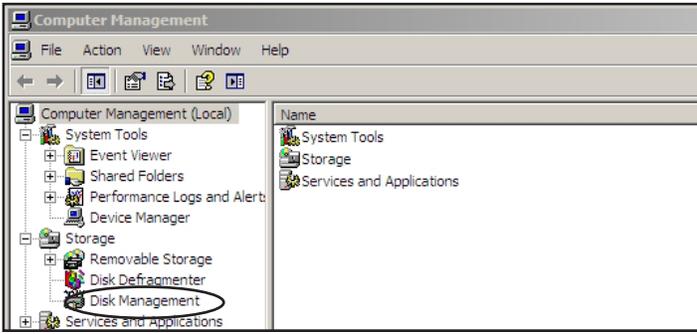


Your new Glyph drive has been formatted for the Mac. To use the drive with your Windows system, you'll need to format your hard disk for Windows.

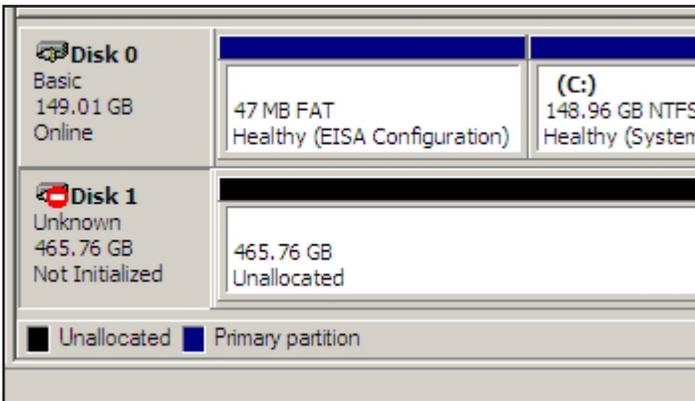


1. On the desktop, right-click on **My Computer**, and select **Manage** from the menu. This will bring you to **Computer Management**. Or you can go to the **Start Menu > Control Panels > Administrative Tools > Computer Management**.

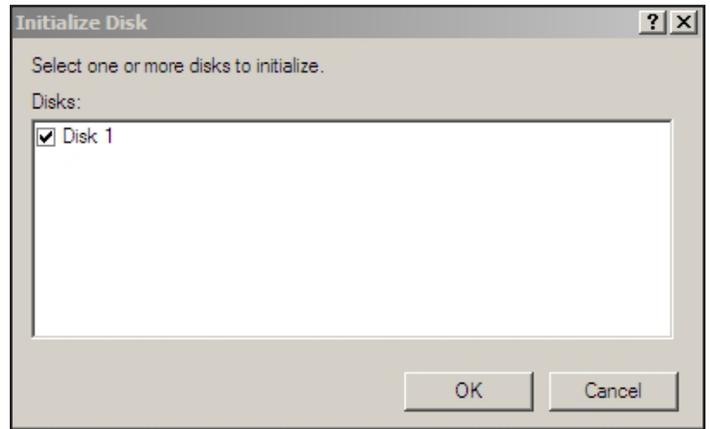
2. Click on **Disk Management**.



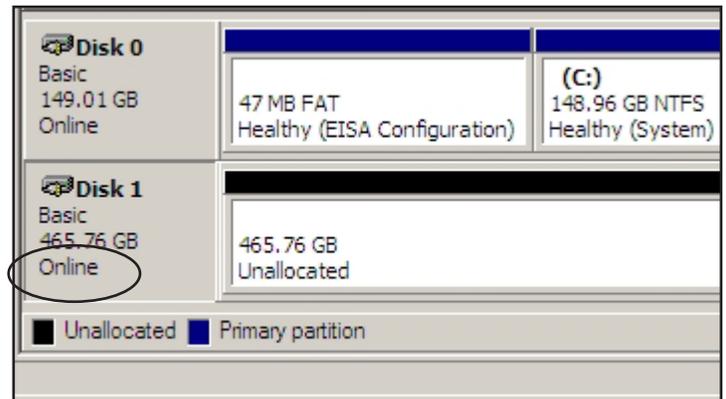
3. Next you'll see a list of drives the lower right panel of the screen. The new drive should be listed there and should have "Unallocated" on the right, and "Not initialized" in the left panel. In the example below, it's 'Disk 1' since 'Disk 0' is the internal system drive.



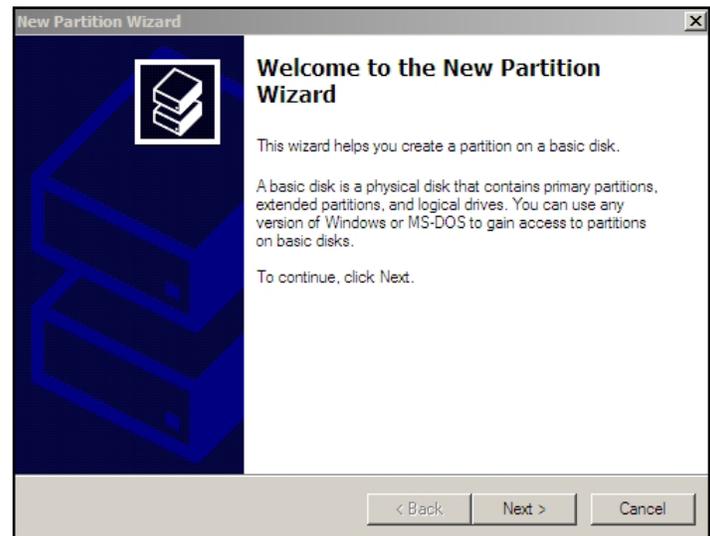
4. Right-click on the left portion that reads "Not initialized", and click **Initialize Disk** from the menu. In the following **Initialize Disk** dialog box, click **OK**.



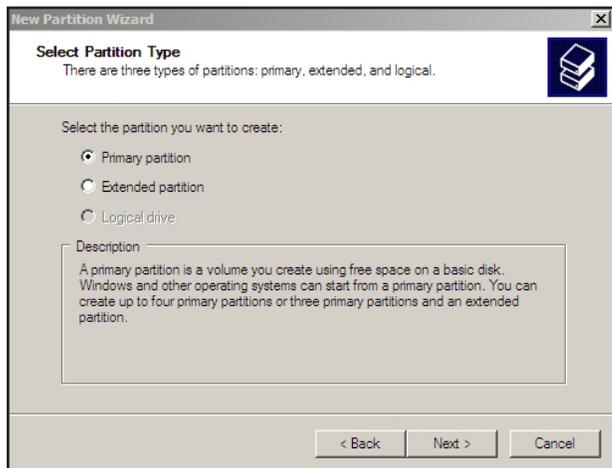
5. The drive will now report to be Online on the left.



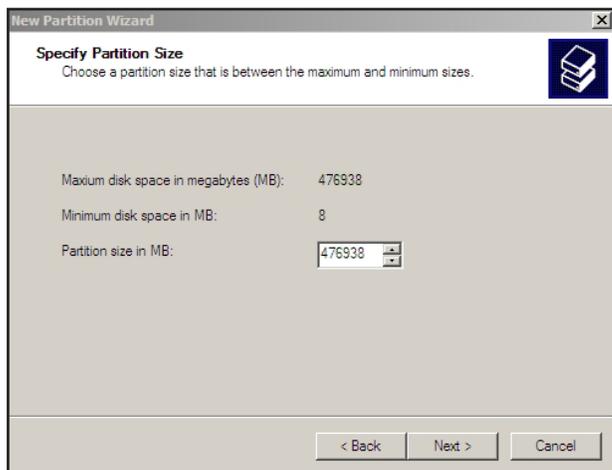
6. Right-click on the portion that says **Unallocated**, and choose **New Partition...** When the New Partition Wizard appears, click **Next**.



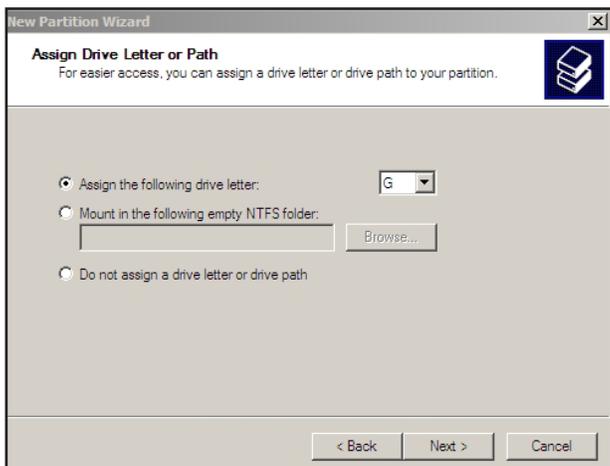
7. In the Select Partition Type screen, choose **Primary Partition**.



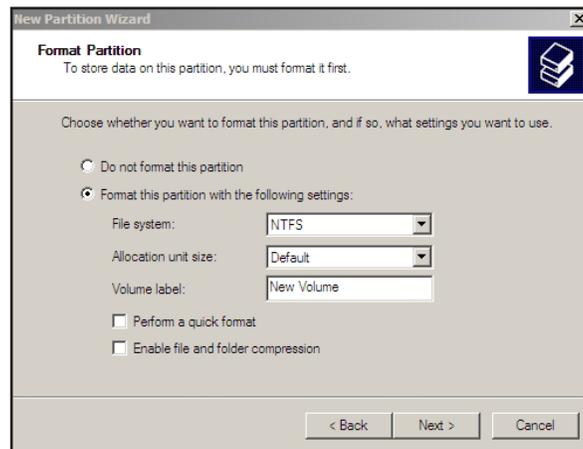
8. Specify the size of the partition. If you leave it default, it will use the entire size of the drive.



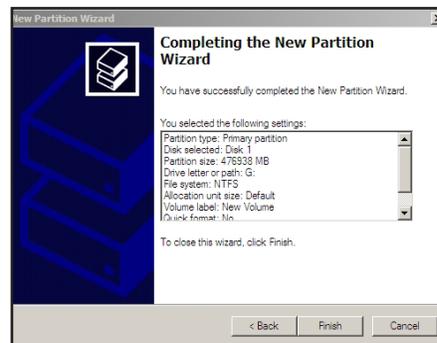
9. Next, assign the drive letter. Windows will pick the next available one.



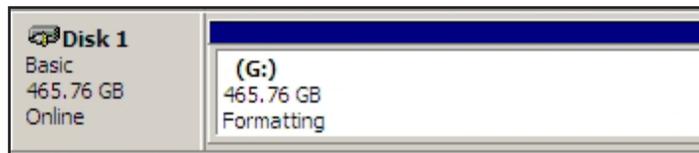
10. Next, select the file system (**NTFS** is recommended for Windows XP and Vista). Leave the **Allocation unit size** at 'Default'. Give your new drive a name in the **Volume label** field. Click the box next to **Perform a quick format**, then click **Next**.



11. Verify your settings and click **Finish** to perform the format.



12. It will take a few seconds to format your drive, then it will appear as a healthy volume.



13. Now you should check in My Computer to make sure your new drive shows up.



You're done!