



How to write to CDs in Highland Libraries



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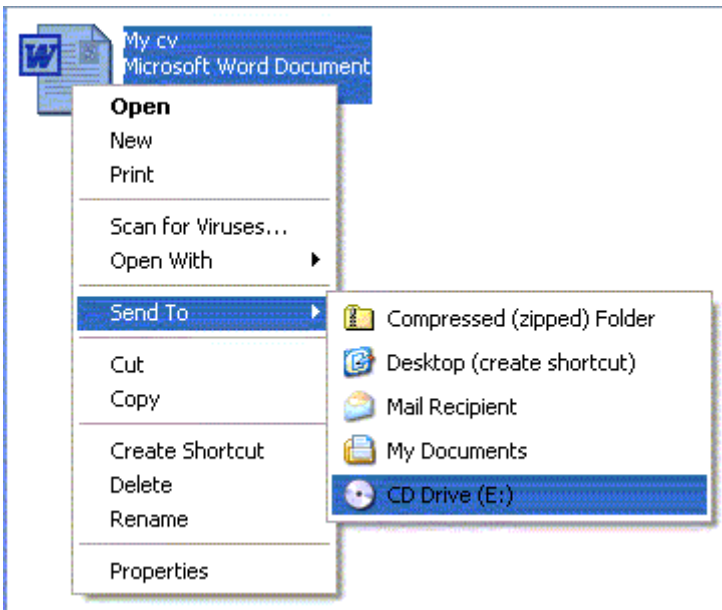
Writing CDs on Highland Library PCs

Please ensure that you allow sufficient time to write important files to CD before the end of your session as any files saved to the PC will be deleted when you log off. If you do not have a CD, you can buy one from Library Staff.

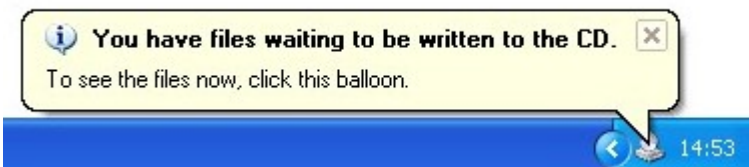
Firstly, it is recommended that you save the files you want to write to CD into the temporary storage facility, "My Documents" (note that when the PC restarts on log off, any files saved onto the PC will be deleted).

Put the CD into the CD drive (located on the right side of the PC). Click on the "Start" button on the bottom left of the screen and select "My Documents".

If you want to write just one file to CD, then right click on the file name, select "Send To" and select the "CD Drive (E:)".



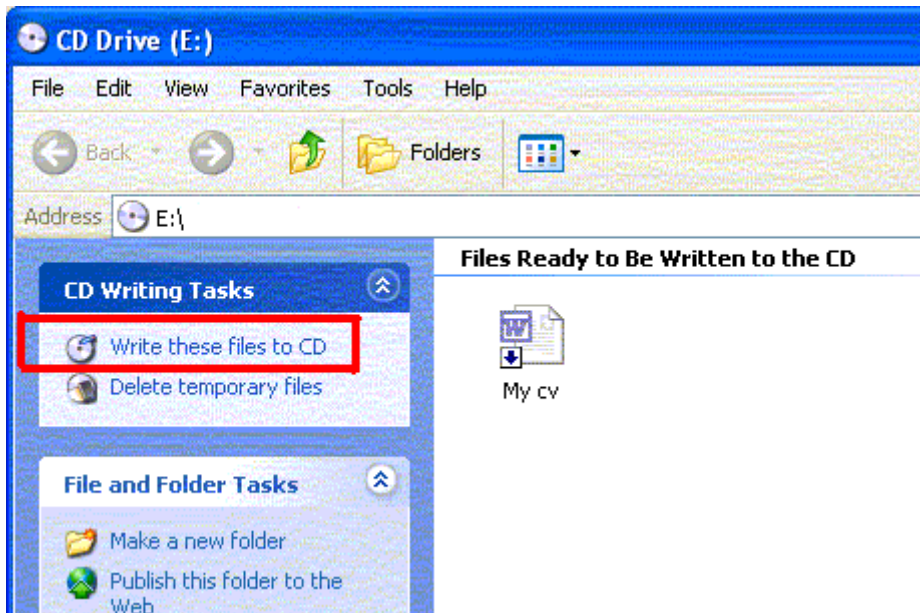
At the bottom right of your screen you should see the following balloon pop up.



Click anywhere inside the balloon and the following window will appear.

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The file(s) that you “Sent To CD-RW Drive” should appear under the heading “Files Ready to Be Written to the CD”. Click on the “Write these files to CD” link, highlighted below on the left of the window.



The following window will appear. Click the “Next” button and the files will begin to be written to the CD. Once the process is complete, the CD drive will automatically open.

