Burn a CD or DVD (Vista PC)

If your computer includes a CD or DVD recorder, you can copy files to a writeable disc. This process is called burning a disc. By default, Windows burns discs in the Live File System format, but you can also choose to burn discs in the Mastered format.

Note - You can use Windows to burn a data disc, which is useful for storing, archiving, and sharing files among different computers. If you want to make a disc that will play in a music or video player, you should burn the disc using a music or video program.

Understanding the difference between the Live File System and Mastered disc formats

If you have burned CDs using Windows XP, you are already familiar with the Mastered format. The latest version of Windows offers a new format, called Live File System. Discs that use the Live File System format are often more convenient because you can copy selected files immediately and as often as you want, as if the disc were a floppy disc or USB flash drive. On the other hand, Live File System discs can't be used in all computers and devices. Use this guide to understand the difference between Live File System and Mastered discs:

Discs formatted with the Live File System option:

- Work like a USB flash drive or floppy disk, meaning you can copy files to disc immediately without having to burn them.
- Are convenient if you want to keep a disc in the burn drive and copy files whenever the need arises.
- Are only compatible with Windows XP and later versions of Windows.

Discs formatted with the Mastered option:

- Don't copy files immediately, meaning you need to select the entire collection of files that you want to copy to the disc, and then burn them all at once.
- Are convenient if you want to burn a large collection of files, such as a music CD.
- Are compatible with older computers and devices such as CD players and DVD players.

(For the purposes of your portfolio, you will probably want to choose the Mastered format, to make the disc more permanent and universal.)

To burn a disc using the Live File System format

1. Insert a writeable CD or DVD into your computer's CD or DVD recorder.
2. In the dialog box that appears, click Burn files to data disc.
3. In the Burn a Disc dialog box, type a name for this disc, and then click Next.

   It might take several minutes for the disc to be formatted in the default Live File System format. When the formatting is complete, an empty disc folder opens.

4. Open the folder that contains the files you want to burn, and then drag the files into the empty disc folder.

   You can copy files to the disc folder by dragging them to the disc icon or to an open disc folder. As you drag files into the disc folder, they are copied automatically to the disc.

To burn a disc using the Mastered format

Choose the Mastered format when you need a highly compatible disc that will play in computers with an older version of Windows or in media devices such as CD and DVD players that can read digital music and video files.

1. Insert a writeable CD or DVD into your computer's CD or DVD recorder.
2. In the dialog box that appears, click Burn files to data disc.
3. In the Burn a Disc dialog box, type a name for this disc, and then click Show formatting options.
4. Click Mastered, and then click Next.
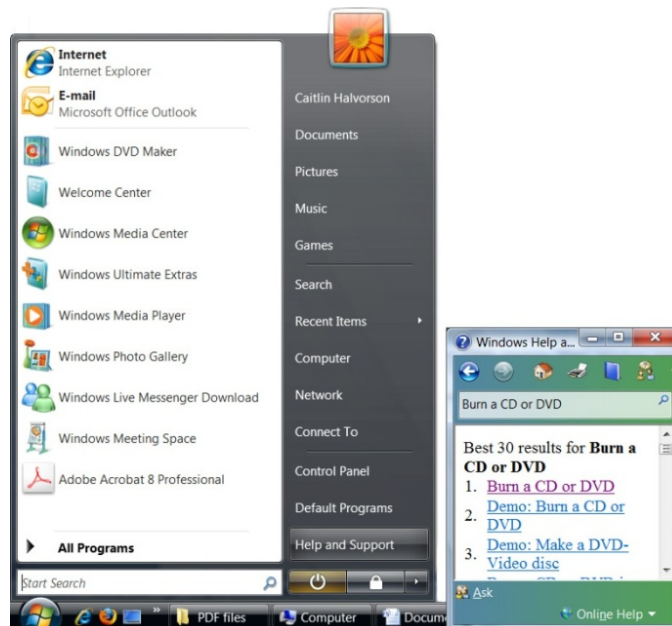
An empty disc folder opens.

5. Open the folder that contains the files you want to burn, and then drag the files into the empty disc folder.
6. On the toolbar, click Burn to disc.

The selected files are copied to the disc. When the disc burning is complete, the disc burner tray will open and you can remove the disc. You can now use the disc in another computer or media device. This type of disc does not need to be closed.

Tips

o To burn a Mastered disc, you need free space on your hard disk equal to the capacity of the disc. For a typical CD, this is about 650 megabytes (MB).
o If you select files to burn but decide not to copy the files to disc, you can delete the temporary files to recover hard disk space. To delete the files, open the disc folder, select the files, and then, on the toolbar, click Delete temporary files.

Note – For more information on the burning process and the different burn formats, proceed to the *Windows Help and Support* pages, from whence the above information comes.

< This document was created using the *Windows Help and Support* pages, with some adjustments by Caitlin L Halvorson>