



Palm-Tech
HOME INSPECTION SOFTWARE

Step by Step

How To

**Add Your Company
Logo to Inspection
Reports**

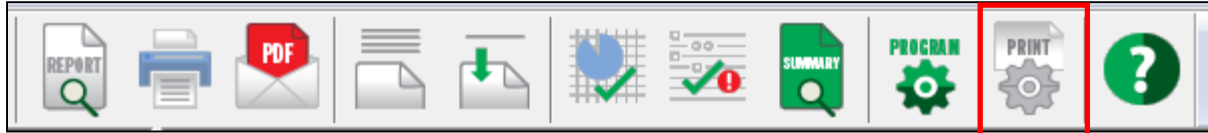
*This How To article explains how to add your
company logo to inspection reports*

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

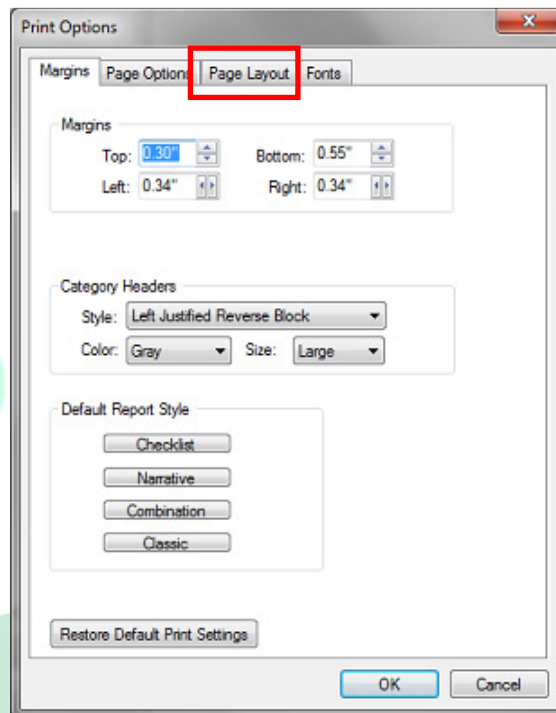
HOW TO: ADD YOUR COMPANY LOGO TO INSPECTION REPORTS

You can add your company logo so that it appears at the top of each page of your reports.

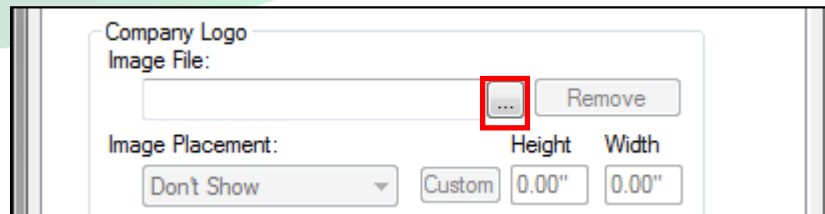
1. The first step is to click on the Print Settings icon from the Toolbar.



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

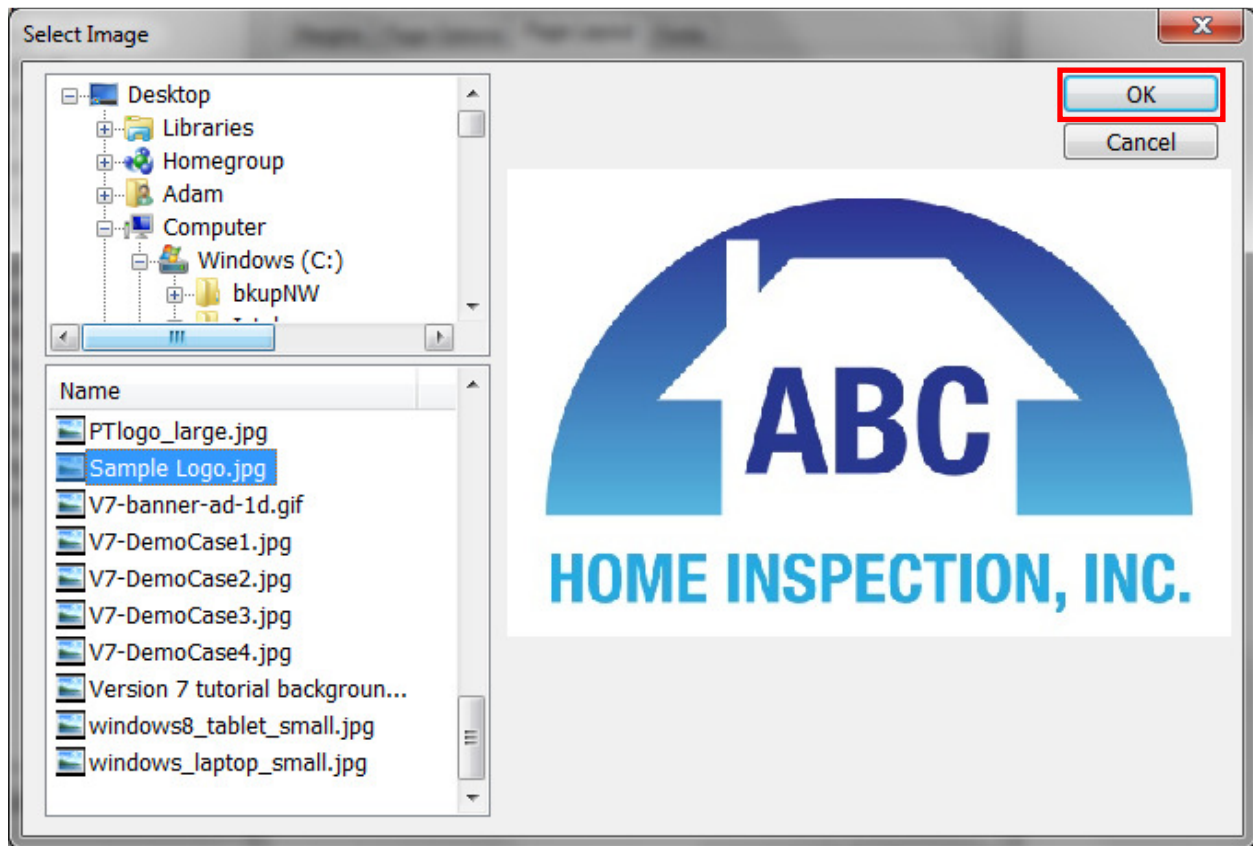


3. On this screen there is an option for Company Logo. To add in your logo click on the button that has the three periods '...' on it.

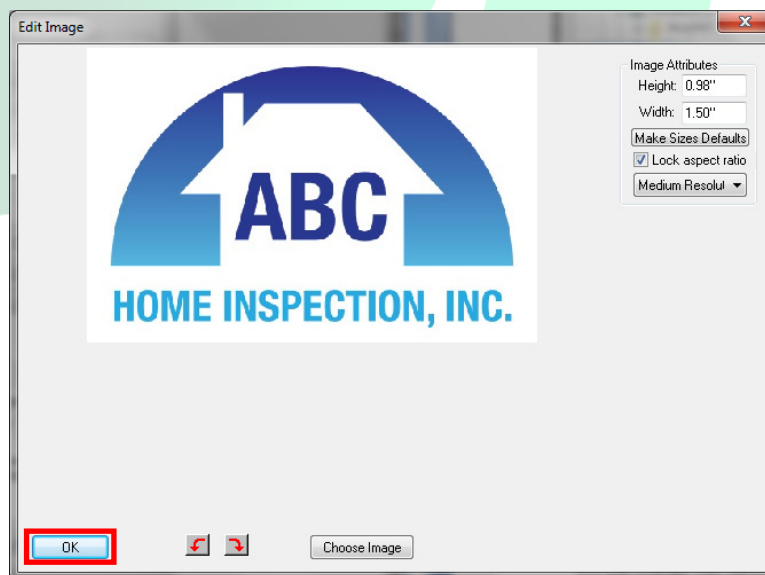


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- This brings up the 'Select Image' screen. Here you want to navigate to the folder that your logo is stored in and then select it. Once it is highlighted you will see a preview of the logo. Click 'OK'

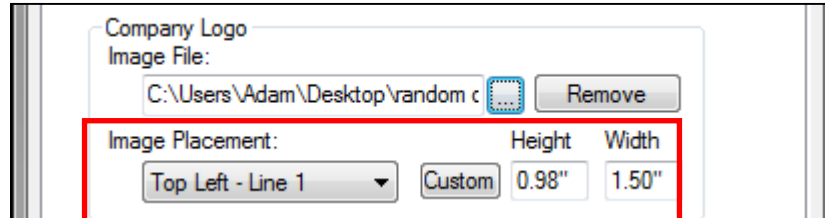


- Next the 'Edit Image' screen will appear. Click on 'OK' in the lower left corner.

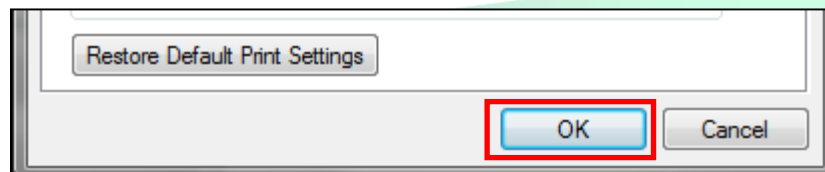


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- You will now be back on the Print Settings screen and your logo will be added in. To adjust where the logo shows up on reports choose a different option from the 'Image Placement' dropdown or click on the 'Custom' button to give a precise measurement for how far down and to the left you want the logo to appear.



- When finished, click on 'OK'.



- You have now added your company logo to each page of the report.