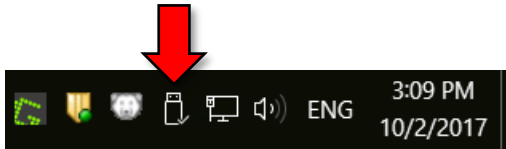


## How to Safely Eject a Flash Drive

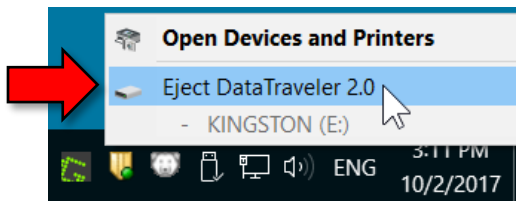
When a flash drive is inserted into a patron computer, an icon will appear in the notification area (located in bottom-right corner of the screen).

To safely remove the device:

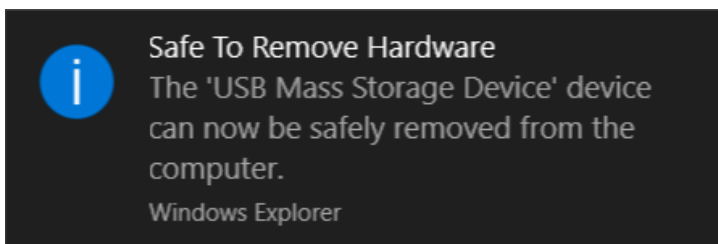
1. **Click** the icon in the notification area.



2. A menu will appear after a moment. Select the “Eject” option.



3. If a “Safe To Remove Hardware” message appears in the bottom-right corner of the screen (pictured below), the device can be physically removed from the computer safely.



4. If an error message appears like the one pictured below, it means that a file on the flash drive is still open. Close all open windows and try ejecting again.

