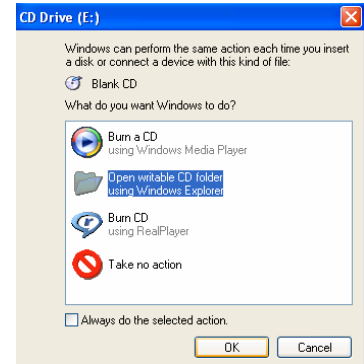


# Windows XP Basic Instructions To Burn a CD:

Note: The following instructions are for burning previously saved files.

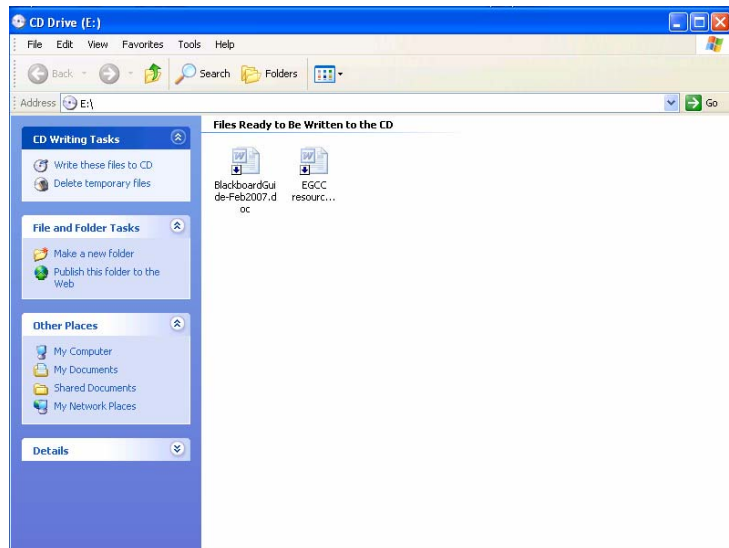
1. Place a writable CD in your CD drive.
2. Windows XP opens a dialog box asking, "What do you want Windows to do?"
3. Select the **Open writable CD folder** option.
4. Click the **OK** button.



5. With the CD folder open, you can drag and drop files into it. Windows XP makes a copy of these files in a "staging area" until it is time to burn the CD, and displays a list of the contents waiting to be recorded.

TIP: If you do not want to copy files select and delete any files you don't want copied. The files are removed from the staging area only -- *your original files are not deleted.*

6. From the CD Writing Task menu, located on the left-hand side of the CD Drive folder window, select the **Write these files to CD** link.



7. The CD Writing Wizard dialog box opens.
8. Type the name you want to give the CD in the CD name textbox.
9. Select the **Next** button.



10. A window opens requesting you to **Please wait...** (...for the data files to be written to the CD).



11. Complete the process by clicking the **Finish** button.



When burning is complete, the disc will be ejected. (The disc tray will open.)