SEQUENCE CARD WORKSHEET INSTRUCTIONS

Sequence cards are 3-by-5-inch cards numbered 1 through 200. You need at least one set of numbers for each collection you are going to move. Each set should be on different colored paper to identify the separate collections. If you have large collections, you can run several sets of the same color. You need seventeen pages for each set of one hundred numbers. The templates are arranged so that, if you print them in sets of seventeen, then cut them apart on a paper cutter, they will all be in order—that is, numbers 1–17 in one stack, 18–34 in another, and so on. Stack up the stacks, rubber-band them, and you have a stack in order, 1 to 100, with two extras. If you have many collections, you may run out of colors. Here are some things you can do:

1. You can reuse some colors, but only after the first collection you assigned to that color has been moved and reshelved.

2. You can run extra copies of the template on plain paper. Then take a wide-tip marker and mark a stripe across the top of each card in one set. Mark a diagonal line on each card of another. Any marks must be on the top of the card above the number. The bottom of the card is hidden by the pocket. Now copy each marked-up template onto each of your available colors of paper. You can assign “plain pink” to one collection, “pink line” to another, and “pink slash” to a third.

3. You can use higher numbers. Manually change the numbers from A1 to C2 (i.e., change 1 to 101, 18 to 118, 35 to 135, etc.). The formulas will change pages 2 to 17 automatically. You may have to reduce the font size to accommodate the three-digit numbers.

4. You can modify copies of the template to add some easily recognized symbol to the number (see instructions on the next page).
Setting Up The Worksheet

Format the page
- File, Page, Setup
  - Page = Landscape
  - Margins = 0 at Top, Bottom, Right, and Left
  - Sheet—check Gridlines

Format the data area
- Format
  - Cells—Number, 0 decimals
  - Alignment—Horizontal = Center, Vertical = Top
  - Font—Arial, Bold, size = 120
  - Format, Row, Height—390
  - Format, Column, Width—33

Enter data and formulas
<table>
<thead>
<tr>
<th>Cell</th>
<th>Value or formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>1</td>
</tr>
<tr>
<td>B1</td>
<td>18</td>
</tr>
<tr>
<td>C1</td>
<td>35</td>
</tr>
<tr>
<td>A2</td>
<td>52</td>
</tr>
<tr>
<td>B2</td>
<td>69</td>
</tr>
<tr>
<td>C2</td>
<td>86</td>
</tr>
<tr>
<td>A3</td>
<td>= A1 + 1</td>
</tr>
<tr>
<td>B3</td>
<td>= B1 + 1</td>
</tr>
<tr>
<td>C3</td>
<td>= C1 + 1</td>
</tr>
</tbody>
</table>

Replicate A3 through C3 from A4 to A34

Finish the formatting
- C30 Change the font size to 90
- C32 Replace number 101 with XXX and change font size to 90
- C34 Replace number 102 with XXX and change font size to 90

Adding Symbols
- Select all
- Copy
- At cell A35, Paste Special, check Values
- At cell A35, enter the formula = CONCATENATE(A1, "*") (The asterisk may be any symbol you want to appear after the number.)
- Select cell A35
- Copy
- Paste from A35 to C68
- Adjust font size if necessary

Using this process you can have blue cards, blue asterisk, blue slash, blue dollar, etc., all as separate series.

From MOVING YOUR LIBRARY, by Steven Carl Fortriede (Chicago: American Library Association, 2009)