Procedure

Follow this procedure to save the 5 Macy's Submittal Forms as Document Templates in Microsoft Excel. After saving them as templates, you can use each document over and over. Don't forget to print them out onto matte paper that is NOT optically brightened.

Saving the 5 Macy's Submittal Forms as "Templates" in Microsoft Excel
Open Microsoft Excel, and follow each step:
1. Open the form (for example: Trim Lab Dip Submittal Form) in MS Excel
2. Click on "File"
3. Select "Save As"
4. At the bottom of the dialog box: "Save as Type:" select: Document Template
5. Select the folder Icon (Create New Folder) at the top of the dialog box or use the same folder already created for MS Word Template documents
6. Enter "Name:" Macys lab dip submittal forms
7. Click on "ok"
8. In the dialog box, enter the name of the file (for example: Trim Lab Dip Submittal Form)
9. Click on "Save"

Note: Steps 5-7 will only need to be done once – to create the folder to put your forms in.

Repeat steps 1-4 and 8-9 for each of the 5 files.

You can name each file as follows:
1. Lab Dip Submittal Form
2. Bulk Submittal Form
3. Trim Lab Dip Submittal Form
4. Bulk Trim Submittal Form
5. Print/ Pattern Submittal Form

Using the 5 Macy's Submittal Forms in Microsoft Excel
Once you have saved each file as a document template, you can use the forms as follows:
1. Click on "File"
2. Select "New"
3. In the dialog box, across the top, you will see a tab with the label "Macys Lab Submittal Forms"
4. Click on or select the form that you want to use
5. Fill the form with the information required
6. Save and Print

If you have any questions about these forms, e-mail Macy's at color@macys.com