

# How to Copy Photos to a CD

## Using Microsoft Windows XP or Microsoft Windows Vista

There are many occasions, where you will want to copy (sometimes called 'burn') photo files to a CD. You may be creating a backup copy of your photos, or you may want to share them with someone else.

Regardless of the reason, there are easy methods using built-in Windows commands for copying your digital photo files to a CD. The following instructions include both the Windows XP and the Windows Vista versions of the operating system.

First decide which photos you want to burn to a CD and then find their location on the computer. The fewer folders the pictures reside in, the less complicated the copying procedure will be. If possible, move the photos to be copied into a single temporary folder before burning them to a CD.

### Windows XP

1. Insert a blank CD into the computer's CD/DVD drawer.
2. Click the green **Start** button and then click **My Pictures**. Find the folder(s) that contain the photos to be copied. If the entire folder is being copied, simply click it to select it. If more than one folder is being copied, then press and hold the **Ctrl** key and then click each folder. When a folder is selected it will have a blue frame around it.
3. If you are copying specific photos in a folder, then open the folder first. Press and hold the **Ctrl** key and click each photo to be copied (see Figure 1). A selected photo will have a blue frame around it.

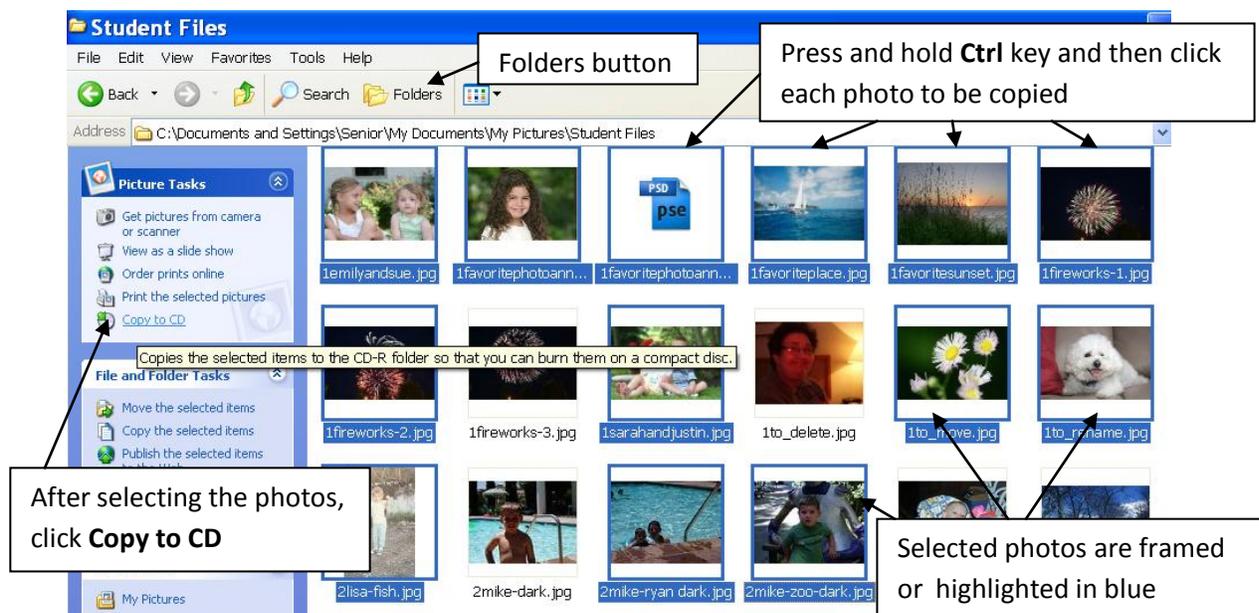
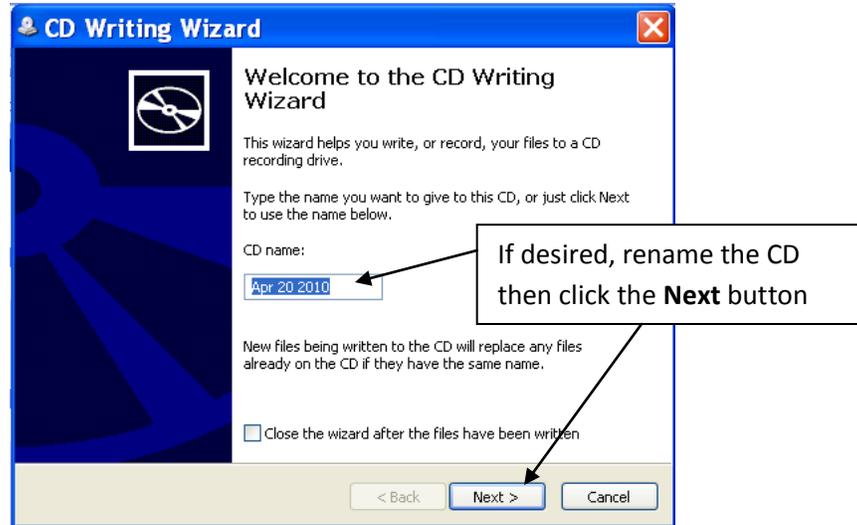


Figure 1 Selecting individual photos to be copied to a CD

4. After selecting all the folders or individual photos, click **Copy to CD** in the **Picture Tasks** menu in the left side of the window. The CD Writing Wizard window opens (see Figure 2).  
Note: If you do not see the **Picture Tasks** menu in the left pane, click the **Folders** button in the menu bar (see Figure 1).

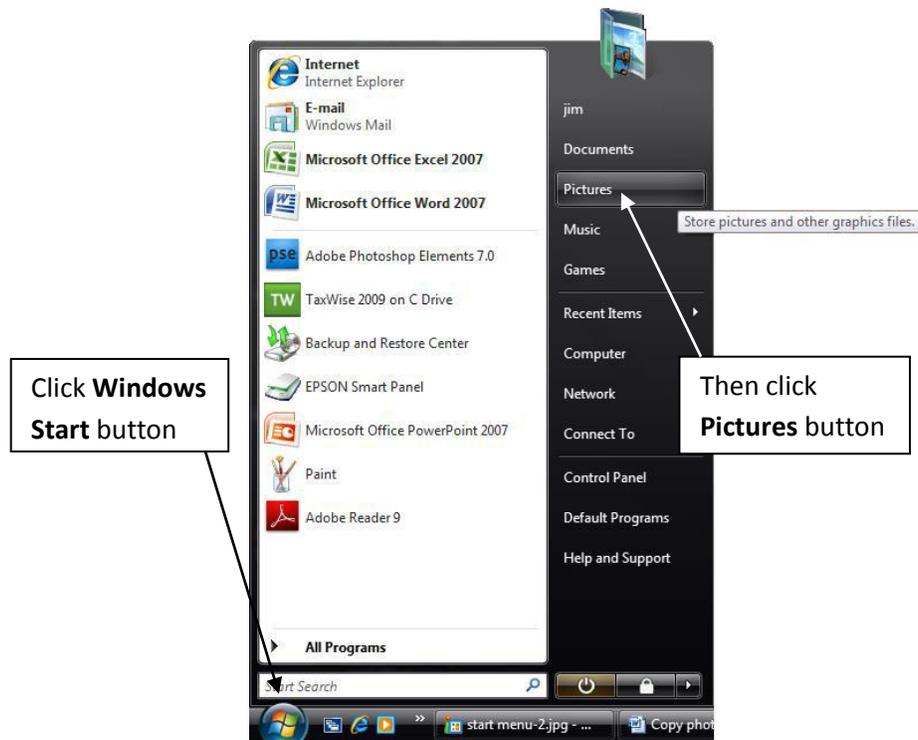


**Figure 2 CD Writing Wizard window**

5. If desired, you can rename the CD in the **CD name** box (the default name is the current date). Click the **Next** button.
6. The Writing Wizard will begin preparing and burning the photo files to the CD. A window may appear to give a progress report ("Estimated time left...").
7. When the Wizard is done, a message appears that the files were successfully written to the CD. If desired, the Wizard allows you to copy another CD with the same photos – you will have to insert a fresh CD when instructed to do so. Otherwise click the **Finish** button.

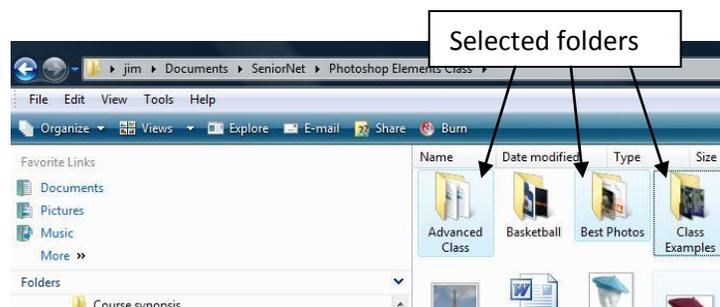
## Windows Vista

1. Insert a blank CD into the computer's CD/DVD drawer.
2. Click the **Windows Start** button and then click **Pictures** (see Figure 3).



**Figure 3 Windows Vista Start menu**

3. Find the folder(s) that contains the photos to be copied. If the entire folder is being copied, simply click it to select it. If more than one folder is being copied, then press and hold the **Ctrl** key and then click each folder. A selected folder will have a blue highlighted area around it (see Figure 4).



**Figure 4 Select Folders for copying to a CD**

4. If you are copying specific photos in a folder, then open the folder first. Press and hold the **Ctrl** key and click each photo to be copied (see Figure 5). A selected photo will have a blue highlighted area around it.

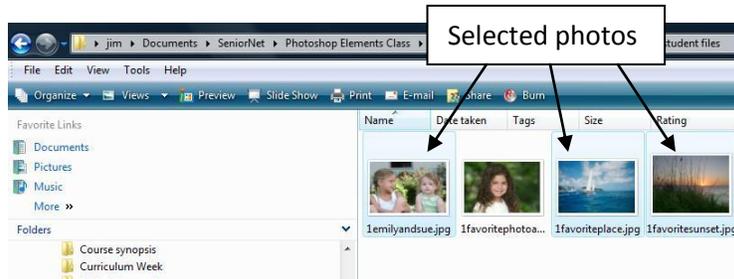


Figure 5 Select Photo files for copying to a CD

- After selecting all the folders or individual photos, click the **Burn** button in the shortcut bar (see Figure 6). The **Burn a Disc** window opens (see Figure 7). If the abbreviated **Burn a Disc** window opens (see Figure 7), click the down arrow for **Show formatting options**.

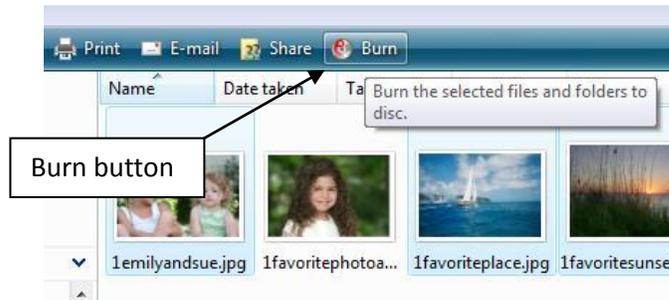


Figure 6 The Burn button

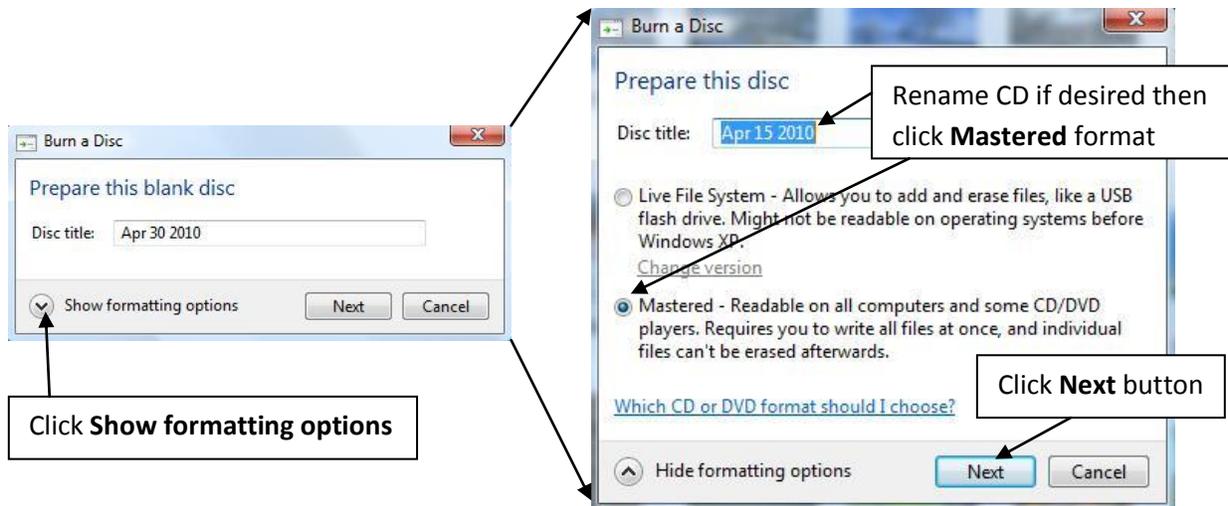
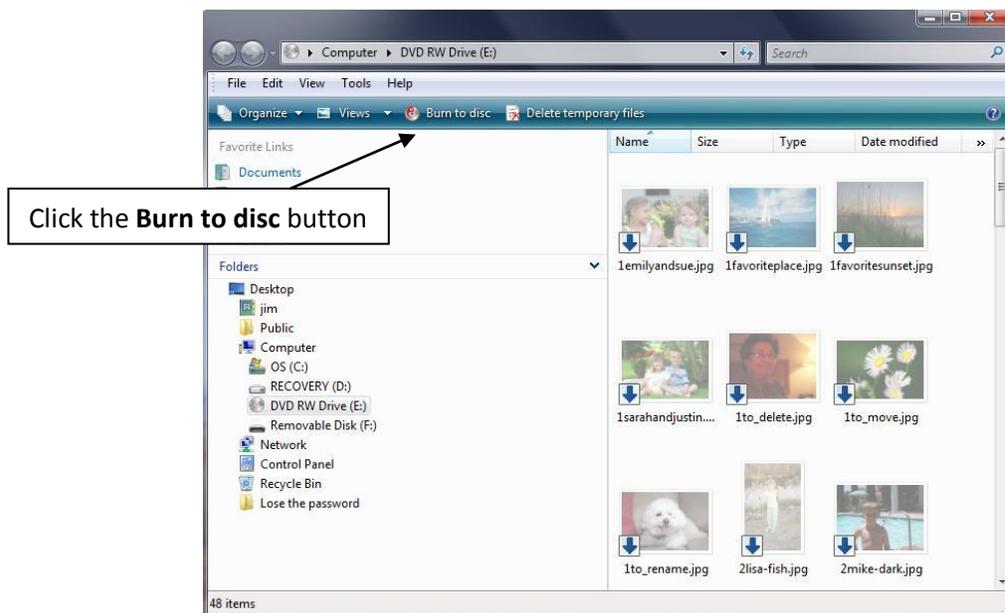


Figure 7 Burn a Disc window

6. In the expanded **Burn a Disc** window you can rename the CD by typing a new name in the **Disc title** box. Then click the **Mastered** radio button.

*Note:* It is recommended that the Mastered format be used for optimum compatibility with other computers and CD players. If you want to learn more about the CD formats, click the “**Which CD or DVD format should I choose?**” link.

7. Click the **Next** button (see Figure 7). A new window opens (see Figure 8) with the CD/DVD drive highlighted in the left pane and the folders or photo files ready to be copied in the right pane (a downward pointing arrow indicates that each folder or file listed will be written to the CD).
8. Click the **Burn to disc** button in the window’s shortcut bar (see Figure 8). A **Burn to Disc** dialog box may open again – if it does, click the **Next** button. The computer begins copying the files to the CD. A window will appear with a status report (“Estimated time Left ...”) of the copy process.



**Figure 8** Files waiting to be burned and the **Burn to disc** button

9. When the copying process is done, another window will open with the message: “You have successfully written your files to the disc”. If desired, the computer allows you to copy another CD with the same photos – you will have to insert a fresh CD when instructed to do so. Otherwise click the **Finish** button