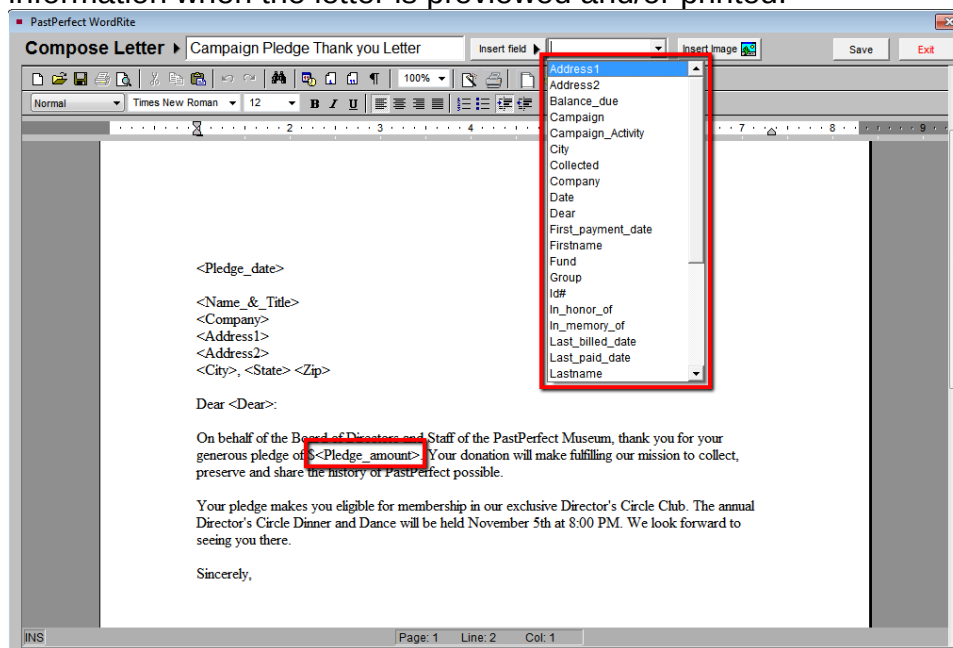


How do I customize Pledge Thank You and Reminder Letters for a specific Campaign? Version 4.0

In PastPerfect, you can create Pledge Thank You and Pledge Payment Reminder letters that are targeted toward a specific campaign. These customized letters are based on the default Pledge Thank You and Pledge Payment Reminder letters created under Setup | Contacts | Donation Funds & Pledges.

1. From the Main Menu, click the Campaigns button.
2. Locate the Campaign record that you want to work with.
3. Click the Setup Pledge Thankyou Letter or Setup Pledge Payment Reminder Letter button.
4. In the body of the letter, update any information specific to this campaign. Like Mail Merge letters, you can insert fields, which will populate with a Contact's pledge information when the letter is previewed and/or printed.



5. Once you have finished customizing the letter, click the Save button. Once the letter is saved, click the Exit button.
6. Once the Thank You and Reminder letters have been customized for a specific campaign, any new pledge connected to the campaign will use these letters.

For more information on pledges, you can review Chapter 16 in your PastPerfect 4.0 User's Guide. If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!