

How to Format an External Drive in OS X

1. Connect the drive to the Mac.

2. Open Disk Utility. The easiest way to do that is hit CMD and the spacebar at the same time and type in Disk Utility to find the program.

3. Select the drive you want to format.

• • •			Disk Utility		
View	Volume	୍ଷ Pirst Aid	Partition Erase Restore U) Inmount	() Inf
Internal SSD External Titanium		Tit USB	Anium External Physical Volume • E	ExFAT	240.05 GB
		Used 18 MB		Free 240.04 GB	
		Mount Point:	/Volumes/Titanium	Туре:	USB External Physical Volume
		Capacity:	240.05 GB	Owners:	Disabled
		Available:	240.04 GB (Zero KB purgeable)	Connection:	USB

4. Click Erase.





5. Give the partition a name and select exFAT for the format.

Era: can Era:	sing "Titanium" will delete all data stored on it, and not be undone. Provide a name and format, and click se to proceed.	ied
Name:	Titanium	
Format v	OS X Extended (Journaled)	
	OS X Extended (Case-sensitive, Journaled)	
Security O	OS X Extended (Journaled, Encrypted)	
	OS X Extended (Case-sensitive, Journaled, Enc	rypted)
	MS-DOS (FAT)	
	ExFAT	
Mount Point:	/Volumes/Untitled Type:	USB Ext

6. Click Erase to finish.

Your exFAT-formatted drive or partition can now be used for both Windows and Mac. Note that using a drive frequently between Windows and Mac could increase the chances of file corruption, so make sure you have backups of the files on the shared drive and be extra careful about safely ejecting the drive before disconnecting it from your computer.



How to Format an External Drive in Windows

The instructions below are for Windows 10, but other versions of Windows from Windows 7 and up can also format an external drive as exFAT for use with Mac as well.

1. Connect the drive to your Windows PC.

2. Open the Disk Management tool. You can do that by typing "disk format" or "disk management" in Windows search or going to Control Panel > Administrative Tools > Create and format hard disk partitions.

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ଜ	Create and format hard disk partitions Control panel
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Ŷ	Ø disk formatting
?	Ø disk formatting software
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	Ø disk format utility
	A disk format tool
	A disk format mac
	A disk format utility windows 10
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	disk format



3. Right-click on the external drive's partition or unallocated space you want to format and choose New Simple Volume...

Disk Managen File Action Vi	ew Help					0	-	×
Volume	Layout	Туре	File System	Status	Capacity	Free Spa	% Free	
(D:) Windows (C:)	Simple Simple Simple Simple Simple	Basic Basic Basic Basic Basic	FAT32 NTFS	Healthy (E Healthy (R Healthy (E Healthy (P Healthy (B	260 MB 830 MB 200 MB 7.20 GB 118.05 GB	260 MB 830 MB 200 MB 4.54 GB 12.41 GB	100 % 100 % 100 % 63 % 11 %	
Disk 2 Basic 223.57 GB Online	200 MB Healthy (EFI Sy:	stem Partition)	223.38 GB Unallocated		New Simp New Spar	ole Volume		Í
Unallocated	Primary partition	1			New Mirr New RAID	ored Volume)-5 Volume		

4. Follow the wizard to choose a volume size.

ew Simple Volume Wizard		
Specify Volume Size		
Choose a volume size that is betwee	en the maximum and minimum sizes.	
Maximum disk space in MB:	228735	
Minimum disk space in MB:	8	
Simple volume size in MB:	228735	
	< Back Next >	Cancel



5. Assign a drive letter.

Ð	>
to your partition.	
~	
	to your partition.

6. Choose exFAT as the file system in the Format Partition screen.

Format Partition			
To store data on this partition, yo	u must format it first.		
Choose whether you want to fom	nat this volume, and if so, wh	nat settings you want to u	se.
O Do not format this volume			
Format this volume with the	e following settings:		
File system:	NTFS	~	
Allocation unit size:	exFAT NTFS		
Volume label:	New Volume		
Perform a quick form	at		
Enable file and folde	r compression		
	< Back	Next > Ca	ncel



7. Give the volume a new name.

To store data on this partition, yo	u must format it first.			
Choose whether you want to fom	nat this volume, and if s	o, what settings	you want to use.	
O Do not format this volume				
Format this volume with the	e following settings:			
File system:	exFAT	~		
Allocation unit size:	Default	~		
Volume label:	BackupDrive			
Perform a quick form	nat			
Enable file and folde	r compression			

8. Click Next.

9. Click Finish.

Completing the New Si Volume Wizard	mple
You have successfully completed the Ne Wizard.	ew Simple Volume
You selected the following settings: Volume type: Simple Volume Disk selected: Disk 2 Volume size: 228735 MB Drive letter or path: E: File system: exFAT Allocation unit size: Default Volume label: BackupDrive	^
To close this wizard, click Finish.	
< Back Fi	nish Cancel

Windows will format the drive as exFAT and you'll be able to use the drive on both Windows and Mac.