



How To:

Have Each Category Start on a New Page

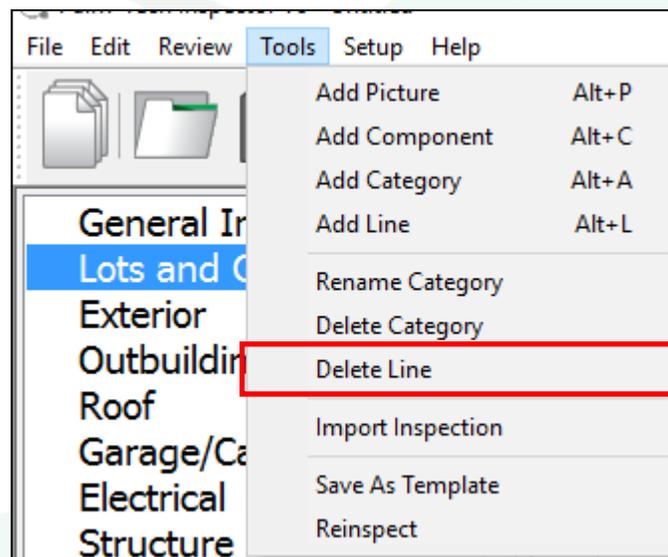
This step by step How To article explains how to set up your inspections so that each category starts a new page of the report

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

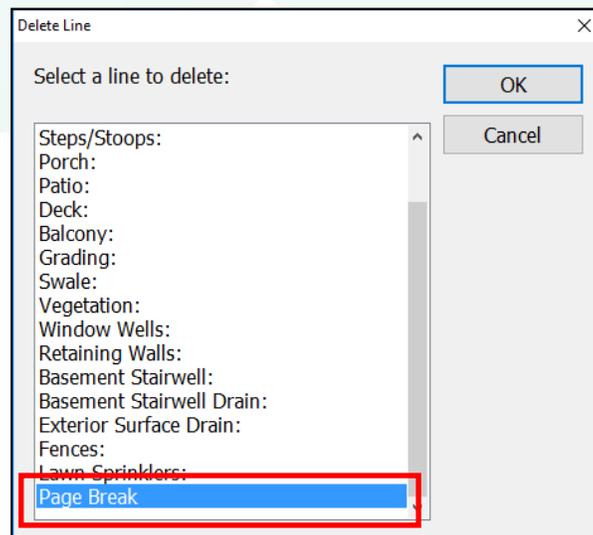
How To: Have Each Category Start On A New Page

By default Palm-Tech is setup so that each category has a 'Conditional Page Break'. This means that if a category ends more than 70% down on a page, that the next category will start on a new page. This works great for most inspectors but some inspectors prefer having every category start on a new page regardless of how much content is contained in each. You can do this by replacing the 'Conditional Page Breaks' with 'Hard Page Breaks'.

1. The first step is to open the template that you want to make the change to.
2. Once the template is open, we need to remove the 'Conditional Page Breaks' that are at the end of each category. To do this, click on the category you want to start with and then go to Tools->Delete Line.

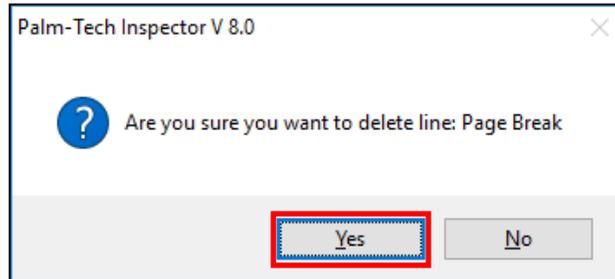


3. The 'Delete Line' window will appear. On this window, navigate to the bottom and then click on the 'Page Break' line.

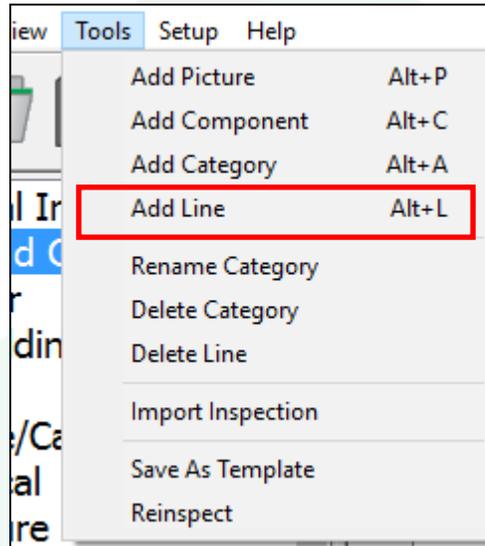


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- Next, click on 'OK'.
- A window appears that asks 'Are you sure you want to delete line: Page Break'. Click on 'Yes'.

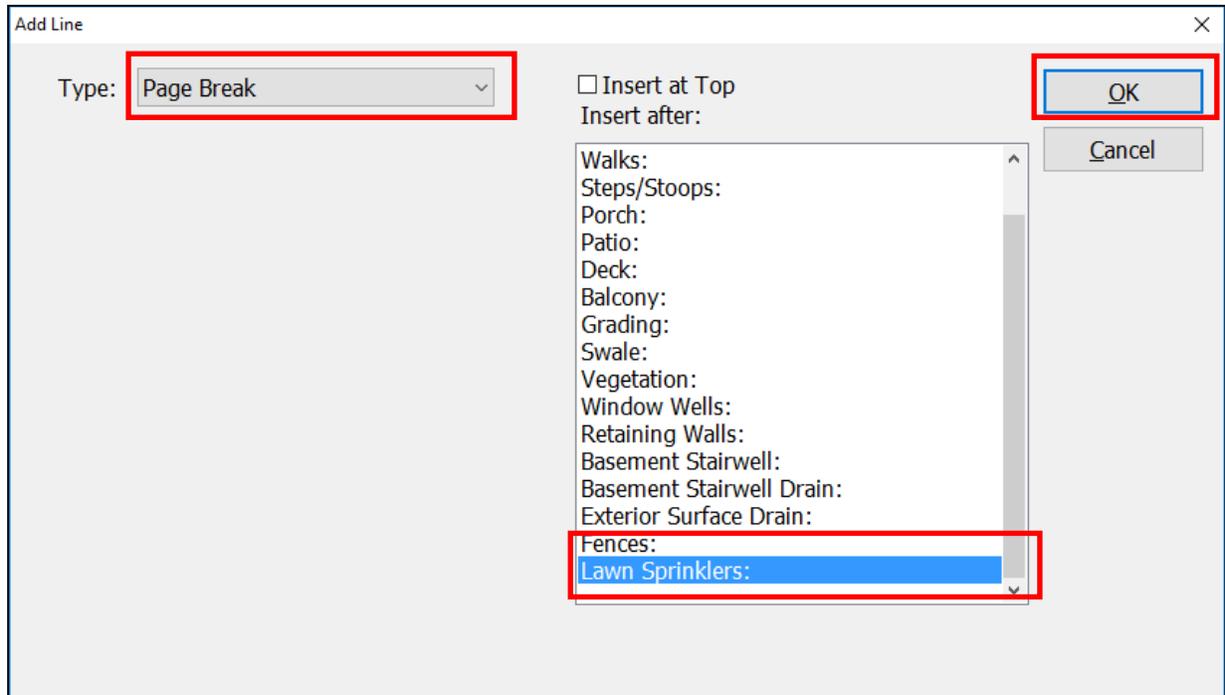


- The 'Conditional Page Break' has now been removed. Next, we need to add in the 'Hard Page Break'. To do this, go to Tools->Add Line.



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7. On the 'Add Line' screen, select 'Page Break' from the *Type* dropdown. In the list of lines currently in the category on the right, make sure the last line in the list is highlighted so that the page break is added in at the end of the category. Click 'OK' when finished.



8. The 'Hard Page Break' has now been added into the category. The next step will be to repeat this process of replacing the 'Conditional Page Breaks' with 'Hard Breaks' in each of the categories in the template.
9. By going to Tools->Save as Template you can create a new version of your template that includes the changes you made with page breaks. This makes it so that if you want this to be a permanent change you only have to walk through the process one time.