

Images

Last Modified on 17/06/2024 1:07 pm ACST

This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Ideally your logo should already be sized accordingly, but it doesn't have to be. Details of the image should comply with the following:

- Formats accepted: JPEG, PNG
- Formats not accepted: PDF, Word
- 300 DPI
- Recommended dimensions: 175mm (2070 pixels) x 30mm (355 pixels)
- This leaves approx 17mm left/right margin (physical)

This will be placed at the top of any letters you generate in CareRight. The graphic designer for your stationary/branding will be able to provide this.

Separate letterheads per practitioner: If you have multiple practitioners, you can provide individualised letterheads images based on the specifications above.

Please note: You may require assistance with this section if you plan to make changes to the size of the image or add anything other than your logo to letters. Contact us if in doubt.

Uploading a New Image

1. Click **Administration**.
2. Select **Correspondence** from the menu.
3. Select **Images**.
 - a. The Images/Pictures screen will display, any existing uploaded images will be present.
4. Select **New** button, the new pictures screen will display.
5. Next to image, select **Choose file** button.
 - a. This will leave CareRight and open the explorer window on your computer or network.
6. Browse for the image and select the **Open** button.
7. Provide a unique code name for the image - this should be single word with no special characters (i.e., default or header or footer or logo or drsmith).
8. Provide a clear description of the image.
9. Select **Create Picture** button.

Please note:

By using the code 'default', it will automatically be used as the image for the default letter templates. The code used for the image can be used for customising printing templates.
