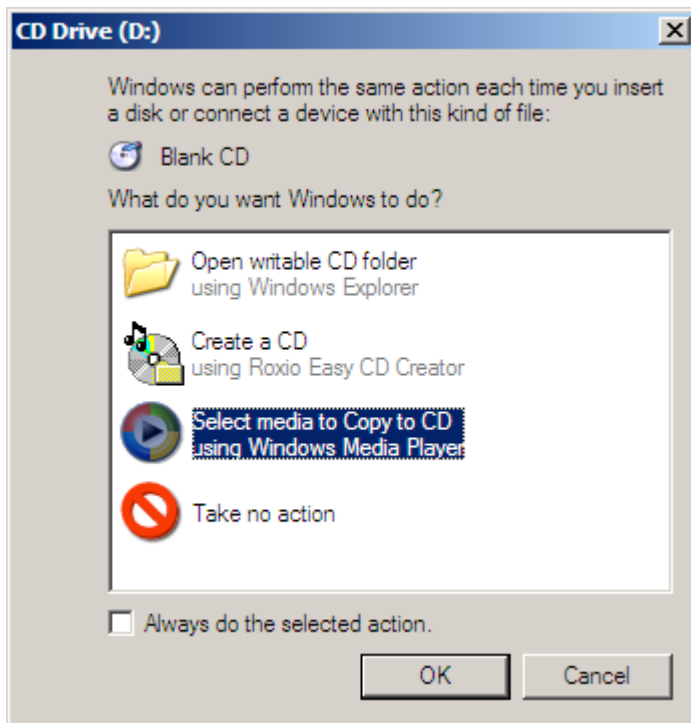


How to Burn a Data CD in Windows XP

Logical Steps:

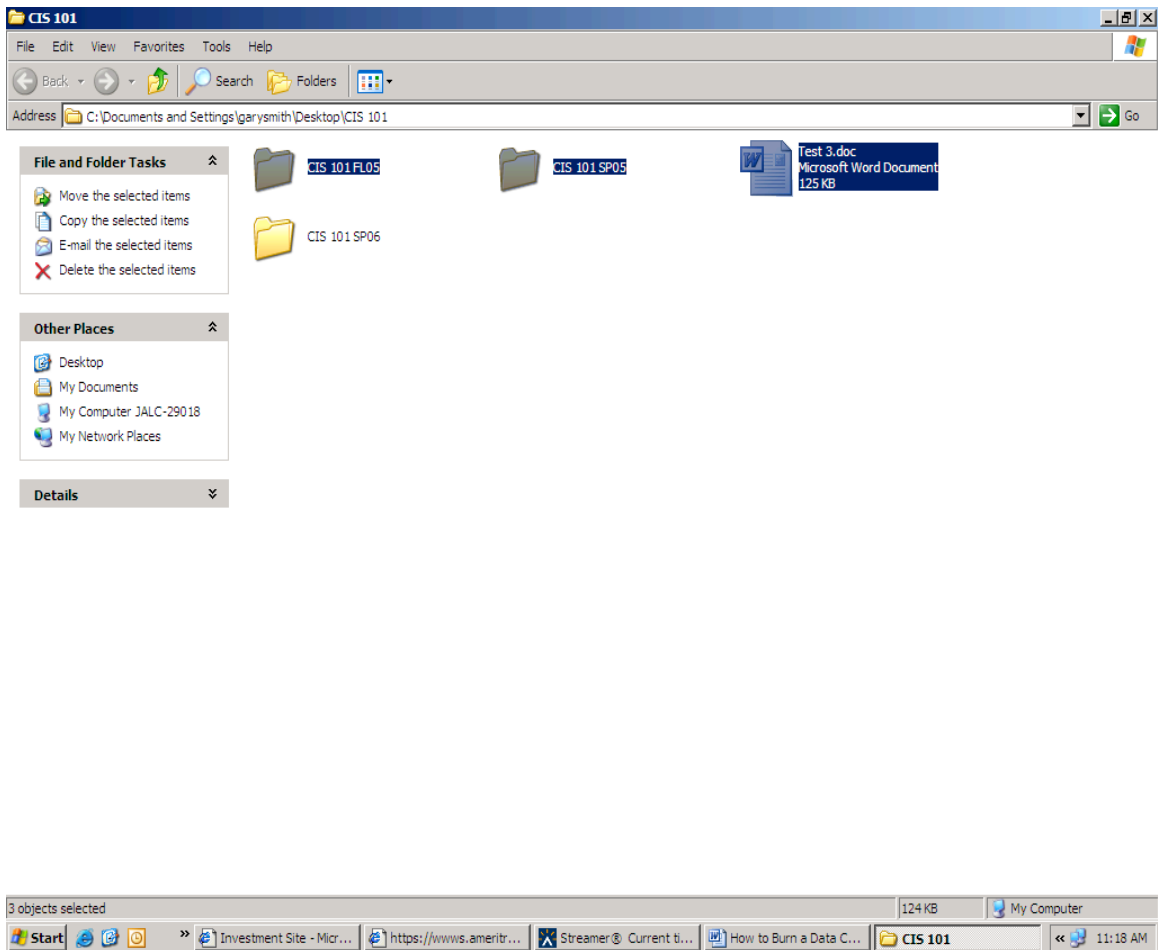
- 1) Place new CD in CD burner (CD drive)
- 2) Close any windows that might open
- 3) Organize or locate file/folders to be burned to CD
- 4) Select files/folders to be burned to CD
- 5) Right click on selected item(s)
- 6) On menu: point to "send to"
- 7) On sub menu that appears choose: CD drive
- 8) Left click message that appears in lower right of screen that says:
"You have files waiting to be written to the CD"
- 9) In window that opens click on
"Write these files to CD"
- 10) You should see icons with a down pointing arrow on them. These waiting to be written (burned) to CD
- 11) Follow the instructions in the windows wizard that appears and your information will be copied to the CD
- 12) Label the CD appropriately so that you will know what information is now on it

The steps again with some visual representation:

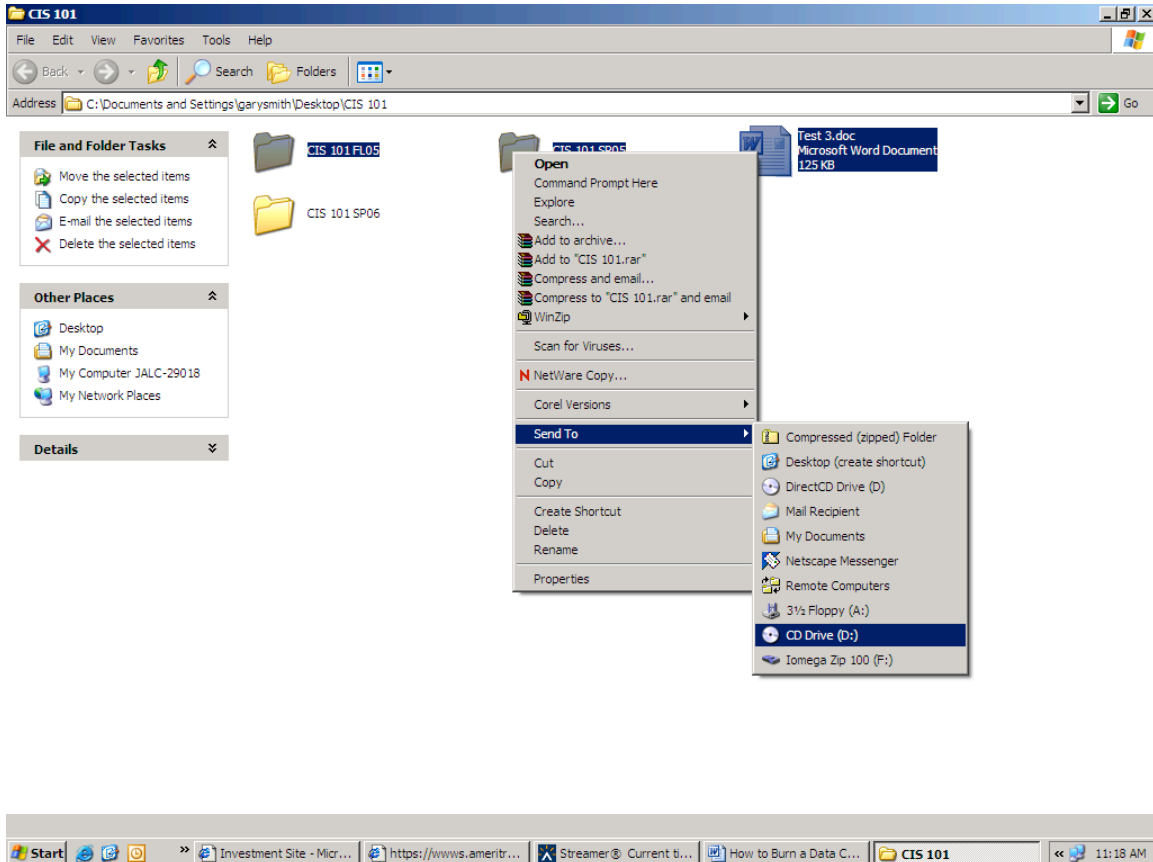


When you place the CD in the Drive and close it you may see this window appear on the computer screen. Just click the close button in the upper right hand corner or the cancel button.

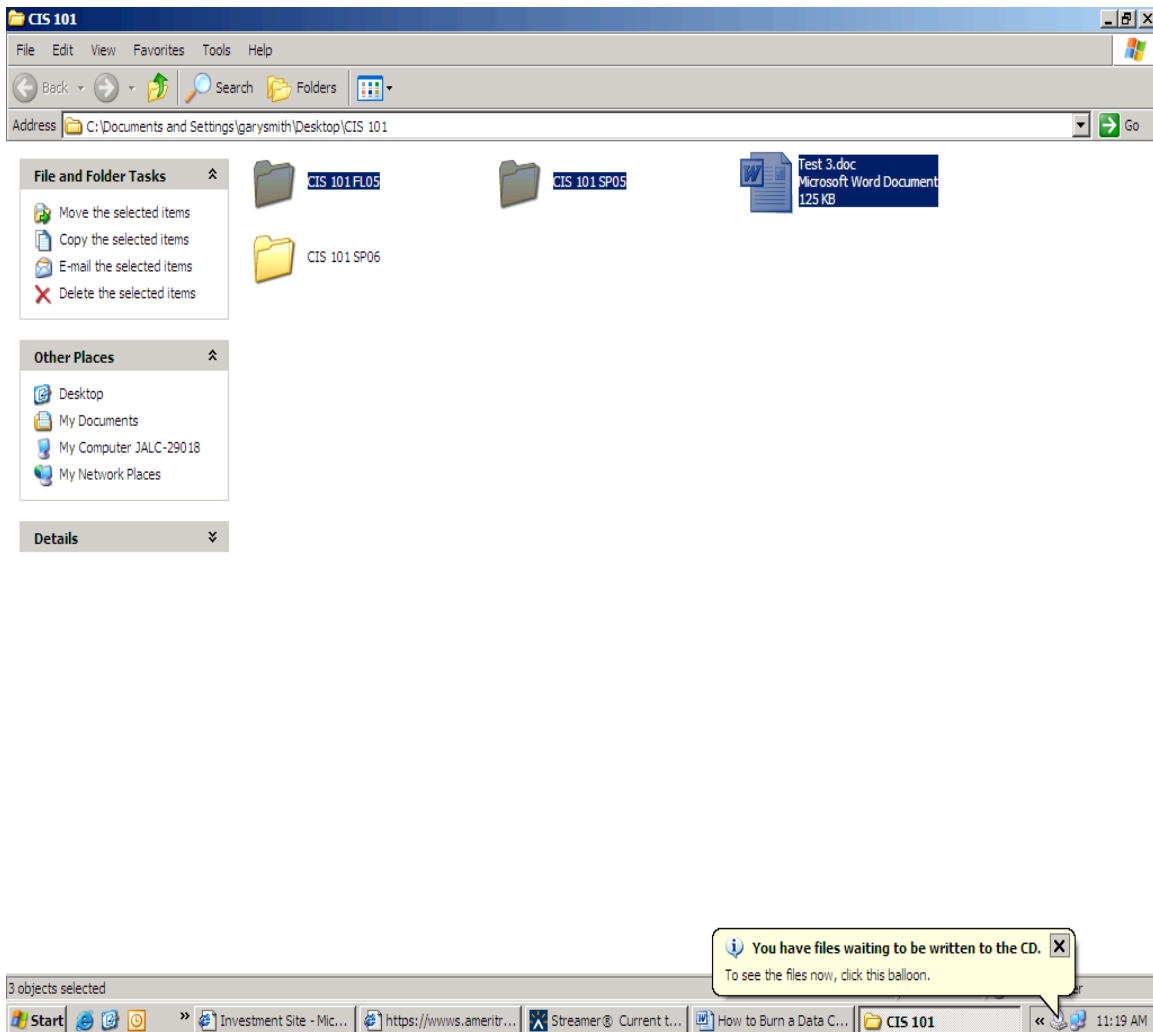
Once you locate the folders/files you wish to burn to CD, select them. The selected items will be highlighted in blue like the 2 folders and 1 file in the picture below.



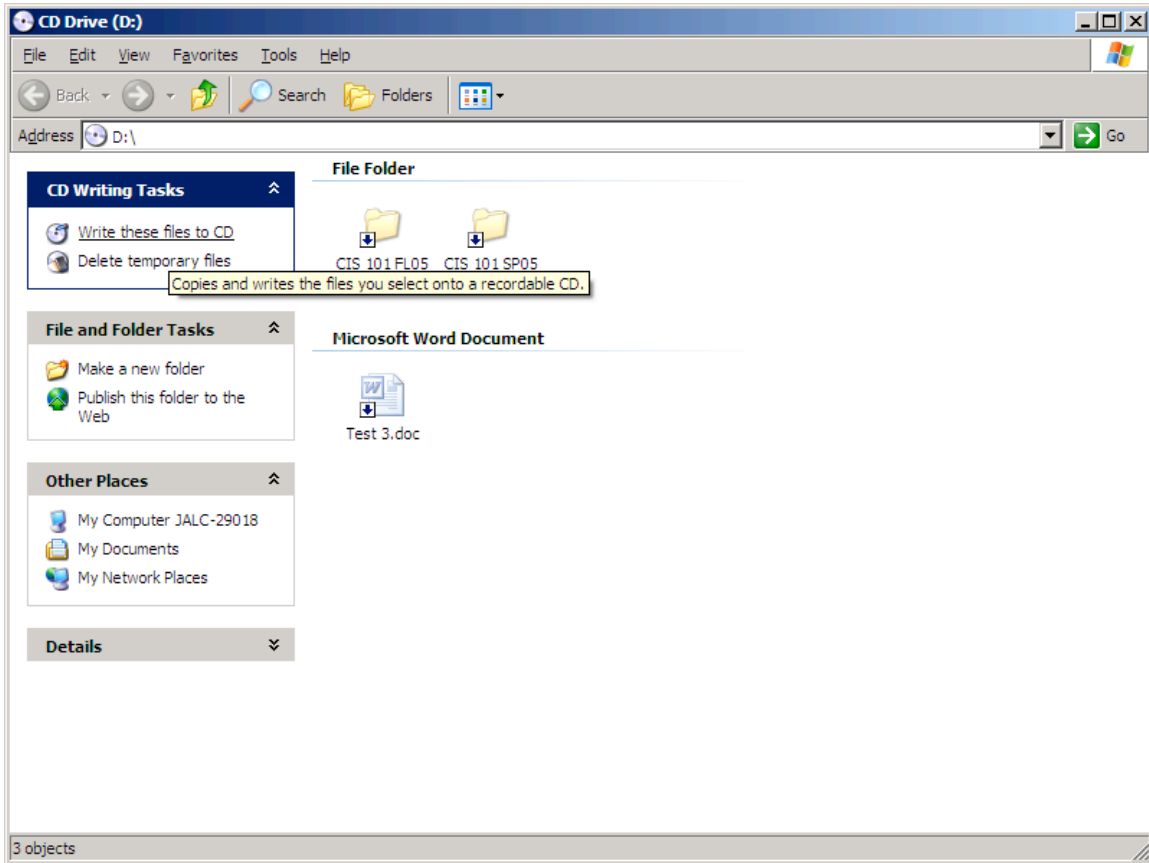
Once selected point to one of the selected items and right mouse click. The menu with “send to” should appear. You might have to wait a few moments for it to pop-up. Then point at “send to” and the next sub menu should appear. On this menu point to “CD Drive” and left click on it. See picture below:



A window may appear on the screen saying that it is copying the files. Then a balloon or bubble should appear in the lower right hand corner of the screen (see picture below). Click on the balloon that tells you that files are waiting to be written to CD.



Once you have clicked on the balloon from the previous picture a window similar to this should open up. In the upper left hand corner you should see “Write these files to CD,” which you should left click.



This writing wizard window should appear. Click the “Next” button



This window should appear showing that your information is being written (burned) to the CD. Once it is finished take it out and label the CD so that you know what information is on that disk. All done!

