

Technology Tips

April 6, 2009



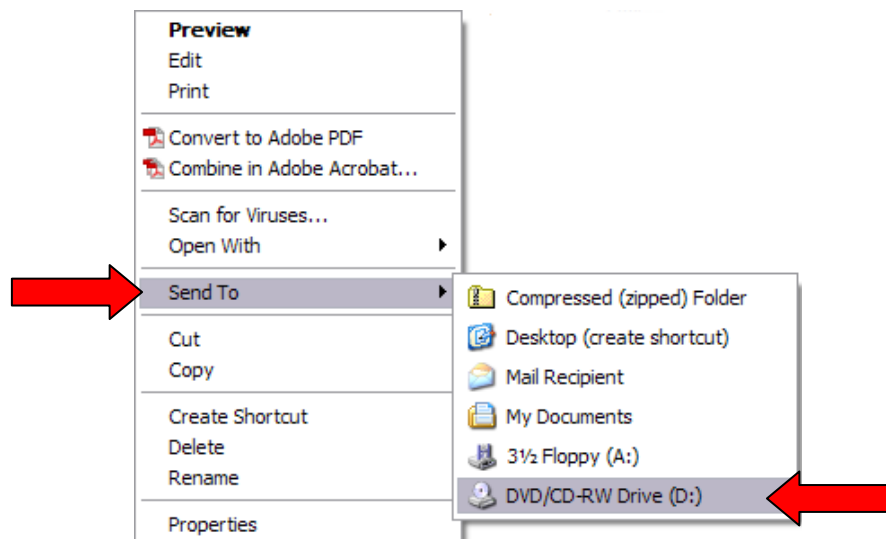
Question:

I have a Windows XP computer with a CD writer but I do not have any special CD burning software. Can I burn a CD?

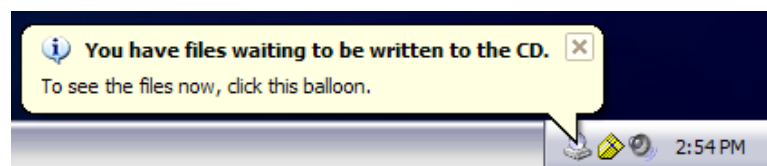


Answer:

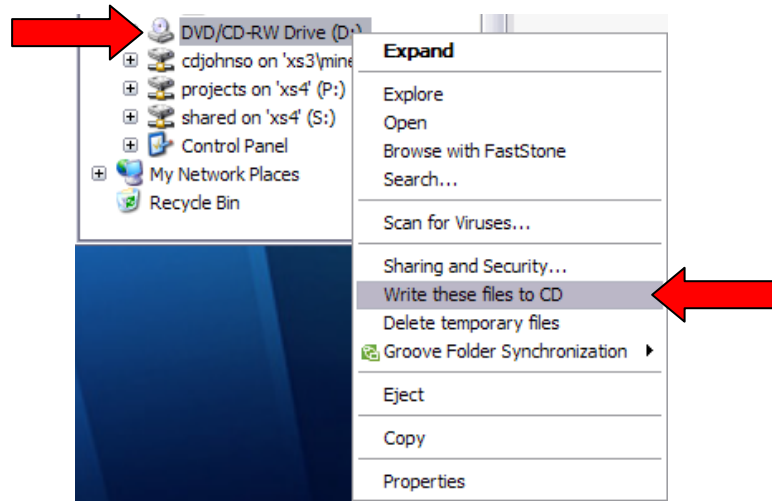
- 1 Yes. Windows XP has a CD Writing Wizard built into Windows Explorer so you do not need special software to burn a CD. The first step in burning a CD is to **open Windows Explorer** and select the files or folders that you want to put on the CD. **Right-click on a file or folder**. In the pop-up menu, left click **Send to** and then click **CD-RW Drive**. Continue selecting files or folders and sending them to the CD-RW drive until you have everything that you want to include on the CD.



- 2 There are two ways to start the CD writing process. While you were selecting files and folders, you probably saw a balloon appear in the bottom right corner of your screen with the following message: “You have files waiting to be written to the CD.” One way to start the CD Writing Wizard is to **click on this balloon**.



- ③ If the balloon has disappeared, there is another way to start the CD Writing Wizard. In Windows Explorer, scroll down until you see the CD-RW drive. **Right-click on the symbol for the CD-RW drive.** In the pop-up menu, left click on “**Write these files to CD.**”



- ④ The CD Writing Wizard will open. In the first window, you are given the opportunity to **type a name for the CD.** Otherwise, the default name for the CD will be today’s date. After you type a name for the CD, click **Next.**



- ⑤ The next window will prompt you to **insert a writable CD** into the CD-RW drive. After you insert the CD, the computer will check to make sure the CD is “writable” and, if so, will start writing the files to the CD. This process will take several minutes.



- ⑥ When done, the CD drive will open and you can **remove the CD**. You have the option of checking a box next to “Yes, write these files to another CD.” Or, you can click **Finish**.

