

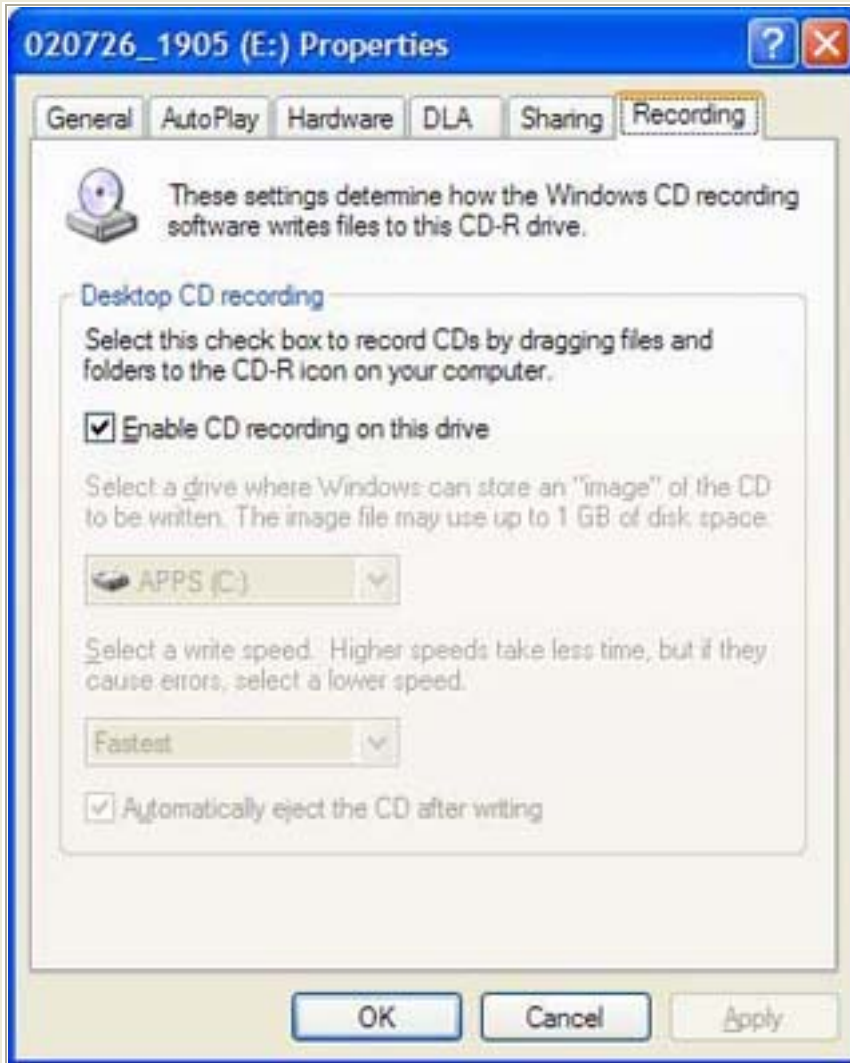
Backing up files on a CD

Getting Started

CD recording software is natively built into Windows XP using Windows Explorer. To check if this capability is turned on, double-click My Computer, right-click on your CD drive and select Properties. Click on the DLA (tab) in the CD Drive Properties window. Make sure Enable recording on this drive is checked OFF.



Next, click on the Recording (tab) in the CD Drive Properties window. Make sure Enable CD recording on this drive is checked ON. Other settings in this window can be changed later if you have problems creating a CD.



Inserting a blank CD

When you insert a blank CD, windows should respond with the following window.

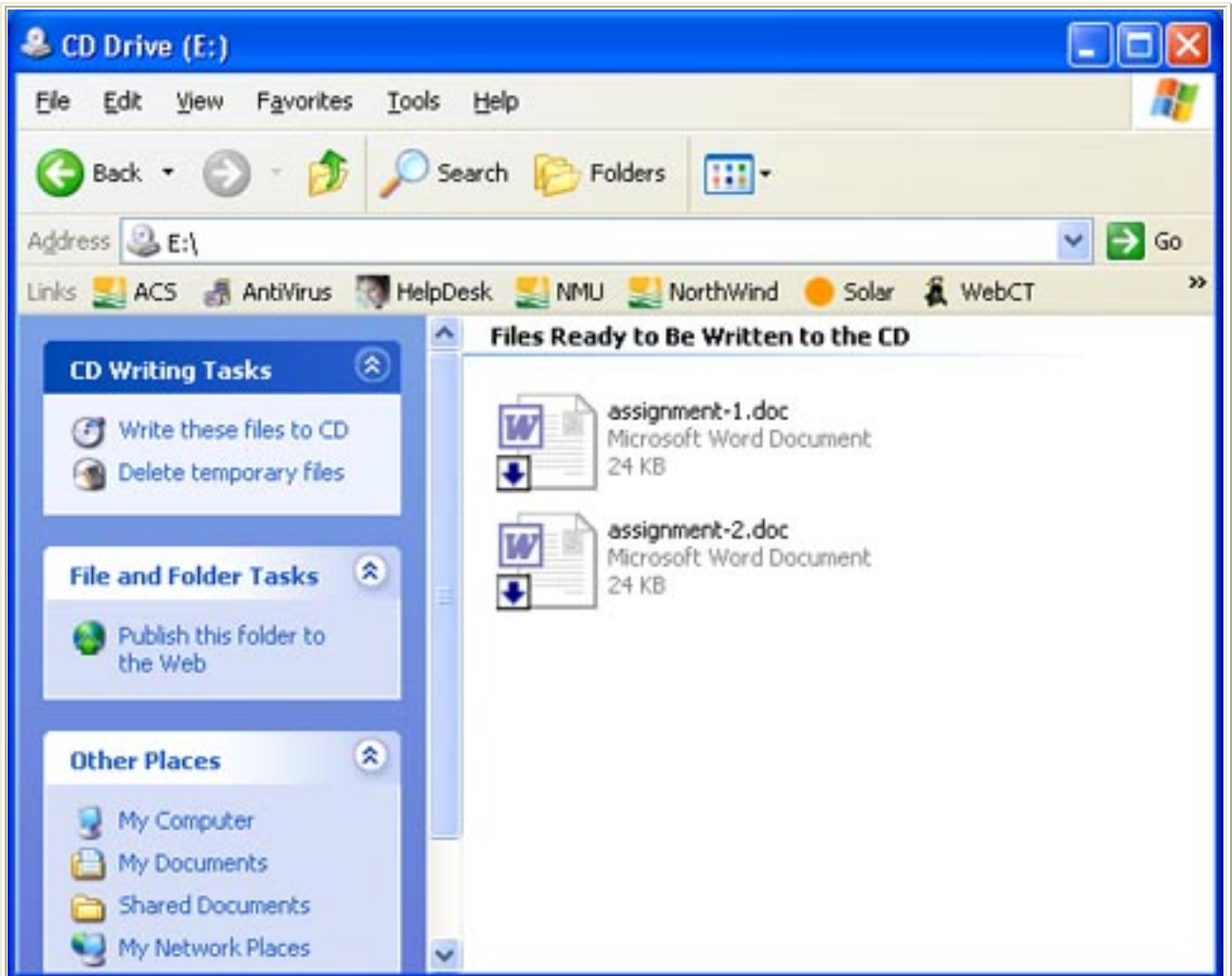
Note: If it does not, check the step above to make sure CD recording is enabled and the CD you are inserting is a blank CD-R/RW

Select Open writable CD folder using Windows Explorer and click OK to continue.



Copying Files

To begin copying files, go to My Computer and double-click the CD drive icon to open the CD Drive window. Next, drag files (or copy and paste) from another file location to the CD Drive window. The files appear with a special icon indicating that they are in a temporary staging area and have not yet been written to the CD-R/RW media.



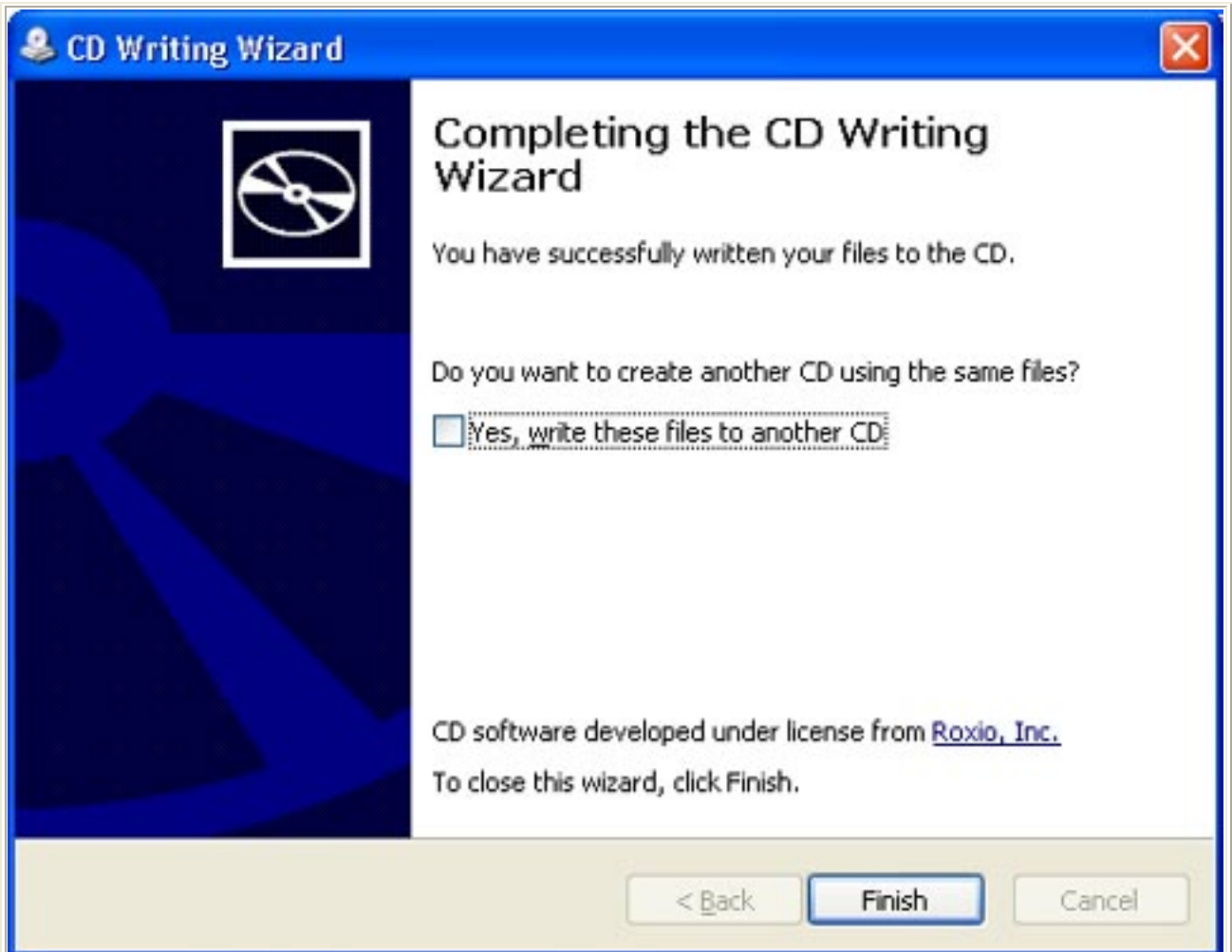
Recording Files To CD

In the graphic above, note the section named CD Writing Tasks. When you are ready to record files to a CD, click on the Write these files to CD link. You will be prompted to enter a CD name (see graphic below) by the CD Writing Wizard. Click Next to continue.



CD Recording Finished

When the files have been written to the CD, you will receive a status notification and will be given an option to write another copy of the files. Click Finish to close the wizard.



Adding more files to the CD

The next time you drag additional files to the CD, you will see files currently on the CD as well as the files ready to be written to the CD.

