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Quick Tips for Using Micro Cookbook

While you'll love the simplicity of CookWorks-Micro Cookbook, here are   some quick tips that will make using Micro Cookbook even easier.

Drag-and-drop

You can drag-and-drop items with your mouse to create a meal plan, shopping list or add items to the calendar.   From the Recipe List or View windows, select a recipe, press and hold down the left mouse button, drag the recipe onto the Meal Plan, Shopping List or Calendar toolbar button, and then release the mouse button.   You can also drag-and-drop recipes and meal plans from the Contents window and Meal Plan List and View windows.

   Drag-and-drop pointer

Right mouse button

Click your right mouse button in the Recipe and Meal Plan List and View windows to quickly bring up the Tools menu.

Related Items

Often a selected recipe will have menus or other recipes associated with it.   When this is the case, the Related toolbar button becomes available. To view the items, choose the Related toolbar button and select an item from the menu.   Choosing the Back button will return you to the recipe you originally selected.

Info Button

After selecting a recipe, choose the Info button to see quick preparation tips and new variations to try.   The information appears in the window on the right side of your screen. When the Info button is completely gray, no additional information is available.

Contents Window

To quickly find a recipe or menu by name, choose the Contents toolbar button.   You can also see a list of all categories or all meal plans from the Contents Window.

Gray Icon buttons

Gray icon buttons are the program's way of letting you know that a particular option is not currently available for selection.

Toolbar Buttons

The Toolbar is available from the Start-up window, as well as from all other windows in the program.   It contains buttons to perform actions available at any time the program is running.

Click on a button you would like to learn about.

| Go to Start | Contents | Related | Meal Plans | Shopping | Calendar | Print |

Go To Start Toolbar Button

Choose the Go to Start toolbar button to return to the Start-up window.

Contents Toolbar Button

Choose the Contents toolbar button to find recipes by chapter, or see a list of all recipes and meal plans in Micro Cookbook.

See also

Contents window

Related Toolbar Button

If a recipe or meal plan that you are viewing has any related items (recipes or meal plans) attached to it, the Related toolbar button will be available.   Select the Related toolbar button to get a list of related recipes and/or meal plans that you can view.

To view a related recipe or meal plan

1. Select the Related toolbar button.

    A drop-down menu appears.

2. Choose the recipe or meal plan you want to view.

    That recipe or meal plan appears in the View window.

    If you want to return to the recipe or meal plan you were previously viewing, choose the Back button.

See also

About Related Recipes and Meal Plans
Attaching a Related Recipe or Meal Plan

Meal Plan Toolbar Button

Choose the Meal Plan toolbar button to quickly view the last meal plan you created, edited or viewed.   If you want to view another meal plan, simply select it from the list.

The Meal Plan toolbar button has a red triangle in the upper left hand corner which means you can add recipes and meal plans to another meal plan by draging-and-droping them to this button.   For more information, see Adding Items to a Meal Plan.

To view a meal plan by selecting the Meal Plan toolbar button.

1. Select the Meal Plan toolbar button.

    The Select Meal Plan window appears.

2. Do one of the following:

To view	Do this
The current meal plan* (the last meal plan you created, edited or viewed).	Choose the OK button.
Another meal plan.	Choose the Down Arrow button beside the Meal Plan field, select a meal plan from the list, then choose the OK button.

       The meal plan you selected appears in the View window.

* If you have not worked with a meal plan, the Meal Plan field will be blank.

To create a meal plan

1. Select the Meal Plan toolbar button.

    The Select Meal Plan window appears.

2. If there is text in the Meal Plan field, highlight it and press the Delete key to remove it

3. Type the name of the meal plan you want to create.

4. Choose the OK button.

    A message appears, asking if you want to create this meal plan.

5. Choose the OK/YES button.

    The meal plan is created and then viewed.

See also
Introduction: Meal Plans
Creating a Meal Plan

Shopping Toolbar Button

Choose the Shopping toolbar button to view a shopping list.

The Shopping toolbar button has a red triangle in the upper left hand corner which means you can add recipes and meal plans to a Shopping by draging-and-droping them to this button.   To learn how to do this, see Creating a Shopping List.

See also

Introduction: Shopping

Calendar Toolbar Button

Choose the Calendar toolbar button to view the Calendar.

The Calendar toolbar button has a red triangle in the upper left hand corner which means you can add recipes and meal plans to the Calendar by draging-and-droping them to this button.   To learn how to do this, see Adding Items to the Calendar.

See also

Introduction: The Calendar

Print Toolbar Button

Choose the Print toolbar button to print a recipe, meal plan or shopping list.   You must view a recipe or meal plan before you can print it.

See also

Printing

◆ Introduction: Cookbooks and Chapters

Cookbooks

Micro Cookbook comes with many different recipe collections, all of the recipes, ingredients, and meal plans in these collections are stored in a single file called a **cookbook**.   The main cookbook file is named FAVORITE.OTM.   You can create other cookbooks, however you can only open <u>one</u> cookbook at a time.

Chapters

Within a cookbook, recipes are divided into chapters.   When you create a recipe, you must select a chapter for that recipe.

In the Contents window, you can see all recipes that are part of a particular chapter.

See also

Creating a Cookbook
Opening a Cookbook
Creating a Chapter
Deleting a Chapter
Editing a Chapter

◆ Creating a Cookbook

You can create as many cookbooks as you want, however you can only open <u>one cookbook at a time</u>.   For this reason, we suggest that unless you have a very large number of recipes (thousands) you should keep all of your recipes in one cookbook.

Your Micro Cookbook CD-ROM contains an empty cookbook file that you can copy to your hard disk and fill with recipes.   This file, **NEW_INGS.OTM**, contains several thousand ingredients so you can easily enter your own recipes.

Note: If you have the floppy disk version of Micro Cookbook, the empty cookbook files are located in the \COOKWRKS\CB5\RESOURCE\ directory on your hard drive.

To create a new cookbook

1. Copy the file **NEW_INGS.OTM** from the **\COOKWRKS\CB5\RESOURCE** directory on the CD-ROM to the location you want on your hard disk.

2. Rename the file to the name you want for your new cookbook.

3. Start Micro Cookbook.

4. Open the new cookbook by selecting the File menu, and choosing Open.

    The Open dialog appears.

5. Select the cookbook file you want to open, then choose the OK button.

    You may need to change the drive and/or directory if you did not save your new cookbook in the Micro Cookbook directory.

    The cookbook opens.

You can now add new recipes or import from another Micro Cookbook cookbook, or other file formats.

See also
Opening a Cookbook

◆ Opening a Cookbook

The name of the open cookbook is displayed in the title bar, to the right of the text "Micro Cookbook."   You can open a different cookbook by using the Open command in the File menu.

To open a cookbook

1. Select the File menu, then choose Open.

    The Open window appears.

2. Change to the drive and directory where the cookbook you want to open is located.

3. Select the cookbook you want to open.

4. Choose the OK button.

    The cookbook opens.   The title bar changes to reflect the name of the open cookbook.

See also

Creating a Cookbook

◆ Creating a Chapter

You can create as many chapters as you like.   You can create chapters in the Edit Chapter window, or add chapters as you create and edit recipes.

To create a chapter
1. Select the Edit menu, then choose Chapters.

   The Edit Chapters window appears.

2. Click your mouse in the Selected Chapter field.

3. Type the name of the chapter you want to add.

4. Choose the Add button when you are done.

   The chapter is added to the end of the All Chapters list.

Note: Chapters appear in the Edit Chapters and Contents windows in the order they were added to Micro Cookbook.   Chapters do not sort alphabetically.

To create a chapter from the Add/Edit Recipe window
1. From the Edit menu, select Add and choose Recipe.

   The Add/Edit Recipe window appears.

2. If the cursor is not in the Chapter field, click your mouse in the Chapter field.

3. Type the name of the chapter you want to add.

4. Press the Tab key when you are done.

5. When you are through adding the recipe, choose the Save button.

   The recipe is saved and the chapter is added to Micro Cookbook.

See also
Editing a Chapter

◆ Editing a Chapter

You can easily edit the name of any chapter in Micro Cookbook.

To edit a chapter

1. Select the Edit menu, then choose Chapters.

    The Edit Chapters window appears.

2. Select the chapter you want to change.

    The chapter name appears in the Selected Chapter field at the right.

3. Click your mouse in the Selected Chapter field.

4. Make the changes you want.

5. Choose the Save button when you are done.

See also

Deleting a Chapter

◆ Deleting a Chapter

When you delete a chapter, all of the recipes in that chapter are deleted as well.   Please be cautious when deleting because **a delete action cannot be undone.**

To delete a chapter

1. Select the Edit menu, then choose Chapters.

    The Edit Chapters window appears.

2. Select the chapter you want to delete.

    The chapter name appears in the Selected Chapter field at the right.

3. Choose the Delete button.

    The chapter and all the recipes it contains are deleted.

See also

Deleting a Recipe

📇 Introduction: Recipes

Recipes generally contain four things; a title (name), the number of servings, ingredients, and directions.   Recipes may also contain a sub-title, introduction, how much the recipe makes, preparation times, source and cost information.

You can attach different Reference Items; photos, text, related recipes and meal plans to enhance your recipes.   You can also attach categories to make finding your recipes easier.

See also

Creating a Recipe
Checking Spelling in a Recipe or Meal Plan
Editing a Recipe
Finding Recipes
Sorting Recipes
Viewing a Recipe

🗂 Creating a Recipe

Creating a recipe in Micro Cookbook is similar to using a word processor; click your cursor where you want, and type in the information.   To quickly move from field to field (from Title to Subtitle for example), use the Tab key to move forward and Shift+Tab to move backwards.   To move around the Ingredient section, use the Up and Down arrow keys

You may enter as much or as little information as you like.   However, we suggest you give your recipe a unique name and that you specify the number of servings if you are interested in nutritional information.

To create a recipe

1. Select the Edit menu, then choose Add.

    A cascading menu appears.

2. Choose Recipe from the cascading menu.

    The Add Recipe window appears.

3. Choose the Down Arrow at the right of the Chapter field, then select a chapter from the list.

    If you want to create a new chapter, simply type the name in the Chapter field.

4. Enter information into the appropriate fields.

    Use the Tab key to move to each of the fields in the Add Recipe window.   To move backwards use Shift+Tab.   To move around the Ingredient section, use the Down and Up arrow keys.

Recipe fields	What to enter
Title	The name of the recipe (Chicken Cordon Bleu)
Sub-title	The sub-title of the recipe, or for a recipe with a very long title
Introduction	The introduction for the recipe
Servings	The number of people the recipe serves (4, 8, 24)
Makes	How much the recipe makes (1 cake, 2 dozen, 2 cups)
Ingredients	The ingredients needed for the recipe
Directions	How to make the recipe
Preparation time	How long the recipe takes to prepare and cook
Cost	How much the recipe costs, per serving

5. Choose the Save button when you are done to save your recipe.

See also

Adding Ingredients to a Recipe
Attaching a Category to a Recipe or Meal Plan

📒 Checking Spelling in a Recipe or Meal Plan

When you are adding or editing a recipe or meal plan you can quickly check for spelling and typing errors.   The Spell Checker searches the Title, Subtitle, Introduction, Directions and Source fields in a recipe for any misspelled or unknown words.   In a meal plan, the Spell Checker searches the Title and Description fields.

To check spelling in a recipe or meal plan

1. From the Tools menu, select Spell Check.

    If a word is not found, the Spell Checker window appears.

2. Do one of the following:

To replace the word.	Select a the word you want from the list and choose Replace.
To replace all instances of the word in the recipe	Select the word you want from the list and choose Replace All.
To add the "not found" word to the dictionary	Choose the Add to Custom dictionary.
To skip the word	Choose Ignore.
To skip all instances of the word in the recipe	Choose Ignore All.

3. When the Spell Check is done, choose the Save button to save any changes in the recipe.

📁 Using a Recipe as an Ingredient

Sometimes you may want to include a recipe as part of another recipe.   For example, you may have a sauce recipe that is used in several other recipes.   Instead of re-typing the sauce recipe each time you include it in another recipe, you can quickly add it using the "Use Recipe As Ingredient" option in the Add/Edit Recipe window.

A recipe that is part of another recipe is called an embedded recipe.

To add a recipe to another recipe

1. From the Add/Edit Recipe window, do one of the following:

    - Press the Tab key until you reach the ingredient section.
    - Double-click in the ingredient section.
    The ingredient pop-up window will appear.   If you are not at an new (blank) ingredient, press the Down Arrow key until you reach a new ingredient.

2. Select "Use Recipe As Ingredient" from the Info box at the upper right corner of the window.

3. Click in the Quantity field then type the amount of the recipe you want to add.

    Note: You can only enter whole or fractional amounts of embedded recipes (1, 1/2, 1/4, etc.).   Weight and volume measurements (1 pound, 2 cups, etc.) will not calculated nutrition correctly.

4. Press the Tab key twice to move to the Ingredient section.

5. Type the name of the recipe you want to add.

    If you are not sure of the exact name of the recipe, choose the Find Ingredient button to locate the item you want.

    Tip: If you want your embedded recipe to read "1 recipe White Sauce" instead of "1 White Sauce," type **recipe** in the Prep field and select the Prep. Before Ingredient option.

6. Press the Enter key to add the recipe to the recipe.

7. Choose the Close button when you are through with the last ingredient.

8. Choose the Save button to save changes to your recipe.

📁 Editing a Recipe

You can change any part of a recipe that you want.   Simply view the recipe you want to change, and choose the Edit button.

To edit a recipe

1. View the recipe you want to edit.

2. From the Recipe View window, choose the Edit button.

    The Recipe Edit window appears.

3. Do one of the following:

▪   Press the Tab key to move to each of the fields in the edit window.
▪   Click in the field you want to edit.

4. Type the new text.

5. Choose the Save button to save any changes you have made.

See also

Checking Spelling in a Recipe or Meal Plan
Creating a Recipe
Editing an Ingredient in a Recipe
Deleting an Ingredient from a Recipe

📁 Finding Recipes

You can find recipes by name, ingredient and ingredient category.   For example, you could find all recipes with Pizza in the name, all recipes that contain chicken breasts, or all recipes that contain any kind of chicken.

To find recipes

1. Select the Edit menu, then choose Find.

   The Find window appears.

2. Select the Recipes tab.

3. Do one of the following:

To find recipe(s)	Do this
By name	Select **Recipe name**. Click in the "Enter recipe name or partial name" field and type the name you want to search for.
That include one of a group of ingredients	Select **Ingredient Category**. Click in the "Enter ingredient category name" field and type the name you want to search for.
That include a particular ingredient	Select **Ingredient name**. Choose the arrow next to the "Enter ingredient name or partial name" field and select an ingredient from the list. Or, click in the "Type ingredient category name" box and type the name you want to search for.

4. Choose the Start Search button.

   All recipes that match the criteria you set will be listed in the box at the right of the window.

   Once you have found a set of recipes, you can either select a recipe and choose the View button to see the recipe, or you can further refine your search by adding additional criteria and searching through the list of recipes you have found.

   For example, after you found all of the recipes that contain chicken breasts you could then search the list for those recipes that contain both chicken breasts and tomatoes.

To search the list of found recipes

1. After performing a search, select one of the three options from the Find By: section.

2. Type the name of the item you wish to search for.

3. Choose the Search Found List button.

   All recipes that match the criteria you set will be listed in the box at the right of the window.

   When you have found the recipe(s) you are looking for, choose the View button to see the recipes. If you do not select a particular recipe, the first recipe in the list will be shown.   To move through the list of recipes, use the Previous (<<) and Next (>>) buttons in the Recipe View window.

📁 Viewing a Recipe

Before you can edit, print or change the number of servings for a recipe, you must first view it.   You can view recipe from the Contents window, the Find Recipe window, through the Recipe Category Index or by selecting the Meal Plan toolbar button.

See also

Contents Window
Finding Recipes
Recipe Category Index
Viewing a Recipe in a Meal Plan

📁 Sorting Recipes

In the Contents or Recipe List windows, you can sort recipes according to different criteria.

To sort recipes

1. From the Contents or Recipe List windows, choose the down arrow button next to the Sorted By: field.

   A list of sort options appears.

2. Choose a sort option.

Sort method	Sort order
Recipe Name	(alphabetical)
Recipe Rating*	(highest to lowest)
Total Calories (per serving)	(lowest to highest)
% Calories from Fat	(lowest to highest)
Fat (g. per serving)	(lowest to highest)
Sodium (mg. per serving)	(lowest to highest)
Cholesterol (mg. per serving)	(lowest to highest)
Total Time*	(lowest to highest)
Prep Time*	(lowest to highest)
Cost*	(lowest to highest)

   * This information is optional, so not all recipes will have this information available.

   The list of recipes is sorted according to the option you chose.

See also

Assigning Ratings to Recipes

📁 Drag-and-Drop for Recipes

You may drag-and-drop a recipe to the Calendar, or a new or existing meal plan or shopping list.

See also

[Adding a Recipe to the Calendar](#)
[Adding Items to a Meal Plan](#)
[Creating a Shopping List](#)
[Drag-and-Drop for Meal Plans](#)

📁 Changing the Number of Servings for a Recipe

You can scale any recipe up to serve a crowd or down to just one serving.   Use preset buttons to quickly double or halve a recipe, or restore it to its original number of servings.   You can also choose a specific number of servings for the recipe.   The recipe will remain changed until you change it back, or until you exit from Micro Cookbook.

To change number of servings for a recipe

1. View the recipe you want to change.

2. Do one of the following:

▪   Select the Tools menu, then choose Number of Servings.
▪   Click the **right mouse button** anywhere in the window (except on an available button) then choose Number of Servings.

3. Select the desired number of servings.

4. Choose the OK button.

    The recipe is scaled to the number of servings you selected.

To return a recipe to its original number of servings

1. View the recipe you want to change.

2. Do one of the following:

📁   Select the Tools menu, then choose Number of Servings.
📁   Click the **right mouse button** anywhere in the window (except on an available button) then choose Number of Servings.

3. Select Restore to Original Servings.

4. Choosthe OK button.

See also

Changing the Number of Servings for a Meal Plan

🗀 Assigning Ratings to Recipes

You can assign one of four different ratings to your recipes.   Ratings allow you to quickly pick out favorite (or not-so-favorite) recipes.   You can then sort recipes according to their ratings.

To assign a rating to a recipe

1. From the Contents or Recipe List windows, select a recipe from the list.

2. From the Tools menu, select Assign Ratings.

    The Assign Ratings menu appears.

★★★
★★
★
⊘

3. Choose the rating you want to assign to the selected recipe.

    The rating you chose is assigned to the selected recipe.   The recipe card icon is replaced by the rating you selected.

See also

Sorting Recipes

📁 Duplicating a Recipe

You can quickly make a copy of any recipe in Micro Cookbook.

To duplicate a recipe
1. From the Contents window, select the recipe you want to duplicate.
2. Select the Edit menu and choose Duplicate Recipe.

   The Duplicate Recipe window appears.
3. Type the name of the duplicate recipe.
4. Select a chapter for the duplicate recipe.
5. Choose the OK button.

   The recipe is duplicated.

📁 Printing a Recipe

You can print recipes from the Recipe View window.

To print a recipe

1. View the recipe you want to print.
2. Select the File menu, then choose Print.

   The Print dialog box appears

3. Select the printing options you want.
4. Choose the OK button.

See also

Printing

📁 Deleting a Recipe

You can delete any of the recipes in Micro Cookbook.   Please be careful when deleting items in Micro Cookbook because **a delete action cannot be undone.**

To delete a recipe

1. From the Contents window, select the recipe you wish to delete.

2. Select the Edit menu, then choose Delete.

See also

Deleting a Chapter

📁 Introduction: Ingredients

Ingredients are the basic building blocks of recipes.   Micro Cookbook's comprehensive ingredient database contains thousands of items and includes information for calculating nutrition.

Also included in the ingredient database is information to make your shopping easier, and ingredients categories that are helpful when you search for recipes.

📁 Creating an Ingredient

Although our ingredient database is quite comprehensive, you may occasionally find it necessary to add new ingredients.

When adding a new ingredient, it is important to make sure that you include nutritional information.   If you do not include nutritional information for an ingredient, any recipe you add that ingredient to will not calculate nutrition properly.

You may enter nutritional information from a label, or use the Copy Nutrition From button to copy the information from a similar ingredient.

To create an ingredient

1. Select the Edit menu, then choose Add.

    A cascading menu will appear.

2. Choose Ingredient from the cascading menu..

    The Add Ingredient window will appear.

3. Enter information about the ingredient into each field.   Press Tab to move to each of the fields in the window.   To move backwards, press Shift+Tab.

Field	What to enter
Name	The name of the ingredient (1% lowfat milk, fresh basil).
Plural suffix	How to pluralize the ingredient ("s" for apple, "-ies" for berry).
Store section	Where to find this item in a store (meat/poultry, dairy).
Ingredient Category	The main ingredient category (beans, chicken, cheese).
Seasoning checkbox	Select this to mark the ingredient as a seasoning (cinnamon, vanilla).
Nutrient values for	The quantity of the ingredient used for the nutrient values. Usually the Serving Size. (100 grams, 14 grams)
Nutrient items	The amount of each nutrient (2 grams, 100 IU).
Weight/ Volume equivalent	The metric weight of 1 whole item or 1 cup of an item.

4. Choose the save button when you are done.

    If you wish to add another ingredient, choose the Clear button.   If you are done entering ingredients, choose the Close button.

See also

Weight/Volume Equivalents Chart

📁 Editing an Ingredient

You may edit any of the ingredients in Micro Cookbook.

To edit an ingredient
1. Select the Edit menu, then choose Ingredient.

    The Edit Ingredient window will appear.
2. Type the name of the ingredient you wish to edit and press the Tab key.

    The ingredient information will appear in the rest of the fields.
3. Press Tab to move to the field you wish to edit.   To move backwards, press Shift+Tab.
4. Type or select new information for the ingredient.
5. Choose the Save button when you are done.

See also
Creating an Ingredient

📁 Finding Ingredients

You can find ingredients by name and by ingredient categories.   For example, you could find all ingredients with "milk" in the name, or all ingredients that come under the category "fruit juices."

To find ingredients

1. Select the Edit menu, then choose Find.

    The Find window appears.

2. Select the Ingredients tab.

3. Do one of the following:

To find ingredients(s)	**Do this**
By name	Select **Ingredient name**. Click in the "Enter ingredient name or partial name" box and type the name you want to search for.
By Ingredient category	Select **Ingredient Category**. Click in the "Enter ingredient category name or partial name" box and type the name you want to search for.

4. Choose the Start Search button.

    All ingredients that match the criteria you set will be listed in the box at the right of the window.

    Once you find the ingredient you want, you can select that ingredient then choose the Edit button, or you can further refine you search by adding additional criteria and searching through the list of ingredients you have found.

To search the list of found ingredients

1. After performing a search, select one of the options from the Find By: section.

2. Type the name of the item you wish to search for.

3. Choose the Search Found List button.

    All ingredients that match the criteria you set will be listed in the box at the right of the window.

To quickly repeat a search

1. Choose the arrow next to the Name or partial name box.

    A drop-down list of your previous searches will appear.

2. From the list, select the search you want.

3. Choose the Startearch button.

📁 Adding Ingredients to a Recipe

Each ingredient in a recipe generally consists of three things; a quantity, a unit of measure and the name of the ingredient.   The ingredient can include a preparation, which can be before or after the ingredient.   You can also designate individual ingredients as being Optional for the recipe.

To add an ingredient to a recipe

1. From the Add/Edit Recipe window, do one of the following:

📁   Press the Tab key until you reach the ingredient section.
📁   Double-click in the ingredient section.
    The ingredient pop-up window will appear.   If you are not at an new (blank) ingredient, press the Down Arrow key until you reach a new ingredient.

2. Enter information into the appropriate fields.   Press Tab to move to the next field in the ingredient window.

Field	What to enter
Quantity	The amount of the ingredient used (1, 1/4, 2 to 3)
Unit of Measure	The type of measure (cup, tablespoon, 12 oz. jar)
Ingredient	The name of the ingredient (1% lowfat milk, large onion)
Preparation	How the ingredient is prepared (chopped, thinly sliced, minced)

3. Select the appropriate options (if any).

To do this	Select
Move the preparation before the ingredient (chopped onion vs. onion, chopped)	Prep Before Ingredient
Indicate that the ingredient is Optional* (parsley, Optional)	Optional

4. Press the Down Arrow key to move to the next ingredient.

5. Repeat steps 2 - 4 until you are done entering ingredients in the recipe.

6. Choose the Close button when you are through with the last ingredient.

7. Choose the Save button to save changes to your recipe.

*Note: Optional ingredients are not included the nutrition summary of a recipe.

See also
Using a Recipe as an Ingredient

📁 Editing an Ingredient in a Recipe

You can change any part of an ingredient in a recipe.

To edit an ingredient in a recipe

1. From the Edit Recipe window, do one of the following:

📁 Press Tab until you reach the ingredient section in the recipe.
📁 Double-click on the ingredient you wish to edit.
The ingredient pop-up window will appear.   If the ingredient you wish to edit is not displayed, press the Down Arrow key until you reach the ingredient you are looking for.

2. In the Ingredient pop-up window, do one of the following:

📁 Click in the field you wish to change.
📁 Press Tab until you reach the field you wish to change.

3. Select (highlight) the item you wish to change (if it is not already highlighted).

4. Press the Backspace key to delete the selected item.

5. Type the new item.

6. Repeat steps 2 - 5 until you are through with this ingredient.

7. Choose the Close button if you are through editing ingredients, or press the Enter key to edit another ingredient

8. Choose the Save button to save your changes when you are through editing.

See also

Adding Ingredients to a Recipe
Creating a Recipe
Deleting an Ingredient from a Recipe
Editing a Recipe

📁 Deleting an Ingredient from a Recipe

When you delete an ingredient from a recipe, you are removing the quantity, unit of measure, ingredient and preparation.   If you wish to only delete one part of an ingredient (the preparation, or the unit of measure for example) see Editing an Ingredient in a Recipe.

To delete an ingredient from a recipe

1. View the recipe you want to edit.

2. From the View window, choose the Edit button.

    The Edit Recipe window appears.

3. From the Edit Recipe window, select (click once on) the ingredient you wish to delete.

4. Press the Delete key.

    The ingredient is removed from the recipe.

5. Choose the Save button to save your changes when you are through deleting.

📁 Deleting an Ingredient

You can delete any of the ingredients in Micro Cookbook.   When you delete an ingredient, it is removed from any recipes that is part of and deleted from the Micro Cookbook database.

To delete an ingredient

1. Select the Edit menu, then choose Ingredient.

    The Edit Ingredient window will appear.

2. Type the name of the ingredient you wish to delete and press the Tab key.

    The ingredient information will appear in the rest of the fields.

3. Choose the Delete button.

    The ingredient you selected is deleted from Micro Cookbook.

See also

Deleting an Ingredient from a Recipe

📖 Introduction: Meal Plans

Meal plans are a combination of recipes and food items that help you plan and organize your family meals.   When you create meal plans you can view nutrition over time and create time-saving shopping lists.

Meal plans can contain up to 6 meals per day and there is no practical limit to the number of days in a meal plan.   You can create a meal plan that is only for one meal, or you can create a meal plan for a month that has 4 meals per day.

See also

Creating a Meal Plan
Editing a Meal Plan
Finding Meal Plans

📖 Creating a Meal Plan

You can create a meal plan several ways; you can create a meal plan and then add items to it, or you can find the items you want and create the meal plan as you add the items. To learn how to create a meal plan as you add items, see Adding Items to a Meal Plan.

To create a meal plan

1. Select the Edit menu, then choose Add.

   A cascading menu appears.

2. Choose Meal plan.

   The Add Meal Plan window appears.

3. Use the Tab key to move to each of the fields in the edit window.   To move backwards use Shift+Tab.

4. Choose the Save button when you are done, to save your meal plan.

See also

Checking Spelling in a Recipe or Meal Plan

📖 Adding Items to a Meal Plan

You can add recipes or other meal plans to a meal plan.   There are two ways to add items to a meal plan; by finding the item you want and then adding it to a meal plan, or by typing the item in the Add/Edit Meal Plan window.

To add an item to a meal plan

1. View or select the item you want to add to a meal plan.

2. Do one of the following:

📁   Select the Tools menu and choose Add to Meal Plan.
📁   Press and hold down the left mouse button until the drag-and-drop pointer appears, then drag the pointer onto the Meal Plan button and release the mouse button.
      The Add to Meal Plan window appears.

3. Select the meal plan you want to add the item to, or type the name of the new meal plan you want to create.

4. Choose the Up and Down Arrow buttons next to the Day field to select the day you want the item to be on.

      If you are adding a meal plan that is more than one day, the day you select will be the starting day.

5. If you are adding a recipe or a meal plan without meal time information, you can select a meal.

6. Choose the OK button when you are done.

      The item is added to the meal plan you selected on the day (and meal) you selected.

To add an item from the Add/Edit Meal Plan window

1. From the Add or Edit Meal Plan window,

2. Do one of the following:

To add	Do this
a recipe	Select Recipe from the Item Type section, then type the exact name of the recipe, or choose the Find button to find a recipe.
a meal plan	Select Meal Plan from the Item Type section, then type the exact name of the meal plan, or choose the Find button to find a meal plan.
text information	Select Text from the Item Type section, then type the text.

3. Choose the Up and Down Arrow buttons next to the Day field to select the day you want the item to be added to.

4. Choose the Down Arrow button next to the Meal field, then select the meal you want the item to be part of.   This is only available for recipes, text and meal plans without meal time information.

5. Press the Enter key to add the item.

The item is added to the meal plan.

See also

[Checking Spelling in a Recipe or Meal Plan](#)

📖 Finding Meal Plans

If you know the name or part of the name of the meal plan you want, you can search in the Find Meal Plan window.

To find meal plans
1. Select the Edit menu, then choose Find.

   The Find window appears.

2. Select the Meal Plans tab.

3. Click your mouse in the Enter meal plan name or partial name.

4. Type the name you want to search for.

5. Choose the Start Search button.

   All meal plans that match the criteria you set will be listed in the box at the right of the window.

   When you have found the meal plan(s) you are looking for choose the View button to see the meal plans. If you do not select a particular meal plan, the first meal plan in the list will be shown.   To move through the meal plans use the Previous (<<) and Next (>>) buttons in the Meal plan View window.

   Once you have found a set of meal plans or meal plans, you can further refine your search by adding additional criteria and searching only through the list of meal plans you have found.

To search the list of found meal plans
1. Type the name of the item you wish to search for.

2. Choose the Search Found List button.

   All meal plans that match the criteria you set will be listed in the box at the right of the window.

To quickly repeat a Meal Plan Name search
1. Choose the arrow next to the Enter meal plan name or partial name box.

   A drop-down list of your previous searches will appear.

2. From the list, select the name you want.

3. Choose the Start Search button.

📖 Viewing a Meal Plan

Before you can edit, print or change the number of servings for a meal plan, you must first view it.   You can view meal plans from the Contents window, the Find Meal Plan window, through the Meal Plan Category Index or by selecting the Meal Plan toolbar button.

See also

Contents Window
Drag-and-Drop for Meal Plans
Finding Meal Plans
Meal Plan Category Index
Meal Plan Toolbar Button

Drag-and-Drop For Meal Plans

You may drag-and-drop a meal plan to the Calendar or Shopping List.   When you drag-and-drop a meal plan, all recipes in the meal plan are added to the Calendar or Shopping List.   If you want to add an <u>individual</u> recipe from a meal plan, you must first View the recipe before you can add it.

See also

Adding a Meal Plan to the Calendar
Creating a Shopping List
Drag-and-Drop for Recipes
Viewing a Recipe in a Meal Plan

📖 Editing a Meal Plan

To quickly move from field to field (from Title to Introduction for example), use the Tab key to move forward and Shift+Tab to move backwards.   To move around the Meal Plan Items section, use the Up and Down arrow keys.

To edit a meal plan

1. View the meal plan you want to edit.

2. From the Meal Plan View window, choose the Edit button.

    The Add/Edit Meal Plan window appears.

3. Do one of the following:

    📁   Press the Tab key to move to each of the fields in the edit window.
    📁   Click in the field you want to edit.

4. Type the new text.

5. Choose the Save button to save any changes you have made.

See also

Adding Items to a Meal Plan
Checking Spelling in a Recipe or Meal Plan

📁 Changing the Number of Servings for a Meal Plan

Unlike recipes. you change the number of servings for a meal plan in the Add/Edit Meal Plan window.   The number of servings for each recipe is enclosed in parenthesis following the recipe name.   For example: Double Baked Potatoes (4)   serves four.

You have two options for changing the number of servings for a meal plan:
📁   Change the number of servings for ONE recipe at a time
📁   Change the number of servings for ALL recipes in a meal plan

To change the number of servings for ONE recipe in a meal plan

1. From the Add/Edit Meal Plan window, select the recipe you wish to scale.

    Information about that recipe is displayed in the Info box.

2. Choose the Up or Down Arrow buttons next the Servings field.

    The number of servings for that recipe is adjusted.

3. Choose the Save button when you are done.

Note: Once the number of servings for ONE recipe has been changed, you must reset it manually.

To change the number of servings for ALL recipes in a meal plan

1. In the Add/Edit Meal Plan window, do one of the following:

📁   Press the Tab key until you reach the Adjust all recipes to serve: field.
📁   Click your mouse in the Adjust all recipes to serve: field and highlight the text "Servings not adjusted."

2. Type the number servings you want.

3. Choose the Save button when you are done.

Note: After you change the number of servings for all recipes, you will not be able to adjust the number of servings for individual recipes.   To return the meal plan to it original state ("Servings not adjusted"), change the Adjust all recipes to serve: field to zero.

See also
Changing the Number of Servings for a Recipe
Editing a Meal Plan

📁 Printing a Meal Plan

To print a meal plan
1. View the meal plan you want to print.

2. Select the File menu, then choose Print.

   The Print window appears

3. Select the printing options you want.

4. Choose the OK button.

   The meal plan will print.

To include recipe printouts when printing a meal plan
1. Select the File menu, then choose Print Preferences.

2. Under Meal Plan Printing select Include Recipe Printouts.

3. Print the meal plan

   The meal plan will print, followed by the recipe printouts.

See also
Printing

📁 Deleting a Meal Plan

You can delete any of the meal plans in Micro Cookbook.   Please be careful when deleting items in Micro Cookbook because **a delete action cannot be undone.**

To delete a meal plan

1. From the Contents window, select the meal plan you wish to delete.

2. Select the Edit menu, then choose Delete.

    The meal plan you selected is deleted from Micro Cookbook.

Note: When you delete a meal plan, all of the recipes that are part of that meal plan remain in Micro Cookbook.

See also

Deleting a Recipe

🔲 Introduction: The Calendar

The calendar is a place to organizer recipes and meal plans by date.   Then you can create a nutritional summary or a shopping list for a range of days.

You can create nutritional summaries, print reports, create meal plans and shopping lists from the calendar.

See also

Adding a Recipe to the Calendar

Adding a Meal Plan to the Calendar

▦ Adding a Recipe to the Calendar

You can add recipes to the Calendar from the Recipe View, Recipe List and Contents windows.

To add a recipe to one day on the calendar

1. Select (or view) the recipe you want to add.

2. Do one of the following:

📁   Select the Tools menu and choose Add to Calendar.
📁   Press and hold down the left mouse button until the drag-and-drop pointer appears, then drag the pointer onto the Calendar button and release the mouse button.
📁 Drag-and-drop pointer

3. The Add to Calendar dialog appears.

4. Select the day you want to add the recipe to.

5. Select the meal you want the recipe to be part of.

6. Choose the OK button.

The recipe is added to the meal and day you selected.

To add a recipe to more that one day on the calendar

1. Select (or view) the recipe you want to add.

2. Do one of the following:

📁   Select the Tools menu and choose Add to Calendar.
📁   Press and hold down the left mouse button over the recipe until the drag-and-drop pointer appears, then drag the pointer onto the Calendar button and release the mouse button.
📁 Drag-and-drop pointer

3.   The Add to Calendar dialog appears.
4.   Select the first day you want to add the recipe to.
5.   Do one of the following:

To add	Do this
two or more days	Holding down the Ctrl key, select the rest of the days you want to add
a group of consecutive days	Holding down the Shift key, select the last day you want to add

6. Select the meal you want the recipe to be part of.

7. Choose the OK button.

The recipe is added to the meal you selected on the days you selected.

See also

Adding a Meal Plan to the Calendar

▦ Adding a Meal Plan to the Calendar

You can add meal plans to the Calendar from the Meal Plan View, Meal Plan List and Contents windows.

To add a meal plan to the calendar

1. Select (or view) the meal plan you want to add.

2. Do one of the following:

🗀   Select the Tools menu and choose Add to Calendar.
🗀   Press and hold down the left mouse button over the meal plan until the drag-and-drop pointer appears, then drag the pointer onto the Calendar button and release the mouse button.
     🗀 Drag-and-drop pointer

3. The Add to Calendar dialog appears.

4. Select the day you want the meal plan to **start** on.

   Note: It is only necessary to select the start day. *Do not* select the range of the days you want the meal plan to be added to.   Each day you select is considered the starting day of the meal plan, so if you select five days, the meal plan will be added to the calendar five times.

5. If the meal plan does not have any meal information, you can select a meal time.

6. Choose the OK button.

   The recipe is added to the meal and day you selected.

To add a meal plan to the calendar more than one time

1. Select (or view) the meal plan you want to add.

2. Do one of the following:

🗀   Select the Tools menu and choose Add to Calendar.
🗀   Press and hold down the left mouse button until the drag-and-drop pointer appears, then drag the pointer onto the Calendar button and release the mouse button.
     🗀 Drag-and-drop pointer

3.   The Add to Calendar dialog appears.
4.   Select the first day you want the meal plan to **start** on.
     Note: It is only necessary to select the start day. *Do not* select the range of the days you want the meal plan to be added to.   Each day you select is considered the starting day of the meal plan, so if you select five days, the meal plan will be added to the calendar five times.
5.   Holding down the Ctrl key, select the rest of days you want the meal plan to start on.
6. If the meal plan does not have any meal information, you can select a meal time.

7. Choose the OK button.

   The meal plan is added to the Calendar starting on the days you selected.

See also
Adding a Recipe to the Calendar

▦ Editing the Calendar

You can delete the items on one or more days from the Calendar, or clear all items from the calendar.

To remove all items on one or more days

1. Select the first day that contains the items you want to delete.

2. Do one of the following:

To delete	Do this
one or more days	Holding down the Ctrl key, select the rest of the days you want to delete
a group of consecutive days	Holding down the Shift key, select the last day you want to delete

3. Choose the Delete button.

    All items on the days you selected removed from the calendar.

To clear all items from the calendar

1. Select the first day that contains items you want to delete.

2. Select the Left Arrow next to the year at the top of the Calendar.

    The Calendar moves to the previous year.

3. Holding down the Shift key, select the same day on the previous year.

    The entire year is highlighted.

4. Choose the Delete button.

Note: One year is the most that you can select at one time.

▦ Adding Calendar Items to a Shopping List

You can select one or more days from the Calendar and add them to a shopping list.

To add one or more days to a shopping list

1. From the Calendar window, select the first day you want to add.

2. Do one of the following:

To add	Do this
one or more days	Holding down the Ctrl key, select the rest of the days you want to add
a group of consecutive days	Holding down the Shift key, select the last day you want to add

3. Choose the Add to Shopping List button.

4. The Select Shopping List window appears.

    Select the down arrow button and choose the shopping list you want or type the name of the shopping list you want.

    The days you selected are added to the shopping list you selected.

▦ Creating a Meal Plan from the Calendar

You can select one or more days on the Calendar and add them to a new or existing meal plan.

To add one or more days to a meal plan

1. Select the first day you want to add.

2. Do one of the following:

To add	Do this
one or more days	Holding down the Ctrl key, select the rest of the days you want to add
a group of consecutive days	Holding down the Shift key, select the last day you want to add

   All of the days you selected are now highlighted.

3. Choose the Make a Meal Plan button.

    The Add to Meal Plan window appears.

4. Do one of the following:

To add the selected days	Do this
To an existing meal plan	Select the down arrow button next to the Meal Plan field and choose a meal plan from the list.
To a new meal plan	Type the name of the meal plan in the Meal Plan field.

5. Select a Day and Meal, if applicable.

6. Choose the OK button.

    The days you selected are added to the meal plan you specified.

▦ Printing from the Calendar

You can select one or more days and print them.

To print one or more days

1. From the Calendar window, select the first day you want to print.

2. Do one of the following:

To add	Do this
one or more days	Holding down the Ctrl key, select the rest of the days you want to add
a group of consecutive days	Holding down the Shift key, select the last day you want to add

3. Choose the Print button.

   The days you selected are printed.

See also

Printing

Viewing Nutrition for Items on the Calendar

You can display a nutrition summary for one or more days on the Calendar.

To view a nutrition summary for one or more days

1. From the Calendar window, select the first day you want to view nutrition for.

2. Do one of the following:

To view nutrition for	Do this_
one or more days	Holding down the Ctrl key, select the rest of the days.
a group of consecutive days	Holding down the Shift key, select the last day

3. Choose the Nutrition button.

   An average nutritional summary per serving, per day is shown.

🛒 Introduction: Shopping

You can create your own custom shopping list from any of the recipes and meal plans in Micro Cookbook.

To simplify your shopping, you can sort the items in the list into different Store Sections (dairy, baking products, canned vegetables, etc.) or have them display in alphabetical order.

Items that you buy frequently can be added to the Frequent Items list and then added to your shopping lists with the click of a button.

For simplicity, each different ingredient is shown only once in the Summary list.   If the same ingredient is added to the list more than once, then the quantities of that ingredient are added together to form one entry.   For example, if   the ingredient "flour" is added to the list several times instead of showing "flour" three times, each flour item will be added together.

NOTE: **Only exact ingredient matches will be added together**; *flour* and *whole wheat flour* will not be combined, nor will *chicken breast* and *skinless boneless chicken breast*.   Ingredients must also have the same measurement type; 1 *cup* broccoli and 1 *pound* broccoli cannot be added together.

See also

Creating a Shopping List
Sorting a Shopping List
Using Stores and Store Sections

Creating a Shopping List

You can create your own custom shopping lists from any of the recipes or meal plans in Micro Cookbook.

You may add recipes or meal plans to a shopping list from any list or view window, and Contents window.   You cannot add a recipe or meal plan to a shopping list while you are in the Shopping window.

To add a recipe or meal plan to a new shopping list

1. View or select the recipe or meal plan you want.

2. Do one of the following:

Select the Tools menu, then choose Add to Shopping List.

Click the **right mouse button** anywhere in the window (except on an available button) and choose Add to Shopping List.

Press and hold down the left mouse button until the drag-and-drop pointer appears, then drag the pointer onto the Shopping toolbar button and release the mouse button.

Drag-and-drop pointer
The Select Shopping List window appears.

3. Type the name of the shopping list you want to create.

4. Click the OK button.

The Shopping List window opens, displaying your new shopping list.

See also

Using the Frequent Items List

Sorting a Shopping List

To make your shopping even easier, there are four different ways you can sort a shopping lists; by Ingredient name, Recipe name, All Store Sections, and by Stores.

To change the sorting of a shopping list

1. From the Shopping window, select the down arrow button at the right of the Sort by: field.

   A list of Sorting options appears.

2. Do one of the following:

To sort the ingredients	Do this
Alphabetically with no Store Sections	Choose **Ingredient**
According to what recipe they belong to	Choose **Recipe Name**
Into different Store Sections, like Dairy or Meats/Poultry	Choose **Store Section**
By a custom Store	Choose the name of the store you want.

   The shopping list is sorted according to the method you chose.

See also

Using Stores and Store Sections

Using Stores and Store Sections

To make your shopping trips quicker and easier, you can create Stores that will arrange your shopping lists in the order that you shop.

See also

[Creating Stores](#)
[Assigning Store Sections](#)
[Editing Stores](#)

![icon] Creating Stores

When you create stores, you can copy the store sections of existing stores.

To create a Store

1. From the Edit menu choose Store Sections.

    The Store Sections window appears.

2. Choose the Edit Stores button.

    The Edit Stores windows appears.

3. Type the name in the Selected Store field.

4. Choose the Add button.

    The new Store is added to the list of Stores.

See also

Assigning Store Sections
Editing Stores

📊 Assigning Store Sections

You can add or remove store sections from existing stores.

To add one or more store sections

1. From the Edit menu choose Store Sections.

   The Store Sections window appears.

2. Choose the down arrow button next to the Stores: field to open the list of stores.

3. Select the Store you want.

   All the store sections that are assigned to that store appear in the Assigned Store Sections list.

4. Do one of the following:

To add	Do this____
One store section	Select the store section from the list of All Store Sections.
A group of store sections	Select the first store section you want to add, then hold down the Shift key and select the last store section you want.

5. Choose the Add button.

   The store section(s) you selected appear in the Assigned Store Sections list.

6. Choose the OK button to save the changes you made.

See also
Creating Stores
Editing Stores

Editing Stores

You can change the name of any store, or delete the store from Micro Cookbook.

To edit the name of a Store

1. From the Edit menu choose Store Sections.

    The Store Sections window appears.

2. Choose the Edit Stores button.

    The Edit Stores windows appears.

3. Select the Store you want to edit.

    The Store appears in the Selected Store field.

4. Make the changes you want.

5. Choose the Save button.

    You are asked if you want to change the Store name.

6. Choose Yes.

    The Store name is changed.

See also

Creating Stores
Assigning Store Sections

Editing a Shopping List

You can change any of the individual items from the Detailed Items section of a shopping list.   When you edit an ingredient, it does not effect the recipe that the item came from.

To edit an ingredient on a shopping list
1. Select Detailed Items list from the Include section.

    The Detailed List of ingredients is added at the bottom of the shopping list.
2. Do one of the following:

    Select an ingredient from the Detailed Items list and choose the Edit Item button.
    Double-click on an ingredient in the Detailed Items list.
    The Edit ingredient window appears.
3. Select (highlight) the item you wish to change.
4. Type the new information.
5. Choose the OK button when you are done.

See also
Deleting an Ingredient from a Shopping List
Deleting a Recipe from a Shopping List

Deleting an Ingredient from a Shopping List

You can delete individual ingredients from the Detailed List.

To delete an individual ingredient from a shopping list

1. Select Detailed Items List from the Include section.

   A detailed list of ingredients is added at the bottom of the shopping list.

2. From the Ingredient Detail section, select the ingredient you want to delete.

3. Choose the Delete Item button.

   The ingredient you selected is removed from the Detailed list, and the Summary list is adjusted accordingly.

See also

Deleting a Recipe from a Shopping List

🗀 Deleting a Recipe from a Shopping List

When you delete a recipe from a shopping list, all ingredients that are part of that recipe are removed from the shopping list.   You can delete individual recipes from a shopping list by selecting the Delete Item button.

To delete a recipe from a shopping list
1. Select Recipe Names from the Include section of the Shopping List window.

    The names of all the recipes that are part of the shopping list are shown at the top of the list.

2. Select the recipe that you want to delete.

3. Choose the Delete Item button.

4. All ingredients from the recipe you selected are removed from the shopping list.

See also
Deleting an Ingredient from a Shopping List

📁 Deleting a Shopping List

You can choose to either remove a shopping list entirely, or keep the shopping list and just remove all items from the list.

To delete a shopping list

1. From the Shopping List window, select the down arrow button next to the Title field and choose the shopping list you want to open.

   The shopping list you chose appears in the window.

2. Choose the Clear button.

   A message appears asking if you want to remove the shopping list from disk, or just clear the contents of the shopping list.

3. Select the option you want.

4. Choose the OK button.

📁 Using the Frequent Items List

The Frequent Items List is the place to keep items that you buy frequently (milk, cereal, bread, apples) but which may not always be included in the recipes and meal plans that you have added to the shopping list.

You can add ingredients that are on the open shopping list to the Frequent Items list, or you can type in any item you wish (cat food, soap, toothpaste, etc.).

To add an item to the Frequent Items List
1. From the Shopping window, choose the Frequent Items button.

   The Frequent Items list appears.

2. Choose the New button.

   The Shopping Item Edit window appears.

3. Type in the item.

4. Choose the OK button when you are done.

   The item you added is now on the Frequent Items list.

To add an ingredient from a shopping list to the Frequent Items list
1. From the Shopping window, select an ingredient from the list.

2. Select the ingredient you want to add.

3. Do one of the following:

📁   Select the Tools menu, then choose Add to Frequent Items List.

📁   Press and hold down the left mouse button until the drag-and-drop pointer appears, then drag the pointer onto the Frequent Items button and release the mouse button.

      📁 Drag-and-drop pointer

See also
Editing the Frequent Items List
Including Frequently Purchased Items on a Shopping List

📁 Editing the Frequent Items List

You can change the quantity, measurement, item and Store Section for any item on the Frequent Items list.   You can also delete an item from the list or simply deselect it to make it inactive.   If you make an item inactive, it <u>will not appear</u> when you include the Frequent Items list with a shopping list.

To make an item inactive (not appear on a shopping list)

1. From the Shopping List window, choose the Frequent Items button.

    The Frequent Items List appears.

2. Deselect (remove) the checkbox next to the item you do not want to add to a shopping list.

3. Choose the OK button to save the changes you made.

    The item will not be included on a shopping list when Frequent Items are added.   To make the item active again, open the Frequent Items window and select the checkbox next to the item.

To edit and item on the Frequent Items list

1. From the Frequent Items List, select an item.

2. Choose the Edit button

3. The Shopping Item Edit item window appears.

4. Change the parts of the item that you wish.

5. Select the OK button when you are done.

To delete an item from the list

1. From the Frequent Items List, select an item.

2. Choose the Delete button.

    The item is removed from the Frequent Items List.

See also
Using the Frequent Items List
Including Frequently Purchased Items on a Shopping List

🗀 Including Frequently Purchased Items on a Shopping List

Once you have added items to the Frequent Items List, you can quickly add them to a Shopping List whenever you want.

To include the Frequent Items list with a shopping list

🗀   From the Shopping List window, select the Add Frequent Items checkbox.
The items on the Frequent Items List are added to the shopping list.   If you wish to remove them, deselect the Add Frequent Items checkbox.

See also

Using the Frequent Items List
Editing the Frequent Items List

🗀 **Using the Pantry List**

Because recipes often contain items that you almost always have on hand, like salt, pepper and water, it is nice to have a way to keep those items from filling up a shopping list.

Instead of having to delete these kinds of items one by one, by adding them to your Panty list they will disappear from your Shopping list with a click of your mouse.

To add an ingredient to the Panty list

1. From the Shopping window, select an ingredient from the list.

2. Do one of the following:

🗀　　Select the Tools menu, then choose Add to Pantry.

🗀　　Press and hold down the left mouse button until the drag-and-drop pointer appears, then drag the pointer onto the Pantry button and release the mouse button.

🗀 Drag-and-drop pointer

See also

Editing the Pantry List
Removing Pantry Items from a Shopping List

📁 Editing the Pantry List

You can change the name and Store Section for any item on the Pantry List.   You can also delete an item or simply deselect it to make it inactive.   If you make an item inactive, it <u>will not disappear</u> when you remove the Pantry List items from a shopping list.

To make an item inactive (not disappear from a shopping list)
1. From the Shopping List window, choose the Pantry Items List button.

     The Pantry Items List appears.
2. Deselect (remove) the checkbox next to the item you do not want to remove from a shopping list.
3. Choose the OK button to save the changes you made.

     The item will not be removed from a shopping list when Pantry Items are added.   To make the item active again, open the Pantry Items List and select the checkbox next to the item.

To edit and item on the Pantry Items list
1. From the Pantry Items List, select an item.
2. Choose the Edit button
3. The Edit item window appears.
4. Change the parts of the item that you wish.
5. Select the OK button when you are done.

To delete an item from the Pantry Items List
1. From the Pantry Items List, select an item.
2. Choose the Delete button.

     The item is removed from the Pantry Items List.

See also
Using the Pantry List
Removing Pantry Items from a Shopping List

🗀 Removing Pantry Items from a Shopping List

Once you have added items to the Pantry Items List, you can quickly add them to a shopping list whenever you want.

To remove Pantry Items from a shopping list

🗀   From the Shopping List window, select the Remove Pantry Items checkbox. The items on the Pantry Items List are added to the Shopping List window.   If you wish to remove them, deselect the Remove Pantry Items checkbox.

See also

[Using the Pantry List](#)
[Editing the Pantry List](#)

📁 Printing a Shopping List

You must be in the Shopping List window to print your list.   Any options (Include Recipe Name, Detailed List, etc.) that you select in the Shopping List window will appear on your printout.

To print a Shopping List

1. Select the File menu, then choose Print.

    The Print dialog box appears

2. Choose the OK button.

    The Print dialog box appears

3. Select the printing options you want.

4. Choose the OK button.

See also

Printing

📁 Categories

Assigning categories is a way of organizing recipes and meal plans to make it easier to find exactly what you want.   You can create your own categories, or edit existing categories.

When you add or edit a recipe or meal plan, you can select which categories you want to assign to that item.   Then you can use the Category Index to find all recipes or meal plans of a particular category.

For more information about how to create and assign categories, choose one of the following topics:

Creating a Category
Editing a Category
Deleting a Category
Attaching a Category to a Recipe or Meal Plan
Removing a Category from a Recipe or Meal Plan
Using the Category Index

📁 Creating a Category

To create a category
1. Select the Edit menu and choose Categories.

    The Edit Categories window appears.

2. Select the type of category you want to create: Recipe or Meal Plan.

3. Do one of the following

To create	Do this
a category	Select Recipes.
a sub-category	Select the category that you want to attach the sub-category to.

4. Click you mouse in the Selected Category field.

5. Type the name of the category you want to add.

6. Choose the Add button.

    The category is added to the bottom of the list.

7. Choose the Close button.

Note: There is no need to choose the Save button when creating a category.   The Add button adds *and* saves the category you entered.

📁 Editing a Category

To edit a category
1. Select the Edit menu and choose Categories.

   The Edit Categories window appears.
2. Select the category that you want to edit.

   The Category appears in the Selected Category field.
3. Click your mouse in the Selected Category field and make the changes you want.
4. Choose the Save button.

   A message appears asking if you want to change the category name.
5. Choose the Yes button.

   The category is saved.

📁 Deleting a Category

To delete a category
1. Select the Edit menu and choose Categories.

   The Edit Categories window appears.

2. Select the category that you want to delete.

3. Choose the Delete button.

   A message appears asking if you want to delete the category.

4. Choose the Yes button.

   The category is removed from all recipes and deleted from the Categories list.

Note: If you delete a category that has sub-categories under it, those sub-categories will also be deleted.

▐ Attaching a Category to a Recipe or Meal Plan

When you attach categories to a recipe or meal plan, you can only attach a category that does not have any sub-categories below it.

For example, if you have a category named Favorites, and under that category you have three sub-categories; Desserts, Salads and Entrees, you can only attach the three sub-categories to recipes and meal plans.   You would not be able to attach Favorites to a recipe or meal plan, because it has sub-categories.   If you deleted the three sub-categories you would then be able to attach recipes directly to Favorites.

To attach a category to a recipe or meal plan
1. From the Add/Edit Recipe or Meal Plan window, choose the Categories button.

   The Attach Categories window appears.
2. Select the category that you want to attach to the recipe or meal plan.
3. Choose the Attach button.

   The category is shown in the Attached Categories list.
4. Choose the Close button.

   The Attach Categories window closes.
5. Choose the Save button.

   The recipe or meal plan is saved.

Note: You must save the recipe or meal plan to save the attached category.

📁 Removing a Category from a Recipe or Meal Plan

To remove a category from a recipe or meal plan

1. From the Add/Edit Recipe or Meal Plan window, choose the Categories button.

   The Attach Categories window appears.

2. From the Attached Categories list, select the category that you want to detach.

3. Choose the Detach button.

   The category is removed from the Attached Categories list.

4. Choose the Close button.

   The Attach Categories window closes.

5. Choose the Save button.

   The recipe or meal plan is saved.

Note: You must save the recipe or meal plan to remove the detached category.

📁 Using the Category Index

The Category Index is a great way to find groups of recipes or meal plans.   For example, if you want to find Dessert recipes, or Italian recipes, or maybe a Low fat meal plan, then the Category Index is the place to start.

To find a recipe or meal plan using the Category Index

1. Choose the Go to Start toolbar button.

2. Do one of the following:

To find	Do this
Recipes	Choose the Recipes button
Meal Plans	Choose the Meal Plans button

3. Select a category.

4. Choose the View button.

5. Select a sub-category.

6. Choose the View button.

7. Repeat steps 5 and 6 until a list of recipes or meal plans appears.

8. Select a recipe or meal plan.

9. Choose the View button.

    The Recipe or Meal Plan View window appears

📷 Photos and Other Reference Items

You can attach photos to any of the recipes and meals plans in Micro Cookbook.   In addition, you can include any text information (hints and tips) and link recipes and meal plans to other recipes and meal plans.   These are called Reference Items.

For more information choose one of the following topics:

Photos
About Photos
Attaching a Photo to a Recipe or Meal Plan

Info Topics
About Info Topics
Attaching an Info Topic to a Recipe or Meal Plan

Related Recipes and Meal Plans
About Related Recipes and Meal Plans
Attaching a Related Recipe or Meal Plan

Reference Items
Removing a Reference Items from a Recipe or Meal Plan
Deleting a Reference Item

About Photos

Micro Cookbook supports the following standard picture formats

        BMP (16, 256 and 16 million colors)
        CMP   (16, 256 and 16 million colors)

You can view any photo that is attached to a recipe or meal plan buy selecting the recipe you want and choosing the Photo button in the Recipe List or View windows.

Note: The Info box that is used to display photos is 250 x250 pixels large.   If you add photos that are larger than that, they will not display fully in the window.

See also

Photos and Other Reference Items
Customizing the Title Screen and Other Images

CMP

CMP files are compressed bitmaps.   This format was created by Lead Technologies, and can be viewed and edited in their program Leadview.

The CMP files used in Micro Cookbook will display in 16 to 16 million color mode.

📷 Attaching a Photo to a Recipe or Meal Plan

You can attach an existing photo or a new photo to any recipe or meal plan in Micro Cookbook.   After you attach a photo, view the recipe or meal plan you attached it to and choose the Photo button to see the photo.

To attach an existing photo to a recipe or meal plan

1. From the Add or Edit window, choose the Extras button.

    The Reference Items window appears.

2. Choose the Photo tab.

3. Select All Photos, if it is not already selected.

    A list of photo names appears in the window.

4. Select the photo you want.

5. Choose the Attach button.

6. Choose the Close button when you are done.

    The Reference Items window closes.

To attach a new photo to a recipe or meal plan

1. From the Add or Edit   window, choose the Extras button.

    The Reference Items window appears.

2. Choose the Photo tab.

3. Choose the New button.

    The Open window appears.

4. Select the file you wish to use.   It may be necessary to change the drive and/or directory to fin the file you want.

5. Choose the OK button.

6. Give the photo a name.

7. Choose the Attach button.

8. Choose the Close button when you are done.

    The Reference Items window closes.

See also

Photos and Other Reference Items

About Info Topics

An Info topic is text information that can be attached to a recipe or meal plan.   Info topics are a great place to put information that relates to several recipes or meal plans.

To get an idea of the kind of information that can be placed in a Info topic, open the Edit Reference window and look at some of the topic we have included.

To look at the Info topics in Micro Cookbook

1. Choose the Edit menu, then select References.

   The Edit References window appears.

2. Choose the Info tab.

   The Info tab moves to the front.

3. Select a topic from the list.

   The topic appears in the box at the right of the window.

See also

Photos and Other Reference Items

Attaching an Info Topic to a Recipe or Meal Plan

You can attach an existing Info topic or a new Info topic to any recipe or meal plan in Micro Cookbook.   After you attach a topic, view the recipe or meal plan you attached it to and choosing the Info button to see the topic.

To attach an existing Info topic to a recipe or meal plan

1. From the Recipe or Meal Plan Edit/Add window, choose the Extras button.

    The Reference Items window appears.

2. Choose the Info tab.

3. Choose All topics.

    A list of all topic names appears in the window.

4. Select the topic you want.

    The topic is shown in the box at the right of the window.

5. Choose the Attach button.

6. Choose the Close button when you are done.

    The Reference Items window closes.

7. Choose the Save button to save the recipe or meal plan.

To attach a new Info topic to a recipe or meal plan

1. From the Recipe or Meal Plan Edit/Add window, choose the Extras button.

    The Edit Reference window appears.

2. Choose the Info tab.

    The Info tab moves to the front.

3. Choose the Add button.

    The cursor appears in the Topic Name field.

4. Type the name of the topic you want to add.

5. Press the Tab key to move to the box below the Topic Name field.

6. Type the information you want.

7. Choose the Attach button when you are done.

8. Choose the Close button.

    The Attach Reference window closes.

9. Choose the Save button to save the recipe or meal plan.

See also
Photos and Other Reference Items

About Related Recipes and Meal Plans

Sometimes you may want to link recipes (or meal plans) that go together, like a pie crust and pie filling.

After you link several recipes, when you view the recipe, you can immediately jump to any of the linked recipes by choosing the Related toolbar button.

See also

Photos and Other Reference Items

Attaching a Related Recipe or Meal Plan

You can attach any recipe or meal plan in Micro Cookbook to any other recipe or meal plan.   There is no limit to the number of recipes or meal plans you can link.

To attach a related recipe or meal plan to a recipe or meal plan

1. From the Add/Edit Recipe or Meal Plan window, choose the Extras button.

    The Reference Edit window appears.

2. Choose the Related Items tab.

3. Select the kind of item you want to attach: Recipes or Meal plans.

    A list of all recipes or meal plans appears.

4. Select the item you want.

5. Choose the Attach button.

    The item name appears in the list at the right of the window.

6. Choose the Close button when you are done.

    The Reference Edit window closes.

7. Choose the Save button to save the recipe or meal plan.

See also
Photos and Other Reference Items

Removing a Reference Item from a Recipe or Meal Plan

When you remove a reference item from a recipe or meal plan, that item is no longer attached to that recipe or meal plan, however it is still available to other recipes and meal plans.   If you want to permanently delete the item from Micro Cookbook, see Deleting a Reference Item.

To remove a reference item from a recipe or meal plan
1. From the Add/Edit Recipe or Meal Plan window, choose the Extras button.

    The Attach Reference window appears.

2. Select the appropriate tab for the item you want to remove.

    That tab moves to the front.

3. From the list of attached items, select the one you want to detach.

4. Choose the Detach button.

    The item is removed from the list of attached items.

5. Choose the Close button.

6. Save the recipe or meal plan.

See also
Photos and Other Reference Items

Deleting a Reference Item

When you delete a reference item, that item is removed from all recipes and meal plans and then deleted from Micro Cookbook.

To delete a reference item

1. Choose the Edit menu, then select References.

2. Select the appropriate tab for the item you want to delete.

   That tab moves to the front.

3. From the list of items, select the one you want to delete.

4. Choose the Delete button.

   A message appears asking you if you want to delete the item.

5. Choose the Yes button.

6. The item is removed from all recipes and meal plans and deleted from the list.

Note: Because Related Items are actually other recipes and meal plan, you cannot delete them in the same way that you delete other reference items.   To permanently delete a recipe or meal plan, see Deleting a Recipe or Deleting a Meal Plan.

See also

Photos and Other Reference Items

Import

You may import any of the following formats into Micro Cookbook:

> CookWorks 1.0 text recipe (CWT)
> Micro Cookbook 5.0 Cookbook Database (OTM)
> Micro Cookbook 4.0 (DBF)
> ON THE MENU 1.2 Cookbook Database (OTM)
> ON THE MENU 1.0 Cookbook Database (MDB)
> CookWorks Electronic Books 1.0 (DBF)
> Meal Master v7.0 recipes
> Master Cook II recipes (MXP)

To import files

1. Select the File menu, then choose Import.

   The Import window appears.

2. Select the kind of file you want to import from the File Type list.

3. Choose the Browse button, and select the file you want to import.

   The names of the recipes in the file you selected appear in the Recipes Found window.

4. Select a chapter from the Import Into Chapter list.

   If you do not choose a chapter, the recipes will be placed in a chapter called Import.

5. Do one of the following:

<u>To import</u>	Do this
one or more recipes	Select the first recipe, then hold down the Ctrl key and select the rest of the recipes you want to import. Choose the Import Selected button.
a group of consecutive recipes	Select the first recipe, then hold down the Shift key and select the last recipe you want to import. Choose the Import selected button.
all the recipes in the list	Choose the Import All button.

   A message appears that asks if you want to import into the selected chapter.

6. Choose the Yes button.

   The recipes you selected are imported into the chapter you selected.

7. Choose the Close button when you are done.

See also
Export

Export

You may export recipes in Micro Cookbook to the following formats:

> CookWorks 1.0 text export format (CWT)
> Meal Master 7.0 (MM)
> MasterCook II (MXP)
> Text (TXT)
> Rich Text Format (RTF)

To export recipes

1. Select the File menu. then choose Export.

   The Export window appears.

2. Choose the Down Arrow button at the right of the Export File Type field, then select a file type from the list.

3. Do one of the following:

To export	Do this
to a new file	Type the path and name of the file you want to export in the File Name field.
to an existing file	Choose the Browse button, and select the file you want to export

4. Choose the Down Arrow button at the right of the Export From Chapter field, then select a chapter from the list.

   The recipes in that chapter appear in the Recipes Found list.

5. Do one of the following:

To export	Do this
one or more recipes	Select the first recipe, then hold down the Ctrl key and select the rest of the recipes you want to import. Choose the Export Selected button.
a group of consecutive recipes	Select the first recipe, then hold down the Shift key and select the last recipe you want to import. Choose the Export selected button.
all the recipes in the list	Choose the Export All button.

   The recipe(s) you selected are exported into the file you chose.

See also
Import

🖨 Printing

You can print recipes, meal plans and shopping lists from Micro Cookbook.

Printing a Recipe
Printing a Meal Plan
Printing a Shopping List
Printing from the Calendar
Printing a Chapter

Printing to a File
Printing to Index Cards

Print Preferences Window
Page Setup Window
Changing the View Font

Nutritional Information

Because more healthful eating is a top priority in this decade, Micro Cookbook provides comprehensive nutritional information to help you select a better diet.   These nutrients are calculated for each recipe and meal plan per serving: Calories, calories from fat, total fat, saturated fat, cholesterol, sodium, total carbohydrates, dietary fiber, protein, vitamin A, vitamin C, and iron.   Percentage of calories from fat, protein and carbohydrates is also displayed.

Daily Values

The nutrient content per serving is also shown as a percentage of Daily Value, according to the newest regulations by the Food and Drug Administration (FDA) and the United States Department of Agriculture (USDA).   These numbers reflect how a food fits into your overall daily diet, with 2000 calories per day established as a reference.

Daily Limits and Requirements

	Calories	2000	2500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholesterol	Less than	300mg	300mg
Sodium	Less than	2400mg	2400mg
Total Carbohydrates		300g	375g
Fiber		25g	30g

See also
More Nutrition Notes

More Nutrition Notes

▢   Where there is no size listed in recipes for various fruits and vegetables, medium-size is assumed.

▢   Some recipes, such as the stock recipes, list ingredients that are cooked to make the broth, but are not actually consumed.   Since all ingredients listed in a recipe are used to calculate nutrition, the   nutrition calculations will be considerably higher in Micro Cookbook. This will be true in recipes using marinades and salad dressings as well.

▢   Be aware that fried food recipes do not take into consideration the total percentage of fat absorbed during frying, therefore the fat calculations will be lower in Micro Cookbook. Most of the recipes for fried foods list oil without a specific quantity of measurement. Following is an explanation of how Micro Cookbook calculates these ingredients.

Sometimes a recipe ingredient has no quantity or measurement associated with it.   For example, when the ingredient is included for greasing pans or adding flavor to taste.   So that the nutrition calculation for the recipe will be more accurate, Micro Cookbook automatically includes a base amount of the ingredient.   Below are ingredients and the amount the software assigns to them:

INGREDIENT (with no measurement)	AMOUNT ASSUMED IN Micro Cookbook
butter, margarine, spreads	1 Tablespoon (13.5 grams)
oils	1 Tablespoon (14 grams)
sugar	1 Tablespoon (12 grams)
confectioner's sugar	1 Tablespoon (6 grams)
grated parmesan cheese	2 Tablespoons (16 grams)
soy sauce	1 Tablespoon (14 grams)
salt and seasoning salts	3/4 teaspoon (3 grams)
black and white peppers	scant 1/4 teaspoon (1 gram)
hot pepper sauces	1/4 teaspo(1.5 grams)

Reference Charts

Weight/Volume Equivalents Chart

When you create a new ingredient in Micro Cookbook, if you want to use that ingredient with whole and volume units of measure (instead of just weight), you must enter values in the Weight/Volume Equivalents.

The new Nutrition Facts on packaged foods give servings sizes in both volume and metric weight which make it simple to calculate the Weight/Volume Equivalent.

For ingredients that you use as whole items (a package of baking yeast, or an envelope of dry soup mix):

1. Multiply the number of grams (next to the Serving Size) x **Number of Servings** (in the jar, can, package, etc.).

2. Enter the number you get in the "1 whole =" field of the Weight/Volume Equivalents section.

For ingredients that you use with volume measurements (1 teaspoon, 2 tablespoons, 1 cup, etc.):

1. Multiply the Serving Size (in grams or milliliters) by the appropriate number in the chart below.

   Example: If the Serving Size is shown as 1 Tablespoon (14g), you would multiply 14g by 16 to find the number of grams in 1 cup of the ingredient.

If Serving Size is:	multiply the number of grams/milliliters by:
1 tablespoon	**x** 16
2 tablespoons	**x** 8
3 tablespoons	**x** 5.3
1/4 cup	**x** 4
1/3 cup	**x** 3
1/2 cup	**x** 2
3/4 cup	**x** 1.75
1 cup	**x** 1

2. Enter the number you get in the "1 cup =" field in the Weight/Volume Equivalents section.

Converting Percentages to Actual Nutrient Values

On new food labels, many nutrient values are given as percentages of the recommended Daily Value (%DV).   When you enter a new food into Micro Cookbook, it may be necessary to convert some nutrients from percentages to actual values.

To convert nutrient percentages to actual values
* Multiply the nutrient %DV by the appropriate number in the RDI column below.

Nutrient	RDI*
Protein	50 g
Fat	65 g.
Saturated Fat	20 g.
Cholesterol	300 mg.
Carbohydrates	300 g.
Sodium	2400 mg.
Vitamin A	5000 IU
Vitamin C	60 mg.
Iron	18 mg.
Fiber	25 g.

*For a 2,000 Calorie diet

Example:

The following label shows that one servings of the food item contains 2% of the Daily Values for Iron.

To convert this number, multiply the **%DV** (.02) by the **RDI** (18 mg.) to get the actual amount of Iron in one serving of the food item.

.02 x 18 mg. = .36 mg.

One serving of the food item contains .36 mg. of Iron.

Liquid and Dry Measure Equivalents

Note: All measures are level.

Pinch or dash = less than 1/8 teaspoon
3 teaspoons = 1 tablespoon
2 tablespoons = 1 fluid ounce = 1/4 deciliter (liquid), 30 grams (dry)
1 jigger = 1 1/2 fluid ounces = 3 tablespoons
4 tablespoons = 1/4 cup
5 tablespoons + 1 teaspoon = 1/3 cup
8 tablespoons = 1/2 cup = 4 ounces = 1 deciliter
10 tablespoons + 2 teaspoons = 2/3 cup
12 tablespoons = 3/4 cup
16 tablespoons = 1 cup
1 cup = 8 fluid ounces
2 cups = 1 pint = 1/2 quart = 1 pound = 1/2 liter(liquid), 450 g. (dry)
4 cups = 2 pints = 1 quart = 32 ounces = 1 liter
1 quart = 32 fluid ounces
16 cups = 4 quarts = 1 gallon = 128 ounces = 3 3/4 liters

Dry Weights:
4 ounces = 1/4 pound
8 ounces = 1/2 pound
16 ounces = 1 pound
8 quarts = 2 gallons (dry measure) = 1 peck = 7 1/4 kilograms
4 pecks = 1 bushel

Fractional Measures:
1/2 of 1/4 cup = 2 tablespoons
1/2 of 1/3 cup = 2 tablespoon + 2 tsp.
1/2 of 3/4 cup = 1/4 cup + 2 tablespoons
1/3 of 1/4 cup = 1 tablespoon + 1 tsp.
1/3 of 1/3 cup = 1 tablespoon + 2 1/3 tsp.
1/3 of 1/2 cup = 2 tablespoons + 2 tsp.
1/3 of 2/3 cup = 3 tablespoons + 1 2/3 tsp.
1/3 of 3/4 cup = 1/4 cup

British Equivalents:
4 gills = 1 pint
1 pint = 2 1/2 US cups = 20 fluid ounces
1 cup = 20.8 US tablespoon = 10 fluid ounces
1 tablespoon = 4/5 US tablespoon

Metric Conversion Chart

To convert measurements into their equivalents in another system, use these factors:

ounces to grams	multiply ounce figure by 28.3 to get number of grams
grams to ounces	multiply gram figure by .0353 to get number of ounces
pounds to grams	multiply pound figure by 453.59 to get number of grams
pounds to kilograms	multiply pound figure by 0.45 to get number of kilograms
ounces to milliliters	multiply ounce figure by 30 to get number of milliliters
cups to liters	multiply cup figure by 0.24 to get number of liters
Fahrenheit to Celsius	subtract 32 from the Fahrenheit figure, multiply by 5, then divide by 9 to get Celsius figure
Celsius to Fahrenheit	multiply Celsius figure by 9, divide by 5, then add 32 to get Fahrenheit figure
inches to centimeters	multiply inch figure by 2.54 to get number of centimeters
centimeters to inches	multiply centimeter figure by .39 to get number of inches

Ingredient Substitutions

Recipe item	Amount	Substitution
Baking powder	1 t.	1/4 t. baking soda + 1/2 t cream of tartar 1/4 t. baking soda + 1/2 c buttermilk or sour milk (to replace 1/2 c of the liquid)
Bread crumbs, fine	1 c	3/4 c fine cracker crumbs
Butter	1 lb.	14 oz hydrogenated shortening + 1t salt 14 oz lard + 1 t salt 14 oz (1 3/8 c) oil + 1 t salt
Buttermilk	1 c	1 T lemon juice or vinegar+enough whole milk to make 1 c (let stand 5 minutes before using) or 1 cu unflavored yogurt
Cayenne pepper	1/8 t	3 -4 drops liquid hot red pepper seasoning
Celery, fresh, chopped	8 oz	4 oz celery flakes, dry
Chocolate	1 oz	3 T cocoa + 1 T (1/2 oz) fat (1 square)
Cocoa	3 T	1 oz chocolate, Reduce fat in recipe by 1 T
Cornstarch	1 T 1 oz 1T 1 oz	2 T flour, all-purpose 2 oz flour, all-purpose 2 t waxy maize starch 3/4 oz waxy maize starch
Cream 18-20%	1 c	7/8 c milk + 3 T fat
36-40%	1 c	1/4 c milk + 1/3 c fat
Eggs	1 yolk	1 1/2 T stirred yolks
	1 white	2 T stirred whites
	1 med.	3 T mixed broken yolks and whites

for thickening	1 egg	egg 2 yolks
for baking	1 egg	egg 2 yolks + 1 T cold water
Flour, all-purpose	1 c	1 1/2 c bread flour
		1 c + 2 T cake flour
		1 c rye flour
		1 c whole wheat flour
		7/8 c cornmeal
		1 c rolled oats
Flour, cake	1c	1c less 2 T all-purpose flour
Flour (thickening)	1 T	1/2-3/4 T cornstarch or waxy maize starch
		1 T quick-cooking tapioca
	2 1/2 T	1 T arrowroot
	1 oz	3 1/2 whole eggs (5 1/2 oz)
		7 egg yolks (4 1/2 oz)
		1 1/3 oz quick-cooking tapioca
		2/3 oz cornstarch
		1/2 oz waxy maize starch
		3/4 oz bread crumbs
Garlic	1 med. clove	1/8 t garlic powder, 1/2 t garlic, minced, dry 1/2 t garlic salt
Green peppers, fresh, chopped	8 oz	1 oz green pepper flakes, dry
Honey	1 c	1 1/4 c granulated sugar + 1/4 c liquid
Milk, fluid, whole	1 c	1 oz (1/3 c) nonfat dry milk + water to make 1 c + 1 T fat (optional)
		1/2 c evaporated milk + 1/2 c water
		1 c skim milk + 2 t melted butter
	1 qt	4 oz (1 1/3 c) nonfat dry milk + water to make 1 qt + 1 1/4 oz fat (optional)
Milk, sour	1 c	1 T vinegar or lemon juice

		+ sweet milk to make 1 c To substitute buttermilk or sour milk for sweet milk, add 1/2 t baking soda and decrease baking powder by 2 t per cup of milk.
Onions, fresh chopped	8 oz	1 oz dry onions, chopped or minced
Parsley, fresh, chopped	8 oz	3 oz parsley flakes, dry
Prunes, pitted, minced or dates	1/2 c	1/2 c seedless raisins or dried currants
Soup stock	1 gal	3 oz concentrated soup base + 1 gal water (commercial products may vary in strength; follow manufacturer's directions)
Tapioca, quick-cooking	1 T	1 T all-purpose flour (for thickening)
Yeast, active dry	1/4 oz (1 pkg.)	1 cake compressed
	1 oz	2 oz compressed.

Herb and Spice Substitutions

Because a number of herbs and spices taste somewhat the same, the following can be interchanged in a pinch (substitute measure for measure):

Herbs:

Basil and Oregano   Caraway and Anise
Chervil and Parsley   Chervil and Tarragon
Fennel and Tarragon   Fennel and Anise
Oregano and Marjoram   Sage and Thyme
Celery Seeds and Minced Celery Tops

Spices:

Allspice and equal parts of Cinnamon, Cloves and Nutmeg
Chili Peppers and Cayenne
Commercial Curry Powder and Homemade Curry Powder
Nutmeg and Mace

To make adjustments in recipes for quantity, follow these guidelines:

Quantity Being Made	Herb and Spice Adjustment
2 times the recipe	Use 1 1/2 times the amount called for
3 times the recipe	Use 2 times the amount called for
4 times the recipe	Use 2 1/2 times the amount called for

Standard Can Sizes

Can	Amount
8 Z	1 cup
Picnic No. 1-East	1 1/4 cup
12 ounce	1 2/3 cups
No. 300	1 3/4 cups
No. 1 tall	2 cups
No. 2	2 1/2 cups
No. 2 1/2	3 1/2
No. 3	4 cups
No. 3 squat	2 3/4 cups
No. 5	7 1/3 cups
No. 10	13 cups
No. 1 square	1 pound
No. 2 1/2 square	31 ounces

Beef Roasting Chart

Cut	Oven Temp.	Internal Temp.	Cooking Time
Rib eye, boneless 3 pounds	350°	130° - rare 140° - med.	12-13 min. per pound for rare
Rib, bone in 4 - 6 pounds (low heat method)	300°	130° - rare 140° - med.	25 min. per pound for rare
Shell, boneless 5 1/2-6 1/2 pounds	500° for 20 min., then 375°	130° - rare 140° - med.	8-10 min. per pound for rare
Tenderloin 3 - 3 1/2 pounds	425° for 15 min., then 350°	130° - rare 140° - med.	11-12 min. per pound for rare
Brisket, first cut 5 - 6 pounds	375°		30-35 min. per pound

Roasting times are based on meat at room temperature.
Allow roast beef to rest 15 minutes before carving; internal temperature will rise 5 to 10°.

Pork Roasting Chart

Cut_____	Oven Temp.	Internal Temp.	Cooking Time___
Loin, unstuffed or stuffed, 3-5 pounds	350°	150-160°	20-22 min. per pound
Crown roast, stuffed, 6-10 pounds	350°	150-160°	20-22 min. per pound
Fresh whole ham, 10-14 pounds	325°	150-160°	20-22 min. per pound
Pork ribs, 3-4 pounds	350°		30 min. per pound
Ham, fully cooked, bone in, 12-14 pounds	350°	130-140°	10-12 min. per pound

Roasting times are based on meat at room temperature.
Allow roast pork and ham to rest 15 minutes before carving; internal temperature will rise 5 to 10°.

Poultry Roasting Chart

Type of Bird	Oven Temp.	Roasting Time
Capon, 5-7 pounds	325°	1 3/4-2/1/2 hours
Chicken, whole (choose broiler-fryer or roasting chickens)		
2 1/2-3 pounds	375°	1-1 1/4 hours
3 1/2-4 pounds	375°	1 1/4-1 3/4 hours
4 1/2-5 pounds	375°	1 1/2-2 hours
5-6 pounds	325°	1 3/4-2 1/2 hours
Cornish game hen, 1-1 1/2 pounds	375°	1-1 1/4 hours
Duckling, domestic, 3-5 pounds	375°	1 3/4-2 1/4 hours
Goose, domestic		
7-8 pounds	350°	2 -2 1/2 hours
8-10 pounds	350°	2 1/2-3 hours
10-12 pounds	350°	3-3 1/2 hours
Pheasant, 2-3 pounds	350°	1 1/2-1 3/4 hours
Quail, 4-6 ounces	375°	30-50 minutes
Squab, 12-14 ounces	375°	45-60 minutes
Turkey, boneless whole		
2 1/2-3 1/2 pounds	325°	2-2 1/2 hours
4-6 pounds	325°	2 1/2-3 1/2 hours
Turkey, unstuffed*		
6-8 pounds	325°	3-3 1/2 hours
8-12 pounds	325	3-4 hours

12-16 pounds	325°	4-5 hours
16-20 pounds	325°	4 1/4 -5 hours
20-24 pounds	325°	5-6 hours
Turkey breast, whole		
4-6 pounds	325°	1 1/2-2 1/4 hours
6-8 pounds	325°	2 1/4-3 1/4 hours
Turkey drumstick, 1-1 1/2 pounds	325°	1 1/4-1 3/4 hours
Turkey thigh, 1 1/2-1 3/4 pounds	325°	1 1/2-1 3/4 hours

*Allow 30 to 45 minutes more roasting time for stuffed birds.

POULTRY TALK
Call the U.S. Department of Agriculture's Meat and Poultry Hot Line for answers to your poultry questions.   The toll-free number is 1-800-535-4555.   (In the Washington, D.C., area call 447-3333.)   Calls are taken from 10 a.m. to 4 p.m. eastern time, with hours usually extended around Thanksgiving.

Veal Roasting Chart

Cut_____	Oven Temp.	Internal Temp.__	Cooking Time___
Rib, 4 - 6 pounds	350°	165-170°	20-25 min. per pound
Loin, bone in, 4-6 pounds	350°	165-170°	20-25 min. per pound
Loin, boned and rolled, 3-5 pounds	350°	165-170°	25-28 min. per pound
Breast, stuffed 6 1/2-7 1/2 pounds	350°	165-170°	20-25 min. per pound

Roasting times are based on meat at room temperature.
Allow roast veal to rest 15 minutes before carving; internal temperature will rise 5 to 10°.

Troubleshooting Tips

If You Encounter Problems During Installation

Error messages
Permission Denied Message
Unable to Create File Buffers Message

Miscellaneous
Compacting a Cookbook File
Repairing a Cookbook File
Open Window Appears When You Start the Program

Photos
Improving Photo Display Quality
Photos are Slow to View Using 16 Color Display

If You Encounter Problems During Installation

If you encounter a problem during installation, you can manually install all or part of Micro Cookbook from the CD-ROM.

Choose one of the following:

[Manually Installing ODBC](#)
[Manually Installing the Entire Micro Cookbook Program](#)

Manually Installing the Entire Micro Cookbook Program

To install the entire Micro Cookbook program

1. Restart Windows.

2. Copy Micro Cookbook to your hard disk.   See <u>Copying Micro Cookbook to Your Hard Disk</u> for instruction.

3. Install ODBC.   See <u>Manually Installing ODBC</u> for instructions.

4. Create a CB5.INI file.   See <u>Creating the CB5.INI File</u> for instructions.

If you are not able to run Micro Cookbook after following these steps, please see <u>How to Contact Us</u> for Technical Support.

Copying Micro Cookbook to Your Hard Disk

To copy the CB5 directory from the CD-ROM to your hard drive:

1. Place the Micro Cookbook CD-ROM into your CD drive.

2. Exit to a DOS prompt.

3. Make a directory named CB5 on the drive where you want to install Micro Cookbook.

   Example: From the C:\ prompt, type MD CB5 to create an CB5 directory on your C:\ drive.

4. Type **XCOPY D:\COOKWORKS\CB5\ C:\CB5 /S** and press Enter (where D: the letter of your CD drive and C: is the letter of the destination drive).

   The Micro Cookbook files are copied to the drive you specified.

   Now you are ready to install ODBC

See also

Manually Installing ODBC

Manually Installing the Entire Program

Manually Installing ODBC

If any application uses ODBC *before* you attempt to install Micro Cookbook, Setup is unable to install ODBC.   Applications that use ODBC include Microsoft Word 6.0, Microsoft Excel 5.0 and Microsoft Access, among others.

The first thing you should try is to restart Windows and then run Setup before running any other applications.   Make sure that you do not have a program in your Startup Group that uses ODBC.

If the Setup program is still unable to install ODBC, you can manually install ODBC from the ODBC directory on the CD.

To install and configure ODBC
1. Exit to a DOS prompt.
2. Type **D:** (or the letter of your CD-ROM drive) and press Enter.
3. Type **CD\ODBC** and press Enter.

    The prompt changes to D:\ODBC>.
4. Type **COPY *.* C:\WINDOWS\SYSTEM** and press Enter.

    Note: If Windows is not located on drive C: substitute that letter in the above line.

    All the files from this directory are copied to your \WINDOWS\SYSTEM directory.
5. Type **CD\INI** and press Enter.

    The prompt changes to D:\ODBC\INI>.
6. Type **COPY *.* C:\WINDOWS** and press Enter.

    Note: If Windows is not located on drive C: substitute that letter in the above line.

    All the files from this directory are copied to your \WINDOWS directory.
7. Return to Windows.
8. Start Micro Cookbook.

    Your program should now operate properly.

See also
Creating the CB5.INI File
Manually Installing the Entire Program

Creating the CB5.INI File

The CB5.INI file tells Micro Cookbook where different files are located.   When you install Micro Cookbook, this file is automatically created.   If you install Micro Cookbook manually however, you will want to create an CB5.INI file so you can access the photos that are located on the CD-ROM .

Here is an example of what your CB5.INI might look like:

    [FAVORITE]
    DataPath=C:\CB5\FAVORITE
    MediaPath=D:\MEDIA

To create your CB5.INI
1. Open a text editor or a program such as Notepad (which should be located in your Accessories Group in Program Manager).

2. Type **FAVORITE** surrounded by brackets, on the first line.   Make sure you use brackets [], not parentheses().

    The first line should look like this:

    [FAVORITE]

3. Type **DataPath=C:\CB5\FAVORITE** on the second line (where **C** is the letter of the hard drive where you copied CB5).

    The second line should look like this:

    DataPath=C:\CB5\FAVORITE

4. Type **MediaPath=D:\MEDIA** on the third line (where D is the letter of your CD-ROM drive).

    The third line should look like this:

    MediaPath=D:\MEDIA

5. Select the File menu and choose Save As.

    The Save As window appears.

6. Type **C:\WINDOWS\CB5.INI** in the File Name box (where **C** is the letter of the drive that contains your Windows directory).

7. Choose the OK button.

    The CB5.INI file is saved to your Windows directory.

    When you open Micro Cookbook the photos will be available.

See also
Manually Installing the Entire Program

Improving Photo Display Quality

The photographs in Micro Cookbook will automatically adjust to display modes ranging from 16 colors to 16 million colors.   Depending on your video card and the display driver you have selected in Windows Setup, you may be able to increase the number of colors that are displayed and therefore increase the quality of the photographs.

Today, most video cards (video boards) are capable of displaying 256 colors (8 bit), while certain newer cards have the ability to display up to 16 million colors (24 bit or True Color).   However, some older video cards can only display 16 colors. If you are unsure about the capabilities of your particular video card, we suggest you contact the manufacturer of the card,r your dealer.

Photos are Slow to View Using 16 Color Display

If at all possible, we strongly recommend that you run Windows in a 256 color (or higher) display mode.   Not only will Micro Cookbook photos display quality be greatly improved, but the photos will display **much more quickly** in 256 color display than in 16 color display.

Today, most video cards (video boards) are capable of displaying 256 colors (8 bit), while certain newer video cards have the ability to display up to 16 million colors (24 bit or True Color).   However, some older video cards can only display 16 colors. If you are unsure about the capabilities of your particular video card, we suggest you contact the manufacturer of the card, or your omputer dealer.

Permission Denied Message

If you receive the message "Permission denied," this indicates that SHARE.EXE is not properly configured for use with Micro Cookbook..   Add the following line to the beginning of your AUTOEXEC.BAT file:

SHARE /L:500 /F:5100

You must REBOOT YOUR COMPUTER before the change will take effect.

Note: SHARE.EXE must be in the DOS path or you must specify the path (drive and directory)to SHARE.EXE in the above line.

Unable to Create File Buffer Message

The "Unable to create file buffer" message indicates that the Micro Cookbook's ODBC database is unable to create temporary files.

Check the following:

1. Ensure you have <u>at least</u> 2 MB of free disk space before you run Micro Cookbook.

2. Ensure you have a TEMP environment variable set in your AUTOEXEC.BAT file.   It should look something like this:

   SET TEMP=C:\TEMP

Once you have established that the TEMP variable is being set, you must make sure the TEMP directory actually exists.   Using the above example, you should have a directory called C:\TEMP.

If you add the SET TEMP=C:\TEMP line to your AUTOEXEC.BAT file, you must REBOOT YOUR COMPUTER before the change will take effect.

Open Window Appears When You Start the Program

If the Open window appears when you start Micro Cookbook, then you must tell Micro Cookbook where the cookbook database file is located.   Cookbook databases always end with the extension .OTM.

The cookbook included with Micro Cookbook is called FAVORITE.OTM and is located in the FAVORITE directory under the OTM directory.   Double-click on the FAVORITE directory and then double-click again on the FAVORITE.OTM file.   The program will start normally and will remember which cookbook it was using.

How to Contact Us

You can contact us through any of the following methods:

Phone: (707) 523-0400
9:00 AM to 5:00 PM   Pacific Time, Monday - Friday.

Fax: (707) 523-0469

Write to: Pinpoint Publishing,
PO Box 7329
Department T
Santa Rosa, CA 95407

CompuServe: 76244, 123

MCI Mail ID: 245-8579

Pinpoint BBS: 707-523-0468
Settings 1200-9600 Baud, 8-1-N
Supports ZMODEM, XMODEM and YMODEM file transfers

Printing a Chapter

You can print all the recipes in a chapter when you are in the Contents window.

To print all the recipes in a chapter

1. Choose the Contents toolbar button.

   The Contents window appears.

2. Select the chapter you want to print.

   You must select an actual chapter, you cannot print All Recipes, All Meal Plans or All Categories.

3. Select the File menu, then choose Print Chapter.

   All the recipes in the chapter you selected are printed.

See also

Printing
Printing a Recipe

Printing to Index Cards

You can print any of the recipes in Micro Cookbook on index cards.   Depending on the size of the recipe, it may be necessary to adjust the font size or the page margins to get the results you want.   Because index cards can be expensive, we suggest that you first try a test print on regular paper.

To change the paper size to index cards
1. Select the File menu, then choose Page Setup.

2. From the Paper Size list, select the index card type and size you want.   You may also want to adjust the margins.

3. Choosehe OK button when you are done.

4. Choose the Print toolbar button.

Note: The dot matrix index card selections will not work for a laser or similar printer. Use the Avery index card selections.

See also
Changing the View Font
Printing

Printing to a File

Printing to a file is a simple way of exporting recipes, meal plans or your shopping list to a format that you can open in virtually any word processor or desktop publishing program.

Micro Cookbook can print to these text formats

> **TXT** (text only)
>
> **RTF** (Rich Text Format)

If your word processor can read RTF files and you would like to keep the font attributes; size, spacing, etc. then export to the RTF format.

To print a recipe, meal plan or shopping list to a file

1. In the Print window, select the Print to File check box.

2. Choose the OK button.

   The Print to File window will appear.

3. Select the kind of file you want from the Select File Type list.

4. Enter the file name with an extension (.TXT or .RTF) and choose the directory where you want to save the file.

5. Choose the OK button.

   The file will be created in the directory you chose.

See also

Printing

Contents Window

If you know the name of the recipe or meal plan you are searching for, or would just like to browse through a list of recipes and meal plans, then the Contents window is a great place to start.

Contents list
Select a chapter, All Recipe, All Meal Plans, or All Categories to display a list of items in the right hand list.

Sorted By
Select the down arrow button at the right of the field, and then select a sort method from the list.   Sorting only works for recipes.

List of items
Recipes, meal plans and categories appear in this list.

Recipe icon

Meal Plan icon

Category icon
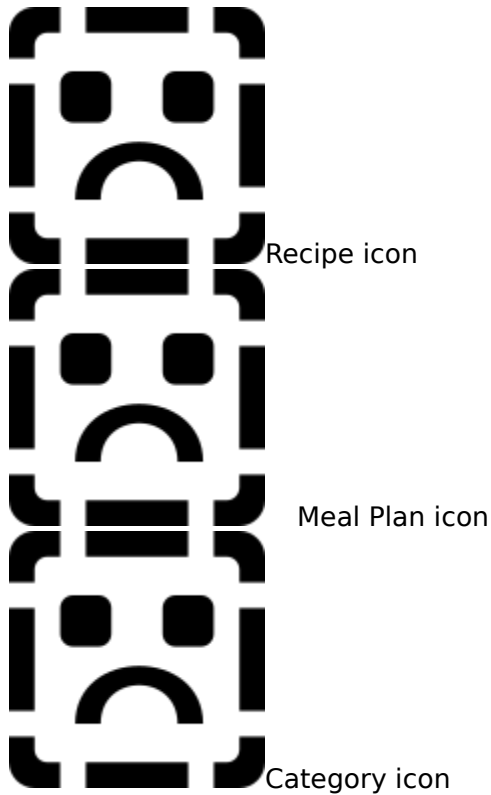
View button
Views the selected recipe, meal plan or category.

Back button
Returns to the previous window.

See also
Finding Recipes
Sorting Recipes

Recipe View Window

Recipe View
The current recipe is show in the box at the left of the window.

Info box
The smaller box at the right of the Recipe View can display nutritional information, photos, or reference information for the current recipe.

Nutrition button
Choosing the Nutrition button displays nutritional analysis of the current recipe in the Info box. The Nutrition button stays chosen until another button (Photo or Info) is chosen.

Photo button
Displays a photo in the Info box. If no photo is available for the current recipe, a standard photo will be shown. The Photo button stays chosen until another button (Nutrition or Info) is chosen.

Info button
Displays reference information for the current recipe in the Info box.   If no reference information is available, the button will be unavailable. The Info button stays chosen until another button (Nutrition or Photo) is chosen.

Previous button (<)
Choose < to view the previous recipe *from the Recipe List*.

Next button (>)
Choose > to view the next recipe *from the Recipe List*.

Edit button
Select the Edit button to edit the current recipe

View button
This button is unavailable in the Recipe View window.

Back button
Choose the Back button Returns to the previous window.

See also
Changing the Number of Servings for a Recipe
Editing a Recipe
Printing a Recipe

Meal Plan View Window

Meal Plan View
The current meal plan is show in the box at the left of the window.

To view a recipe in a meal plan

Select the recipe and choose the View button
Or, double-click on the recipe name.
If you wish to return to the Meal plan View window after viewing a recipe, choose the Back button.

Note: Items in the Meal Plan View shown in *italics* are extra items, not recipes.   Extra items will not print, nor can you "view" them.   They are usually simple items like rice, steamed vegetables or green salad that you do not need a recipe to prepare.

Info box
The smaller box at the right of the Meal Plan View can display nutritional information, a photo or reference information for the current recipe.

Nutrition button
Choose Nutrition button to see the nutritional analysis of the current meal plan in the Info box. The Nutrition button stays chosen until another button (Photo or Info) is chosen

Photo button
Displays a photo in the Info box. If no photos are available for the current meal plan, a standard photo will be shown. The Photo button stays chosen until another button (Nutrition or Info) is chosen.

Info button
Displays reference information for the current meal plan in the Info box.   If no reference information is available, the button will be unavailable. The Info button stays chosen until another button (Nutrition or Photo) is chosen

Previous button (<)
Choose < to view the previous meal plan *from the Meal Plan List.*

Next button (>)
Choose > to view the next meal plan *from the Meal Plan List.*

Edit button
Select the Edit button to edit the current meal plan.

View button
Views the selected recipe..

Back button
Returns to the previous window.

See also
Changing the Number of Servings for a Meal Plan
Editing a Meal Plan
Printing a Meal Plan
Viewing a Recipe in a Meal Plan

Recipe List Window

Recipe List
The list of available recipes is show in the box at the left of the window.

To view a recipe from the list

Select the recipe you want to look at and choose the View button.
Or, double-click on the recipe you want to look at.

Info box
The smaller box at the right of the Recipe View can display nutritional information, a photo, or reference information for the current recipe.

Nutrition button
Displays nutritional analysis of the current recipe in the Info box.   The Nutrition button stays chosen until another button (Photo or Info) is chosen.

Photo button
Displays a photo of the current recipe in the Info box. If no photo is available for the current recipe, a standard photo will be shown. The Photo button stays chosen until another button (Nutrition or Info) is chosen.

Info button
Displays reference information for the current recipe in the Info box.   If no reference information is available, the button will be unavailable. The Info button stays chosen until another button (Nutrition or Photo) is chosen.

View button
Displays the contents of the selected recipe.

Back button
Returns to the evious window.

Meal Plan List Window

Meal Plan List
The list of available meal plans is show in the box at the left of the window.

To view a meal plan from the list
Select the meal plan you want to look at and choose the View button.
Or, double-click on the meal plan you want to look at.

Info box
The smaller box to the right of the Meal plan List can display nutritional information, a photo, or hints and tips information for the current meal plan.

Nutrition button
Displays nutritional analysis of the current meal plan in the Info box. The Nutrition button stays chosen until another button (Photo or Info) is chosen.

Photo button
Displays a photo of the current meal plan in the Info box. If no photo is available for the current meal plan, a standard photo will be shown. The Photo button stays chosen until another button (Nutrition or Info) is chosen.

Info button
Displays reference information for the current meal plan in the Info box.   If no reference information is available, the button will be unavailable. The Info button stays chosen until another button (Nutrition or Photo) is chosen.

View button
Displays the contents of the selected meal plan.

Back button
Returns to the previous window.

See also
Creating a Meal Plan
Editing a Meal Plan

Shopping List Window

When you add recipes and meal plans to a shopping list, the ingredients appear in the Shopping List window.   You may edit, sort and print a shopping list from this window.

Title
Type the name of the shopping list you want to open, or type the name of a new shopping list. Select the down arrow button at the right of the Title field to display a list of saved shopping lists.

Summary of Ingredients
The list window shows a summary of ingredients from the recipes (and meal plans) that are included in the shopping list.

Sort by:
Select the way that you want the shopping list to sort: By Ingredient Name, Recipe, or Store Section.

Store Sections
Opens the Assign Store Section window where you can create Stores and rearrange Store Sections.

Frequent Items List button
Displays Frequent Items list, where you can add, edit, or delete items. See Using the Frequent Items List.

Add Frequent Items checkbox
Adds the Frequent Items List to the shopping list.

Pantry Items List button
Displays the Pantry Items List, where you can add, edit or delete items.   See Using the Pantry List .

Remove Pantry Items checkbox
Removes items that are in the Pantry Items List from the shopping list.

Include Recipe Names checkbox
Displays the names of the recipes that are part of the shopping list.

Include Detailed Items List
Displays a list of each individual ingredient and its source recipe, below the Summary of Ingredients.

Include Unassigned Store Sections
Available only when sorting by Stores.   Displays any store sections that are not part of the current Store, at the bottom of the list.

Edit Item button
Changes the quantity, measurement or ingredient for the selected item in the shopping list.   Only available for items in the Detailed List.

Delete Item button
Deletes the selected ingredient, or recipe from the shopping list.

Save button

Saves the current shopping list.

Clear button
Removes all items (except for Frequent Items) from the shopping list.

Back button
Returns to the previous window.

See also
Creating a Shopping List

Frequent Items List

The Frequent Items List contains those items that you want to always or almost always appears on the shopping list.   Things like milk, butter and bread are items that you might want to add to the Frequent Items List.

Frequent Items List
Check the items that you want to appear on the shopping list.   If you do not want an item to appears on the shopping list, remove the check.

Edit button
Edits the selected item.

Delete button
Removes the selected item.

New button
Adds a new item.

Toggle button
Selects or deselects the highlighted item in the Frequent Items List.

Print button
Prints the contents of the list.

OK button
Saves any changes and closes the window./

Cancel button
Closes the window without saving changes.

Help button
Displays Help for the Frequent Items List.

See also
Using the Frequent Items List

Pantry Items List

The Pantry Items List contains ingredients that you do not want to appear on the shopping list.   You can add ingredients from the shopping list to the Pantry List or type them in the Pantry List.

Pantry Items List
Check the items that you want to be removed from the shopping list.   If you do not want an item to be removed from the shopping list, remove the check.

Edit button
Edits the selected item.

Delete button
Removes the selected item.

New button
Adds a new item.

Toggle button
Selects or deselects the highlighted item in the Pantry Items List.

Add to shop
Adds the selected item to the current shopping list.

Print button
Prints the contents of the Pantry list.

OK button
Saves any changes and closes the window.

Cancel button
Closes the window without saving changes.

Help button
Displays Help for the Pantry Items List.

See also
Using the Pantry List

Calendar Window

After you add recipes or meal plans to the Calendar, select one or more days on the calendar.   The items on that day are displayed in the list at the right side of the window.

Calendar

Month
Click on the arrows at either side of the month to move to the next or previous month.

Year
Click on the arrows at either side of the year to move to the next pr previous year.

Days
Select a day or a range of days.

Details list
A list of all the items on the day(s) you select appears in this list.

Add to Shopping button
Adds the items on the selected day(s) to a shopping list.   See Adding Calendar Items to a Shopping List .

Make Meal Plan button
Adds the items on the selected day(s) to a new or existing meal plan.   See Creating a Meal Plan from the Calendar.

Show Nutrition/Show Calendar button
Displays an average nutritional summary for the selected day(s) in the Details list. When nutrition is shown in the Details list, the button changes to Show Calendar.   See Viewing Nutrition for Days on the Calendar

Print button
Prints a list of items from the selected day(s).   See Printing from the Calendar.

Delete button
Removes all items from the selected day(s).

Close button
Closes the Calendar window.

Help button
Displays Help for the Calendar window.

See also
Adding a Meal Plan to the Calendar
Adding a Recipe to the Calendar
Editing the Calendar

Changing the View Font

You can change the font that is used in the View windows.   The font that you select for the View windows, is also used on your printouts.   If you want to change the format of your printouts, use the different Recipe Printing Templates in the Print Preferences window.

To change the View font

1. Select the View menu, then choose Font.

    The Font window appears.

2. Select the font, size and style that you want.

3. Choose the OK button.

    The next time you view a recipe or meal plan, the you will see the new font.

Note: If you are viewing a recipe or meal plan, when you change the font, the changes you make will not be apparent until you view another recipe or meal plan.

See also

Printing

Recipe Category Index

Category List
Shows the available categories.   Select a category from the list to see the subcategories or recipes that are attached to that category.

View button
Views the selected category.   If the category has subcategories below it, you will see a list of those subcategories.   If the category is attached to recipes, you will see a list of those recipes.

Back button
Returns to the previous window.

See also

Attaching a Category to a Recipe or Meal Plan

Meal Plan Category Index

Category List
Shows the available categories.   Select a category from the list to see the subcategories or recipes that are attached to that category.

View button
Views the selected category.   If the category has subcategories below it, you will see a list of those subcategories.   If the category is attached to meal plans, you will see a list of those meal plans.

Back button
Returns to the previous window.

See also
Attaching a Category to a Recipe or Meal Plan

Select Meal Plan Window

Select the meal plan you want to view, or type the name of a meal plan you want to create.

Select Meal Plan options:

Meal Plan field
Choose the Down Arrow button at the right of the field, then select a meal plan that you want to view.   If you want to create a meal plan, type the name of a meal plan that you want to create.

OK button
Views the meal plan you selected, or creates and views the new meal plan you typed.

Cancel button
Closes the window without viewing or creating a meal plan.

See also
Creating a Meal Plan
Viewing a Meal Plan

$# **Printing a Help Topic**

To print the current Help topic

Select the File menu in Help, then choose Print Topic.

Note: For more information about Help, choose How to use Help fromthe Help menu.

$# **About Micro Cookbook**

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$# **Bibliography of Nutrition Sources**

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Nutrition Almanac Third Edition/ Nutrition Search, Inc. , John D. Kirschmann, director; Lavon J. Dunne - C 1990, 1984, 1979, 1975, 1973   McGraw-Hill Paperback edition

Changing the Print Preferences

You can change recipe and menu print options, or select a different recipe Printing Template.

To change the Print Preferences

1. Select the View menu and choose Preferences

2. Select the options you want.

3. Choose the OK button.

See also

Printing
Print Preferences Window

Print Window

Print options:

Printer
Specifies the Default Printer.   Choose the Setup button or go to the Control Panel to change the printer.

Print Range
Only the ALL option is available in Micro Cookbook.

Print Quality
Select the print quality you want.   The available print qualities will vary depending on the printer selected.

Print to File
Prints the item to a file.   See Printing to a File.

Copies
Select the number of copies you want to print.   Not available with dot matrix printers.

Collate Copies
If the printout is more that one page, collate the copies.

OK button
Prints the item.

Cancel button
Closes the window without printing.

Setup button
Opens the Print Setup window.

Help button
Displays Help for the Print window.

See also
Printing

Print Preferences Window

Changes printing options for recipes and meal plans.   Select the Printing options you want.   You can select a combination of printing options.

Recipe Printing

Recipe Printing Template
Select a template for recipe printing. The selected template is used for all recipe printouts.

Included Recipes within Recipes
Prints recipes that are part of a recipe.

Include Nutrition Summary
Prints a nutrition summary at the end of a recipe.

Print One Recipe Per Page
Prints only one recipen each page.

Meal Plan Printing

Include Nutrition Summary
Prints a nutrition summary at the end of a meal plan.

Include Meal plans within Meal plans
Prints meal plans that are part of a meal plan.

Include Recipe Printouts
Prints recipes that are part of a meal plan.

See also

Changing the Print Preferences
Printing

Page Setup Window

Changes the page size and margins for printing recipes, meal plans and shopping lists.

Page Size
Select the page size you wish to use for printing.

Margins
Set the margins (in inches) for the page size you selected.

Top
Type the distance between the top of the page and the beginning of the first line on a page

Bottom
Type the distance between the bottom of the page and the bottom of the last line on a page

Right
Type the distance between the right edge of a page and the right edge of a line that is not indented.

Left
Type the distance between the left edge of a page and the left edge of a line thats not indented

See also

Printing

Duplicate Recipe Window

Duplicates the selected recipe.   Only available from the Contents window.

From
The name of the selected recipe.

To
Type the name of the duplicate recipe.

Chapter
Select a chapter for the duplicated recipe.

OK button
Duplicates the recipe.

Cancel button
Closes the window without duplicating the recipe

Help button
Displays Help for Duplicate Recipe window.

See also
Duplicating a Recipe

Recipe Tab (Find Window)

Find recipes by name, ingredient or ingredient category.

Enter name or partial name:
Type the name or part of the name of the item that you want to search for.

Find by:
Select the way that you want to search for recipes.

> **Recipe name**
> Search for recipes by name, or part of the name.
>
> **Ingredient category**
> Search for recipes that contain ingredients that belong to a particular category.
>
> **Ingredient name**
> Search for recipes that contain a certain ingredient.

Start Search button
Choose the Start Search button to begin the search.

Search Found List button
Select the Search Found List button to search only the recipes in the Found List.

View button
Views the selected recipe from the Found List.

Close button
Closes the Find window.

Help button
Displays Help for the Recipe tab.

See also

Finding Recipes

Meal Plan Tab (Find Command - Edit menu)

Find meal plans by name.

Enter name or partial name:
Type the name or part of the name of the meal plan that you want to search for.

Start Search button
Choose the Start Search button to begin the search.

Search Found List button
Select the Search Found List button to search only the meal plans in the Found List.

View button
Views the selected meal plan from the Found List.

Close button
Closes the Find window.

Help button
Displays Help for the Meal Plan tab.

See also
Finding Meal Plans

Ingredient Tab (Find Command - Edit menu)

Find ingredients by name or find all ingredients that are part of a particular category.

Enter name or partial name:
Type the name or part of the name of the item that you want to search for.

Find by:
Select the way that you want to search for recipes.

   Ingredient name
   Search for recipes that contain a certain ingredient.

   Ingredient category
   Search for recipes that contain ingredients that belong to a particular category.

Start Search button
Choose the Start Search button to begin the search.

Search Found List button
Select the Search Found List button to search only the ingredient in the Found List.

Edit button
Edit the selected recipe from the Found List.

Close button
Closes the Find window.

Help button
Displays Help for the Recipes tab.

Edit Categories Window

Add your categories, or edit and delete existing ones.

Edit Categories window options:

Category Type

Recipe Categories
Displays the Recipe Categories in the Categories list

Meal Plan Categories
Displays the Meal Plan Categories in the Categories list

Categories list
Select a category to edit.   Double-click on a category to see its sub-categories (if any).

Selected Category
The category that you select in the Categories list appears here.   Click in the field to edit the category.

Add button
Type the name of the category you want to add in the Selected Category field then choose the Add button.

Delete button
Deletes the selected category from the list.

Save button
Saves the Category.

Close button
Closes the Edit Category window.

Help button
Displays Help for the Edit Category window.

See also
Creating a Category
Deleting a Category
Editing a Category

Edit Chapters Window

Add your own chapters or edit and delete existing ones.

Edit Chapters window options:

All Chapters list
Select a chapter to edit.

Selected Chapter
The chapter that you select in the Chapters list appears here.   Click in the field to edit the chapter.

Add button
Type the name of the chapter you want to add in the Selected Chapter field then choose the Add button.

Delete button
Deletes the selected chapter from the list.   **Note:** When you delete a chapter, all recipes that are part of the chapter are deleted as well.

Save button
Saves any changes that you make in the Selected Chapter field.

Close button
Closes the Edit Chapters window.

Help button
Displays Help for the Edit Chapters window.

See also
Creating a Chapter
Deleting a Chapter
Editing a Chapter

Photo Tab (Edit References Window)

Add your own photos or edit and delete existing ones.

Photo Tab options:

All photos
Lists all of the available photos in Micro Cookbook.

Photo name
The name of the photo you select from the list appears here.   If you add a new item, type the name you want to give it here.

Filename
The name and path (location) of the photo you selected.

Edit button
Edit the name of the selected photo.   Choose the Save button when you are done.

Add button
Adds a new photo to Micro Cookbook.

Delete button
Deletes the selected photo from Micro Cookbook.

Save button
Saves any changes you make to a photo.

Close button
Closes the Edit Reference window.

Help button
Displays Help for Edit References.

See also
Photos and Other Reference Items

Info Tab (Edit References Window)

Add your own reference Info topics or edit and delete existing ones.

Info Tab options:

All Topics
Lists all of the available topics in Micro Cookbook.

Topic name
The name of the topic you select from the list appears here.   If you add a new topic, type the name you want to give it here.

Topic contents
The contents of the selected topic appears here.   If you add a new topic, type the contents of the topic here.

Edit button
Edits the selected topic.   Choose the Save button when you are done.

Add button
Adds a new topic to Micro Cookbook.   Choose the Save button when you are done.

Delete button
Deletes the selected topic from Micro Cookbook.

Save button
Saves any changes you make to a topic.

Close button
Closes the Edit Reference window.

Help button
Displays Help for Attaching References.

See also
Photos and Other Reference Items

Assign Store Sections Window

Add or remove store sections from any Store.   Once you have arranged a Store you can use it to sort your shopping lists.

Assign Store Sections options:

Store
Select a store you want to adjust.

Assigned Store Sections
All store sections that are part of the current store.   Select a store section to move or remove from the current store.

Add button
Adds the selected store section to the current store.

Remove button
Removes the selected store from the Assigned Store Sections list.

All Store Sections
All available store sections. Select a store section to add to the current store.   Note: If a store section has already been added to the selected store it will not appear in this list.

Edit Stores
Opens the Edit Stores window.

OK button
Saves the changes to the current store and closes the window.

Cancel button
Closes the window without saving changes.

Help button
Displays Help for Assigning Store Sections.

See also
Assigning Store Sections
Creating Stores
Editing Stores

Edit Stores Window

Create, edit or delete Stores to sort your shopping lists.

Edit Stores window options:

All Stores list
Select a store to edit.

Selected Store
The store that you select in the Store list appears here.   Click in the field to edit the store.

Copy From Store
?????

Add button
Type the name of the store you want to add in the Selected Store field then choose the Add button.

Delete button
Deletes the selected store from the list.

Save button
Saves any changes that you make in the Selected Store field.

Close button
Closes the Edit Stores window.

Help button
Displays Help for the Edit Stores window.

See also
Editing Stores
Assigning Store Sections

Font Window

Changes the font used for View windows and printouts.

Font options:
Font
Type or select the name of the font you wish to use.

Font Style
Select a style for the current font.

Size
Type or select the size for the current font.

Sample
Shows what the selected font, font style and size willlook like.

See also
Changing the View Font

Add to Meal Plan Window

Adds the selected or viewed recipe or meal plan to a new or existing meal plan.

Add to Meal Plan options:

Meal Plan
Type the name of a new meal plan, or choose the down arrow button at the right of the field and select a meal plan from the list.

Day
Choose the up and down arrows to select the day you want.

Meal
Choose the down arrow at the right of the field and select a meal time from the list.

OK button
Adds the recipe or meal plan to the meal plan you selected.

Cancel button
Closes the window without adding the recipe or meal plan to a meal plan.

Help button
Displays Help for Add to Meal Plan.

See also

Adding Items to a Meal Plan

Add to Calendar Window

Adds the selected or viewed recipe or meal plan to one or more days on the Calendar.

Add to Calendar options

Calendar
Select the day(s) that you want the recipe to be on, or the day(s) you want the meal plan to start.   Click the arrows next to the month and year to change them.

Meal times (for recipes and meal plans without meal times)
Select a meal time to add the recipe to.

OK button
Adds the recipe or meal plan to the calendar on the day(s) you selected.

Cancel button
Closes the window without adding the recipe or meal plan to the Calendar.

Help button
Displays Help for Add to Calendar

See also
Adding a Recipe to the Calendar
Adding a Meal Plan to the Calendar

Number of Servings Window

Change the number of servings for the viewed recipe.

Number of Serving options

Halve Original Servings
Scales the recipe to serve half the number of the original servings.

Double Original Servings
Scales the recipe to serve double the number of the original servings.

Set to: Servings
Type or select the number of servings for the recipe.

Restore to Original Servings
Return the recipe to its original number of servings.

OK button
Scales the recipe according to the option you choose.

Cancel button
Closes the window without scaling the recipe.

Help button
Displays Help for Number of Servings command.

See also
Changing the Number of Servings for a Recipe
Changing the Number of Servings for a Meal Plan

Add/Edit Recipe Window

Create or modify recipes.

Add/Edit Recipe fields

Title
Type the title of the recipe.

Sub-title
Type the sub-title (if any) of the recipe

Introduction
Type the introduction of the recipe.

Servings
Type the number of people that the recipe serves.

Yield
Type the amount that the recipe makes.

Ingredients
Type the ingredients in the recipe.

Directions
Type the directions for the recipe

Time
Type the time the recipe takes to make, cook and stand.

Cost
Type the cost of the recipe

Cost unit
Type the unit used for recipe cost (per serving, per loaf, etc.)

Source
Type the source of the recipe

Date
If the source is a publication, type the date it was published

Page
If the source is a publication, type the page the recipe came from.

Info box
When you click in or select an ingredient from the Ingredient section, the Info box displays options for that item.

Optional Ingredient
Mark the selected ingredient as "Optional."   Any ingredients that you mark as optional will not be included in the nutrition summary for the recipe.

Preparation Before Ingredient
Move the information in the Preparation field in front of the ingredient (chopped onions vs. onions, chopped).

Use Recipe as Ingredient
Select a recipe to add to this recipe. See Using a Recipe as an Ingredient.

Delete Ingredient
Deletes the selected ingredient.

Insert Ingredient
Inserts a blank line in the ingredient section.

New Ingredient

Opens the Add Ingredient window so you can create a new ingredient.   The ingredient you create is added to the recipe.

Find Ingredient
Opens the Find window.   When you find the ingredient you want, select it then choose the Paste button to add it to the recipe.

Extra button
Opens the Attach References window where you can attach photos, text and related recipes and meal plans.

Category button
Opens the Attach Category window where you can attach categories to or remove categories from the current recipe.   You can also create new categories, and edit or delete existing ones.

Save button
Saves the current recipe.

Back button
Returns to the previous window.

See also
Adding Ingredients to a Recipe
Creating a Recipe
Checking Spelling in a Recipe or Meal Plan

Attach Categories Window

Attach and remove categories to recipes and meal plans.   If you do not find the category you want, see [Creating a Category](#) .

Categories list
Select a category to attach.   Double-click on a category to see its sub-categories (if any).

Attach
Attaches the selected category in the Categories list to the current recipe or meal plan.

Remove
Removes the selected category in the Attached Categories list from the current recipe or meal plan.

Clear
Removes all categories from the current recipe or meal plan.

Attached Categories
Displays all categories attached to the current recipe or meal plan. Select a category to remove, or view in the Selected Category window.

Selected Category
Displays the hierarchy of the selected category in the Attached Category list.

See also
[Attaching a Category to a Recipe or Meal Plan](#)

Photo Tab (Attach References Window)

Attach photos to the current recipe or meal plan.   You can choose from any of the photos in Micro Cookbook, or add you own.   If you want to change the name of a photo, select the Edit menu, then choose References.

All photos
Lists all of the available photos in Micro Cookbook.

Attached photos
Lists all of the items that are attached to the current recipe or meal plan.

Photo name
The name of the photo you select from the list appears here.   If you add a new photo, type the name you want to give it here.

Filename
The name and path (location) of the photo you selected.

Attach button
Attaches the selected photo to the current recipe or meal plan.

Detach button
Removes the selected photo from the current recipe or meal plan.

Add button
Adds a new photo to Micro Cookbook.

Close button
Closes the Attach Reference window.

Cancel button
Closes the Attach References window and cancels any changes.

Help button
Displays Help for Attaching References.

See also
Photos and Other Reference Items

Info Tab (Attach References Window)

Attach Info topics to the current recipe or meal plan.   You can choose from any of the topics in Micro Cookbook, or add you own.   If you want to edit an Info topic, select the Edit menu, then choose References.

All topics
Lists all of the available topics in Micro Cookbook.

Attached topics
Lists all of the topics that are attached to the current recipe or meal plan.

Topic name
The name of the topic you select from the list appears here.   If you add a new topic, type the name you want to give it here.

Attach button
Attaches the selected topic to the current recipe or meal plan.

Detach button
Removes the selected topic from the current recipe or meal plan.

Add button
Adds a new topic to Micro Cookbook.

Close button
Closes the Attach Reference window.

Cancel button
Closes the Attach References window and cancels any changes.

Help button
Displays Help for Attaching References.

See also
Photos and Other Reference Items

Related Items Tab (Attach References Window)

Attach related recipes and meal plans to the current recipe or meal plan.   You can choose from any of the recipes and meal plans in Micro Cookbook.

Related Item Types
Select the type of related item that you want to attach to the current recipe or meal plan.

Recipes
Attach any recipe in Micro Cookbook.

Meal Plans
Attach any meal plan in Micro Cookbook.

All items
All of the available items in Micro Cookbook.   The type of items listed depends on what you select in the Related items Type section.

Attached items
All of the items that are attached to the current recipe or meal plan.   The type of items listed depends on what you select in the Related items Type section.

Attach button
Attaches the selected item to the current recipe or meal plan.

Detach button
Removes the selected item from the current recipe or meal plan.

Close button
Closes the Attach Reference window.

Cancel button
Closes the Attach References window and cancels any changes.

Help button
Displays Help for Attaching References.

See also
Photos and Other Reference Items

Viewing a Recipe in a Meal Plan

When you are in the Meal Plan View you can view any of the recipes that are part of the current meal plan.

To view a recipe from a meal plan

From the Meal Plan View window, select the recipe name and choose the View button. Or, double-click on the recipe name.

The Recipe View window appears, displaying the recipe you selected.   To return to the Meal Plan View window, choose the Back button.

Add/Edit Meal Plan Window

Create or modify meal plans.

Add/Edit Meal Plan fields

Name
Type the title of the meal plan.

Description
Type the introduction of the recipe.

Adjust all recipes to serve:
Type the number of people that you want the meal plan to serve.   All recipes in the meal plan will be served to the number you enter.   If you just want to change one recipe, select that recipe and change its servings in the Info box.

Meal Plan items section
Displays the items that are part of this meal plan.

Info box
When you click in or select an item in the Meal Plan items section, the Info box displays information about the current item, and options for changing that item.

Day
Choose the Up and Down Arrow buttons to select the day you want the item to be on.

Meal
Choose the Down Arrow button at the right of the Meal field, then select a meal time from the list.

Name
Type the name of the item you want to add.   If you are adding a recipe, you must type the name of the recipe <u>exactly</u>.   If you do not capitalize the recipe correctly or misspell a word, the name you entered will be added to the meal plan as a text item.   If you do not know the exact name of a recipe, choose the Find Item button.

Item Type
Select the kind of item you want to add to the meal plan.

Servings
Choose the Up and Down Arrow buttons to adjust the servings of an individual recipe.

Delete Item
Deletes the selected item from the meal plan.

Insert Item
Inserts a blank line in the meal plan.

Find Item
Opens the Find window, so you can search for recipes or meal plans that you want to add.

Extra button
Opens the Attach References window where you can attach photos, text and related recipes or meal plans.

Category button
Opens the Attach Category window where you can attach categories to or remove categories from the current meal plan.   You can also create new categories, and edit or delete existing ones.

Save button
Saves the current meal plan.

Back button
Returns to the previous window.

See also
[Creating a Meal Plan](#)
[Editing a Meal Plan](#)

Add/Edit Ingredient Window

Create or modify ingredients.

Ingredient Name
Type the name of the ingredient you want to add or edit.

Store Section
Select the section where you would find the ingredient in a store.   This is used to sort the shopping list.

Ingredient Category
Choose the category that bets fits the ingredient.   Ingredient Categories are used in the Find window to help you find recipes and ingredients.

Seasoning Ingredient
Select this if the ingredient is a seasoning.   Ingredients that are marked as seasonings scale differently than other ingredients when you change the number of servings for a recipe.   Where a teaspoon of sugar would double to 2 teaspoons, a teaspoon of cinnamon scales to 1 1/2 teaspoons.

Nutrient Values
Enter the number of grams for the nutrition information provided.

Nutrients
Enter the value of each nutrient.

Plural suffix
Enter the letter(s) that will be appended to the ingredient when it is used with a quantity greater than one.

Copy Nutrient Values
Select this then click in the field below and type the name of the ingredient you want to copy nutritional values from.

Weight/Volume Equivalents
Enter the amount that one whole item and/or one cup of the ingredient weighs.   For more information see Weight/Volume Equivalents Chart.

Save button
Saves the current ingredient.

Clear button
Clears the information from all field so you can enter a new ingredient.

Delete button
Deletes the current ingredient.   Only available in the Edit Ingredient window.

Close button
Closes the window, but will prompt you to save changes if the ingredient is not saved.

Cancel button
Closes the window without saving any changes.

Help button
Displays Help for the Add/Edit Ingredient window.

See also
Store Sections for Food Items
Store Sections for Non-Food Items

Store Sections for Food Items

Here is a list of the Store Sections in Micro Cookbook.

alcoholic beverages	dried fruit	Kosher products
baked goods	dried seafood	meat/poultry
baking products	dried vegetables	Mexican products
beverages	eggs	miscellaneous
bread products	fresh fruit	nuts and seeds
breads	fresh fruit/vegetable juices	oils and fats
candy	fresh herbs	Oriental noodles
canned beans	fresh seafood	Oriental products
canned dairy	fresh vegetables	Oriental vegetables
canned fish	frozen baking products	pasta/noodles
canned meat	frozen dairy	pickled fruit/vegetables
canned/bottled fruit	frozen desserts	powdered dairy
canned/bottled juice	frozen fruit	prepared foods
canned/bottled vegetables	frozen juices/drinks	salad dressings
cereals	frozen meat/poultry/seafood	sauces and gravies
cheese	frozen vegetables	snack foods
condiments/sauces	fruit juices	soups
cookies/crackers	gelatin	spices and seasonings
dairy	grains	sweeteners
deli	hot beverages	tomato products
deli meats	imported products	tomato sauces
dessert sauces	jams and jellies	unnamed location
dried beans		vegetarian products
		vinegars

See also

Store Sections for Non-Food Items

Store Sections for Non-Food Items

Here is a list of all non-food Store Sections in Micro Cookbook.   All non-food Store Sections begin with the letter "z".

z air fresheners
z antacids & laxatives
z auto supplies
z baby care
z baby needs
z batteries & electrical
z bleach/ammonia
z books & magazines
z booms, mops & sponges
z can dog food
z candles

z canned cat food
z canning supplies

z cat litter
z charcoal & barbecue
z cleaners
z coffee filters & mugs
z cold remedy
z cosmetics
z deodorants
z diapers
z diet aids

z dish detergent
z dog biscuits & treats

z dry cat food
z dry dog food
z ethnic
z eye & ear care
z fabric softener
z facial & skin care
z facial tissue
z family planning
z feminine hygiene

z film & flash
z first aid

z foil bakeware
z foot care

z fruit pectin
z glassware

z greeting cards
z hair color & perms

z hair spray & gel
z hand soap
z hardware
z hosiery & footwear
z household liquid detergent
z kitchenware
z light bulbs

z lotions
z matches
z men's needs
z nail care
z oral care
z paper napkins
z paper towels
z paper wrap & bags
z party goods

z plastic ware
z powdered detergent

z razors & blades
z scrub, vacuum & gloves
z sewing notions
z shampoo & conditioner
z stationary
z tablecloths

z tobacco
z toilet tissue
z toys
z vitamins
z waxes & polishes

See also
Store Sections for Food Items

Select Shopping List Window

Select a shopping list to view or enter the title of a new shopping list.

Select Shopping List options:
Shopping List
Type the title of a new shopping list, or choose the down arrow button at the right of the field and select a name from the list.   Note: Shopping list titles can be a maximum of 8 characters.   Spaces and special characters such as hyphens and slashes are not allowed.

OK button
Views the shopping list you selected.

Cancel button
Closes the window without viewing a shopping list.

Help button
Displays Help for Select Shopping List.

See also
Creating a Shopping List

Add to Shopping List Window

Select the shopping list where you want to place the recipe or meal plan.

Select Shopping List options:

Shopping List
Type the title of a new shopping list, or choose the down arrow button at the right of the field and select from the list.   Note: Shopping list titles can be a maximum of 8 characters.   Spaces and special characters such as hyphens and slashes are not allowed.

OK button
Adds the recipe or meal plan to the shopping list you selected.

Cancel button
Closes the window without adding the recipe or meal plan to a shopping list.

Help button
Displays Help for Add to Shopping List.

See also
Creating a Shopping List

Set Media Path

You can tell Micro Cookbook where to look for the photo files that belong to each cookbook. The location of these files is called the Media Path.   The default Media Path for the FAVORITE cookbook is the MEDIA directory on your CD-ROM drive (D:\MEDIA where "D" is the letter of your CD-ROM drive).

Directory Name
Type the drive and directory where the photos are located for the current cookbook.

OK button
Saves the media path information for the current cookbook.

Cancel button
Closes the window without changing the media path.

Help button
Displays Help for Set Media Path.

Compacting a Cookbook File

Cookbook files can become fragmented when you make many changes and delete items from a cookbook.   Compacting a cookbook file removes deleted items, and rearranges how the cookbook file is stored on disk.   This usually reduces the size of the file and improves performance.

To compact a cookbook file

1. Close Micro Cookbook, if it is open.

2. Double-click the ODBC icon in the Micro Cookbook program group.

    The Data Sources window appears.

3. Select "On The Menu 1.2 Database (On The Menu Access Driver)."

4. Choose the Setup button.

    The ODBC Microsoft Access 2.0 Setup window appears.

5. Choose the Compact button.

    The Database to Compact From window appears.

6. Select the database (cookbook file) you want to compact.

7. Choose the OK button.

    The Database to Compact Into window appears.

8. Choose the OK button to give the compacted database the same name as the original database

    If you want the compacted database to have a different name, you can type a new name in the Database Name field and then choose the OK button.

    If you chose to give the database the same name as the original, a message appears asking if you want to replace the existing file.

9. Choose the Yes button.

    The compact process begins.

Repairing a Cookbook File

A cookbook file may become corrupted if Micro Cookbook quits unexpectedly: for example, if there is a power outage or your computer experiences a hardware problem.   Cookbook files will not become corrupted if you quit Micro Cookbook normally.

To repair a cookbook file
1. Close Micro Cookbook, if it is open.

2. Double-click the ODBC icon in the Micro Cookbook program group.

    The Data Sources window appears.

3. Select "On The Menu 1.2 Database (On The Menu Access Driver)."

4. Choose the Setup button.

    The ODBC Microsoft Access 2.0 Setup window appears.

5. Choose the Repair button.

    The Repair Database window appears.

6. Select the database (cookbook file) you want to repair.

7. Choose the OK button.

    The repair process begins.

Open Window

Opens an Micro Cookbook cookbook.   You can only open one cookbook at a time.

Open options:

File Name
Select the cookbook you want to open

List of File Types
Select the type of file you want to see in the File Name list.

Micro Cookbook Files (*.OTM)
Lists all of the Micro Cookbook cookbooks in the current directory.

Drives
Select the drive that contains the cookbook you want to open.

Directories
Select the directory that contains the cookbook you want to open.

See also
Opening a Cookbook

Spell Check Window

When a word is not found in the spelling dictionary, the Spell Check window opens to display that word.

Not Found
Displays the misspelled or unknown word.

Not Found Suggestions button
Displays suggested words to replace the word in the Not Found field.

Replace with
The word at the top of the Suggestions list is shown here.   You can select a different word or type in one of your own.

Replace with Suggestions button
Displays a list of suggested words for the word in the Replace with field

Ignore
Skip the "Not Found" word and continue checking spelling.

Ignore All
Skip all instances of the particular "Not Found" word in the current recipe or meal plan.

Replace
Replace the "Not Found" word with the word in the Replace with field.

Replace All
Replace all instances of the "Not Found" word with the word in the Replace with field.

Options
Opens the Spell Options window.

Prompt Replace
Sets the selected word as the default "Replace with" word.

Add to Custom
Adds the "Not Found" word to the selected dictionary.

Cancel Spellcheck
Stops the Spell Check and closes the window.

See also
Checking Spelling in a Recipe or Meal Plan

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See also
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