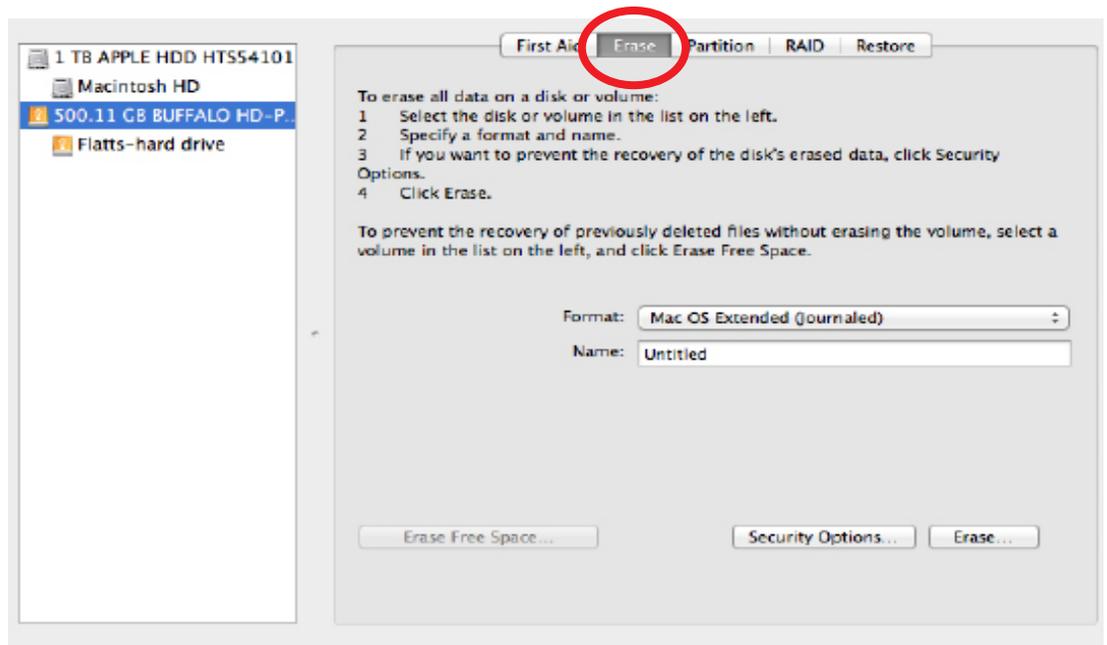


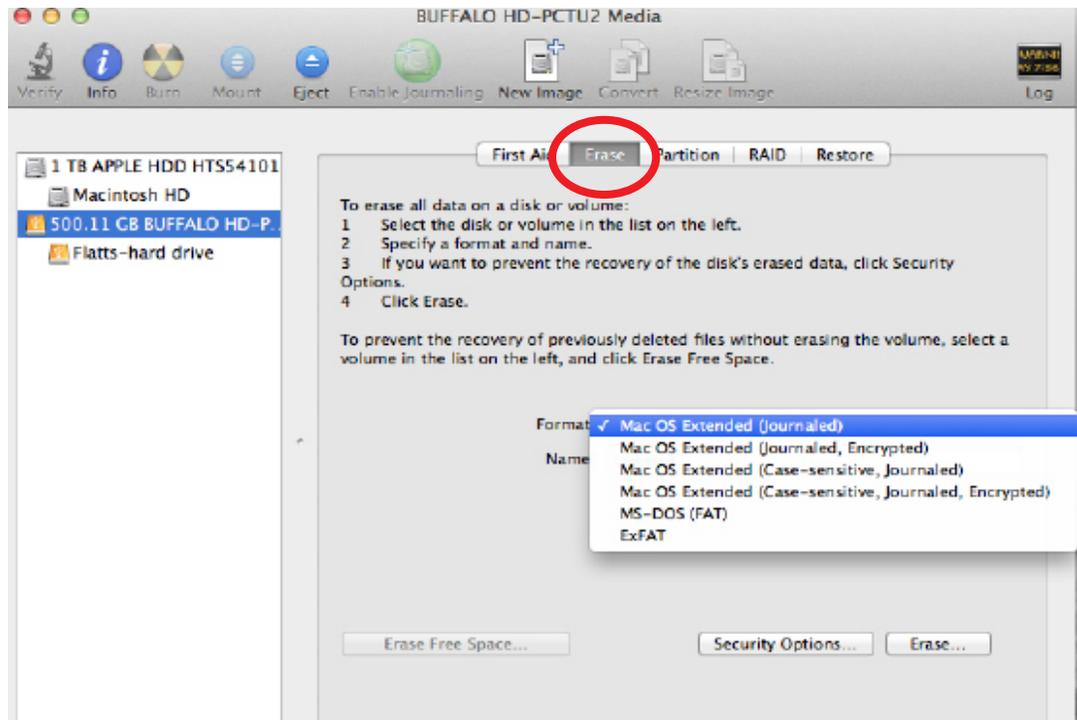
Formatting External Hard Drives for Mac and PC Users

It is good practice to format your hard drive. This will erase any old data and prepare the hard drive for initial use. For those of you that need your drive formatted for a Mac and PC, you'll have to partition your drive. Partitioning your drive allows you to open your work on either a Mac or PC. If your hard drive isn't partitioned, you'll only be able to use one operating system with your drive. Here are some quick steps that will help you along this process.

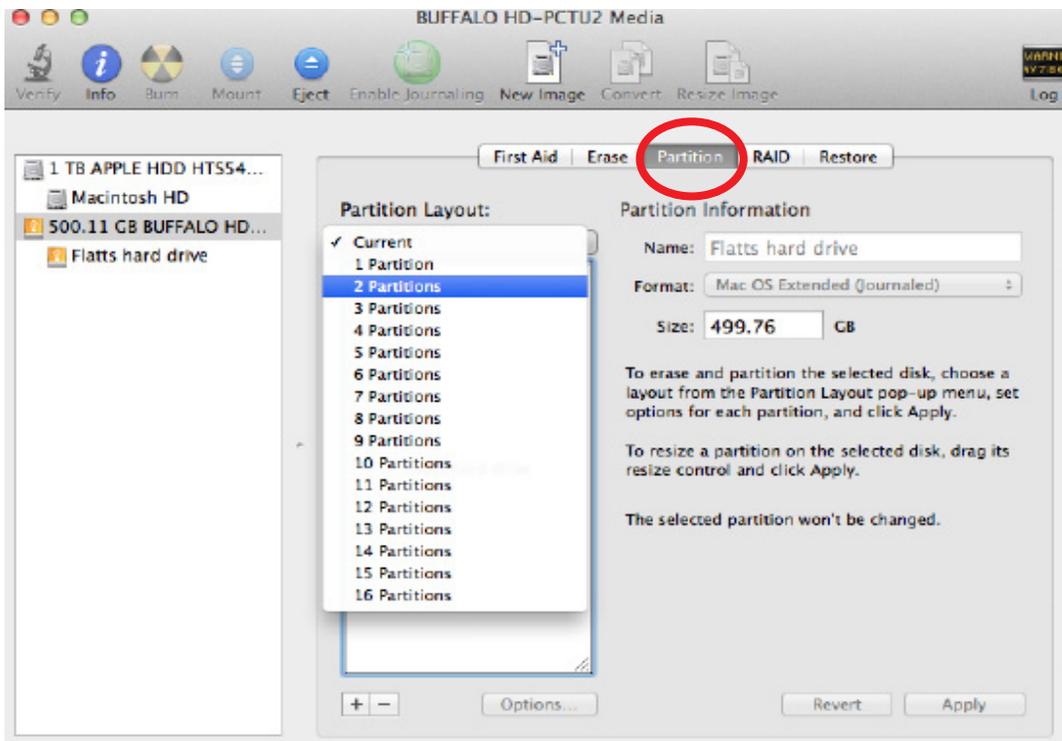
- ① Plug your hard drive into your computer.
- ② Wait for your computer to recognize your hard drive (you'll see an icon for your hard drive on your home screen).
- ③ Open the **Disk Utility** application. This application is in your **Applications** folder. (Or you can type "Disk Utility" into the spotlight search bar)
- ④ Once you are in the Disk Utility application, select your hard drive. Then click the **Erase** tab.



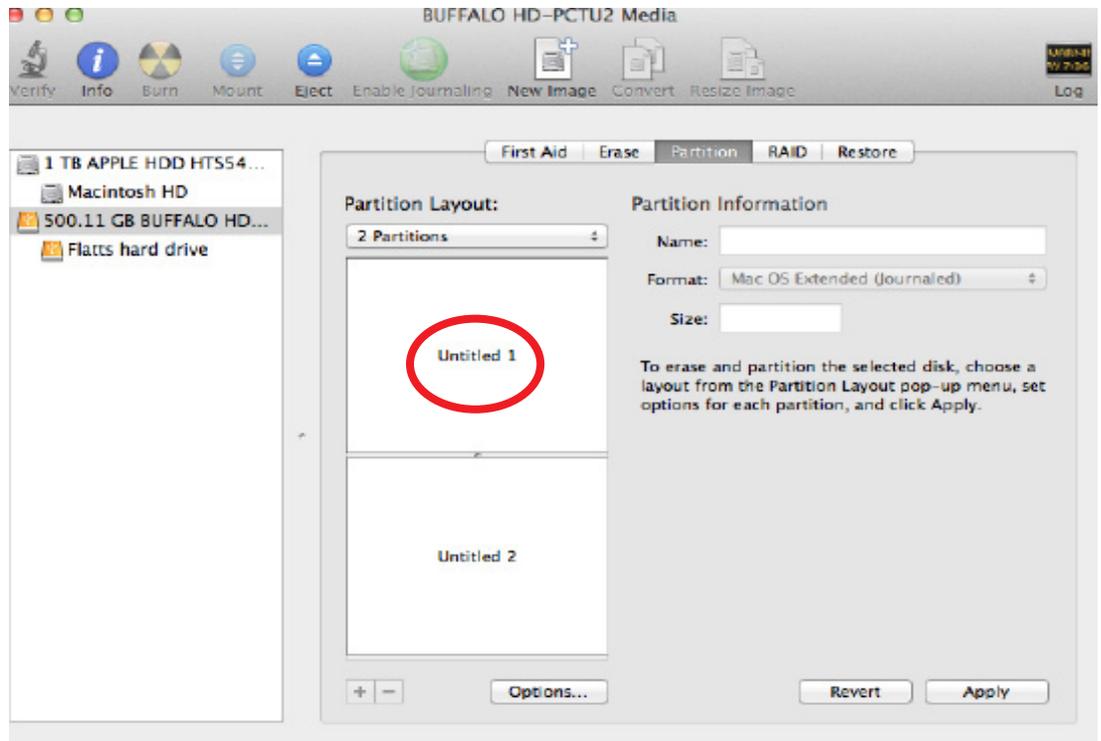
- ⑤ Now select a drive format. If you're using the hard drive with Mac OS X, we recommend **Mac OS Extended (Journaled)**.



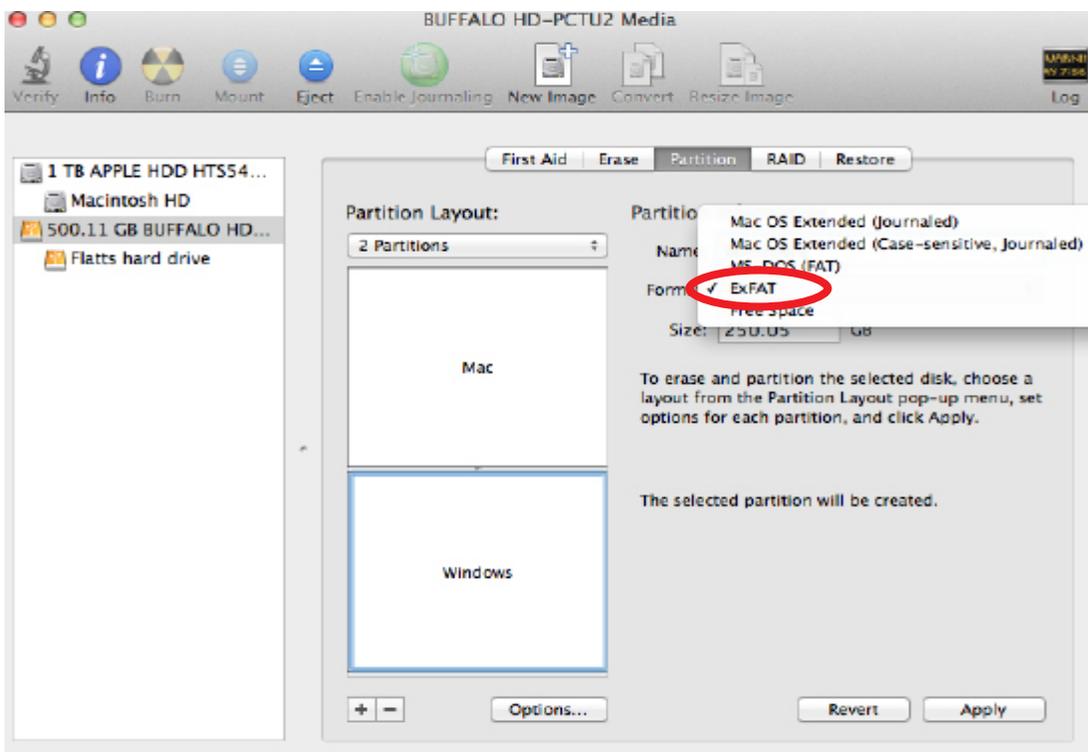
- ⑥ Click on the **Partition** tab and then select **2 Partitions**.



- ⑦ Click inside the box that says **Untitled**. Name this partition Mac. Then click inside the other box and name that partition Windows.



- ⑧ In the partition named **Windows**, click on **Format** and select **ExFAT**. This Windows format is compatible with the J-school computers.



- ⑨ When you are finished click **Apply**. Then follow the prompts.
- ⑩ After the process is complete, double click on your hard drive icon on the desktop and name your hard drive.
- ⑪ Your drive is now Mac and Windows compatible.