



Florida Wind Mitigation Report

WindSurance Premium Edition

4-Point Premium Edition

Capstone Inspection Report

User's Manual

BestInspectors.Net

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General Information

WindSurance and 4-Point Premium Editions and Capstone Inspection Report have been built completely from the ground up using state-of-the-art Dynamic PDF technology.

WindSurance Premium, 4-Point Premium, and Capstone Inspection Report are built on the same engine (foundation). All three reports are very similar to one another but there are 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 three.

Dynamic PDFs use the run-time capabilities of Adobe Corporation's Readers (such as Adobe Reader and Acrobat Reader DC). The readers may have additional functions and features that are not supported by WindSurance Premium, 4-Point Premium Edition, and Capstone Inspection Report. Features such as Adobe Acrobat Reader DC's Comments are only available after a report has been flattened.

Cross-Platform Support

WindSurance and 4-Point Premium each include multiple versions. One version is a more technologically advanced Dynamic Interactive PDF and the others are Static Interactive PDFs. Dynamic PDFs have the advantage of allowing for more advanced automation and greater customization than Static PDFs. Presently, only Windows and Mac OS X support Dynamic Interactive PDFs. While Android and iOS devices presently only support Static Interactive PDFs. Windows and Mac OS X also support Static Interactive PDFs. Thus, the Static Interactive PDF is a universal format that will work on all four platforms.

Capstone Inspection Report is only available as a Dynamic PDF. As such, it will only work on computers that support Dynamic PDFs. Windows and Mac OS X operating systems fully support Dynamic PDFs. Android and iOS do not support Dynamic 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. Acrobat Reader DC's signature function is available only after the report has been flattened.

Cover Page and Photo Pages

All reports include a cover page. There are 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. Do some experimenting. 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 can be excluded from the Static Interactive PDFs in the same way. For example, if you had only twelve pictures, which use two photo pages, 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 static WindSurance and 4-Point reports have fixed numbers of photos. The dynamic WindSurance and 4-Point versions are expandable and can have an unlimited number of photos. 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 long narratives.

Validating Reports

Sending a report that can easily be edited can have disastrous consequences. WindSurance Premium 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. In addition to flattening, PDFs can be secured with a password. However, some insurance companies have their systems set up to automatically reject electronic submissions that are password protected so, if you will be submitting reports to insurance companies electronically, 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, WindSurance and 4-Point Premium 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:

WindSurance and 4-Point Premium and Capstone Inspection Report for Windows or Mac OS X

File name: WindSurance.pdf

File name: 4-Point.pdf

File name: Capstone.pdf

Dynamic Interactive PDF with full Reader Usage Rights

This is the default version. The installer installs this as the default version and the version that launches from the Launch Menu on a Windows PC. The other versions install to a folder on a Windows PC and are contained in the complete files package for Mac, Android and iOS users.

This is the version that the program launches by default on a Windows PC. If you would rather have the program launch one of the other versions change the name of 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 are located in the installation folder.

The default version is the best option for inspectors who will be doing their reports only on a **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 Bullzip PDF for Windows or PDFWriter for Mac. Please note: there are many free and low-cost PDF print drivers available. 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.

The default Dynamic PDF versions **will not** work on Android or iOS (iPad, iPhone) devices. Neither Android nor iOS devices support Dynamic Interactive PDFs at this time.

WindSurance and 4-Point Premium for Windows, Mac OS X, iOS, or Andoid

File name: WindSurance-32S.pdf

File name: WindSurance-43S.pdf

File name: 4-Point-Citizens-09-13-24S.pdf

File name: 4-Point-Citizens-09-13-24S-iPad.pdf

Static Interactive 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 four 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 versions require one of the free Adobe Readers on Mac OS X or Windows and a compatible PDF print driver such as Bullzip PDF for use for Windows or PDFWriter for Mac and 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.

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.

This version **will** work on Windows, Mac OS X, Android, or iOS (iPad, iPhone, iPod Touch).

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

The CD and the default installer are designed for use with a Windows PC or Tablet. Unless otherwise requested, this is the version that is automatically delivered to you when you purchase WindSurance Premium and 4-Point Premium Editions. All the working files can also be transferred from your Windows PC to a mobile device as described in the Going Mobile section of this manual.

Before you install WindSurance or 4-Point Premium Edition, check to make sure you have and Adobe Reader installed on your PC. If you have a version of Adobe Reader older than version XI, you must download the latest version from Adob.com or from the WindSurance Premium Repository. BestInspectors.Net is an authorized distributor of the free Adobe Readers. 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 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.

Insert the CD (Windows), or download and unzip the Complete CD 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.

WindSurance Premium Edition, 4-Point Premium Edition, and Capstone Inspection Report 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.

WindSurance Premium Wind Mitigation Report



Installing WindSurance Premium on a Windows PC



WindSurance and 4-Point Installer on a Windows PC



WindSurance Launcher on a Windows PC

Mac OS X Lion or OS X Mountain Lion

Before you install WindSurance Premium Edition, check to make sure you have one of the Adobe Readers (Adobe Reader 10 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 the WindSurance Premium Repository. 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.

WindSurance will not work properly, if at all, with third party PDF editors or the Mac's built-in PDF view, 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 Adobe Readers.

Download the installer to your Mac. Go to your Dock, open Downloads and Select WindSurance. Drag the WindSurance installer to Apps.

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

Mobile Installation

WindSurance Premium Edition can be used on most mobile platforms such as Windows tablets, Android phones and tablets and iOS iPads, iPhones and iPod Touch's. You will begin by installing WindSurance Premium first to a Windows PC or to a Mac with OS X and transferring the WindSurance Premium 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

WindSurance Premium Edition is well suited to 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 WindSurance Premium first to a Windows PC or to a Mac with OS X and transferring the WindSurance Premium 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.

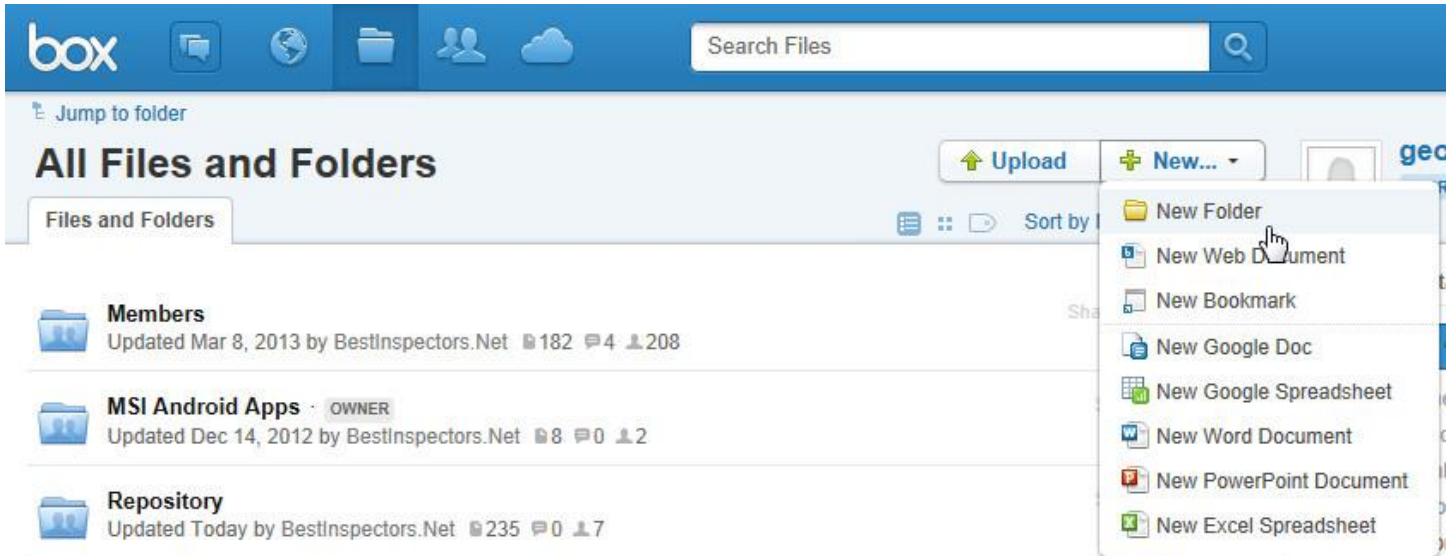
Cloud Storage and Retrieval

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 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 have 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 WindSurance Premium Edition 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 WindSurance Premium Edition repository is hosted so if you want free access to all the great extras that are available to WindSurance users, you will need a free Box.com account.

If you are a Microsoft Office user, Office 365 (2013) includes a 25GB 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 25GB SkyDrive storage. For our purposes, the cloud services all work essentially the same way so this manual will focus on Box.com.



Creating a Folder on Box.com

The screenshot shows the Box.com interface for a folder named 'WindSurance Premium User...'. The top navigation bar includes the Box logo, icons for chat, globe, folder, people, and cloud, and a search bar labeled 'Search Files'. Below the navigation bar, the breadcrumb path is 'All Files > Repository > Inspection Report Software > WindSurance Premium User Group'. The folder name 'WindSurance Premium User...' is prominently displayed, along with 'Upload' and 'New...' buttons. Below the folder name, there are tabs for 'Files and Folders' and '6 Discussions', and a 'Sort by Name' dropdown menu. A link to 'Add a folder description...' is visible. The main content area lists seven sub-folders, each with a folder icon, name, update information, and share options:

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

[Folders on Box.com](#)

The WindSurance Premium Repository and User Group 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 WindSurance or something that makes sense to you. Go into the WindSurance folder 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 WindSurance files that you will be using to your Master Files folder. These might include roof certification, 4-point or anything else you use from WindSurance Premium Edition.

Writing Reports

Data Entry

Open WindSurance by using the Launcher on a PC or through one of the Adobe Readers on a Mac. You can also open a new WindSurance 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 WindSurance master 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.

The image shows a screenshot of a web-based form for WindSurance. At the top, there are three buttons: 'Start', 'Reset', and 'Print'. Below these buttons, the form is divided into several sections. The first section is a light blue box with the text 'Company Name'. The second section is a light blue box containing the text 'Street Address', 'City, Florida 00000', 'Phone: 407-401-9298', and 'www.windsurance.com'. The third section is a light blue box with the text 'Uniform Mitigation Verification'. The form is enclosed in a window-like border with three small 'x' icons in the top right corner.

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 are exceptions with information appearing on the Cover Page.

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 WindSurance Interactive 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.

- 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 _____
 - B. For the HVHZ Only: Built in compliance with _____ provide a permit application with a date after 9/1/ _____ ing Permit Application Da _____
 - C. Unknown or does not meet the requirements of _____ “A” or “B” _____ permit application date O _____ information was available _____
- Roof Covering:** Select all roof covering types in use. OR Year of Original Installation/Replacement OR ind covering identified.

2.1 Roof Covering Type: _____ Permit Application Date _____

Year Built _____ For homes built in 2002/ a date after 3/1/2002: Building Permit Application _____

For the HVHZ Only: Built in compliance with _____ provide a permit application with a date after 9/1/ _____ ing Permit Application Da _____

Unknown or does not meet the requirements of _____ “A” or “B” _____ permit application date O _____ information was available _____

or MDC _____ Year of Original Installation/Replacement _____

Approval # _____

Product Approval # _____

Year of _____

July, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today: 7/16/2015

Drop-down and Pop-up Data Entry Fields

Photos and Narratives

The wind mitigation 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**

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 -

**** This form May NOT be Distributed until it is Flattened or Printed. This Message is Visible ONLY Until The Form is Flattened or Printed. ****

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 1802 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.

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 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 have to 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.

There are many free PDF print drivers available. It is neither fair nor accurate to say that one is better than another. 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 behind. One of the most popular and most reliable free PDF print drivers is Bullzip PDF. It is available for download from the WindSurance software repository.

Flattening with PDFwriter for Mac

These instructions are for PDFwriter for Mac. PDFwriter for Mac is a free PDF print driver. PDFwriter is available from WPDF.com or SourceForge.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" 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 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"
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

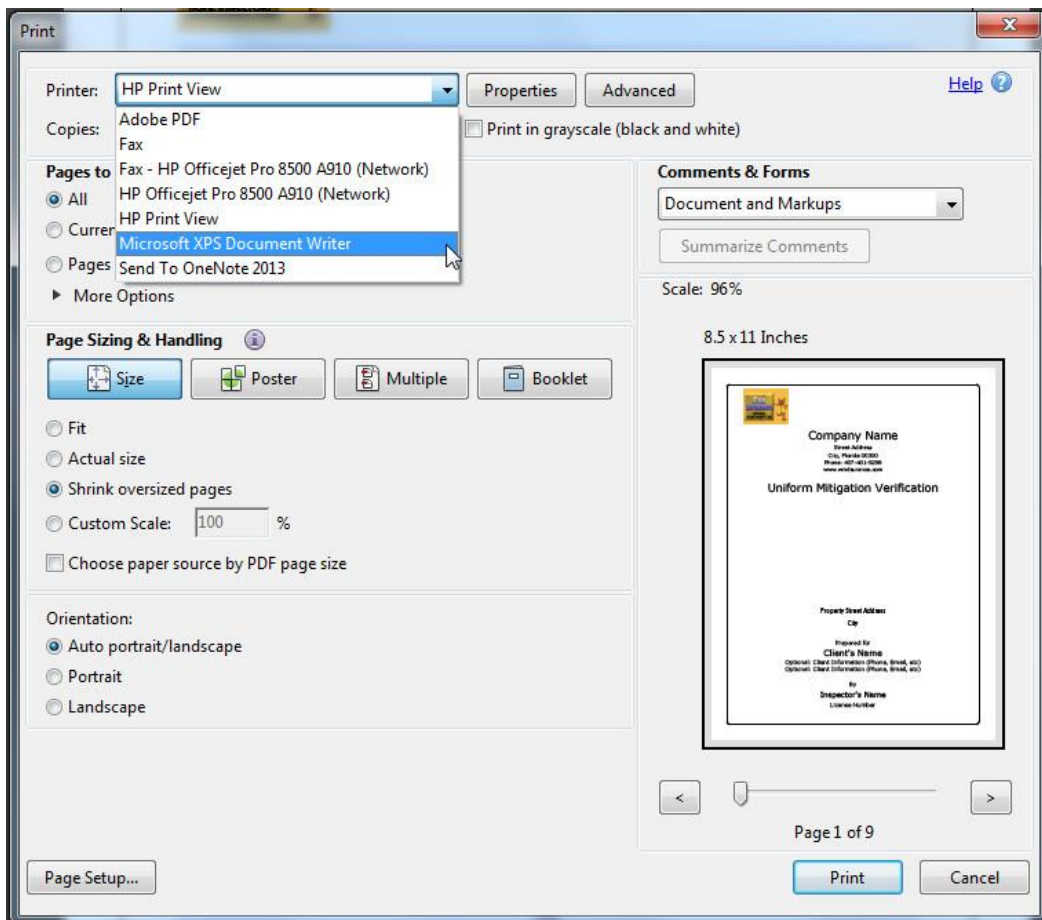
Please Note: These instructions are provided for informational purposes only. BestInspectors.Net cannot provide technical support for third-party print drivers or any other third-party software.

XPS Files

If you are 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 a backup 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

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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

experience to conduct a mitigation verification inspection.

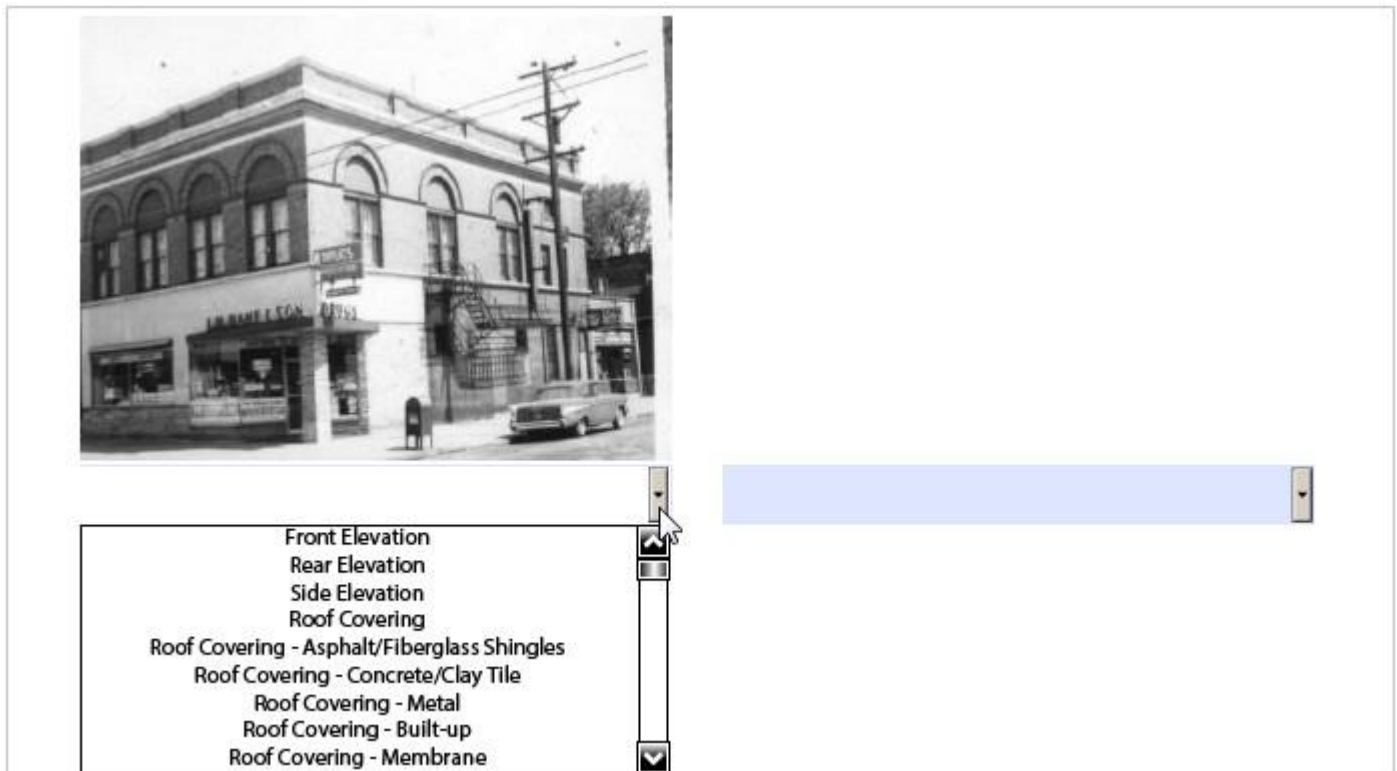
I, am a qualified inspector and I personally performed the inspection or (licensed
(print name)
contractors and professional engineers only) I had my employee () perform the inspection
(print name of inspector)
and I agree to be responsible for his/her work.

Qualified Inspector Signature: Date:

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An individual or entity who knowingly or through gross negligence or fraudulent mitigation verification form is
subject to investigation by the Florida Division of Insurance for or fraudulent mitigation verification form is
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.



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 [dropdown] For homes built in 2002/2003 provide a permit application with Building Permit Application Date (MM/DD/YYYY) [dropdown]

B. For the HVHZ Only: Built in compliance with the SFBC-94: Year Built [dropdown] 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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A. Built in compliance with the FBC: Year Built [dropdown] For homes built in 2002/2003 provide a permit application with Building Permit Application Date (MM/DD/YYYY) [dropdown]

B. For the HVHZ Only: Built in compliance with the SFBC-94: Year Built [dropdown] 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

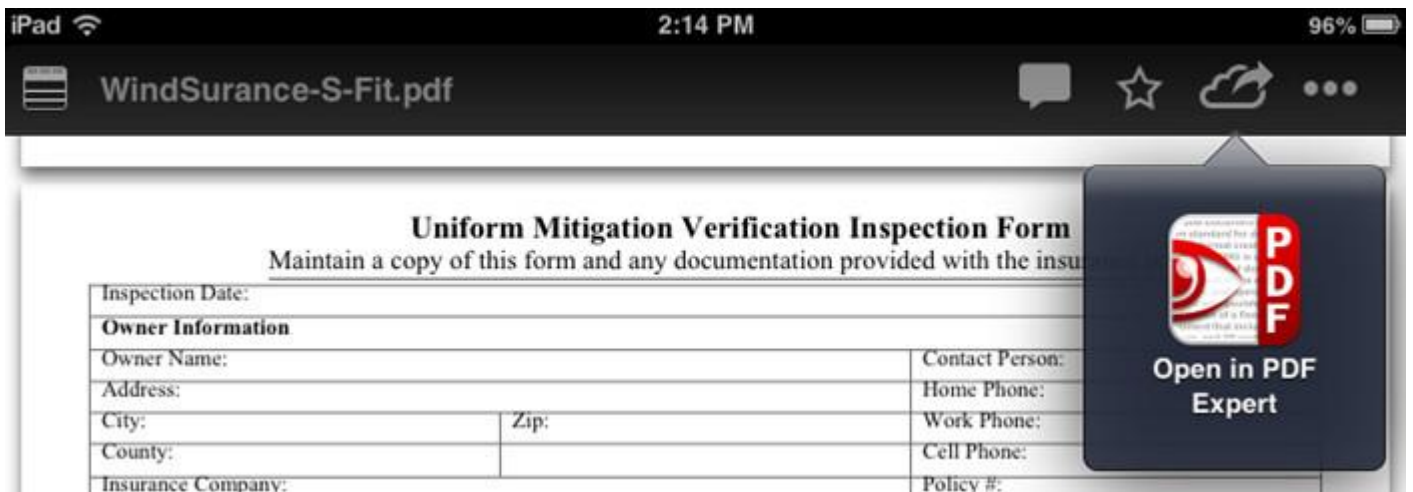


Imagecomment1

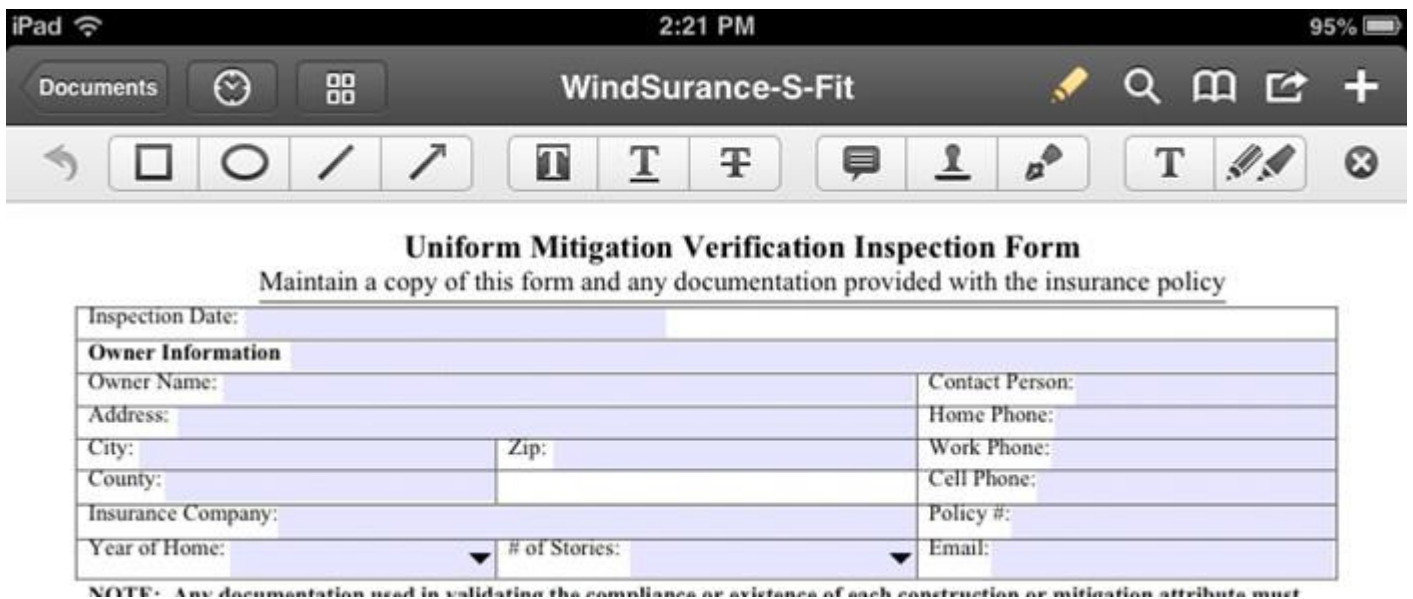
- Roof Deck Attachment
- Roof Deck Attachment - Weakest
- Roof Deck Attachment - Plywood/OSB
- Roof to Wall Attachment
- Roof to Wall Attachment- Weakest

Drop-downs

Mobile Screen Shots



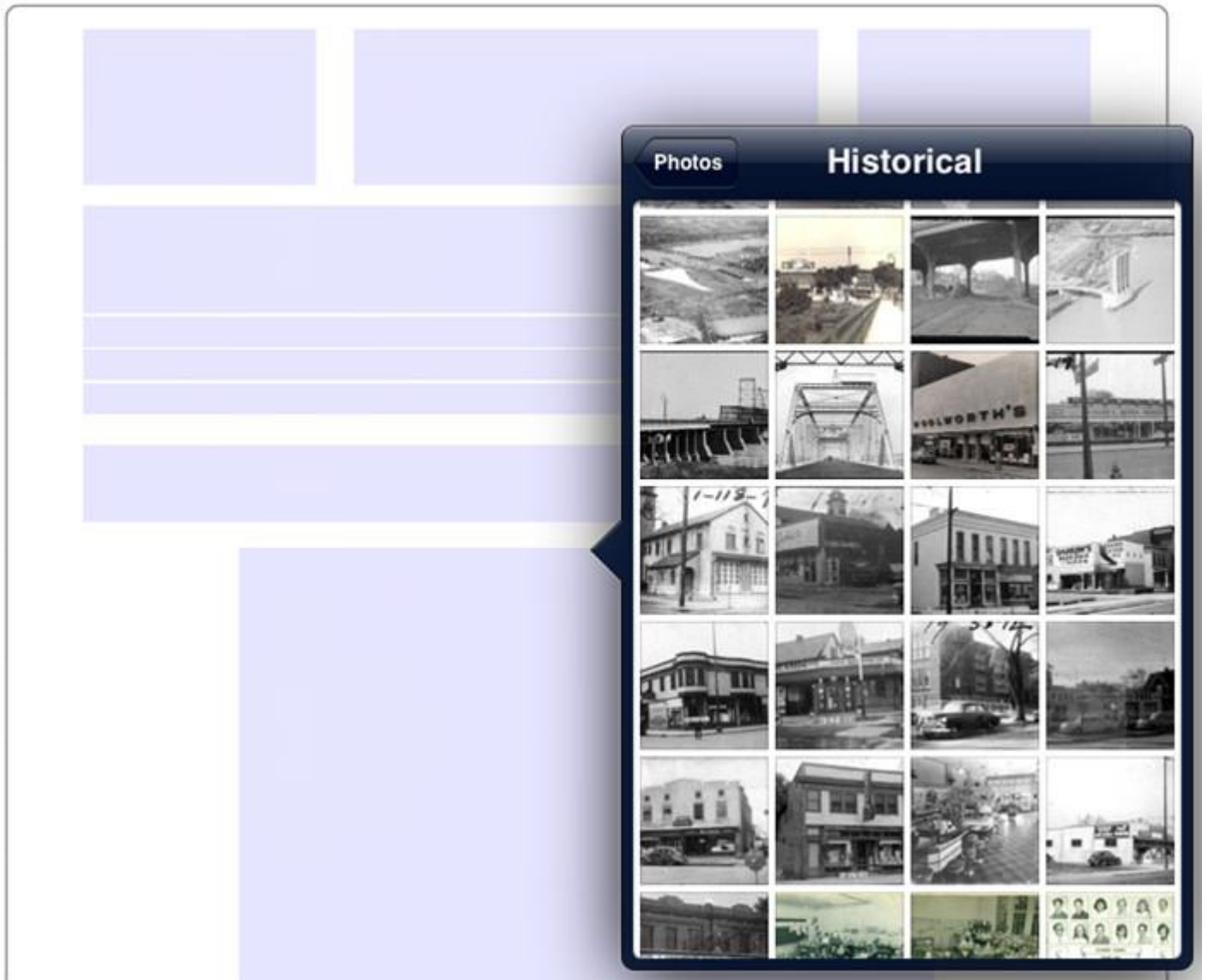
Open WindSurance from within Box



PDF Expert Main Control Panel on an iPad

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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 of each construction or mitigation attribute must accompany this form. At least one copy of each attribute marked in questions 3 through 7. The insurer may ask for additional documentation.

- 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 (2001 or later) OR for homes built in 1994, 1995, and 1996 provide a permit application with the Building Code (MDD/YYYY)
- 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 in 2.1 were installed OR have a roof covering permit application on file
- B. All roof coverings have a roof covering permit application on file
- C. One or more roof coverings listed in 2.1 were installed OR have a roof covering permit application on file
- D. No roof coverings meet any of the above criteria

- Roof Deck Attachment:** What is the roof decking 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

Year of Home:

2013
2012
2011
2010
2009
2008
2007
2006
2005
2004

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 Camera Photo Library _____
(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

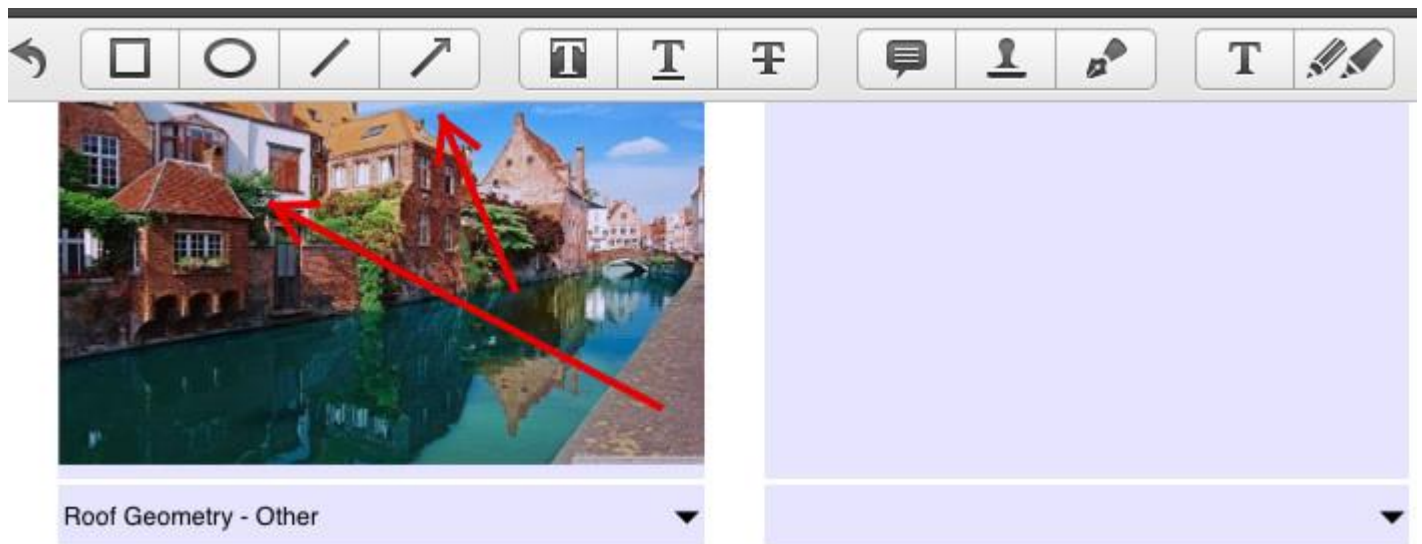
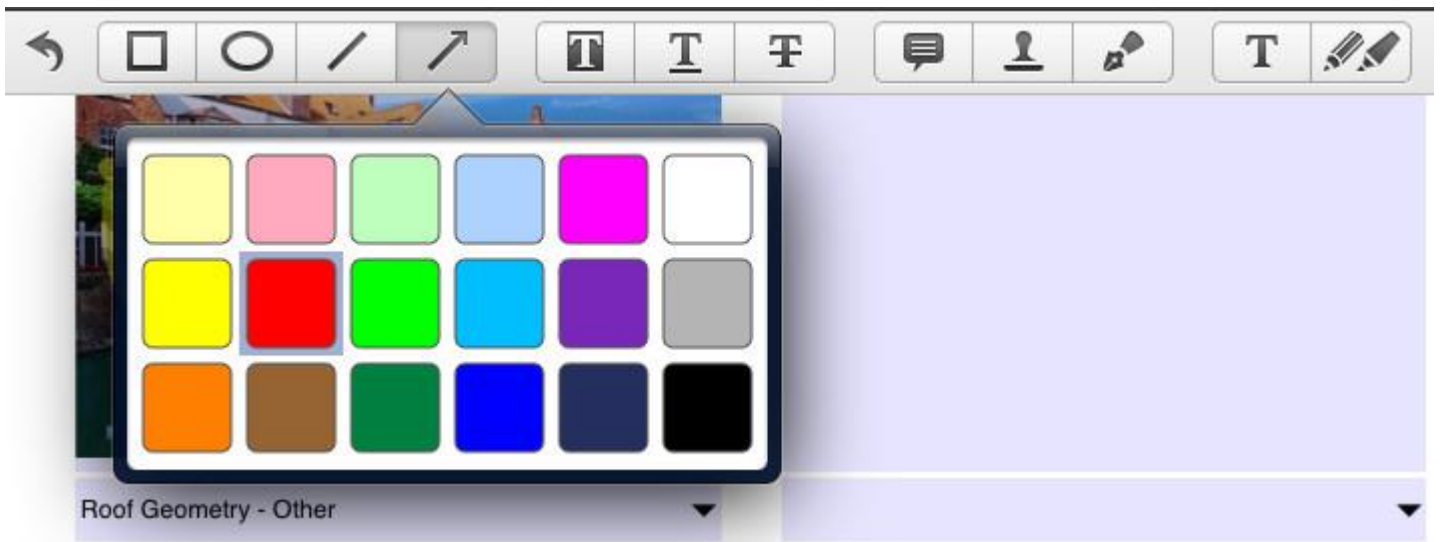
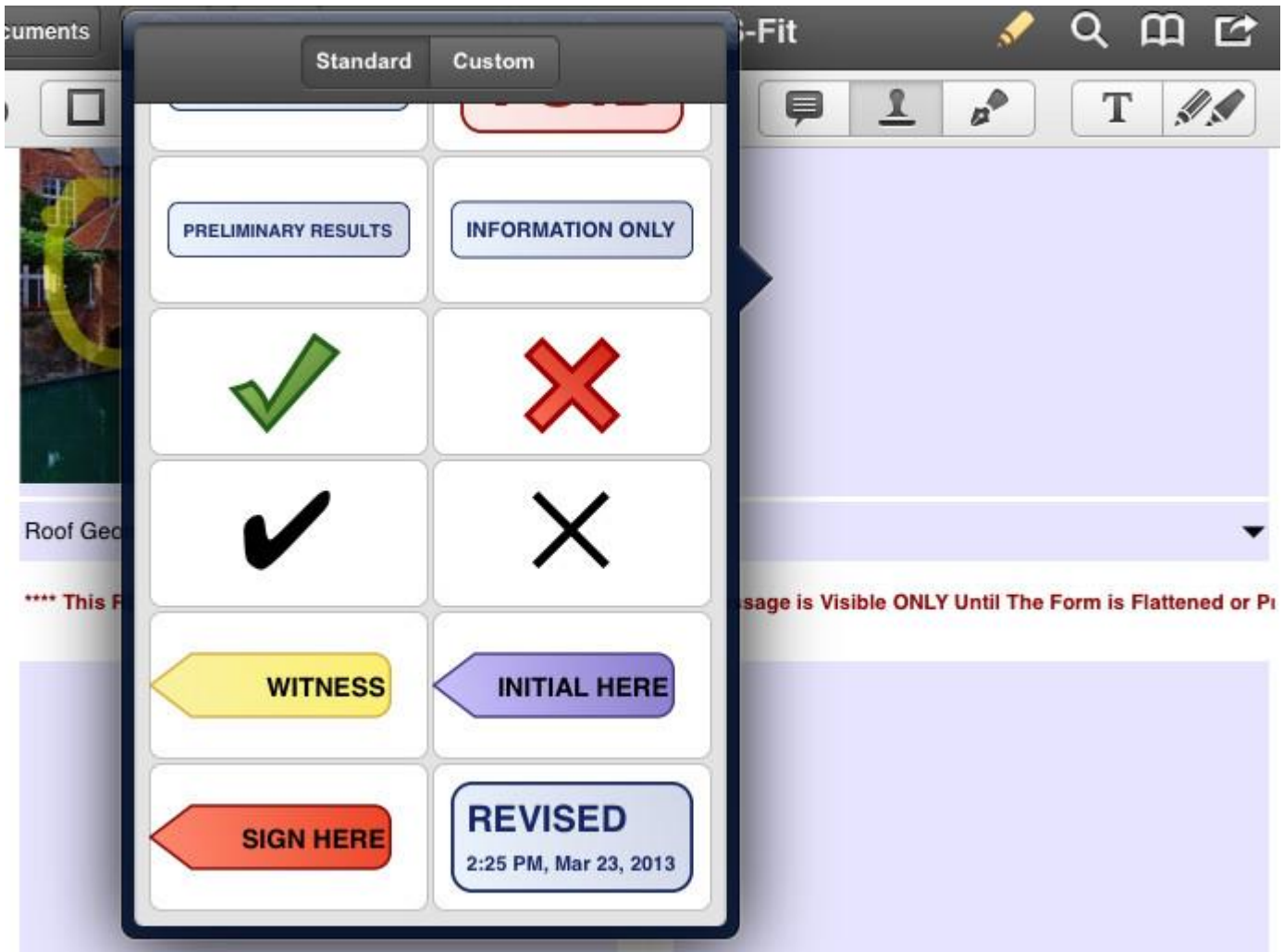


Photo Annotation



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iPad 3:10 PM 89%

WindSurance-S-Fit

Undo Redo

I, _____ am a qualified inspector and I personally performed the inspection or (*licensed 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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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: _____

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An individual or entity who knowingly provides or utters a false obtain or receive a discount on an insurance premium to which of the first degree. (Section 627.711(7), Florida Statutes)

The definitions on this form are for inspection purposes only and as offering protection from hurricanes.

Inspectors Initials _____ Property Address _____

*This verification form is valid for up to five (5) years provided 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

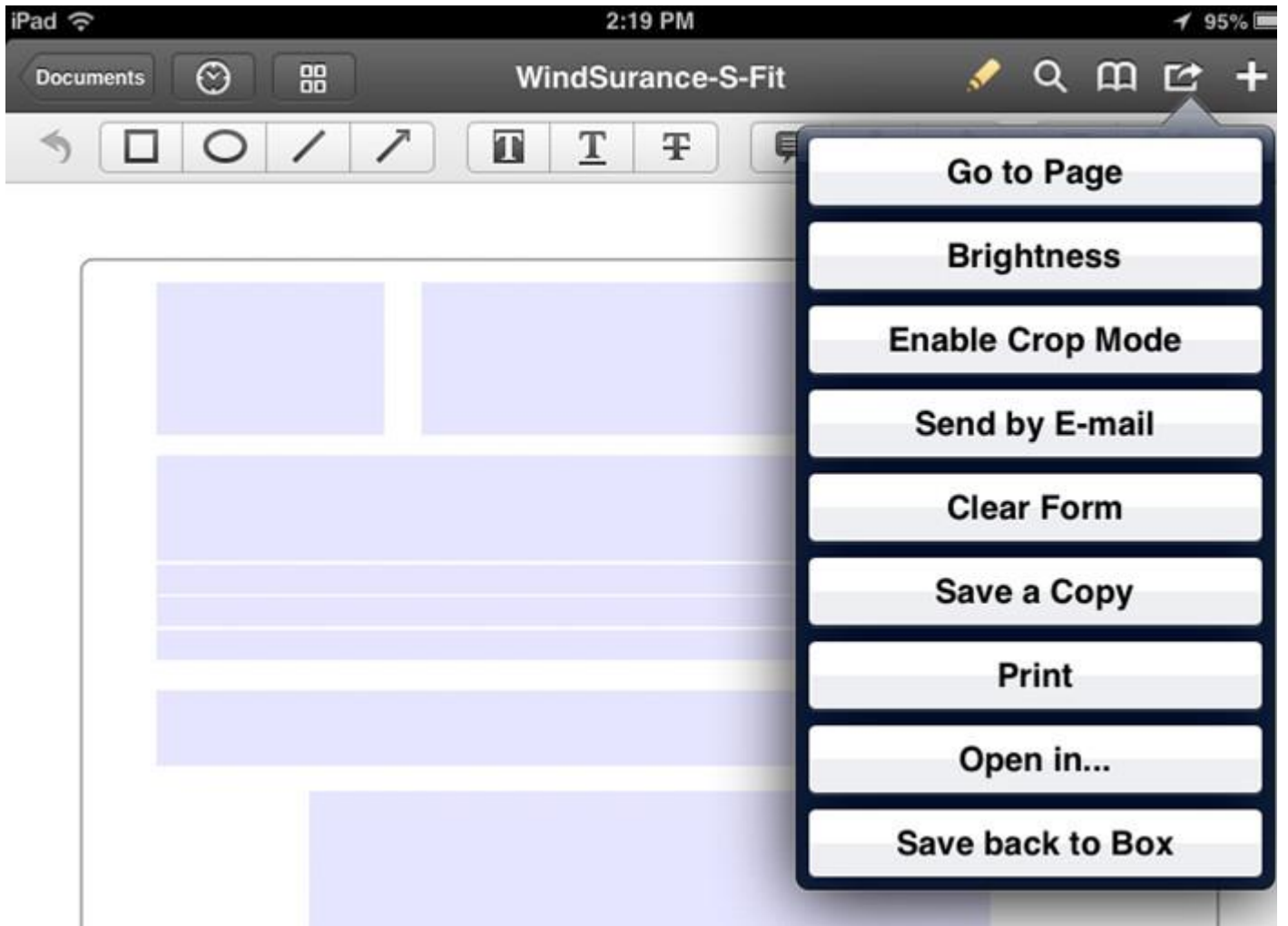
Roof Covering - Asphalt/Fiberglass Shingles

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

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 or 4-Point Premium Edition (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, on BestInspectors.TV, (our [YouTube Channel](https://www.youtube.com/user/BestInspectors), <https://www.youtube.com/user/BestInspectors>) and WindSurance.com.

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

A. Yes! Home and Commercial inspection report software is our main product line. WindSurance came about at the request of inspectors in Florida who use our home and commercial inspection report software. We have been in business since 1992. We got into the home inspection business in 1999 and sold our first home inspection report to an inspector in Florida in February 2000. We value our Florida inspectors and do all we can to serve your needs. Most inspection software companies are one-size-fits-all. We have software to fit every inspector's style and budget. WindSurance Premium inspectors are entitled to substantial discounts on all BestInspectors.Net software. Call us at 407-401-9298 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 about 20 minutes to get up to speed with WindSurance and 4-Point Premium.

BestInspectors.Net

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www.WindSurance.com

Or call

407-401-9298