

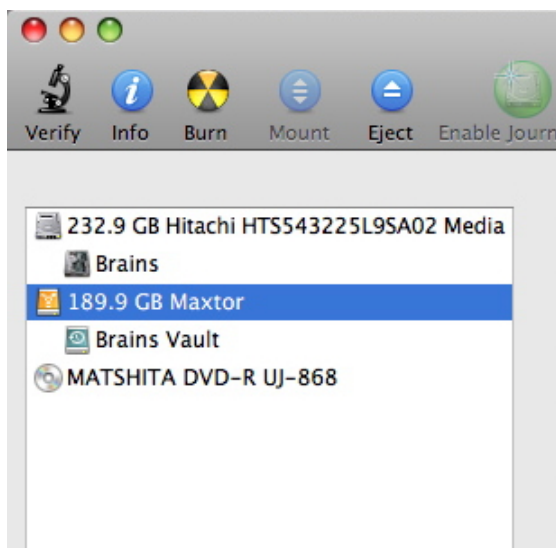
Reformatting Your Drive (Mac)

Are you finding that you are unable to drag documents and folders to your external hard drive? This means that it is stuck in “read-only” mode. If you haven’t used your hard drive in a while, or you just bought a new one, you may have to reformat it to be compatible with your computer. Occasionally operating system updates will cause your drive to no longer be compatible with your computer, and many hard drives come formatted for PCs but can still be used with Macs. This guide will work you through the reformatting process.

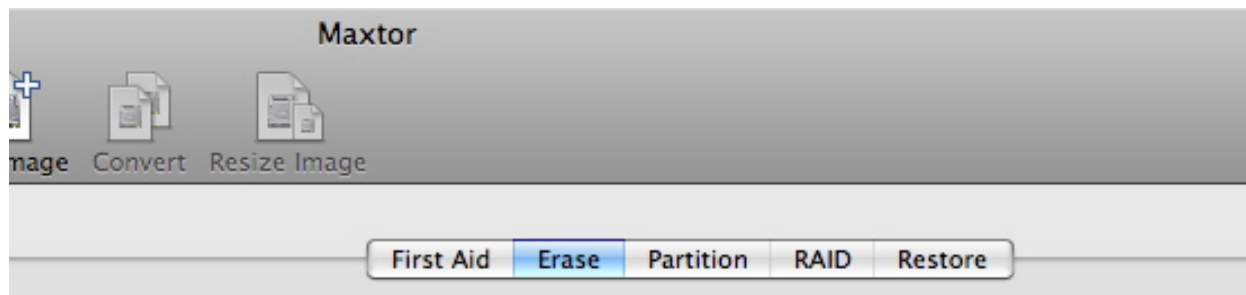
1. Start by plugging in your drive. You should see it on your desktop below your silver built-in hard drive icon. It will look something like the orange icon below.



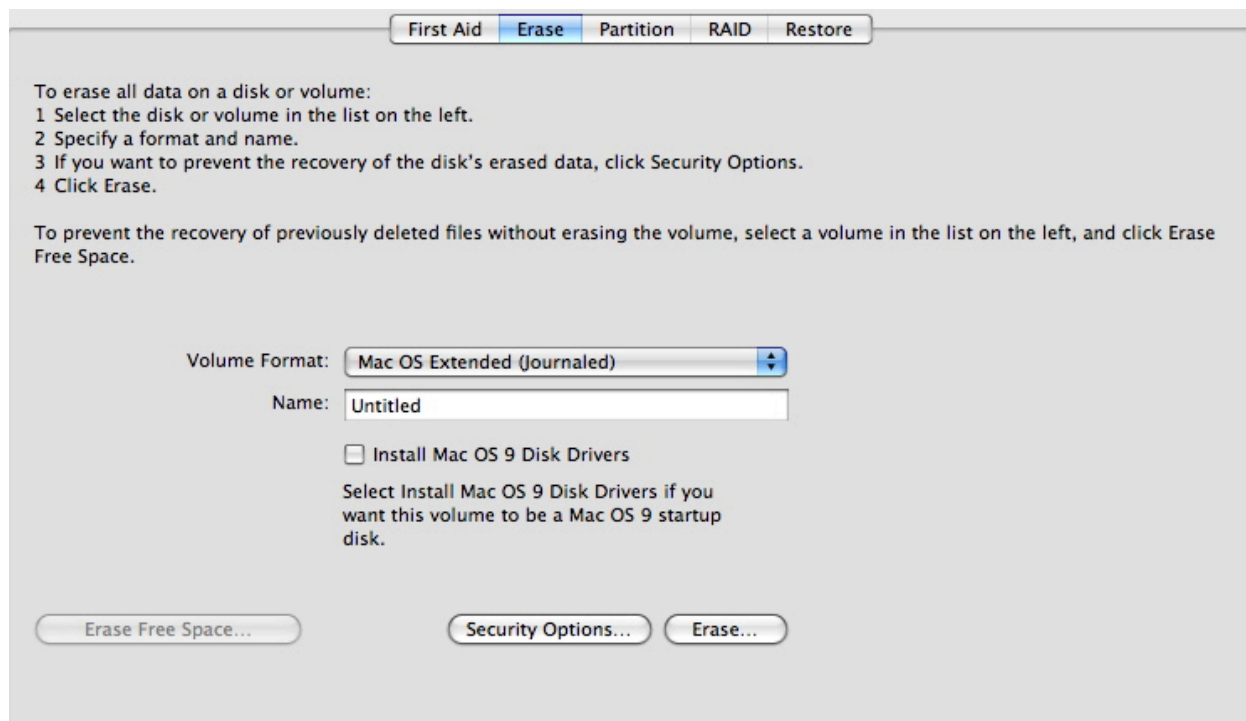
2. Open Disk Utility (you can find this application by pressing Command + Space Bar and searching “Disk Utility”). You’ll see a screen like the one below. Highlight the orange icon to access your external drive.



3. Make sure that if you have any data on this drive it is backed up on your computer or another place where you can access it later, as you will be erasing all the contents of this drive (even if there are none). Click the “Erase” tab.



4. From the Volume Format menu, select Mac OS Extended (Journaled). Enter a name for your drive and press “Erase.”



5. You should now be able to drag files to your drive. If this process doesn't work, eject the drive, plug it back in, and try it again.