



**N.B:** All individual files must be smaller than 4GB in size to be able to be copied to this drive, and all file names must follow the Windows naming convention. That is, you can only use the letters and characters that are acceptable when creating Windows files. Apple/Mac allow for some extra characters when creating file names but these extra characters in the file names will not work with FAT32.

**WARNING: Any data on the drive will be erased in this process. Please backup any data on the drive before proceeding.**

Follow these steps to format your drive:

1. On your Mac, connect and power the drive
2. Open Mac HD on your desktop
3. Open Applications
4. Open Utilities
5. Open Disk Utility
6. the hard drive should be listed on the left, it should show the drive size with a second indented line beneath it that shows the volume of the drive.
7. Click "Erase" at the top of the screen.
8. Select MS DOS(FAT) File System for the volume format option.
9. Change the name of the drive if desired.
10. Click "Erase" at the bottom of the screen. You will get a warning and will need to click "Erase" again.

The drive will be formatted as FAT32 when completed.