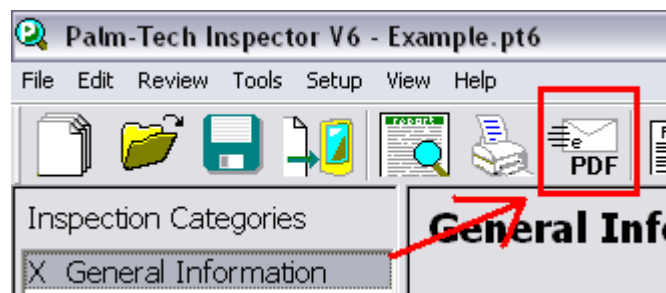


Palm-Tech makes it quick and easy to send the information you need to your customers. In today's digital world, more and more inspectors are emailing their reports to their customers instead of (or in addition to) printing them out on paper. Palm-Tech makes emailing your inspections as simple as can be, and this step-by-step guide shows you how to do it.

Emailing your inspection reports

1. From your main inspection screen, click on the "PDF" button. It is the icon near the top of the inspection with a picture of an envelope that says "PDF" under it.

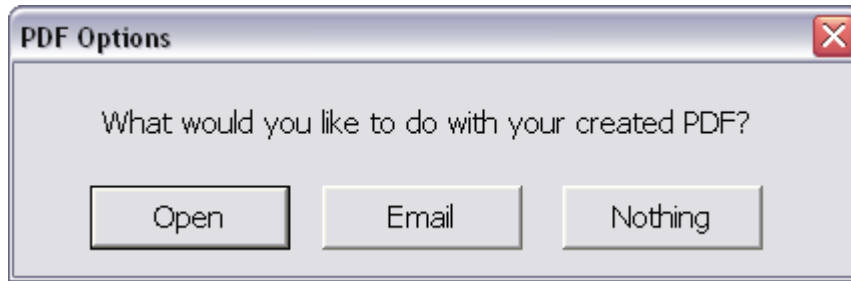


2. A message will appear that asks if you want to secure your PDF. Decide if you want the extra security or not, then click on "Ok" to continue.
 - a. While securing your PDF can be good practice in a number of situations, be mindful that if you secure your PDF file **you cannot print it**. Keep this in mind if you feel you may need to make a hard copy of this.

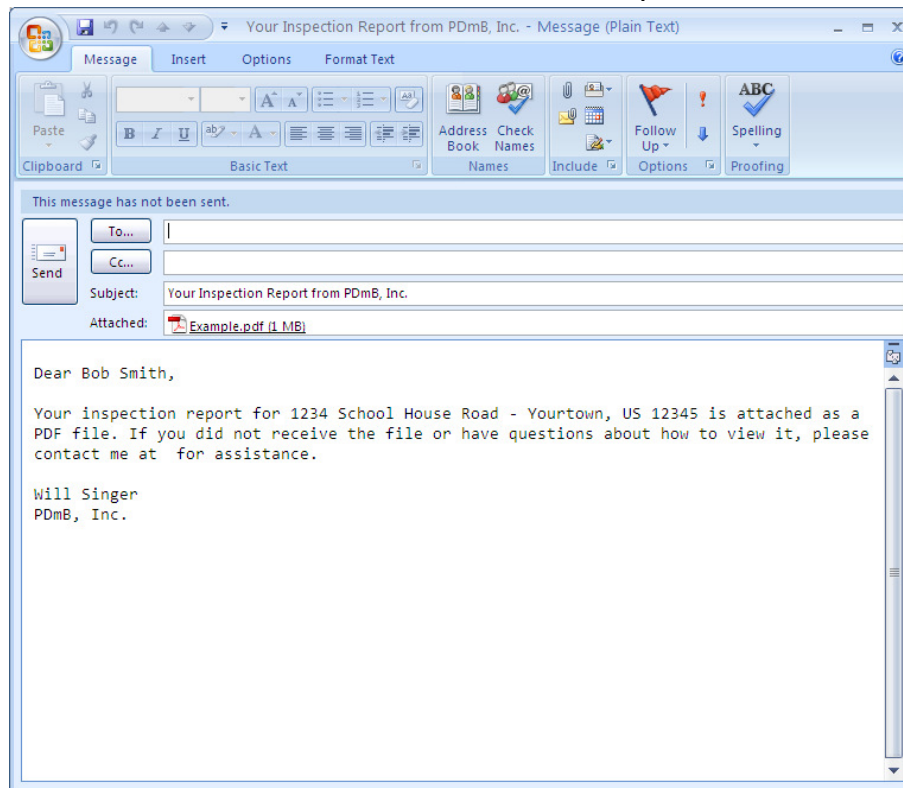


How To: Restore your library files

3. A window will appear briefly that reads "Printing..." and after that you will see a window that says your PDF has been created, and asks if you want to open it, email it or do nothing. Click "Email".



4. This will open your default email program and have a basic email filled out already for you, complete with the PDF file attached.
 - a. This will only open if you use a program to retrieve your emails, such as Windows Mail, Outlook, IncrediMail, etc.
 - b. If you use a web service, such as AOL, Gmail, Yahoo, etc. then you will need to log in to your email like you normally would and compose a new message. Attach the PDF and type out your email, your PDF files will be located in the Palm-Tech6 folder in My Documents.



5. Once the email is tailored to your liking, click on "Send". You have successfully emailed your report.