How to Edit and Export Your Menus in PowerPoint and Google Slides

Updated February 2024

How to Edit Your Menu in PowerPoint

1. Download the menu file from The Lunch Box. If the file automatically opens in PowerPoint, proceed to **Step 3.**

   If the file does not automatically open in PowerPoint, open PowerPoint and then select **Open** on the left side of the screen:
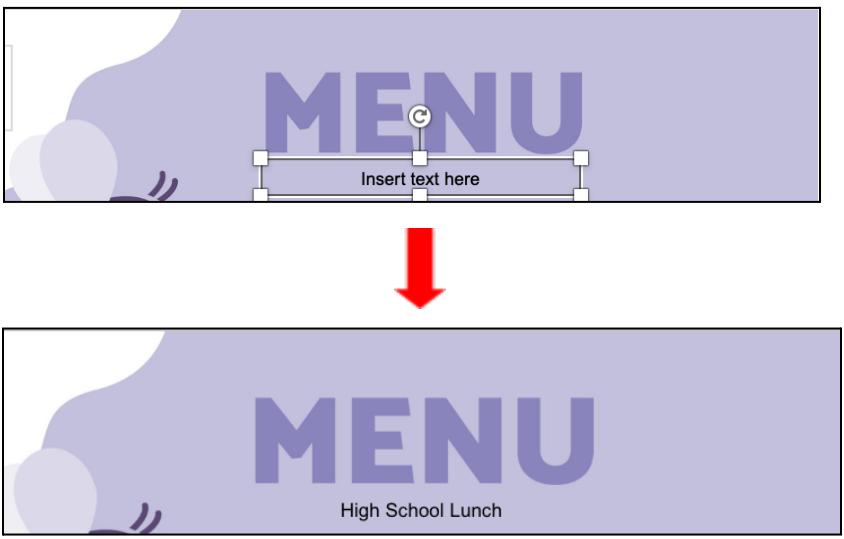

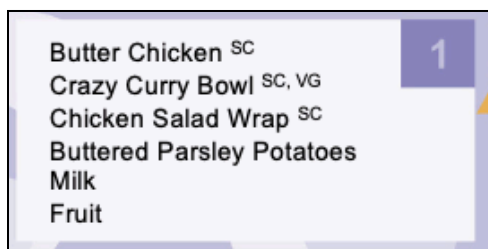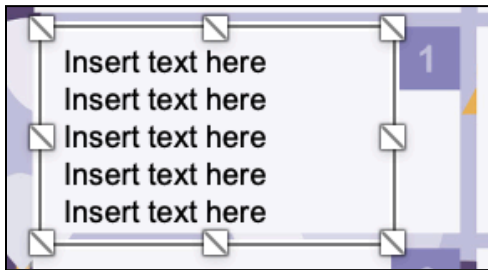2. Select the menu file you want to edit, then select **Open**:

TLB Menu Template_April.pptx
PowerPoint Presentation (.pptx) – 561 KB

Cancel   Open
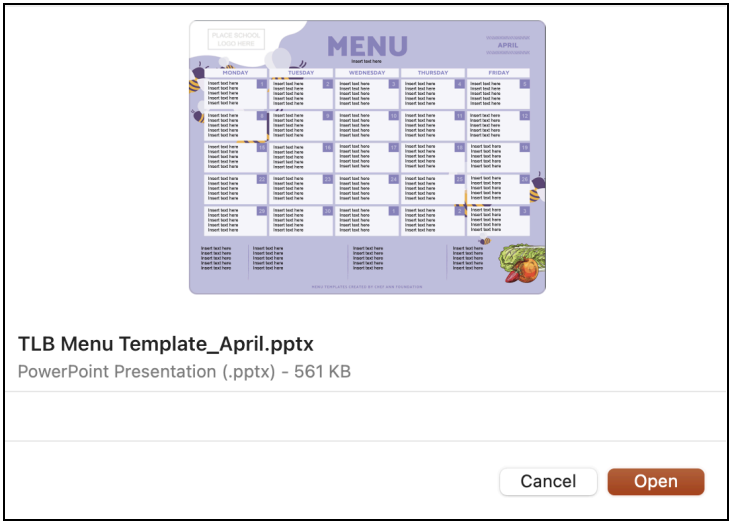
3. To edit the text boxes, select the text box you'd like to edit. Delete the placeholder text and add your text.
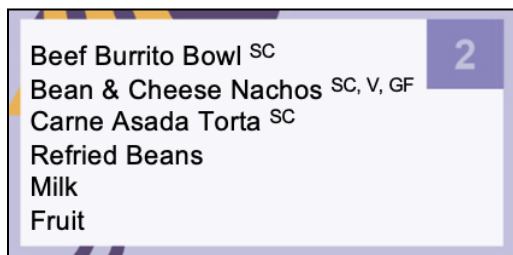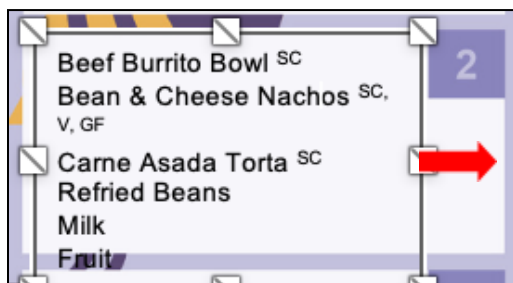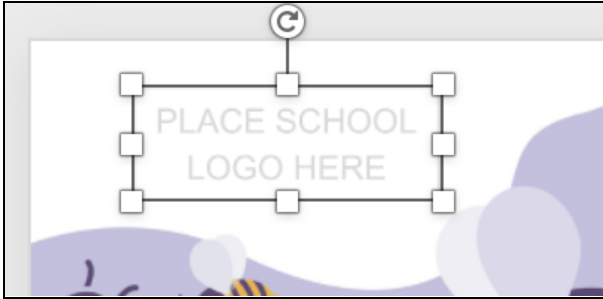
Example A:

Example B:

4. To adjust the size of the text box, click on the text box and select the white box located in the direction in which you want to expand the text box. Drag the text box to the desired size:

5. To add your district's logo, right-click the image in the lefthand corner and select **Replace Image** → **From a File:**

6. Select your district's logo and select **Insert.**

7. To crop, right-click the image and select **Crop**. Use the black border to crop the image to the desired size.

8. Once you've completed editing the text boxes and logo, select **File** in the Menu Bar, then select **Save As.** Add the name of your file, then select **Save:**
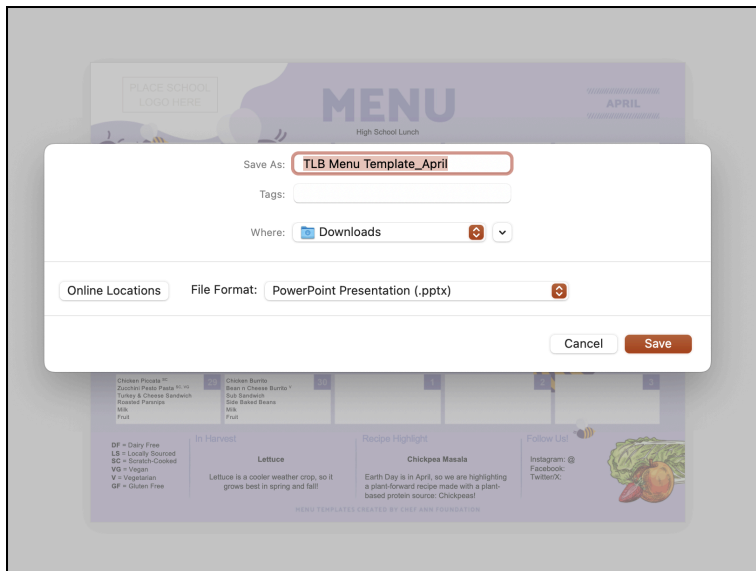
How to Export Your Menu as a PDF

1. In the Menu Bar, select **File** → **Export.**

2. Insert the name of the file, select **PDF** under **File Format**, and select **Export**:
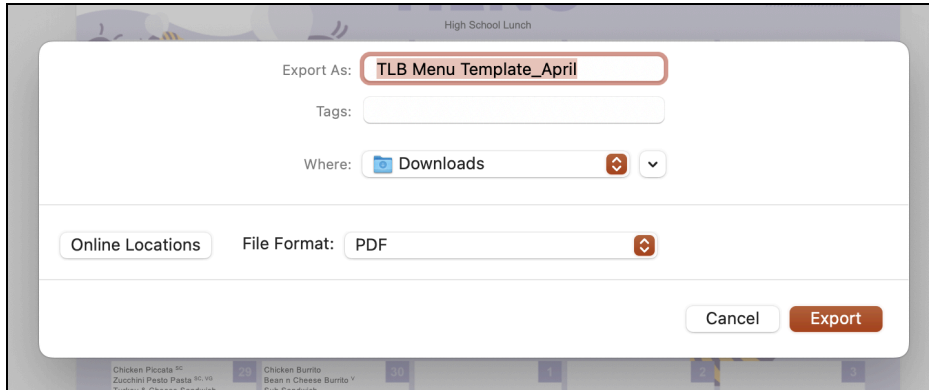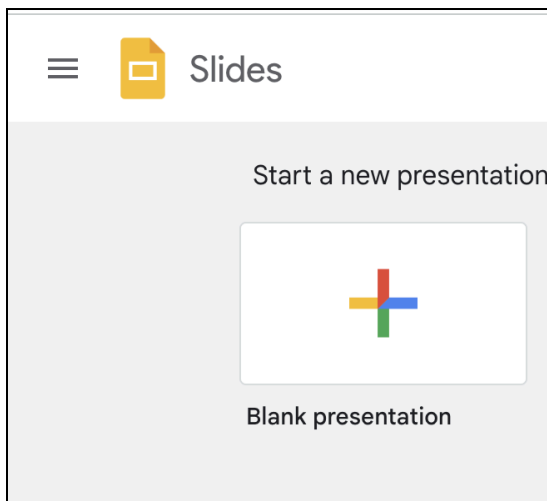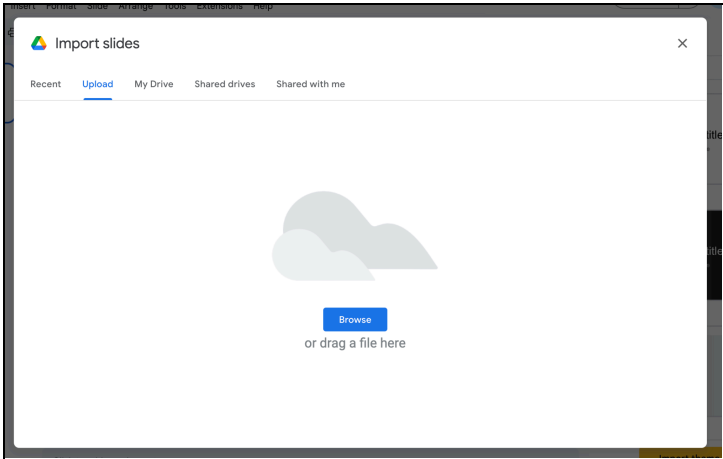
How to Export Your Menu as an Image File

1. In the Menu Bar, select **File → Export.**
2. Insert the name of the file, select **PNG or JPEG** under **File Format**, and select **Export**.
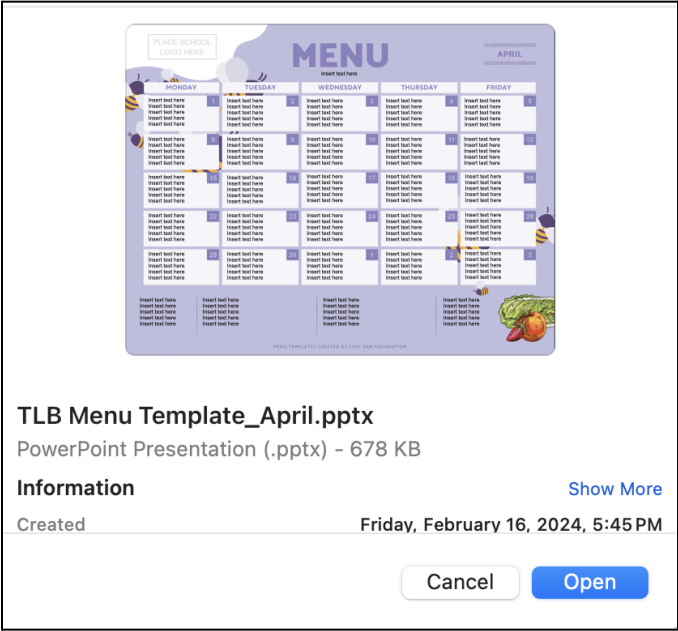
How to Edit Your Menu in Google Slides

1. Download the menu file from The Lunch Box.
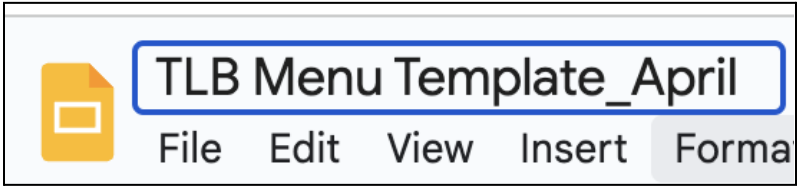2. Open Google Slides and select **Blank presentation**:

3. Next, select **File > Import slides.** Then select **Browse**:

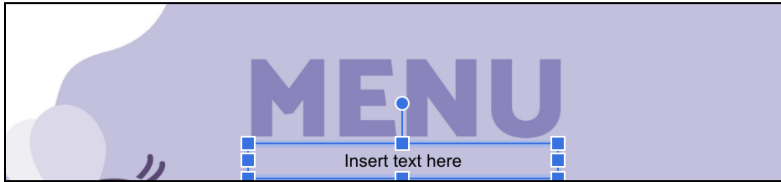Locate the menu file and select **Open**:

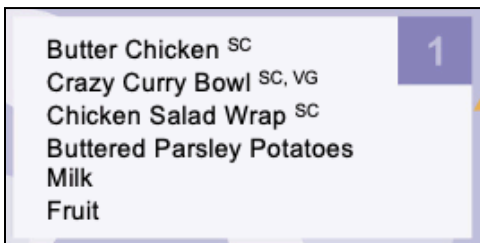4. Add the name of the file to the top left corner of the page:
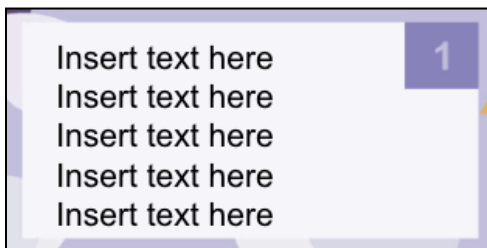

5. To edit the text boxes, select the text box you'd like to edit. Delete the placeholder text and add your text.
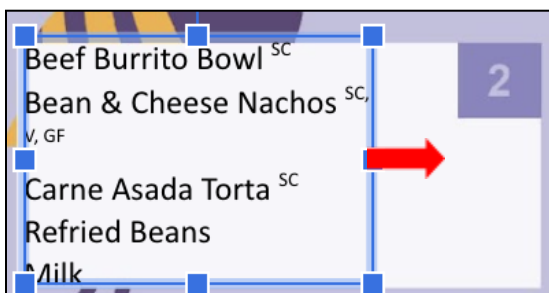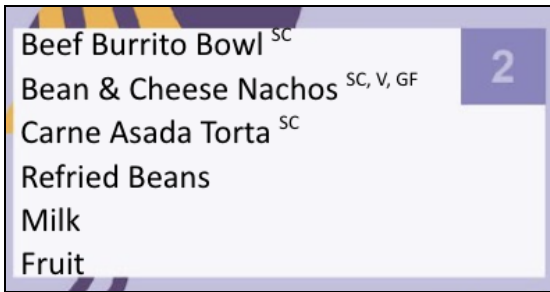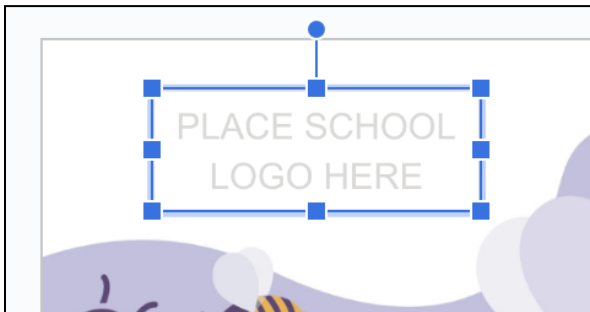
Example A:

Example B:

6. To adjust the size of the text box, click on the text box and select the blue box located in the direction in which you want to expand the text box. Drag the text box to the desired size:

7. To add your district's logo, right-click the image in the lefthand corner and select **Replace Image → Upload from computer:**

8. Select your district's logo and select **Open**.

9. To crop, right-click the image and select **Crop**. Use the black border to crop the image to the desired size.

How to Export Your Menu as a PDF

1. In the Menu Bar, select **File → Download.**
2. Select **PDF Document (.pdf)**. The file will automatically download.

How to Export Your Menu as an Image File

1. In the Menu Bar, select **File → Download.**
2. Select **JPEG image (.jpg, current slide)** or **PNG image (.png, current slide)**. The file will automatically download.

Recommended Fonts and Sizes

● Provide good contrast between the text and background.

● Examples of accessible fonts include:

- ○ Helvetica
  - ○ Arial
  - ○ Roboto
- Sizing:
  - ○ Four menu items: 10
  - ○ Five menu items: 9
  - ○ Six menu items: 8

Sections to Include on Your Menus

The Lunch Box menus are highly customizable and include four sections at the bottom which can be used to highlight information about your school food program. Possible sections to include are:

- Dietary icons
- Fun facts about your program
- Harvest of the month
- Recipe spotlight
- Staff spotlight
- School food program's social media handles and website