

Saving Photos into Palace (not advertising)

Set up a folder on your desktop

Upload the photos from your phone into the folder. To make it easier to find the photos later, go into the folder and right click on each one and rename. (easier to do it here as you can have the thumbnail choice showing)

Choose Diary, then click on File Storage

The folder and the contents are now showing on the screen. Click Close

To save this photo to a different place, highlight the photo and click on the file icon at the bottom of the screen and then save to a location of your choice

Name it appropriately i.e Initial Inspection 14th May 2017 (You are going to upload this whole file into Palace)

In Palace, go to the Property List and find the property. Right Click

Click on the yellow folder icon (the one with the green arrow) Browse to your desktop and double click on the folder you want, highlight all the contents of the folder and click on Open

To view a photo, highlight the one you want and click on the yellow folder (without the green arrow)

To delete any photos or files, just highlight the ones you want and click on the red X.