Using Your Word Expander on a Second Computer

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

These instructions are to be used only if you work on more than one computer and constantly add words to the expander. They assume that you move back and forth between the two computers and that you want your word expander to work on both. If you only have one computer, there is no need to use these instructions.

Follow these instructions on your first computer:

1) When typing your last job for the day, **BEFORE SUBMISSION,** use ALT+U to launch the Backup Assistant (you ***must*** be in a typing form for it to launch).

2) Click on *"Review User Files Stored on the Server"*. Leave the dial on *"show me the files I last backed up myself"*. Compare the **abbvs.txt** file sizes. The *"Local User files"* should be bigger (more bytes) than *"User Files Stored on the Server"*. If it is not, **STOP!**, there is no need to continue.

3) To back up your expansions to the server, click *"Backup User Files to Server"*. This will launch a box that says, *"To back up your local files now choose YES. If you wish to review your existing files on the server, choose No"*. Click *"Yes"*. This will update your **abbvs.txt** file on the server. Confirm that now the **abbvs.txt** file is the same size on both sides.

4) Click the X to close this window and then log out of BayScribe.

Follow these instructions on your second computer:

5) Go to your second computer and log into BayScribe. Load a typing form and use ALT+U to bring up the Backup Assistant.

6) Click on *"Review User Files Stored on the Server"* to compare the **abbvs.txt** file size. It should be larger (more bytes) on *"User Files Stored on the Server"* than *"Local User Files"*.

7) 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.**

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

When done typing for the day, you will then do Steps 1-4 above before shutting down. When you log back into BayScribe with the first computer, you will then start from Step 5, and so forth.