

How to Transfer Files from Floppy Disks

Use this guide to transfer files from 3.5” floppy disks to modern storage. Older media like floppy disks can degrade, so the files should be moved to newer solid-state hard drives or cloud storage with backups.



Figure 1: Floppy disks.

Equipment You Will Use:

- Memory Lab computer
- External Floppy Disk Drive (brand may vary)

Software You Will Use:

- Windows Explorer

Time Required:

- About 1 minute per floppy disk.
- **Allow 15 minutes at the end of your appointment to transfer the digital files to your external storage device or upload to the cloud.**

Step 1: Prepare the Computer

1. Ensure the Memory Lab computer is on. If not, press the circular power button on the tower (see Figure 2).



Figure 2: Power button.

2. Connect the External Floppy Disk Drive to the Memory Lab computer by plugging its USB cable into a USB port on the front of the tower (see Figures 3 and 4).



Figure 3: Floppy Disk Drive (brand may vary)



Figure 4: USB port on the front of the Memory Lab tower.

3. Insert the floppy disk with the label side up into Floppy Disk Drive. *Insert the side with a metal edge first and the metal ring face down. (See Figure 5.) Push the disk in until it is fully seated inside the drive.*

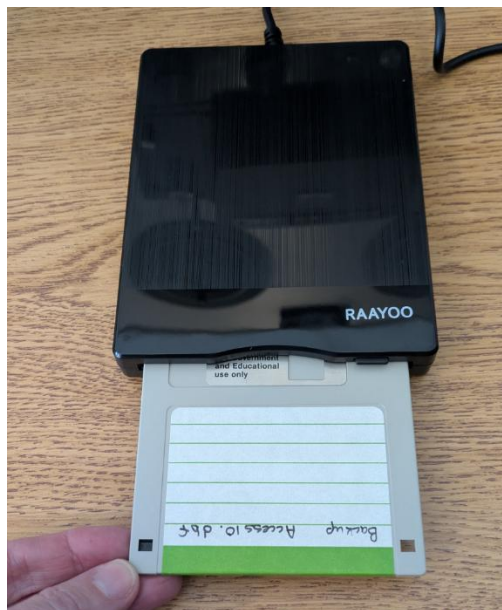


Figure 5: USB port on the front of the Memory Lab tower.

4. Create a new folder on the desktop to store your files while you are working. *Saving to the computer while digitizing is faster than saving directly to external storage. At the end of your session, you will transfer your files to your own storage.*

Steps to create a new folder:

- On the desktop, right-click on an empty spot on the screen.
- In the menu that appears, move your mouse over **New**.
- Click **Folder**. A new folder appears on the desktop with its name highlighted.
- *Recommended:* Type a custom name to replace **New Folder**, and then press **Enter** to save it.

Step 2: Transfer Files from the Floppy Disk

1. On the desktop of the Memory Lab computer, double-click the **File Explorer** icon.

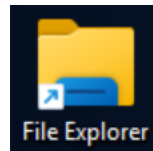


Figure 6: Software icon.

2. Select **This PC** on the left sidebar. Under Devices and Drives, double-click on **Floppy Disk Drive (A:)** (see Figure 7).

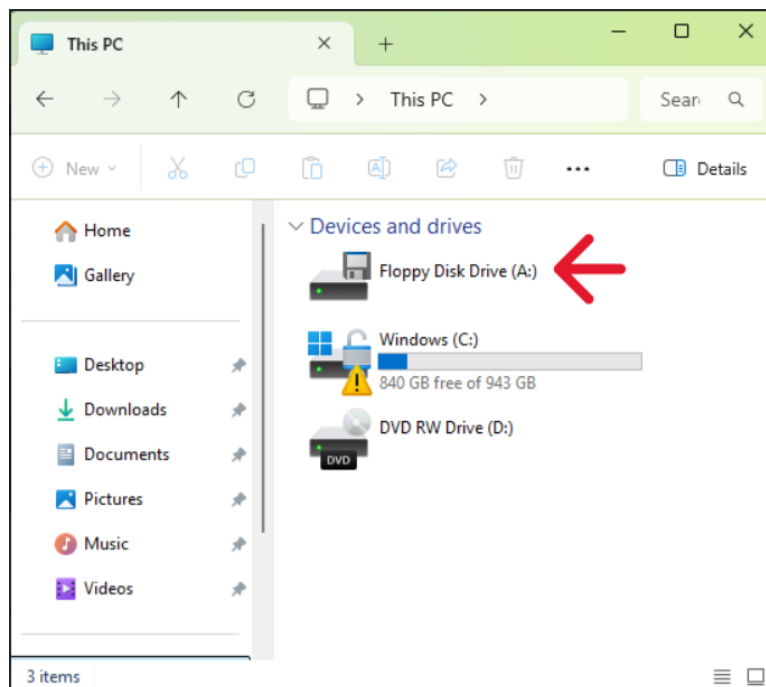


Figure 7: Select **Floppy Disk Drive (A:)**.

3. Select all the files you wish to copy. We recommend copying all at once: *Left-click on a file and hold the mouse button while dragging to highlight multiple files; or click any file, then hold down **CTRL** and press **A**.*
4. Drag the selected files to your desktop folder.

Note: Floppy disks do not operate as efficiently as modern storage devices; the transfer process may be as slow as 1 minute to transfer a disk's contents. If the process extends beyond 2 minutes, the disk is likely corrupted, and the process has "frozen."

Floppy disks are highly prone to degradation, which may result in errors or freezing when the computer tries to read them. In this case, one trick to try is gently rubbing the disk's edges on a table to help loosen the magnetic disk inside.

5. Once the files have been copied, eject the disk by pressing the button on the front of the Floppy Disk Drive (see Figure 8).



Figure 8: Eject button.

Continue to the next page for instructions to transfer your files and complete your Memory Lab session.

Step 3: Transfer Files and Complete Memory Lab Session

Transfer your new digitized files from the desktop folder to your own storage using one of the options below. **Large files or multiple files may take up to 15 minutes to transfer.**

OPTION A: Use an external storage device (e.g. a hard drive or thumb drive):

1. Connect your external device to a USB port on the Memory Lab computer.
2. Double-click your folder on the desktop to open it.
3. Select all files by pressing **Ctrl + A** (or by clicking and dragging over them).
4. If **File Explorer** isn't already open, click the yellow folder on the taskbar.
5. Click **This PC**, then locate and select your external storage device.
6. Drag the files from the desktop folder to your external storage device. (A file transfer progress bar will show the status of the transfer; see Figure 9.)
7. Once complete, the files should appear in the external storage device.
8. After all files have transferred, right-click on your desktop folder and select **Delete**.

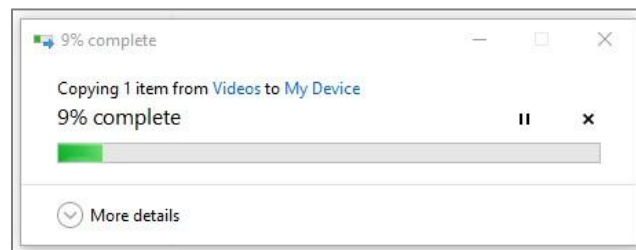


Figure 9: File transfer progress bar.

OPTION B: Upload to a cloud storage service (e.g. Dropbox or Google Drive)

1. Use a browser on the Memory Lab computer to access the internet.
2. Log in to your web-based email or cloud storage service to upload your documents.
3. After all files have uploaded, right-click on your desktop folder and select **Delete**.

Before You Leave:

- **Confirm your files are saved to your personal storage.**
Files are deleted daily from the Memory Lab computer!
- **Collect your original media from the Memory Lab equipment.**