


Burning a Single File or Folder to a CD

1. Click on the **Start**  button and then click on **My Computer**.

2. Scroll down to select the **Network Drive(s)** where you have the data that will be copied to the CD. (i.e. "H" drive, etc)

3. Click once on the file you want to copy to the CD.


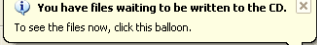
4. Click on **Copy this File** in the left hand pane. (Figure 1)

5. The **Copy Items** dialog box will be displayed. (Figure 2)

6. Scroll down and click on the **CD Drive**. *Note: The CD Drive could be a different drive letter or be named DVD/CD-RW.* Just click on the drive letter with the CD icon next to it.

7. Click on 

8. An icon with a notification bubble will appear on the bottom right side of your task bar displaying the message: **You have files waiting to be written to the CD.**

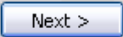
9. Click on  in the notification bubble. 

10. A dialogue box will appear with the **Files Ready to be Written to the CD**. (Figure 3)

11. Insert a blank CD into the CD drive.


12. Click on **Write these files to CD** in the left hand pane and the **CD Writing Wizard** will begin.

13. You can name the CD or accept the default name (current date). The name can be up to 16 characters. (Figure 4)

14. Click  and the CD burning process will begin. Wait for the progress bar to indicate the process is finished.

15. To make sure that the CD writing process ends correctly, the window will show: **Completing the CD Writing Wizard, You have successfully written your files to the CD.**

16. Click on  and the **CD Writing Wizard** will close.

17. To verify the information has been correctly copied to the CD, simply re-insert the CD into the CD drive. Go to My Computer and click on the CD drive  **CD Drive (E:)**.

To burn multiple files, folders, and files, see the reverse side of this handout.

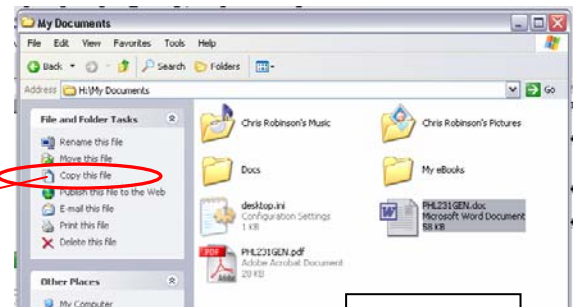


Figure 1

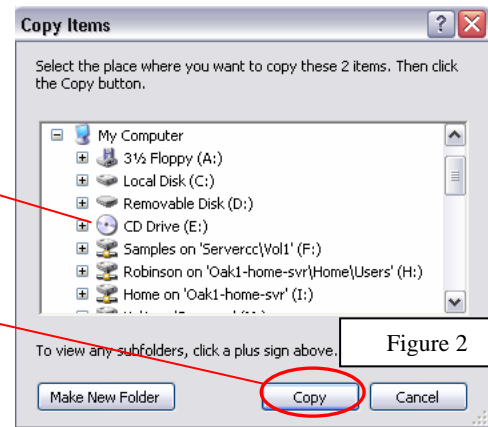


Figure 2

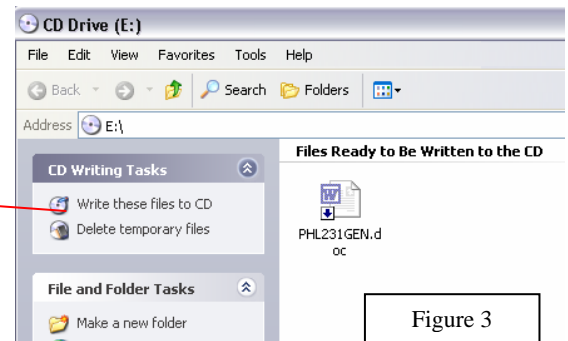


Figure 3

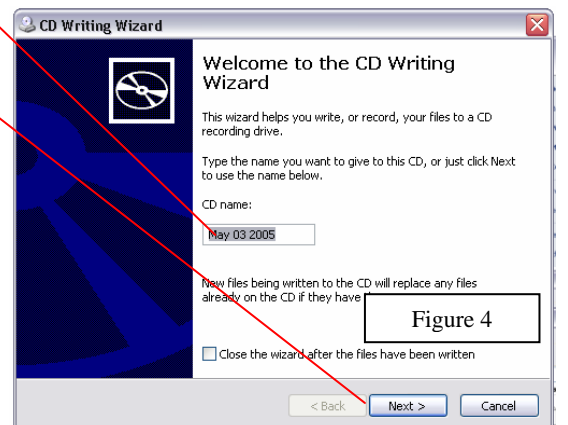


Figure 4