

# Printing Material

## Print Material Generation

Donors and Items | Guests and Tickets | **Printouts** | Follow-up | Auction Closeout | Hidden | Mail Merges | All

12

Name	Description
<b>Printed Materials and Reports</b>	
Name	Description
<a href="#">Catalog in Word Format</a>	1 Generate a simple catalog in MS Word Format.
<a href="#">Procurement Form (Word Format)</a>	2 A word template you can use as your procurement form.
<a href="#">All Bid Sheets for every item <u>Normal</u> or <u>Large</u></a>	3 Generates Bid Sheets.
<a href="#">All Description Sheets <u>Normal</u> or <u>Large</u></a>	3 Generates Description Sheets
<a href="#">All Bid and Description Sheets for every item <u>Normal</u> or <u>Large</u></a>	3 Generates Bid and Description Sheets.
<a href="#">All Gift Certificates</a>	4 Generates Gift Certificates for all items that need them.
<a href="#">Make blank bid Sheets <u>Normal</u> or <u>Large</u></a>	5 Blank Bid Sheets for use as extras during the auction.
<a href="#">Make blank description Sheets <u>Normal</u> or <u>Large</u></a>	5 Blank Description Sheets for use as extras during the auction.
<a href="#">Guest Labels - Linked bidders as one</a>	6 Print labels guest labels using the Avery 5160 or 5260 format.
<a href="#">Guest Labels - All individual guests</a>	6 Print labels guest labels using the Avery 5160 or 5260 format.
<a href="#">Signup Sheets (no descriptions)</a>	7 Generates Signup Sheets
<a href="#">Signup Sheets (descriptions only)</a>	7 Generates Signup Sheets
<a href="#">Signup Sheets with Descriptions</a>	7 Generates Signup Sheets
<a href="#">Blank Signup Sheet</a>	7 Generates Blank Signup Sheets
<a href="#">All Paddle Numbers</a>	8 Generates Paddle Numbers and Names
<a href="#">Paddle Raise Recording Sheet</a>	9 Generates the sheet used to record paddle raise (special appeal)
<a href="#">All Live Item Recording Sheets</a>	10 Generates all of the sheets used to live item winning bids
Make a single sheet: <input type="text" value="(100) Sample Silent Auction Item"/> <input type="button" value="v"/> <input type="button" value="Normal Bid and description sheets"/> <span style="margin-left: 20px;">11</span> <input type="button" value="Large Bid and description sheets"/> <input type="button" value="Make gift certificate"/>	Generates a single sheet for the selected item.

## Reports > Printouts

### 1. [Generate Catalog](#)

Generated in MS Word and intended as a draft. Items are listed by Type: Live, Silent, or Sign-up, in numerical order. Initial listing includes #, Name, Description, Restriction, FMV and Donor for each item.

### 2. [Procurement Form](#) (Word Format)

### 3. [Bid and Description Sheets](#) Generated in PDF Format

A. Bid sheets and description sheets are available in two sizes - (Normal) 1/2 sheet and (Large) 8 1/2 by 11.

B. Bid and Description sheets can be generated as pairs or singly in both sizes.

C. If only one Bid Or Description Sheet is needed, it can be selected for print from the dropdown at the bottom of the page that has all items.

*Saving in PDF allows printing in triplicate at print shop.*

4. **All Gift Certificates**

Creates single document with all Gift Certificates ready to print.

5. **Blank Bid and Description Sheets** can be generated in both sizes.

*Saving in PDF allows printing in triplicate at print shop.*

6. **Guest Labels**

A. Generated in PDF to be printed on Avery 5160 or 5260 format

B. One version generates a single label for each bid number.

C. Second version generates a single label for each guest so linked guests will have two labels.

7. **Signup Sheets**

Signup Sheets, with a set number of slots and prices, can be generated with or without a description sheet. A blank signup sheet can be generated as backup.

8. **Paddle Numbers**

Generates Paddle Numbers (PDF) in 8 1/2 X 11 landscape format with the guest's name in the lower left corner.

9. **Paddle Raise Recording Sheet**

10. **All Live Item Recording Sheets**

11. **Single Sheet Generator** for Bid sheets Descriptions Sheets and Gift Certificates.

Choose item from Dropdown before choosing format

12. **Mail Merge** (New or Edit) (Switch to new tab)