



**Palm-Tech**  
HOME INSPECTION SOFTWARE

Step by Step

**How To**

**Move a Library from  
the App to the PC**

*This How To article will show you how to  
move a library from the App to the PC.*

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

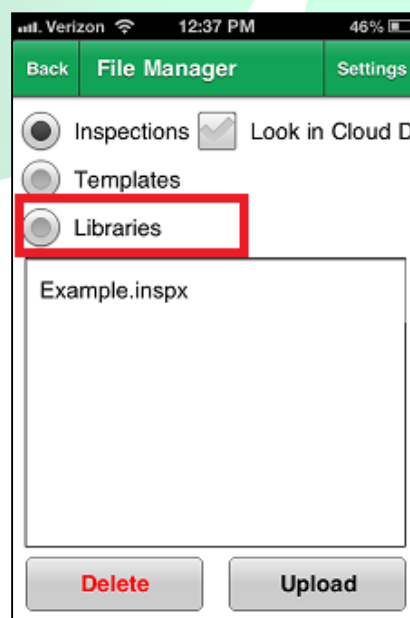
# HOW TO: MOVE A LIBRARY FROM THE APP TO THE PC

This document explains how to use the cloud drive to move a library from the app to a PC. If you add items to your dropdown lists and want to move those to your PC then you will need to follow these steps to move your library from the app to the PC. It is important to note that if you do this it will overwrite the library on your PC.

1. The first step is to tap on the 'File Manager' button on the top of the main screen of the app.



2. Next, tap the 'Libraries' button.

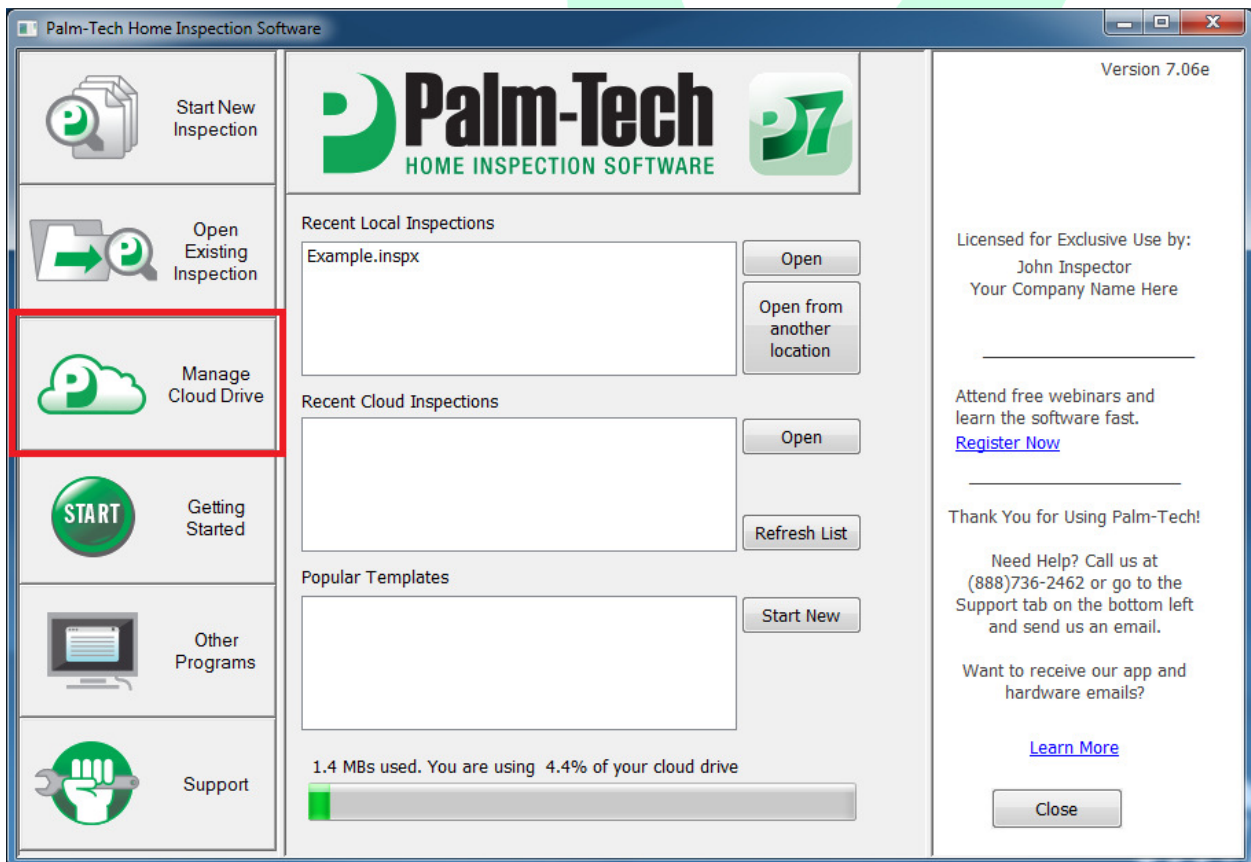


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3. You will now be able to see a list of all of the libraries on your device. Tap the library you want to upload (for most inspectors this will be the 'Default.ptlix' library) and once it is highlighted, tap the 'Upload' button the lower right corner.  
**NOTE: You must have an active internet connection to be able to upload files to the cloud drive.**
4. Now that the library has been uploaded to your cloud drive, you'll need to switch over to your PC and open the Palm-Tech program.

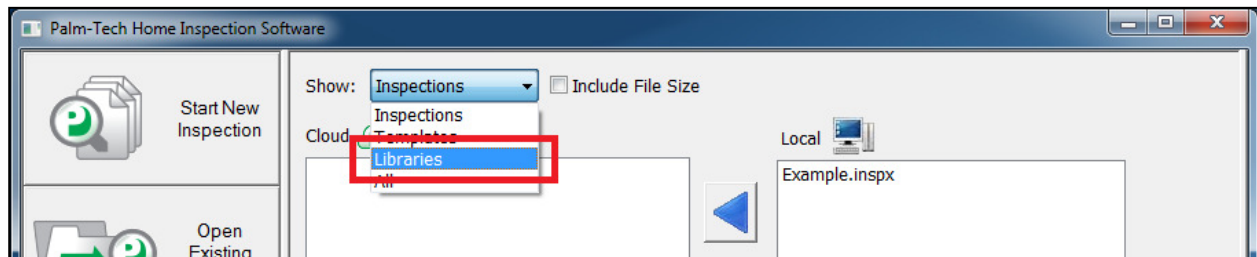
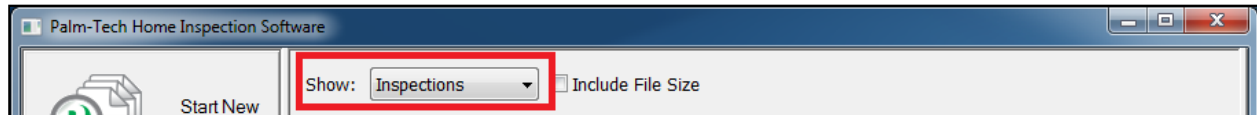


5. Once the program is open, click on the 'Manage Cloud Drive' button on the right side.

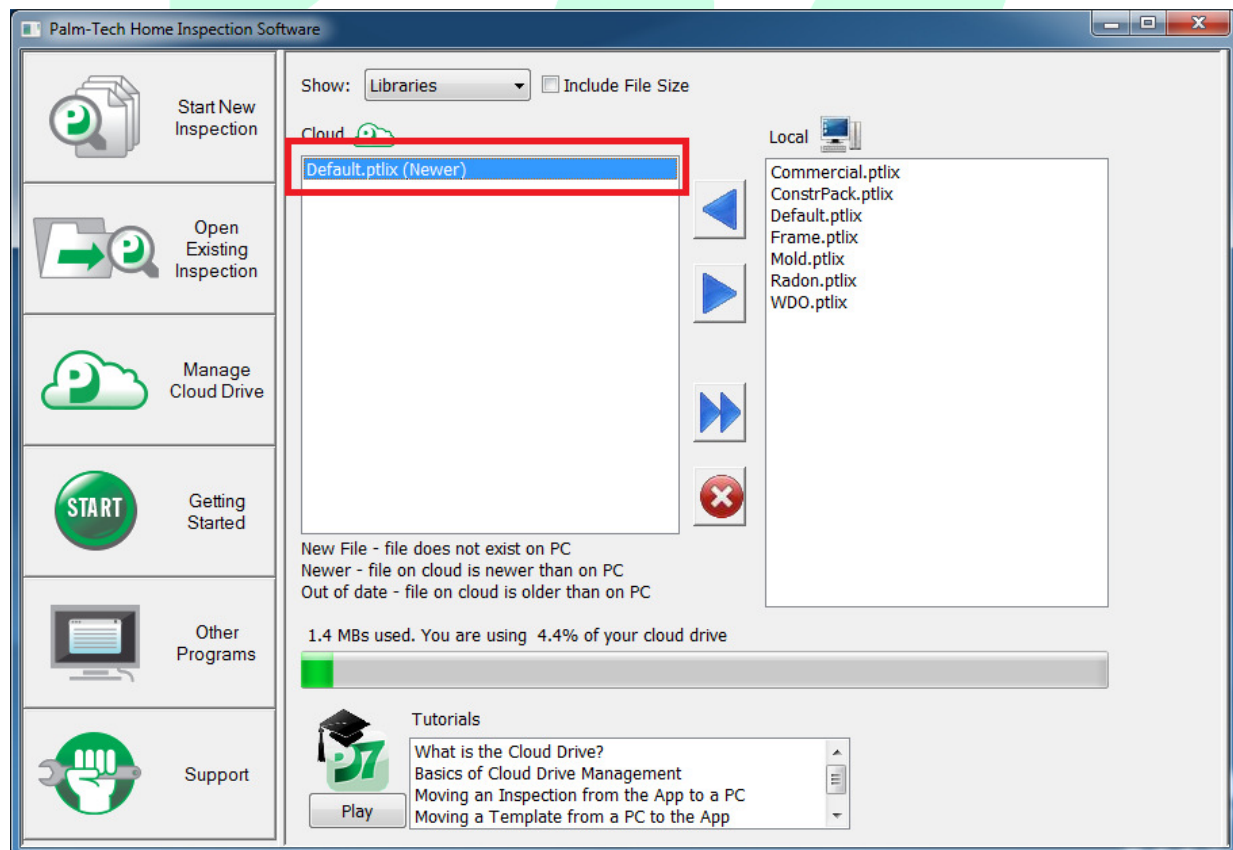


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- Next, we need to change the view so that we are looking at our library files. To do this, click where it says 'Inspections' next to *Show:* at the top of the screen and select 'Libraries' from the dropdown.

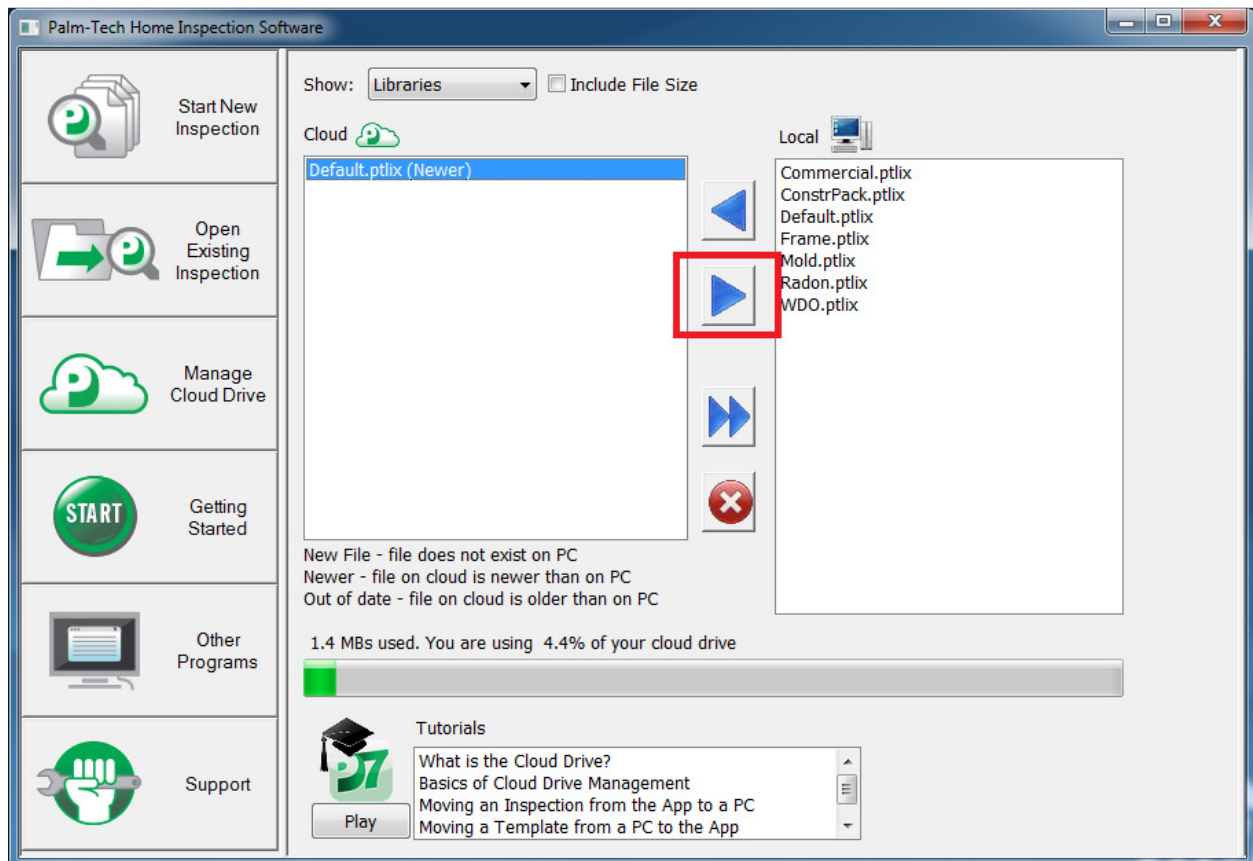


- You will now be able to see all of the library files on both your cloud drive and your local PC. To move the library file from your cloud to your PC, click on 'Default.ptlix' from the left side list (files on your cloud drive). You will notice that it says '(Newer)' next to the file which indicates that the file on your cloud drive is newer than the one on your PC.



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- Next, click the second arrow down to send this file to your PC. **NOTE: If this library already exists on the PC then it will overwrite the library on your PC with the one from the cloud drive.**



- Depending on the size of your library, this process can take anywhere from a few seconds to several minutes. When finished, the library will have been successfully moved from the app to your PC.