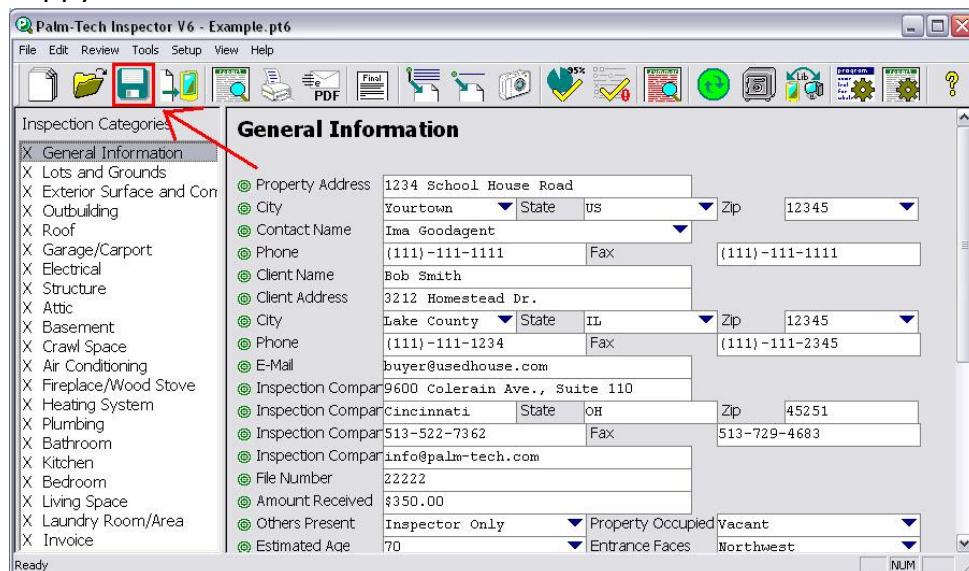


Imagine this situation: You have just finished an inspection report for a large home or apartment complex, it is a very complex and intricate report that took you in the vicinity of 8-10 hours to complete and the unexpected happens. Your computer crashes, you catch a virus that corrupts your data, etc. Unfortunately for some inspectors, they don't have to imagine this situation. These things can and do happen, however this step-by-step guide will show you how to minimize the damage caused and maximize your productivity when disaster strikes your computer.

### Keeping your inspection files safe

1. The first thing to keep in mind is software compatibility. Using software that is not compatible with your PC is the number 1 way we see data getting corrupted or lost. If you are a Palm-Tech 5 user and you have purchased a new PC, keep in mind that version 5 **does not work with Windows 7**.
  - a. Version 5 users who have upgraded their hardware and now run Windows 7 are urged to upgrade to the latest version of Palm-Tech, Version 6.
2. Save your inspections frequently. It is a good practice to save your inspection after completing each category. This is quick and easy, simply click on the icon "Save" near the top of your report, it's the icon that looks like a floppy disk.



## How To: Minimize potential for losing inspection data

3. Backup your inspection files to external media, such as a USB flash drive. Today you can get an adequately sized drive (4-8GB) for around \$15-\$35 depending on the capacity and manufacturer.
4. When you have your flash drive, plug it into any available USB port.
5. Navigate to your Palm-Tech6 folder.
  - a. In Windows XP this will be in "My Documents".
  - b. In Windows Vista and 7 this will be in your User folder (typically named after the username for the PC), then "My Documents".
6. Select the files you wish to backup, right-click and highlight "Send To".
  - a. You should see a "Removable Disk". This will be assigned a letter, it could be any letter E-Z.
7. Click on "Removable Disk". This will send your inspections to the removable drive. You have successfully backed up your inspections.