

USING THE NEW "FILLABLE" CHH SALE FORMS

what does "fillable" mean and how will it benefit CHH members?

A "fillable" form is one that can be filled in/filled out/completed on your computer as opposed to a form that must be printed out and then completed by hand.

The benefits are legible, typed forms that can be printed out and saved in the memory (on the hard-drive) of your computer.

Once a form is saved, it can be emailed as an attachment in all of its legible, type written filled out glory!

In addition, a filled and saved form may be revised. Say you've filled out an inventory sheet with the items you've finished and tagged for the sale. A week later you have more items ready. Simply pull up that saved inventory sheet on your computer and add the additional items, then save again.

REQUIRED SOFTWARE: ADOBE READER 9

Do you get your CHH CHitChat Newsletter electronically? Then you've already got Adobe Reader; however, you may need to upgrade it. Good news! It's free and easy to do. To find out if you need an upgrade, look at "All Programs" on your computer. Look for Adobe Reader on the list. The number beside "Adobe Reader" is the version you have. The fillable forms require no less than Version 9, so if your version number is less than 9, you need to upgrade.

UPGRADING YOUR VERSION OF ADOBE READER

Go to <http://www.adobe.com>
Click on "Get Adobe Reader" (latest version 9.1)
Click on "DOWNLOAD" (Please note that Adobe may use the Adobe Download Manager to install the upgrade).

Need help? Call me: Kaye Evans @ 832-372-4718.

OK, got the upgrade done? Now you're ready to try the forms.

A convenient Portfolio of PDF and DOC files with every form and document pertaining to the sale has been created. Each one is also available separately on the guild website:

<http://www.weavehouston.org>

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THE SALE PORTFOLIO, SALE FORMS AND DOCUMENTS

The Sale Portfolio is stored on the guild website. Go there to download it. If your computer asks what program to use to download the file, select Adobe Reader 9. You may have to "Browse" programs available on your computer to find it. Once downloaded, the Portfolio should open on your screen.

The items contained there are (1) The 2009 Sale Rules (2) Entry Form (also serves as the Volunteer Form) (3) The Inventory Coding Key (this will help you code your sale items on your Sale Tags and Inventory Sheet - using it is Mandatory) (4) Inventory Sheet Form (5) The 2008 Sale Item Composite Spread Sheet.

To access a document or form, double click on the one you need. Give it a minute or two to download. Only the Entry Form and the Inventory Sheet Form are "fillable forms". The other items are documents for you to read, print and refer to.

Note that when you open the Entry Form, there are highlighted fields. These are the "fillable" fields. Use your mouse to place the cursor in the FIRST NAME field, then type in your first name. Using your mouse to move the cursor to the next field, type in the YOUR MIDDLE INITIAL (it's required!) and continue in the same fashion to complete the entire form.

I discovered while filling out some inventory sheets that when there were repetitive item descriptions that trying to space and type in "dittos" was clumsy even for a fast typist like me. I found just typing in the description each time faster. In considering the massive job of data entry ahead for the Sales & Inventory Tracking team, we cannot use "dittos" in the system so it will be better to have descriptions on each line. As someone who once made a living doing data entry, it's hard to keep up with what line I'm on when I have to keep going up several lines to find the last place the description was written out to make sure I'm using the right one.

Use your mouse and scroll bar to scroll back to the top of the form and locate the **|PRINT|** button in the upper right corner of the form. Double click it to initiate printing and then follow the instruction pop up window from your printer. You should print at least one copy to mail with your check for the entry fee. **The mailing address is printed at the bottom of the form.** You may also want to print a copy for your own records .

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***** Please note ***** The Inventory Sheet Forms work just like the Entry Forms, so refer back to the previous page when you are ready to complete your Inventory Sheets . We ENCOURAGE you to submit your Inventory Sheets EARLY - before check in - so we may begin entering them into the Inventory Control Program. You may add inventory to a form you have filled and saved!! **Be sure to make 2 copies of your Inventory Sheets,** one to turn in and one for your own records.

You must Print, Save and Submit the Entry Forms and Inventory Sheet Forms Separately. This means you cannot fill in the Entry Form, page forward to the Inventory Sheet, fill it in, click Print and Submit and get both forms printed and submitted.

If you need more than one Inventory Sheet Form for all your sale items, that is addressed in the final paragraphs of this article.

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we would also like you to submit your completed forms by email. Look for a horizontal purple bar just above the form near the top of your screen and look to the right. You'll see 2 "buttons"; |**HIGHLIGHT FIELDS**| and |**SUBMIT FORM**|. Double click on |**SUBMIT FORM**|. The following box pops up on your screen.

Send Form

To: sale.chh@gmail.com

Subject: Submitting Completed Form

Attachment: Entry form.pdf

From:

Email Address:

Full Name:

Remember me

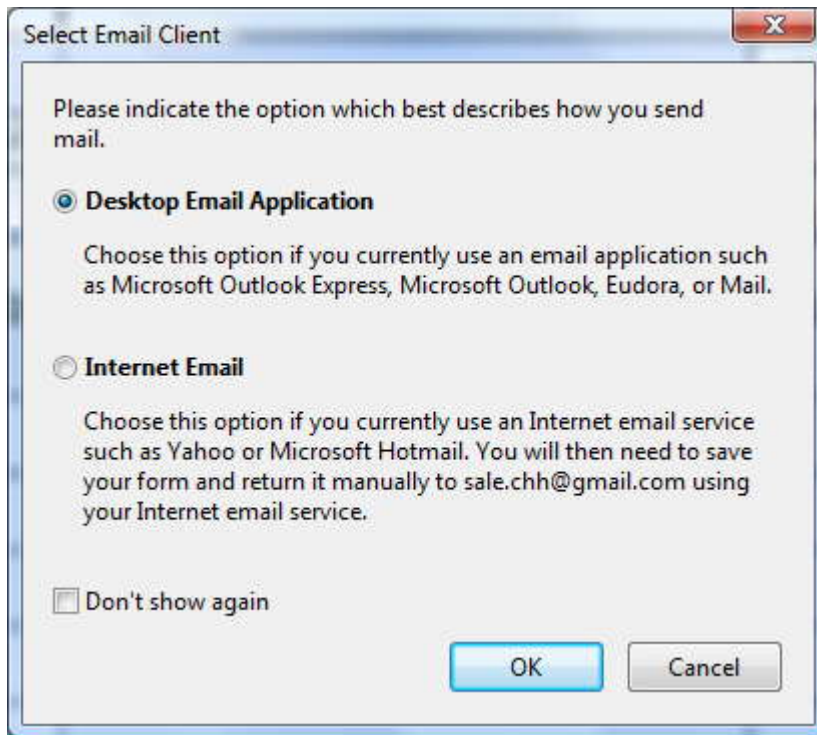
To save your email address and name in Acrobat's Identity preferences, check Remember me. Do not check this box if you are using a public computer.

Send **Cancel**

check to make sure your correct email address and full name are in the appropriate fields and then click the |**SEND**| button at the bottom.

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The following window pops up on your screen next. Read it and make the most appropriate choice. Then click **|OK|**



If you use Microsoft Outlook Express or Microsoft Outlook to manage your email, these programs automatically compose an email to sale.chh@gmail.com, attach your completed form and send it.

You may get a message box saying something like :

“A program is attempting to send the following email message on your behalf”

TO: sale.chh@gmail.com
SUBJ: Form.

would you like to send the message?

|SEND| |DON'T SEND|

****** If so click |SEND|**

We were unable to test Eudora and Mail which may work differently. If you indicate Desktop Email Application as your choice and it does not work, simply hit the **|SUBMIT|** button again and “tick” the Internet Email option instead.

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When you indicate the Internet Email option and click [OK] a window will open for you to set up saving your completed form. Choose where the file will go (hint! Choose DESKTOP, later it will be easy to find the file when you need it). Whatever you choose, make a note of both where the file is going and the name of the file. The file extension is .pdf

After saving the file, minimize (-) the window containing the form, open another tab or window and open your email program such as Yahoo, Hotmail, Comcast.net, GMAIL or similar. Compose an email to sale.chh@gmail.com, put CHH ENTRY FORM in the subject line, then click on the appropriate place in your email program to "ATTACH" a file. Browse your computer for the completed form you just saved using the note you made of where the saved file is (hopefully, your Desktop) and the name of the file (something like **CHH SALE Entry Form.pdf**), click on the located file to attach it, then click [SEND] to send the email.

Now it's time to move to the next document in the Sale Portfolio. Look to the top left of your screen for a couple of little arrows < > in a black tool bar.

Use the arrow pointing to the right to take you to the next page of the portfolio. (the left arrow takes you back one page).

You may also click on the icon shaped like a house to take you back to the "HOME" page of the portfolio where you can click on the next document or form.

INVENTORY CODING KEY

There is a new Inventory Coding System this year. Use the [PRINT] button to print yourself a copy of this key sheet and use it when you fill out your Inventory Sheets and Sale Tags.

The codes have changed very little from last year. There is a new category for "FULLED ITEMS". Beyond that, the codes are the same. What IS different this year is that we're combining the **3 initials of your name + the item number + the category code number + the item code number** to create a unique INVENTORY SYSTEM CODE for each and every item in the sale.

We'll be entering these codes from your inventory sheets during check in. When a customer checks out, an invoice will be produced on the computer by matching the code on a sale tag to the inventory codes loaded during check in. The item will be marked "SOLD" in the computer, taking care of most of the painstaking work of inventory control and customers walk out with a professional looking printed invoice inside of their bags of beautiful hand-crafted items.

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USING THE SEPARATE FORMS AND DOCUMENTS

If for some reason you decide not to use the *SALE PORTFOLIO* of forms and documents, each of the 5 forms and documents are available separately in this CHITChat newsletter and on the website <http://www.weavehouston.org>

The Entry Form and Inventory Sheet form are **.pdf files** and require Adobe Reader 9 to access, download, print, save and submit. Refer to the earlier page in this article about Adobe Reader 9 and using the fillable forms.

The 2008 Sale Item Composite is also a **.pdf file**

The Sale Rules and the Inventory Coding Key are **.doc files** and require Microsoft Office or Microsoft Office Reader to access, download and print.

If you have questions or need help with the forms, please call Kaye Evans @ 832-372-4718 or email her at sale.chh@gmail.com

If you have trouble submitting your filled out forms via email, printing them and sending them via snail mail is OK.

If you do not wish to take advantage of the fillable option of the forms, you may simply print the blank forms and fill them out by hand (**legibly and correctly coded please!**)

If you do not have a computer or printer, blank forms will be available at the September 17th CHH Meeting. You may also ask a member with a computer and printer to either help you with a fillable form or to simply print blank forms for you. And you may also call Kaye Evans @ 832-372-4718 or Clarice Shanks @ 281-471-5242 to get a sale packet with blank forms mailed to you.

WHEN YOU NEED MORE THAN ONE INVENTORY SHEET FOR YOUR SALE ITEMS.

You must complete all the steps for each Inventory Sheet separately. There is more than one way to do this. If you use Microsoft Outlook or Outlook Express to manage your email, the easiest way is to use the portfolio. Open the blank Sale Inventory Sheet Form, fill out your name, address, etc. (remember to read what the field descriptions ask for and provide the requested information. WE REALLY DO NEED YOUR MIDDLE INITIAL). Next, type in your inventory items one by one. Please avoid using "dittos" for repetitive descriptions. When the sheet is full, be sure to fill in the "Page 1 of ___" area appropriately. Next, use the |SUBMIT| near the top right to email the completed form. Be sure to print and save copies for your own records and to accompany your sale items at CHECK-IN. Also be sure that the file name you use to save each page reflects the page number. For example, your computer will probably automatically assign the file name "chhsaleinventorysheetv6.pdf"; you should change it to something like "chhsaleinventorysheetP1.pdf".

Now, for page 2, just start over. Open the portfolio, open the blank Sale Inventory Sheet form, fill it out, noting that it's "Page 2 of ___". Submit your 2nd page in the same manner as you submitted Page 1. Repeat for as many pages as your total inventory requires. Again, be sure to print and save copies of each page for your records. Also remember to assign a different file name for each page that will differentiate the page numbers in a similar fashion like "chhsaleinventorysheetP2.pdf"

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***** IF YOU ARE A MAC COMPUTER USER - USE INSTRUCTIONS BELOW ****

* IF YOU USE A PC & INTERNET EMAIL LIKE Yahoo, Comcast, Hotmail, Gmail, AOL, ATT.net, MSN, etc - USE INSTRUCTIONS BELOW *

I suggest beginning by saving a blank Sale Inventory Sheet form to the Desktop of your computer. The forms are available separately on the website. Although it is possible to separately save any single form or document in the portfolio, I find using the individual forms stored on the website easier to save blanks of. I suggest assigning a file name like

"chhsaleinventorysheetv6blank.pdf". Again, saving to your Desktop makes it easy to find the file later by simply looking on your Desktop. Open the saved blank form and begin filling it in. When you complete the page, save it to your Desktop and be sure to change the file name to something like

"chhsaleinventorysheetP1.pdf". For additional pages of inventory, open the previously saved blank form and repeat the steps being sure to change the file name to something reflecting P2, P3, P4, etc. When you have all your inventory sheets completed and saved, it's time to open you email program, compose an email to sale.chh@gmail.com, *attach each of the completed Sale Inventory Sheets* and send the email. You can print 2 or 3 copies of the completed inventory sheets for your records; you already have them saved on your computer.

Also keep in mind that if you make additional items that you want to put in the sale and you've already filled out an inventory sheet and saved it to your computer, simply pull up the last saved Inventory Sheet Form that you filled out, open the file, tab or mouse down to the next blank line, use the next logical item number to add more items. Save it, being sure to adjust the area of the form noting total number of pages (Page 3 of 5 for example. Print copies and email the updated page(s) to sale.chh@gmail.com.