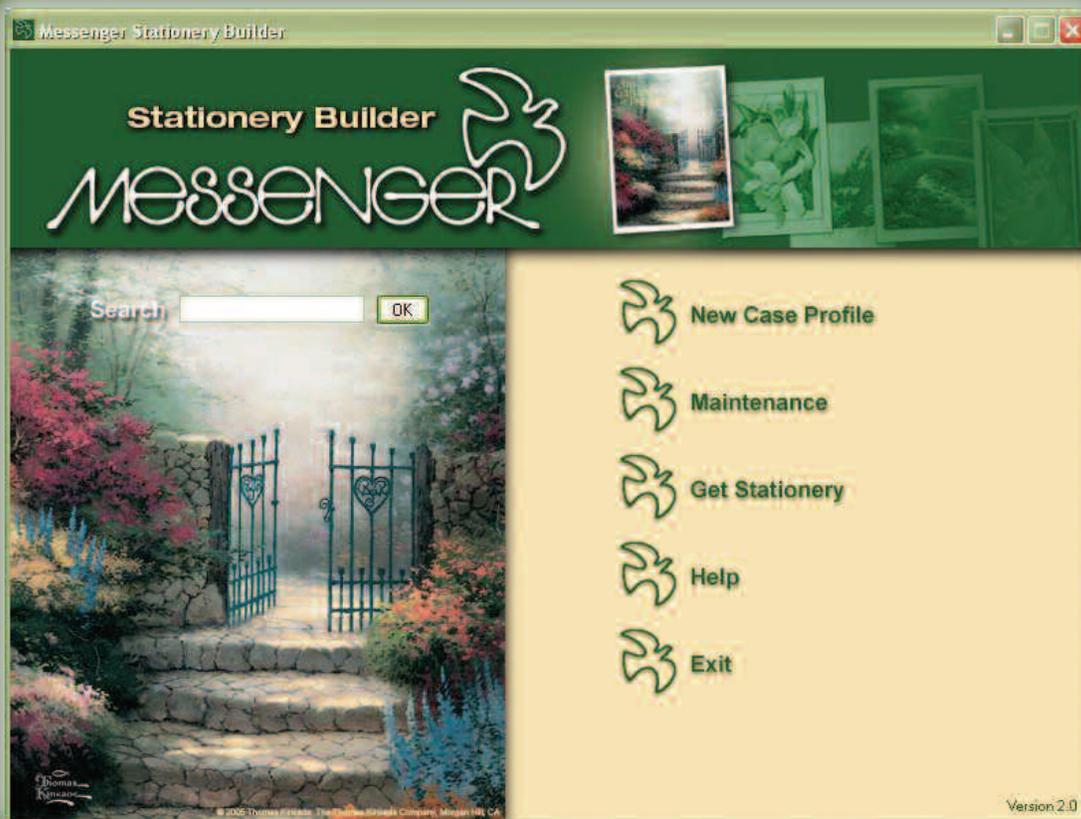


INTRODUCING

# Stationery Builder

VERSION

# 2



Messenger's Stationery Builder Software provides you with a powerful, yet simple-to-use tool for printing all of your Messenger stationery right from your desktop...and it's FREE!

## Inside this brochure

- New & Improved Features
- Installation Instructions
- Downloading Stationery & Getting Started



800.827.5151

# MESSENGER STATIONERY BUILDER V2

## New & Improved Features

### Online Updates

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Always have the latest program features and stationery series available with online updates. All stationery is stored online and can be downloaded as you need it.  
*\*Internet connection required.*

### New Maintenance Area

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- Features a **new verse library**
- **Common fields area** allows you to select fields that you use most often for your books and cards
- Enter your funeral home information in the maintenance area and add it to your stationery.

### New Verse Library

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Includes several standard verses and allows you to add your own, which are saved for future use!

### Page Editor Tools

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**NEW Format Wizard**— Use this wizard to add fields and text to a page, establish order of fields, change fonts, etc.

**NEW Copy Wizard**—Allows you to easily copy your custom page set-up to another section on 2-up, 4-up, or 8-up sheets.

**NEW Verse Tool**—Allows you to choose a verse from the verse library to add to the page.

**Improved Picture Tool**—Easily resize a picture by using the drag handles as well as change a picture from a square to an oval.

**Increased Functionality** – Includes *Print*, *Undo*, and *Delete-all* buttons on the toolbar.

**Technical Support** – Contact Messenger, 1-800-827-5151

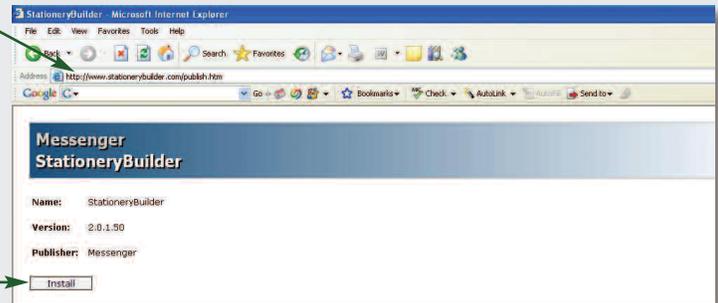


# MESSENGER STATIONERY BUILDER V2

## Installing your FREE Software

VERSION

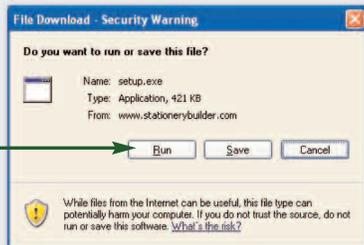
1. Type **www.stationerybuilder.com/publish.htm** into your web browser address bar.



2. Click Install.

### Install the MSB and it's a associated applications (.NET1.1 & .NET2.0)

3. Click Run.

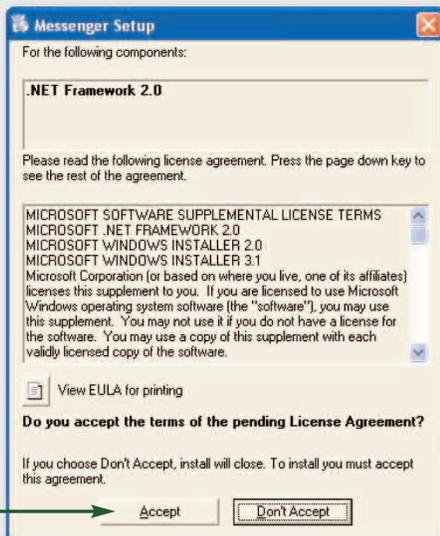


4. Click Run.



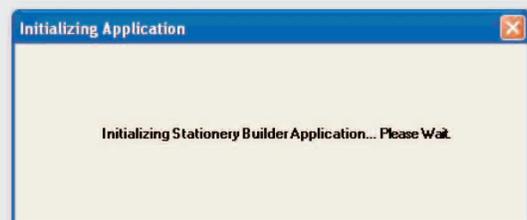
Your computer will be analyzed to determine if .NET Framework 1.1 and 2.0 are already present and install if necessary.

5. Click Accept.



6. Click Install.

After a short period, you will see the following screen, indicating that the MSB program is launching.



**NOTE:** The above screens are for Internet Explorer 6. Your screens may vary depending on the internet software application you are using.

**CONGRATULATIONS!**

You are now ready to begin using the Messenger Stationery Builder program to fill out Messenger register books, candles, and cards!

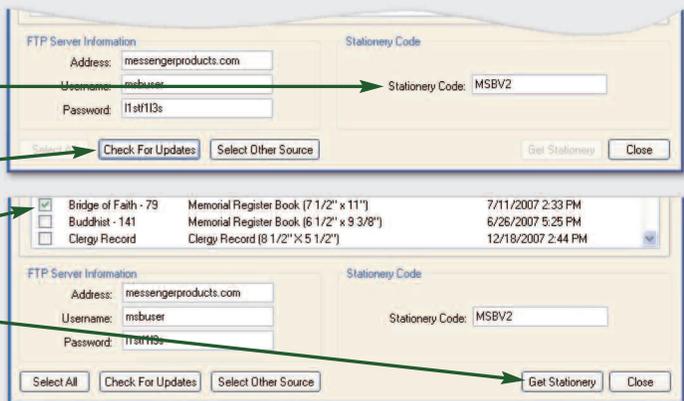
# MESSENGER STATIONERY BUILDER V2

## Loading Stationery and Getting Started

After the Messenger Stationery Builder is installed, it will automatically open the **GET STATIONERY\*** screen.

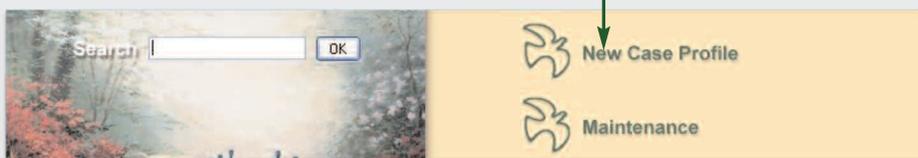
### Loading Stationery:

1. Type MSBV2 in the Stationery Code field.
2. Click the CHECK FOR UPDATES button.
3. Check the box of the stationery that you would like to download.
4. Click on the GET STATIONERY button.

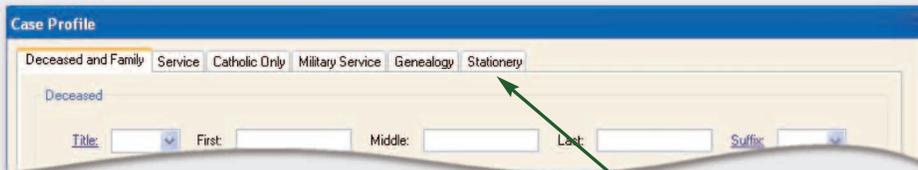


### Adding and editing stationery in a case profile:

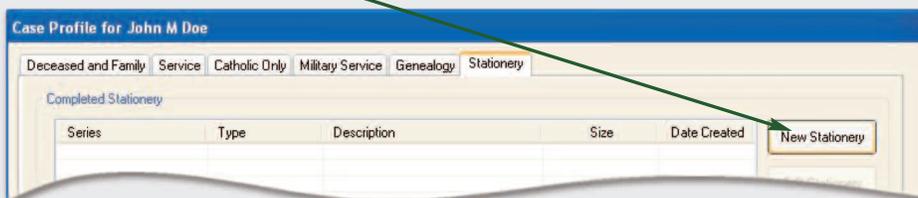
1. To create a new case profile, click on **New Case Profile** in the main menu.



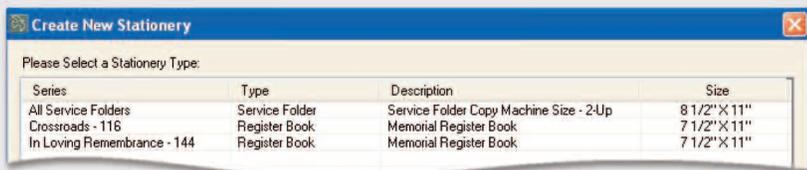
2. Fill in case profile information.



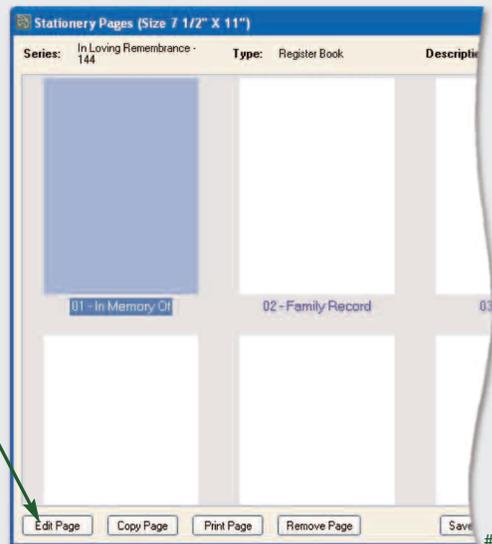
3. To add stationery to a case profile, click on the **Stationery** tab.
4. Click on **New Stationery**.



5. Choose from the list of stationery you previously installed. (Step 1-4)



6. Double click the page icon or click **Edit Page** to open, edit and print stationery pages.



**\*NOTE:** If you are not automatically directed to the **GET STATIONERY** screen, you may be a current user of an earlier version of the Messenger Stationery Builder, which means that you already have stationery loaded on your computer. Version 2 of the MSB is backward compatible to your old stationery and case profiles. To load new stationery templates, press the **GET STATIONERY** button on the main menu of the Messenger Stationery Builder and follow the instructions above.