Burning Files to Disc in Windows 7

Robert F. Loftus, MSLIS

First insert a blank disc on your CD/DVD drive.

An AutoPlay window will open:

If you want to create an Audio CD that will play in a CD player, then choose *Burn an Audio CD*.

If you will be inserting the disc into a computer, or creating a DVD that will play in a DVD player, then choose the *Burn Files to Disc* option.
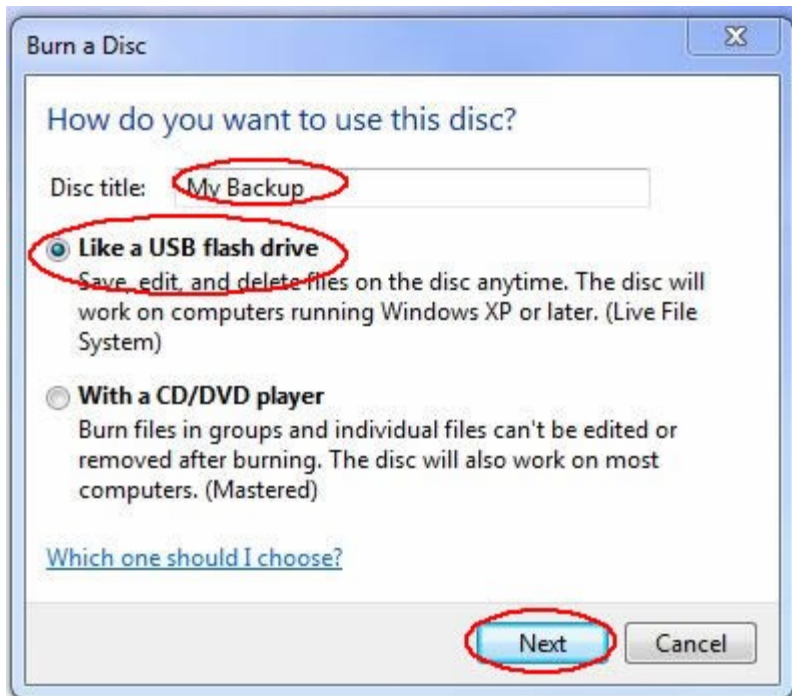
Another prompt will appear, asking you to choose between burning options.

Make up a name and enter it in the *Disc title:* field.

If you choose Like a USB flash drive, then you'll be able to edit the files, but you can only access the files on a computer. You won't be able to play music files on a CD player.

If you choose *CD/DVD* then the files are *Read Only*, which means you will not be able to make changes to them later.

Click next. You should see your drive in an Explorer Window with a label that says "drag files to this folder to add them to the disc." This is your *Burn Window*.

Open a second Explorer Window so you can see the files as you drag and drop them. To drag and drop files just click on the file icon with the mouse, then -while holding the mouse button down- slide your mouse into the burn window, as you do this you'll see the file icon follow the point of your mouse. Release the mouse button to drop the file into the burn window. Once you've put all the files you want on the disc into the burn window, click the *Burn to disc* button at the top and follow the next set of prompts.

You may edit the title of the disc or adjust the recording speed. A lower recording speed reduces the risk of errors but takes longer to burn. Click the next button to begin the burning process.

 The progress bar will show you how much time is needed for the burning process.

Once the system tells you the disk is done burning, hit the *Next* button. Your disc will be ejected and the system will ask if you'd like to burn another.