

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

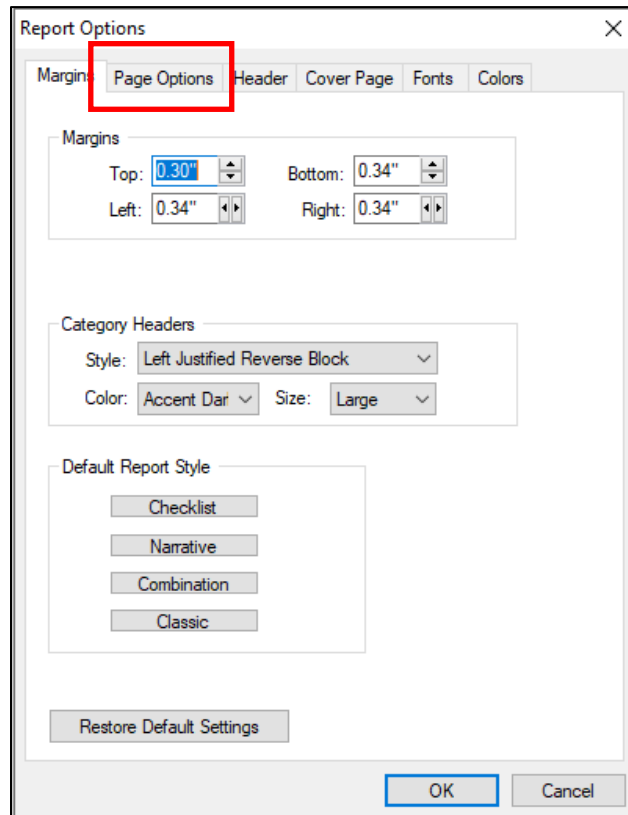
For a complete list of available How To documents, visit the Support section of our website: www.palm-tech.com/support/

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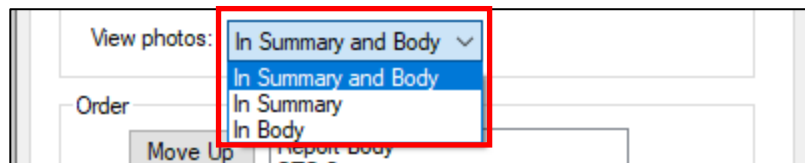
1. The first step is to click on the Report Settings icon from the Toolbar.



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

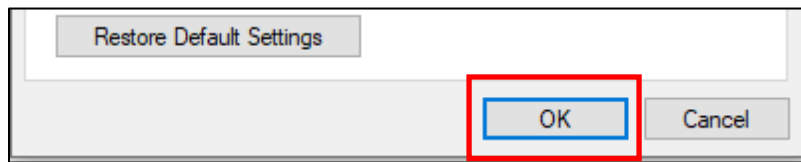


3. On this screen, there is an option for 'View Photos'. By clicking on the dropdown arrow you can choose between: In Summary and Body, In Summary and In Body.



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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.