



## Update (Health Letter)



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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.

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

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

<b>Variables</b>	<p>1. To add a variable, position the cursor where you want to insert a variable. 2. <a href="#">Click Variables to select a variable.</a> 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.</p> <p><b>Search for a variable:</b></p> <p>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. <a href="#">The list can be re-sorted.</a> 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.</p> <p>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.</p> <p><input type="checkbox"/> To search for a specific variable, begin typing the replacement text in the <b>Search</b> field. The list is automatically filtered to display the variables that contain the characters you have typed.</p> <p><input type="checkbox"/> When you locate the variable you want to retrieve, click the replacement. The lookup closes, and the letter is populated with the selected variable.</p> <p><input type="checkbox"/> Repeat for the remaining variables.</p> <p><input type="checkbox"/> Click <b>Cancel</b> to close the lookup without selecting a variable.</p> <p>3. Click the link for the variable you want to add. The variable is inserted into the letter.</p> <p>4. Repeat for the remaining variables.</p> <p>Variables must be inserted one at a time.</p>
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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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