

FDD2USB Customer Support Last Updated: 8/24/12 How to Format a USB:

## (Figure 1)

LAB COMPUTER	
Picture 764.jpg	My Documents
Microsoft Excel	🔗 My Pictures
W Microsoft Word	Wy Computer
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Adobe Reader 9	Set Program Access and
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All Programs 🕨	
Log Off 💽 Tyrn Off Computer	
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**NOTE**: When the USB stick is Re-formatted, all contents will be deleted, so make sure all files are backed up on a computer before Re-formatting is started.

1. Insert your USB stick into one of the USB ports in your computer.

- 2. Click on the "Start" menu and go to "My Computer" (see Figure 1)
- 3. Locate the USB stick's Drive (E: or F: usually).
- 4. Right click on the USB stick's location. (see Figure 2)
- 5. Scroll down to "Format..." and click on it.
- 6. A pop up screen will appear which will allow the USB stick to be formatted with various formats. (see Figure 3)
- 7. (The capacity can be verified here as well to confirm that it is 2GB or less)
- 8. Under "File System," select the appropriate format option, FAT.
- 9. Under "Format Options," "Quick Format" can be selected if the time duration for the formatting needs be as fast a possible. (see **NOTE** before continuing to step 10)
- 10. Click "Start" to begin formatting the USB stick.



