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Embedded Letters Embedded Files are specific to each individual student. They can be found at the bottom of most student pages (Student Dashboard, Discipline, Enrollment History, etc.) ADDING EMBEDDED LETTERS: 1. Go to the student page that you wish to embed a letter in to. 2. Click on the Embedded Letters link. 3. Click on the green + icon to "Add new letter". Generated by Foxit PDF Creator © Foxit Software <http://www.foxitsoftware.com> For evaluation only. Updated 9/25/2013 Page 2

4. Enter in the name of the letter under "Name of this embedded letter". Enter in the information needed in "Body of Letter" (you can use the Date Fields, Student Fields, and Assigned Staff Fields to the right of the Body to insert pre-filled information). Click Save when you are finished creating the new letter. 5. Click on the name of the letter to preview your letter. Click the "Print" link to generate a PDF and the "E-mail" link to create a new email to send out your letter. Generated by Foxit PDF Creator © Foxit Software <http://www.foxitsoftware.com> For evaluation only. Updated 9/25/2013 Page 3

MANAGING EMBEDDED LETTERS 1. Go to the page with the embedded letter. Click on the blue arrow next to the letter you need to edit, and make any changes needed. OR 2. To see a list of ALL embedded letters within the school so you may choose which one you want to edit, click on "Manage". Click on the blue arrow next to the letter you wish to edit. Make changes as needed. DELETING EMBEDDED LETTERS 1. Click on the "Manage" button for embedded letters. 2. Choose the box to the left of the letter you wish to delete. 3. Type CONFIRM into the box at the bottom of the page, then click on "Delete". Generated by Foxit PDF Creator © Foxit Software <http://www.foxitsoftware.com> For evaluation only.

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