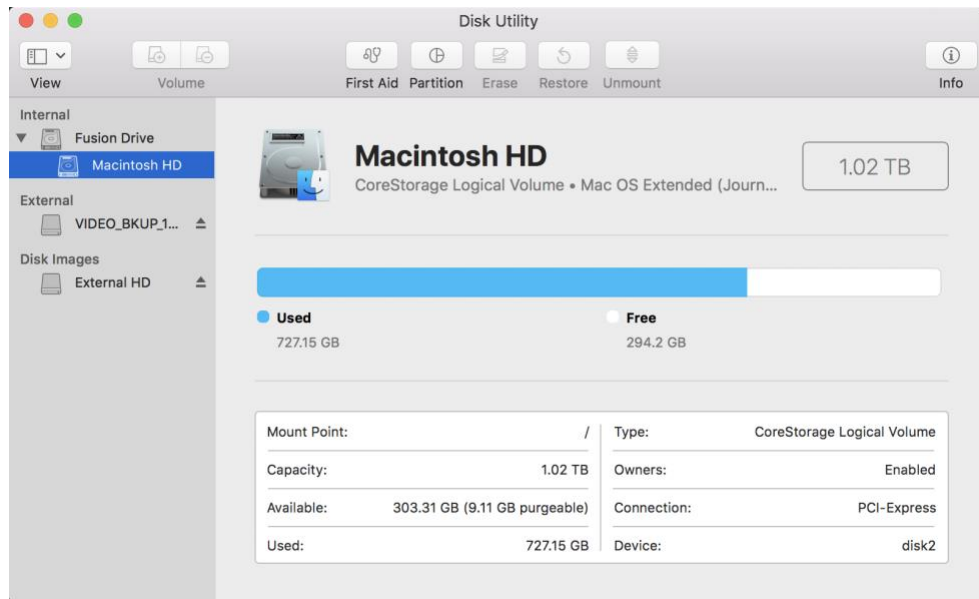


Formatting Hard Drives to work with Mac

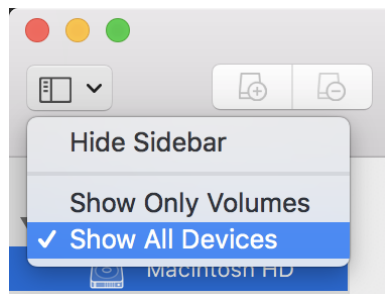
Using Disk Utility on Mac OS X 10.13.x (High Sierra)

NOTE: Formatting hard drives ERASES ALL OF THE DATA on the hard drive. Notify the person who's hard drive you are formatting of this!

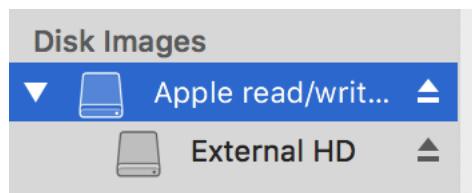
1. Connect Hard Drive and open Disk Utility (*Applications > Utilities > Disk Utility*).



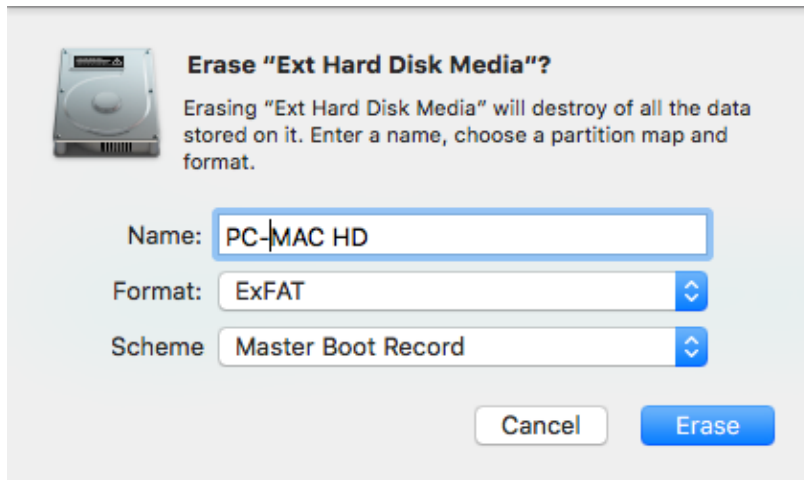
2. In the upper left corner of the Disk Utility window, click the *View* icon and choose *Show All Devices*.



3. From the left column in Disk Utility, highlight the drive from the list, at the higher level, that you are formatting.



4. In the toolbar at the top, select *Erase*.
5. In the drop down window, name the hard drive and match these settings:



6. Click *Erase*
7. After the drive has been formatted, a pop up window will appear asking if you want to use the drive as a Time Machine backup. Choose *Do Not Use*.
8. The hard drive is now formatted to work on both PC & Mac computers.