

The Menu

Preparing the Document

- Program.....Microsoft Word
- Save AsMenu

Welcome to the
Perpetua 20 Centered Café
Where TABS, FONTS and ALIGNMENTS Are a Specialty

We are glad that you chose to have your dining experience at the Perpetua 20 Centered Café. We will gladly modify or eliminate any sandwich ingredients, because of diet, health or personal considerations. We prepare our food fresh daily on the premises, to ensure its quality and your satisfaction. Catering service is available. Pick up a catering menu at the counter or give us a call.

Take-Out Salads, Soups & Sides

Soup of the Day				
Small	1.35	Medium	1.95	
Large	2.60	5 Quart	10.25	
Assorted Pickle Mixture				
Small	1.49	Medium	1.99	
Large	2.50	5 Quart	9.65	
Tuna Salad Special				
Small	2.50	Medium	3.65	
Large	4.75	5 Quart	12.75	
Small Bag of Chips	.25			
Single Serving of Pickles	.75			

Choice of Vegetables with Entrees

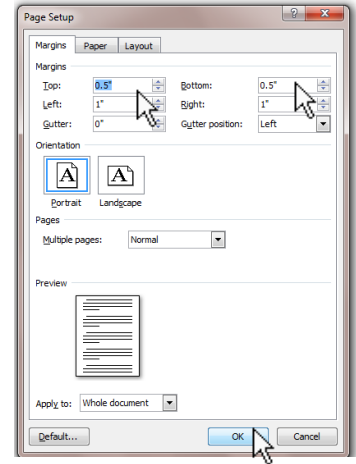
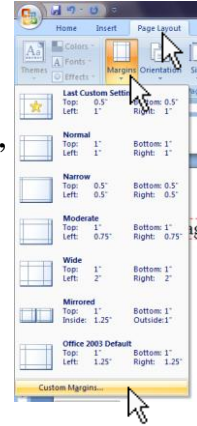
Steamed Corn	Rice Pilaf	Peas & Carrots
Broccoli	Brussel Sprouts	Cole Slaw
Macaroni Salad	Stewed Tomatoes	Bean Salad
Apple Sauce	French Fries	Curly Fries
Green Beans	Baked Beans	Cooked Carrots
Mashed Potatoes	Fresh Vegetables	Tossed Salad

Cold Subs, Hot Subs & Steak Subs

Italian Submarine	3.75	Extra Toppings	.30
Ham & Cheese	3.75		
Salami & Cheese	3.75		
Turkey & Cheese	4.25		

Friday PM Special-2 Large Pizzas...\$10.99
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- Page Margins Top & Bottom margins set to 0.5". ↓
 - ✓ Click Page Layout,
 - ✓ Click Margins,
 - ✓ Click Custom Margins,
 - ✓ Change the Top and Bottom Margins,
 - ✓ Click OK.



- In the Styles group under the Home tab, choose the No Spacing Style option.



Welcome to the
Perpetua 20 Centered Café
Where TABS, FONTS and ALIGNMENTS Are a Specialty

Font - Perpetua

Size - 20

Style - Plain (but **Perpetua 20 Centered Café** is Bold)

Alignment - Center

*Press Enter once after each of the first two lines of text, and twice after the third line.

→ We are glad that you chose to have your dining experience at the Perpetua 20-Centered Café. We will gladly modify or eliminate any sandwich ingredients, because of diet, health or personal considerations. We prepare our food fresh daily on the premises, to ensure its quality and your satisfaction. Catering service is available. Pick up a catering menu at the counter or give us a call. ¶



Font - Arial

Style - Plain

Size - 12

Alignment – Justify

Press Enter twice when finished



Take-Out-Salads,-Soups-&-Sides

Font - Eras Bold ITC

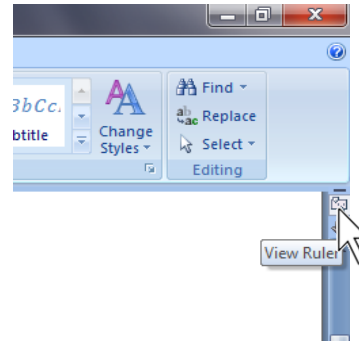
Size - 20

Style - Underline

Alignment - Center

Press Enter twice when finished

If the ruler isn't showing, open the ruler.



Soup-of-the-Day¶¶

→ Small → 1.35 → Medium → 1.95¶
→ Large → 2.60 → 5-Quarts → 10.25¶

¶¶

Assorted-Pickle-Mixture¶¶

→ Small → 1.49 → Medium → 1.99¶
→ Large → 2.50 → 5-Quarts → 9.65¶

¶¶

Tuna-Salad-Special¶¶

→ Small → 2.50 → Medium → 3.65¶
→ Large → 4.75 → 5-Quarts → 12.75¶

¶¶

Small-Bag-of-Chips → → .25¶
Single-Serving-of-Pickles → → .75¶

¶¶

Font - Times New Roman

Size - 12

Style – Plain, but...

(**Soup of...Assorted...and Tuna...**are Bold.)

Alignment – Left (To see how to set the Tabs, hold a Control key and click on one of the links below)

[Set Left-aligned tabs at 1½” and 4”](#)



[Set Decimal tabs at 2½” and 5”](#)



Press Enter twice when finished

Choice of Vegetables with Entrees ¶

¶

Font - Eras Bold ITC

Size - 20

Style - Underline

Alignment – Center

Press Enter twice when finished

→ Steamed·Corn	→	Rice·Pilaf	→	Peas·&·Carrots¶
→ Broccoli	→	Brussel·Sprouts	→	Cole·Slaw¶
→ Macaroni·Salad	→	Stewed·Tomatoes	→	Bean·Salad¶
→ Apple·Sauce	→	French·Fries	→	Curly·Fries¶
→ Green·Beans	→	Baked·Beans	→	Cooked·Carrots¶
→ Mashed·Potatoes	→	Fresh·Vegetables	→	Tossed·Salad¶

Font - Times New Roman

Size - 12

Style - Plain

Alignment - Left

(Remove any old tabs before setting new tabs.)

Set Centered tabs at 1", 3" and 5"



Press Enter twice when finished

Cold Subs, Hot Subs & Steak Subs ¶

¶

Font - Eras Bold ITC

Size - 20

Style - Underline

Alignment - Center

Press Enter twice when finished

Italian Submarine → 3.75 → Extra Toppings → .30¶
Ham & Cheese → 3.75¶
Salami & Cheese → 3.75¶
Turkey & Cheese → 4.25¶

Font-Times New Roman

Size-12

Style-Plain

Alignment-Left

Remove any old tabs before setting new tabs.

Set Left-aligned tab at 3½"



Set Decimal tabs at 2" and 5"



Press Enter twice when finished

Friday·PM·Special-2·Large·Pizzas...\$10.99¶

Font – Bradley Hand ITC

Size - 22

Style - Plain

Alignment – Center

Press Enter **once** when finished

Edward Gorey, 8 Kb ¶

Font – French Script MT

Size - 20

Style - Plain

Alignment – Right

Type *your* name and *your* section here.

The menu needs to fit on one page. If it doesn't fit...

- Make sure there is only one space between the different parts,
- Make sure that the one space between the different parts is size 12 and not larger.
- If this space is larger than size 12, select the space and change the size.

