

Computer Corner

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Q: *We purchased a new Windows XP computer and want to copy information from our old computer (Windows 98) to this one. What can we copy to the new computer and what should we leave on the old computer? Oh, we have CD Burners on both computers.*

A: There are several methods to copy information between computers. Before we discuss those methods, here is what you won't need to copy between computers.

What You Don't Need to Copy

- Don't waste time copying **programs** like; Word, Excel, Works, etc. These programs will not work correctly on the new system. Instead, check compatibility of old programs to your new computer, and reinstall them to the new computer.
- Check program compatibility two ways
 1. Call the program manufacturer, or visit their web site for compatibility information
 2. "Upgrade Advisor" free utility from Microsoft. "UA" tests your old computer for Windows XP compatibility (hardware and **Software**). You can access "Upgrade Advisor" from a Windows XP install CD, or download it from: <http://www.microsoft.com/windowsxp/pro/howtobuy/upgrading/advisor.asp>

WARNING: Large download (not recommended for download via phone modem connection). Run Upgrade Advisor on the old computer for software compatibility information.

What You May Want to Copy

- Data files for programs you will reinstall on the new computer.
- "My Favorites" web information
 - Found in Windows 98 - C:\Windows\Favorites
- "My Documents" information, or the location where you save working files
 - Found in Windows 98 - C:\My Documents
- Email Address Books and data (Emails). This site will walk you through saving Outlook Express data: <http://www.allcentex.com/ce/pc/sw/email/backupmail5.htm>

Locating/Moving Information

Locate the information you want to copy. A good practice is to copy all the information you want to save into one location.

Example:

- Create a folder on your desktop
- Name the folder something you will remember like "Copy These"
- Locate information for the new computer and copy it to the "Copy These" folder

Transfer Methods

Decide the best method to transfer files to the new computer. Since you have a CD Burner in your old computer, I recommend burning the "Copy These" folder to a recordable CD.

By far, the easiest method to copy files from one computer to another is via CD Burner and recordable CD. But, there are other methods available.

- **CD Burner** – Increasing in popularity and availability
- **Floppy Diskette** – Smaller files less than 1.4 MB in size
- **ZIP Disk or Other Mass Storage Device** – Losing popularity and availability
- **Network** – Requires knowledge and hardware to connect two or more systems together
- **USB Option 1** – USB external hard drives (portable) are gaining popularity
- **USB Option 2** – USB "Flash Drives" or memory cards are popular and available through computer stores
- **Technician** – Onsite technicians can move entire hard drives from one system to another. They copy all information to the new system and move the drive back to the old computer in about an hour. Cost varies by company (range is generally \$60-\$100)

Whatever transfer method you choose will get the information on to the new system safely.

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