

*Drag-to-Disc*TM

Expanded User's Guide

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Getting Started with Drag-to-Disc



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About Drag-to-Disc

Drag-to-Disc lets you copy or delete large amounts of data from a disc just as you would use a floppy disk.

Copying your files with Drag-to-Disc is a simple three-step process:

- 1 **Insert the disc into your recorder.** For information on the types of media you can use, see *Deciding Which Type of Disc To Use* on page 10.
- 2 **Add files to the disc with Drag-to-Disc.** You can add as many files to a disc as the disc will hold. You can also overwrite files, delete files, and create folders to organize files. For more information, see *Adding Files to a Disc* on page 11.
- 3 **Eject the disc.**

If you are using nonrewritable media such as CD-R, DVD-R, or DVD+R, you can prepare the disc before ejecting it to determine how the disc will be used after it is ejected. For more information, see *Preparing a Disc to Be Ejected* on page 18 or *Ejecting a Disc* on page 22.


Starting Drag-to-Disc

Once you have installed Easy CD & DVD Creator, Drag-to-Disc automatically launches each time you start up your computer.



Note The Drag-to-Disc  icon displayed in the Windows taskbar means that Drag-to-Disc is running.

You can start Drag-to-Disc in any of these ways:

- From Easy CD & DVD Creator Home, click **Drag-to-Disc** .
- Choose **Start Menu > Programs > Roxio Easy CD and DVD Creator 6 > Drag-to-Disc**.
- From Windows Explorer, right-click the drive letter and select **Drag-to-Disc**.


Exiting Drag-to-Disc

Drag-to-Disc is designed to run in the background, but you can exit the application if necessary.



Note If there is a disc in the recorder, it will eject after you exit. Depending on the type of disc and the settings, the amount of time it takes for the disc to eject varies.

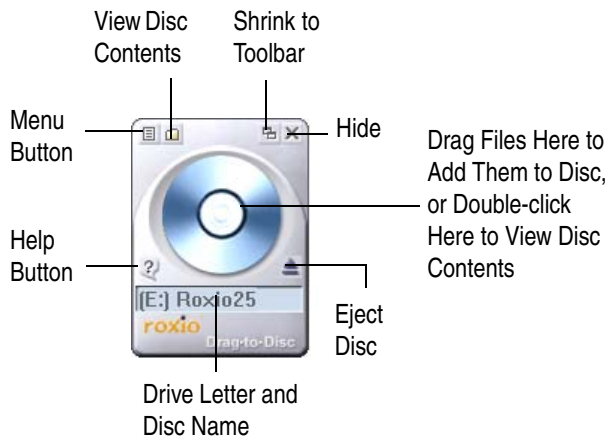
You can exit Drag-to-Disc in any of these ways:

- Right-click the **Drag-to-Disc**  icon in the Windows taskbar, and select **Exit Drag-to-Disc**.
- From the Drag-to-Disc menu, choose **Exit Drag-to-Disc**.

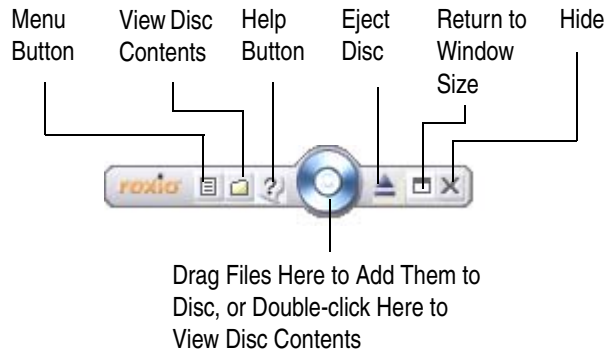
The Drag-to-Disc User Interface

Drag-to-Disc can be displayed as its default window size or as a toolbar. You can also change other view options. For more information, see *Adjusting View Options* on page 5.

Drag-to-Disc Application Window (Default Size)




Drag-to-Disc Toolbar



Accessing the Drag-to-Disc Menu

You can access the Drag-to-Disc menu in any of these ways:

- In the Drag-to-Disc window or toolbar, click the **Menu**  button.
- Right-click anywhere on the Drag-to-Disc window or toolbar.

The Drag-to-Disc menu appears, allowing you to choose from different options. For more information about the menu options, see *Drag-to-Disc Menu* on page 48.


Adjusting View Options

You can adjust how Drag-to-Disc appears on your screen depending on how you like to work.

Adjusting Between Window and Toolbar Size


Drag-to-Disc can be displayed as its normal default size, or it can be re-sized to a toolbar that is smaller but offers the same features.

You can shrink Drag-to-Disc to a toolbar in either of these ways:

- In the Drag-to-Disc window, click the **Minimize**  button.
- From the Drag-to-Disc menu, choose **Small Icon**.

Drag-to-Disc shrinks to the size of a toolbar.

To re-size Drag-to-Disc back to window size:

- In the Drag-to-Disc toolbar, click the **Maximize**  button.

Drag-to-Disc becomes its default window size again.

Keeping Drag-to-Disc in Front of Other Programs

You can adjust Drag-to-Disc so that it always appears in front of other software applications, no matter which application is running.

You might use this feature if you tend to copy your files to disc by dragging them to the Drag-to-Disc window instead of using Windows Explorer—if Drag-to-Disc is always displayed on top of other applications, you will be able to do this at any time.


To adjust Drag-to-Disc to keep in front:

- From the Drag-to-Disc menu, choose **Keep in Front** so that a check mark appears next to it.


Hiding Drag-to-Disc

You can hide Drag-to-Disc while keeping it running in the background.

You can hide Drag-to-Disc in any of these ways:

- From the Drag-to-Disc menu, select **Hide Drag-to-Disc**.
- On the Drag-to-Disc window or toolbar, click the **Close**  button.

To show Drag-to-Disc after hiding:

- In the Windows Taskbar, click the **Drag-to-Disc**  icon.

Setting Advanced View Options

You can set advanced view options for Drag-to-Disc. For more information, see *Setting Advanced Display Options* on page 34.

Working With Windows Explorer

Once Drag-to-Disc is installed, it allows you to use Windows Explorer to perform nearly any task you would normally use to manage your files and folders.




Note Certain tasks, such as deleting files and creating folders for organizing your files, are available only by using Windows Explorer.

Getting Help

In addition to the printed user manual, online help is available throughout the Drag-to-Disc application.

You can access online help in any of these ways:

- In the Drag-to-Disc window or toolbar, click **Help** .
- From the Drag-to-Disc menu, choose **Help**.
- For help on a dialog box, click **Help**.

Drag-to-Disc Basics



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Before You Begin

If you are new to making your own data discs, this section will help you understand the terms and technologies you should know to get started using Drag-to-Disc.

About Nonrewritable and Rewritable Media

Blank discs are available in two forms:

- Nonrewritable media (CD-R, DVD-R, or DVD+R)
- Rewritable media (CD-RW, DVD-RW, DVD+RW, and DVD-RAM)

You can record to both types of media, but the main difference is that a rewritable disc can be completely erased and re-recorded.



Note For a list of types of media compatible with Drag-to-Disc, see *Deciding Which Type of Disc To Use* on page 10.

Can I Still Delete Files From Nonrewritable Discs?

Even though nonrewritable discs are not technically erasable or rewritable, you can delete or overwrite files from these types of discs just as you would with a floppy disk or hard disk. A deleted or overwritten file will still be on the disc after it is deleted, but will be removed from the file system and not visible. Because of this, the amount of space the deleted files originally used will not be available as free space.

About Compatibility with DirectCD

Drag-to-Disc is backwards- and forwards-compatible with Roxio DirectCD (Version 3.01 and later). This means:

- Drag-to-Disc can read and record to any disc created with DirectCD
- DirectCD can read and record to any disc created with Drag-to-Disc



Note The only exception is that Drag-to-Disc supports some types of media that a particular version of DirectCD may not support. For example, some older versions of DirectCD may not support DVD-RW. For information about which types of media your version of DirectCD supports, consult DirectCD Online Help or the user manual.

About the UDF v.1.5 File System

Universal Disk Format (UDF) version 1.5 is a file system standard that lets a recorder be used as a logical device on a computer system. In other words, UDF lets you use a recorder to read files from and record files to a disc in a recorder just as you would read from and write files to a floppy disk or hard disk.

Deciding Which Type of Disc To Use

While all types of discs allow you to add or delete your files just as you would with a hard disk, each media type has different advantages. For example, rewritable (RW) media allows you to completely erase and rewrite files to it.

This table shows the properties of the types of media that you can use to store your data:

Media Type	Original Capacity	Compatible Drives
CD-Recordable (CD-R)	210MB, 650MB, or 700MB	<ul style="list-style-type: none">▪ Readable by nearly any drive▪ Recordable by nearly any recorder
DVD-Recordable -R format (DVD-R)	4.7GB	<ul style="list-style-type: none">▪ Readable by most DVD-ROM, DVD-R, or DVD-RW drives▪ Recordable by DVD-R or DVD-RW recorders
DVD-Recordable +R format (DVD+R)	4.7GB	<ul style="list-style-type: none">▪ Readable by most DVD-ROM, DVD+R, or DVD+RW drives▪ Recordable on DVD+R or DVD+RW recorders
CD-ReWritable (CD-RW)	210MB or 650MB	<ul style="list-style-type: none">▪ Readable by most CD-ROM, DVD-ROM, or CD-RW drives▪ Recordable and rewritable by most CD-RW drives.
DVD-ReWritable -RW format (DVD-RW)	4.7GB	<ul style="list-style-type: none">▪ Readable by most DVD-ROM or DVD-RW drives▪ Recordable and rewritable by most DVD-RW recorders
DVD-ReWritable +RW format (DVD+RW)	4.7GB	<ul style="list-style-type: none">▪ Readable by most DVD-ROM or DVD+RW drives▪ Recordable and rewritable by most DVD+RW recorders
DVD-ReWritable RAM format (DVD-RAM)	varies from 2.6GB to 9.4GB	<ul style="list-style-type: none">▪ Readable, recordable, and rewritable only by DVD-RAM drives and recorders



Note A formatted disc will have less capacity than a blank one (especially if you are using a CD-RW). This is because a file system needs to be added to a disc during formatting. For more information, see *Viewing the Properties of a Disc* on page 34.

Adding Files to a Disc

You can add any kind of file to a disc, including folders.

Before files can be added to a blank disc, the disc must be prepared (formatted). Adding files to a blank disc either formats the disc automatically or presents you with formatting options.



Note If you are using an older recorder, you may be prompted to format the disc before adding files to a blank CD-RW disc. See *Formatting a Blank Disc Manually* on page 26.

You can add files to a disc in these ways:

- Select the files that you want to add to the disc, and drag them to Drag-to-Disc.



If Maximized,
Drag Files
Here



If Minimized,
Drag Files
Here



Note Unless you format the disc first, a limitation in Windows 98 prevents you from adding files to a blank disc except by dragging them to the Drag-to-Disc window or toolbar.

- In Windows Explorer, select the files that you want to add to the disc and drag them to the drive letter of your recorder.
- In Windows Explorer, right-click the files that you want to add to the disc and select **Send To**, then choose the drive letter of your recorder from the pop-up menu.
- From any application, choose **File > Save As**, then select the drive letter of your recorder in the Browse dialog (formatted discs only).
- Use MS-DOS commands from a DOS window (formatted discs only).

The animated disc spins to indicate files are being copied to the disc.

Adding Files to a Blank Disc

Before files can be added to a blank disc, the disc must be prepared (formatted). Depending on the type of media you are using, adding files to a blank disc either formats the disc automatically or presents you with formatting options.



Note If you are using an older recorder, you may be prompted to format the disc before adding files. For more information, see *Formatting a Blank Disc Manually* on page 26.

Adding Files to a Blank Nonrewritable Disc

This section describes how to add files to these types of blank discs:

- CD-R
- DVD-R
- DVD+R



Note A nonrewritable disc may only be formatted once, and cannot be erased at all.

To add files to a blank nonrewritable disc:

- 1 Insert a blank nonrewritable disc into your recorder.
- 2 Add your files to the disc as described in *Adding Files to a Disc* on page 11.

A message box appears, informing you that the disc is being prepared. This should take no longer than a few minutes.

When the format is complete, your files have been added to the disc and you are ready to work with Drag-to-Disc.



Note If all the files you are adding are audio files, Drag-to-Disc may ask if you want to launch Creator Classic to create an audio disc.

Adding Files to a Blank CD-RW Disc

This section describes how to add files to a blank CD-RW disc.

Adding files to a blank CD-RW formats the disc automatically.

Unless you are using an EasyWrite recorder, formatting a blank CD-RW takes between 25 and 45 minutes. (Formatting on an EasyWrite recorder takes about two minutes.) The disc will be readable on a Windows computer that does not have Drag-to-Disc installed.



Caution If you are using an EasyWrite recorder, this type of format will be much faster but the disc will only be recordable using another EasyWrite recorder. For example, if you perform a Quick Format on a CD-RW using an EasyWrite recorder, the CD-RW will be recordable only on another CD-RW EasyWrite recorder. If you plan to record files to this disc using a recorder that does not support the EasyWrite standard, you must manually perform a Full Format on the disc. For more information, see *Formatting a Blank Disc Manually* on page 26.

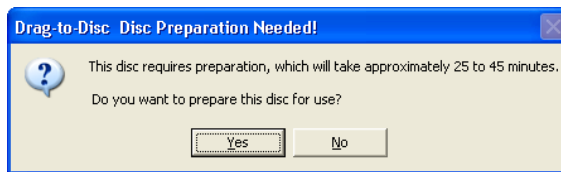
To add files to a blank CD-RW disc:

- 1 With Drag-to-Disc running, insert a CD-RW disc into your recorder.

- 2 Add your files to the disc as described in *Adding Files to a Disc* on page 11.

Depending on the type of recorder you are using, there are different results:

- For EasyWrite recorders, the recorder formats and adds your files to the disc in no longer than a few minutes.
- For most other recorders, a message box informs you that the disc may take between 25 and 45 minutes to format.



Click **Yes** to continue, or **No** to cancel. The format will take some time.

When the format is complete, your files have been added to the disc and you are ready to work with Drag-to-Disc.

Adding Files to a Blank DVD-RW Disc

This section describes how to add files to a blank DVD-RW disc.

Adding files to a blank DVD-RW disc formats the disc automatically in no longer than a few minutes.

To add files to a blank DVD-RW disc:

- 1 Insert a blank DVD-RW disc into your recorder.
- 2 Add your files to the disc as described in *Adding Files to a Disc* on page 11.

A message box appears, informing you that the disc is being prepared. This should take no longer than a few minutes.

When the format is complete, your files have been added to the disc and you are ready to work with Drag-to-Disc.

Adding Files to a Blank DVD+RW Disc

This section describes how to add files to a blank DVD+RW disc.

Adding files to a blank DVD+RW disc formats the disc automatically.



Caution If you are using an EasyWrite recorder, the disc will only be recordable using another EasyWrite recorder supporting the disc type. For example, if you perform a Quick Format on a CD-RW using an EasyWrite recorder, the CD-RW will be recordable only on another CD-RW EasyWrite recorder. If you plan to record files to this disc using a recorder that does not support the EasyWrite standard, you must manually perform a Full Format on the disc. For more information, see *Formatting a Blank Disc Manually* on page 26.

To add files to a blank DVD+RW disc:

- 1 Insert a DVD+RW disc into your recorder.
- 2 Copy your files to the disc as described in *Adding Files to a Disc* on page 11.

A message box appears, informing you that the disc is being prepared. This should take no longer than a few minutes.

When the format is complete, your files have been added to the disc and you are ready to work with Drag-to-Disc.

Creating and Using Folders On a Disc

Once a disc has been formatted with Drag-to-Disc, you can use Windows Explorer to create and delete folders, as well as organize your files in them—just as you would do with a floppy disk or hard disk.

Deleting Files from a Disc

You can delete files from any type of disc just as you would do from a hard disk or floppy disk. Whether or not this frees up space on the disc depends on the type of disc:

- After files have been deleted from a rewritable disc (CD-RW, DVD-RW, DVD+RW, or DVD-RAM), the amount of space the files originally took up is recovered and you can re-use it.
- After files have been deleted from a nonrewritable disc (CD-R, DVD-R, or DVD+R), the amount of space the deleted files originally used will not be available as free space.



Caution Once you delete your files from a disc, you will not be able to retrieve them from the Windows Recycle Bin.

To delete files from a disc:

- 1 Display the contents of your disc as described in *Viewing the Contents of a Disc* on page 23.
- 2 In Windows Explorer, delete your files in any of these ways:
 - Select the files you want to delete and drag them to the Windows Recycle Bin.
 - Right-click your files and select **Delete**.
 - Select the files and choose **Edit > Cut**. (If you choose this option, the file will not actually be deleted from the disc until you paste it elsewhere from the Clipboard.)

The files are deleted from your disc.

Overwriting Existing Files On a Disc

Once you have copied files to a disc, you can automatically overwrite them with files that have the same file name.

This can be especially useful if you tend to frequently back up the latest version of one or more files, and you want to be able to do it quickly without having to first delete the files from the disc.



Caution Once you overwrite files on the disc with new files of the same names, you will not be able to retrieve the overwritten files.

Can I Still Overwrite Files On Nonrewritable Discs?

Even though CD-R, DVD-R, or DVD+R discs are not technically erasable or rewritable, you can delete or overwrite files from these types of discs just as you would with a floppy disk or hard disk. A deleted or overwritten file will still be on the disc after it is deleted, but will be removed from the file system and not visible. Because of this, the amount of space the deleted files originally used will not be available as free space.

To overwrite files on a disc:

- 1 Make sure the disc containing the files you want to replace is inserted in your recorder.
- 2 Add the new files as described in *Adding Files to a Disc* on page 11.

A message box appears, asking you to confirm that you want to replace the files on the disc with the new files you are adding.

- 3 Click **Yes** to replace the file, or **No** to cancel.

Preparing a Disc to Be Ejected

Before you eject a nonrewritable disc (CD-R, DVD-R, or DVD+R) from your recorder, you can set options that determine how you want to use the disc after it is ejected. For example, you could choose whether the ejected disc can be read in different ways.



Note You do not need to set eject options for rewritable media such as CD-RW, DVD-RW, DVD+RW, and DVD-RAM.

Ejecting a Disc to Be Used With Any Drive

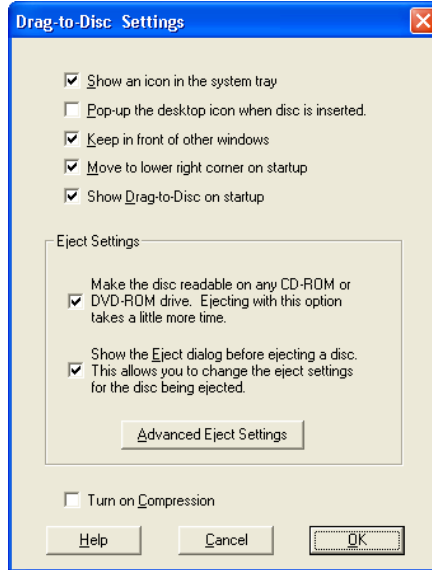
You can change eject settings so that an ejected disc can be read by a drive on a computer that does not have Drag-to-Disc installed. The amount of time it takes to eject the disc will be a little longer than usual.

You might want to use this setting if you plan to give the disc to someone, or use the disc on a computer other than your own.

To set Drag-to-Disc to prepare a disc to be used with any drive:

- 1 From the Drag-to-Disc menu, choose **Settings**.

The Settings dialog appears.



- 2 Check the box marked **Make this disc readable on any CD-ROM or DVD-ROM drive**.
- 3 Click **Advanced**.

The Advanced Eject Settings dialog opens.

4 Choose one of the following options:

- **UDF:** This option allows the ejected disc to be read on any Windows operating system. When inserted in some systems, the disc may prompt to install a special UDF file system reader. Ejecting a disc with this option is quicker than with the ISO option.

You might use this option in these situations:

- You want a faster eject than with ISO
 - You only need to use this disc on a Windows machine
 - You know you will have permission to install a UDF reader (if necessary) on the other machine
- **ISO:** This option allows the ejected disc to be read on any computer system (UNIX, Linux, Macintosh, Windows, etc.). Ejecting a disc takes much longer than with UDF.

You might use this option in these situations:

- You want the disc to be readable anywhere, regardless of the operating system
- You want to view the disc on a computer where it may not be okay to install a UDF reader (e.g., at the library or at someone else's home)

5 Click **OK**.

The next time you eject a disc, these settings will apply.

Ejecting a Disc to Be Read Only By Drag-to-Disc

You can change eject settings so that an ejected disc can be read only by a Windows machine that has Drag-to-Disc installed. This choice offers the fastest eject time.

You might want to choose this option in these situations:

- You want the fastest eject time
- You are only planning to use your disc on computers that have Drag-to-Disc installed (such as your own computer)

To eject a disc to be read only by Drag-to-Disc:

- 1 From the Drag-to-Disc menu, choose **Settings**.

The Settings dialog appears.

- 2 Uncheck the box marked **Make this disc readable on any CD-ROM or DVD-ROM drive**.

Setting Drag-to-Disc to Prompt You For Eject Options

To be prompted for eject settings each time you eject a disc:

- 1 From the Drag-to-Disc menu, choose **Settings**.

The Settings dialog appears.

- 2 Check the box marked **Show this dialog before ejecting a disc**.


Ejecting a Disc

Once you finish burning your files to disc, you must eject the disc from the recorder.



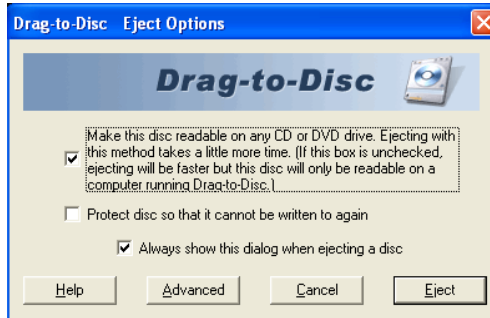
Note If you are working with nonrewritable media (CD-R, DVD-R, or DVD+R), there are different ways you can prepare a disc before ejecting it to determine how it can be used later. For more information, see *Preparing a Disc to Be Ejected* on page 18.

You can eject a disc in these ways:

- In the Drag-to-Disc window or toolbar, click the **Eject**  button.
- From the Drag-to-Disc menu, select **Eject Disc**.
- Push the eject button on your recorder.

Depending on the type of disc and any eject settings you have set, the following will happen:

- If you are using a rewritable disc that has been formatted with a Full Format, the disc ejects immediately.
- If you are using a rewritable disc that has been formatted with a Quick Format, the disc may take up to 4 minutes to eject.
- If you are using a nonrewritable disc, the disc may take a moment to eject depending on the eject settings. For more information, see *Preparing a Disc to Be Ejected* on page 18.
- If you are using a nonrewritable disc and you have set eject settings to appear each time you eject a disc, the Eject Options dialog box appears.



For information on the Eject Options dialog box, click **Help**.


Viewing the Contents of a Disc

You can view the contents of a disc.



Note If you are using nonrewritable media such as CD-R, DVD-R, or DVD+R, the eject settings determine the types of operating systems that this disc is readable on. For more information, see *Preparing a Disc to Be Ejected* on page 18.

You can view the contents of a disc in these ways:

- Double-click the Drag-to-Disc window or toolbar.
- In the Drag-to-Disc window, click the **Folder**  icon.
- Launch Windows Explorer, and select the drive letter of the disc that you want to see the contents of.

A Windows Explorer window appears, displaying the contents of the disc.

Viewing the Contents of a Disc on Other Computers

Once you have ejected a disc, you will be able to look at the contents of the disc on other computers if:

- **The drive on the other computer is compatible with the media type.** First and foremost, certain types of media can only be read by certain types of drives. For example, a CD-RW disc cannot be read by a CD-R drive, but can be read by a CD-RW drive. For more information, see *Deciding Which Type of Disc To Use* on page 10.
- **The disc has been ejected using UDF or ISO eject settings.** This applies only to nonrewritable discs (CD-R, DVD-R, and DVD+R).



Note For more information, see *Preparing a Disc to Be Ejected* on page 18 or *Deciding Which Type of Disc To Use* on page 10.

To view the contents of a disc on another computer:

- 1 Insert the disc into the drive on the other computer.

Depending on media type and the recorder you used, you may see different results:

- If you are using a nonrewritable disc (CD-R, DVD-R, or DVD+R) and you have ejected with the UDF option, you may be prompted to install a UDF reader that allows you to read this disc.
 - If you are using a rewritable disc that was recorded on an EasyWrite recorder, you may be prompted to install an EasyWrite reader that allows you to read this disc.
 - If you are using a rewritable disc that was recorded on a recorder that does not support the EasyWrite standard, you may be prompted to install a UDF reader that allows you to read this disc.
- 2 Launch Windows Explorer, and select the drive letter of the disc to view the contents of the disc.

Using Drag-to-Disc Advanced Options

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Formatting a Blank Disc Manually

Before files can be added to a blank disc, the disc must be prepared (formatted).

Formatting a Blank Nonrewritable Disc Manually

This section describes how to manually format these types of discs:

- CD-R
- DVD-R
- DVD+R

Although with most recorders Drag-to-Disc automatically formats a blank nonrewritable disc when you add files to it, you can manually format a nonrewritable disc. You might want to do this for any of these reasons:

- You want to add files to a blank disc in ways that do not support drag-and-drop, such as choosing Save As directly from an application or using MS-DOS
- You want the disc to be formatted with file compression turned on, which will give you more space on the disc



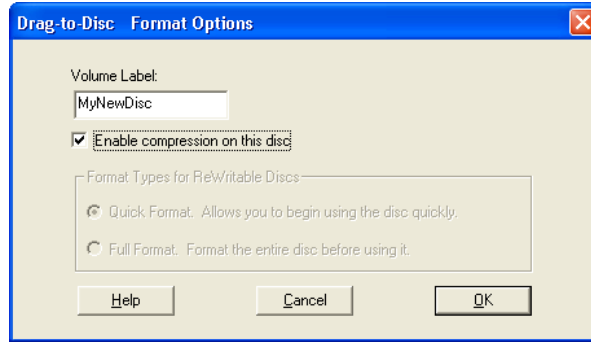
Note A nonrewritable disc (such as a CD-R, DVD-R, or DVD+R) may only be formatted once, and cannot be erased at all.

To format a blank nonrewritable disc manually:

- 1 With Drag-to-Disc running, insert a blank nonrewritable disc into your recorder.

- 2 From the Drag-to-Disc menu, choose **Format Disc**.

The Format Options dialog appears.



- 3 In the Format Options dialog box, you can change these settings:
 - **Volume Label:** Type a name for this disc. The name may be up to 11 characters, but cannot use any of these symbols:
`\ / : ; * ? " < > | + = . , []`
 - **Enable compression on this disc:** Select this option if you want to compress all files, allowing you to burn more data to this disc than usual. This does not affect your files in any way—you will still be able to normally swap your files between your disc and a Windows computer.

If you insert a compressed disc into a computer that does not have Drag-to-Disc installed, you may be prompted to install a UDF reader.
- 4 Click **OK**.

A message box appears, informing you that the disc is being formatted. Formatting of a nonrewritable disc should take no longer than a few minutes.

Formatting a Blank Rewritable Disc Manually

This section describes how to manually format these types of discs:

- CD-RW
- DVD-RW
- DVD+RW

For most recorders, Drag-to-Disc automatically begins formatting or presents you with formatting options when you add files to a blank rewritable disc.

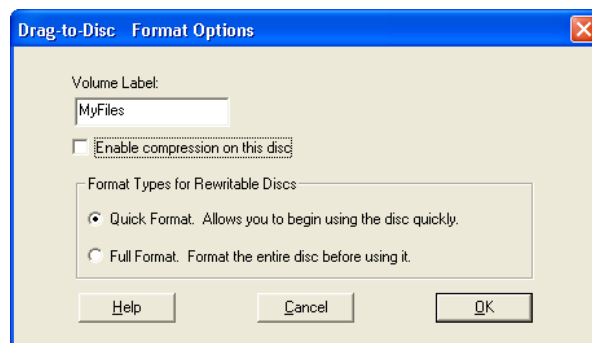
You might want to format a blank rewritable disc manually for any of these reasons:

- If you are using an EasyWrite recorder, but you want the disc to be recordable on another computer that does not have an EasyWrite recorder
- If you want to turn on compression at the point of formatting a rewritable disc

To format a blank rewritable disc:

- 1 With Drag-to-Disc running, insert a blank rewritable disc into your recorder.
- 2 From the Drag-to-Disc menu, choose **Format Disc**. (You can also right-click the drive letter and choose **Format** in Windows Explorer.)

The Format Options dialog appears.



3 In the Format Options dialog, you can change these settings:

- **Volume Label:** Type a name for this disc. The name may be up to 11 characters, but cannot use any of these symbols:
`\ / : ; * ? " < > | + = . , []`
- **Enable compression on this disc:** Select this option if you want to compress all files, allowing you to burn more data to this disc than usual. This does not affect your files in any way—you will still be able to normally swap your files between your disc and a Windows computer.

If you insert a compressed disc into a computer that does not have Drag-to-Disc installed, you may be prompted to install a UDF reader.

4 Choose the type of format you want for this disc:

- **Quick Format:** Select this option for the fastest format, which usually takes no more than a few minutes. You might want to choose this option if:
 - You plan to use this disc only on a computer installed with Drag-to-Disc
 - You want to begin using your disc right away
 - You do not need to verify the physical condition of the disc



Caution If you are using an EasyWrite recorder, this type of format may be much faster but the disc will only be recordable using another EasyWrite recorder. For example, if you perform a Quick Format on a CD-RW using an EasyWrite recorder, the CD-RW will be recordable only on another CD-RW EasyWrite recorder. If you plan to record files to this disc using a recorder that does not support the EasyWrite standard, you must perform a Full Format on the disc manually.



Note If you perform a Quick Format on a CD-RW disc with an EasyWrite recorder, Compression is not an option.

- **Full Format:** Select this option for a full format, which can take up to 90 minutes depending on the speed of your recorder and type of media. Once the disc is formatted, it will be readable using any DVD or CD drive on a Windows computer regardless of whether Drag-to-Disc is installed. (You must still use Drag-to-Disc to record to the disc.)

You might want to choose this option if you plan to read this disc on another Windows computer that may not have Drag-to-Disc installed.

Formatting a Previously-Used Rewritable Disc

You can manually format a previously-used rewritable disc. You might want to do this if you would prefer to delete all the contents of the disc and start from scratch without having to erase the disc first.

This section describes how to manually format these types of discs:

- CD-RW
- DVD-RW
- DVD+RW
- DVD-RAM

To format a previously-used rewritable disc:

- 1 With Drag-to-Disc running, insert the disc you want to format into your recorder.
- 2 From the Drag-to-Disc menu, choose **Format Disc**. (You can also right-click the drive letter and choose **Format** in Windows Explorer.)

The Format Options dialog appears.

3 In the Format Options dialog box, you can change these settings:

- **Volume Label:** Type a name for this disc. The name may be up to 11 characters, but cannot use any of these symbols:

 \ / : ; * ? " < > | + = . , []
- **Enable compression on this disc:** Select this option if you want to compress all files, allowing you to burn more data to this disc than usual. This does not affect your files in any way—you will still be able to normally swap your files between your disc and a Windows computer.

If you insert a compressed disc into a computer that does not have Drag-to-Disc installed, you may be prompted to install a UDF reader.



Note If you are using an EasyWrite recorder, you will not be able to use the Compression option.

4 Choose the type of format you want for this disc:

- **Quick Format:** Select this option for the fastest format, which usually takes no more than a few minutes.



Caution If you are using an EasyWrite recorder with a disc that was previously formatted using an EasyWrite Recorder, a Quick Format may be much faster but the disc will only be recordable using an EasyWrite recorder. If you plan to record files to this disc using a recorder that does not support the EasyWrite standard, you must perform a Full Format on the disc.

You might want to choose this option if:

- You plan to use this disc only on a computer installed with Drag-to-Disc
- You want to begin using your disc right away
- You do not need to verify the physical condition of the disc

- If you are using an EasyWrite recorder, you plan to use this disc only with another EasyWriter recorder of the same disc type (e.g., CD-RW used on a CD-RW EasyWrite recorder)
- **Full Format:** Select this option for a full format, which can take up to 90 minutes depending on the speed of your recorder and media. Once the disc is formatted, it will be readable using any DVD or CD drive on a Windows computer regardless of whether Drag-to-Disc is installed. (You still must use Drag-to-Disc to record to the disc.)

You might want to choose this option if:

- You plan to read this disc on another Windows computer that may not have Drag-to-Disc installed

5 Click **OK**.

The format begins, with the animated disc icon spinning to indicate activity with your recorder.

Erasing a Disc

If you are using a rewritable disc, you can erase it completely so that it is blank. It must be formatted again, however, before it can store more files.



Caution When you erase a rewritable disc, all files on that disk will be deleted for good.



Caution If you have copied extremely sensitive data to a rewritable disc (such as private personal information), we strongly recommend that you destroy the disc rather than choose the option of erasing it and re-recording over the data.

To erase a rewritable disc:

- 1 With Drag-to-Disc running, insert the disc you want to erase into your recorder.
- 2 From the Drag-to-Disc menu, select **Erase Disc**. (You can also right-click the drive letter and choose **Erase** in Windows Explorer.)

A message box appears, prompting you to confirm that you want to erase this disc:

- 3 To erase the disc, click **OK**.

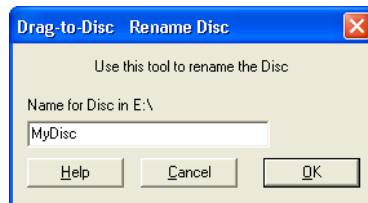
To cancel, click **Cancel**.

Renaming a Disc

To rename a disc:

- 1 With Drag-to-Disc running, insert the disc into your recorder.
- 2 From the Drag-to-Disc menu, choose **Rename Disc**.

The Rename Disc dialog box opens.



- 3 In the **Name for Disc** field, enter a new name for your disc.

The CD label can be up to 11 characters, but cannot use any of these symbols:

\ / : ; * ? " < > | + = . , []

- 4 When you are finished, click **OK**.

Setting Advanced Display Options

You can change the settings for Drag-to-Disc behavior on your desktop.

To change Drag-to-Disc display settings:

- 1 From the Drag-to-Disc menu, select **Settings**.

The Settings dialog appears.

- 2 You can choose from these settings:

- **Show an icon in the system tray:** Select this option if you want Drag-to-Disc to always display in the Windows taskbar.
- **Pop-up the desktop icon when disc is inserted:** Select this option to have Drag-to-Disc automatically appear each time you insert a disc.
- **Keep in front of other windows:** Select this option if you want Drag-to-Disc to appear in front of other windows on your desktop, regardless of which application is currently being used.
- **Move to lower right corner on startup:** Select this option if you want Drag-to-Disc to be positioned on the lower right corner of your screen each time it launches.
- **Show Drag-to-Disc on startup:** Select this option if you want Drag-to-Disc to automatically display each time you start up your computer.

- 3 When you are finished, click **OK** to save your settings.

Viewing the Properties of a Disc

You can view the properties of the disc currently in your recorder.

To view the properties of a disc:

- From the Drag-to-Disc menu, choose **Properties**.

Choosing a Recorder to Use

If you have more than one recorder connected to or installed in your computer, you can choose which one that you want Drag-to-Disc to access.

To choose the recorder:

- 1 From the Drag-to-Disc menu, choose **Choose Recorder**.

The Choose Recorder dialog box appears.



- 2 In the **Available Recorders** list, select the recorder you want Drag-to-Disc to use to add files to disc.
- 3 When you are finished, click **OK**.

Adding Files to a Disc Created with Creator Classic

If you have created a data disc using Easy CD Creator or Creator Classic and you have not closed the disc, you may add files to it by making it compatible with Drag-to-Disc.

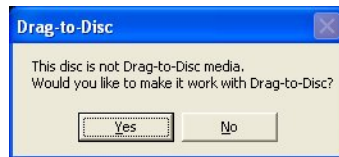


Note After you begin using a disc with Drag-to-Disc, you will only be able to use this disc with Creator Classic again if the disc is rewritable and you erase it.

To use a data disc created with Easy CD Creator or Creator Classic:

- 1 Insert the disc into the recorder.
- 2 Add the files to the disc as described in *Adding Files to a Disc* on page 11.

A dialog box opens, prompting you to make the media writable by Drag-to-Disc.



- 3 Click **Yes**.

You will now be able to begin using this disc with Drag-to-Disc.

See Also:

- *Adding Files to a Disc*
- *About Drag-to-Disc*

Troubleshooting

Sometimes, you may experience problems such as these:

- You cannot see some or all files that you added to a disc
- The Drag-to-Disc window or toolbar does not appear even 15 seconds after you inserted a disc

These problems can almost always be repaired by running ScanDisc, a utility that comes with Drag-to-Disc. For more information, see *Repairing Discs With ScanDisc* on page 37.

Repairing Discs With ScanDisc



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About ScanDisc

ScanDisc allows you to recover files from a disc created with Drag-to-Disc if the disc is not working properly. ScanDisc has a good chance of recovering several types of files, including:

- **Files not visible in Windows Explorer:** The writing process was interrupted before file directory information was completed, but most or all of the files were written to the disc. This means that the files may be on the disc, but Windows Explorer cannot see them.
- **Damaged files:** Files that have unreadable sections in them because of damage to the disc.
- **Lost files:** Complete files that do not have a file name associated with them. They can also be files that you deleted from the disc.

Some files may be so damaged that ScanDisc cannot recover them. ScanDisc attempts to report the names of any such files.

ScanDisc can also repair a damaged disc, making some or all of it usable again.

When Should I Use ScanDisc?

Use ScanDisc when any of the following issues occur with a CD-R, CD-RW, or DVD-Recordable disc while it is in a CD-Recorder:

- You cannot see some, or any, of the files on the disc using Windows Explorer.
- You cannot open a file on the disc with the software that you used to create the file.
- The process of writing files to the disc was interrupted by a system or power failure.
- Drag-to-Disc reports a disc status of **Unrecognized Data**.

Starting ScanDisc

To start ScanDisc:

- 1 Insert the disc into your recorder.
- 2 From the Drag-to-Disc menu, choose **ScanDisc**.

The ScanDisc dialog box appears.

- 3 Click **Scan** to start the ScanDisc process.

ScanDisc starts checking the disc and the ScanDisc Progress dialog box appears.

If ScanDisc finds problems on the disc, it asks if you want to scan the disc for the information needed to recover files and repair the disc.

- 4 Click **Yes**.

ScanDisc starts scanning the disc and the ScanDisc Progress dialog box appears. For information about the Status, refer to the online help.

If ScanDisc finds files on the disc that you can recover, it asks if you want to recover them. See *Recovering Files* on page 40.

If ScanDisc does not find files to recover, it continues with the scanning process.

Understanding the ScanDisc Process

After you start ScanDisc, it reads your disc and looks for specific problems and shows its progress for each of the following steps in the process:

- 1 **Checking the disc:** ScanDisc checks if it can read the disc, that is, can it see the list of files and folders on the disc.
- 2 **Getting disc Information:** If ScanDisc cannot see the files and folders on the disc, it gathers information about the disc. This can take several minutes or more.
 - a After gathering the information, ScanDisc asks if you want to recover the files on the disc. We *strongly recommend* that you do this if you need to access the files. See *Recovering Files* on page 40.
 - b If you decide to recover the files, ScanDisc allows you to select the folders and files to recover and where you want to copy them.

- c If ScanDisc finds damaged files during the recovery process, it displays a list of the damaged files it recovered. See *Recovering Lost Files* on page 42.
- 3 **Finding Lost Files:** ScanDisc looks for lost files and allows you to copy any lost files it finds to another location. See *Recovering Lost Files* on page 42.
- 4 **Repairing the Disc:** ScanDisc tries to repair the disc so that you can use it again. After the repair, the files that were on the disc may not be available and the disc may have less space for new files. ScanDisc may not be able to repair badly damaged discs. See *Repairing Discs* on page 44.
- 5 **Checking File Integrity:** ScanDisc looks for damaged files. If it finds none, ScanDisc reports that it is done.
 - a If it finds damaged files, it asks you if you want to copy the damaged files to another location (such as a hard disk or floppy disk). ScanDisc cannot repair damaged files, so they will be reported each time you run ScanDisc on the disc. See *Recovering Damaged Files* on page 44.
 - b After copying the damaged files, ScanDisc reports that it is done.

Recovering Files

If ScanDisc finds that the disc has problems and that there are recoverable files on the disc, it asks if you want to attempt to recover the files from the disc. We *strongly recommend* that you recover all files that have data you need. If you do not, the files may not be accessible after ScanDisc repairs the disc later in the process.

To recover files:


- 1 Click **Yes** when ScanDisc asks if you want to attempt to recover files. The File Recovery dialog box appears.
- 2 From the **Source Folders** list, select a folder that has files you want to recover.

By default, all files and folders listed are selected.

- 3 From the **Source Files** list, deselect the files you do *not* want to recover.
- 4 From the **Destination Drive** drop-down list box, select where you want to copy the files.

You can select any drive on your computer except the recorder you are recovering the files from. If you want to copy the files to another computer on your network, you must map the drive first. Refer to your operating system's documentation about mapping drives.

- 5 From the **Destination Folder** list, select the folder where you want to copy the files.

If you want to create a new folder, click **New Folder**  and type a name for the folder.

- 6 Click **Copy**.

ScanDisc copies the selected files to the location you selected and the File Copy Progress dialog box appears.

If ScanDisc finds damaged files, it lists the file names.

- 7 Click **Done**. The File Recovery dialog box appears.
- 8 Repeat Steps 2–7 as many times as needed to copy all of the files you need from the disc.
- 9 From the File Recovery dialog box, click **Done** to proceed to the repair process.

Recovering Lost Files

If ScanDisc finds lost files during the recovery process, it asks if you want to recover the files.

We *strongly recommend* that you recover all files that may have data you need. If you do not, the files may not be accessible after ScanDisc repairs the disc later in the process.

To recover lost files:

- 1 Click **Yes** when ScanDisc tells you that it has found files that have no file name.

The Select a Destination dialog box appears.

- 2 From the **Destination Drive** drop-down list box, select where you want to copy the files.

You can select any drive on your computer except the recorder you are recovering the files from. If you want to copy the files to another computer on your network, you must map the drive first. Refer to your operating system's documentation about mapping drives.

- 3 From the **Destination Folder** list, select the folder where you want to copy the files.

- 4 Click **Copy**.

The File Copy Progress dialog box appears and shows ScanDisc's progress.

ScanDisc copies the lost files to the location you selected. The lost files are given unique, sequentially numbered file names starting with **sd000001.rec**.

Lost files may also be damaged. If ScanDisc finds damaged lost files, it lists them with their unique names (**sd000001.rec**) in the Damaged Files dialog box. ScanDisc copies the damaged lost files to the location you selected, but it adds blank spaces where the data could not be read. You may still be able to open these files with the original application that you used to create them, or you may have to try other strategies. See *Repairing Discs* on page 44.

- 5 Click **Done** to proceed to the repair process. A message appears letting you access information about the lost files.
- 6 Click **Continue** to continue the ScanDisc process. See *Repairing Discs* on page 44.

Repairing Discs

After letting you recover files from a damaged disc that you made using Drag-to-Disc, ScanDisc asks if you want to repair the disc so that it is usable. If you click Yes, ScanDisc tries to make the disc usable.



Note After repairing a disc, the files that were on it may no longer be accessible. ScanDisc cannot repair all damaged discs.

To repair a disc:

- 1 Click **Yes** when ScanDisc asks if you want to repair the disc.

ScanDisc repairs the disc and the ScanDisc Progress dialog box appears.

After completing the repair, ScanDisc may check the integrity of the files on the disc.

- 2 Click **Done**.

Recovering Damaged Files

After ScanDisc repairs the disc, it checks the integrity of each file on the disc looking for damaged files. If it finds damaged files, it asks you if you want to copy the damaged files to another location (such as a hard disk or floppy disk).

To recover damaged files:


- 1 Click **Yes** when ScanDisc tells you that it has found damaged files.

The Select a Destination dialog box appears.

- 2 From the **Destination Drive** drop-down list box, select where you want to copy the files.

You can select any drive on your computer except the recorder you are recovering the files from. If you want to copy the files to another computer on your network, you must map the drive first. Refer to your operating system's documentation about mapping drives.

- 3 From the Destination Folder list, select the folder where you want to copy the files.

If you want to create a new folder, click **New Folder**  and type a name for the folder.

4 Click **Copy**.

The File Copy Progress dialog box appears and shows ScanDisc's progress.

5 Click **Done** to proceed to the repair process.

The Damaged Files dialog box appears listing the damaged files that were copied.

6 Click **Continue** to continue the ScanDisc process.

If there were any files that ScanDisc could not recover, the Unrecoverable dialog box appears with a list of the files.

The ScanDisc Progress dialog box appears, showing that the ScanDisc process is complete.

Drag-to-Disc Reference



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Drag-to-Disc Menu

By clicking the Menu button or right-clicking Drag-to-Disc, you can access the Drag-to-Disc menu.

The following table lists the commands under the Drag-to-Disc menu.

Command	Description
Application Window/Toolbar View	Adjusts Drag-to-Disc between the window and toolbar views.
Hide Drag-to-Disc	Closes Drag-to-Disc while it is still running, but is still accessible in the taskbar.
Keep In Front	If checked, Drag-to-Disc always stays in front of other applications, regardless of which application is currently active.
Settings	Displays the Settings dialog box, where you can configure advanced display options and eject settings.
View Disc Contents	Displays the contents of the disc in the recorder.
Disc Properties	Displays the properties of the disc in the recorder.
Eject Disc	Ejects the disc from the recorder.
Choose Recorder	If you have more than one recorder connected to your computer, allows you to choose the recorder.
Format Disc	Displays format options for the disc in the recorder.
Rename Disc	Displays a dialog box that allows you to rename a disc.
Erase Disc	Erases a rewritable disc.
Paste	Records data from the clipboard to the disc into the recorder.
Help	Launches Drag-to-Disc Help.
About Drag-to-Disc	Displays version information about the application.
Exit Drag-to-Disc	Exits the application.
Launch ScanDisc	Launches ScanDisc, a tool that allows you to repair discs or recover lost files from discs created with Drag-to-Disc.

Keyboard Shortcuts

You can use your keyboard instead of your mouse to access menu commands. An underlined letter in a menu item or command indicates the keyboard shortcut you would type to choose that option.

To	Press
Launch Drag-to-Disc Help	Alt+H
View the contents of a disc	Alt+V
Keep Drag-to-Disc in front of other applications	Alt+K
Changing settings	Alt+S
View the properties of a disc	Alt+O
Eject a disc	Alt+J
Choose the recorder	Alt+C
Format a disc	Alt+F
Rename a disc	Alt+R
Erase a rewritable disc	Alt+E
Paste	Alt+P
Display the About box	Alt+A

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