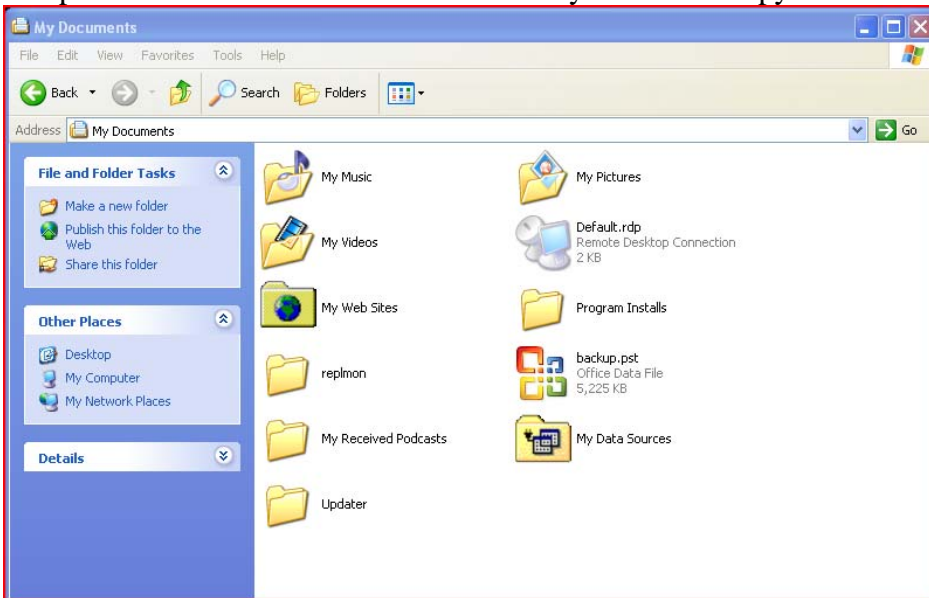


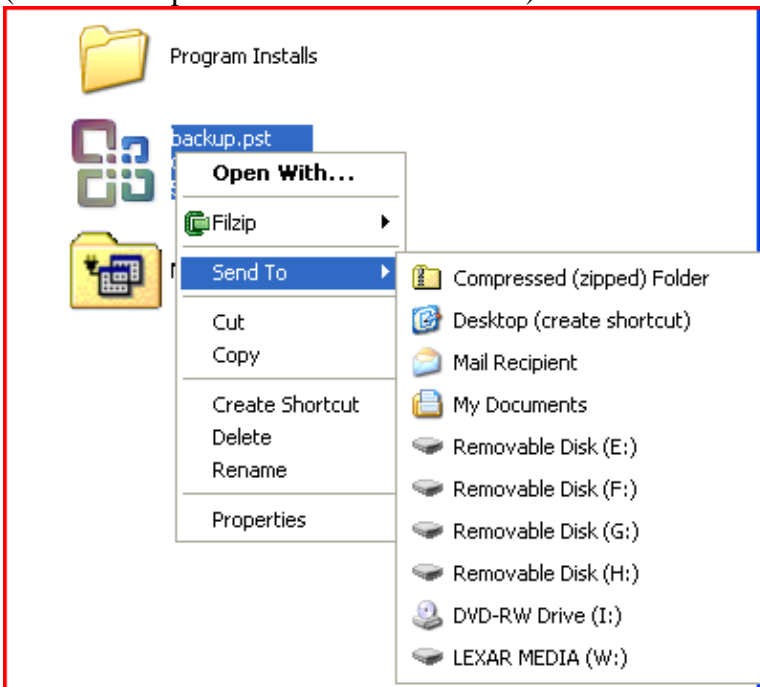
Copying Files to CD

Place a blank writable CD in the writable CD Drive on your computer. If an autorun wizard pops up, just cancel it.

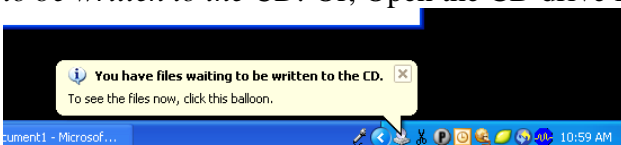
1. Open the folder that contains the file that you want to copy to the CD.



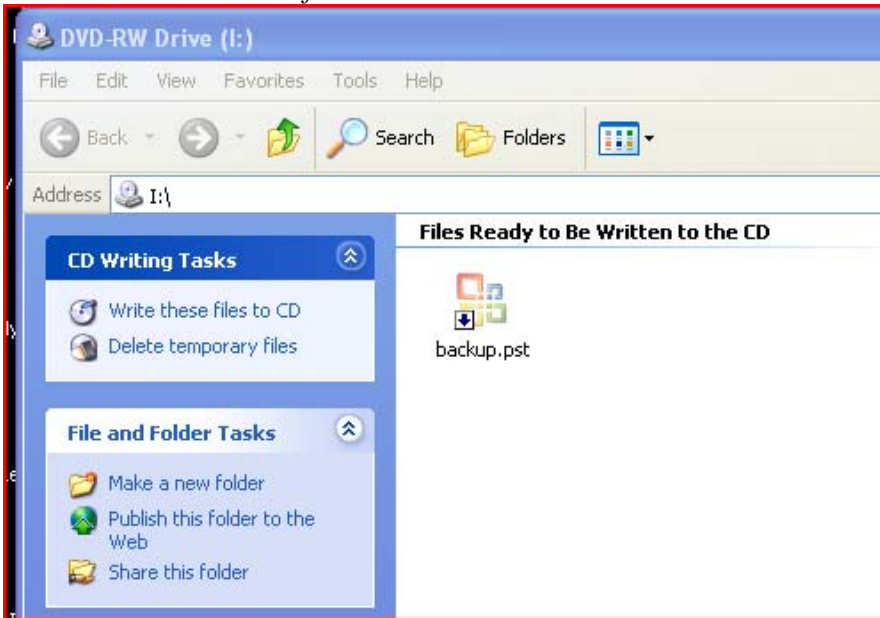
2. Right Click on the file that you want to copy to the CD. Choose *Send To*, then choose the writable CD drive. (in this example it is the DVD-RW drive)



3. The file or files are now ready to be written to the CD. Click on the balloon that says *You have files waiting to be written to the CD*. Or, Open the CD drive in *My Computer*.



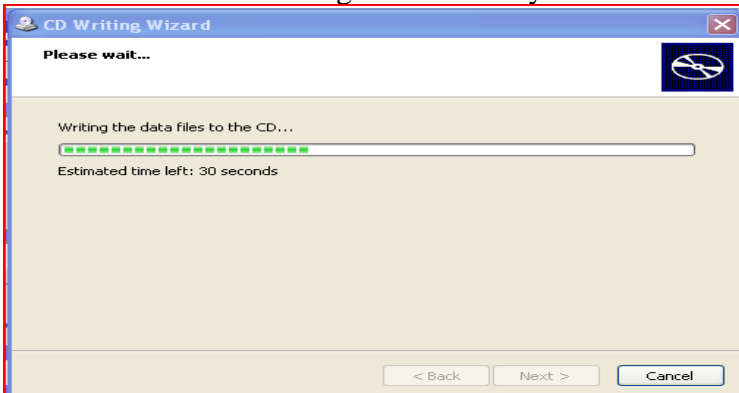
4. Click on *Write these files to CD*.



5. In the *CD Writing Wizard* dialog box, label your CD with a name of your choice. Click *Next*



6. The Wizard will now write the files to your CD.



7. When the CD writing is complete you may choose to write the files to another CD, or click *Finish*.



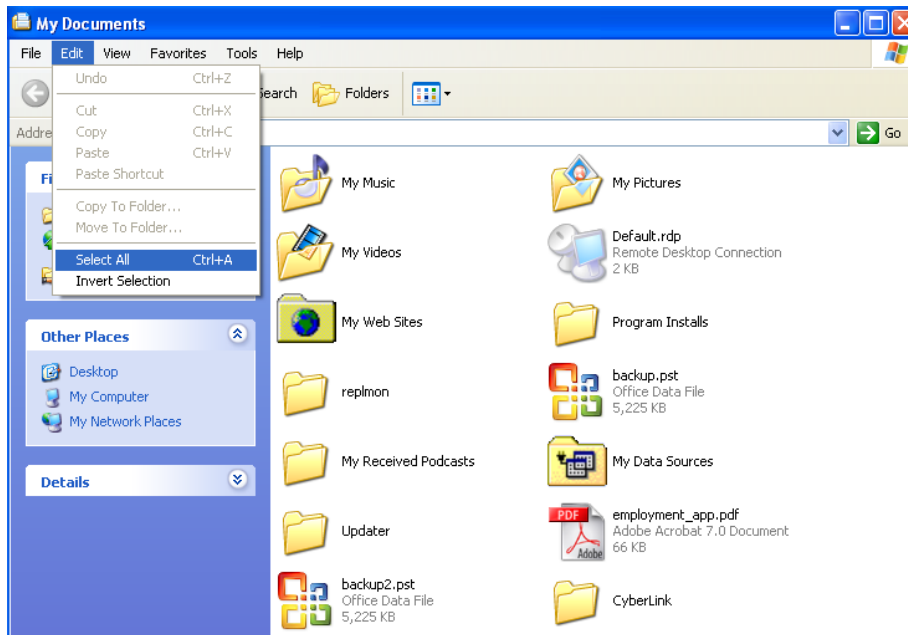
The files are now on the CD.

See below for more options:

If you want to select more than one file at a time, choose one of the following options:

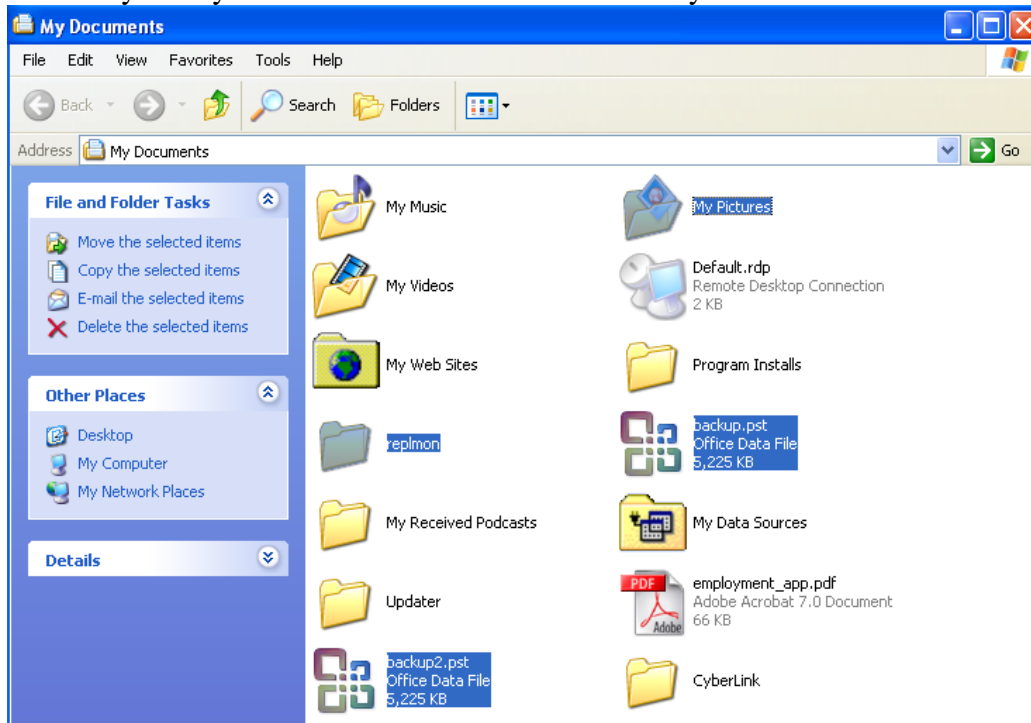
- **Select All**

Open the folder that contains the files that you want to copy. Click *Edit* on the menu bar. Choose *Select All* from the List.



- **Select Multiple Individual Files:**

Open the folder that contains the files that you want to copy. Hold down the *CTRL* key and select the files that you want. Be careful not to move the mouse during the click. Do not let go of the *CTRL* key until you have selected all of the files that you want.



If the file name is highlighted, that means that the file is selected.

When you are ready to send them to the CD burning folder, Right click on one of the selected files.