

Preparing for Michigan One Migration

Index

Before Migration.....	3
Moving file to network location.....	3
Changing default file save location.....	10
Saving your Explorer favorites.....	13
Making a copy of your desktop icons.....	17
E-Mail achieving.....	17

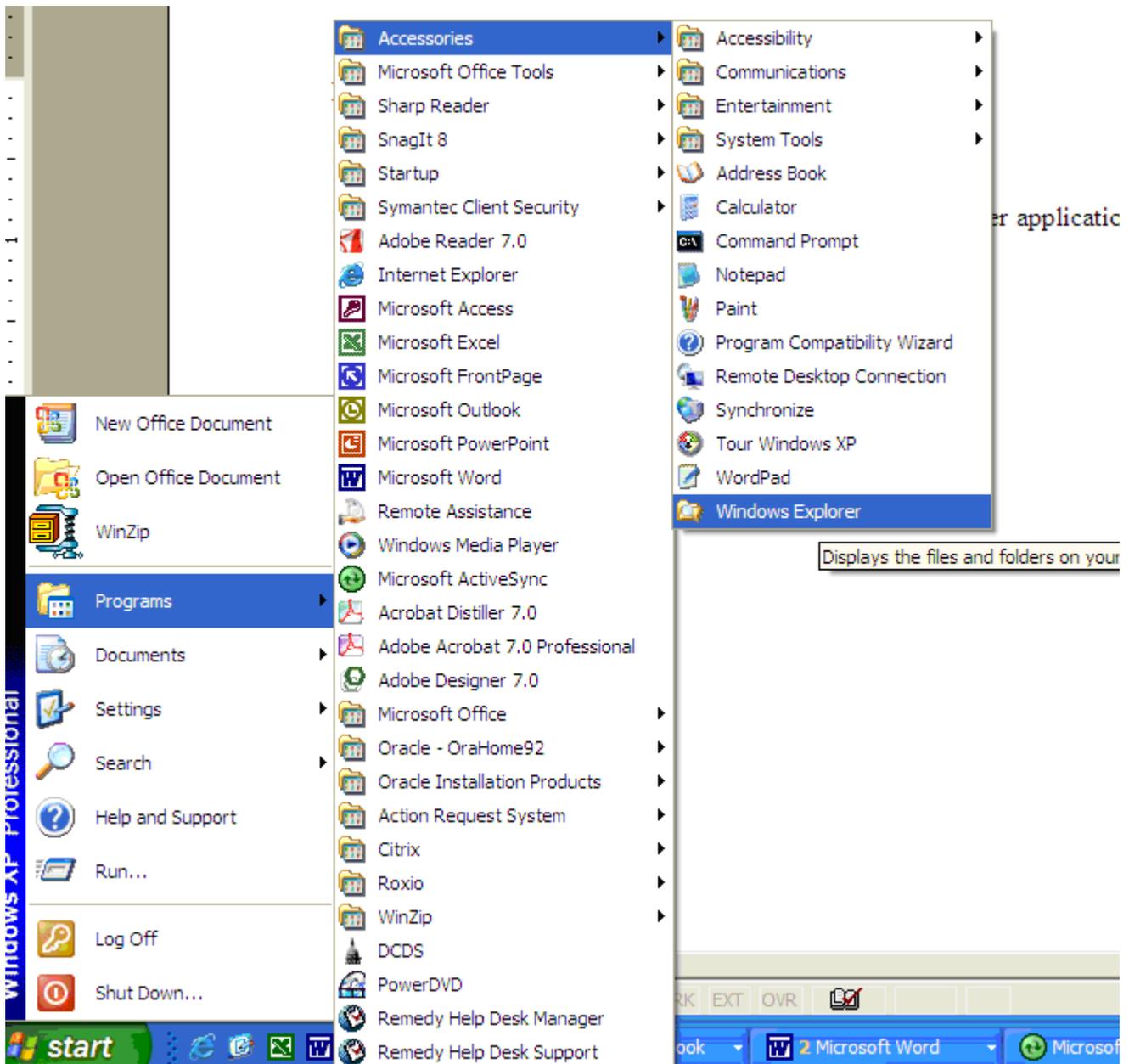
Before Migration

Moving files to network location

The purpose of the file relocation/transfer is to provide YOU a way in which you can transfer your personal files to your new computer with as little aggravation as possible. If you know where your personal files are, move them to the H: drive and skip this procedure.

Search for files:

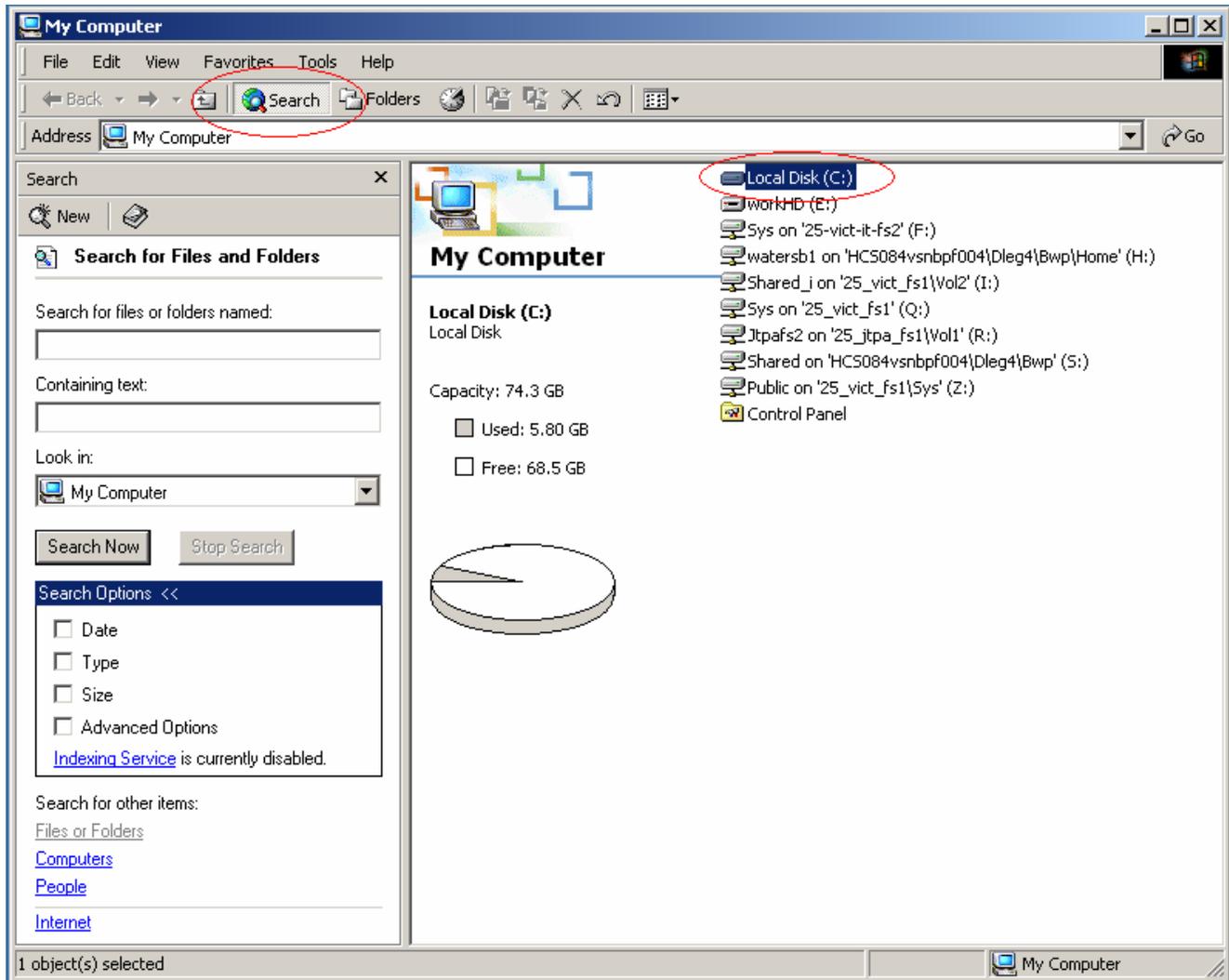
Start your search by opening the Microsoft Windows Explorer application:



1. Click on <START> then <Programs> then <Accessories> then <Windows Explorer>.

Note: Sometimes the Windows Explorer icon has been moved. If you don't find the Windows Explorer icon using the above command, try the desktop or the taskbar.

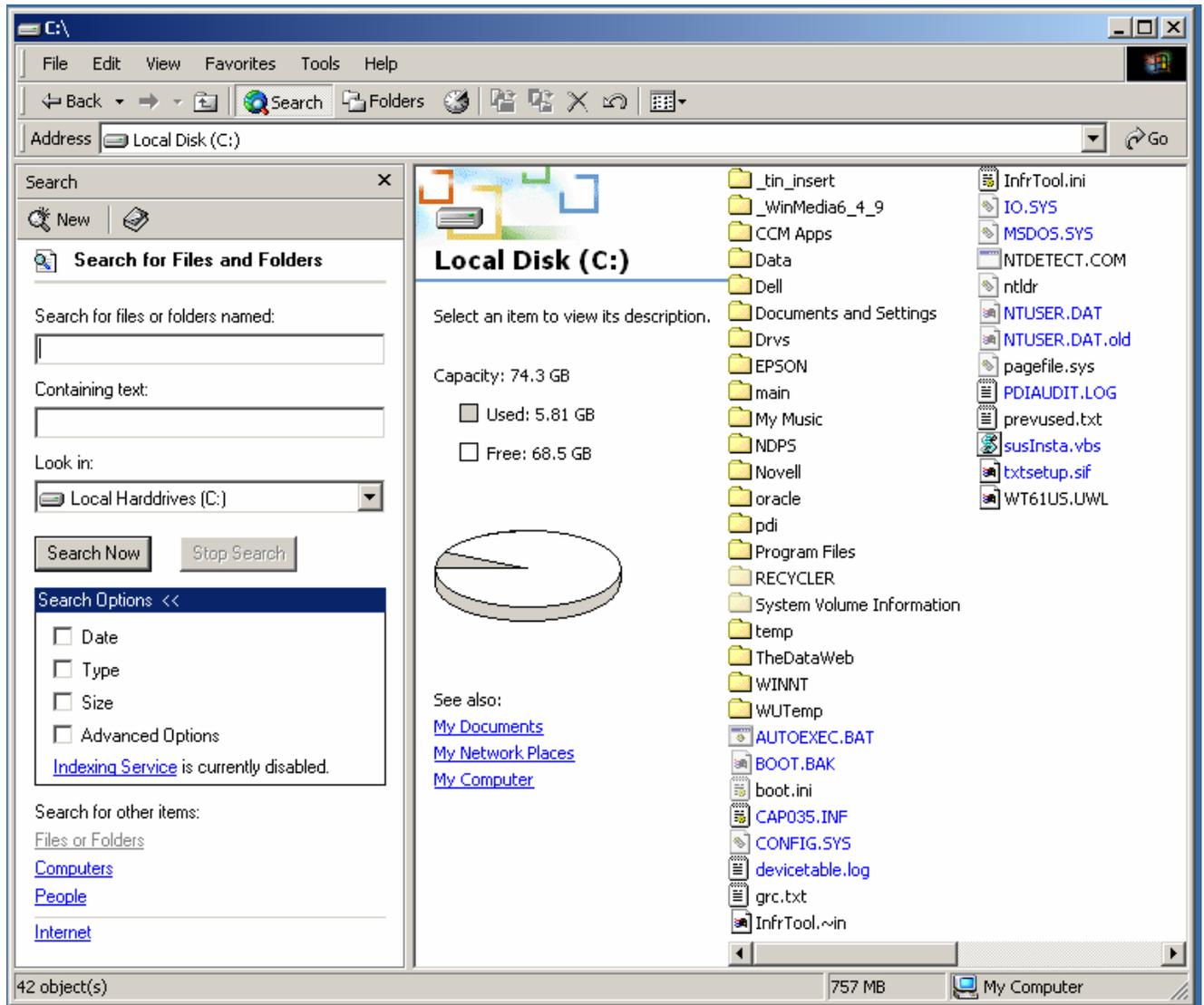
Select the drive & click the Search button:



Once the Windows Explorer has been launched, it should bring you to a screen that looks like the one above.

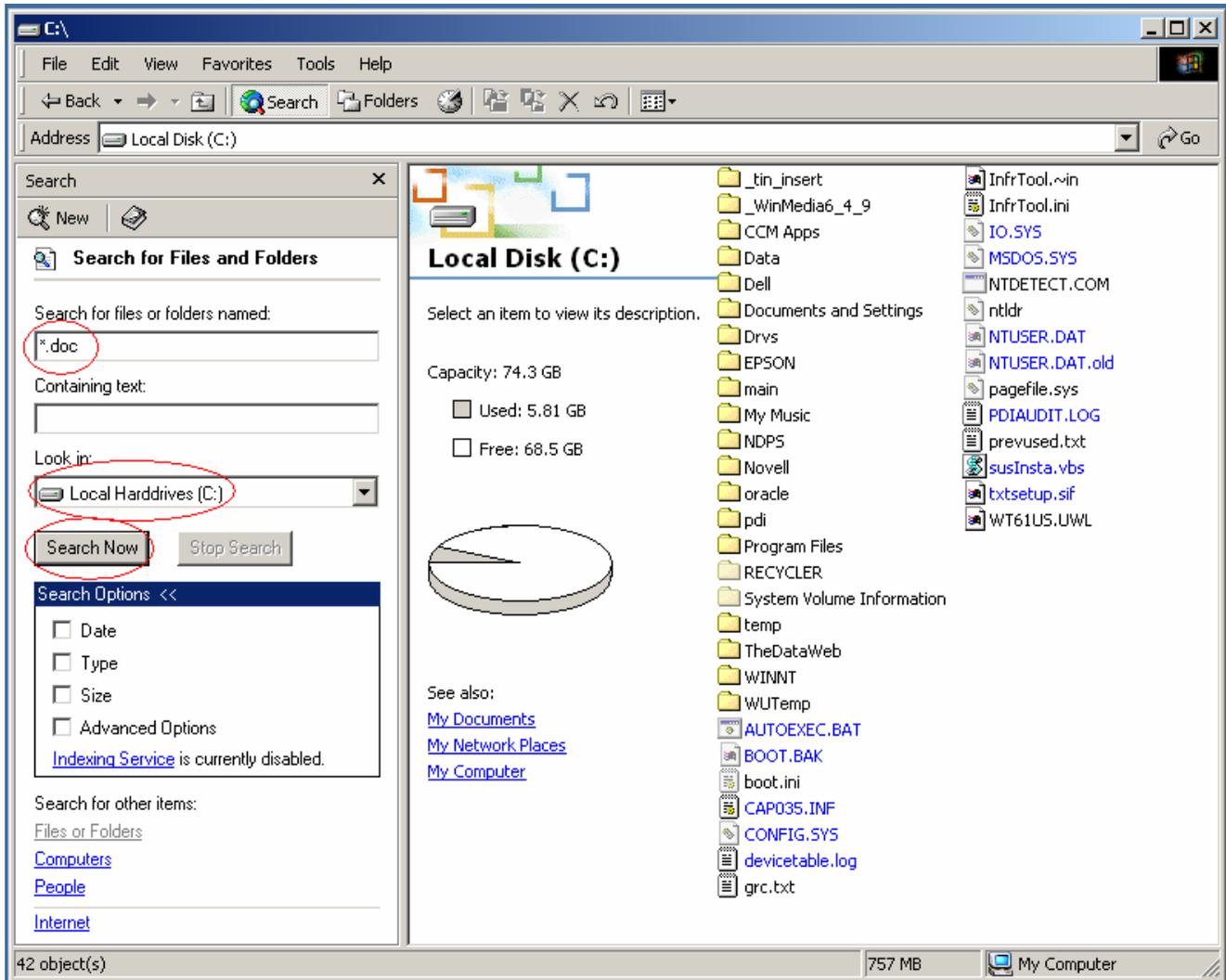
2. Click the <Local Disk(C)>, inside the <My Computer> tab.
3. Click the <Search> button on the top of the screen.

Select the Files and Folders option:



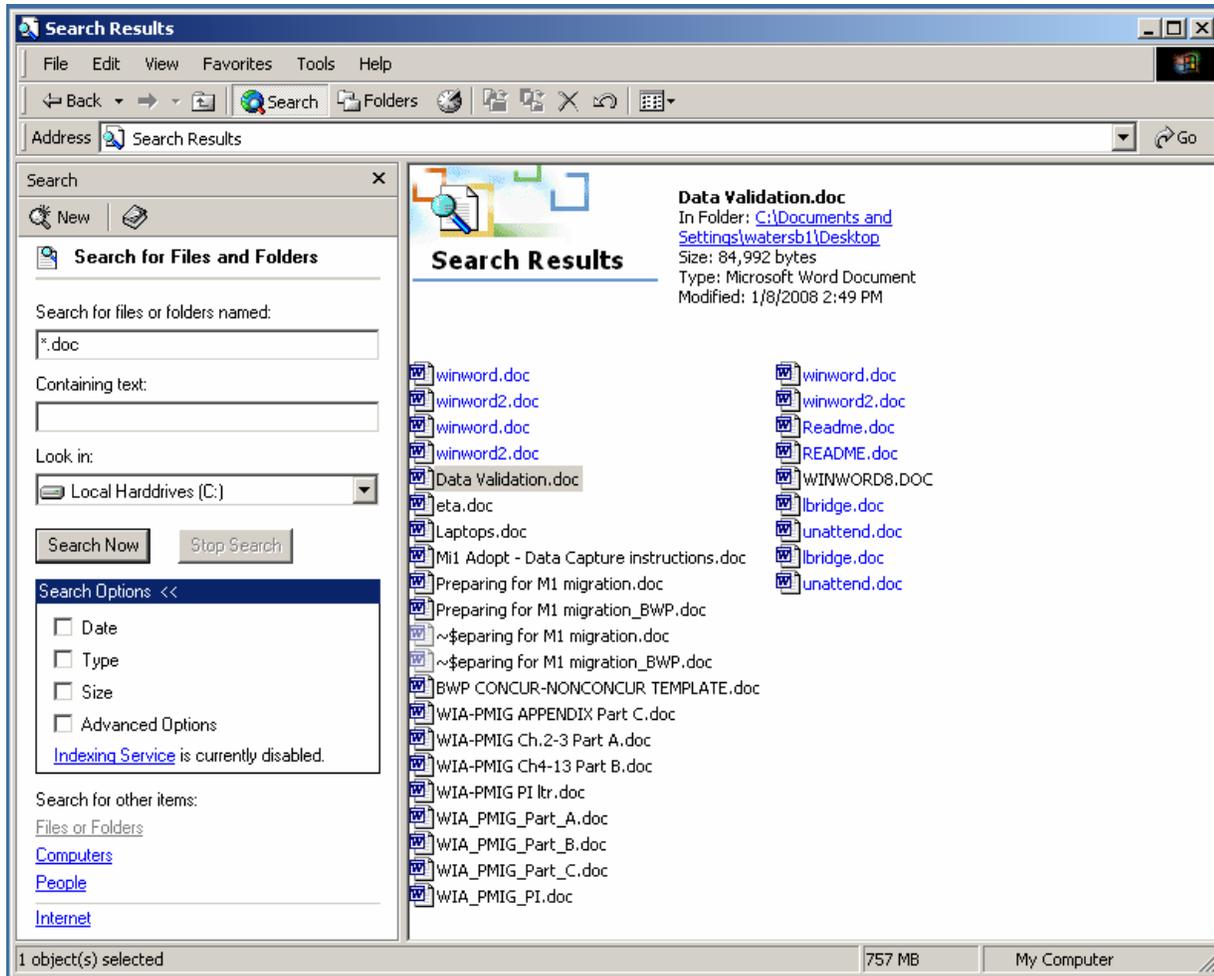
After clicking the <Search> button, you should get a screen that looks something like this.

Insert file parameters:



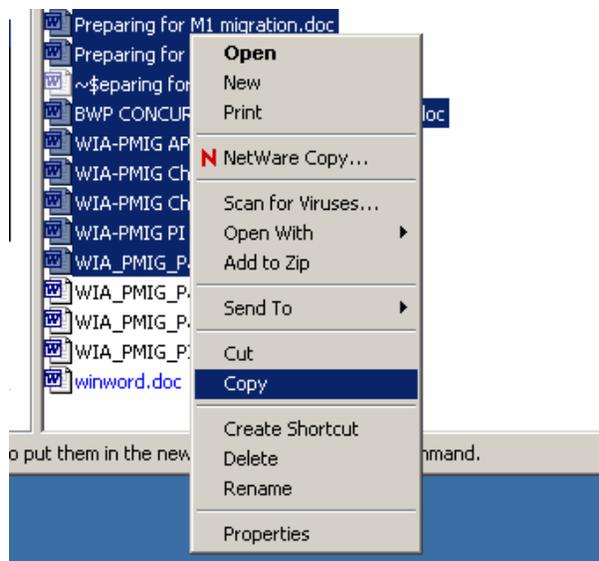
5. Type an <asterisk><period><file extension> (the example here uses **.doc**, which is a Word Document) of the file type to be searched, in the <Search for files or folders named:> box.
6. Make sure the <Look in:> box is looking in the <Local Disk (C:)>. If it isn't, click on the arrow at the right of the <Look in:> box, and select <Local Disk (C:)>.
7. Click the <Search Now> button at the bottom of the screen.

Review Search results move files:

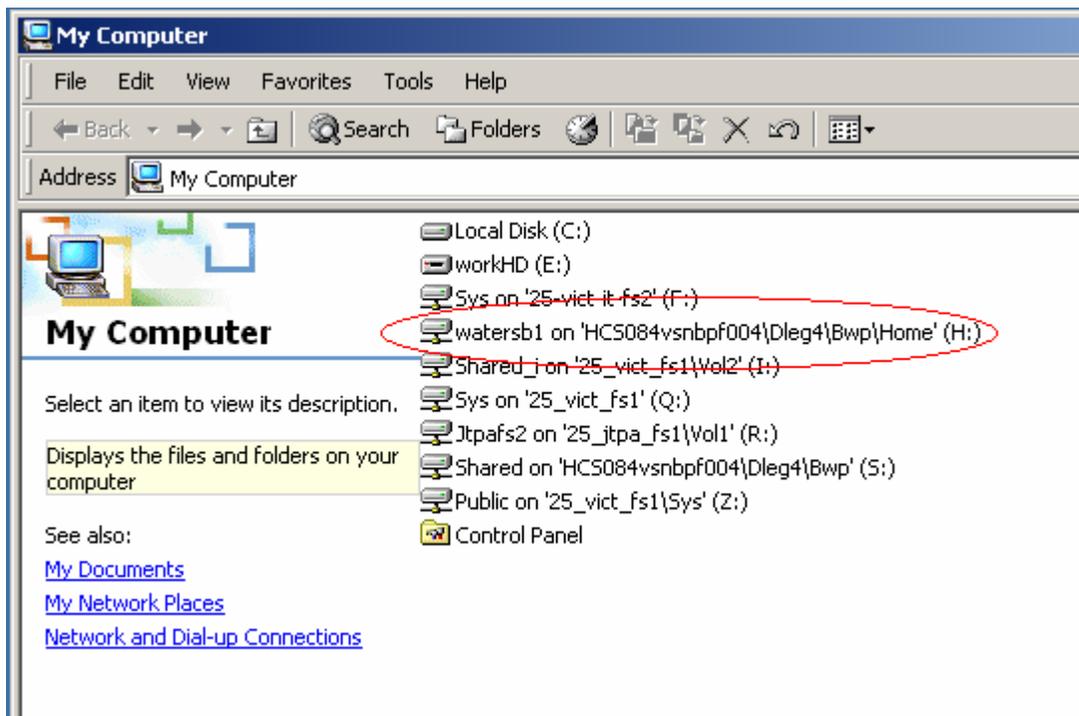
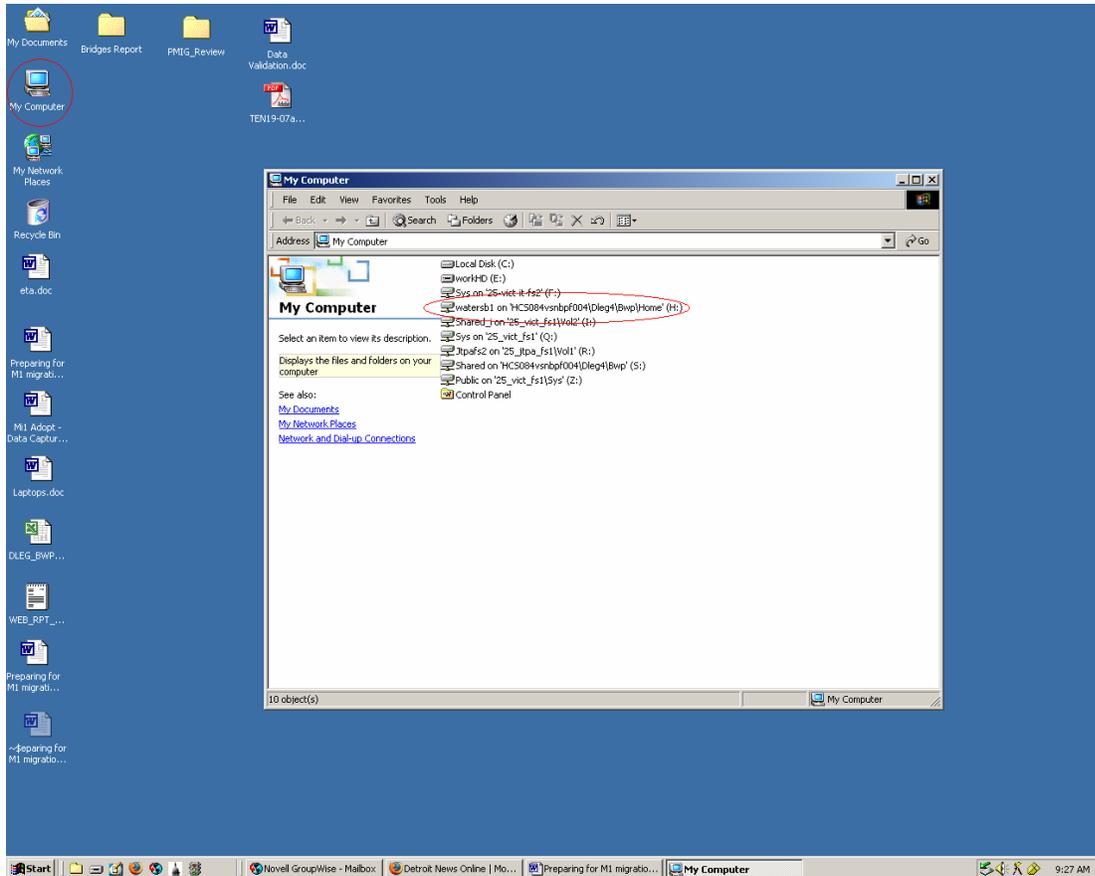


After the search is completed, you should get a screen that looks something like this.

8. Select the files you want to move by clicking on them as you hold down the <CTRL> key.
9. Right-Click or Edit / Copy these files.

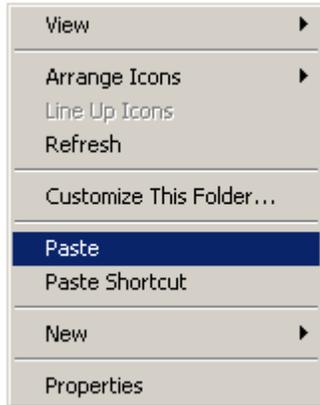


Move the file(s):



After selecting the file you want to copy, open up your personal space on the H: drive.

10. Select a location on the H: / drive or you can Double-Click on the drive and open it up to a new window.
11. Right-Click or Edit, again, and Paste these file to your H: drive.



12. Continue this for all files you want to move from your C:/ drive.

REMEMBER: Once you move your files, you will need to look in their new location to retrieve them in the future.

Some file types you may want to search for:

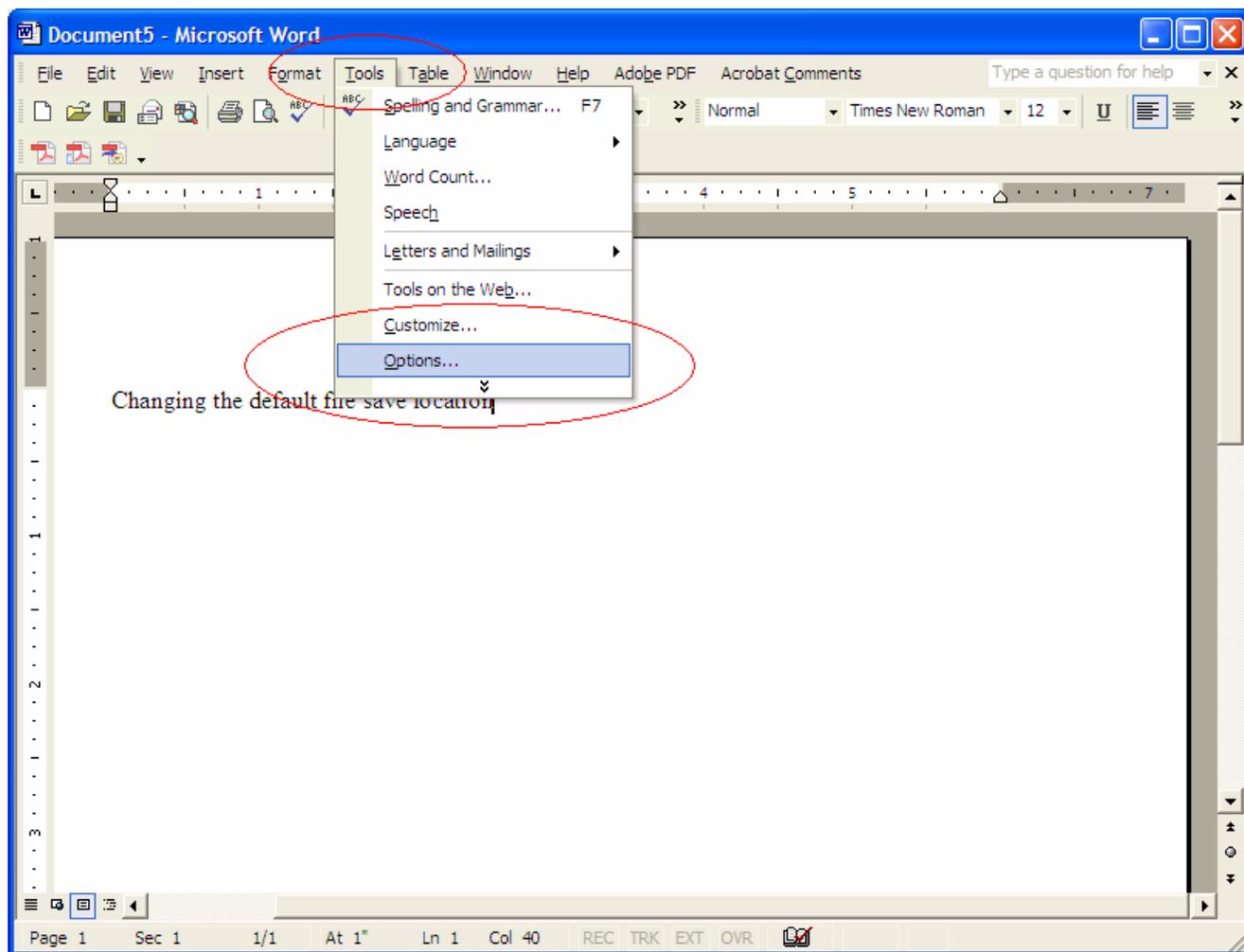
*.pdf	Adobe
*.db	Database
*.dic	Dictionary
*.dct	Dictionary
.xl	MS Excel
*.pst	Outlook archive or personal files
*.bmp	Picture
*.jpg	Picture
.pp	MS PowerPoint
*.mmp	MS Project
*.rtf	Rich text format
*.vsd	MS Visio
*.doc	MS Word
*.dot	MS Word templates
*.tif	Picture
.wp	Word Perfect
*.zip	Zip

If you have other specialized software that writes files to your C:/ drive, determine the file extension that the software uses, and search for those files as well.

Change default file save location

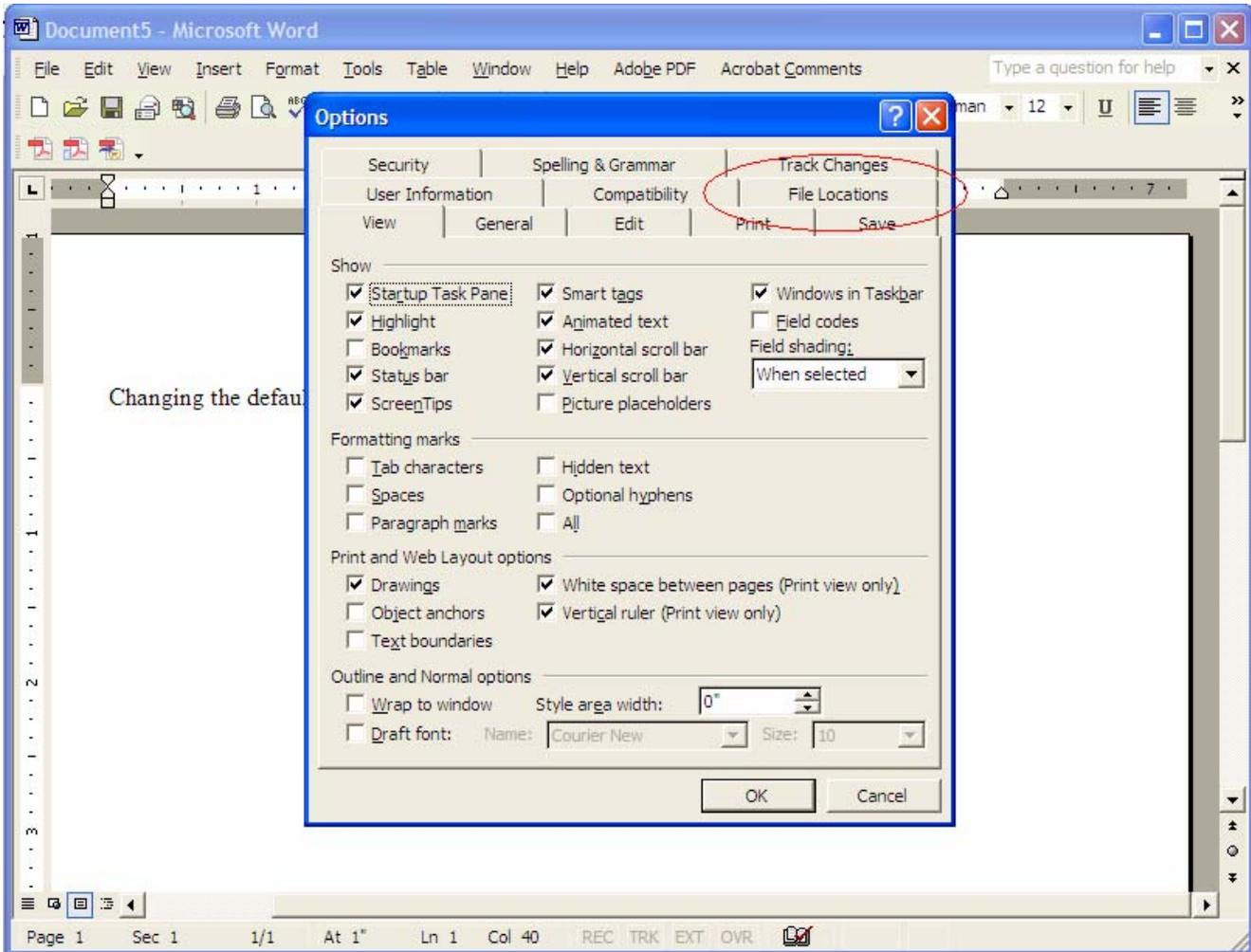
Before the actual migration it may be beneficial to change the default location of the location used to save. Additionally, it would be beneficial to save all information to your network H: drive. The following example uses the Microsoft Word application. Most Microsoft applications will look similar to this. Completing this for one Microsoft application will not change the default for the others. You must do this for each application that you want to change the default file save location.

Application options



1. Select <Tools> <Options> from the application dropdown menu.

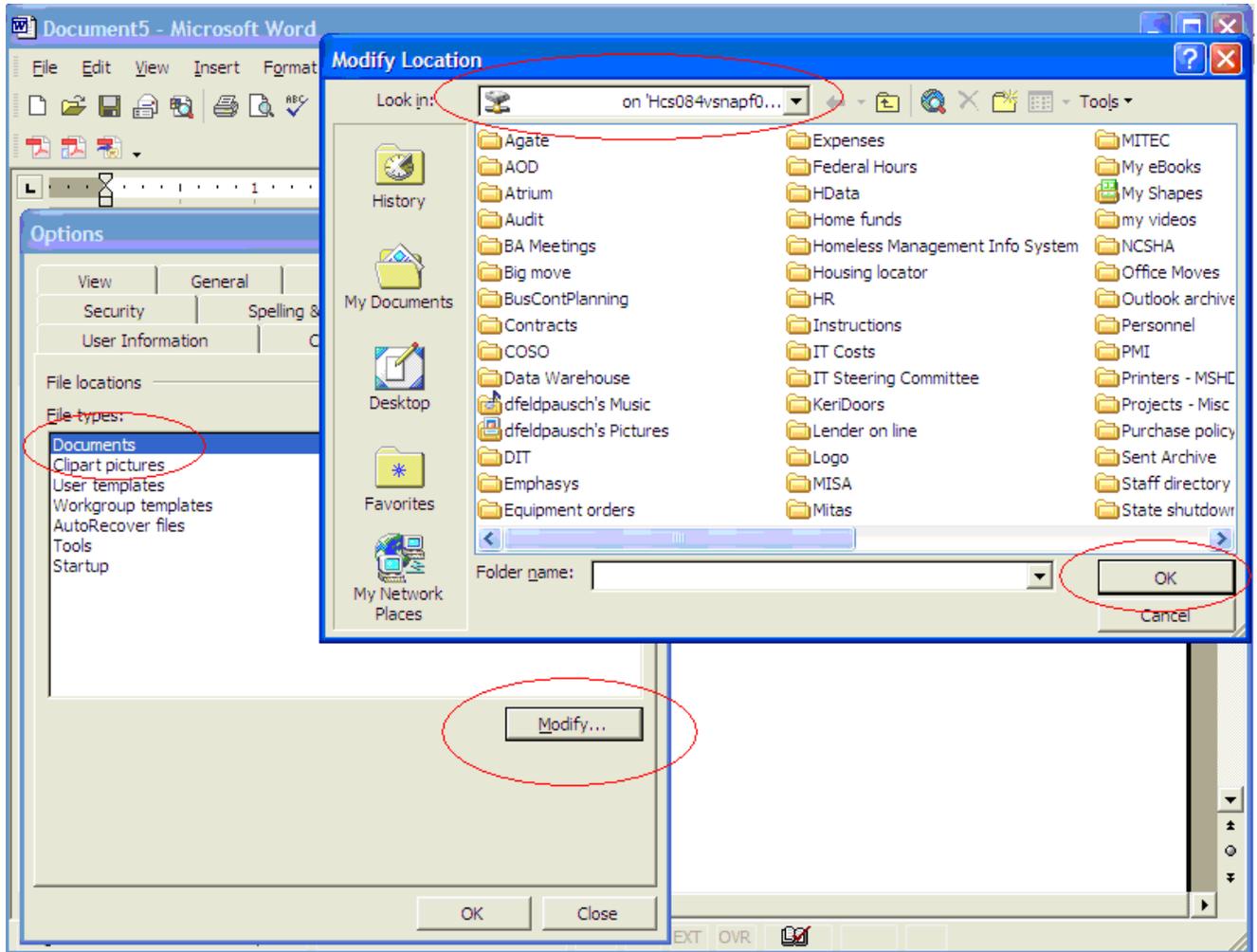
Select file locations



After selecting <Tools> <Options> a screen like above should appear.

2. Click on the <File Locations> tab.

Modify default save location

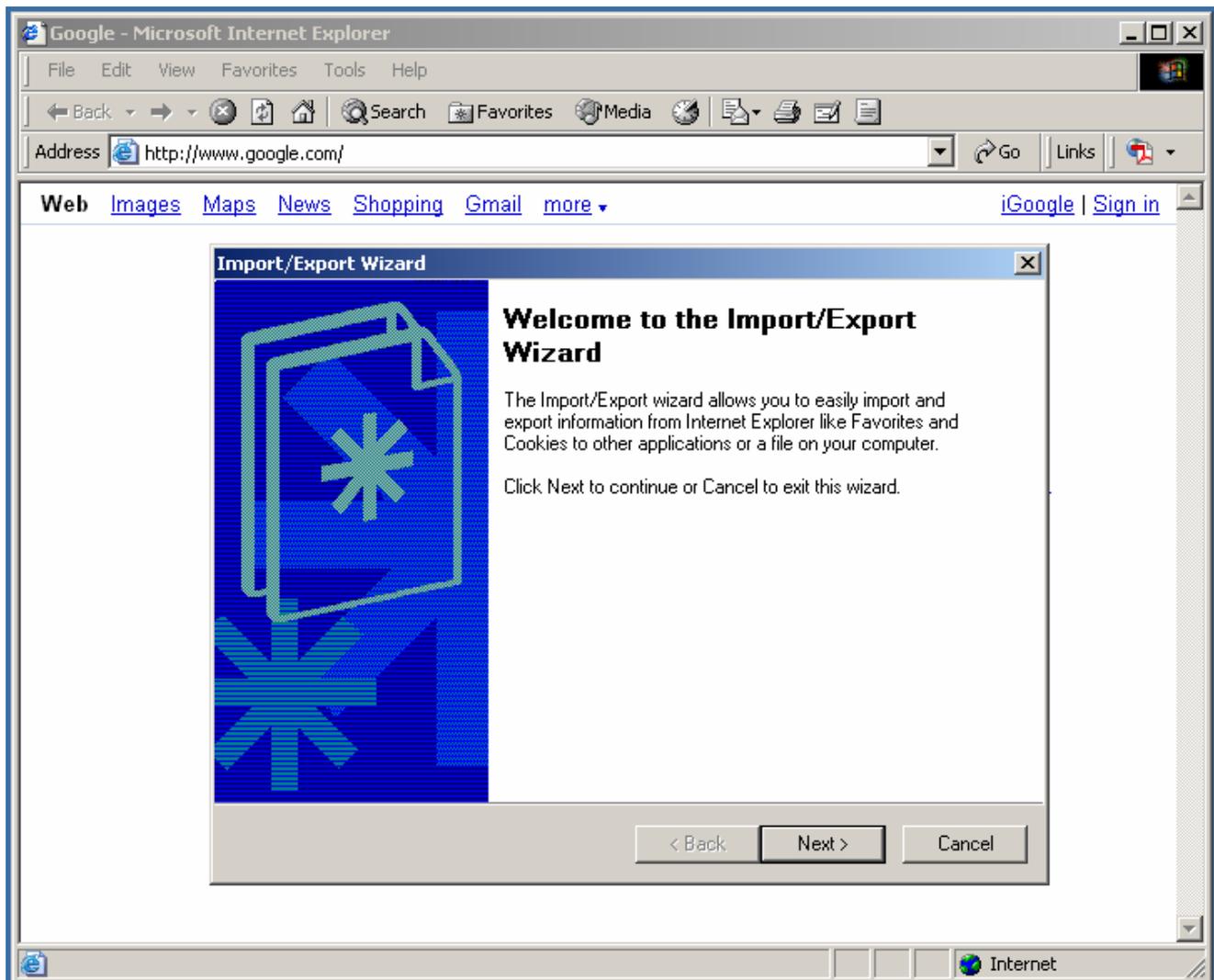


After clicking the <File Locations> tab, the Options screen shows the detail.

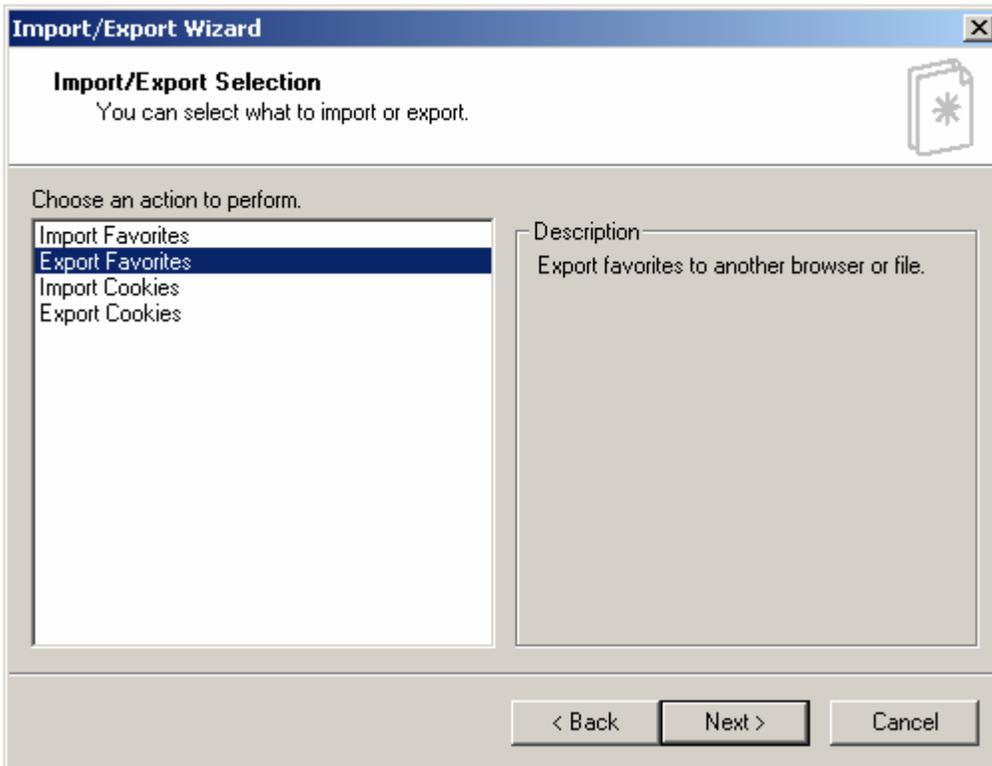
3. Select <documents> in the Options popup screen.
4. Click the <Modify> button.
5. Select your H:/ drive as the default location.
6. Press the <OK> button.
7. Close the Options screen by clicking on the <Close> button.

Saving your Favorites

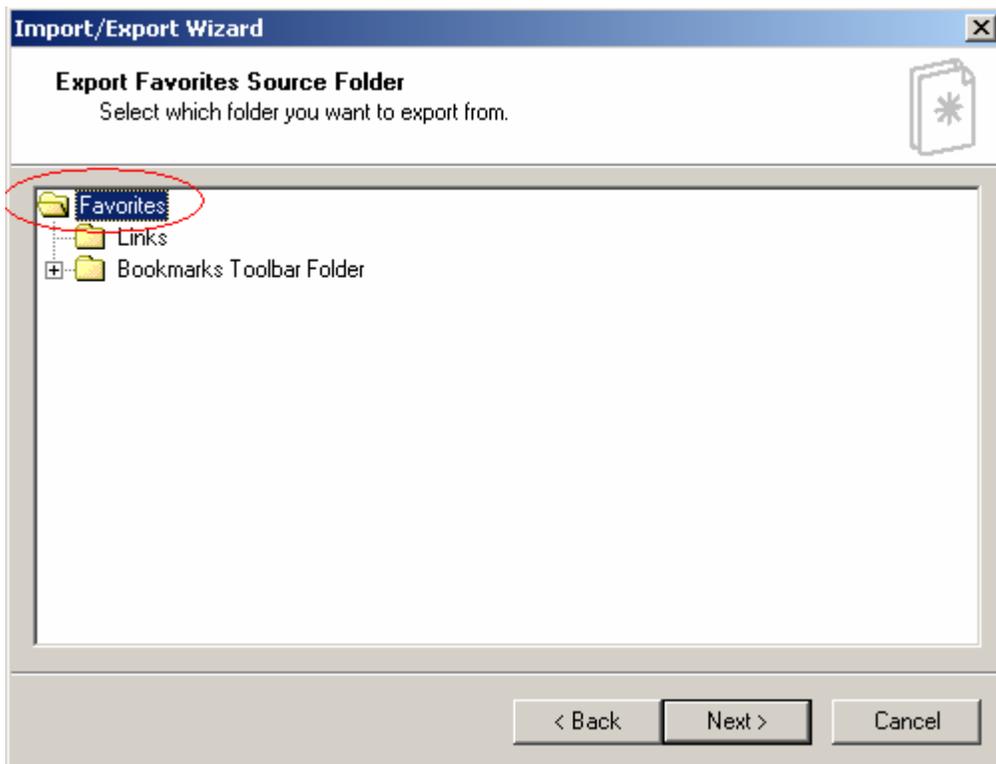
These steps will allow you to save your favorites from Windows Explorer, and transfer them to your new computer's Explorer program.



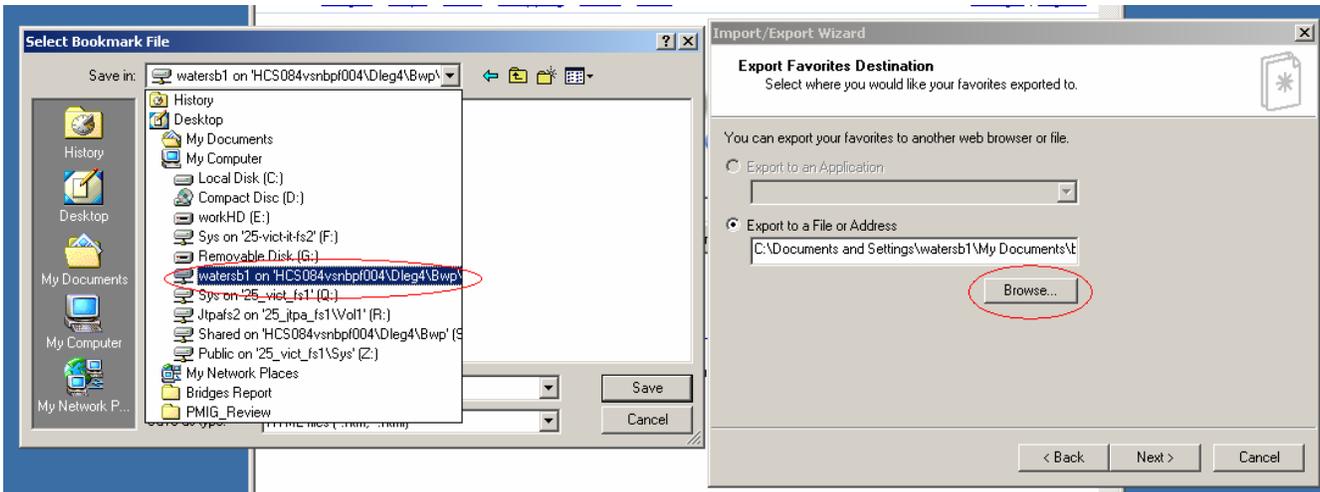
1. Click on <File> then <Import and Export>, then you should get a screen that look like the one above.



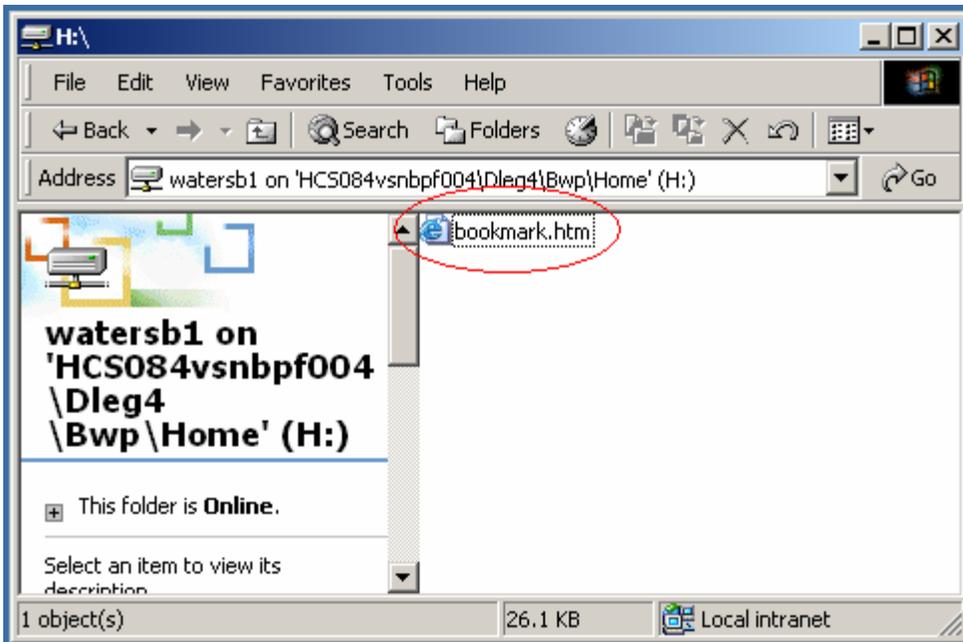
2. Select <Export Favorites> and then click <Next>.



3. Select the folder Favorites and click <Next>.



4. On the right you will see a screen that looks like this. On this screen you are selecting where you want your Favorites to be saved. Click on the <Browse> button so the screen to the left appears. On this screen select the H: drive and click <Save> so you will save your Favorites will be saved with all your other documents on the H: drive. Then click <Next> and then <Finished>.



5. Once you have finished go to your H: and check to see if there is a file that looks like the one in the screenshot above. If you see that file you have successfully saved your Favorites and you are done.

Making a copy of your desktop icons

Make a copy of your desktop, and place it next to your PC on the night of your migration. DIT will make an attempt to restore your desktop icons on your desktop.

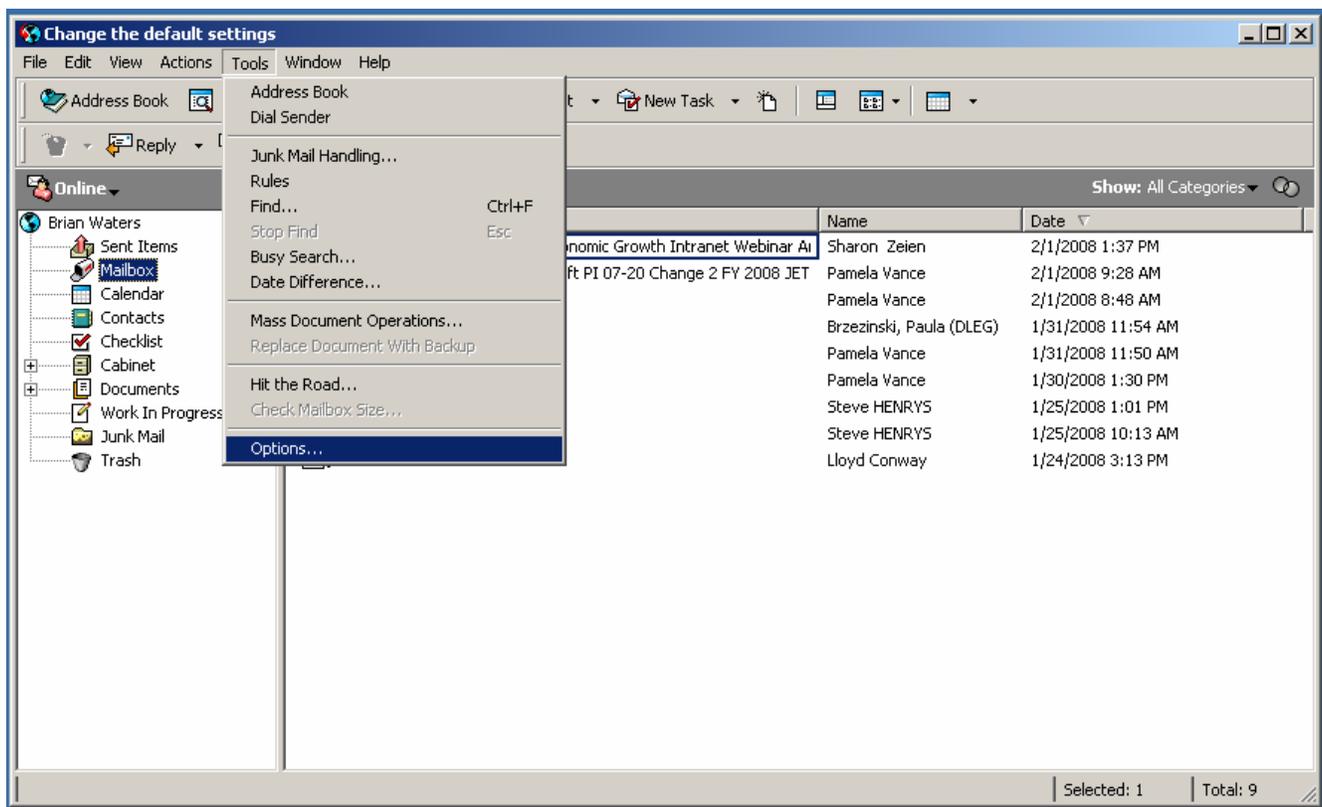
1. Close all applications so that your desktop is visible.
2. Hold down the <ctrl> key and press the <print screen> key.
3. Launch MS Word, and open a new blank document.
4. Perform a paste on the new document. The desktop image should display on your document.

Note: If you have desktop icons that point to documents saved on your C:/ hard drive, these icons will have to be changed to point to the new document locations.

Email Archive

If you have not been archiving to the Hard drive (C:) of your PC, you do not have to go through these steps.

Email archive options

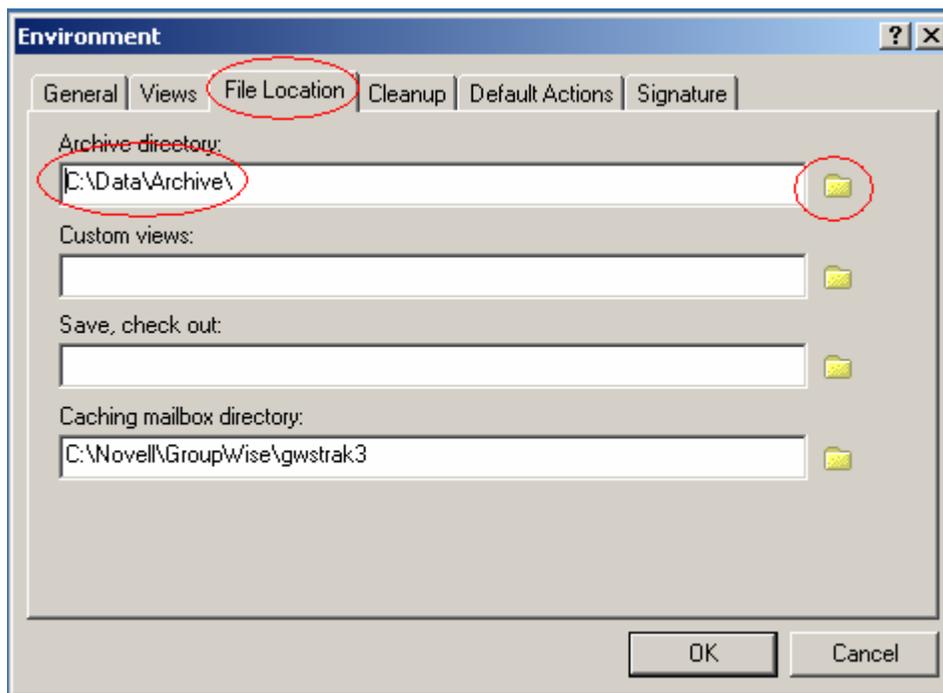


1. Select <Tools> <Options> from the Outlook dropdown menu.

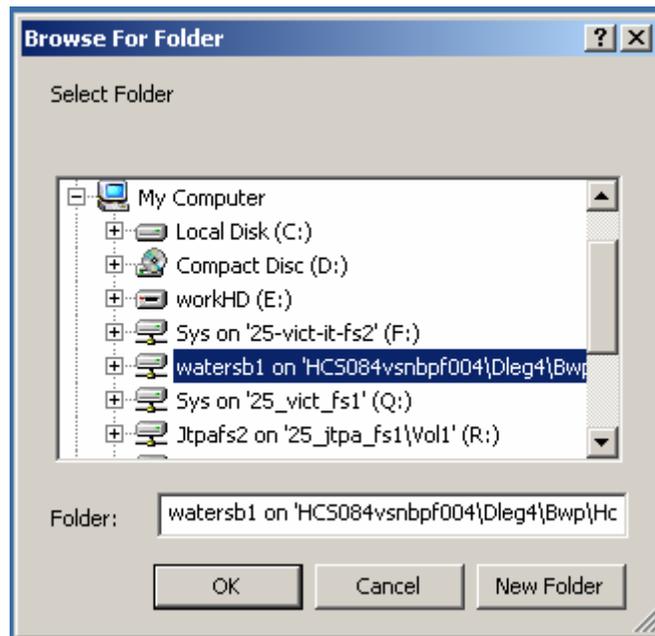


After selecting <Tools> <Options> a screen like above will appear.

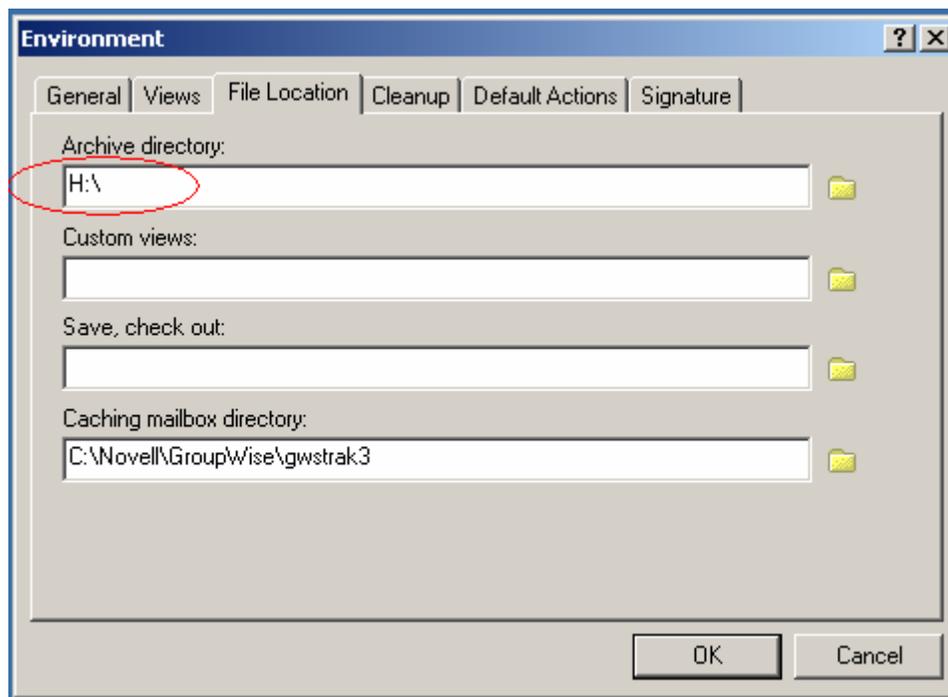
2. Select the <Environment> tab by clicking on it.



3. Select the File Location tab. The Archive Directory location is where you are currently saving your achieved files.



4. After pressing the <Yellow Folder> button you should receive a file browser screen as shown above. Find and select the H: drive and then press the <OK> button.



5. Verify the file location is now on the network drive.

6. Press the <OK> button to complete.