FORMATTING A USB DRIVE

- **1.** Place the USB Drive into an empty USB slot on your computer and wait for Windows to recognize the drive.
- 2. Once the drive is recognized, double click on the "My Computer" icon. Once open the window should look like this:

ject Properties System properties	Uninstall or change a program	Map network drive	Open Control Panel
 Hard Disk Drives (1) 			
Local Disk (C:) 42.5 GB free of 74.3 GB			
 Devices with Removable Storage 	e (2)		
DVD/CD-RW Drive (D:)	KINGSTON (E:) 476 MB free of 477 I	MB	
A Network Location (3)			
Dawn (\\SMALLBLUEONE\Private\Us	ers eccpac\$ (\\smallblu	GB	manager (\\smallblueone) (Z:)

3. Look for the Removable Disk; in the case above, Windows has assigned it letter (E:)

Format Removable Disk (E)

X

4. Right click on the drive and select "Format":

() KINGSTON (E:) 476 MB free of 477 M accpac\$ (\\smallblue	Open Open in new window Turn on BitLocker		Capacity: 1.86 GB File system FAT32 Allocation unit size
) 62.3 GB free of 68.3 G	Open AutoPlay Share with Open as Portable Device Combine supported files in Acrobat Shared Folder Synchronization		4096 bytes Restore device defaults Volume label
	Format Eject Cut Copy	ze	Format options Quick Format Create an MS-DOS startup disk
	Create shortcut Rename Properties		Start

5. Select "FAT32" for 2GB drives or higher (for drives lower than 2GB "FAT" is sufficient) and click start.