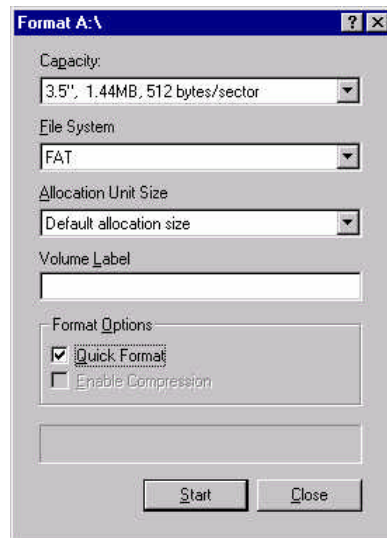


Formatting Diskettes

When backing up your data, always make sure you have a clean diskette that has nothing else on it. If you have a previous backup on the diskette you are using, it is important to re-format the diskette before using it again. Deleting the information off the diskette through Windows Explorer doesn't always clean everything off and can leave fragments of information. Use the following instructions to format your diskettes.

To format your diskette:

- 1) Go to Windows Explorer by *right-clicking* on the **Start** button to display a menu. Choose **Explore**.
- 2) Put the diskette you want to format into your floppy drive (most likely the A: drive).
- 3) *Right click* on the **A:** drive and choose **Format**.
- 4) Make sure **Quick Format** is **checked**. The following screen could look different on the various Operating Systems, but the information is the same. You will most likely use the default information on this screen and won't have to change any of it.



- 5) When you are ready to format your diskette, click **Start**. A warning will display stating that it will erase all data on the diskette, click **OK**.
- 6) When the formatting is finished, a box stating the format is complete will display. Click **OK** and then **Close**.
- 7) Your diskette is formatted.