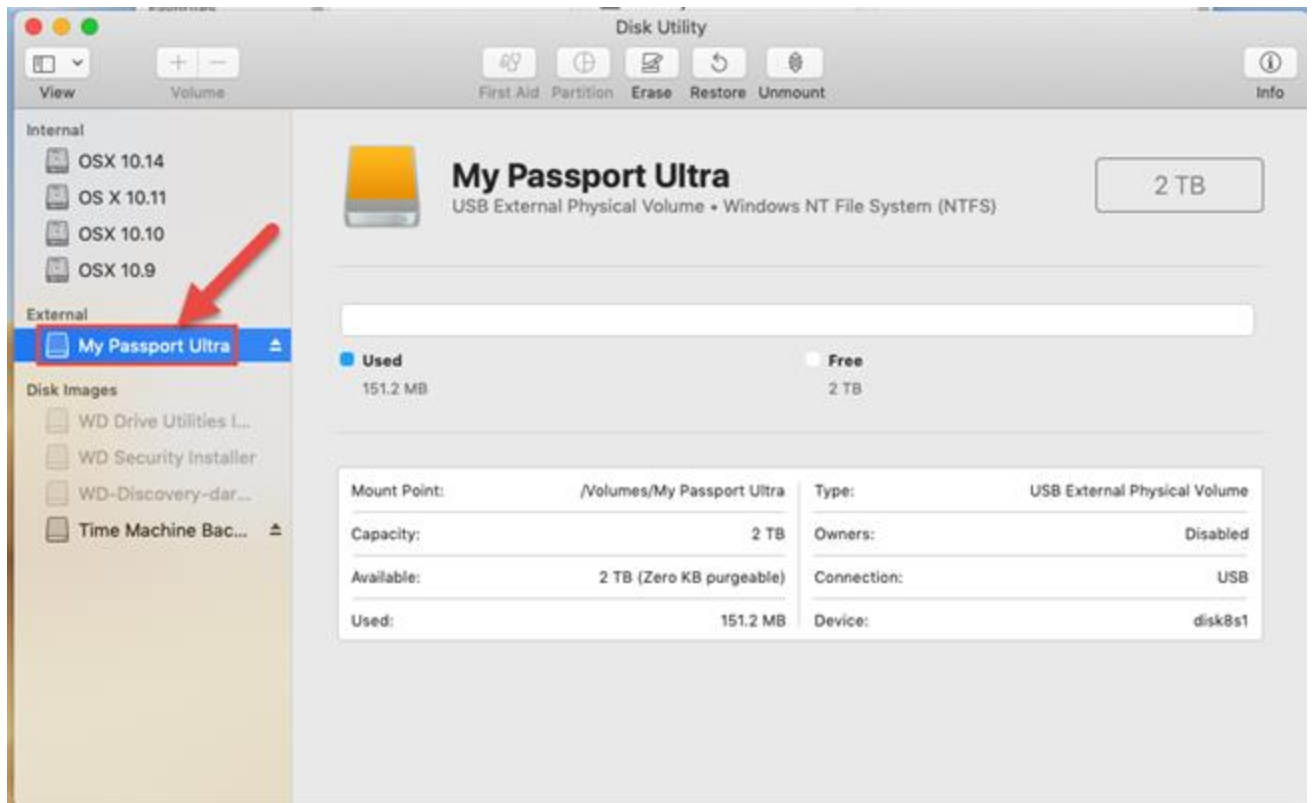


How to format a drive on macOS 10.14.x (mojave)

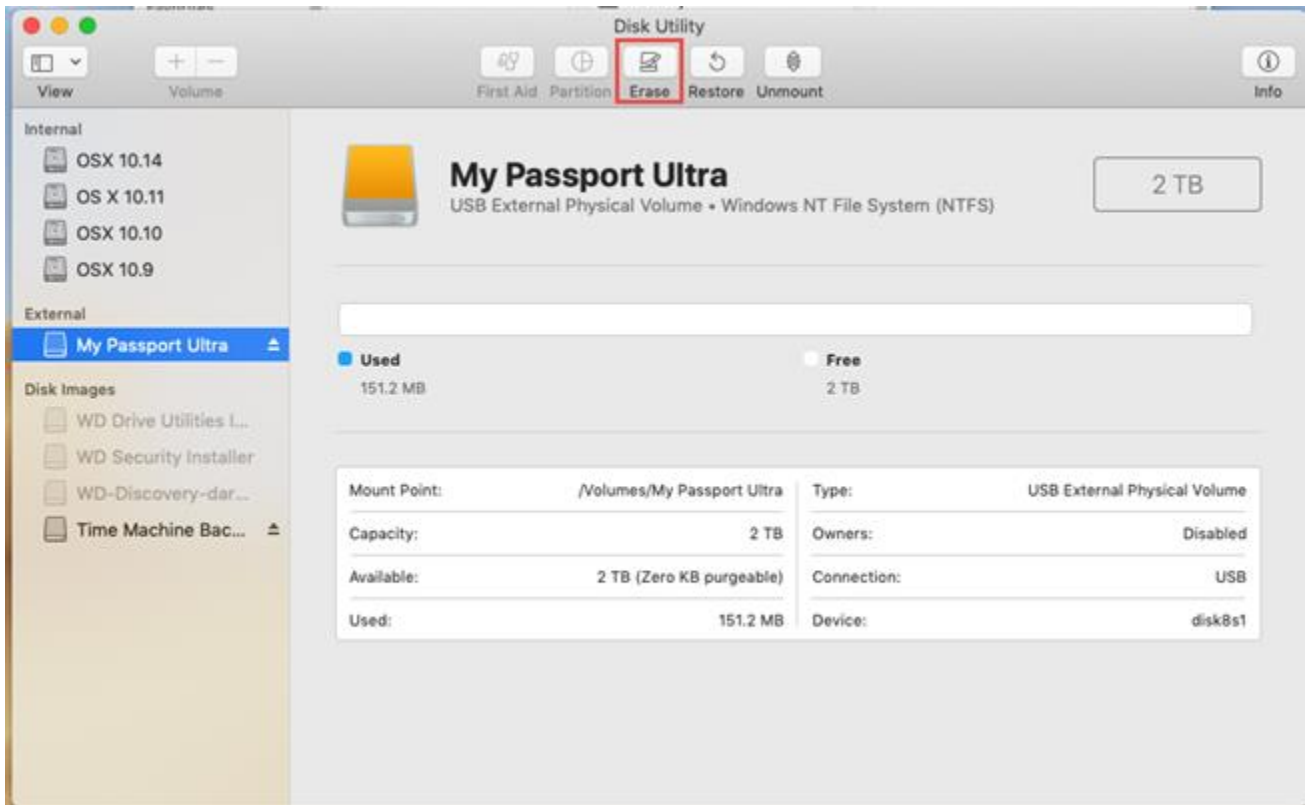


Critical: The instructions in the article below are designed to help repartition and format a hard drive. This process is **Data Destructive** and cannot be undone. Once the process begins, ***ALL THE DATA ON THE DRIVE WILL BE LOST!***

1. Open Disk Utility. Please See [Answer ID 3823: How to access Disk Utility on macOS](#)
2. From the left Column chose the **External** drive (My Passport, My Book, etc...)



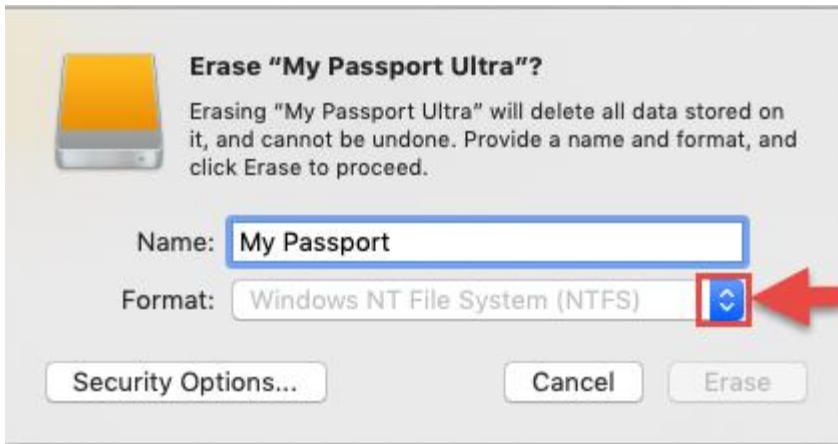
3. Click the **Erase** Button



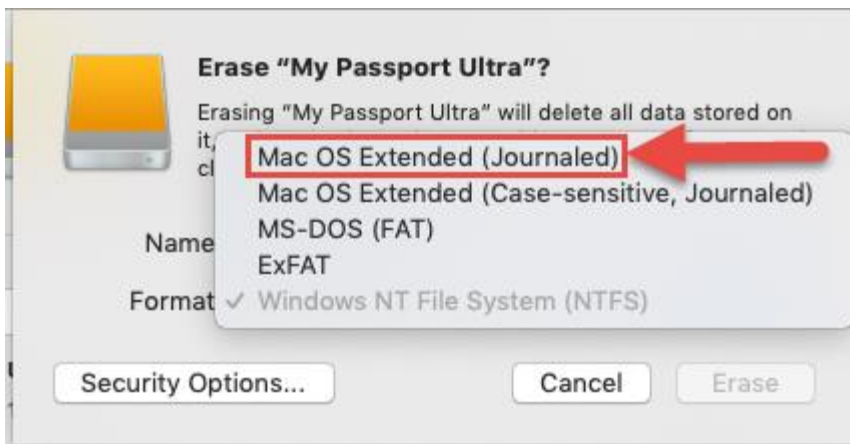
4. Type the drive new Name (My Passport, My Book, etc...)



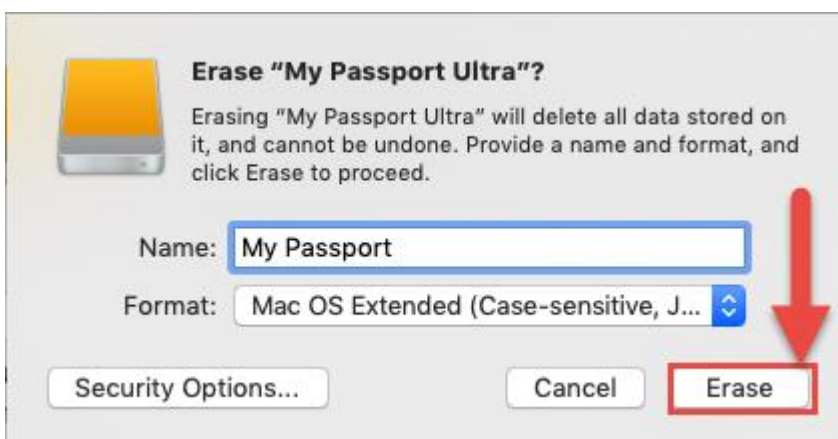
5. Click the **Format** drop down



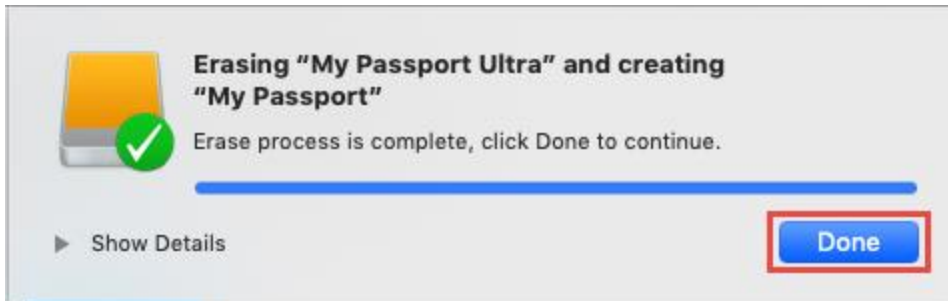
6. Choose a new Format: **Mac OS Extended (Journaled)**



7. Click **Erase** button



8. When finished, the drive will be formatted and repartitioned successfully. Click the **Done** button

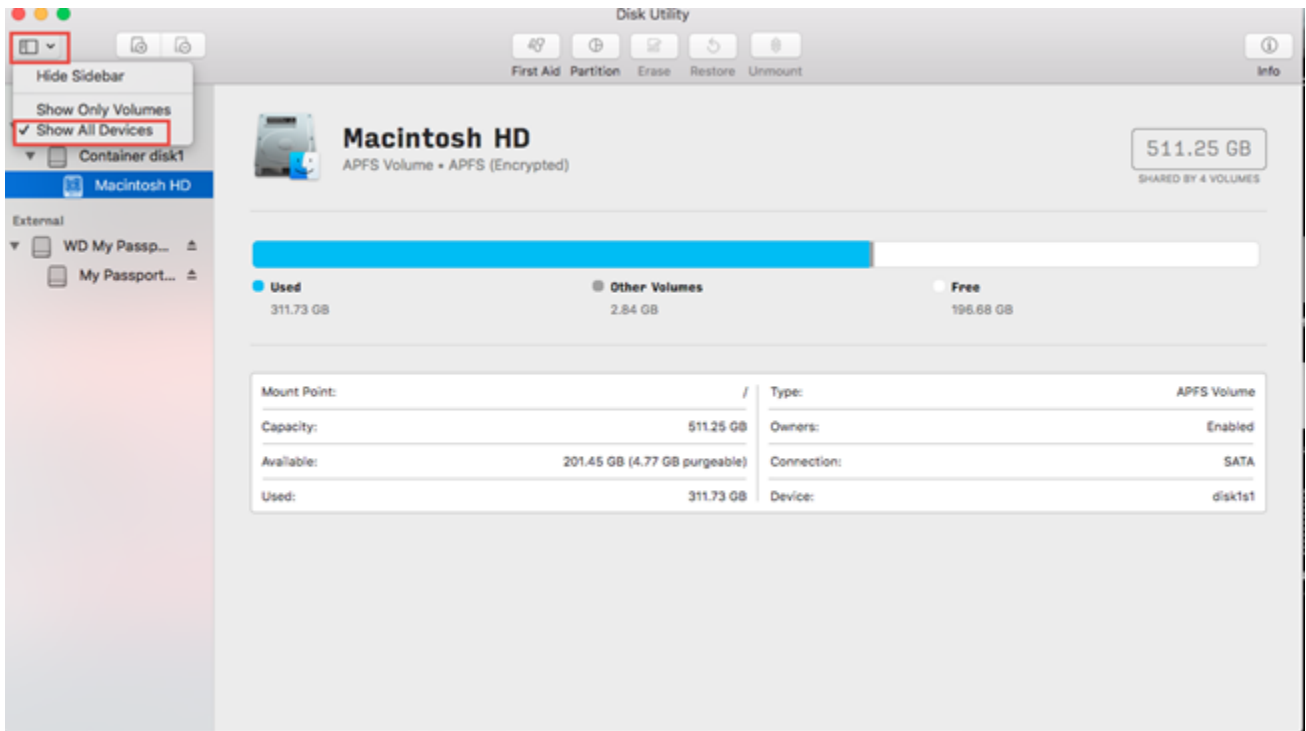


How to partition and format A DRIVE ON macOS 10.13.x (High Sierra)

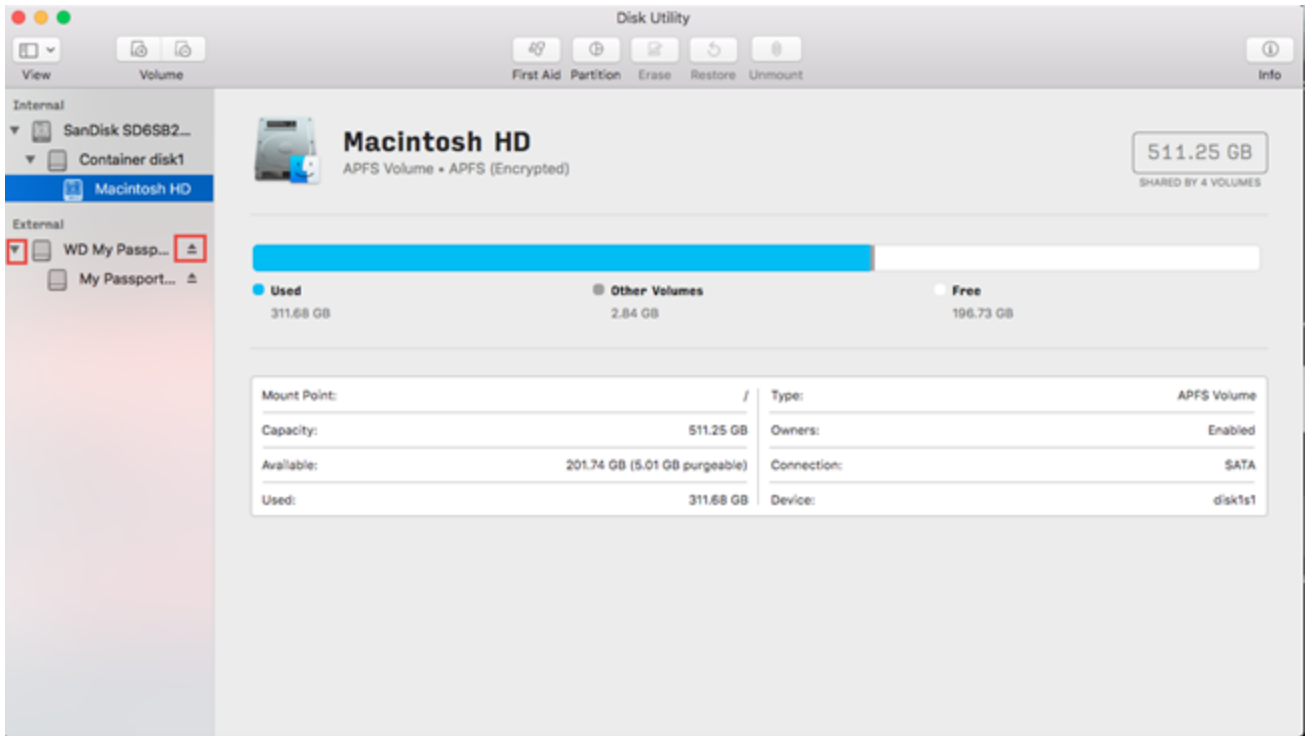


Critical: The instructions in the article below are designed to help repartition and format a hard drive. This process is Data Destructive and cannot be undone. Once the process begins, ***ALL THE DATA ON THE DRIVE WILL BE LOST!***

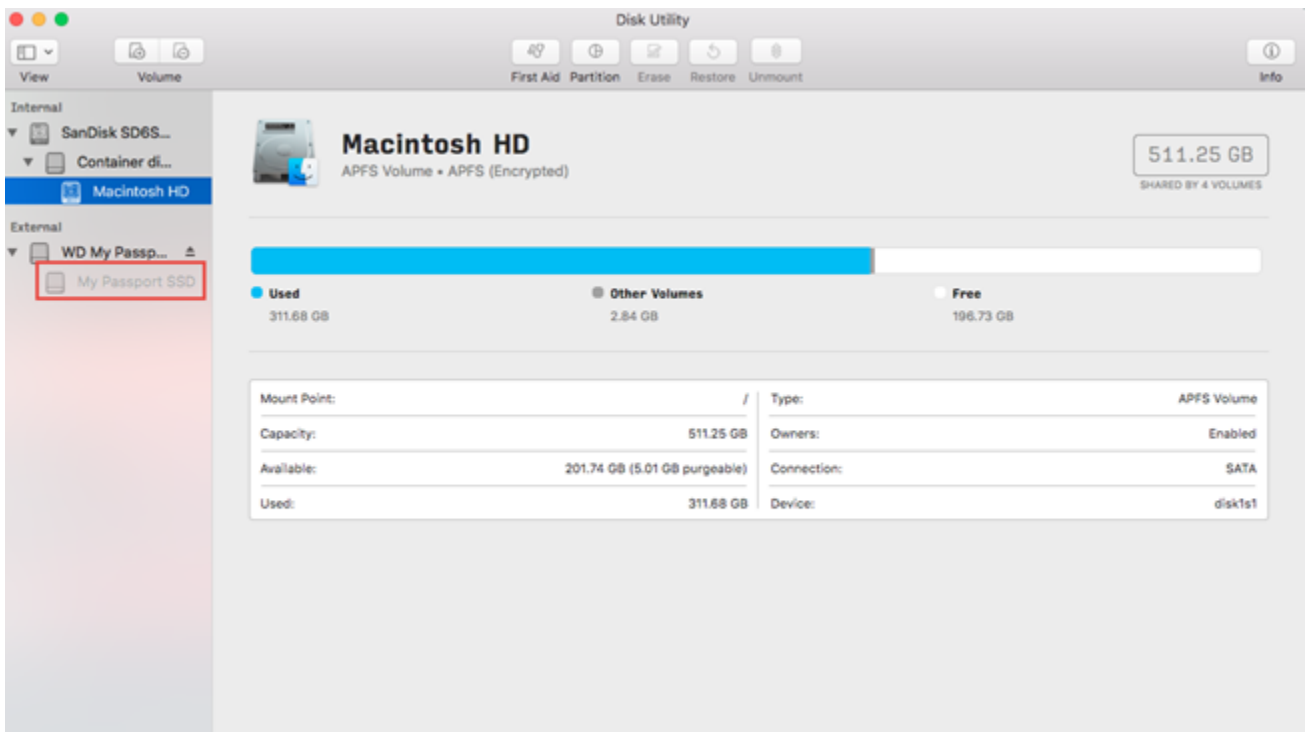
1. Open Disk Utility. Please See [Answer ID 3823: How to access Disk Utility on macOS](#)
2. In the top menu bar, go to **View**, and choose **Show All Devices**



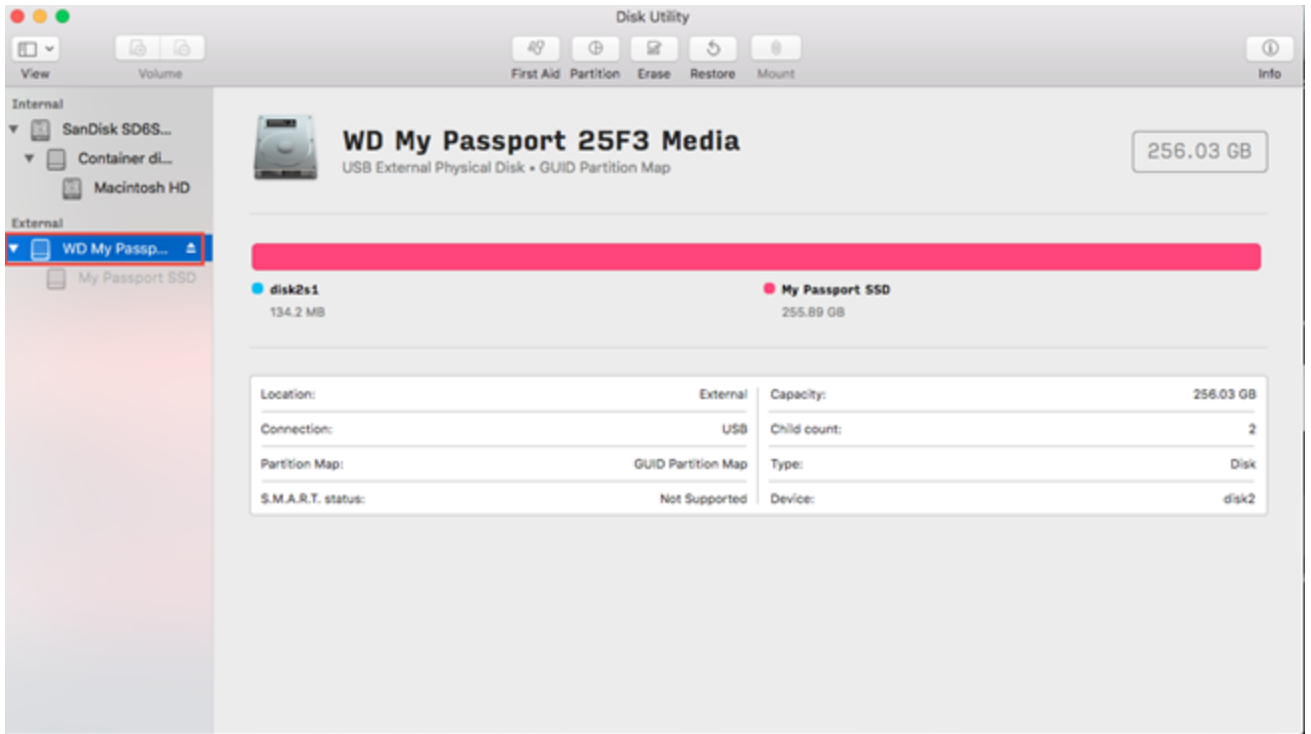
3. Click the **eject** button next to the **drive volume** (My Passport, etc)



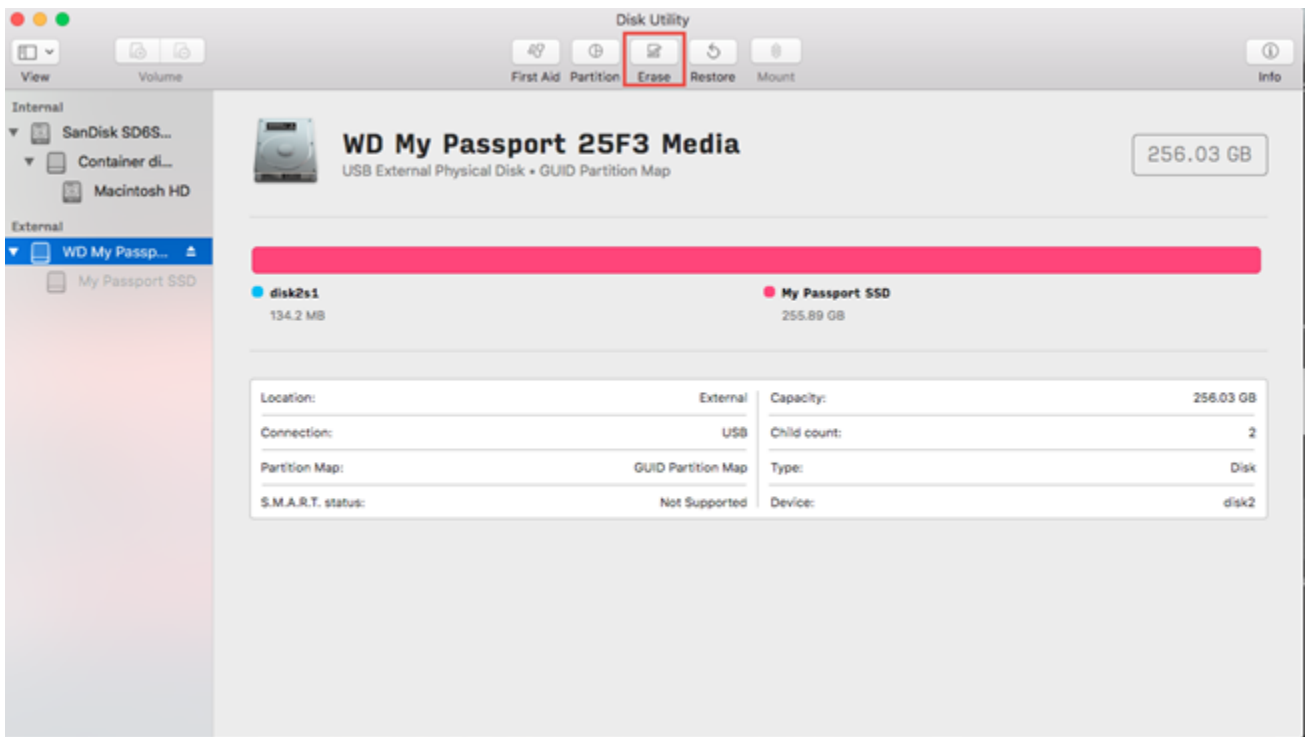
The drive Volume will now be greyed out



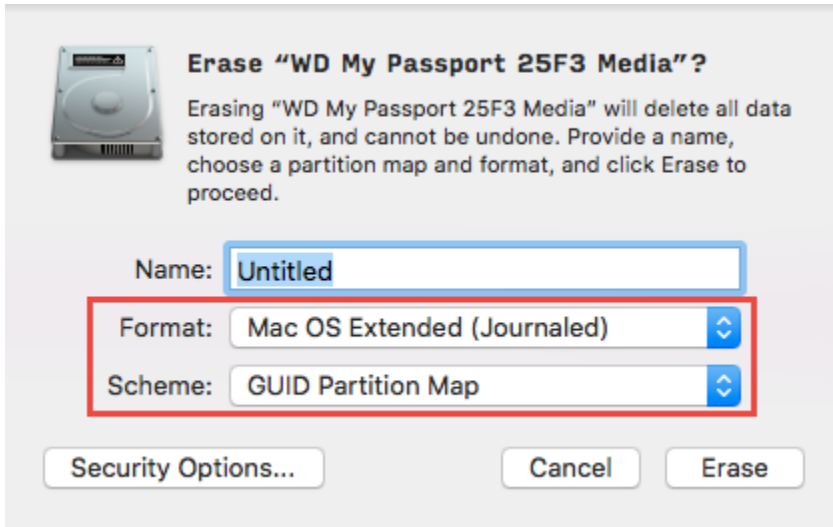
4. Select the drive (WD My Passport _____ Media, etc)



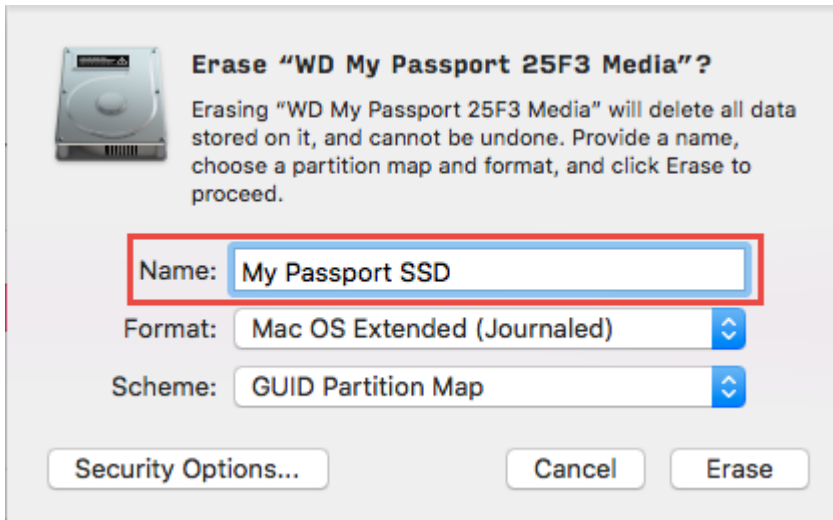
5. Click the **Erase** button



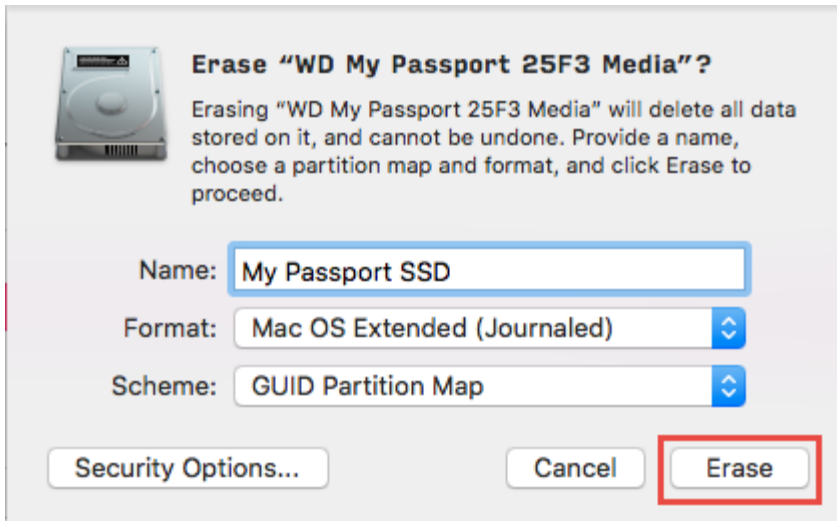
6. Choose a new Format: **Mac OS Extended (Journaled)**
Choose Scheme: **GUID Partition Map**



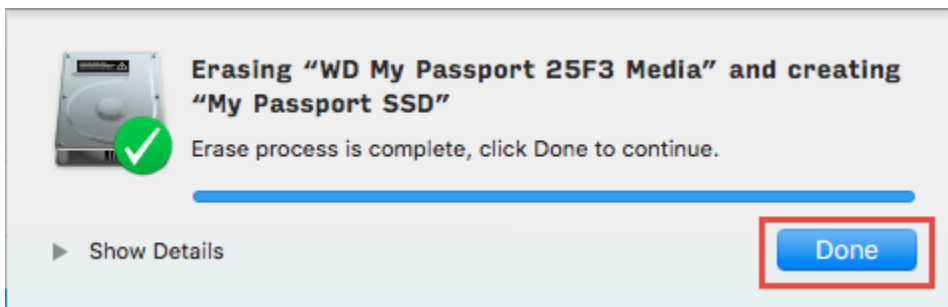
7. Type the drive new Name



8. Click the **Erase** button



9. When finished, the drive will be formatted and repartitioned successfully. Click the **Done** button

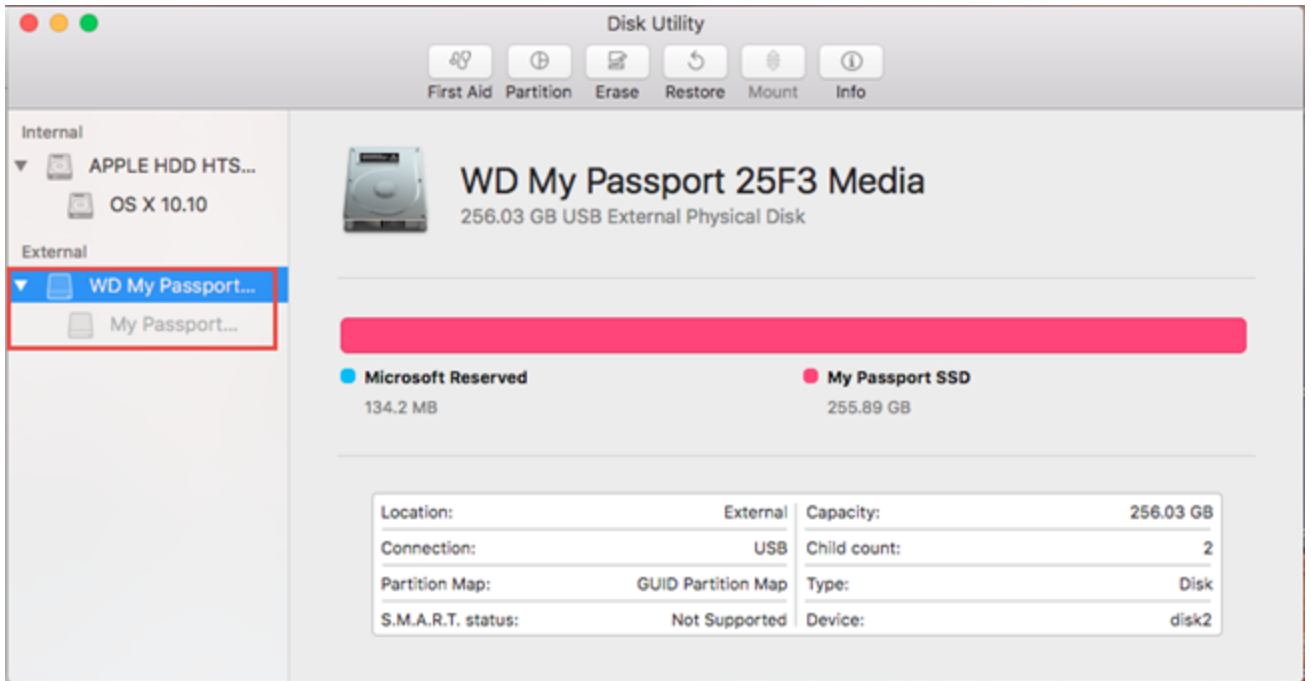


Steps for macOS 10.11.x (El Capitan) and macOS 10.12.x (Sierra)

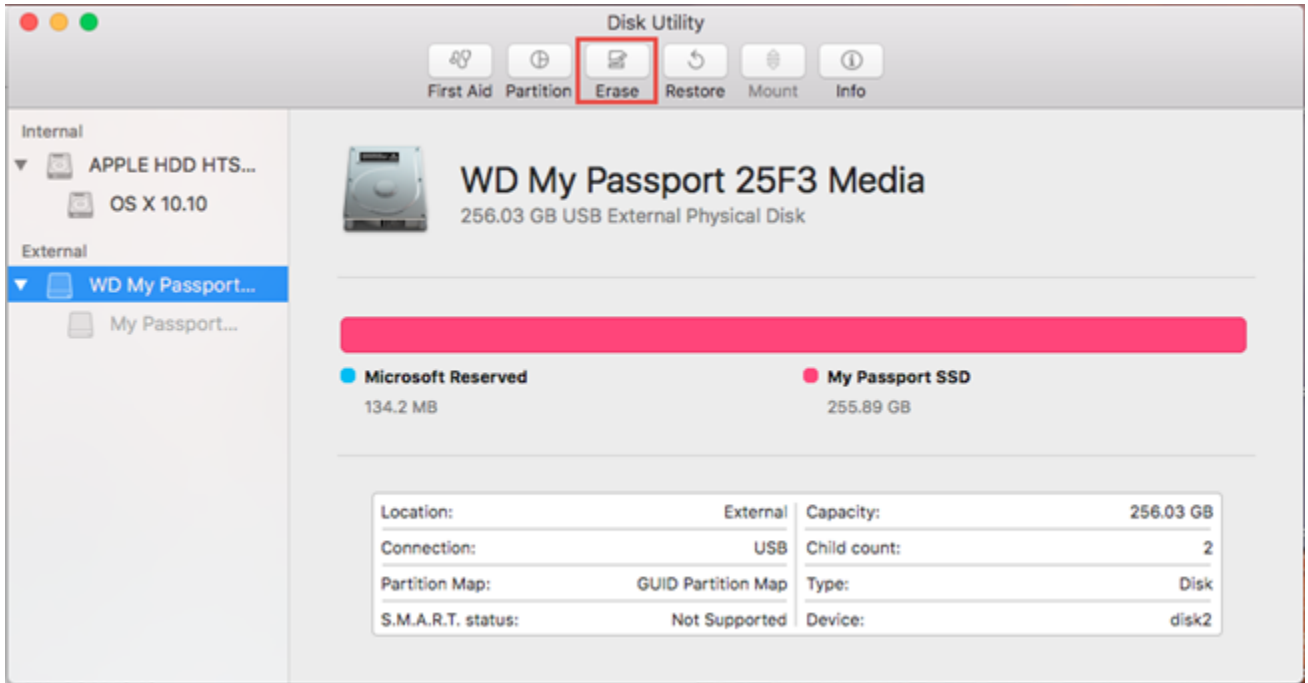
1. Open Disk Utility. Please See [Answer ID 3823: How to access Disk Utility on macOS](#)
2. Click the **Eject** button next to the external hard drive volume (My Passport, etc)



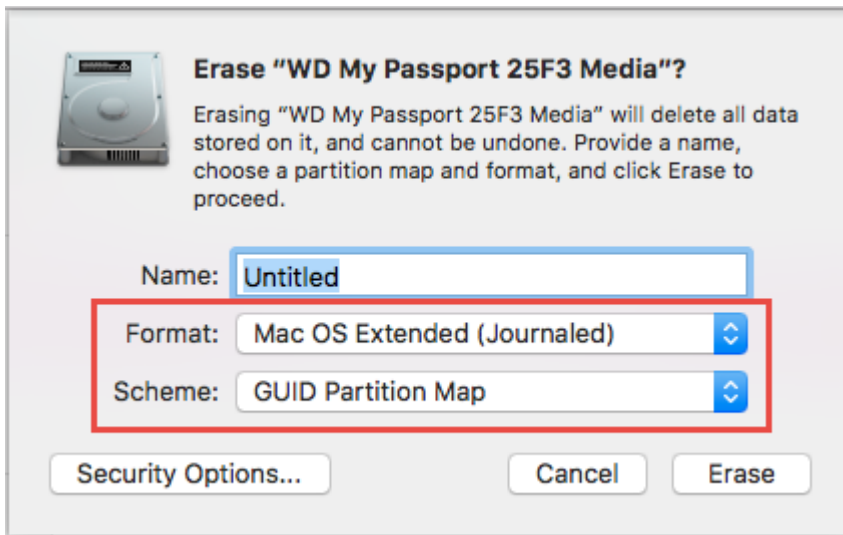
3. The drive will now be greyed out



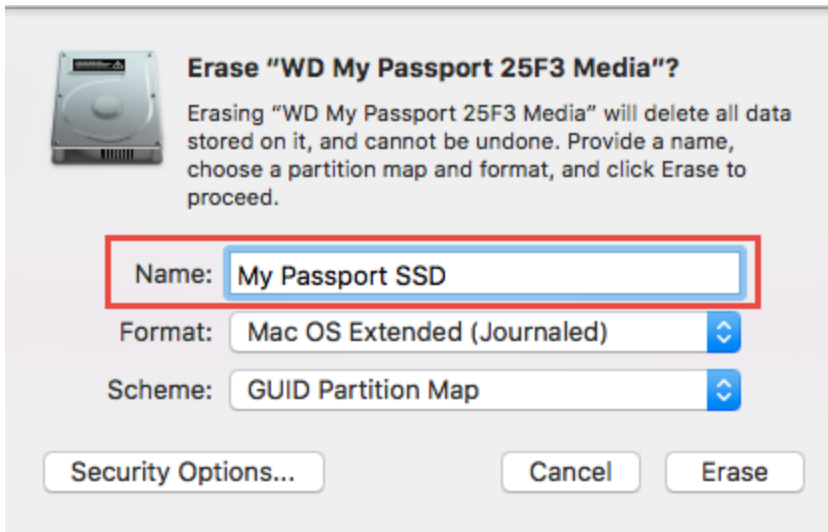
4. Click the **Erase** button



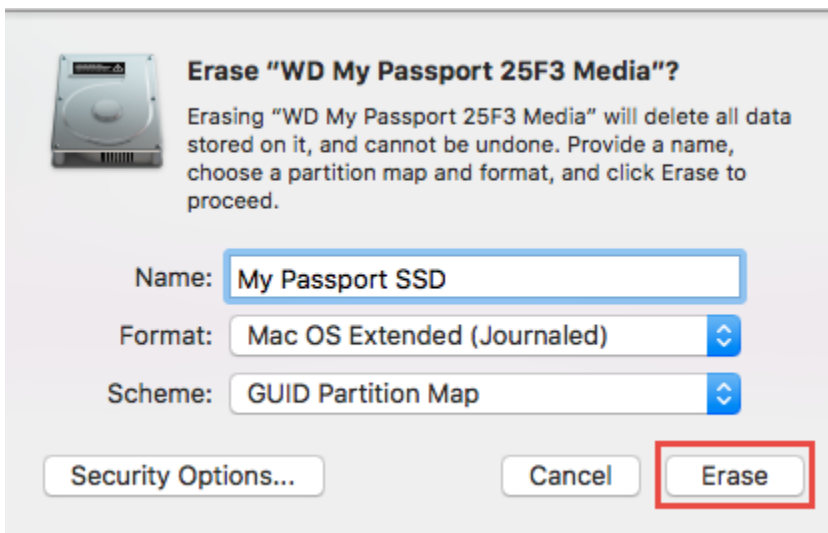
5. Choose a new Format: **Mac OS Extended (Journaled)**
Choose Scheme: **GUID Partition Map**



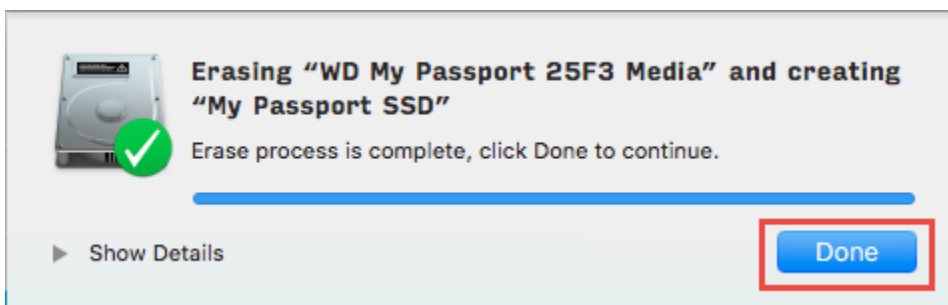
6. Type the drive new Name



7. Click the **Erase** button



8. When finished, the drive will be formatted and repartitioned successfully. Click the **Done** button



How to Format or Partition a Drive on Mac OSX 10.9.x (Mavericks) and 10.10.x (Yosemite)

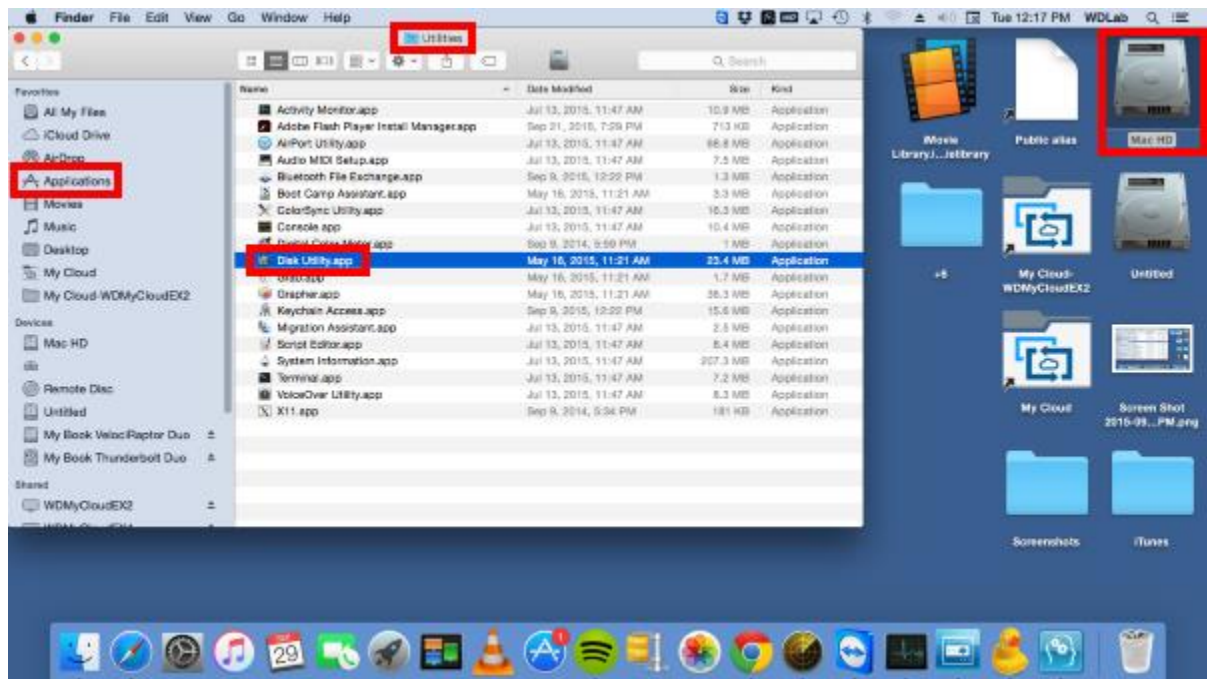
Partitioning a hard drive means preparing it to be used by the *Operating System (OS)*, creating a Volume for the OS to use. Formatting, however, deletes the content of a volume to clean it, and assigns a file system to it so that data can be moved into and out of the volume. Both processes are normally done together.



Critical: The instructions in the article below are designed to help repartition and format a hard drive. This process is **Data Destructive** and cannot be undone. Once the process begins, ***ALL THE DATA ON THE DRIVE WILL BE LOST!***

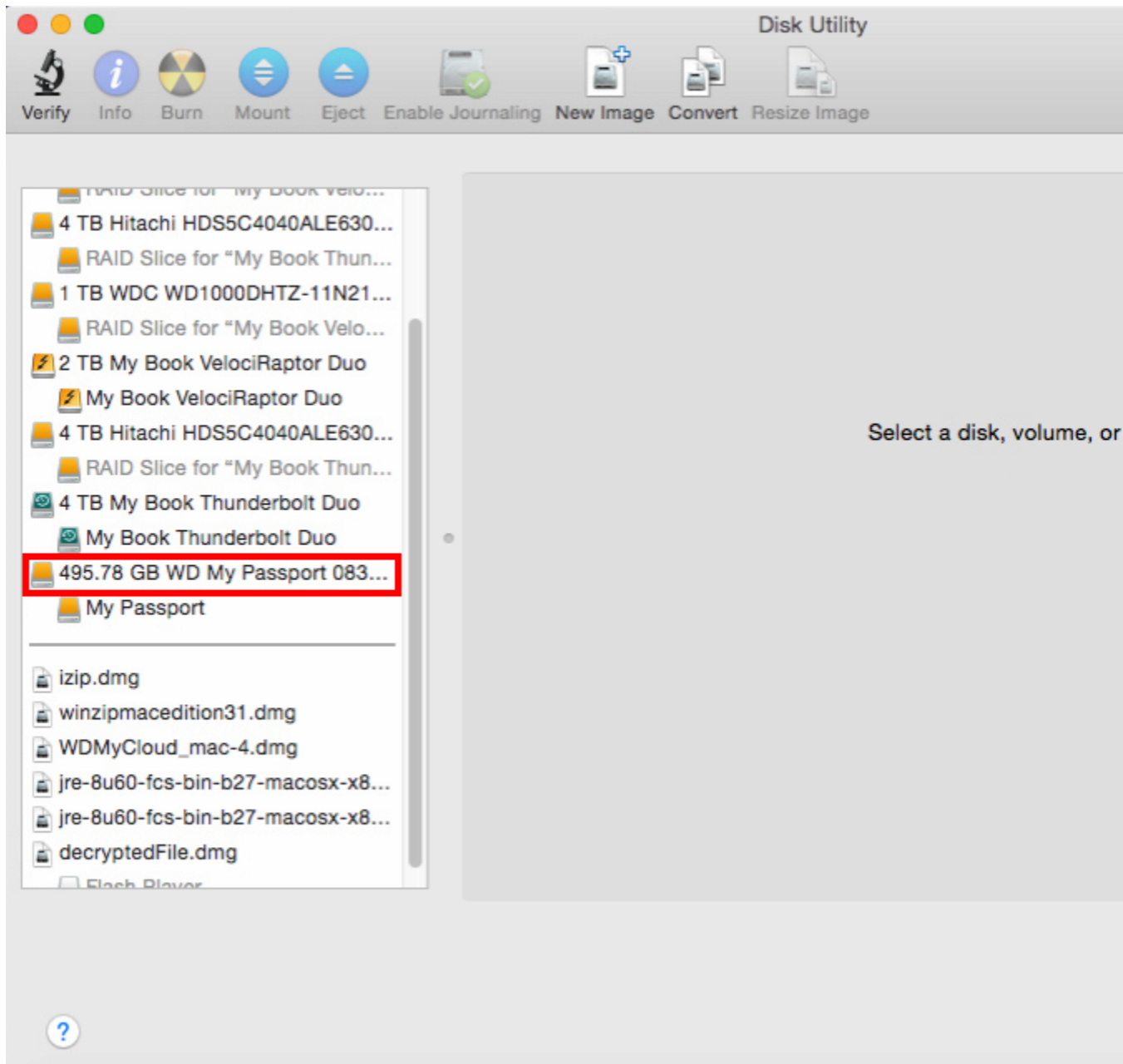
Mac OSX 10.9.x, and 10.10.x include a built in utility known as *Disk Utility* that can be used to partition and format a hard drive. To partition and format the drive with Disk Utility, follow these steps:

1. Double left-click on the **Mac HD**, the internal Mac hard drive visible on the top-right corner of the desktop screen. Choose *Applications* from the left-side panel. While in there, open *Utilities*, and lastly double-click on *Disk Utility*.

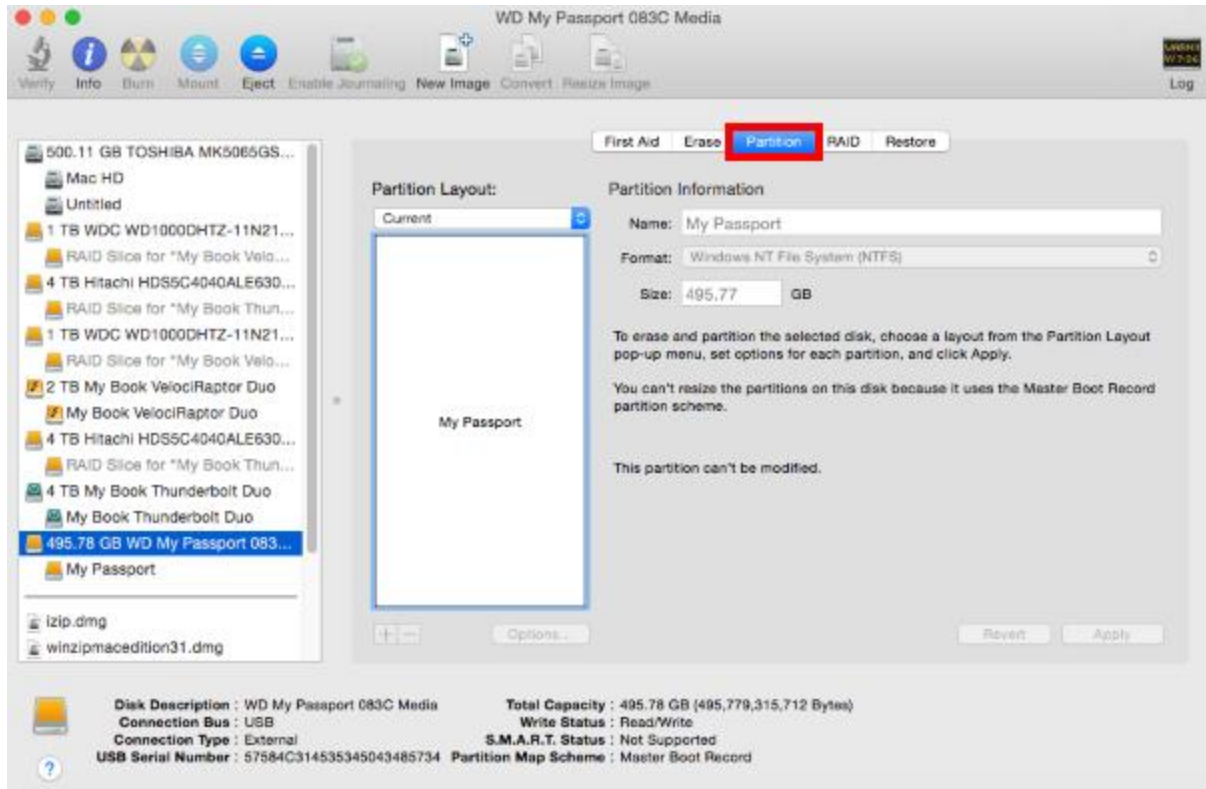


2. Disk Utility will now be open. In the left-side pane, choose the drive that is to be partitioned and formatted. Typically there are two listings for each drive unless more than one partition exists on a particular drive. Choose the drive listing that is farthest to the left

for the drive that will be formatted. It is usually directly above the name of the drive. In the example below, the one to be selected would be *495.78 GB WD My Passport 0830 Media*.



3. After selecting the appropriate drive, additional options will appear on the right-side pane. Click on *Partition*.



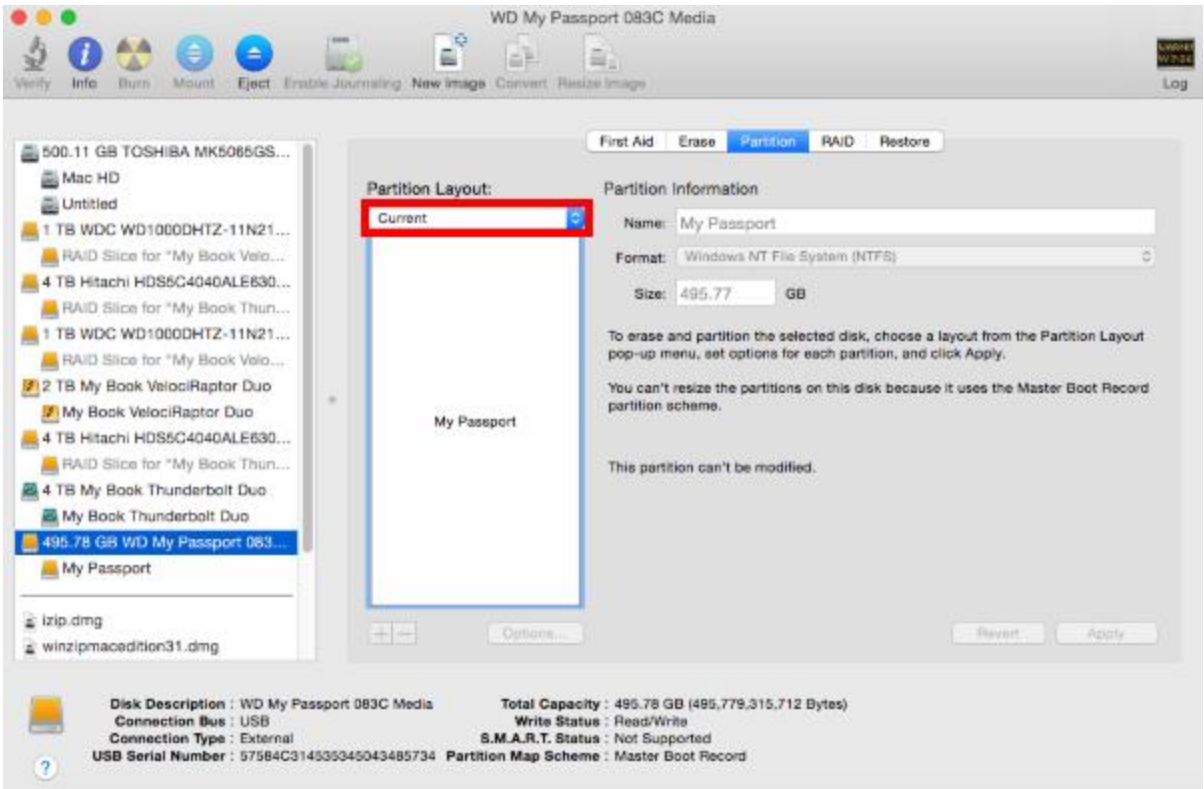
4. In the Partition area, click on the drop-down box under ***Partition Layout*** and select ***1 Partition***.



Note:

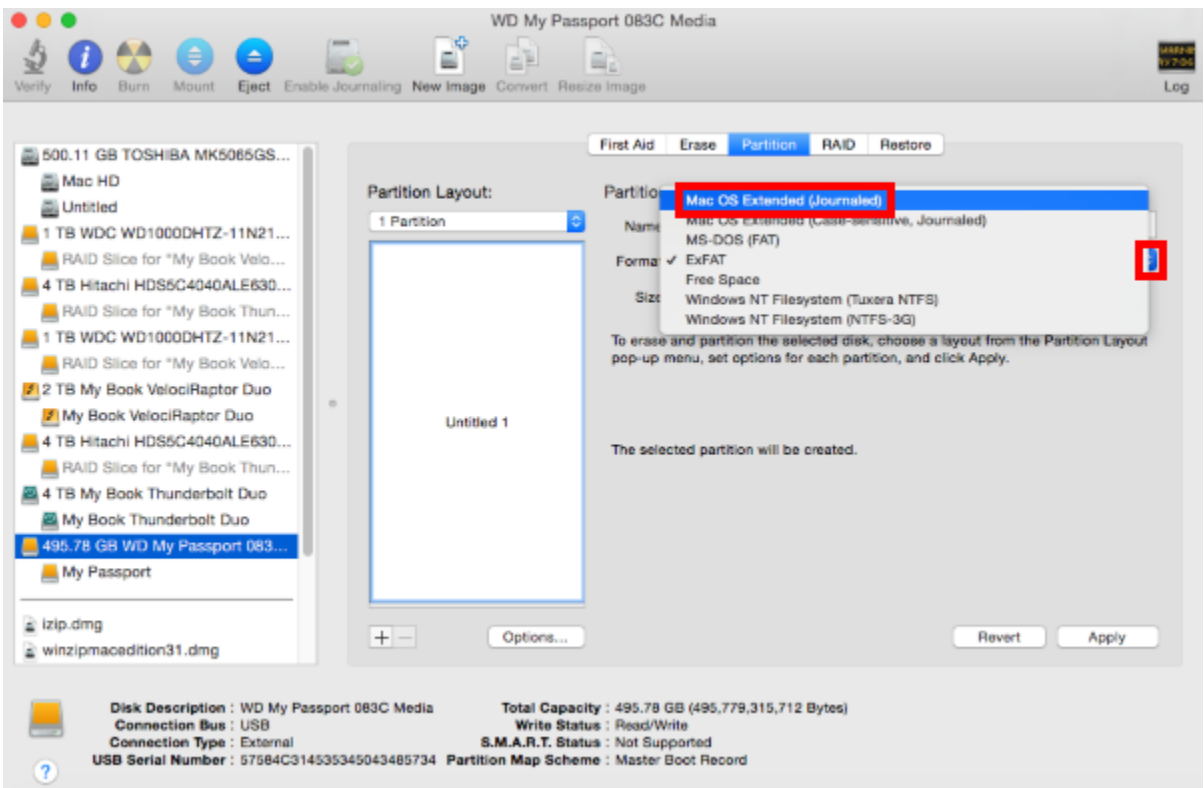
Partitioning a drive is only necessary if planning to use multiple partitions on the drive. It's recommended using a single partition in most cases, if the primary objective is to simply prepare the drive for use with the computer, no partitioning is required. No further action is required.

- 5.

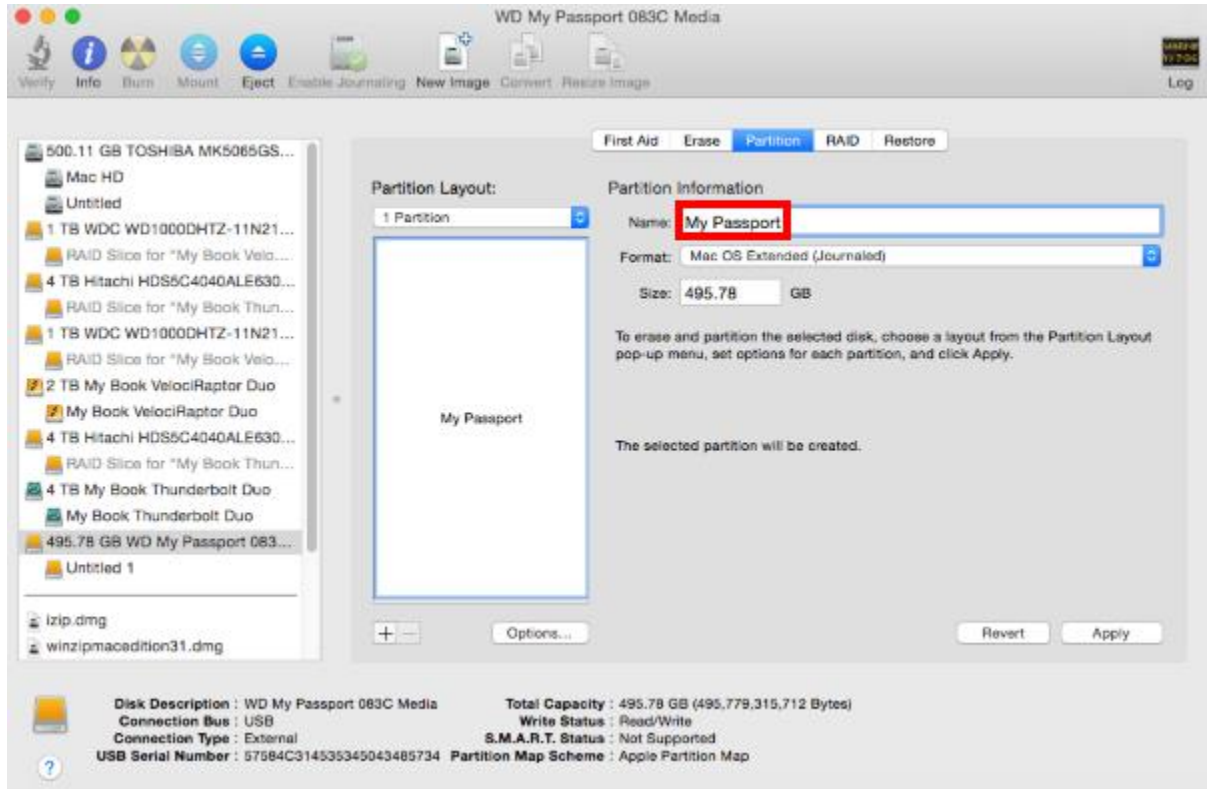


6.
7.

8. Click on the drop-down next to **Format** and from the drop-down menu select **Mac OS Extended (Journaled)**. This is the format that the drive will be formatted to.



9. In the *Name* area, a drive name can be given to the drive by just typing in the desired name or drive label.

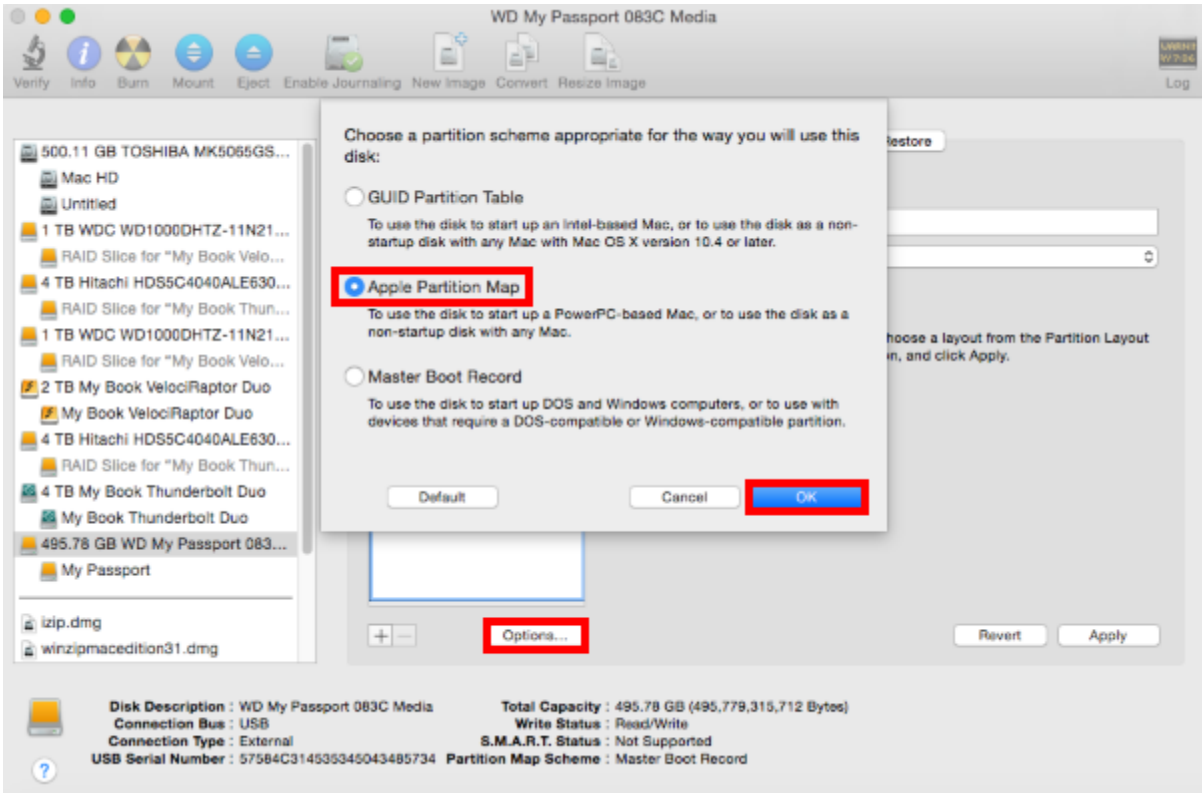


10. Click the *Options* button and choose *Apple Partition Map*. Then, click on *Ok*. Lastly, click on *Apply*.



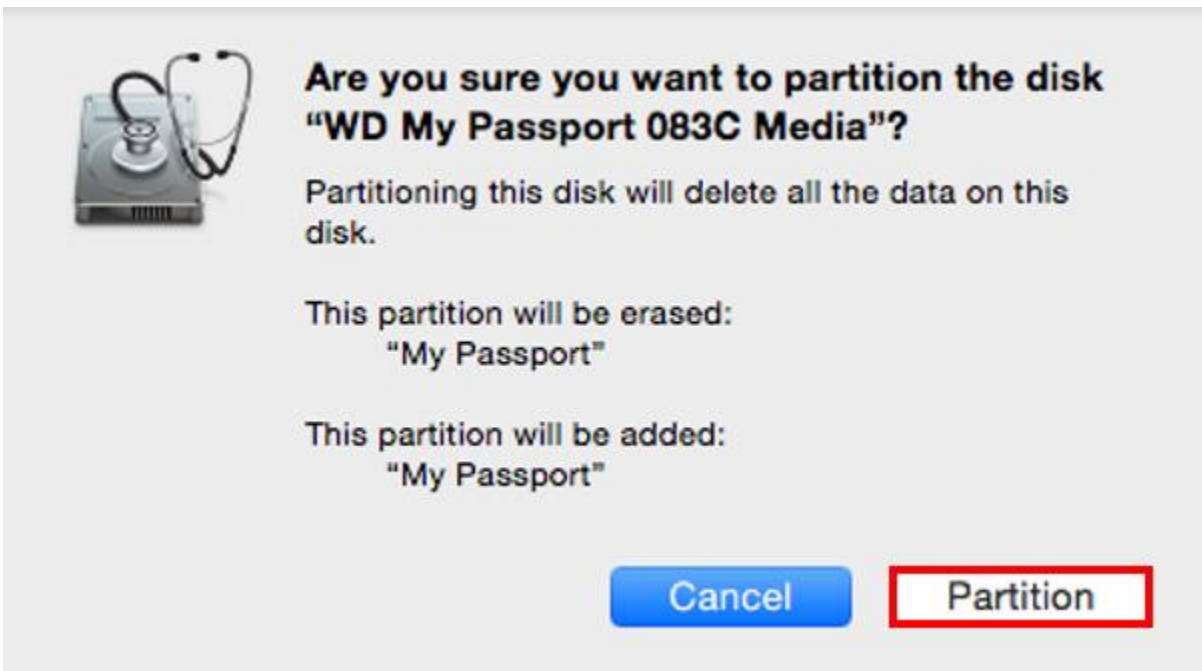
Important: If the Mac computer being used is an Intel-based Mac, Apple recommends to use the *GUID Partition Table* instead.

- 11.

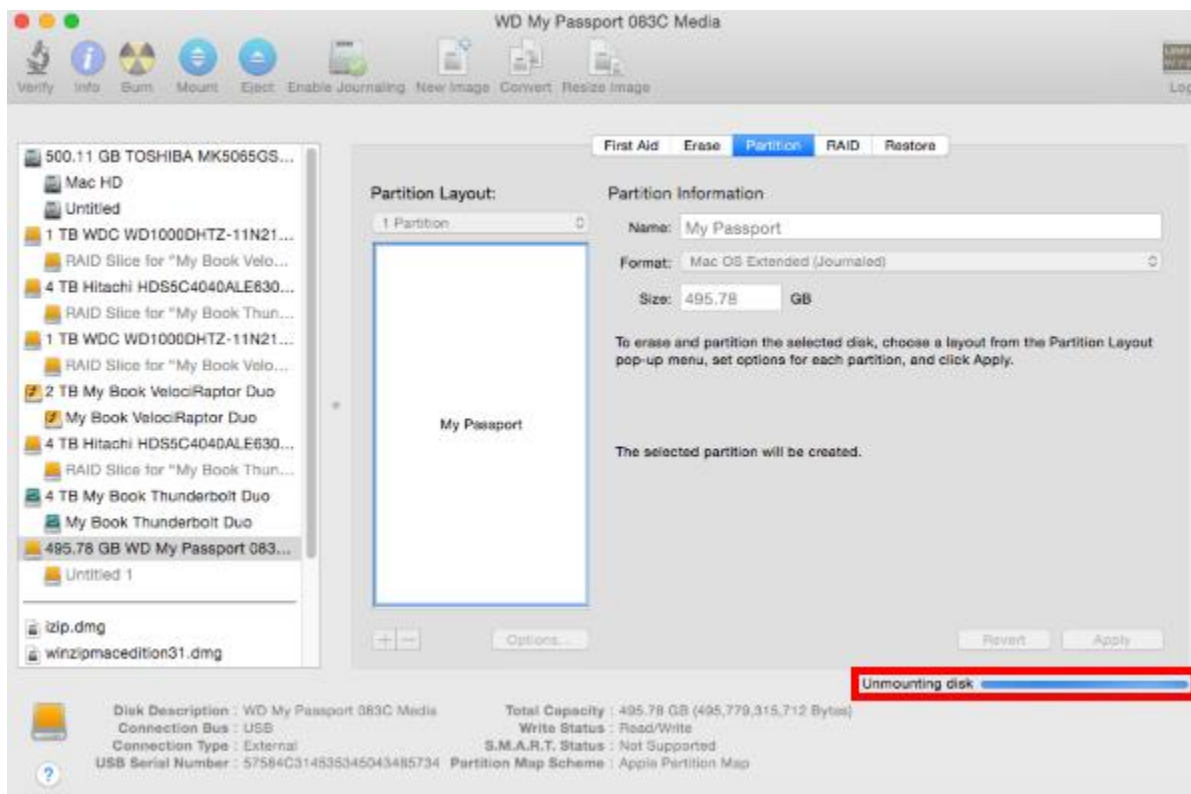


12.
13.

14. A confirmation box will appear, reminding users that partitioning and formatting the drive will erase all information that is on the drive. Make sure that all critical information on the drive is backed up elsewhere before continuing. If not, copy the data to another location. When ready, click on ***Partition***.



15. The disk will be unmounted before being formatted.



How to Format or Partition a Drive on Mac OSX 10.7.x (Lion) and 10.8.x (Mountain Lion)

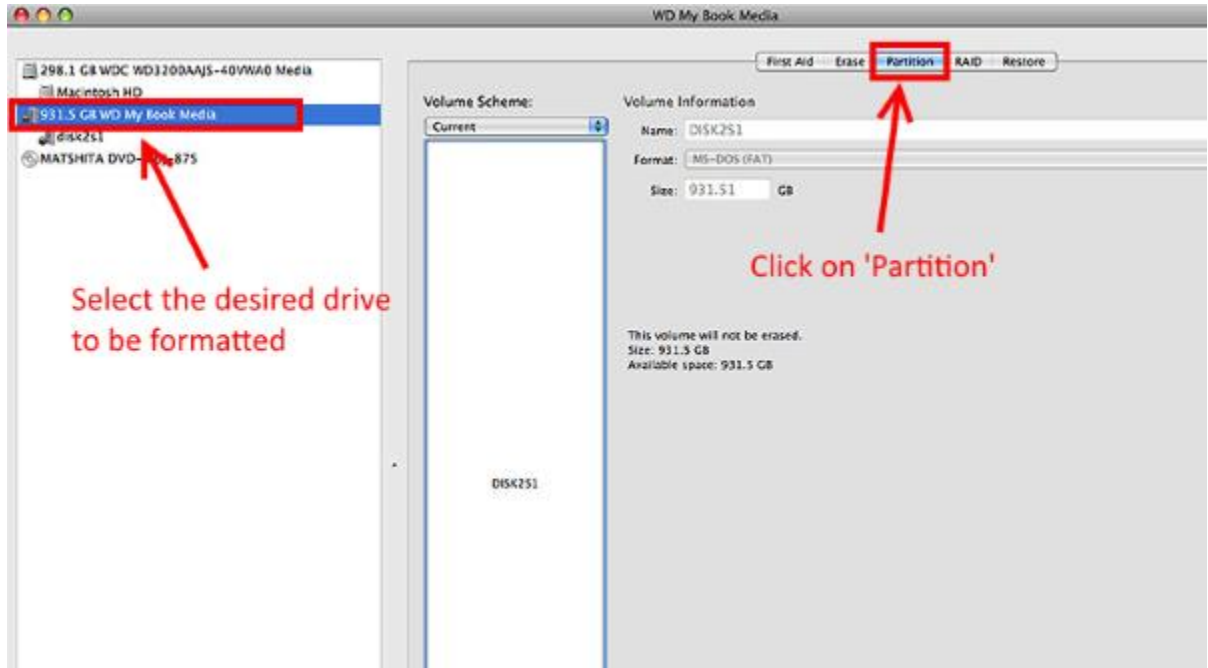
Partitioning a hard drive means preparing it to be used by the *Operating System (OS)*, creating a Volume for the OS to use. Formatting, however, deletes the content of a volume to clean it, and assigns a file system to it so that data can be moved into and out of the volume. Both processes are normally done together.



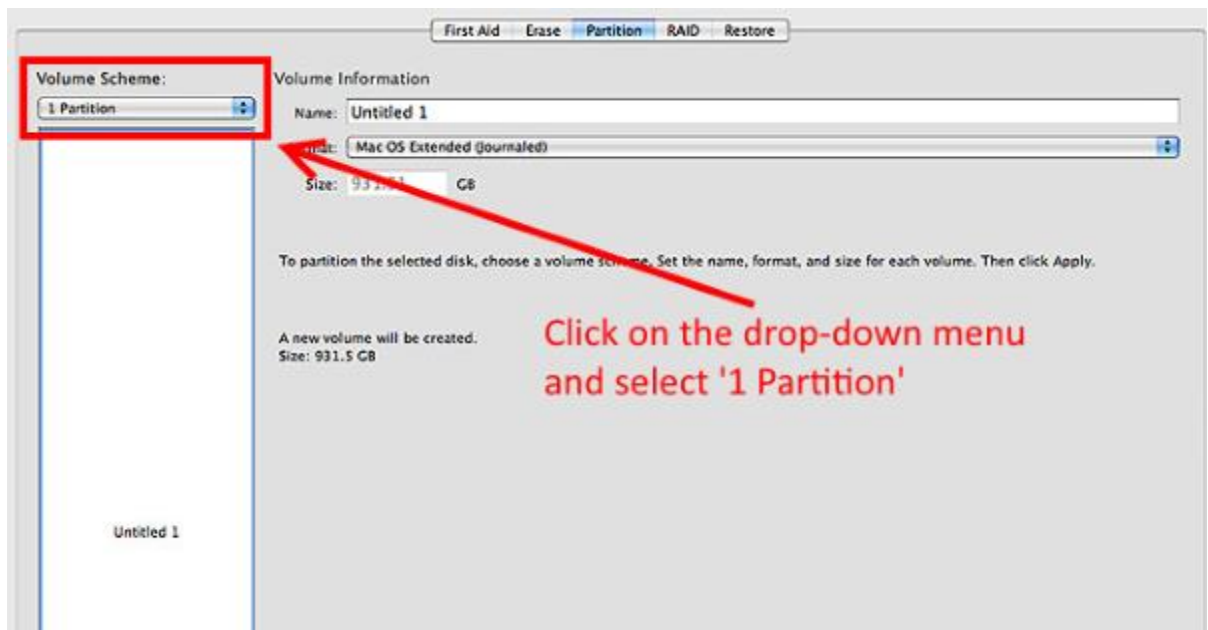
Critical: The instructions in the article below are designed to help repartition and format a hard drive. This process is **Data Destructive** and cannot be undone. Once the process begins, **ALL THE DATA ON THE DRIVE WILL BE LOST!**

Mac OSX 10.7.x, and 10.8.x include a built in utility known as *Disk Utility* that can be used to partition and format a hard drive. To partition and format the drive with Disk Utility, follow these steps:

1. Double left-click on the *Mac HD*, the internal Mac drive. Choose *Applications*, then *Utilities*, and double-click on *Disk Utilities*.



6. Under *Volume Scheme* click the drop-down box and select *1 partition*.



7. Now, click the *Options* button and choose *Apple Partition Map*, then click on *Ok*.



Important: If the Mac computer being used is an Intel-based Mac, Apple recommends to use the *GUID Partition Table* instead.

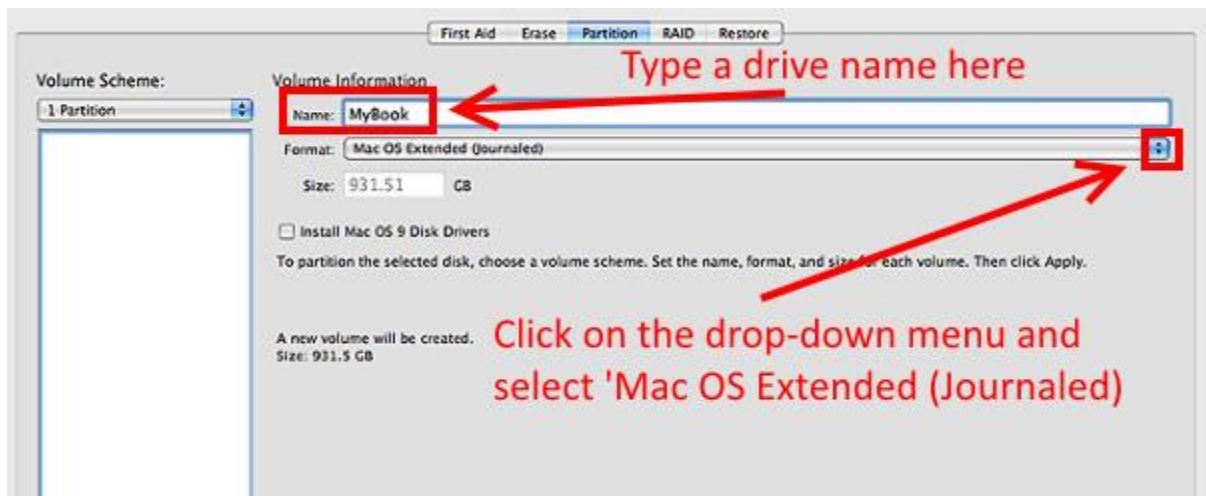
8.



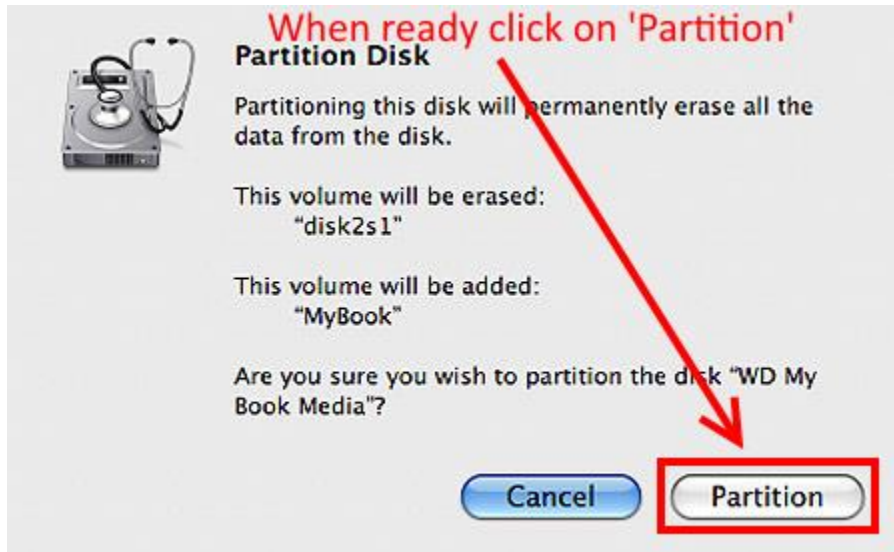
9.

10.

11. Click on the drop-down next to the *Format* option and change the Format to *Mac OS Extended (Journaled)*. A name can also be given to the drive by typing it into the *Name* box. When done, click on *Apply*.



12. A box will come up warning that formatting and partitioning the drive will erase all of the information that is on the drive. If the information on the drive is no longer needed, then click on **Partition**. If the data on the drive is still needed, it will need to be copied to another location before proceeding.



13. The drive is now formatting, and a **status bar** will be displayed at the bottom of the Disk Utility window. This status bar will say **formatting the disk**, and gives the name of the drive, the format it is applying, and the name that was specified for it. When it is done, this bar will go away and the drive should now be listed on the desktop.

