

## web training syllabus

### Creating Custom Event Prints

#### Topics covered:

- I. Accessing the Print Designer
- II. Adding a new print
  - A. Choosing a print layout
  - B. Typing/changing a print title
- III. Adding a logo to a print
- IV. Creating a title on the print
  - A. Formatting title text
  - B. Inserting merge fields in the title section
- V. Selecting fields on the print
- VI. Editing top notes
  - A. Inserting merge fields into top notes text
  - B. Formatting top notes text
- VII. Including off-premise information
  - A. Changing the section heading
  - B. Suppressing the section
- VIII. Including event times and/or room information
  - A. Changing the section heading
  - B. Selecting appropriate fields
  - C. Suppressing the section
- IX. Formatting menu item details
  - A. Choosing the format of the items
  - B. Selecting appropriate fields
  - C. Allowing item hiding<sup>†</sup>
- X. Suppressing optional print sections (Ingredients, Comments, Notes)
- XI. Customizing financial information
  - A. Showing the financial breakdown (Food/Beverage/Liquor/Equip/Labor/Room/Other)
  - B. Suppressing the billing information
  - C. Showing tax/service charge percents
  - D. Suppressing miscellaneous charges/discounts
  - E. Suppressing deposits due<sup>†</sup>
- XII. Showing payment information
- XIII. Editing bottom notes
  - A. Adding terms and conditions
  - B. Including signature lines
- XIV. Editing the page footer
- XV. Selecting a language translation\*
- XVI. Selecting a print type
- XVII. Changing the layout of an existing print
- XVIII. Copying an existing print\*
- XIX. Creating a custom invoice
- XX. Q & A

<sup>†</sup> Not available in the Express version of the program.

\* Only available in the Professional version of the program.

#### Important Notes:

- High-speed web access is required.
- Payment in full must be made prior to the class.
- Caterease is not responsible for loss of connection, either by the student or by the moderator. If a student cannot attend a class due to technical problems, he or she will be allowed to attend at a later date. If a moderator is forced to cancel a class due to technical problems, that class will be rescheduled. No monies will be refunded.



**Total Class Length: 1 Hour**