

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Change the Archive Location

This step by step How To article explains how to change the archive location.

For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

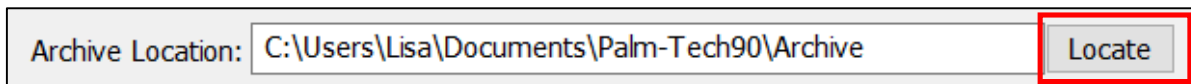
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Palm-Tech automatically saves a backup of each of your inspection files in the Archive folder each time you click the 'Save' icon. By default, your Archive folder is set to C:\Documents\Palm-Tech90\Archive.

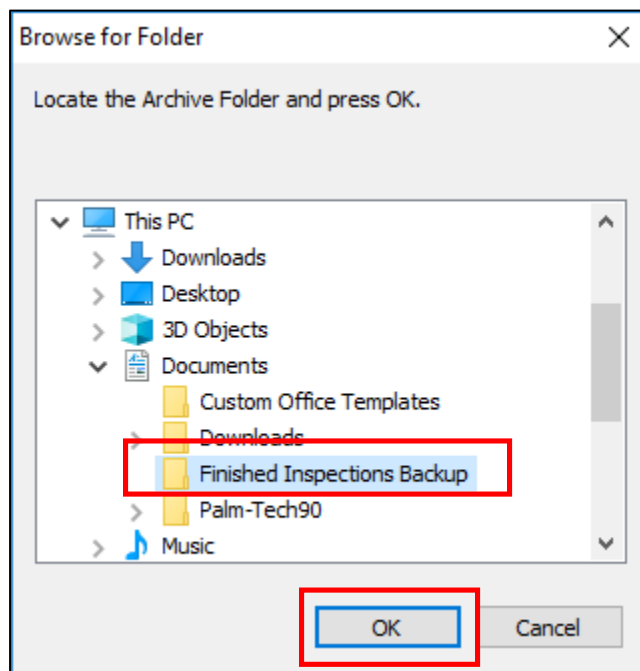
1. The first step is to click on the Program Settings icon from the Toolbar.



2. The Program Settings window will now appear.
3. Next, you will have an option for 'Archive Location' and it will show what the current archive location is set to. To the right, click on the 'Locate' button to change the archive location.



4. Now, simply navigate to the folder you want to set the 'Archive Location' to and click on 'OK'.



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5. Your 'Archive Location' has now been changed.

Archive Location:	<input type="text" value="C:\Users\Lisa\Documents\Finished Inspections Backup"/>	<input type="button" value="Locate"/>
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