INTRODUCING





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!





800.827.5151

Inside this brochure

New & Improved Features

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MESSENGER STATIONERY BUILDER V2

New & Improved Features

Online Updates

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

- 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

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

Page Editor Tools

Marie A. Franklin

Entired Into Past

May 30, 1915

ember 11, 2005

Winter Haven, Florida

Orlando, Florida

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.



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. | Stationeryduilder Microsoft Internet Exp File Edit Wew Perotites Tools Help Deat - O R & S - S Addres Http://www.stationeryduider.com/publich | larer andi 🔆 Favotes 🕙 🝰 - 👼 🗃 - 🛄 🏭 🚳 htm |
|---|--|--|
| 2. Click Install. | Messenger StationeryBuilder Name: StationeryBuilder Version: 2.0.1.50 Publisher: Messenger Install | |

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



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. | 🐻 Messenger Setup | Application Install - Security Warning |
|---|---|--|
| | For the following components: .NET Framework 2.0 | Publisher cannot be verified. Are you sure you want to install this application? |
| | Please read the following license agreement. Press the page down key to see the rest of the agreement. MICROSOFT SOFTWARE SUPPLEMENTAL LICENSE TERMS MICROSOFT .NET FRAMEWORK 2.0 MICROSOFT WINDOWS INSTALLER 2.0 MICROSOFT WINDOWS INSTALLER 3.1 Microsoft Corporation (or based on where you live, one of its affiliates) licenses this supplement to you. If you are licensed to use Microsoft Windows operating system software (the "software"), you may use this supplement. You may not use it if you do not have a license for the software. You may not use it if you do not have a license for | Name: StationeryBuilder From: stationeryBuilder.com Publisher: Unknown Publisher Install Don't Install While applications from the Internet can be useful, they can potentially harm your computer. If you do not trust the source, do not install this software. <u>More Information</u> |
| | validly licensed copy of the software. | 6. Click Install. |
| | Do you accept the terms of the pending License Agreement? If you choose Don't Accept, install will close. To install you must accept this agreement. <u>Accept</u> <u>Don't Accept</u> | After a short period, you will see the following screen, indicating that the MSB program is launching. |
| | | Initializing Application |
| NOTE: The above Your screens may va application you are us | screens are for Internet Explorer 6. ry depending on the internet software sing. | Initializing Stationery Builder Application Please Wait. |
| | | |

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: | FTP Server Information Stationery Code |
|--|---|
| Type MSBV2 in the Stationery Code field | Address: messengerproducts.com Ucomanne: makuter: Password: II strills Check For Updates: Select Other Source Get Stationery Close Get Stationery Close |
| Check the box of the stationery that you would like to download. | Bidge of Fath - 79 Memorial Register Book (7 1/2" x 11") 7/11/2007 2:33 FM Buddwist - 141 Memorial Register Book (6 1/2" x 3 3/8") 6/26/2007 5:25 FM Clergy Record Clergy Record (8 1/2" x 5 1/2") 12/18/2007 2:44 FM |
| 4. Click on the GET STATIONERY button. | Address: messengeproducts.com Username: msburer Password: Trambs Select All Check For Updates Select Other Source Get Stationery Close Get Stationery Close |

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.

| eceased and Family | Service | Catholic Only | Military Service | Genealogy | Stationery | | | |
|--------------------|---------|---------------|------------------|-----------|------------|-------|---------|--|
| Deceased | | | | | X | | | |
| | | | | | | | | |
| Title: | 👻 Fi | rst: | Mid | dle: | | Last: | Suffix: | |

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

| eceased and Family | Service | Catholic Only | Military Service | Genealogy | Stationery | | | |
|--------------------|---------|---------------|------------------|-----------|------------|------|--------------|----------------|
| Completed Statione | ery | | | | | | | |
| Series | | Туре | Descriptio | n | | Size | Date Created | New Stationery |

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

| Create New Stationery | | | |
|----------------------------------|----------------|---|-------------|
| Please Select a Stationery Type: | | | |
| Series | Туре | Description | Size |
| All Service Folders | Service Folder | Service Folder Copy Machine Size - 2-Up | 81/2"×11" |
| Crossroads - 116 | Register Book | Memorial Register Book | 7 1/2"X 11" |
| | Desister Book | Momorial Desister Deals | 71/2" 11" |

 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.