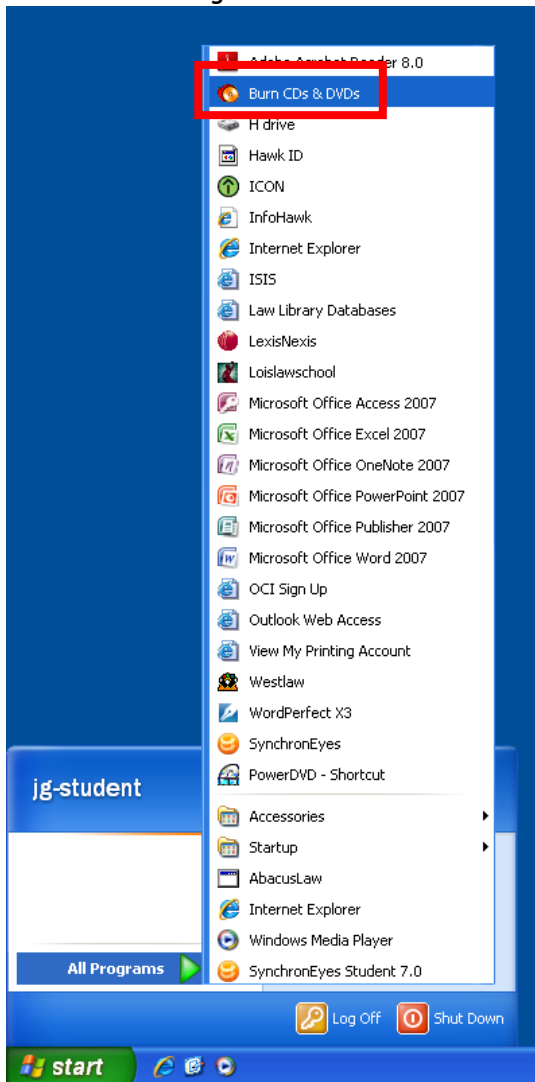


## Burning a CD or DVD

Students with access to the ground floor carrels or first floor computer lab can burn documents from the computers to a CD or DVD.

1. Click **Start>All Programs>Burn CDs and DVDs**



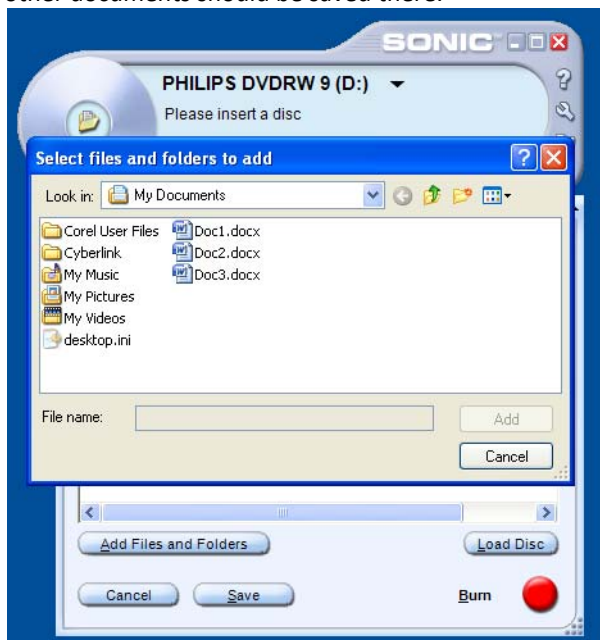
2. In the new window that opens Click on **Data Disc**



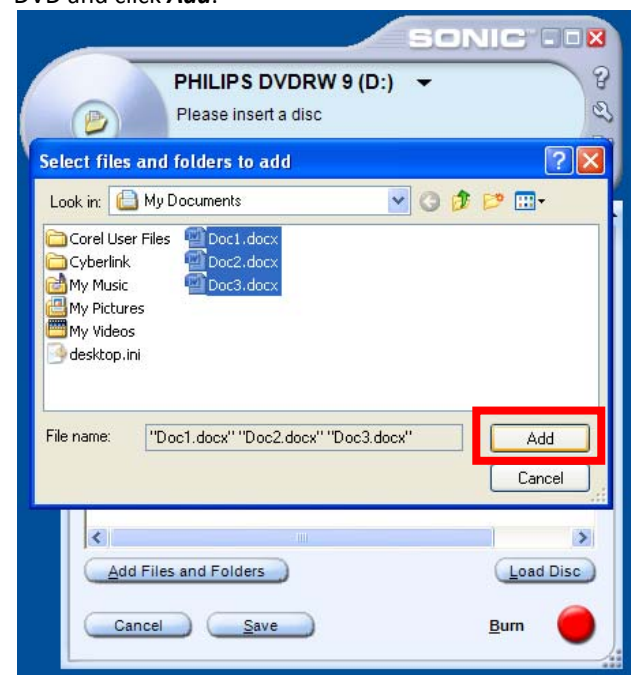
3. Click **Add Files and Folders**



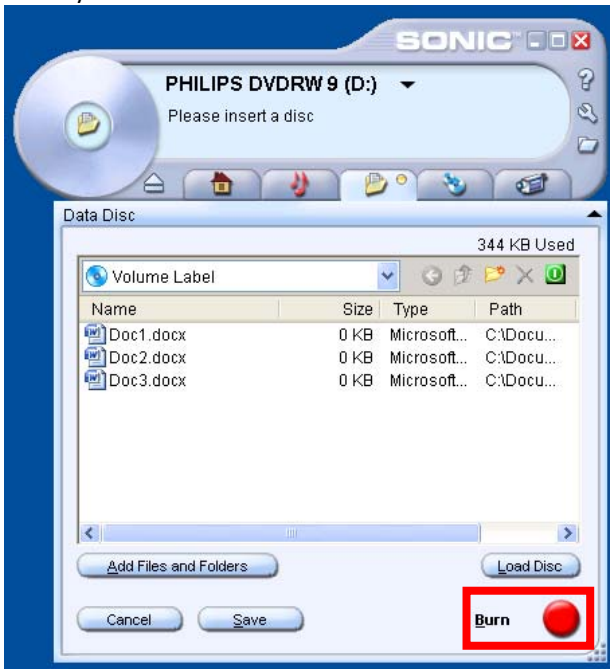
4. When you click **Add Files and Folders** you are brought into you **H:\My Documents** folder. Your Word, Excel or other documents should be saved there.



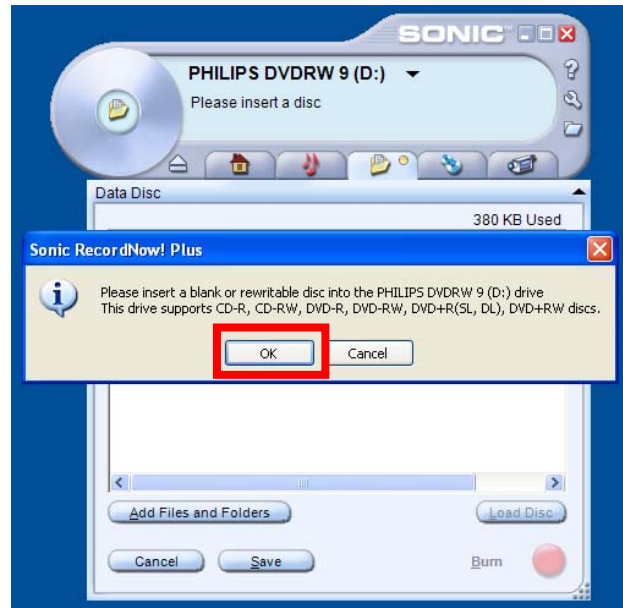
5. **Select** all the documents that you want to burn to the CD or DVD and click **Add**.



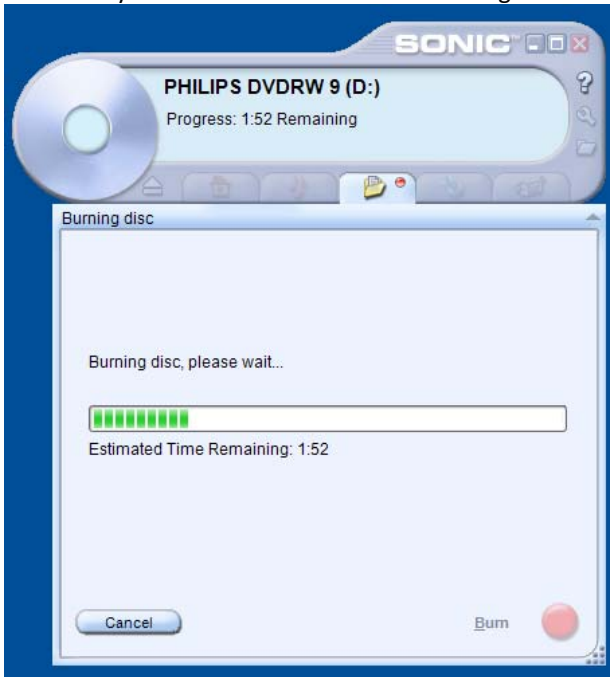
6. When you have all the files selected click **Burn**.



7. When prompted enter your blank CD-R, CD-RW, DVD-R, DVD-RW, DVD+R (Single or Double Layer) or DVD+RW disc. Click **OK**.



8. Wait until your CD or DVD has finished burning.



9. When your CD has finished burning click **Done**.

