

Burn an XP Compatible CD or DVD in Vista

A Computer Club of Sun City Supplement to PC101

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 Vista burns discs in the Live File System format, which is only useable on a Windows Vista Computer, but you can also choose to burn discs in the **Mastered** format which is compatible with other computers.

Note: If you burn a disk in the Live File System Format it will not work in the next class nor will it work on any other computer.

NEVER USE VISTA LIVE FILE SYSTEM FORMAT IF YOU WISH TO SHARE YOUR DISK WITH OTHER COMPUTER USERS !

To burn a disc using the Mastered format:

Always choose the **Mastered** format when burning a disk in Vista! This is especially *critical* 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. Open the disk drive drawer by pushing the button or by right clicking on a File and selecting "Send To" CD-DVD drive.
2. A **Burn a Disk** dialog box opens that says "Insert a disk". Place a writeable CD or DVD into your computer's CD or DVD recorder drawer. There also is a prompt that says [Help me choose a disk](#) that will open a help Frequently Asked Questions file with several additional choices.
3. If you do not want to look at the FAQ's, just close the drawer.
4. The next **Burn a Disc** dialog box appears and says [Prepare this blank disk](#), type a name for this disc in the highlighted area, and then **YOU MUST** click on the **Show formatting options** *down arrow spinner*. [NEVER "Format" the disk in Live File System or it will be useless for class.]
5. This expands the dialog box so you can choose the proper format. The Live File System will have a blue dot showing that it has been selected by default. *This is not the format you want to use !*
6. Change the selection by clicking on **Mastered**, the blue dot must move before you click **Next**.
7. A CD or DVD disc folder opens. If you have "sent a file", it will appear in the folder. If you started with a blank disk the folder will be empty. You may also see an extra file called "desktop.ini" if your system is configured to show all files.
8. If you wish to add more files, open the folder that contains the additional files you want to burn, and then right click and "Send To" CD-DVD drive, or cut and paste or drag the files into the open CD -DVD disc folder. When you have all of the files to burn in the folder go to step 9.
9. 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.

- 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).
- 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**.