



**November 2, 2015**

Do You Have A Passion To Burn?

If you have a burning passion for maintaining your paper documents, why not you're your valued documents to a CD? There are 101 things that can happen to those important documents and treasured photos and videos. You can have an extra added insurance by copying those documents, photos and videos to a writable disk.

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.

For Live File System Format:

1. Insert a writeable CD or DVD into your computer's CD or DVD recorder.
2. In the dialog box that appears, click Burn files to data disc.
3. In the Burn a Disc dialog box, type a name for this disc, and then click Next. It might take several minutes for the disc to be formatted in the default Live File System format. When the formatting is complete, an empty disc folder opens.
4. Open the folder that contains the files you want to burn, and then drag the files into the empty disc folder.

For Mastered Format:

5. Insert a writeable CD or DVD into your computer's CD or DVD recorder.
6. In the dialog box that appears, click Burn files to data disc.
7. In the Burn a Disc dialog box, type a name for this disc, and then click Show formatting options.
8. Click Mastered, and then click Next.
9. An empty disc folder opens.
10. Open the folder that contains the files you want to burn, and then drag the files into the empty disc folder.
11. On the toolbar, click Burn to disc.
12. For Live File System and Mastered format use the following discs: Disc: CD-R, CD-RW, DVD-R, DVD-R DL, DVD+R, DVD+R DL, DVD-RW, DVD+RW, or DVD-RAM

System Format and Mastered Format options are both reputable and safe. They work quickly and are inexpensive, some are even free! It is always good to do your homework on a product. Keeping our important documents and photo treasures safe and secure will always be an advantage.

Lauren Hilton  
Monroe Langston Inc