

EASY TO FOLLOW INSTRUCTIONS USING MICROSOFT WORD TO TYPE YOUR MENUS

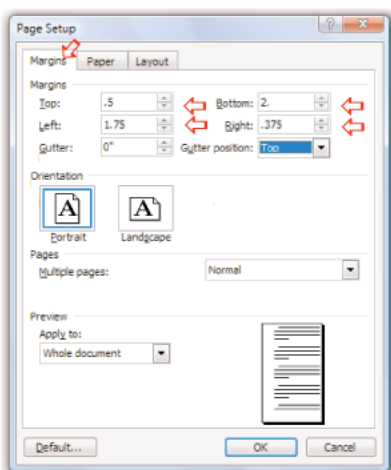
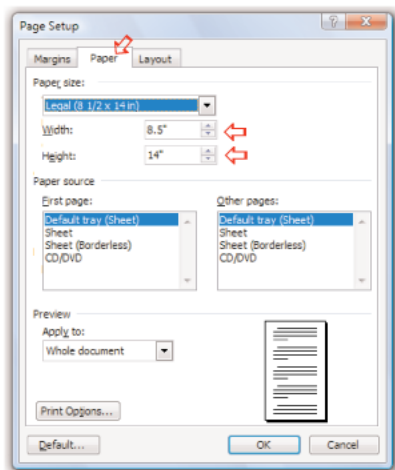


STEP #3 From this window click on the "Paper" tab and select your document size 8.5 x 11(letter) or 8.5 x 14 (legal) portrait. Click OK

STEP #1 Measure the graphic area. The example to the left shows a graphic area at left and bottom of the menu paper. After measuring your graphic area add 1/4 of an inch to set your margin. Example shown here has 1 1/2 inch of graphic area at left.. Set margin at 1 3/4 (1.75) and bottom at 2 inches. For the top and right side set your top at .5 (1/2) and the right at .375 (3/8).

STEP #2 In MS Word start and name a new document. Then select "File" then "Page set up"

STEP #4 From the same window click on the "Margin" tab and set up your margins, top, left, right and bottom based on the graphic area measurements. Then click OK.



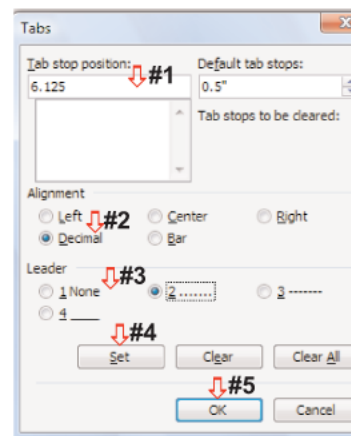
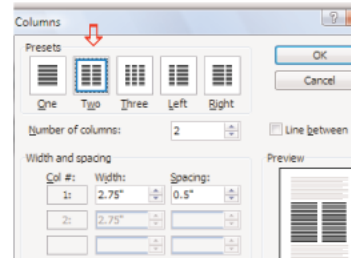
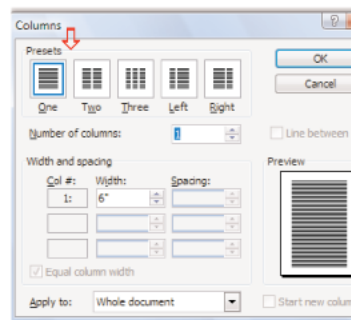
Follow the above for all text pages

EACH PAGE MUST BE NAMED & SAVED AS A SEPERATE DOCUMENT BECAUSE OF THE DIFFERENT MARGIN POSITIONS.

Cover page: place your logo in an optically pleasing position

TYPE TIP: Descriptions are very important as they allow the diner to be enticed by "Sounds Good" while informing them of the ingredients should they not like mushrooms, garlic, onions which would spoil their meal or they wouldn't like it leaving a bad impression. Descriptions don't have to be lengthy just infomative

CHOOSING A "FORMAT" & SETTING "TABS"



From the top tool bar select "Format"
Click on one or two columns.

One column layout

Shrimp Cocktail

Cold jumbo shrimp with cocktail sauce5.99

Buffalo Wings

Served hot or mild6.99

Two column layout

Buffalo Wings

Served hot or mild . .6.99

Mozzarella sticks

With marinara sauce .6.99

IF SELECTING TWO COLUMNS

In the width & spacing section select width of column which should be half of open type area minus 1/2 inch space between columns and right side 3/8 (.375) based on example we are using.

SETTING "TABS"

From the top tool bar select "Format" then "Tabs"

If you want dots leading to the price as shown above DO NOT use the period key. DO NOT use space bar for no leader dots. Follow Tab setting instructions below

#1 looking at the ruler at the top of your text window determine the position for your prices and type in as shown (.125 = 1/8)

#2 Select "Decimal" **#3** Select leader dots or none

#4 Select "Set" **#5** Select "OK"

Once this is done when typing your items just before you type the price select the tab key on your keyboard type your price and this will put the price in position

TYPE TIPS

Headlines 24 to 36pt
depending on font

Item 12pt upper case bold
arial or roman style
Description 12pt lower
case plain

**Do not use hard to read
fancy fonts for descriptions**

Appetizers

SHRIMP COCKTAIL

Cold jumbo shrimp with cocktail sauce5.99

BUFFALO WINGS

Served hot or mild6.99