

## WHAT'S NEW

Welcome to an overview highlighting the main new features/changes in various Version 11 version series of 3D Inspection System software. Most new features will be available in all edition types, except possibly certain advanced settings only available in some editions. Note: If you are upgrading from a version 10 or older and need to transfer and update custom data, please check with tech support for special upgrading and data migration instructions.

### FEATURES ADDED TO THE VERSION 11.3 SERIES

#### Phone3D App for Android Devices

3D Inspection Systems released the Phone3D app for collecting field data on Android phones and tablets. See Phone3D webpage: <http://www.3dinspection.com/3D-Products/phone3d.html>  
All Phone3D apps allow taking photos directly into the report on the device while on site, among other features.

#### Phone3D App for Windows Phone 7 Devices

3D Inspection Systems created a new application for collecting field data on Windows Phone 7. Phone3D works along with the regular 3D Inspection System desktop version 11.3 or higher. Try out the Phone3D interface on a Windows Phone 7 device by simply installing the app from the Windows Phone Marketplace. Cloud3D Services must be enabled to transfer actual reports to and from your phone and main 3D Inspection System software. Learn more about phone3D here: <http://www.3dinspection.com/3D-Products/phone3d.html>

#### Cloud3D Services

Version 11.3 series can interface with our new Cloud3D Services. What are "Cloud3D Services"? This new service uses secure Microsoft-hosted servers "in the cloud" to facilitate easy, safe, and secure transfer of inspection reports to and from various devices, including inspection reports sent to and from Phone 7. "It just works". What does that mean? With a simple login on your devices, you'll be able to upload and retrieve inspection reports without complicated file transfer setups like ActiveSync or Windows Mobile Device Center, and it also provides more reliable file transfer than FTP options. Read more in our Cloud3D Services FAQ page here: <http://www.3dinspection.com/3D-Products/cloud3d-services.html>

#### Interface Improvements for Pocket3D or Phone3D Users

Improvements were made to streamline the creating and converting of mobile reports. There is no longer any need to specially compile form groups "for Pocket3D" in order to create mobile reports from Office Management. In Office Management simply display the desired job and use the Pocket3D/Cloud3D Inspections button options to either create mobile inspection reports for any form group using its regular compiled forms, or to convert finished reports back into the main report writer.

#### Required Field, un-filled Placeholder, and long text alerts Improved

At print time when any uncompleted Required items, un-filled Placeholders, or graphical form comments that "Won't fit" in the allotted space are detected, the improved interface now displays a list of the items in a special Tasks tab in the lower pane. This not only shows all alerts at once, but lets you easily click directly to an area needing attention or adjustment, simply by clicking the item. Other program features remain available, and previewing or printing again refreshes Tasks to update the list.

#### Include Attached Document names on Table of Contents

Special title names may be assigned to master documents such as summaries, agreements, and others that are included with reports as Attached Documents. These Name of Documents automatically create bookmark links in report previews and PDFs created by 3D. They also

automatically appear on the Table of Contents along with form names when new table of contents merge fields are used. See our article here: <http://www.3dinspection.com/Tips-and-Tricks/automatically-include-attached-document-names-on-your-table-of-contents.html>

### **Batch Compiling Improvements**

When prompted at exit of software to compile any forms that were changed or updated while working on reports in the report writer, the software now processes the changed forms as a batch. This allows users to simply choose to update all the forms at once, rather than having to wait for each form group to compile separately and wait to be prompted for the next one. Users may still choose to defer compiling until later in Custom Form Studio if preferred. Batch compiling will halt if a form structure issue would prevent proper compiling of the forms, allowing the user to note the issue for correction first. Other compile changes include hiding little-used password options unless advanced options are turned on in Preferences and other inapplicable options when Cloud3D Services is enabled. In addition when saving forms, the Custom Form Studio now auto-omits any empty narratives added accidentally to prevent compile errors.

### **Summary Areas Expanded**

There are now up to 8 summary areas that may be used to categorize findings for merging into a summary document. Use Summary > Properties to add labels for any additional summary areas you wish to use and/or their settings. (Note: Legacy mobile programs like Pocket3D, if still in use, would only have the summary abilities they were created with. However, newer mobile apps like Phone3D are able to make use of such expanded abilities.)

For improved intuitiveness, the term “Narratives” is now used throughout the software to refer to pre-written form comments rather than the generic term “menu items”

Future new features for the 11.3 series will be announced and made available through the automatic updater in Help > Check for updates.

## **FEATURES ADDED TO THE VERSION 11.2 SERIES**

### **COMPATIBILITY WITH WINDOWS 7 and 64-bit HARDWARE**

Various internal components and drivers were updated for compatibility with Windows 7 and 64-bit hardware. Version 11.2 and higher is compatible with 32 or 64 bit systems running either Windows XP, Windows Vista, or Windows 7. Some component updates improved efficiency while working on reports and allow for future expansion of features. The software now automatically remembers the program Window size at exit, handy for users with large monitors who prefer using the 3D software in a smaller window.

### **FORM NAVIGATION BAR**

The updated Form bar saves steps. No more scrolling to view hidden buttons- form buttons now display additional rows as needed for form buttons that don't fit. No more clicking twice to access the headings menu- just click and hold a form button to automatically displays its headings jump list. The larger click area also makes access easier. Also the old 28 main form limit no longer applies.

### **NARRATIVES MENU AREA**

The Narratives menu at the side of the report writer may now be resized using the mouse. Resize its width by clicking and dragging the page side edge. Resize the preview area at the bottom by dragging the separator bar below the Add/Modify toolbar up or down.

## **LIST VIEW PANE**

The List View option that may be toggled on/off in the toolbar and offers an alternate method of form navigation through headings and subheadings was updated. While List View is turned on, it is now sizable using the mouse. Simply drag the lower edge of the List View window to the desired size while working at any time. Regardless of the pane size, any hidden items may also be accessed using the scroll bar.

## **PRINT PREVIEWS**

Preview now automatically remembers your zoom level and page mode when you exit.

## **REPORT WRITER PREFERENCES**

Preferences tabs now wrap for easier access to various options, and a new RecallChek Service integration was added. See Preferences Help for details. Also a spell check icon was provided in the view and edit image window for checking captions.

## **STANDARD PARAGRAPH UTILITY**

Standard Paragraphs, a separate library available in certain editions of 3D Inspection System software, have been updated with paragraph maintenance and import functionality now combined into a single window.

## **OFFICE MANAGEMENT IMPROVEMENTS**

- Office Management database Reports component was updated and included database report printouts replaced with enhanced modernized versions. Note: If you used a special embedded report designer or old version of Crystal Reports years ago to create any custom reports in your 3D database, please contact tech support about your options.
- New Charts feature added to the toolbar produces a couple useful sales charts, a "5 Year Sales Trend Comparison" and "12 Month Sales Trend" charts to give you instant overview of your sales activity. After accessing Charts, simply select the desired type of chart and the ending date to automatically generate it on screen.
- Maintain > import zip codes.. database was updated for USA and Canadian postal codes for 2010.

Other minor improvements or fixes were also made.

## **POCKET3D UPDATES**

Newer Pocket3D for Windows Mobile 5 and 6 series devices includes screen adjustments for better viewing on various compatible devices and other adjustments compatibility with certain newer devices. Screen adjustments included changing check marks for selected narrative menu items to an easier to see solid box fill and a new scrolling Form button control that supports additional forms for compatibility with the new regular version form navigation bar, as well as other minor adjustments.

## **FEATURES ADDED TO THE VERSION 11.1 SERIES**

### **CONTACT COMPANY UPDATER**

Office Management has a new Maintain > Update Contact Company Info option that may be used to globally update information for contacts with the same company name and address. Options are provided to choose which fields to update. For instance you might want to update all work numbers for a company, or might not if each agent has different work numbers they use.

### **CONTACT "INACTIVE" FLAG**

A new "Inactive" flag was added to the contact information window. Inactive contacts are conveniently eliminated from search and auto-fill features in Office Management when adding new jobs. The "Display inactive records" option on the Search window may be used display all records if desired, with

inactive ones in gray. Contacts may be set inactive or returned to active status at any time. Premier users may use the Inactive flag in database reports filters to eliminate inactive contacts from being included on printouts.

## FEATURES ADDED TO THE VERSION 11.0 SERIES

The initial release of Version 11 underwent a huge development leap, making it a whole new product with standardized and expanded capabilities never available before!

Version 11 uses new program and data folders, separate from any pre-11 versions. Customized forms and document templates may be transferred from a version 10 backup or data folder into version 11. Compiling forms in version 11 updates their format and provides new features.

### AUTOMATIC UPDATER FEATURE

Built-in updater feature can automatically check for minor updates available for your version series online that you may download and install. Unless disabled, the updater will automatically prompt you to check every couple weeks, but it will not check or download any updates unless you choose to do so. Check for updates manually any time using Office Management Help > Check for updates.

We also significantly changed how we use software versioning numbers to designate major releases. Starting with version 11, the first and second numbers of the version now designate each MAIN new version series. For instance, the first major version series was 11.0, the next major version series was 11.1 (rather than jumping to version 12), and so forth. The final number indicates the build or minor version change within the series. New full installer downloads are now only needed for major version changes, as any minor updates can be obtained using the automatic updater. This provides new improvements or fixes to users faster and more convenient.

### PRINTING / PREVIEWING USES NEW PRINT ENGINE AND FEATURE SET

Version 11 used a brand new standardized print engine, which allows it to save narrative inspections to other file types and retain formatting, as well as expands the ability to use new formats and elements. This also means some features work differently than in old versions prior to 11.

#### **Preview screen and options are different**

In conjunction with the new standardized print engine, the report preview is now searchable with new toolbar options: The new Thumbnails toggle with Pages and Outline modes makes navigation easier. The Save option lets you create a PDF or Word document directly from preview, formatted exactly as shown. Previews may also remain open while viewing or working with the original report.

All attached “documents” are now considered part of the final report itself, and therefore are seen when the entire report is previewed, and share its same header/footer and page numbering.

To quickly preview to proofread or review inspection findings, a new “Preview Current Form” button is provided. Report is not reorganized per any ‘Category’ settings during such a preview.

#### **Reset page in documents attached to the inspection – option removed**

This feature went away. Why? Our new .NET-based print engine component now works in a standard fashion, which means it can export to Word and other formats. These formats do not support resetting page numbers, headers, or footers in the middle of a document, and the component itself simply does not have the ability to do so.

So what can people do to include a document with a report, that they want treated as an independent

entity with separate page numbering and headers or footers? A new feature was added to the Report Writer lower pane Attachments tab that will allow you to include additional documents with your report at final print or email time, but formatted independently if desired. However, you may find that the more standard way of including Attached Documents as part of the report itself is more desirable.

### **Changes to lower pane Attachment features**

The lower Attachments pane in Report Writer now has two tabs- “Documents” and “Attached Files”.

The Documents tab shows documents attached directly to the report. This works similar to the prior Attached Documents feature, except these documents actually become part of the final inspection itself, sharing the inspection page numbering, header and footer, and included in the report preview.

However, the new Attached Files tab now lets you attach “any” type of file to your inspection, and choose whether it is emailed with the report. “Attached Files” are treated as separate attachment entities that do not share the report header, footer, or page numbering. If the attached item is a .W3D document, it is automatically appended to the end of the report PDF as a separate entity when printed or emailed. If “Before Inspection” is also selected for .W3D files, then it appends that document to the beginning of the report PDF as a separate entity (separate header/footer), with the report itself continuing the page numbering. Attached Files after the report start with fresh page numbering.

You can also use the Attached Files feature to combine graphical and narrative inspection reports together in a single PDF by exporting the narrative report to .W3D format. For instance, say you created regular and pest inspection reports for a particular job. You could open the narrative inspection, preview it, and Save it to a .W3D file. Then you may open your graphical report and attach the .W3D file you exported as an Attached File, so it will automatically be joined to the end of the graphical report PDF when printed or emailed.

Other types of “Attached Files” are included as separate attachments when a report is emailed automatically from 3D. This is a great way to include extra photos, PDF pamphlets, voice recordings, video segments, or other items with an emailed report, and keep those items archived with your report. If the attached files are not ticked, then they are not emailed but are archived with the report. This may be a great way to archive extra photos or voice notes you took, but didn’t want to send to a client.

To attach a file, access the Attachments, Attached Files tab, and right-click your mouse. Choose Add New and choose the desired file. Right-clicking and opening an attached file simply launches it using your Windows file association settings. See our article: <http://www.3dinspection.com/Tips-and-Tricks/edit-documents-attached-to-a-particular-inspection.html>

A new type of Action is also available to quickly attach certain files or handouts you frequently include.

See also article: <http://www.3dinspection.com/Tips-and-Tricks/delivering-or-archiving-third-party-handouts-extra-photos-or-other-separate-items-with-your-report.html>

### **Changes in functionality of header/footer documents**

In prior versions of 3D, Header/footer documents for reports worked like a “background” document, over which the report would “overlay” at print time. However, in version 11 the header/footer document IS now a real header/footer. When printing or previewing a report, the program opens your Header/footer document and then inserts the body of all your attached documents and report into that document to create your final report. Thus anything included in body of the header/footer document will become the first part of your combined report document– not part of a background overlay. This also means the final report really becomes a single combined document rather than a series of separate documents. Any headers or footers in attached documents are simply ignored at print time.

What advantages does this provide? Previously, headers and footers has to be set up separately for each and ever document attached to your report. Now this is no longer necessary, since the Header/Footer document automatically applies to all attached documents. This ensures consistency throughout all report pages and prevents overlapping data, makes it compatible with other formats (for easy saving to Word for example), and finally, all documents attached to the report can now be included in the report preview as a single final inspection document, sharing the same header/footer.

Also, the document editor allows you to set a separate first page header and footer. This can be used to suppress or create a special header or footer for the first or cover page of the report. Open your Header/Footer document in Page Setup and use the Insert tool to set up an alternate first header/footer. Leave it empty to suppress.

What if you still want certain documents to be treated as separate entities with a different header or footer? Use the new Attached Files tab (explained previously) to include your document.

### **Bonus PDF Improvements**

The new print engine component is also device independent, which means the page formatting of your preview, printouts, and PDF files remain consistent on all computers, always matching!

Saving to PDF also now auto-creates a very nice index of bookmarks to main form sections, as part of the PDF itself. Check it out- very cool!

Auto-detecting and creating live web links in reports and word processor documents was also improved. URLs in the body of reports and documents are automatically underlined blue at preview and print time. You may manually format any URLs located in headers and footers as desired.

### **REPORT WRITER PAGE SETUP**

Standardize printing and previewing also mean certain formatting options differ somewhat from prior versions. Subheadings and narrative text are now treated as a combined element, with most settings applying to the entity as a whole. Spacing of printed items may also vary slightly from prior versions. Use Page Setup options to make any custom tweaks desired. Use Subheading settings to adjust space before or after the combined Subheading + Narrative text report areas.

Regular edition users may also create a totally custom look and spacing for certain elements by designing custom templates— More about this new option later.

A new full “Justify” setting was also added for Narrative text, Imported text, and Reference text elements in page setup for a neat crisp look, if desired.

### **New Findings/Recommendations feature**

Another brand new feature is a way to include inspection Findings and Recommendations for a particular heading in a side by side column type style on final printed reports.

Page Setup Styles settings for Findings/Recommendations set the overall margin area and style of those subheading labels. The margin area is simply split into 2 equal columns for printing those items. Note: If auto subheading numbering is used, the numbering itself is not printed for Findings/Recommendations items, although they are included in the numbering calculations.

As long as two subheadings with the exact names of “Findings:” and “Recommendations:” are included in a report immediately adjacent, the program will recognize them as a

Findings/Recommendations pair and apply the special print layout. Although such subheading labels can be manually added to reports or forms, a option to easily insert the pair was added to the Custom Form Studio Insert menu. We recommend using the Heading above the subheading pair to label or describe your actual component or item.

### **New page setup Advanced feature – Custom template options (certain editions only)**

If Preferences > Preferences “Enable advanced features” is turned on, Page Setup options will include the option to use either style settings or templates. We recommend using regular “style settings” to format most inspection elements, which automatically creates internal templates used at print time.

However, the new “template” option allows advanced users to create a advanced custom appearance for printing certain report elements instead of using "styles". Note: Creating custom templates is an advanced feature that requires careful planning to achieve desired results. See report writer help topic and resources about templates to learn about specific design rules that should be followed to ensure templates work properly.

Custom templates may also be added to specific form items in Custom Form Studio, and accessible by right-clicking report items, by using the "Override print layout" option. Again, we recommend this for advanced use only, when it is really necessary or desired for a single report item to print differently than the rest. However, one handy and easy to use override print layout option is a “Subheading Matrix” feature for printing a group of subheadings across the page in a table format, rather than down the page—See help video for details.

### **Other new Page Setup tabs**

Several new inspection elements were also added to the Page Setup tabs. These are not necessarily needed or used by all reports, so you may ignore any unused items.

Rating Header (advanced only)- The Rating Header is the legend that prints for rated items, if used (i.e. MM, RR, OK). One would generally only adjust the Page Setup for this item when advanced Template options have also been created to customize the positioning and formatting of Rated Subheadings and their comments. Those items might be used for instance, to print ratings and their legend along the right side of the page instead of the left- by formatting both the rating header and rating subheading ratings elements in a table column on the right, using columns set up with similar or matching formatting. Or the Rating Header could be positioned in another appropriate location as desired.

Rated Subheading- allows one to specify different format for subheadings containing ratings vs. subheadings without ratings.

Findings/Recommendations- specifies formatting for new Findings and Recommendations type subheadings (previously discussed).

Image Section- formats area for images set to print “below” when inserted. This new feature is described in the Image Feature Improvements later in this document.

Form Footer- (advanced only) allows one to specify a particular border or other information that prints at the end of every form.

### **Page Setups may be permanently attached to a particular form group or form item**

Need to print certain types of inspections differently from others? Although you can still quickly select alternate layouts using Actions, or by loading them into Page Setup, you can now permanently attach

a particular Page Setup layout file to a particular form group by assigning it to the group preferences in the Custom Form Studio and compiling it into the group. Right-click a form group to access Preferences. When report created with the form group are created or loaded, the specific Page Setup template is automatically loaded for printing and preview.

## **WORD PROCESSOR / DOCUMENT EDITOR CHANGES**

The entire document editor component was updated, with functions like Insert, Zoom level, and Table as toolbar items. A new “Email” toolbar button allows direct merging and emailing of a specific document, like a contract or pre-inspection agreement. Also see article:

<http://www.3dinspection.com/Tips-and-Tricks/how-to-print-or-email-a-contract-or-inspection-agreement-before-starting-a-report.html>

### **Insert menu and fields updated**

Insert Date field options for importing the current date (i.e. when document is produced/printed now merge the windows long/short formats, determined by your windows Control Panel Regional and Language options. Office Management date type merge fields work as before. Insert Image toolbar button only inserts images “in text”, which may now be resized afterward using the mouse. A new Insert “Invoice Column” option was added for importing pricing and invoice description information in documents or contracts—See helpdesk video for more information about this new feature.

### **Form Fill Fields in documents—removed**

This item went away. Why? It has always had conflicts with other types of fields, causing various formatting and other issues. Over the years, newer merge options such as Field From Inspection virtually eliminated the need to use Form Fill fields.

If you used this feature previously, what should you do? Just replace any areas where you previously used form fill fields with real merge fields instead. Use the Insert menu to include Office Management fields that automatically merge the appropriate job information. Or Insert Field from Inspection to merge report specific information into your documents.

The archaic Auto-print feature has also been removed as it also has been replaced over the years with better and standard ways of attaching or including documents with inspections.

Also see article: <http://www.3dinspection.com/Tips-and-Tricks/import-office-management-details-into-inspections.html>

## **NEW REPORT WRITER “SENTENCE COMPLETER” PLACEHOLDER FEATURE**

When a narrative comment containing a special placeholder code [ ] (3 underscores bracketed) is selected, the cursor automatically highlights it, so that other narrative selections or typed comments insert automatically into the middle of sentences to enter details or specifics. When editing narratives, use the Insert menu to include a “Placeholder” code where desired. See the Report Writer topic about narratives Placeholders for further details and tricks! See also article:

<http://www.3dinspection.com/Tips-and-Tricks/sentence-completing-placeholders-quickly-fill-inspection-specifics-into-comments.html>

## **REPORT WRITER FEATURE CAN “GROUP” LISTS OF FINDINGS**

A new Narratives “grouping” feature can automatically apply special formatting to groups of findings, so that groups of items are automatically enumerated or punctuated in series using either commas, numbers, or letters. For example, selecting a narrative with the text “**Shingle observations:**” followed by 4 narrative items set for “Grouping” as follows “**Shingle observations: cupping curling lifting**

**splitting**" may be automatically formatted as one of these layouts, depending on your settings:

"**Shingle observations: A) cupping B) curling C) lifting D) splitting.**"

"**Shingle observations: 1) cupping 2) curling 3) lifting 4) splitting.**"

"**Shingle observations: Cupping, curling, lifting, and splitting.**"

See the Report Writer help topics about Narratives Grouping for details and tricks!

Also see article: <http://www.3dinspection.com/Tips-and-Tricks/how-to-automatically-punctuate-itemize-or-number-groups-of-findings-you-click-off.html>

## IMAGE FEATURE IMPROVEMENTS

**Automatic Scaling:** Images automatically scale in inspection reports to eliminate excessive PDF file size and pixilation often caused by printing images much smaller than the huge default high resolution settings of many cameras. Thumbnails now use the image "Date picture taken" date if stored internally in the image header, so the bookmark time-stamp feature matches up images even after being modified by certain other software or image wizards. Where older cameras do not include a "taken" date, the normal image modified date is used. Since the date/time can't be accessed by 3D until thumbnails are created, wait until thumbnails load for filters or sort orders to use the "taken" date.

**Sort Options:** A new right-click Sort option for thumbnails allows ordering them by filename or date. A new shortcut to "My Pictures" added to the top of the folder tree provides quick access to images stored in My Pictures in either XP or Vista.

**Automatic Frame Options:** The Report Writer Preferences > Preferences Image option may be turned on to add frames directly to images as they are inserted. If automatic borders are not turned on, one may selectively use the "Border" tool in View and Edit Images to quickly add one to the current image when desired. A color option is also provided in preferences for your frames.

**Zoom Magnification:** Other View and edit image improvements include a new "magnification" tool to enlarge a selected area of an image. Arrow objects may be sized from their corner, and preferred default arrow thickness may be set in report writer Preferences > Preferences, Image options.

**Caption Options:** Report Writer Preferences > Preferences, Image options include the ability to set caption text foreground and background colors, specify whether captions are printed at the top/bottom of image, and also whether to auto-use the image filename as the caption.

**Print Image across the Page:** A new alternate way of printing and grouping images together in a separate Image Section that prints "below" narrative comment areas has been added. You'll notice a new image position setting of "below" when inserting images, which may also be set as the default positioning setting if desired. Instead of printing within the narrative text field for a subheading, any images set to print "below" a given subheading or series of copied subheading fields, are automatically moved to a new Image Section printed below the narrative text area. Images are simply added to the Image Section area like text, so that different sized images may be placed side by side, or wrap across the page if desired. See online video in the HelpDesk for more information.

If a copied subheading label is the same and contains no text, as in the case when quickly adding new images using Thumbnails, then it also skips that subheading template (to avoid extra lines). However, this doesn't apply if an image in the middle of a group of copied subheadings is set to different positioning, or for special items like Findings/Recommendations pairs of subheadings.

The new "Image Section" area may use separate margins and layout settings than other report elements- use the new Image Section item in Page Setup for this purpose. For instance, the Image Sections could be adjusted to all the way across the page if desired, even if narrative comments or

other items do not.

See also article: <http://www.3dinspection.com/Tips-and-Tricks/annotate-images-to-enhance-inspection-reporting.html>

## OTHER EXCITING FEATURES & CHANGES

**Inspected/Changed tick box** to the left of subheadings flag to report writer screen indicates whether the field is changed or inspected. Box may be unmarked to keep track of unfinished or incomplete items. The new navigation toolbar Review options may be used to quickly move through uninspected fields prior to completing a report. Box may also be used to quickly mark "required" fields as complete or inspected when not present to eliminate required item notices before printing. Also see article: <http://www.3dinspection.com/Tips-and-Tricks/tracking-inspected-completed-items-on-a-report.html>

**New Review Options** setting in the Navigation toolbar allows quickly jumping through fields normally, inspected (changed), or uninspected (unchanged) fields for easier review of inspection information.

**Inspector Notes** are now located in a more useful, prominent place in the lower pane. If you desire, you may leave that tab visible while working to easily see any helpful notes that were included ahead of time in the inspection forms (such as SOP information, items to check, how to use form items, or other helpful tips included by the form designer). Add your own form notes to various subheadings using the Custom Form Studio. Inspectors who simply want to add non-printing notes to a specific report may simply type them into the pane as desired. You'll also notice new visually friendly icons dress up the lower pane tabs.

**Actions pane** was updated with a "Customize My Actions" button for reorganizing, adding, or modifying existing actions. It is much easier to move actions up and down in the list.

**Add/Copy button** in Report Writer toolbar now includes an option to add a "Schematic" as you work.

### Automatically include images in summaries!

New Summary > Preferences option allows automatically including images on your summary if desired. When enabled, any images in fields containing items marked for summary are automatically replicated on the summary page along with the comments. Also see article: <http://www.3dinspection.com/Tips-and-Tricks/adjust-how-report-information-imports-into-summaries.html>

### Spell checker now retains underlining for misspelled words in most areas

**Custom Form Studio** now launches a pop-up customize form content window with more intuitive toolbar buttons when you edit forms. Subforms may be easily added and edited while working in a parent form. The prior limitation of 60 narratives per subheading menu is also now gone. The same convenient window also launches when working in the Right-clicking a field in the Report Writer and choosing Customize Form Content without launching the entire Custom Form Studio.

### Adjust width and height resolution of schematics

New setting in Custom Form Studio form group preferences allows the width and height resolution of schematics to be adjusted. This makes it easier to include wider rectangular schematics instead of square ones if preferred, or where needed for certain mandated forms, like pest forms for instance. On a graphical form, the schematic will keep aspect ratio and center its self into the area provided, so a single wider schematic can be used.

**Checksheets** use a standard layout compatible with the new print engine.

**Modify Ratings expanded with a new ratings wizard and easier access.** Modify Ratings may also now be accessed from the report writer Preferences menu to adjust ratings for an existing report and future inspections. Use the new Ratings wizard to easily set up ratings and their options. New text based ratings now can print MUCH crisper and cleaner (and use less memory) than prior image based ratings. Since check box or circle type ratings used in prior version reports were image-based, we recommend after migrating older forms containing ratings to version 11 that you run the Ratings wizard and replace the prior checkbox ratings with new text-based checkbox ratings. Also, advanced users may now select wingding symbols as text-based ratings to use if preferred. Ratings may also now be used to automatically mark fields for summary if desired. See also our article: <http://www.3dinspection.com/Tips-and-Tricks/adjusting-or-setting-up-ratings-check-boxes-in-your-reports.html>

**New RapidSketch Integration allows expanded Schematics ability.** Option to turn on RapidSketch interface is available in Preferences > Preferences. When not enabled, schematic uses the 3D default. If enabled, RapidSketch becomes the schematic editor, with its impressive professional feature set that allows us to meet the needs of users who need those options (pest inspectors or others), while focusing our own resources on other development projects.

One may use the Preferences > Preferences, RapidSketch option to "enable" it simply to try the RapidSketch interface for 90 days. Currently RapidSketch only offers their SDK on a per license basis, so you may purchase a license for it if you want to continue using it. Or one can turn off the interface and continue using our normal schematic features for new reports.

However, even after an evaluation period is ended, any schematics created and included in existing reports will still print in those reports afterward. The user just would not be able to re-access those RS schematics for further editing without a licensed copy of RS, nor create new ones using the RS interface without a license once the trial has expired.

To adjust the relative size of printed schematics or diagrams, use the Report Writer File > Page Setup, General tab option "Diagram scale percentage". You may also use the Preferences > Preferences RapidSketch option to "Hide dimensions on sketches when printed". When enabled, dimensions are still seen when drawing and editing, but are not saved in the diagram for printing.

**Improved Backup & Restore options:** The software Home page shows you when you last used the Backup option. Office Management File > Restore option was added for easy and selective restore (or transfer) the desired types of files into the program. Where filenames already exists, you are prompted whether to overwrite. Both data and user files types are now included, automatically backed up and restored to the correct folders. The Preferences > Preferences, File Locations, "Open folder" buttons also allow convenient access to those files directly in Explorer. See also our article: <http://www.3dinspection.com/Tips-and-Tricks/safeguarding-your-important-3d-inspection-system-data.html>

**"Estimates"** feature may be enabled in Report Writer Preferences > Preferences to entering estimates in the lower pane Current Line areas of reports. A final estimate sheet may be printed using options that appear on the File menu when Estimates is enabled, or exported to Excel.

**"Inspection Sync Services"** feature may be used by multiple inspector firms to coordinate sending and receiving inspections between remote inspector computers and the main office using FTP uploading and downloading features.

**“Enabled advanced options”** in Report Writer Preferences > Preferences allows only users who need the advanced template options to display them. In normal mode (advanced options disabled), advanced template options are hidden unless already included in a form group or layout. This keeps some screens simpler and more user friendly for most users. As installed, advanced options are initially hidden, and they are not available in Focus editions, unless templates are already set up for form elements.

**Office Management improvements** move inspector, date, time, and estimated hours to the General tab for easier entry. (Note: Premier users who wish to assign multiple inspectors or dates to the same job may use Customize > Features to turn “Multiple Inspections per Job” on to enter the information in the Invoice tab as before.). New Maintain > import zip codes feature automatically imports all zip codes, cities, and counties for a state for jobs and contact entry (see HelpDesk video). Also, entries typed into most OM pull down menus now auto-add to the list for future selection. For instance, typing a new “building style” automatically adds it to the building style list.

## **POCKET3D CHANGES**

Pocket3D engine and formats were updated for version 11 for more efficient collecting of data.

### **New On the fly editing features**

The newer engine provided additional benefits like on the fly form editing functions. Now that headings and subheadings can be copied on the fly as needed, we recommend removing any unnecessary repeated sections from your master forms, as that also will make your form footprint smaller and the forms easier to navigate in Pocket3D.

- View and Style options were moved to Tools menu.
- New Copy and Add options were added to Tools. Copy > Heading/Subheading copies the currently displayed item and adds it to the current report only, just like the main program.
- Add > Menu Item option allows adding a new narrative to menu for future selection. When the report is converted, one is prompted to add new narratives permanently to the master forms.
- If ratings are used and set to be used for summary in modify ratings in the main form group, the regular summary button hides and View Summary automatically uses the summary rating options used in the forms.

### **Image Path Setting**

An alternate image path besides My Documents may be set for inserting images into Pocket3D reports directly, such as from a memory card, etc. In Pocket3D, use File->Set Image Path to choose an alternate location from the tree. During conversion, the regular report writer still initially looks for images in the same folder as the pocket report .RCE file by default, but if it doesn't find them, will prompt you to navigate to the folder where the images are present (e.g. a memory card reader drive).

### **Converting reports**

During conversion or merging, only physically “changed” fields import as the program scrolls through the report fields. Also when converting any images inserted directly into Pocket3D for any given field, these convert as separate images in duplicated fields, allowing separate captions and editing, additional flexibility with image sizing and unlimited images per field.