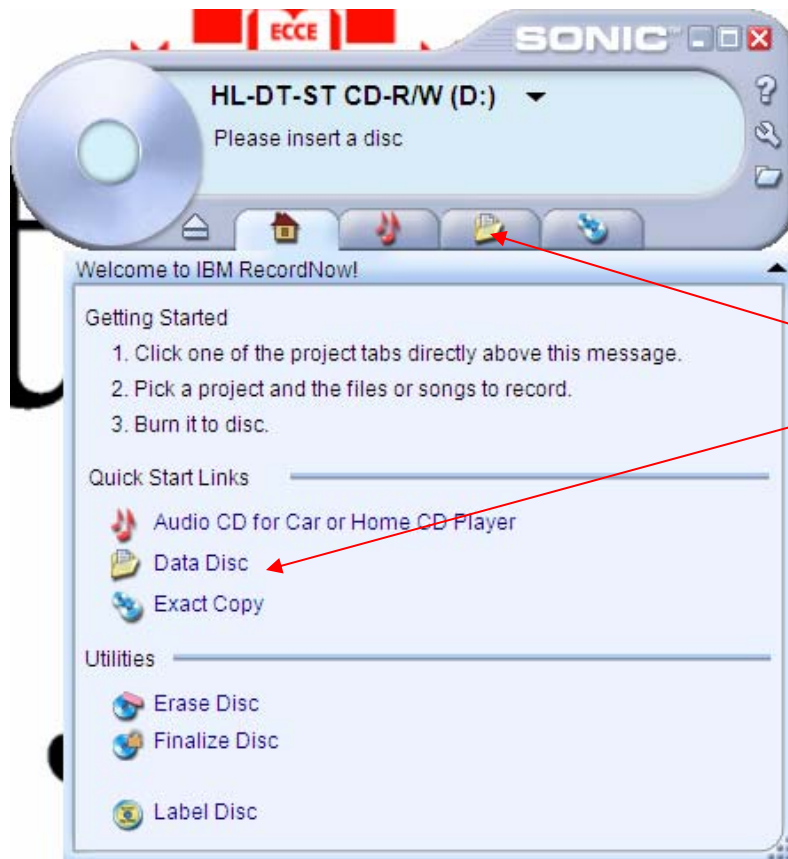
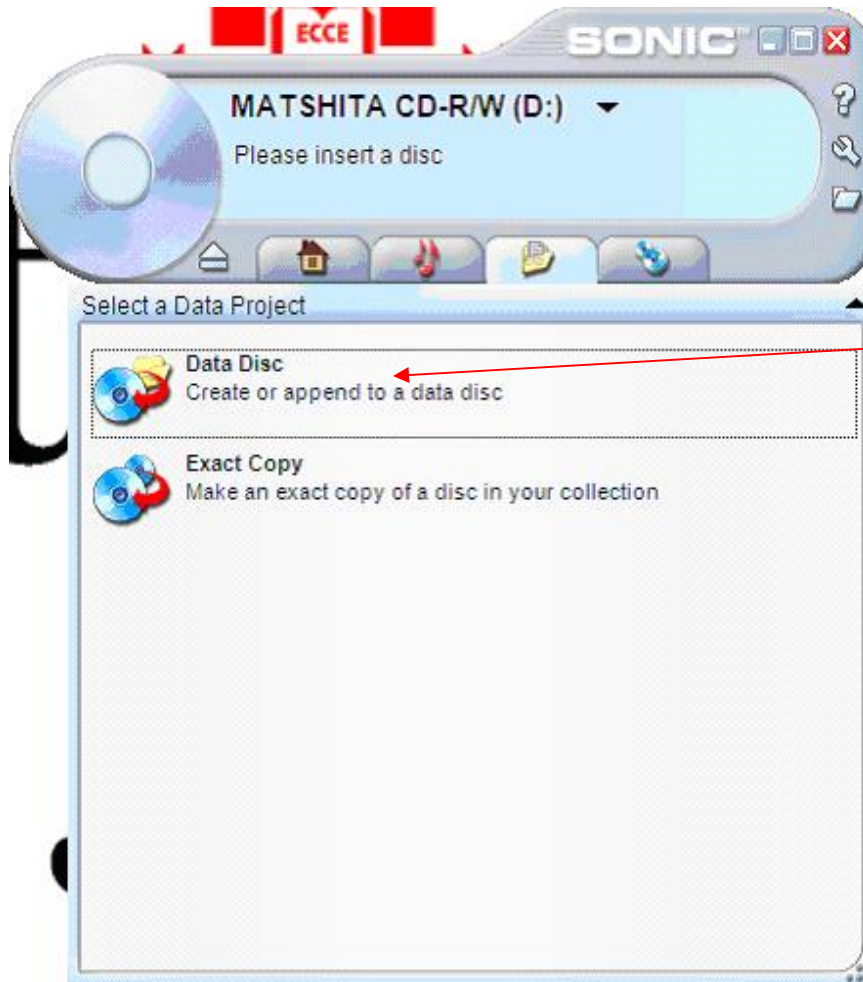


IBM Record Now Making a Data Disc



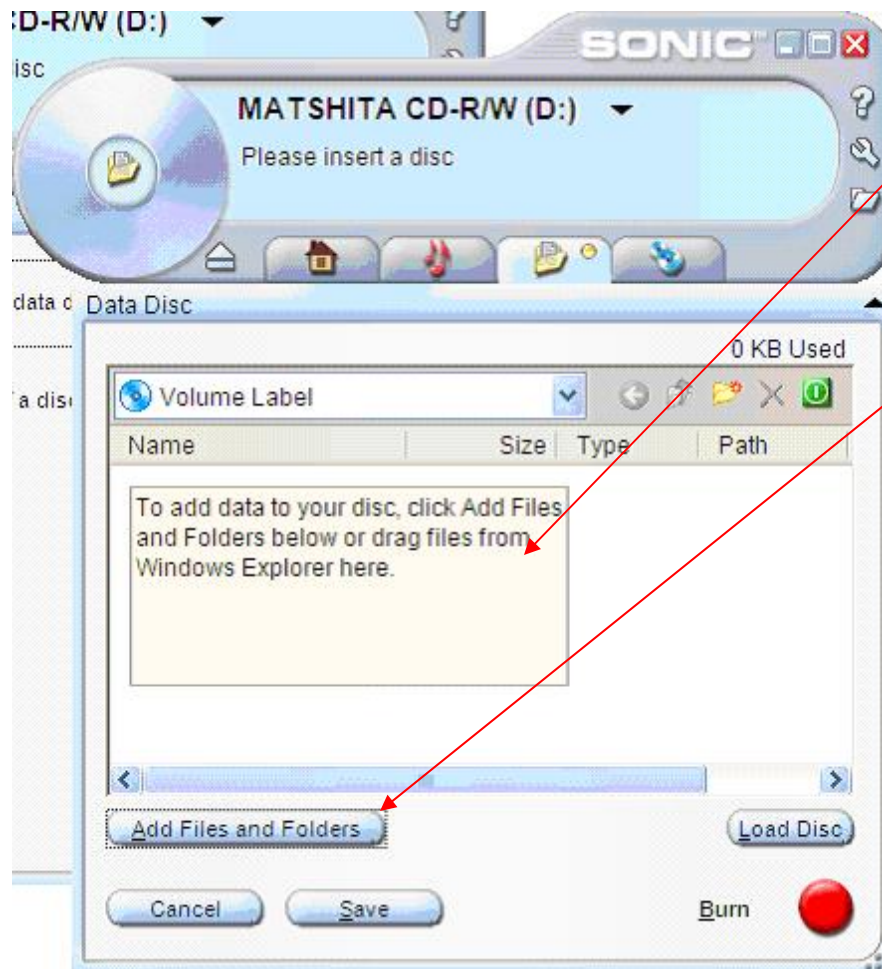
- Start/Programs/IBM Record Now/IBM Record Now
- When you open IBM Record Now you will be brought to the Welcome Screen
- To save one file or multiple files to your CD-RW click on either the Data Disc Icon or the Folder tab

IBM Record Now Making a Data Disc



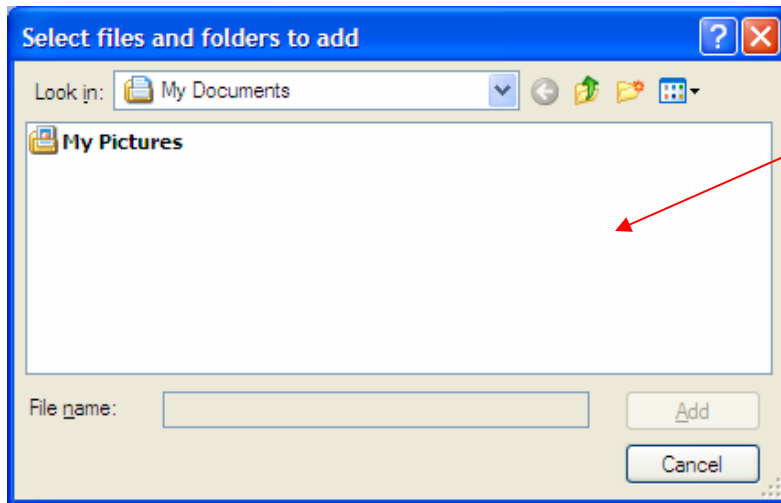
- You should now see the following screen
- To continue with backing up your files click the Data Disc Icon

IBM Record Now Making a Data Disc

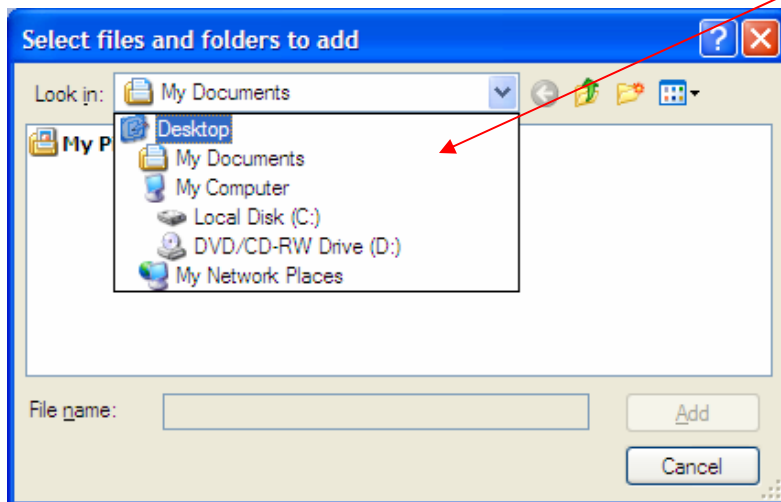


- Add the files (up to 700 MB worth) you want to save to your CD by dragging them into the IBM Record Now Software
- Or by find them in your system by clicking the Add Files and Folders Button

IBM Record Now Making a Data Disc

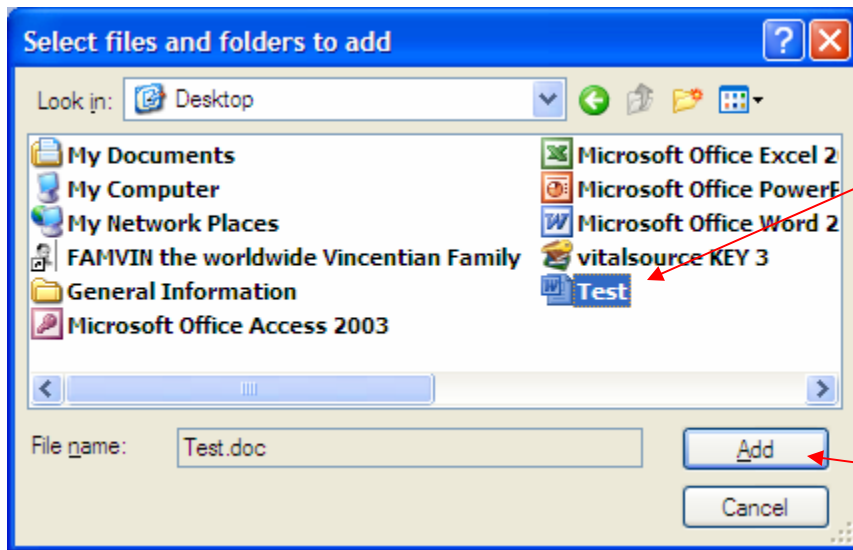


- If you click the add Files or Folders button a screen will appear like the one to the top left



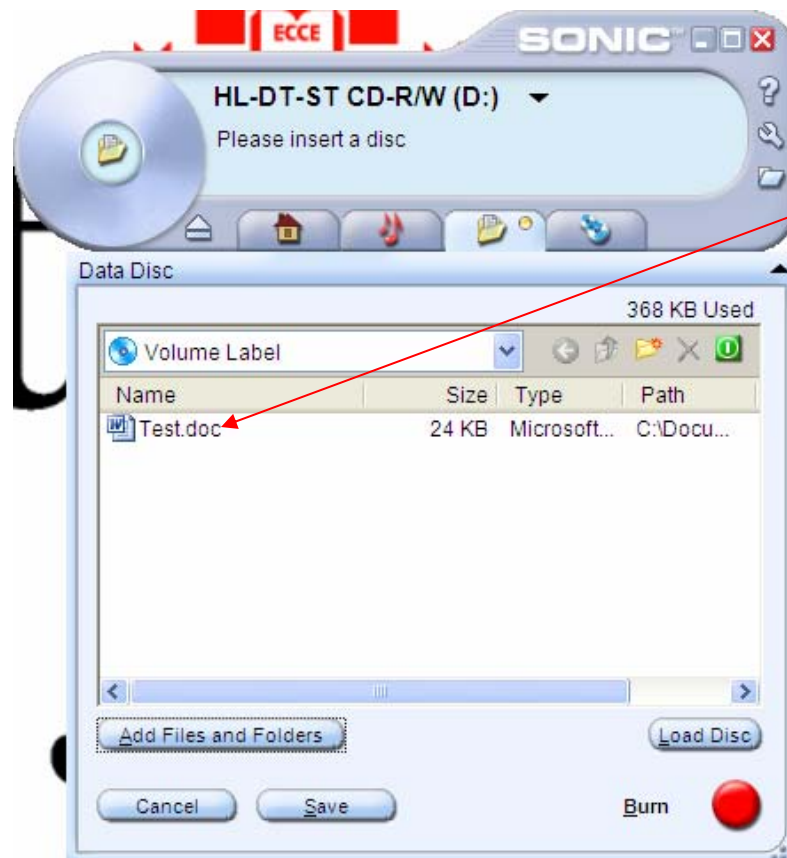
- Click on the drop down button to the right of the **Look in:** and find where you stored the files you want to save. For this example we will click on the Desktop to find our files.

IBM Record Now Making a Data Disc



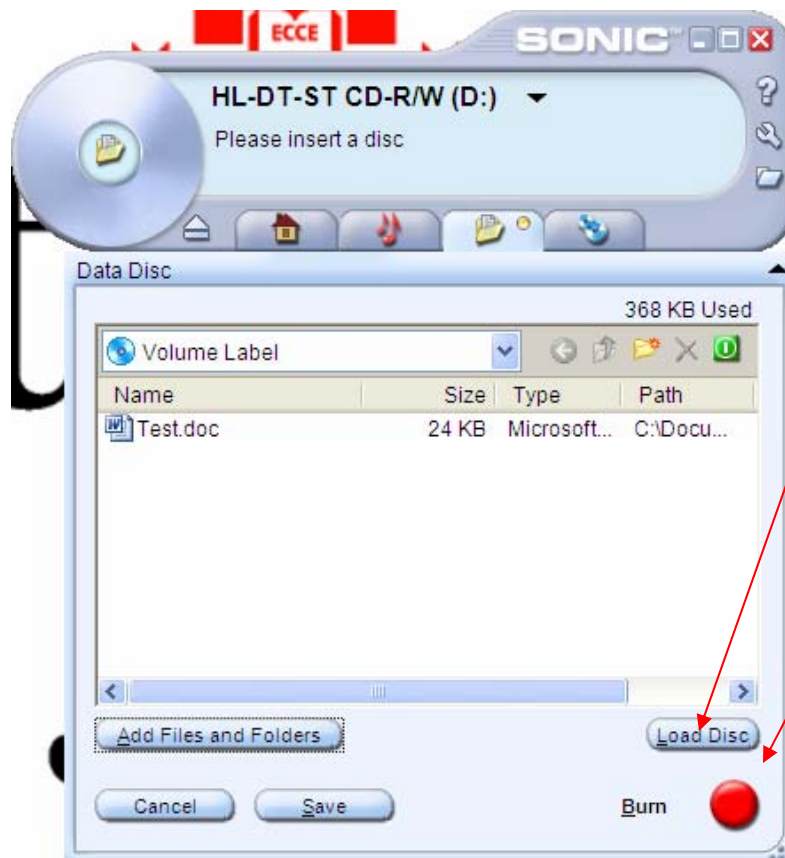
- A list of files will appear, select the file or files you want to add. If you want to add more than one file hold down the **Ctrl** button and click all files you want to save. In this example we will select the **Test.doc** file.
- When done selecting all the files you want to add click the Add button

IBM Record Now Making a Data Disc



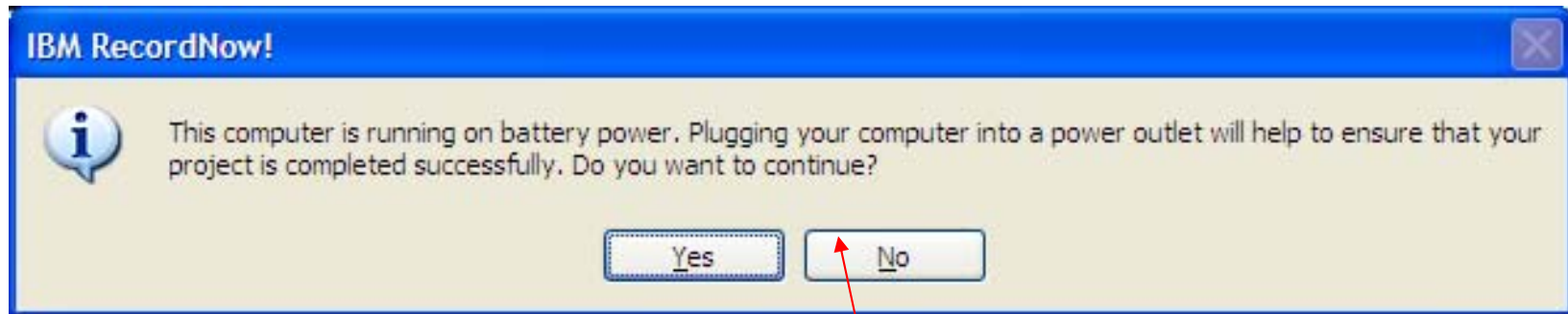
- The **Test.doc** will now be loaded in the IBM Record Now along with whatever files are already on the CD-RW from previous use

IBM Record Now Making a Data Disc



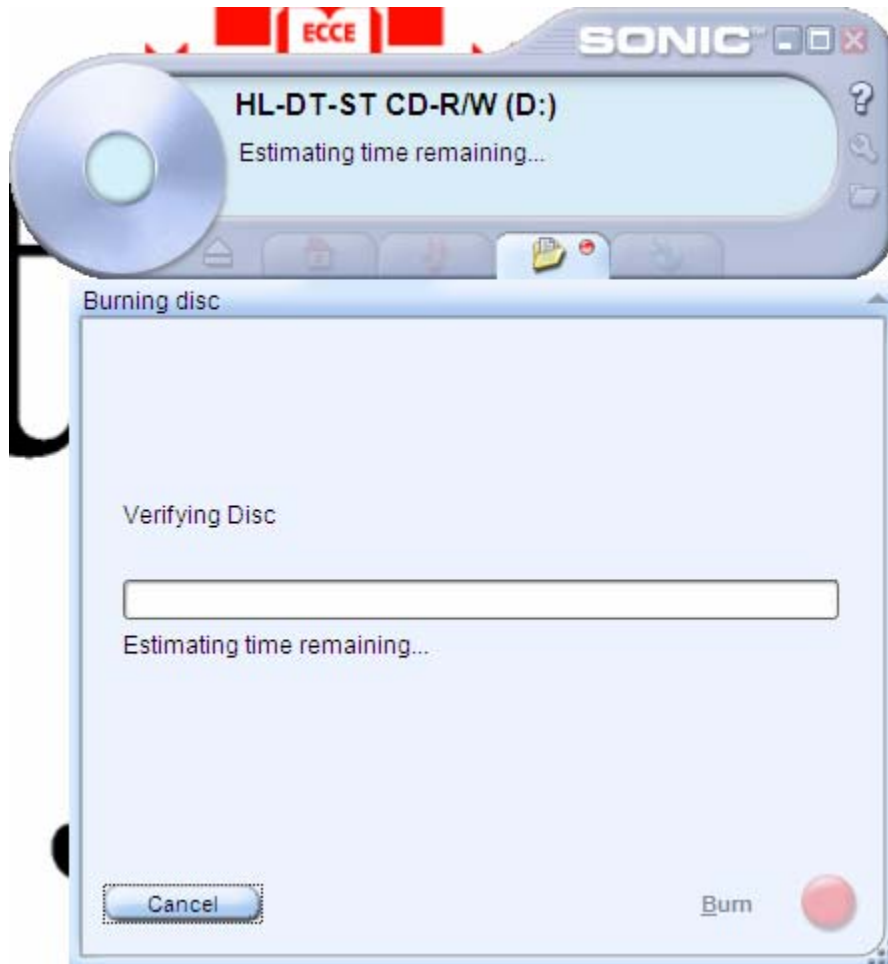
- Once you have all the files you want to save Click the Load Disk Button
- This will open your CD-RW Tray on the right side of your Laptop
- Insert a CD-RW CD and close the Tray
- Now that you have all the files you want to save and you have inserted your CD-RW click the Burn button to start the process of saving your information

IBM Record Now Making a Data Disc



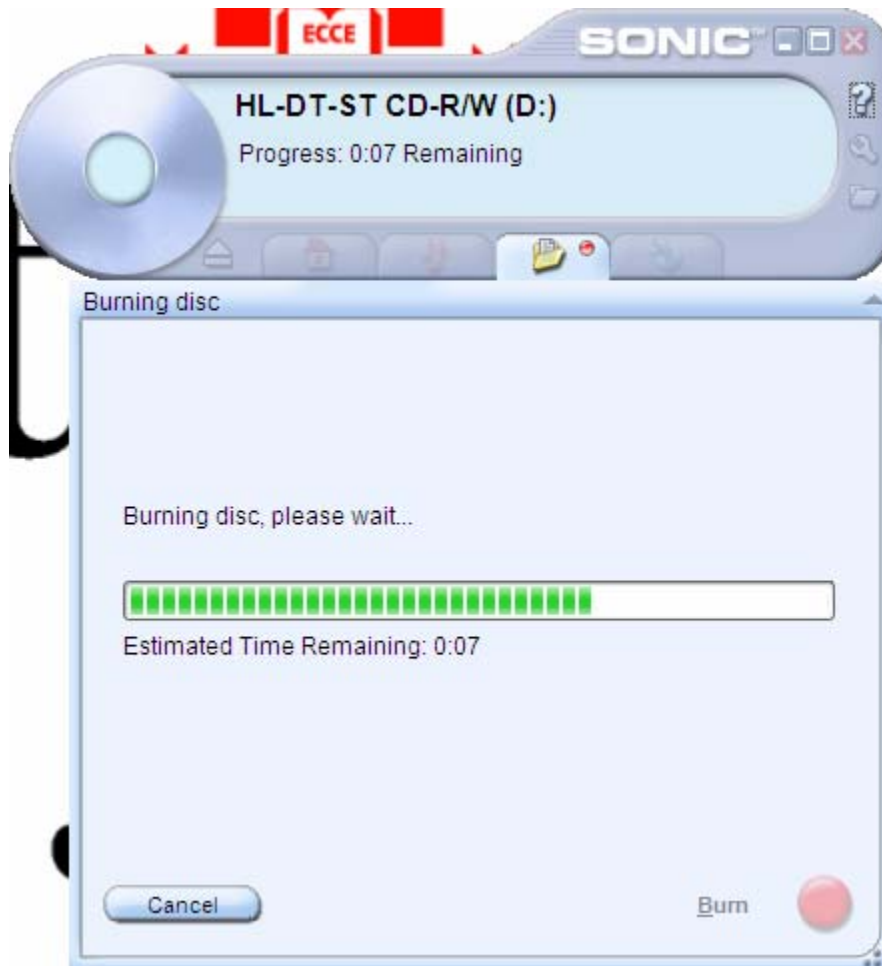
- Note: When saving to your CD try to have your laptop plugged in or with more than 70% battery life. If you are on battery you will get the above warning before IBM Record now starts the burning process

IBM Record Now Making a Data Disc



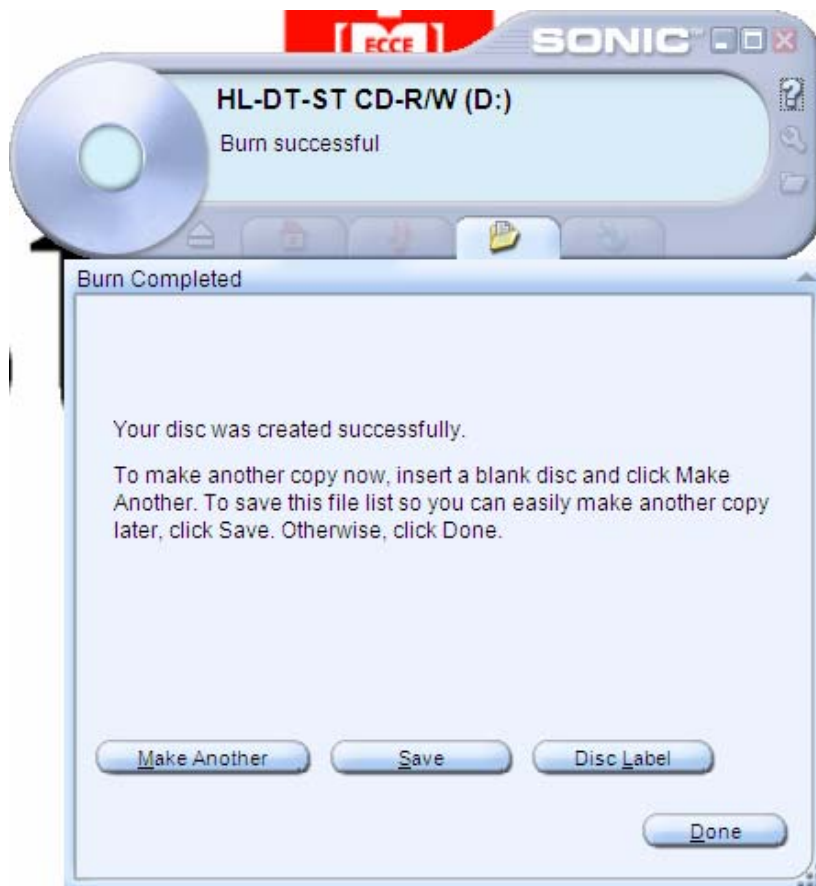
- IBM Record Now will go through a couple of screens before completely the saving process, the first is the Verifying Disc process

IBM Record Now Making a Data Disc



- IBM Record Now will then start Burning the disc and you will see the screen to the left

IBM Record Now Making a Data Disc

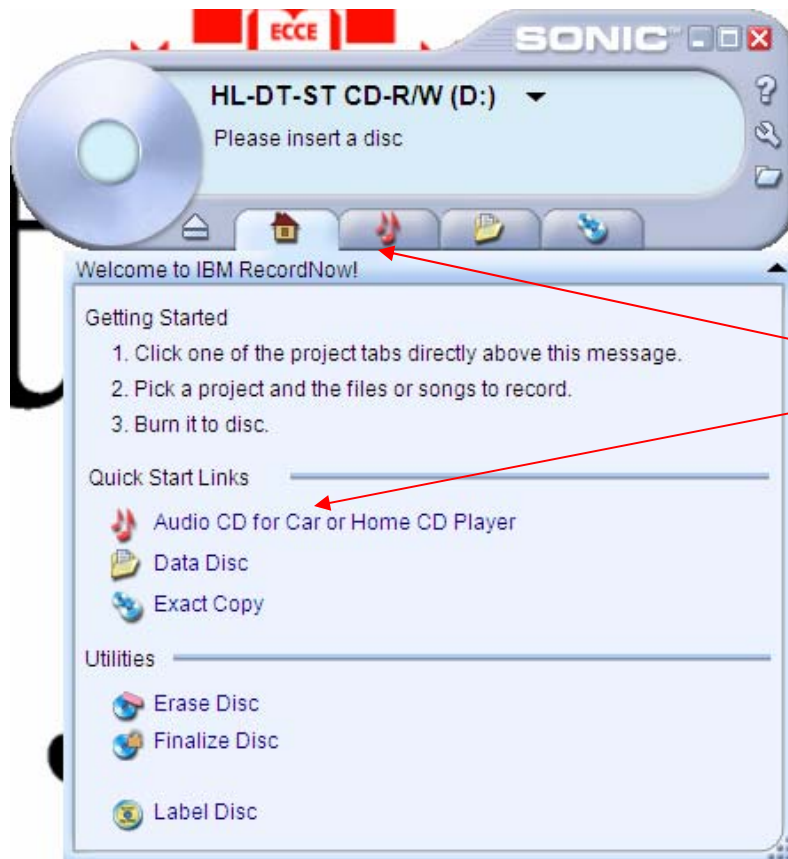


- After IBM Record Now is done with the Verifying process and the Burning process you will see the confirmation screen to the left
- Note: for future use you can not save files that have the same of a file already on the CD-RW – you are not able to overwrite a file only save the new file as a different version
- For example if you have Test.doc already on the CD-RW you can not change Test.doc and save it back the CD-RW, you will have to call the file Test version2.doc and have two files

IBM Record Now

Making a Music CD

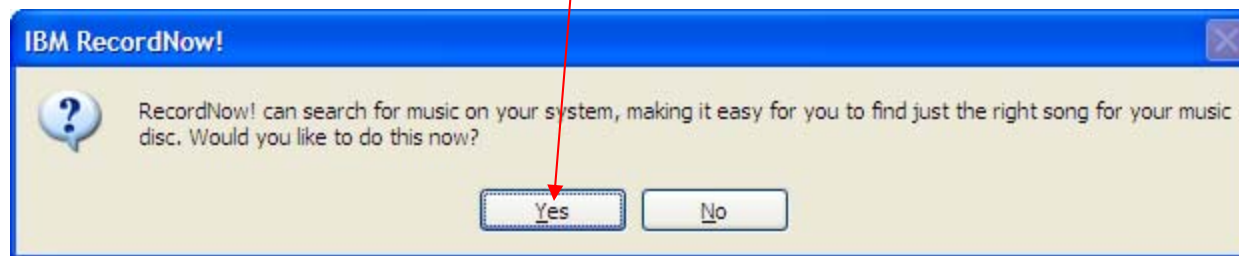
IBM Record Now Making a Music CD



- Start/Programs/IBM Record Now/IBM Record Now
- When you open IBM Record Now you will be brought to the Welcome Screen
- To make an music CD you can click the Music Icon or the Music Tab

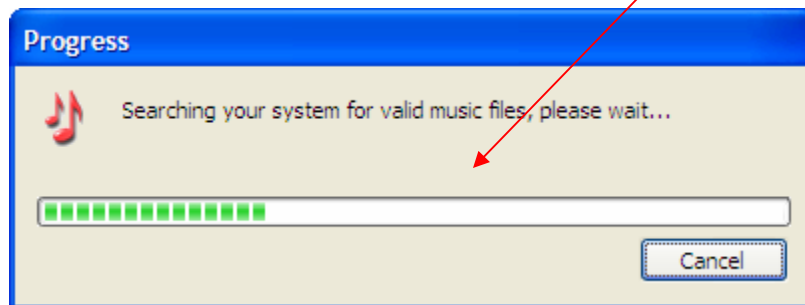
IBM Record Now Making a Music CD

- A Screen will appear asking if you want IBM Record Now to search for music on your ThinkPad. Click Yes

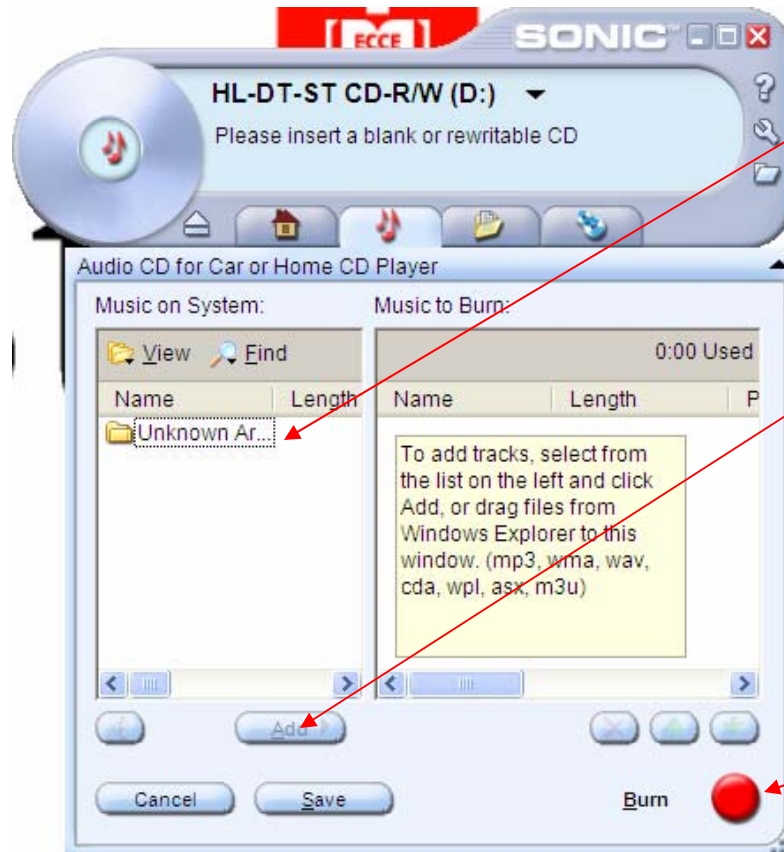


IBM Record Now Making a Music CD

- IBM Record Now will go through a process of searching for music on your system



IBM Record Now Making a Music CD

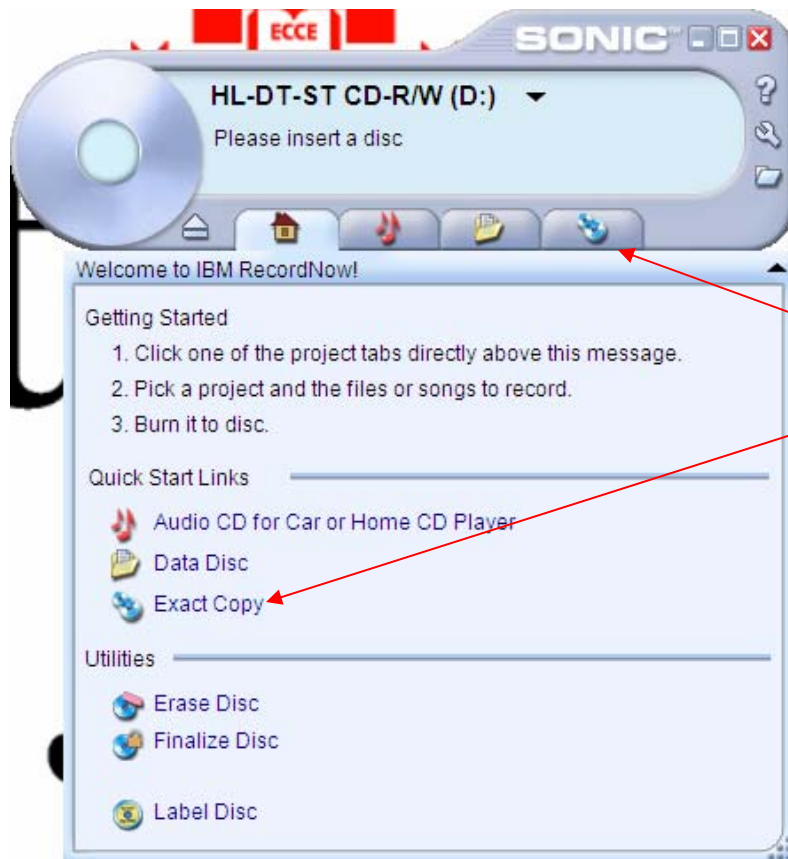


- A screen will appear like the one to the left. All the Music on your system will appear to the left.
- Click the music you want to burn to your CD and then click the Add button
- The music will then appear in the right column call **Music to Burn**
- Insert a CD-RW into the CD-RW Drive and Click Burn
- IBM Record now will make your Music CD and you will be given the option to make another or finish

IBM Record Now

Copying a Disc

IBM Record Now Copying a Disc



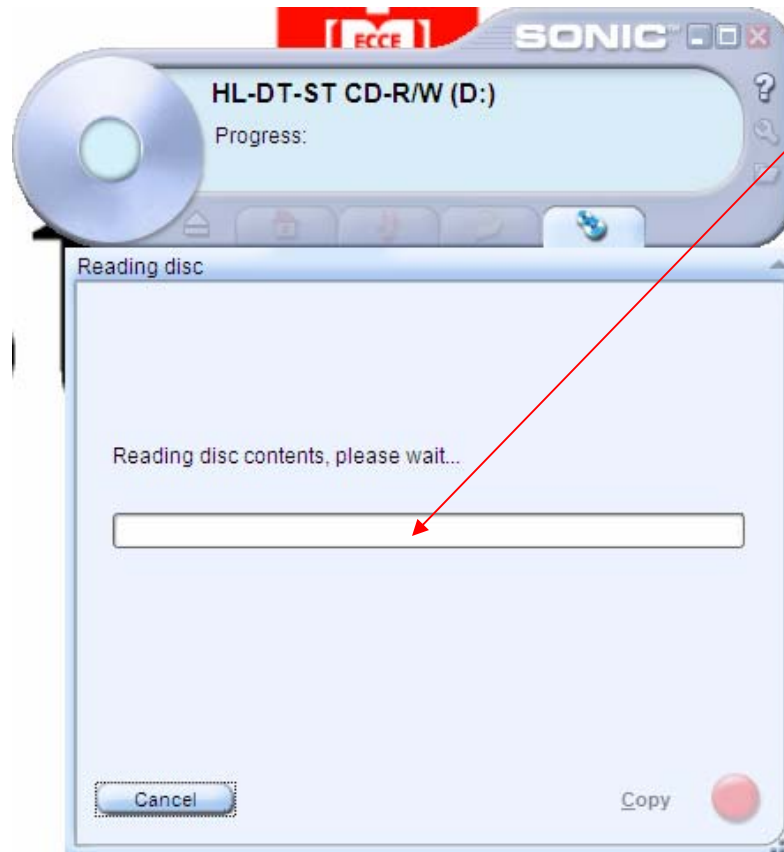
- Start/Programs/IBM Record Now/IBM Record Now
- When you open IBM Record Now you will be brought to the Welcome Screen
- To make an exact copy of another data disc click on the exact copy icon or the tab

IBM Record Now Copying a Disc



- You will then be asked to insert the Disc you want to copy
- Once you insert the disc into the CD-RW you then click the copy button

IBM Record Now Copying a Disc



- IBM Record Now will go through a process of reading the disc you want to copy

IBM Record Now Copying a Disc

- You will then be asked to insert a blank CD into the CD-RW drive. Remove the disc you copied and put in a blank CD-RW and click OK
- IBM Record Now will Copy the information to your blank CD-RW and will give you the option to be finished or to make another copy

