

Instructions:

1. Open the Inventory List, Pink Tags, White Tags, and Yellow Tags files and **Save them to your computer.**
2. **Insert personal info** in Tab 1 of Inventory List
3. **Type your information into the Inventory List** under the White, Yellow or Pink tabs. If you decide to use more than one color for your items, you must not repeat any item numbers. For example, if you have 20 white tag items, you must start with #21 when you begin typing your pink list. (Remember: white means your items will go 50% off on Saturday and the items will be donated to charity after the sale. Yellow means your items will go 50% off on Saturday, but you will be picking up your items that don't sell. Pink means your items do not go 50% off and you will be picking them up after the sale.)
4. When you have finished typing all of your information, save the excel file so that you can **email it to us at [hannahscloset @fumcwp.org](mailto:hannahscloset@fumcwp.org)** when you are finished. This will eliminate error when entering in your information into our database!

The following directions will allow you to use the information you typed on your inventory list to print your tags!!! We believe the documents (White Tags, Pink Tags, and Yellow Tags) will work for MOST of you! If you have a PC and are working with Microsoft Word, we have had good results. If you have a Mac or are working with Vista, you may not be able to use this. However, if you are familiar with Mail Merge, you should be able to set this up for yourself regardless of whether you can use our document.

5. **Open the Word files** Pink Tags/ White Tags/ Yellow Tags. Choose the one that color corresponds with the tab you used in the Inventory Sheet. Make sure you close out one file before you open another (if you are using multiple colors). This will not work if you have more than one file open at a time.
6. As each of these doc files are opened, a prompt will come up ("Opening this document will run the following SQL command"). **Select "Yes"** and the merge will occur. If the merge does not occur automatically, then you may need to find the Excel "Inventory" document on your computer and open it manually.
7. Go to "Mailings" and **select "Finish Merge" and "Print Documents"**. If you do not have a "Mailings" tab, then click the "merge to printer" icon and specify the number of records you are printing.
8. Before printing the document, you **MUST** have the **correct paper** in your printer. Please use at least **90 lb cardstock**. You must use pink cardstock for pink tags and yellow cardstock for yellow tags, and white cardstock for the white. Regular printer paper will not be accepted.

9. **Cut the paper** (your tags will be a bit larger than the index card tags, but that is ok), hole-punch, and safety **pin to your items!** Remember: no tape should be used to secure tags to items this year.

10. Then, **email us your completed Inventory Sheet!!!!** We will send you a confirmation email that your list was received. Please try to email it to us **BEFORE** your drop off your items. (At least 24 hours before would be great.) When you come to drop off your items, you will tell us your consignor number and we will already have your list printed out and in our records to check as you drop things off!

We are hoping this system will save you time and help our records to be 100% accurate!