

THE COMPUTER CORNER

No. 161: Repartitioning

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Last month I harped on partitioning a hard drive into logical C:, D: and E: drives, with the aim of putting Windows on C:, programs on D: and your creations on E:. That makes it easy to back up the stuff that really needs backing up – your creations. That includes your pictures, letters, other documents and any other files you put together that cannot be replaced. Just copy everything on the E: drive to a couple of CDs or a single DVD and you are covered. After that, your machine could blow up and you could buy a new one and copy all your stuff to the new E: drive. Simple! But how do you repartition?

First, lets simplify. Let us suppose you have no problem with both Windows and programs on your C: drive. In that case, you only need to add a D: drive for all your creations. Basically then, you need to repartition that C: drive to a C: and a D:. You need a tool. But first, CYA. As always when making system wide changes, copy any files from your hard drive that you cannot be without to CDs or DVDs.

Good, now, get the tool. Go to <http://www.partition-tool.com> and download the free Easeus Partition Master Home Edition. Right side of the screen. FREE. At this writing, the version is 8.0.1. That is your tool. Install it. It will make the job a snap. This is a free tool that replaces the older Partition Magic that may or may not work with your system.

Run Partition Master. You will be presented with a lot of stuff, but basically your aim is to reduce the size of your C: partition in order to make room to create a D: partition. In the pane on the left, click **Resize/Move Partition**. Now comes a decision you need to make.

How big do you want the D: partition? Take a look at the size of your C: partition (which currently fills the entire hard drive). The shadowing will show you how much space you currently use. Could you reduce it to $\frac{3}{4}$ of the current space? If you have a 500 Gb hard drive, that would mean reducing the C: partition to 375 Gb and leave 125 Gb for a D: partition. On the other hand, if you don't have a huge number of pictures, I recommend no more than 100 Gb. Your letters, compositions, notes, etc., along with a few pictures, will never fill 100 Gb. My partition, with a whole lot of letters and other files (like this article) and perhaps 3 dozen pictures takes less than 3 Gb! So, 100 Gb is a reasonable target for now. And realize that you can change all this a month from now if you find your proportions need adjusting. Lets continue with the assumption that you have a 500 Gb hard drive, and want 100 Gb set aside for a D: drive.

So, you have clicked **Resize/Move Partition**. In the dialog that pops up, press the tiny down arrow on the **Reduce partition size to** until it reaches 400 Gb (about 400,000 Mb). Make sure the **Unallocated before** remains zero. Click OK. You have now prepared to reduce your C: drive by $\frac{1}{4}$ and you will have 100 Gb of unallocated space after it. And you can see a new entry in the list of partitions with that 100 Gb space. Click it to highlight it, and you will see a Create Partition entry in the pane on the left. Click it. In **Partition label**, type New Partition. Leave the **Create as** as it is, probably NTFS. If the C: drive happens to be FAT32, then select that in the **Create as** box. In the **Drive letter** pull down box, select D if you can, but if you have a CD ROM drive, it probably has already been allocated D:. In that case, call it N (for new) or X or any other drive letter that is available. Make sure the **Unallocated before** is zero, the **Partition size** is 100 Gb and the **Unallocated after** is zero. Click OK. Now, select **Format partition** from the left pane and let it format as it wishes. Now, exit Partition Master (or try to) and it will show you the

number of operations it has to do and will want to know if you want it to reboot after it is finished. Select Yes. That is pretty much it. It will do the job and reboot.

After reboot, you should now have a newly formatted, new partition listed as D: or N: or X: or whatever you selected during the previous operations. Make a new folder in it named **LETTERS**. Go to My Documents and transfer all your letters to it. Then make a new folder named **HAM STUFF**. Go to My Documents and transfer all your ham stuff to it. OK, you have the idea. You are now moving all your creations to the new partition. Don't bother moving any programs. That is unnecessary and they won't work anymore. If you wanted to move any installed programs, you would have to uninstall them first, then reinstall them on the new partition. This is not an issue, anyway, since moving programs is not needed. Just your creations.

Take a couple of days to move your creations to the new partition. You will undoubtedly move stuff around a bit, as you find, for example, that you need several sub-folders under **HAM STUFF**. Enjoy the organizational work. It will pay off.

When you think you have all your personal creations cleaned off the C: partition and moved to the new partition, burn a DVD or a couple of CDs. Do that every three months. You are safe. Your creations are now logically segregated and back ups are a snap. Happy Computing!