

## Handout 3: Safe Removal of a Flash Drive

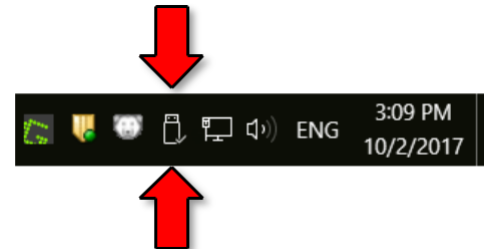
In order to prevent data loss, it is important to follow certain safety measures before removing a device.

1

First, and MOST important, **close** all open windows. **Check** your **taskbar** for blue underlined buttons very carefully.

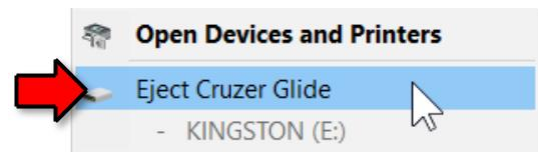
2

On the taskbar, in the Notification Area, with the help of your ScreenTips, **find** the **Safely Remove Hardware and Eject Media** icon.



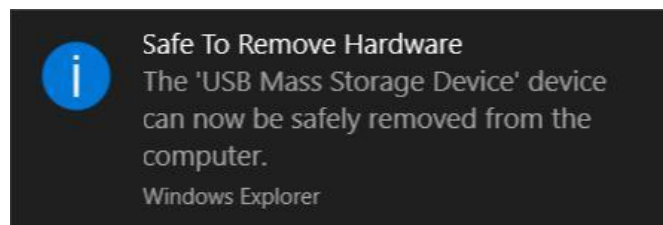
3

Once you have found the correct icon, **click** on it. When you do, a menu will appear momentarily. **Click** on **Eject Cruiser Glide**.



4

**Wait** for a few seconds. If a notification appears at the bottom of the screen saying it's safe to remove the flash drive (pictured below), you may **remove** the drive from the computer.



If a warning dialogue appears instead (pictured below), it means that the flash drive is still in use. Make sure that **all** folders and files are indeed closed and then go back to **step 2**. This is **very important** to protect against data loss.

