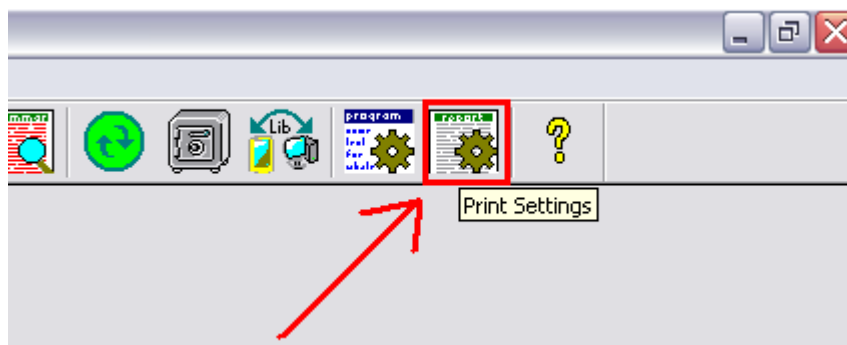


Palm-Tech Home Inspection Software gives you access to a number of robust options to make your home inspection reports look just the way you want them. This guide takes you through the process of changing your reports to a narrative report, removing check boxes and giving it narrative feel.

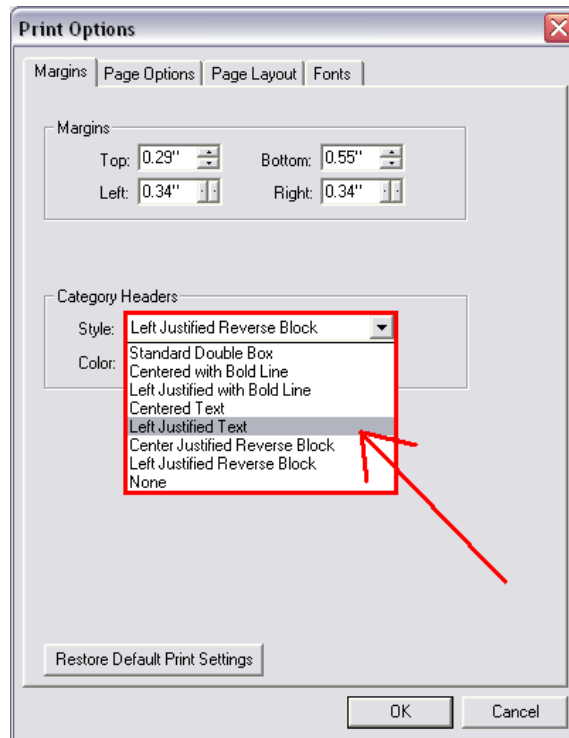
## **Making a narrative report**

1. From your open inspection screen, click on "Print Settings".

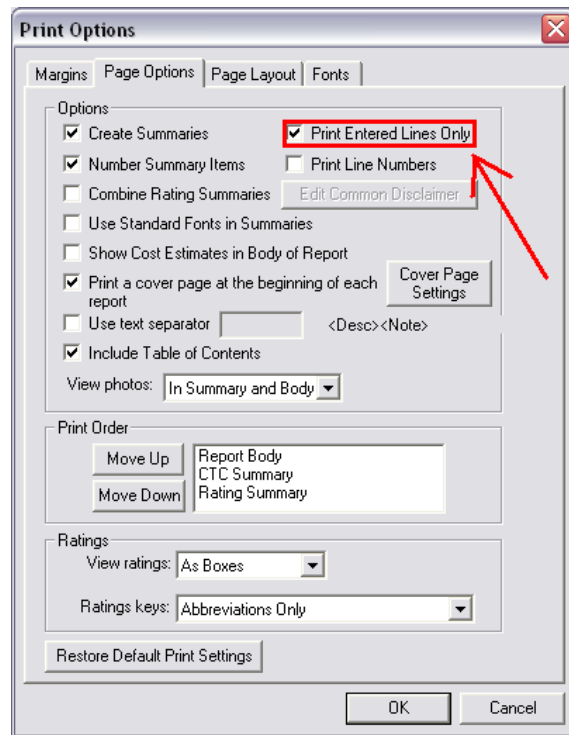


2. In the Print Settings window that will pop up, changes your headings to "Left Justified Text".

# How To: Make a narrative report

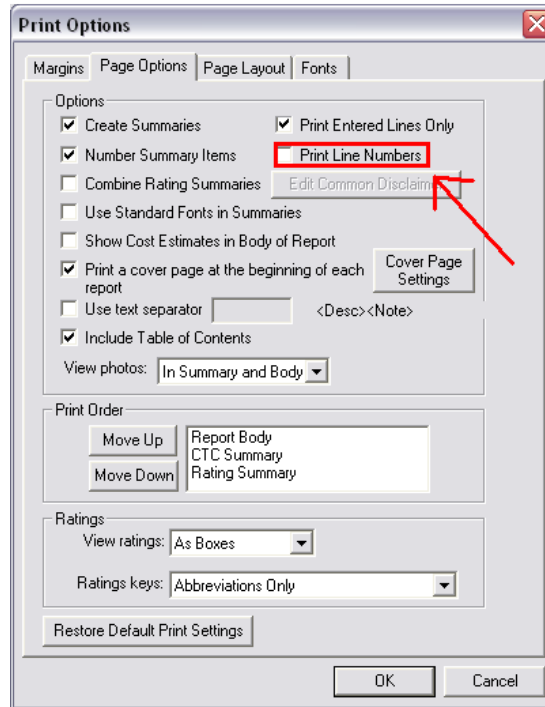


3. Next, go to "Page Options" and check "Print entered lines only".

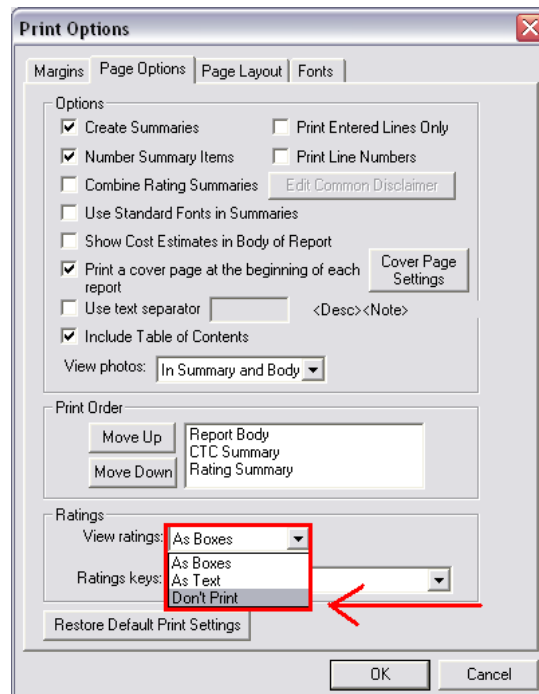


# How To: Make a narrative report

4. Next uncheck "Print line numbers".

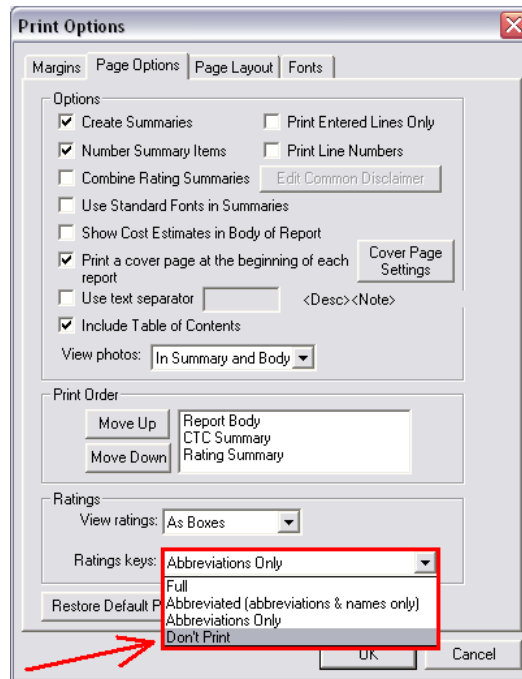


5. Click the dropdown at "View Ratings" and select "Don't Print".



# How To: Make a narrative report

6. Click the dropdown at "Ratings Keys" and select "Don't Print".



7. Lastly, move to the "Fonts" tab, and make your fonts the same across all fields. You are now finished, your report will print out as a narrative now.

