

## Burning CD/DVDs in XP and Vista

### CD/ DVD Burning in Vista

There are two way to burn CD/DVDs in Vista one is used as a backup for your files/pictures called (**Live File System Format**) and only works on a computer running Vista. The other (**Mastered Format**) is used to make copies of your files, and pictures to backup/save or give to others. When burning files or pictures in either format you remove the disk and reinsert it and add to it till it is full. This is also the format you use to make music CDs, but once you remove a music disk you cannot add to it. This is the format that will work on other operating systems and with CD/DVD players as well as Vista. In Vista you do not need an extra program to burn DVDs as you do in XP. Mitch you cover a free program for you do this with later in the seminar as well as the different types of CD/DVD disks available. The Vista operating system has all you need to do this built in.

### Live File System Format (Backup)

Use this format as a way to **backup** your files and pictures. This is the default setting. The files will only be accessible for use on a Vista Computer. You can keep adding files to the disk until the disk is full. The disk will remain in the computer so you can keep adding to it until you remove it by ejecting it.

1. Insert a CD or DVD into the computer CD/DVD drive.
2. In the Auto Play dialog box that appears, click **Burn files to disc using Windows**.
3. In the **Burn a Disc** dialog box, type a name for this disc, and then click **Next**.
4. It might take several minutes for the disc to be formatted in the default Live File System format. When the formatting is complete, the drive folder opens waiting for you to add the files you want to burn.
5. Click on Documents or Pictures in the left pane under Favorites Links.
6. Select the files/pictures you want to burn, by highlighting/selecting them.
7. Click Burn on the Command bar.
8. The files will be burned to the disk. (You can wait till the disk is full to remove it).
9. Close all windows to the Desktop
10. If you want to add more files/pictures to the disk open the Documents or Pictures.
11. Select the files/pictures you want to burn, by highlighting/selecting them.
12. Click Burn on the Command bar and the files /pictures will be burned to the Disk.
13. Close all windows to the Desktop
14. When ready to remove the disk open the Computer window and right click on the CD/DVD drive and click **Eject** or push the open button on the CD drive and the CD disk tray will pop open for you to retrieve you disk.

## Mastered Format

Use this format to burn your files so they can be accessible on other than Vista computers and in CD/DVD players. When you burn the disk the tray will pop open for you to retrieve you disk.

1. Insert a CD or DVD into the computers CD/DVD drive.
2. In the Auto Play dialog box that appears, click **Burn files to disc using Windows**. Unless you are making a Music CD then you would choose **Burn an Audio CD using Windows Media Player**
3. In the Burn a Disc dialog box, type a name for this disc, and then click down arrow next to **Show formatting options**.
4. Click the **Mastered** option, and then click **Next**. The drive folder opens waiting for you to add the files you want to burn.
5. Click on Documents or Pictures in the left pane under Favorites Links.
6. Select the files/pictures you want to burn, by highlighting/selecting them.
7. On the Command Bar, click **Burn**.
8. The CD/CDV drive window will open with the files/pictures you selected to burn listed in the right pane. Click **Burn to Disk** on the **Command** bar.
9. The **Burn to Disk** dialog box will open. You can change the record speed and if only burning one copy of the disk put a check mark in **Close the wizard after the files have been written**. (If you choose the **Close the wizard after the files have been written** and click Next the disk will be formatted and the files/pictures will be written and the Burn to Disk window will close and the CD/DVD tray will open).
10. If making more than one copy Click **Next** and disk will be formatted and the files will be burned to the CD/DVD disk and the drive door will open so you can retrieve the disk.
11. The **Burn to Disk** dialog box will open. You will have the option to burn another disk. Click **Finish** to clear the folder when done burning.
12. Close all windows to the Desktop

**Make sure you click Finish to remove the files/pictures from the disk folder.** If you do not the computer will not recognize you have written (burned) them and will keep notifying you that you have files waiting to be written.

## CD Burning in XP

1. Insert a CD into the computers CD/DVD drive.
2. In the Auto Play dialog box that appears click **Open Writable CD folder using Windows Explore**. The CD drive widow will open. If the Auto Play dialog does not open, then open My Computer and double click the CD/DVD drive to open it.
3. Minimize it to the Task bar.
4. Open My Documents or My Pictures and select the files/pictures you want to burn.
5. Right click on one of the selected files or pictures and click Copy or go to Edit and Copy.
6. Click the CD/DVD drive icon on the Task bar to restore it.
7. Right click in the CD drive window and click Paste or go to Edit and Paste.
8. A balloon may pop up from the System tray area that says "**You have files waiting to be written to the CD**". Click the X in the balloon to close it.
9. On the left side in the Tasks pane click **Write these files to the CD**.
10. The CD Writing Wizard opens to walk you through the remaining steps and the CD disk drive will open when done.

**Make sure you click Finish to remove the files/pictures from the disk folder.**

## Burning a Music CD with Windows Media Player 11

Windows Media Player 11 is a great program for downloading, ripping, burning, and organizing your music. You can also listen to online radio stations from around the world and much more. Once you burn a music CD you cannot go back and add to it.

1. Open the Windows Media Player.
2. Insert your music CD into the CD/DVD drive.
3. Click on **Rip** on the Tool or Command bar (there are options you can set but we will not cover them here).
4. Select the songs you want to rip/burn.
5. The songs will be ripped/copied to your computer.
6. Click on **Library** to find and view the song list.
7. Push the button on the front of the drive door to open it when done and inset a blank disk to copy to.
8. Click Burn on the Command bar.
9. Select the songs you want to Burn/Copy to the CD.
10. Click on one of the selected songs and drag them to the right into the Burn list box.
11. Click Start Burn at the bottom of the box and your songs will be burned/copied to the blank disk.
12. The disc drive tray will open when the burning is done.