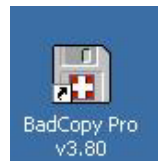


Recovering Lost Files from a Floppy Disk (Mode #2)

Use these instructions when you want to recover lost or deleted files on your floppy disk, and you have tried the instructions for Rescue Mode #1 (also on this flipchart) unsuccessfully.

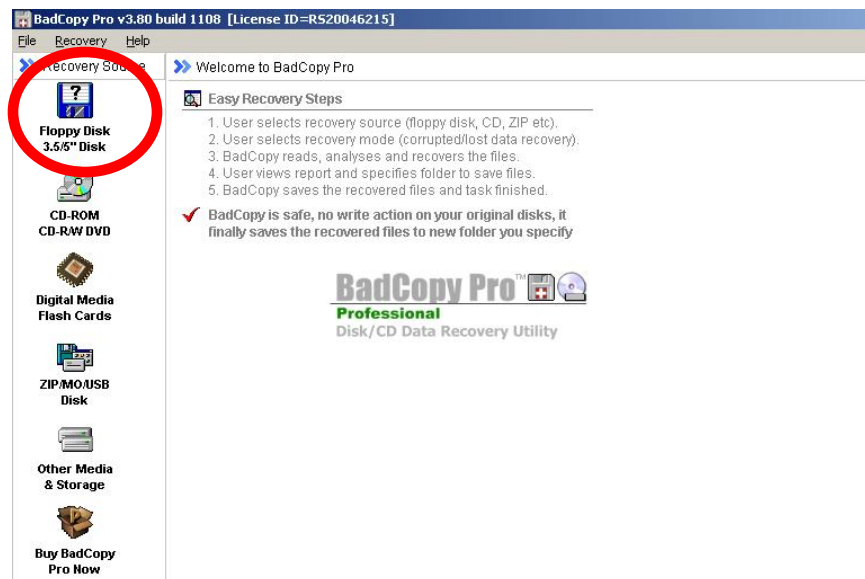
Our file recovery software, BadCopy Pro, works very well most of the time; however, there is no guarantee that it will be able to recover your files. Malaspina Commons staff have tested the information presented in this guide, and are pleased to offer it to our students and employees as a help resource.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

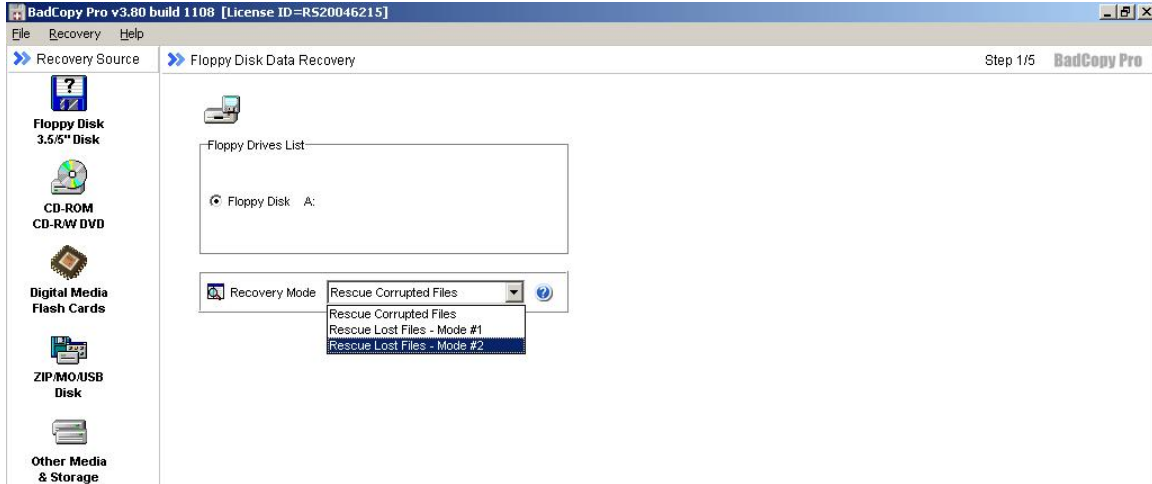


Maximize the BadCopy screen so you can see all the options.

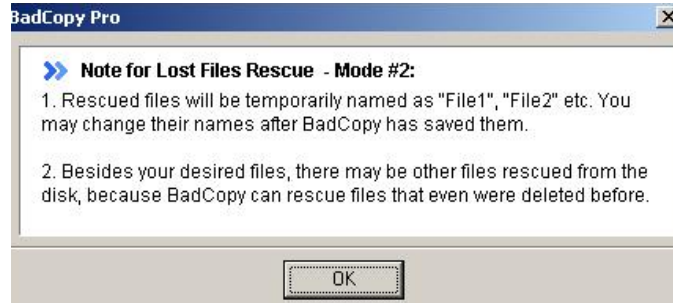
3. Click on the Floppy Disk icon on the left-hand side of the BadCopy Pro screen.



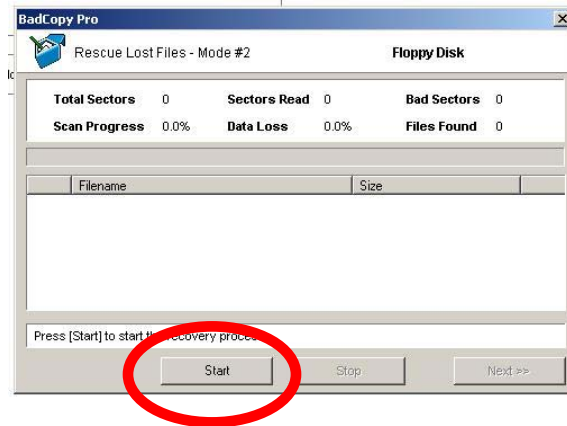
4. Select the "Rescue Lost Files: Mode #2" recovery mode and click Next.



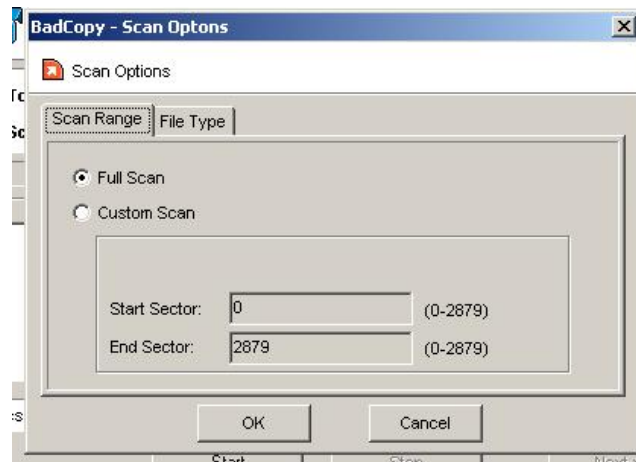
BadCopy Pro will give you a message about how it will name your recovered files. Click OK.



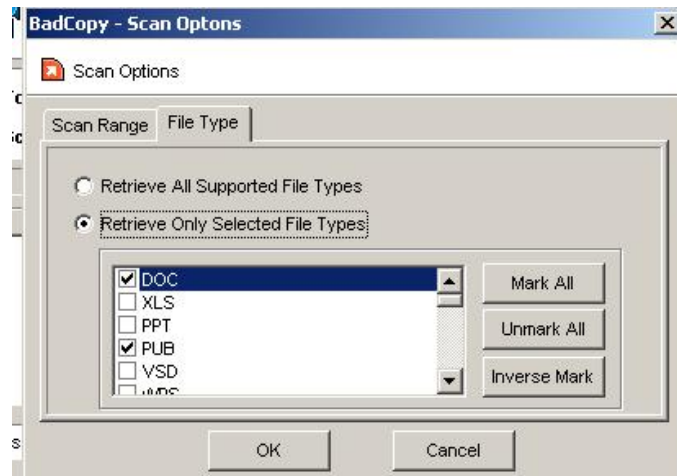
5. Press the Start button to begin recovering your files.



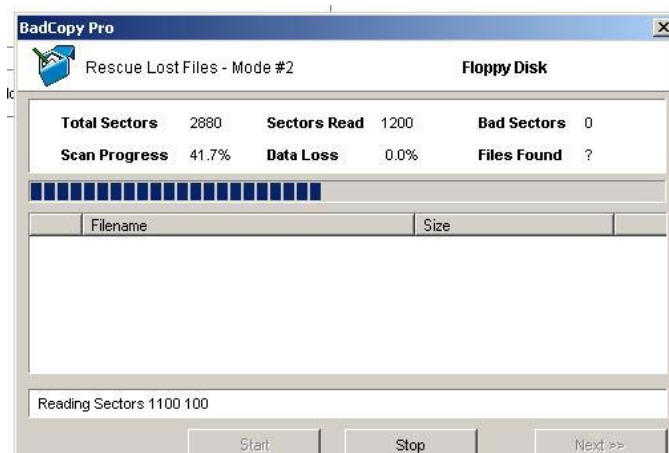
6. You will see a Scan Options dialogue box. Under the “Scan Range” tab, you can opt to scan the whole floppy disk (the “Full Scan” option) or specify the sectors of the disk you want to scan (the “Custom Scan” option). Choose the Full Scan option. Don’t click OK yet!



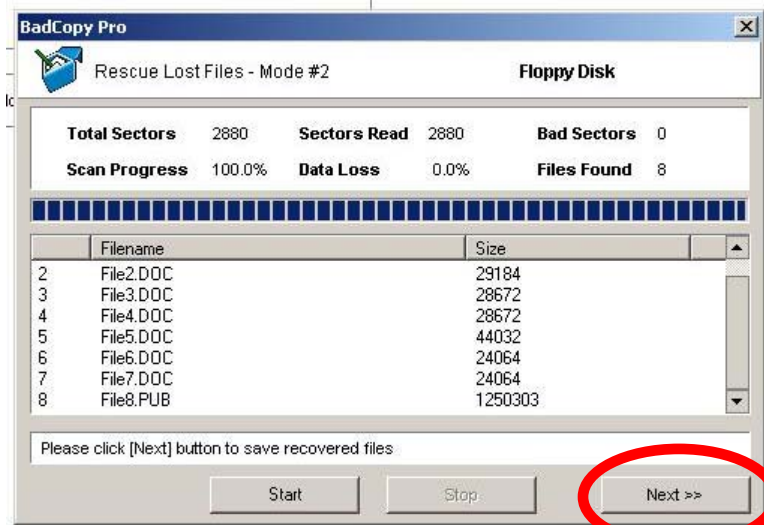
Click on the “File Type” tab to recover all file types OR specify the kinds of files to recover, e.g. Word document files (DOC), PowerPoint presentation files (PPT), Excel spreadsheet files (XLS), etc. To do this, click the “Retrieve only Selected File Types” radio button, and select the file types you want to recover by clicking the boxes next to the file extension. If you don’t know the file extensions for the documents you want to recover, choose the “Retrieve All Supported File Types” option.



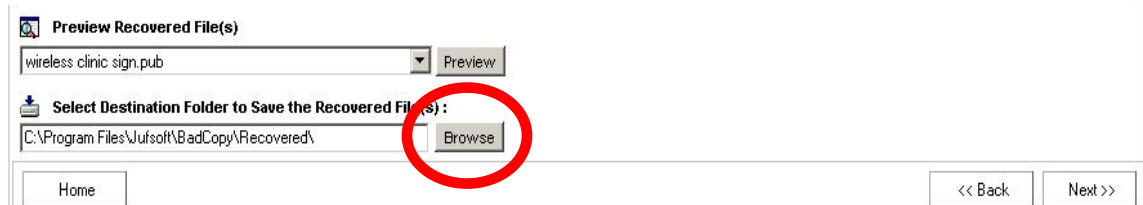
7. BadCopy Pro will scan your disk...



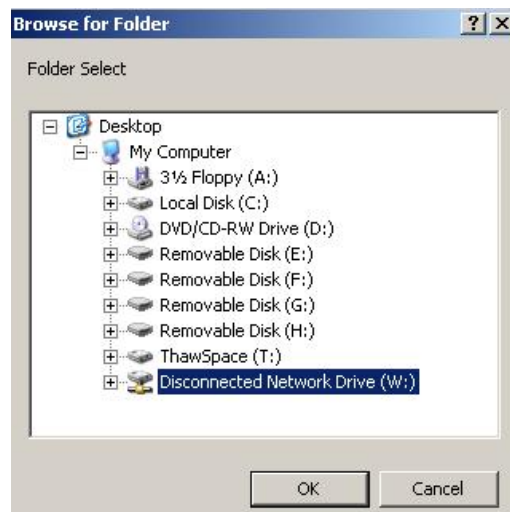
...and list the files it was able to recover. Click the Next button.



8. You'll see your recovered files listed on the BadCopy Pro 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.



9. 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 right of the BadCopy Pro screen.

10. 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.

11. 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)
12. 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.