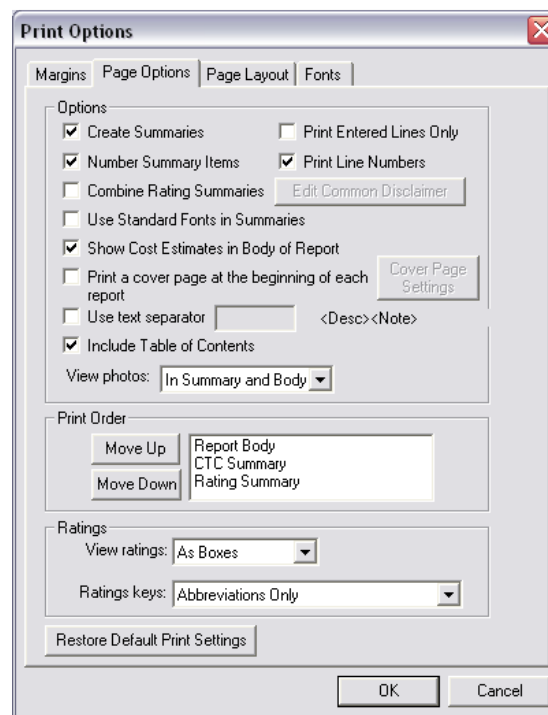


Palm-Tech Home Inspection software can be set up to do a lot of convenient things for you, even create summaries of your reports. You can add summaries, as well as place pictures at the end of your report to make the whole package that much nicer and easier for your customers. This report will take you through the process step-by-step.

## Creating and adjusting your summaries

1. Open an inspection file, it doesn't matter which one you open. For this guide we are using the example inspection.
2. Click on your "Print Settings" button.
3. Click on "Page Options".



4. The first option box you will see here is "Create Summaries". Ensure that the box is checked in.

## How To: Create and adjust report summaries

5. If you wish to have your pictures appear in the summary, go down to where it says "View Photos" and select "In Summary and Body".
  - a. If you want the pictures to appear only in the summary, select "In Summary" here.
6. If you want your summary items to be numbered, select the option "Number Summary Items".
7. Finally, when you are finished making edits click on "Ok". You have successfully edited your summaries.