



Keystone Computer Concepts, Inc.

We Speak English, Not Geek

772-408-4425

john@4kcc.com

www.4kcc.com

How To Properly Eject A USB Drive Or A Memory Card On A Windows Computer

Whenever you use a USB drive, aka flash drive, aka thumb drive, or a memory card, you should always eject it properly. (See our blog, "Old Wives' Tale?") Failure to do so, may cause you to lose some or all of the data stored on the device. If you're using a Windows computer, here are the instructions for properly ejecting the drive or card:

- 1) In the task bar, where the icons are near the time and date, find the Eject icon.
 - 1a) Sometimes, the icon will not be showing unless you click on the up arrow to see hidden icons.
- 2) Once you click on the eject icon, you will see a list of all the USB devices which are plugged into your computer and which require the ejection process.
- 3) Next, click on the device you want to eject.
- 4) After a few seconds, you should see one of two pop-up messages. If you see one that tells you it is safe to remove the device, then go ahead and remove it.
- 5) On the other hand, if you see a message warning you that there's a problem in ejecting the device, you should NOT remove it.
- 6) If you receive the message mentioned in #5, you should wait a reasonable amount of time and try ejecting the device again. If you continue to get the "Problem" message, you may need to turn off your computer to safely remove the item.