My Wedding Companion™ v4.0

ONLINE USER'S GUIDE

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Main Screen

The Main Screen contains all the essential screens for *My Wedding Companion*. Each screen contains the detailed information and reports relevant to its own subject matter. For example, only the Guests screen will contain the reports related with guests, such as the gifts they gave you, where they are seated at the reception, and a list of guests who have not responded to your invitations. Therefore, while you are in the Guests screen, you can readily access all the information related to your guests without having to search throughout the application for the data.

Each of the screens can also be started through the **View** selection in the menu.

Almost all the screens for *My Wedding Companion* are listed in the View menu item. The Other Screens section of the View menu contains other sub-screens that are accessed within some of the other main screens of the application.

NOTE: Only the View menu of the main screen will have all these screens listed.

A description of each of these screens will follow in subsequent sections of this users guide.

To leave the application, select the Exit Application item in the menu. Any changes you have made will be saved automatically.

Setting Your Wedding Date

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Setting Your Wedding Date

This screen should automatically appear the first time you start the application.   You will be allowed to enter your personal information for the wedding such as the your name and wedding date.

Click on the left and right black arrows on the calendar to go to the previous and subsequent months, respectively.

You can change this information at any time in the future by selecting **Setup…Wedding Details** from the main menu.

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Task List

The Task List screen contains a list of wedding tasks for the bride and groom. The due dates for all wedding tasks listed in the screen are *automatically* scheduled for you depending on your wedding date!

The task list contains tasks that start as far back as 9 - 12 months before your wedding. However, not all couples plan their weddings this early. If your wedding date is less than (about) 9 months away, the application will automatically fit all the wedding tasks to within the timeframes that make sense for your wedding. Not all wedding software programs do this, but My Wedding Companion was designed to be as user-friendly as possible

NOTE: If you change your wedding date in the future, *My Wedding Companion* will ask you if you want to reset all the due dates based on this new wedding date.

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Viewing Wedding Tasks

My Wedding Companion makes it easy for you to plan the entire wedding process. A helpful list of important wedding tasks are provided for you. All the wedding tasks are organized depending on the timeframe in which they should be completed (e.g., 4-6 months before the wedding, 4 weeks before the wedding, etc.). To view the various wedding tasks, simply:

1. Click on the down arrow to view the various timeframes that are available in the Task List screen.

2. Select the timeframe you wish to view by clicking on the timeframe on the list. (You may also use the up and down arrow keys to scroll through the list of timeframes; the wedding tasks will be displayed depending on the timeframe you have selected with your arrow keys).

3. You may further narrow your list of wedding tasks by performing one (or both) of the following actions:
   * Click on one of the radio buttons which will list the tasks that are to be completed by a particular person (bride, groom, or both).
   * Click on the Include Finished Items checkbox if you want to show all the tasks that have been completed (as well as those which have not been completed). If you do not want to see your completed items on the list, make sure that the checkbox is blank by clicking on it again.

The task list contains tasks that start as far back as 9 - 12 months before your wedding. However, not all couples plan their weddings this early. If your wedding date is less than (about) 9 months away, the application will automatically fit all the wedding tasks to within the timeframes that make sense for your wedding. Not all wedding software programs do this, but My Wedding Companion was designed to be as user-friendly as possible

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Adding a Wedding Task

1. Click on the Add button at the bottom of the screen. The above screen will appear which will allow you to enter a description of the new wedding task you would like to add to the list.

2. You can then specify the date that this new wedding task will need to be completed. Also, you may choose to determine who will be responsible for this task (bride or groom or both).

3. Press OK to save changes and exit or press CANCEL to discard any changes. The system will let you know the timeframe that your new wedding task will be listed under.

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Editing a Wedding Task

1. Select the wedding task you would like to change by clicking on the item in the wedding task list. You should see a green right arrow pointing to the item you have selected.

2. Click on the Edit button at the bottom of your screen. You will see the screen shown above which will display the wedding task you have selected.

3. You will then be able to either change the wording, change the due date, or change the person who is responsible for the task.

4. Press OK to save changes and exit or press CANCEL to discard any changes. The system will let you know the timeframe that your new wedding task will be listed under.

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List of Task List Reports

The reports that are available for the task list screen are as follows:

1. **List of all wedding tasks :** This report shows all the wedding tasks. You can choose to show only the wedding tasks for the bride, groom or both.

2. **List of all completed tasks :** This report shows all the wedding tasks that have been completed. A task is completed when the user clicks on the Done checkbox in the Task List screen.

3. **List of all tasks which have not yet been completed :** This report shows all the wedding tasks that have not been completed. A task is not complete when the user has not clicked on the Done checkbox in the Task List screen.

Refer to Viewing Reports for additional information about reports.

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Monthly Planner

The Monthly Planner screen is a great way to view all your wedding tasks from an overall point of view. Therefore, instead of waiting until the last minute to perform important tasks, you can plan ahead and *anticipate* the tasks which may require more time to complete. It is recommended that you glance through the monthly tasks on a regular basis.

You can open the Monthly Planner screen in one of two ways:

1. Click on the Monthly Planner button in the Task List screen, or

2. Select the Monthly Planner menu item from the menu of the Task List screen.

* All of the wedding tasks in the Task List screen will also appear in the monthly calendar.

* You can select the month in the year you want to view by clicking on one of the side tabs located on the right side of the screen. Just click on one of the side tabs located on the right side of the screen.

* You can also view any year you wish by either clicking on the up/down or typing the year you want to view. Note: once you have specified the year to display, click *outside* of the field to automatically refresh the screen.

* If you want to view the information for a particular day of the month, simply double-click on the day. A more detailed screen will appear which will allow you to set appointments and enter to do items. See the section entitled Daily Planner for more information about that screen.
The current day will be highlighted in yellow.

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Daily Planner

The Daily Planner is like having a regular day organizer but on your computer!   You can set appointments, schedule meetings, enter notes, list your daily to do items, and even set alarms!

You can open the Daily Planner screen in one of two ways:

1. Click on the Daily Planner button in the Task List screen, or

2. Select the Daily Planner menu item from the menu of the Task List screen.

The small monthly calendar shown on the upper left hand corner of the screen will allow you to view any day of the year.   Simply click on the day you wish to view and the daily notes and appointments will appear on the screen.

You may click on one of the arrows or to go to the next or previous month(s) (respectively).   Click on the day you wish to view.

To go to the To Do list, click on the tab named To Do List."   A list of all the items you need to perform for the day will appear.

As you switch from one day of the month to another, the information for each day will be automatically saved.

Adding An Appointment
Editing An Appointment
Modifying Your To Do List

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Adding an Appointment

Within the daily planner screen, double-click on the time you wish to start the appointment (as shown above). In our example, we will start an appointment at 11:30 am.

After double-clicking on the line, the Time Detail screen will appear (as shown below). Specify how long this appointment (or meeting) will likely last. Click on the down arrow to list the possible time frames. We will set our meeting to be an hour long.

Enter an event description to describe the appointment. (Note: only the first line of your description will probably be shown on the appointment list, but you can enter as long a description as you like).

If you want to set an alarm to remind you of this event, click on the On button to turn the alarm on. You may also specify the type of sound you wish the alarm to make when it turns on! Click on the down arrow to see a list of various alarms that are available. Then, you can specify how far in advance you want the alarm to go off. (It is initially set to be 5 minutes before your appointment).

Click on OK to save your changes and exit (or press Cancel to cancel your changes).

Once you have exited the Time Detail screen, your appointment will appear on the list. There will be a blue rectangle marking the appointment. In our example, the meeting will last for an hour so the rectangle will span two lines.

Note: If an alarm was set for this appointment, the blue rectangle will be surrounded by a red line.

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Editing an Appointment

Changing an appointment is very similar to adding an appointment.

All you need to do is to double-click on the appointment that you wish to change in the appointment list.

Make your changes in the Time Detail screen which will appear.

Press OK to save your changes or press Cancel to discard your changes.

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Modifying Your To Do List

If you do not have any items in your to do list for the current day, *My Wedding Companion* will automatically insert a blank line in your to do list. Therefore, you will never have a completely empty list. When you see a blank item in the list, you may simply enter a description in the space provided.

If you wish to add another To Do item, press the Add button. A new item will be added at the end of the list.

After entering a description of what you have to do, you can decide whether or not to place this item in your wedding task list.

If you decide to place this in your wedding task list, then click on the checkbox in the Include in Task List column. The due date for this task will be set for today's date. Also, both the bride and groom will be responsible for this task. This task will also appear on your monthly calendar. (You can also change the information for this wedding task in the Task List screen by selecting the item and then pressing the Edit button).

If you do not wish this task to appear in your wedding task list, then leave the checkbox blank.
In our example above, only the first task will appear in the wedding task list. In fact, our wedding task will appear in the list with the timeframe of Four to Six Months Before."

If the task has already been completed, click on the checkbox in the Done column.
You may print your To Do list by selecting **File...Print** in your menu at the top.

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Guests

The Guests screen contains the following features:

* contains all the personal information for your guests (i.e., name, address, phone).

* allows you to enter the head guest as well as all the other guests in the guest party, including children

* logs all of the gifts your guests have given you for your wedding, shower, etc. and whether or not you have sent them a thank-you card.

* keeps track of whether or not you have invited them to the ceremony, reception, bridal shower, etc., how many will be attending the festivities, and whether or not they have responded to your invitation.

* prints fully customizable labels that can be used for address purposes when inviting guests to the ceremony, reception, wedding shower, etc.

* prints fully customizable envelopes that can be used for printing addresses for guests invited to the ceremony, reception, wedding shower, etc.

* any hotel accommodations that will be necessary for your out-of-town guests.

* keeps track of which table each of the guests in the guest party will be seated during the reception,

* if you have a sit-down dinner reception, you will also be able to store your guests dinner selection.

* there are also many different reports that summarize all of the above information; these reports are invaluable for keeping track of your gifts, which guests have been seated or have not been seated, which guests are actually attending your reception, and much, much more.

Adding A New Guest
Adding A Note For The Guest
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Adding A New Guest

To add a new guest, you may click on the Add button or select **File...Add a New Guest** in the menu at the top of the screen.

Enter the prefix for this guest: Mr., Mrs., etc. If none of the prefixes in the list pertains to this guest, you may type in a new prefix (for example, Madam, Sir, etc.)

Enter the pertinent information related to this guest. Make sure you enter the guests first and last name. You can also enter the secondary guest that is accompanying the primary guest.

If you do not know the name of the secondary guest, you may check the checkbox called and Guest so that the application will know how to handle a guest in the guest party.

Once you enter the city, the state will automatically get filled (if you have selected this option in the **Setup…Options** menu).

Specify the **Category** for this guest. You may enter any type of category you want such as Friend, Family, Skiing Club, Guest, etc. After entering a category for the first time, it will subsequently appear in the list whenever you enter a new guest. Therefore, you only need to select the category from the list instead of re-typing the category. You can select a category by clicking the down arrow to show a list of all the categories in the system.

Note: If you wanted to delete a category from the list, you will have to delete the category from all guests where you have selected that category (since the category list is a self-building list).

It is highly recommended that you enter a category for each of your guests. This will allow you to more easily seat your guests later on because you will most likely seat the guests together who belong to the same category. Also, the reports use the category field to further break down the list of your guests. It keeps your guest list organized.

If there are children who will also be invited, then click on the More Guests button. A popup screen will appear that will allow you to enter the names of the other guests who are part of this invitation. You can also specify whether the child needs seating or not.

The **Name for Reports** field at the bottom of the Personal tab allows you to enter the name(s) that will appear on your envelopes, labels, and reports. This adds extra flexibility for your addressing so that you are not restricted to a certain name order.

If you do not want this guest to show on your labels/envelopes, deselect the **Print On Labels** checkbox. Otherwise, make sure that it is selected.

If this guest is arriving from out of town and needs accommodations, select the **Needs Accommodations** checkbox. You should also indicate that this is an out of town guest by checking off **Out of Town**. You can then go to the **Accommodations** folder of the guest screen to enter any specific hotel accommodations for this guest.

The number of guests will automatically count the number of guests in this invitation. You can always override this value. The total number of guests found at the lower left hand corner of the screen will also get updated. This total is the actual total of every guest in every invitation.

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Deleting A Guest

To delete guest, press the **Delete** button or select **File...Delete Current Guest** from the menu at the top of the screen.   The guest that is displayed on the screen will be deleted.

Caution: You will permanently remove the information related to the guest you delete.   This includes all gifts, RSVP, accommodations, and seating information (for every guest in this invitation).

Note: If, for some reason, you did not enter any information for a guest and all you see is a blank screen with no first or last name.   Press the **Delete** button to delete this incomplete guest from the screen.

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Searching For A Guest

You may search for a guest in any of the following ways:

1. Enter the last name of the guest in the **Search** area at the lower left corner of the screen:

As you type the letters of the last name, the guest who has the most likely last name will appear on the screen. The program will beep when there are no more matches found for the last name you entered.

Note: If you encounter any problems with the **Search** field, press the BACKSPACE key a few times in the **Search:** field to ensure that all the previous entries have been removed from the field.

2. Specify the category that your guest belongs to:

For example, if you know that your guest belongs in your family, select Family in the **Categories:** list.

NOTE: The categories will only appear on the list if you had typed in a category in the **Category** field found in the Personal folder tab. After typing the category once, it will appear in all subsequent guest screens.

Keep in mind that you may have used the alphabet bar to show only the guests with last names that begin with a certain letter. If you choose a new category, remember that your guest list may be considerably shortened. Therefore, when choosing a category other than All Categories, you might want to press the button in the alphabet bar to show all the last names within your chosen category.

3. Finally, you can always use the vertical scroll bar to scroll through the list of all your guests until you find the one you are looking for.

Remember: You may search for a guest within any of the guest screens (i.e., Personal, Gifts, Invitations, Accommodation, or Seating). The screen will change depending on the guest you select.

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Entering the Gifts For Your Guests

Click on the Add Gift button in the Gifts folder of the guest screen.   This will add a new entry to the gifts list.   You can then select the event that the gift for by clicking in the Event Name column.   There will be a list of events such as Bridal Shower, Reception, Bachelorette Party, etc.   If you one of the events is not in this list, select **Setup…Event List** in the menu to add a new event to the list.

After you have selected the occasion, you may then enter a description of the gift you received in the **Description** field.

Click on the **Thank You Sent** checkbox to indicate that you have sent the guest a thank you card for the gift they gave you.   When you check the checkbox, the current date will automatically fill the **Date Sent** field (this field can, of course, be changed).

If you plan to return the gift that was given to you, mark the checkbox under the column called "To Be Returned".   You can also indicate whether or not the gift was one of the gifts you picked from the gift registry.   Scroll to the right to see this other checkbox.

NOTE: You can click on any other guest listed on the left to view the gifts which the other guests gave you.

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Inviting Guests

Inviting guests in *My Wedding Companion* is really as simple as 1-2-3:

When sending invitations or receiving responses from your guests, make sure you update the information in this screen so that the reports will summarize the correct information. For instance, after you have sent an invitation to a guest to invite them to your wedding and/or reception, check the box indicating Wedding and/or Reception."

As you receive responses from your guests, indicate how many guests will be attending the various events by using the spin controls. Click on the up/down arrow keys to increase/decrease the number of people that will be attending the event. You may also type directly into the field without having to press the up/down arrows.

The application will default the number of guests in the guest party in both the # invited and # attending fields, when you click within those fields.

When the guest responds to your invitation, select the button in the **Responded** column so that you know that the guest responded.

At the bottom of the Invitations folder, you will see entries that show the names of the guests in this invitation for this particular event. This name is different from the Name for Reports field in the Personal folder of the guest screen because this name is the name that will appear on the envelopes/labels for this guest for this particular event. Also, if you wanted to only invite one guest to the bridal shower (and not both) then you can put that one name in this name field.

There is another name field for the inner envelope. This is important for some events (such as the reception). You can also edit the name for the envelope in this folder.

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Keeping Track of Guest Accommodations

You may enter all the information for your out-of-town guests in the **Accommodation** screen.

IMPORTANT: Make sure that you check the checkbox in the **Personal** screen to indicate that this guest will need accommodations; only by doing this will the report know that this is an out-of-town guest who needs accommodations.

Most of the fields on the **Accommodation** screen are self-explanatory. However, note that the **Staying With** field may have several meanings:

Your guest may be staying in the same hotel room as another guest of yours; thus, you may specify the name of your other guest in this field, or

Your guest is not staying at a hotel; instead, your guest is staying at someone else's home. Thus, you may specify the name of this other person.

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Seating Guests

This screen lists the seating arrangements for each of the members of the guest party in this invitation. You can specify whether each member of the guest party will need seating, which table (f any) he/she is seated at, his/her dinner selection, and whether or not the member is a child or not.

The Seating Manager screen allows you to seat guests dynamically. See the next section for more information about this screen and its features.

Displayed at the bottom of this Seating folder is a list of all the other guests who are also sitting with the guest you currently selected. The guest you selected in this screen is the guest where you see the little green arrow next to. The number of attendees for each guest will also be displayed on this summary list.

When you click on the View Seating Chart button at the bottom of the screen, the Seating Chart for all your guests will be displayed on the screen. You can scroll down this seating chart to view the seating arrangements at the reception for all your guests (and the total number of guests seated per table).

There are several reports which list the seating arrangements of your guests either by table number or by last name. These reports can be found in the **Reports....Seating/Reception** menu item. Another very useful report is a list of all the currently unseated guests. Note: all the reports that list the seated/unseated guests also show each guests menu selection (if your reception is a sit-down meal).

Space is provided in this guest screen for you to enter the menu selection of the guest. Of course, not all couples will choose to let their guests order their preferred entree, but this data entry field is available for those couples who need it.

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List of Guest Reports

Some of the reports that are available for the guest screen follows:

List of all guests

This report lists all the guests you have entered into the system by name, address and phone number (sorted in alphabetical order). You can also view the list of guests by categories.

List of all gifts

This report lists all the guests who gave you a gift. The gifts are grouped by the occasion. The report indicates whether a thank you card was sent to the guest and also includes a description of the gift.

List of all gifts which thank you cards have not been sent

This report shows all the guests to whom you have not sent thank you cards. The report shows the name, address and description of the gift.

List of Seated Guests Sorted By Table

List of Seated Guests Sorted By Name

List of Unseated Guests

List of guests who need guest accommodations

This report lists all the guests who need accommodations. You must check the checkbox named Needs Accommodations in the Personal folder of the guest screen if you want to indicate that a guest will need accommodations.

List of all guests invited/attending to the ceremony/reception/bridal shower/etc.

Click on the menu item called Guests Invited, Attending, Responded… selection of the menu. These reports list all the guests who were invited to each of the indicated events. A popup window will appear which allows you to select what type of report you want to view for which event.

Refer to Viewing Reports for additional information about reports.

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Seating Manager

My Wedding Companion lets you seat your guests quickly and easily. Once you have seated all your guests, you can print out the seating chart and use it for your reception.

The Seating Manager screen was designed to allow you to easily seat and transfer guests from one table to another. There are three sections in this screen:

The first section on the left part of the screen shows all the unseated guests.

NOTE: The guests who are listed in the unseated section of the screen are those guests who needs seating but who have not been seated. If you do not see a guest listed, check to make sure that you have indicated that they need seating. You can do this in the Seating folder of the guest screen.

The second section in the middle of the screen is used to transfer the unseated guest to the table that is specified in this section. You may enter the number of the table to view in the Table Number field. The drop down list arrow is used to show all table numbers for all the tables in your reception.

The third section on the far right of the screen is used to transfer the seated guests from one table to another.

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How to Transfer Guests Between Tables
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How to Seat Your Unseated Guests

Enter the number of tables that you plan to have at your reception in the Number of Tables: field found at the top center of the screen. If you do not know the exact number of tables you plan to have at the reception, you can specify an approximate number in the space provided.

Also, enter the average number of seats a table will have in the Average Number of Seats per Table: field at the top right of the screen.

Usually, you will want to seat together those guests who are related to each other in some way. Thus, it is recommended that you choose the category of guests you would like to seat first. As a result, only the guests who belong to the same category will appear on the list of unseated guests. You may choose the category in the Categories list at the left portion of the screen. Click on the arrow to show a list of all the categories that are currently in the system.

Obviously, you can always select the All Categories list item to show all your unseated guests.

Click on the guest you would like to seat. The guest will be highlighted to indicate that he/she was selected.

Specify the table where you would like to seat this guest. Enter the table number in the Table Number field at the center of the screen. You may also click on the down arrow to show a list of all the table numbers. (The table named Head refers to the head table).

Click on the right arrow button to transfer the unseated guest to the table you have just specified. You can select a guest with your mouse and then drag the name to a particular table. This is known as "dragging and dropping" of your guests, in computer terms.

If you make a mistake or change your mind about where a guest will be seated, you can always click on the left arrow to unseat a guest; thus, you will be transferring the guest from the current table to the list of unseated guests on the left.

Note: As you transfer guests, keep track of the Total Seated computation shown below the list of seated guests. You do not want to seat too many (or too few) guests at one table. Try to keep the total number of seated guests approximately to the average number of guests per table.

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How to Transfer Guests Between Tables

Specify the table where you would like to seat this guest. Enter the table number in the Table Number field in the center of the screen. You may also click on the down arrow to show a list of all the table numbers.

Specify the other table where you want to move this guest. Enter this table number in the Table to View field in the third section of the screen. You may also click on the down arrow to show a list of all the table numbers.

Click on the right arrow button to transfer the seated guest from the second section to the third section. You can also drag a guest from one table and put them in another using "drag and drop" with your mouse.

If you make a mistake or change your mind about where a guest will be seated, you can always click on the left arrow to transfer a guest from the third section to the second section.

Note: As you transfer guests, keep track of the Total Seated computation shown below the list of seated guests. You do not want to seat too many (or too few) guests at one table. Try to keep the total number of seated guests approximate to the average number of guests per table.

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List of Seating Manager Reports

The following reports are available for the reception screen:

List of Seated Guests Sorted By Table

List of Seated Guests Sorted By Name

List of Unseated Guests

Refer to Viewing Reports for additional information about reports.

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Label Manager

Use the label manager screen to print labels for all your guests, guests you need to send thank-you cards to, and/or guests you have invited to the various wedding parties and events. You can also specify the size and type of font you wish the label to print. You can either select one of the pre-defined labels or you can even define your own!

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Starting the Label Manager

You can open the Label Manager screen from the Guest screen. Select **Label Manager** from the **View** selection of the Guest Screen menu.

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How to Print Labels

NOTE: Labels will only print for a guest if the Print Labels/Envelopes checkbox in the guest screen has been checked. It is initially checked for a guest unless you specifically uncheck the checkbox.

Follow these steps to print your labels:

1. Choose the Label Type of your labels from the drop down list

2. Specify how you want the labels to be printed--continuous or sheet feed--by clicking on either the Continuous Feed or Sheet Feed buttons.

3. Click on the Set Font... button to indicate how you want the labels to be printed

   Select the font you want to use (Arial, Times Roman, etc.), the font style (bold, italic, etc.), and the size (10, 12, 14). Click OK when you are finished.

4. Click on the folder called Label Wording to review the addresses that will be printed onto your labels.

1. You can choose to print all the guests who were invited to the event that is specified in the drop-down list on the right. You can also choose to print the labels for all the guests you have not sent thank you cards to.

6. Press the Label Preview button to see how your labels will appear before you print them.

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Label Preview

The Label Preview screen allows you to view your labels before you print them. You can specify how large you want to view your labels by entering a percentage in the Custom field of the Zoom Preview section of the screen. The four standard sizes are 50%, 75%, 100%, and 200%.

You may scroll down or across the page by using the scroll bars on the right and at the bottom of the screen. If you want to view another page, click on the page up or page down buttons at the top of the screen.

Click on the Print... button if you want to print the labels. Make sure that your printer is setup properly and that you have purchased the proper labels.

How to Reposition your names and addresses on the preview screen

To **resize** the name/address section of your guest screen, glide your mouse pointer over the first line of the name/address section of the preview screen. Your mouse pointer will turn into a bi-directional arrow as you glide your mouse pointer over the *corners* of the first line. Click and hold the left mouse button and then slide your mouse to resize the name/address field to the appropriate length/width.

If you want to **move** the name address field, then glide your mouse pointer towards the center the first line. The mouse pointer will turn into a cross (consisting of two bi-directional arrows). Click and hold the left mouse button and then slide your mouse to position the name/address to the appropriate position.

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Ceremony

This screen allows you to enter all the information related to your ceremony site. Space is provided to enter such details as

- the ceremony location, contact person and address
- officiant information such as name, address and phone number
- rehearsal location and time/date of the rehearsal and
- important times for the wedding.

Please be sure to enter the name of the ceremony site in the Location field. As you enter information for each of the fields, press the TAB key or press enter to go to the next field.

To add information for a new ceremony site, simply select File from the menu bar and select New." A new ceremony site will be created.

To see a list of all the ceremony sites you have entered into the system, click on the List of Ceremony Sites button at the bottom of the screen. Another screen will appear which lists all of the ceremony sites by their location name.

Click on **View…Diagram Manager** to bring up the drawing program which will allow you to edit the formations of your ceremony. This is a powerful feature which will allow you to plan out the positions of the various members of the bridal party during the ceremony, reception and other events.

Ceremony Music
Program Designer
Map to the Ceremony Site

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Ceremony Music

The ceremony music folder allows you to specify all the music for your ceremony. The list is fully customizable.

To add a new musical selection, click on the Insert button at the bottom of the screen. A new musical selection will be inserted immediately *after* the current line. Type in the name of the occasion in which music will be played. Press tab to go to the Song Title & Artist field so that you may enter the title of the song and the name of the artist. Press the tab key again to go to the Performed By field. This field is relevant if the song will be sung by a certain individual. If this song is an instrumental, then you can enter the name of the person who will be playing the instrument (i.e., piano, organ, etc.)

To delete a musical selection from the list, click on the line which contains the selection. (A green right arrow will indicate which item has been selected). Press the Delete button to delete the selection.

If you wish to change the information on the screen, click on the text that you want to edit and make your changes.

There is even a sample list of ceremony songs that many be used for your ceremony. Click on the Song List button to view the list. You may use standard editor commands to edit the information within the list.

You can highlight the name of the song and artist in the Songlist screen, press Return Selected Text button, and the selected text will be copied to your ceremony screen where your cursor is situated.

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Program Designer

My Wedding Companion also allows you to fully design the wedding program for your ceremony. A sample wedding program is included with the software. Feel free to change the schedule of events to reflect your own wedding.

To add a new event to the program, click on the Insert button at the bottom of the screen. A new event will be inserted immediately *after* the current line. Type in the name of the event. Press tab to go to the description field so that you may enter a short description of the event.

To delete an event from the program, click on the line which contains the event. (A green right arrow will indicate which item has been selected). Press the Delete button to delete the item.

Next to each event is a description field which allows you to enter a description of the event.

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Map to the Ceremony Site

No invitation is complete without a map showing your guests how to arrive at the ceremony site. Therefore, the map folder allows you to type in the street directions as well as to draw your map!

Your map will appear (on a much smaller scale) on the right of the screen.   If no map has been drawn yet, then you will probably see an empty white box."

Click on the paint button to edit the map.   The paintbrush program will appear.   Use the drawing tools provided on the left part of the screen to draw your map.   For more information about how to use the paintbrush program, click on the Help menu item at the top part of the program and select Help Topics."

If you want to choose another drawing program to draw your maps (and which accepts bitmap files) you can select **Setup…Tools** in the menu bar and enter the location of the drawing program you would like to use.

After making your changes to the map, click on **File...Save** in the menu bar to save your changes.   Then select **File...Exit** in the paintbrush program to exit the application and return to *My Wedding Companion.*

To refresh the drawing of the map in the Map folder, double-click on the smaller version of the map (you may also choose to click on one of the other tab folders and then return to the map folder to view the new drawing on the screen).

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Reception

This screen allows you to enter all the information related to your reception site. Space is provided to enter such details as

* the reception location, contact person and address

* payment information such as total due and deposit paid and

* important dates and head counts of your guests.

Please be sure to enter the name of the reception site in the Location field. As you enter information for each of the fields, press the TAB key or press enter to go to the next field.

To add information for a new reception site, simply select File from the menu bar and select New." A new reception site will be created.

To see a list of all the reception sites you have entered into the system, click on the List of Reception Sites button at the bottom of the screen. Another screen will appear which lists all of the reception sites by their location name.

Click on **View…Diagram Manager** to bring up the drawing program which will allow you to edit the formations of your ceremony. This is a powerful feature which will allow you to plan out the positions of the various members of the bridal party during the ceremony, reception and other events.

Caterer Information
Reception Music
Menu Designer
Map to the Reception Site
Reports

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Caterer Information

You may also enter information for your caterer if you are using one that is different from your reception site. If your reception site provides all the catering, then enter the information that is relevant. Make sure you type the name of the reception site in the Company Name field of the catering tab folder. As you enter information for each of the fields, press the TAB key or press enter to go to the next field.

To add information for a new caterer, simply select File from the menu bar and select New." A new caterer screen will be created.

To see a list of all the caterers you have entered into the system, click on the List of Caterers button at the bottom of the screen. Another screen will appear which lists all of the caterers by their company name.

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Reception Music

The reception music folder allows you to specify all the music for your reception. The list is fully customizable.

To add a new musical selection, click on the Insert button at the bottom of the screen. A new musical selection will be inserted immediately *after* the current line. Type in the name of the occasion in which music will be played. Press tab to go to the Song Title & Artist field so that you may enter the title of the song and the name of the artist. Press the tab key again to the Notes field if you want to enter any notes about the occasion.

To delete a musical selection from the list, click on the line which contains the selection. (A green right arrow will indicate which item has been selected). Press the Delete button to delete the selection.

If you wish to change the information on the screen, click on the text which you want to edit and make your changes.

There is even a sample list of reception songs that may be used for your reception. Click on the Song List button to view the list. You may use standard editor commands to edit the information within the list.

You can highlight the name of the song and artist in the Songlist screen, press Return Selected Text button, and the selected text will be copied to your reception screen where your cursor is situated.

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Menu Designer

My Wedding Companion also allows you to fully design the menu that will be used for your reception. Type in a description of the meal that will be served to your guests.

To add a new course/meal to menu, click on the Insert button at the bottom of the screen. A new line will be inserted immediately *after* the current line. Type in the name of the meal. Press tab to go to the description field so that you may enter a short description of the types of food that will available for this meal.

To delete a line from the program, click on the line which contains the meal. (A green right arrow will indicate which item has been selected). Press the Delete button to delete the item.

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Map to the Reception Site

No invitation is complete without a map showing your guests how to reach the reception site. Therefore, the map folder allows you to type in the street directions as well as to draw your map!

Your map will appear (on a much smaller scale) on the right of the screen. If no map has been drawn yet, then you will probably see an empty white box."

Click on the paint button to edit the map. The paintbrush program will appear. Use the drawing tools provided on the left part of the screen to draw your map. For more information about the paintbrush program, click on the Help menu item at the top part of the program and select Help Topics."

If you want to choose another drawing program to draw your maps (and which accepts bitmap files) you can select **Setup…Tools** in the menu bar and enter the location of the drawing program you would like to use.

After making your changes to the map, click on **File...Save** in the menu bar to save your changes.

To refresh the drawing of the map in the Map folder, double-click on the smaller version of the map (you may also choose to click on one of the other tab folders and then return to the map folder to view the new drawing on the screen).

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List of Reception Reports

The following reports are available in the reception screen:

List of Seated Guests Sorted By Table

List of Seated Guests Sorted By Name

List of Unseated Guests

Refer to the chapter entitled Viewing Reports for additional information about reports.

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Services

The Services screen allows you to enter all the information for the services that you will use for your wedding. This screen will be very useful because most of the time spent planning your wedding will involve interviewing and gathering information for all the services. *My Wedding Companion* makes this whole process much easier for you. Instead of keeping stacks of small pieces of paper with notes about all the services, you can input all the information directly into the program.

Also, the worksheets will be most useful for this screen because you can compare the vendors with each other so that you can choose the one that is best for you!

Each folder contains different information but functions the same way.

Please be sure to enter the information in the first field of each screen (for example, the Name of the vendor, Store Name or Company Name). This field will be used to distinguish the vendors from each other in a list. You can always enter a new vendor or service by clicking on **File...New** from the menu bar.

One of the folders is called Other Vendors. This folder will allow you to enter the vendors that are not listed in one of the other folders in this screen. Thus, you will be able to enter calligraphers, jewelers, balloonists, etc. The Vendor Type field in this folder is fully customizable and you will be able to easily describe what type of vendor is inputted.

List of Service Vendors

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List of Service Vendors

Each type of service contains a button at the bottom of the screen entitled List of *<service name>* where *<service name>* is the name of the service (i.e., photographers, videographers, etc). By clicking on this button, you will get a list of all the service vendors you have entered for that service. For example, if you have entered 4 photographers into the system, you will see a list of all 4 photographers when you click on the button.

To view a certain vendor on the list, select the name of the vendor you wish to view, then click on the View button. To delete a vendor from the list, select the name of the vendor you wish to delete, then click on the Delete button. To add a vendor, simply click on the New button.

You can also double-click on the vendor to quickly view the vendor.

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Budget

The budget screen will probably be one of your most useful screens.

It is recommended that you budget all of your expenses for all aspects of your wedding before you start shopping for any of the services or items. This will help prevent you from overspending for your wedding.

As you purchase various items, be sure to update this screen. After you have paid for an item (or service) entirely, be sure to enter the date that you paid it off in full. This will inform the system that the item (or service) has been paid in full.

Adding Items
Deleting Items
Searching for an Item
Reports

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Adding Budget Items

My Wedding Companion includes a list of the most common wedding expenses. These expenses are separated into groups (i.e., Wedding Attire, Honeymoon, Flowers, etc.) Within each of these groups are the actual detailed items.

To add a new item into the list, click on the Add button.

Another window will appear which allows you to enter a new budget item or budget group. Select the appropriate button and press OK.

If you are adding a new budget group, another window will appear which will allow you to enter the name of the new group. Type in the name of the group, then press OK

Enter the new item in the first column. Press TAB to go to the subsequent fields within the line. (NOTE: Don't worry about the format of your text while you are typing because My Wedding Companion will automatically format your data when you TAB out of the field).

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Deleting Budget Items

To delete an item from the list, select the item and click on the Delete button. The green right arrow indicates which item is currently selected.

NOTE: If you delete the last item in a budget group, then the entire budget group will also be deleted.

Some of the budget items will not be able to be deleted. These items are linked to other screens in the application. For example, you will not be able to delete the item called from Accessories screen within the Accessories budget group because this line item is directly related to the Accessories screen of the application.

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Searching for a Budget Item

All the items and groups are sorted in alphabetical order. However, if you would like to search for a budget item quickly and easily, go to the Search field at the bottom of the screen (shown below).

As you type the name of the budget item in the search box, the budget items that match the word will be selected. (Note: you can only search for budget items not the budget groups).

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List of Budget Reports

The following reports are available for the budget screen:

List of all detailed budget information

This report shows the same information as appears on the screen.

List of items sorted by who will be paying for it

This report groups all the items by the person(s) who will be responsible for paying the item. The first column contains the name of the group; the second column is the actual name of the item.

List of items that are still unpaid

This report lists all the items which have not been paid yet in full. An item is not paid in full when the Date Paid column is still empty for the item.

List of items exceeding your budget

This report shows all the items in which your actual cost exceeded the budgeted cost.

List of items which are below your budget

This report shows all the items in which your actual cost did not exceed your budgeted cost.

Graph of the actual costs

This report graphically displays all the actual costs for your wedding. The report is a bar graph showing the group names and the actual costs.

Graph of the budgeted costs

This report graphically displays all the budgeted costs for your wedding. The report is a bar graph showing the group names and the budgeted costs.

Refer to Viewing Reports for additional information about reports.

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Stationery

This screen allows you to enter all the information relevant to your stationery vendor. Space is provided to enter such details as the business name, contact person, address, phone number, date available for pickup, total amount due and deposit paid. There is also plenty of room for you to enter any comments about the vendor and their stationery package.

Please be sure to enter the name of the vendor in the Business Name field. As you enter information for each of the fields, press the TAB key or press enter to go to the next field.

To add information for a new stationery vendor, simply select File from the menu bar and select New." A new stationery vendor will be created.

To see a list of all the stationery vendors you have entered into the system, click on the List of Vendors button at the bottom of the screen. Another screen will appear which lists all of the stationery vendors by their business name.

Adding (or changing) the Wording

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Adding (or changing) the wording for your stationery

The Wording folder of the stationery screen allows you to type in the wording that you plan to use for your various stationery. *My Wedding Companion* has predefined the wording of some common pieces of stationery as examples.

Follow these steps to add/change the wording.

To add wording for a new piece of stationery, click on the Add button.

(If you are editing a current selection, click on the item (a green right arrow indicates which line was selected), then click on the Edit button to change the wording).

Enter the type of stationery you are adding. For example, is this a return address, formal invitation, wedding announcement, reception card, etc.?

Type in your wording in the Stationery Wording section. Notice that all the lines are centered. Usually the stationery wording is centered.

In the Description field, enter a short description of your piece of stationery. This is a good place to indicate the color of the ink, type of paper, layout, etc.

Click OK when you have finished making your changes. If you are adding a new piece of stationery, it will be added to the end of the list.

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Wedding Attire

This screen allows you to enter all the information related to your wedding attire, such as bridal shop details, attendant attire, all bridal attire and accessories, etc.

Please be sure to enter the name of the bridal store in the Bridal Store field. As you enter information for each of the fields, press the TAB key or press enter to go to the next field.

To add information for a new bridal store, simply select File from the menu bar and select New. A new bridal store will be created.

The groom can also enter all the information for the suit or tuxedo he plans to buy from a men's store.

To see a list of all the bridal stores you have entered into the system, click on the List of Bridal Shops button at the bottom of the screen. Another screen will appear which lists all of the bridal shops by their store name.

Bridal Attire
Attendant Screens

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Bridal Attire

The Bridal Attire folder of the Wedding Attire screen contains a list of typical bridal items that are usually purchased by a bride. Like most lists in *My Wedding Companion*, this list can be fully customizable. Use the Add button to add more items to the end of the list. Use the Delete button to delete the selected item from the list.

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Attendant Screens

Both the Bridal Attendant and Grooms Attendant screens function the same way. Enter the names of your attendants in the space provided. You may also enter their measurements in the subsequent fields. These measurements will be handy if you need to order any wedding attire for the guests. At the bottom of these screens is a Notes field where you can enter additional comments and notes.

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Gift Registry

The Gift Registry screen contains the following features:

* enters all the gift registry items you have selected for your wedding, including quantity wanted and quantity received

* prints a report listing all of these registry items

* allows you to search for any item on the screen

My Wedding Companion allows you to enter all the items for your gift registry into the computer. Thus, you can keep track of all the gifts you requested from the registry. The gift registry screen comes with an initial list of common gift registry items. This list is fully customizable. Feel free to add, edit, or delete from this list.

Adding Gift Registry Items
Deleting Gift Registry Items
Searching for Gift Registry Items
Reports

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Adding Gift Registry Items

The gift registry items are separated into groups (i.e., Formal Dinnerware, Home Electronics, Jewelry, etc.) Within each of these groups are the actual gift items.

To add a new item into the list, click on the Insert button.

Another window will appear which allows you to select a new registry item or registry group. Select the appropriate button and then press OK.

If you are adding a new registry group, then another window will appear which will allow you to enter the name of the new group. Type in the name of the group, then press OK

Enter your new gift registry item in the column entitled Item. Press TAB to go to the subsequent fields within the line. (NOTE: Don't worry about the format of your text when typing within each field; My Wedding Companion will automatically format your data when you TAB out of the field).

The Store Info button on the lower right hand corner will allow you to enter the store information where you will have your registry.

You can enter the store(s) which you registered your gifts. Just click on the "Bridal Store" button and after adding the store, you will see its name in the bridal store drop-down list on the far right.

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Deleting Gift Registry Items

To delete an item from the list, select the item and click on the Delete button. The green right arrow on the left indicates which item is currently selected.

NOTE: If you delete the last item in a registry group, then the entire registry group will also be deleted.

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Searching for Gift Registry Items

All the items and groups are sorted in alphabetical order. However, if you would like to search for a registry item quickly and easily, go to the Search field at the bottom of the screen.

As you type the name of the registry item in the search box, the registry items that match the word will be selected. (Note: you can only search for the actual registry items, not the registry groups).

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List of Gift Registry Reports

There is only one report that is available for the gift registry screen:

List of gift registry items

This report shows the same information as it appears on the screen but in report format.

Refer to Viewing Reports for additional information about reports.

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Honeymoon

The honeymoon screen contains two folders: General Information and Transportation. Enter the relevant information for your honeymoon destination within these screens. The information is generic enough so that you can specify almost any honeymoon destination.

Please be sure to enter the name of your destination in the Destination field. As you enter information for each of the fields, press the TAB key or press enter to go to the next field.

To see a list of all the honeymoon destinations you have entered into the system, click on the List of Destinations button at the bottom of the screen. Another screen will appear which will list all of the destinations.

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Worksheets

The Worksheets screen contains the following features:

* provides a way to compare the same vendors or services with each other
* helps you make better decisions about which vendors or services are best for you
* lets you take notes while you are planning for your wedding

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Overview of Worksheets

Worksheets are provided for the following screens in *My Wedding Companion*:   ceremony, reception, services, stationery, wedding attire, and honeymoon.

The worksheets will help you compare the various vendors or services with each other.

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Entering Information into the Worksheets

Follow these steps to enter data in the worksheets:

From the list at the top of the screen (click on the down arrow), select the name of the vendor or service to which you would like to add information.

Look for the criteria that you would like to add comments to. Click inside the Description/Comments field next to the criteria to set the cursor inside the field. You will see the cursor blinking in this field.

Type in your comments or thoughts about how this vendor or service fulfills or does not fulfill the corresponding criteria. If the criteria does not apply for this vendor or service, you may either leave the comment field blank or you may choose to delete this line from the worksheet.

NOTE: If you see your line of information disappear when you have reached the end of the column, don't worry. The text is automatically being formatted for you. You can see how the text looks by leaving the field: either by tabbing to another field or clicking on another part of the screen.

(Optional) Type in the cost of the item. Leave this field blank if there is no cost associated with the criteria. Sometimes you just want to take notes pertaining to the criteria. Cost is not always the deciding factor.

You may go to the next criteria in this screen or you may want to enter similar information for another vendor or service in the drop-down list.

Each of the worksheets in *My Wedding Companion* includes a list of criteria for each of the vendors or services. Worksheet criteria can be added, deleted or changed at any time. Thus, the worksheets are entirely customizable and can be changed to fit your needs.

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Adding Criteria

Click on the Add button at the bottom of the screen.

Type in a description of your new criteria in the space provided. These criteria will be used to compare the various vendors and services with each other.

Press the OK button to exit and save your changes or press CANCEL to discard your changes.

The new criteria will appear at the end of the worksheet list.

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Editing Your Criteria

Select the criteria you wish to change by clicking on the criteria item.   A green arrow on the left side should point to the criteria you wish to edit.

Click on the Edit button at the bottom of the screen.

Change the wording in the space provided.

Press the OK button to exit and save your changes or press CANCEL to discard your changes.

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Viewing Reports

Almost all the screens in *My Wedding Companion* contain a **Reports** menu item in the menu bar. However, not all the screens will contain reports. If a screen does not contain reports, then the **Reports** menu item will be greyed out or disabled.

The screens that contain reports will list all the reports that are available under the **Reports** menu item. When selecting one of these reports, the Report Manager screen will appear which will allow you to view and print your report.

The Report Manager can display your report at any size. The sample report shown above is set to be 75% of its actual size. You can specify how large you want to view your report by entering a percentage in the Custom field of the Zoom Preview section of the screen. The four standard sizes are 50%, 75%, 100%, and 200%.

You may scroll across and down the page by using the scroll bar on the right and at the bottom of the screen (respectively). If you want to view another page, click on the page up or page down buttons at the top of the screen. The page you are viewing (and the total number of pages of the report) are shown in the title bar of the report.

Click on the Print... button if you want to print your report.

Click the Setup… button to select the printer and/or change the settings for your printer.

*You do not have to **close** the Report Manager window in order to view another report.* If you choose to keep the Report Manager window open, you can select another report from the **Reports** menu item. A new report will be displayed much more quickly.

NOTE: You can also minimize the Report Manager window and then select another report to view. This will save you a little time instead of opening and closing the Report Manager window each time you want to view a report.

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Other Tools

My Wedding Companion contains other useful tools which may help you during the wedding planning process. These tools can be found in the **Tools** menu item of your menu bar.

Calculator - standard calculator that can be used for addition, subtraction, multiplication, and division; the calculator is also a scientific calculator for more advanced mathematical functions.

Word Processor - a complete word processor with full formatting capabilities, word wrapping, font selection, search and replace, etc.

If you want to change the applications that are launched when these items are selected, click on **Setup… Tools** in the menu to bring up the Setup screen. This screen allows you to specify the location of the files where your calculator and word processor applications are located.

You will also be able to specify the drawing program that will be used to draw the maps for your ceremony and reception maps. The default program is Paintbrush (a.k.a. Paint) which ships with Microsoft Windows. You can select another application if you want to. Keep in mind that the default map file is a bitmap file.

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Checklists

The Checklist screen contains handy reference checklists to help manage various aspects of your wedding. By selecting one of the categories from the drop-down list, you will be able to view the checklist for that category. This checklist contains a description of the item along with a checkbox so that you can mark the items that you have already completed or responded to. There is also a column which will allow you to enter notes for any particular checklist item.

The Edit button next to the checklist categories allows you to maintain the checklist categories. You can change the name of the categories and/or add new categories. As a result, you can create new checklists for your wedding and store them in the program!

Best of all, each one of these checklists can be printed out. You can then either use them for reference or hand them out to various members of your wedding party!

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Accessories

The Accessories screen will allow you to log all of your various accessories for your wedding.

Here is how you can add a new accessory item:

To add a new item into the list, click on the Add button. This will add a new line to the bottom of the list

Enter your new accessory item in the column entitled Item Name. Press TAB to go to the subsequent fields within the line. (NOTE: Don't worry about the format of your text when typing within each field; *My Wedding Companion* will automatically format your data when you TAB out of the field).

To delete an item from the list, select the item and click on the Delete button. The green right arrow on the left indicates which item is currently selected.

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My Wedding Companion

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Importing Guests

Select **File…Import Guests** from either the Guest screen or the Main Menu to view the screen above.

There are two types of files which can be imported into My Wedding Companion v2.0:

Tab-delimited or

dBASE II or dBASE III files

The order of the columns of these files can be specified in the Import Guests screen. Following is a description of each column:

Include - This checkbox is used to indicate that the field is found in your file that will be imported. For example, if the checkbox for the field name First Name is checked, then this means that the first name will be imported from the file.

Order - The order that the field appears in the import file. It is important that the order of the field names match the order of the corresponding columns in the import file. That is the only way that proper information can be imported successfully.

Field Name - The type of data that will be imported from the import file into the database.

Comments - This column is used for informational purposes only. These are notes associated with each of the field names to assist in the importing and exporting process.

The sort button will allow you to resort the list of fields on the screen. The order will be based on the values of the Order column.

TIPS: It is recommended that you import guests BEFORE you enter any additional guests because it will be much easier to delete guests from the database if corrupted data is imported into the database. After you have imported the guests, make sure you review the data for EACH of the guests. You want to keep the information for all the guests as consistent as possible.

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Exporting Guests

Select **File…Export Guests** from either the Guest screen or the Main Menu to view the screen above.

There are many types of files you can export from your Guests list. The most common is the tab-delimited file format. To view the various file formats that is supported, click on the drop-down list near the top of the screen. You can also specify if you want the column headers of the database to be exported by selecting Yes from the two buttons on the right of the drop-down list.

After you have selected the format of file you want to create, you will need to specify what fields you want to include and what order these fields should appear in the exported file. This will facilitate the import process of your other software programs.

Following is a description of each column:

Include - This checkbox is used to indicate whether or not you want to export this field to a file. For example, if the checkbox for the field name First Name is checked, then this means that the first name will be exported to a file.

Order - The order that the field will appear in the exported file. The order you want to export the fields will depend on what order your other software programs may require. If you change the order of the fields, you can click on the Sort button to resort the items in the list based on this column.

Field Name - The type of data that will be imported from the import file into the database. This is for your reference only.

Comments - This column is used for informational purposes only. These are notes associated with each of the field names to assist in the exporting process.

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Uninstalling My Wedding Companion

Instructions for the 32-bit version (for Windows 95/98/NT users):

Click on the START button in your task bar, and goto Settings…Control Panel. Double-click on the icon that reads "Add/Remove Programs". Find "My Wedding Companion" in the list and then click on the "Add/Remove" button to remove the software from your computer

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General Troubleshooting Tips

Please come visit us at http://www.fivestarsoftware.com to get the latest technical support solutions and other information about the software.

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Installation and Database Issues

I get an error when I run the setup.exe program or when I insert one of the disks

We virus check all the disks and ensure that all disks that leave our fulfillment center are in good condition. There is a very small chance, however, that one of the disks may have been damaged (somehow during the delivery). It might be the cause of the error above. We recommend that you download another disk from our web site. Type in http://www.fivestarsoftware.com/download/disk1.zip to get disk 1 or "disk2.zip" to get disk 2, etc. Then try installing again. Keep in mind that the disks that are available are for the LATEST version of My Wedding Companion for Win 95/98. If you need disks for a previous version, please email us at support@fivestarsoftware.com.

Unable to connect to database server: database engine is not running.

Somehow your database, which contains all your data, was terminated. Exit and restart the application to restart the database. Ensure that you have followed the information found in section 22.2.1.1.

Also, try associating the mywedding.db file with the rtdsk50.exe application in your wedding directory. You can do this with Windows Explorer. Double-click on the mywedding.db file to bring up the database separately. If you can do this, then that means that the database is setup properly and some other application file is not setup properly or is corrupted.

I get the following message when I run the application:

SQLSTATE = 08001

[WATCOM][ODBC Driver] Unable to connect to database server: unable to start specified database

- Go to http://www.fivestarsoftware.com/techsup.htm to download any necessary ODBC files that may be missing from your computer
- Make sure that when you installed the software that you let the setup program change your configuration files near the end of the installation. Also, refer to section 4.2.1.1 to review the ODBC.INI and ODBCINST.INI files. Or,
- Delete the itheewed.log file from your wedding directory (if it exists) and try running the program again
- Let the setup program put the necessary system files in your c:\Windows\System directory (i.e. don't specify another Windows directory during the install)

Guest Screen

How do I add a new category to the category list of the guest screen.

Simply type in the category in the Category field. This is a self-building list. Once you have typed in the category, it will appear in the list as long as that category has been assigned to a guest.

NOTE: If you want to delete a category from the list, you will have to delete the category from *every* guest that falls under this category. Print the report entitled List of all guests by category to see all the guests that fall under a particular category. Then delete the category entry for each of these guests.

Why does the field that shows # guests change even though I typed another value in that field?

This is because one of the setup options (in the **Setup…Options** menu) indicates that the application will automatically update the number of guests in the guest party. If you dont want the application to automatically make these changes, then simple uncheck the checkbox.

I don't see all the names of my guests on the left hand side of the guest screen.

The guest selection screen on the left-hand side of the guest screen only lists the names of the primary guests (Guest #1) (i.e. the head guest). Typically, the primary guest will represent their entire party.

Every time I try to leave the guest screen I get a message that says "Please enter last name".

Remember that the application saves the guests automatically. Sometimes, users click the Add button *after* they add the guest, assuming that is how the guest is saved. All you need to do after you add a guest is to leave the screen or click on the name of another guest; the guest will be saved automatically. If you click Add, then leave the guest screen, the application thinks you are trying to add a guest without filling out the last name. That is why you get the message. Press the Delete button to delete this *blank* guest entry, then exit the screen.

Why does the name that appears in the field named Name on Reports different from the name that I see in the guest reports that show invited guests, guests attending, etc.?

The name for each event for each guest is customizable. Initially, the name on the event reports for each guest is the SAME as the name that appears in the field called Name on Reports. If the name differs then that means you must have changed the name of the guest at some point and the changed name did not get transferred to all the names for all the event reports. This happens if you have selected NOT to change the name automatically in the **Setup…Options** menu selection of the menu. Be sure you have checked off the checkbox that automatically changes the name and address for all events for all guests when the name/address changes.

The advantage of being able to have a unique name for each guest for each event is that you can just invite one guest for one event instead of always including both in the invitation. This is particularly true for such events as the bridal shower or bachelor party. The reports will be more accurate.

I cant seem to be able to import my guests into the program.

- Make sure you are importing either a tab-delimited file or a dBASE II or dBASE III formatted file
- Make sure that you have also checked the checkbox for each row in the **Import Guests** screen that will be included in the import file.
- The order of the columns in the file that will be imported MUST match the order of the columns in the **Import Guest** screen. Click on the Sort button in the screen to see the current order. Each of the columns that will be imported should have a UNIQUE order number.
- Look at the comments next to each of the items in the **Import Guests** screen and make sure that your imported file conforms to those comments.

I cant seem to be able to export my guests from the program.

- Make sure that you have specified one of the file formats in the drop-down list in the **Export Guests** screen
- The file that will be created should have the type of proper extension of the file format which you selected from the drop-down list
- Specify the order that the columns will appear in the exported file list. Use the Sort button to view the order of the columns. Make sure that each column you want to export has the Include checkbox checked off to indicate that you want to include this column in the exported file. Keep the order of the columns unique.
- Be sensitive to the comments that are next to the columns you want to export. You will probably have to edit the exported file to ensure that it can be imported into your other program.

Seating Manager

Why are some guests missing in the unseated guests list?

Make sure that all the guests that needs to be seated have a Yes in the column named Needs Seating in the Seating folder of the guest screen for each of these guests.

Why does the table seated sometimes show as a number zero?

Click on the drop-down arrow of the list to select the Head table.   A table with a number zero represents the head table.

Budget

Do the totals in each of the vendor screens transfer to the Budget screen?

Yes, once you enter the balance due and deposit due, these values are transferred to the Budget screen. There is a certain row in the budget screen that maps to the vendor screen. For example, when you enter the totals for the Photographer, the line in the Photographer section of the Budget screen called from Services screen will get updated with this photographer information. The same applies to the ceremony, reception, stationary, wedding attire, accessories, etc. screens.

I entered more than one vendor but only the totals for the last vendor appears in the budget screen.

The system allows you to enter as many vendors as you want for comparison reasons. That is one of the flexible features of the software. However, there are instances when a couple decides to have more than one vendor perform a part of their wedding. For example, you may want two photographers for your wedding. In these cases, both of the totals will *not* transfer to the budget screen; only the totals for the *last* photographer you edited. You will have to go to the budget screen to sum up the totals of *both* of these vendors. By the way, *the budget total will automatically be updated every time you CHANGE the totals for one of the vendors*. Therefore, make sure you remember to change the corresponding row in the budget screen whenever you change the totals for one of these vendors.

Task List Screen

Why are there no tasks listed when I select 9-12 months before my wedding?

The application will try to setup the wedding tasks for your wedding based on ***your*** wedding date. If current date is not even 9 - 12 months before the wedding date, then there should not be any tasks listed under this category.

The application is smart enough to plan out the wedding tasks within the amount of time that you have left to plan your wedding. So if 6 months is the most amount of time you have to plan your wedding, then all the wedding tasks will start in the 6-month time frame.

I entered a task in my To Do list, but the task does not appear in the wedding task list.

- When you have entered a task into the To Do list, make sure you checked the checkbox entitled Include in task list; this lets the system know that you want to include this task in the wedding task list.
- If you are checking your wedding task list for this item, make sure you are looking in the proper timeframe. For example, you may have entered a task in December (4-6 months before your wedding) but you are looking at a task which was scheduled to be 4-6 weeks before your wedding.

When my alarm goes off, I do not hear the alarm sound.

- Make sure that your sound card is installed properly
- Make sure that the file mmsystem.dll is in your path (it should be in your windows\system directory).
- Make sure that you have alarm.wav and ding.wav in the directory to which you have installed *My Wedding Companion.*

Envelope/Label Manager

How do I feed my printer with the correct envelope size? What settings in my printer setup will allow me to print different kinds of envelopes?

You will need to go to your printer setup to specify the type/size of paper you will be feeding the printer. There are too many types of printer setups to specify the exact steps required to change the paper for your printer in this manual. Typically, there is an option in your printer options which allow you to specify a different kind of paper or to specify a particular size of paper. If your printer does not allow you to specify the paper size, etc., you can adjust the margins of your labels/envelopes and/or move the names/addresses within the print preview screens so that the position of the names/addresses will print the way you want them to.

When I select inner envelopes and then go to the Envelope Wording tab, the drop-down list of events does not contain all the events for my wedding.

The event list is shorter probably because the drop-down list will only show the events that will even need inner envelopes (e.g. the reception; events such as the bridal shower does not need an inner envelope). The way you determine whether an event should print inner envelopes is by going to **Setup…Event List** in the menu.

How do I move or resize the names/addresses in the envelope print preview?

To **resize** the name/address section of your guest screen, glide your mouse pointer over the first line of the name/address section of the preview screen. Your mouse pointer will turn into a bi-directional arrow as you glide your mouse pointer over the *corners* of the first line. Click and hold the left mouse button and then slide your mouse to resize the name/address field to the appropriate length/width.

If you want to **move** the name address field, then glide your mouse pointer towards the center the first line. The mouse pointer will turn into a cross (consisting of two bi-directional arrows). Click and hold the left mouse button and then slide your mouse to position the name/address to the appropriate position.

I changed guests addresses within the label/envelope manager but the changed address did not get reflected in my guest screen.

The address from the guest screen will change the addresses on the labels/envelopes, but changing the address in the label/envelope screens will not change the *main* guest address. The reason for this is because sometimes, the address you want to print may not be the address of the main guest. This will allow you to change the address for the guest before it gets printed. This gives you more flexibility.

Why are names of some guests not showing up in my label/envelope manager screens?

- Make sure you invited the guest to the event that is showing in the drop-down list
- Make sure that the checkbox entitled Print on Labels/Envelopes found in the Personal tab of the guest screen is checked off
- In your label/envelope manager, make sure that the column entitled Print envelope is checked off to ensure that the guest will be printed.

Reports

Scrolling the graphical reports is too slow.

Each time you scroll a graph, the screen is refreshing the graph entirely. This may take a little while to do. A solution is to set the report to be about 50% so that you can view the entire graph instead of scrolling through the graph. If you have a printer, you can print the graph to view it.

My graphical reports do not print.

Make sure you have enough printer memory to print a large graph. Make sure you have set the proper printer settings for your printer. You may also consult your printer manual for possible solutions to this problem.

I am not able to re-zoom my reports (or label/envelope print preview screens).

Make sure that your printer drivers are installed properly and that you have specified the correct printer for your system. If you do not have a printer you must specify a printer using the Control Panel. Go to the control panel and click on the Printers icon. Choose a printer that you plan to print your labels with.

How do I change the margins in my reports (or label/envelope print preview screens)?

There are bi-directional arrows in the corners of the print preview screen where you see the rulers. Put your mouse pointer over the bi-directional arrow you wish to adjust. By adjusting these arrows, you are adjusting the margins. Note: the margin positions will not be saved when you exit the preview screen.

I made changes to my screen but the report still shows the old information before I made the changes.

The changes you made may not have been saved yet. To have the system save your data, select **File...Save** in the menu. You may also exit the screen and re-enter the screen to ensure that all changes were saved.

Miscellaneous

I would like my fiancé/mother/father to also be able to edit the guest list. How can I transfer the database to another computer?

You have purchased a single license of this software for a single wedding. You may allow your significant other to add to the guest list and/or edit the database. He/she will have to install the program into his/her computer and copy two files: itheewed.db and itheewed.log. These are the files that make up the database for your wedding.

WARNING: As you copy the files from one computer to another, you are essentially overwriting the database with a copy. Make sure that if one person edits it, the other person *does not* edit the information; otherwise, the latter will lost the data that was entered.

Buttons, pictures, and tabs do not look right or Colors are distorted

- You have probably selected Large fonts for your screen display; this is typically a Windows 95 feature. This causes the screen to stretch beyond the tab pages. Go to the Display properties of the control panel to alter this setting.
- If your system is using less than 256 colors, then the graphics may not be displayed correctly on the screen. Set your screen to the highest number of colors, if possible. On a 16-color display, many colors will be represented by a stripple pattern. When a color other than a solid is selected, it will be shown in the nearest solid color supported by your monitor. Some lighter shades may be shown as white; other colors will appear very different when a non-solid tint is used.
- The graphic will print correctly although it is not displayed accurately. If the printed color does not match, use the Windows Control Panel to install the most up-to-date printer drivers available for your printer.

I cannot enter a 0 in some fields; only a blank appears.

A blank field indicates a zero number.

System resources are low or Out of memory

You may not have enough memory to continue using the program. Close other applications that you may be running at the same time. Make sure that your computer has the minimum system requirements found in chapter 1.

The system is not responding to my actions.

Exit the screen and re-enter the screen. If you are still having problems, try exiting the application entirely and restarting the program. Somehow, you may have become disconnected from the database.

The program is too slow

- Make sure that you are not running too many programs at the same time. The program may seem slow if you have a slow graphics card and it refreshes the images slowly.
- Do not run too many Windows programs at the same time; your system resources may be low
- Turn on virtual memory through the Control Panel of the Windows

How can I transfer the data from my desktop computer to my laptop

- Re-install the program in your laptop
- Copy the mywedding.db file from the desktop computer to the laptop

Note: You can only copy the software between computers if you are planning the same wedding (yours), as indicated in your license agreement.

Adding A Note For The Guest

You can enter notes for a guest by clicking on the small yellow post-it note button at the lower right hand corner in each of the guest folders of the guest screen.

You can then enter any notes for this particular invitation.

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Ordering The Software

Please print the following Registration Form/Invoice…

```
My Wedding Companion v4.0 (32-bit) Registration Form/Invoice
Thank you for your order!
Ordering by check: To order by check send this order form and a
check to:

Five Star Software
5314 Oxford Gables Lane East
Jacksonville, FL 32257
(904) 262-7045

Payments must be in U.S. dollars drawn on a U.S. bank, or you
can send international postal money orders in U.S. dollars.

****************************************************************

SPECIAL OFFERS (for a limited time only):

Wedding Etiquette Book - An extremely popular, pocket-sized,
comprehensive 64-page book that covers the do's and don'ts for
today's bride concerning getting engaged, your budget and guest
list, wedding attire, invitations, pre-wedding parties, marrying
again, the ceremony, the reception, your wedding gifts, and
more--it's a perfect complement to the information in this
software. Only $3.00.

101 BEST Wedding Tips - The best of the best wedding tips that
you simply can't miss out. Helps you save lots of money. You
won't regret this small investment for your wedding. Only $3.00.

The ULTIMATE Bridal Gown Guide - A "must-have" for every bride.
The gown is a HUGE investment. For a small price, learn how to
choose the right dress for your figure, choose the right colors
for the wedding party, and much more! Only $3.00.

****************************************************************

My Wedding Companion...............................$38.95*
* special limited price

Wedding Etiquette (64-pg book, $3.00) ...........+ $_____

101 BEST Wedding Tips ($3.00) ...................+ $_____

The ULTIMATE Bridal Gown Guide($3.00) ...........+ $_____

Shipping and handling............................+ $ 6.00
* within U.S only

Florida residents add 6.5% sales tax...............$_____

Total payment .....................................$_____
```

Name: _____________________________________

Company: _______________________________________

Address: _______________________________________

City, State, Zip: _______________________________________

Day Phone: ______________ Eve: _________________

Electronic Mail address: ________________________________

Credit Card: _______________________________________

Expiration Date: _______________________________________

How did you hear about My Wedding Companion?

Comments (what do you like/dislike):

Any questions about the status of the shipment of an order, refunds, registration options, product details, technical support, volume discounts, dealer pricing, site licenses, etc., must be directed to Five Star Software, 5314 Oxford Gable Lane East, Jacksonville, FL 32257 or by email to sales@fivestarsoftware.com.

Starting the Envelope Manager

You can open the Envelope Manager screen from the Guest screen. Select **Envelope Manager** from the **View** selection of the Guest Screen menu.

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How to Print Outer Envelopes

NOTE: Envelopes will only print for a guest if the Print Labels/Envelopes checkbox in the guest screen has been checked. It is initially checked for a guest unless you specifically uncheck the checkbox.

Follow these steps to print your labels:

1. Make sure that you have selected the outer envelope to print outer envelopes.
2. Specify the position of the name and address on your envelope. You can enter the number of inches from the left and top of the envelope. (You can also move the name and address in the envelope preview screen).
3. Specify whether you want to print the name/address left or center justified.
4. Click on the Set Font... button to indicate how you want the labels to be printed

   Select the font you want to use (Arial, Times Roman, etc.), the font style (bold, italic, etc.), and the size (10, 12, 14). Click OK when you are finished.
5. You can enter a return address on your outer envelope. You can also specify the number of inches from the left and top corners of the envelope.

6. Click on the folder called Envelope Wording to review the addresses that will be printed onto your envelope.
7. You can choose to print all the guests who were invited to the event that is specified in the drop-down list on the right. You can also choose to print the envelopes for all the guests you have not sent thank you cards to.
8. Press the Envelope Preview button to see how your envelopes will appear before you print them.

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How to Print Inner Envelopes

NOTE: Envelopes will only print for a guest if the Print Labels/Envelopes checkbox in the guest screen has been checked. It is initially checked for a guest unless you specifically uncheck the checkbox.

Follow these steps to print your labels:

1. Make sure that you have selected the inner envelope to print inner envelopes.
2. Specify the position of the name and address on your envelope. You can enter the number of inches from the left and top of the envelope. (You can also move the name and address in the envelope preview screen).

   The inner envelopes do not contain return addresses. This portion of the screen will be disabled.
3. Click on the Set Font... button to indicate how you want the labels to be printed

   Select the font you want to use (Arial, Times Roman, etc.), the font style (bold, italic, etc.), and the size (10, 12, 14). Click OK when you are finished.
4. Click on the folder called Envelope Wording to review the addresses that will be printed onto your envelope.

5. You can choose to print all the guests who were invited to the event that is specified in the drop-down list on the right. The drop down list of events will only contain those events that involves inner envelopes. Check the event list maintenance list to look at the events that this applies to.
Press the Envelope Preview button to see how your envelopes will appear before you print them.

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Envelope Preview

The Envelope Preview screen allows you to view your Envelopes before you print them. You can specify how large you want to view your Envelopes by entering a percentage in the Custom field of the Zoom Preview section of the screen. The four standard sizes are 50%, 75%, 100%, and 200%.

You may scroll down or across the page by using the scroll bars on the right and at the bottom of the screen. If you want to view another page, click on the page up or page down buttons at the top of the screen.

Click on the Print... button if you want to print the Envelopes. Make sure that your printer is setup properly and that you have purchased the proper Envelopes.

How to Reposition your names and addresses on the preview screen

To **resize** the name/address section of your guest screen, glide your mouse pointer over the first line of the name/address section of the preview screen. Your mouse pointer will turn into a bi-directional arrow as you glide your mouse pointer over the *corners* of the first line. Click and hold the left mouse button and then slide your mouse to resize the name/address field to the appropriate length/width.

If you want to **move** the name address field, then glide your mouse pointer towards the center the first line. The mouse pointer will turn into a cross (consisting of two bi-directional arrows). Click and hold the left mouse button and then slide your mouse to position the name/address to the appropriate position.

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Envelope Manager

Use the envelope manager screen to print the inner and outer envelopes for all your guests you need to send thank-you cards to and/or guests you have invited to the various wedding parties and events. You can also specify the size and type of font you wish to print on your envelope.

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Adding New Events To Event List

Choose **Setup…Event List** from the menu. There will be a screen that shows all the events that have been defined for the application. Click Add to add any new events for your wedding. You can enter notes for this event. There is also a column that allows you to specify whether or not inner envelopes will be needed for this event. By selecting Yes you are indicating that this event will require the use of inner envelopes. For example, the reception will need inner envelopes for guests. Perhaps there is another event where you will want to print envelopes that are as small as the inner envelopes. Well, this is where you can specify whether or not the application will print inner envelopes for the event.

To enter more details about an event, click on the button called "Event Details" and this will display a screen that contains detailed information for each event.

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Diagram Manager

The diagram manager can be invoked from the Ceremony and Reception screens.   This is a very powerful module in the application because it allows you to design the formations of your wedding party both in the ceremony and reception settings.   With this "drawing" tool, you can drag and drop each member of the wedding party onto the "canvas" to determine where he/she will stand relative to the rest of the party.

The formations palette is located on the far right of the screen.   You can click on the person and drag that person to the canvas to position the person.   There are also objects that you can place on the canvas from the Tools menu such as rectangles, circles, etc.   Sample drawings are installed with the application as a start.

All objects on the canvas can be resized and moved using the left mouse button and dragging the object.   Each object has its own functions that are allowed when you click on the right mouse button.

Adding Text

If you need to add text to your diagram, you can select Tools…Text Box from the menu and then click on the canvas.   This will place a text box onto the canvas which you can resize.   Click on the right mouse button and select "Edit Text".   This will raise a popup input box where you can enter your text. Press ENTER when you are finished. Click on the right mouse button to change the font, colors, and other attributes of the text box.

Deleting Objects

Select the object with the left mouse button, then choose Tools…Delete Object from the menu.   This will remove the object from the canvas completely.

Drawing Lines

You can also join objects to each other using the "JOIN" object.   Follow these steps:

- Choose Tools…Join from the menu
- Click on the first object where the line will start from
- Click on the second object where the line will end
- A line will be created from the first object to the second object

Using the Grid Functions

You can more easily position your objects if you turn the canvas grid on by choosing Grid…Show Grid from the menu, then choosing Grid…Snap to Grid On.   This way, when you are positioning your objects, they will position to each other more easily when you have turned on the grid.   You can also zoom in/out from the canvas using the Zoom menu options.

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