

## Appendix E: How to move Shorthand to another computer

To move your Shorthand files to a new computer:

1. Install Shorthand on the new PC.
2. On your old PC, locate your Shorthand folder (this is normally "C:\Program Files\Shorthand for Windows\Sh8" unless you installed Shorthand elsewhere).
3. Copy the following files from your Shorthand folder to a floppy disk (you may need more than one floppy disk if your word lists are large):

```
PAGES.CFG  
HISTORY.CFG  
SHORTND.INI  
SH8.LIC  
SH7SPELL.UDT
```

Also copy all your Shorthand dictionary (\*.SPF) files to the floppy disk. Note: if you saved your word list (\*.SPF) files to a different folder, you will need to locate and copy those .SPF files to the floppy disk also.

4. Make sure Shorthand is not running on your new PC.
5. Insert the floppy disk you made in step 3 to your new PC.
6. Copy the contents of the floppy disk to your Shorthand folder on the new PC (this is normally "C:\Program Files\Shorthand for Windows\Sh8" unless you installed Shorthand elsewhere).
7. Start Shorthand on your new PC. Shorthand should pick up your saved settings. However, if you moved your word lists to a folder on your new PC that has a different name or hard drive letter than what was on your old PC, Shorthand may display a message saying it was unable to find a file. If this is the case, you can reopen the file by choosing Open from the File menu.



It is recommended that you DO NOT DELETE any of your files from your old PC until you are certain that you moved all your files and Shorthand works properly on your new PC.

**] Your Shorthand folder can be determined from the Preferences window's title bar.**  
*Bring up the Preferences window by choosing Preferences from Shorthand's File menu. The title bar of the Preferences window shows the path to the SHORTHND.INI file where your preferences are saved. The folder where you find the SHORTHND.INI file is your Shorthand folder.*