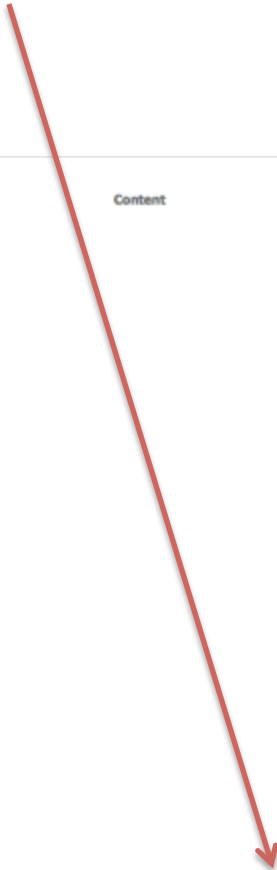


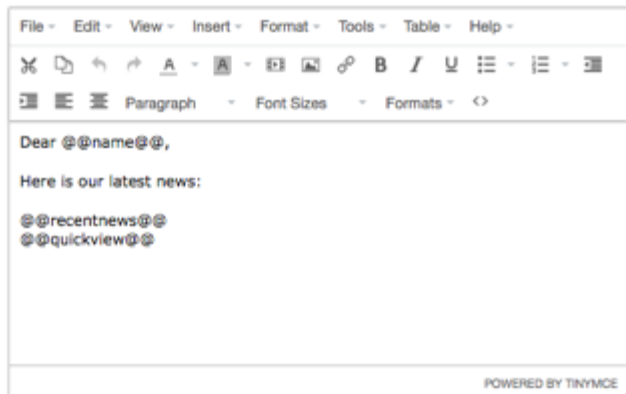
Print to PDF Newsletter

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.



Content



- Usable Constants in Body Content :
- 1) @@name@@ => Subscriber's Name(s)
 - 2) @@email@@ => Subscriber's e-mail(s)
 - 3) @@recentnews@@ => Attach Recent News
 - 4) @@pages@@ => Attach Pages
 - 5) @@quickview@@ => Attach Quick View
 - 6) @@link:events@@ => Link to Events Calendar
 - 7) @@link:roster@@ => Link to Canteen Roster Page
 - 8) @@link:uniform@@ => Link to Online Uniform Shop
 - 9) @@link:canteen@@ => Link to Online Canteen Store

Attach Recent News

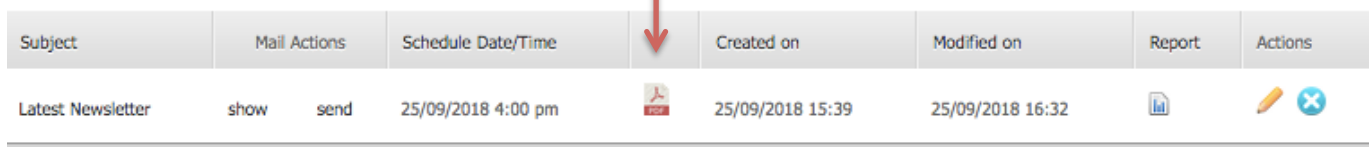
24th, Sep 2018
Footy Day
10th, Jul 2018
Running Club
28th, Jun 2018
It's Carnivale





Print to PDF Newsletter

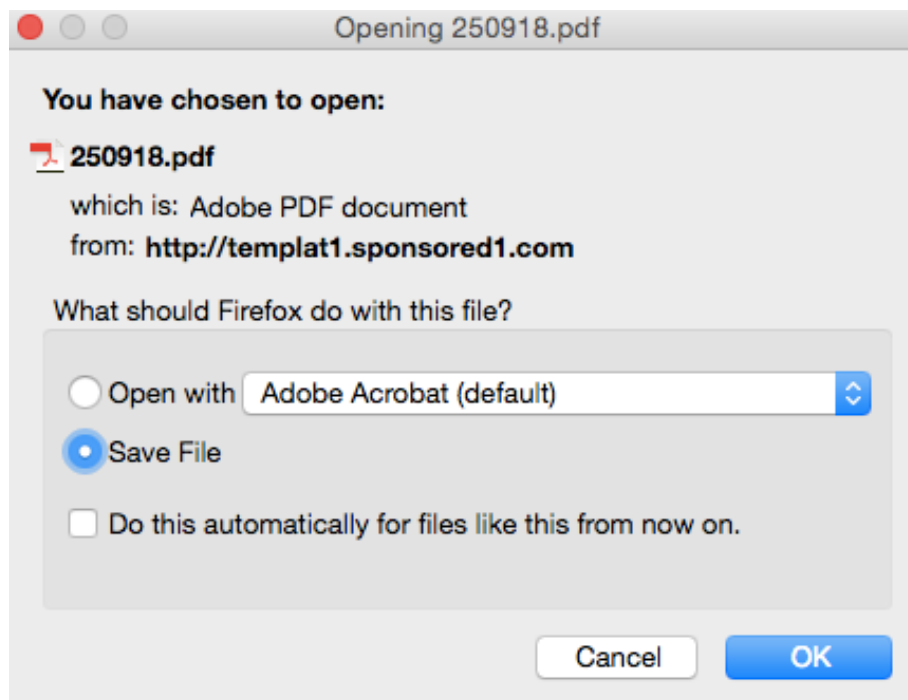
2 / 3

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.

Manage Newsletters



Subject	Mail Actions	Schedule Date/Time		Created on	Modified on	Report	Actions
Latest Newsletter	show send	25/09/2018 4:00 pm		25/09/2018 15:39	25/09/2018 16:32		 



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

Print to PDF Newsletter

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LEDA PRIMARY SCHOOL Facing the Challenge

Latest Newsletter

Dear Subscribers Name,

Here is our latest news:



Foundation Enrolments

Enrolment for Foundation 2019 is now open. If your child will turn 5 before April 30th 2019 they are eligible to enrol for Foundation at Darlington Primary School. School tours are conducted on Tuesdays at 9.30am or can be arranged by appointment. [Please](#) contact the school office to arrange tour.

Enrolments are subject to living within our Neighbourhood Boundary and must be accompanied by the following :

- child's birth certificate
- immunisation certificate
- current utility bill (either power or gas account)

DET Enrolment Management Policy entails a specific order of priority for enrolments

- Students residing within the designated neighbourhood area as defined on the school's neighbourhood boundary map.
- Students residing at the same address as an older sibling who is attending the school
- If additional places are available – the following criteria applies :
- Other students from outside the designated area, in order of closeness of the home to the school.
- In exceptional circumstances, students may be enrolled where there are significant extenuating family or individual circumstances.

[Student Enrolment Form](#)

[Neighbourhood Boundary](#)



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. Since the challenge began 14 years ago, more than 2.5 million...

students have turned the pages of nearly 45 million books. 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 151 books.

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.