

# Manage Menu Footers on Menu Calendars

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You can add footers to infant and non-infant menus from the Manage Menu Footers dialog box. The text you enter here prints on the following reports:

- Center Monthly Menu Plan
- Center Weekly Menu Plan
- Center Weekly Menu - Non-Infants Only
- Center Weekly Menu - Infants Only
- Master Menu Monthly Plan - Non-Infants Only
- Master Menu Monthly Plan - Infants Only

Note that the footer will also print on the center version of these reports.

To add menu footers:

1. From the menu to the left, click **Administration**.
2. Select **Manage Menu Footers**.
3. Click the **Noninfant Menu Footer** box and enter the text to display on non-infant menus.
4. Click the **Infant Menu Footer** and enter the text to display on infant menus.

**Note:** You can enter up to 150 characters in each box.

5. When finished, click **Save**.