# INSTRUCTIONS

## Hard Drives – Transferring Data:
### Updated: 2007-06-29

| | |
|---|---|
| **Summary:** <span style="color:red">**Bring:**</span> this list; USB drive; USB Enclosure; MassCool device; NIC; Cross-over cable; floppy drive; floppy disks; CD-Rs;   (Data to be backed up on a regular schedule or a hard drive transfer.) | **B R** |

1.  Make screenshots (ALT-Printscreen) Add/Remove Programs; Desktop; Email settings, etc.)   O O

2.  Antivirus or other utility     (License numbers; expiration; schedules; exceptions)   O O

3.  Desktop                                    (icons; programs)   O O

4.  Email and Email settings  (Outlook express, **print** account; PW; POP; SMTP; or AOL settings)  O O

5.  Address Book   O O

6.  Favorites   O O

7.  Fax program data                          (if applies; usually not.)   O O

8.  ISP settings           (Accounts; PW; phone numbers used; settings; call waiting, etc.)   O O

9.  Internet Explorer settings                (Default home page, security, add-ons, etc.)   O O

10. My Documents                           (check for multiple users)(ask for other locations)   O O

11. My Downloads, or My Music, (or My AOL Downloads)   O O

12. My Pictures                            (check for multiple users)(ask for other locations)   O O

13. Office Application and settings     (WP; or other suite) (*make sure customer has CD discs.*)  O O

14. Outlook .PST         (This is not always present; depends on user; is for Outlook Pro. only)   O O

15. Printer settings and Misc. Drivers  (Shares; Make sure reinstalled; *verify customer has CDs.*)  O O

16. Quicken, QuickBooks or Microsoft Money  (or other Accounting data; <u>other misc. programs</u>?)  O O

17. Spy programs                         (Settings and/or license information; expiration)   O O

18. Unusual programs of hardware devices attached inside or through USB, etc.  (*customer CDs*)  O O

19. Windows Updates    (use update CDs if available; SP2; online updates)   O O

20. Backups     (such as GHOST/True Image, tape backup programs, CDRW, DVDRW programs)   O O

21. Servers Programs                       (Exchange; VPN; etc. settings)   O O

22. Windows Folders                        (Default hard drive; partition settings; shared folders)  O O

23. Windows Accounts and Passwords   O O

24. Router Settings                        (VNC, VPN, Port Forwarding, Security, Wireless)   O O