Identify & Report Professional

Identify & Report Professional User Manual Rev.B
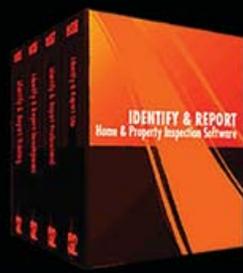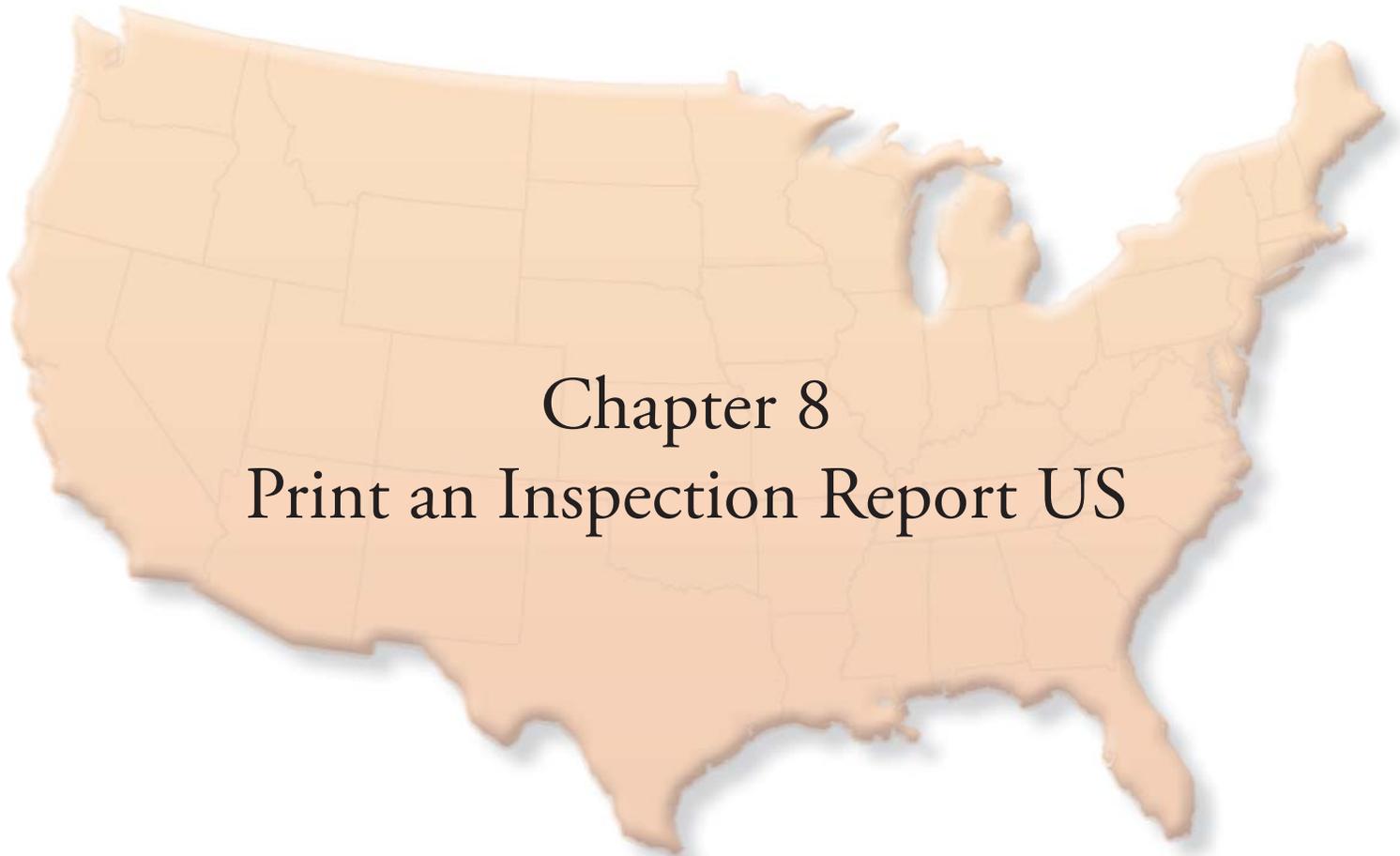
SOFTWARE CREATED BY INSPECTORS FOR INSPECTORS

Chapter 8
Print an Inspection Report US

IF You Have any Questions
Phone: 760.650.1255
or Email:
Support@InspectionSoftware.com

Identify & Report Professional

Print an Inspection Report

All PDF Factory files are automatically saved to:
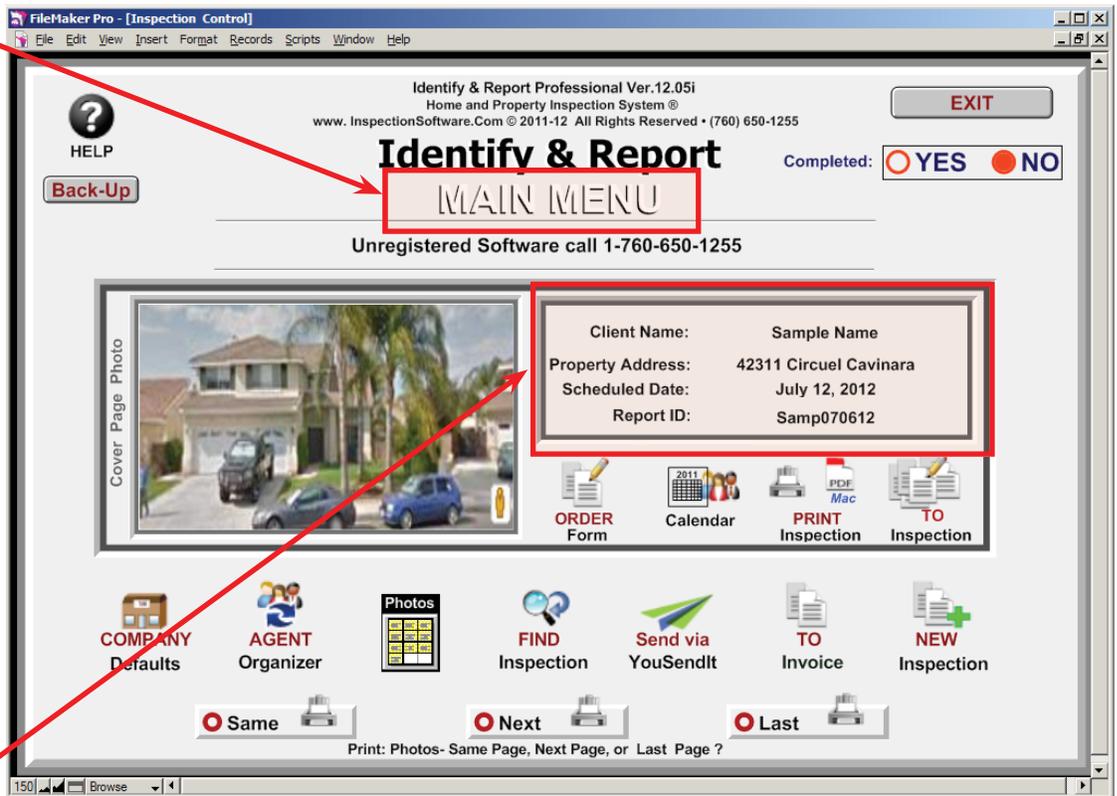"C:\Users\<User Name>\Documents\PDF files\Autosave"

If you are comfortable with this no changes are needed. Just remember where your reports are located. Skip to Steep 11

To create a file for your Inspection PDF reports.
1. Go to my "Documents"
2. Create a Folder in this example "My Identify Reports" (You can name this whatever fits your needs).
3.Close MY Documents

Open "Identify & Report Professional"
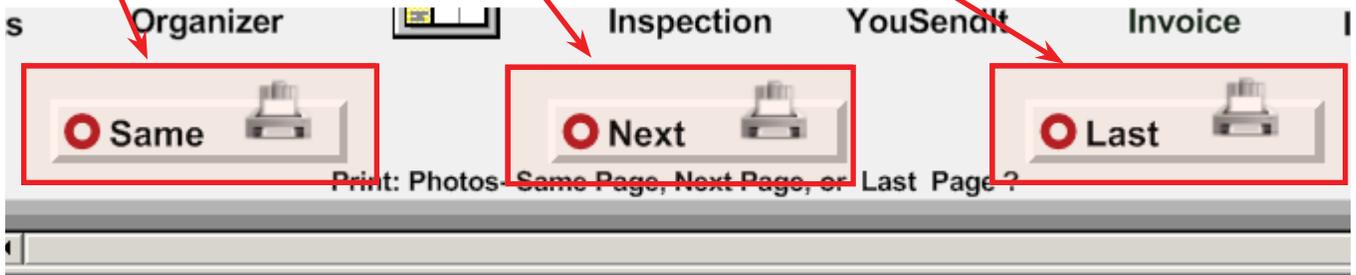
From the "Main Menu"

The current Client displayed is the Inspection Report to be printed

You have three print formats to choose from:
    "Same"= Print Photos on same page.
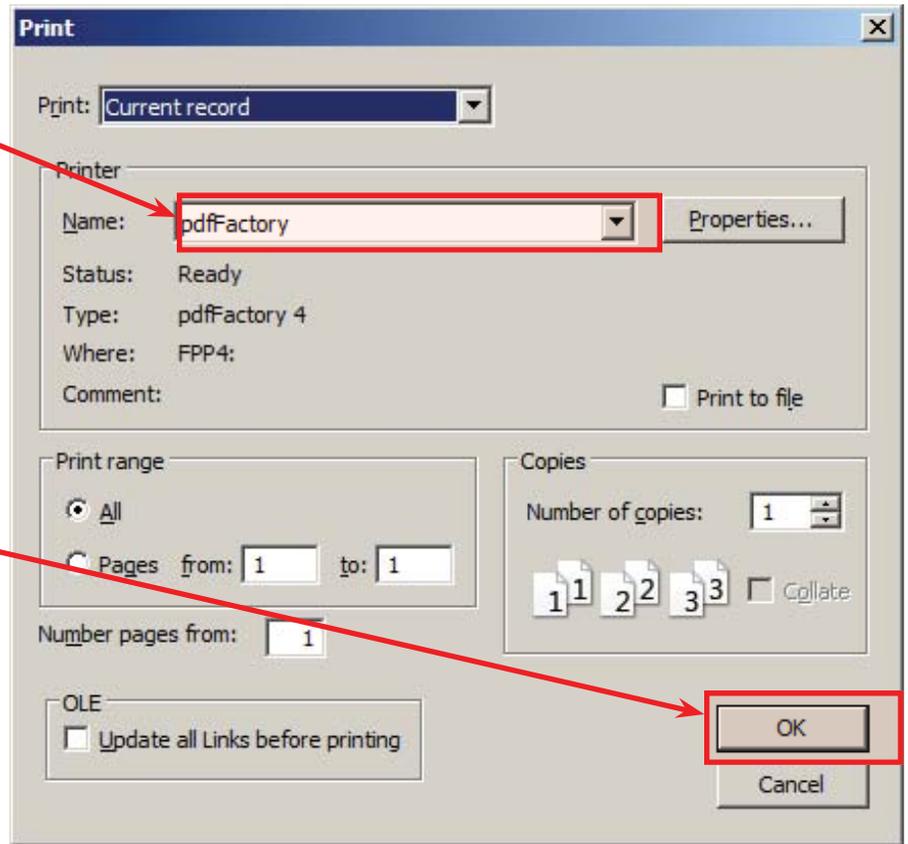   "Next"= Print Photos on the Next page.
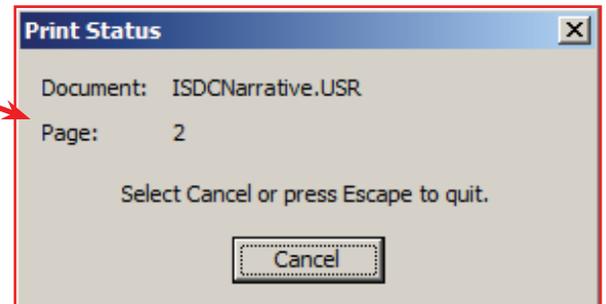   "Last" = Print Photos on the Last page.

1.   <u>NOTE:</u>
Always use pdfFactory as you default printer.

Click "OK"

2.   As the Inspection Report is being generated this screen appears.

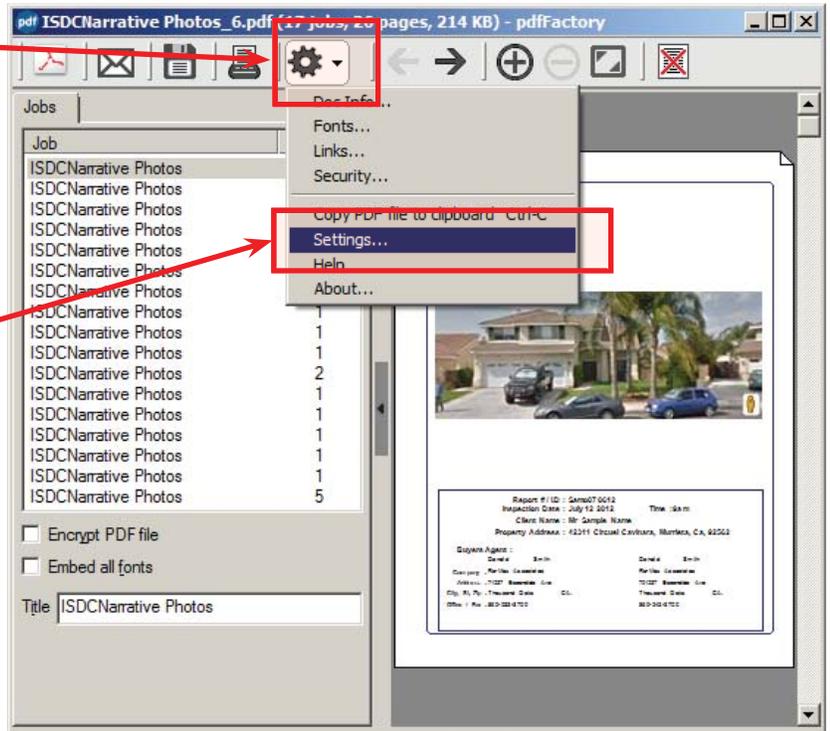If Report does not Display, Click "PDFfactory icon.

Print settings.

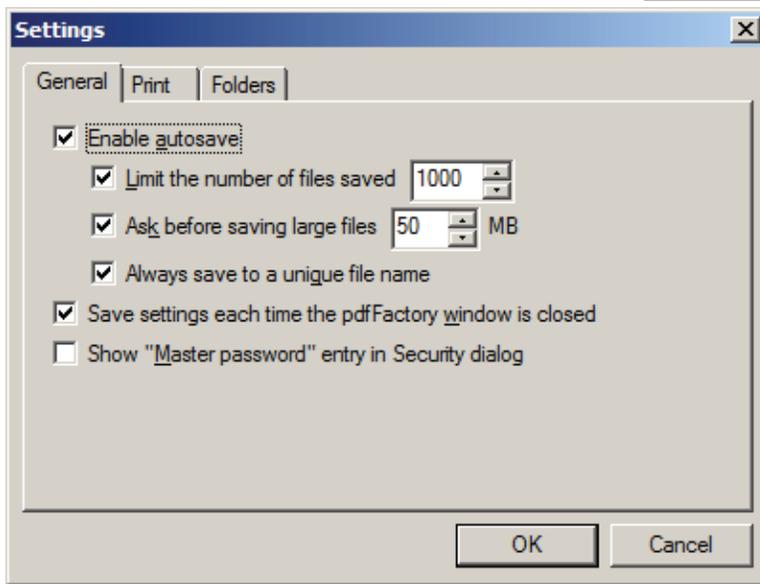**3.** Select the "Settings icon"

<u>NOTE:</u>
If you don't want to go through the setup then go to Page 6 Step 13

Then Select "Setting..."

4.

The settings window will open

Select "Folder"
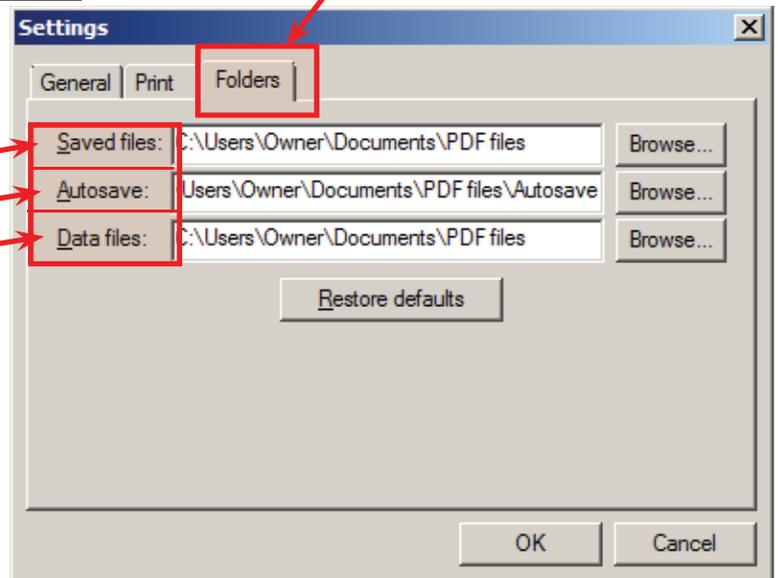
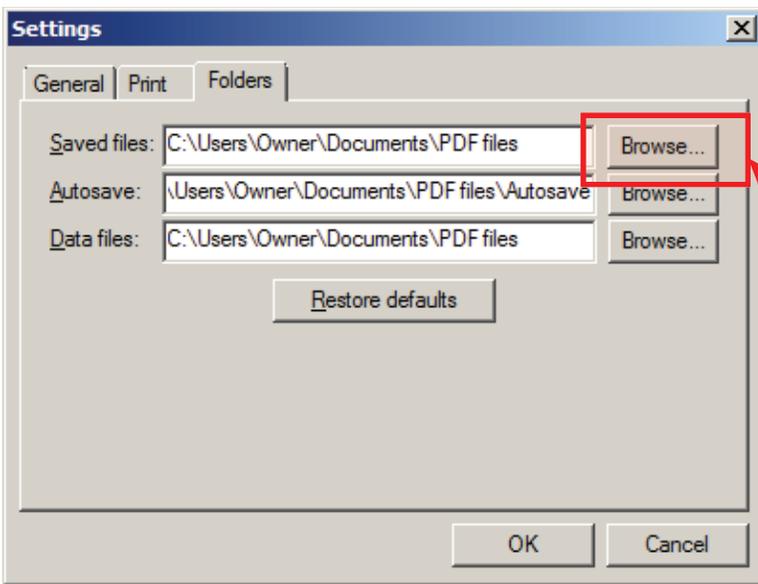**5.** There are three settings that you will be changing.
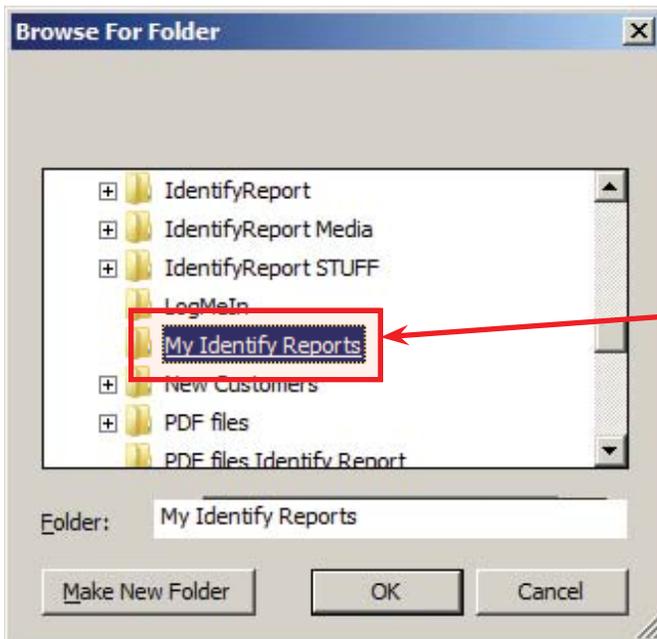
"Saved files:"
"Autosave:"
"Data files:"

6.

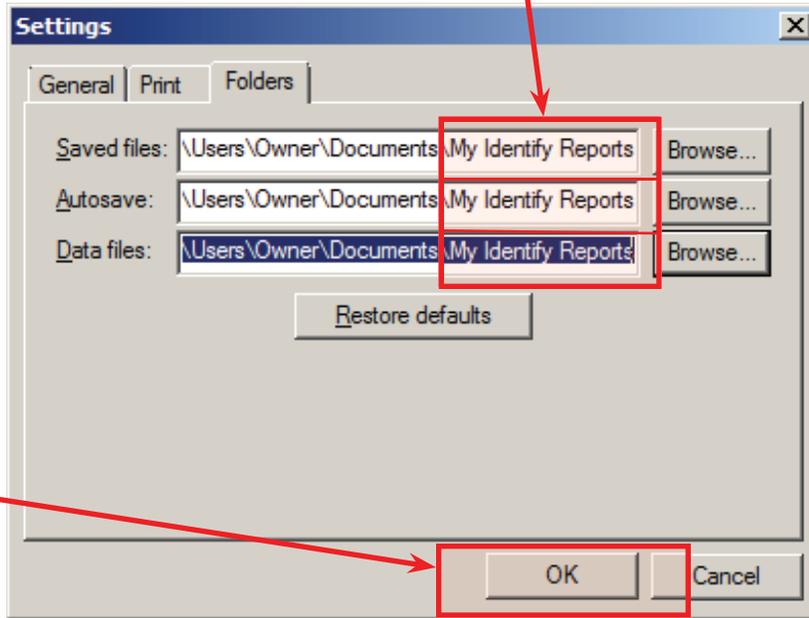
To change these Select "Browe..."

7. Locate "My Documents"

8.

Scroll to "My Identify Reports"
(In this Example)

8.

> Go to Page 3 Step 5 and Repeat for "Autosave" and "Data files"

9. When you have changed these settings it will look like this. Notice all three end with "<u>My Identify Reports</u>"

Settings

General | Print | **Folders**

Saved files: \Users\Owner\Documents\My Identify Reports | Browse...

Autosave: \Users\Owner\Documents\My Identify Reports | Browse...

Data files: \Users\Owner\Documents\My Identify Reports | Browse...

Restore defaults

10. Click OK

OK | Cancel

11. Renaming your New Inspection use the "Report ID:" number

ISDCNarrative Photos.pdf (17 jobs, 26 pages) - pdfFactory

Jobs

Job	Pages
ISDCNarrative Photos	2
ISDCNarrative Photos	1
ISDCNarrative Photos	2
ISDCNarrative Photos	2
ISDCNarrative Photos	2
ISDCNarrative Photos	1
ISDCNarrative Photos	1
ISDCNarrative Photos	1
ISDCNarrative Photos	1
ISDCNarrative Photos	1
ISDCNarrative Photos	2
ISDCNarrative Photos	1
ISDCNarrative Photos	1
ISDCNarrative Photos	1
ISDCNarrative Photos	1
ISDCNarrative Photos	1
ISDCNarrative Photos	5

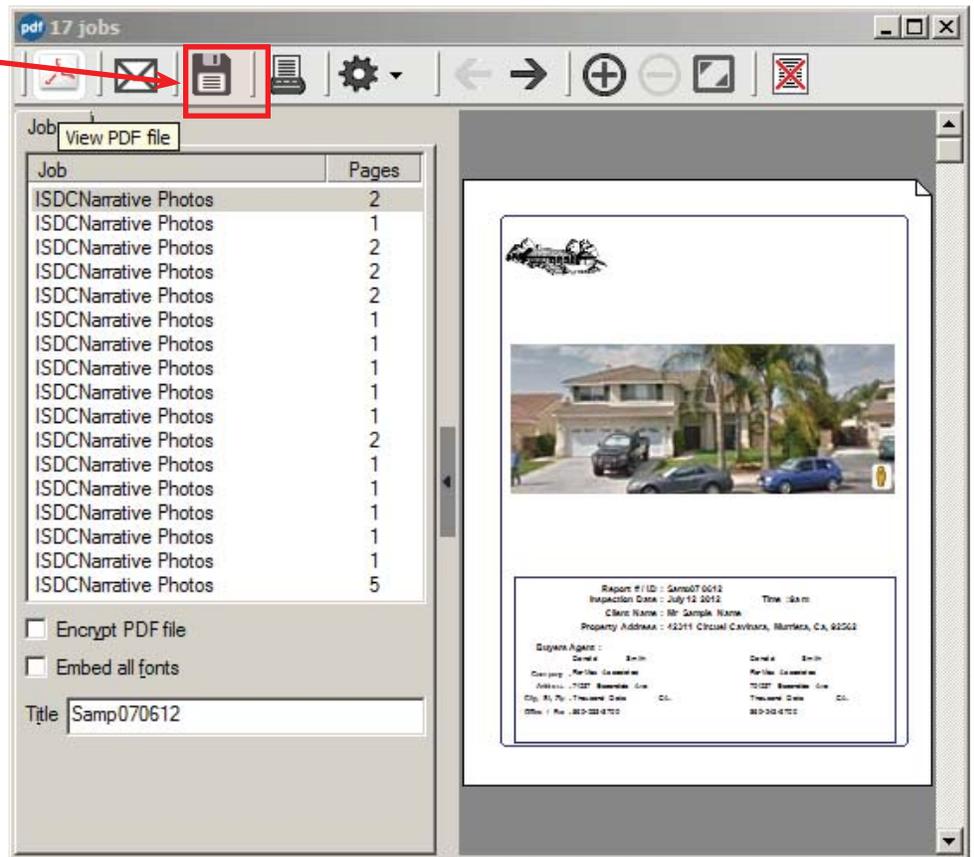By Default the "Title" is "ISDCNarrative Photos"

☐ Encrypt PDF file

☐ Embed all fonts

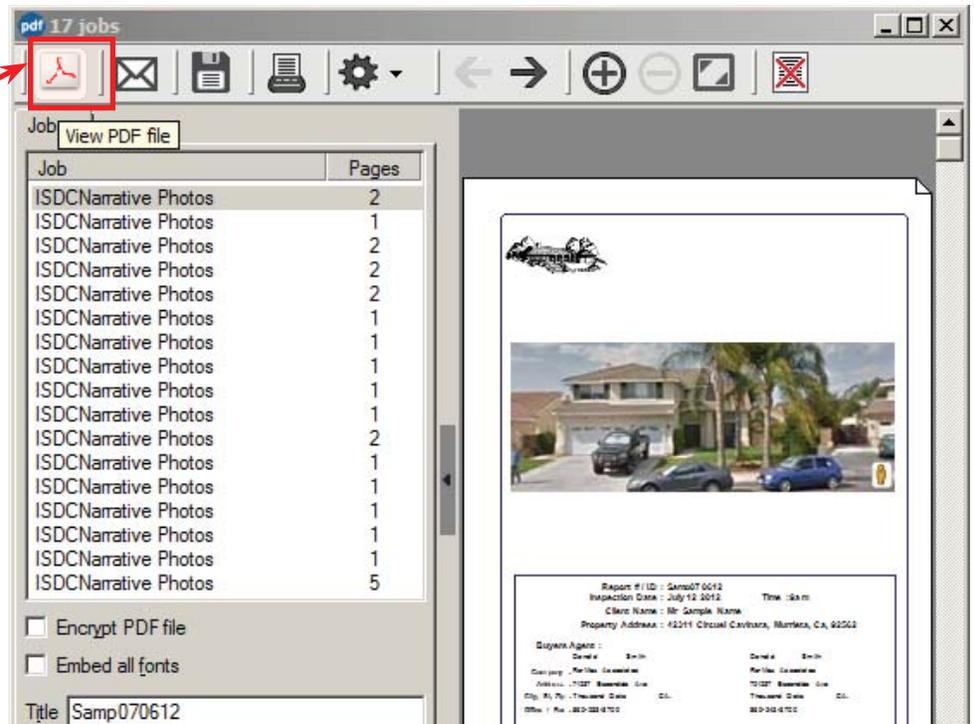Title | ISDCNarrative Photos
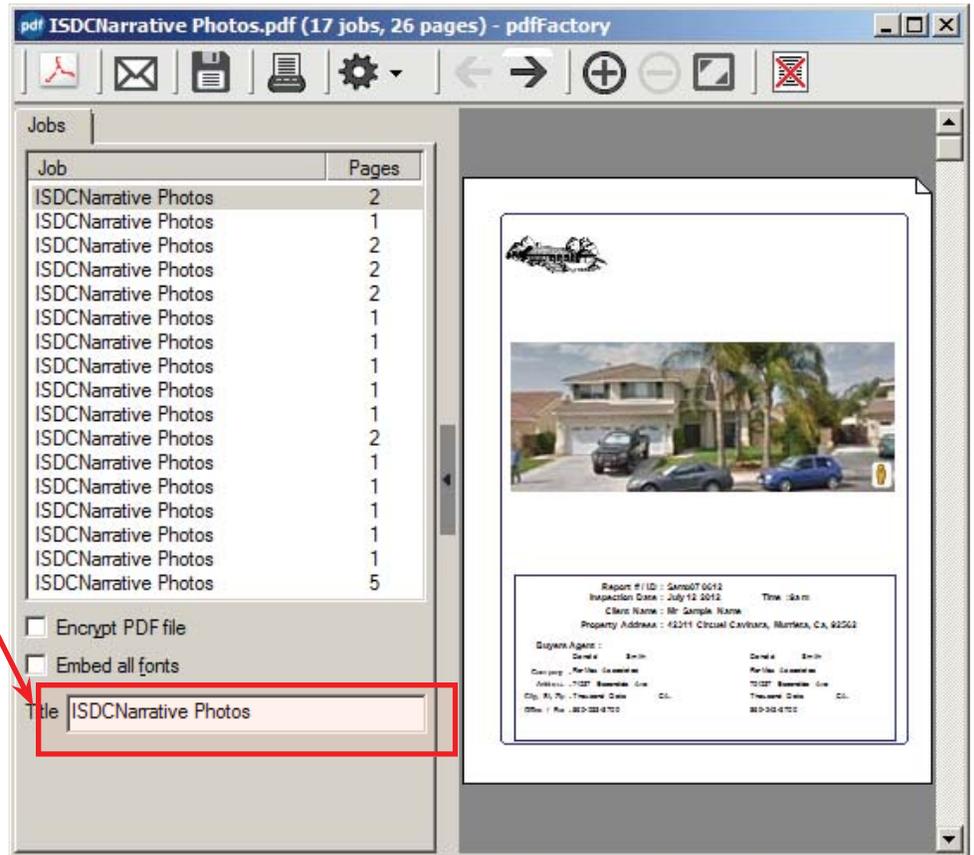
12. In the "Title" Box <u>REPLACE</u> "ISDCNarrative Photos" with the "Report ID" Number in this example Samp070612
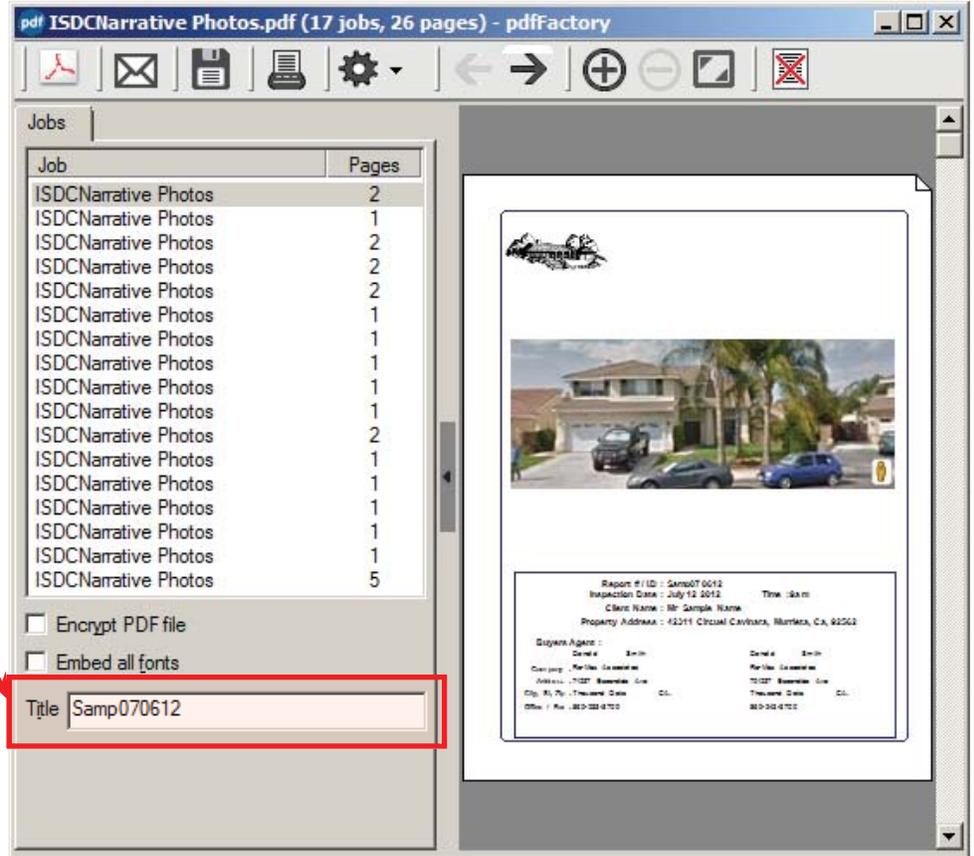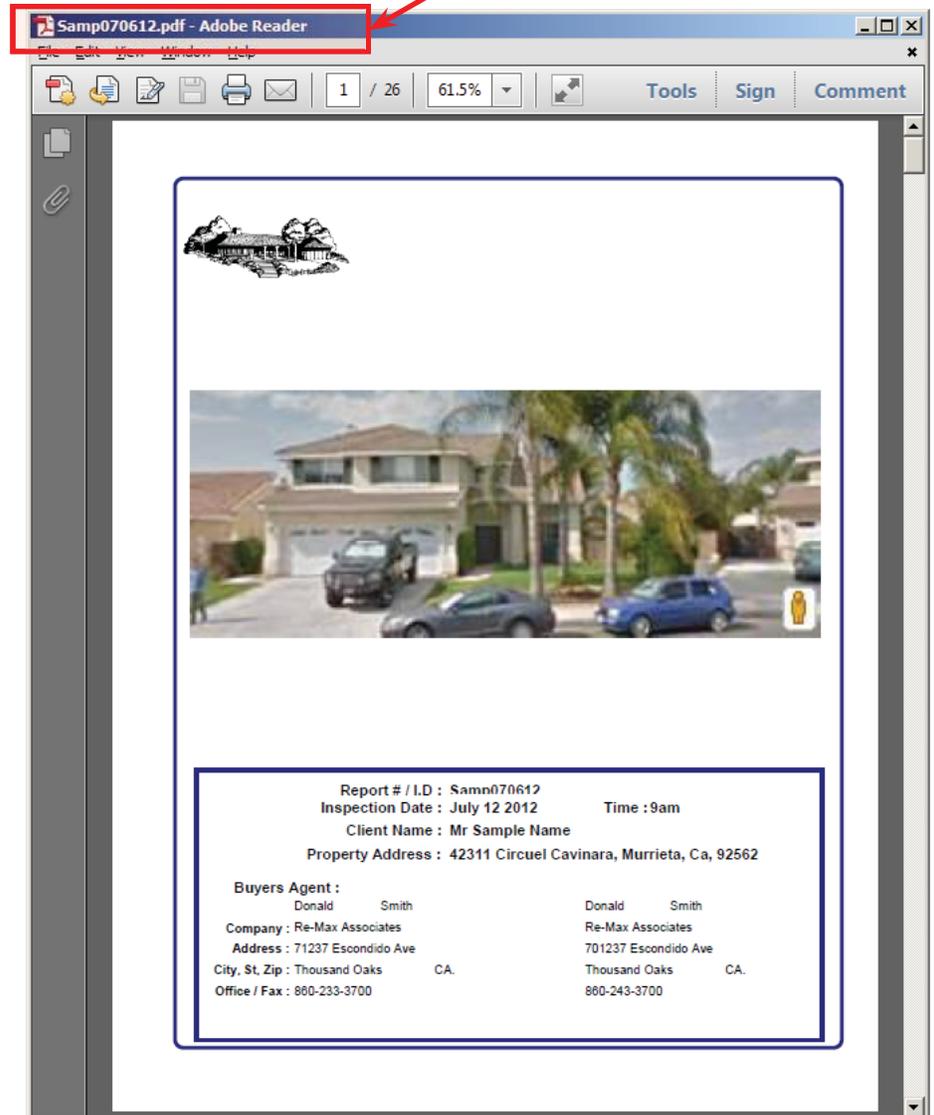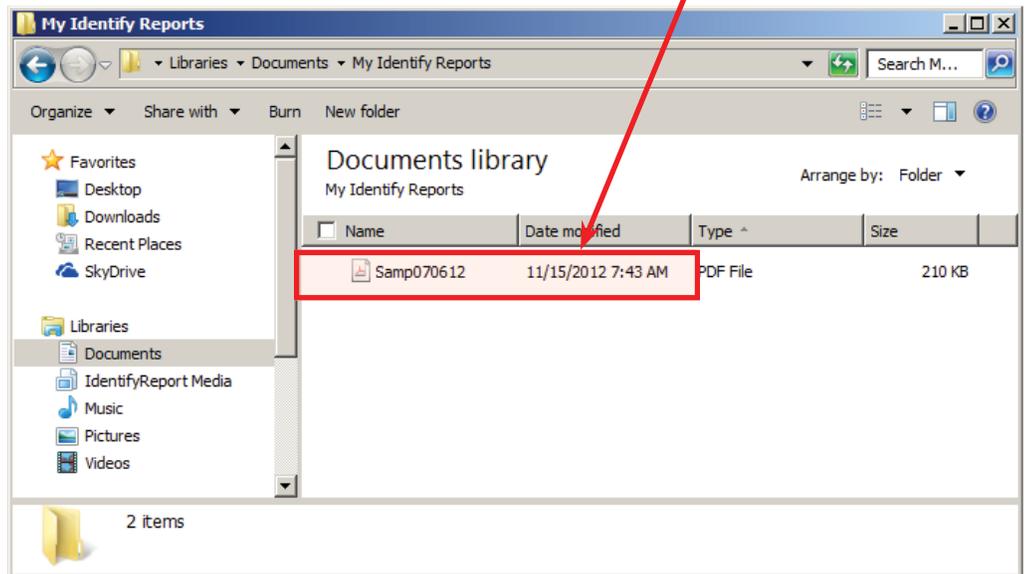

13. Save to any Folder

14. Select the pdf icon to view PDF

15. When you View the PDF it is saved automatically, notice the File Name.

Chapter 8; page 8 of 9

You can go to where your "My Identify Reports" to see the Inspection Report ready to send.

Congratulations
you have "Printed an Inspection Report"

Very important:
You must Exit
Identify & Report Professional Australia
before you copy
any files to or from the
iPad.

IF You Have any Questions
Phone: 760.650.1255
or Email:
Support@InspectionSoftware.com