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: <br> Windows XP

## Windows 7 / Vista :

\#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.

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?


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.
( $1 \mathrm{~GB}=1024 \mathrm{MB}$. For example, to create a partition size of 20GB enter "20480" as the volume size.)
New Simple Volume Wizard

| Specify Volume Size |
| :--- |
| Choose a volume size that is between the maximum and minimum sizes. |
| Maximum disk space in MB: |
| Minimum disk space in MB: |
| Simple volume size in MB: | Cans

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

## 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 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. ( $1 \mathrm{~GB}=1024 \mathrm{MB}$. For example, to create a partition size of 20GB enter "20480" as the volume size.)

| New Partition Wizard |  | X |
| :---: | :---: | :---: |
| Specify Partition Size <br> Choose a partition size that is between the maximum and minimum sizes. |  |  |
| Maxium disk space in megabytes (MB): <br> Minimum disk space in MB: <br> Partition size in MB : | $305243$ <br> 8 $305243$ |  |
|  | < Back Next> | Cancel |

Step 7: Leave the drive letter to the default value and click Next.
New Partition 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:
F
O Mount in the following empty NTFS folder:

Do not assign a drive letter or drive path

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.


