

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Change Where Pictures Show Up in the Report

This step by step How To article explains how to change where pictures show up in the report.

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

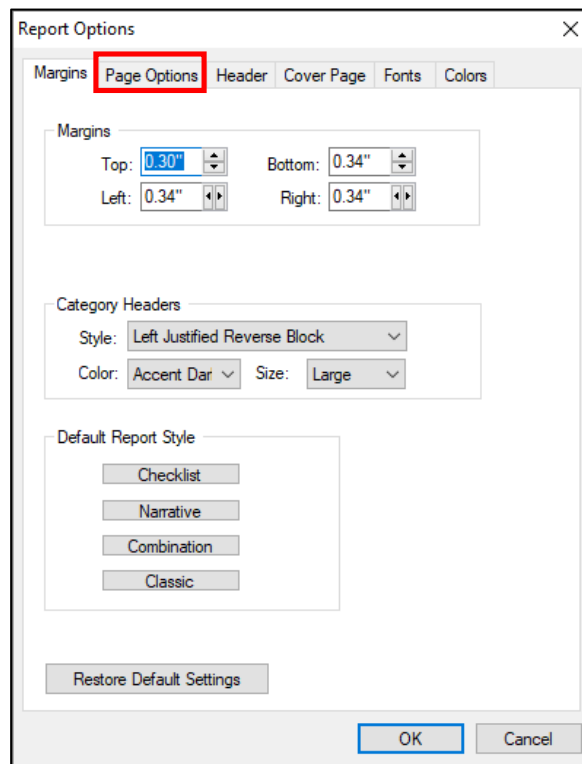
HOW TO: Change Where Pictures Show Up in the Report

You have several options to choose from concerning where pictures show up in the report. By default, they appear in both the summary and the body of the report. You can switch them to appear in just the summary or just the body.

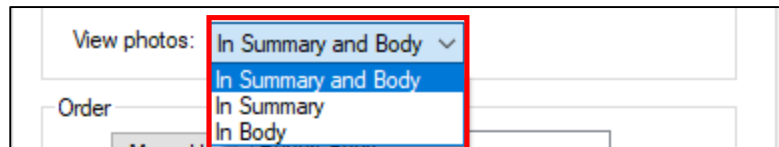
1. The first step is to click on the Report Settings icon from the Toolbar.



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

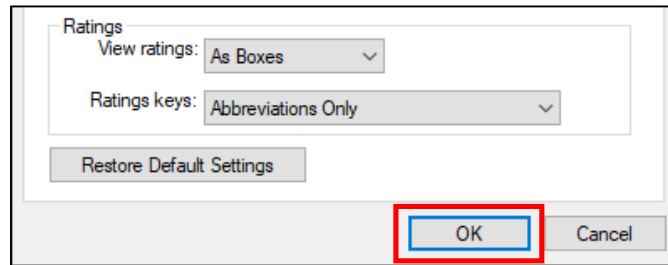


3. On this screen, there is an option for 'View Photos'. By clicking on the dropdown arrow, you can choose between: In Summary and Body, In Summary, or In Body.



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4. When you have made the desired change, click on 'OK' in the bottom right corner.



5. You have now changed where pictures show up.