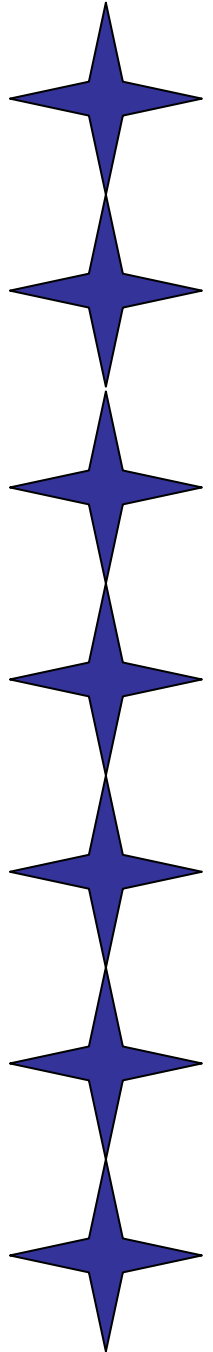


CHSS Documentation

Backing Up Files to CD using RecordNow!

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CHSS Documentation – Backup to CD using RecordNow!

The objective of this document is to assist the average computer user with the task of copying/backing up data and other files to a CD-R/RW.

There are two methods to begin the process of copying/backing up files and/or folders to a CD-R/RW. You begin both by *inserting* a blank or open session CD-R/RW into the CD-R/RW drive.

The first method begins when you insert the blank or open session CD-R/RW into the CD-R/RW drive. A window pops up on the desktop. In which case you would *click* the Add files using Sonic RecordNow! Then *click* the **OK button**. This will open the Sonic RecordNow! software. (Fig. 1)

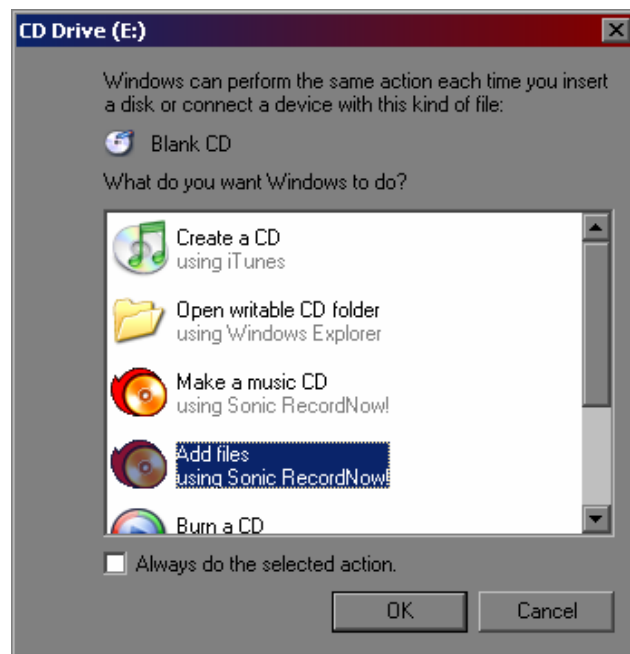


Fig. 1

The second method is to navigate to the Sonic RecordNow! Software by *clicking* on Start -> Programs -> Sonic -> RecordNow! and *click* the **RecordNow! icon**. When the Sonic software opens *click* on the tab with the house on it, then *click* Data Disc which is located under the Quick Start Links portion of the window. (Fig. 2)



Fig. 2

Both ways of starting the copy/backup process will bring you to the window shown in Fig. 3.



Fig. 3

Next you must *click* on the **Add Files and Folders button** which is located on the left side near the bottom of the window. (Fig. 3) The following window will open (Fig. 4). Navigate to the files and/or folders that you would like to backup to the CD-R/RW.

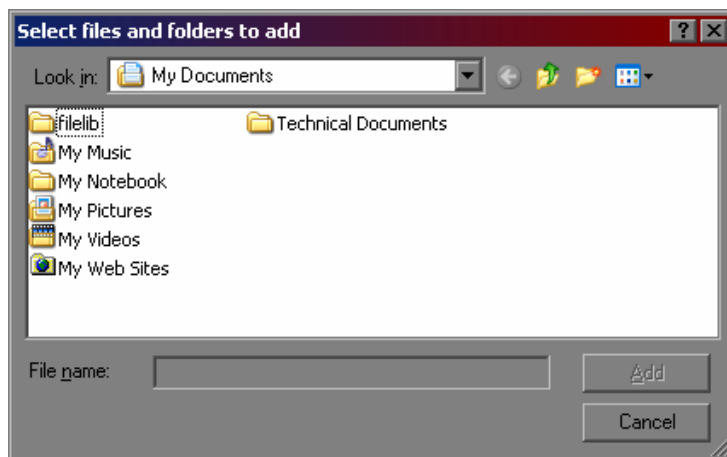


Fig. 4

Select the files or folders then *click* on add. (Fig. 5) You may select more than one file or folder at a time if you hold the CTRL key while selecting files or folders.



Fig. 5

After *clicking* on the Add button, you will return to the Sonic Software interface. The window will show you what files and folders are selected to be backed up. *Click* on the **Red button** on the bottom right portion of the window to begin the burning (backup) process. (Fig. 6)

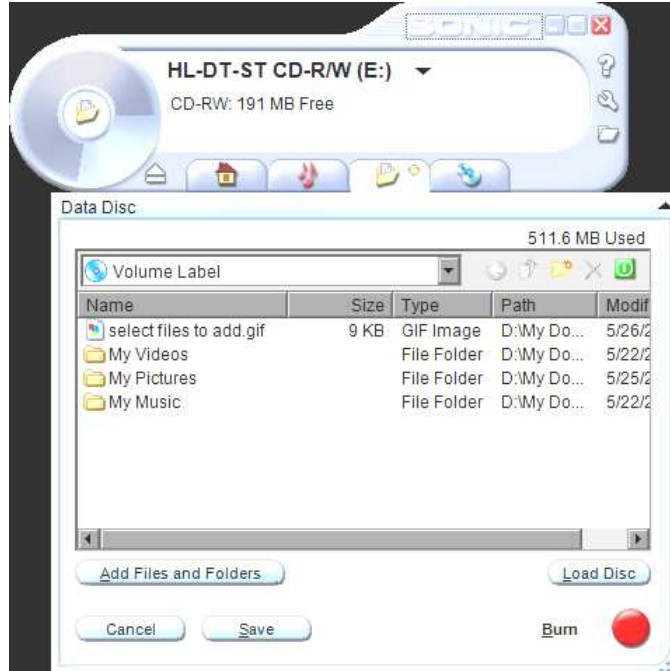


Fig. 6

The burn (backup) process will begin now.

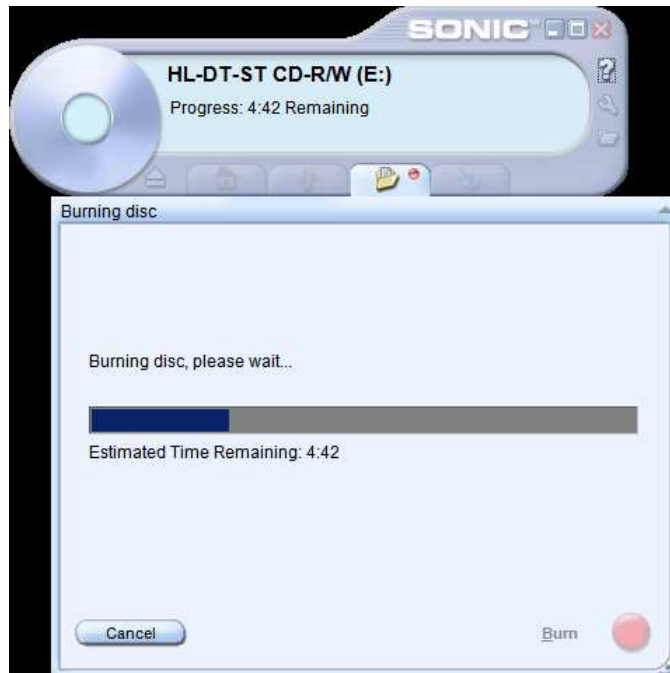


Fig. 7

Upon completion the disc may pop out. If you are finished you may exit the program.



Fig. 8

You can verify that the folders and/or files are on the disc by navigating to the CD and opening a directory or file.