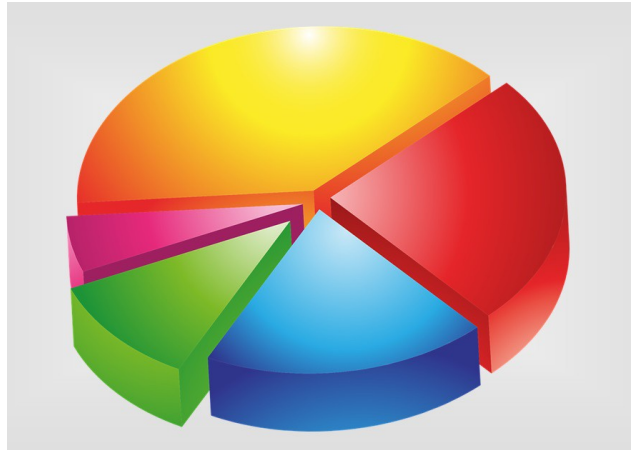# Static Images

If you have a static image in a template, then it will appear unchanged in the finished document.

The image above has not been marked – so Docmosis won't change it.

Dynamic Images

To dynamically add an image in a document you should use a Placeholder image in the template to define where and how the image is positioned.

The image in the template will be replaced with an image from the data when a document is created using the template.

Docmosis knows that the image below should be replaced, because the image has been marked using a Microsoft Word Bookmark.

Notes:

- The bookmark syntax is different from the syntax for text fields.
- This is because you can't use special characters like: "<<" or ">>" or "$" in a bookmark.
- The format of the bookmark should be: img_fieldName.
- The "img_" part is the instruction to Docmosis that this bookmark is marking an image that should be replaced.
- The "fieldName" identifies the data that will be used to replace the image.

Bookmarking an Image:

Select the image you want to bookmark by left clicking on it.

1. Select Insert -> Bookmark, to open the Bookmark window.
2. Enter the name of the bookmark then click Add.
3. If you click on GoTo – the item that is bookmarked will be selected.
4. Ensure that the bookmark is of the image only and that no text has been included in the bookmark.