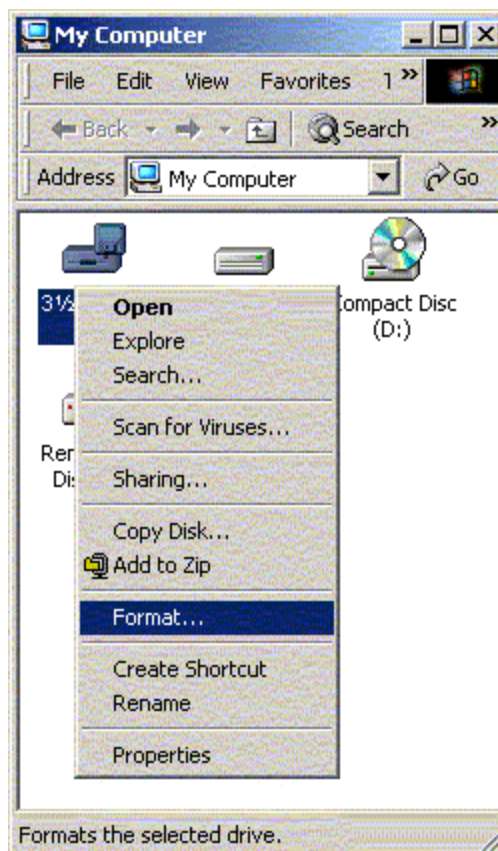


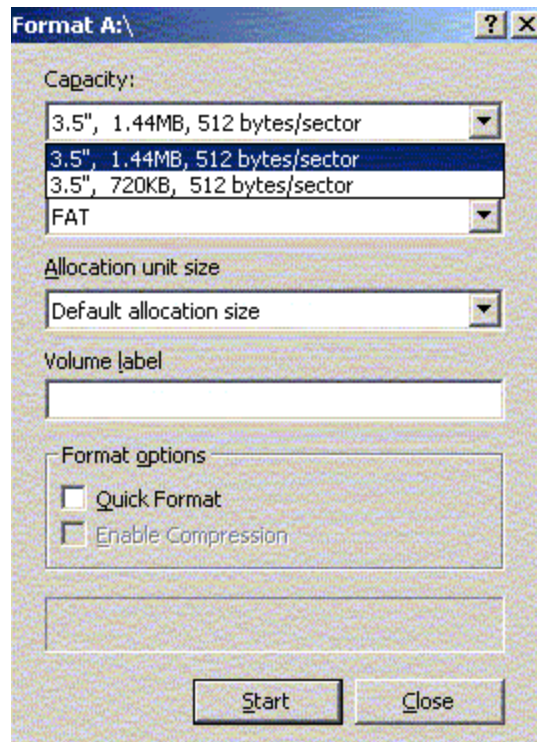
Formatting a Disk

Note: Formatting a disk erases all information on that disk. There is no way to get the information back!

1. Place a blank, unformatted 3½ disk in drive A:.
2. Double click the **My Computer** icon on the desktop.
3. **RIGHT** click the **3½ Floppy (A:)** icon.
 - A pop-up menu of commands that apply to drive A: will appear.



4. Click **Format** on the pop-up menu.
5. Specify the capacity of the disk you are using.
 - Use 1.44 Mb (3.5") if you have a high-density disk usually noted by a HD on the disk. Also, a HD disk has two small square holes in it, one on each side.
 - Use 720 Kb (3.5") if you have a double density disk usually noted by a DD on the disk. Also, a DD disk has one small square hole in it on one side.



6. Click **Start**.
 - Click the **Quick Format** box only if you do NOT want to do a **Full Format**.
 - When it is done formatting, a message will pop up saying that the format is complete.

Note: If in the summary dialog box reports that there are any bad sectors on your disk then, throw it away, and do not use it.

7. Click **OK**, and then click **Close** in the **Format** dialog box.