
BACKING UP YOUR DATA TO CD

Purchasing CD's

There are two types of blank CDs (recordable media) that are used for CD burning:

- CD-R discs (CD-Recordable)
- CD-RW discs (CD-ReWritable)

CD-R disks can be read by virtually all CD-ROM and CD-Recorder drives. CD-R discs are excellent for permanent data storage and should be used when you do not need to erase the data on the CD. They are less expensive per CD than CD-RW discs and cause fewer problems in use.

CD-RW discs can only be used in CD-ReWritable drives and MultiRead CD-ROM drives. You cannot play a music CD made on a CD-RW disc in most home or car stereo CD players.

UNIT recommends that all Villanova faculty and staff use **CD-R** disks for their everyday tasks and CD burning projects. If you plan to use a lot of CD's, you should order them in packs of 50 or 100. However, if you only need a few, order them in packs of 10.

The Office Basics order number for the CD-R 10-packs recommended for use by UNIT is **IMN-15794 CD-R 700mb/80min 10 pack**.

Documents to Copy to CD

Most Villanova users store their documents in the **C:\My Documents** folder. Although this folder, and all of its contents, will be copied over to your new computer as part of the data migration process, it is always a good idea to have a backup of these things *just in case*.

When following the directions below to copy your files to CD, be sure to copy the entire My Documents folder and all the files/folders within it.

You should also copy your email Users folder to CD. See below for more information on this.

In addition, you may have data in other folders that needs to be copied to CD before the PC Refresh. If you have installed any software onto your computer since the time you first received the computer, you need to know where the data from that software is stored. You can call the User Support Helpdesk at 610-519-7777 (x97777) for assistance in locating important data files that may be stored in folders other than in My Documents. Once you locate these files, be sure to add them to the CD when following the CD burning directions below.

Email/Bookmarks

During the PC Refresh, all of the data for the following programs will be migrated over from your old computer to the new one:

- Netscape 4.
- Netscape 6.x
- Netscape 7.x
- Mozilla Thunderbird
- Microsoft Outlook (Outlook data will be migrated, but Outlook will not be set up. If you are using Outlook, contact your IT Coordinator for assistance in setting it up. Please note that Outlook is not supported by UNIT.)

As part of this mail data migration, the following information will be migrated:

- **All email folders and mail**, including those on the server and Local Mail folders
- **All bookmarks**, which will then be converted to Internet Explorer Favorites
- **All Address Books/Distribution Lists**, including your Personal Address Book and any additional address books you may have created
- **All newsgroup settings**, including the Villanova online bulletin boards (Classified, General, etc.)

As always, however, it is always a good idea to have a backup of these things. See below for directions.

Where Are My Email Local Mail Folders, Address Books and Bookmarks Stored?

This is a common question. When following the directions below to copy your files to CD, you will want to copy your Netscape email *Users/Username* folder, which stores all of your Local Mail, bookmarks, and address books (including your Personal Address Book).

If you are using Netscape 4.7, this information is stored in: **C:\Program Files\Netscape\Users\Username** (where Username is your Villanova userid) – see below.

If there's more than one folder in your *Users* folder, you should copy all of them to CD, then call the Helpdesk for help in determining which folder is the one you are currently using.

To locate your Netscape 4.7 Users Email folder:

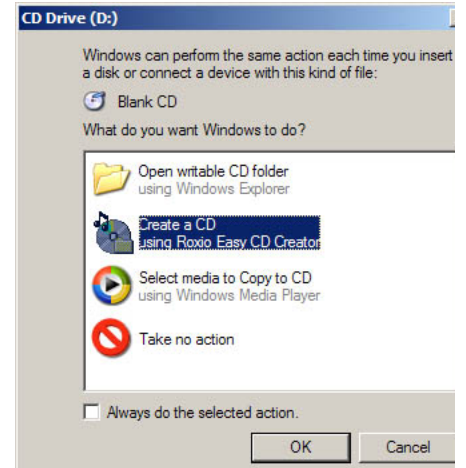
- Double-click the **My Computer** icon on your Desktop.
- Double-click the **Villanova C:** drive located under "Hard Disk Drives".
- Double-click the **Program Files** folder.
- Double-click the **Netscape** folder.
- Double-click the **Users** folder.
- Locate your *Username* folder (where *Username* is your Villanova your userid) and double-click it.
- This folder stores your bookmarks (bookmark.htm), Local Mail folders (Mail folder), and Personal Address Book (pab.na2 and any other file ending with .na2).
- When copying this folder to CD, be sure to copy the entire *Username* folder over to CD (see below).

To locate your Netscape 7.x, Mozilla Thunderbird, or Microsoft Outlook Email folders, please call the Helpdesk.

Backing Up Your Data Using the Roxio Easy CD Creator

One way to backup your data is through the Roxio Easy CD Creator. To do this:

1. Insert a Blank CD-R into your CD Drive and push the button to close the door.
2. Wait a moment for the **What do you want Windows to do?** box.
3. Select **Create a CD Using Roxio Easy CD Creator**.
4. The Roxio **Project Selector** will open up.
5. Click **Make a Data CD**.
6. Click **Data CD Project**. An untitled data CD project appears.
7. Click the down arrow to the right of **Select Source Files**. Select the folder where your files are located. If you want to copy all of the files in your my Documents folder to CD, scroll to the top of the list and select **My Documents**.
8. A list of all files in the folder appears in the Source window.
9. To select all the files/folders in that folder, click **Edit – Select All**.
10. To randomly select files and folder to copy, use your **Ctrl** key to select more than one file.
11. Click **Add**. The files are added to the data CD project window below.
12. If you want to backup your Netscape Mail **Users** folder to CD, locate that folder by doing the following:
 - a) Click the down arrow to the right of **Select Source Files**.
 - b) Select **Villanova C**:
 - c) Double-click the **Program Files** folder.
 - d) Double-click the **Netscape** folder.
 - e) Double-click the **Users** folder.
 - f) Locate your **Username** folder (where *Username* is your Villanova your userid) and click it **ONCE**.
 - g) Click **Add**. The files are added to the data CD project window below.
13. If there are additional files you would like to add to the CD from other folders on your computer, click the down arrow to the right of **Select Source Files** again and locate those files. Then click **Add**.
14. When you are finished copying files, click the red **Record** button. The Record CD Setup dialog box appears.
15. If you plan to use this CD on an older computer, you may want to lower the Record Speed from 32X to 16X.
16. Click **Start Recording**.
17. When the CD project is finished being recorded to the CD, a box asking what you want to do will appear, with several options (e.g., View the files in the Windows Explorer, etc.). When this box appears, click **Cancel**
18. You will then receive a message telling you that your CD is complete. Click **OK**.
19. If you are asked to save the Data CD Project, click **No**.
20. Close the Roxio Easy CD Creator by clicking the **X** in the top right corner.
21. Close the Project Selector by clicking the **X** in the top right corner.
22. That's it! You're done!
23. To see whether the files are actually on the CD, double-click the My Computer icon on your Desktop, make sure the CD is inserted, then double-click the CD (D:) drive. If the files are on the CD, you will see them appear.



What You Need to Backup:

- *My Documents* folder in its entirety
- *C:\Program Files\Netscape\Users\Username* (where Username is your Villanova userid)
- *Any data files* that are associated with software that you have installed since receiving your PC

What You Do NOT Need to Backup:

- Windows System files
- Applications, such as those located in the Program Files folder

Getting Help

If you need assistance in locating files to backup or in burning CD's, please contact the Helpdesk at 610-519-7777 (x97777).

Backing Up Your Data Using the Windows Explorer

A second way to backup your data is through the Windows Explorer. To do this:

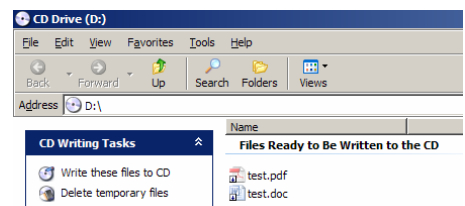
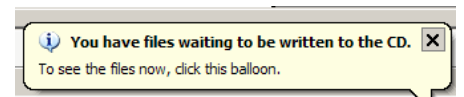
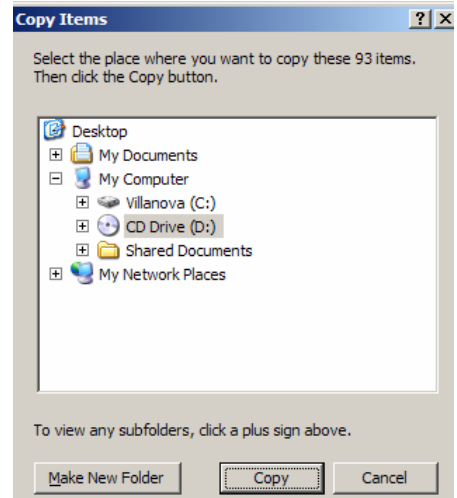
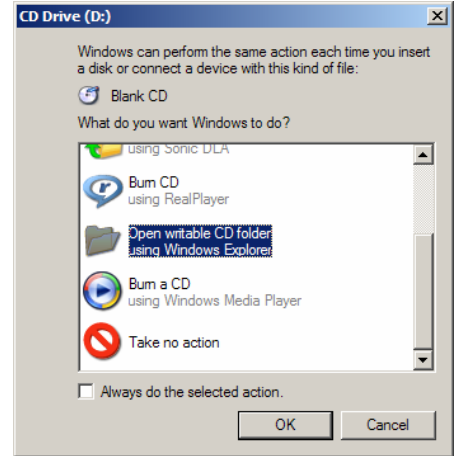
1. Insert a **Blank CD-R** into your CD Drive and push the button to close the door.
2. Wait a moment for the **What do you want Windows to do?** box. If this box does not appear, you can open the Windows Explorer by double-clicking the My Documents icon or the My Computer icon on your Desktop.
3. When asked **What do you want Windows to do?**, click **Open writable CD folder using Windows Explorer**.
4. Once the Windows Explorer opens, click on the link on the left that says **My Documents** to get to your My Documents folder.
5. To copy everything in the My Documents folder to CD, click **Edit** and then click **Select All**. All the folders and documents on the right will be selected.

Note: If you only want to copy *certain* files/folders to CD, hold the **Ctrl** key on your keyboard to select only the files / folders that you want to copy.

6. Once your files are selected, click **Copy the selected items** on the task pane on the left side of the window. (If you do not see these words on the left, click the **Folders** button once.)
7. When the **Copy Items** box appears, select the **CD Drive (D:)** and click **Copy**.
8. Once the files are finished copying, you will see a balloon in the bottom right corner of your screen saying that **You have files waiting to be written to the CD**.
9. If you are only copying your **My Documents** folder to CD, you can click that yellow balloon to complete the CD burning process.
10. However, if you want to copy your **Netscape Users** folder to CD, you should locate those files now. To do that:
 - a) Click the **My Computer** link on the left.
 - b) Double-click the **Villanova C:** drive located under **Hard Disk Drives**.
 - c) Double-click the **Program Files** folder.
 - d) Double-click the **Netscape** folder.
 - e) Double-click the **Users** folder.
 - f) Locate your **Username** folder (where *Username* is your Villanova your userid) and click it **ONCE** (don't double-click it; click it once to select the entire folder that bears your userid).
 - g) Click **Copy this folder** on the task pane on the left side of the window.
 - h) When the **Copy Items** box appears, select the **CD Drive (D:)** and click **Copy**.
 - i) Once the files are finished copying, you will see a balloon in the bottom right corner of your screen saying that **You have files waiting to be written to the CD**.
11. **NOW** you can click the yellow balloon to write all of your files to the CD.

Note: If you do not see that balloon, wait a few more moments. If you still do not see it, click on the **My Computer** link on the task pane on the left, then double-click the D: drive. Then proceed with step 12.

12. Clicking the balloon will bring you to the D: drive and you will see the files you have copied under the **Files Ready to Be Written to the CD** section.
13. On the left, click **Write these files to CD**.



14. You will be asked to type a **CD name**. This simply gives the CD a name and is optional (16-character limit).
15. Click **Next**.
16. When the **CD Writing Wizard** is complete, your **CD will be ejected** and you will see a box telling you that you have successfully written the files to the CD. Click **Finish**.
17. To ensure that the files have been successfully written to the CD, insert the CD again and wait a moment. The CD and its contents should appear on your screen after a few seconds.

You can continue to copy files to this CD until the CD is full. When the CD is full, you will be told so by Windows. *CD's cannot be erased*. Once a file is copied to a CD, it is permanently there.

The files that you have copied to CD are Read-Only. This means that you cannot make changes to a file on the CD and save those changes *directly* back to the CD. If you want to change a file on the CD, you must open the file, save it to your PC's hard drive (My Documents or Desktop folders are recommended), then follow the steps above to copy the file back to the CD, clicking **Yes** when asked if you want to replace the file on the CD with the new one.