

BURN CDs WITH THE WINDOWS APPLETS

Beginners' Kaffee Klatch
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May 29, 2010

Burning CDs can be a source of frustration for many beginners, but if you use Windows XP, Vista, or Win7 you have an integrated primitive-but-usable CD-burner.

To use this feature, **right-click** a target file or folder. From the context menu that appears, select **Send To**, then your **CD/DVD drive**. Repeat these steps for each file you want to burn (copy) to a CD. This will place a copy of each item in a separate holding area. When you are ready to burn the files, insert your CD, then go to My Computer, right-click your CD drive, and select **Write These files to CD**. That's all there is to it. Sit back and let the process do its thing.

During the session, we will show you how to burn multiple files/folders as easily as it is to copy and burn a single issue.