

## FORMATTING A DISK

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Disks need to be formatted to work with the Windows program. Many times when disks are bought they are already formatted. However, there may be a time when a disk may need to be reformatted. When a disk is formatted, all the information on that disk is erased. Either My Computer or Windows Explorer is used to format a diskette.

- ❖ Put the diskette to be formatted into the diskette drive.
- ❖ Right-click that drive in the **My Computer** window or in the **Windows Explorer All folders** pane.
- ❖ Choose the **Format** command from the drive's right-click menu or choose **File, Format** from the menu bar.
- ❖ The **Format** dialog box will appear.
- ❖ Select the **Format** options you want and click **Start**.
- ❖ When the formatting is complete, the **Format Results - 3 1/2 Floppy [A:]** dialog box displays.
- ❖ To close the **Format Results** dialog box, click on Close.
- ❖ Close the **Format - 3 1/2 Floppy [A:]** dialog box.
- ❖ The formatting is completed.

### Notes

- ❖ Do not click the disk icon, because a disk cannot be formatted if it is open in **My Computer** or **Windows Explorer**.
- ❖ Formatting a disk removes all information from the disk.
- ❖ A disk cannot be formatted if there are files open on that disk.