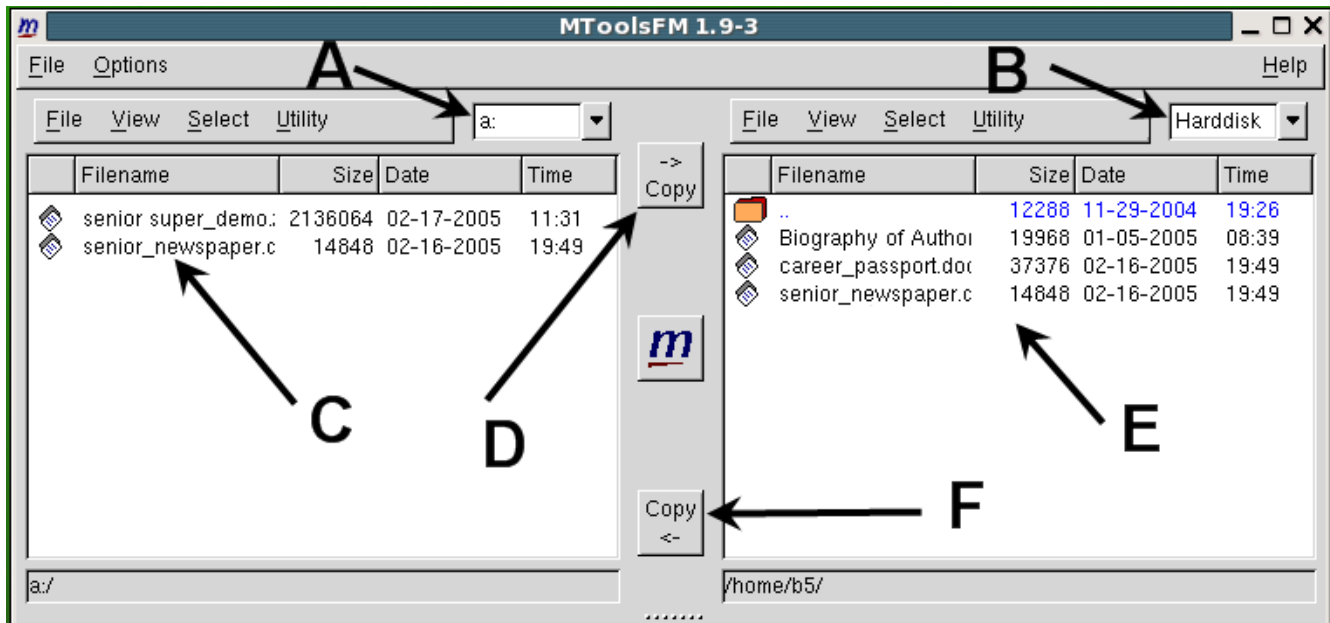

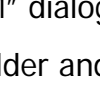



Using Floppy Disks

To work with a document file that is on a floppy disk you must first copy the desired file to your Home Folder:

1. Insert your floppy disk into the drive (below the table)
2. Find the "Floppy Access" icon on your desktop and double click to open
3. The "MToolsFM" dialog should open--



4. Check to make sure "a:" is displayed in the drop down box [A]
5. Check to make sure "Harddisk" is displayed in the drop down box [B]
6. Your floppy's contents should appear in the left window [C] Click once on the file you want to copy to your Home Folder
7. Click the top button  [D] to copy file to your Home Folder (Harddisk); after a short pause the file  should appear in the right box [E]
8. Close the "MToolsFM" dialog box.
9. Open your Home Folder and double click the desired file to open it in Microsoft Word or other appropriate program
10. When you are done, save the file to your Home Folder
11. To copy the edited file back to your floppy disk-- repeat steps 1 to 5 above then click on the desired file [E]
12. Use the bottom button  [F] to copy the file to your floppy
13. Remove the floppy disk

