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MAIN MENU
From your Main Menu screen you may select one of the following sections which are described below:

Pizza Parlor
Pizza 101
Pizza Themes
Pizza Planner

Options - This button allows you to customize how your program runs. You can choose to turn all sound on or off. If you choose to turn off the sound, this will de-activate both the button sounds as well as the audio pronunciations of foreign cooking expressions.

Welcome Video -- Click on this button to re-play the introductory video. If you wish to stop the video while it is playing, click on the video screen.

Control Panel
Across the bottom of the screen you will find the Control Panel which consists of the following selections:
Exit -- Click on this selection to exit *Rich's® Della Suprema® Pizza Recipes*.
Help -- Choose the Help button to go to the Help File.
Recipes -- Click on this selection for a list of the recipes in the cookbook. To see an individual recipe, either double click on the recipe name or highlight a recipe and click on the Recipe button on the lower right.

Index -- Select the Index button to find out useful recipe facts for all the recipes. This will give you an alphabetical listing of all the recipes. The classification for each recipe will be displayed, including key ingredient, menu section, day part, preparation method, temperature, effort, labor hours and elapsed time. To sort by these fields, click on the field name on the top of the screen. The program will sort the recipes according to the field you have selected. The recipes cannot be sorted by meals, courses, temperature or effort because these fields have multiple selections. To see the next set of recipes in the Index, click on Next; to go back to the previous set of recipes, click on Previous. The Back button takes you back to the section of the program where you clicked on Index. To view a recipe from the Index, double click on the name of the recipe you wish to see. You can change the width of the columns by clicking on the edge of a column and dragging it to the width you desire.

The Globe button -- This button connects you to Rich Products Corporation on-line. If you have access to the Internet, click on this button for an easy connection to Rich's Web site.

The Control Panel is located throughout the program, allowing you easy access to the Main Menu as well as to the above selections.

NOTE: If you are having problems with your screen display (e.g., pull-down menus or buttons overlapping or not lining up properly), you may need to check your display settings. From the Start menu, go to Settings, Control Panel, then Display, Settings. If your Font Size is set at Large Fonts, you need to change it to Small Fonts in order to view the screens properly in this program.

UNINSTALL INSTRUCTIONS
If you need to uninstall ***Rich's® Della Suprema® Pizza Recipes*** CD-ROM, the easiest way is to go to Windows Explorer (File Manager in Windows 3.1). Highlight the folder Rich2, located on the left side of your display. Then choose File from your menu options on the top of the screen. Select Delete. You will be asked if you want to send this folder to the Recycle Bin; answer yes, then answer yes again when you are asked about the file Rich.exe. Then go to your Windows folder and find a file called Pizza.ini. Delete this also.

The next step is to delete the icon and program group. To do this, go to your START menu. Select Settings, then Task Bar. Click on Start Menu Programs, then click on Remove. From the list of program groups, highlight Rich Products, then click on the Remove button. Again, answer yes when the program asks if you want to remove the program group to the Recycle Bin. You may also have to delete your Program Group on your Desktop. Just click on the Rich Products Program Group on your Desktop with your right mouse button. Select Delete.

PIZZA PARLOR

This is the photo gallery, where you can easily view all the photographs associated with recipes. Click on one of the categories on the right. From here you will go to a screen with thumbnail images of all pictures in that category. Click on a small photo for a large, detailed close-up of the recipe you are interested in. Click on the large photo to go to that recipe.

PIZZA 101

This section provides you with in-depth information on pizza making products. From here you can access Video Demos, Choosing a Dough, Pizza Making Made Easy, Topping Variations, Pizza Clinic, Merchandising, and Customer Feedback. Just click on a topic on the right to view that subject.

VIDEO DEMOS

This section allows you to view videos that will help you use Rich's® Della Suprema® pizza products. Click on one of the six buttons on the left: Introduction, Handling, Saucing & Topping, Applications, Product Variations or Helpful Hints. You can start, pause and stop the videos by using the controls underneath the video display.

CHOOSING A DOUGH

Click on Dough Balls, Sheeted Dough, Proofed Dough or Par-Baked for descriptions of each product. Each product also provides you with information on which type of operation the product is appropriate for, labor skills required and equipment needed. Just select one of these buttons to access this information. By clicking on the dough size on the bottom of the screen, you will find product codes and packaging details for that particular item. Product Specifications is a handy reference table with product codes and packaging information for Rich's® Della Suprema® pizza dough products. You can print out each of these sections.

PIZZA MAKING MADE EASY

This section provides you with basic storage, thawing, handling, saucing and baking instructions for Dough Balls, Sheeted Dough, Proofed Dough and Par-Baked Crusts. Just click on the type of dough you want to learn about. The Ingredient Portion Chart lists ingredients and amounts needed for different sized pizzas. Equipment/Tools is a handy reference of pictures and descriptions of what you'll need for preparing and serving pizza. Click on Rich Values(tm) to go online and order equipment and tools available from Rich Products Corporation.

TOPPING VARIATIONS

Click on one of the three buttons here for a handy chart listing the amounts of toppings you'll need for a variety of pizza sizes. Each chart can be printed out for easy reference.

PIZZA CLINIC

The Pizza Doctor Is In offers answers to most frequently asked questions about making pizza. You can check the list of problems for easy solutions to making better pizza. Food Safety gives you essential HACCP guidelines for serving food properly. Click on the Glossary of Terms to view definitions of ingredients and other cooking terms used in pizza making.

MERCHANDISING

Here you can find information about several of Rich's® programs designed to aid you in your pizza selling business. Choose from POS Materials, Rich Values(tm), Della Suprema® Branded Concepts and Convenient Meal Ideas. These pages give you information for ordering the promotional materials from Rich's® by calling 1-800-45-RICHS. In Canada, please call 1-800-263-8174. You can also go online for the most up-to-date information from Rich Products Corporation.

CUSTOMER FEEDBACK

Your feedback is very important to us, in order to provide you with the best products and service possible. Please take a few minutes to complete a brief survey regarding this CD-ROM and our pizza dough products. If you have Internet access, click here to go online and complete the survey. If you are not connected to the Internet, you can still participate in the survey by calling 1-800-45-RICHS. As a way of saying thanks for your time and comments, we would like to send you a small token of appreciation, so please make sure to include your name and address.

PIZZA THEMES

Click on Breakfast, Dessert, Ethnic, Marinated Crusts, Specialty, Traditional, Variations and Veggie to view a list of recipes under each of these categories. To view the recipe, double click on the name from the list or highlight the name and click on the Recipe button on the lower right.

PIZZA PLANNER

The Pizza Planner screen has been designed to aid you in your search for the recipes which most suit your needs. You may search by many different criteria. Click through these to become familiar with them. When you are ready to do a search, fill in the fields you desire. You can search by one or all of the fields on-screen. Keep in mind that the fewer fields you fill in, the larger your selection of recipes to choose from.

Click on Extras to add other criteria to your search. You can search by ingredients (other than Key Ingredient), instructions, multimedia, copyright and comments. If you wish to search by ingredients from the Extras screen, click on up to three of the ingredients in the drop-down list. To search by instructions or comments, type in the text that you recall from the recipe. The program does a string search for those words. You can also search just by the fields on the Extras screen.

When you have selected all the fields by which you wish to search, click on the Do Search button. If you change your mind about your search criteria before you click on Do Search, click on the Clear button, then select new search values.

When you are in the Recipe Screen for a selected recipe, you will notice the Mark box. If you select the Mark box, you may search for these recipes in the Pizza Planner box. Just click on the Search for Marked Recipes button.

Each recipe is categorized by the type of pizza it is. If you wish to see a list of all of one kind of pizza, e.g., traditional, select traditional from the Type field. The program will find all the recipes under the traditional heading.

RECIPE SCREEN

The heart of the whole program, the Recipe Screen allows you to access other features of the program. On this screen, you will see the recipe's ingredients and instructions, classification information, print options and two rows of buttons with the following functions.

Info/Nutrition -- This button toggles back and forth between Info and Nutrition. The recipe appears with the index information displayed. This includes method of preparation, type of pizza, key ingredient, type of cuisine, day part and menu sections for which the recipe is appropriate, serving temperature, ease of preparation, operator segment and elapsed time.   Click on the Nutrition button and the nutritional information will appear. When you are through with Nutrition, you can click on the Info button and the classification will be displayed again. **Nutritional information is not included for recipe variations or if garnishes are suggested for a recipe.** If you wish to view nutritional information per 100 grams, click on the button labeled Per 100 Grams.

Photo/Video -- When a recipe has an accompanying photo or video illustrating a presentation or cooking technique, this button will be highlighted. Click on this button to view the picture or video.

Sound -- If a recipe has unfamiliar or foreign cooking terms, this button will be highlighted. Click on this button to hear the word pronounced.

Instructions/Bake Chart -- Click on this button to access the instructions or baking information after viewing Info or Nutrition.

Resize -- To change the number of servings for an individual recipe, click on Resize; enter the amount of people you would like to serve, and the program will compute the ingredient measures for you. You can print out the resized recipe ingredients. **Resizing does not change any measures that may appear in the Instructions.**

After resizing, you have the option of rounding individual ingredients either up or down. Click on the appropriate arrow alongside the ingredient to round up or down to the nearest 1/4 number.

The resized recipe gets added to the recipe file; the new name will be the original recipe's name For XX, the XX being the new serving number, e.g., California Pizza for 24. **If you wish to resize a recipe after it has been resized, it is best to return to the original recipe and resize that.**

Resize Dough -- This button gives you the option of changing the size or type of dough a recipe uses. Click on this button to see the variations in dough types. Highlight the size you would like to use. The program will automatically rescale the amount of topping ingredients you will need for the resized pizza. This resized recipe is added to your file, with a new name indicating the size dough you selected. For example, if you would like to make Dessert Pizza in a 10-inch Sheeted Dough size, select that from the Sheeted Dough list. The new recipe will be called

Dessert Pizza (10-inch).

Order -- To create an order list, click on this button. Then highlight the ingredient(s) you need to make this recipe. Click on the order list to add those ingredients to the list. To delete ingredients from the list, highlight them and then click the Erase button.

Meal -- You can add recipes to a menu from either the List view or Recipe view by clicking on the Meal button. If you are in a List view, highlight the recipe you would like to add to your menu, then click on the Meal button. If you are in Recipe view, that recipe will be added when you click on the button. The preparation and elapsed time as well as the nutritional information per serving are included on the menu. As you add recipes to the meal, the program will compute total preparation and elapsed time and nutritional information.

List/Recipe -- This button toggles back and forth between List and Recipe. When you are looking at an individual recipe, the button will read List. Click on it to see the names of other recipes that match your search criteria. If you already have a list, highlight one of the recipes in the list, then click on the Recipe button to view that recipe.

Search -- Click on this button for easy access to the Pizza Planner screen.

Sort -- Once you have searched for and created a list of recipes, you can sort them according to your preferences. Organize your recipes by name, key ingredient, cuisine, type of pizza, preparation method, labor hours, elapsed time or calories.

Mark -- Click on the Mark box to tag recipes to refer to at another time. If you have several recipes marked, and you are trying to decide which one to make, you can search by Marked Recipes to see only those recipes. To remove marks from recipes, simply click on the Mark box.

Cost -- Determine the cost of a recipe as well as a per serving cost.

ADDING RECIPES
To add recipes to this recipe file, click on the Add/Edit button. Fill in the recipe name and the number of servings. To fill in the Ingredient list, click on the Measures column and enter the ingredient's quantity, such as 1 cup, 2 Tbsp, 1/2 tsp, 1-1/2 lb. Any measure that may need to be resized needs to go in this left column. Then use the Tab button to move over to the right column and enter the ingredient, such as flour, sugar, eggs, Rich's® Sheeted Pizza Dough, etc. Make sure you use the Tab button when you have completed entering an ingredient; this is how the ingredient gets saved. Tab again to add the next ingredient, until you have added all the recipe's ingredients.

Click in the Instructions box and enter the directions needed to make this recipe. If you forgot to add an ingredient and need to insert it in your ingredient list, highlight the ingredient below where you want to add a food. Then click on the Insert button on your keyboard. Add the new ingredient as above.

When you have completed this, click on the Index tab on the top of the screen. This is where you

can enter classification information for the recpie. This is not needed, but it comes in handy when you are searching for specific recipes. The program will default to the previous recipe's source (such as Rich Products Corporation). You can also enter your own establishment's name. There are pull-down menus for Key Ingredient, Preparation method, Cuisine, Type and Effort. Select one from each of these fields. You can click on the choices in the other fields. In Operator Segments, you can select one or all of the choices. Enter a four digit number for Labor Hours and Elapsed Time (e.g. 0015 = 15 minutes, 0230 = 2 hours and 30 minutes).

Click on Extras if you wish to indicate Copyright information, add Comments or nutritional information or tag multimedia files to this recipe. To add pictures, audio pronunciations or videos, click in Multimedia and type in the name of the file=the caption. An example of this would be picture.bmp=Italian Pizza. You can add audio files (.wav) and video files (.avi) the same way.The heart of the whole program, the Recipe Screen allows you to access other features of the program. On this screen, you will see the recipe's ingredients and instructions, classification information, print options and two rows of buttons with the following functions.

COST CALCULATOR

You can determine the cost for the entire recipe as well as a cost per serving. Click to the right of each ingredient and enter the price for that food. Make sure you use decimal points (e.g., 2.39, .45, 2.00). When you have put in all the amounts, the program will calculate the cost for the recipe and per serving. The cost per serving will be copied to the Comments field of that recipe (e.g., Cost per serving = $2.45). Keep this in mind if you need to recalculate the cost of a recipe. You can delete the cost by clicking on the Add/Edit button, then selecting the Extras tab. Delete the cost from the Comments field on the Extras screen.