A Guide for Digital Conversion

Zip Disk & 3.5” Floppy Disk
Connect Zip or Floppy Drive

Connect external zip or floppy drive to the computer’s USB port.

Insert Zip or Floppy Disk

Insert zip or floppy disk then click open “My Computer” on the desktop.
3a For: Zip Drive

Clicking on “My Computer” will open a new window. Then select the “ZIP-100” or “ZIP-250” drive icon to explore data/files on the disk.

3b For: Floppy Drive

Clicking on “My Computer” will open a new window. Then select the “Floppy Disk Drive” icon to explore data/files on the disk.
4 Transfer Files

Cut and paste files from zip or floppy disk onto flash drive or external hard drive.

[Image of computer interface showing transfer of files from zip or floppy disk to flash drive or external hard drive.]
You’re Done
Eject zip or floppy disk and disconnect drive from the computer.
Safely eject flash drive or external hard drive.

Zip Drive
Right click on “ZIP100” or “ZIP250” then select “Eject” to safely eject zip disk.

Floppy Drive
Push the eject button located in front of the floppy drive to safely eject disk.