

#### Tips:

- You don't have to restore **all** files and folders you have backed up; to save space, you may want to restore only the files you are **currently** using.
- Copy your back up disc so you have one to keep at home in case something happens to the original.

### Step 1: Open Back Up Folder

- 1. Insert CD/DVD or Flash Drive in your new machine
- 2. Click the Microsoft Start Button in the lower left corner
- 3. Select Computer
- 4. Open CD/DVD/Flash Drive

#### Step 2: Restore Favorites and My Documents

#### **Favorites**

- 1. Open Back Up Folder (see step 1)
- 2. Locate Favorites
- 3. <u>*RIGHT*</u> click on Favorites
- 4. Select Copy
- 5. Click Start Button located in the task bar
- 6. Click Computer
- 7. Click WinXP (C:) on the lower left
- 8. Double click Users
- 9. Double click on your username
- 10. Click on arrow next to Organize
- 11. Select Paste
- 12. Click Yes to Confirm Folder Replace
- 13. If there are duplicate Favorites do the following:



- 1. Check Do this for the next X number of conflicts
- 2. Click Don't Copy



14. Click Yes to Confirm Folder Replace

🏭 WinXP (C:)



#### My Documents

- 1. Open Back Up Folder (see step 1)
- 2. Locate My Documents
- 3. <u>*RIGHT*</u> click on **My Documents**
- 4. Select Copy
- 5. Click Start Button located in the task bar
- 6. Click Computer
- 7. Click WinXP (C:) on the lower left
- 8. Double click Users
- 9. Double click on your username
- 10. Click on arrow next to Organize
- 11. Select Paste
- 12. Click OK in the Move Folder Box



## Step 3: Restore Files and Folders (Desktop Items)

- 1. Open Back Up Folder (see step 1)
- 2. <u>*RIGHT*</u> click on desired file or folder
- 3. Select Copy
- 4. Navigate to desired location in which you want to paste the file
  - a. If placing on **Desktop**:
    - i. <u>*RIGHT*</u> click on **Desktop** | Select **Paste**
  - b. If placing in My Documents or some other folder:
    - i. Double click on desired folder
    - ii. Click on arrow next to Organize
    - iii. Select Paste

# Step 4: Software

Submit a HEAT ticket for any software needed.

- 1. Click Internet Explorer icon on lower task bar
- 2. Select Favorites
- 3. Select DISD HEAT Ticket







Fill in the required HEAT ticket information:

HEAT TROUBLE TICKET						
1 Email Address: (enter user name only) @dentonisd.org						
2	Campus: 3 Service Tag:					
	4 Room No.: 5 DISD Phone No.: 369 -					
	6 Problem: Select • 7 Type: Select •					
	Description:					
8	*					
	SUB FINDER issues? Please contact HR at ext. 0040.					
	g Sublinic Reset					



Step 5: Add a Printer

- 1. Click the Microsoft Start Button in the lower left
- 2. Select Devices and Printers



3. Click Add Printer



4. Click Add a Network, Wireless or Bluetooth Printer



5. Click the printer that I want isn't listed, click Next



6. Select find a printer in the directory, based on location or feature and click Next

		×
Find a printer by name or TCP/IP address		
Find a printer in the directory, based on location or feature		
Select a shared printer by name		
		Browse
Example: \\computername\printername or http://computername/printers/printername/.printer		
Add a printer using a TCP/IP address or hostname		
	Next	Cancel

7. Search for printer by Name, Location or Model and click Find Now

Find Printers							
File Edit View							
In: 📃 Entire Directo	Browse						
Printers Features	Advanced						
Teatales 1	Find Now						
Name:			Chan				
Location:	RHS		Stop				
Model:			Clear All				
			<u>.</u>				
			<i>F</i> . <i>y</i>				
			ОК				
Search results.							
Name	Location	Model	<b>^</b>				
RHS Counselor	RHS Counselor	Dell Color La	ser 5110cn PCL6 🛛 🖳				
🖶 RHS ConfRmD	RHS ConfRmD	Dell Color La	ser 5110cn PCL6				
🖷 👼 RHS ConfRmD 🛛 RHS ConfRmD		Dell Color La	ser 5110cn PCL6				
🖶 RHS Cart2A Dell RHS Cart2A		Dell Laser Pri	nter 5100cn PCL6				
🖶 🖶 RHS CafeMgr D 🛛 RHS CafeMgr		Dell 2330dn L	aser Printer				
👼 RHS AudioVideo RHS AudioVide		Dell Color La	ser 5110cn PS 🔹 👻				
< >							
56 item(s) found							

- 8. Select desired printer, click OK, click Next, click Finish
- 9. Submit a **HEAT** ticket if you need assistance in setting up your printer.