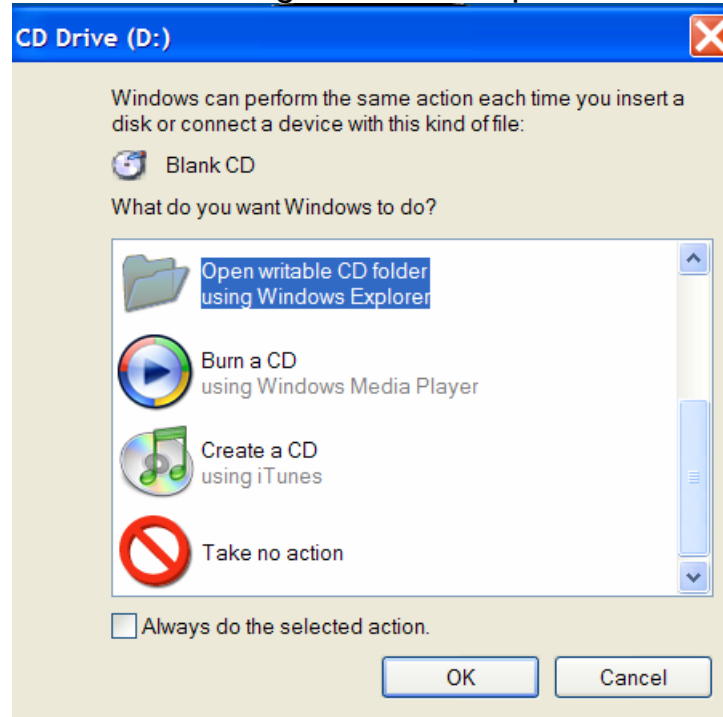
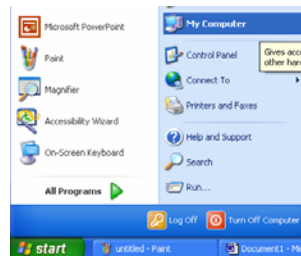


# To copy files and folders to a CD in XP

1. Insert a blank, writable CD into the CD recorder.
2. On the pop-up options that appear, click on Open writable CD folder using Windows Explorer.



Or Open **My Computer**. (To open My Computer, click **Start**, and then click **My Computer**.)

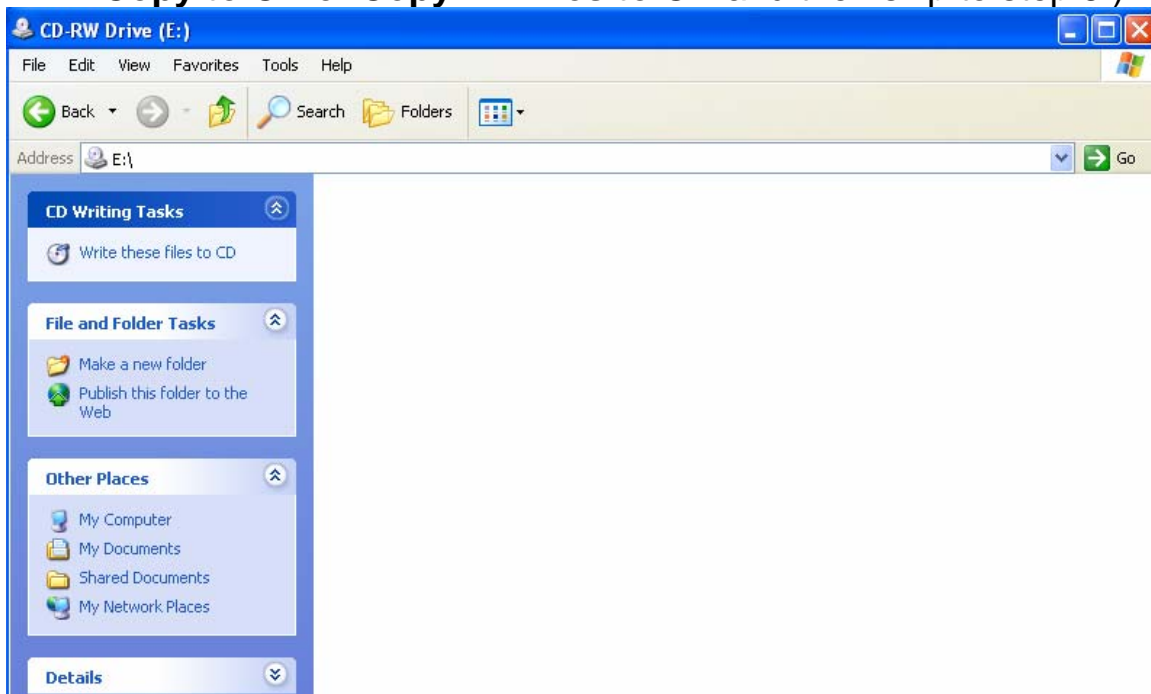


Double-click on the CD Writable Drive.

# To copy files and folders to a CD in XP



3. Click the files or folders you want to copy to the CD. To select more than one file, hold down the CTRL key while you click the files you want. Then, under **File and Folder Tasks**, click **Copy this file**, **Copy this folder**, or **Copy the selected items**. (If the files are located in My Pictures, under **Picture Tasks**, click **Copy to CD** or **Copy All Files to CD** and then skip to step 5.)



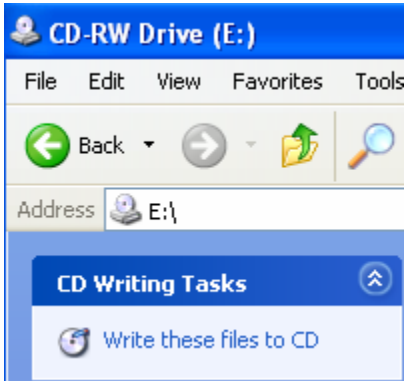
4. In the **Copy Items** dialog box, click the **CD Recording Drive** and then click **COPY**.
5. In My Computer, double-click the CD Recording Drive. Windows displays a temporary area where the files are held before they are copied to the CD. Verify that the files and folders that you intend to copy to the CD appear under **Files Ready to be Written to the CD**.

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# To copy files and folders to a CD in XP

6. Under **CD Writing Tasks**, click **Write these files to CD**. **Windows displays the CD Writing Wizard**. Follow the instructions in the Wizard.



## To create multiple CDs from a set of files

- ☺ To select more than one file, hold down the CTRL key while you click the files you want. Then, under **File and Folder Tasks**, click **Copy this file**, **Copy this folder**, or **Copy the selected items**.
- ☺ When the process is finished, the last page of the wizard displays a check box that enables you to create just like the one you made. Click YES and insert another blank CD. Follow the directions of the Wizard.