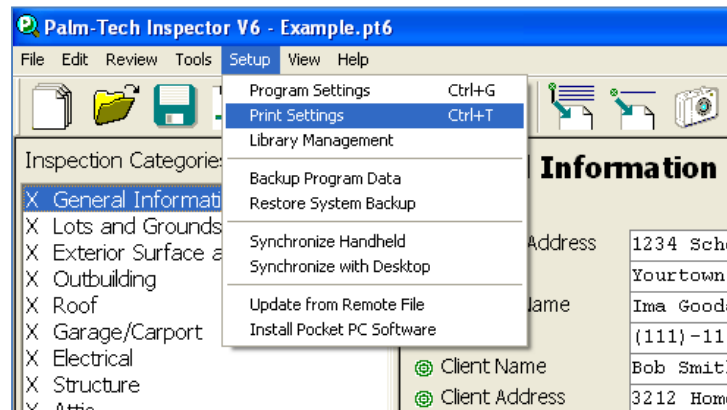


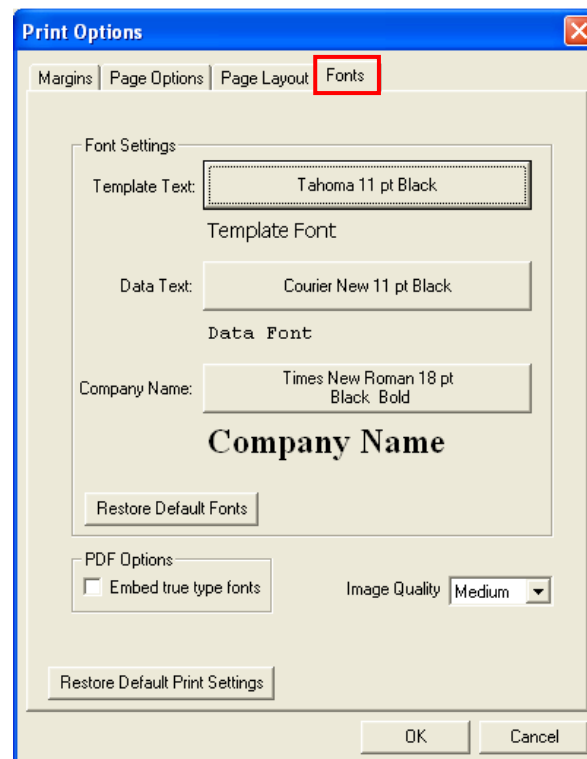
Palm-Tech gives you the flexibility to customize your inspection reports to look the way you want. One of the options available is changing the fonts in your report. Palm-Tech makes it easy to change the font type, size, and color.

Changing the Fonts in Your Reports

1. First, open up the template or inspection that you are working on. Then click on Setup > Print Settings.

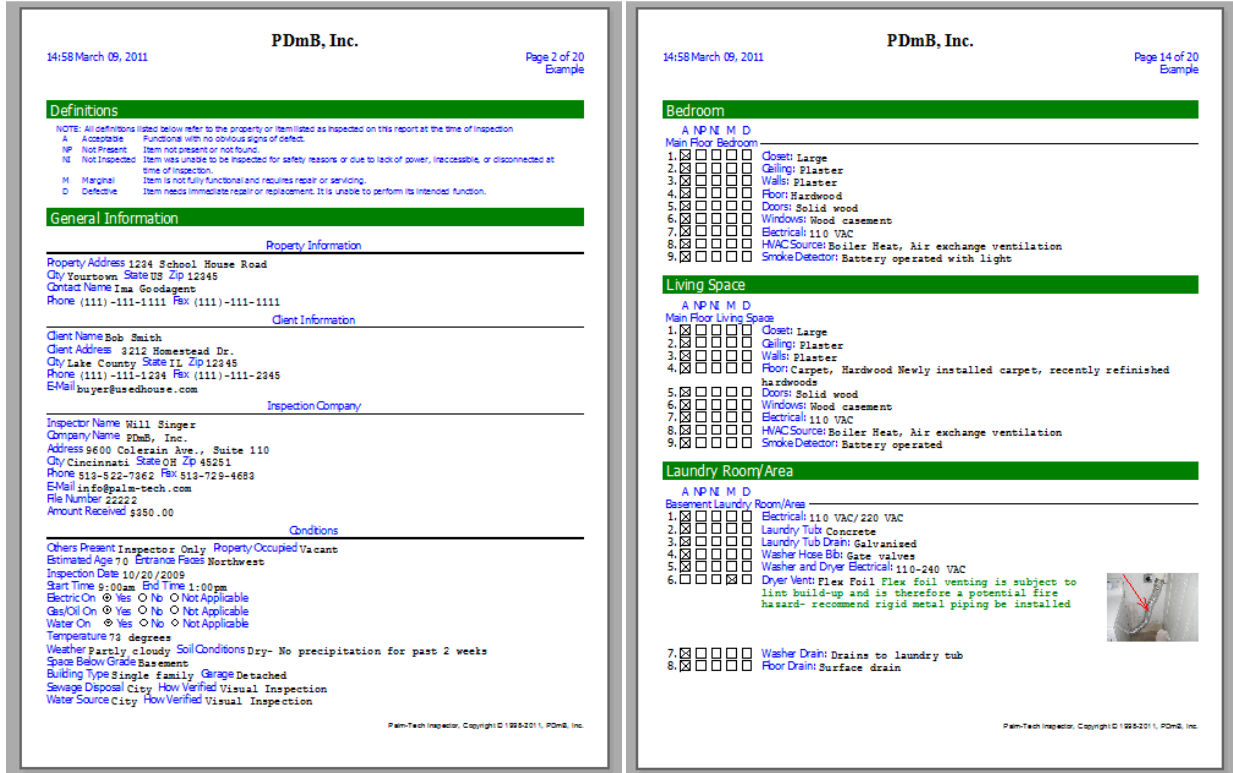


2. Next, click on the 'Fonts' tab.

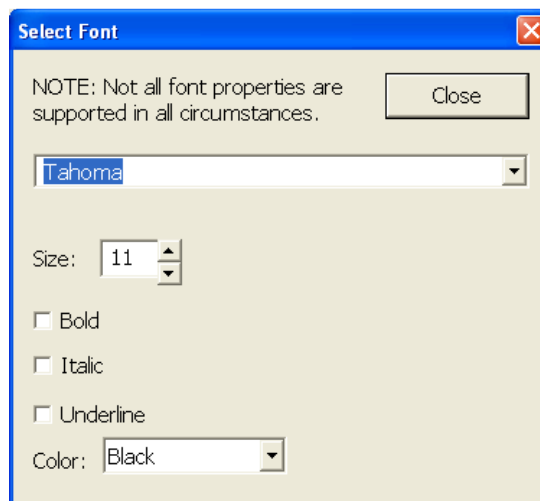


How to: Change the Fonts in Your Report

3. Here you can edit the Template Text, Data Text, and the Company Name. The Template Text includes all the text that is already there in your template. For example, on your printed report the table of contents, definitions, and screen prompts are Template Text. To better show you this, the blue text below is the Template Text.



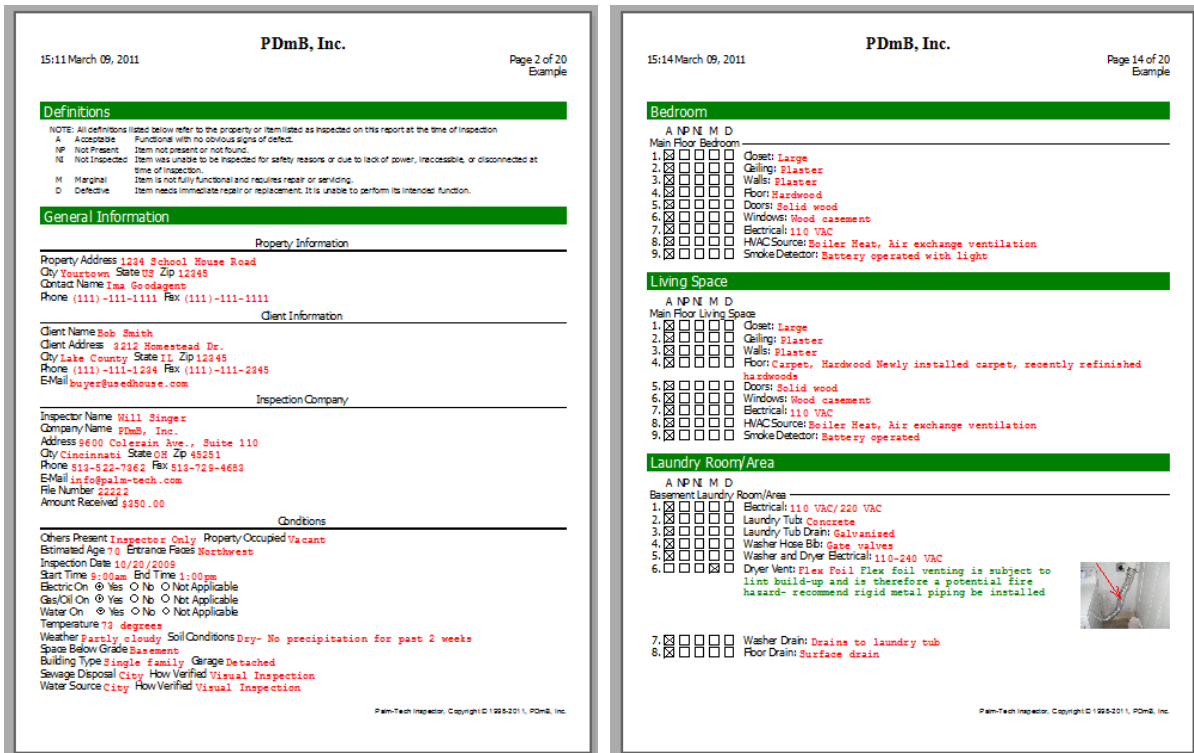
4. Click on the desired font box and you will see a window like the one below that allows you to change the font type, font size, font color, and font properties.



How to: Change the Fonts in Your Report

5. You can also edit the Data Text. The Data Text includes all of the text that you are adding to your report. For example, all of the information you type in the General Information page, descriptions, and notes are all Data Text. To better show you this, the **red** text below is the Data Text.

Note: If you have certain ratings set up to show a specific color, that will overwrite your font settings that you have changed in Print Settings.



6. You can also edit the font of your company name. The default location for company name is at the top, center of each page. It shows up in green below.

