



Palm-Tech

HOME INSPECTION SOFTWARE

Step by Step

How To

Copy / Paste Lines in the App

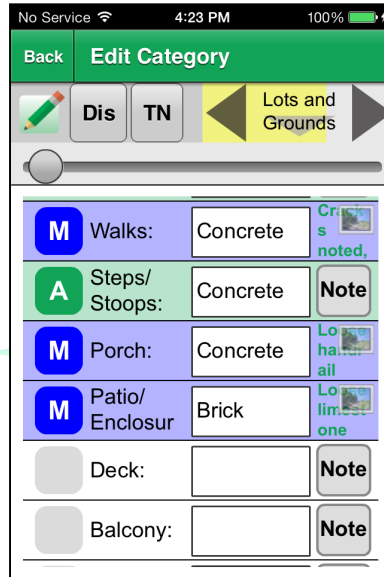
This How To article explains how to copy and paste lines in the Palm-Tech app

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

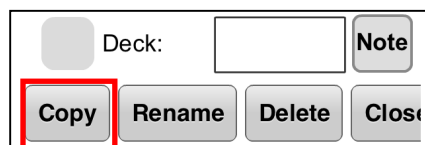
1. Have the category open on the app that contains the line you want to copy.



2. Drag the Edit button from the menu to the line that you want to copy and let go.

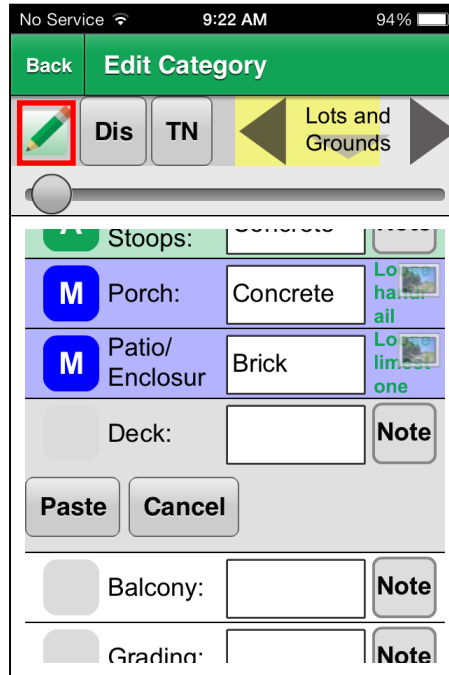


3. Tap 'Copy'.

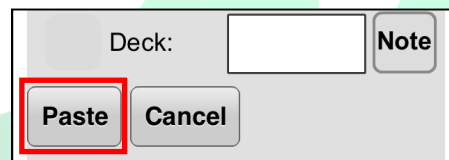


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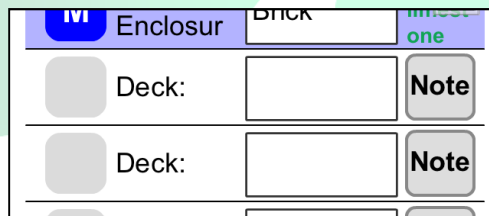
- Next, drag the Edit button down again to where you want to add the line and let go.



- Tap 'Paste'.

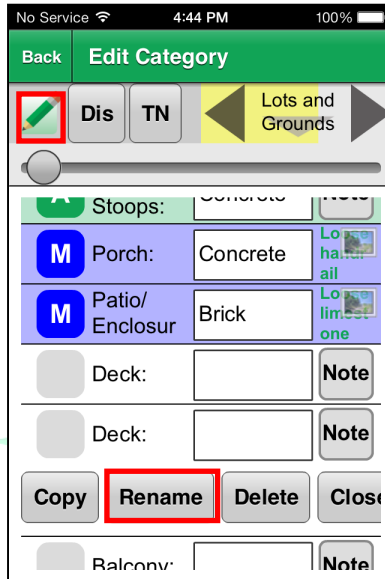


- The line has been successfully copied and pasted.



HOW TO: COPY/PASTE LINES IN THE APP

- At this point, if you want to rename the line simply drag the Edit button onto the new line and tap Rename.



- Type the text in for the new line item and tap 'Save'.



- The renamed line now appears in the report.

