

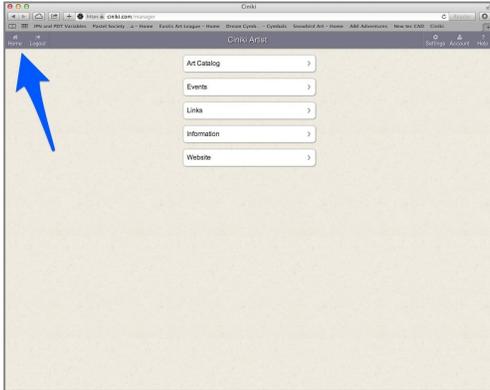
How do I print a catalog of my work?

You can print your catalog in multiple formats and organized different ways.

If you would like to print an exhibited list, follow the tutorial: [How do I print an Exhibited List?](#)

If you would like to print a price list, follow the tutorial: [How do I print a price list for a gallery or show?](#)

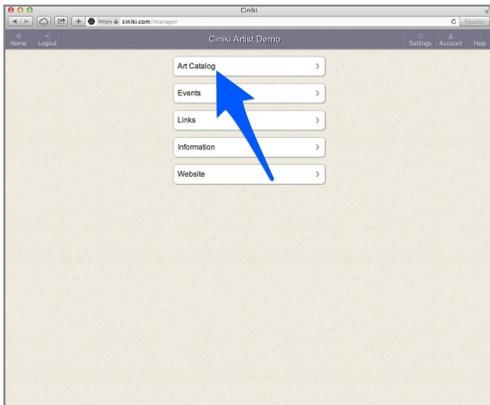
Step 1 of 10 - Click Home



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.

Step 2 of 10 - Click on Art Catalog



Open your Art Catalog.

How do I print a catalog of my work?

Step 3 of 10 - Click on Download

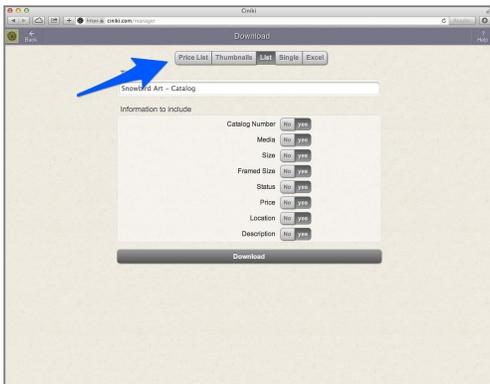


A. Click on Categories if not already selected. This will print your catalog organized by category.

B. Click on Download.

****Note**** If you would like to print your catalog organized by Media, Location, Years or Exhibited, select that option instead of Categories.

Step 4 of 10 - What page layout would you like?



Choose from the list below of available page layouts and skip to the indicated step to continue with the tutorial.

1) Price List - This will print a list of the items in your catalog with their prices. This is useful for an exhibition when they require your price list. Skip to Step 5.

2) Thumbnails - This will print a contact sheet of thumbnails for the items in your catalog. Skip to Step 6.

3) List - This will print a list with thumbnails along with the name and details of the item. Skip to Step 7.

4) Single - This will print a single item per page with large images and the item information at the bottom of the page. Skip to Step 8.

5) Excel - If you would like to have your art catalog in excel format to sort and organize yourself, skip to step 9.

How do I print a catalog of my work?

Step 5 of 10 - Price List Options



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

B. Which fields do you want included?

Catalog Number - your catalog numbers if you use them.

Media - type of media for each item.

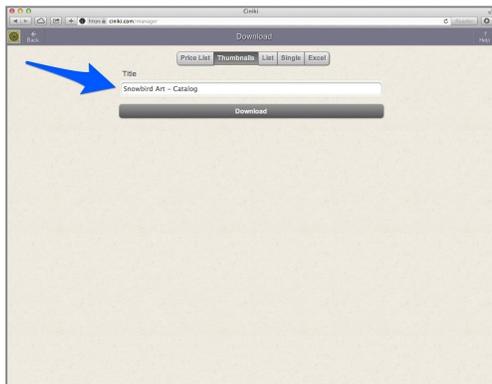
Size - size of the item.

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

Location - location of the item if specified.

Once you have decided your preferences, skip to Step 10.

Step 6 of 10 - Thumbnail Options



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

Skip to Step 10.

How do I print a catalog of my work?

Step 7 of 10 - List Options



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

B. Which fields 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.

Status - current status of the item, NFS, For Sale, Sold, etc.

Price - price of the item if it's for sale.

Location - location of the item if specified.

Description - The description of the item.

Once you have decided your preferences, skip to Step 10.

How do I print a catalog of my work?

Step 8 of 10 - Single Options



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

B. Which fields 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.

Status - current status of the item, NFS, For Sale, Sold, etc.

Price - price of the item if it's for sale.

Location - location of the item if specified.

Description - description of the item.

Awards - awards the item has won.

Notes - notes about the item.

Inspiration - inspiration for the item along with the description.

Page Numbers - Display page numbers at the bottom of each page.

Once you have decided your preferences, skip to Step 10.

How do I print a catalog of my work?

Step 9 of 10 - Excel Options



A. Name the excel file.

B. Which fields do you want included?

Catalog Number - your catalog numbers if you use them.

Title - title of the item.

Category - category name for the item.

Media - type of media for each item.

Size - size of the item.

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

Status - current status of the item, NFS, For Sale, Sold, etc.

Price - price of the item if it's for sale.

Location - location of the item if specified.

Description - description of the item.

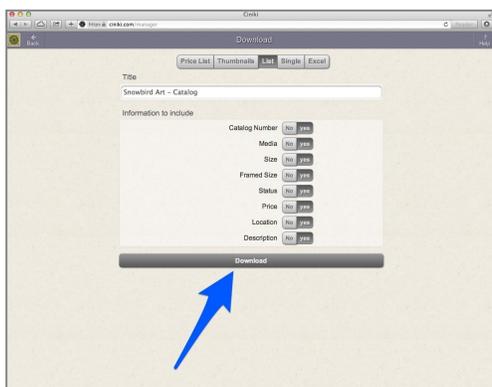
Awards - awards the item has won.

Notes - notes about the item.

Inspiration - your inspiration for the item along with the description.

Once you have decided your preferences, skip to Step 10.

Step 10 of 10 - Print your catalog



Once you have selected the information you would like included, click on Download to generate your PDF or Excel File.

PDF Files can then be printed or saved on your computer and emailed. Excel files can be saved on your computer for viewing or emailing.

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