

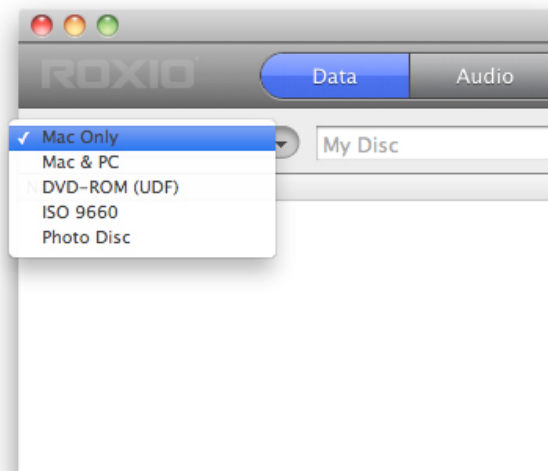


# Backing up Files to CD, DVD, or Blu-ray

**Roxio Toast 11** is a great tool for creating compressed, encrypted backups of important files for Macintosh users. This tutorial will show you how to set up a Mac Only backup project.

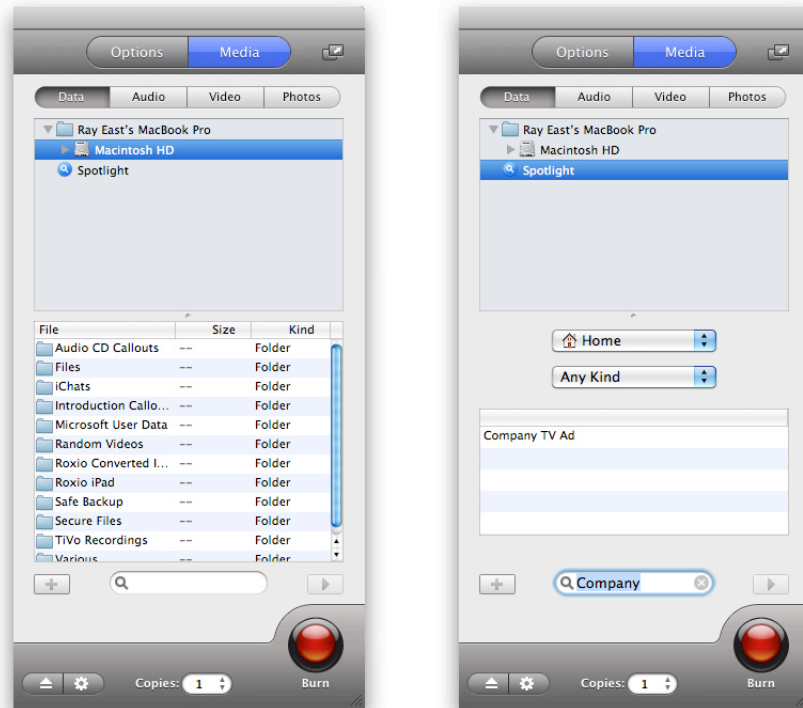
## Getting Started:

- 1. Choose a data project type.** Toast creates various types of data projects, but the most commonly used for backups are Mac Only and Mac & PC. The difference is that Mac Only data discs can only be viewed on a Mac, whereas choosing Mac & PC allows you to mount your disc on either a Mac or Windows computer. For the purposes of this tutorial, choose **Mac Only**.

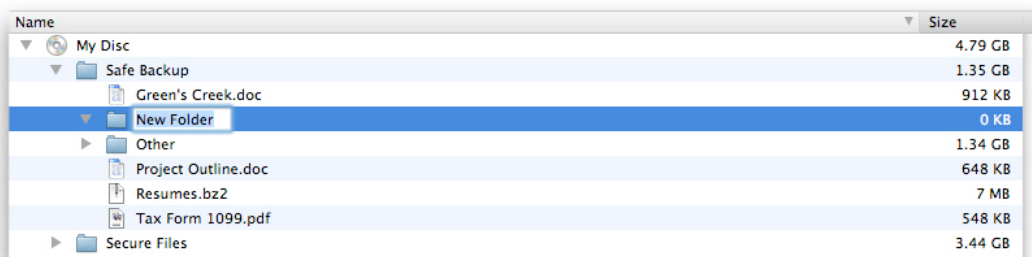


- 2. Add files to the project.** The *Data* tab of the *Media Browser* lets you browse your computer much like you would in the *Finder*. Once you've found the files you need, all you have to do is drag and drop them to the *Content Area*. Note that you are not limited to adding files from the *Data* tab. Feel free to add some music, videos, and photos from the others.

One great feature here is the ability to search for files using the Mac OS X Spotlight search feature. To do that, just click on **Spotlight**, choose where you want to search, select a file type, and enter in a keyword or filename in the search field below.



**3. Organize your content.** You can easily organize your files and folders right inside the *Content Area*. Click on the button with the plus and folder to create a new folder, and name it. From there you can just drag and drop files right inside. So there is no need to organize your files in the Finder prior to creating your data project.



**4. Set up the options.** In the *Options* tab of the main window, you'll find all of the available properties for Mac Only data projects.

**Avoid splitting files when spanning:** This avoids breaking files up when spanning them across multiple discs.

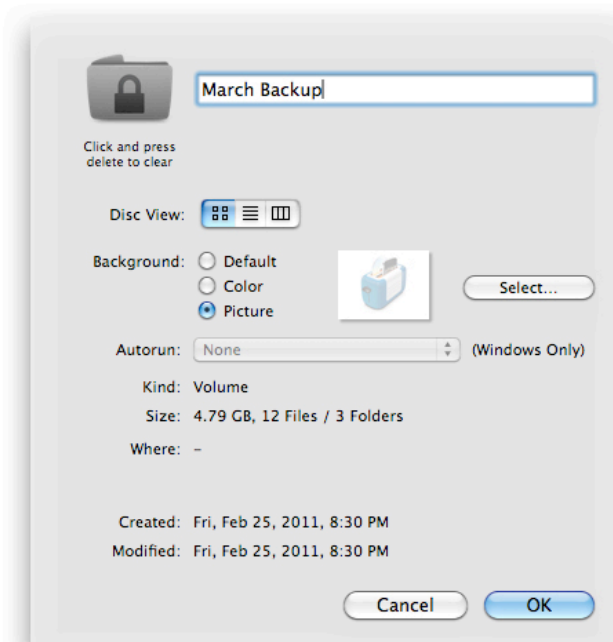
**Auto-open disc window:** This automatically opens your disc in the Finder when it is inserted into your drive.

**Use compression:** Always select this option when space is a concern, as this compresses the files so that they take up less space. This option is not available for projects with spanned data.

**Use encryption:** This password protects your disc. This is an absolute must if any of the files in your project are sensitive. This option is not available for projects with spanned data.

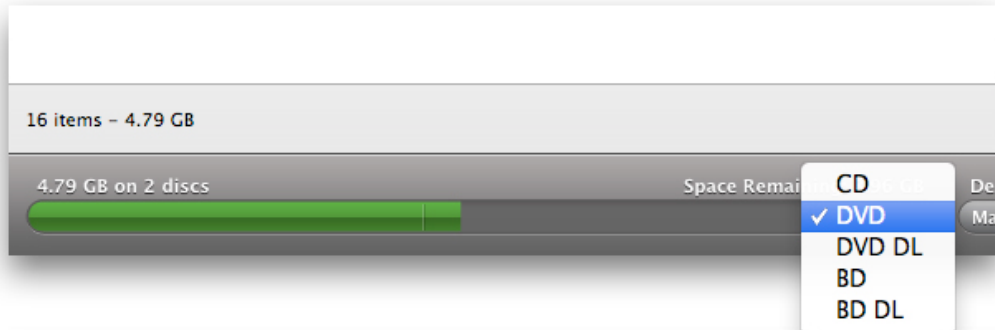


Clicking on **More...** brings up a dialog with a few extra options. Here we can copy in another icon, choose the default Finder view, and select a color or picture to be on the background of the Finder window.

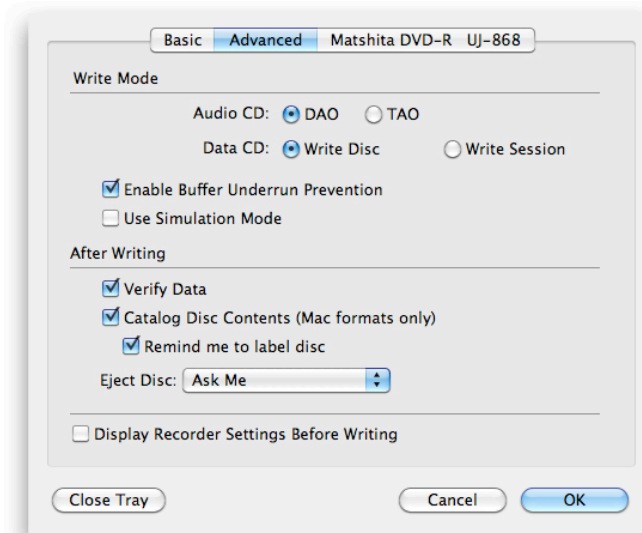


**5. Choose a disc type and check the Space Indicator.** Below the *Content Area* is a drop-down menu where you can select a disc type (CD, DVD, DVD DL, Blu-ray, and Blu-ray DL). Once you've done so, check to make sure your files fit by looking at the *Space Indicator*. If the gauge doesn't reach the right edge, you're good to go. But...

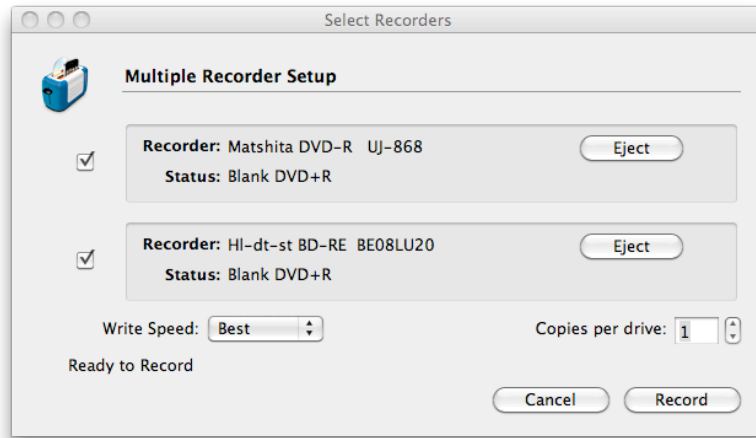
Do note that Toast automatically spans data across multiple discs if the files don't fit on one. In that case, the gauge will appear solid green, and the text above will tell you exactly how much data you have and on how many discs.



- 6. Set up recorder options.** Just to the right of the *Space Indicator* is a drop-down menu where you can select a recorder. If you have multiple recorders and wish to take advantage of the new multi-drive recording feature, choose **Select Multiple Recorders**. If you wish to set up any advanced burning options, click on the button with the gear.



- 7. Choose your recorders.** Assuming you also opted to burn to multiple drives, go ahead and click on the **Burn** button. The dialog that comes up lets you select the recorders, choose a write speed, and indicate the number of copies per drive. Once you've done that, click **Record** once again.



**8. Let Toast do its thing.** Toast then begins burning your data disc. So just sit back and relax.