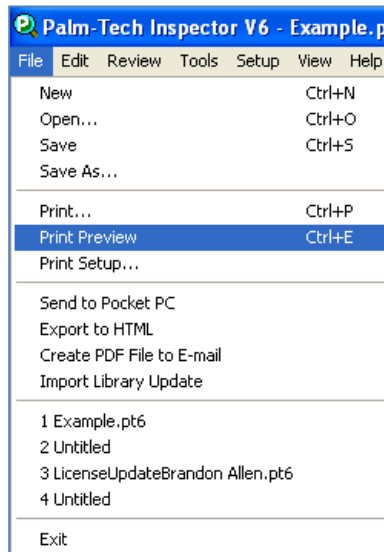


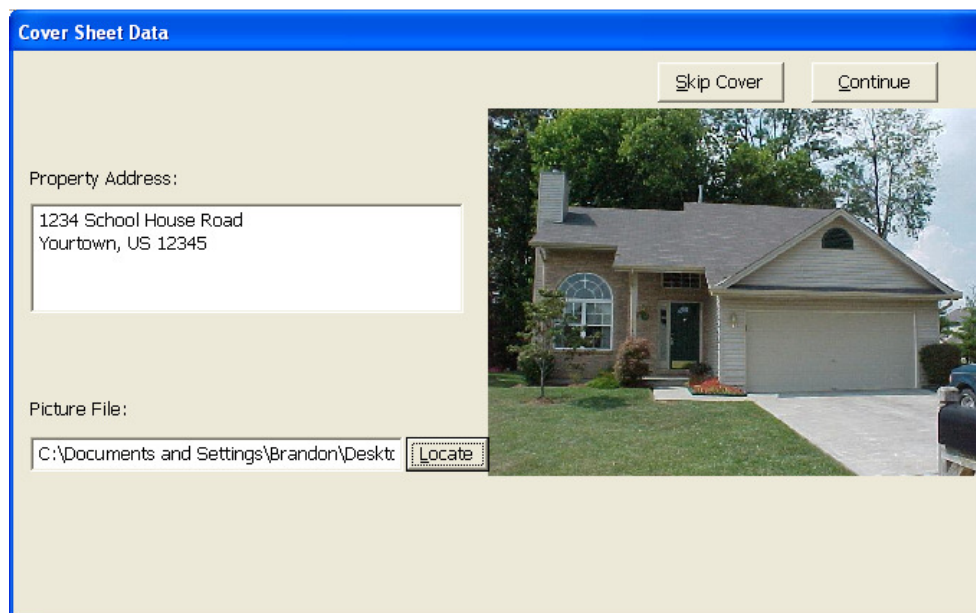
This How To will explain how to clear out the cover page picture and add in a different photo. This may be necessary if an inspector adds in the wrong picture on the cover page.

Clearing Out the Incorrect Picture on Your Cover Page

1. With your inspection open click on File > Print Preview.

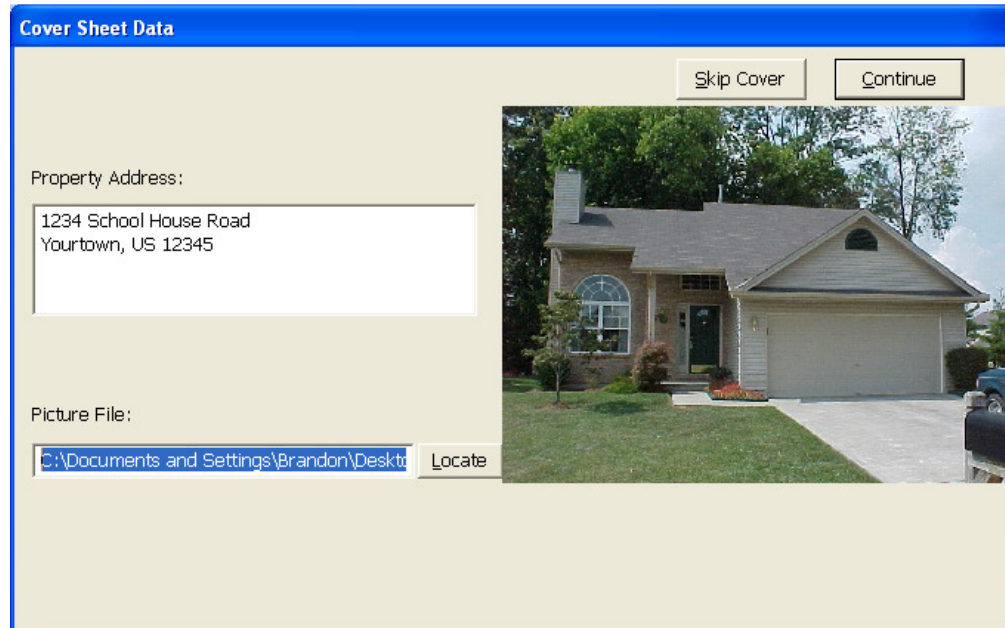


2. The Cover Sheet Date box will appear (it only appears if you have the 'Print a Cover Page' option checked in 'Print Settings').

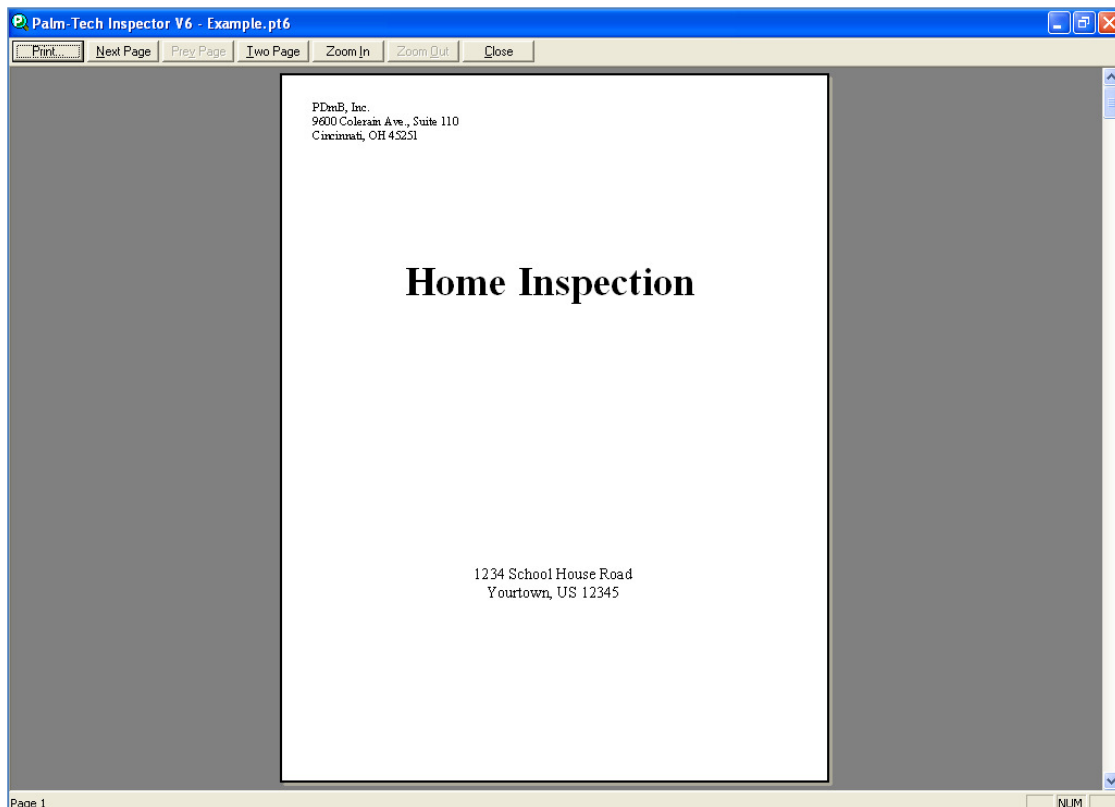


How to: Clear the Cover Page Picture

- Using your mouse, highlight all of the text that shows up in the 'Picture File' box. Next, press the 'Backspace' key on your keyboard. Make sure the box is completely clear.

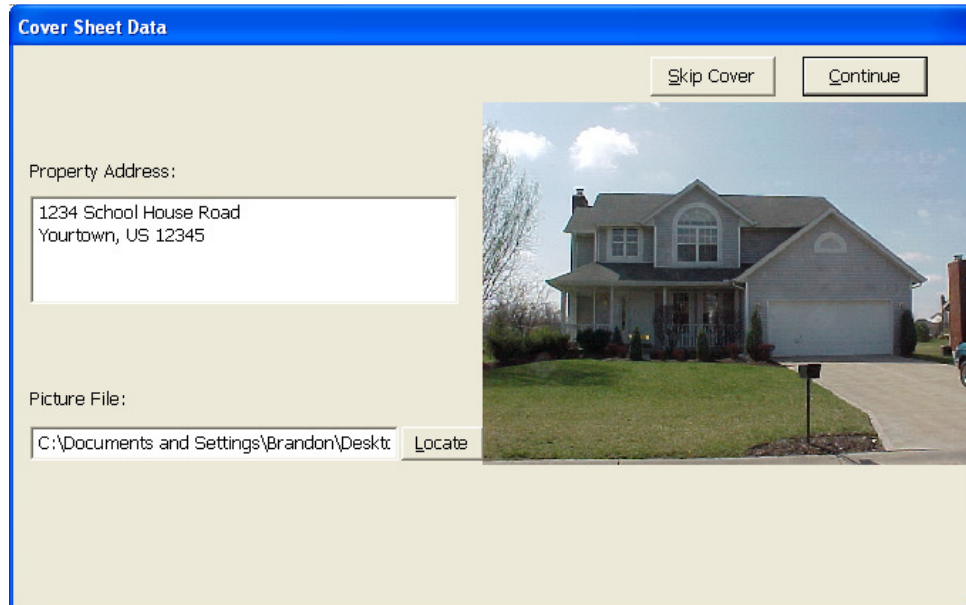


- Click 'Continue' and verify that no picture shows up on your cover page.



How to: Clear the Cover Page Picture

5. Click 'Close' and then go to File > Print Preview again. Click 'Locate' by the Picture File box and find the correct cover page photo. Once you select the correct picture, click 'Continue'.



6. Your cover page now contains the correct picture and you are ready to email or print your report.

