HOW TO FORMAT AN EXTERNAL HARD DRIVE
1. Connect the hard drive to a computer

2. The hard drive will appear on the screen.
3. Go to applications and select "Utilities" from the list.

4. Select "Disk Utility" from the side menu.
5. An application window will pop up.

6. Select the External Hard Drive you want to format.
7. Select "Partition".

8. Click on "Volume Scheme" and select "1 Partition" from the drop down menu.
9. Give a name to the partition.

10. Click on "Format". A drop down menu will pop up.
11. If the external hard drive is to be used in Mac, then select "Mac OS Extended (Journaled)".

11. If the external hard drive is to be used in Windows, then select "MS-DOS (FAT)".
12. Then hit "Apply"
A pop up screen like the one below might appear.

![Partition Disk](image)

**Partition Disk**

Partitioning this disk will permanently erase all the data from the disk.

This volume will be erased:
“mac formatted”

This volume will be added:
“LaCie 1”

Are you sure you wish to partition the disk “LaCie”?

- [ ] Cancel
- [x] Partition

12. Click "Partition".

Then exist the "Disk Utility" window.
13. Right click on the new partitioned hard drive image. Select "Eject" from the side menu.

Finally disconnect the external hard drive from the computer.