
Backup and Burning
Class 1 – The Basics
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Backup Basics

Backups should be done regularly depending on how important the data is and how often it changes.

- The more important the files are and the more frequently they change, the more you need to backup. Examples: Business Files, Etc...
- The less important the files are and the less frequently they change, the less you need to backup. Examples: Pictures, Downloads, Etc...

You should always organize your files, especially before you perform a backup. There are three things to consider when organizing your files:

- Folder Names
- File Names
- Folder/File Locations

Understanding Your Mouse:

Left Click Single – Selects Things

Left Click Double – Opens Things

Right Click – Brings up context menu

Making New Folders

- File>New>Folder
- Right Click>New>Folder

Renaming Folders and Files

- Left Click to Select Folder>File>Rename
- Left Click to Select Folder>Left Click the Folder Name
- Right Click Folder>Rename

Highlighting All Files

- Ctrl+A
- Edit>Select All
- Left Click and Hold Down in Bottom Right Corner, Drag Box around all files

Highlighting Select Files

Hold down the Control key down and use the Left Mouse button to single click each file or folder you want to select.

Cut/Copy/Pasting

You have to highlight or select something before you can cut/copy

Cut – Removes the file from its locations and puts it into the location you paste.

- Ctrl+X
- Edit>Cut
- Right Click>Cut

Copy – Makes a duplicate of a file or folder.

- Ctrl+C
- Edit>Copy
- Right Click>Copy

Paste – Puts the file in the location where you Paste.

- Ctrl+V
- Edit>Paste
- Right Click>Paste

Save As versus Save

If you use a computer regularly then you have probably saved files. When you perform saves, you are telling the computer to store a copy of your work on the hard drive. This copy can be opened at a later time, e-mailed, or copied to a backup.

One way to make sure that you know where every file on your computer is saved is to always use the 'Save As' function. This option allows you to give the file any name you want and it also allows you to tell the computer where you want to save the file.

Some of the most common locations to save files: Desktop, My Documents, and Your own custom folders. You can go to File>Save As to accomplish this.

Places to Backup

There are a lot of places to backup your files, pictures, music, or movies. Some of the most common places are: Floppy Disk, Zip Drive (LS120), CD, DVD, Hard Drive (Internal, External USB/Firewire), Thumb Drive, and Network Drive.

We will discuss all of these in later classes.

Types of Drives

The most popular place to backup files, right now, is to CD or DVD. To be able to do this you need to know three things:

- 1) Do you have a CD or DVD Burner?
- 2) Do you have CD or DVD Burning software installed?
- 3) Do you have the right discs for your CD or DVD Burner?

Drive Compatibility Chart

		Capability			
		Read CD	Write CD	Read DVD	Write DVD
Drive Type	CD-ROM	x			
	DVD-ROM	x		x	
	CD-RW	x	x		
	CD-RW/DVD	x	x	x	
	DVD-RW	x	x	x	x

CD-ROM (aka CD Readers) – CD drives are the oldest and most popular drive. They are only capable of reading CD's and they typically have 'compact disc' labeled on the front of the drive. Another popular marking on the front of CD-ROM drives is the speed. A number (example 40x) indicates the speed that the drive is capable of reading.

DVD-ROM (aka DVD Readers) – DVD drives are capable of reading DVD's and CD's. A common misconception is that DVD Drives are only capable of reading DVD's. This is not true; they are also capable of reading CD's. To be able to play movies in a DVD drive you need to make sure you have DVD software installed. The two most popular DVD software programs are WinDVD and PowerDVD.

CD-RW (aka CD Writers) – CD Writers are capable of reading and writing CD's. You can use this type of drive to burn music CD's and to make backups of your files. Sometimes CD Writers have a set of three numbers on the front (example 52x24x52). These numbers give you the Write-Rewrite-Read speeds. Remember, CD Writers can read CD's in the same way CD-ROM's can.

CD-RW/DVD – This drive is very uncommon. CD-RW/DVD drives can read and write CD's but can only read DVD's. This drive was most popular in laptops.

DVD-RW (aka DVD Writers) – DVD Writers are currently the most popular type of drive. They can read and write CD's and DVD's. Right now, these are the best priced drives to purchase.

This set of notes is available at <http://www.computerpros.cc/articles.php>