

Using Windows XP to copy files to CD

Windows XP makes it very easy to copy and store files on CD. All of our laptop units and all faculty workstations have CD burners installed in their units. First, a few terms:

CD – R is a permanent storage media that allows the recording of files to a CD. You can add files to a previously used disc, but you may not change or delete files once stored. This media is best for music files and for permanent storage. Most CD formats can hold about 700MB of data

CD – RW is a storage media that allows recording and editing of files. This is best for backing up files or for files that may change periodically. Most CD formats can hold about 700MB of data

It does not matter to Windows XP which format is used. The procedure is the same.

1. Place a CD – R or a CD – RW into the appropriate drive on your computer.

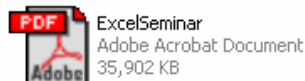
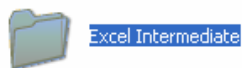
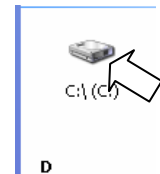


- 2(a) Click on the “My Computer” icon on your desktop **OR**



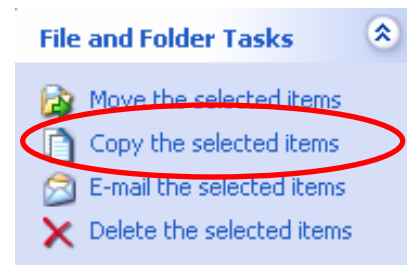
- 2(b) Double-click the “Drive” where your files to be copied are stored.

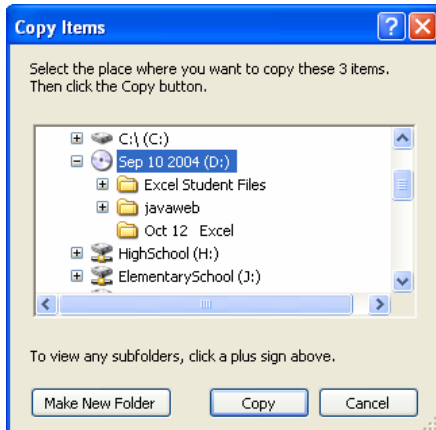
The C:\ drive is ALWAYS the hard drive on your computer. You have access to all folders on this drive. The M:\ drive is your network drive. You have a personal folder and access to various other folders on this drive



3. Select multiple files and/or folders by holding down the [Ctrl] key while clicking.

4. On the left of your window, you will see the “File and Folder Tasks” list. Click on **Copy the selected items**.



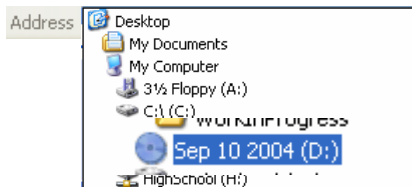
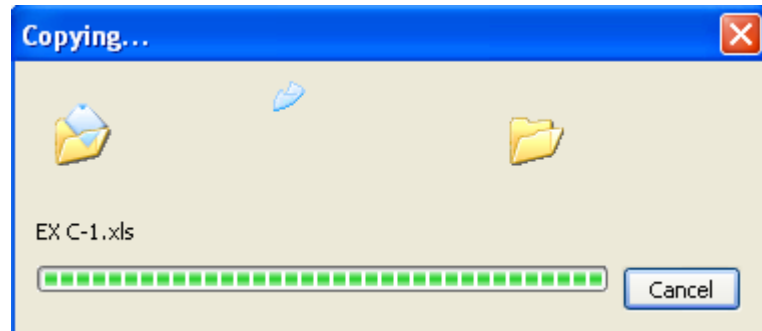


The *Copy Items* dialog will open.

5. Select the CD drive on your computer. *This usually is the D: drive (if you have two CD drives the recordable may be the E: drive).*

6. Click. .

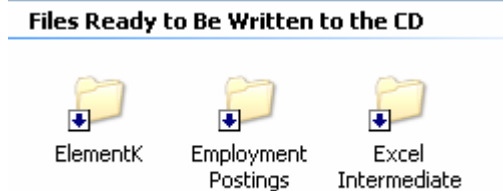
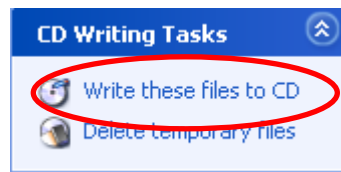
The *Copying...* box will open and run until the files are copied.



7. Select the D: (or E:) drive in the Address bar.

You will see the Files waiting to be copied as shown at right.

8. Click **Write these files to CD.**



The *CD Writer Wizard* will open.

9. Click **Next** and **Finish**.

Your CD will automatically eject and you are done.

If you want to create multiple CDs from the same files, choose that option before you click finish.