



Update (Health Letter)

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Health > Letters > Update 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**.

Save
Cancel

UPDATE LETTER

ID:
Type:
Description:
Variables
Preview

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾

Font Family ▾ Font Sizes ▾ **A** ▾ **A** ▾ **B** *I* U

Heading 1 ▾

{campus_title}
 {campus_address_line1}
 {campus_address_line2}

{today_date}

To the parents of {student_name_full}
this is a generic letter

Thank you {parent_name_full} for taking care of this matter.

Words: 23

Create or Edit a Letter

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

ID	<p>If you are creating a letter, type an ID for it. If you are editing a letter, you may change the ID. Note: All letters must have unique IDs.</p>
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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.

Variables	<p>1. To add a variable, position the cursor where you want to insert a variable.</p> <p>2. Click Variables to select a variable.</p> <p>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>Search for a variable:</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.</p> <p>The list can be re-sorted.</p> <p>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 <input type="checkbox"/> or descending <input type="checkbox"/> order.</p> <p><input type="checkbox"/> 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.</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 Cancel 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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