

Platform: Windows XP® PC
Ref no: ins003
Date: Current
Version: 1
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Working with floppy disks

Before you start

Have you got the right document? Check that the platform shown above matches the computer platform you are using.

If unsure, ask at any Information Services Help Desk.

Have you got **2** floppy disks to store your work on - a main disk and a backup?

Computers can crash and floppy disks fail so save your work frequently and always keep a copy on a backup disk.

Introduction

A brand new disk is usually formatted and ready to use straight away. They have a holding capacity of 1.44 Mb.


Warning: Formatting a disk will destroy any data already held on the disk.

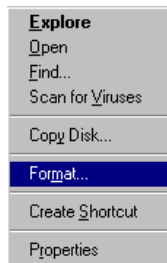
If you insert a disk you have used before and it cannot be read do not re-format it, but seek advice at an Information Services Help Desk. However, if you are absolutely sure that you want to erase all data on your disk to make it blank, then follow the instructions below.

Getting started

1. Start the computer and 'log on' following the notices displayed in the labs.

⇒ To format your disk

1. Insert your floppy disk into the A: drive.
2. Move the pointer towards the bottom left of the screen and click the **Start** button. 
From the menu click on each of the following **Programs; Windows®, Explorer®**
3. Single-click the **right** mouse button on the **3 1/2 FLOPPY (A:)** icon
4. Single-click the **left** mouse button on **Format...**

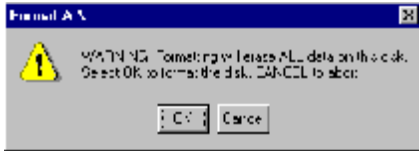


5. Press START to initiate the format disk process.



5. A dialogue box appears reminding you that formatting will erase

any data already on the disk. Click on **OK** using the **left** mouse button to proceed.



The disk will now format. The bar at the bottom of the window indicates progress.

6. When formatting is completed the following dialogue box will be displayed to confirm completion of the format. Click on **OK** using the **left** mouse button.



8. Click on **Close** using the **left** mouse button.

If any other message or error appears, consult the Help Desk staff, there may be a problem with either the machine you are using or your floppy disk.

Care of floppy disks

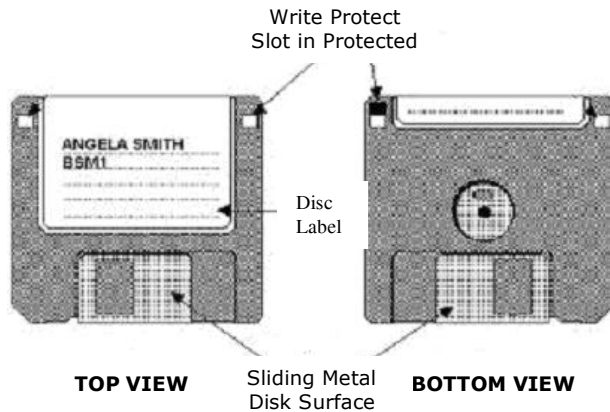
Keep your disks in a disk box or similar container and keep them away from:

- Heat
- Moisture
- Magnetism
- Sunlight
- Dirt in general
- Mobile phones

Protecting your work

You can help to protect your work from loss or damage by following these guidelines:

- Make backups of important files or documents on a separate disk to the original. Disks don't last forever and are easily damaged or lost.
- Keep disks containing important work in a safe place and use the disk's write protection tab to prevent files being deleted or over written (see diagram below).



- Never take your disk out of a computer while you have work that it is still open. This can result in your work not saving properly and your disk being ruined.
- Never attempt to copy files between floppy disks simply by swapping disks. To copy files and backup disks, see document *ins019*.
- Never lend your disks to other people, as they could accidentally delete your work, damage or lose your disk.
- Check your disks regularly for viruses, particularly if you have your own computer.

Before you leave

⇒ Log off from the computer

1. Press the **Ctrl**, **Alt** and **Del** keys simultaneously.
2. Click the **Log off**...button and click **OK**.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771
 Brindley IT Centre: 01782 294135
 Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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