

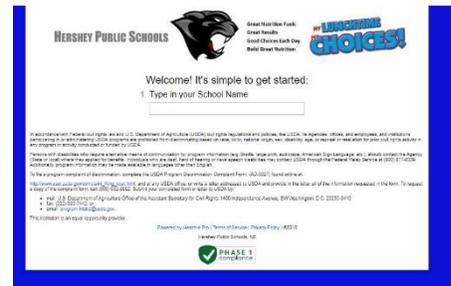


Printing our new digital menus — a step-by-step guide

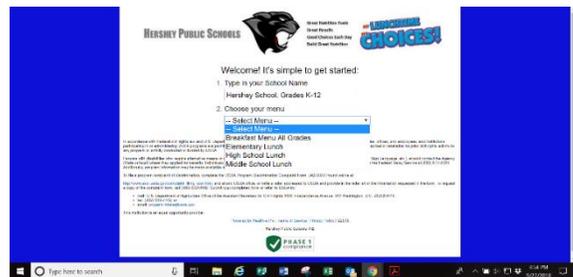
Lunchtime Solutions, Inc. switched to digital menus beginning the 2018-19 school year in order to put a greater amount of information about our lunch program at parents and students’ fingertips. We also value the conservation of resources, so we encourage you only to print our menus as necessary. Thank you for your support. We greatly appreciate your participation in our food service program!

This document will walk you through how to print our menus using screenshots to help you better understand the process. For this purpose, we are using Hershey Public School’s menu as an example. **You must access the menus from the Google Chrome web browser for these instructions to work.**

1. Go to your district’s school menus homepage and type in your school name. You can also press backspace to see a list of options.



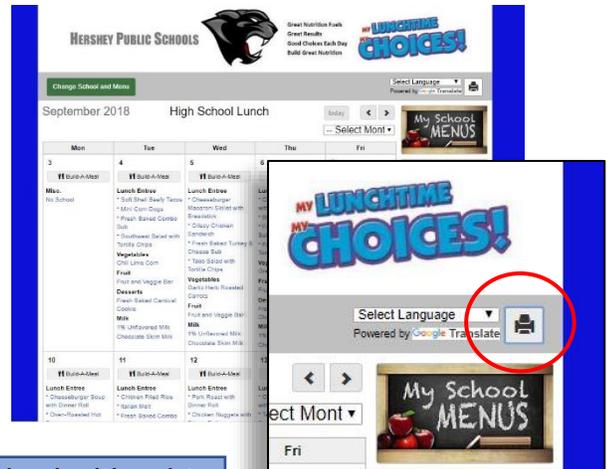
2. Choose which menu you would like to print.



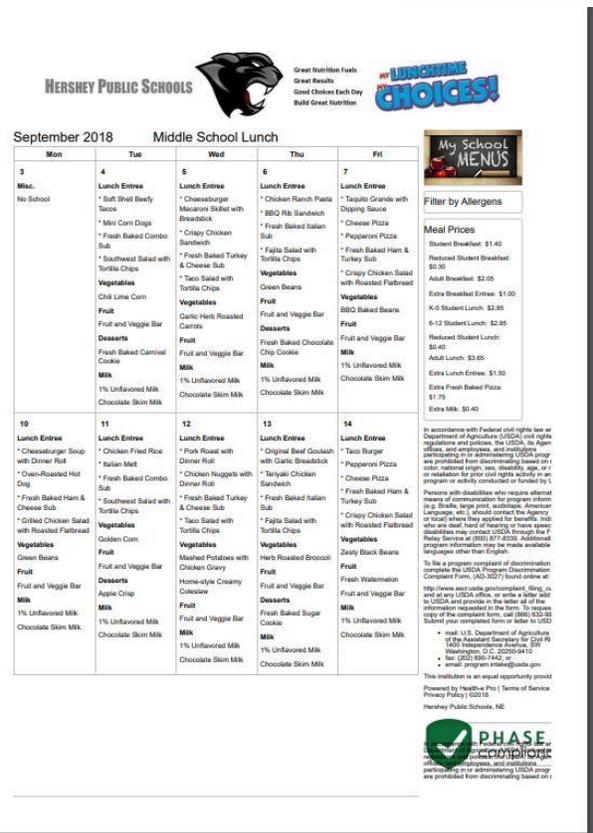
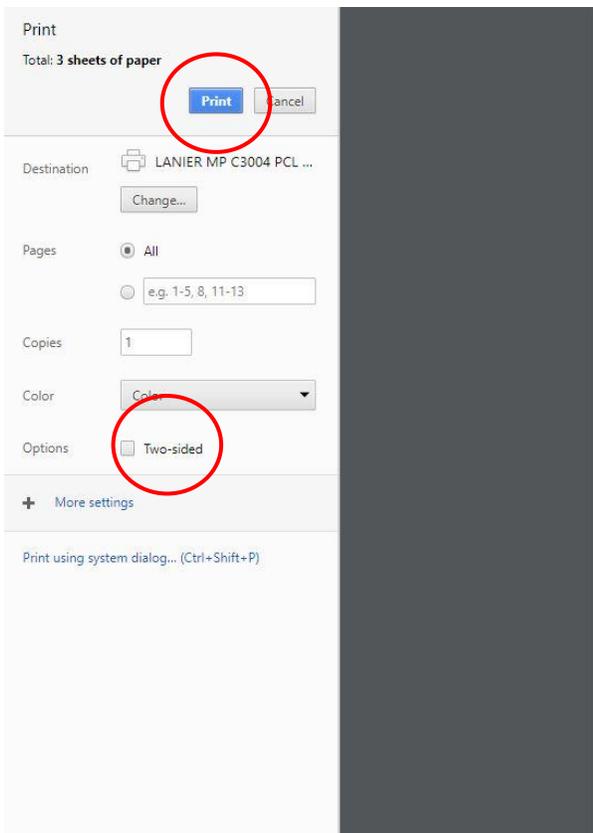
3. Click on the green “Go to Menu” button.



4. You will then see the menu on your screen like this. There are two ways you can print the menu from here:
 - a. Pressing Ctrl and P on your keyboard
 - b. Clicking on the print icon near the upper righthand corner of the screen



Pressing Ctrl and P will bring up a print option that looks like this:



The menu will be on more than one page. If that is OK, just click the print button. You may make the menu two-sided by checking the box to the left of that option.

This is the fastest way to print a menu.

Clicking on the print icon near the upper righthand corner of the screen will bring up a new screen that looks like this:

This institution is an equal opportunity provider.

If you want a month-long menu, click on the [Print All Entrees](#) button. That will bring up a print option that looks like this (you may need to adjust how the window fits in your computer screen):

You can print the menu from here on multiple pages, but if you would like to reduce it down, click on the “more settings” link at the middle lefthand corner of the screen.

You can use the “scale” option to make the menu smaller so it will fit on one page. Set the scale number to what works for your menu. Then just click print!

Print
Total: 1 sheet of paper
Print Cancel

Destination: LANIER MP C3004 P...
Change...

Pages: All
 e.g. 1-5, 8, 11-13

Copies: 1

Color: Color

Paper size: Letter (8.5" x 11")

Margins: Default

Quality: 1,200 dpi

Scale: 57

Options: Headers and footers
 Two-sided
 Background graphics

Fewer settings

Hershey Public Schools
Great Nutrition Food
Great Reads
Great Choices Each Day
Build Great Habits

Hershey Public Schools
Elementary Lunch
October 2018

Mon	Tue	Wed	Thu	Fri
1 Lunch Entree * Traditional Sloppy Joe * French Toast Sticks & Sausage	2 Lunch Entree * Creamy Macaroni & Cheese * Breaded Beef Patty Sandwich	3 Lunch Entree * Cheese Quesadilla with Beef Enchilada Soup * Crispy Chicken Sandwich	4 Lunch Entree * Pizza Pasta Bake * Mini Corn Dogs	5 Lunch Entree * BBQ Pulled Pork Sliders * Pepperoni Pizza * Cheese Pizza
8 Misc. No School	9 Lunch Entree * Taco in a Bag * Oven-Roasted Hot Dog	10 Lunch Entree * Hearty Meatloaf with Dinner Roll * Country Potato Bowl with Fresh Baked Biscuit	11 Lunch Entree * Hot Pepperoni Sub * Chicken Nuggets with Dinner Roll	12 Lunch Entree * Toasted Cheese Sandwich * Fresh Baked Supreme Pizza * Fresh Baked Buffalo Ranch Pizza * Fresh Baked Cheesy Pizza * Fresh Baked Pepperoni Pizza
15 Lunch Entree * Chicken Fajita * Pork Fritter Sandwich	16 Lunch Entree * Beef Stroganoff * Corn Dog	17 Lunch Entree * Turkey & Gravy with Dinner Roll * Baked Breaded Steak Fingers with Dinner Roll	18 Lunch Entree * Traditional Beefy Lasagna with Garlic Breadstick * Crispy Chicken Sandwich	19 Misc. No School
22 Lunch Entree * Popcorn Chicken Bites * BBQ Rib Sandwich	23 Lunch Entree * Super Nachos * Grilled Chicken Sandwich	24 Lunch Entree * Breakfast Bowl with Fresh Baked Biscuit * Cheeseburger	25 Lunch Entree * Home-style Tater Hashish with Dinner Roll * Oven-Roasted Hot Dog	26 Lunch Entree * Baked Breaded Fish Sandwich * Pepperoni Pizza * Cheese Pizza
29 Lunch Entree * Chicken Pot Pie * Hot Ham & Cheese Melt	30 Lunch Entree * Soft Shell Beefy Tacos * Mini Corn Dogs	31 Lunch Entree * Crispy Chicken Sandwich * Cheeseburger * Macaroni Skillet with Breadstick	1 Lunch Entree * Chicken Ranch Pasta * BBQ Rib Sandwich	2 Lunch Entree * Taquillo * Pepperoni Pizza * Cheese Pizza

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If you would like a menu with larger type, but want it to fit on the least amount of pages possible, you can change the margins of your page to “none.” Alternatively, you can select “custom,” and drag the blue bars to make the menu fit.

Print
Total: 2 sheets of paper
Print Cancel

Destination: LANIER MP C3004 P...
Change...

Pages: All
 e.g. 1-5, 8, 11-13

Copies: 1

Color: Color

Paper size: Letter (8.5" x 11")

Margins: Custom

Quality: 1,200 dpi

Scale: 100

Options: Headers and footers
 Two-sided
 Background graphics

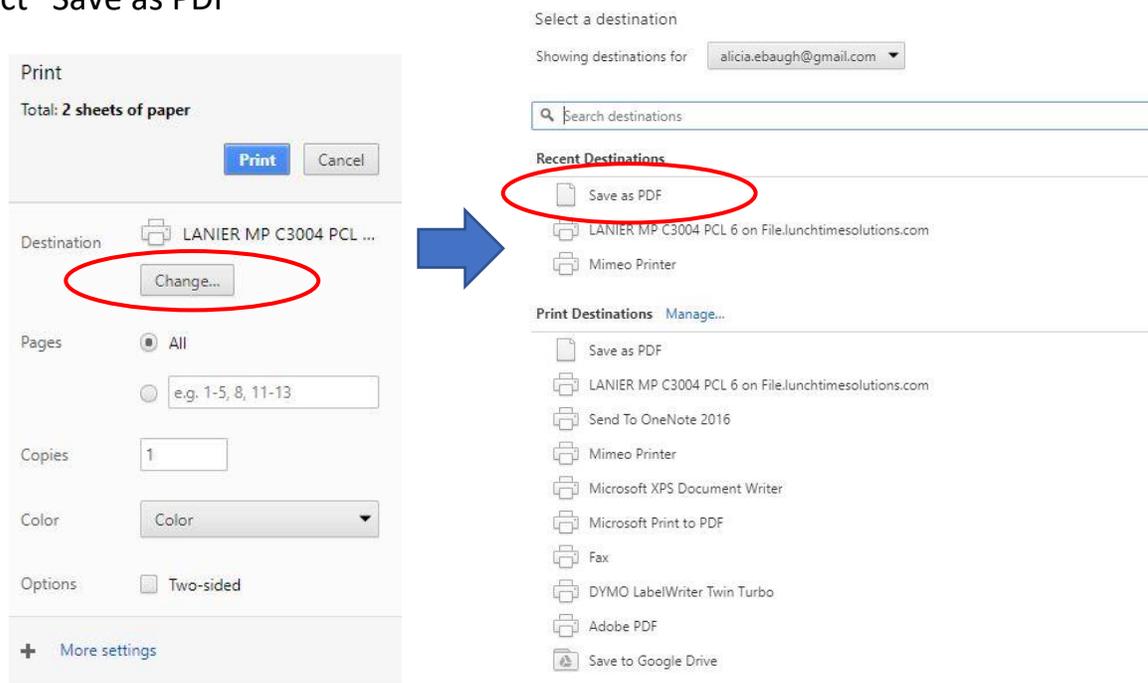
Fewer settings

Hershey Public Schools
Great Nutrition Food
Great Reads
Great Choices Each Day
Build Great Habits

Hershey Public Schools
Middle School Lunch
September 2018

Mon	Tue	Wed	Thu	Fri
3 Misc. No School	4 Lunch Entree * Soft Shell Beefy Tacos * Mini Corn Dogs * Fresh Baked Combo Sub * Southwest Salad with Tortilla Chips	5 Lunch Entree * Cheeseburger * Macaroni Skillet with Breadstick * Crispy Chicken Sandwich * Fresh Baked Turkey & Cheese Sub * Taco Salad with Tortilla Chips	6 Lunch Entree * Chicken Ranch Pasta * BBQ Rib Sandwich * Fresh Baked Italian Sub * Fajita Salad with Tortilla Chips	7 Lunch Entree * Taquillo Grande with Dipping Sauce * Cheese Pizza * Pepperoni Pizza * Fresh Baked Ham & Turkey Sub * Crispy Chicken Salad with Roasted Flatbread
10 Lunch Entree * Cheeseburger Soup with Dinner Roll * Oven-Roasted Hot Dog * Fresh Baked Ham & Cheese Sub * Grilled Chicken Salad with Roasted Flatbread	11 Lunch Entree * Chicken Fried Rice * Italian Melt * Fresh Baked Combo Sub * Southwest Salad with Tortilla Chips	12 Lunch Entree * Pork Roast with Dinner Roll * Chicken Nuggets with Dinner Roll * Fresh Baked Turkey & Cheese Sub * Taco Salad with Tortilla Chips	13 Lunch Entree * Original Beef Goulash with Garlic Breadstick * Teriyaki Chicken Sandwich * Fresh Baked Italian Sub * Fajita Salad with Tortilla Chips	14 Lunch Entree * Taco Burger * Pepperoni Pizza * Cheese Pizza * Fresh Baked Ham & Turkey Sub * Crispy Chicken Salad with Roasted Flatbread
17 Lunch Entree * Chicken and Waffle Breakfast Burrito * Cheeseburger * Fresh Baked Ham & Cheese Sub * Grilled Chicken Salad with Roasted Flatbread	18 Lunch Entree * Home-style Chicken Chili with Crackers * Corn Dog * Fresh Baked Combo Sub * Southwest Salad with Tortilla Chips	19 Lunch Entree * Home-style Chicken & Noodles * Country Fried Steak * Fresh Baked Turkey & Cheese Sub * Taco Salad with Tortilla Chips	20 Lunch Entree * Home-style Spaghetti * Spicy Chicken Sandwich * Fresh Baked Italian Sub * Fajita Salad with Tortilla Chips	21 Lunch Entree * Beef & Bean Burrito * Cheese Pizza * Pepperoni Pizza * Fresh Baked Ham & Turkey Sub * Crispy Chicken Salad with Roasted Flatbread

If you would like to save your menu as a PDF, select the “change” button, then select “Save as PDF”



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!

