

How to Copy a Disk



1. Insert your original disk into the **A drive**.
2. Right click on **Shortcut to Floppy**.
3. On the box that appears, left click on **Copy Disk**.
4. Left click on **Start**.
5. Wait while your computer copies the files, until the Copy Disk Dialogue Box appears.
6. Remove your original disk from A drive.
7. Insert the blank disk into the A drive and then left click on **OK**.
8. Wait until Copy Completed Successfully appears and then click **Close**.
9. Remove your new copy from the A drive!