# Creating Exhibit Cards and a Catalog 10-10-18

You will receive two combined CSV inventory sheets from the guild rep (if this is for a combined show, then you should get inventory sheets from each guild rep). One is for the exhibit items submitted using the Exhibit Inventory template, and may have NFS (Not For Sale) items. The other is for the Gallery-to-Go (G2G) items submitted using the Sales Inventory template (you could get more than one G2G since those items don't need to be done all together). All these G2G items will have prices and the inventory sheet is processed the same as for other sales events like Fall Fair and HMP. That process is described in the **Processing FF and HMP Inventory Sheets** document.

Open the Exhibit inventory sheet and run a SpellCheck on it. Hopefully you won't find any errors or only technical words that you wouldn't expect to pass. Save it as something like "<year> <guild> Exhibit Master", for example "2018 Metals Exhibit Master".

Note: Some guilds' inventory sheets come to you with blank rows between each data row, and you will have to remove the blank rows. You can do this by sorting the sheet by any column, and then deleting any blank rows that are before the rows with data. Do the sort by selecting the row number to highlight the entire row – DO NOT select a rectangle of cells because you may not include the cells that are to the right but not visible. If you do this sort, remember to save the updated version of the file.

Now we have to create a sheet for the sticky barcode labels that get put on the back of the exhibit cards for the items that are for sale (obviously NFS items don't need barcodes).

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1	SKU	Item Title	Desc (Me	cN/A	Guild Cate	Used?	Artis	t Nam N/A S	N/A E	N/	A N/A	Status	N/A	Pr	ice	N/A Q	N/A	N//
2		Ocean Wa	Enamel o	or	Metalwori	FALSE	Amy	Macl				Active		N	F5		1	
3		Water in I	Enamel	or.	Metalwori	FALSE	Amy	Maci				Active		N	FS		1	
4		Natural Tr	Ulexite st	te	Metalwori	FALSE	AS	ort									2	X
5.		Blue Cliff	Rough La	F	Metalwori	FALSE	A					1						
7		Magical E	Couellite		Metalwori	FALSE	~	Add Level	× Delete	Level	Copy	Level -	1.46	Options		M	/ data has }	geaders
8		Eve of the	Tiger Eve	-	Metalwori	FALSE	AC	olumn			Sort Or	(j			Order			
9		Heart of S	Sugilite s	te	Metalwori	FALSE	AS	wt by		9	Values			2	A to Z	8		9
10		Sparkling	Kyanite :	se	Metalwori	FALSE	A											
11		Sky Neckla	Cloisann	e enamel,	fi Metalwori	FALSE	Be											
12		CloisonnŽ	Cloisonn	Ženamel,	fii Metalworl	FALSE	Be											
13		Jeweled B	Cloisonn	Ženamel,	fii Metalwori	FALSE	B											
14		Cuff Brace	Sterling,	14K gold-fi	ili Metalwori	FALSE	Be											
15		"Bend in t	Necklace	: picture ja	as Metalwori	FALSE	8											
16		"Crow Co	Dendritic	imestone	e, Metalworl	FALSE	B								T	OK	Can	cel
17		Distant N	Picture ja	isper, ster	in Metalwori	FALSE	B										-	_

Select the Data tab, click cell A1, and click Sort:

In the **Sort** dialog, click the **Sort by** down-arrow and select "Price". Then click the **Order** down-arrow and select "Largest to Smallest". Finally, click **OK**. This will put all the NFS at the top:

1	A	В	C	D	E	F	G	н	1	1	ĸ	L	M	N	0
1	SKU	Item Title	Desc (Med	N/A	Guild Cate I	Jsed?	Artist Nan	N/A S	N/A E	N/A	N/A	Status	N/A	Price	N/A Q
2		Ocean Wa	Enamel or		Metalworl	FALSE	Amy Macl					Active		NFS	1
3		Water in I	Enamel or		Metalworl	FALSE	Amy Macl					Active		NFS	1
4		Natural Tr	Ulexite sto		Metalworl	FALSE	Amy Macl	é.				Active		NFS	1
5		Blue Cliff	Rough Lap		Metalworl	FALSE	Amy Macl					Active		NFS	1
6		Asian Blue	Lapis and		Metalworl	FALSE	Amy Macl					Active		NFS	1
7		Magical Ea	Covellite s		Metalworl	FALSE	Amy Macl	<u>.</u>				Active		NFS	1
8		Eye of the	Tiger Eye s		Metalworl	FALSE	Amy Macl					Active		NFS	1
9		Heart of S	Sugilite sto		Metalworl	FALSE	Amy Macl					Active		NFS	1
10		Sparkling	Kyanite se		Metalworl	FALSE	Amy Macl	į.				Active		NFS	1
11		Sky Neckla	Cloisonne	enamel, fi	Metalworl	FALSE	Beryl Simo	n				Active		NFS	1
12		Jeweled B	CloisonnŽ	enamel, fi	Metalworl	FALSE	Beryl Simo	on				Active		NFS	1
13		Bead Gam	Sterling, b	rass and co	Metalworl	FALSE	Beryl Simo	n				Active		NFS	1

#### Put your cursor on the row 2 "header" and drag it down to highlight the row headers of all NFS items:

Z: In	9.	$(V \cdot   \mathbf{y})$							2018 M	etals Exhi	bit Master	r + Micros	oft Excel			
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56	-	Seasons	Copper,	gl	Metalwor	FALSE	Terri M	cEl				Active		NFS		1
57	1	Floating	A Corian,	co	Metalwor	FALSE	Terri M	cEl				Active		NFS		1
58	1	Vine with	h Chasing	ar Metalwi	orlMetalwor	FALSE	Theresa	a Carm	ichael			Active		NF5		1
59	1	Falling Le	a Cast in S	Ste Metalwo	oriMetalwor	FALSE	Theresa	a Carm	ichael			Active		NFS		1
60	1	Falling Le	a Cast in !	Ste Metalwo	orlMetalwor	FALSE	Theresa	a Carm	ichael			Active		NFS		1
61	(	Curling L	e Cast in !	Ste Metalwo	oriMetalwor	FALSE	Theresa	Carm	ichael			Active		NFS		1
62		'Siribis"	Wire, co	opper, bras	s a Metalwor	FALSE	Bet Lee	0		i.		Active	1	i.	950	1
63	1	Druzy on	Moroco	an	Metalwor	FALSE	Margel	Langmi	uir			Active			450	1
64	1	Necklace	EFine silv	er	Metalwor	FALSE	Marcia	Mi				Active			375	1

## Then click **Home**. Then click **Delete**:

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1	Α	В	С	D	E	F	G	н	1		1	к		L	M	N		0	P
56		Seasons	Copper, gi		Metalwor	FALSE	Terri M	cEl					Activ	ve		NFS		1	
57		Floating A	Corian, co		Metalwor	FALSE	Terri M	cEl					Acti	ve		NFS		1	
58		Vine with	Chasing an	Metalwo	rl Metalwor	FALSE	Theresa	a Carmichael					Activ	ve		NFS		1	
59		Falling Lea	Cast in Ste	Metalwo	ri Metalwor	FALSE	Theresa	a Carmichael					Actin	ve		NFS		1	1
60		Falling Lea	Cast in Ste	Metalwo	rl Metalwor	FALSE	Theresa	a Carmichael					Activ	ve		NFS		1	
61		Curling Le	Cast in Ste	Metalwo	rl Metalwor	FALSE	Theresa	Carmichael					Acti	ve		NFS		1	
62		"Siribis"	Wire, copp	per, brass	«Metalwor	FALSE	Bet Lee	8. I I I I					Activ	ve		1.1	950	1	
63		Druzy on S	Moroccan		Metalwor	FALSE	Marge I	Langmuir					Activ	ve		34	450	1	
64		Necklace &	Fine silver		Metalwor	FALSE	Marcia	Mi					Acti	ve		1 3	375	1	
65		"Hiddon T	Columbia	amarald	Matahuar	EALCE	Carran	den					Acti			1 5	225	1	

1	A	В	č	D	E	F	G	н	1	1	K	L	M	N	0	P
1	SKU	Item Title	Desc (Mei	cN/A	Guild Cate	Used?	Artist Na	mN/AS	N/A E	N/A	N/A	Status	N/A	Price	N/A Q	N/A
2		"Siribis"	Wire, cop	per, brass	: Metalwori	FALSE	Bet Lee		1			Active		95	D	1
3		Druzy on S	Moroccan		Metalwori	FALSE	Marge La	ingmuir				Active		45	0	1
4		Necklace (	Fine silver		Metalworl	FALSE	Marcia N	41				Active		37	5	1
5		"Hidden T	Columbia	n emerald	l i Metalwori	FALSE	Cassandi	a				Active		32	5	1
6		"Crow Co	Dendritic	limestone	, Metalwori	FALSE	Beryl Sim	ion				Active		24	þ	1
7		"Bit of Ear	Ammonite	e with diff	e Metalworl	FALSE	Cassandi	a				Active		22	5	1
8		Kinetic Ma	Sterling si	lver, copp	e Metalwori	FALSE	Beryl Sim	ion				Active		21	D	1

#### The NFS items will be deleted and only the items with prices remain:

At this point, do a **Save As** and name the file "<year> <guild> Exhibit POS". Make sure the file type is CSV (comma delimited):

File <u>n</u> ame:	2018 Metals Exhibit POS
Save as <u>t</u> ype:	CSV (Comma delimited)

Verify that default column values are correct:

- Column F (Used?) should all be "FALSE"
- Column L (N/A S) should all be "Active"
- Column O (N/A Q) should all be "1"

Click on cell H2 in the **N/A S** column, and enter the starting date of the gallery show. Move to cell I2 and enter the ending date. Then click on cell H2, and holding the mouse button down, drag to the right to cell I2, then drag down to the last item's row and release the mouse button:

- 4	A	B	C	D	E	F	G	н	1	1	K	L	M	N	0	P
1	SKU	Item Title	Desc (Mec	N/A	Guild Cate	Jsed?	Artist Nan	N/AS	N/A E	N/A	N/A	Status	N/A	Price	N/A Q	N/A
2		"Siribis"	Wire, copp	oer, brass	aMetalworl	FALSE	Bet Lee	3/17/2018	4/1/2018	12012		Active		95	0	1
з		Druzy on	Moroccan		Metalworl	FALSE	Marge Lar	gmuir				Active		45	0	1
-4		Necklace	Fine silver		Metalworl	FALSE	Marcia M					Active		37	5	1
5		"Hidden T	Columbiar	n emerald	i Metalwori	FALSE	Cassandra					Active		32	5	1
6		"Crow Co	Dendritic I	imestone,	, Metalworl	FALSE	Beryl Sime	n				Active		24	o	1
7		"Bit of Ear	Ammonite	with diffe	e Metalworl	FALSE	Cassandra					Active		22	5	1
8		Kinetic Ma	Sterling sile	ver, coppe	e Metalworl	FALSE	Beryl Sime	n				Active		21	0	1
9		Necklace 2	a Larimar st		Metalworl	FALSE	Janice Tot					Active		20	0	1
10		"Bend in t	Necklace:	picture jas	s Metalworl	FALSE	Beryl Sime	n				Active		19	0	1

#### Press Ctrl-D to copy the values down:

1	A	В	C	D E	F	G	н	1	J	K	L	M	N	0
76		Bird Earrin	Roller print	ed and o> Metal	worl FALSE	Cassandr	3/17/2018	4/1/2018			Active		45	1
77		Dangle Ea	Textured s	Metal	worl FALSE	Louise Du	3/17/2018	4/1/2018			Active		45	1
78		Twisted B	Twisted bi	Metal	worl FALSE	Brigitte Gi	3/17/2018	4/1/2018			Active		40	1
79		Origami B	Folded co	Metal	worl FALSE	Brigitte Gi	3/17/2018	4/1/2018			Active		40	1
80		Celtic Kno	Sterling sil	Metal	worl FALSE	Terri McE	3/17/2018	4/1/2018			Active		40	1
81		Corrugate	Corrugate M	Vetalwori Metal	worl FALSE	Theresa C	3/17/2018	4/1/2018			Active		40	1
82		Wanderin	Cast Ring i	Metalworl Metal	worl FALSE	Theresa C	3/17/2018	4/1/2018			Active		40	1
83		Falling Lea	Cast in Stel	Vetalworl Metal	worl FALSE	Theresa C	3/17/2018	4/1/2018			Active		40	1
84		Earrings	Sterling ar	Metal	worl FALSE	Louise Du	3/17/2018	4/1/2018			Active		38	1
85		Glass Earr	Sterling sil	Metal	worl FALSE	Louise Du	3/17/2018	4/1/2018			Active		30	1
86		Chickens	Sterling sil	Metal	worl FALSE	Terri McE	3/17/2018	4/1/2018			Active		30	1
87		Earrings	Sterling sil	Metal	worl FALSE	Terri McE	3/17/2018	4/1/2018			Active		25	1

Press Ctrl-S to save the file. If you get a warning message about the CSV format, just click Yes.

Now it is time to import these items into the POS. First verify that all artists listed are in the POS list of consignors. You can do this by actually searching in Simple Consign on the **Consignment** screen or on the list of consignors on the LexArt website in the Guild Rep section. If the artist is not included, then add you may need to add them. See the document **Adding New Consignors**.

Import the items by following the directions in the **Importing Inventory Sheets** document.

Print the labels as described in the **Printing Inventory Labels** document using the Avery Tags 30 per page setting. Use the peel-off label sheets for printing.

## Prepare the Input Sheet for the Exhibit Cards

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Open the Master inventory sheet. Then open the **Exhibit Card Template** excel file. While on this second file, do a **Save As** to file "<year> <guild> Exhibit Card input". Switch to the Master file by pressing Ctrl-F6. In the Master file, highlight the data in columns B and C by clicking cell B2, then keeping the mouse button pressed, drag right to cell C2, then drag down to the bottom data row:

	B2		Jr Oce	an Wave											
	A	в	c	D	E	F	G	н	1	1	К	L	M	N	0
1	5KU	Item Title	Desc (Mec	N/A	Guild Cate	Used?	Artist Nam	N/A S	N/A E	N/A	N/A	Status	N/A	Price	N/A Q
2		Ocean W	a Enamel or		Metalworl	FALSE	Amy Macl.					Active		NFS	1
з		Water in I	A Enamel or		Metalworl	FALSE	Amy Macl					Active		NFS	1
4		Natural T	r Ulexite sto		Metalworl	FALSE	Amy MacL					Active		NFS	1
5		Blue Cliff	Rough Lap		Metalworl	FALSE	Amy Macl.					Active		NF5	1
6		Asian Blu	e Lapis and		Metalworl	FALSE	Amy Macl					Active		NFS	1
7		Advertised F	Course little of		Advertising 1	FALLE	Ameri Adami					A		NICC	- 4

Press Ctrl-C to copy the cells. Now press Ctrl-F6 to switch to the Exhibit Card input file. Click cell C2 and press Ctrl-V to paste those cells:

_	62	+ Jr Ocean	wave				
4	В	c	D	E	F	G	н
1	N	Title	Medium/Size	Artist	Price	Statement	Price2
2		Ocean Wave	Enamel on fine silver				\$
з		Water in Motion	Enamel on fine silver				
4		Natural Transparency	Ulexite stone set in sterling silver				
5		Blue Cliff	Rough Lapis set in sterling silver				
6		Asian Blue	Lapis and Opal set in sterling silver				
7		Magical Earth	Covellite set in sterling silver				
8		Eye of the Tiger	Tiger Eye set in sterling silver				
. 6.		Magart of Stans	Examilian stands not in stanling silions				

Press Ctrl-F6 to switch back to the Master file, and this time highlight the Artist names:

4	A	В	C	D E	F	G	H	1	1	K	ι	M	N	0
1	SKU	Item Title	Desc (Mec	N/A Guild Cate	Used?	Artist Nam N	I/A S	N/A E	N/A	N/A	Status	N/A	Price	N/A Q
2	100	Ocean Wa	Enamel or	Metalwori	FALSE	Amy Maci					Active		NFS	1
3		Water in N	Enamel of	Metalworl	FALSE	Amy Maci					Active		NFS	1
4		Natural Tr	Ulexite stc	Metalworl	FALSE	Amy Maci					Active		NFS	1
5		Blue Cliff	Rough Lag	Metalworl	FALSE	Amy Mad					Active		NFS	1
6		Asian Blue	Lapis and	Metalworl	FALSE	Amy Macl					Active		NFS	1
7		Magical Ea	Covellite s	Metalwori	FALSE	Amy Macl					Active		NFS	1
8		Eye of the	Tiger Eye	Metalworl	FALSE	Amy Macl					Active		NFS	1
9		Heart of S	Sugilite stc	Metalworl	FALSE	Amy Macl					Active		NFS	1
10		Sparkling I	Kyanite se	Metalworl	FALSE	Amy Macl					Active		NFS	1
4.4		itter Martile	Clainson	example fighteriological	PALEE	Dan & Cinc.					Anthon		NICC	

Press Ctrl-C to copy the cells. Now press Ctrl-F6 to switch to the Exhibit Card input file. Click cell E2 and press Ctrl-V to paste those cells:

	E2	• 🖉 🖉 🖉 🗸 🖉	acLeod				
4	в	c	D	Ē	Ŧ	G	н
1	N	Title	Medium/Size	Artist	Price	Statement	Price2
2		Ocean Wave	Enamel on fine silver	Amy MacLeod			\$
3		Water in Motion	Enamel on fine silver	Amy MacLeod			
4		Natural Transparency	Ulexite stone set in sterling silver	Amy MacLeod			
5		Blue Cliff	Rough Lapis set in sterling silver	Amy MacLeod			
6		Asian Blue	Lanis and Onal set in sterling silver	Amy Marland			

Press Ctrl-F6 to switch back to the Master file, and do the same process to copy the **Price** column (N). If you are also doing a catalog, then do the same process to copy the **Statement** column (Y).

Scroll to the bottom of the Input file and verify that the bottom row has the appropriate data.

Scroll back to the top and to the left to show Column A. Cell A2 should show the last name of the first artist. Click that cell and keeping the mouse button pressed, drag the mouse down to the last row, then release the mouse button. Press Ctrl-D to copy the value in A2 down the column. Each cell should display the last name of the appropriate artist.

Sometimes you have to edit some of those cells in column A. One likely possibility is when the last name is actually two words, and the cell only shows the second word. If you find this, then click the cell(s) with the bad value and actually type in the correct last name.

A less common possibility is when the artist uses a single name (like "SuWani). Here the cell shows an error. If you find this, again click the cell with the bad value and actually type in the correct name.

Scroll back to the top. Cell H2 should show the formatted price of the first item. Click that cell and keeping the mouse button pressed, drag the mouse down to the last row, then release the mouse button. Press Ctrl-D to copy the value in H2 down the column. Each cell should display either "NFS" or the price with a dollar sign in front.

. 4	A	B	C	D	ŧ	Ŧ	G	H
1	Order	N	Title	Medium/Size	Artist	Price	Statement	PriceZ
2	MacLeod		Ocean Wave	Enamel on fine silver	Amy MacLeod	NFS	Artist Statement in Exhibit Catalog	NFS
3	MacLeod		Water in Motion	Enamel on fine silver	Amy MacLeod	NES		NF5
4	MacLeod		Natural Transparency	Ulexite stone set in sterling silver	Amy MacLeod	NFS		NFS
5	MacLeod		Blue Cliff	Rough Lapis set in sterling silver	Amy MacLeod	NFS	Ulexite is a stone of intuition, imaginal	tion, NFS
6	MacLeod		Asian Blue	Lapis and Opal set in sterling silver	Amy MacLeod	NFS	Lapis was a stone of royalty, and was	usec NFS
7	MacLeod		Magical Earth	Covellite set in sterling silver	Amy MacLeod	NFS		NES
8	MacLeod		Eye of the Tiger	Tiger Eye set in sterling silver	Amy MacLeod	NFS	Covellite promotes inner vision. It can	ass NFS
9	MacLeod		Heart of Stone	Sugilite stone set in sterling silver	Amy MacLeod	NFS	Tiger Eye is the stone of mental clarity	. It : NFS
10	MacLeod		Sparkling Elements	Kyanite set in sterling silver	Amy MacLeod	NFS	Sugilite helps protect the wearer from	negNFS
11	Simon		Sky Necklace	Cloisonne enamel, fine silver, 18K gold	foi Beryl Simon	NFS	Kyanite is a stone of the angels.	NFS
12	Simon		CloisonnŽ Fish	CloisonnŽ enamel, fine silver freshwat	er g Beryl Simon	145	1	\$145
13	Simon		Jeweled Beetle	CloisonnŽ enamel, fine silver, fused ar	gen Beryl Simon	NFS		NFS
-14	Simon		Cuff Bracelet	Sterling, 14K gold-filled accents, ameth	yst Beryl Simon	90	E.	\$90
15	Simon		"Bend in the River"	Necklace: picture jasper, sterling silver,	, jacBeryl Simon	190	)	\$190
16	Simon		"Crow Country"	Dendritic limestone, hand-forged steri	ing Beryl Simon	240	Stone landscape series	\$240
17	5imon		"Distant Mountains"	Picture jasper, sterling silver, freshwat	er pBeryl Simon	180	1	\$180
18	Simon		Bead Game Ring	Sterling, brass and copper	Beryl Simon	NFS		NFS
19	Simon		Tiny Diorama Ring	Sterling, glass dome, polymer landscap	e Beryl Simon	60	Toy rings series	\$60
20	Simon		Kinetic Magnetic Glowing Ring	Sterling silver, copper, glow-in-the darl	k re Beryl Simon	210		\$210
21	1.00		"Ciribia"	Wire conner brass and rlav	Betles	950	÷	sasn

#### The sheet should now look like this:

Press Ctrl-S to save the input sheet.

If you are also creating a catalog, the artists should be sorted alphabetically. Click on cell A1, then the **Data** tab, then the **Sort** button.

File From Access	He From Web	From Text	nsert Pag From Other Sources * ormal Data	e Layout Fi Disting Connections	Refresh All - Edit Links Connections	iew View	Filter Advanced	Text to Remove Columns Duplicate	Data Consolida s Validation + Data Tools	te What-if Analysis *	Group Ung
1	1	• (	1	Order	2		2				- 
1	A Order		B	т	C tle		D Medium/Size		E Artist		F Price

The Sort dialog is displayed:

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Column			Sort On			Order			
Sort by		*	Values		14	A to Z			5
	Medium Artist Price Statem	n/Size ent							

In the **Sort by** field, select **Order**, and click **OK**. The sheet should now be sorted by the artist's last name:

	A	8	c	D	E			6	H
1	Order	N	Title	Medium/Size	Artist	Pr	ice	Statement	Price2
2	Carmichael		Vine with Berries Bracelet	Chasing and Repousse on Fine Silver	Theresa Carmichael	NE	5	Vines surrounded by "Starry Night" background	NFS.
3	Carmichael		Leaves with Chrysoprase Dew Dr	c Cast Leaves in Sterling Silver	Theresa Carmichael		150	Scattered chrysoprase appears as dew drop on the leaves	\$150
4	Carmichael		Corrugated Leaf Earrings	Corrugated fold forming in Sterling Silver	Theresa Carmichael		40	Light sparkles off these twisting leaves	\$40
5	Carmichael		Wandering Vine with Berries	Cast Ring in Sterling Silver	Theresa Carmichael		40	Twisting vines and berries traverse this ring	\$40
6	Carmichael		Falling Leaves1 (Large)	Cast in Sterling Silver	Theresa Carmichael		50	Five nature inspired pieces - intricately carved and cast	\$50
7	Carmichael		Falling Leaves 2 (Large)	Cast in Sterling Silver	Theresa Carmichael	NF:	5	I've always been inspired by nature and I especially love we	o NFS
8	Carmichael		Falling Leaves 3 (small)	Cast in Sterling Silver	Theresa Carmichael		40		\$40
9	Carmichael		Falling Leaves 4 (small)	Cast in Sterling Silver	Theresa Carmichael	NE	5		NF5
10	Carmichael		Curling Leaves with Peridot	Cast in Sterling Silver	Theresa Carmichael	NE	5		NFS
11	Check		Snake	Sterling, forged and hammer textured	Liz Check	NF:	5		NF5
17	Check		Snake Earrings	Sterling with chocolate cubic zirconias	Liz Check		85		\$85
13	Check		Snakeskin Earrings 1	Sterling and Mokume Gane with forged b	Liz Check	.NE	5		NFS
14	Check		Bracelet	Fine Silver units with Keum Boo	Liz Check	NF	5		NFS

Special Note for the Student Show cards and catalog: We want to identify which participants are instructors and display that. For each of the instructors, add " (Instructor) after their name in column E. It's easiest to do this by pasting that at the end of each name. Secondly, we want to sort them first because they will be printed on colored card stock. To do this, we want to overwrite the field in column A to have a space at the beginning. We can also shorten the name since it is only used for sorting. For example, change "Check" to just " ch". Then click the Sort button to resort the list, so that all the instructors are at the top.

Press Ctrl-S to save the input sheet.

# **Creating the Exhibit Cards**

Open the Exhibit Card Template word file. This dialog will display:



Click No. The file will display:

l Metsovo, Northern Greece	Hancock Street
Helen Adinolfi	Peter Bain
\$150	\$400
Watercolor, framed, 9 x 11	Oil on Canvas, 9" x 12", framed
Farm Stand, Wright Locke Farm	Summer Rose
Peter Bain	Suzanne Baldo
\$400	NFS
Oil on Birch Board, 9" x 12", framed	Oil painting, 8x8 on canvas with gold frame
Henrietta, Penny and Herman	Beau and Buttercup
Mildred Bartee	Mildred Bartee

You don't have to worry that the wrong information is shown. Select the **Mailings** tab at the top, then click **Select Recipients** in the submenu, and finally click **Use Existing List**:

W	Ŧ	Exhibit Ca	ird template	- Microso	oft Word		Table	ARRAK.
File Home	e Insert	Page Layout	References	Mailing	s Review	View	Design	Layout
Envelopes Labels	Start Mail Merge *	Select Recipients *	Edit ipient List M	Highlight erge Fields	Address Gree Block Lin	ting Inser	t Merge	Rules - Match Fiel Update La
Create	-	Type New	List		Write	& Insert I	Fields	
		Usg Existin	ng List m Outlook Co	ntacts			1.1.4	- 4 - 1 - 1

In the **Select Data Source** dialog, search for and select the Input file. After doing that, this dialog is displayed:

Select Table		? )	×
NameDescriptionModifiedCreatedTypeSheet1\$12:00:00 AM12:00:00 AMTABLE			
<	>		
✓ First <u>r</u> ow of data contains column headers OK		Cancel	

Click OK. The dialog closes and the document now looks like:

	«Next Record»	
«Title»	«Title»	
«Artist»	«Artist»	
«Price2»	«Price2»	
«MediumSize»	«MediumSize»	
«Next Record»	«Next Record»	
«Title»	«Title»	
«Artist»	«Artist»	
«Price2»	«Price2»	
«MediumSize»	«MediumSize»	
«Next Record»	*Next Record*	
«Title»	«Title»	

### Click Preview Results at the top:



The file now looks like this:

Ocean Wave	Water in Motion
Amy MacLeod	Amy MacLeod
NFS	NFS
Enamel on fine silver	Enamel on fine silver
Natural Transparency	Blue Cliff
Amy MacLeod	Amy MacLeod
NFS	NFS
Ulexite stone set in sterling silver	Rough Lapis set in sterling silver
Asian Blue	Magical Earth
Amy Mad ood	Amy Maclood

Now click Finish & Merge at the top and select Edit Individual Document from the dropdown list:

1 3 7 0	∓ Exhibit Card temple	ate - Microsoft Word	Table Costs		1.77
File Horne	- Insert Page Leyout Referen	ces Mailings Review View	Design Layout		-
Envelopes Labels	Start Mail Select Edit Merge * Recipients * Recipient List	Highlight Address Greeting Insert Merge Fields Block Line Fie	Merge Id +	Preview Resolts	Finish a Merce
Create	Start Mail Merge	Write & meet F	ietds 👘	Preview Results	Edit Individual Documents.
L	4 - <u>1</u>	F F 3 7 3	1.4.5	(s. ) (6 i . )	Murgle to New Document (Alt + Shift + N)

### This dialog is displayed:



Click **OK**. A new Word window opens. Do a **Save As** to change it to something like "<year> <guild> Exhibit Cards". Then close the **Exhibit Cards Template** file but <u>do not save it</u>.

## **Editing the Exhibit Cards**

Scan down the exhibit cards to look for ones that should be edited.

 Ones with a single title line and three lines of description: Click on the line above the title, and click the font size of 11. It is highlighted, and change it to 6. Sometimes you can adjust margins slightly to make the description only two lines. You can do this by clicking in the description, and then sliding the margin setting to the right.





Leaf Necklace	
Cassandra Goldwater	
\$75	
Pierced sterling silver leaf with bh topaz and a sterling "droplet" on a sterling chain	ie

• Ones with four lines of description: Here you have to reduce the font size of the line above the title, but also reduce the font size of the description. Highlight the entire description and reduce the font size until it takes up only 3 lines.

"Bit of Earth"
Cassandra Goldwater
\$225
Ammonite with different patterns front and back enclosed in a sterling cage and accented by a tube set cubic zirconia on

 Sometimes the descriptions are just too long. Either you can request the artist to shorten the description, or use an entire exhibit card to display it.

Exhibit cards are printed on white card stock.

Second Special Note for the Student Show: For this show, the student cards are printed on the regular white card stock, but the instructor cards have been printed on colored stock, like green or blue. Because of the earlier sorting, t is likely that either the first or second pages will have both instructor cards and student cards, so just print that page on both colored and white stock.

## **Creating the Catalog**

Third Special Note for the Student Show: The order of the artist was changed to put the instructors at the top of the list so they could be printed on colored card stock. For the catalog, if you want all the artists (both instructors and students to be sorted together, you will need to edit the Exhibit Card input file to remove the space in front of the instructors' names in column A. Then click the Sort button to resort the list and save the file

A number of the steps to create the catalog are the same as when you created the exhibit cards. Start by opening the **Catalog Template** file. This dialog is displayed:



Click No. The Catalog Template file is displayed:

Asian Basket	
Antique	
NFS	
Make sure this has the correct right margin because we don't wa	nt to edit each one.

Again, you don't have to worry that the wrong information is shown.

Select the **Mailings** tab at the top, then click **Select Recipients** in the submenu, and finally click **Use Existing List**:



In the next dialog, search for and select the same Input file that you used to create the exhibit cards. This dialog is displayed:

Select Table	?	$\times$
NameDescriptionModifiedCreatedTypeSheet1\$12:00:00 AM12:00:00 AMTABLE		
<	>	
✓ First <u>r</u> ow of data contains column headers OK		Cancel

Click OK. The dialog closes and the document now looks like:

« <b>Title»</b> «MediumSize»	
«MediumSize»	
«Price2»	
«Statement»	

#### Again, click Preview Results at the top:



#### The file now looks like this:

Theresa Carmichael	
Vine with Berries Bracelet	
Chasing and Repousse on Fine Silver	
NFS	
Theresa Carmichael	
Leaves with Chrysoprase Dew Drops	
Cast Leaves in Sterling Silver	
\$150	

Now, click Finish & Merge at the top and select Edit Individual Document from the dropdown list:

· 3 · 0	∓ Exhibit Card temple	ete - Microsoft Word	Walder Male		1.27
File Horne	Insert Page Layout Referen	oes Mallings Review View	Design Layout		
Envelopes Labels	Start Mail Select Edit Merge * Recipients * Recipient List	Highlight Address Greeting Insert N Merge Fields Block Line Field	Rules + Renge	Fireview Resolts	Firish a Merce
Greate	Start Mail Merge	Write & Insert Fie	tds	Preview Results	Edit Individual Documents.
<b>L</b>	1	r r i i i	1.41	5 1 (6 1 7	<ul> <li>Interge to New Document (Art + Shift + N)</li> <li>Send E-mail Messages.</li> </ul>

#### This dialog is displayed:

Merge to New	Document	7	? X
Merge records	ecord		
O From:		Io:	
C	ОК	]	Cancel

Click **OK**. A new Word window opens. Do a **Save As** to change it to something like "<year> <guild> Catalog". Then close the **Catalog Template** file but <u>*do not save it*</u>.

## **Editing the Catalog**

The initial catalog document looks like this:

Theresa Carmichael	
Vine with Berries Bracelet	
Chasing and Repousse on Fine Silver	
NF5	
Theresa Carmichael	
Leaves with Chrysoprase Dew Drops	
Cast Leaves in Sterling Silver	
\$150	
Vines surrounded by "Starry Night" background	

Note that there is no space after the first "NFS". This is because this item doesn't have a statement, as the second one does, which does have a space after it. I couldn't figure out how to retain that space, so each item with a statement will need to be corrected.

Click on the NFS without the space to put the cursor there. Then click the down-arrow on the **Line and Paragraph Spacing** icon and select **Line Spacing Options**:



# This dialog is displayed:

ragraph					?	>	
Indents and Spa	cing	Line and Pag	e Breaks				
General							
Alignment:	Left	Left					
Outline level:	Body	Body Text 👻					
Indentation							
Left:	0"	-	Special:		By;		
<u>Right:</u> 1.5" 🖨			(none)	$\sim$		4	
Before:	0 pt	1	Line spacing:		<u>A</u> t:		
Before:	0 pt	1	Line spacing:		<u>A</u> t:		
Agter:	24 pt		Multiple	~	1.15	٠	
Preview							
Province Parkages Province Parkages 1979			a nama fa general de antes a Terreposit d'antes a la segunda	1			

Change the **After** value to 24 (you can do this by clicking the up-arrow) and then click **OK**. The dialog closes and the file now shows the correct spacing:

Theresa Carmichael	
Vine with Berries Bracelet	
Chasing and Repousse on Fine Silver	
NFS	
Theresa Carmichael	
Leaves with Chrysoprase Dew Drops	
Cast Leaves in Sterling Silver	
\$150	

Now, to save the previous tedious editing of the space, we can make it easier by copying the new line. Double-click the "NFS" to highlight it:

Theresa Carmichael
Vine with Berries Bracelet
Chasing and Repousse on Fine Silver
NFS.
Theresa Carmichael
Leaves with Chrysoprase Dew Drops
Cast Leaves in Sterling Silver
\$150
Vines surrounded by "Starry Night" background

Note that the blue highlight extends below the text. Press Ctrl-C to copy that line. Scroll through the document and find an occurrence where there is an "NFS" with no statement afterwards, like:

Theresa Carmichael		
Falling Leaves 4 (small)		
Cast in Sterling Silver		
NES		

Highlight this "NFS":

Theresa Carmichael	
Falling Leaves 4 (small)	
Cast in Sterling Silver	
NES	

Note that the blue highlight doesn't extend below the text. Press Ctrl-V to paste the "NFS" with the spacing in place of this one. Then continue through for all similar occurrences. Unfortunately you will need to do the explicit adding of the spacing for items with prices and no statement.

Moving on -- since we don't want to repeat the artist name for their subsequent items, the next change is to delete the repeated artist names. Put the cursor at the beginning of the artist name and drag it to the right so that the entire name is highlighted:

Theresa Carmichael	
Vine with Berries Bracelet	
Chasing and Repousse on Fine Silver	
NFS	
Theresa Carmichael	
Leaves with Chrysoprase Dew Drops	

Click the **Delete** key and the line is gone:

heresa Carmichael	
ine with Berries Bracelet	
hasing and Repousse on Fine Silver	
FS	
eaves with Chrysoprase Dew Drops	
ast Leaves in Sterling Silver	
150	
ines surrounded by "Starry Night" background	
Theresa Carmichael	

We have another repeated artist name, so do the same steps of highlighting the name and clicking **Delete**. Continue to do this until you see a new artist name or you have blank space at the bottom of the page:

Cast Ring in Sterling Silver \$40 Light sparkles off these Twisting Leaves

I don't know why the next block doesn't flow up, so we'll fix it. Put your cursor at the end of the last

I don't know why the next block doesn't flow up, so we'll fix it. Put your cursor at the end of the last line. First click **Return and then** click **Delete.** The next block moves up along with part of the one after that:

ight sparkles off these Twisting Leaves	
Theresa Carmichael	
Falling Leaves1 (Large)	
ast in Sterling Silver	
50	
wisting Vines and Berries Traverse this Ring	
Theresa Carmichael	

Since we don't want to split blocks in the catalog, we need to put in a page break. Do this by clicking before the artist name at the bottom, and press Ctrl-Return. The partial block moves to the next page. Now, since this is an additional page with the same artist, we want to indicate that. Do this by adding " (cont'd)" after the artist name, but in non-bold size 14 font. Click at the end of the artist name, click the **B** icon to turn off Bold, change the font size to 14, and type in " (cont'd)" – note the two spaces at the beginning to separate it from the name).

The doc now looks like:

# Theresa Carmichael (cont'd) Falling Leaves 2 (Large) Cast in Sterling Silver NFS Five Nature inspired pieces - intricately carved and cast

*Note:* I typically highlight the " (cont'd)" and press Ctrl-C to copy it, so that when I run across another name continuation, I can just position my cursor and press Ctrl-V to paste it in again.

Sometimes I find that an artist's items don't quite fit on a page. What I usually do is to change the separation between blocks from 24 down to 18 to see if that allows enough space to bring in all of the last block.

The last change concerns the Artist Statement that some artists have provided. If it is about the individual piece, then process it as above, so it appears under the price. However, sometimes you have a statement that talks more about the artist themselves, and not about the piece, for example a bio. In this situation, I put that under the artist's name and continue the gray background:

Peter	Flister (instructor)
Peter Flis	ter teaches adult classes on Wednesday evenings and is an art educator of the yea
for 2017 b	y the Massachusetts Art Education Association.
Arts and	Crafts Series Mug
Stonewar	e
NFS	
Bouncin	g Wolves, Sgraffito Tray
Earthenw	are
NFS	

Once completed, save the final edited version with Control-S. Send it to the guild rep for review and copy the Office since they are the ones who print it.