

Let's write a letter to Santa!

Online interactive

Instructions



Santa Mail

These instructions will guide you through the process of using the "Let's write a letter to Santa!" interactive. Why not print them out so you can refer to them while using the interactive.

Starting a new letter?

Before you start writing your letter to Santa there are some things you need to know about this Letter Writing interactive.

There are 7 steps to complete when writing your letter.

Once you have completed each step, click on "Next step" (at the bottom of the window) to continue.

If you need to, you can go back to a particular section by clicking on the appropriate box, or by clicking "Back" (at the bottom of the window). Steps 2 – 7 have a "Hints" button to help you (at the top of the window).

As you write your letter you will be able to see which steps you have completed in the small template on the left-hand side of the screen.

To view your letter in a larger format, click on the "View" button at the top of the template.

You can click on the "View | Print | Save" button at the top of the letter template window to preview, print or save your letter at any time.

If you would like some help with writing your letter, click on the "Sample letter", "Letter ideas" or "Addressing an envelope" button above the letter writing window. These buttons are to help guide you and give you important information and tips when writing your letter.

To start your letter, click on the "Start a new letter" button.

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Finishing an existing letter?

If you have already started a letter and saved it using this Letter Writing interactive, you can open it again to finish it, make changes or print it out by clicking the "Load an existing letter" button.

Make sure that you are opening a letter that was written using this interactive, as letters written in other Letter Writing interactives will not open in this interactive.

Please note: do not open or edit saved letters in other programs (such as Microsoft Word) as this may corrupt the file and your letter will be lost.

Click the "View | Print | Save" button at the top of the letter template window to see how your letter will look when it is printed. From there you can either save or print your letter.

When your letter is finished, just print it out, put it in an envelope, address it, add a 70 cent stamp and post it!