



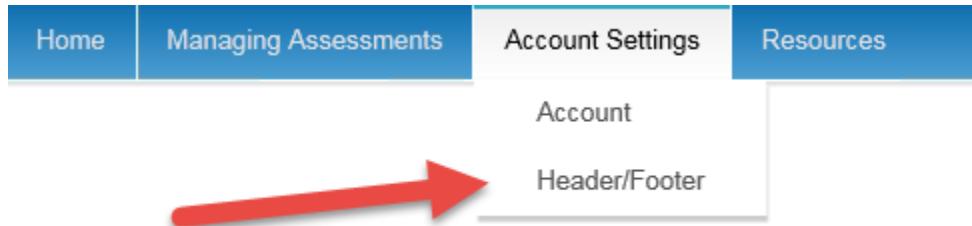
Consultant Admin Account

Step 4 – Modify Site Design

Header and Footer

On this page you can create a custom design for your account.

From the Account Settings tab, click on **Header/Footer**.

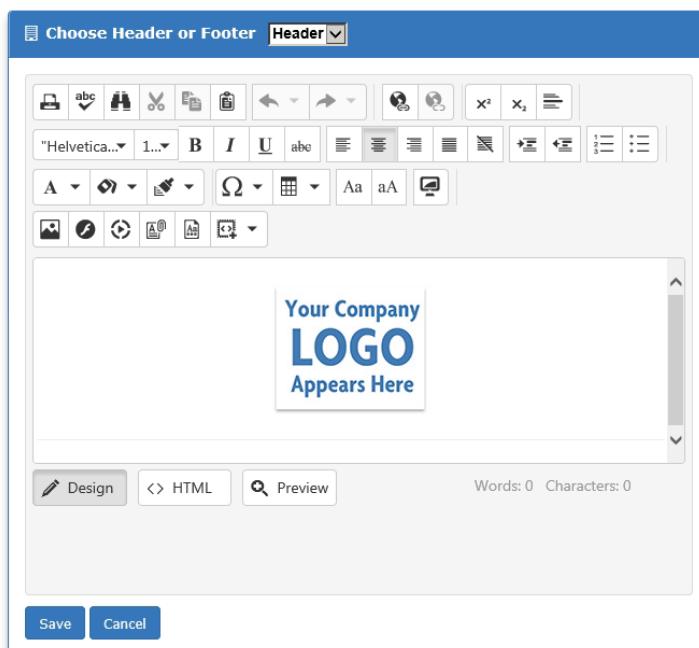


Here you can create a header and footer which will override the default design of the software. You can copy in HTML code which contains design elements from an existing website or you can create a custom design. Your design will appear for all your assessment users and their observers (if it is a 360 assessment).

ADD YOUR CUSTOM DESIGN

To add your custom design, choose either the **header** or **footer** from the drop down menu. Then add your design code and click save. To copy HTML code click on the **<> HTML** icon. This will turn the editor from design to code view. Copy and paste your code and click **save**.

To upload images to your design click on the icon. This will allow you to browse your own computer and upload graphics for your design. Click on the upload button, find the image on your computer, scroll to the bottom and click "**Upload**". Once you upload the images into your image admin area you can "**Insert**" them into the appropriate places in the editor box. When you are finished, click the "**Save**" button. You can upload .jpg, .png or .gif files.



Details regarding uploading images

1. Click on 
2. Click on the **+ Upload** button
3. Select the files on your computer
4. Click the "**Upload**" button at the bottom of the screen to save the images to your library.
5. Once you have uploaded your images, select the image and click the "**Insert**" button. This will place your image in the design editor.

