

COCO ART GALLERY RECEIVING DOCUMENTS

When new art is brought to receiving, a new inventory sheet is required.

The inventory sheet and art label template are edited in **Pages**

(**Pages** is an app - Apple's version of Microsoft Word - and downloaded from the Apple store, once it's downloaded, follow the steps below:)

IMPORTANT NOTE: Air print enabled printers are required for iPad or iPhone and must be connected to the same Wi-Fi network. Your printer will automatically appear. To find out if your printer supports AirPrint, <https://support.apple.com/en-us/HT201311>. **Otherwise see *****

To edit the online application on your MAC, iPad or iPhone

1. Click on the website's Procedures/Forms tab, then click on either the "MAC Art Label Template" or the "MAC Inventory Sheet" button to open the documents.
2. Copy the document to your iPad or iPhone by clicking on the up arrow with a box around it
3. Options are to text, email, etc. -- select Copy to Pages
4. Your iPad or iPhone will import the application
5. With your cursor, double click where you want to start typing
6. When you've completed the art labels and inventory sheet – click on the three dots in the top right hand corner and select print
7. Print the art labels on card stock and the inventory sheet on copy paper. You also can hand write the inventory sheet after printing the blank template form.

*****If your iPad or iPhone is not air print enabled,** email the forms to yourself while still in the Pages document:

1. Click on the three dots in the top right hand corner
2. Select Export
3. Select Word
4. Select email
5. Open your email and download the forms to your PC or MAC.
6. Print the art labels on card stock and the inventory sheet on copy paper. You also can hand write the inventory sheet after printing the template form.

An easy way to prepare for receiving day is to name and save the above documents and then you will only have to change the inventory items, dates and prices.

ART LABELS MUST BE COMPUTER PRINTED



Title: "BLUE SKIES "

Artist: Jane Smith

Medium: Photography

No: 991 A Y/N Price: \$350-