

Moving files from one machine to another

Help Sheet 21

The directory structure of Writing with Symbols 2000 has been described in Help Sheet 7. In order for files to work successfully when they are transferred from one machine to another it is advisable to put the files in the same relative structure on the new machine or network area. This sheet sets out the guidance on this in more detail.

Most writing files and grids do not store the details of the wordlist used to create them, and so you can move most documents from one machine to another without worrying about wordlists.

Writing files

These should be placed in either the Writing folder or Student's work folders. You can store writing files where you like within these folders, and they can be moved after they have been created. These files do not store the name of the wordlist used to create them, and so it is not necessary to have a wordlist of the same name on the new machine. You can also navigate to find writing files from anywhere else on the machine, or from a floppy drive.

Wordlists

Wordlists must be in the Wordlists folder. You can create sub-folders within this for convenience. When searching for a wordlist the program will look first in the root directory and then in sub-folders.

Grids

Grids are like writing files, in that they can be saved and opened from anywhere. However they will be most easily found from the grids directory. Files stored in the templates directory will be regarded as templates (See Help Sheet 8)

Wizard Environments

When you create a wizard environment, all of the necessary documents and grids are saved together in a folder of that environment name. These are created in the root of the Wizard Environments folder, but they can be moved where you like within this. The examples are arranged in sub folders for each of the screen resolutions supported. To transfer these from one machine to another copy the folder for that environment, and place it in the Wizard Environments folder on the new machine.

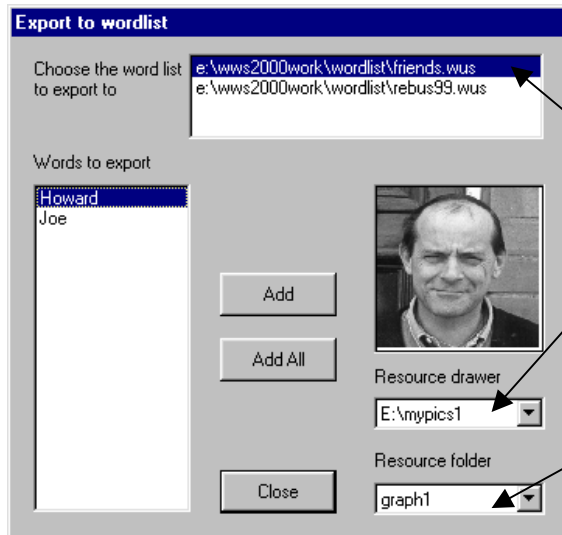
Although most documents do not need to store the name of the wordlist used to create them, Environments do store this because they will want to open the correct list for the writer. If the environment uses a non-standard wordlist, which is not on the new machine, you will get a message when you try to run it saying that the Wordlist cannot be opened. You can select an alternative wordlist, and if you wish, you can re-save the environment with the new wordlist from the File Menu. Select Save Environment. You should then be shown a dialogue box with the environment name already showing. Just select Save, and say Yes, when asked if you want to overwrite the file.

Copying graphics from one machine to another.

All of the above processes are straightforward provided you have not used external graphics. If you have used external graphics they will also need to be transferred.

To re-use a graphic on another machine the graphics need to be in precisely the same relative position on the new computer. For this reason we have created two user directories for graphics and sound files. These are the **MyPics1** and **MyPics2** directories.

When you **Link to an External Graphic** in Writing with Symbols 2000 (See Help Sheet 10: Using photographs and scanned images) you had the option to add this graphic to a wordlist for permanent use. When you do this, a copy of the graphic is put into one of the **MyPics** directories, so that it is in a place known to Writing with Symbols. You can choose which of these directories, and which sub directory to use. See the section below – managing your graphic resources.



This shows the dialog box when you select **Save Word List Changes**.

In this case the word Howard will be added to the Friends.wus wordlist, and the image for Howard will be saved in the **MyPics1** directory, in the sub folder called **graph1**

TIP: Help Sheet 10 suggested that you created a new wordlist for these pictures, rather than adding them to your main wordlist. This is definitely better if you are copying them from one machine to another. Similarly it is much easier if you organise the storage of the graphics so that those images you want to move are all in one place, and not mixed up with images that are only required on one machine.

You can use the Resource Manager to create a new wordlist, which you can then use in WWS2000 to add your extra images as you acquire them.

To use these graphics on another machine you must therefore transfer them on a floppy so that the graphics are placed in exactly the same relative position on each machine. You will also need to transfer the wordlist that refers to them, just as you did for the writing and environment files.

Managing your graphic resources

Two user resource areas were created so that you could distinguish between personal resources, and ones which might be used more widely across an organisation. We recommend that you use **MyPics1** for resources that are only used in your own situation, and that the **MyPics2** directory is reserved for shared resources. This will make it much easier when you wish to make installations onto different machines.

Since graphic files are normally very large, you will want to make sure that you only copy the necessary files from one machine to another. When the files are copied into the MyPics sub-folders, they are automatically also put into alphabetic folders. This helps WWS2000 find the pictures quickly. Creating sub-folders will help you isolate the pictures concerned.

Subfolders for the MyPics directories are created in the **Resource Manager**. You can create a number of empty folders ready to be used as needed in WWS2000. This is described in the WWS2000 manual section D.