

Problem: How do I create multiple partitions on a Verbatim hard drive in Windows?

Solution: Select the operating system type you are using.

Windows 7 / Vista : Windows XP

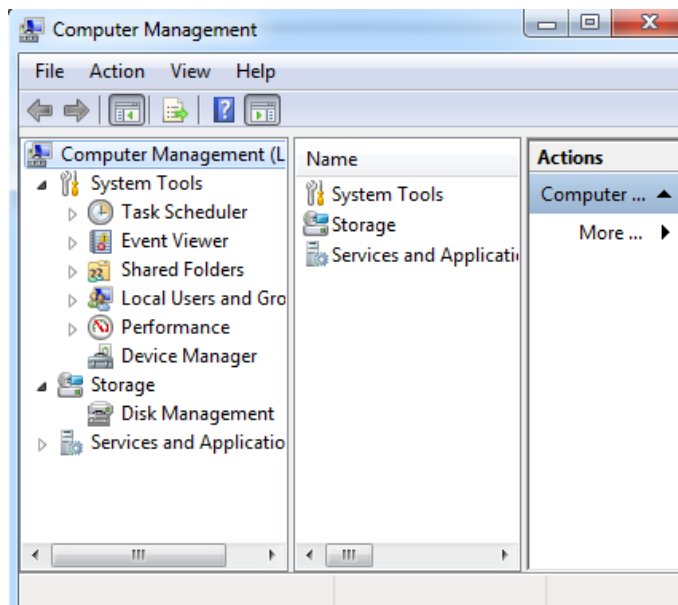
Windows 7 / Vista :

[^Top](#)

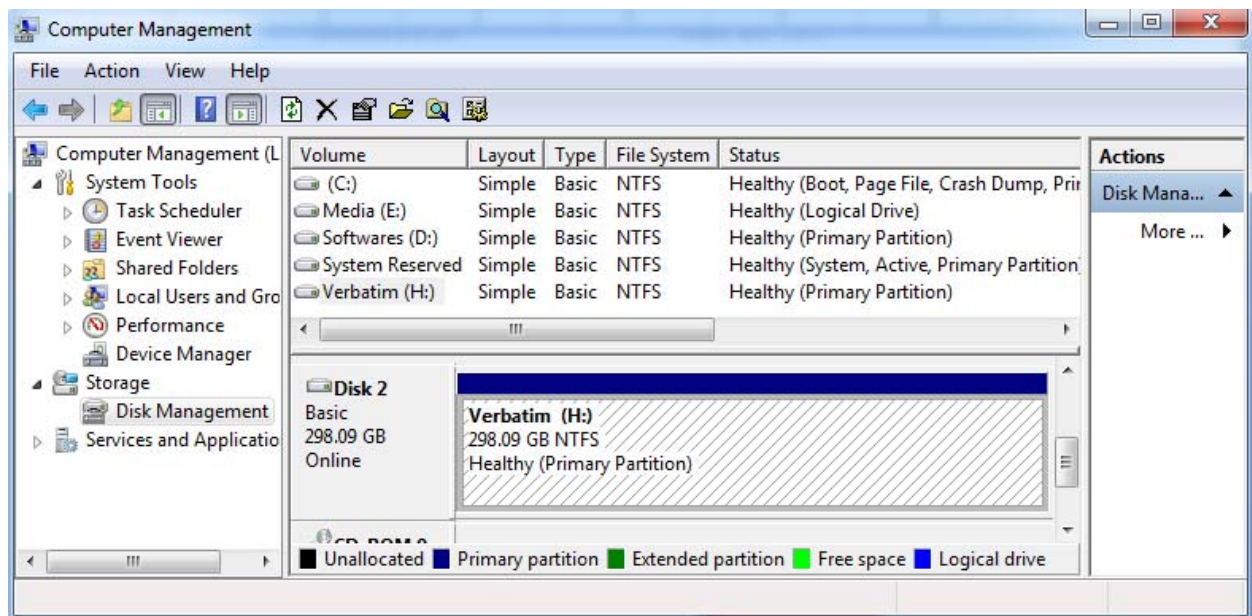
#Note: Formatting the drive will erase all the existing information stored on the drive.

Step 1: Connect the drive to a Windows 7 or Windows Vista computer.

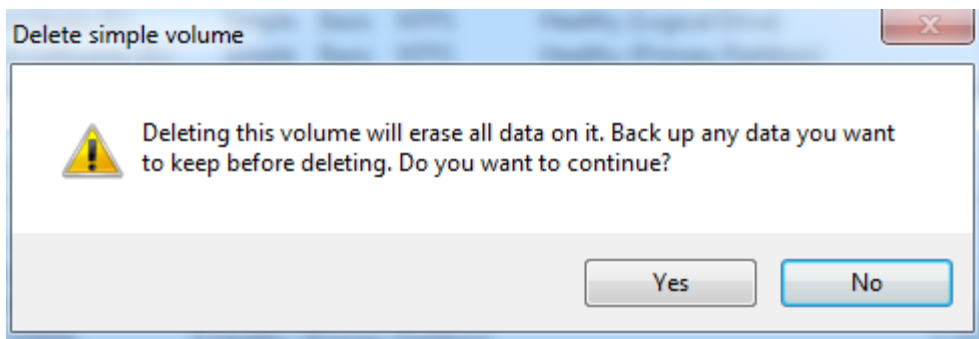
Step 2: Right-click Computer > click Manage to open Computer Management.



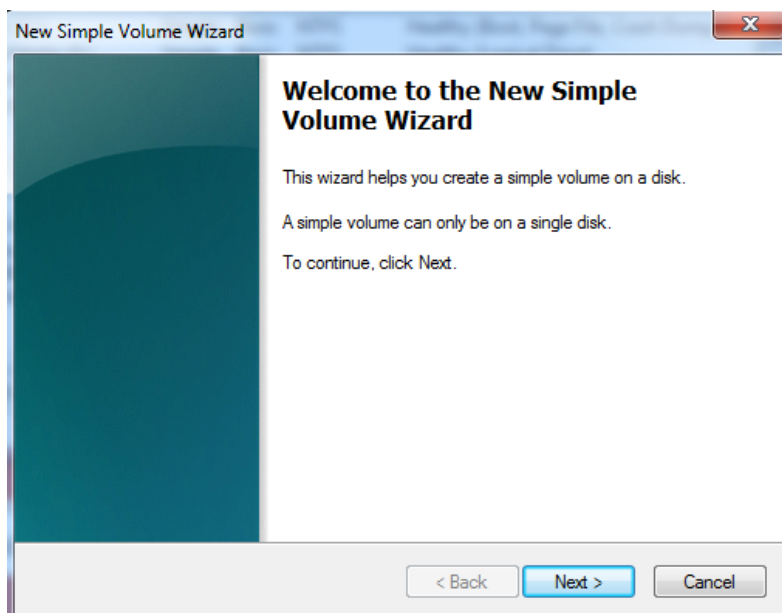
Step 3: Left-click on Disk Management.



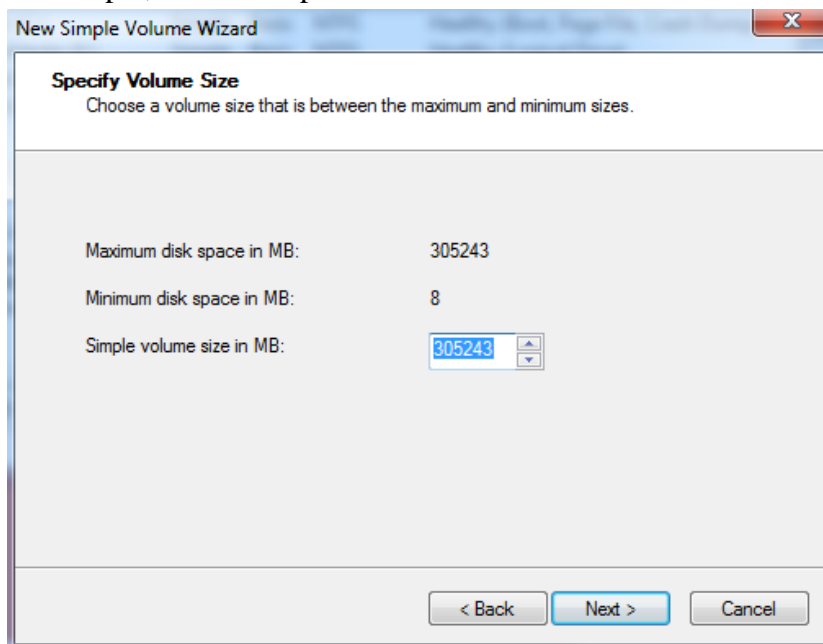
Step 4: On the lower right pane locate the Verbatim drive and right-click on it. Click Delete Partition > click Yes to confirm.



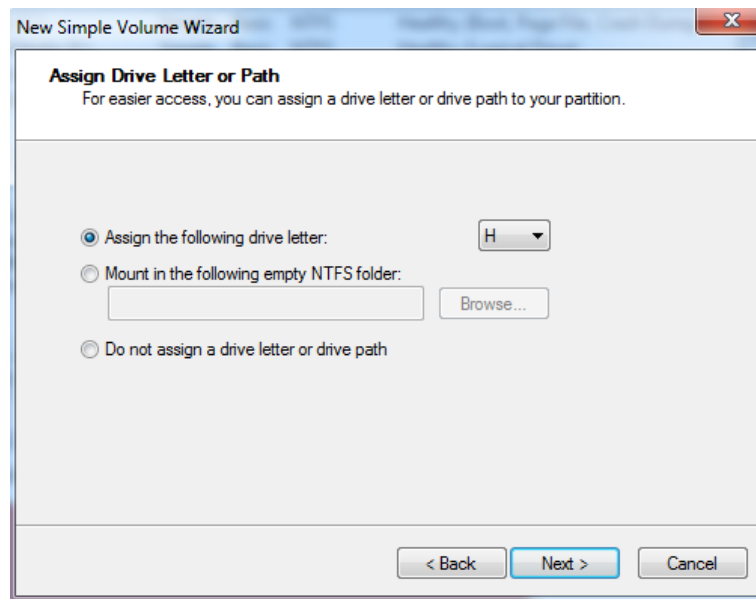
Step 5: Right-click on the Verbatim drive, select New Volume and click Next.



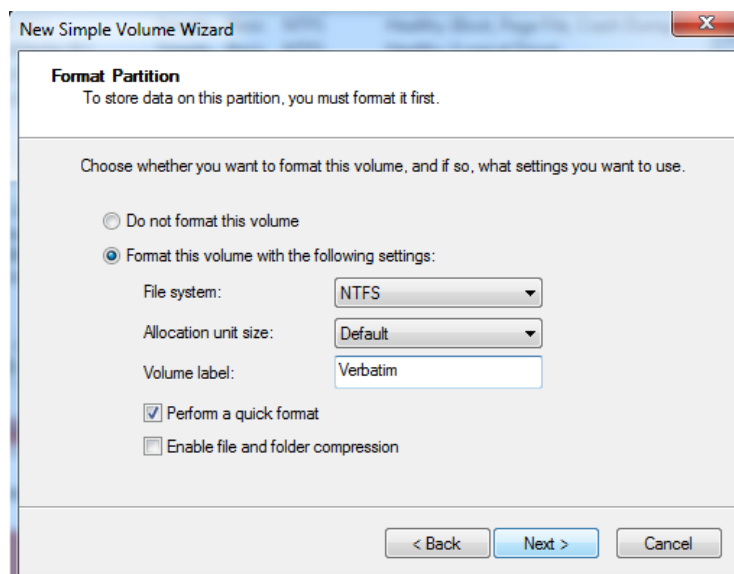
Step 6: Specify the volume size (in MB) that you want to create on the drive and click Next. (1GB = 1024MB. For example, to create a partition size of 20GB enter "20480" as the volume size.)



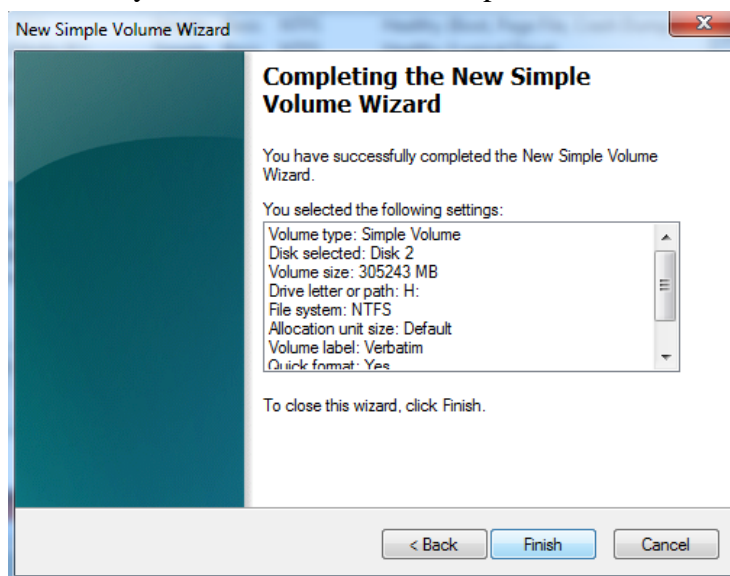
Step 7: Leave the drive letter to the default value and click Next.



Step 8: Enter a volume label string, such as “Verbatim”. Check “Perform a quick format” and click Next.



Step 9: Click Finish on the summary screen to start the format process.



Step 10: This will create one partition , Repeat the above steps for all the partitions

Windows XP

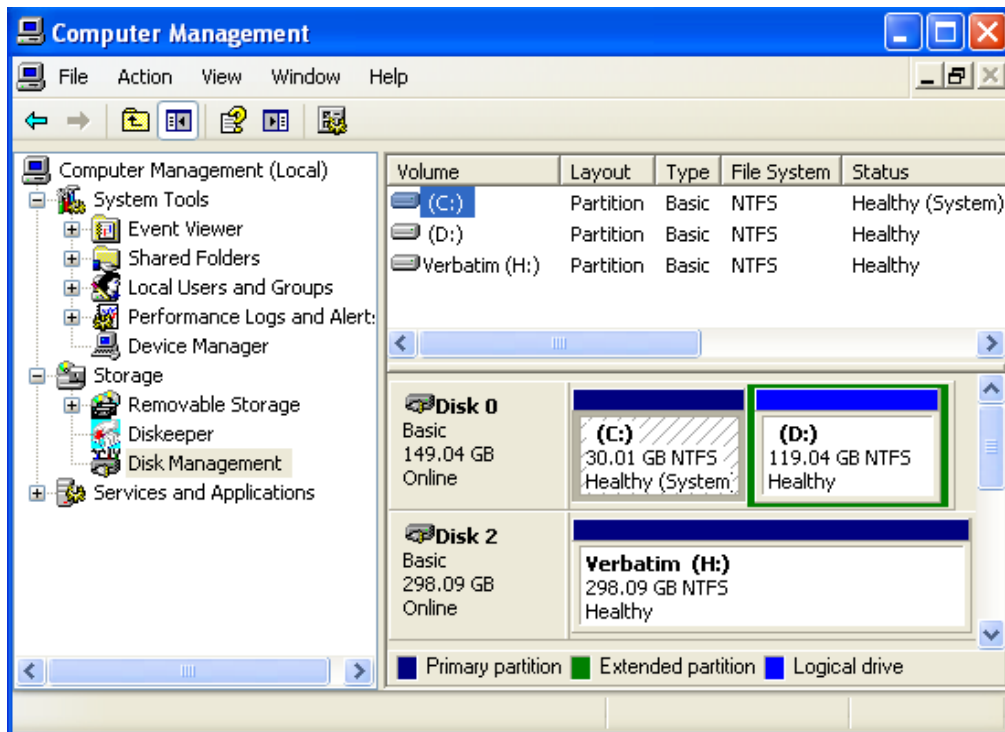
[^Top](#)

#Note: Formatting the drive erases all the information stored on the drive.

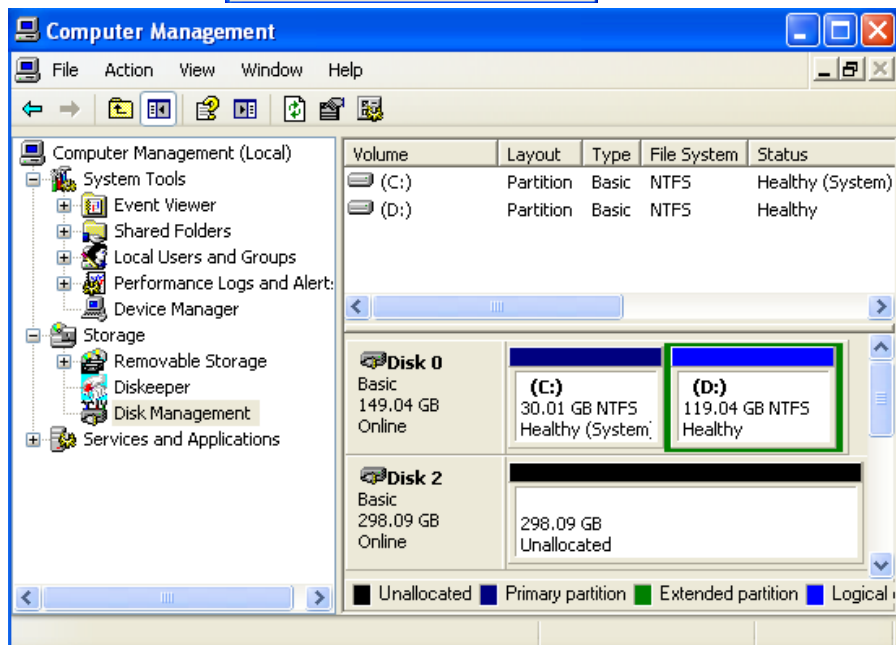
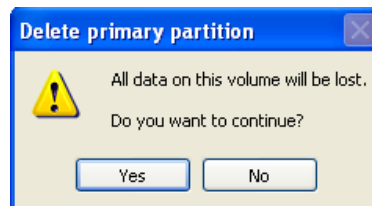
Step 1: Connect the drive to a Windows XP computer.

Step 2: Right-click Computer > click Manage to open Computer Management.

Step 3: Left-click Disk Management.

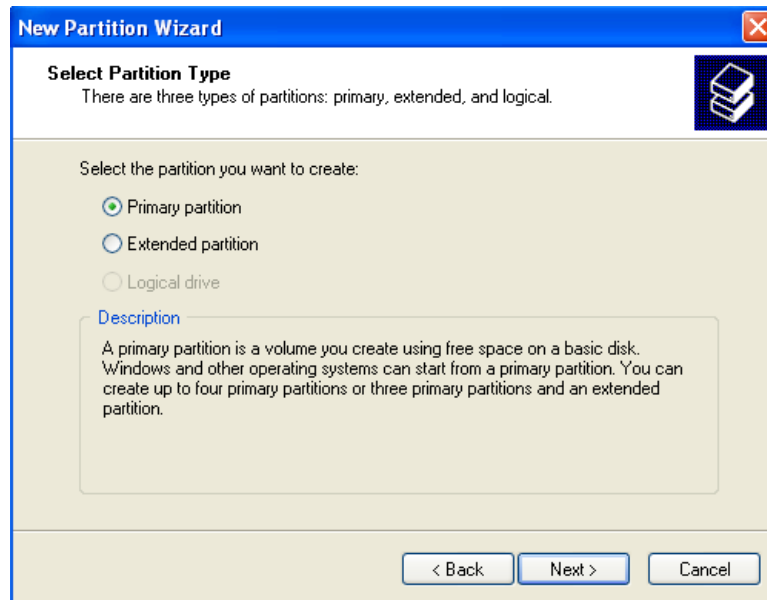


Step 4: On the lower right pane locate the Verbatim drive and right-click on it. Click Delete Partition > click Yes to confirm.



Step 5: Right-click on the Verbatim drive and select New Partition.

Step 6: On the Wizard chose Primary Partition > click Next.



The screenshot shows the 'New Partition Wizard' window at the 'Select Partition Type' step. The title bar is blue with the text 'New Partition Wizard' and a close button. Below the title bar, the section is titled 'Select Partition Type' with a subtitle 'There are three types of partitions: primary, extended, and logical.' To the right is a disk icon. The main area has the text 'Select the partition you want to create:' followed by three radio buttons: 'Primary partition' (selected), 'Extended partition', and 'Logical drive'. Below this is a 'Description' box containing text about primary partitions. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

New Partition Wizard

Select Partition Type
There are three types of partitions: primary, extended, and logical.

Select the partition you want to create:

- ☒ Primary partition
- ☐ Extended partition
- ☐ Logical drive

Description
A primary partition is a volume you create using free space on a basic disk. Windows and other operating systems can start from a primary partition. You can create up to four primary partitions or three primary partitions and an extended partition.

< Back Next > Cancel

Step 7: Specify the volume size (in MB) that you want to create on the drive and click Next.
(1GB = 1024MB. For example, to create a partition size of 20GB enter “20480” as the volume size.)



The screenshot shows the 'New Partition Wizard' window at the 'Specify Partition Size' step. The title bar is blue with the text 'New Partition Wizard' and a close button. Below the title bar, the section is titled 'Specify Partition Size' with a subtitle 'Choose a partition size that is between the maximum and minimum sizes.' To the right is a disk icon. The main area displays 'Maxium disk space in megabytes (MB): 305243', 'Minimum disk space in MB: 8', and 'Partition size in MB:' with a spin box containing '305243'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

New Partition Wizard

Specify Partition Size
Choose a partition size that is between the maximum and minimum sizes.

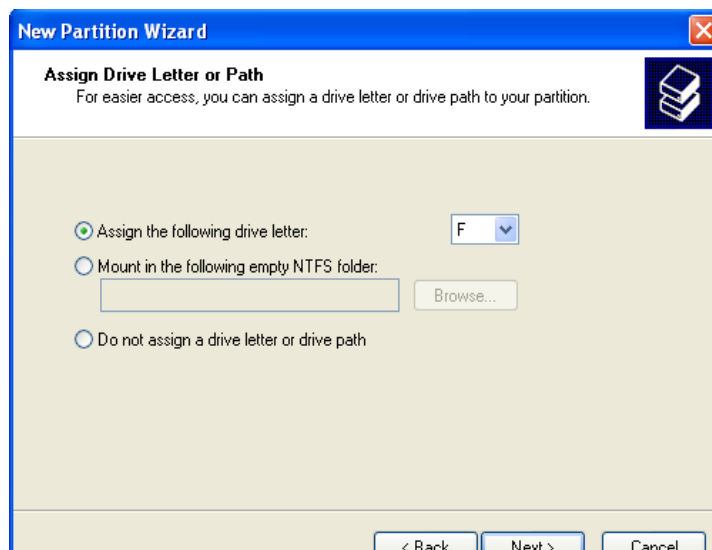
Maxium disk space in megabytes (MB): 305243

Minimum disk space in MB: 8

Partition size in MB: 305243

< Back Next > Cancel

Step 7: Leave the drive letter to the default value and click Next.



The screenshot shows the 'New Partition Wizard' window at the 'Assign Drive Letter or Path' step. The title bar is blue with the text 'New Partition Wizard' and a close button. Below the title bar, the section is titled 'Assign Drive Letter or Path' with a subtitle 'For easier access, you can assign a drive letter or drive path to your partition.' To the right is a disk icon. The main area has three radio buttons: 'Assign the following drive letter:' (selected) with a dropdown menu showing 'F', 'Mount in the following empty NTFS folder:' with a text box and a 'Browse...' button, and 'Do not assign a drive letter or drive path'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

New Partition Wizard

Assign Drive Letter or Path
For easier access, you can assign a drive letter or drive path to your partition.

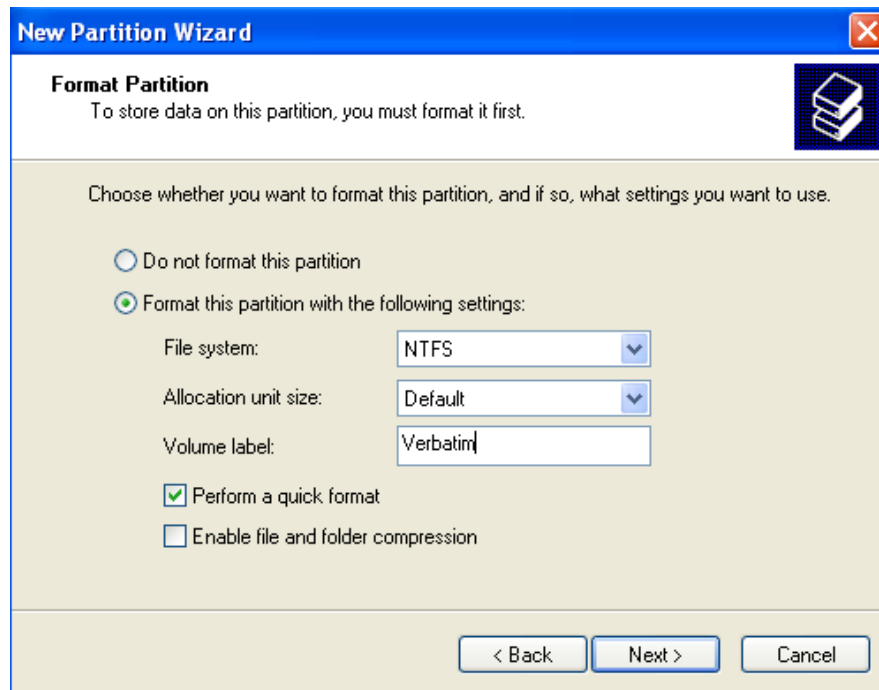
☒ Assign the following drive letter: F

☐ Mount in the following empty NTFS folder: Browse...

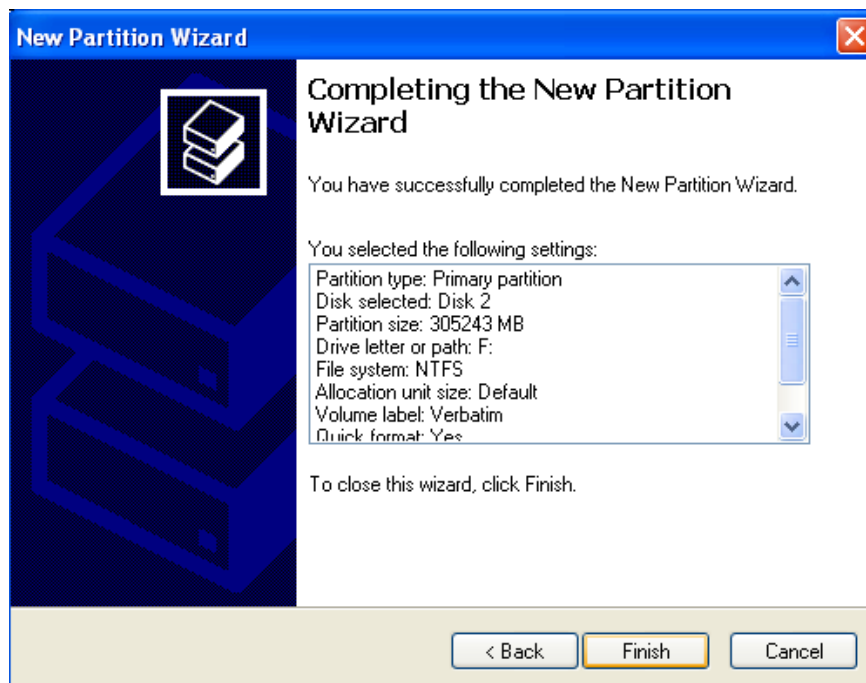
☐ Do not assign a drive letter or drive path

< Back Next > Cancel

Step 8: Enter a volume label string, such as “Verbatim”. Check “Perform a quick format” and click Next.



Step 9: Click Finish on the summary screen to start the format process.



Step 10: Repeat the above steps for all the partitions.

Problem: How do I use Windows to format a Verbatim Hard Drive?

Solution: Click on the operating system type you are using.

Windows 7 / Vista

Windows XP

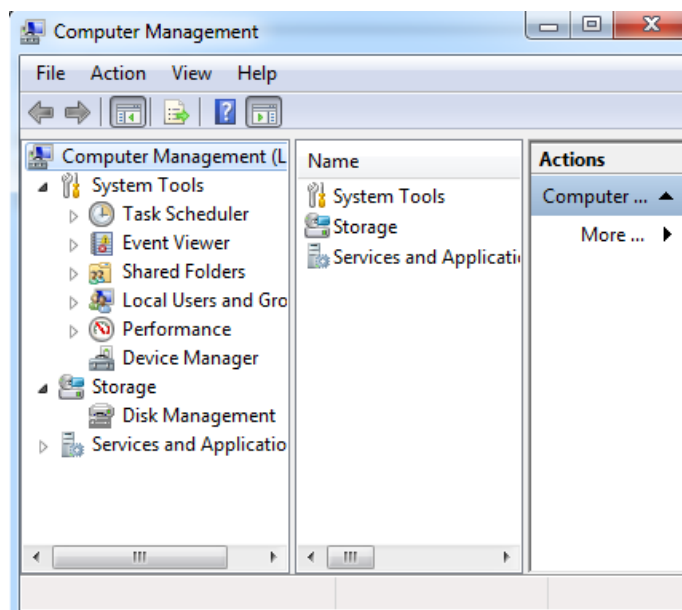
Windows 7 / Vista

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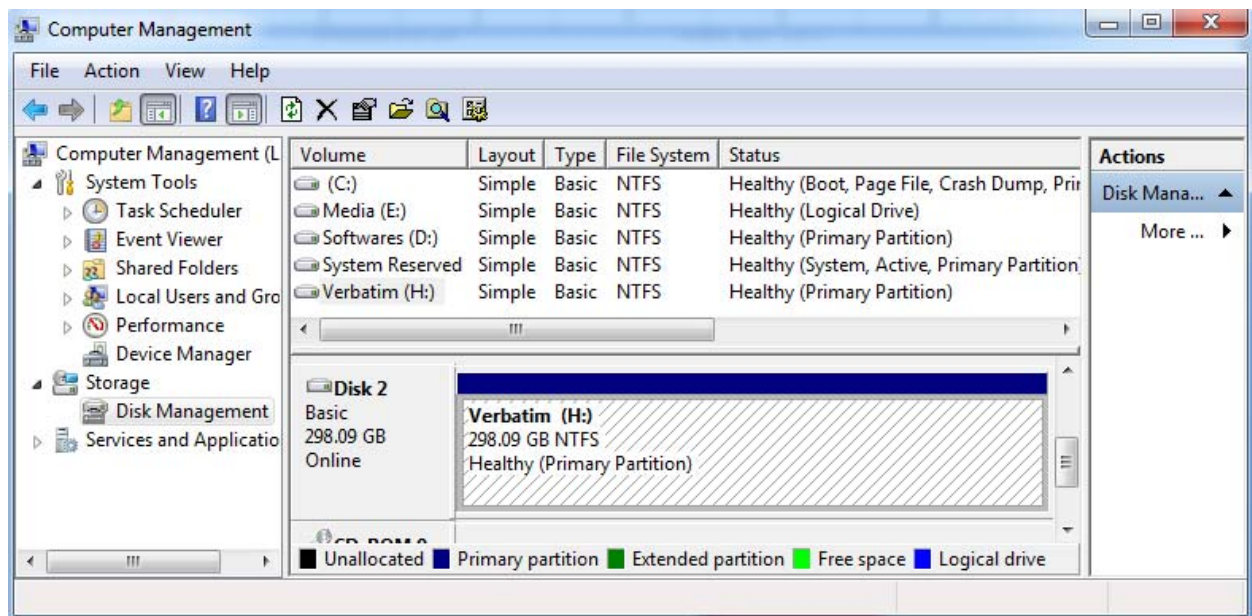
#Note: Formatting the drive erases all the information stored on the drive.

Step 1: Connect the drive to a Windows 7 or Windows Vista computer.

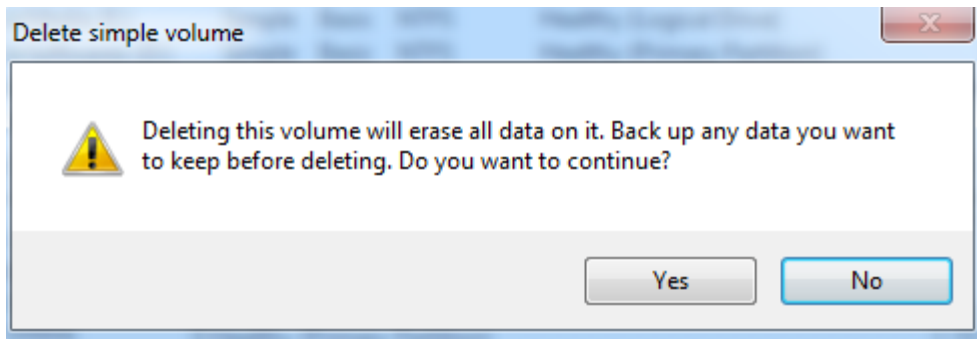
Step 2: Right-click Computer > click Manage to open Computer Management.



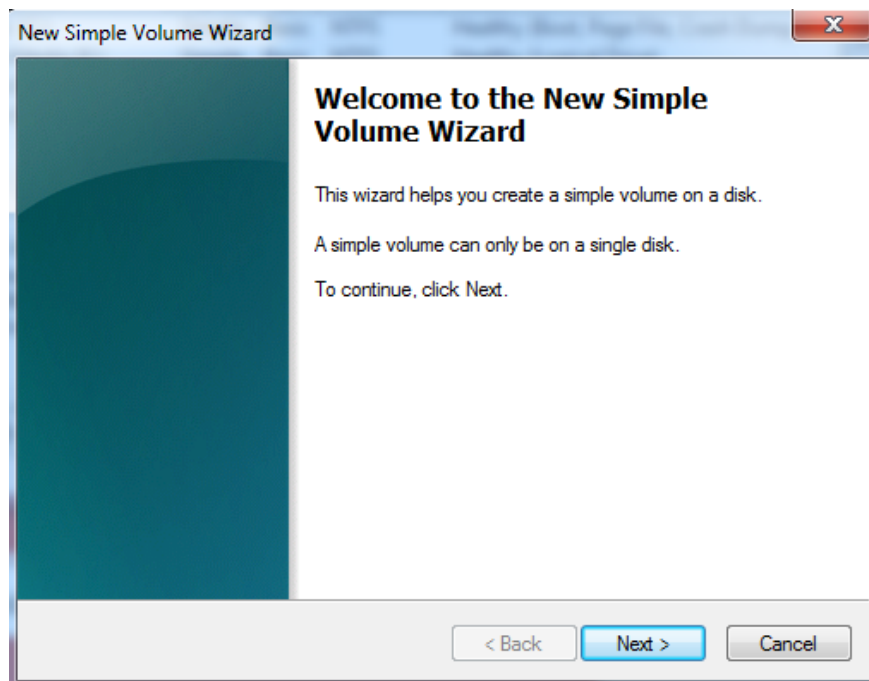
Step 3: Left-click Disk Management.



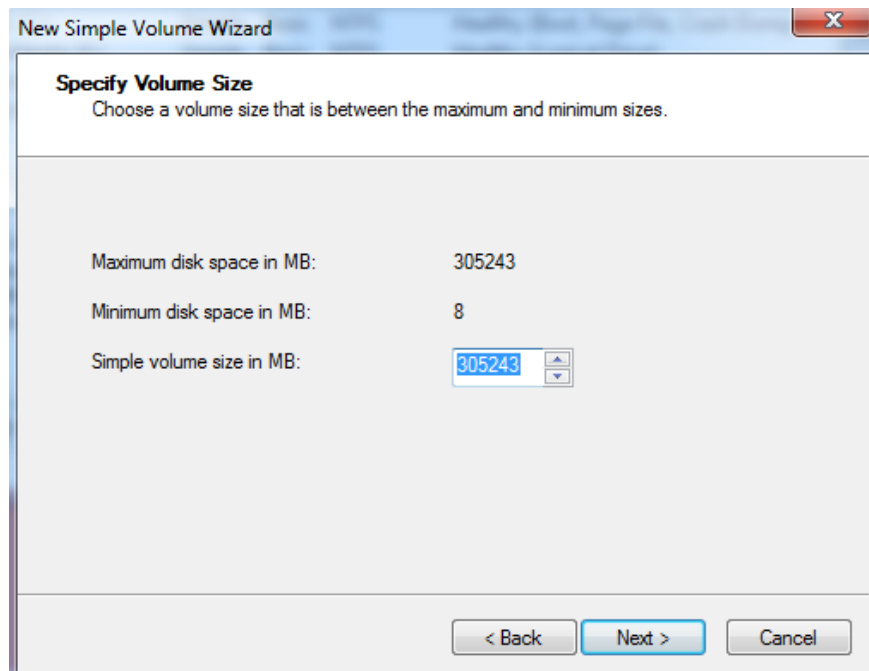
Step 4: On the lower right pane locate the Verbatim drive and right-click on it. Click Delete Partition > click Yes to confirm.



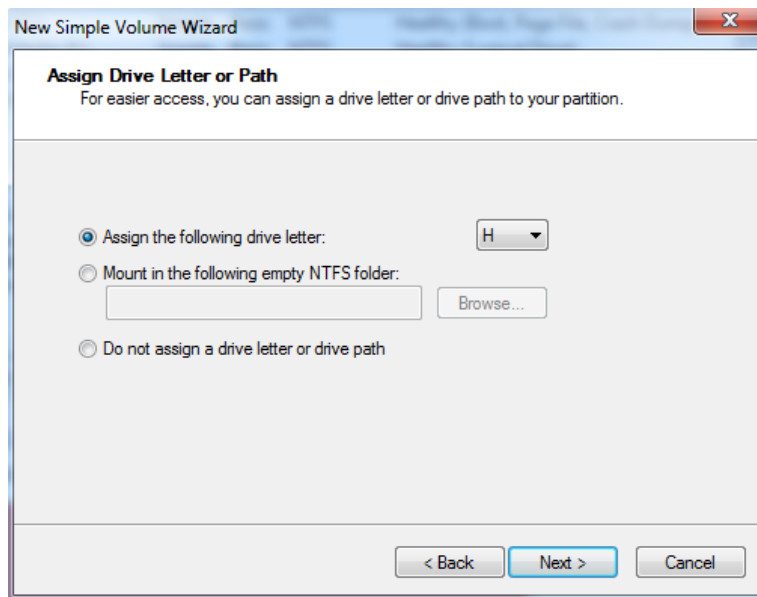
Step 5: Right-click on the black bar and select New Volume.



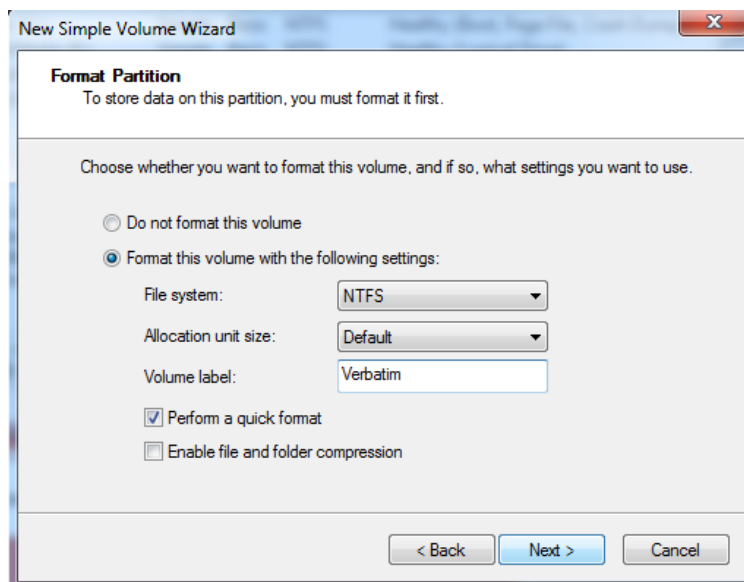
Step 6: Leave partition size to the default size and click Next.



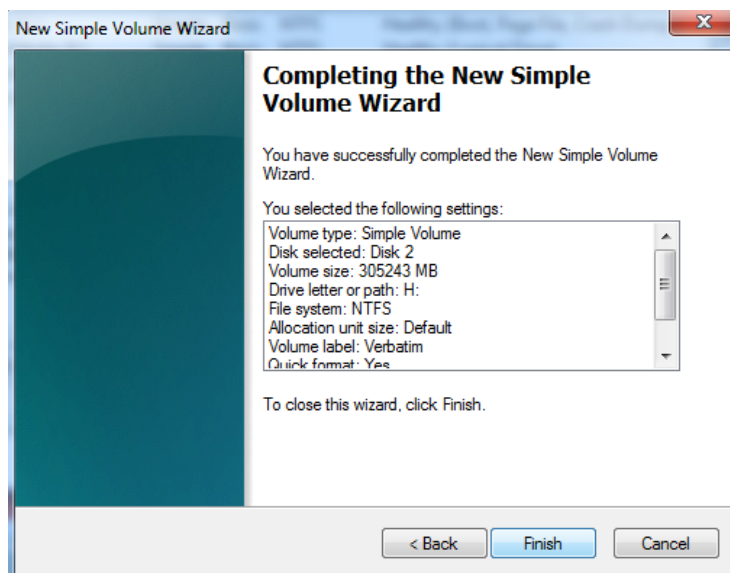
Step 7: Leave volume drive letter to the default > click Next.



Step 8: Leave the default file system as NTFS. Fill in a volume label string such as “Verbatim”. Check “Perform quick format” and click Next.



Step 9: Click Finish on the summary screen to start the format process.



Windows XP

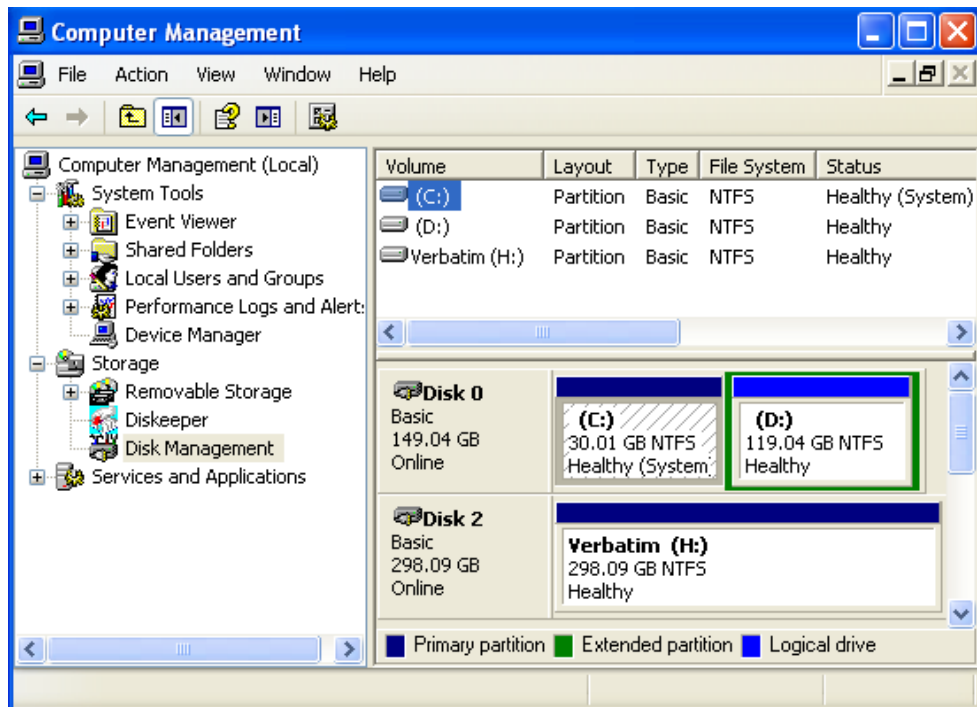
[^Top](#)

#Note: Formatting the drive erases all the information stored on the drive.

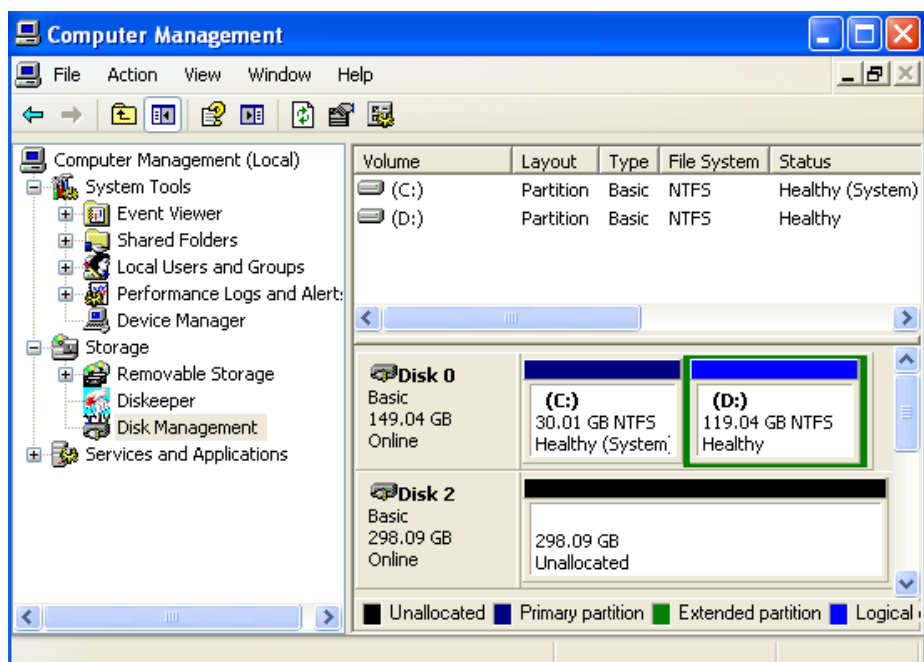
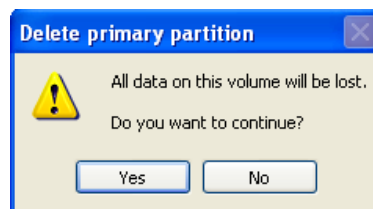
Step 1: Connect the drive to a Windows XP computer.

Step 2: Right-click My Computer > click Manage to open Computer Management.

Step 3: Left-click Disk Management.

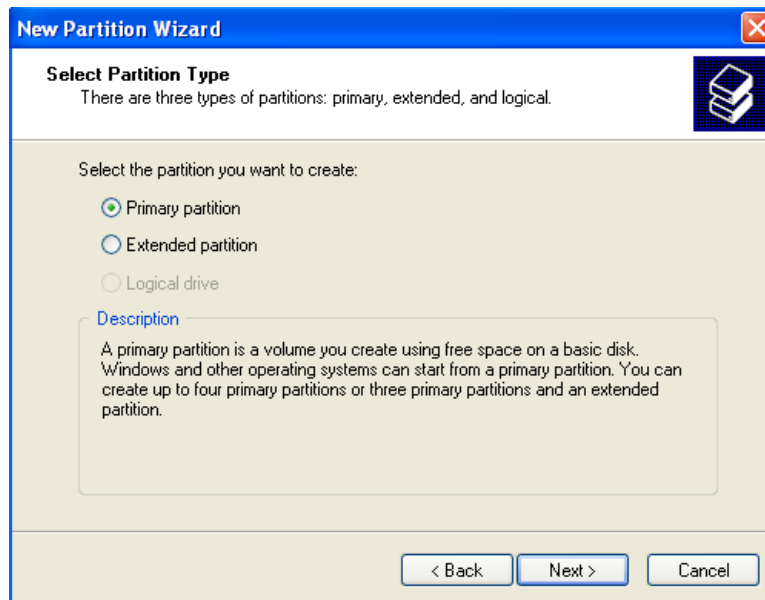


Step 4: On the lower right pane locate the Verbatim drive and right-click on it. Click delete partition> click Yes to confirm.

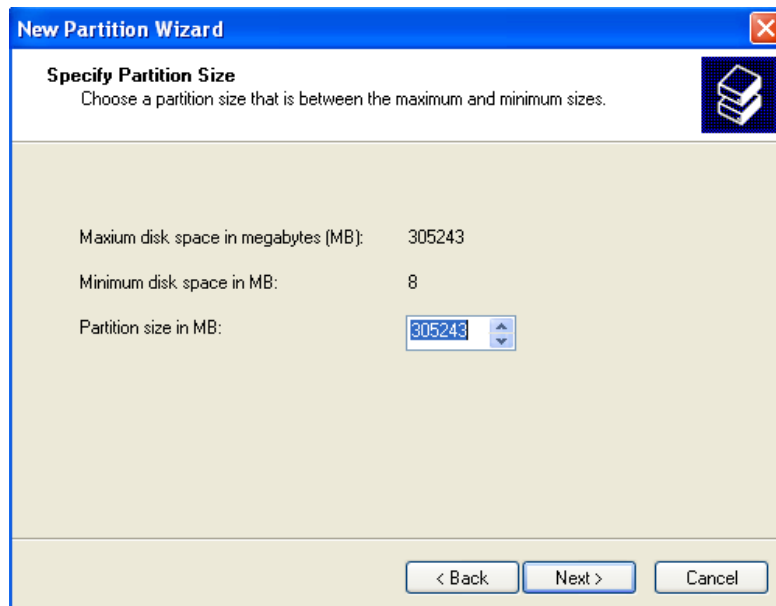


Step 5: Right-click on the black bar > select New Partition.

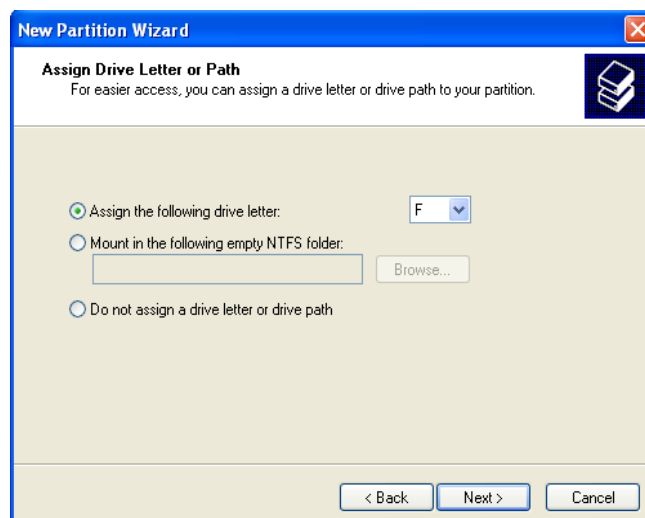
Step 6: On the Wizard chose Primary partition > click next.



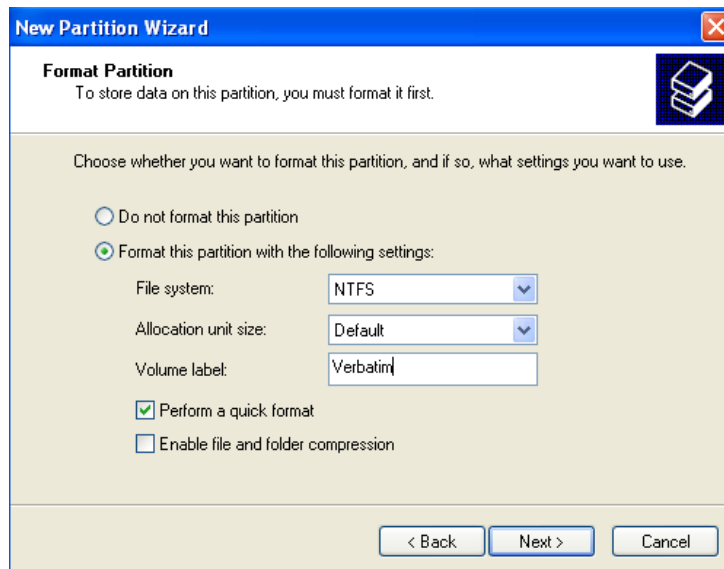
Step 7: Leave partition size to the default size and click Next.



Step 8: Leave volume drive letter to the default > click Next.



Step 9: Leave the default file system as NTFS. Fill in a volume label string such as “Verbatim”. Check “Perform quick format” and click Next.



Step 10: Click finish on the summary screen to start the format process.

