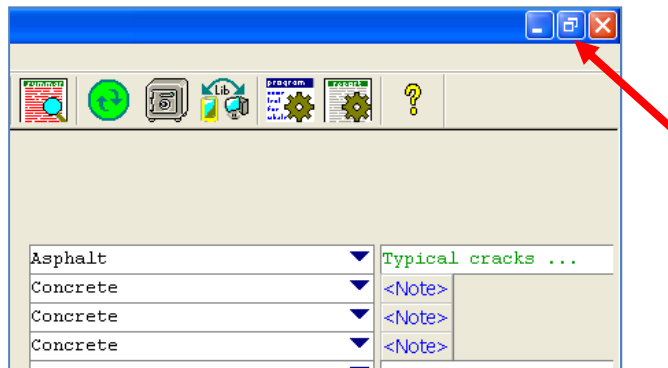


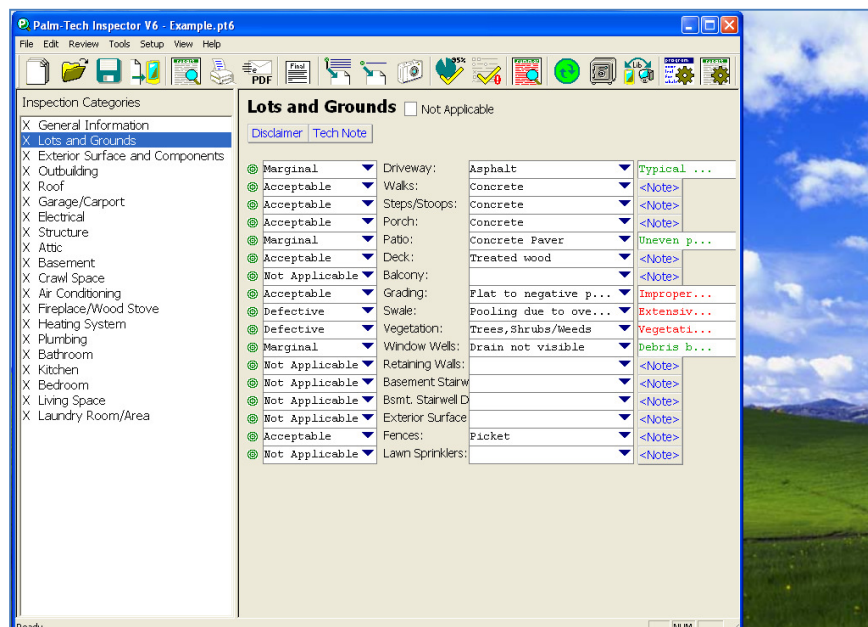
Palm-Tech makes it easy to add pictures into your report with the drag and drop feature. All you have to do is open Palm-Tech and have it side by side with your picture folder, then simply drag and drop your pictures directly into the report. The drag and drop feature makes adding pictures quick and easy and will save you time.

Drag and Drop Pictures

1. With your inspection open, click on the 'Restore Down' button at the top right corner of your screen to resize your Palm-Tech window. It is located between the Minimize button and the Close button.

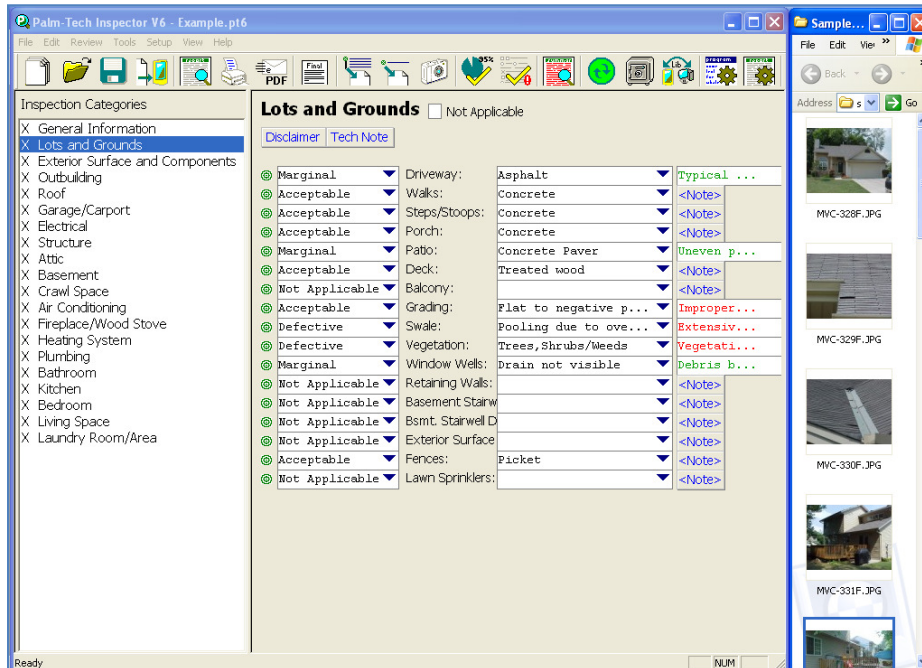


2. Resize the window by grabbing a corner of the box and sizing it how you like. Make sure to leave some room for your picture folder so that you can place them side by side.

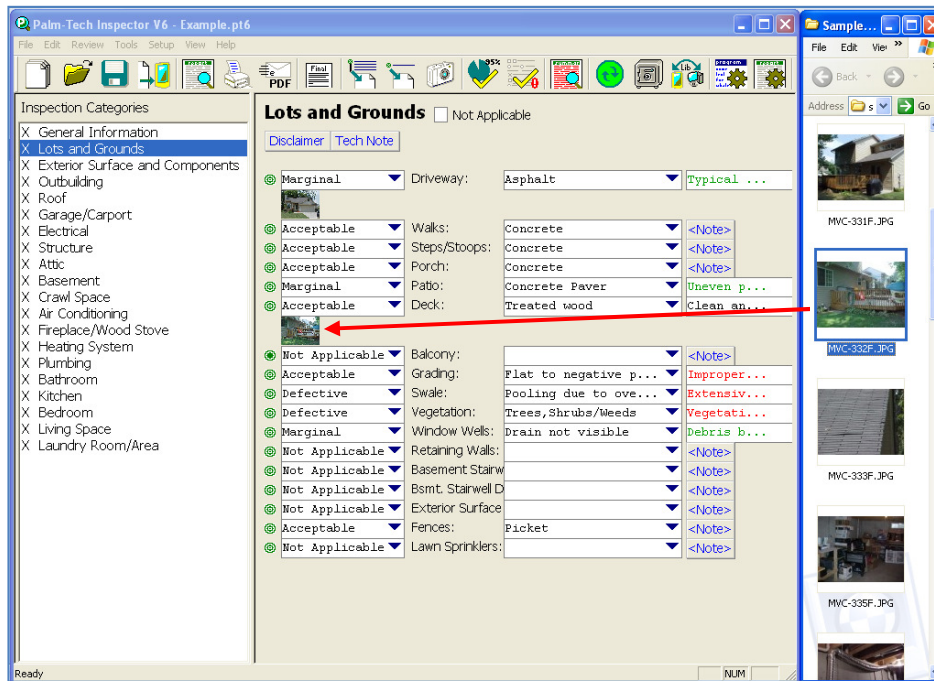


How to: Drag and Drop Pictures into Your Report

- Now open the folder that contains the pictures you want to add into your report. Resize that window the same way you did the other and place it right next to your Palm-Tech window.



- Once the two windows are side by side, click on the picture you want to add. Hold down the left mouse button and drag it over to your report. Find the line you want to add it to and drop the picture right on the line.



How to: Drag and Drop Pictures into Your Report

5. Once the picture shows up in your report, click on it to make any markups you would like. Then continue adding in pictures as needed with the drag and drop feature.

