How to burn files to a blank CD in Windows XP:

1. Navigate to the files you want copied.
2. Insert blank CD-R or CD-RW.
3. Highlight the files you want copied.
4. Right-click one of the highlighted files.
5. Select “Send To,” then select the CD drive (usually drive E: or D:)
6. Close all windows.
7. Go to My Computer and double-click the CD drive.
8. You should see the files you sent there. **Note: They are not actually on the CD yet!**
9. On the left side of the window, you will see an option to “Write These Files to CD.”
10. This will bring up a CD wizard. Follow the wizard to the end and it will write the files to the CD. It will notify you when the files have finished being written.