Problem: How do I use Windows to format a Verbatim Hard Drive?

Solution: Click on the operating system type you are using.
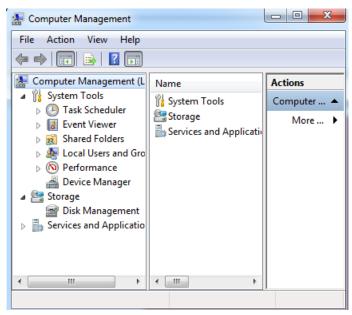
Windows 7 / Vista

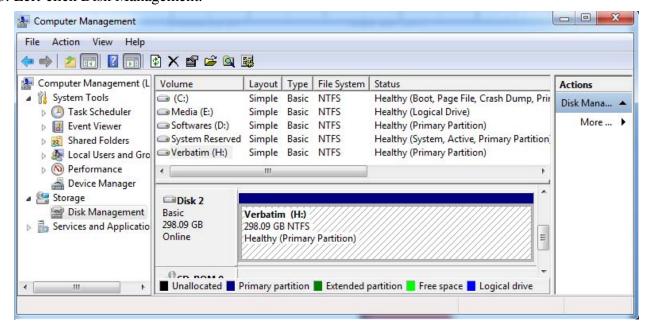**Windows XP**

Windows 7 / Vista

#Note: Formatting the drive erases all the information stored on the drive.
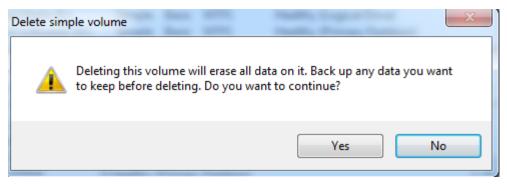Step 1: Connect the drive to a Windows 7 or Windows Vista computer.
Step 2: Right-click Computer > click Manage to open Computer Management.
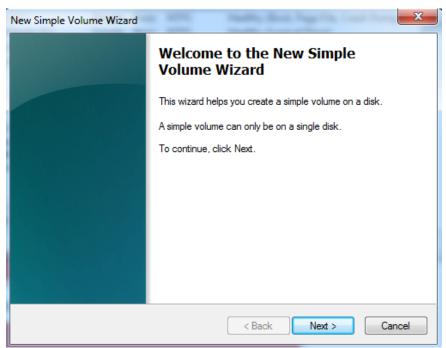
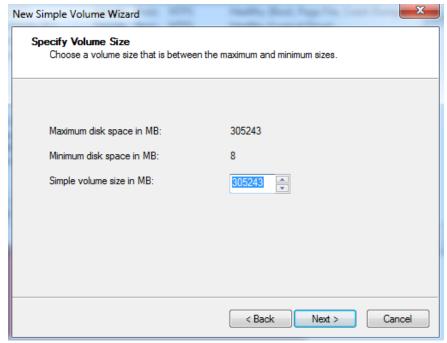

Step 3: Left-click Disk Management.

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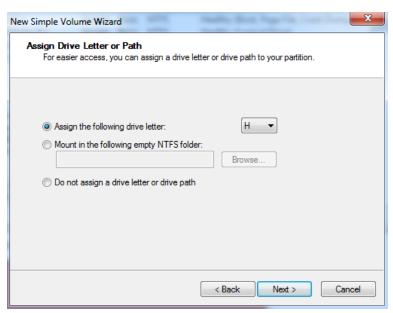
Delete simple volume

⚠ Deleting this volume will erase all data on it. Back up any data you want to keep before deleting. Do you want to continue?

Yes   No

Step 5: Right-click on the black bar and select New Volume.

New Simple Volume Wizard

Welcome to the New Simple Volume Wizard

This wizard helps you create a simple volume on a disk.

A simple volume can only be on a single disk.

To continue, click Next.

< Back   Next >   Cancel

Step 6: Leave partition size to the default size and click Next.

New Simple Volume Wizard

Specify Volume Size
Choose a volume size that is between the maximum and minimum sizes.

Maximum disk space in MB: 305243

Minimum disk space in MB: 8

Simple volume size in MB: 305243

< Back   Next >   Cancel

Step 7: Leave volume drive letter to the default > click Next.

New Simple Volume Wizard

Assign Drive Letter or Path
For easier access, you can assign a drive letter or drive path to your partition.

◉ Assign the following drive letter: H ▾
○ Mount in the following empty NTFS folder:
　　　　　　　　　　　　　　　　　　　Browse...
○ Do not assign a drive letter or drive path

< Back　　Next >　　Cancel

Step 8: Leave the default file system as NTFS. Fill in a volume label string such as "Verbatim". Check "Perform quick format" and click Next.

New Simple Volume Wizard

Format Partition
To store data on this partition, you must format it first.

Choose whether you want to format this volume, and if so, what settings you want to use.

○ Do not format this volume
◉ Format this volume with the following settings:
　File system:　　　　　NTFS ▾
　Allocation unit size:　Default ▾
　Volume label:　　　　Verbatim
　☑ Perform a quick format
　☐ Enable file and folder compression

< Back　　Next >　　Cancel

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

New Simple Volume Wizard

Completing the New Simple Volume Wizard

You have successfully completed the New Simple Volume Wizard.

You selected the following settings:

Volume type: Simple Volume
Disk selected: Disk 2
Volume size: 305243 MB
Drive letter or path: H:
File system: NTFS
Allocation unit size: Default
Volume label: Verbatim
Quick format: Yes

To close this wizard, click Finish.

< Back　　Finish　　Cancel

Windows XP

#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 My 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.
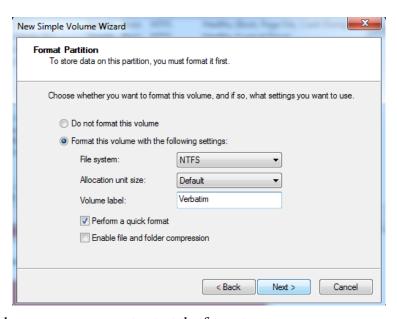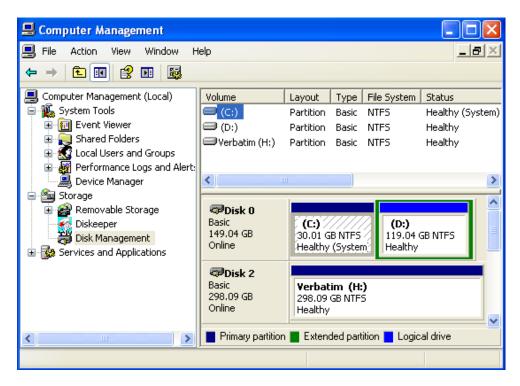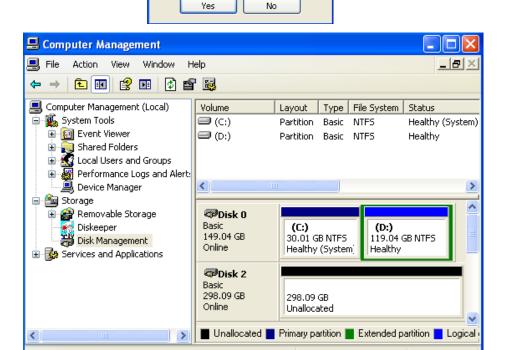
Step 5: Right-click on the black bar > select New Partition.
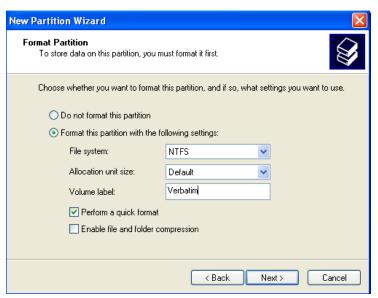Step 6: On the Wizard chose Primary partition > click next.

Step 7: Leave partition size to the default size and click Next.

Step 8: Leave volume drive letter to the default > click Next.

Step 9: Leave the default file system as NTFS. Fill in a volume label string such as "Verbatim". Check "Perform quick format" and click Next.

Step 10: Click finish on the summary screen to start the format process.