

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Modify How Ratings Look in the Report

This step by step How To article explains how to modify the way ratings look in the report.

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

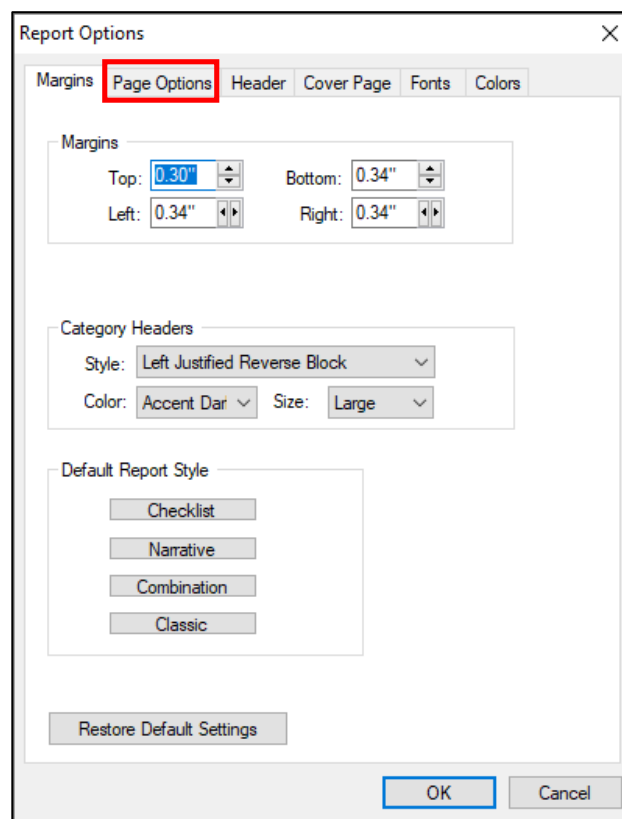
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You have several options to choose from for how ratings are displayed in the report. By default, they appear as checkboxes, but you can easily switch them to appear as text, or not appear at all.

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

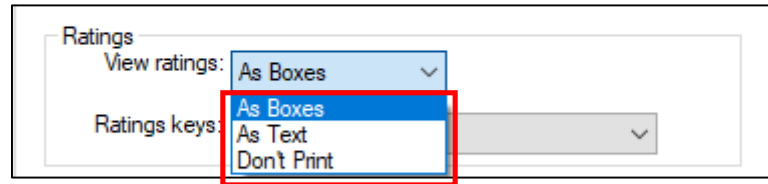


2. This will bring up the Report Options window. Click on the 'Page Options' tab.

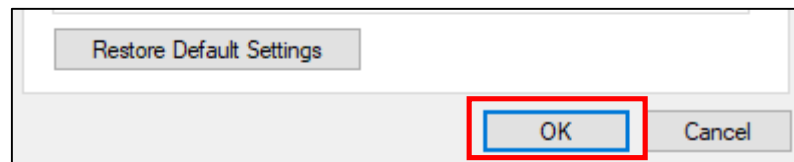


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3. On this screen, there is an option for 'View Ratings'. By clicking on the dropdown arrow you can choose between: As Boxes, As Text or Nothing.



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



5. You have now modified how ratings look in your report.