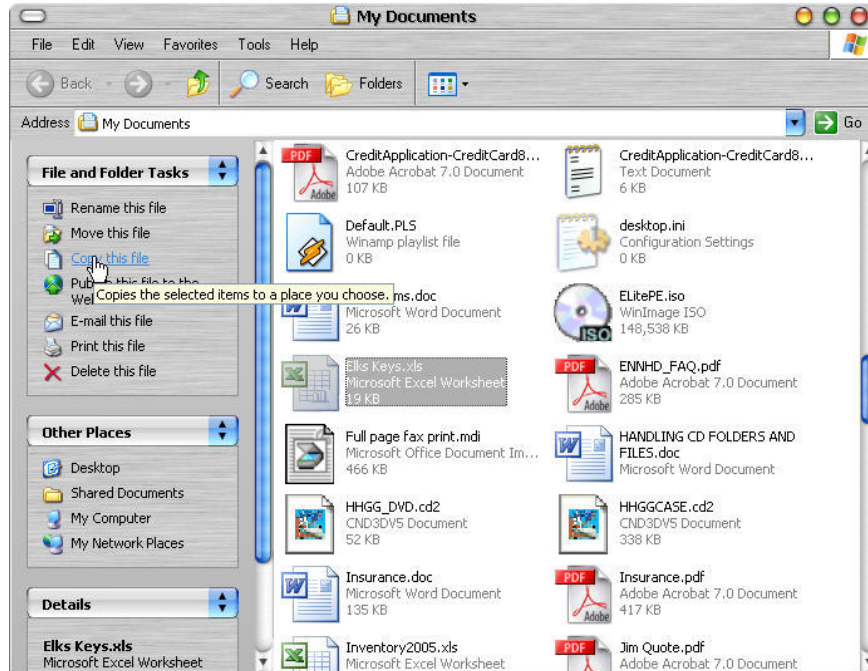


How to Write to a CD with Windows XP

There are a number of ways to write to a CD, the first (and by far the easiest) is to:

- 1) Open the folder that contains the item or file that you want to write to the CD this is generally your “My Documents” folder
- 2) Select the file that you want to copy onto the CD then click Copy in the left hand side under “File and Folder Tasks”



- 3) Next Select the place where you want to copy the file to, this would be your CD-RW drive and is usually but not always drive D:
- 4) When you see the “You have files waiting to be written to the CD” balloon click on the balloon to bring up the CD Writing Dialog.

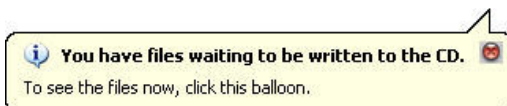


Figure 3 - Files Waiting Callout

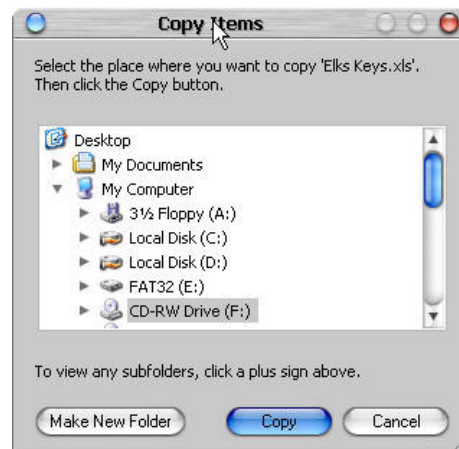


Figure 4 - Copy Items Dialog

5) Now you have to start the CD writing Wizard by clicking on “Write these files to CD”.

6) The next step is to name the CD, the default is the Date and this is fine. Click next to continue with the wizard. (Figure 5)

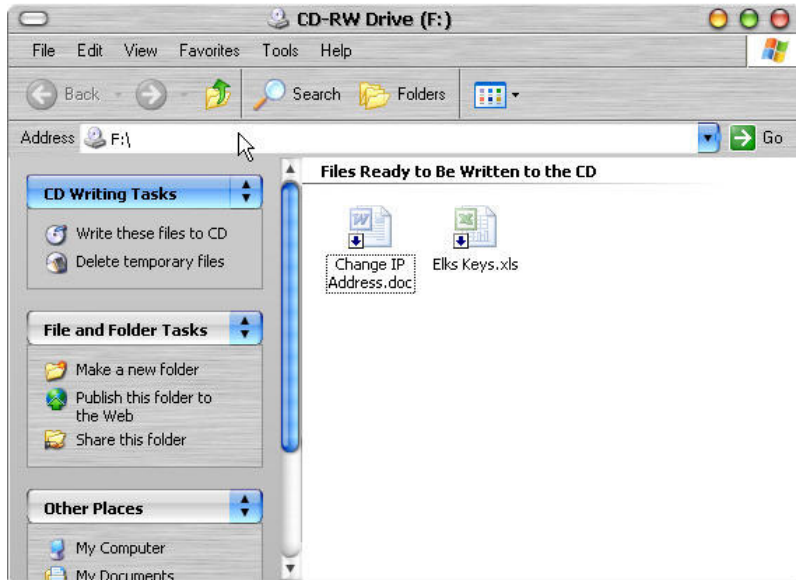


Figure 4 - Files waiting to be written



Figure 5 - Name the CD

7) If you see something similar to Figure 6 it just means you forgot to inset a disk. Once the CD the program will continue on its own.

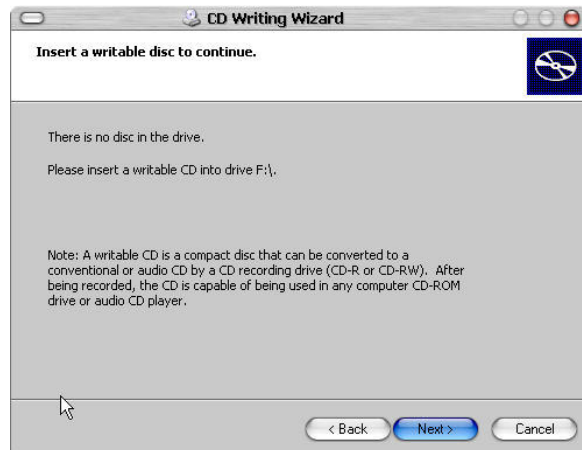


Figure 6 - Oops need a CD

8) Once the file(s) have been written to the CD successfully you will see a notice similar to Figure 7.

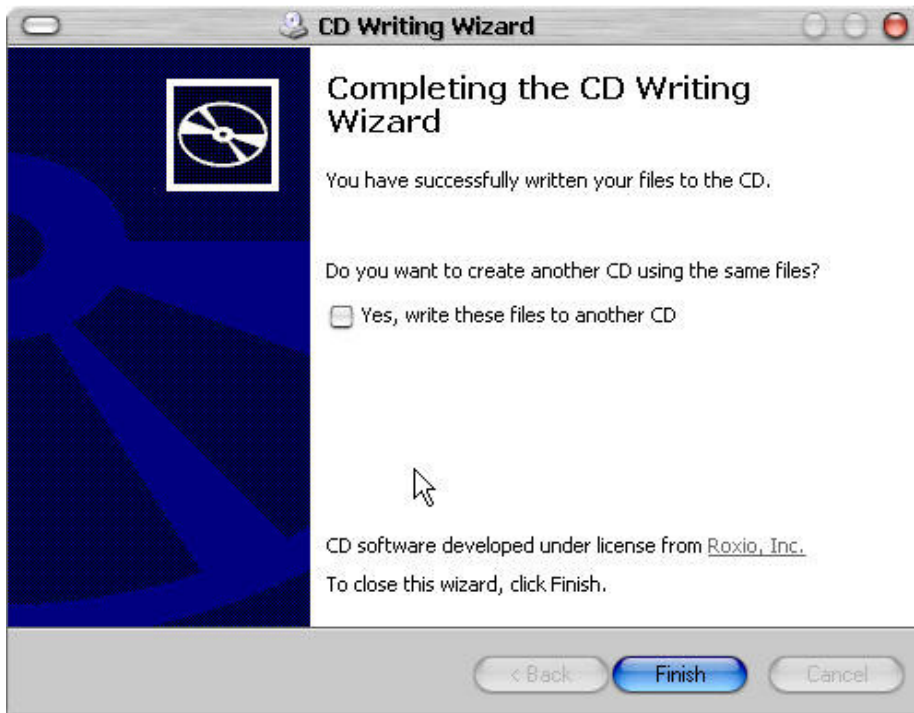


Figure 7 - Finished

What kind of CD should you use?

With CD-R s you can write to the CD then continue to write until the Disk is full. With CD-RW you can go back and erase the entire disk then start again. So it really boils down to if you want a permanent record or not. In theory CD-R s are cannot be overwritten there for are considered permanent.

