Problem: How do I use Windows to format a Verbatim flash drive to NTFS?

Solution: Select the operating system type you are using.

Windows 7 / Vista

Windows XP

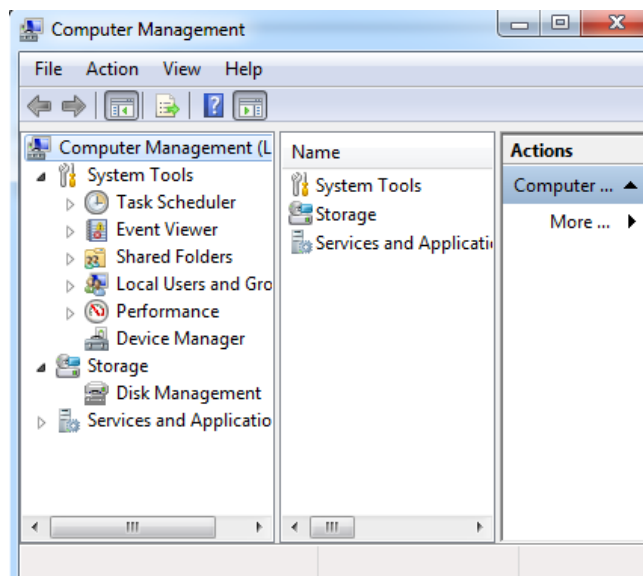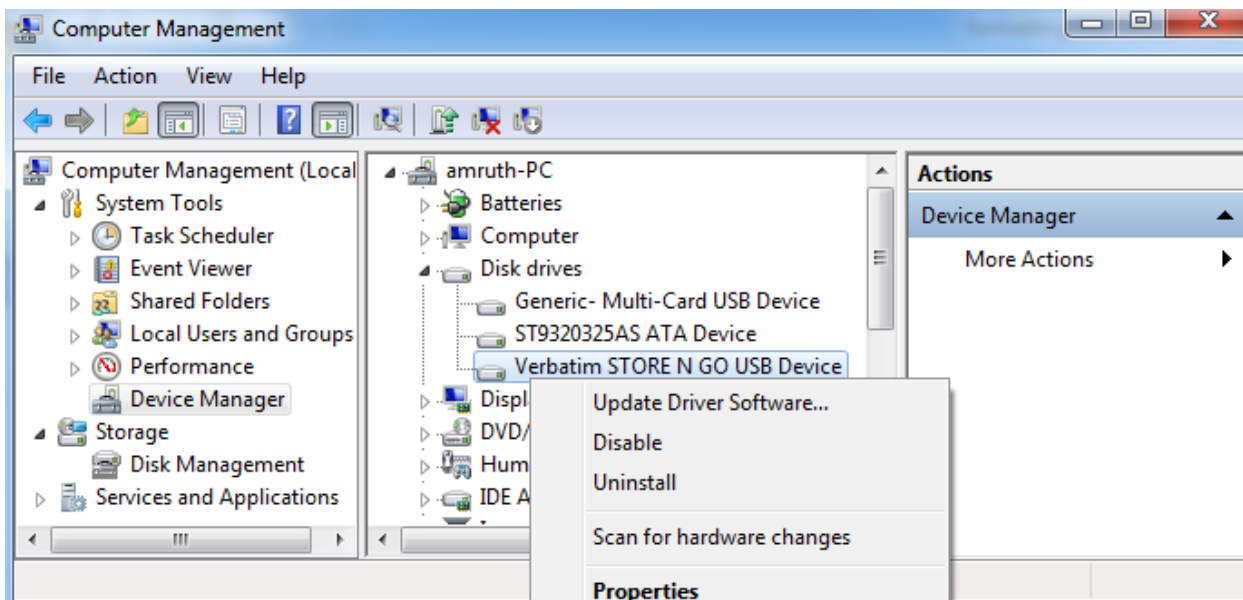# Windows 7 / Vista

#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.
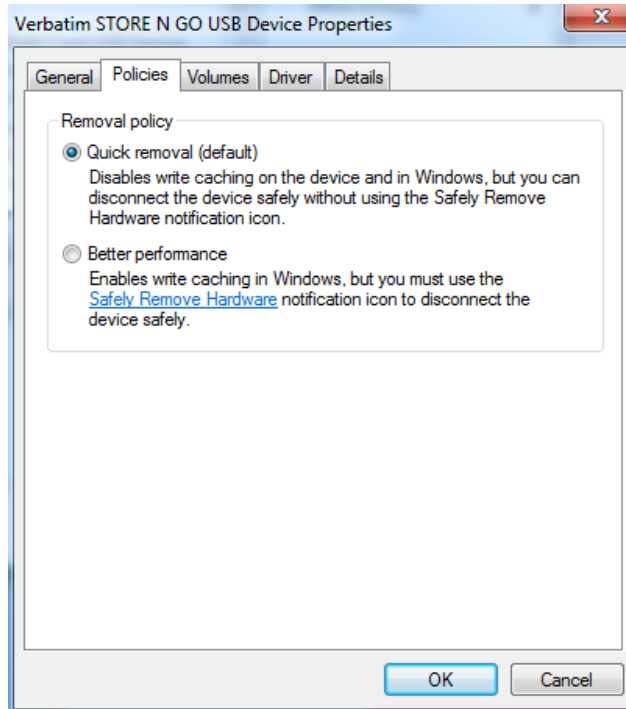Step 2: Right click Computer and click Manage to open Computer Management.

Step 3: Left-click Device Manager, double-click on Disk Drive to expand it. Right click on the Verbatim drive and click properties.

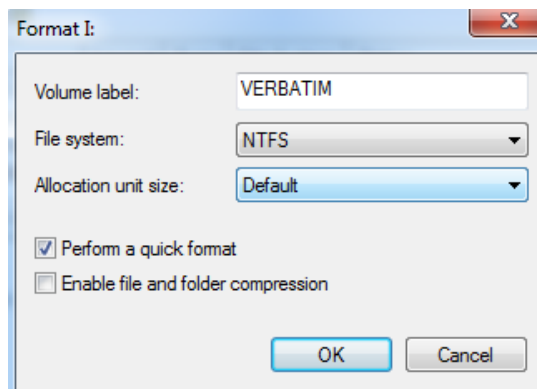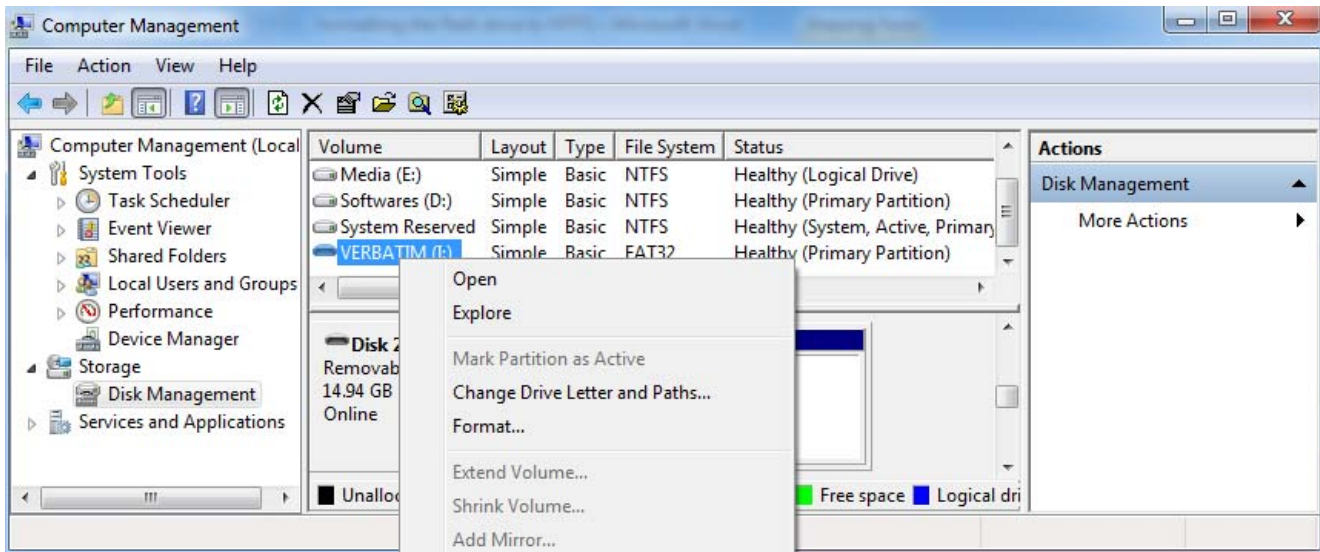Step 4: Under the Properties window select the Policies tab.
Step 5: By default the option to optimize for quick removal will be active. Select optimize for performance and click OK.

Step 6: On the left pane click on Disk Management.
Step 7: On the right pane right click on the Verbatim flash drive and select Format.
Step 8: On the format screen select the file system as NTFS and check the option "Perform quick format" and click OK.
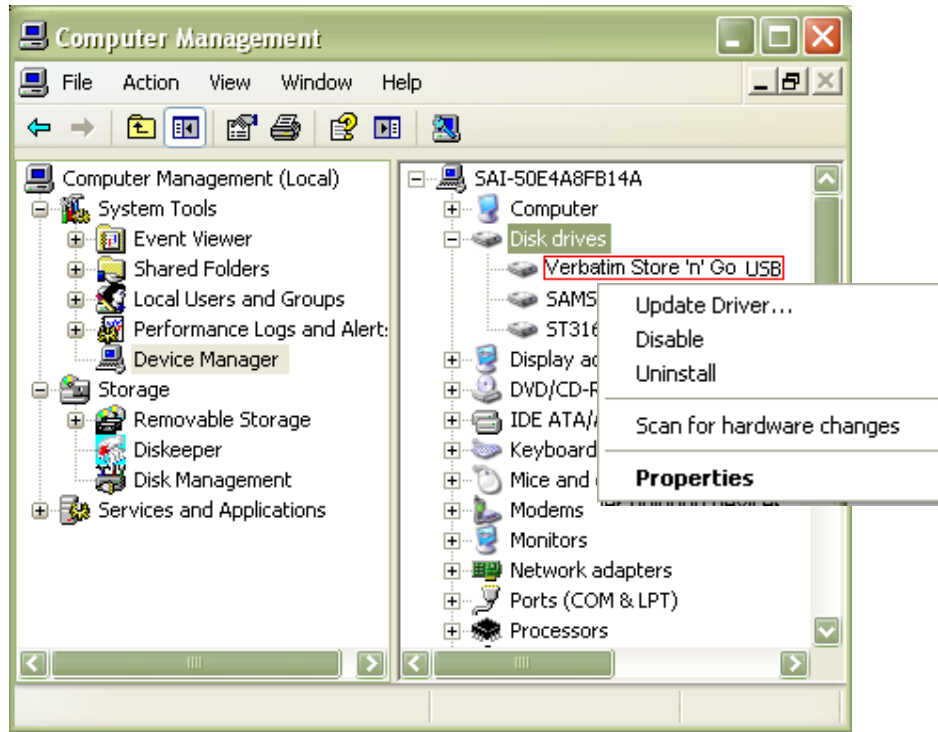
Windows XP

#Note: Formatting the drive erases all the information stored on the drive
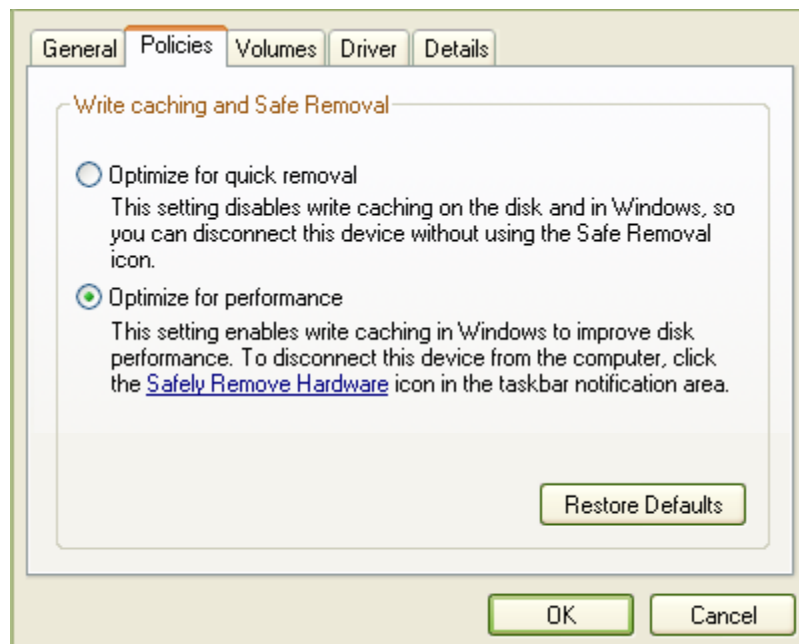Step 1: Connect the drive to a Windows XP computer.
Step 2: Right-click My Computer and click Manage to open Computer Management.
Step 3: Left-click Device Manager, double-click on Disk drives to expand it. Right-click on the Verbatim drive and click Properties.

Step 4: Under the Properties window select the Policies tab.
Step 5: By default the option "Optimize for quick removal" will be active. Select "Optimize for performance" and click OK.

Step 6: On the left pane click on Disk Management.
Step 7: On the right pane right-click on the Verbatim flash drive and select Format.
Step 8: On the format screen select the file system as NTFS and check the option "Perform a quick format" and click OK.