Using Zip® Disks

Use only genuine 250MB* and 100MB* Zip® disks with your Zip drive. This section describes some of the things you can do with Zip disks.

NOTE: For maximum performance and reliability, use genuine 250MB* Zip® disks. You can also use genuine 100MB* Zip disks. The Zip 250 drive features backward compatibility that allows you to read and write 100MB Zip disks. However, because of the higher capacity of the Zip 250 drive, performance when writing to a 100MB Zip disk is significantly reduced.

* 250MB and 100MB where 1MB=1 million bytes. The capacity reported by your operating system may vary.

Backing Up with Zip® Disks

It's important to always keep current backups of your valuable data—whether the primary data is stored on your hard drive or Zip® disks! You can use Zip disks to back up both. (See Copying Zip Disks for information on how to make backup copies of your Zip disks.)

The easiest way to back up important data files stored on your hard drive is to use your system's standard procedures to copy them to your Zip® drive. For example, if your operating system is Windows® 95/98, you can use **My Computer** or **Windows Explorer** to select files or folders from your hard drive and drag-and-drop them on your Zip drive. One advantage of copying files directly to your Zip drive is that you can access them easily any time you need them without having to run a restore procedure.

Copying Zip® Disks

The simplest way to copy your Zip® disks is with the Iomega Copy Disk tool. This tool will duplicate Zip disks using a single Zip drive.

Instructions for Windows® PC Users

1. Insert the disk you want to copy into your Zip® drive.
2. Right mouse click on the Zip® drive icon in **My Computer** or **Windows Explorer**.
3. Select the **Iomega Copy Disk** tool (indicated with the stylized "i" logo) from the drive shortcut menu.
4. Follow the onscreen instructions in the Copy Disk tool.
5. If you need additional information, click the **Help** button.

NOTE: The Iomega Copy Disk tool cannot copy any files that are open or in use at the time the copy is made.

If you do not want to use the Iomega Copy Disk tool, you can duplicate a Zip® disk by following these steps:

1. Copy the contents of your Zip® disk to a folder on your computer's hard drive (C:).
2. Eject your Zip® disk.
3. Insert a new Zip® disk.
4. Copy your files from the hard drive onto the new Zip® disk.

Formatting Zip® Disks

Zip® disks are available preformatted. You can format your Zip disks to quickly erase all of the files on the disk, change the format type (PC or Mac®), or to repair a disk that has developed bad sectors.

CAUTION! Formatting a disk erases all data on the disk. Do not format any disk that contains information you want to keep!

To Format Zip® Disks:

1. Insert the disk you want to format into your Zip® drive.
2. Right click on the Zip® drive icon in **My Computer** or **Windows Explorer**.
3. Select **Format** from the drive shortcut menu.
4. Choose the format type:
   - Use **Short Format** if you want to quickly erase all data on a disk so you can reuse it.
   - Use **Long Format*** if you are formatting a disk where you have forgotten the password, or if you need to repair a disk that has developed read/write errors due to bad sectors.
   - Use either option to change the format type from Mac® to PC.
5. Click Start to start formatting the Zip® disk.

*Only the Short Format option can be used when formatting a 100MB Zip® disk in a Zip 250 drive.

Read / Write Protecting Zip® Disks

IomegaWare software includes a special read/write protect feature that allows you to:

- Write Protect a disk through the software instead of with a mechanical write protect switch.
- Write Protect a disk and assign a password so that no one can add, edit, or delete files without entering the password first.
- Read/Write Protect a disk so that it cannot be read from, or written to, unless the user enters the password you assign. If you use this feature, make sure your IomegaWare software is open and running.

To Set Zip® Disk Protection on a Windows® PC:

1. Insert the disk you want to protect into your Zip® drive.

2. Open **My Computer** and right click on the Zip® drive icon.
3. Select **Protect** from the drive shortcut menu.
4. Choose the protection option you want to use. Click the **Help** button if you need information on any of the options.

To Set Zip® Disk Protection on a Mac:

1. Insert the disk you want to protect into your Zip® drive.

2. Open **Iomega Tools** and click on the Write/Protect icon.

3. Choose the protection option you want to use. Click the **?** (help) button if you need information on any of the options.

NOTE: Although Zip® disk protection options are set and removed using IomegaWare software, the actual protection mechanism is secured in the Zip drive hardware. This means the disk protection cannot be by-passed using other software programs.

Using Zip® Disks Cross-Platform

Mac® OS and Windows® PC systems use different disk formats. If you use your Zip® drive on both PC and Mac systems, here are some important points you need to know:

On Mac® OS Systems

- You can use PC-formatted disks on a Mac® OS system that has File Exchange 3.0 or higher installed. It is recommended that you use PC-formatted Zip® disks for file transfer only. You may lose file resource information if files you use on a Mac OS system are stored on a PC-formatted disk.
- You can change a PC-formatted disk to a Mac®-formatted disk by using the Iomega Tools application on a Mac OS system to erase the disk.

CAUTION! Formatting a disk erases all data on the disk. Do not format any disk that contains information you want to keep!

On PC Systems

- PC systems cannot read a Mac®-formatted Zip® disk unless special software is installed on the system. If you try to use a Mac-formatted Zip disk on a PC that does not have disk exchange software installed, you will see a message indicating that the disk is not formatted.
- You can change a Mac®-formatted disk to a PC-formatted disk by using IomegaWare software on a PC to erase the disk. (Observe the **CAUTION** above!)

Transferring Files Between PC and Mac®

If you need to transfer files between a PC and a Mac®, you can use a PC-formatted Zip® disk if File Exchange 3.0 or higher is loaded on the Mac. You can use a Mac-formatted Zip disk if the PC has disk exchange software installed.

NOTE: The Zip® drive does not convert file formats. When using files cross-platform, the file format and application must work on both PC and Mac® platforms.

Handling Zip® Disks

Always store Zip® disks in their protective cases when they are not inserted in your Zip drive. Avoid exposing your Zip disks to direct sunlight, extreme temperatures, moisture, or magnetic fields (such as from monitors or speakers).

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