Synovative Technology Technical Note

Maintaining Digital Photos on your PC

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Introduction

Several folks have asked about a maintenance scheme, similar to SOUP's Backup and Shutdown, for the digital pictures on their PC. One must realize from the start that the average document is less than 100,000 bytes of storage. Pictures can easily range beyond 1,000,000 bytes. Users with large numbers of pictures in their "My Documents" folder can easily exceed the capacity of a second hard drive when using Synovative's Office Utility Pak's (SOUP) Backup and Shutdown. Cataloging, modification and backup of these large files require a different scheme than the one available in SOUP's Backup and Shutdown today.

This note is intended to share the method I am using today with my photos in hopes that it may work for you as well. The best news is that there is minimal cost. The only cost might be the addition of a DVD or CD burner and associated software to use as the target backup device for your photo folders. It seems to me that picture files are too large to consider using a hard drive for backup.

If your PC does not have a DVD or CD burner, Desktop users should consider installing the SONY DVD burner and laptop users with an available USB 2.0 port should consider adding the SONY external DVD burner. Laptop users without a USB 2.0 port should consider either a PCMCIA card adapter to add USB 2.0 support to your laptop or consider the replacement of the machine.

In general, the scheme separates pictures from other documents on your PC and uses a DVD or CD burner to produce a backup copy. You might consider a similar approach for your many music files.

This technical note was prepared using Windows XP Professional, Roxio Easy DVD & CD Creator and Nero 6. Some screenshots may vary with the operating system and media burning software you use.

How to organize your PC Hard Drive

First it is necessary to organize the hard drive. The "My Pictures" folder needs to be moved out of the "My Documents" folder. To do this:

- Open My Computer. Open your "C" drive. Create "My Picture Library" folder on "C" drive. Now open the new folder. Size the folder so that it takes up half of your desktop.
- Open your "My Documents" folder. Size the folder so that it takes up the other half of your desktop.
- Locate your "My Pictures" folders. You may need to scroll your My Documents folder to locate it. Left mouse click and hold your My Pictures folder in My Documents and drag it to My Picture Library folder you just created. Release click and select MOVE from the popup menu option.
- My Pictures folder should now exist within the My Picture Library folder.
- Close both windows covering your desktop

You may now store all of your pictures within "My Pictures" or you can create additional folders within the "My Picture Library" folder. The trick here is to keep all pictures in folders that are within the "My Picture Library" folder

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Install and configure Google's Picasa software

Next we need software that will keep pictures organized. Picasa from Google is the choice:

• Download and install Picasa2 from Google: http://www.picasa.com/

Click on "Free Download." The file transfer window will appear:

File Dov	vnload - Security Warning 🛛 🔀
Do уо ц	u want to run or save this file?
	Name: picasa2-setup-1884.exe Type: Application, 3.16 MB From: toolbar.google.com <u>R</u> un <u>S</u> ave Cancel
1	While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. <u>What's the risk?</u>

If you have reliable broadband access to the internet, you may click on "Run" and install the program over the network. If you lack a truly reliable connection, you should click on "Save" to copy the installation file to disk and then execute it to perform the installation.

If you click on "Run" you will see:

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35% of picasa2-setup-1884.exe Completed
8 B
Opening:
picasa2-setup-1884.exe from toolbar.google.com
Estimated time left 6 sec (1.00 MB of 3.16 MB copied) Download to: Temporary Folder Transfer rate: 334 KB/Sec Close this dialog box when download completes
Open Open Eolder Cancel

Make sure the "close this dialog box ..." option is checked. When the download is complete, you will see:

Internet	Explorer - Security Warning
Do you	want to run this software?
	Name: picasa2-setup-1884.exe
	Publisher: <u>Picasa Inc.</u>
Mor	re <u>o</u> ptions <u>R</u> un <u>D</u> on't Run
١	While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. <u>What's the risk?</u>

Click on "Run." You will then see:

💾 Picasa2 Setup	
License Agreement Please review the license terms before installing Picasa2.)
Press Page Down to see the rest of the agreement.	
Picasa End User License Agreement	•
Thank you for trying out the Picasa software! By using this software, including any third party software made available in conjunction with this software, ("Picasa Software") you agree to accept a license under and be bound by the following terms and conditions (the "Agreement").	
Non-Commercial Use Only	
Picasa Software is made available to you for your non-commercial use only. This means that you may use it at work or at home. But you first need to obtain Google's permission	•
If you accept the terms of the agreement, click I Agree to continue. You must accept the agreement to install Picasa2.	
Nullsoft Install System v2.0	
I Agree Cancel	

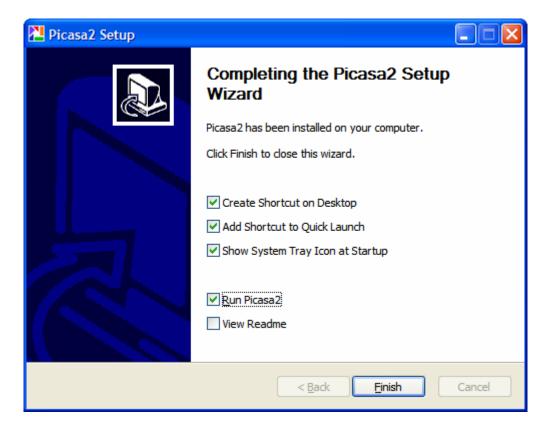
Click on "I Agree." You will next see;

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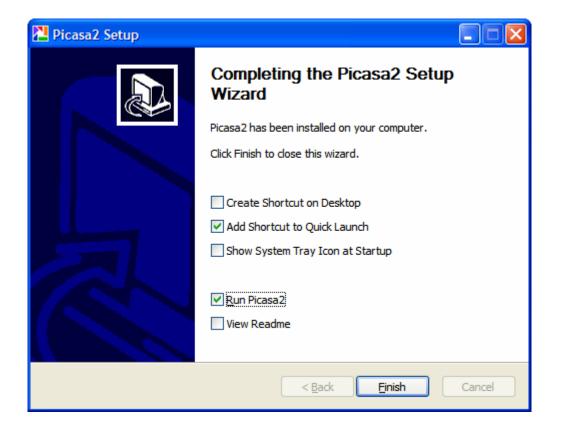
Nicasa2 Setup	
Choose Install Location Choose the folder in which to install Picasa2.	, O
Setup will install Picasa2 in the following folder. To install in a different folder, click Br select another folder. Click Install to start the installation.	owse and
Destination Folder C:\Program Files\Picasa2 Browse	
Space required: 10.9MB Space available: 21.8GB	
Nullsoft Install System v2.0	Cancel

Click on "Install." You will next see:

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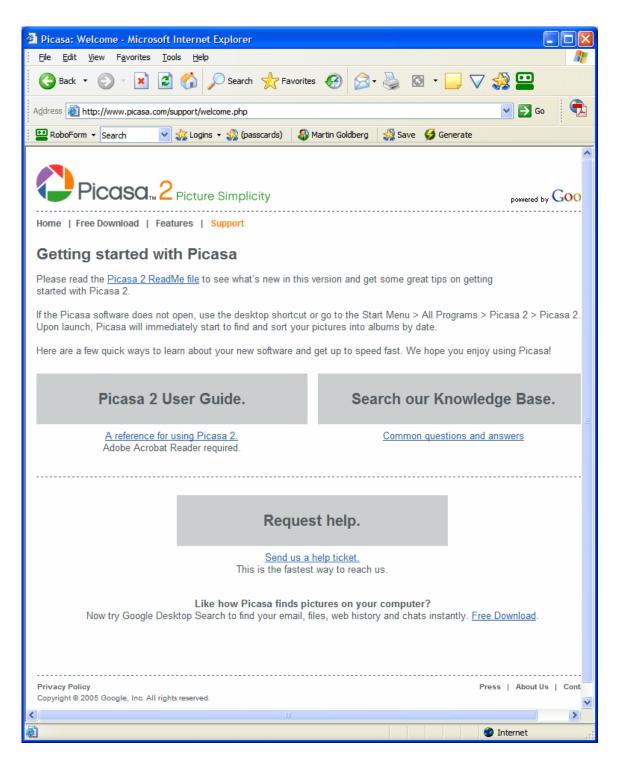


You may want to uncheck "Create Shortcut ..." and "Show System Tray ..." This will leave you with:



Click on "Finish." As Pciasa starts it will display a web site page that provides online help. Bookmark the web site in your Favorites for future *reference!* The web page will look similar to:

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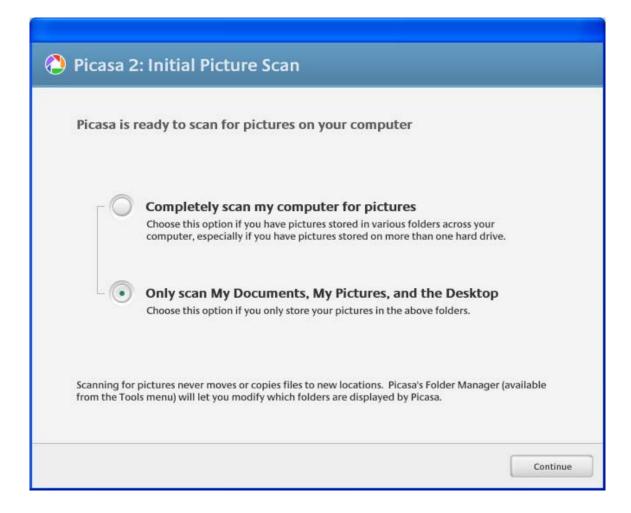
Close this web page. You should see:

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Picasa 2: Initial Picture Scan
Picasa is ready to scan for pictures on your computer
Completely scan my computer for pictures Choose this option if you have pictures stored in various folders across your computer, especially if you have pictures stored on more than one hard drive.
Only scan My Documents, My Pictures, and the Desktop Choose this option if you only store your pictures in the above folders.
Scanning for pictures never moves or copies files to new locations. Picasa's Folder Manager (available from the Tools menu) will let you modify which folders are displayed by Picasa.
Continue

Change the selection from "Completely ..." to "Only scan ..." It should look like:

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Click on "Continue." When the scan is done, you can proceed with additional configuration selections to keep the overhead associated with Picasa to a minimum.

How to configure Picasa to find your pictures

First Configure Picasa to only monitor pictures in your "My Picture Library" folder. From the menu click on "Tools." Then click on "Folder Management." You should see a window similar to:

Folder Manager	
Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder List Folder Lis	For each folder, you can choose whether or not to have Picasa find pictures inside it. You can also pick folders to watch for new pictures. For My Pictures\Test 4105\
	 Watch for Changes Watched Folders Path Desktop My Documents My Pictures
	OK <u>C</u> ancel <u>H</u> elp

Hightlight Desktop in the Folder List. Then click on "Remove from Picasa" on the right side. Do the same for the My Documents Folder.

Next expand all folders in the My Pictures folder. Click on all plus signs in boxes on the folder list. Make sure all sub-folders in My Pictures have the eye icon denoting that Picasa is watching for changes within the folder. If a folder is not being watched, highlight the folder and click on "Watch for Changes." You should end up with a folder manager window similar to:

Folder Manager	\mathbf{X}
Folder Manager Folder List	For each folder, you can choose whether or not to have Picasa find pictures inside it. You can also pick folders to watch for new pictures. For My Pictures Scan Once K Remove from Picasa K Remove from Picasa K Watch for Changes Watched Folders Path My Pictures My Pictu
	OK <u>C</u> ancel <u>H</u> elp

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How to configure Picasa

It is quite simple to configure the options in Picasa. From the menu bar click on "Tools." Then click on "Options." There are four tabs with configuration options. You should match your options to the four screen shots below.

Options		
General E-Mail File Types Slideshow		
Check for online updates every time I start Picasa		
Automatically detect media (shows icon in the system tray)		
Automatically detect duplicate files while importing		
Use special effects in user interface		
Show tooltips		
Single-click to exit Edit View		
Printer Quality Setting Print Resampler Quality		
Compatible Mode General		
High Quality Mode Extra Sharp		
Save Imported Pictures In My Pictures Browse		
OK Cancel Apply Help		

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Options	?×
General E-Mail File Types Slideshow	
E-Mail Program Use Microsoft Outlook Use Picasa Mail Use my Gmail account Let me choose each time I send pictures	
Output Options When sending more than one picture, resize to:	
480 pixels	
When sending single pictures, resize to:	
💿 480 pixels, as above 🛛 Original Size	
When sending movies, send:	
Output Format: Send as HTML storybook (pictures only)	
OK Cancel Apply	Help

===========

Options	? 🗙
General E-Mail File Types Slideshow	
Display JPEG files and	
.BMP	
.GIF	
✓.PSD (Photoshop®)	
.PNG	
RAW formats (.CRW, .NEF,)	
Movies (.AVI, .MPG, .ASF, .WMV)	
Quicktime Movies (.MOV)	
OK Cancel Apply	Help

Options ?X					
General E-Mail File Types Slideshow					
Play MP3 tracks during slideshow					
Do full-resolution slideshow (Less compatible, recommended for fast machines.)					
Select Folder of MP3 Tracks Browse					
OK Cancel Apply Help					

Configuration is now complete. Click on Apply and then click on OK.

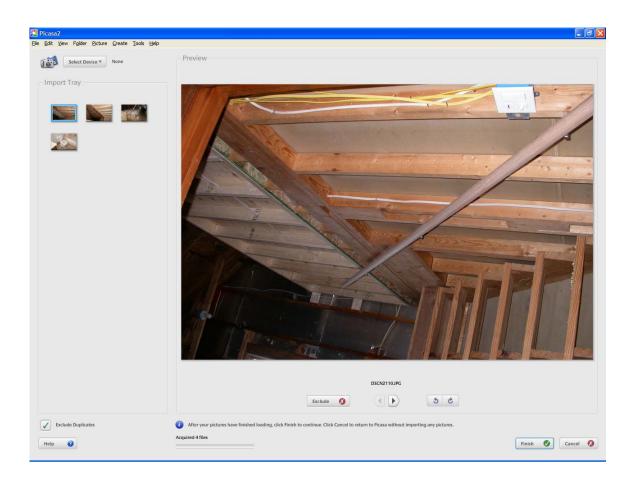
How to get your pictures from your digital media to your PC

Picasa will help you get your digital images from your camera or digital media. To get your digital images, insert your media card into the reader or connect your camera. You may see a pop-up window:



If you did not get a pop-up menu, proceed to page 23.

Select Picasa from the pop-up menu and click OK.



Picasa will slowly bring your pircures into the "Import Tray" on the left side of the window. When the import process is complete and your pictures are in the "Import Tray", click on Finish. You should get a window similar to:

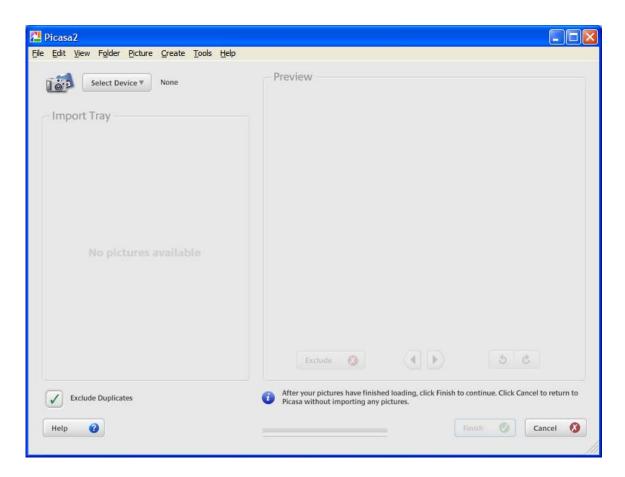
Finish Importing	
To finish importing pictures, enter the folder title.	
Title:	
Delete original picture(s) from source when imp	port is complete
Place Taken (optional):	Date:
	4/ 6/2005 🛛 💌
Folder Caption (optional):	
Help	Finish Cancel

Enter your Title for your pictures and other, optional information.

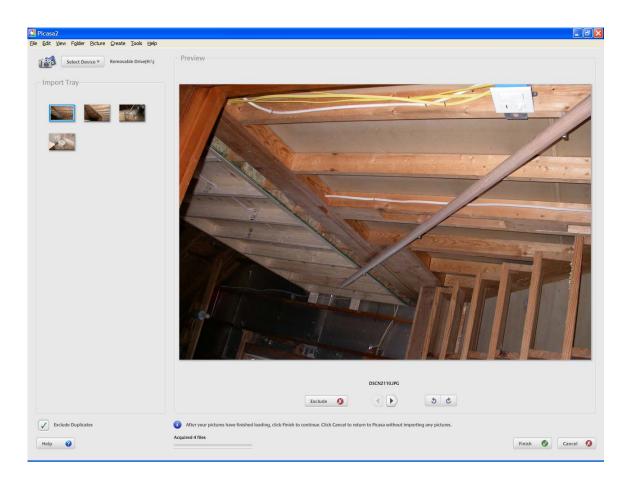
Finish Importing	
To finish importing pictures, enter the folder title.	
Title:	
House Projects	
Delete original picture(s) from source when imp	port is complete
Place Taken (optional):	Date:
	4/ 6/2005 💌
Folder Caption (optional):	
Help	Finish Cancel

Then click on Finish. Picasa will return to its main window.

<u>If you did not get a pop-up menu</u>, start Picasa from your quick launch bar or main program menu. When Picasa launches, you should see the screen below:



Select your media with the pictures using the "Select Device" drop down icon in the top left corner of the window.



Click on Finish. You should get a window similar to:

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Finish Importing	
To finish importing pictures, enter the folder title.	
Title:	
Delete original picture(s) from source when im	port is complete
Place Taken (optional):	Date:
	4/ 6/2005 🛛 💌
Folder Caption (optional):	
Help	Finish Cancel

Enter your Title for your pictures and other, optional information.

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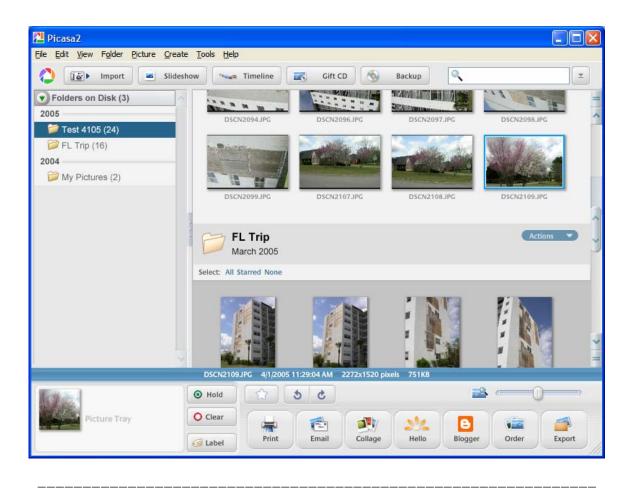
Finish Importing	
To finish importing pictures, enter the folder title.	
Title:	
House Projects	
Delete original picture(s) from source when imp	port is complete
Place Taken (optional):	Date:
	4/ 6/2005 💌
Folder Caption (optional):	
Help	Finish Cancel

Then click on Finish. Picasa will return to its main window.

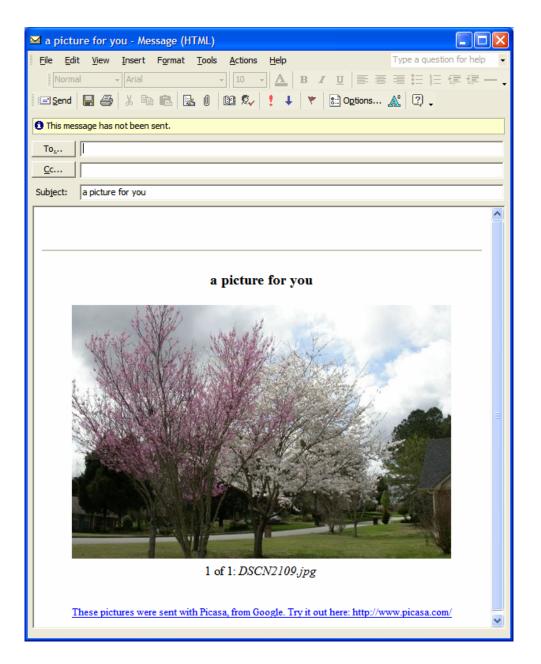
How to email pictures from Picasa

One strong advantage of Picasa is its ability to use Microsoft Outlook to send pictures in HTML. You should configure your Outlook to use Microsoft Word as your email editor and use HTML as your default format. Not all email programs support HTML. Check with your recipient to make sure they can see your pictures within your email message. Your picture may be received as a ".JPG" attachment, rather than within the message body. It will then take an additional step to view the picture.

Select the picture you want to send by clicking on it. Then click on the Email icon at the bottom of the window.



Picasa will create an email message for you. You should see a window similar to:



You can edit any of the content before you send it. It might look like:

File Edit View Insert Format Tools Actions Help Type a question for h	elp 🚽						
Normal • Arial • 10 • ▲ B I U Image: Im	- .						
🖃 Send 🔚 🎒 🐰 🖻 🛍 🛃 🖉 📴 🕸 🕴 📴 🎭 🕴 🕴 🔻 🚼 Options 🜋 📿 🗸							
O This message has not been sent.							
To							
<u>C</u> c							
Subject: a picture for you							
	^						
Your message goes here							
	-						
a picture for you							
a picture for you							
A AND A A A A A A A A A A A A A A A A A							
states a water for a to							
What was the strength of the s	N DONNER WERE DONNER						
· ANNE MARCHINE							
A small state of the state of t							
No.							
Spring comes to Madison, AL.							
	~						

How to create a backup of your picture galleries using Roxio

To burn a backup copy of your picture galleries is a simple task. Start Roxio's Easy DVD and CD Creator:



Select Creator Classic. You should see:

S Untitled Data Disc Project - Creator Classic								
Eile Edit View Disc Tools Track Help								
Select source:			😁 Creator Classic					
🖙 Drive_C (C:) 🔽 🖻 🕥 Oli Conve	t 🔎 Name							
end Settings	Secure istaite My Instalations My Wrbath My Wrbath My Wrbath My Wrbath Web images Wrbath Wrbath Wrbath Wrbath Winhath Wrbath Wrbath Wrbath Marking Estate String String Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images Images	Shots Inter	der 313 Pictures from Liz					
Project Data Music Other Disc Name Disc Name Size Type	k X ► Modified							
Data Project Size: 0 bytes on 1 disc(s) (Estimated free space: 4482 25 MB)			4.7 GB Please insert a blank disc					
o roxio		Default Recorder: E:\HP DVD Write	r 200j 🚉 (

Locate you're My Pictures Library folder and drag it from the top to the bottom. You should get:

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S 1	Intitled Data	a Disc Projec	ct - Creator (Classic												
		<u>D</u> isc T <u>o</u> ols <u>T</u> r														
	Select so	ource:													r E	Creator Classic
	S Drive_C	2)	- 6		01 (onvert 🎝	Name									
•	~~	~~	~~		~~	~~	~~	~~~		~~	~~	~~	~~	~~	~~	~
			\square	\square	\square		\square	\square		\square	\square	\square	\square	\square		
	BSD Input	Documents and Settings	Download	epson	IOGEAR	JDSecure	<u>jetsuite</u>	My Installations	My Picture Library	My RoboForm Data	My Screen Shots	My Work	Norton Inter	NVIDIA	pebuilder 313	Pictures from Liz
	<u>~</u>	() ()	~	<u>~</u>	<u>~</u>		<u></u>			~						
			\sim	\supset	\square		\square	\supset	\supset		11 11 11 11 11 11 11 11 11 11 11 11 11	4	-	414		
Ш	Program Files	RECYCLER	<u>si662</u>	SLIDESHW	SOUP after restart	System Volume I	Web Images	Winbatch Projects	WINDOWS	XP Documenta	adp_inst.log	boot.ini	config.bak	IO.SYS	MSDOS.SYS	NTDETECT
																
	ntldr	pagefile.sys	SETUP1.EXE	SOUP System Information	stub.log	tempbmm.iss	Test3.exe	TSETUP.EXE	VIRTPART							
ĺ	Project															
4	🍃 Data	J Musi	ic 📙 🕤	Other		🔸 🗶										
۲	Disc Nar	ne: 050406_	1403													
	Name	,		Siz	e Type		1	Modified								
	My Picture	Library			File Folder		:	3/24/2005 5:44:	53 PM							
6	5															4.7 GB
~		t Size: 217.4 M	B on 1 disc(s) ((Estimated free sp	ace: 4264.75	MB)									Please	insert a blank disc
1													D-(VD Writer 200)	
0	roxio							Dev. 5		Surveyore Lines 1			Default Recon	der: E:\HP D	VD Writer 200)	
								Roxio E	asy CD & DVD (reator Home						

Change the Disk Name field to reflect your backup. You should get something like:

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S Untitled Data Disc Project - Creator Classic	
Fie Bit yew Des Togle Track Hep	
Select source:	Creator Classic
Section Control Station	
ESD Input Documents Download epson IOGEAR IDSearre istuite My My Picture My RoboForm My Screen My Work Norton NVIDIA	pebuilder313 Pictures from
	Liz
Program Files RECYCLER si662 SLIDESHW SOLP after System Web Images Winbatch WINDOWS We add inst-log boot.ini config.bak 10.575	MSDOS.SYS NTDETECT
restart Volume I Projects Documenta	
ntár pagefie.svs SETUPLEX SQUPSystem stublog tempórm.iss Test3.eve ISETUPLEX VIRTARI	
inter enterinter exterinter enterinter senseminist interesting interesting	
Project	
🜈 Data 🔊 Music 🛛 🚱 Other 📄 😐 🕷 🗶 📂	
Disc Name: MPL20050408	
Name Size Type Modified	
Image: Wy Picture Library File Folder 3/24/2005 5:44:53 PM	
	4.7 GB
Data Project Size: 217.4 MB on 1 disc(s) (Estimated free space: 4264.75 MB)	Please insert a blank disc
Default Recorder: ENHP DV	D Water 200
o roxio beautification contraction of the contracti	D Writer 200)

Now just insert your CD or DVD media and click the flame icon in the lower right of the window. You should get a window similar to:

Destination E:\HP DVD Writer 200j		Number of Copies:
Write <u>S</u> peed		Copy to Hard Disk First
12x (1800KB/sec)	•	☑ Buffer Underrun Prevention
1.7		
		sion. The Disc itself is not finalized so ange this setting click Details.

Click OK. The burning process will start. You should see a window similar to:

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Burn Disc Prog	ress					
\bigcirc	Phase Progress					
(0)			17%			
	Remainir	ng Time	1:43 minu	utes		
Copy 1 of 1 Writing track	Disc Progress Recording Phase					
	15%					
	Remaining Time 2:05 minutes					
	Selected Write Spec	ed: 12x	Act	Actual Write Speed: 12x		
oroxio		(O	K	Cancel	<< <u>H</u> ide Details	
Recording to Drive: E Format: Data Disc			Total	Written	Skipped	
Method: Track-at-Once Buffer Level: 100%		Tracks	1			
Block: 19680 of 110934 Bytes Remaining: 178.		Files	205			

When the burning phase is complete you should see a message window similar to:

Launch Label Creator						
Your new disc is complete.						
	bel Creator to create a disc r your disc case?	c label or				
Label Creator	<u>C</u> lose	<u>H</u> elp				

Click on Close. You should then see:

Burn Disc Prog	ress					
\bigcirc	Phase Progress					
	100%					
	Remaining Time		0:00 min	0:00 minutes		
Copy 1 of 1	Disc Progress					
Finished!	Disc created successfully.					
			100%			
	Remaini	ng Time	0:00 minu	ites		
	Selected Write Speed: 12x		Actual Write Speed: 13x			
o roxio		<u> </u>	IK	Cancel	<< <u>H</u> ide Details	
Recording to Drive: E Format: Data Disc			Total	Written	Skipped	
Method: Track-at-Once Buffer Level:		Tracks	1	1		
Block: Bytes Remaining:		Files	205	205	-	

Click on OK. You should then see:

Creator	Classic
1	Save project changes to C: \Documents and Settings \mgol \My Documents \Roxio \Untitled Data Disc Project
	<u>Y</u> es <u>N</u> o

Click on No.

You are now finished. Close your Roxio software.

How to create a backup of your picture galleries using Nero

To burn a backup copy of your picture galleries is a simple task. Start Nero. You should see:



Click on the paper icon (second from the left). You should see:



Click on "Make Data Disc." You should see:

🕫 Nero Express	
Disc Content	The second secon
Add data to your disc.	
🖉 My Disc 💽 💼 🗃	
Name 💫 Size T Mo	<u>Add</u> <u>D</u> elete
	O Play
	Total space used:
омв 200Мв 400Мв 600Мв 800Мв 800Мв	0.0 MB
Nero More >> Save	Next 📀

Click on "Add" on the right side of the window. You should see:

ኛ Select Files and Fo	lders	
Location:	ocuments 💌 🖝 🖻	🗃 🎞 •
Desktop My Computer My Documents Folder details: My Documents File Folder Modified: 1/29/20 9:09:03		Size
File types: All Files (*.*) <u>Add</u> <u>F</u>	inished

Change the "Location" (drop down choice at the top of the window) to your "C" drive. You should see:

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🕂 Select File	s and Folders		
Location:	Solution Drive_C (C:)		🗃 🗉 •
Desktop My Computer My Documents Folder details: My Picture I File Folder Modified:		Name	Size
File <u>t</u> ypes:	All Files (*.*)		inished

Click on "My Picture Library" and then click on "Add." Then click on "Finished." You should see:

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🕂 Nero Express	
Disc Content	5/20
Add data to your disc.	
🖉 My Disc 💽 💼 🗃	
Name 💫 Size T Mo	🖸 Add
My Picture Library 293 MB File Fol 4/6/2005	<u>D</u> elete
	🔘 Elay
	Tatal an an an ad
	Total space used:
······································	204.1 MD
рмв 200мв 400мв 600мв 800мв	294.1 MB
Nero More >> Save	<u>N</u> ext 📀

Click on "More »." You should see:

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🕂 Nero Express	
Disc Content	<u> </u>
Add data to your disc.	
My Disc 💌 💼 🗃	
Name 🍡 Size T Mo	O Add
🛅 My Picture Library 293 MB File Fol 4/6/2005	Delete
	Play
	.
	Total space used:
рмв 200мв 400мв 600мв 800мв	294.1 MB
Nero More << Save	<u>N</u> ext 🧿
O Use the date and time from the original file	
O Use current date and time	
O Use this date: Wednesday, April 06, 2005 ✓	
 Control (Control (Contro) (Control (Control (Contro) (Contro) (Contro) (Contro) (Contr	
Configure Save Tracks Erase Disc Disc Info	Cover Designer

Select "Use current date and time." You should see:

🕂 Nero Express		
Final Burn Settings		5/20
Click 'Burn' to start the recording pro	icess.	
<u>C</u> urrent recorder:	SE: HL-DT-ST CD-RW GCE-8481B [CD-R/RW]	<u>D</u> ptions
<u>D</u> isc name:	My Disc	
<u>T</u> itle (CD TEXT):		
<u>A</u> rtist (CD TEXT):]
Language:	· · · · · · · · · · · · · · · · · · ·	
Writing speed:	48x (7,200 KB/s)	
Number of copies:	1	
	Allow files to be added later (multisession disc)	
	└ Verify data on disc after burning	
👔 🚺 Nero	More >> S Back	Burn

Click on "Verify data on disc after burning." You should see:

ኛ Nero Express		
Final Burn Settings		5/20
Click 'Burn' to start the recording pro	Dess.	
<u>C</u> urrent recorder:	E: HL-DT-ST CD-RW GCE-84818 [CD-R/RW]	Options
<u>D</u> isc name:	MPL20050406	
<u>T</u> itle (CD_TEXT):]
<u>A</u> rtist (CD_TEXT):]
Language;]
Writing speed:	48x (7,200 KB/s)	
<u>N</u> umber of copies:	1	
	Allow files to be added later (multisession disc)	
	✓ Verify data on disc after burning	
Nero	More >> S Back	Burn

Change the Disc name to relect your backup. Click on "Burn." You should see:

🐖 9% Writing to disc	$\overline{\times}$
Burning Process	
Please wait	5
	-
	^
Time Event	<u> </u>
Buffer Underrun Protection activated 3:33:28 PM Caching of files started	
 3:33:28 PM Caching of files started 3:33:28 PM Caching of files completed 	
 3:33:26 PM Caching of hies completed 3:33:28 PM Burn process started at 48x (7,200 KB/s) 	
	¥
Current phase information	1
Used read buffer:	
100%	
·····	
Process status: Total time: 0:00:04	
9%	
Writing at 48x (7,200 KB/s)	
Recorder Action Buffer Level Recorder State	
HL-DT-ST CD-RW GCE Idle 0% Ready	
🕜 🕂 Nero 🔜 More >> 🗐 Save 💿 Back 💽 Stop	
Nero More >> Save Sack Stop	

When the burn process is done you should see:



Click OK. You should see:

🕂 Dor	18		
152.621	ng Process rocess finished	successfully	200
0000	Time 3:33:28 PM 3:36:17 PM 3:36:17 PM 3:38:21 PM	Event Burn process started at 48x (7,200 KB/s) Burn process completed successfully at 48x (7,200 KB/s) Data verification started Data verification completed successfully	
110000	iurrent phase ir sed read buffe		0%
	rocess status: ifying the comp		1 time: 0:04:54
0		Vero More >> Save Save	k <u>N</u> ext 🕥

Click on Next. You should see:



Exit from your Nero Software.

4/7/2005
