

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Add a Company Logo to the Cover Page

This step by step How To article explains how to add your company logo to the cover page.

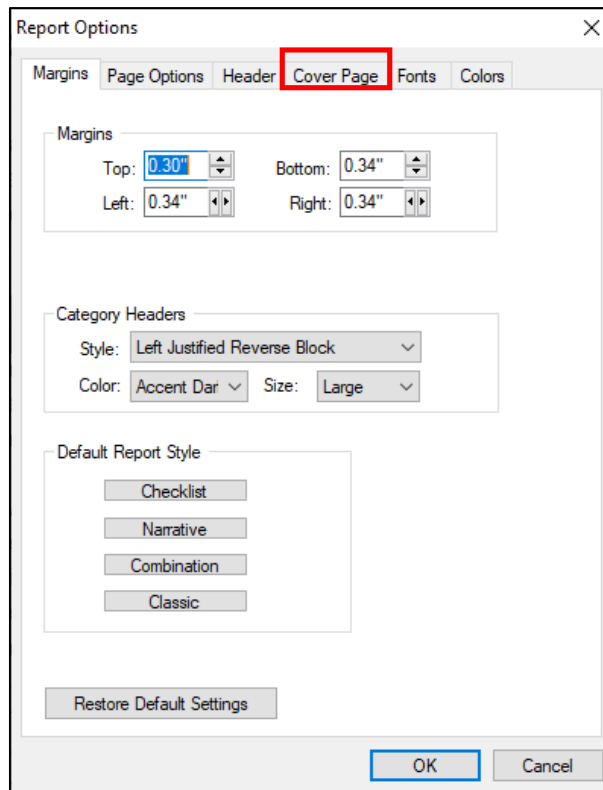
For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

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1. The first step is to click on the Report Settings icon from the Toolbar.

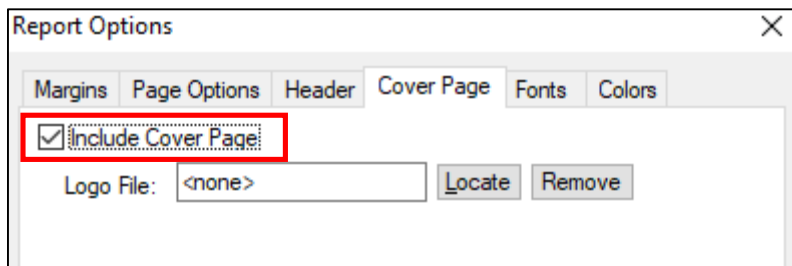


2. This will bring up the Report Options window. Click on the 'Cover Page' tab.

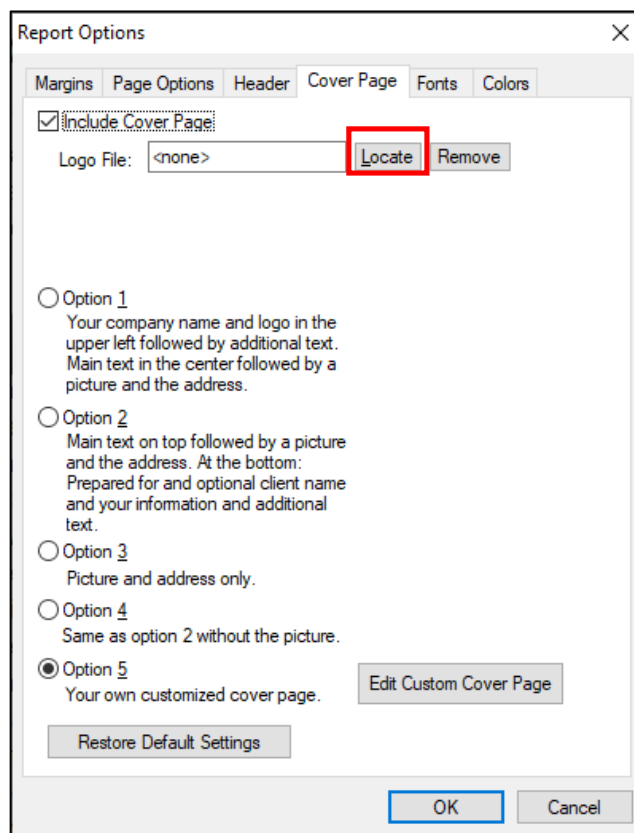


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3. Make sure the box at the top of this window for 'Include Cover Page' is checked.

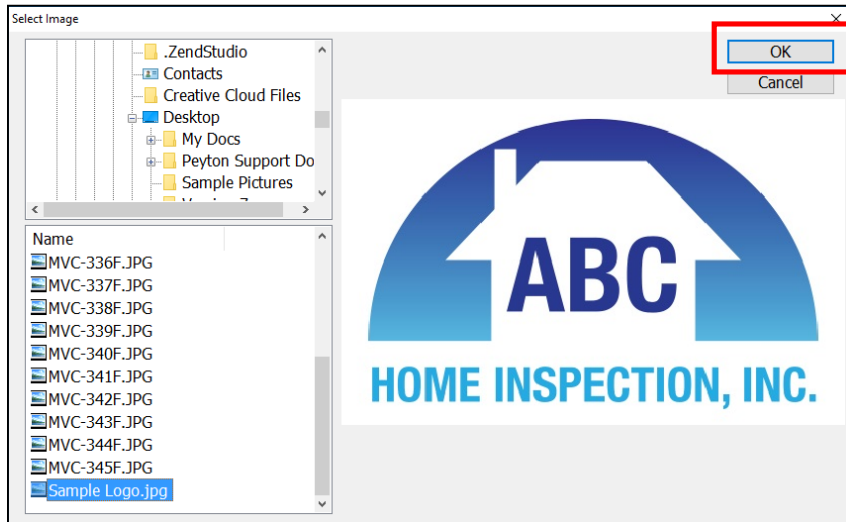


4. Click on the 'Locate' button next to 'Logo File'.



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5. This brings up the 'Select Image' screen. Here you want to navigate to the folder that your logo is stored in and then select it. Once it is highlighted you will see a preview of the logo. Click 'OK'



6. Your logo will now be added to your cover page. Click 'OK' to close Report Settings.

