Replacing the Default Letterhead

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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.

To Replace the Default Letterhead:

1. Click **Administration**.
2. Click **Correspondence**
3. There will be an image called Default - click **Edit**.
4. Browse to your logo on your computer or network.
5. Click **Open**.
6. You can change the Description to "Company Logo" or something similar.
7. Click **Update Picture**.

You can test this by going to a patient and creating a letter and then Printing it. If your logo is too large, you have two options:

1. Resize the logo in an image editor to a suitable size, then re-upload it; or,
2. Edit the Printing Template so it reduces the size of the image.

If option 2 is your preferred method, then follow these steps:

1. Click **Administration**.
2. Click **Correspondence**
3. Click **Printing Templates**.
4. Click **XSL-FO**.
5. Under Custom Template, click **Show** on the Default Letter Template.
6. Click **Edit**.
7. Find the code snippet below:

```
<xsl:template name="layout-header">
<fo:block  text-align="center" width="190mm">
<!--src needs to point to a letter head path-->
<fo:external-graphic src="" />
</fo:block>
</xsl:template>
```

8. Change the following line in the snippet - in this example want to resize your image to 400px wide x 50px high

```
<fo:external-graphic src="/with_size/400x50" />
```

9. Click **Update Custom Template**.

10. Test by Generating a letter.

You may have to test via trial and error to get the image to size correctly.

For best results: Scalable Vector Graphics (SVG)

CareRight supports as of version 7.4.0; SVG based images for letter heads, logos and similar. Speak to your design team about *vector graphics* to take advantage of this capability.

Example: Embedding https://en.m.wikipedia.org/wiki/File:Ghostscript_Tiger.svg in an output PDF:

OR Dr Test Provider 1234567X