

## Saving a file or folder to a CD

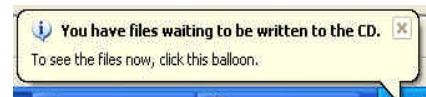
The scanning and general use computer stations all contain CD burners. A writable CD is recommendable for saving large files or folders.

### Begin burning

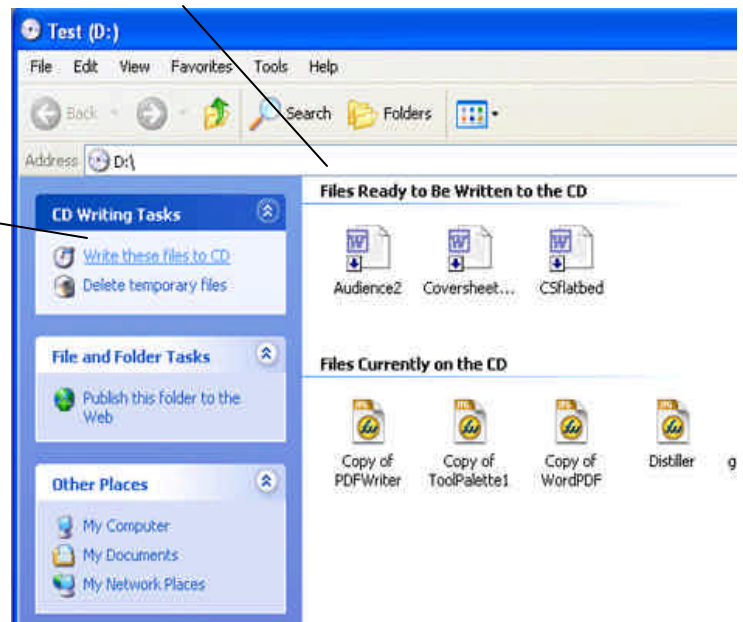
- 1) Insert a blank, writable CD into the CD burner.
- 2) Open **My Computer** on the desktop.
- 3) Click the files or folders you want to write to the CD. To select more than one file, hold down the **CTRL key** while you click the files you want. Drag the file(s) to the CD/D: the **My Computer** window.

If all the files are images in a folder, the window will have a Picture Task category (top left). Underneath it, click **Copy all items to CD** or select the file(s) you want to copy and click **Copy to CD**.

- 4) On the screen's bottom right corner, a balloon \_\_\_\_\_ and an icon will appear. They indicate that the files are ready to be written on a CD.
- 5) Click on the balloon. If it disappears, go back to the **My Computer** window and click on the **CD/D: drive**.
- 6) In the D: drive, Windows displays a temporary area where the files are held before they are copied to the CD. Under **Files Ready to be Written**, verify that the files and folders that you intend to copy to the CD appear to the CD. This is also your opportunity to delete file(s) you don't want to burn.



- 7) Under **CD Writing Task** (top left), click **Write these files to CD**.
- 8) A **CD Writing Wizard** window will appear. Follow the wizard's instructions.



### Notes and Hints

- **Editing files:** Files on a writable CD cannot be deleted, but you can replace them. Drag the file(s) you want to edit to the desktop. Open the file(s) and make your changes. Drag the edited file(s) to the D: drive.
- Do not copy more files to the CD than it will hold. Standard CDs hold up to 650 megabytes (MB). High-capacity CDs hold up to 850 MB.
- Be sure that you have enough disk space on your hard disk to store the temporary files that are create during the CD writing process. For a standard CD, Windows reserves up to 700 MB of the available free space. For a high-capacity CD, Windows reserves up to 1 gigabyte (GB) of the available free space.
- After you copy files or folders to the CD, it is useful to view the CD to confirm that the files are copied.