

## How to Burn a CD

The purpose for copying files onto a CD is to back up important data that you do not wish to lose. Another reason is to archive large files that you do not need to update frequently. This will free-up space on your computer's hard disk.

1. Insert a blank CD into the computer (CD-R is preferred over CD-RW.)
2. If an option window appears, select "Open Finder."
3. Double-click on the CD icon to open a window.
4. Drag the files & folders you wish to copy into this window.
5. Click on the "burn" icon ( the circle with the black & yellow slices.)
6. Click on "burn."



## How to Burn a Music CD in iTunes

1. Open the iTunes software. (You will need to have the songs in iTunes by either importing them from your music CD or by purchasing them online.)
2. Create a "playlist" folder by clicking on the "+" icon. You may give it a name.
3. Drag desired songs into your playlist in whatever order you wish. (The maximum number of songs that can fit is approximately 18.)
4. Insert a blank CD.
5. Click on the "burn" icon at the top right corner of the window.

