

When creating a new template or filling out an inspection report, you may find it beneficial to copy and paste a line from another template or inspection. This can save you a lot of time and also help you add new line items to templates that may not have them.

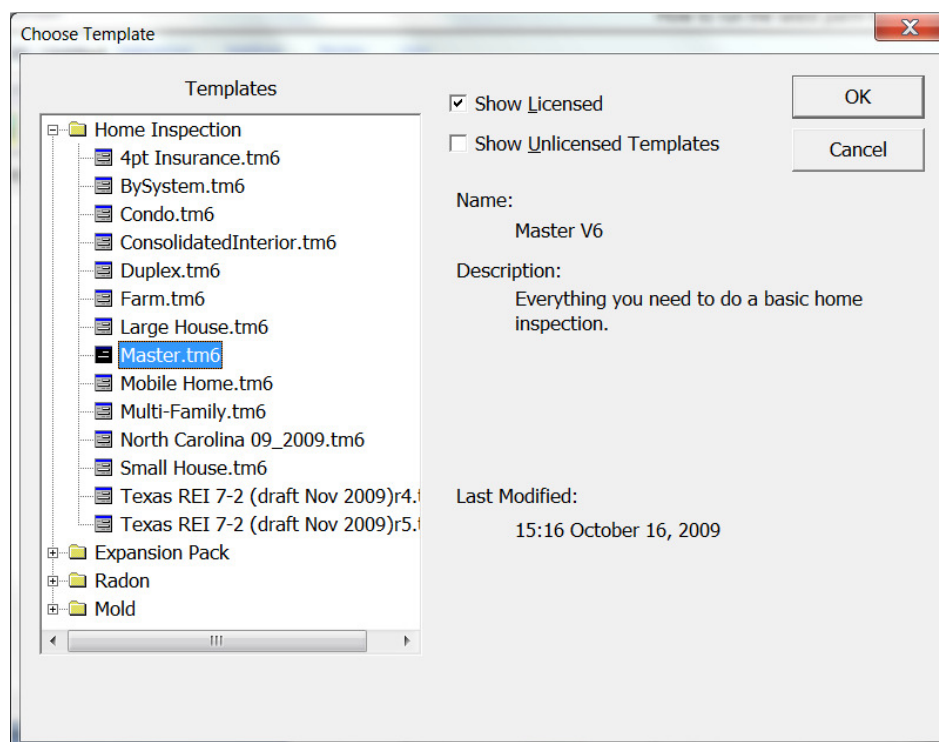
Some inspectors prefer adding lines this way versus creating a new line because the dropdowns associated with the line you copied/pasted will come over when you paste the line into the new template.

**Note: For Copy and Paste to work in Palm-Tech, you must have only one inspection open at a time.**

## Copy and Pasting Lines from One Inspection to Another

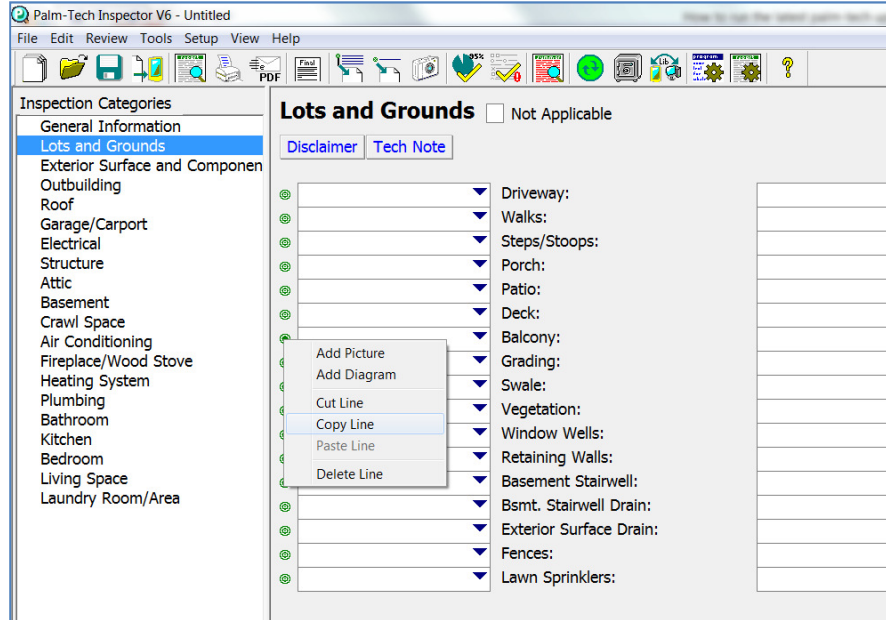
1. To demonstrate how to copy and paste lines from one inspection to another, we are going to copy a line from the Master template and add it to the Condo template. For this example we will be copying the 'Balcony' line into the Condo template from the Master template

The first step is to Start a New Inspection and choose the Master template.

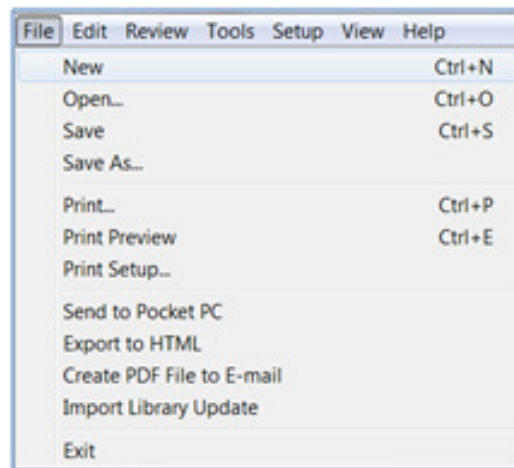


## How to: Copy and Paste in Palm-Tech

2. With the Master template open, go to the Lots and Ground category to locate the Balcony line. Right click on Balcony and select 'Copy Line'.

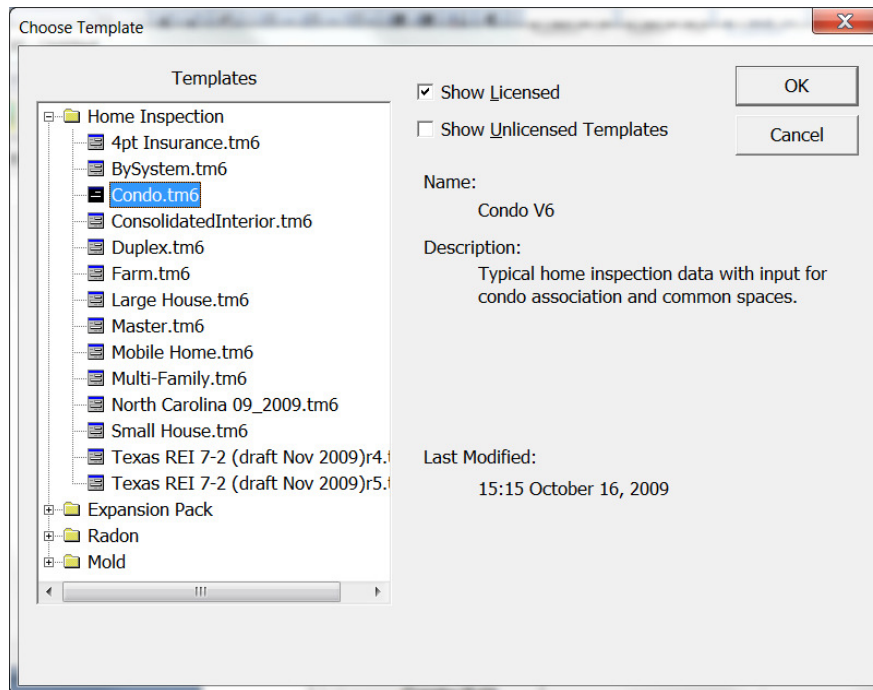


3. Now we want to open up the Condo template. You can either open up an inspection that you are currently working on, or you can start a new inspection. For this example, we are just going to start a new inspection, click on File > New to start a new inspection.

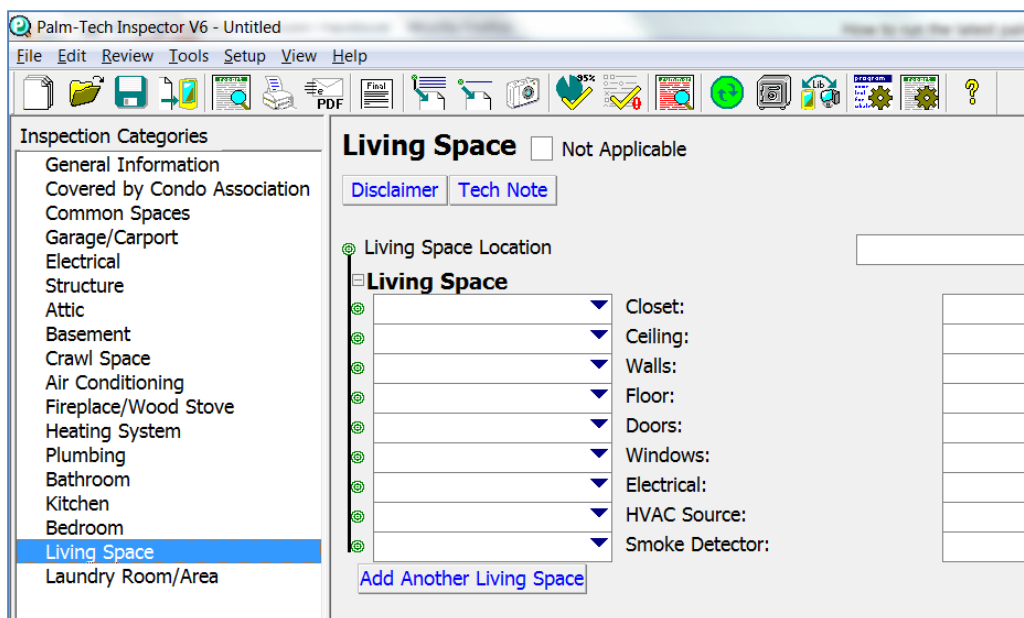


## How to: Copy and Paste in Palm-Tech

4. Select the template that you want to paste to. For this example we are going to select the Condo template.

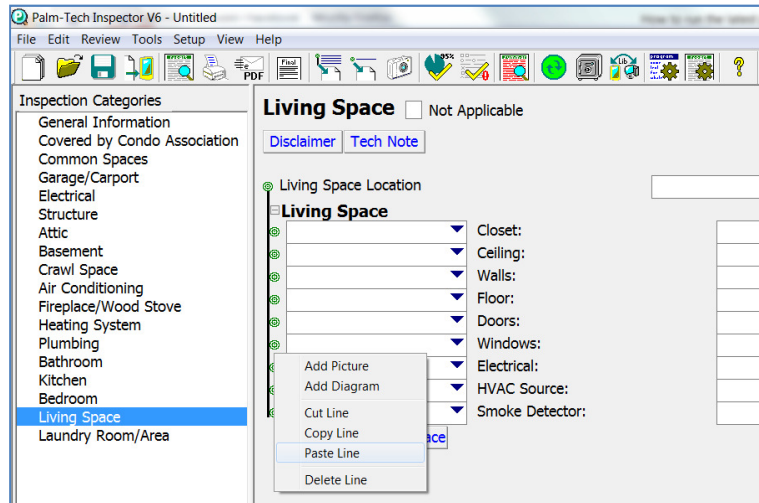


5. We are going to add the 'Balcony' line to the Living Space category. Select Living Space in your category list.



## How to: Copy and Paste in Palm-Tech

- Right click on the line you want to add the Balcony line above and click 'Paste Line'. Once added, you can click move the line to anywhere in the category by clicking on the green circle next to the Balcony line and dragging the line to the desired location.



- If you want to make the 'Balcony' line a permanent part of your Condo template, just click on Tools > Save as Template.

