

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	SKU	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 Wa	Enamel or		Metalworl	FALSE	Amy MacL					Active		NFS	1
3		Water in	Enamel or		Metalworl	FALSE	Amy MacL					Active		NFS	1
4		Natural Tr	Ulexite stc		Metalworl	FALSE	Amy MacL					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 E	Covellite s		Metalworl	FALSE	Amy MacL					Active		NFS	1
8		Eye of the	Tiger Eye s		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
11		Sky Neckla	Cloisonne enamel, fi		Metalworl	FALSE	Beryl Simon					Active		NFS	1
12		Jeweled B	CloisonnŽ enamel, fi		Metalworl	FALSE	Beryl Simon					Active		NFS	1
13		Bead Gam	Sterling, brass and cc		Metalworl	FALSE	Beryl Simon					Active		NFS	1

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

56	Seasons	Copper, gl		Metalworl	FALSE	Terri McEl						Active		NFS	1
57	Floating A	Corian, co		Metalworl	FALSE	Terri McEl						Active		NFS	1
58	Vine with	Chasing ar		Metalworl	FALSE	Theresa Carmichael						Active		NFS	1
59	Falling Lea	Cast in Ste		Metalworl	FALSE	Theresa Carmichael						Active		NFS	1
60	Falling Lea	Cast in Ste		Metalworl	FALSE	Theresa Carmichael						Active		NFS	1
61	Curling Le.	Cast in Ste		Metalworl	FALSE	Theresa Carmichael						Active		NFS	1
62	"Siribis"	Wire, copper, brass &		Metalworl	FALSE	Bet Lee						Active		950	1
63	Druzy on	Moroccan		Metalworl	FALSE	Marge Langmuir						Active		450	1
64	Necklace	Fine silver		Metalworl	FALSE	Marcia Mi						Active		375	1

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

56	Seasons	Copper, gl		Metalworl	FALSE	Terri McEl						Active		NFS	1
57	Floating A	Corian, co		Metalworl	FALSE	Terri McEl						Active		NFS	1
58	Vine with	Chasing ar		Metalworl	FALSE	Theresa Carmichael						Active		NFS	1
59	Falling Lea	Cast in Ste		Metalworl	FALSE	Theresa Carmichael						Active		NFS	1
60	Falling Lea	Cast in Ste		Metalworl	FALSE	Theresa Carmichael						Active		NFS	1
61	Curling Le.	Cast in Ste		Metalworl	FALSE	Theresa Carmichael						Active		NFS	1
62	"Siribis"	Wire, copper, brass &		Metalworl	FALSE	Bet Lee						Active		950	1
63	Druzy on	Moroccan		Metalworl	FALSE	Marge Langmuir						Active		450	1
64	Necklace	Fine silver		Metalworl	FALSE	Marcia Mi						Active		375	1

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	SKU	Item Title	Desc (Mec N/A	Guild Cate	Used?	Artist Narr	N/A S	N/A E	N/A	N/A	Status	N/A	Price	N/A Q	N/A	
2		"Siribis"	Wire, copper, brass :	Metalwor	FALSE	Bet Lee					Active		950	1		
3		Druzy on t Moroccan		Metalwor	FALSE	Marge Langmuir					Active		450	1		
4		Necklace t Fine silver		Metalwor	FALSE	Marcia Mi					Active		375	1		
5		"Hidden T Columbian emerald i		Metalwor	FALSE	Cassandra					Active		325	1		
6		"Crow Coi Dendritic limestone, Metalwor		Metalwor	FALSE	Beryl Simon					Active		240	1		
7		"Bit of Ear Ammonite with diffe Metalwor		Metalwor	FALSE	Cassandra					Active		225	1		
8		Kinetic Ma Sterling silver, coppe Metalwor		Metalwor	FALSE	Beryl Simon					Active		210	1		

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 name:

Save as type:

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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	SKU	Item Title	Desc (Mec N/A	Guild Cate	Used?	Artist Narr	N/A S	N/A E	N/A	N/A	Status	N/A	Price	N/A Q	N/A	
2		"Siribis"	Wire, copper, brass :	Metalwor	FALSE	Bet Lee	3/17/2018	4/1/2018			Active		950	1		
3		Druzy on t Moroccan		Metalwor	FALSE	Marge Langmuir					Active		450	1		
4		Necklace t Fine silver		Metalwor	FALSE	Marcia Mi					Active		375	1		
5		"Hidden T Columbian emerald i		Metalwor	FALSE	Cassandra					Active		325	1		
6		"Crow Coi Dendritic limestone, Metalwor		Metalwor	FALSE	Beryl Simon					Active		240	1		
7		"Bit of Ear Ammonite with diffe Metalwor		Metalwor	FALSE	Cassandra					Active		225	1		
8		Kinetic Ma Sterling silver, coppe Metalwor		Metalwor	FALSE	Beryl Simon					Active		210	1		
9		Necklace t Larimar st		Metalwor	FALSE	Janice Tot					Active		200	1		
10		"Bend in t Necklace: picture jasj Metalwor		Metalwor	FALSE	Beryl Simon					Active		190	1		

Press Ctrl-D to copy the values down:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
76		Bird Earrir Roller printed and o		Metalwor	FALSE	Cassandra	3/17/2018	4/1/2018			Active		45	1		
77		Dangle Ea Textured :		Metalwor	FALSE	Louise Du	3/17/2018	4/1/2018			Active		45	1		
78		Twisted B Twisted bi		Metalwor	FALSE	Brigitte Gi	3/17/2018	4/1/2018			Active		40	1		
79		Origami B: Folded coj		Metalwor	FALSE	Brigitte Gi	3/17/2018	4/1/2018			Active		40	1		
80		Celtic Kno Sterling sil		Metalwor	FALSE	Terri McE	3/17/2018	4/1/2018			Active		40	1		
81		Corrugate Corrugate Metalwor		Metalwor	FALSE	Theresa C	3/17/2018	4/1/2018			Active		40	1		
82		Wanderin Cast Ring i Metalwor		Metalwor	FALSE	Theresa C	3/17/2018	4/1/2018			Active		40	1		
83		Falling Lea Cast in Ste Metalwor		Metalwor	FALSE	Theresa C	3/17/2018	4/1/2018			Active		40	1		
84		Earrings Sterling ar		Metalwor	FALSE	Louise Du	3/17/2018	4/1/2018			Active		38	1		
85		Glass Earr Sterling sil		Metalwor	FALSE	Louise Du	3/17/2018	4/1/2018			Active		30	1		
86		Chickens Sterling sil		Metalwor	FALSE	Terri McE	3/17/2018	4/1/2018			Active		30	1		
87		Earrings Sterling sil		Metalwor	FALSE	Terri McE	3/17/2018	4/1/2018			Active		25	1		
88																

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

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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SKU	Item Title	Desc (Mec N/A		Guild Cate Used?		Artist Narr N/A S	N/A E	N/A	N/A	Status	N/A	Price	N/A Q	
2		Ocean Wa	Enamel on		Metalworl	FALSE	Amy MacL				Active		NFS	1	
3		Water in M	Enamel on		Metalworl	FALSE	Amy MacL				Active		NFS	1	
4		Natural Tr	Ulexite sto		Metalworl	FALSE	Amy MacL				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	

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:

	B	C	D	E	F	G	H
1	N	Title	Medium/Size	Artist	Price	Statement	Price2
2		Ocean Wave	Enamel on fine silver				\$
3		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				

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SKU	Item Title	Desc (Mec N/A		Guild Cate Used?		Artist Narr N/A S	N/A E	N/A	N/A	Status	N/A	Price	N/A Q	
2		Ocean Wa	Enamel on		Metalworl	FALSE	Amy MacL				Active		NFS	1	
3		Water in M	Enamel on		Metalworl	FALSE	Amy MacL				Active		NFS	1	
4		Natural Tr	Ulexite sto		Metalworl	FALSE	Amy MacL				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 E	Covellite s		Metalworl	FALSE	Amy MacL				Active		NFS	1	
8		Eye of the Tiger	Eye		Metalworl	FALSE	Amy MacL				Active		NFS	1	
9		Heart of S	Sugilite st		Metalworl	FALSE	Amy MacL				Active		NFS	1	
10		Sparkling I	Kyanite se		Metalworl	FALSE	Amy MacL				Active		NFS	1	

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:

	B	C	D	E	F	G	H
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	Lapis and Opal set in sterling silver	Amy MacLeod			

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.

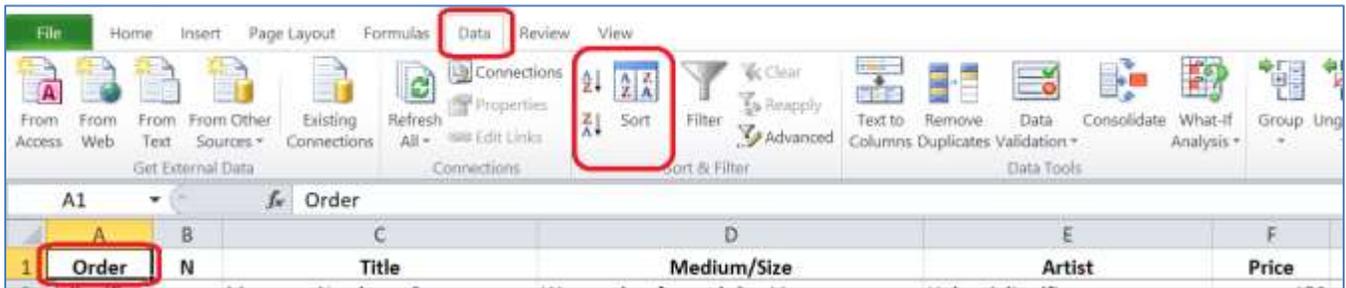
Scroll back to the top. Cell H2 should show the formatted price of the first item. Click that cell and keeping the mouse button pressed, drag the mouse down to the last row, then release the mouse button. Press Ctrl-D to copy the value in H2 down the column. Each cell should display either "NFS" or the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

The sheet should now look like this:

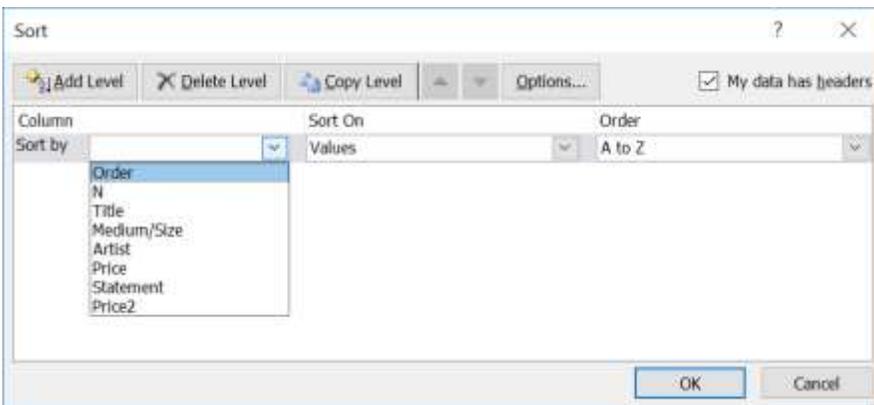
	A	B	C	D	E	F	G	H
1	Order	N	Title	Medium/Size	Artist	Price	Statement	Price2
2	MacLeod		Ocean Wave	Enamel on fine silver	Amy MacLeod	NFS	Artist Statement in Exhibit Catalog	NFS
3	MacLeod		Water in Motion	Enamel on fine silver	Amy MacLeod	NFS		NFS
4	MacLeod		Natural Transparency	Ulexite stone set in sterling silver	Amy MacLeod	NFS		NFS
5	MacLeod		Blue Cliff	Rough Lapis set in sterling silver	Amy MacLeod	NFS	Ulexite is a stone of intuition, imagination,	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		NFS
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 neg	NFS
11	Simon		Sky Necklace	Cloisonne enamel, fine silver, 18K gold fo	Beryl Simon	NFS	Kyanite is a stone of the angels.	NFS
12	Simon		CloisonnŽ Fish	CloisonnŽ enamel, fine silver freshwater j	Beryl Simon	145		\$145
13	Simon		Jeweled Beetle	CloisonnŽ enamel, fine silver, fused argen	Beryl Simon	NFS		NFS
14	Simon		Cuff Bracelet	Sterling, 14K gold-filled accents, amethyst	Beryl Simon	90		\$90
15	Simon		"Bend in the River"	Necklace: picture jasper, sterling silver, ja	Beryl Simon	190		\$190
16	Simon		"Crow Country"	Dendritic limestone, hand-forged sterling	Beryl Simon	240	Stone landscape series	\$240
17	Simon		"Distant Mountains"	Picture jasper, sterling silver, freshwater j	Beryl Simon	180		\$180
18	Simon		Bead Game Ring	Sterling, brass and copper	Beryl Simon	NFS		NFS
19	Simon		Tiny Diorama Ring	Sterling, glass dome, polymer landscape	Beryl Simon	60	Toy rings series	\$60
20	Simon		Kinetic Magnetic Glowing Ring	Sterling silver, copper, glow-in-the dark re	Beryl Simon	210		\$210
21	Lee		"Sirikie"	Wire, conner, brass and clay	Pat Lee	950		\$950

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.



The Sort dialog is displayed:



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

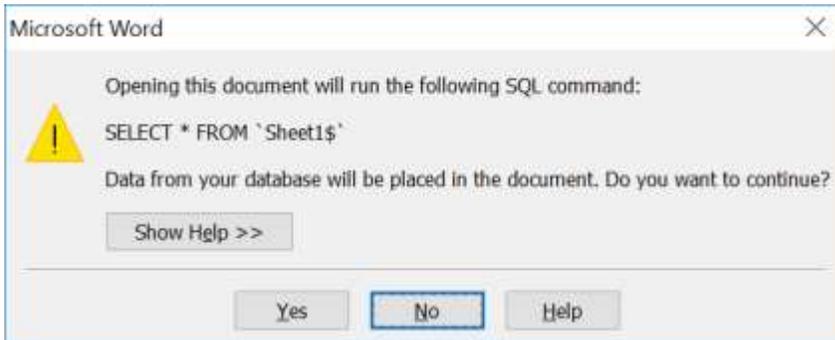
	A	B	C	D	E	F	G	H
1	Order	N	Title	Medium/Size	Artist	Price	Statement	Price2
2	Carmichael		Vine with Berries Bracelet	Chasing and Repousse on Fine Silver	Theresa Carmichael	NFS	Vines surrounded by "Starry Night" background	NFS
3	Carmichael		Leaves with Chrysoprase Dew Drop	Cast Leaves in Sterling Silver	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 Leaves 1 (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	NFS	I've always been inspired by nature and I especially love wo	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	NFS		NFS
10	Carmichael		Curling Leaves with Peridot	Cast in Sterling Silver	Theresa Carmichael	NFS		NFS
11	Check		Snake	Sterling, forged and hammer textured	Liz Check	NFS		NFS
12	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	NFS		NFS
14	Check		Bracelet	Fine Silver units with Keum Boo	Liz Check	NFS		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

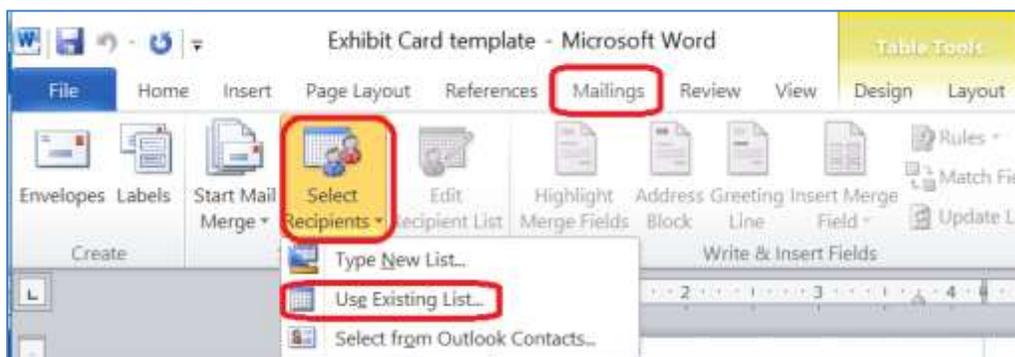
Open the Exhibit Card Template word file. This dialog will display:



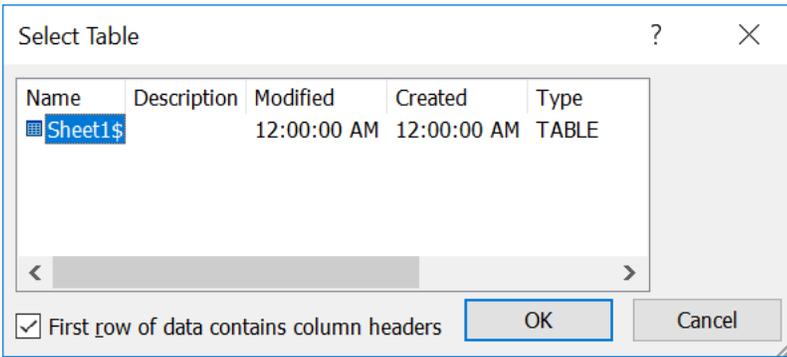
Click **No**. The file will display:

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

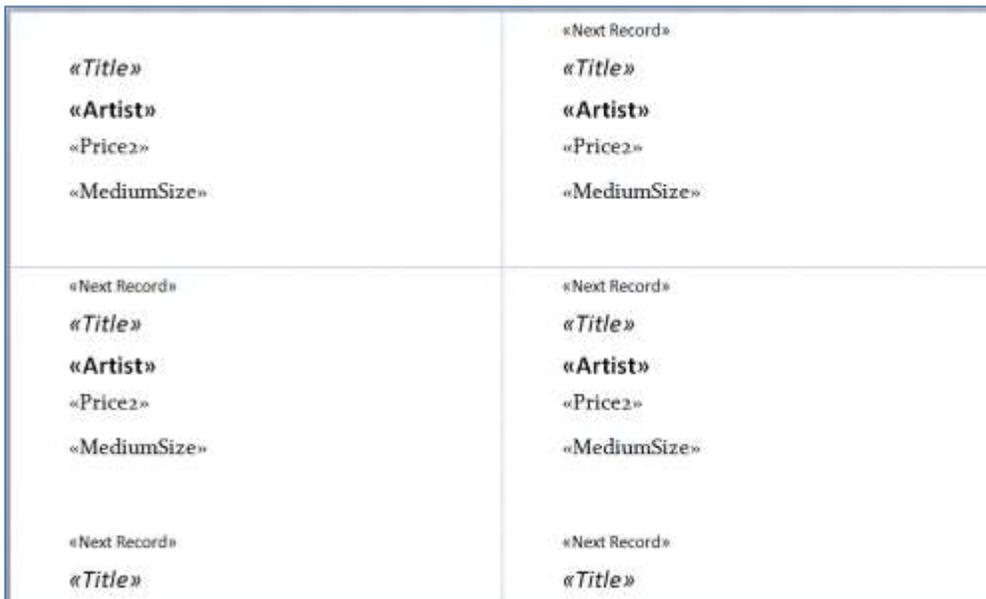
You don't have to worry that the wrong information is shown. Select the **Mailings** tab at the top, then click **Select Recipients** in the submenu, and finally click **Use Existing List**:



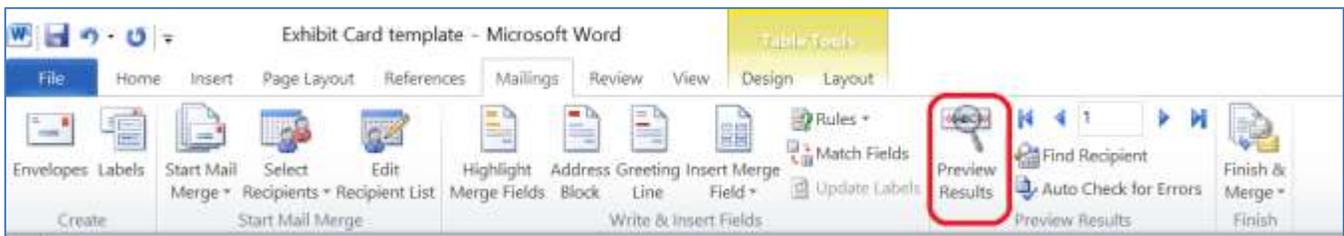
In the **Select Data Source** dialog, search for and select the Input file. After doing that, this dialog is displayed:



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



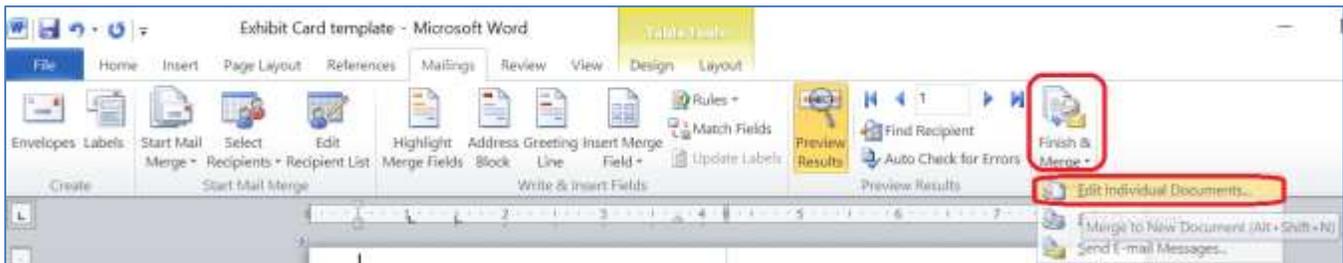
Click **Preview Results** at the top:



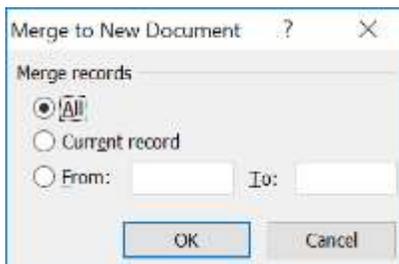
The file now looks like this:

<i>Ocean Wave</i> Amy MacLeod NFS Enamel on fine silver	<i>Water in Motion</i> Amy MacLeod NFS Enamel on fine silver
<i>Natural Transparency</i> Amy MacLeod NFS Ulexite stone set in sterling silver	<i>Blue Cliff</i> Amy MacLeod NFS Rough Lapis set in sterling silver
<i>Asian Blue</i> Amy MacLeod	<i>Magical Earth</i> Amy MacLeod

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



This dialog is displayed:

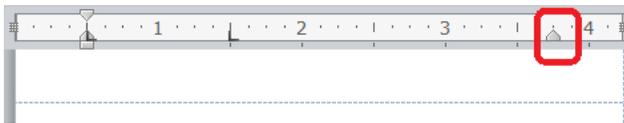


Click **OK**. A new Word window opens. Do a **Save As** to change it to something like “<year> <guild> Exhibit Cards”. Then close the **Exhibit Cards Template** file but do not save it.

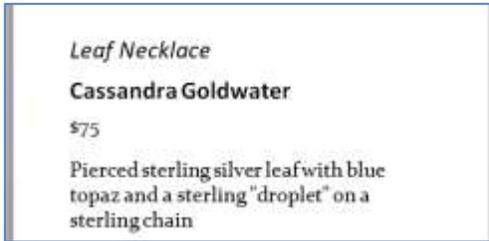
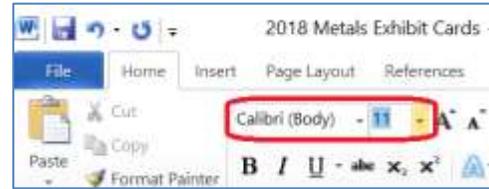
Editing the Exhibit Cards

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.



Pierced sterling silver leaf with blue topaz and a sterling "droplet" on a sterling chain



- *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.
- 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.

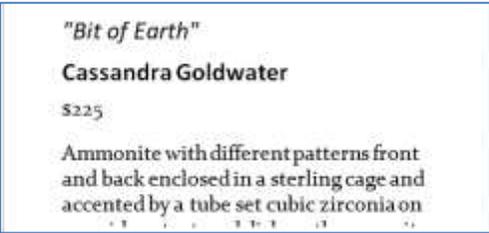


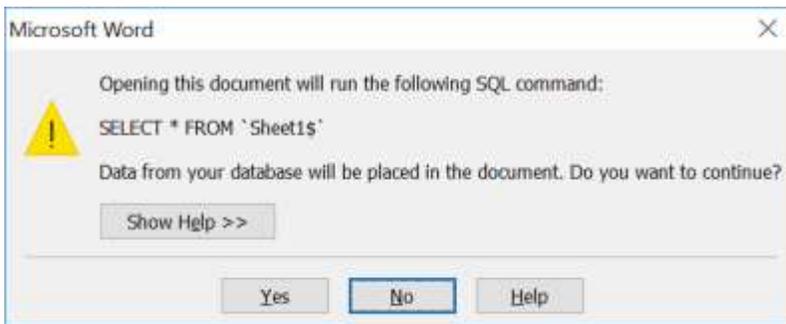
Exhibit cards are printed on white card stock.

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, it 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.

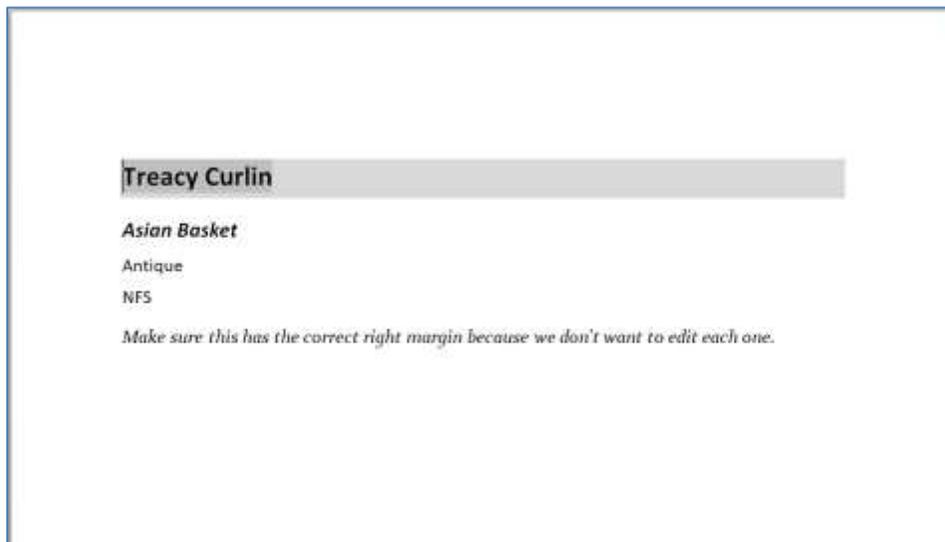
Creating the Catalog

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:

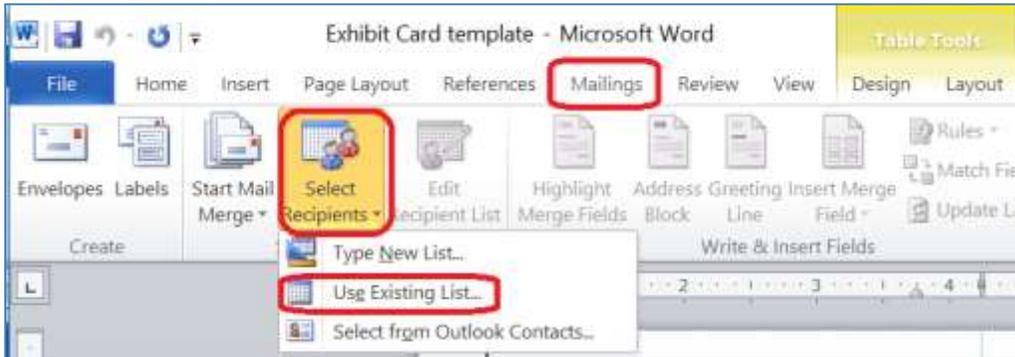


Click **No**. The **Catalog Template** file is displayed:

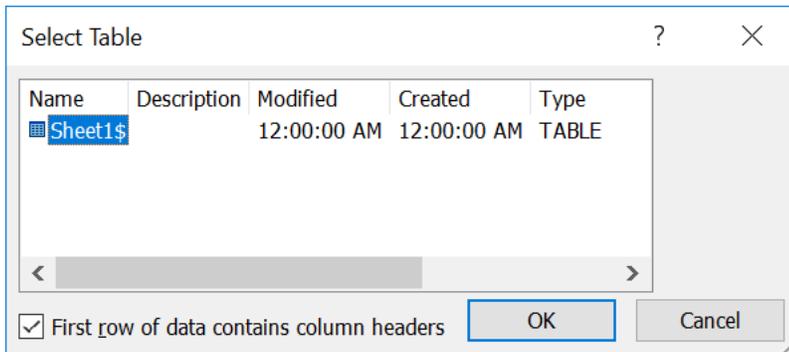


Again, you don't have to worry that the wrong information is shown.

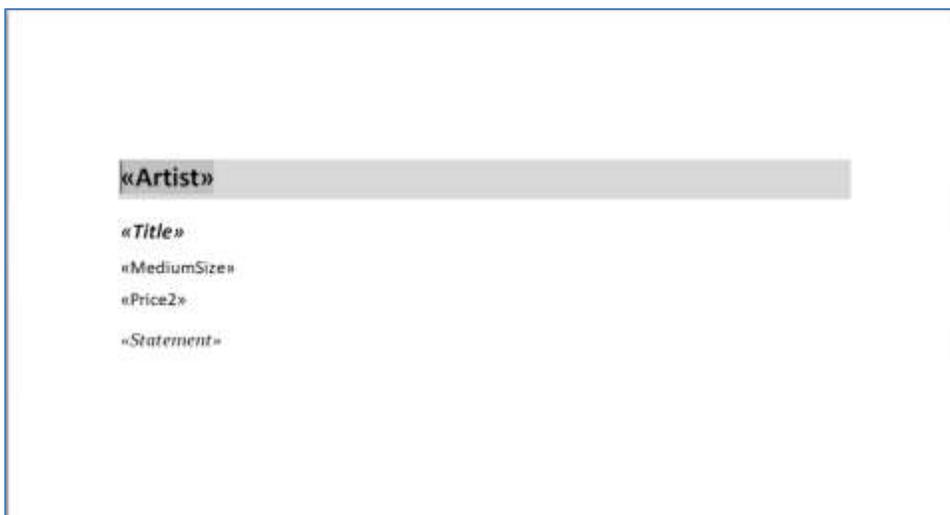
Select the **Mailings** tab at the top, then click **Select Recipients** in the submenu, and finally click **Use Existing List**:



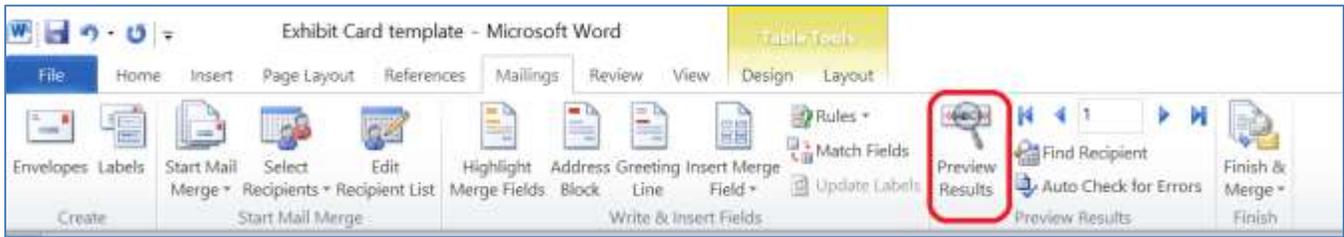
In the next dialog, search for and select the same Input file that you used to create the exhibit cards. This dialog is displayed:



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



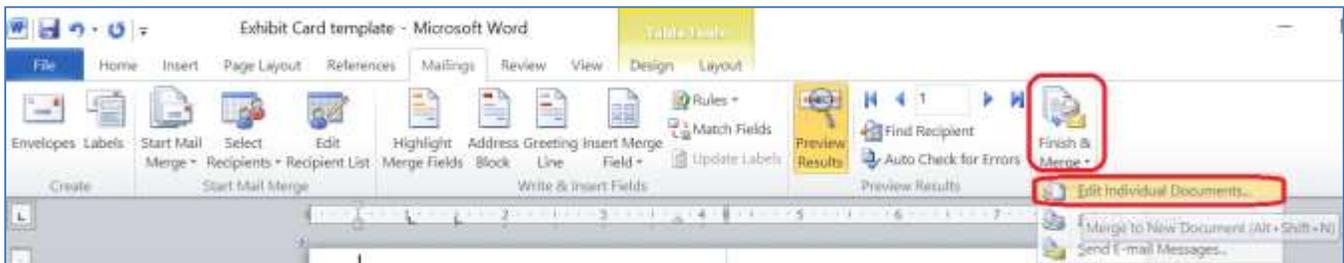
Again, click **Preview Results** at the top:



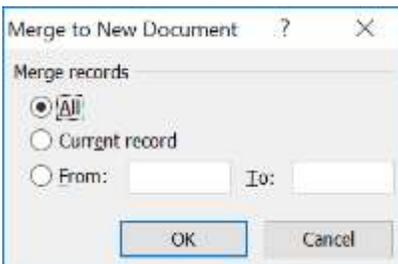
The file now looks like this:



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



This dialog is displayed:



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 do not save it.

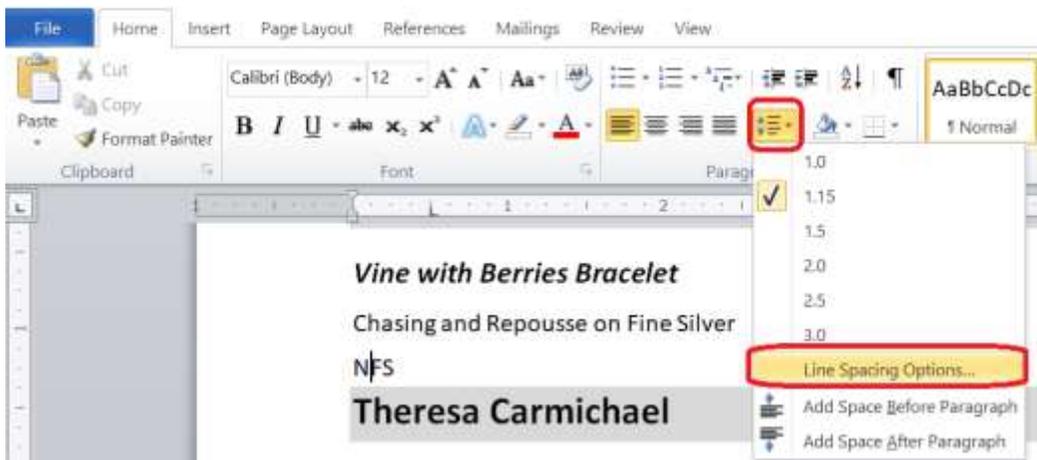
Editing the Catalog

The initial catalog document looks like this:

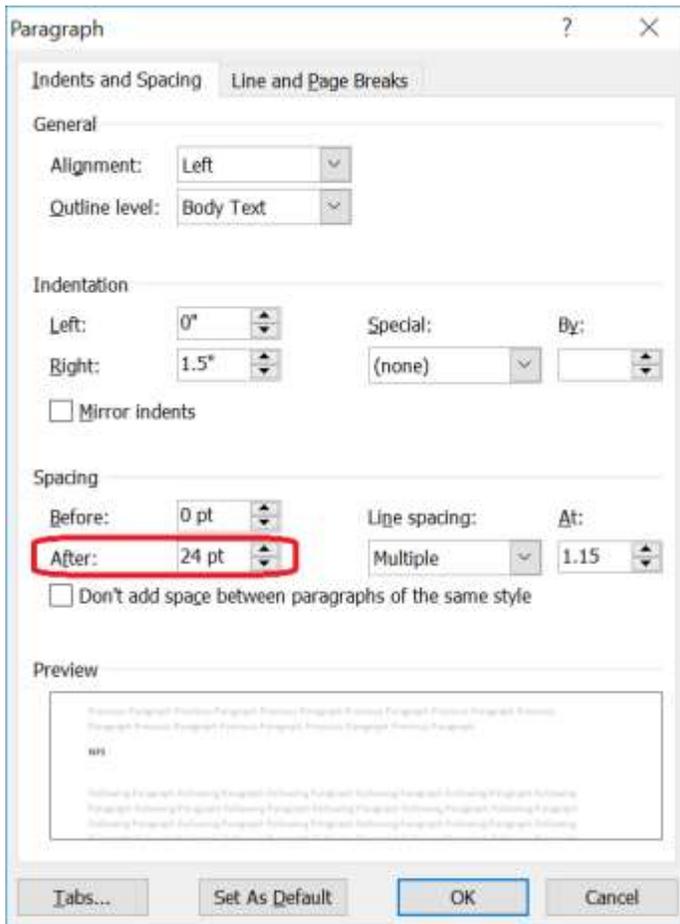


Note that there is no space after the first "NFS". This is because this item doesn't have a statement, as the second one does, which does have a space after it. I couldn't figure out how to retain that space, so each item with a statement will need to be corrected.

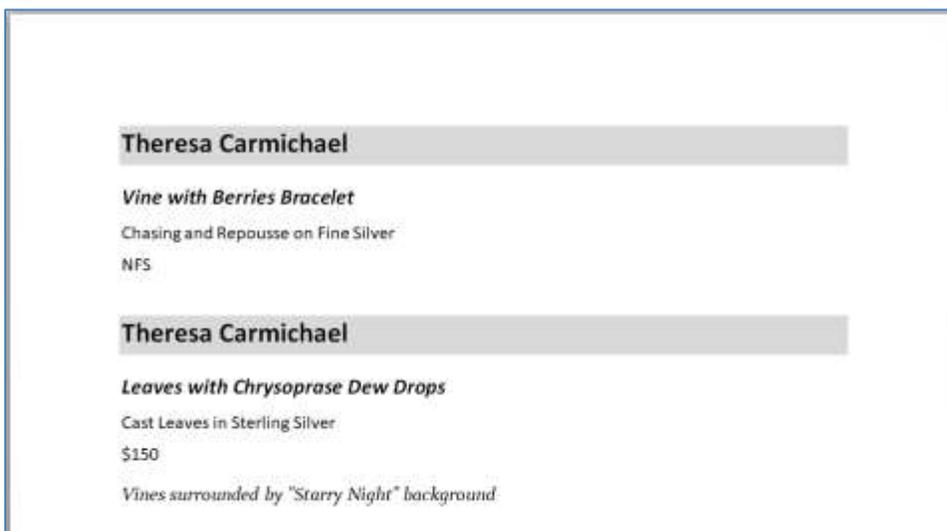
Click on the NFS without the space to put the cursor there. Then click the down-arrow on the **Line and Paragraph Spacing** icon and select **Line Spacing Options**:



This dialog is displayed:



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:



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:



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:



Highlight this “NFS”:

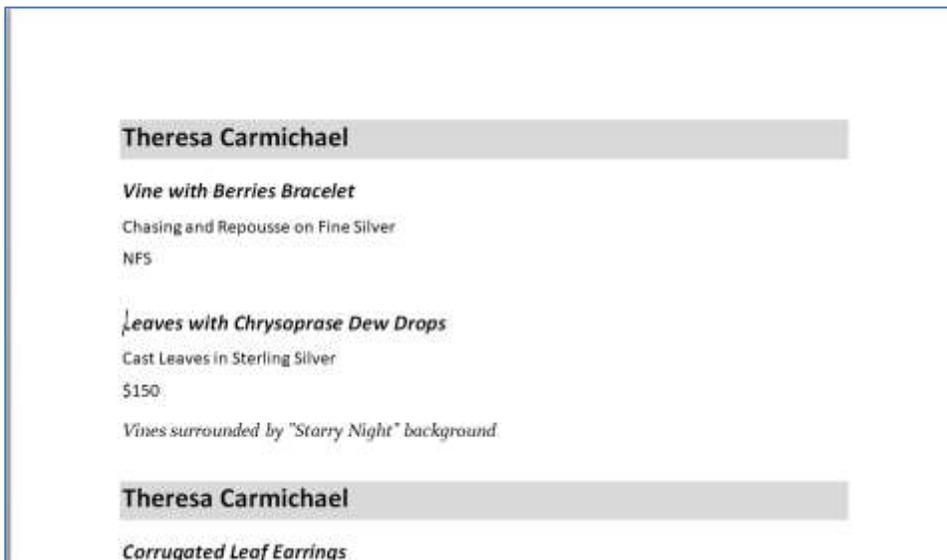


Note that the blue highlight doesn't extend below the text. Press Ctrl-V to paste the “NFS” with the spacing in place of this one. Then continue through for all similar occurrences. Unfortunately you will need to do the explicit adding of the spacing for items with prices and no statement.

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:



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



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:



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:



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).

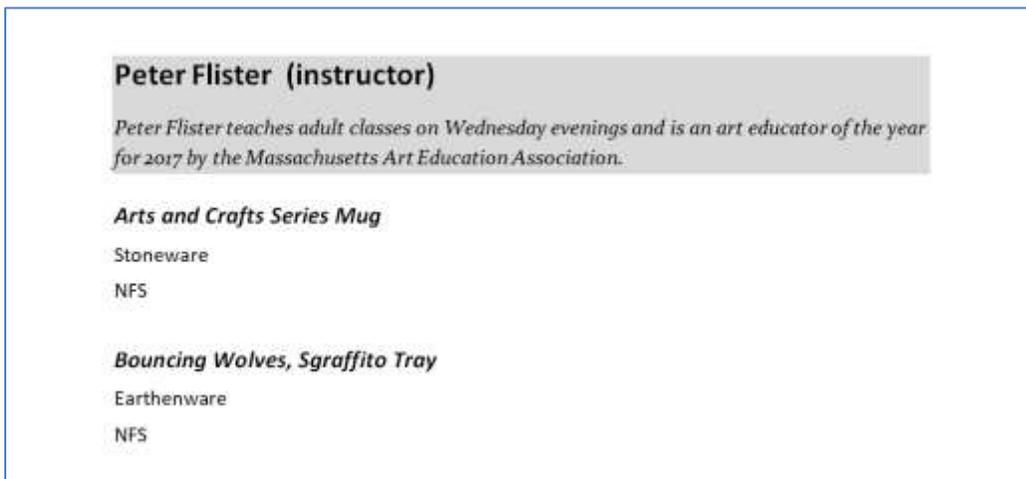
The doc now looks like:



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:



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.