GENERATING LETTER TEMPLATES IN EASY

A student has been accepted for an exchange period in your institution and you want to send out an Acceptance letter? The host institution asks for a Confirmation of Arrival or a Confirmation of Stay for their outgoing student?

In addition to managing incoming and outgoing applications, EASY allows you to generate various official documents directly in the system – and personalise them automatically as the applicant data can be taken directly from the application. This is done using the **Letterheads** tool found under the **System** menu. There you can edit or delete your existing letterheads and create new ones.

CREATE A LETTERHEAD

Click on **New letterhead**

Name your letterhead
This will be the name of the generated PDF file and used for organising the letterheads. It's recommended to select a name allowing you to easily find the file when you need to generate it (e.g. Acceptance letter and the name of your institution).

CUSTOMISE YOUR LETTERHEAD

Besides editing the text size and spacing, you can customize the look of your documents. For that, tick **Custom image** under **Header style** and/or **Footer style** and upload a file (e.g. your institution's logo).

EDIT THE CONTENT OF THE LETTERHEAD

Click on **Content template**

1. Insert the relevant text

2. Locate the case-specific data, e.g. applicant name, study period, dates etc.

3. You can replace the case-specific data with **content markers**

Content markers are elements that allow you to personalise the letters by using applicant and programme data that is already in the system.

A list of Content markers can be found [HERE](#)

Remember that a content marker work only if the resource for that marker exists in the system. Make sure to use the right content markers without any typos – otherwise you will get a lot of odd text marked with "%" symbols instead of the info you wanted to bring out!

Don't forget to click **Save and preview** to save the changes!

FORMAT YOUR LETTERHEAD

The letterhead templates are designed using a markup language called Textile. Clicking on **Content template,** you will see examples of basic formatting, e.g. alignment, italic, bold, links, lists etc.

Find out more about formatting options [HERE](#)

When you have finished editing, click on **Preview** or **Preview in PDF** to see the outcome.

Remember to click **Save and preview** to save the changes!

GENERATE THE LETTERHEAD

1. Find the applicant

2. Click on the coloured button depicting the current offer status

3. To generate a letterhead, go to **Attachments**

4. You will see the list of potential letterheads. Choose the letterhead you wish to generate and click on **Generate**.

5. A pop-up window will open with the letterhead text. You can now check if all content markers are displayed correctly. You can also make changes in the letterhead if necessary. If everything is correct, click **Save and generate**.

6. If you wish to send the letterhead to the student with the offer message, make sure there is a tick in front of the letterhead.