



Palm-Tech
HOME INSPECTION SOFTWARE

Step by Step

How To

**Use Custom Fields in
Print Settings**

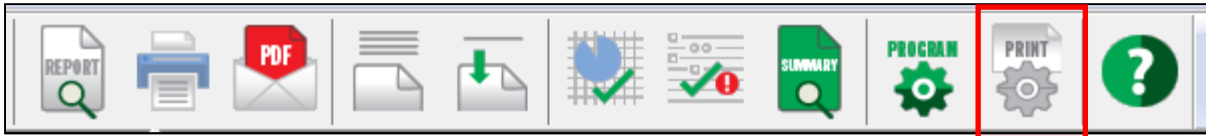
*This How To article explains how to use the
custom fields options in print settings*

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

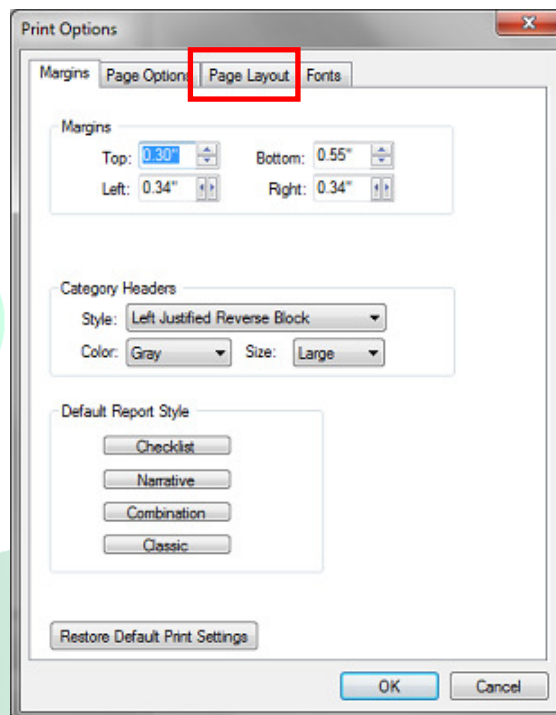
How To: Use Custom Fields in Print Settings

You can use Custom Fields in Print Settings to have information that you choose show up at the top of each page of your inspection report. This is commonly used with items such as the client name, property address, inspection company email or phone number, etc.

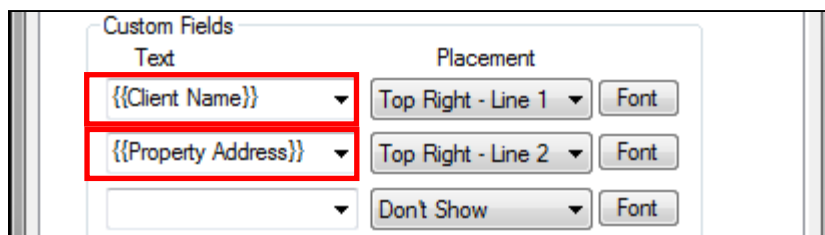
1. The first step is to click on the Print Settings icon from the Toolbar.



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

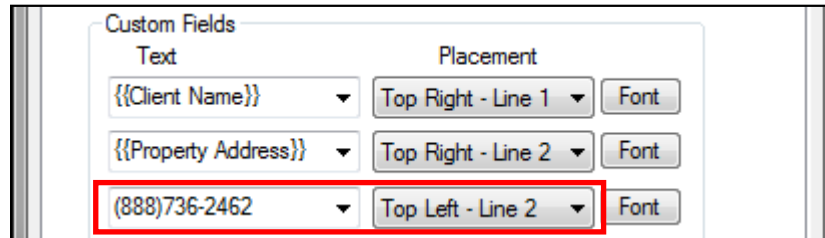


3. On this screen, there is an option for 'Custom Fields'. You can have up to 3 different custom fields and by default the program uses two: Client Name and Property Address. You can remove these by simply clearing them out. For this document we will be leaving these in place, and adding in a third one for our company phone number.



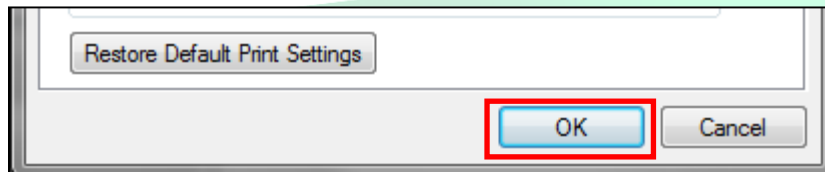
How To: USE CUSTOM FIELDS IN PRINT SETTINGS

- To do this we'll click in the third custom field box and type in (888)736-2462. Then we'll change the placement to 'Top Left - Line 2'. You can also click on the *Font* button to change the font as desired.



Text	Placement	Font
{{Client Name}}	Top Right - Line 1	Font
{{Property Address}}	Top Right - Line 2	Font
(888)736-2462	Top Left - Line 2	Font

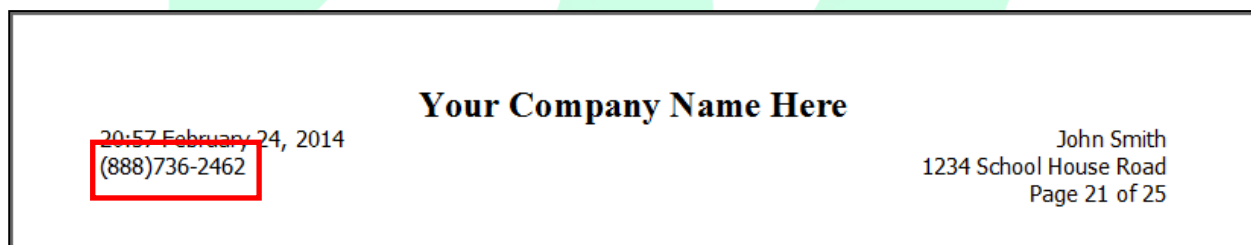
- When you have finished setting up the custom fields as you want click on 'OK' in the bottom right corner.



Restore Default Print Settings

OK Cancel

- You have now modified the custom fields. If you go to 'Print Preview' you will see the change has taken affect in the header.



20:57 February 24, 2014

Your Company Name Here

(888)736-2462

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1234 School House Road
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