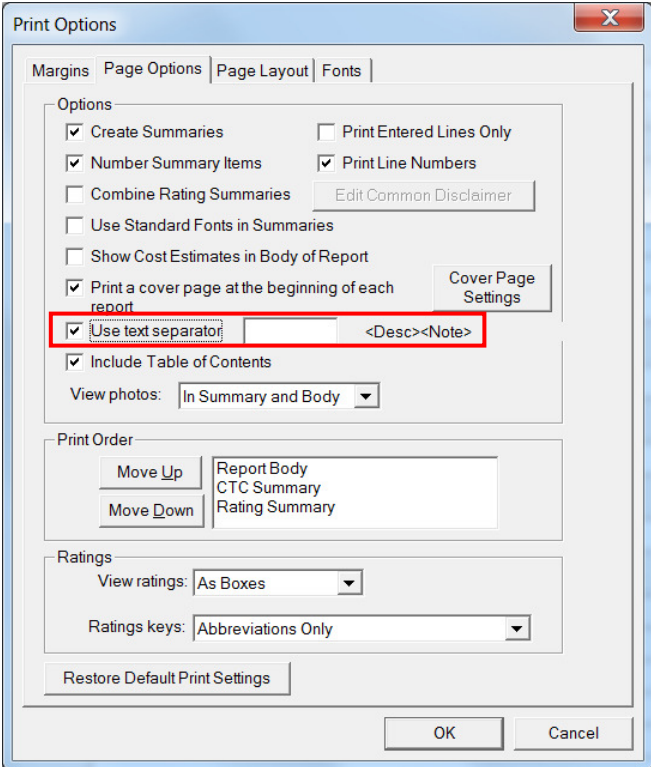


Palm-Tech gives you the option to use a text separator to make your report easier to read. The text separator allows you to clearly separate the Description and Note entries on each line of your report.

**Using the Text Separator**

- 1. To add a text separator, open an inspection. Click on Setup > Print Settings and select the option 'Use text separator'.



- 2. In the empty box, type in what you want to use to separate your Description and Note. For this How To, we are going to use a dash followed by two blank spaces. To the right, you will see a preview of what it will look like in your report.



## How to: Use the Text Separator

3. You will notice the change take effect in your printed/PDF report.

### Before

A	NP	NI	M	D
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driveway: Asphalt Typical cracks in surface with weed growth				

### After

A	NP	NI	M	D
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driveway: Asphalt- Typical cracks in surface with weed growth				

4. As you can see, the text separator separates the Description from the Note which can make the report easier to read and understand.