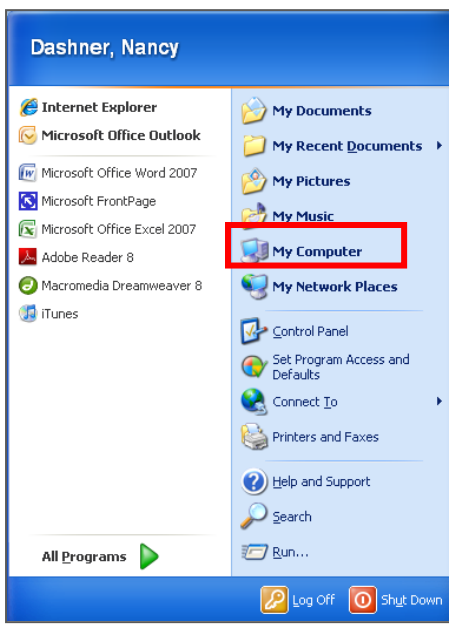


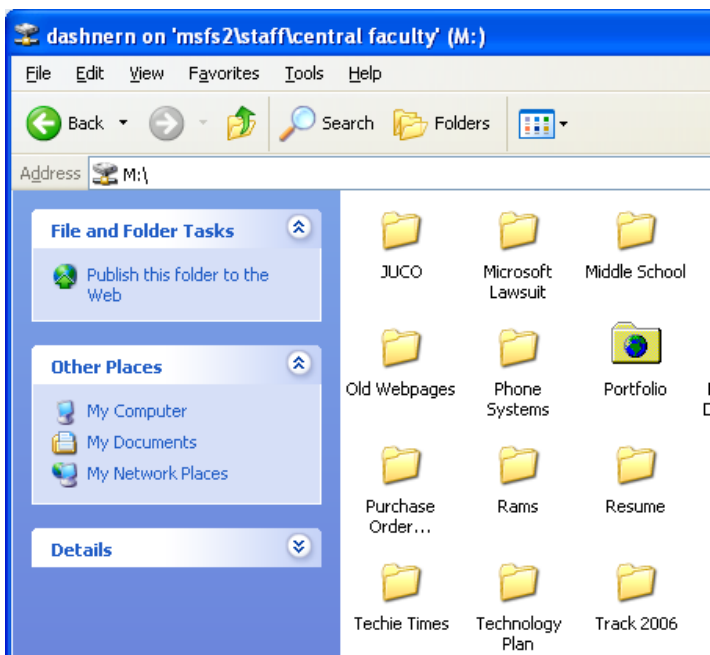
# Burning a CD

## 1. Open My Computer



From the **Start** menu, click on **My Documents**.

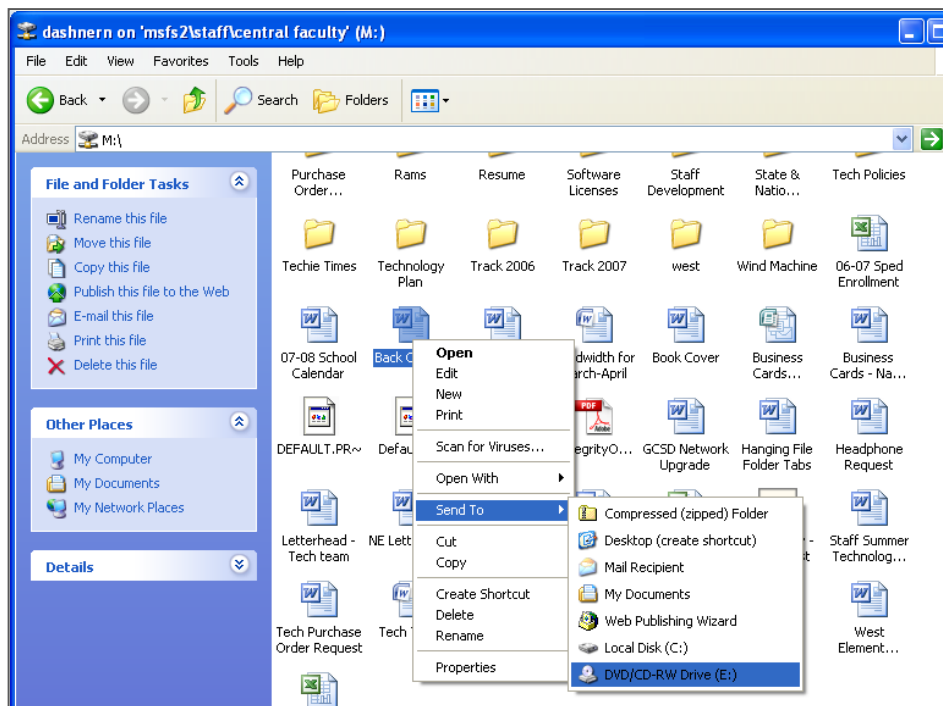
## 2. Select the Files You Want to Burn to CD



Select the files you want to burn to CD.

Hold down the CTRL key while you click files if you want to select more than one file. If you want to select all the files in the folder, click on **Select All** from the **Edit** menu.

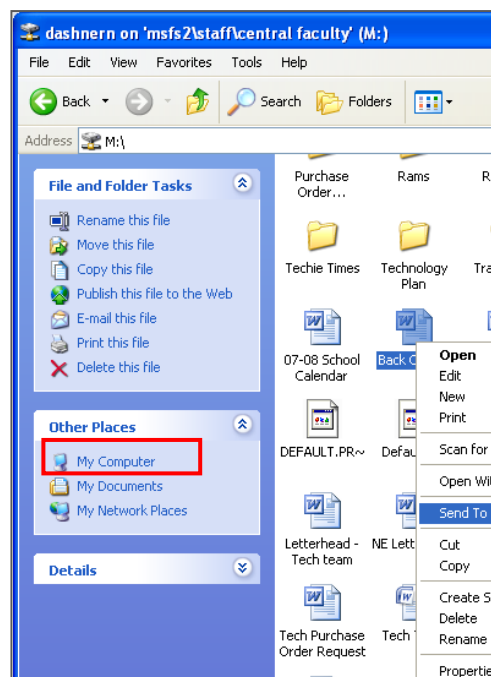
### 3. Send Your Files to Your CD-RW Drive



Right-click on one of the files you've selected.

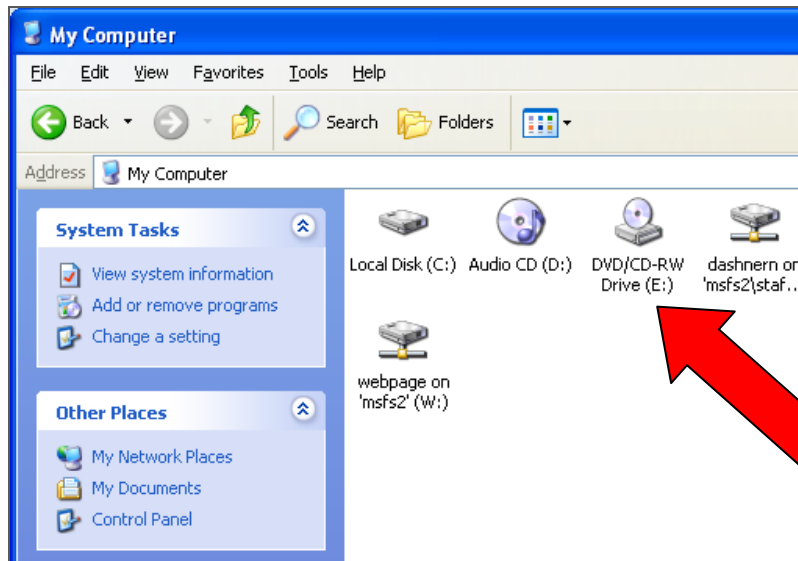
From the menu that pops up, point to **Send to** and click on **CD-RW Drive**.

### 4. Go Back to My Computer



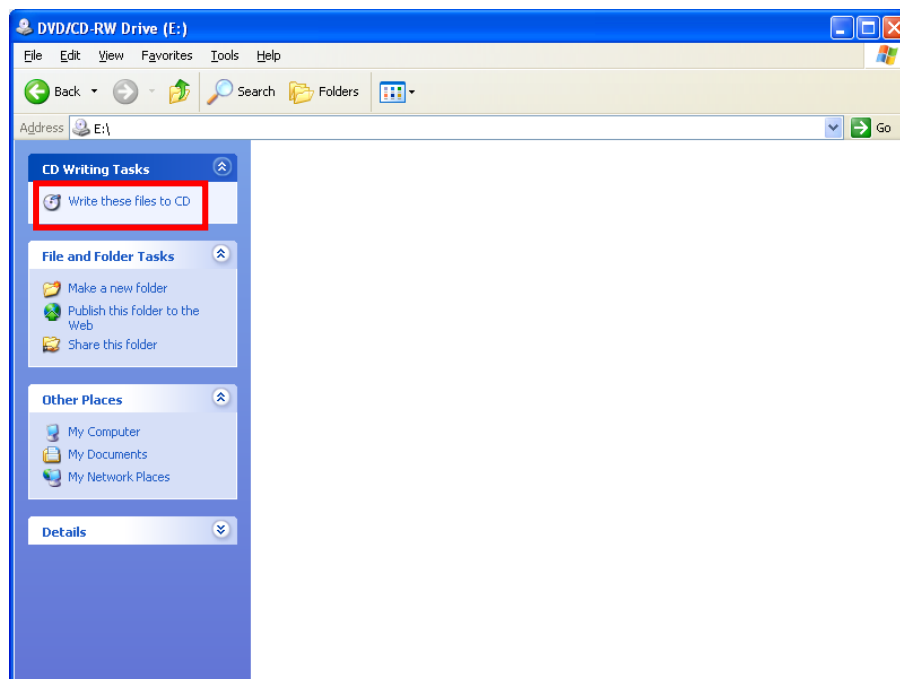
Go back to **My Computer**. You can click on **My Computer** in the **Other Places** list of links to the left of the list of your files.

## 5. Go to Your CD-RW Drive



Double-click on the **CD-RW Drive** icon

## 6. Write the Files to CD



To the left of your files, there is a list of links called **CD Writing Tasks**. Click on **Write these files to CD**.

## 7. Begin Using the Windows CD Writing Wizard

The **Windows CD Writing Wizard** will begin. Type a name for the CD into the box and click **Next**.

## 8. Insert a Writable CD

Windows will prompt you to insert a writable CD. Insert a writeable CD and click **Next**.

Windows will burn the files to your CD. When the wizard is finished, it will close automatically.