Here is part of a checklist of items to help you move everything from and existing computer to your new computer with Windows 7. This recommendation includes using LapLink to transfer programs, data and settings.

Before starting, gather some tools to help you make sure you finish on time.

Pencil and paper: You will have to jot a few things down as you go along.
Your programs in installable form: You may have to install programs on the old computer before the transfer to your current PC. This might happen if Windows 7 will not run your current software version.
Time: If you're lucky, you could have Windows 7 up and running in a couple of hours. But it could take all day--and that will be a day you'll be near your computer while having little or no access to it. Make sure you can afford that block of time.
A good book: You may spend a lot of that time waiting.

Steps:

TASK	DONE
1. Take inventory of your data.	
2. Make a physical copy of all critical system-related information.	
3. Run Windows 7 Advisor. Identify any issues with software transferring. Document all applications that must transfer.	
4. Ensure you have Windows 7 drivers for all installed printers.	
5. Define all critical computer functions and reports that must run after upgrade.	
6. Purchase new hardware. We recommend that you buy LapLink. If you will not have access to a home network, also buy the available cable.	
7. Use LapLink to copy all programs and data to new PC.	
8. If you used Outlook Express on the original computer, migrate all mail files to new format in Windows Mail Live.	
9. Set up Security requirements for Windows 7. (Decide on Security and Virus Protection Software, Use Action Center, Windows Defender, Windows Security Essentials, User Account Controls, etc)	
10. Set up all printers.	
11. Load any required new software on the new PC. Be sure that you plan to keep any software before you start a trial.	
12. Check that all critical office functions operate.	
13. Install miscellaneous software (Back Up software, other software identified in Step 3, etc).	
14. Check Results. Test critical applications and transferred programs.	
15. Retire OLD PC. Store in safe place for future reference. Once you are sure it will not be used, securely delete any data files and programs.	