



## A quick guide to burning CD's

**Burning CDs is a great way to save data as a back-up, share files with friends and to store music. This article explains how to burn a CD using Windows XP (you will need a CD burner and a blank CD).**

Burning CDs is a great way to keep backups, share files with friends and make CDs from your MP3s. To do this you need to have a CD burner and a blank CD. To check whether or not you have a CD burner look on the front of your CD drive on your computer and see if there is a little "Compact Disk Recordable" or "Compact Disk Rewritable" logo (shown below). If there isn't, Gizmo can install a CD burner for you.

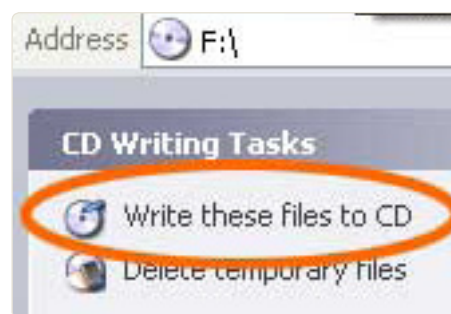


### To burn a CD:

- 1) Firstly, put a blank CD into your CD burner. Ignore or cancel any boxes that popup asking you what to do.
- 2) To burn a CD in Windows XP, find the files or folders you would like to burn and **right click** on the file or folder (with all the files in it) which you would like to burn to CD.
- 3) **Left click Send To** then **left click DVD-RW or CD-RW Drive** depending on whether you have a CD or DVD burner. In this case DVD-RW Drive (F:).
- 4) If there are other files you would like to add to the same CD, find these and repeat steps 2 and 3 until they have all been added.
- 5) You should get a prompt saying there are files waiting to be burnt to CD. **Click this prompt balloon.**

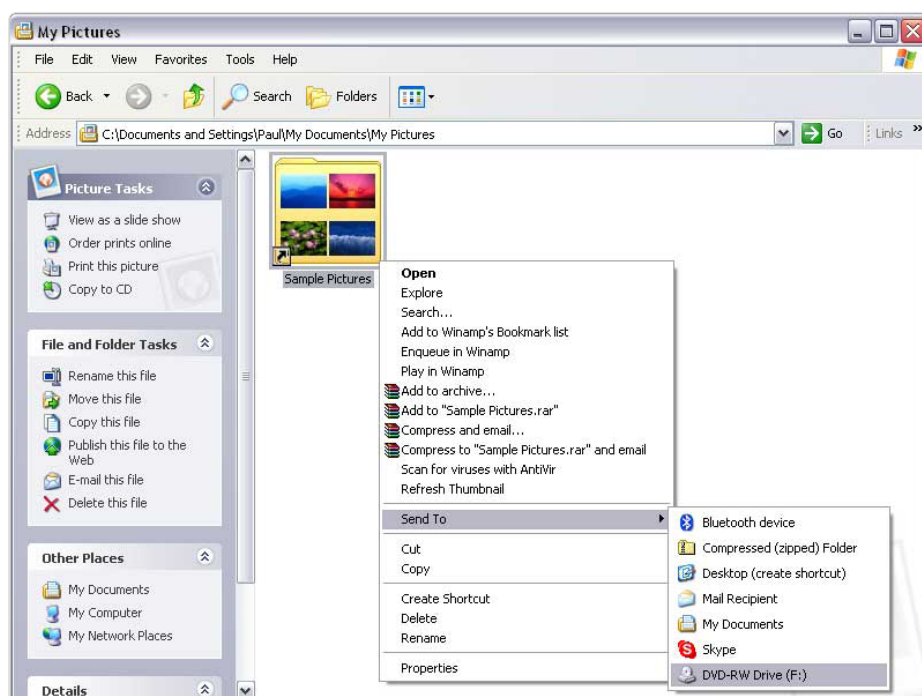
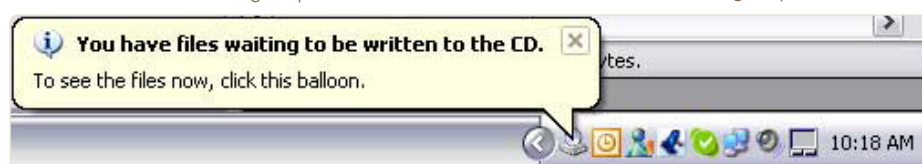
6) In the pane on the left hand side of the screen **left click 'Write these files to CD'**.

7) Follow the prompts that come up allowing you to name your CD and **left click burn**. Hey presto, you've just learnt how to burn a CD! This can be especially useful for backing up important work or photos from your digital camera. Get in touch with us if you need a hand.



Below: Screenshot showing Step 5

Above: Screenshot showing Step 6



Above: Screenshot showing you how to use the 'Send To' feature to send files to a writable CD

This article applies to:

