



Word 2007

Appendix C

How to Burn CD and DVD

How to Burn a CD or DVD in Windows Vista

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.

Live File System

Now there are some more decisions to make. You can create a so called 'Live File System disc' (also called an UDF-disc) or you can create a so called 'Mastered disc'.

If you want to use the disc as a flash drive or floppy disk, you better choose for a 'Live File System disc'. The Live File System disc (UDF) disc is only has to be compatible with Windows Vista and Windows XP. If you want to create a Live File System disc (UDF) which also has to be compatible with other operating systems, you click 'Show formatting options' and click on the 'Change version' link.

The compatibility of a UDF disc is with other computers depends on which UDF version is chosen.

- UDF 1.02: This can be read by Windows 98 and some Apple computers.
- UDF 1.5: Is compatible with Windows 2000, XP and Server 2003.
- UDF 2.01: Compatible with Windows XP and Server 2003. Earlier Apple computers can possibly not read these discs. This is the version which will automatically be chosen when you don't choose another version manually.
- UDF 2.5: Specially designed for Windows Vista. Only use this when the disc only has to be read by Vista computers.

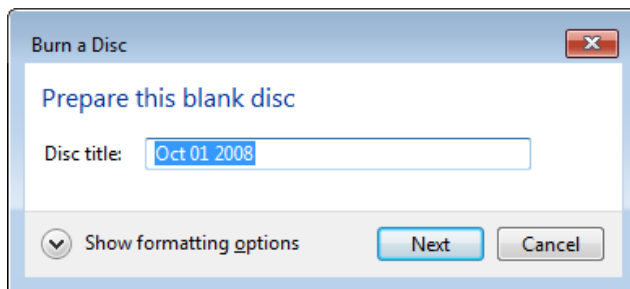
Mastered Format

A mastered disc is only preferable if you want to use the disc in CD or DVD players or in computers which do not have Windows XP or Windows Vista installed.

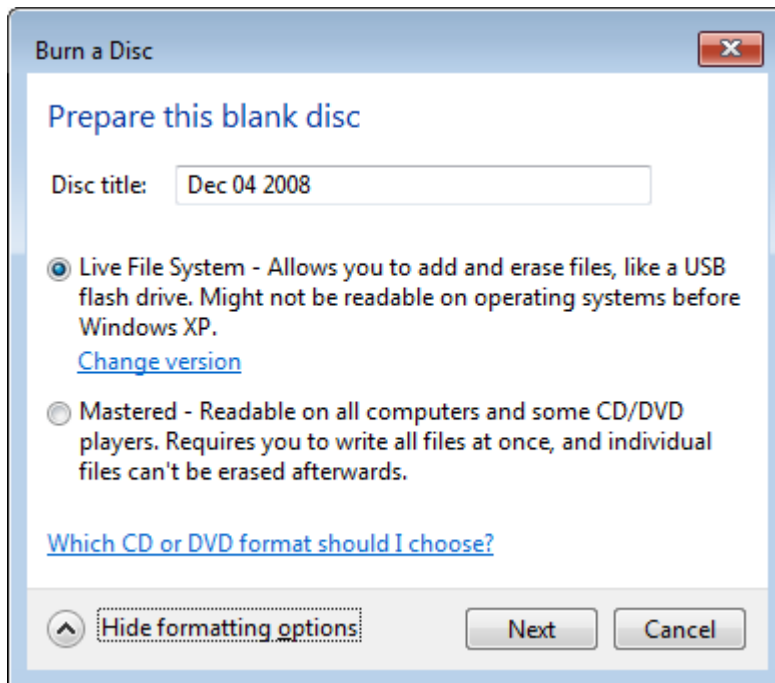
Choose the Mastered format when you need a highly compatible disc that will play in computers with an older version of Windows or in media devices such as CD and DVD players that can read digital music and video files. For more information about choosing a disc format, see Which CD or DVD format should I use?

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.

Insert a writeable CD or DVD into your computer's CD or DVD recorder.



In the dialog box that appears, click Burn files to data disc.



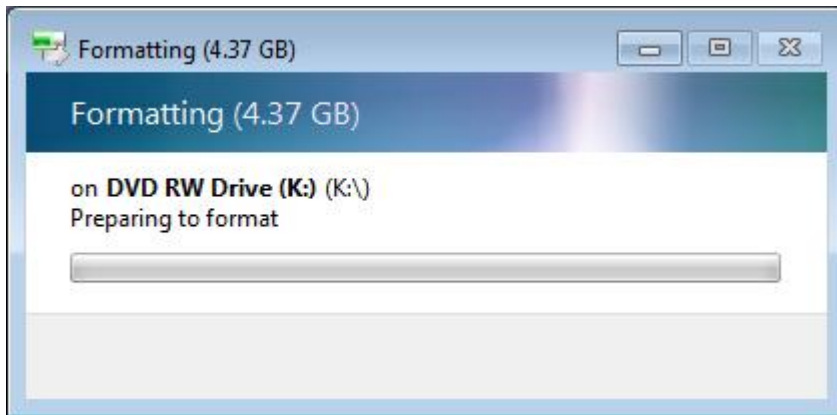
In the Burn a Disc dialog box, type a name for this disc

Click Show formatting options, and then click one of the following formatting options:

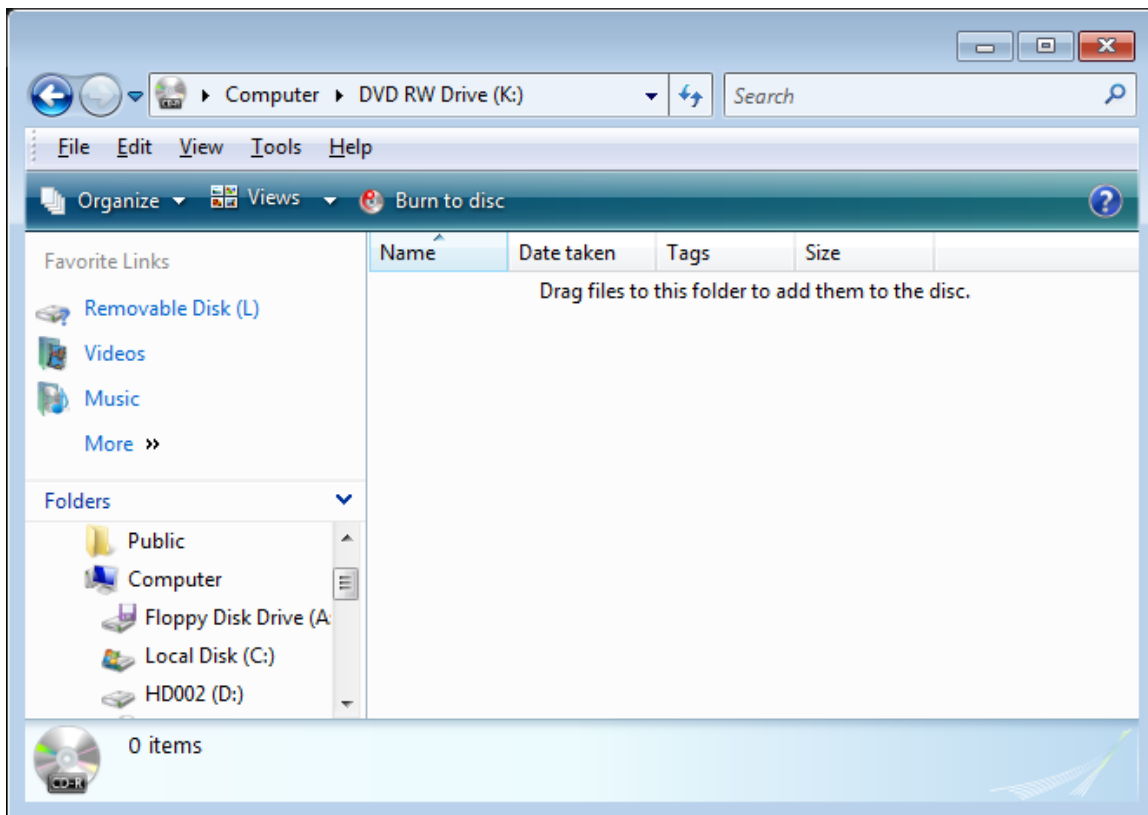
Live File System

Masters.

Click Next to prepare the disc.



Once the CD is formatted, you can use any Windows File Management technique to copy file to the CD.



Write disc directly from Windows Explorer

When browsing your files using the Windows Explorer you see a toolbar in the window with a few buttons. There is also the button 'Burn'. Using this button you can write files to disc on any time, simply by clicking that button. This function works best when there is a -rw or +rw disc in the drive which is formatted as UDF.

Simply browse through your files on your computer and when you see a file which needs to be burned on the disc click on the file and click 'Burn' in the toolbar.

Write data disc using Media Player

As told before, when there is an empty disc placed in the drive and the AutoPlay window appears there is the option 'Burn a DVD data disc using Windows Media Player'. You can choose this option to write music files and other media files to a DVD.

After you have chosen this option in the AutoPlay window, Windows Media Player will be opened and there will be a tab called 'Burn'. Here you can drag your music files, video files, tv recordings, etc. to the right pane to burn them to DVD. To start burning process, click the 'Start Burn' button.

You only have 2 options:

Audio CD

Data CD or DVD

Working with Windows DVD Maker

Using Windows DVD Maker you can make DVDs which can be watched in every DVD player. You don't need a computer to watch the DVD.

A few things you need to think about before you are going to use Windows DVD Maker.

The disc type you are going to use, has to be compatible with the DVD writer (-r, +r) If the video you like to burn on a DVD is on a video tape at the moment, use Windows Movie Maker to import the tape. You can add both moving videos and images. (the images will be showed as a slide show). If you have rent a DVD movie sometimes, you know that a DVD often starts with a main menu with options about what to show from the DVD. For example you can click on 'Scenes' to see a particular scene.