Securely erase data from storage devices in Windows 7

Step one
The eraser method is set at one pass (erases the space where the data is located once) by default. Depending on the data that is on the storage device, you may want to perform more than one pass. To change this setting:

Right click on the ‘EraserDrop Portable’ icon on the desktop, hover the mouse cursor over ‘Options’, hover the mouse cursor over ‘Eraser Method’ and click on method you wish to use.

NOTE: To perform additional passes more time is required to erase the data. It is recommended and considered sufficient to use ‘DoD 8-306’ (3 passes) method.

If you need to cancel an erase job once started, right mouse click on the ‘EraseDrop Portable’ icon on the desktop and click ‘Terminate All Jobs’.

METHOD 1
Step one
Select the files and/or folders you wish to delete from the storage device and drag into the ‘EraserDrop Portable’ icon on the desktop as illustrated below.

Step two
Click ‘Yes’ to confirm you wish to erase the selected data or ‘No’ if you wish to cancel.

You are done!
A report will display at the end of the erase process showing the number of items which have been erased from the storage device. If there are any errors these will be displayed.
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**METHOD 2**

**Step one**
Select the files and/or folders you wish to delete from the storage device and drag into the ‘Recycle Bin’ on the desktop.

**Step two**
Right mouse click on the ‘EraserDrop Portable’ icon, hover the mouse cursor over ‘Tasks’ and click on ‘Wipe Recycle Bin’.

**NOTE:** All data stored in the Recycle Bin at the time will be securely erased. This may include files and folders you have placed in the Recycle Bin which do not come from the storage device.

**You are done!**
A report will display at the end of the erase job showing the number of items which have been erased from the storage device. If there are any errors these will be displayed.

**Doesn’t work?**
Help is available! Contact IT Service Desk.

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