

## BURN a NEW CD USING WINDOWS VISTA

1. Insert a new (unused) 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 "Burn files to disc".
3. The "Burn a Disc" window opens; don't name the disc but click on "Show formatting options".
4. On the next window, click on the circle which is left of the word "Mastered" and then click on the word "Next" which is at the bottom of the window.
5. The "DVD RW Drive (D:)" window opens. Drag and drop the files and/or folders onto the white area using the mouse.
6. Click "Burn to disc" on the blue bar which is above the white area.
7. The "Burn to Disc" window opens; don't name the disc but click "Next" at the bottom of the window.
8. The CD drawer will open when the burning is finished; click "Finish" at the bottom of the window.
9. Check the Disc by looking at the material which was burned on it.
10. 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.
11. 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.
12. On the blue bar above the file name list, locate the "View" button and click on the white triangle at its right end.
13. 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.
14. 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.
15. Close the windows and delete any folder/s or file/s which were created earlier.
16. Each CD will hold many folders/files and may be used for many sessions. If the files are pictures, the CD will hold hundreds of them.