

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Restore the Default Report Settings

This step by step How To article explains how to restore the default report settings

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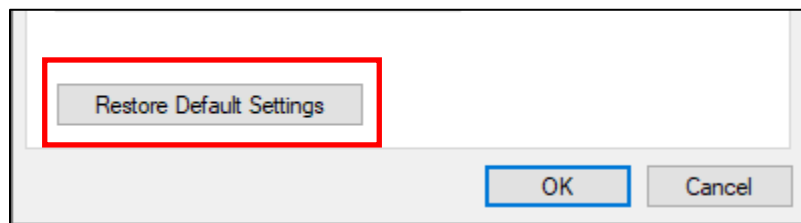
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You can change the Report Settings however you would like to customize the way the final report looks. If you ever decide that you want to go back to the out of the box settings you can easily do this.

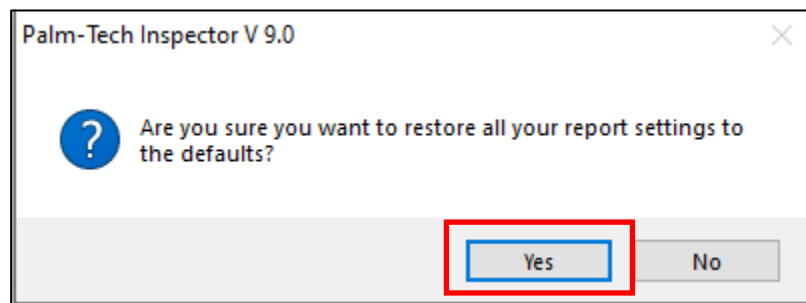
1. The first step is to click on the Report Settings icon from the Toolbar.



2. This will bring up the Report Options window and the 'Margins' tab. At the bottom of this tab there is a button for 'Restore Default Settings'. Click this button.



3. When you do this, the message below will appear. It is important to note that if you do restore the default report settings, there will not be a way to restore the previous settings other than changing them back one at a time. Click on 'Yes' to continue.



4. You have now restored the default report settings.