

Before entering any data, please read the instructions below.

You may want to print these instructions for reference.

Save the attached files as template files on your computer and make working copies from them.

For each Excel file (baptism, confirmation, marriage, death, statistics census sheet, parish contacts):

1. Open the unused Excel file contained in the e-mail
2. Select File > Save As > Save as type: template
3. Select File > Close

To use a template

1. Open the Excel program if not already running
2. Select File > New > Template: select the desired template to use
3. Save each file with the following naming format for your parish:

City Name/Parish Name/Year/Register Name

Example: *Davenport Sacred Heart 2000 Baptism Register*

Example: *West Liberty St Joseph 2000 Statistics*

Please note: Do not add a period in the file name after "St".

Please keep all of the same type of records in the same file name. For example, all of the baptismal records for the year should be in the same baptismal file/worksheet instead of a new file for each page of baptismal records.

Additional sheets are available by clicking on the sheet tabs at the bottom of the screen. Eight sheets have been included for each form. Additional sheets can be made by copying a blank sheet. **Always keep a blank sheet available for copying until all of the records for the year have been entered.** To copy a blank sheet:

1. Select the blank sheet.
2. On the top toolbar select *Edit>Copy Sheet*. Keep your current book name so that the copied sheet is in the same file.
3. Select *Move to End* and click *Create a copy*; then click *OK*. Another sheet tab will appear at the bottom of the page.

Enter your data on the appropriate form that was saved with your parish file name.

1. **Be sure that data is entered on the sheet intended.** Click on the sheet tab at the bottom of the screen to enter data on that sheet beginning on Sheet 1.
2. Comment balloons appear when the mouse pointer is moved into a field marked with a red triangle in the corner. To hide a comment, move the mouse pointer to an area that does not have comment fields. **Be careful to enter data where the cursor is positioned.**
3. Areas in gray are protected and cannot be changed.
4. Two lines of text can be entered in the white fields to allow for long names. The text will automatically wrap to a second line within the field.
5. The field to be entered can be selected by clicking the left mouse button once or by moving the cursor with the arrow keys. Using the enter/return key will move the cursor to the next field down. The tab key moves the cursor to the right.

6. Data in one cell can be repeated in adjacent cells below by selecting the cell to be copied and the adjacent empty cells below, then select *Edit > Fill > Down*.

OR

To copy one cell to the cell below it, press Control + D in the empty cell.

To copy one cell to non-adjacent cells:

Right click the mouse once on the cell to be copied > select *Copy*.

Right click the mouse once on the target cells to be copied to > select *Paste*.

On the sacramental statistics form, Excel will automatically sum the columns after entries have been made.

Be sure to save your work before moving from one sheet to another. It may be useful to use the AutoSave option to save your work at given intervals.

1. To enable AutoSave, select *Tools > AutoSave*.
2. If AutoSave does not appear on the tool menu, you can add it by selecting *Tools > Add-Ins*.
3. Click on *AutoSave* and then press OK.
4. Select *Tools > AutoSave >* and select the time interval between automatic saving.
5. Note that this procedure does not replace the need to save each sheet manually before moving to the next sheet.

Email the files to trees@davenportdiocese.org

Attach the files to your email message:

1. Select *Attach* from the toolbar.
2. Select *File*.
3. Change to the directory where you saved the files.
4. Highlight the file you wish to attach and click *OK*.
5. Repeat this step for each file you are attaching.
6. You may attach more than one file to the e-mail message.

In addition, mail a hard copy of the registers and statistics form to Jackie Trees at the Diocesan Pastoral Center: 2706 N Gaines St., Davenport, IA 52804. **The pastor must sign the hard copies in the space provided at the bottom of each form.**

Printing

1. To print only the sheets on which data has been entered, select *File > Print*, then identify the range of pages to be printed. For example, if data has been entered in four sheets, print the range 1 to 4.
2. If the pages are not printing correctly, check the page setup: *File > Page Setup > Page*.
3. Landscape should be selected instead of Portrait and Scaling should be adjusted to 95% normal
4. Under the *Margins* tab, Left and Right Margins should be set at 0.
5. The boxes next to *Horizontally* and *Vertically Center on Page* should be checked.

If you have any questions regarding these forms, please contact Dc. David Montgomery 563-324-1911 or montgomery@davenportdiocese.org.