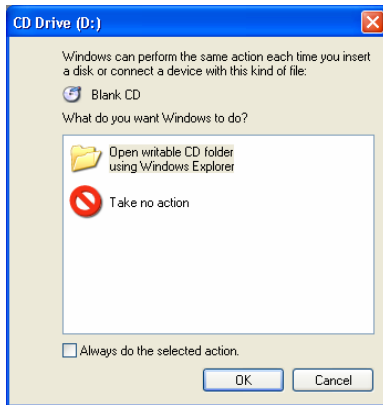


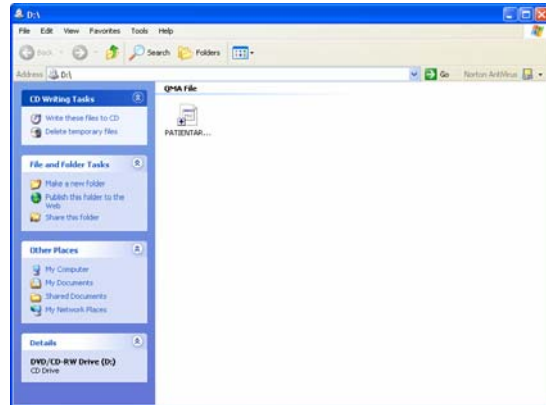
CASCADE

Archiving with Windows XP's built-in CD burner software

1. Insert the archive CD into the CD-R drive, one of the following windows will appear. Depending on the status of the CD. If a Blank CD, click **Take no action**. If used CD, click on **red X** in upper right hand corner.

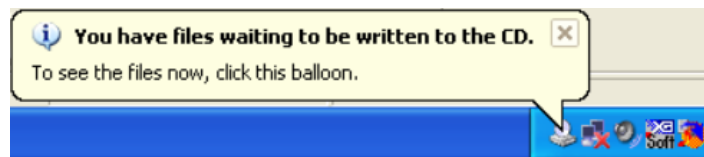


Blank CD

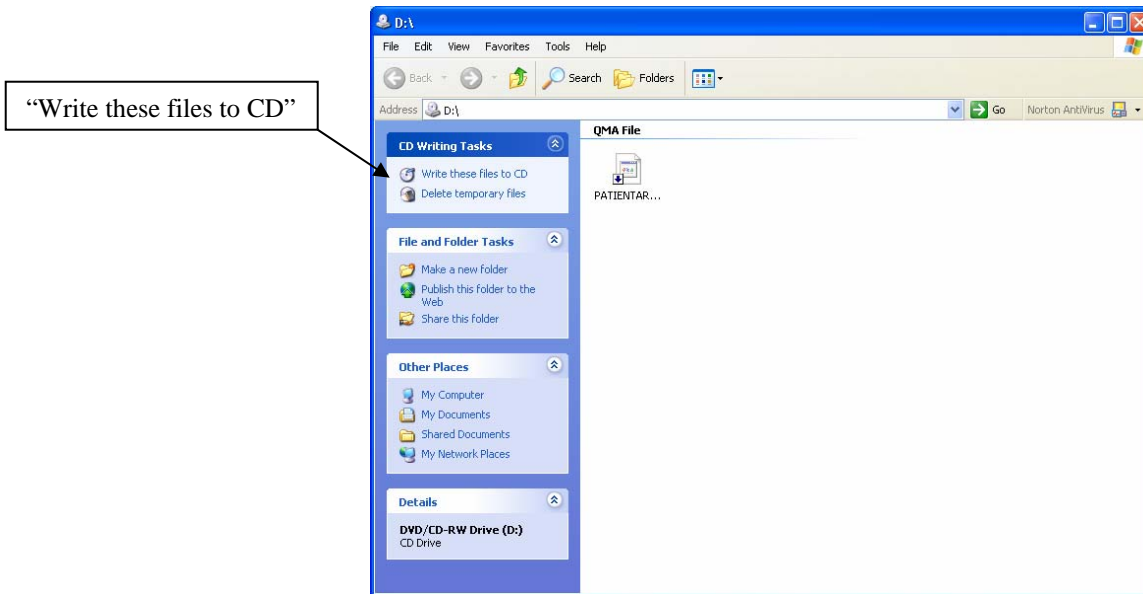


Previously used CD

2. Double click on **My Computer**, and then double click on the **C:** drive. Double click the **Cadwell** folder, double click the **Cascade** folder and then double click the **Data** folder. Move the data window folder to one side of the screen. (*You may have a Shortcut to Data folder icon on your desktop, double clicking this will open the Data folder as well*)
3. Hold down the **Control** key and **single left-click** the mouse on the files you want to archive to the CD. The selected files will be highlighted in blue color.
4. Now, **right-click** the mouse over any one of the selected files. From the pop-up menu select the **Send To - DVD/CD-RW Drive**, this is usually the last item listed in the pop-up menu.
5. The following balloon message will appear in the lower right-hand corner of the computer screen. Click directly on this balloon message, the "CD" window will be displayed.



Balloon Message



CD window

6. Click on the task “Write these files to CD” shown above. The CD Writing Wizard Window is displayed.



CD Writing Wizard Window

7. Type the **Name** you want to give to the CD. Click **Next**. After files are copied, the CD is ejected and the following window is displayed.



8. Click on **Finish**, the above window closes and you are back to the CD window.
9. Close the CD window and all other windows.
10. The archive process is complete. *It is a good idea to put the CD back into its protective case until the next archiving session.*

Follow these same steps the next time you want to add more files to the CD.