

Copy Document or Email to a Floppy Disk

1. Have the document or email open on your screen. Put a clean, formatted disk in A:drive.
2. Click FILE...SAVE AS .when the box pops up, at the top slot click the little down arrow and select FLOPPY (A:)
3. At the bottom slot write in the name you wish to give the document or email when you save it to the floppy disk in A: drive.

Note: if you save an email as a file from the AOL program, then you must open the AOL program and click File and Open in order to view it. So I recommend that you always copy and paste such emails to a wordprocessor first and save it as a file in the format of your word processor. You can then open and view the email from Explore.

If you've already saved the document or email to a file on your hard disk,

- 1.Go to EXPLORE,
- 2.Bring up the folder where you stored it, doubleclick that folder to list all files on the right side of the screen, scroll down and locate the particular file that you wish to copy to a floppy.
3. Rightclick the file and holding down the mouse button, drag it up to the Floppy A: in the left column.
4. Let go the mouse button when Floppy A:\ turns blue, and from the drop down menu select COPY here(this will leave the original file on your hard disk) or MOVE here(this will move the file to the floppy without leaving a copy on the hard disk).

Note:

You may have to open your email program in order to read that email. Usually the format is different in Notepad, Wordpad or other wordprocessor.

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