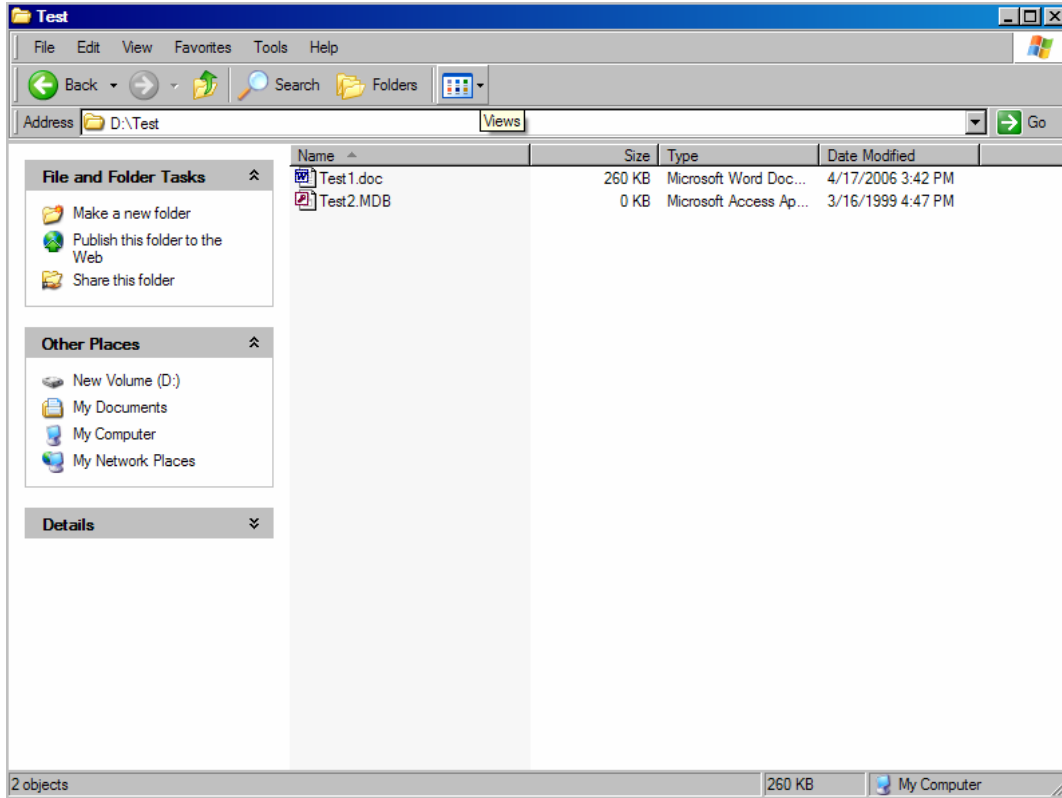


Saving Files to CDs using Windows XP

1. From the **Desktop**, click the **My Computer** icon.
2. Browse to the files you want to write to CD.

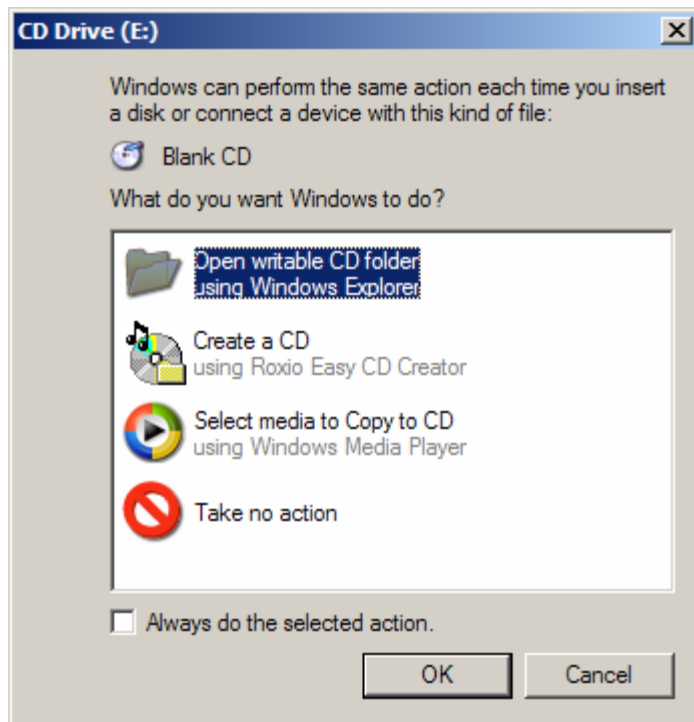


3. Insert a blank CD into the CD drive.

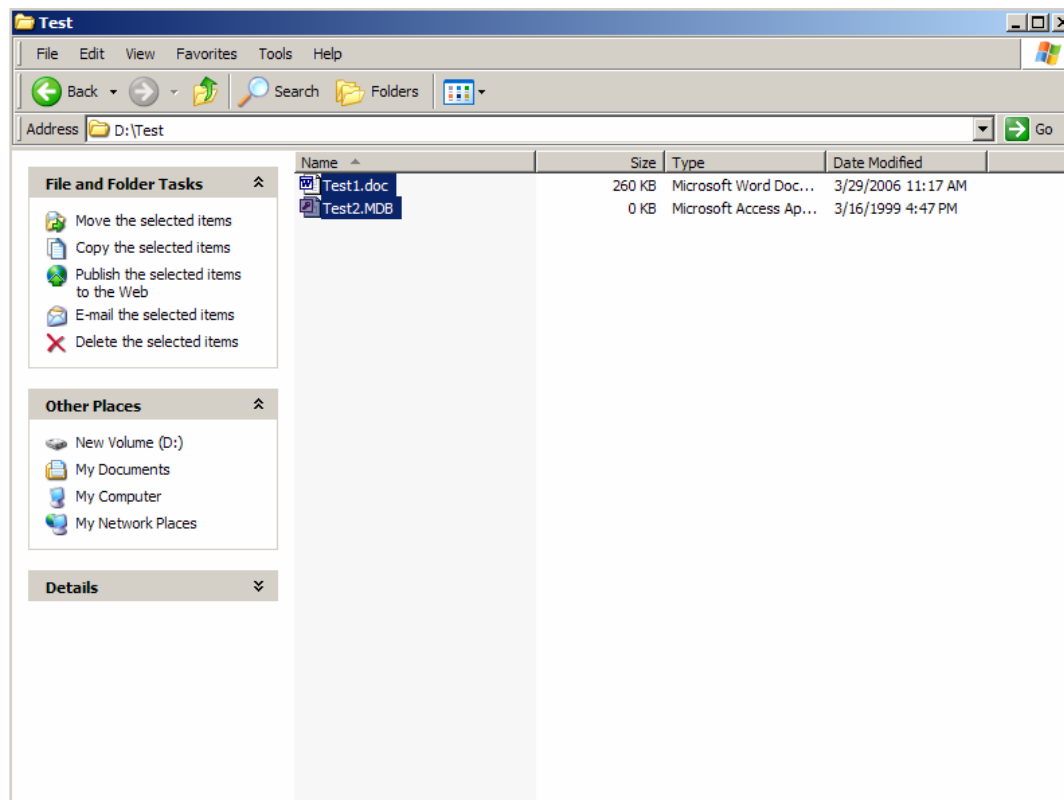
Note: Your Windows XP Workstation is equipped with a DVD-ROM/CD-ReWriteable disc drive that can read from a DVD, and read/write to a Compact Disc Recordable (CD-R) or Compact Disc ReWriteable (CD-RW). CD-R's allow you to save files to the disc until it is full. CD-RW's also allow you to save files to the disc until it is full, but you can also erase the entire disc and start over again. In both cases you can overwrite files written to disc, however, you cannot directly edit a file written to disc. CD-R's and CD-RW's are both recommended for everyday and backup use and can be ordered through Boise Cascade.

4. From the **CD Drive (E:)** dialog box, select **Open writable CD folder using Windows Explorer**.

Saving Files to CDs using Windows XP

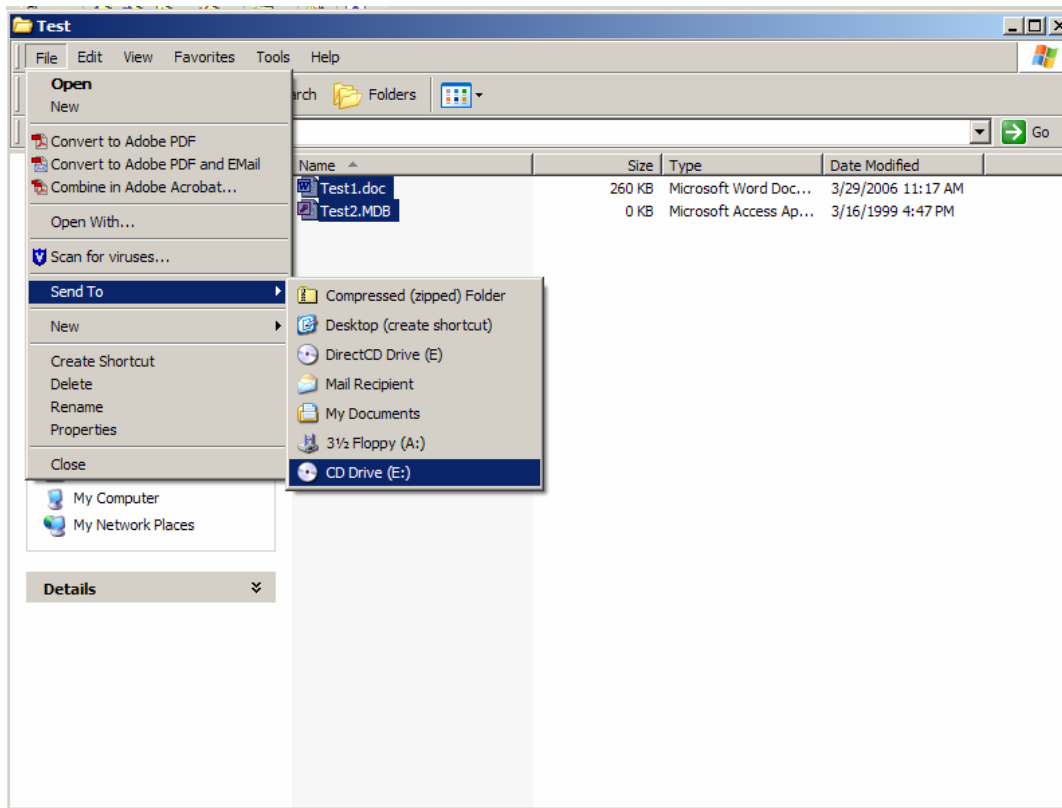


5. Click the **OK** button.
6. Select the files you want to write to CD.



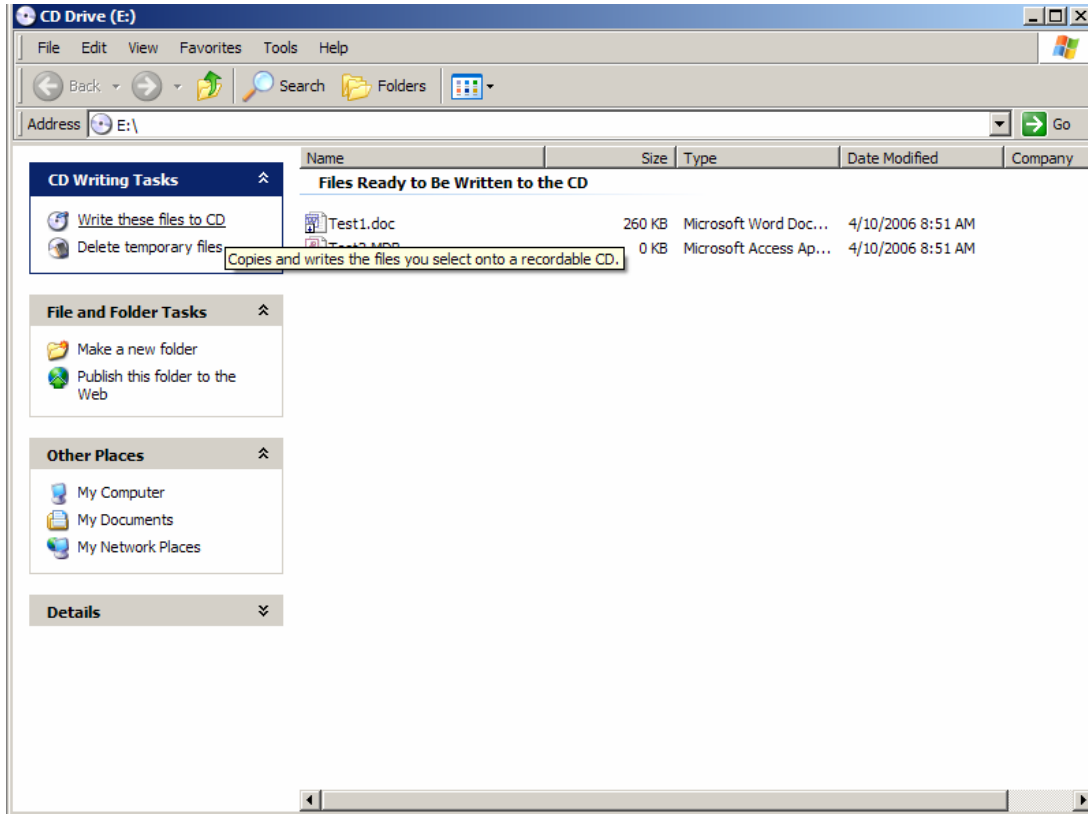
Saving Files to CDs using Windows XP

7. From the **File** menu, select **Send To...CD Drive (E:)**.



8. From the **CD Drive (E:) - CD Writing Tasks** menu, click **Write these files to CD** link.

Saving Files to CDs using Windows XP



9. From the **CD Writing Wizard** dialog box, type the **name of the CD** in the **CD name** field.



Saving Files to CDs using Windows XP

10. Click the **Next** button.



11. Click the **Finish** button.

12. When the burner is done writing to the disc, it will eject from the computer.

The file have been successfully saved to CD.

If you have problems saving files to CDs, please call the IT Service Center at (248) 858-8812.

xp_saving_files_cds.pdf
6/8/2006