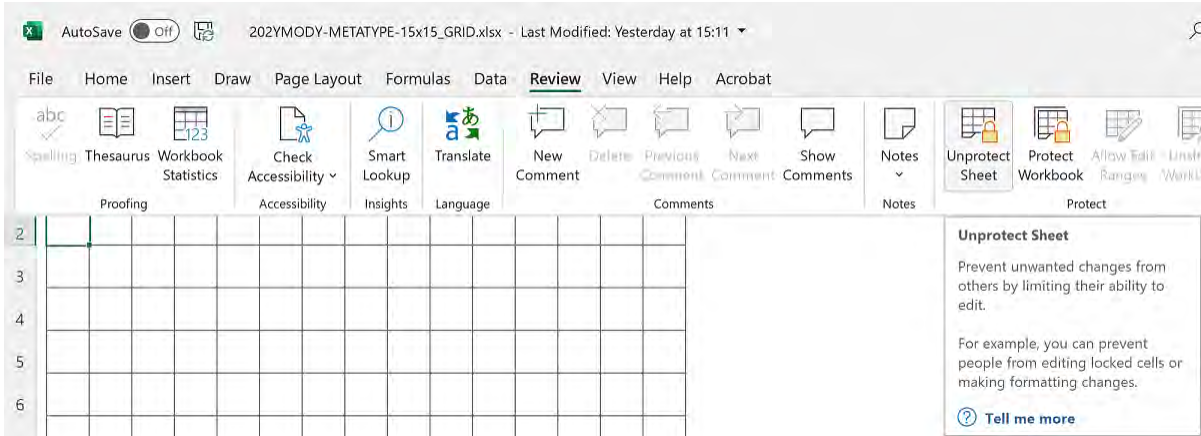


EDITING EXCEL FORMS FOR META PUZZLES

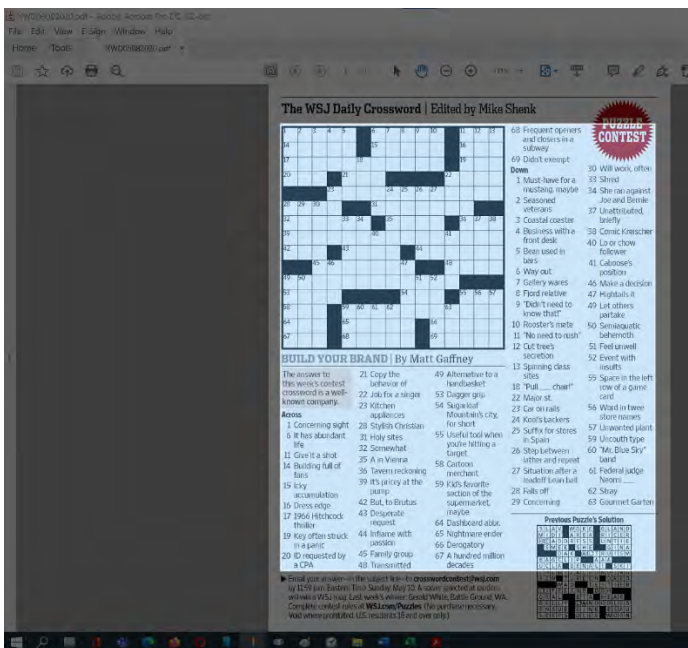
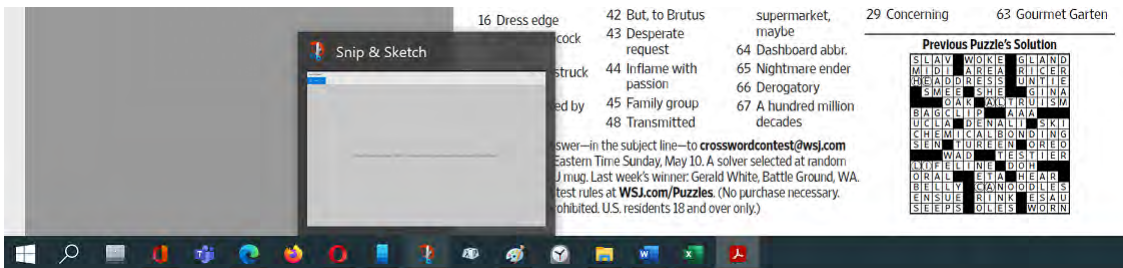
TO EDIT, THE SHEET MUST BE UNPROTECTED:

- Form
 - o Review
 - Unprotect Sheet



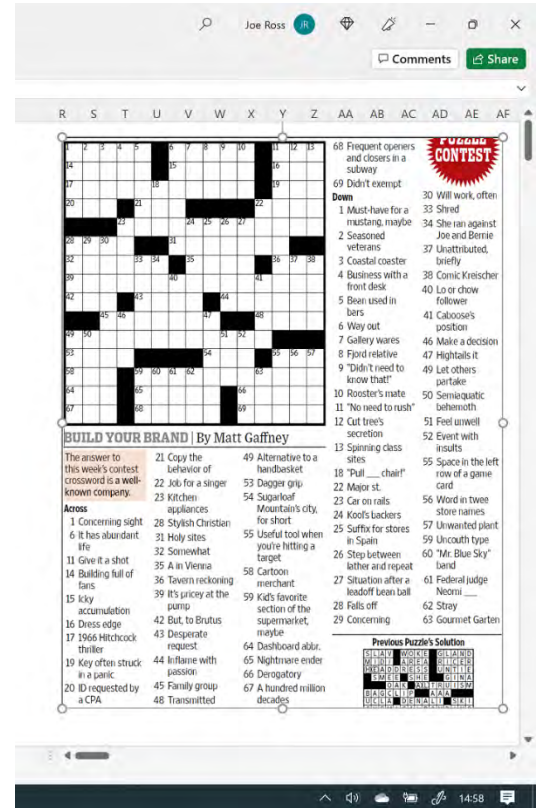
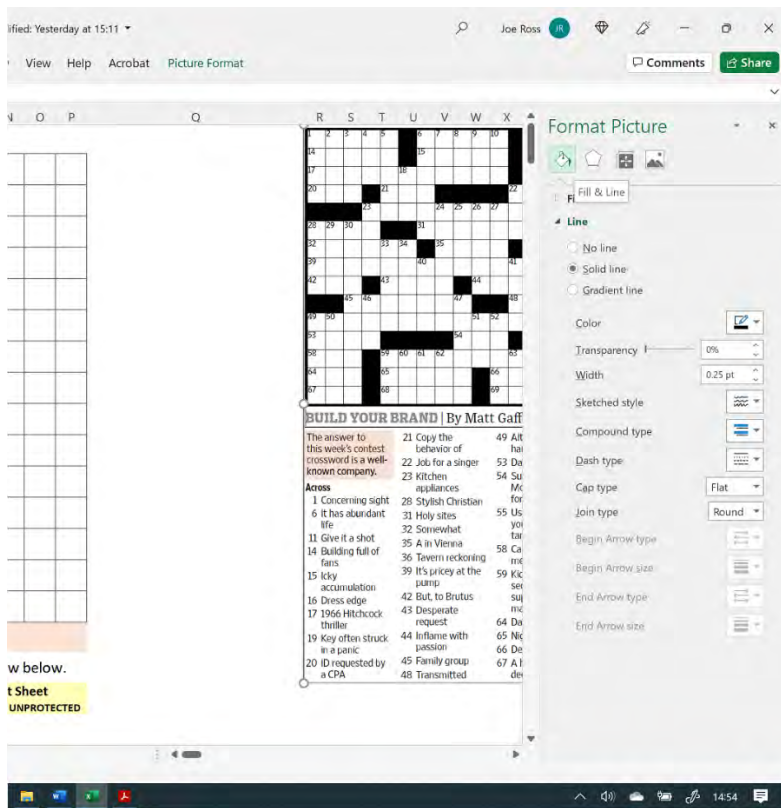
COPY & PASTE PARTIAL PDF TO RIGHT SIDE AT THE ODD NUMBERED GRIDS:

- Use screen grab app to select & copy essential part of PDF (using Windows Snip & Sketch, below):

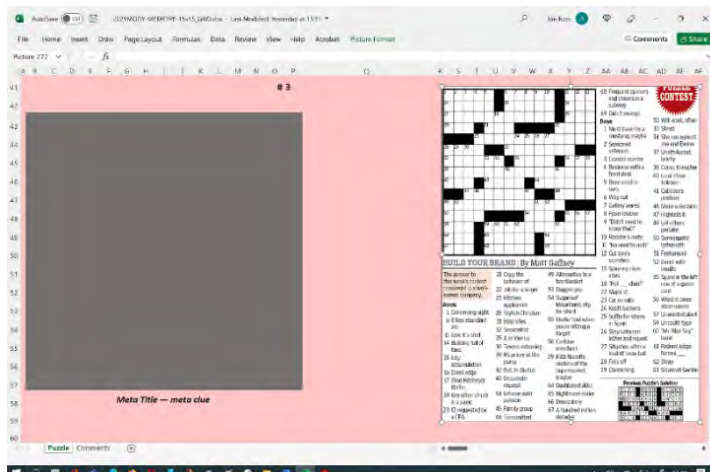


PASTE JUST BEYOND THE WIDE COLUMN TO RIGHT OF TOP GRID:

- Select cell in Row 1, Column to right of wide column (Column R in example, below) & Paste image
- Add small border to pasted PDF grab
 - o Right-click on pasted image
 - o Format
 - o Fill & Line (pouring bucket icon at left)
 - **Line**
 - Solid Line
 - o Color (I select **BLACK**)
 - o Width (I select **0.25 pt**)
- Resize image to fit within visible columns & rows, with a small border surrounding
 - o Drag on corners, sides, & bottom to size image
 - o Use mouse to drag to center of visible space (Columns R through AF, below)

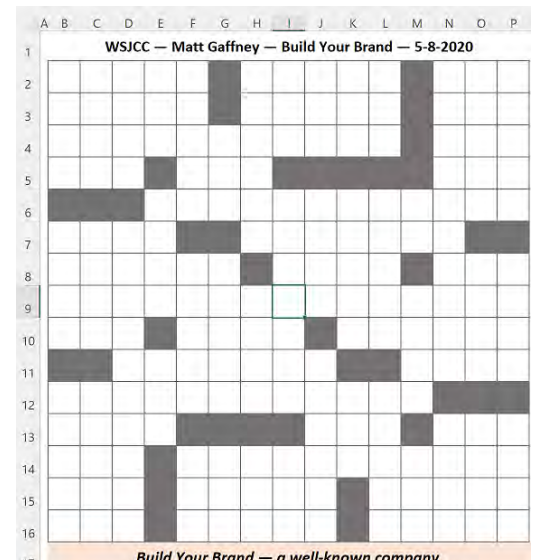
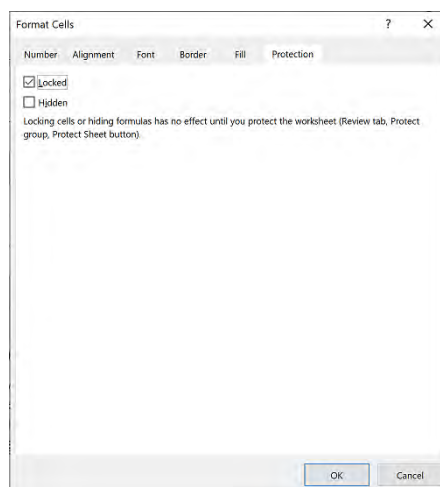
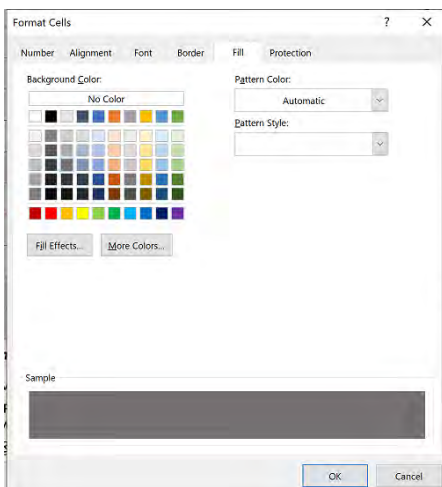
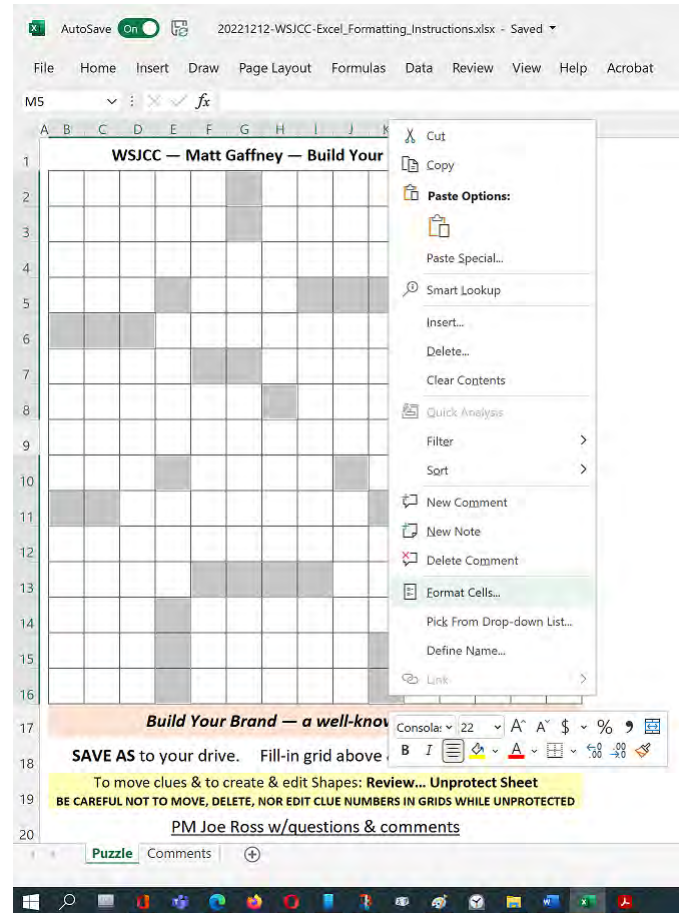
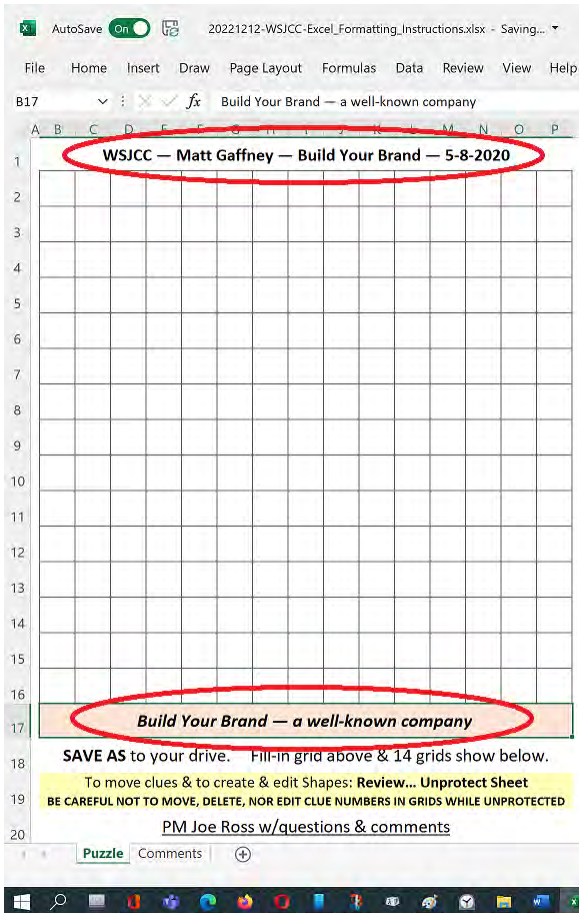


COPY, PASTE, & POSITION THE EDITED IMAGE TO RIGHT OF EVERY OTHER GRID ON SHEET BELOW:



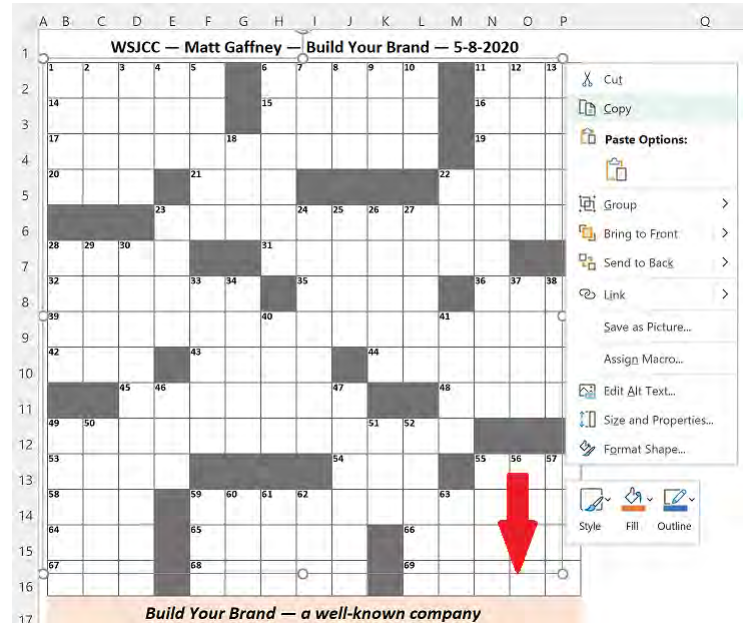
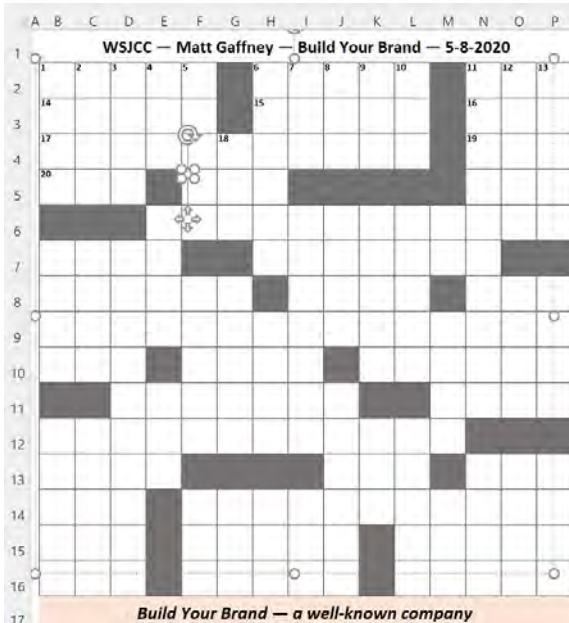
EDIT PUZZLE INFORMATION FOR TOP GRID & FORMAT ITS BLANK CELLS:

- Type appropriate puzzle information **immediately above & below top grid**
- Holding down CTRL key (dunno which key on a Mac) & using mouse, click & drag all relevant unused/black/gray squares of grid, starting in very bottom of cells (to avoid selecting Clue/Entry numbers)
 - o Let go of CTRL key
 - o Right-click on very bottom of any highlighted cell
 - Format Cells...
 - Fill tab – I choose third column, fourth row: gray
 - Protection tab: Locked



ENTER CLUE/ENTRY NUMBERS IN GRID SQUARES:

- In unprotected sheet, click in top/left corner of each numbered square
 - o **BE CAREFUL TO NOT MOVE THESE NUMBER SQUARES WHILE SELECTING & EDITING**
 - o Enter numbers in turn
 - o Double-check & edit
- Once finished & double-checked, right-click on edge of grouped Clue/Entry numbers & Copy



PASTE CLUE/ENTRY NUMBERS TO ALL OTHER GRIDS BELOW:

- Select top/left cell of each grid in turn (Column B Row 23 in example, below)
 - o Right-click on cell, Paste Options, click on 'clipboard with letter "a" icon'
- Repeat for remaining grids
- When finished, **Review - Protect Sheet - Edit objects** unselected

