

Your inspection library can contain a wide assortment of text, from a simple description of an item being inspected to a full inspection agreement that takes up 2 or more pages. Obviously it can be difficult to differentiate between 2 notes you've created if they're both very long, however Palm-Tech has a quick and easy solution to help out with that. You can create abbreviations in your notes that do not print with the notes themselves, and this guide shows you how.

## Creating an abbreviation for your note

1. Go to a note section in your report.
2. Before typing your note, type a quick description in brackets.
  - a. For example: [Brent's guideline 1]
3. After typing the description, type your note as you generally would.
4. Highlight the text and select "add selected text to list".
5. Now when you add this note from your dropdowns, you'll notice that when you go to select it you can see the shortcut. When you select it, however, it will not print on the report. You have successfully added an abbreviation to your note.

