

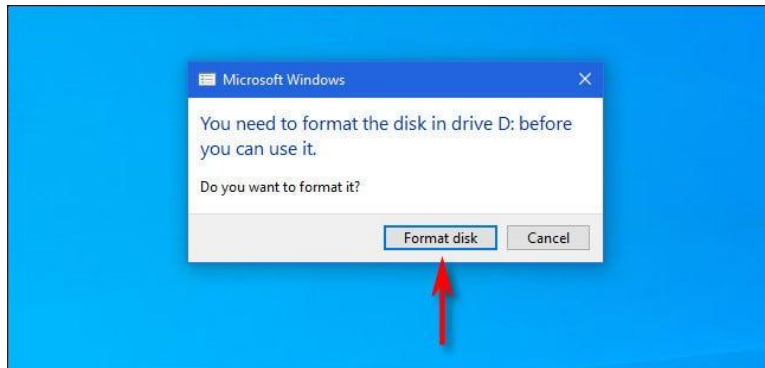
How to Format a USB Drive Compatible with both PC and Mac

WARNING: The contents of the drive will be permanently erased when you format.
Make sure that you've backed up your files before formatting.

Instructions for PC

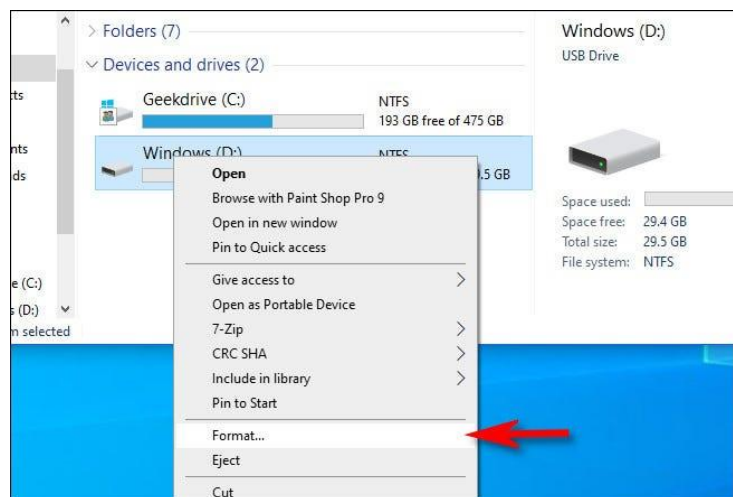
Step 1: Connect the external drive

- Plug the USB storage device that you'd like to format as a universal Mac/Windows drive into your Windows machine.
- If Windows says that it doesn't recognize the drive (**and you've already backed up any data on it**), click "Format Disk" and skip to Step 3.



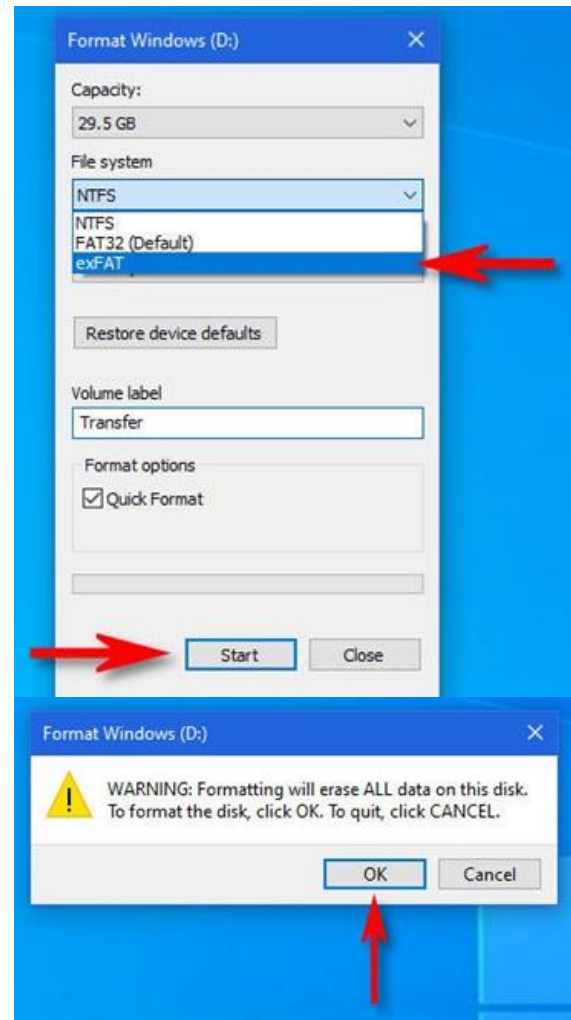
Step 2: Select the drive to be formatted

- If Windows recognizes the drive, open **File Explorer** and navigate to **This PC**.
- In your **Devices and Drives** list, right-click the USB drive that you want to use as a universal drive and select "Format" from the list.
- **WARNING:** Make sure that you select the drive you want to format, or you could end up accidentally erasing important data.



Step 3: Format the drive

- In the **Format** window that appears, click the drop-down menu labeled **File system** and select “exFAT.”
- Then, type in a name for the drive in the **Volume Label** box and click “Start.”
- You’ll see a reminder that you’re about to lose all the data on the disk that you’re going to format. If you’re ready, click “OK.”
- **WARNING:** You’re about to permanently lose all the data on the drive. Formatting erases the drive **completely**. Make sure that the USB drive is either blank or that you have backed up any data you want to save.
- When you see a **Format Complete** window, click “OK.”
- The next time that you open **File Explorer**, you’ll see the formatted USB drive in your **Devices and Drives** list. You can copy data to the drive as you normally would, and the drive will also be readable and writable on a Mac.



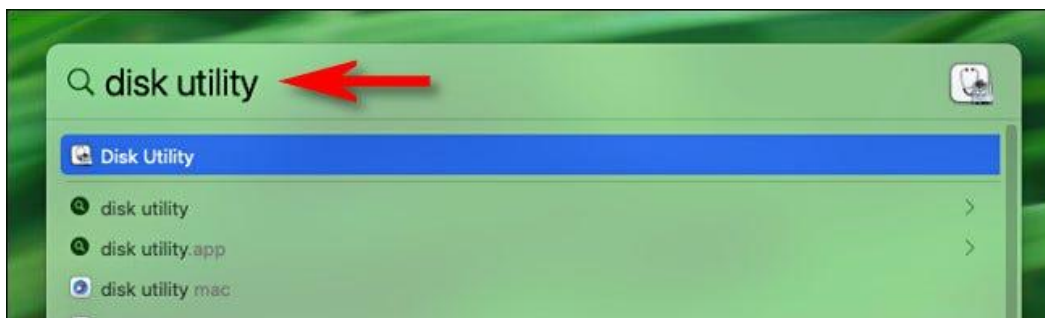
Instructions for Mac

Step 1: Connect the external drive

- Plug the USB drive that you'd like to format as a universal Mac/Windows drive into your Mac.

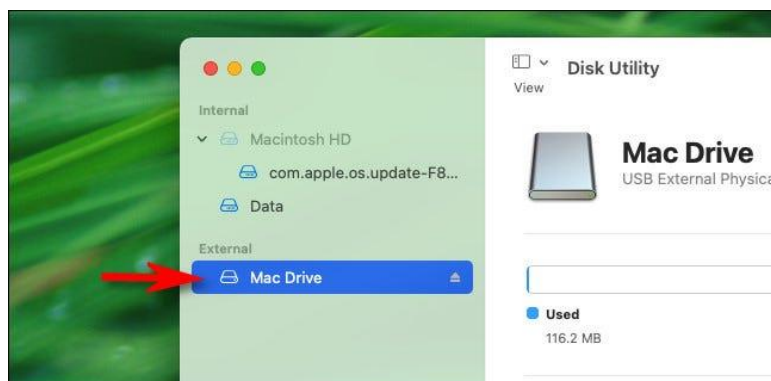
Step 2: Open Disk Utility

- Open **Disk Utility**, from Applications > Utilities > Disk Utility.
 - You can also use Spotlight to open Disk Utility by pressing Command + Spacebar on your keyboard. Type "disk utility," and then click the Disk Utility icon.

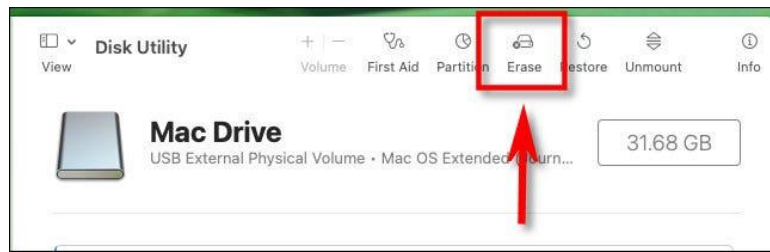


Step 3: Format the drive

- When **Disk Utility** opens, look at the sidebar.
- In the **External** section, select the USB drive to be formatted.
- **WARNING:** Triple-check that you have selected the drive you just connected in the Disk Utility list. **Everything on that drive is about to get erased.**



- After selecting the USB drive, click “Erase” in the toolbar near the top of the window.



- In the pop-up that appears, type a name for the USB drive in the **Name** box.
- Click the drop-down menu labeled **Format**.
- Select “ExFAT” from the list of options.
- **WARNING:** Before clicking “Erase,” make sure that the USB drive you’re formatting is either empty or that the data on it has been backed up. After this step, **all the data on the drive will be lost.**
- Click “Erase” to format your drive.
- When it’s finished, click “Done” and your drive will be formatted for use on both Mac and PC

