

Initials: _____

Date: _____

A: Drive Script

1. ****DO NOT SCAN THE DISK FOR VIRUSES****
 2. ****DO NOT SCAN THE DISK FOR ERRORS!**** Attempting to scan could lead to fatal errors to the disk and could make the file worse.
 3. Right Click the document and try to copy and paste it to the desktop. This will let you use a copy of the actual document instead of changing the original document.
 4. Open Microsoft Word
 5. Try to open it in Word by clicking File – Open
 6. If Word fails, try using Notepad to recover any lost text.
 - a. Start – Programs – Accessories – Notepad – See – All Files
 7. If you are still unable to open the document, take student's disk and fill out the sheet below completely.
 8. Also ask when the student needs the document. For example: 1 PM today or next Thursday.
 9. Inform student that any information rescued will be e-mailed to them.
 10. Put disk in Ed's Mailbox with the sheet below.
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York College of Pennsylvania
Department of Information Resources
Disk Rescue Form

I, _____, give York College of Pennsylvania permission
(please print name)

to attempt to rescue file(s) from my floppy disk. I understand that in the process of this recovery, it is possible that the disk could become further corrupted. I also understand that there is a chance that the file(s) cannot be rescued at all.

Name: _____ Date: _____
(Signature)

Files to be rescued: _____ E-mail address: _____

Phone: _____ Additional copy of this file? Yes/No (circle one)

Are you Faculty, Staff or a Student (circle one)