



digitization station

BURNING AUDIO & IMAGE FILES TO CD



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With Windows Media Player

The Digitization Station uses Windows Media Player to burn files – audio, music, documents, and images to CD.



Important Note Regarding Video Burning:

While you can burn videos using this method, they will not be playable on all DVD players, particularly older ones. Videos burned using this method will play best on computers.

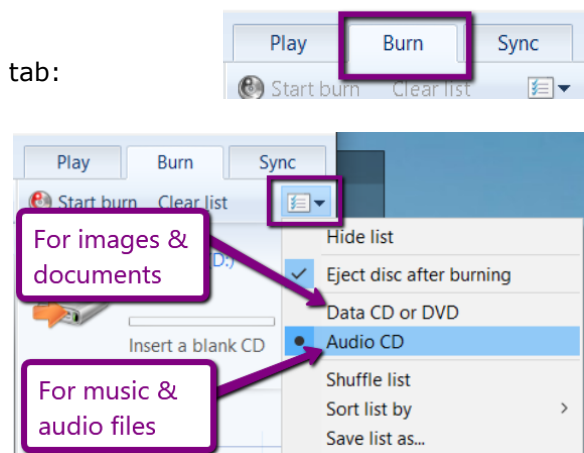
If you want to create a DVD to play in your DVD player, use the **Wondershare App** to burn an actual **DVD Movie** (as opposed to burning a Video File to DVD, which is what this tutorial will show you how to do). DVD Movies will be playable on all DVD players.

PART I: TRANSFER YOUR FILES TO A USB STICK OR EXTERNAL DRIVE FIRST!

Transferring your files to a USB stick is the fastest, most reliable method of getting your files off the Digitization Station computer. It is also the most flexible option for storing your files, as you can always choose to burn them later.

PART II: SETTING UP YOUR DISC

1. Launch Windows Media Player
2. On the right side of the window, click the **Burn** tab:
3. Insert your blank CD into the slot at the right side of the computer with the **label side facing you** (shiny side to the back)
4. Click the icon with the **Checklist** (located right under the **Sync** tab), and select the format you want to burn – use **Audio CD** for music and other audio files, and **Data CD** or **DVD** for images, documents, videos, and slideshows.

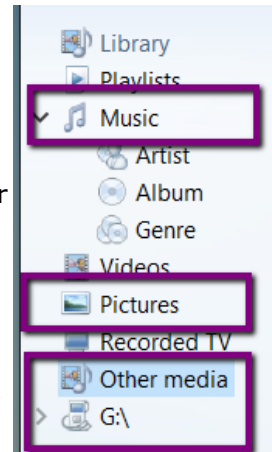


PART III: CREATING A BURN LIST

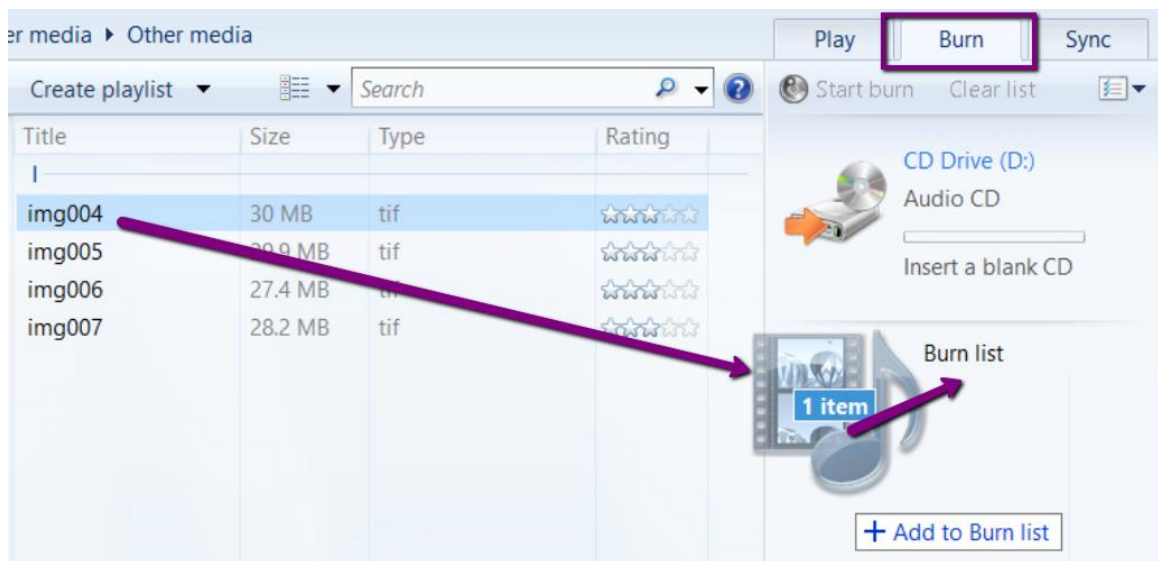
Next you need to create a list of items that you want to burn to disc; this could just be one item or multiple items

1. Use the folders in the navigation menu on the left side to locate your files in Windows Media Player. Audio, image, and/or video files may be under **Music**, **Pictures**, **Videos**, or sometimes **Other Media**.

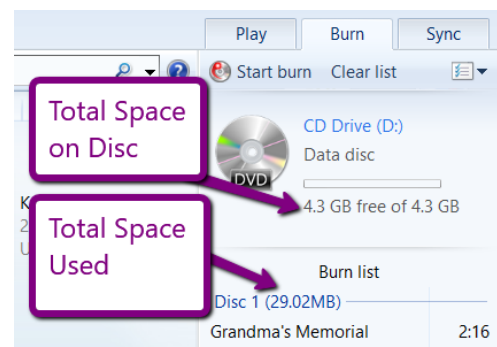
If your files are on an external drive or USB stick, they'll likely be at the bottom of the list in the left navigation menu. Click on the arrow next to it to view its folders and contents.



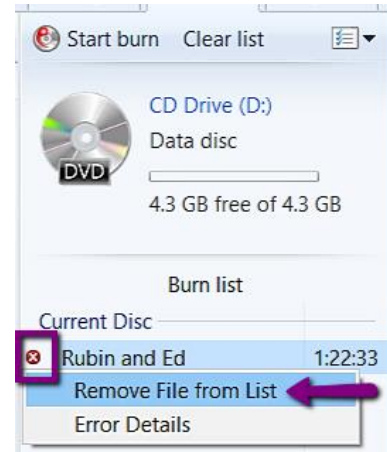
2. Next, **drag and drop** the items you want to burn into the **burn list** area on the right (see below). Do this for as many items as you want to burn to disc.



3. Windows Media Player will show you how much space your files will take up. You can see your **total available space** in the Disc information above your burn list.

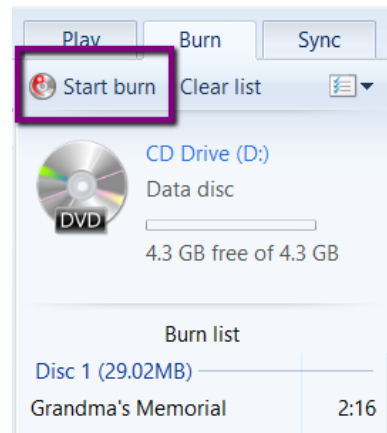


If there isn't enough room on the disc for your item, you'll get see a **red x** next to the file, and you can click it to remove that file from the list.



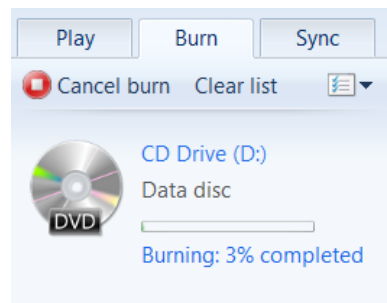
PART IV: BURNING

When you've finished creating your list of items to burn, and have checked that there's enough space on your disc, click the **Start Burn** button.



Media Player will display its **progress** throughout:

When it's complete, Media Player will automatically eject the disc.



To burn the same files to a new disc, just insert a blank disc and click the burn button again.

To burn a new disc with different files on it, remove the current files in the burn list by clicking the **red x** next to the files, and then **drag and drop** new files into the burn area and repeat!