

# 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