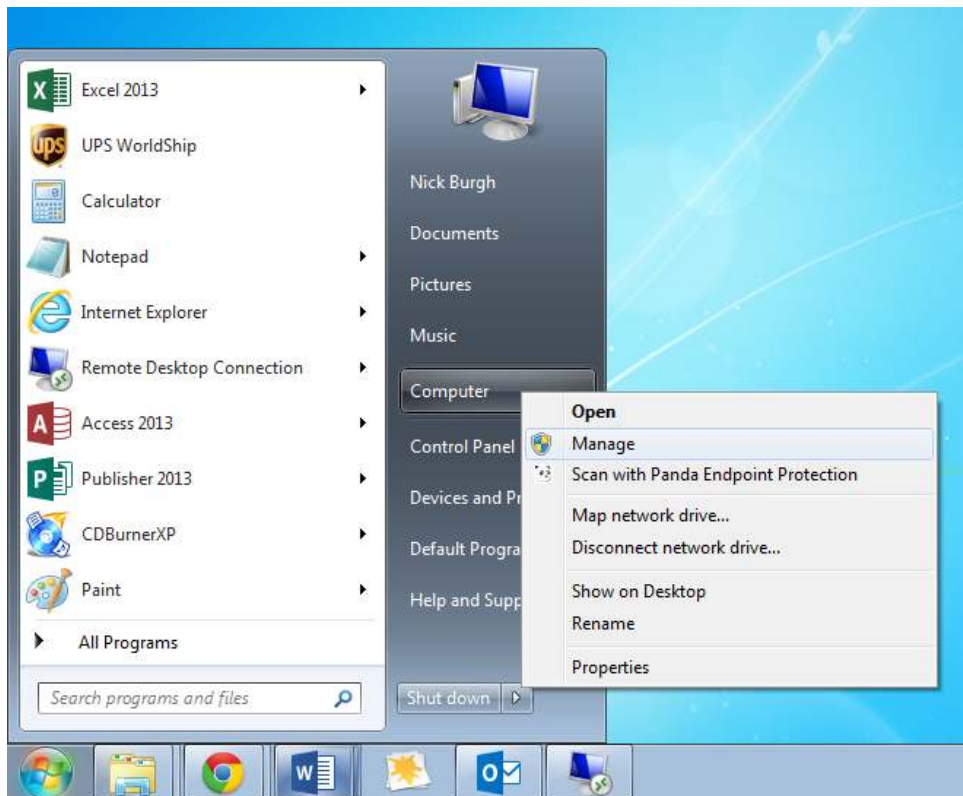


## How to Initialise A Hard Drive (Windows 7)

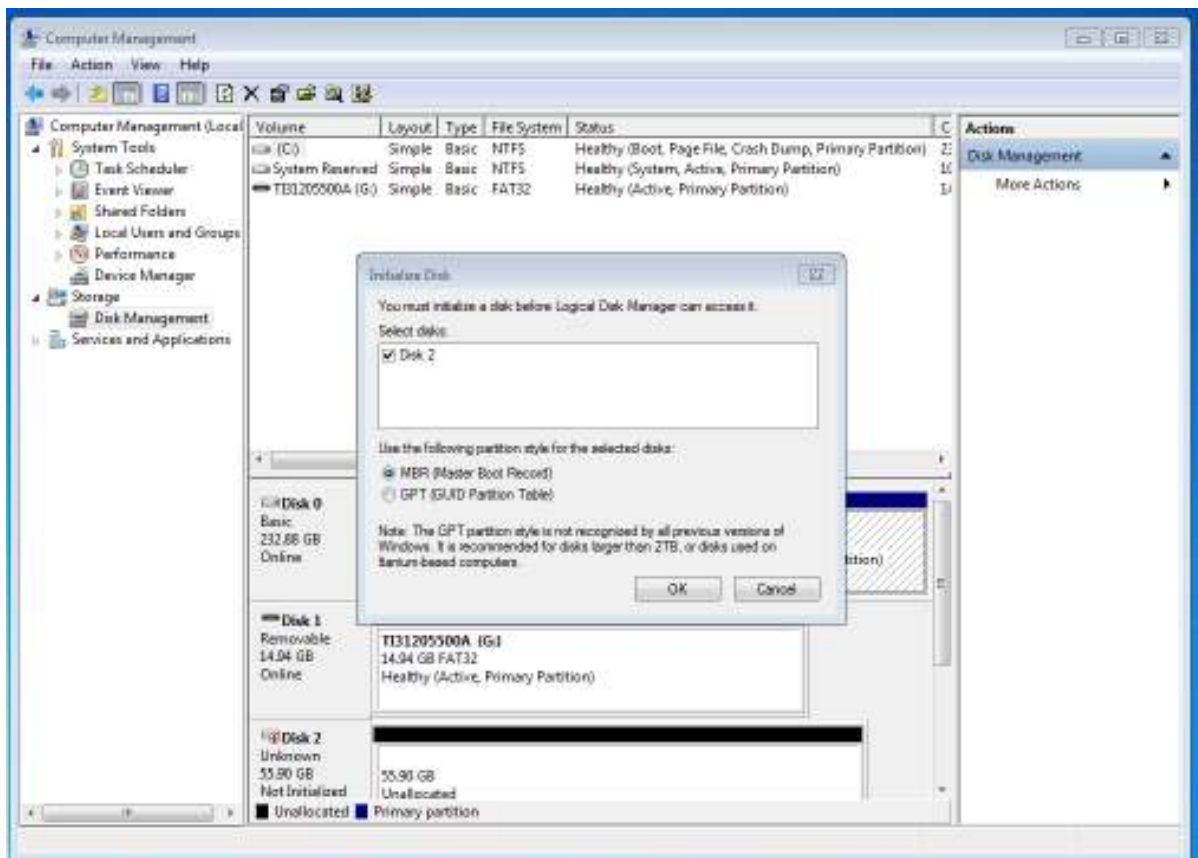
If your hard drive is not showing up in My Computer this is probably because it needs initializing and partitioning. Due to the way our secure formatting software works it does not re-initialize drives that have been wiped. Normally this does not matter if you are installing Windows as this deals with the initializing procedure.

However if you are using the drive as an external or secondary drive follow the procedure below.

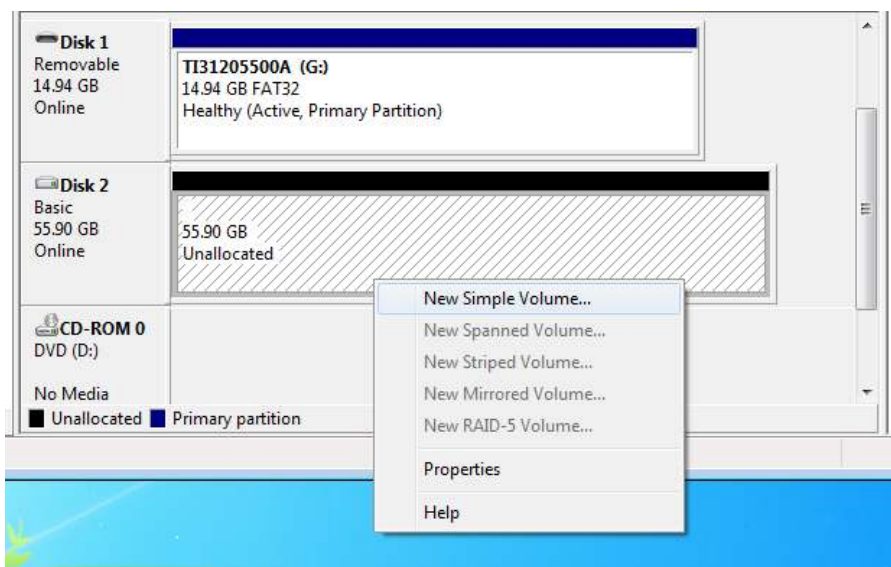
1. Ensure the hard drive is connected to your computer and turned on (if applicable)
2. Open the start menu, Right Click on Computer and then click Manage.



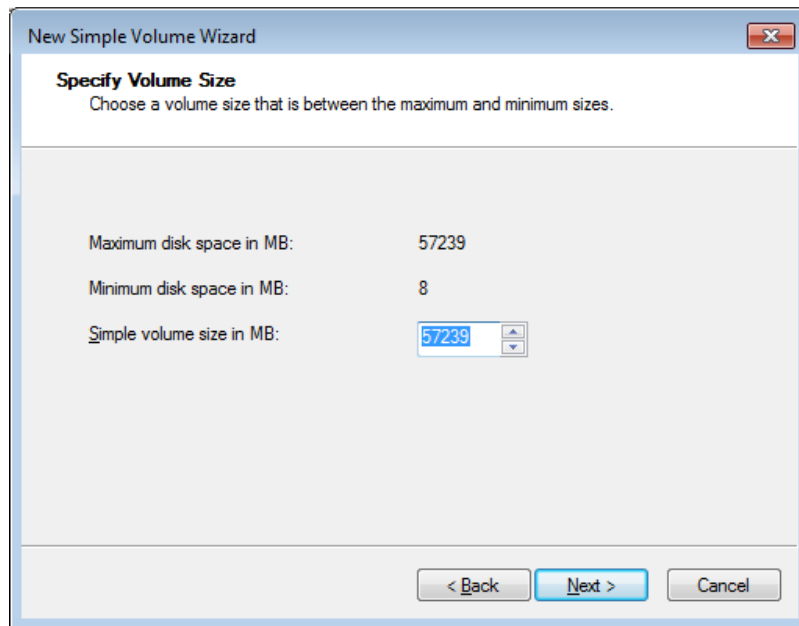
3. This will load up the Computer Management screen. On the left hand side of the box you will see a navigation pane. Click on Disk Management. Upon clicking disk management this will immediately open a window asking you to initialize the disk.



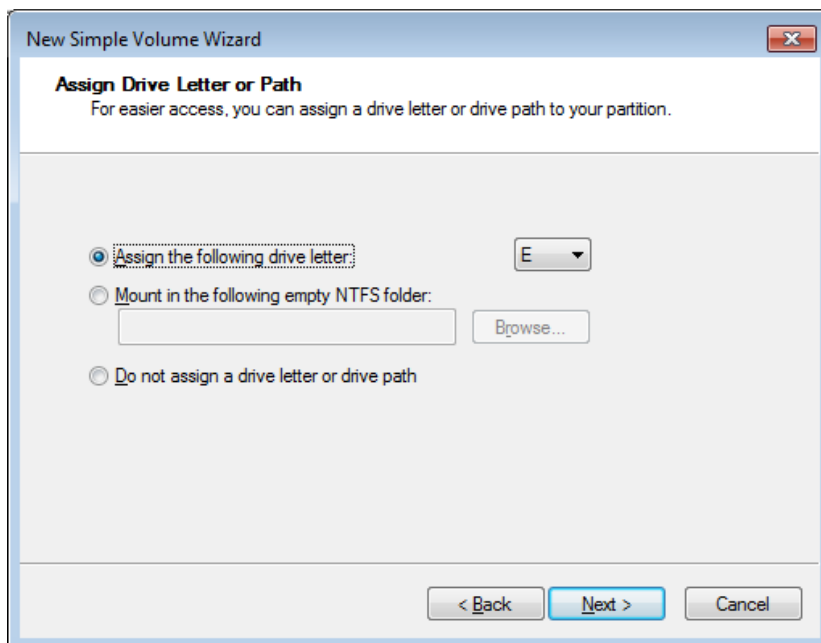
4. Click OK to use the partition style of MBR. You will then see the disk as online but with unallocated space. Right click on the white space next to the hard drive capacity and the allocation status. You will then be able to click “New Simply Volume”



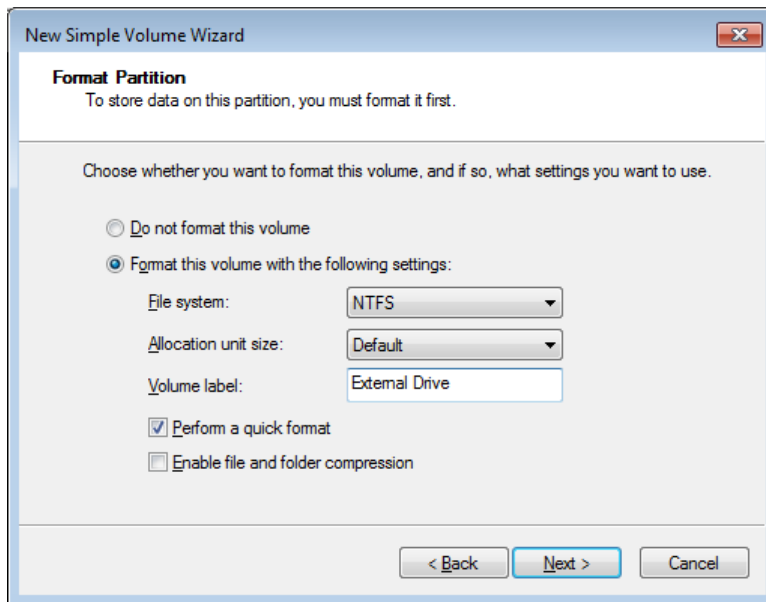
- This will now bring up the “New Simple Volume Wizard”. Click next to continue with the wizard. On the next screen it will bring up the volume size. If you want to partition your drive then this is the time to do it, otherwise click next.



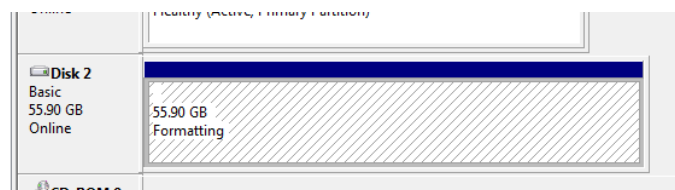
- At the next screen you can select a drive letter if you wish (Recommended).



- The next screen will allow you to format the drive ready for use. Name the drive to whatever you wish e.g. External Drive.



- Next is the summary screen. Once you click finish the drive will start to format.



9. Once this is complete you will be able to see the drive in My Computer.



Should you have any issues please get in touch on 0800 054 6363 or [sales@pcbitz.com](mailto:sales@pcbitz.com)