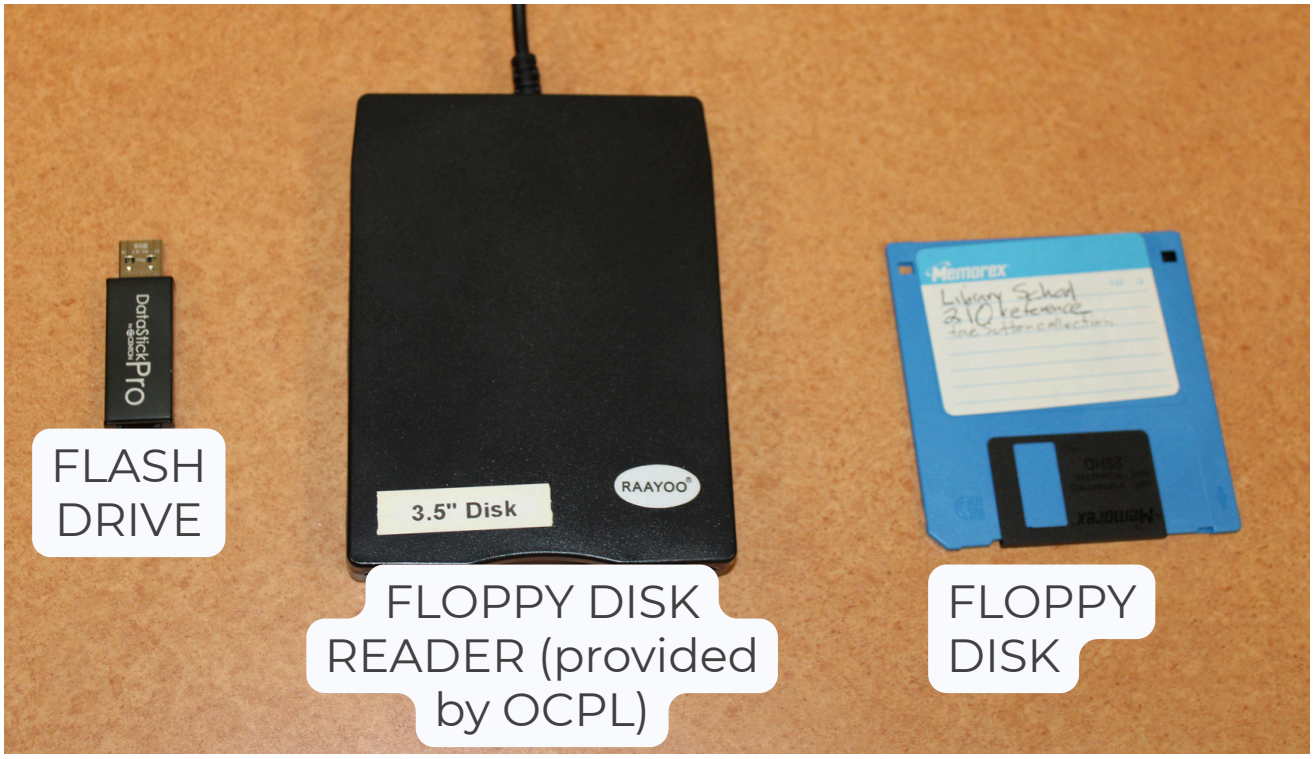
OC MEMORY LAB

Floppy Disk Reader - Transfer files

1. **What you'll need to bring with you:**
   Flash Drive
   Floppy Disk

- The floppy disk reader is provided by the Memory Lab
- Make sure your flash drive has enough memory to fit what is stored on the floppy disk

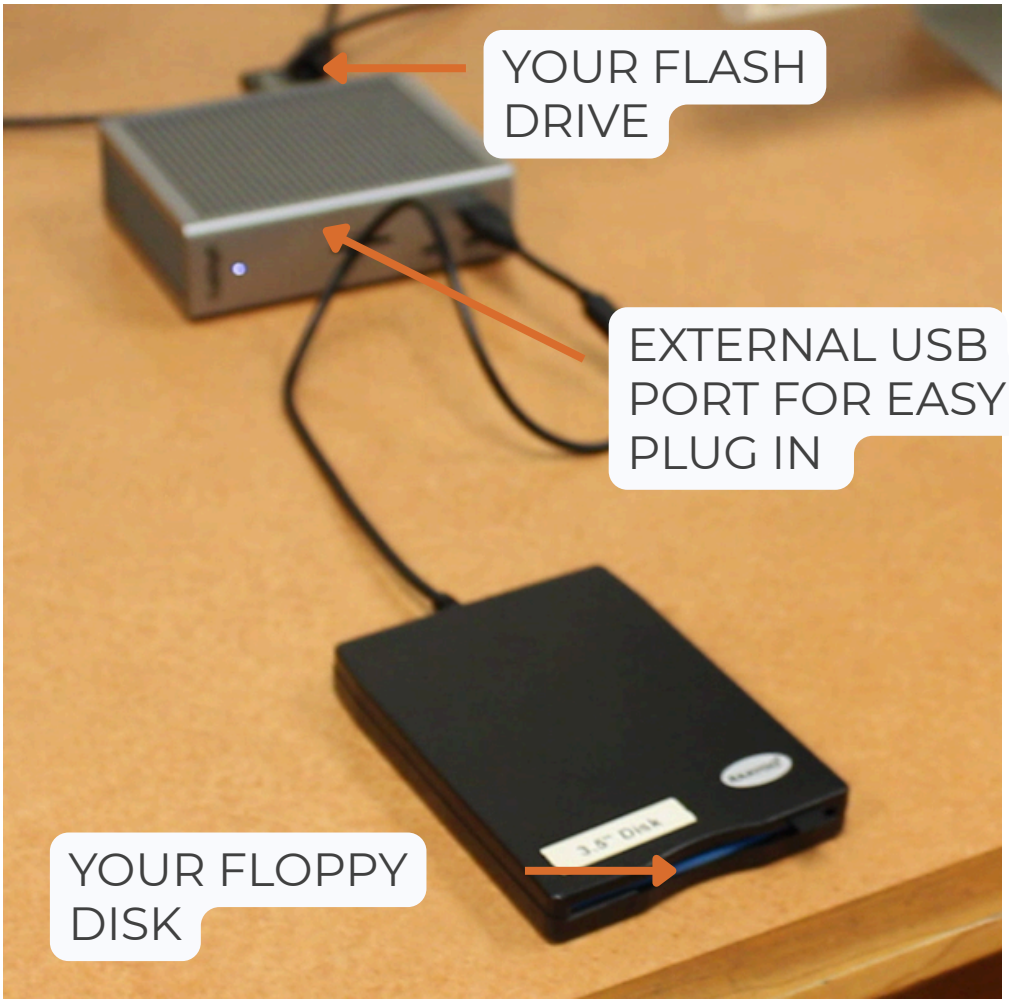


Orange County, CA
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2. Preparing:

Plug in the necessary drives.

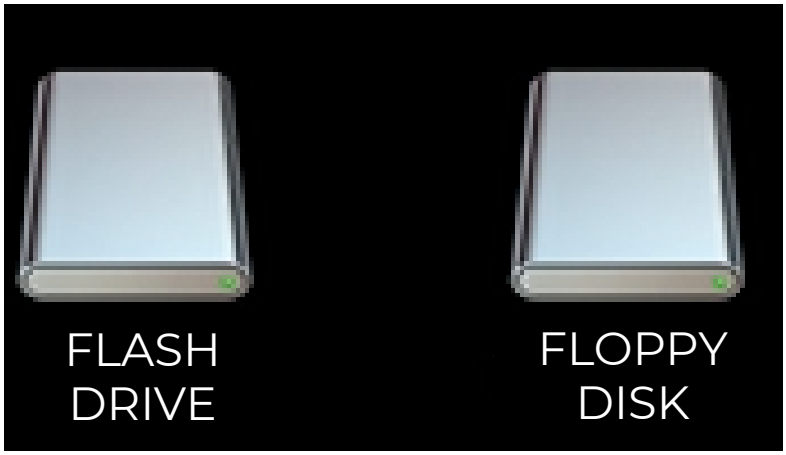
- Plug the floppy disk reader into the desktop's USB port
- Plug in your USB drive
- Insert your floppy disk into the disk reader



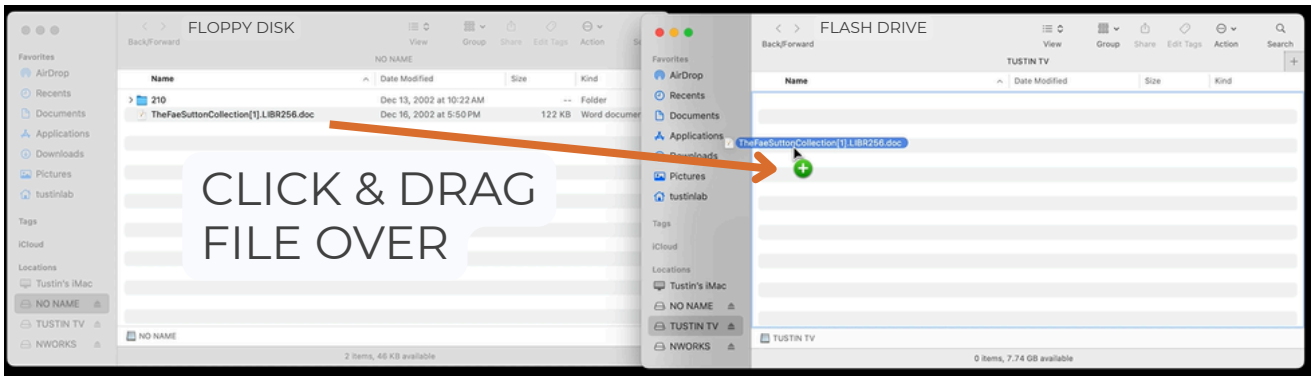
OC MEMORY LAB

Floppy Disk Reader
Transfer files

3. Copy:
Transferring your files.



- On the desktop computer, locate the icons for the floppy disk drive and the flash drive (pictured above)
  - Your drives may be named something different.
- Open up both drives in separate windows
- Select the files from the floppy disk and drag or copy them to the window of the flash drive (pictured below)



OC MEMORY LAB

Floppy Disk Reader
Transfer files

4. Check:
Review your files.

- Once the files finish transferring, you can double-check your files to make sure they copied over properly
- Within your flash drive, open up one of the files
- Close both windows once you've confirmed your files look correct
- Eject both drives from the computer by right clicking on each icon and select the "Eject" option
- Eject your floppy disk from the reader
- Unplug the flash drive and the floppy disk reader.

5. Before you leave:
Please leave the Memory Lab the way it was when you entered.

- Remember to take your flash drive, and floppy disk
- Return items back to where you found them