

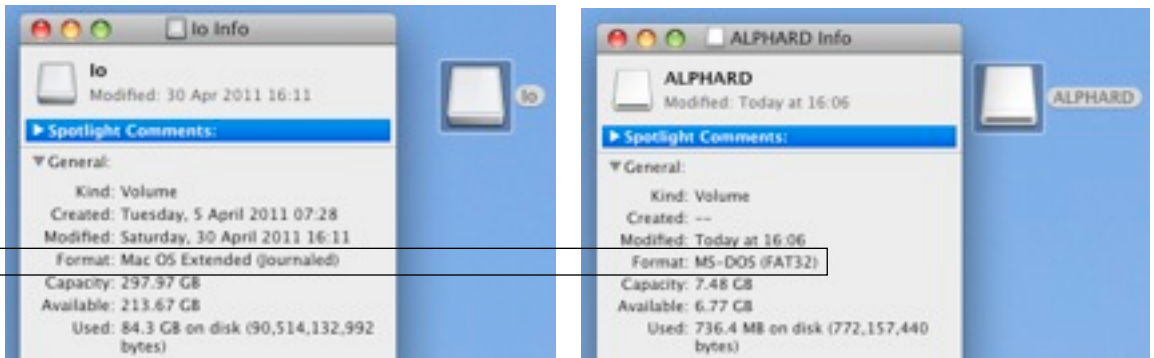
Formatting a Drive



All hard disks and USB drives (memory sticks) need to be formatted for use with a computer. MacOS X and Windows (PC) use different formatting structures. MacOS includes software which allows it to use Windows formatted drives, but if you are going to use a drive only with Macs (and especially for Time Machine backups) they should be reformatted in order to make them more reliable and more efficient. Most new drives are supplied Windows formatted.

How can I find out the format of a drive?

The easiest way is to click once on the icon for the drive on your desktop to select it, then choose **Get Info** from the **File** menu:



You can see the format here:

MacOS

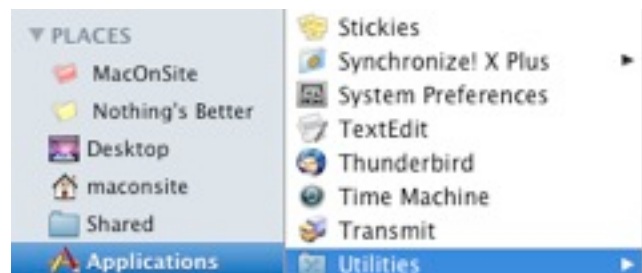
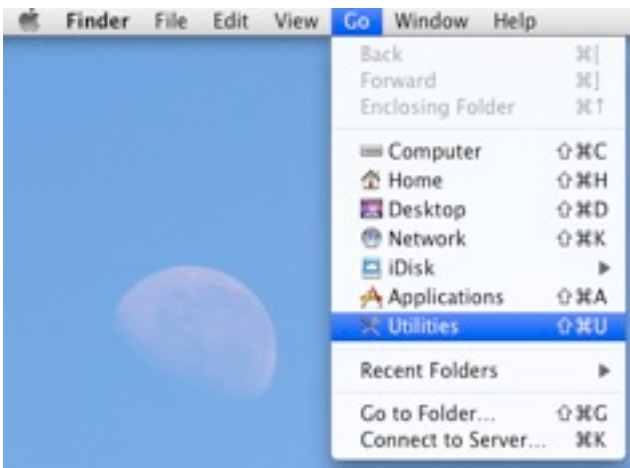
Windows (PC)

Reformatting the drive

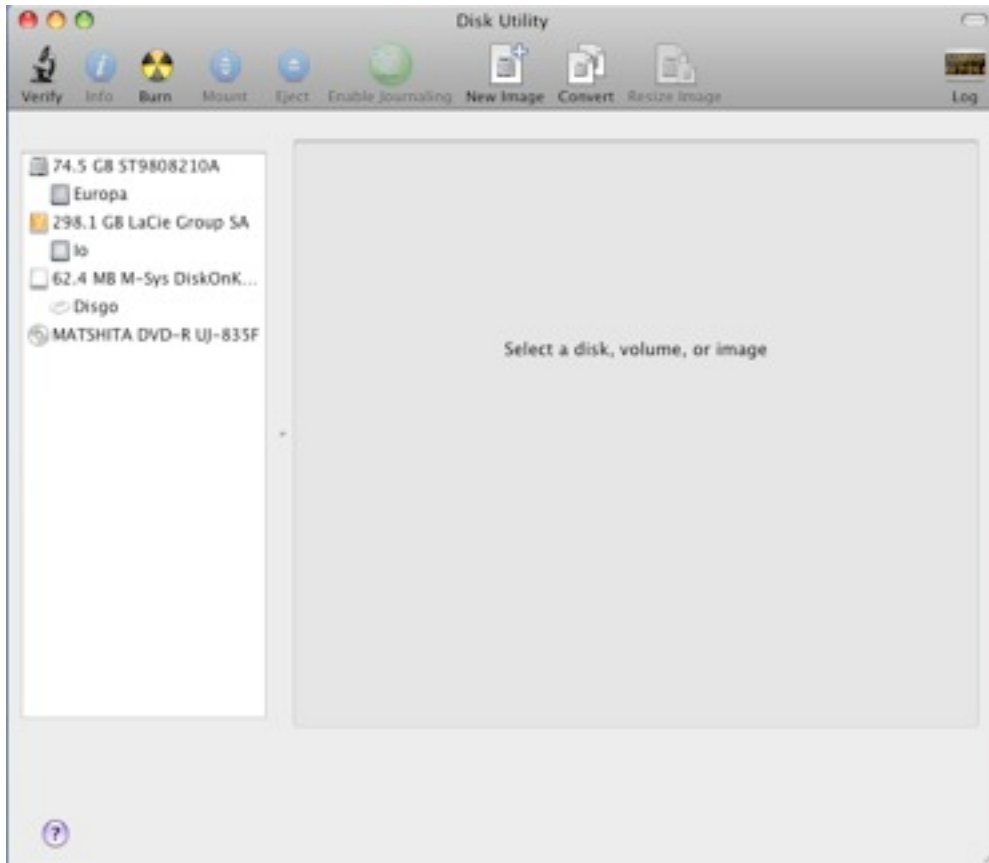
Reformatting a drive completely erases the disk, so all the data will be deleted. If there is anything on the drive which you want to keep, copy it to another drive before reformatting. To reformat the drive use **Disk Utility**. This should be in your **Utilities** folder. To open Disk Utility:

Choose **Utilities** from the **Go** menu in the **Finder**:

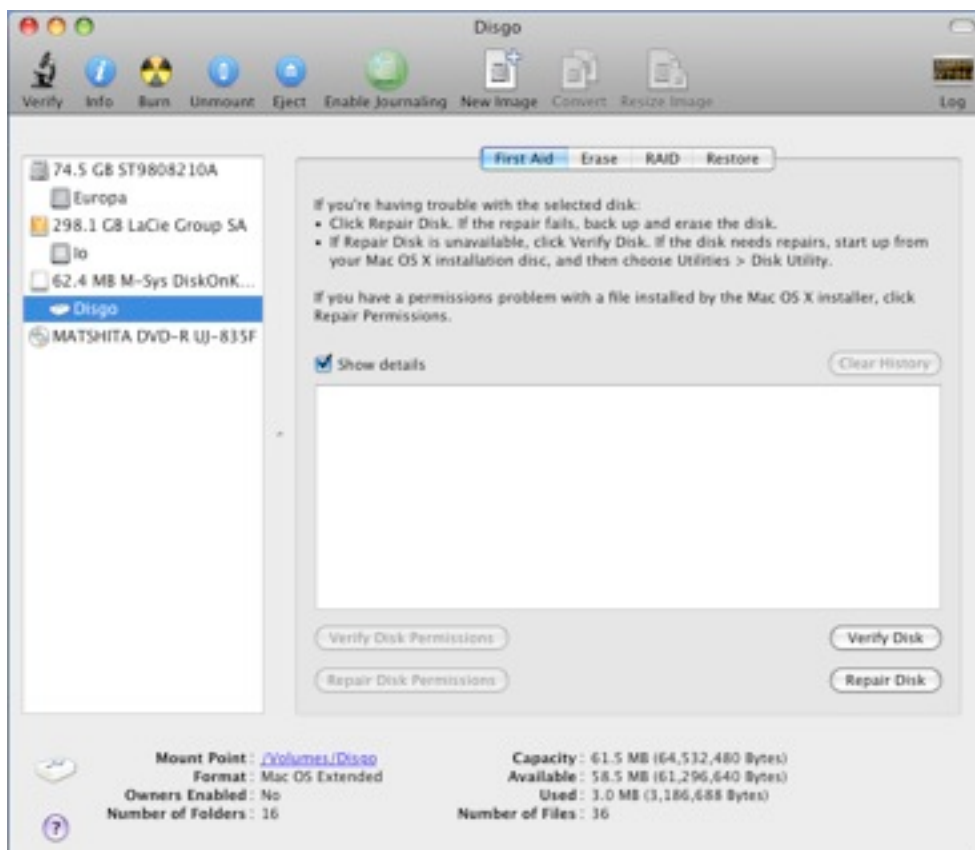
or, click on the **Applications** folder in a Finder window sidebar and then click on the **Utilities** folder:



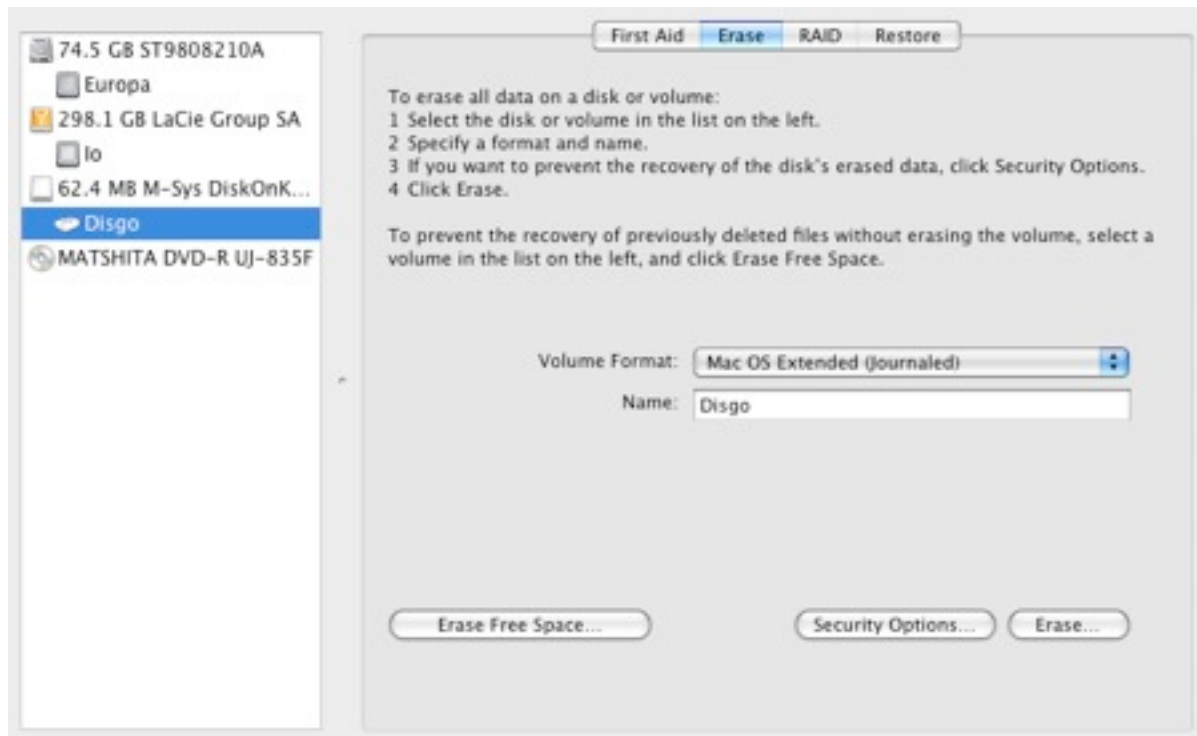
Locate **Disk Utility** and double click it. It will open a window which looks like this:



Click on the name of the disk you want to reformat and the window will change to look like this:



Click on the **Erase** tab:



From the Volume Format pop-up menu, choose Mac OS Extended (Journaled), and then click on the **Erase** button. You will get a confirmation message - click on Erase again, or Cancel if you want to stop the process. Disk Utility will then reformat the drive and it will reappear on your desktop.

If you want to rename the drive, you can enter a name in Disk Utility before formatting the drive, or in the **Finder** click once on the drives' icon to select it, then choose **Get Info** from the **File** menu. In the information window type the name you want to use in the Name & Extension field and then close the Information window.



If you need any further help with reformatting a drive,
just call or email and we will see what we can do to help:

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