

Backing up DATA files using NERO burner

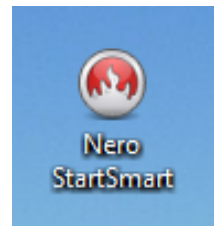
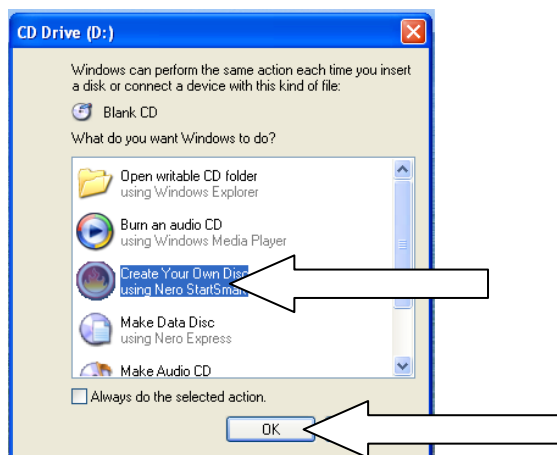
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The information you store on your computer's hard disk drive can be permanently lost at any time due to mechanical failure, corrupted filing system, virus infections and so on. Hard disk drives are not a safe place to leave the only copies of your critical data files. You must create backups of your data files as often as your needs dictate. Business users should backup all their data files at least once a week. Home users should backup their data at least twice a year. The more often you do it, the less tears will flow if disaster visits your computer system.

There are many different programs used to backup data files. This document is an example of how to use the popular NERO burning program to burn the data to CD or DVD. There are many versions of NERO so the following screen shots may differ from your installed version. The general concepts however, are the same with all versions of NERO and other data burning programs.

1. Place a blank CD or DVD into the drive.

The auto detector should display the following requestor from which you should select the option to 'create your own disc using NERO'. If this requestor does not appear you can simply double click the NERO icon on your desktop.



Example desktop icon for NERO. There are many versions with different looking icons.

2. On the main NERO start screen:

Select **DATA** from the top row of icons.

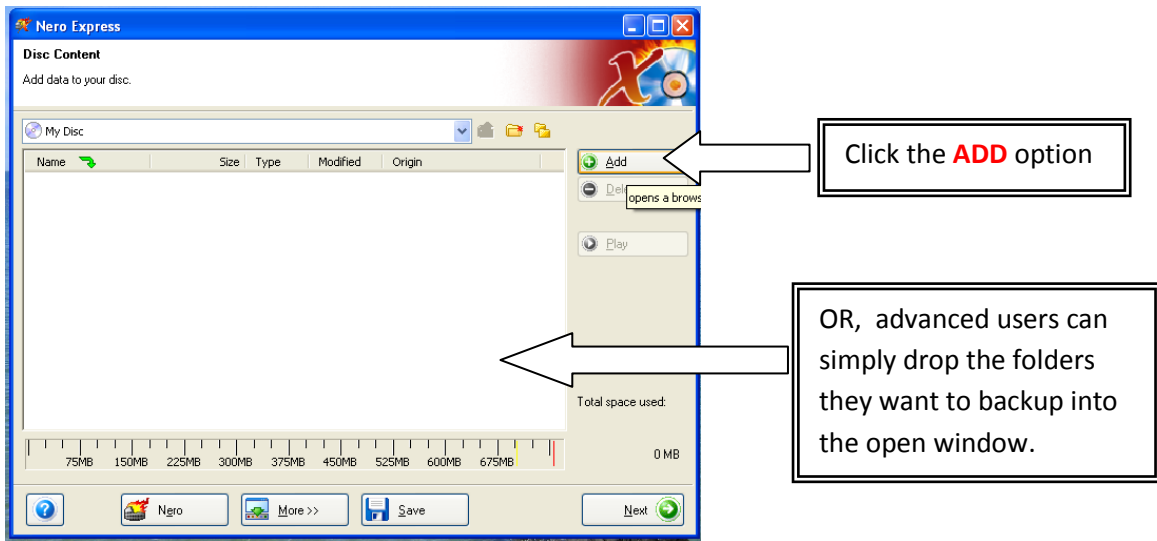
Select **Make a DATA CD** from the bottom section.



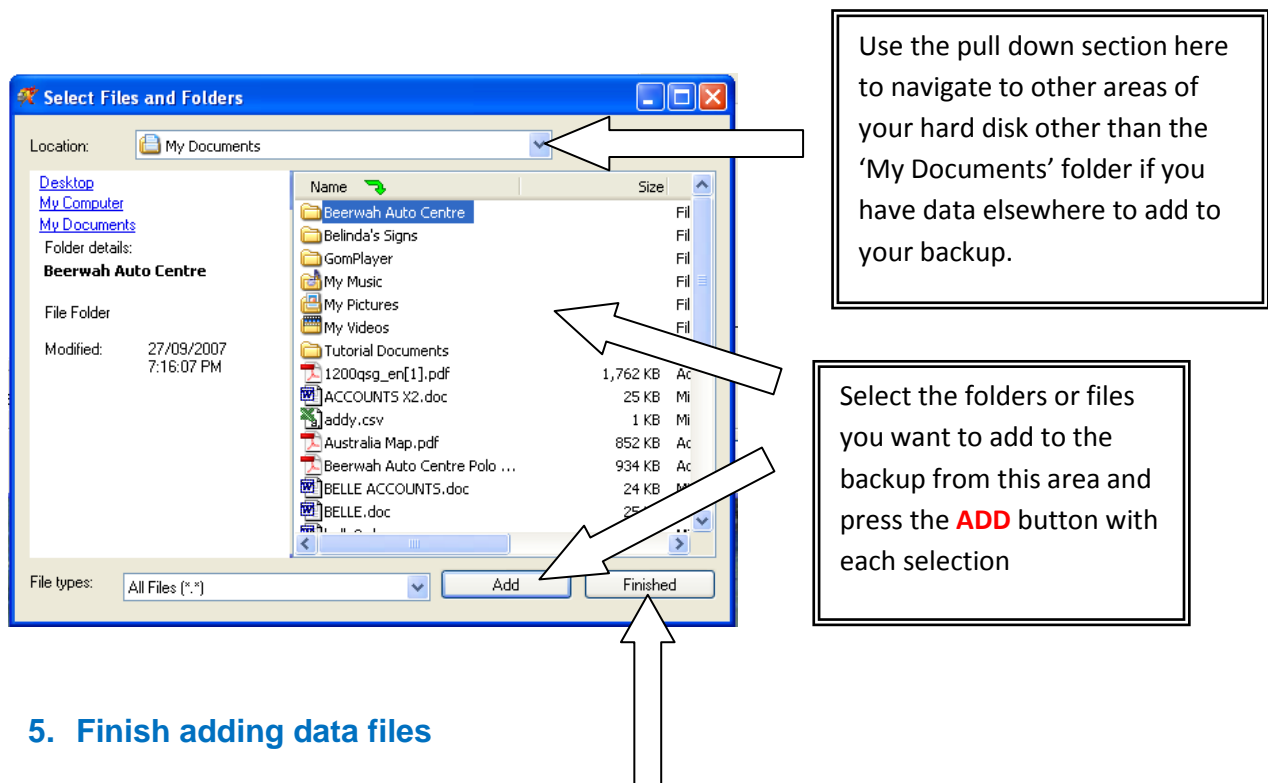
Use this pull down selector to switch to CD or DVD to suit whatever blank disc you are backing your data to.

These instructions and screen shots are for CD but are the same concepts for DVD.

3. The following screen appears allowing you to navigate your hard disk and select the files and folders you wish to backup.



4. If you used the ADD option, the following navigation system appears.

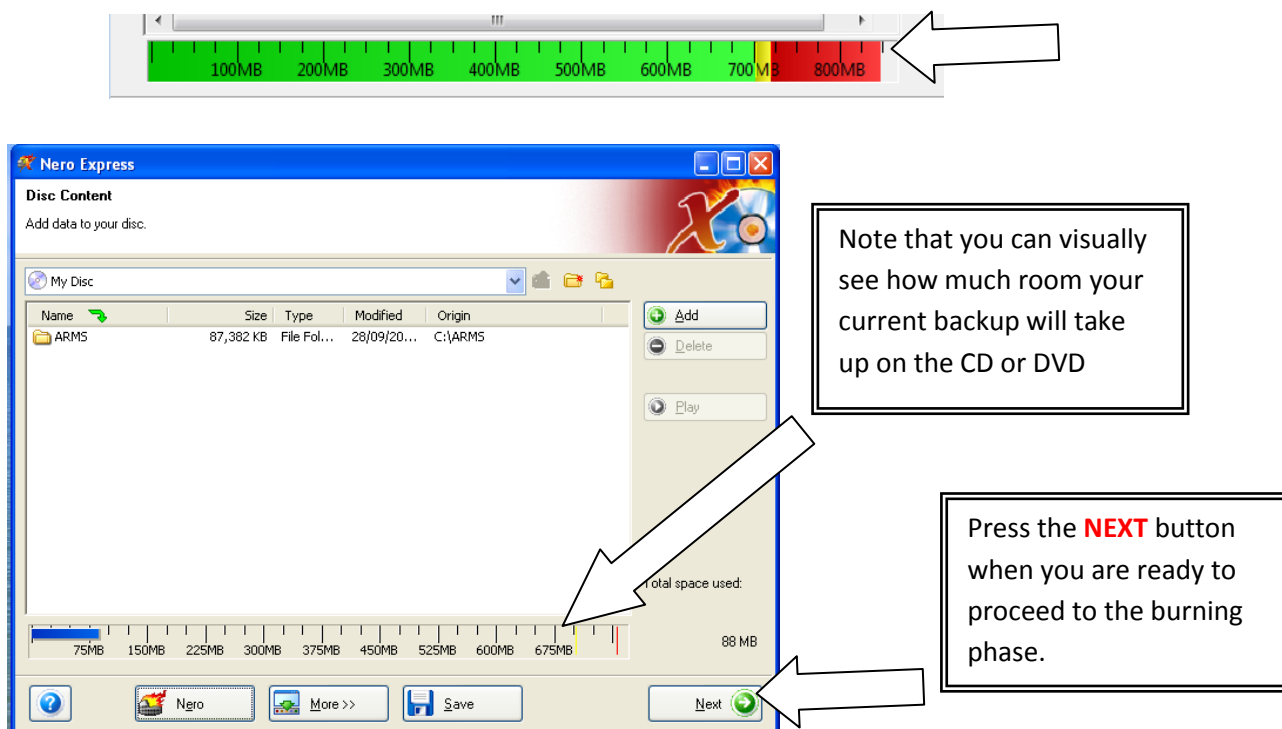


5. Finish adding data files

When you have finished selecting and adding files and folders to your backup list click the 'FINISHED' button on the lower right hand side of the navigator.

6. Make sure your data can fit onto the disc

If your data is larger than the discs capacity or space left on the disc, it will warn you as shown below. Right click on the last data file or folder you added and delete it from the session list.

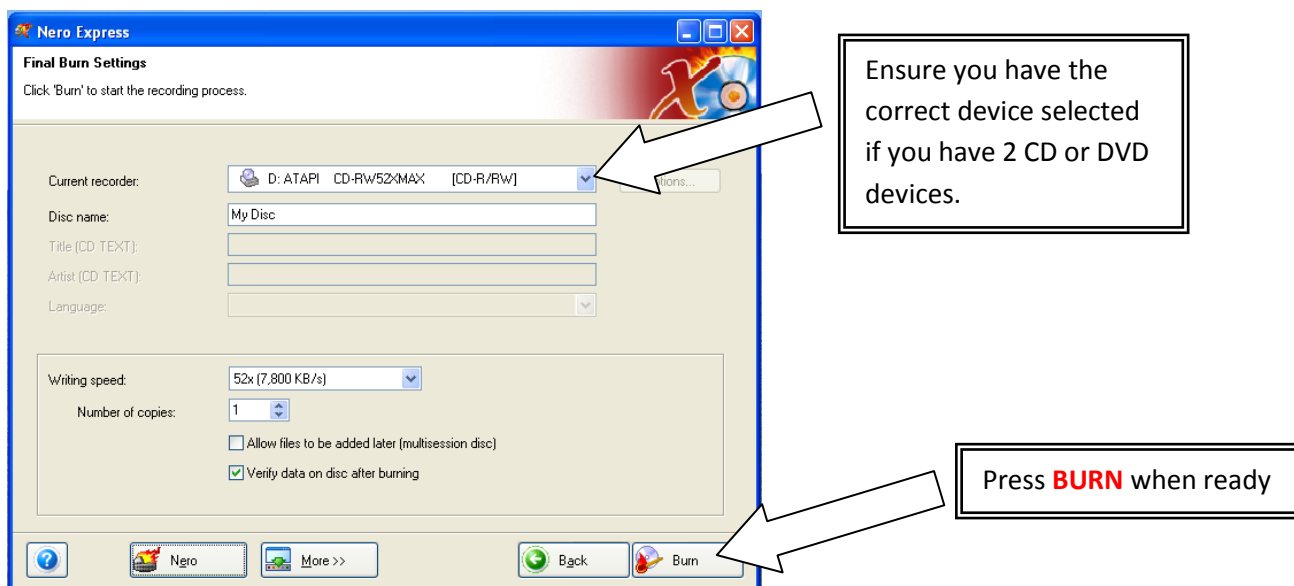


The image shows a progress bar at the top with a color gradient from green to red, indicating space usage from 100MB to 800MB. Below it is the Nero Express 'Disc Content' window. The window shows a table with columns for Name, Size, Type, Modified, and Origin. A folder named 'ARMS' is listed with a size of 87,382 KB. At the bottom, a 'total space used:' indicator shows 88 MB. A 'Next' button is visible at the bottom right.

Note that you can visually see how much room your current backup will take up on the CD or DVD

Press the **NEXT** button when you are ready to proceed to the burning phase.

7. Ready to burn the Data



The image shows the 'Final Burn Settings' window in Nero Express. It includes fields for 'Current recorder' (D: ATAPI CD-RW52xMAX [CD-R/RW]), 'Disc name' (My Disc), 'Title (CD TEXT)', 'Artist (CD TEXT)', and 'Language'. The 'Writing speed' is set to 52x (7,800 KB/s) and 'Number of copies' is 1. There are checkboxes for 'Allow files to be added later (multisession disc)' and 'Verify data on disc after burning'. A 'Burn' button is at the bottom right.

Ensure you have the correct device selected if you have 2 CD or DVD devices.

Press **BURN** when ready

In this section you have the choice to name the backup disc eg, SEP 2007.

You can leave the writing speed to whatever it shows.

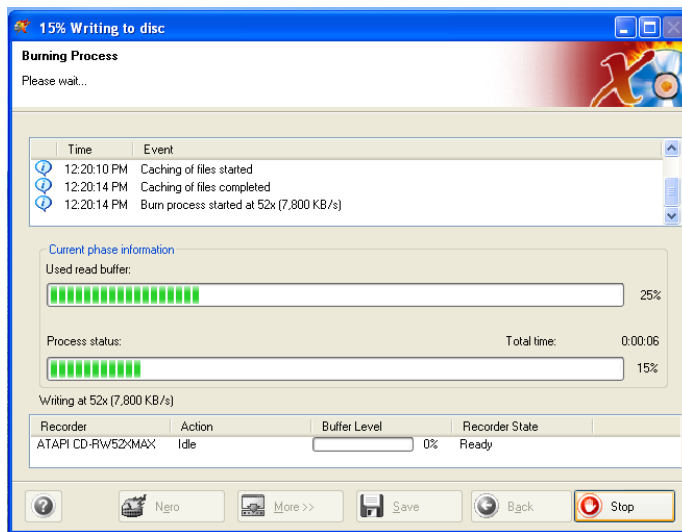
Select the number of copies in case you want to create more than one copy of your current data. (It will prompt you for another disc once the first one is finished)

Leave the '**Multisession**' option **unchecked**. (See the end of this document for more details)

Ensure the '**Verify Data**' option is **checked**. (it is pointless backing up unverified data)

Then finally press the **BURN** button when ready.

8. Monitor the Burning process



At this stage all there is left to do is wait and watch. Various messages will appear during the process.

In general all you need to watch for is error messages which may be telling you that something has gone wrong.

If all goes well and no errors are found in the Burning process or the data verification, the program will inform you that it has successfully completed the backup. Click the [ok] button and the disc will be ejected. Remove the disc and label it ASAP.

You can now close down the NERO program, it will take several clicks to close it as it goes back to the main menu after closing the burning section.

After NERO is closed down, re insert the disc you have burnt and ensure the data is actually on the disc visually. The disc should automatically open after a few seconds or if not, use the 'My Computer' icon on the desktop to navigate to the CD or DVD device and open the disc from there.

The most common mistake people make when attempting to backup data is never checking the data after it is backed up.

The 'Multisession' option.

This is a confusing option which can lead to all sorts of problems.

Generally you are safer not to use it when doing master backups, thus treating every backup as a permanent finished disc that you are going to store somewhere safe in case of emergencies.

Having the 'Multisession' option turned on during CD or DVD data burning means the indexing system of the disc you create is left in an 'opened state' allowing you to ADD more files and folders to the disc at a later date. You will be able to access the current files on the disc in the mean time but other computers and other CD / DVD devices may not be able to read the disc. (hence causing confusion when burning data to be given to others)

Eventually, the final data you write to a multi session disc (when it is nearing its full capacity) should be written with the multi session option OFF. This then forces the 'finalising' process that then closes the indexing system on the disc allowing it to be read in every CD / DVD device without problems.

The golden rule to remember is, If the disc you are creating is going to be used on another computer do NOT use multisession.

Also, although you would save money doing data backups onto the same disc each month (using multi sessions until it's completely filled,) it can get very risky and you are better off spending the extra 20 cent to \$1.00 on a new disc for each backup.