INSTRUCTIONS

Get Started
First, download the calendar for the month you want to create a custom menu for.

Next, save this file to a drive or your computer. Remember: Even if you are using the built-in PDF viewer in your web browser, forms do not automatically save, so it is important to save periodically so you don't lose any of your work.

Build Your Custom Menu:
Now, you're ready to create your own Zee Zees menu calendar.

There are lots of fields ready for you to use. Click on any one of them and simply start typing. If you aren't sure what to do, you can mouse over a field to get additional instructions. If there are any fields you aren't interested in, don't worry: empty fields won't print.

Here are some of the things you can customize:

Add Your Logo:
In the top left corner, there is a field for you to upload your school logo or mascot image. Click and select the file from your computer. Images will size to 1.5 in x 1.5 in.
  On Mac: Please click on the image icon
  On PC: You may not see an icon; however, if you mouse over the top left corner, your cursor will change when you are over the upload field.

Identify Your School:
Put your school's name front and center under the month banner at the top of the calendar. There are 2 lines if you need more space. Max of 65 characters.

Input Menu Items:
Every day (Monday through Friday) has a clickable text field so you can describe your menus for the month.

Fill in the Final Details:
The text field at the bottom, next to the logos, has lots of space for any notes or disclaimers you need to add for the month.

Finish It Up:
Once you have all the information you want to include added to the form, click Save (or Save As if you want to reuse the template for a second menu). The file is ready to print.

From All the Zee Zees, We Hope You Enjoy Your Calendar!
Please note: To use Zee Zees fillable, printable calendar forms, you will need Acrobat 5.0 Reader (or later) on your computer. If you are having trouble viewing, saving or printing these forms, free versions for Mac and PC are available at https://get.adobe.com/reader/. Stop by and download the newest version.