## **Pictorial instructions:**

- I. Create a file for the photographs to be included in the pictorial.
  - Photos should include:
    - 1. Overall all front view on first arrival, (while open) to show trade dress and marketing.
      - a) Menus should be in good working order, lights all working, vents and lights dust free, and marketing properly displayed and up to date.
      - b) If there are opportunities upon first arrival that are corrected, it is a good idea to include both the original photos and the photos after corrected
    - 2. Grab and go and any display cases should get a close up photo to show the entire case.
    - 3. Any additional close up photos can be used if helpful in highlighting an area well executed or an area of opportunity.
    - 4. Food photos, of either ingredients and or finished products if helpful in highlighting an area well executed or an area of opportunity.
- II. Launch a new PowePoint
  - Name the file as follows:

1. VCR site name pictorial date (03192018) e.g.: VCR Pictorial JBAB 03152018 III. Insert photos • Click "Insert"

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• Click "Photo Album"



• Click "File/Disk", then browse the file you created with the photos you plan to use. The file should only contain the photo you plan to use.

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- Highlight all of the photos in the file
- Click "insert"
- Files will populate one page per photo.
- If desired, the order of the photos can be changes by dragging the slides on the side bar on the left



- Click "File", "Save As"
- First save the file in PowerPoint, then follow the steps again to save the file, click the drop down and choose PDF to save the file as a PDF, which should be small enough to email

