

This Excel Form is a fun challenge for a newbie! It opened my eyes to a new world! I like it! ... Please read **and print** these instructions prior to using the Excel Form:

- **Important:** It is highly advised that you use either Microsoft Excel or LibreOffice Calc (which is a free office program) when using this spreadsheet. Programs like Macintosh's Numbers will not include much of the functionality built in to ease your way.
- **Folks who want to pick up your order in the Anchorage – MatSu area, use the *Local* form.**
- **Folks who want to pick up in Delta, Copper Center, Anchor Point, McGrath, Kodiak, Seward, or Soldotna, please use the *Regional* Form.**
- When you first open the spreadsheet, you may see a message at the top that says "PROTECTED VIEW" that provides an "Enable Editing" button. If you see this message, please click on the "Enable Editing" button first before attempting to fill out the form. The document is in read only mode until "Enable Editing" button is selected by you.
- The yellow spaces are the editable fields.
- Please select your preferred pickup location from the drop-down list. The drop down list arrow should appear to the right of the box when your cursor is in the Pickup Point yellow box.
- Next, pick your payment method. Please only select one payment method. Selecting no payment method or both payment methods may result in not receiving a discount. ***Regional deliveries use cash or check only!***
- If you wish to print the form, please be forewarned that the form is 8 pages long. In order to save paper, you may use the "Print?" column's drop-down button. 'Unclick' the N box. Then only the items you selected will print, not the entire order form. Please make sure to do a print preview before printing to double check how many pages it intends to print.
- FINAL STEP! Send the excel form to [your selected Drop Point Rep](#). IT IS SUPER EASY! Even I figured it out!
 - Copy Your drop point's email address from the top of the form, where you selected your preferred pick up point.
 - To email the form, move your cursor to the 'share' button at the top righthand corner. That will open a choice between ***Excel Workbook & PDF***.
 - As soon as you click either the Excel Workbook or the PDF, an email page will pop up. Copy your rep's email address in the 'TO' box. You may want to send a CC to yourself. **Please put your name in the subject line.** Send your order to your preferred drop rep. Each rep consolidates all orders for pick up & will contact you when your order is ready.... in May for Spring orders & in November for Fall orders.
- If using a program other than Microsoft Excel, please make sure to export your completed form to Excel prior to emailing it back to your rep or Margaret, she will be unable to open it, if it is saved in a different program's format. Please see instructions below for how to export to Excel.

How to Export to Excel:

From LibreOffice Calc

To export to Excel format, go to the File menu within Calc and choose "Export". Next, change the "Save as type" to Microsoft Excel 2003 XML or something similar and save the document somewhere you can find it again. When you send the spreadsheet back, please send this Excel version that you just saved. Wholy Living is unable to open Calc documents.

From Numbers (Macintosh)

Please note that Numbers is not recommended for use with this spreadsheet. However, if using Numbers, to export to Excel format, please go to the File menu within Numbers and choose "Export To", then choose Excel. Choose Next, and save it somewhere you can find it again. When you send the spreadsheet back, please send this Excel version that you just saved. Wholy Living is unable to open Numbers documents.