

TECHTIP 15 - Formatting A disk

Introduction

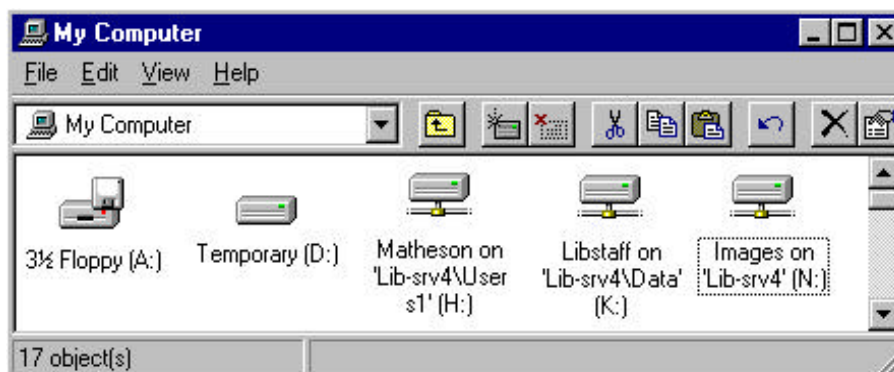
This Techtip aims to show the user how to format a floppy disk for use on a PC.

Instructions

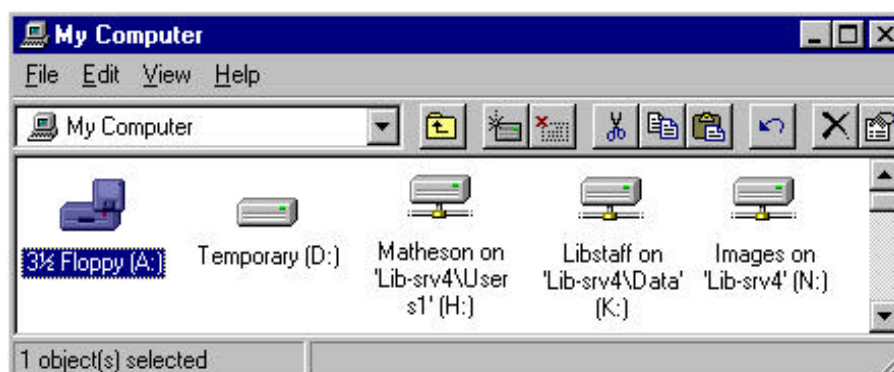
- Insert the disk into the floppy drive. Make sure the metal shutter is facing the drive and the disk label is facing upwards.
- Double-Click on the **My Computer** Icon on your Desktop.



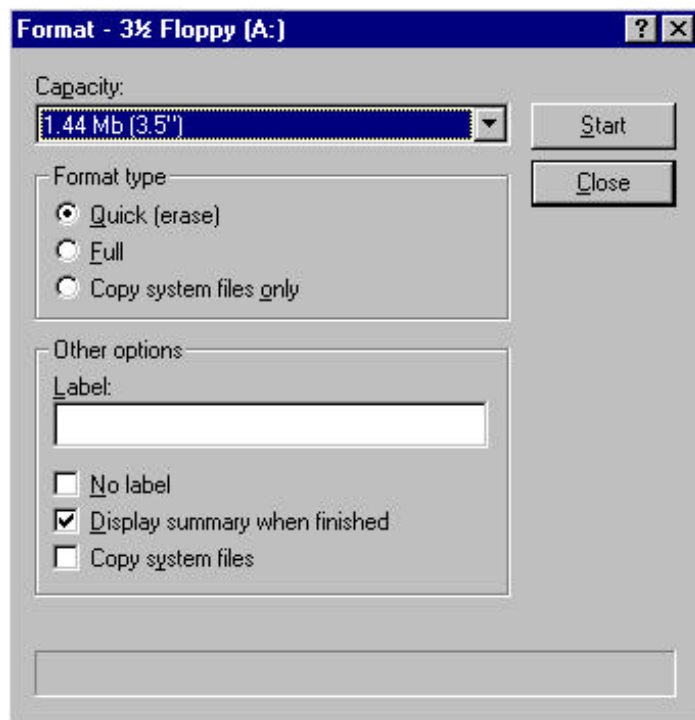
- You should see the following display:



- Click on the **3½Floppy (A:)** to highlight it. It should now look like this:



- Now, with the icon highlighted, click on the **File** Menu and select **Format**.
- You will now be presented with the Format Dialogue box, as follows:



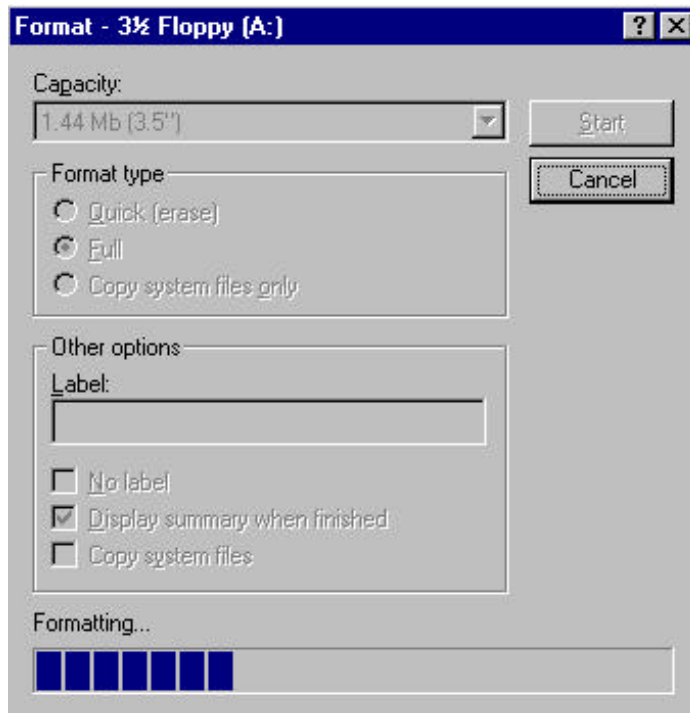
- In the **Format Type** area, select one of the following

Quick (erase) - Use this if the disk has been formatted previously and you wish to wipe the contents.

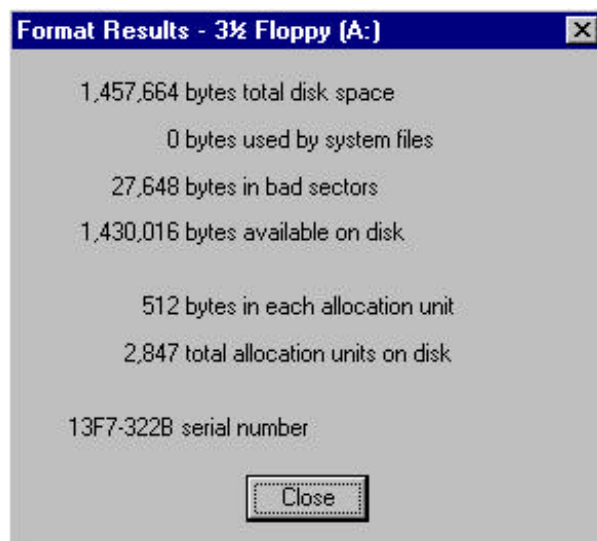
Full - Use this when you have a new disk or you wish a full format. This is the best option to use.

Copy System - Use for creating boot disk. This is rare.

- In the **Other Options** enter a label to remind you of the contents.
- Now click on the **Start** button and the formatting begins, you should see a status bar, like the one below:



- When the format is finished you'll get the following message:



- Click on **Close** to return to the format dialogue and click **Close** again. You should now be able to access your newly formatted diskette.

Additional Notes

Should you have any errors when formatting the disk, dispose of it immediately as it will not be reliable.