

## Transfer photos from your computer to a CD or Flash Drive

### Requirements:

Must have a cd-writer(hardware) in your computer. Must have a software program to write data to the CD such as Nero, Roxio, Sonic Record Now, etc., or have Windows XP which has it's own cd-writer software built in.

.(IF using Win 9X or ME, bring up your software program and follow instructions to create a DATA disk)

Assuming you have Win XP

1. Rightclick START...left click Explore.
2. Locate the folder containing the photos you wish to copy to a CD or **Flash Drive**.
3. Doubleclick the folder containing the photos so the files are listed on the right side of the screen.
4. Put a CD into your CD-Writer tray and close it or plug a **Flash Drive into a USB slot**.
5. Hold down the CTRL key and click on every picture you wish to copy.
6. Now, rightclick in the blue area where you selected files and select SEND TO: and select the Letter that is your CD-Writer or the letter that is you **Flash Drive**..
7. A balloon will pop up on the bottom right corner of your taskbar stating "You have files to be copied to CD". Click the icon of that balloon. The pic are copied directly to the **Flash Drive, no wrting required**.
8. A screen will pop up showing shortcuts for the files you selected. To the left Click WRITE THESE FILES TO CD.
9. When the files are all copied, you'll get a screen that allows you to create more cds of the same files if you wish. Otherwise just click Finish. The CD-writer drawer will pop out.
10. Close the drawer and rightclick START...click Explore and scroll down the left column until you see the drive letter that is your cd-writer. It should show the label you typed in step 8. Doubleclick that Drive Letter. If the CD-writer copied the files properly, you should now see a list of those files. Doubleclick one and it should open for you just as it opened when on your computer. Now you may delete the files from your hard drive to free up space, if you like.
10. Remove the CD, label it. If a **Flash Drive was used, click the Remove hardware icon in the startup tray, select the letter that is the Flash Drive which tuns off the Flash Drive. Now it can be removed and stored.**

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