How to Burn a CD:

1. Insert CD into the CD drive

2. Create or open the file you want to edit and save

3. Click on **File**, then **Save As**

4. Save to **My Documents**

5. On the **Desktop**, or Internet **Explorer Links bar**, open the **D** drive

6. Click on **My Documents** (Other Places)

7. Right-click, then select **Send to CD Drive**

8. Click on the balloon at the bottom right-hand corner

9. Highlight the file to be saved

10. Click on **Write These Files to CD**, a wizard will open

11. Click **Next**

12. Click **Finish** when complete

13. The CD drive will **automatically** open when the file is saved. You can close it (with the CD still inserted) and see if the file is still there and will open on the computer.

Please see the Information Desk if you have further questions or if these instructions do not work.