

Settings - Manage PDF Contents

Define the header and footer here for different PDF documents created by DeDeSales.

You can create templates specific to clients and cultures. The culture is prioritised over the client.

Use the copy function to create additional templates after selecting a template, or choose the plus to create a new template.

+ Neue PDF Inhalte anlegen		
Typ	Kultur	Mandant
alle	alle	alle
Spesenberichte	alle	alle
Tagesberichte	alle	alle

Warning: Please make sure to exit the Assistant using the "Save / Complete process" button, otherwise all amendments will be lost.

The following settings can be made via the different tabs:

Allgemein	Header	Footer	Textbausteine	AGB	CSS	Einstellungen	Test
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Not all tabs are always available; this depends on which PDF type you have selected under "General".

General

Here you specify which PDF type it should be, as well as the corresponding culture and the desired client.

Depending on the type selected, you can assign an individual report.

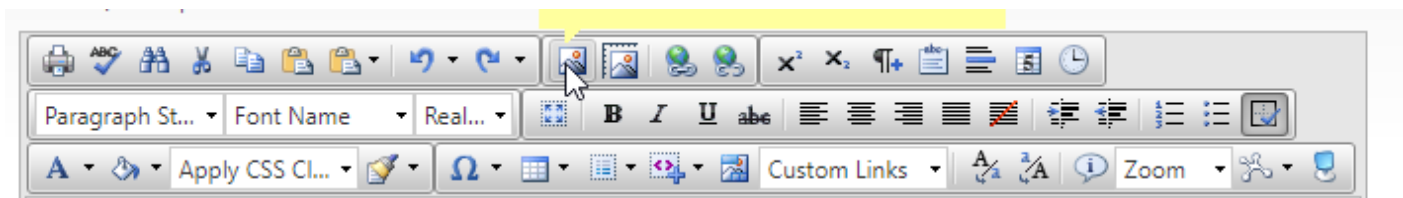
The sender's address is only used for standard e-mails, e.g. without a report.

Header

The graphic (logo) should not exceed 870 pixels in width, as this utilises the full DIN A4 width. The height is generally not restricted, but you must specify the height in pixels in the upper area, otherwise the logo will not be displayed.

Since the PDF files are sent by e-mail, they should generally not be larger than 5 MB. Therefore, the resolution of the graphic should not exceed 150 dpi. PNG files are best suited, but JPGs are also acceptable.

To add a new graphic, first press the Image Manager button:



In the Image Manager, first use the Upload button to place an image on the server.



You can also create additional subfolders here to organise a structure. After uploading the image from your local PC, you can insert it into the header using the "Insert" button.

Footer

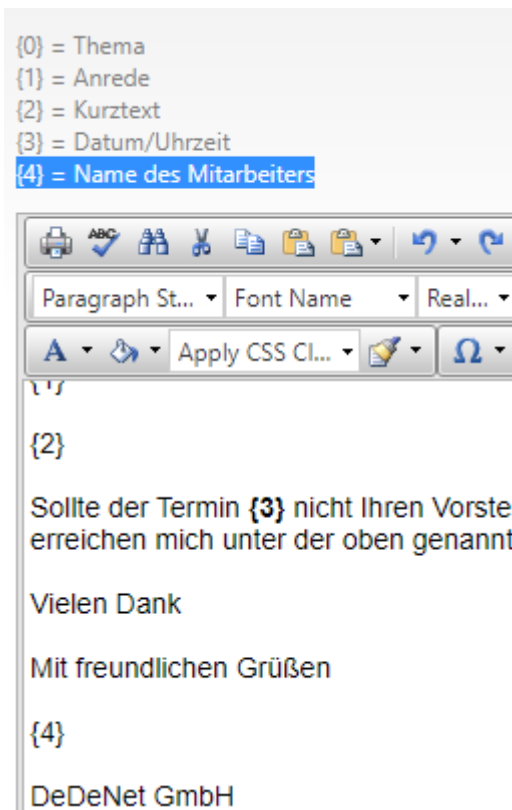
Here you can enter a final text that appears before the footer. To insert a graphic into the footer, scroll down a little. For both areas together, specify the height in pixels, otherwise the imprint in the PDF will not be generated.

If necessary, you can assign different logos for each template.

Note: The Footer section appears at the end of each page, whereas the Final text only appears at the end of the document.

Text blocks

Depending on the selected type, you can use text blocks in addition to fixed text. These are enclosed in curly brackets.



Example: {4} = "Name of the employee" will be output in the e-mail as "Max Mustermann".

Terms and conditions

Here you can enter the text of your general terms and conditions.

CSS

Here you can customise the appearance of the e-mail individually, see [FAQ](#)

Settings

Here you specify the format of the PDF when printing and the display of the items.

Test

If an e-mail address is stored for your backend user, you can generate a dummy PDF and have it sent to you by e-mail.

FAQ CSS

Q: How do I move the header in the PDF downwards (distance from the paper edge)?

A. Insert the block in the CSS tab and adjust the first value

```
div.Header
{
margin: 20px 65px 0 100px; /* first value = top distance 0 */
}
```

Q: Why do footer lines (thanks, company name, address, e-mail) look so tight/cramped?

A: If the line height in the footer CSS is identical to the font size (10px font, 10px line height) – there is practically no spacing between the lines.

The "Footer" height field in the Footer tab only controls the total reserved space at the page end, not the line spacing within the footer – therefore this alone is not sufficient.

Therefore, insert the block in the CSS TAB

```
div.Footer
{
margin: 0 65px 0 100px;
padding: 0 0px;
font: normal 10px/14px "Segoe UI" , Arial, sans-serif; /* font 10px/line height 14px */
}
```

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