



PDspect

INSPECTION SOFTWARE

Step by Step

How To

Customize a Template

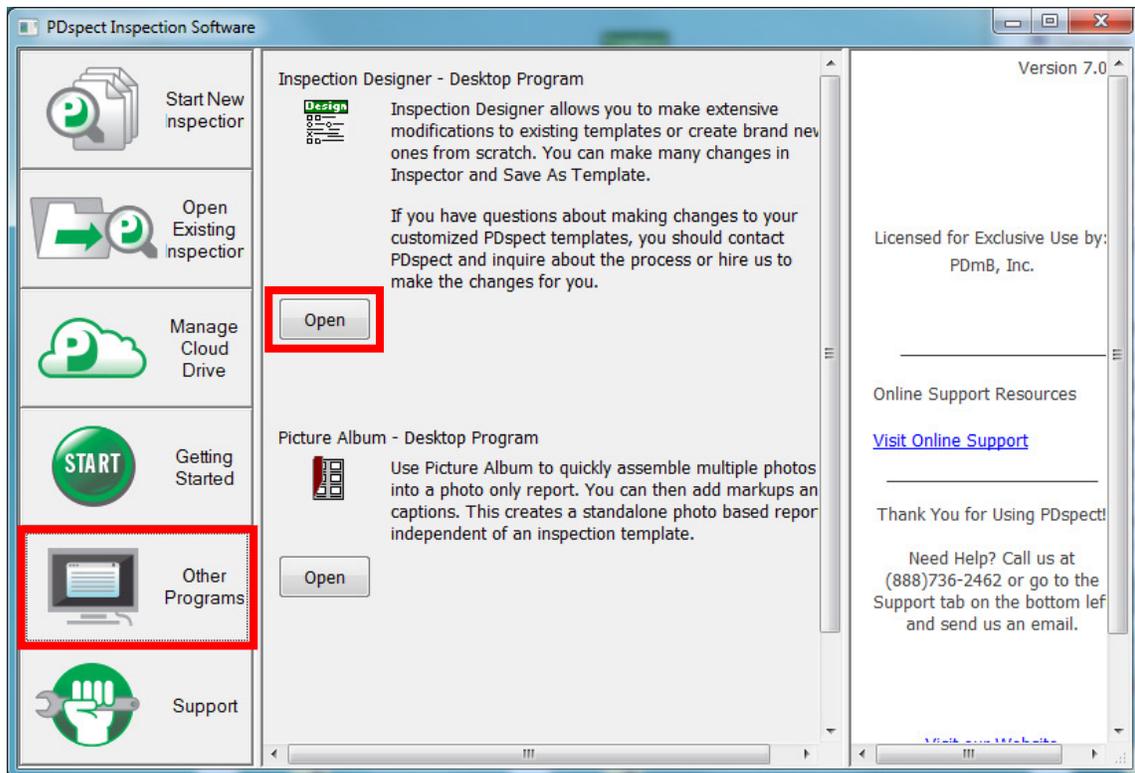
This How To article explains how to customize a template.

For a complete list of available How To documents visit the Support section of our website: <http://www.pdspect.com/support/index.php>

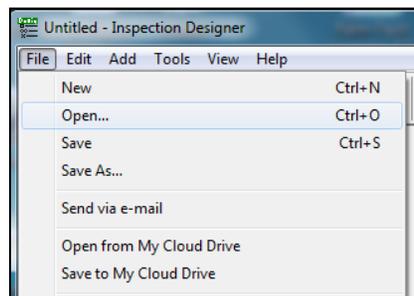
HOW TO: CUSTOMIZE A TEMPLATE

There are two ways to customize a template. The first method is from within the PDspect Inspector Program. You can customize a template by making changes to an inspection, and then make those changes permanent by going to Tools>Save as Template. This document will go over the second, and most often used, method which is using Inspection Designer. This document will go over the basics of getting started in Designer.

1. First, open your PDspect icon and then open Inspection Designer from the 'Other Programs' tab.



2. Next you can either start from scratch and build a template from the ground up by going to File>New to give it a name, or go to File>Open and open a template that is already create to modify how you want. Most go to File>Open since most of what you need is already created, but it is up to you to decide what works best.



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3. In Designer you can customize your templates as desired. Some of the changes you can make are:
 - Adding/Deleting/Renaming/Reordering Lines
 - Adding/Deleting/Renaming/Reordering Categories
 - Change the way the report looks with items such as fonts, headers, etc.
4. For more information about how to make specific changes to templates, read through the HOW TO documents or watch the tutorials that provide step by step instructions.
5. Once you've made all of the desired changes, you can easily turn it into a new template. To save the template, go to File-> Save. If you wanted to create a new template that included the change you can do this by going to File -> Save As and giving the template a new template name.