

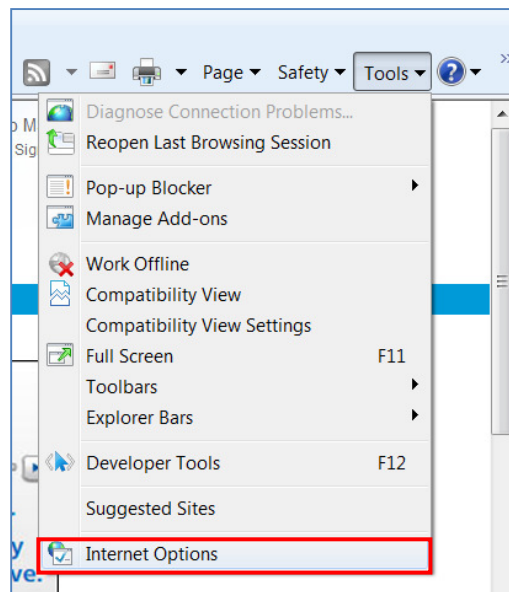
After turning your report into a PDF in Palm-Tech one of the options available is to 'Email' the report. When you select this option, Palm-Tech will look to see what the default email program is set to on your computer. This How To will walk you through the basics of setting up the default email on your computer.

NOTE: Setting up the default email may be different with your computer. This guide only takes a look at a typical setup.

If you are using a web-based email such as Gmail, yahoo, etc., you will not be able to set it up as your default email. To email a report, open your regular email and attach the PDF files from your inspections folder.

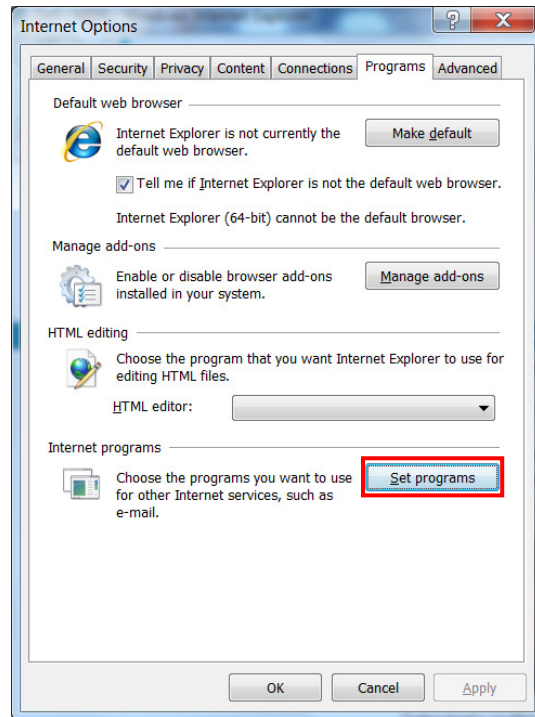
Setting up your Default Email on a Windows 7 PC

1. Open Internet Explorer and click on Tools > Internet Options.

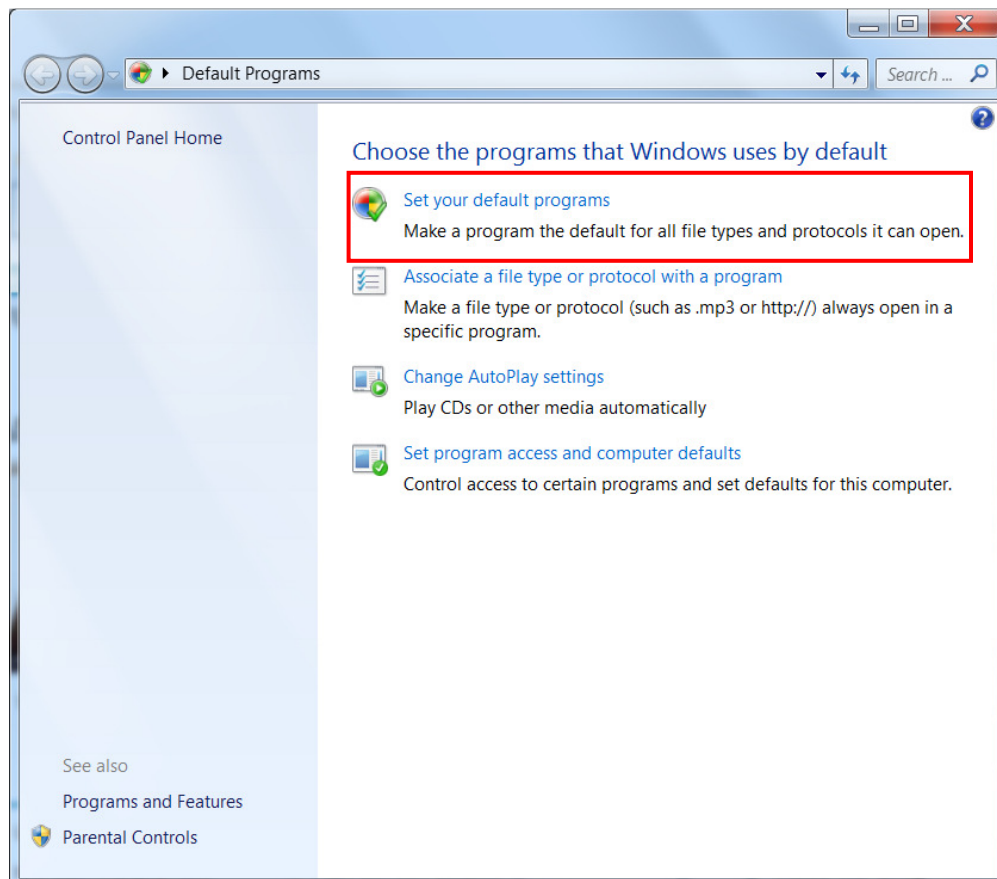


How to: Setup your Default Email

2. Select the Programs tab up top and then click 'Select Programs'

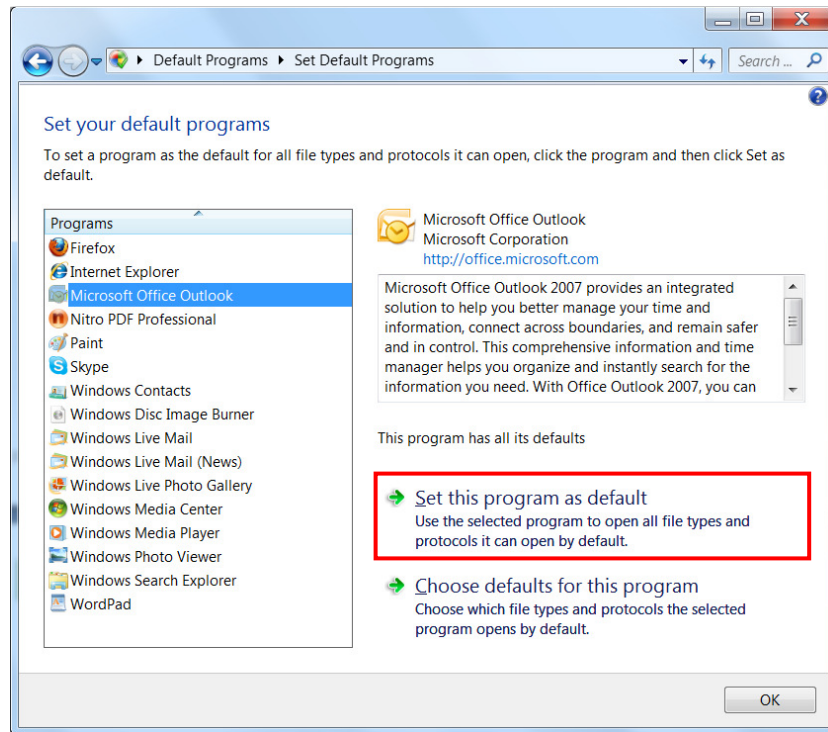


3. Next, click on 'Set your default programs'.



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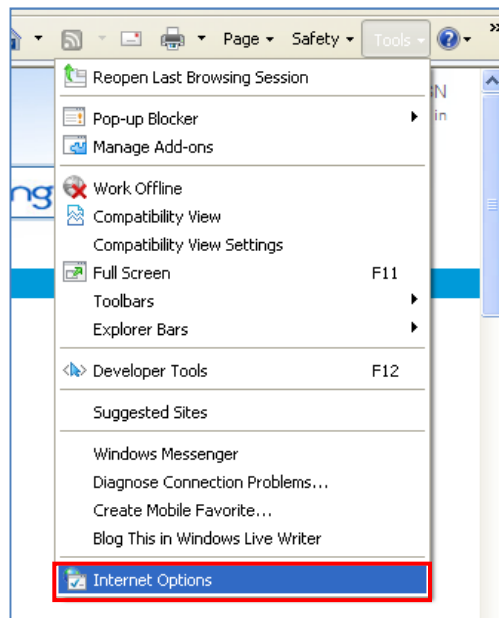
4. Select your email client from the list on the left and click 'Set this program as default'. If you do not see your email client listed, you may not be able to set it up as your default. For example, if you are using a web-based email such as Gmail or Yahoo you will not be able to set that up as your default.



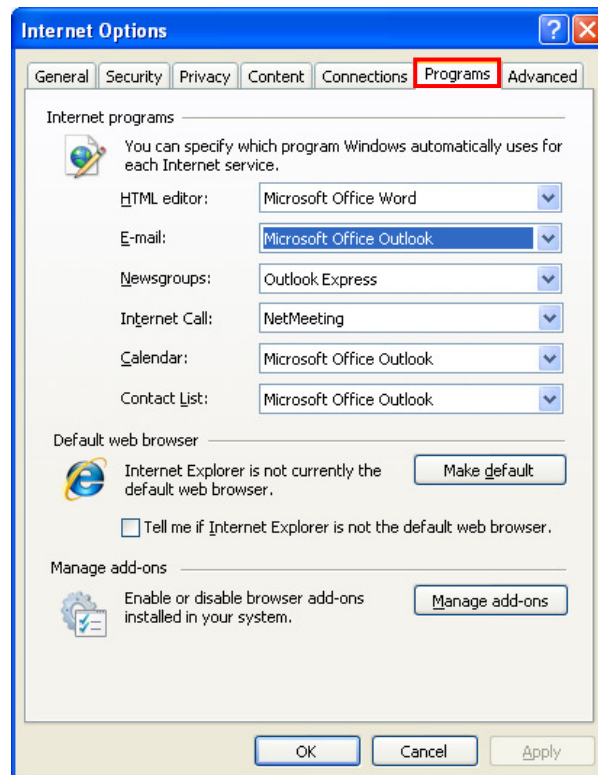
How to: Setup your Default Email

Setting up your Default Email on a Windows XP PC

1. Open Internet Explorer and click on Tools > Internet Options.



2. Select the Programs tab up top and then click 'Select Programs'



How to: Setup your Default Email

3. Look at the dropdown list for E-mail. You can select your preference for your default email from the list. If you do not see your email client listed, you may not be able to set it up as your default. For example, if you are using a web-based email such as Gmail or Yahoo you will not be able to set that up as your default.

