Answers: 5.1.4.4 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

- a. Open the For Transferring folder.
- b. Connect the USB flash drive to the computer.
- 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 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.

		x
9	🚇 Windows Easy Transfer	
	Checking what can be transferred	
	This may take a few minutes.	
	Administrator Scanning	•
	Scanning	
	Shared Items	+
		_

The Choose what to transfer from this computer window opens.

🚱 🤬 Windows Easy Transfer	×
Choose what to transfer from this computer You can transfer files and settings in these user accounts.	
Administrator 0 bytes Selected (Default selections) Customize	*
O bytes Selected (Default selections) Customize	
Easy Transfer file size: 0	
Nex	t

e. Uncheck the box next to each account.

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

	83
🚱 🛖 Windows Easy Transfer	
Choose what to transfer from this computer You can transfer files and settings in these user accounts.	
Administrator 0 bytes Selected Customize Administrator Documents 0 bytes Music 0 bytes	
IT Pictures 0 bytes 0 bytes Selected Videos 0 bytes Customize Windows Settings 0 bytes Other Items 0 bytes	H
Shared Items	•) bytes
Ne	ext

g. When the customize window opens, click Advanced.

cal Disk (C:)	The following items and	e selected for transfer		
CISCO_CCNA Curriculum	Views 🔻			
inetpub	Name	Туре	Date Modifi	Size
MangoRTMTK_Advanced MangoRTMTK_Basic PerfLogs Program Files Sandbox Users Administrator android andr	Data	Text Docu	9/17/2012 1	14
Druce Draiset				

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.

				×
G	🙀 Windows Eas	y Transfer		
	Choose what t	o transfer from this computer		
	You can transfer file	s and settings in these user accounts.		
		Administrator 14 bytes Selected (Customized selections) Customize		
	-	IT 0 bytes Selected (Default selections) Customize		Ш
		Shared Items	Easy Transfer file size:	
				Next

What is the size of the file being transferred?

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

	2
🗿 🤬 Windows Easy Transfer	
Save your files and settings for transfer	
Your files and settings will be saved in an Easy Transfer file. You can enter a password to protect this file. Remember your password because you will need to enter it on your new computer.	
If you don't want to use a password, leave the password box blank and click Save.	
Password:	
Confirm Password:	
Save	• •

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

k. Click Save.

🚇 Save your Easy Tran	sfer fil	e						×
	IGSTO	N urDrive (E:)	 Transfer data file 	s 🔻	49	Search Tran	sfer data files	٩
Organize 🔻 Nev	v folde	er						0
□ Libraries □ Documents □ Music □ Pictures □ Subversion ■ Videos □ Computer ▲ Local Disk (C:) ■ KINGSTON urf	E	Name		lo items match y	Date	modified arch.	Туре	
• · · ·	-	•		III				Þ
File name:	Wind	ows Easy Transf	fer - Items from old	computer				-
Save as type:	Easy T	ransfer File						-
Hide Folders						Save	Cance	I

I. 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.

9	🙀 Windows Easy Transfer	X
	These files and settings have been saved for your transfer	
	Administrator Save complete	•
	IT Not selected for save	
	Shared Items Easy Transfer file size:	₹ 14 bytes
		Next

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

- 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

a. Click Start > All Programs > Accessories > System Tools > Windows Easy Transfer. The Welcome to 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. Select An external hard disk or USB flash drive. The Which computer are you using now? window opens.

		×
0	🚇 Windows Easy Transfer	
	Which computer are you using now?	
	 This is my new computer I want to transfer files and settings to this computer. 	
	This is my old computer I want to transfer files and settings from this computer.	

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.

Organize 🔻 New	folder				= (
\rm Downloads	*	Name	Date	modified	Туре
🔛 Recent Places		🙀 Windows Easy Transfer - Items from old	9/17	/2012 10:58 AM	Easy Transfer fil
Documents Music Pictures Subversion	Ш				
Computer Computer KINGSTON urDi	riv				

- 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.

		x
\bigcirc	🔐 Windows Easy Transfer	
	Choose what to transfer to this computer You can transfer files and settings in these user accounts from your old computer. To choose how you want the user accounts on your old computer to get transferred to user accounts on your new computer, click Advanced options.	
	Administrator 14 bytes Selected (Default selections) Customize	*
	Easy Transfer file size: 14 b Advanced Opti	ytes ons
	Transfe	er 💦

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

		×
9	🔬 Windows Easy Transfer	
	Transferring items to this computer	
	Do not use this computer until the transfer is complete.	
	Administrator Transferring 14 bytes	*
	Easy Transfer file size:	
	•	

The Your transfer is complete window opens.

		×
\bigcirc	🚇 Windows Easy Transfer	
	Your transfer is complete	
	Use these Windows Easy Transfer Reports to help you see what was transferred and to see what programs you might want to install on your new computer.	
	To see this information later, click the Start button and search for Windows Easy Transfer Reports.	
	See what was transferred	
	See a list of programs you might want to install on your new computer	
	Close	

i. Click See what was transferred.

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

Transfer report	Program report	
The fellowin	items from a successfully	*
	er account	
Deta	ls	
S-7-2		
1 do	cument	
Jeta	1 <u>s</u>	
L	Γ	

The Documents successfully transferred window opens.

De	etail View		
1	Documents su	uccessfully transferred	Ċ
(Save Report		
	File Name	Location on old PC	Location on this PC
	Data.txt	C:\Users\Administrator\Desktop\For Transferring	C:\Users\Administrator\Desktop\For Transferring
	•		4

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

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

		×
\bigcirc	🚇 Windows Easy Transfer	
	Your transfer is complete Use these Windows Easy Transfer Reports to help you see what was transferred and to see what programs you might want to install on your new computer. To see this information later, click the Start button and search for Windows Easy Transfer Reports.	
	◆ See what was transferred	
	See a list of programs you might want to install on your new computer	
	Clos	se 🎧

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**.

🄄 Organize 👻	III Vie	ws 🔻 🙆 Bu	Im	?
Favorite Links		Name	^	C
More »		Data 📋		9
Folders	^	•	III	ŀ

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.

🙀 Windows Easy	Transfer
Which	computer are you using now?
	My new computer I want to transfer files and settings from my old computer to this computer.
	My old computer I want to transfer files and settings from this computer to a new computer,
	ş

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

Mindows E	asy Transfer
Choo	se how to transfer files and settings to your new computer
٢	Use an Easy Transfer Cable (recommended) Make sure that you can plug the cable into both computers at the same time.
	Transfer directly, using a network connection Both computers must be connected to the same network.
	Use a <u>CD</u> , DVD, or other removable media You can use a USB flash drive, external hard disk, or a writable or rewritable CD or DVD.
<u>H</u> elp n	e decide

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

Choose how to transfer files and program settings	
Make sure your choice works on both computers.	
CD or DVD	
Use a blank, writable (CD-R, CD-RW, DVD-R, or DVD-RW) disc.	
USB flash drive	
To use a USB flash drive, plug it in now.	
External hard disk or to a network location	
Choose a location that both computers can access.	

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.

Plug in	an empty USB flash drive
If you don prompted transfer is	't have another USB flash drive, connect the drive that you're using to your new computer. When run Windows Easy Transfer and copy the first set of files and settings to your new computer. When the complete, reconnect the empty USB flash drive to this computer to continue.
-	Click the drive you want to use:
-	E\ •
	To help protect your files and settings during the transfer process, you can create a password for the location where the files are stored. Make sure that you write down or save the password because you'll need to use it on the other computer.
	Confirm password:

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

What do you w	vant to transfer to you	r new computer?	our new computer	
Arter you choose and	option, you can choose now to	save the information on y	our new computer.	
All use (Recomm	er accounts, files, and s nended)	settings		
My use	er account, files, and s	ettings only		
≸≣ Advan	ced options			
Help me decide				

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

Select user acc	ounts, files, and settings to trans	fer
To transfer files from locations, and then s you select.	locations other than shared folders or the Doce elect each location that you want to transfer. W	uments folder for each user, click Files in othe indows will transfer data files in the locations
9-031 System a	nd program settings (all users)	
E-C Braxton	cation Settings	
	ments eskton	
	ivorites	
	ly Documents Iv Music	
	ly Pictures	
	ly Video ows Settings	
Files in o	ther locations	
Add files	👍 Add f <u>o</u> lders	Transfer size: 0 bytes
C FOD		

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

j. Click Add files.

🌀 🔵 🗢 📕 🕨 For Trans	rerring	+ 4	• Search		Q
🐚 Organize 👻 🏭 Views	👻 📑 No	ew Folder			0
Favorite Links	Name	Date modified	Туре	Size	
Desktop	Data				
Recent Places					
Computer					
Documents					
Pictures					
Music					
Recently Changed					
Searches					
Public					
Folders ^					
File name	Data				•
The righte.					

- k. 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 **Open**. The **Select user accounts, files, and settings to transfer** window opens.

Select user acc	ounts, files, and settings to transf	er
To transfer files from locations, and then s you select.	locations other than shared folders or the Docur elect each location that you want to transfer. Wir	ments folder for each user, click Files in othe ndows will transfer data files in the locations
B- Braxton		
B-D Docu	cation Settings ments	
	esktop	
	worites	
-0 3 M	y Music	E
-0 <u>2</u> M	y Pictures	
H- Mind	y Video ows Settings	
C:\Users\	Braxton\Desktop\For Transrerring\Data.txt	
E- Files in of	ther locations	-
Add files	👍 Add folders	Transfer size: 50.0 ME

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

🕞 🛖 Windows Easy Transfer	<u></u>
You're ready to transfer files and settings to your new computer	
Insert or connect the removable media to your new computer. Windows will automatically detect it. When prompted, open the drive, double-click the file containing the files and settings that you want to transfer, and then follow the instructions.	
	Close

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.

00-14	< For Trans	rerring	✓ 4y Search	× 🗆 – ا
🕒 Organize 👻	Views	. .		0
Favorite Links		Name	*	Date modified
More »			This folder is empty.	
Folders	^	•	III	Þ
O ite	ems			1

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

Step 5: Receive the transfer file

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

Welcome to Wind	lows Easy Transfer	
Windows Easy Transfer er deleted from your old co	nables you to transfer files and settin mputer.	gs from one computer to another. No information is
During this process, you your old computer, make	will not be able to use either comput sure the programs are installed on t	er. To ensure that program settings transfer from he new computer before you start.
Which versions of Windo	ws work with Windows Easy Transfe	a
go online to learn now to	o improve your transfer experience	
		iii) 🌬
Old computer	You can transfer:	New computer
Old computer	You can transfer: 🔐 User accounts	New computer
Old computer	You can transfer: & User accounts B Folders and files (inclu	New computer ding music, pictures, and video)
Old computer	You can transfer: & User accounts folders and files (inclu Torgram settings	New computer ding music, pictures, and video)
Old computer	You can transfer: User accounts Folders and files (inclu Program settings Internet settings and fi	New computer ding music, pictures, and video) ivorites
Old computer	You can transfer: User accounts Folders and files (inclu Folders and files (inclu Folders and files Frogram settings From Literate settings and files E-mail settings, contact	New computer ding music, pictures, and video) worites ts, and messages

b. 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.

Are your compute	rs connected to a network?	
🔶 Yes, I'll trans	fer files and settings over the network	
No, I've copie ↓ media	ed files and settings to a CD, DVD, or other remova	ble

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.

w	/here did you save the files and settings you want to transfer?	
	On a <u>C</u> D or DVD	
	On a USB flash drive	
	On an <u>e</u> xternal hard disk or network location	

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

🕝 🛥 Windows Easy	Transfer		
Plug in	the flash drive		
Insert first	piece of media for reading. Choose device and continu	ue.	
	Click the drive you want to use:		
	E:\ Enter password:	•	
			Next

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

🇿 🚘 Windows Easy Transfer	
Review selected files and settings	
System and program settings (all users) C:\Users\Braxton\Desktop\For Transrerring\Data.bxt	
	Transfer size: 50.0 MB
	Iransfer

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

Th	e transfer is complete
You	can now view the files and settings you chose to transfer. (Only files and settings for the user who is currently ged on will be displayed.)
Tra	nsfer summary:
88	User accounts: 0
	Files: 1
6	Folders: 0
	Program settings: 0
0	System settings: 0
Sho	w me everything that was transferred

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

Windows Easy Ti	ransfer Report
Windov	vs Easy Transfer Report
Review the to this com	status of files and settings that you've transferred puter.
This Compute	er/C:\Users\Braxton\Desktop\For Transrerring\Data.txt
Success:	C:\Users\Braxton\Desktop\For Transrerring\Data.bt
Save	Print QK

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

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

k. When the Window Easy Transfer window opens click Close.

Sindow Window	s Easy Transfer
Th	e transfer is complete
You logg	can now view the files and settings you chose to transfer. (Only files and settings for the user who is currently ged on will be displayed.)
Trar	ssfer summary:
88	User accounts: 0
	Files: 1
La	Folders: 0
	Program settings: 0
0	System settings: 0
Sho	w me everything that was transferred
	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.

🔿 🕞 🗕 🕌 « For Trans	sr 4 Search	
Urganize 👻 🏢 Views	s 🔻 😢 Burn	2
Favorite Links	Name	Da
More »	Data	9/:
Folders 🔨	< III	Þ
1 item		

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