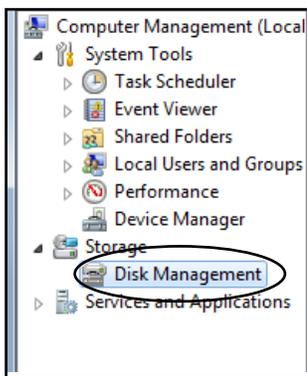


Your Glyph drive has been formatted for the Mac. To use the drive with Windows systems, you'll need to format it for Windows.
THIS PROCESS WILL ERASE ANY CURRENT DATA ON THE DRIVE.
Make sure to backup all data on the drive before continuing.

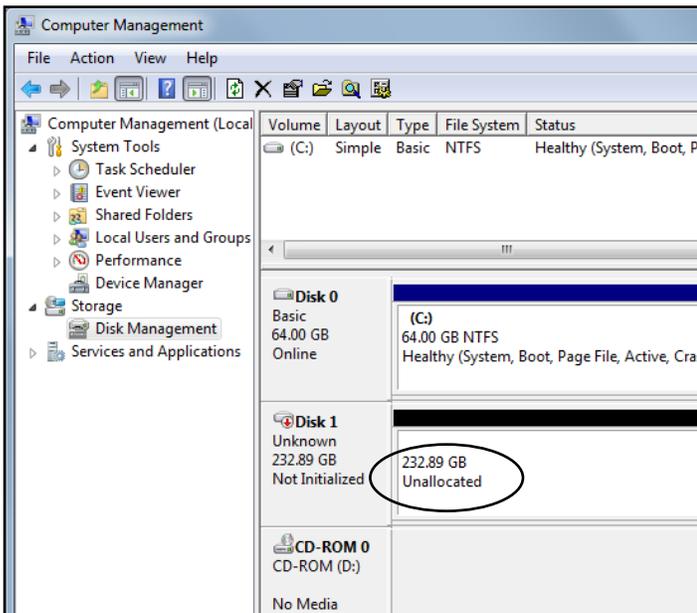


1. Go to the **Start Menu**, right-click on **Computer**, and choose **Manage** from the drop down list.



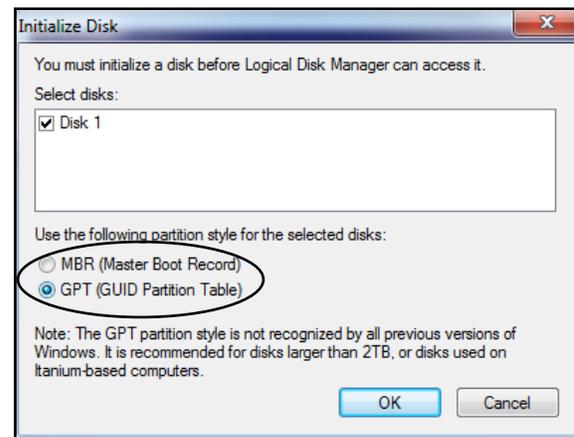
2. Click on **Disk Management**.

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, there is one internal drive and the new drive is listed beneath it.



4. Right-click on the left portion that reads "Not initialized", and click **Initialize Disk**.

5. In the following dialog box, you'll need to choose the partition style for the disk. Glyph recommends using GPT partitions in most cases, since GPT supports drives that are 2TB and larger. However, GPT partitions are NOT compatible with older Windows systems, such as Windows XP. MBR partitions work with Windows XP but cannot be used for drives that are larger than 2TB. Choose the partition style and click **OK**.



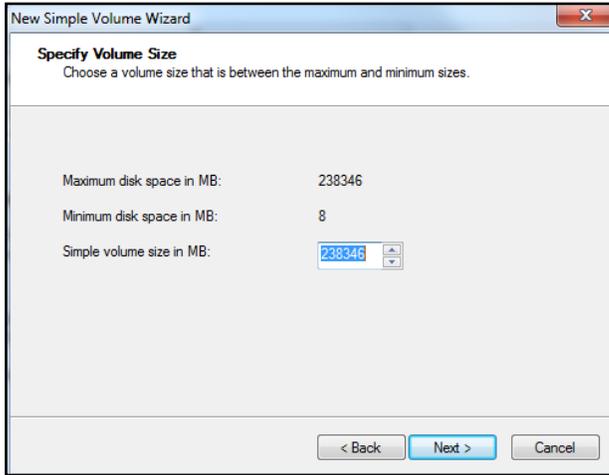
6. The drive will now report to be Online on the left.



7. Right-click on the portion that says **Unallocated**, and choose **New Simple Volume**. When the Wizard appears, click **Next**.



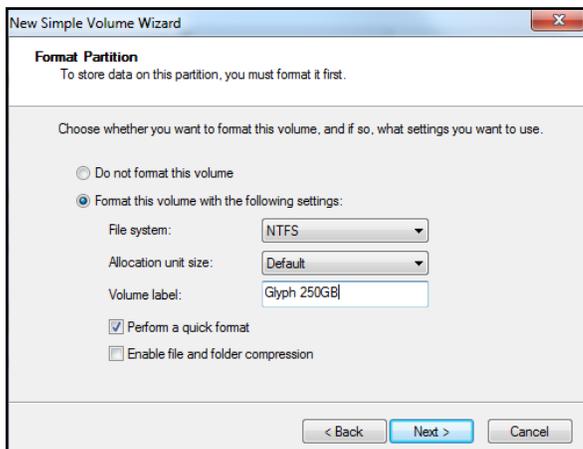
8. Specify the size of the volume. If you leave it default, it will create one large volume.



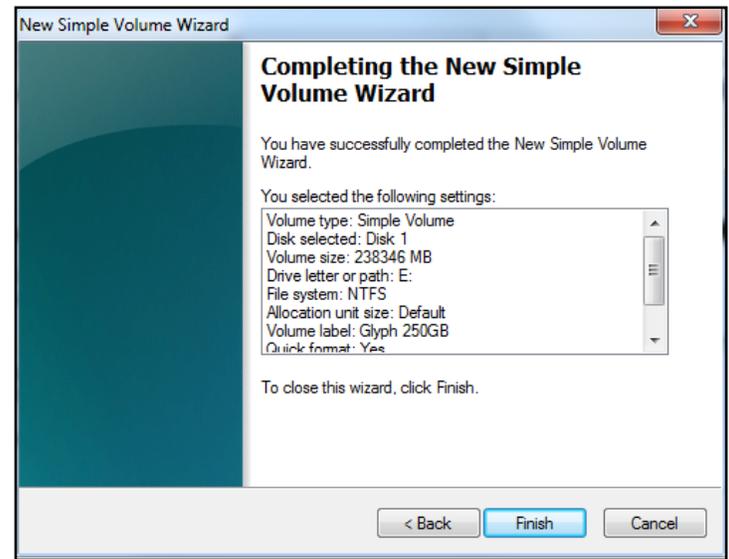
9. In Windows 7, it is necessary to Assign a drive letter. Windows will pick the next available one.



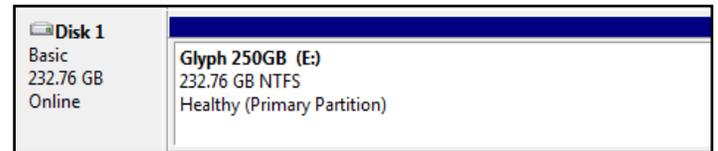
10. Select the file system, NTFS is recommended for Windows XP, Vista, and 7. Select a Quick Format. You can also name the drive here.



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 Computer to make sure your new drive shows up.



You're done!