



## 5.25" DISKETTE

### Diskette Handling Guidelines and Good Practices

- Never wet or wash a Diskette.** Dust it with a soft brush if necessary. Compressed air in a spray can may also be used to blow dust away.
- Heat is one of your Diskettes' worst enemies. Never store a Diskette in direct sunlight. Keep it away from excessive heat in general.
- Never bend the Diskette.** Handle your Diskettes with care, especially when loading or unloading them into the Disk Drive.
- Never attach paper clips to a Diskette.**
- Never write on a Diskette or on the identification label of a Diskette** with an erasable pencil or a ball-point pen. A fiber-tip pen is recommended for writing on the label.
- Magnetic Fields are another of your Diskettes' worst enemies. A Diskette exposed to a magnetic field will lose data. Keep Diskette away from magnets and electrical equipment (speakers, old school telephone sets and television sets).
- Never touch the Diskette itself where it is exposed through the small "window" in its protective envelope.** It is not necessary to turn a Diskette in its envelope, the Disk Drive will take care of that.



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