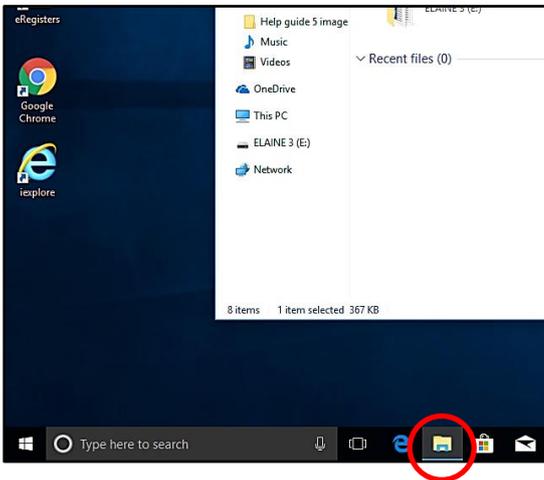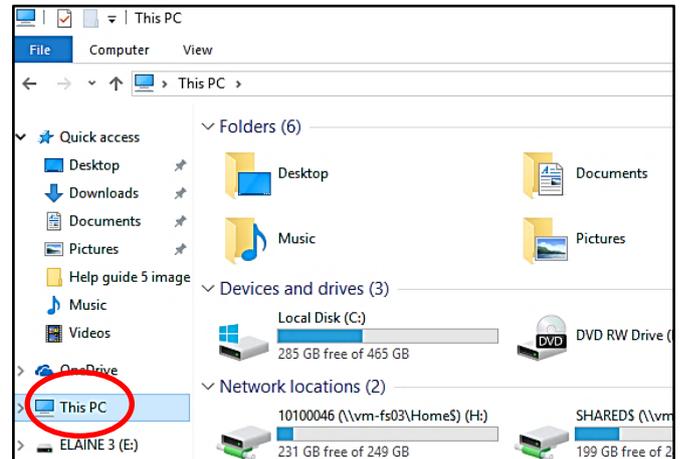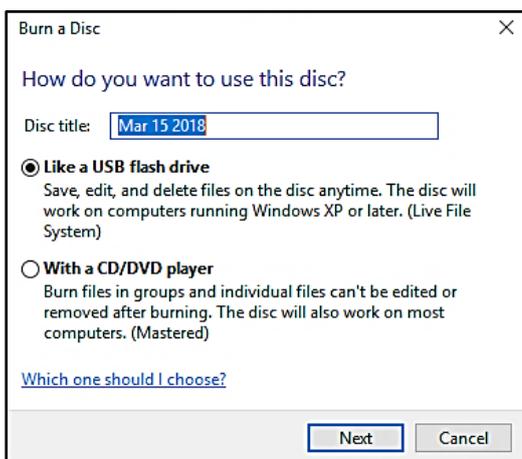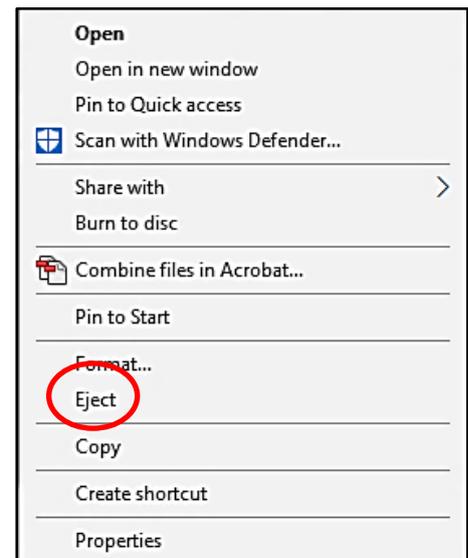# Help Guide 1

Burning files to CD

1. In Windows, search for and open **File Explorer.**
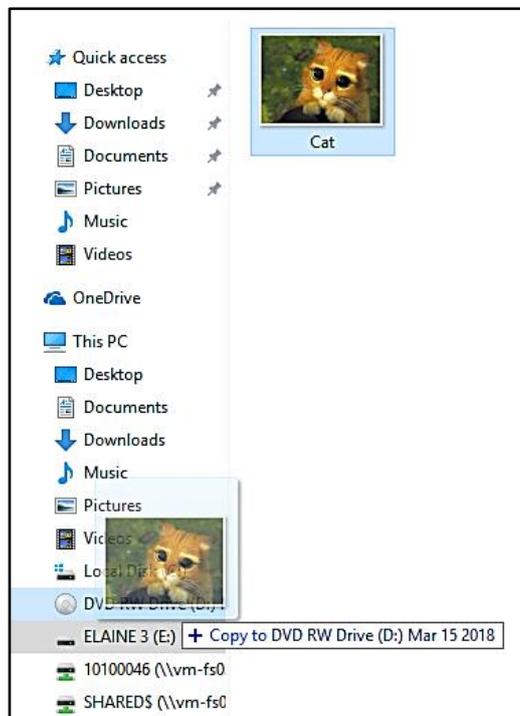

2. Click **This PC**.

3. Right-click the name of the disc drive and select **Eject**. Remove any discs from the drive that may have ejected at this time.

4. Insert a blank disc into the drive and close the drive.

5. Double-click the drive icon to open the **Burn a Disc** window.

6. Type a title for your disc (default is the date), then select **Like a USB flash drive or With a CD/DVD player**, depending on how you want to use the disc.
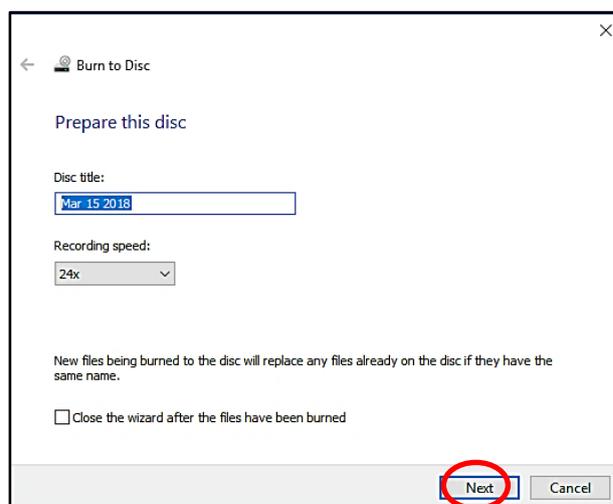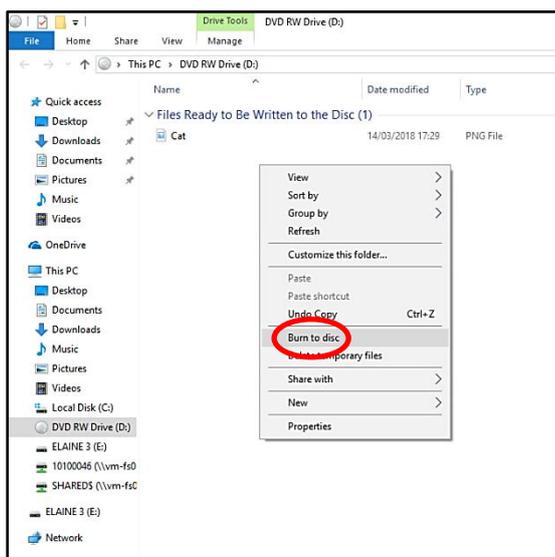
If you select **Like a USB flash drive**, the files copy to the disc. You can save, edit, and delete files on the disc many times, but the disc might not work in other computers and devices. To use this option, follow these steps:

1. Click **Next** in the **Burn a disc** window.
   A **Drag files to this folder to add them to the disc** message displays.

2. Select the files to be added to the disc, then drag them to the drive icon. For example, if you want to copy your cat photo from drive (E:), drag the cat photo to the **DVD RW Drive (D:)** icon.

3. When all the files are copied, you can eject the disc.

> If you select **With a CD/DVD player**, the files are burned to the disc. These files cannot be edited or removed from the disc, but the disc can be used on most computers. To use this option, follow these steps:

1. Click **Next** in the **Burn a disc** window. The disc formatting process begins.
   A **Drag files to this folder to add them to the disc** message displays.

2. Navigate to the files, select them, then drag them to the drive icon. The files display in a **Files Ready to Be Written to the Disc** window.

3. Right- click the empty area, then select **Burn to disc**.

4. In the **Prepare this disc** window, type the disc title, select the recoding speed, then click **Next**. Your selected files burn to the disc.

5. When the burn process is complete, a **You have successfully burned your files to the disc** windows opens. Click **Finish** to close the window.