
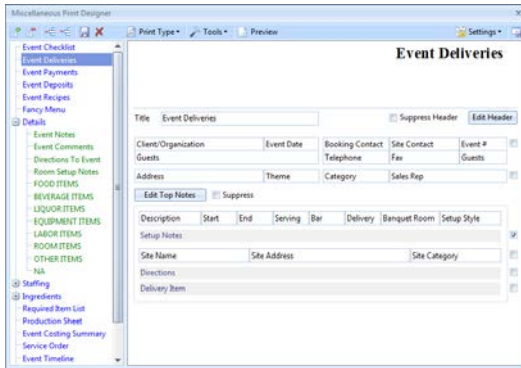


Using the Miscellaneous Print Designer

1. Click the **Miscellaneous Print Designer** button, located on the **Setup** sidebar.
2. Click the **New Print** button , located at the top left-hand side of the window.
3. Click the **Print** radio button.
4. Click on the title of the print you would like to work with.
5. Click **OK**.
6. Type a title for your print, and then press **[Enter]**.
7. Click the **Edit Header** button (top right-hand side of the screen).
8. Click the down arrow to the right of a field if you would like to select an alternate option.
9. Click into the checkboxes located on the far right-hand side of the print to prevent certain sections from appearing on the print.
10. Click the **Preview** button, located at the top of the screen.
Note: You must have an event open in Event Manager in order to preview your print.



See [Miscellaneous Prints Designer](#).



This section applies to the Event Sub-prints section of the Prints menu in Event Manager.

Copy an Existing Print

1. In Print Designer or Miscellaneous Print Designer, click on the title of the print you want to copy.
Note: Available only in the Professional version.
2. Right-click and choose **Copy Print**.
3. Click **Yes** at the confirmation message.
4. Type a name for the new copy, and press **[Enter]**.

Additional Resources

[Editing Miscellaneous Prints](#)
[Adding a New Prospect Manager Proposal](#)
[Custom Email Attachments](#)
[Creating Custom Event Prints User Manual](#)

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Quick Reference Guide:

Print Designer



800.863.1616
www.caterease.com

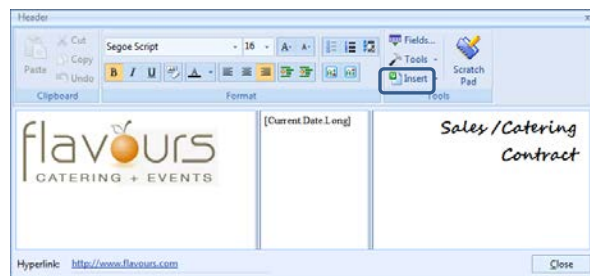
Add a New Print

1. Click the **Print Designer** button from the **Setup** sidebar.
2. Click the **Add Print** button , located at the top left-hand side of the Print Designer window.
3. Click **Yes** at the confirmation message.
4. Click on the desired design Layout, and then click **OK**.
5. Type a title over the words New Print, and then press **[Enter]**.
6. Click the down arrow to the right of the **Print Type** field, located at the bottom right-hand side of the screen.
7. Select, from the lower right-hand side of the screen, the desired **Print Type**: Contact, Invoice, BEO, None.

See [Adding a New Event Print in Print Designer](#).

Customize the Header/Footer

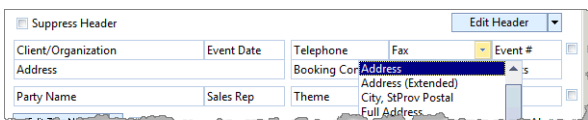
1. Click the **Edit Header** button (top right-hand side of the screen) or the **Edit Footer** button (lower left-hand side of the screen).
2. Click into one of the panels on the Header window, then click the **Insert** button, located at the top of the window, to browse to a logo or image. (See image below.)
3. Click the **Fields** button, located above the **Insert** button, to add merge fields.
4. **[Optional]** Add a link to your company website by typing into the **Hyperlink** field.
5. When finished, click **Close**.



See [Editing the Header or Footer of a Print](#).


Customize and Suppress General Information

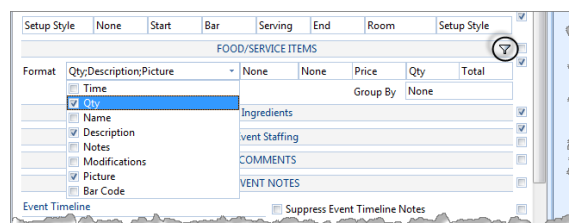
1. Click the down arrow to the right of a field to select an alternate option.
2. Click into the checkboxes located on the far right-hand side of the print to keep certain sections from appearing on the print. For example, you might opt to suppress financial information if your print is meant for your chef; similarly, you might suppress Ingredients for prints you send to your customers.



Using your mouse, hover over the checkboxes to view the tooltips.

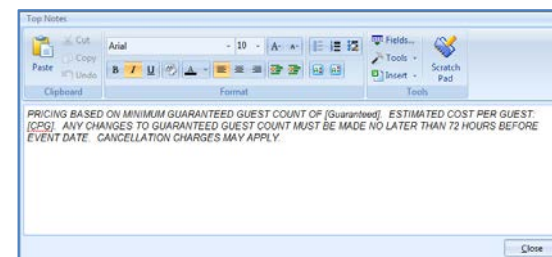
Customize the Menu Section

1. Click the down arrow to the right of the **Format** field, located towards the middle of the window.
2. Click into the boxes of the features you would like to display on your print. For example, click into the **Picture** checkbox if you would like to display any images you have uploaded.
3. Click the **Filter** button , located on the right-hand side of the Print Designer screen, towards the middle.
4. Select desired Type, Category, and Prep Area options by clicking the down arrow to the right of each field.



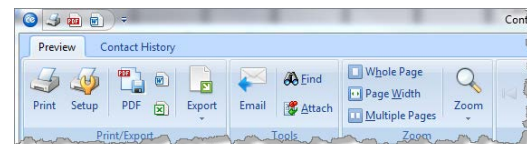
Customize Top Notes and Bottom Notes

1. Click the **Edit Top Notes** button (upper left-hand side of the screen) or **Edit Bottom Notes** button (lower left-hand side of the screen).
2. Click into the desired panel, and then click the **Insert** button, located at the top of the window, to browse to a logo or image. (See image below.)
3. Click the **Fields** button, located above the **Insert** button, to add merge fields.
4. Format the font as desired, by using the Format toolbar on the upper left-hand side of the window.
5. When finished, click **Close**.



Preview and Print

1. Click the **Preview** button, located at the top of the Print Designer screen.
Note: You must have an event open in Event Manager in order to preview your print.
2. Click the **Print** button, located at the upper left-hand side of the print. (See image below.)



E-mail a Print

1. Click the **Email** button, located on the upper left-hand side of the print preview.
Note: The print will be attached as a .PDF.
2. Type an e-mail subject into the **Subject** field.
3. Type the e-mail body or select a custom merge letter.
4. Attach additional prints/files as desired.
5. Click the **Send** button.