



Formatting Your Drive with NTFS

Formatting the drive destroys all data contain on that drive. Make a backup copy of all of your data before formatting.

To format the drive for NTSF

1. Select **Start** → **Control Panel**
2. Double click **Administrative tools**
3. Double click **Computer Management**
4. Double click **Disk Management**

To format into two or more logical partitions, use the partition feature in the disk Management utility. For more information, press **F1** to access the Help and enter partition in the keyword field.

5. Right-click on the icon for your new drive in the window that appears. FAT32 should be listed in the column labeled **File System**

6. Select **Format** from the menu.
7. Select **NTFS** in the **File system** field.
8. Click OK when you are ready to format your drive.

Formatting time varies based on your system speed, the interface use, and the drive capacity.