



MAC OS X version 10.4

Backing Up User Data to CD

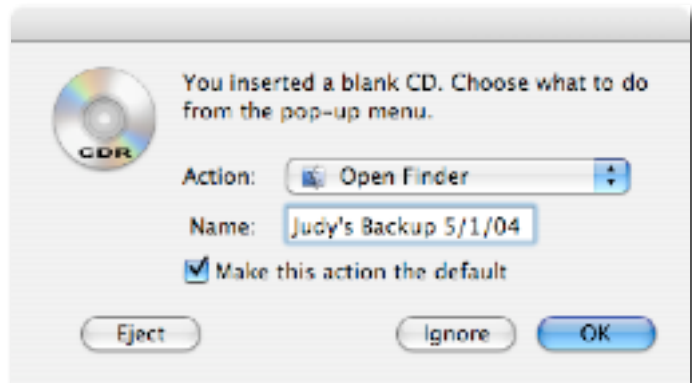
This tutorial describes the process for backing up user data for a Mac OS X version 10.3 client to a CD.

1. Insert a blank CD in the CD drive.

Open the CD drive, and insert a blank CD-R or CD-RW in the CD drive.

2. Name the CD.

A dialog like the one shown will appear. Make sure the Open Finder is chosen from the pop-up menu. Enter a suitable name for the disk in the Name field and click **OK**. Wait while your computer prepares the disc. When it is finished, a CD disc icon will appear on the desktop.



3. Copy the files you wish to backup onto the CD.

Drag the files you want to backup onto the disc icon or into the open disc icon window. Wait while your computer copies the files.

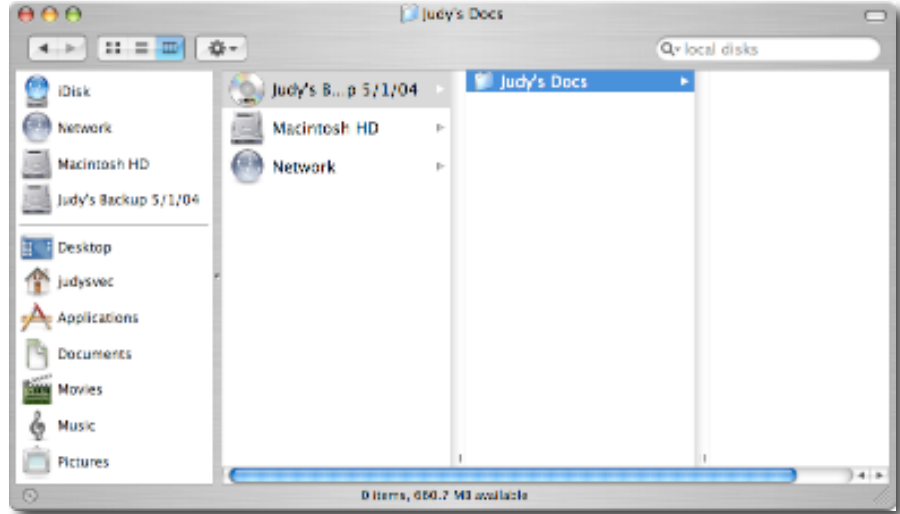
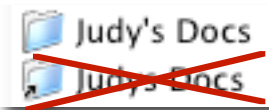
4. Repeat step 3 for additional files.



5. Verify that your files copied

Double click on the CD icon to verify the files you copied are on the CD.

Critical Note: Make sure the *original* files are backed up and **not** just an alias to the files. Aliases (as shown below) include a small, black arrow in the lower-left corner of the icon.



Note: In 10.4 a small, black arrow will appear over the CD when copying. By making sure the folder you are dragging to the CD doesn't have a small, black arrow you will be copying the correct folder.

6. Burn the CD

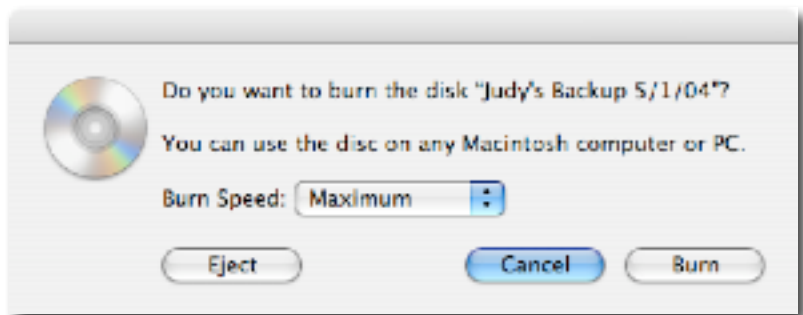
Choose File > Burn Disc

Or

Click the **Burn Disc** button beside the name of the disc in the Sidebar.

7. Choose Burn Speed

A confirmation dialog, like the one shown appears. Choose **Maximum** from the Burn Speed pop-up menu and then click Burn.



8. Wait while your computer burns the CD.

Your computer will prepare, burn and verify the disc. A Burn Disc window Reports its progress. When this window disappears, the disk is ready.

