

The Menu Shoppe presents...

# LOAD YOUR CAFE MENU COVERS IN FOUR EASY STEPS



## Before you begin...

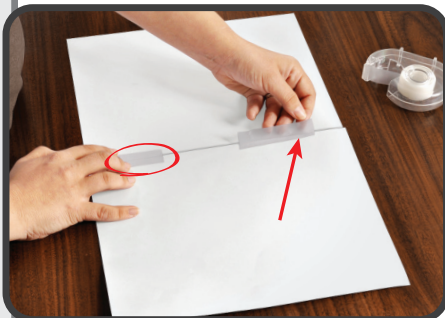
You will need:

- a) your menu inserts
- b) your Cafe Style menu covers
- c) clear/invisible tape
- d) cardboard stiffeners



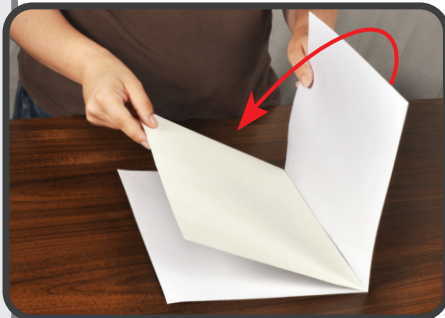
## 1 ALIGN.

Position inserts side-by-side face-down with the cover page on your right and the first interior left page on your left. Align the closest edges so they are flush to each other.



## 2 TAPE.

Tape inserts together, placing two strips of clear tape lengthwise along the aligned edges.



## 3 FOLD.

Fold inserts back-to-back, putting a cardboard stiffener between them.



## 4 INSERT.

Ease inserts and stiffener into the cover, keeping the leading edge square to the opening. If jamming occurs, pull inserts back out to make the leading edge square again, then continue.