

Preparing for your New Computer (Windows)

When you receive a new computer, Technology Support Services will set up that computer and remove your old one. Please read the following information to prepare for our visit, so that the conversion process goes as smoothly and quickly as possible.

If you already have *all* of your files saved on network drives (the M:, J:, or G: drives), then you don't need to move any files, but please read page 2 for important information about program-related data transfers.

If you have files saved on your hard drive (C: or D: drives) that you would like to keep, we will transfer them to your new computer for you, but we need your help to make this process as efficient as possible by consolidating all of your files and folders. To ensure that all of your important data files* are transferred from your old computer to your new computer, before we arrive, please either:

- move all of your files* to the network (see the section below on network drives for details), or
- put all of your files* into the "My Documents" folder, which already exists on your computer's C: drive. **Important:** Files that are on the computer's hard drive in locations other than the My Documents folder will not be transferred to your new computer unless you specifically notify us of their location and the need to transfer them.

*This applies only to your personal data files, which you have created/saved, not to your computer's system files. If you don't know what a file is, do not move it.

Network drives

You should already be saving all of your important files to the network, because network drives are regularly backed up to help protect you from data loss.

Work files

Your departmental work-related files should already be stored on the J drive. If they are not, please move them there using the procedure outlined below.

Personal files

You are encouraged to store any personal files that you need at work, or those that are not directly related to your departmental work, such as committee work, to your M drive if they will fit. If your files are too numerous or too large to fit on your M drive, use the "My Documents" folder on your computer's hard drive for the things that are less important. Note that your hard drive is not backed up unless you do so yourself. Again, files that are on the computer's hard drive in locations other than the My Documents folder will not be transferred to your new computer unless you specifically notify us of their location and the need to transfer them.

Below is a brief description of what the various drives should be used for. For an in-depth explanation of network drives, see the handout *Network Drives* at <http://www.snc.edu/techsupport>.

Drive	Starts with	Use for
J	j-departments...	Work-related files, shared with your department
G	g-classes...	Course-related files
M	<yourloginID>...	Personal and confidential files, accessible only to you
C (or D)	Local Disk	Backup copies and less important files, personal files
Flash drives	Removable Disk	Backup copies of files or files being moved between locations

Moving files

1. In My Computer/Computer/Windows Explorer, open the folder you're moving the file *from*, and the folder you're moving the file *to*, each in its own window. Position the windows so that you can see them both at the same time.
2. Using the *right* mouse button, click and drag the file(s) or folder(s) to the new location.

3. When you let go of the mouse button, a menu will appear. Choose Move Here (choose Copy Here if you would like a copy of the file to remain in the original location).
4. To select more than one file or folder at a time, hold down the Ctrl key while clicking once on each file. To select an entire list of files, click once on the first file in the list, scroll down to the bottom of the list, and hold down the Shift key while clicking once on the last file in the list (do not drag). To select everything in the current folder, press Ctrl+a or go to Edit – Select All.

Program data transfers

Firefox: Your Firefox bookmarks will be copied to the new computer.

Internet Explorer: Your Internet Explorer favorites will be copied to the new computer, but we encourage you to use Firefox as your primary web browser.

Microsoft Word and Excel: Your Microsoft Office profile, which should contain all customizations and macros, will be transferred to your new computer.

Thunderbird: Thunderbird e-mail profiles will not be copied to the new computer unless specifically requested. Please notify us if you use Thunderbird for local mail storage.

Other programs: For information on other programs*, please refer to our Supported Software list, http://www.snc.edu/techsupport/handouts/Software/Supported_Software.pdf. Any programs not mentioned there are not supported by Technology Support Services. You will need to reinstall any such programs.

***Important:** If you use any special software program which stores data on your computer's hard drive, make sure you back up that data before your new computer is installed. We have no way to know about the existence of such data, so if you don't back it up along with your other data files, it will not be transferred to your new computer. If you think you use such a program, please bring it to our attention prior to the delivery of your new computer.

Anything else?

If there's anything else we should know about your computer, please inform us as soon as possible.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.