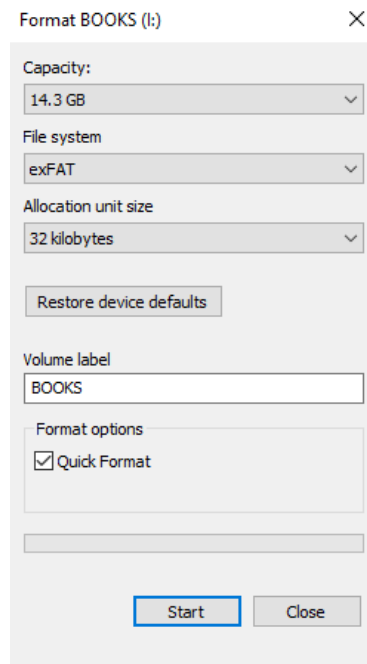


Tech Tip-002

Formatting Flash Drives

1. Windows:

- Insert Flash Drive
- Open File Explorer and RIGHT CLICK on the Flash Drive.
- In the pop up menu select format:



- Under File System select – NTFS, FAT32, or exFat
- Volume Label is optional but this name appears on file explorer.
- Leave Quick Format ticked
- Click START
- Caution all data will be erased.

2. Apple:

- Insert Flash Drive
- Open Disk Utility (Finder > Applications > Disk Utility)
- Select Erase
- Enter a Name for the Flash Drive
- Select the desired Format – Mac OS Extended, MS-Dos FAT, or ExFat
- Click ERASE

See pictures on next page:

