



# How To:

## Move the Summary to the Beginning of the Report

**This step by step How To article explains how to move the Rating Summary to the beginning of your inspection reports**

**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/)**

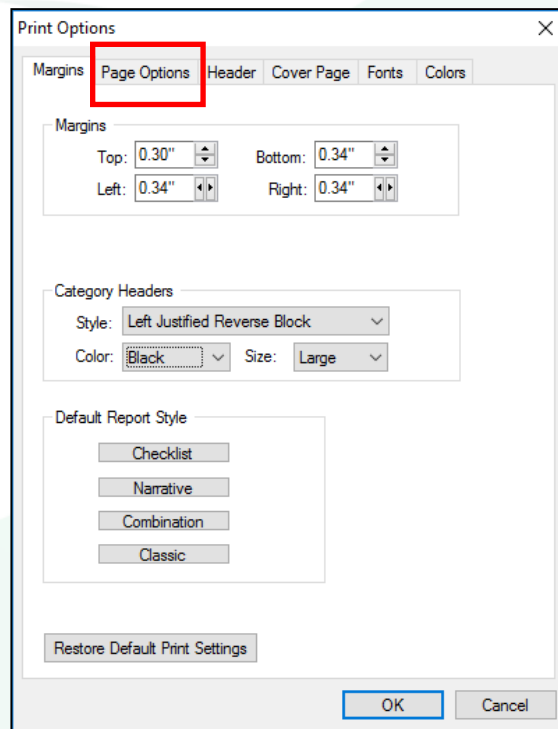
# How To: Move the Rating Summary to the Front of the Report

With the default settings, the Rating Summary is set to show up at the end of the report. You can easily change it so that it shows up at the beginning of the report and this document will walk you through how to do that.

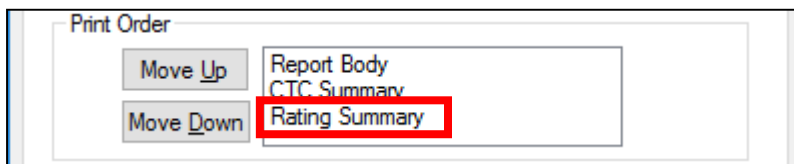
1. The first step is to click on the Print Settings icon from the Toolbar.



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

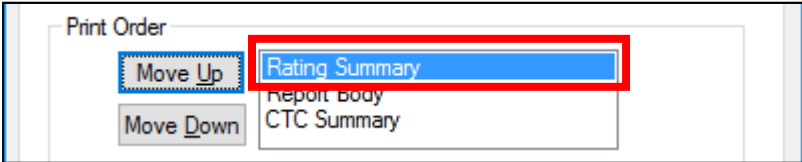
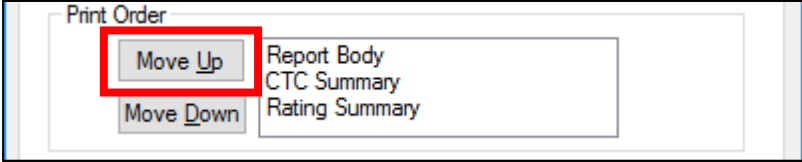


3. In the middle of this tab there is an option for Print Order. Click on Rating Summary to highlight it.

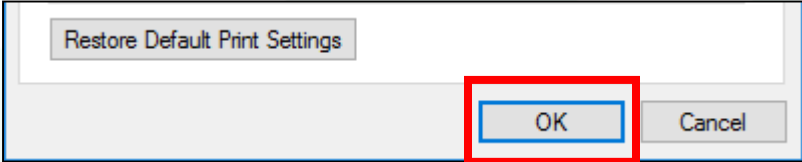


# How To: MOVE THE RATING SUMMARY TO THE FRONT OF THE REPORT

4. Next, click 'Move Up' twice. This will bring the Rating Summary to the beginning of the report.



5. Click 'OK' when finished and the change will be made.



**Note: The CTC Summary is the Cost Estimate Summary. If you don't use cost estimates, the location of this summary in the order will not matter since there will be not be a CTC Summary to print.**