

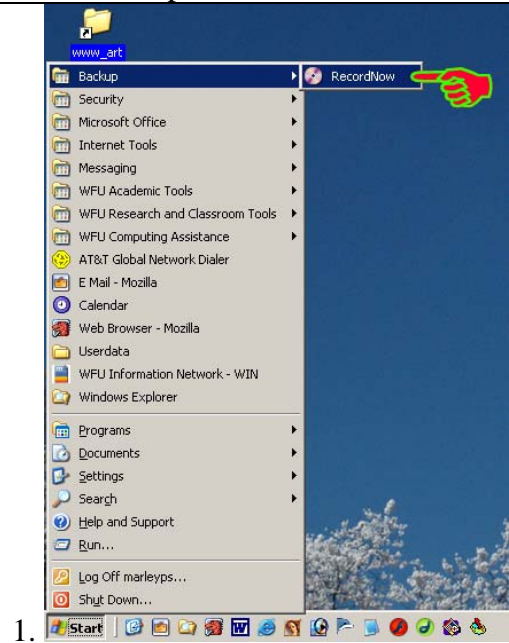
Back up Data/ Write CDs with the R-40

Use standard **CD-R**

Close All programs prior to beginning this process!!

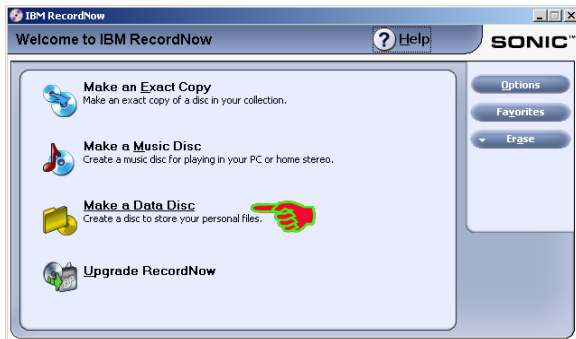
Place CD in drive on the right side of the Thinkpad

Follow the hand...



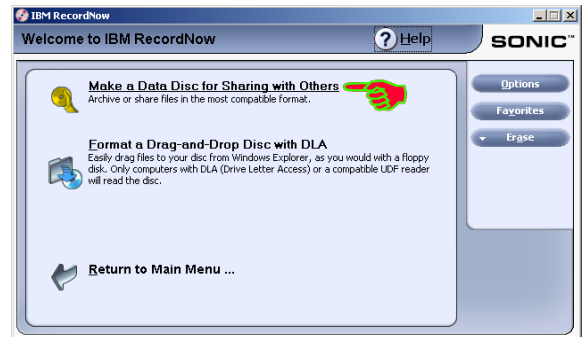
1.

2.



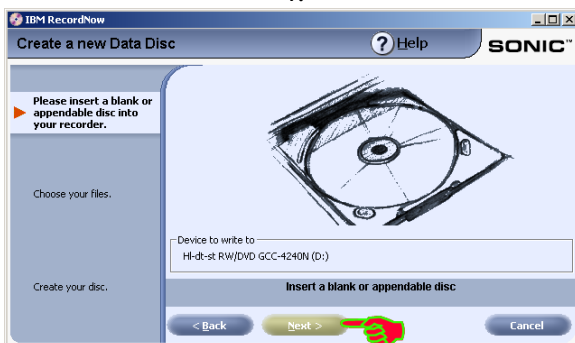
Make a Data Disk>>

3.



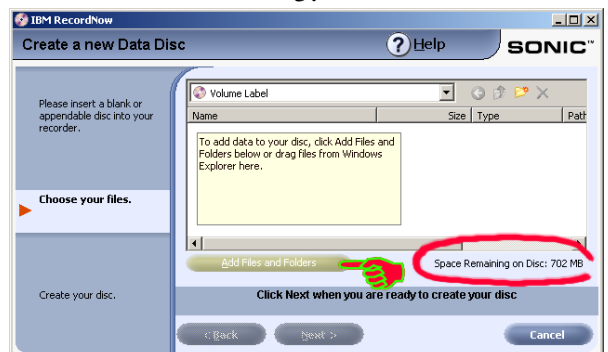
Make a Disk for Sharing...>>

4.



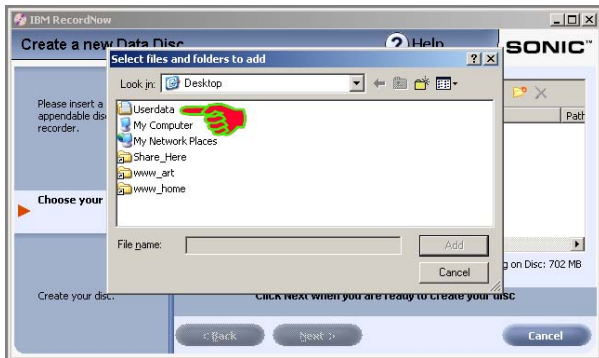
Next >>

5.



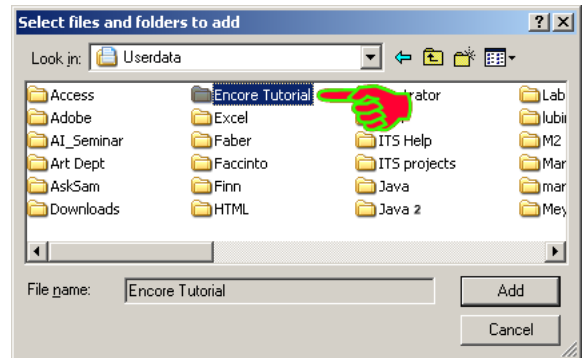
Add Files or Folders (see amount of available space)

6.



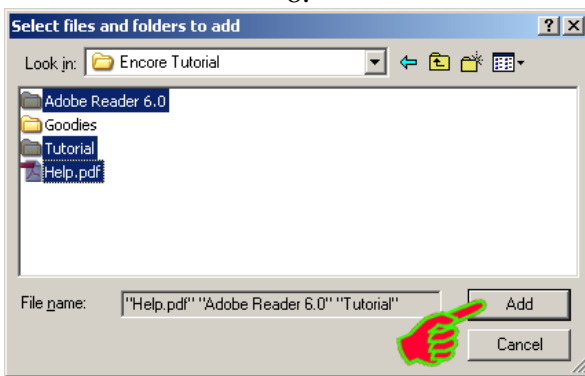
“Double Click” on **Userdata**

7.



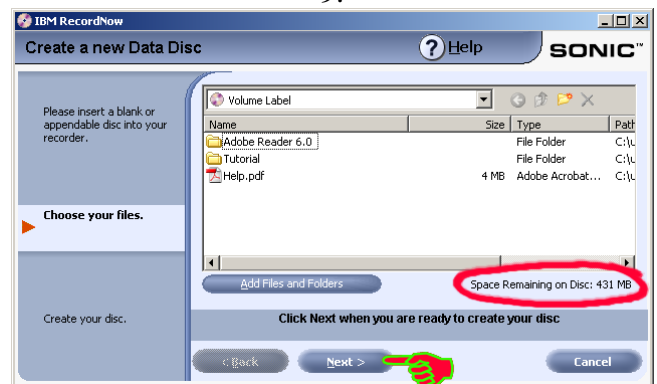
“Click” on the desired folder
(hold down the **Ctrl** key to select more)

8.



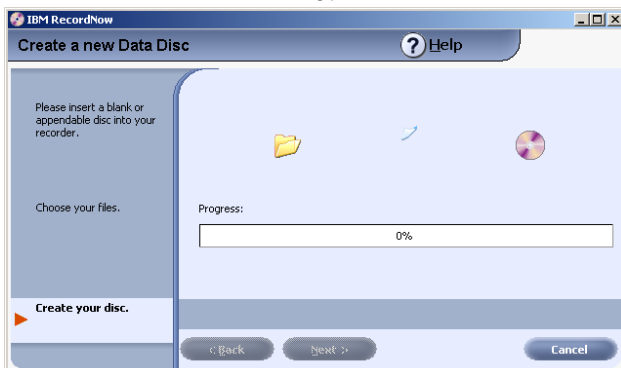
“Click” the **Add** button

9.



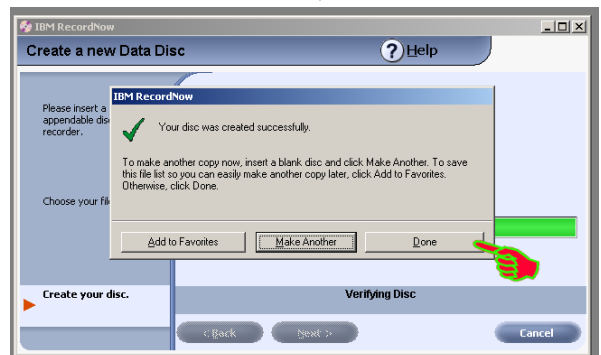
See how much space you used (in red) then
“Click” **Next** to begin writing CD

10.



The writing process has begun. Sit back and wait until it has completed. The amount of time required for this process depends on how much data you are putting on the disk. Expect 10-15 minutes.

11.



Click “Done”
The CD drive will eject the disk.
Be sure to label the disk with a “Sharpie”
(Name, Date and available space) and put it in a sleeve.

More on Next page

Things to think about:

The amount of your data may require more than one disk. You can only write to the limit of the disk (650-700 MB) at a time. Check the size of your folders by “Right Clicking” on them and viewing the **Properties**. See size in MB or K.

If you don't fill the disk completely you CAN add more later!!
(CDs are VERY inexpensive so use a new one each time if keeping track of space used is too much trouble!)

Back up the Folders you use the most REGULARLY! Word, Mozilla (e-mail), etc...
(Try to clear TRASH and SENT in Mozilla before backing up).

If you have questions or concerns Please call or e-mail me!
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