

How to Burn Files to a CD or DVD Using Windows 7

CD Discs can be used in any computer with a CD or DVD drive, whereas DVD discs can only be read by a computer with a DVD drive installed. Most modern computers have a dual purpose drive installed which is capable of reading and writing to both CD and DVD discs.

Format Options

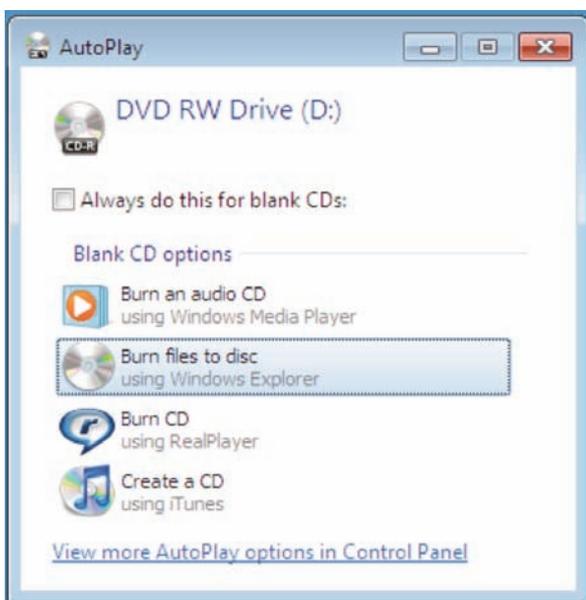
Windows 7 has a new disc format known as **Live File System**, this allows you to Save, Edit and Erase files on your CD in much the same way as you work with a USB stick. Files are immediately copied to the disc without the need to create a file list and select a Burn option. The CD will be compatible with computers running the Windows XP operating system and later operating systems. The disc will not work on Windows versions older than XP and devices such as CD and DVD players.

If the disc is to be used on computers running a version of Windows older than XP or in CD and DVD player devices, then the **Mastered** format must be used to create the disc to ensure that it will be readable. Disc creation using the Mastered format is rather like working with a more traditional CD burning program, in that you select the files to be burnt and then burn them to the disc. See the last section of this guide to find out more about the various types of disc and their limitations.

Copying Files to a CD using the Live File System

The following instructions explain how to burn files to a CD on a computer running Windows 7 and have the CD remain in a state where files can be burnt to it again on future occasions until the CD is full. This is known as **Multi Session CD Burning**. The instructions also apply to burning to a DVD disc.

Insert a writable blank CD or DVD into the computer's CD/DVD drive. On our modern all in one style computers you will find the drive mounted vertically on the right hand side of the computer.



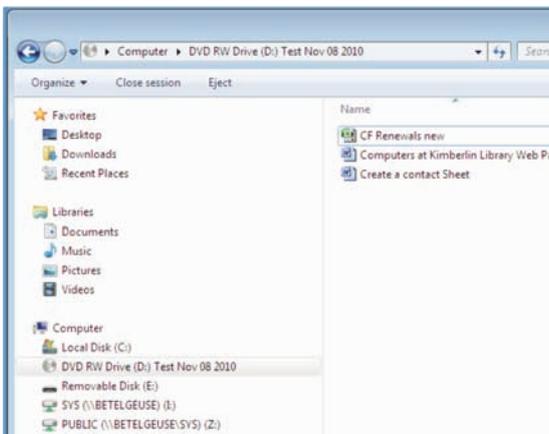
A dialog box opens on the desktop listing various options, select **Burn files to disc**.



The **Burn a Disc** dialog box appears, note that the **Like a USB flash drive** option is selected by default, enter a title for your disc and click **Next**, the disc will now be formatted.

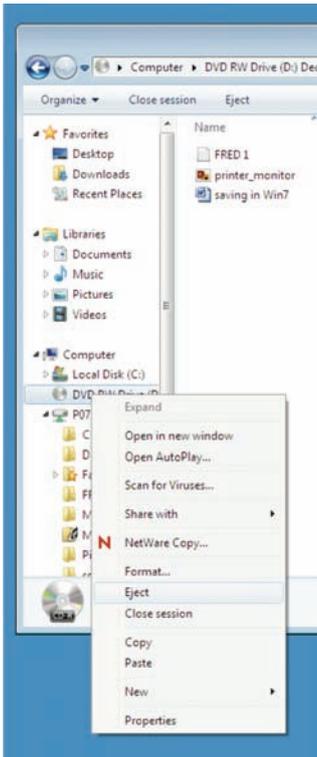


The AutoPlay dialog box appears, click on **Open folder to view files**.

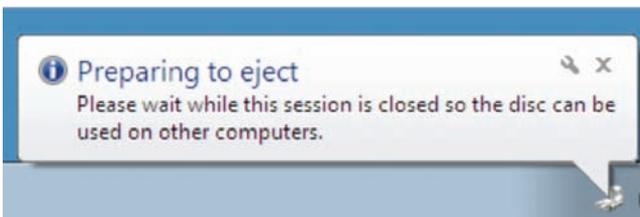


A window appears displaying your available drives and network folder locations on the left, your target CD is listed in this area as **DVD RW Drive (D:)** When your target **DVD RW Drive (D:)** is selected an empty folder is displayed on the right into which you drag or copy files to be burnt to your CD. Files are automatically burnt to your CD when copied to this folder. You can also copy files to the CD by dragging them and dropping them on to the **DVD RW Drive (D:)** icon in the left section.

Ejecting your CD



When you have finished copying files to your disc it can be ejected from the drive by pressing the drive's eject button or by right clicking on **DVD RW Drive (D:)** in the left hand pane and selecting **Eject** from the menu.

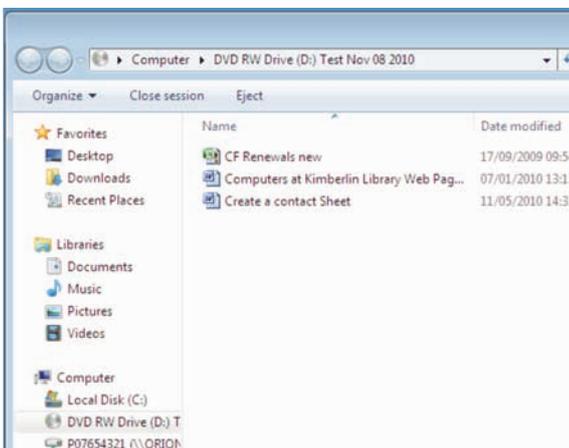


When you eject your CD, the system prompts you to wait until the session is closed before ejecting. Closing the session enables the disc to be used on other computers.

Adding more Files to the CD

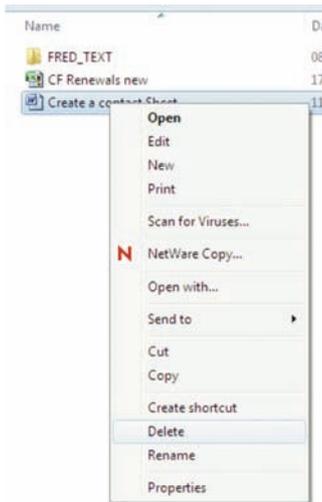


Load the CD, as the CD is already formatted the **AutoPlay** dialog box appears, click on **Open folder to view files**.



A window appears listing files on the CD, add new files to this list, they are automatically burnt to the CD.

Deleting Files



Files are easily deleted from the CD by clicking the filename and selecting **Delete** from the drop down menu.

The Various Types of CD and DVD Formats

The general reading and writing capabilities of a disc are denoted by the letters **R** and **W** in the disc's format. The letter **R** indicates that the disc is recordable but not rewritable, so you can go on adding files until the disc is full, but you cannot erase files to make more space. This type of disk tends to be the cheapest to purchase. **RW** format discs are recordable and rewritable, data can be erased and the disc written to again many times. The **-** symbol indicates that the disc has only one surface layer, whereas the **+** symbol on a DVD indicates that the disc is multi layered and therefore has greater storage capacity. A CD should be capable of storing about 700MB of data and a DVD around 4.7GB.

Disc Type

- | | |
|--------------------------|---|
| CD-R | You can go on adding files to a CD-R disc until it is full, you cannot delete files from the disc. |
| CD-RW | This type of disk is most useful as you are able to delete files from it to free up space and burn new files to the created space. The disc area can be erased and burnt to many times over. |
| DVD-R and DVD+R | You can go on adding files to these types of DVD discs until they are full, you cannot delete files from them. |
| DVD-RW and DVD+RW | These DVD discs are most useful as you are able to delete files from them to free up space and burn new files to the created space. The disc area can be erased and burnt to many times over. |