



# **PDspect**

INSPECTION SOFTWARE

Step by Step

## **How To**

# **Change the Default Inspection File Location**

*This How To article explains how to change the default Inspection file location.*

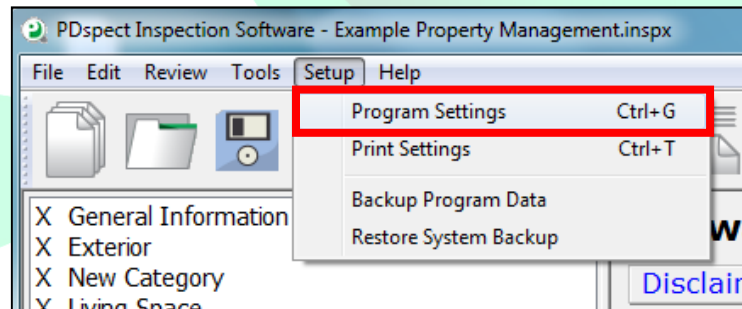
For a complete list of available How To documents visit the Support section of our website: <http://www.pdspect.com/support/index.php>

# HOW TO: CHANGE THE DEFAULT INSPECTION FILE LOCATION

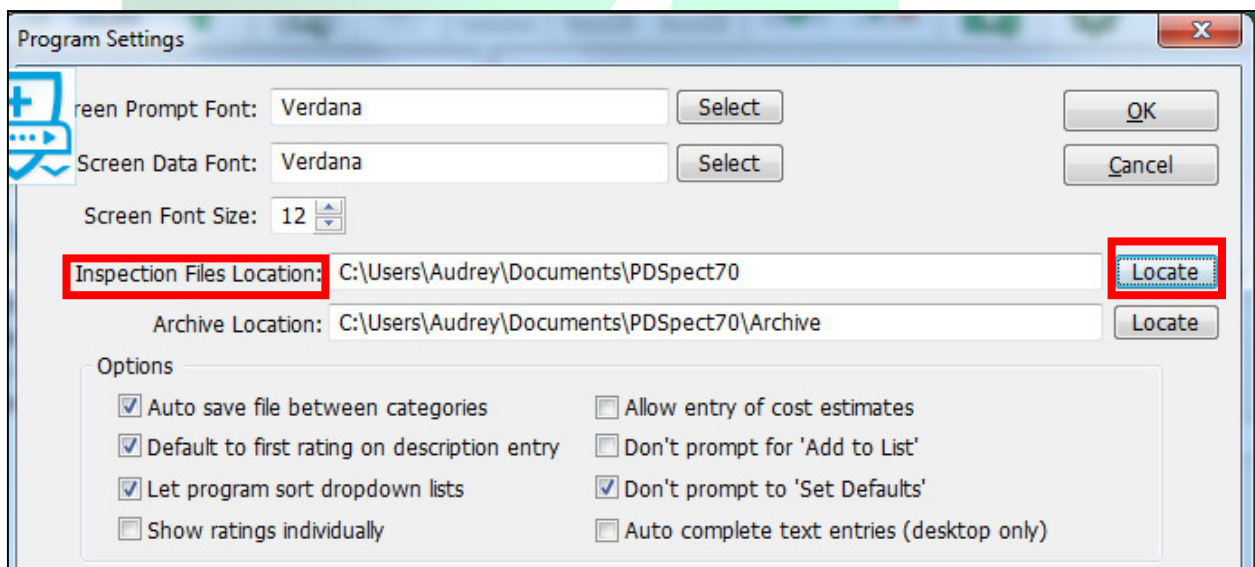
For ease and convenience, PDSpect automatically saves your inspections by default in your PDSpect70 folder in "Documents," and saves a back up copy in Documents>PDSpect70>Archive. However, if you would like for your inspection files to automatically save in a different location, you are able to change the default location in which these files save to. This document walks you through the process step by step.

## Changing the default inspection file location

1. The first step is to get into an inspection so we can go into the Program Setting. You can do this by opening an inspection you've already started or by starting a new one.
2. Once you have the inspection screen open click on 'Setup' and then 'Program Settings' from the menu.

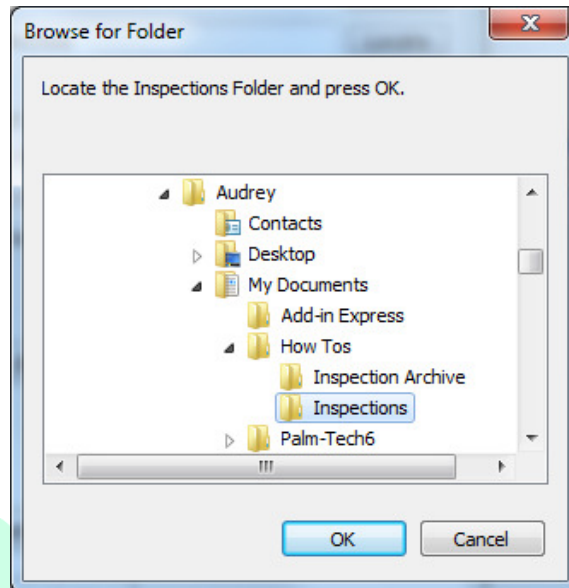


3. This brings up the Program Settings window. Click on 'Locate' next to the field labeled 'Inspection Files Location:'.

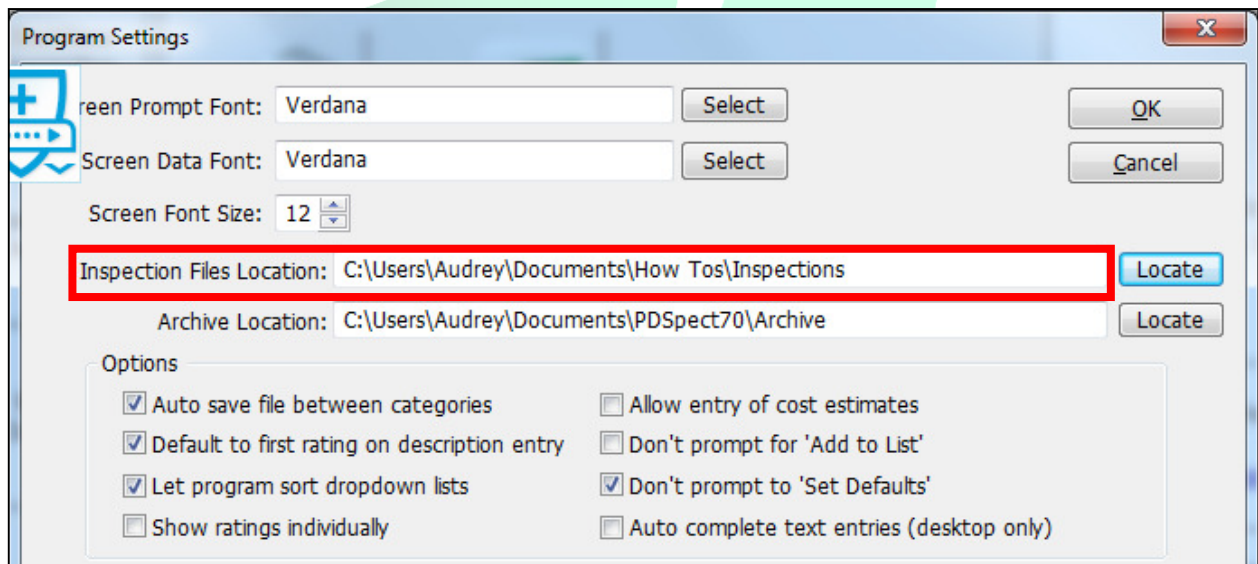


## HOW TO: CHANGE THE DEFAULT INSPECTION FILE LOCATION

- This brings up the Browse for Folder window where you select the new location that you will be saving your files. Choose the folder you want and for this example we will be saving them to Documents>How Tos>Inspections.



- After you select which folder to save them in, click 'Ok'. When you're back at the Program Settings window you'll notice that the location for your inspection files has been changed to the new location.

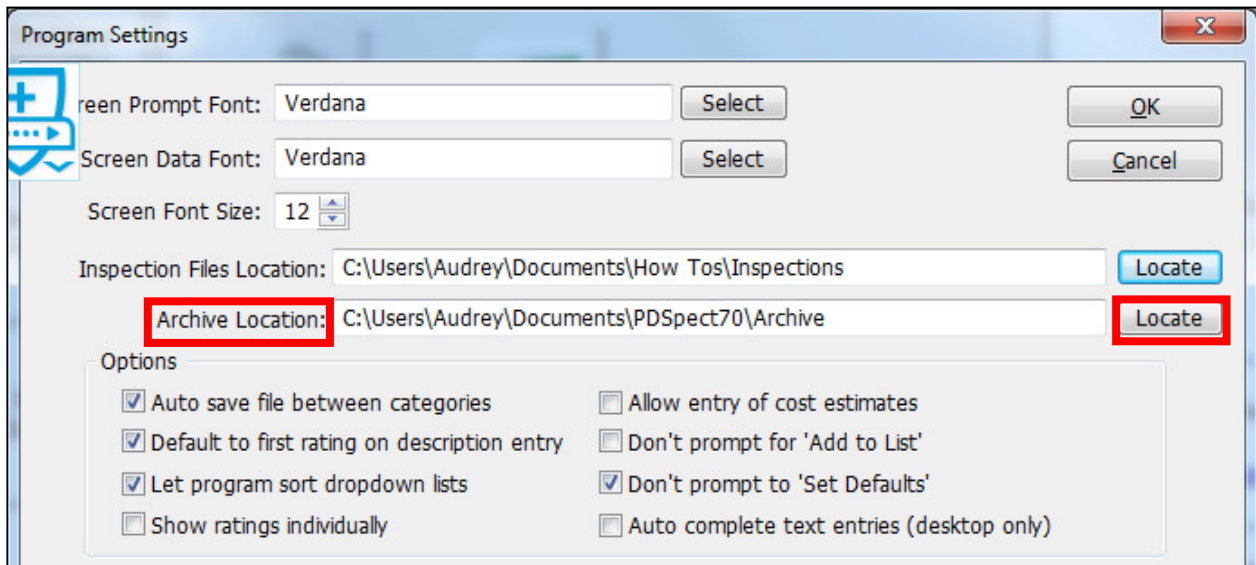


- Click 'Ok'. You are now finished changing the default location where your inspection files are saved to.

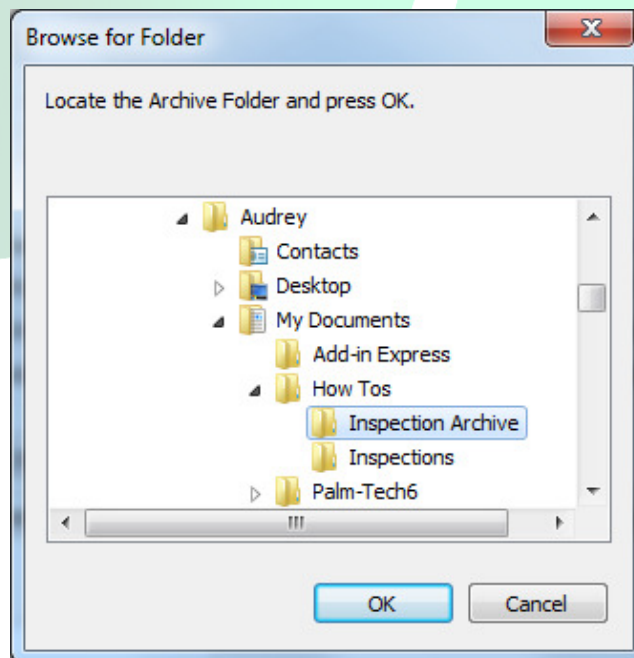
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## Changing the default Archive Location

1. The Archive Location is also in 'Program Settings' and to make the change you will want to start by hitting 'Locate' next to where it says 'Archive Location'.



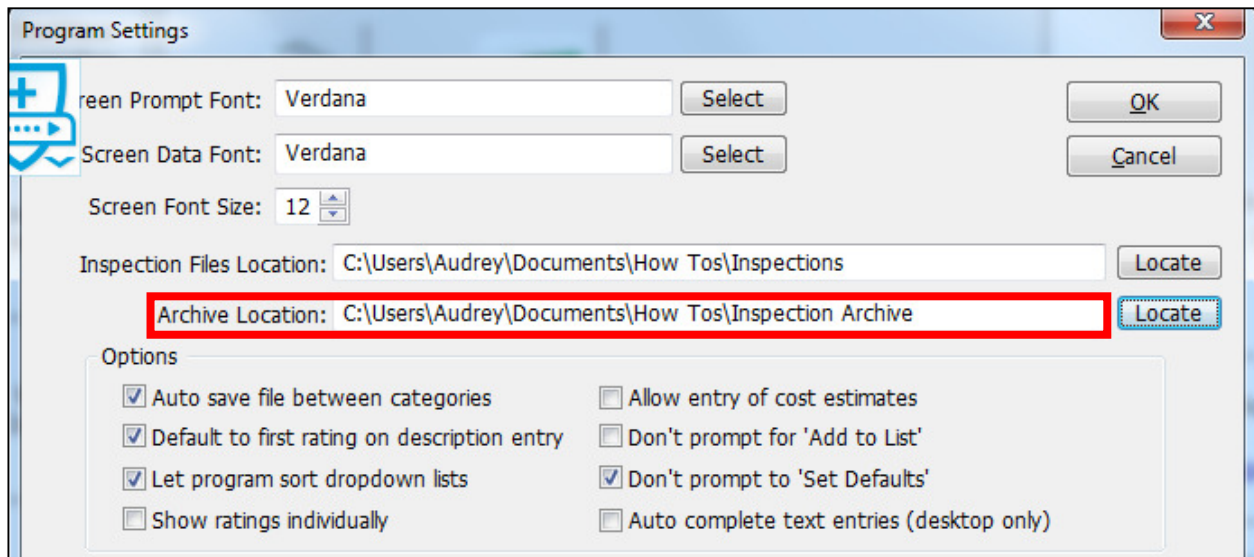
2. You will see a folder select window come up. This is where you select the new location where you will be saving your files. You can save them where you like, for this example however, we will be saving them to Documents>How Tos>Inspection Archive.



## HOW TO: CHANGE THE DEFAULT INSPECTION FILE LOCATION

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3. After you select which folder you wish to save them in, click 'OK'. When you're back at the Program Settings window, notice that the location for your inspection files has changed to the new location.



4. Click 'OK'. You are now finished changing the default Archive Location where your back file of inspections are saved.