

9. How to back up your images onto CD or DVD

At the end of this lesson you will be able to use Windows Explorer to execute the procedure for backing up images onto a CD or DVD by inserting a blank disc into the disk drive and selecting the 'Burn files to disc using windows' option when the AutoPlay dialog box opens.

This CD/DVD provides extra insurance for images should they accidentally be deleted from your computer.

Step One:

Insert a blank CD/DVD into your computer CD or DVD drive. When you insert the blank disc into the disc drive the **AutoPlay** dialog box opens.

Step Two:

Click burn files to disc. The "**Burn a disc**" dialog box opens.

Step Three:

Type a name for the disc title or accept the default name and click next.

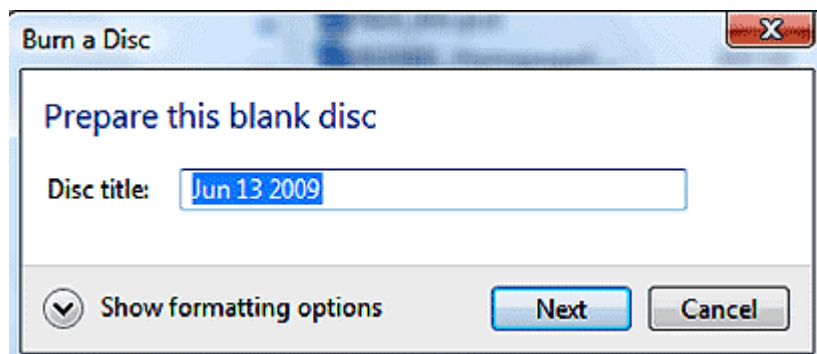


Figure 9.1 Burn a disc dialog box.

Step Four:

The disc is automatically formatted. Navigate to the folder on your PC containing your files. Select the file, right click with the mouse and select "**Copy**". (Refer to Lesson four, Copying files step two).

Step Five:

Navigate to the DVD drive. Right click on the drive with the mouse and select "Paste".

Alternatively – you can *click and drag* your files from the folder on your PC to the DVD drive. Select the file with the mouse, hold the file by keeping the left mouse button pressed and drag it to the DVD drive.

Once the file is in position drop it into the disk drive.

Step Six:

After your burn and remove your CD, put the CD back into your CD drive to verify that your photographs have been copied. Click **Start > Computer > click your CD drive.**

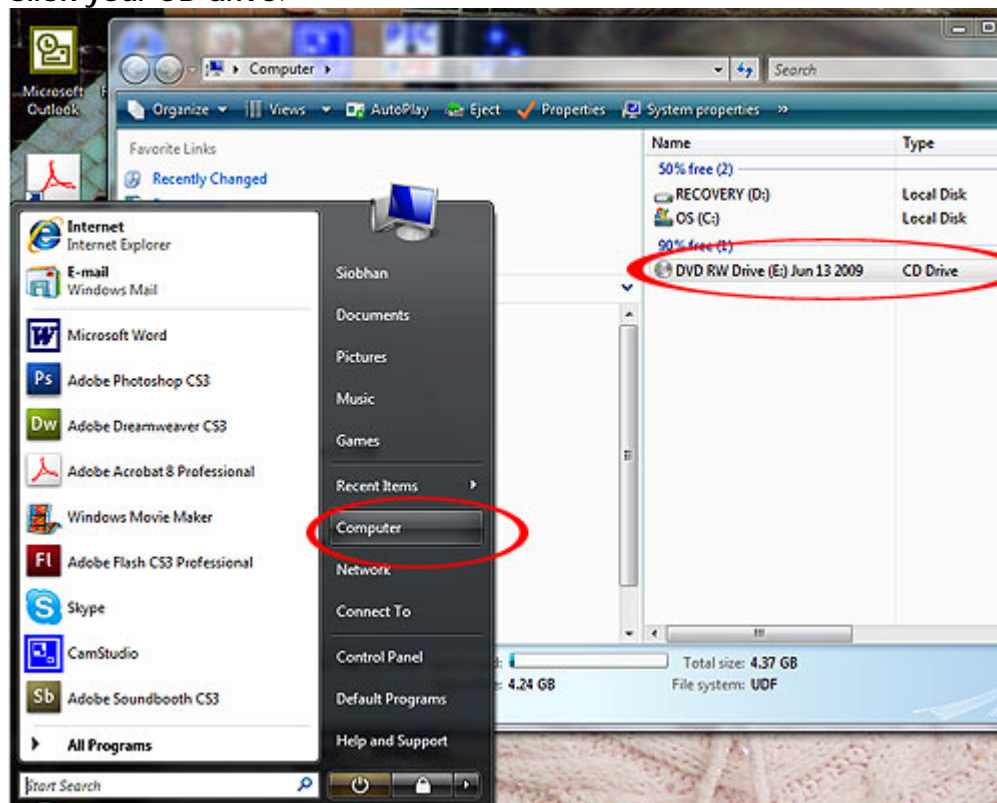


Figure 9.2 Locating the files on the DVD drive.

All the photographs that were burned to the CD should now be visible.

In the next lesson we will be deleting all the photos stored on your camera.