

MenuPro®

by SoftCafé

Version 10



MenuPro® User's Guide

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SoftCafé
www.softcafe.com

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Getting Started

WHAT IS MENUPRO?

MenuPro is an automated menu design program that allows you to create your own professional menus. It provides you with quick, top-quality designs and artwork saving you hours in layout and design time.

Once your menus are created, MenuPro allows you to make instant changes in-house, allowing you to make price changes as market conditions fluctuate or to create daily specials menus every day.

Since it was designed specifically to create menus, MenuPro contains features and enhancements that are unavailable anywhere else.



To use MenuPro you should have a basic understanding of Microsoft Windows. If you don't, click the Windows Help and Support button for help.

System Requirements

Please check that your computer is running one of the following versions of Microsoft Windows and includes the following components:

- Windows: XP, Vista, Windows 7, Windows 8
- 500 MB available hard disk space
- 512 MB RAM
- CD-ROM Drive (if installing from a CD)
- Internet Connection (recommended but not required)

Sample Menu Gallery

This menu was created using the **Jean Pierre Specials** menu style with the chef background image.

The menu was spaced automatically on the page using *Make Menu Fit*.



This menu was created using the **Old England** menu style.

A touch of elegance was added by using symbols in front of the headings.

There are no food item descriptions on this menu.

☞ Appetizers	
Bruschetta	\$1.95
Tortellini in Brodo	\$3.50
Mozzarella in Carozza	\$4.95
Focaccia	\$4.95
Calamaretti Fritti	\$5.95
Pizza Bianca	\$3.95

☞ Fresh Pasta	
Agnolotti alla Panna	\$9.95
Spaghetti Con Salsiccia	\$7.95
Spaghetti Con Polpette di Carne	\$7.95
Tortellini alla Panna	\$8.95
Paglia e Fieno	\$9.50
Linguine Vegetariani	\$8.95
Fettuccine Verde	\$7.95
Garganelli with Zucchini	\$9.95
Ravioli all' Opera	\$9.95

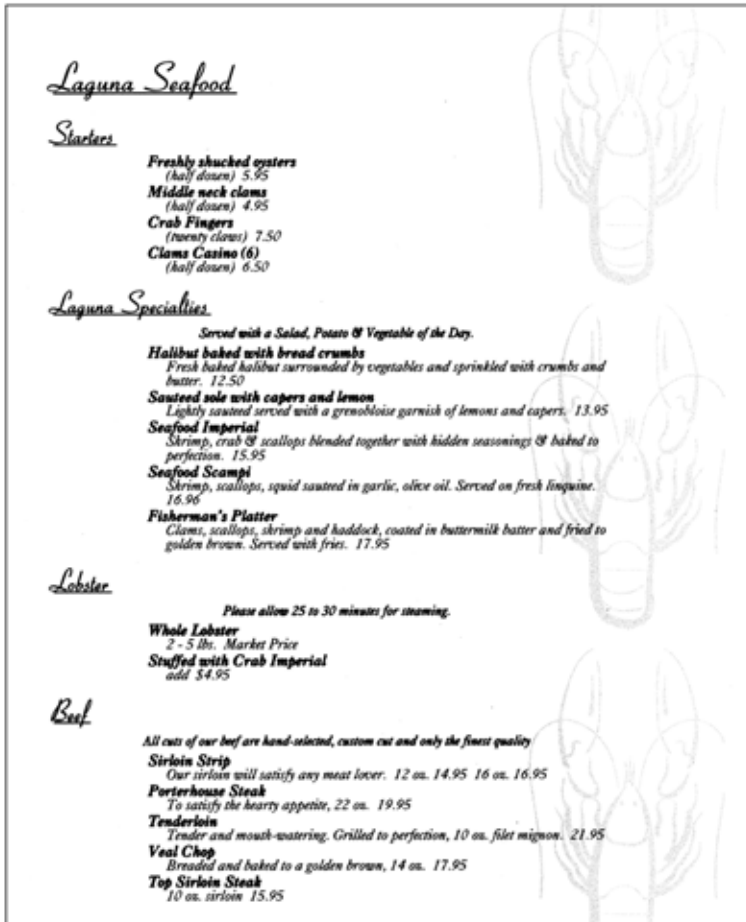
☞ Veal, Poultry & Seafood	
Scaloppine Sofia	\$13.95
Pollo Cacciatore	\$10.95
Pollo Cremoso	\$11.95
Flounder con Capperi	\$15.95
Gamberi fra Diavolo	\$13.95
Gamberi Marinara	\$13.95

☞ House Specialties	
Fettuccine Al Pomodoro	\$6.95
Gnocchi	\$7.95
Salsiccia alla Contadina	\$9.95
Tortellini Aurora	\$8.95
Fettuccine Alfredo	\$8.95
Melanzane Parmigiana	\$9.95
Canelloni	\$10.95

This menu was created using the **Luna II** menu style.

The prices were moved near the food item descriptions using the Price option *Hide with Description*.

The lobster artwork on the right hand side of the menu was added using the *Menu Background* feature with *Tile Right* applied as the effect.



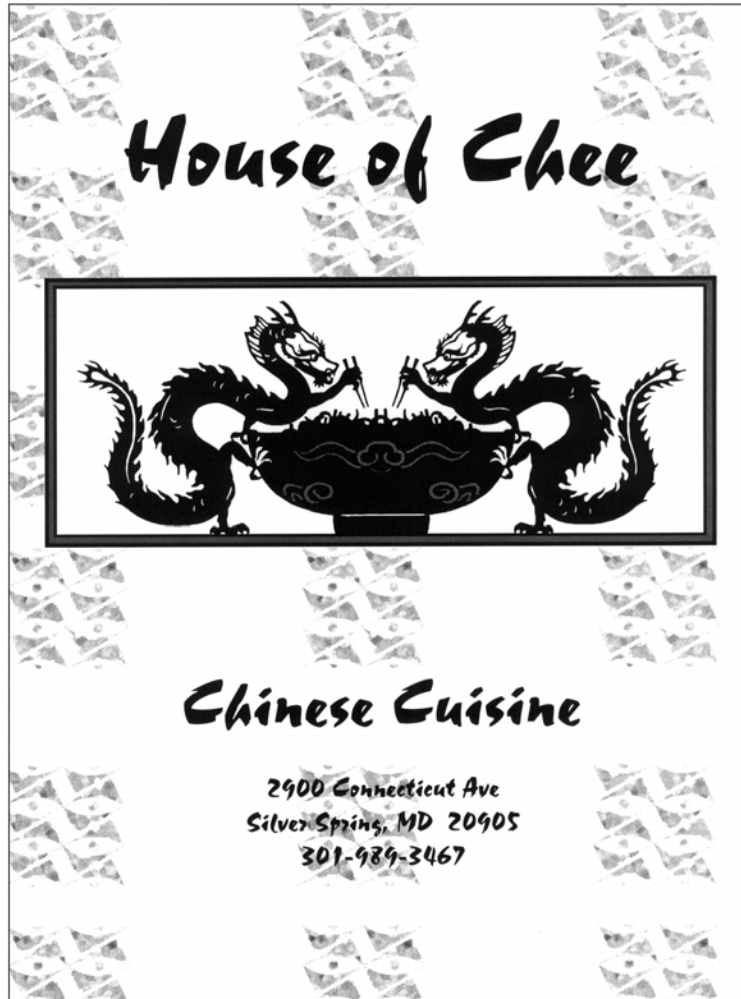
This menu was created using the **Napoli** menu style.

<i>Appetizers</i>	
~ Calamaretti Fritti	5.95
<i>Small Tender Calamari, Lightly Breaded and Fried to Perfection.</i>	
~ Pizza Bianca	3.95
<i>White Pizza with Olive Oil, Oregano and Parmesan Cheese.</i>	
~ Bruschetta	1.95
<i>Garlic Bread</i>	
~ Mozzarella in Carozza	4.95
<i>Fried Mozzarella with Anchovies, Garlic and Cream Sauce.</i>	
~ Tortellini in Brodo	3.50
<i>Tortellini in Chicken Broth and Parmesan Cheese.</i>	
<i>House Specialties</i>	
~ Fettuccine Al Pomodoro	6.95
<i>Fettuccine with Tomato Sauce.</i>	
~ Gnocchi	7.95
<i>Italian Potato dumplings with meat sauce or Fontina cheese sauce.</i>	
~ Salsiccia alla Contadina	9.95
<i>Italian Sausage in Tomato Sauce and Green Peppers.</i>	
~ Tortellini Aurora	8.95
<i>Pasta ringlets stuffed with ground veal in tomato sauce with a touch of cream.</i>	
~ Fettuccine Alfredo	8.95
<i>Egg Noodles in Cream Sauce and Parmesan Cheese.</i>	
~ Melanzane Parmigiana	9.95
<i>Eggplant Parmesan.</i>	

15% gratuity added

This menu was created using the **Bun Penny** menu style with larger font sizes and wider page spacing.

The dragon picture was added and a patterned background was used with the menu background *Tile* effect.



Like the Chee cover, this menu was also created using the **Bun Penny** menu style.

To achieve the 2-column effect, but still have the text at the top and bottom of the menu, the header and footer were used, and Number of overall Columns was set to 2.

The star symbol was added to the footer and to some hot and spicy foods for emphasis.

House of Chee	
SOUPS	
	Small Large
Wonton	1.50 3.00
House Special Wonton	2.25 4.50
APPETIZERS	
Pu Pu Platter (for 2)	8.50
Fried Wontons (6)	1.95
Egg Rolls (2)	1.95
Shrimp Toast	2.25
Vegetarian Spring Rolls (2)	1.95
★ Fire Cracker Shrimp	9.50
BEEF and PORK	
★ Hot Crispy Beef	8.95
<small>Crispy shredded beef sauteed with carrots and celery in hot pepper sauce.</small>	
Pork, Hunan Style	6.75
<small>Sliced pork sauteed with fresh broccoli, baby corn and straw mushrooms in chef's hot sauce.</small>	
Orange Beef	8.95
<small>Crispy beef chunks sauteed in spicy orange sauce.</small>	
CHICKEN	
General Tso's Chicken	8.95
<small>General's favorite dish. Tender chunks of marinated boneless chicken sauteed in chef's red hot sauce.</small>	
Honey Sesame Chicken	8.95
<small>Chunks of marinated chicken sauteed with sesame in chef's honey sweet sauce.</small>	
Empress Chicken	8.95
<small>Chicken chunks dipped in egg batter and lightly fried, then sauteed in chef's delicious sauce. Served on a bed of steamed broccoli.</small>	
★ Tangerine Chicken	8.95
<small>Crispy chunks of boneless white meat chicken sauteed with peppers and orange curls in a special sauce.</small>	
SEAFOOD	
Manor Shrimp	12.95
<small>Delicately seasoned jumbo shrimp lightly battered, fried to a golden brown in natural sweet and sour sauce.</small>	
Shrimp with Cashew Nuts	8.50
<small>Baby shrimp sauteed with crispy cashew nuts in a tasty brown sauce.</small>	
Kung Pao Shrimp	8.50
<small>Baby shrimp sauteed in rich brown sauce with red pepper and peanuts.</small>	
Imperial Shrimp	8.50
<small>Jumbo shrimp sauteed with broccoli and snow peas in creamy garlic sauce.</small>	
HOUSE SPECIALTIES	
Happy Family	
<small>Jumbo shrimp, scallop and chicken, snow peas, mushrooms, bamboo shoots and broccoli.</small>	
8.95	
★ Double Delight	
<small>Shredded beef and chicken with snow peas and bamboo shoots in Peking sauce.</small>	
7.50	
Cleopatra Chicken	
<small>Golden fried white meat chicken showered with chef's spicy ginger, sweet and sour sauce.</small>	
8.95	
Lamb of Two Seasons	
<small>One, mild and delicate; the other hot and spicy.</small>	
9.50	
Supreme Crispy Eggplant	
<small>Sliced eggplant dipped in egg batter and fried till crispy then tossed in chef's spicy sauce.</small>	
6.95	
BEVERAGES	
Coca Cola, Diet Coke	1.25
Freshly brewed Coffee, Decaf	1.00
Lemonade	1.50
Chinese Beer	2.95
Domestic Beer	1.95
★ Hot and Spicy	

This menu was created using the menu style **Claude's**.

The checkered boxes were added using *Heading Art*.

The Appetizers, Beverages and Desserts headings were set to *Items in 2 Columns*.

SILVER SPRING DINER	
APPETIZERS	
Chicken Wings - (half dozen)	\$2.95
Spinach Cheese Dip - served with warm tortilla chips.	\$3.75
Bagel w/cream cheese -	\$4.95
Potato Skins - topped with cheese and bacon.	\$3.95
Chicken Fingers - lightly breaded nuggets with a special sauce.	\$2.95
▼ Fresh Fruit Cup tropical \$2.25	
SANDWICHES	
Earl's Special - Roast beef brisket, melted Cheddar, onion, hot peppers and mayo on a roll.	\$4.30
Chuck's Special - Baked boneless chicken breast, marinated in fine herbs and spices, with melted Provolone, served on a fresh kaiser roll.	\$4.55
Paula's Special - Fresh oven roasted turkey breast with alfalfa sprouts, lettuce, tomato and guacamole on fresh oat bran bread.	\$4.45
Italian Cold Cut - Mortadella, cappicola, and pepperoni, topped with Provolone cheese, onion, hot peppers, lettuce and tomato, liberally sprinkled with oil and vinegar, served on an Italian roll.	\$5.95
The Reuben - Lean corned beef and imported Swiss cheese, covered with sauerkraut and Russian dressing, served hot on a sub roll.	\$4.50
Virginia Gentleman - A great combination of Virginia Ham and turkey breast on white toast with mayo, beer mustard, and Swiss cheese.	\$4.50
The Bronx Bomber - Tender corned beef and pastrami with onions and melted Provolone, hot peppers and mayo on pumpernickel.	\$4.15
COMBO PLATTERS	
Combo platters served with fresh bread.	
Chicken Pot Pie - Poached chicken breast, fresh broccoli, carrots, peas, mushrooms, and onion in a creamy sauce topped with a flakey butter crust. Served with a fresh mixed green salad.	\$6.95
Oven-Roasted Turkey Platter - The original Diner classic. All breast meat roasted daily, served sliced over sourdough bread with real mashed potatoes, corn bread stuffing, gravy and cranberry sauce.	\$7.95
Meat loaf - Homemade and full of flavor. Served on grilled sourdough with real mashed potatoes and gravy.	\$6.95
Country-Fried Steak - Breaded top sirloin with Country gravy, served with mashed potatoes.	\$7.50
Chopped Sirloin Steak - 1/2 pound of premium chopped steak, topped with grilled onions and gravy. Served with real mashed potatoes.	\$6.95
London Broil - Grilled marinated flank steak thinly sliced over grilled sourdough, topped with mushrooms and served with fries.	\$8.95
DESSERTS	
Fudge Brownie -	\$2.50
Apple Pie -	\$2.75
Cream Pies -	\$2.25
New York Cheese Cake -	\$2.75
Carrot Cake -	\$2.50
Double Chocolate Cake -	\$2.50
BEVERAGES	
Coca Cola, Diet Coke -	\$1.25
Old-Fashioned Shakes and Malts -	\$2.95
Lemonade -	\$1.55
Milk, Skim Milk -	\$1.00
Hot Chocolate -	\$1.25
Freshly brewed Coffee, Decaf -	\$1.00
▼ Indicates items lower in salt, cholesterol or fat	

This menu was created using the **Tucson Canteen** menu style with everything centered.

The prices were placed directly after the food item names by using the *Hide with Name* price option.

Southwestern images were also added.



Tijuana's Best

Taco Grande 1.95
Corn tortillas, avocado, beans & cilantro

Burrito Tijuana 2.75
Flour tortilla, cheese, guacamole, sour cream & salsa

Torta 2.75
French roll, sour cream guacamole, mayonnaise, lettuce, tomatoes & bell peppers

Tostada Tijuana 4.25
Black beans, lettuce, mild salsa, guacamole, sour cream, cheese & chips

Ensalada de Pollo 4.50
All Mexican greens, lettuce, bell peppers, tomatoes, avocados and cheese

Quesadilla 1.95
Flour tortilla with cheese & guacamole

Nachos 3.50
Regular and blue chips, beans, mild salsa cheese, sour cream, guacamole & chives

Side Orders

Black Beans .95
Rice .95
Chips 1.25
Guacamole .95
Sour Cream .60
Salsa to go 8 oz. 1.50

Beverages

Horchata, Jamaica, Oina, Ice Tea 1.00
Coke, Sprite, Diet Coke, Dr. Pepper 1.00

Installing MenuPro

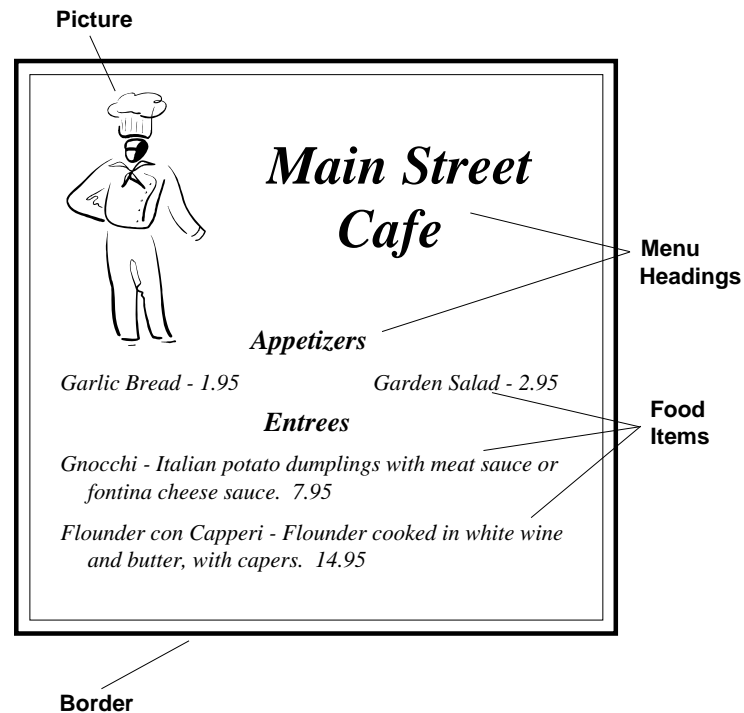
1. Start Windows.
2. Insert the MenuPro CD into your CD compatible drive.
3. Do one of the following:
 - The MenuPro setup program starts after you insert the MenuPro CD into your drive – Follow the instructions on the screen to install MenuPro.
 - The MenuPro setup program *does not* start – Go to your My Computer icon and double-click the icon for the CD compatible drive that contains the MenuPro CD. If the setup program still does not start, find the file on the CD that is named **setup.exe** and double-click that file to run the setup program. Once the MenuPro setup program starts, follow the instructions on the screen to install MenuPro.

THE BASICS

Before using MenuPro you should familiarize yourself with the following:

Menus

MenuPro menus are composed of three main components - *food items*, *menu headings*, and *graphic art* such as pictures and borders.



The food items on a MenuPro menu come from the *food item list*. The food items remain in the list whether they are on the menu or not – think of it as a master list of which all your menus are comprised.

Since the food items are always in the list, you can create menus by simply selecting items from the list rather than re-typing them from scratch. MenuPro automatically saves your food items for you.

Menu headings and design elements, on the other hand, will be entered for new each menu. These elements along with your choices of which food items go under which headings, will be saved in what's called a MenuPro menu (or menu file).

So to make up a menu, you will enter your headings, select the food items from your food item list that go under the headings, and finally select artwork and other design elements to complete your menu.

The following is an overview on how to create a menu:

Creating a menu

1. Enter your food and drink items into the food item list. (You only have to do this step once; after your food items are in the list, they will remain there unless you delete them.)
2. Enter your menu headings such as “Appetizers, Entrées”, etc.
3. Drag your menu headings over to the menu window in the order you want them.
4. Drag each food item from the food item list over to the menu window under the appropriate menu heading.
5. Choose a menu style and graphic art if you like.

That's it...you're done. You can now print your menu (or create a PDF menu to post on your website or send via e-mail).

Menu Styles

Menu styles are the foundation of any good menu design - font selection and text layout. Think of MenuPro menu styles as a blueprint of where your headings and food items will be placed and what the characters (fonts) will look like.

Unlike templates in word-processors or desktop publishing programs, a menu style does not constrain you to one or two columns, a particular paper size, where you can place pictures on the menu, whether the price will appear after the food item name or description, whether dots will be printed leading up to the price, whether one group of items will be centered and the next group will appear flush to the left, or whether the menu will be spaced to have just five items on a page or fifty items on a page. These are all design options that you can choose instantaneously with any menu style and without retyping any menu text.

Food Items

Food items are the foods that you will offer on your menus. They appear under your menu headings on a menu. Each food item can consist of a name, description and price(s).

Food Item

Homemade Pasta

Fettuccine Al Pomodoro \$6.95

Prepared with fresh pasta in the old world tradition

Name	Description	Price
<i>Fettuccine Al Pomodoro</i>	<i>Prepared with fresh pasta in the old world tradition</i>	<i>..... \$6.95</i>

Food items are stored in the food item list. They should not be deleted from the list unless they will never be used again on any menu.

Menu Headings

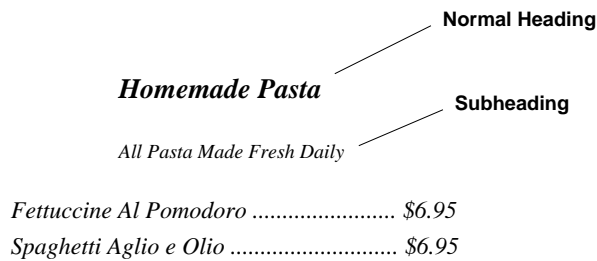
A menu heading is a line of text that appears on the menu, usually above a group of food items that are associated with it.



A menu heading can be any text and does not have to have food items associated with it. There are two types of headings, normal headings and sub-headings.

Sub-headings

Sub-headings are headings that appear directly below normal headings. They are usually smaller than normal headings and cannot have food items associated with them.



Food Categories

Food categories provide you with a way of organizing your food items in the food item list - they do not appear on menus. Food categories are optional - you do not need to use categories to create menus.

Starting and Stopping MenuPro

Starting MenuPro

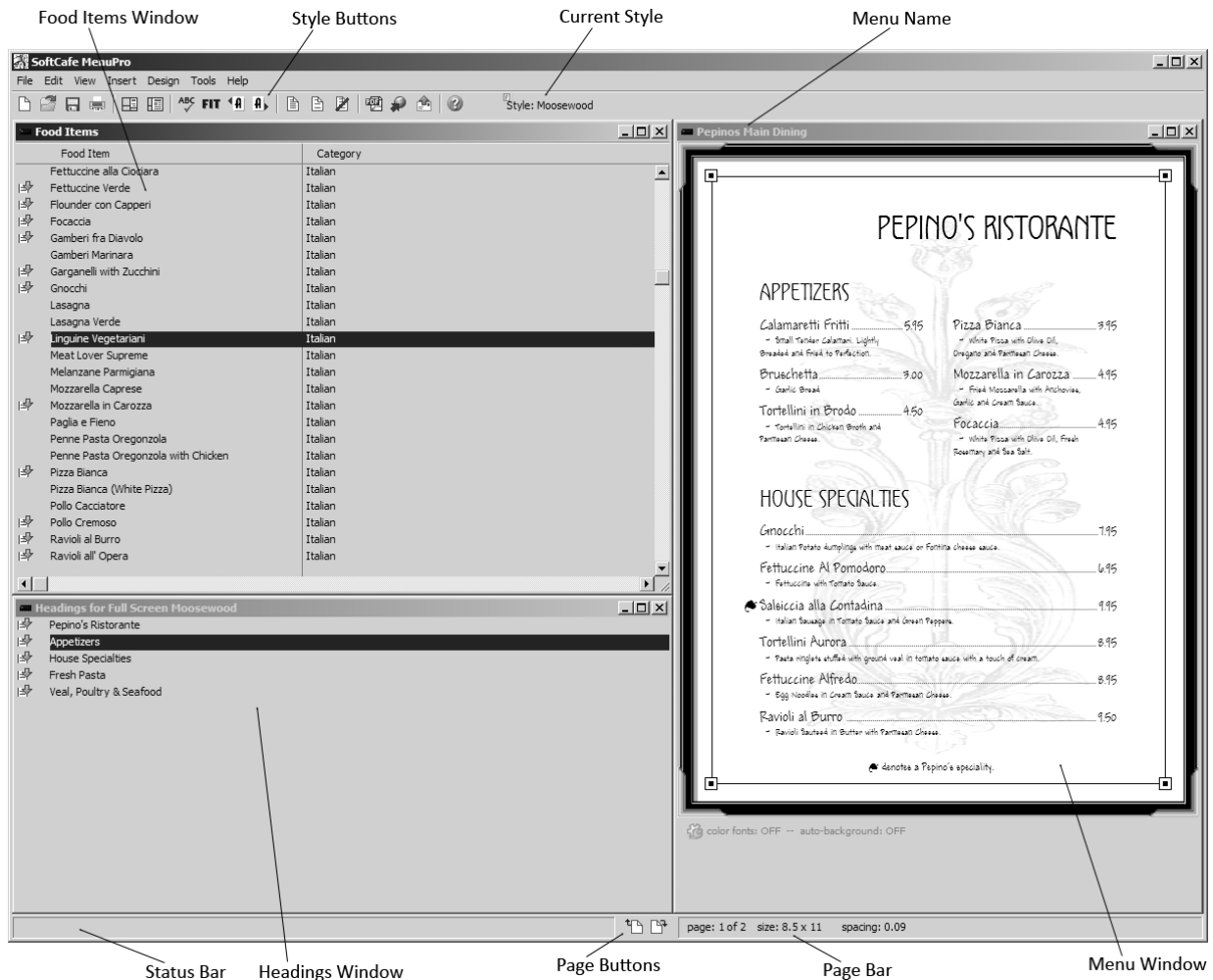
1. Double-click the SoftCafe MenuPro icon on your desktop or click the Windows **Start** button and then select SoftCafe MenuPro from the programs list.

Stopping MenuPro

1. Choose **Exit** from the MenuPro **File** menu.

What's on Your MenuPro Screen

When you start MenuPro, various windows appear on your screen.



The following is a general description of each window that appears

Food Items Window

The Food Items window lists your food items. A green arrow icon next to a food item indicates that the item is on the current menu. A pencil icon indicates that the Notes field for this item has been filled in.

Food Item	Category
✚ Basil and Pine Nut Pizza	Pizza
Asian Chicken Salad	Salads
Organic Greens Vinaigrette with Candied Walnuts and...	Salads
✚ Bacon, Lettuce, Tomato and Avocado	Sandwiches
Burger Deluxe	Sandwiches
Northwest Vegetable Sandwich	Sandwiches
✚ Oregon Fryer Breast and Organic Jack Cheese	Sandwiches
Ahi Tuna	Seafood
Albacore Tuna	Seafood
Chesapeake Seafood Stew	Seafood
Clams Casino (6)	Seafood
☑ Clams on the Half Shell	Seafood
Crab Cake	Seafood

The food item window also displays the food category that the item is assigned to.

Food items appear by name, unless there is no name in which case they appear by description. If a food item has neither a name nor a description then it appears by price. Items that are listed by description or price appear in italics.

Food items can be sorted alphabetically, or by category, or by the order they appear on the menu by using the **Sort Food Items** command from the **View** menu.

Menu Headings Window

The Menu Headings window shows you the headings for the menu you are currently viewing. The headings are listed in the order that they appear on the menu.

Heading
✚ Pepino's Ristorante
✚ Appetizers
✚ House Specialties
✚ Fresh Pasta
✚ Veal, Poultry & Seafood

Normal headings appear as normal text and sub-headings appear in italics. A green arrow next to a heading indicates that the heading is on the current menu. Unlike food items, menu headings will change depending on which menu you are viewing.

Menu Window

The Menu window is a 'print-preview' of your actual menu. The larger the window, the more accurate your menu will appear. You can enlarge the menu by resizing the window or by selecting **Mostly Menu** or **Only Menu** from the **View** menu.

You can double-click or right-click objects in the menu window to edit them and you can drag objects in the menu window to move them around. You can also right-click on the menu itself to make design changes such as change the background or border.

Toolbar

The Toolbar is a row of buttons that provides you with instant access to commonly used commands. When you move your cursor over a button the command name appears. The toolbar also displays the menu style name in use.

Status Bar

The status bar is used to display status and help messages about program operations that are in progress.

Page Buttons

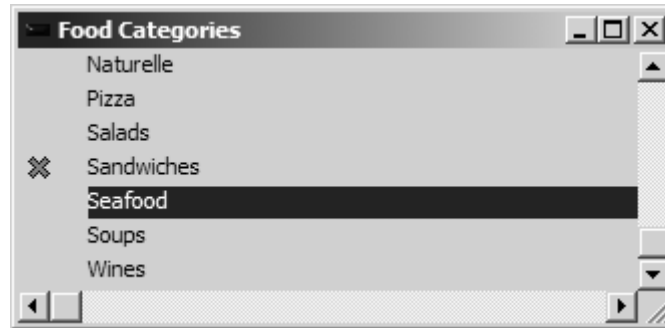
The page buttons allow you to go from one page to the next in a multi-page menu.

Page Bar

The page bar displays the total number of pages and the current page number that you are viewing. It also displays the size of your menu in inches and the page spacing for the current page.

Food Categories Window

The Food Categories window lists the food categories you have entered. (This window does not appear in the Normal view mode. You can view it by selecting **Food Categories** or **All Windows** from the **View Menu**.) An **X** icon next to the category means that food items in this category cannot be edited.



*You can select a specific style by choosing **Menu Style** from the **Design** menu.*

The Sample Menu

MenuPro comes with a small sample menu and a few sample food items. The first time you run MenuPro the sample menu appears.

The sample menu can be used for experimentation before you start on your own menu. When you are ready to start your own menu, you can delete the sample food items or edit them.

Previewing the Styles

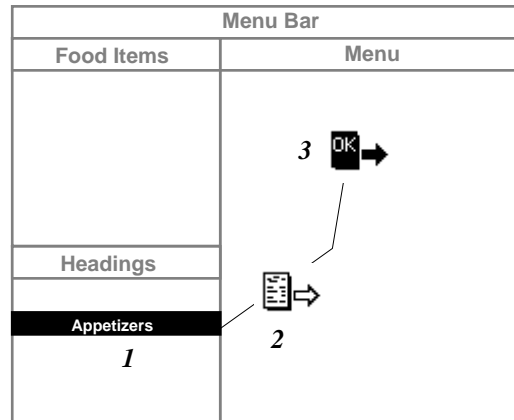
Before you get started on your own menu, you may want to preview the available menu styles using the sample menu. To preview the styles, click the **View Mostly Menu** button from the **Toolbar** and then click the **Next Menu Style** button from the toolbar.

Creating your own menu

The following is an overview on how to create a menu with MenuPro:

1. Select **New Menu** from the **File** menu. (A blank menu will appear with one sample heading. For now just leave this heading. You can delete it or edit it later.)
2. Right-click in the Headings Window and select **New Heading** from the pop-up menu that appears. A heading box will appear.
3. Under Heading, type in the first heading that will appear on your menu, such as *Appetizers*, and then click the OK button. (The heading you typed will now appear in the Menu Headings window.)
4. Drag this heading over to your menu window and drop it under the Sample heading. Try the following:

1. Click on the heading and hold down the left mouse button.

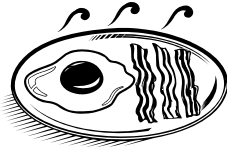


2. While holding down the button, drag the Insert cursor over to the menu window.
3. Release the mouse button when the cursor has changed to the OK cursor.
5. Now that your heading is on the menu, you can drag some food items and drop them under the heading in this same manner. (You can use the sample food items or enter your own items by right-clicking in the Food Items window and selecting **New Food Item**.)
6. Select **Print** from the **File** menu to print your menu.

That's the basic concept of creating a menu using the drag and drop method. More detail and other methods and options that let you refine your menu are explained in the sections that follow.

Your Food Items and Headings

FOOD ITEMS



Initially when you first use MenuPro, you will have to add your food items to the food item list. Once your food items have been entered, you can create menus simply by dragging those items to the menu. You can add or edit food items in the list at any time - they do not have to be entered all at once.

Food Item Box

When you add or edit a food item the food item box appears. The food item box allows you to add a new food item or edit an existing one.

A screenshot of the 'Food Item' dialog box. The dialog has a title bar with a close button. It contains several input fields and controls: 'Name' (text box with 'Pizza Bianca'), 'Price' (text box with '5.95'), 'Description' (text area with 'White Pizza with Olive Oil, Oregano and Parmesan Cheese.'), 'Brunch Price', 'Breakfast Price', 'Lunch Price' (text boxes), 'Category' (dropdown menu with '(None)'), 'Use All Prices' (checkbox), 'Wrap Lines' (checkbox, checked), 'Notes...' (button with pencil icon), 'Heading' (dropdown menu with 'Appetizers'), 'Bin/Number' (text box), 'Highlight - MultiBox' (dropdown menu with 'None'), 'Symbol 1' and 'Symbol 2' (dropdown menus), 'Spacing (inches)' (radio buttons for 'Style' and 'Custom', with 'Space Before' and 'Space After' text boxes), 'On Menu' (checkbox, checked), 'OK', 'Cancel', 'Next >>', and 'Help' buttons.

The food item box contains the following fields:

Name

The name of the food item - most food items will have a name although this field is not required.

Note: For some food items you may want to have additional descriptions and prices that go with the item, or you may want just an additional line of text to follow the item like a footnote. For example, you might want to offer a baked potato at one price but have a different price if it's offered with sour cream.

Normal Item	
Baked Potato	1.50
Fresh from Idaho w/ sour cream	1.75

Item with no item name

For these cases, enter the food item, as you normally would but for the additional text that will follow the item, enter a new item without a name (just a description and a price if needed). You can then drag the 'description only' item, over to the menu and drop it on the food item that it should follow.

Price

The main price for the food item is entered in this field. The price can be a currency value or any text such as "Market Price", or "Ask your server".

(When entering a price do not type a currency symbol such as the dollar sign, \$. Currency symbols are automatically added or removed from all prices using the **Price Options** command from the **Design** menu.)

Note: Adding extra spaces at the end of a price field will cause the price to move to the left, pushing the price out of alignment with the other prices. Unless this is your intent, do not put extra spaces after the price.

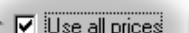
In addition to the main price field, there are three additional price fields that can be used in two different ways.

1. You can enter different prices for different types of menus such as lunch or breakfast and then choose which price field to print for the particular menu. This way you can use food items on your menus that have different prices on different menus without having to re-enter the food item twice. This option is set using the **Price Options** command from the **Design** menu.

2. If you have a food item that has more than one price, you can enter the additional prices in the other price fields and then check the **Use All Prices** box. If this box is checked all prices that are entered for the food item will be printed on the menu in columns.

Deep Dish 9.95 11.95 13.95 15.95

This food item uses all 4 prices by checking the Use all prices box.



Description

The description of the food item - the description follows the food item name on the menu.

Brunch Price Breakfast Price Lunch Price

Additional price fields (see explanation of Price above).

Category

The Category box displays the food item's category. The drop-down list contains a list of your categories. If you haven't entered any categories yet, or don't want to use categories, you can skip this field. To select a category, click the desired category from the list. Initially this field is set to **(None)**.

Use all prices

If this box is checked, all prices for this food item will appear on the menu formatted in columns (see Price above). If this box is not checked only the price selected under Use Price in the **Price Options** box will appear on the menu.

Wrap Lines

If this box is checked MenuPro will automatically format the item for you.

Normally you will want to leave this box checked. If you want to specifically align the text yourself, you can remove the check mark from this box.

Notes (button)

Clicking this button brings up the Food Item Notes box which lets you enter notes about this particular food item, as well as an ID code that can be used to distinguish the item from other items of the same name. Additionally, the Food Item Notes box displays Integration Link information that is used to link MenuPro with other software programs (see Food Item Notes Box for more information).

Heading

The Heading box displays the heading that the food item is assigned to. The drop-down list contains a list of all menu headings for the current menu.

If you haven't entered in any headings yet, or you don't want to assign the heading here, you can skip this field. (When you drag and drop a food item on the menu this field is automatically updated.)

To select a heading, click the desired heading from the list. Initially this field is set to (None).

Bin/Number

This Bin/Number field allows you to print a number or letter in front of the food item on the menu. The text entered in this field is automatically formatted on the menu as a 'hanging-indent' using the same font as the food item description.

This field is useful for wine lists, room service menus, or any menu in which the food items are numbered.

You can also use the **AutoNumber** command to automatically populate all the Bin/Number entries on your menu (see also AutoNumber for more information).

		Bin		bottle
<i>Room Service</i>				
—	House Coffee	1.00		
—	Huevos Rancheros <i>A crisp or soft tortilla topped with black bean chili, Mexican sauce, two eggs and bacon strips.</i>	7.25		
—	Croissants <i>Regular or honey wheat</i>	2.50		
			14) Laurent Perrier, Cuvée Rosé Brut - NV	40
			<i>Delicate blue-pink rosé, thanks to a brief encounter with the grape skins; flowery, fragrant and dry.</i>	
			15) Moët & Chandon, Brut Impérial - 1993	38
			<i>A fine mousse and a full yeasty nose are the hallmarks of this excellent, mature Champagne, which has at least three years aging before being released.</i>	
			16) Krug Vintage - 1989	75
			<i>A masterpiece of wine making skills; immense concentration and complexity with the unique, rich, Krug style.</i>	
			BEEF AND PORK	
	★ 23. Hot Crispy Beef - Crispy shredded beef sauteed with carrots and celery in hot pepper sauce.	8.95		
	24. Pork, Hunan Style - Sliced pork sauteed with fresh broccoli, baby corn and straw mushrooms in chef's hot sauce.	6.75		
	25. Orange Beef - Crispy beef chunks sauteed in spicy orange sauce.	8.95		

Bin/Number Examples

Highlight/MultiBox

This field allows you to highlight the food item with various boxes, underlines, topline, or by font color.

The color of the highlight is determined by the **Highlight Options** command from the **Design** menu (see Highlight Options Box for more information).

You can also select whether you want the food item to be the top or bottom of a MultiBox (a box that surrounds multiple food items or headings).

Symbol 1 and Symbol 2

The Symbol boxes contain symbols or icons that you can place in front of the food item on the menu.

♥ *Low Calorie Salad* \$2.95

To place a symbol in front of the item, click the desired symbol from the list. If you use both symbol boxes, Symbol 1 will appear on the menu to the left of Symbol 2.

To remove the symbol from the menu, set the Symbol choice to blank (the first selection in the list).

To change the symbol color and size use the **Symbol Options** command from the **Design** menu (see Symbol Options Box for more information).

Spacing

The spacing for your menu items is automatically set depending on the menu style you choose. Initially each new item is set to use preset menu style spacing. The actual values the menu style uses are displayed in gray in the Space Before and Space After boxes.

You can change the spacing for any item by clicking the Custom spacing button and then filling in the Space Before and Space After boxes. If you want to return to automatic style spacing click the Style button.

On Menu

You can place an item on the menu by dragging and dropping it.

This box can be used to place an item on the menu or take an item off the menu. If you use this box to place an item on the menu, you must select the heading you want the item to go under using the Heading field.

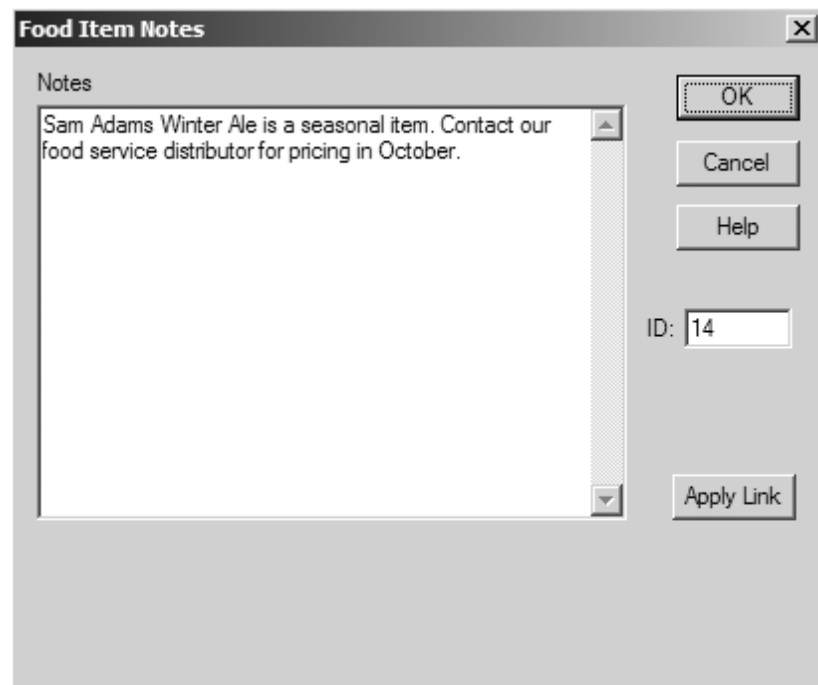
To remove an item from the menu, simply uncheck the box.

If you are entering food items into the list and do not have Headings on your menu yet, leave this box unchecked; you can place the items on the menu later using the drag and drop method.

Food Item Notes Box

The Food Item Notes box lets you enter notes about a particular food item, as well as an ID code that can be used to distinguish the item from other food items.

The Food Item Notes box may also display Integration Link information that is used to link MenuPro with other software programs (see MenuPro Options Box for information on displaying Integration Link fields).



The Food Item Notes box contains the following fields:

Notes

Contains any notes you want to enter about this particular food item. For example, it could be the item's recipe, it's history on the menu, special preparation concerns, etc.

ID

The ID field can be used to enter a special code that is unique to this food item. If the MenuPro Option is set to display ID's in the food item list, then the ID will appear before the item name in the food item list (see MenuPro Options Box). This enables you to quickly distinguish two food items that have the same name but different descriptions or prices. If you are creating menus for more than one restaurant or location, you could also use the ID to distinguish items that go with one location or another.

Apply Link

If you are linking MenuPro with another software program, clicking this button may cause an external link to be executed. Contact the vendor of the program that is linking to MenuPro for more information.

Integration Link (*Appears only if the Display Integration Link option is set. See MenuPro Options box for more information.*)

If you are linking MenuPro with another software program, this field may display instructions that are executed when the **Apply Link** button is clicked. Contact the vendor of the program that is linking to MenuPro for more information.

Vendor (*Appears only if the Display Integration Link option is set. See MenuPro Options box for more information.*)

If you are linking MenuPro with another software program, this field may display information that is used by the other program to link this food item. Contact the vendor of the program that is linking to MenuPro for more information.

Adding, Editing and Deleting Food Items

The following sections explain how to add, edit, and delete food items from the food item list.

Adding a new food item to the list

1. Right-click in the food items window and select **New Food Item** from the pop-up menu.

OR

Click the food items window to make it the selected window and then choose **New** from the **Edit** menu.

2. In the food item box that appears, fill in the desired fields the new item.
3. Click **OK** or **Next**. (The Next button allows you to enter multiple items without having to close and re-open the food item box.)

Editing an existing food item

1. Right-click the food item in the food items window (or menu window if the food item is on the menu) and select **Edit** from the pop-up menu.

OR

Double-click the food item in the food items window (or menu window if the food item is on the menu).

OR

Highlight the food item in the food items window by clicking it

and choose **Edit** from the **Edit** menu.

2. Edit the food item fields.
3. Click OK.

Deleting a food item from the list

1. Right-click the food item in the food items window (or menu window if the food item is on the menu) and select **Delete** from the pop-up menu.

OR

Highlight the food item in the food items window by clicking it and choose **Delete** from the **Edit** menu.

2. The program will prompt you for confirmation. **Note:** If you delete a food item from the list the food item will be removed from all menus so use this command carefully.

MENU HEADINGS

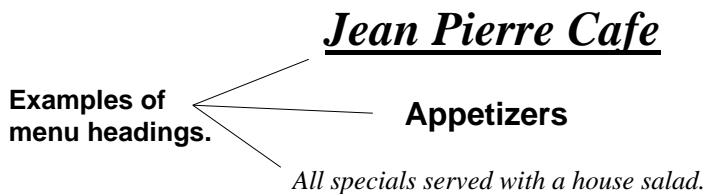


A menu heading is a line of text that appears on your menu, usually before a group of food items.

Typically, some of your menu headings such as *Appetizers* or *Entrées* will have food items associated with them. The food items under these headings will automatically be linked to the heading. So, if you change a heading layout option, all of the food items that are linked to the heading will change accordingly.

Additionally, if you move a heading on the menu, all of the food items that are under that heading will move with it. This makes it easy to reorganize large portions of your menu.

You can have several menu headings together such as the name of your restaurant, the address and phone number, and you can use a special type of heading called a *sub-heading* that appears under a normal heading but has no food items associated with it.



While your food items may appear on any number of menus, menu headings are specific to each menu you create.

Menu Heading Box

When you add or edit headings the Menu Heading box will appear. This box allows you to enter new headings or make changes to existing ones.

The screenshot shows the 'Menu Heading' dialog box with the following settings:

- Heading: Appetizers
- Size: Normal
- Column Mode: Continuous (selected), Start (dropdown), End
- Layout Options: Alignment: Default, New Page or Column (unchecked), Items in Columns: 2, Center First Item (unchecked), Center Last Item (unchecked), Center Items (unchecked), No Item Descriptions (unchecked), Hide Prices: w/Name, Use Previous Indent (unchecked), Wrap Lines (checked)
- Effects: Expand (unchecked), Shadow (unchecked), Opaque (unchecked)
- Type: Normal (selected), Sub-heading
- Symbol 1: (empty dropdown), Symbol 2: (empty dropdown)
- Spacing (inches): Style (selected), Space Before: 0.25", Space After: 0.05"
- On Menu: checked

The Menu Heading box contains the following fields:

Heading

The text for the heading such as "Appetizers", "Today's Specials", "All meals served with a salad", etc.

Size

You can change the font (point) size of any heading size by using the **Change Font** command from the **Design** menu.

Each menu style comes with five sizes of headings. New headings are initially set to Normal.

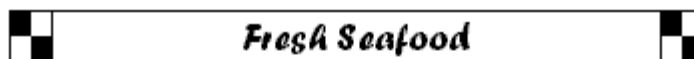
IMPORTANT: The menu styles were designed so that Normal size headings look appropriate for Appetizers, Entrées, etc. and Small size headings look appropriate for sub-headings. To make *all* Normal headings larger or smaller, change the Normal heading's font size using the **Change Font** command from the **Design** menu.

Heading Art - MultiBox

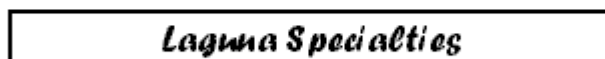
Allows you to choose which type of graphic art will surround or highlight your heading.

You can also select whether you want the heading to be the top or bottom of a MultiBox (a box that surrounds multiple food items or headings).

If you choose Default, the Art for this heading will be the Heading Art that is currently selected under **Heading Art** from the **Design** menu.



Starters



Heading Art examples

Initially, each new heading is set to use the Default Heading Art.

If you don't want any graphic art around the heading, select the option None, or set the option to Default and then set the Heading Art type to (None) using the **Heading Art** command from the **Design** menu.

Effects

Allows you to apply a number of effects to the heading – Expand, Shadow, or Opaque. A check mark in the effect's box turns the effect on. The parameters and options for the effects can be adjusted using the **Heading Effects** command from the **Design** menu.

Symbol 1 and Symbol 2

The Symbol boxes contain symbols that you can place in front of the heading on the menu. These symbols can be used in conjunction with

symbols in front of food items that deserve special attention. Or they can be used as simply an ornamental addition to the heading.

To place a symbol in front of the heading, click the desired symbol from the list. If you use both symbol boxes Symbol 1 will appear on the menu to the left of Symbol 2.

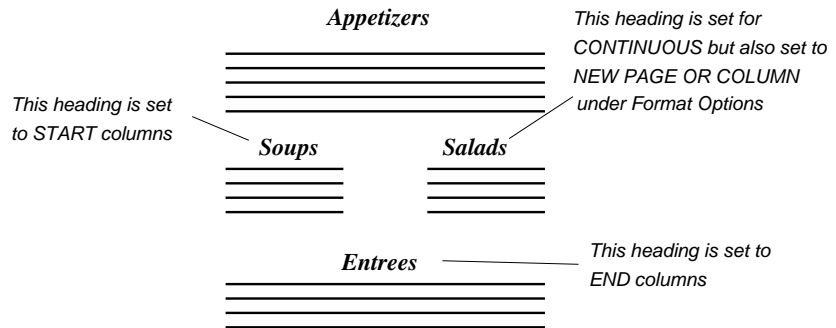
To remove the symbol from the menu set the Symbol choice to blank - the first selection in the list.

To change the symbol color and size use the **Symbol Options** command from the **Design** menu.

Column Mode

Column mode is used for menus where both heading and items switch from 1 to 2 or 3 columns in the middle of the menu. (You can have the items only for a heading formatted in 2 or 3 columns by using the *Items in columns* option.)

To use the column mode option the number of columns for the entire menu, which is set using the **Menu Style** command from the **Design** menu, must be set to 1.



To start column mode, click *Start Columns* for the heading where you want the columns to start and select 2 or 3 for the number of columns. Other headings that follow this heading and stay in columns should have *Continuous* set. To end column mode and go back to 1 column, click the button *End Columns* for the heading that you want to return to 1 column.

If you do not want to use column mode leave this option set at *Continuous*.

Type

Use this field to set the heading's type. – either Normal or Sub-heading. A sub-heading is a heading that appears directly under a normal heading. You cannot assign food items to a sub-heading.

Layout Options

The Layout options change the way the heading appears on the menu or the way the food items under this heading appear on the menu.

Alignment

Each menu style comes with preset alignment for each heading size. The alignment for the different sizes vary. For example, a menu style may have Normal headings centered but Small headings aligned to the left.

You can override these pre-set alignments using this field. Select either Left, Right, Center, or select Default to use Menu Style's pre-set alignment. If you select anything other than Default, that alignment will remain with the heading even when you switch menu styles.

New Page or Column

If this box is checked, the heading will start on a new page or new column, which ever comes first. If the selected menu style has only one column and column mode is not on, checking this box will start the heading on a new page.

If the heading would have started on a new page or column without this box checked, then this option will have no effect.

This option is also ignored if the heading being edited is the first heading on the menu unless the 'AutoBlank' option under MenuPro Options is turned on (see **AutoBlank first new page/column heading** under **MenuPro Options** for more information).

Items in Columns (2 or 3)

If this box is checked the food items that appear under this heading will be formatted in 2 or 3 columns, but the heading itself will remain in one column.

This is a common and efficient use of space for a group of food items that have brief (or no) descriptions such as drinks, desserts, or appetizers or anywhere where you prefer this look.

Items in 2 Columns Example



Appetizers	
Chicken Wings	\$2.95
Spinach Cheese Dip	\$3.75
Bagel w/ cream cheese	\$4.95
Potato Skins	\$3.95
Chicken Fingers	\$2.95
♥ Fresh Fruit Cup	\$2.25

If this option is set, you can also choose to **Center** the **First** or **Last** item under the heading.

This option has no effect if the overall Menu Style columns are set to more than one column. (To set the entire menu into more than one column use the **Menu Style** command from the **Design** Menu.)

Rearranging Food Items

Items in Columns headings operate differently than normally because, in order to balance the columns under the heading and reduce white space, MenuPro automatically decides the column based on the order that the items are added to the heading.

This auto-formatting allows you to take a heading with many items under it and have them all re-formatted into 2 or 3 columns instantly, wasting as little white space as possible, and thereby allowing more food items under the heading.

However, if you need to re-order the items, you should keep this auto-formatting in mind as the food items will typically appear to jump to the opposite column of the item they are dragged on, since MenuPro will be rearranging them to fill up the columns.

APPETIZERS

<i>Bagel w/ cream cheese</i>	\$4.95	<i>Granola</i>	\$6.00
<i>Chicken Wings</i>	\$2.95	<i>Potato Skins</i>	\$3.95
<i>Chicken Fingers</i>	\$2.95	<i>Fresh Fruit Cup</i>	\$2.25
		<i>Spinach Cheese Dip</i>	\$3.75

The last item under this heading is centered if the option Center Last 2-Col Item is checked

You can also center food items under headings by choosing a menu style that already has everything centered.

Center Items

This option centers the food items under this heading only - it does not effect food items under other headings or the heading alignment itself.

No Item Descriptions

If this box is checked, all food items that appear under this heading will be printed without descriptions.

Hide Prices (w/Name or w/Desc.)

This option allows you change the price formatting for food items under this heading only. You can choose to Hide the prices next to the food item name (w/Name) or next to the food item description (w/Desc.).

These are the same formatting options that can be applied to the entire menu using the Price Options command, but sometimes its useful to be able to apply them to foods under a particular heading. If that's the case, use this option.

Use Previous Indent

If this box is checked, and the style indent feature is being used, the margins for this heading will match those of the previous heading. This option only has an effect if it is used in conjunction with the Style Indent feature and only with menus that have the overall Menu Style columns set to 1.

Wrap Lines

If this box is checked the program will automatically format the heading for you.

Normally you will want to leave this box checked. If you want to specifically align the text yourself, you can remove the check from this box.

Spacing

The spacing for your menu headings is automatically set depending on the menu style you choose. Initially each new heading is set to use the default menu style spacing. The actual values that the menu style uses are displayed in gray in the Space Before and Space After boxes.

You can change the spacing for any heading by clicking the Custom spacing button and then filling in the Space Before and Space After boxes. If you want to return to using automatic spacing click the Style button.

On Menu

You can use this to place the heading on the menu.

To remove the heading from the menu, simply uncheck this box.

You can also place a heading on the menu by dragging and dropping the heading (see Composing a Menu).

Adding, Editing, Deleting, and Moving Headings

The following sections explain how to add, edit, delete, and move headings on the menu.

Adding a new heading to the menu

1. Right-click in the menu headings window and select **New Heading** from the pop-up menu.

OR

Click the menu headings window to make it the selected window and then choose **New** from the **Edit** menu.

2. Enter the heading text and select the desired options.
3. Click OK.

Editing a heading

1. Right-click the heading in the menu headings window (or menu window if the heading is on the menu) and select **Edit** from the pop-up menu.

OR

Double-click the heading in the menu headings window (or menu window if the heading is on the menu).

OR

Highlight the heading in the menu headings window by clicking it and choose **Edit** from the **Edit** menu.

2. Edit the heading text and options.
3. Click OK.

Deleting a heading

1. Right-click the heading in the menu headings window (or menu window if the heading is on the menu) and select **Delete** from the pop-up menu

OR

Highlight the heading in the menu headings window by clicking it and choose **Delete** from the **Edit** menu.

2. The program will prompt you for confirmation. At this point you can change your mind if you do not wish to delete the heading.

Moving a heading (up or down) on the menu

1. Right-click the heading in the menu window and select **Move Up** or **Move Down** from the pop-up menu (if the heading cannot be moved up or down the command choices will be grayed out). The food items associated with heading will move with it.

OR

Click the heading in the menu window or headings window, hold down the mouse button, and then drag and drop it on the menu in the desired location.

Header and Footer

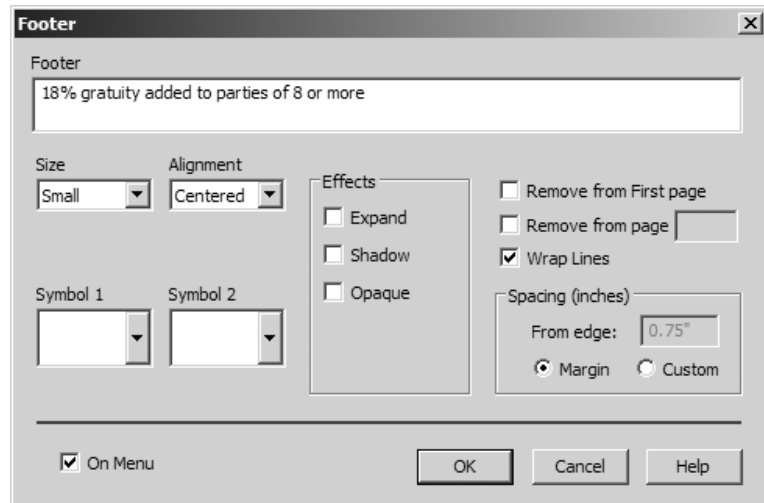
The header and footer are special types of headings. They allow you to add a line of text at the top or bottom of every page of your menu. The header appears at the top of the menu and the footer appears at the bottom.

The header and footer are similar to normal menu headings, but differ in two ways 1) they can appear on *each* page of the menu in a specific place 2) you cannot assign food items to them.

The header and footer are useful to display short text such as "*We accept major credit cards*" or "*18% gratuity added to all checks*" or a restaurant slogan such as "*Open 24 hours*".

Header and Footer Boxes

When you edit the header or footer, the Header or Footer box will appear. These boxes are identical except that one is for the header and one is for the footer.



The header and footer box contains the following fields:

Header or Footer

The text for the header or footer that will be displayed on each page of your menu. Usually the header and footer look best if this text is kept to a minimum.

Size

The size of the header or footer. The default size for the header and footer is Small; MenuPro Menu Styles were designed so that the Small size looks appropriate for headers and footers.

Alignment

The alignment for the header and footer - Centered, Left, or Right.

Symbol 1 and Symbol 2

The Symbol boxes contain symbols that you can place in front of the header or footer on the menu. These symbols can be used in conjunction with symbols in front of food items that deserve special attention.

To place a symbol in front the header or footer, click the desired symbol from the list. If you use both symbol boxes Symbol 1 will appear on the menu to the left of Symbol 2.

To remove the symbol set the Symbol to blank - the first selection in the list. To change the symbol color and size use the **Symbol Options** command from the **Design** menu.

Effects

Allows you to apply a number of effects to the header or footer – Expand, Shadow, or Opaque. A check mark in the effect's box turns the effect on. The parameters and options for the effects can be adjusted using the **Heading Effects** command from the **Design** menu.

Remove from First page

Check this box if you do not want the header or footer to appear on the first page of the menu.

Remove from page (number)

Check this box and enter a page number if you do not want the header or footer to appear on a specific page of the menu.

Wrap Lines

If this box is checked the program will automatically format the header or footer for you.

Spacing

The spacing for the header or footer refers to the distance that the header or footer is from the edge of the paper. Initially this spacing is automatically set in accordance with your page margins. The actual value is displayed in gray in the **From edge:** box.

In most cases, it is best to use the margin spacing. With margin spacing, if your margins change your header and footer will automatically be adjusted for you. You can change this option, however, and enter your own spacing value by clicking the **Custom** button and then filling in the **From edge:** box. If you want to return to using automatic spacing select the **Margin** button.

On Menu

Check this box if you want the header or footer to appear on the menu. To take a header or footer off the menu, remove the check from this box.

Adding, Editing, and Removing the Header and Footer

The following sections explain how to add, edit, and remove the header or footer from your menu.

Adding a header or footer

1. Open the header or footer box by choosing **Header** or **Footer** from the **Edit** menu.

OR

Right-click on an empty space in the menu window and select **Header** or **Footer** from the pop-up menu.

2. Fill in the text for the header or footer, select the options you want, and check the **On Menu** box.
3. Click OK.

Editing the header or footer

1. Open the header or footer box by choosing **Header** or **Footer** from the **Edit** menu.

OR

Right-click on an empty space in the menu window and select **Header** or **Footer** from the pop-up menu.

2. Edit the header or footer fields.
3. Click OK.

Removing the header or footer

1. Open the header or footer box by choosing **Header** or **Footer** from the **Edit** menu.

OR

Right-click on an empty space in the menu window and select **Header** or **Footer** from the pop-up menu.

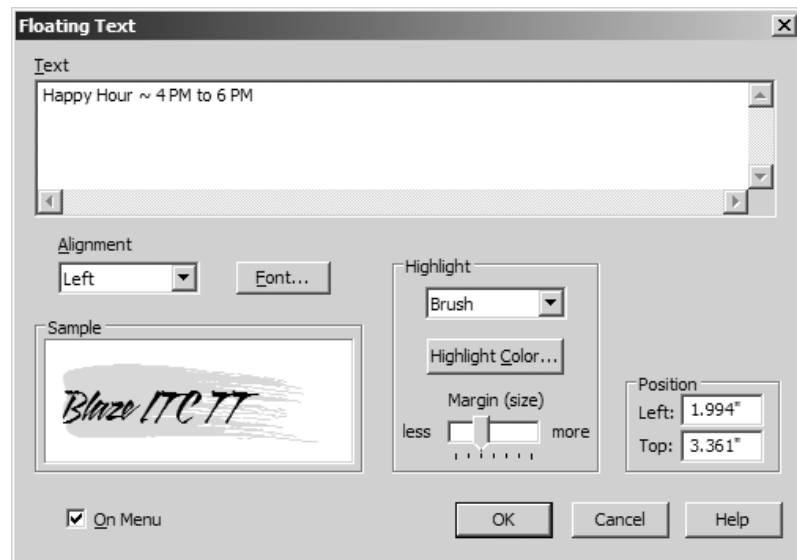
2. Remove the check from the **On Menu** box or delete the header or footer text.
3. Click OK.

Floating Text

Floating text is text that 'floats' over your normal menu heading and food item text. It can be dragged and repositioned anywhere on the menu and is not affected by your chosen menu style or page spacing. It is best used for text that does not fit into the standard menu style format.

Floating Text Box

The Floating Text box lets you add and edit floating text on your menu.



The following options appear in the Floating Text box:

Alignment

Allows you to center the text or have it aligned to the left or right.

Font

Allows you to set the font and color of the text. A sample of the selected font appears in the Sample window.

Highlight

Allows you to highlight the text with a box or other shapes. A sample of the highlight appears in the Sample window.

Highlight Color

Allows you to select the highlight color.

Highlight Margin

Allows you to increase the margin of the highlight. The margin is the distance from the edge of the highlight to the text inside the highlight

(for solid shapes such as Brush and Swash, the margin determines the size of the shape).

Position - Left

The distance in inches the floating text is from the left edge of your menu (this option appears after the floating text has been placed on the menu).

Position - Top

The distance in inches the floating text is from the top edge of your menu (this option appears after the floating text has been placed on the menu).

On Menu

Use this box to remove floating text from your menu. To remove the floating text uncheck this box.

Placing, Moving, Resizing, and Aligning Floating Text

The following sections explain how to place, move, resize, and align floating text on your menu.

Placing floating text on your menu

1. Choose **Floating Text** from the **Insert** menu. The Floating Text box will appear.
2. Enter the text you want and select any other options that you want applied to this text.
3. After clicking OK the cursor will change to the Insert Text cursor, a circle with cross hairs. Move the cursor over to the menu window and click on the menu where you want the top left corner of the text to start. This spot does not have to be exact - you can later move the text around freely.
4. After clicking on the menu, the cursor will change back to the normal cursor and the text will be displayed on the menu where you placed it.

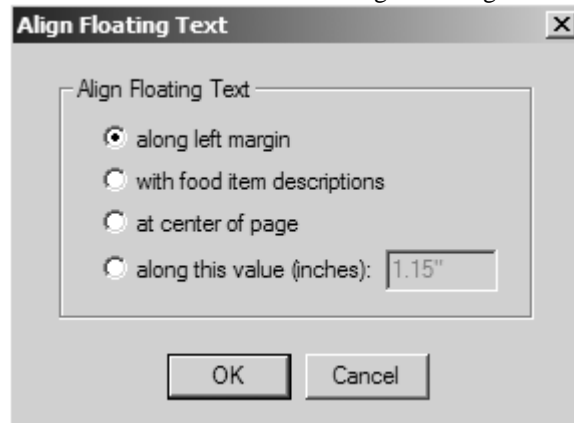
Moving floating text on your menu

1. Click on the text in the menu window with the left mouse button and hold down the button. A box will appear which outlines the text.
2. While holding down the button, move the box where you want the text to be.
3. When the box is in the desired spot, release the mouse button (positioning of floating text is best achieved if the menu window is as large as possible on the screen).

Aligning floating text on your menu

You can align floating text by simply dragging the text to the desired location (the larger the menu window the more precise the alignment will be), or you can edit its position using the left/top fields in the floating text box, or you can use the auto-alignment command described below:

1. Choose **Align** from the **Tools** menu and then choose **Floating Text** from the sub-menu. The Align Floating Text box appears.



2. Choose an alignment option and click OK.
3. After clicking OK all of the floating text on the current page will be aligned according to the option you chose.

Resizing or changing the font of your floating text

1. Double-click the floating text.

OR

Right-click the floating text and choose **Edit** from the pop-up menu. The Floating Text box will appear.

2. Change the font or font size by clicking the **Font** button and then selecting a new font name or font size for the font.
3. Click OK. The floating text and highlight are sized automatically according to the font you select.

Removing floating text from your menu

1. Right-click the floating text and choose **Remove from menu** from the pop-up menu.

OR

1. Double-click the floating text. The Floating Text box will appear.

2. Remove the check from the **On Menu** box.
3. Click OK.

Clearing all floating text from your menu

You can quickly clear all floating text off your menu by using the using the **Clear All | Floating Text** command from the **Tools** menu. This command removes all floating text from all pages of your menu.

FOOD CATEGORIES



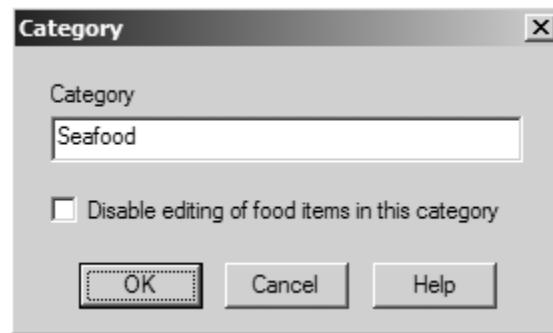
When you enter your food items you may want to organize them into *categories*. Food Categories, unlike menu headings, are not part of your menus - they are part of the food item list.

Food Categories provide you with a way of arranging your food items in a meaningful order. If your food item list is large, they may also help you find a particular item that you are looking for since you can sort your food items by *Category*.

You do not have to use Food Categories to create menus.

Category Box

When you add or edit food categories the category box appears. The category box allows you to enter new categories or make changes to existing categories.



The category box contains the following fields:

Category

The food category name.

Disable editing of food items in this category

Checking this box will prevent the food items that are assigned to this category from being edited. The food items will appear in the food item list in light gray to indicate that they are disabled. Removing the check from this box will re-enable editing.

You can also disable or enable all categories at once by right-clicking in the Food Categories window and selecting either **Enable All Categories** or **Disable All Categories**.

Adding, Editing and Deleting Food Categories

The following sections explain how to add, edit, and delete categories.

Adding a new category

1. Right-click in the categories window and select **New Category** from the pop-up menu.

OR

Click the categories window to make it the selected window and then choose **New** from the **Edit** menu.

2. Enter the category.
3. Click OK.

Editing a category

1. Right-click the category in the categories window and select **Edit** from the pop-up menu.

OR

Double-click the category in the categories window.

OR

Highlight the category in the categories window by clicking it and choose **Edit** from the **Edit** menu.

2. Edit the category.
3. Click OK.

Deleting a category

1. Right-click the category in the categories window and select **Delete** from the pop-up menu.

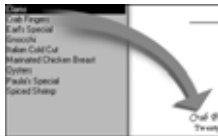
OR

Highlight the category in the categories window by clicking it and choose **Delete** from the **Edit** menu.

2. The program will prompt you for confirmation. At this point you can change your mind if you do not wish to delete the category.

Creating a New Menu

COMPOSING A MENU

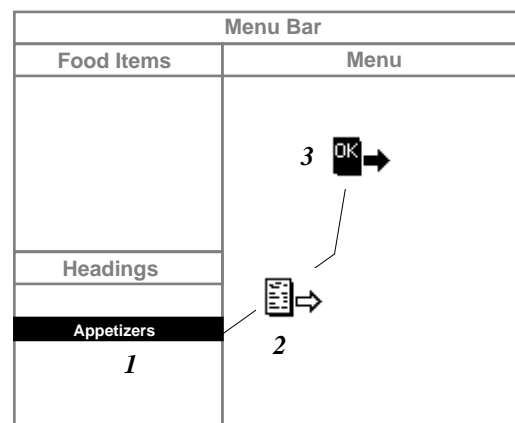


Once you have entered your menu headings and food items, you are ready to *compose* a menu. Composing simply means picking the headings and food items that you want to appear on the menu in a certain order.

You can compose a menu in several different ways, the quickest being *drag and drop* or *right-click*. The following sections explain these two methods.

Composing a menu by drag and drop

1. Click on the heading and hold down the left mouse button.



2. While holding down the button, drag the Insert cursor over to the menu window.
3. Release the mouse button when the cursor has changed to the OK cursor.

1. Click on a heading in the menu headings window, hold down the left mouse button, and then drag the heading to the menu window. As you start to drag, the cursor will change to a little white menu with an arrow. Release the mouse button when the cursor is on the menu and has changed to a little black menu with a green arrow and the word OK.
2. Click on the food item in the food items window that you want to appear first under this heading and hold down the left mouse button. Drag the food item over to the menu window until it is under the heading. Release the mouse button when the cursor is under the heading and the cursor has changed to the **OK Cursor**.
3. For each subsequent food item under this heading, drag and drop under the last food item under this heading. (If you drop an item on top of another item it will appear after the item it was dropped on.)
4. For the next heading, drag and drop the heading on to an empty space on the menu that is under the last food item.
5. Repeat this process until done.

Note: You must drag at least one heading onto the menu before dragging any food items onto the menu.

Composing a menu using right-click

1. Right-click the menu heading in the menu headings window that you want to appear first on the menu. Select **Place on menu** from the pop-up menu. The heading will be placed on the menu.



2. Next, do the same thing in the food items window to each food item that want placed under this heading.

Note: The items must have already been assigned to the heading. (See the section Food Item Box, Heading field.)

3. Select the next heading in the same manner as step 1, and repeat step 2 for this heading.
4. Repeat this process until done.

Tip: Use Ctrl-Left-Click to quickly place food items on the menu.

*Note: You can also hold down the **Ctrl** button and left-click the food item to quickly place or remove it from the menu. To use this method the food item must have already been assigned to a heading and that heading must be already on the menu.*

Moving food items and headings on the menu

1. Click on the heading or food item that you want to move in the menu window. At this point the cursor should be the **Edit cursor** (a hand with the word Edit under it).
2. Start to drag the food item or heading. As you start to drag the item or heading, the cursor will change to the **Insert Cursor**, a menu with an arrow.
3. Release the mouse button when the heading or item appears where you want it on the menu and the cursor has changed to the **OK Cursor**.

Inserting something into the middle of the menu

1. Click on the heading or food item you want to insert in the food items or menu headings window and hold down the left mouse button. Drag the heading or item over to the menu window. As you start to drag the item or heading the cursor will change to the **Insert Cursor**. Release the mouse button when the heading or item appears where you want to insert it on the menu and the cursor has changed to the **OK Cursor**.


Removing something from the menu

1. Right-click the object you want to remove from any window in which it appears and select **Remove from menu** from the pop-up menu. This applies to food items and headings as well as pictures and floating text.

Appetizers

Focaccia	4.95
White Pizza with Oliv	
Rosemary and Sea Salt	



 **Tip:** Double-click on an object in the menu window to edit it.

OR

1. Double-click the object and remove the check from the **On Menu** box.

Getting to Page 2 and Beyond

MenuPro automatically detects when there are too many items for a page and creates a new page for the remaining items. Just keep placing items on a page until they spill over to the next page. You can then view the next page by clicking the **Next Page** button.

OR

If a page of your menu is complete and you want to start a new page with a specific heading, check the **New Page or Column** option under the heading's *Layout Options*. Then put the heading on the menu by right-clicking it and selecting **Place on menu**.

Page Setup (Menu Size)

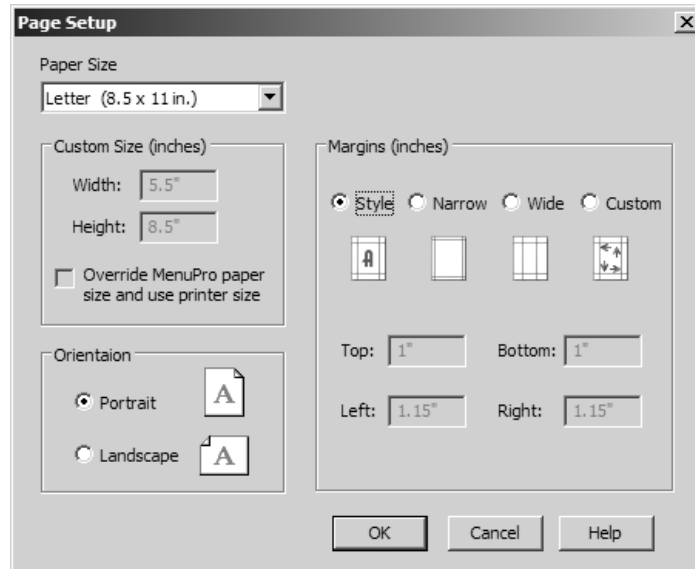
You can create menus of any size (from 4 inches up to 22 inches in length) including the two most common sizes *Letter* (8.5 by 11 inches) or *Legal* (8.5 by 14 inches) and you can also change orientations between *Portrait (Vertical)* and *Landscape (Horizontal)* for any paper size using the Page Setup command.

The Page Setup command also lets you change the margins that are preset for each menu style.

Note: When you start a new menu, the menu size and orientation (page setup) will be the same as the last menu your were working on.

Page Setup Box

The Page Setup box lets you change the margins, paper size, and page orientation.



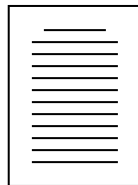
The following fields appear in the Page Setup box:

Paper Size

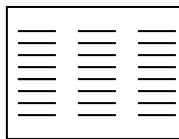
Select your paper size here. If you want to create a menu that does not fit the sizes listed, choose **Custom** and enter the **Width** and **Length** under Custom Size.

Orientation

The orientation controls whether the menu will be printed in the normal fashion (portrait) or lengthwise (landscape).



Portrait



Landscape

To print your menu in landscape mode, click Landscape. To print your menu in the normal fashion, click Portrait.

Margins

Each menu style comes with preset margins. You can change the margins by selecting presets **Narrow** or **Wide**, or by clicking **Custom** and

entering new values. To return to the preset menu style margins click **Style**.

Changing paper sizes

1. Choose **Page Setup** from the **File** menu. The Page Setup box will appear.
2. Select the paper size.
3. If you select Custom, enter the custom Width and Length.
4. Click OK.

Changing the page orientation

1. Choose **Page Setup** from the **File** menu. The Page Setup box will appear.
2. Select the orientation you want, Portrait or Landscape.
3. Click OK.

Changing page margins

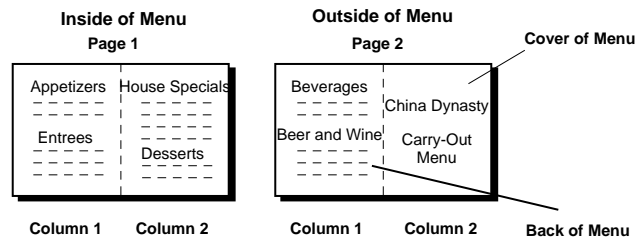
1. Choose **Page Setup** from the **File** menu. The Page Setup box will appear.
2. Click the Margins Custom button.
3. Edit the margins.
4. Click OK.

Carry-out Menus

Multi-column carry-out menus that will be printed in Landscape orientation and folded need to be composed in a slightly different fashion.

First of all, the menu cover or front page will actually be in the last column not the first, so you can't order your headings starting with what's on the cover of the menu. Secondly, a typical 2 column folded carry-out menu has two sides, front and back. To produce a two-sided menu, if your printer cannot print on both sides of the paper, you'll need to flip the paper after printing side 1 and run it through your printer again for side 2.

An easy way to compose a 2-sided carry-out menu is to create a 2-page menu where page 1 will be the inside of the menu and page 2 will be the outside. It's a good idea to make page 1 the inside because any items or headings that don't fit on the inside will spill onto the outside back cover, which will be column 1 of page 2.



2-column Landscape Carry-out Menu

In this example, any spillage from page 1 column 2, i.e., items that did not fit on the inside of the menu, would spill onto column 1 page 2, the outside of the menu where they should be. When the menu is folded, it will open as it should like a book.

To print more than one carry-out menu, if your printer cannot print on both sides of the paper, print the whole batch of just page 1. Then turn them all over, reload them into the paper tray of your printer and print the whole batch printing just page 2. Before printing all the page 2's, print a single test copy and make sure that the text is right side up on both sides - this depends on how you reload the paper into the paper tray.

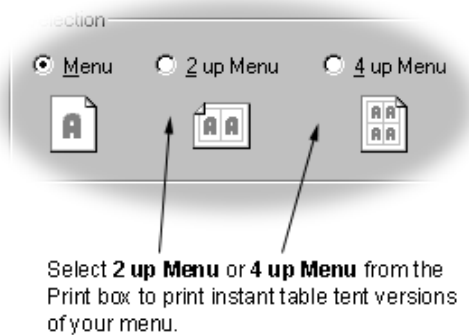
TIP: Use the **Paper Folds** option from the **View** menu to show, on screen, where the paper folds should be. This is especially helpful for Tri-Fold menus as it allows you to set the Page Margins and Space between columns to allow for the correct amount of margin spacing for each column when the menu is folded. A good rule of thumb is: the left and right margins when added together should equal the space between the columns. For example, if your right and left margins are 0.3 inches, then set the menu style's **Space between** columns to 0.6 inches using the **Menu Style** command.

Creating a carry-out or take-out menu

1. Choose **New Menu** from the **File** menu.
2. Choose **Page Setup** from the **File** menu and set the page **Orientation** to Landscape. Adjust the left and right **Margins** if needed.
3. Choose **Menu Style** from the **Design** menu and set the **Number of columns** to 2, 3, or 4. Adjust the **Space between** columns if needed.
4. Enter your menu headings and drag and drop them on the menu.
5. Drag and drop your food items under your menu headings on the menu.
6. If needed, choose **Paper Folds** from the **View** menu and then adjust the **Space between** columns and **Margins** so the menu will appear balanced when folded.

Table Tents

MenuPro can instantly turn a single page menu into a 2-up (2 to a page) or 4-up (4 to a page) table tent. You can then print these onto pre-perforated paper sold by many paper companies.



Select **2 up Menu** or **4 up Menu** from the Print box to print instant table tent versions of your menu.

Printing a 2-up table tent

1. Choose **Print** from the **File** menu.
2. Select **2 up Menu** under Selection in the Print box.
3. If you want more than one copy, enter the number of copies you want in the Copies box.
4. Click OK.

Printing a 4-up table tent

1. Choose **Print** from the **File** menu.
2. Select **4 up Menu** under Selection in the Print box.
3. If you want more than one copy, enter the number of copies you want in the Copies box.
4. Click OK.

Creating a single smaller version of your current menu

1. Choose **Save Menu As** from the **File** menu and save your current menu under a different name to identify it as a table tent menu.
2. Choose **Page Setup** from the **File** menu.
3. Select **Custom** from the **Paper Size** box and enter your smaller paper size under **Custom Size, Width** and **Height**.
4. Click OK to change the paper size.
5. Select **Make Menu Fit** from the **Tools** menu or click the **Fit** button on the Toolbar.
6. Select **1** under **Desired number of pages**.
7. Click OK to make the menu fit on the smaller page size.

SPELL CHECKING

MenuPro comes with a 100,000+ word American English dictionary, as well as ten foreign language dictionaries (including British English and Canadian English). It also comes with a special culinary dictionary that contains commonly used food-related terms and ingredients that don't normally appear in standard dictionaries, and a feature called Smart Mark which automatically replaces words that should contain accent marks.

You can use any combination of these dictionaries to spell check your menus and food item list. You can also create your own *Custom dictionary* for words that may not appear in the MenuPro dictionaries, such as names of restaurants, places, people, etc.

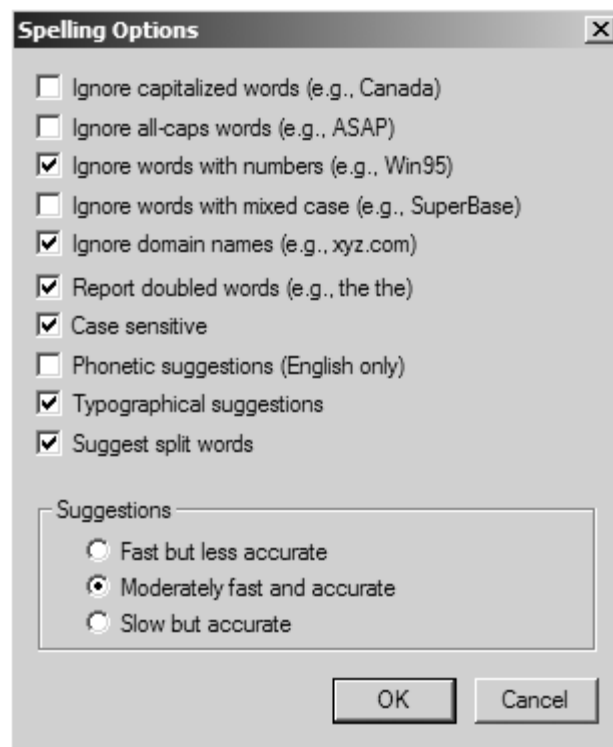
Spell checking your menu, headings, and food item list

1. Choose **Spelling** from the **Tools** menu. The Spelling sub-menu will appear.
2. Choose **Food Items** from the sub-menu to spell check the food item list, choose **Headings** to check the current menu headings, header and footer, and any floating text, choose **Menu** to spell check only what's on the current menu, or choose **All** from the sub-menu to spell check both the food item list and the current menu headings, header and footer, and floating text.
3. If there are misspelled words, the spelling check box will appear with the misspelled word and a list of suggestions for the word. The text where the word is misspelled will also appear with the misspelled word highlighted so you can see in what context the word appears.
4. For each misspelled word you have various options:
 - a. You can correct the misspelled word by typing the correct word under **Not in Dictionary** and then click the **Change** button.
 - b. You can correct the misspelled word by selecting a new word from the **Suggestions** list by clicking the new word in the list and then clicking the **Change** button.
 - c. You can ignore and skip over the misspelled word by clicking the **Ignore** button.
 - d. If the word is spelled correctly but doesn't appear in the dictionaries that you have selected, you can add the word to the MenuPro custom dictionary by clicking the **Add to Dictionary** button.
 - e. You can cancel the spelling check entirely by clicking the **Cancel** button. **Note:** When you click **Cancel** any changes that you have made to the text that is currently displayed in the spell-check window will be discarded.

5. After you have made a selection, the next misspelled word will appear. You can then repeat step 4.
6. When there are no more misspelled words a message will appear informing you that the spelling check is complete.

Spelling Options Box

When the Spelling box appears, you can click the **Options** button to select from a host of options that determine how the spell checker functions. For example, normally the spell checker is Case sensitive but you can turn this feature off in the Options box. You can also access the Spelling Options box by selecting **Tools** and then **Spelling** and then **Options**.



The following options appear in the Spelling Options box:

Ignore Capitalized Words

When checked, any words beginning with a capital letter are ignored (i.e., are skipped over without being checked). You might enable this option if the text being checked contains many proper names.

Ignore All-Caps Words

When checked, any words containing all capital letters are ignored (i.e., are skipped without being checked). You might enable this option if the text being checked contains many acronyms.

Ignore Words with Numbers

When checked, any words containing embedded digits are ignored (i.e., are skipped without being checked). Examples of such words include Win95 and Q4. You might enable this option if the text being checked contains many code words or other symbols containing digits.

Ignore Words with Mixed Case

When checked, any words containing an unusual mixture of upper- and lower-case letters are ignored (i.e., are skipped without being checked). Examples of such words include MicroHouse and CapsLock.

Ignore Domain Names

When checked, any words that appear to be Internet domain names (such as softcafe.com) are ignored (i.e., are skipped without being checked).

Report Doubled Words

When checked, any word appearing twice in a row is reported via the Spelling box.

Case Sensitive

When checked, a distinction is made between capitalized and non-capitalized words. For example, canada is considered different from Canada, so canada would be reported as a misspelling. When the option is disabled, canada and Canada are considered identical. Note that the performance of the spelling checker will be reduced if this option is disabled.

Phonetic Suggestions

When checked, suggestions are made based on phonetic (sounds-like) similarity to the misspelled word. This option tends to improve suggestions for badly misspelled words. Enabling this option will increase the time required to locate suggestions. Note that either this option or the Typographical Suggestions option must be enabled or no suggestions will be offered.

Typographical Suggestions

When checked, suggestions are made based on typographical (looks-like) similarity to the misspelled word. This option is appropriate for people who are generally good spellers. Note that either this option or the Phonetic Suggestions option must be enabled or no suggestions will be offered.

Suggest Split Words

When enabled, two separate words will be suggested as a replacement for a misspelling containing two joined words. For example, **is the** would be suggested as a replacement for **isthe**.

Suggestions

Determines the speed and accuracy of the initial search for suggested replacements for misspelled words. When a misspelled word is detected,

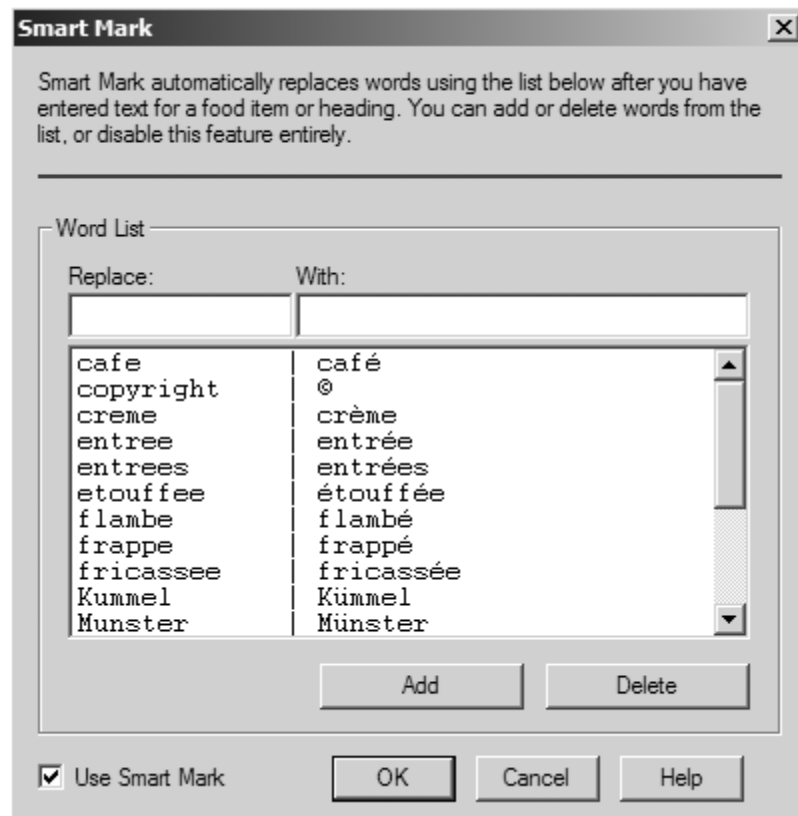
a search is automatically made for suggestions. This option controls the speed and accuracy of this automatic search. Pressing the Suggest button in the Spelling box causes an increasingly more accurate (but slower) search for suggestions.

Spelling Languages

The spelling languages box allows you to select the dictionaries that you want the spell checker to use. If you have an ethnic restaurant, you may want to try using a foreign language dictionary in combination with an English dictionary. To spell check your menu you should have at least one Main dictionary selected.

Smart Mark Box

Smart Mark uses a built-in word list to replace words that should normally be written with accent marks (diacritics). For example it replaces *Entree* with *Entrée*. You can add your own word-pair replacements or remove unwanted ones, or you can disable Smart Mark entirely. If Smart Mark is enabled, MenuPro searches for and replaces words in the word list after each food item and heading are edited.



The following fields appear in the Smart Mark box:

Replace

This field should contain the word that you want replaced. The **Replace** and **With** words will be added to the Word List when you click the **Add** button. Unless the word is always capitalized, enter it in lower case.

With

This field should contain the word that is replaced by the word currently listed in the **Replace** field. The **Replace** and **With** words will be added to the Word List when you click the **Add** button. Unless the word is always capitalized, enter it in lower case.

Add

Adds the words that are in the **Replace** and **With** fields to the Word list.

Delete

Deletes the highlighted selection from the Word List.

Use Smart Mark

If this box is checked, MenuPro will scan the text after each food item and heading is edited and perform Smart Mark replacements if any matches from the Word List are found. If this box is not checked, MenuPro will not scan text for Smart Mark replacements.

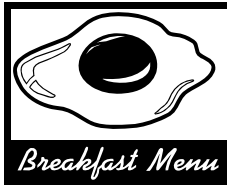
Custom Dictionary

You can create your own dictionary by adding or removing words from MenuPro's custom dictionary *food.dic*. To add or remove words to *food.dic*, select **Tools** and then **Spelling** and then **Custom Dictionary**, or click the **Custom Dictionary** button in the Spelling box during a spell check.

The Custom Dictionary box displays a list of words that have been added to the custom dictionary and allows you to add or remove words from the dictionary.

The Custom Dictionary is backed up and/or restored when you use the **Back Up** or **Restore** command.

SAVING MENUS ON YOUR COMPUTER



MenuPro lets you create and save any number of menus on your computer.

A MenuPro menu file consists of headings and references to your food items (and references to image files if you've inserted any pictures) - it does contain the actual food item text.

This is an important distinction to be aware of, because if you change or edit a food item in your list, that food item will automatically be changed on all menus that it appears on. This allows you to update a food item, with say a modified description or new price, without having to go back and modify each and every menu that it appears on.

For example, if you have a food item that appears on 3 different menus, and you want to change the price of that food item, you only need to change the price in the food item list once – the 3 menus that the food item appears on will be automatically updated the next time they are opened. (If you really did want the same food item to appear on 3 menus with 3 different prices, you can add it to the food item list as many times as you like with different prices for each one.)

It's important to note that, since the menu file does actually contain the food items themselves, to transfer a menu from one computer to the next, you must use the **Back Up** and **Restore** commands (which copy all MenuPro data including the food items) instead of just copying the menu file itself.

If you copy only the menu file itself, the food items will be missing when you open the menu on the new computer.

Keep the following in mind when saving menus:

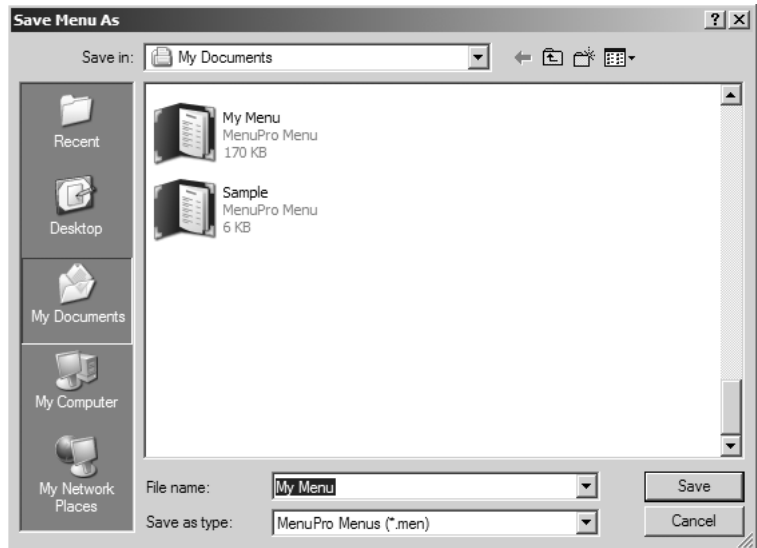
If you plan on transferring your MenuPro data to another computer, it's easiest to save your menus to the *default menu folder* (see MenuPro Options Box). By doing so, when you use the **Back Up** and **Restore** commands to transfer your data, all of your menus will be transferred as well (see the section Transferring Menus to Another Computer).

Saving, Opening, and Creating New Menus

The following sections explain how to save and name a menu, create or open a new menu, and open a previously saved menu.

Saving and naming a menu

1. Choose **Save Menu As** from the **File** menu. The Save Menu As box will appear.



This box may appear slightly different depending on your version of Windows.

2. Enter your menu name in the File name box.
3. Click Save.

Quick Save for a named menu

1. Click the **Save Menu** button from the toolbar or choose **Save Menu** from the **File** menu. Your current menu will be saved.

Creating (opening) a new menu

1. Choose **New Menu** from the **File** menu.
2. A new menu without food items will be created.

Opening a previously saved menu

1. Choose **Open Menu** from the **File** menu. The Open Menu box will appear.
2. Select the menu you want from the list that appears or type the menu name in the File name box.
3. Click Open.

TRANSFERRING MENUS TO ANOTHER COMPUTER

To transfer your menus and food items from one computer to another, you should use the **Back Up** and **Restore** commands. Using these commands will ensure that all of your data files are copied correctly.

(The following instructions assume that you have MenuPro installed on 2 computers.)

To transfer your MenuPro data from one computer to another computer

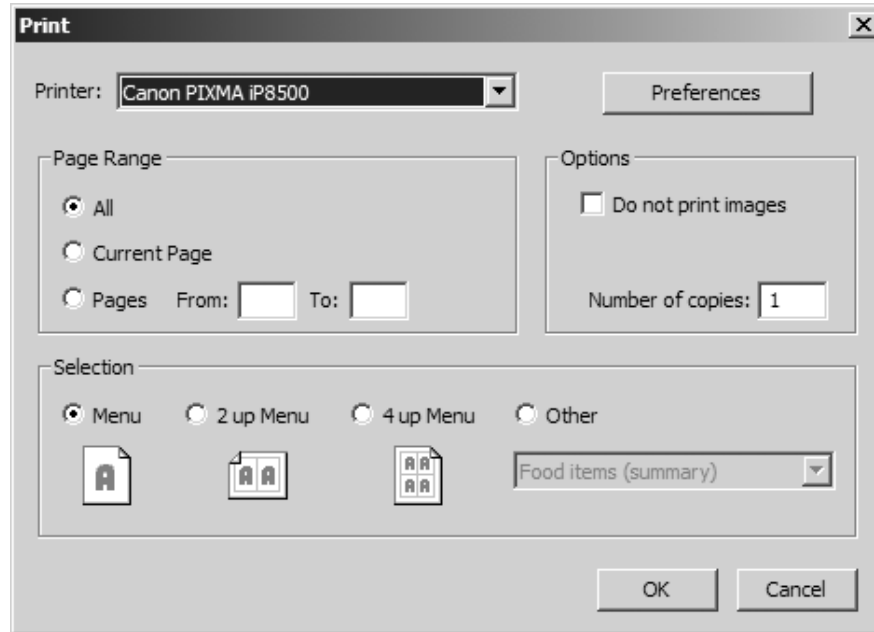
1. On the *first computer*, insert a removable storage disk (flash drive or thumb drive) into an available drive or USB slot.
2. Start MenuPro and choose **Back Up** from the **File** menu. The Back Up box will appear.
3. Select a folder on the removable storage disk as your Backup Location by clicking the Browse button (if you need to make a folder on the flash drive, click the Make New Folder button).
4. Ensure that the **Backup Location** has been selected correctly and then click **OK**. Your food items, all menus that reside in the default menu folder, the custom dictionary and smart marks used by the spell-checker, and any custom menu styles you have created, will be backed up to your removable storage disk.
5. After the Backup is complete, remove the storage disk and insert into an available drive on the *second computer*.
6. Start MenuPro on the second computer and choose **Restore** from the **File** menu.
7. Select the folder that used on the removable storage disk as your Backup Location by clicking the Browse button.
8. Ensure that the **Restore from Backup Location** has been selected correctly and then click **OK**. The MenuPro data on the removable storage disk will then be transferred to the second computer. When the process is complete, a confirmation message will appear and MenuPro will then shut-down to complete the restore process. To view your restored data, start MenuPro.

Note: If a menu contains images that are not included with MenuPro, and you want to open the menu on another computer, you must install those same images on the other computer (in the same drive and folder name).

PRINTING

You can print menus by clicking the **Print** button on the Toolbar. You can also print table tent versions of your menus and you can print your food items in various formats.

(To create a PDF menu, that can be electronically distributed for commercial printing, see the section Creating a PDF Menu.)



Printing Menus and Food Items

The following sections explain how to print menus and the food item list.

Printing your menu

1. Choose **Print** from the **File** menu or click the **Print** button from the Toolbar.
2. Under selection click **Menu** if it is not already selected.
3. If you want to print specific pages, click **Pages** and enter the pages you want in the **From** and **To** boxes or click **Current Page** to print only the current page that is displayed.
4. If you want more than one copy, enter the number of copies in the **Number of copies** box under Options. If you want to print a rough draft of just the menu text to save printing time, check the box under Options that says **Do not print images**.
5. Click OK.

Printing a 2-up table tent

1. Choose **Print** from the **File** menu or click the **Print** button from the Toolbar.

2. Select **2 up Menu** under Selection in the Print box.
3. If you want more than one copy, enter the number of copies you want in the copies box.
4. Click OK.

Printing a 4-up table tent

1. Choose **Print** from the **File** menu or click the **Print** button from the Toolbar.
2. Select **4 up Menu** under Selection in the Print box.
3. If you want more than one copy, enter the number of copies you want in the copies box.
4. Click OK.

Printing food item Notes

1. Click the food item you want in the food items window to highlight it.
2. Choose **Print** from the **File** menu
3. Click **Other** under Selection and choose **Notes for selected item** from the list.
4. Click OK.

Printing the food items

1. Choose **Print** from the **File** menu.
2. Click **Other** under Selection and choose a format.
3. Click OK.

Changing printers

1. Choose **Print** from the **File** menu.
2. Next to Printer, select the printer that you would like to use.
3. Click OK.

Note: Changing printers may effect the spacing of a menu, particularly near the bottom of the menu, because different printers have different unprintable areas. Check your printer manual specifications for the unprintable area of your printer.

Changing your printer's setup

1. Choose **Print** from the **File** menu.
2. Click the **Preferences** button in the Print box.
3. Make changes to your printer setup and return to the Print box.

CREATING PDF MENUS

MenuPro lets you convert your menus to a file format known as PDF (Portable Document Format). PDF was developed by Adobe Systems to allow computer users to quickly publish documents online and to transfer document files from one computer to another.

PDF files can be viewed by anyone who has Adobe's free program **Acrobat Reader** installed on their computer.

PDF is a superior method of displaying menus on the web and e-mailing menus because the menus can contain any combination of fonts, graphics, and images. And when viewed on the Web or on another computer the menus appear exactly as originally created in MenuPro.

To create a PDF Menu

1. Click the **Create PDF Menu** button on the Toolbar (or select **Create PDF Menu** from the **File** menu).
2. A box will appear allowing you to name your PDF menu file. A default name and folder will be chosen for you but you can change these if you wish. Click **Save** to create and save the PDF menu file.

To view a PDF Menu on your computer

1. Locate the folder where you saved the PDF menu file and double-click it - your computer's PDF Viewing program (for most users this will be Adobe Acrobat Reader) will then display your PDF menu file.

To send (upload) a PDF Menu to your web site

1. Click the **Send PDF Menu to Web** button on the Toolbar (or select **Send PDF Menu to Web** from the **File** menu).
2. A **Send PDF File to Web** box will appear allowing you to choose which PDF menu file you would like to upload to your Web site. A default name will be chosen for you but you can change this if you wish. Click **Open** to proceed.
3. After selecting the file the **Connect To** box will appear.

The information in this box is needed to 'Connect' to your Web Site so that the file can be uploaded to the correct place. The following fields appear in the Connect To box:

Host Name – a fully qualified Internet Host name or an IP address. For example something like *ftp.mysite.net* or possibly your web site domain name such as *www.mysite.com*. (check with your Internet Hosting Provider for this information if you are unsure).

User ID – Your user ID on the Host site computer.

Password – The password for the User ID that you entered.

Host Directory (optional) – A specific directory on the Host site computer that you wish to send your file to (this field is optional, but if used, the directory *must* exist on the Host site computer.)

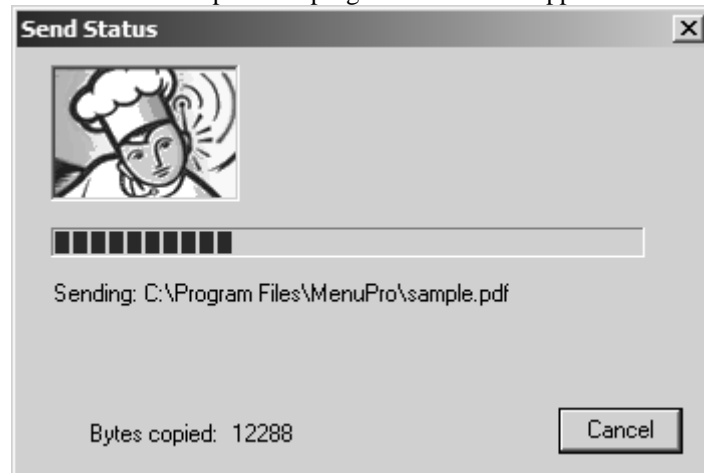
Remember Password – If this box is checked, the next time the Connect To box appears, your password will be automatically entered.

Use Passive Mode – Some Web Hosting companies require use of this mode. If you are receiving errors during upload, try checking this box.

4. After you click **Send** in the Connect To box, MenuPro will connect to your Host and send your file to your Web site (if you

are not currently connected to the Internet, a log on box may appear allowing you to connect to the Internet).

5. As the file is being sent, a progress box will appear – when the file transfer is complete the progress box will disappear.



To view your PDF Menu on your web site

1. Start your web Browser.
2. Point your Browser to your web site by typing in your web site's name (URL) in the **Address** field. For example if your web site is **www.mysite.com**, erase whatever is in your Browser's Address field and type in **www.mysite.com** and then press **Enter**. Your web site page should appear in the Browser window.
3. Now add the name of the PDF menu file that you sent and click Enter to refresh the Browser window (if you have uploaded your menu to a specific folder or directory on your website you may have to add the folder or directory as well). For example, if the PDF menu file you sent was named **specials.pdf** add this to the Address line so that the entire Address reads **www.mysite.com/specials.pdf**
4. Your PDF menu **specials.pdf** should now appear in your Browser window.

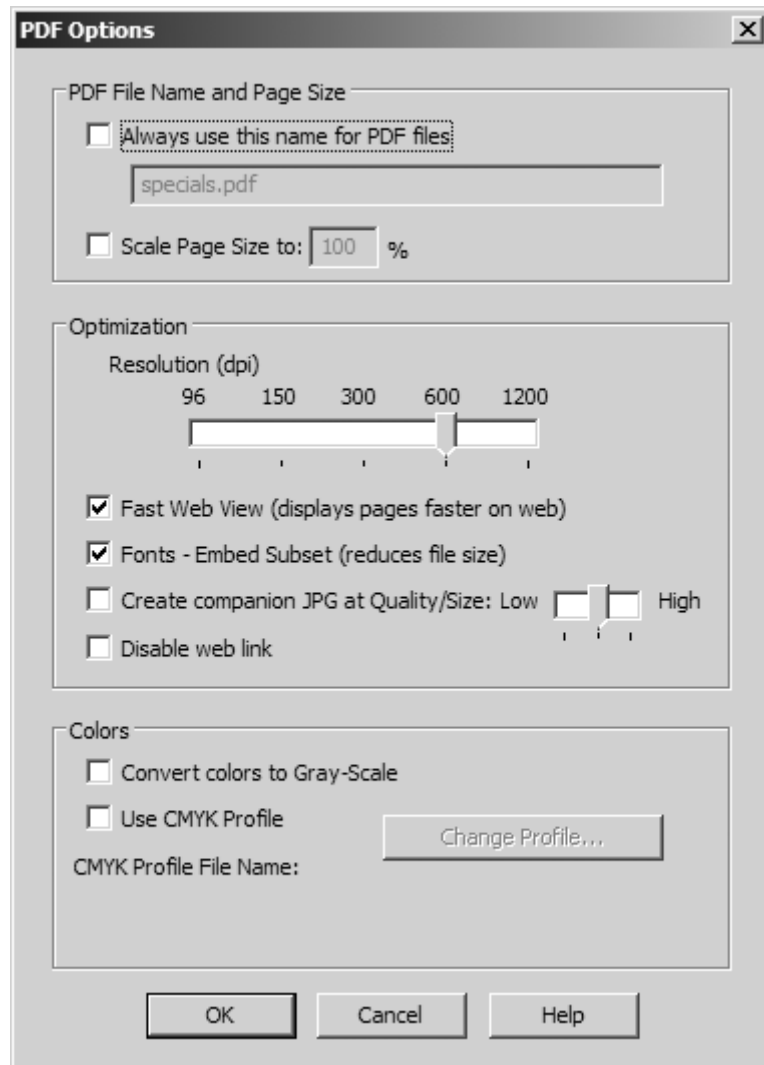
To E-mail a PDF Menu

1. Click the **Send PDF Menu by Email** button on the Toolbar (or select **Send PDF Menu by Email** from the **File** menu.
2. A **Send PDF File by Email** box will appear allowing you to choose which PDF menu file you would like to send. A default name will be chosen for you but you can change this if you wish. Click **Open** to proceed.

3. Your e-mail program will then start automatically with your selected PDF menu file already attached. Select the recipient, edit the subject line and notes if you wish, and then click **Send** to e-mail your PDF menu.

PDF Options

The PDF Options box, accessible by choosing **PDF Options** from the **File** menu, lets you adjust and configure parameters that determine how the PDF menus are created.



The following options are available:

Always use this name for PDF file

Checking this box allows you to force MenuPro to use the same PDF file name each time you create a PDF menu. If this box is not checked, MenuPro will choose the PDF file name based on the current menu name.

Having the same PDF file name can be useful if you are using MenuPro to update your web site with a daily menu, and do not want to change your web site's HTML code each time the new menu is uploaded.

Scale Page Size to:

Checking this box lets you enter a scaling factor that scales the final PDF page size. For example if you have a 8.5 x 11 menu and want to send it out for printing at 17 x 22 enter 200%.

Resolution

The resolution slider lets you adjust the output quality of the PDF file in **DPI** (dots per inch). Menus with a higher DPI will generally look better when printed, however the file size might be slightly larger. 300 or 600 DPI is usually a good compromise between file size and quality of print.

Fast Web View

If this box is checked, the PDF file created will have its Fast Web View option set. PDF files with Fast Web View load faster on the web because the first page of the file appears in the browser before the entire file has loaded. A PDF file without Fast Web View set must load completely (all pages) before any pages are displayed in the Browser.

Fonts – Embed Subset

If this box is checked, the PDF files created will contain only an embedded subset of the fonts that MenuPro used to create the menu. This reduces file size significantly and does not change the appearance of the menu, so it is recommended to keep this option checked.

Create Companion JPG

If this box is checked a JPG image file will be created when you create a PDF file. The JPG file will be saved in the same folder as the PDF file but will have the file extension **.jpg**. If the PDF menu consists of multiple pages, one JPG file is generated for every PDF page with the page index appended to the JPG file name to identify it.

When choosing this option you can select the quality/image size of the JPG file – the higher the quality the larger the file size.

If after trying all the JPG Quality/Size options, the JPG image size is not suitable to your needs, try adjusting the size of the PDF file using the PDF Scale Page Size option which will, in turn, adjust the size of the JPG image file as well.

Convert colors to gray-scale

If this box is checked, the PDF files created will have all colors replaced by equivalent gray-scale values.

Use CMYK Profile

Check this box to create PDF menus with a CMYK color profile rather than the default RGB color profile (some commercial printers may require CMYK).

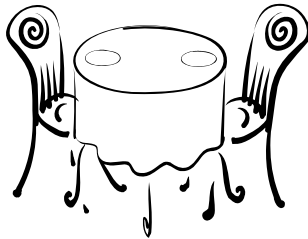
MenuPro comes with a default CMYK profile but you can change the profile by clicking the **Change Profile** button and then selecting the new color profile (the profile must already exist on your PC and must be a valid Microsoft ICC Color Profile).

If this box is unchecked, the PDF menus will be created using the built-in RGB color profile.

Please note that the colors of CMYK (cyan, magenta, yellow, key black) menus will look slightly different than RGB (red, green, blue) menus.

Customizing Your Menu's Appearance

MENU STYLES



With *menu styles* you get instant menu designs at the click of a button.

Each style consists of pre-selected fonts, preset text alignment, preset spacing, preset margins, and a suggested menu background (see MenuPro Options).

When you select a menu style MenuPro automatically formats your menu based on your chosen menu style.

To view your menu in a different style, just click the **Style** buttons on the Toolbar.



Style Buttons

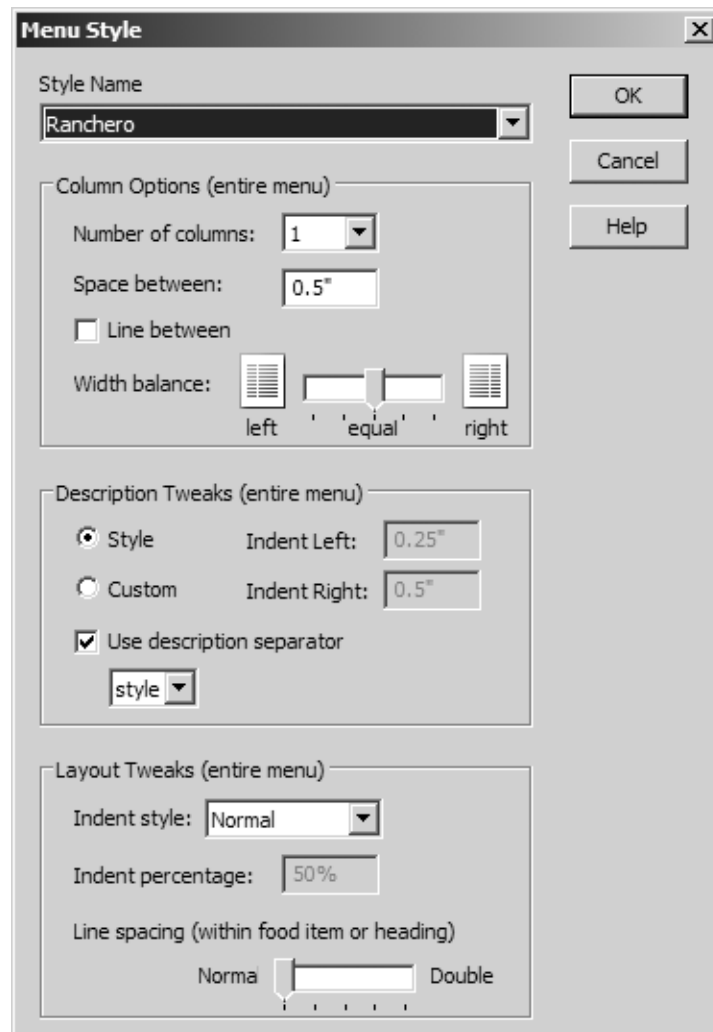
Current Menu Style

If you already know what style you want, you can select it directly by choosing **Menu Style** from the **Design** menu or by right-clicking on an empty space in the menu window and selecting **Menu Style** from the pop-up menu.

The best way to view all of the available menu styles within MenuPro is to set up a menu with a few headings and a few food items on it, and then simply click the style buttons to cycle through the available menu styles. When you find one you like, you can then adjust the various design options that enable you to customize its appearance further.

Menu Style Box

The Menu Style box allows you to change the current menu style and other style options.



The following fields appear in the Menu Style box:

Style

The list of the available menu styles – the highlighted one being the one you are currently using. Select a style from this list by clicking the down-arrow and then choosing the style.

Number of columns

To change just a single group of items into columns, use the **Items in columns** button in the appropriate heading box.

To change from 1 to 2 or 3 columns for both headings and items in the **middle** of the menu, use the **Column Mode** buttons in the heading boxes.

This is overall number of ‘newspaper’ style columns that your menu will use. If this number is greater than 1, your **entire menu** will have multiple columns, like a carry-out menu or like newspaper columns.

This ‘multi-column’ option overrides the other column options for individual headings since it applies to the entire menu (see the section Menu Headings for changing only portions of your menu into columns).

SOUPS		CHICKEN		HOUSE SPECIALTIES	
	Small Large	* General Tao's Chicken - General's	___ 8.95	* Supreme Crispy Eggplant	___ 6.95
Wonton	1.50 3.00	favorite dish. Tender chunks of marinated boneless chicken sauteed in chef's hot sauce.		Sliced eggplant dipped in egg batter and fried till crispy then tossed in chef's spicy sauce.	
House Special	4.50	Honey Sesame Chicken - Chunks of marinated chicken sauteed with sesame in chef's honey sweet sauce.	___ 8.95	Happy Family - Jumbo shrimp, scallop and chicken, snow peas, mushrooms, bamboo shoots and broccoli.	___ 8.95
APPETIZERS		Cleopatra Chicken - Golden fried white meat chicken sauteed with chef's spicy ginger, sweet and sour sauce.	___ 8.95	Double Delight - Shredded beef and chicken with snow peas and bamboo shoots in Peking sauce.	___ 7.95
Pu Pu Platter (for 2)	8.95	Empress Chicken - Chicken chunks dipped in egg batter and lightly fried, then sauteed in chef's delicious sauce. Served on a bed of steamed broccoli.	___ 8.95	* Lamb of Two Seasons - One mild and delicate, the other hot and spicy.	___ 8.95
Fried Wontons (6)	1.95	* Tangerine Chicken - Crispy chunks of boneless white meat chicken sauteed with peppers and orange curls in a special sauce.	___ 8.95	* Hot Crispy Beef - Crispy shredded beef sauteed with carrots and celery in hot pepper sauce.	___ 8.95
Egg Rolls (2)	1.95	SEAFOOD		BEVERAGES	
Shrimp Toast	2.25	Shrimp with Cashew Nuts - Shrimp sauteed with crispy cashew nuts in a tasty brown sauce.	___ 8.95	Chinese Beer	___ 2.95
Vegetarian Spring Rolls (2)	1.95	Manor Shrimp - Delicately seasoned jumbo shrimp lightly battered, fried to a golden brown in natural sweet and sour sauce.	___ 12.95	Domestic Beer	___ 1.95
* Fire Cracker Shrimp	8.95	Imperial Shrimp - Jumbo shrimp sauteed with broccoli and snow peas in creamy garlic sauce.	___ 8.95	Lemonade	___ 1.95
BEEF AND PORK		Kung Pao Shrimp - Shrimp sauteed in rich brown sauce with red pepper and peanuts.	___ 8.95	Hot Chocolate	___ 1.25
Beef with Spring Onion - Sliced beef sauteed with spring onions.	___ 7.95			Coca Cola, Diet Coke	___ 1.25
* Beef, Human Style - Hot Sliced beef sauteed with broccoli, baby corn, and straw mushrooms in chef's hot spicy sauce.	___ 7.95			Freshly brewed Coffee, Decaf	___ 1.00
* Orange Beef - Crispy beef chunks sauteed in spicy orange sauce.	___ 8.95			DESSERTS	
* Pork, Human Style - Sliced pork sauteed with fresh broccoli, baby corn and straw mushrooms in chef's hot sauce.	___ 8.75			Double Chocolate Cake	___ 2.95
				Special Chinese Dessert	___ 4.95
			* Hot and Spicy		

Menu Example with **Number of columns** set to 3

Space between

This value is the distance, in inches, between any columns on the menu.

Line between

Checking this box will put thin vertical lines between any columns on your menu (see also Column Line Options for parameters that can change the way the lines appear).

Width Balance

This option lets you change the balance of the column widths – moving the slider to left makes the column to the left smaller, while moving the slider to the right makes the column to the right smaller.

Description Tweaks

Choosing **Custom** here lets you change the **left** and **right** indents for the food item descriptions on the entire menu. This applies to non-centered food items only (items that are centered don't have indents since they are centered).

This option can be useful if you like a style but feel there should be a little more or less indenting of the description, either to the left or the right.

Choosing Style, puts the indenting back to style values (you can also see what values the style is using Style is selected).

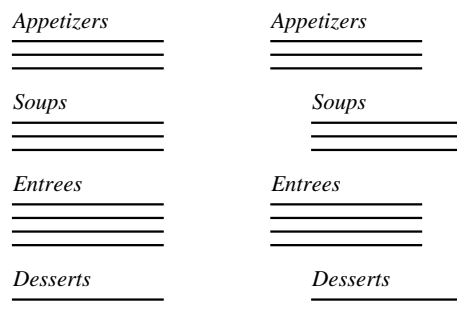
Use description separator

If this box is not checked, the symbol that separates the food item name and its description, usually a dash, will not appear on your menu (note that not all menu styles use a separator symbol).

If this box is checked, you can then override the default separator that goes with the style by selecting a new separator from the drop down list. To return to using the default style separator, select 'style' in the drop down list.

Layout Tweaks - Indent style

This option allows you to quickly create interesting menu layouts.



Normal Indent

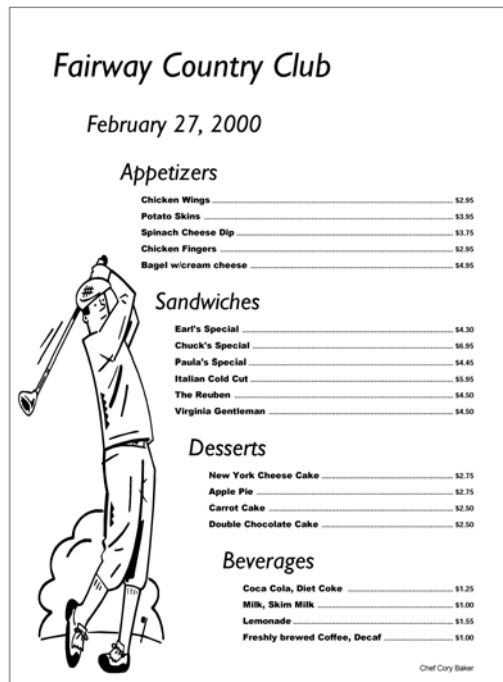
Zig-Zag Indent

When this field is set to Normal, no special indenting is applied. The following indenting options are available:

1. **Zig-Zag** - Every other heading is pushed to the right.

2. **Shrinking left** - The left side of the menu shrinks with each new heading.
3. **Growing left** - The left side of the menu grows with each new heading.
4. **Shrinking right** - The right side of the menu shrinks with each new heading.
5. **Growing right** - The right of the menu grows with each new heading.

Note: Any indenting that is applied is reset at the beginning of each new page, and indenting is only available when the number of columns is set to 1.



'Shrinking left' example



'Indenting a group of food items using Zig-Zag'

Indent Percentage

The amount of indenting that is applied. 100% applies the maximum amount of indenting while 1% applies the minimum.

Line Spacing (within item or heading)

This adjuster lets you control the amount of line spacing within the text of the food items and headings. This differs from *page spacing*, which controls the amount of space between the items and headings themselves.

Selecting a menu style

1. Choose **Menu Style** from the **Design** menu or right-click an empty space in the menu window and select **Menu Style** from the pop-up menu. The Menu Style box will appear.
2. Select the menu style you want under Style.
3. Click OK.

Changing Fonts

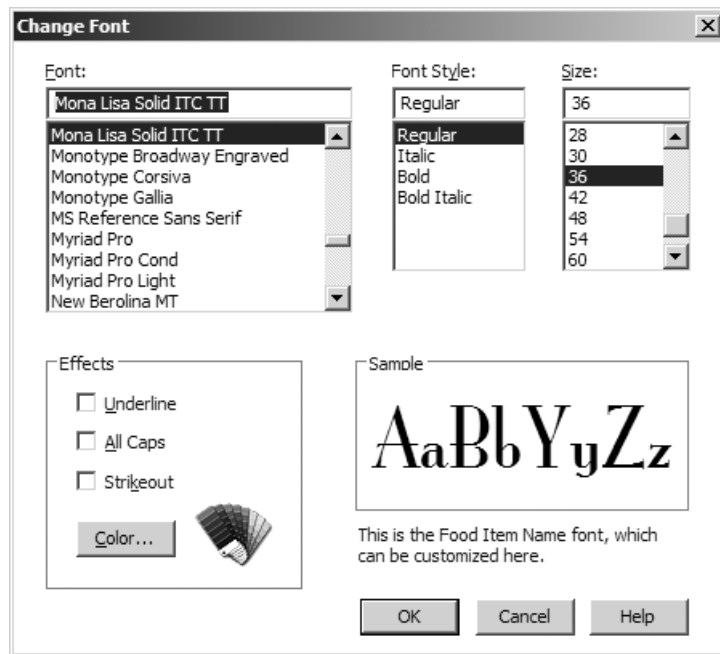
Each menu styles come with preset font selections. These fonts, called the original style fonts, have been chosen to complement the general design, margins and spacing of the style. You can, however, change the color, size, or even the font itself for any of the original style fonts using the **Change Font** command.

If you have changed fonts, the menu style name in the Toolbar will appear with a yellow icon next to it.



Changing style fonts

1. Choose **Change Font** from the **Design** menu. The fonts sub-menu will appear.
2. Select the font type you would like to change. The font box will appear.



3. Choose a font under **Font**. You can also change the color of the font, the style of the font and the size of the font from this box.
4. Click OK.

Discarding your font changes

1. Choose **Change Font** from the **Design** menu and select **Use Original Style Fonts** from the sub-menu.

Saving Your Own Custom Menu Styles

When you save a menu your menu style and font selections are saved with it, so when you reopen it, it looks the same as when you left it. But you may want to also create and save your own Menu Styles so you can instantly recall and apply a host of font changes with favored colors and text layouts to any new menu.

Saving your own menu styles also lets you create menu styles with fonts that don't come with MenuPro and lets you share these styles with other users.

Saving a menu style

1. Choose **Save Menu Style** from the **Tools** menu. The **Save Menu Style** box will appear.
2. Enter a name for your style.
3. Click OK.

You can now use your custom style as you would any other menu style.

Deleting a menu style

1. Choose **Delete Menu Style** from the **Tools** menu. The **Delete Menu Style** box will appear with a list of the styles that you have created.
2. Click the style you want to delete and then click OK.

OTHER DESIGN OPTIONS

In addition to menu style options, you can further enhance your menus with:

- Pictures (Images and Clipart)
- Hospitality Symbols
- Menu Backgrounds
- Borders
- Heading Art
- Highlights
- Price Options

Pictures (images or clipart)



MenuPro comes with over 1500 images that can be placed on your menu. The pictures are high-quality image files that can be resized to any dimension and placed anywhere on your menu.

If you have images of your own, such as your restaurant logo or food photos, you can easily place these onto your menu as well.

Once a picture is on your menu you can resize it and move it around without having to worry about text reformatting. Pictures stay put until you decide to move them.

The procedure for placing a picture onto your menu is simple. Here are the steps:

1. Preview the available pictures using the preview window and select the picture you want.
2. Place the picture on your menu by clicking in the menu window at the location where you want the picture to be. The picture will now be displayed on your menu.
3. Resize or move the picture if you want.

Insert Picture Box

The Insert Picture box allows you to select a picture to insert onto your menu. You can also quickly preview all of the available pictures using the preview window that appears with this box.

After you select a picture file from this box and click OK, you should then click on the menu at the location where you want the picture to appear.

The following fields appear in the Insert Picture box:

File name

The name of the selected picture or image file.

(File list)

The list of files that match the file specification listed next to **Files of type:**. To preview a picture file click on the desired file name in this list.

Look In:

Your current folder. To look for files in a different folder change the folder here.

Files of type

The selected file type. To view a list of different file types change the file type here.

Mirror

Check this box to flip the picture horizontally.

Upside-Down

Check this box to flip the picture vertically.

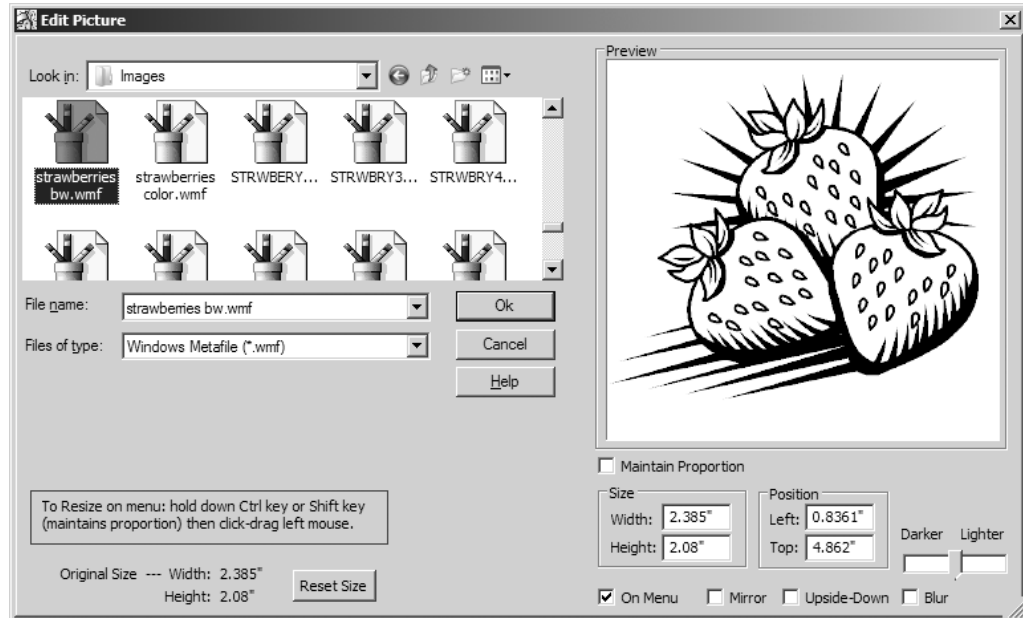
Blur

Check this box to apply a slight blurring to the image. This can be useful if the image is a low-res image from the web as it can smooth out the edges of the image.

Darker - Lighter

For images that have color (not pure black) you change the colors using the Darker/Lighter slider. To reset the color, put the slider back in the middle where both words Darker and Lighter appear in black.

Edit Picture Box



In addition to the options available in the Insert Picture box, the following options are available when you edit a picture:

Size - Width

The width of the picture in inches. If *Maintain Proportion* is checked, the picture height is automatically set in correct proportion to the width entered here.

Size - Height

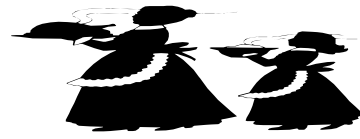
The height of the picture in inches. If *Maintain Proportion* is checked, the picture height is automatically set in correct proportion to its width.

Maintain Proportion

If this box is checked, the height of the picture is automatically computed based on the picture width and the picture's original proportions. This feature allows you to resize the picture and keep its original proportions.



Picture that has its proportions maintained



Picture that has been resized without maintaining proportions

Position - Left

The distance in inches the picture is from the left edge of your menu.

Position - Top

The distance in inches the picture is from the top edge of your menu.

Reset Size

Pressing the **Reset Size** button will set the width and height of the picture back to its original width and height. You can also Right-click a picture and choose Reset Size.

On Menu

Use this check box to take a picture off the menu. If this box is not checked and you click OK, the picture will be removed from the menu.

Adding, Editing, Removing, Aligning, Re-ordering, and Replacing Pictures

The following sections explain how to add, edit, resize, move, align, remove, replace, or change the order of the pictures on your menus.

Adding a picture

1. Choose **Picture** from the **Insert** menu. The Insert Picture box appears.
2. Select the picture file you want by clicking the file name in the file list box. After you select a file the picture will appear in the preview window. You can now quickly scroll through all of the pictures by moving up and down in the file list with the arrow keys.
3. When the picture you want appears in the preview window, click OK.
4. After clicking OK the cursor will change to the Insert Picture cursor, a circle with cross hairs. Move the cursor over to the menu window and click on the menu where you want the top left corner of the picture to be.

Moving a picture

1. Click on the picture in the menu window with left mouse button and hold down the button. A box will appear which outlines the picture.
2. While holding down the button move the box where you want the picture to be.
3. When the box is in the desired spot on the menu, release the mouse button.

OR

1. Double-click the picture in the menu window. The Edit Picture box appears.
2. Enter the exact location in inches for the top left corner of the picture in the Position boxes.
3. Click OK.

Resizing a picture

1. Hold down the **Shift key** (to maintain proportion) or **Ctrl key** (for free proportion) and click on the picture in the menu window with left mouse button. A box will appear which outlines the picture.
2. While holding down the left mouse button - and the Shift or Ctrl key - move the mouse and the box will expand or shrink depending on which way you move the mouse and which key you have selected.
3. When the box is the desired size, release the mouse button.

OR

1. Double-click the picture in the menu window. The Edit Picture box appears.
2. Enter the new size in the *Size* boxes for *Width* and *Height* in inches. (To reset the picture to its original size, Click the **Reset Size** button.)
3. Click OK.

If you want to maintain the original proportions of the picture, check the Maintain Proportion box and just enter the Width.

Removing a picture

1. Right-click the picture in the menu window and select **Remove from menu** from the pop-up menu

OR

Double-click the picture in the menu window and remove the check from the On Menu check box, and then click OK.

Replacing a picture

1. Double-click the picture or Right-Click it and select Edit Picture and the Edit Picture Box will appear.
2. You can now select a different picture from the image file list and then click OK.
3. The new picture you have chosen will replace the picture that was previously displayed on your menu matching the previous picture's dimensions. You can now edit the new picture or replace the new picture in the same manner. If you need to reset the new picture's size, Right-click it and select Reset.

Clearing all pictures or picture effects from your menu

You can quickly clear all pictures or picture effects from your menu by using the using the **Clear All | Pictures** or **Clear All | Picture Effects** commands from the **Tools** menu. These commands remove all pictures and all picture effects from all pages of your menu.

Aligning pictures on your menu

You can align pictures by simply dragging the picture to the desired location (the larger the menu window the more precise the alignment will be), or you can align a single picture at the Center of the menu by Right-clicking it and selecting Align at Center, or you can use the auto-alignment command described below:

Choose **Align** from the **Tools** menu and then choose **Pictures** from the sub-menu. The Align Pictures box will appear allowing you to align all pictures on the current menu page based on a set vertical axis.

Re-ordering pictures

Pictures appear on your menu in the order in which you insert them. For most menus this order does not matter. But if you have 2 pictures that overlap you may want to make sure that one picture sits on top of the other or vice versa.

To do this, use the **Bring to Front** or **Send to Back** commands, which as their name implies, either moves a picture to the 'front' of the pile so its sits on top of all other pictures or sends a picture to the 'back' of the pile so it sits beneath all other pictures.

Bringing a picture to the front

1. Right-click a picture in the menu window and select **Bring to Front** from the pop-up menu.

Sending a picture to the back

1. Right-click a picture in the menu window and select **Send to Back** from the pop-up menu.

A X
g [

Hospitality Symbols

MenuPro comes with over 100 hospitality symbols that can be placed in front of food items or headings.

The formatting and alignment for the symbols is automatic - all you have to do is decide which symbol you want. When you change menu styles, MenuPro will automatically adjust the size and color of the symbols for you so they look appropriate for your chosen menu style.

Symbols can alert your customers to house specials, discounted items, or items of a particular taste, genre, or nutritional value. Since they draw attention they can also help you push profitable items. Symbols can also be used as ornamentation, especially around menu headings.

Here are some examples:

★ Indicates hot and spicy

a Appetizers a

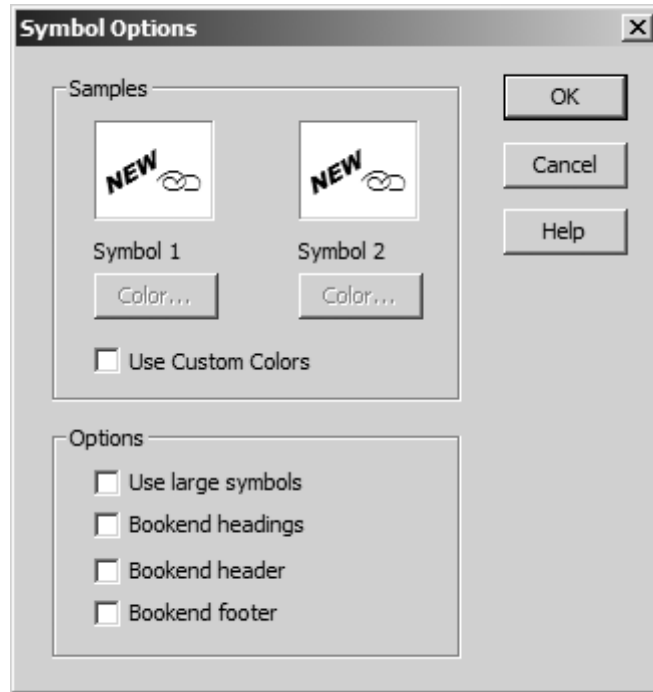
♥ Indicates foods that are low in cholesterol

B *Chef's Specialties*

C **Seafood Imperial**

Z *Spicy shrimp with Garlic*

Symbol Options Box



The Symbol Options box contains the following fields:

Samples

This field shows you a sample of the symbol color. MenuPro will select the color of the symbols to match your menu style, or you can check the **Use Custom Colors** box and choose your own colors by clicking the **Color** buttons.

Use large symbols

If checked, MenuPro will use a larger relative size for the symbols on the menu (the actual size of the symbols is adjusted automatically by MenuPro to match your menu style).

Bookend headings

If checked, symbols will be displayed in front of *and* after the heading.

Bookend header

If checked, symbols will be displayed in front of *and* after the header.

Bookend footer

If checked, symbols will be displayed in front of *and* after the footer.

Adding a symbol

1. Edit a food item or heading and select the symbol(s) you want from the Symbol 1 and Symbol 2 box.

Removing a symbol

1. Edit a food item or heading and select the first choice in the symbol list (the blank).

Changing the symbol color or size

1. Choose **Symbol Options** from the **Design** menu.
2. Click the Color buttons to change the symbol colors. If you want to use slightly larger symbols check the box **Use large symbols**.
3. Click OK.

Placing symbols on both sides of your headings

1. Choose **Symbol Options** from the **Design** menu.
2. Check the appropriate Bookend option.
3. Click OK.

Clearing all symbols from your menu

You can quickly clear all symbols off your menu by using the using the **Clear All | Symbols** command from the **Tools** menu. This command removes all symbols (both food item and heading symbols) from all pages of your menu.

Menu Backgrounds

MenuPro comes with a variety of watermark images that can used as menu backgrounds.

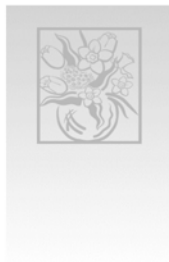
There are two ways to add menu backgrounds to your menus:

- 1) Use the **Menu Background** command.
- 2) Use the **Picture** command with a background image. (See the section Pictures.)

The first method automatically sizes the image to fit your paper size. It also places the background on each page of your menu.

The second method lets you precisely place the image and lets you the size the image yourself. The image appears only on the page that you placed it.

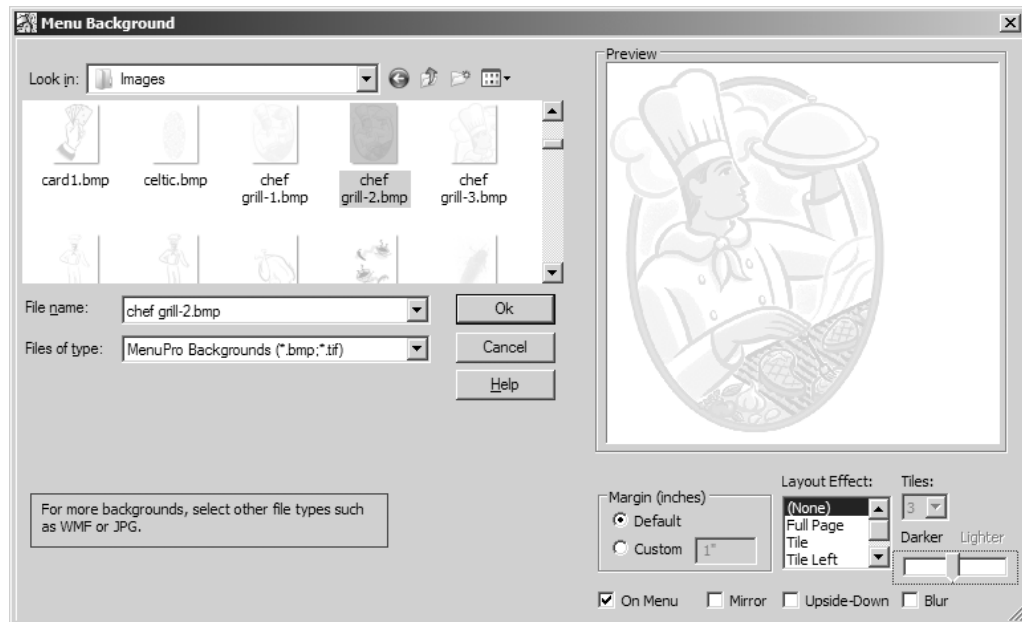
Any image can be used as a menu background, including some of the loose-ink style WMF pictures that come with MenuPro. Just make sure that the image is light enough or lightened so the text on your menu is still readable.



*Tip: You can have MenuPro suggest backgrounds that go with your chosen Menu Style by setting the option in the MenuPro Options box to **AutoBackground when switching styles**. (See the section **MenuPro Options**.)*

Menu Background Box

The Menu Background box allows you to select a background and background effects. You can also quickly preview all of the available backgrounds using the preview window that appears in this box.



The following fields appear in the Menu Background box:

File name

The name of the selected background file.

(File list)

The list of files that match the file specification listed next to **Files of type:**. To preview an image, click on the desired file name in this list.

Look In:

Your current folder. To look for files in a different folder, change the folder here.

Files of type

The selected file type. Any type of file can be used as a background, as long as the image is light enough for the text to be readable. For example, some of the lightly colored WMF files that come with MenuPro make excellent menu backgrounds. To view a list of different file types, change the file type here.

On Menu

Uncheck this box to remove a menu background from your menu.

Layout Effect

Effects that you can apply to the background, such as tiling, are listed here. Select **(None)** for no effect.

Margin

The background margin is the margin between the edge of the paper and where the background image starts. In most cases, and especially if you are using a border, it is best to use the default margin. To use a Custom margin, click the **Custom** button and enter a margin in inches.

Note: If the background margin is less than 1 inch and border margin is such that the inside of the border overlaps the outside of the background, part of the border may be cut off. You can correct this by adjusting either of the margins so the border and background do not overlap.

Mirror

Check this box to flip the background horizontally.

Upside-Down

Check this box to flip the background vertically.

Blur

Check this box to apply a slight blurring to the image. This can be useful if the image is a low-res image from the web as it can smooth out the edges of the image.

Darker - Lighter

For images that have color (not pure black) you change the colors using the Darker/Lighter slider. To reset the color, put the slider back in the middle where both words Darker and Lighter appear in black.

Adding a background to your menu

1. Choose **Menu Background** from the **Design** menu or right-click on an empty space in the menu window and select **Menu Background** from the pop-up menu. The Menu Background box will appear.
2. Select the background you want by clicking the file name in the file list box. You can quickly scroll through all of the backgrounds by moving up and down in the file list with the arrow keys.
3. When the background you want appears in the preview window, click OK.

Removing a background from your menu

1. Choose **Menu Background** from the **Design** menu. The Menu Background box will appear.
2. Remove the check from **On Menu**.
3. Click OK.

Invert

The invert command inverts the colors of your menu including all text, images, and graphics - white colors turn black, black colors turn white, and all other colors change to their inverted counterparts. This effect can create some surprising color combinations and is especially useful for eye-catching web menus.

Exclude Transparent Images

The invert command has only one option - to exclude transparent images from the invert process. This means that most WMF images and some PNG and GIF images, that have been created with transparent backgrounds, can be excluded from the color change process, allowing you to change the colors of the menu but still keep your logo or other image colors intact.

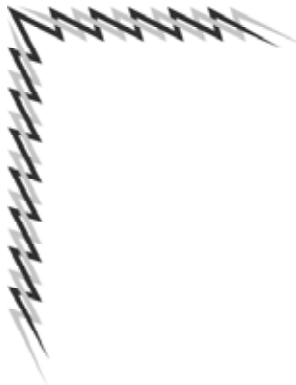
Borders

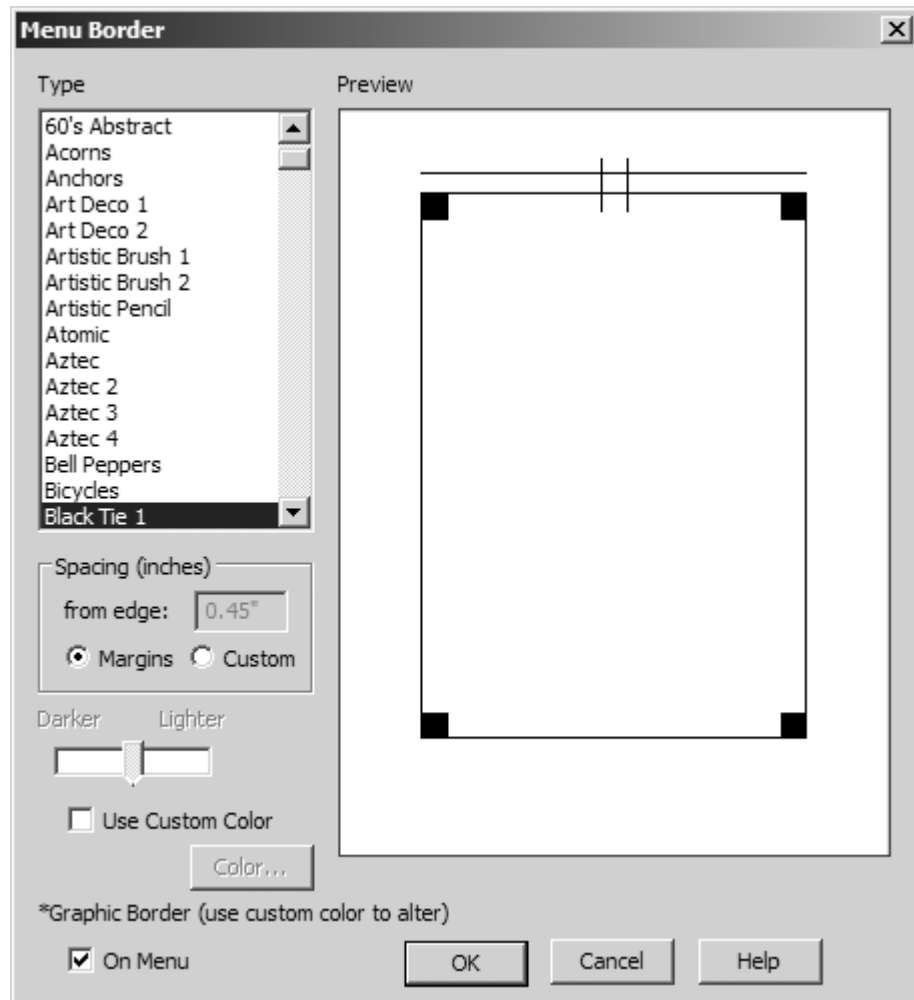
You can place a border around your menu by using the **Border** command from the **Design** menu or by right-clicking on an empty spacing in the menu window and selecting **Border** from the pop-up menu.

MenuPro comes with two types of borders – *Graphic Borders* and *Image Borders*.

Graphic Borders are composed of simple graphic shapes. (You can identify a Graphic Border using the preview window as the entire border will be displayed.) You can select the color of a Graphic Border or let MenuPro match the border color to the current style.

Image Borders are borders derived from more detailed images and illustrations. (You can identify an Image Border using the preview window as only the upper left corner of the border will be displayed). You cannot change the color an Image Border.





Placing a border around your menu

1. Choose **Border** from the **Design** menu or right-click on an empty space in the menu window and select **Border** from the pop-up menu. The Menu Border box will appear.
2. Select the border (you can also change the margin and color).
3. Click OK.

Removing a border from your menu

1. Choose **Border** from the **Design** menu or right-click on an empty space in the menu window and select **Border** from the pop-up menu. The Menu Border box will appear.
2. Uncheck **On Menu**.

3. Click OK.

Border Spacing

The border spacing is the distance between the edge of the paper and where the border starts. The default spacing value (in inches) is set to match the Style margins and is usually around ½ inch.

To use Custom spacing, click the **Custom** button and enter a value.

Common Problem with Printers Printing Close to the Edge

Every printer has a physical area on the page that it cannot print to (due to the printer mechanics). This "unprintable area" differs from model to model, but for most printers the area is extremely small. For some printers, however, the unprintable area is greater than ½ inch. With these printers the bottom of the border will often be cut off.

To correct this, adjust the border margin by entering a Custom value that is slightly larger than ½ inch and see if the border appears. If it does not, keep increasing the margin until it does.

Darker - Lighter

For Image Borders, you change the colors using the Darker/Lighter slider. To reset the color, put the slider back in the middle where both words Darker and Lighter appear in black.

Color

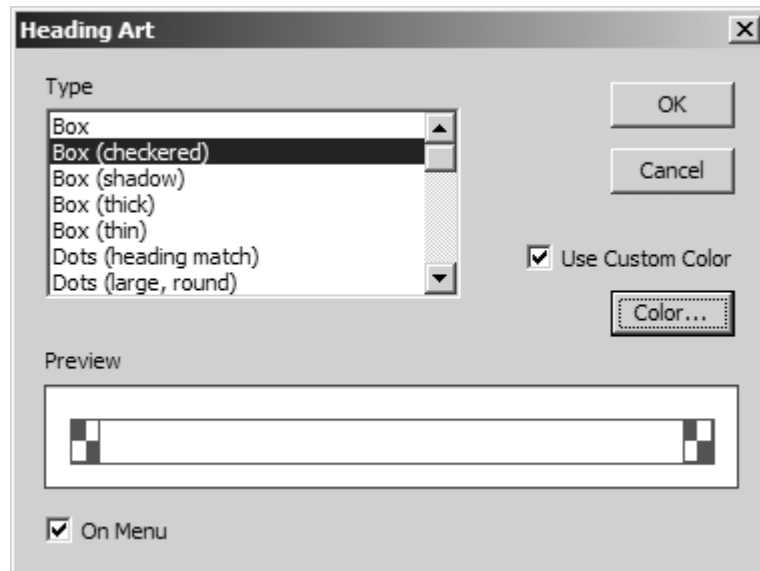
For Graphic Borders you can change the color by clicking the Color button and then selecting a custom color.

On Menu

Uncheck this box to remove the border from your menu.

Heading Art

Heading Art - graphics under or around your headings - can make your headings stand out and give your menu more style. You can place heading art around all headings or just selected headings (see Heading Art/MultiBox under the section Heading Box).



Adding Heading Art to your menu

1. Choose **Heading Art** from the **Design** menu. The Heading Art box will appear.
2. Select the type and color you want. If you do not choose a color, MenuPro will select one for you to match your menu style.
3. Click OK.

Removing Heading Art from your menu

1. Choose **Heading Art** from the **Design** menu. The Heading Art box will appear.
2. Uncheck **On Menu**. (You can also remove Heading Art for individual headings by editing the heading itself and selecting **None** under Heading Art/MultiBox.)
3. Click OK.

Boxes

You can place a box around a particular food item or heading or you can surround several food items or headings with a box (called a MultiBox). You can change the default box color and also change the box thickness, margins (how close the box is to the text) and add a shadow to the box.

Appetizers

Calamaretti Fritti \$5.95
Small Tender Calamari. Lightly Breaded and Fried to Perfection.

Box

Pizza Bianca \$3.95
White Pizza with Olive Oil, Oregano and Parmesan Cheese.

Bruschetta \$3.00
Garlic Bread

Mozzarella in Carozza \$4.95
Fried Mozzarella with Anchovies, Garlic and Cream Sauce.

Tortellini in Brodo \$4.50
Tortellini in Chicken Broth and Parmesan Cheese.

MultiBox
Top

House Specialties

Spaghetti Con Polpette di Carne \$7.95
Spaghetti with Meatballs.

Tortellini alla Panna \$8.95
Pasta Rings Stuffed with Ground Veal. Served with a Cream Sauce.

MultiBox
Bottom

Linguine Vegetariani \$9.95
Sautéed in butter with mushrooms, zucchini and red pepper.

Veal, Poultry & Seafood

Scaloppine Sofia \$13.95
Medallions of veal sautéed with prosciutto, slice of tomato, and Fontina cheese.

** denotes a Pepino's speciality.*

You place a box around a food item or heading by editing the food item or heading and selecting **Box** for the food item's **Highlight - MultiBox** field or for the **Heading Art - MultiBox** field.

MultiBox

If you want to surround more than one food item or heading with a box, you should use a MultiBox. To use a MultiBox, chose a starting food item or heading for the top of the box, and then a ending food item or heading for the bottom of the box. For the food item or heading that starts the box, select **MultiBox Top** for its MultiBox field. For the food item or heading that ends the box, select **MultiBox Bottom** for its MultiBox field.

HOUSE SPECIALTIES

Spaghetti Con Polpette di Carne \$7.95
• Spaghetti with Meatballs.

MultiBox Top

Tortellini alla Panna \$8.95
• Pasta Ringlets Stuffed with Ground Veal. Served with a Cream Sauce.

MultiBox Bottom

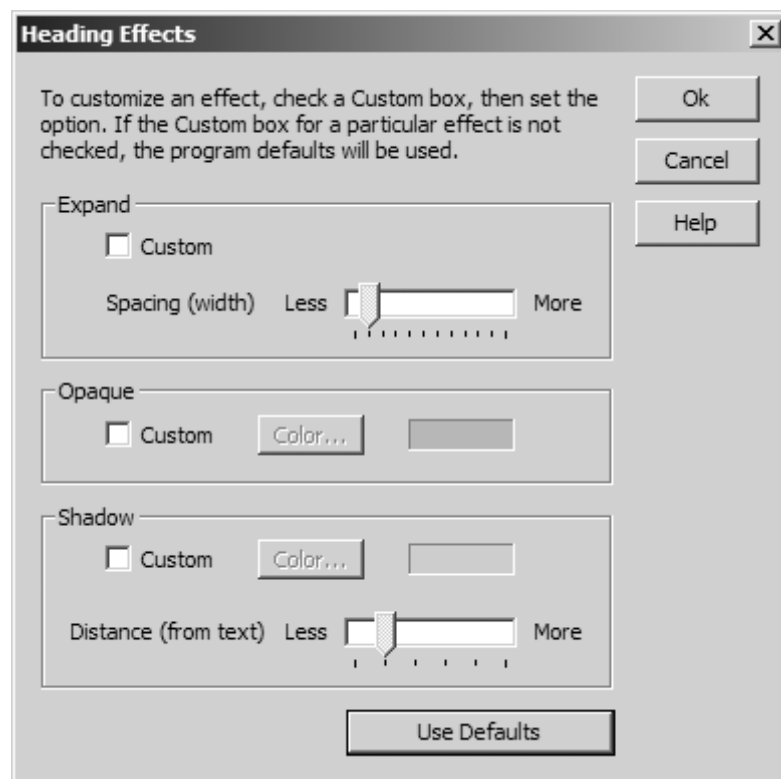
Linguine Vegetariani \$9.95
• Sautéed in butter with mushrooms, zucchini and red pepper.

The box will surround all food items and headings starting from the selected top up to the selected bottom (provided the bottom of the box is not on a different page than the top of the box, and that it does not cross columns in a menu where the entire menu is set to be more than one column).

If you cannot remember which food item or heading you have chosen to be the top or bottom of a MutliBox, select **MultiBox Markers** from the **View** menu to have markers appear in the menu window next to each food item or heading that has been set to a MultiBox Top or Bottom.

Heading Effects

Heading Effects let you customize how the heading effects will be applied to your headings on the menu. To change an option from the default settings, click the **Custom** button for the desired option and then change the option's setting.



The following options are available in the Heading Effects box:

Expand - Spacing (width)

For a heading that has 'expand' selected as an effect, this option expands the spacing between the individual characters of the heading. This can have a dramatic effect on the look of your menus and is often referred to as a secret weapon of professional designers.

Opaque – Color

For headings that have 'Opaque' selected as an effect, this option allows you to select the color of the opaque box.

Shadow – Color

For headings that have 'Shadow' selected as an effect, this option allows you to select the color of the shadow.

Shadow – Distance (from text)

For headings that have ‘Shadow’ selected as an effect, this option allows you to change the distance that the shadow appears relative to the text that its shadowing.

Highlight Options

Highlight Options let you select which colors and effects you want for your highlighted food items or headings (see Highlight/MultiBox under the section Food Item Box). Normally, when you select a food item or heading to be highlighted, MenuPro will use the default options. You can change these options using this box.

Highlight Options Box

The screenshot shows the 'Highlight Options' dialog box with the following settings:

- Font:**
 - Name: Color... (grey)
 - Description: Color... (black)
 - Price: Color... (black)
- Box:**
 - Box: Color... (grey)
 - Margin (size): Less [slider] More
 - Line (thickness): Thin [slider] Thick
 - Match Widths
 - Double
 - Shadow
- Underline/Topline:**
 - Underline/Topline: Color... (black)
 - Line (thickness): Thin [slider] Thick

Buttons: Ok, Cancel, Help, Use Style Defaults

The Highlight Options box contains the following fields:

Food Item Font

Allows you to choose the font colors for all food items that are selected to be highlighted by *Font*. If the boxes are checked you can select a color by clicking the **Color** button. If the boxes are unchecked, MenuPro will choose the color based on your menu style.

Box

Allows you to choose the box color, box margin, box thickness, box double (draw a box with two lines) and box shadow effect for all food items or headings that are boxed by a single box or a MultiBox.

If **Box** is checked you can make changes to the other parameters such as a color. If Box is unchecked, MenuPro will choose defaults for you based on your menu style.

Another available option if checked, **Match Widths**, lets you match the width of the food item boxes with the width of the heading boxes. This is useful for menu styles where the food items have a left indent (it has no effect if the food items and headings are already aligned or if they are centered). If Match Widths is unchecked, the food item box widths will use the food item indenting.

Underline/Topline

Allows you to choose the Underline/Topline color and thickness for all food items that are selected to be highlighted by *Underline* or *Topline*. If Underline/Topline is checked you can select a color and thickness. If Underline/Topline is unchecked, MenuPro will choose defaults for you based on your menu style.

Use Style Defaults

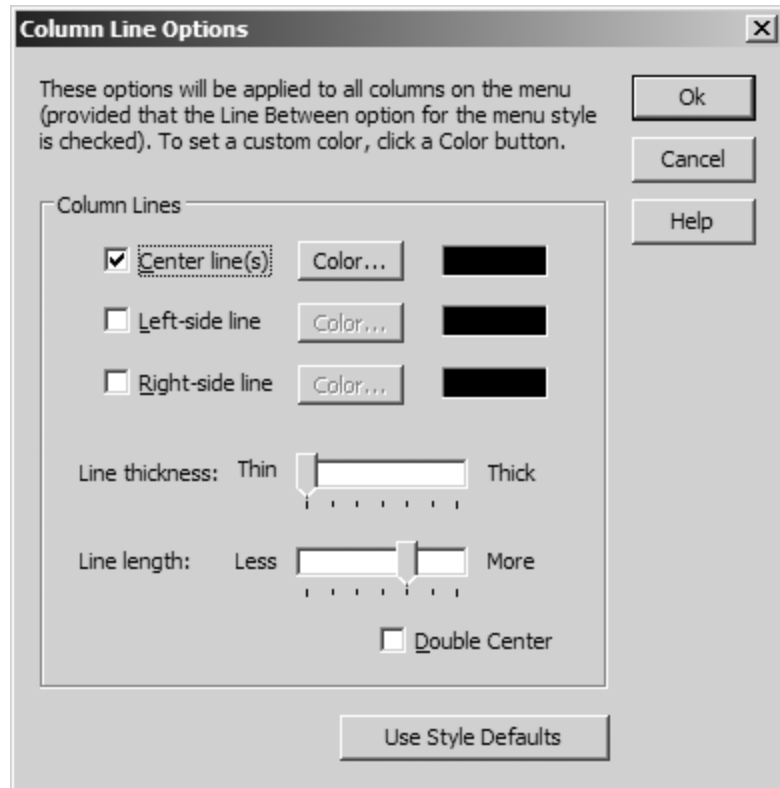
Removes checks from all boxes and resets all colors and effects back to the MenuPro defaults.

Clearing all highlights and effects from your menu

You can quickly clear all highlights and heading effects off your menu by using either **Clear All | Highlights** or **Clear All | Heading Effects** command from the **Tools** menu. These commands removes all highlights and heading effects from headings and food items on your menu.

Column Line Options

Column Line Options let you customize the lines between columns on your menu.



The following options are available in the Column Line Options box:

Center line(s)

If the Menu Style's Column Option **Line between** is checked, then a check in this box causes a line to appear in any center columns. Clicking the corresponding color button allows you change the color of the line. If the color button is not checked, the color is selected from the menu style.

Left-side line

If the Menu Style's Column Option **Line between** is checked, then a check in this box causes a line to appear down the left side margin. Clicking the corresponding color button allows you change the color of the line. If the color button is not checked, the color is selected from the menu style.

Right-side line

If the Menu Style's Column Option **Line between** is checked, then a check in this box causes a line to appear down the right side margin. Clicking the corresponding color button allows you change the color of

the line. If the color button is not checked, the color is selected from the menu style.

Line thickness

Allows you to change the thickness of the column lines. The thickness applies to all column lines on your menu.

Line length

Allows you to change the length of the line, allowing you to have a column line that is a little more or less than the actual column length.

Double Center

Allows you have the center column line consist of two lines close together.

Use Style Defaults

Resets the column line options back to the defaults for the menu style.

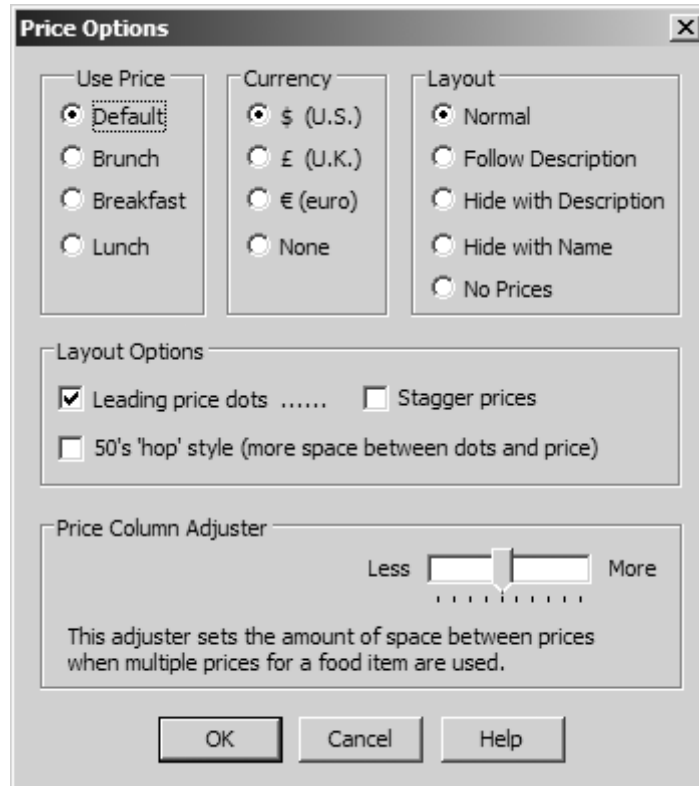
To have lines appear between columns on your menu

1. Choose **Menu Style** from the **Design** menu. The Menu Style box will appear.
2. Check the box **Line between** under Column Options and click OK.
3. Choose **Column Line Options** from the **Design** menu.
4. Select the type of lines you want between your columns and click OK. Provided your current menu has columns on it, lines will now appear between the columns according to the options you selected.

Price Options

Price options allow you to select which food item price field will be printed on your current menu and also allow you to alter the way the prices are displayed on that menu.

Price Options Box



The Price Options box contains the following fields:

Use Price

This option automatically substitutes the appropriate price from your food items on your menu. This is useful if you offer the same menu at different times during the day and you want the prices to change to reflect the times. For example, if you have lunch specials and you serve the same specials for dinner but with higher prices, just enter lunch prices in the Lunch Price field for each food item and then when you change the Use Price option from Default to Lunch, the appropriate lunch prices will appear on your menu. This saves you the effort of having to enter multiple food items for each type of menu.

Note: If the box **Use all prices** for a food item is checked this will override the Use Price option for that particular food item (see the section Food Item Box).

Currency

Allows you to select a currency symbol that is automatically placed in front of all numerical prices on your menu.

Layout

Lets you select various price layouts described below:

Normal - Prices will be displayed and printed in the normal fashion according to the menu style that is selected.

Follow Description - Makes sure that the price is always after or on the last line of the description and uses the same font as the description (the price will still be right justified if the items are not centered). Follow Description is useful if your descriptions are lengthy and they start on the same line as the food item name.

Normal Price Option

Double Delight8.95
Shredded beef and chicken with snow peas and bamboo shoots in Peking sauce.

Follow Description Price Option

Double Delight
Shredded beef and chicken with snow peas and bamboo shoots in Peking sauce.8.95

Hide with Description - Hiding the price with the description means the price will follow directly after the item description and use the same font as the description. This technique encourages customers to read the descriptive copy of your item rather than simply price shop, and will allow you to merchandise the menu items you'd prefer to sell.

Chef's Salad

Julienne sliced ham, turkey, eggs, Swiss and American cheeses and fre veggies on a mound of tossed greens 6.35

Hidden price

Hide with Name - Hiding the price with the name places the price directly after the food item name and in the same font.

No Prices - Removes all prices from your menu.

Leading price dots

Places dots from the food item name that lead up to a right-aligned price.

House Salad 2.95

Price dots

Stagger prices

Using this option causes the price's normal position on the page to shift for each successive price, giving the effect of a wave of prices.

Chicken Wings	2.95	
Potato Skins	3.95	
Spinach Cheese Dip	3.75	← Stagger prices Example
Chicken Fingers	2.95	
Bagel w/cream cheese	4.95	

50's 'hop' style

Using this option causes slightly more space to be inserted between the dots and the price, a technique used on many Car-Hop menus of the 1950's.

Price Column Adjuster

Sets the amount of space between prices when all prices for a food item are used at once (see also **Use all prices** under Food Item Box).

Changing price options

1. Choose **Price Options** from the **Design** menu. The Price Options box will appear.
2. Select the price options you want.
3. Click OK.

Extended ASCII Symbol Set

You can insert special characters and symbols from the extended ASCII symbol set into your text by using the **Alt** key and the numeric keypad (see also Smart Mark Box) or by using the **Windows Character Map** program.

Using the Alt Key

When entering text for a food item, heading, or floating text, to insert a special character from the symbol set, hold down the **Alt** key and then type the character's key code from the following chart. After you have typed the character's code you can release the Alt key.

Example: To place the trademark symbol TM in your text, hold down the **Alt** key and type **0153** on the numeric keypad.

Copy and Paste

You can also use the **Windows Character Map** program (usually found under All Programs | Accessories | System Tools) to copy special characters to the Windows clipboard. Once the character or characters have been copied to the Windows clipboard you can paste them into any text box in MenuPro by simply Right-clicking in the text box and then selecting **Paste** from the pop-up menu.

Copy and Paste works with any text or block of text from any Windows program that can use the Windows clipboard. Just **Copy** the text from your original program into the Windows clipboard, and then **Paste** the text into MenuPro by Right-clicking in the MenuPro text box and then selecting **Paste**.

128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
€		,	f	,,	...	†	‡	^	‰	Š	<	Œ			
144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159
	‘	’	“	”	•	—	—	~	™	š	>	œ			ÿ
160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
NB SP	ı	ç	£	¤	¥		§	¨	©	ª	«	¬	–	®	–
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191
°	±	²	³	´	µ	¶	·	,	¹	º	»	¼	½	¾	¿
192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223
Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239
à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ

Note: If the character you insert appears in the text box but does not appear (display) on your menu, then the font you are using does not support that character (not all fonts, especially headliner type fonts, support the entire extended character set).

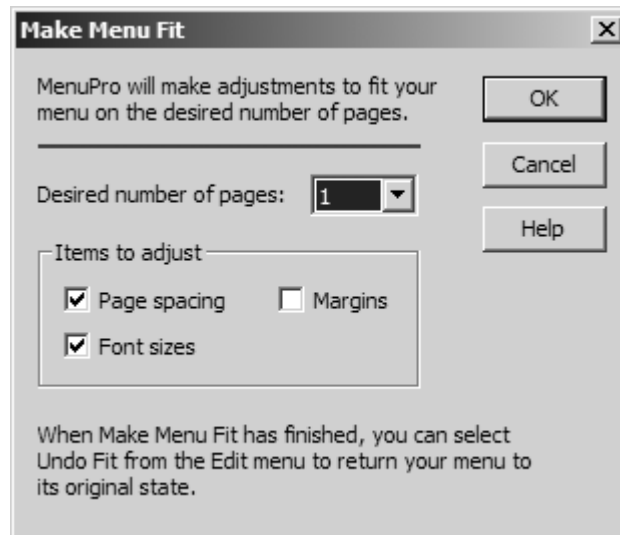
MAKING YOUR MENU FIT

Sometimes after placing all of your headings and food items on a menu, you may find that you have an extra space on the last page or not enough space. In these cases, you can easily adjust your menu by using **Make Menu Fit**.

Make Menu Fit lets you make your menu fit on a desired number of pages by automatically adjusting page spacing, font sizes, and margins.

Make Menu Fit Box

The **Make Menu Fit** box allows you to select the desired number of pages that you want your menu to fit on and lets you to choose what parameters you want adjusted to make your menu fit.



The following fields appear in the Make Menu Fit box:

Desired number of pages:

The number of pages you want your menu to fit on.

Items to adjust

The items that are adjusted during the fit process:

Page spacing - The page spacing is either shrunk or expanded.

Font sizes - The font sizes are either reduced or enlarged.

Margins - The page margins are either increased or decreased.

Making your menu fit

1. Choose **Make Menu Fit** from the **Tools** menu, or click the **Fit** button from the Toolbar.
2. Select the desired number of pages and put a check next to the items you want adjusted.
3. Click OK. While the menu is being Fit the menu window will appear blank and an animation will appear in the upper left corner. During this process you can abort the Fit by pressing the **Esc** key.

Undoing Changes Made during Make Menu Fit

1. After **Make Menu Fit** has finished, you can undo any changes that were made to your menu during the Fit process by selecting **Undo Fit** from the Edit menu. This must be done before any other editing changes are made to your menu.

Page Spacing

Page spacing refers to the amount of space between food items and headings on a particular page. You can quickly adjust this spacing by using the page spacing buttons on the Toolbar.

The amount of spacing that has been applied to a page appears in the page bar next to the word **spacing**. A value of 0 means no page spacing is being applied to the current page.

Page spacing can be applied in increments of your choice, letting you shrink or expand your menu in the way you want. (To set the amount of spacing that will be applied with each click, see the MenuPro Options command.)

Shrinking your page spacing

1. Click the **Shrink Page Spacing** button on the Toolbar, or right-click on an empty space in the menu window and select **Page Spacing** from the pop-up menu and then **Shrink**, or choose **Page Spacing** from the **Tools** menu and then choose **Shrink**.



2. To shrink the page more, repeat step one.

Expand your page spacing

1. Click the **Expand Page Spacing** button on the Toolbar, or right-click on an empty space in the menu window and select **Page Spacing** from the pop-up menu and then **Expand**, or choose **Page Spacing** from the **Tools** menu and then choose **Expand**.
2. To expand the page more, repeat step one.

Resetting your page spacing

1. Click the **Reset Page Spacing** button on the Toolbar, or right-click on an empty space in the menu window and select **Page Spacing** from the pop-up menu and then **Reset**, or choose **Page Spacing** from the **Tools** menu and then choose **Reset**.

Font Sizes

Each menu styles come with preset fonts with preset sizes. These fonts, called the original style fonts, have been chosen to complement the general design of each particular style.

You can, however, change the font sizes by using the **Change Font** command (to change individual font sizes) or **Grow All Fonts** and **Shrink All Fonts** commands (to change all font sizes at once).

Shrinking all style fonts

1. Click the **Shrink All Fonts** button on the Toolbar or choose **Shrink All Fonts** from the **Design | Change Font** menu.
2. To shrink the fonts more, repeat step one.

Growing (enlarging) all style fonts

1. Click the **Grow All Fonts** button on the Toolbar or choose **Grow All Fonts** from the **Design | Change Font** menu.
2. To grow the fonts more, repeat step one..

Discarding your font changes

1. Click the **Use Original Style Fonts** button on the Toolbar or choose **Use Original Style Fonts** from the **Design | Change Font** menu.

UNDOING DESIGN CHANGES

Sometimes after making a change to a menu, you may want to revert back to what the menu looked like before the change was made. For most commands in MenuPro, you can use the **Undo** command to undo what was done.

If the change can be undone, **Undo** will appear under the **Edit** menu.

Undoing A Command

1. After the command has finished, choose **Edit**. If the command can be undone, an **Undo** command will appear on the Edit menu.
2. Choose **Undo** to undo the command.

Revert - Undoing all changes made to a Menu

If you are working on a menu and decide that you would like to undo all of the changes you just made, then you can use the **Revert** command.

When you use Revert, MenuPro will revert back to the last saved version of your menu.

Let's say you open a menu, make a bunch of changes, but then decide you don't like the direction the design is going. Just select **File | Revert** and MenuPro will let you revert back to the original menu before the changes were made. Plus, if you change your mind again and decide you didn't want to Revert after all, you can Undo the Revert just like you can Undo other commands - from the Edit menu select Undo Revert.

Note: Texts edits to food items cannot be undone or reverted since the food item list is a database that effects all menus. However, food item placement on menus, or ordering or moving the food items on or off the menus, can be undone and reverted.

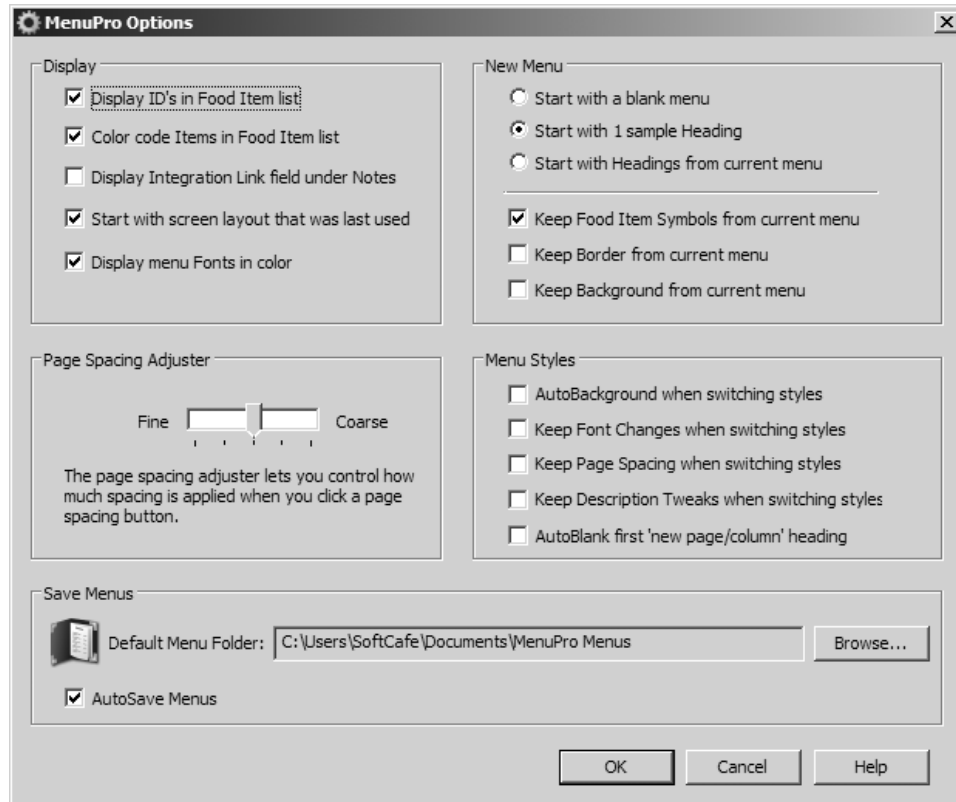
Beyond the Basics

MENUPRO OPTIONS

MenuPro has several options that control the way it operates. None of these settings will change your menus or food item list – they only change the way the program operates.

MenuPro Options Box

The MenuPro Options box, accessible by choosing **MenuPro Options** from the **File** menu (or by double-clicking the wrench icon directly below the menu), lets you change the MenuPro options.



The following options appear in the MenuPro Options box:

Display ID's in Food Item List

Setting this option displays food item ID's in the food item list. Food item ID's are entered as part of the Food Item Notes (see Food Item Notes box for more information).

Color Code Items in Food Item List

Setting this option color codes the food items in the food item list to help you identify which items are *name* (and/or price) *only* (displayed in blue) and which items are *price only* (displayed in brown). Food items that are *description* (and/or price) *only* are always displayed in italics.

Display Integration Link field under Notes

Setting this option displays the Integration Link field and Vendor field when a Food Item Notes box is displayed (see Food Item Notes box for more information).

Start with screen layout that was last used

Setting this option lets you start with the same window positions that were displayed when you last exited the program. If this option is not set,

MenuPro will default to the Normal view mode at full screen when you start the program.

Display menu Fonts in color

Most of the menu styles that come with MenuPro use fonts with color. To have MenuPro ignore the font colors and display all text in black uncheck this option. **Note:** This option does effect the colors that are saved in the menu file itself - only the colors that are displayed and printed – and does not effect floating text.

Page Spacing Adjuster

This adjuster lets you fine tune how much page spacing is applied when you click the **Expand Page Spacing** or **Shrink Page Spacing** buttons on the Toolbar.

Setting the adjuster to **Fine** will cause the minimum amount of spacing to be applied when you click a page spacing button. Setting the adjuster to **Coarse** will cause a greater amount spacing to be applied when you click a page spacing button.

Default Menu Folder

The Default Menu Folder is used as the initial starting point for Saving or Opening a menu. It is also used during Back Up and Restore operations.

During a Back Up, only menus that reside in the Default Menu Folder will be backed up to the backup location. During a Restore, menus from the backup location will be restored to this folder.

To change the Default Menu Folder click the Browse button and select a folder.

AutoSave Menus

If this option is checked, MenuPro will save named menus at exit and when opening new menus, without prompting. So any changes you make to your menus will be automatically saved.

If this option is unchecked, MenuPro prompts you at program exit or when you open a new menu to Save your current menu changes.

(In previous versions of MenuPro this option was set internally to always be on.)

Note: Changes to food item text fields such as name, description, or price are always saved, whether AutoSave is on or off, since the food items reside in a special food item database file.

Start with a blank menu

If this option is set, each time you create a new menu it will be blank.

Start with 1 sample Heading

If this option is set, each time you create a new menu it will contain one sample heading which you can edit or delete.

Start with Headings from current menu

If this option is set, each time you create a new menu it will contain the headings from your current menu. This option is useful if your menus always have the same headings.

Keep Food Item symbols from current menu

If this option is set, each time you create a new menu the food item symbols that you used for your current menu will be retained.

Keep Border from current menu

If this option is set, each time you create a new menu the new menu will have the same border as the current menu.

Keep Background from current menu

If this option is set, each time you create a new menu the new menu will have the same background as the current menu.

AutoBackground when switching styles

Set this option if you want MenuPro to choose a menu background for you when you switch menu styles.

Keep Font Changes when switching styles

If you have changed fonts from the original style fonts and wish to retain those changes when you switch menu styles, check this box. If this box is not checked, as you switch from style to style, your font changes will be discarded.

Keep Page Spacing when switching styles

If you have applied specific page spacing to your menu that you wish to retain when you switch styles, check this box. If this box is not checked, as you switch from style to style, the page spacing for each page of your menu will be reset to 0.

Keep Description Tweaks when switching styles

If you have applied changes to your Menu Style under Description Tweaks that you wish to retain when you switch styles, check this box. If this box is not checked, as you switch from style to style, Description Tweaks will be reset to the default style values.

AutoBlank first 'new page/column' heading

If this option is set, and you edit the first heading on your menu for **New Page or Column**, MenuPro automatically inserts a blank heading on your menu (in front of the first heading) causing the first heading to move to the next page or column. Without this option set, MenuPro ignores the **New Page or Column** option for the first heading on your menu.

Views

The view commands, accessible from the **View** menu and the Toolbar, rearrange the MenuPro windows in various ways. The view commands are:

Normal

Rearranges the windows so the Food Items window is to the upper left, the Menu Headings window is to the lower left and the Menu window is to the right. (Accessible from the Toolbar.)

Mostly Menu

Same as Normal except the Menu window takes up more space. (Accessible from the Toolbar.)

All Windows

Same as Normal except that the Food Categories window is also displayed.

Only Menu

Only the Menu window is displayed.

Menu

Toggles the display of the Menu window.

Food Items

Toggles the display of the Food Items window.

Headings

Toggles the display of the Menu Headings window.

Categories

Toggles the display of the Food Categories window.

Toolbar

Toggles the display of the Toolbar.

Picture Placeholders

Toggles the display of picture placeholders (a **dotted-line box** is displayed for the picture instead of the actual image).

Picture placeholders can be useful if you are editing a menu with multiple images, and the images are preventing text editing from the menu because they are placed on top of the text. While picture placeholders are being displayed, you can still move and resize the pictures, but you cannot edit them by double-clicking them.

During printing, the actual images will always be printed.

MultiBox Markers

Toggles the on-screen display of the MultiBox Markers that mark whether or not a food item or heading has been selected to be the Top or Bottom of a MultiBox (a box that surrounds multiple food items or headings).

This can be useful if you have several food items selected as MultiBox Tops or Bottoms and you want to see which ones are set.

During printing, MultiBox markers will not be printed.

Paper Folds

This command lets you display paper fold marks on-screen for **Single** (2 panels, 1 fold), **Tri-Fold** (3 panels, 2 folds) and **Gate-Fold** (4 panels, 3 folds) menus, or a **Grid** (using **Grid Options** you can change size of the Grid units).

To turn off the display of paper folds, select option **None**.

Paper folds can assist you in designing Carry-out menus or flyers that will be folded as they allow you to see, on the screen, where the paper should be folded when printed.

During printing, the paper folds marks will not be printed.

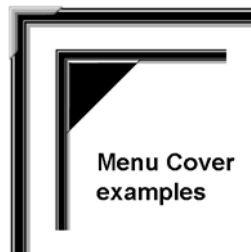
Sort Food Items

The sub-menu options of this command let you sort the Food Items list **Alphabetically**, **by Category**, or **by Order on menu**.

You can also sort the food items by clicking on word 'Food Items', or 'Categories', or by clicking above where the green on-menu icons appear (to sort by Order on menu).

Menu Cover

This command lets you display a menu cover over your menu. If you use menu covers with your menu, this option allows you to preview your finished product in a simulated cover.



AutoNumber

AutoNumber lets you automatically add Bin/numbers to food items that are on your menu. To use AutoNumber select **AutoNumber** from the **Tools** menu.

You can choose from the following options:

Start numbering at:

Enter the number here that you want the auto-numbering to start at.

Use this prefix

If you want to have a prefix of letters, numbers, or symbols that precedes the number, enter that here. For example to have the numbers be C1, C2, C3, etc. enter C for the prefix.

Use period after number

Check this box if you want a period after the number.

Leave existing Bin/numbers

Check this box if you want any Bin/numbers that are currently on the menu to remain. This lets you replace just the Bin/Number entries that are blank. If this box is unchecked, all food items on the menu will have their Bin/numbers replaced.

Finding Food Items in the Food Item List

If the food item window is selected (click anywhere in the food item window to make it the selected window) you can quickly locate a food item in your list by typing the first few letters of the food item's name. This works best if the list is sorted alphabetically.

If you need to do a more detailed search that includes the food item's name, description, price, and even notes, you can use the **Find Food Item** command from the **Edit** menu.



Searching the food item list

1. Click in the food items window to make it the selected window (or if the food items window is not open choose **Food Items** from the **View** menu).

2. Choose **Find Food Item** from the **Edit** menu. The Find Food Item box will appear.
3. If you want the Case of the search text to match exactly check the **Match Case** box. If you want Notes to be included in the search, check the **Include Notes** box.
4. Enter your search text in the **Find what** box.
5. Click **Find First** to find the first occurrence of the search text. If the search text is found, the first food item that contains the text will be highlighted in the food items window.
6. At this point you can click **Find Next** to keep searching or click **Cancel** to cancel the search.

IMPORTING AND EXPORTING

MenuPro provides you with the ability to import and export your food item list. You can also export your menus to HTML or ASCII text files.

If you already have food items stored in another software program, *importing food items* saves you the time of retyping your food items into the MenuPro food item list.

Exporting food items makes the raw food item data in the food item list available to other software programs.

NOTE: Importing and Exporting should NOT be used to transfer food item data from one installation of MenuPro to another as the link between the food items and menu files will be lost (see Commonly Asked Questions and Answers on how to properly transfer MenuPro data from one PC to another, or how to create transportable PDF menus).

Import New Food Items

When you import food items, the food items you have stored in a delimited text file are transferred into the MenuPro food item list.

Note: Each food item in your import file will occupy a new position in the MenuPro food item list. Do not import the same item more than once, as it will end up as a duplicate food item in the food item list.

Import Format

Your import file should be formatted as a delimited text file with each field enclosed in quotations (empty fields should consist of just the delimiter). There should be no extra spaces between fields or delimiters and each new food item should end with a line feed character.

The following food item fields should be represented in the import file in this order:

`Name,Description,Brunch Price,Breakfast Price,Lunch Price,Default Price,ID,Integration Link,Vendor,Spare2,Spare3,Notes,`

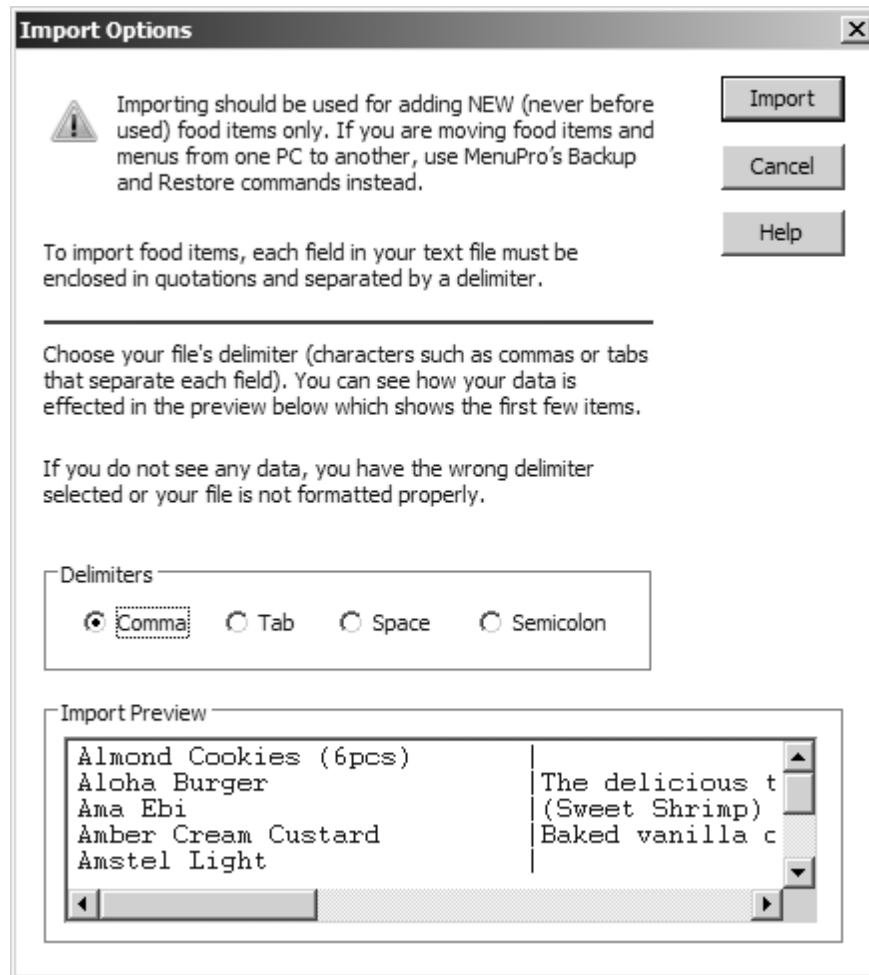
The following is an example of an import file using a comma as the delimiter:

```
"Crab Fingers","(twenty claws)",,"7.50","7.50",,,,,,  
"Earl's Special","Roast beef brisket, with melted  
Cheddar",,"4.30","4.30",,,,,,  
"Gnocchi","Italian Potato dumplings with meat sauce or Fontina cheese  
sauce.",,"7.95",,,,,,
```

In this example there are three food items in the file. The Brunch Price, Breakfast Price, ID, Integration Link, Vendor, Spare2, Spare3, and Notes fields for each food item have been left empty. For Gnocchi, the Lunch price has also been left empty. Each field that is not empty uses the quotation character as the text qualifier.

Import Options Box

The import options box allows you to choose your import file's delimiter character and preview your import data before actually importing. You can import any number of food items but only the first few will be displayed in the preview field.



The following fields appear:

Delimiters

Choose your file's delimiter here. The delimiter is the character that separates each field of the food item. If you choose a delimiter that is incorrect, your data will likely not appear in the Import Preview window or appear incorrectly.

Import Preview

Once you've chosen your delimiter, you can preview your import data in this window. The first few food items in your file are shown and the first part of each field is displayed.

Importing new food items

1. Choose **Import New Food Items** from the **File | Utilities** menu.

2. Select your import file from the file list and click Open. The Import Options box will appear.
3. Choose your file's delimiter and then look at the Import Preview to make sure your data looks correct. The Import Preview shows the first part of each field. Your food item names should appear under the first column, food item descriptions should appear under the second column, etc. If the data appears mixed up or jumbled do not continue - click Cancel and fix your import file. If the data looks correct, click **Import**.
4. After the import process is complete a message will be displayed indicating how many food items were successfully imported.

Export

MenuPro lets you export your food item list and your menus.

The food item list is exported as a delimited text file with each field enclosed in quotations (empty fields will consist of just the delimiter). Each new food item will end with a line feed. You can export the entire food list or just a selected food item.

The following fields will be represented in the food item export file in this order:

Name,Description,Brunch Price,Breakfast Price,Lunch Price,Default Price,ID,Integration Link,Vendor,Spare2,Spare3,Notes,

Menus can be exported as HTML files or ASCII text files.

Exporting your foods items

1. From the **File | Utilities** menu, choose **Export** and then **Food Items** and then choose **All** to export all food items or **Selected Item** to export the single food item that is selected in the food item list.
2. Type in a name for your export file or use the name supplied.
3. Click Save.

Exporting your menu to an HTML file

1. From the **File | Utilities** menu, choose **Export** and then **Menu** and then **HTML**.
2. Type in a name for your export file or use the name supplied.
3. Click Save.

Exporting your menu to a Text file

1. From the **File | Utilities** menu, choose **Export** and then **Menu** and then **Text**.
2. Type in a name for your export file or use the name supplied.
3. Click Save.

PASSWORDS

Passwords enable you to specify which MenuPro commands and functions others have access to. For example, you can set passwords that let you modify the food items but restrict others from doing so. This way you can keep the integrity of the food item list intact, but still let others create menus using those food items.

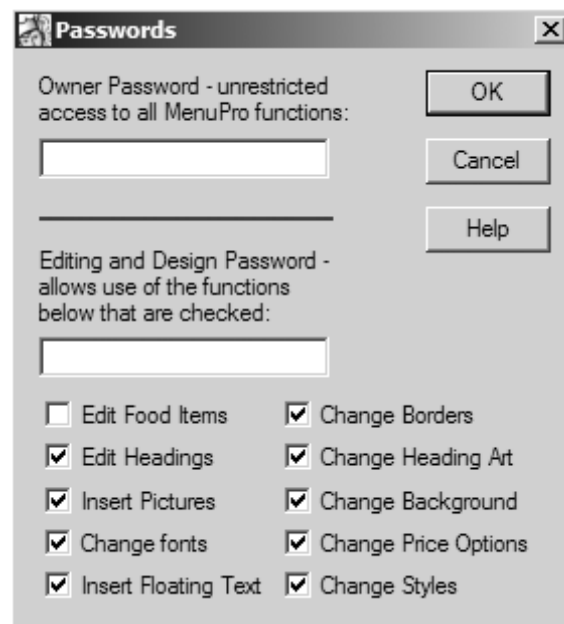
There are two types of passwords, an *Owner password* and an *Editing and Design password*. You can set just an Owner password, or you can set an Owner password and an Editing and Design password. The owner password gives you unlimited access to all MenuPro functions. The Editing and Design Password gives you access to selected MenuPro functions.

When MenuPro starts, you will be prompted for a password if the Owner password has been previously set up. If you enter the Owner password at the prompt you will be allowed access to all MenuPro functions, including changing the passwords.

If you enter the Editing and Design password you will only be allowed access to those functions which were checked when this password was set up, and you will not be allowed access to the password box (you won't be able to change the passwords).

If you are the owner, you can set up or change passwords by selecting **Passwords** from the **Tools** menu.

Password Box



The following fields appear in the Password box:

Owner Password

This field lets you set up or change the owner password.

Editing and Design Password

This field lets you set up or change the Editing and Design password. If you have entered a password here, you can select functions from the following list that will be enabled if this password is entered when the program starts.

Edit Food Items

If checked, allows the Editing and Design password user to edit all food items, including adding new items and deleting items. If this box is unchecked, the Editing and Design password user will not be allowed to edit food items, add new food items, or delete food items.

Edit Headings

If checked, allows the Editing and Design password user to edit all menu headings, including adding new headings and deleting headings. If this box is unchecked, the Editing and Design password user will not be allowed to edit headings, add new headings, or delete headings.

Insert Pictures

If checked, allows the Editing and Design password user to insert pictures. If this box is unchecked, the Editing and Design password user will not be allowed to insert pictures.

Change Fonts

If checked, allows the Editing and Design password user to change fonts from the Design menu. If this box is unchecked, the Editing and Design password user will not be allowed to change fonts from the Design menu.

Insert Floating Text

If checked, allows the Editing and Design password user to insert floating text. If this box is unchecked, the Editing and Design password user will not be allowed to insert floating text.

Change Borders

If checked, allows the Editing and Design password user to change borders and border spacing. If this box is unchecked, the Editing and Design password user will not be allowed to change borders or border spacing.

Change Heading Art

If checked, allows the Editing and Design password user to change heading art. If this box is unchecked, the Editing and Design password user will not be allowed to change heading art.

Change Background

If checked, allows the Editing and Design password user to change the menu background. If this box is unchecked, the Editing and Design password user will not be allowed to change the menu background.

Change Price Options

If checked, allows the Editing and Design password user to change price options. If this box is unchecked, the Editing and Design password user will not be allowed to change price options.

Change Styles

If checked, allows the Editing and Design password user to change menu styles by using the Style command from the Design menu or by clicking the Style buttons. If this box is unchecked, the Editing and Design password user will not be allowed to change menu styles using a style command or Style button.

Setting the Owner password

1. Choose **Passwords** from the **Tools** menu.
2. Type in the owner password in the Owner password field.
3. Click OK. (The next time you start MenuPro you will be prompted for a password. You can enter the Owner password at this prompt.)

Setting the Editing and Design password

1. Choose **Passwords** from the **Tools** menu.
2. Type in the Editing and Design password in the Editing and Design password field. (You must also have an Owner password to use this password.)
3. Check the boxes below the Editing and Design password that you want the Editing and Design user to have access to.
4. Click OK. (The next time you start MenuPro you will be prompted for a password. You can enter the Editing and Design password at this prompt.)

Changing a password

1. Choose **Passwords** from the **Tools** menu. (You must be the owner to have access to the passwords box.)
2. Type the new password over the old password.
3. Click OK.

Removing a password

1. Choose **Passwords** from the **Tools** menu. (You must be the owner to have access to the passwords box.)
2. Select the text for the password and press the Delete key.

3. Click OK. (If you have deleted the owner password, the next time you start MenuPro you will not be prompted for a password.)

BACK UP AND RESTORE

Be extra safe – back up your data regularly. Backing up saves more than just your menu files – it saves your food items. Without using the MenuPro Backup command, if you lose power, your hard drive crashes or fails, or your PC is attacked by a Virus, you could lose all of your food items and your menus will be blank.

If any of these events occur and your files have been backed up using the MenuPro Backup command, you can easily restore your data with the MenuPro Restore command.

To ensure that you don't forget, MenuPro periodically reminds you to back up your MenuPro data when you exit the program.

You can also use the Back Up and Restore commands if you wish to transfer your MenuPro data from one computer to another (See the section Transferring Menus to Another Computer).

To Back up your MenuPro data

1. Choose **Back Up** from the **File** menu.
2. Verify your **Backup Location** or select a new one by clicking the **Browse** button and then selecting a folder or drive.
3. Click **OK**. Your food items, all menus that reside in the default menu folder, the custom dictionary and smart marks used by the spell-checker, and any custom menu styles you have created will be backed up to your Backup Location.

To Restore your MenuPro data

1. Choose **Restore** from the **File** menu.
2. Verify your **Restore from Backup Location** (the backup location where your files will be restored from) or select a new one by clicking the **Browse** button and then selecting a folder or drive.
3. Click **OK**. Your food items, all menus that were backed up from your default menu folder, the custom dictionary and smart marks used by the spell-checker, and any custom menu styles that were backed up, will be restored to your MenuPro folders. MenuPro will then shut down to complete the restore process. When you restart, your restored data will appear.

TIPS AND TECHNIQUES



This section provides information that will help you use MenuPro to produce the menus you want.

Included are general menu design concepts, techniques to help you modify menus as efficiently as possible, and marketing tips to help you produce a more profitable menu.

Fitting More Food Items on a Page

- Choose a menu style that places the food item description on the same line as the food item name, and then change the fonts to the ones you want. Menu styles that have the description on the same line as the name use less overall space so you will be able to fit more items on a page.
- Decrease the left and right margins. Since MenuPro adjusts the food item descriptions to use the maximum amount of space, having wider margins will allow it to include more text before it has to start a new line. This will save you space on the page.
- Decrease your page spacing by using the **Shrink Page Spacing** button.
- Change to smaller fonts. MenuPro adjusts the spacing of each food item according to the largest font on each line. Smaller fonts will make for tighter spacing.
- Use the **Make Menu Fit** command.

Design Techniques

- Try not to use more than two or three fonts on a menu. Using more than three fonts is generally not desirable.
- Use as few graphics as possible. In most cases, the simpler the design the more effective it will be.
- Don't overuse boxes. Boxes draw attention to whatever is surrounded by the box. This is a great way to merchandise specific items, but too many boxes can nullify this effect.
- Use color to influence your diners. Gray, navy, burgundy and black tend to signify power and wealth. Green is often linked to rejuvenation and health. Red is good to grab attention.

Menu Engineering for a More Profitable Menu

According to restaurant consultants interviewed by Restaurants USA magazine, redesigning your menu can improve your sales on average from 2 to 10 percent. Use the methods below to achieve a more profitable menu.

- **Price Point Justification.** Move your prices into your descriptions to avoid price shopping by customers. Using the same font and removing the dollar sign can further help customers focus on the product, not the price.
- **Item Placement.** People most often remember and buy the first two items or the last menu item in each category. Place menu items with the highest gross profit in these spots.
- **Boxing.** Impact 10 to 15 percent of the space on your menu by boxing menu items.
- **Page Positioning.** On three-panel (page) menus, people most often look at the center panel first, and then move counter clockwise. On two-panel (page) menus people most often look at the top right-hand side first. Consider putting your high profit items such as specials or specialty drinks in these spots.
- **Hospitality Symbols and Icons.** Stars, bullets, or other food symbol icons can make your menu unique and draw attention to menu items that you would prefer to sell. Graphics can set items apart and increase sales on those items as much as 15 percent.
- **Hold the Hyperbole.** Keep food descriptions short because only one third of your menu is actually read. Use wherever possible 'word pictures' rather than lengthy descriptions. And do not fear white space - it allows the eyes to pause and rest.
- **Showcasing.** Highlight types of foods by including menu headings such as "Fresh Pasta" or "Our Specialties" rather than using generic terms such as Entrees.
- **Menu Inserts.** Brand your restaurant by offering a specials menu insert that creates a sense of "You can only get this here". Menu inserts also give your servers something to talk about and keep your menu fresh. Additionally, you can use them to promote high profit specials or new items that could eventually move onto the regular menu.
- **Keep your menus clean.** Customers often associate a dirty menu with a dirty kitchen. They may not walk out this time, but they are less likely to return if your menus aren't clean and sharp. So keep your menus clean by using protective menu covers that can be washed or replaced.

COMMONLY ASKED QUESTIONS AND ANSWERS



We've assembled the list below from questions we've received from users. Before contacting us for support, check this list – you may find what you need here.

How do I put my restaurant logo on my menu?

- You can place your logo on your menu just as you would any other image file. First, get your logo scanned to an image file. Many print/copy shops will do this for you for a nominal fee, or you can do it yourself with a scanner. Second, copy the image file into your MenuPro Menus folder or other folder. Third, start MenuPro and select the **Insert | Picture** and then Browse to the MenuPro Menus folder or the folder where you placed your image. In the **Files of type** box, select the type for your logo - you can tell this from the last three letters of the file name. For example, if your logo file is named logo.jpg select **JPEG**. Click on your logo file name to select and preview it, then click OK. Finally, click on your menu where you want the logo to appear.

Why can't I drag my food item to my blank menu?

- You must first drag a menu heading to your menu. You can then drag your food items under this heading. If you want food items without a heading, you can enter a blank heading.

Why can't I drag my food item under my header?

- Although the header and footer are similar to regular menu headings, you cannot assign food items to them.

I have page 1 of my menu designed, but how do I get to page 2?

- MenuPro automatically detects when there are too many items for a one-page menu and creates a second page for the remaining items. Just keep placing items on page 1 until they spill over to page 2. If page 1 of your menu is complete and you want to start page 2 with a specific menu heading, select the **New Page or Column** option under that heading's **Layout Options**. Then put that heading on the menu by right-clicking it and selecting **Place on menu**.

How can I use more than one price for a food item?

- There are two ways to achieve this. You can check the box that says **Use all prices** for the food item and then type in prices for more than one price field. Or you can type the prices directly into the default price field separated by a few spaces. The first method aligns the prices for you.

Wines (heading)
glass bottle (right-justified subheading)
House Red 1.25 8.95 (food item)
Our house red wine...

How do I use my own fonts on my menu?

- Fonts are automatically selected for you when you choose a menu style. If you change menu styles you will see the fonts change also. You can, however, change the fonts that go with any menu style by using the **Change Font** command. When you change a font, the new font temporarily replaces the selected font for the current menu style. To keep this new font for *every* menu style, check the MenuPro Option that says **Keep Font Changes when switching styles**.

How can I view all of the fonts that come with MenuPro?

- You can view all of the fonts that are installed on your computer, including the fonts installed by MenuPro, by using the **Change Font** command. In the font box that appears you will see a list of your fonts. Simply scroll through the list and a sample of each font will be displayed.

Why doesn't my border appear?

- If you have a menu background selected and the background Effect is set to Full Page, the background will cover the border.

Why is my border chopped off when I print my menu?

- Your printer's *unprintable area* is larger than your border margin. Adjust your border margin until the border appears. See your printer user guide for your printer's unprintable area specifications.

Is there a way to put a box around a group of food items?

- Yes, you can use a MultiBox, a box that surrounds several food items or headings (see the section Boxes).

Some of my food items have the same name but have different descriptions. How can I tell which is which in the food item list?

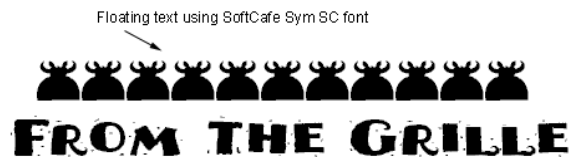
- Enter a unique ID for the food item in the Food Item Notes box and set the MenuPro Option to **Display ID's in Food Item List**.

Can I cut and paste text from other programs into MenuPro?

- Yes. Copy the text from your other program into the Windows clipboard using the other program's copy method and then paste it into a MenuPro text box by **right-clicking** in the text box field then selecting **Paste**.

Can I add SoftCafe symbols as floating text?

- Yes. In a floating text box choose **SoftCafe Sym SC** as your font and type in a row of characters as your text (the characters will be displayed as normal text in the floating box but will be displayed as SoftCafe symbols on the menu).



I've just purchased a new computer and want to transfer my menus from my old computer to my new computer. How do I do this?

- You can do this using the Back Up and Restore commands (see the section Transferring Menus to Another Computer).

Can I install MenuPro on a network?

- Possibly, but it must not be used by more than one user at a time. The standard version of MenuPro does not support concurrent usage by more than one person on a network and will corrupt your food items and menus if installed and used on a network in this manner.

Can I enter values millimeters rather than inches?

- Yes, enter mm or MM after the number you enter. So, to set a value to 25 millimeters, enter 25mm.

Appendix A - Fonts

COMPARING FONTS

A font is a complete set of printing type. It can take years to produce a single font. Although many fonts appear similar to one another at first glance (especially on a computer screen), a well-designed font contains subtle nuances that can work magic on a menu if used correctly.

Consider the following word “cafe.” listed below in three different fonts:

Cafe. Cafe. **Cafe.**

At the above size the words appear similar but on closer examination of the enlarged text below the differences become apparent. Notice the tilted e and diamond shaped period of Italian Old Style MT Bd or the graceful elegance of Bembo’s f.

Cafe. Bembo

Cafe. Times New Roman

Cafe. Italian Old Style MT Bd

The classic, centuries old Bembo font is more appropriate for a elegant and formal menu than Times New Roman, a workhorse font that was originally developed for a London newspaper. The thicker lines of Italian

Old Style MT Bd make it more appropriate for a robust, down-to-earth menu than the serene Bembo.

Hint: Judge a menu style by printing a sample page – your printer’s resolution is much higher than most computer monitors.

This is where MenuPro menu styles come into play. The fonts that go with the menu styles have been carefully chosen to best convey the feeling of a particular style. All you need to do is select the style that works best for your menu.

Small Caps and All Caps Fonts

Some fonts have been designed to have only capital letters. These fonts bring a certain distinction and sophistication to your menus. The small caps fonts have shortened capital letterforms that match the height of normal lower case letters. The all caps fonts have no lower case letters at all.

You’ll find small caps and all caps suitable for headings and sub-headings, and even for food item names, but be careful using them for food item descriptions as they become difficult to read if your food item descriptions are more than a few words in length.

FONT SAMPLES

This appendix lists a sample of each font that comes with MenuPro and also includes for reference two font families, Arial and Times Roman, that come with Windows.

The fonts listed here have been engineered by typographers to be extremely crisp and legible at all resolutions. They can be made as small or as large as you like and can be changed to print in any color.

Abadi MT Condensed Extra Bold

Font Sample

The quick brown fox jumps over the lazy dog. 1234567890

Abadi MT Condensed Light

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Albertus MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Aldous Vertical

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Amanda

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Andale Sans

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Andy MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Aperto

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Aperto Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Aperto Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Arial

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Arial Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Arial Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Arial Bold Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Arial Black for SoftCafe

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Arial Rounded MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Arta Light TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Arta TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Ashley Crawford mt

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Balmoral Let

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bandolera

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bembo

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bembo Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bembo Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bembo Bold Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bernard MT Condensed

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bertram

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Binner Gothic MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Binner Poster MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Blaze ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bodoni MT Ultra Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Bollatica

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Braggadocio MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Buffalo Gal MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

BraganzaLtITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Caslon Antique

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Century Gothic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Chevalier AT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Choc

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Cinderella ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Clover ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

COLLETTE Dufour

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Colmcille

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Colmcille Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Colonna Mt

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Columbus MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Creepy

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Cruz Handy Light

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Coronet Mt Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Curlz MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Dolmen LET

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Dynamo

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Ehrhardt MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Ehrhardt MT Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

ErasBldITCTT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

ErasITCTT Light

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Etruscan LET

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Eurocrat

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Falstaff Festival MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Falstaff MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Figaro MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Flamme LET

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Forte MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Footlight MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Freddo ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

French Script MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Friz Quadrata TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Galaxy Run

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Faccia MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Faccia MT Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Sans MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Sans MT Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Sans MT Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Sans MT Bold Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Sans MT SC

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Sans MT Ultra Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gill Sans Shadowed MT Lt

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Ginger Mt

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Ginko

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Goudy MT Extra Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Goudy Old Style MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Goudy Orange MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Gramophone ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Haarlemmer MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Haarlemmer MT Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Hf American Diner Inline

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Hornpype ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Impact MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Imprint MT Shadow

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Italian Old Style MT Bd

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Jazz

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Johann Sparkling ITC

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Juani taLinoITC TT

Font Sampl e

The quick brown fox jumped over the lazy dog. 1234567890

Kick ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Kino MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Kolo Narrow

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

LeBeau-Inline

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Looseprint

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Lucida Bright

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Lucida Handwriting

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Matura MTScript Capitals

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Mentor Black Sc

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Mercurius Script MT Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Mistral AV

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Mona Lisa Solid ITC

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Monotype Broadway Engraved

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Monotype Corsiva

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

MONOTYPE GALLIA

FONT SAMPLE

THE QUICK BROWN FOX JUMPED OVER THE LAZY DOG. 1234567890

New Berolina MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Officina Sans ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Officina Sans Bold ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Old Glory

Font Sample

The quick brown fox jumped over the lazy dog.

Old English Text

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Old Style MT Bold Outline

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Onyx MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Ortem

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Othello MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Palace Script MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Papyrus LET Plain

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Pepita MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Phyllis I nitials

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Placard MT Bold Condensed

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Portago ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Premier Light ine LE

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Rastko ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

RennieMackintoshITC TT Light

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Roulette SC

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Runic MT Cn

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Samuel ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Santa Fe LET

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Sansoon Sans

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Scarborough ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Scruff LET

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Skylark ITC TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Slate Bk Condensed

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Spartan One Two MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Stencil SC

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Swing

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Tale Sc

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Times New Roman

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Times New Roman Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Times New Roman Bold

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Times New Roman Bold Italic

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

TwentiethCentPoster-Two

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Utah MT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Woodcut Alpha

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Yearbook Outline

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Zambesi MN

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

Zipper TT

Font Sample

The quick brown fox jumped over the lazy dog. 1234567890

