

To add files to Briefcase:

1. On the desktop, right-click the My Briefcase icon and chose Open.
2. In the My Briefcase window, delete any unwanted files.
3. Open Explorer or My Computer.
4. Drag the files you want from Explorer or My Computer to Briefcase.

To move briefcase files:

1. Open Explorer or My Computer.
2. Drag the My Briefcase desktop icon to the Explorer or My Computer floppy drive icon.

To edit a Briefcase file on a floppy disk:

1. On the portable computer, in My Computer, double-click the floppy drive icon.
2. In the floppy drive window, double-click the My Briefcase icon.
3. In the My Briefcase window, double-click the name of the file you want to edit.
4. Edit the file.
5. Save the edited file.

To update files with Briefcase:

1. On your desktop computer, open My Computer and drag the My Briefcase icon from your floppy drive to your desktop.
2. Double-click the My Briefcase icon.
3. From the Briefcase menu, choose Update All.
4. In the Update My Briefcase dialog box, choose Update.

To edit a Briefcase file on a portable computer's hard disk:

1. On the portable computer, in My Computer, double-click the floppy drive icon.
2. From the floppy drive window, drag the My Briefcase icon on top of the hard drive icon in the My Computer window.
3. In the My Computer window, double-click the hard drive icon.
4. In the hard drive window, double-click the My Briefcase icon.