





Proper Removal of your USB/FlashDrive/ThumbDrive

Do you just pull your USB Drive out of the computer and go on with your day? If you do, that's not really the proper way to do it and if you keep doing it that way, you could end up ruining your USB Drive. The following instructions will guide you to properly remove a USB Drive from your computer.

There are several ways you can do this. Please read through them and choose the one that you feel the most comfortable with. The first one has a few less steps than the second or the third, so we'll start there.

The first way to Safely Remove your Hardware, locate the USB Icon  in the bottom right hand corner of the screen. Left click on the icon, a pop up will appear with the following text "Safely remove USB Mass Storage Device – Drive (E:), you will Left click on this message and when your computer has stopped accessing the USB Drive and it is ready to be pulled you will receive this message "Safe to Remove Hardware" "The 'USB Mass Storage Device' Device can now be safely removed from the system. Once you see this message you can safely remove your USB Drive.

The second way to safely remove your USB Drive, Double click on the My Computer icon on your desktop and find the drive that your USB Drive is listed under. (It will usually be listed under a "Removable Disk" letter). Right click on that drive and choose Eject. You can then remove the USB Drive with no risks of ruining anything.

The third way is to use your Safely Remove Hardware icon, locate the USB Icon  in the bottom right hand corner of the screen. Double click on that icon. Highlight the choice that says "USB Mass Storage Device" and click on the Stop button. Next, find the entry for your USB Drive and click on it so it's highlighted. Click OK. You will then see a little pop up window in the bottom of your screen telling you that it's now safe to remove the hardware. Once you see that, you can remove the USB Drive and go on your way.

As you can see, all three ways are very easy, but you need to make sure you do at least one of them, in order to keep your USB Drive safe!

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