

Creating Custom Event Prints in Print Designer

Class Syllabus

Topics Covered:

- I. Adding a New Event Print in Print Designer
 - A. Accessing the Print Designer
 - B. Adding a New Print
 - C. Creating Sub-Menus
 - D. Selecting a Print Layout
 - E. Changing a Print Title
 - F. Hiding Prints from the Selection Menu
 - G. Adding a New Prospect Manager Proposal (With Prospect Manager)
 - H. Adding a New Guestrooms Manager Print (With Guestrooms Manager)

- II. Customizing Event Prints in Print Designer
 - A. Editing the Header or Footer of a Print
 - B. Adding an Image/Logo to the Header
 - C. Inserting Merge Fields into the Header
 - D. Customizing and Suppressing General Information
 - E. Editing Top and Bottom Notes Sections
 - F. Showing an Event Timeline on an Event Print
 - G. Changing Print Fonts

- III. Customizing Sub-Event Details on a Print
 - A. Showing/Suppressing Off-Premise Information on a Print
 - B. Customizing the Menu Section
 1. Using the Food/Service Filter
 2. Available Food/Service Item Fields
 - C. Establishing an Item as Hidden in an Event
 1. Setting up a Print to Hide Items

- IV. Customizing Financial Information
 - A. Modifying Financial Information on Prints
 1. Available Financial Fields
 - B. Suppressing Billing Information
 - C. Showing the Financial Breakdown
 - D. Showing Tax/Service Charge Percentages
 - E. Showing/Suppressing Miscellaneous Charges and Discounts
 - F. Showing Deposits Due
 - G. Showing Payment Information
 1. Available Payment Fields

- V. Completing Your Custom Print
 - A. Customizing the Bottom Notes Section
 - B. Editing the Footer of a Print
 - C. Customizing Languages
 - 1. Adding a Custom Translation
 - D. Identifying the Print Type for the Program
 - E. Copying an Existing Print
 - F. Adding an Invoice
 - 1. Creating Sub-Menus
 - 2. Customizing the Invoice

- VI. Editing Miscellaneous Prints
 - A. Customizing and Suppressing General Information
 - B. Editing the Header of a Print
 - C. Editing the Top Notes Section
 - D. Changing Print Fonts
 - E. Customizing the Menu Section (Fancy Menu, Production Sheet)
 - F. Selecting Required Item Details (Required Items Print)
 - G. Setting Special Print Options (Production Sheet, Vendor List)

- VII. Print Designer Layouts

- VIII. Q & A