

Tips for Backing up your Data

There are a variety of ways that you can back-up the data that is stored on your laptop. Please remember that backing up data does not mean backing up programs. Almost all programs that are on the laptop must be installed using the installation program that comes with the selected software. Backing up data covers pictures, music, and documents.

Email Backup

Backing up email will only work if you download all your email from the server to the laptop. You would need to use a Mail Reader program such as Thunderbird or Outlook to download email to the laptop. If you do use one of these programs and wish to backup your email, contact the help desk so they can help you with which files need to be saved. Most students use a browser (Internet Explorer or Firefox) to read emails. Using a browser leaves the email on the server until deleted. Once email is deleted from the server, it is gone.

Methods for Backing up Data

There are a variety of ways to backup your data. Below is information on three different methods: External Hard drives, both standard and portable, USB flash drives or memory sticks, and CDs.



Standard size external hard drives are larger and will usually hold more data for the cost. They don't make good portable devices because of their size. If portability isn't an issue then this is the best method.



Portable external hard drives are a bit more expensive and will not hold as much data, but are very handy if you want to use the hard drive regardless of where you are. Simply plug the USB connector into your laptop and use Windows explorer to copy and paste files to the hard drive. One extra advantage of the portable hard drive is the ability to always use it as extra storage space when needed.



USB memory sticks or flash drives are very handy for immediate backup of select files or file transfers between laptops. They do come in a variety of sizes and are not that expensive. However, if you are backing up data that takes a lot of space (music and photos) this is the least efficient method. Simply plug the flash drive into your laptop and use Windows explorer to copy and paste files.



Each Meredith laptop comes with a CDRW optical drive. These drives will allow you to create data backup disks using CDRs. This is by far the least expensive method, but also the most difficult method to use. The following page has directions on how to backup data using the internal CDRW.

Backing up your Data to a CD

Please note: This tutorial is intended for Meredith Students who have a Meredith laptop equipped with a CD Burner and IBM's RecordNow software: (all student laptops furnished by Meredith have both a CD burner and RecordNow)

General Information:

1. In order to copy data to a CD you must use a program that is designed to burn information on the CD. You can not use Windows Explorer to drag data to the CD. The Meredith default burner is IBM RecordNow.
2. You must obtain a **CD-R or CD-RW disk**. This disk holds between 600-700 MB.

Pre-CD Burn:

1. Know where your data is. Take few minutes to locate where your data is stored. The default location most users use is in the My Documents folder. This is where the My Music and My Pictures folders are located. However, users have been known to store data in other locations, such as the desktop.
2. Organize your Data: To make the process easier, if your data is not located in one location, such as My Documents, use the Windows Explorer to organize your data in a central location. **We suggest using My Documents.** **Please Note:** You can't backup the My Documents folder, just the files and folders that are in My Documents.
 - a. You might need to use multiple disks, especially if you have music or picture files to backup. **To be safe, no single folder of data should be larger than 600MB.**

Burn Process:

1. Insert your CD-R or CD-RW into the laptop. After the door closes a window might open up. Close the window.
2. Locate and double click the RecordNow icon on your desktop. If you have moved the icon off the desktop use the following locations to open the program.
 - a. R40 and R52
 - i. Press the start button – select programs
 - ii. Select RecordNow (folder) - Select RecordNow (folder)
 - iii. Select Record Now (program)
 - b. Z61T and T61 Model
 - i. Press the start button – select programs
 - ii. Select Multimedia Center for Think Offerings (folder)
 - iii. Select RecordNow Data (program)
3. When the program opens select Data Disc
4. Press Add Files and Folders (R40-R52) or Add Data (Z61T-T61)
5. The default "Look in:" location should be My Documents. If your data is here then you are ready to start selecting files and folders for burning. If your data is stored in a different location, then you need to browse for that location.
6. Highlight the folders and files you want to add and press add. You can add multiple folders and files at one time by using the shift or control key while you are making your selections.
7. Be aware how much you are adding. There is an indicator that will tell how much space is free.
8. Press the Burn Button when you are finished making your selections.