

WRITING AND BURNING FILES TO A CD

In order to clear space on the Network or to make backup copies of files and folders on your local computer, you can back the files up to a CD. In order to do this, you will have to have access to a CD Burner. The instructions below are for writing to a CD using the Windows Explorer option.

Locating the Files and/or Folders

The first step in the backup process is to locate the files and/or folders that need to be backed up. To do this, follow the instructions below.

- ✦ Place a **CD** into the **CD Burner** drive.
- ✦ Do one of the following:
 - ✦ Right-click the **Start** button on the **Task Bar**.
 - ✦ Choose **Explore** from the menu that appears.
 - ✦ This will open the **Windows Explorer** program.
 - A list of folders located on your computer will appear in the left frame of the window.
 - When a folder is selected, a list of files and folders will appear in the right frame.

or

 - ✦ Click the **Start** button on the **Task Bar**.
 - ✦ Click the **My Computer** option.
 - ✦ Click the **Folders** button on the toolbar.
 - This will display a list of folders in the left frame that are located on your computer.
 - In the right frame, a list of files and folders located in a selected folder will appear.
- ✦ Scroll down until the folder where the document is stored is located. This could be:
 - ✦ Your folder on the network.
 - ✦ A folder under Common on Genesis.
 - ✦ A storage device such as a floppy disk or a mini-drive.
- ✦ Do one of the following:
 - ✦ Click the **Expand** button for the folder where the document is stored. This is the plus sign that appears on the left side.
 - ✦ Click on the folder where the document is stored.
 - ✦ A list of files and folders will appear in the right frame of the window.



Moving Files to a CD

- ✦ Use the scroll button to locate the **CD drive** in the list of folders. Do not click on this folder, just locate it.
- ✦ Click on the file that is to be copied to the CD.
 - ✦ To select more than one file or folder that are not contiguous (not all together):
 - Click the first file or folder.
 - Hold down the **CTRL** key.
 - Click on all the additional files and folders.
 - ✦ To select more than one file or folder that are contiguous (all together):
 - Click on the first file or folder in the list.
 - Hold down the **Shift** key.
 - Click on the last file in the list.
- ✦ Click with the left mouse button and then drag this folder over to the CD folder.
- ✦ When the link for the CD folder appears in blue, release the mouse button.
- ✦ This will copy the file to the CD.

- † After the file has been copied to the CD, click the folder for the CD.
- † A copy of the files and/or folders that you copied should appear under, **Files Ready to be Written to the CD**.
- † Click the **Folders** button again.
- † Click the option to **Write these files to CD**.
- † The **CD Writing Wizard** will appear.
- † In the first step, you will be provided with the opportunity to name the CD. This can remain the default name or you could name it something like **[your name] Backup**.
- † Click **Next** to move to the second step in the Wizard, which will prepare the disk for the files.
 - ✦ This process will take a few minutes.
 - ✦ The status of the process will appear in the bar in the window.
 - ✦ The status will display in minutes and seconds below the bar.
- † When the process is completed, the last step in the Wizard will appear.
 - ✦ When the process is complete, the CD drive will open.
 - ✦ In this window, you have the opportunity to choose whether to write the material to another CD.
 - ✦ If you don't need to create another CD, click the **Finish** button.
 - ✦ If you need to create another CD, click the check box for **Yes, write these files to another CD** and then follow the directions.