

Opening a document on a CD

1. Insert your CD into the proper drive.
2. Click on the CD icon. A box will open and you will see the contents of the CD. Click on the document you wish to open.

Save your work frequently. Follow the directions below.

Saving a document to a CD

1. Go to **File** on the tool bar, drop down to **Save As**.
 2. Choose a file name at the bottom of the dialog box that opens. At the top of the box, near **Save In**, save your document to the **My Documents** folder. If necessary click on the black arrow to drop down the options and choose **My Documents**.
 3. Close your document.
 4. Insert your CD.
 5. Open the folder labeled, **My Documents**, using the icon on the screen.
 6. Click on your document. To the left you will see a list of options, choose move file.
 7. A box opens. Click on CD Drive (D) and then click **Move**.
 8. Click on the CD drive icon on the desk top.
 9. You should see your document listed, click on it and click on **write these files to CD**.
- The CD Writing Wizard will open and take you through the remaining steps.**

