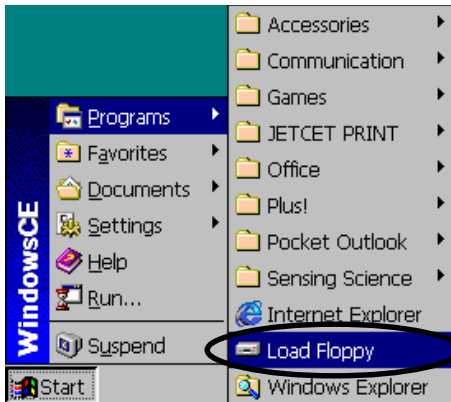


Using the Floppy Disk Drive



The floppy drive is implemented only when needed (conserves battery life). To save to the floppy drive, you must do three things:

1. Insert a floppy disk into the drive.
2. Run the LoadFloppy program
3. Save to the Floppy Disk folder.


Running the LoadFloppy program ...

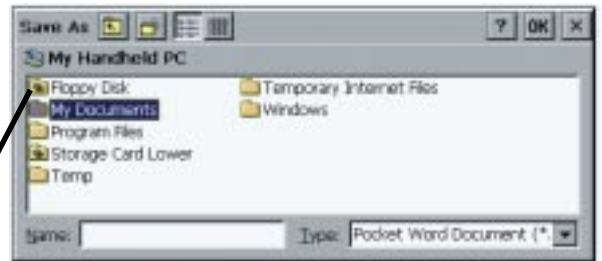
The LoadFloppy program activates the disk drive. To run this program click on the **Start** button, **Programs** and then **LoadFloppy**. You will hear the floppy drive initialize.

Saving to the Floppy Disk ...

Select **Save As...** from the **File Menu** of a program such as Pocket Word, Pocket Excel, Pocket Access, Pocket Power Point or Pocket Paint. This action takes you to **Save As Dialog Box**; the folder defaults to the **My Documents** folder.



Click once on the **Up One Level** icon (). This action moves you one directory up and places you into the **My Handheld PC** directory. Once in the **My Handheld PC** directory double click on the **Floppy Disk** folder.



Once in the **Floppy Disk** folder name the file and select the file type you would like to save it as.

file name

file type

Disabling the Floppy Disk

To disable the floppy disk and save battery power, remove the disk and run the **Loadfloppy** program again. The **Floppy Disk** folder will disappear. A message box will appear telling you '**There is no disk in the floppy drive.**' Click on **OK** or press **ENTER**.

If floppy drives are being used extensively, it is suggested that you create a shortcut on the desktop to the LoadFloppy program and to the Floppy Disk folder in the the My Documents Folder.