

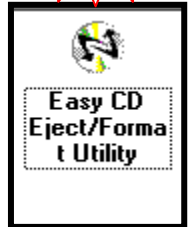
Creating a New File Disc

NOTE: Library CDs are preformatted. Skip this step if using a library CD.

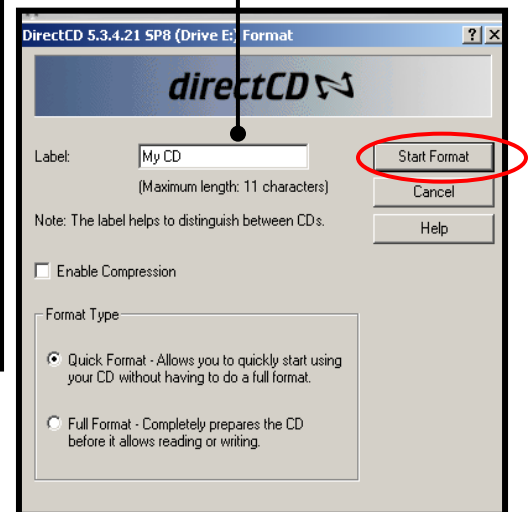
Library computers feature a combination CD-playback/record and DVD-playback drive. You may use the drive to create file CDs, like a floppy diskette, capable of holding more and larger files. To begin, load a blank CD (for loading instructions, see the 'Using the CD/DVD Drives' tip sheet).

Allow 90 seconds after loading to access disc

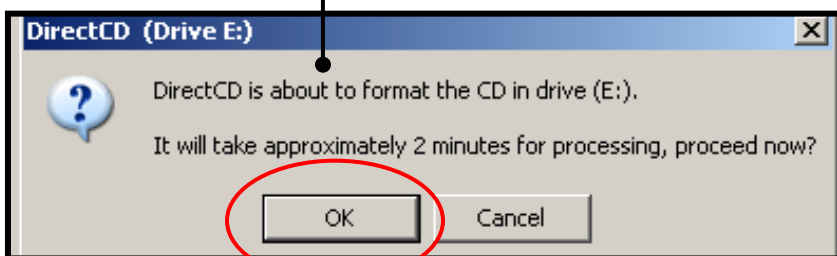
1. Load blank CD and open format utility by double-clicking the "Easy CD Eject/Format Utility".



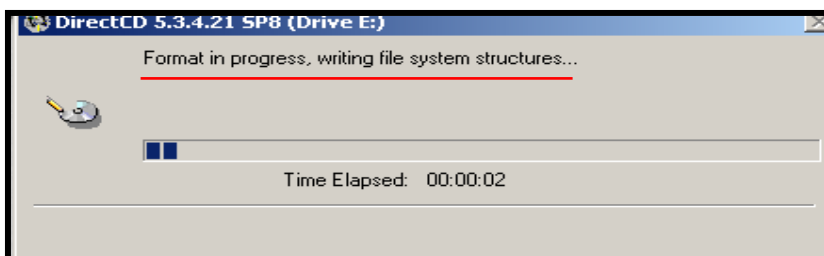
2. Click the "format CD" button.
3. Name the CD with a meaningful label and click "Start Format".



4. Next, click "OK" on the DirectCD confirmation message.



While the CD is formatted, progress will be displayed:



5. Once formatting is complete, the drive will eject the disc. You are now ready to save files to the CD. Simply click "OK" and reinsert the disc to proceed.

