PDspect
INSPECTION SOFTWARE

Step by Step

How To

Save PDspect Files Attached to an Email to the Proper Location

*This How To article will show you how to save PDspect files that are attached to an email to the proper location.*

This document explains how to save PDspect files that are attached to an email to the proper location. There are times when working with support where PDspect will send you an email with a template, library or an inspection file attached that you'll need to download from your email and place in the proper folder. The exact process for downloading files from different email programs varies, so this document will look at the two most common ways of downloading attachments from an email and moving them to the desired folder.

Downloading the Attachments to the Downloads Folder

1. First, open the email that has the files you need to download attached.

2. Next, you need to download the attachment(s). The exact process for this will vary based on the email program you use. For this example we are using Gmail where we simply need to click the download button. Once this is done, you may see a download bar on the bottom of the window (you may not as this can vary based on the browser you are using).
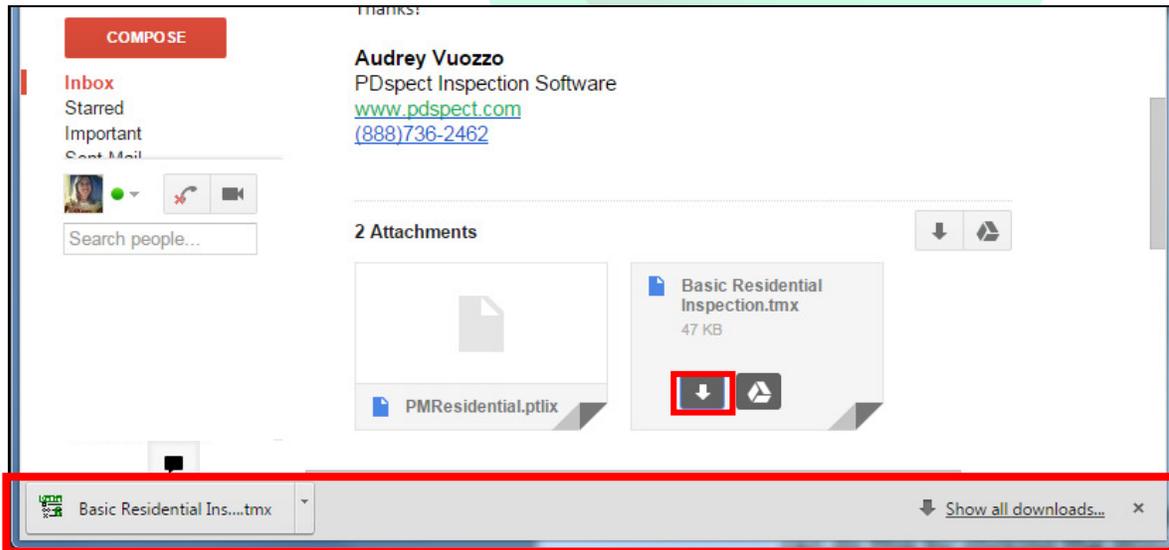
3. Now that the file is downloaded we want to minimize our email program. You can do this by clicking the minimize button in the top right corner.
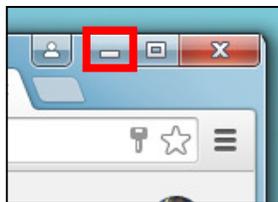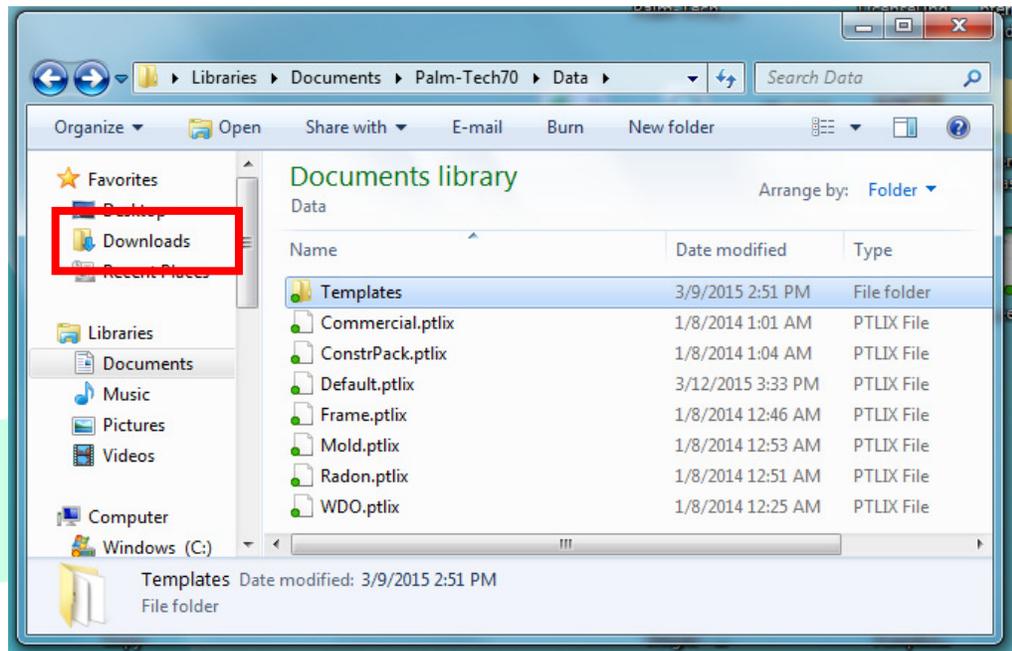
4. Next, open File Explorer. File Explorer is where you can locate different files on your PC. On most computers this program is pinned to your bottom toolbar.

5. Now, navigate to your Downloads folder. This will most likely be towards the top of the left column as shown below.

6. Here you will see the file(s) you downloaded from your email. The final step is to copy the file(s) (one at a time if multiple) and paste them in the proper locations. You can copy a file by right clicking directly on it and selecting 'Copy'. Once the file has been copied, navigate to the proper location for the file which is shown below.
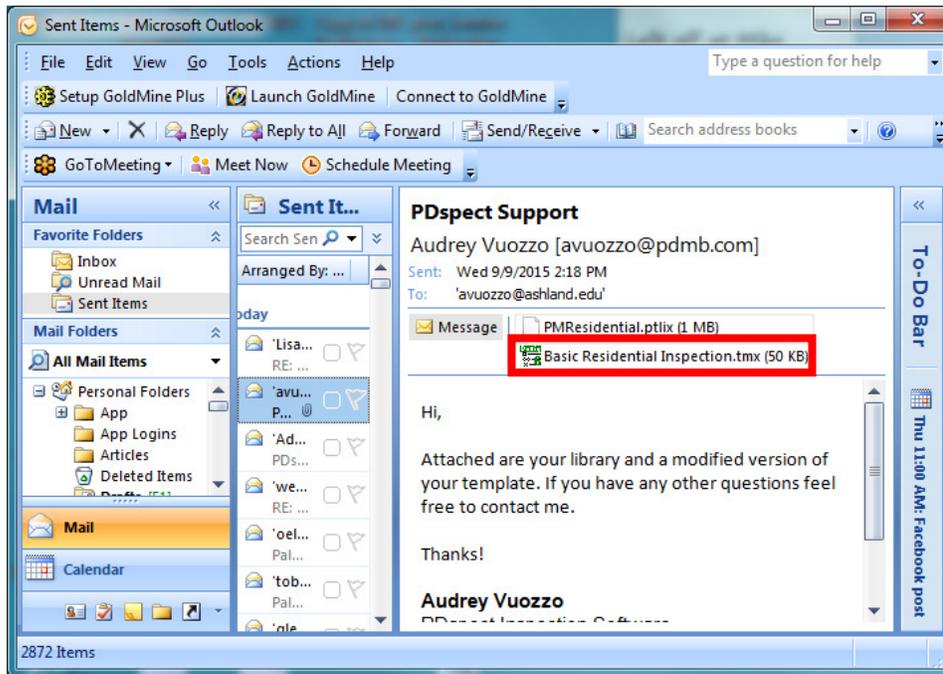
    Here is a breakdown of where each file type should go:
    a. Inspections (end in .inspx) - C\Documents\PDspect70
    b. Libraries (end in .ptlix) - C\Documents\PDspect70\Data
    c. Templates (end in .tmx) - C\Documents\PDspect70\Data\Templates

7. Once you navigate to the folder that the file should be placed in, simply right click in the folder and select 'Paste' and the file will be pasted into the folder. If you have multiple files, you will simply navigate back to the downloads folder and repeat the process for each additional file.

Downloading the Files Directly into the Proper Folders

1. First, open the email that has the files you need to download attached.

2. Next, right click directly on the attached file and select 'Save As'.

3. This brings up a window that allows you to navigate to where you want to save the file. This window starts on where you last saved a file so you will want to navigate to the correct location before saving.

    Here is a breakdown of where each file type should go:
    a. Inspections (end in .inspx) - C\Documents\PDspect
    b. Libraries (end in .ptlix) - C\Documents\PDspect70\Data
    c. Templates (end in .tmx) - C\Documents\PDspect70\Data\Templates

4. Once you navigate to the proper folder, save the file. You will repeat this process for each attached file that you need to save.