



## COMPUTER APPLICATIONS

# Tape Rotation Made Easy

## Introduction

Here's a simple way to rotate your tapes in order to maintain a good history.

It uses about 20 tapes per year, gives you an "off-site" permanent archive, and guarantees no tape is over-used.

## Step by Step

### Step 1 – Label

Start with 10 tapes and label as follows:

M	(Mon)
T	(Tues)
W	(Wed)
R	(Thur)
F1	(1 <sup>st</sup> Friday)
F2	(2 <sup>nd</sup> Friday)
F1	(3 <sup>rd</sup> Friday)
F1	(4 <sup>th</sup> Friday)
F1	(5 <sup>th</sup> Friday)

### Step 2 – Rotate

You use the M, T, W, and R tapes for the first 4 weekdays.

You use the F1, F2, F3, F4, and F5 tapes for that Friday in the month

**NOTE!** *Every time you change a tape, put a "tally mark" on the tape so you know how many times it has been used.*

*(see "tally marks" below)*

### Step 3 – Store

Each month, the tape that has been used the most, becomes the "End of Month Tape", and is labeled M1, M2, M3, etc. for Jan, Feb, Mar, etc. NOTE: This is the tape with the most "tally marks".

**NOTE!** *No tape should ever be used more than 20 times!*

---

"Tally Marks" are sets of lines used to count by "fives" as follows:

