

Computer Backup – Windows XP

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

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

Step 1: Determine the Size of your Files

1. Log in to your Windows XP computer with your Active Directory (AD) username and password.
2. Close all windows and applications
3. Click **START** and click **MY COMPUTER**
4. Double-click on **LOCAL DISK C:**
5. Double-click on **USERS AND DOCUMENTS**
6. Right-click on your profile folder **e#####**
7. 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. You will need to purchase an external hard drive with more storage capacity that your Windows profile uses.

Step 2: Copy Your Files to the External Hard Drive

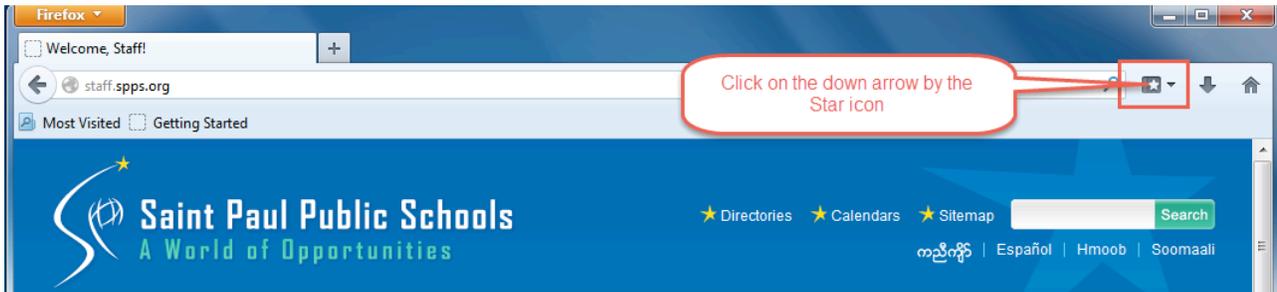
In this part of the process, you will be opening your profile and your external hard drive in two side by side windows. You will simply copy files from your Windows XP computer to the external hard drive. Depending on the size of the files you need to copy, and the age of the computer, this may take a significant amount of time to copy the files from the computer to the hard drive. Please be patient.

1. Log in to your Windows XP computer with your Active Directory (AD) username and password
2. Close all windows and applications
3. Connect your external hard drive to your Windows XP computer. Note: On older computers, your external drive may take longer to appear.
4. Click **START** and click **MY COMPUTER**
5. Double-click on **LOCAL DISK C:**
6. Double-click on **USERS AND DOCUMENTS**
7. Click on your user profile **e#####**
8. Click **START** and click on **MY COMPUTER**
9. Double-click on your external hard drive to open it
10. Right-click on your Windows taskbar and left-click **SHOW WINDOWS SIDE BY SIDE**
11. From the old computer, right-click on the **DESKTOP folder** and left-click **COPY**
12. On the external hard drive, click **NEW FOLDER** to create a new folder, and name it **BACKUP XX-XX-XXXX** where xx-xx-xxxx is the month, day, and year for the date.
13. Double-click the folder named **BACKUP XX-XX-XXXX** to open it
14. Right-click in the white space in the folder, and left-click **PASTE**. This will copy your **DESKTOP** folder into your **BACKUP** folder.
15. Repeat this process for the following folders: **MY DOCUMENTS**, **MY PICTURES**, **MY VIDEOS**, and **MY DOWNLOADS**.
16. Eject the external hard drive after you have copied your last file.

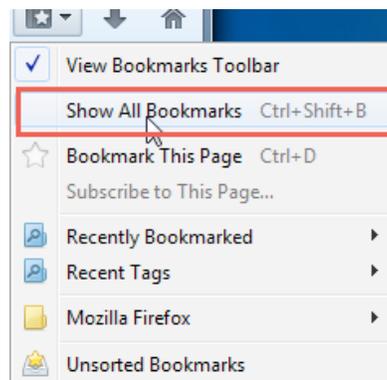
Step 3: Backup your Bookmarks from Firefox or Chrome Browsers

Backup Bookmarks from Firefox Browser

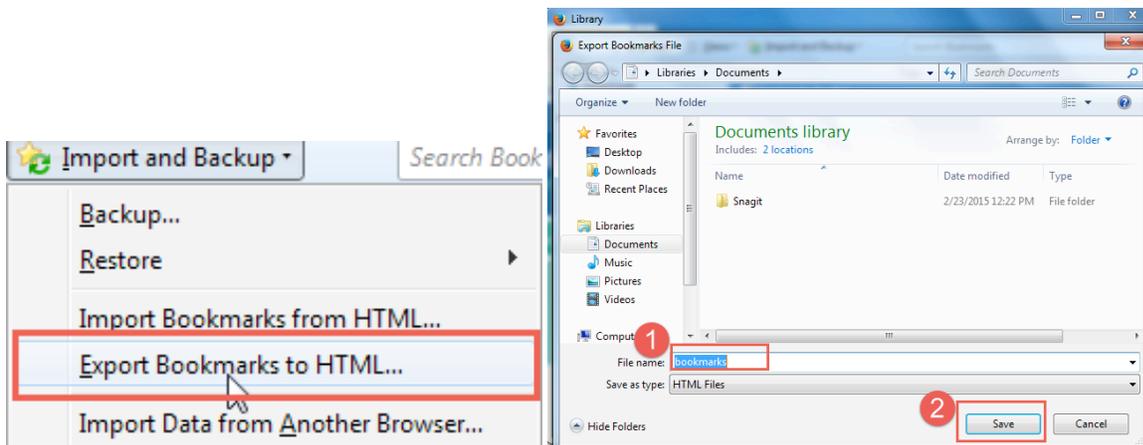
1. Open your **FIREFOX BROWSER**
2. Click on the **STAR ICON** in the menu bar



3. Click **SHOW ALL BOOKMARKS**

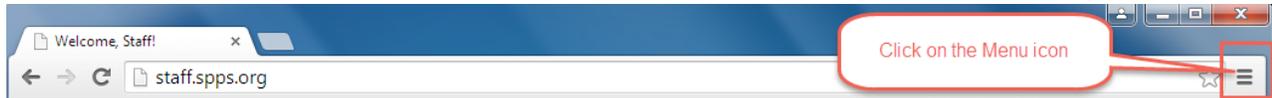


4. Click **EXPORT BOOKMARKS AS HTML**
5. Name the file **FIREFOX BOOKMARKS XX-XX-XXXX** where **XX-XX-XXXX** is the month, day, and year of the date, and press **SAVE**

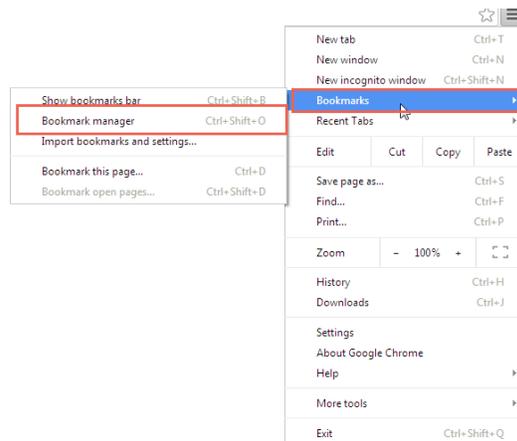


Backup your Bookmarks from the Chrome Browser

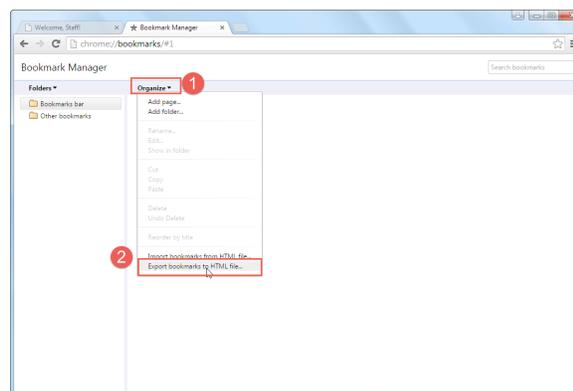
1. Open your **CHROME BROWSER**
2. Click on the **MENU ICON** in the menu bar



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.