

FORMATTING A DISK

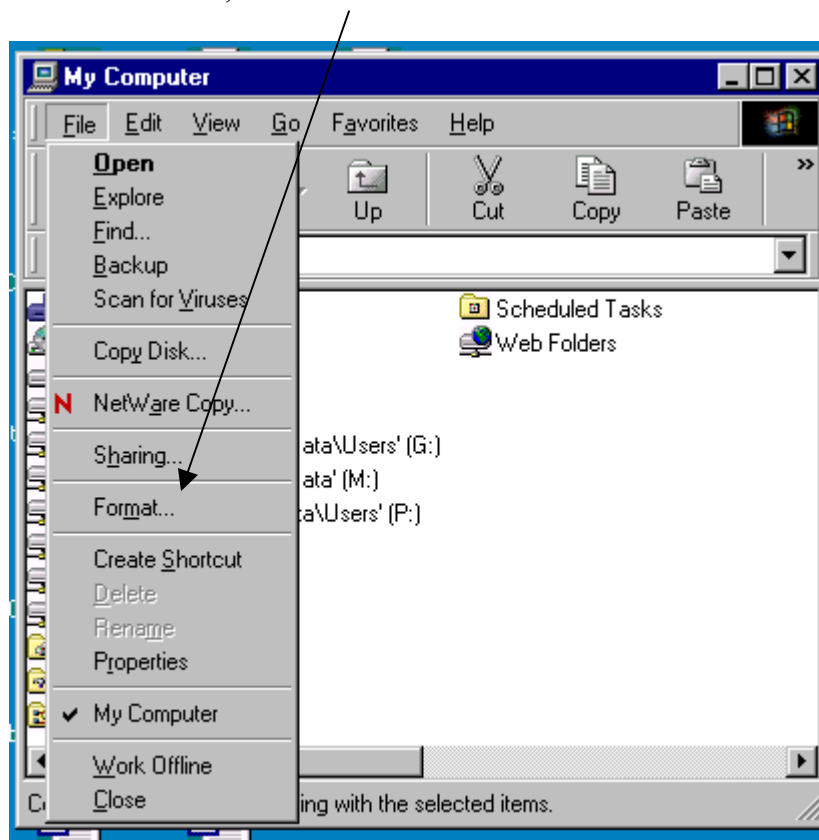
IMPORTANT: Formatting a disk will erase everything that is on the disk. Formatting should be done ONLY if you are sure you want to erase everything.

1. Double click on the “**My Computer**” icon in the upper left-hand corner of the



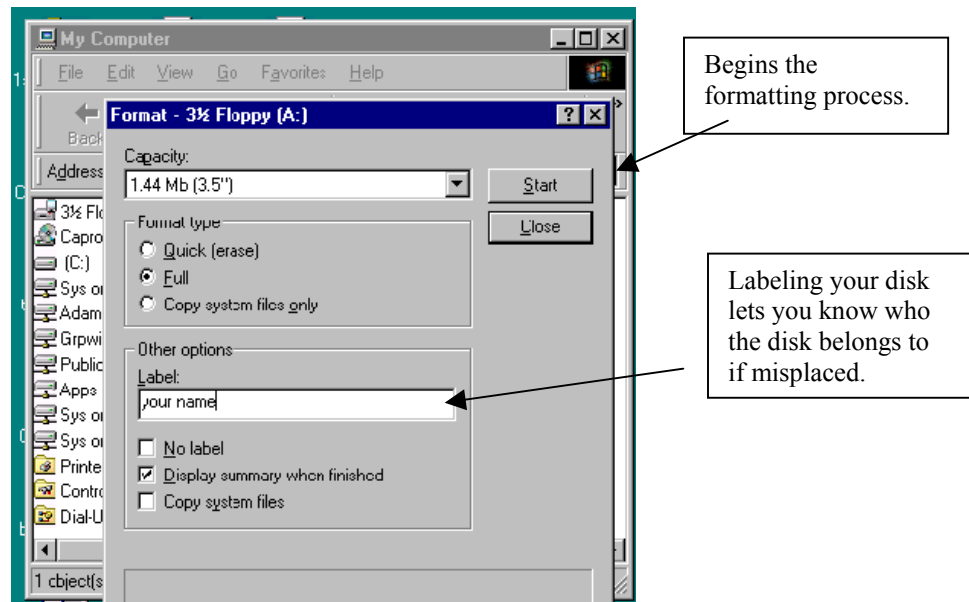
2. Click once on the **A:** drive to format. (If you click twice, the contents of the disk will open and you will **not** be able to format until you have closed that window).

3. From the “**File**” menu, select “**Format**”.

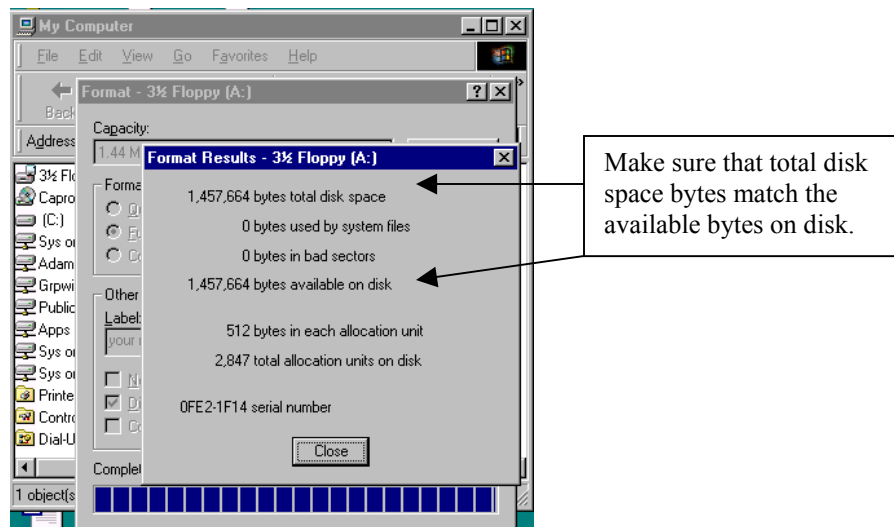


4. If you choose “Quick” erase it will just erase any files on the disk. When you choose “Full” it will completely check your disk for any bad sectors and verify if the disk is good.

5. Click the **start button** and wait until the green or amber light on the disk drive has turned off. You may damage your disk and disk drive if you remove a disk when the light is still active.



6. Once the formatting is completed, check the information dialog box to verify that there are **NO bad sectors**. If you have bad sectors, do not use the disk to save files (discard the disk).



7. Click **close**.