

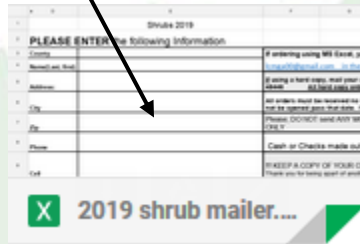
Dear LCMGA shopper,

(READ INSTRUCTIONS BELOW BEFORE DOING ANYTHING)

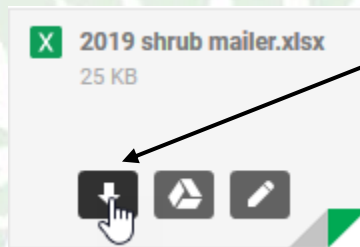
It might be a good idea to print this file out, before opening the Excel file for a reference

1. Please download attached file:

- Move mouse on top of icon

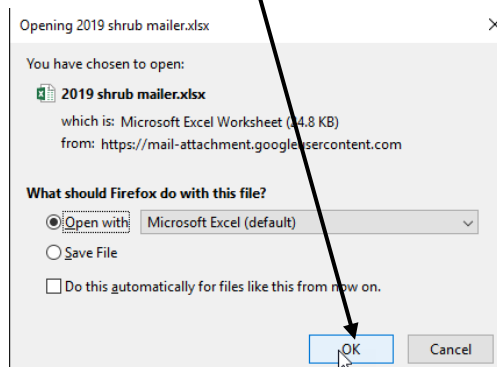


- The icon will change and then move mouse on top of down arrow and click



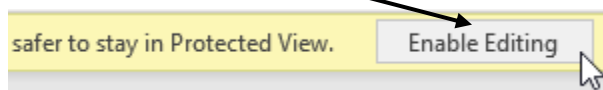
- At this point 3 things may happen depending how your computer is setup:
 1. It will automatically open in Excel
 2. You will get the following picture

Open in MS Excel by clicking OK



3. The file name will come up in the bottom left corner with an up arrow, just click on it and open the file

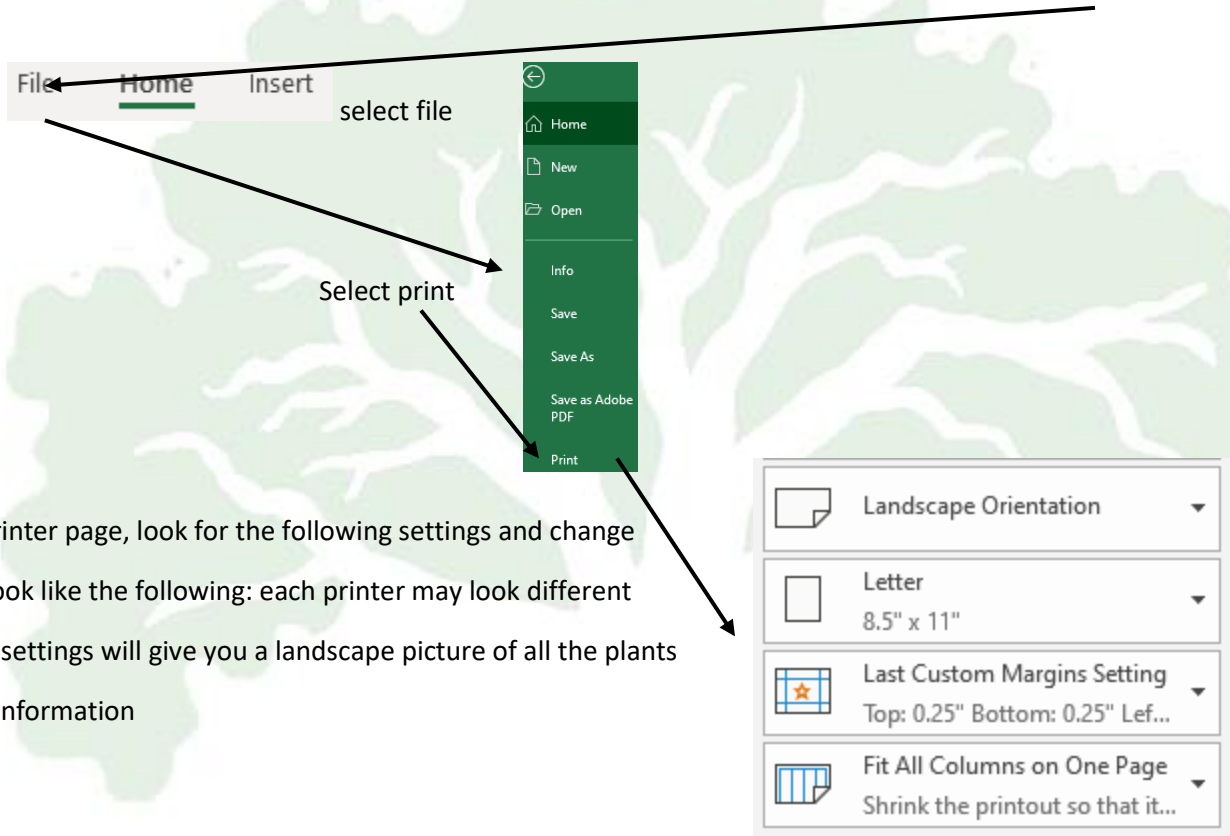
2. After the file is opened, click on "Enable Editing" (top of page)



3. Fill in your info and Qty

4. Note: if you select the cell with the plant name, notice the mouse pointer change to a hand with a finger, left click on it and you will see the picture of the plant
5. Save the Excel file for your reference and remember where you saved it. If you get a compatibility box, just click on "continue".
6. Email the Excel file back to LCMGA00@gmail.com
7. You will get an acknowledgment via email
8. All shrubs are \$4.00 each and are in 4-inch pots. Pick up plants on May 30, 2020 per attached form.

9. (Optional) If you want to print the Excel file, go the file tab on the top left of the page. Click on file.



On the printer page, look for the following settings and change them to look like the following: each printer may look different but these settings will give you a landscape picture of all the plants and your information