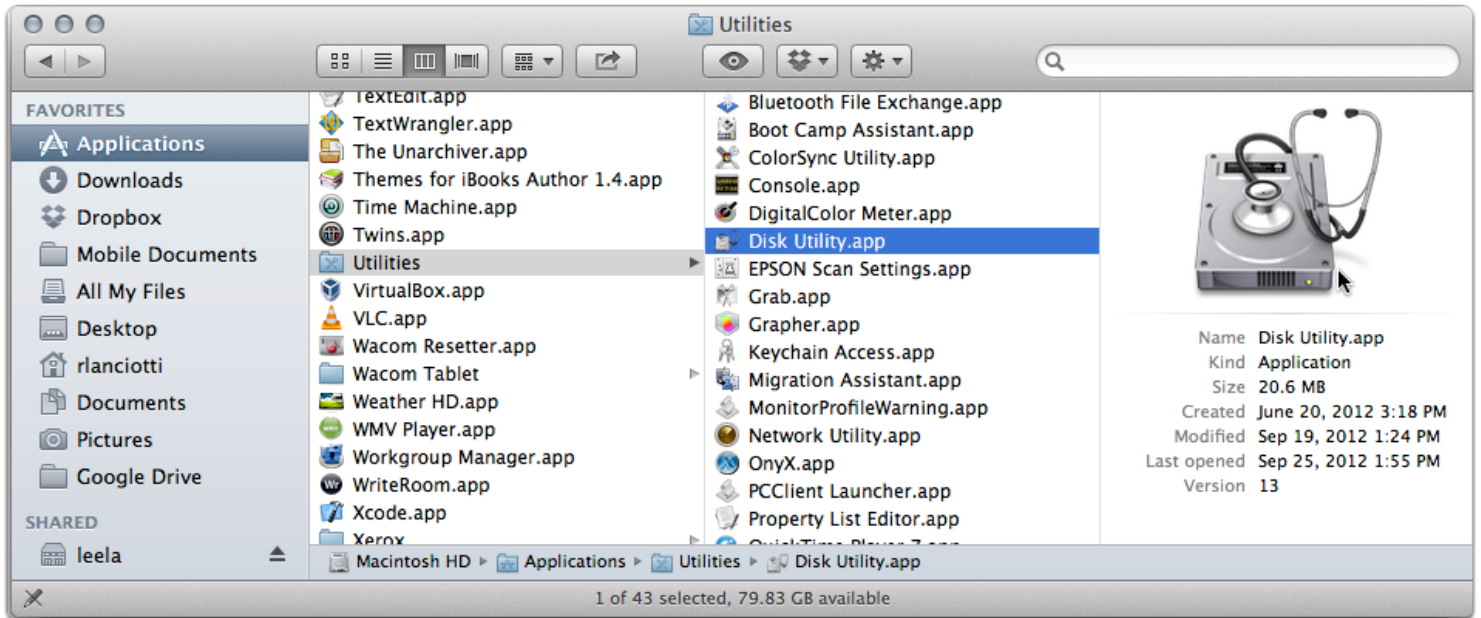




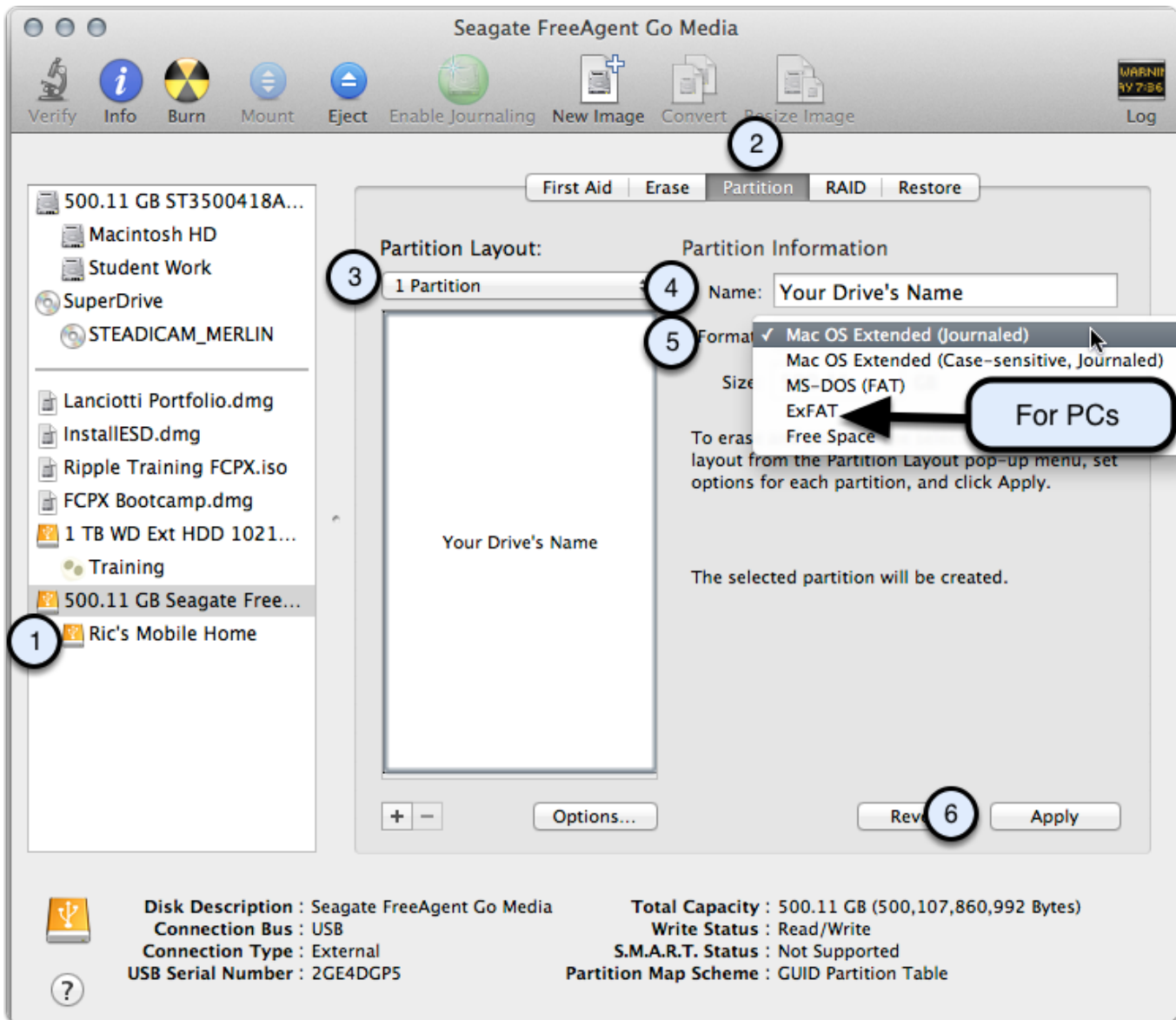
## How to format your external Hard drive.

Open the **Disk Utility** application located under **Applications > Utilities > Disk Utility**





## Format your drive



1. In the sidebar select the drive you wish to format.
2. Click on the "Partition" tab.
3. Choose "1 Partition".
4. Name your Harddrive (You will be able to rename it in the future if you like).
5. If you plan to only use the drive on a Mac choose Mac OS Extended (Journaled). If you would also like to use this on a PC with Windows Vista or higher choose ExFAT. Please note that ExFAT can also cause problems with OS X 10.7 and higher's autosave revisions feature. This means students who format their drives with ExFAT should explicitly save their files whenever possible as opposed to just closing the application and expecting it to be available the next time it opens. Also features such as Page's revision tracking feature may not fully work. So Unless



the student plans on using the Harddrive on both computers it is strongly encouraged that the harddrive is formatted to 'Mac OS Extended (Journaled)' to avoid these problems.

6. Click the Apply button.