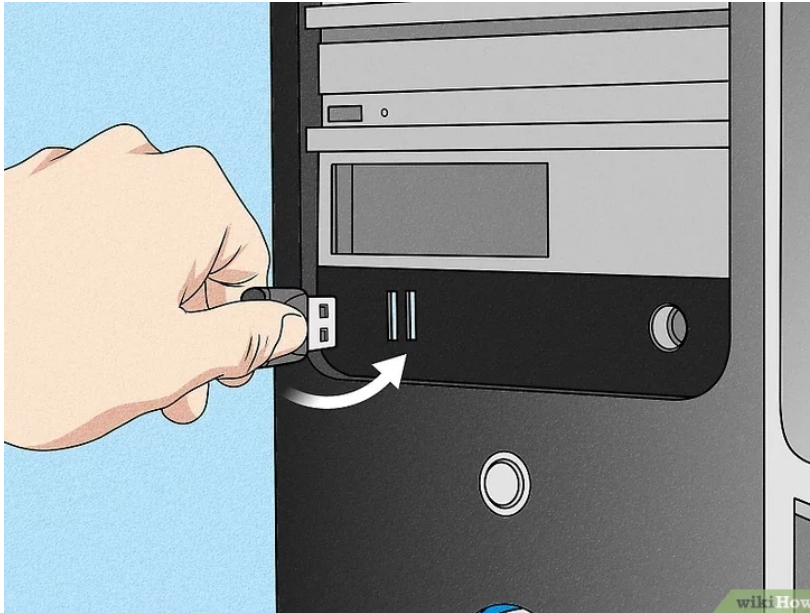


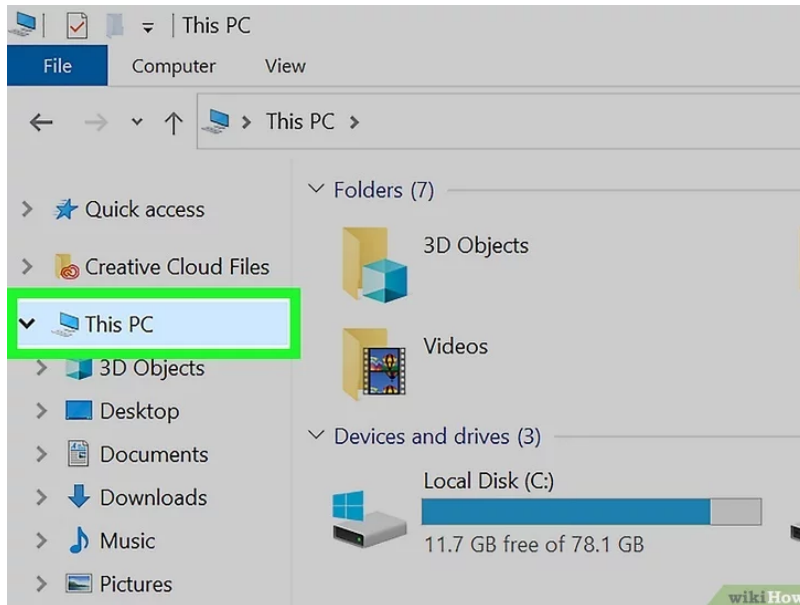
How to format a USB Flash Drive

1. Connect the USB drive to a USB port on your computer.
2. Open the File Explorer and select "This PC" from the menu.
3. Right click on the USB drive and choose "Format".
4. Click on "File System" and choose the FAT32 format.
5. Select "Start" and click "OK" to finish formatting your flash drive.

Using Windows



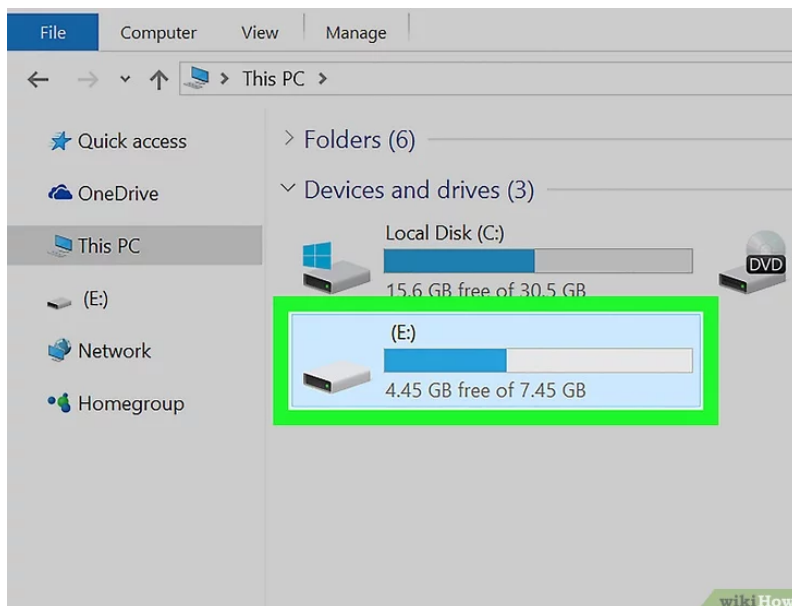
- 1.** Connect the USB flash drive to your computer. Plug the USB into one of your PC's USB ports, which resemble thin, rectangular slots on your computer's housing. If you have any files stored on your flash drive, transfer the data to a computer. Formatting a flash drive will delete all its contents and give it a new file system.



2

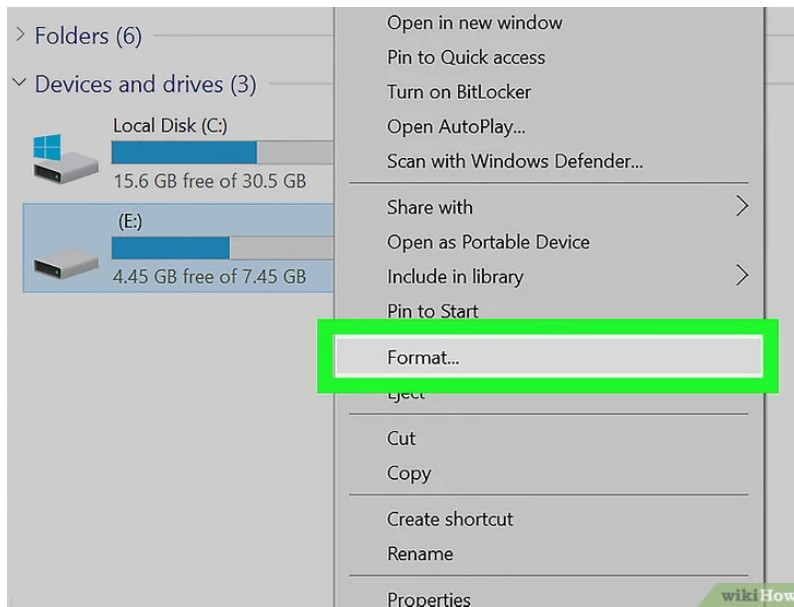
Open the File Explorer and click This PC. You can find this option in the left panel, next to a monitor icon.

On Windows 7, click Computer on the right side of the Start window.



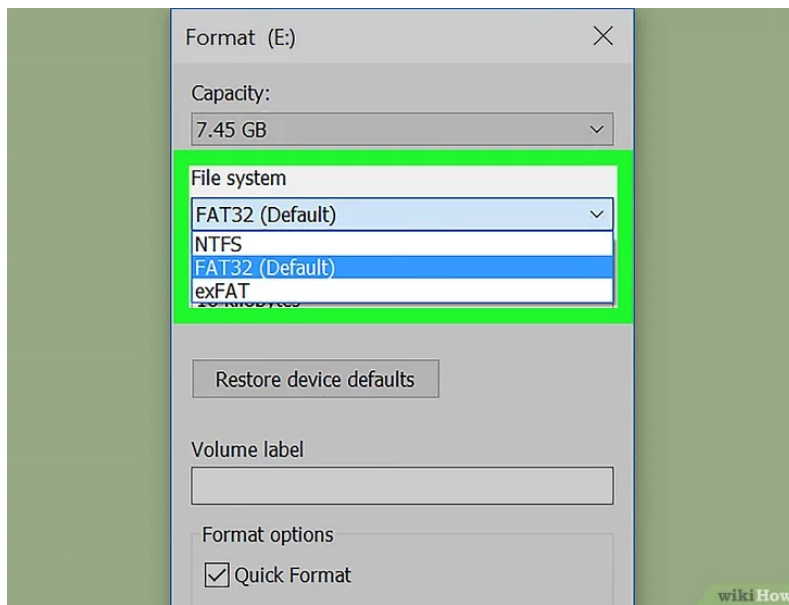
3

Right-click the flash drive's icon. It's beneath the "Devices and drives" heading in the middle of the page. This will bring up a drop-down menu.



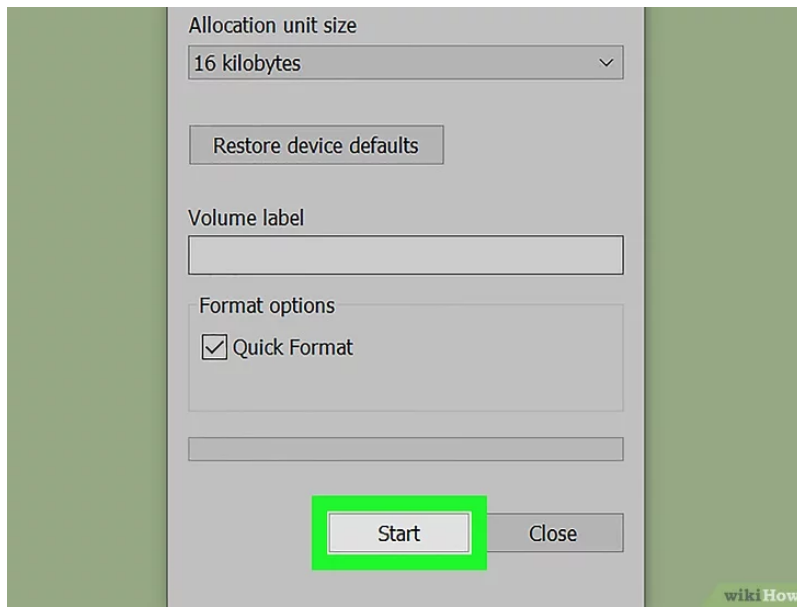
4

Click Format.... This option is near the middle of the drop-down menu. Doing so opens the Format window.



5

Click the "File System" box. It's below the "File System" heading near the top of the page. A drop-down menu will appear, select the **FAT32 (Default)** option.



Click Start, then click OK. Windows will begin formatting the flash drive.