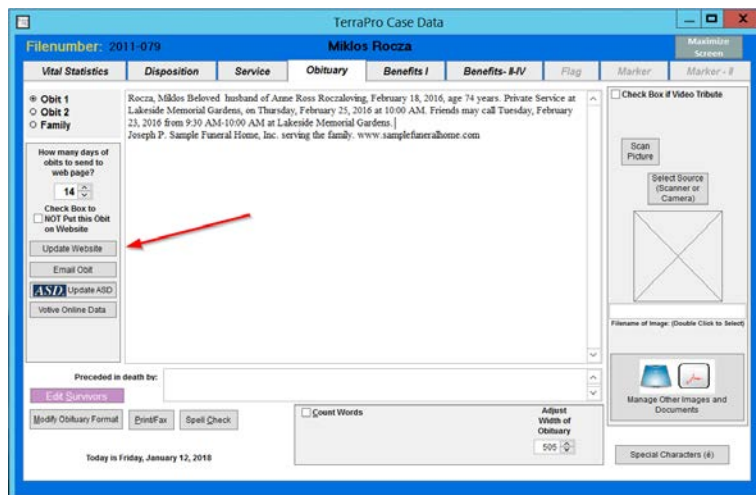


# Using Make It! Personal with TerraPro

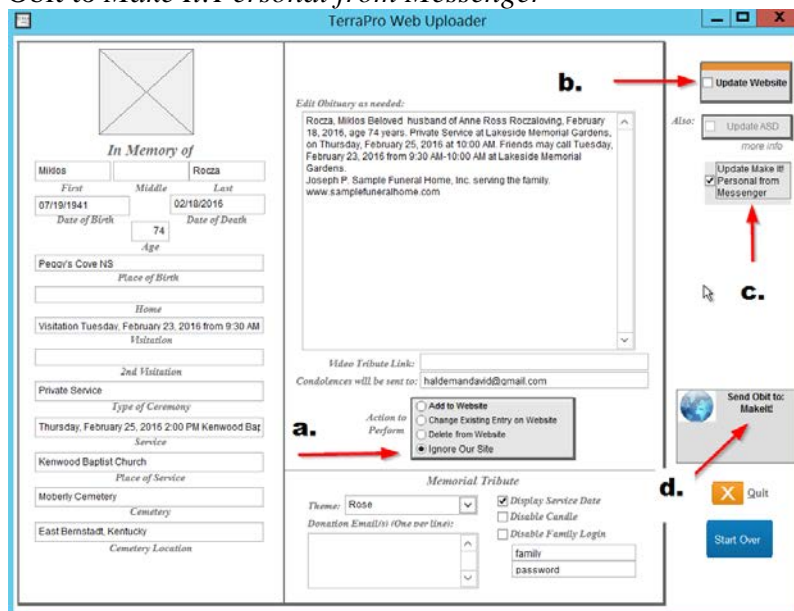
Messenger's online memorial printing software gives you full access to all their memorial merchandise offerings. TerraPro can send data to MIP using what is known as an XML file.

To create this XML file follow these steps:

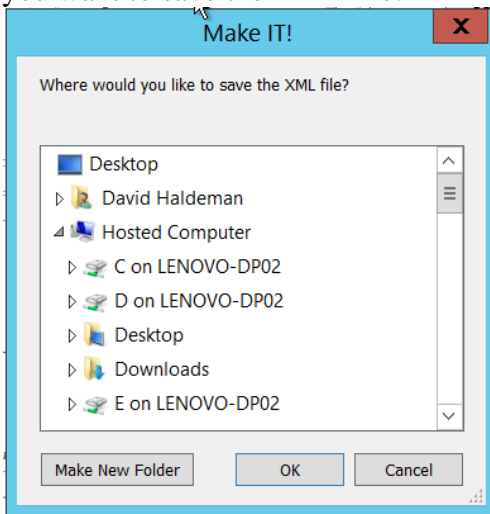
1. Make sure you have entered data which will go on the various memorial items you wish to print. This can include vital statistics, family information and dates and times of events.
2. Then go to the Obituary screen in TerraPro and click on the Update Website button:



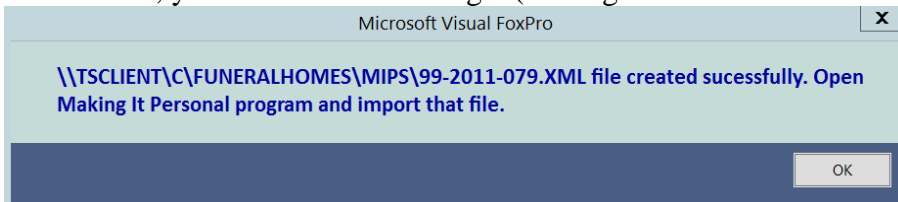
3. On the Update Webpage Screen:
  - a. Check box *Ignore Our Site*
  - b. Uncheck box *Update Website*
  - c. Check box *Update Make It! Personal*
  - d. Click Send Obit to *Make It! Personal from Messenger*



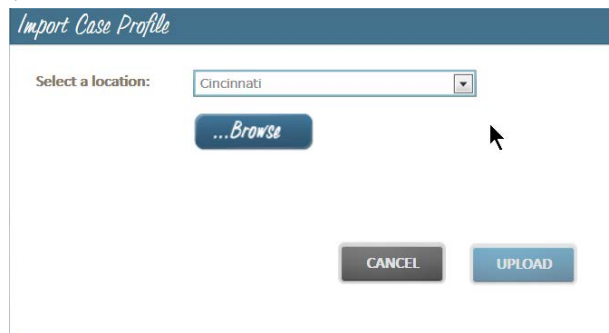
4. You will be asked where you want to save the XML file:



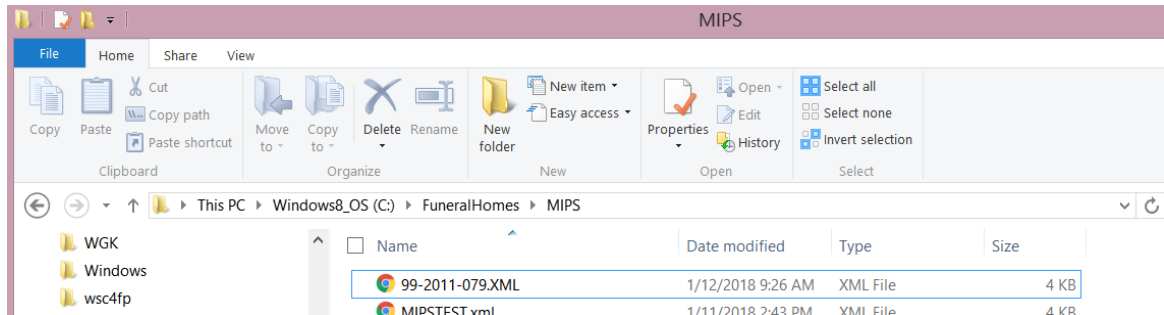
- a. You can save it to a specific folder for easy retrieval later. We suggest you create a new folder called MIP and save all your XML files there.
  - b. IF you use TerraPro on your desktop or local server, you can just save the file right in the TerraPro folder.
5. Once the file is saved, you will see this message: (message shown is for TerraPro Cloud)



- 6. You will be asked if you want to open Make It! Software.
- 7. Go to the *Make It! Personal Version 2* Site
- 8. Login with your user name and password supplied by Messenger
- 9. Click on *Manage Case Info*
- 10. Click on *Import from Management Software*
- 11. Choose your location:



12. Click on *Browse*



Find the file you created in step 4 above. It may be named after the file number of the case, or it may be the deceased's name – depending on your preference when first setting up the *Make It! Personal* link in TerraPro<sup>1</sup>

13. Click on Upload. The file should import. If errors are detected, it may have imported anyway, but it means that certain data expected was not entered in TerraPro.
14. You can now print whatever memorial merchandise you like, and edit data if necessary. Changes here will not be reflected in TerraPro.

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<sup>1</sup> You can change the preference by deleting the mip.mem file in your TerraPro folder. Next time you export to MIP, it will ask your preference for file naming.