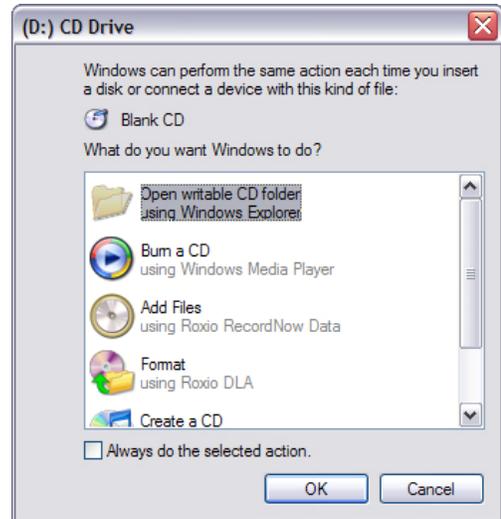


Copying Files to a CD Using Windows Explorer

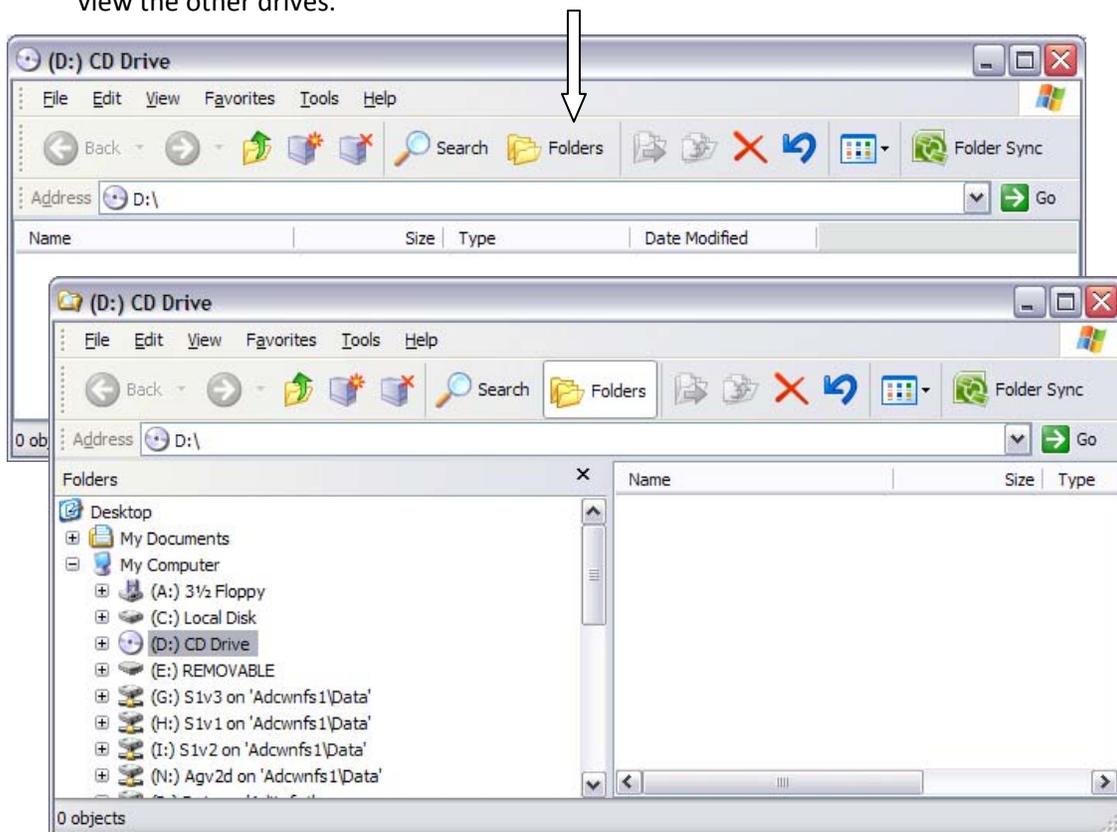
CDs have largely replaced the 3 ½ inch floppies for storing files, largely because floppies just didn't hold enough data. CDs can hold 700 MB of data, far more than floppies. And Microsoft Windows makes it just as easy to copy files to a CD as to a floppy.

Insert a blank CD-R CD into a **CDROM-writable drive**. Most College-owned desktop computers have these drives. When the drive tries to read the CD, it recognizes that it is blank and pops up the CD Drive window.



From here, follow these instructions:

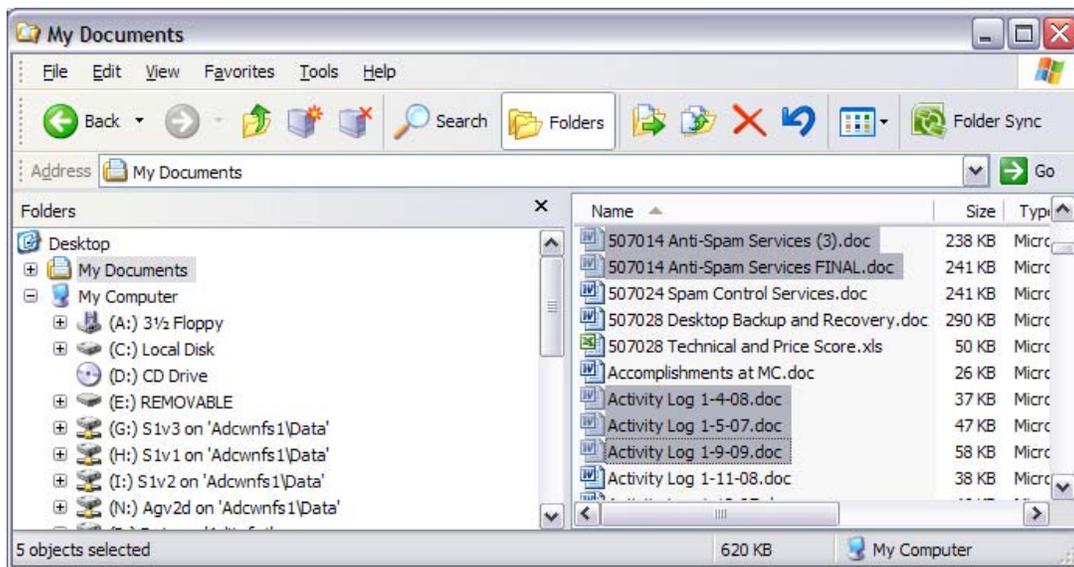
1. Select "Open writable CD folder using Windows Explorer."
2. Click the **OK** button.
3. A window for the empty CD will pop up. Click on Folders in the tool bar so that you can view the other drives.



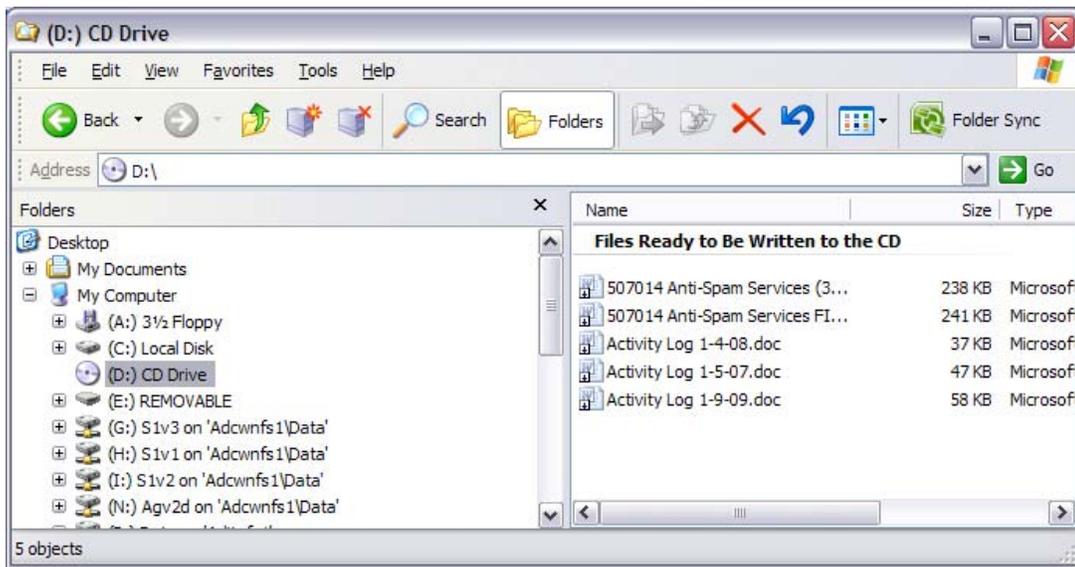
4. Maneuver to the folder containing the files you wish to copy, likely the \My Documents folder, but they could be elsewhere.

- Open the folder so that the individual files are listed in the **right column**. Highlight each file by holding down the **Ctrl** key while you mouse click each file you wanted copied or backed up. This method allows you to highlight non-contiguous files.
- Drag these files to the **CD Drive** in the **left column**. If you don't see it, click on the slider to scroll the list of drives and folders up or down. When you find the **CD Drive** (probably it has taken the drive position following the (C:) drive), leave it where you can see it. Then drag these highlighted files from the list in the right column to the **CD Drive** in the left column.

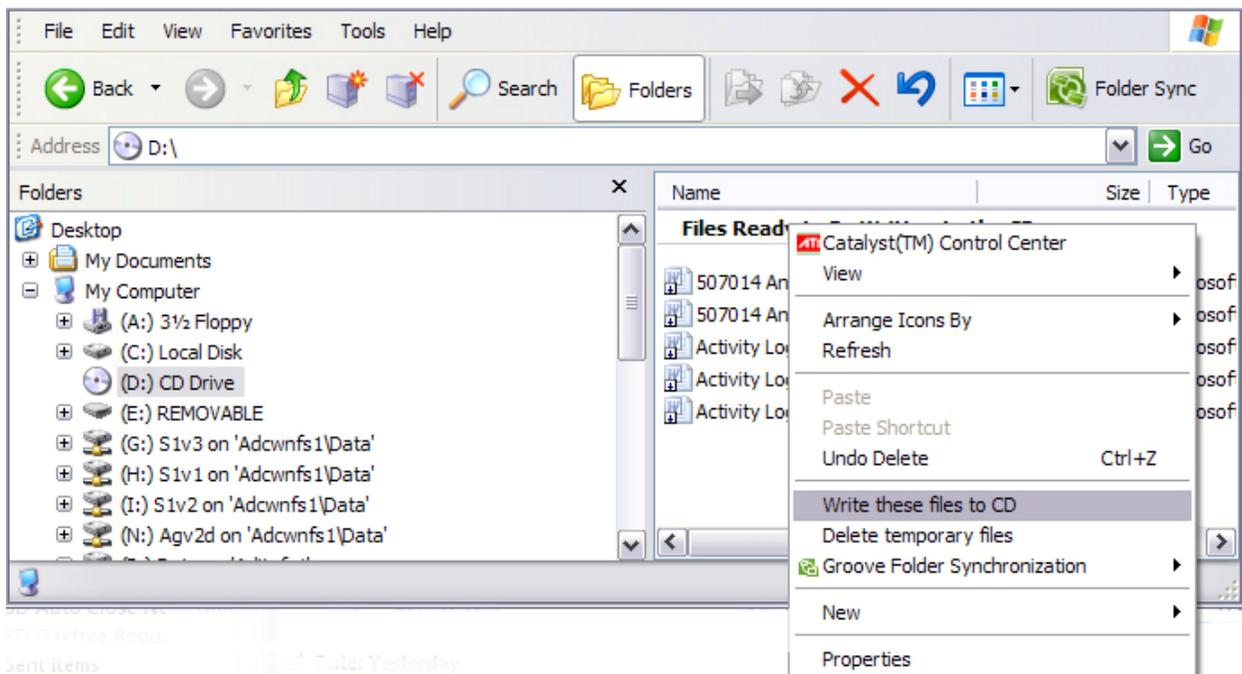
TIP: If you wish, or if you have trouble dragging the files, you can carefully right mouse click on the highlighted files (your **source files**) so that the context menu drops down. From there, use your left mouse click to select *Copy*. Now right mouse click on your **destination drive**, which is the **CD Drive**. From the context menu, select *Paste*.



- Click on the **CD Drive** to make sure your files are listed there. When you click on **CD Drive**, your files should show in the right hand column.
- You can go back to any folder and follow the same procedure to copy more files. Either use Click & Drag or Copy/Paste to get them into the **CD Drive**.
- When all the files are in the **CD Drive** (no, they aren't really there, just virtually there), notice the heading on the right says, **"Files Ready to Be Written to the CD."**



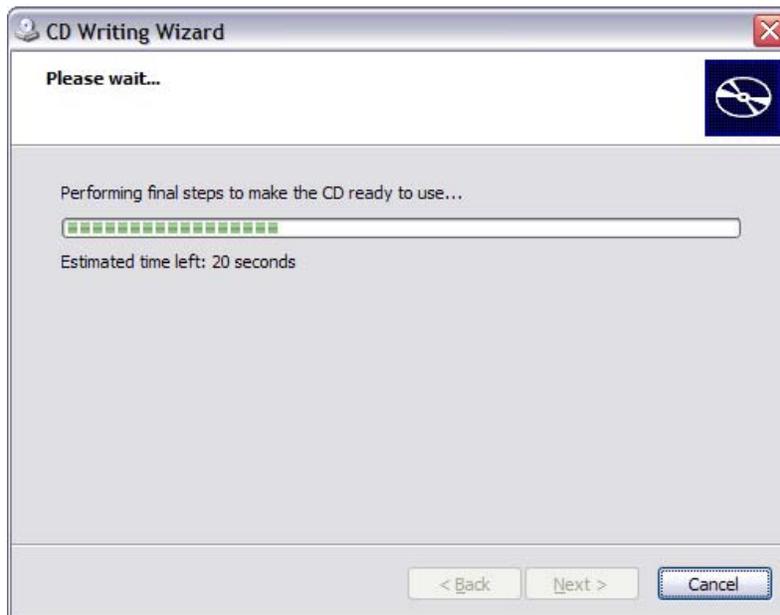
10. Typical of Microsoft, there's more than one way to take action. Start writing these files to the CD by doing one of the following:
- Right mouse click in the right column or on the **"Files Ready to Be Written to the CD."** Select *"Write these files to CD"* from the context menu.
 - OR, click *File* on the menu bar and select *"Write these files to CD."*



11. The CD Writing Wizard will open and show the current date in the **CD name:** box. You can change this if you want.



12. Click the **Next** button and watch the action. The Wizard shows you a progress bar and estimates how long the process will take.



13. When copying is finished the Wizard will close and your CD drive will eject the CD.
14. To verify that the files are on the CD, reinsert the CD and view the files.

Adding Files to a CD Already Containing Files

This copying method does not put an end marker on the CD; therefore, you can add other files at a later date. If you insert a CD with files already on it into the drive, Windows will not pop up the CD

Saving Files to CD in Win.doc

Bev Weidmann

Drive window. Instead it will display the contents of the CD in a Windows Explorer window (the process is really the same). To add more files, do the following:

1. Drag and Drop the file(s) to the drive with the CD in it (likely the (D:) drive).
2. Verify that the files show on the CD, under a heading that says, "**Files Ready to Be Written to the CD.**"
3. Right mouse click the heading and choose, "*Write these files to CD.*"
4. Run the CD Writing Wizard and continue as before.