

# Windows Formatting Guide

Using Disk Management with: Windows: Vista, 7, 8.x, and 10

## **Getting Started:**

Finding & Launching Disk Management

Depending on the version of Windows you are using, the method of accessing the Disk Management window will be different. Note that the window styles in this document may differ from yours due to theme choice.

## Windows Vista, Windows 7

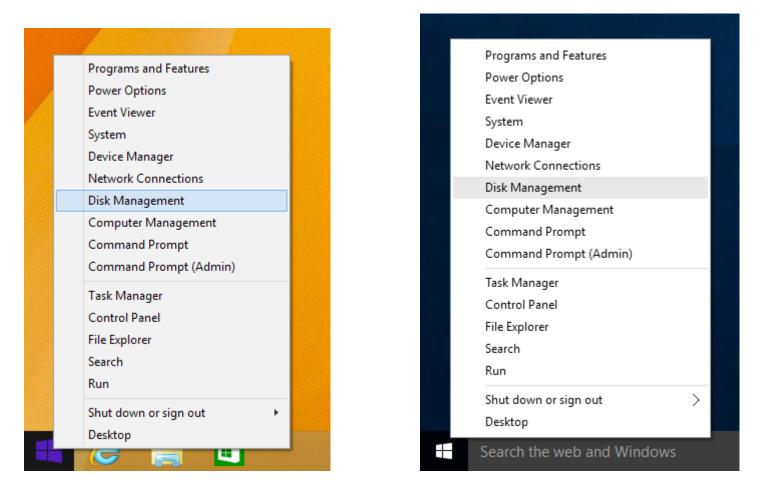
Click the Start Menu and type "diskmgmt.msc" into the search bar. This should return a result above the search bar (Windows 7 shown). Press Enter to launch Disk Management.

When ready, please skip to page 3 if you're using Windows Vista or Windows 7.

Programs (1)
🗃 diskmgmt
₽ See more results
diskmgmt.msc × Shut down >
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## Windows 8, Windows 10

Right-click the Start Menu and choose "Disk Management" from the context contextual menu that appears. Windows 8 is below, Windows 10 below-right.



#### STEP 1:

When the Disk Management window opens, you may see a pop-up window that states: "You must initialize a disk before the Logical Disk Manager can access it." This is most common with drives that have never been used and still have their factory configurations intact. If you see this message, choose the Master Boot Record (MBR) option for drives 2TB or smaller. Choose the GUID Partition Table (GPT) option for drives larger than 2TB.

Once you've chosen a partition scheme, click OK. If you do not see this message box move to Step 2.

Initialize Disk
You must initialize a disk before Logical Disk Manager can access it.
Select disks:
☑ Disk 1
Use the following partition style for the selected disks:
MBR (Master Boot Record)
OPT (GUID Partition Table)
Note: The GPT partition style is not recognized by all previous versions of Windows. It is recommended for disks larger than 2TB, or disks used on Itanium-based computers.
OK Cancel

#### STEP 2:

Find the drive you want to format; it will be listed in the bottom half of the Disk Management window. The drive should be displayed as "Unallocated" if it has never been used before.

Select the disk by clicking within the region displayed as "Unallocated," then right-click and choose "New Simple Volume."

File Action View Help   Disk Type Capacity Unallocated Space Status Device Type Partition Style   Disk Basic 223.45 GB 2 MB Online UNKNOWN GPT   Disk 1 Basic 1862.89 GB 108.28 GB NTFS Healthy (EFI Healthy (Boot, Page File, Crash Durr (D:)   Disk 1 Basic 1862.89 GB 1862.89 GB New Simple Volume   Basic 1862.89 GB 1862.89 GB New Simple Volume   Unallocated Primary partition Help	🔄 Disk Management							
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Basic       223.45 GB       100 MB       108.28 GB NTFS       115.06 GB NTFS         Online       Healthy (EFI       Healthy (Boot, Page File, Crash Durr       115.06 GB NTFS         Basic       115.06 GB NTFS       Healthy (Primary Partition)         Image: Disk 1       Basic       1862.89 GB         Online       1862.89 GB       New Simple Volume         Name       New Spanned Volume         New Striped Volume       Properties         Healthy       Healthy	📼 Disk 1	Basic	1862.89 G	В	1862.89 GB	Online	USB	GPT
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Unallocated Primary partition Help							Properties	
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## STEP 3:

The New Simple Volume Wizard will appear. Click Next to move to the first setting. The Specify Volume Size field should be set to use the full amount of space available by default. If you wish to set up a smaller disk size, you can change the setting here.

Click Next once the Simple volume size is set.

New Simple Volume Wizard					
Specify Volume Size Choose a volume size that is between the maximum and minimum sizes.					
Maximum disk space in MB:	1907600				
Minimum disk space in MB:	8				
Simple volume size in MB:	1907600 ×				
	< Back Next > Cancel				

## STEP 4:

The New Simple Volume Wizard will ask you to assign a drive letter. Based on the drives present in your PC and the letters they use, the next available letter will be chosen by default. You can use this letter or choose a different one from the pop-up menu.

Once the drive letter is set, click Next.

New Simple Volume Wizard	×				
Assign Drive Letter or Path For easier access, you can assign a drive letter or drive path to your partition.					
Assign the following drive letter: Mount in the following empty NTFS folder: Browse Do not assign a drive letter or drive path   < Back	cel				

#### STEP 5:

Before you name the drive for easy recognition, make sure the "File system" option is set to NTFS — this is the standard format for Windows drives. You can leave the "Allocation unit size" option set to Default for general purpose use.

Next, enter the drive name in the "Volume label" field. It is a good practice to use only letters, spaces, underscores, dashes, and numbers. For general purpose use, leave the default "Perform quick format" option checked, and leave the "Enable file and folder compression" option unchecked.

Once these options are set, click Next.

New Simple Volume Wizard					
Format Partition To store data on this partition, you must format it first.					
Choose whether you want to format this volume, and if so, what settings you want to use.					
O not format this volume					
Format this volume with the following the second	owing settings:				
File system:	NTFS -				
Allocation unit size:	Default				
Volume label:	OWC External				
📝 Perform a quick format	✓ Perform a quick format				
Enable file and folder compression					
	< Back Next > Cancel				

## STEP 6:

If the format was successful you should see a message to that effect on the next wizard screen, along with a listing of the settings you used.

Click Finish when you're done reviewing them.

New Simple Volume Wizard		×
	Completing the New Simple Volume Wizard	
	You have successfully completed the New Simple Volume Wizard. You selected the following settings: Volume type: Simple Volume Disk selected: Disk 1 Volume size: 1907600 MB Drive letter or path: E: File system: NTFS Allocation unit size: Default Volume label: OWC External Quick format: Yes To close this wizard, click Finish.	
	< Back Finish Cano	el

#### STEP 7:

The final step is to view your new drive in the Disk Management window. You should no longer see an unallocated space, and the old disk name should be replaced by the new label you chose in Step 5.

Congratulations, you are now ready to use your newly formatted windows drive!

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File Action Vi	File Action View Help						
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223.45 GB	(C:) (D:) 100 MB 108.28 GB NTES 115.06 GB NTES						
Online	Healthy (EFI Healthy (Boot, Page File, Crash Dum Healthy (Primary Partition)						
Disk 1							
Basic 1862.89 GB	OWC External (E:)						
Online	1862.89 GB NTFS Healthy (Primary Partition)						
Unallocated Primary partition							

## (Optional) Step 8a - Format Changes:

Once a drive has been formatted, if you need it to be readable by both Mac and PC, you can change the File System to ExFAT. This type works with both Windows Vista and later and OS X 10.7.5 and later.

To do this, just re-open the Disk Management window, select your drive, then right-click in the allocated space. Choose "Format..."

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File Action View Help						
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Disk 0						
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Online	100 MB         108.28 GB NTFS         115.06 GB NTFS           Healthy (EFI         Healthy (Boot, Page File, Crash Durr         Healthy (Primary Partition)					
□ Disk 1						
Basic OWC External (E:)						
1862.89 GB Online	1862.89 GB NT Healthy (Prima		Explore			
Mark Partition as Active						
			Change Drive Letter and Paths Format			
Unallocated Primary partition						
			Extend Volume	. =		
				Shrink Volume		

## (Optional) Step 8b - Format Changes:

Once the Format window opens, simply change the File system option from NTFS to ExFAT, then click OK.

You will see a warning that "Formatting this volume will erase all data on it." If you're OK with this, click OK. Otherwise click Cancel, exit Disk Management and back up the files you need to back up, before returning to Disk Management to reformat the drive to ExFat.

Format E:	<b>•</b>		
Volume label:	OWC External		
File system:	exFAT 💌		
Allocation unit size:	Default 🔹		
Perform a quick format Enable file and folder compression			
	OK Cancel		

## (Optional) Step 9 - Volume Size Changes:

If the drive is formatted with the NTFS file system, you can shrink, extend, or delete the volume by right clicking on the allocated space in Disk Management and choosing the desired option and using the Volume size controls. When you shrink a volume it will create more unallocated space so that you can create additional volumes if needed. Please see the URL at right for more information.

#### https://technet.microsoft.com/en-us/library/cc733060.aspx