

## Revising and Uploading the Paper Menu and other Images

Here we're going to demonstrate how easy it is to make changes to your online paper menu and even to revise and upload image files.

For the menu, first log in at the owners help center and download the menu directly from the website.

Enable editing and begin making your revisions.

Here I'm going to use House Specials as my heading and then I'll paste in my new menu item.

Keep in mind that each shape contains content that's not only completely editable but the shape itself is resizeable and portable.

Once you've completed your edits go to file, save as, browse, and choose your file type as PDF.

Now you want to upload the file to the server where you can put it in the media library. But before you do always remember to clear your cache and then refresh your browser. I use a Chrome extension that you should install that expedites the process of clearing the cache. DEMO 3 dots, more tools, extensions.

As long as you do not change the name of the file, it will automatically connect to its correct location on the website in this instance the paper menu button.

The same principles that apply uploading a pdf also apply to uploading an image file. With an image file you may need to resize or crop the image. I recommend a program call PhotoScape for this task. It's a powerful free program that can be downloaded at [Photoscape.org](http://Photoscape.org)

Demo (300 X 200 is the default thumbnail image for your online store)

Once the file is saved it ready to be uploaded, use the same procedure as used for our PDF.

The program has a nice batch editing feature that allows you to take your entire inventory of images and crop them to size at once, instead of doing them one at a time. Something you might want to experiment with.

Half LB. Cheese Burger Deluxe

\$6.99

Fresh Never Frozen All Beef Half Pound Burgers. Choose your Toppings including Crispy Bacon and a variety of Cheeses. Our combos comes with one side and a fountain drink.