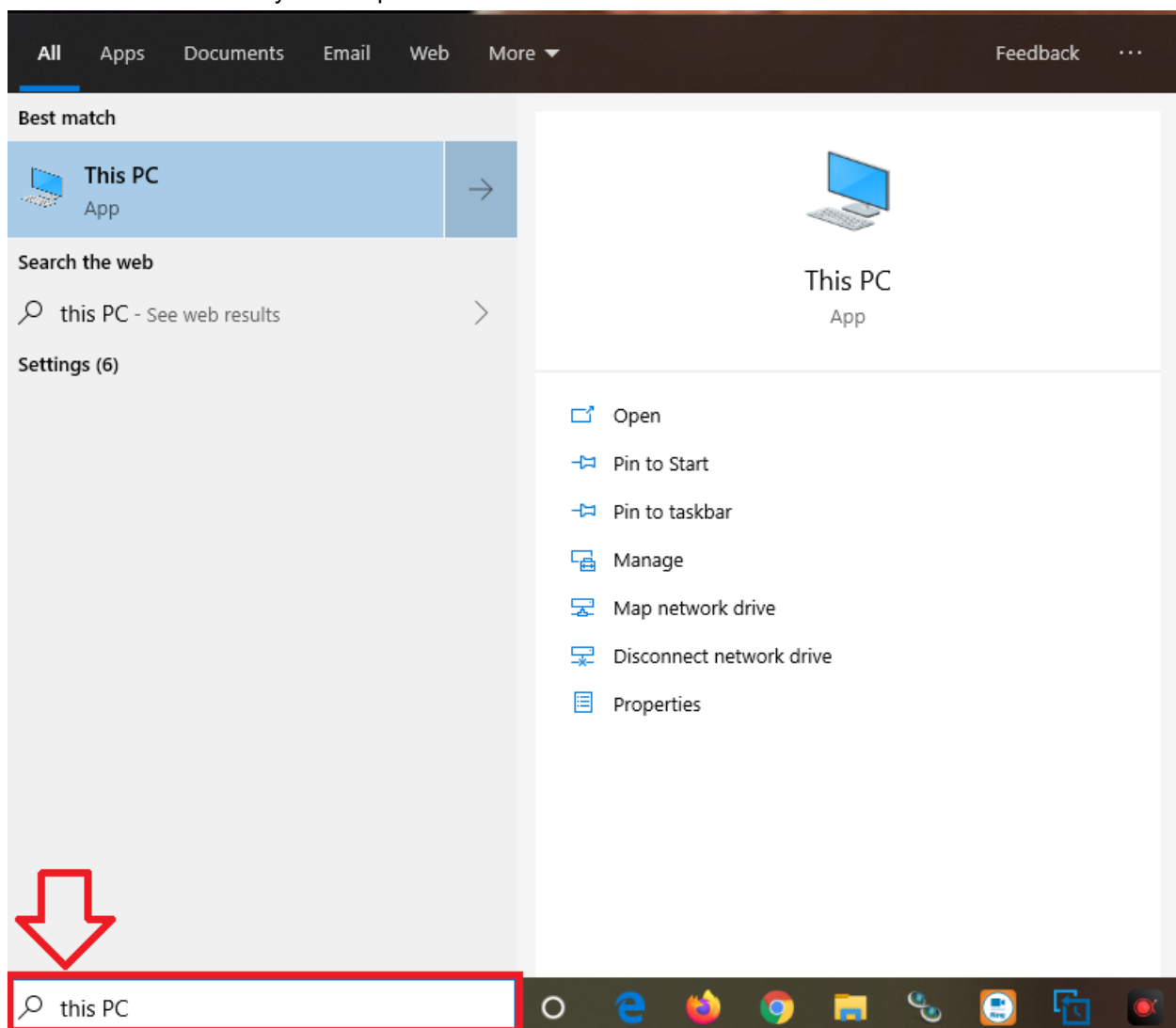


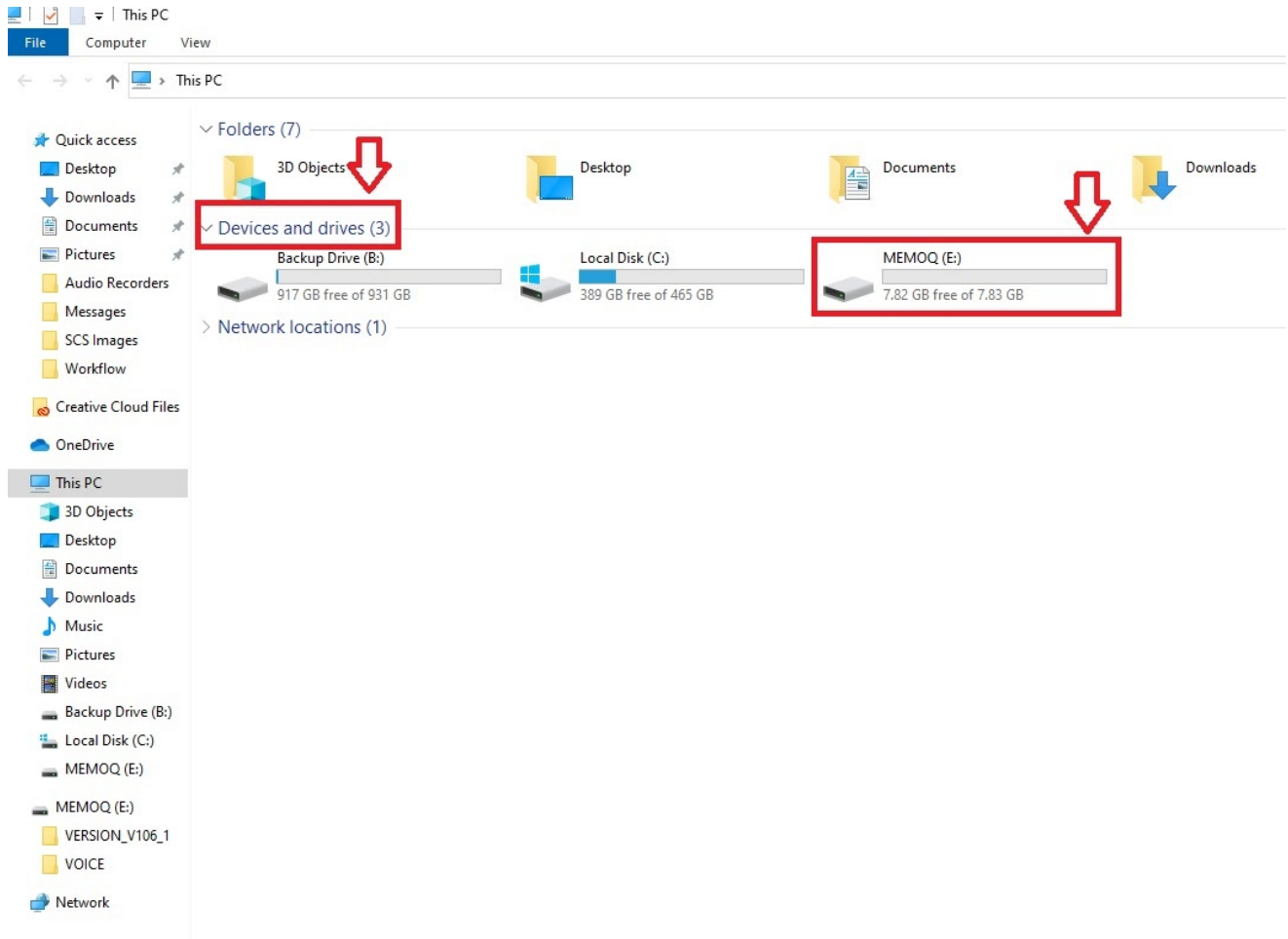


HOW TO FORMAT SD CARDS, AUDIO RECORDERS & BODY WORN CAMERAS ON A WINDOWS COMPUTER

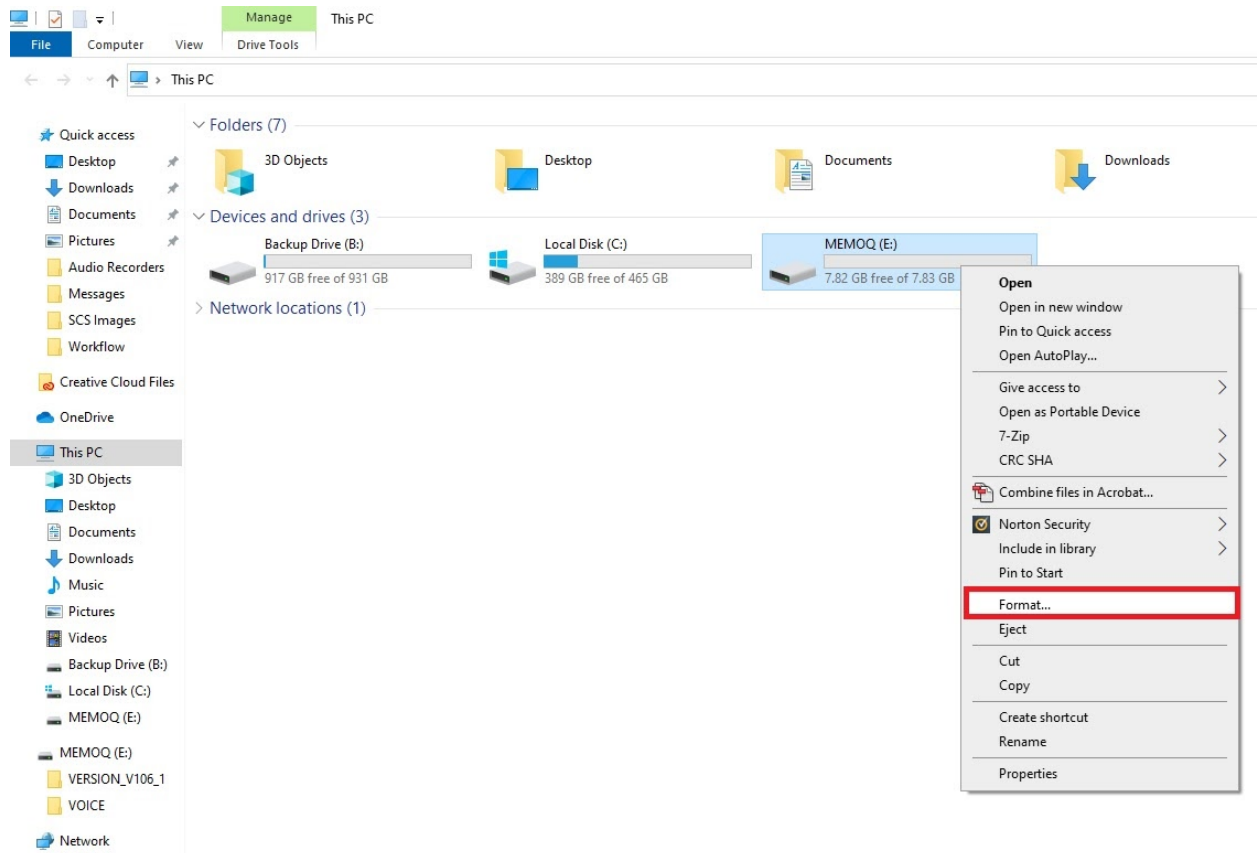
1. Start by inserting the SD Card / Audio Recorder or Body-Worn Camera into the computer.
2. Once you have inserted the SD Card / Audio Recorder or Body-Worn Camera, you will want to locate the removable drive. You can locate the removable drive in a few different ways; in some cases, your computer will prompt you to open the file folder (which will take you to the removable drive), or you can search for **"This PC"** in your computer's search bar.



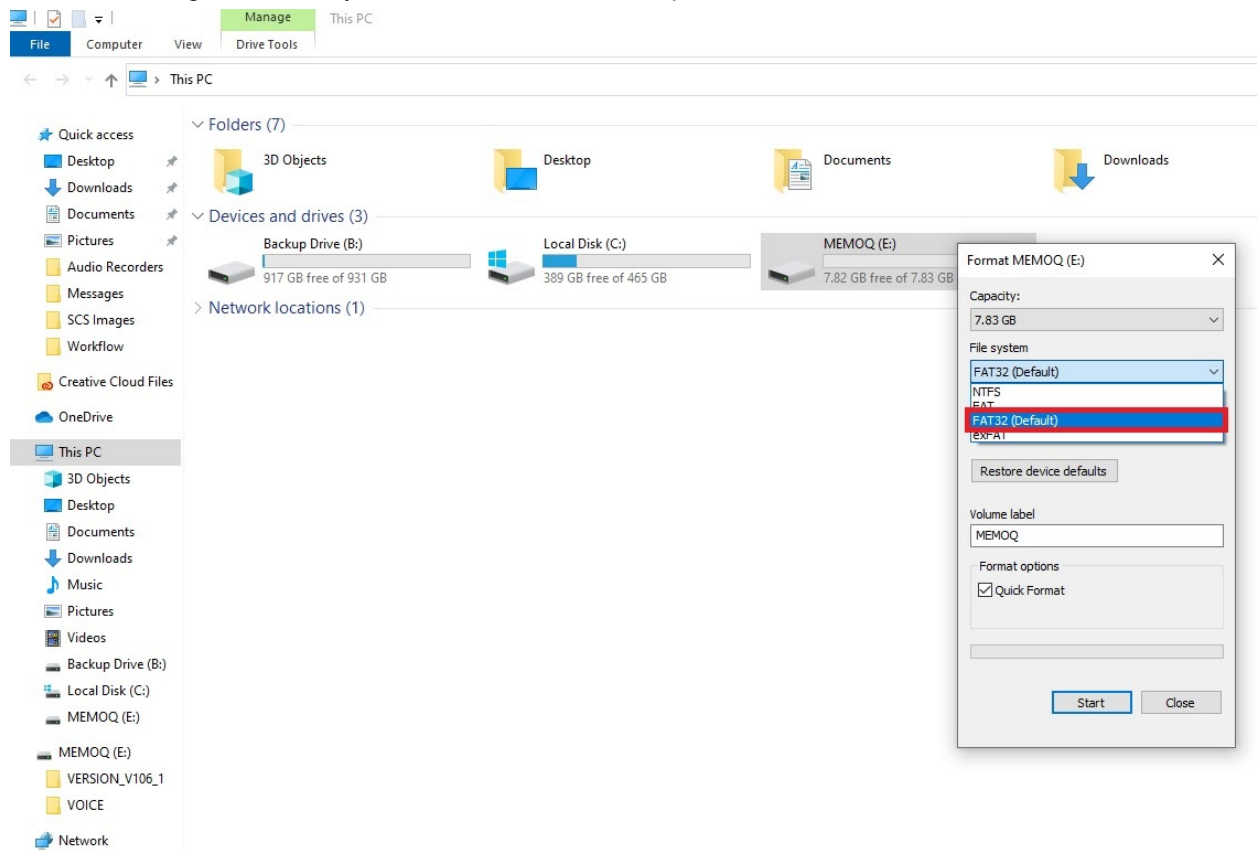
3. Under **“This PC,”** you will see an option that says **“Devices and Drives,”** which is where the SD Card / Audio Recorder or Body-Worn Camera should be populating. The name of the drive may vary depending on the SD Card / Audio Recorder or Body-Worn Camera that is plugged into the computer.



4. Once you've located the removable drive you are looking to format, go ahead left click on the drive once to select it, then right-click the mouse once, giving you a drop-down menu. Towards the bottom of the drop-down menu, you will see the option to **"FORMAT."** Go ahead and select the format option and run the program.



5. When running the format, you can use the defaulted option, which should be “FAT-32.”

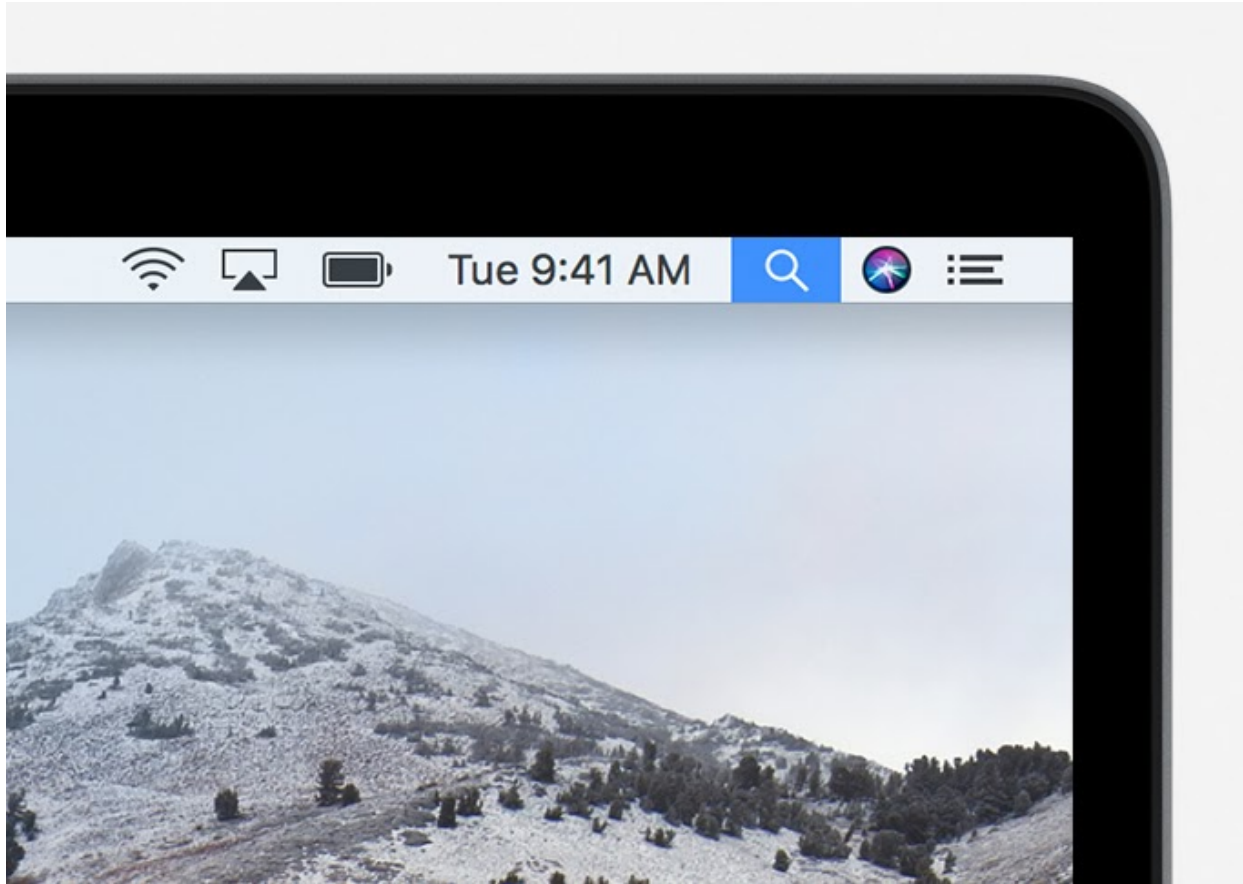


6. Once the format has completed, unplug the SD Card / Audio Recorder or Body-Worn Camera from your computer, and you should be set and ready to go!

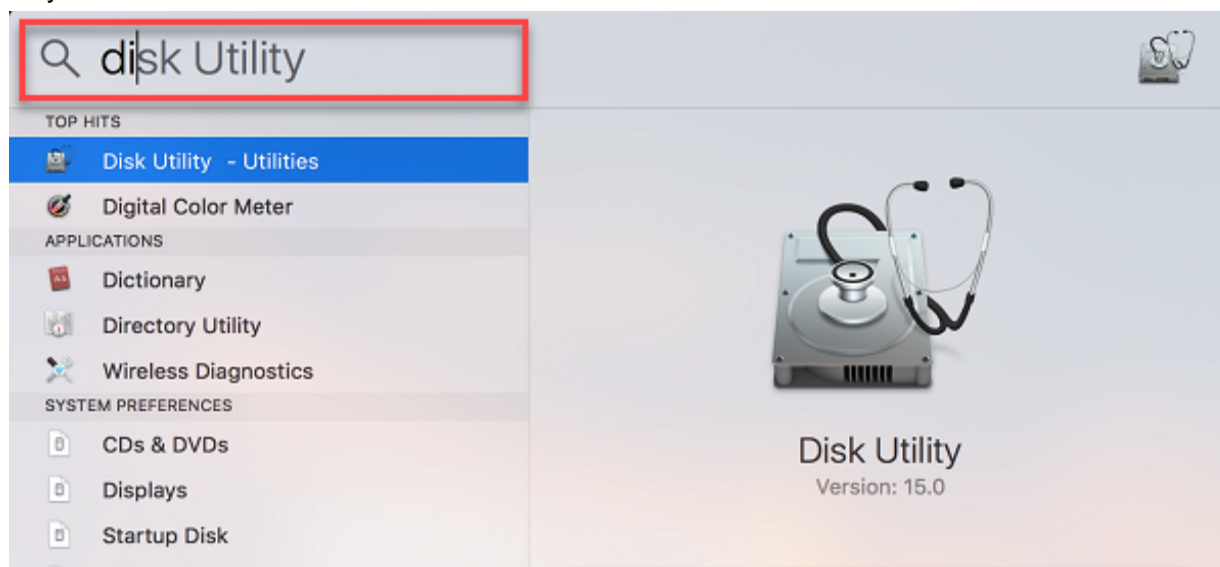


HOW TO FORMAT SD CARDS, AUDIO RECORDERS & BODY WORN CAMERAS ON A APPLE COMPUTER

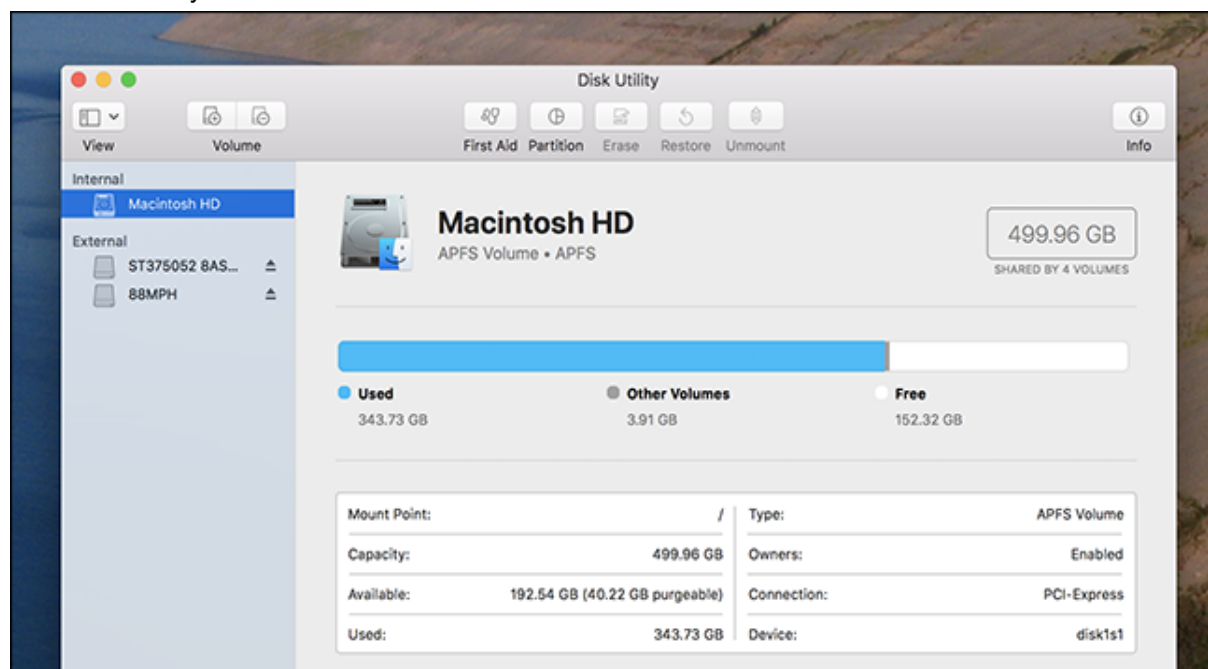
1. Start by inserting the SD Card / Audio Recorder or Body-Worn Camera into your computer.
2. Now, you will need to open up the “**Disk Utility**” application on your computer. You can search for this by clicking the magnifying glass in the top right-hand corner of your computer.



3. Once you have opened the “**Disk Utility**” application, locate the SD Card / Audio Recorder or Body-Worn Camera.



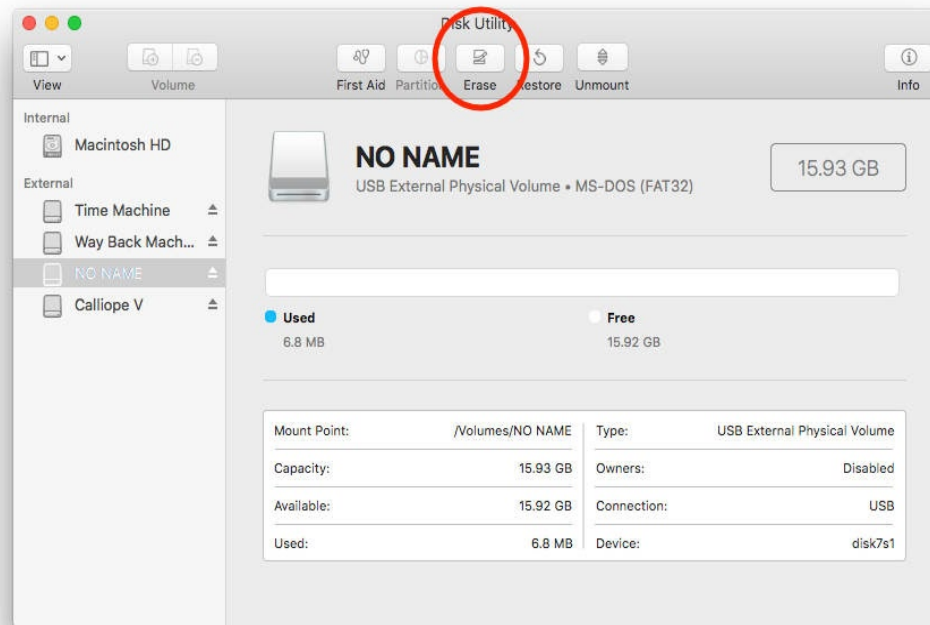
4. On the left-hand side of the “**Disk Utility**” application, you should see the internal HDD, and underneath it is where you should see “**External**,” which is where the SD Card / Audio Recorder or Body-Worn Camera will be populating. The drive’s name may vary, depending on the SD Card / Audio Recorder or Body-worn camera.



5. Go ahead and select the drive. At the top of the application is an option that says “**Erase.**” Click it. From there, a prompt comes up to rename the drive (you can name it whatever you like).

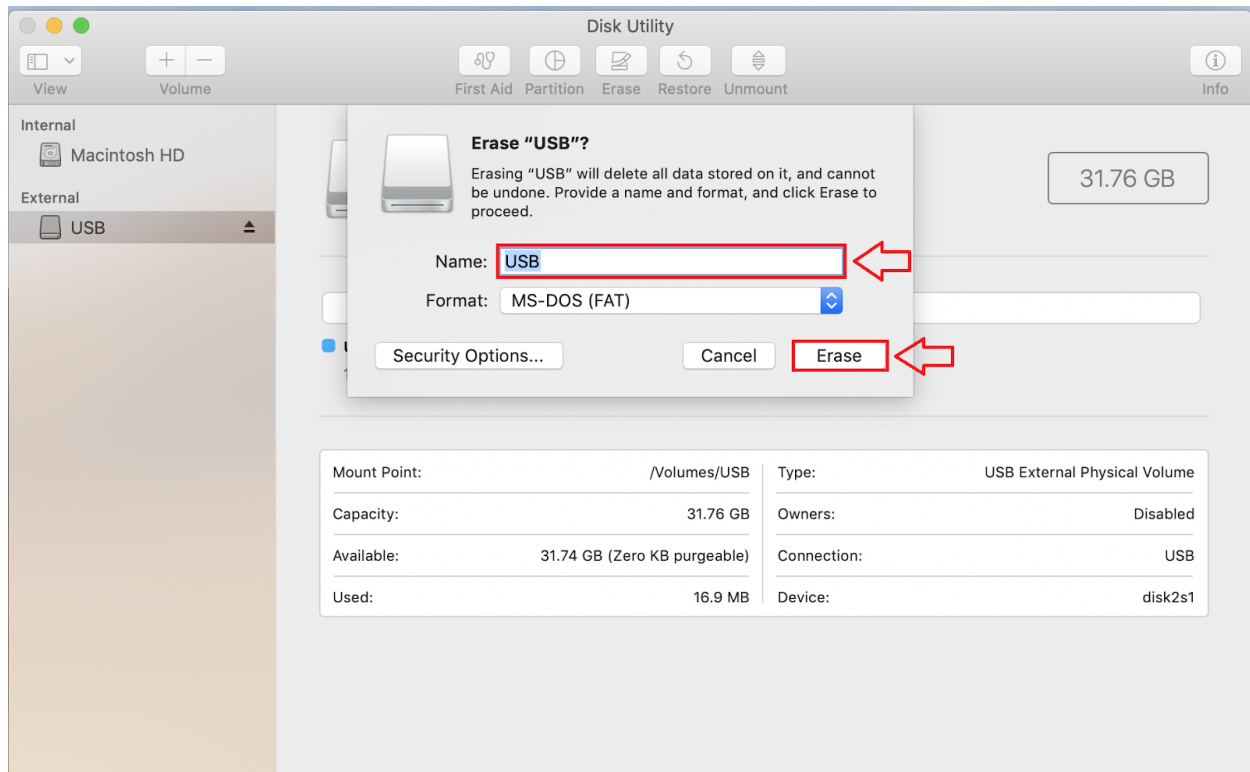
NOTE:

Some OS versions of Mac will offer this extra selection under the Disk Utility: Erase "Scheme" Options. This refers to the partition map to use in your flash drive. If you want to use the flash drive only with Macs, use GUID Partition Map by default, but if you're going to use it with other PCs (or as a boot drive for old PCs), choose Master Boot Record. Apple Partition Map is only for PowerPC-based Macs.



6. Now, select what format to use; click the drop-down menu next to where it says “Format.” Select the option that says “**MS-DOS (FAT)**.” Once the file is renamed and the correct format selected, hit “**Erase**” in the bottom right-hand corner of that pop-up menu.

(NOTE) If a Scheme option is available, make sure to choose **Master Boot Recorder**. The Scheme will default to GUID Partition Map which is only usable with a Mac computer. By changing it to Master Boot Recorder the device will be in the correct format to record new files.

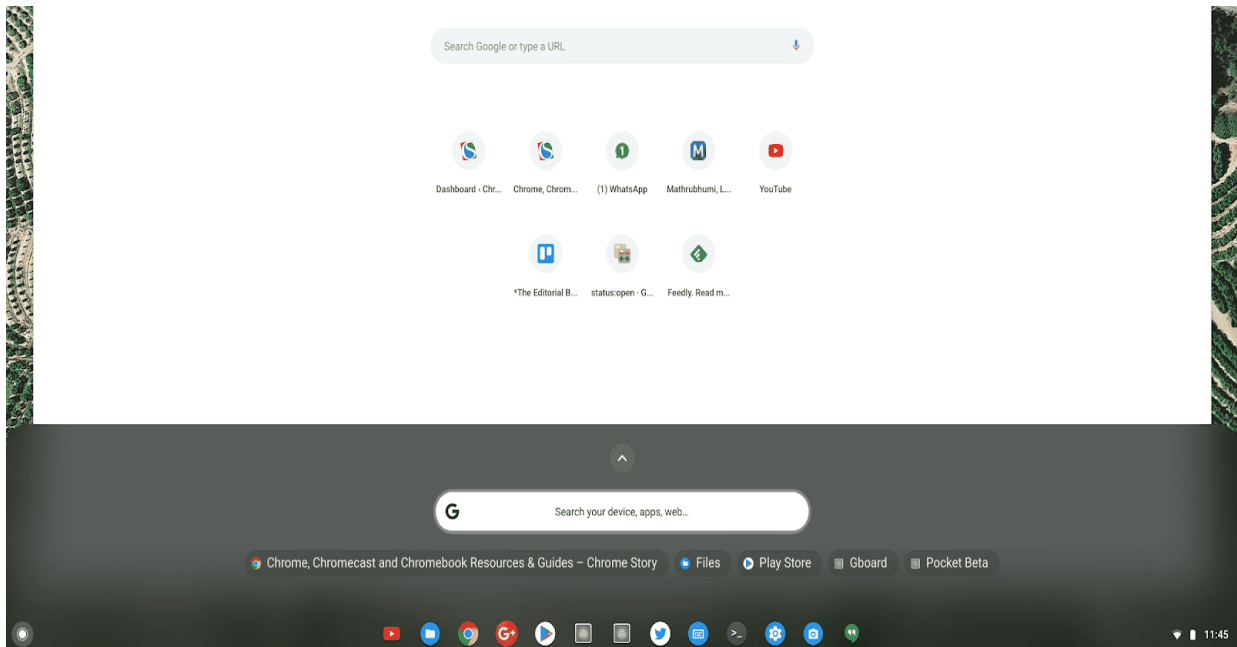


7. Upon completion of the format, unplug the SD Card / Audio Recorder or Body-Worn Camera from your computer, and you should be set and ready to go!



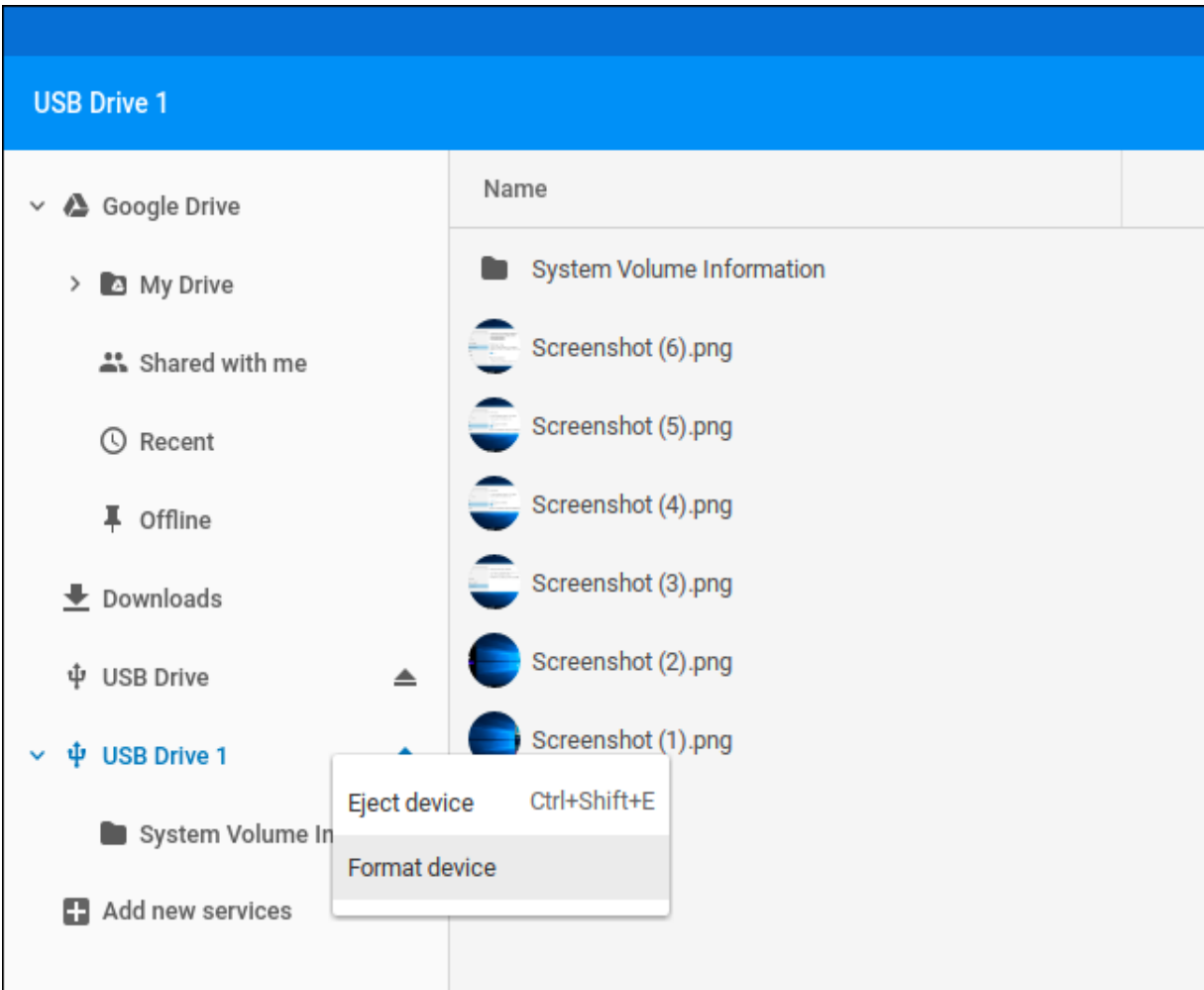
HOW TO FORMAT SD CARDS, AUDIO RECORDERS & BODY WORN CAMERAS ON A CHROMEBOOK

1. Start by inserting the SD Card / Audio Recorder or Body-Worn Camera into your Chromebook.
2. In some cases, your computer might automatically populate the removable drive. If your computer does not, you can click on the search button in the bottom left-hand corner and type in **“Files.”**



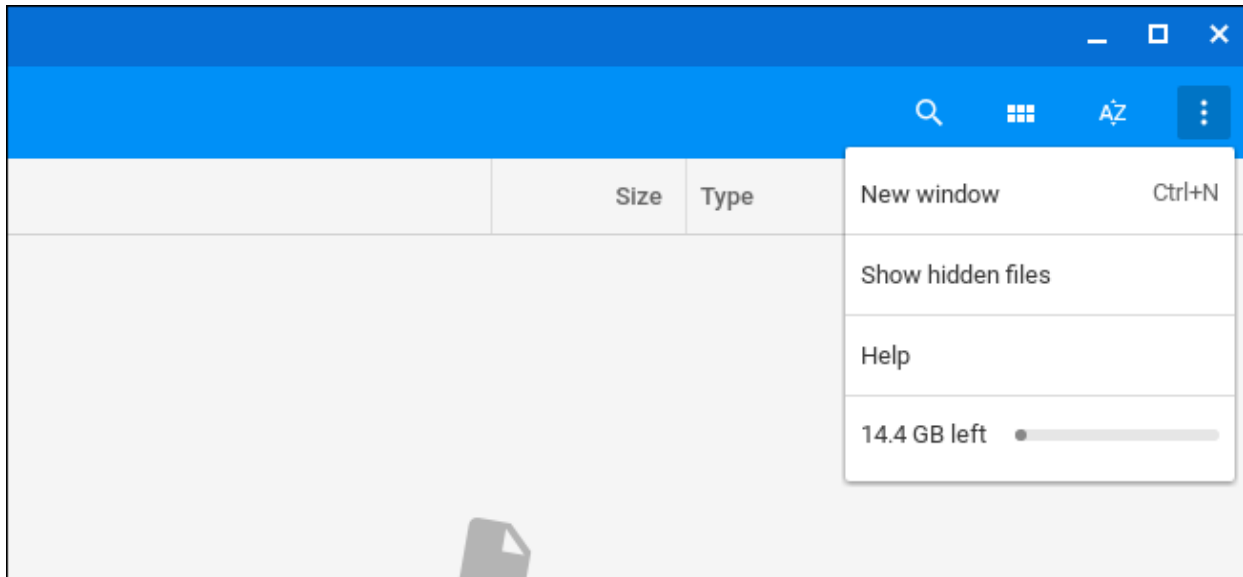
3. Once you have opened up the “Files,” we will need to locate where the SD Card / Audio Recorder or Body-Worn Camera are populating.

4. The SD Card / Audio Recorder or Body-Worn Camera should populate on the left-hand side. Typically, they will populate on the bottom of the left-hand side of the application underneath the “**Google Drive**” option. Click on it to select it.



5. Once you have located the SD Card / Audio Recorder or Body-Worn Camera, there are two different ways you can perform the format. The first way would be right-clicking with your mouse on the SD Card / Audio Recorder or Body-worn camera. When you right-click, you will get a drop-down menu. Within the drop-down menu, you will see your format option (picture above). Go ahead and click it and run the program.

6. The second way you can format the SD Card / Audio Recorder or Body-Worn Camera is by selecting the drive, and then you will see three dots in the top right-hand corner. If you click the three dots, you will see a drop down menu with the format option being down towards the bottom. Go ahead and click on that and run the program.



7. Upon format completion, remove the SD Card / Audio Recorder or Body-Worn Camera from your computer and begin recording!

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