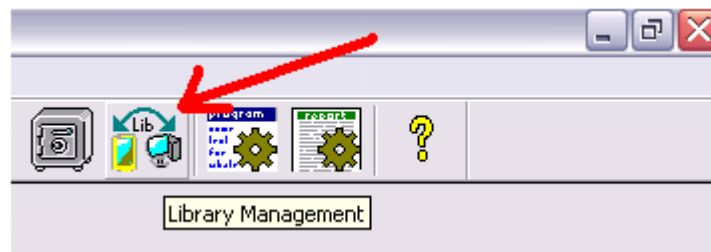


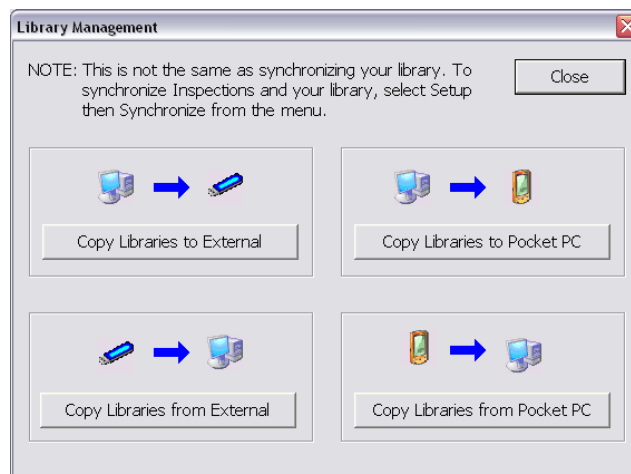
This document goes over the method of transferring and backing up your library files to Pocket PC or an external storage device, such as a USB thumb drive or an external hard disk.

## **I. Library Management**

1. Open an inspection. It can be a new inspection or an existing one.
2. Select Edit -> Library Management from the menu or click on the "Library Management" button on the tool bar.



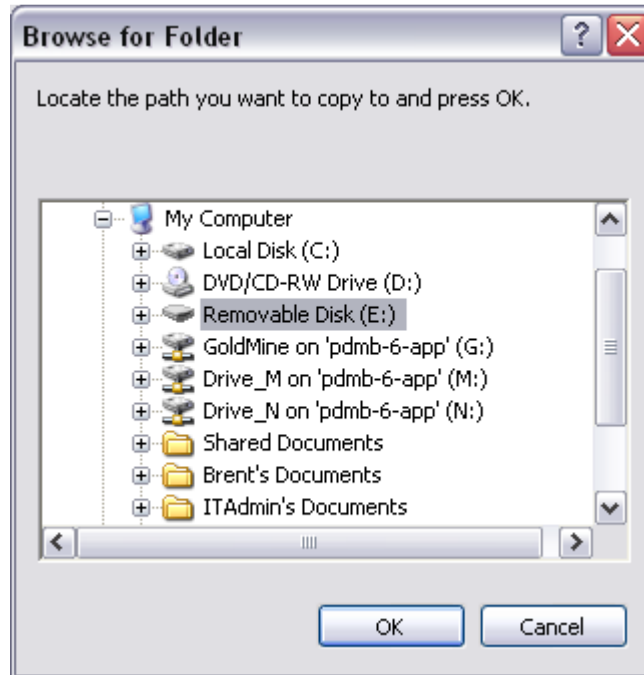
3. This will bring up the Library Management window. Here there are 4 different options for managing your library files.
  - a. Copy libraries to external backs up your library files to external storage.
  - b. Copy libraries from external restores your backup files should they become corrupted, or you change computers.
  - c. Copy libraries to Pocket PC sends your library to your handheld.
  - d. Copy libraries from Pocket PC replaces your desktop library with the one on your Pocket PC.



# How To: Work with Library Management

## II. Backing up your library files

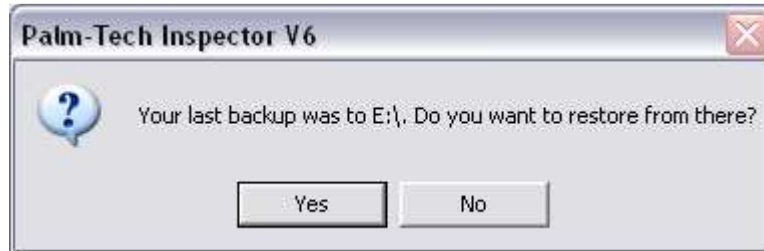
1. From the Library Management options, click on "Backup to External".
2. A window will come up asking where you want to back them up to. Select your external storage (thumb drive, external hard disk, etc.)



3. Select the removable media and click "Ok". A window will appear that asks if you wish to copy the files there, select "Yes". A few moments later it will tell you that the backup is complete.

## III. Restoring library files

1. From the Library Management options, select "Copy From Backup".
2. This will bring up a window stating where your last backup location was, and if you want to restore from there. Select "Yes".



3. A window will appear telling you this will replace your library files. Click on "Yes" to copy them over.
4. One more window will appear asking if you wish to backup your program data.
  - a. If you wish to backup your program data select "Yes", and navigate to where you want to save it to. We recommend your external media used earlier.
  - b. If you do not wish to backup data, select "No".
5. You are now finished restoring your library files.