How to format Removable storage:



Open My Computer Icon and right click on the removable disk and choose format

NOTE: Leave Capacity as stated, leave File System as FAT32, leave Allocation Size as Default and leave Volume label Blank. Leave all Format options Unchecked.

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Enable Compression ☐ Create an MS-DOS startup disk	Format options Quick Format Enable Compression Create an MS-DOS startup	disk

lick on Start

Format F	temovable Disk (F:)	×
	WARNING: Formatting will erase ALL data on th To format the disk, click OK. To quit, click CANC	is disk. EL.
	OK Cancel	

Click on OK (Make sure you have saved all your data before doing this)

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3.68 GB	¥.
<u>Fi</u> le system	
FAT32	-
Allocation unit size	
Default allocation size	-
Volume label	
Format options	
Cuick Format	
Enable Compression	
Create an MS-DOS startup disk	

You will see a progress bar moving across the screen from left to right



When done, click on OK and Remove the device from the computer.

In order to remove a device with removable storage from the USB port,

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	Monday

⁻ Single click on the icon as shown and choose remove

the drive number needed. You will then see the following:

	2. 20 500	4.00 054
Safely remove USB Mass Storage Device - Drive(F:)		4:55 PM
		Monday

Click on "Safely remove USB Mass Storage Device – Drive (drive letter). When done, you will see the following.

