



Palm-Tech
HOME INSPECTION SOFTWARE

Step by Step

How To

**Add Abbreviations to
Notes**

*This How To article explains how to add
abbreviations to notes*

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Support section of our website: www.palm-tech.com/support/

HOW TO: ADD ABBREVIATIONS TO NOTES

You can add in an unlimited number of items to your descriptions and note dropdowns. There is also no limit to how long each item can be. With some of the longer narratives, you are not able to see the entire comment when you are looking to add it into your report which can be troublesome if you have several longer narratives that all start out the same way. To help with this, you can add abbreviations to the front of the items in your dropdown list to serve as a quick way for you to know which note is which. These abbreviations are very helpful in that they help you identify which note is which, however, if you add a note in that has an abbreviation the abbreviation is not added to the report.

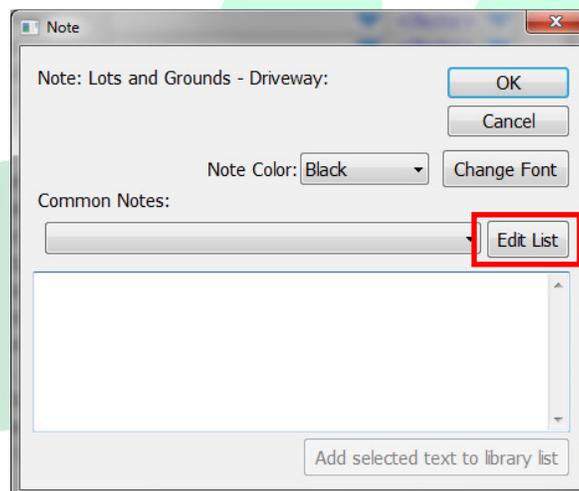
1. The first step to adding abbreviations to your notes is to go to the line that contains the note/description you want to add an abbreviation to. For this example we'll navigate to the Driveway line in Lots and Grounds.



2. Next, we'll click on the 'Note' piece to bring up the 'Edit Note' screen.

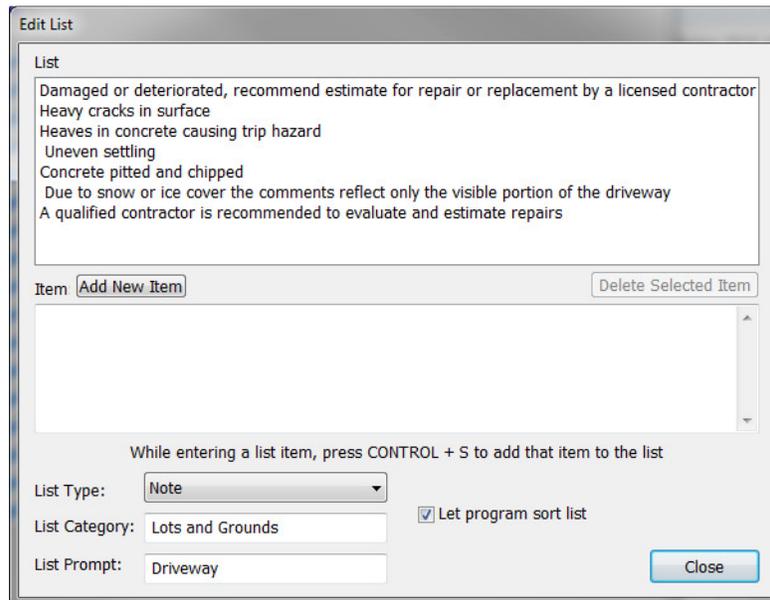


3. On the 'Edit Note' screen, click on the 'Edit List' button.

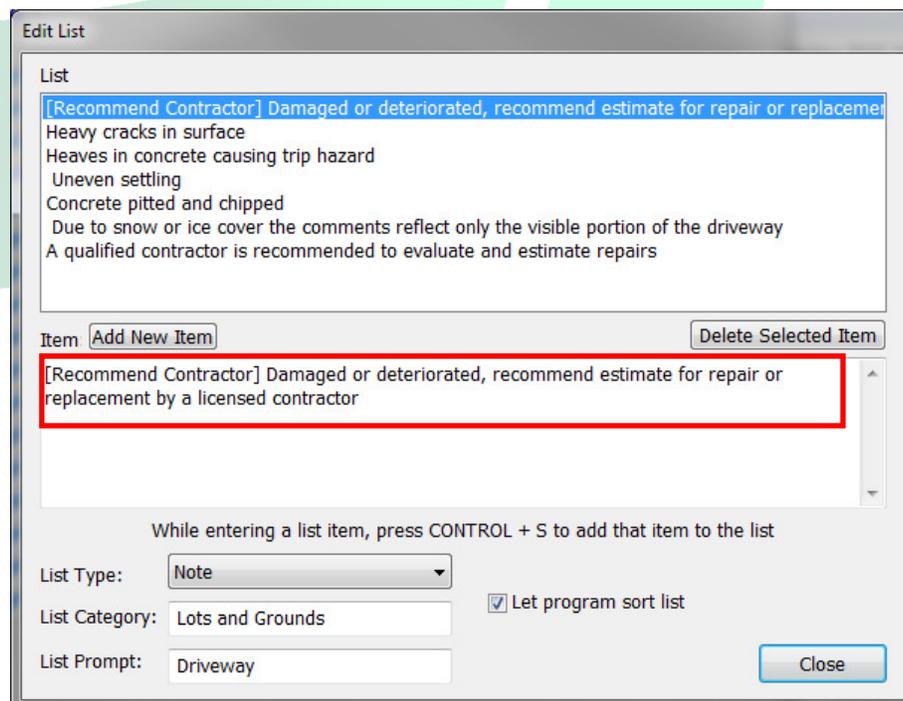


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4. Here you will see a list of all of the items in the Driveway 'Note' dropdown list.

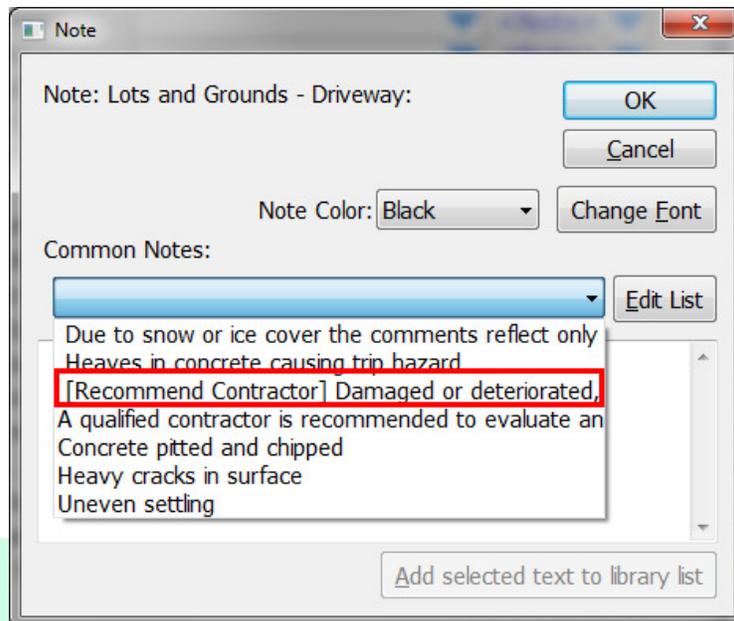


5. To add an abbreviation to a note, you need to add a set of brackets [] with the abbreviation text in-between them at the front of the note. For example, lets add the abbreviation [Recommend Contractor] to the note *Damaged or deteriorated, recommend estimate for repair or replacement by a licensed contractor*. To do this, we would modify the note to be displayed as: [Recommend Contractor] *Damaged or deteriorated, recommend estimate for repair or replacement by a licensed contractor*.

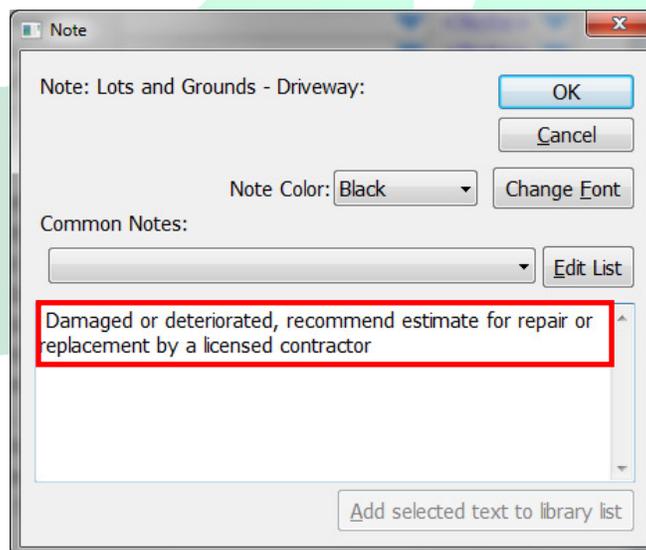


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6. Once you have added in your abbreviations, click on 'Close'.
7. Now, when you look at your dropdown list you'll see the note contains the abbreviation at the beginning of it.



8. If you select this item from the dropdown, it will insert the note without the abbreviation.



9. You can add in an unlimited number of abbreviations for both descriptions and notes. The process for adding them in and how they work is identical on the PC and the App.