

PALM  **TECH**

home inspection software

V E R S I O N 9

HOW TO:

Change Category Headers

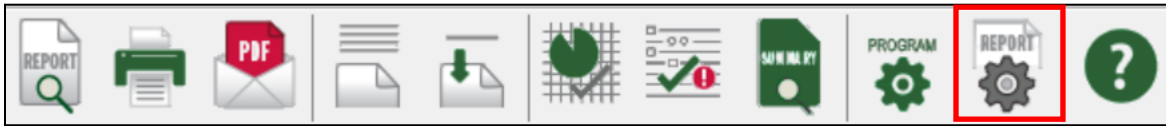
This step by step How To article explains how to change the way category headers look on the report

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

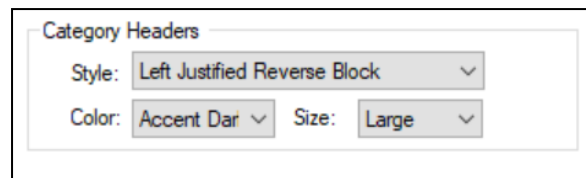
HOW TO: Change Category Headers

You have several options to choose from for how category headers appear in the report. You can change the style, the color and the size.

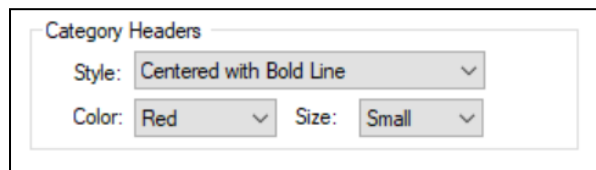
1. The first step is to click on the Report Settings icon from the Toolbar.



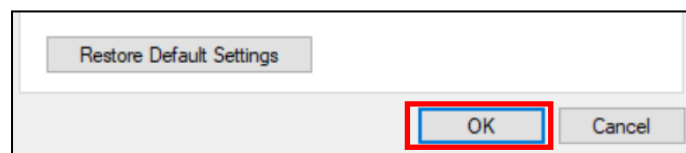
2. This will bring up the Report Options window and the 'Margins' tab. In the middle of this screen there is a section for 'Category Headers.' Here, you can change the header style, color and size by clicking on the corresponding dropdowns. By default, these are set to 'Left Justified Reverse Block,' 'Gray' and 'Large.'



3. For this example, we'll change the style to 'Centered with Bold Line,' the color to 'Red' and the size to 'Small.'



4. Once you've finished making your changes, click 'OK.'



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5. You have now modified the way your category headers will appear in your report. You can view these changes by clicking the print preview icon at the top.



6. The first image below shows the way the header appeared with the original settings; the second displays the header after the changes were made.

Lots and Grounds

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