

Formatting and Partitioning External Hard Drives by Serena Carpenter

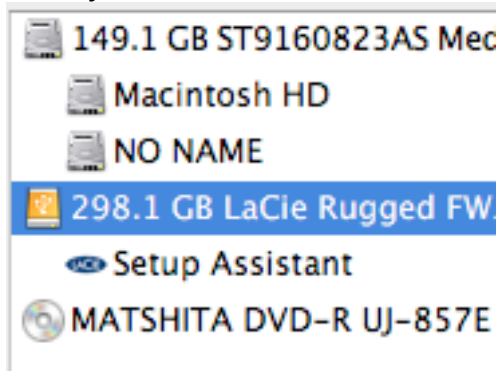
1. When formatting, you must make sure that this is a NEW external drive or that you have SAVED all off of your external drive content to another computer or to another drive before reformatting.
2. If you have a firewire external drive, plug in the cable into your drive and computer.



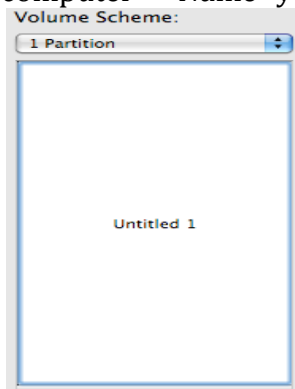
3. If you purchased a LaCie, please close the Setup Assistant by selecting upper left-hand red circle:



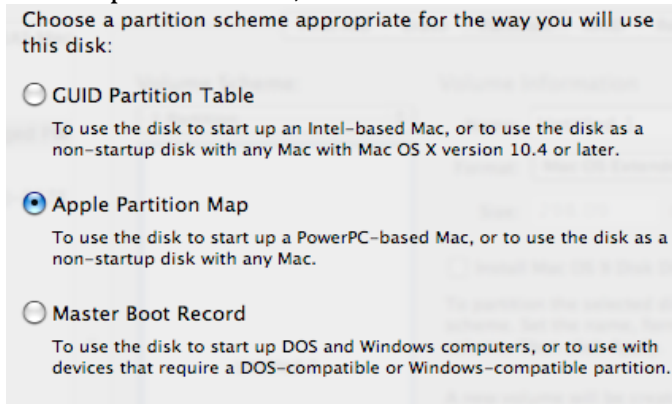
4. Go to Macintosh HD on desktop > Applications > Utilities > Disk Utility
5. Select your external drive



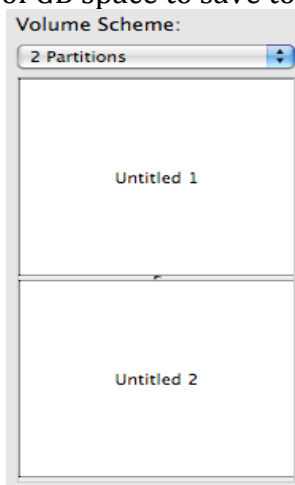
6. Select the Partition tab
7. Under Volume Scheme, select “1 Partition” if you plan to save **only to a Mac** computer > “Name” your drive > Under Format, select Mac OS Extended.



8. Select Options button, **select GUID Partition Table**, not Apple Partition Map.



9. Under Volume Scheme, select “2 partitions” if you plan to use your external drive to both a **Mac and PC** > Highlight “Untitled 1” > “Name” your PC drive > Under Format dropdown menu, select MS-DOS File System > Select amount of GB space to save to PC drive



10. Highlight "Untitled 2" > "Name" your Mac drive > Under Format dropdown menu, select Mac OS Extend > Select amount of GB space to save to Mac drive (can also drag slider between "Untitled 1" and "Untitled 2" to adjust size).
11. Select Options button, select GUID Partition Table
12. Select Apply > Select Partition
13. Drag your external drive icon to Trash Can to eject before unplugging external drive from computer

