Hands-On Project #2

Materials:

You will need 1 blank disk for this HOP.

Part I – Formatting a Floppy Disk in Windows 95:

1. Find the “My Computer” icon on the desktop and double-click on it to open it.

2. Find the “3½ Floppy (A:)” icon in the “My Computer” window and click the right-hand mouse button. Notice how a pop-up menu appears for the icon. This is called right-clicking, and is commonly used in Windows 95 to manipulate the object being clicked upon (through a menu like this one) or to get information about it.

3. On the pop-up menu, click on “Format”.

4. You should get a “Format - 3½ Floppy (A:)” dialog box. Make sure that the “Capacity” box shows “1.44 Mb (3.5”)”. (If you are using a low-density 3.5” disk, you should change the “Capacity” box to “720 Kb (3.5”)” by clicking on the pull-down menu button and selecting that capacity from the pull-down menu that appears.) Click on the open radio button for “Full” so that it is selected (has a dot in it). Notice how only one of the three radio buttons can be selected at any time. Be sure that the checkbox for “Copy System files” does not have a check in it, and that the checkbox for “Display summary when finished” is checked. Notice how any combination of the three checkboxes can be checked. Pull-down menus, radio buttons, and checkboxes are common features of dialog boxes and programs in general throughout Windows 95.

5. Insert a new disk into the drive. Be sure that nothing is stored on this disk that you wish to keep! It will be completely erased!

6. Click to start formatting. If you get the following dialog box:

   Windows cannot format this drive. Quit any disk utilities or other programs that are using this drive, and make sure that no window is displaying the contents of the drive. Then try formatting again.

   Click

it is probably because your disk is write-protected. Take out the disk and make sure that the hole with the sliding tab is closed. If it is already closed, you may have a bad disk – ask the lab worker for
assistance’. Slide the tab closed, reinsert your disk, click OK in the dialog box above, and then click start again. If your disk is defective you will have to replace it to continue this HOP.

7. A progress indicator should start in the bottom of the dialog box, ticking off colored blocks until the bar is filled and the formatting is complete. If you needed to stop the formatting at any time, you could do so by clicking (but you would still lose whatever was originally on that disk).

8. You should get a “Format Results - 3½ Floppy (A:)” dialog box when the format completes, which shows some information about your disk, including how much space is available on it.

9. When you finish looking at the “Format Results - 3½ Floppy (A:)” dialog box, click the button.

10. You should now be back at the “Format - 3½ Floppy (A:)” dialog box. Remove your disk from the drive. If you wanted to format another disk, you could do so by repeating this process from step 5.

11. This disk is now ready for use. You may wish to label it with your name and other personal information so that it can be returned if you lose it.

**Part II – Copying a Floppy Disk in Windows 95:**

1. Have a new disk ready. Be sure that nothing is stored on this disk that you wish to keep.

2. Find the “My Computer” icon on the desktop and double-click on it to open it (if it is not still open from Part I of this HOP).

3. Find the “3½ Floppy (A:)” icon in the “My Computer” window and click the right-hand mouse button. Notice how a pop-up menu appears for the icon. This is called right-clicking, and is commonly used in Windows 95 to manipulate the object being clicked upon (through a menu like this one) or to get information about it.

4. On the pop-up menu, click on “Copy Disk”.

5. You should get a “Copy Disk” dialog box like the one below:

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* You may try again on your own if you wish, by restarting the computer. Remove your disk from the drive and click on the button. On the start menu, click on . The screen will gray out, and you will see a “Shut Down Windows” dialog box, with several options. Click the radio button for “Restart the Computer” and click . The computer will restart, and when it does you can try again from step 1. If your disk still doesn’t work, it is probably defective.
If your computer has more than one floppy disk drive, you may see additional choices in the “Copy from” and “Copy to” panes. Make sure that “3½ Floppy (A:)” is selected (highlighted) in both panes by clicking on each.

6. Get the virus disk from the lab worker in Hanna 238B (you will have to surrender your student ID while you have the virus disk, and you should not keep it for more than a couple of hours at a time). Make sure it is write protected (both holes should be open on the disk). This is your “source disk”.

7. Insert your source disk in the disk drive. If your computer has more than one 3½” disk drive, be sure you use the A: drive (usually the top one).  

8. Click . A progress indicator should start in the bottom of the dialog box, ticking off colored blocks until the source disk has been read. If you needed to stop reading the source at any time, you could do so by clicking .

9. When the computer is finished reading the source disk, the progress indicator will be about half full of colored blocks, and the “Copy Disk” dialog box will appear:

10. Remove the source disk and insert a new disk (the destination disk) into the drive. Be sure that nothing is stored on this disk that you wish to keep! It will be completely erased!

11. Click in the “Copy Disk” dialog box to allow the copying to continue.

12. The progress indicator should continue in the bottom of the dialog box, ticking off colored blocks until the copy is completed. If you needed to stop copying at any time, you could do so by clicking (but you would still lose whatever was originally on the destination disk).

13. When the copy finishes, the “Copy Disk” dialog box will say “Copy completed successfully” at the bottom. You now have an exact copy of the source disk, down to the smallest detail. Remove your disk from the drive. If you wanted to copy another disk, you could do so by repeating this process from step 7.

14. Return the original virus disk to the lab worker in Hanna 238B and retrieve your student ID. Ask them to sign here to show that the disk was returned:

15. Label your copy so that you know it has a virus on it. Do not use this disk in any machine that you do not know runs a virus protection program! (All the machines in Science 121 run a virus protection program.)

16. Restart the computer to make sure that no trace of the virus will be resident. Make sure no disks are in the floppy disk drives and click on the button. On the start menu, click on . The screen will gray out, and you will see a “Shut Down Windows” dialog box, with several options. Click the radio button for “Restart the Computer” and click . The computer will restart, and when it does you can continue this HOP.

**Part III – Using F-Prot 95 to Remove a Virus:**

1. Look in Start Menu Programs for a menu called “F-PROT Professional” or “Command Antivirus”. Go into this menu and find a selection called “F-PROT Professional 95” (or “Command Antivirus 95”), and click on it to start the anti-virus program.
2. You should see an “F-PROT Professional” window almost exactly like this:

![F-PROT Professional window]

3. In the “F-PROT Professional” window, highlight “Scan Drive A” by clicking on it. The and buttons should become active (not grayed out), indicating that they can now be used on the “Scan Drive A” task.

4. Click Properties... to make sure the task is set up properly. You should see a “Properties - Scan Drive A” dialog box like this one:

![Properties dialog box]

5. Change “Action to Take:” to “Disinfect” by clicking on the pull-down menu button and clicking on that selection from the menu. Make sure that the other options match those shown in this illustration and change them if necessary.

6. When everything looks right, click OK to return to the “F-PROT Professional” window.

7. Insert the copy of the virus disk that you made in Part II of this HOP in the disk drive. If your computer has more than one 3½" disk drive, be sure you use the A: drive (usually the top one).

8. Click Execute Task to start the disinfection. The “F-PROT Professional” window will change to an “F-PROT Report Window - Scan Drive A” window, showing a progress indicator for the scan, with a button that can stop the scan. Do not interfere, and allow the disinfection scan to run until completion.
9. When the disinfection scan completes, you will see an “Attention!” dialog box which displays statistics generated by the scan. These statistics should look like those shown to the right, indicating that one file was scanned, it was found to be infected, and was disinfected. (The second section indicates that the boot record was not infected.) Click [OK] and in the “F-PROT Report Window - Scan Drive A” window you can see some additional information that was generated by the scan, telling you the name of the virus that was found and removed. (You may have to use the scroll bars to read all the results.)

10. Write the name of the virus in this blank:

____________________________________________________________________

11. Click [Close] in the “F-PROT Report Window - Scan Drive A” window to return to the “F-PROT Professional” window.

12. Click on [Virus info...] to find out more about this virus. You will see a “Virus Information” dialog box with a scrollable list of virus names. Find this virus in the list and click on it. Read the description of this virus.

13. Write the name(s) of the author(s) of this virus in this blank:

____________________________________________________________________


15. Restart the computer to make sure that no trace of the virus will be resident (see Part II step 16 for details).

16. After the computer restarts, verify that the virus is gone, by replacing the disk that you disinfected in the disk drive, and run F-PROT Professional again (steps 1-8). You should see the scan progress to completion, but no “Attention!” dialog box should appear. Instead, you will the “F-PROT Report Window - Scan Drive A” window, saying that “No viruses or suspicious files/boot sectors were found”.

17. Close F-PROT Professional (repeat steps 11 and 14) and remove your disk from the floppy disk drive.

Part IV - Erasing a Disk in Windows 95

1. Repeat steps 1-3 of Part I of this HOP.

2. You should get a “Format - 3½ Floppy (A:)” dialog box. Make sure that the “Capacity” box shows “1.44 Mb (3.5”)”. (If you are using a low-density 3.5” disk, you should change the “Capacity” box to “720 Kb (3.5”)” by clicking on the pull-down menu button [ ] and selecting that capacity from the pull-down menu that appears.) Click on the open radio button for “Quick (erase)” so that it is selected (has a dot in it). Be sure that the checkbox for “Copy system files” [ ] does not have a check, and that the checkbox for “Display summary when finished” [ ] is checked.

3. Insert the disk that you disinfected in Part III of this HOP into the disk drive. Be sure that nothing has been stored on this disk that you wish to keep! It will be completely erased!

4. Click [Start] to start formatting. A progress indicator should start in the bottom of the dialog box, ticking off colored blocks until the bar is filled and the erase is complete. If you needed to stop erasing at any time, you could do so by clicking [Cancel] (but you would still lose whatever was originally on that disk).

5. You should get a “Format Results - 3½ Floppy (A:)” dialog box when the erase completes, which shows some information about your disk, including how much space is available on it.

6. When you finish looking at the “Format Results - 3½ Floppy (A:)” dialog box, click the [Close] button.

7. You should now be back at the “Format - 3½ Floppy (A:)” dialog box. Remove your disk from the drive. If you wanted to erase another disk, you could do so by repeating this process from step 3.
Part V - Using Explorer in Windows 95

1. Insert a blank formatted floppy disk (such as the one from Part IV of this HOP) into the floppy disk drive.
2. Start Netscape and surf to the WWW page for your CSCI 503 class. You should see a link for the class syllabus. Click on this link to view the syllabus.
3. While viewing the syllabus, select “File” on the menu bar, and then “Save As”. You should get a standard “Save As” dialog box. Change the “Save in:” blank to the “3½ Floppy A:” drive and change the “Save as type:” blank to “Plain Text (*.txt)”.
4. Click to save a text version of the class syllabus on your disk.
5. Close Netscape.

6. Find the “Windows Explorer” icon on the desktop and double-click on it to open it.
7. The Explorer window is divided into two panes. The left pane is the folder pane and shows folders and other special devices and locations which can be explored. The right pane is the contents pane and shows the contents of whatever is selected (highlighted) in the left pane. Each pane will have scroll bars if unable to display its entire contents. Use the scroll bars (if necessary) to see the top of the folder pane. It should start with something like this:

   ![Folder Pane Example](image)

   If there is a plus on “My Computer”, i.e. ![My Computer](image), you must click on the plus to open the “My Computer” location so that you can see “3½ Floppy (A:)”.
8. Click on “3½ Floppy (A:)” to select it. It should become highlighted, and the contents pane (the right pane) should show the “syllabus.txt” file.
9. Select “View” on the menu bar, and then click on “Details”. The contents pane should now look very similar to this:

   ![Contents Pane Example](image)

10. To create another copy of the syllabus file, do a right-click-and-drag on the icon next to the filename, and drag it down into the blank empty space just below. (A right-click-and-drag is just like a regular click-and-drag, except that instead of using the left button you use the right button.) This pop-up menu should appear. Click on “Copy Here” and a second file called “Copy of syllabus.txt” should appear in the contents pane.
11. Click on “3½ Floppy (A:)” to select it (highlight it) again. Then select “File” on the menu bar, and then “New”. Another menu should appear to the side. Select “Folder” on this menu. A new folder should appear in the contents pane, with the name “New Folder” selected and ready to be changed. Since “New Folder” is selected, any typing will immediately replace it with whatever is typed, and when the Enter key is pressed the name of the folder will be changed. Change the name of the folder to “Class Syllabi” and press Enter.
12. Click-and-drag (this is a regular left-click-and-drag) “Copy of syllabus.txt” into the folder icon for “Class Syllabi”. While you are dragging it you will see a dim version of the file, superimposed with the international “NOT” symbol ![NOT Symbol](image). When it is positioned on the “Class Syllabi” folder, the folder will highlight, and the “NOT” symbol will disappear. You may then release the mouse button, and the file should disappear from the contents pane. It has been moved into the “Class Syllabi” folder. (Note that movement is the default action when you click-and-drag between folders on the same disk in Explorer. If you were to click-and-drag between folders on different disks, the default action would be to make a copy! Right-click-and-drag gives you a choice, instead of automatically using the default.)
13. To verify that “Copy of syllabus.txt” has been correctly moved, go to the folder pane and click the plus next to “3½ Floppy (A:)”. You should see this: Class Syllabi. Click on “Class Syllabi” in the folder pane (the left pane) to select it and show its contents in the contents pane.

14. You should see “Copy of syllabus.txt” in the contents pane. Click on it once to select it (highlight it). Now click once on the file name (not the icon). The name alone should be highlighted ready for editing, just like when you created the folder in step 11. Change the file name to “CSCI 503 Syllabus.txt” and press enter to make the change.

15. The Explorer should now look similar to the following (but probably will be bigger):

```
<table>
<thead>
<tr>
<th>Exploring - A: \ Class Syllabi</th>
</tr>
</thead>
<tbody>
<tr>
<td>File</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>All Folders:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>My Computer</td>
</tr>
<tr>
<td>3½ Floppy (A:)</td>
</tr>
<tr>
<td>Class Syllabi</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>1 object(s) selected</td>
</tr>
</tbody>
</table>
```

16. Double-click on the icon for “CSCI 503 Syllabus.txt”. It should automatically start Notepad with the syllabus file loaded. This is an example of an association. Windows 95 knows that text files can be opened with Notepad, so when the file is opened from the Explorer by double-clicking on it, Notepad was automatically started with that file loaded!

17. Close the Notepad window.

18. Return to the Explorer window and right-click on the “Class Syllabi” folder. A pop-up menu will appear with several options. Click on “Delete”.

19. You should get a “Confirm Folder Delete” dialog box, asking if you really want to delete this folder and all its contents. Click Yes (The folder is not deleted permanently, but has only been moved to the Recycle Bin. It will not be permanently deleted until the Recycle Bin is emptied. Remember though, that the Recycle Bin is stored on the hard disk of the computer you are using, so you could only recover the deleted files from that computer!)


21. That’s it! You’re done with HOP #2. Be sure to write your name, email address, section, and start/finish times on the top of this HOP, and turn it in to your instructor. Make sure that you wrote down any answers required on this HOP. You will also be required to take a short, multiple-choice quiz on your experience with this HOP at the same time. We will not take class time for this however, so you need to arrange to do it at some other time.