Transferring 3.5" Floppy Disks

Step 1: Insert your 3.5" floppy disk

- Insert your disk into the external drive.
- The light on the drive should illuminate.
- **Wait a few moments**.
- Your floppy disk will show up as **NO NAME** on the desktop if there is data on it.

Step 2: Connect your storage device

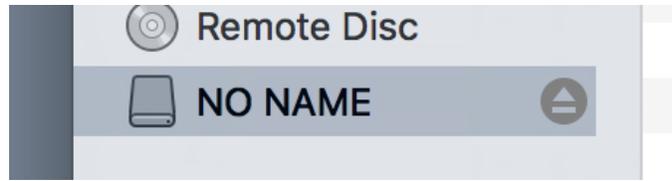- Connect your storage device to the USB hub.

Step 3: Transfer your files

- Open **NO NAME** by double clicking on the disk image.
- Drag and drop the files to your storage device.
- **Do not** try opening your transferred files on the Digi Lab's computer.
    - **Attempting to open old file formats can cause the computer to crash.**
- NOTE: Some older formats such as WPD (Word Perfect Files) may not be immediately compatible with contemporary operating systems. We recommend that you move all files off your floppy and on to an accessible storage device anyway. There are many types of conversion software available online for older and obsolete file formats.

Step 4: Eject your disks

- After your files have transferred, use ONE of the following three options to safely eject your disk.
    - Click on the Finder icon in the dock at the bottom of the screen. Then click the EJECT button next to NO NAME in the Finder window.

- o Or, you can eject your disk by right-clicking on the disk image and choosing "Eject NO NAME".
- o Or, left-click on the disk image and select **File→Eject** from the menu options in the Finder.
- Once the disk image has been ejected on the Finder, press the button on the drive itself to remove your disk.
- Eject your storage device using one of the above methods.

Don't forget your floppies and storage device!