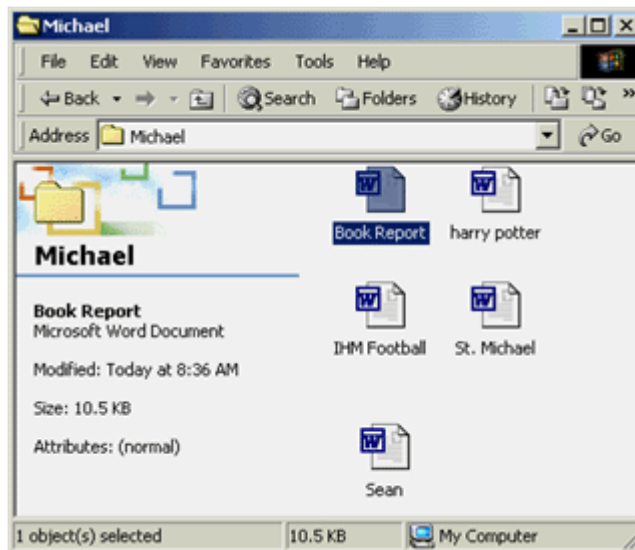


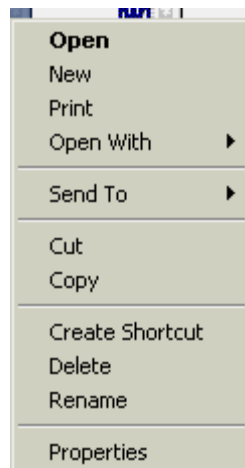
Copy a File to a Disk

Step 1: Select the File



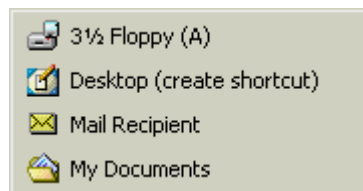
If you want to copy a file to a floppy disk, you can use a different method to copy that file. You might copy a file to a disk so that you have an extra copy or so that you have a copy that you can take with you.

Step 2: Select the Send To Command



After you select the file(s), right-click the file(s), and then select Send To.

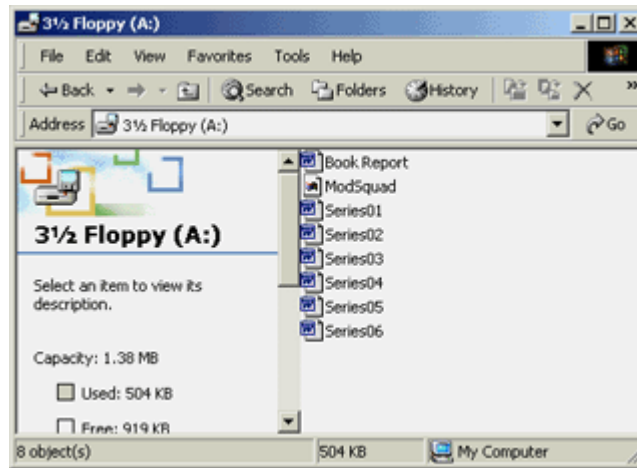
Step 3: Select Your Drive



Insert a disk into the appropriate drive. Then select your floppy drive from the Send To submenu. The file is

copied.

Step 4: Check the Floppy Drive



You can double-click the My Computer icon, and then double-click your floppy drive to check that the file was copied.