

Backing up your work with Instructions for writing a CD with Windows XP

This document will give you an overview of what you might need to backup your data, depending on where you save your work, and how to write (copy) it to a CD using Windows XP.

Backing up is taking a copy of files. This is very important as all disks can fail without warning. Being prepared and always backing up copies of your files onto a separate disk/drive takes just a few minutes and could save you hours of work and a great deal of stress.

What to backup, to where and when will depend on your individual situation, but here are some guidelines and information to help you decided.

Documentation details:

Author:	Cath Dyson
Software Version:	Windows XP
Who is the documentation for?:	Staff and Students
Where can this documentation be used?:	On PCs with Windows XP and a CD Re-writer

Where do you save your work?

Drive	What and where is it?	Backup information	When to backup
Network Storage			
P:	<p>P is for Personal. It is your individual space on the University network.</p> <p>If you are using Pegasus email package a folder called PMAIL will automatically be set up to hold files related to your email. Your Favorites are also stored on P:</p> <p>Capacity=various at least 50MB</p>	<p>This is backed up centrally every evening. Copies of the backup are only kept for 3 weeks. You would not be able to recover data older than 3 weeks that is no longer held on P:.</p>	<p>You may want to periodically supplement this central backup with your own.</p>
S:	<p>S is usually reserved for 'Shared'. This is space on the network accessible by groups e.g. Schools.</p> <p>Capacity=various</p>	<p>As the P: drive this is backed up centrally every evening and copies kept for 3 weeks.</p>	<p>Again for very important data you may want to periodically supplement this central backup with your own.</p>

Drive	What and where is it?	Backup information	When to back up
Fixed Storage			
C:	<p>This is the storage available on your own machine, it is also referred to as the local hard disk.</p> <p>Capacity=various depending on the age and type of your machine. It could be anything from 1GB to 160GB on a standard PC (Personal Computer).</p>	<p>Any information saved on C: is not backed up centrally and is your responsibility.</p> <p>The ICT Office will periodically have to re-image/re-format computers, for example if there has been a security breach. This process erases all non standard software, including any personal data files and settings.</p>	<p>We recommend students never save data on C:\. Staff should also avoid using the C:\. However if data is stored on C:\ back it up weekly at least. Do daily backups for important files.</p> <p>To make this process easy on yourself save all your files and folders under <i>C:\Work</i> or <i>C:\Documents and Settings\yourusername\My Documents</i>.</p>
Removable Storage			
A:	<p>Floppy Disk</p> <p>Capacity=1.44MB</p>	<p>Floppy disks are the most unreliable and inefficient place to save your work. They can easily be damaged or lost.</p>	<p>We would recommend you don't use them. If you do you need to ensure you backup the disk after each time you use it.</p>
Depends but usually D: or E:	<p>CD Drive</p> <p>Many staff and Cluster machines have CD Re-writers.</p> <p>Capacity 650-800MB</p>	<p>CDs are used to backup, archive or transport data.</p> <p>There are two types of CDs. CD-R (Writeable - where you can write once after which the data is read-only) and CD-RW (Re-writable - which can be written to an unlimited number of times) - data can be erased, and rewritten, not overwritten</p>	n/a
Depends but usually E: or F:	<p>USB Portable Data Storage</p> <p>Capacity=various standard devices range from 32MB to 512MB</p>	<p>These devices plug into a USB port in your machine. Ports can usually be found in the front and at the back of machines.</p> <p>They are used to transport files between PCs. Windows XP supports a variety of Portable Data Storage Devices</p>	As C:

Backing up to a CD using Windows XP

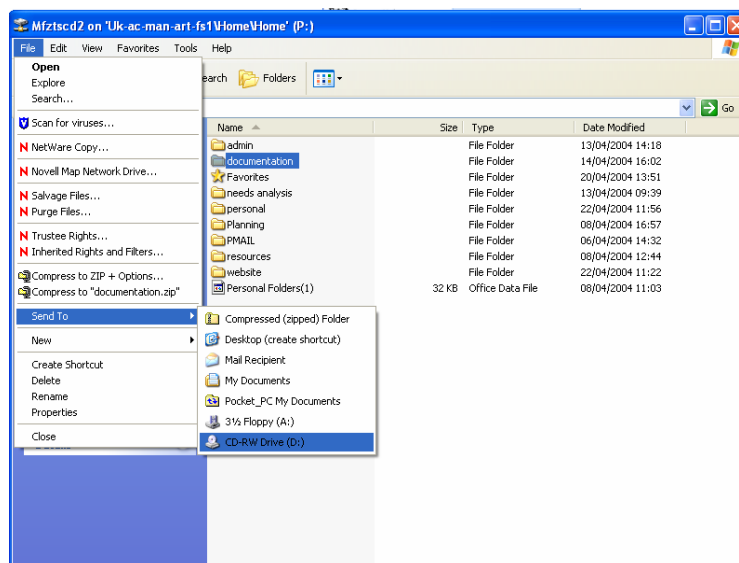
These instructions assume you are able to use My Computer/Windows Explorer to navigate your folders and files. If you need detailed help on using My Computer/Windows Explorer go to <http://www.mc.man.ac.uk/applications/trainingdocs/ecdl/> and click Module 2. These instructions do not cover issues related to using a CD Re-Writer.

Step one: Select the files you wish to copy to CD

1. Click on Start then My Computer
2. Double click on the drive where your files are stored e.g. P:, S:, or C:
3. Locate the folder/files you want to backup
4. Select the files you want to backup/copy
 - To select a single file click on it
 - To select a number of files click on each one whilst holding down the control (CTRL) key.
 - To select all files in the current drive or folder press CTRL+A or **Edit** then **Select All**

Step two: Copy the files to the CD Writer

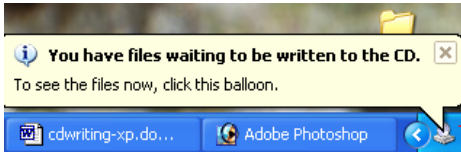

1. Insert a blank CD into the CD Drive
2. Click **File, Send To** then **CD-RW Drive** or **CD Drive**



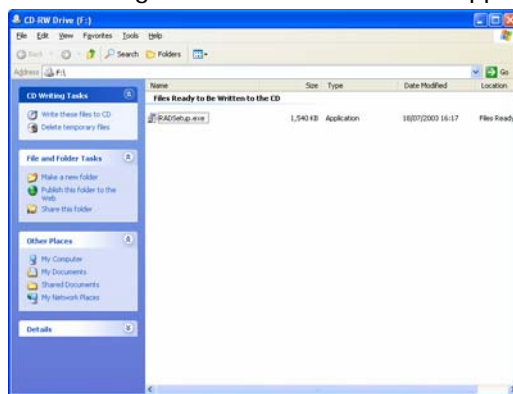
3. Locate any other folders/files you want to backup, select them, click **File, Send To** then **CD Drive**

Step three: Write the files to CD

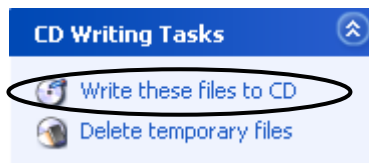
Depending on how your machine is set up you may be given different options. Follow one of the steps below.

<p>1. At the bottom right hand corner of your screen you should see the following message, click on the yellow bubble</p> 	<p>OR</p>	<p>1. Double click on the icon of a CD in the system tray (bottom right of the screen)</p> 
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2. The following view of the CD Drive will appear



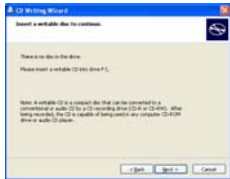
3. Click **Write these files to CD** or click **File, Write these files to CD**



4. You should now see the CD Writing Wizard, give the CD a name and make sure there is a check in the box 'Close the wizard after the files have been written. Click **Next**



If no blank is present in the CD drive you will be presented with the following screen



Insert a blank disk now and click **Next**

The CD writing process should begin.

5. When completed click the CD tray may eject, if the a dialogue box appears, click **Finish**

Further Information

- In Windows XP when you have finished writing your folders/files to CD the 'session' is not closed, so you can at a later date add further folders/files to the CD
- Because the session isn't closed you 'may' have some problems accessing the CD on another machine
- If you are having trouble using Windows XP to write to a CD, in My Computer click on the CD drive, right mouse click, click on Properties, click the Recording Tab, from here you can enable recording, specify the 'staging' area and the speed of writing
- If you want to copy audio files use Windows Media Player
- Don't mix data and audio files on the same CD
- You cannot copy/backup a whole CD in one go, you must copy the CD contents to another disk, such as the c: drive and then copy them to a CD

Making sure you Backup all your data

Do you do any of the following?

- Save files in c:\work
- Save files to the Desktop
- Create Templates in Excel or Word
- Use Endnote or Reference Manager
- Use Outlook
- Create Business Objects Queries?
- Add words to the Dictionary

If so you need to make sure you backup all of this data

Data Files

You should avoid saving any files on C:, but if you do, files should be saved in C:\Work. If you are using the Clip Image this is the only area on the C:\ drive that you have read and write access to. You must make sure you backup all files in C:\Work, these are not backed up centrally.

Files stored on your Desktop

Files on the Desktop are saved in C:\Documents and Settings\yourusername\Desktop\

You should avoid saving files to the Desktop or anywhere on C:\ however if you do you need to make sure they are backed up regularly. Rather than saving files on the Desktop, create a shortcut to them ➡

Templates

Templates are saved in C:\Documents and Settings\yourusername\Application Data\Microsoft\Templates\ by default. Both Excel and Word first go to default location to find any templates created by the user however you can change this through the application (see documentation 'Creating and using Templates in Word 2002'). It is recommended you do this, or backup your templates to P: or S:

Templates for Endnote and Reference Manager are also stored on C:\

Shortcuts on the Desktop

1. Right mouse click on the Desktop
2. Click New, then Shortcut
3. Click Browse
4. Go to the folder where your file is
5. Click the file once
6. Click OK
7. Click Next
8. Type the name of the file as you want it to appear on the Desktop
9. Click Finish

Outlook

If you use Outlook it stores files in C:\Documents and Settings\yourusername\Application Data\Microsoft\Outlook\. Data is stored in files with the following file extensions

- **.pab** files are Microsoft Outlook personal address book files
- **.pst** files are Microsoft Outlook personal folders and mail files
- **.rwz** files are the Microsoft Outlook rules wizard files

Business Objects Queries

Your Business Objects Queries are usually stored in c:\business. Make sure you have copies of these.

To be safe backup the following folders in C:\Documents and Settings\yourusername

- My Documents
- Application Data
- Desktop

Other Information you may find useful

- Understanding Storage: an overview of different devices and their storage capacity
- Backing up a floppy disk
- Good Practice in File Sharing

Please contact Cath Dyson cath.dyson@manchester.ac.uk for further information.

ECDL Alert!

This information will contribute to an understanding of the following parts of the ECDL Syllabus (v4)

1.7 Information Security

1.7.1.3 Know about the purpose and value of backing up data, software to a removable storage device

Any feedback, corrections or suggestions please email humit-docs@manchester.ac.uk