

SPRINGFIELD COLLEGE
Information Technology Services Department

COMPUTER DEPLOYMENT PLAN

Data Migration

Section 1: Preparing For Your New Computer

To ensure the transition to your new computer is a smooth process, the following steps should be taken:

Software training needs to be completed prior to receiving your new computer.

You are responsible for backing up your data files on your old computer. Please refer to the section titled "Backing Up Your Data Files" for details on what you should backup on your computer.

The ITS department will notify you in advance of the delivery time and date of your new computer. It is important that you be in your office to receive the new computer so as not to interrupt the delivery schedule that the ITS department has established.

When your new computer has been set up, your old computer will be removed from your office and all data on your old computer will be ERASED. Backing up your data on your old computer is critical because there will be no way of recovering data on your old computer once it is removed from your office.

Section 2: Backing Up Your Data Files

Back up all your data files (word processing, spreadsheets, etc.), your browser bookmarks and your Notes Personal Name and Address book and archive database if you use them.

Data Files:

_____ Depending on what applications and where you save your data files is where you will find them. If you use the defaults - in Lotus SmartSuite they are located in C:\Lotus\Work and then broken down by the program. In Microsoft Office the default is C:\My Documents. You may have them saved elsewhere. It is important to know where you save them and to have them organized and easy to find to do backups.

If you are unsure about where your files for Lotus SmartSuite are located, you should back up both C:\My Documents and C:\Lotus\Work. These folders/directories are specific to Microsoft Office and Lotus SmartSuite. Other programs may place data files in their own default folder/directories.

Data Files: Saving AS/400 File Transfer Scripts

Note: Skip this section if you are not an AS/400 user or you are an AS/400 user but don't use the Client Access File Transfer function.

If you use any AS/400 menu option that transfers a file to your PC, then you must save PC folder C:\From AS 400 to a removable disk.

If you use any AS/400 menu option that requires a file transfer from your PC to the AS/400 before it can run, then you must save PC folder **C:\To AS400** to a removable disk.

These folders were installed on your machine by Administrative Computing and contain the file transfer scripts and file description files to support the AS/400 menu options that require them.

Please Note:

- You are responsible for saving the folders named above. If you don't, we will not be able to reinstall file transfer correctly on your new machine and this will cause any AS/400 menu option that requires it to fail.
- You must also save any file transfer scripts and file description files that you've created.
- Administrative Computing may not have backup copies of the scripts it installed on your machine and most certainly does not have copies of any that you've created.
- If you are using floppy disks to save the folders, we recommended that you save each one to a separate, previously erased disk.

Bookmarks

Internet Explorer 5 & 6

To backup your Favorites:

1. Open **Internet Explorer**.
2. Click the **File** menu and choose **Import/Export** and click **Next** on the first screen.
3. Choose **Export Favorites** from the list, and click **Next**.
4. Highlight the **Favorites** folder at the top of the list and click **Next**.
5. Choose to **Export to a File or Address**. Click the **Browse** button and choose your floppy disk drive (usually A:). Click **Next**.
6. Click **Finish**. Your Favorites should now be save to the floppy disk.

Netscape Communicator 4.0-4.79 (Windows)

To backup your Bookmarks:

1. With Netscape launched, Hold the CTRL + B keys on keyboard. This will open up the Bookmark manager.
2. In the Bookmarks window, go to the File menu and choose Save As, and save the file to a floppy disk.

Netscape 6 (Windows)

To backup your Bookmarks:

1. With Netscape launched, Hold the CTRL + B keys on keyboard. This will open up the Bookmark manager.
2. Click the **File** menu and choose **Export Bookmarks**.
3. On the **Save as** screen, choose your **3 ½ floppy drive** and click **Save**.

NOTES E-mail:

If you have added names and/or groups to your Personal Name and Address book you need to copy the following database:

names.nsf (your personal name/address book)

This database will be found in **C:\Notes\Data**

_____ You may also have some **archived mail** in Lotus Notes. The best way to find where your archive database is located is to right click on its icon - click on database properties - on the Basic tab you will notice near the middle the filename path. If it says **\staffla_XXXXX.nsf** (or other name like archive .nsf) the file is located in **C:\Notes\Data\Staff.** If "filename" just says **axxxxxx.nsf**, the archived mail file will be located in **C:\Notes\Data**. Mail Archives tend to become quite large in size. Some of you have zip drives to back it up to and some don't. If your mail archive is too large for a floppy diskette, please contact the helpdesk for instruction.