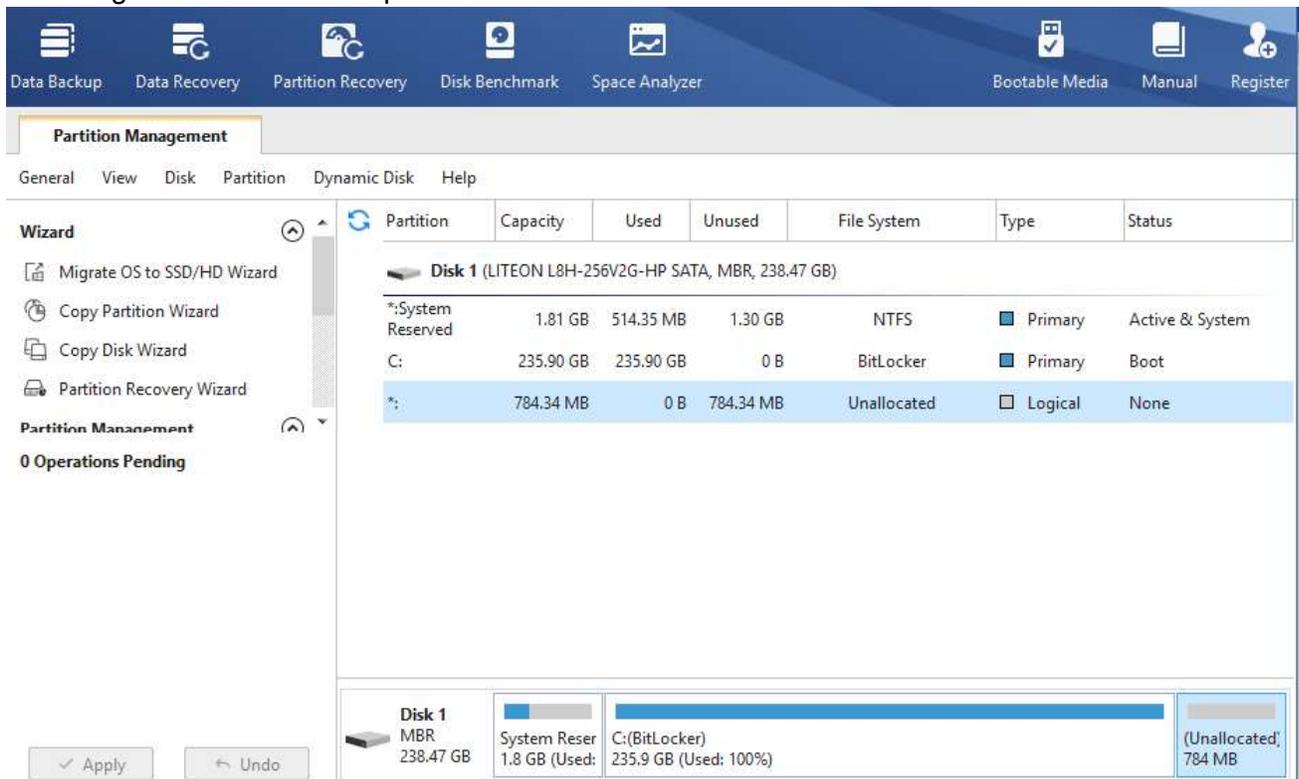Co-funded by the
Erasmus+ Programme
of the European Union

For the following, it is assumed that the user has a hard-disk that they would like to split in 3 separate partitions – one for 'documents', one for 'programming', and one for 'movies. First we'll walk you through obtaining and setting up the software to be used and then demonstrate the basic steps on how to create those partitions.

Obtaining and setting up the software.

1. We will be using Mini Tool Partition Wizard 12 which is free for personal (home) use.

2. The software is available for download from https://www.partitionwizard.com/free-partition-manager.html, just make sure you download the free version.

3. When the setup downloads, run the application and follow the steps to download and install the software. The wizard will ask you about Partition Wizard as well as ShadowMaker (a backup utility)

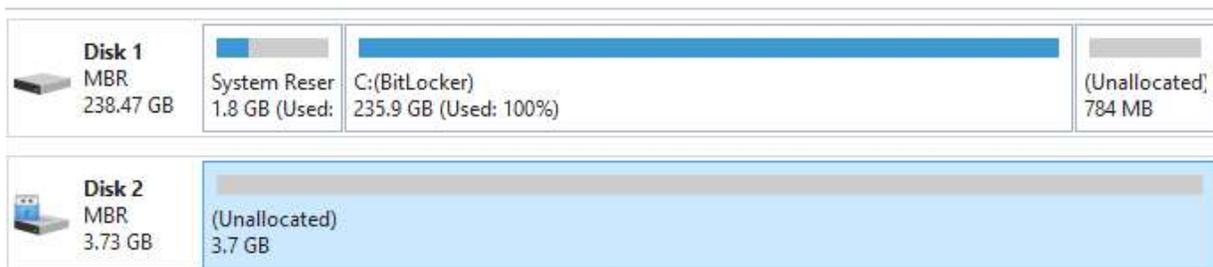4. When complete a desktop shortcut will be available to start the program.

Creating partitions

1. Run the program

2. The interface shows the hard-drive of the machine and delivers some basic information about it. In the main area of the application window and at the bottom you can see the physical disks present in the system (in this case Disk 1). The disk has defined three logical disks (partitions). The top section of the window gives details of each partition and what it is used for.
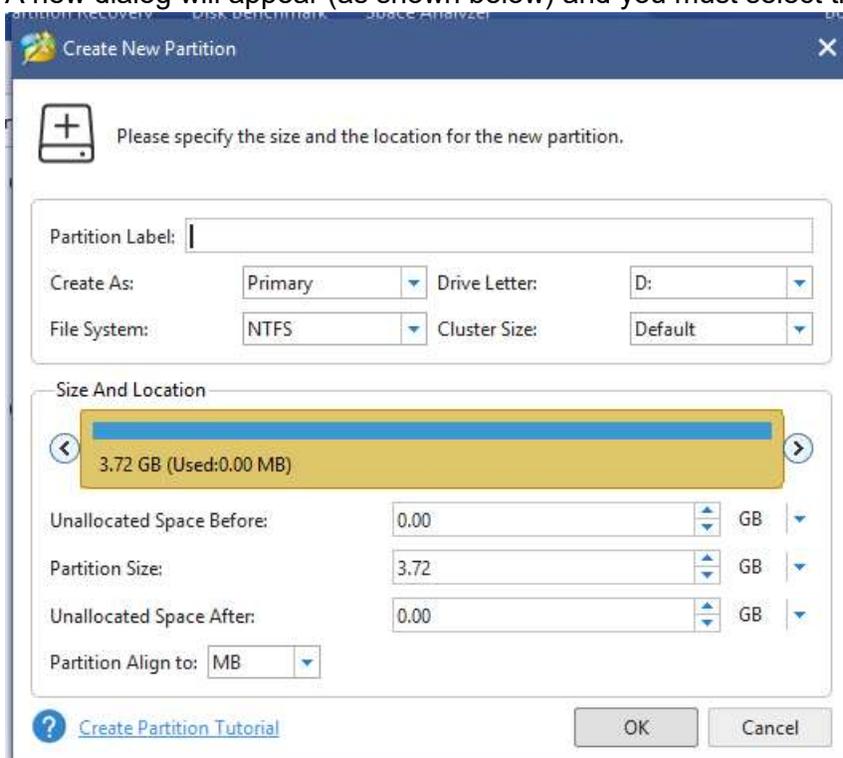
3. Now, assume that you have an external drive that you plug in. The interface updates accordingly to show the additional drive
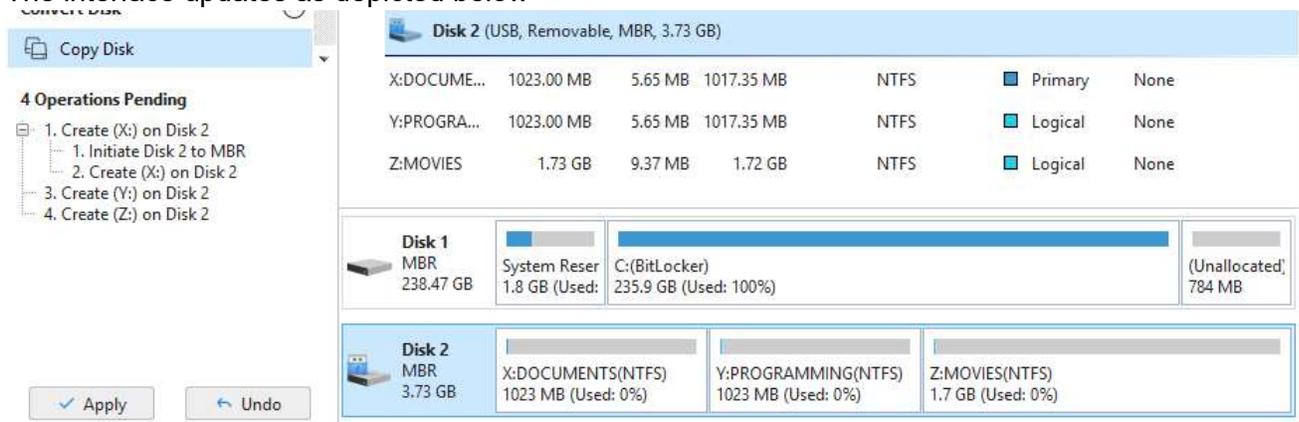
Partition	Capacity	Used	Unused	File System	Type		Status
Disk 1 (LITEON L8H-256V2G-HP SATA, MBR, 238.47 GB)							
*:System Reserved	1.81 GB	514.35 MB	1.30 GB	NTFS	■	Primary	Active & System
C:	235.90 GB	235.90 GB	0 B	BitLocker	■	Primary	Boot
*:	784.34 MB	0 B	784.34 MB	Unallocated	☐	Logical	None
Disk 2 (USB, Removable, MBR, 3.73 GB)							
*:	3.73 GB	0 B	3.73 GB	Unallocated	☐	Logical	None

Disk 1 MBR 238.47 GB	System Reser 1.8 GB (Used:	C:(BitLocker) 235.9 GB (Used: 100%)		(Unallocated) 784 MB

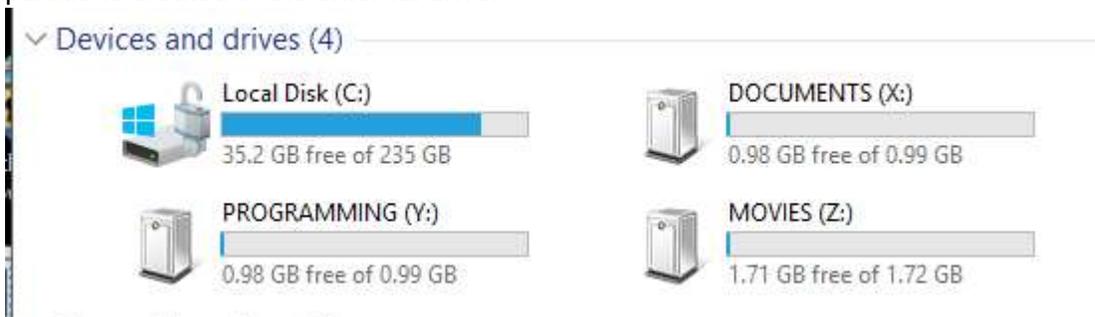| Disk 2 MBR 3.73 GB	(Unallocated) 3.7 GB

4. 'Disk-2' has appeared and it is a 3.72GB removable drive. So now we'll create one partition for documents.

5. Right click on the 'Disk-2' at the bottom and on the popup menu that appears, select 'Create'

6. A new dialog will appear (as shown below) and you must select the details of the partition

Create New Partition ✕

＋ Please specify the size and the location for the new partition.

Partition Label: |

Create As:	Primary ▼	Drive Letter:	D: ▼
File System:	NTFS ▼	Cluster Size:	Default ▼

Size And Location

‹ 3.72 GB (Used:0.00 MB) ›

Unallocated Space Before:	0.00	⬍	GB	▼
Partition Size:	3.72	⬍	GB	▼
Unallocated Space After:	0.00	⬍	GB	▼

Partition Align to: MB ▼

? Create Partition Tutorial   OK   Cancel

7. You must now enter the details of the partition

    a. Enter the label DOCUMENTS

    b. Select a drive letter X

    c. Make the size 1GB

8. Click OK

9. At this point, it should be made clear that with partition manager software, actions first appear on the interface but they have to be applied later. The application keeps a record of pending operations which appears on the bottom left of the application window.

10. Repeat steps 5, 6 and 7 for a 'programming' partition of 1GB

11. Repeat steps 5, 6 and 7 for a 'movies partition of the remaining space

12. The interface updates as depicted below

13. Click the 'Apply' button on the bottom left. The application will process the operations and in few minutes the changes will be applied.

14. Once done, if you open up the 'This PC' shortcut of windows, there will be (4) drives, 3 of which are the partitions created in the external drive.

You have to be **extra-careful** when manipulating partitions so as to not render your system unusable. Think carefully, and double-check when dealing with partitions that are marked as Active or System or Boot