You will need the following items in order to backup and transfer your files from your current Windows 7 computer to a new Mac computer:

- Windows 7 computer
- Portable external hard drive or USB drive

**Step 1: Determine the size of your files**

1. Log in to your Windows 7 computer with your Active Directory (AD) username and password
2. Close all windows and applications
3. Click **START** and click on **COMPUTER**
4. Double-click on **LOCAL DISK (C:)**
5. Double-click on **USERS**
6. Click once on your user profile (e###) to select it
7. Right-click on your User Profile (e#####) and left-click on Properties

8. On the GENERAL tab of the Properties pane, you will see a size category. This is the total amount of space your Windows profile is using on this computer. You will need to purchase an external hard drive with more storage capacity than your Windows profile is using.
Step 2: Copy Your Files to the External Hard Drive

1. Log in to your Windows 7 computer with your Active Directory (AD) username and password
2. Close all windows and applications
3. Connect your external hard drive to your Windows computer. Note: On older computers, your external drive may take longer to appear.
4. Click START and COMPUTER
5. Double-click on LOCAL DISK C:

![Image 1]

6. Double-click on USERS

![Image 2]

7. Double-click on your user profile (e########) to open it

![Image 3]
Computer Backup - Windows 7

8. Click on **START** and click on **COMPUTER**

9. Click on your **external hard drive**

10. Right-click on your Windows taskbar and left-click **SHOW WINDOWS SIDE BY SIDE**

11. Your windows should appear side by side, like the image below
12. On your old computer, right-click the DOCUMENTS folder and left-click COPY

13. Click inside the external hard drive, click on NEW FOLDER and name the folder BACKUP-XX-XX-XXXX where xx-xx-xxxx is the month, day, and year of the backup, such as 02-20-2015.

14. Double-click the folder named BACKUP-XX-XX-XXXX

15. Right-click the white space in the folder, and left-click PASTE

16. Repeat this process for the following folders: FAVORITES, DESKTOP, PICTURES, VIDEOS, and DOWNLOADS.
Step 3: Backup your Bookmarks from Firefox or Chrome Browsers

Backup Bookmarks from Firefox Browser

1. Open your **FIREFOX BROWSER**
2. Click on the **STAR ICON** in the menu bar
3. Click **SHOW ALL BOOKMARKS**
4. Click **EXPORT BOOKMARKS AS HTML**
5. Name the file **FIREFOX BOOKMARKS XX-XX-XXXX** where XX-XX-XXXX is the month, day, and year of the date, and press **SAVE**
Backup your Bookmarks from the Chrome Browser

1. Open your **CHROME BROWSER**
2. Click on the **MENU ICON** in the menu bar

3. Click on **BOOKMARKS** and click on **BOOKMARK MANAGER**

4. Click on the down arrow next to **ORGANIZE** and click on **EXPORT BOOKMARKS AS HTML FILE**

5. Name the file **CHROME BOOKMARKS XX-XX-XXXX**, where XX-XX-XXXX is the month, day, and year of export, and click **SAVE**

6. Locate your bookmark backup files and copy them to your external hard drive -- Right-click on the file name, and left-click on **COPY**, then right-click inside your external hard drive and left-click **PASTE**

You have now backed up and copied all of your files to your external hard drive and are ready to restore them to the new computer.