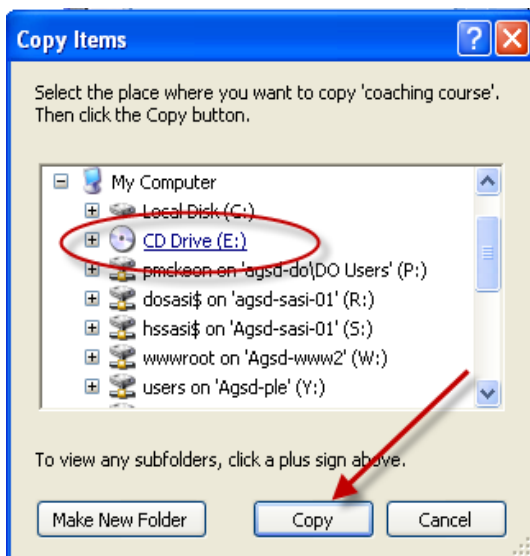
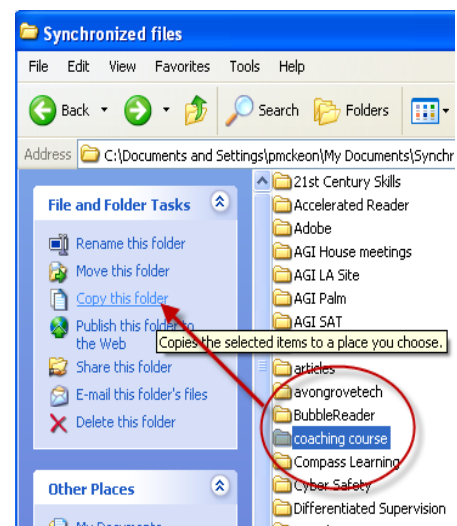


Copying/Saving Files and Folders to a CD

1. Open **My Documents** or your **Network Server folder** to find the files/folders you want to save.
2. Insert a CD in to the CD drive of your computer. (Be sure that your computer has a CD burner!)
3. The following message will appear. Choose **Open writable CD folder using Windows Explorer**. Click **OK**.
4. A screen will appear for **CD Drive (E:)** – The letter in the parenthesis may be different depending on the configuration of your computer. You don't need to do anything in this screen yet.

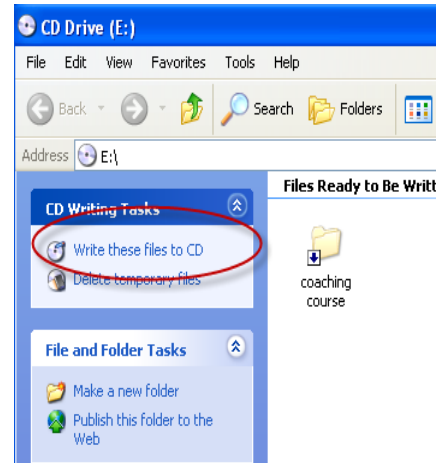


5. Return to your **My Documents** folder or your **P: drive** and select the file/folder that you'd like to save and click on in the light blue box to the left.



6. Click on the location that you'd like to copy the file/folder to - **CD Drive (E:)** and click **Copy**.
7. Continue this procedure with all of the files that you'd like to save on the CD. You will see them in the **CD Drive (E:)** screen that you opened previously.

8. Go to the **CD Drive (E:)** screen and click on **Write these files to CD** when you are ready to burn your CD.



9. Follow the directions in **CD Writing Wizard**. You will name the CD and click **Next**.
10. When you click **Finish** at the last screen of the **Wizard**, your CD will be ejected.