# Update (Health Letters)

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# Update (Health Letters)

Use this page to either create or edit a health letter. From Health > Letters > Create Letters, click either **New** or select a letter and click **Edit**.

## Create or Edit a Letter

Either a blank text editor or one with text in the body is displayed.

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| **ID** | If you are creating a letter, type an ID for it.<br>If you are editing a letter, you may change the ID.<br>**Note**: All letters must have unique IDs. |
| **Type** | Select the type of letter you would like to create or edit. |
| **Description** | Type a description of the letter, up to 50 characters. |

❑ Type or edit the letter using as many variables as necessary.

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| **Variables** | 1. To add a variable, position the cursor where you want to insert a variable.<br>2. Click Variables to select a variable.<br>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.<br><br>**Search for a variable:**<br><br>Letter variables are listed in alphabetical order by replacement. Replacement describes the content that will appear in place of the variable when letters are generated for students.<br>The list can be re-sorted.<br>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.<br><br>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.<br>❑ 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.<br><br><br>❑ When you locate the variable you want to retrieve, click the replacement.<br>The lookup closes, and the letter is populated with the selected variable.<br><br><br>❑ Repeat for the remaining variables.<br><br>❑ Click **Cancel** to close the lookup without selecting a variable.<br>3. Click the link for the variable you want to add. The variable is inserted into the letter.<br><br>4. Repeat for the remaining variables.<br><br>Variables must be inserted one at a time. |

❑ Click **Preview** to preview the letter.

❑ Click **Save**.

    The letter editor closes. If you created a new letter, it appears on the grid.

❑ Click **Cancel** to close the letter editor without making changes.

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