

COCO ART GALLERY

RECEIVING DOCUMENTS IN MAC FORMAT

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

The inventory sheet and art label template are Pages documents.

To edit them, do the following:

1. Click on either the "Mac Art Label Template" or the "Mac Inventory Sheet" button on the website to open the documents and save by using the option: Copy to Pages
2. Open the template and/or inventory sheet in Pages to edit.
3. Then double click in each section to add text

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

IOS DEVICE PRINTING: If your printer is AirPrint enabled and connected to the same Wi-Fi network as your iPhone or iPad, your printer will automatically appear. To find out if your printer supports AirPrint, <https://support.apple.com/en-us/HT201311>.

ART LABELS MUST BE COMPUTER PRINTED

Title:	"BLUE SKIES "			
Artist:	Jane Smith			
Medium:	Photography			
No:	991 A	<u>Y</u> /N	Price:	\$350-