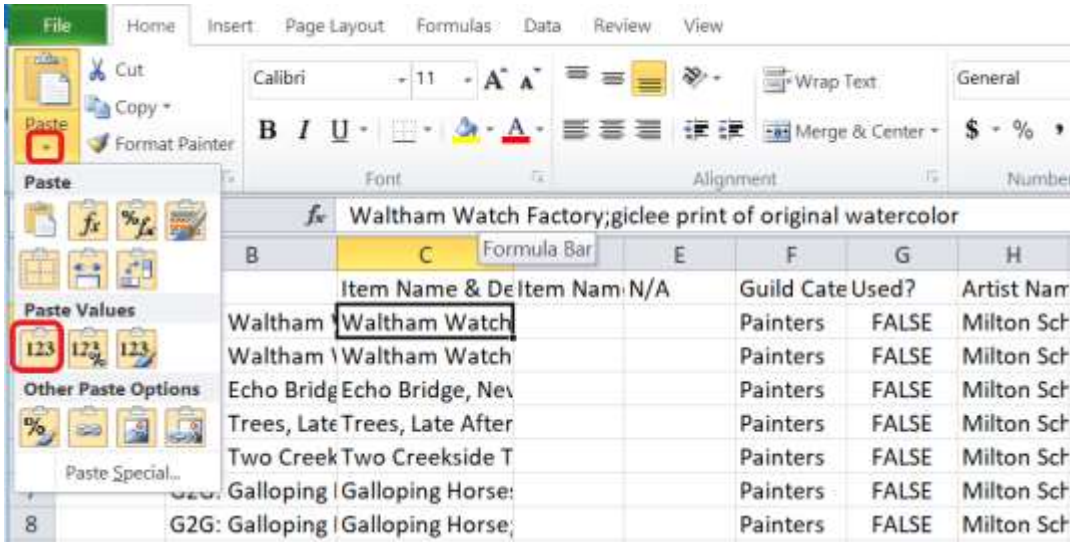






- Click on cell C2. Then click the down-arrow under **Paste**, and click on the first icon under **Paste Values**:



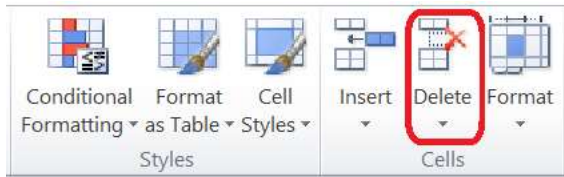
This copies the cell values in column B to column C:



- Again, click on the **B** at the top of column B:



10. Click the **Delete** icon in the upper right:



This deletes the extra column and you are back to the original columns but this time with the “G2G: “ added to each item name:

	A	B	C	D	E	F	G
1	SKU	Item Name & De	Item Nam	N/A	Guild Cate	Used?	Artist Narr
2		G2G: Waltham V			Painters	FALSE	Milton Sch
3		G2G: Waltham V			Painters	FALSE	Milton Sch
4		G2G: Echo Bridg			Painters	FALSE	Milton Sch
5		G2G: Trees, Late			Painters	FALSE	Milton Sch
6		G2G: Two Creek			Painters	FALSE	Milton Sch
7		G2G: Galloping H			Painters	FALSE	Milton Sch
8		G2G: Galloping H			Painters	FALSE	Milton Sch
9							

11. Save the file.

12. Import the items by following the directions in the **Importing Inventory Sheets** document.

13. Print the labels as described in the **Printing Inventory Labels** document. It is unlikely that you will use the Avery Labels 20 per page, since large paintings or photographs are not likely to be G2G items.