

**INSTRUCTIONS FOR FORMATTING A DISKETTE**

Formatting is the preparation of diskettes for storage of information. There are several different versions of the format command that can be used. The version that you use depends upon the type of diskette and the type of disk drive in which the diskette is being formatted.

In order for us to be able to read the Tuition Grant diskettes you send, the diskettes should be properly formatted. Below is a table that identifies the more commonly used diskette types and disk drive specifications. The correct version of the format command will appear in the row for your diskette type and drive type. The format command uses the parameter "d:" to indicate the disk drive designation. For example, your 5 ¼ drive may be the "A:" drive. Instead of typing "FORMAT D:", replace the drive designation with "A:" and type "FORMAT A:".

To verify that the disks were formatted correctly, perform the CHKDSK command on the newly formatted diskette. The format for the CHKDSK command is "CHKDSK d:". When the command returns the disk information, compare it to the information in the fourth column of the table that corresponds to your diskette type and disk drive.. If the "total disk space" numbers are the same, the diskette is formatted correctly.

<b>DISK TYPE</b>	<b>DRIVE TYPE</b>	<b>FORMAT COMMAND</b>	<b>SPACE INFO.</b>
5 ¼" DSDD	DSDD	FORMAT d:	362,496 bytes total disk space
5 ¼" DSDD	HD	FORMAT d: /T:40 /N:9	362,496 bytes total disk space
5 ¼" HD	DSDD	Cannot be formatted	
5 ¼" HD	HD	FORMAT d:	1,213,952 bytes total disk space
3 ½" DSDD	DSDD	FORMAT d:	730,112 bytes total disk space
3 ½" DSDD	HD	FORMAT d: /T:80 /N:9	730,112 bytes total disk space
3 ½" HD	DSDD	Cannot be formatted	
3 ½" HD	HD	FORMAT d:	1,457,664 bytes total disk space
3 ½" DSHD		FORMAT d:	1,457,664 bytes total disk space