

Backing up Files with Roxio

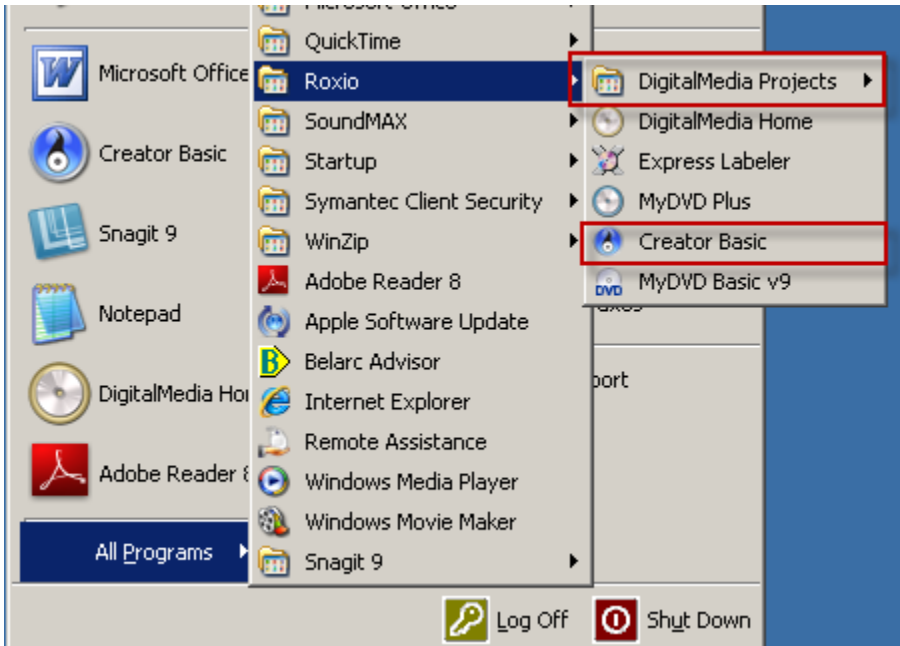
These instructions outline the procedure for using the Roxio software to back up your data in Vol1 by burning it to a CD.

IMPORTANT – Read this before proceeding.

There are two different versions of the Roxio software on ICCSD computers and the file backup procedure is slightly different for each one. To determine which version you are using click Start->All Programs->Roxio (see image below).

If you see an entry called '*DigitalMedia Projects*' you are using Version 7 - **skip to page 2.**

If you see an entry called '*Creator Basic*' you are using Version 9 – **skip to page 8.**

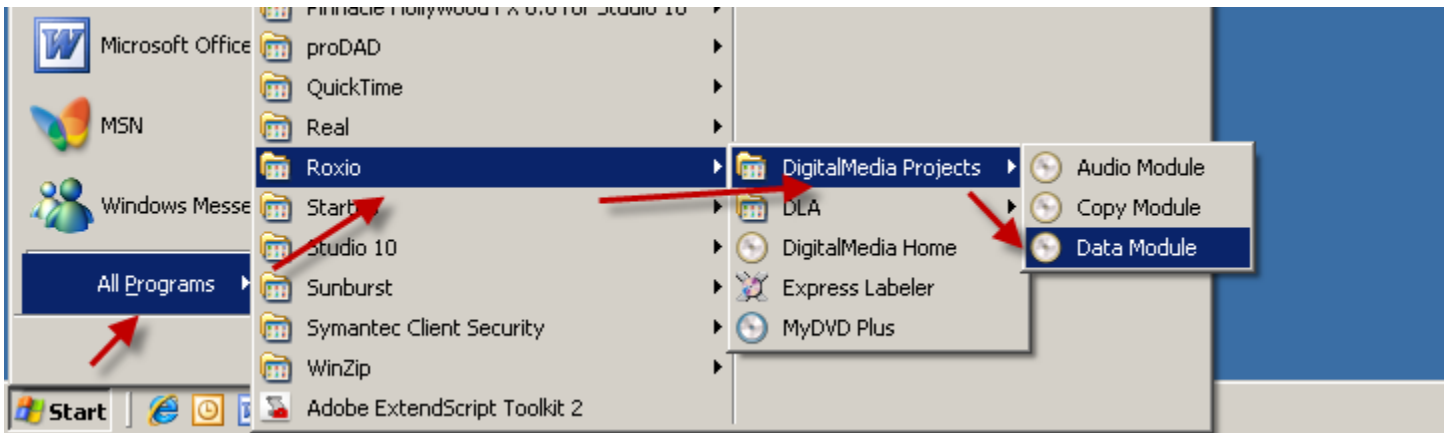


Backing up Files with Roxio

Begin instructions for Roxio version 7

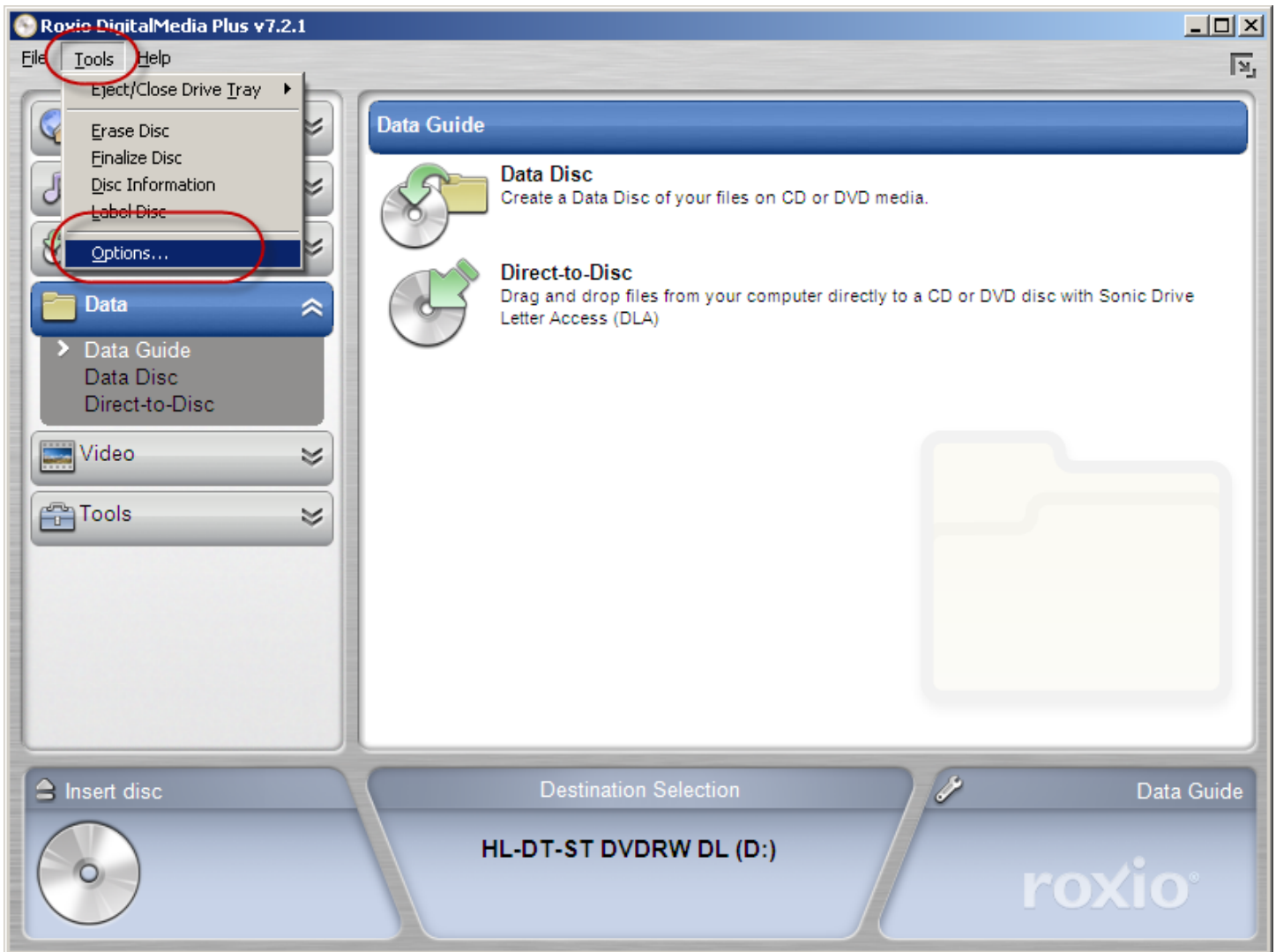
If you use a screen saver, disable it before starting your CD burning project.

Start the Roxio software: Start->All Programs->Roxio->DigitalMedia Projects->Data Module



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Set Options: Click on Tools->Options...

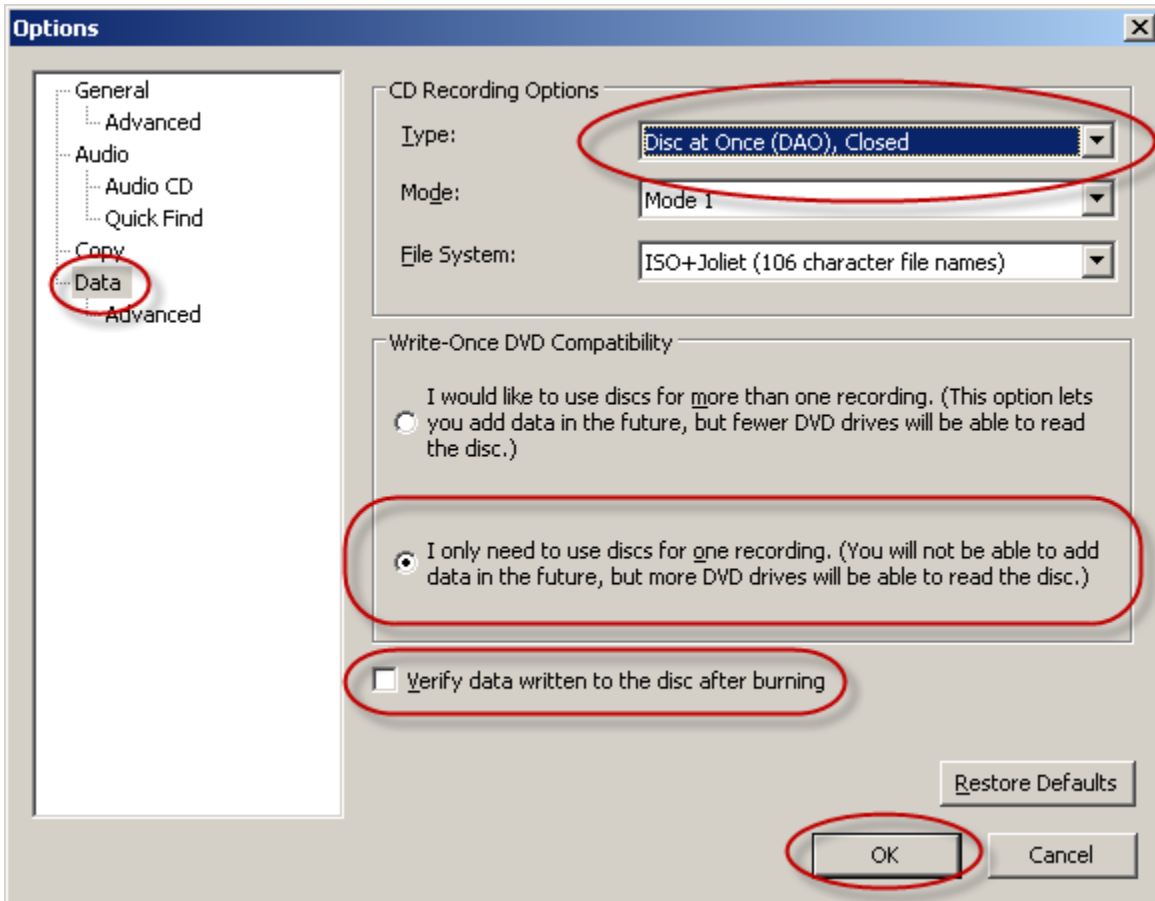


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Click the Data options group (left side of the window).

Set options as shown below (disregard references to DVD – options are for both DVDs and CDs).

Click the OK button.



Backing up Files with Roxio

What you see now is the Project View. It displays all information about your CD burning project.

In a separate window, open your Vol1 folder, select the files and folders you wish to include on your CD and drag them to the Project View window (see 'How to select multiple files and folders in Windows' at the end of this document).

In the example below, several folders and one additional file have been selected. Notice that they now appear in the Project View window. You have not moved these items out of your Vol1 folder, you have simply included copies of them in your CD burning project. They will not be removed from Vol1 during the CD burning process.

You can now close the Vol1 window.

The screenshot shows two windows. The top window is Windows Explorer, displaying the contents of the folder \\Tech-srv\vol1\Users\.

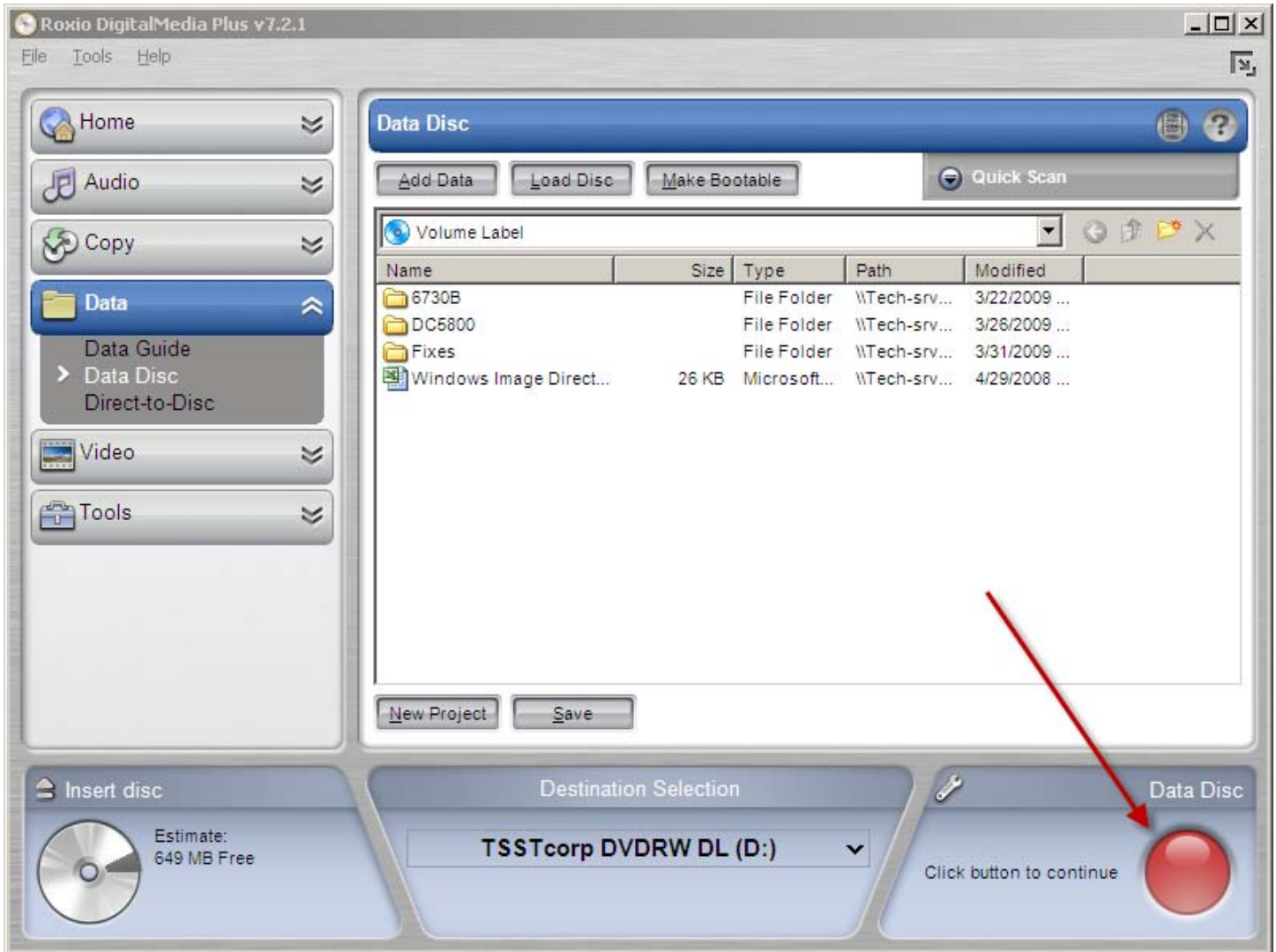
Name	Size	Type	Date Modified
6730B		File Folder	3/22/2009 10:38 AM
Backup		File Folder	4/24/2009 2:16 PM
DC5800		File Folder	3/26/2009 10:19 AM
drivers		File Folder	3/22/2009 10:38 AM
Fixes		File Folder	3/31/2009 10:58 AM
Ghost		File Folder	4/24/2009 2:17 PM
Base Image.xls	36 KB	Microsoft Excel Wor...	3/25/2009 10:49 AM
Windows Image Directions.xls	26 KB	Microsoft Excel Wor...	4/29/2008 3:36 PM

The bottom window is Roxio DigitalMedia Plus v7.2.1, showing the 'Data Disc' project view. The 'Volume Label' is set to 'Data Disc'. The project view displays the following items:

Name	Size	Type	Path	Modified
6730B		File Folder	\\Tech-srv...	3/22/2009 ...
DC5800		File Folder	\\Tech-srv...	3/26/2009 ...
Fixes		File Folder	\\Tech-srv...	3/31/2009 ...
Windows Image Direct...	26 KB	Microsoft...	\\Tech-srv...	4/29/2008 ...

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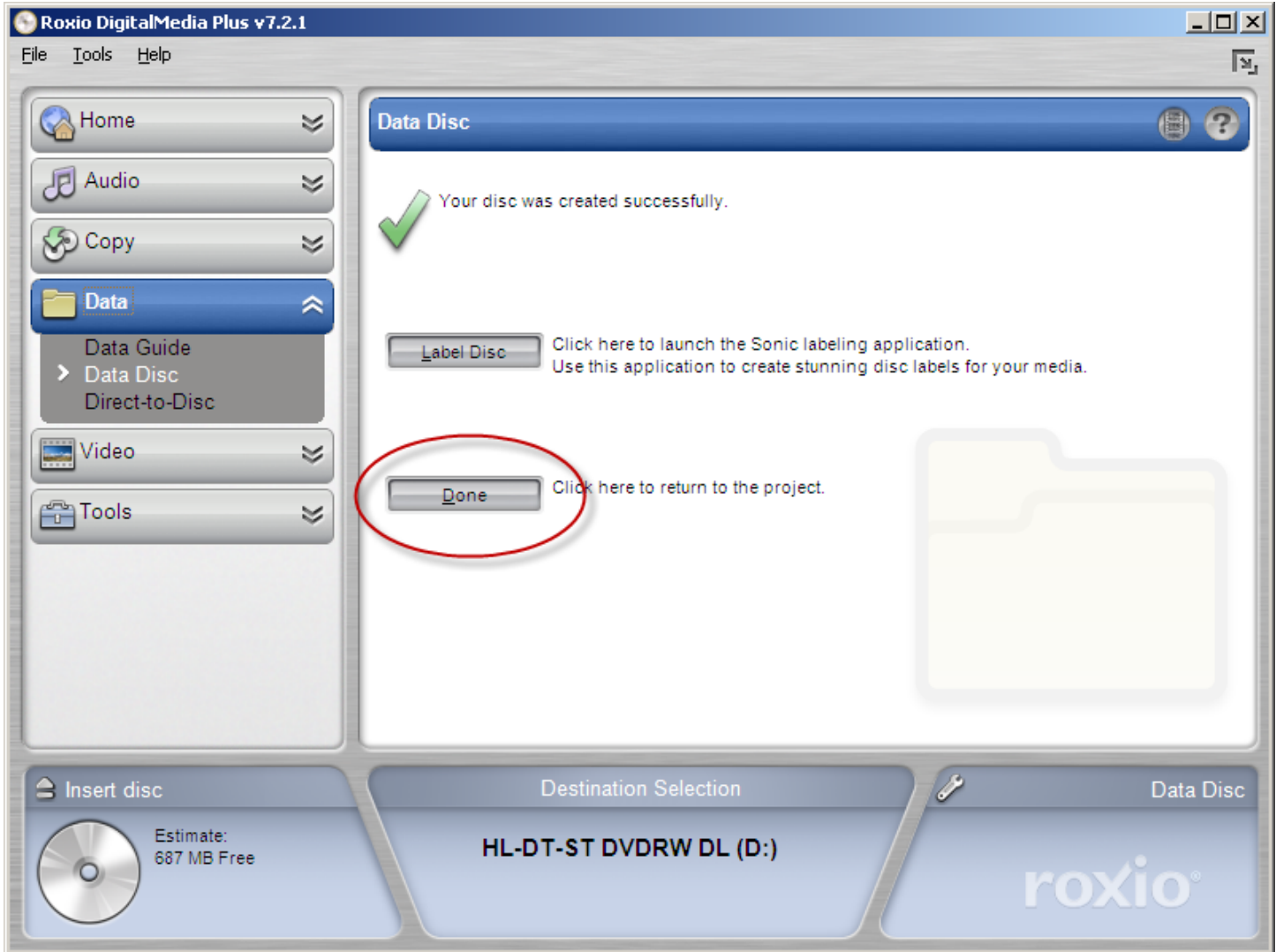
Click the big red button at the bottom right of the window. **This will start the CD burning process.** When prompted, insert a blank CD into the drive.



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When the burning process is complete the dialogue shown below will be displayed and the CD tray will open. Click the Done button, which returns you to the Project View. Click the X button at the top right of the window to close Roxio. You may be prompted to save your project. If so, click the No button.

If you use a screen saver you can re-enable it now.

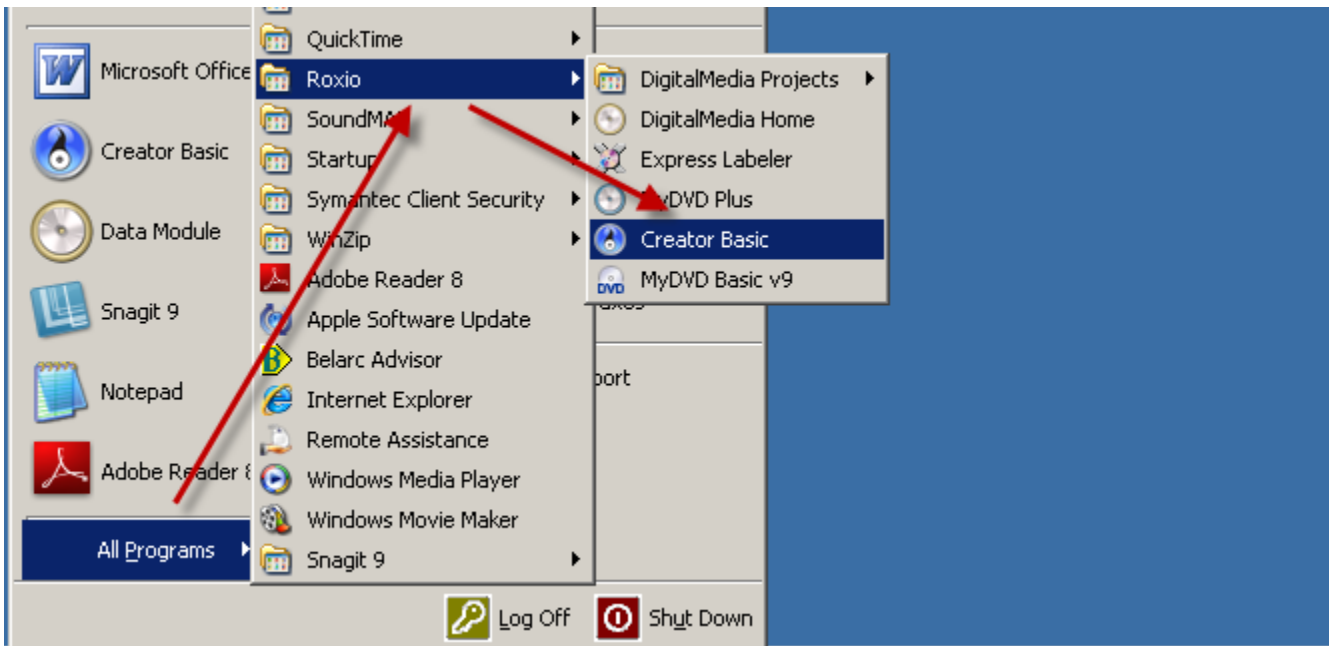


End instructions for Roxio version 7.

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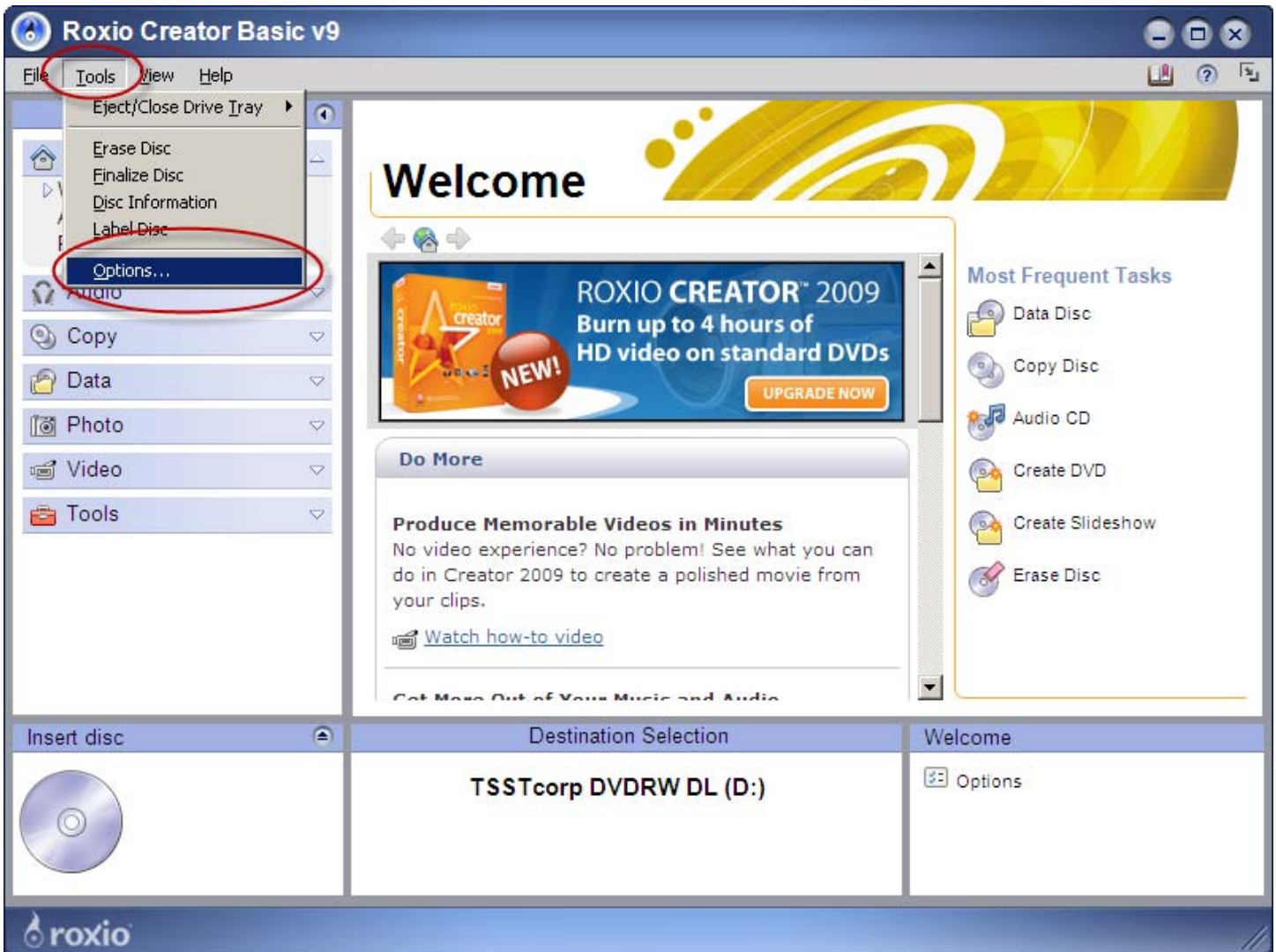
Begin instructions for Roxio version 9

If you use a screen saver, disable it before starting your CD burning project.
Start the Roxio software: Start->All Programs->Roxio->Creator Basic



Backing up Files with Roxio

Set Options: Click on Tools->Options...

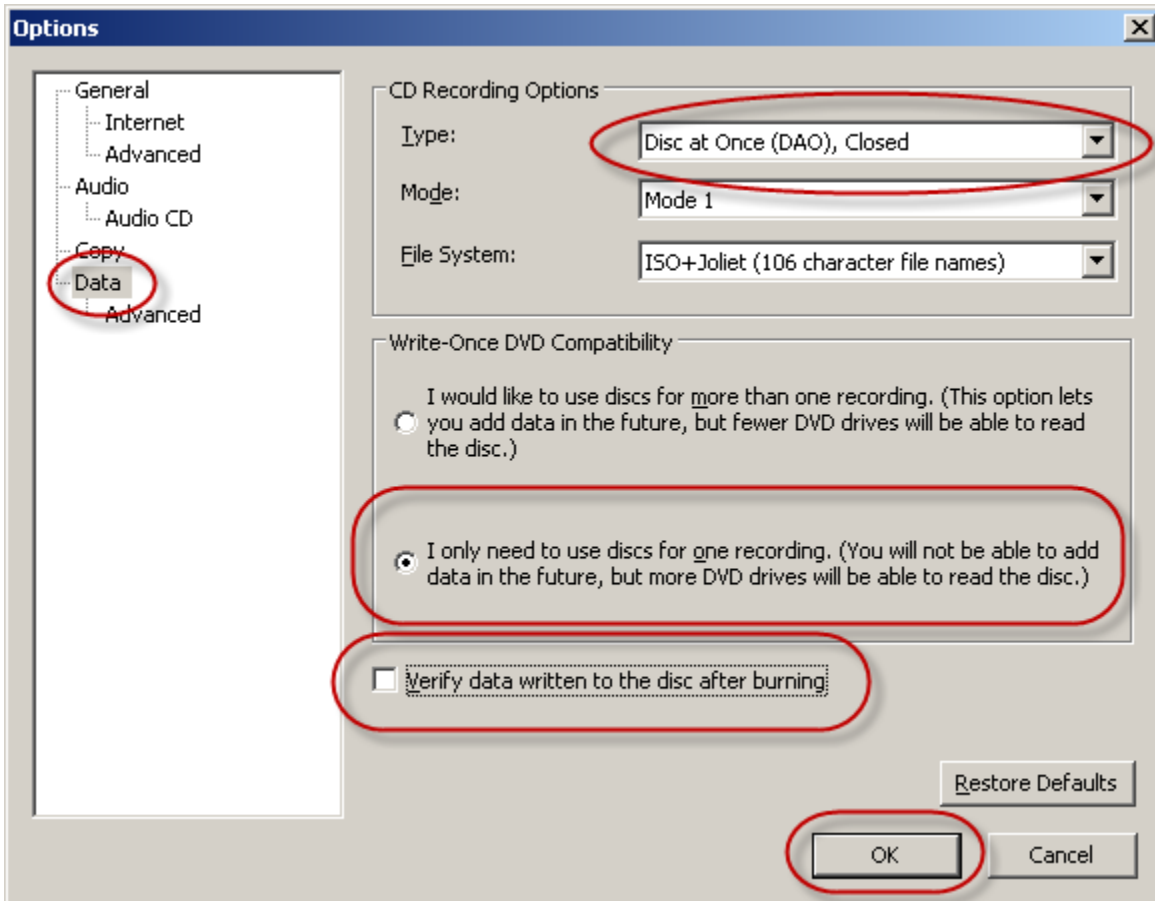


Backing up Files with Roxio

Click the Data options group (left side of the window).

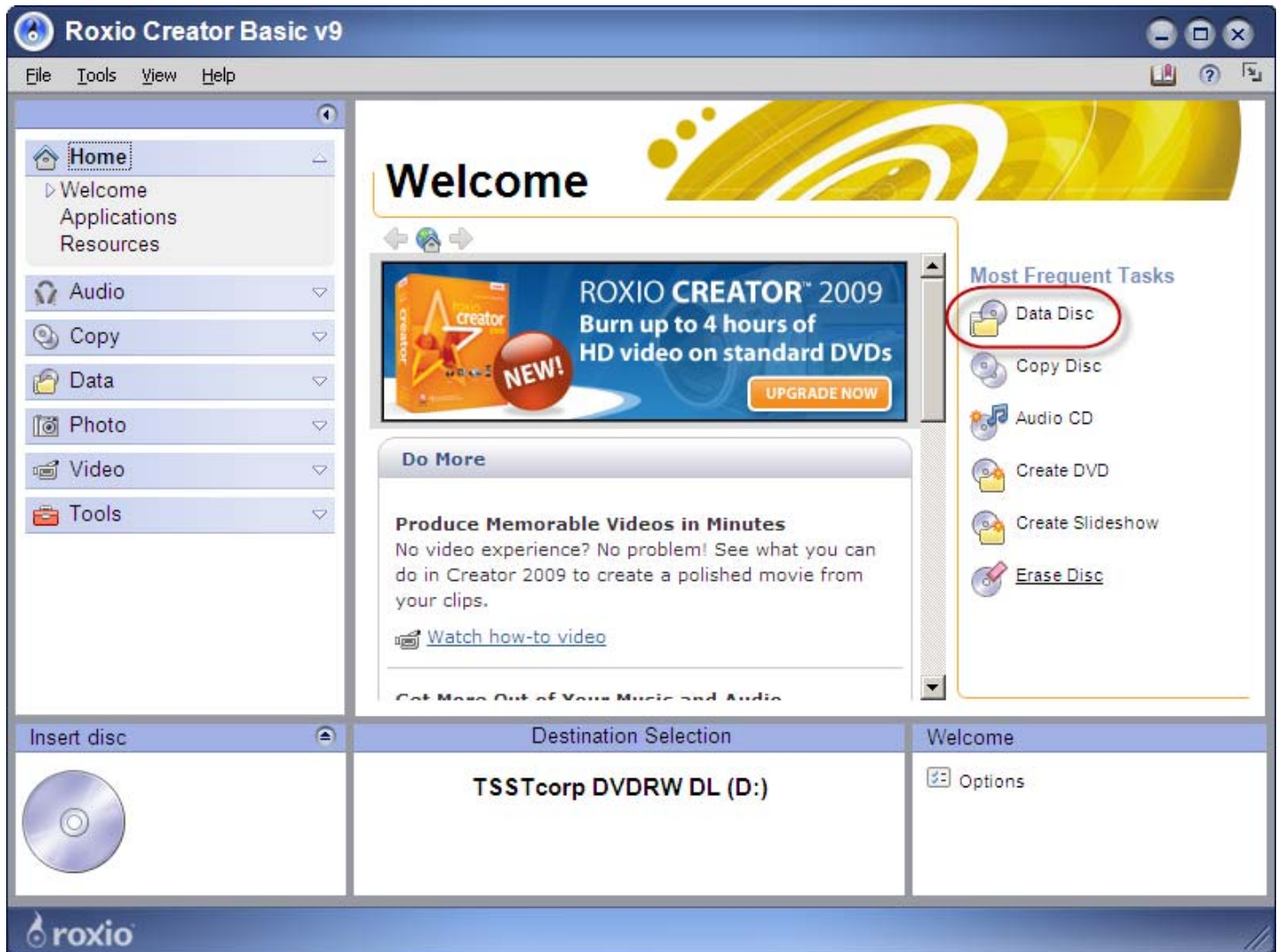
Set options as shown below (disregard references to DVD – options are for both DVDs and CDs).

Click the OK button. This will return you to the Roxio main menu.



Backing up Files with Roxio

On the Roxio main menu, click the Data Disc option in the 'Most Frequent Tasks' group on the right side of the window.



Backing up Files with Roxio

What you see now is the Project View. It displays all information about your CD burning project.

In a separate window, open your Vol1 folder, select the files and folders you wish to include on your CD and drag them to the Project View window (see *'How to select multiple files and folders in Windows'* at the end of this document).

In the example below, several folders and one additional file have been selected. Notice that they now appear in the Project View window. You have not moved these items out of your Vol1 folder, you have simply included copies of them in your CD burning project. They will not be removed from Vol1 during the CD burning process.

You can now close the Vol1 window.

The image shows two overlapping windows. The top window is a Windows Explorer window displaying the contents of the folder `\\Tech-srv\vol1\Users\`. It contains a table of files and folders with columns for Name, Size, Type, and Date Modified. Four items are selected: folders 6730B, Backup, DC5800, and Fixes, and files Base Image.xls and Windows Image Directions.xls.

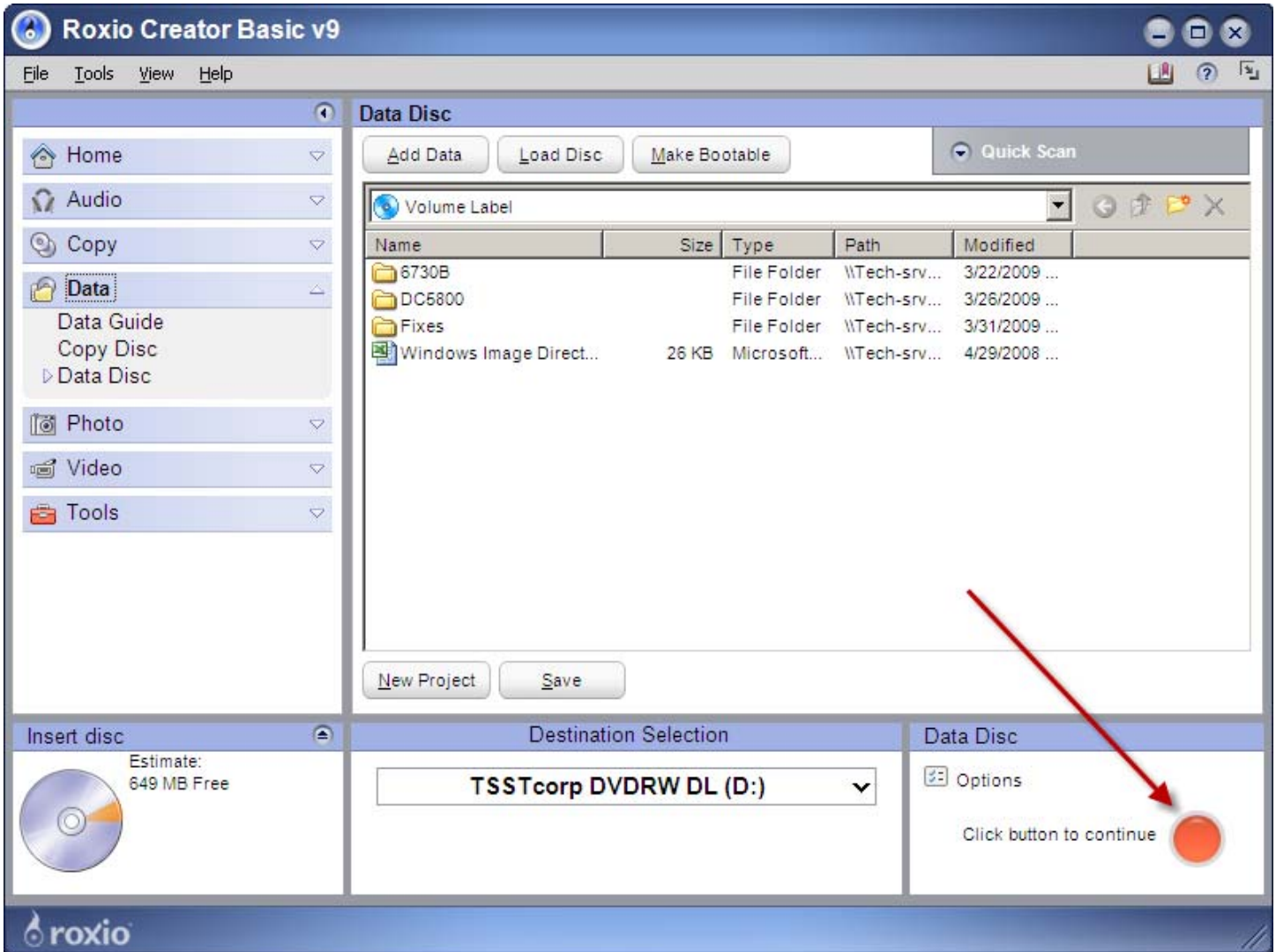
Name	Size	Type	Date Modified
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Fixes		File Folder	3/31/2009 10:58 AM
Ghost		File Folder	4/24/2009 2:17 PM
Base Image.xls	36 KB	Microsoft Excel Wor...	3/25/2009 10:49 AM
Windows Image Directions.xls	26 KB	Microsoft Excel Wor...	4/29/2008 3:36 PM

The bottom window is Roxio Creator Basic v9, showing the 'Data Disc' project view. It features a sidebar with navigation options (Home, Audio, Copy, Data, Photo, Video, Tools) and a main area displaying a table of the selected files from the Explorer window. The table includes columns for Name, Size, Type, Path, and Modified.

Name	Size	Type	Path	Modified
6730B		File Folder	\\Tech-srv...	3/22/2009 ...
DC5800		File Folder	\\Tech-srv...	3/26/2009 ...
Fixes		File Folder	\\Tech-srv...	3/31/2009 ...
Windows Image Direct...	26 KB	Microsoft...	\\Tech-srv...	4/29/2008 ...

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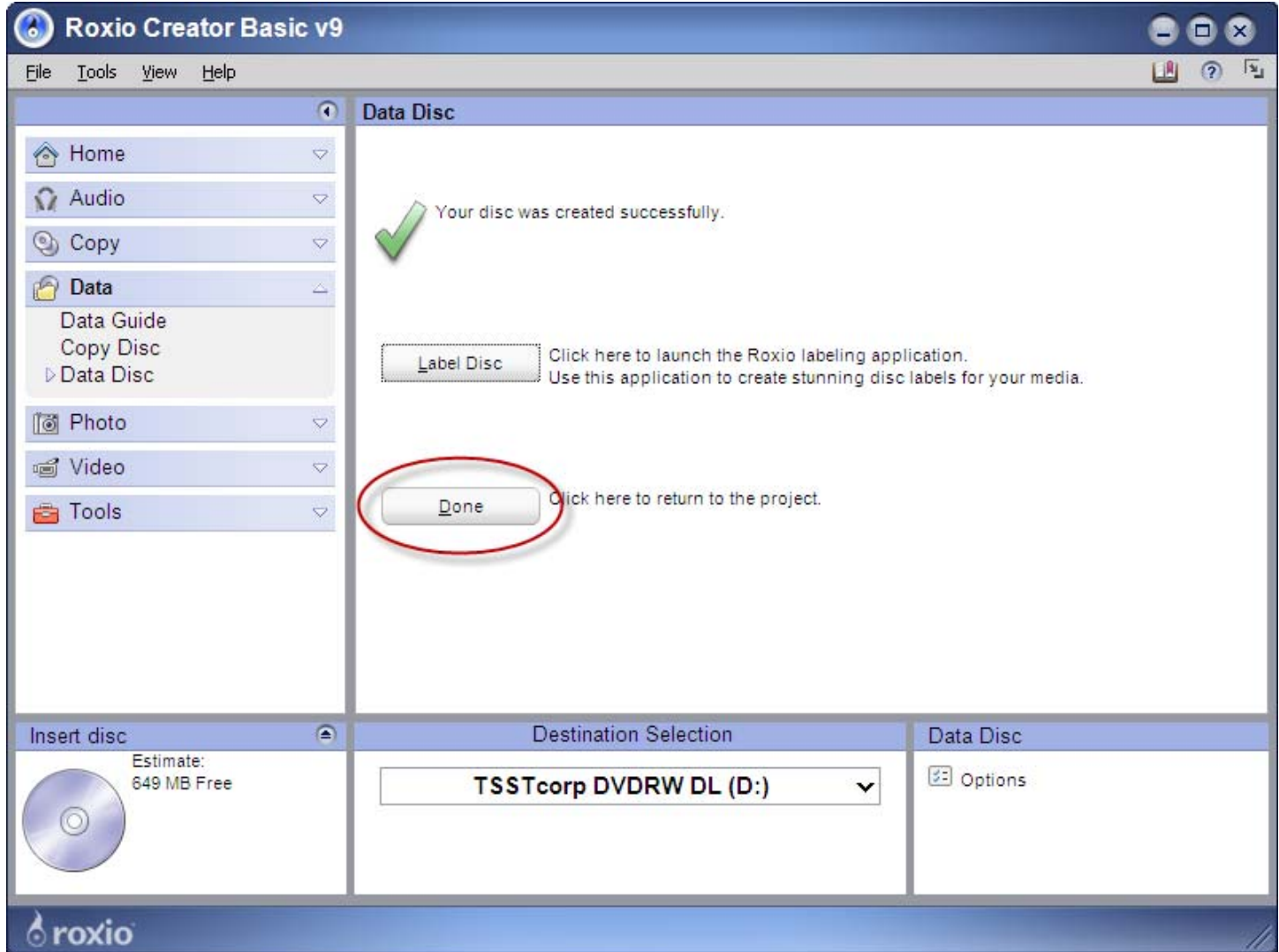
Click the big red button at the bottom right of the window. **This will start the CD burning process.** When prompted, insert a blank CD into the drive.



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When the burning process is complete the dialogue shown below will be displayed and the CD tray will open. Click the Done button, which returns you to the Project View. Click the X button at the top right of the window to close Roxio. You may be prompted to save your project. If so, click the No button.

If you use a screen saver you can re-enable it now.



End instructions for Roxio version 9

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How to select multiple files and folders in Windows

- To select consecutive files or folders, click the first item, press and hold down SHIFT, and then click the last item.
- To select nonconsecutive files or folders, press and hold down CTRL, and then click each item.
- To select all the files and folders in the window, on the Edit menu, click Select All.
- If you have selected all files or folders and then want to clear the selection, click in a blank area in the folder window.