



# Palm-Tech

HOME INSPECTION SOFTWARE

Step by Step

## How To

# Change the Default Email Template

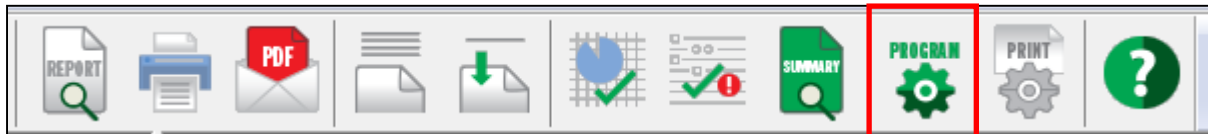
*This How To article explains how to change  
the default email template*

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/)

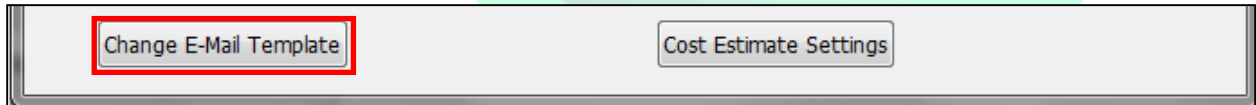
## HOW TO: CHANGE THE DEFAULT EMAIL TEMPLATE

When you create a PDF within the Palm-Tech program you have the option to email it out. Palm-Tech will look at your computer's settings and open up your default email program. (This will only work if the email program you use is installed locally on your PC and will not work if it is web based that you have to log into) You have the option to customize the message that appears in the email it creates.

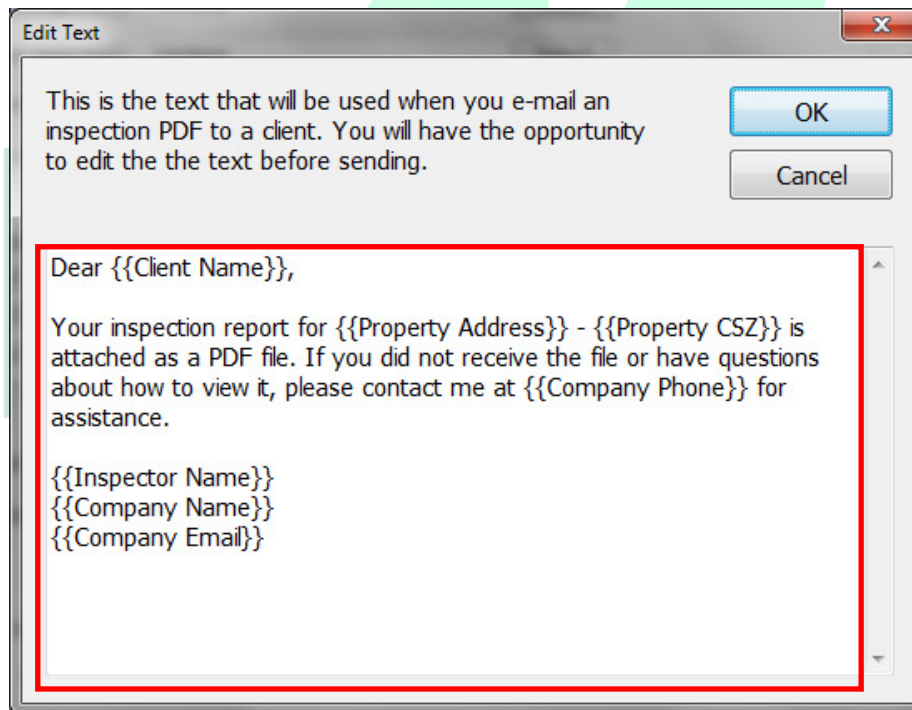
1. The first step is to click on the Program Settings icon from the Toolbar.



2. The Program Settings window will now appear.
3. Next, click on the button in the lower left corner for 'Change E-Mail Template'.



4. You will now see the 'Edit Text' screen for the default message that appears when you send an email. On this screen you can change the text to match whatever you want and when finished, click on 'OK' in the top right corner.



5. Your email template has now been changed.