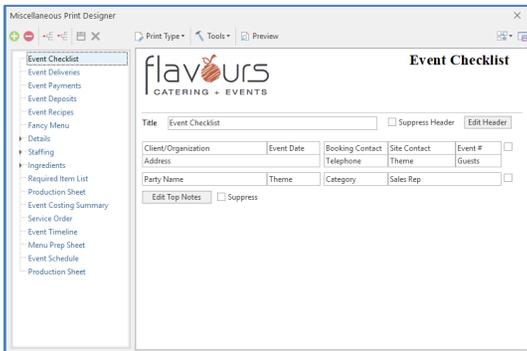


E-mail a Print

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

Use the Miscellaneous Print Designer (for Sub-Prints)

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



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

See [Editing Miscellaneous Prints](#)

Copy an Existing Print

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

See [Copying an Existing Print](#)

Additional Resources

- [Generating Prints from the Print Selection Tool](#)
- [Identifying the Print Type for the Program](#)
- [Hiding Prints from the Selection Menu](#)
- [Translating Prints into a Foreign Language](#)



a product of
Horizon Business Services, Inc.
Naples, FL 34102
T: 239.261.6617
F: 239.261.0067
www.caterease.com
help@caterease.com



Quick Reference Guide:

Print Designer

800.863.1616
www.caterease.com



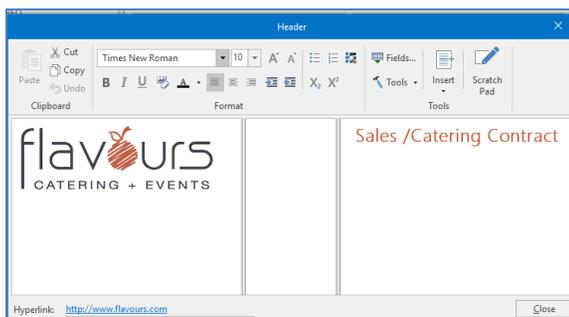
Add a New Print

1. Click the **Print Designer** button from the **Setup** sidebar.
2. Click the **Add Print** button , located at the top left-hand corner of the design window.
3. Click **Yes** at the confirmation message.
4. Click the desired design Layout.
5. Choose between **Lined** or **Shaded** Print Format.
6. Click **OK**.
7. Type a title over the words "New Print," and then press **[Enter]** to save your print title.
8. Click the down arrow to the right of the **Print Type** field, located at the bottom right-hand corner of the design window, and choose from the following Print Types: Contract, Invoice, BEO, or None.
9. Click the **Save Changes** button , located at the top left-hand side of the design window.

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

Customize the Header/Footer

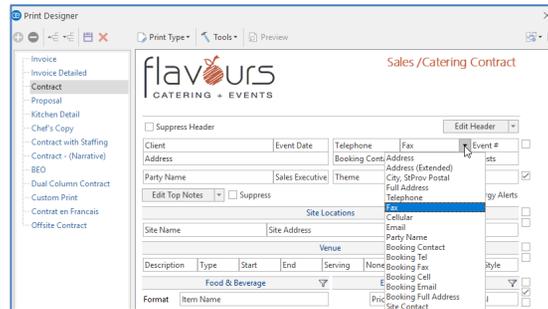
1. From Print Designer, click the **Edit Header** button (top right) or the **Edit Footer** button (lower left).
2. Click into one of the panels on the Header or Footer window, then click the **Insert** button, located at the top of the window.
3. Browse to a stored logo or image, then double-click to select.
4. Click the **Fields** button , located to the left of the **Insert** button, to add merge fields.
5. **[Optional]** Add a link to your company website (URL) by typing into the **Hyperlink** field.
6. Click **Close** to close the Header/Footer window.



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

Customize and Suppress General Information

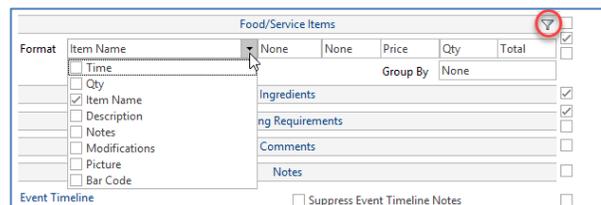
1. From Print Designer, click the down arrow to the right of a field to select an alternative option.
2. Click into the checkboxes located on the far right-hand side of the design window to prevent certain sections from appearing on the print. For example, you might choose to suppress financial information if your print is meant for your chef; similarly, you might suppress ingredients for prints you send to your customers.



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

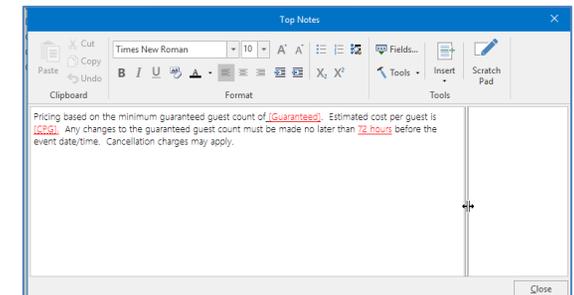
Customize the Menu Section

1. From Print Designer, click the down arrow to the right of the **Format** field, located toward the middle of the design window.
2. Click into the boxes of the features you would like to display on your print. For example, click into the **Picture** checkbox if you would like to display any food/service images you have uploaded into Caterease.
3. Click the **Filter** button  to filter food/beverage and equipment/miscellaneous items, depending on print layout.
Note: Select desired **Type**, **Category**, and **Prep Area** options by clicking the down arrow to the right of each field.



Customize Top Notes and Bottom Notes

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



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

Preview and Print

1. Click the **Save Changes** button , located at the top left-hand corner of the design window.
2. Click the **Preview** button, located at the top of the Print Designer screen, toward the middle.
Note: You must have an event open in Event Manager to preview your print.
3. Click the **Print** button, located at the upper left-hand side of the print.

