



# Palm-Tech

HOME INSPECTION SOFTWARE

Step by Step

## How To

# Create a PDF in the Palm-Tech App

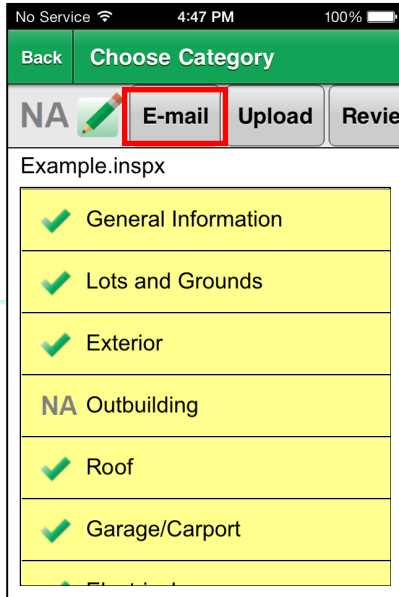
*This How To article explains how to create a  
PDF of your inspection in the app*

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

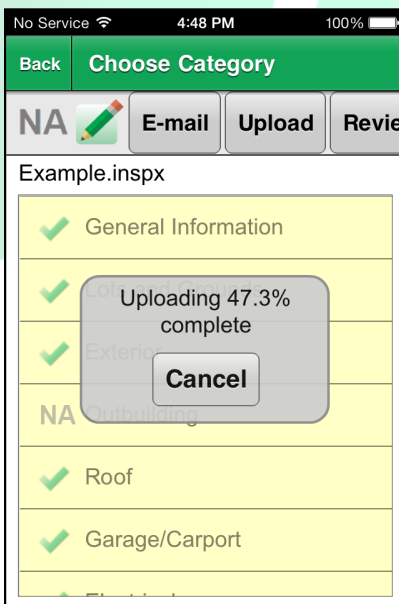
# HOW TO: CREATE A PDF IN THE PALM-TECH APP

With version 7 of the Palm-Tech app, you are able to turn your inspection report into a PDF.

1. The PDF is created by emailing the inspection in the Palm-Tech app. When you are ready to PDF the inspection, tap the 'Email' button at the top of the Choose Category screen.



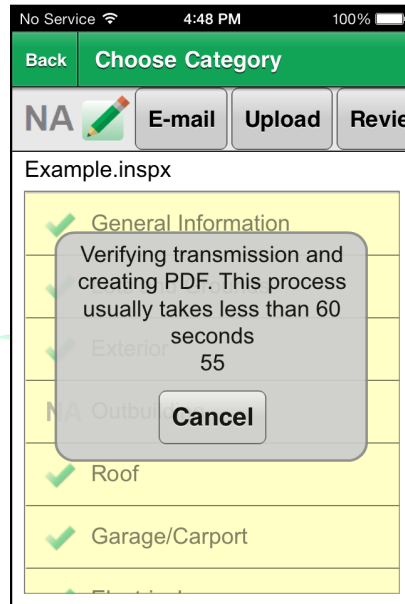
2. Next, a popup will appear letting you know the inspection is being uploaded.



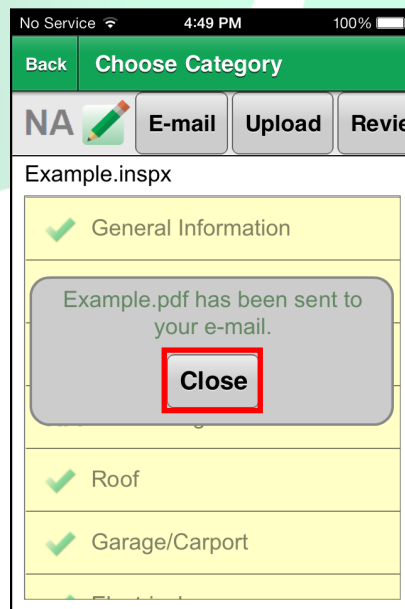
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- Once the upload is complete, another box will appear letting you know the report is being converted into a PDF and delivered to your email. This typically will take less than 60 seconds.

**Note:** If the inspection is larger than 5 MB, the PDF will need to be created on the PC.



- You will see a notification on the screen letting you know the report has been delivered to your email, tap 'Close'. The report will be delivered to the email we have on file for the cloud. If you need to change this email address, fill out the form here and state the change you would like to make: [http://palm-tech.com/support/license\\_request.php](http://palm-tech.com/support/license_request.php)



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5. At this point, the report has been turned into a PDF and is in your inbox. You are able to open the PDF to view the inspection report or forward the PDF on to your client.

