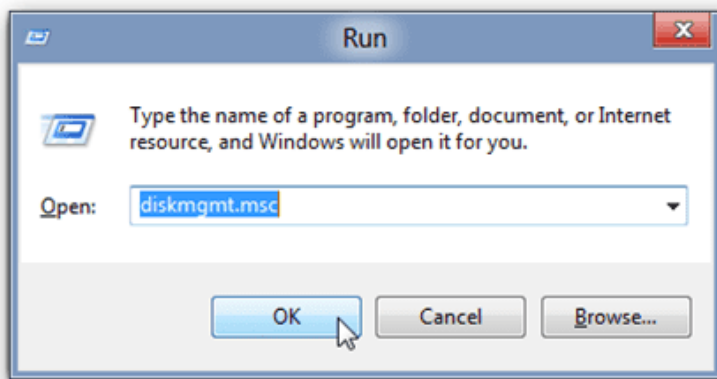There are two set of instruction. One for Windows OS and another for OS X. Please use the right set of instruction for your System.

>>>>>> 1) Preparing a new hard drive for use with Windows 7/8/10/11 OS <<<<<<
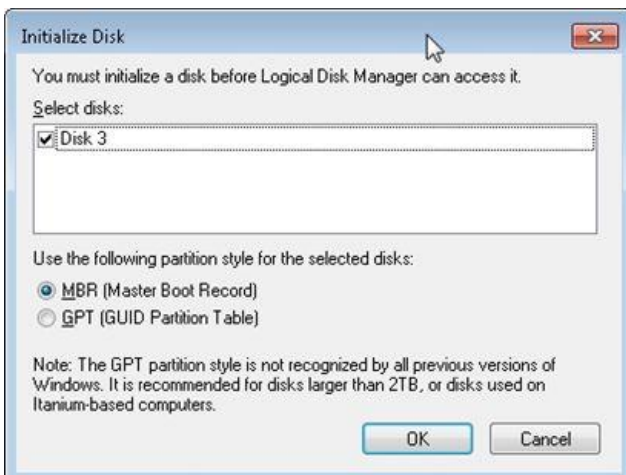
NOTE: If you have important data on this drive, DO NOT go any further, please backup your data before you continue. These steps will help prepare a new drive for usage. This process will also erase ALL the data on the drive you are preparing. You can also use this tool if this is an old drive and you want to clean/erase the data and prepare it for use.

For Windows 7, hold the Windows logo key on your keyboard and press **"R"** (**Winkey+R).** This will launch the Run the utility. Type **"diskmgmt.msc"** inside the text box and press **Enter**. This will open the Windows Disk Management utility. This is where you can format, create, and delete hard drive partitions.

For Windows 8/8.1/10/11, hold the Windows logo key on your keyboard and press **"X"** (**Winkey+X).** This will launch a popup window and select disk management.

Usually, the *Initialize Disk Wizard* will appear automatically when you open Disk Management. If you have more than one blank drive that needs to be initialized it will list them. Make sure that there is a check in the box of the drive that needs to be initialized, select check MBR if your hard drive is smaller than 2TB, if it is greater than 2TB, please check GPT and then left-click on the *Ok* button. If the wizard does show up, go to step 5. If the wizard does not show up, please see the note and additional images directly below.
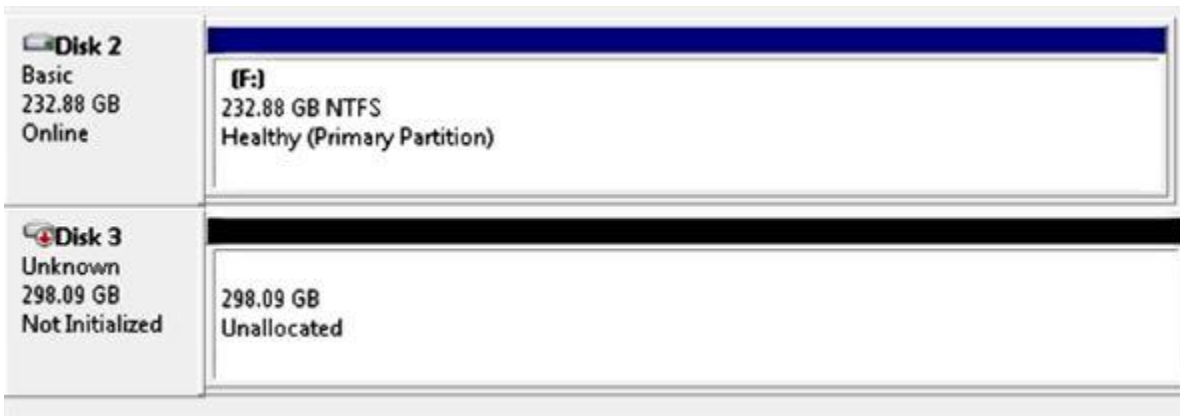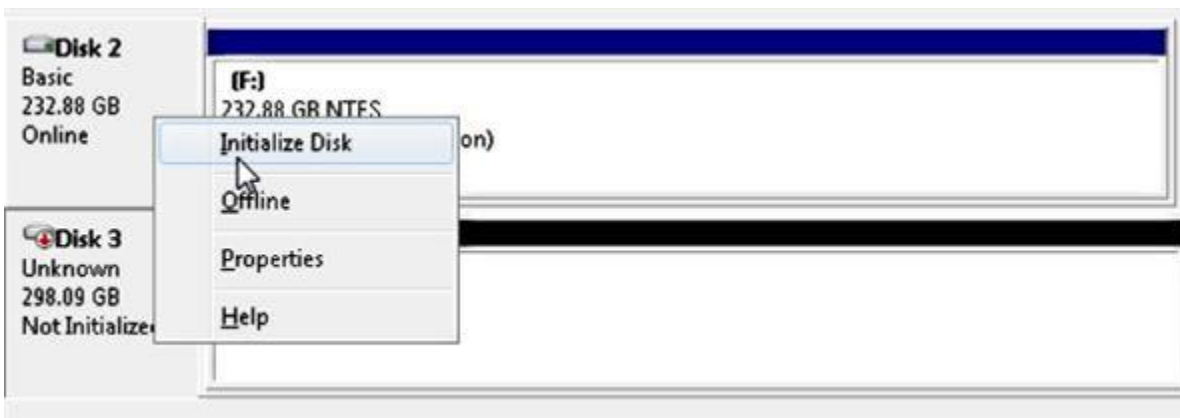
Critical: If your hard drive is greater than 2TB in capacity, you need to use check GPT(GUID Partition Table), if it is smaller, select MBR.
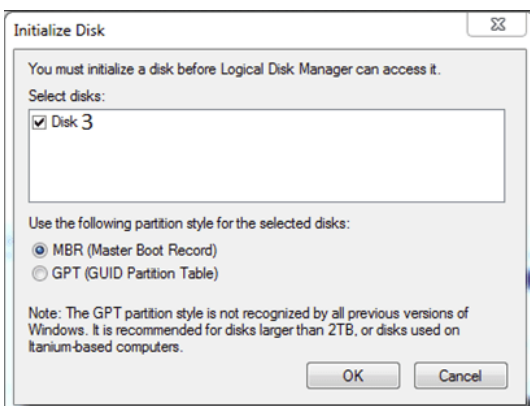
Note: If you do not see the Initialize Disk wizard, manually start the initialization. The drive that needs to be initialized should have a little circle with a red arrow pointing down like in the image below.
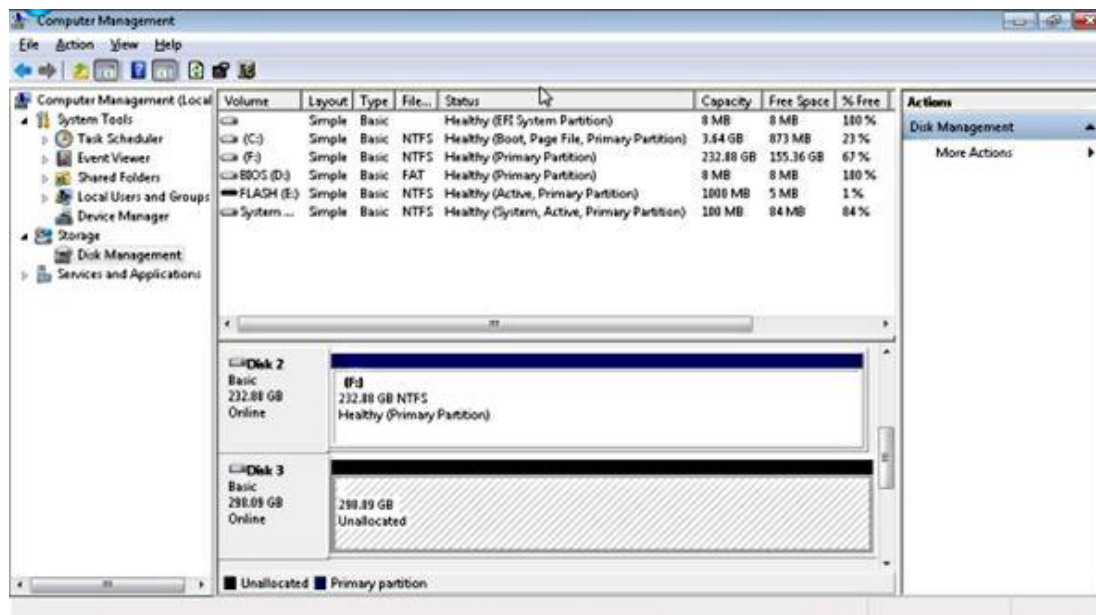

When you find it. Right-click on the red arrow and choose *Initialize Disk*.
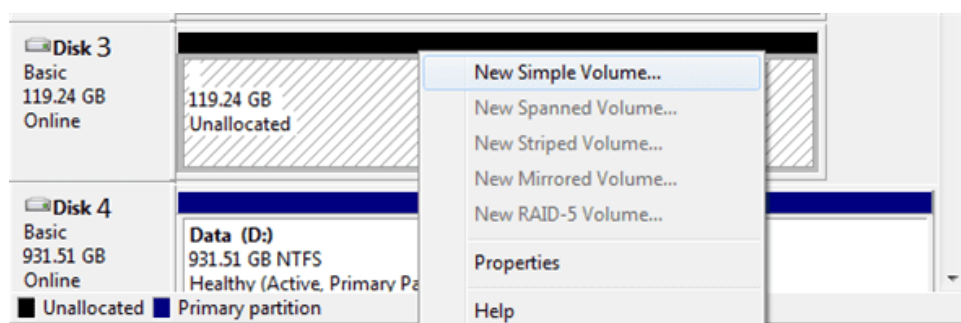

There are two mode of initializing a new drive using MBR or GPT. If your hard drive is greater than 2TB, you need to use check GPT, if it is smaller, select MBR.
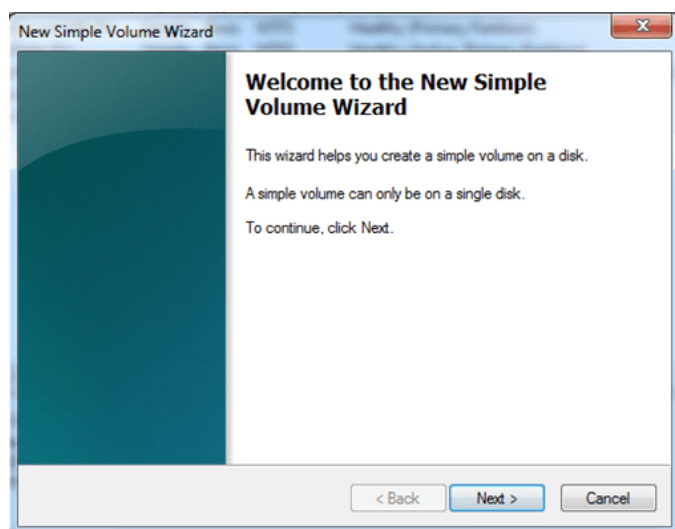
The drive is now initialized. The disk should have a black bar and say that it is Unallocated. You should now be able to create a partition and format the hard drive.
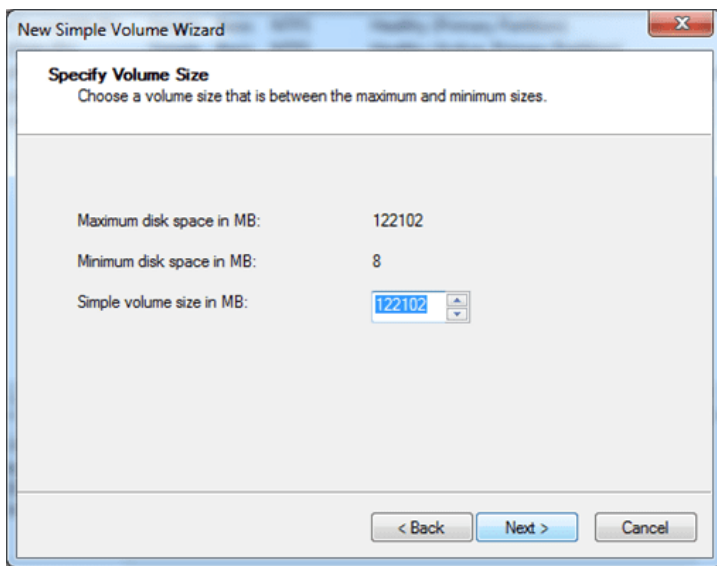

Now right click the unallocated space and click create a New Simple Volume shown below:
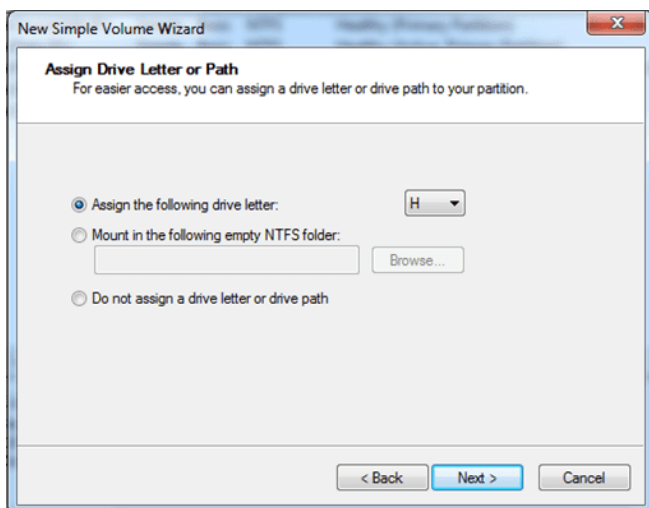

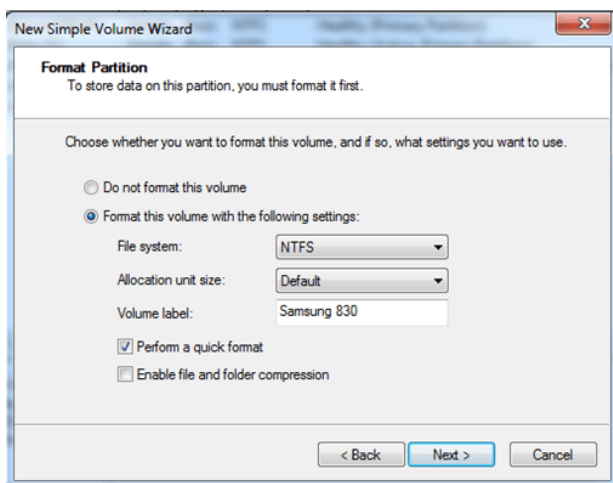Follow the on screen wizard by clicking Next

Specify your volume size, if you are not sure use the default, and now click Next
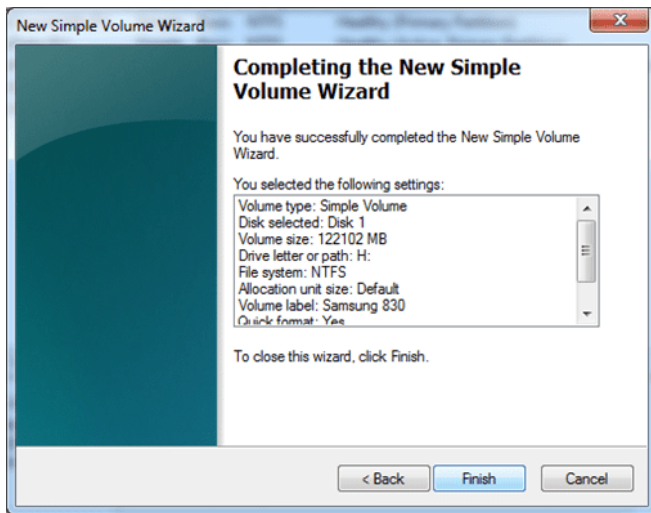

Assign a drive letter to the drive, it is better to use the default if you are not sure what drive letter, having duplicate drive letter will cause a problem and click Next

Format the partition and name the volume, if you are not sure use the default
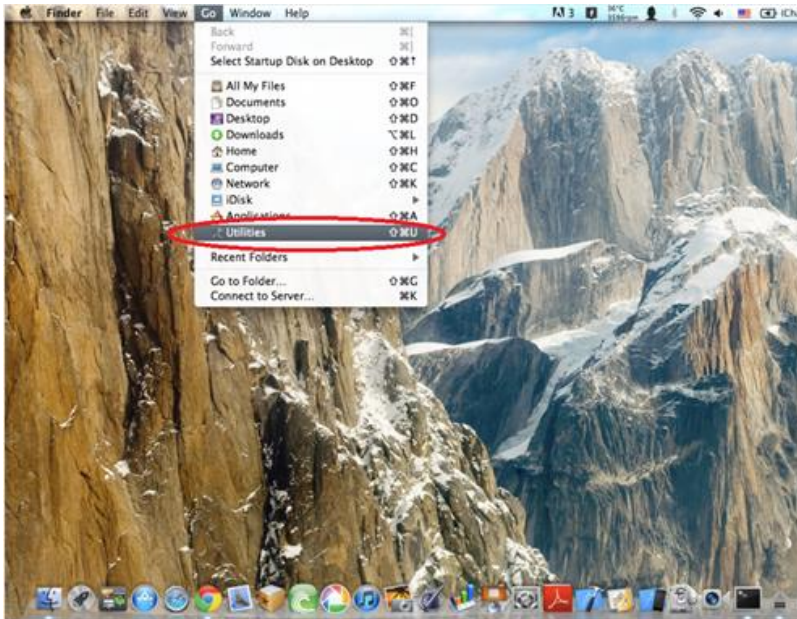
Now click Finish and it will start formatting the drive to get it ready for use.

Once the formatting is done, your system will report the presence of a new drive with an assigned drive letter. You can begin using the storage.
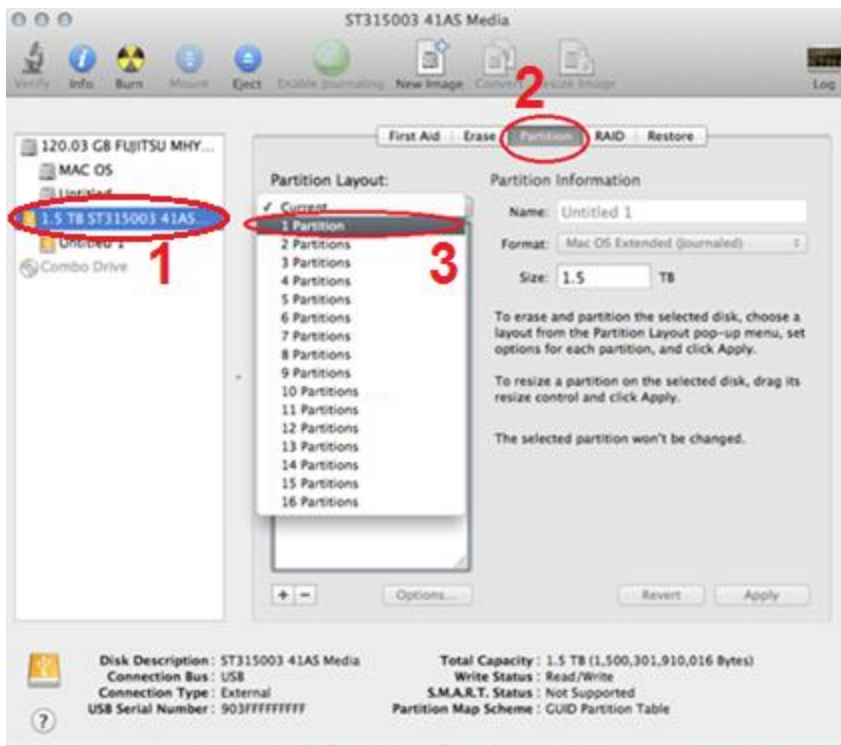
Partition a volume under Mac® OS

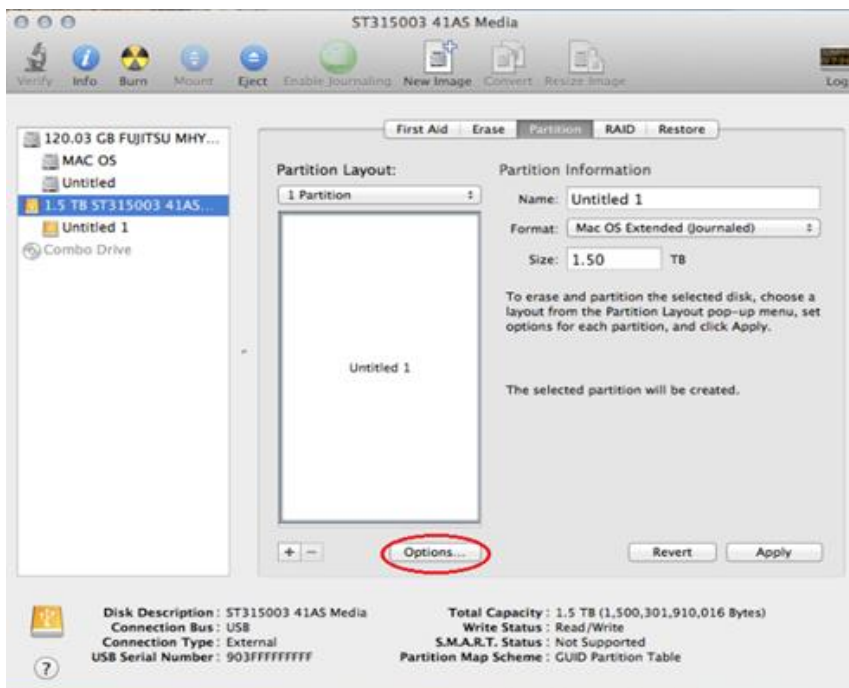1. Right click the Go icon and select Utilities from the drop-down window.
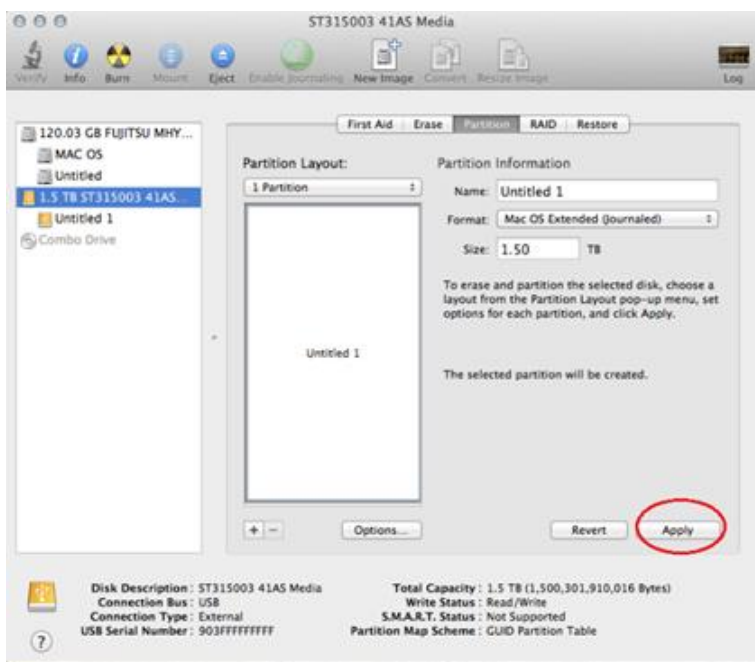

2. Select Disk Utility

3. Select Partition on the top of the window, highlight 1 partition from the Partition Layout.

4. Select Options at the bottom of the window

5. Select GUID Partition Table.

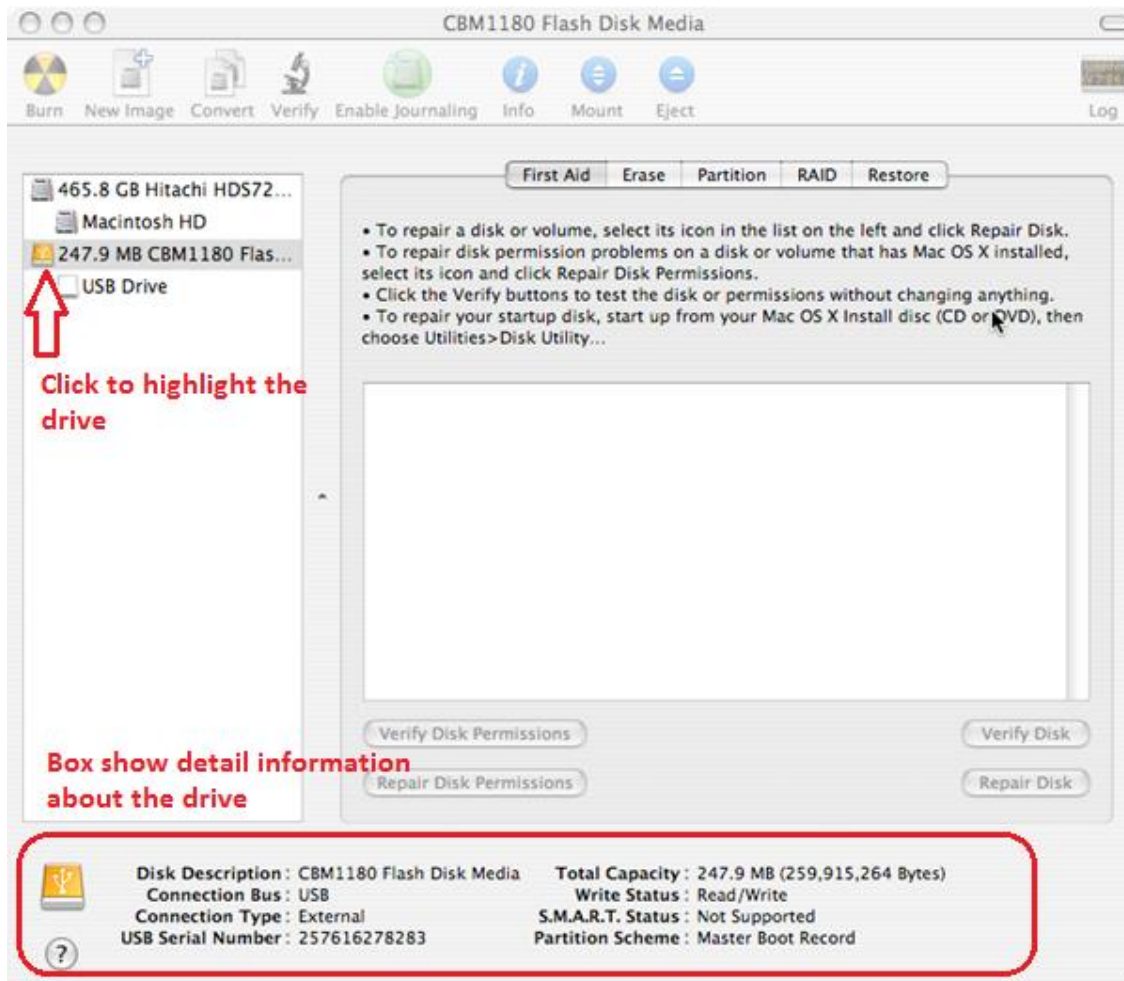## 6. Select Apply to finish the formatting process.

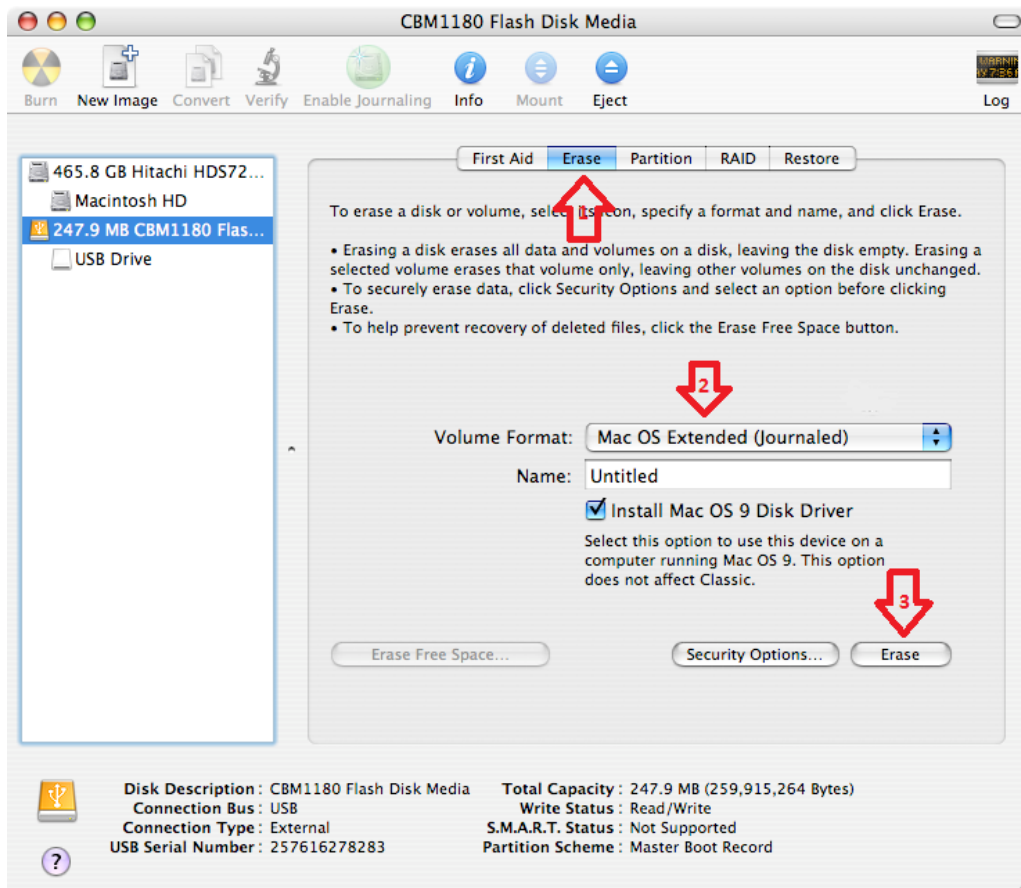**>>>>>> 3) Reformatting an external hard drive for use with Apple OS X <<<<<<**

Reformatting an external hard drive

WARNING: Formatting your drive will erase all the files currently on it. Back up all of the files on the drive before erasing it.
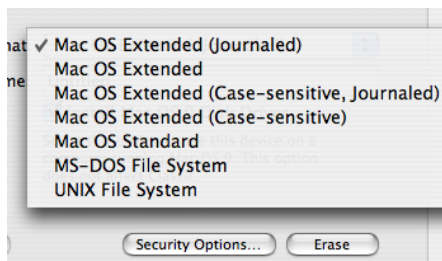
- First you need to find and open the application Disk Utility. You can find Disk Utility in /Applications/Utilities.
- Now, find your USB drive in the list on the left hand side, and click on it, the one you want to choose is the one with its icon on the far left hand side of the column, rather than the indented one as you can see below.

- Now, click on the 'Erase' tab.
- Opening the 'Volume Format' drop-down menu, you can see that we have quite a few options.

- From the drop down list shown above there are two sensible options to choose to format your disk.
- Choosing 'Mac OS Extended (Journaled)' (also known as HFS+) will make your drive compatible only with a Mac
- You are now ready to format your drive. If you wish you can choose a new name for your hard drive, after doing that click the 'Erase' button and you will see a warning, press the 'Erase' button on the warning to continue. You will now have to wait a short time while your drive is formatted, once this is done it will appear in the Finder and you can now write files to your external hard drive from your Mac.