

Letter (Parent Portal Letters)

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Registration > Maintenance > Parent Portal > Letters > Update > Letter

This tab allows you to create or edit a form letter in Registration.

Update data:

Select a letter type in one of the following ways:

- On the Directory tab, click **Retrieve** for the letter type you want to use. The letter opens in the letter editor on the Letter tab.

If you retrieved the sample letter, you can use it as a template for creating a new letter.

- Click the Letter tab. The text editor is displayed. In the drop-own at the top of the tab, select the letter type you want to use.

In the letter editor, type the letter using as many variables as necessary. Type the letter using the nine Portal ID variables and other variables as necessary.

The letter template must contain the nine Portal ID variables so the maximum number of students per family are printed on one letter.

To add a variable, position the cursor where you want to insert a variable. Variables must be inserted one at a time.

- Click **Variables** to select a variable.
- To delete a variable, select the variable and press DELETE.

Click Save.

3. Click Preview to view the letter. The letter opens in PDF format in an embedded Adobe Reader window.

● Under Margins, adjust the left, right, top, and bottom margins as needed.

Use three digits for the margin with two decimal places (e.g., 1.00). The margins are in inches.

● Click Refresh Margins if you changed the margins. The letter is re-displayed with the new margins.

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

- Click Edit to return to the letter editor.


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