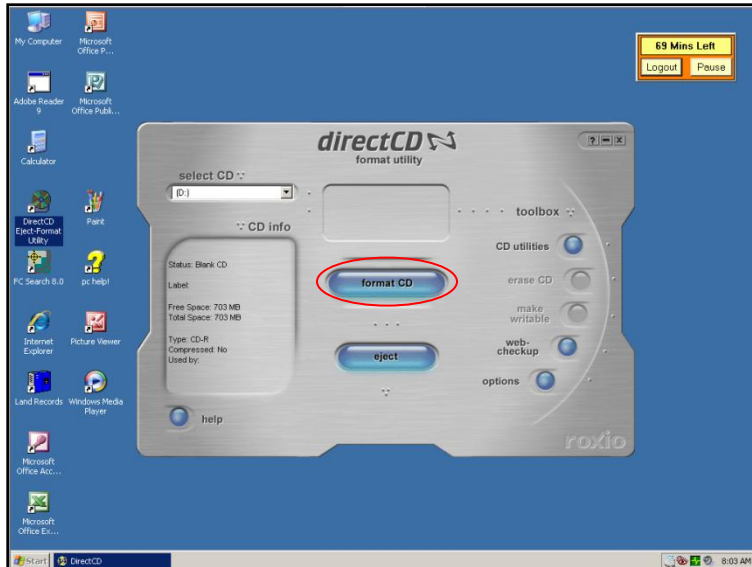
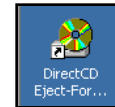
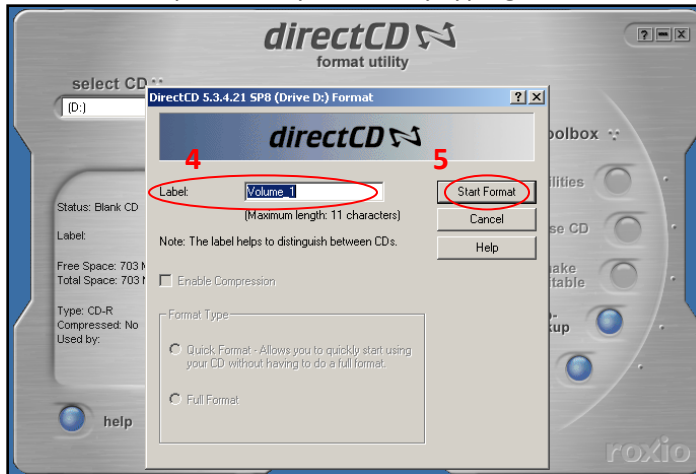


## Formatting CD's on Library Computers

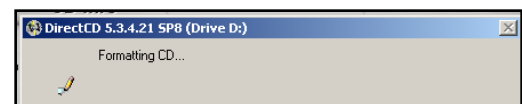
1. Insert disc in drive
2. Double click the "DirectCD Eject-Format Utility" icon found on the desktop
3. Click Format CD



4. You can name your CD if you wish by typing in the Label box



5. Click Start Formatting
  - The formatting CD box will appear while the CD is being formatted. This may take a few minutes.
  - The CD Ready box will appear when formatting is complete, click OK



6. The CD is now ready. You can read, write, and save straight to the CD.

