

OC Memory Lab - Reformat Your External Hard Drive to Work Across PC and Mac Systems

Formatting your hard drive is the first step to the digitization process. Make sure your USB or external hard drive is formatted in FAT32 or exFAT. Follow the instructions below to reformat your storage.

FAT32 is a standardized format that works universally on both PCs and Macs. Flash drives are generally already formatted with FAT32 for optimum compatibility across a variety of devices. Individual files on a FAT32 drive cannot be over 4 GB.

exFAT is a newer version of the FAT32 file system and allows you to store files of any size. exFAT is not compatible with older operating systems. You must have Mac OS X 10.6.5 or newer, and PCs must have Windows Vista SP1, Windows 7, or newer.

****Note: Formatting erases all information on a USB or external hard drive. ****

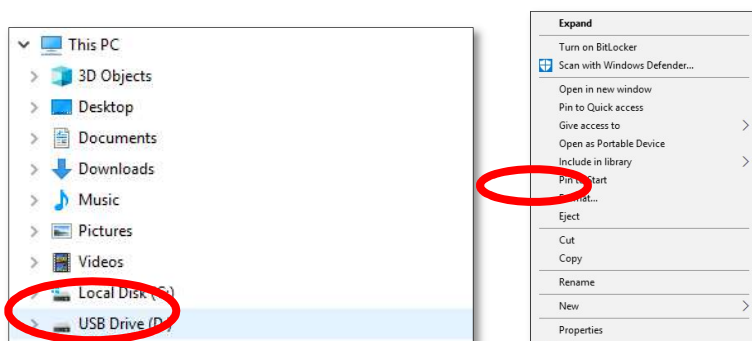
How to Reformat on PC:

1. Plug drive into computer.

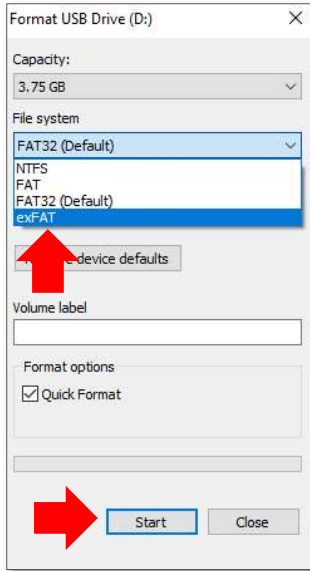
Open File Explorer.



2. Right click the drive, and select **Format**.



3. Select **FAT32** or **exFAT** from the drop down box, and click **Start**.



4. Follow the prompts to complete reformatting.

How to Reformat on Mac:

1. Connect the drive to the computer.
2. Open **Disk Utility**.



3. Select the external drive you want to format.



4. Click the **Erase** button.



5. Select **FAT32** or **exFAT** from the drop down box.



6. Click **Erase** and follow the prompts.

