# Reformatting Your Drive (PC)

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. This guide will work you through the reformatting process.

Before formatting your drive, ensure that all contents (if any) are backed up somewhere else.

1. Start by plugging in your drive. Locate your drive and right-click on the icon. Click "Format."
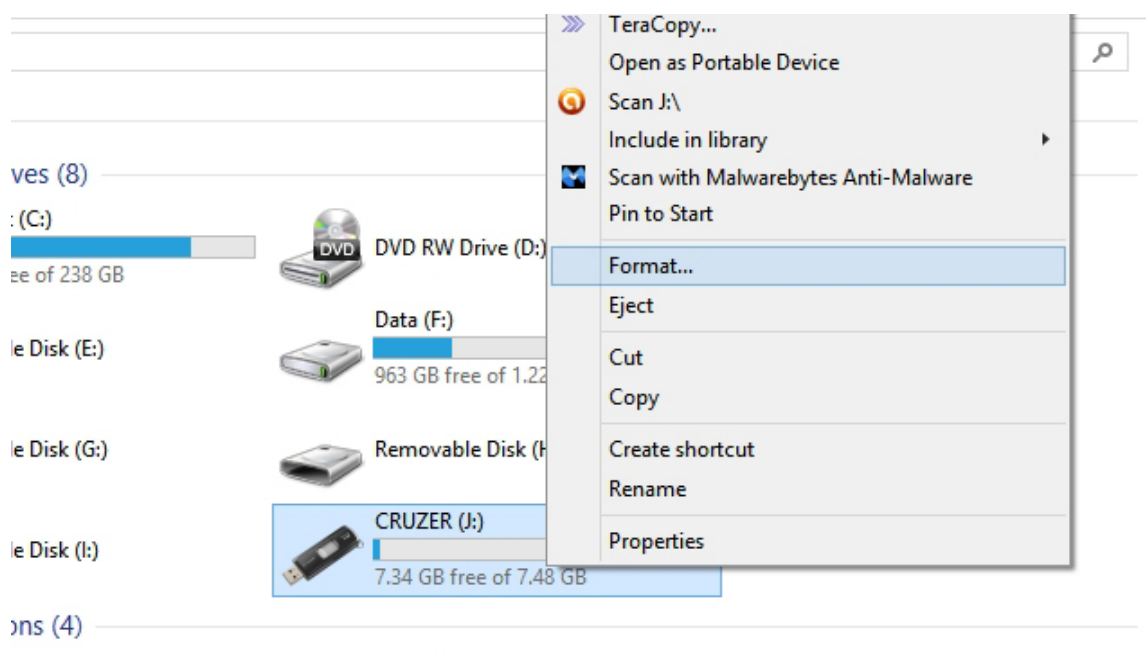
2. Under "File System," select your desired format. We recommend NTFS.
3. Give your drive a name under "Volume Label," and check the "Quick Format" box.
4. Click "Start" to format the drive. You'll get a notification when it's done (it should only take a few seconds).