To use XP to write files to a CD-R/CD+R or a CD-RW/CD+RW disk:

Note: In order to write files to a CD that can be edited, you MUST use an RW (rewritable) CD. (I do not use RW disks. They are more expensive and it's easier to just copy all data to a new cd should that become necessary.jmax)

You can only READ the CD-R disks. Also, some CD-Writers can only use CD-R or CD+R and/or CD-RW or CD+RW disks. Your manual should tell you the type of CD-Writer you have so you can purchase the appropriate disks. OR rightclick MY COMPUTER, click Properties, click the Hardware tab and select Device Manager. Scroll down the list and click the + beside your Cd-Writer. It will sometimes indicate if yours is a CD-R/CD-RW or CD+R/CD+RW or both.

1. Rightclick Start, click Explore.
2. Locate the folder or files to be written. Click to select the folder or files.
3. Rightclick in the blue selected area and from the drop down list select SEND TO and then select CD-Writer (or the letter that is the name of your cd-writer, e.g. E:).
4. A message balloon will pop up in your startup tray stating that you have files waiting to be written to a cd. Click the icon.
5. A screen will now appear with a shortcut icon of the selected files (a copy of the files have been sent to the XP temp folder). On the left column will be an option to Write these files to CD. Click it.
6. A screen will appear allowing you to give a Name to the CD. Name it, then click Start.
7. The writing will begin, it there is a proper CD in the CD-Writer tray. You may get a message asking if you wish the file to be a single session or multisession Cd. Select Multisession if you plan to add any files or make changes later.
8. Upon completion, you may get an option to save the copy of the cd session to your hard drive. If you wish to make other copies later, select yes, otherwise select no.
9. The CD-Writer tray should pop open, indicating it is ready for you to remove it. Push the tray closed, and rightclick START and click Explore.
10. Scroll down near the bottom and doubleclick the letter that is the CD-Writer . IF the files are written, they will appear on the right side of the screen. Doubleclick one of the files to insure that it can be viewed.

Note: If these are music files written to a CD, you should also, put it into your stereo and select Play to insure that it can be played on something other than your computer. Usually if the CD is not 'closed' you will only be able to play it on a computer, not on a cd player.

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