Using Roxio Drag-to-Disc to create backup

The new laptops have **CD-RW/DVD** drives as result users can write data to a **DVD** which has a higher memory capacity than a regular **CD-R** or **CD-RW**.

Below are instructions on how to use Roxio Creator to backup files using a **CD-R**, **CD-RW** or a **DVD** using the **Data-Disc** option. Please contact the Center for Teaching and Learning with Technology for additional information at (201) 692 7061.

**Welcome Screen**

When you launch the Roxio application program your starting point will be the Roxio Creator Home that lets you access the components and tools you need for all of your digital media projects.

![Welcome Screen](image)

### How to Write Data to a CD or DVD using Drag-to-Disc

1. Insert the blank disc into your DVD drive.
2. Click on the option for Drag-to-Disc in the Roxio Creator Home.
3. Select the files you want to backup and drag them to the Drag-to-Disc window.
4. Click on the Burn button to start the writing process.
5. Wait for the disc to be written to completion.

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➢ From the **Roxio Creator Home Screen** right hand navigation pane select the **Drag-to-Disc** option.

### Important:

Before you can write your files to a CD or DVD it is important to **format** the media. You can easily format your CD or DVD using the **Format** feature in Roxio Creator.

➢ Insert your CD or DVD and Select **Format**.
Enter the text **Backup** in the **Volume Label** field and click **Start**. You will be prompted with a **Warning** window “Are you sure you want to format the media?” Click **Yes**.

Now you are ready to write your files to the media.

From the pop up window add the files from your hard drive that you want to backup. **Remember you can add as many files as the disc can hold.**

Once you written all your files to the media you have to make the CD or DVD **compatible** so the data can be read in other computers as well.
- Select **Make Compatible**

![Image 1]

- Select **Start**.
- From the next message window click **Yes**.
- Once the compatibility procedure is complete you will be prompted with an **“Operation Complete”** message.
- Click **OK**.

![Image 2]

- In order to complete the backup process, click **Eject** from the last screen.