

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:

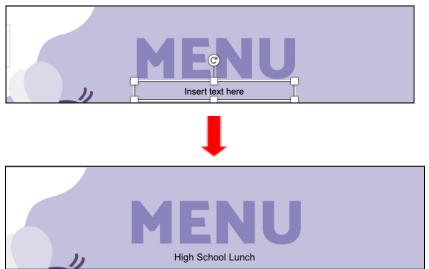


2. Select the menu file you want to edit, then select **Open**:

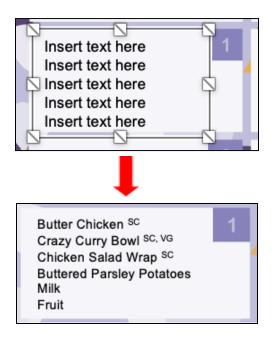
	PLACE SCHOOL LOGO HERE	MENU	J	мынонилления АРПІ мыниканиления	
	HONDAY	TUESDAY WEDNESDAY	THURSDAY	FRIDAY Insel led here Insel have Insel here Insel have Insel here	
	Inset toot have inset toot hav	sert lack here insert lask here sert lack here sert lack here sert lack here insert lask here	Inset text here Inset text here Inset text here Inset text here Inset text here Inset text here Inset text here	Inset ted here Inset	
	Inset lad here inset inset lad here inse inset lad here inse	sert lact here to have that here the here	Inset tod here Inset tod here Inset tod here Inset tod here Inset tod here Inset tod here	Insert such term	
	Inset tool here Inset	aint bad have 201 Incent test have 201 Incent test have 201 Incent test have Incent test have Incent test have 201	Inself bot here Inself bot here Inself bot here Inself bot here Inself bot here	I have boot have III there boot have III there have have have have have have have hav	
	Inset toot here inset inset toot here inset	sert led here sort set here sort set here sert led here sert led here sert led here lesert ted here lesert ted here	Inset lost here Inset lost here Inset lost here Inset lost here Inset lost here	Heart land have Heart land have Heart land have Heart land have Heart land have	
	Inset text here Inset text here Inset text here	ene insoftexthere ene insoftexthere ene insoftexthere	inae Inae Inae	f kul hers f kul hers f kul hers f kul hers	
TLB Menu Templ PowerPoint Present	- · ·	optx			
				Car	ncel 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:



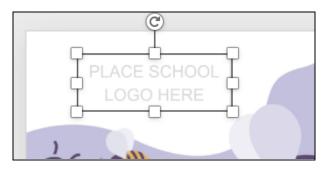
Example B:



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



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

	PLACE SCH LOGO HE		M	High School Lunch		
		Save A	s: TLB Me	enu Template_April)	
		Tag	s:			
		Wher	e: 🚺 Dowi	nloads 📀 🗸		
Onlin	e Locations	File Format:	PowerPoint P	Presentation (.pptx)	0	
Onlin	e Locations	File Format:	PowerPoint P	Presentation (.pptx)	Cance	el Save
Onlin	e Locations Choken Pocala ^{IM} Zuchshi Pikali Piaal ^{IM} Today 5 Conses Surface Mark of Promps Mark of Promps	23 Chicken Burrito Baan n Chease Ba	rrito ^v 30	Presentation (,pptx)		el Save

How to Export Your Menu as a PDF

- 1. In the Menu Bar, select File \rightarrow Export.
- 2. Insert the name of the file, select **PDF** under **File Format**, and select **Export**:

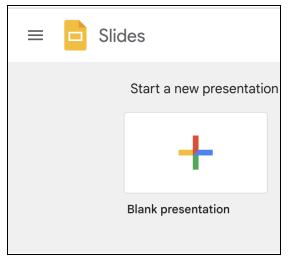
	Export As:	TLB Menu Template_	April		
	Tags:				
	Where:	ownloads	•		
Online Locations	File Format:	PDF	٢		
				Cancel	Export

How to Export Your Menu as an Image File

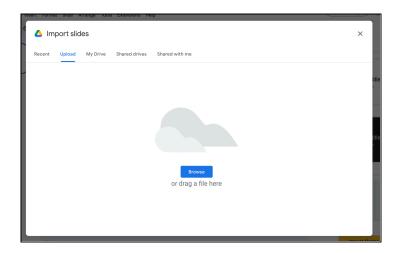
- 1. In the Menu Bar, select File \rightarrow Export.
- 2. Insert the name of the file, select **PNG or JPEG** under **File Format**, and select **Export**.

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**:

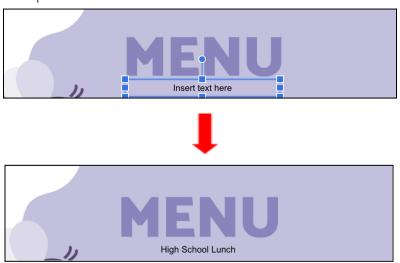
	PLACE SO LOGO H		5	M	EN	IL	J		soussessessessessessesses APRIL soussessessessessessesses	
	MOND	AY	TUESDAY	W	VEDNESDA		THURSDAY		FRIDAY	
	Insert toot here Insert toot here Insert toot here Insert toot here Insert toot here Insert toot here	1	Inset text here Inset text here Inset text here Inset text here Inset text here	Insert I Insert I	laxt here laxt here laxt here laxt here laxt here	3	Insert text here Insert text here Insert text here Insert text here Insert text here	4	Insert last here 5 Insert last here Insert last here Insert last here Insert last here	
	Insert tool here Insert tool here Insert tool here Insert tool here Insert tool here Insert tool here	8	Inset text here Inset text here Inset text here Inset text here Inset text here	Insert I Insert I	laxt here laxt here laxt here laxt here laxt here	10	Insert lact here Insert lact here Insert lact here Insert lact here Insert lact here	11	Insert text here Insert text here Insert text here Insert text here Insert text here	
	Insert toot here Insert toot here Insert toot here Insert toot here Insert toot here	15	Insert burt hans Insert burt hans Insert burt hans Insert burt hans Insert burt hans	insert t	laxt here laxt here laxt here laxt here laxt here	47	Insert text here Insert text here Insert text here Insert text here	18	Insert text here 19 Insert text here 19 Insert text here 19 Insert text here 19 Insert text here 19	
	insert toot here insert toot here insert toot here insert toot here insert toot here	22	Insert text here Insert text here Insert text here Insert text here	insert t	laxt here laxt here laxt here laxt here laxt here	24	insert text here insert text here insert text here insert text here insert text here	25	Insert test here Insert test here Insert test here Insert test here	
	insert loot here insert loot here insert loot here insert loot here insert loot here	29	Insert lext have Insert lext have Insert lext have Insert lext have Insert lext have	Insert I Insert I	laxt here laxt here laxt here laxt here laxt here	1	Insert last here Insert last here Insert last here Insert last here Insert last here	2	Insert test hare Insert test hare Insert test hare Insert test hare Insert test hare	
	insert last here insert tast here insert tast here insert tast here insert tast here	Insert 5			insert tast here insert tast here insert tast here insert tast here			Insert Insert Insert		
TLB Menu	ı Tem	pla	te Ap	ril.	taa	x				~
PowerPoint		•			•••		3 KB			
Information	n									Show More
Created						Fri	iday, Fe	b	ruary 16, 2	024, 5:45 PM
							С	ar	ncel	Open

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

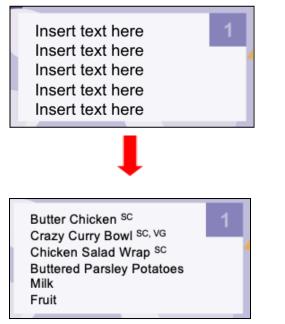
TLB Menu Template_April							
File	Edit	View	Insert	Forma			

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





Example B:

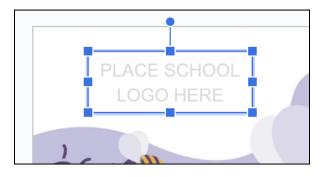


6. To adjust the size of the text box, click on the text box and select the blue box located in the direction in which you want to expand the text box. Drag the text box to the desired size:



Beef Burrito Bowl sc	2
Bean & Cheese Nachos SC, V, GF	4
Carne Asada Torta ^{sc}	
Refried Beans	
Milk	
Fruit	

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 \rightarrow 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 \rightarrow Download.
- 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