1. Have the 3 1/2 floppy disk that you want to copy in the A: disk drive.
2. Double click on the My Computer icon located on your desktop.
3. Right mouse click on the 3 1/2 (A:) Drive, and click on Copy Disk...

4. Click start.

5. You will then be prompted to insert the destination disk into the 3 1/2 (A:) Drive. Remove disk number 1 and insert disk number 2, then click OK.  
***Everything on disk 2 (destination disk) will be erased.

6. Then click close.