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.

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.