

Moving PCLaw Data to Another Location

(For LexisNexis® PCLaw™ version 8.20 and higher)

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About Moving PCLaw Data

These procedures for moving the physical location of PCLaw data, setup, and document files are intended for use by qualified network technicians. Instructions for moving the PCLawDocs folder are applicable only for systems that use Document Manager.

For the purpose of this document, the term 'server' describes a computer where PCLaw data files are located, and 'workstation' describes a computer where only PCLaw program files are installed. The term 'Data folder' describes the parent folder where the Dyndata and Statdata folders are contained.

This instructions are not applicable for PCLawPro Enterprise. To move data for PCLawPro Enterprise, refer to the document "Moving PCLaw SQL Data." in the Practice Management Knowledge Base.

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Locating the Data, Common, and PCLawDocs Folders

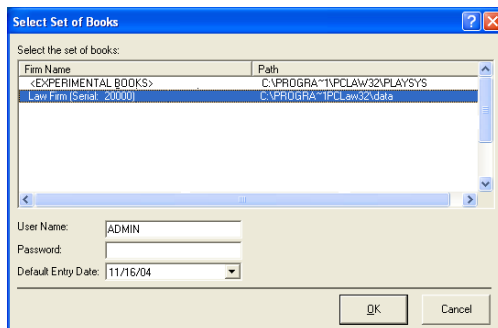
Up to three directories, Data, Common, and PCLawDocs need to be located and moved.

Data Folder

When transferring data files, the Data folder must be moved in all instances. If data folders for multiple sets of books are to be moved, each folder must either have a unique location, or if they share a common parent directory, have a unique name such as Data1, Data2 etc.

1. Double click the PCLaw icon on your desktop or from your Windows task bar go to **Start > Programs > LexisNexis PCLaw > PCLaw**.

The Select Set of Books window appears:



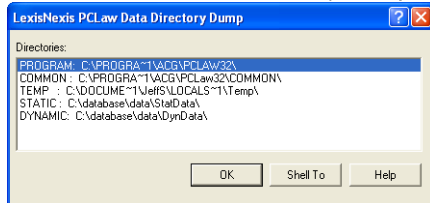
2. Write down the directory path that appears to the right of the book firm name.

Common Folder

Although it is recommended to transfer the Common directory, it is not mandatory. The Common folder contains the PCLaw setup files. PCLaw setup files for your current version of PCLaw can also be downloaded from the PCLaw Download page at www.PCLaw.com/techpage.htm.

There should be only one Common folder, even if there are multiple sets of books. The location of the Common folder is determined within PCLaw:

1. On the **Help** pull-down menu, select **About LexisNexis PCLaw**.
The About LexisNexis PCLaw window appears.
2. On the keyboard, hold down the **Ctrl** and **Shift** keys and click **Tech Support**.
The LexisNexis Data Directory Dump window appears:

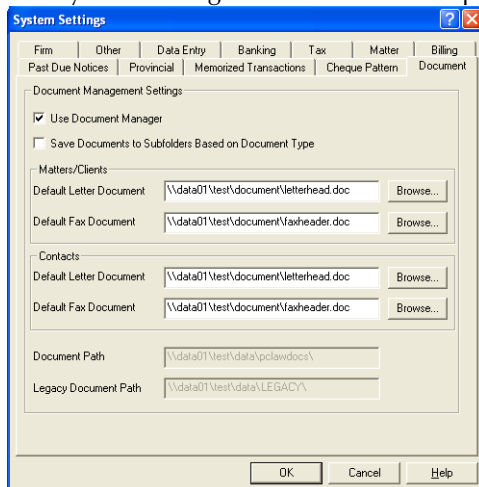


3. Write down the directory path that appears to the right of the word Common.

PCLawDocs Directory

For systems that use Document Manager only: The location of the PCLawDocs folder is determined within PCLaw:

1. On the **Options** pull-down menu, select **System Settings > Front Office** tab.
The System Settings > Front Office tab appears:



2. Write down the directory path displayed in the **Document Path** box. If the path is not displayed in full in the Document Path box, it can be retrieved from the Registry. See “PCLawDocs” on page 5.
It is recommended to write down the path for the respective letter and fax documents, as well as the location of the Legacy folder, if these locations need to be reset once the data is moved.
3. If the directory structure leading to the PCLawDocs folder location on the new server is to be different from the existing structure, including the UNC path, then deselect **Use Document Manager**.
If the directory structure leading to the PCLawDocs folder location on the new server is to be the same as the existing structure, including the UNC path or drive mapping, then it is not necessary to deselect Use Document Manager.

Transferring the Data, Common, and PCLawDocs folders

Prior to transferring the Data, Common, and PCLawDocs folders, everyone must be out of PCLaw. Create a separate backup of the Data and PCLawDocs folders, in addition to the data copy that will be created when moving the folders. As PCLaw's internal backup backs up only the data directory, an external backup is recommended.

1. On the new server, create the directory structure where in to place the transferred folders. It is not necessary to create an actual Data, Common, or PCLawDocs directories, as these folders are moved over during the transfer.

For Windows Vista systems: Do not place the data within the Program Files directory as the data files will not be assigned the proper write and modify attributes. Create a separate directory path for the data, or install PCLaw first accepting the default directory paths.

2. If the original and new servers are physically connected, copy the Data, Common, and PCLawDocs folders to the appropriate location on the new server.

If you are using a CD as a backup media, after copying the folders to the appropriate location on the new server, remove the Read Only attribute for the folders and their contents.

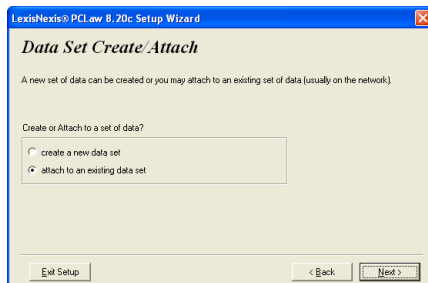
Installing PCLaw

If PCLaw has not been installed on the workstation or server, PCLaw can be installed by downloading the setup file from the PCLaw download web page.

It is not recommended to re-install PCLaw from the PCLaw CD unless the CD has the same or higher version of PCLaw than your current data. If you install PCLaw using a CD containing a lower version of PCLaw, you will not be able to access your data until you update the PCLaw program files.

1. Double click the PCLaw## icon of the downloaded file. PCLaw## represents the downloaded file and version, such as PCLaw820.

The Data Set Create/Attach window appears:

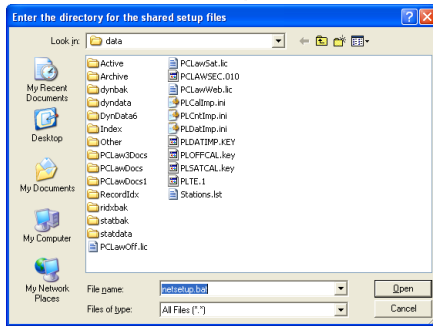


2. Select **Attach to an Existing Data Set**.

For Windows Vista systems: To use the default directory path for PCLaw, select **Create a New Data Set**. Replace the subsequently created Data directory with your current Data directory. A Product Key is required.

3. Click **Next**.
A Select Destination Directories window appears.
4. Browse to the location of the **Existing Data and Network Components**.
5. Click **Next**.

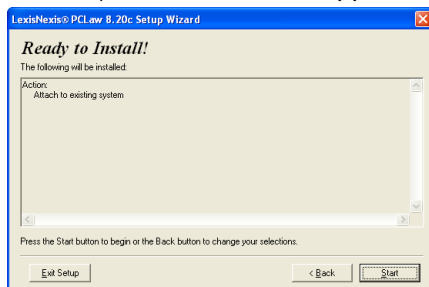
An Enter the directory for the shared setup files window appears:



6. Browse or type the directory path.

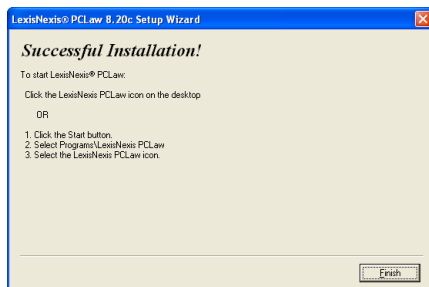
7. Click **Open**.

A Ready to Install window appears:



8. Click **Next**.

PCLaw installs. A Successful Installation window appears:



9. In the Ready to Install window, click **Start**.

PCLaw is installed.

Setting up Workstations

Disregard this section if there is no change to the directory path for the Data, Common, and PCLawDocs folders on the new server. If the directory path has changed, then the individual workstations need to be configured to see the new folder locations.

Changes are performed in the PCLaw.cfg file on the workstation. If you are using Document Manager, an additional step is required (see “PCLawDocs” on page 5). The following changes should only be performed by a qualified network technician.

Common and Data Directories

Multiple sets of books use the same Common folder. A workstation can be attached to one or more data sets, also known as books. To change where the workstation is looking for the Common and Data directories:

1. In Windows Explorer, browse to [directory path] > PCLaw > LocalData, where directory path represents the location of the PCLaw program files on the workstation.

2. Double click **PCLaw.cfg**.
3. When prompted, select to open the file using Notepad or Wordpad.
4. To change the location of the Common folder, under [**COMMON**], change the BOOKPATHSERVER directory path pointing to netsetup.

For example, change the italicized portion of the line:

BOOKPATHSERVER=P:\iPCLaw\iCommon\Netsetup.bat

5. To change the location of the Data folder, under [BOOKS-#], where # represents the set of books, change the BOOKPATHDATA directory.

For example, change the italicized portion of the line: BOOKPATHDATA=P:\iPCLaw\iData

6. Repeat step 5 for each data set that is moved.
7. On the **File** pull-down menu, select **Save**.

If you have multiple sets of books, there will be a Book-# section for each set of books. Refer to the BookFirmName heading to confirm you are changing the path for the correct set of books. If you are moving data folders for multiple sets of books, the BookPathData path needs to be changed for each data set that is moved to a different directory location.

PCLawDocs

For systems that are using Document Manager only.

On the Front Office tab of Options > System Settings, Use Document Manager should already be deselected, as described in step 3 of “PCLawDocs Directory” on page 2.

To remove and reset the location where the workstation is searching for the PCLawDocs folder, the following steps are required:

- DocPath.ini must be renamed
- BookPathDocs must be removed from the Registry for each workstation
- The document path must be remapped in Options > System Settings.

Renaming DocPath.ini

Renaming the DocPath.ini file needs only to be performed only once on the server, not for each workstation.

1. In **Windows Explorer**, browse to the location of your **Data** folder.
2. In the **Data** folder, select **Statdata**.
3. In the **Statdata** folder, right click the **DocPath.ini** icon.
4. Select **Rename**.
5. For the name, type DocPath.old.
6. Close the Statdata window.
The file is renamed.

Removing BookPathDocs

Removing the BookPathDocs registry string needs to be performed on all workstations. The step occurs in the Registry

1. On the Windows task bar, select **Start > Run**.
2. In the **Open** box, type **Regedit**.
3. Click **OK**.
The Registry Editor window appears.
4. Expand **HKEY_Local_Machine > Software > LexisNexis > PCLaw**.
5. Highlight **Books-1**.

6. Under the Name column, highlight **BookPathDocs**.
7. On your keyboard, press **Delete**.
8. For the prompt Are you sure you want to delete this value?, click **Yes**.
9. Close the Registry window.
The registry string is removed.

Remapping the Document Path

Remapping the path to the document directory needs to be performed only once for a set of books, not for each workstation. This step occurs in PCLaw.

1. On the **Options** pull-down menu, select **System Settings > Front Office** tab.
2. Select **Use Document Manager**.
3. In the **Document Path** box, type the directory path to the PCLawDocs folder using the UNC name of the computer instead of the mapped drive letter.

or

Use the **Browse** button to browse to the PCLawDocs folder.

Replace the mapped drive letter in the directory path with the UNC name of the computer.

The directory path should include and end at the PCLawDocs folder.

4. To save your changes, click **OK**.
The document path is remapped.

The directory path for letters, faxes, and legacy documents can be reset at this time as well, or added at a later date.