UNIVERSITY of MARYLAND SCHOOL of LAW

Using the Windows XP CD Writing Wizard

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Backup Your Files to a CD or DVD

You may use the Windows XP **CD Writing Utility** to backup the files on your laptop.
Insert a blank **CD-R** or **DVD-R** and open **My Computer** to select the drive letter for your system.

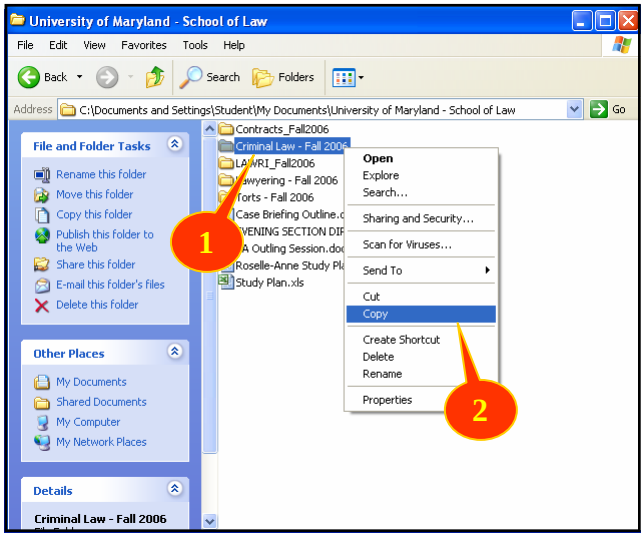
Windows supplies a directory structure called **My Documents**. If you create a folder filing system within that structure, you will be able to easily locate and backup entire folders or individual files when needed.

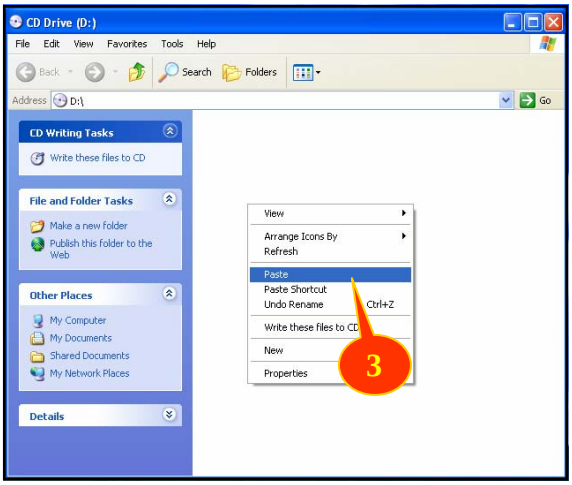
You may not have enough space to copy the entire My Documents folder to a CD or USB Flash drive. Create a folder filing system to manage your data.

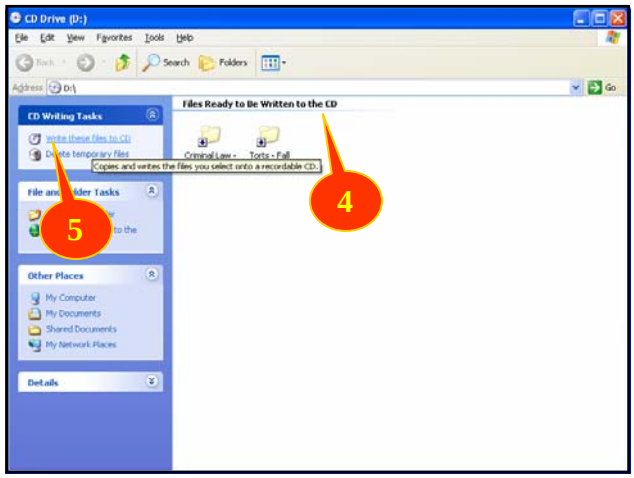
1. Locate the folder you wish to backup.
2. Right-click and select **Copy** from the pop-up menu.
3. Maneuver to the window displaying the contents of your **CD / DVD** drive. Right-click and select **Paste**.

Repeat steps 2 & 3 for each folder that you wish to copy.

4. You will see the phrase, **Files Ready to Be Written to the CD**.
5. Click the link, **Write these files to CD**.



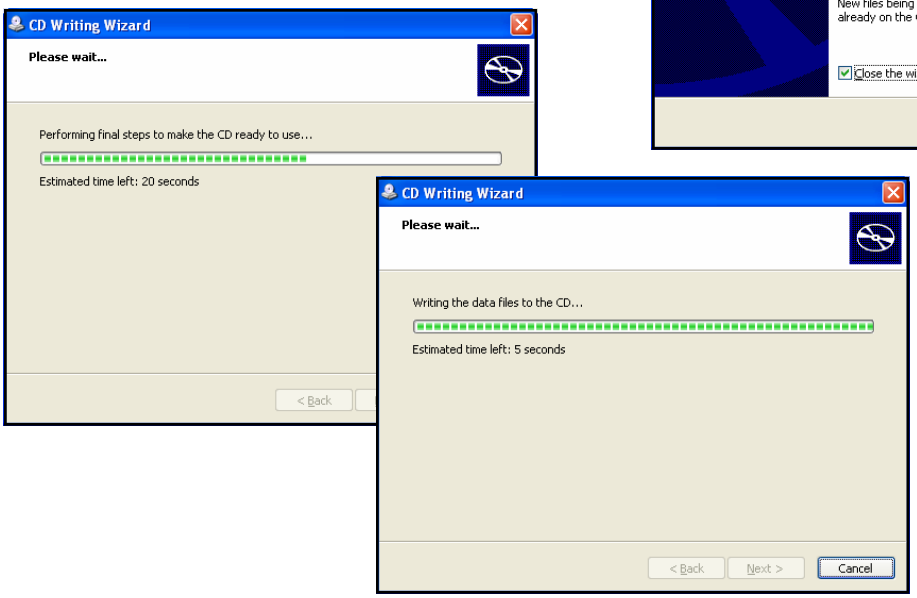




Backup Your Files to a CD or DVD (*continued*)

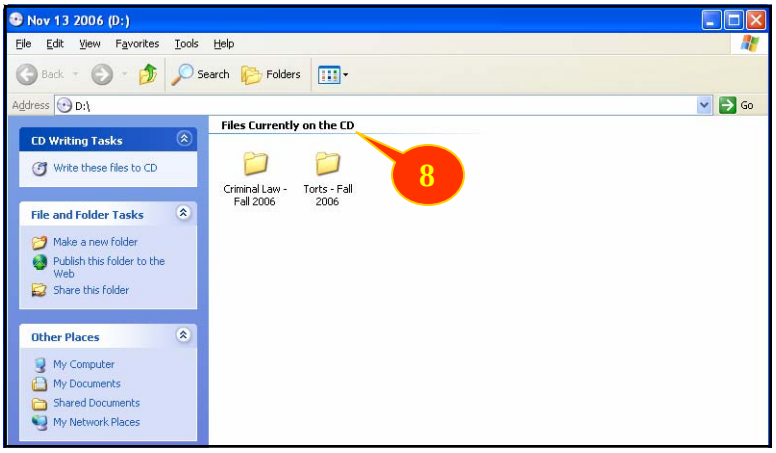
6. By default Windows will name the CD using the current date. You may accept or change the name.
7. Click the **Next** button to continue.

Windows XP will prepare the CD for writing and then write the files to the CD.



The CD will eject when the process is complete. Re-insert the CD to view your files.

8. You will see the phrase, **Files Currently on the CD**. Double-click on a folder name to view its contents .



Make sure to clearly label your CD or DVD and store it in a safe place.