

Copying Desktop Settings to Another Computer

Making Your Desktop and Favorites Portable



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=Shortcut =Advice =Caution

Copying Folders to your H: Drive

Local **Internet Explorer Favorites**, **Desktop files** and **shortcuts** do not follow you from computer to computer on campus. Using the steps below, you can copy those items to your **H:** drive and then copy them to another computer so you have your **Desktop** settings and **Favorites** when using other computers on campus.

Copying the Favorites Folder to your H: Drive

1. Double-click **My Computer** on your desktop to display your available drives.
2. Double-click on **Local Disk (C:)** (Figure 1, 1).
3. Double-click on **Documents and Settings** (Figure 2, 1).
4. Click on the folder named after your **username** (Figure 3,1).
5. Select the **Favorites** (Figure 4, 1) folder but do not open it, and then click **Edit** (Figure 4, 2) > **Copy to Folder** (Figure 4,3).

Process Summary

Copying Folder to H:

1. Copy the Favorites Folder
2. Copy the Desktop Folder
3. Copy the Quick Launch Folder

Copying Folder from H:

1. Copy the Favorites Folder
2. Copy the Desktop Folder
3. Copy the Quick Launch Folder

Figure 1

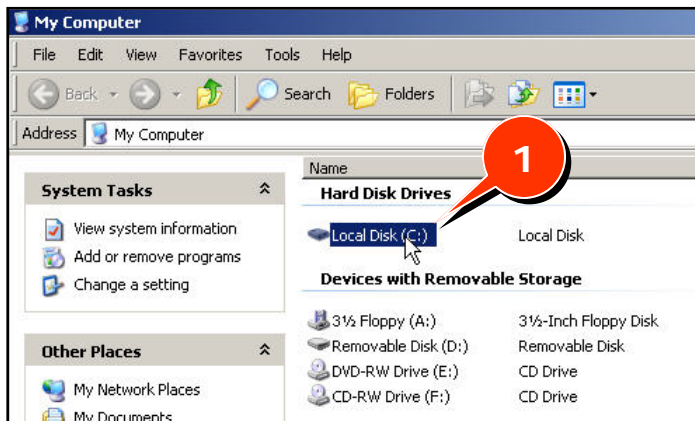


Figure 2

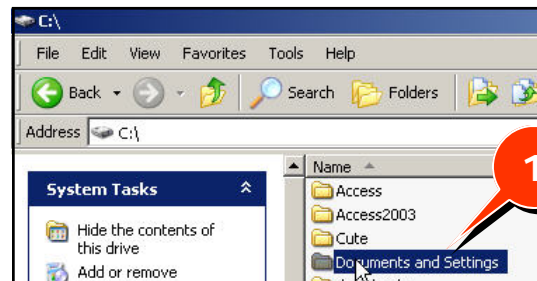


Figure 3

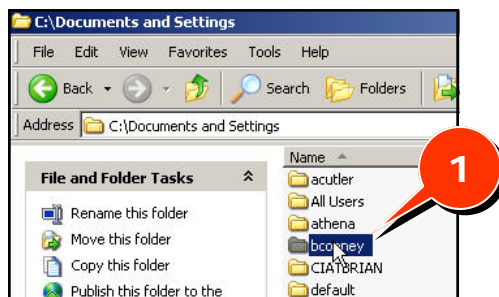


Figure 4



6. In the **Copy Items** window, scroll down and click on your **H:** drive (Figure 5, 1).
7. Click **Make New Folder**, (Figure 5, 1) and type in a name for the new folder. This example will use the name **"Portable"** to represent the portability of your computer settings (Figure 6, 1).
8. Click **Copy** (Figure 6, 2).

Figure 5

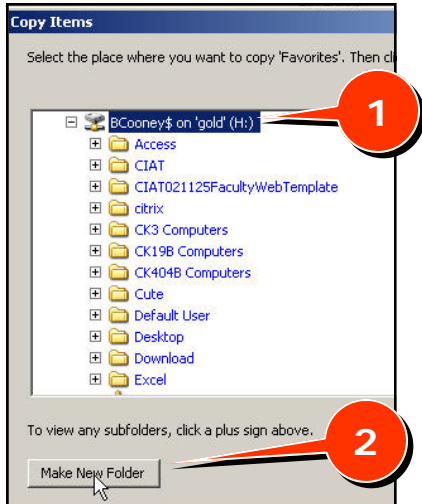


Figure 6



Copying the Desktop Folder to your H: Drive

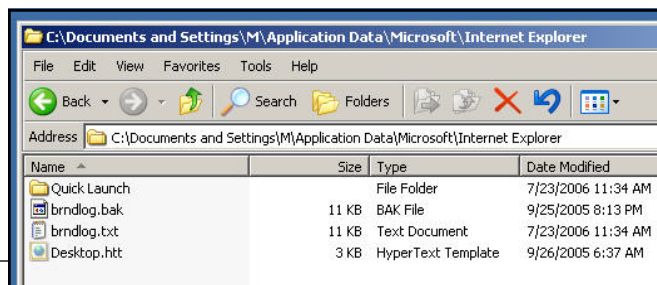
The **Desktop** folder is located in the same folder as your **Favorites** folder. Follow the instructions in steps 1 through 8 but choose the **Desktop** folder in step 5. As in step 7, choose the same folder that you created on your H: drive for the destination folder (in this example, we used **"Portable"**).

Copying the Quick Launch Folder to your H: Drive

The **Quick Launch** folder is located three levels deeper than the **Desktop** and **Favorites** folder. In this example, if the login name is bcooney, then the navigation path would be **C:\Documents and Settings\bcooney\Application Data\Microsoft\Internet Explorer\Quick Launch** (Figure 7, 1). After navigating to the **Quick Launch** folder:

1. Double-click **Application Data**.
! (If you don't see this folder, you may need to turn on the "Show invisible Files" option by clicking on **Tools > Folder Options > View**. Select the **check box** in front of **Show Hidden Files and Folders**).
2. Double-click **Microsoft**.
3. Double-click **Internet Explorer**.
4. Click **Quick Launch** and follow the steps on page 1 of this document starting with step 5.

Figure 7



Copying the Folders to Another Computer

To copy the folders to another computer navigate to the **H:** drive folder you created in step 7 (**Portable**) and find the **Favorites** folder that you copied there.


1. Double-click **My Computer**  on your desktop to display your available drives.
2. Double-click on the **H:** drive.
3. Select the **Favorites** folder.
4. Go to **Edit > Copy to Folder**.
5. Click the "+" sign in front of **Local Disk (C:)** to expand the drive (Figure 8, 1).
6. Click the "+" sign in front of **Documents and Settings** to expand the folder (Figure 8, 2).
7. Click on the folder named after your **login name** (Figure 8, 3).
8. Click **Copy** (Figure 8, 4).
9. Follow steps 1 to 8 on this page selecting the **Desktop** folder in step 3 instead of **Favorites**.
10. Follow steps 1 to 8 on this page selecting the **Quick Launch** folder in step 3 instead of **Favorites**.

Figure 8

