

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Copy/Paste Lines in the App

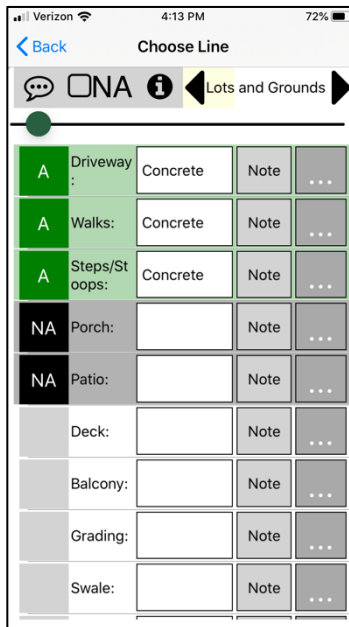
This step by step How To article explains how to copy and paste lines in the Palm-Tech App

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

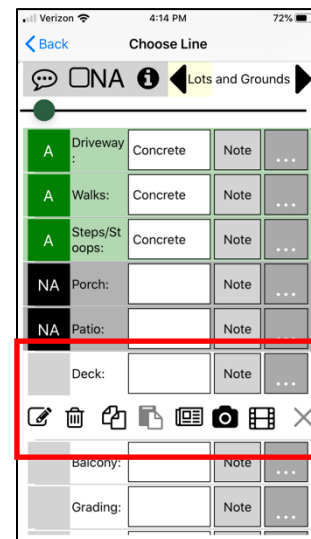
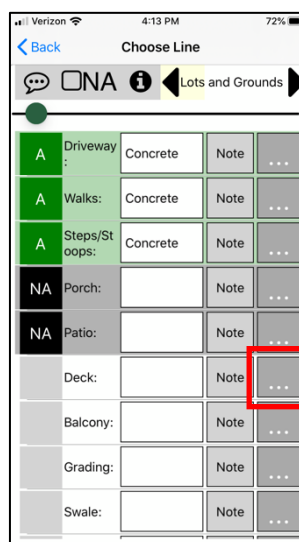
HOW TO: Copy/Paste Lines in the App

With version 9 of the Palm-Tech app you are able to copy and paste lines. This is a great option if you need to add something to your report that isn't already a part of your template.

1. The first step is to navigate to the category that contains the line you want to copy. For this example, we'll copy and paste a line in the Lots and Grounds category.

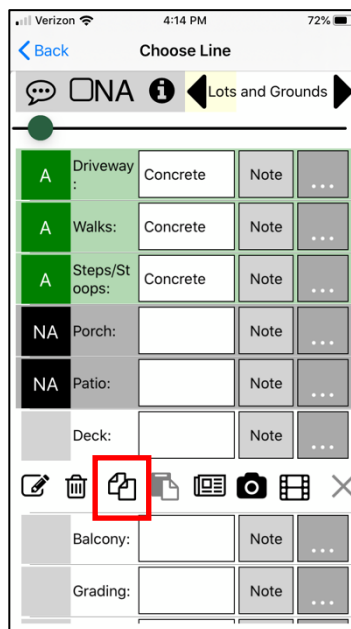


2. Tap on the icon to the right of the line that you want to copy. This will bring up the edit icons. In this example we'll copy the Deck line.

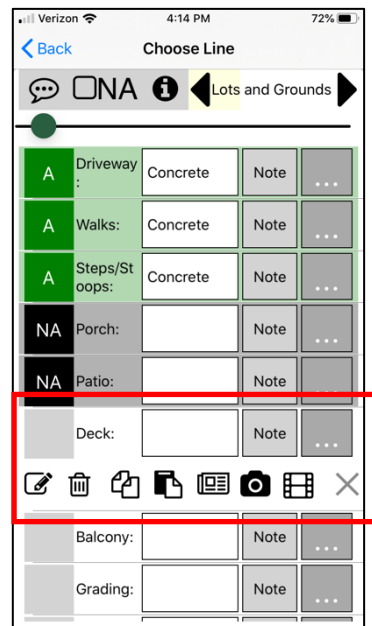
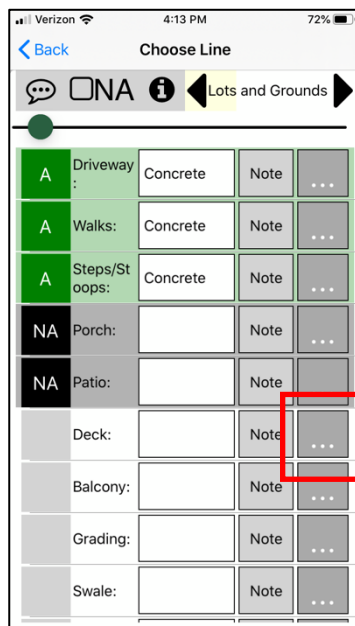


HOW TO: Copy/Paste Lines in the App

3. Next, tap the 'Copy' icon.

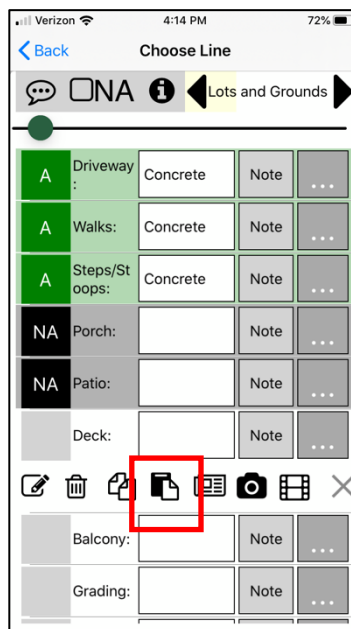


4. Next, tap the icon to the right of the line you want the new line to appear after. This will bring up the edit icons. In this example we'll tap the icon to the right of 'Deck' again.

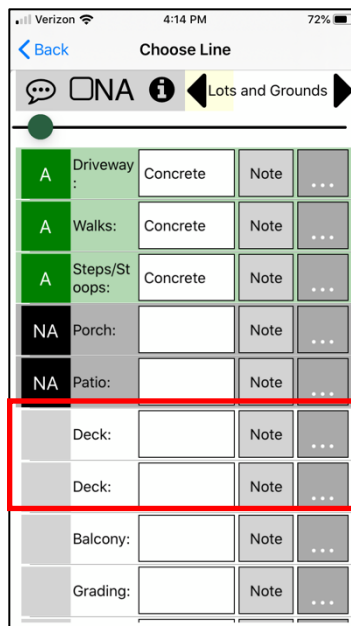


HOW TO: Copy/Paste Lines in the App

5. Tap the 'Paste' icon.

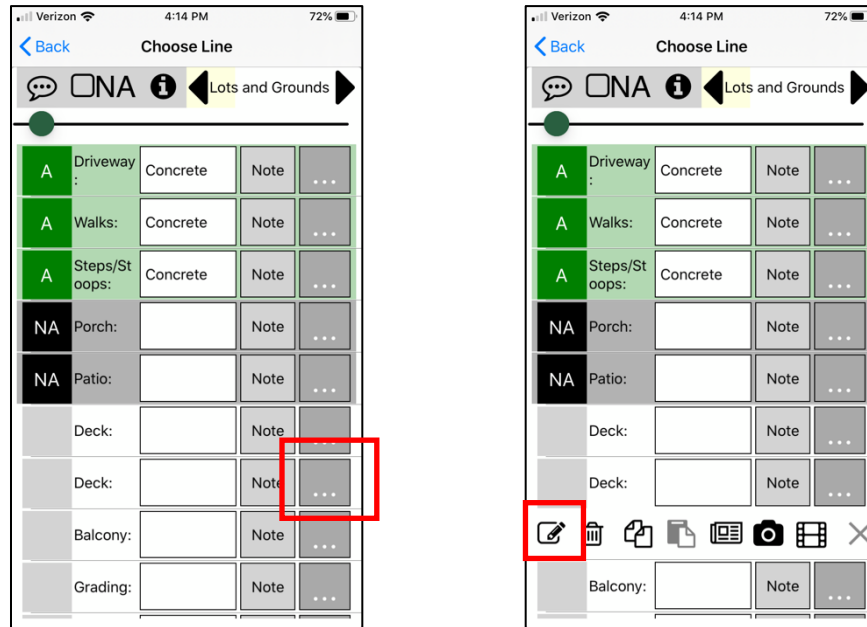


6. The line has successfully been copied and pasted. We now have the Deck line in the inspection twice.

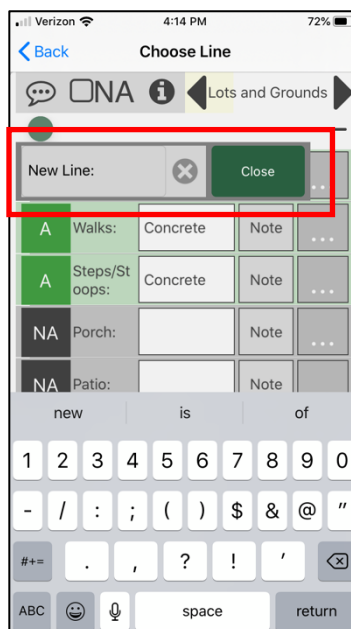


HOW TO: Copy/Paste Lines in the App

7. You can now rename the newly pasted line by tapping the icon to the right of the line and then tapping the 'Rename icon'.



8. Type in the new name for the line and tap 'Close'.



HOW TO: Copy/Paste Lines in the App

9. The renamed line now appears in the report.

