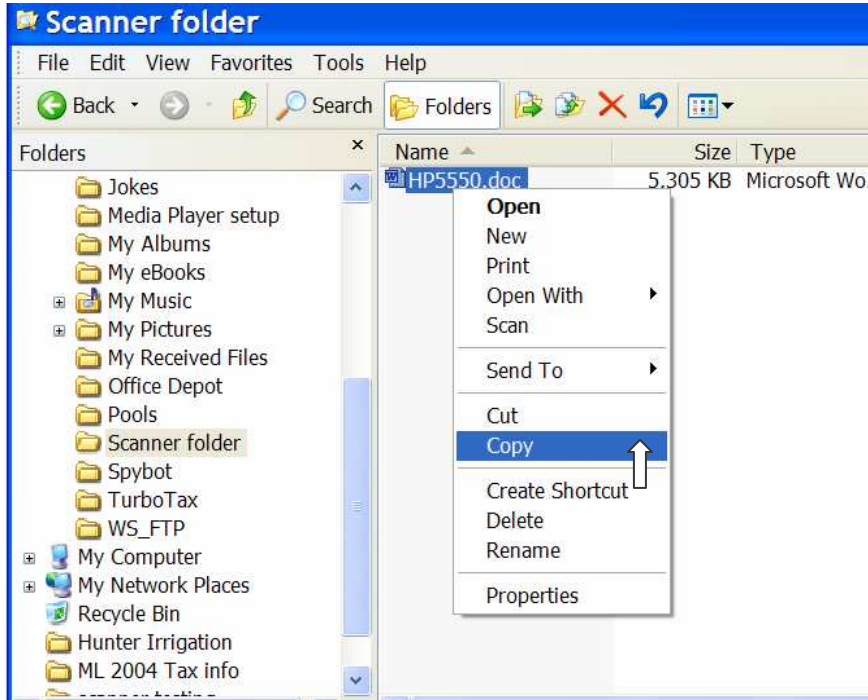


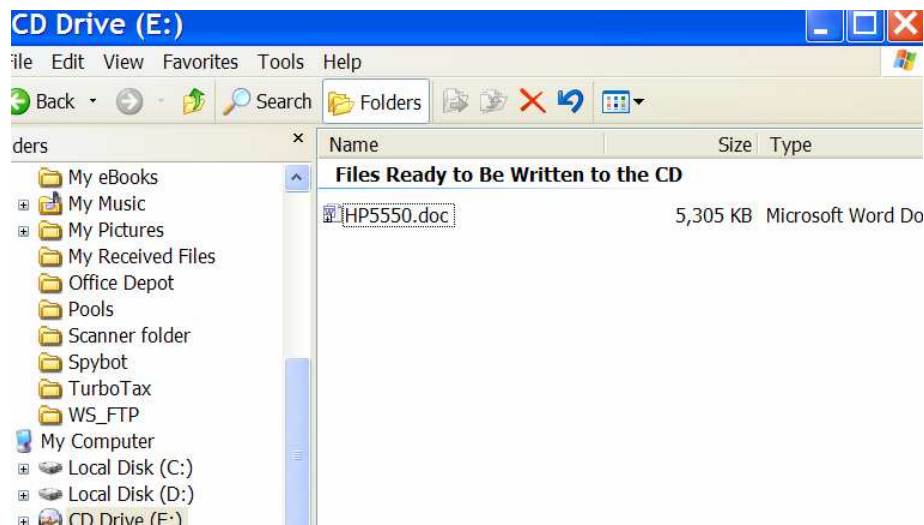
Techno-Tip: Copying files to a CD-R or CD-RW Disc in the Library (Windows XP only)

Basics

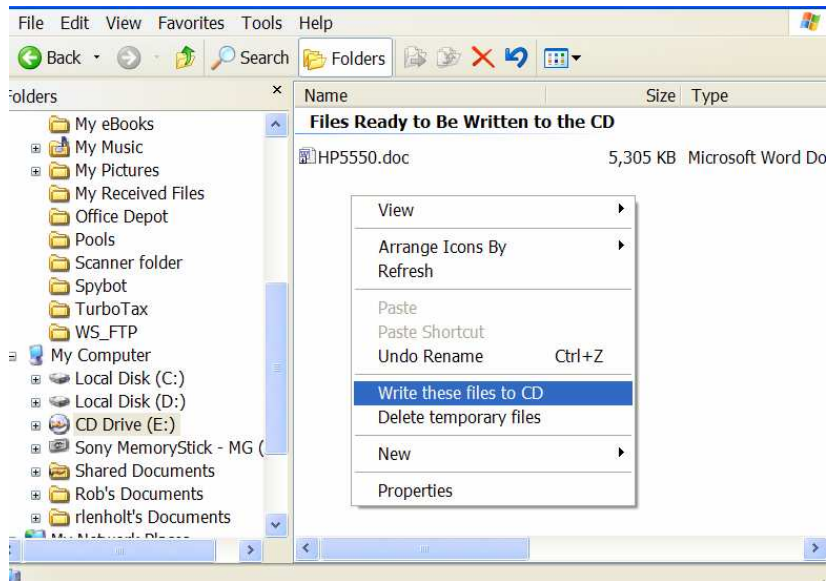
- Save and/or locate the file(s) or folder(s) you want to copy to the CD
- If using the scanner, create a folder or save your files to your network drive or flash drive.
- Open My Computer and select (highlight) the file(s) to be copied. Right click and select 'copy':



- Insert a blank CD-R/RW media disc into the correct drive, open another window of My Computer and locate the CD-R/RW drive.
- Right click on the drive and choose "paste."
- A message should appear stating that "Files Ready to Be Written to the CD."



- Right click a second time in the CD window and select: “Write these files to CD”



- The CD writing wizard should then begin and your CD-R/RW will automatically eject when finished.