CATEREASE QUICK GUIDE

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Description

This guidebook teaches you how to customize prints using the handy Print Designer tool. Topics covered include:

- Accessing Print Designer
- Adding a New Print
- Changing Print Headers/Footers
- Saving and Previewing Changes
- Customizing/Suppressing Sections
- Modifying Food/Service Item Details
- Editing Top/Bottom Notes
- Language Translations
- Changing Print Fonts
- Changing Print Layouts
- Modifying Back-of-House Prints

👯 Queries 🗸 🗸	Notes
A Setup	
Menu Manager Setup sidebar > Print	
Designer	
🖉 Document Builder	
Print Designer	
😡 Miscellaneous Print	

II. Adding a New Print



Caterease Software

I. Accessing Print Designer



Suppress

S

III. Changing Print Headers/Footers

Contrat en Francais Offsite Contract New Print



Site Name





Notes	

IV. Saving and Previewing Changes



V. Customizing/Suppressing Sections







VI. Modifying Food/Service Item Details







VII. Editing Top/Bottom Notes









Notes			

E Language Translations			
Root	English		Spanish
Account #	Account #		# de cuenta
Acct Code	Acct Code		Clave de cuenta
Act	Act		
Act Guests	Act Guests	Edit translations	
Address	City, St Zip	Laite	
Adjusted	Adjusted		
Agreed	Agreed		la Agreed
A1	A		A







VIII. Language Translations

IX. Changing Print Fonts

	Notes
🗅 Print Type 🔹 🄨 Tools 👻 🔯 Preview	
Copy Print	
Change Print Layout	
SEA A Print Forts	
MARKET	
Tools > Print Fonts	
Event Date Telephone	
Booking Co	

	Font Name	Size
Section Captions:	Edwardian Script ITC	- 0 18- R
Field Captions:	Segoe UI Black	· 8 8 ·
Field Values:	Times New Roman	· 🗍 10 ·
Financial Fields (Sm	aller): Times New Roman	- 6 8 -
Select a Fon	t Name	



Section Caption		
Food	Service Items	
Field Caption & Field Values	Financial Field Values (Smaller)
Client/Organization	Subtotal	1
Crow Wedding Reception	Gratuity	
	Serv Chg	
	Tax	
Font Preview	Total	1

Notes		



X. Changing Print Layouts







XI. Modifying Back-of-House Prints

