## Lisa 2: Copying Office System Diskettes

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.
<None>

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