



Do-It-Yourself Kid's Menus-Template
www.kidstar.com 1-888-543-6368

Instructions: (these instructions are written for the Microsoft Word Program. If you have a different word processing program you may need to do things differently.)

Cargo of Fun, Recycle and Power Up Designs (see below for Adventure Pack)

- 1) Create a word document in your word processing program. The paper size should be 8 ½ X 14 or Legal Size. The orientation should be Landscape. To do this Click on Page-Set up under the File menu. In Page-Setup **a.** click on the Margins tab and select Landscape **b.** change margins to Top (.9), Bottom (.8), Right (.8) and Left (10.4) and **c.** click on the paper tab and select Legal Size. Hit OK and you will be on your document.
- 2) Your cursor will start in the correct location and you can begin typing your menu items. Cursor down a couple of lines before you start in case you want to insert a logo at the beginning of your menu.
- 3) If your logo is saved as a picture file on your computer you can insert it by placing your cursor where you want the logo to appear. Click Insert/Picture and choose the location of your logo file, select your logo and click "Insert". You may need to resize your image to fit between the margins.
- 4) When you are satisfied with the look of your menu save your file. Before you print on your placemats make several copies of this template and use this template in your printer to make sure your menu will print in the right spot. Make sure your printer is set for legal size paper in landscape. In most printers you will insert your placemats right side up with the Kidstar logo at the bottom entering the tray first, but all printers are different. When you are sure you know the correct way to insert the placemats in your printer and the menu is printing in the correct location you can go ahead and print your placemats.

Adventure Pack – Make these adjustments. Margins- Top (1.1), Bottom (1.3), Right (1.3) and Left (10.5)

Tips: Try different fonts. Be creative. Make sure you use spell check and have someone proof read your menu before you print on your placemats.

