Staff computers moving from Windows 7 to Windows 10

(Note: This is not Mac computers and not computers in Student Labs)

There are three guides, Guide 1: **Backing up prior to moving to Windows 10 (this guide)**, coming up: **Using Backed up content** and **Getting Started with Windows 10**.

## Backing Up prior to your move to Windows 10:

1. **Essential: Back up files not saved on OneDrive**. These files are locally saved in places like: Desktop, Libraries and any documents not synced to OneDrive. Check your OneDrive to see if all content you want is saved, prior to upgrading to Windows 10. Click here for help.

2. Optional: Back up **Bookmarks/Favourites** you have added and what to still use, in **Internet Explorer**, **Mozilla Firefox** and **Google Chrome**. **Note:** Unitec Favourites do not need to be backed up. Click here for help.

## To save content not already backed up to OneDrive:

1. Open OneDrive (the quickest way is by using Internet Explorer (on your Taskbar and clicking the star (top right), then selecting **Unitec Favourites**, then **Office 365**. Use the (top left) to select **OneDrive**.

2. Click **New** *button* and choose **Folder.**
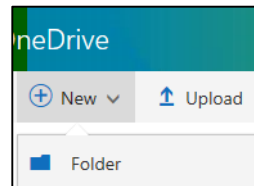
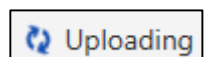Name the folder **Window 7 backup** and click **Create**.
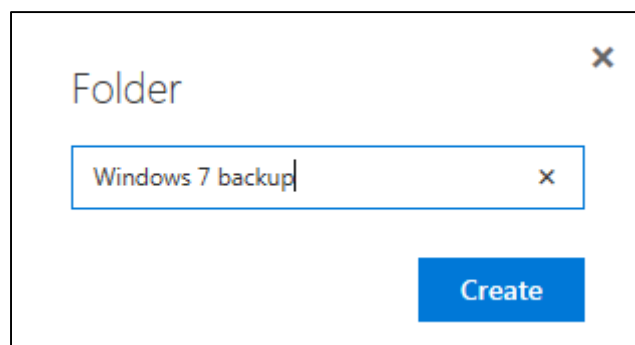
3. Open the folder, then upload content.
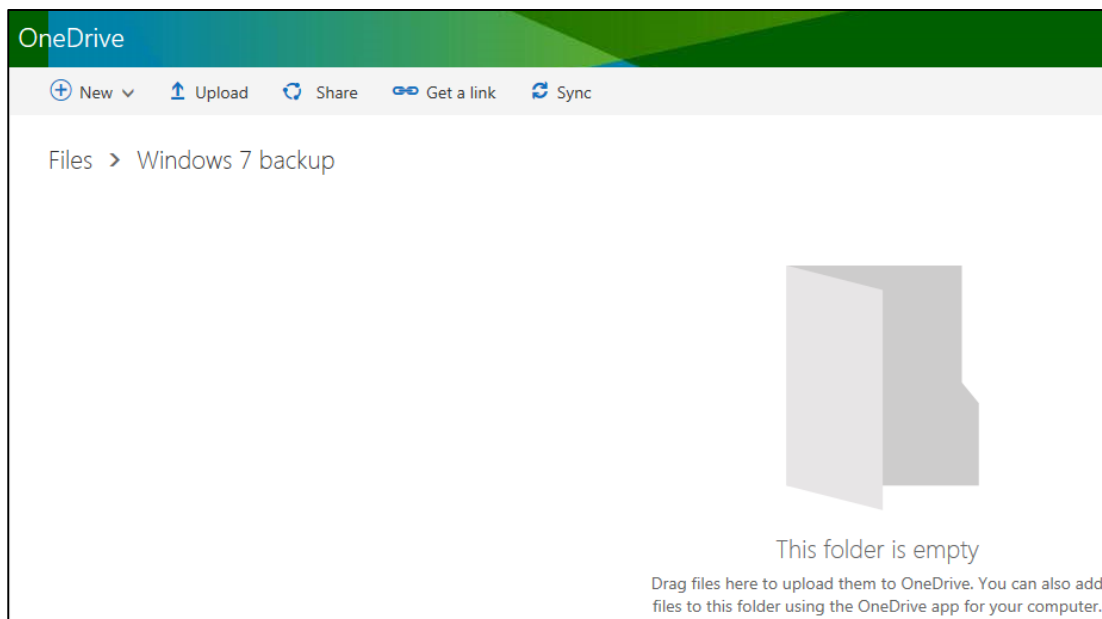
Use **Upload** (top left) to browse and find content using Windows Explorer. Look in locations including: Desktop, Libraries and any documents not synced to OneDrive. **Note:** Within OneDrive you *may* have a folder with a red x **or** sync icon , open these to find the file/s concerned, when you locate, click open to upload, this saves the file in OneDrive.

My example is:

You will briefly see the Uploading message with the number of items:
When completed you will briefly see the notification:
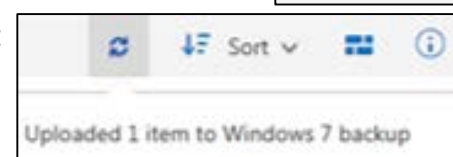
Then the file will appear in your OneDrive:

Note: Full folders **do not** upload. If you have files within folders, just zip them or upload the files as a group. You can use **Ctrl + A** to highlight all files in the currently shown view, **Shift + Select** will do a range and **Ctrl + Select** will highlight specific files individually. You do not need to select shortcuts and applications, only the files you do not want to lose.
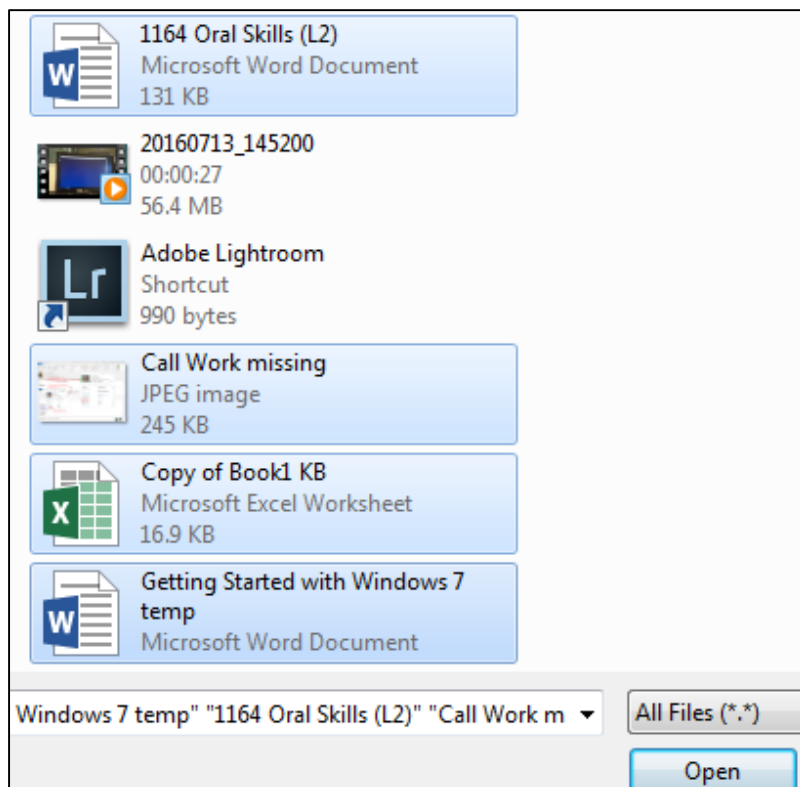
Click Open and then you will see the Uploading message, then notification as above. Uploading 28 items

For help completing this, contact:

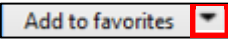# To save Bookmarks or Favourites in the standard web browsers at Unitec:

Back up **Bookmarks/Favourites** you have added and what to still use, in **Internet Explorer**, **Mozilla Firefox** and **Google Chrome**. **Note:** Unitec Favourites do not need to be backed up. Click the browser/s you use to save these.
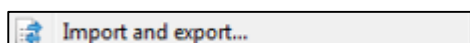
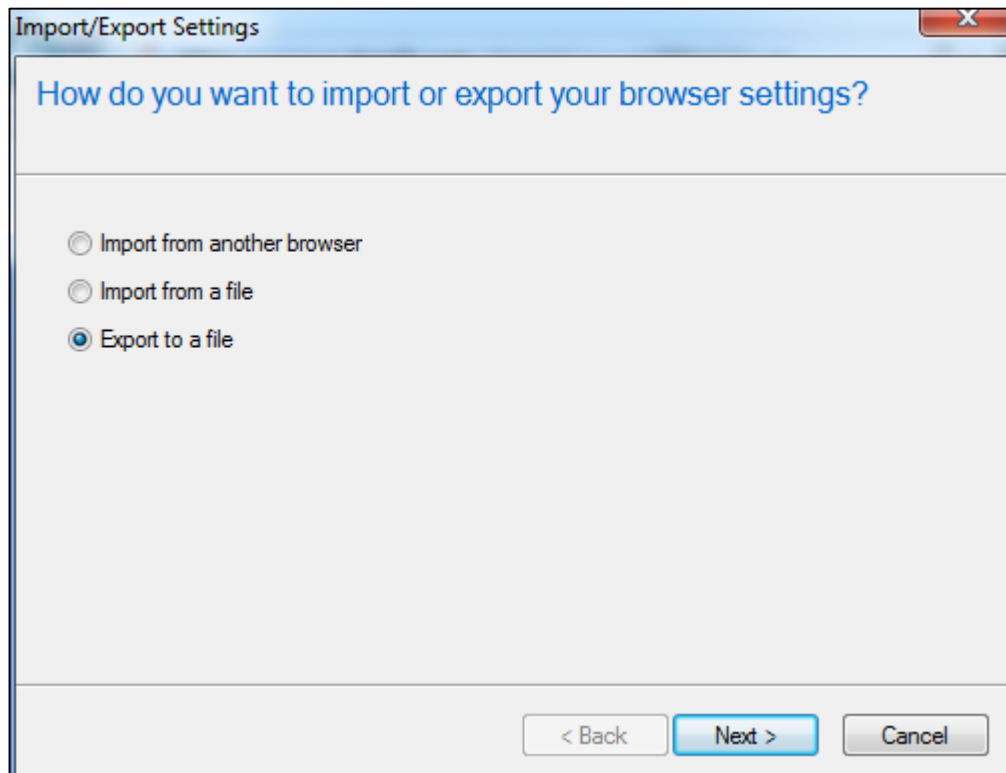[Internet Explorer](#)   [Mozilla Firefox](#)   [Google Chrome](#)

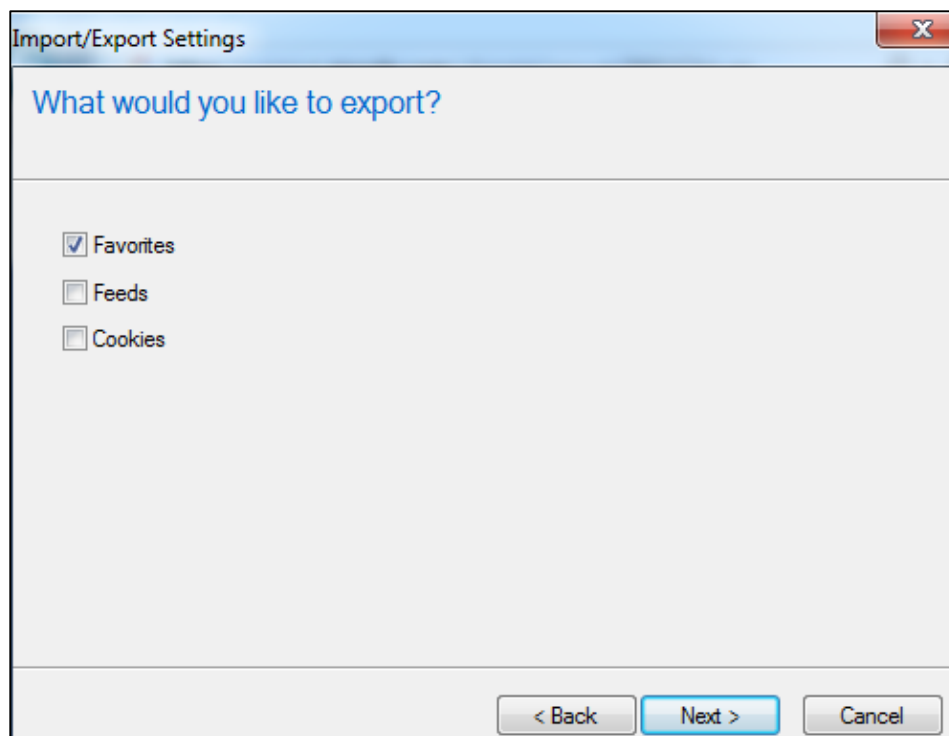Exporting favourites from **Internet Explorer** 11 – Open the browser to begin

1. Click the *Favourites* icon ☆ and select the drop down arrow beside **Add to favorites** ⬛, then select **Import and export.**
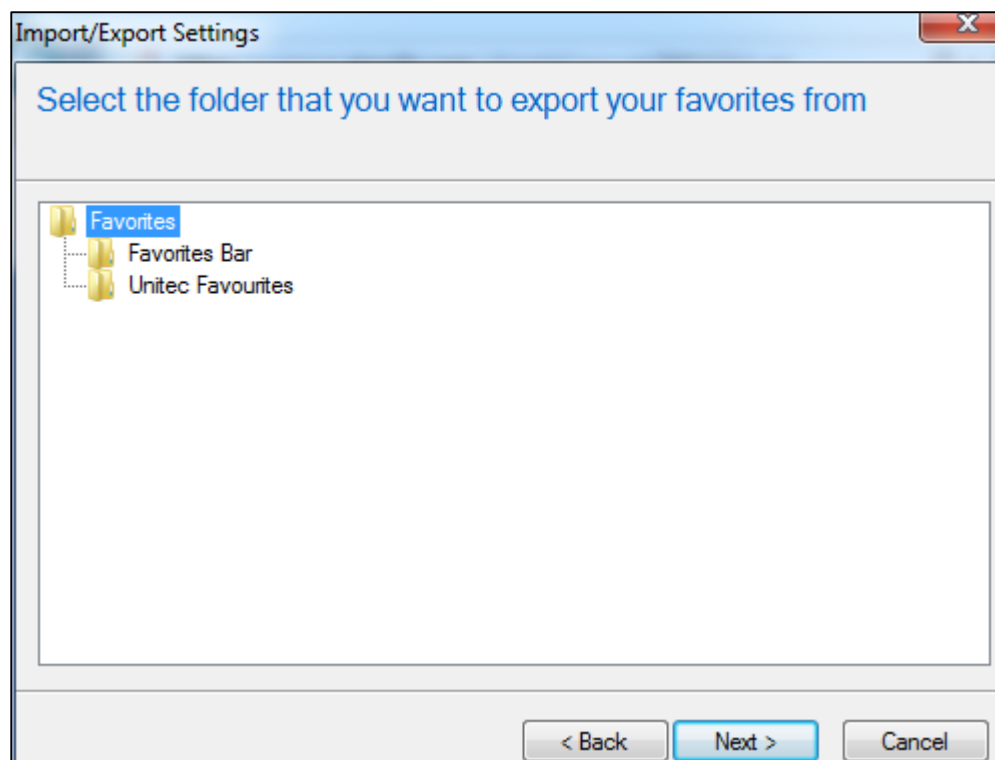
   📑 Import and export...

2. Select **Export a file**, the **Next**.

3. Tick what you want to export, **Favorites**, then **Next**:

4. Select the folder (If you have a lot saved or are unsure where your favourites are, then choose the top folder). Note: Unitec Favourites will still be active in Internet Explorer in Windows 10 so is not required to be backed up.

5. Where do you want to export your favourites?

Save to OneDrive so you easily have access to the file. Click **Browse** to locate.

Save it in straight into OneDrive (not in a folder) for easy locating. Name the file (We recommend referencing the browser and date including year), click **Save**. **Note:** By default it will be named Bookmark if you do not change the name.

6. When you return back to the previous screen, click **Export**. Then **Finish**.

Exporting Bookmarks from **Mozilla Firefox** – Open the browser to begin

1. Click the *Bookmarks icon* 🗐 (top right) and select **Show All Bookmarks** to open the library window.
2. From top menu, select **Import and Backup**, then **Export Bookmarks to HTML**.

3. In the window that opens, choose a location to save. Save to OneDrive so you easily have access to the file.
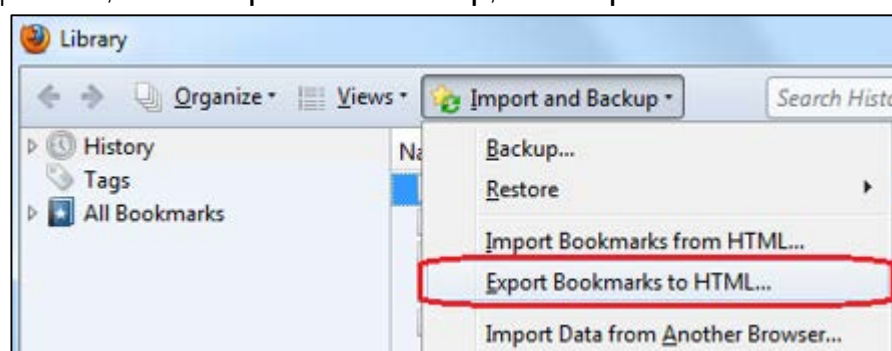
OneDrive - Unitec NZ

Save it in straight into OneDrive (not in a folder) for easy locating. Name the file (We recommend referencing the browser and date including year), click **Save**. **Note:** By default it will be named Bookmarks if you do not change the name.
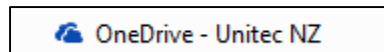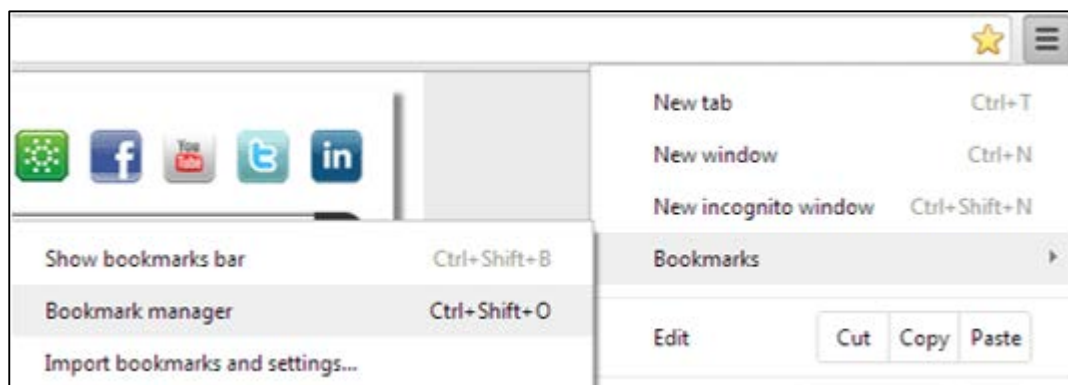
4. Click **Save** and the process is complete.

Exporting Bookmarks from **Google Chrome** – Open the browser to begin

1. Click the menu icon ☰ (top right).
2. Select **Bookmarks**, then **Bookmark Manager**.

3. In this screen, click Organize `Organize ▾` from the top menu.
4. Then select Export bookmarks to HTML file. `Export bookmarks to HTML file...`
5. In the window that opens, choose a location to save. Save to OneDrive so you easily have access to the file.

OneDrive - Unitec NZ

Save it in straight into OneDrive (not in a folder) for easy locating. Name the file (We recommend referencing the browser and dat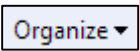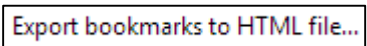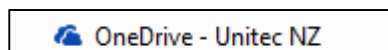e including year), click **Save**. **Note:** By default it will be named Bookmarks with an American date format if you do not change the name.

6. Click **Save** and the process is complete.

For help completing this, contact: Unitec Help Desk on extn 8484