

# Replacing the Default Footer

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

## Get the Link for the Image

Once the image is uploaded you will need to get the link for the image.

1. From the Images/Pictures screen, select the Show button next to the relevant image.
  - a. The image will display on screen.
2. The link for the image will display in the web address bar and will be similar to  
`http://cr.test.clintelsystems.com/system_images/footer`
3. Note down everything after your IP or web address, in this case we ignore  
`http://cr.test.clintelsystems.com` and note down: `system_images/footer`
4. If the image is too large, you can resize it in the browser by adding the following to the address bar.
  - a. To resize to 400px wide and 40px high i.e  
`http://cr.test.clintelsystems.com/system_images/footer/size_with/400x40`
  - b. You can play with different sizes and when you find one that works note for the link  
e.g. `system_images/footer/size_with/400x40`

## Edit the Printing Template to Include the Footer

Once the image is uploaded and you have the image link you can add the footer to a custom printing template. (There is no footer included by default). This process assumes you have already created a custom (XSL-FO) printing template. If you haven't, see Customising a XSL-FO Printing Template

1. Go to **Administration**.
2. Select **Correspondence** from the menu.
3. Select **Printing Templates**.
4. Select **XSL-FO**.

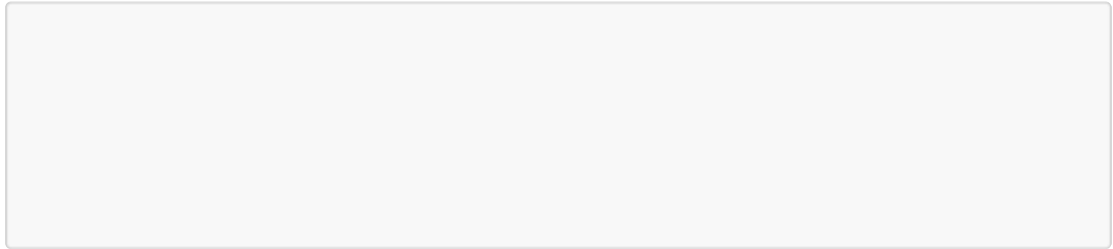
5. Under Custom Templates section, select **Show** button on the relevant Default Letter Template.

a. The Template document screen will display.

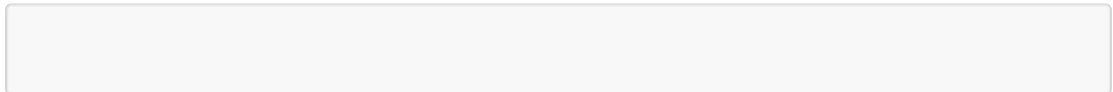
6. Select **Edit** button at the top of the screen.

a. The XSL-FO template code will display.

7. Find the following Snippet of code:

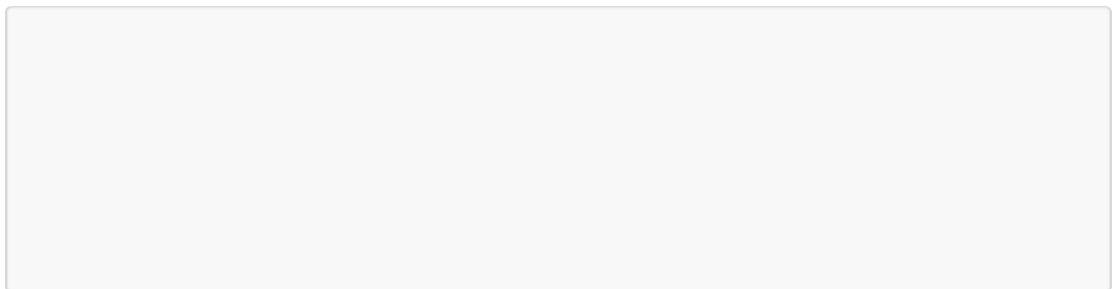


8. Add the link to the image that you located previously (Get the link for the image) to the following section of code:



9. Next, you need to ensure the footer area is big enough for your image.

10. Find this snippet of code and change the size of the `margin-bottom` attribute - highlighted below:



11. Select **Update Custom Template** button.

*Note:* Generate a letter in Correspondence against a Test/Dummy patient. Access a patient record, creating a letter and then Printing it.. You may have to test via trial and error to get the image to size correctly.

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