The Ultimate Solution For Reunion Management!

USER GUIDE

LICENSE AGREEMENT

PLEASE READ THIS LICENSE CAREFULLY BEFORE USING THIS SOFTWARE. BY USING THIS SOFTWARE,

What is Reunion Planner?

Reunion Planner is the ultimate tool in planning and coordinating your family, college, high school or company reunion. It features a complete address book, integrated mail merge, budget planner, mailing

Installing from Floppy Disks

MACINTOSH

To prevent excessive disk swapping while running the installer **RESTART** your computer with the
<u>EXTENSIONS OFF</u> by holding down the **SHIFT** key while restarting. Continue to press the key until a dialog
box says ∂Extensions Disabled◊. Insert the disk labeled **Disk 1** and double-click on the the file named
Reunion Planner Installer. Insert the other disks when prompted. The installer will install the Reunion
Planner folder on your Startup Volume. You can specify another location. Restart the computer.

Installing from a CD ROM

MACINTOSH

Insert the CD ROM in your computer's CD Rom drive. Double-click on the **Reunion Planner Install** file. The installer will install the Reunion Planner folder on your **START UP VOLUME**. You can specify another location.

WINDOWS

Insert the CD ROM in your computer's CD Rom drive. Double-click on the **RP_Setup** file. The installer will install the Reunion Planner folder in your **PROGRAMS** folder by default. You can specify another location from u0036.86666666666666666666666666666666666666666666666666666

Unlocking Code — If you have the password, enter it here. If not, you can
still use the program as a demo. However use is limited
to a maximum of ten records.

Demo

ENTER   ADDRESS

SUITE/APT

COUNTRY USA   PHONE

EMAIL

ENTER. You will then be given an option to print out, fax or email an order form. Select a payment method, check, money order (US funds only) or credit card (Visa, MasterCard, Discover or American Express). If you include your email address, a password can be sent immediately, otherwise you should receive it within 5-7 days via Standard UPS or regular mail.

Chapter 5.1

WHEp LAUNCHING

Go To Layout Takes you to the selected layout when you launch the program.
Highlight In List View Shows the selected record set in the list view for easy identification.
Default Country Enters the selected Country automatically in a newly created record.
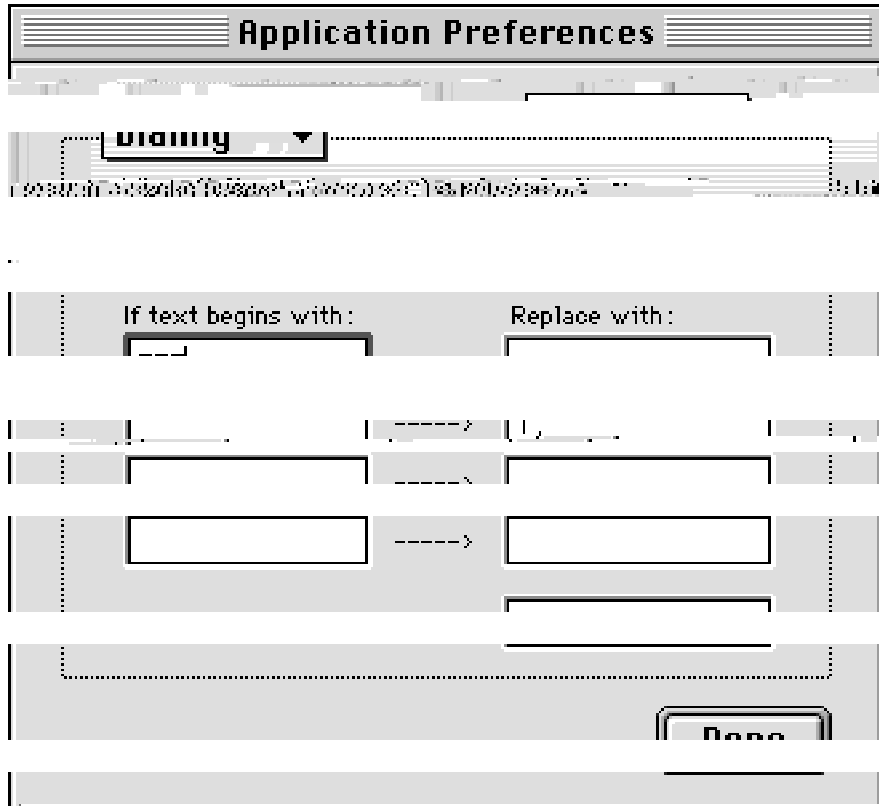
WHEN LAUNCHING   FORMATTING

DIALING (Macintosh)

From the Home layout click the Preferences button. Select Application Preferences, then Dialing from the pull down menu.

Macintosh Dialing Preferences

At Location:
Choose a location such as, office or home.

If Text Begins With:
Enter your local area codes for work or home or both. If the number begins with that string, it will ignore it when it dials the number.

Replace With:
If you work from a office that requires a prefix such as 9 to get an outside line, enter it is the right column. A comma suf dials the0.0l trackf yspurpTDsthat req5

SELECT MAIN DICTIONARY

The **MAIN DICTIONARY** is also located in either the Claris folder, or System Folder (Windows Runtime Edition).

SPELLING OPTIONS

Document Preferences

Spelling ▼

Spell check as you type:

◉ Off

◉ Automatic

◯ User-defined

—
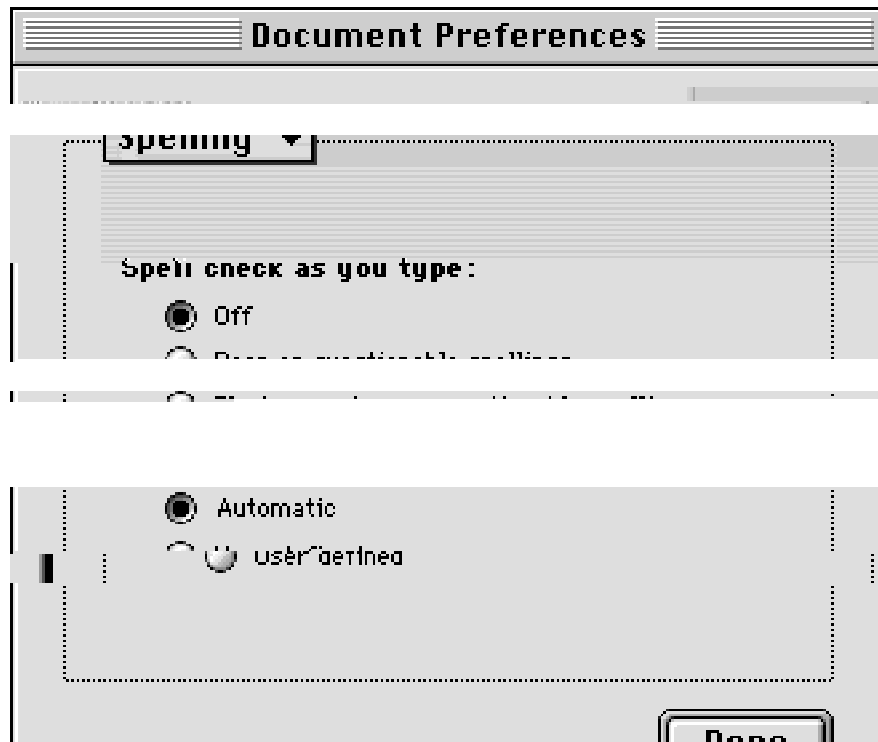
VENUE

Event Venue
Enter the name of the location for your reunion, hotel, restaurant or other facility.

Location
Enter the address of the facility, including ballroom name, etc.

Thomas Bros Guide

Event Graphic

Mr Bud Anderson

City, ST Zip
Fill out the City, State or Provence and Zip or Postal code.

Country
Select a Country from a pull down menu. If you selected a Default Country in the Preferences, it will automatically be entered for you.

KEEPING TABS ON THINGS

Interests & Comments

Enter alumni or guest◻s brief personal comments and interests up to 50 words. Personal notes should be kept in

Will Attend

Finding By Alphabet
You can easily find a group of records by using the alphabet tabs in the list view. Simply click on the alpha tab just above the header. To find marked records, click the check mark at the far right hand side. To find ALL the records, click the button right next to it. A click on the person's name takes you to the Directory layout.

PRINT CENTRAL

Correspondence

Printing Lists

There are several printed list options to choose from. A click on the button will select the list, and a small graphic will give you an idea of how the layout will look.

Main List
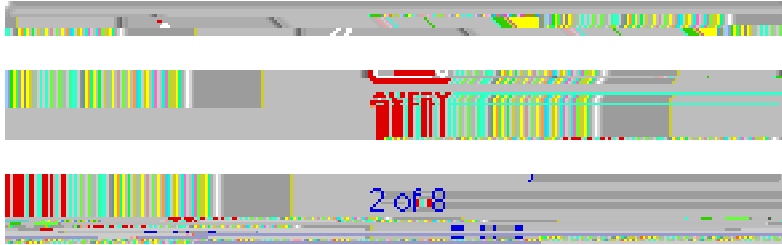The Main List gives you up to date information on who will be attending.

Checklist
The Checklist has a single line with a check box. Use this list at the event to mark the attendance and check their paid status.
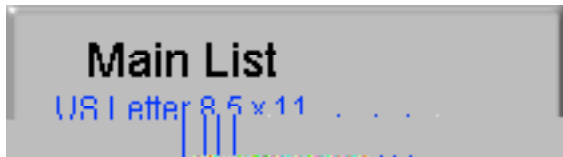
Printing Labels

The following Avery™ labels are supported.

5160 Address label
1˝ x 2 5/8˝
(30 labels per sheet)

5163 Mailing label

Name Badges

Select the graphic for the name badge.

PHOTO: If you have scanned photos of classmates and have imported them into Reunion Planner, choose Photo.

EVENT GRAPHIC: If you have not scanned photos but have scanned or created an event graphic, choose that option.

AUTOMATIC: If you have some photos and an event graphic, you can select automatic, which substitutes the graphic in place of the person's photo if one does not exist. (Figure 6A)

NONE: If you have not scanned photos or an event graphic, you can select None, which still allows you to physically paste photos on the badge.
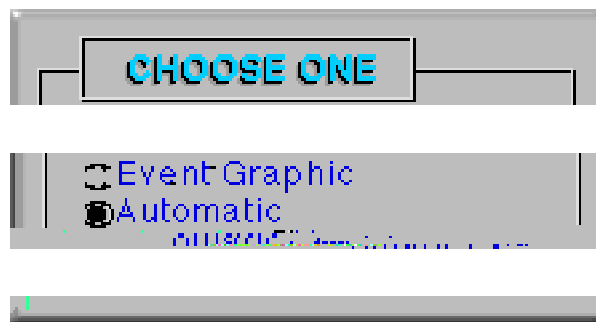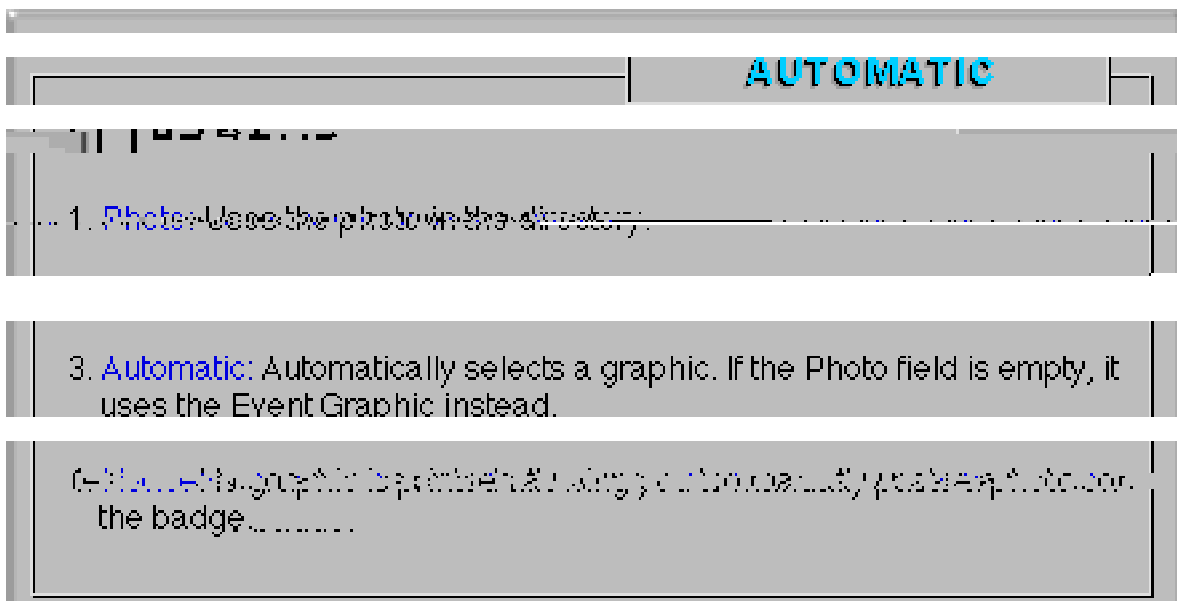
FIGURE 6A

FIGURE 6B

BUDGET

Reunion Planner has a built-in BUDGET layout where you can keep an accounting of expenses and monies received. Click on the button in the HOME Layout.


To determine which version of Reunion Planner you are using, go to the **ABOUT** window. The version will be displayed along with the registration status, number of records and developer address information. If you click on the Reunion Planner Logo in the window, you can export the information to a TAB-SEPARATED file. That could be emailed for troubleshooting.

IMPORT / EXPORT

IMPORT OPTIONS

When you import records you should select the Perform auto-entry options while importing. (modification date, serial number, lookups, etc.)
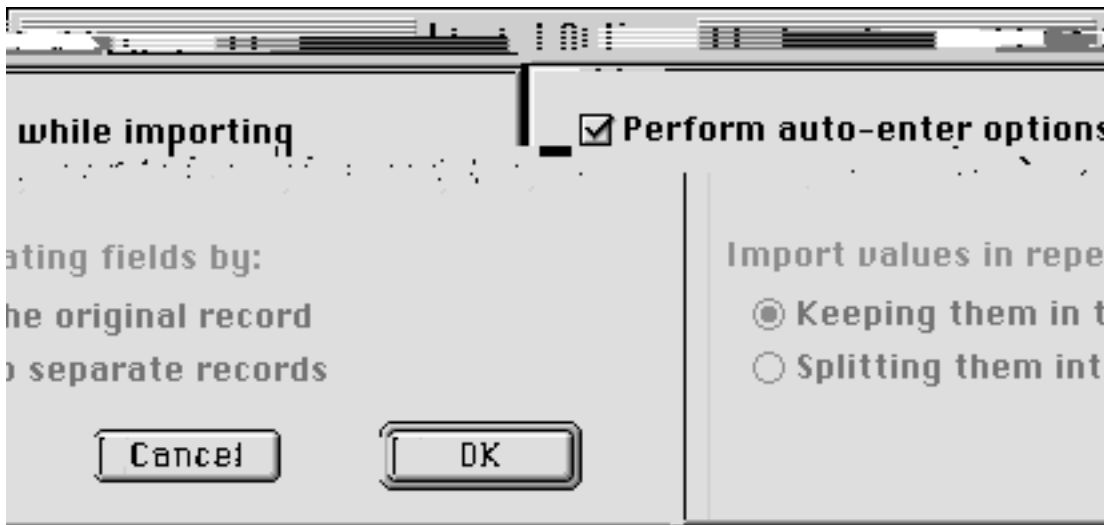
PRINTING BOOKLETS

SPECIAL OFFER!

FAQ'S
FREQUENTLY ASKED QUESTIONS

Question

I get no response from the spell check button, or no response from Edit User Dictionary button in the preferences layout. What's wrong?

Answer

Check to see that the

TROUBLESHOOTING

Problem

    "When I try to import a photo, nothing happens. What's the deal?"

Possible Solution

VERSION HISTORY

Version 4.2
¥ Added attendance information to export script
¥ Modified entry validation for email addresses
¥ Modified entry validation for phone numbers
¥ Improved clean phone numbers script

Version 4.1.8
¥ Enhanced Find Window
¥ Included separate find by first, last and maiden name choices
¥ Added a Find Duplicates button in list view
¥ Minor bug fix

Version 4.1.6
¥ Added the capability to handle multiple day reunion event

Version 3.5
   ¥ Improved Windows 095 layout design
   ¥ Save unlimited Follow Up letters for importing
   ¥ Added support for 170 monitors (600x800)
   ¥ Added support for European A4 letter and DL envelopes
   ¥ Added Default Printer Settings with Display Options
   ¥ Added Preference Setting for default opening layout
   ¥ Added List View Highlight Options
   ¥ New Questionnaire Form
   ¥ New return address options
   ¥ New automatic phone formatting options

Version 3.2.2
   ¥ Added new options for printed name badge phone formatting options

• Major design revamp for System 8! 0.10 -1.2 TD -0.005 Tc (• Newly revised scripts)Tj T* -0.003 Tc (• Avery Label
   ¥ New Runtime version! (FileMaker Pro not required)
   ¥ Totally redesigned interface with new layouts and buttons
   ¥ Multiple export and import options including Email
   ¥ New password entry for registration
   ¥ New FormVer(¥ Added new buttons to main list view)Tje formatting optio3sVersion 1.3
      ¥ Added phone number entry validjT*with auto primary phone selection
      ¥ Added vendedename and phone number with dialing feature in budget layout
      ¥ Fixed bug in phone list defaulting to "Name Sort" berede printing
      ¥ Added new "Zip Code" sort script (as requested)

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