



2016 Peddlers' Table – Instructions for Seller's Entry Form

For 2016, we have made some changes that we hope will simplify the process of making your list of items for sale. The Excel spreadsheet accompanying these instructions is set up to use a table that automatically enters some of the repetitive information for you. These instructions describe the process of filling out and submitting the form; overall instructions for participating in the Peddlers' Table can be found in the 2016 Peddlers' Table Rules and Guideline document.

Contact

If you cannot get the process below to work, please contact Janet, preferably by email. In particular, if you have a very old version of Excel, or maybe different spreadsheet software, this file may not open correctly. We can send you one that might work instead.

Janet Currotto
janet.learning@comcast.net
(410) 747-5532

Getting Started

- Save the file "2016 Peddlers Table – Sellers Entry Form" to your computer (using "SAVE AS") from either the email we sent out or the 2016 Quilt Show webpage on the FCQ site.
- Double-click to open the file on your computer.
- Refer to the sample entry form on page 3 below while you follow the entry instructions.
- *Save your work often!*

Instructions for Entry

- When you open the Excel document, you'll see two sections blocked off. Each has alternating gray and white lines. These lines are to make it easier to see each line separately—so please fill in both white and gray rows.
- In the top section, please enter your name, 3 initials, phone number and email address.
 - If you have a preferred way for us to contact you, please put a star at the end of that item (phone or email).
 - You can use either "ENTER" or the up and down arrows on your keyboard to move between items in this section.
 - FYI, the initials will be used to identify your items so that we can credit you with sales. If we get duplicates, we will change one of the two to ensure uniqueness. (For example, if there are two JLC's then one will be changed to JC2.) You'll be informed of any changes at check-in.
- The lower section is designed to take up to 200 separate items. It is pre-filled with 25 lines, and you can add more as needed. For each individual item you wish to sell, you need to enter only 3 pieces of information:
 - Category: if you click on the down-arrow in any entry row (but not the top line that says "Category"), you will see a short list of categories of items (fabric, patterns,

books, notions, tools, magazines, videos, completed, other). Click on the entry that best describes your item. Note that "completed" means handmade quilted/sewn items.

- Hint: once you've picked a specific category in one row, to pick it again for another row you only need to type the first letter of the category (e.g., "f" for fabric), and then hit "TAB."
- Description: please be as accurate and brief as possible.
- Price: enter the price you wish to sell the item for, using only whole dollars. If you try to enter cents, the table will round your input to a whole dollar.
 - Note that you do not need to enter a dollar sign; it will be added by the table.
- If you have less than 25 items, please just leave the remaining rows blank.
- Special note: this lower section of the entry form is formatted as a table rather than a normal spreadsheet to help us generate the price labels. For the most part a table is just like a spreadsheet, but it's a little pickier in some ways so it's important to follow a few rules:
 - It's best to use your "TAB" key to move through the table; it will take you through each line and then move to the beginning of the next line and so forth. (To back up, hold down "SHIFT" and then hit "TAB.")
 - If you have more than 25 items and need to create new lines, put your cursor in the price cell of the last row and hit "TAB." A new line 26 will automatically appear. Continue this process for as many items as you need to enter.
 - To correct information that you've already entered, it is OK to also use your mouse to click on the cell you want to change. Be sure to hit "TAB" after you're finished making the change so that the information is saved.
 - Using the "ENTER" key will work as it does in a normal spreadsheet EXCEPT that it will NOT create a new line like the "TAB" key does.
 - Please do not try to change the item number, it is generated automatically with a formula and any change there will "break" all the numbers after it. Just hit "TAB" and the cursor will move to the "Category" cell for that row.
 - Please do not enter anything outside of the 3 columns shown; such entries will not be picked up in the final sale list.
 - Please do not delete any rows; if you had entered something and then decide not to sell it, just blank out that information or put another item in that row instead.

Submitting the Finished Form

- When you are satisfied that you have included all the items you wish to sell, print your final form and save the Excel spreadsheet to your computer.
- Create an email with the subject line email "Peddlers' Table Entries – [your name]" addressed to janet.learning@comcast.net (*not* the email listed for Janet in the membership directory).
- attach your completed spreadsheet file along with any comments you may have, and email to the email above (*not* the email listed for Janet in the membership directory), *no later than Thursday, March 31.*

Sample Form – see next page

2016 Peddlers' Table - Seller's Entry Form

Please email this completed form to janet.learning@comcast.net.

Name	Mary Smith
Initials (3)	MJS
Phone	(410) 555-5555
Email	mary.smith@gmail.com

#	Category	Item Title/Description	Price
1	Fabric	1 yard blue and pink cotton print - Hoffman	\$3
2	Fabric	bag of assorted scraps - all colors	\$2
3	Books	Creative Texturing by Sue Spargo	\$5
4	Magazines	Bundle of 6 issues - Amer Patchwork & Quilting - 2014-15	\$4
5	Notions	Bag of 6 partial spools of VLI silk thread	\$12
6	Tools	Rowenta mini iron - 3 years old	\$10
7	Completed	4 quilted potholders - yellow and blue patchwork - new	\$6
8	Patterns	Winter Chickadee Collage - Jackie Robinson	\$4
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