

# Adelphi University Faculty Center for Professional Excellence

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## Burning CDs with Windows XP

Windows XP has a built in CD burning function that you can use when you need to copy files to a CD. It's easy.

### 1. Find your files

From the desktop, double-click on **My Computer**, then search for your files where you have saved them. (For more help on this, see the FCPE's **Using Windows 2000** or **The Windows File System** handouts.)

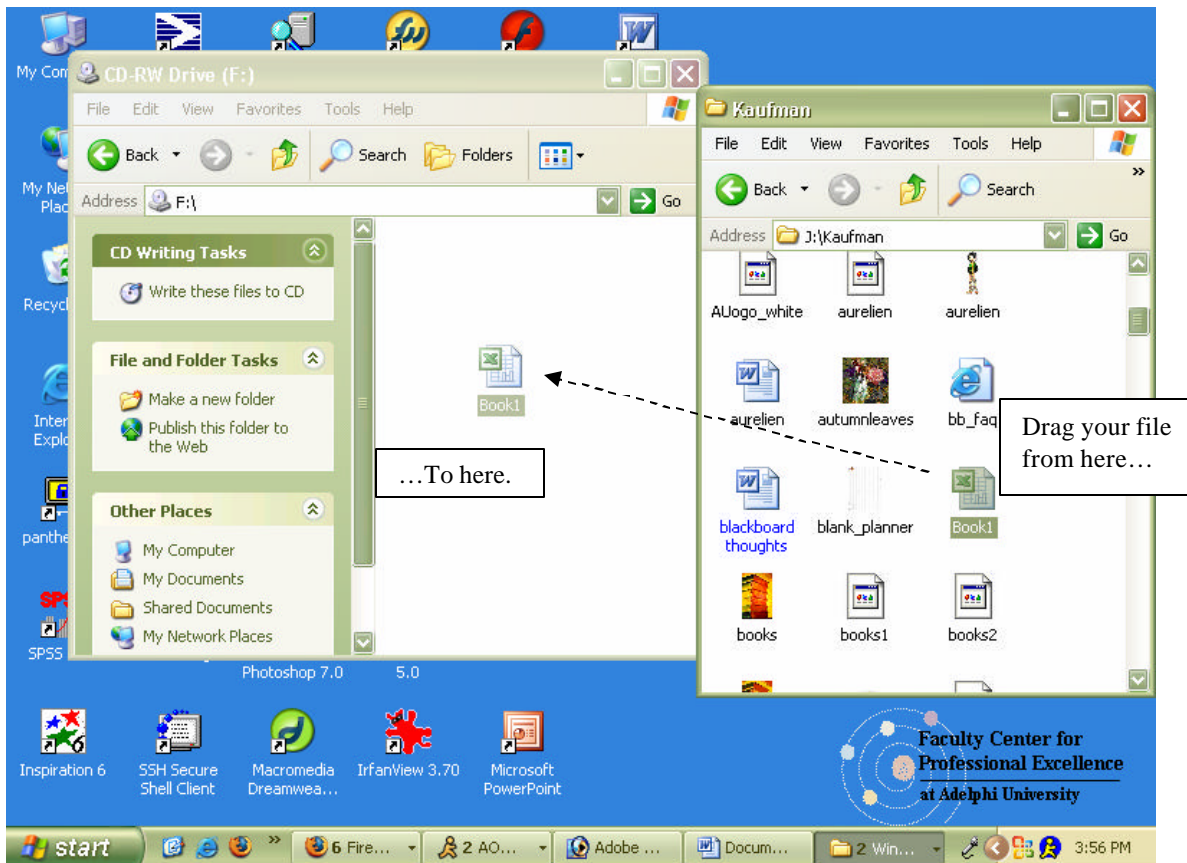
### 2. Insert your CD

Put a blank CD-R or reusable CD-RW into the computer's CD drive.

### 3. Move your files onto the CD to prepare them for burning

Keeping the window containing your files open, double-click on My Computer again. This time click on the CD drive. You now have two Windows Explorer windows open. One shows your files to be burned, and one shows the contents of your CD.

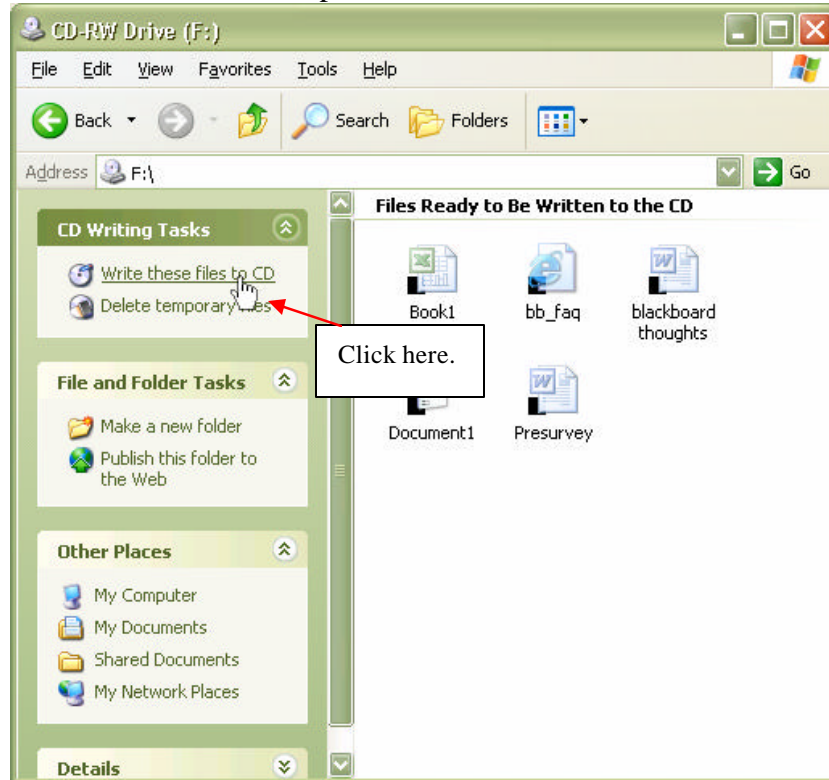
Drag your files from your folder onto the CD drive.



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Every file you move to the CD will appear under “Files Ready to Be Written to the CD.” Once you have moved all your files to the CD drive, look at the left panel of the window. Click the “Write these files to CD” option.



A window will appear asking you to name your disc. Type a name, then click Next. Continue to click Next through the steps of the wizard until your disc ejects.

Congratulations! You’ve burned a CD of your files.