

Floppy to CD

(an alternate way to copy files from your floppies to your laptop via CDRom)

From your desktop computer in your office:

Insert diskette into the A: drive

Double click on My Computer

Double click on 3 ½ inch floppy A: drive icon

Select the files you want to copy to your H: drive on your computer

On the menu, go to Edit, copy

Double click on My Computer

Select your H: drive

Select the folder you want to copy the file to (My Documents)

On the menu, go to Edit, paste

From your laptop computer:

Double click on My Computer

Select your H: drive

Select the folder where the files I want to copy the files (My Documents)

On the menu, go to Edit, copy

Double click on the D: drive (DVD/CD-RW)

On the menu, go to Edit, paste