


How to Write Files to CD

Put in the CD you want to write the files to; it can either be a CDR or CDRW.

Open Windows Explorer:

By using the "Windows key"  and "E"

Or

By clicking on the Start button then "Programs", "Accessories" and finally click "Windows Explorer".

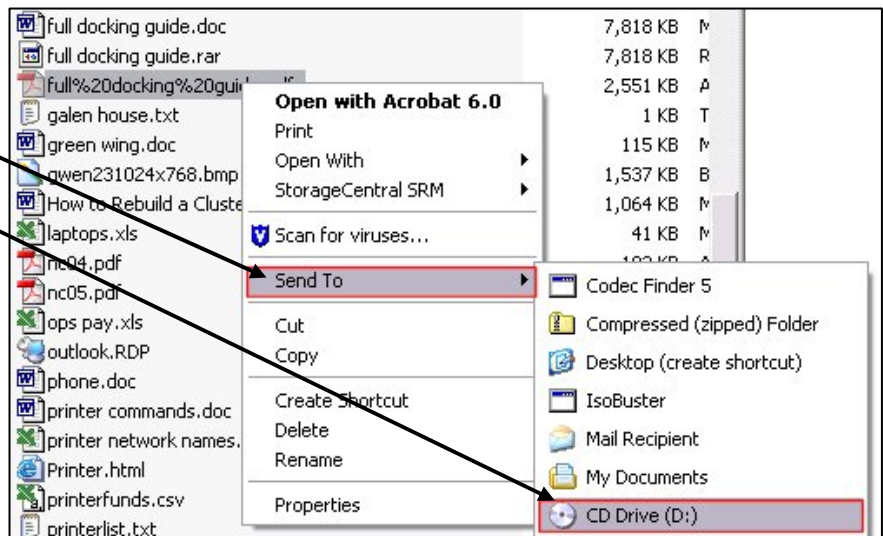
Now find the Files/Folders you want to put on the CD by clicking on the H drive (My Documents).



Now press the right mouse button on the File/Folder you want to write to CD.

Move the mouse to "Send To" and then click on "CD Drive (D:)"

Do this for all the Files/Folders you want to write

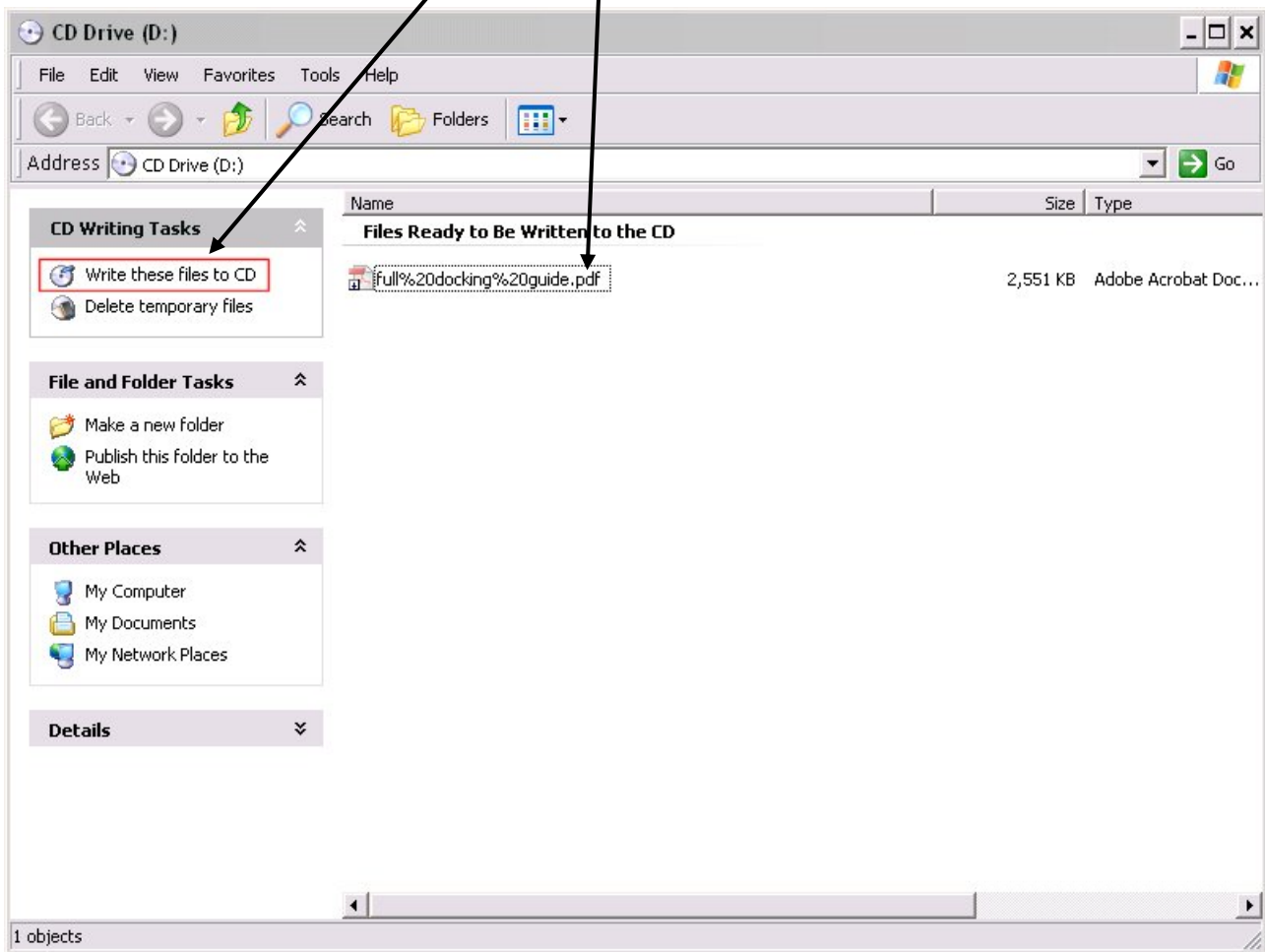


A balloon should appear in the bottom right of the screen

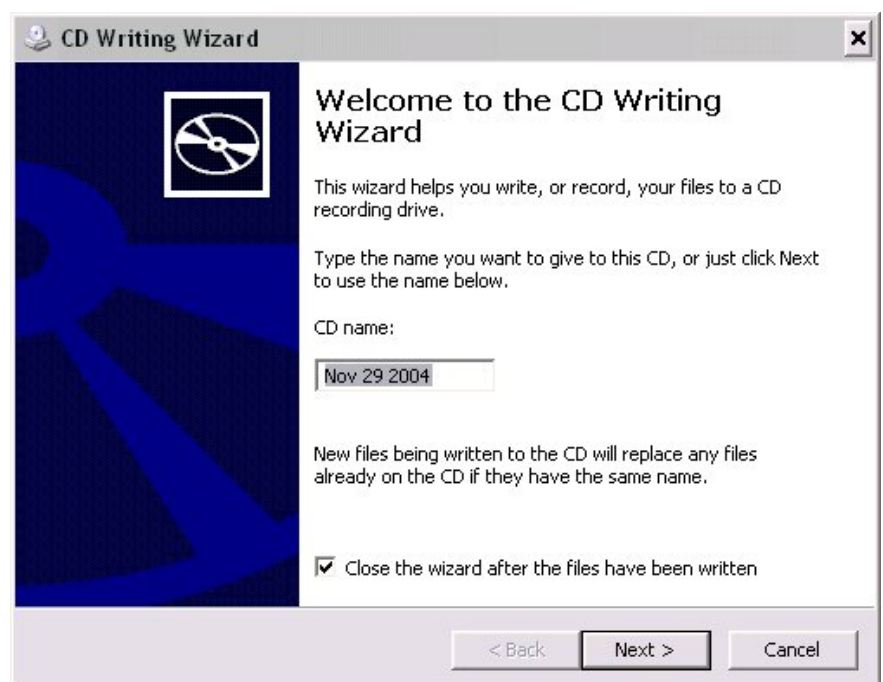


Click on it and it will open up the CD. The files here are waiting to be written to the CD.

To write the files/folders to CD click here.



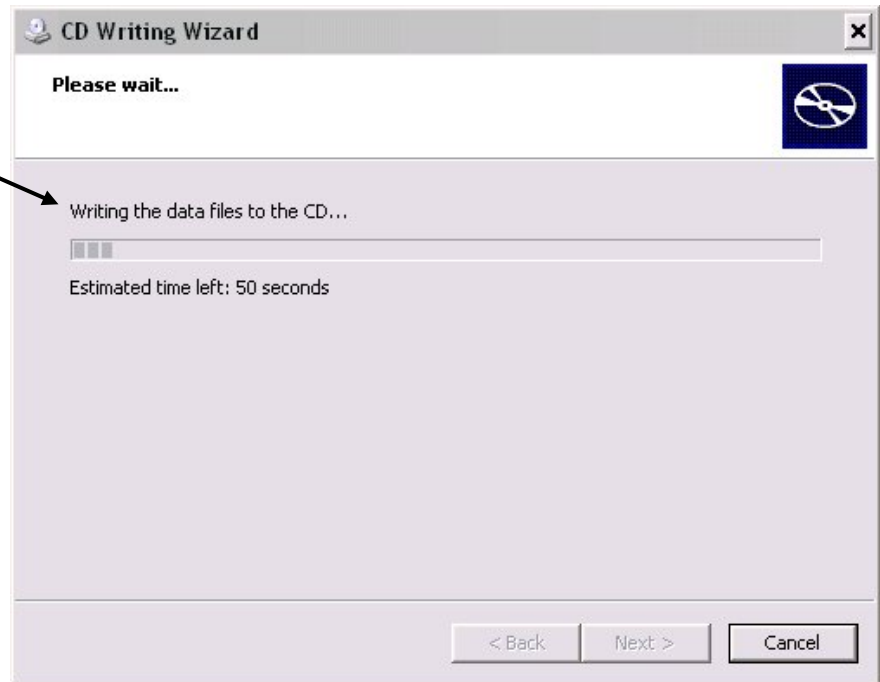
This screen will appear: you can give the CD a name or just click next.



It will now start writing the files to CD.

The CD will eject when finished.

Now put the CD back into the PC and open the files from the CD to make sure they have been written successfully.



Put a large file onto CD

If a user wants to put a large file onto CD but it will not fit onto the H drive they can temporarily save the file to the Temp folder on the C drive this will let them save the file and then do the method above to write it to the CD.

Note: All files in the Temp directory will be deleted when the user logs off.