

Files Transferred to Another Computer

Q. Is it possible to transfer files over to my new computer so I do not have to re-make all of them?

A. Yes, if you have the program on your new computer to open and read these files.

In any case, you can transfer them, but to use them probably requires that you install into the new computer the same program in which you created these files. Such as, if the files were created in MSWord and you only have MSWORKS in the new computer, you may need to install MSWORD in the new computer. Of course, you could open each file in the old computer and click SAVE AS and save the files in a format which either MSWORD or MSWORKS can read, such as .RTF (Rich Text Format)

1. Put a floppy disk into the A: drive.
 2. RightClick START...EXPLORE
 3. Locate the files you wish to transfer to your new computer. Hold down the CTRL key and click each file to be copied to select it.
 4. RightClick in the blue (select) area and click SEND TO: and select Floppy 3.5 A: drive. The files selected will be copied to the floppy.
- If the entire folder is less than 1.44MB you can just click the folder to highlight and drag the entire folder to the floppy. The size of the folder should be listed at the bottom of the Explore window.

To put them in the new computer:

1. Put the floppy disk that contains the files into the floppy drive of the new computer. (See note at bottom)
2. Rightclick START...EXPLORE
3. Create a sub- folder to the folder on your new computer where you wish to store the old computer files. First click the folder to highlight it. Then Click FILE...NEW...FOLDER. Give it a name such as HP7865(model of the old computer) Files and click ENTER. It will now be listed under the folder which you selected.

EX. You may want to put a subfolder called HP7865 Files under the MY DOCUMENTS FOLDER on the C:\ Drive.

So, scroll to the very top of the Explore left column and click the MY DOCUMENTS folder to highlight. Then Click FILE...NEW...FOLDER. There will be a New Folder now listed on the right side of the screen. It will be blue (highlighted) and a cursor will be blinking allowing you to start typing to replace the title New Folder to HP 7865 Files. Click Enter twice and you'll see the subfolder Hp7865 Files listed under the My Documents Folder when you press the + by My Documents.

Transfer of FILES:

1. With the floppy disk containing files in the Floppy Drive, doubleclick the Floppy A: near the top of the Explore's left column to cause it to list all files and folders on the right side of the screen.
2. Press CTRL and the A key to Select ALL the files and folders listed on the floppy.
3. Rightclick in the blue area of the selected files and select COPY from the dropdown list.
4. Now, Rightclick the HP 7865 Files folder and select PASTE from the drop down list. All the files will be copied to the new folder. To assure you that they have been copied. Doubleclick the HP7865 Files folder and you will see the same list on the right side of the screen.

NOTE: If you have a CD-Writer in the old computer you may copy the files to a CD instead of to a floppy disk. Then copy the files from the CD to the new computer using it's CD-Rom drive.

The easiest way to move files from the old computer to the new computer is by creating a network connecting the two computers, then setup file sharing. It is then a easy process to copy directly from one computer to the other.

Or

Transfer Files

If you would like to transfer A FEW files from one computer to another (say from office to home) the easiest way is to e-mail the file to yourself.

Bring up an email form. Type your own screen name in the To: box. Next, type in an appropriate subject and a brief description of the file.

Click Attach or Attach Files. This enables you send any file on your computer along with your e-mail message. Locate the file you want to send. Click once to Select (highlight) the file and click OK. This attaches it to your e-mail. Close the file. Now click Send.

When you're at your second computer, open the e-mail and download the attached file or files.

Revised 6/3/2009 JMM