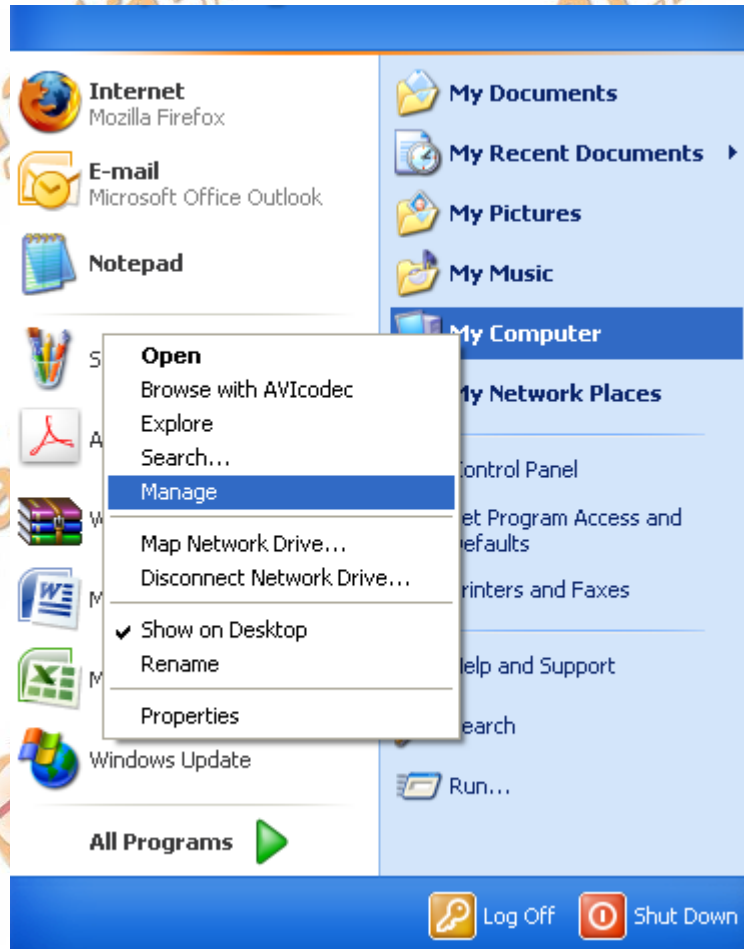
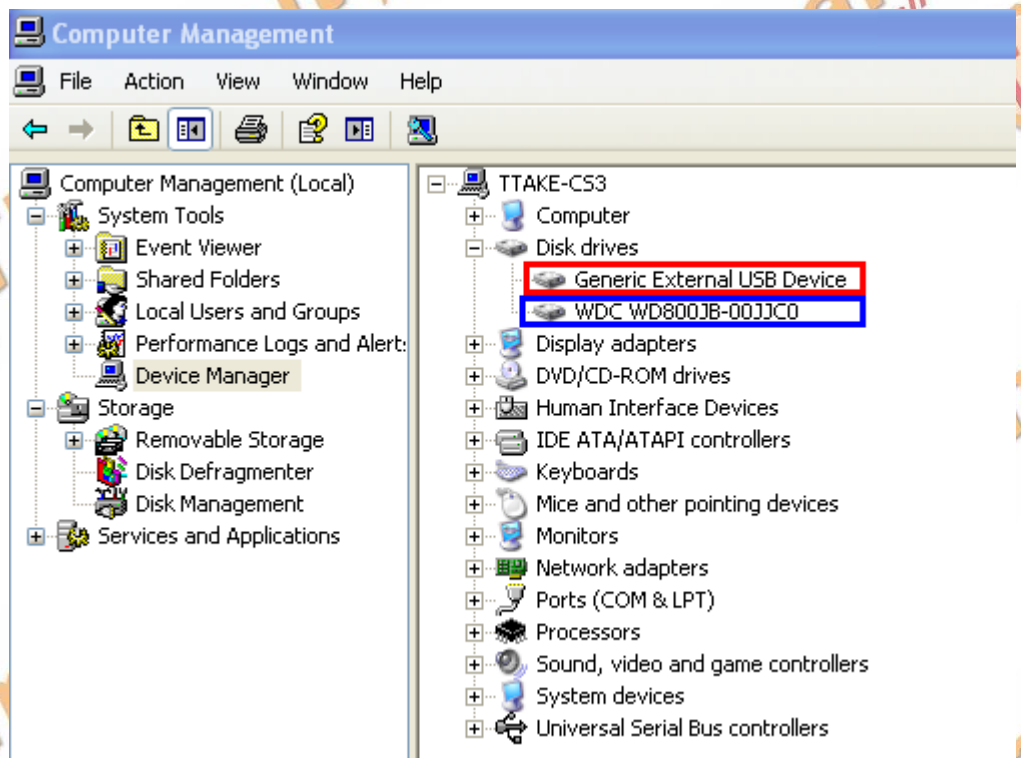


## How to Install/format with an External Enclosure with Windows XP.

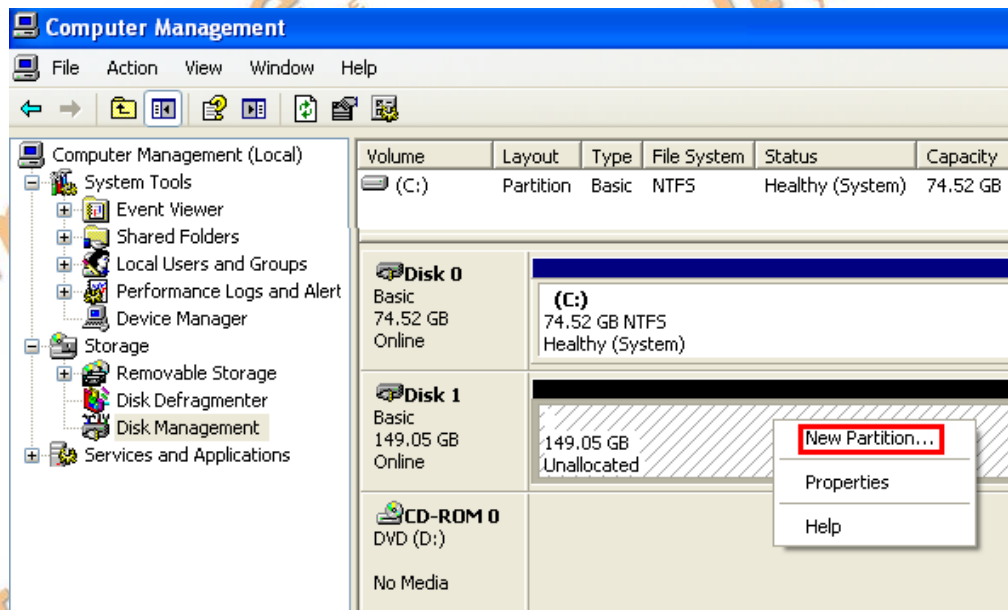
- 1) Open the "Start Menu" and right click on the "My Computer" icon. This will open a menu where one can select "Manage".



- 2) Click on "Device Manager" on the "Computer Management" window. The drive will appear under the "Disk drives" section. One will see the HDD connected to the system.

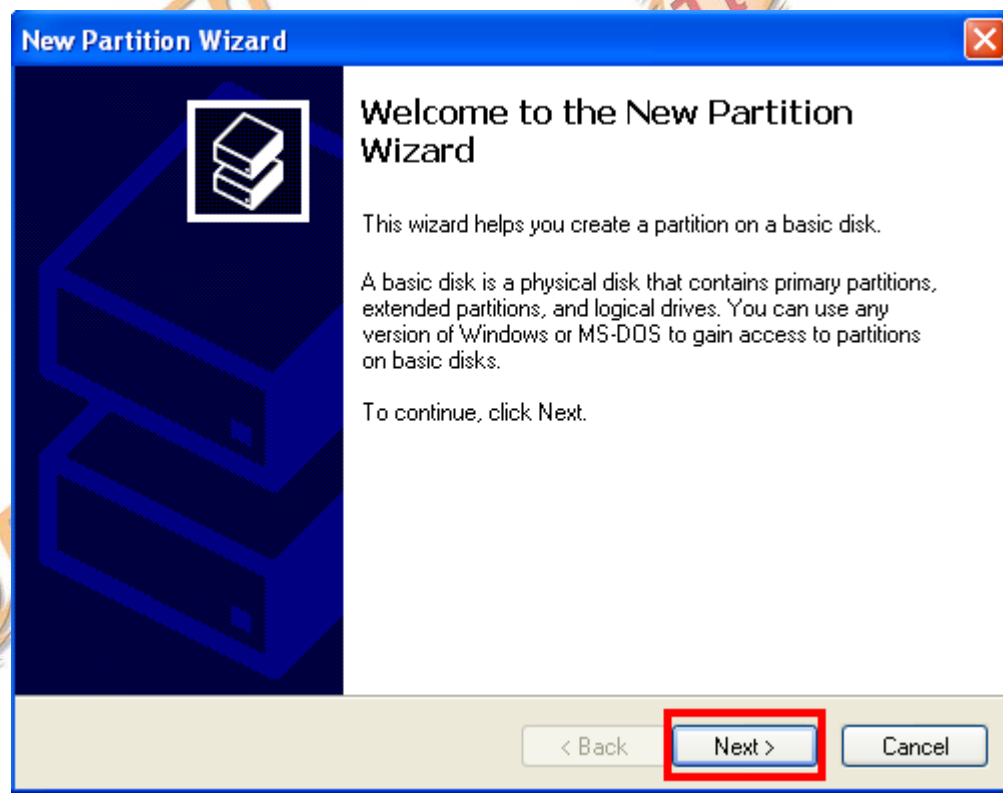


- 3) Click on “Disk Management” under the “Storage” section. The drive will appear as unallocated. Right-click on the section that says “Unallocated” and a menu will appear. Click on “New Partition” to start the “New Partition Wizard”.

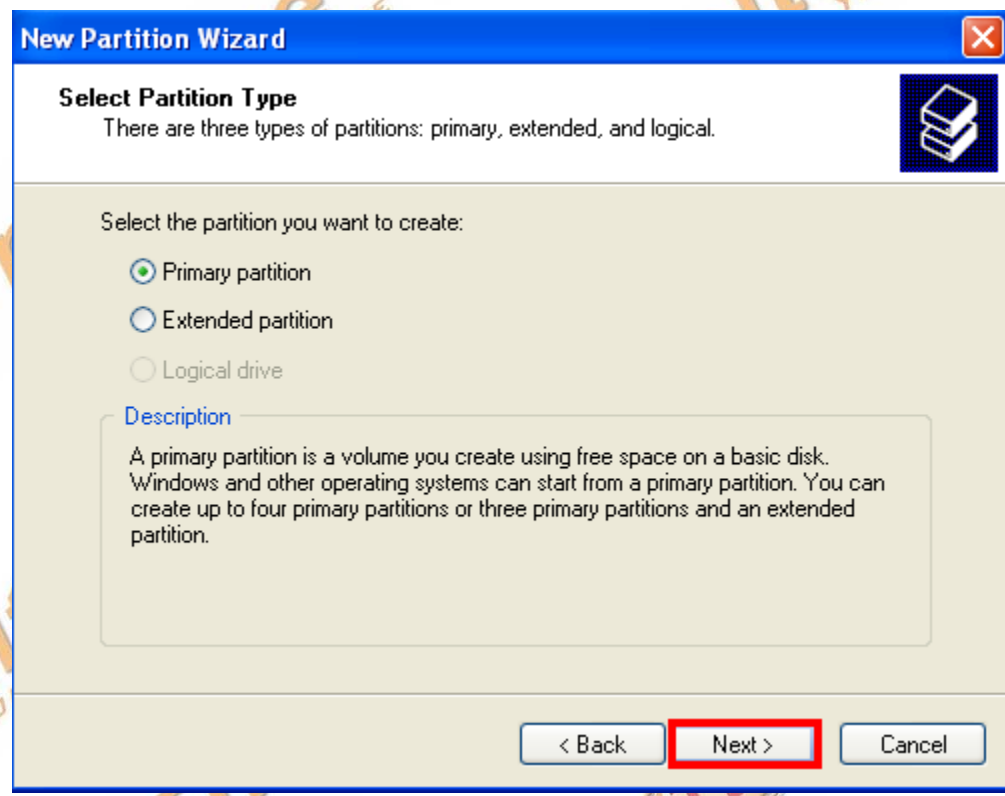


### Partitioning the HDD in the enclosure

- 4) The “Partition Wizard” will open as shown. Click “next” to continue.



- 5) Leave drive as a "Primary Partition" and click "Next>"



**New Partition Wizard**

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

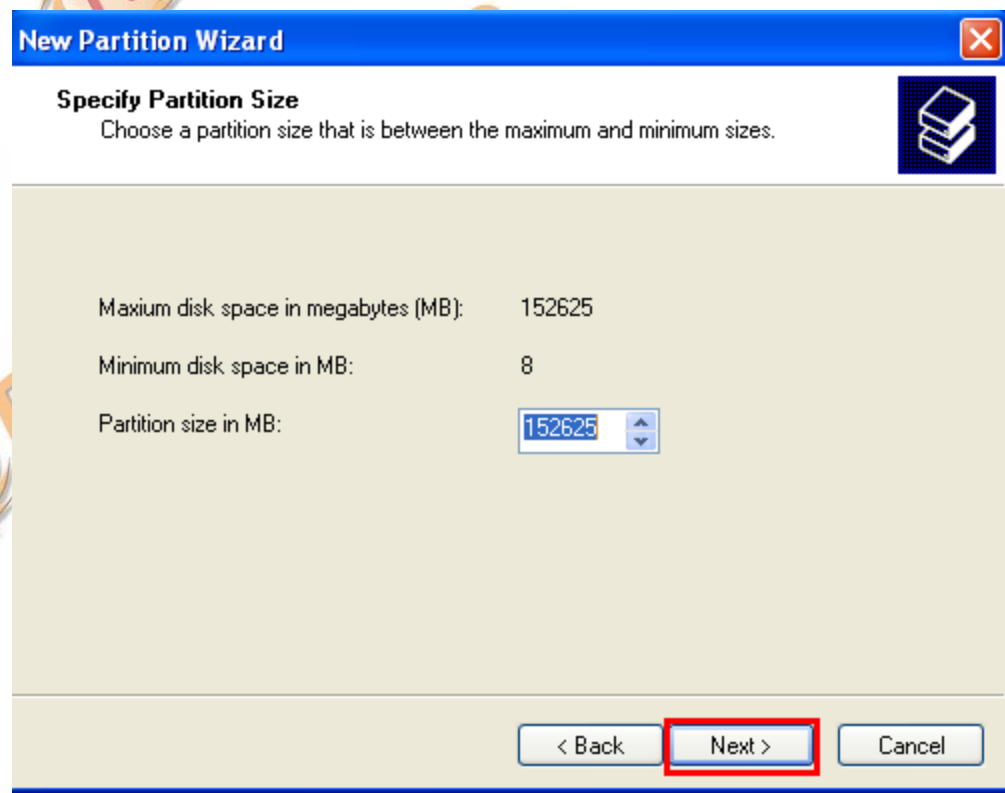
Select the partition you want to create:

- ☒ 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

- 6) Set the size of the HDD and click "Next>"



**New Partition Wizard**

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

Maximum disk space in megabytes (MB): 152625

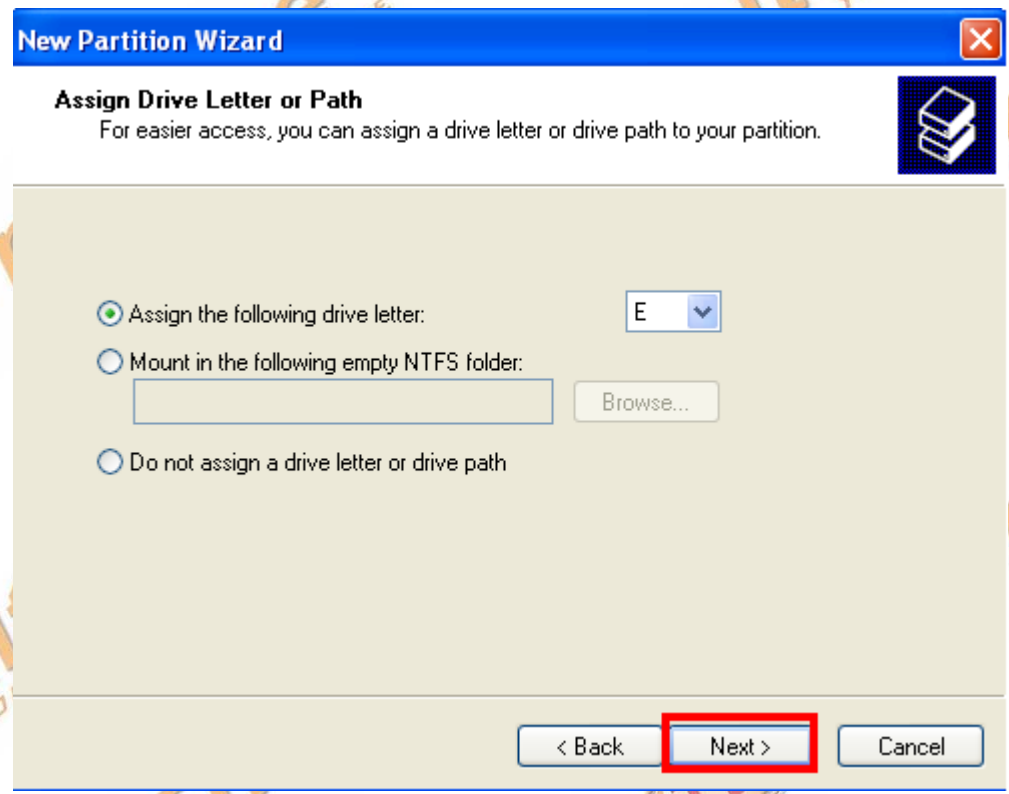
Minimum disk space in MB: 8

Partition size in MB:

< Back   **Next >**   Cancel



7) Assign the drive letter for the HDD.  
Click "Next>"

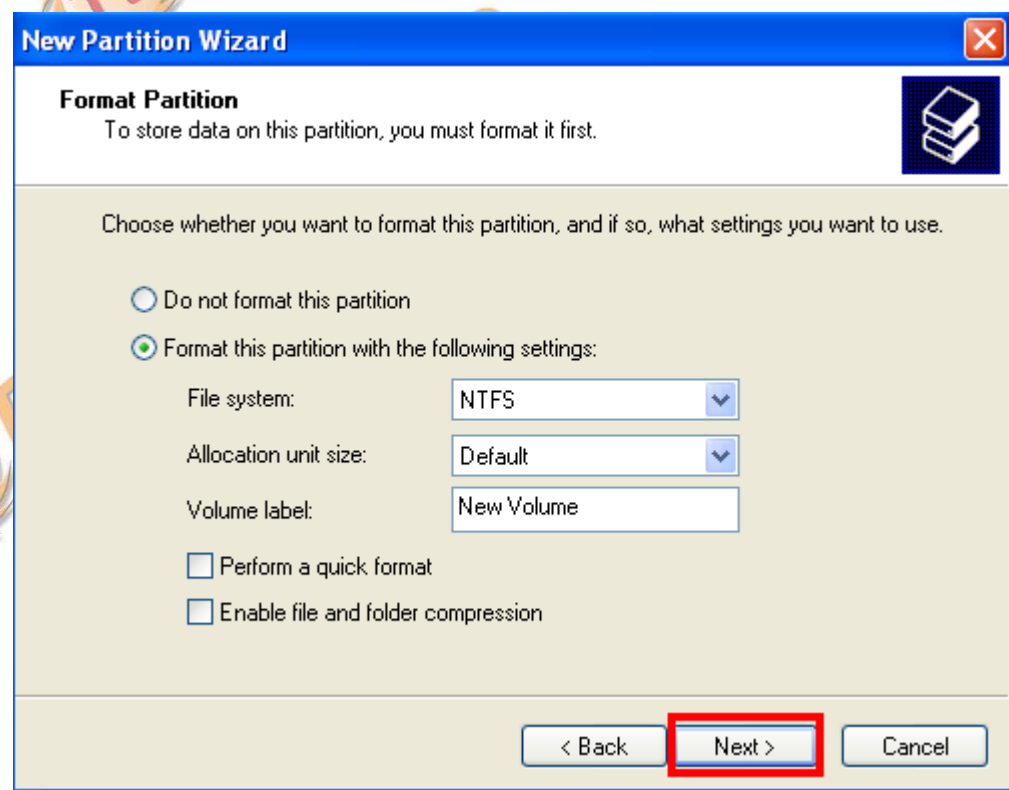


The screenshot shows the 'New Partition Wizard' window at the 'Assign Drive Letter or Path' step. The title bar is blue with the text 'New Partition Wizard' and a close button. Below the title bar, the step title 'Assign Drive Letter or Path' is followed by the instruction 'For easier access, you can assign a drive letter or drive path to your partition.' There are three radio button options: 'Assign the following drive letter:' (selected) with a dropdown menu showing 'E'; 'Mount in the following empty NTFS folder:' with an empty text box and a 'Browse...' button; and 'Do not assign a drive letter or drive path'. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a red rectangle), and 'Cancel'.

8) Format the Partition. "NTFS" is a good format for most drives. One can also name the drive here. Click "Next".

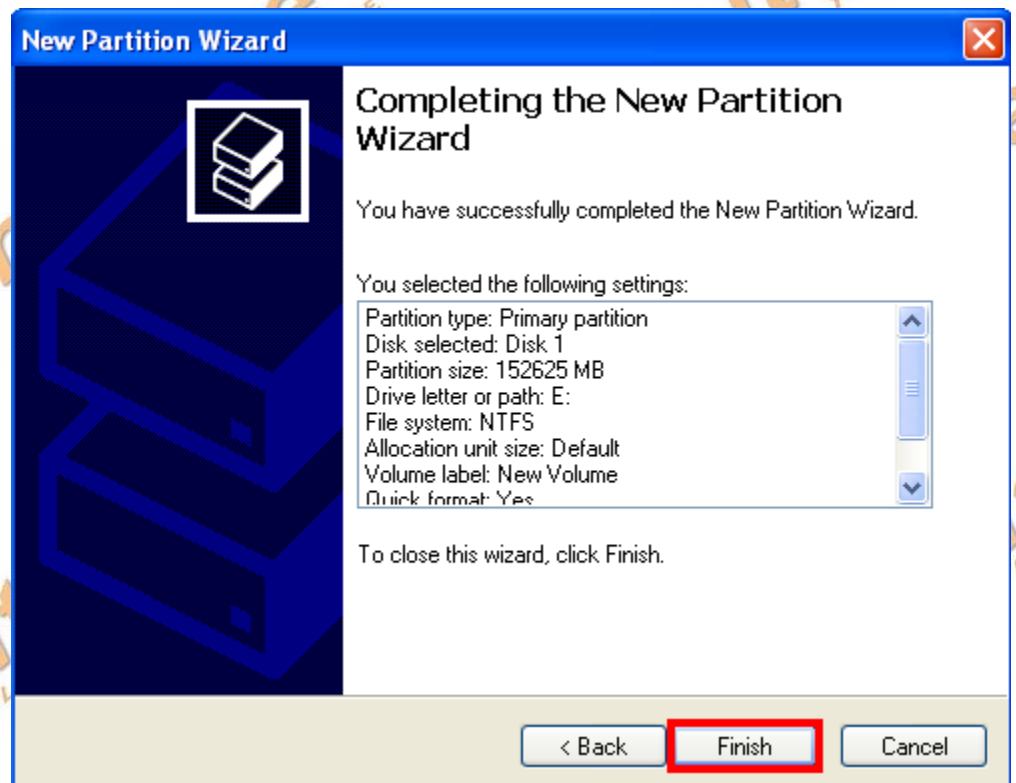
*\*note this step may take a while depending on the speed of the drive and system.*

*\*Use quick format for faster formatting.*



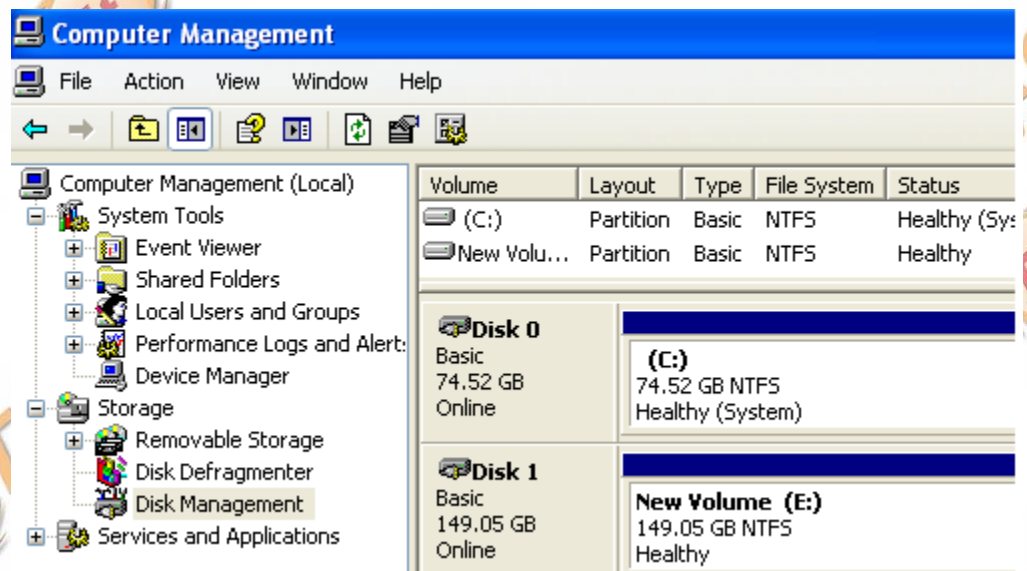
The screenshot shows the 'New Partition Wizard' window at the 'Format Partition' step. The title bar is blue with the text 'New Partition Wizard' and a close button. Below the title bar, the step title 'Format Partition' is followed by the instruction 'To store data on this partition, you must format it first.' There are two radio button options: 'Do not format this partition' and 'Format this partition with the following settings:' (selected). Under the selected option, there are three settings: 'File system:' with a dropdown menu showing 'NTFS'; 'Allocation unit size:' with a dropdown menu showing 'Default'; and 'Volume label:' with a text box containing 'New Volume'. There are two checkboxes: 'Perform a quick format' and 'Enable file and folder compression'. At the bottom, there are three buttons: '< Back', 'Next >' (highlighted with a red rectangle), and 'Cancel'.

9) Click "Finish" to finalize the Partitioning/formatting.



10) In "Computer Management", the new drive should appear like the "Disk 1" from the picture below.

*\*Disk 1 may be "Disk 4 or 5" depending on if the user has more than one HDD on the system.*



11) The drive will then appear in "My Computer"

