

Formatting a diskette

Put the supplied diskette (or floppy) into the disk drive located on the front of the PC. Double click on My Computer to open the list of drive on the PC.

Right click on the A: (3½ Floppy) drive icon and select Format. The window on the right will be displayed.

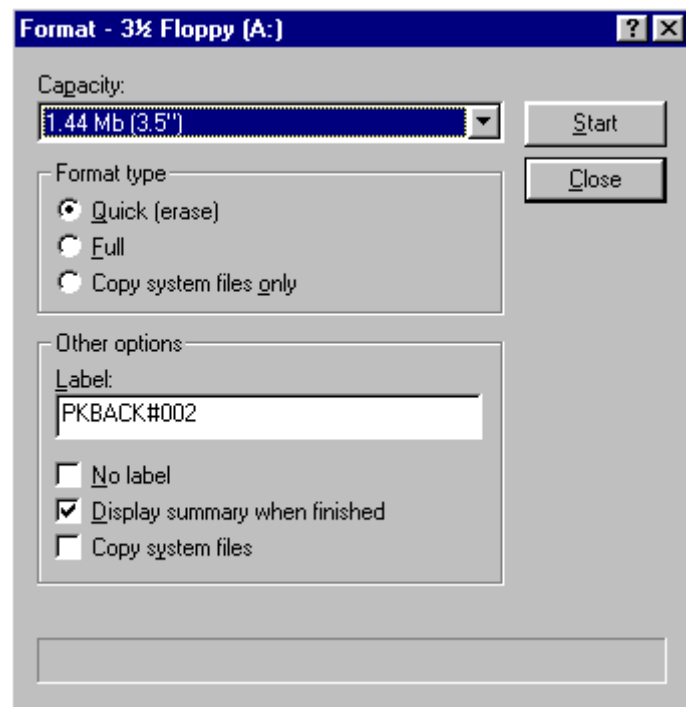
Change the Label to read your required name and ensure the settings are as shown.

When ready click on the Start button in the window.

The disk will be formatted and any information on the disk will be lost.

When completed the disk is blank and ready to be used.

There are three options when formatting a diskette :



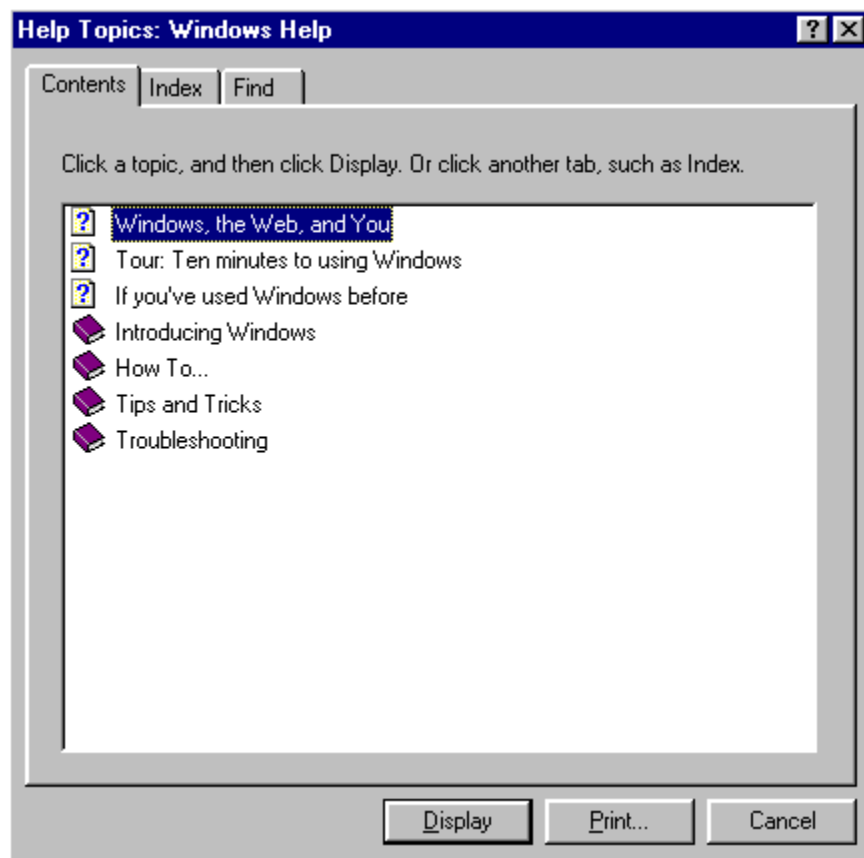
Quick (Erase) : This erases all the files from the diskette but does not check the diskette for bad or damaged areas. This is suitable for diskettes that you know are working and use regularly. It is the fastest formatting option.

Full : This erases all files and performs a complete scan of the diskette surface for errors. This option is slower but useful if you are having disk problems and want to test the diskette prior to use. New unformatted diskettes must be formatted with this option prior to first use.

Copy system files only : This applies to formatted diskettes and copies the system files necessary to boot the PC from a diskette.

Windows Help

Windows Help can be activated by selecting Help from the Start Menu. Windows provides very comprehensive help on all aspect of the desktop. It is a standard that specific help is also included with all Windows applications. The main Help window will look similar to the following :



The Help window has three tabs, indicating three available methods for displaying help on a particular topic that the user requires.

Contents

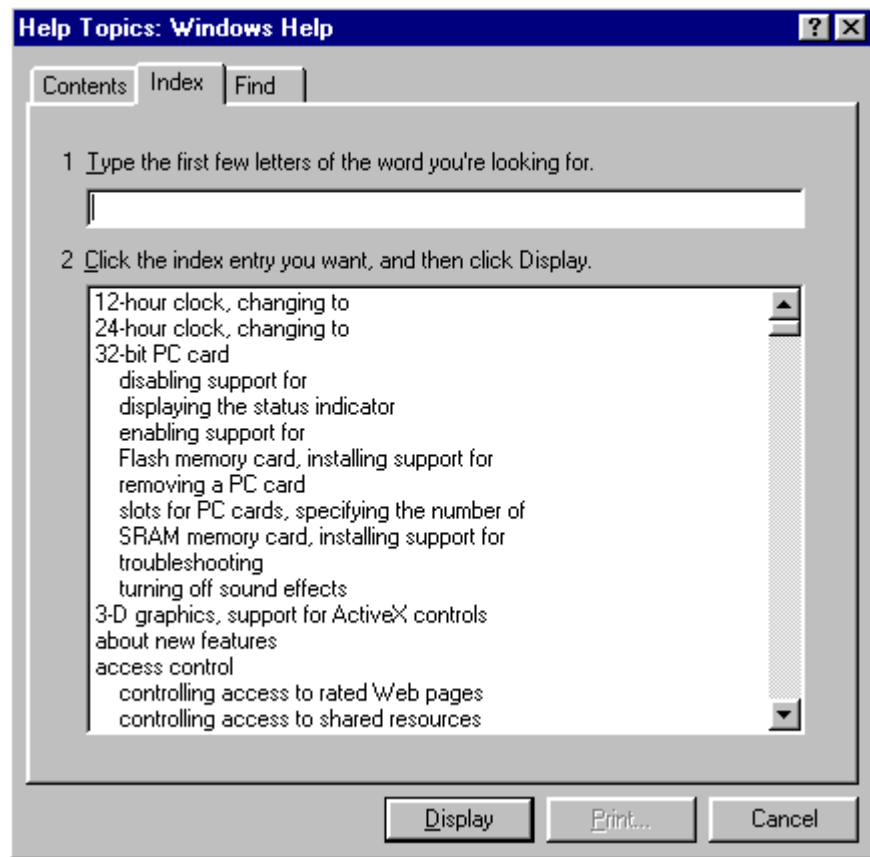
A list of topics are displayed, each with an icon to the left. The icon that looks like a page with a question mark is a specific help topic. Clicking on the topic, then clicking on the Display button will open a new window displaying the information.

The book icon represents a general topic containing a series of related specific topics. Double clicking on the book will open it and display a list of specific topics indented underneath.

Index

To aid in searching for help on a specific area click on the Index tab. A window will be displayed like the example below :

Typing in a word will limit the search to topics containing that word. Clicking on the topic required, then clicking on the Display button will open a window displaying the selected information.



Find

This option is available if the topic required cannot be found in either the Contents or Index windows. Find allows searches through every word of every help topic to aid the search. This option runs more slowly than the others and requires Help to build a database the first time it is used.

Clicking on the Find tab for the first time will display the Find Setup Wizard. This wizard will prompt the user to determine what size of database is required. The larger the database, the better the chance of finding the required topic. However, a maximum sized database will utilise a large portion of the PC's resources, and will slow down the search. It is recommended to use the minimum database firstly, as this option can be changed later.

When the wizard has completed the database build, key words can be typed in relating to the required topic. The Help window will then display all the topics containing those words.