

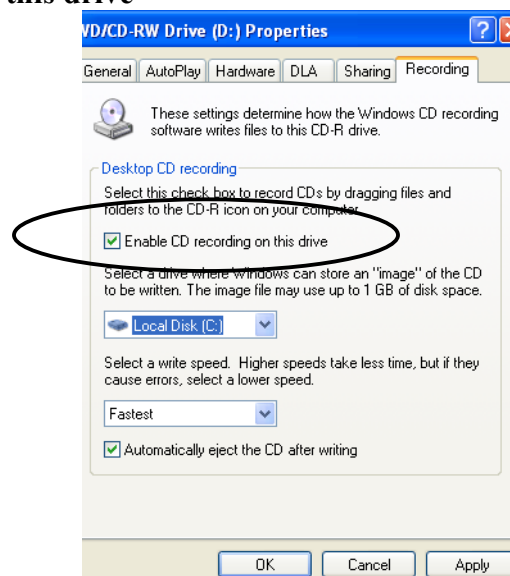
## Everything you need to know about CD Burning

### Setting up your CD burner (Only done the first time you burn a CD)

1. Open “My Computer” and right click on the CD drive Icon
2. Click on “Properties”



3. Now chose the “Recording tab” and Check the box that says “Enable CD recording on this drive”

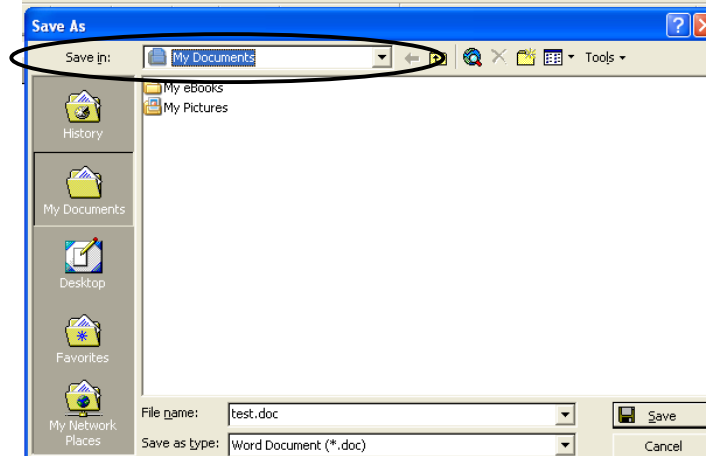


4. Click “OK”

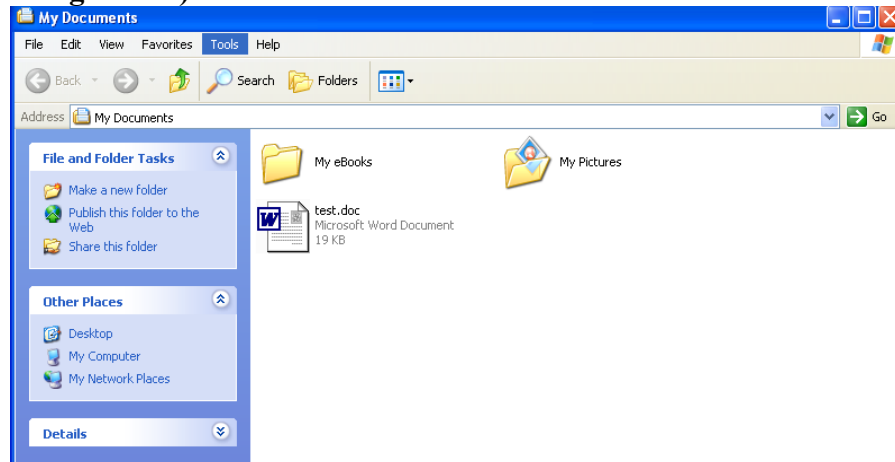
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### **Backing up your data**

5. Save the document you are backing up on your local drive (Here we are saving “test.doc” into a folder called “My Documents” which is the default on your laptops.

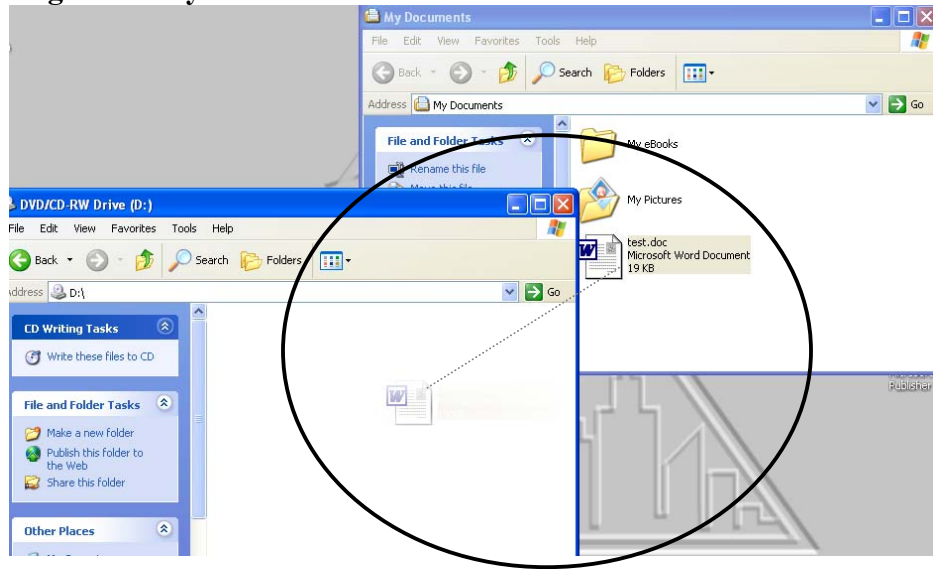


6. Open the folder that contains the files you wish to burn (Ex. My Documents) and resize the window so that you can view another window (see Figure # 8).

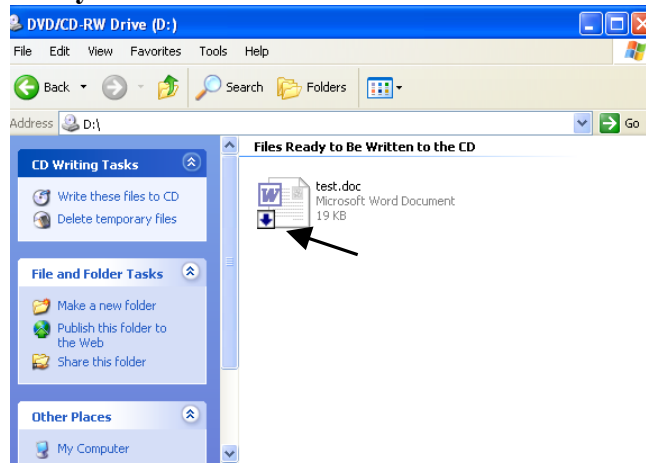


7. Open “My Computer” and double – click on the CD icon. The CD window is now open. Again resize the window so that you can view the window from step 6 (see Figure # 8).

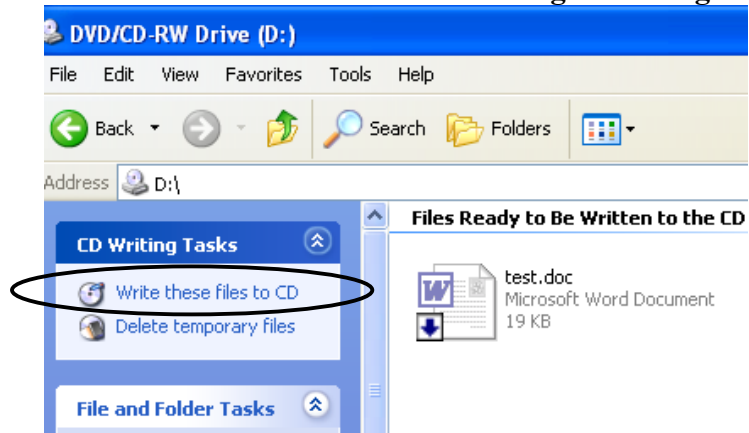
**8. Drag the files you wish to burn into the CD folder.**



**9. You will see the a little down arrow on the document on the top of the folder. This means you have successfully dragged the files to be burned and are ready to continue.**



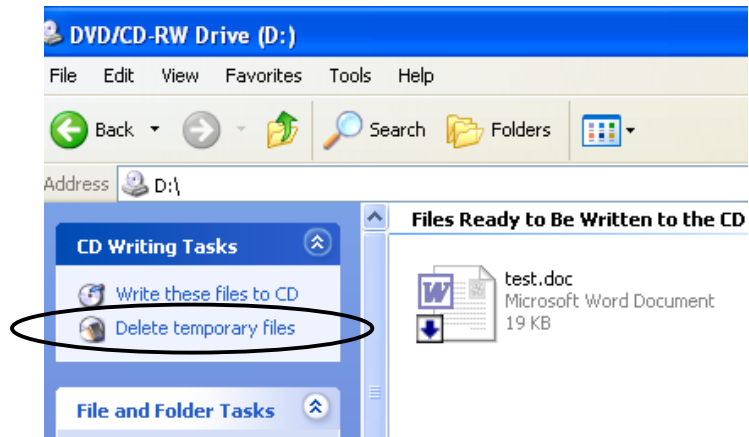
10. On the upper left hand side of the CD folder you will see a link that says “Write these files to a CD”. Click on that to begin burning.



11. A wizard will pop up on your window. Follow the instructions.



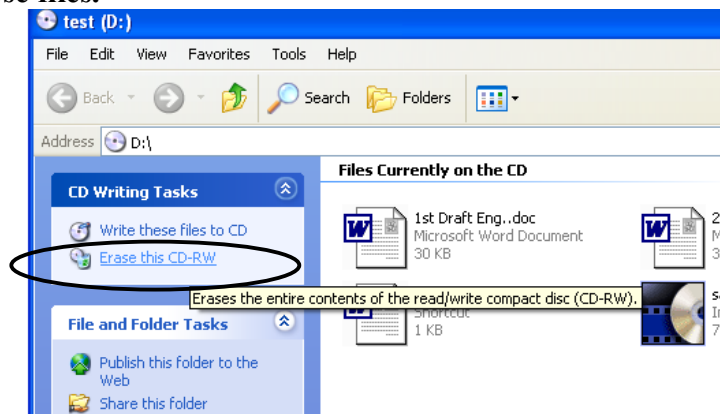
12. After CD is burned, on the upper left hand corner of the CD folder, there is a link that reads “Delete Temporary Files”. This will erase the temporary files you see in the CD folder, click the link when done.



13. In order to add more to a CD- RW repeat the “Backing up your data” process.

### Erasing CD

14. Open “My Computer” then double click on the CD icon.  
15. Your CD folder is now opened.  
16. On the upper left hand side of the CD folder is a link that reads, “Erase this CD-RW”. Please note this will erase the entire CD. You cannot choose files.



**17. Click “Erase this CD-RW” and a wizard will pop up, Click “Next” to begin erasing the CD.**



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**18. Please note only CD-RW's can be added to, erased, and used again. CD-R's cannot.**