Reformat Your External Hard Drive to Work Across PC and Mac Systems

Before you begin the digitization process, make sure that your USB or external hard drive is formatted in FAT32 or exFAT following the instructions below.

FAT32 is the de-facto standard file system that works between PC and Mac operating systems since 1995. Flash drives you purchase will often come formatted with FAT32 for maximum compatibility across not just modern computers, but other devices like game consoles and anything with a USB port. Individual files on a FAT32 drive can't be over 4 GB.

exFAT was introduced in 2006 and has very large limits on file and partition sizes, allowing you to store files much larger than the 4 GB allowed by FAT32. exFAT is not compatible with older operating systems. You must have Mac OS X 10.6.5 or newer, and PCs need to be Windows Vista SP1, Windows 7, or newer.

How to Reformat on PC:

- 1. Plug drive into computer.
- 2. Open the File Explorer.



3. Right click on the drive, and select **Format**.



4. Select FAT32 or exFAT from the drop down box, and click on Start.

Format Removable Disk (E:)
Capacity:
14.5 GB 🔹
File system
FAT32 (Default)
NTFS FAT32 (Default)
Tore device defaults
Format options Image: Create an MS-DOS startup disk
Start Close

5. Follow the prompts.

How to Reformat on Mac:

1. Open **Disk Utility**. The program icon looks like this:



2. Select the external drive you want to format on the left hand side of the window.

0 🗧	Disk Utility	
□ · + -	ay (d) (2) (\$	١
View Volume	First Aid Partition Erase Restore Moun	it Info
Internal APPLE SSD S Container d Macintos	Erase "Portable Drive"? Erasing "Portable Drive" will delete all data schoose a partition map and format, and clico proceed.	200 GB
External Portable Drive	Name: Portable Drive	
	Format: ExFAT	
	Scheme: GUID Partition Map	
	Security Options Cancel	Erase
	Location: External Ca	apacity: 200 GB
	Connection: USB Cl	hild count: 2
	Partition Map: GUID Partition Map Ty	/pe: Disk
	S.M.A.R.T. status: Not Supported De	evice: disk2

3. Click the **Erase** button.

View Volume	지양 (D) (B) (B) (B) (B) (B) (B) (B) (B) (B) (B	(j) Info
Internal ▼ APPLE SSD S ▼ Container d Macintos External ▼ Portable Drive Backup Δ	Erase "Portable Drive"? Erasing "Portable Drive" will delete all data stored on it, and cannot be undone. Provide a name, choose a partition map and format, and click Erase to proceed. Name: Portable Drive Format: ExFAT Scheme: GUID Partition Map Security Options Cancel	200 GB
	Location: External Capacity: Connection: USB Child count: Partition Map: GUID Partition Map Type: S.M.A.R.T. status: Not Supported Device:	200 GB 2 Disk disk2

4. Select **FAT32** or **exFAT** format from the drop down menu.

0 🗧	Disk Utility	
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View Volume	First Aid Partition Erase Restore N	lount Info
Internal APPLE SSD S Container d Macintos	Erase "Portable Drive"? Erasing "Portable Drive" will delete all stored on it, and cannot be undone. Pro choose a partition map and format, and proceed.	data ovide a name, i click Erase to
External	News Destable Drive	
▼ 🔲 Portable Drive 🔺	Name: Portable Drive	
Backup ▲	Format ExFAT Scheme: GUID Partition Map	
	Security Options Cance	el Erase
	Location: External	Capacity: 200 GB
	Connection: USB	Child count: 2
	Partition Map: GUID Partition Map	Type: Disk
	S.M.A.R.T. status: Not Supported	Device: disk2

5. Click **Erase** and follow the prompts.

0	Disk Utility	
View Volume	AS ⊕ B S ♦ First Aid Partition Erase Restore Mount	(i Int
Internal	Erase "Portable Drive"? Erasing "Portable Drive" will delete all data stored on it, and cannot be undone. Provide choose a partition map and format, and click proceed. Name: Portable Drive Format: ExFAT Scheme: GUID Partition Map Security Options Cancel	a name, Erase to
	Location: External Ca	pacity: 200 GB
	Connection: USB Chi	ld count: 2
	Partition Map: GUID Partition Map Type	Disk
	S.M.A.R.T. status: Not Supported Dev	vice: disk2