

How To Format A USB Jump Drive

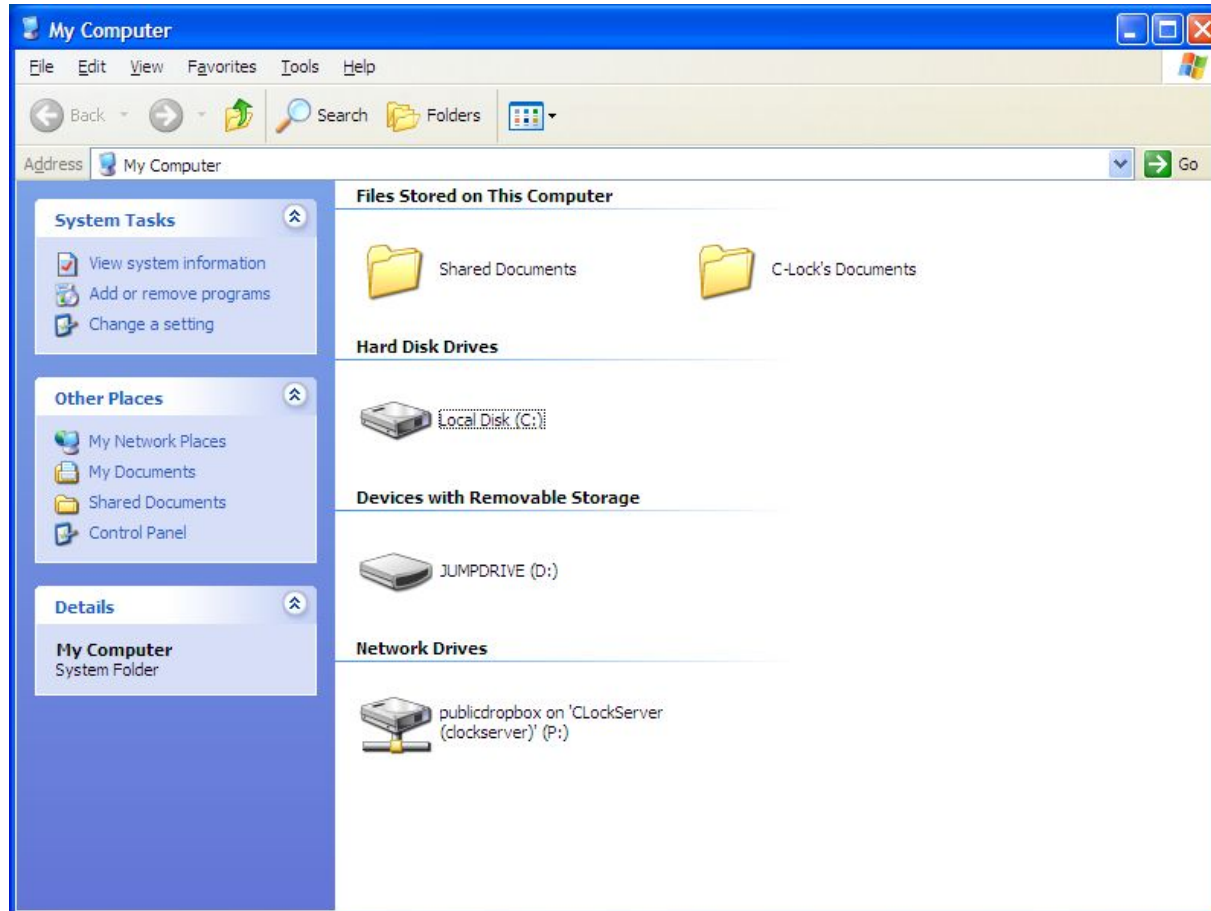
You will need:

- 1) Computer with Windows XP, 7, 8, or 10, or with Mac OS X
- 2) A USB Jump Drive (4GB or smaller)

All files on the jump drive will be erased, so please back up and files that are needed.

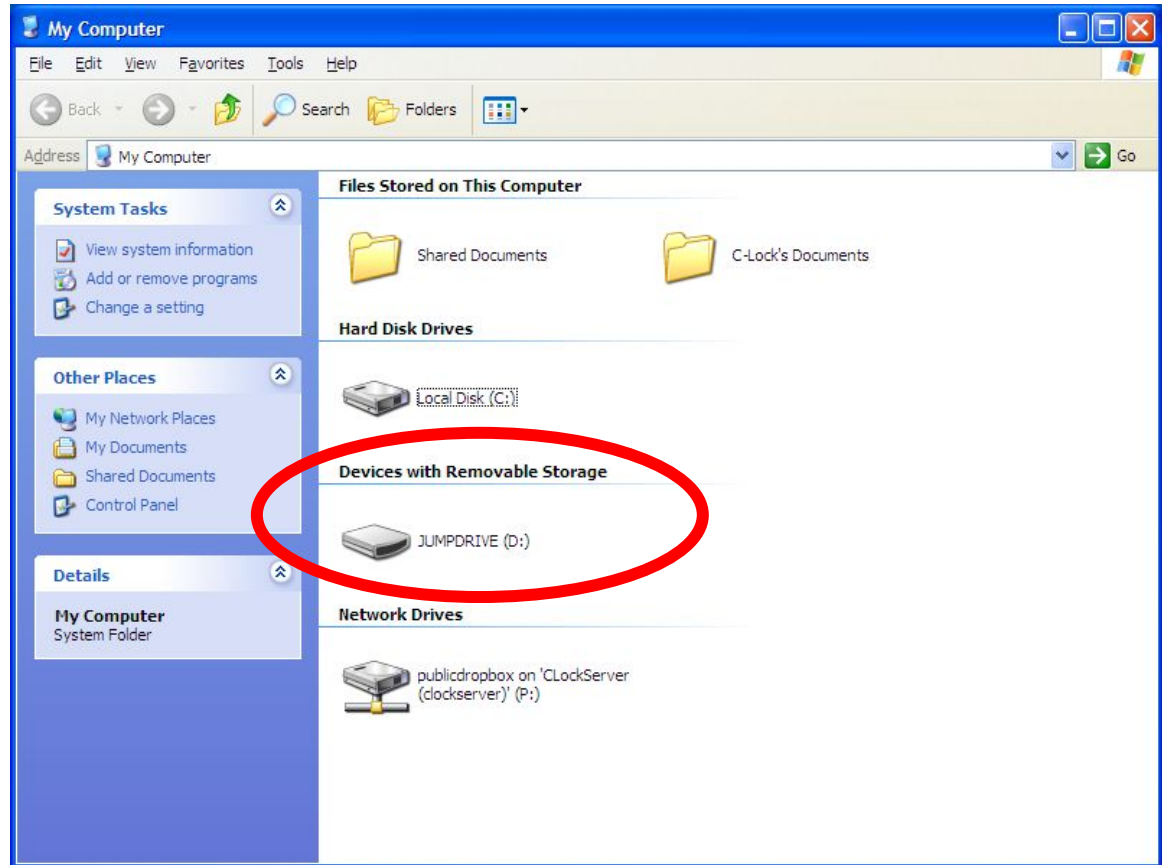
Instructions For Windows XP, 7, 8, and 10

Open Windows Explorer

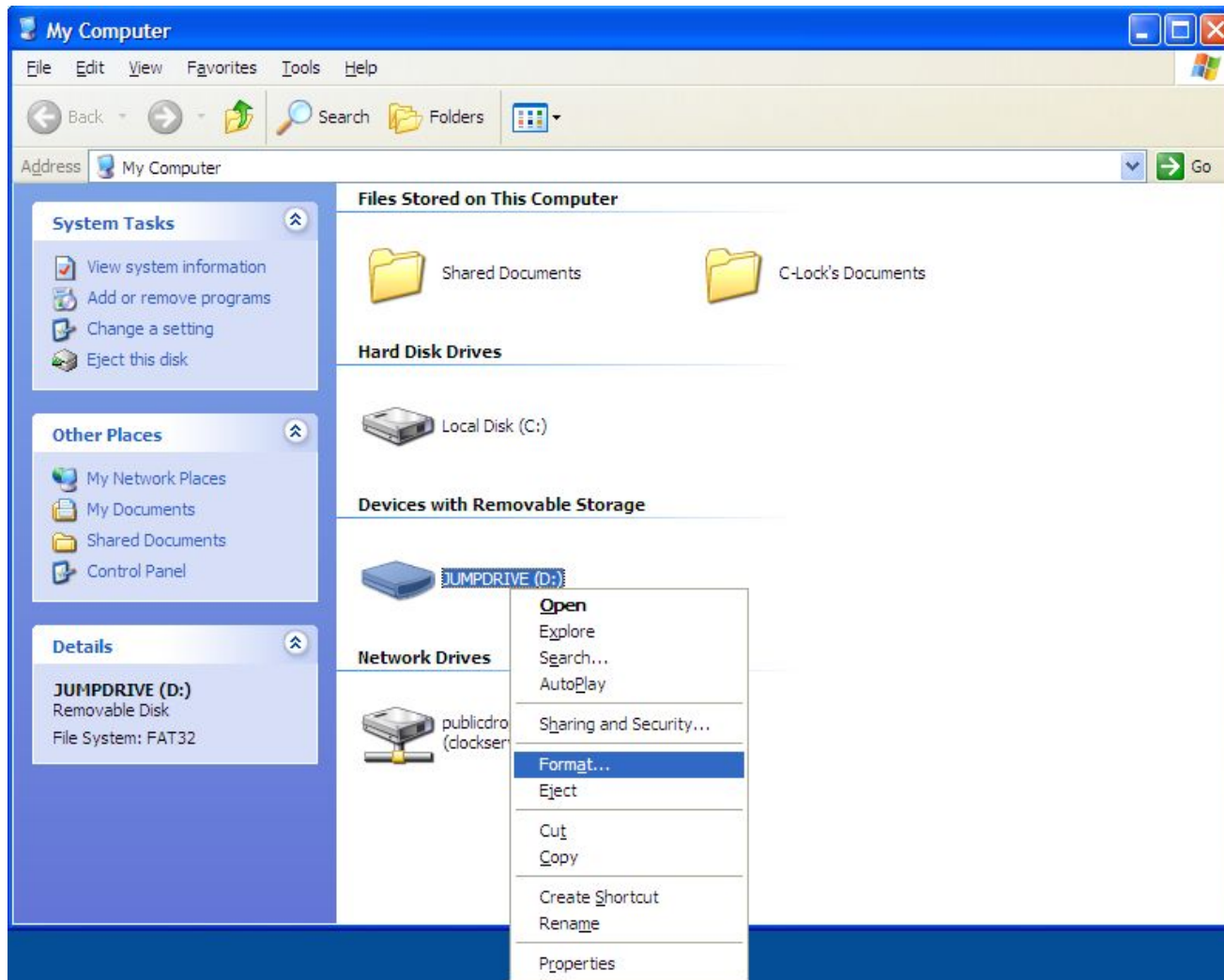


Insert the USB Jump Drive

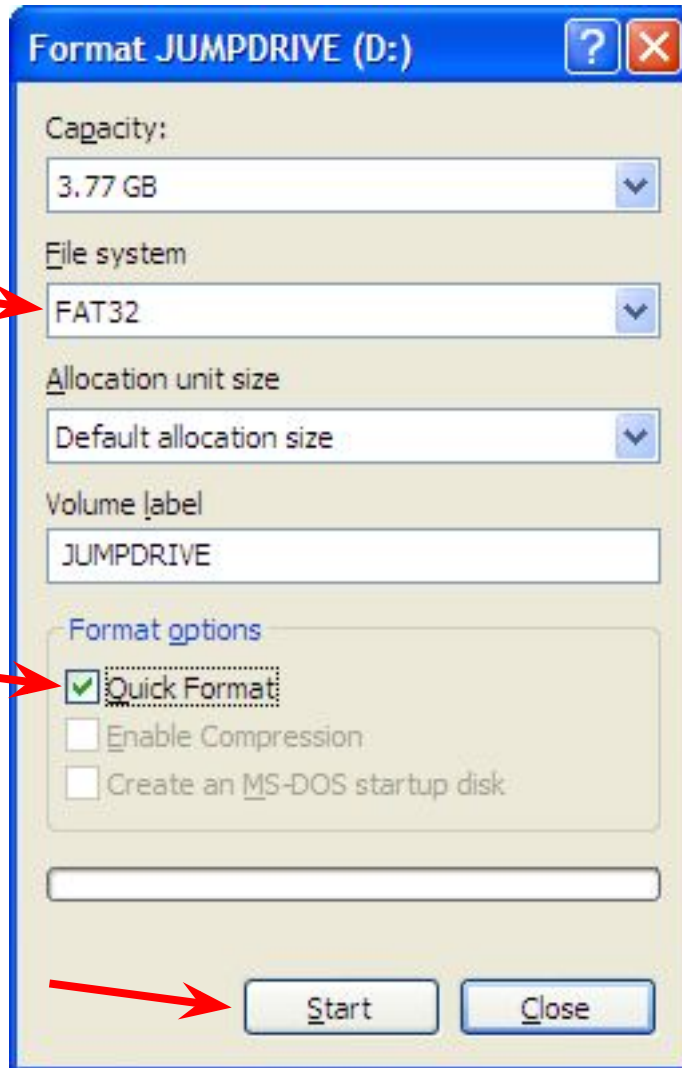
- A new item should be displayed in the window.



Right-Click the New Drive and Click “Format”



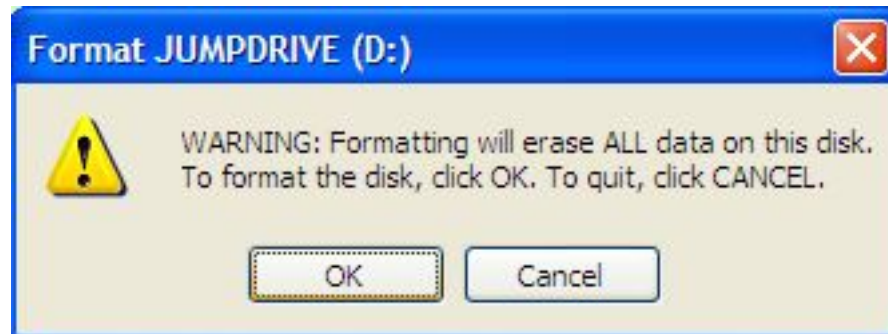
Select the Correct Options



- Under File system, select "FAT32"
If "FAT32" is not an option choose "FAT16" or "FAT"
- Under Format options, select "Quick Format"

Then click "Start"

Click “OK”



Wait for “Format Complete”



Instructions For Mac OS X

Hold Command Key and Press Space Bar

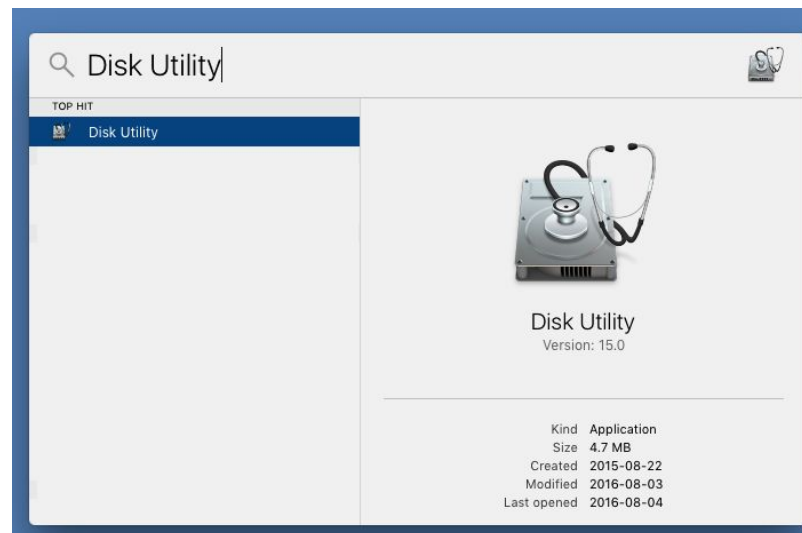


Hold ↑
Press

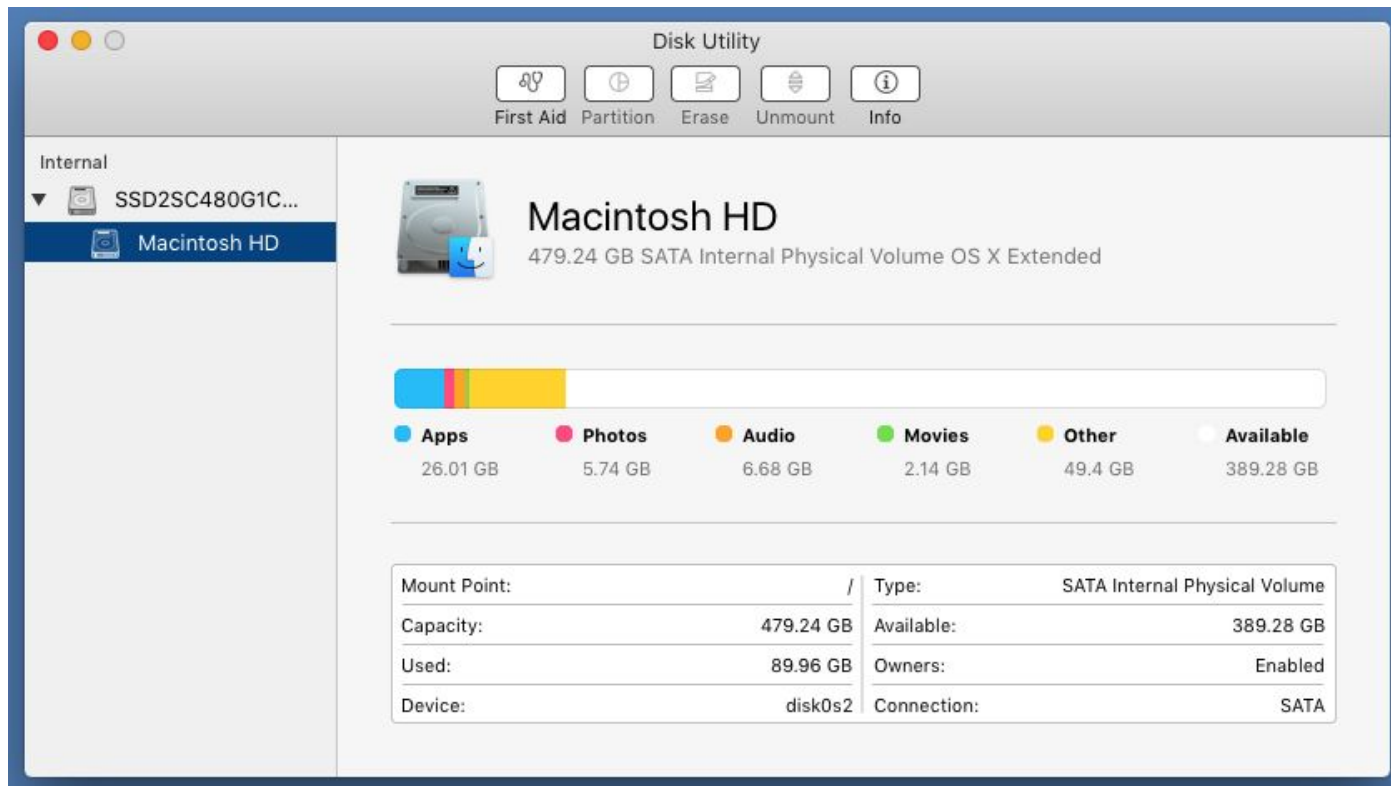
Spotlight Search will appear

🔍 Spotlight Search

In the search box, type: Disk Utility
then press enter

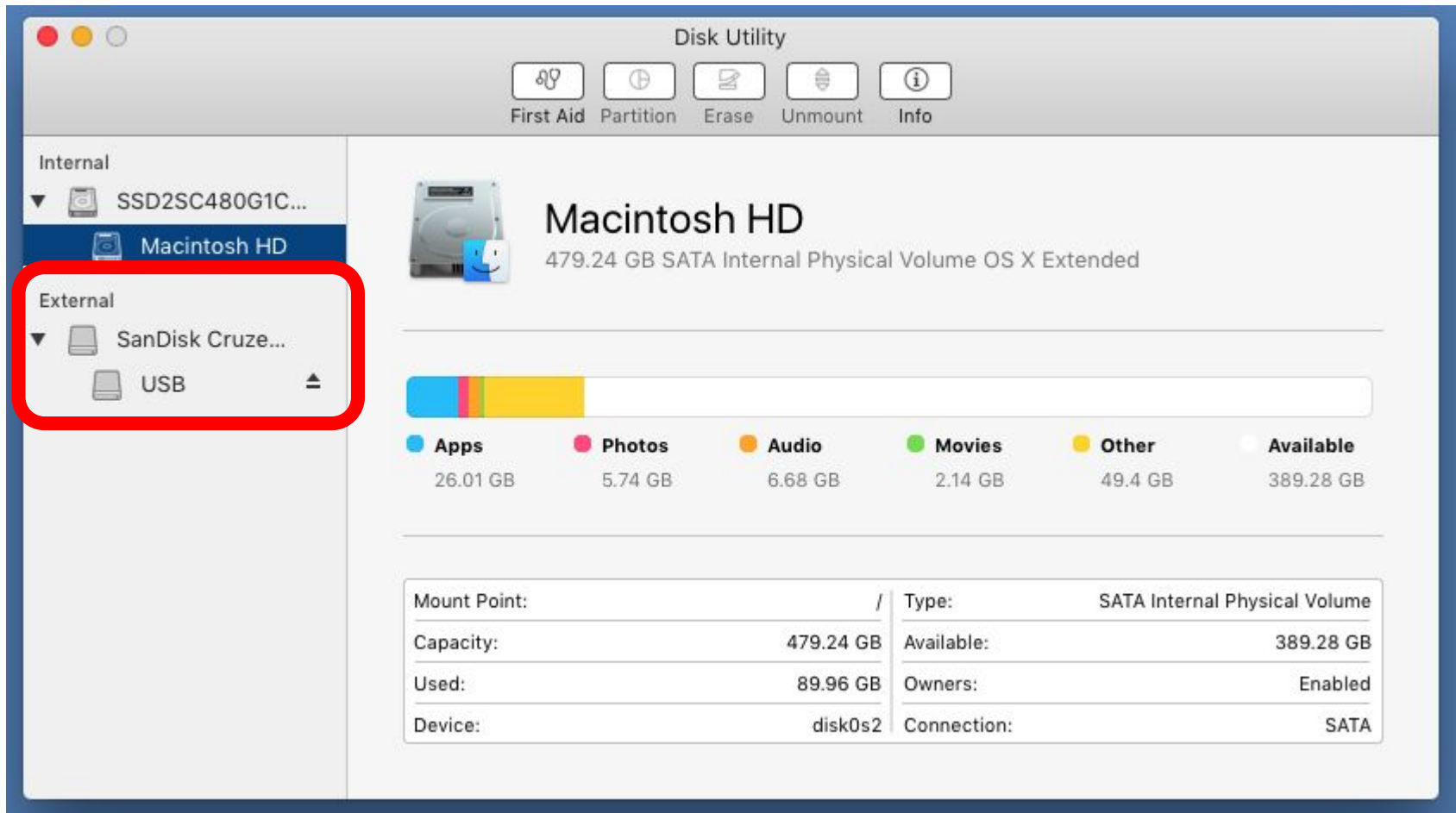


Disk Utility Will Open



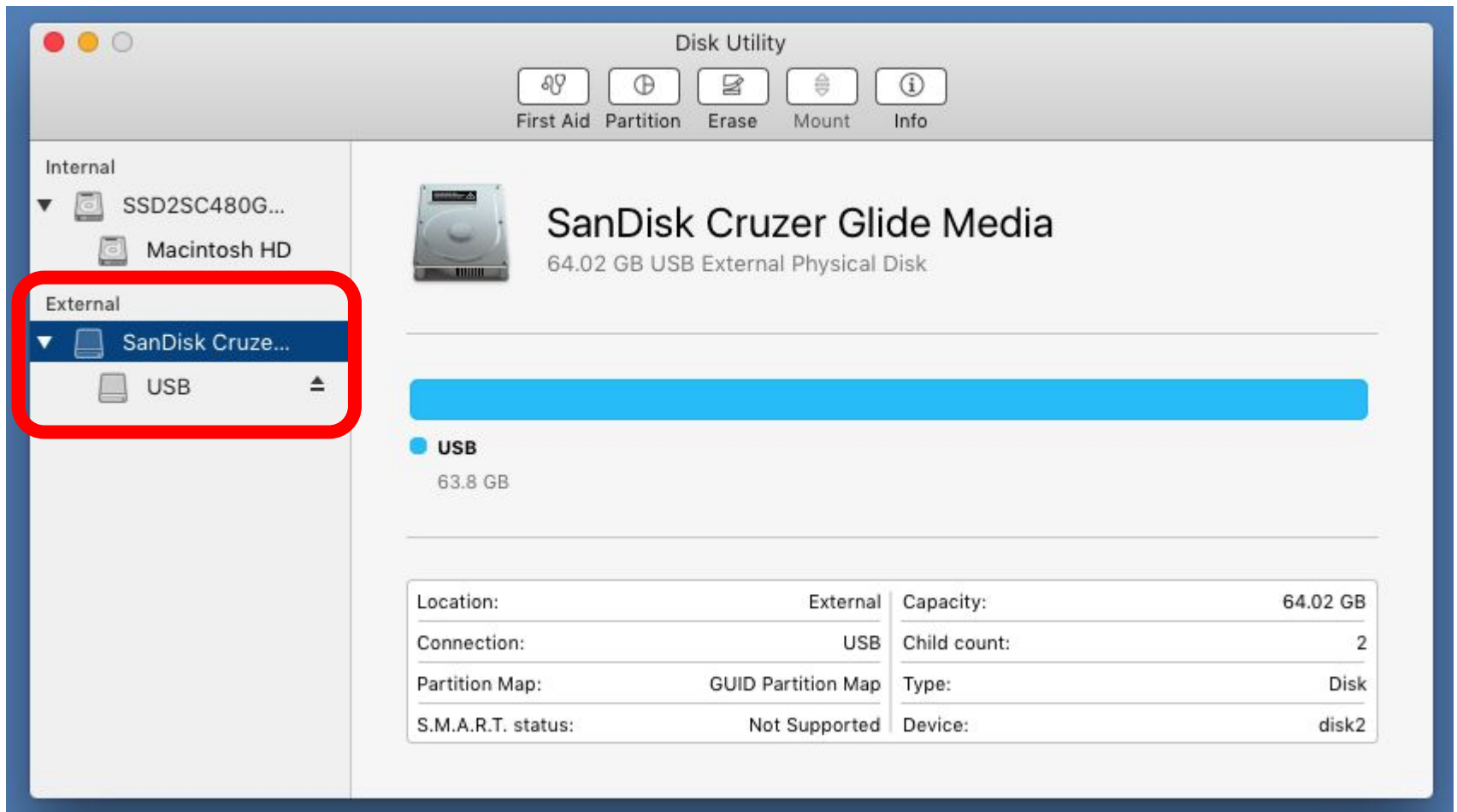
Insert the USB Drive...

The Drive Will Appear Under “External”

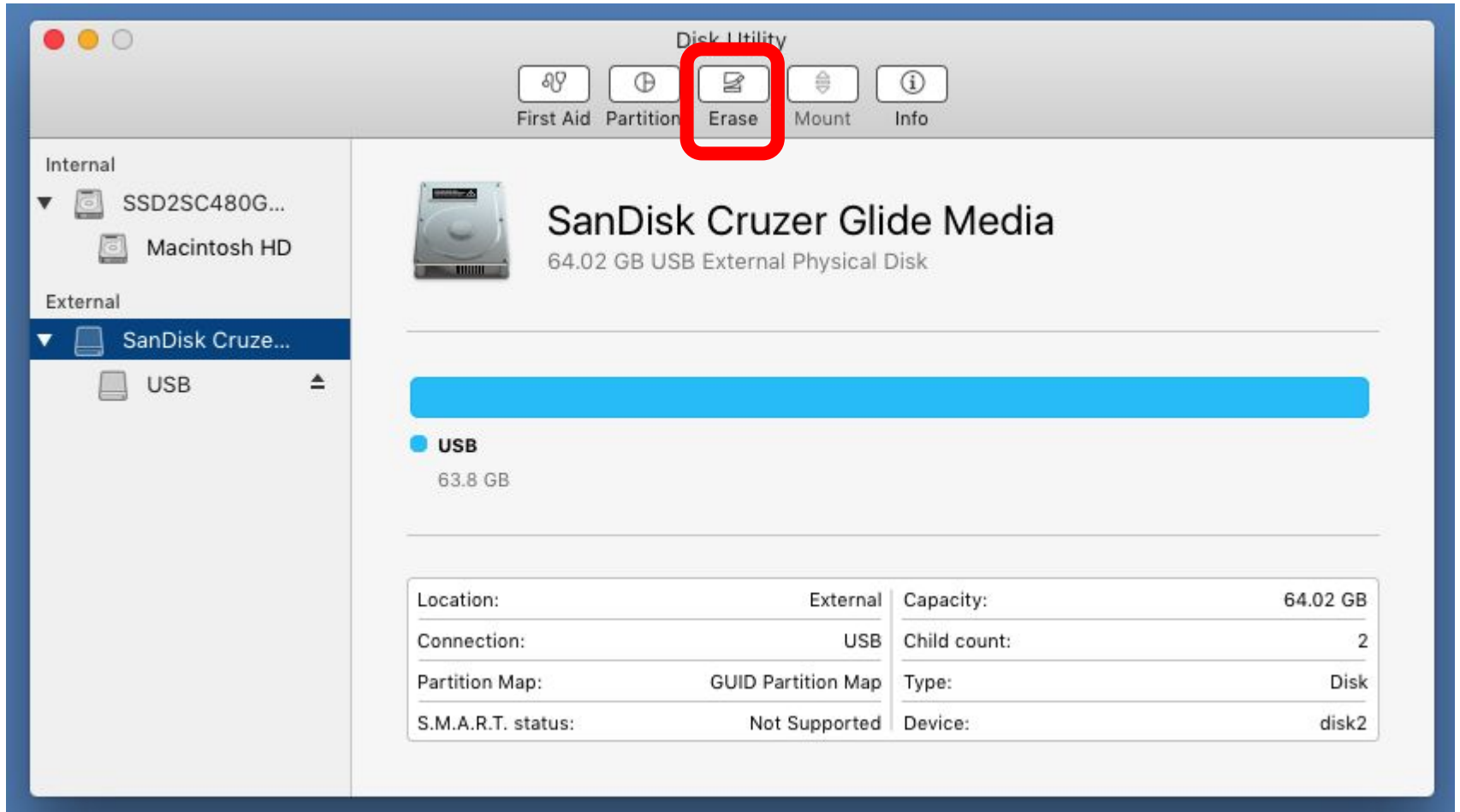


Click The Top-Level Item

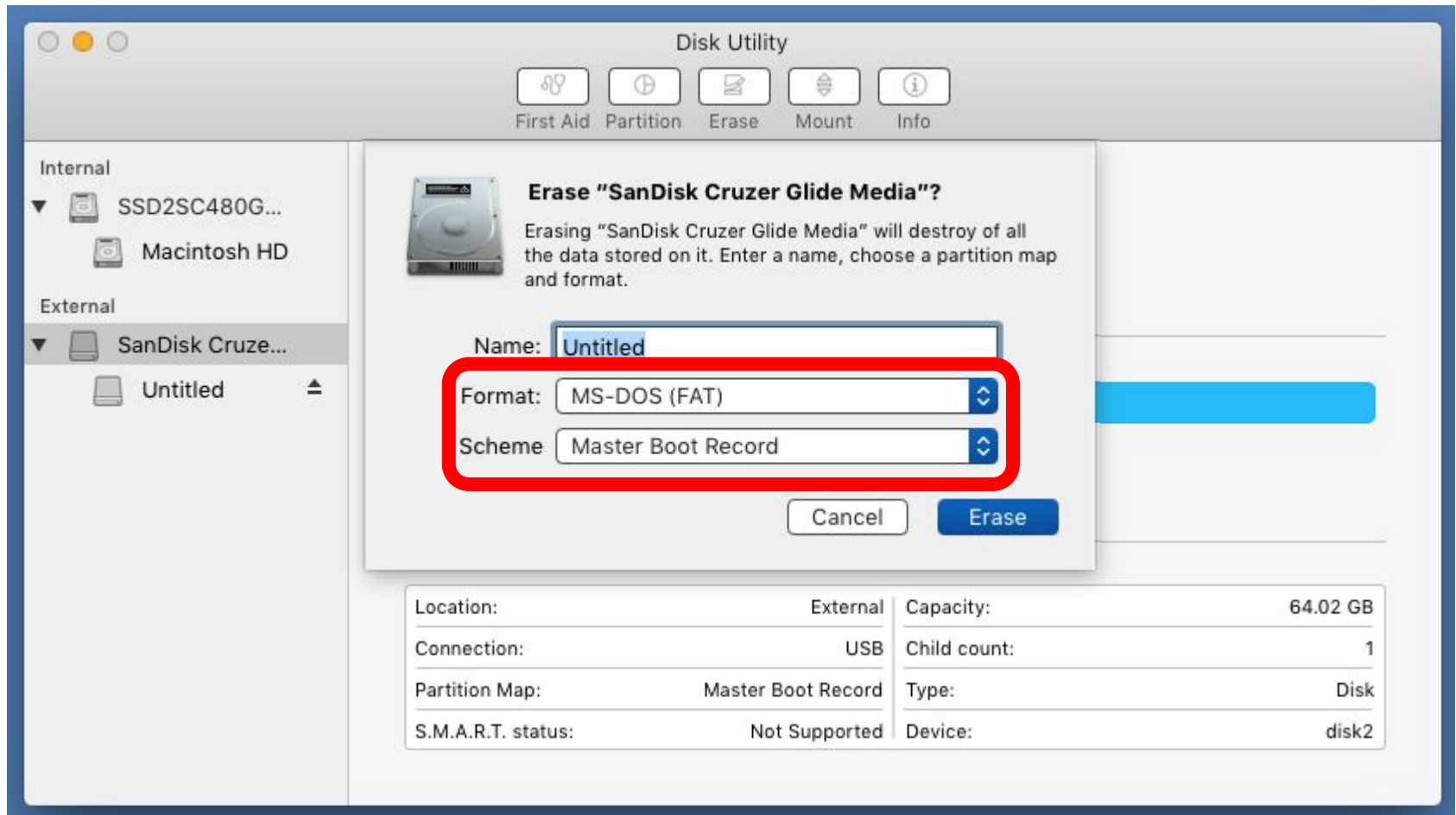
In this case, “SanDisk Cruze...”



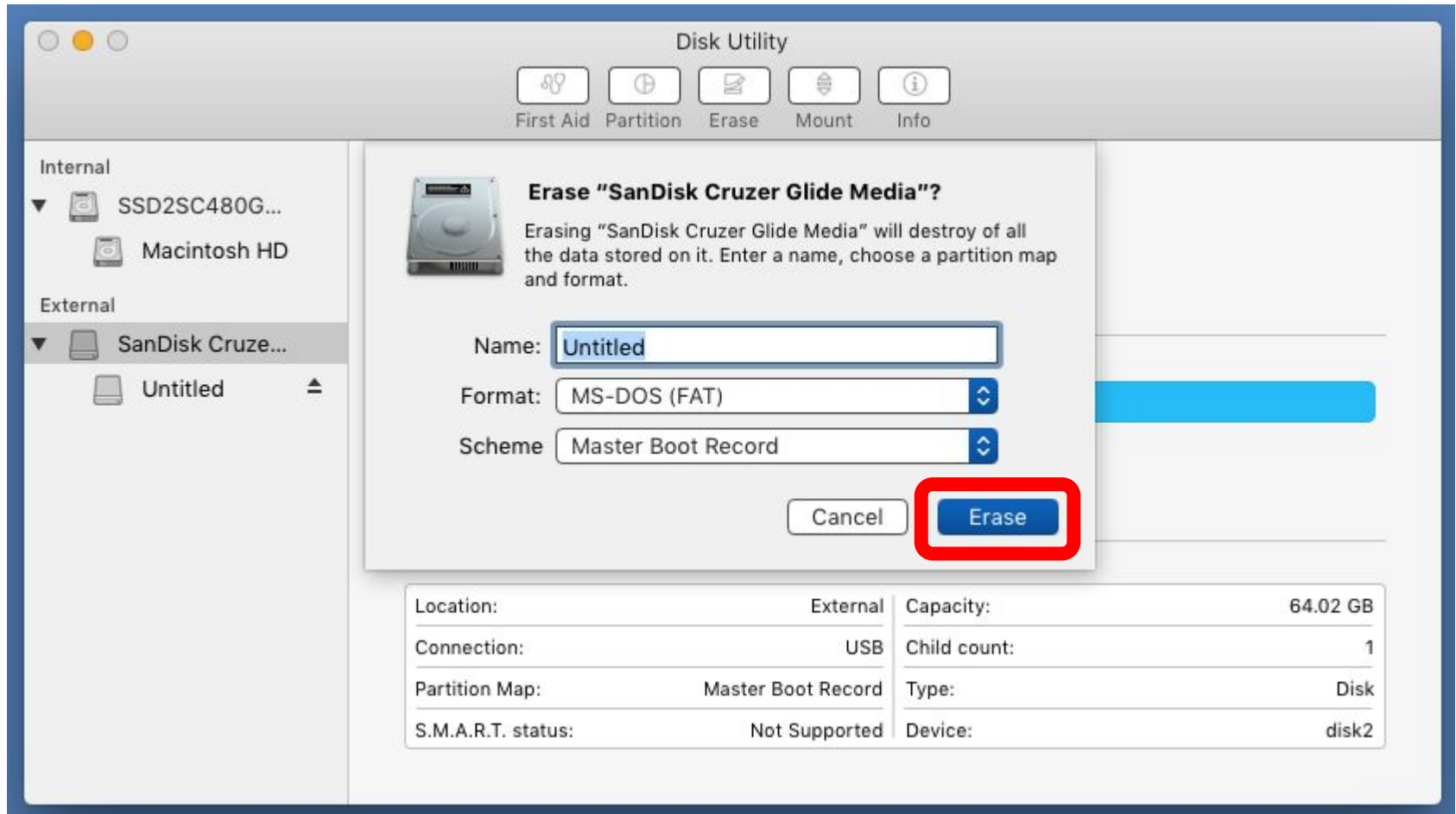
Click “Erase”



Under Format, Choose “MS-DOS (FAT)”
Under Scheme, Choose “Master Boot Record”



Click Erase



When Prompted, Click “Done”

