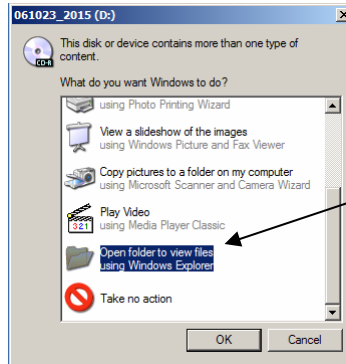


Dealing with CDs and DVDs on an IBM T60 laptop.

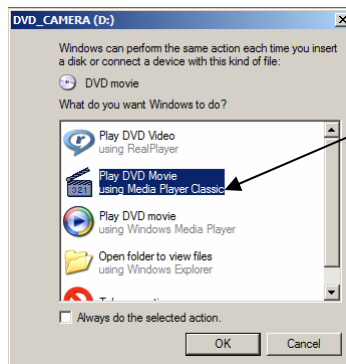


Using a data CD or DVD.

Insert the disc into the drive.
You should get this window:
Choose *Open folder to view files using Windows Explorer*.
Copy the files you want from the disc to wherever you want them on your my Documents folder

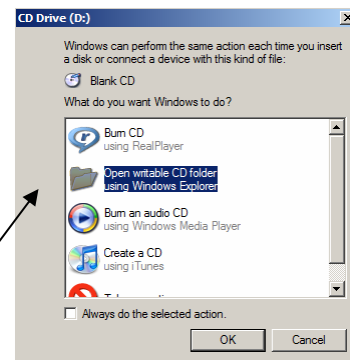
Playing an audio CD

Insert disc into drive.
You should get this window:
Choose *Play audio CD using Windows Media Player*.



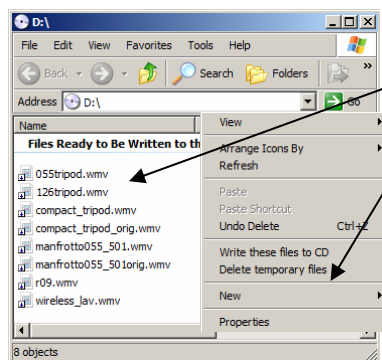
Playing a video DVD.

Insert the DVD in the drive.
You should get this window:
Choose *Play DVD Movie using Media Player Classic* and click OK. The Media Player Classic window will come up and the movie will play.



Recording to a data CD

Insert a blank CD-R or CD-RW into the drive.
This window should come up:
Choose *Open writable CD folder using Windows Explorer*.



Drag and drop the files you want to the D: window.
Then right-click anywhere in the D: window and pull down to *Write these files to CD*.
Give the disc a name, click Next and when your disc is done, it will eject.



Adding more files to your CD-R

Insert an already burned CD-R disc.
When the *What do you want Windows to do* screen comes up, choose *Take no action*.
Open the My Computer icon on your desktop.
Open the CD-R (which is generally the D: drive)
Drag and drop the files you want to add to the D: window.
Right-click and pull down to *Write these files to CD*.