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Sending Client Files to CD-ROM with Windows XP

Instructions for sending client files to CD-ROM on a Windows XP computer

If your computer does not use Windows XP: Refer to your CD-burning program documentation for instructions on copying files from your hard drive to CD.

1. After you have created the client file, open the client list.
2. Highlight your client's name in the list and click File|Send Client to Disk.
3. On the screen that appears, click Copy to Other Location.
4. On the next two screens that appear, just click OK.
5. Close Best Case.
6. Insert a blank, writable CD-ROM into your CD-Rom drive.
7. A screen appears asking what you'd like to do with the CD. Double-click **Take no action**.
8. Open My Computer.
9. Open the C Drive (sometimes called Local Disk C).
10. Find the client file and highlight it.
11. Click **File** at the top of the screen, choose **Send To**, and select **CD Drive**.
12. At the lower-right corner of your monitor, a bubble will appear saying **You have files waiting to be written to the CD**. Click the  icon in the bubble to continue.
13. The writable CD folder will appear and display the files that are ready to be burned to CD. Select the option to **Write these files to CD**, as pictured here:
14. A CD writing wizard will appear. Just follow on-screen instructions for completing the CD-burning process. When complete, your CD-Rom drive will open, and you can take your CD to your other computer.