

Lab - Data Migration in Windows

Introduction

When a new computer is purchased or a new operating system is installed, it is often desirable to migrate a user's data to the new computer or OS. Windows has a built-in tool called **Windows Easy Transfer** that allows you to select files and folders to migrate. These files and folders are written to a file which is used to restore them to the same locations on the new computer or OS.

The Windows Easy Transfer tool cannot be used to migrate from Windows 8.1 to another installation of Windows 8.1, so instructions are not included in this lab. Also, Windows 8.0 has the same steps and screens that are used by Windows 7, but the windows look slightly different, so Windows 8.0 instructions are not included in this lab.

Recommended Equipment

The following equipment is required:

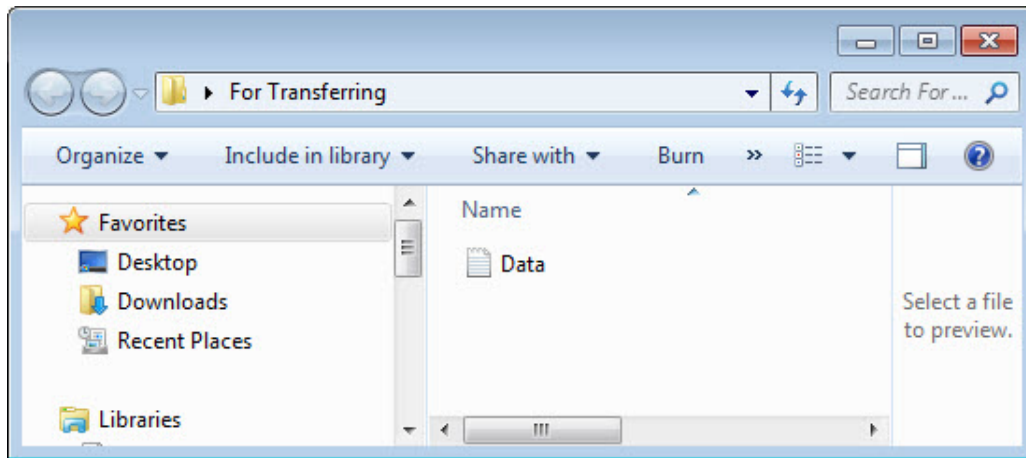
- A computer with Windows 7 installed
- A USB flash drive

Part 1: Windows 7

Step 1: Prepare for data migration

- a. Log on to the computer.
- b. Right-click the desktop and choose **New > Folder**.
- c. Type **For Transferring** and press **Enter** to name the folder.
- d. Click **Start > All Programs > Accessories > Notepad** to open Notepad.
- e. Type **From older PC** in Notepad.
- f. Click **File > Save As..**
- g. Navigate to **Desktop > For Transferring**.
- h. Type **Data** in the File Name box and press **Enter**.
- i. Click **File > Exit**.

- j. You should now have a file named **Data** in a folder called **For Transferring**.



Step 2: Prepare the flash drive

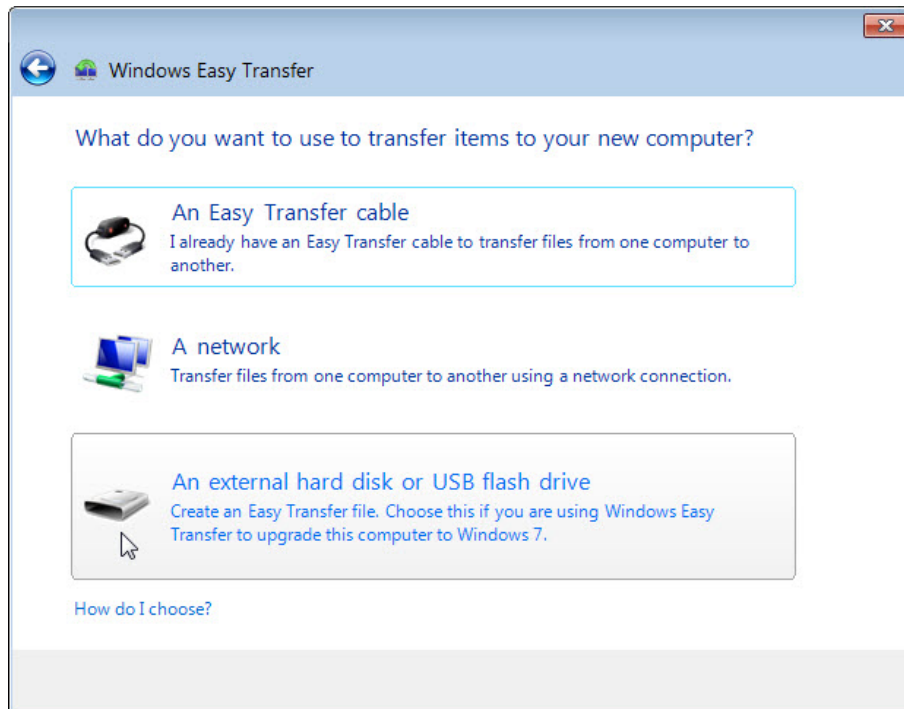
- Open the **For Transferring** folder.
- Connect the USB flash drive to the computer.
- Navigate to **Computer** and open the USB flash drive.
- Create a folder on the USB flash drive and name it **Transfer data files**.

Step 3: Create the Easy Transfer file

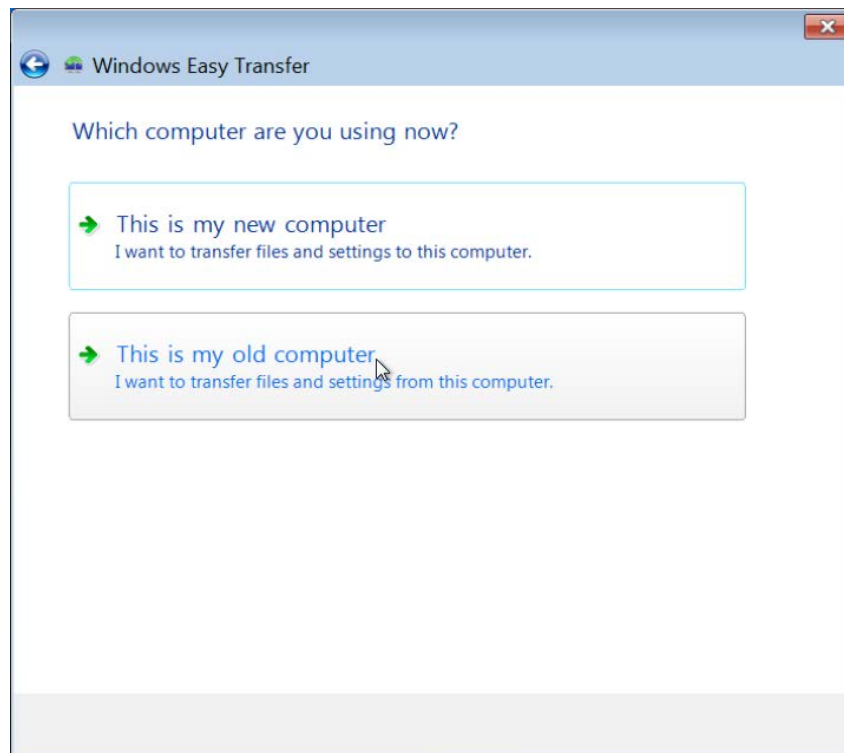
- Click **Start > All Programs > Accessories > System Tools > Windows Easy Transfer**. The **Windows Easy Transfer** window opens.



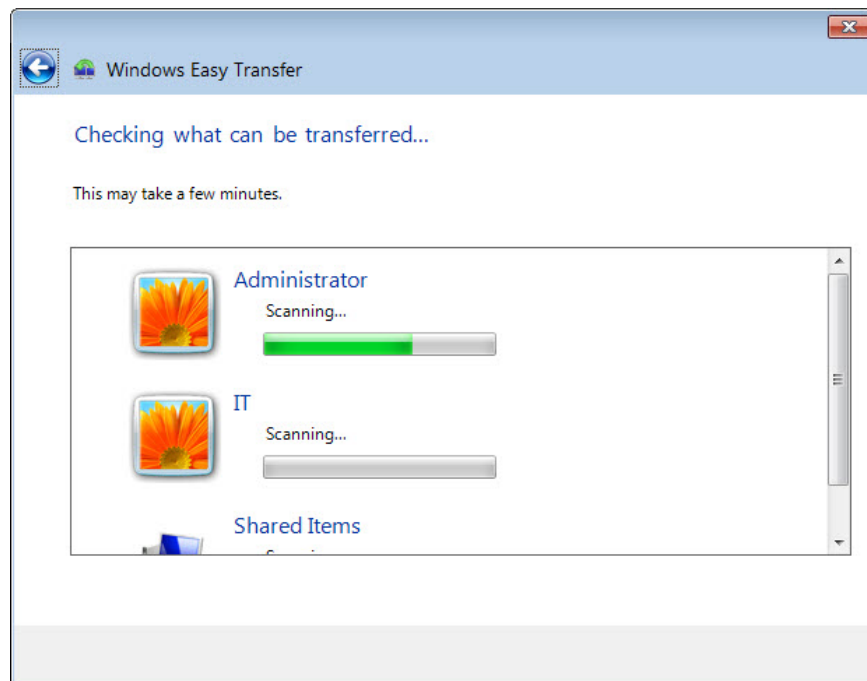
- b. Click **Next**. The **What do you want to use to transfer items to your new computer?** window opens.



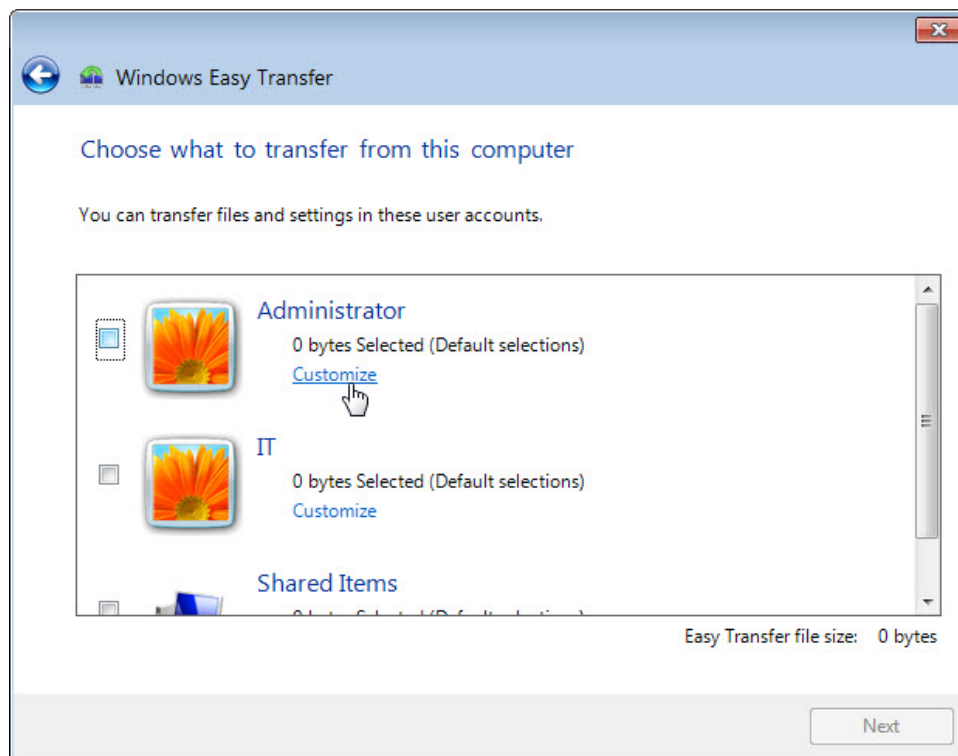
- c. Click **An external hard disk or USB flash drive**. The **Which computer are you using now?** window opens.



- d. Click **This is my old computer**. The **Checking what can be transferred...** window opens.

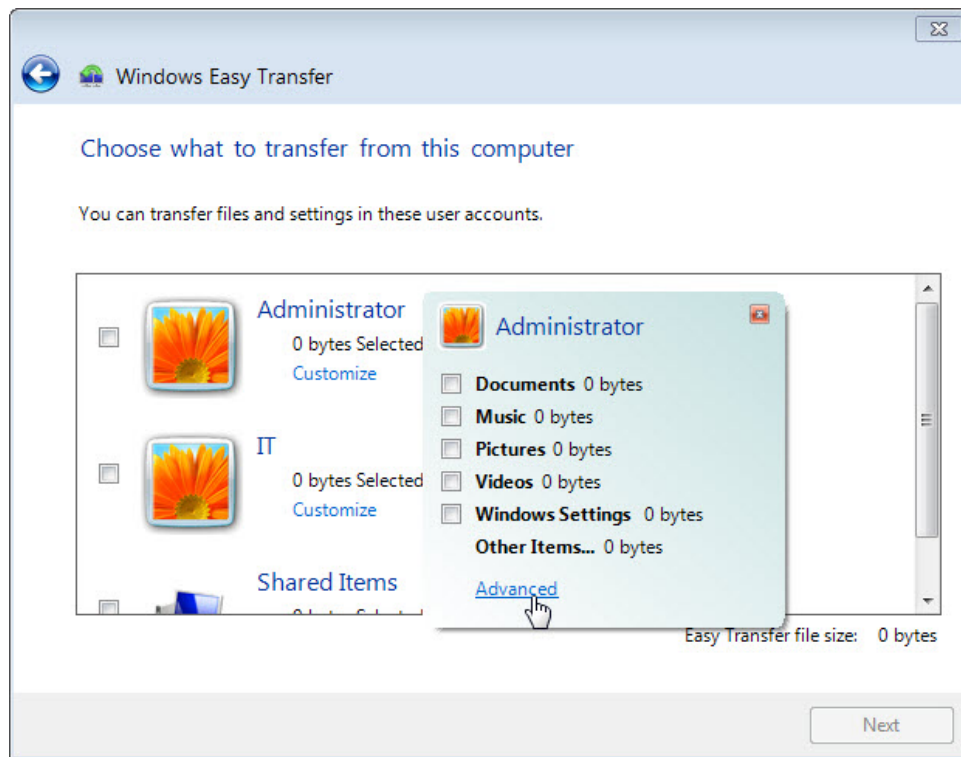


The **Choose what to transfer from this computer** window opens.

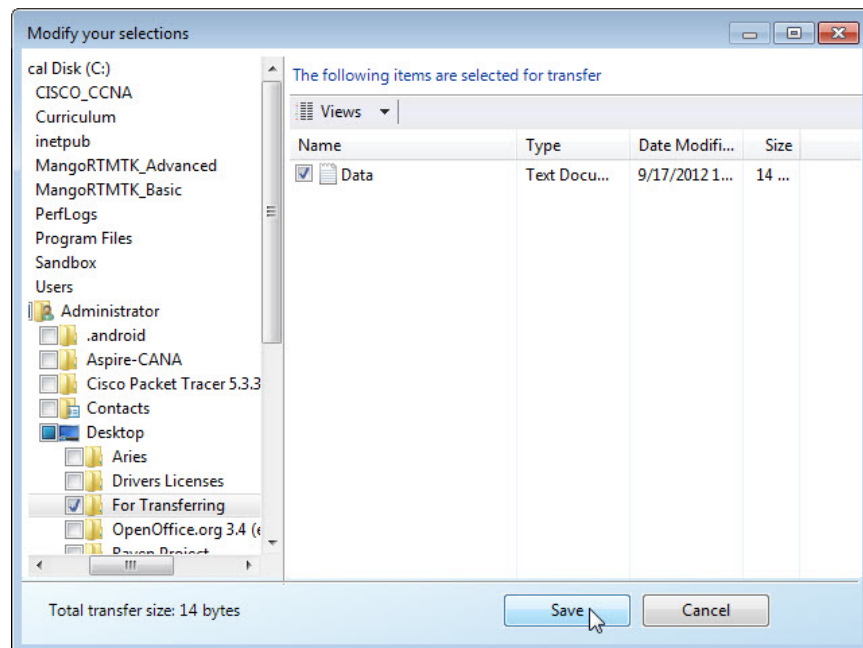


- e. Uncheck the box next to each account.

- f. Click **Customize** for the account to which you are logged in.

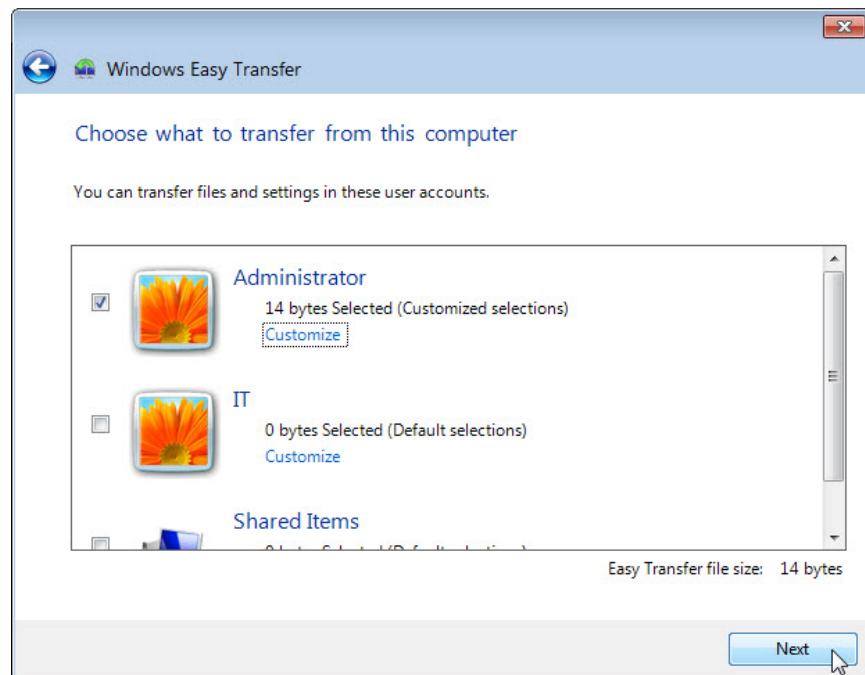


- g. When the customize window opens, click **Advanced**.



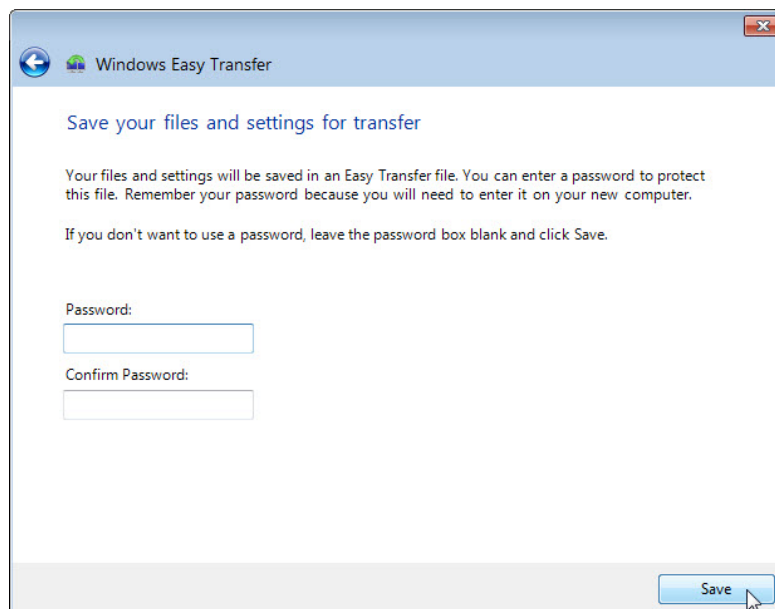
- h. Navigate to the **For Transferring** folder that is on the desktop. This will be the location where files are transferred from.

- i. Select the **Data** file and click **Save**. The **Choose what to transfer from this computer** window opens.



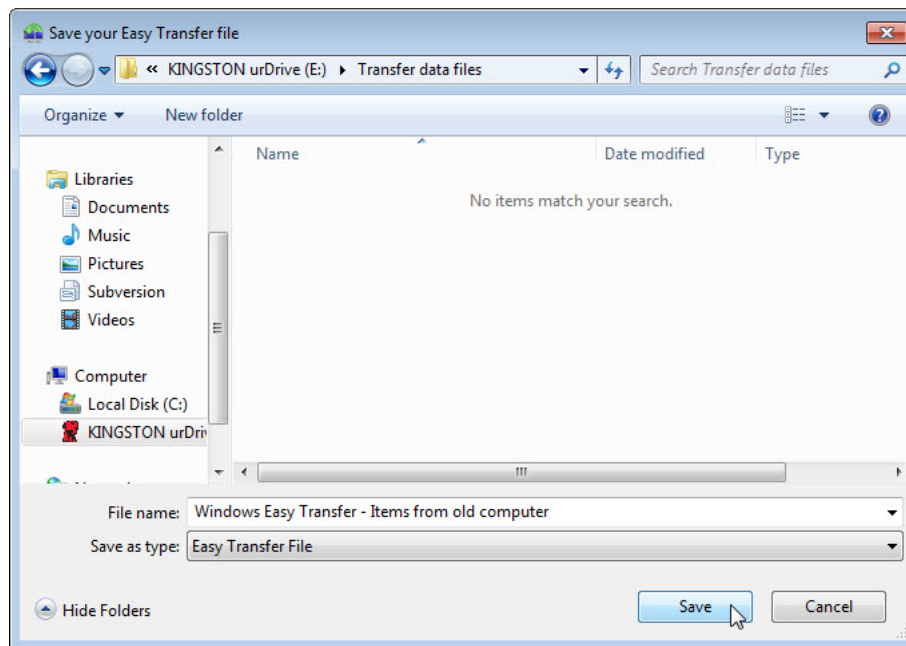
What is the size of the file being transferred?

- j. Click **Next**. The **Save your files and settings for transfer** window opens.

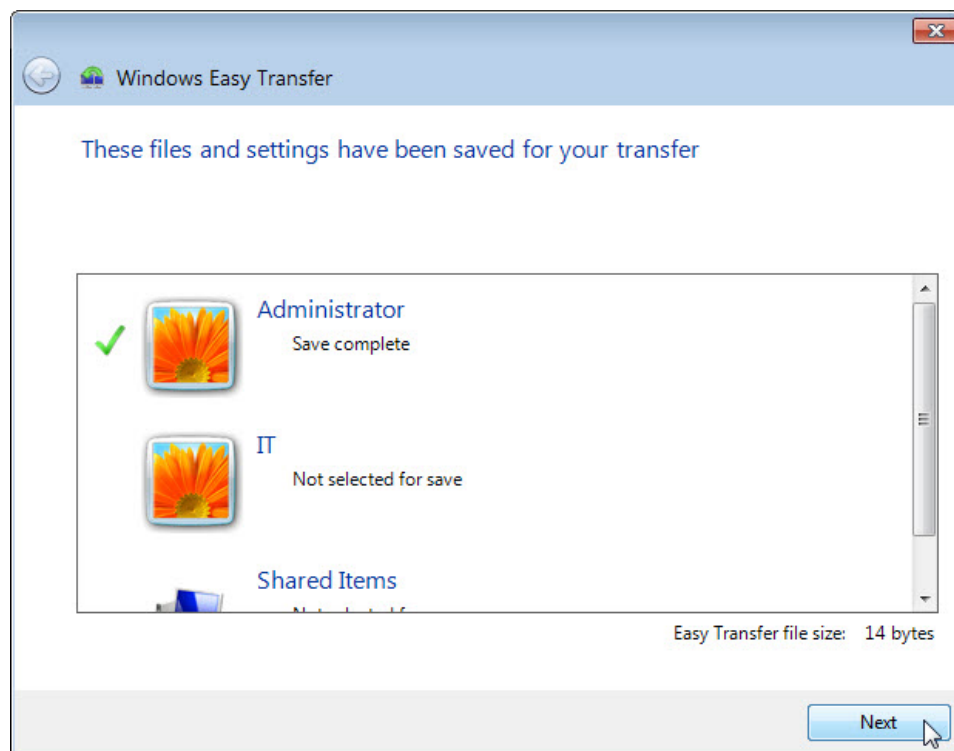


Because you are transferring the files back to the same computer, a password is not required.

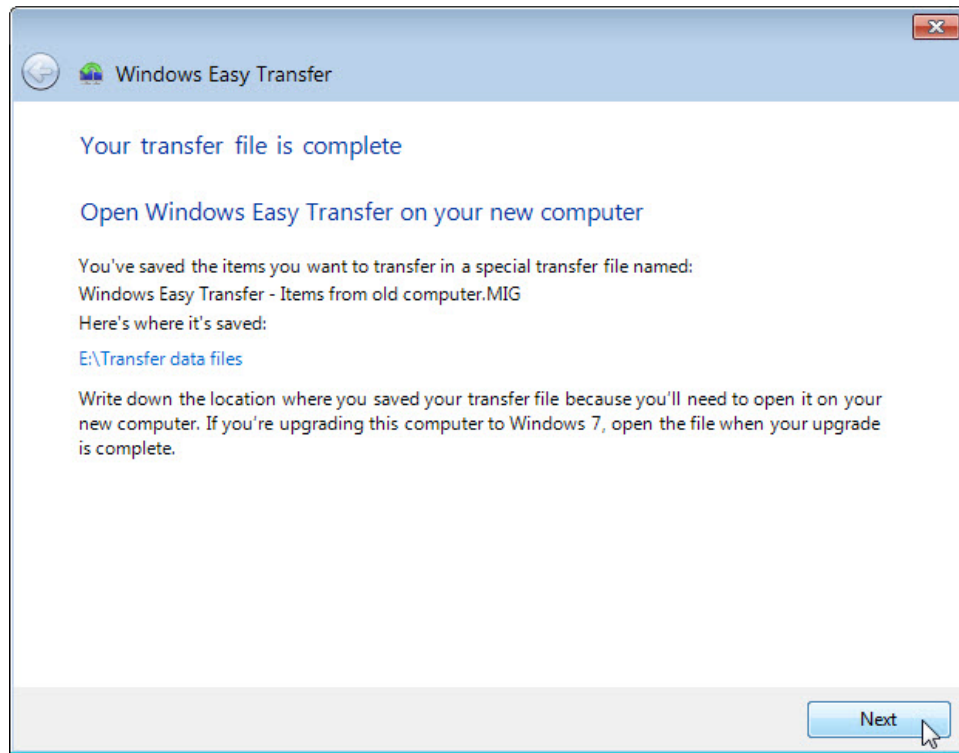
- k. Click **Save**.



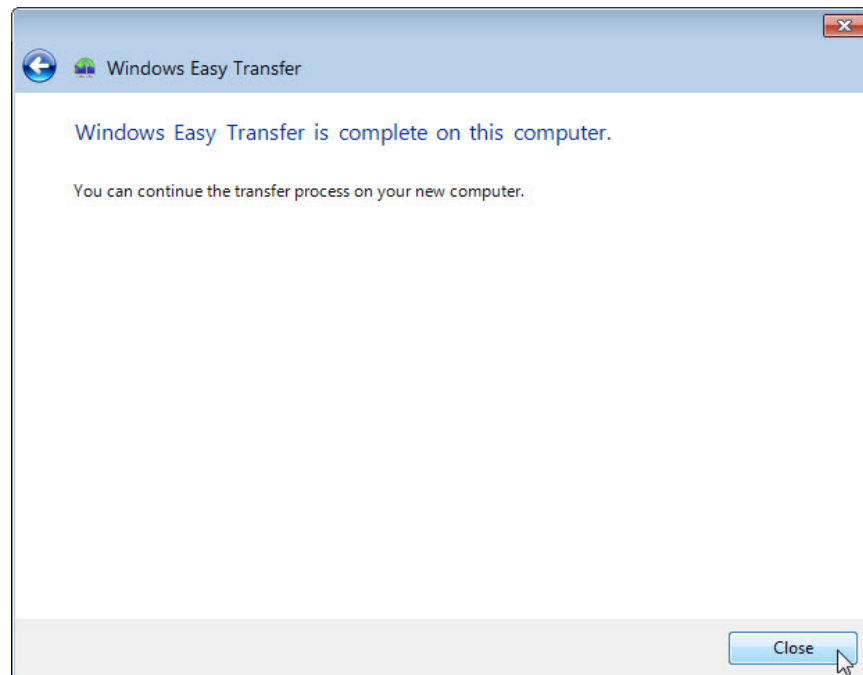
- l. Locate the folder called **Transfer data files** on the USB flash drive and click **Save**. The **These files and settings have been saved for your transfer** window opens.



- m. Click **Next**. The **Your transfer file is complete** window opens.



- n. Click **Next**. The **Windows Easy Transfer is complete on this computer** window opens.



- o. Click **Close**.

Step 4: Delete the original data

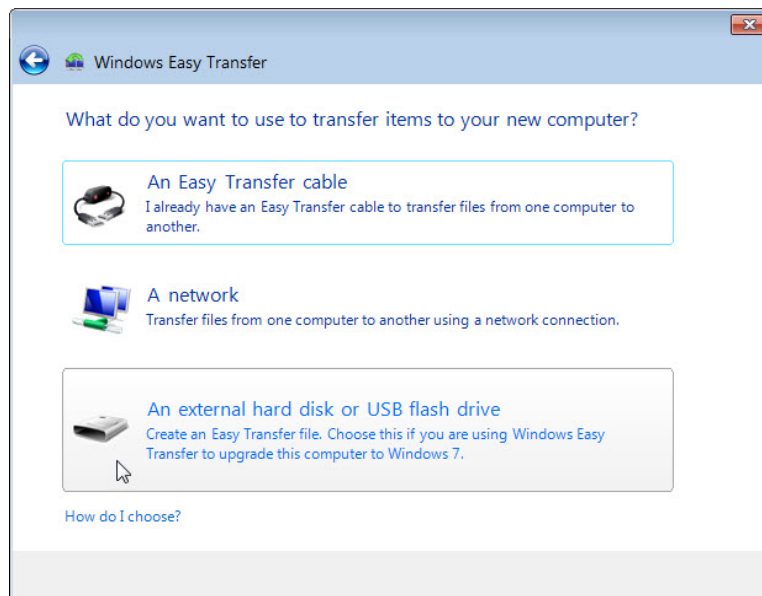
- Locate and delete the **Data** file in the **For Transferring** folder that is located on the desktop.
- Right-click the **Recycle Bin** > **Empty Recycle Bin**.

Step 5: Receive the transfer file

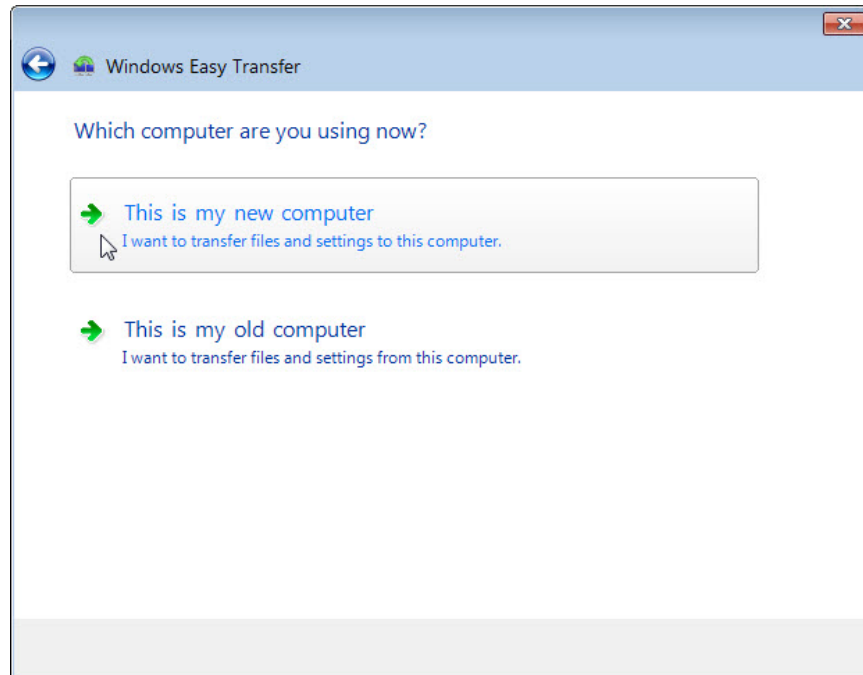
- Click **Start > All Programs > Accessories > System Tools > Windows Easy Transfer**. The **Welcome to Windows Easy Transfer** window opens.



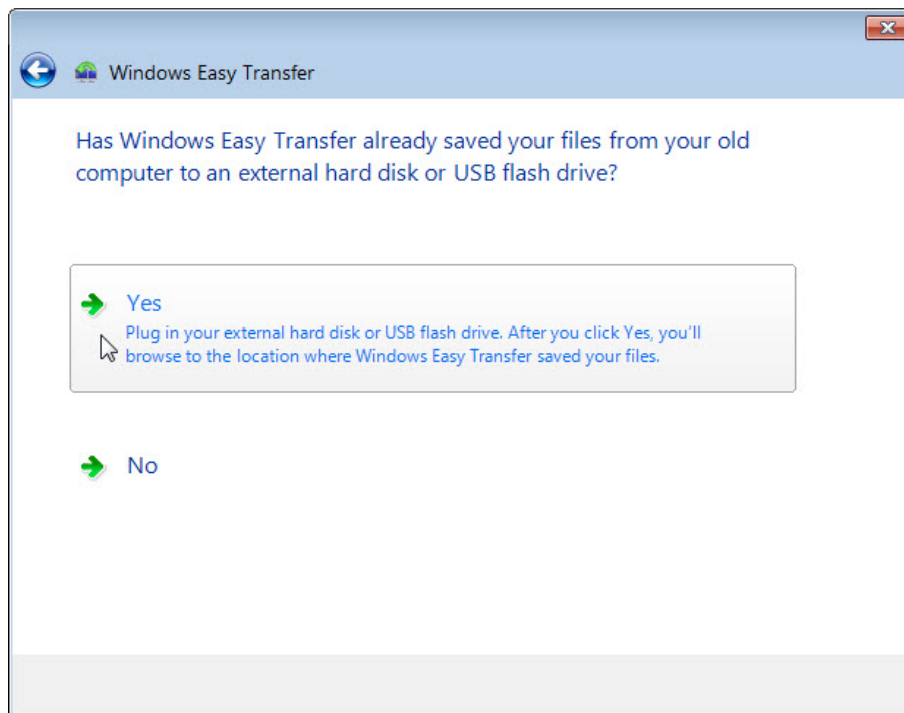
- Click **Next**. The **What do you want to use to transfer items to your new computer?** window opens.



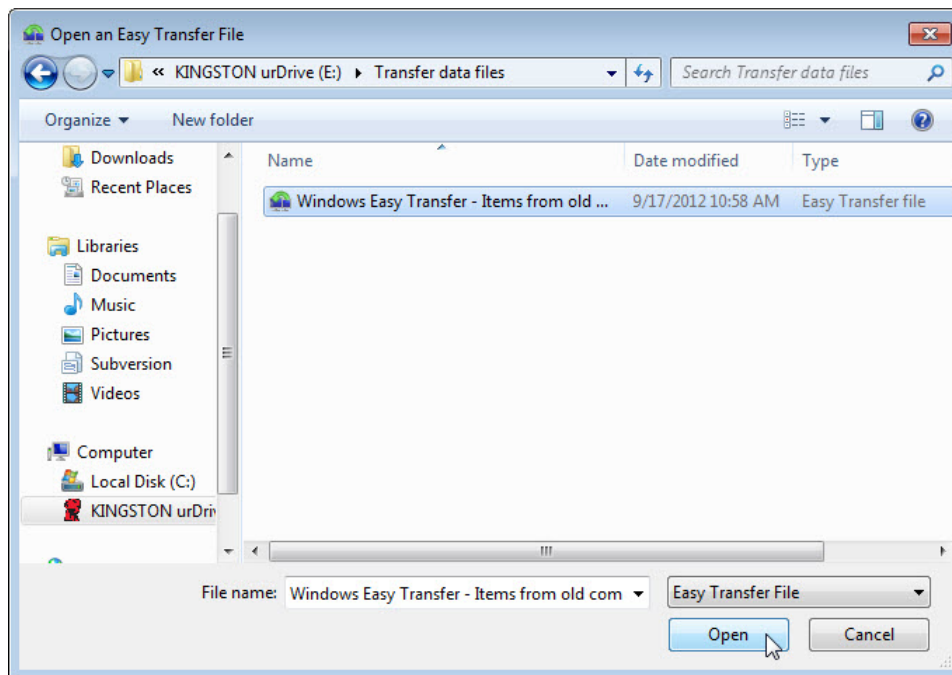
- c. Select **An external hard disk or USB flash drive**. The **Which computer are you using now?** window opens.



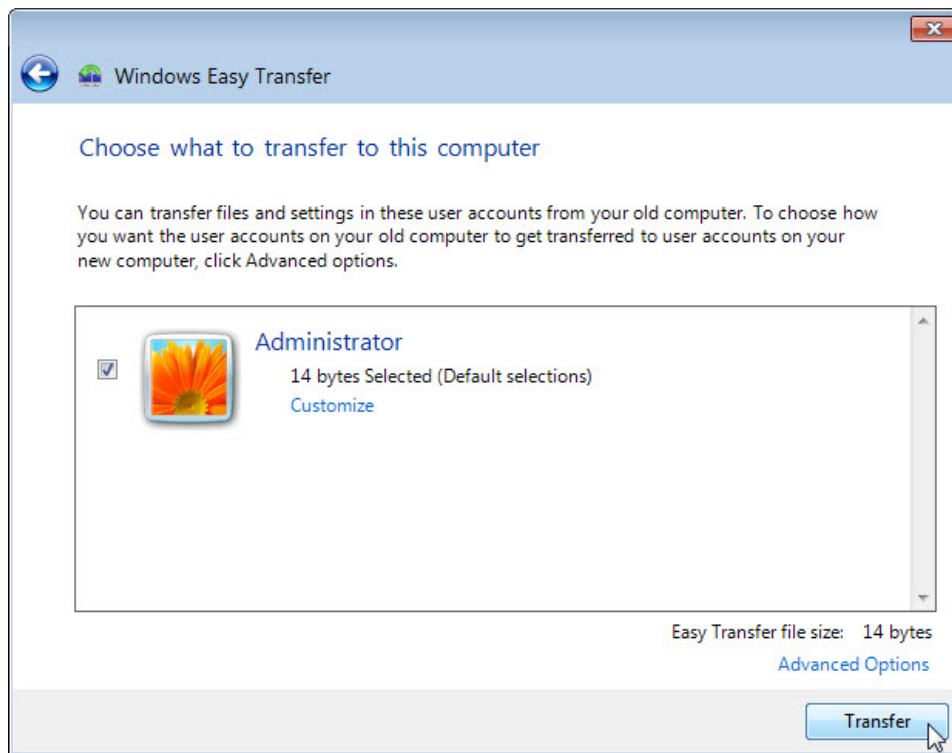
- d. Select **This is my new computer**. The **Has Windows Easy Transfer already saved your files from your old computer to an external hard disk or USB flash drive?** window opens.



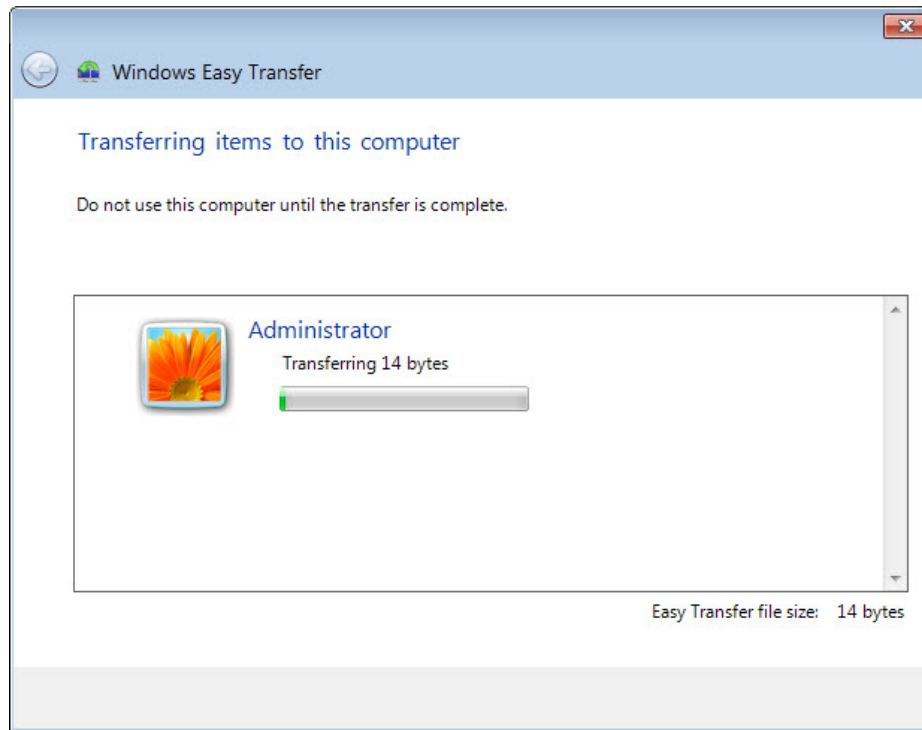
- e. Click **Yes**.



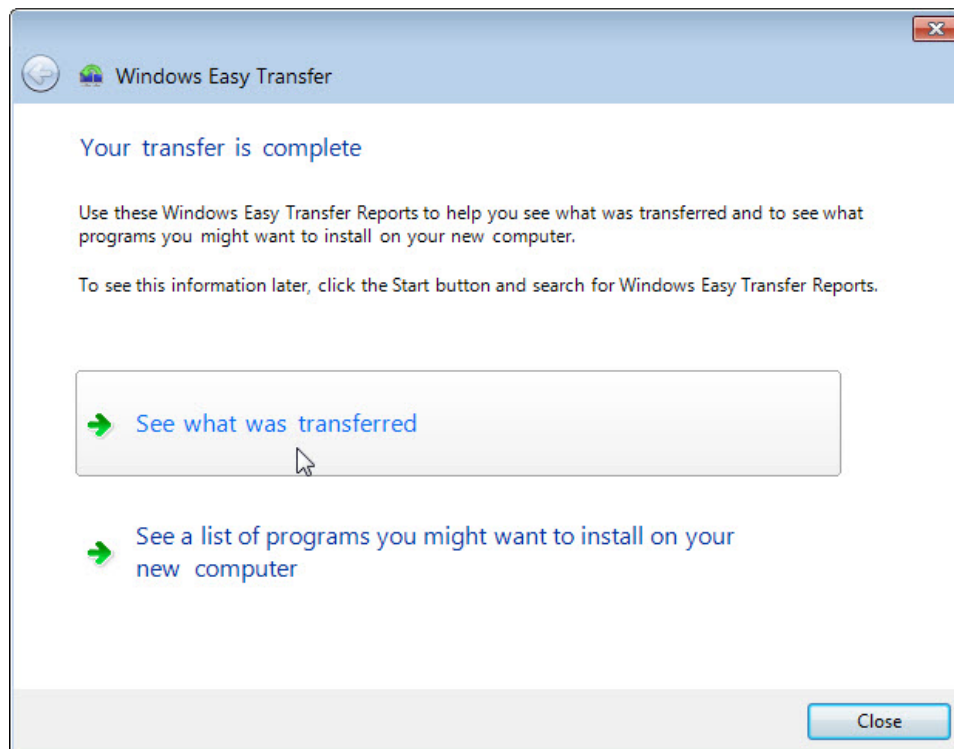
- f. Locate and open the **Transfer data files** folder on the USB flash drive.
- g. Select the **Windows Easy Transfer** file, and then click **Open**. The **Choose what to transfer to this computer** window opens.



- h. Click **Transfer**. The **Transfer items to this computer** window opens.

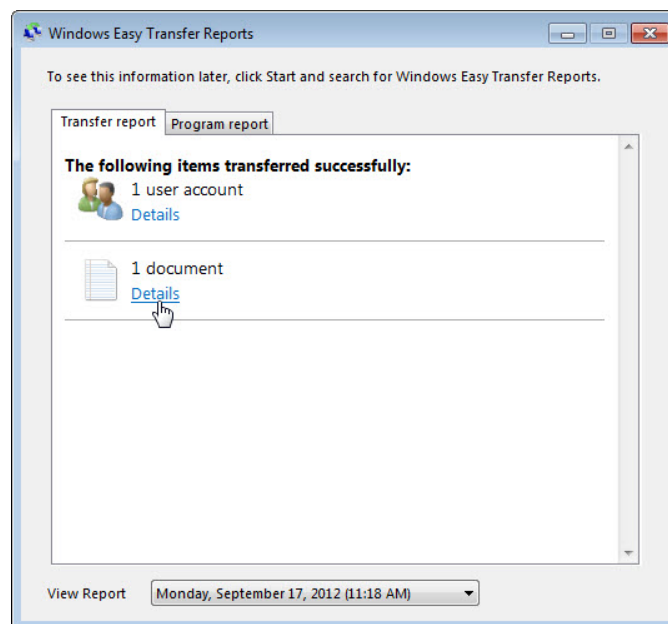


- The **Your transfer is complete** window opens.

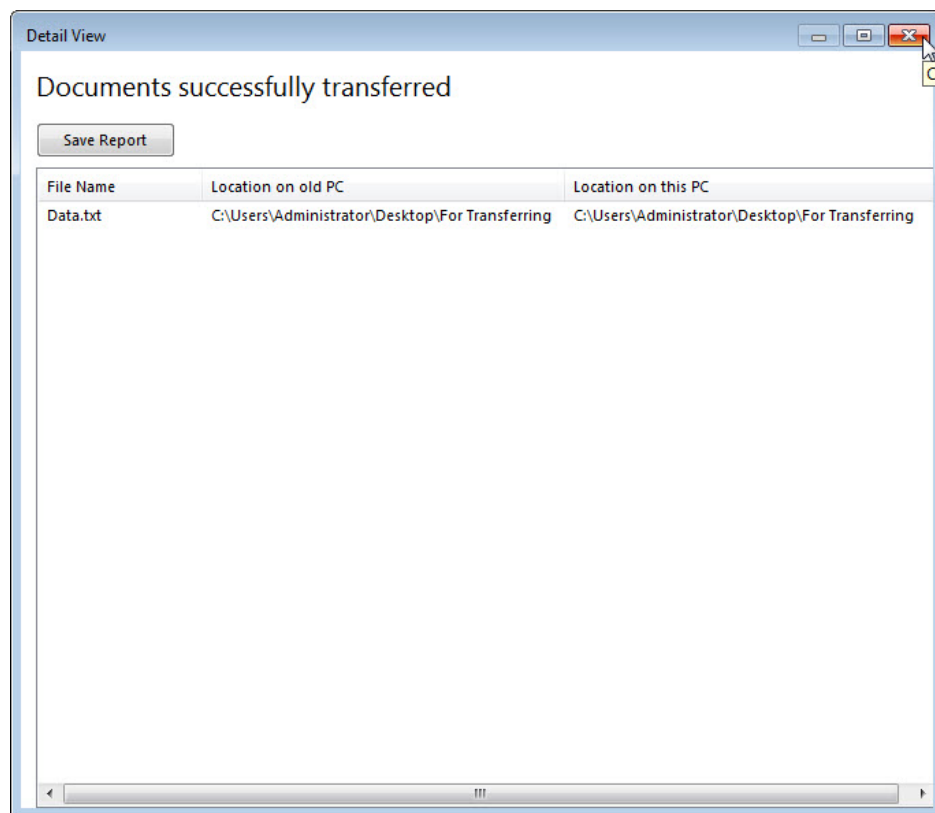


- i. Click **See what was transferred**.

- j. Click **Details** below **1 document**.

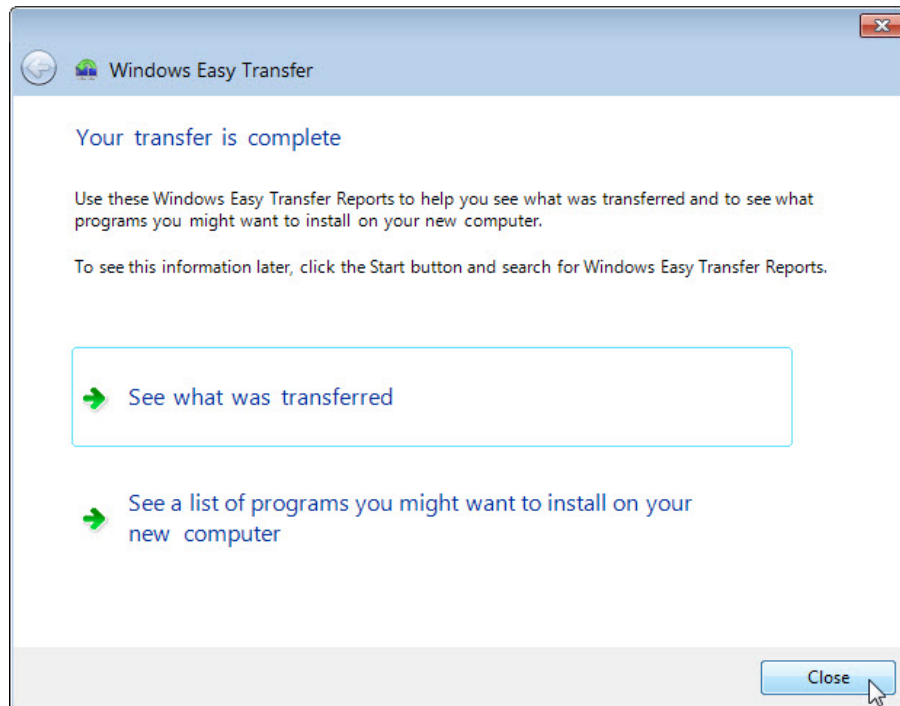


The **Documents successfully transferred** window opens.



What do you notice about the location of the Data file?

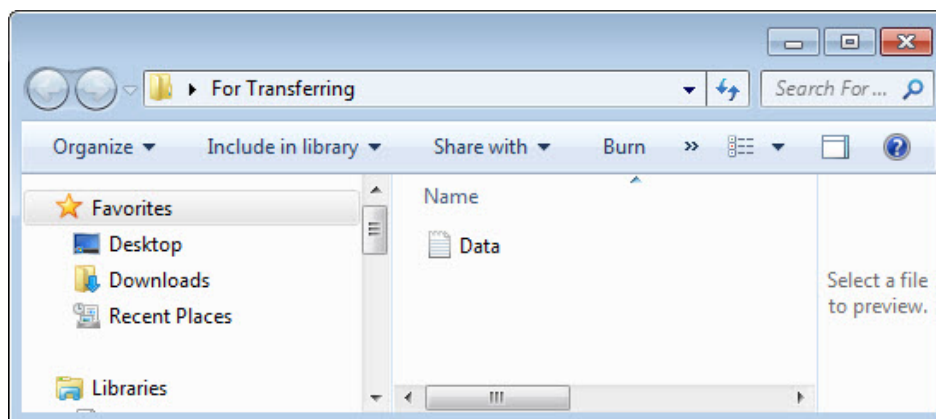
- k. Close the **Detail View** window.
- l. Close the **Windows Easy Transfer Reports** window.



- m. When the **Window Easy Transfer** window opens click **Close**.

Step 6: Verify the Transfer

- a. Navigate to and open the **For Transferring** folder located on the desktop. Notice the **Data** file has been transferred.

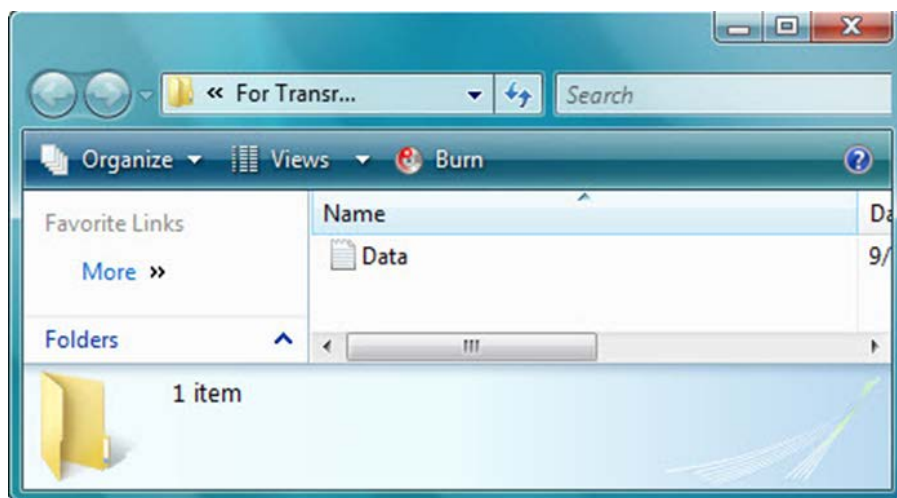


- b. If advised by the instructor, delete all folders and files created on the desktop and USB flash drive during this lab.

Part 2: Windows Vista

Step 1: Prepare for data migration

- a. Log on to the computer.
- b. Right-click the desktop and choose **New > Folder**.
- c. Type **For Transferring** and press **Enter** to name the folder.
- d. Click **Start > All Programs > Accessories > Notepad** to open Notepad.
- e. Type **From older PC** in Notepad.
- f. Click **File > Save As..**
- g. Navigate to **Desktop > For Transferring**.
- h. Type **Data** in the File Name box and press **Enter**.
- i. Click **File > Exit**.
- j. You should now have a file named **Data** in a folder called **For Transferring**.

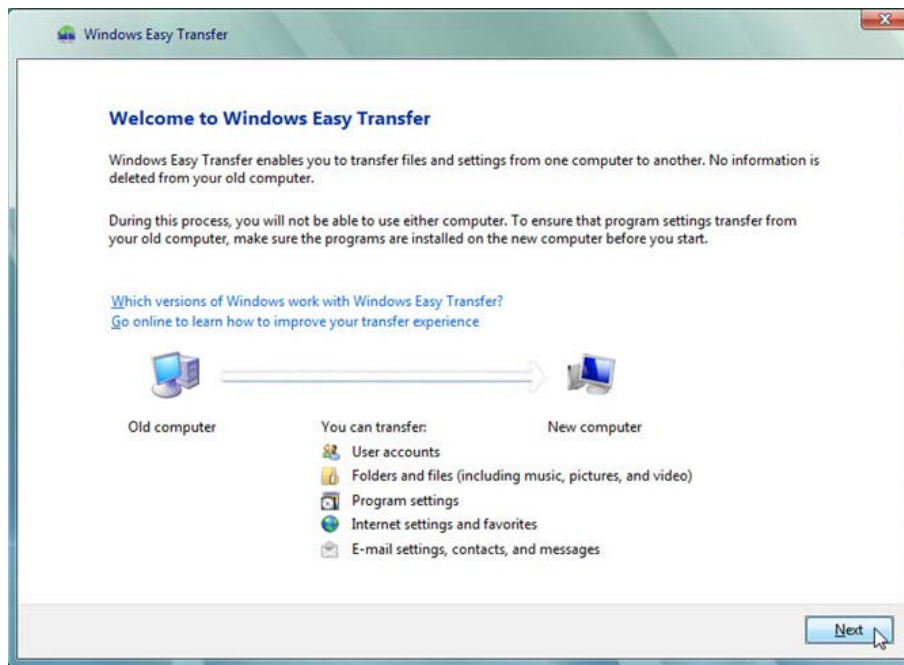


Step 2: Prepare the flash drive

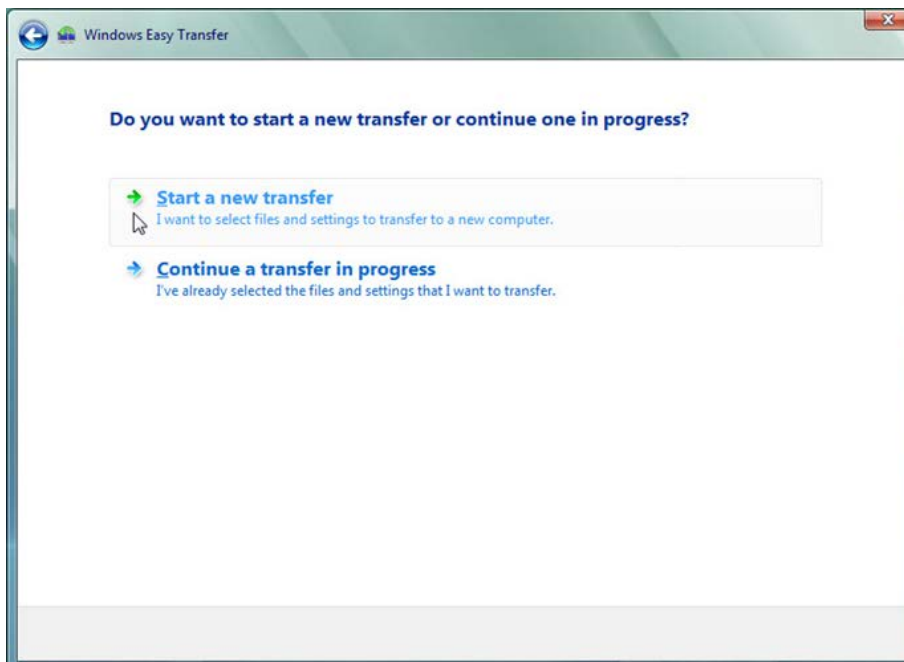
- a. Connect the USB flash drive to the computer
- b. Open the **For Transferring** folder.
- c. Navigate to **Computer** and open the USB flash drive
- d. Create a folder on the USB flash drive and name it **Transfer data files**.

Step 3: Create the Easy Transfer file

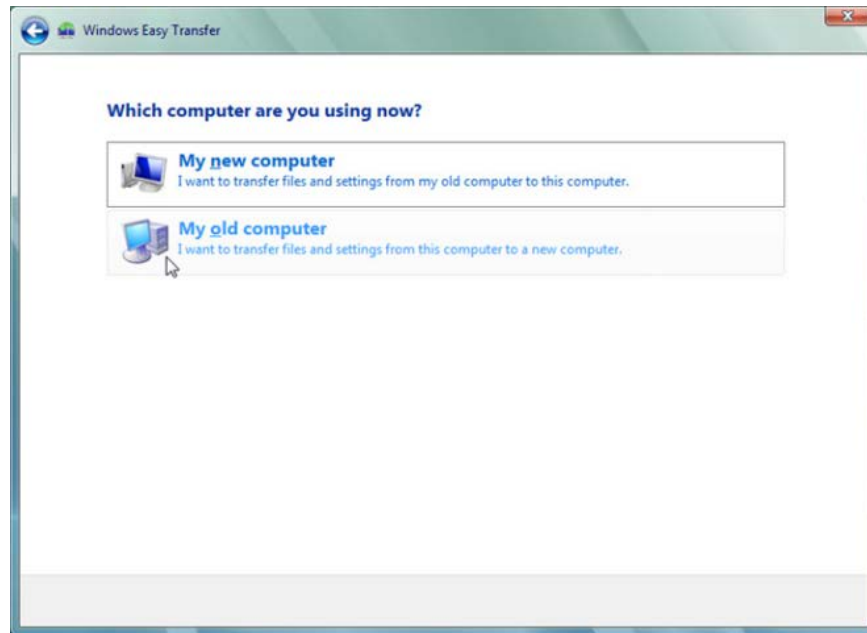
- a. Click **Start > All Programs > Accessories > System Tools > Windows Easy Transfer**. The **Windows Easy Transfer** window opens.



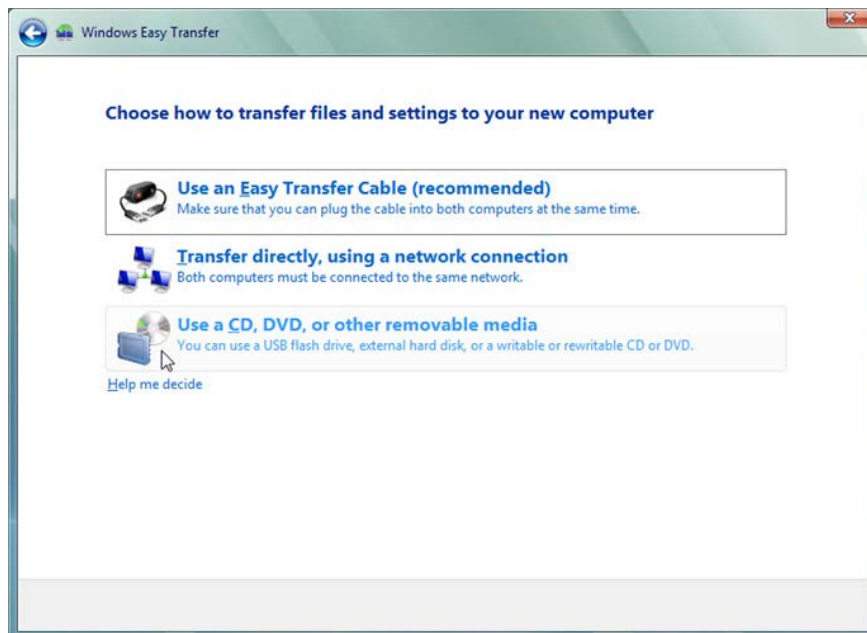
- b. Click **Next**. The **Do you want to start a new transfer or continue one in progress?** window opens.



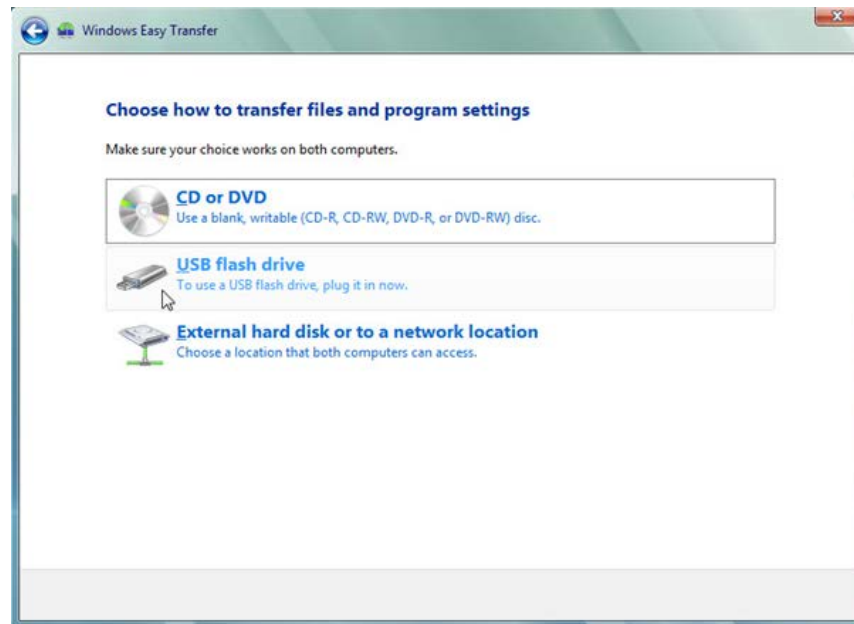
- c. Click **Start a new transfer**. The **Which computer are you using now?** window opens.



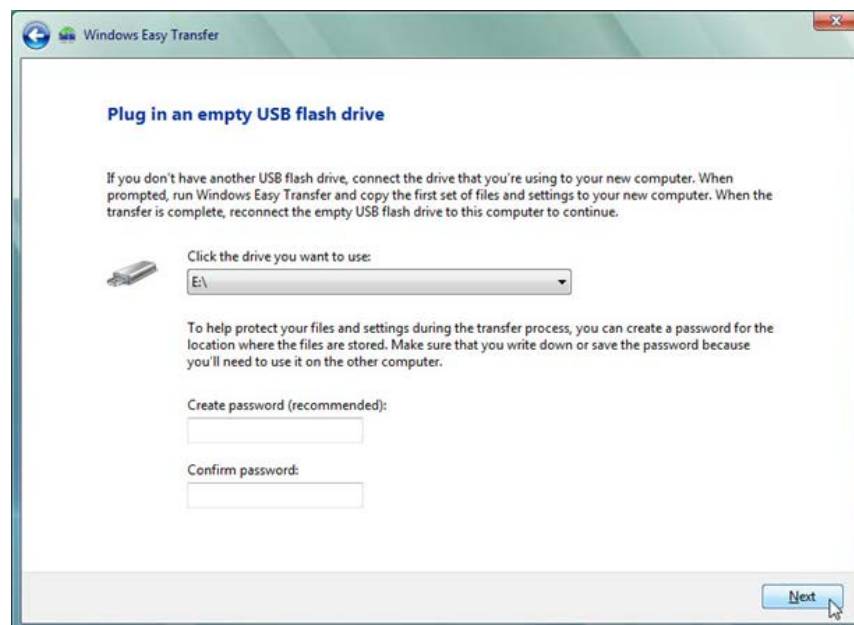
- d. Click **My old computer**. The **Choose how to transfer files and settings to your new computer** window opens.



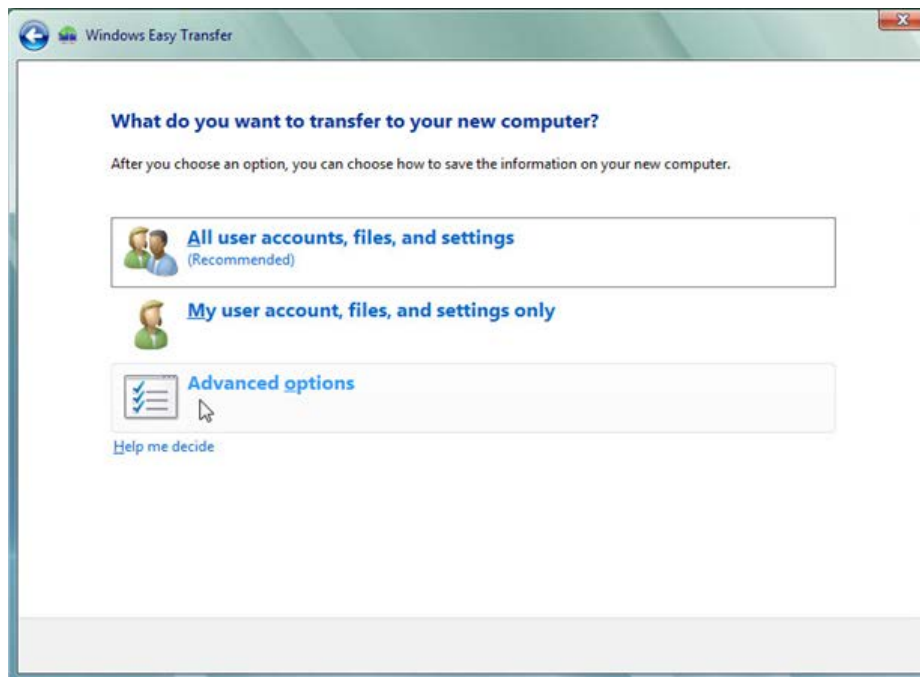
- e. Click **Use a CD, DVD, or other removable media**. The **Choose how to transfer files and program settings** window opens.



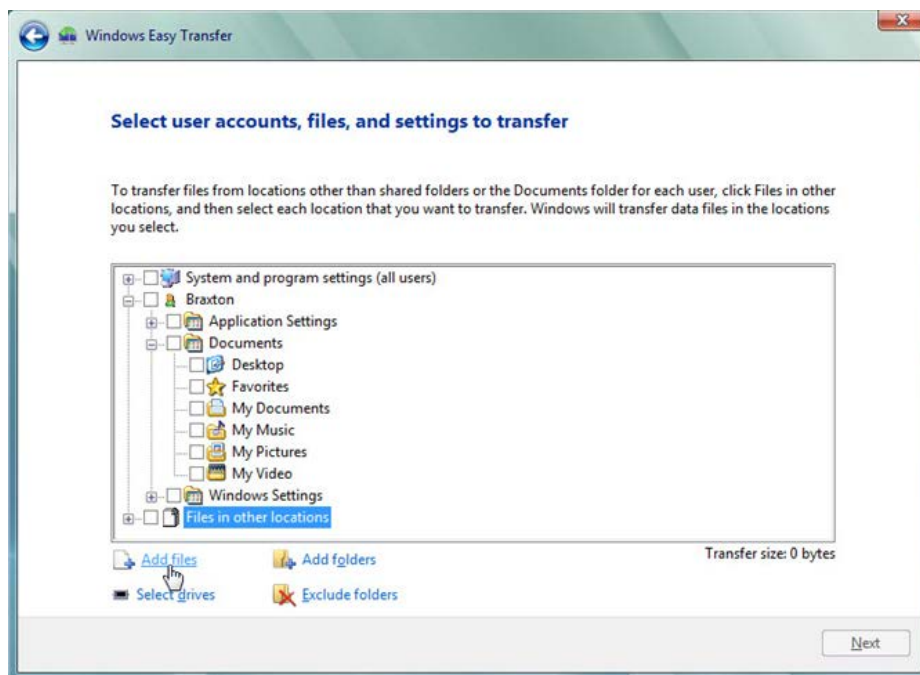
- f. Click **USB flash drive**. The **Plug in an empty USB flash drive** window opens. Because you are transferring the files back to the same computer, a password is not required.



- g. Click **Next**. The **What do you want to transfer to your new computer?** window opens.

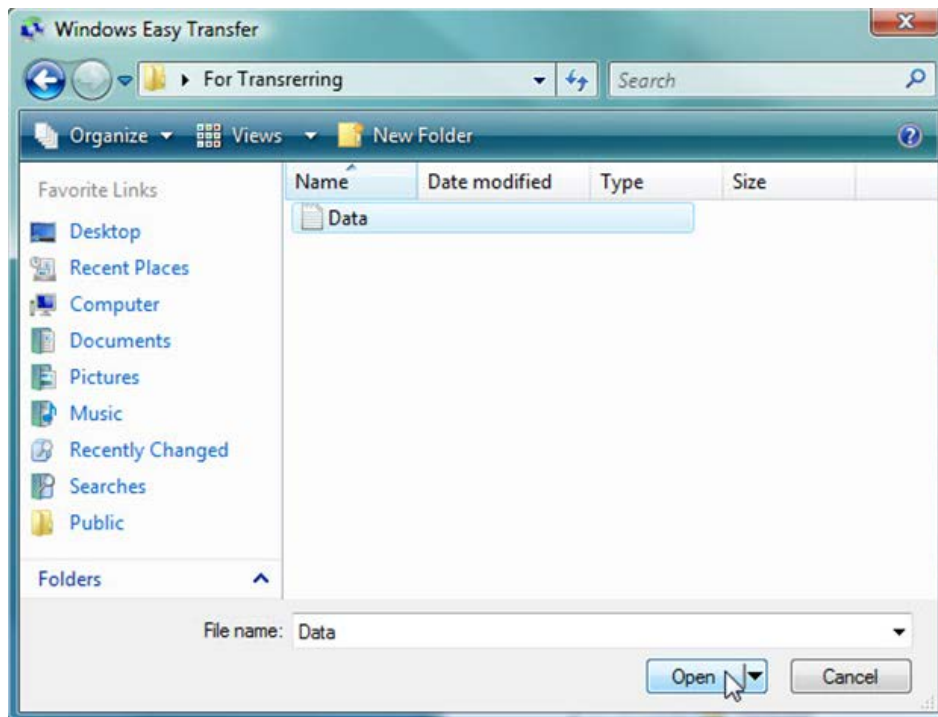


- h. Click **Advanced options**. The **Select user accounts, files, and settings to transfer** window opens.

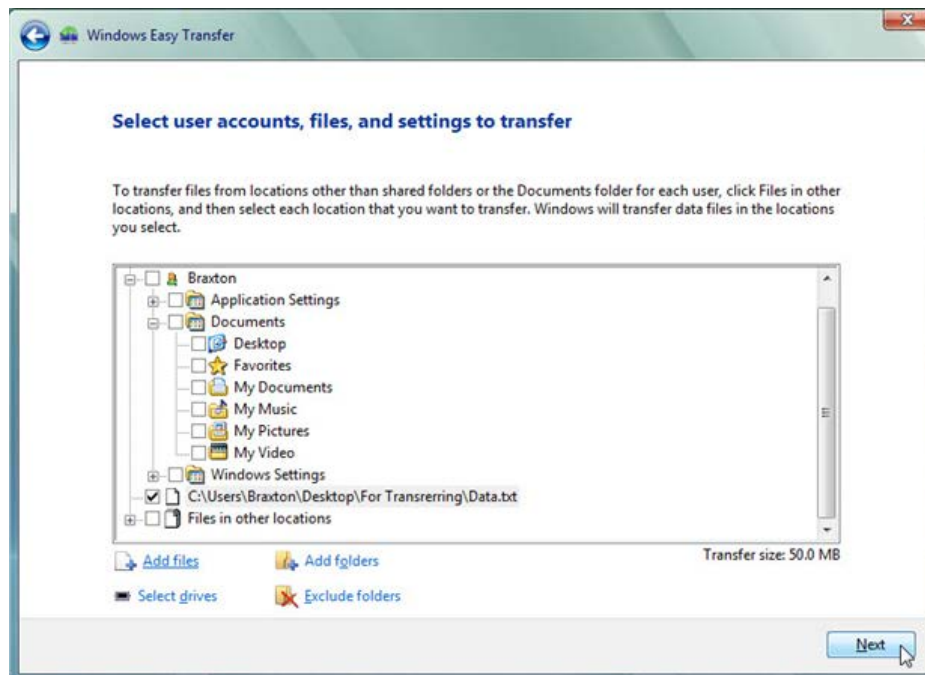


- i. Remove the check mark from each box in the window.

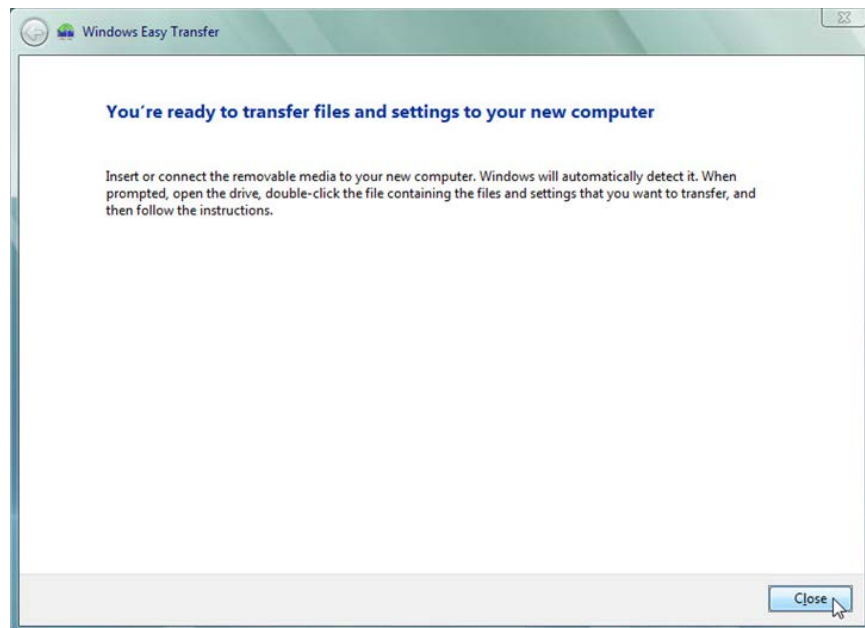
- j. Click **Add files**.



- k. Navigate to the **For Transferring** folder that is on the desktop. This will be the location where files are transferred from.
- l. Select the **Data** file and click **Open**. The **Select user accounts, files, and settings to transfer** window opens.



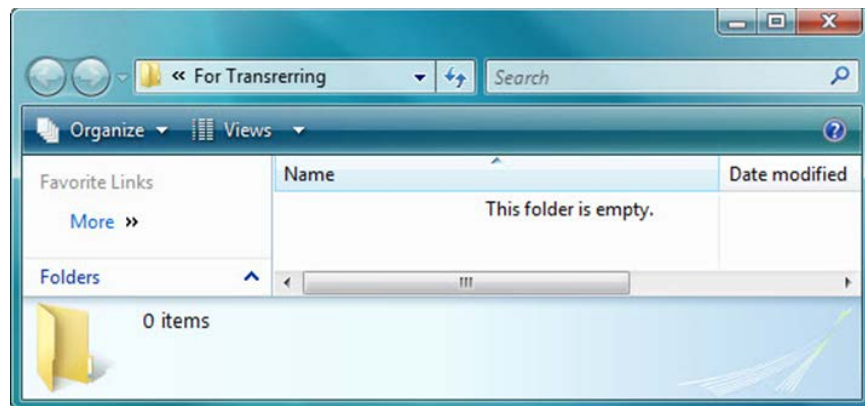
- m. Click **Next**. The **You're ready to transfer files and settings to your new computer** window opens.



- n. Click **Close**.

Step 4: Delete the original data

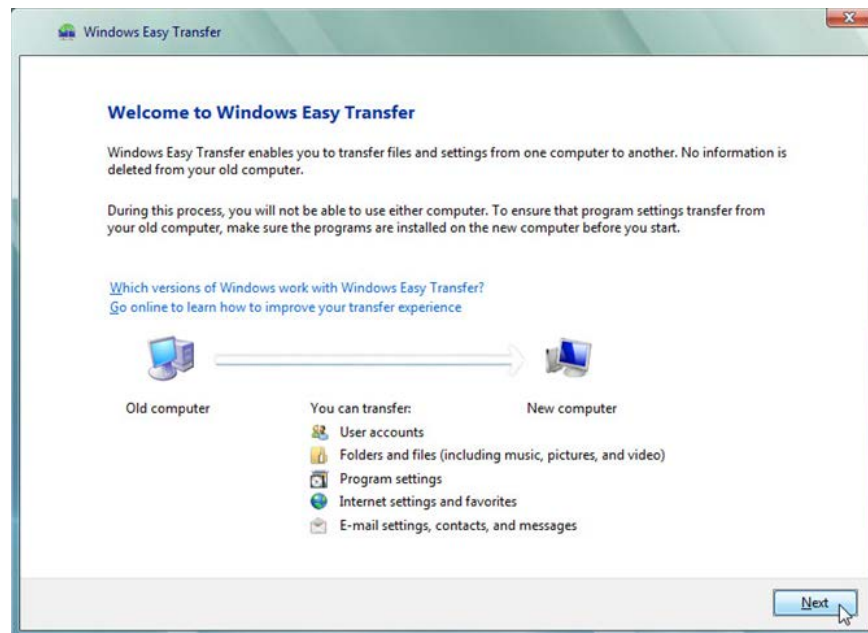
- a. Locate and delete the **Data** file in the **For Transferring** folder that is located on the desktop.



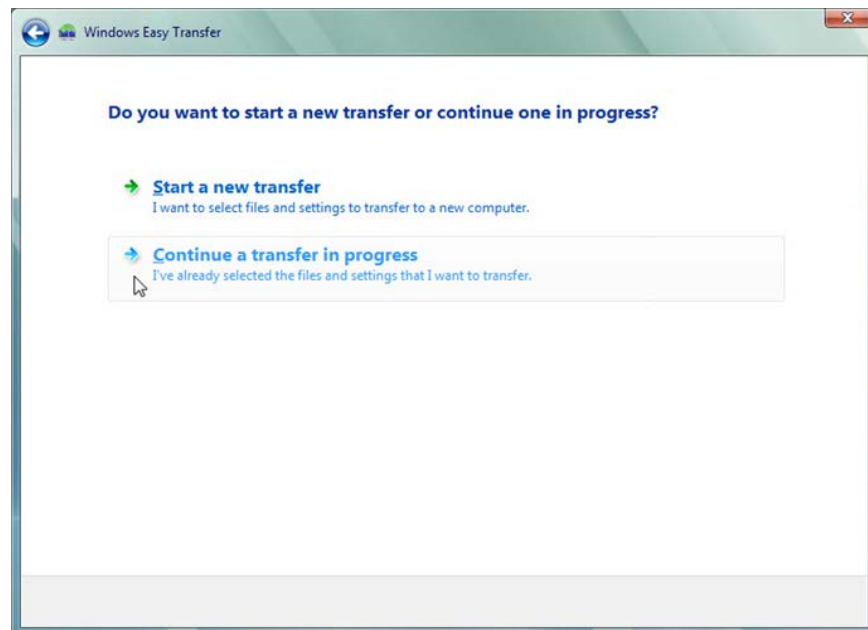
- b. Right-click the **Recycle Bin** > **Empty Recycle Bin**.

Step 5: Receive the transfer file

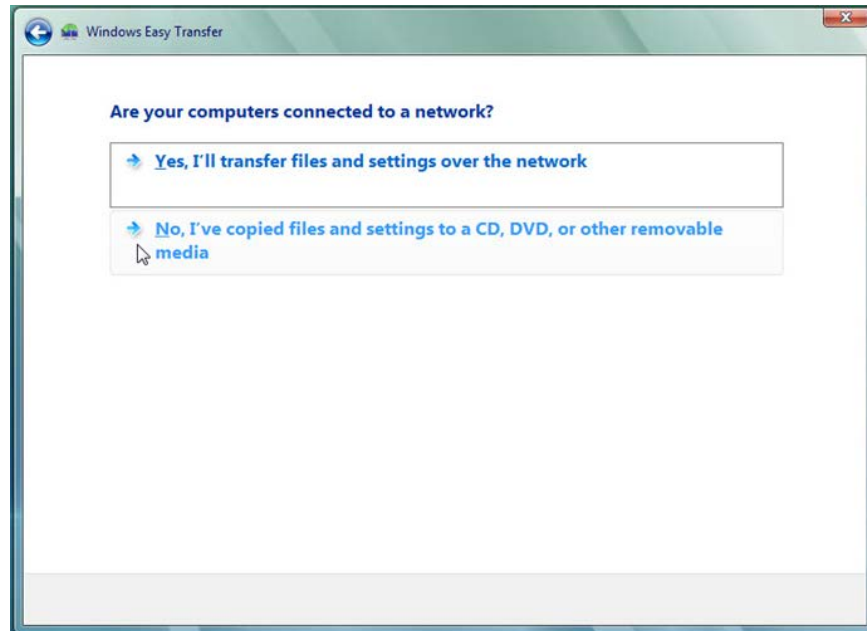
- Click **Start > All Programs > Accessories > System Tools > Windows Easy Transfer**. The **Welcome to Windows Easy Transfer** window opens.



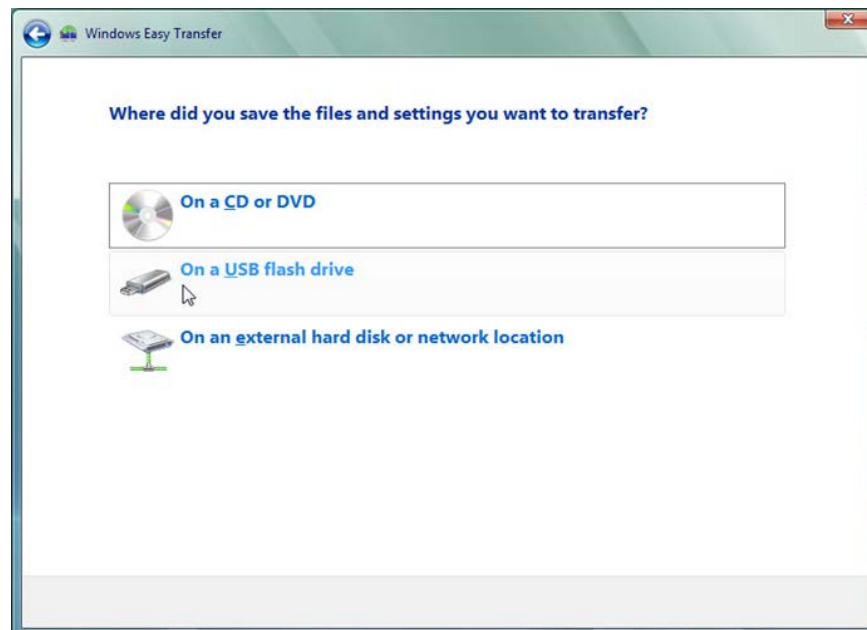
- Click **Next**. The **Do you want to start a new transfer or continue one in progress?** window opens.



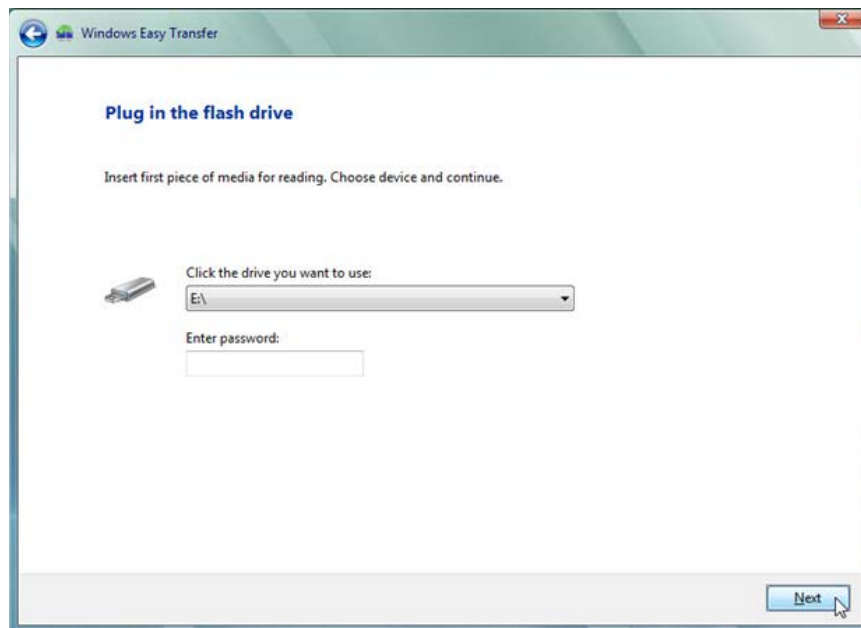
- c. Click **Continue a transfer in progress**. The **Are your computers connected to a network?** window opens.



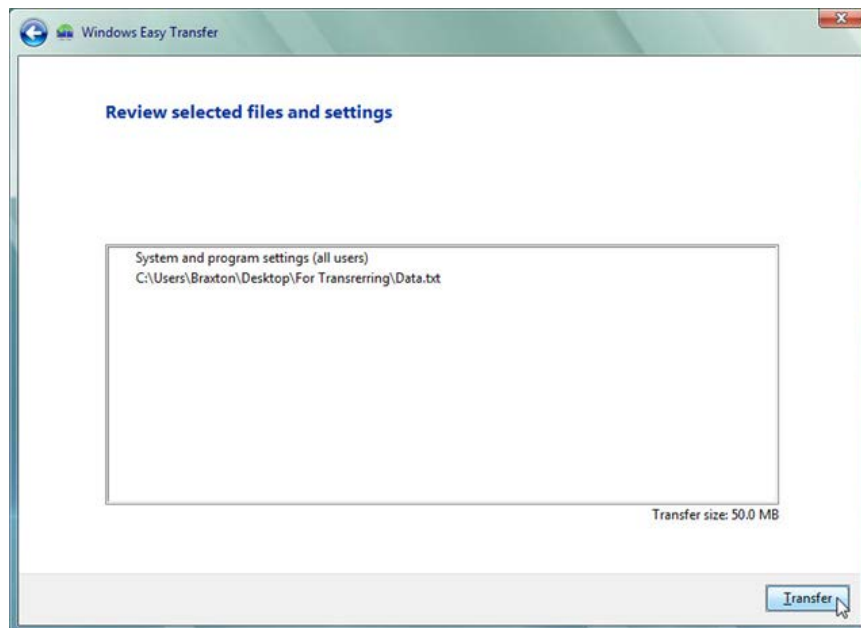
- d. Click **No, I've copied files and settings to a CD, DVD, or other removable media**. The **Where did you save the files and settings you want to transfer?** window opens.



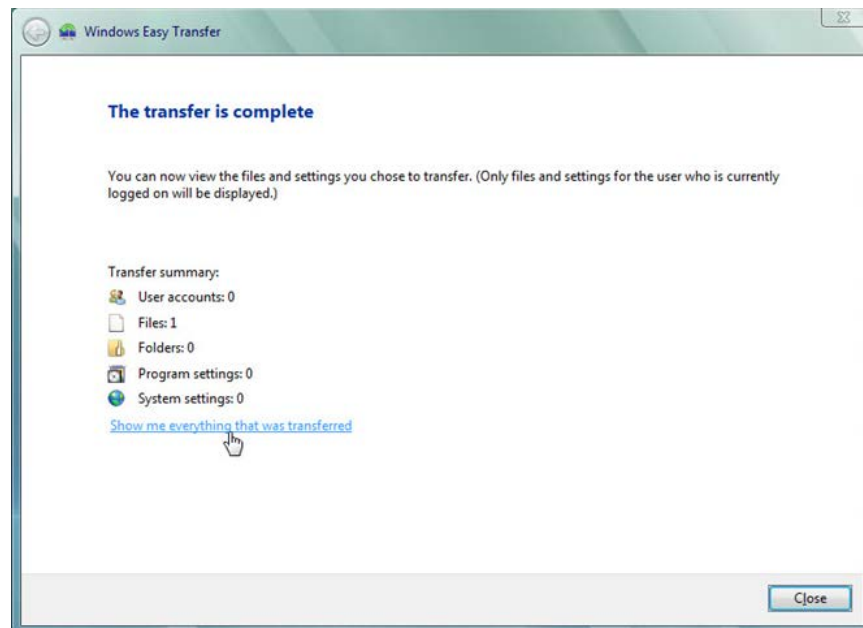
- e. Click **On a USB flash drive**. The **Plug in the flash drive** window opens.



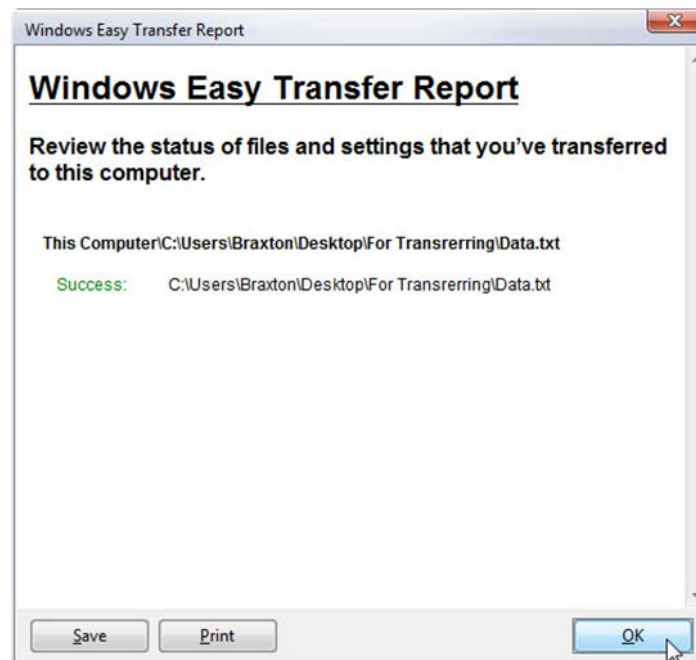
- f. Click **Next**. The **Review selected files and settings** window opens.



- g. Click **Transfer**. The **The transfer is complete** window opens.



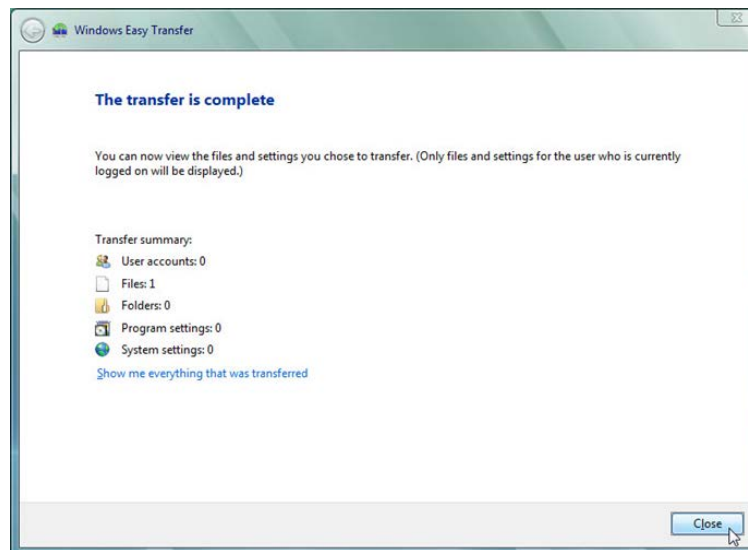
- h. Click **Show me everything that was transferred**. The **Windows Easy Transfer Report** window opens.



What do you notice about the location of the new Data file?

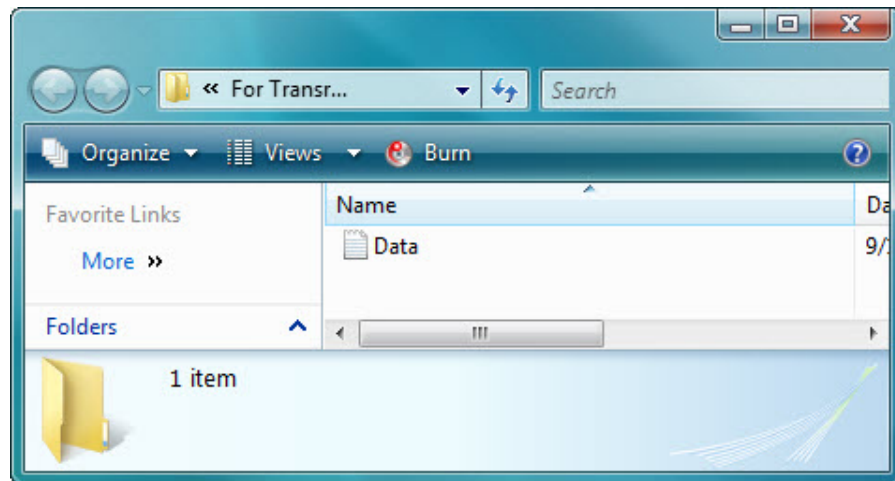
- i. Click **OK**.
- j. Close the **Detail View** window.

- k. When the **Windows Easy Transfer** window opens click **Close**.



Step 6: Verify the Transfer

- a. Navigate to and open the **For Transferring** folder located on the desktop. Notice the **Data** file has been restored.



- b. If advised by the instructor, delete all folders and files created on the computer desktop and USB flash drive during this lab.