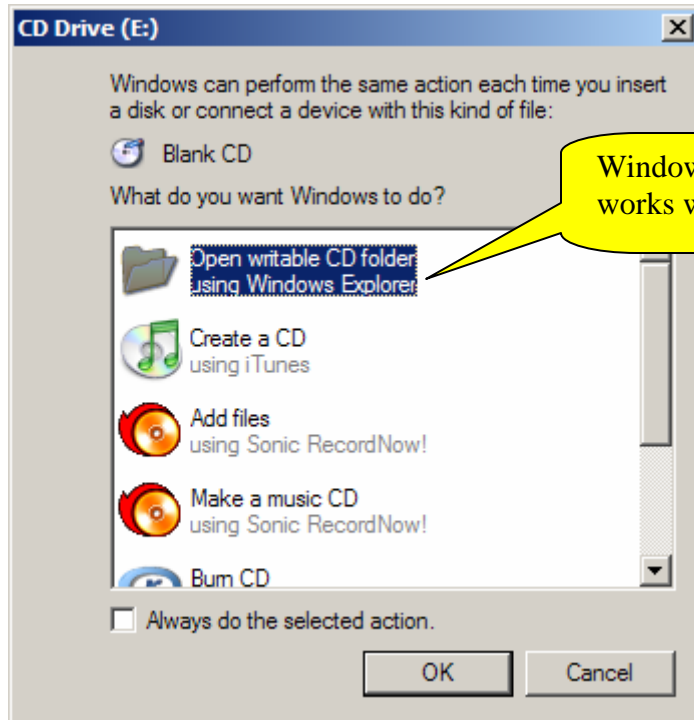


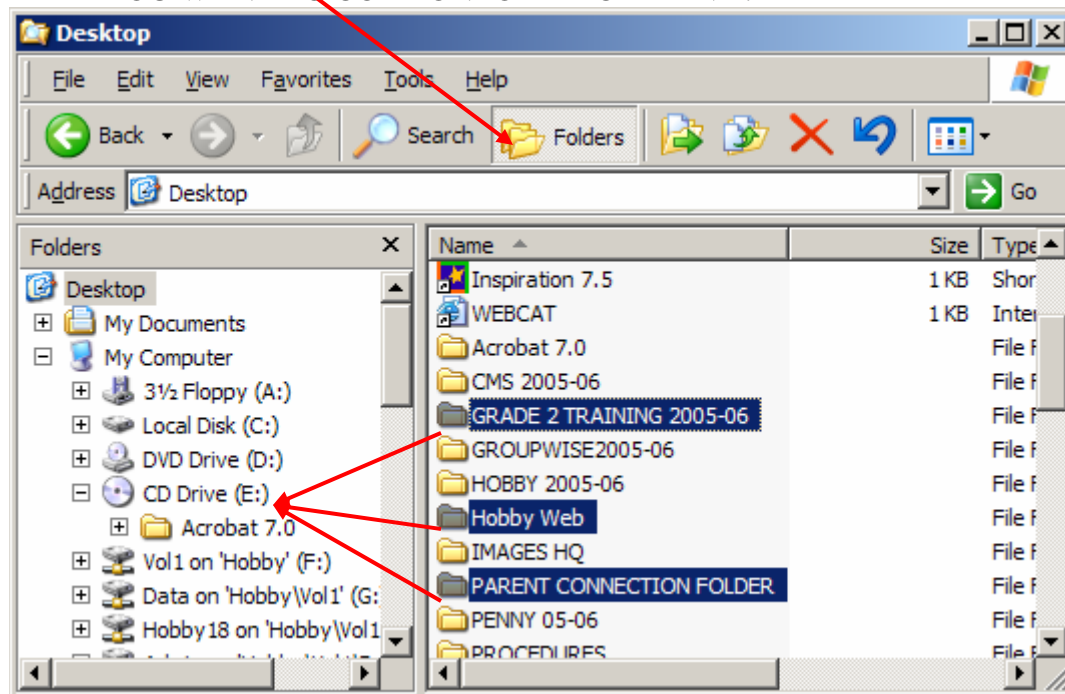
COPYING FILES TO A CD

***Use a CD-R for one time writing. Use a CD-RW to write and be able to change the contents. **CD-RW is slower writing and more expensive.**

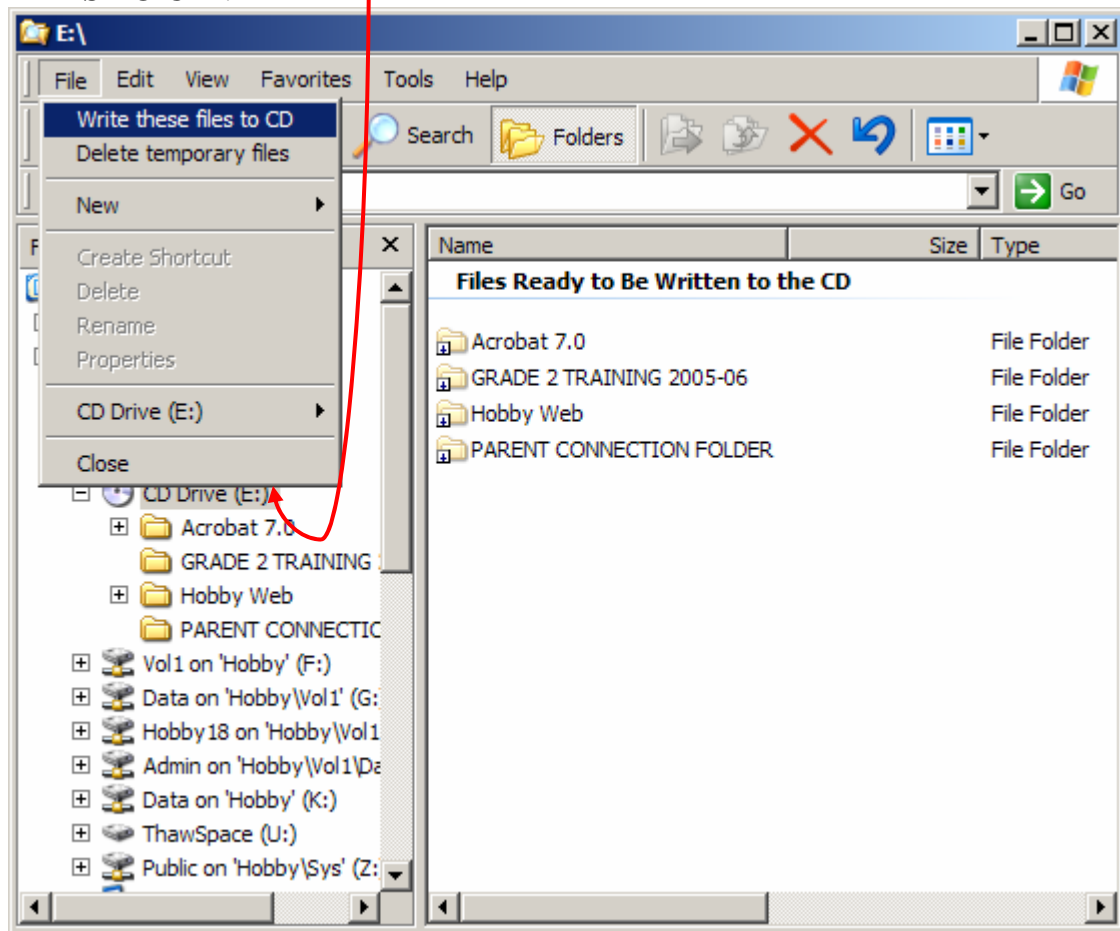
1. PUT A BLANK CD IN THE CD DRIVE. THE MENU BELOW WILL COME UP. THERE ARE MANY CHOICES BUT ONE OF THE EASIEST IS TO SELECT THE WINDOWS EXPLORER OPTION.



2. CHOOSE "FOLDERS" AND THEN **SELECT** AND THEN **DRAG** THE FOLDERS THAT YOU WANT TO COPY ONTO THE CD DRIVE.



3. CLICK ON THE CD DRIVE AND THEN SELECT “FILE” AND “WRITE THESE FILES TO CD”.



THE FOLLOWING SCREEN WILL COME UP. NAME THE CD AND THE WRITING PROCESS WILL START.

