Footers

The **Footers** feature in the **Settings** tab allows you to add custom text or elements to the bottom of printed documents such as quotes, orders, invoices, and similar items.

Settings

Footers

Creating a Footer

You can create footers using plain text or HTML. Footers can contain:

- **Static text**: Fixed content that remains the same on all documents.
- **Dynamic content**: Variable content using merge fields (also known as merge tags) that change based on the document data.

When editing a footer, a list of available merge fields will be displayed for you to include dynamic content easily.

Using Merge Fields

Merge fields allow you to insert dynamic information into your footers, such as dates, document numbers, customer names, and more. To use a merge field:

1. Identify the merge field you want to include from the available list.
2. Insert the merge field into the footer where you want the dynamic content to appear.

Adding Images

To include an image (such as a logo or signature) in your footer:

1. Convert the image to Base64 format using an online tool like www.base64-image.de.
2. After conversion, copy the generated *<img>* tag.
3. Paste the *<img>* tag into your footer at the desired location.

Adding QR Codes

To add a QR code that represents a static URL:

1. Generate the QR code image for your URL.
2. Convert the QR code image to Base64 format using the same method as above.
3. Insert the <*img*> tag into your footer.

Applying Footers to Documents

After creating a footer for the desired document type (e.g., a sales invoice):

1. Open the document you wish to apply the footer to.
2. Locate the **Footers** field while editing the document.
3. Select the appropriate footer from the dropdown menu.

Setting Default Footers

To automatically select one or more footers for new transactions:

1. Navigate to the **Form Defaults** feature.
2. Configure the default footer for each document type.
3. Save the form default settings.

For more information, see **Form Defaults**.