



## Using the Floppy and Zip Drives on UCS

### Getting Started

To use the floppy or zip drives on UCS, you need:

- An active UCS account and password (available from the Help Desk).
- Access to a UCS workstation in the Conference Center or Stephens Hall.
- A 3.5" 1.44 MB PC format floppy disk, or a 100 MB Zip disk.

The floppy disk drive can be accessed from the command line or through *File Manager*. Instructions for using the command line and *File Manager* are included. Zip drives are only accessible from the command line.

### Drive Letter Designations

All 161 Sun workstation include 3.5" floppy disk drives for downloading and uploading files. The floppy disk drive is designated as **a:**. Various workstations feature 100 MB Zip drives. The Zip drive is designated as **z:**. The drive designations of **a:** and **z:** are necessary when accessing the drives from the command line.

### Opening a Terminal Window

A Terminal window displays the command prompt where commands are entered.

To open a *Terminal* window, right-click on the desktop to display the *Workspace Menu*. Click **Tools**, then select **Terminal**. In a few seconds, a *Terminal* window will be displayed in the center of the screen.

### Saving Files to a Floppy Disk from the Command Line

Files located in your UCS account can be saved to a floppy disk from the command line. Only 1.44 MB PC formatted floppy disks can be accessed. Disks formatted for use with a Macintosh are not accessible.

To save the file **filename.wpd** to a floppy disk:

1. Place the floppy disk into the floppy disk drive.
2. At the command prompt (dxx.ucs.usl.edu%) type **ls <RETURN>** to list the files in your home directory.
3. Locate the name of the file that you want to copy.
4. Type **mcopy filename.wpd a: <RETURN>**
5. A copy of the file named **filename.wpd** is placed onto the floppy disk.

6. Type **mdir a: <RETURN>** to verify that a copy of your file has been placed on the floppy disk. The name of your file will be displayed in the list.
7. Repeat the above steps to copy additional files onto the floppy disk.

### Saving Files to a Zip Disk from the Command Line

Files located in your UCS account can be saved to a zip disk from the command line. Only 100 MB PC formatted zip disks can be accessed. Disks formatted for use with a Macintosh are not accessible.

To save the file **filename.wpd** to a Zip disk:

1. Place the Zip disk into the Zip drive.
2. At the command prompt (dxx.ucs.usl.edu%) type **ls** to list the files in your home directory.
3. Locate the name of the file that you want to copy.
4. Type **mcopy filename.wpd z:<RETURN>**
5. A copy of the file named **filename.wpd** is placed onto the zip disk.
6. Type **mdir z: <RETURN>** to verify that a copy of your file has been placed onto the floppy disk. The name of your file will be displayed in the list.
7. Repeat the above steps to copy additional files onto the Zip disk.

### Copying Files from a Floppy Disk onto UCS from the Command Line

Files that are saved on a floppy disk can be copied into your UCS account.

To copy the file **filename.wpd** onto UCS:

1. Place the floppy disk into the floppy disk drive.
2. At the command prompt, type **mdir a: <RETURN>** to display the contents of the floppy disk.
3. Locate the name of the file that you want to copy onto UCS.
4. Type **mcopy a:filename.wpd <RETURN>**
5. A copy of the file named **filename.wpd** is placed in your UCS home directory.
6. To verify that the file has been copied, type **ls <RETURN>** to display the contents of the home directory.

## Copying Files from a Zip Disk at the Command Line

Files that are saved onto a Zip disk can be copied into your UCS account.

To copy the file **filename.wpd** onto UCS:

1. Place the Zip disk into the Zip disk drive.
2. At the command prompt, type **mdir z:** **<RETURN>** to display the contents of the Zip disk.
3. Locate the name of the file that you want to copy onto UCS.
4. Type **mcopy z:filename.wpd <RETURN>**
5. A copy of the file named filename.wpd is placed in your UCS home directory.
6. To verify that the file has been copied, type **ls <RETURN>** to display the contents of the home directory.

## Accessing the Floppy Disk Drives with *File Manager*

Start *File Manager*.

Place the 3.5" floppy disk into the disk drive.

Choose **Open Floppy** from the **File** menu. An additional *File Manager* window will open with the contents of the floppy disk.

Select the file or files that you want to copy from your floppy with your mouse and drag the icon into the other *File Manager* window. A copy of the file is placed in your home directory.

To copy files from your home directory onto a floppy disk, drag the files from the *File Manager* window at your home directory location into the *File Manager* window of your floppy disk.

## Reference Table for Accessing Floppy and Zip Drives from the Command Line

DOS Command	UNIX Command	Description
DIR	<b>m</b> dir [-fwaX] <filename/s...>	Directory listing
CD	<b>m</b> cd <directory>	Change directory
MKDIR/MD	<b>m</b> md <directory name/s...>	Create new directory
RMDIR/RD	<b>m</b> rd <directory name/s...>	Delete empty directory
REN	<b>m</b> ren <sourcefile> <targetfile>	Rename file or directory
MOVE	<b>m</b> move <sourcefile> <targetfile>	Move file or directory
COPY	<b>m</b> copy <sourcefile> <targetfile>	Copy files to/from UNIX
DEL	<b>m</b> del <filename/s...>	Delete file
DELTREE	<b>m</b> deltree <directory name/s...>	Delete directory and its subdirectories
FORMAT	<b>m</b> format <drive:>	Format disk for DOS systems
LABEL	<b>m</b> label [-vcs] <drive:[new label]>	Label preformatted disk
CHKDSK	<b>m</b> du [-as] <filename/s...>	Check disk usage
ATTRIB	<b>m</b> attrib [±ahrs] <filename/s...>	Change DOS file attributes
TYPE	<b>m</b> type [-ts] <filename/s...>	Display contents of file
{No Equivalent}	<b>m</b> manifest [-V] <list of files>	UNIX utility (creates shell script to restore UNIX long file names)
{No Equivalent}	<b>m</b> zip -e <drive:>	Eject Zip® disk
{No Equivalent}	<b>m</b> zip -r <drive:>	Write-protect Zip® disk
{No Equivalent}	<b>m</b> zip -w <drive:>	Unprotect Zip® disk
{No Equivalent}	<b>m</b> zip -q <drive:>	Check Zip® disk status

## Additional Assistance

Additional information on the use of floppy and zip drives can be found by typing **man mtools** in a Terminal window. Contact the Help Desk for additional assistance.