
Backup and Burning
Class 2 – Hardware and Basic Burning
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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 a 'compact disc' label on the front of the drive. Another popular marking on the front of a CD-ROM drive 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 fairly uncommon. CD-RW/DVD drives can read and write CD's but can only read DVD's. This drive is 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 drive to purchase.

Types of Discs

- CD-R – You can only write to these one time.
- CD-RW – You can write to these multiple times but they cannot be read in another computer unless they are closed or unless the other computer has the same burning software installed.
- DVD-R or DVD+R – You can only write to these once.
- DVD-RW or DVD+RW – You can write to these multiple times but they cannot be read in another computer unless they are closed or unless the other computer has the same burning software installed.

My Documents and Desktop are the two most common places that your important files are stored.

Windows Explorer

Windows Explorer is the program that allows you to explore the files on your computer. There are multiple ways you can get to it.

- Double Click My Computer
- Start>Programs>Accessories>Windows Explorer
- Right Click the Start Button and click Explore
- Start>Run and type 'explorer' then press Enter

Backing up Your Documents

It is very important that you back up your documents because your most important files are stored there. Just remember to be careful because sometimes the folders can be big (i.e. pictures, music, etc...)

- C:\Documents and Settings\User Name\My Documents on WindowsXP and 2000
- C:\My Documents on Windows 98 and Windows ME

Backing up Your Desktop

- C:\Documents and Settings\User Name\Desktop on WindowsXP and 2000
- C:\Desktop on Windows 98 and ME



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Backing up Your Favorites

- Method 1: Backing up from Internet Explorer
 - Click File > Import and Export > Next > Export Favorites > Next
 - Pick the location where you would like to save the file.
- Method 2: Manual Backup
 - C:\Documents and Settings\User Name\Favorites on Windows XP and 2000
 - C:\Windows\Favorites on Windows 98 and ME

Quick Tip: If you have Windows XP or 2000 you can go to Start > Run and type 'favorites' then press Enter. This will automatically take you to C:\Documents and Settings\User Name\Favorites

Backing up Your Registry

Start>Run>type 'regedit'
File>Export and pick a name

Windows XP Burning

How to configure Windows XP Burning Settings
Right Click drive>Recording Tab>Enable CD Recording on this drive

How to burn files to CD

- Drag and Drop files to Burning Drive then click File>Write these files to CD
- Right click file>Send to>CD Burning Drive

Limitations to Windows XP Burning

- Cannot burn audio CD's
- Cannot copy CD's
- Cannot burn DVD's

Quick Tip: You cannot save directly to a CD; you should always save the file(s) to your computer first and then copy the file to a CD.

Next Week

- The two most popular third party burning software programs are Nero and Easy CD Creator.
- Burning with Nero (Data CD, Audio CD, Copy CD)
- Burning with Easy CD Creator (Data CD, Audio CD, Copy CD)

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



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