

Before the transferring of files and setting the up the new computer

Here are the steps to reduce the client's stress level to make the transfer.

- I discuss with client about what they what want to accomplish with their new pc.
- Check the when the latest Antivirus Scan took place or start on a scan
- With the client present, the control panel's program window is opened and an inventory of all installed software on old PC is conducted.
- Decide what programs the PC owner wants to install in the new PC and Verify if the program can be installed in the new system.
 - Obtain login information, serial numbers or installation codes from PC owner needed for reinstallation
- Create a new PC folder on the client's old desktop to store drivers, program updates and exported setting that can't be easily copied as files from the old pc
- Obtain email or program Login information and account passwords needed for set up. This information will be stored in the new folder as well
- Write and save custom settings to connect to the internet or to a Local area network in the new pc folder
 - Take inventory of external hardware-peripherals that need to be connected to the new computer and download the updated software installation for the new computer into the new pc folder
- Find all digital media (photos, music, home movies, etc.) that the client considers valuable and make a note of their location. Consolidate them in a single folder with subfolders, if possible.
- Identify all digital music that the client has downloaded or purchased. If any of them are itunes or another source that uses DRM, discuss with owner on transferring licenses to the new pc
- Open the client's preferred web browser and export all bookmarks to a file that can be imported on the new PC. Save this file in the NEW PC folder.
- Burn the contents of the NEW PC folder to a CD or copy them to a USB flash drive for client's future use
- Wait a month to confirm that the old computer is no longer needed. Then discuss with client if they want to use their old computer for other uses.