

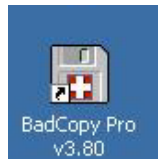
Recovering Corrupted Files from Floppy Disks

Use these instructions when you can see a file listed on your floppy or other storage device, but you can't open it. Sometimes you will notice a long delay while a program – e.g. Microsoft Word – tries to open the document, your floppy disk may make grinding, clicking or groaning noises, and you get an error message similar to:

“Word was unable to read this document. It may be corrupt.
Try one or more of the following:
* Open and Repair the file.
* Open the file with the Text Recovery converter.
(C:\Documents and Settings\...\test.doc)”

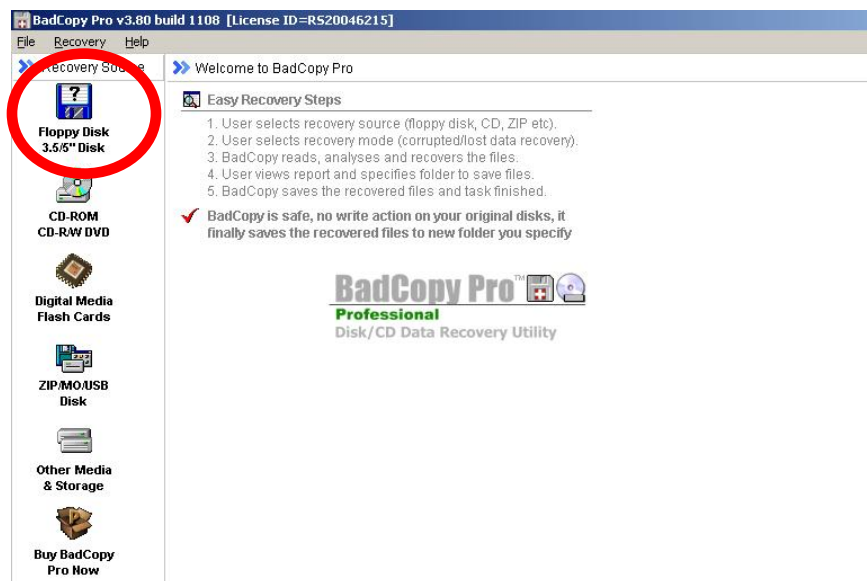
Our file recovery software, BadCopy Pro, works very well most of the time; however, there is no guarantee that it will be able to recover your files. Malaspina Commons staff have tested the information presented in this guide, and are pleased to offer it to our students and employees as a help resource. The guidance offered in this document is to be executed by the user, at the user's own risk.

1. Insert your floppy disk into the Disk Repair Station's floppy drive.
2. Launch BadCopy Pro by double-clicking the BadCopy Pro desktop icon.

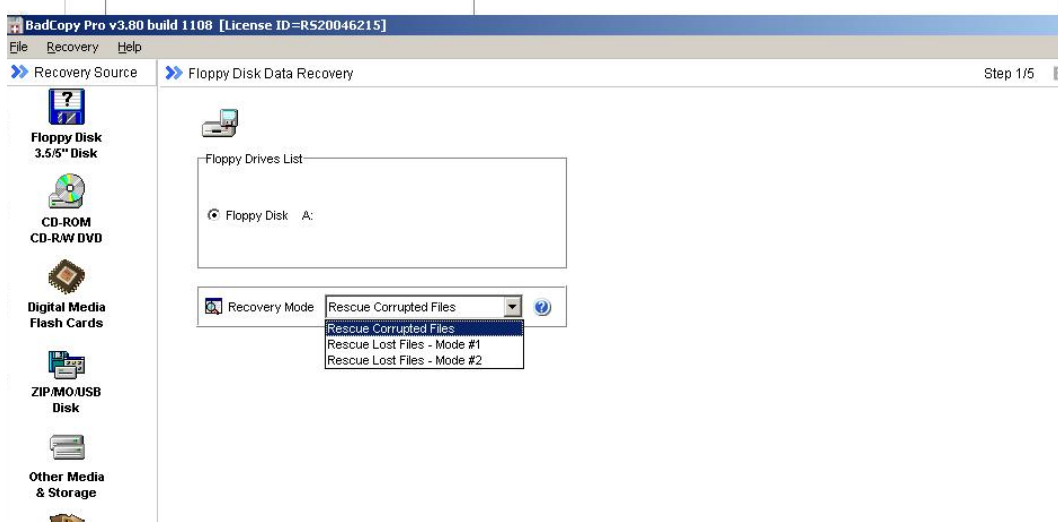


Maximize the BadCopy screen so you can see all the options.

3. Click on the Floppy Disk icon on the left-hand side of the BadCopy Pro screen.



4. Select the “Rescue Corrupted Files” recovery mode and click Next.



5. BadCopy Pro will give you a warning message not to format your disk if prompted by Windows [USB drive users will not see this message – only floppy users]. Click OK to this message.



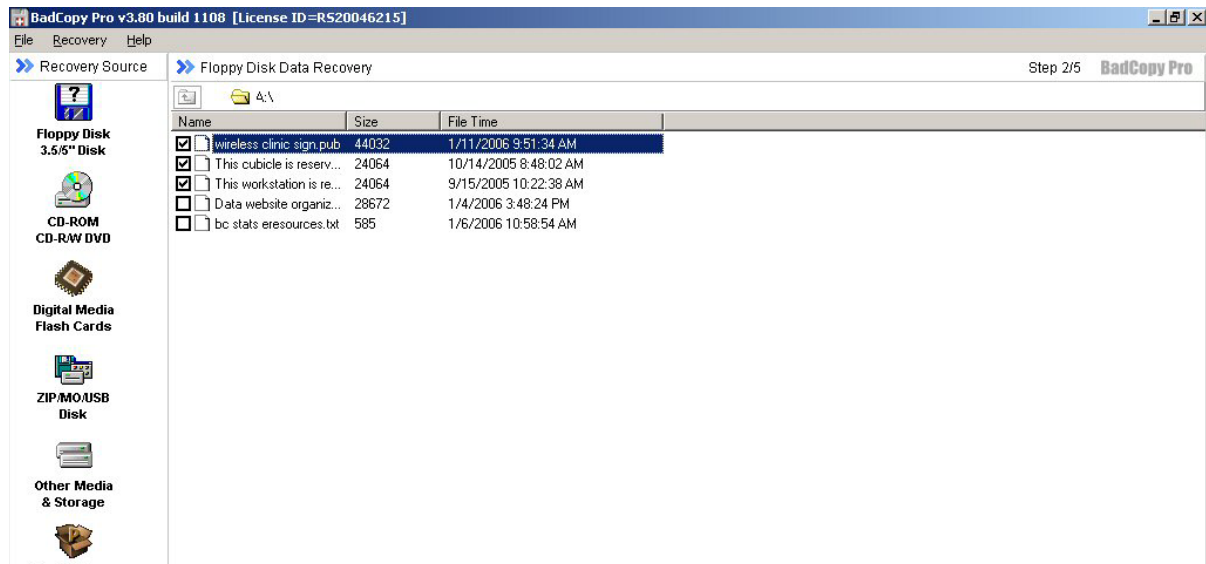
Special Note:

If at this point BadCopy Pro gives you the following error message:

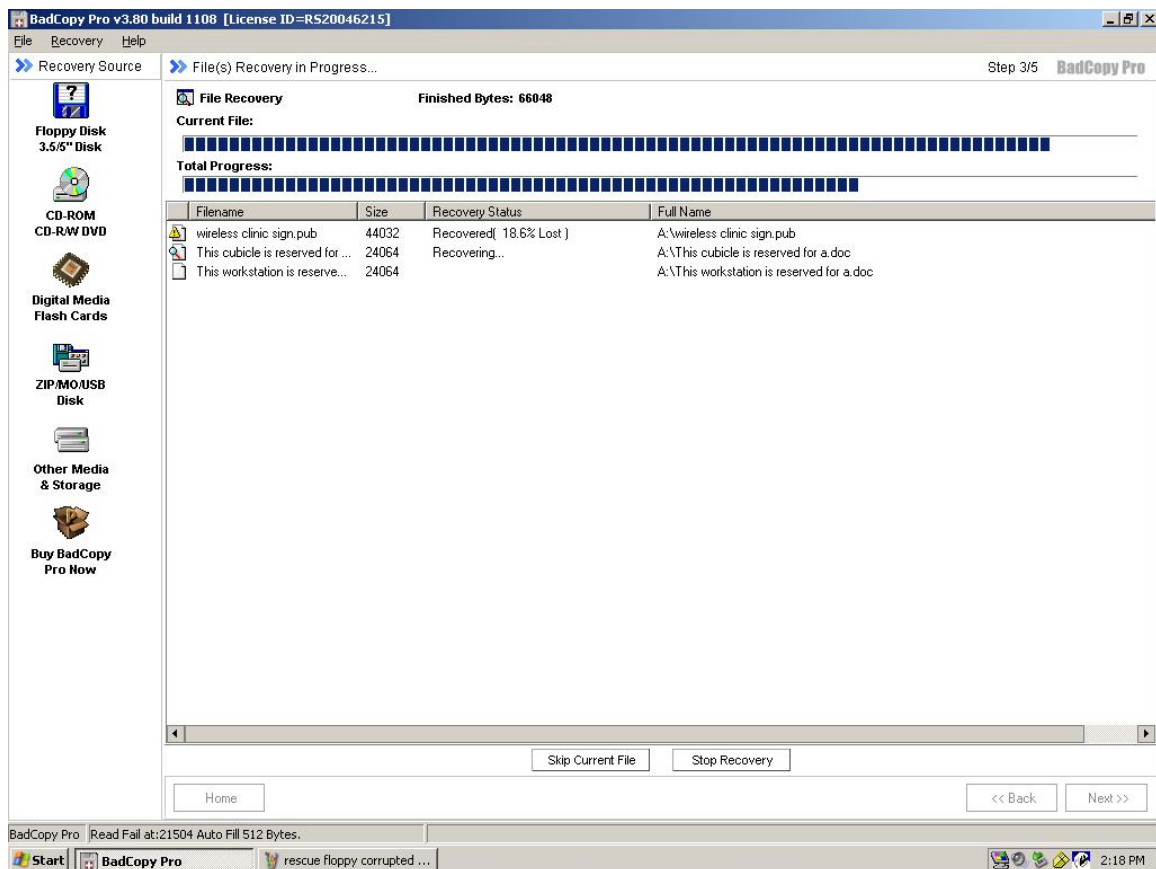


... click OK on the message and select “Rescue Lost Files – Mode #1” from the Recovery Mode drop-down list [N.B. USB drive users will not have a Mode #1 option – use the Mode #2]. Go to the “Rescuing Lost Files from a Floppy Disk (Mode #2)” instructions on this flipchart and skip to Step 4. Otherwise, carry on to Step 6 of these instructions.

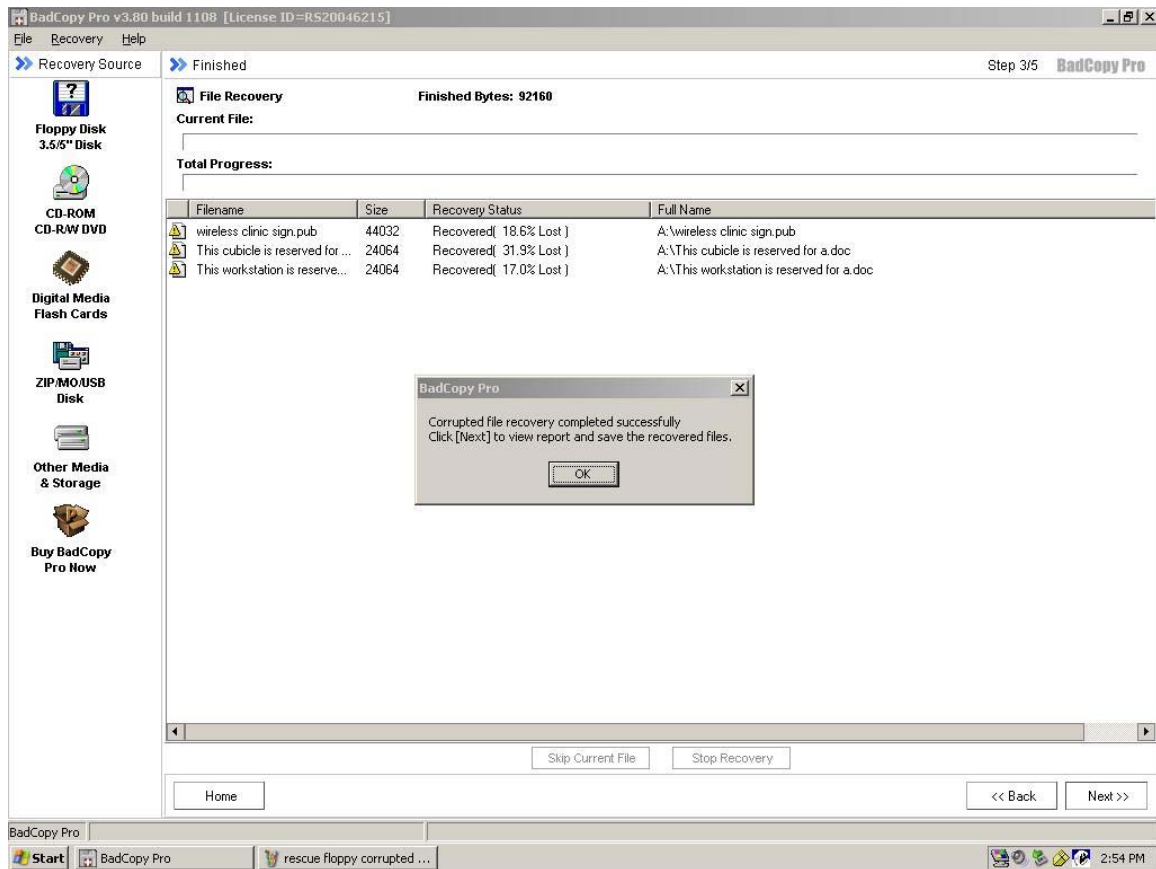
6. Select the files you want to recover by clicking the check boxes beside the file names. Please note that recovering the files can take **several minutes per file**, so be sure to only select the files you really need. Click Next.



7. BadCopy Pro will attempt to recover your files. Sometimes, depending on how badly your disk has been damaged, only partial recovery is possible. The recovery process can take several minutes per file.

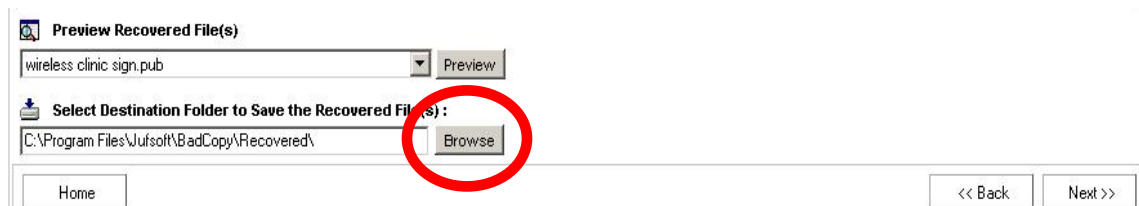


- You will be prompted with a message when the file recovery process has finished. Click OK to this message.

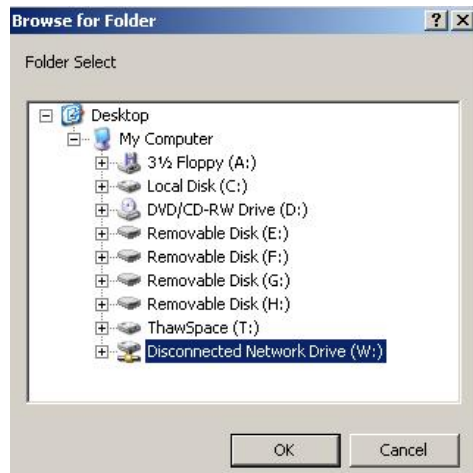


Click the Next button at the bottom right of the screen.

- Under the "Select Destination Folder to Save the Recovered Files" heading, toward the bottom of the screen, click the Browse button to select a location on your computer.



10. Select the W: drive and click OK. This drive is mapped to a network folder known as Watershed. Watershed is accessible from any network account and is mapped to the W: drive on all computers in the Library and Malaspina Commons. Watershed is a **temporary location** for your files.



Click the Next button at the bottom of the BadCopy Pro screen.

11. You will see a message that the recovery process is complete and your recovered files have been saved to the W: drive.



Please note that depending on the type of files, you may not be able to open them on the Disk Repair Station. The Disk Repair Station does not have Microsoft 2003 installed, so you won't be able to open Word, PowerPoint, Excel, Publisher files, etc. Log on to another computer in the Library or Malaspina Commons to access your files in Watershed and open them with the appropriate programs.

12. You now have a number of options for moving your files from Watershed to another storage medium.
- Log in to another computer with your Discovery or Capitan account and transfer the files from Watershed (W:) to your account's personal network drive (your U: drive.) **Do not leave your files in Watershed as all files are deleted every weekend.**
 - Burn the files to a recordable CD (CD-R) – see instructions on this flipchart for “How to Burn a CD with Nero 6”. You can purchase CD-Rs at the Library Service Desk.
 - Transfer the files from Watershed (W:) to another portable storage device, such as a USB drive or a new floppy disk (these are sold at the Service Desk – but remember that floppies are easily damaged and not reliable)
13. Close the BadCopy Pro program (click the small X button in the top right corner of the screen) and remove your floppy disk from the drive. Do not log off the Disk Repair Station.