Copy Files from the Old Computer

1. Open Computer and open C drive.

2. Open Users.

3. Find the folder with your username and open it.

4. Inside that folder, copy Desktop, Downloads, Favorites, My Documents, My Music, My Pictures, and My Videos. If you do not have anything in a folder you want to save, you don't have to copy that folder You will copy those folders by highlighting them and selecting Organize...Copy off the menu at the top of the page. You do not need to copy folders for things like Dropbox or Google Drive. Those files are saved online and will re-sync to your computer when you reload the program.

5. Open a second copy of Computer.

6. Open H: drive. (If you choose to use a flash drive, open it instead.)

7. Select Edit...Paste off the menu at the top. If you have any folders from a previous backup, you may be asked if you want to replace them. Select Yes or Yes to All if that is an option. You can also upload the files to Google Drive if you would prefer that.

8. When all folders have been copied over, you are finished.

Moving them Back to Your New Computer

1. Open either the flash drive you used above or H: drive.

2. Copy the folders you backed up.

3. On your new computer, Open the Start Menu and then Open Computer.

4. Open C: drive then open the folder Users.

5. Open the folder with your username on it.

6. Paste the folders to here.

7. You will see messages asking if you want to replace or merge folders. Always select Yes or OK.

8. Near the end, you will see a larger box come up which gives you three choices about what to do with a file. Make sure you check the box near the bottom that says you want to apply it to other files and click Copy and Replace (the top option).

9. When these files finish copying down, your files are restored.