Transferring Word Expansions to a New Computer

******<u>IMPORTANT READ THIS FIRST</u>******

Pay special attention to these instructions. Backing up in the wrong direction will cause you to **irretrievably lose your expansions!**

In the event of a computer crash, you can import your word expansions saved on the server to your new computer if you have backed them up. These instructions assume that you have personalized word expansions that have been backed up to the server from a previous computer.

<u>Follow these instructions on your new computer:</u>

1) On your new computer, launch Internet Explorer, login to BayScribe, and open a typing form.

2) Use ALT+U to open the Backup Assistant.

3) Click on "*Review User Files Stored on the Server*". Be sure to click on each dial "*show me the files I last backed up myself*", as well as, "*Show me the files automatically saved for me*", to make sure that you are looking at the largest abbvs.txt file.

4) Compare the **abbvs.txt** file sizes. The "*User Files Stored on the Server*" should be bigger (more bytes) than "*Local User Files*".

5) Click on "*Restore User Files on the Server to this computer*". You will see a box that says, "*Your user-specific files have been restored from the server*". Click **OK.**

6) Use CTRL+F3 to bring up your expander. Confirm that your expansions were imported. Close the expander with **REFRESH** (this activates the expander).