

Burning a CD for the purposes of back-up of transfer files to home.

Get a burnable CD. This is called a CD-R (CD record-able) or a CD-RW (CD Re-Write-able). You can burn (save to) a CD-R once. You can save to a CD-RW multiple times.

If you have an DELL Optiplex GX 1 or GX 110 computer, then you have the ability to create a CD. With the Optiplex GX1 your CD burning program looks a bit different. Be careful because it has the ability to burn a CD in a way only that machine can read again. You want to burn it so it can be read by any PC. Skip ahead to Create a CD.

If you don't have the ability to create a CD, then save you selected files to the F: drive and then burn your CD from the faculty lounge computer.

To see instructions for backing up files to the server or which files to back-up, please download

(<http://www.ausd.k12.ca.us/dana/teachers/tech/index.htm>):

Windows Management

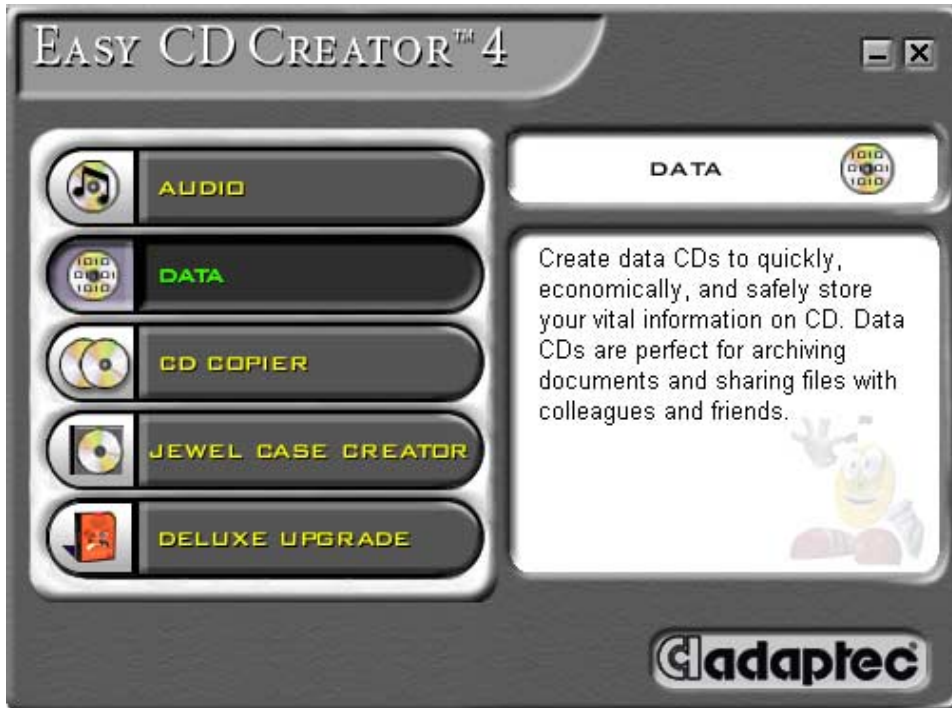
Backing-up files to the server and which files to back-up.

Create a CD

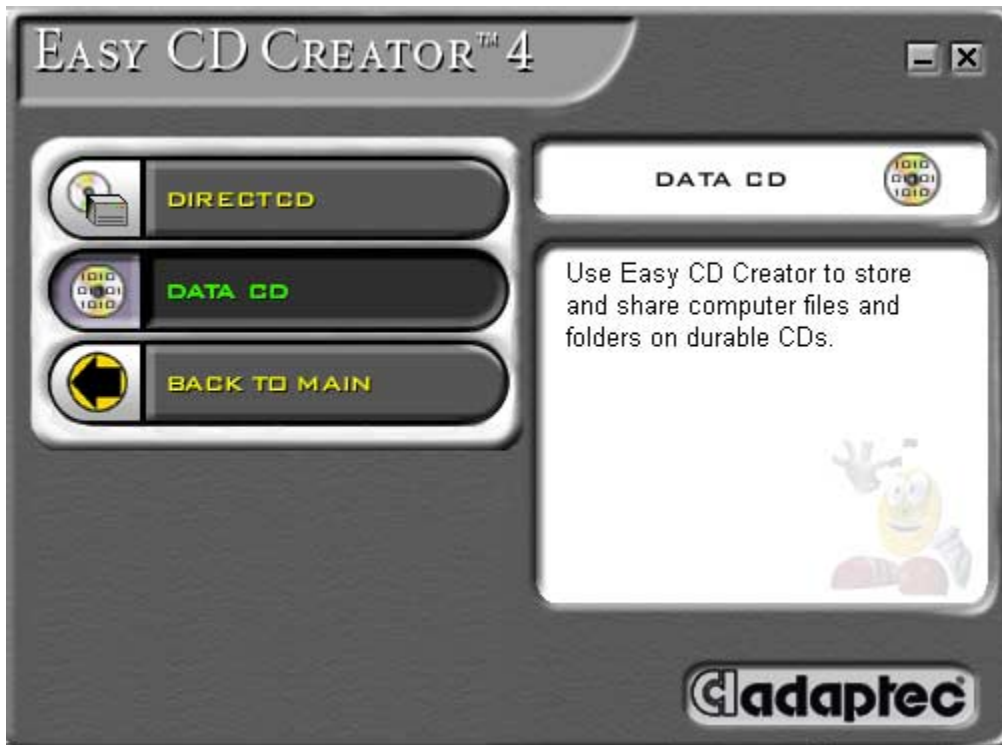
Click on the "create CD" button on the desktop.



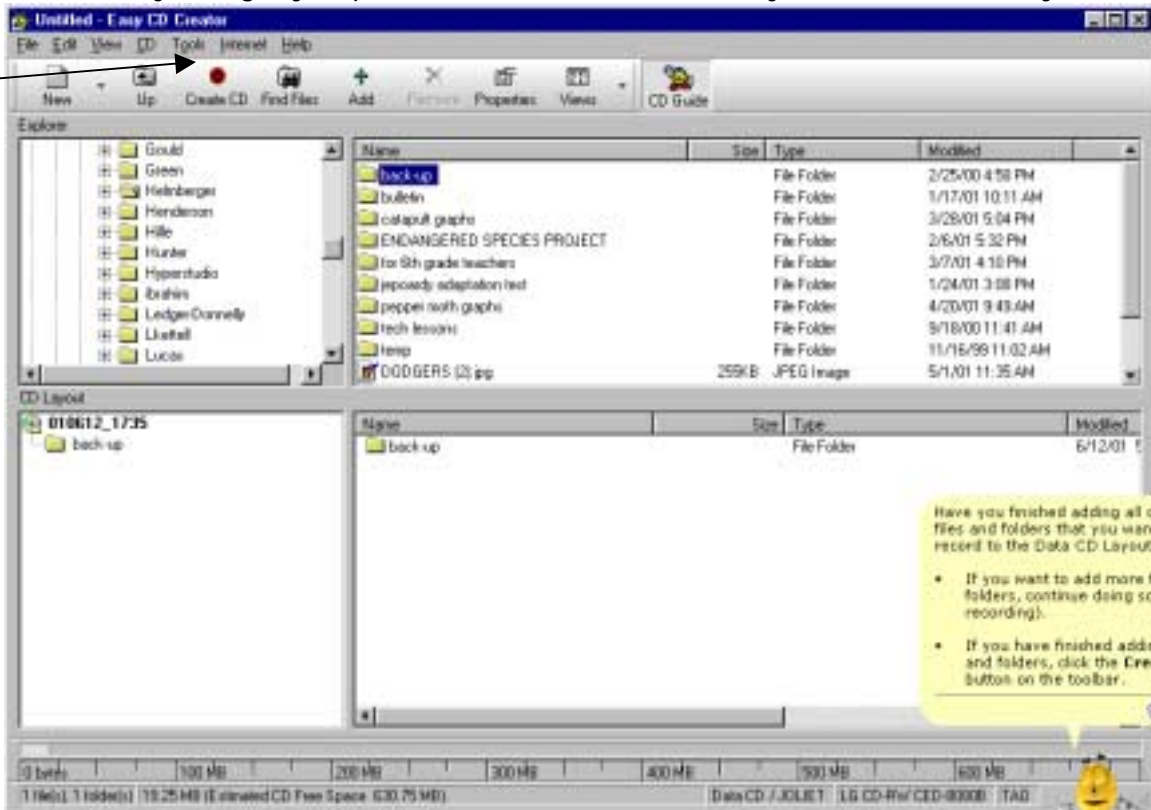
Select **Data**.



Select Data CD.



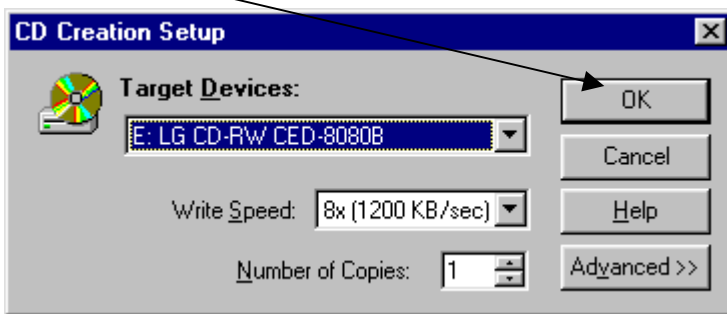
Follow the instructions of the helper. Use this window like Windows Explorer. Navigate to the files you want to burn. For those of you working in the faculty lounge, you put these on the F: drive in your user directory.



Add the entire "back-up" folder to your CD layout (click on the file and then click on add).

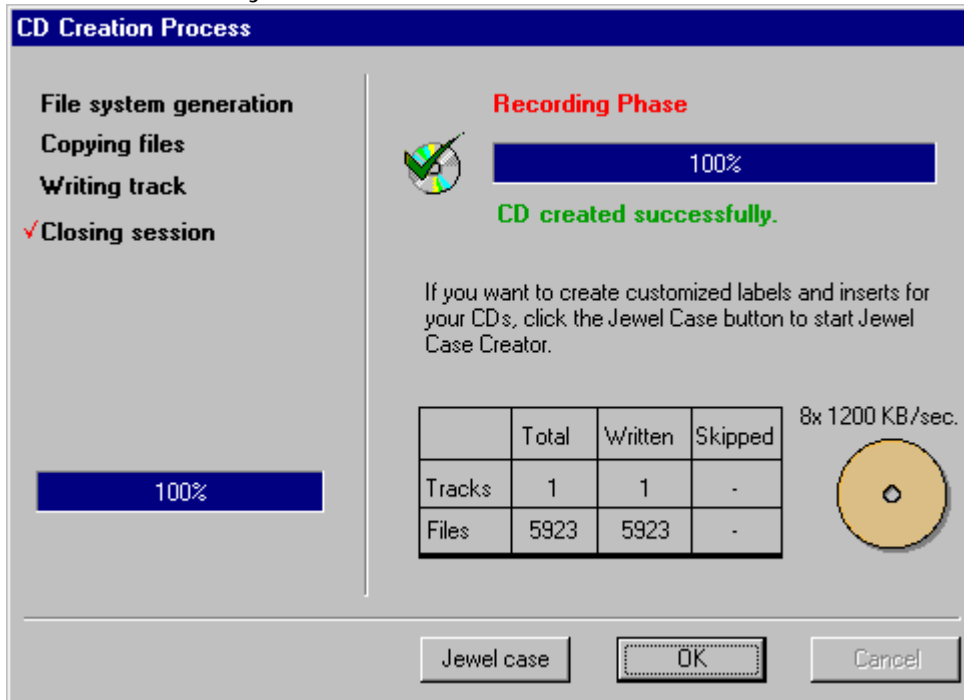
Click on Create CD.

Click OK.



It will automatically do it thing. A window will let you know what it is working on. If you are burning a full CD, it could take about 10 minutes.

When it is done you will see this:



Click OK.

You can then quit the program. (file menu, quit).

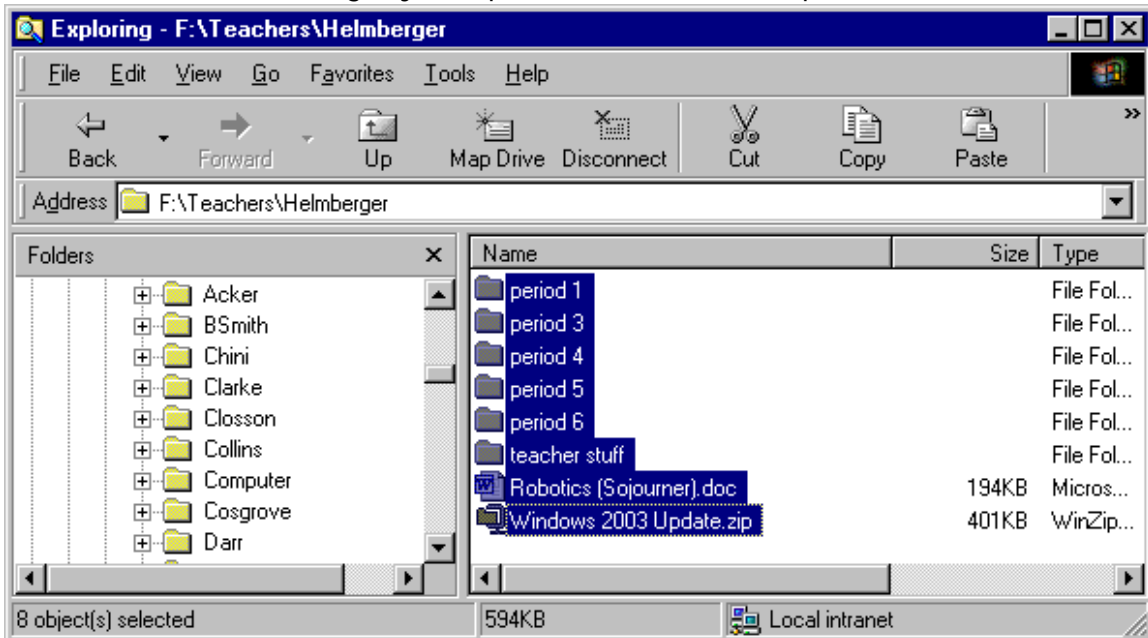
Explore your CD with Windows Explorer or by clicking on My Computer to see your files on the CD. You can use this CDROM to read files like you would from a diskette. However you will not be able to save to it again, unless it is RW.

Eject the CD and you can write on the top in a permanent marker the name of the CD or files.

** If you had used the server to back-up your files, please delete those files from the server now. There is not enough space on the server for long term storage of backups. You now have a back-up on your CD and don't need to use the server.**

To delete file:

Browse the server using My Computer or Windows Explorer.



Click on the folders to be deleted and press the delete key. To select multiple files/folders hold down the Ctrl key as you click on your selections, then press the delete key to delete them all.