

Burning a CD

Note: Teachers have the capability to burn CDs on their laptop computer. Students can burn a CD if logged into the Multimedia Computer in the Media Center.

1. Insert a CD into the CD drive.
2. Open My Computer > CD Drive.
3. Drag and drop files into the CD Drive folder.
4. Click on 'Write these files to CD' on the left side of the folder.
5. Give the CD a name and click 'Next.'

Note about audio CDs

To burn an audio CD, follow the same steps as above. For playback in a CD player (not the computer), Windows Media Player will typically convert your audio files (such as .mp3) to the format needed for playback in CD players, which is .cda. If you need to convert files, you can download a free converter from <http://www.nch.com.au/switch/plus.html> or see one of us in the media center.

Have questions or need help? Stop by the media center and ask Mrs. Frilot or Mrs. Golemme.