

Using the CD/DVD Drives

Library computers feature a combination CD-playback/record and DVD-playback drive. Each drive is capable of saving your files on a blank CD-RW or playing back DVD videos. The first step in using these drives is to correctly load your CD or DVD disc into the drive. Carefully follow the steps illustrated in the picture below to load your disc:

1. Open the drive by pushing the small rectangular button on the front right-hand side of the drive.
2. Gently pull the drive forward until it stops.
3. Support the drive with one hand, carefully press your CD down, around the black spindle, until it “snaps” into place with the other.
4. Close the drive by gently pressing it back into the computer until it “clicks” into place.



To adjust volume, double click “Sound Control”: use the “Volume Control”



Sound Control

Now you are ready to access a disc with existing files on it (See the ‘Creating a New File Disc’ tip sheet for beginning a new disc). Please remember: you may only open files supported by the software on the library computers:

- Microsoft Office Suite
 - a. Word (.doc files)
 - b. Publisher (.pub files)
 - c. PowerPoint (.ppt files)
 - d. Excel (.xls files)
 - e. Access (.mdb files)
- Internet Explorer
 - a. Saved Web Pages (.html files)
 - b. Pictures (Observing file size limitations and in standard picture formats only: jpeg, tiff, jiff)
 - c. Web links
- DVD Videos
- CD Audio



-----For Gates Foundation Software locations only:-----

- Microsoft Streets & Trips files
 - Maps, routes, and trip files
- Microsoft Creative Writer documents