

## Using Windows Explorer to Write and Burn CDs

1 ) Insert a CD in the drive you may get prompts with the options as in fig 1.1

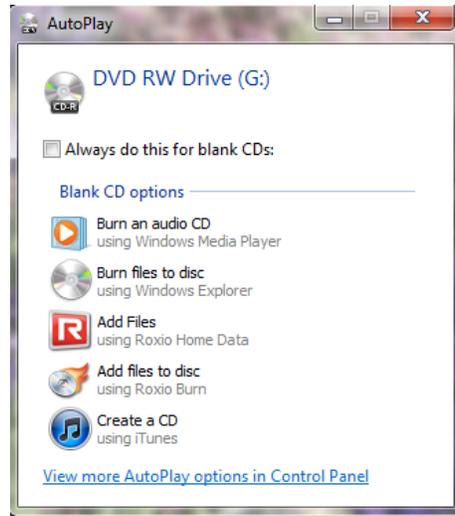


Figure 1.1 AutoPlay Options

2) Close any dialogs boxes that opened like the box in figure 1.1

- 3) Open Windows Explorer (shortcut key  +  )
- 4) Highlight the burner in the right panel as shown in figure 1.2

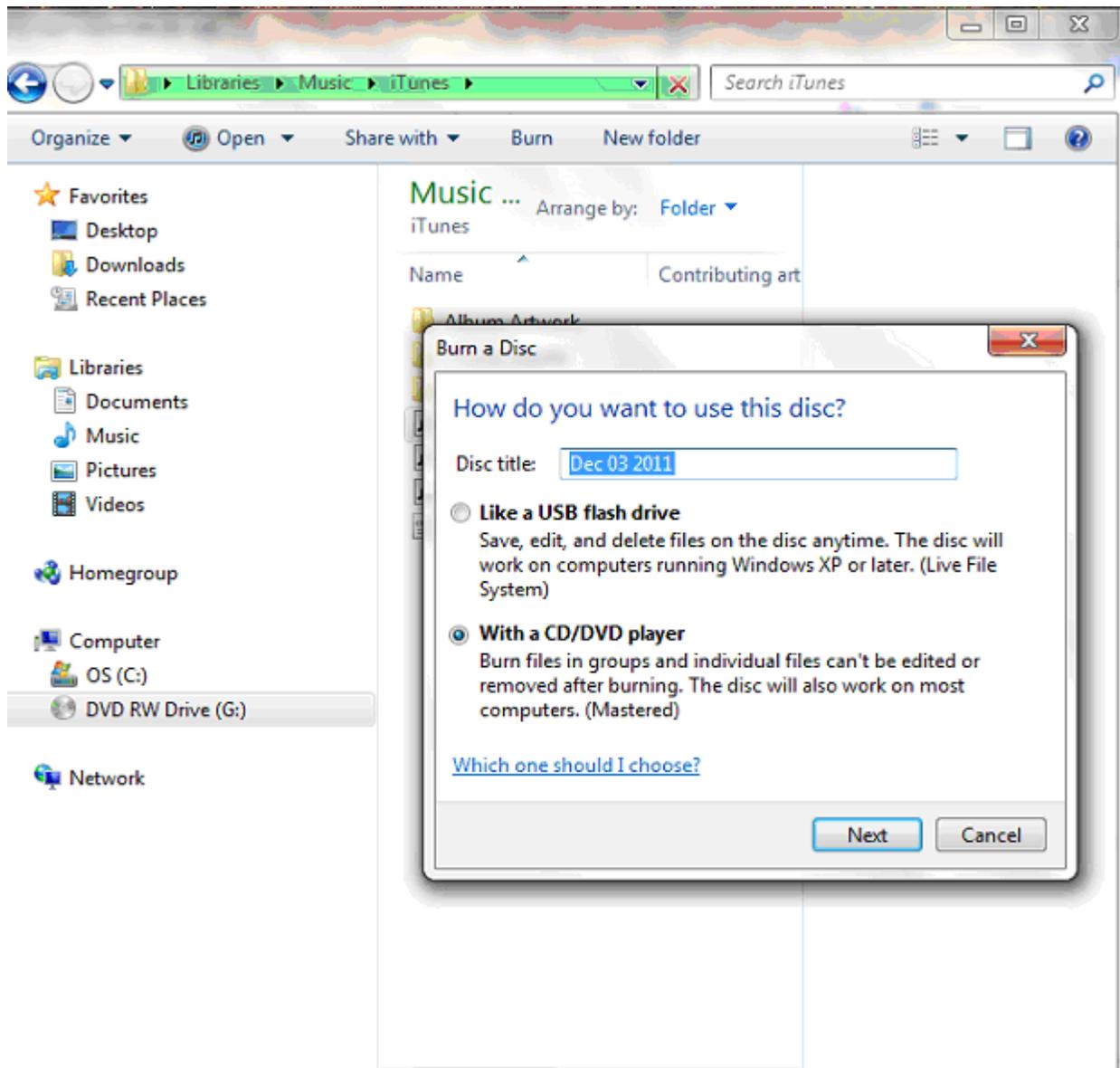


Figure 1.2 Format options

If it's an unformatted disc, an option box pops up letting you title the disc and determine which format to use.

## Using the Mastered format.

Mastered CDs and DVDs are the format which CD/DVD players use, BUT DON'T USE WINDOWS EXPLORER to create discs for those applications. Use burning software like Sonic, Roxio, Windows Media Player, iTunes... Windows Explorer does not have finalize options, and does not give you full control over the formats available. Use this mastered format for use with older computers. Any computer with a CD writer capabilities should be able to read this format without a hitch. Computers from the 1990s with CD-readers might need to have the disc burned at a slower speed and **finalized** before being able to recognize it.

- 5) Choose With a CD/DVD Player from the Format Options Dialog (Fig 1.2)
- 6) Open another windows explorer ( + )

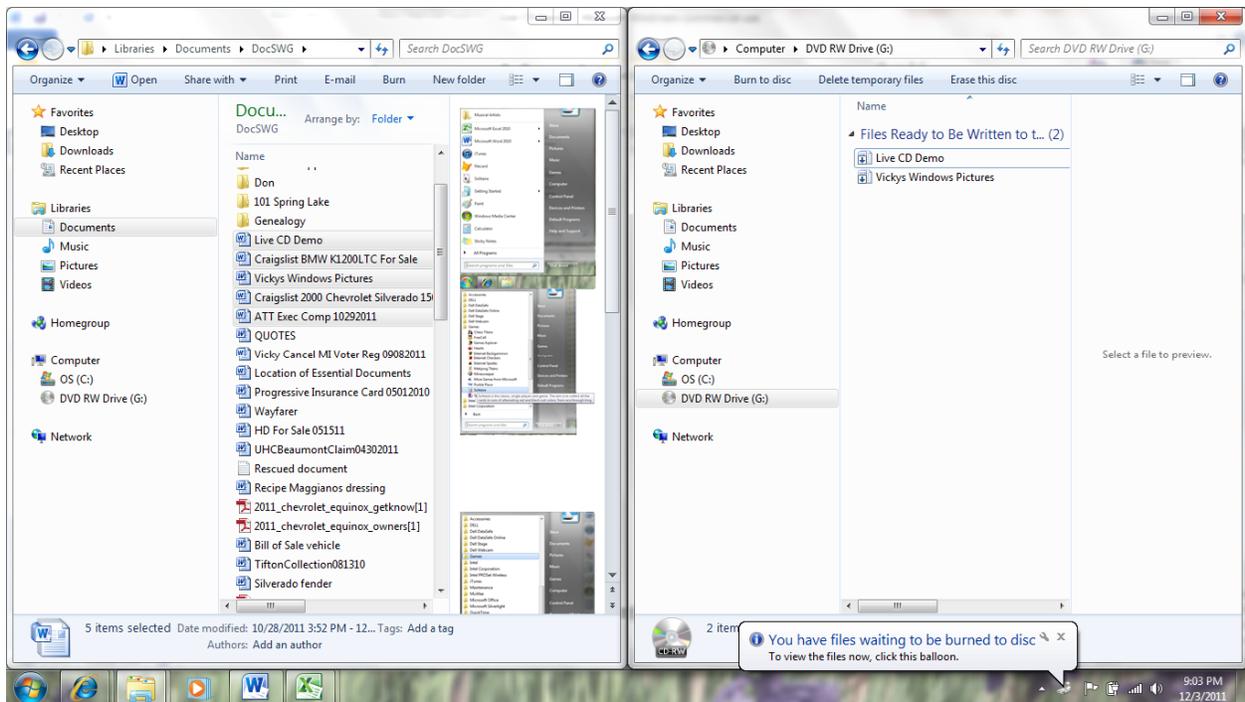


Figure 1.3 Side by Side Explorers for Drag and Drop

- 7) Drag and drop or copy and paste or send the disk to burner
- 8) You'll be notified that there are all files waiting to be burned to disc



- 9) When you have all your files ready to burn right click on the disc drive and select burn to disc from the list of options as shown in figure 1.4

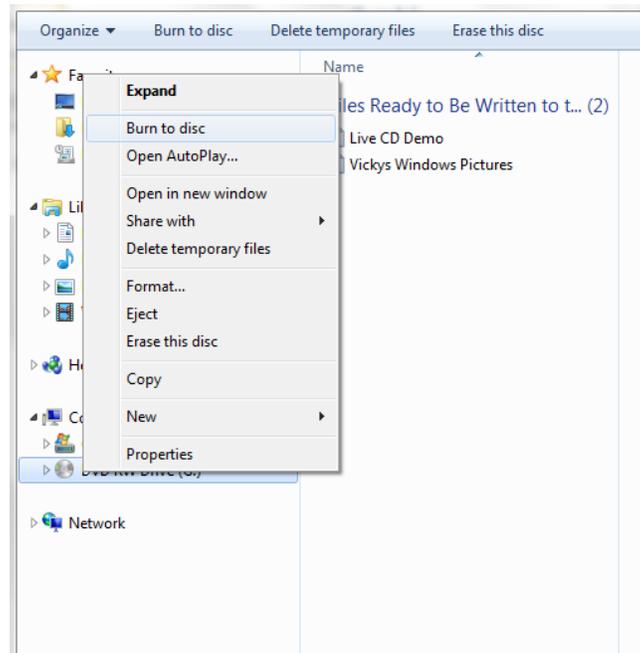


Figure 1.4 Burn to Disc

- 10) Title your disc and select a burn speed.

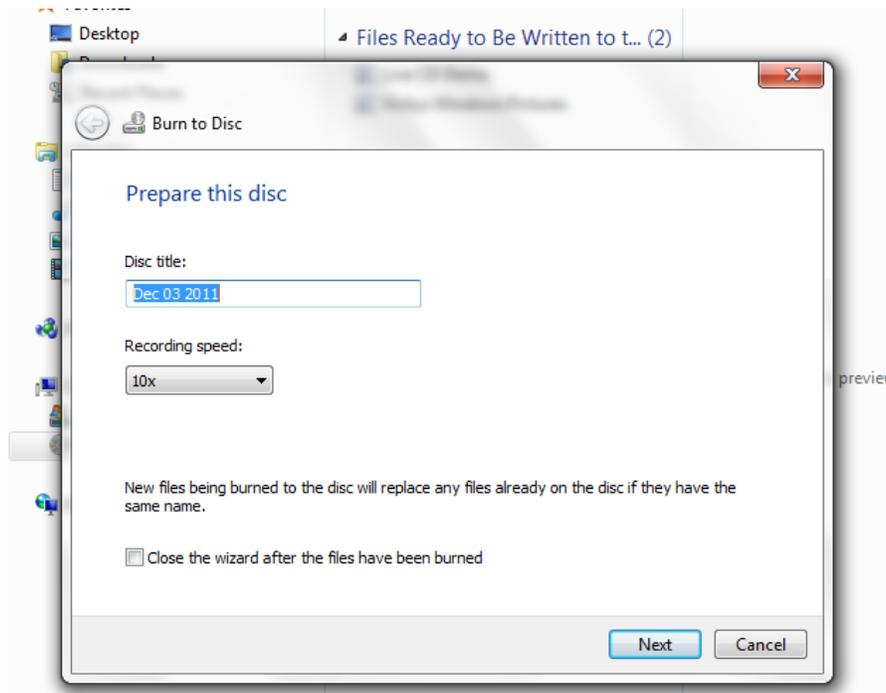


Figure 1.5 Preparing to Burn

You'll have another chance to rename the disc, and you are given a chance to adjust the record speed. Record speed is very important on Mastered CD/DVD. Slower speeds improve the readability of the disc. Discs that are going to be read on older computers or non-computer equipment really benefit from slower speeds.

- 11) Wait while your disc is burned

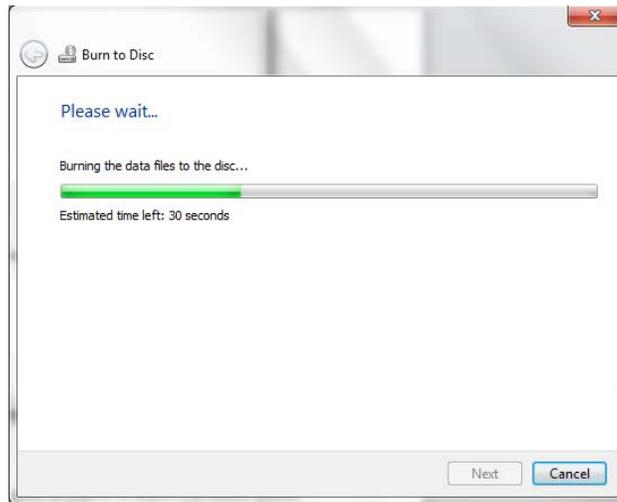


Figure 1.6 Burn Status Screen

During the burn process it is best to not make heavy demands on your computer, because the timing is critical to proper burning.

- 13) Click **Finish** when you have been notified that your files are successfully burned.

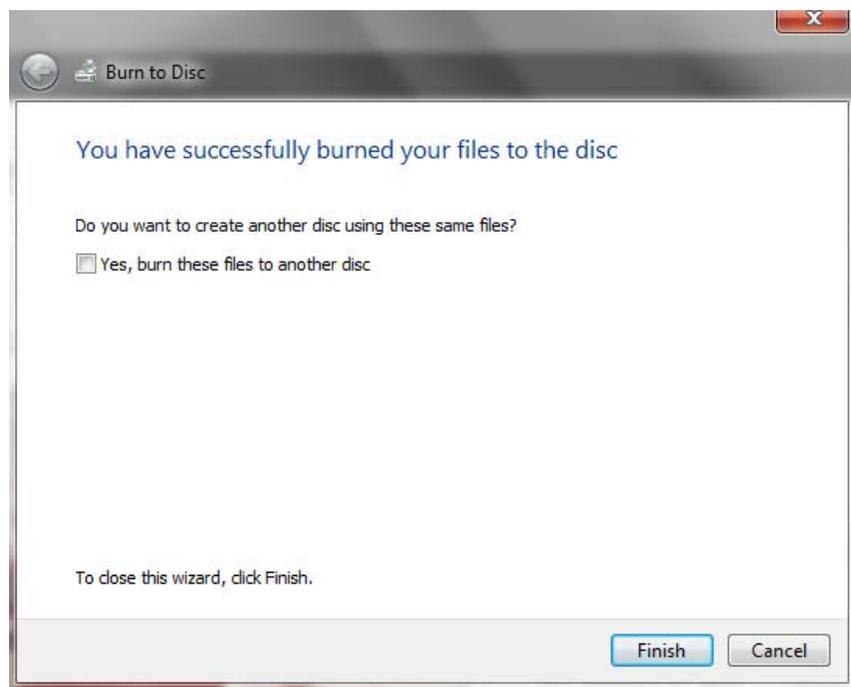


Figure 1.7 Successful Burn Notice

- 14) Windows Explorer doesn't Finalize a burn, so you are free to add more files. Each time you burn its called a session.

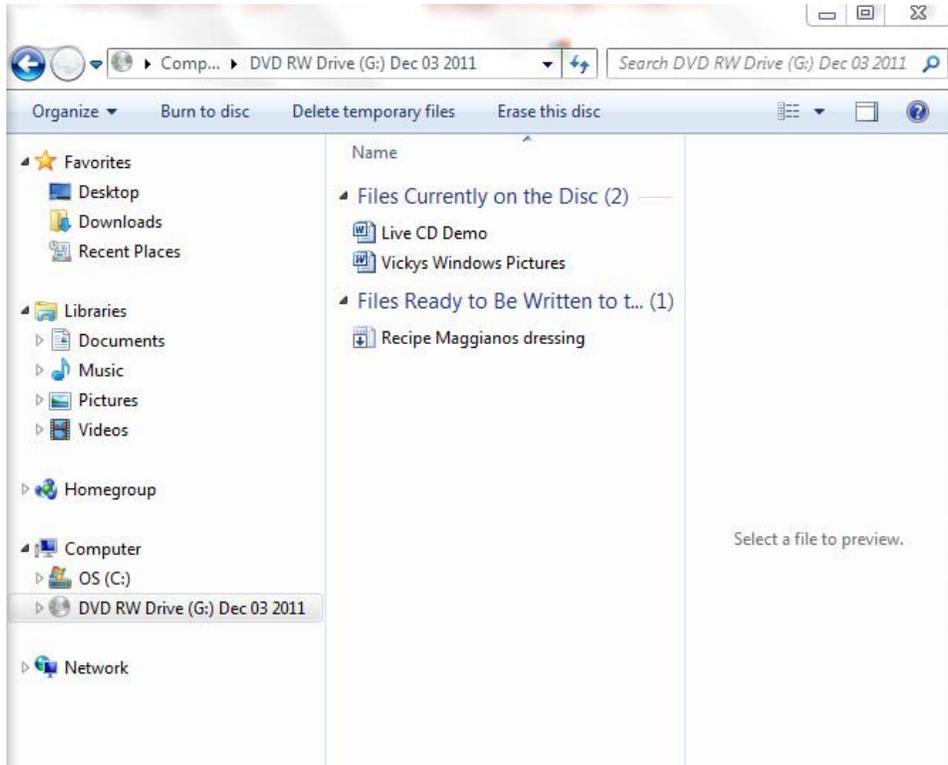
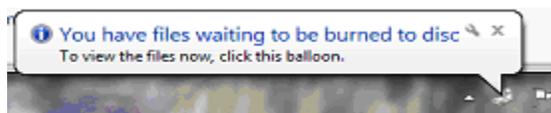


Figure 1.8 Files for a new session

If more files are added a dialog balloon letting you know that there are files ready to be written. When you are done collecting files, repeat the burn process.



## Live File System Option

If we chose the Live File system Option at step 5 we could use this like a USB or diskette or floppy. This option was first available in Vista. Discs created with this system need XP or greater to be read, and Vista or later to be written.

- 5) Select **Like a USB flash drive**

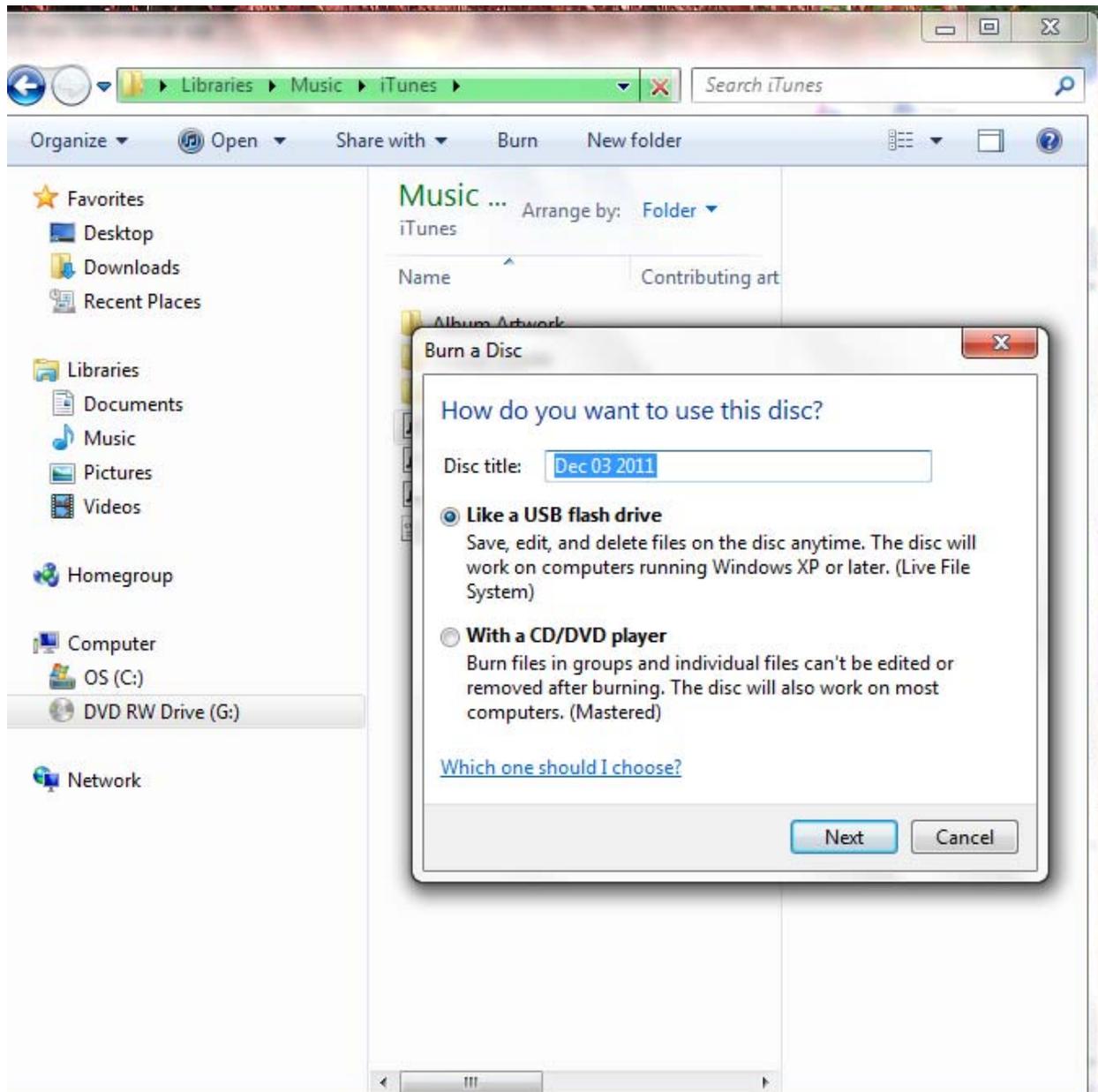


figure 1.9 Dialog for a blank disc

- 6) Drag and drop, copy and paste or send to the physical drive holding the target diskette.

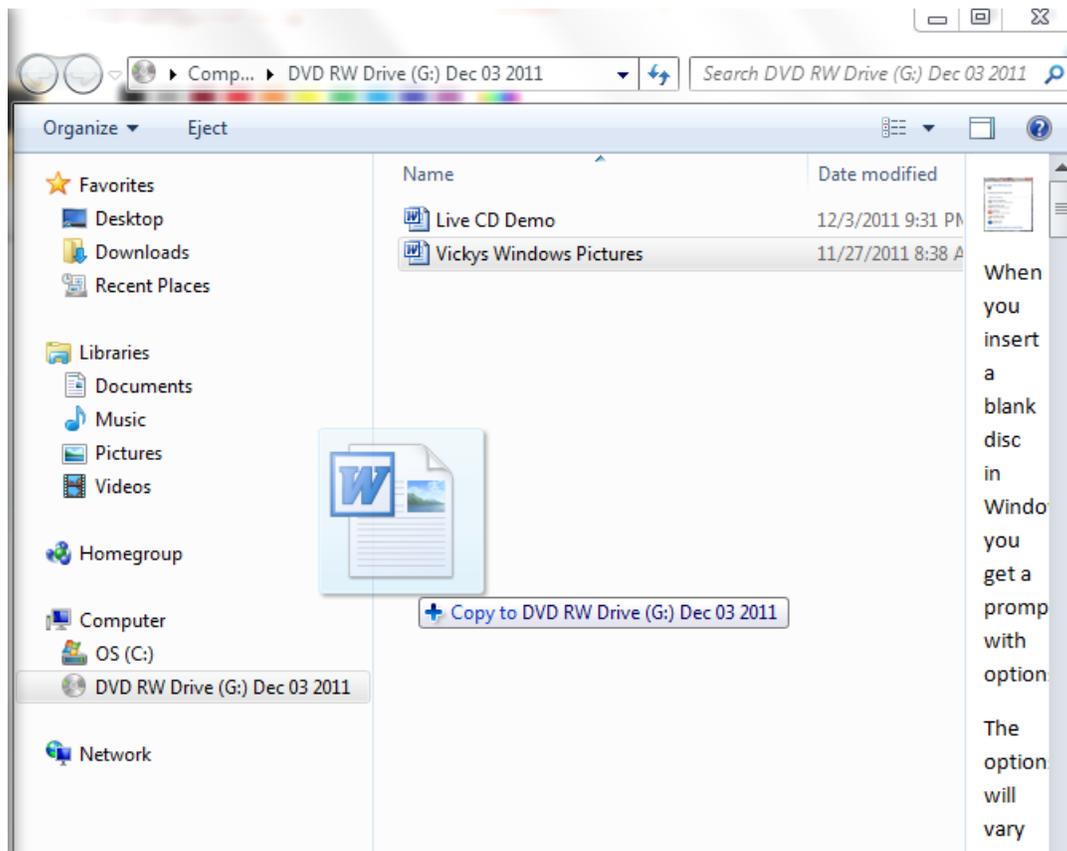


Figure 1.10 Dragging a file to the disc writer

- 7) Wait for the Copying to complete

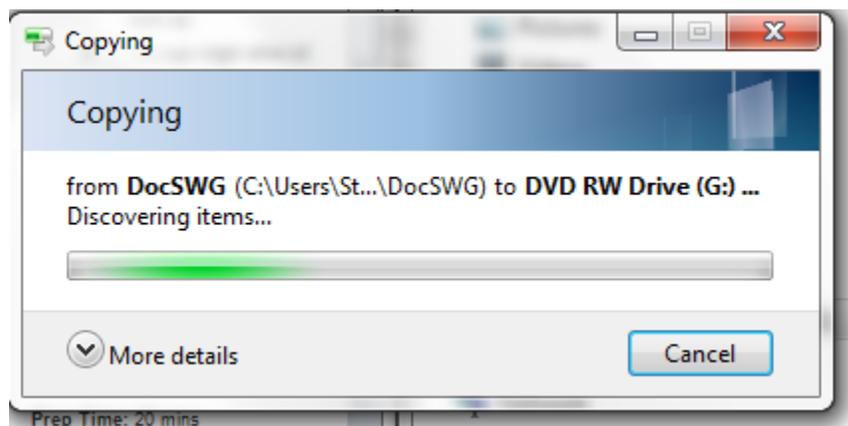


Figure 1.11 Copying Dialog

8) When the copying is complete the file will show up in the file list.

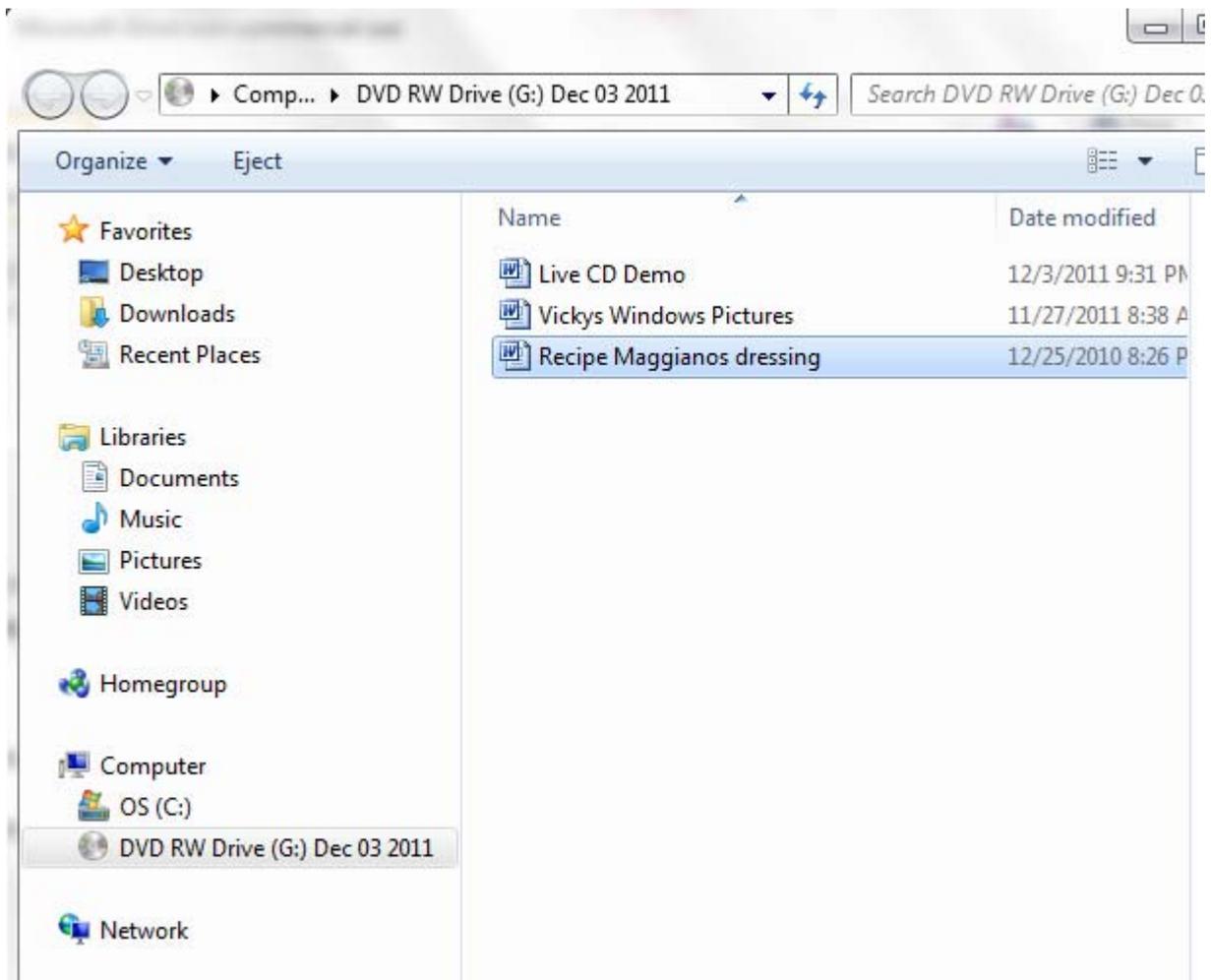


Figure 1.12 – File has been written to disc