

FORMAT OR CHECK A FLOPPY DISK

If you are running WIN95/98:

SCAN DISK

1. Click START..PROGRAMS..ACCESSORIES..SCAN DISK.
2. Put the disk to be scanned into drive A:
3. Click on A:(floppy disk)...select THOROUGH
This will cause it to check out the disk.

FORMAT DISK

Put the floppy disk to be formatted into the A:\ drive

1. Doubleclick MY COMPUTER on the desktop
2. Click the A:\ drive to select. (**NEVER, SELECT C: TO FORMAT. This will wipe out everything on your C: hard drive**)
3. Click File and select FORMAT.
4. Select FULL. Click START

Upon completion it will tell you if there are any bad sectors or any other problems and the disk will be ready to use. If bad sectors are found, throw the disk away right then.

SYSTEM DISK

1. Same as FORMAT above except check the square that says add SYSTEM files.

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