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