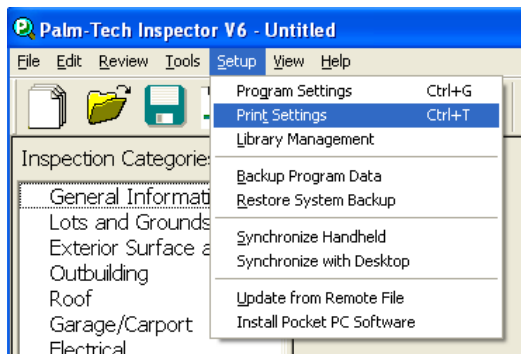


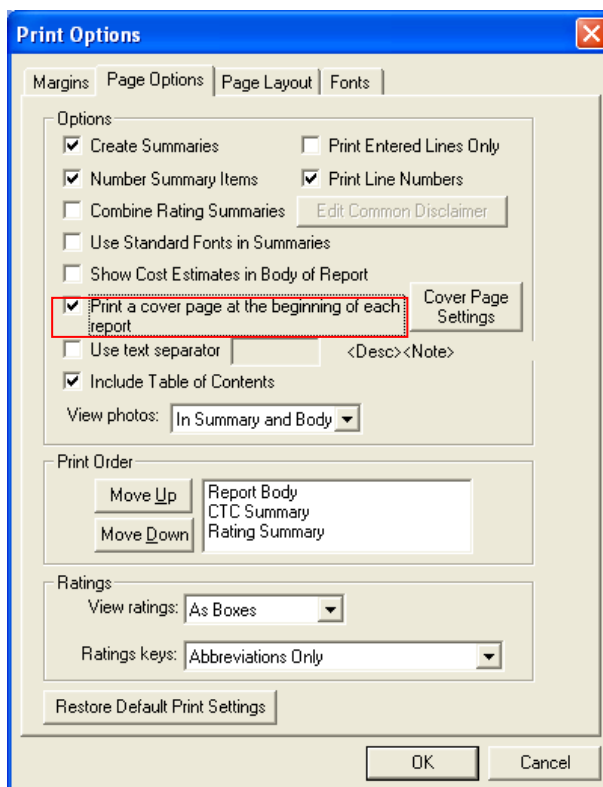
There are two parts to adding cover pages to your inspection reports. The first part is to change the print settings to allow for cover pages (done one time) and the second part is inputting the cover page information specific to an inspection.

### Part I-Enabling the Cover Page

1. The first step in is to tell the program that you want to add cover pages to your reports. To do that select Setup then Print Settings from the menu.

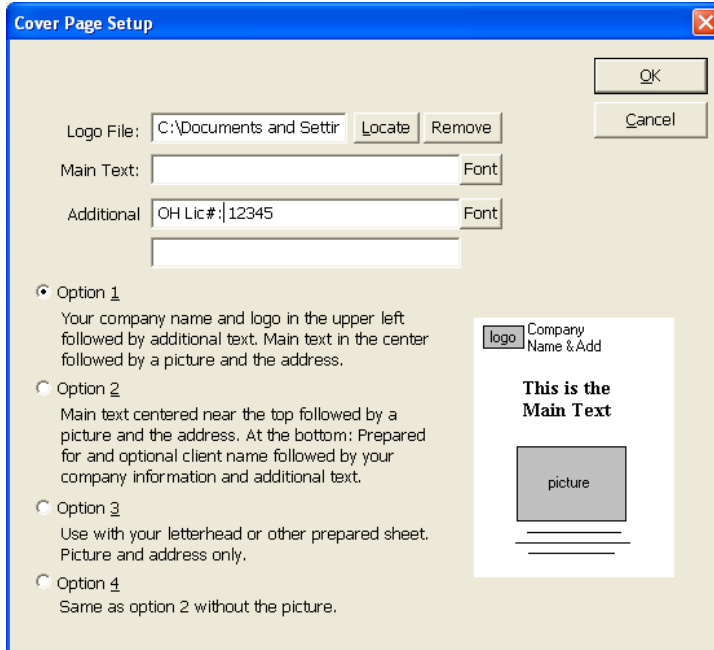


2. Choose the "Page Options" tab, at the top of the "Print Options" screen
3. Check the box labeled 'Print a cover page at the beginning of each report'



## How To: Add a Cover Page to your Report

- After checking the box, click the button labeled Cover Page Settings. There are 4 different cover page types to choose from. Choose an option that fits your style and fill out any additional information you are prompted for.



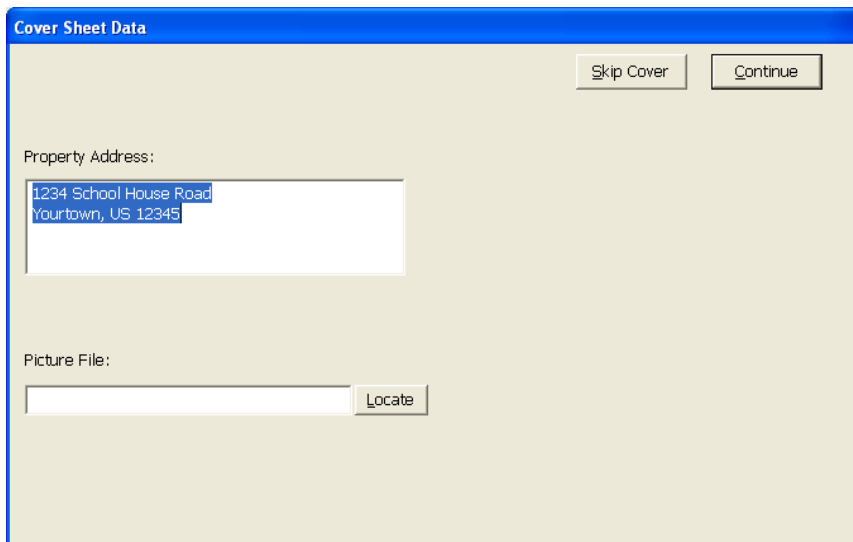
The **Cover Page Setup** dialog box contains the following elements:

- Logo File:** A text field with the path `C:\Documents and Settir`, and **Locate** and **Remove** buttons.
- Main Text:** A text field with a **Font** button.
- Additional:** A text field containing `OH Lic#: 12345` and a **Font** button.
- Options:** Four radio button options:
  - Option 1:** Selected. Description: "Your company name and logo in the upper left followed by additional text. Main text in the center followed by a picture and the address." A preview shows a logo, company name & address, main text, a picture, and address lines.
  - Option 2:** Description: "Main text centered near the top followed by a picture and the address. At the bottom: Prepared for and optional client name followed by your company information and additional text."
  - Option 3:** Description: "Use with your letterhead or other prepared sheet. Picture and address only."
  - Option 4:** Description: "Same as option 2 without the picture."
- Buttons:** **OK** and **Cancel** buttons in the top right corner.

- Click the OK button when you've made your choices and now each time you choose to print or preview a report, you will now be prompted for additional cover page information specific to the open report.

## Part II-Creating a Cover Page for a Specific Report

- When you choose to print, preview or e-mail a report with cover pages enabled, the Cover Sheet Data window will appear.

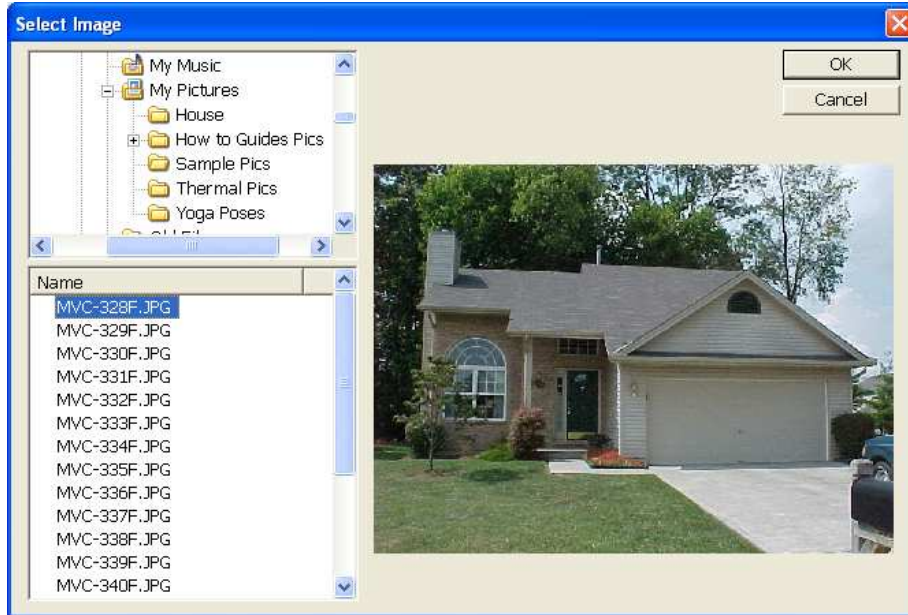


The **Cover Sheet Data** dialog box contains the following elements:

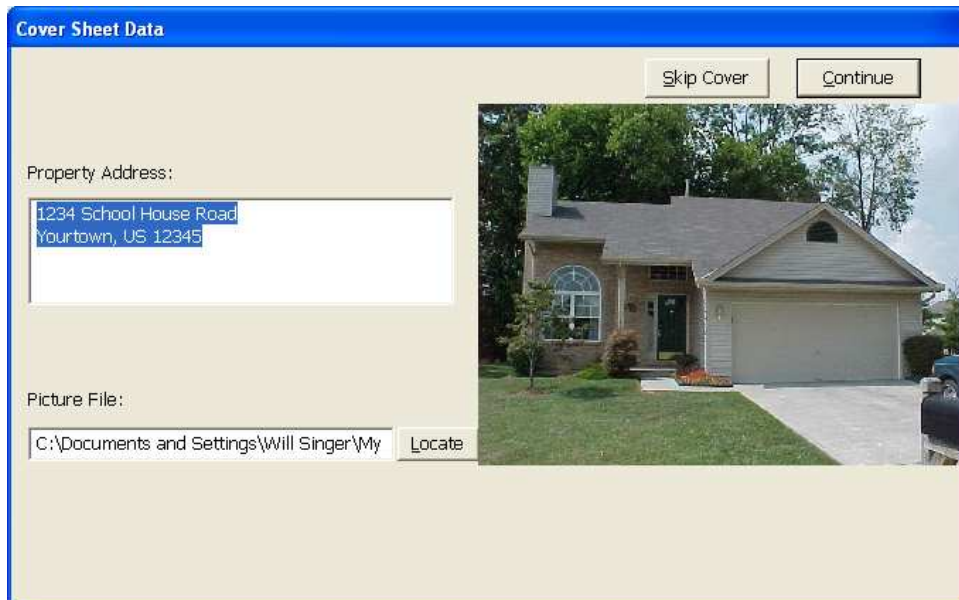
- Buttons:** **Skip Cover** and **Continue** buttons in the top right corner.
- Property Address:** A text field containing `1234 School House Road` and `Yourtown, US 12345`.
- Picture File:** A text field with a **Locate** button.

## How To: Add a Cover Page to your Report

- The program will automatically pull the property information from the general information section of the report and fill it in for you. You can change the cover page information here if you prefer.
- To add a photo of the home to the cover page, click "Locate" and then find the picture you would like to add and click "OK".



- A thumbnail of the cover page photo is shown on the Cover Sheet Data Window.



- Click Continue when the information is complete and a cover page with the picture and information will be added to the front of your report.

# How To: Add a Cover Page to your Report

## Sample Cover Page



PDmB, Inc.  
9600 Colerain Ave., Suite 110  
Cincinnati, OH 45251  
OH Lic#: 12345



1234 School House Road  
Yourtown, US 12345

If you have any other questions or would like additional help you can call us at 1-888-736-2462 or send an e-mail to: [support@pdmB.com](mailto:support@pdmB.com).

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