Printing Menus from *My School Menus* Webpage

Guide for School Administrators, School Office Staff, Parents or Students

Lunchtime Solutions launched digital *My School Menus* beginning the 2018-19 school year in order to put a greater amount of information about our lunch program at parents and students' fingertips, as well as to offer menus in many different languages through Google Translator. With the phone app that goes with the *My School Menus* program, the need to actualy print hard copies of menus to distribute to families or post in the school building should decrease dramatically, saving paper and reducing solid waste in your town's landfill.   Thank you for your support in this imortant green initiative.

This document will walk you through how to print menus from the webpage, showing some screenshot graphics to help you better understand the process. Some important points to get started:

- Browser that works the best: these instructions are based on **Google Chrome**
- For this guidance document, we are using Norfolk Public School's menus as the example.

Step 1: Go to your school district's menu web link – you can get to this starting screen shown below of *My School Menus* from your school district's website, wherever the link to the school lunch or breakfast menus is found on your school's website.

Step 2: Get to the menus you are looking for

- Select School Name and Menu from the drop down list
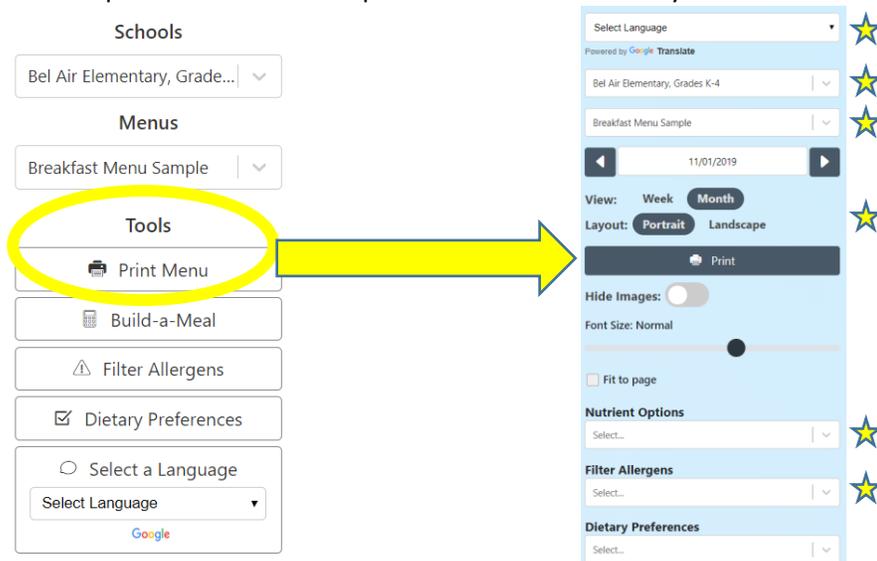- Click on the "Go" Button

- This will default to the current month. If you need to look ahead to a future month, use the arrows to move forward or backwards. You can also use the "Select Date" drop-down box
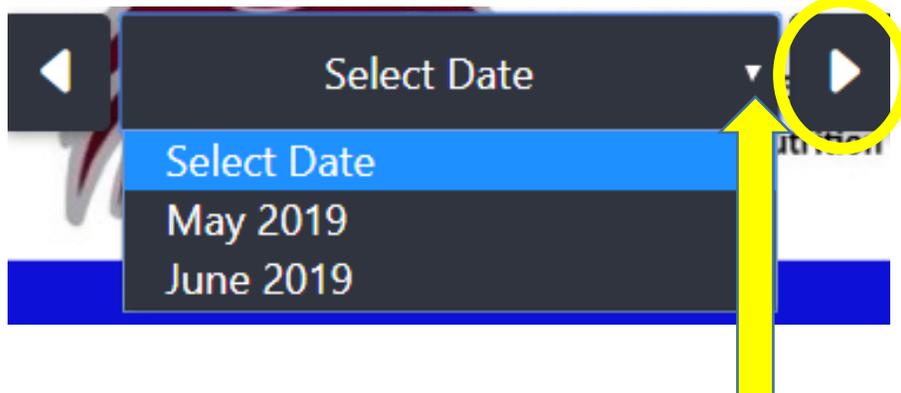
**Step 3: Set-up your menu printing preferences**

- Use the print tool to view the print screen to customize your view

- You can print the weekly or monthly menu in a portrait or landscape layout.
- Feel free to use any of the options available on this screen such as the allergen filter, translation, and nutrient details.
- You even have the option to change schools or menus from the print screen.

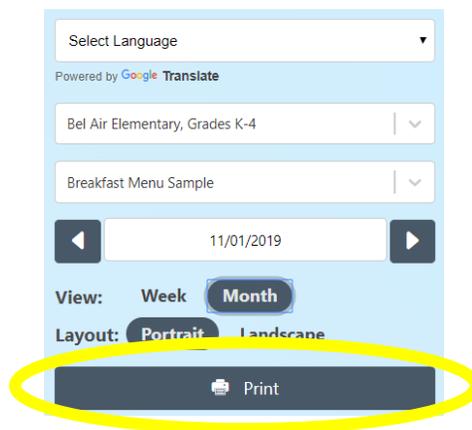**Step 4: Fit to one page option**

- Check mark the box with this option
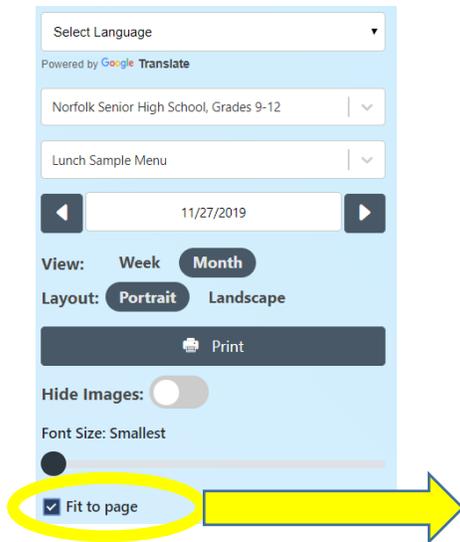
Caution should be taken as this may decrease the type size that is unreadable. You may receive this statement
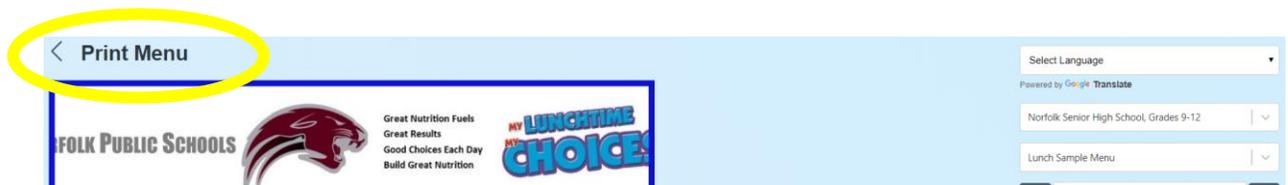
Warning: The "Smallest" font may be too small for some printers, causing the text to become unreadable.

Step 5: Print menus

Step 6: Return back to menu view

- Use the back arrow to return back to the viewable menu

We hope that you find this guidance useful. Please contact your program's Food Service Director if you have any questions. Thank you for your time and patience in learning this process!