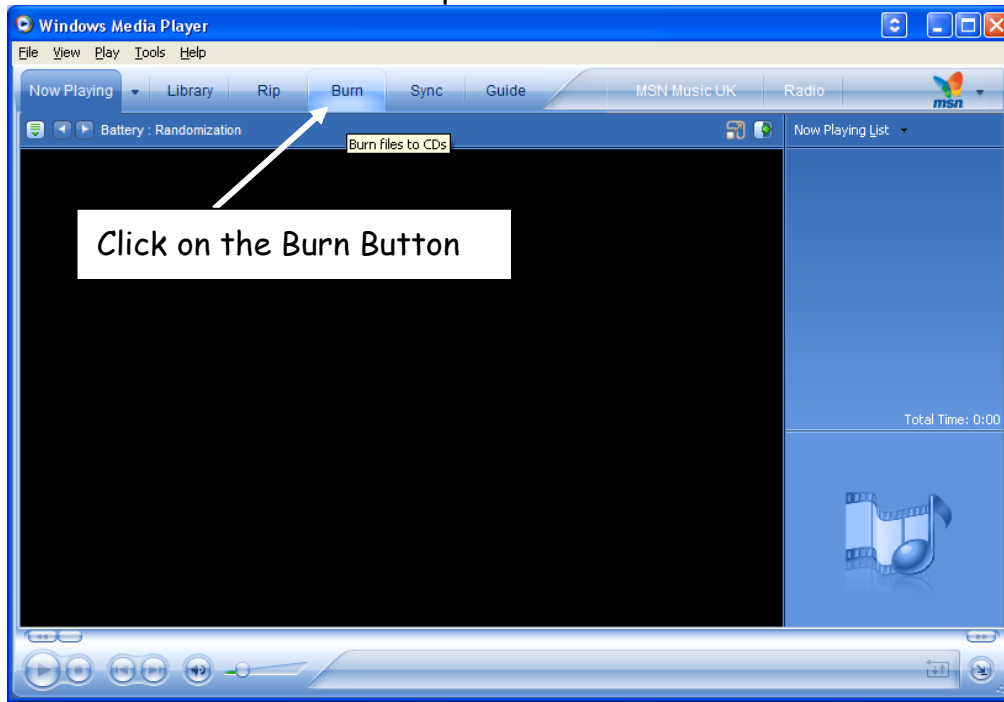


## HOW TO BURN FILES TO A CD

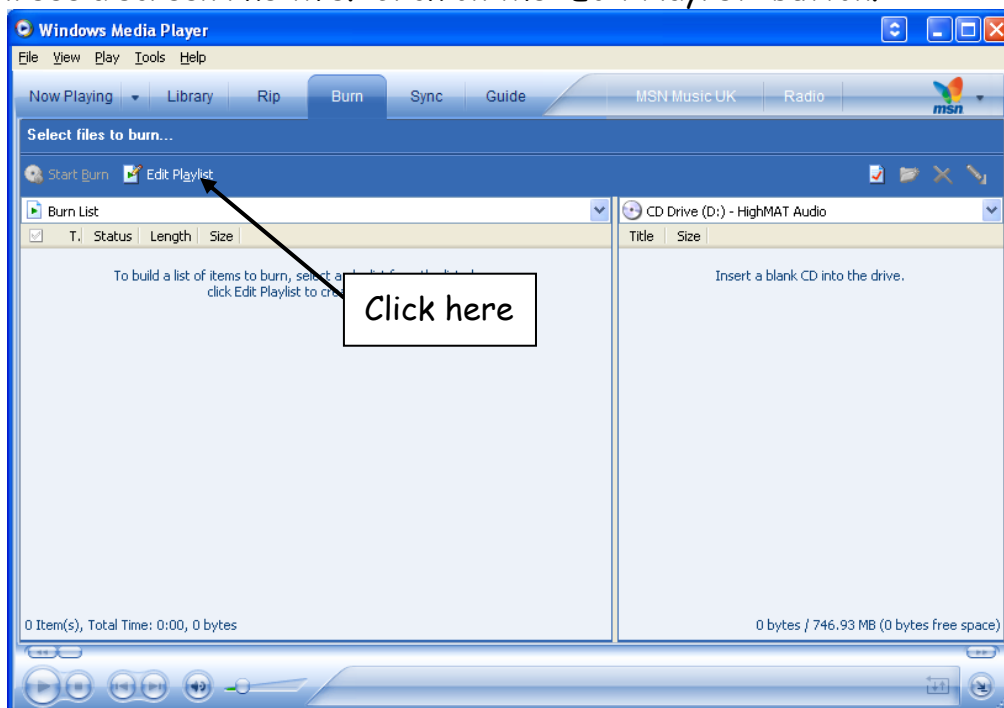
Here I shall demonstrate how to burn files to a CD, either as an Audio CD (for listening in any CD player), or as a MP3 CD.

1) Open up Windows Media Player. There are other files that you can use for burning, but this is probably the most common one.

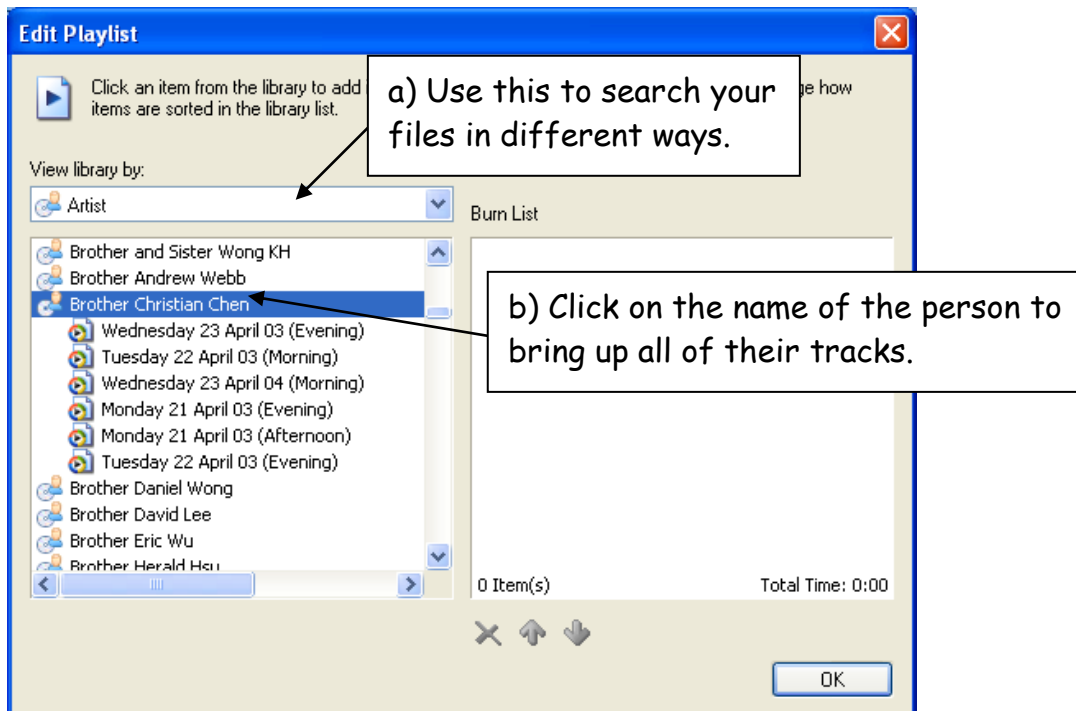
2) Click on the "Burn" Button at the top of the screen.



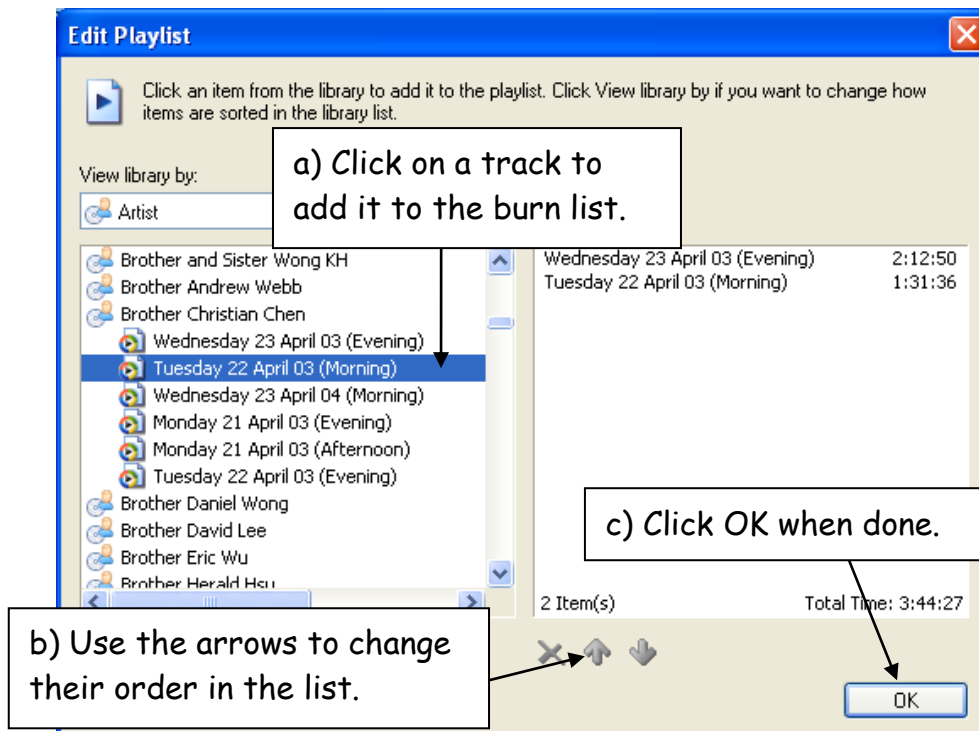
3) You will see a screen like this. Click on the "Edit Playlist" button.



4) This will then bring up a playlist. You can search in different ways. In this case I have searched by "Artist". Click on the name of the person, and this will bring up all of the tracks which are in their name. Below you can see the tracks of Christian Chen.

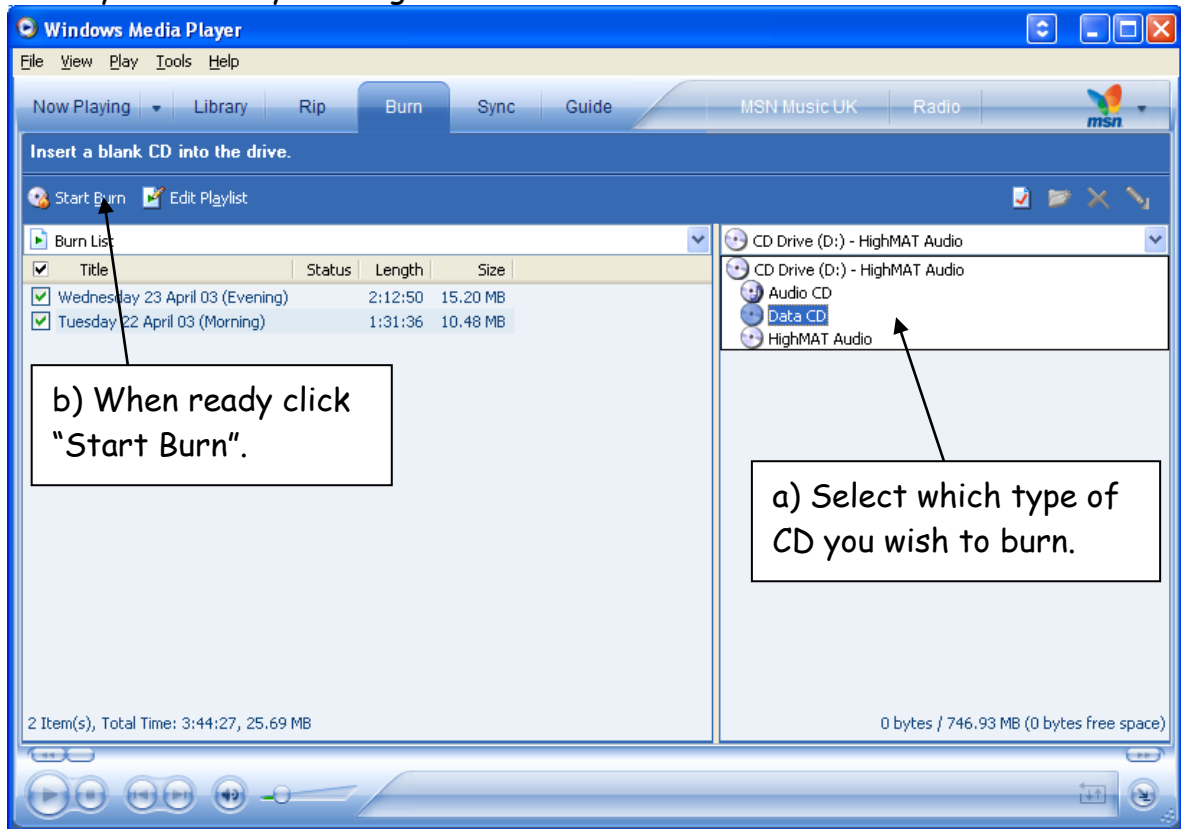


5) Click on the track name to add it to your burn list. Use the arrows to change the order in which you burn the tracks. The order is particularly important if you are burning an AUDIO CD, as this is the order in which it will play. Click "OK" when you are done.



**NOTE:** You can only burn up to 80 minutes of a talk onto an Audio CD. Any more than this will NOT fit on it.

6) Select the type of CD that you want to burn. If you are burning an MP3 CD select "Data CD" as your option. Once you have chosen this, and chosen all your files, you can start your burn by clicking "Start Burn".



This should then have allowed you to burn your CD as required.