

Copy files and folders to a CD

You must have a CD-Writer on your computer to write files to a blank CD.

1. Insert a blank, writable CD into the CD writer.
2. Rightclick Start and click Explore.
3. Locate the folder in which the files are stored that you want to write to the CD.
4. Hold down the CTRL key and Click to select the particular folders or files that you want to write to the CD.
5. Now, rightclick in the blue area and select SEND TO: CD-Writer
6. In the **startup tray at the bottom right of your computer screen, a bubble will pop up announcing that you have Files that are ready to be written to a CD.**
7. **Click the bubble and a screen will appear with a list of the files and folders you selected in step 4 above.**
8. **At the right side of the screen, the top option is “Write these files to CD”. Click it.**
9. **A page appears allowing you to give the CD a name. Type in a name and click Next.**
10. **The files will begin being written to the CD and then you’ll get a question, “Do you wish to write these files to another CD?” You may create as many CDs as you wish by clicking Yes each time this message appears and by putting in another blank Cd.**
11. **When you have written the files to as many CDs as you wish, click No to the message and select Finish.**

Notes

- Do not copy more files to the CD than it will hold. Standard CDs hold up to 650 megabytes (MB). High-capacity CDs hold up to 850 MB.
- Be sure that you have enough disk space on your hard disk to store the temporary files that are created during the CD writing process. For a standard CD, Windows reserves up to 700 MB of the available free space. For a high-capacity CD, Windows reserves up to 1 gigabyte (GB) of the available free space.
- After you copy files or folders to the CD, it is useful to view the CD to confirm that the files are copied.

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