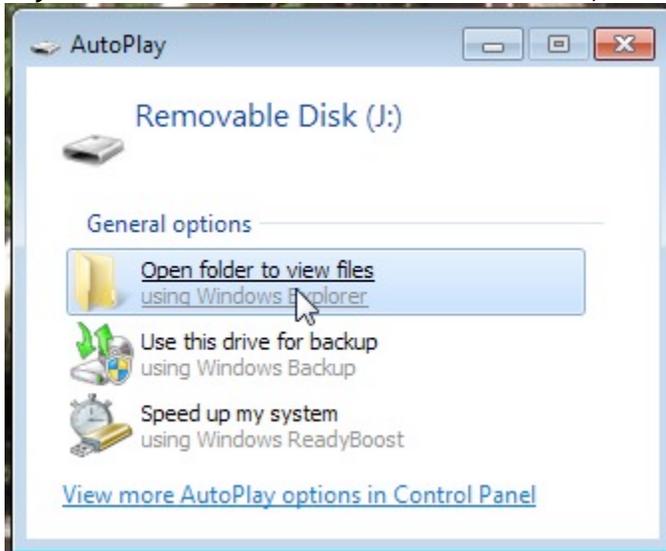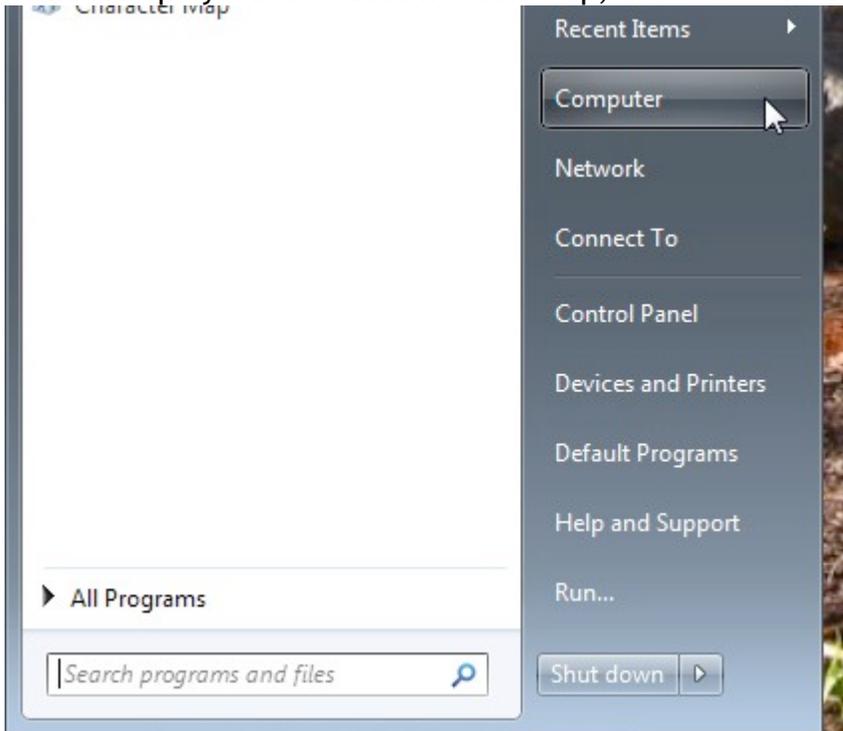# How Do I Format My Flash Drive in Windows 7?
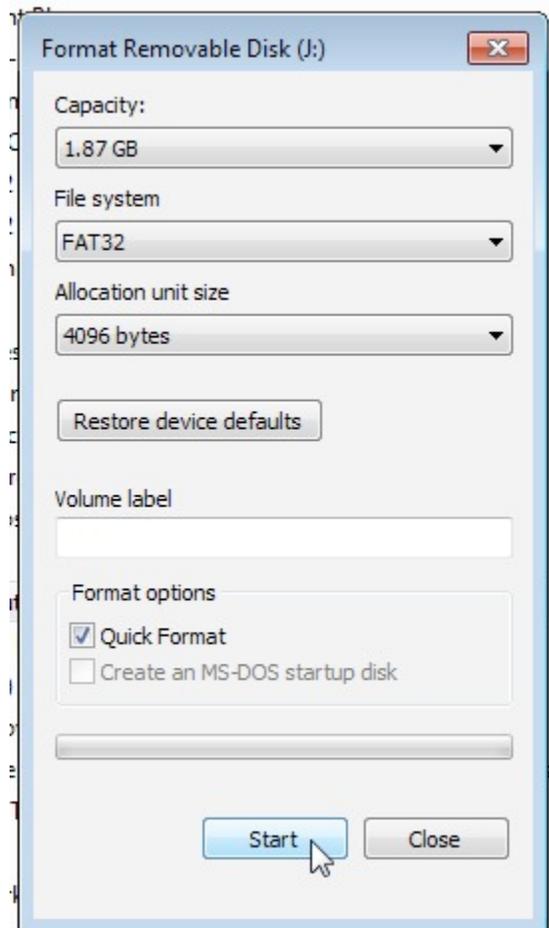
1. Insert the drive into a USB port on your computer.

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 → Computer
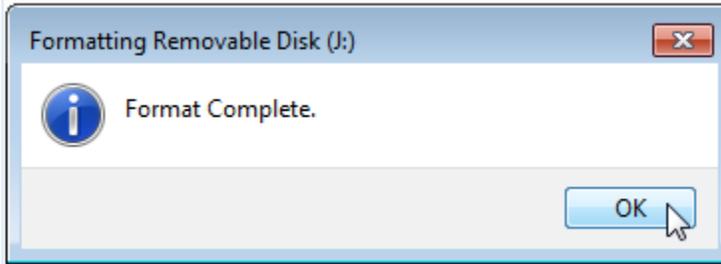
4. Copy all the files from the drive onto your desktop so that you have a backup of the files (reformatting erases the drive)

5. Right-click on the flash drive icon (from the desktop or My Computer dialog)
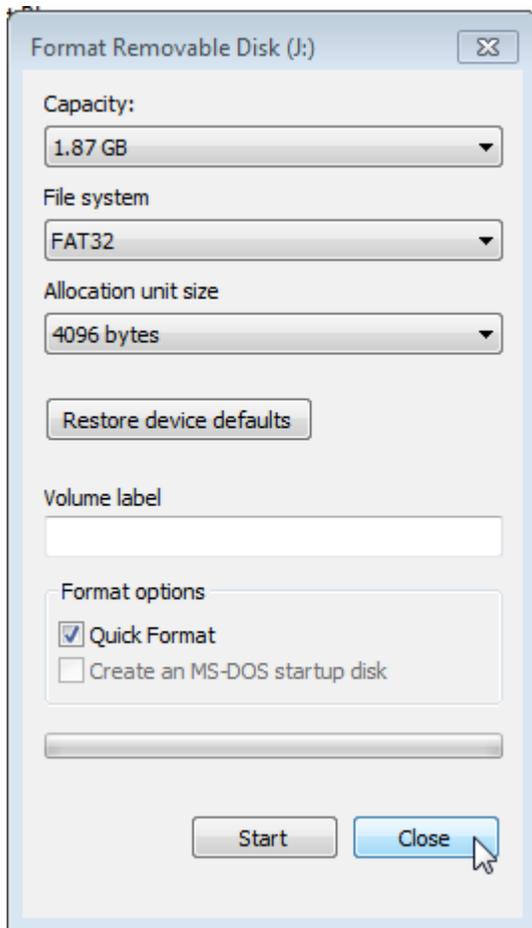
6. Choose "Format"

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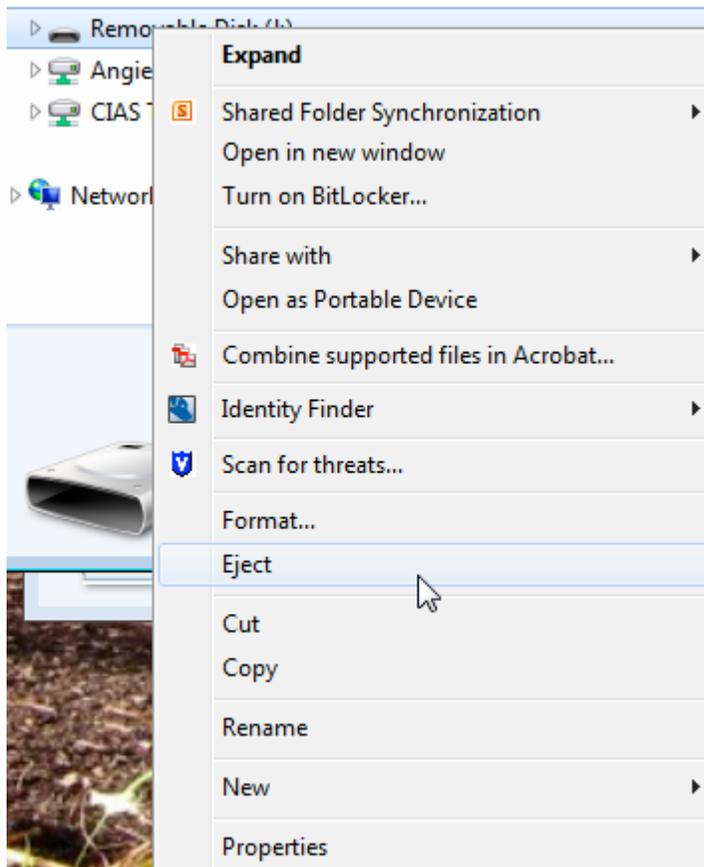
9. When the format process is completed, click on "OK"

10. Click on "Close" to complete the process

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

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.