



# Palm-Tech

HOME INSPECTION SOFTWARE

Step by Step

## How To

# Setup a Cover Page on the PC and App

*This How To article will show you how to setup the cover page on the PC and then the App.*

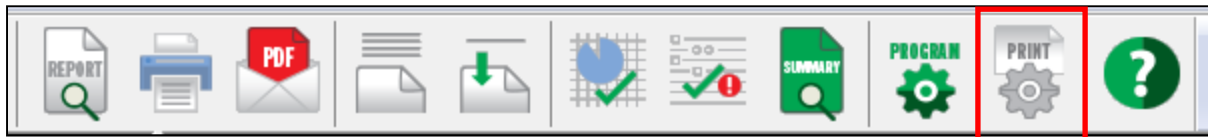
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# HOW TO: SETUP A COVER PAGE ON THE PC AND APP

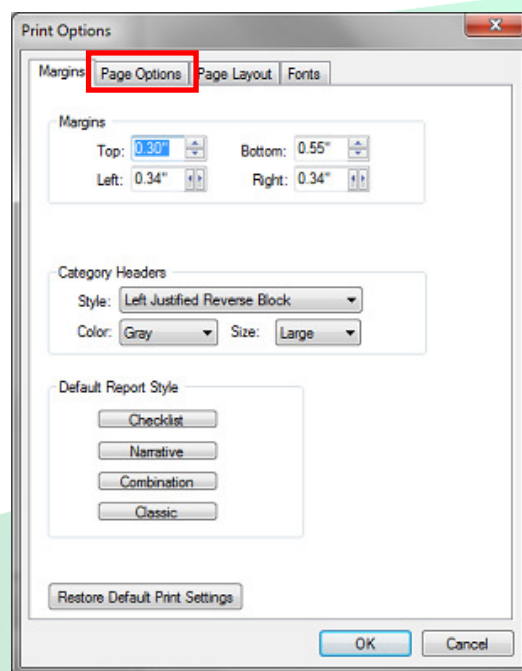
This document explains how to first setup the cover on the PC and then how to setup on the App. There are four different formats to choose from for you cover page.

## PC Setup

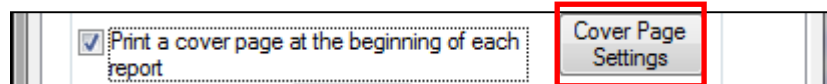
1. The first step is to click on the Print Settings icon from the Toolbar.



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

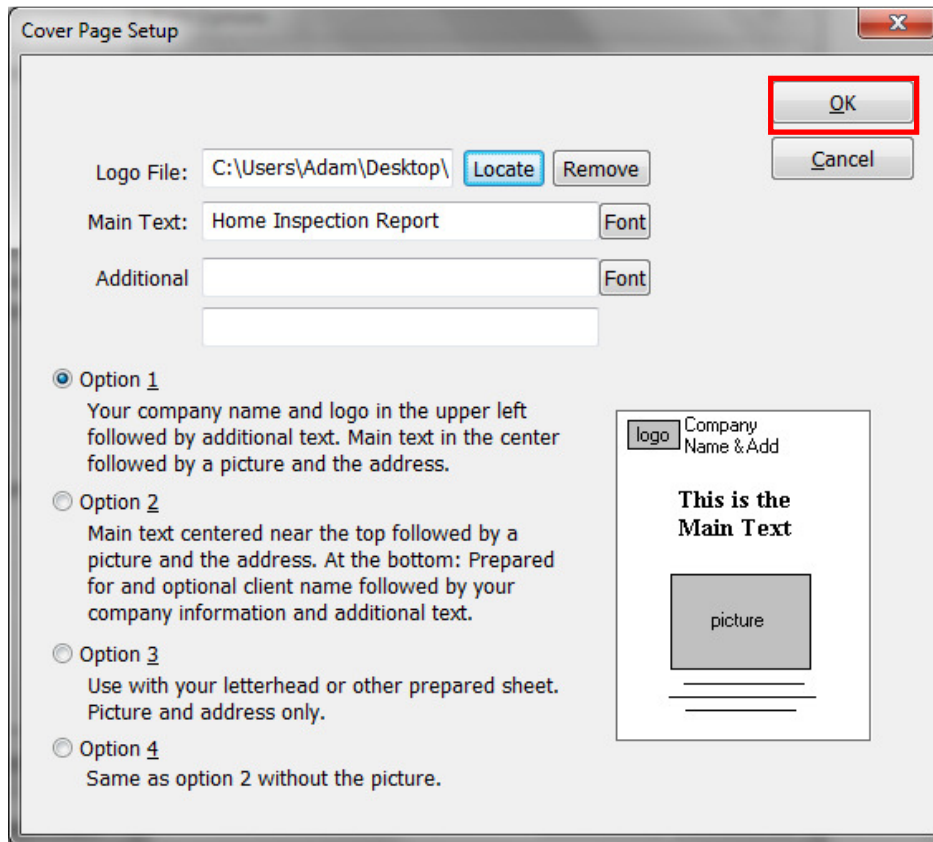


3. On this screen, there is an option for 'Print a cover page at the beginning of each report'. When you check this option, you will then see an option for 'Cover Page Settings'. Click on this button to see the rest of the cover page options.

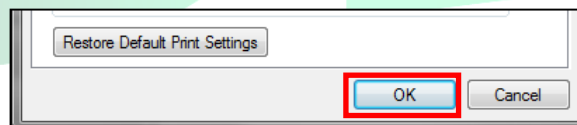


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- This brings up the 'Cover Page Setup' screen. On this screen you have 4 different options to choose from. When you select an option you'll see a preview of the page layout, and at the top you'll have different fields to fill out related to the cover page option you selected. Once you have selected the option you want and filled out the desired information, click on 'OK'.

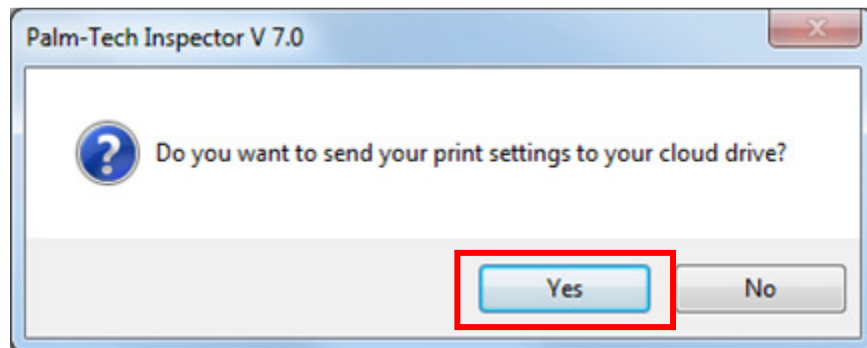


- Next, click on 'OK' in the bottom right corner.



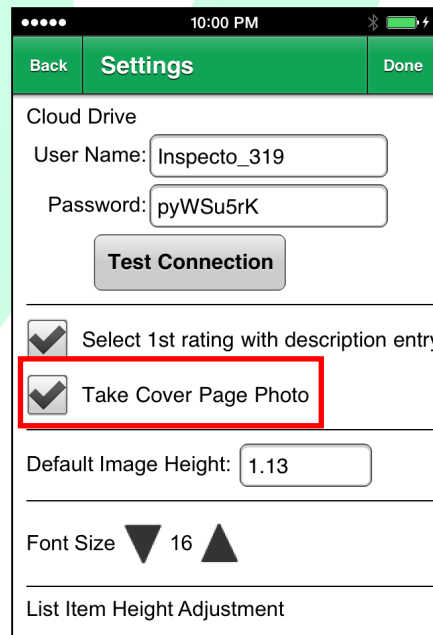
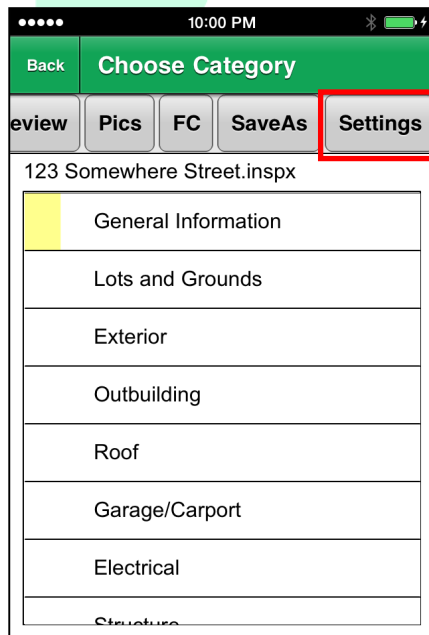
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6. After you click 'OK' at the bottom it will ask if you want to send your print settings to the Cloud. Click 'Yes' so that reports you create from your mobile device will use the print settings you modified.



### App Setup

1. First, you must have the option checked for 'Take Cover Page Photo'. To do this, tap on the 'Settings' button from the toolbar and then check the box on the Settings screen.



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- Next, tap 'Done' in the top right corner. This will take you back to the 'Choose Category' screen and you will have the option for 'Cover Page Photo' in the category list.

