

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Add a Cover Page to a Report

This step by step How To article explains how to add a cover page to a report

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

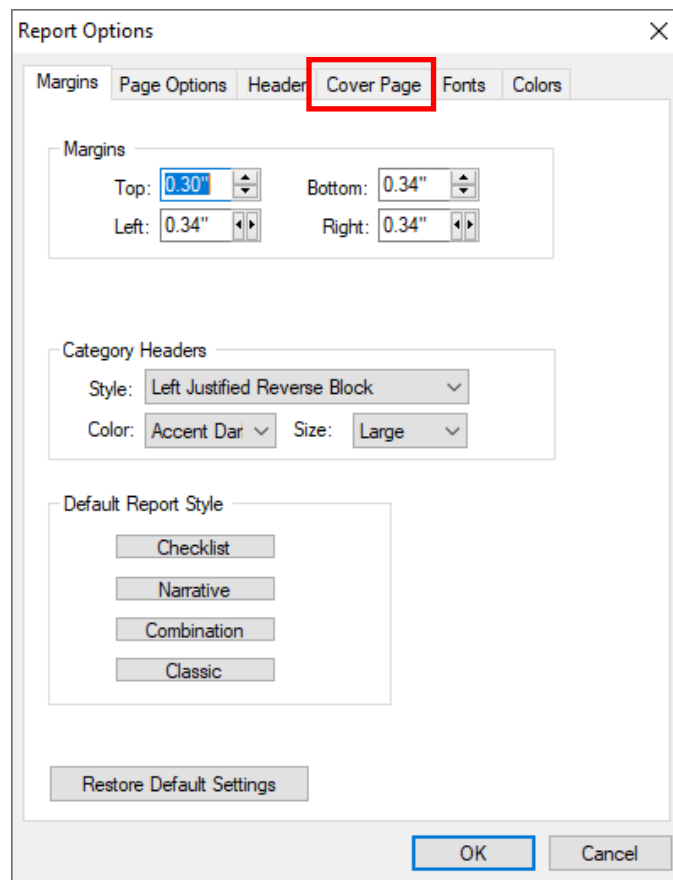
HOW TO: Add a Cover Page to a Report

You can add a cover page to each report you create. You can choose from one of four preset formats or customize your own layout.

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

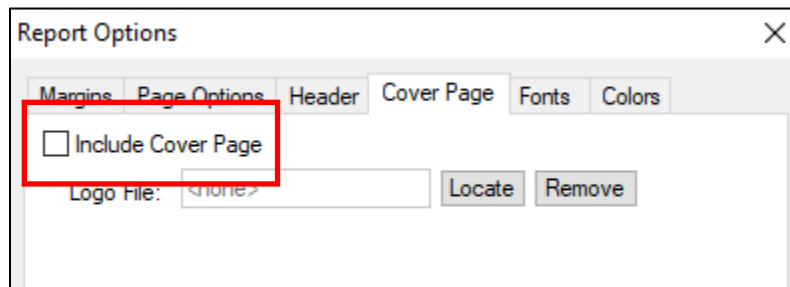


2. This will bring up the Report Options window. Click on the 'Cover Page' tab.

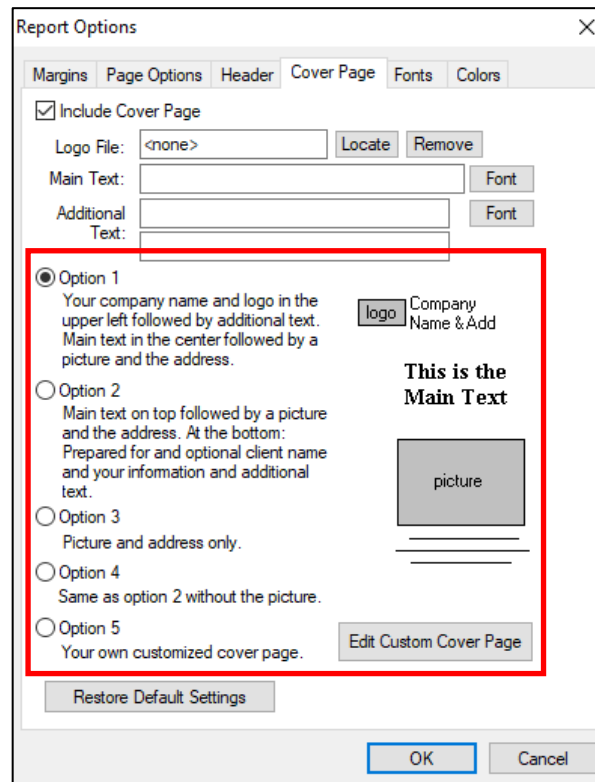


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3. Check the box at the top of this window for 'Include Cover Page'.

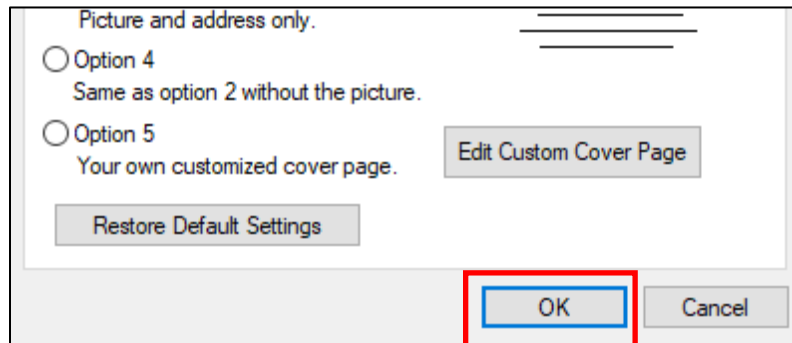


4. You now have set it to include a cover page at the beginning of each report. On this screen you have 5 different options to choose from for how your cover page looks. The first 4 options are preset formats and the 5th option allows you to customize your own. When you select an option you'll see a preview of the page layout and at the top you'll have different fields to fill out related to the cover page option you selected.

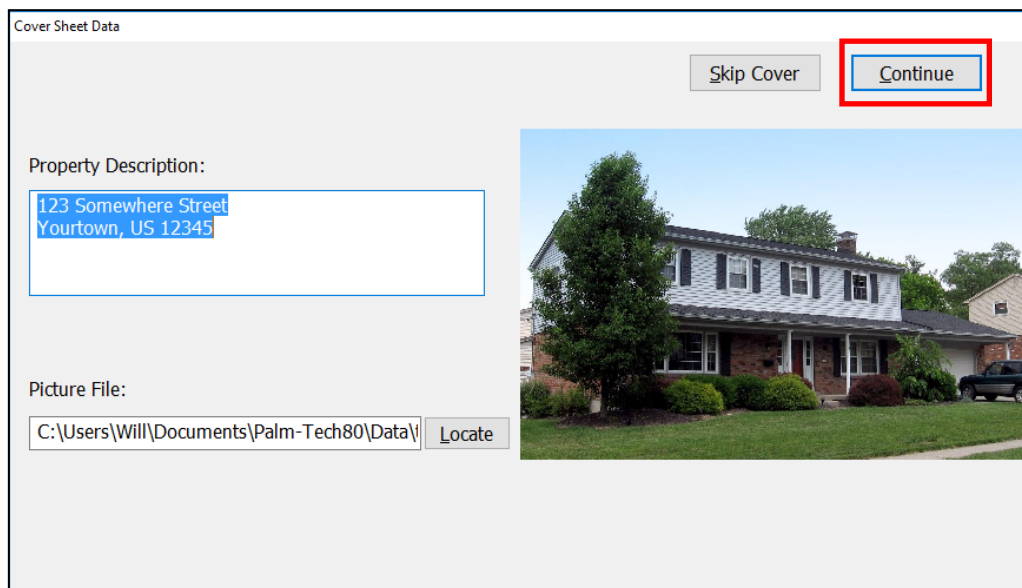


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- Once you have selected the option you want and filled out the desired information, click on 'OK' in the bottom right corner.



- Now that the cover page has been setup in Report Settings, each time you go to 'Print', 'Print Preview' or 'Create a PDF' you will be prompted with the 'Cover Sheet Data' window. On this window you will be able to add a photo to the cover page (assuming the option you selected included one) as well as the 'Property Address'. Click 'Continue' when finished.



- You have now added a cover page to your report.