

Copying Files from the Hard Drive to a Floppy

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- Double click the My Computer icon on the desktop.
- Double click Hard Drive C.
- Navigate to the folder or files that you want to copy to a floppy.
- Select the files by clicking them once. If you hold down the Ctrl key, you may select multiple files
- Click open the edit menu, and select copy.
- Minimize or close the folders to get back to the desktop.
- Insert your floppy disk with the label up and the metal part in first.
- Double click the My Computer icon.
- Double click Floppy A.
- Click the edit menu in the Floppy A window.
- Click on “paste” In the edit menu.