



How To:

Change the Archive Location

This step by step How To article explains how to change the archive location

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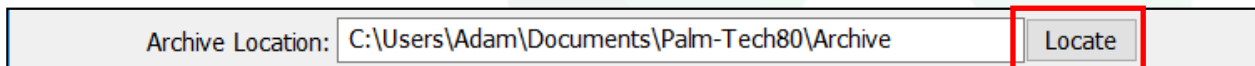
How To: CHANGE THE ARCHIVE LOCATION

Palm-Tech automatically saves a backup of each of your inspection files each time you click the 'Save' icon in an Archive folder. By default, this Archive folder is set to C:\Documents\Palm-Tech8\Archive.

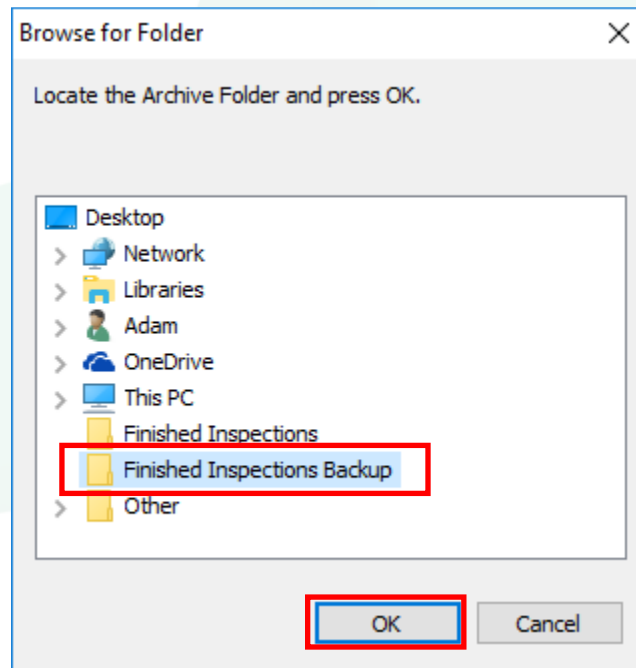
1. The first step is to click on the Program Settings icon from the Toolbar.



2. The Program Settings window will now appear.
3. Next, you will have an option for 'Archive Location' and it will show what the current archive location is set to. To the left, there is an option for 'Locate'. To change the archive location, click on 'Locate'.



4. Now, simply navigate to the folder that you want to set the 'Archive Location' to and click on OK.



5. Your 'Archive Location' will now be changed.

