



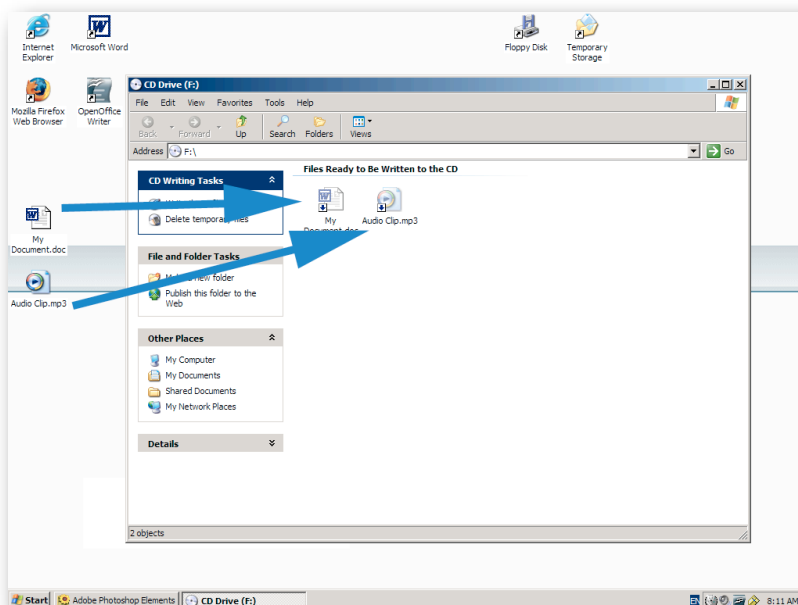
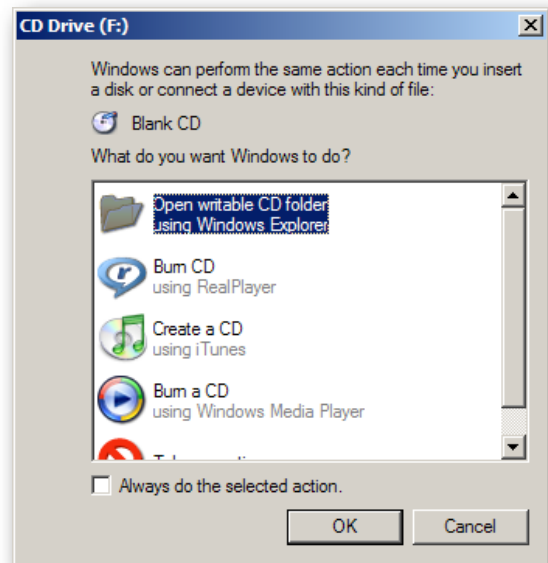
CD Burning on Windows XP

Recording Data CDs

1) Insert the CD

Press the button on the front of the computer to eject the CD-RW drive tray. Put your blank CD-R or CD-RW into the tray and push it closed. Wait several seconds while the CD begins to spin and the computer recognizes it. Finally, a prompt will appear, like the one at the right, that asks what you want to do with your blank disc.

Choose the first option, **Open writable CD folder**. An empty window will appear, representing your blank CD.



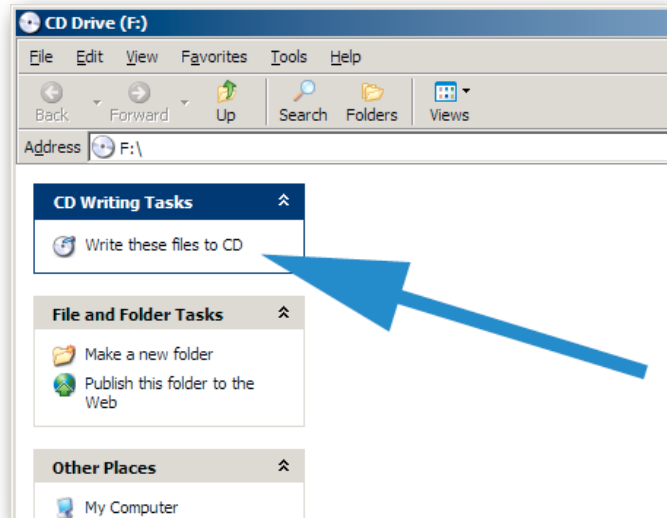
2) Add Files

You can add files to the disc by dragging files onto the empty window, or by using the **File -> Save As...** option in any application to save your file to the CD-RW drive.

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3) Burn the Disc

On the left-hand side of the CD-RW window, click on **Write these files to CD** to burn your disc.



Next, the CD Writing Wizard appears. You can give your CD a name, if you wish, or just press next to start burning the disc.

You will see a progress indicator as the CD burns. Wait until the burn is complete before you try to take the disc out. You can do other things, though, while it burns.

To eject the disc, press the eject button on the front of the computer, under the CD tray.

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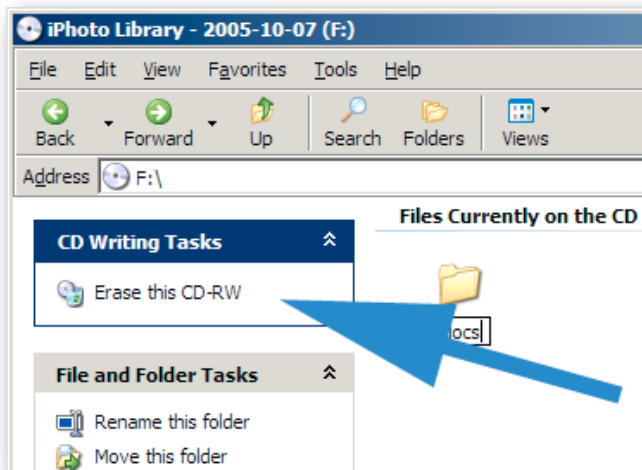
Erasing a CD

1) Check Your CD

Only CDs marked "CD-RW" (RW = re-writable) may be erased and used again. So, check to make sure you are using that kind of disc first. If you have a CD-R, you cannot erase it.



2) Insert the Disc



Insert your disc as before. If your disk does not open automatically, double-click the CD-RW icon on the desktop, or click on **Start -> My Computer -> CD-RW Drive** to open the disc. If it is a CD-RW disc, on the left side of the window, you will see **Erase this CD-RW**, as shown below. Click there to begin.

The **CD Writing Wizard** will appear. Click next to erase the disc.

Windows only performs a so-called "Quick Erase". This means that **you must use a Windows computer** to burn your disc the next time



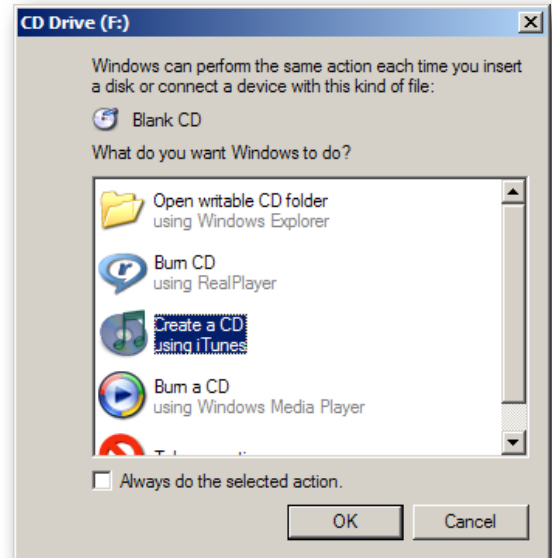
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Recording Music CDs

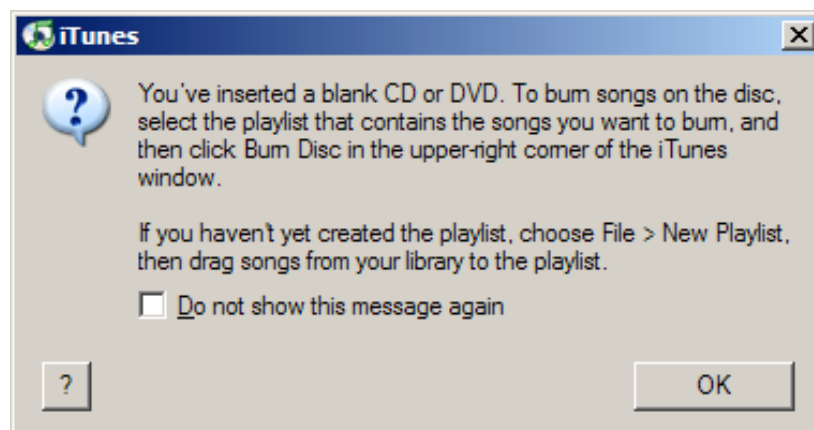
You can also burn a CD that will play in a normal stereo system or CD player. You can find free, legal, music on the Internet or make a mix from other audio CDs that you own.

1) Insert CD and Start iTunes

Insert your blank CD into the computer. When the prompt appears, like at right, choose **Create a CD using iTunes**. iTunes is a music library and CD-burning program, among other things.

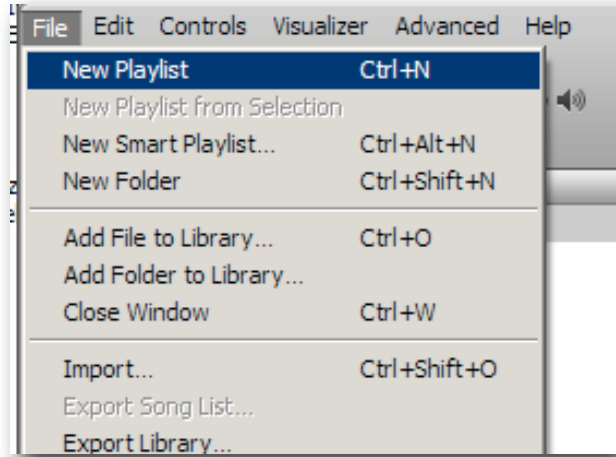


iTunes will start, then you will see an instructions message like the one below. Click **OK** to continue.



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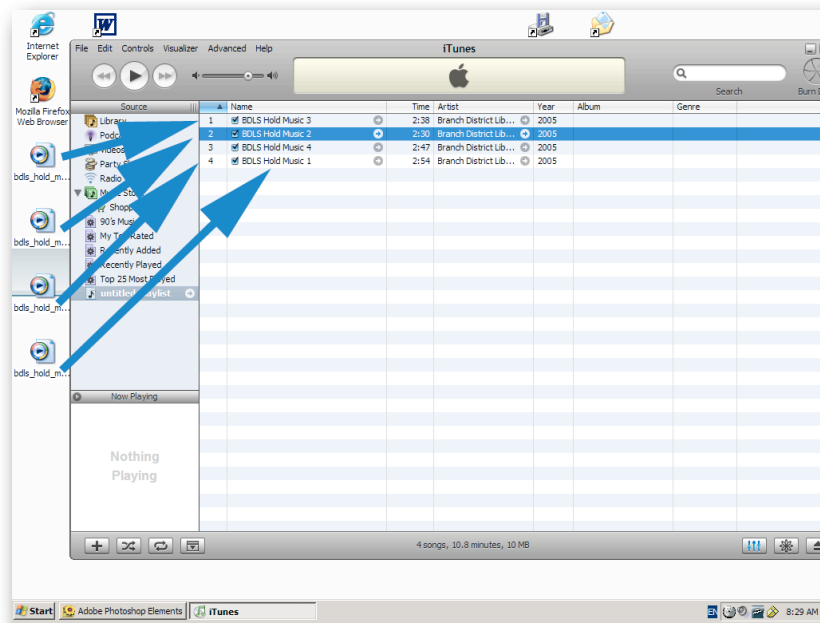
Once iTunes is running, you need to create a playlist that you can burn. To do this, click on the **File** menu, then select **New Playlist**, as shown at right.



You can rename the playlist after you create it. This name is the label that the CD will get, and what you will see under it's icon when the CD is burned.

2) Organize Your Playlist

You can drag any audio file that iTunes will play onto your playlist, as shown below.

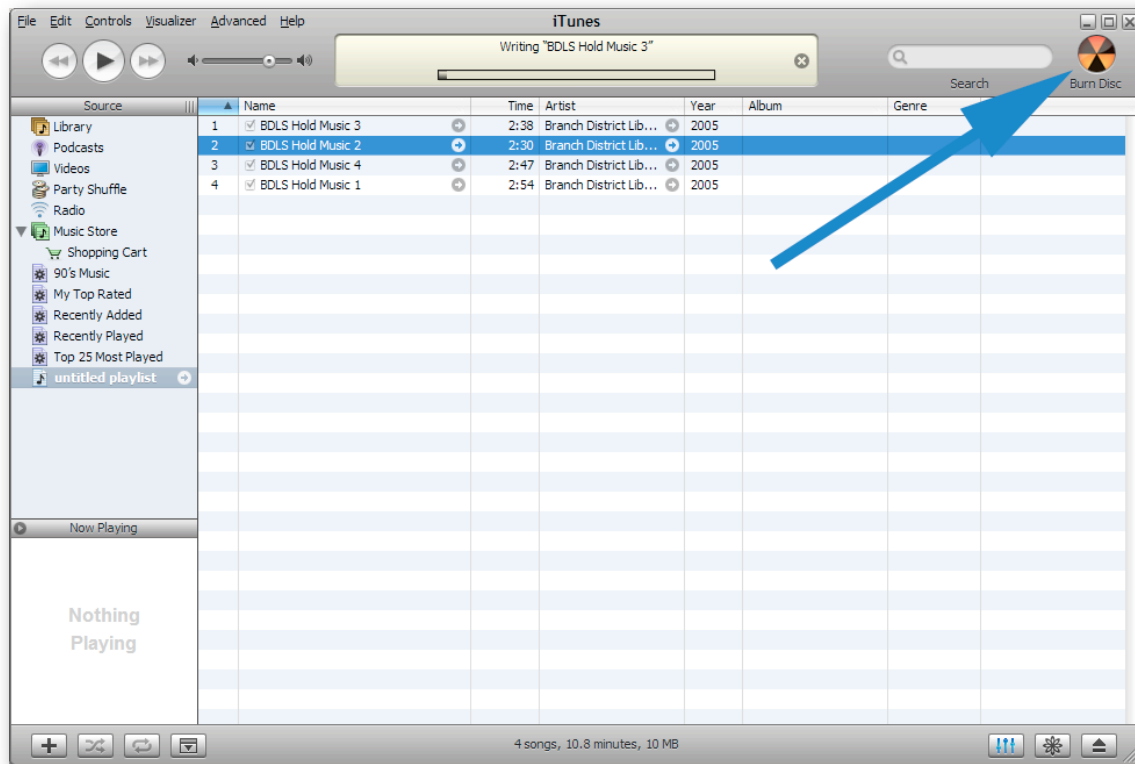


The status bar at the bottom of the window will keep a running tally of how long your music CD will be. Depending on what kind of CD you bought, you will have either a 74- or 80-minute limit.

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3) Burn Your Disc

While in the playlist window, click the **Burn Disc** button at the top right corner of the program, as shown below, and the burn process will begin automatically. The length of time it takes will vary with how many songs you have added to your playlist and how long they are.



When the burn process is completed, you can listen to the disc in iTunes, or you can eject the disk.