

Backing up your Data to a CD

Please note: This tutorial is intended for Meredith Students who have a Meredith laptop equipped with a CD Burner and IBM's RecordNow software: (all student laptops furnished by Meredith have both a CD burner and RecordNow)

General Information:

1. In order to copy data to a CD you must use a program that is designed to burn information on the CD. You can not use Windows Explorer to drag data to the CD. The Meredith default burner is IBM RecordNow.
2. You must obtain a **CD-R or CD-RW disk**. This disk holds between 600-700 MB.

Pre-CD Burn:

1. Know where your data is. Take few minutes to locate where your data is stored. The default location most users use is in the My Documents folder. This is where the My Music and My Pictures folders are located. However, users have been known to store data in other locations, such as the desktop.
2. Organize your Data: To make the process easier, if your data is not located in one location, such as My Documents, use the Windows Explorer to organize your data in a central location. **We suggest using My Documents.** **Please Note:** You can't backup the My Documents folder, just the files and folders that are in My Documents.
 - a. You might need to use multiple disks, especially if you have music or picture files to backup. **To be safe, no single folder of data should be larger than 600MB.**

Burn Process:

1. Insert your CD-R or CD-RW into the laptop. After the door closes a window might open up. Close the window.
2. Locate and double click the RecordNow icon on your desktop. If you have moved the icon off the desktop use the following locations to open the program.
 - a. R40 and R52
 - i. Press the start button – select programs
 - ii. Select RecordNow (folder) - Select RecordNow (folder)
 - iii. Select Record Now (program)
 - b. Z61 Model
 - i. Press the start button – select programs
 - ii. Select Multimedia Center for Think Offerings (folder)
 - iii. Select RecordNow Data (program)
3. When the program opens select Data Disc
4. Press Add Files and Folders (R40-R52) or Add Data (Z61T)
5. The default "*Look in:*" location should be My Documents. If your data is here then you are ready to start selecting files and folders for burning. If your data is stored in a different location, then you need to browse for that location.
6. Highlight the folders and files you want to add and press add. You can add multiple folders and files at one time by using the shift or control key while you are making your selections.
7. Be aware how much you are adding. There is an indicator that will tell how much space is free.
8. Press the Burn Button when you are finished making your selections.