

Step-by-Step Instructions on how to back-up (save) folders/files to a CD-R or a CD-RW using RecordNow! Version 6:

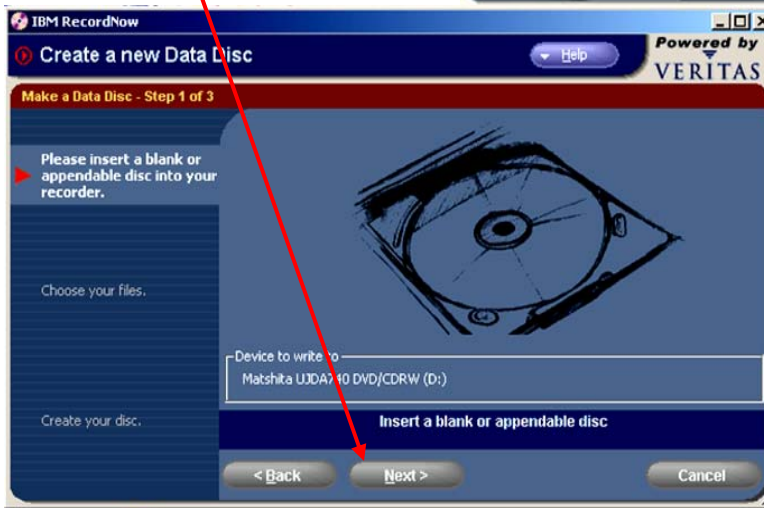


1. Click on the icon on your desktop. This image will appear.

2. Click on Make a Data Disc




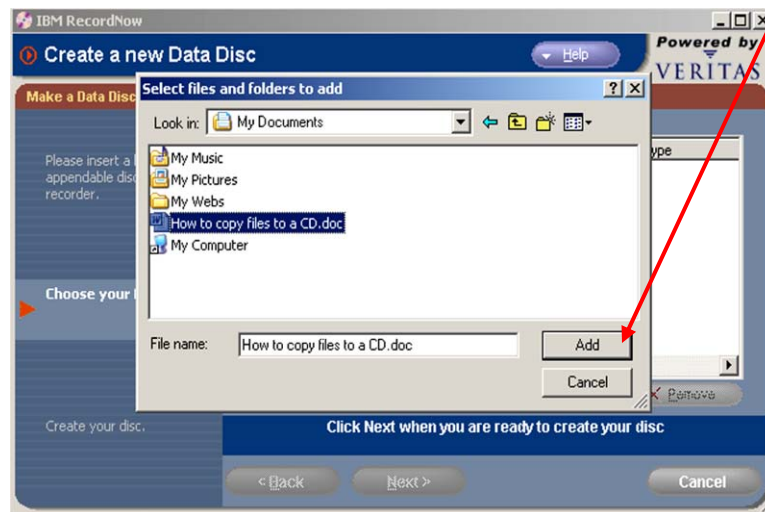
3. Insert a CD-R or CD-RW and Click on Next




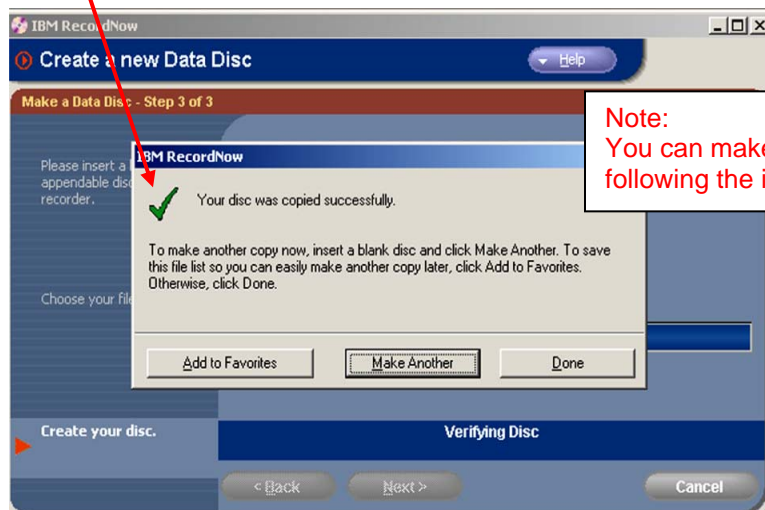
4. Click on Add Files and Folders



5. Choose (highlight) the files/folders you wish to add and then  click Add.



6. A warning box will pop up. Read warning and  click OK.
7. The message “**Writing Disc**” will appear. Wait “patiently” 😊 or play a game of Solitaire. The amount of time you will wait is based on the size and number of files you selected.
8. This box will pop up when the process is complete:



Note:
You can make additional copies of your files by following the instructions at this step.

Reminder: Whether you have chosen to save your files as editable using a CD-RW, or for back-up only, make sure that the folders and files you saved are indeed on the CD-R or CD-RW and that you can access them.