

CD to Computer

1. Rightclick START and select Explore.
2. Scroll down to C: Local Drive and click the + to expand the folder.
3. Scroll down to Users and click the +, if you have setup your computer with YOUR name as a user, you should see it, if not just click My Documents under Users.
4. Scroll down and doubleclick MY MUSIC. At the top of the page click NEW FOLDER...give it the name of the CD. Then doubleclick that folder. You should see it listed in the left column under My Music.
5. Now put in the CD. scroll down the left column and click the plus by the DVD drive. It should show you the name of the CD on the right side of the screen.
6. Rightclick that CD and select copy.
7. Now rightclick the folder you created and named by the name of the CD under the My Music folder. Select Paste. The entire CD will be copied to that folder.
8. To play music just go to the My Music folder, doubleclick the new folder that you created in step 4 above. Now you'll see the different songs. Doubleclick one and your Windows Media Player should open and play it.

Revised 12/2/2013 JMM