
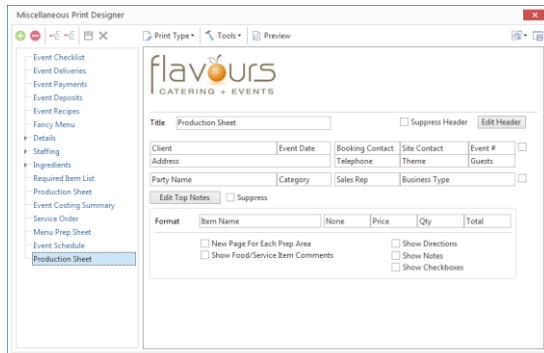


E-mail a Print

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.

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 into the **Add A New Print** checkbox.
4. Double-click on the title of the print you would like to work with.
5. Type a title for your print, and then press **[Enter]**.
6. Click the **Edit Header** button (top right-hand side of the window).
7. Type the desired Header, and then click **Close**.
8. Click the down arrow to the right of a field if you would like to select an alternate option from the drop-down list.
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 window.
Note: *You must have an event open in Event Manager in order to preview your sub-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]**.

See [Copying an Existing Print](#)

Additional Resources

[Editing Miscellaneous Prints](#)
[Customizing Financial Information](#)
[Sending Email from Event Manager](#)



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Quick Reference
Guide:

Print Designer

800.863.1616
www.caterease.com



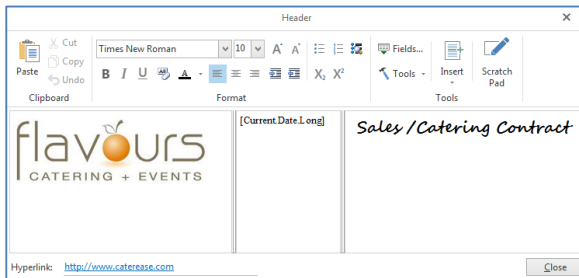
Add a New Print

1. Click the **Print Designer** button from the **Setup** sidebar group.
2. Click the **Add Print** button , located at the top left-hand side of your Print Designer window.
3. Click **Yes** at the confirmation message.
4. Click into the checkbox to the left of **Add A New Print**.
5. Choose a Print Format by clicking into the **Lined** or **Shaded** radio button.
6. Click on the desired design layout (Contacts & Proposals/Invoices), and then click **OK**.
7. Type a title over the words "New Print," and then press **[Enter]**.
8. Use your scroll bar, located on the right-hand side of the window, to scroll to the bottom of your Print Designer.
9. Click the down arrow to the right of the **Print Type** field.
10. Select the desired **Print Type**: Contact, Invoice, BEO, None.

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

Customize the Header/Footer

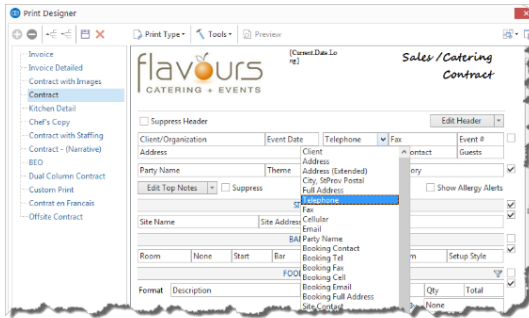
1. From your Print Designer, click the **Edit Header** button (top right-hand side) or the **Edit Footer** button (lower left-hand side).
2. Click into one of the panels on the Header window, then click the **Insert** button, located at the top of the window, to browse to a logo or image.
3. Click the **Fields** button, located to the left of 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 [Customizing Event Prints in Print Designer](#)

Customize and Suppress General Information


1. From your Print Designer, click the down arrow to the right of a field to select an alternate option from the drop-down list.
2. Click into the checkboxes located on the far right-hand side of the window 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.

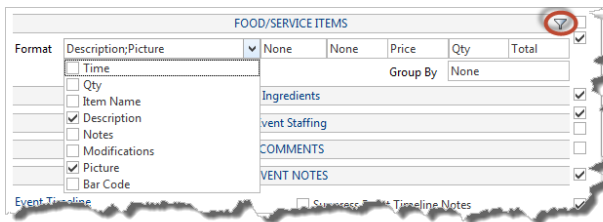


Using your mouse, hover over the checkboxes to view the tooltips.

See [Customizing Event Prints in Print Designer](#)

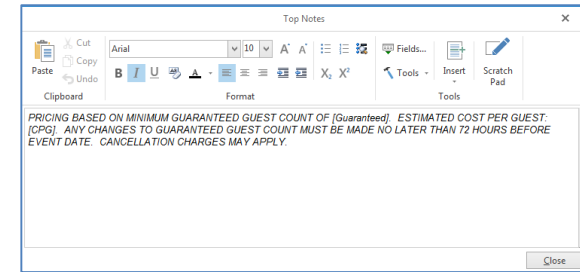
Customize the Menu Section

1. From your Print Designer, 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. From your Print Designer, click the **Edit Top Notes** button (upper left-hand side) or **Edit Bottom Notes** button (lower left-hand side).
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.
3. Click the **Fields** button, located to the left of 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**.



See [Customizing Event Prints in Print Designer](#)

Preview and Print

1. Click the **Preview** button, located at the top of your 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.

