

How To Create and Format a Partition (volume)

When you create partitions on a basic disk using Disk Management, the first three volumes you create will be formatted as primary partitions. Beginning with the fourth volume, each volume will be configured as a logical drive within an extended partition.

1. Open Computer Management by clicking the **Start Button**, clicking **Control Panel**, clicking **System and Maintenance**, clicking **Administrative Tools**, and then double-clicking **Computer Management**. If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
2. In the Navigation pane, under **Storage**, click **Disk Management**.
3. Right-click an unallocated region on your hard disk, and then click **New Simple Volume**.
4. In the **New Simple Volume Wizard**, click **Next**.
5. Type the size of the volume you want to create in megabytes (MB) or accept the maximum default size, and then click **Next**.
6. Accept the default drive letter or choose a different drive letter to identify the partition, and then click **Next**.
7. In the **Format Partition** dialog box, do one of the following:
 - If you don't want to format the volume right now, click **Do not format this volume**, and then click **Next**.
 - To format the volume with the default settings, click **Next**.
8. Review your choices, and then click **Finish**.