

Formatting an External Hard Drive

Use this handout to re-format your external hard drive if you want to use it on a Mac and a Windows PC..

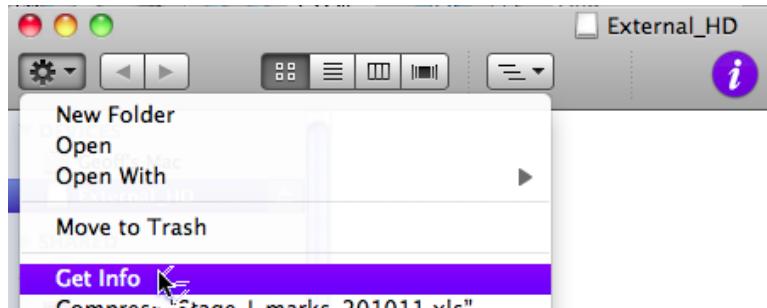
NOTE: Any data on your drive will be deleted by this process. If you wish to preserve your data make copy on another drive.

Select your External HD



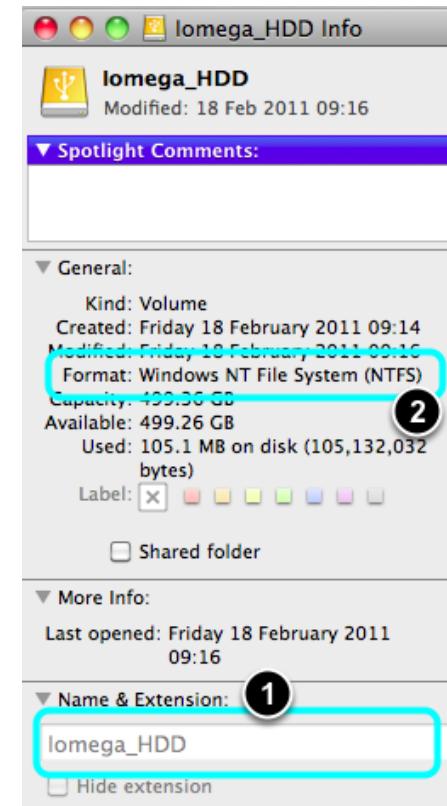
Find your external HD on your Desktop

Finding information about your drive



1. Select your external drive and check its file format.
2. **CMD + I** will open the Info Panel

Check the current format of the drive



1. Ensure that you have the correct drive selected
2. Check what formatting has been used on the drive

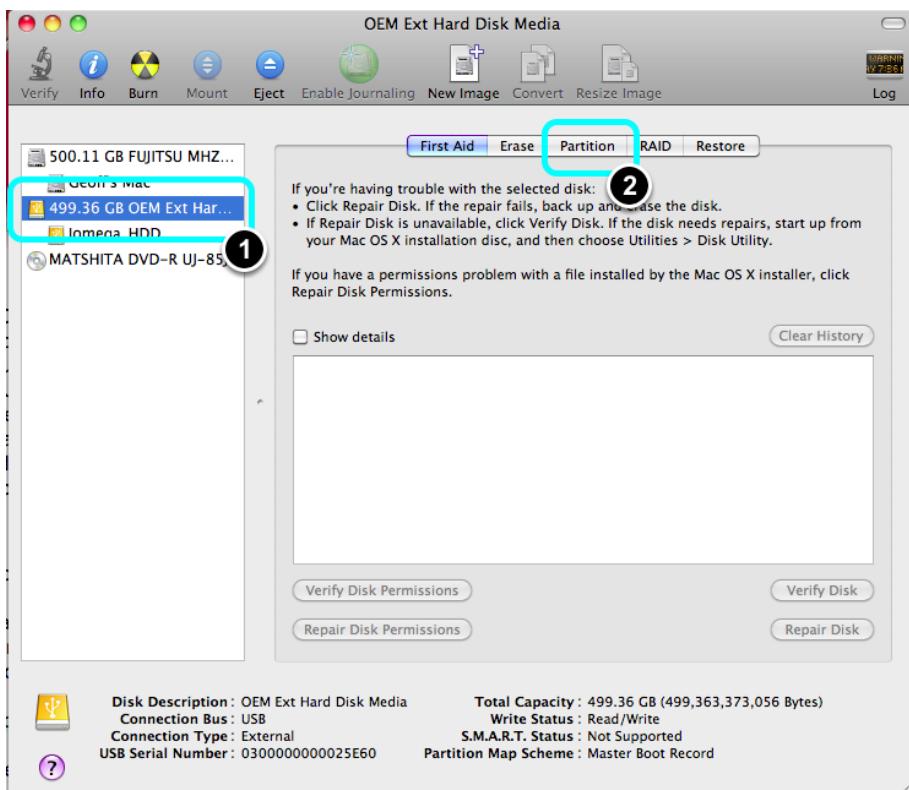
If it is **Windows NT File System NTFS**, it will not read/write on an Apple Mac.
If it is **FAT 32** it will read/write on both systems.

Disk Utility



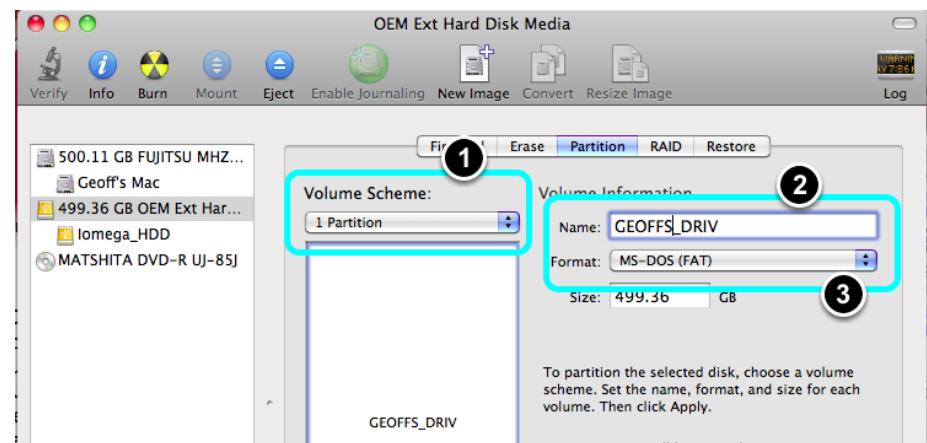
1. Go to **APPLICATIONS** Folder > **UTILITIES** Folder > **Disk Utility.app**

Select drive and Partition



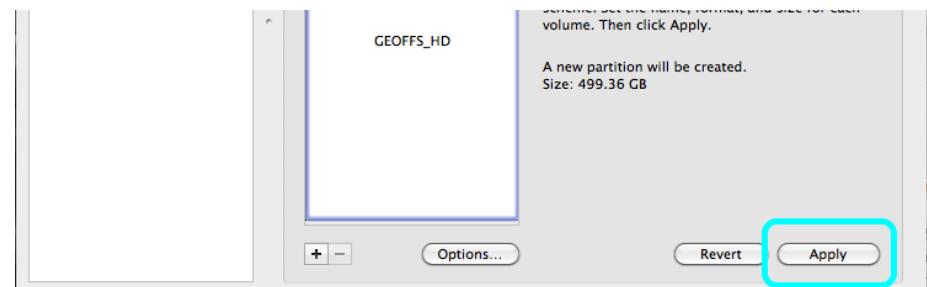
1. Select your External Hard Drive.
2. Select **Partition**

Settings



1. Select **1 Partition**.
2. Give your drive a name (maximum 11 letters)..
3. Select **MS-DOS (FAT)**.

Go for it!



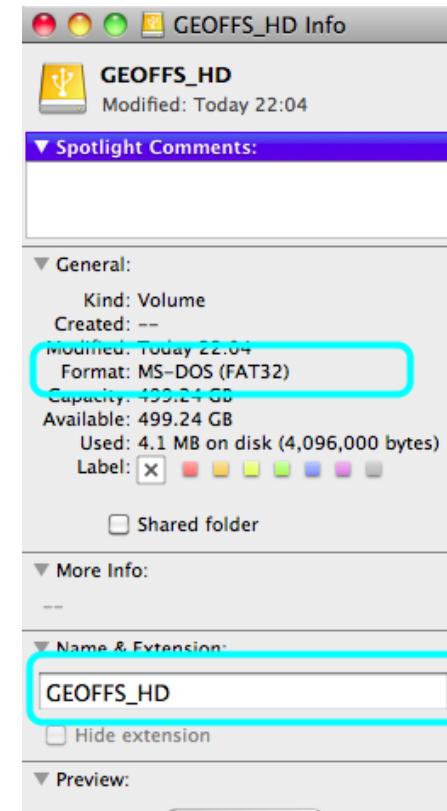
When you are ready, select **APPLY**.

Last chance to cancel



You will be given a final warning before proceeding at this stage.
Remember any data on the drive if you proceed beyond this point.
If you wish to complete the formatting then Select **PARTITION**.

Check the results



Once the formatting has been completed check the drive again using **Get Info**. (Step 2 above)..

Take the opportunity now to copy some files to the drive and to delete them.