

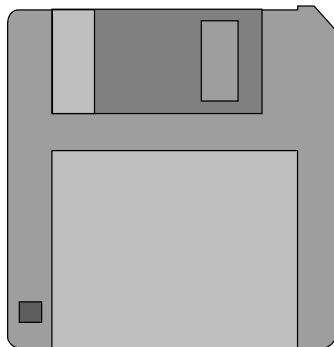
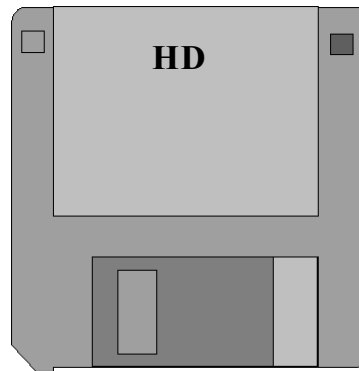
# Formatting a Disk

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## High Density/low Density

A high density 3.5" diskette holds 1.44 megabytes of information (some may now hold more) and a low density 3.5" diskette holds 720 kilobytes of information, therefore, a high density diskette holds at least twice as much data. Why do we still have low density diskettes? Well, some older model computers have low density diskette drives and will only accept low density diskettes. Newer model computers with high density diskette drives will accept both high density and low density diskettes. How do you know what type of diskette you have? If you still have the box your disk came in it should read HD for High Density or DD for Low Density (or Double Density). If you don't have the box, look at your diskette and compare it to the pictures below...

High Density Diskette



Low Density Diskette

## To Format a Diskette

At the Windows 95/98 Desktop, double click the Format 3 ½ Floppy Diskette icon. Select the type of diskette you have, insert your unformatted 3.5" diskette into the disk drive, and press <Enter>. The computer will show you what percent of the diskette is formatted and prompt you for a volume label once the formatting process has completed. The volume label is simply an internal label or name for your diskette to identify the diskette if the paper label stuck on the outside of the diskette is removed or unreadable. Make sure your volume label is twelve characters or less and is one word with no spaces in between. The computer then asks if you would like to format another diskette. If you would like to format another, type in Y to continue the process again, otherwise type in N and the computer will take you back the Windows 95/98 Desktop.

## Care and Maintenance

Diskettes should be kept in controlled temperatures. Extreme cold and extreme heat can damage the information on a disk. Write on diskette labels before putting the label on the disk. Pressing down on the disk's plastic cover could damage the disk itself. If you must write on the label after it has been put on the disk, use a felt tip pen. Never force a diskette in or out of a disk drive. If you can't get the disk into the drive, check to make sure another disk is not already in the drive. If you can't get the disk out, toggle the disk in case the disk's metal shutter has gotten caught inside the drive. Call for help if you can't solve the problem yourself. If the metal shutter on the disk is loose, buy a new disk and copy the files from the old diskette to the new one. Move the diskette's write-protect notch to the protected position when not using your disk or when loaning your disk out if you don't want any changes to be made to the contents of the disk or files to be saved to the disk.