

# Burning files to CD on APNK computers: step-by-step instructions

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## Notes

- if you are using a DVD or prefer to use "drag and drop" software use CDBurnerXP
- save your work to My Documents before following these instructions

## Steps

1. Insert disk into CD Drive (Z:\)
2. Close any programs you have running.
3. Make sure the file you wish to burn is not open on the computer (EG not open in Word)
4. Open My Computer – there's a shortcut on the desktop
5. Browse to where your saved files are located - usually My Documents
6. Select the file(s) you wish to burn - don't double click it, don't open it, just highlight it
7. In the My Computer menu select Edit (or right click your files and select copy)
8. In the My Computer menu then select Copy
9. In the My Computer address bar use the drop down arrow to change to the CD Drive Z:\
10. In the My Computer menu select Edit, Paste (or right click in the white space and select paste)
11. In the My Computer menu select File
12. Select "Write these files to CD"
13. Click NEXT to continue

After the burning process has finished the disk will eject from the CD drive.

Tip - put the disk back in the computer and double check that your files have successfully been copied to the disk. You need to follow this process each time you wish to update the files on the CD. Temporary save to My Documents then follow the above steps to copy over to the CD Drive.

**Screenshots – see next page**







