



Palm-Tech
HOME INSPECTION SOFTWARE

Step by Step

How To

**Add a Company Logo
to the Cover Page**

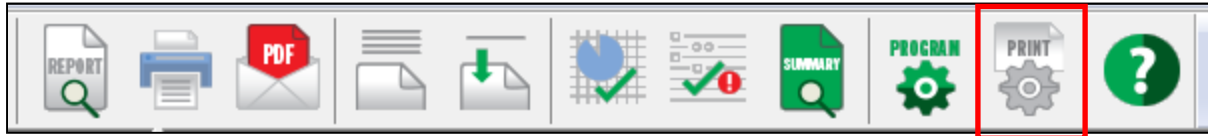
*This How To article explains how to add your
company logo to your cover page.*

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

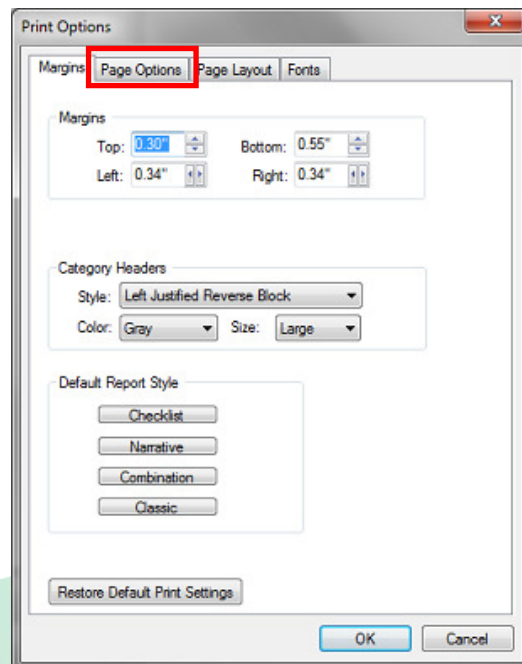
HOW TO: ADD A COMPANY LOGO TO THE COVER PAGE

If you are using option 1 of the cover page layouts you have the ability to add your company logo to the top left corner of your cover page. This document explains the process for setting this up.

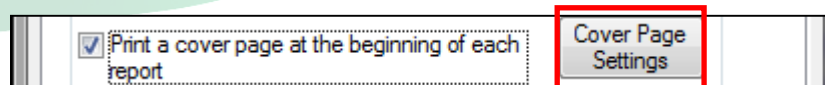
1. The first step is to click on the Print Settings icon from the Toolbar.



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

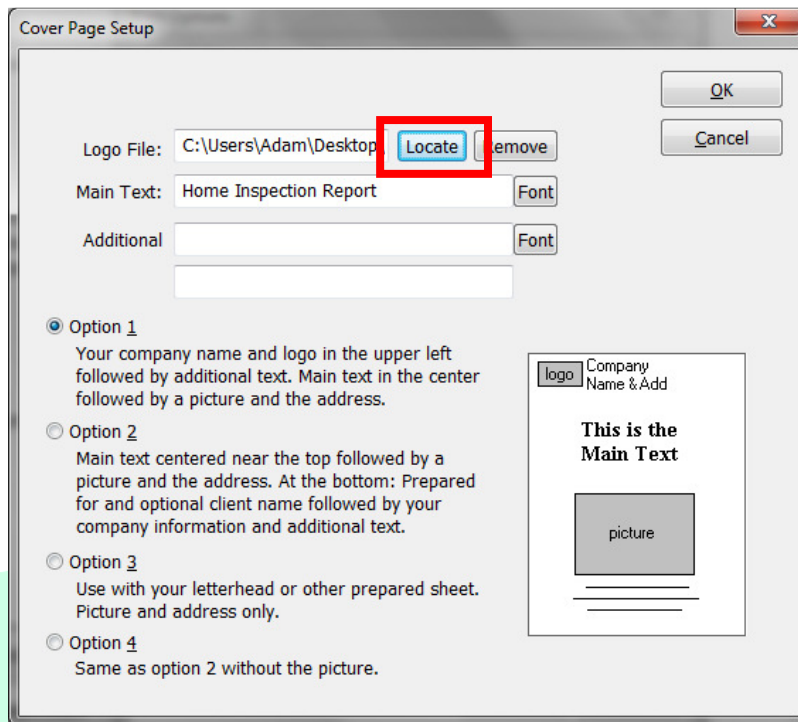


3. On this screen, there is an option for 'Print a cover page at the beginning of each report'. When you check this option, you will then see an option for 'Cover Page Settings'. Click on this button to see the rest of the cover page options.

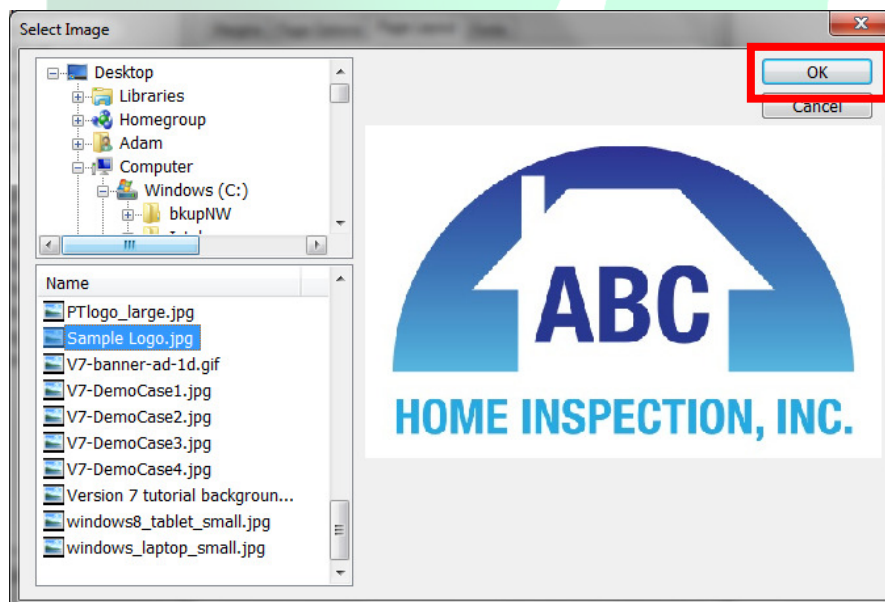


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- This brings up the 'Cover Page Setup' screen. From here you will click on 'Locate' next to where it says 'Logo File.' (**Note: You have to have Option 1 selected to be able to add a logo to your cover page**)

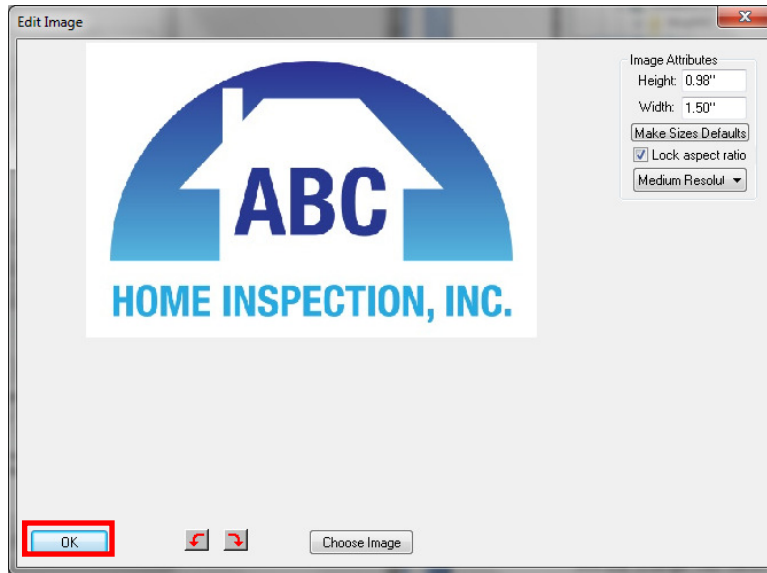


- This brings up the 'Select Image' screen. Here you want to navigate to the folder that your logo is stored in and then select it. Once it is highlighted you will see a preview of the logo. Click 'OK'



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6. Next the 'Edit Image' screen will appear. Click on 'OK' in the lower left corner.



7. This will bring you back to the 'Cover Page Setup' screen, and you will click 'OK' again. Then you will click 'OK' to get out of Print Settings.

