Jazz and Olive Festival Bid Sheet Printer

Features
•   Import from your spread sheet
•   Bid sheets are in the universal PDF format that can be viewed, printed or emailed
•   One or two bid sheets per page
•   Your event name at top of bid sheet
•   Customizable Columns (bidder number, phone, email or whatever you want)
•   Minimum bid and minimum raise amount for each item
•   Optional "Buy It Now" prints sale price in bottom row
•   Optional item value (does not print when Buy It Now active
•   Free of any cost if you can accept the small ad at the bottom for Jazz & Olive Festival
•   Available for Windows 7 or later (Mac OS-X 10.7 or later coming soon)

Configure your spreadsheet
Any spreadsheet that can export a tab or comma separated text file can be used with the program. These columns can be imported and used on the bid sheet: Donor name, Item number, Title, Description, Restrictions, Minimum bid, Minimum raise, Value, Buy It Now, Certificate. Leave the Certificate field empty unless the item includes a certificate. Any value in this column will cause a small "c" to be printed in the bottom right corner as a reminder to the staff to look for the certificate. Dollar amounts will be printed as on the spreadsheet without any additional formatting. We suggest using whole dollar amounts without the cents.

Install the program
Download the program from www.losolivosrotary.org or www.jazzandolivefestival.org. Launch the downloaded file and follow the onscreen instructions.

Bid Sheet Setup
On initial start, the setup window will show with these options:

Event Name - A short title that will print at the top of the bid sheet.

Setup Input File - Click this button to open a new window for specifying and configuring the import. Details below.

Output File - Browse for the folder that will hold the PDF file with the bid sheet. Next enter the name of the file that will be stored on your computer. You can choose to have one filename meaning you must close the previous file before you generate another one. Alternatively, you can save each bid sheet file with a different name.

Bid Sheet Format - Bid sheets are formatted to print on letter size paper, either one or two on each sheet.

Default Minimum Raise - This amount will be printed on the bid sheet if there is no other value for the item in the database.

Columns to Print on Bid Sheet - You can choose to print different column headers on your bid sheets. Enter the column width as a percentage of the total bid sheet width. You can choose whatever you want to print in the column header for contact infoormation.

Currency Symbol - The symbol entered here will print on the bid sheet wherever appropriate. It will protect against some spreadsheet entries without a "$", but will allow double entry of the currency symbols.

Click Save before exiting the page.

Import File Setup
Get to this window by clicking the *Setup Input File button* on the Bid Sheet Setup window or *Setup | Import File* from the main menu.

Most spreadsheet programs can save data as a comma delimited variables (CSV) file or a tab delimited variables (TXT, TAB, TSV) file or both. Choose the appropriate one for the file you exported from your spreadsheet program.

Browse for the folder that holds the file to import, then the file itself. As soon as the file is selected, the first four rows of the file will appear in the *Import File Data Fields* box. Each row will be in a column. The small buttons marked > and < will let you move forward and backward through the imported file. You may want to do this if the first few rows of the spreadsheet have titles or other information above the auction items. You can specify a number of lines at the top of the spreadsheet data to skip in the box so titles will not be imported.

If the data in the Import File Data Fields box looks like garbage, change the file type to the other alternative and browse for the file again. Occasionally, this will cause an internal error in the program that can only be cured by exiting and restarting the program.

The box on the left titled *Bid Sheet Data Fields* contains the names of data fields that can be printed on the bid sheets. Drag each of these field names to replace the *Not used* field name in thebox on the right. If you make a mistake, drag the field name back to the left box before dragging it to the proper location.

Once you have all the data fields properly marked, hit the *Save* button. You can now click the *Import Data* button and close the window. Close the *Bid Sheet Setup* window also if it is still open.

You can come back to this window from *Setup | Import File* on the main menu bar. You can reimport the data after changes to the spreadsheet from this window or from *File | Import* on the main menu bar.

The Main Window
Selecting Items to Print - Putting a check mark in the left hand column will mark that item to print when the *Print* button is pushed. Push the *Select All* button to mark all items. Push it again to clear all the check marks. The *Select Not Printed* button will mark all items not previously printed for printing. To clear the Printed column, click *Printed* in the heading and verify that you want to clear them all.

Editing Items - Click on an item in the listing and its details will appear in the fields below. Edit them as desired and click the Save button.

Selecting *Hide Item* will remove the item from the list. To see hidden items, check the *Show Hidden* box in the top right corner. Hidden items will show in red in the listing.

* - The asterisk after the item number in the listing indicates there is a certificate for the item.

Last Minute Additions - Handling last minute items you didn't know about is not a problem. Be sure none of the existing items are checked for printing, click the

Printing - Click the Print button to print the selected items. The PDF viewer on your computer will open showing how all your bid sheets will look when printed. Use the Print feature in the viewer to send the bid sheets to your printer.

Practical Suggestions - We recommend using three part NCR paper, white for the buyer, yellow for accounting, and pink for auction staff. The pink one can be left on the table next to the item after the auction closes.

If you have a lot of items, a full sheet takes up a lot of room on the table. At the Jazz and Olive Festival, Los Olivos Rotary prints two bid sheets on each page, uses a paper cutter to separate the two. The bid sheets are stacked in order then book binding glue is applied to the top edge. When setting up for the event, tear off the three copies of each bid sheet and there is no need to staple them together.

Our auction chair sent an Excel spreadsheet created on a Mac to another member who would print the bid sheets on a Windows machine. Differences in the fonts made a few characters print something other than what was expected. Look at everything in the PDF viewer to be sure everything will print as expected. If not, edit the bad items in the program and create a new PDF.

Starting a New Event - Click *File | Delete* in the main menu bar to delete the entire database and start over. Alternatively, you can go to the *Bid Sheet Setup* window and change the Event Name at the top of the window then go to the *Input File Setup* and browse for a new file. If you have not changed the field order in your spreadsheet, you are ready for the new event.

Support
Send comments and requests for help to support@losolivosrotary.org.

v1.0.0