Printing Quilt Labels and Mounting Them

**PREPARE THE INFORMATION**

1. Download a final spreadsheet from the entry form on the website including the following fields:

Are you a first-time exhibitor?

Entry Title

Quilt Top Made by:

Entry Quilted by:

Select a category for this entry:

Hand Pieced

English Paper Pieced

Machine Pieced

Foundation Paper Pieced

Hand Appliqued

Machine Appliqued

Hand Quilted

Machine Quilted

Tied

Other Technique

Describe Other Technique:

Please describe or tell a brief story about your entry.

Design source (for display)

Sale Price to be Posted by Your Quilt (only if you want to offer it for sale)

2. The file will be in .csv format. Save it with its date added to the file name as an .xlsx file in the folder for C:\Users\sueis\Documents\QU Show in 2024\Layout of Quilts on Pipe\Spreadsheets of Entries\ (so that the show records will be complete).

3. Edit the file to change entries in ALL CAPS — to Proper Case for Names, or to Sentence case for other entries, etc. Save the file.

4. Save the file in the folder C:\Users\sueis\Documents\My Data Sources (because that is where the label form will look for it).

3. Under “Find,” choose “Replace.” Copy the whole name on the left and replace with the code on the right.

Antique Quilt

Art Quilt (must be an original design, and not a copy of an existing work, a published pattern, or a class/workshop project)

Bed Quilt

Challenge Quilt

Crib Quilt

Lap Quilt

Miniature Quilt

Wall Hanging Quilt

Youth (ages up to 15) Quilt

Other ANTQ

ART

BED

CHLG

CRIB

LAP

MINI

WALL

YTH

OTH

4. Insert a column after the category column and name it “Number in Category”

5. Sort the whole spreadsheet on the column “Select a category”

6. For each category code, number the quilts, starting at “1” for each category. (Save spreadsheet)

7. Sort the whole spreadsheet on the column “Are you a first-time exhibitor?” (“Save as” the spreadsheet twice – once with “returning” added to the name, once with “first time” added to the name.

8. Edit the returning and the first time versions of the spreadsheet so they only contain the entries for returning or first-time exhibitors. Save both files.

**PREPARE THE PAPERS**

1. Cut sheets of white card stock in half so that each half will be 8½ x 5½ inches. Notes: Each half will be printed as a quilt label, so you need to cut 100 sheets if we have 200 entries. These sheets will be trimmed on the gray outlines after printing.

2. Cut sheets of colored card stock in half so that each half will be 8½ x 5½ inches.

3. Load the white card stock in the printer.

**MERGE DATA INTO THE CORRECT LABEL FORM AND PRINT LABELS**

1. Open the file “LABEL FORM FIRST-TIME EXHIBITORS” found in C:\Users\sueis\Documents\QU Show in 2024\Layout of Quilts on Pipe\Spreadsheets of Entries\

2. Click “Mailings” in the tool ribbon at the top of the page.

3. Click “Select Recipients,” click “Use an Existing List.” The system will automatically take you to the folder C:\Users\sueis\Documents\My Data Sources.

4. Choose the Excel file that includes only First-Time Exhibitors, click “Open”

5. Click “OK” when asked if the “first row of data contains column headers.”

6. Click “Preview Results.” Check that the entries shown are the correct ones. (If not, do the select-recipients step again.)

7. Click “Finish and Merge.”

8. Click “Edit Individual Documents.” Take a last look and make any needed changes. Save as a file called something like “labels ready for printing first-time exhibitors.”

9. Print the labels.

10. Repeat steps 1–9 using the form and the Excel spreadsheet for returning exhibitors.

**TRIM LABELS**

Trim each label along the printed line around it.

**GLUE TO BACKING**

Center each trimmed label on a piece of colored card stock. Use a no-wrinkle glue stick.