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

First, and MOST important, close all open windows. Check your taskbar for blue underlined buttons very carefully.

On the taskbar, in the Notification Area, with the help of your ScreenTips, find the Safely Remove Hardware and Eject Media icon.

Once you have found the correct icon, click on it. When you do, a menu will appear momentarily. Click on Eject Cruzer Glide.

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.