

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Reset the Archive Location

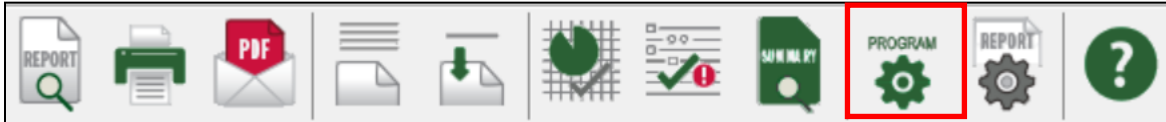
This step by step How To article explains how to reset the archive location to its default location.

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

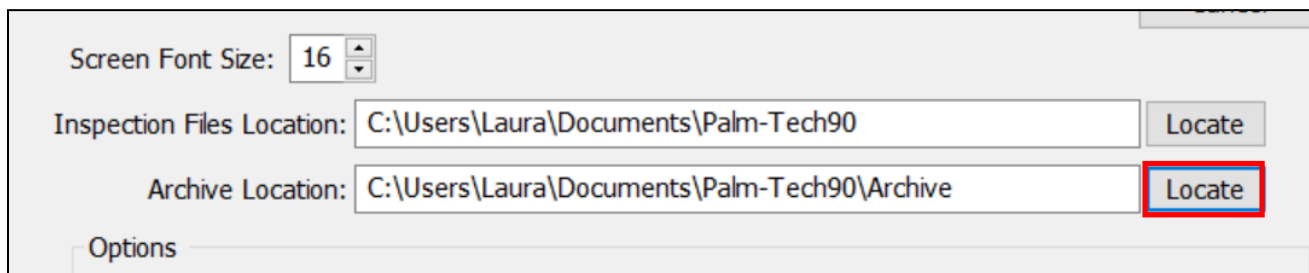
HOW TO: Reset the Archive Location

Palm-Tech automatically saves a backup of each of your inspection files in a folder each time you click the 'Save' icon on your inspection. By default, this folder is set to C:\Documents\Palm-Tech90\Archive. This guide will walk you through resetting the archive file location back to its default.

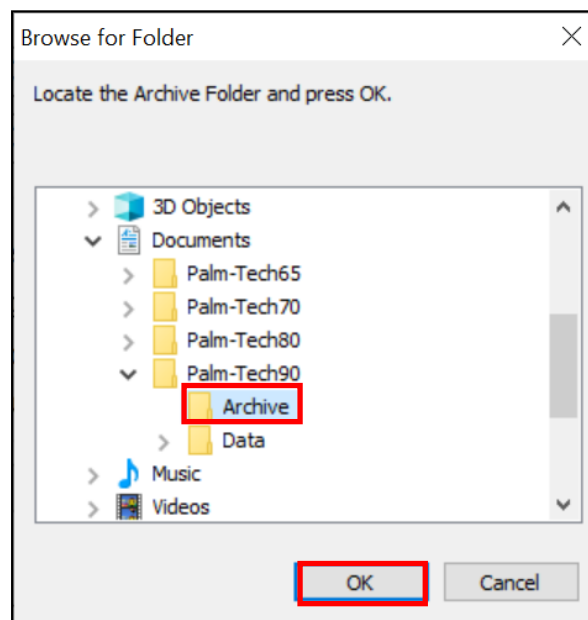
1. The first step is to click on the Program Settings icon from the toolbar.



2. Next, you will have an option for "Archive Location." The white box will display what the current archive location is set to. To the right, click the 'Locate' button to change the archive files location.



3. Now, navigate to the C:\Documents\Palm-Tech90\Archive folder and click OK.



4. Your archive location has now been reset to the default folder.