



PDspect

INSPECTION SOFTWARE

Step by Step

How To

Add a Cover Page to a Report

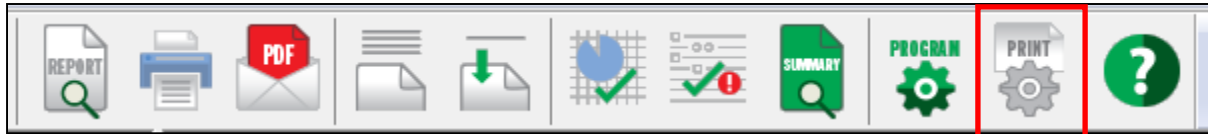
This How To article explains how to add a cover to a report.

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

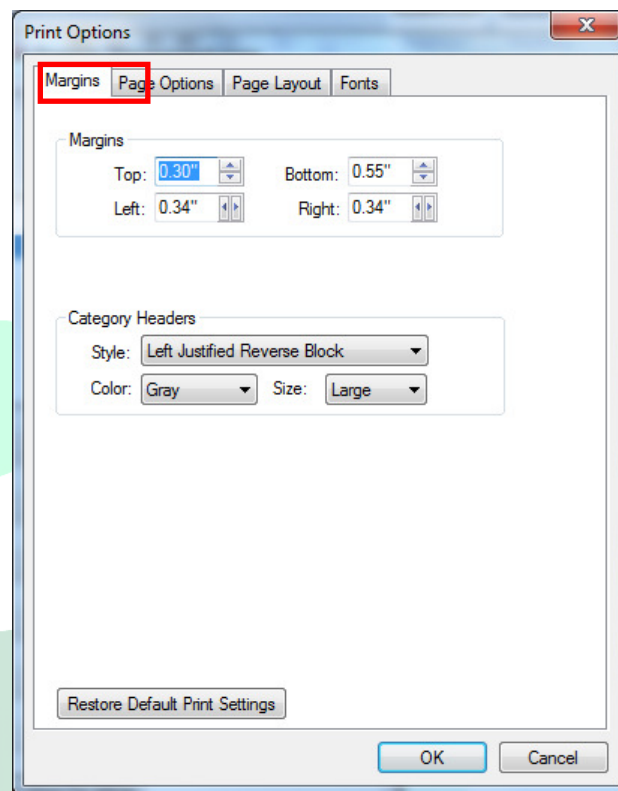
HOW TO: ADD A COVER PAGE TO A REPORT

This document will walk you through the process of adding and setting up a cover page for your inspection reports.

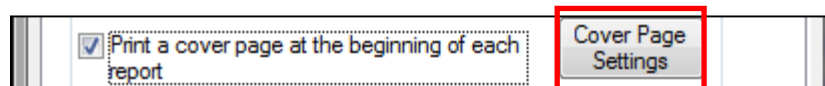
1. The first step is to click on the Print Settings icon from the Toolbar.



2. This will bring up the Print Options window. Click on the 'Page Options' tab.

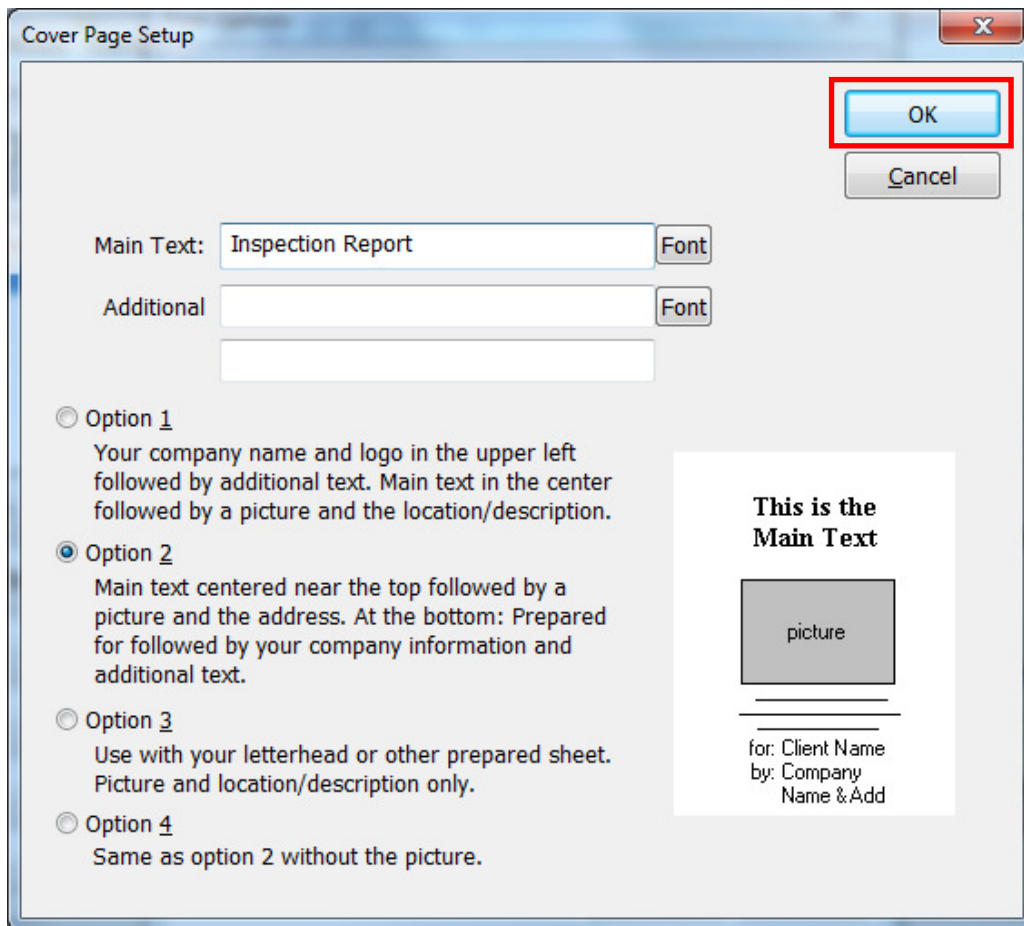


3. On this screen, there is an option for 'Print a cover page at the beginning of each report'. When you check this option, you will then see an option for 'Cover Page Settings'. Click on this button to see the rest of the cover page options.

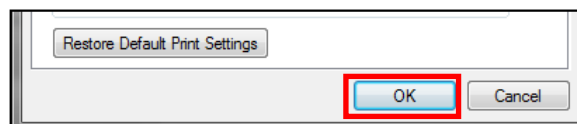


HOW TO: ADD A COVER PAGE TO A REPORT

- This brings up the 'Cover Page Setup' screen. On this screen you have 4 different options to choose from. When you select an option you'll see a preview of the page layout and at the top you'll have different fields to fill out related to the cover page option you selected. Once you have selected the option you want and filled out the desired information, click on 'OK'.

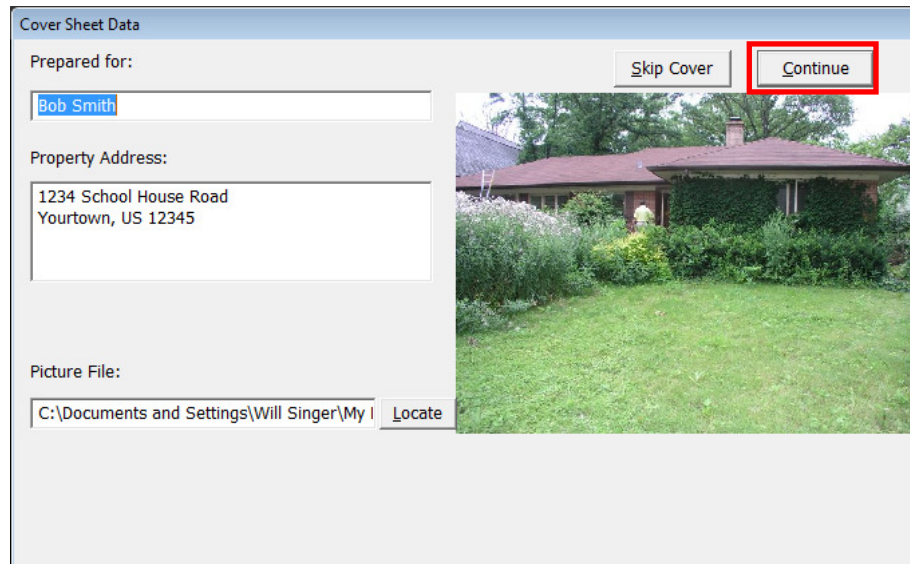


- Next, click on 'OK' in the bottom right corner.



HOW TO: ADD A COVER PAGE TO A REPORT

- Now that the cover page has been setup in Print Settings, each time you go to 'Print', 'Print Preview' or 'Create a PDF' you will be prompted with the 'Cover Sheet Data' window. On this window you will be able to add a photo to the cover page (assuming the option you selected included one) as well as the 'Property Address'. Click 'Continue' when finished.



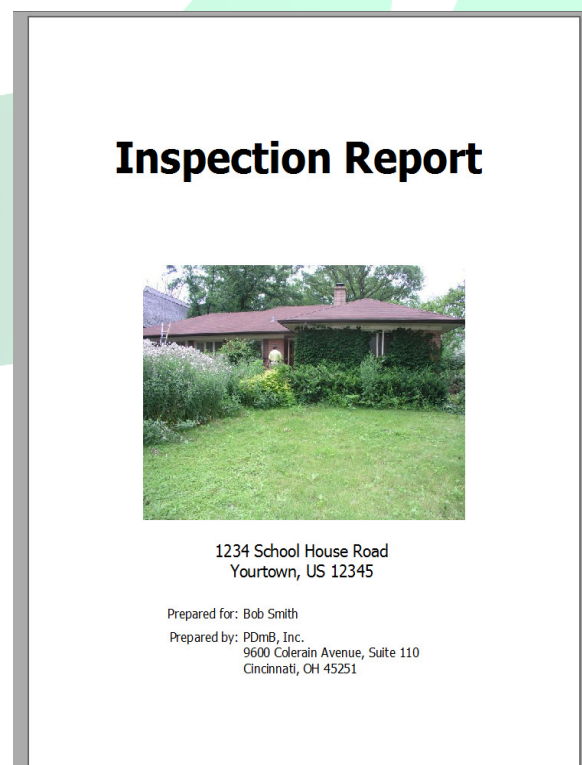
Cover Sheet Data

Prepared for:


Property Address:

Picture File:

- You have now added a cover page to your report.



Inspection Report



1234 School House Road
Yourtown, US 12345

Prepared for: Bob Smith
Prepared by: PDMB, Inc.
9600 Colerain Avenue, Suite 110
Cincinnati, OH 45251