

Windows XP Backup to CD Instructions

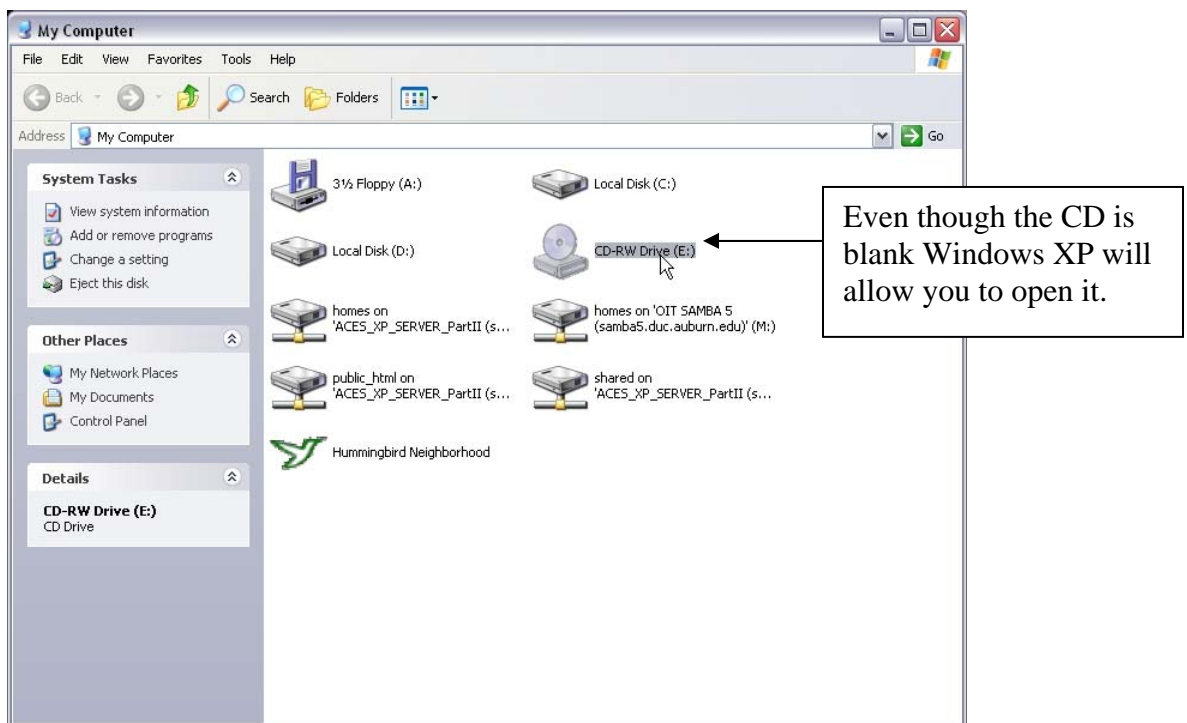
March 25, 2004

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*Words followed by an * denote steps that correspond with a picture.*

Step 1: Locate an unused CD-R and place in the CD drive.

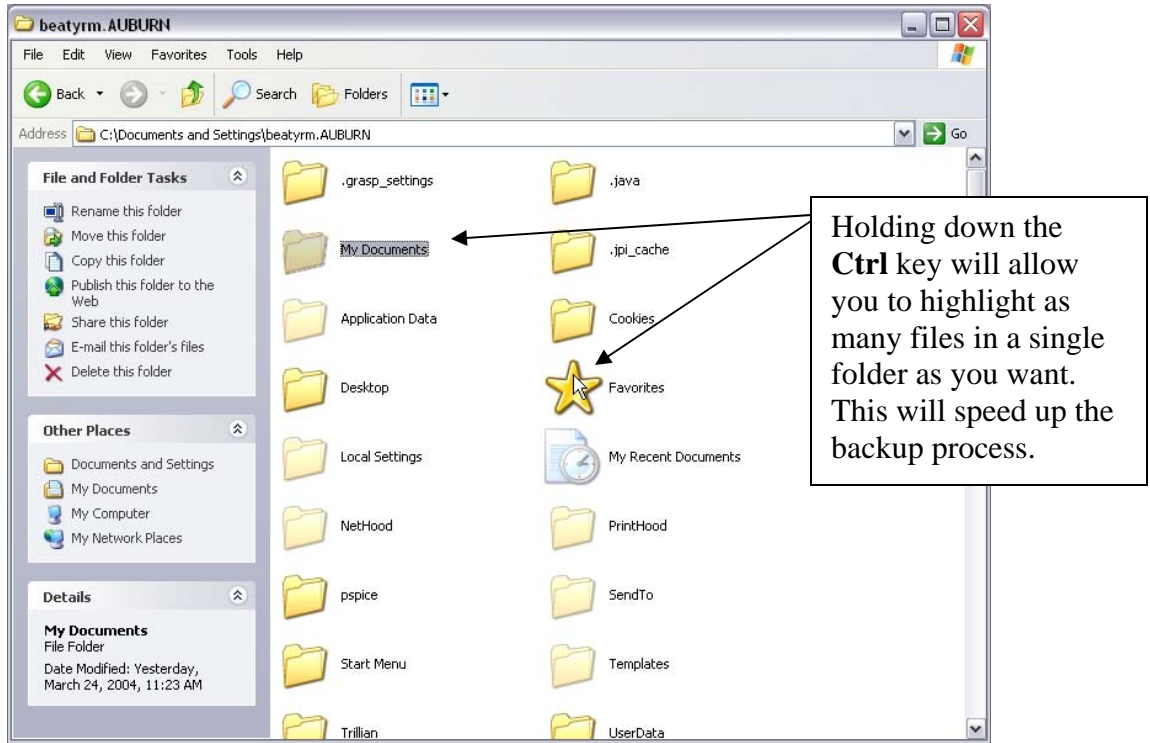
Step 2: Open My Computer and double click on the CD drive* to open it.



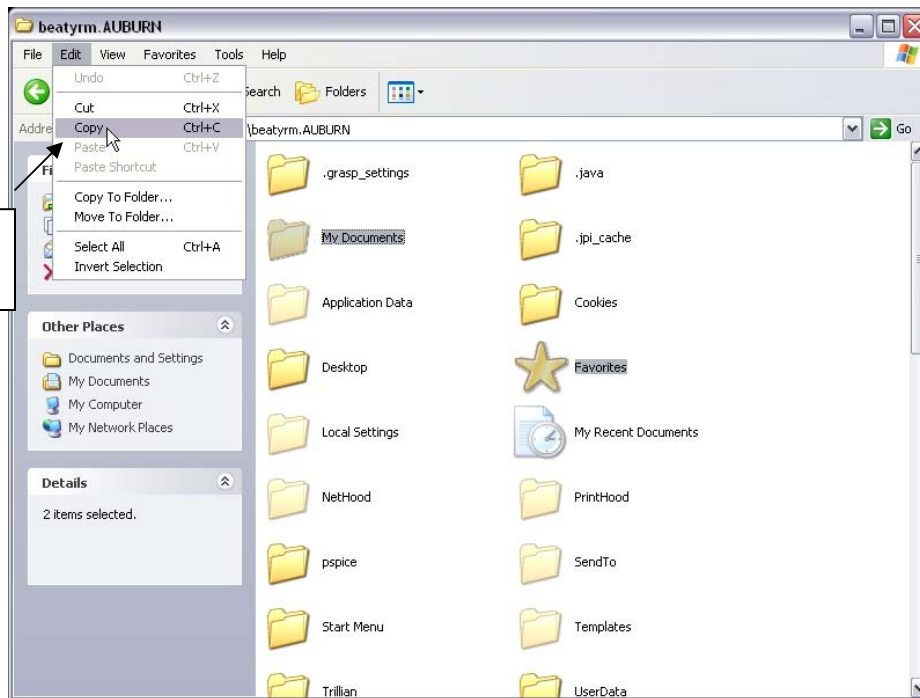
Step 3: Once you have the CD drive open, move the window off to one side and open my computer again

Step 4: Start locating the files to be backed up. At the bottom of this document is a list of files you may wish to backup and the location of those files.

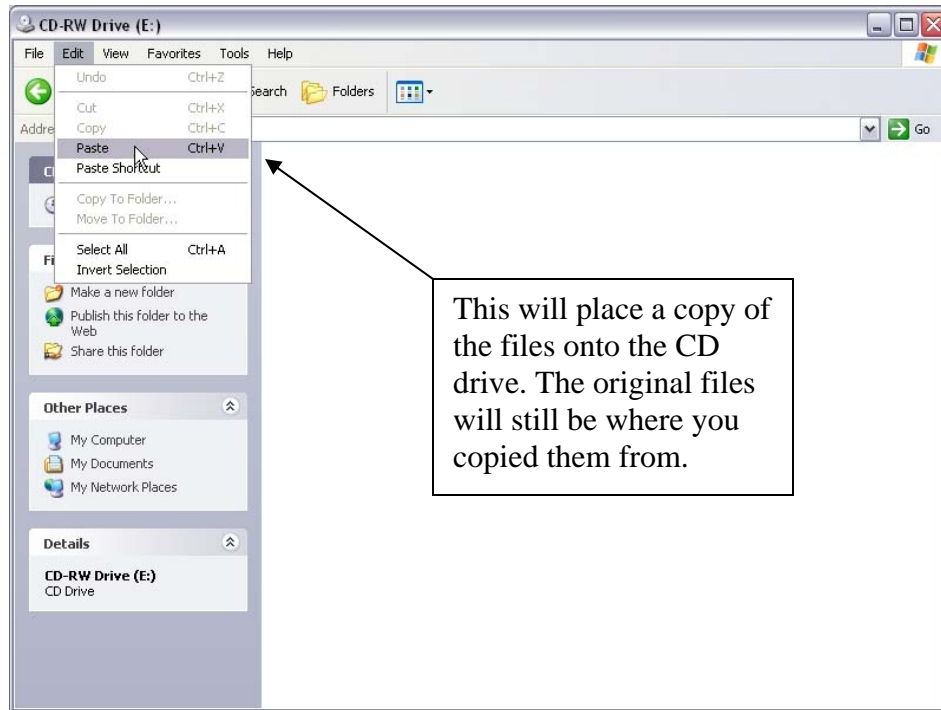
Step 5: Once you have located files to be copied, begin by left clicking the file(s) once to highlight them. To highlight more than one file at a time hold the **Ctrl** key while you left click them.



Step 6: Once you have highlighted all the files in the current folder that you wish to copy, go to the Edit menu* and select the Copy option.

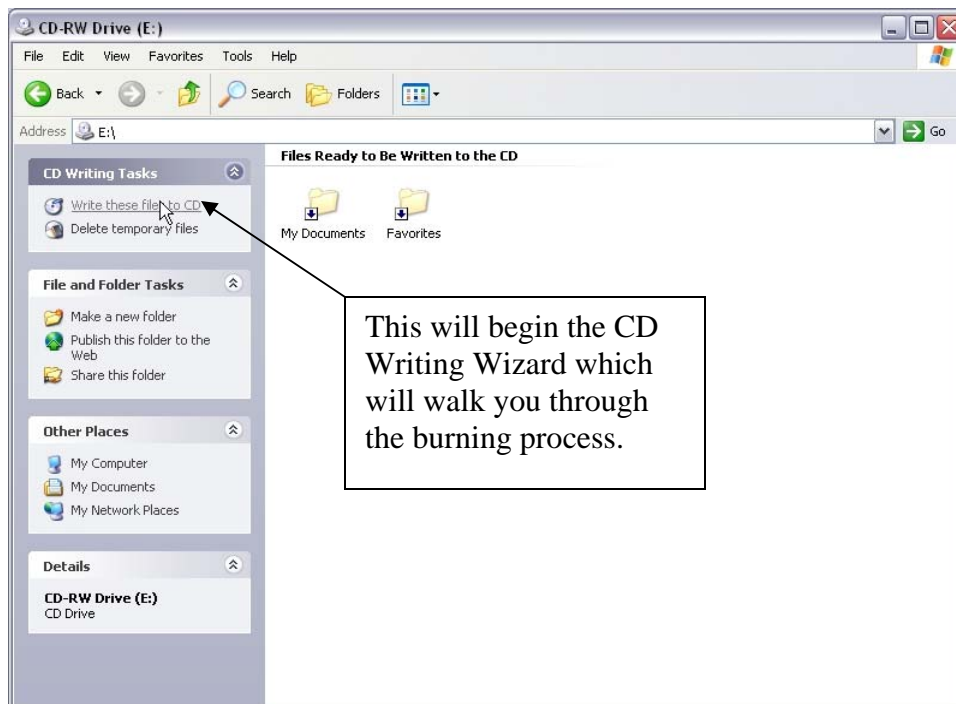


Step 7: After selecting copy, go back to the CD drive window opened earlier and once again, select the Edit menu and press the Paste* option.



Step 8: Repeat steps 4 through 7 for all the files you wish to backup then continue

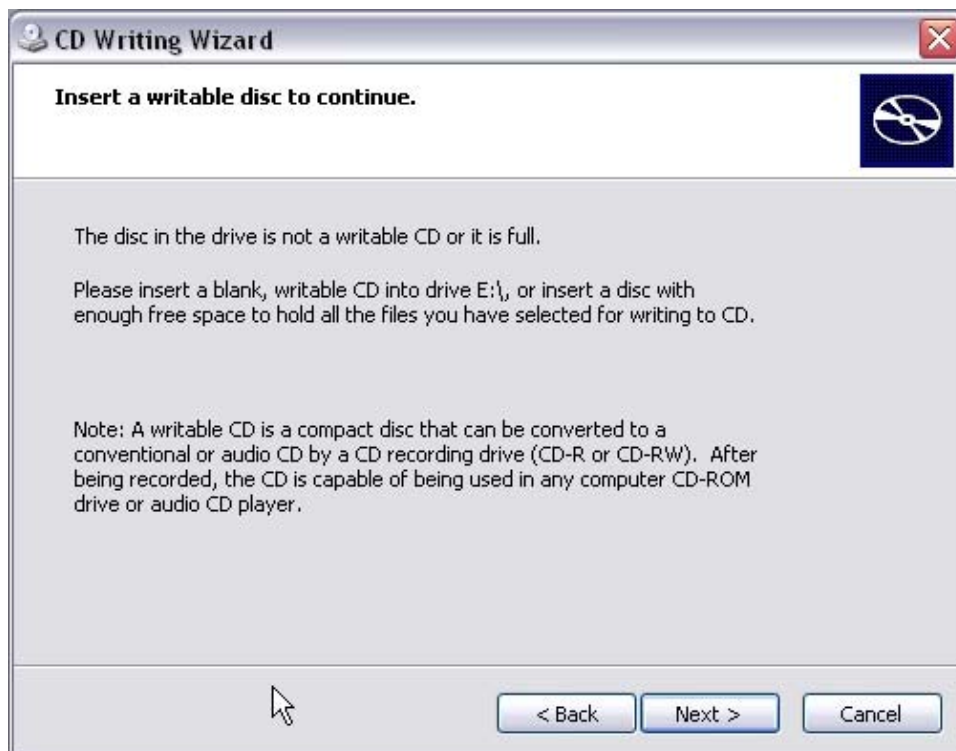
Step 9: When you have gathered all of the files to be backed up, click the write files to CD button*.



Note: If the files you have added are too large to fit on a single CD, you will see this error*. If this occurs, remove some of the files (note which files you remove for later reference) and try again. Once you have burned the first CD, add the removed files to another by repeating steps 1 through 8 and burn it.



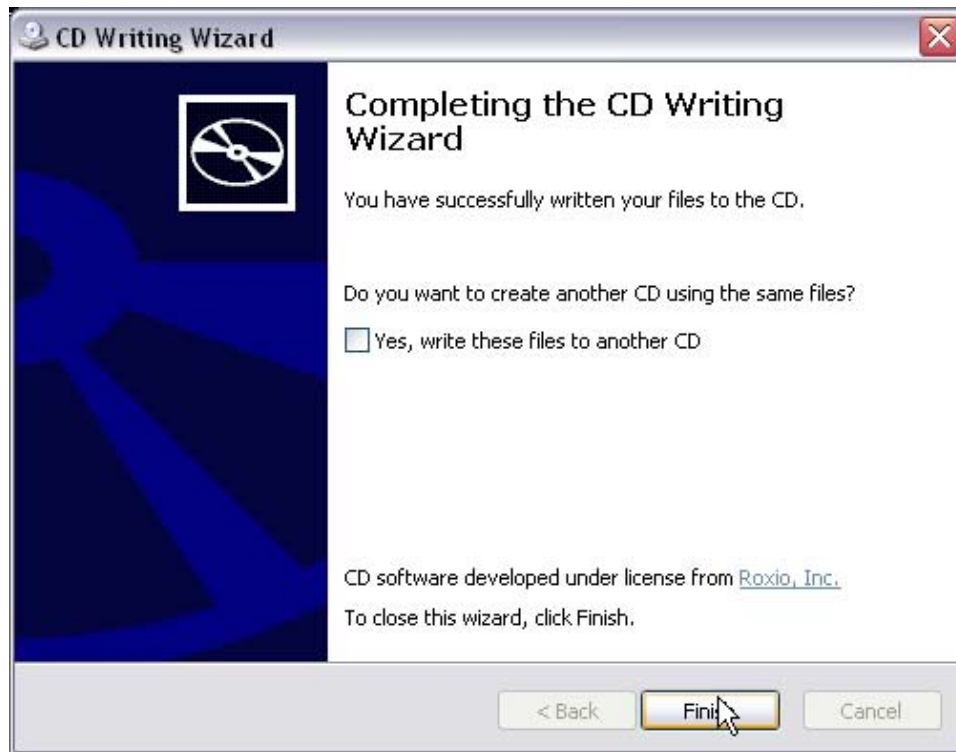
Note: If you see this error, then you should try a different disk. The computer is either having trouble reading the CD or it has previously been burned.



Step 10: If you do not see any errors, you will be prompted to press the next* button to continue through the CD Writing Wizard. It will then burn* the files to the CD.



Step 11: When the Wizard has completed burning the files, select finish* to complete the task. The CD drive will then open so you can remove the CD. You may wish to label the CD at this time for future reference.



These are some files you may want to back up.

Files	Locations
My Documents	C:\Documents and Settings\User\My Documents\
Netscape Mail & Bookmarks	C:\Program Files\Netscape\Users\
Internet Explorer Favorites	C:\Documents and Settings\User\Favorites\
GroupWise Archive	C:\Novell\archive\
Desktop Files	C:\Documents and Settings\User\Desktop
Pine	C:\Pine
ACENET	C:\acenet
Quicken Data	C:\IntuitData