

Problem: How do I create multiple partitions on a Verbatim hard drive in Windows?

Solution: Select the operating system type you are using.

**Windows 7 / Vista :  
Windows XP**

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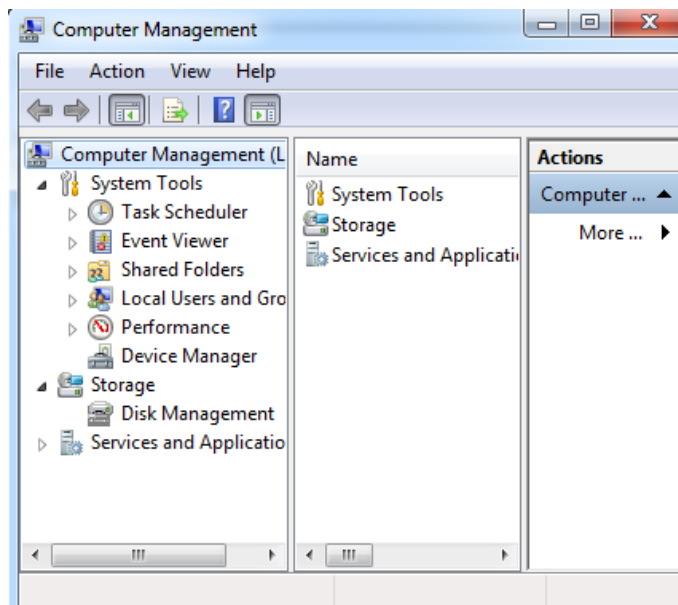
**Windows 7 / Vista :**

[^Top](#)

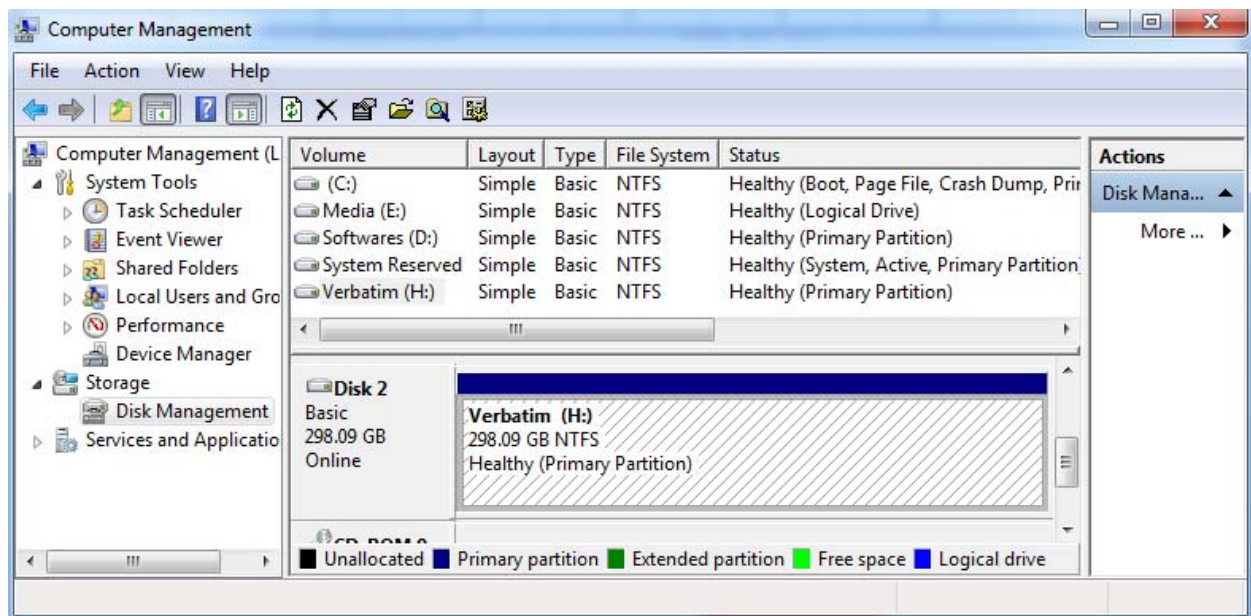
#Note: Formatting the drive will erase all the existing information stored on the drive.

Step 1: Connect the drive to a Windows 7 or Windows Vista computer.

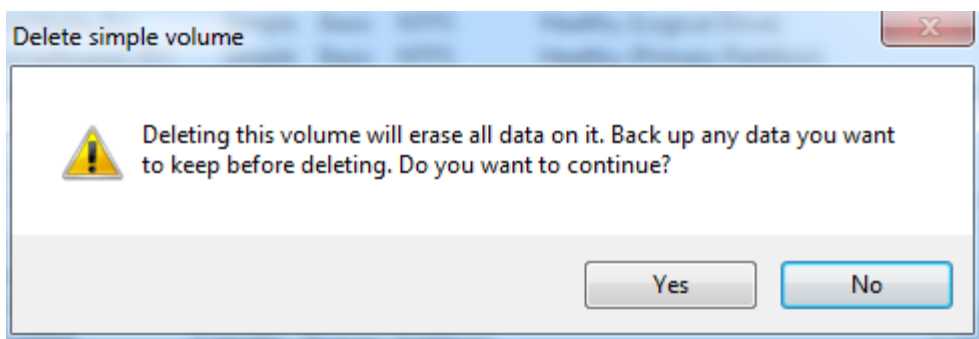
Step 2: Right-click Computer > click Manage to open Computer Management.



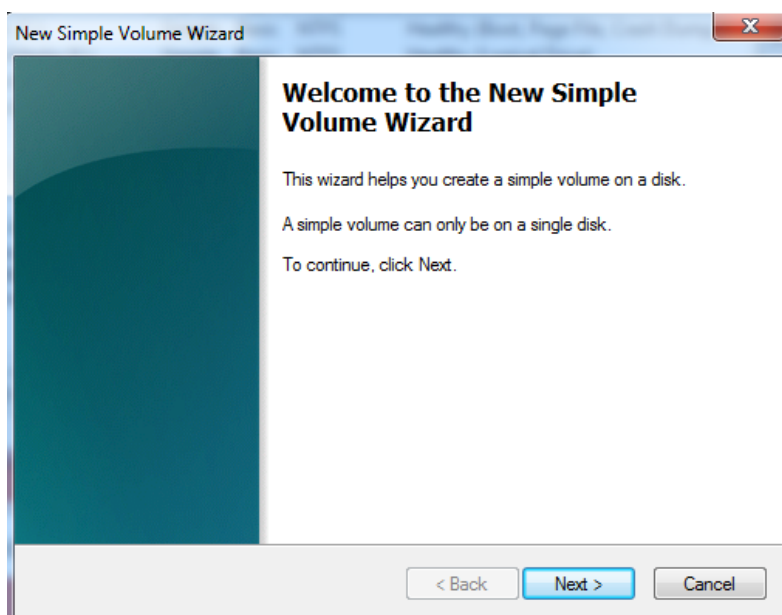
Step 3: Left-click on Disk Management.



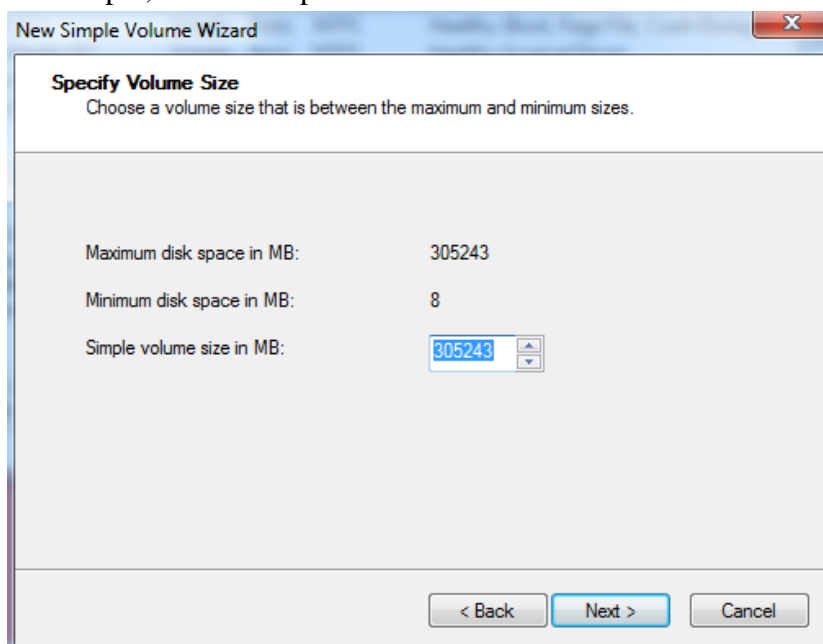
Step 4: On the lower right pane locate the Verbatim drive and right-click on it. Click Delete Partition > click Yes to confirm.



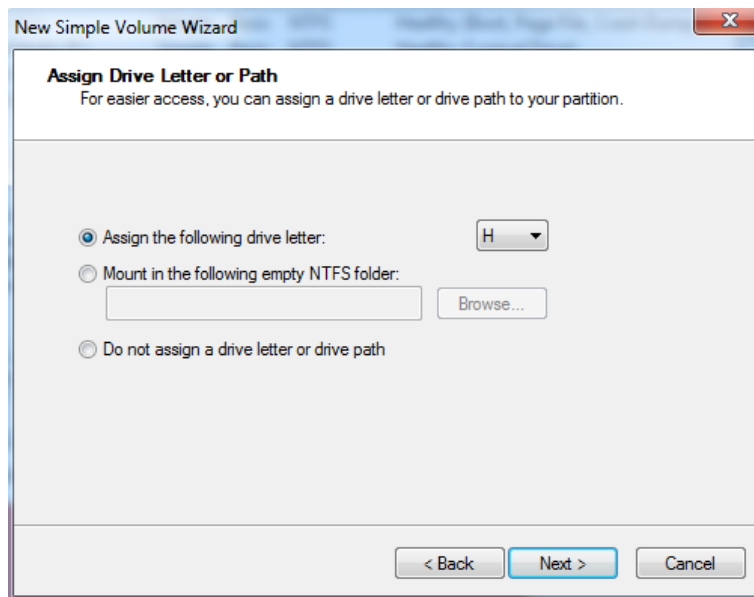
Step 5: Right-click on the Verbatim drive, select New Volume and click Next.



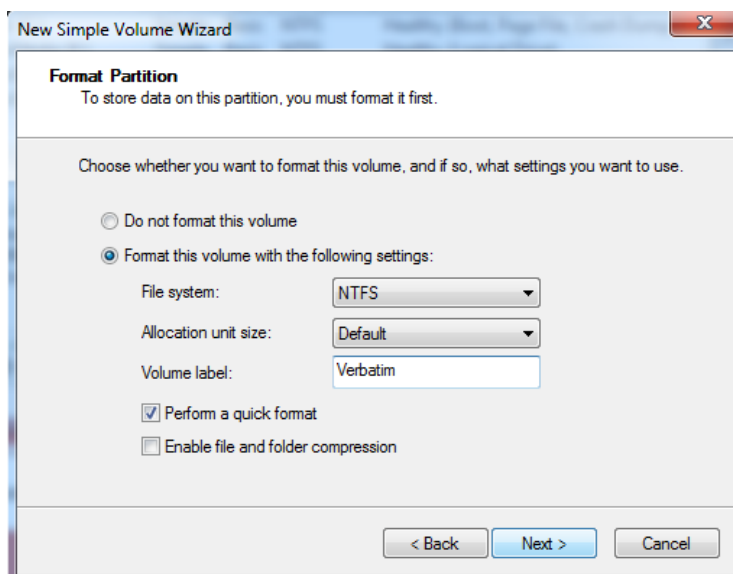
Step 6: Specify the volume size (in MB) that you want to create on the drive and click Next. (1GB = 1024MB. For example, to create a partition size of 20GB enter "20480" as the volume size.)



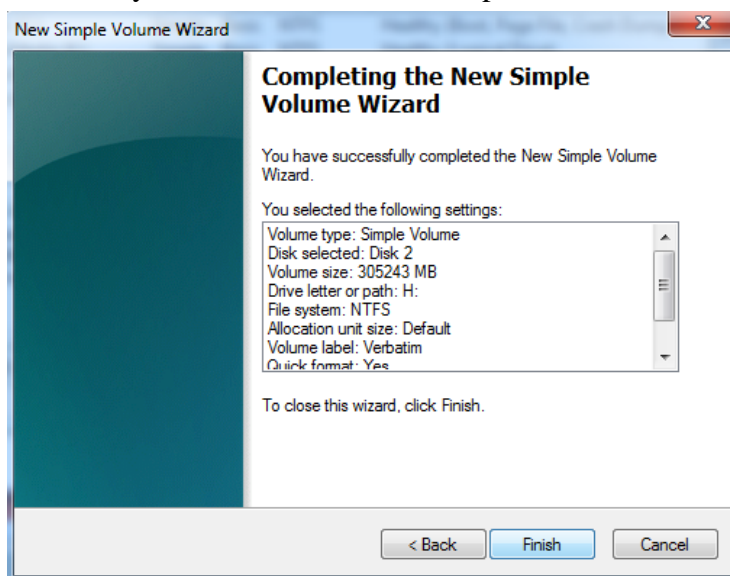
Step 7: Leave the drive letter to the default value and click Next.



Step 8: Enter a volume label string, such as “Verbatim”. Check “Perform a quick format” and click Next.



Step 9: Click Finish on the summary screen to start the format process.



Step 10: This will create one partition , Repeat the above steps for all the partitions

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# Windows XP

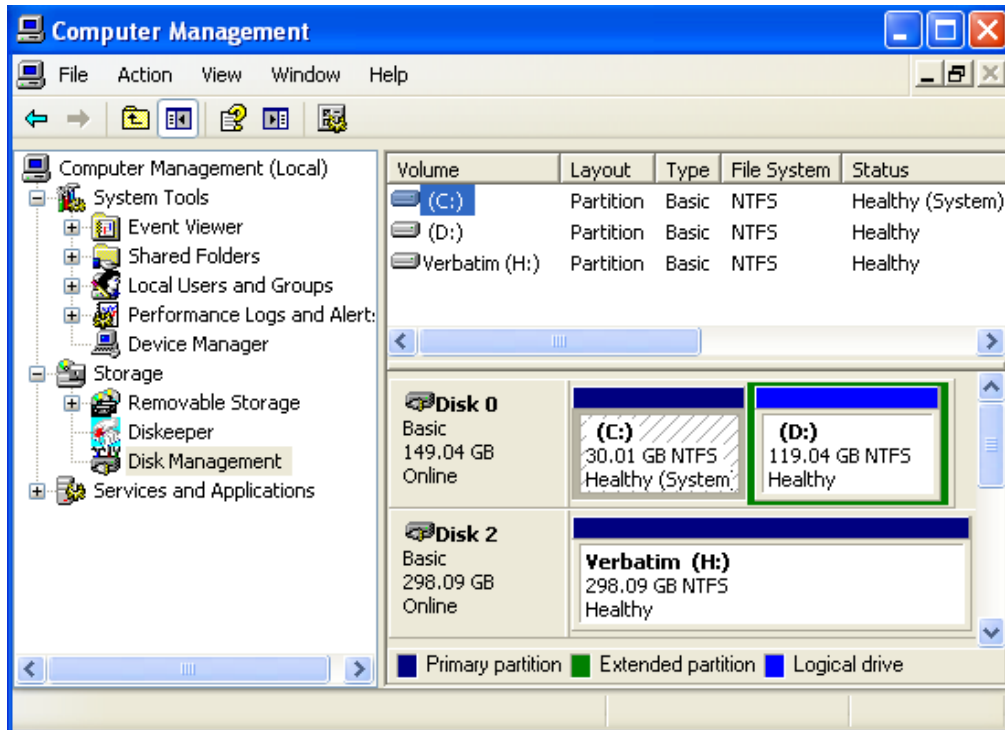
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#Note: Formatting the drive erases all the information stored on the drive.

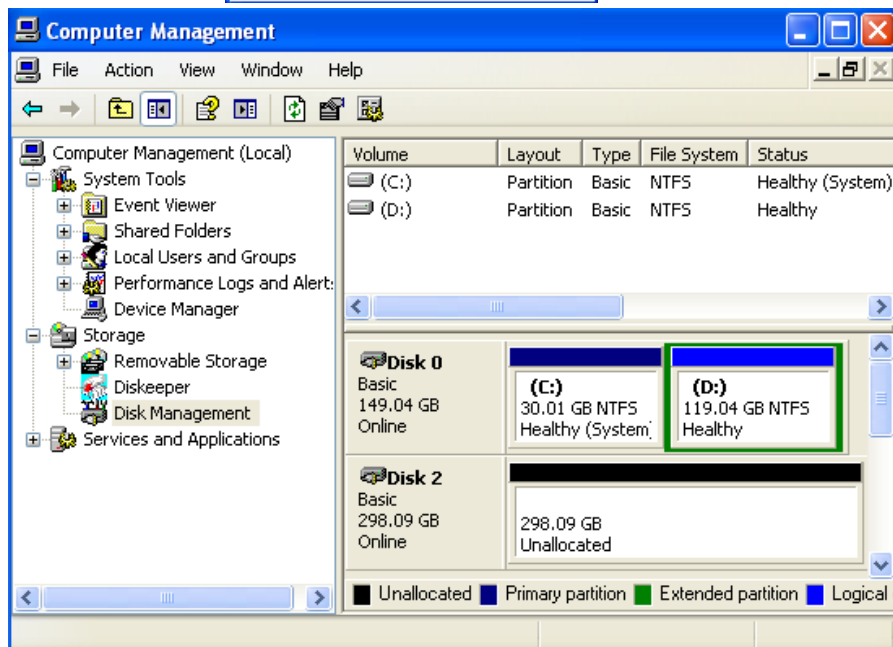
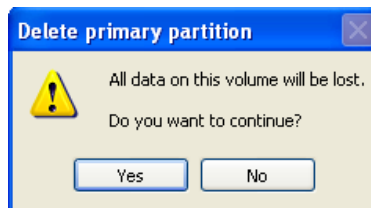
Step 1: Connect the drive to a Windows XP computer.

Step 2: Right-click Computer > click Manage to open Computer Management.

Step 3: Left-click Disk Management.

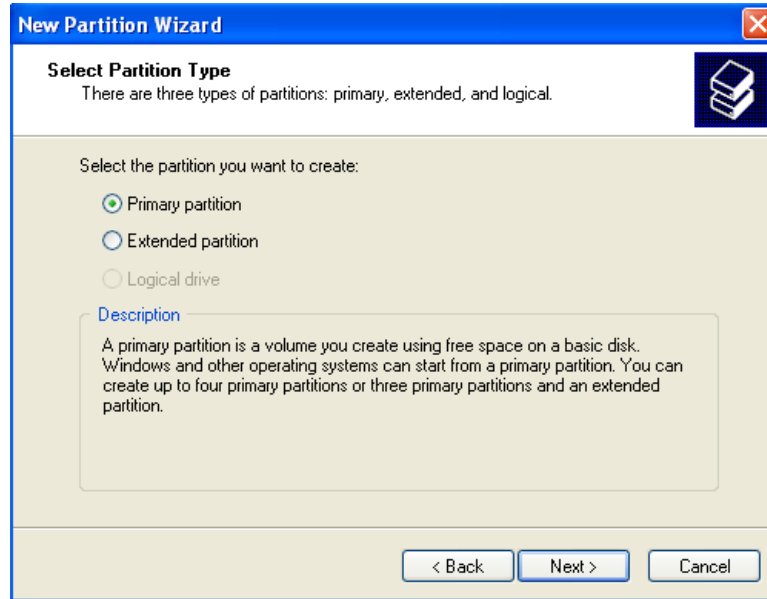


Step 4: On the lower right pane locate the Verbatim drive and right-click on it. Click Delete Partition > click Yes to confirm.

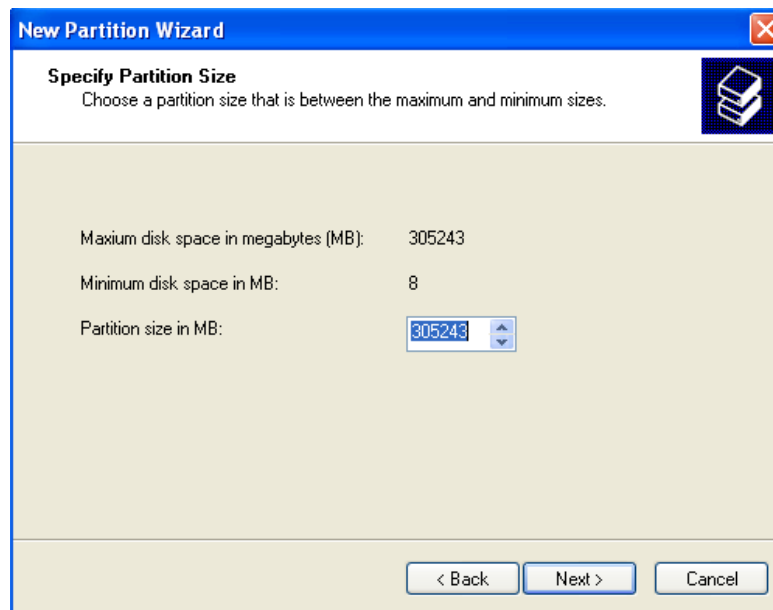


Step 5: Right-click on the Verbatim drive and select New Partition.

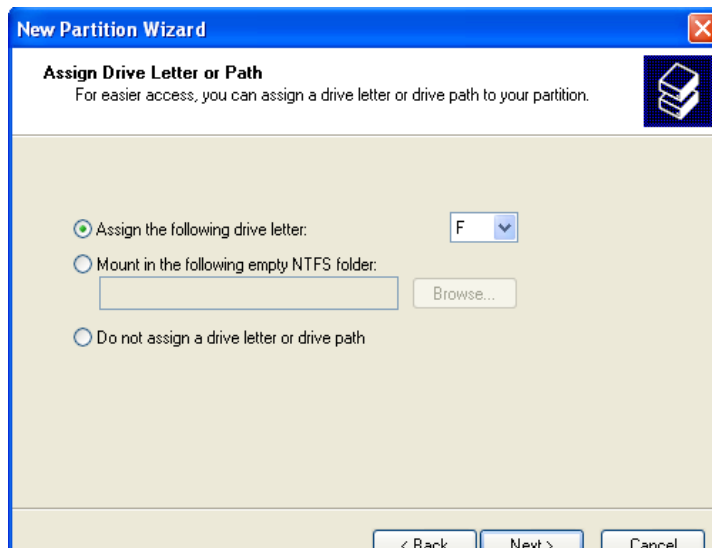
Step 6: On the Wizard chose Primary Partition > click Next.



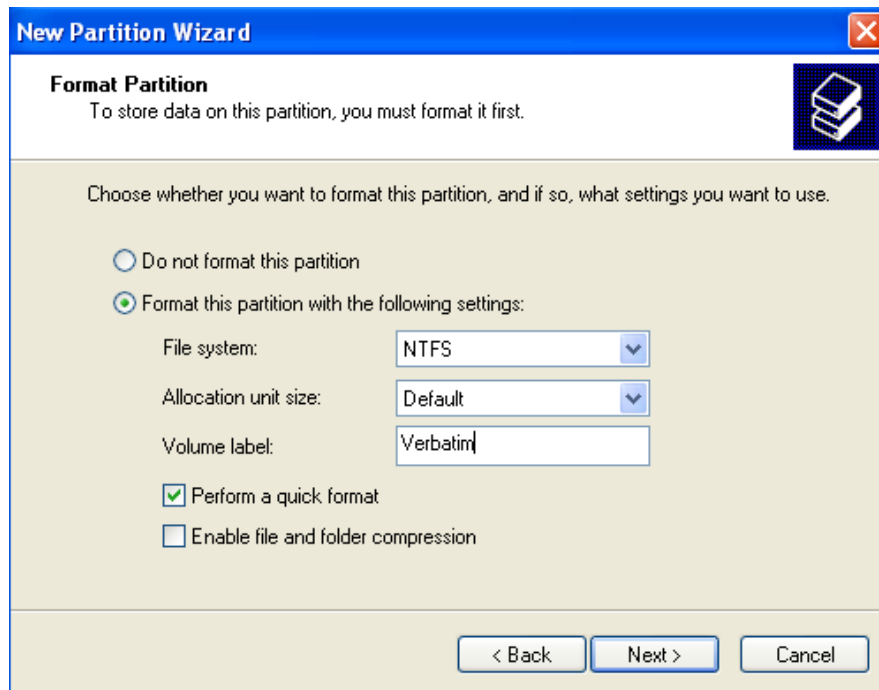
Step 7: Specify the volume size (in MB) that you want to create on the drive and click Next. (1GB = 1024MB. For example, to create a partition size of 20GB enter “20480” as the volume size.)



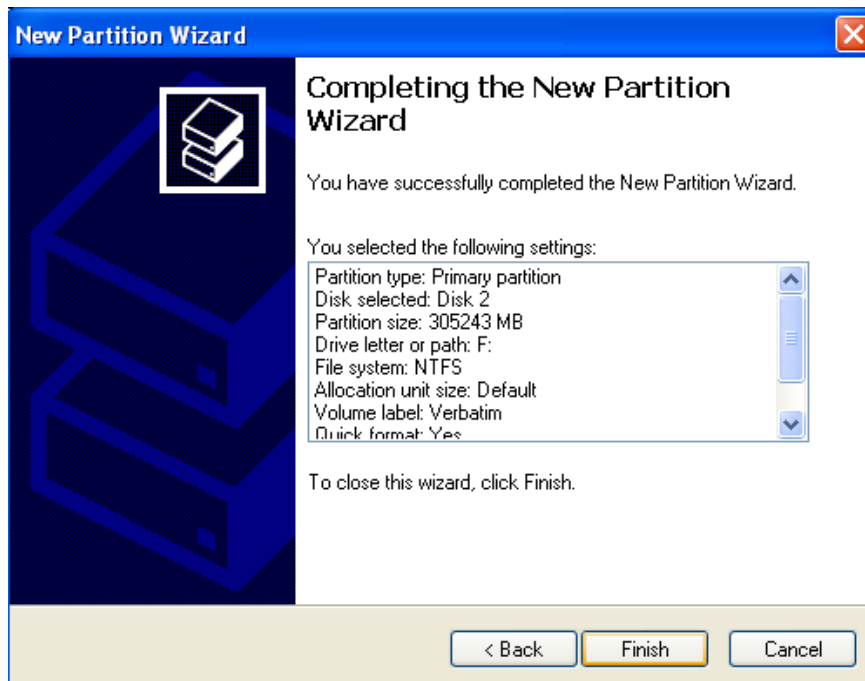
Step 7: Leave the drive letter to the default value and click Next.



Step 8: Enter a volume label string, such as “Verbatim”. Check “Perform a quick format” and click Next.



Step 9: Click Finish on the summary screen to start the format process.



Step 10: Repeat the above steps for all the partitions.

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