

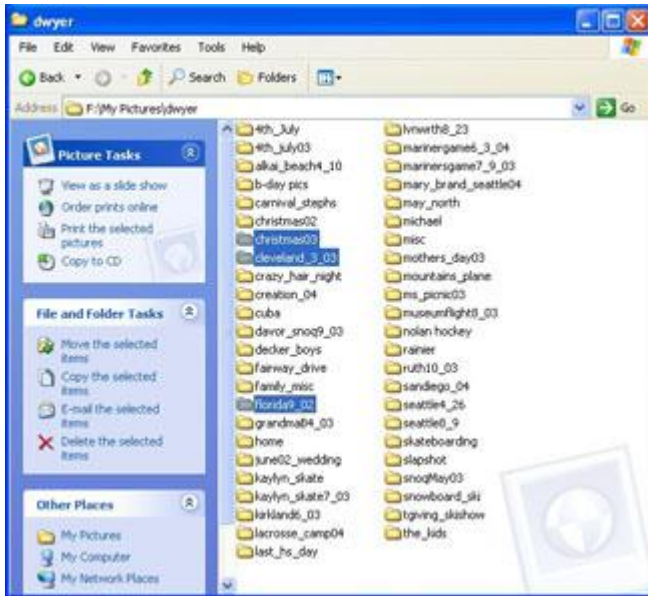
How to Archive your Photos

Tip: Make a recurring appointment on your calendar each month to remind you to archive your digital photos.

To archive photos

1. Open your **My Pictures** folder.
2. Select the folders that you want to archive.

It makes sense to archive folders that have similar themes together (for example, vacations, kids, events) so you can easily find what you need at a later date. Archiving in this way also makes titling the CD easier.



3. After you select the folders, click **Copy to CD** in the Picture Tasks area. Windows XP prepares the files for copying to CD (also called "burning").

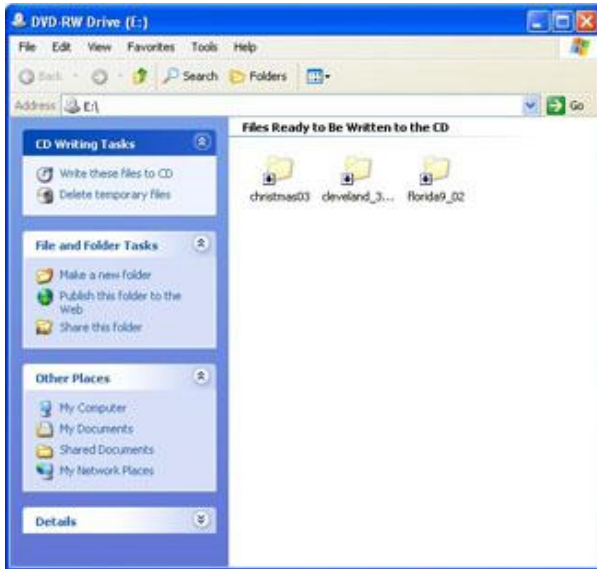


4. When Windows XP is ready to write the files to the CD, a message balloon pops up from the taskbar informing you that **You have files waiting to be written to the CD. To see the files now, click this balloon.** Click the message balloon.

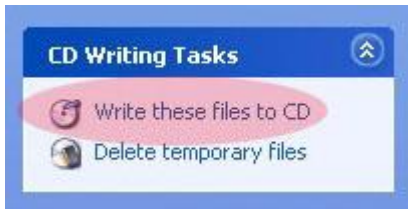


5. A window showing the folders that you have selected to write to the CD appears. (Check to make sure

that the window contains the folders that you want to write to the CD; if not, close the window and reselect the folders that you want.)



6. Click **Write these files to CD** in the CD Writing Tasks area.



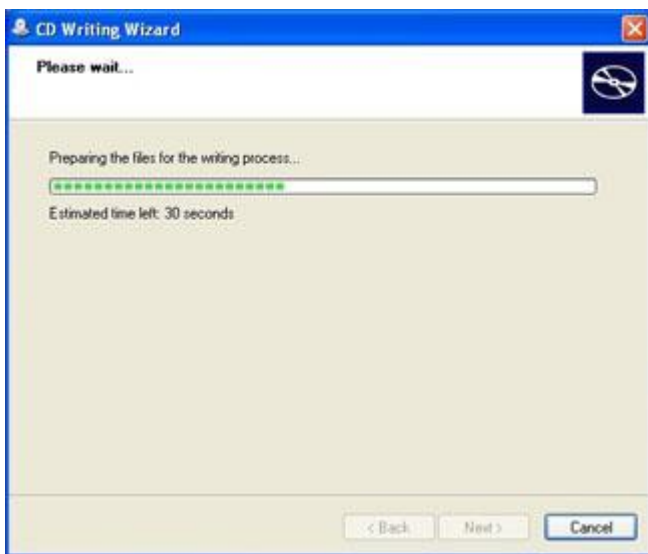
7. If you have not yet inserted a blank CD in the drive, that's okay. The next screen tells you to **Insert a writable disk to continue**.
8. Insert your blank CD into the drive and click **Next**. The Windows XP CD Writing Wizard launches automatically.
9. Type a name for your CD and click **Next**.



10. If the CD Writing Wizard asks **Do you want to create a HighMAT-compatible CD?**, leave the check box unmarked and click **Next**.



11. Windows XP begins writing your files to the CD, and asks you to **Please wait...**



12. When the files have been written to the CD, the Completing the CD Writing Wizard screen tells you that **You have successfully written your files to the CD.**



13. Click **Finish** and you're done!