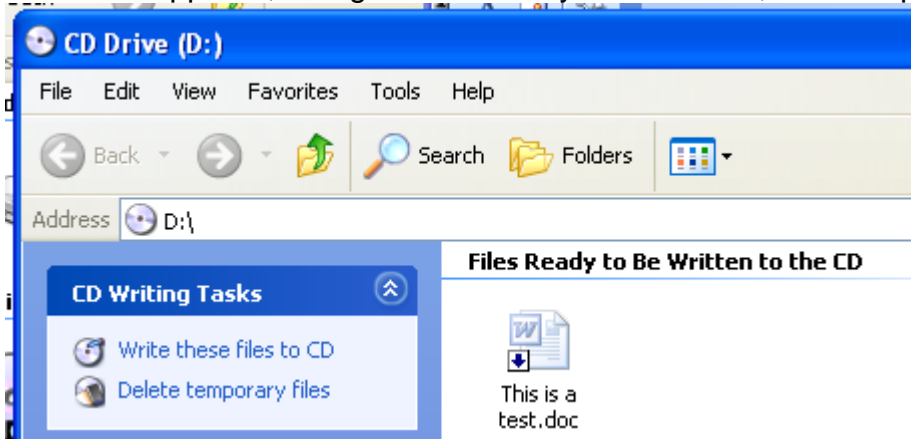


To Copy a File to a CD-ROM

1. Insert a blank writable CD into the CD-ROM drive.
2. Navigate to the file you want to copy.
3. Highlight the file and RIGHT click.
4. Select COPY.
5. Navigate to the CD-ROM drive and RIGHT click.
6. Select PASTE.
7. A pop-up message appears in the bottom toolbar that says “You have files waiting to be written to the CD.”
8. Click the icon for the pop-up message.
9. A window appears, listing the files ready to be written, for example:



10. In the LEFT pane, click “Write these files to CD.”
11. Follow the prompts that appear.
12. When done, open the CD and see if you can open the files.