Microsoft Windows 10 Media Creation Tool
(November 2015 Version)

- **The Windows 10 Media Creation Tool**

The Media Creation Tool can be used to upgrade the computer it is run on or to create Windows 10 installation media on a flash drive or DVD. The installation media on a flash drive can be used to upgrade any computer, even one without a DVD player. A flash drive also installs Windows faster than a DVD, so it is the preferred media and will be discussed in this article.

You will need an 8 GB or larger USB 2 or USB 3 flash drive to hold the combined 32-bit and 64-bit version of the Windows 10 installation media. A 4 GB flash drive will be adequate for the single bit type media. Unless you intend to do lots of installs or upgrades, a USB 2 drive is adequate and costs less than $10.

- **Download the Windows 10 Media Creation Tool**

Download and use the tool to upgrade to Windows 10 or to create media on a CD, DVD or flash drive to upgrade from Windows 7 or 8.1 or to do a clean install of Windows 10.
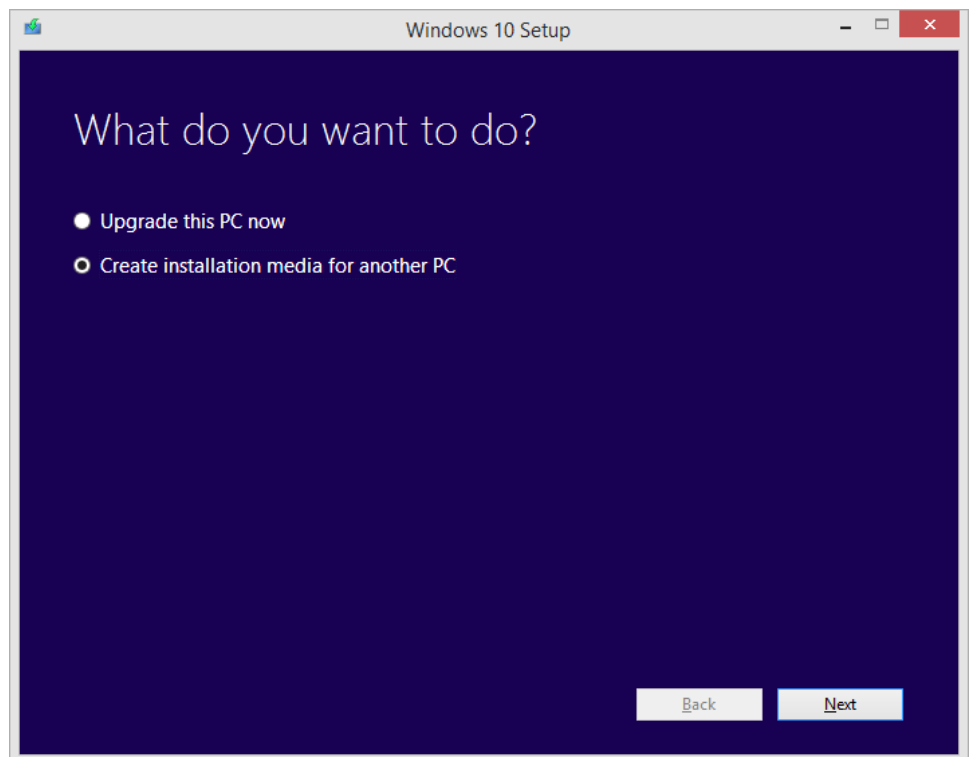
Reference: http://windows.microsoft.com/en-us/windows-10/media-creation-tool-install

The first option on the web page is to "Upgrade now." You can use this if the computer you are using is ready to upgrade. In this case, you don't use the Media Creation Tool.

If you want to create upgrade media to use on another computer, to do the upgrade where you don't have a fast Internet connection or to do a clean install of Windows 10, scroll down and click on "Using the media creation tool." Click on "Upgrade to Windows 10 using the tool" or "Perform a clean installation using a USB or DVD" or both and print out the instructions for future reference.
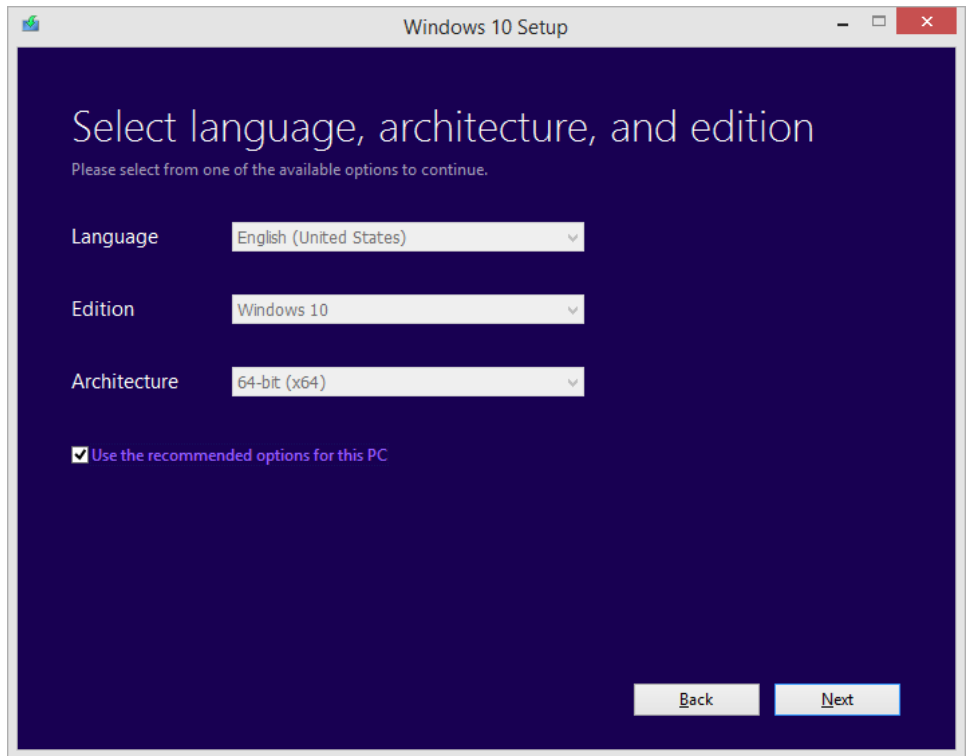
Click on "Download tool now" to download MediaCreationTool.exe and note where it is saved.

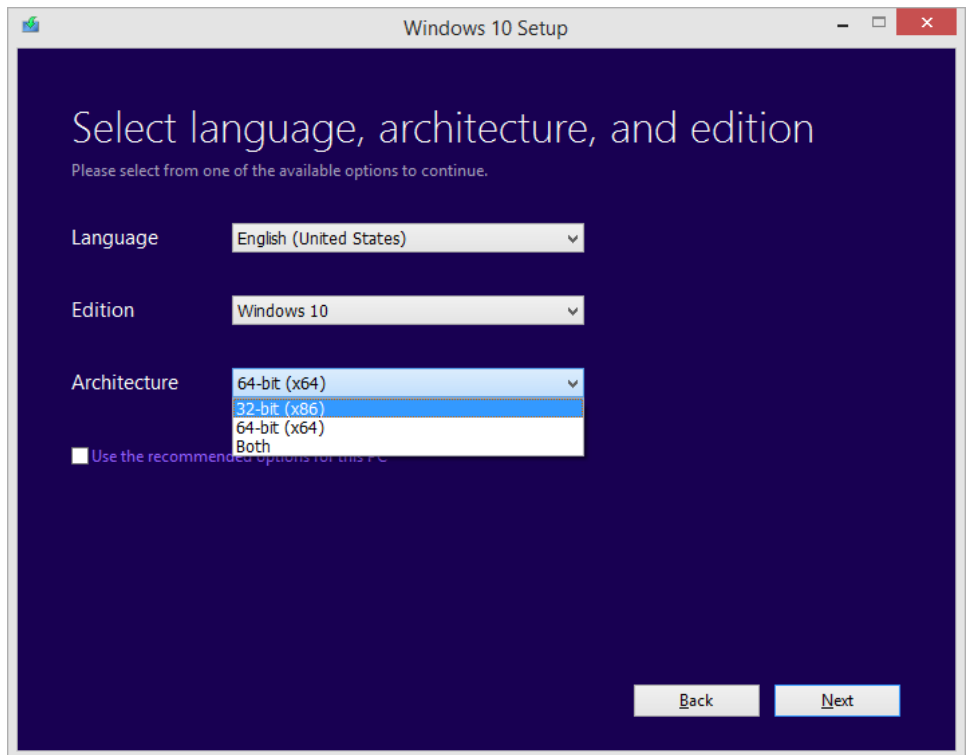- **Use the Windows 10 Media Creation Tool**
  1. Check that the computer is connected to the Internet to download the Windows files.
  2. Double click the file: **MediaCreationTool.exe**
  3. The Media Creation Tool will open as shown in the first screen shot above.
  4. If you want to upgrade this computer to Windows 10 now, leave "Upgrade this PC now" selected and click the Next button. Follow the on screen prompts.
  5. If you want to create installation media for another PC **or for this PC**, click on "Create installation media for another PC."
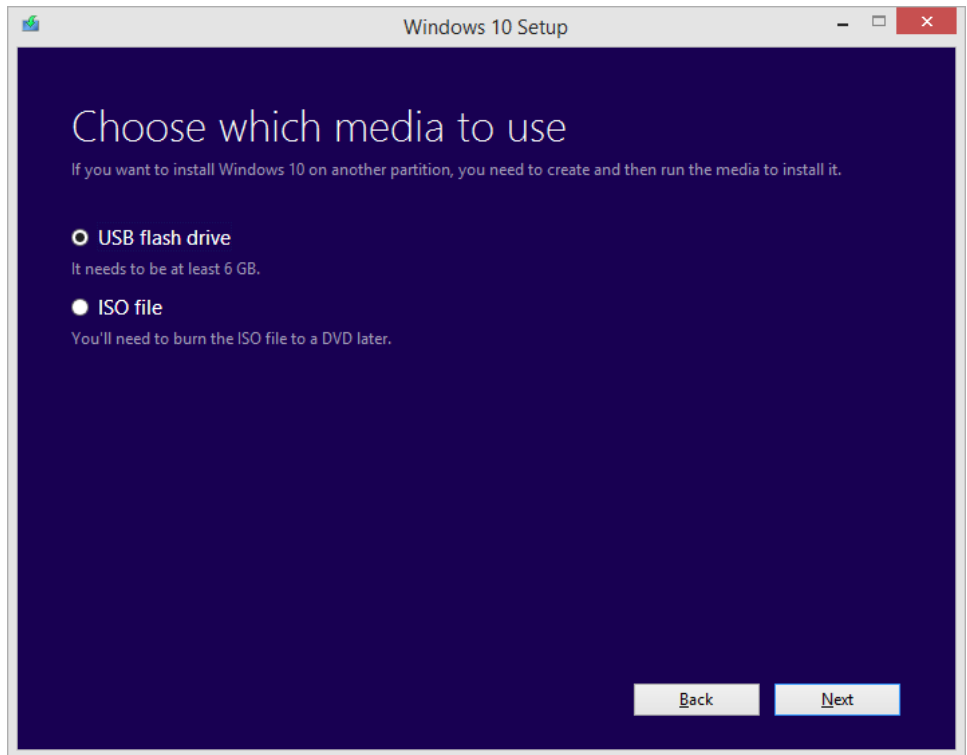 6. Click the Next button.

7. The "Select language, architecture, and edition" screen opens as shown.

8. English (United States), Windows 10 which includes both Home and Pro and the bit type of the current computer are selected by default as shown.

9. If you want a different bit type or <u>both</u> 32- and 64-bit types in one download, uncheck the "Use recommended options for this PC" box.

10. Click the Architecture box and select the bit type you want as shown in the next screenshot.

11. You can choose a different language by clicking the Language box or a special edition by clicking the Edition box, but you probably won't want to change either of those.

12. Click the Next button.

13. From the drop down list, choose 32-bit (x86) or 64-bit. You can create media with both 32 and 64-bit editions of Windows, but larger media will be required. It's probably wiser to select just one bit type to avoid possible errors.
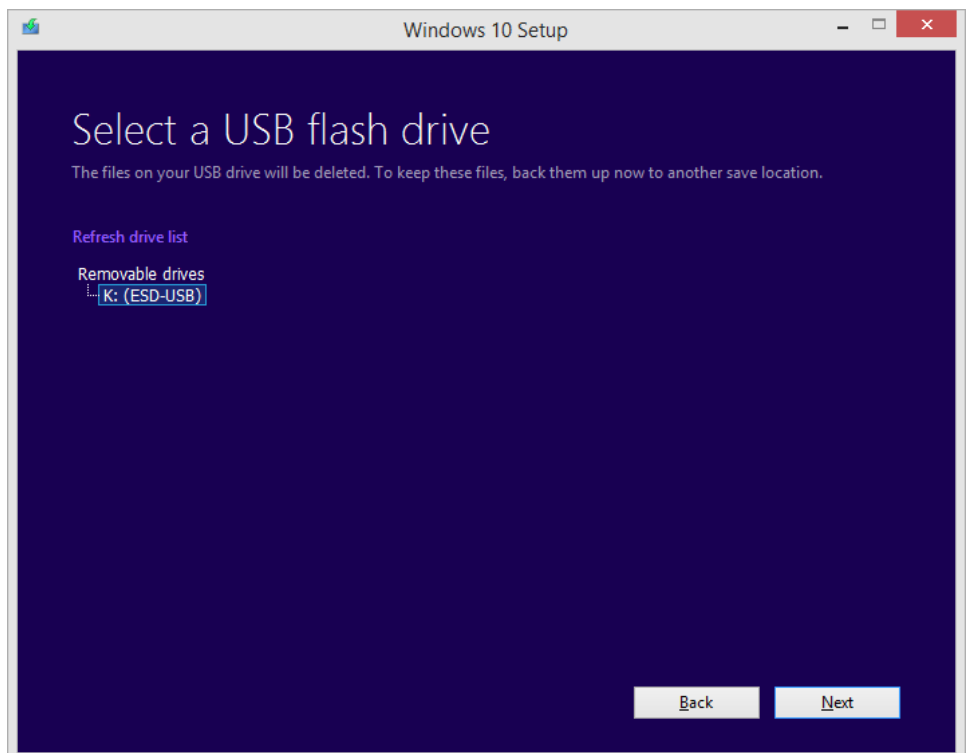
14. Click the Next button.

15. The "Choose which media to use" screen opens as shown.
16. Confirm that the USB flash drive option is checked. The installation will be faster from a flash drive than via an ISO file used to make a DVD.
17. A 4 GB flash drive is adequate unless you want to download both the 32- and 64-bit versions in which case you will need an 8 GB flash drive.
18. The rest of the screenshots show flash drive media creation.
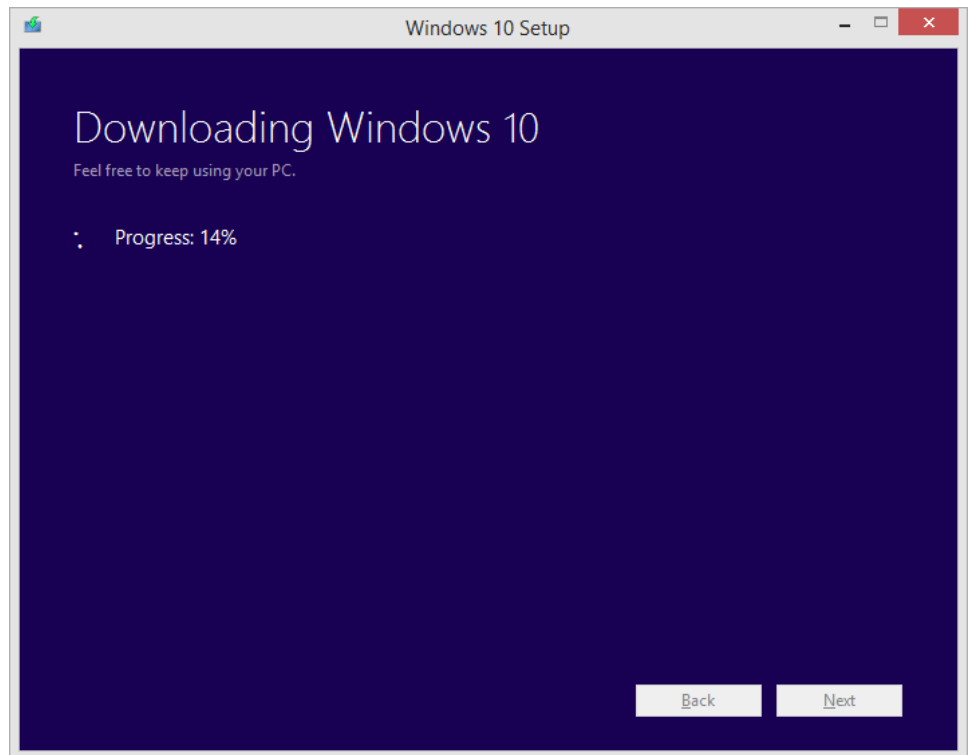19. Insert the flash drive in a USB port if you have not already done so.

Warning! The flash drive will be reformatted and all data will be erased.
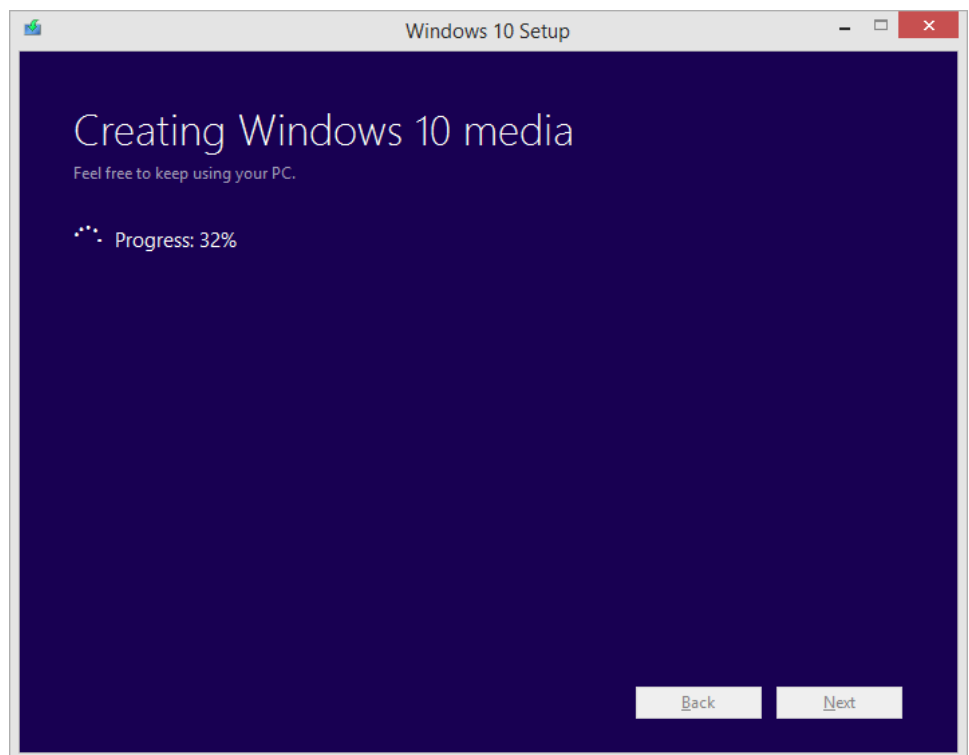
20. Click the Next button.
21. The "Select a USB flash drive" screen opens as shown.
22. Click the flash drive that you want to use for the Windows 10 media.
23. Click the Next button.

24. The Downloading Windows 10 screen opens as shown.
25. The progress counter will run to 100% when the installation files have been down-loaded.
26. Click the Next button.
27. Very briefly, a checking download screen will flash by and continue to the next screen.
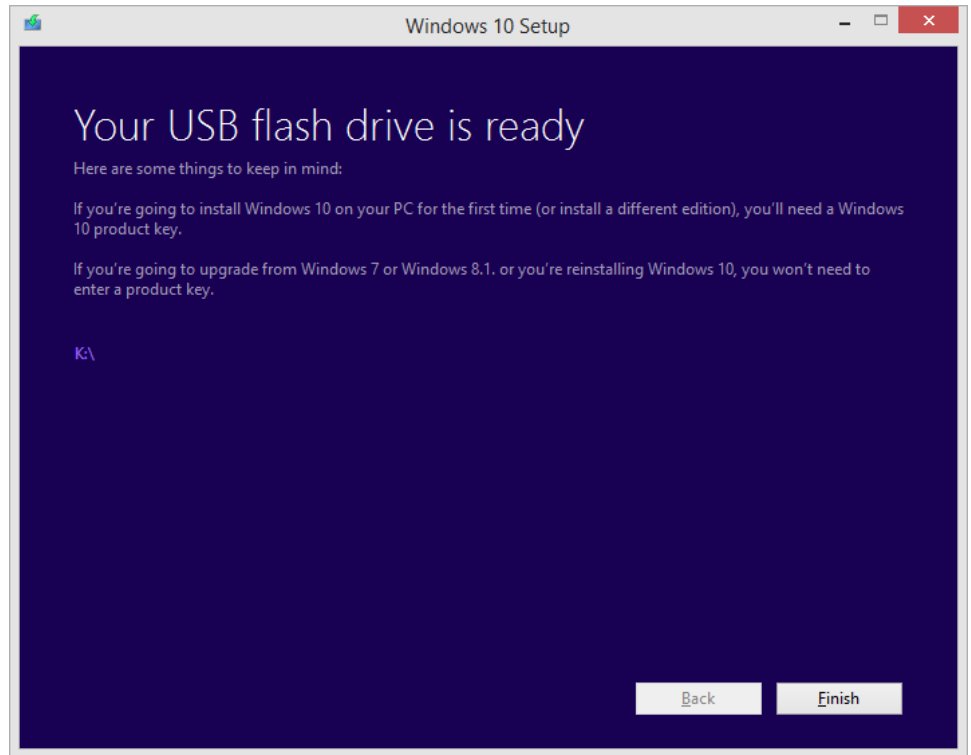

28. The Creating Windows 10 Media screen opens as shown.
29. The progress counter will continue to 100% as the files are written to the flash drive to create a bootable drive.
30. Click the Next button.

31. The "Your USB flash drive is ready" screen opens as shown,
32. Click the Finish button to end the Media Creation Tool.
33. Remove your flash drive if you aren't going to use it on this computer.

The Media Creation Tool does not install itself in Windows, so it will not appear in the Windows 7 Start menu or the Windows 8.1 or Windows 10 All Apps lists. If you want to run it again, go to where you saved the MediaCreationTool.exe and double click it.
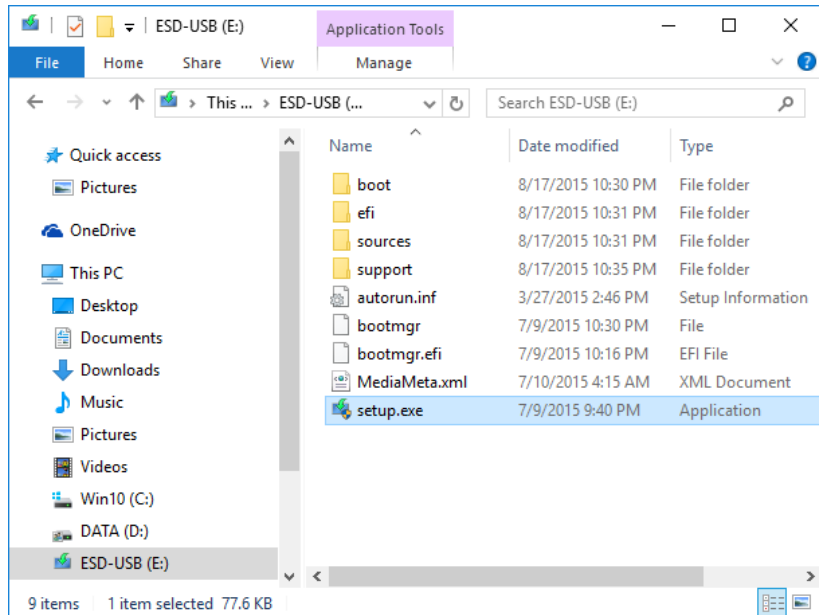
Continue to the next page for instructions on how to use the media (USB flash drive or DVD) created with the Windows 10 Media Creation Tool.

Use your Windows 10 Installation Media

- **Upgrade to Windows 10 from the USB Flash Drive or DVD Installation Media**
  1. Boot the computer with Windows 7 or 8.1 that you want to upgrade to Windows 10.
  2. Insert the USB flash drive or DVD with the correct edition and bit type of Windows 10 in a USB port or DVD player. The edition and bit type must match the Windows 7 or 8.1 on the computer for a free upgrade.
  3. Open File Explorer.
  4. Expand "This PC" and scroll down until you see the flash drive or DVD player.
  5. Click on the flash drive or DVD player. The USB drive will be labeled ESD-USB which stands for Electronic Software Delivery via USB. A DVD will be labeled ESD-ISO for Electronic Software Delivery via a ISO disk image file.

  6. Double click the **setup.exe** file to start the upgrade.
  7. Follow the on screen prompts as the upgrade progresses. The screen shots from an upgrade were captured by Ernie Ganas in "Windows 10 Install Slide Show.pdf," which as emailed on July 31 to all GGCS members and will be posted on the GGCS web site in the future. Pay special attention to slides 10, 11 and 12.

- **Clean Install Windows 10 from the USB Flash Drive or DVD Installation Media**
  A clean install will completely delete everything on your C: drive including **your data**, all programs and apps you have installed and printers or scanners you have installed. I recommend making a full system backup before doing a clean install.

  Procedure A. Direct boot to your Windows 10 media flash drive or DVD.
  1. Boot the computer that you have already upgraded to Windows 10. **You must have done the upgrade before doing a clean install to get the free upgrade to Windows 10.**
  2. Insert the USB flash drive or DVD with the same edition and bit type of Windows 10 that is already on the computer in a USB port or DVD player.
  3. Shut your computer down.
  4. Restart the computer and immediately **rapidly** tap the key that accesses the One-time boot menu for your computer. The boot screen may tell you which key it is, usually F2, F9, F12, Esc or Del. If you don't know, check your owner's manual, call tech support for your computer or Google: Computer brand model One-time boot menu. You may have to try booting and pressing the key several times before getting it to work. If you can't make this work try Procedure B.
  5. On the One-time boot menu, select the device with your Windows 10 installation media.

6. Press the Enter key.
7. Your computer will reboot from the Windows 10 media.
8. Follow the on screen prompts as the upgrade progresses. The screen shots from an upgrade were captured by Ernie Ganas in "Windows 10 Install Slide Show.pdf," which as emailed on July 31 to all GGCS members and will be posted on the GGCS web site in the future. Pay special attention to slides 10, 11 and 12.
9. Enjoy your clean install of Windows 10. You will have to reinstall your programs, apps, printers and data.

Procedure B. Reboot to your Windows 10 media from within Windows 10.
1. Boot the computer that you have already upgraded to Windows 10. **You must have done the upgrade before doing a clean install to get the free upgrade to Windows 10.**
2. Insert the USB flash drive or DVD with the same edition and bit type of Windows 10 that is already on the computer in a USB port or DVD player.
3. Click the Windows 10 Start button.
4. Click Settings on the menu.
5. On the Settings screen, click "Update and security."
6. On the Updates and security screen, click Recovery.
7. Under "Advanced startup," click the "Restart now" button.
8. On the blue "Choose an option" screen, click "Use a device" if it is an option. If there is no "Use a device" option, proceed to step 8.a.iii.
   a. On the Use a device screen, click your USB flash drive or DVD player.
      i. If your device is listed, proceed to step 8.b.
      ii. If the device isn't listed, use the back arrow to return to the Choose an option screen.
      iii. Click Troubleshoot.
      iv. Click the "UEFI firmware settings" button.
      v. Click the Restart button.
      vi. Your computer will reboot to the UEFI setup.
      vii. In the UEFI setup, use the right arrow key to move to the "Save & Exit" tab.
      viii. Look for a Boot Override section where your device is listed. If your device is not listed proceed to step 9.
      ix. Use the down arrow key to highlight your device and press the Enter key.
   b. The computer will reboot and load the Windows 10 installation program from the USB flash drive or DVD.
   c. Continue with step 12.
9. With the up arrow key, choose "Discard changes and Exit" and press the Enter key.
10. Your computer will reboot into the Windows 10 upgrade on your hard disk.
11. You need more help. Call tech support for the company that built your computer and ask them how to boot to the Windows 10 installation media.
12. Follow the on screen prompts as the upgrade progresses. The screen shots from an upgrade were captured by Ernie Ganas in "Windows 10 Install Slide Show.pdf," which was emailed on July 31 to all GGCS members and will be posted on the GGCS web site in the future. Pay special attention to slides 10, 11 and 12.
13. Enjoy your clean install of Windows 10. You will have to reinstall your programs, apps, printers and data.