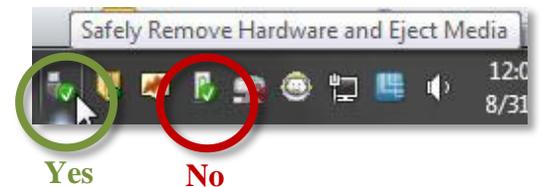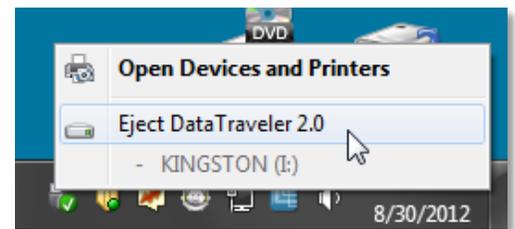**In order to prevent data loss, it is important to follow certain safety measures before removing a device.**

1 First, and MOST important, *close* all open windows. *Check* your **taskbar** for "lit up" buttons very carefully.
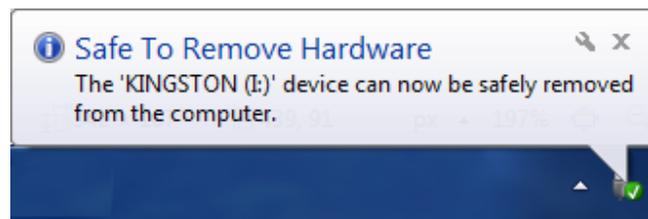
2 *Find* the **Safely Remove Hardware and Eject Media** icon in the Notification Area on the taskbar with the help of your screen tips. There may be another icon with a green check mark that looks similar, but it will have a different screen tip. Don't use that one!

3 Once you have found the correct icon, *click* on it. When you do, a menu will appear momentarily. *Click* on **Eject Data Traveler 2.0**.

4 *Wait* for a few seconds. If a notification appears at the bottom of the screen saying it's safe to remove the flash drive (pictured below), you may *remove* the drive from the computer.

If a warning dialogue appears instead (pictured below), it means that the flash drive is still in use. Make sure that **all** folders and files are indeed closed and then go back to **step 2**. This is **very important** to protect against data loss.