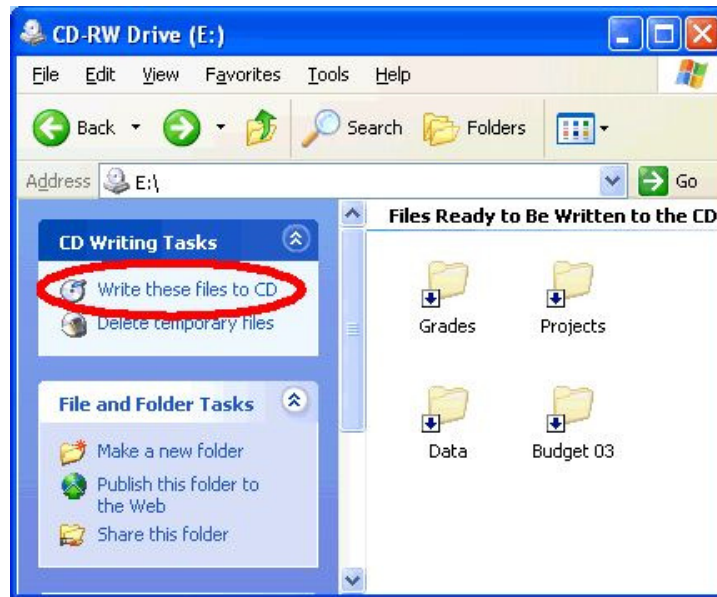


Copy files and folders to a CD

1. Select with a **click** the **files** or **folders** you want to copy to the CD. To select more than one, hold down the CTRL key while you click and select.
2. **Right-click** on the files or folders you're copying, select **Send To**, then select the **CD drive** in the list that pops up.
3. Double-click on the CD-ROM drive in My Computer.
4. To initiate the record process, click on **Write these files to CD** on the file menu.

(Note: if you change your mind and decide you do not want to make a CD of these files and folders, you can start from scratch by selecting "Delete temporary files," which will leave your original files in place but delete the temporary copies created in preparation for the making of this CD project.)



Please note: Do not try to copy more files to the CD than it will hold. If you do accidentally go over the CD's limit, an error message box will appear directing you to reduce the size of your files