

## How to Back Up Data using Roxio Easy CD Creator 5

This guide is designed for faculty and staff on how to back up files to your CD-Burner. This is designed for Windows XP operating system and assumes that your CD-Burner is operational. If you have questions regarding this setup, please call the Help Desk at (714) 278-7777.

### The steps that you will be performing are as follows:

- Ensuring that you have Roxio Easy CD Creator 5 installed in your PC
- Selecting a layout type and CD media type
- Selecting files you wish to back up to your CD-Burner

#### 1. Ensuring that you have Roxio Easy CD Creator 5

- a. Click on Start and select the following: Programs → Roxio Easy CD Creator → Project Selector (see Figure 1)

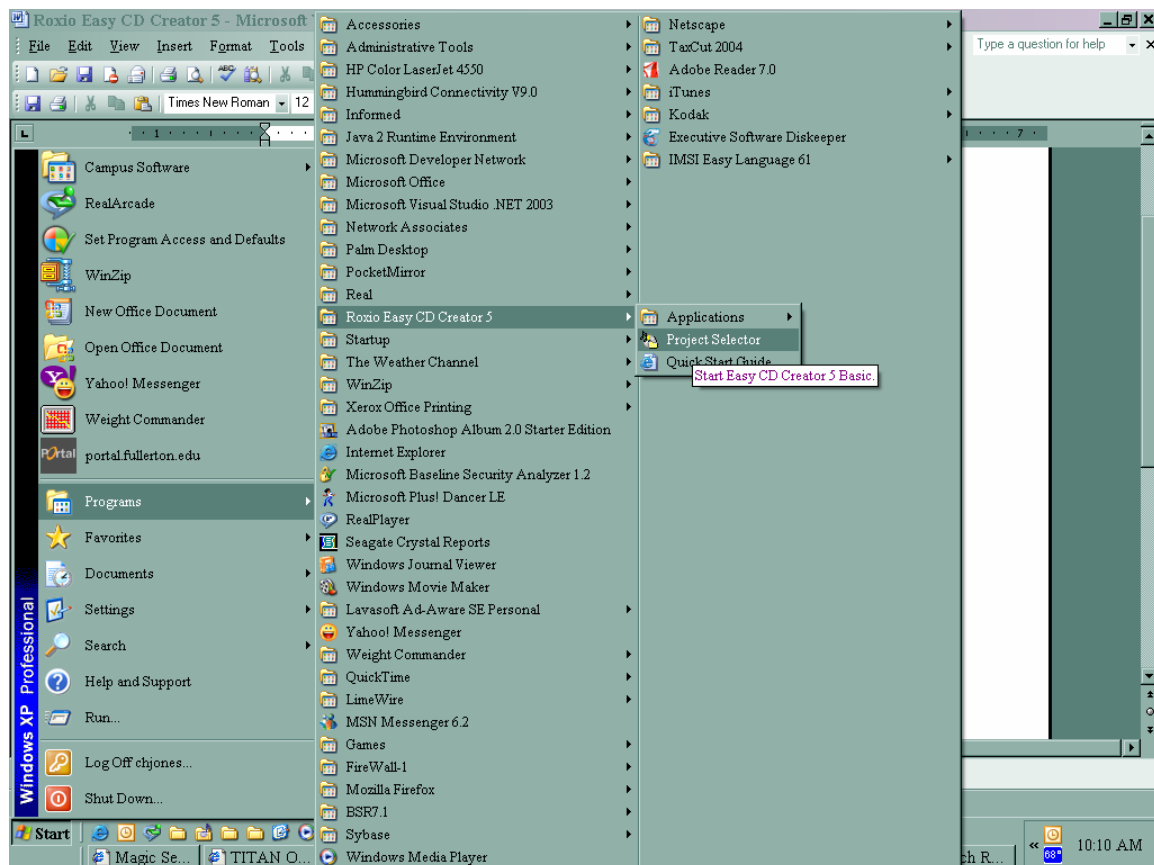


Figure 1

2. The Project Selector interface should look as shown in Figure 2.
3. Click on make a data CD option and then click on dataCD project.

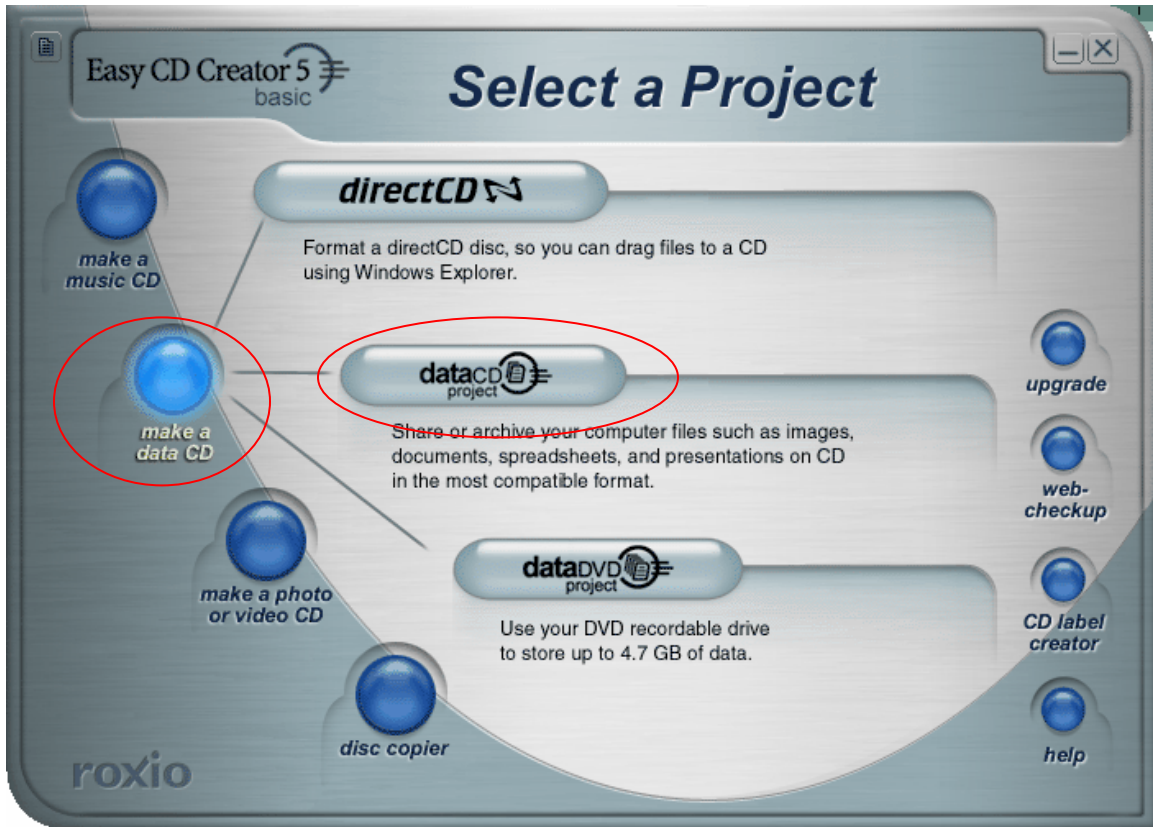


Figure 2

4. The program interface should look as follows:

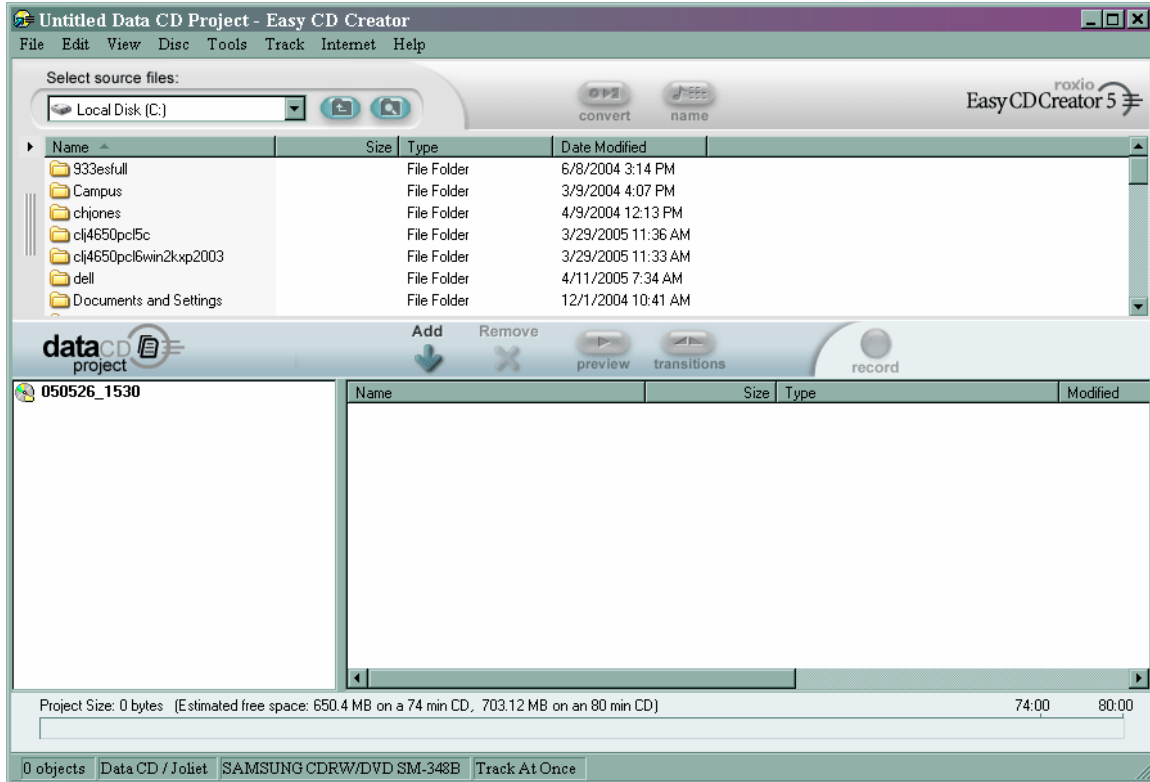


Figure 3.

5. LET'S STOP HERE! Let's do an overview or the concept of putting your files onto a CD media.

A data CD is a compact disc (CD) used to store computer data such as files and folders on your hard disk.

Here are just some of the things you should know about Data CD:

- Unlike an Audio CD, a Data CD is used for data storage only and cannot be played on your home stereo CD or car CD player
- A data CD can typically hold up to 650MB of data (approximately 6 zip disks or about 450 floppy disks) can be accessed on virtually any computer that has a CD-ROM or CD-Recorder drive.
- A data CD is ideal for backing up and archiving your important files such as spreadsheets, tax records, and other data
- A data CD is ideal for sharing multimedia presentations, graphics, and CAD files, Internet downloads, web-based company documents with your colleagues.

Before copying software onto the CD, Easy CD Creator needs to put all of the files in what is called a CD Layout

A CD Layout is where you assemble and organize the files, folders, or tracks that you want to record to a CD. The Layout must contain all of the files and /or tracks before you can create a CD.

## 6. Adding files to your layout

Here are two ways of adding the files, folders, and music tracks (MP3) that you want to record from the Explorer section to the CD Layout:

1. Select the item you want to record in the Explorer section, and then click the Add Button on the tool bar. The item is added to the CD Layout

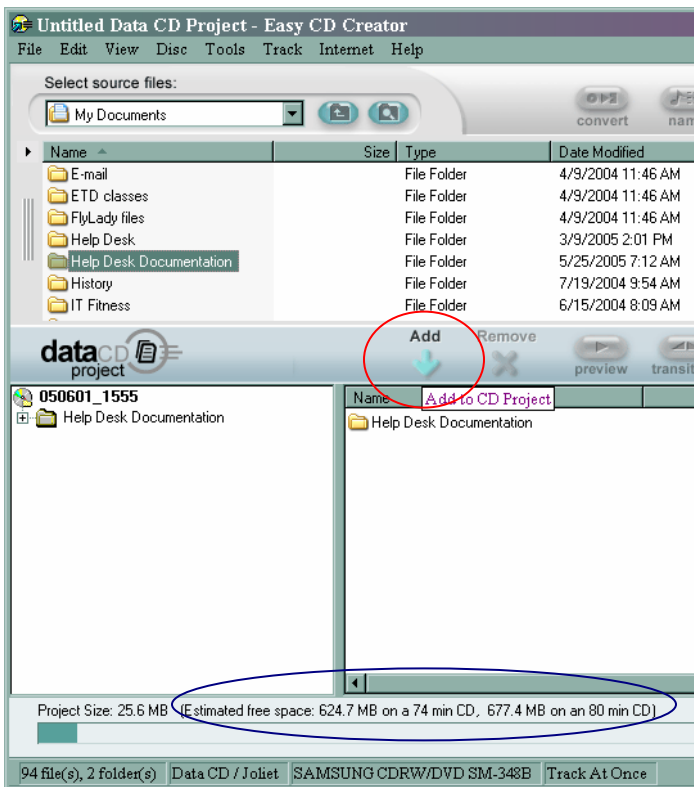


Figure 4. **Keep in mind the Estimated CD Free space above.**

2. Select the item you want to record in the Explorer section, and then drag and drop it into the CD Layout.

To drag and drop:

Select the item you want to record in the Explorer section.

Press and hold the left mouse button while you drag the item to the CD Layout.

Release the mouse button to drop the item into the CD Layout.

- Record your files.  
Click on the Record Button when you are finished putting all of your files on the CD Layout. The Record button should look like the figure below.



Figure 5.

- Confirm the recording of the files and click Start Recording.

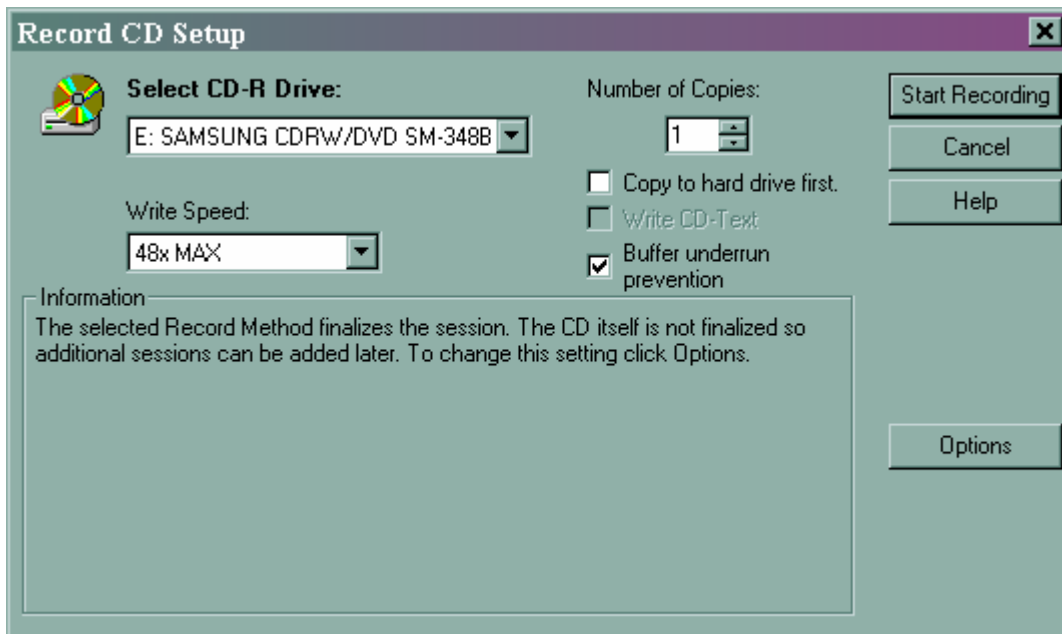


Figure 6.

- You are done!