

## How to.....

# Burn Files to CD

(2007 version)

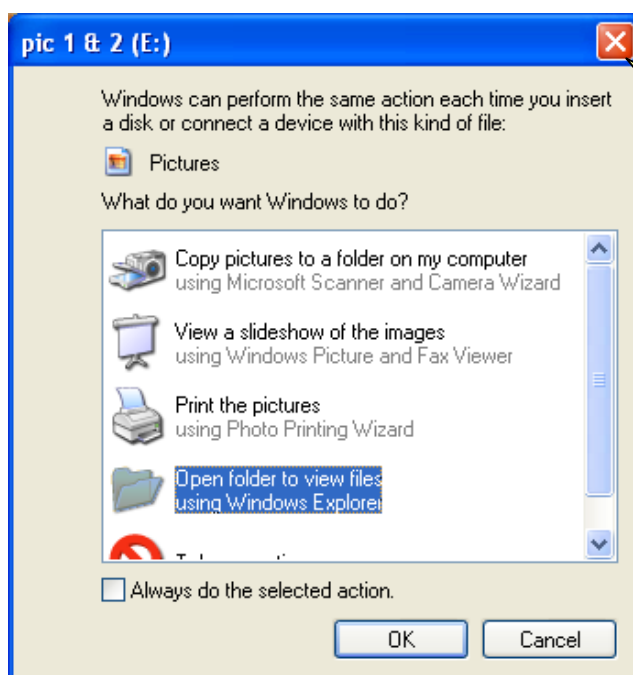
**Burning to CD is a process which uses Windows Explorer. You need to have your files saved first onto the My Documents Temp File Store.**



Remove CD from case

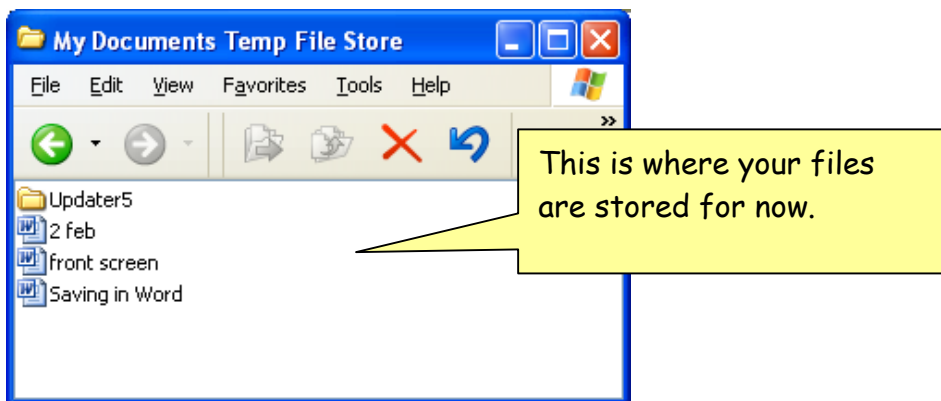
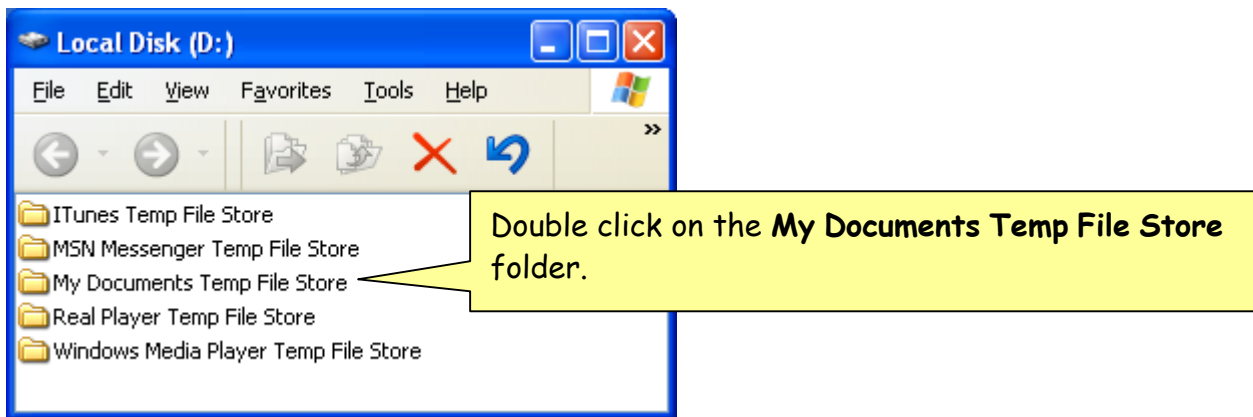
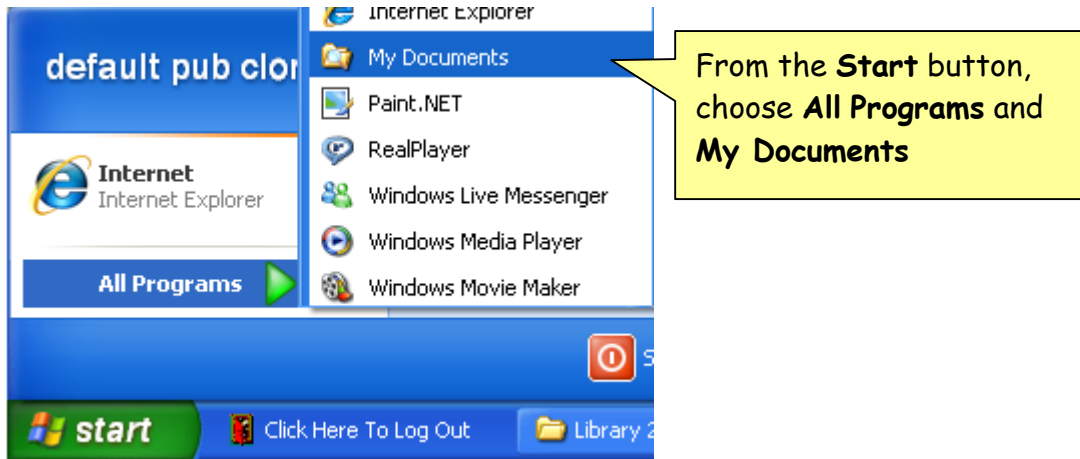


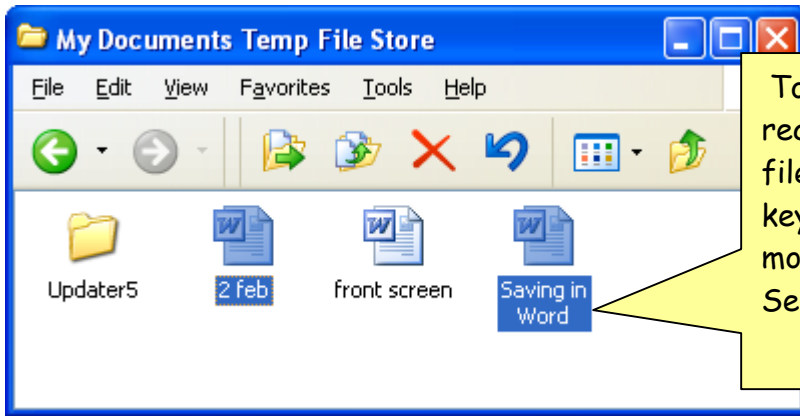
Open the CD tray. Once the tray is open you are ready to place a disc in. The disc must be placed **label** side up. Once the disc is clicked in you can close the tray.



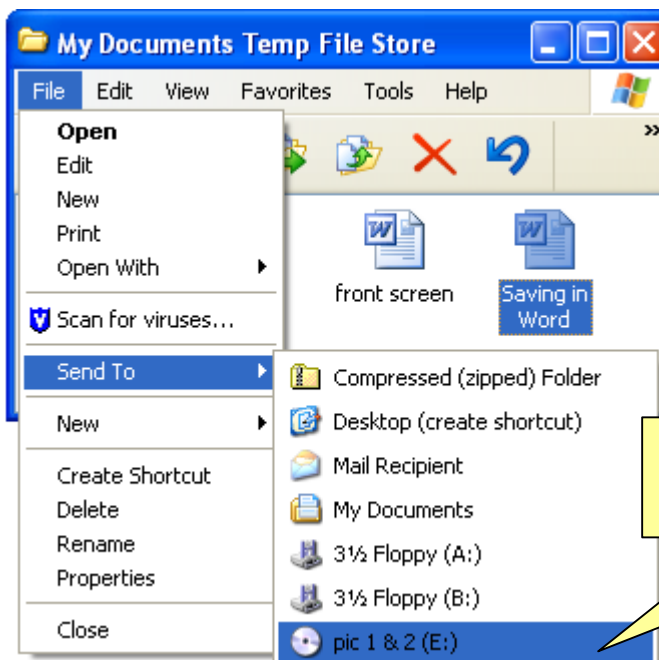
When you first load the CD (whether blank or an existing), you will see a dialog box like the screen on the left.

Click on the X to the dialog box down.

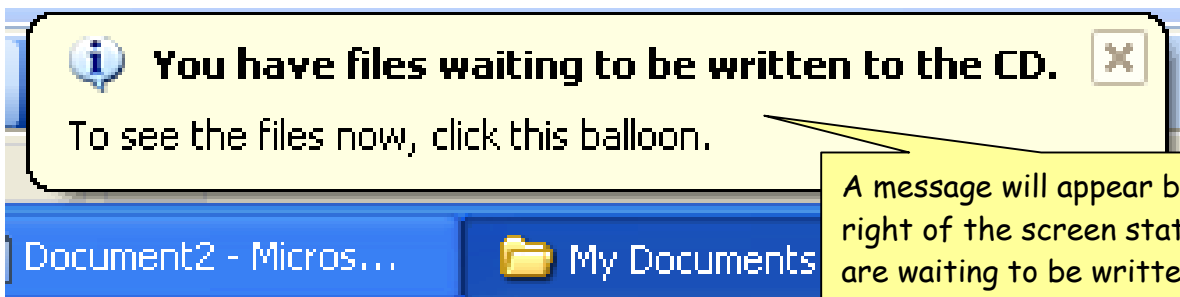




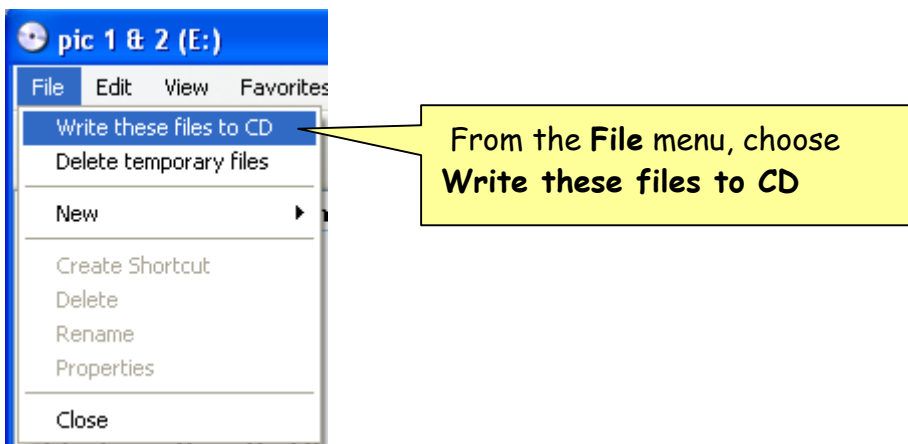
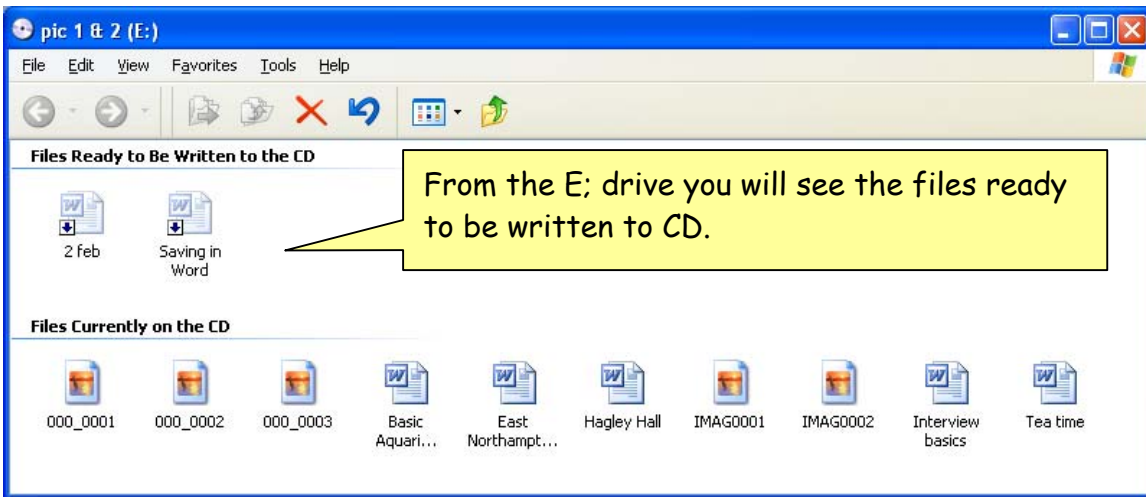
To copy to CD, first select the file(s) required - if you need more than one file, hold down the Ctrl key on your keyboard and click with your left hand mouse button on the files required. Selected files should look like this.



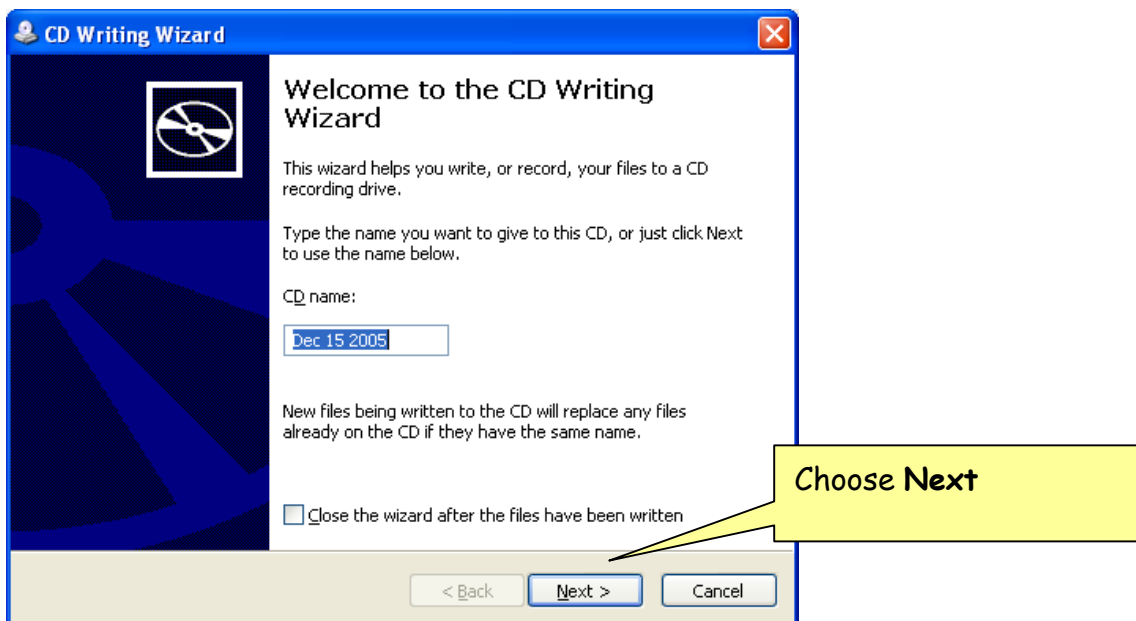
To copy to CD, from the **File** menu, choose **Send to** and then CD drive (E:)

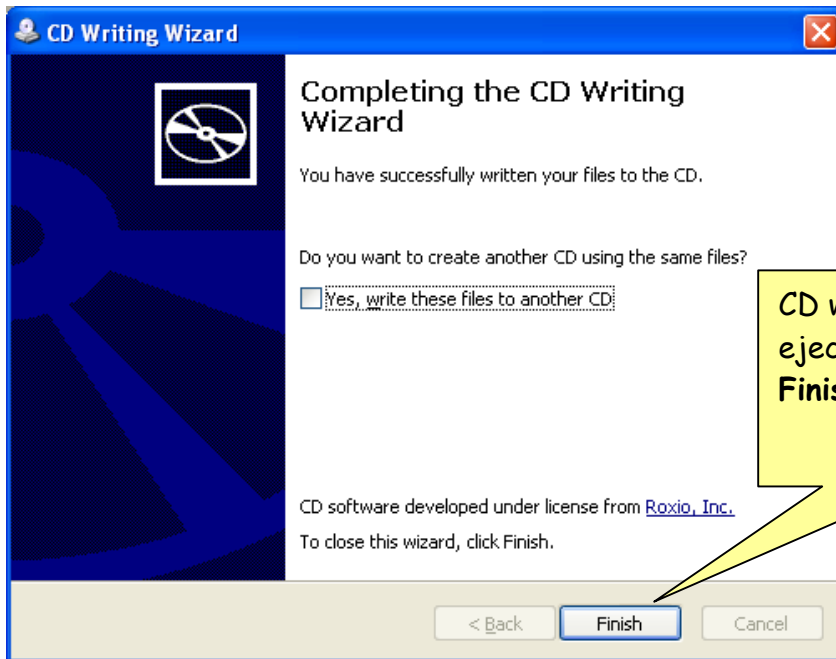


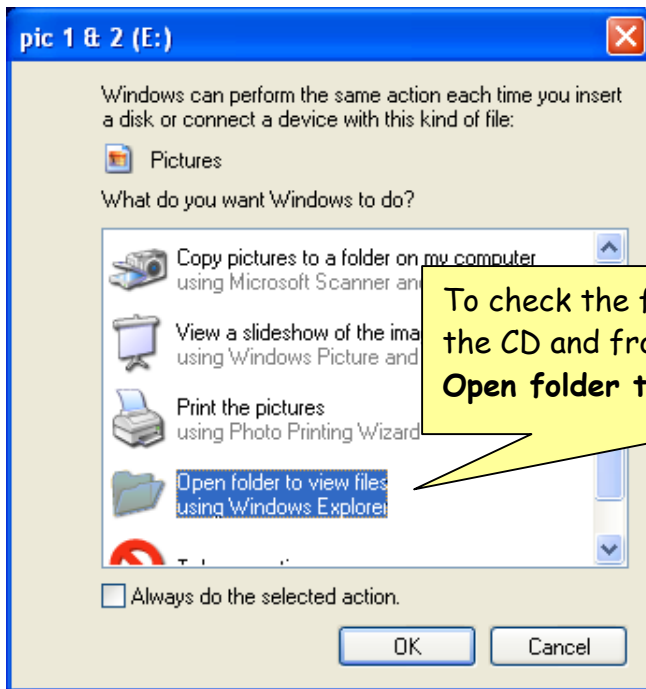
A message will appear bottom right of the screen stating files are waiting to be written to CD, click on the balloon to view.



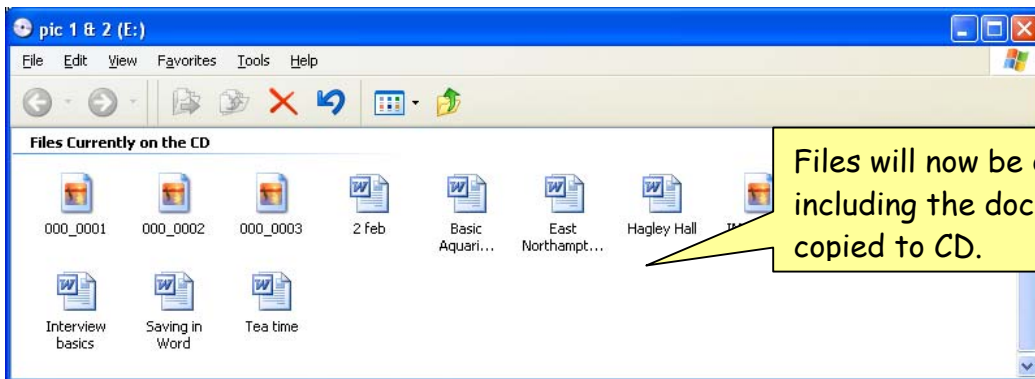
The CD Writing Wizard will appear.







To check the files are on the CD, re-insert the CD and from the dialog box, choose **Open folder to view files**



Files will now be displayed, including the documents copied to CD.