

# User Manual

## InspectorLogic

InspectorLogic Pro  
InspectorLogic Plus  
InspectorLogic S

## WindSurance

WindSurance All-In-One  
WindSurance Wind Mitigation Report  
4-Point  
State Farm 4-Point  
Florida WDO

## TexTrex

TexTrex PDF  
Texas WDI

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## ***General Information***

This manual is a general guide for BestInspectors.Net's XFA-PDF and AcroForm PDF reports. It does not cover all features of all reports. It covers the most common software related tasks for several platforms. The screen shots in this manual depict general principles and operations. The screens in your version or edition may look different from those in this manual.

BestInspectors.Net's XFA-PDF and AcroForm PDF reports have been built completely from the ground up using state-of-the-art Dynamic and AcroForm PDF technology.

WindSurance Premium, 4-Point Premium, InspectorLogic Pro, Capstone, and TexTrex PDF Inspection Reports are built on the same XFA-PDF engine (foundation). They are very similar to one another but there are minor differences. Specific descriptions and instructions in this manual may describe or explain a feature that is in one or more reports but not necessarily all the reports. This annual is intended to be a general guide and may not cover all the available features in current editions of your BestInspectors.Net software.

The run-time engine for all Dynamic PDFs is built in to Adobe Corporation's Readers (such as Adobe Reader, Acrobat Reader DC, and Acrobat Pro). Not all Reader functions and features are available in all PDFs. The Readers may have additional functions and features that are not directly supported by BestInspectors.Net's Inspection Reports. Certain features such as Adobe Acrobat Reader DC's commenting and annotation are available after a report has been flattened. That is, after the report is finished, the user can flatten (distill) it, add annotation such as arrows, stamps, circles, and labels on photos, then flatten it again to merge the annotations with the report (flattening and distilling are two interchangeable terms that refer to merging layers).

### **Cross-Platform Support**

Some BestInspectors.Net reports such as InspectorLogic, WindSurance, and 4-Point Premium each include multiple versions. One version is a more technologically advanced Dynamic Interactive XFA-PDF and the others are Static Interactive AcroForm PDFs. Dynamic XFA-PDFs are applications that have the advantage of allowing for more advanced automation and greater customization than AcroForm PDFs. Presently, only Windows, Mac OS X, and macOS support Dynamic Interactive XFA-PDFs. While Android, iOS, and Chrome devices presently only support Interactive AcroForm PDFs. Windows, Mac OS X, and macOS also support Interactive AcroForm PDFs. Thus, the Interactive AcroForm PDF is a universal format that will work on all popular operating systems.

Certain BestInspectors.Net report software such as InspectorLogic Pro and Capstone Inspection Reports are only available as Dynamic XFA-PDF applications. As such, they will only work on computers that support

Dynamic XFA-PDFs. Windows, Mac OS X, and macOS operating systems fully support Dynamic XFA-PDFs. Android and iOS do not support Dynamic XFA-PDFs.

## **Signatures**

WindSurance and 4-Point Premium reports have enhanced signature image fields for added security. The signature fields are designed to accommodate signature images with an aspect ratio in the range of 10:1 to 11:1.

The inspector's signature can be added while the reports are still in Dynamic Mode by using the respective report's built-in signature function. The Acrobat Reader DC's signature function is not supported while the report is in Dynamic Mode but is supported after the report has been flattened. Signatures can be saved as an image directly in the reports or can be saved in Acrobat Reader DC using either the signature or custom stamp functions. The method used is a matter of personal preference.

Customer signatures should always be captured after a report has been flattened and can no longer be edited. There are many options available for capturing a customer's signature. The most convenient is to use the freeform drawing feature of Acrobat Reader DC or Acrobat Pro DC on Windows or Mac. Android and iOS require a third-party PDF editor such as PDF Expert (iOS) or QPDF Notes (Android). The PDF editors allow direct capture of signatures onto PDFs.

## **Cover Page and Photo Pages**

All BestInspectors.Net reports include a cover page. Most reports have three logo fields at the top of the Cover Page. Hover over the Cover Page with your mouse. You will see that you have three options to choose from. Your logo is important. We wanted to give you choices and the option to have more than one logo. Do some experimenting. Decide where you want your logos and when you have things the way you want them, select File/Save. That's it. You're done.

The cover page can be excluded from the final report by excluding it from the range of pages selected for flattening or printing. Unused photo pages in the AcroForm reports can be excluded in the same way. For example, if you had only twelve pictures in WindSurance, which would use two pages of six photos each, and you do not want to include a cover page, you would select pages 2-7 as your pages to send to the finished report. If you had twelve photos and wanted to include the cover, you would select pages 1-7 and so on. The AcroForm versions of reports (such as InspectorLogic, WindSurance, and 4-Point) have fixed numbers of photos. The dynamic WindSurance and 4-Point versions are expandable and can have an unlimited number of photos (limited only by your computer's memory). The dynamic versions also have two text fields that can be added below any set of photos. The first text field, labeled "Condition Row", is a drop down that also

accepts custom text and the second text field, labeled “Comments Row”, is an expandable text field that allows for longer narratives.

Insert a photo in any photo field by clicking or tapping directly in the field. A browse window will open. Browse to the photo and double-click or tap on the photo. The software will automatically size and position the photo for you.

Dynamic XFA-PDF reports have buttons that allow you to add or remove photo rows. Click on the “-” (minus sign) or the “+” (plus sign) to add a photo row. AcroForm interactive PDF reports each have a fixed number of pages. Additional photos can be added to reports using the separate photo album pages. Individual photos can be removed by clicking on the button with the “-” (minus sign) located at the top right outside the photo field. If the photo field does not have a photo removal button, the photo row is removed instead.

## **Validating Reports**

Sending a report that can easily be edited can have disastrous consequences. BestInspectors.Net’s software validates a report when it is flattened (flattening is covered later in this manual) for electronic distribution or printed as a paper report.

All interactive PDFs must, at a minimum, be flattened before distributing them electronically to prevent unauthorized editing. Flattening is the term used to describe the process of sending a PDF through a PDF print driver and rendering it uneditable. Some PDF print drivers use the term “distilling” instead of flattening but the result is the same. The terms are interchangeable for our purpose. In addition to flattening, PDFs can be secured with a password. However, some insurance companies and other report recipients may have their systems set up to automatically reject electronic submissions that are password protected so, if you will be submitting reports electronically to insurance companies, or other recipients that may have such restrictions, it would be better not to password protect your reports. Flattened reports should be sufficiently secure for most purposes.

In order to ensure that reports are not inadvertently distributed without flattening, InspectorLogic, Capstone, WindSurance, 4-Point Premium, and other reports have banners stating that the report is not valid if the banners are visible. The banners are in bold red lettering and are placed in strategic locations such as the cover page, near the signature fields and on the photo pages. This is an example of what the banners look like in an unflattened WindSurance Premium report:

**\* This REPORT IS NOT VALID IF THIS MESSAGE IS VISIBLE. This message is visible ONLY Until the Form is Flattened or Printed \***

## *The Versions:*

### **XFA-PDF and AcroForm options**

There are several document types that share the moniker and the file extension PDF but each type has different capabilities and benefits. It is not possible to distinguish from a file's extension which type it is because they all use the PDF extension. Examples of file names for the master template files of BestInspectors.Net software are: WindSurance.pdf, 4-Point.pdf, InspectorLogicPro.pdf, InspectorLogic+.pdf, InspectorLogicPro.pdf, TexTrex.pdf, and Capstone.pdf.

#### **Dynamic Interactive XFA-PDF with full Reader Usage Rights**

This is the default version for most BestInspectors.Net reports. The installer installs this as the default version and the version that launches from the Launch Menu on a Windows PC. The other versions may install to a folder on a Windows PC and are contained in the complete files package for Mac, Android and iOS users. Installation configurations will vary based on the software title, version, operating system, and other variables.

The default versions on Windows PCs all include a front-end launcher. During installation, the software gives the user the option to place a launch button on the desktop. The front-end launcher is provided for convenience and ease of use but is optional. You can launch any report by double clicking directly on the file. In order for the launcher to work properly, you must allow the software to install to the default location.

If you would rather have the launcher launch a version other than the default, change the name of the file to the name of the default file. For example, rename the WindSurance.pdf or 4-Point.pdf file in the installation folder to WindSurance.pdf.bak or 4-Point.pdf.bak and rename one of the other versions to WindSurance.pdf or 4-Point.pdf respectively. All versions that are included in the package you purchased will be located in the installation folder.

The Dynamic XFA-PDF version is the best option for inspectors who will be doing their reports only on a **Windows PC or Mac**. The selectable image fields are the industry standard 3:2 (two across) and 4:3 (three across) aspect ratios for digital pictures. Images will be scaled to fill the image fields.

This default dynamic version is expandable and can have an unlimited number of pictures. It also has two different types of text fields that can be added in any quantity below any set of photos. The first text field, labeled "Condition Row", is a drop down that also accepts custom text and the second text field, labeled "Comments Row", is an expandable text field that allows for long descriptions.

Dynamic PDFs require one of the free Adobe Readers (XI or newer) and a compatible PDF print driver such as the built-in Microsoft PDF Printer for Windows 10 or Bullzip PDF for earlier Windows versions or PDFWriter for Mac. Please note: there are many free and low-cost PDF print drivers (aka PDF Printers or PDF distillers) available but not all support XFA-PDFs. Also, PDF print drivers do not all produce like quality on all computers nor do they all support the latest in PDF technology. You should experiment with various PDF print drivers until you find one that meets your specific needs.

Dynamic XFA-PDF versions of software **will not** work on Android or iOS (iPad, iPhone) devices. Neither Android nor iOS devices support Dynamic Interactive XFA-PDF applications at this time.

## Static Interactive AcroForms for Windows, macOS, OS X, iOS, or Android

Some AcroForm BestInspectors.Net reports have “S”, “iOS”, or “universal” in the file name to identify it as being an AcroForm PDF. They may also have either the number 32 or the number 43 as part of the file name. The number 32 indicates that the default photo aspect ratio is 3:2 and a 43 indicates that the default aspect ratio is 4:3. Examples of file names using these conventions are: WindSurance-32S.pdf, WindSurance-43S.pdf, 4-Point-Citizens-09-13-24S.pdf, and 4-Point-Citizens-09-13-24S-iPad.pdf

### Static Interactive AcroForm PDF with full Reader Usage Rights

This is the best option for inspectors who will be doing their reports on iOS or Android devices or need to be able to move editable reports across any of the popular platforms.

The image fields are the industry standard 3:2 and 4:3 aspect ratios for digital pictures. Images will be scaled to fill the image fields. The 32S and 43S in the files names indicate that the files are 3:2 and 4:3 aspect ratios respectively and that they are Static Interactive PDFs.

The Static Interactive AcroForm versions require one of the free Adobe Readers on Mac OS X, macOS, or Windows and a compatible PDF print driver such as the Windows 10 built-in PDF Printer or Bullzip PDF on older Windows versions or PDFWriter for Mac. Android and iOS require a third-party PDF editor capable of handling photos, such as PDF Expert for iOS or QPDF Notes for Android devices. If photos will not be inserted into the report in the field, the free Adobe Reader is suitable for collecting data. The report can then be completed on a PC or Mac. PDF Expert and QPDF Notes can also capture customer signatures, flatten, and deliver reports all from your mobile device.

Please Note: Android is an Open-Source operating system. That means that anyone can modify the operating system and there can be major differences among different editions even when they different editions have the same version number. There can also be major differences among editions from the same manufacturer. BestInspectors.Net has no control over these variations and cannot guarantee our software to work with any particular edition of Android.

The AcroForm versions of BestInspectors.Net’s reports have been thoroughly tested and **will** work on Windows, Mac OS X, Android, or iOS (iPad, iPhone, iPod Touch). However, we do not provide technical support for third-party software such as Bullzip PDF, PDFwriter for Mac, QPDF Notes, or PDF Expert.

***Please Note: Instructions for third-party software are provided for informational purposes only. BestInspectors.Net cannot provide technical support for operating systems, third-party print drivers, or any other third-party software.***



## **Installation**

### **Windows PC or Tablet**

Note: The screenshots in this manual depict general principles and operations. The screens in your version or edition may look different from those in this manual.

The default installers are designed for use with a Windows PC or Tablet. Unless otherwise specified, this is the version that is automatically delivered to you when you purchase any BestInspectors.Net software. The working files can also be transferred from your Windows PC to a Mac or a mobile device as described in the Going Mobile section of this manual.

Before you install InspectorLogic Pro, Capstone, WindSurance, 4-Point Premium Edition, or other BestInspector.Net software, check to make sure you have an Adobe's Acrobat Reader DC installed on your PC. If you have a version of Adobe Reader older than version XI, you must download the latest version from Adobe.com. Updating the Adobe Readers from within older versions will **not** update it to the latest version. It will only update to the last minor update in that series. The current version of the Adobe Reader at the time of this publication's release is Acrobat Reader DC. BestInspector.Net software will not work properly, if at all, with third-party PDF editors. BestInspector.Net software may work with some third-party PDF editors on a Windows PC but we advise against it because it is designed specifically for use only with official Adobe run-time engines.

Insert the CD (Windows), or download and unzip the ZIP file. The CD should auto-run. If it does not (Windows may be set not to allow it to auto-run), browse to the root folder on the CD and double click on the autorun.exe file. Follow the prompts. The program must be installed to the default folder in order to use the main program Launcher. Use of the Launcher is optional. All WindSurance Interactive PDFs can also be launched by double clicking on them or opening them from within Adobe Reader.

**Note: BestInspectors.Net is discontinuing publication of software on CD. CDs will only be available while supplies last. Current versions of all BestInspectors.Net software are always available for download directly from the website. The content of downloads is identical to the content on CD.**

InspectorLogic Pro, TexTrex PDF, WindSurance Premium Edition, 4-Point Premium Edition, Capstone Inspection Report, WDI/WDO, and other BestInspectors.Net reports are sold separately or in packages. Software that is packaged together may have a single main installer that may require separate programs to be installed individually as shown in the screen shot on the following page.

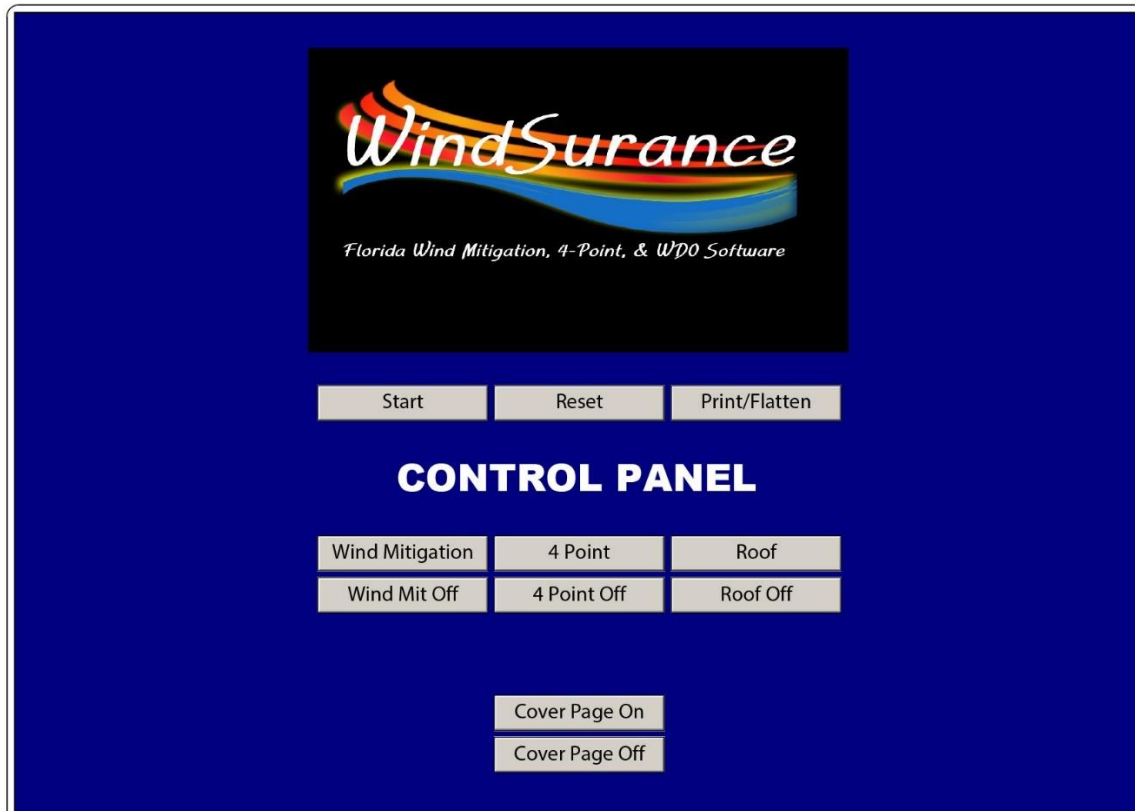
When the installation completes, the program will automatically launch as depicted in the screen shots.



Installing WindSurance Premium on a Windows PC



WindSurance AIO on a Windows PC



WindSurance AIO Control Panel



WindSurance and 4-Point Installer on a Windows PC





WindSurance Launcher on a Windows PC

## **macOS or Mac OS X**

Before you install WindSurance Premium Edition, check to make sure you have one of the Adobe Readers (Adobe Reader 11 or newer) installed on your Mac. If you have an older version of Adobe Reader, you must download the latest version from Adobe.com or from BestInspectors.Net. BestInspectors.Net is an authorized distributor of the free Adobe Readers. Updating an Adobe Reader from within older versions will **not** update it to the latest version. It will only update to the last minor update in that series. The current version of the Adobe PDF Reader at the time of this publication's release is Adobe Acrobat Reader DC. WindSurance will not work properly, if at all, with third-party PDF editors. WindSurance Premium may work with some third-party PDF editors on a Windows PC but we advise against it because it is designed specifically for use only with the Adobe Readers.

BestInspectors.Net software will not work properly, if at all, with third-party PDF editors or the Mac's built-in PDF viewer, Preview. WindSurance Premium may work with some third-party PDF editors on a Mac but we advise against it because it is designed specifically for use only with the official Adobe run-time engines.

Download the installer to your Mac. Go to your Dock, open Downloads and Select WindSurance. Drag the WindSurance installer to Apps. You can also leave the ZIP file on your desktop or in your documents and launch reports by double-clicking on the appropriate file.

The main WindSurance file is WindSurance.pdf. It is a Dynamic Interactive XFA-PDF with full Reader Usage Rights. This is the file you should use if you are only working on a Mac with macOS, OS X, a Windows PC, or a Windows Tablet.

## **Mobile Installation**

Many BestInspectors.Net reports are available in AcroForm format and can be used on most mobile platforms such as Windows tablets, Android phones and tablets and iOS iPads, iPhones and iPod Touch's. You can install the software first to a Windows PC or to a Mac and transferring the files to your mobile device. If you do not have or do not want to use a PC or Mac, you can request a ZIP file of all the WindSurance Premium files that you can download directly to your mobile device.

There are additional instructions and usage tips in the Going Mobile section of this manual.

## ***Going Mobile***

### **Getting Started**

InspectorLogic, InspectorLogic Plus, WindSurance Premium, and 4-Point Premium are well suited for use on a mobile platform. The instructions are basically the same across all mobile platforms but these instructions are based specifically on using an iPad. Begin by installing the software first to a Windows PC or to a Mac and transferring the report and associated files to your mobile device. If you do not have or do not want to use a PC or Mac, you can download the software directly to your mobile device.

### **Cloud Storage and Retrieval**

Storing your files on a cloud based server is the easiest and most convenient way to access your files from any device at any time. If you will be working in the field without an Internet connection, you can download your files to your mobile device to work on them then upload them later when you have an Internet connection.

You do not need to use a cloud based service if you do not want to but you should at least try it before deciding. Once you see how easy and convenient is to move files around, you will probably want to use a cloud based service.

There are many free and paid cloud storage services available. The paid services add a lot of nice features but for everyday use, most inspectors will do just fine with one of the free services. If you already have a service that you like, and it works with your mobile device, you will be able to also use your BestInspectors.Net software with it. If you do not already have a service, get a free Box.com account. Box.com is one of the easiest to use and the most generous with storage space. The free plan gives you 10 gigabytes at the time of this publication's release. Most services only give one or two gigabytes with their free plans. Box is also where the BestInspectors.Net software repository is hosted.

If you are a Microsoft Office user, Office 365 (2016) includes a OneDrive SkyDrive (formerly known as SkyDrive) account. For only \$9.95 a month you get all the main Office programs such as Word, Excel, PowerPoint, Outlook and Publisher in addition to your OneDrive storage. For our purposes, the cloud services all work essentially the same way so this manual will focus on Box.com.

The screenshot shows the Box.com web interface. At the top is a blue navigation bar with the 'box' logo, icons for chat, globe, folder, people, and cloud, and a 'Search Files' search bar. Below the navigation bar, the main heading is 'All Files and Folders'. To the left of the main content area is a sidebar with a 'Jump to folder' link and a 'Files and Folders' tab. The main content area displays a list of folders: 'Members' (Updated Mar 8, 2013 by BestInspectors.Net, 182 files, 4 comments, 208 users), 'MSI Android Apps' (Updated Dec 14, 2012 by BestInspectors.Net, 8 files, 0 comments, 2 users, marked as 'OWNER'), and 'Repository' (Updated Today by BestInspectors.Net, 235 files, 0 comments, 7 users). On the right side of the main content area, there are buttons for 'Upload' and 'New...'. The 'New...' dropdown menu is open, showing a list of options: 'New Folder', 'New Web Document', 'New Bookmark', 'New Google Doc', 'New Google Spreadsheet', 'New Word Document', 'New PowerPoint Document', and 'New Excel Spreadsheet'. A mouse cursor is pointing at the 'New Folder' option.

Creating a Folder on Box.com



The screenshot shows the Box.com web interface. At the top is a blue navigation bar with the Box logo, icons for chat, globe, folder, people, and cloud, and a search bar labeled 'Search Files'. Below the navigation bar is a breadcrumb trail: 'All Files > Repository > Inspection Report Software > WindSurance Premium User Group'. The main heading is 'WindSurance Premium User...' with an 'Upload' button and a 'New...' dropdown. Below this are tabs for 'Files and Folders' and '6 Discussions'. A link 'Add a folder description...' is visible. The main content area lists several folders:

- 4-Point Reports**: Updated Mar 21, 2013 by BestInspectors.Net, 5 files, 0 comments.
- Cover Pages**: Updated Oct 24, 2012 by BestInspectors.Net, 11 files, 0 comments.
- Help**: Updated Oct 24, 2012 by BestInspectors.Net, 3 files, 0 comments.
- Miscellaneous Forms**: Updated Mar 6, 2013 by BestInspectors.Net, 11 files, 0 comments.
- Photo Pages**: Updated Feb 17, 2013 by BestInspectors.Net, 3 files, 1 comment.
- Roof Certification Reports**: Updated Oct 24, 2012 by BestInspectors.Net, 5 files, 0 comments.
- WindSurance Files**: Updated Yesterday by BestInspectors.Net, 16 files, 0 comments.

Each folder entry includes a 'Share' button and a dropdown menu.

Folders on Box.com

### Managing Files on Box

Download the Box.com app to your mobile device then set up a Box.com account from your PC, Mac or your mobile device. You can setup folders just as you would on a desktop computer. You will find detailed instructions for using Box in the app and atBox.com. Create a folder and name it Inspection Reports or something that makes sense to you. Go into the Inspection Reports folder that you created and create three sub-folders called Master Files, WIP (for Work in Progress), and Finished Reports. This is the easiest way to keep yourself well organized.

Copy all the inspection software files that you will be using to your Master Files folder. In addition to the inspection reports, these might include your inspection agreement, mold waiver, radon waiver, job order form, pre-inspection checklist, or anything else you use from BestInspectors.Net.



A good practice is to save editable copies of your reports in a folder separate from the flattened reports that will go to your clients. You may want to also give the flattened reports a different name so that you don't accidentally send an editable report to a client. For example, the editable copy that you keep for yourself might be named "Inspection-1234.pdf" and the flattened copy named Inspection-1234-final.pdf".

## Writing Reports

### Data Entry

Open your software by using the Launcher on a PC or through one of the Adobe Readers on a Mac. You can also open a report from Box (or any other cloud service) and save it to your device. When you have finished the report or you want to work on the report from your PC or Mac, save it back to Box. You can complete a report all on your mobile device or you can freely move from your mobile device to your desktop computer. Start by saving your report file with a new file name, one that you will remember and be able to identify later, such as the client's name. Clicking on the Start button will prompt you for file name.

Some BestInspectors.Net reports automatically prompt you for a file name when the report loads instead of requiring you to select the Start button.



Start, Reset, Print, and Delete Photo (X) buttons

If you forget to save the file with a new name, you can save it at any time. If you inadvertently overwrite your master file, use the reset button at the top of the report. Be sure not to reset the report until you have saved an editable (unflattened) copy for yourself in case you need to edit it later. Save your work occasionally as you go to prevent losing a report in the event of a power failure or some other unforeseen event. You can save the file using the same file name by selecting File then Save or you can change the name at any time by selecting File then Save-As and giving the file a new name.

Completing the report is easy. Some information, such as the property address, is repeated throughout the report. When you enter the information in any one of the fields, it will automatically appear in the other fields. There may be exceptions with information appearing on the Cover Page, depending on which report you are working in.

Both your working file and the final flattened file that you send to your client are PDFs but the flattened file you send to your client cannot easily be edited. If you flatten the file and do not give it a new name or save it to a different location, you will overwrite your original working file. You may want to save the flattened file with "Final" appended to the file name. In other words, if your working file is named "John-Smith.pdf", you could call the flattened file "John-Smith-Final.pdf" so you can readily identify which is the original that you will edit if needed and the one that goes to the client and cannot be edited. Only send flattened PDFs or printed reports to your clients. Never send an original editable report PDF to the client. Flattening is described in the next section.

Most of the fields in the WindSurance and 4-Point reports require very little writing. Most of the fields are either checkboxes or have numbers. Double-click or tap in a checkbox to insert a checkmark. Fields that require a number or date have either drop-downs or pop-up dialog boxes to make data entry fast and easy. You also have the option of typing in any of the data fields instead of using the drop-downs or pop-ups.

1. **Building Code:** Was the structure built in compliance with the Florida Building Code (FBC the HVHZ (Miami-Dade or Broward counties), South Florida Building Code (SFBC-94)?

- ☒ A. Built in compliance with the FBC: Year Built  For homes built in 2002/  
a date after 3/1/2002: Building Permit Application  (MM/DD/YYYY)
- ☐ B. For the HVHZ Only: Built in compliance with  4: Year Built  For  
provide a permit application with a date after 9/1/  Building Permit Application Da  
"A" or "B"
- ☐ C. Unknown or does not meet the requirements of

2. **Roof Covering:** Select all roof covering types in use.  permit application date OR  
OR Year of Original Installation/Replacement OR ind  information was available  
covering identified.

2.1 Roof Covering Type:

Permit Application Date

Year Built  For homes built in 1994, 1995, and 1996

Permit Application Date (MM/DD/YYYY)

"B"

Permit application date OR FBC/MDC

Information was available to verify

or MDC

Approval #

Year of Original Installation/Replacement

Today: 7/16/2015

### Photos and Narratives

#### General Description

InspectorLogic Pro, Capstone, TexTrex PDF, and the other home and commercial inspection reports are very flexible and expandable. The WindSurance and 4-Point reports are standard reports that can be supplemented with photos and narratives. WindSurance and 4-Point Premium allow you to attach photos and narratives to your reports. The dynamic (default) versions are expandable. An unlimited\* number of photos and narratives can be included in your reports.

You can choose either two photos across the page or three photos across. The ideal aspect ratios to use are 3:2 for two across and 4:3 for three across. These are the two most common aspect ratios on digital cameras. Most digital cameras default to 4:3 aspect ratio but most cameras support both ratios.

Click or tap on the “+3:2” button at the top right of your screen to add a section with two photos across the page or the “+4:3” button for a section with three photos across the page. Clicking or tapping on the “+Section” button under an existing section will create a new section of that type. Clicking or tapping on the “-Section” button under an existing section will remove an instance of that section type.

Clicking or tapping on the “+Condition Row” button in a section will create a new Condition Row. Clicking or tapping on the “-Condition Row” button in a section will remove an instance of the Condition Row.

The Comments Rows are expandable. You can type in the fields as you would in a word processor. The fields will expand to accommodate the text as you exit the field. Clicking or tapping on the “+Comments Row” button in a section will create a new Comments Row. Clicking or tapping on the “-Comments Row” button in a section will remove an instance of the Comments Row.

Click or tap on an image field to open a browse window and select a photo to insert. Photos will automatically be sized and positioned for you. The recommended photo settings on your digital camera are VGA mode (640x480) for the size and standard or normal for the quality.

Click or tap on an “X” button in the top right of any image field to remove the image in that field.

The buttons in the report only appear on your screen. They do not appear in your finished flattened or printed report.

**\*limited only by your system's available memory**

## Photo Specifications

The recommended specifications for digital photos are: VGA, 72 DPI, 8-bit color depth, Maximum compression

### Size

Select VGA or the lowest megapixel setting on your camera. VGA is 640x480 pixels (3:2) aspect ratio. Most consumer digital cameras default to the largest physical size that the camera can produce, which is also usually a 4:3 aspect ratio.

A common misconception is that the megapixel rating is an indication of a photo's quality. The megapixel rating is mainly an indication of the size of a photo at a given quality setting. The megapixel rating of a photo will only influence the quality when the physical size of the picture when printed is greater than the actual physical size.

Let's look at an example. A 4:3 photo that is 12 megapixels (relatively small by today's standards) is 4000x3000 pixels. At 72 DPI, the photo is approximately 54"x41". That is a banner four and a half feet wide by more than three feet tall. It is only when those dimensions are exceeded when printing that they photo quality would be degraded. That same photo at 150 DPI would be approximately 24"x20". At 300 DPI, it would be approximately 12"x10".

### Quality

Most consumer digital cameras have three quality settings. The labeling varies among manufacturers. The settings on your camera probably will not describe the quality settings in detail but the camera's user manual may have that information. Some cameras have a fourth setting, usually labeled "raw". Select the lowest quality setting.

The quality setting is usually a combination of pixel density, expressed in DPI (dots per inch), compression (expressed as a percentage, and sometime color depth (expressed in bits). Most photo editing software has separate settings for each of these attributes. Typically, the lowest quality setting on a digital camera will be either 72 DPI or 150 DPI, 24 bit color depth, and high compression.

Digital photos are embedded directly into reports and are not post-processed. Some software (such as our XL Pro Series report software) links to photos to make it appear as though they are in the report. Because the photos are embedded, the photo file sizes will determine the file size of the finished report. Keeping the size of the photos small will result in a smaller finished report file size.

## Photos and Memory

Photos are not post-processed when they are embedded in a report. Your computer must have enough memory available to applications to hold all the photos plus the programs that are running. Memory available to applications is the working memory that is available while you are working. It is **not** the same as installed RAM or mass storage memory. Using the recommended photo specifications, you should be able to insert at least 200 VGA photos on most modern desktops, laptops, and tablets.

Memory conflicts and memory intensive programs such as anti-virus software will also influence the memory that is available to applications.

The first symptom of insufficient memory is usually photos not going into the report or disappearing after they have been inserted into the report. Often, the operating system will conserve memory by not displaying some photos, but they may be in the published (printed or flattened) report. Eventually, when there is not enough working memory available, photos will not go into the report.

A 16-megapixel photo is approximately equal to 50 VGA photos so, you can see that large photos are going to cause you to run out of available memory long before you would with smaller photos.

### Portrait Mode

The digital photo industry uses codes to identify photo attributes such as size, GPS coordinates, color depth, DPI, color model, aperture value, image size, file size, and so on. One of those settings is for ORIENTATION. The EXIF code for orientation flag that is not supported across all manufacturers and camera models or photo processing software. Auto-rotation in most digital cameras is virtual rotation. In other words, the EXIF rotation flag is set.

What all this means to you is that results may vary when taking pictures in portrait mode. You can avoid potential unexpected results by always taking pictures in landscape mode.

Additional technical information regarding portrait mode is available at <https://impulseadventure.com/photo/exif-orientation.html>

### Android Photos

Android is an Open Source operating system. That means that anyone can modify the operating system within certain guidelines. That often causes problems with digital photos. Also, Android handles photos in ways that are different from other operating systems. Reading EXIF data from Android photos is a well know, and well documented problem. Photos taken with many Android phones and tablets will work with our software but they may not work. The only way to know is to try. We cannot guarantee that your Android photos will work.

### Irfanview

There may be times when you need to post-process a photo or a batch of photos. It may be that you inadvertently had your camera set to a large photo size or you have a photos from an Android phone or tablet that is not compatible with BestInspectors.Net software or other software. Irfanview is a popular free digital photo viewer and utility program, available from Irfanview.com, that can handle almost any photo. With it you can change almost any attribute of any photo. Irfanview can batch process photos. It is possible to resize a large number of photos in Irfanview in seconds.

There are many free photo resizers available, but none are as capable as Irfanview. Irfanview is regarded by most professionals as being the best in its class.



Property Street Address

City

+32 +43



Front Elevation



Side Elevation

Comments:

+ Condition Row -

+ Comments Row -

+ 2x Photo Row -

+ Section -



Asphalt/Fiberglass Shingles



EOP - Shutters

Roof Covering - Built-up  
Built-up  
Roof Covering - Membrane  
Membrane  
Roof Covering - other  
Roof Deck Attachment  
RDA - Weakest  
RDA - Plywood/OSB  
Roof to Wall Attachment

Comments:

+ Condition Row -

+ Comments Row -

+ 3x Photo Row -

+ Section -

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Photo and Narratives Page

## Writing and Editing Reports on a Mobile Device

You can do your entire report on your mobile device in the field or you can do part of it in the field and finish it back at your desk on your PC or Mac. Most inspectors will collect and enter all the data in the field but return to their offices to insert photos and finish the report. You will need a third-party PDF editor that supports photo insertion if you want to do the entire report in the field. The mobile version of the free Adobe Reader does not currently support photo insertion or flattening. PDFs but will do a nice job with everything else. Flattening is the process of finalizing a PDF for distribution. Flattening is covered in detail in the Flattening PDFs section of this manual.

There are many PDF apps that support Interactive PDFs, including photo insertion. One of the most popular and most highly rated is PDF Expert. You can do everything, start to finish, including uploading directly to box or flattening and emailing directly from within PDF Expert. PDF Expert costs around \$10. The ability to flatten a PDF and email it directly from the app make it worth the \$10. PDF Expert does everything it is possible to do with Static Interactive PDF technology.

Another popular PDF editor for the iPad is WritePDF. WritePDF has not been around as long as PDF Expert and it doesn't quite do all that PDF Expert can but it is still very capable. Like anything, it sometimes comes down to personal preferences. It also costs around \$10. If you don't want to do a lot of experimenting (or spending money), go with PDF Expert.

## ***Flattening (distilling) PDFs***

### **Importance of Flattening**

ALWAYS flatten a PDF before you distribute it to your clients and others. Flattening the PDF makes it difficult for the recipient to modify. An additional benefit is that file size will be much smaller than the original. A typical size of an unflattened WindSurance wind mitigation report will be in the range of around 25MB to 40 MB. Once flattened, the file should be in the 1MB to 4MB range. Home and commercial inspection reports will vary greatly depending mainly on how many photos are in the report. Flattening a report should always reduce its size to 10% or less of its original unflattened size.

There are a few things you can do to make the process of flattening a PDF fast and easy. The first step is to set your digital camera to a photo size that is suitable for insertion into a report. The often-misunderstood megapixel rating should typically be set at your camera's lowest setting. Most cameras have either a one megapixel setting or a VGA setting. VGA is sufficient. The megapixel rating will have very little influence on photo quality. It is a more a measure of size than of quality. Most cameras also have multiple quality settings. Here again, you will not see much difference unless you are printing the photos at full size and on photo paper. For that matter, higher quality (higher DPI) can cause your printed photos to look worse if they are not printed on photo quality paper. Standard paper cannot hold the extra ink in place without bleeding before it dries.

Your digital camera may have different aspect ratios for different megapixel settings in which case, you must decide which is more important, the aspect ratio or megapixel rating. Most digital cameras default to 4:3 aspect ratio, which is the best common aspect ratio for fitting three photos across a page.

The PDF print driver (aka distiller) will influence quality and efficiency. The computer sees a PDF print driver as a virtual printer. Just as with physical printers, the speed and quality among PDF print drivers will vary. WindSurance files must be sent to a third-party PDF print driver or an intermediate distiller such as the Microsoft XPS Document Writer. Microsoft XPS Document Writer is standard on all Windows Vista, 7, 8, 8.1 and 10 PCs.

Windows 10 has a very good quality PDF Printer built-in. It is superior to any other PDF Printer we have tested. One of the most popular and most reliable PDF print drivers for Windows is Bullzip PDF. Bullzip no longer offers a free PDF print driver. The print driver that is listed on the Bullzip website is labeled as being free but it is a trial version, not a free version. We recommend that Windows 10 users use the built-in **Microsoft Print to PDF** print driver.



There are many free PDF print drivers available. It is neither fair nor accurate to say that one is better than another. However, some PDF print drivers do not work with XFA-PDFs. Find one you like and stay with as long as it works. They do stop working when technology changes and software publishers do not stay current with technology! An out-of-date PDF print driver may continue to work but may not support some new features as they become available. Check for updates often and try other print drivers if you are not getting the results you want or need from your PDF print driver.

The computer world is constantly changing. Updates to your computer (PC, Mac, iPad, Android or whatever) and changes on the development side can leave your PDF print driver behind. Third-party PDF print drivers tend to lag.

#### Flattening with PDFwriter or CUPS-PDF for Mac

These instructions are for PDFwriter or CUPS-PDF for Mac. PDFwriter and CUPS-PDF for Mac are free PDF print drivers. PDFwriter is available from WPDF.com or SourceForge.net. CUPS-PDF is available from the Free Stuff section at BestInspectors.Net. iOS users can also flatten PDFs using an app such as PDF Expert or WritePDF.

#### Save PDF

1. Select the Printer icon from the menu at the top left of the Adobe Reader window
2. Select "PDFwriter" or "CUPS-PDF" from the print dialog box
3. Review the options in the print dialog box and make any desired changes. In most cases, you will use the defaults.
4. Select "Print" in the lower right corner

#### Find Your Flattened PDF Files Created With PDFwriter or CUPS-PDF for Mac

PDFwriter does not allow you to select the location of your flattened PDF so you will need to know where to find it.

1. Open Finder
2. Go to the top level in the Finder browse Window (Computer)
3. Select "Macintosh HD"
4. Select "Users"

5. Select "Shared"
6. Select "PDFwriter" or "CUPS-PDF"
7. Select the User who created the file
8. Locate your flattened file
9. Optional but recommended: Change the name of the file and move it to a permanent storage location

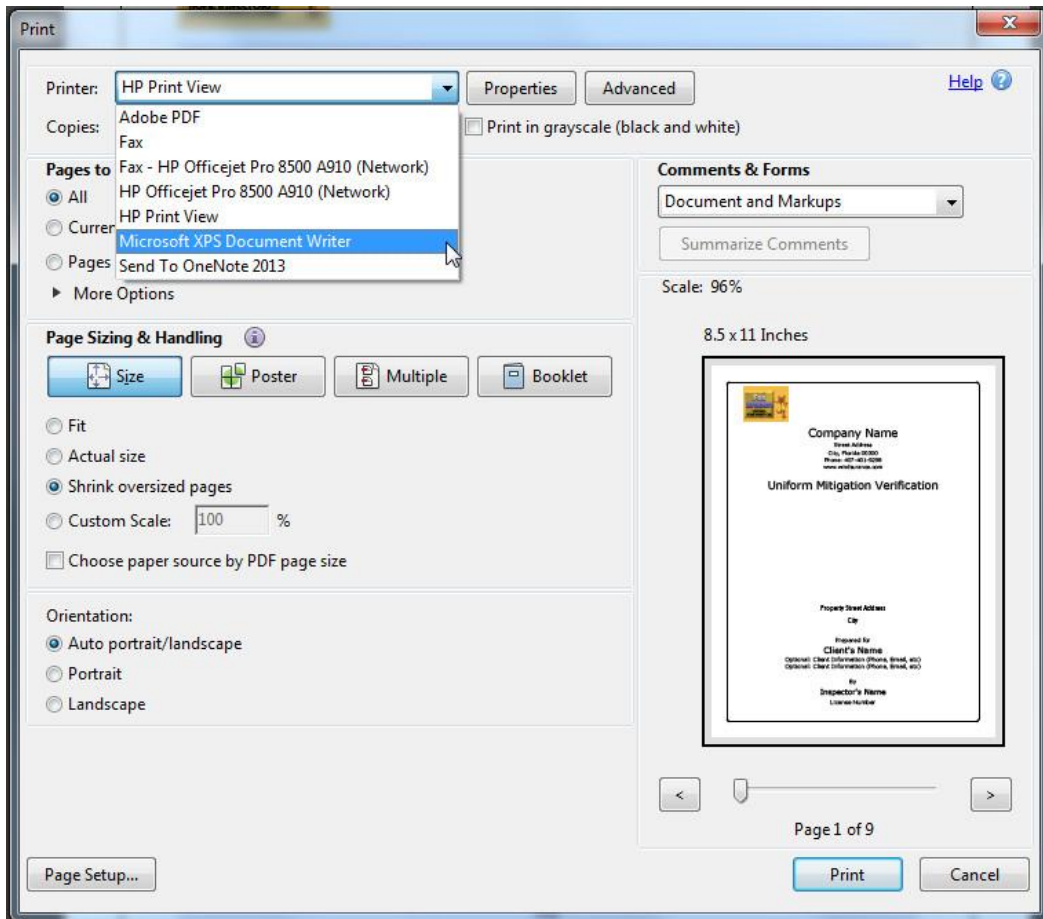
***Please Note: These instructions are provided for informational purposes only. BestInspectors.Net cannot provide technical support for third-party print drivers or any other third-party software.***

### ***XPS Files***

If you are using a version of Windows older than version 10 and are having trouble finding a PDF print driver that works well on your Windows PC, you can send your file to Microsoft XPS Document Writer as an intermediate step. The XPS Document Writer is standard on all Windows editions from Vista on. It is more likely to be up to date than third-party print drivers and can handle the most demanding PDF distillation projects. Once the XPS file has been created, you should be able to send it to the Adobe PDF print driver or any third-party PDF print driver.

XPS files are similar to PDFs. You can send an XPS file to your client if your client is using a Windows PC. All Windows PCs are able to open XPS files. However, many people are not familiar with XPS files even though XPS has been a standard for years. Your recipients may not realize that they have the ability to open XPS files.

If you do to want to distribute your reports in XPS format, then only use XPS Document Writer as an alternate method until you find a PDF print driver that works well for you should your preferred PDF print driver no longer serve your needs.



## Screen Shots

### Windows and Mac Screen Shots



Company Name

Street Address  
City, Florida 00000  
Phone: 407-401-9298  
www.windsurance.com

Uniform Mitigation Verification

Property Street Address

City

\*\*\*\* This REPORT IS NOT VALID IF THIS MESSAGE IS VISIBLE. This Message is Visible ONLY Until The Form is Flattened or Printed. \*\*\*\*

Prepared for

Client's Name

Optional: Client Information (Phone, Email, etc)

Optional: Client Information (Phone, Email, etc)

By

Inspector's Name

License Number

Logo on Cover Page

I, Inspector's Name am a qualified inspector and I personally performed the inspection or (licensed  
(print name)  
contractors and professional engineers only) I had my employee (                    ) perform the inspection  
(print name of inspector)  
and I agree to be responsible for his/her work.

Date:

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An individual or entity who knowingly or through gross negligence or fraudulent mitigation verification form is subject to investigation by the Florida Division of Insurance for subject to administrative action by the appropriate licensing agency or to criminal prosecution. (Section 627.711(4)-(7), Florida Statutes) The Qualified Inspector who certifies this form shall be directly liable for the misconduct of employees as if the authorized mitigation inspector personally performed the inspection.

Inspector's Signature

There are three image fields at the top of the cover page where you can place a logo. Hover over the fields. Your cursor will change from an arrow to a hand as you pass over each logo field. Click in the field to open a browse window. Double-click on your logo to insert it. Follow the same procedure to insert your signature into the Inspector's Signature field. Fill in your company information. Select File/Save to save your master template with your logo, company information and signature.

Front Elevation  
Rear Elevation  
Side Elevation  
Roof Covering  
Roof Covering - Asphalt/Fiberglass Shingles  
Roof Covering - Concrete/Clay Tile  
Roof Covering - Metal  
Roof Covering - Built-up  
Roof Covering - Membrane

Insert Photo and Select a Drop-down Comment or Type a Custom Comment

County:		Cell Phone:	
Insurance Company:		Policy #:	
Year of Home:	# of Stories:	Email:	

NOTE: Any documentation used in validating the compliance or existence of each construction or mitigation attribute must accompany this form. At least one photograph must accompany this form to validate each attribute marked in questions 3 through 7. The insurer may ask additional questions regarding the mitigated feature(s) verified on this form.

1. **Building Code:** Was the structure built in compliance with the Florida Building Code (FBC 2001 or later) OR for homes located in the HVHZ (Miami-Dade or Broward counties), South Florida Building Code (SFBC-94)?

☐ A. Built in compliance with the FBC: Year Built  For homes built in 2002/2003 provide a permit application with it Application Date (MM/DD/YYYY)

☐ B. For the HVHZ Only: Built in compliance with the SFBC-94: Year Built  For homes built in 1994, 1995, and 1996 provide a permit application with a date after 9/1/1994: Building Permit Application Date (MM/DD/YYYY)  03/22/2013

☐ C. Unknown or does not meet the requirements of Answer "A" or "B"

Year of Home:	# of Stories:	Email:
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NOTE: Any documentation used in validating the compliance or existence of each construction or mitigation attribute must accompany this form. At least one photograph must accompany this form to validate each attribute marked in questions 3 through 7. The insurer may ask additional questions regarding the mitigated feature(s) verified on this form.

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☐ B. For the HVHZ Only: Built in compliance with the SFBC-94: Year Built  For homes built in 1994, 1995, and 1996 provide a permit application with a date after 9/1/1994: Building Permit Application Date (MM/DD/YYYY)  03/22/2013

☐ C. Unknown or does not meet the requirements of Answer "A" or "B"

2. **Roof Covering:** Select all roof covering types in use. Provide the permit application date OR FBC/MDC Product Approval number OR Year of Original Installation/Replacement OR indicate that no information was available to verify compliance for each roof



### Imagecomment1

Roof Deck Attachment

Roof Deck Attachment - Weakest

Roof Deck Attachment - Plywood/OSB

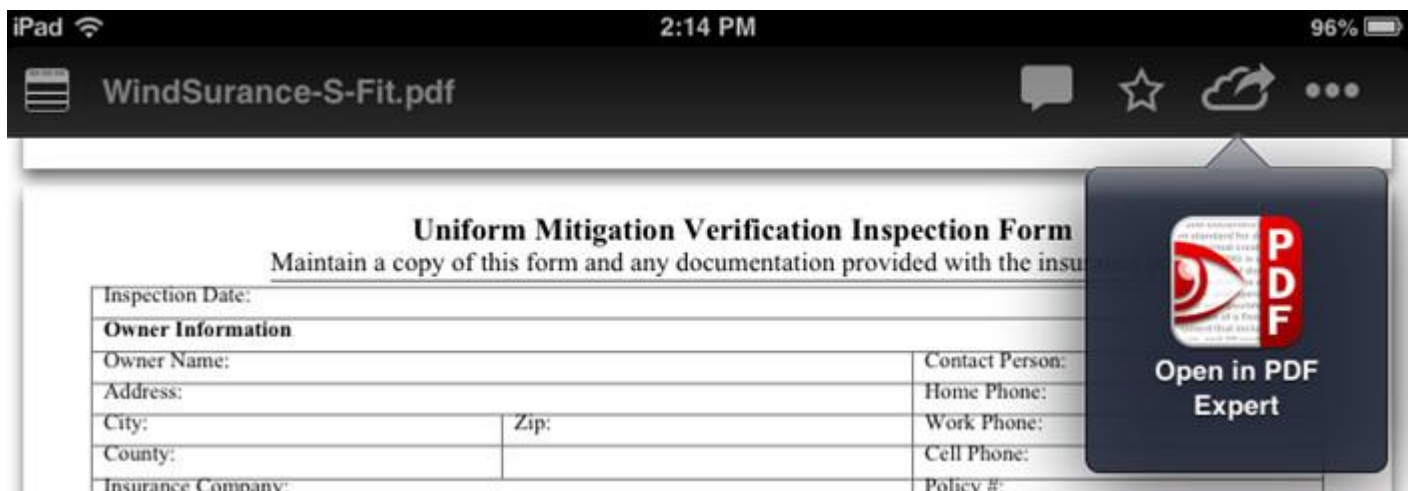
Roof to Wall Attachment

Roof to Wall Attachment- Weakest

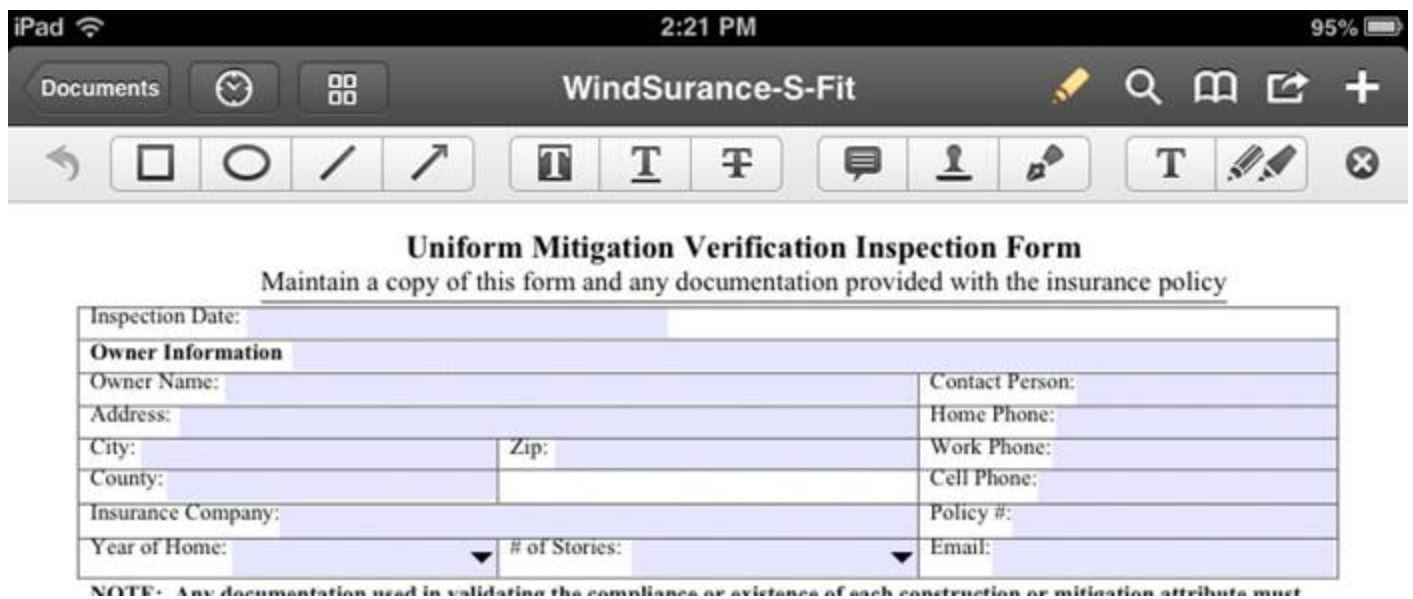
Drop-downs



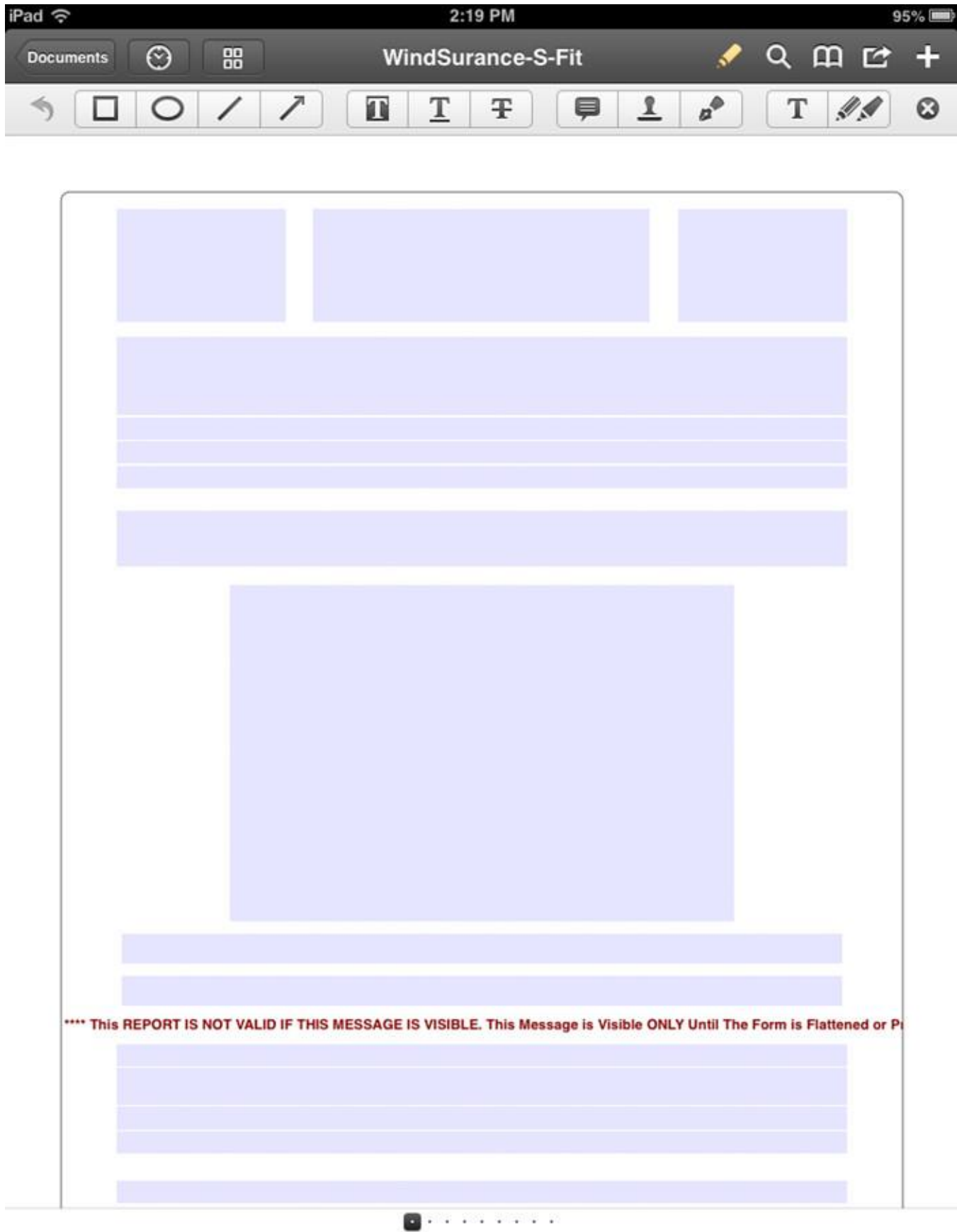
## Mobile Screen Shots



Open WindSurance from within Box

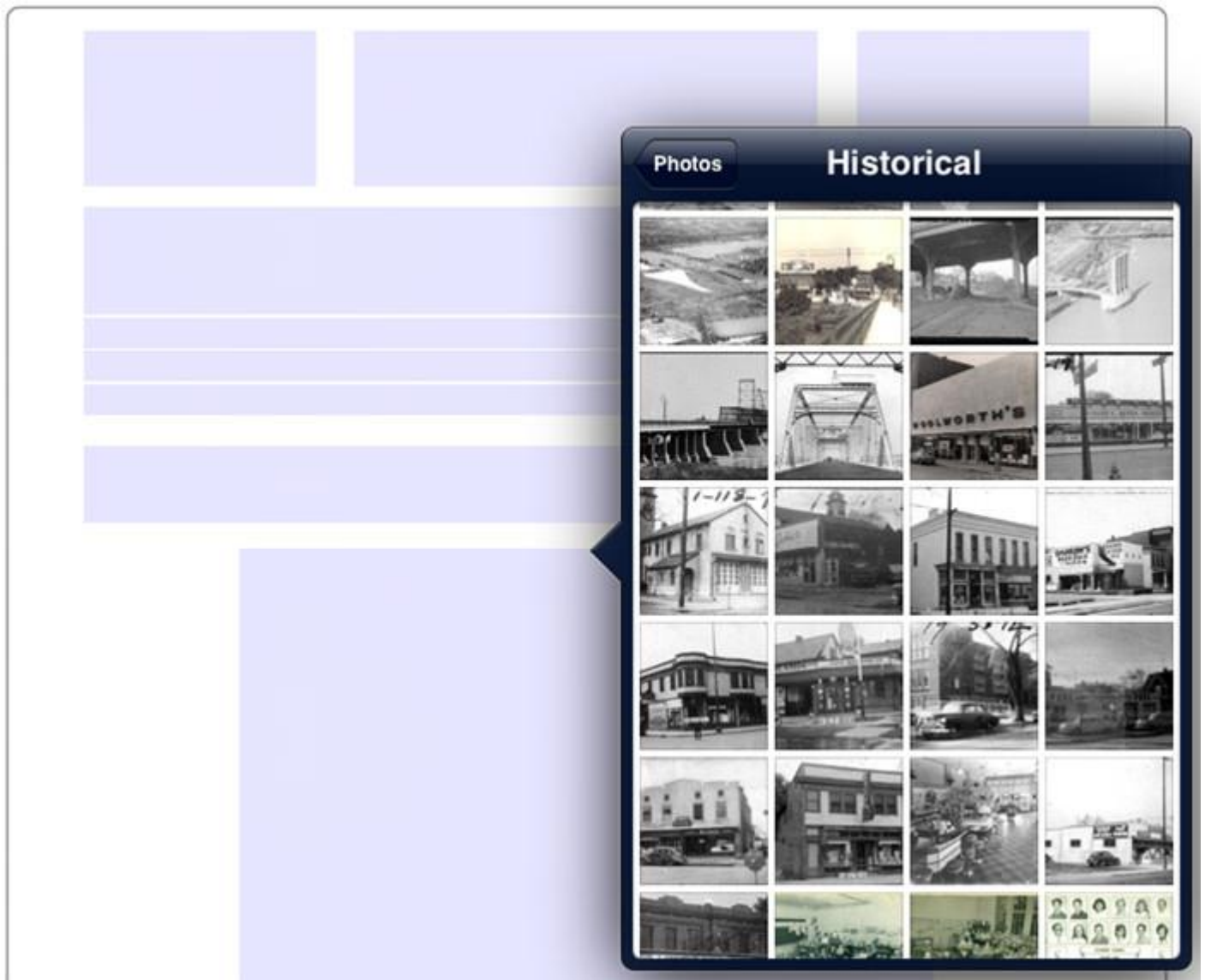


PDF Expert Main Control Panel on an iPad



WindSurance Cover Page on an iPad





Inserting photo on the cover on an iPad

Inserting photo on the cover on an iPad. The shaded areas are text, graphic or photo fields. The shading does not appear on the finished reports. The shading serves as a guide so you can identify fields. Shading can be turned off or on.

The three shaded rectangles at the top of the cover page are photo/graphics fields where you can put your company logo. The large rectangle in the middle of the page is where you can put a picture of the inspected property.

Year of Home:  # of Stories:  Email:

**NOTE: Any documentation used in validating the compliance or existence of each construction or mitigation attribute must accompany this form. At least one of the following attributes must be marked in questions 3 through 7. The insurer may ask for additional documentation.**

1. **Building Code:** Was the structure built in compliance with the HVHZ (Miami-Dade or Broward County) Building Code (2001 or later) OR for homes located in the HVHZ (Miami-Dade or Broward County) provide a permit application with the building code used for homes built in 1994, 1995, and 1996 (MDD/YYYY)

2. **Roof Covering:** Select all roof coverings identified OR Year of Original Installation of roof covering identified.

2.1 Roof Covering Type:

☐ 1. Asphalt/Fiberglass Shingle

☐ 2. Concrete/Clay Tile

☐ 3. Metal

☐ 4. Built Up

☐ 5. Membrane

☐ 6. Other

☐ A. All roof coverings listed above were installed OR have a roof covering permit application

☐ B. All roof coverings have a roof covering permit application

☐ C. One or more roof coverings have a roof covering permit application

☐ D. No roof coverings meet the above criteria

3. **Roof Deck Attachment:** What type of roof decking was used?

☐ A. Plywood/Oriented strand board (OSB) roof sheathing attached to the roof truss/rafter (spaced a maximum of 24" inches o.c.) by staples or 6d nails spaced at 6" along the edge and 12" in the field. -OR- Batten decking supporting wood shakes or wood shingles. -OR- Any system of screws, nails, adhesives, other deck fastening system or truss/rafter spacing that has an equivalent

WindSurance Drop-downs are Spin Boxes on an iPad

Drop-downs appear on the iPad as spin boxes. Quickly scroll through a large number of choices with a flick of your finger.

experience to conduct a mitigation verification inspection.

I, \_\_\_\_\_ am a qualified inspector and I personally performed the inspection or (*licensed*  
(print name) \_\_\_\_\_) perform the inspection  
contractors and professional engi \_\_\_\_\_ (print name of inspector)  
and I agree to be responsible for his/her work.

Qualified Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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An individual or entity who knowingly or through gross negligence provides a false or fraudulent mitigation verification form is  
subject to investigation by the Florida Division of Insurance Fraud and may be subject to administrative action by the

subject to investigation by the Florida Division of Insurance Fraud and may be subject to administrative action by the  
appropriate licensing agency or to criminal prosecution. (Section 627.711(4)-(7), Florida Statutes) The Qualified Inspector who  
certifies this form shall be directly liable for the misconduct of employees as if the authorized mitigation inspector personally  
performed the i

Homeowner to \_\_\_\_\_ Qualified Inspector or his or her employee did perform an inspection of the  
residence identified on this form and that proof of identification was provided to me or my Authorized Representative.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Signature on an iPad

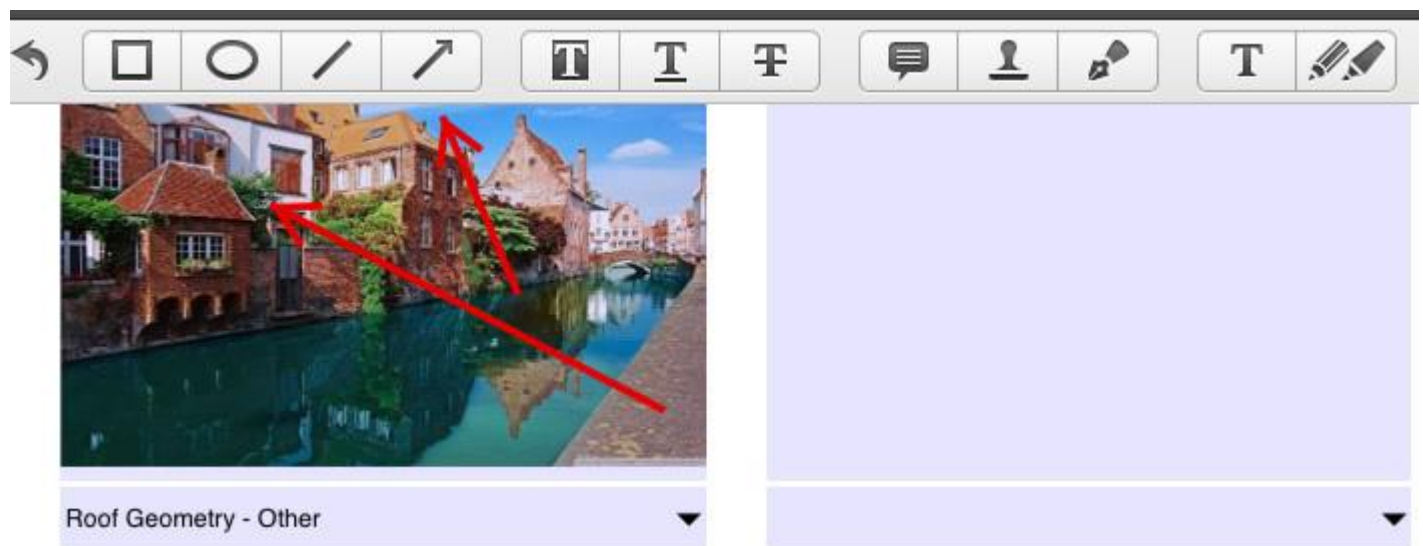
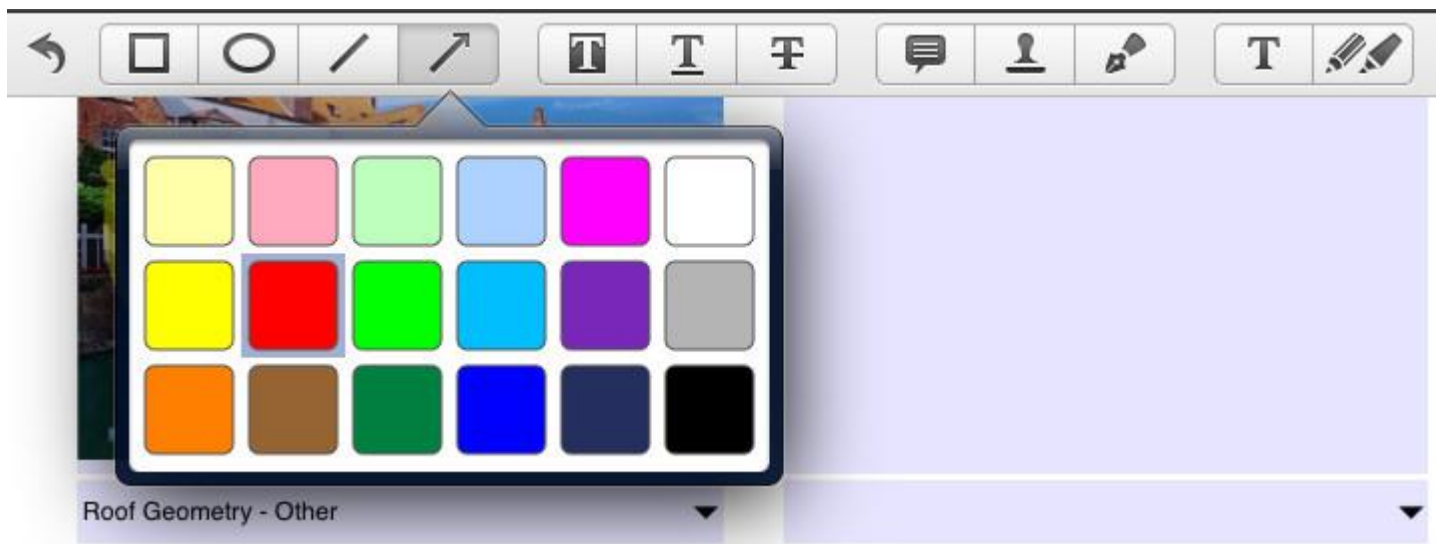
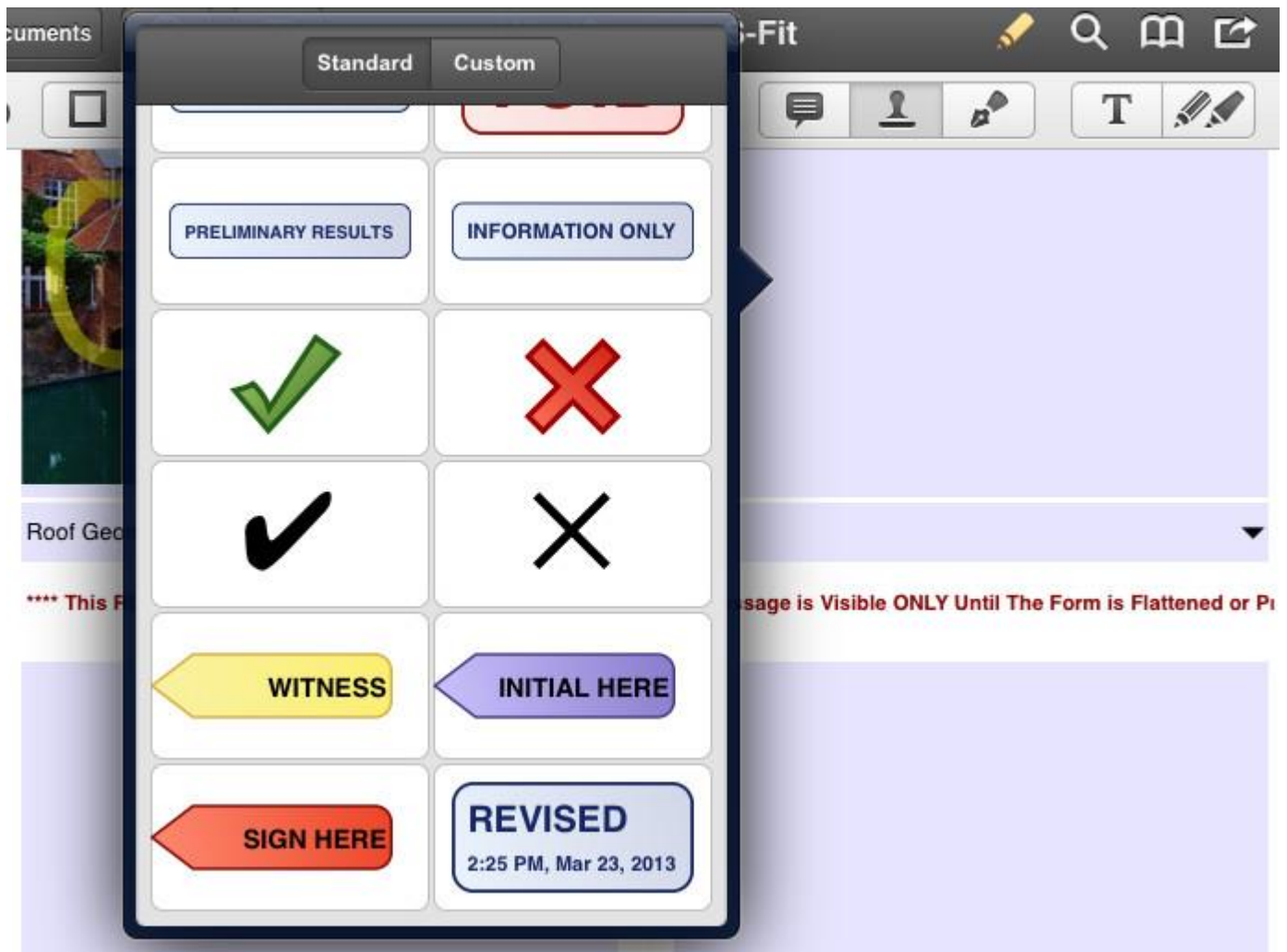
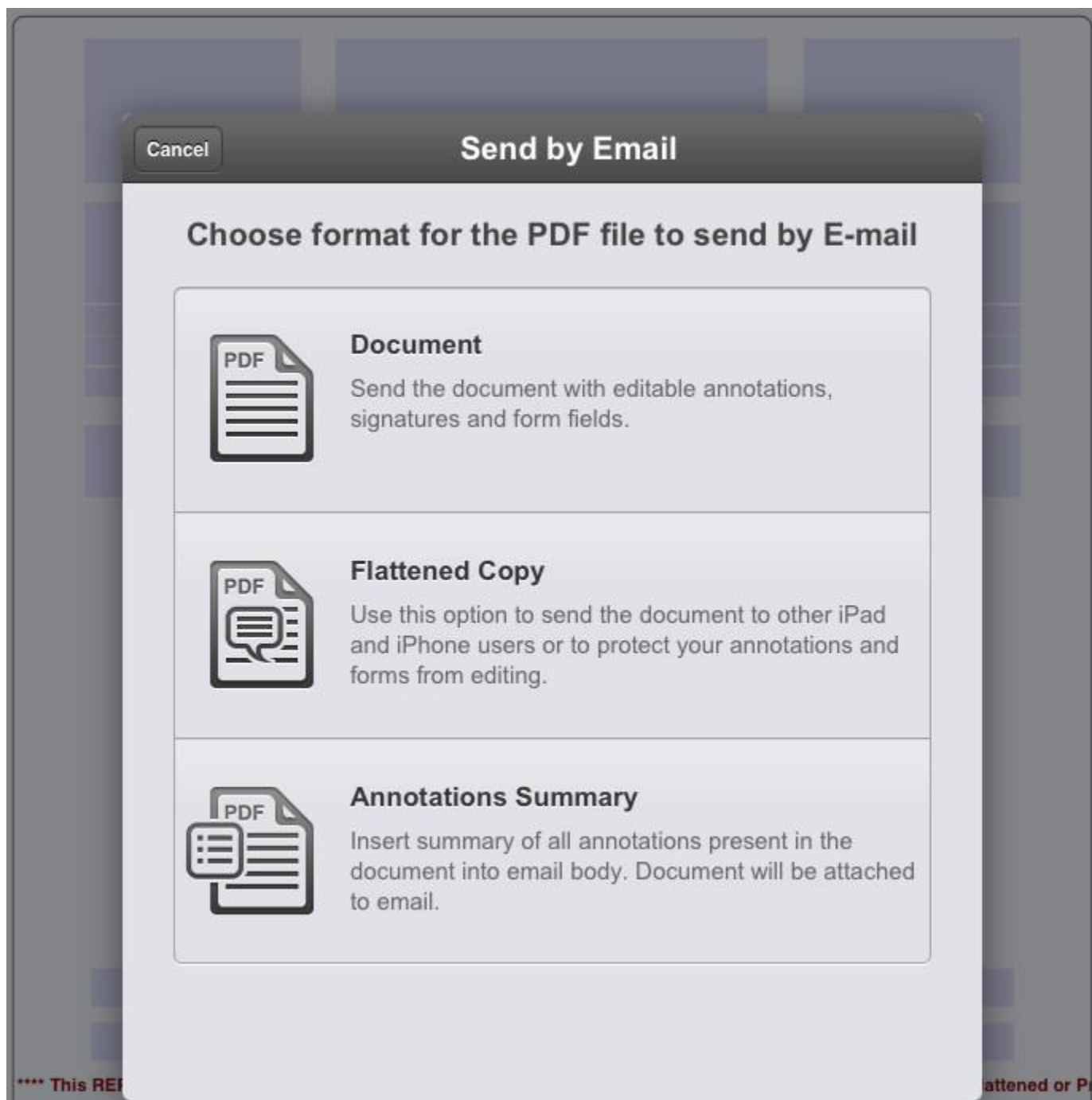


Photo Annotation



Mark-up and Annotation Tools on an iPad

PDF Expert on provides many mark-up and annotation tools. Write the complete report on an iPhone, iPad or iPod or start it on your mobile device and finish it on your PC or Mac.



Flatten and send your report from your mobile device



iPad 3:10 PM 89%

WindSurance-S-Fit

Undo Redo

I, \_\_\_\_\_ am a qualified inspector and I personally performed the inspection or (licensed  
(print name)  
contractors and professional engineers only) I had my employee (\_\_\_\_\_) perform the inspection  
(print name of inspector)  
and I agree to be responsible for his/her work.

Qualified Inspector Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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An individual or entity who knowingly or through gross negligence provides a false or fraudulent mitigation verification form is  
subject to investigation by the Florida Division of Insurance Fraud and may be subject to administrative action by the  
appropriate licensing agency or to criminal prosecution. (Section 627.711(4)-(7), Florida Statutes) The Qualified Inspector who  
certifies this form shall be directly liable for the misconduct of employees as if the authorized mitigation inspector personally  
performed the inspection.

**Homeowner to complete:** I certify that the named Qualified Inspector or his or her employee did perform an inspection of the  
residence identified on this form and that proof of identification was provided to me or my Authorized Representative.


Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\* This REPORT IS NOT VALID IF THIS MESSAGE IS VISIBLE. This Message is Visible ONLY Until The Form is Flattened or Printed. \*\*\*\*  
An individual or entity who knowingly provides or utters a false statement to obtain or receive a discount on an insurance premium to which the  
policy is not entitled is guilty of a crime of the first degree. (Section 627.711(7), Florida Statutes)

The definitions on this form are for inspection purposes only and are not intended to be used as offering protection from hurricanes.

Inspectors Initials \_\_\_\_\_ Property Address \_\_\_\_\_

\*This verification form is valid for up to five (5) years provided no major inaccuracies found on the form.  
OIR-B1-1802 (Rev. 01/12) Adopted by Rule 69O-170.0155

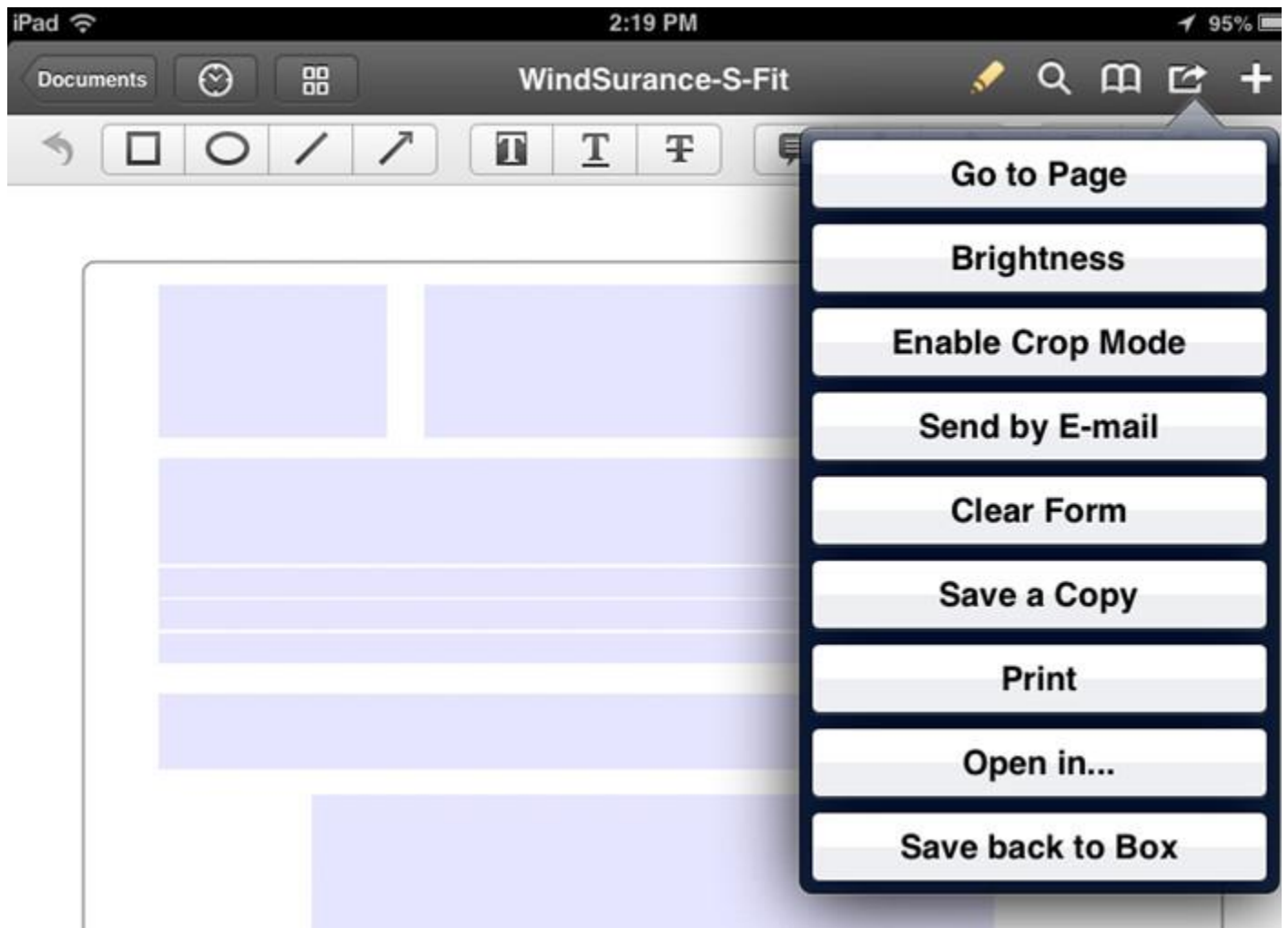


**Choose field**

- Front Elevation
- Front Elevation
- Rear Elevation
- Rear Elevation
- Side Elevation
- Side Elevation
- Roof Covering
- Roof Covering
- Roof Covering - Asphalt/Fiberglass Shingles
- Roof Covering - Asphalt/Fiberglass Shingles ✓

Roof Covering - Asphalt/Fiberglass Shingles

WindSurance on an iPad with WritePDF



Options in PDF Expert on an iPad

## *WindSurance Inspector's Signature as a JPEG file*

### WindSurance Inspector's Signature as a JPEG file

Sign in both boxes. Sign in the box as straight as possible. Try to fill the box length as completely as possible with your signature. For best results, leave a small space between the signature and the box border to allow for some variation in the alignment in your scanner. ***Do not allow your signature to touch the box borders.*** After you have signed in the boxes, scan this page.

Crop the images at the borders. Do NOT crop to the signature. The finished JPEG must be not less than 10 times wider than it is tall and not more than 11 times wider than it is tall. Save the better of the two images.

If you would like BestInspectors.Net to create your JPEG files for you, sign the boxes and email the scanned copy of this page to [support@bestinspectors.net](mailto:support@bestinspectors.net)

A horizontal rectangular box with a thin blue border, intended for a signature.A horizontal rectangular box with a thin blue border, intended for a signature.



## ***Frequently Asked Questions***

**Q.** Can I add my signature to the wind Mitigation Report?

**A.** Yes. Your signature is placed in the report in the same way that a digital photo is placed in the report. Your signature should be a JPEG graphic with an aspect ratio of approximately 10:1. Beginning with WindSurance 14.3, the image will be sized to fit the signature field. In earlier versions, the signature graphic will shrink proportionally to fit the signature field. If the aspect ratio is much less than 10:1, the signature will be small. Regardless of which version of WindSurance you are using, try to keep the aspect ratio of your signature image within the 10:1 to 11:1 range.

You can print the form from this manual that has the proper size signature boxes that you can sign in. Sign in the boxes, scan your signature and crop the images of your signature. If you would like BestInspectors.Net to create your images for you, send the signed form to us by email and we will create your signature images for you at no charge. There is a video explaining the process of creating signature images on the WindSurance.com website.

**Q.** How can I make the file so that my customer cannot change it?

**A.** You will need to flatten the PDF. Flattening a PDF makes it non-editable. All editable PDFs should be flattened before distributing them. The process to flatten a PDF will depend on the platform you are using. On a Windows PC or a Mac with OS X, send the PDF to a PDF print driver. The process is exactly the same as printing to a physical printer except that the file will be saved to your computer rather than printed on paper. You will need to install a PDF print driver if you do not already have one. There are many free PDF print drivers available. We have several popular free PDF print drivers on the WPDF.com website.

**Q.** My reports are very large when I finish them. How can I make them smaller?

**A.** Flattening a PDF greatly reduces its size. All editable PDFs must be flattened before distributing them. The process to flatten a PDF will depend on the platform you are using. On a Windows PC or a Mac with OS X, send the PDF to a PDF print driver. The process is exactly the same as printing to a physical printer except that the file will be saved to your computer rather than printed on paper. You will need to install a PDF print driver if you do not already have one. There are many free PDF print drivers available. We have several popular free PDF print drivers in the WPDF.com repository.

**Q.** Is the Citizens 4-Point inspection Report included with WindSurance Premium?

**A.** The Citizens 4-Point Inspection Report is not included in the WindSurance application. It is sold separately. However, it is available at a discounted price when you buy it with WindSurance.

**Q.** Is the State Farm 4-Point inspection Report included with WindSurance Premium?

**A.** The State Farm 4-Point Inspection Report is not included in the WindSurance application. It is sold separately. However, it is available at a discounted price when you buy it with WindSurance AIO, WindSurance Premium, or 4-Point Premium (Citizens 4-Point).

**Q.** Is there a Roof Certification Form included with WindSurance Premium?

**A.** Yes. Also, other reports relevant to wind mitigation are occasionally made available to WindSurance Premium users free or for a nominal charge. All free files are uploaded to the WindSurance Premium Repository as they become available

**Q.** How many photos can I add to the wind mitigation and 4-point reports?

**A.** The default versions allow you to add as many photos as needed, limited only by your computer's available memory.

There are several options for Android and iOS users. If you need to include more photos than the Android and iOS versions allow, you can also use the separate Photo-only forms and merge them into the report.

**Q.** Do you have instructional videos for your software?

**A.** Yes. We have videos on our main website, [BestInspectors.Net](https://www.bestinspectors.net), on [BestInspectors.TV](https://www.bestinspectors.tv), (our [YouTube Channel](https://www.youtube.com/user/BestInspectors), <https://www.youtube.com/user/BestInspectors>) and [WindSurance.com](https://www.windsurance.com).

**Q.** I also do home inspections. Do you have other home inspection software options?

**A.** Yes! Home and Commercial inspection report software is our main product line. It is what we do. BestInspectors.Net has the world's largest selection of inspection software. We have inspection report software ranging from very basic to the world's most technologically advanced. We have been in business since 1992. We got into the home inspection business in 1999 and sold our first home inspection report software February 2000. Call us at 213-291-9298 (US) or 416-628-1390 (Canada) for the best pricing on the software that best fits your needs and your budget.

**Q.** Can I get one-on-one training?

**A.** Yes. We want you to be successful with the software. The best way to learn it is in a one-on-one remote session. It usually takes only about 20-30 minutes to get up to speed with InspectorLogic, Capstone, WindSurance, 4-Point Premium, and TexTrex PDF.

***BestInspectors.Net***

Need Help? Have Questions? Want to Buy?

Visit

[BestInspectors.Net](http://BestInspectors.Net) or [WindSurance.com](http://WindSurance.com)

Call

**313-920-5996**

Write

[support@bestinspectors.net](mailto:support@bestinspectors.net)

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