

Formatting Hard Drive to Use on Macs & PCs in Three Easy Steps

1. Back up Existing File to Desktop!!

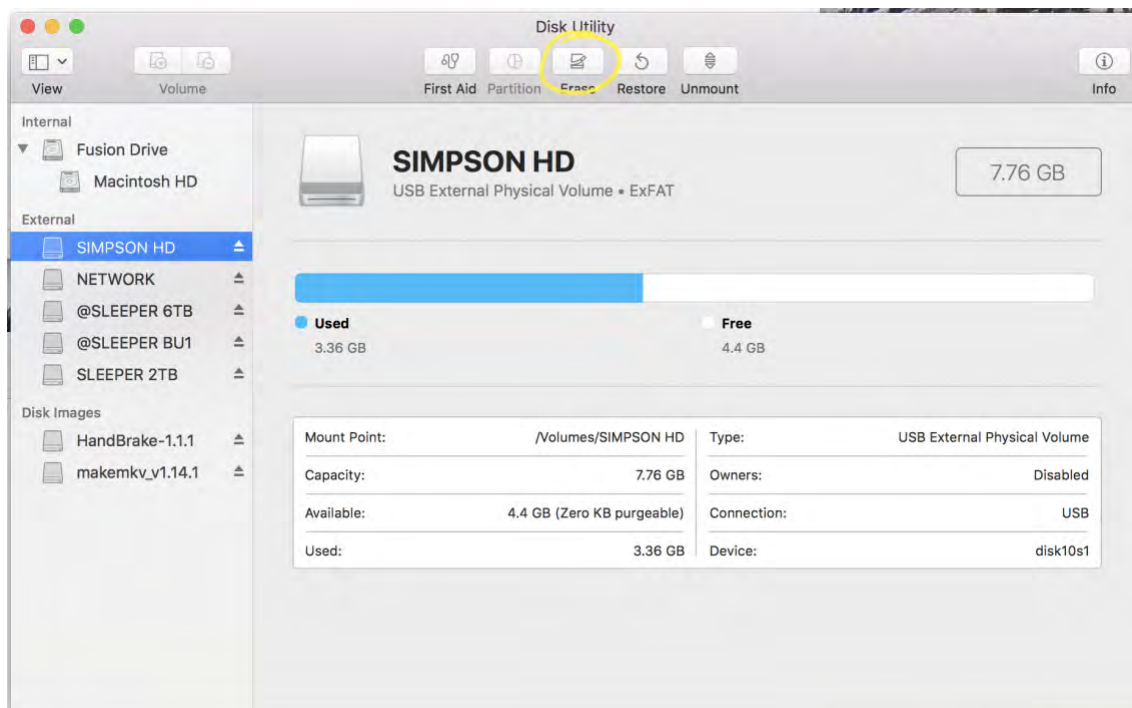
Note: You should be working on a Mac station.

Reformatting will ERASE ALL OF YOUR FILES so you need to back them up. To do this, select all of your files and drag them onto the desktop. If you have a lot of single files you may want to make a folder first to drag them into.

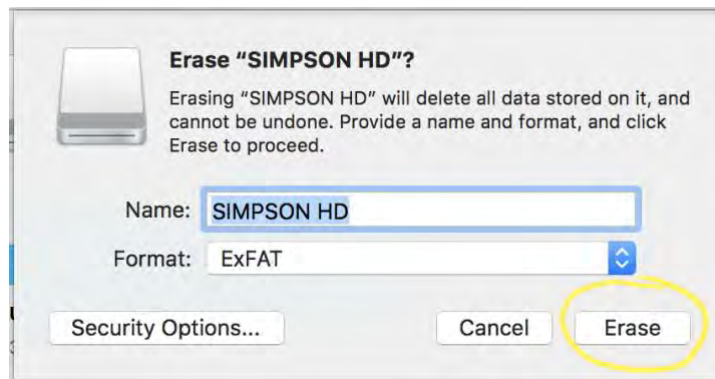
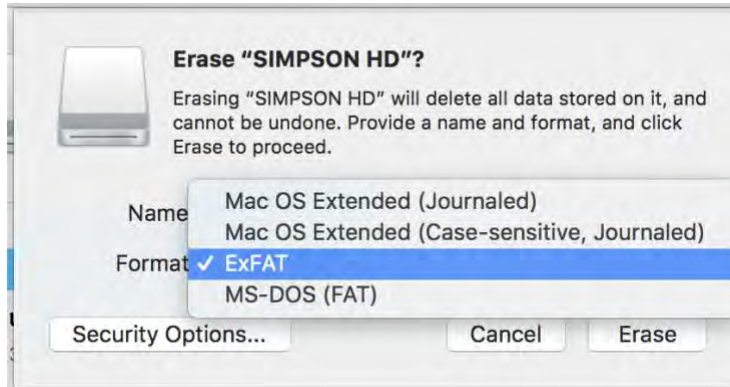
2. Open Disk Utilities from your Applications/Utilities Folder.



Select your Hard Drive on the left and click on the Erase button in the top center of the screen.



3. Change the Format in the Dropdown menu to ExFAT and click Erase.



Note: A window may appear asking you if you want to use Time Machine. Answer "No".

That's it! You are now ready to work on Macs and PCs interchangeably.