



# **PDspect**

INSPECTION SOFTWARE

Step by Step

## **How To**

# **Add New Components**

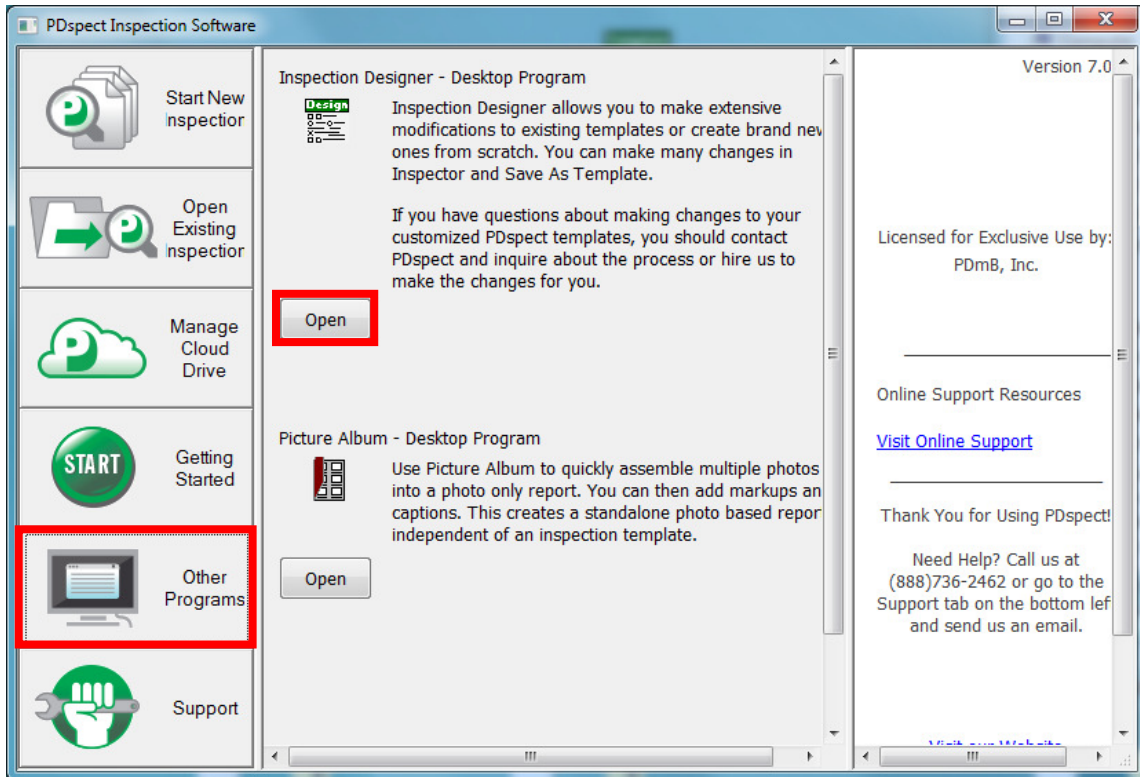
*This How To article explains how to add new components.*

For a complete list of available How To documents visit the  
Support section of our website: <http://www.pdspect.com/support/index.php>

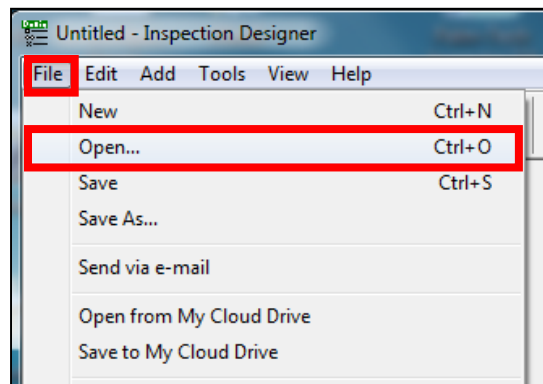
# HOW TO: ADD NEW COMPONENTS

This document will show you how to add a new component to your template. A component is grouping of lines that make up an area/section that can be repeated multiple times such as a bedroom or bathroom. Components themselves are saved in the Component library. For them to work properly on other devices you must send the library through the cloud along with the template.

1. First, open your PDspect icon and then select 'Create/Edit Inspection Forms' from the lower left corner.

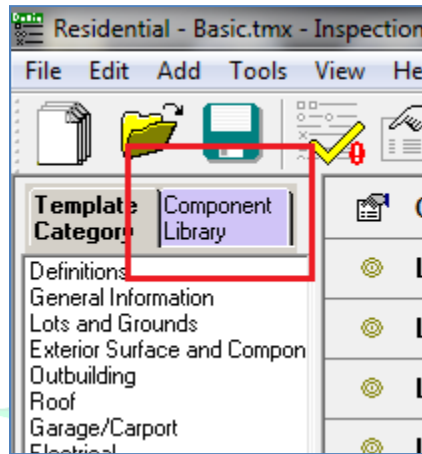


2. Next you need to open the template file that you want to modify by going to File->Open. Click on the template you want to change, and once it is highlighted click on OK.

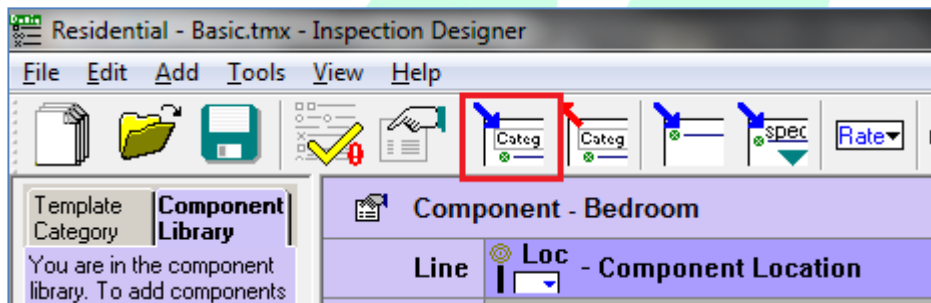


## How To: ADD NEW COMPONENTS

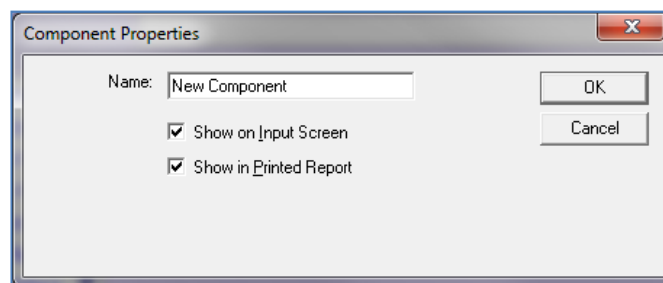
- Now we need to switch from the Template Category to the Component Library so that we can see our component list.



- On the left hand side of the screen, we will see a list of our components instead of a list of our categories.
- To add in a new component, click on the 'Add Category' button from the toolbar. **NOTE:** You must be in the Component Library for this to create a component. If you are not, it will create a new category.

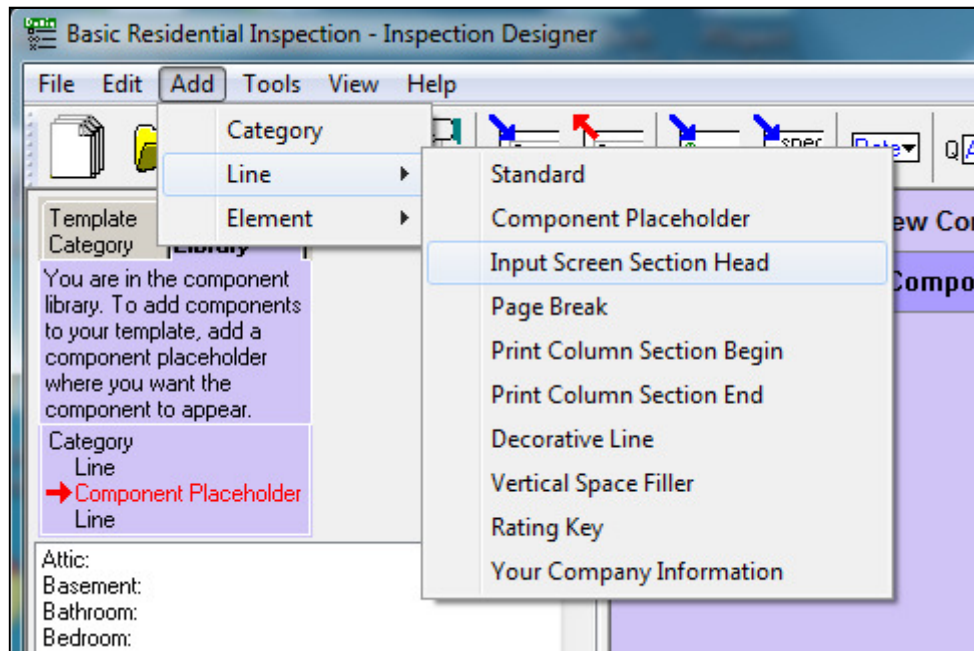


- Next, the Component Properties window appears. This is where you give your new category a name. Let's name it 'New Component'

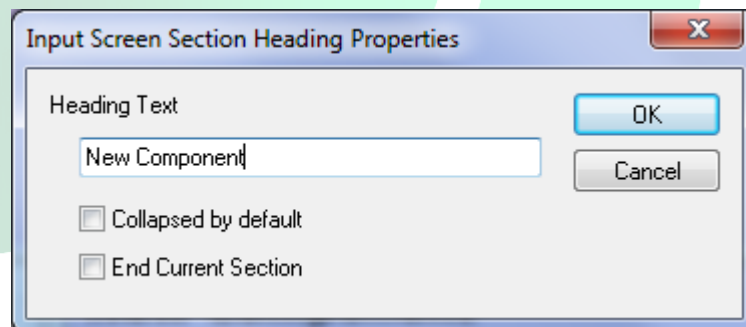


## HOW TO: ADD NEW COMPONENTS

- Click OK when finished.
- Your new Component now shows up on the left hand side of the component list. Now you will want to go up to Add> Line> Input Screen Section Head.



- Now the Properties box will pop up and you type in the same name as the new component's name.



- From here you can add new lines as needed to the component. For more information on this see the adding lines how to.