

How to Format Your Glyph to Be Used on Windows

Cleaning the Hard Disk in Command Prompt:

Before trying this please be aware that this process erases what is on your Glyph. If applicable, back the data up onto another drive.

Please try the following to clean your disk:

Have your Glyph be the only device connected to the computer during this process

Click on the Start Button and type in "**cmd**" (without quotes)

Right click the **cmd.exe** that appears in the search results and click "**run as administrator**"

The command prompt screen will appear

Type "**diskpart**" (without quotes and without spaces) and hit enter

The command prompt should change to "DISKPART>", then type "**list disk**" (without quotes) and **hit enter**

The command prompt screen will then list the Disks that the computer sees, Disk 0 is usually the internal drive of the computer

If the Glyph is the only device connected to the computer it will usually be shown as Disk 1 but that can vary

In order to select the Glyph drive type "**select disk #**" (without quotes and replace the # sign with the number of the Glyph drive) and **hit enter**

The command prompt will then display "**Disk # is now the selected disk.**"

Type "**clean**" (without quotes) and **hit enter**

The command prompt will then display "Diskpart succeeded in cleaning the disk."

Please now close the command prompt and continue on to the next set of directions - - -

Now to Format the Disk in Disk Management:

Access Disk Management-

For Windows 7:

Open the Start Menu

Right click on Computer

Click on Manage

The Computer Management Screen will then come up

Under Storage (on the left towards the bottom) there will be Disk Management, click on Disk Management

For Windows 8, 8.1, and 10:

Right click on the Start Icon

Click on Disk Management

The Disk Management Window will then come up

When entering Disk Management it will prompt you to Initialize The Disk, please select **GPT** and **click "Next"**

In Disk Management it will show the disk that was cleaned as Unallocated and have a black stripe all across the top of the visual representation of the partition

Right click on the area that has the black strip across the top and **click "New Simple Volume"**

New Simple Volume Wizard will then appear **click "Next"**

The next step will be to Specify Volume Size that will show the maximum and minimum disk space, **click "Next"**

Following that step the next would be to **Assign Drive Letter or Path**, I recommend picking a letter that is on the lower end of the alphabet (**i.e. R, S, T, U, V. etc**) and then **click "Next"**

You will now be able to format the disk in the New Simple Volume Wizard. Leave the "Format this volume with the following settings" selected and the **"File System" as NTFS**. Using the "Volume Label" you may name the disk whatever you wish. ****Please make sure to have PREFORM A QUICK FORMAT selected****. **Click "Next"**.

The New Simple Volume Wizard will then display that it is Completed. **Click "Finish"** to close the Wizard.

In Disk Management you will see that the visual representation of the disk's partition now has a blue stripe over the top of the partition

The disk is now formatted and ready to use!!