

How to Burn a CD in the Media Center:

1. Look on the monitors for the sticker that says “This computer BURNS CDs”
2. Save your document to your H drive
3. Open “My Computer”
4. *Copy* or *cut* the document you want to burn (right click and select *copy* or *cut*)
5. Open “CD/DVD Drive” (you should see a blank screen with options on the left hand side)
6. Right click and *paste* your document on the blank screen
7. Click “Write these files to CD” (located on the left hand side of the screen) and follow the prompts
8. Be sure to check that the files were burned on the CD before you leave the computer!

NOTE:

The following computers will burn CDs: 1, 2, 3, 4, 5, 10, 12, 13, 14, 22, 23

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