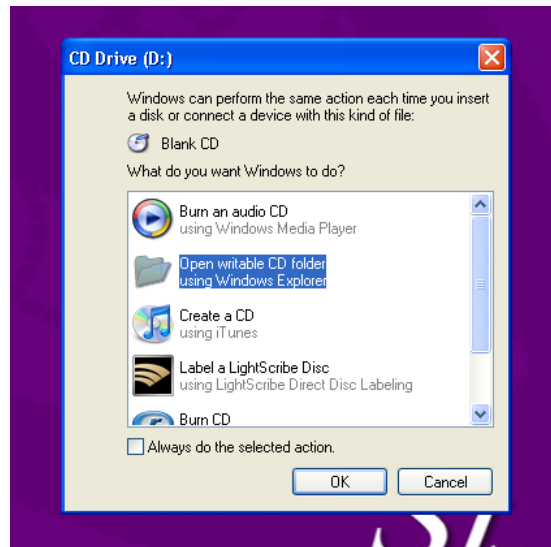




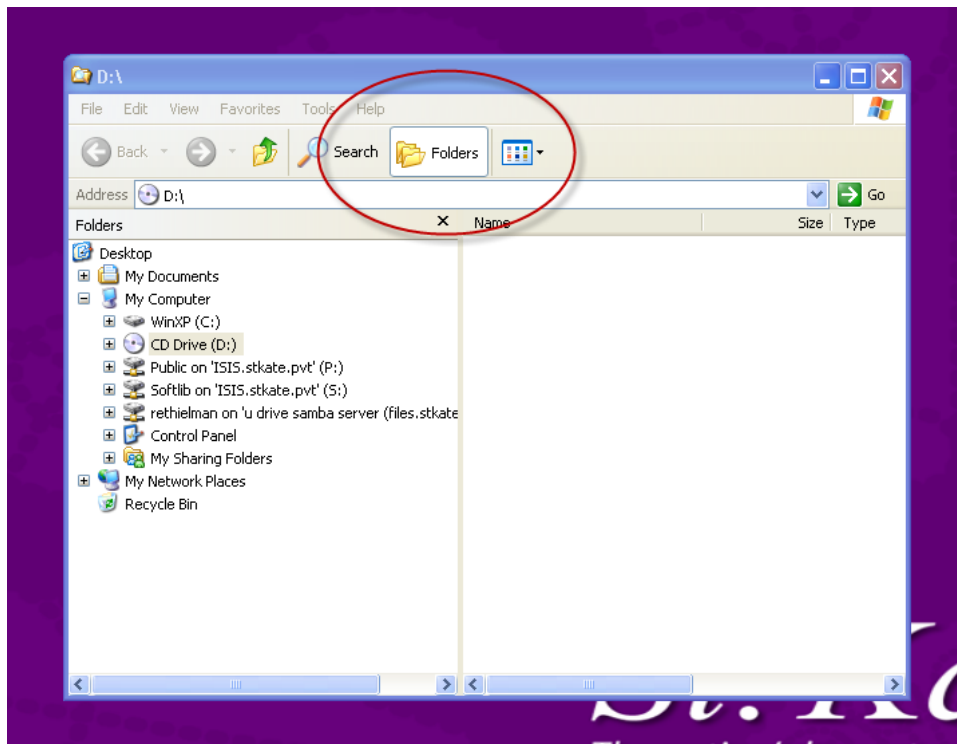
## Copying Files onto a CD

Files can be copied from any computer and burned to a compact disk. This allows for files to be viewed on any computer.

- Insert CD and select 'Open writable CD folder using Windows Explorer':

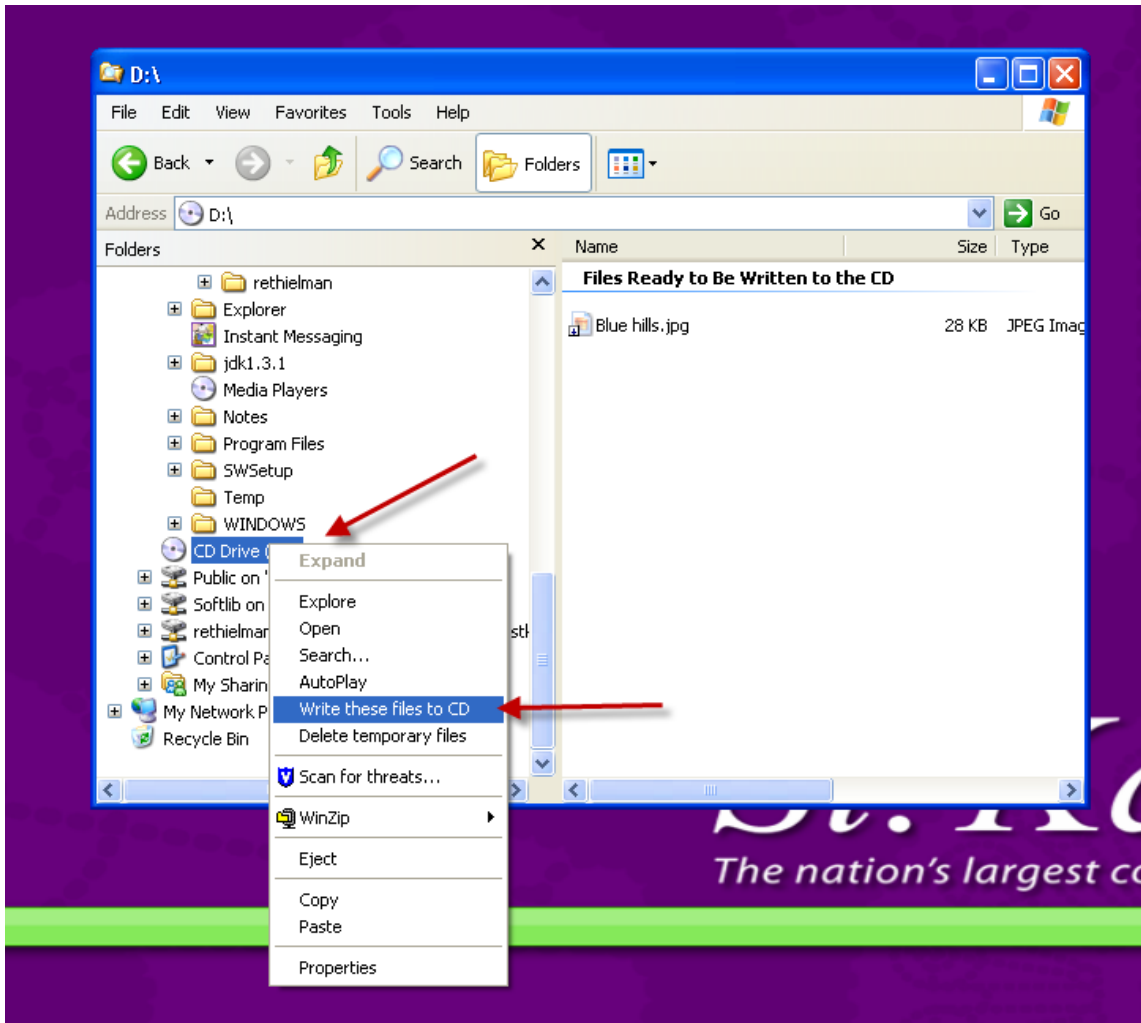


- Click the 'Folders' button (next to 'Search'). You can then select your 'My Documents' folder, subfolders, or any files for copying.





- Right click on the file or folders you wish to copy and choose 'Copy' from the menu. Right click on 'CD Drive' in the right hand column and choose paste.
- Right click on 'CD Drive' again and select 'Write these files to CD'.



- This will launch the CD Writing Wizard. Enter a name for your CD and click 'Next'. The files will be written to the CD.
- Place a checkmark on 'Yes, write these files to another CD' if you are making more copies. Click 'Finish' when completed. The disc will be ejected from the machine.