

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Move a Library File to the App from a PC

This step by step How To article explains how to move a library from your PC to the app using the cloud drive.

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

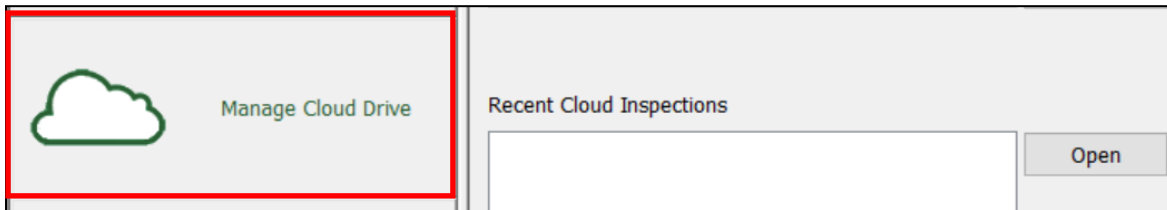
HOW TO: Move a Library File to the App From a PC

Your library contains all of your dropdowns, ratings, disclaimers and more. There are times when you'll want to send your library from your PC to the app to move the information over. This document walks through the steps for doing this.

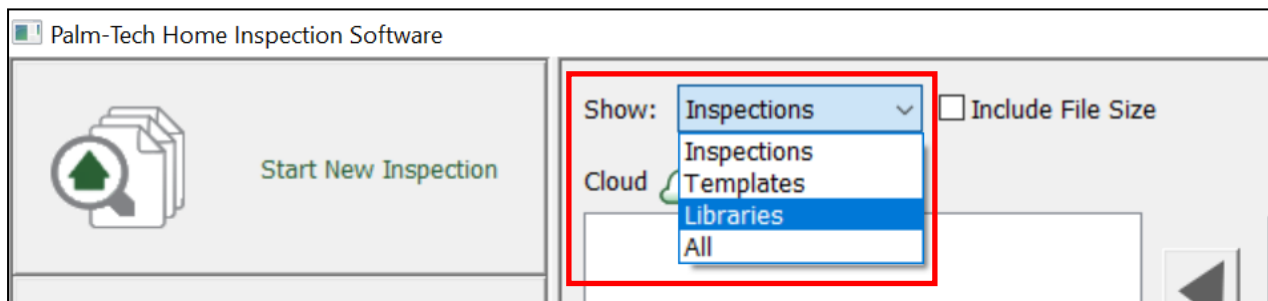
1. The first step is to open the Palm-Tech program by double clicking on the icon on your desktop.



2. Once the main program appears, click on the 'Manage Cloud Drive' tab on the left hand side.

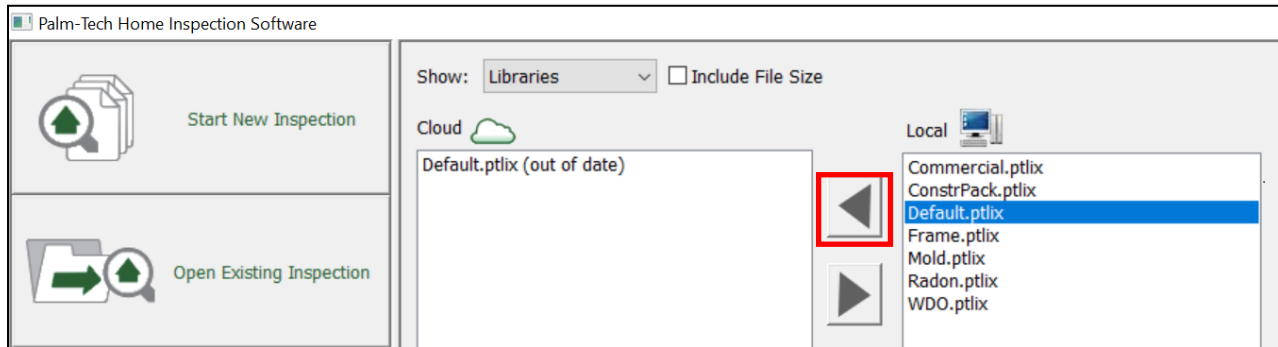


3. Next, click on the dropdown next to 'Show' at the top and select 'Libraries.'

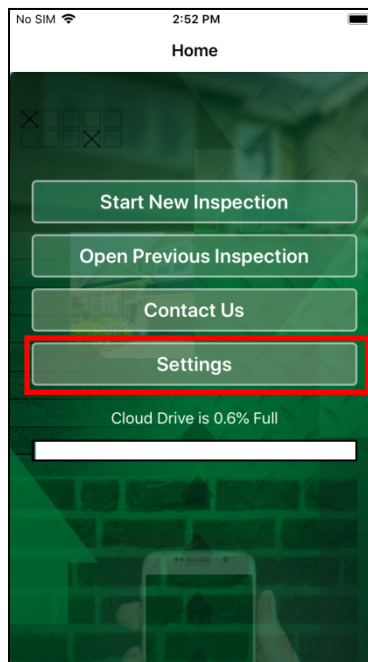


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- You will now see a listing of all the libraries on your local PC and on your Cloud Drive. The main library is 'Default.ptlix' and this is the one we want to move over. To do this, click on 'Default.ptlix' under local and then click on the top arrow (down the middle of the box) to send it to your cloud drive.

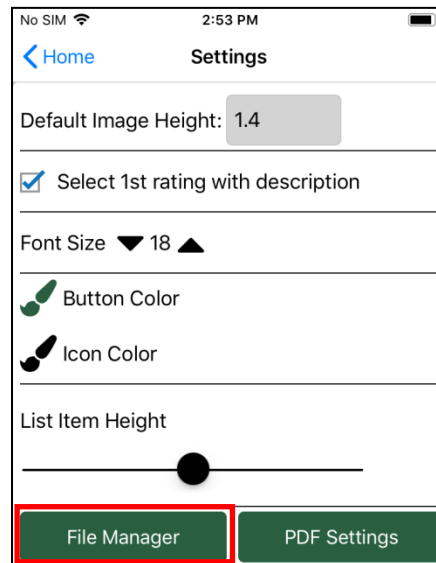


- A message will appear letting you know the transmission is in progress. This process can take anywhere from a few seconds to a minute depending on the size of the file. Do not click on anything while the 'Transmission in Progress' box is up.
- The library has now been uploaded to your cloud drive. The next step is to open the Palm-Tech App on the device you are moving the library to.
- From the main screen of the app, tap 'Settings.'

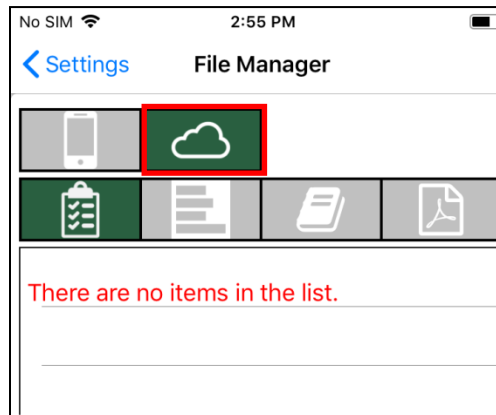


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8. Next, tap 'File Manager.'

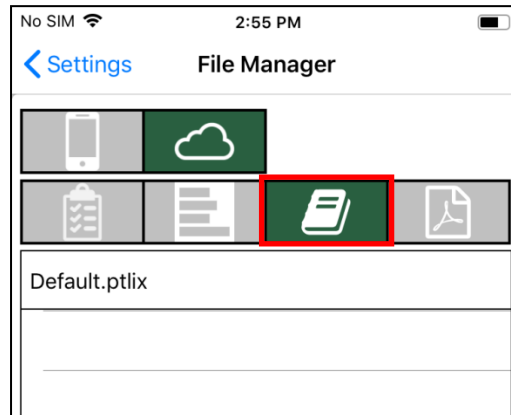


9. Tap the icon that looks like a cloud; this is where the files on your Cloud Drive are located.

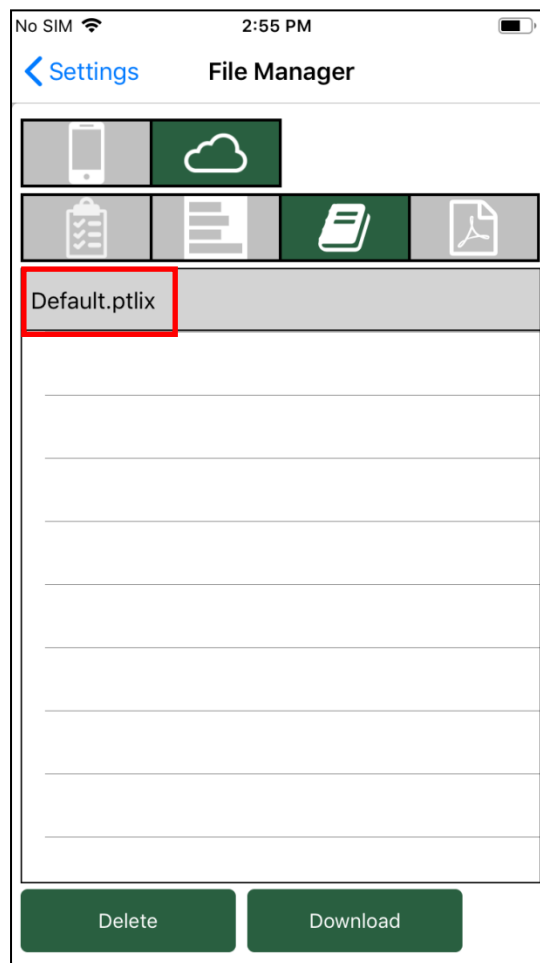


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10. Next, tap the icon that looks like a book; this is where your library files are located.

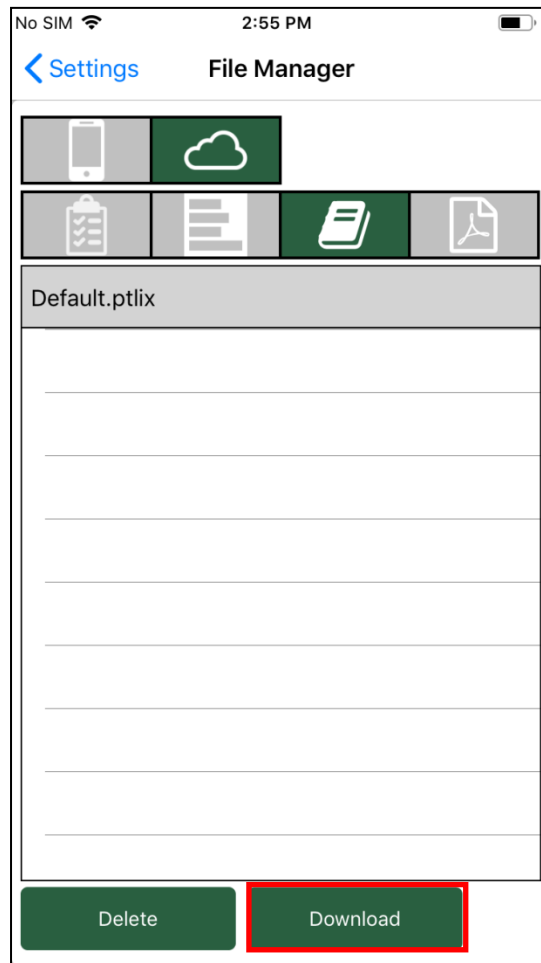


11. Now, tap on the library file you want to download. In this example, the file will be 'Default.ptlix.'



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12. Finally, tap on the 'Download' button in the lower right hand corner.



13. A message will appear that says downloading and after a few seconds will disappear. Once the message no longer appears, the library will be downloaded and you will have successfully moved your library from the PC to the app.