

Windows laptops & PCs | Medium | 2 min read

How to transfer files between two PCs

Moving your photos and documents to a new or different PC is easy if you use the right method. The safest ways need no technical skill.

Quick fixes to try first

- Work out roughly how much you need to move. Open **File Explorer**, right-click the folder, and choose **Properties** to see its size.
- Make sure both PCs are charged or plugged in.
- Copy, do not move. Keep the originals until you have checked the files arrived.

Step by step: USB drive

1. Plug a USB stick or external drive into the old PC. Make sure it is bigger than what you are copying.
2. Open **File Explorer** by pressing the Windows key and E.
3. Right-click the folder you want, choose **Copy**, open the drive in the left-hand list, right-click in empty space and choose **Paste**.
4. When finished, right-click the drive and choose **Eject**, then unplug it.
5. Plug it into the new PC and copy the files to the **Documents** or **Pictures** folder.

Step by step: OneDrive

1. Sign in to OneDrive on the old PC with your Microsoft account and let your folders sync.
2. Sign in with the same account on the new PC. Your files appear automatically once synced. This is handy when you have a decent internet connection and enough storage.

If that did not work

- If the drive does not show up, try a different USB port.
- If a file is too big, the drive may be formatted in a way that cannot hold it. Try a different drive.
- Nearby sharing can send files between Windows PCs. Open **Settings**, then **System**, then **Nearby sharing**, though wording and availability may differ between versions.
- Remember that emails, browser bookmarks and saved passwords are kept separately. Most browsers can sync them if you sign in.

Do not use unknown file transfer programs.

When to get more help

Stop and email us if you are not sure what to copy, the old PC will not start, files are missing after copying, or your files are on a drive you cannot read. Do not wipe the old PC until you are sure everything has arrived.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.