Form Name: VIDEO TAPE LOG

Using this Form: Rather than labelling and relabelling tapes over and over again, use this form. Note the contents of a tape in the description section. Then put a small label on the tape spine, using only the number in column A. When you want to view or erase a tape, select it by number. When you rerecord a tape, change the description and reprint the form.

Entering Data: Enter all data directly in unprotected cells on the form. Use labels for dates or use the DATE function. To enter tape numbers, enter a number in the first TAPE# box (cell A25) and the other tape numbers will be automatically calculated for you.

Printing this Form: Click the printer tool in the toolbar or choose Print from the File menu.

Video Tape Log

TAPE #	FORMAT/ DATE	DESCRIPTION	ERASE
1			
2			
3			
4			
5			
6			
7			
8			
9			

10		
11		
12		
13		
14		
15		