



# **select\_variable**



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The Letter Variables lookup is used to select letter variables when printing attendance, discipline, or health letters. Some variables are not available, depending on the letter type.

### **Search for a variable:**

Letter variables are listed in alphabetical order by replacement.

The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- a. To search for a specific variable, begin typing the replacement text in the **Search** field. The list is automatically filtered to display the variables that contain the characters you have typed.
- b. When you locate the variable you want to retrieve, click the replacement. The lookup closes, and the letter is populated with the selected variable.

Click **Cancel** to close the lookup without selecting a variable.

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