

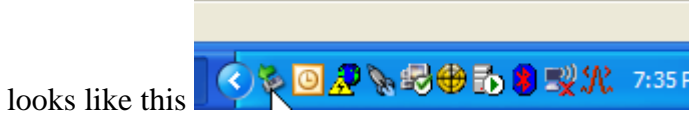
THE PROPER PROCEDURE FOR REMOVING A JUMP DRIVE

A Jump Drive is a portable device that can be used to store files. It can be used on any computer that has a USB port. This device is also referred to as a USB flash drive, thumb drive, etc.

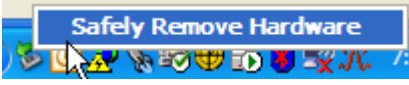
It is extremely important to remove the device properly from the computer in order to avoid the loss of any data stored on the drive.

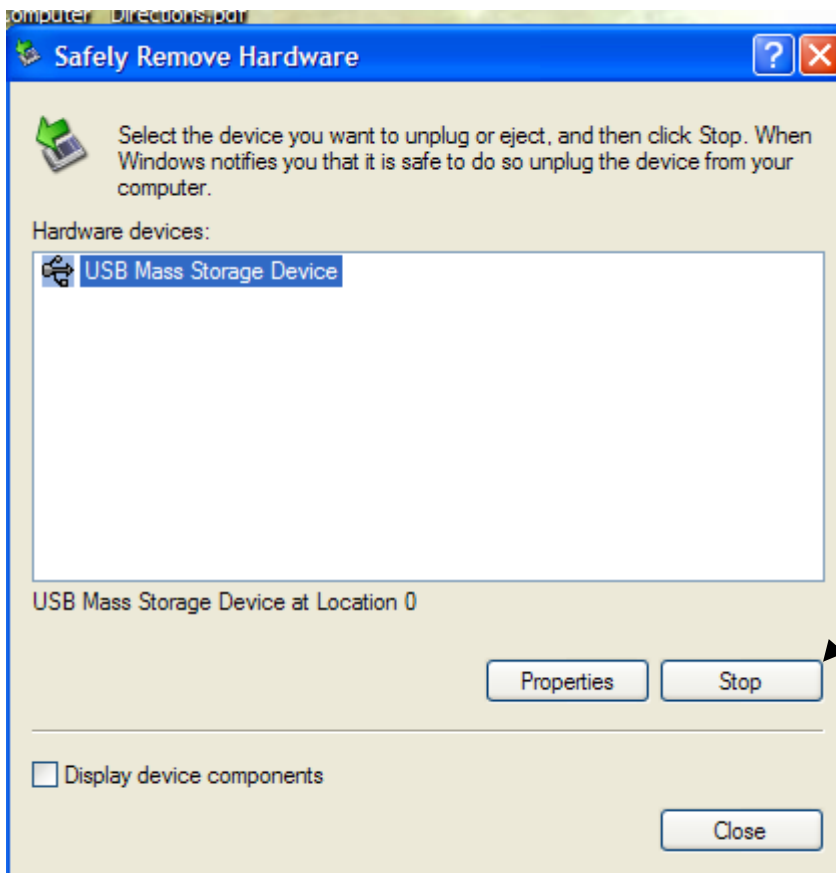
When you want to remove your jump drive it is important to stop it first. This is done by

selecting the  icon in the bottom right hand corner of your computer toolbar that



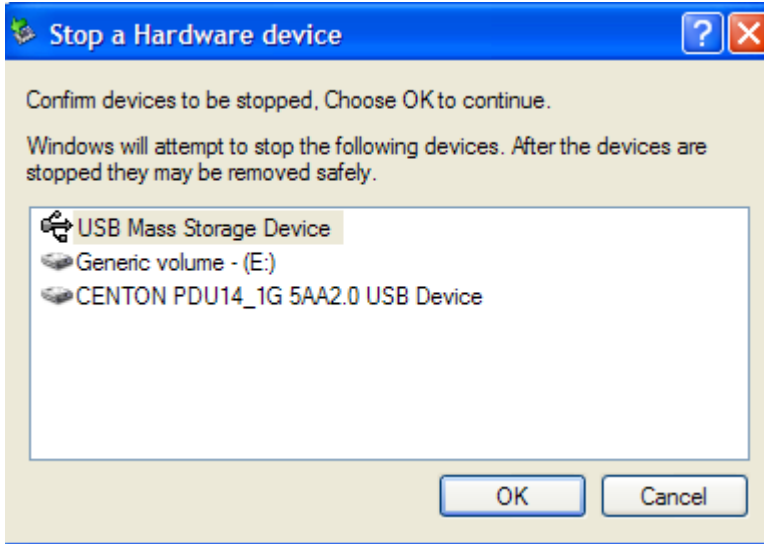
looks like this . When you right click on this icon

you will get a pop up window that looks like this  you then click on the **Safely Remove Hardware** to get another pop up window where you will stop the jump drive.



NOTE: It is possible that you may see one or more devices in the window if you have more than one device plugged into your computer, so make sure you click on the specific device that you wish to remove.

Click on the device entitled **USB Mass Storage Device** and then click **Stop**. This will cause a second pop up window to be displayed so that you can confirm that you want to stop the device. This window is where you will typically see the actual name (or company) of the device. This can be helpful when you have more than one device on your computer in a USB port.



Click **OK**.

You will then get a balloon that will tell you that it is safe to remove the drive and you will notice that the light on your device will go out. This is an indicator that the device has been stopped. If the light is still lit then it is not safe to remove the device.

If the light does not go out **DO NOT REMOVE** the device, it is possible that you still have something open that is on the drive. Try closing it and following the procedure again or try stopping the device again later. Another option is to **shut down** your computer using the standard operating procedures (**Start, Shut Down, OK**), which will allow the computer to stop the device properly.