

Moving files and folders from one computer to another

Note: Programs that require installing cannot just be copied to a flash drive and move to another computer...UNLESS the program is one you've downloaded and saved as the original file such as your AVG, or it's a small .exe program such as Bigjig.exe.

The easiest way to move folder contents from one computer to another is to use a USB flash drive. Be sure that the size of the flash drive is large enough to contain the amount of material you're transferring, unless you wish to move part, then format the flash drive and then move more using the same flash drive.

1. Plug in the USB flash drive to the old computers' USB port. You'll get a message that the computer has found new hardware. Wait a few seconds and you'll get another message stating that the new software has been installed and is ready for use.
2. Rightclick the START button and select EXPLORE.
3. Click on the + beside the Local C: drive near the top of the left column in Explore.
4. Scroll down and click the folder where you've stored your documents and doubleclick that folder. All the subfolders and files you've created will be listed on the right side of the page.
5. Rightclick the folder you wish to copy to the flash drive and select Copy.
6. Now, scroll down the left column until you see the letter that is the REMOVABLE (flash) drive, rightclick it and select Paste. The folder you selected and all its contents will be copied to the flash drive. The original folder and contents will remain on the C: drive of the old computer. (I do not suggest that you drag and drop as it is too easy to drop items before reaching the correct folder. Use Copy and Paste to avoid this problem)
7. Continue rightclicking folders and files and selecting copy, then rightclick the Removable drive and select Paste until all the folders and files you want have been pasted to the drive.
(If you're used to doing Copy & Paste, you can hold down the CTRL key and select ALL the folders and files you wish to place on the flash drive, then rightclick in the blue area and select SEND TO: select the letter that is the Removable flash drive and all will be copied over)

8. Next, click the flash drive icon in the startup tray,(it's a little tray with a green arrow above it)and select the Removable drive, should be the top one listed and you'll get a message that it is now safe to remove (unplug) it. Unplug it.

9. Plug it into the new computer's USB port. Again, you'll get the message that new hardware has been found. Wait and you'll get the message that the new hardware has been installed and is ready for use.

10. Rightclick the START and select Explore.

11. Decide where you wish to store the contents of the flash drive. For instance, you can select the entire contents, rightclick and select Copy and then rightclick the My documents folder and select Paste and the entire contents will be added to the My Document folder of the new computer .

However, my suggestion is to create a new folder in the My Documents folder and place all the files and folders from the old computer into it.

To create the new folder, at the top of the Explore screen, click File...New... Folder and name that folder so it represents the old computer. Example: HP Desktop 2355 or such. And then select the entire contents of the flash drive, rightclick in the blue area and select SEND TO: select the new subfolder you created (HP Desktop 2355).

Revised 11/20/2009 JMM