

A Guide for Digital Conversion **Zip Disk & 3.5" Floppy Disk**



1

Connect Zip or Floppy Drive

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

Floppy Drive

Zip Drive



2

Insert Zip or Floppy Disk

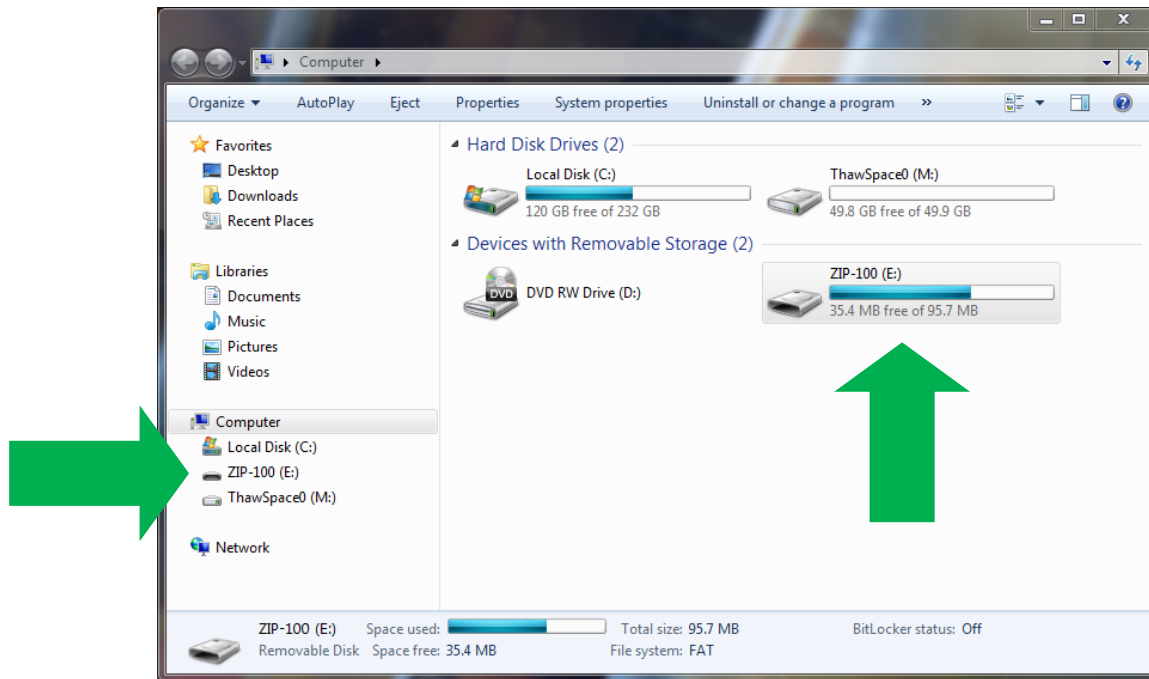
Insert zip or floppy disk then click open "My Computer" on the desktop.



3a

For: *Zip Drive*

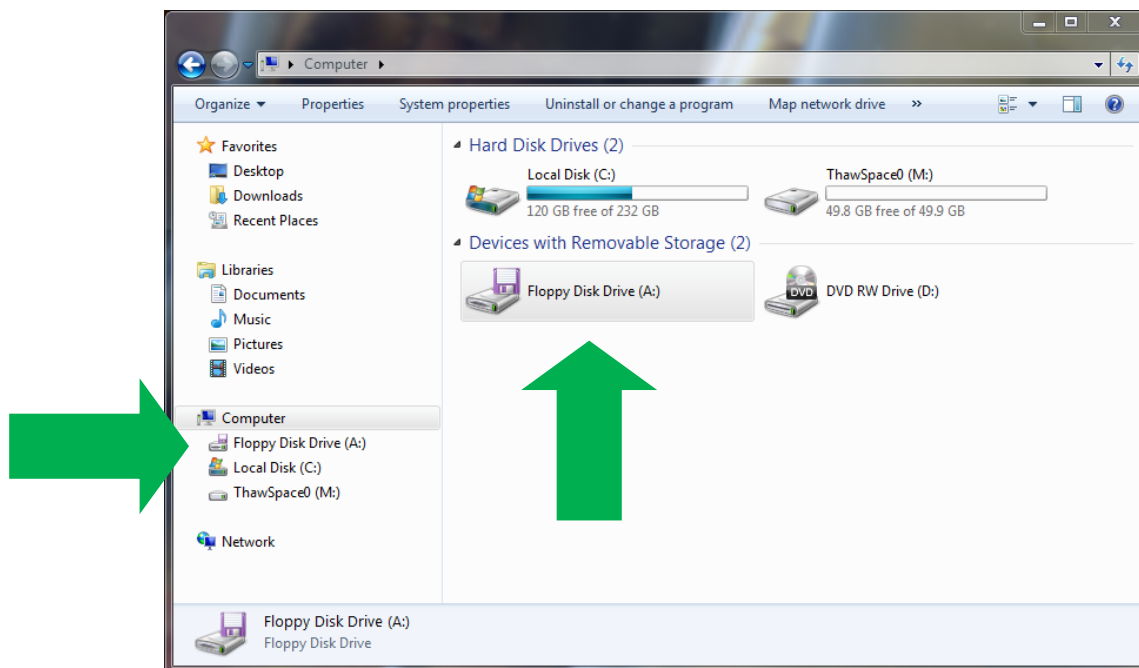
Clicking on “My Computer” will open a new window. Then select the “ZIP-100” or “ZIP-250” drive icon to explore data/files on the disk.



3b

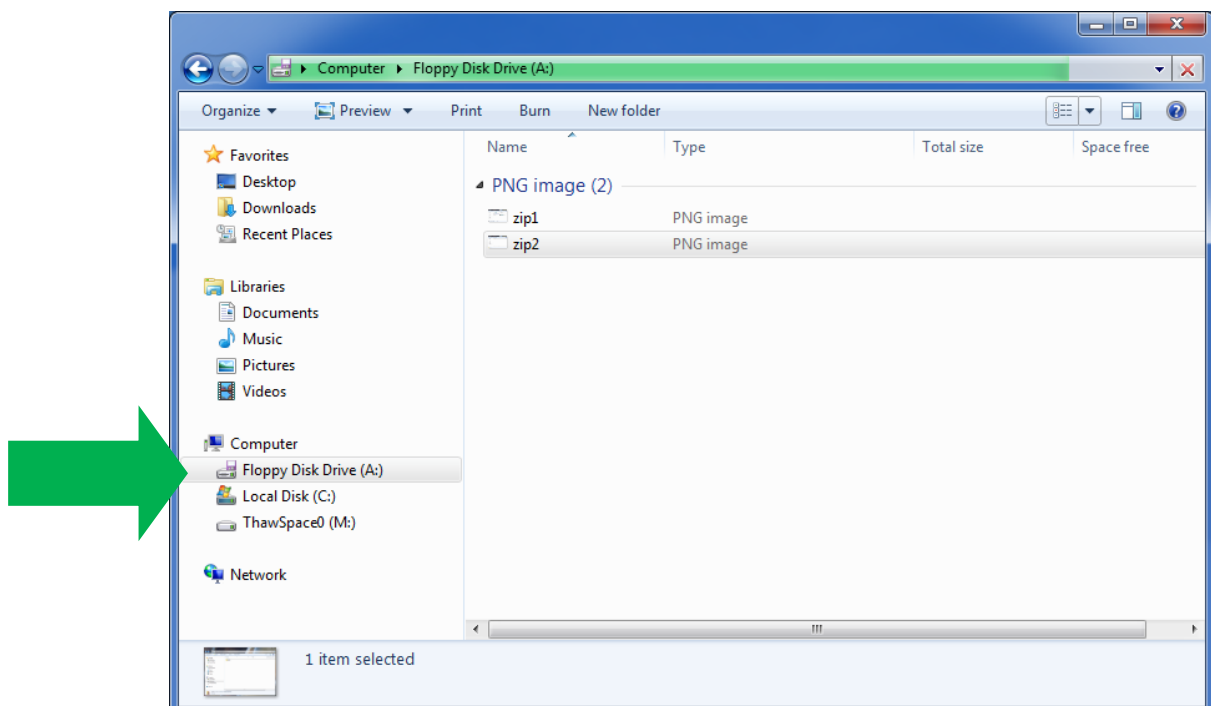
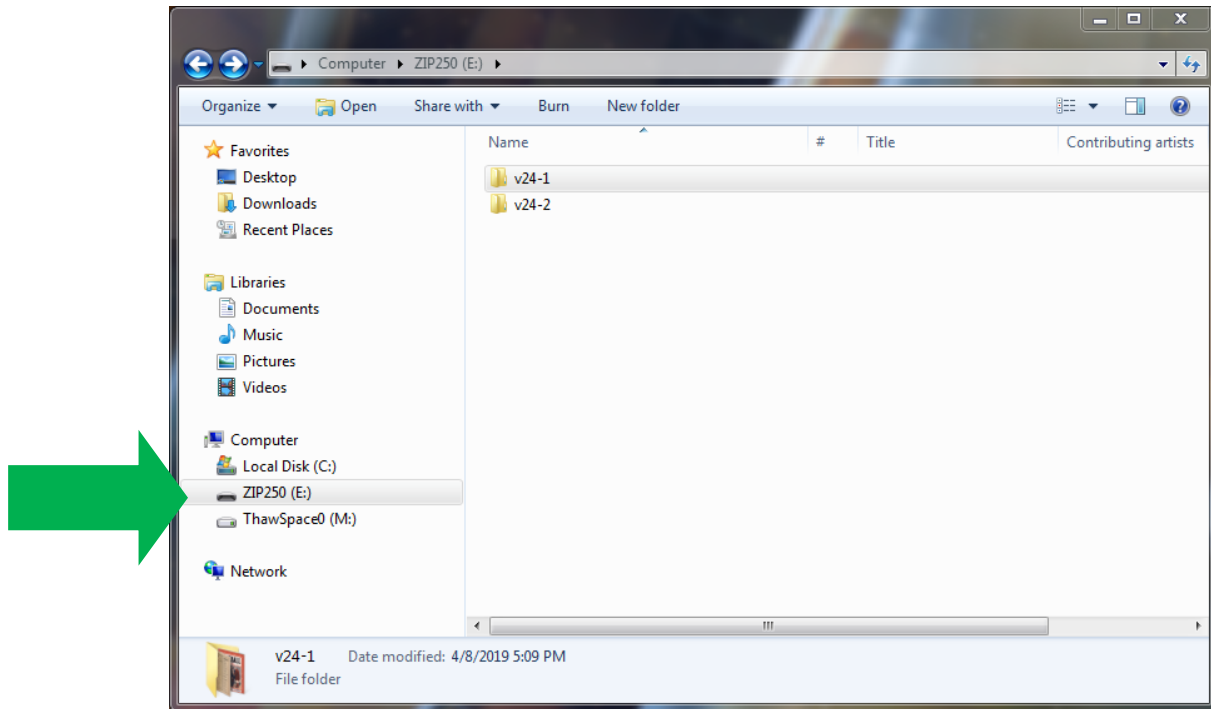
For: *Floppy Drive*

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.

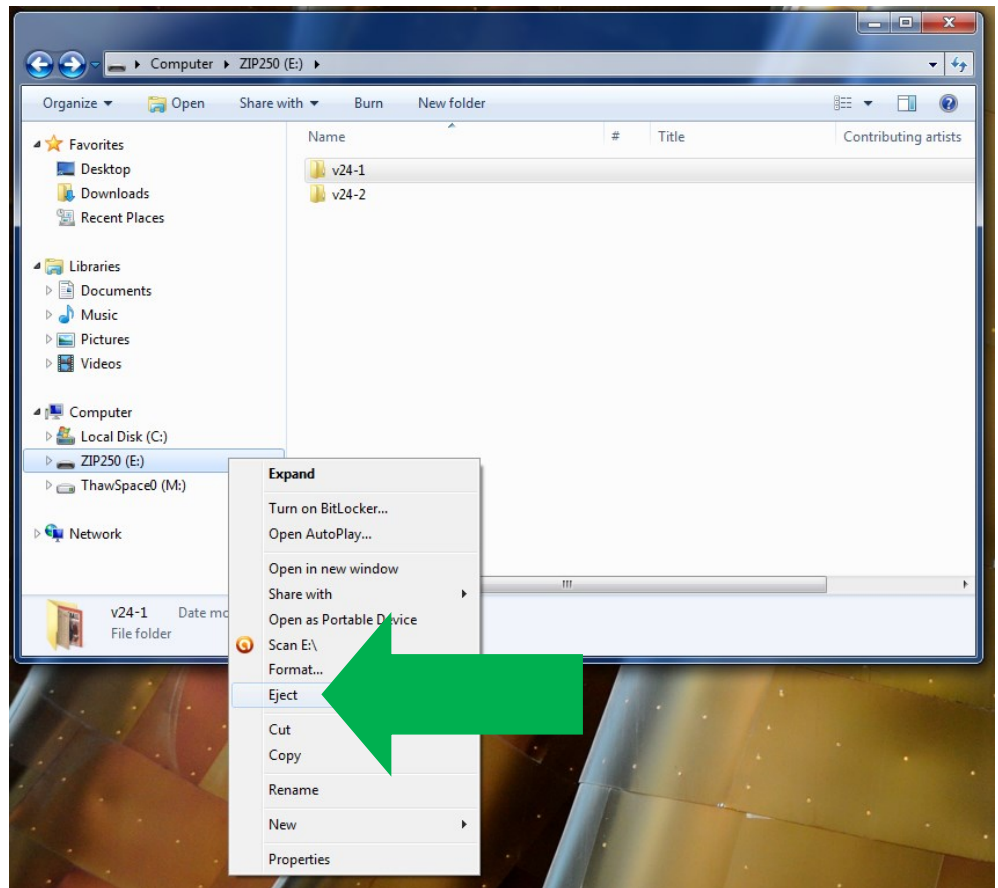


5 You're Done

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 but-
ton located in front
of the floppy drive to
safely eject disk.

