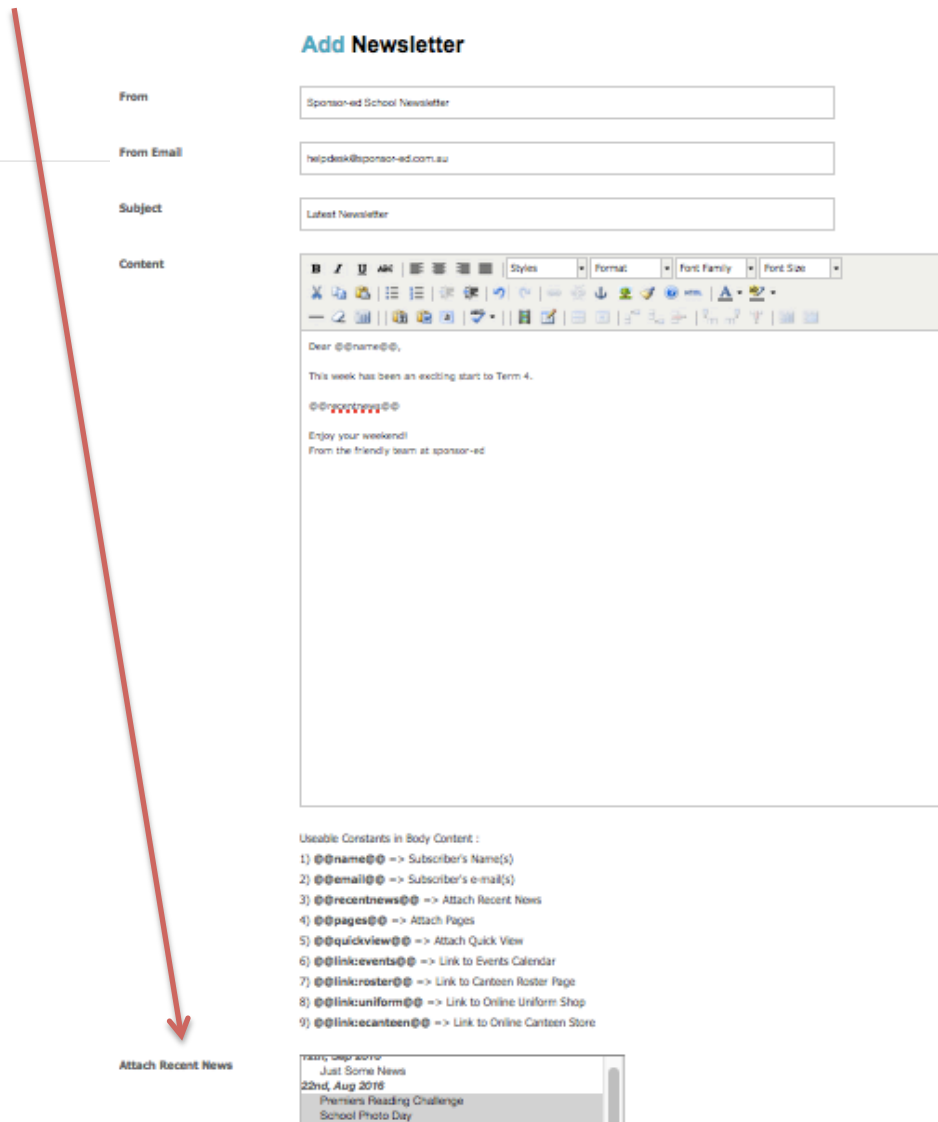


# Print to PDF Newsletter

Many schools are starting to use their Recent News on the homepage as the school newsletter. With the new Print to PDF function – you can wrap these recent news articles up in one PDF to archive them on your site after you have sent out your newsletter.

1. COMMUNICATE – Email. You should be choosing an email that has recent news articles attached like the one below.



**Add Newsletter**

From: Sponsor-ed School Newsletter

From Email: helpdesk@sponsor-ed.com.au

Subject: Latest Newsletter

Content:

Dear @@name@@,

This week has been an exciting start to Term 4.

@@recentnews@@

Enjoy your weekend!  
From the friendly team at sponsor-ed

Useable Constants in Body Content :

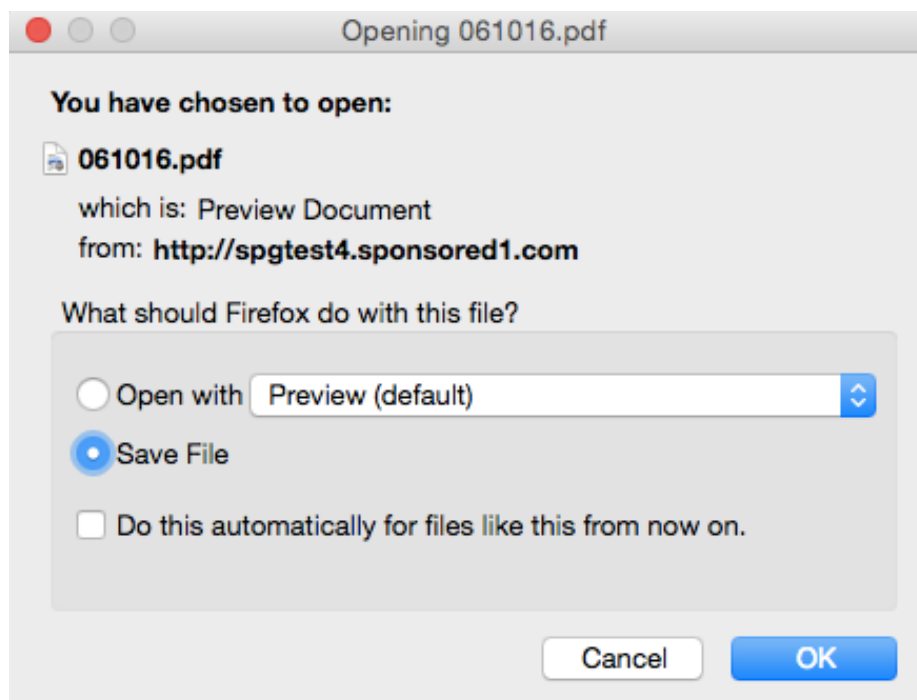
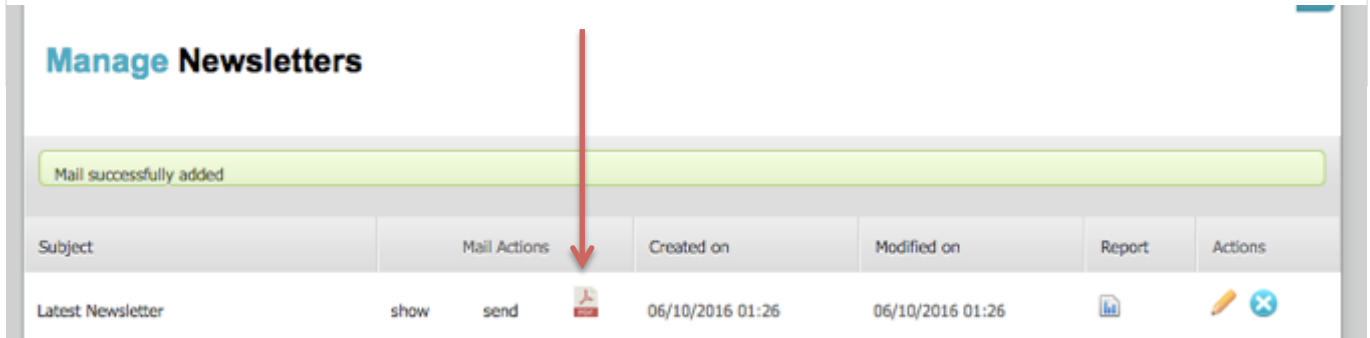
- @@name@@ => Subscriber's Name(s)
- @@email@@ => Subscriber's e-mail(s)
- @@recentnews@@ => Attach Recent News
- @@pages@@ => Attach Pages
- @@quickview@@ => Attach Quick View
- @@linkevents@@ => Link to Events Calendar
- @@linkroster@@ => Link to Cariben Roster Page
- @@linkuniform@@ => Link to Online Uniform Shop
- @@linkcanteen@@ => Link to Online Canteen Store

Attach Recent News

Using @page@  
Just Some News  
22nd, Aug 2016  
Premiers Reading Challenge  
School Photo Day

# Print to PDF Newsletter

2. COMMUNICATE – Email. You will see a PDF option on the landing screen. Click on this. It will give the PDF a title of todays date (you can change this later if you choose. Save it to your computer.



3. When you open your PDF it will look like this:

# Print to PDF Newsletter

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## St Mary's Primary School Altona Latest Newsletter

Dear Subscribers Name,

This week has been an exciting start to Term 4.



### Premiers Reading Challenge

The Victorian Premiers' Reading Challenge is now open and we are excited to be participating.

The Challenge is open to all Victorian children from birth to Year 10 in recognition of the importance of reading for literacy development. It is not a competition; but a personal challenge for children to read a set number of books by 9 September 2016. Children from Prep to Year 2 are encouraged to read or 'experience' 30 books with their parents and teachers. Children from Year 3 to Year 10 are challenged to read 15 books.

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### Stephanie Alexander Kitchen Garden

The Kitchen Garden Classroom membership has all the ingredients you need to create a delicious, fun and rewarding learning experience. With hundreds of resources at your fingertips, you can pick and choose how best to bring a taste of pleasurable food education to your students.

Recipes for this week

- Easy Bread Scrolls
- Chilli Non Carne
- Avocado Dip
- Salad of the Imagination



### Entertainment Book NOW AVAILABLE

The P&C fundraising committee are seeking support in the purchase of the Entertainment Book - either hardcopy book or the digital version. You can save a lot of money on entertainment, enjoy the outings and support the P&C and the school with much needed funds. Come to the office to secure your copy.

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### School Photo Day

School Photos will be taken this Thursday 21 and Friday 22 July by school photo specialists Kapture. Parents/carers can either order online using the school code from the documentation sent home last term, or by returning the envelope with payment on photography day. Please contact the office if you require any further information.

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Enjoy your weekend!

From the friendly team at sponsor-ed

# Print to PDF Newsletter

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4. You now have a copy of the newsletter that you distributed via email using Recent News articles. What you do with it is totally up to you:

- Upload this PDF to a newsletter page (as an archive for your parents)
- Keep a copy of this newsletter on your computer for your records
- Print a copy to keep in the office

## **IMPORTANT TO NOTE**

The PDF archive of your newsletter is text only (other than the thumbnail images). If your recent news article has photos or videos in the content, these will not be added to the pdf.