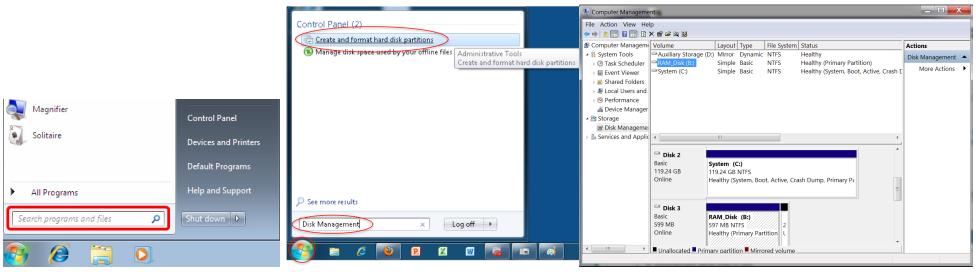
Juan Nuñez

10/29/15

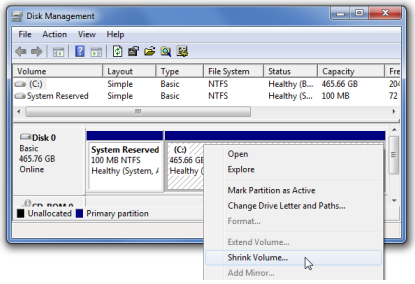
Step-by-step Partition HD

Windows

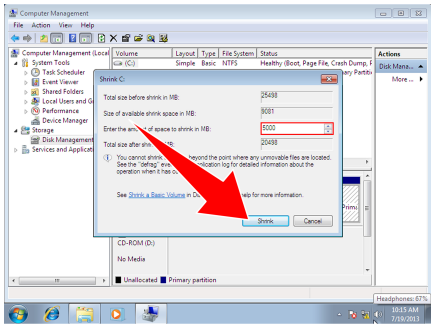
Step 1: Search and open **Disk Management**



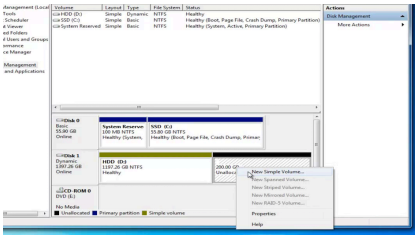
Step 2: Locate the **(C:)** drive, **Right-Click** it and click on **Shrink Volume.**



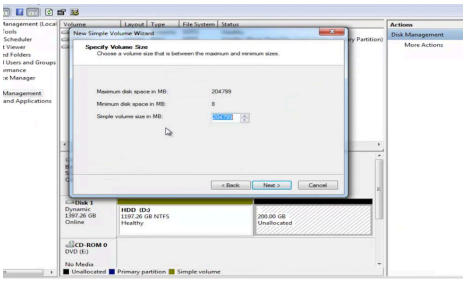
Step 3: You will have a screen pop up, here you can enter the amount you want to shrink. In MB's. (1024MB's=1GB) This will shrink your current (C:)drive to amount you enter.



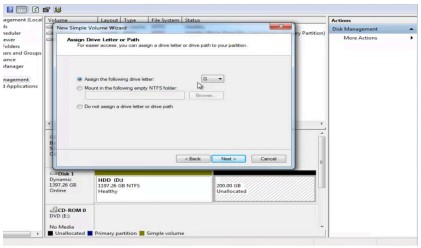
Step 4: Once Hard Drive splits, you'll see an unallocated partition. Right-Click it and click **New Simple Volume.**



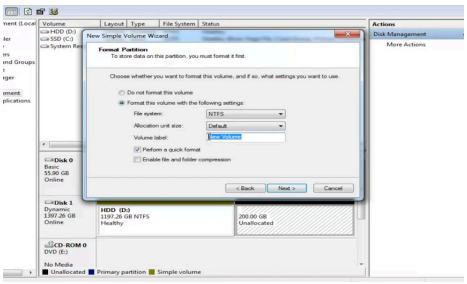
Step 5: You'll see a window allowing you to size the volume within the limit shown.



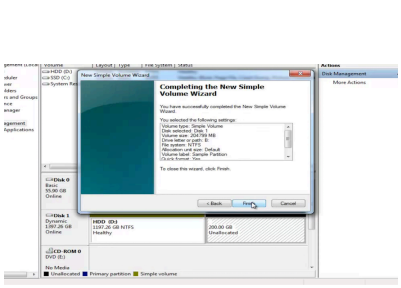
Step 6: Assign a drive letter of your preference for that partition.

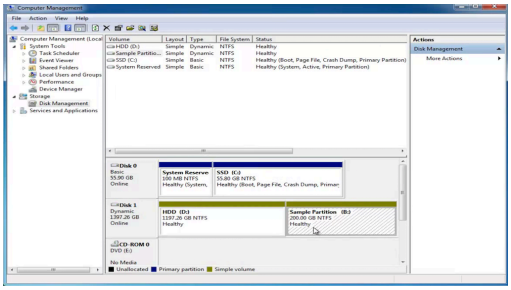


Step 7: Formatting partition, **NTFS** and **default unit size** should be fine. You may **rename** your drive in the **Volume Label** box.



Step 8. Click Finish, new volume should say its Healthy.



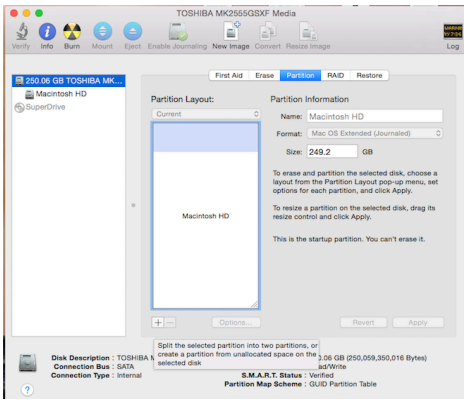


Mac

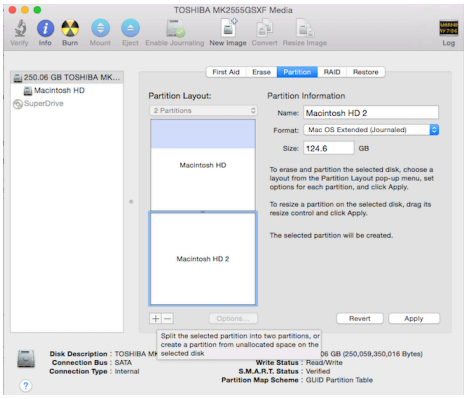
Step 1: Search and open **Disk Utility**



Step 2: Select **Disk** you wish to partition and click the **Partition Tab**



Step 3: Click on "**+**" button to add partition, select format **Mac OS Journal Default** and enter **size** of storage for that particular partition.



Step 4: Click **Apply**, a window will pop-up and click **Partition**

