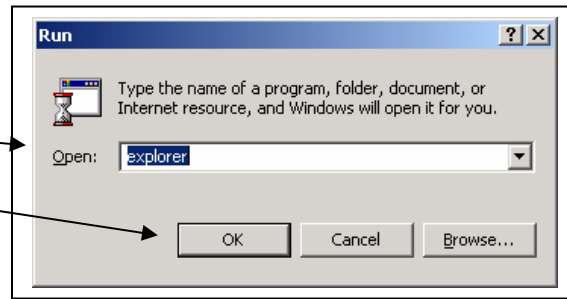


Copying files from a diskette to your C drive (the hard drive)

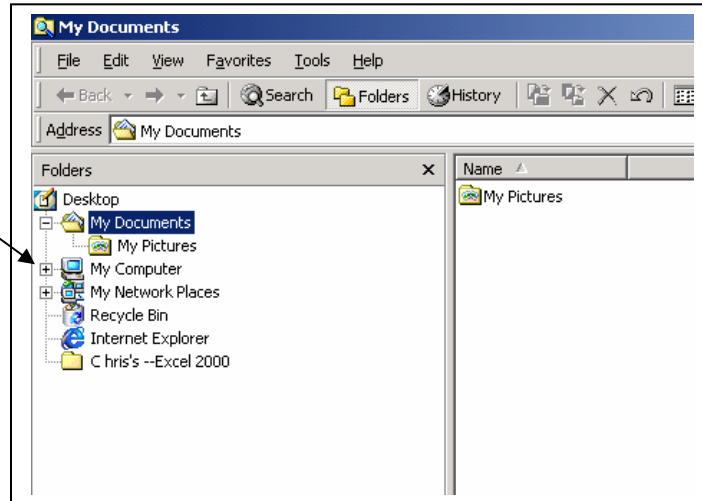
Click on the Start Button

Click on Run

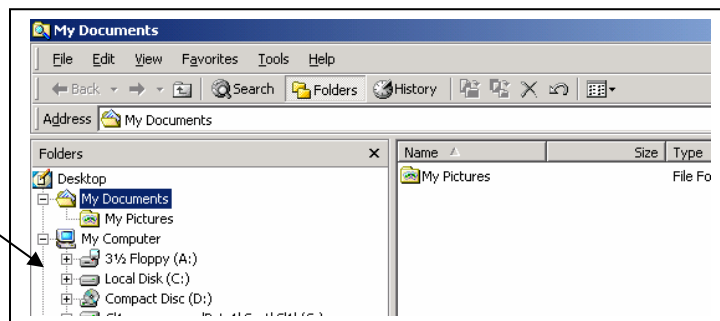
In the text field type explorer and click on the OK button.



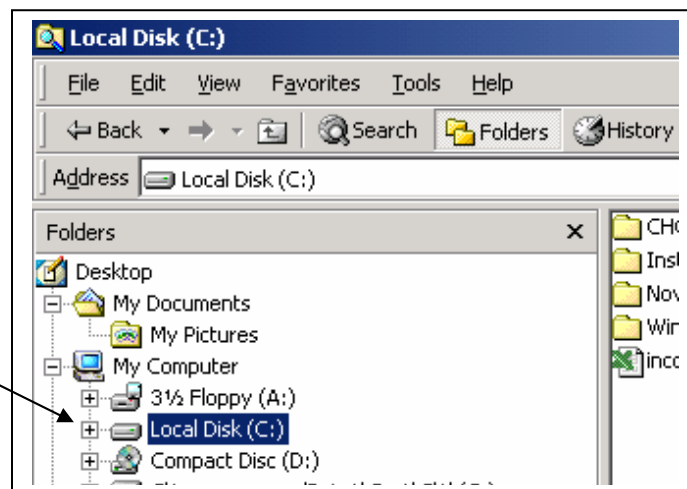
The screen is divided in two halves. On the left side of the screen, click on the plus sign (+) next to My Computer.



Your left screen will show the different drives of your computer.



Click on the icon next to disk drive C and your screen will look something like this:



You want to make a new folder to hold your pictures (or whatever the files). To do this, Click on the word File (in the menu bar) and choose New and then choose Folder.

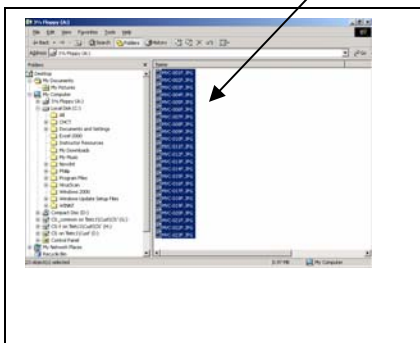
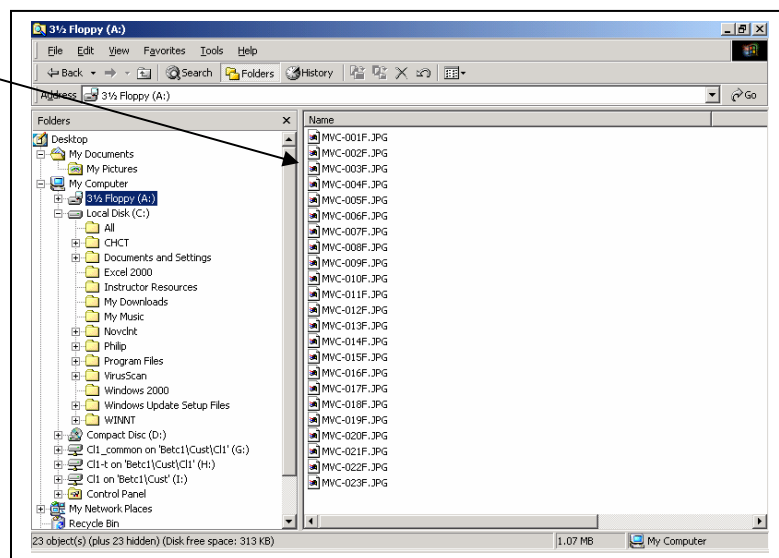
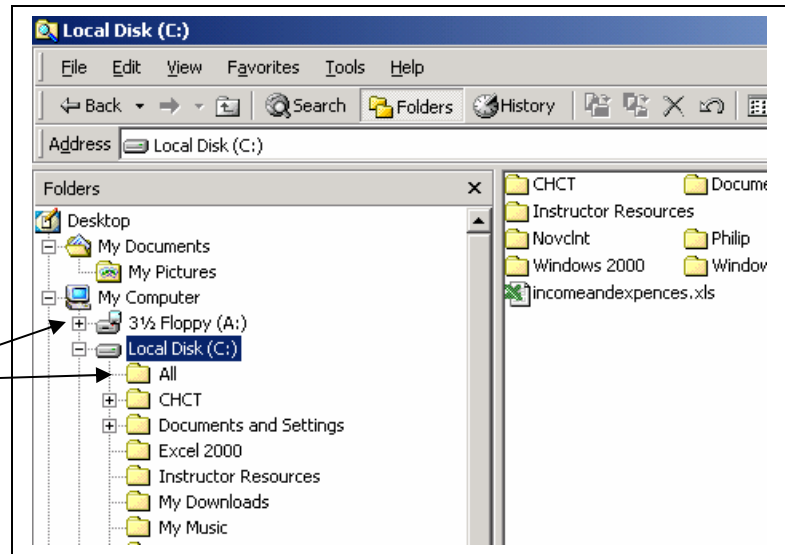
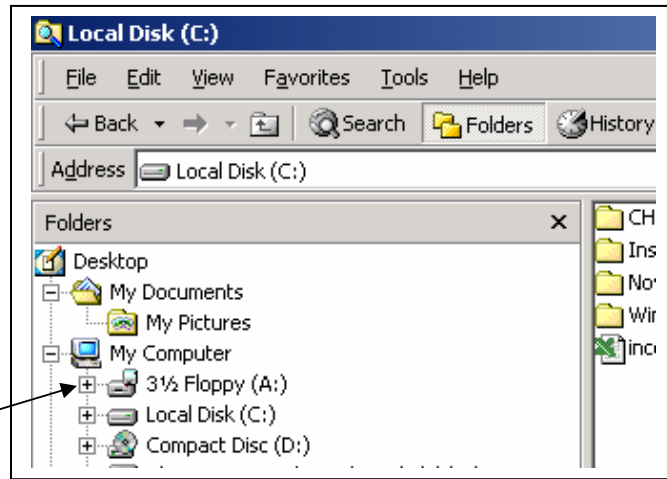
Immediately type **All** and tap your **Enter** key on your keyboard.

Then click on the plus sign (+) next to your C drive (and it will show you the names of the folders on your C drive. You will see the folder called **All**.

Next, go to (to stand in) drive A by clicking (once) on the 3 ½ Floppy (A): icon.

You will see the names of all the files that are on your floppy disk (on the right side of the screen).

To select them, hold down your **Ctrl** key and (at the same time), tap you a key. This will select (or highlight) all of the files on your diskette.

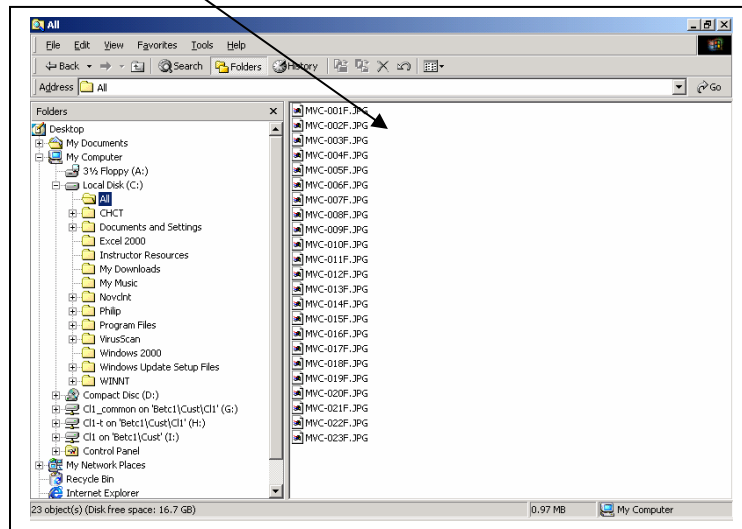
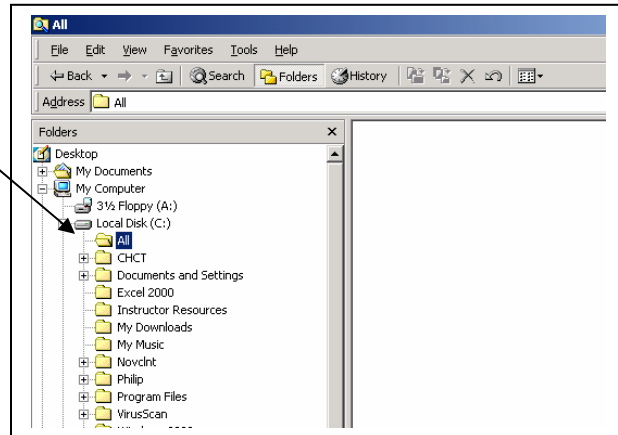


Since all of the files on the diskette are selected (highlighted in blue), . . . click on the **file** menu (up in the menu bar) and choose **copy**.

Next, go to stand in your C drive in the directory called All. Your screen will look like this:

Next, click on the **Edit** menu and choose **Paste**.

All of the files will appear in the All directory shown over on the right side of the screen.



Close the Explorer program by clicking on the **X** close button in the upper right of the page.

Then, to bring up those files, open up a program into which you can see the files. (You should be able to see them in Microsoft **Word** or the **Paint** program.) To insert the picture file in the program that us up before you. Follow the instructions for that program to insert the picture where your cursor is located.