

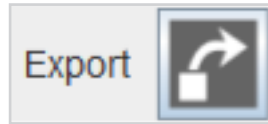
# Moving user files between computers

## Exporting V5 files to another computer with V5

Click to highlight the student(s) and administrators/teachers that you wish to export.

You can highlight *All your current students* if you wish.

Click on the export button.



Browse to locate a suitable folder to save your file(s). Click to open and select *OK*.

The file(s) will be saved compressed for export as .shu files

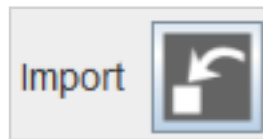
(Note they would appear in the program's *wordshark-shared* folder as .sha files.)

User files on the original computer will be unaffected.

NB You cannot export V5 user files to earlier versions of Wordshark.

## Importing V5 user files from another computer with V5

Click on the *Import* button.



Browse to locate the .shu file(s) you wish to import. Click on these files and open.



The files should now have been imported into Wordshark.

(Note they will appear in the program's *wordshark-shared* folder as .sha files.)

## Importing V3 and V4 user files into V5

When installing a V5 version you may be given the option to import existing users from an earlier version of Wordshark.

For networks – please refer to the network installation instructions.

Otherwise user files can be moved manually as .sha files found in the folder *wordshark-shared*.

If for any reason you wish to move files manually, please contact White Space support.

