

BURN a MASTERED CD USING WINDOWS VISTA

1. Insert a mastered (used) disc in the drawer with the label up and close the drawer. Wait 30 seconds.
2. The “AutoPlay” menu opens displaying the title “DVD RW Drive (D:)”. Left click on the message “Open folder to view files using Windows Explorer”.
3. The “DVD RW Drive (D:)” window opens; the names of the folders/files currently on the disc are displayed.
4. Reduce the size of the “DVD RW Drive (D:)” window and drag it out of the way until the folder which is to be burned on the disc is visible.
5. Use the right mouse button to drag and drop the folder onto the white area of the “DVD RW Drive (D:)” window.
6. The “Burn a Disc” window opens; a dot should appear in the circle which is left of the word “Mastered”. Click “Next” at the bottom of the window.
7. Find the message “Files Ready to be Written to the Disc”; the name of the folder which is to be burned should appear below the message.
8. Find the “Burn to disc” button on the blue bar which is above the white area and click it.
9. The “Burn to Disc” window opens; don’t name the disc but click on “Next” which is at the bottom of the window.
10. The CD drawer will open when the burning has been completed; click “Finish” at the bottom of the window.
11. Check the Disc by looking at the material which was burned on it.
12. Close the drawer and wait about 30 seconds until the “AutoPlay” menu appears. Find the message “Open Folder to view files using Windows Explorer” which is at the bottom of the menu and click on it.
13. Double click on the folder which was named earlier before the files were placed in it. The files appear on-screen as a list of names.
14. On the blue bar above the file name list, locate the “Views” button and click on the white triangle at its right end.
15. A new window appears. Find the pointer on the left side of that window. Using the mouse, drag the pointer up to the “Large Icons” label. The image files (pictures, etc.) will be enlarged so that they are easy to see.
16. If the image files appear to be correct, the burning of the CD has been done correctly and the CD may be removed from the computer. Please close the CD drawer.
17. Close the windows and delete any folder/s or file/s which were created earlier.
18. Each CD will hold many folders/files and may be for many sessions. If the files are pictures, it will hold hundreds of them.