

# How To...

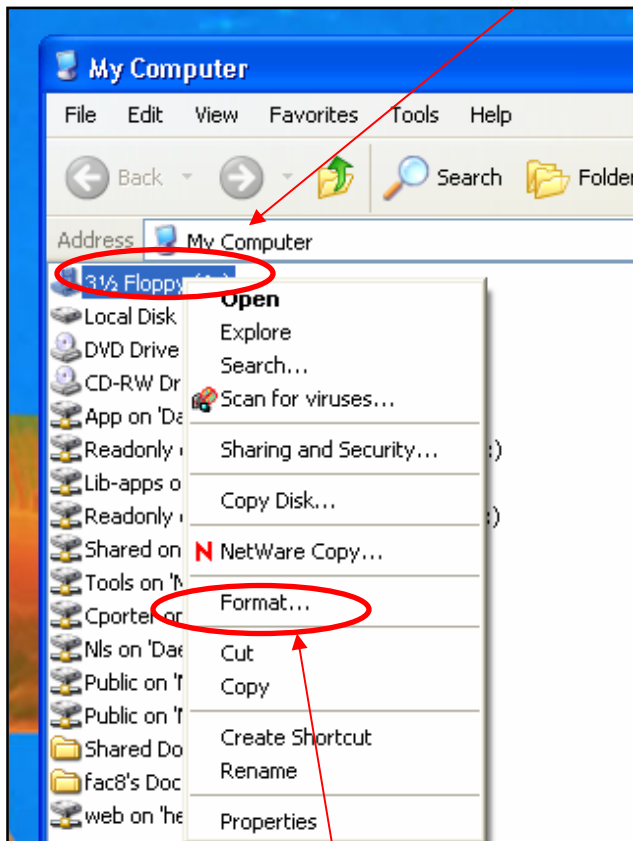
## Format a Disk

### Formatting a Disk

A new disk may need to be formatted before it can be used. **Formatting** a diskette creates the *root* directory and prepares it to receive data. When you format a diskette that has already been used, any existing data on the diskette **will be erased**.

The steps for formatting a diskette are:

- ◆ Place the diskette to be formatted in drive A:
- ◆ Double click on the "My Computer" icon
- ◆ Right click on the 3 1/2 Floppy A: icon



- ◆ Choose the "Format" option
- ◆ Select the "Start" button.