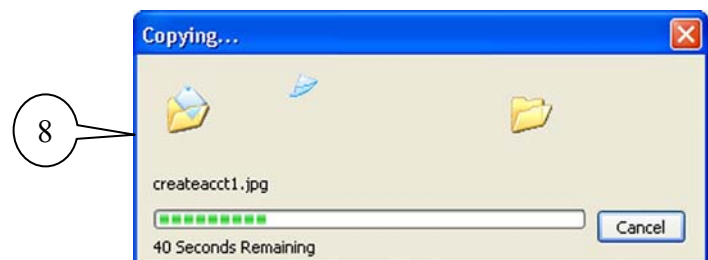
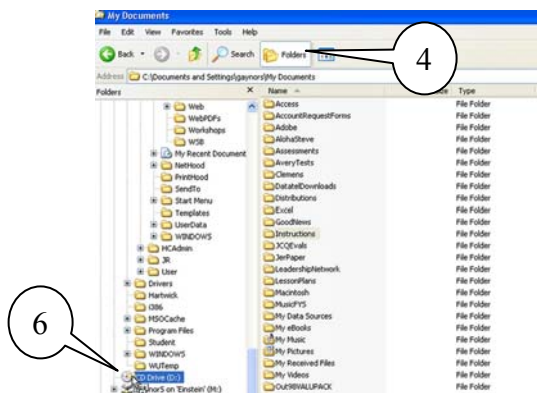


Burning a CD Using Windows 'Drag n Drop'

1. Verify that the computer you are using has a CD Burner (should say CDRW on the CD drive).
2. Save any files you are working on and close them.
3. From the desktop, double click on My Documents.
4. On the toolbar, click once on the "Folders" button. This will change the view on the left side of the screen to a directory view.
5. On the left side of the screen, navigate to the location where you have saved your files, and click to select that location so the files you wish to back up are displayed on the right side of the screen.
6. On the left side of the screen, be sure you can see (but do not click on) the CD drive. You may need to click the + to the left of 'My Computer' to display the CD drive. (If you need to, use the scroll bar to adjust the view on the left side of the screen so you can see My Computer and the CD drive).
7. Use your mouse to drag the files you want to put on the CD from the right side of the screen and drop them on the CD drive on the left side of the screen.
8. Depending on the number and size of the files, you may see a window displaying the status of the copy. This is creating an image which will later be burned to the CD.



9. When that copy is done, you can drag additional files from other locations to the CD if you wish.
10. When all the files you need have been dragged to the CD, click the balloon notice in the lower right corner of the screen that says "you have files waiting..."
(If the balloon notice is not visible, click the CD drive on the left side of the screen and click the "folders" button on the toolbar to get the "task" view on the left pane.)
11. The view will change to display the files you have selected for burning to CD.
12. On the left side of the screen, click the link for "Write these files to CD".
13. A window will ask for a name for the CD. Accept the default or enter a name of your choosing and click next
14. When the copy is finished, click the finish button and remove your CD from the drive.

