

PhraseExpress  
**SYNC MULTIPLE PCS**

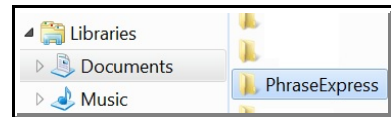
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Click on the blue, underlined text to go to its linked reference.<sup>1</sup>



Once you've started using PhraseExpress, you're going to want it on multiple PCs. Here's how to do it.

### 1. BACKUP FILE.

1-1. The files that control PhraseExpress are in a folder called 'PhraseExpress' within the Documents folder (**Figure 1**).

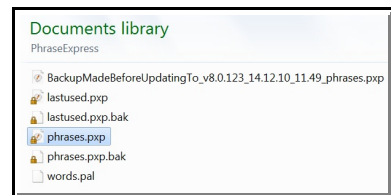


**Figure 1**

1-2. The files within the PhraseExpress folder are (**Figure 2**):

★ The file 'phrases.pxp' is the one that holds all the abbreviations.

★ If you've upgraded PhraseExpress, the backup of the abbreviations is kept in a file that begins with 'BackupMade...'



**Figure 2**

1-3. If you have PhraseExpress on another PC, simply copy the 'phrases.pxp' file into the PhraseExpress folder in the Documents folder on the 2<sup>nd</sup> and subsequent PCs.

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## 2. IF SYNC IS NOT WORKING

Once you've copied the file as described in paragraph 1-3, above, test PhraseExpress by typing the latest changes you've made and see if they work. If they do not work, you'll have to confirm that PhraseExpress is looking in the right folder. Here's how.

### 2-1. Open PhraseExpress (Figure 2-1):

- 1 RIGHT-click on the PhraseExpress icon.
- 2 Left-click on Settings.

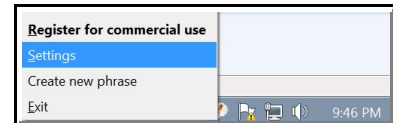


Figure 2-1

### 2-2. Open the File Properties (Figure 2-2):

- 1 Left-click on File on the MenuBar.
- 2 Left-click on File Properties.

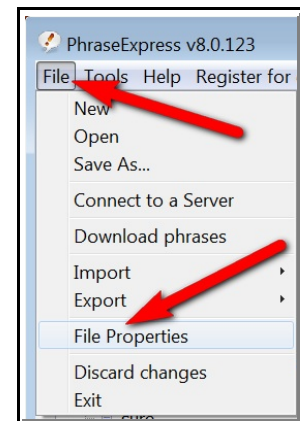


Figure 2-2

### 2-3. Look on the 'Location' line and it will tell you in which folder PhraseExpress expects to find the file (Figure 2-3).

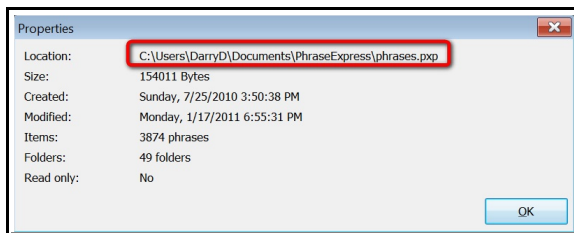


Figure 2-3