

STEPS TO BURNING A CD USING WINDOWS XP

1. Open a Windows Explorer window.
2. Navigate to the directory that contains the files you want to burn to CD. This is called the Source directory.
3. Open another Windows Explorer window that represents your CD Rewritable drive. This is the Destination directory.
4. Select the files you want to burn:
 - a. You can select a whole range files using the shift key while clicking (with the mouse) the beginning and end points.
 - b. You can select non-consecutive files using the control key while clicking each individual file you want.
5. With both Windows Explorer windows visible, click and drag the files from the source directory to the destination directory.
6. On the left side of the Destination Directory, choose the option "Write these files to CD."
7. Go through the wizard, accepting all the defaults.
8. Click Finish.