COPY FILE TO A FLOPPY DISK:

1. Place clean, formatted floppy disk into the A: drive.
2. RightClick START…EXPLORE.
3. Scroll down to the folder where the file to be copied is saved. Doubleclick the folder.
4. Scroll down the right side of the screen and locate the file you wish to copy to the floppy.
5. Rightclick the file, hold down the mouse button and drag the file up to the Floppy A: drive in the left column, near the top of the list. When the Floppy A: turns blue, let go the mouse button and select COPY. The file will be copied to the floppy.

NOTE: A floppy disk will only hold 1.44MB, so be sure that the file to be copied is less than 1.44MB in size. You can see the size of the file by clicking VIEW on the Menu bar and select DETAILS. All the files will then be listed showing their size out beside their title.

COPY FROM FLOPPY DISK TO COMPUTER:

1.Place Floppy disk containing files into the A:\ drive
2. Right Click START...click EXPLORE
3. Doubleclick the Floppy A:\ drive to cause it to list its files on the right column.
4. Scroll down to the folder to which you wish to copy the files that are on the floppy disk. (Example: MY DOCUMENTS folder) so that the folder title is across from the files listed on the right column.
5. Now click CTRL + A to select all the files in the right column. They will turn blue.
6. Place your mouse cursor in the blue area, click and holding down the mouse button drag the files over to the folder where you want to store them in this computer. When that folder turns blue, let go the mouse button. All the files will be copied to that folder.
7. When copying is complete, doubleclick the folder and see that all the files from the floppy have indeed been copied there.

COPYING FROM DISK TO DISK:

The easiest way to copy from one disk to another:

Click START… RUN and type
DISKCOPY A: A:
 This allows multiple copies and repeated copies.

Here is another way:

DISK TO DISK COPYING:

1. Doubleclick MYCOMPUTER on your desktop
2. In the box that comes up click the icon that says floppy A: drive
3. Now click FILE, and select COPY DISK
4. A box will pop up that has two sections, it will say
copy from floppy A: to floppy A:
5. Click START, and it will ask for the SOURCE disk. That's the one from your friend.
6. A blue line will appear and when it is about half way, a box will pop up asking you for the DESTINATION disk. Now take out your friend's disk and put in a blank disk, then click

CONTINUE. The blue line will continue. When it is completed, it will say COPY IS FINISHED or is COMPLETE or something like that.
7. Now LABEL your disk before you forget.

To check and see that the info is really on your disk: Just doubleclick that floppy A: drive icon and a box will pop up showing the icons of the files on it. It should be the same ones from your friend's disk.
****
COPYING TO DISK-Win3.1
1. Place clean formatted diskette in the A: drive(floppy drive)
2. Go to the File Manager screen (doubleclick the 2 drawer file cabinet)
3. Click FILE and then click COPY, a dialog box will pop up.
4. On the Copy From: line type the path of the file as it is listed in File Manager, e.g. C:\Mydocuments\jmax
5. On the Copy TO: type A:\
This will copy the file you have selected to the disk in you're A: drive.

COPYING TO DISK - DOS

1. Click START...SHUTDOWN...RESTART IN MSDOS MODE.
2. Type in A: (this will cause it to go from C: to the A: drive)
3. Now at the A:\> type in DISKCOPY (it will ask for the resource disk)
4. Put the disk to be copied into the A: drive and press any key to start the copying of the resource disk.
6. When it asks for the target disk, take the resource disk out and put in a clean, formatted labelled diskette and click any key. Upon completion it will ask if you want to make another duplication of the resource disk, if you want to make more than one copy then click 'Y' and put in another clean, formatted disk and click any key to start the copying.

Revised 6/15/2009 JMM