

# Portable Professor I

Backup Files To A CD

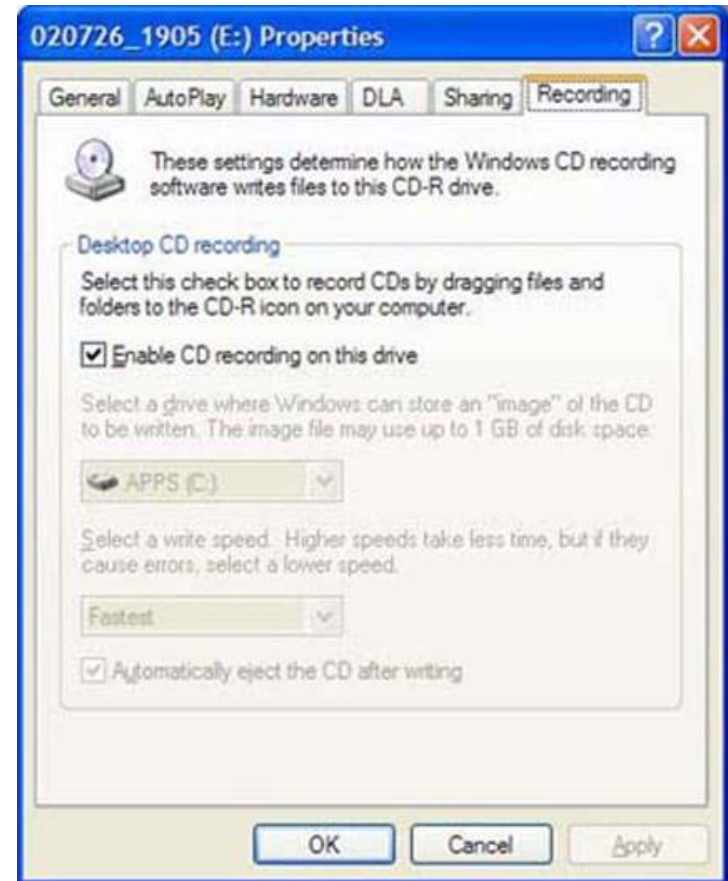
# Backup Files To A CD

- 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.



# Backup Files To A CD

- 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.



# Backup Files To A CD

## Inserting a blank CD

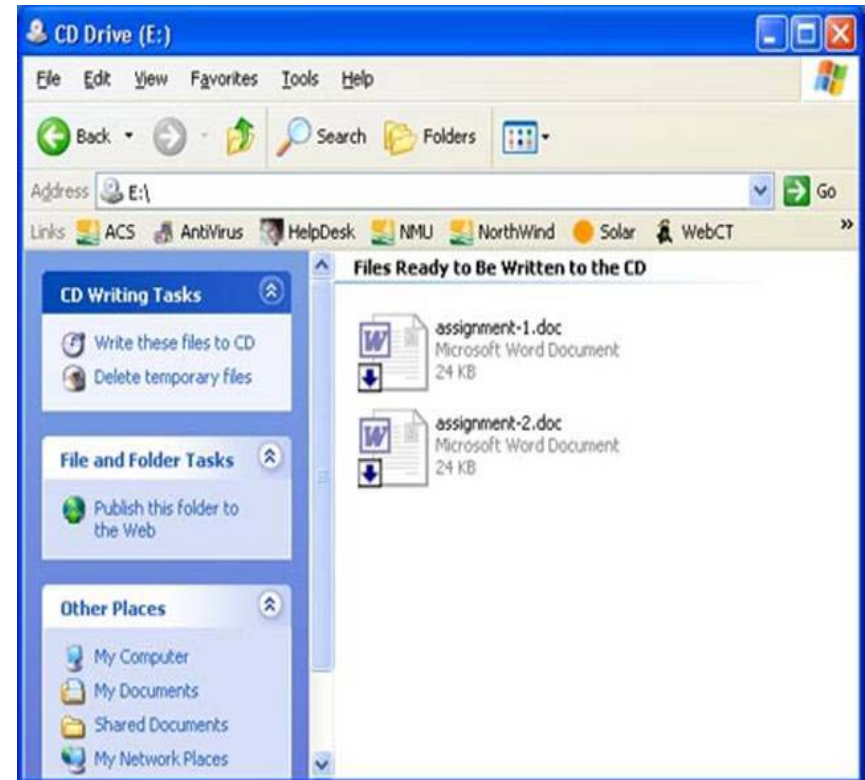
- When you insert a blank CD, Windows should respond with the following window.
- Note: If it does not, check the step above to make sure CD recording is enabled and the CD you are inserting is a blank CD-R/RW.
- Select Open writable CD folder using Windows Explorer and click OK to continue.



# Backup Files To A CD

## 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.



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## 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.



# Backup Files To A CD

## 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.



# Backup Files To A CD

## 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.

