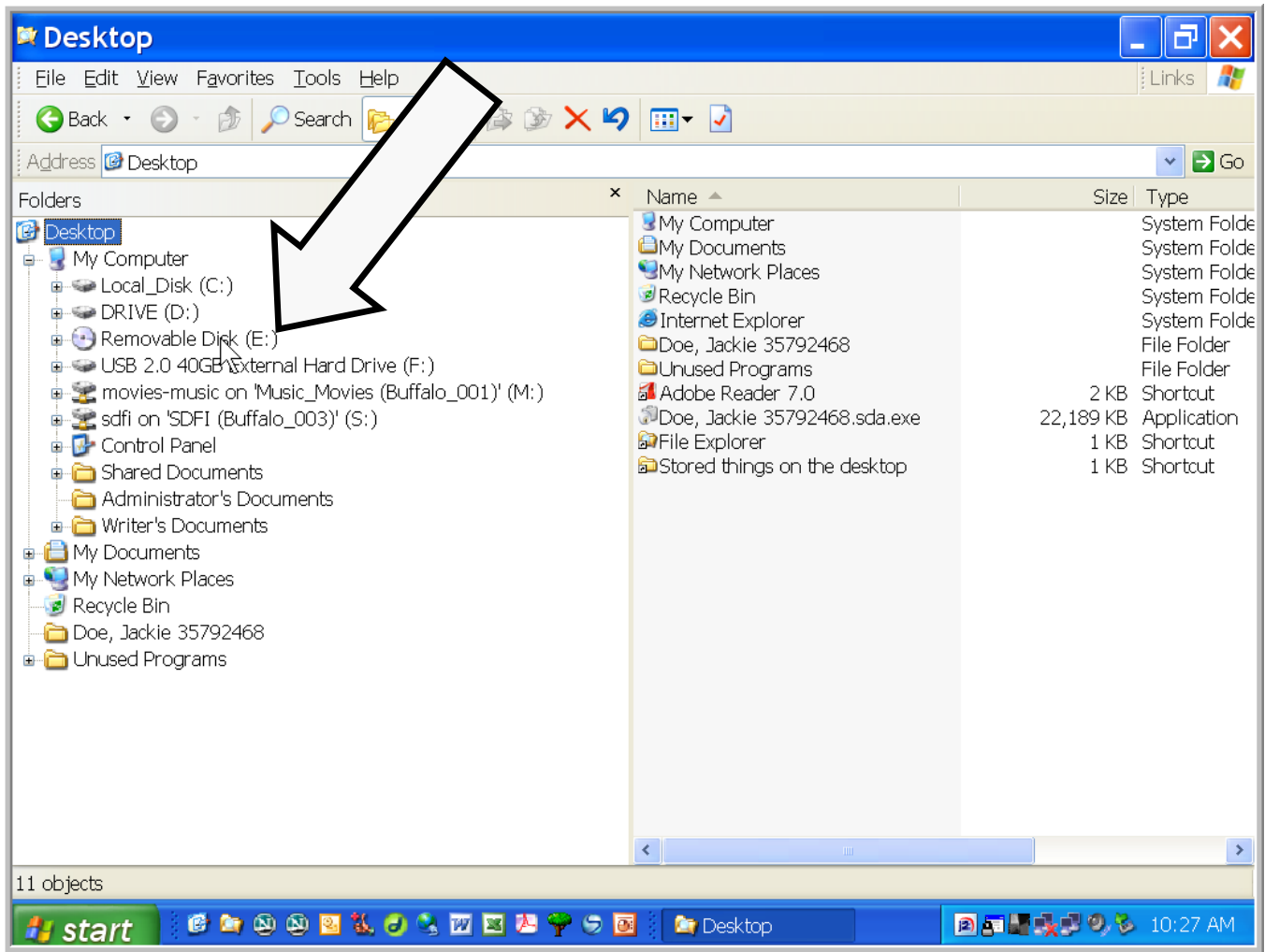
This is only the preparation stage.

The yellow folder(s) and files are not being copied onto the CD, yet!

Do not remove the CD from the drive when the copy window closes.

TURN THE PAGE NOW.

Copy Data To A Compact Disk



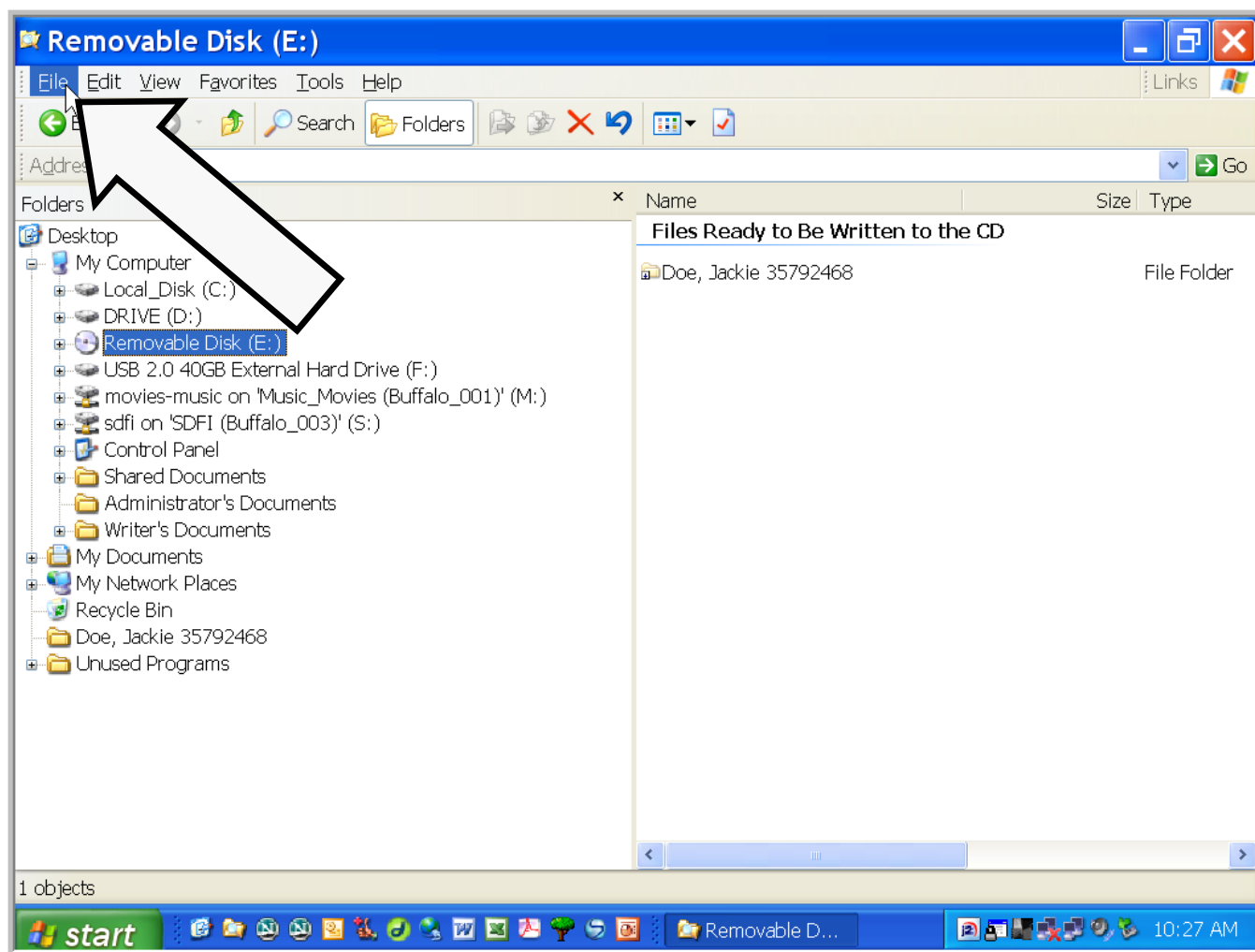
AFTER the copy is complete, left mouse click on your CD drive.

Do not remove the CD from the drive yet!

TURN THE PAGE NOW.

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Copy Data To A Compact Disk

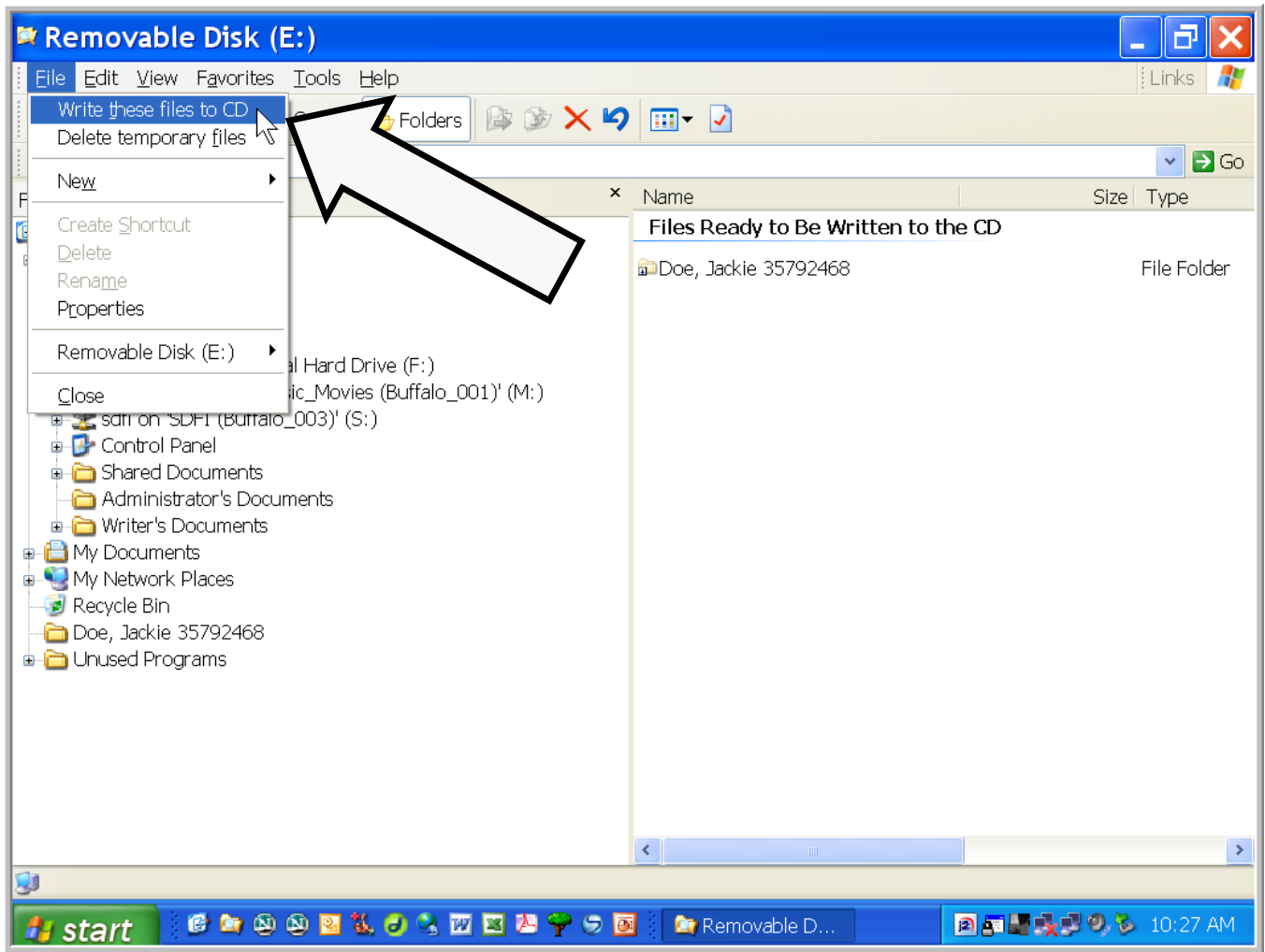


Left mouse click on **File** .

TURN THE PAGE NOW.

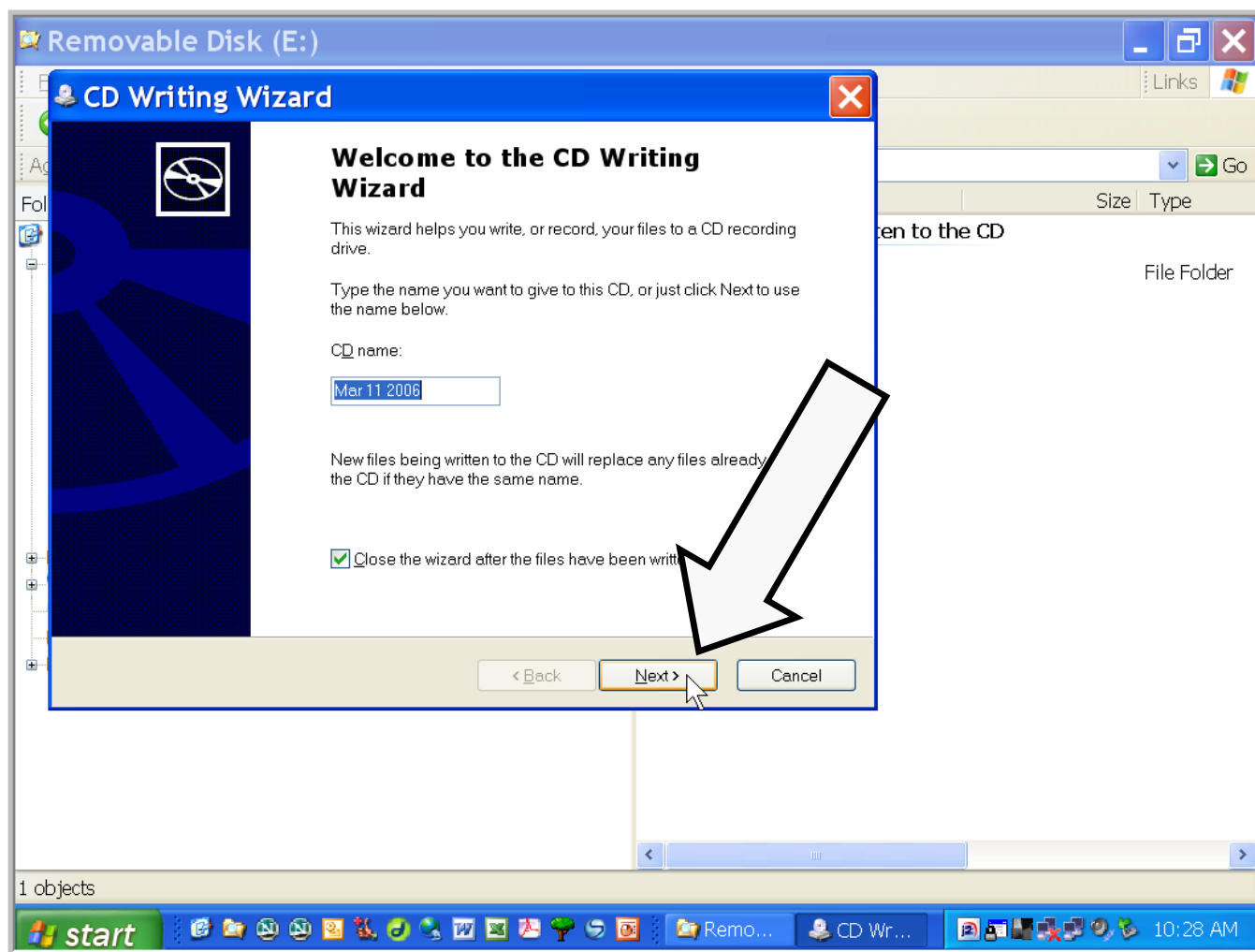
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Copy Data To A Compact Disk



Left mouse click on **Write these files to CD** .

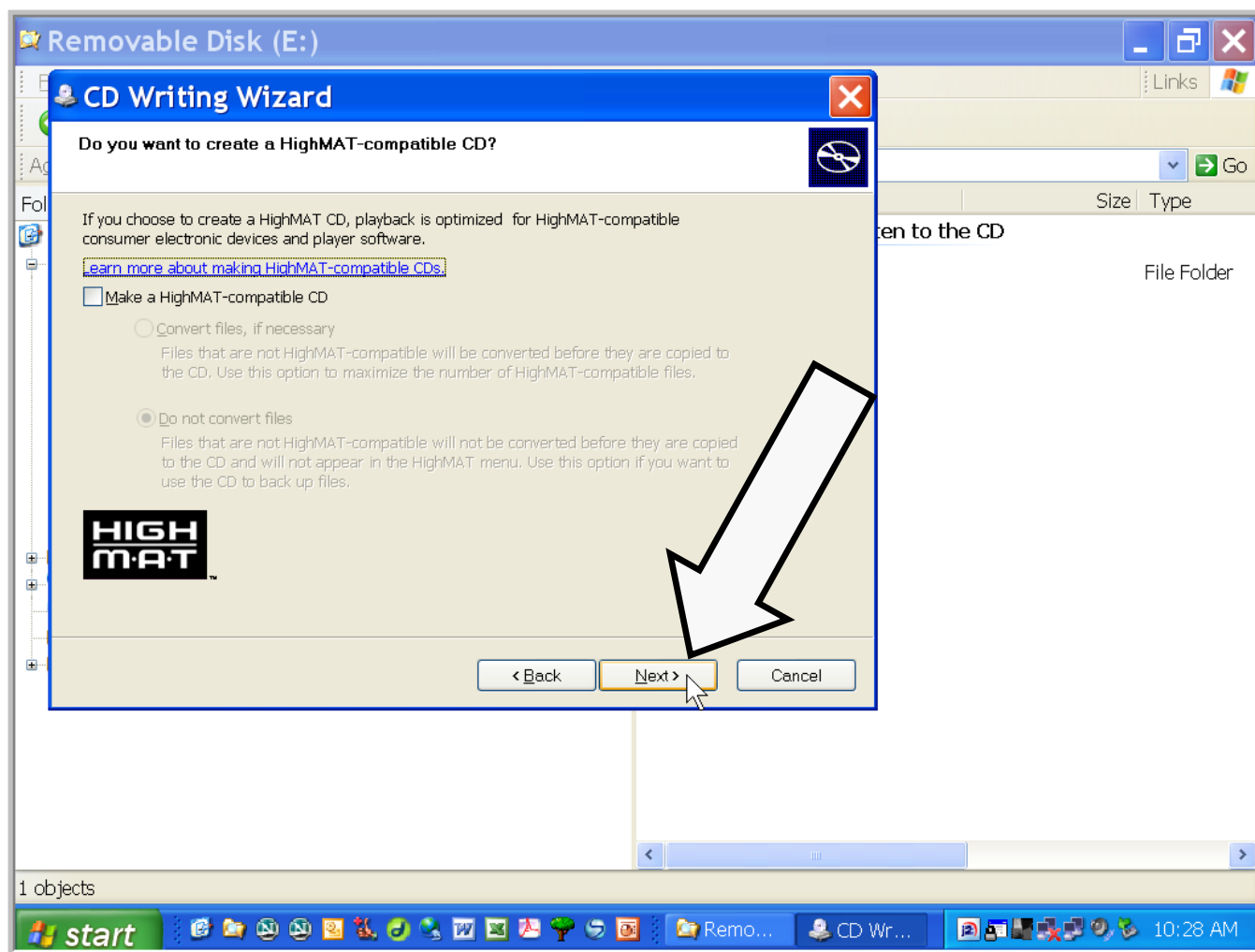
TURN THE PAGE NOW.



Left mouse click on the **Next>** button.

TURN THE PAGE NOW.

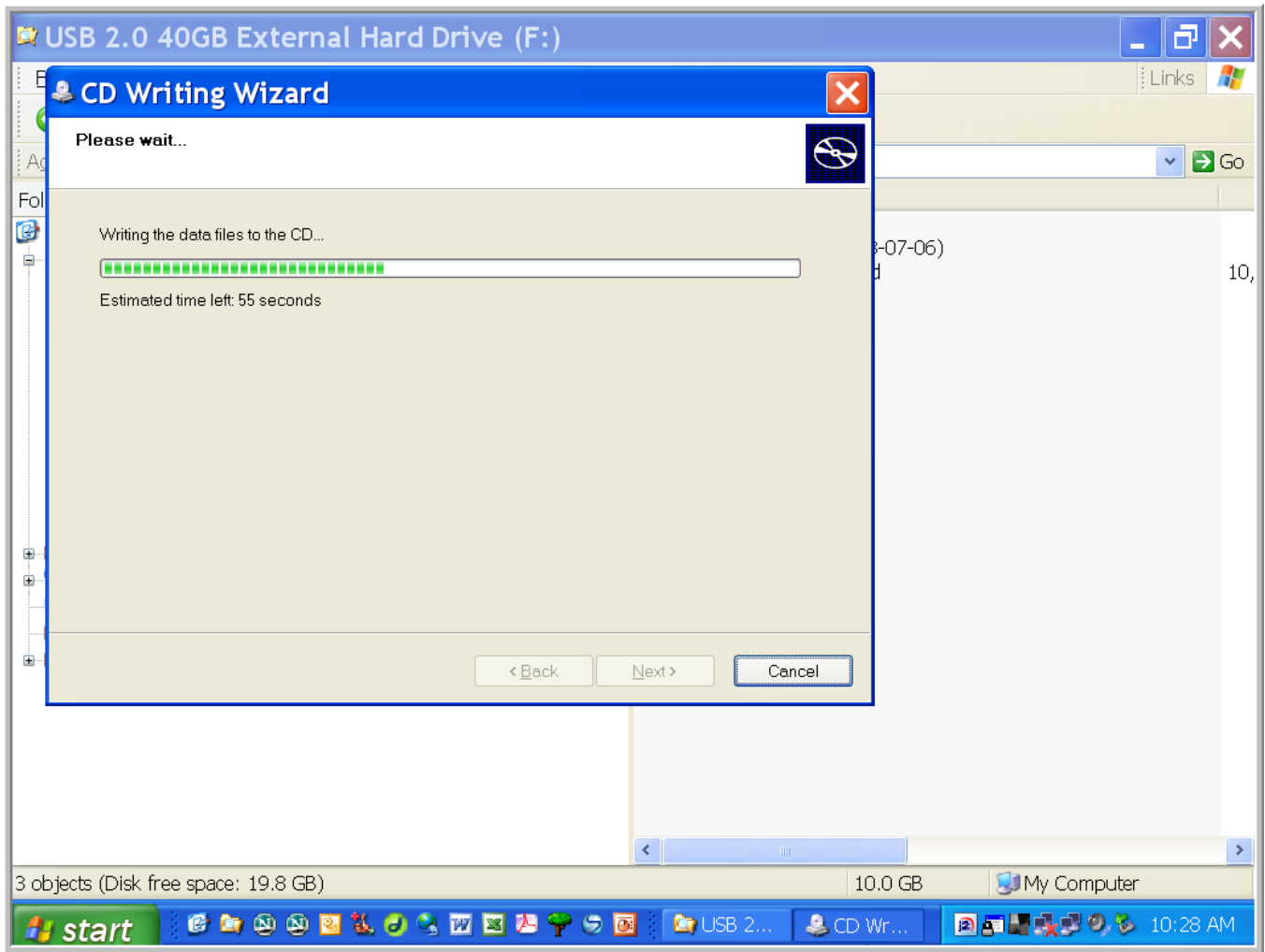
Copy Data To A Compact Disk



Left mouse click on the **Next>** button.

TURN THE PAGE NOW.

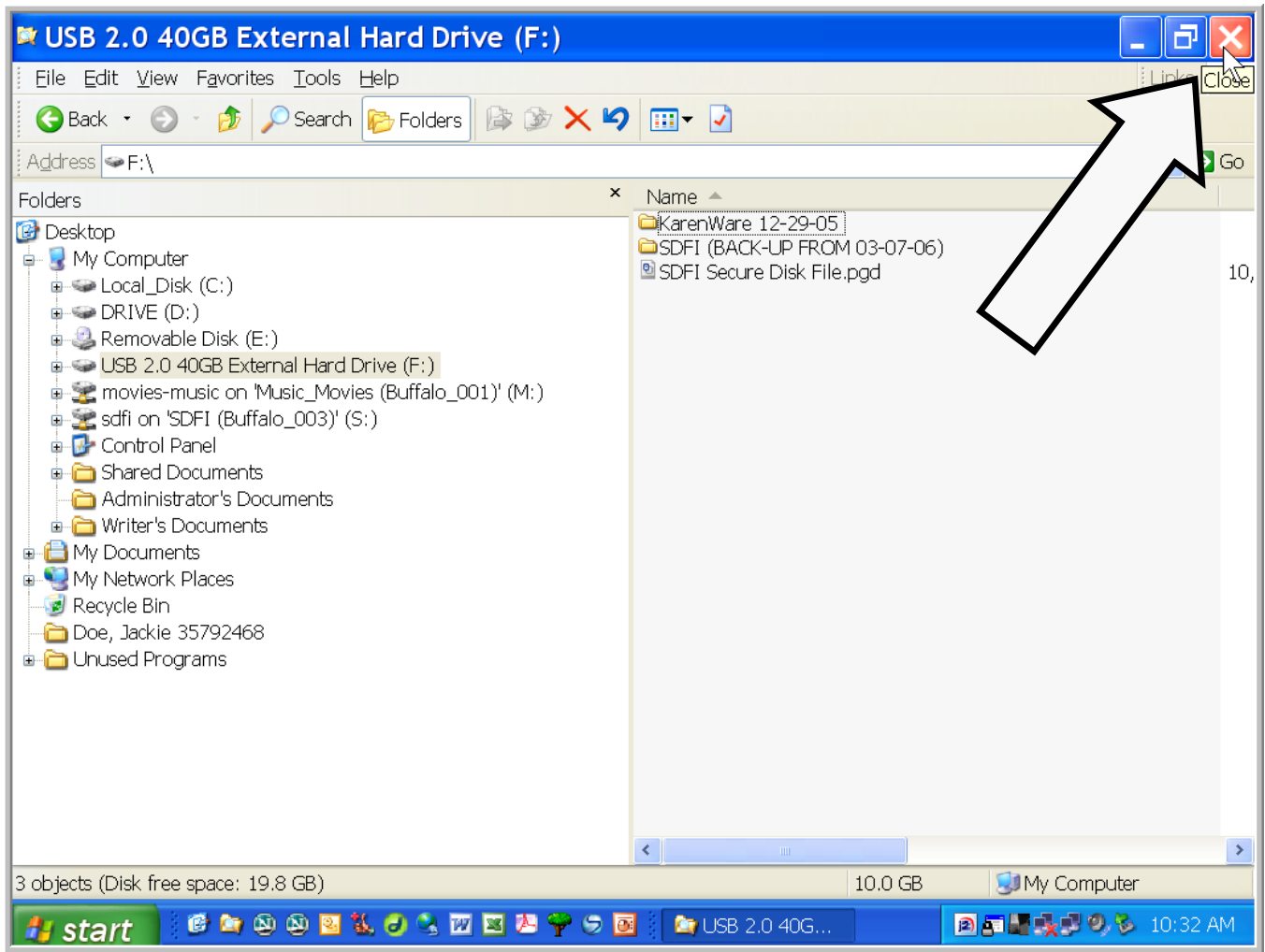
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WAIT for the files and folder to copy onto the CD.

Your computer may eject the CD when the copy is complete.

TURN THE PAGE NOW.



If any other windows pop-up you can safely close them now.

Left mouse click on the **Close** button and return to the desktop.

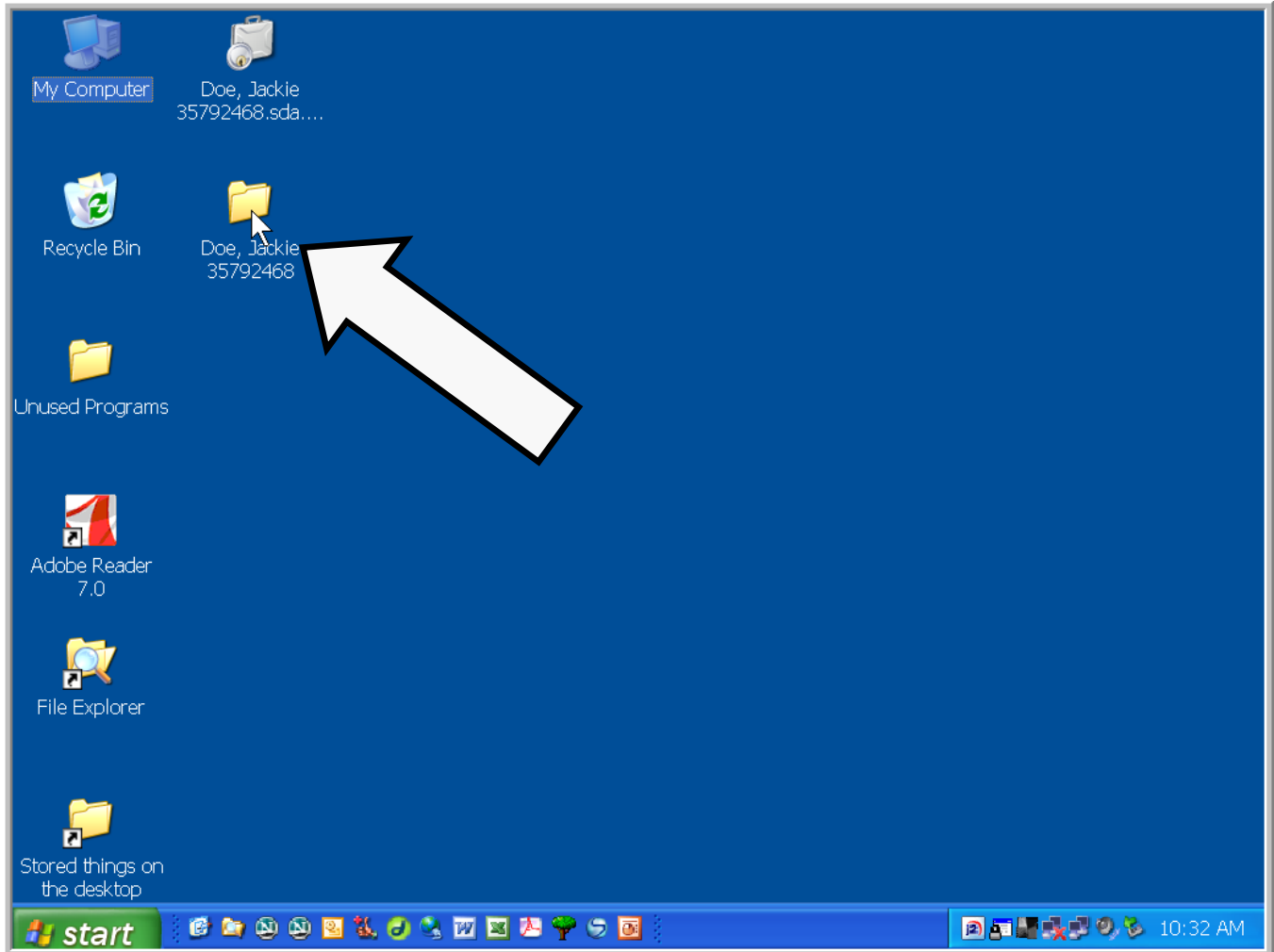
It is now safe to remove the CD from the CD drive.

TURN THE PAGE NOW.

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Delete The Yellow Patient Folder

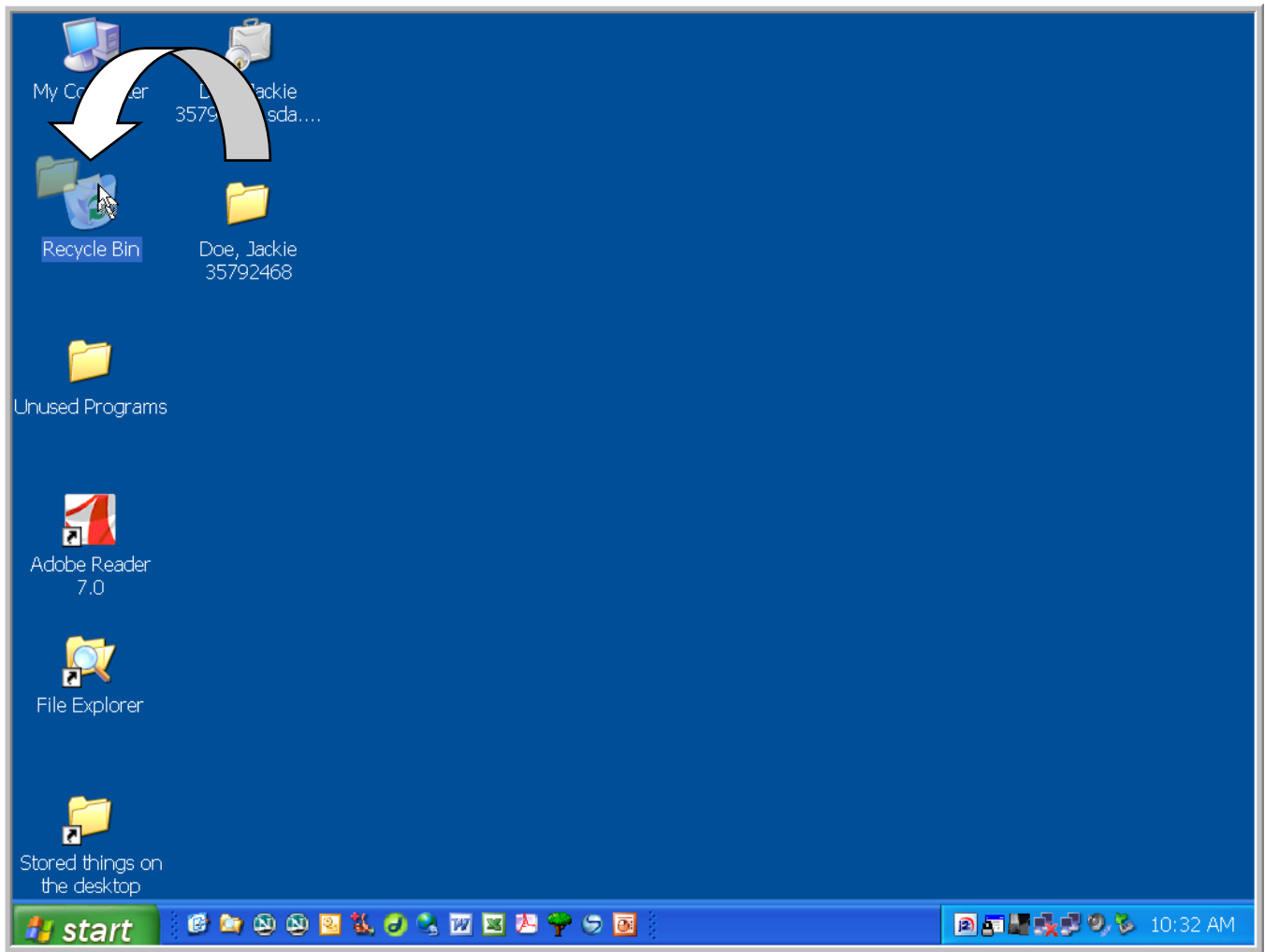


Look for and locate the Yellow Folder .

TURN THE PAGE NOW.

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Delete a Yellow Folder

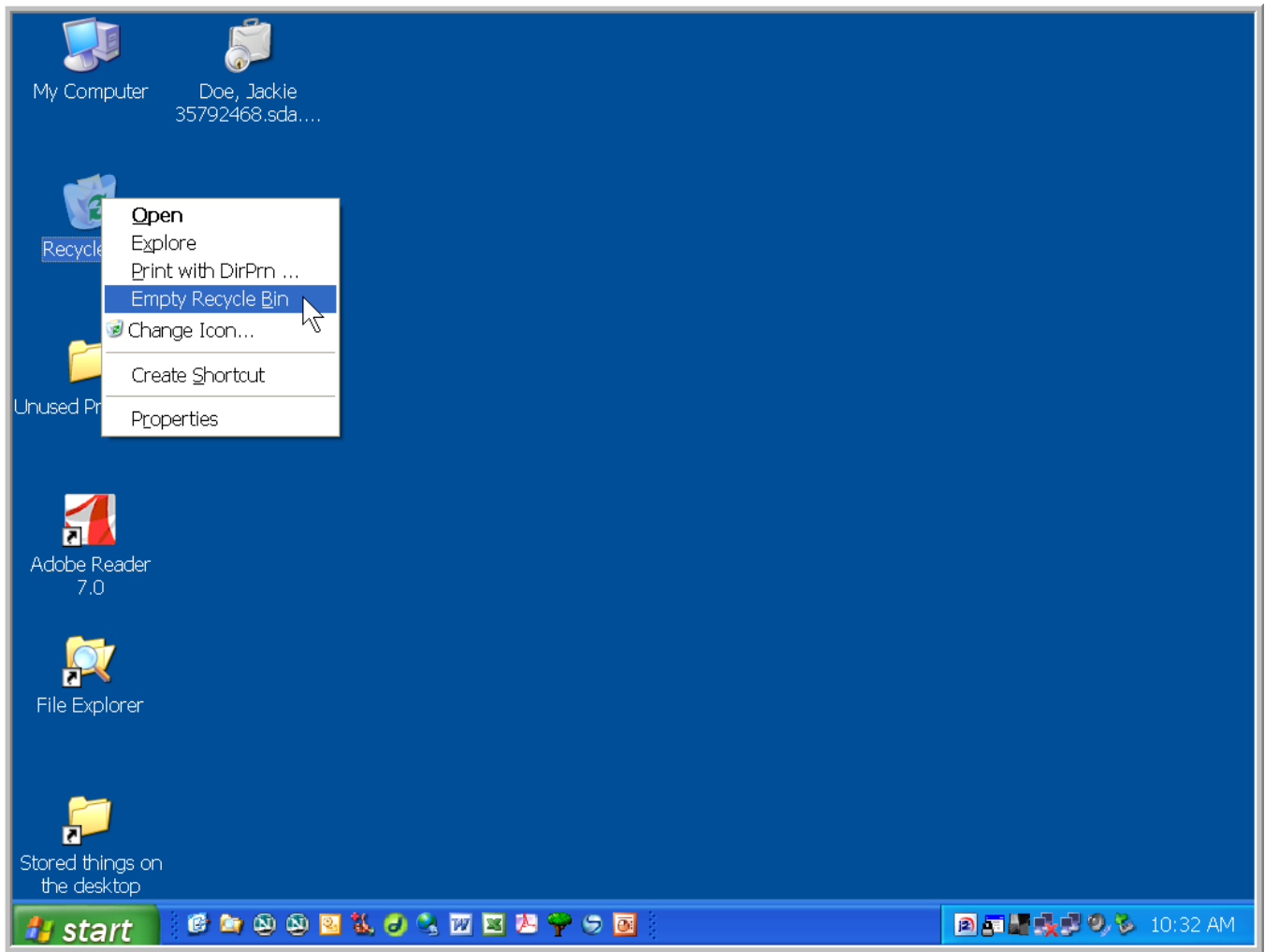


Left mouse click and **HOLD THE MOUSE BUTTON DOWN** on top of the **Yellow Folder** and then drag and drop it on top of your **Recycle Bin**.

TURN THE PAGE NOW.

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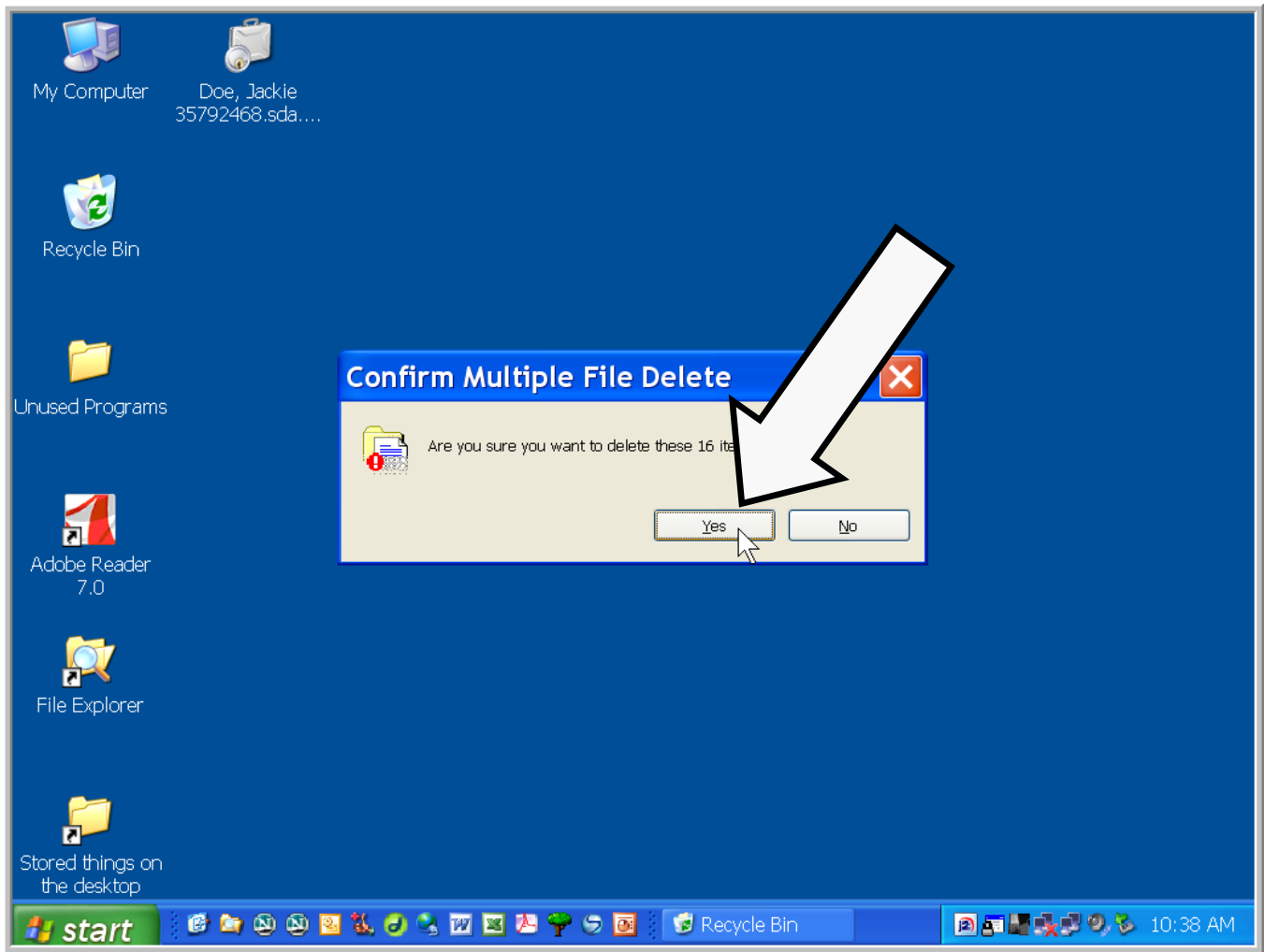
Delete a Yellow Folder



RIGHT mouse click on the **Recycle Bin** then **LEFT** click on **Empty Recycle Bin** .

TURN THE PAGE NOW.

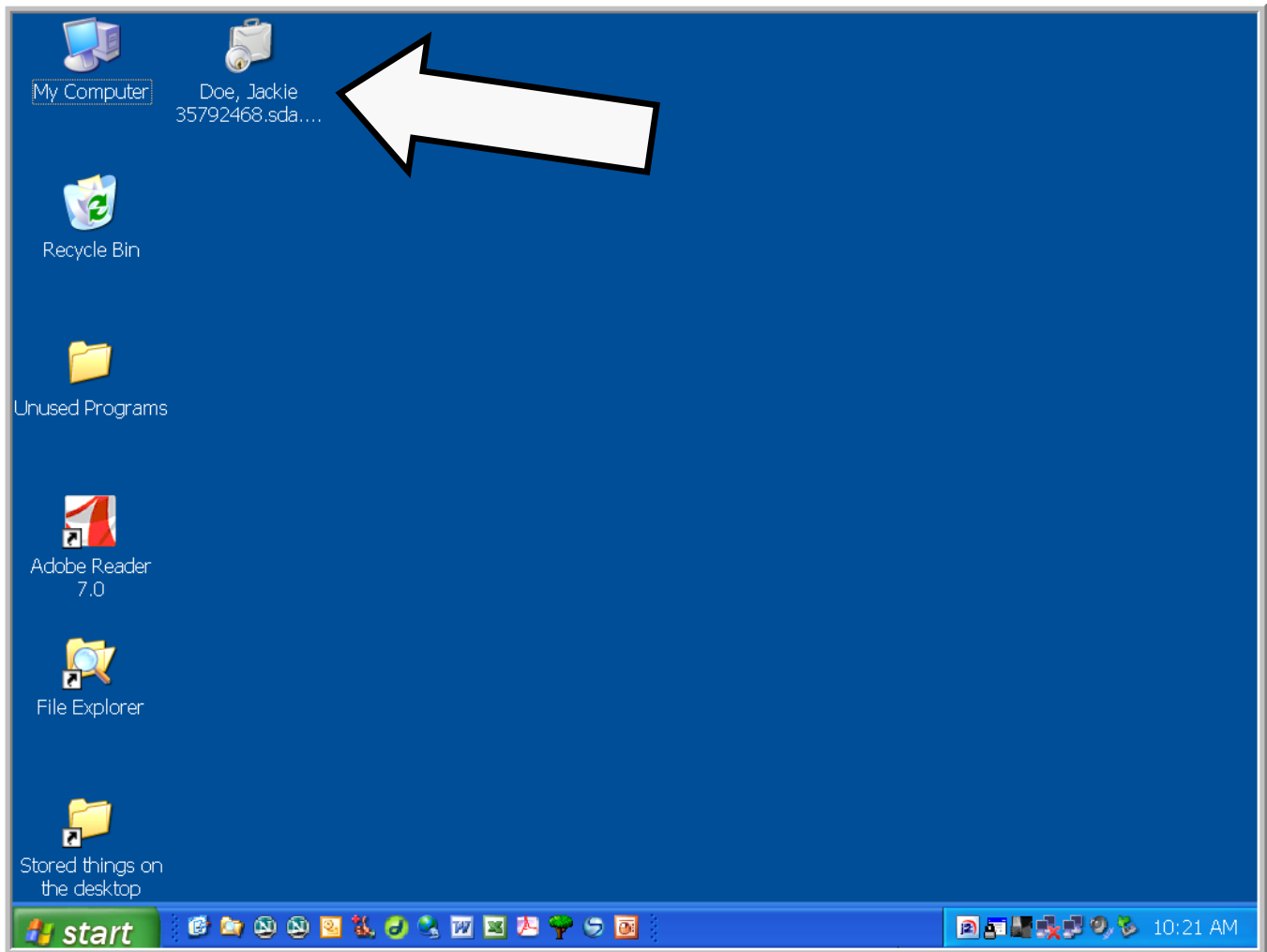
Delete a Yellow Folder



Left click on the Yes button.

TURN THE PAGE NOW.

Delete a Yellow Folder



The “Yellow Patient Folder” has been deleted and removed from your computer. You can keep, delete or move the SDFI[®] Secure File as you see fit.

All SDFI[®] Secure Files are encrypted with unique passphrases. It is safe to keep this file on your computer. You may be able to keep the file on your network. Inquire with your computer people about this. Let them know that the average SDFI[®] Secure File is 250-500 megabytes.

TURN THE PAGE NOW.

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Label The CD With A Soft Tipped Marker



Use a soft tipped permanent marker when labeling the CD.

NOTE: A regular pen will permanently damage the CD, possibly rendering it useless.

You're done!

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Congratulations!

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