Copy or Backup a Floppy Disk

To copy or backup a floppy:

1. Insert the floppy disk that you would like to duplicate into your floppy disk drive.
2. Next, click on Start; then click on My Computer.

3. Right-click on the floppy disk drive.
4. Choose "Copy Disk" from the menu that appears.

5. The Copy Disk Window will now appear. Please click the Start button to begin Copying the Disk.

6. A pop-up window will now appear that asks you to insert the source disk or the disk you want to duplicate. Click OK if the floppy disk is in the drive.

7. The disk will begin copying. You may hear some noise from the floppy drive. Please watch the status bar as it will continue to build.
8. When the status bar is 50% filled, you will receive another pop-up. As directed, please insert the destination disk or the disk you would like to copy to. After inserting the destination disk, please click OK.

9. The status bar will continue to build until 100% of the status bar is filled. When copying is completed, the Copy Disk window will display the following message: “Copy completed successfully”. The disk is now ready for use.

10. If you want to copy another disk, please insert the source disk and then repeat steps 5-9.