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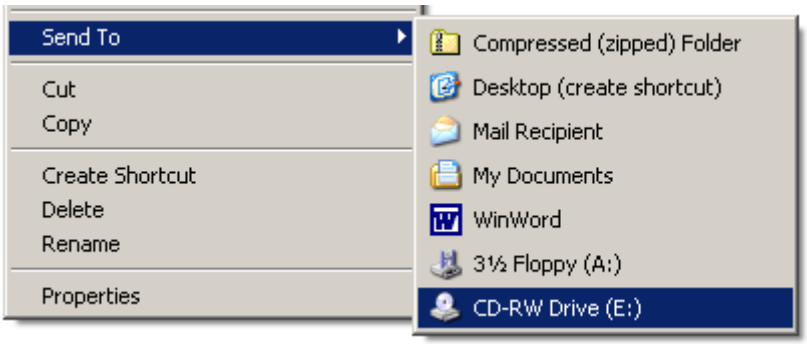
LIBRARY

Saving work to a CD / DVD

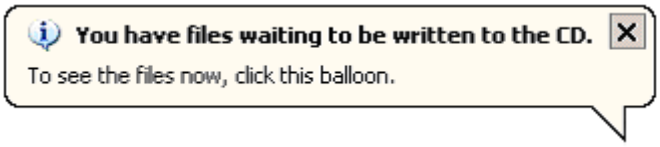
First the save file(s) that you wish you copy to the CD/DVD onto your H: drive.

There are many ways of transferring these files to a CD/DVD but one way of doing this is to click on the ***Start*** button and got to ***My Documents***. Select files to be copied to CD before right clicking on these files, choosing ***Send To*** and selecting the CD-RW/DVD-RW drive:

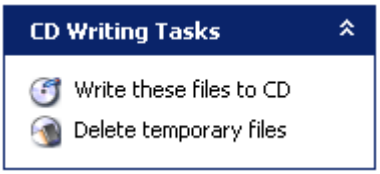


Note: The drive may be a CD-RW or DVD/CD-RW, and the drive letter may be different (in this case E:), depending on the configuration off the computer.

The files will then be copied to the CD/DVD. At this point you may get the following balloon pop up from the system tray in the bottom right hand corner of the screen:



in which case follow the instructions and click on the balloon, otherwise browse to ***My Computer*** and double click on the CD-RW drive:



Check all the files you want to copy are showing, if not repeat the above, then (in the top left hand corner of the screen) click ***Write these files to CD*** (also available through ***File*** on the menu).

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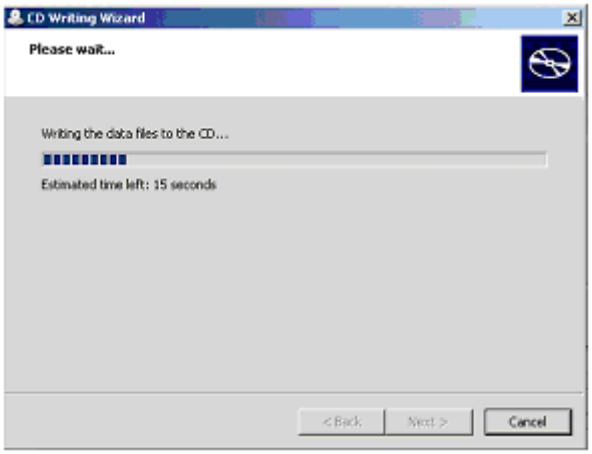
The ***CD Writing Wizard*** will then start. Enter a ***CD name:*** (if required) then click ***Next.***

Wait for the wizard to write the files to the CD:



You will then get the following message confirming that ***You have successfully written your files to the CD***

Click ***Finish*** to close the CD Writing Wizard and return to your work.

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