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Copying to a CD-R in Windows XP

To copy files and folders to a CD in Windows XP:

1. Insert a blank –R (NOT –RW) CD into the CD drive.
2. Double-click My Computer, and then select the files or folders that you want to copy to the CD. To select more than one file, hold down the CTRL key while you click the files you want. Or if you want everything go to the EDIT menu and choose **Select All**
3. Click one of the following options:
 - Copy this file**
 - Copy this folder**
 - Copy the selected items**
4. In the Copy Items dialog box, click the CD recording drive, and then click **Copy**.
5. In My Computer, double-click the CD recording drive.
Windows displays a temporary area where the files are held before they are copied to the CD. Check that the files and folders that you intend to copy to the CD are displayed under **Files Ready to Be Written to the CD**.
6. Under **CD Writing Tasks**, click **Write to CD**.
7. After the CD Writing Wizard starts, follow the instructions in the wizard.
8. When the process is done, the wizard gives you an opportunity to create another copy of the same information. If you want to create multiple copies of the same CD, click **Yes write these files to another CD** and insert another blank CD into the CD recorder. Follow the instructions in the wizard. **NOTE:** After you copy files or folders to the CD, it is useful to open the CD to confirm that the files are copied.

Deleting CD temporary files

To delete files and folders from the CD recorder temporary storage area:

1. Double-click **My Computer**, and then double-click the CD recording drive. Windows displays a temporary storage area where these files are held before they are copied to the CD. Files or folders located in the temporary storage area are listed under **Files Ready to Be Written to the CD**.
2. Under **CD Writing Tasks**, click **Delete temporary files**.

Windows deletes the files and folders from the temporary storage area and moves them to the Recycle Bin.

NOTE: When you delete the contents of the temporary storage area, you make this area available for another set of files and folders that you want to copy to the CD. The files are not deleted from their original location on your computer or from the CD.