

FILES MOVED COMPUTER TO COMPUTER

There are programs and cables to transfer files from one computer to another but this gets complicated. If your old computer has a cd-writer, it becomes quite simple to move files but not programs. It is important to keep all your program install disks so that you'll be able to install these programs into the new computer, if it doesn't already have the program installed.

Here is how I transfer files from one computer to another:

If you have a cd-writer use it. IF not use floppy disks. They don't hold much, but it will get the job done.

1. Copy all data files, picture files, etc. from your old computer onto cd-r disks if there is a cd-writer on that computer or onto floppy disks if you do not have a cd-writer.
2. Place the cd-r into the new computer and hold down the CTRL key and click to select files to be copied to a particular folder. Rightclick in the blue area of the file selection and select COPY from the dropdown menu.
3. Rightclick the folder in which you are storing these files and select PASTE from the drop down menu.

IF Using floppy disks:

- a. Rightclick START and click EXPLORE.
- b. Locate the files you wish to move over, they should be in the MY DOCUMENTS folder or in a subfolder under MY DOCUMENTS. Just doubleclick the folder to make it show its files on the right side of screen.
- c. Scroll down right side of screen and rightclick the file you wish to move and select COPY.
- d. Now rightclick on the Floppy A: at the top of the left column and select PASTE. The file will be sent to the floppy disk.
- e. Continue selecting and copying files until the floppy disk is full. Then start another one.

2. Copy from the Floppy to the new computer.

- a. First create subfolders under the MY DOCUMENTS folder if needed in order to organize your files in the new computer. Click MY DOCUMENTS...FILE...NEW...FOLDER...type a new name in the NEW FOLDER box to match the one in the old computer. Example: if you had a My Family Photos in the old computer, then you'd want to create a My Family Photos under the My Documents folder in the new computer.
- b. Now put a floppy disk into the new computer containing files from the old computer. Rightclick START...EXPLORE. Scroll to the top and Doubleclick the Floppy A: Its files will be listed on the right screen.
- c. Rightclick the file on the floppy A: (rightside of screen) and select COPY. Then rightclick the folder on left column where the file is to be sent and select PASTE. The file will be copied to the new computer's folder selected. It will still be on the floppy disk, also. A good backup.
- d. Continue rightclicking files, selecting COPY then rightclicking folder and selecting PASTE until all the files have been moved onto the new computer.

NOTE: You cannot move programs over to the new computer by copying and pasting, as programs require installing on the new computer to work.

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