Printing Your Cover Inserts

Go simple or fancy - it's your call.

Use your own printer.

Take the email file of your new front cover menu insert and print it out with your office printer. This works best for 8.5" x 11" paper or 8.5" x 14" paper. You can use glossy paper for a better appearance, and it can be any color you choose. Lighter colors are best for allowing the art's natural color to show through. This method works best if your printer can print in color.

Take your art to a pro.

Use a Flash Drive to take your beautiful new art to your local printer, Staples®, Office Depot®, Office Max® or the UPS Store®. The smallest capacity- and least expensive- flash drive will easily hold your art, if you have to buy one.

Ask them to print out your art. Make sure you tell them the size of the insert, and the quantity you wish to order. Order a few more than the number of menu covers you ordered- so you have extras if some are ruined by spillage in the course of their daily service. Most of the time, that paper size is 8.5" x 11" or 8.5" x 14". MenuCoverMan.com also produces and furnishes you with many other sizes of menu covers. If you have another size, tell the printer that.

Ask them to print in full-color, and preferably on glossy stock. Specify that you would prefer 24 lb. paper- and 20 lb. paper will also work. Ask them to print edge-to-edge (also called 'full bleed'), for the most professional results. If they can print one sample first, so you can see how it looks, that's always a good thing to do. That's all there is to it.