



How To:

Email a Single Page of a Report

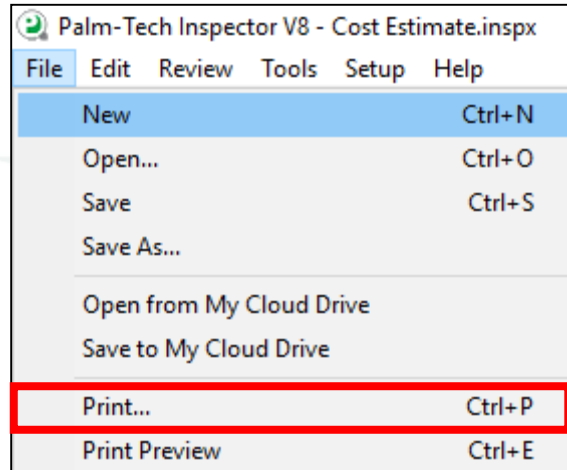
This step by step How To article explains how to email a single page of an inspection report

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

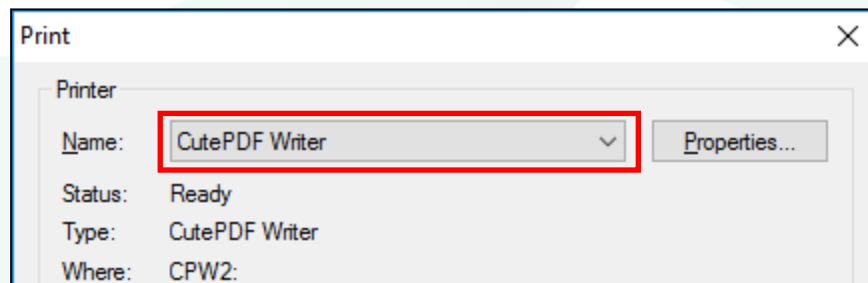
How To: EMAIL A SINGLE PAGE OF A REPORT

There are times when you may want to email a specific page, or set of pages, of a report to a client instead of the entire report. In order to do this using the instructions in this document, you will need to have a PDF creator installed on your computer. There are many PDF creator programs available and some free ones include CutePDF and DeskPDF.

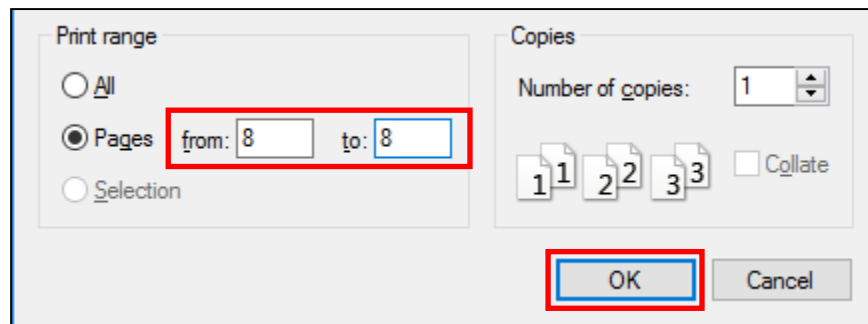
1. With your inspection file open, click on File -> Print.



2. Next, we have a screen that allows us to choose our printer as well as what pages we want to print. Here, we want to select our PDF writer. For this example, we'll select CutePDF.

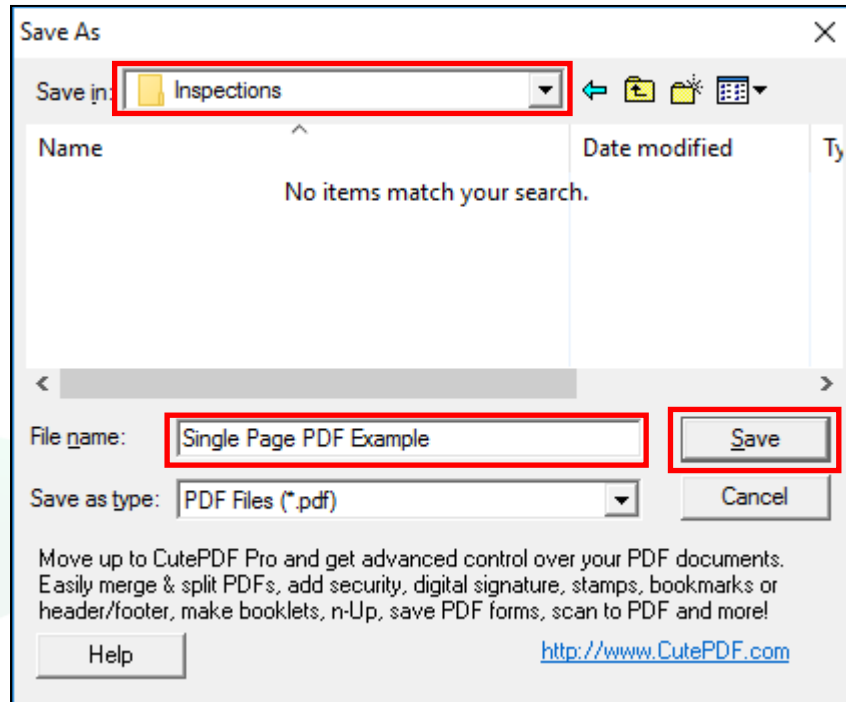


3. Now, select which page(s) that you want to email and click on 'OK'.



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4. A window will appear prompting you to give the PDF that you are creating a name. You can name the PDF whatever you would like and choose where you want to save it. When finished naming it and selecting its location, click on 'Save'.



5. The PDF of the page(s) you selected will now be created. The last step is to open up your email, start a new email, attach the PDF and then email it off.