

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Edit Fonts in Your Reports

This step by step How To article explains how to edit fonts in your reports.

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

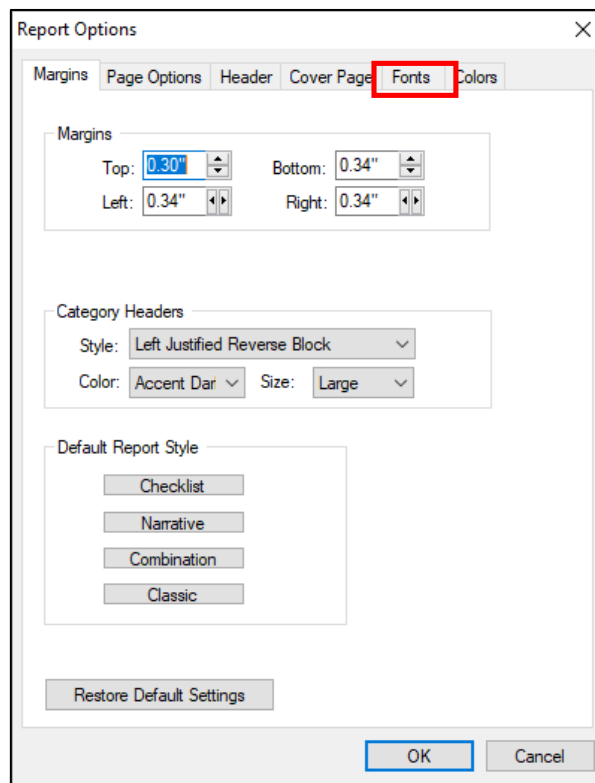
HOW TO: Edit Fonts in Your Reports

You can edit the fonts to what you like in the printed report. There are three options of fonts you can edit: Template Font, Data Font, and the Company Name font.

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 'Fonts' tab.



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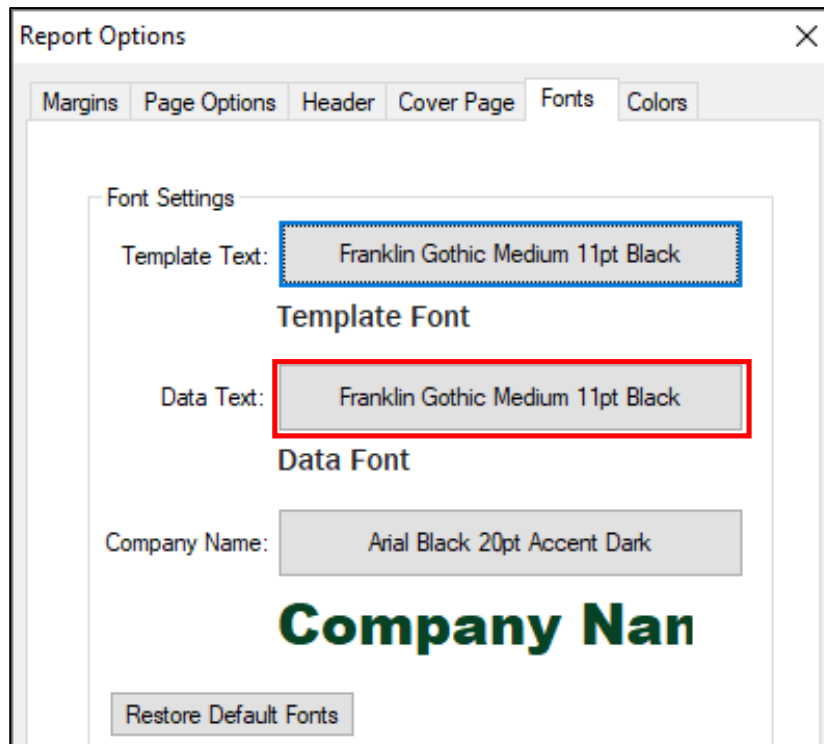
3. On this screen, you have the option to edit three different fonts.

Template Text – This is the text that is part of your template, such as the categories and actual line items. Example: ‘Lots and Grounds’ and ‘Driveway’

Data Text – This is the text that you are entering into the report for your inspection, such as the descriptions and notes you enter on a line. Example: ‘Concrete’ and ‘Damaged or deteriorated, recommend estimate for repair or replacement by a licensed contractor’

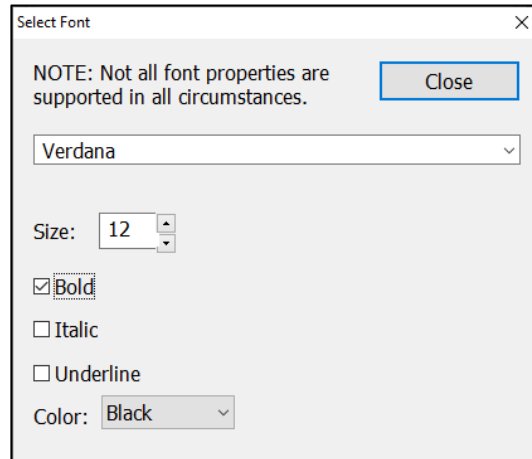
Company Name – This is the font of your company name that appears at the top of each page.

To edit one, simply click on the button that has the font listed on it. For this document we’ll edit the Data Text font. Changing the Template Text font or the Company Name font uses the same process. Click on the Data Text font button.



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- This brings up the 'Select Font' screen. Here you can pick the font style, size, and color. You can also choose **bold**, *italic*, and/or underline. For this document, we will change the font style to Verdana, the color to Gray, the size to 12 and make it bold.



- Click on 'Close' when finished.
- This will take you back to the 'Fonts' tab in 'Print Options'. Here you will be able to see how the new font for the item you changed will look.

