

# Formatting a Floppy Disk.

Step by Step series.

## **Explanation:**

If one has a new Floppy Disk that is not formatted, You must format it before you can store any information on it. If you have a Disk with a lot of stored Information (Data) and now, You want to put all new information on it, You may want to format the Disk to thoroughly clean off the old files and prepare the Disk for the new information.

Formatting, is making new magnetic grooves on the Disk, when compared to the old Lpg-Records which were actual physical grooves.

## **Formatting:**

- 1. Insert a Floppy Disk into the appropriate drive.**
- 2. Option 1.**  
From the Win Explorer window.  
Start Explorer by Right clicking the start button,  
left click EXPLORE.  
Right click the appropriate drive.  
**Option 2.**  
Double click My Computer, right click the appropriate drive.
- 3. Select Format!**  
Set the desired options, including a Label if desired.
- 4. Click the Start!**  
Windows will now format Your Floppy Disk and display  
the results in a Dialog Box when complete.
- 5. Now you are ready to store information on that Floppy Disk.**

# Disk Copying

Step by Step Series.

Some times when operating the Computer, one would like to have an exact copy of a Floppy Disk. This Handout sheet will lead You through a step by step Procedure to perform a Disk Copy.

- 1. Insert the disk you want to copy into the appropriate drive. mostly the A: drive.**
- 2. Start Windows Explorer,**  
by right clicking My Computer, left click Explore!
- 3. Right click the appropriate drive (A:) and choose (select)**  
Copy Disk from the Popup Menu.  
Click Start.
- 4. When prompted, remove the source Disk and insert the**  
destination Disk. Then click the OK button
- 5. Take the Disk out of Your Drive!**  
Now You have two Floppies with the exact information on them.