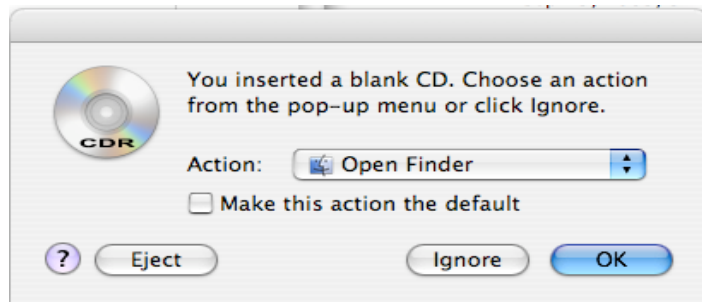
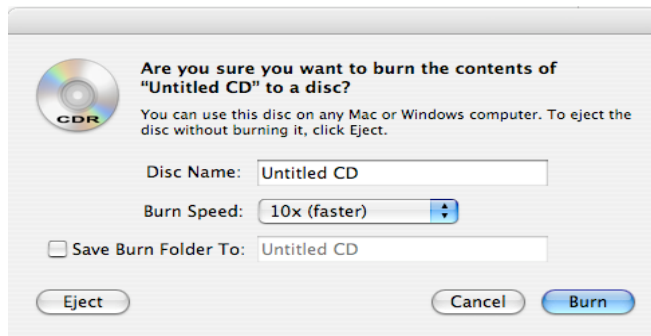


How to Copy Files, Movie or Music to a CD and Burn the CD

1. Open your **Documents Folder** for any files, Open the **Movies folder** for any imovies, Open **itunes** for an music files, Open **iphoto** for any pictures you want to copy, Open **Entourage** for any mail files you want to copy.
2. Find the files, the movie, the itunes, photo, or e-mail that you need/want to save.
3. Put a blank CD into your computer. All teacher e-macs can burn CD's
4. As message will appear **Click OK** and the CD will show up as **Untitled CD** on your desktop.



5. **Drag all files that you want to save onto the CD**
6. Double Click the CD to check to see if it has all the files you want.
7. Close the window that shows the contents of the CD and **DRAG the CD down to the TRASH.**
8. The Trash can will change to a **BURN CD WHEEL.**
9. A window will show up. **Name your disk** and click **Burn.**



10. The named CD will appear on the desktop when the burn is complete.