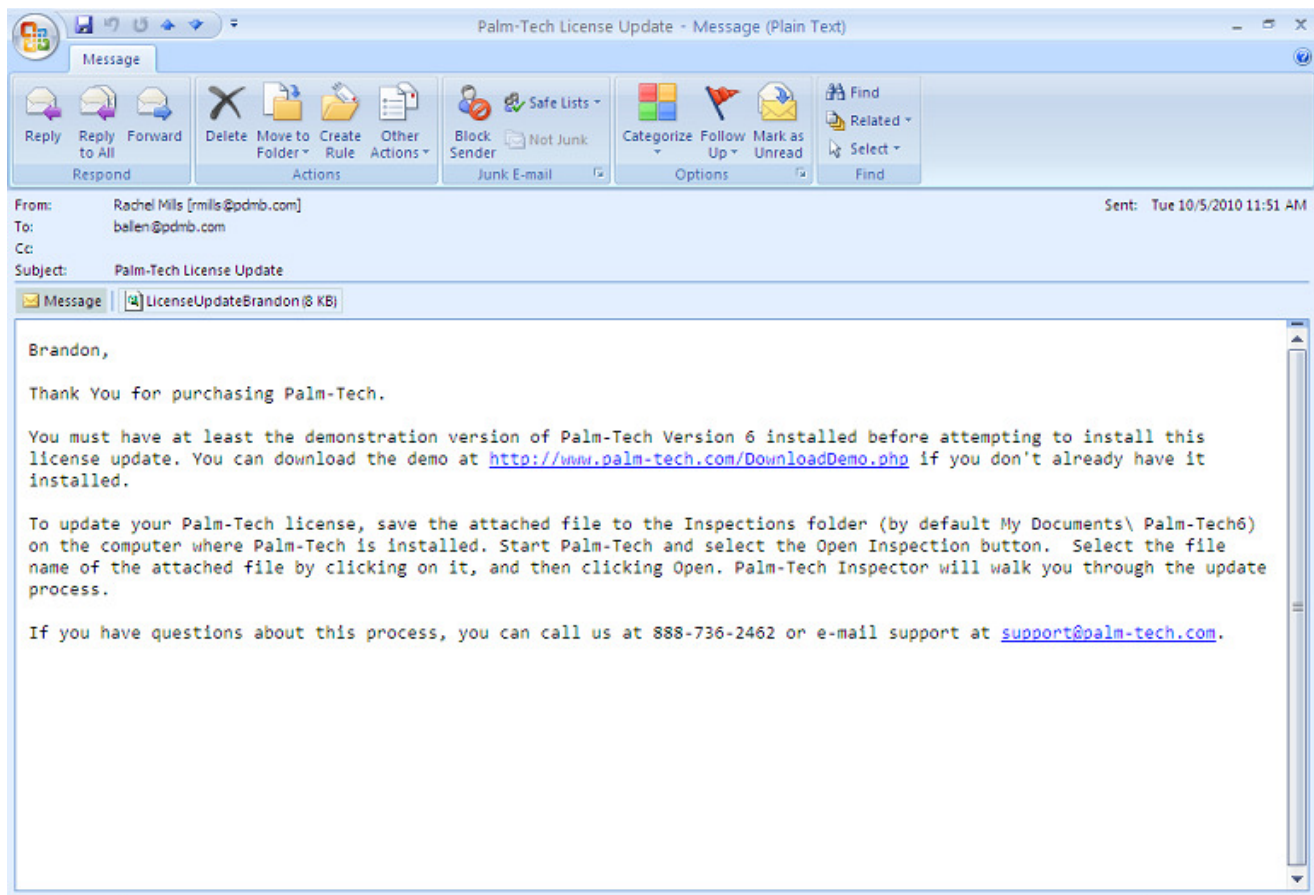


NOTE: You'll need a USB thumb drive to store your backup file on before you get started. You can also email the backup file to yourself, but for this document, we will assume you are using a USB thumb drive.

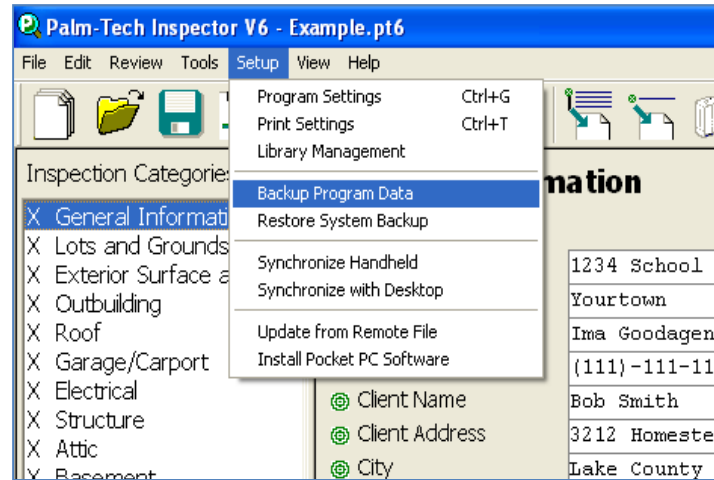
Moving Palm-Tech to another Computer

1. First install Palm-Tech on to the new computer. You can do this by using your Palm-Tech disk or you can use the email that you received from Palm-Tech with the download link and license update (see below). If you do not have either, you will need to fill out the change of address form to have the email resent or a new CD shipped out.

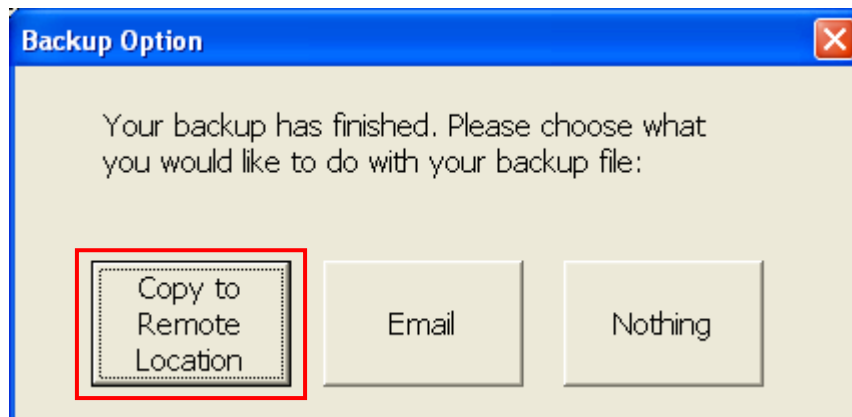


How to: Move Palm-Tech from One Computer to Another

2. Once Palm-Tech is installed on the new computer, you will need to bring over your libraries and templates from your old computer. To do this, open up an inspection on your old computer and make sure your flash drive is inserted into the computer. Click on Setup > Backup Program Data.

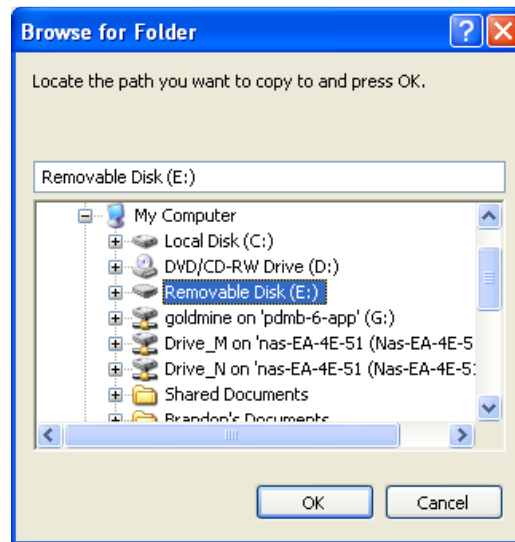


3. When your backup has finished, the program will ask you what you want to do with it. Your options are 'Copy To Remote Location', 'Email', or 'Nothing'. For this example, we are going to click 'Copy to Remote Location' so we can save it to our flash drive.

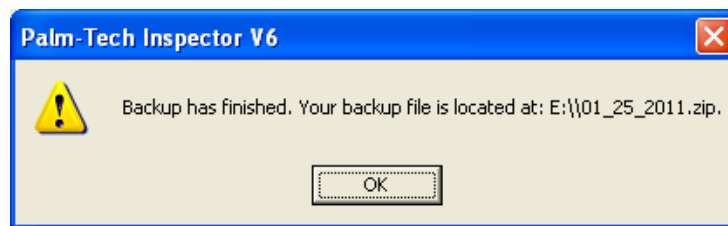


How to: Move Palm-Tech from One Computer to Another

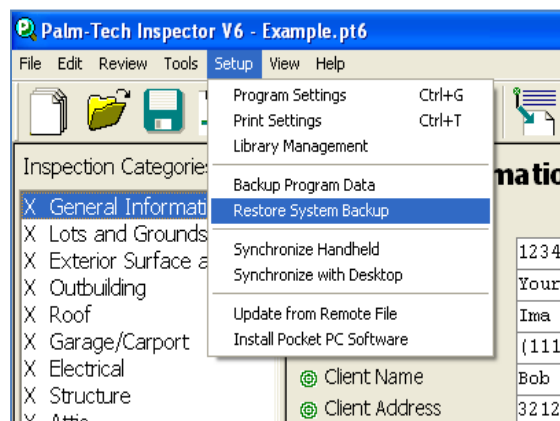
- The next window that appears allows you to choose where you want to save your backup file. Select your flash drive in the list and click 'OK'. NOTE: The name of your flash drive may be different on your computer.



- The next window tells you that your backup is finished and the location of the file. The backup file name will be the date the backup was created.

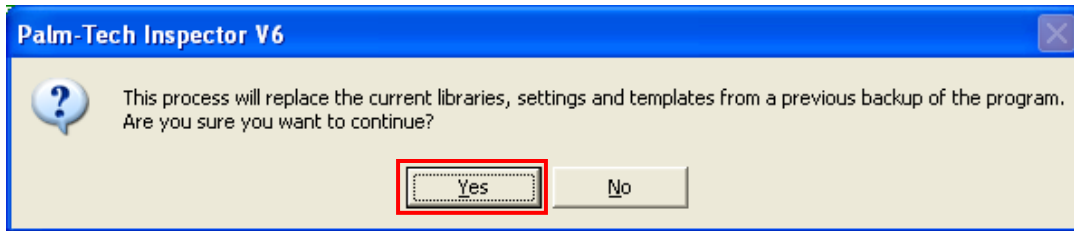


- Next, insert your flash drive into the new computer and open an inspection in Palm-Tech. Click on Setup > Restore System Backup.

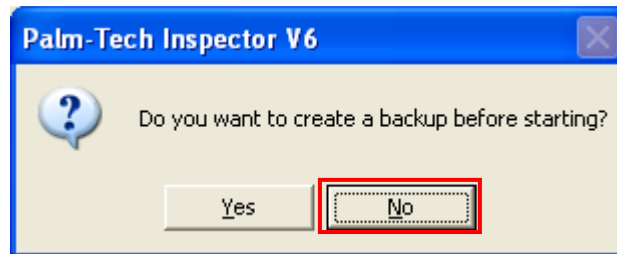


How to: Move Palm-Tech from One Computer to Another

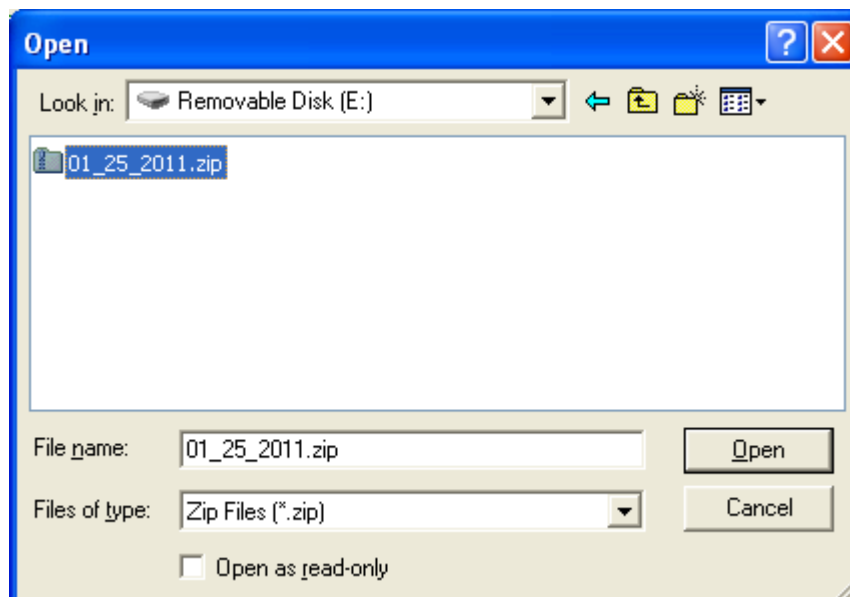
7. A screen will pop up asking if you are sure you want to replace your current libraries, settings, and templates, click 'Yes'.



8. The next screen asks if you want to create a backup before starting. If this is a brand new computer, and you have not made any changes to Palm-Tech then click 'No'. If you have done some work to your library and templates and want the option of reloading them at a future date, click 'Yes'. For this How To we are going to click 'No'.



9. An 'Open' window will pop up. Click the dropdown for the 'Look in' window and select your flash drive. Then select your backup file and click 'Open'.



How to: Move Palm-Tech from One Computer to Another

10. A window will appear letting you know the restore is complete and that you need to restart Palm-Tech. Once Palm-Tech is restarted, all of your libraries, settings, and templates from your old computer will now be on your new computer.



NOTE: The backup and restore only brings your libraries, settings, and templates over and **NOT your inspections**. If you want to bring over all of your previous inspections, you will need to copy your inspections to your flash drive and move them to the desired location on your new computer.