

TECHTIP 16 - Copying a Floppy Disk

Introduction

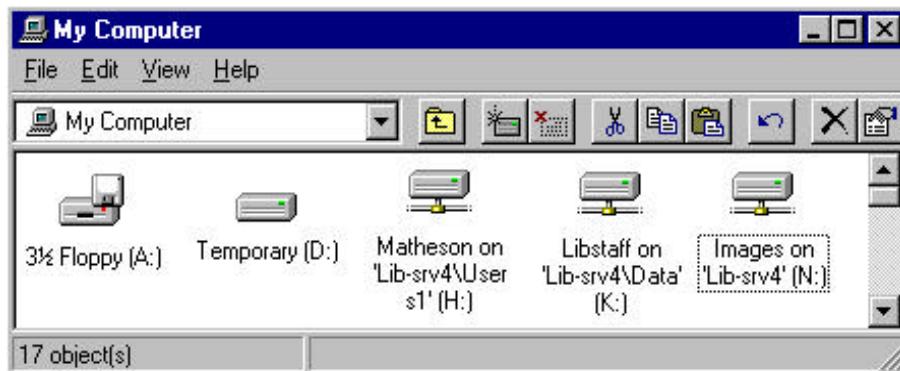
This Techtip aims to show the user how to copy a floppy disk for use on a PC.

Instructions

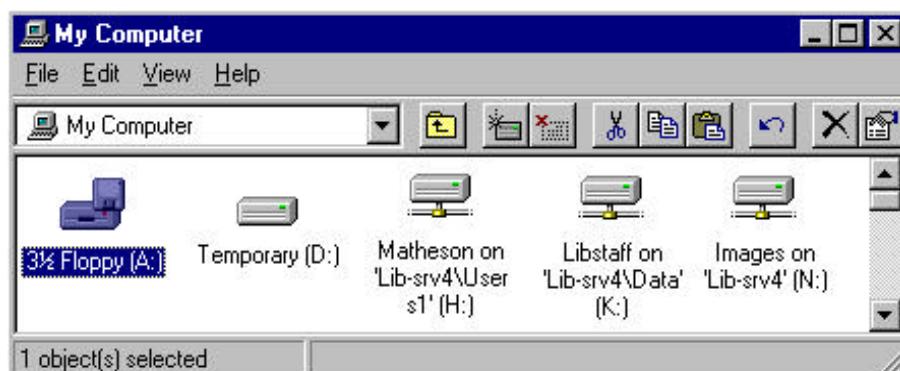
- Insert the original (source) disk into the floppy drive. Make sure the metal shutter is facing the drive and the disk label is facing upwards. Ensure the disk is not write protected.
- Double-Click on the **My Computer** Icon on your Desktop.



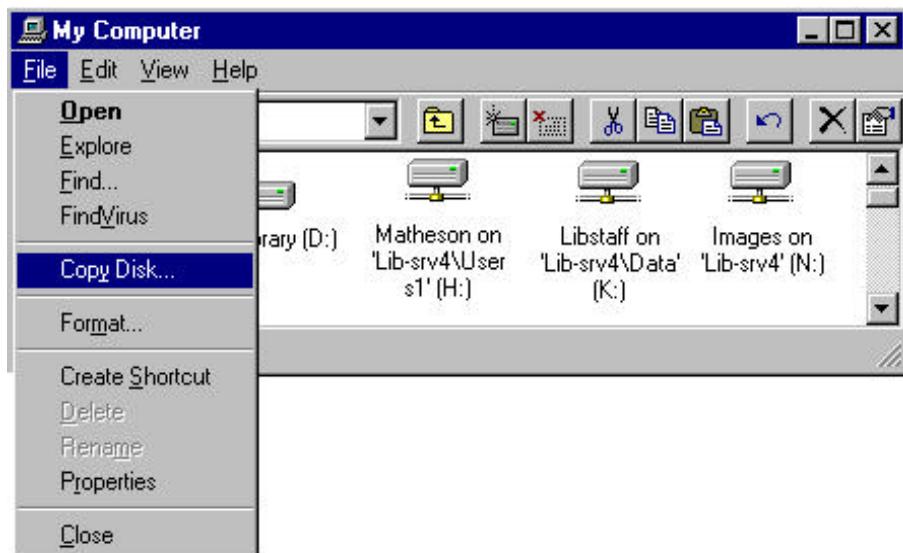
- You should see the following display:



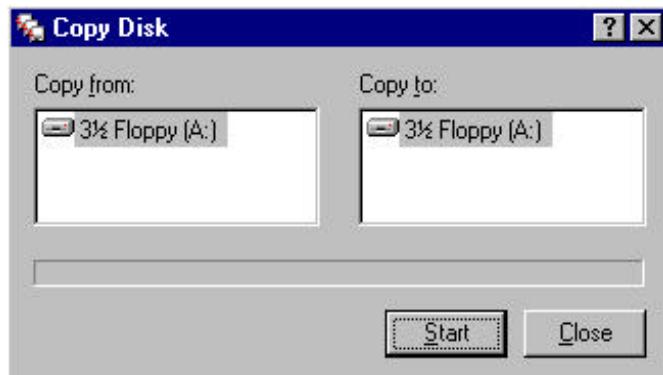
- Click on the **3½ Floppy (A:)** to highlight it. It should now look like this:



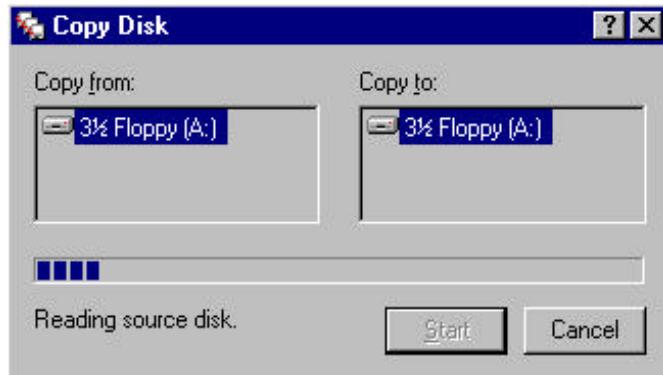
- Now, with the icon highlighted, click on the **File** Menu and select **Copy Disk**.



- You will now be presented with the Format Dialogue box, as follows:



- Click the **START** button. The system will start reading the original (source) disk in the drive, in preparation for copying. You will see the following progress indication.



- Once the disk is read, the progress bar will have reached the midway point, you will then be asked to insert the destination disk. So remove, the original disk and insert the disk to be copied on to. Ensure the destination disk is not write-protected. Then click **OK**.
- Once the copying process is complete, the disk light will go off and you can remove the disk.

Additional Notes

Should you have any errors when formatting the disk, dispose of it immediately as it will not be reliable.

A disk is write protected when both square holes at the top corners are open.

A disk is not write protected when only the left square hole is open. Move the tab back to write protect.