Transferring Data Between PC's

THE VILLAGES COMPUTER CLUB

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Topics

- Preparing for the Transfer
- Using Wizards
- External Media
- Using your hard drive
- Transferring e-mail
- Transferring Applications

Preparation

- Existing PC
  - Run a virus and spyware scan
  - Run Disk cleanup
    - Start/All Programs/Accessories/System Tools/Disk Cleanup
  - Determine the location of your data
  - Organize your files and folders
  - Make sure you have a current backup
- New PC
  - Remove all the trial software
  - Install anti-virus and anti-spyware programs
  - Install any Microsoft programs

Using Wizards

- XP and Vista come with an application called the File and Settings Transfer Wizard (FAST)
- To use it, connect the two PC together using a Cat5 crossover cable or connect both PC's to the port on a router
- You can also use an external drive
- Start the Wizard on both PC's and follow the directions

What gets Transferred

- **Internet Explorer settings**
- **Outlook Express settings and store**
- **Outlook settings and store**
- **Dial-Up connections**
- **Phone and modem options**
- **Accessibility**
- **Screen saver selection**
- **Fonts**
- **Folder options**

- **Taskbar settings**
- **Mouse and keyboard settings**
- **Sounds settings**
- **Regional options**
- **Office settings**
- **Network drives and printers**
- **Desktop folder**
- **My Documents folder**
- **My Pictures folder**
- **Favorites folder**
- **Cookies folder**
- **Common Office file types**

File and Setting Transfer Wizard Tutorial

Widows XP

www.microsoft.com/technet/prodtechnol/winxppro/deploy/mgrtfset.mspx

Windows Vista

www.microsoft.com/windows/products/windowsvista/features/details/easytransfer.mspx

Using External Media

- Determine the amount of data to transfer
  - Floppy Disk   1.44MB
  - CD-ROM   650-700 MB
  - DVD-ROM   4.7GB (Single layer)
                    8.5GB (Dual Layer)
  - USB Flash Drive   Up to 8GB (Ready Boost)
  - External USB   Up to 250GB
  - Digital Media   Up to 4 GB

Using Your Old Hard Drive

- Install your old drive as a second drive in your new system

- Install your drive in an External USB drive Enclosure ($25)

- See "Adding more Storage" on the VCC Web-site

Transferring E-mail

- The FAST Wizard only recognizes Outlook and Outlook Express
- AOL
  - Open your Mail Box and click Manage Mail
  - Right click on Saved on My PC
  - Click Save As (Default file name is Email.pfc)
  - Save the file or E-mail it to yourself
- Others
  - Check the Help menu to find out how to Export your mail messages and address book.

Transferring Applications

- There are applications that will transfer your applications (most) to another PC
- I don't recommend any of them
- Do a clean install to prevent problems

Test Your new System

- Check ALL of your Data

- Run your all of your applications

- Hang on to your old system for awhile