

MOVING FILES TO CD

Insert blank CD

Start programs

 Accessories and utilities

 Roxio

 Direct CD Format Utility

 Format CD

My Computer

 Open D:

My Computer (again)

 Open H:

 Move files/folders

 Drag files/folders over using the right-click button

 Select multiple files (Several methods)

 (Shift-Click)

 (Drag a box around multiple files)

 (Edit Select All)

 Right-Click

 Move

Eject CD

 Choose Finalize CD

Note: Even though you have “finalized” the CD, you can add more files to it later.