

Cry for Help

Computer Tips & Tricks for the novice to the advanced.

CD & DVD Backups

Recently I've become aware that many people aren't doing regular backups because of the complexity of having to "**Burn**" a CD or DVD. Well here is an alternate 4 step process that is much simpler to understand. These steps are specifically written for WinXP computers, but they are very similar for Vista users.

1) Put a blank CD into your CD drive. Assuming here that your drive has the ability to burn disks. On modern computers the optical drive will have the ability to burn both CD's and DVD's. The only difference being the capacity of data you can fit on each disk, a CD is 640MB and a DVD is 4GB \approx 4,000MB.

2) Open My Computer – either from your desktop or the start button. Click on the folders button at the top of the screen and navigate your way to the folder containing the information you want to backup; eg My Documents.

3) Click and drag the My Documents folder to the CD/DVD drive letter on the left hand list. Depending on your computer configuration this might be D: or E: or another letter. This process will generate a "Copying..." popup.

4) When completed you will get a balloon in the bottom right hand corner of the screen saying.. "You have files waiting to be written to the CD..." Click on this balloon to review the files waiting to be written to the CD. Finally, on the tasks list on the left, click on "Write these files to CD" to start the data backup process. Answer the questions to generate a backup copy of all your documents onto a disk. Have a go it's easy!