How To
Save To CD
Quick Reference Card

MONROE COUNTY LIBRARY SYSTEM
Tel. (734) 847-6747 | traininglab@monroe.lib.mi.us

1. Save Document to Computer

1. Save the document to the My Documents folder on the computer. (Even if the document is opened from the CD initially, to save an updated version back to the CD, it MUST be saved to My Documents first).

2. Minimize the document and verify that it is in the My Documents folder by double clicking the My Documents icon.
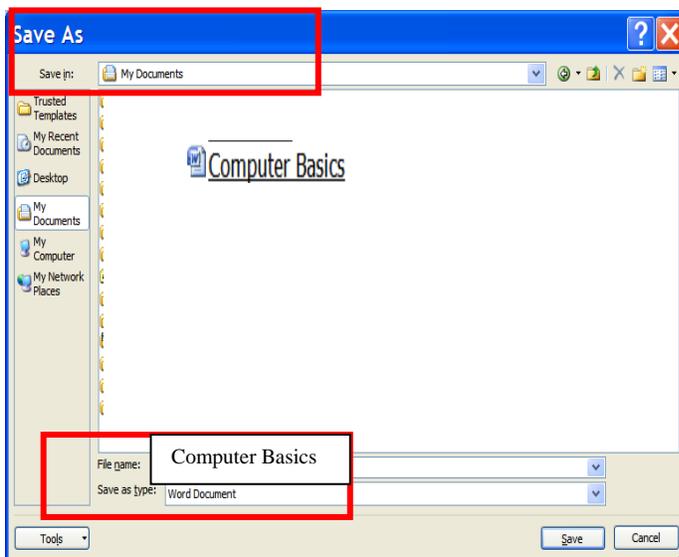
3. After verifying that the document has been saved, close the document. Leave the My Documents window open.

2. Place CD in Computer

1. Put the CD into the CD drive of the computer.

   a. (If the CD is already in the drive you can double-click the My Computer icon on your Desktop and then double-click the CD icon to open the CD.)

   b. *If the CD is blank, Windows will first ask what you'd like to do.*

   c. **Choose to** *"Open Writable CD folder using Windows Explorer" (top option) and* **Click OK.**

Shortcuts and Tips

General

Open a Document	**<Ctrl> + <O>**
Create New	**<Ctrl> + <N>**
Save a Document	**<Ctrl> + <S>**
Print a Document	**<Ctrl> + <P>**
Close a Document	**<Ctrl> + <W>**
Help	**<F1>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Undo	**<Ctrl> + <Z>**
Redo or Repeat	**<Ctrl> + <Y>**

Saving Tip

Please note: If a patron is using a CD-R they will need to save any files they are updating with a new file name. These **cannot** be "rewritten" **(updated with the same name)**

How to Drag and Drop

Point to object
Click and Hold left mouse button
Move and drag object to new position
Release the mouse

Tip: If you are dragging to a folder and another folder is highlighted, click on the appropriate folder to view the object to repositioned.

View Two Windows at Same Time

Open My Documents and resize by dragging a corner toward center of window, or drag a horizontal and vertical side individually until you have desired size.
Open My Computer and use same steps until you can see both windows. Click in blank area of Title bar to move each window into position.

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2.   Drag and drop the file from My Documents to the CD window.

a.   *If you cannot see both windows resize the windows by dragging their edges.* (Point at the file in the My Documents window, press and hold the left mouse button, drag the file to the CD window and release the left mouse button.)

Viewing Folder and Task Panes

Click on the Folders Button on the tool bar to view the list of folders in the opened window.

To see the list of tasks for currently opened window, click on the Folders button again.

Trouble with Copying Box

If you get a box that notes a copying problem while the data is being copied to the CD:

- Click Okay

- Then click on copy to CD task in the Writing Task Pane

Sometimes this can occur more than once while you are copying. Repeat the steps until the data has finished copying to the CD

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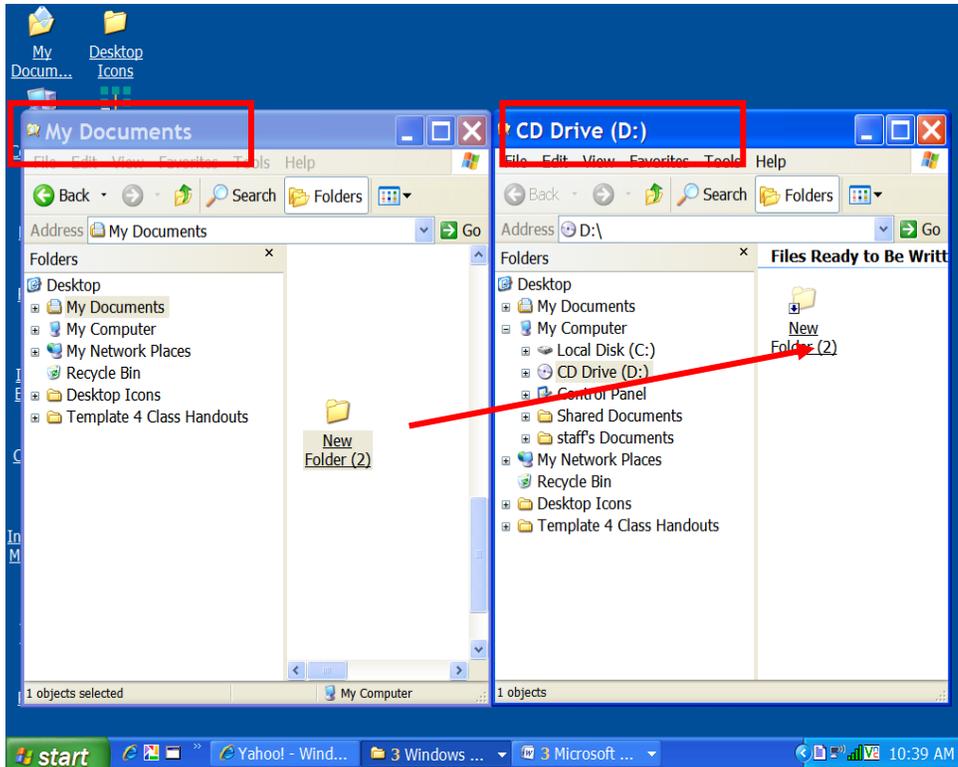
4. Start the Writing to CD task

3. In the CD window, you should now see the document icon listed as a "File Ready to Be Written to the CD".
        IT HAS NOT BEEN WRITTEN TO THE CD YET!
4. In the CD window click once on the document icon. Then Click "Write these files to CD" option in the left hand pane.
        This will open the CD Writing Wizard
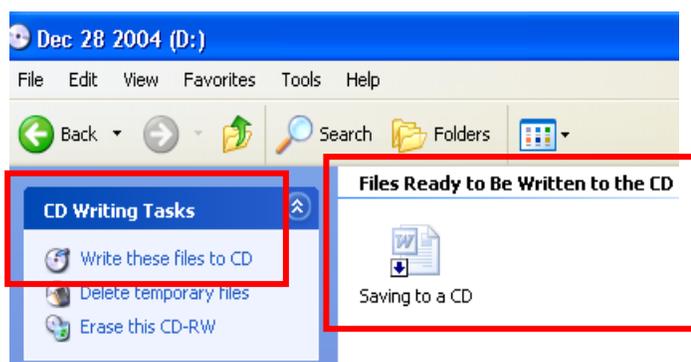
5. Name CD and Write

5.   The first wizard task is to name the CD, not the file, and defaults to the current date. It is optional to change this name. Click Next.

6.   When the saving procedure is finished the last Wizard step will ask if you'd like to save the file to another CD. Click yes if you'd like to do this. If not, click Finish. The CD drive will eject the disk.

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