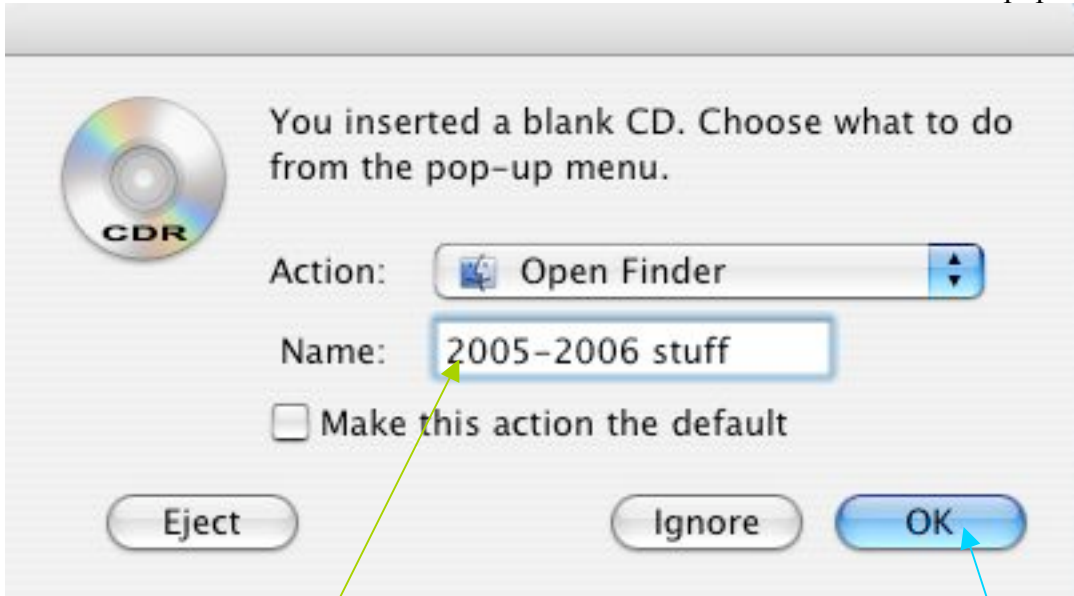


How to back up your Data to a CD.

First you will need to locate a computer with a CD burning drive. (the eMac's in the Elementary Lab, or the eMac's in the Beltz Lab)

You will want to insert the blank CD into the drive and a window like this will pop up.



Type the **name you want for your CD** in the space provided, and click **OK**.

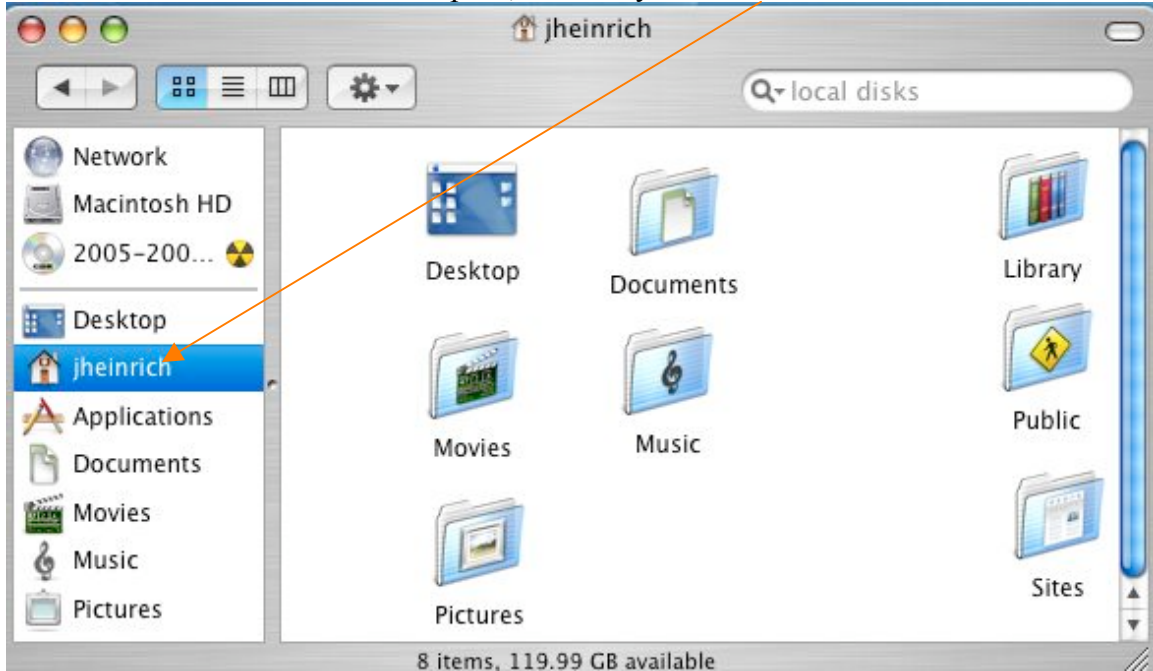
Then you should see an **icon like this** on your desktop with the name you chose under it.



Next you are going to want to double click on the **Hard Drive** icon

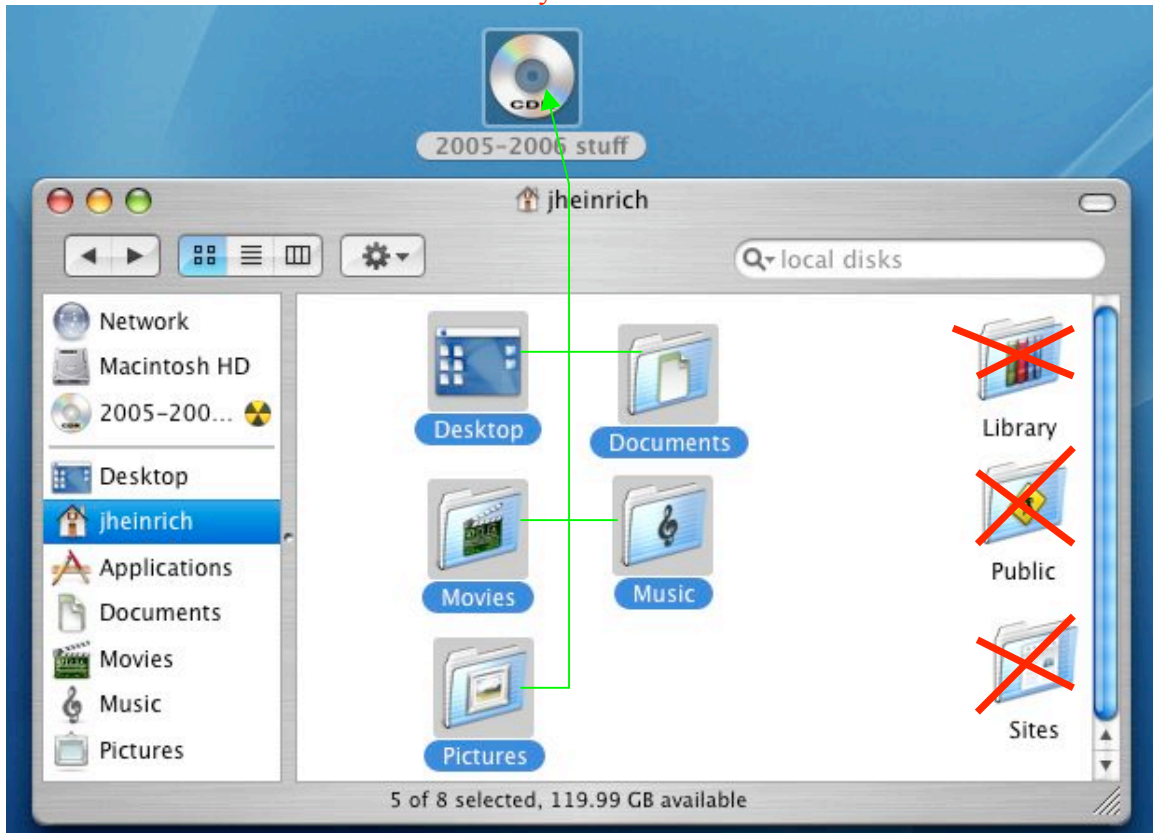


Once this opens, click on your home folder

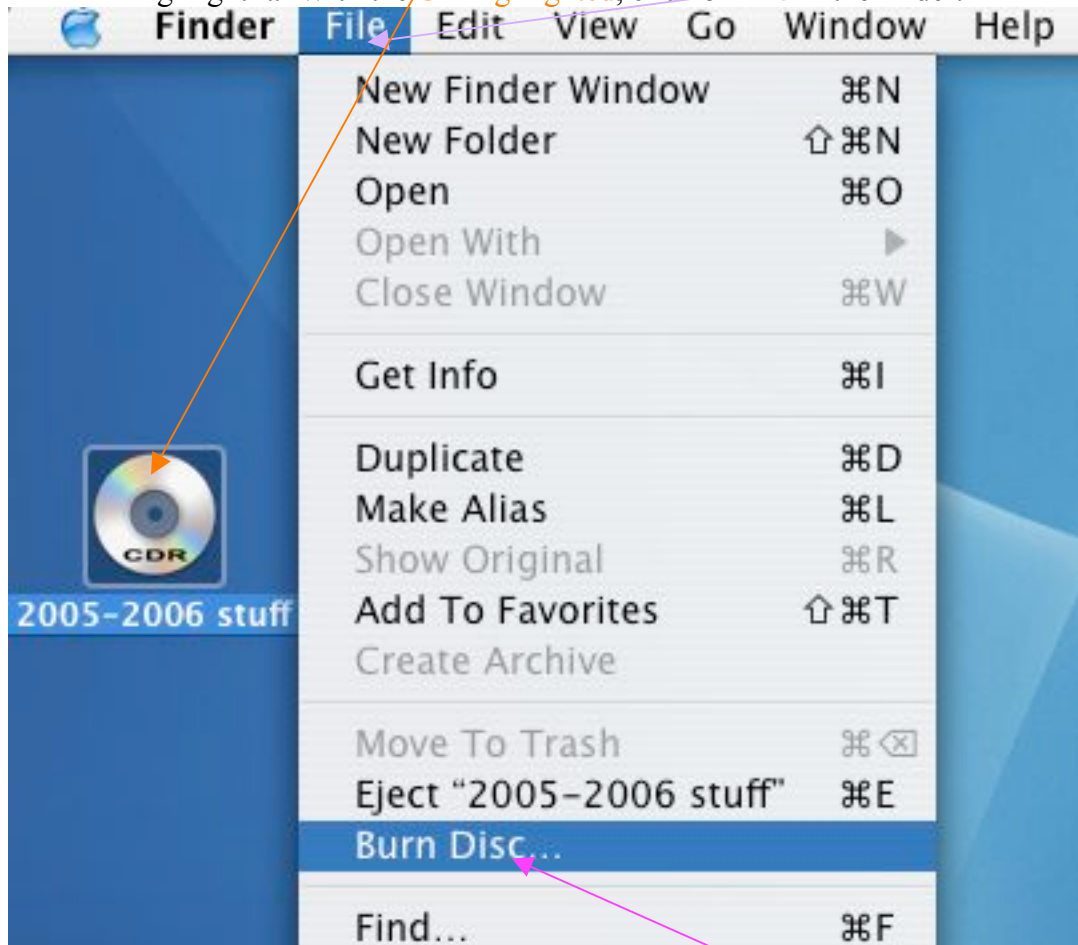


Check to see what folders you have information in, if you have no movies in your movies folder, you will not need to back it up. So check the folders that you need to back up, and you may want to separate them so it is easier for you to remember which folders have data you need.

Next you are going to drag the folders with the needed data into the CD icon, and leave the ones you don't need.



With the files copied into the CD, you can close your home folder, and click on the CD to highlight it. With the CD highlighted, click on File in the finder.



From the drop down menu, select **Burn Disc**.

Once your disk is finish burning, it will be ejected and you will be able to double-check it on the computer by inserting it and opening the CD.

Make sure that your info was saved, mistakes can be made, and it is always good to double-check to make sure you have it all.