PROFILE DATA

This guide will show you how you can move your “My Documents” folder, any files kept on your desktop, and your Internet Explorers favorites from your XP machine to your Windows 7 machine.

1. Double click on the ‘My Computer’ icon on your desktop.

2. Hold down the ‘CTRL’ key and double click on your ‘P:’ Drive to open it in a second window.
3. Now in the original window double click on your ‘C:’ drive.

4. Now double click the ‘Documents and Settings’ folder, and then double click your profile folder. Your profile folder will either be named your username, or your username.rivnet (ex: kanctil, or kanctil.rivnet). If you have one each of these folders you may repeat this process for both.
5. Now that you are in your profile folder, hold down the ‘CTRL’ key and click once each on Desktop, My Documents, and Favorites. These three folders should now be highlighted.

6. Now drag the highlighted folder over to your ‘P:’ drive. When they finish copying you should now see a copy of all 3 folders listed under your ‘P:’ drive.
MOVING THE FILES TO YOUR WINDOWS 7 MACHINE

1. Click on the Start Button

2. Click on ‘Computer’

3. Hold down ‘CTRL’ and double click on your ‘P:’ drive, opening your ‘P:’ drive (in new window)
4. Now, in the original ‘Computer’ window, double click on your ‘C’ drive.

5. Double click on the ‘Users’ Folder.
6. In your ‘P’ drive, hold down ‘CTRL’ and click on each of the three folders you placed there previously (Desktop, Favorites, My Documents). These folders should now be highlighted.

7. Now drag the three folders onto your user folder (your user folder will be named the same as your user name). You will see a window pop-up asking if you wish to merge the contents of the folders you are moving with the folders of the same name already in this location. Click the check mark for ‘Do this for all current items (2 found)’ and then click ‘Yes’
8. If there are already files in your Desktop, your Favorites, or your My Documents folder with the same names as the files you are moving, you will see this prompt. On a file by file basis you can choose whether to replace the existing file with the incoming file (Copy and Replace), leave the incoming file as is and not bring in the incoming file (Don’t Copy), or leave the existing file as it is and automatically rename the incoming file (Copy, but keep both files). Or if you select the check box you can make one decision for all the files.

If you are having difficulty following these instructions please contact IT Support at 603-897-8469 or itsupport@rivier.edu.