Creating the Letter to Parents

The letter to parents must be saved as an **RTF (Rich Text Format**) file or it will not upload or display correctly.

To create your letter:

The recommended option is to create this letter using **Word Pad** (Windows). This eliminates hidden formatting that can occur if you use Word directly or an equivalent word processing program.
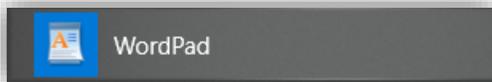
If you have an image that you would like to insert, save the image and then use the PICTURE icon to import.
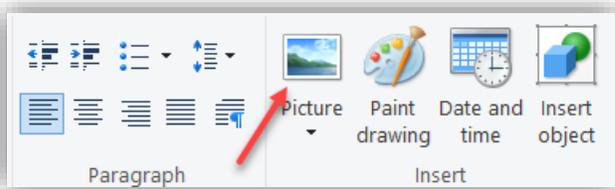
Locate the image then click OPEN.
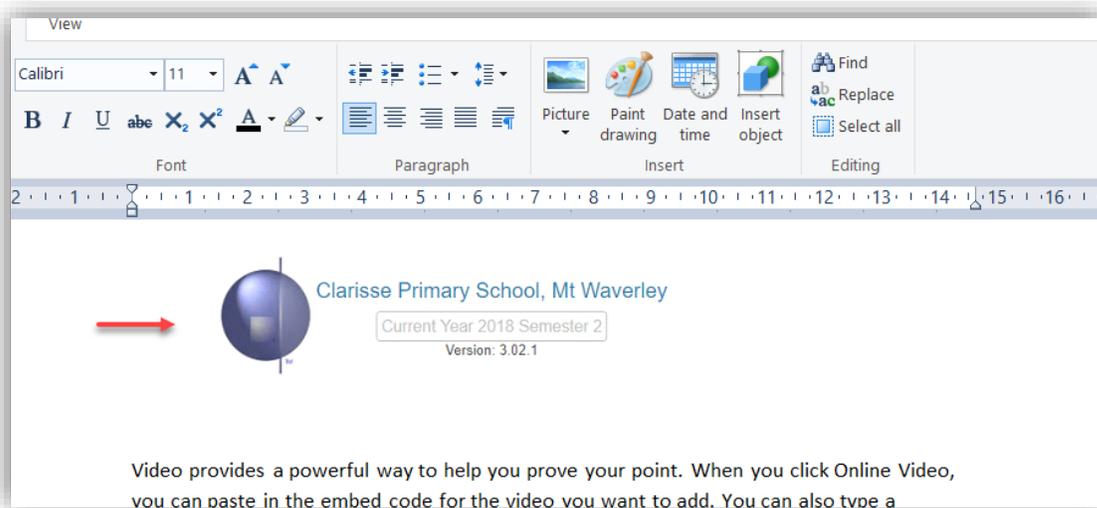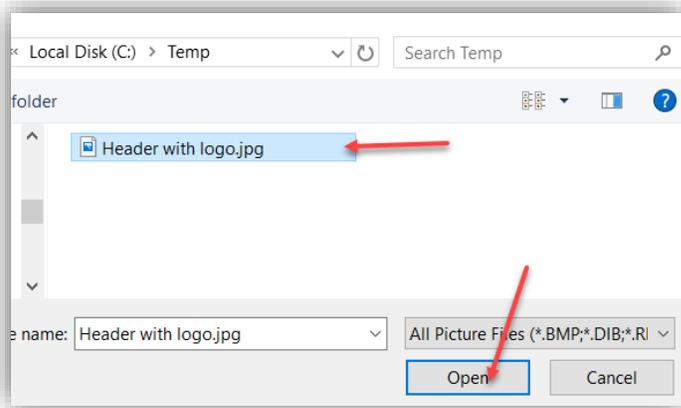
Type your letter.
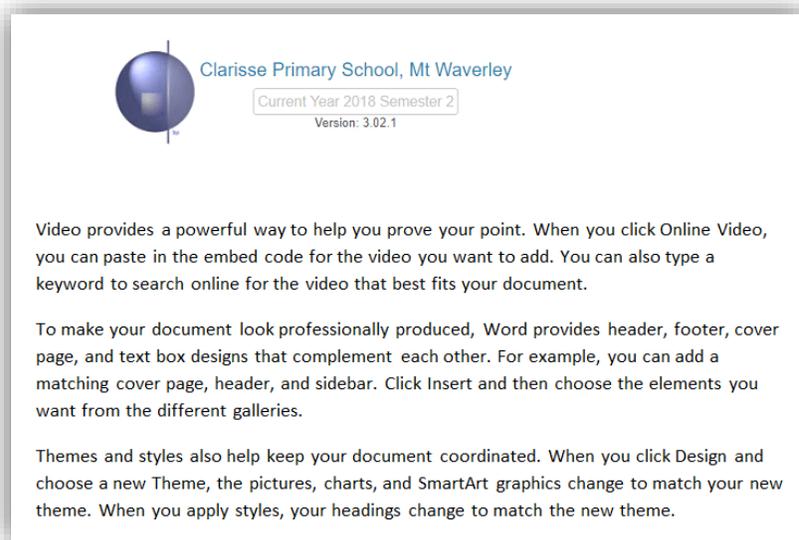
If you want to copy from a WORD document, make sure that no graphics are selected in the copy. You might also be required to fix spacing issues.

If you want to insert a table that you have created in WORD, take an image of the table using the SNIPPING tool and save. Now import the image.
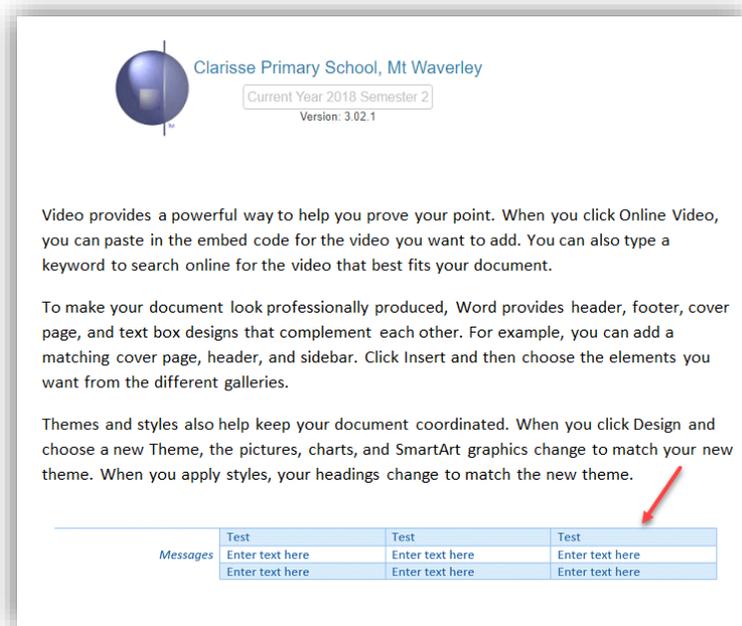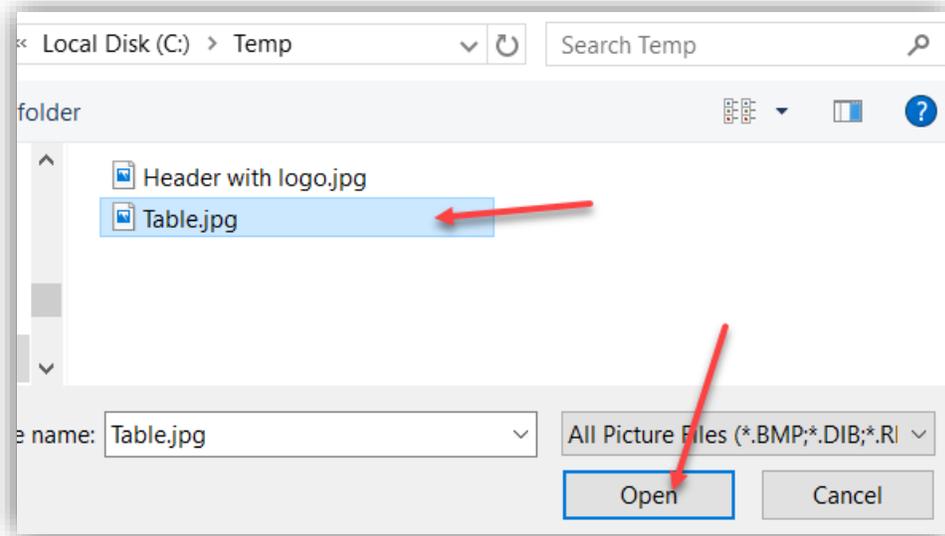
If you use a Mac, Word for Mac is a possibility. Again, using graphics in this format may cause issues. If this is the case for you, send us your letter to parents and we can convert it for you.

Save your letter:

To save your file, make sure that **Rich Text Format** is in the '**Save as type'** box. If not, select it from the drop down arrow.
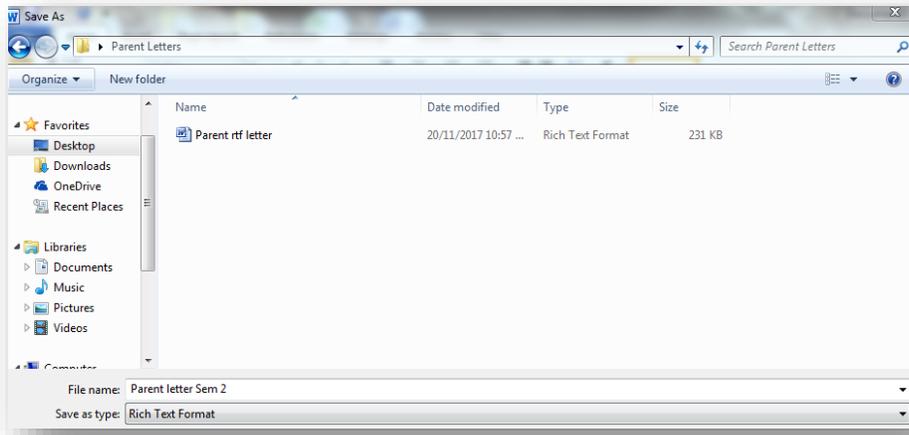
To upload Letter to Parents into nReports

1. From **nReports Setup** select **Student Report Layout.**
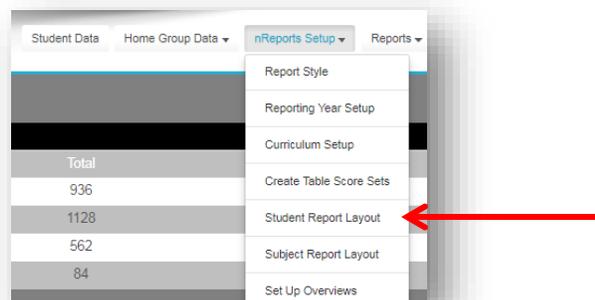
2. In Student Report Layout, if it is not already there drag across a Letter to Parents from the right hand side list of options so that it appears in the Report Layout Column.

3. Click on **Edit/Add.**

4. Select **Choose File** and navigate to where you saved the 'Letter to Parents' and click on open.
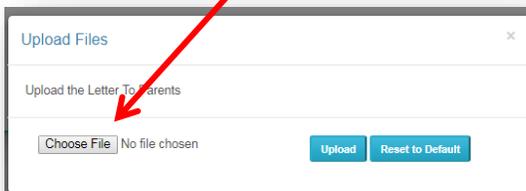
5. The name of the letter will then appear next to the 'Choose File' button.
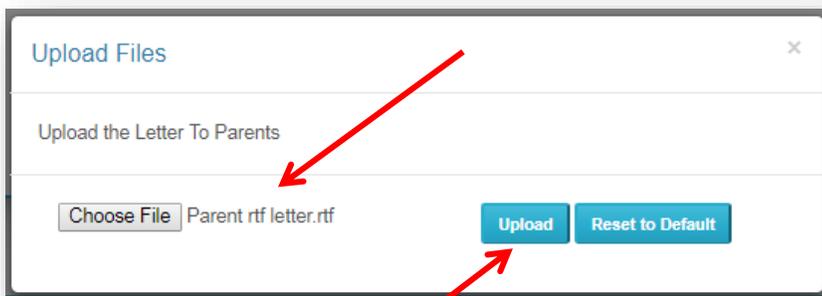
6. Click on the '**Upload'** button to upload your letter.

7. If successful you will receive the following message.
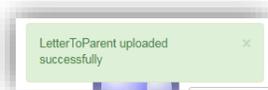
8. If it is unsuccessful read any messages carefully. The most common error is that the letter is not in an RTF format. Open your letter again and save it as an RTF. Follow the steps above to upload again.