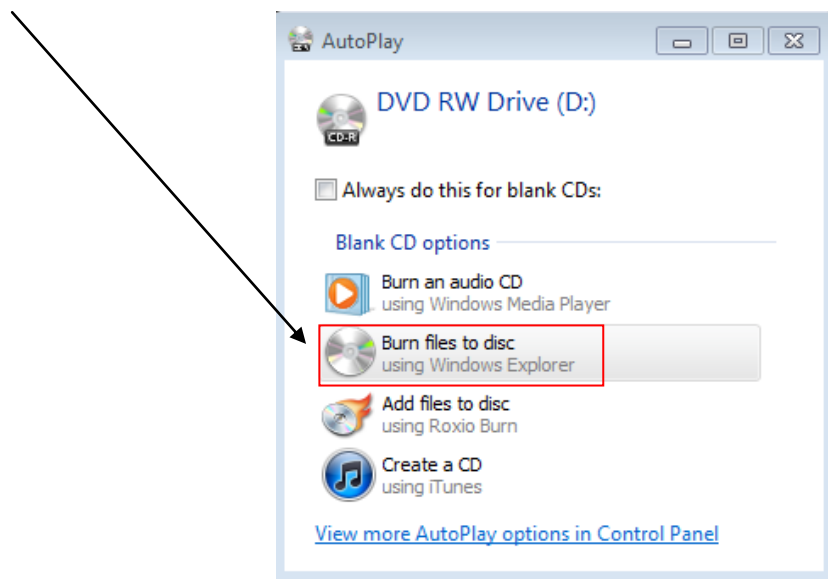


## HOW TO COPY (BURN) FILES TO A CD IN VISTA & WINDOWS 7

*If the computer has a DVD-RW drive, these instructions also apply to burning a DVD.*

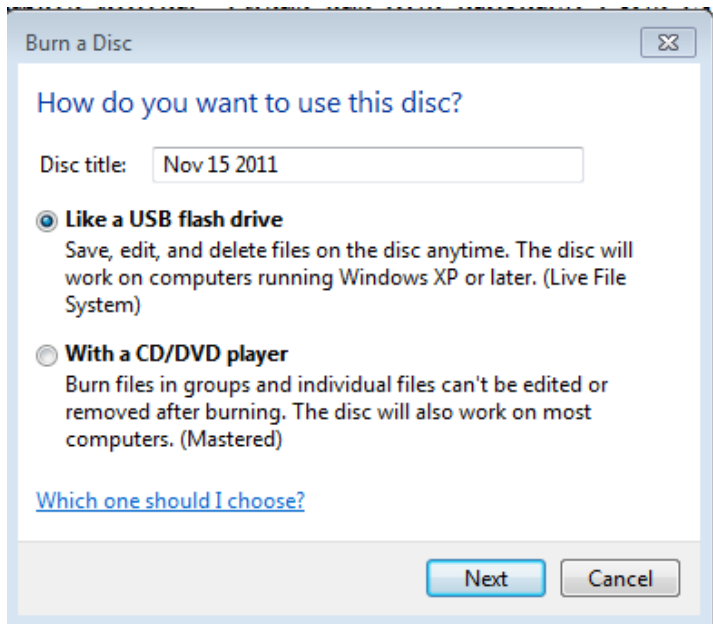
1. Insert a blank CD into the CD tray, label side up. When choosing blank CD's, the **CD-R** type is recommended. It is more stable and will last longer than the rewritable and more expensive CD-RW type. CD-R discs will work with either burning option in this backup program.
2. Wait until the AutoPlay dialog box opens, showing the CD burning options. If this box does not open after a few seconds, click the Start button, then Computer, and double click the CD-RW drive to open it.
3. Click “Burn files to Disc using Windows Explorer.”



**About disc drives:** You can tell what kind of CD/DVD disc drive you have by its name. A CD drive will play, but not burn, only CD's. A CD-RW drive will play and burn only CD's. A DVD/CD-RW will burn CD's and play CD's and DVD's. A DVD-RW drive will play and burn both CD's and DVD's.

To see the type of your drive, click Start – Computer and notice the name of your drive in the drive list.

4. The 'Burn a Disc' dialog box opens. Select the method you wish to use by clicking the appropriate button. There are two options: Live File System or Mastered.



- The 'Like a USB flash drive' option lets you copy files to a disc now and add others later. You can also edit files or delete them from the disc. This disc will then open on any Windows computer which is version XP, Vista, or Windows 7 and has a CD or DVD drive. Discs created this way may not play on all computers or DVD players, but this method is convenient and maximizes disc space. This method is called the **Live File System**.
- The 'With a CD/DVD player' option etches or "burns" files or folders to the CD-R permanently. They can't be edited or deleted, but a disc created this way will play on most computers and CD players. Files can be printed or copied from them to a computer. This method is called the **Mastered** system and is the only method available in earlier Windows operating systems.

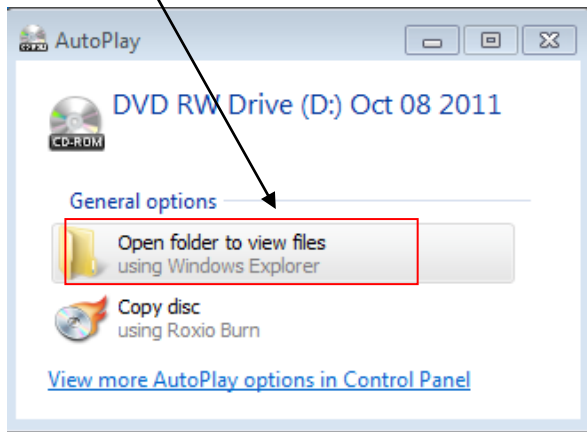
5. Either leave the date as the title of the disc or type a new name for the disc in the box. Then click "Next" to proceed. This tutorial takes you through the next steps for both options.

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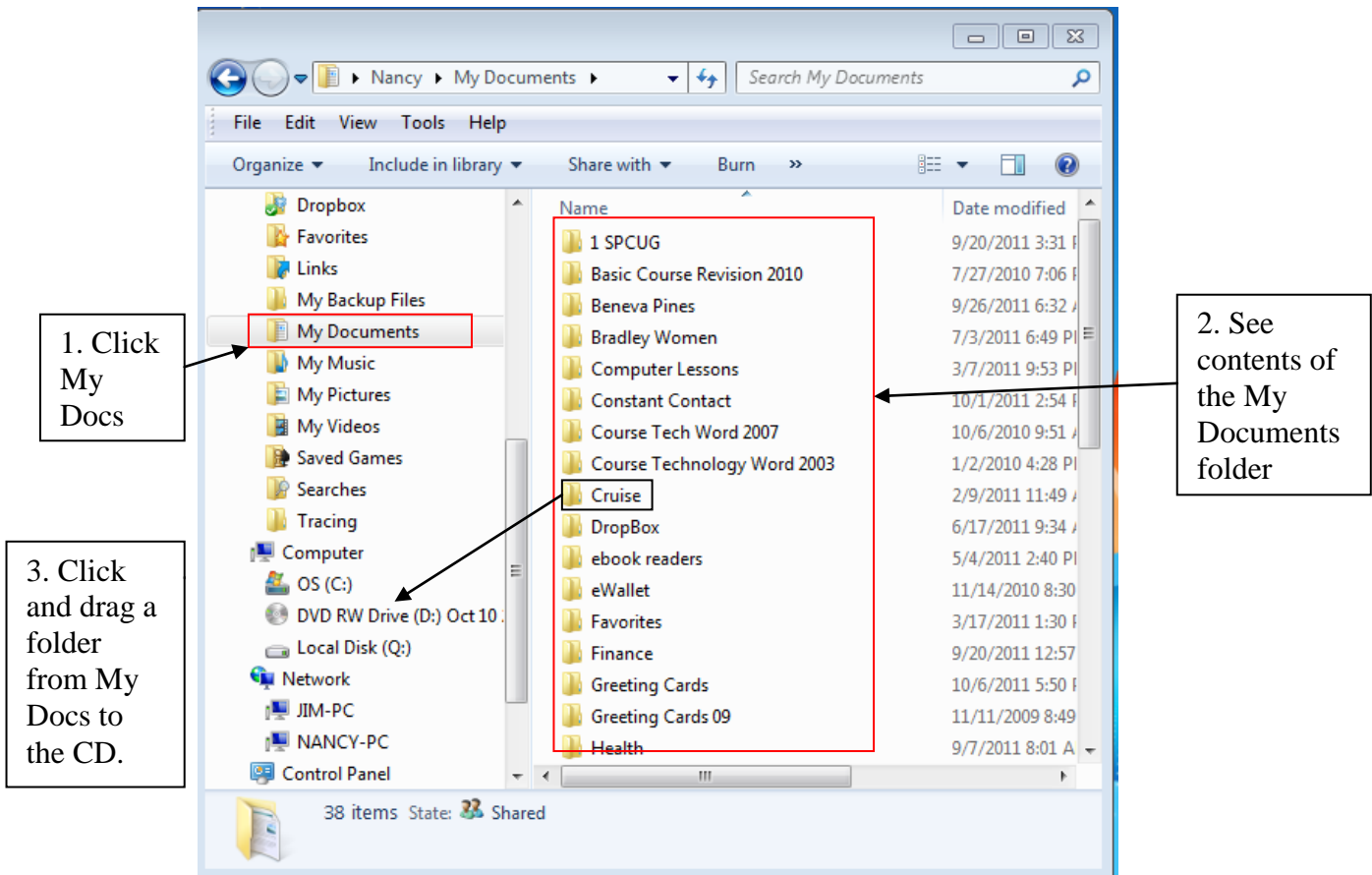
## The Live File System Option

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1. If you chose the Live File System, wait while the CD is formatted by the computer. When an AutoPlay box appears, click "Open folder to view files."



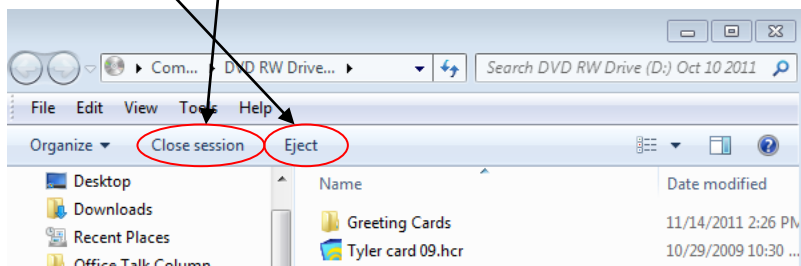
2. Type a name for the disc, if prompted. Then add files to it, as shown below and explained on the next page:



A. Click a folder (e.g., My Documents) in the left pane to reveal its contents in the right pane.

B. Select individual files in the right pane and drag them to the CD-RW drive in the left pane. To select a group of files or folders hold down the Ctrl key while you click a number of files. Release the Ctrl key. Click and drag the group of files to the left onto the CD-RW drive icon.

C. Click “Close session” to make this disc readable on other computers. Click “Eject” to close this session and eject the disc. Later you can insert it again and add to it. You may add, edit or delete files until the CD is full (a bit less than 700 MB).

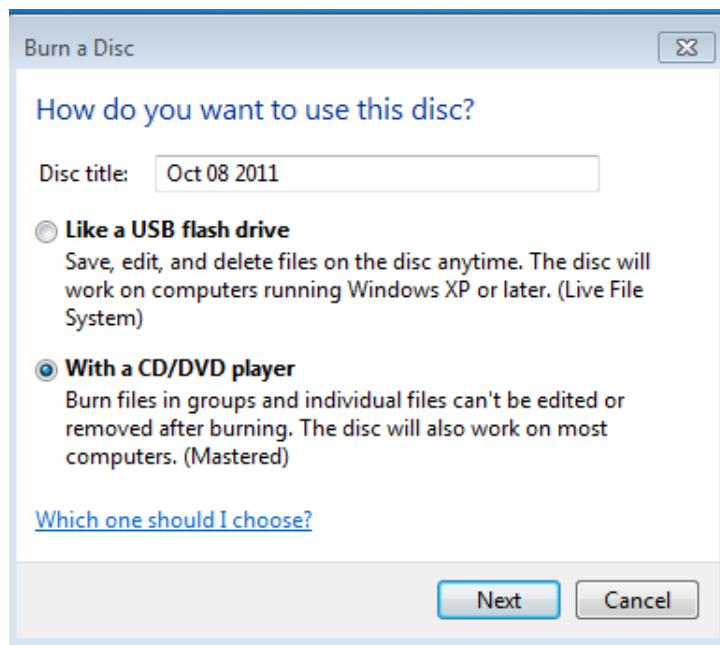


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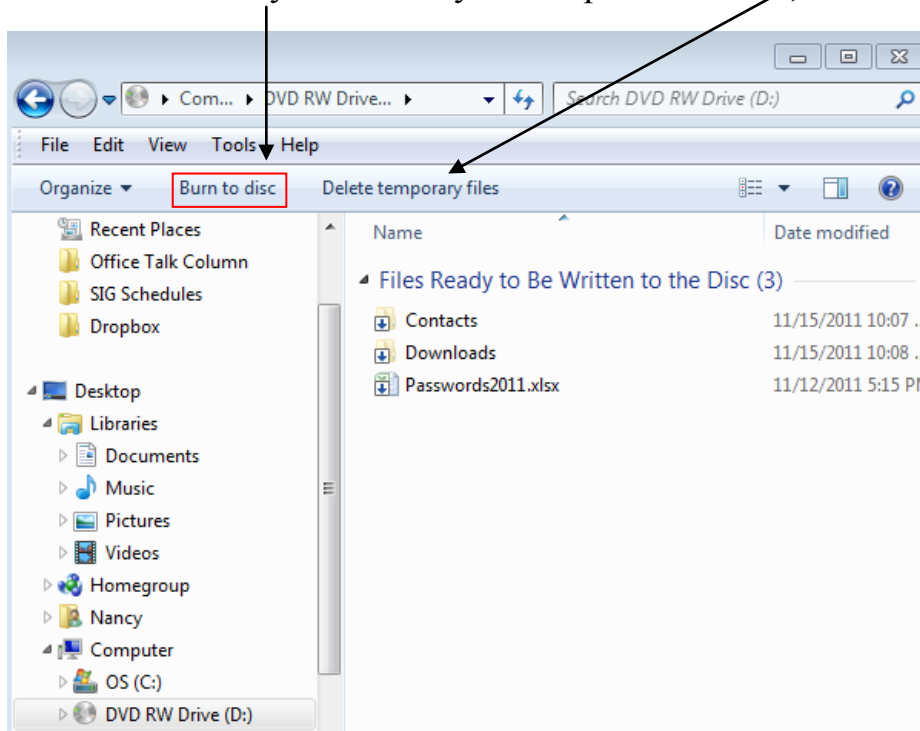
## The Mastered System Option

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1. Select the Mastered option, entitled “With a CD/DVD Player.” Type a title for the disc, if you wish, and click Next.



2. To add files and folders to the disc, follow Step 2 in the Live File System directions. In the Mastered system, this puts temporary duplicates of the real files in the window, as shown by the arrows. If you change your mind, highlight the files you want to remove from the group and click the “Delete Temporary files” button. When you are ready to complete the burn, click “Burn to disc.”



3. The CD writing wizard appears. Here you can name the disc and set the recording speed, if you wish. When finished, click **Next** and wait while the files are burned by laser onto the disc surface. When complete, the CD will be ejected automatically. Click either, “Yes, burn these files to another disc,” or **Finish**.

*Tutorial by Nancy DeMarte, 11-15-2011*