

How do I print a price list for a gallery or show?

This tutorial will walk you through the steps required to print a price list for a gallery, show or event.

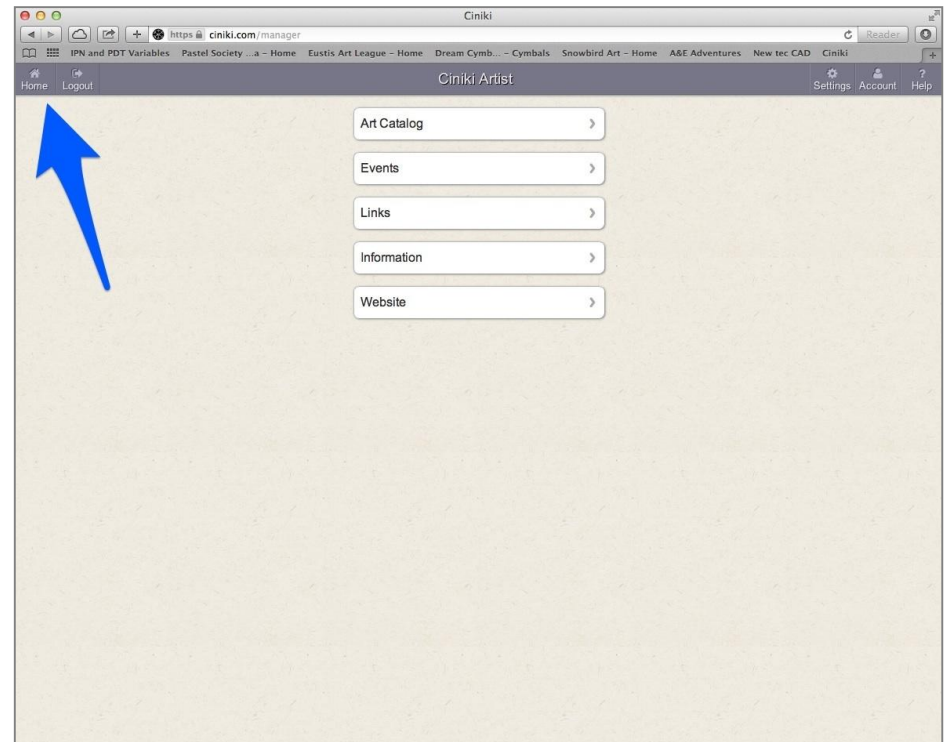
You can print other formats by following the tutorial: How do I print an Exhibited List?

You can print your whole catalog by following the tutorial: How do I print a catalog of my work?

Step 1 of 8 - Click Home

Click on the Home button in the top left of the Ciniki window to return to your main menu. This is the screen you see when you first login to Ciniki. If you are already at your home screen, the screen will not change.

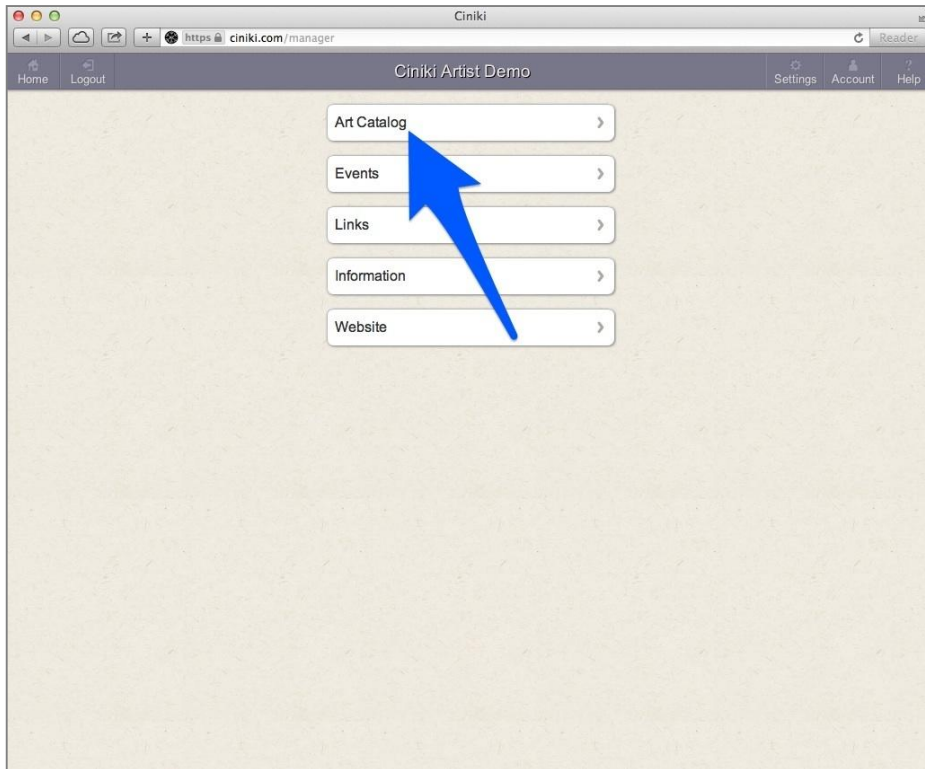
If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



How do I print a price list for a gallery or show?

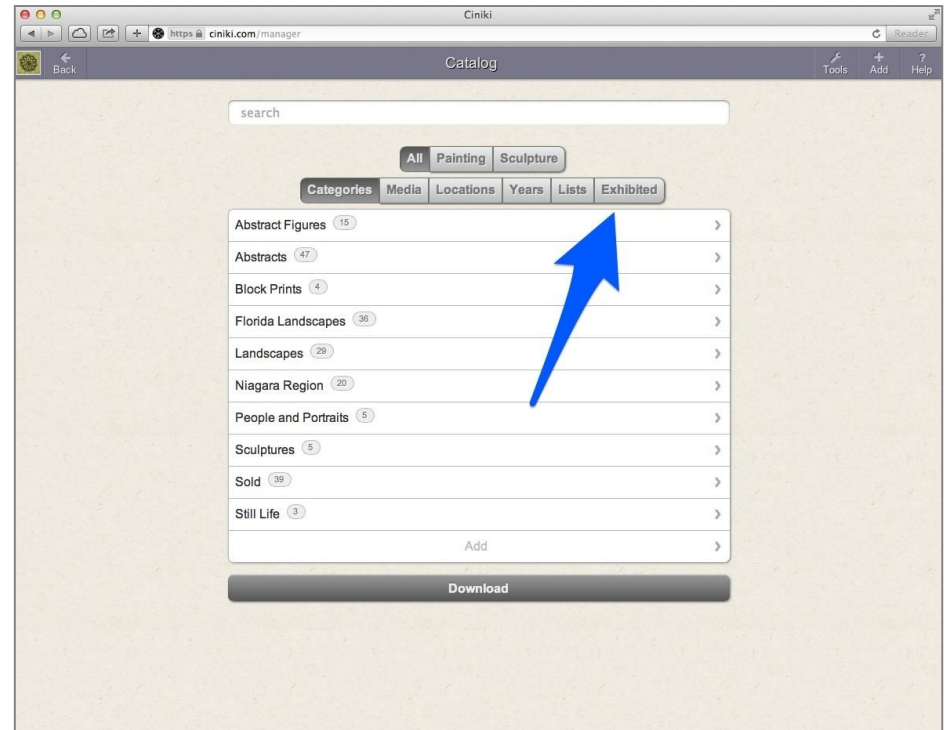
Step 2 of 8 - Click on Art Catalog

Open your Art Catalog.



Step 3 of 8 - Click on Exhibited

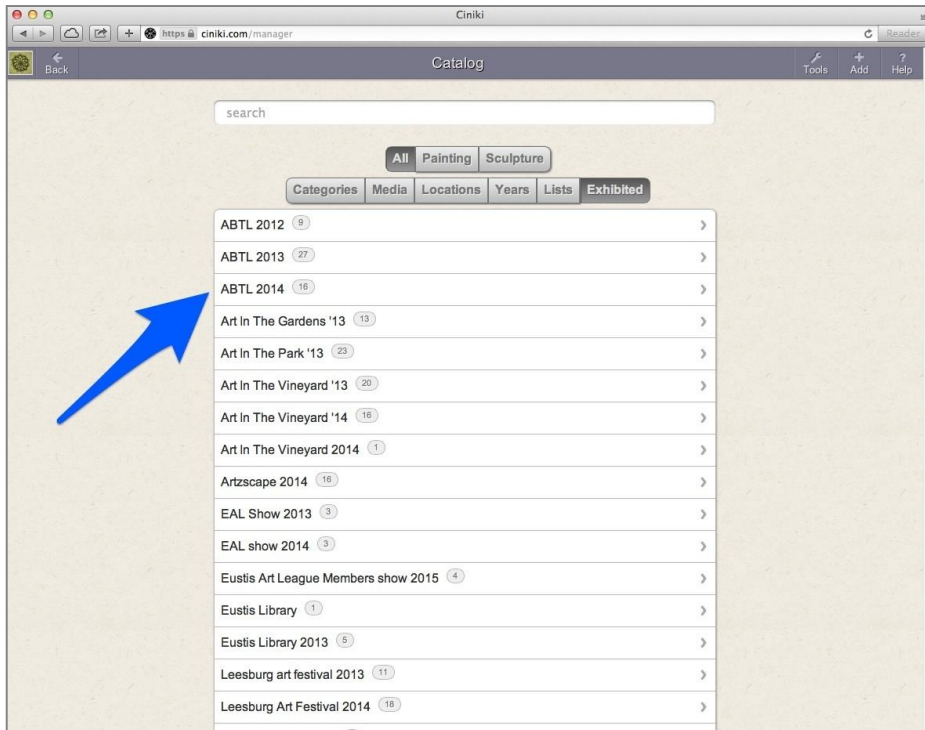
Click on the Exhibited button to show your different exhibitions.



How do I print a price list for a gallery or show?

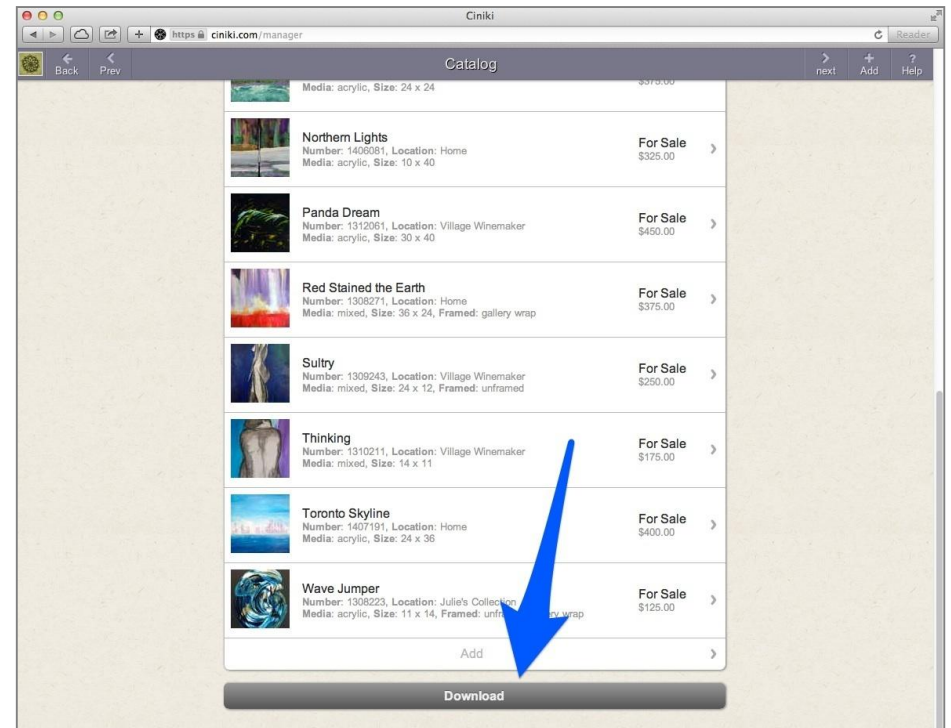
Step 4 of 8 - Click on the list to print

Select the exhibited list you would like to print.



Step 5 of 8 - Click on Download

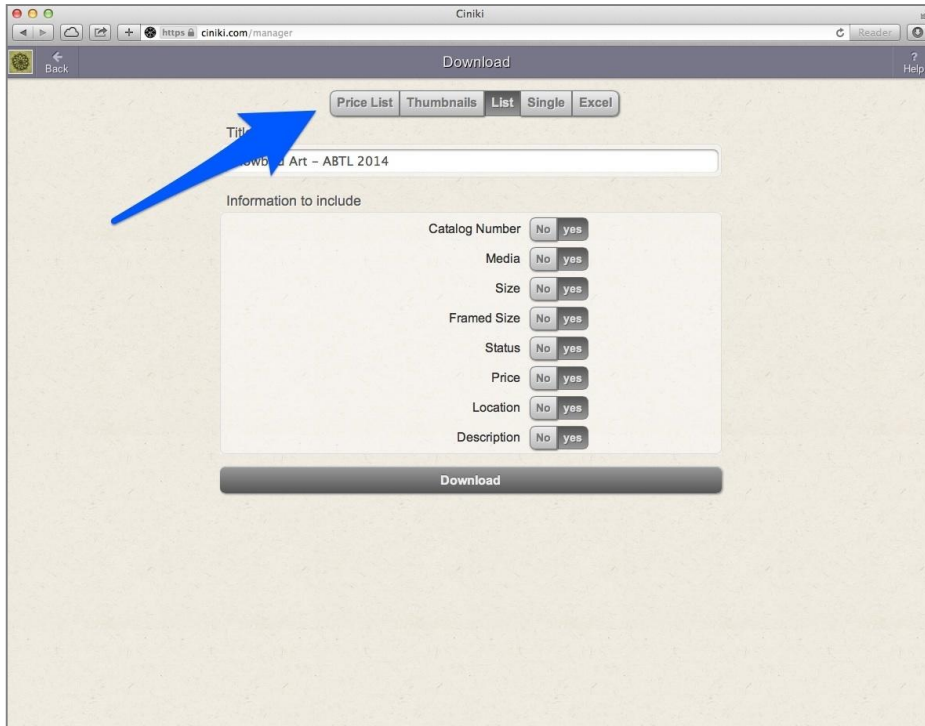
Scroll to the bottom of the page and click on the download button at the bottom of the list.



How do I print a price list for a gallery or show?

Step 6 of 8 - Click on Price List

Ciniki automatically displays the List page format. You must click on Price List to switch formats.



Step 7 of 8 - Price List Options

A. The title will appear at the top of each page. You can change this if you want something different.

B. What information do you want included?

Catalog Number - your catalog numbers if you use them.

Media - type of media for each item.

Size - size of the item.

Framed Size - framed size or word unframed if item is not framed.

Location - location of the item if specified.



How do I print a price list for a gallery or show?

Step 8 of 8 - Click on Download

After selecting the information you would like included, click on Download to generate your price list.

PDF Files can then be printed or saved on your computer and emailed.

****Note**** It can take several seconds for Ciniki to create your price list. Please be patient.

