

## How Do I Format My Flash Drive in Windows 7?

- 1. Insert the drive into a USB port on your computer.
- 2. If you see an "Autoplay" window pop up when you insert the Flash Drive that says "Removable Disk" and a drive letter, click on "Open Folder to View Files"



3. If the Autoplay window does not come up, click on Start  $\rightarrow$  Computer





- 4. Copy all the files from the drive onto your desktop so that you have a backup of the files (reformatting erases the drive)
- 5. Right-click on the flash drive icon (from the desktop or My Computer dialog)
- 6. Choose "Format"

Capacity:		
1.87 GB		
File system		
FAT32		
Allocation un	it <mark>s</mark> ize	
4096 bytes		
Format opt	uons	
Create	an MS-DOS startup disk	
	Start N	Close

- 7. Under "file system" choose "FAT32"
- 8. If the "Quick Format" option is not checked, the reformatting process could take several minutes. Click on "Start"



9. When the format process is completed, click on "OK"



10. Click on "Close" to complete the process

<u></u>					
Format Removable Disk (J:)					
Capacity:					
1.87 GB 👻					
File system					
FAT32					
Allocation unit size					
4096 bytes 🔹					
Restore device defaults Volume label					
Format options          Quick Format         Create an MS-DOS startup disk					
Start Close					

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11. To properly remove the flash drive, right-click on the Drive and select "Eject"

Removable Diale (b)				
🛛 🖵 Angie		Expand		
D 🖵 CIAS T	s	Shared Folder Synchronization	•	
		Open in new window		
🛛 학 Networl		Turn on BitLocker		
		Share with	•	
		Open as Portable Device		
	16	Combine supported files in Acrobat		
		Identity Finder	•	
$\leq$	۵	Scan for threats		
		Format		
		Eject		
THE OWNER		Cut K3		
		Сору		
		Rename		
Can Ca		New	•	
		Properties		

12. You will see a message pop up in the lower right-hand corner saying "Safe To Remove Hardware." Remove the flash drive from your computer.