

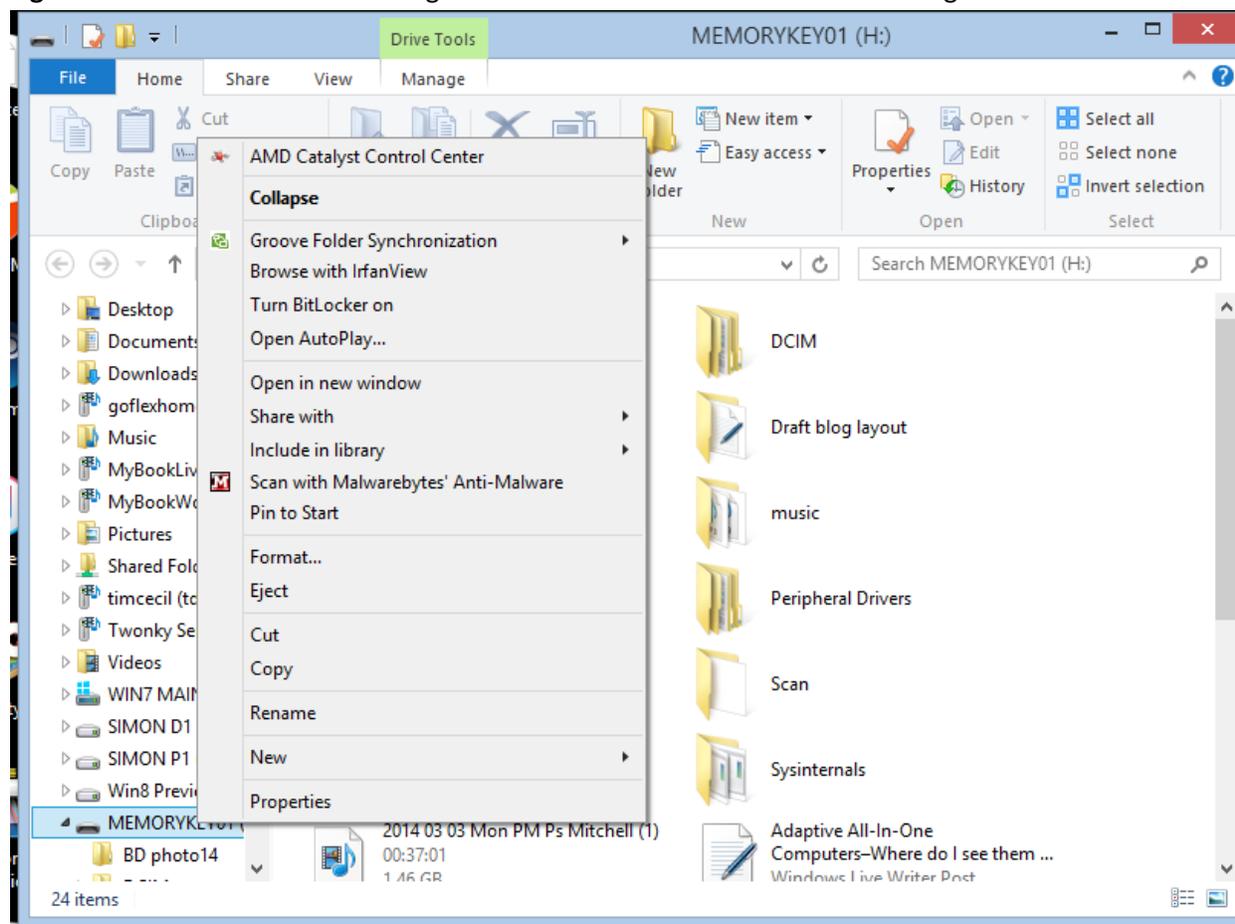
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## Reference Sheet

### How to safely remove a USB flash drive, SD card or other removable media

#### Operating System: Windows 7, Windows 8 / 8.1 Desktop

1. **Close and save any files that you are working with if the files are on the removable medium.**  
If you are working with the files in Windows Explorer, My Computer or File Explorer, close the windows corresponding to any folders on the removable disk.
2. **Within Windows Explorer, My Computer or File Explorer**
  - a. **Right-click on the drive icon** relating to the USB drive or other removable storage



- b. You will see a list of options come up relating to what you can do with this disk
- c. **Click "Eject"** to start the safe-removal process.

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- d. **Wait** until a message pops up saying it is safe to remove the hardware.

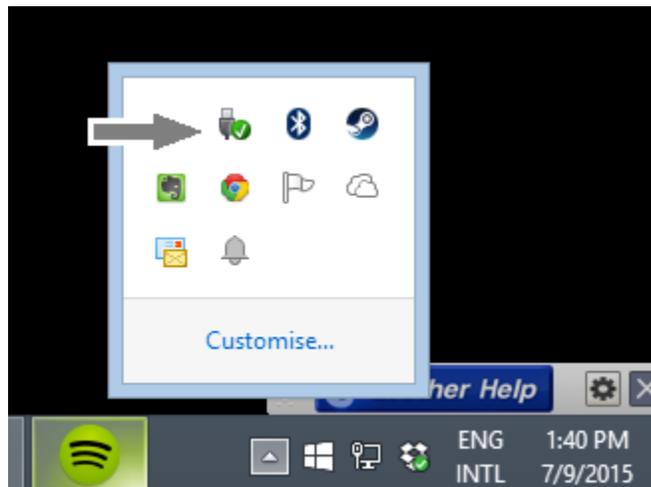


- e. **You can now remove the removable storage**

### 3. From the Desktop

- a. **Click on the “Safely Remove Hardware And Eject Media” icon** in the Notification Bar at the bottom right of your Screen on the Taskbar.

If you can't find the “Safely Remove Hardware And Eject Media” icon, click the small upward-pointing arrow dividing the Notification Bar from the Taskbar. You will see some more icons including this one.



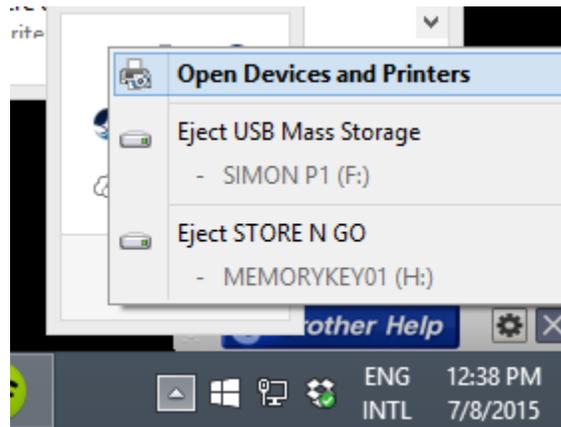
- b. **Click on the “Eject *device-name*” text or the *drive name* written in normal text** to start the safe-removal process. The drive name will also have the drive letter written beside it.

If you are dealing with a device like a camera which has integrated storage and removable storage, click on the drive name that is written in normal text to eject the

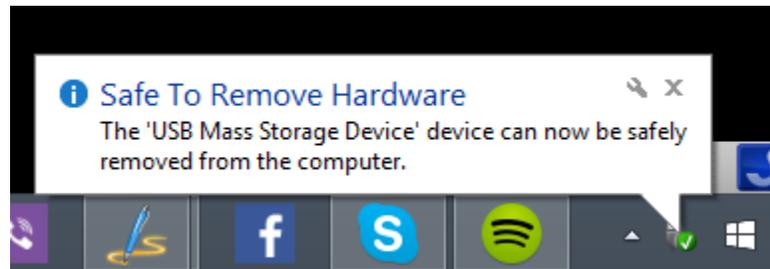
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removeable device like the SD card or click on the device name to remove the device.



- c. **Wait** until a message pops up saying it is safe to remove the hardware



- d. **You can now remove the removeable storage**

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