

Print Letters

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Health > Letters > Run Letter > Print Letters

This tab allows you to preview and print Health letters, as well as labels.

You cannot access the tab until you run letters from the Letter Criteria tab.

The letters are in the order selected in the **Address To Print** field on the Letter Criteria tab.

Save or print letters and labels:

The letters open in PDF format in an embedded Adobe Reader window.

From the Adobe Reader toolbar, you can print the letters, save them to your PC, and perform other functions allowed by Adobe Reader.

Return	Click to return to the Letter Criteria tab. A warning message notifies you that unprinted letters will be cleared. Click **Yes** to continue.
Preview Errors	Click to view the error report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. The button is displayed if there are students with missing or incomplete guardian information. **View Letters** Click to close the error report and return to the letters preview.

<table>
<tr><td>Preview Labels</td><td>Click to view the labels.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.
<table><tr><td>Close Labels</td><td>Click to close the labels and return to the letters preview.</td></tr></table></td></tr>
<tr><td>Preview List</td><td>Click to view a list of the letters generated.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click to go back one page.
Click to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click to save and print the report in PDF format.
Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.
<table><tr><td>Close List</td><td>Click to close the list and return to the letters preview.</td></tr></table></td></tr>
<tr><td>Update Referrals</td><td>The button is displayed if you have run a referral letter. Click to populate the Referral Date field on the screening tab for Vision, Hearing, Spinal, or Acanthosis with the date the referral letter is run. This indicates that the parent/guardian was notified that the student was referred to a specialist, assuming the letter was sent.</td></tr>
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