University of Edinburgh

Library Systems Department

Making a copy of a disk

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1 Document Control

1.1 Amendment History

Version	Date	Description	Initials
1.0	8.11.99	Current and Initial Version (awaiting testing)	LMc

1.2 Filename Path

Document can be found at the following path:

\\lib-srv4\images\systems\document\training\train0013.doc

2 Introduction

This document has been prepared to allow people to copy floppy disks quickly and easily.

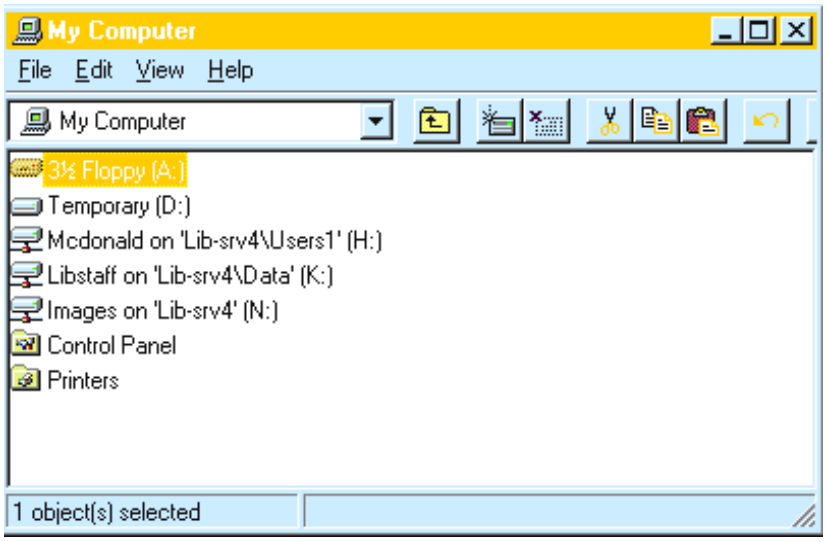
3 Pre-Requisites

- Original floppy disk to be copied
- Blank floppy disk

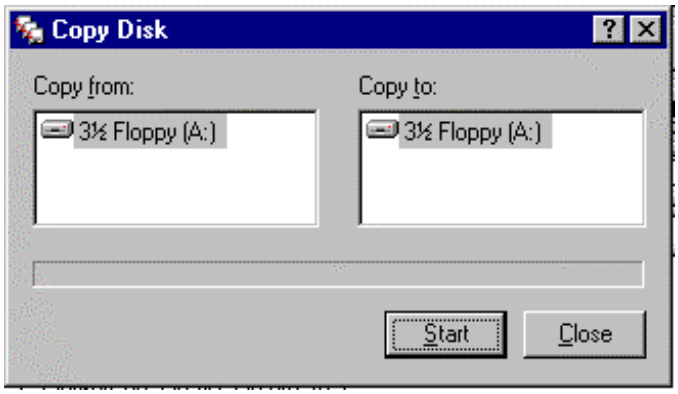
4 Step by Step Instructions

Creating a copy of an existing floppy disk.

1. From the common desktop, double click on **My Computer.** The following screen should appear. Insert the **Original Disk** that you want to copy into **Drive A:** (disk drive)

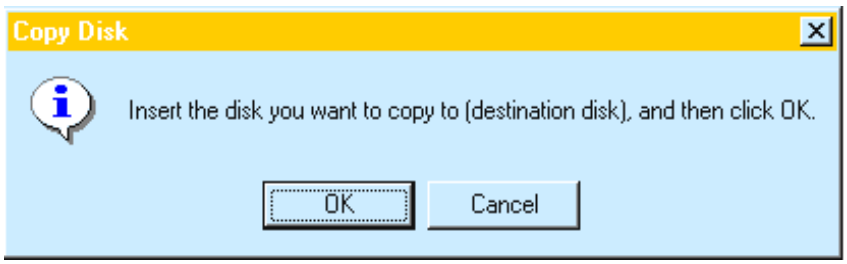


2. Click once on **(A:)** to highlight it, then click on **File**. A menu should appear, click on **Copy Disk** and the following screen should appear.



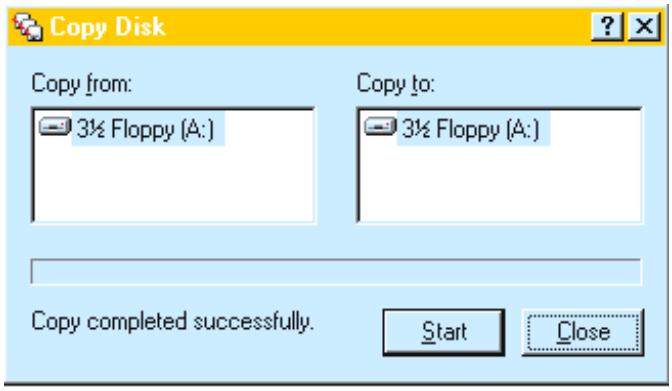
3. Ensure that you have the **Original disk** in the drive, then click on **Start.**

4. The computer will start to make a copy of your disk. Once the first stage is complete the following window will appear.



Remove the **original disk** from the drive and insert the **Blank disk**, then click on **Okay**. Ensure that you have inserted a blank disk into the drive as any other data will be lost.

5. When the copy has been made, the following screen will appear:



If you need to make more than one copy of a disk, click on **Start** and then follow the procedure through again, otherwise click on **Close** and remove your copied disk from drive A:\.

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