

To burn a CD:

1. Press the eject key, which is located in the upper right-hand corner of your computer's keyboard.
2. Insert a blank CD-R in your CD drive, then press the eject key again to close the drive.

3. A dialog box appears.
Do the following:
 - a. From the Action menu, select Open Finder.
 - b. In the Name textbox, enter a name for your CD.
 - c. Click the OK button.



3. A CD icon will appear on your desktop with the name you just gave it.

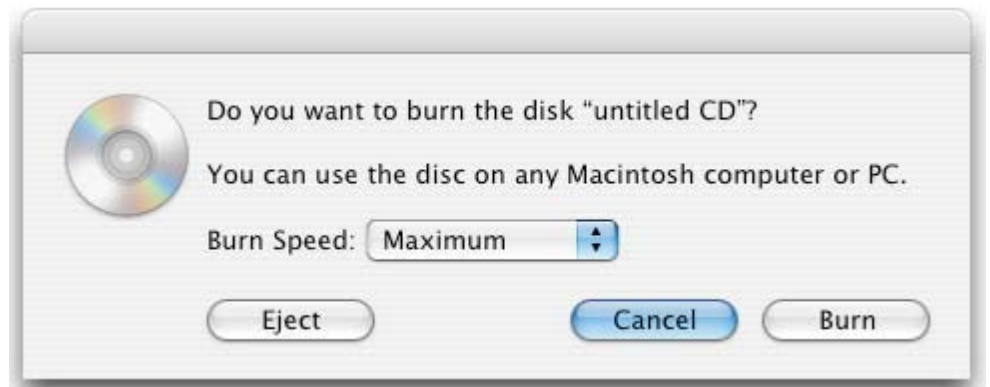


4. Select the files/folders you want to put on the CD. Drag-and-drop them on the CD icon on the CD icon located on your desktop.

5. After placing all the files/folders you want on the CD, select **Burn Disc** from the **File** Menu.



6. A dialog box appears, asking if you want to burn the CD. Click **Burn**.



7. To eject the disc, click and drag it to the Trash Bin.

NOTE: If you are working in a Computer Lab on campus (High Tech Centers 1 and 2, and the Library computer labs) you may find that software necessary for burning CD-RWs is not available. Please contact staff on duty for more information.