

## **Lisa 2: Copying Office System Diskettes**

Revised: 7/30/87 Security: Everyone

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The easiest way to backup your Office System diskettes is to use Office System 3.1. Release 3.1 allows you to duplicate a diskette to another diskette; it even prompts you when to insert your destination diskette. Office System 3.0 is unable to copy an Office System 1 diskette.

If you don't have access to a Lisa with Office System 3.1, but do have a version of the Workshop which is the same version of the Office System diskettes you're copying:

- 1. Enter the Workshop.
- 2. Type "S" to get into the System manager.
- 3. Set FilesPrivate to Yes; Quit the System Manager.
- 4. With the File Manager, Copy all of the files on the diskette to the ProFile with a unique prefix--e.g. Copy -LOWER-=,ZX=
- 5. Swap microdisks so the destination diskette is in the drive. Copy all the files back to the diskette, this time stripping the unique prefix--e.g., Copy ZX=,-LOWER-=
- 6. Create as many duplicates as you wish from the prefixed files on the hard disk.

Tech Info Library Article Number: 462