how do I?
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how do I get started?

video

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how do I transfer my tapes to disc?

You can archive your own home movies from camcorder or VCR tapes to disc. The result is a DVD movie that is easily searchable, won't degrade over time, and can be stored more compactly than a tape. To create such an archive, you use the Quick DVD function of the ArcSoft ShowBiz DVD software. The video will appear on the disc exactly as it did on the original tape.

If you want to get more creative, see "how do I create a DVD movie?" on page 6 and "how do I edit my video files?" on page 13.

what you need

- 1 blank disc or a rewritable disc that you don't mind erasing

recommended disc	
DVD+R	Use to share your DVD movie with family and friends because DVD+R discs are the most compatible with DVD players and DVD-ROMs. R discs are less expensive than RW discs, but they cannot be erased and reused.
you can also use	
DVD+RW	Use for temporary storage while creating your DVD movie because the movie might go through several iterations before you get it exactly how you want it. RW discs are rewritable; you can watch the disc a few times, then erase and reuse it. Use if you want to be able to edit the DVD movie (see "how do I edit a DVD movie disc?" on page 10).
CD-R	Use for permanent storage of a short video (see "how much you can fit on a disc" on page 5). R discs are less expensive than RW discs, but they cannot be erased and reused.
CD-RW	Use for temporary storage of a short video (see "how much you can fit on a disc" on page 5). RW discs are rewritable; you can watch the disc a few times, then erase and reuse it.

The HP DVD Writer drive cannot write to DVD-R or DVD-RW discs. Be sure to buy the DVD discs that have "+" in their name.

- To transfer from an analog tape (Hi8, VHS, S-VHS, VHS-C), you need an analog video capture card installed in your PC. For information on video capture hardware that is compatible with your HP DVD Writer drive, please view the website *www.hp.com/support/dvd-capture.*
- To transfer from a digital video tape (Digital 8, Mini DV), you need a 1394 port or card installed in your PC.

1 Connect your camcorder or VCR to your PC.

Do one of the following:

- If you are transferring from an analog tape (Hi8, VHS, S-VHS, VHS-C), connect your camcorder or VCR to your video capture card using either an A/V cable (which has 3 connectors—yellow, white and red) or an S-video cable and the right/left (red/white) audio connectors of the A/V cable. Using S-video will provide higher quality video than A/V.

  If your camcorder has mono audio rather than stereo, you may want to use a Y-connector so that sound will come from both speakers on your TV or PC when you watch your movie.
- If you are transferring from a digital video tape (Digital 8, Mini DV), plug your camcorder into the 1394 port on your PC using the cable that came with your camcorder.

2 Turn on the camcorder or VCR.

For the ArcSoft ShowBiz DVD software to find the device that contains your tape, the device must be turned on before you start the software.

3 Start the software.

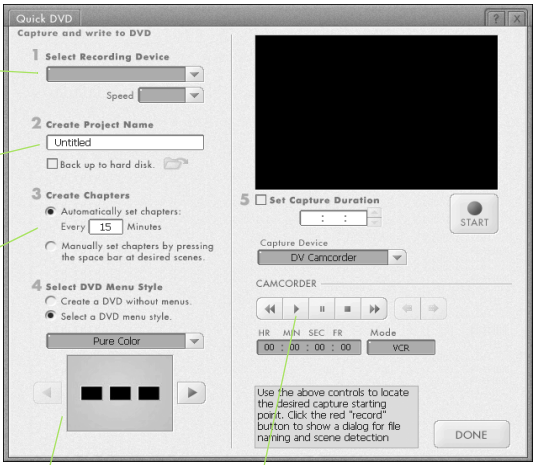
a. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**
b. Click **ArcSoft ShowBiz DVD.**
c. Read the media recommendation and click **OK.**
d. Insert a blank disc into the drive.
e. Click **Create a "Quick DVD".** The Quick DVD screen appears.

4 Choose your recording settings.

If you have more than one recordable drive, be sure the HP DVD Writer drive is selected.

This will be the title on the DVD movie's menu.

We recommend that you insert chapter points every 5 or 10 minutes. For each chapter point, a button is created on the DVD movie's menu. The buttons allow you to easily find any section of your video with a minimum of rewinding and fast forwarding. You can also insert chapter points manually by pressing the spacebar during recording.



Play button and digital video camera controls.

Choose a style for the menu. This menu appears on the screen when you insert the disc to watch the DVD movie and contains buttons that allow you to jump to different sections of the movie (called chapter points).

5 Position the tape where you want to start recording.

a. Click **Play** on the screen to see what is playing on the tape. "LIVE" appears in the corner of the preview window.

b. Do one of the following:

- If you are transferring from an analog tape, use the controls on the camcorder or VCR to locate the beginning of what you want to record.
- If you are transferring from a digital video tape, use the controls on the Quick DVD screen to locate the beginning of what you want to record.

6 Write the disc.

a. To start transferring, click **Start** on the screen.

b. Type a name for the file, then click **Start Capturing.** If you are transferring from an analog tape, start playing the tape at the same time.

c To stop transferring, click **Stop.** Or transferring will stop automatically when the tape ends.

d Wait for the drive to finish writing the disc.

e If you want to make another disc, click **Yes.** If not, click **No.**

where you can watch the disc

You can watch the disc in most DVD players or DVD-ROM drives with PowerDVD or other playback software (see "how do I watch a DVD movie on my PC?" on page 21). *We recommend that you use a DVD+R disc because it's the most compatible.* For compatibility information, check the disc compatibility list by double-clicking the **HP DVD Writer** icon on your desktop or clicking **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **Help, Troubleshooting, Disc compatibility.**

how much you can fit on a disc

disc type	video length
4.7GB DVD+R or DVD+RW	approximately 120 minutes
650MB CD-R or CD-RW	approximately 64 minutes
700MB CD-R or CD-RW	approximately 70 minutes

to learn more

To learn more about ArcSoft ShowBiz DVD, read its online help. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **ArcSoft ShowBiz DVD, Create a DVD, Create New Project, Help, Help.**

how do I create a DVD movie?

You can create a completely customized DVD movie from your own video files. The result is a DVD movie that is easily searchable, won't degrade over time, and can be stored more compactly than a tape. To create such a movie, you use the ArcSoft ShowBiz DVD software. This is how you can make a DVD movie when your video files are already on your hard drive. Or you can capture your video as part of this process.

For the easiest way to make a DVD movie from tapes see "how do I transfer my tapes to disc?" on page 2.

what you need

- 1 blank disc or a rewritable disc that you don't mind erasing

recommended disc	
DVD+R	Use to share your DVD movie with family and friends because DVD+R discs are the most compatible with DVD players and DVD-ROMs. R discs are less expensive than RW discs, but they cannot be erased and reused.
you can also use	
DVD+RW	Use for temporary storage while creating your DVD movie because the movie might go through several iterations before you get it exactly how you want it. RW discs are rewritable; you can watch the disc a few times, then erase and reuse it. Use if you want to be able to edit the DVD movie (see "how do I edit a DVD movie disc?" on page 10).
CD-R	Use for permanent storage of a short video (see "how much you can fit on a disc" on page 5). R discs are less expensive than RW discs, but they cannot be erased and reused.
CD-RW	Use for temporary storage of a short video (see "how much you can fit on a disc" on page 5). RW discs are rewritable; you can watch the disc a few times, then erase and reuse it.

The HP DVD Writer drive cannot write to DVD-R or DVD-RW discs. Be sure to buy the DVD discs that have "+" in their name.

1 Start the software.

a Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**

b Click **ArcSoft ShowBiz DVD.**

c Read the media recommendation and click **OK.**

d Insert a blank disc into the drive.

e Do one of the following:

- If you are writing to a DVD+R or DVD+RW disc, click **Create a DVD.**
- If you are writing to a CD-R or CD-RW disc, click **Create a VCD.**

f Click **Create New Project.** The authoring screen appears.

2 Choose a style for the menu.

This menu appears on the screen when you insert the disc to watch the DVD movie and contains buttons that allow you to jump to different sections of the movie (called chapter points).

a Make sure that the **1 Design** tab in the top navigation bar is selected.

b To select a background, drag it from the left side of the screen to the right side.

c To specify a title, click the words "Untitled Project" and type the desired title.

d To change the font of the title or to select a frame (the border around the buttons) or layout (how the buttons are arranged on the menu), click the **Customize** tab.

3 Add your video files to the DVD movie.

a Click the **2 Add Media** tab in the top navigation bar.

b Do one of the following:

- To transfer video from your camcorder or VCR to your hard drive, click the **Capture** icon (the camcorder). The capturing screen appears. Follow the instructions on the capturing screen.
- To add files that already exist on your hard drive, click **Add** (the file folder) or drag and drop files from Windows Explorer.

c Drag video files from the left side of the screen to the right side to create buttons on the DVD movie's menu.

4 Edit the video files (optional).

a Click the thumbnail of the video file that you want to edit.

b Click **Edit Video.** The editing screen appears. *Note that any chapter points you created will be lost.*

c Edit the video following the instructions in the online help.

d When the video is how you want it, click **Save Edits to DVD.** You are returned to the authoring screen and a button is added to the DVD movie's menu.

5 Customize the menu (optional).

a Click the **3 Author** tab in the top navigation bar.

b To create a submenu, click the button on the DVD movie's menu, drag the time marker to where you want another button, and click **Set Chapter.**

c To change a button's thumbnail, click the button on the DVD movie's menu, drag the time marker to display the desired frame, and click **Set Thumbnail.**

d To change the starting or ending point of a video file, click the button on the DVD movie's menu, drag the time marker to the desired location, and click the **Mark In** or **Mark Out** buttons (the square brackets).

6 Preview the DVD movie.

a Click the **4 Produce** tab in the top navigation bar. A remote control appears on the screen.

b Click the remote control buttons to control playback.

c If you want to make any changes to the movie, go back to the **1 Design, 2 Add Media,** or **3 Author** tabs in the top navigation bar.

7 Save the DVD movie project for later editing.

■ Click **File, Save Project.**

8 Write the disc.

a Verify that the **4 Produce** tab is selected.

b Click **Start.**

c If you have more than one recordable drive, be sure the HP DVD Writer drive is selected. Set any of the other options that you need to. Click **OK.**

d Wait for the drive to finish writing the disc. The disc will be ejected.

e If you want to make another disc, click **Yes.** If not, click **No.**

where you can watch the disc

You can watch the disc in most DVD players or DVD-ROM drives with PowerDVD or other playback software (see "how do I watch a DVD movie on my PC?" on page 21). *We recommend that you use a DVD+R disc because it's the most compatible.* For compatibility information, check the disc compatibility list by double-clicking the **HP DVD Writer** icon on your desktop or clicking **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **Help, Troubleshooting, Disc compatibility.**

to learn more

To learn more about ArcSoft ShowBiz DVD, read its online help. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **ArcSoft ShowBiz DVD, Create a DVD, Create New Project, Help, Help.**

how do I edit a DVD movie disc?

You can edit a DVD movie even after you've written it to disc. The entire movie does not have to be rewritten, just the changes. To edit a DVD movie disc, it must be on a DVD+RW disc. You use the ArcSoft ShowBiz DVD software. Edits that you can make include:

- adding a video file
- deleting a video file
- changing the title
- renaming the buttons
- changing the thumbnail image of a button
- changing the menu's style

what you need

- the DVD movie disc that you want to edit

  The DVD movie must be recorded on a DVD+RW disc.

1 Start the software.

a. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**
b. Click **ArcSoft ShowBiz DVD.**
c. Read the media recommendation and click **OK.**
d. Insert the DVD movie disc that you want to edit.
e. Click **Create a DVD.**
f. Click **Edit ShowBiz DVD Disc.**
g. Select the drive that contains the DVD movie disc, then click **OK.**

2 Make the desired changes.

Do any of the following:

- To change the title or button labels, click them and retype.
- To change the background, button frame, or layout, click the **1 Design** tab in the top navigation bar.
- To add or edit video files, click the **2 Add Media** tab in the top navigation bar.
- To delete video files, click the video's button on the DVD movie's menu and press the DELETE key.
- To create submenus, change a button's thumbnail, or change the starting or ending point of a video file, click the **3 Author** tab in the top navigation bar.

3 Preview the DVD movie.

a. Click the **4 Produce** tab in the top navigation bar. A remote control appears on the screen.
b. Click the remote control buttons to control playback.
c. If you want to make any changes to the movie, go back to the **1 Design, 2 Add Media,** or **3 Author** tabs in the top navigation bar.

4 Save the DVD movie project for later editing.

- Click **File, Save Project.**

5 Write the disc.

a. Verify that the **4 Produce** tab is selected.
b. Click **Start.**
c. Click **Update current disc,** then click **OK.**
d. Wait for the drive to finish writing the disc. The disc will be ejected.
e. Click **OK.**

where you can watch the disc

You can watch the disc in most DVD players or DVD-ROM drives with PowerDVD or other playback software (see "how do I watch a DVD movie on my PC?" on page 21).

to learn more

To learn more about ArcSoft ShowBiz DVD, read its online help. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **ArcSoft ShowBiz DVD, Create a DVD, Create New Project, Help, Help.**

how do I edit my video files?

Use ArcSoft ShowBiz DVD to edit your videos. Some of the things you can do are:

- combine videos, photos, and audio files into one movie
- add text, transitions, and special effects
- delete unwanted sections of a video
- change a video's brightness, contrast, hue, saturation, and speed
- transfer video from your camcorder or VCR to your PC
- save the movie in many different formats
- export the movie to disc, digital video tape[1], or ArcSoft ShowBiz DVD

what you need

- 1 blank disc or a rewritable disc that you don't mind erasing (you need this only if you do step 6)

recommended disc	
DVD+R	Use to share your DVD movie with family and friends because DVD+R discs are the most compatible with DVD players and DVD-ROMs. R discs are less expensive than RW discs, but they cannot be erased and reused.
you can also use	
DVD+RW	Use for temporary storage while creating your DVD movie because the movie might go through several iterations before you get it exactly how you want it. RW discs are rewritable; you can watch the disc a few times, then erase and reuse it. Use if you want to be able to edit the DVD movie (see "how do I edit a DVD movie disc?" on page 10).
CD-R	Use for permanent storage of a short video (see "how much you can fit on a disc" on page 5). R discs are less expensive than RW discs, but they cannot be erased and reused.

1. For European customers, the DV In must be enabled by the DV camcorder manufacturer.

CD-RW	Use for temporary storage of a short video (see "how much you can fit on a disc" on page 5). RW discs are rewritable; you can watch the disc a few times, then erase and reuse it.

The HP DVD Writer drive cannot write to DVD-R or DVD-RW discs. Be sure to buy the DVD discs that have "+" in their name.

- video files on your hard drive or camcorder

1 Start the software.

a. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**

b. Click **ArcSoft ShowBiz DVD.**

c. Read the media recommendation and click **OK.**

d. Click **Edit or Capture Video.**

2 Open the files that you want to edit.

Do one of the following:

- If the video files are on your hard drive, click the **Media** album, select **New Album** from the pull-down, then click **Add** (the red book).
- If the video files are on your camcorder or VCR, click the **Capture** button.

3 Add the files to the movie.

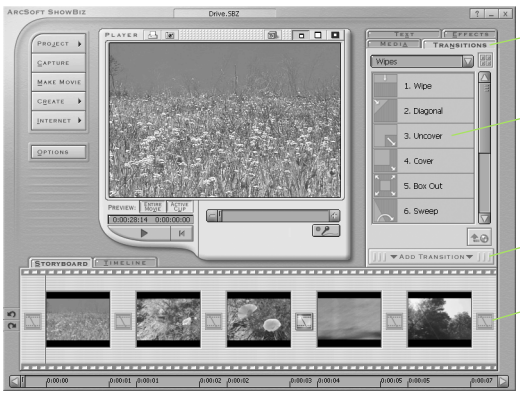
- Drag and drop files from your album under the Media tab to the Storyboard/ Timeline.

4 Edit the movie.

Do any of the following:

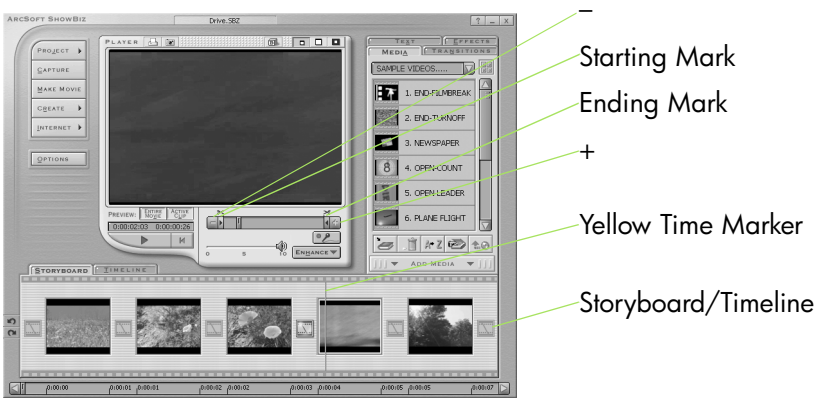
- To add text: 1) click the **Text** album, 2) click the desired text effect, 3) click **Add Text** or drag the text effect to the Storyboard/Timeline, the text editing dialog box appears, 4) type the desired text.

- To add a transition between two of the video files: 1) click the **Transitions** album, 2) click a transition, 3) click **Add Transition** or drag the transition to the Storyboard/Timeline.

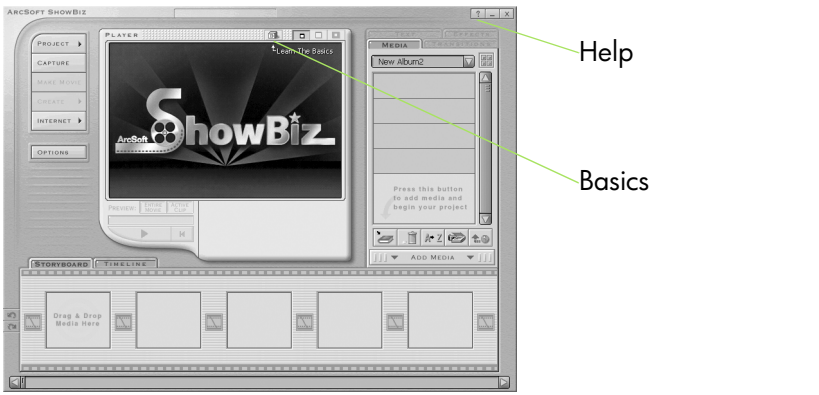


- To trim the beginning or ending of a video: 1) click the video file in the Storyboard/Timeline, 2) drag the yellow Time Marker to the spot where you want the video to start, 3) further refine the starting point by clicking **–** and **+**, 4) move the Starting Mark (green scissors) all the way to the right,

5) advance to the spot where you want the video to end, 6) move the Ending Mark (red scissors) all the way to the left.



- To learn how to use the other editing features of Arcsoft ShowBiz DVD, click **Help** or **Basics:**



5 Save the project for later editing.

- Click **Project, Save.**

6 Write the disc (optional).

a. Click **Create, ShowBiz DVD Project.** This command opens the authoring screen. The movie that you created in the Storyboard/Timeline is combined into a single video file. The file is added to your current ArcSoft ShowBiz DVD project and a button is added to the DVD movie's menu.

b. Click the **4 Produce** tab in the top navigation bar to preview the DVD movie.

c Click **File, Save Project** to save the DVD movie project for later editing.

d Click **Start** to write the disc. Follow the remaining instructions on the screen.

where you can watch the disc

You can watch the disc in most DVD players or DVD-ROM drives with PowerDVD or other playback software (see "how do I watch a DVD movie on my PC?" on page 21). *We recommend that you use a DVD+R disc because it's the most compatible.* For compatibility information, check the disc compatibility list by double-clicking the **HP DVD Writer** icon on your desktop or clicking **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **Help, Troubleshooting, Disc compatibility.**

to learn more

To learn more about Arcsoft ShowBiz DVD, read its online help. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **ArcSoft ShowBiz DVD, Edit or Capture Video, Help** (the question mark).

how do i make a slideshow disc?

Now you have an easy way to share your photos with family and friends. You can create a slideshow disc from your own photos and then watch it on your TV. And the disc can be conveniently mailed to those who don't live near you. To create a slideshow, you use the ArcSoft ShowBiz DVD software.

what you need

- 1 blank disc or a rewritable disc that you don't mind erasing

recommended disc	
DVD+R	Use to share your slideshow with family and friends because DVD+R discs are the most compatible with DVD players and DVD-ROMs. R discs are less expensive than RW discs, but they cannot be erased and reused.
you can also use	
DVD+RW	Use for temporary storage while creating your slideshow because the slideshow might go through several iterations before you get it exactly how you want it. RW discs are rewritable; you can watch the disc a few times, then erase and reuse it. Use if you want to be able to edit the slideshow (see "how do I edit a DVD movie disc?" on page 10).
CD-R	Use for permanent storage of a short slideshow. R discs are less expensive than RW discs, but they cannot be erased and reused.
CD-RW	Use for temporary storage of a short slideshow. RW discs are rewritable; you can watch the disc a few times, then erase and reuse it.

The HP DVD Writer drive cannot write to DVD-R or DVD-RW discs. Be sure to buy the DVD discs that have "+" in their name.

- Photos on your hard drive
- Music on your hard drive: WAV or MP3 format (optional)

1 Start the software.

a Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**

b Click **ArcSoft ShowBiz DVD.**

c Read the media recommendation and click **OK.**

d Insert a blank disc into the drive.

e Do one of the following:

- If you are writing to a DVD+R or DVD+RW disc, click **Create a DVD.**
- If you are writing to a CD-R or CD-RW disc, click **Create a VCD.**

f Click **Create New Project.** The authoring screen appears.

2 Choose a style for the menu.

This menu appears on the screen when you insert the disc to watch the slideshow.

a Make sure that the **1 Design** tab in the top navigation bar is selected.

b To select a background, drag it from the left side of the screen to the right side.

Tip: You can use one of your photos as the background. Click New Background, browse to the photo, select it, and click Open.

c To specify a title, click the words "Untitled Project" and type the desired title.

d To change the font of the title or layout (how the buttons are arranged on the menu), click the **Customize** tab.

3 Add photos and music to the slideshow.

a Click the **2 Add Media** tab in the top navigation bar.

b Click **Create slideshow.**

c Select the photos that you want in your slideshow, click **>>.** Then click **Next.**

d To add music, click **Add,** browse to the song, select it, click **Open.** Then click **Finish.**

4 Preview the slideshow.

a Click the **4 Produce** tab in the top navigation bar to preview. A remote control appears on the screen.

b Use the remote control to play the slideshow.

c After previewing, you might want to make some changes to the slideshow. To make changes, click the **2 Add Media** tab, click the slideshow's button on the DVD movie's menu (a yellow outline appears), click **Edit slideshow.** Follow the remaining instructions on the screen to make changes.

5 Save the slideshow project for later editing.

a Click **File, Save project.**

6 Write the disc.

a Verify that the **4 Produce** tab is selected.

b Click **Start.**

c If you have more than one recordable drive, be sure the HP DVD Writer drive is selected. Set any of the other options that you need to. Click **OK.**

d Wait for the drive to finish writing the disc. The disc will be ejected.

e If you want to make another disc, click **Yes.** If not, click **No.**

where you can watch the disc

You can watch the disc in most DVD players or DVD-ROM drives with PowerDVD or other playback software (see "how do I watch a DVD movie on my PC?" on page 21). *We recommend that you use a DVD+R disc because it's the most compatible.* For compatibility information, check the disc compatibility list by double-clicking the **HP DVD Writer** icon on your desktop or clicking **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **Help, Troubleshooting, Disc compatibility.**

to learn more

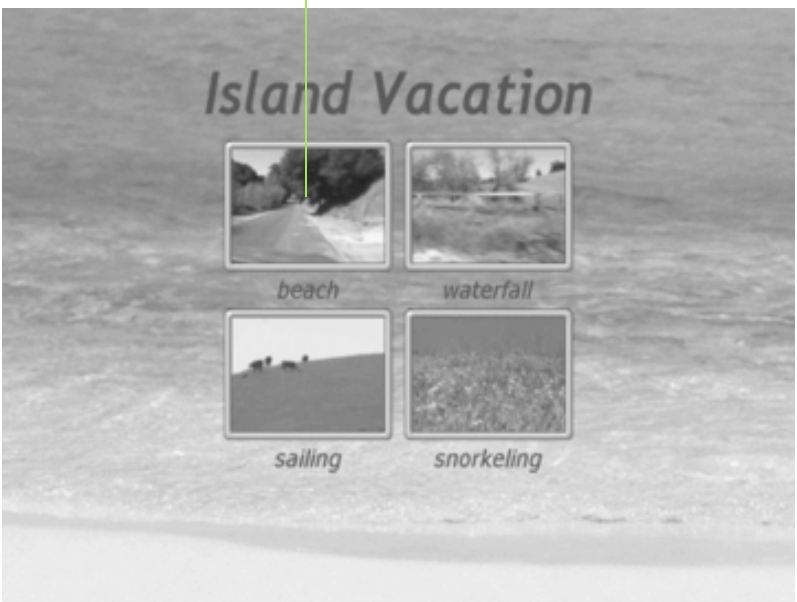
To learn more about ArcSoft ShowBiz DVD, read its online help. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **ArcSoft ShowBiz DVD, Create a DVD, Create New Project, Help, Help.**

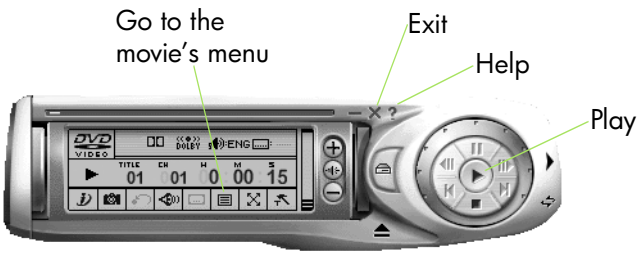
how do I watch a DVD movie on my PC?

Use the PowerDVD software to watch DVD movies or slideshows on your PC.

- **Insert a DVD movie disc into your HP DVD Writer drive.**
  The PowerDVD software starts automatically with the movie's menu displayed. If it doesn't start automatically, click **Start, Programs, CyberLink PowerDVD, PowerDVD.**

Click a button (also called a chapter point) to play that section of the movie or click Play on the controller below.





how do I make a music disc?

Use RecordNow to make any of the following kinds of music discs:

- a compilation of your favorite songs from more than one CD
- a music mix for a party
- a disc from audio files on your hard drive
- a disc that plays in any home or car CD player
- a disc that plays in an MP3 disc player

what you need

- 1 blank disc or a rewritable disc that you don't mind erasing

recommended disc	
CD-R	Use because home or car CD players recognize only CD-R discs.
you can also use	
CD-RW	If you will be playing the disc in an MP3 disc player or PC, use for temporary storage. RW discs are rewritable; you can play the disc a few times, then erase and reuse it. (Check the documentation that came with your MP3 player to verify whether it can play CD-RW discs.)

1 Start the software.

a Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**

b Click **RecordNow.**

c Read the disc recommendation, then click **OK.** The RecordNow window appears.

d Click **Make a Music Disc.**

e Select the type of music disc you want to make:

		where you'll play the disc		
		home or car CD player	**MP3 disc player**	**PC**
where your music is	**MP3 or WAV files on your hard drive**	Make a Music Disc from Audio Files	Make a Disc for an MP3 Player	Make a Music Disc from Audio Files
	on other CDs	Make a Music Disc from other CDs	You must first create MP3 files on your hard drive using MUSICMATCH Jukebox or a similar program. Then select Make a Disc for an MP3 Player	Make a Music Disc from other CDs

2 Follow the remaining instructions on the screen.

where you can play the disc

If you selected Make a Music Disc from Audio Files or Make a Music Disc from other CDs, you can play the disc in any home or car CD player. *Home or car CD players recognize only CD-R discs.* You can also play the disc on your PC.

If you selected Make a Disc for an MP3 player, you can play the disc in your MP3 disc player or on your PC.

to learn more

To learn more about RecordNow, read its online help. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **RecordNow.** In RecordNow, click **Help, Contents and Index.**

how do I copy a disc?

Once you have your original home videos or photos on disc, you can make copies to send to your family and friends. You can also copy discs containing data to make backup copies. The procedure is the same no matter what type of disc you're copying. You use the RecordNow software.

Please note that RecordNow cannot copy content-protected DVDs like Hollywood movies.

what you need

- 1 blank disc or a rewritable disc that you don't mind erasing

recommended disc	
CD-R	Use to make a permanent copy of a CD. R discs are less expensive than RW discs, but R discs cannot be erased and reused.
DVD+R	Use to make a permanent copy of a DVD. R discs are less expensive than RW discs, but R discs cannot be erased and reused.
you can also use	
CD-RW	Use to make a temporary copy of a CD. RW discs are rewritable; you can read the disc a few times, then erase and reuse it.
DVD+RW	Use to make a temporary copy of a DVD. RW discs are rewritable; you can read the disc a few times, then erase and reuse it.

The HP DVD Writer drive cannot write to DVD-R or DVD-RW discs. Be sure to buy the DVD discs that have "+" in their name.

- the disc that you want to copy

1 Start the software.

a Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**

b Click **RecordNow.**

c Read the disc recommendation, then click **OK.** The RecordNow window appears.

d Click **Make an Exact Copy.**

2 Insert the discs.

a If you have more than one recordable drive, you might want to change the device to read from. Click **Change,** then select the drive that will contain the disc you are copying.

b Insert the disc that you want to copy into the tray that opens, then click **Next.**

c If you have more than one recordable drive, you might want to change the device to write to. Click **Change,** then select the drive that will contain the blank disc.

d If you're using the same drive to read and write, wait while the disc is read.

e Insert the blank disc into the tray that opens, then click **Next.**

3 Write the disc.

a Read the warning, then click **OK.**

b Wait for the disc to be written.

c When the dialog box appears, click **Make Another** or **Done.**

where you can read the disc

If you used a CD-R or CD-RW disc, you can read the copied disc everywhere you can read the original disc, with the exception that home or car CD players recognize only CD-R discs.

If you used a DVD+R or DVD+RW disc, you can read the disc in most DVD players and DVD-ROM drives. *However, we recommend that you use a DVD+R disc because it's the most compatible.* For compatibility information, check the disc compatibility list by double-clicking the **HP DVD Writer** icon on your desktop or clicking **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **Help, Troubleshooting, Disc compatibility.**

to learn more

To learn more about RecordNow, read its online help. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **RecordNow.** In RecordNow, click **Help, Contents and Index.**

how do I back up my files?

You can create backups of your important data to protect you if you accidentally delete a file or a file becomes corrupt. Or you can make disaster recovery diskettes and a complete backup of your entire computer system to use in case your computer crashes. Use Simple Backup to make any type of backup.

what you need

- blank discs or rewritable discs that you don't mind erasing—how many you need depends on how much data you're backing up

recommended disc	
CD-RW (650 or 700MB capacity)	Use so you can make future backups on the same discs. RW discs are rewritable; you can erase and reuse them.
DVD+RW (4.7GB capacity)	
you can also use	
CD-R (650 or 700MB capacity)	Use to create permanent backups. R discs can be written to until full, but cannot be erased and reused. R discs are less expensive than RW discs.
DVD+R (4.7GB capacity)	

The HP DVD Writer drive cannot write to DVD-R or DVD-RW discs. Be sure to buy the DVD discs that have "+" in their name.

1 Start the software.

a Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**

b Click **Simple Backup.**

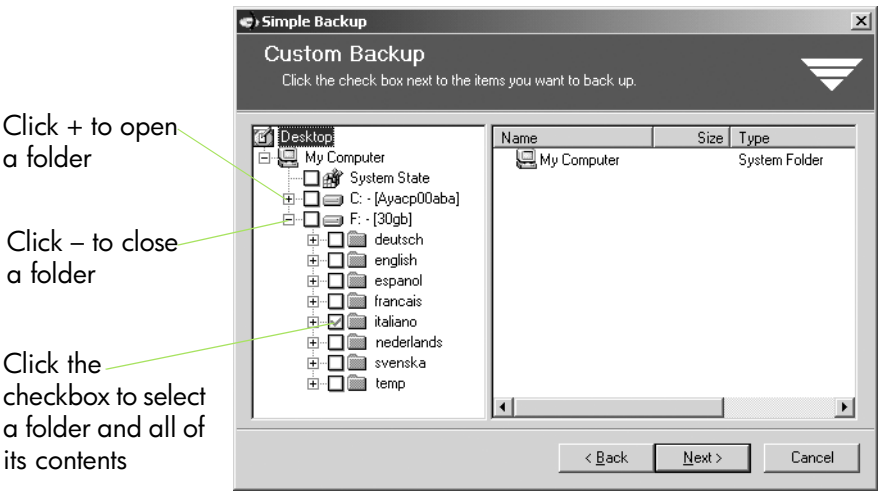
c Read the disc recommendation and click **OK.** The Simple Backup window appears.

d Click **Custom Backup.**

e If you have more than one recordable drive, select the HP DVD Writer drive.

f Click **Next.**

2 Select the files that you want to back up.



Tip: If you always put your data in the My Documents folder or another specific folder, you'll be able to select all the files to back up with one mouse click.

a When you're done selecting all the files you want to back up, click **Next.**

b Read on the screen how many bytes of data you've selected to back up. To calculate how many discs you need, divide the number of bytes by 4,700,000,000 if you're using DVDs or by 650,000,000 if you're using CDs.

c Click **Next.**

3 Write the disc.

a Insert a blank disc into the tray that opens, then click **OK.**

b If your backup requires more than one disc, wait until you're prompted, then insert the next blank disc and click **OK.**

c Wait for the backup to finish.

d When the dialog box appears, click **Finish.**

to restore your files

- Insert the first backup disc into your HP DVD Writer drive. The Simple Backup screen appears automatically.

how do I share data?

There are many times when you might want to give a data disc to someone else:

- to give files to clients
- to distribute large presentations
- to share photos with family and friends

Making a data disc that can be read on other computers is called mastering. The mastering software included with your drive is RecordNow.

what you need

- 1 blank disc or a rewritable disc that you don't mind erasing

recommended disc	
CD-R (650 or 700MB capacity)	Use for permanent data storage. R discs can be written to until full, but cannot be erased and reused. R discs are less expensive than RW discs.
DVD+R (4.7GB capacity)	
you can also use	
CD-RW (650 or 700MB capacity)	Use for temporary data storage. RW discs are rewritable; you can read the disc a few times, then erase and reuse it.
DVD+RW (4.7GB capacity)	

The HP DVD Writer drive cannot write to DVD-R or DVD-RW discs. Be sure to buy the DVD discs that have "+" in their name.

1 Start the software.

a Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.**

b Click **RecordNow.**

c Read the disc recommendation and click **OK.** The RecordNow window appears.

d Click **Make a Data Disc.**

e Click **Make a Data Disc for Sharing with Others.**

2 Insert the disc.

a If you have more than one recordable drive, you might want to click **Change** to select the HP DVD Writer drive.

b Insert a blank disc into the tray that opens, then click **Next.**

3 Select the files that you want to write to the disc.

a Click **Add Files and Folders.**

b Do one of the following:

- Click the name of a file or folder that you want to copy, then click **Add.**
- Drag and drop files from Windows Explorer to the RecordNow window.

c When you're done adding files, click **Next.**

4 Write the disc.

a Read the warning screen, then click **OK.**

b Wait for the disc to be written. The tray will open when done.

c If you want to make another copy of this disc, click **Make Another.** If not, click **Done.** If you might want to make another copy of this disc in the future, click **Add to Favorites.**

where you can read the disc

If you used a CD-R or CD-RW disc, you can read the disc on all PCs.

If you used a DVD+R or DVD+RW disc, you can read the disc in most DVD-ROM drives. *However, we recommend that you use a DVD+R disc because it's the most compatible.* For compatibility information, check the disc compatibility list by double-clicking the **HP DVD Writer** icon on your desktop or clicking **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **Help, Troubleshooting, Disc compatibility.**

to learn more

To learn more about RecordNow, read its online help. Double-click the **HP DVD Writer** icon on your desktop or click **Start, Programs, Hewlett-Packard, HP DVD Writer, HP DVD Writer.** Then click **RecordNow.** In RecordNow, click **Help, Contents and Index.**

how do I save data for my own use?

Dragging and dropping is the easiest way to save data to disc. You can drag and drop files to a CD or DVD disc the same way you can with a floppy disk. Use the drag and drop method of data storage to:

- free up space on your hard drive
- transport work files to and from home

Just as with a floppy, you must format the disc first. To format discs, you use the DLA (Drive Letter Access) software.

If you want to take the data to another computer, be aware that not all computers will be able to read a disc made in this way. To make a data disc that is readable by all computers, see "how do I share data?" on page 28.

what you need

- 1 blank disc or a rewritable disc that you don't mind erasing

recommended disc	
CD-RW (650 or 700MB capacity)	Use for temporary data storage. RW discs are rewritable; you can read the disc a few times, then erase and reuse it.
DVD+RW (4.7GB capacity)	
you can also use	
CD-R (650 or 700MB capacity)	Use for permanent data storage. R discs can be written to until full, but cannot be erased and reused. R discs are less expensive than RW discs.
DVD+R (4.7GB capacity)	

The HP DVD Writer drive cannot write to DVD-R or DVD-RW discs. Be sure to buy the DVD discs that have "+" in their name.

1 Format the disc.

a. Insert a blank disc into the HP DVD Writer drive.

b. Double-click the **My Computer** icon on your desktop or, if you have Windows XP, click **Start, My Computer.**

c. Right-click (click using the right mouse button) the HP DVD Writer drive, then click **Format** on the shortcut menu.

d. Type a name for the disc so you can identify it.

e Click **Start.**

f A CD-RW disc will be ready to use in about 45 minutes. Other types of discs will be ready to use in 2 to 3 minutes.

g Click **OK** on the dialog box that appears.

2 Write data to the disc.

Do one of the following:

- With a document open in your word processor, spreadsheet, or any other software application that you normally use, select **File, Save As** and choose the HP DVD Writer as your destination.
- In My Computer or Windows Explorer, drag and drop files to the HP DVD Writer.
- In My Computer or Windows Explorer, right-click the files or folders, click **Send To** on the shortcut menu, then click **DLA Drive.**

where you can read the disc

You can read the disc only on the PC that was used to write it or on another PC that has an HP DVD Writer drive installed.

For greater compatibility, you can run the Make Compatible command. After running Make Compatible, you can read the disc in other PCs with the following caveats:

- You cannot add any more data to the disc.
- Make Compatible is available only for DVD+R and CD-R discs.
- If you're using a CD-R disc, any PC can read the disc.
- If you're using a DVD+R disc, any PC with Windows 2000 or Windows XP can read the disc without any additional software installed. On other operating systems, you must have DLA installed. To install DLA, run the program \English\DLA\Setup.exe on Software Disc 1.

To run Make Compatible, in My Computer or Windows Explorer, right-click the HP DVD Writer drive, click **Make Compatible** on the shortcut menu, then click **Start.**

to learn more

To learn more about DLA, read its online help. Click **Start, Programs, DLA, DLA Help.**

how do I label a disc?

to label your discs

- Write only on the printed side of the disc using a quick drying permanent felt-tip marker. Never use a ball point pen.
- Don't use adhesive labels due to possible damage.

other handling and use information

- Protect the disc from scratches, fingerprints, and dirt by storing it in the jewel case provided. Never store DVD discs in CD or other jewel cases as these cases may cause damage to DVD discs.
- Clean the disc using a soft, dry cloth and commercial CD/DVD cleaner or ethyl alcohol. Hold the disc along the outer edge or by the center hole only and wipe across the disc. Do not wipe in circular motions on the disc.
- Never leave a disc in direct sunlight or in a hot, humid location.

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