

## Cannot Export Recipes

Once you have been successful exporting recipes, you will rarely experience problems. Some of the most common symptoms you may encounter during your first attempts to export are discussed in this Help file along with suggested solutions.

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### **SYMPTOM: MC Recipe Mailer was unable to send the message**

CAUSE/SOLUTION: Either you have not yet performed the "Setup" for the Recipe Mailer, or the information you provided is not correct. Verify that the "Setup" contains the correct information for your system, including the right SMTP host name. If the information is correct and you still cannot send an e-mail message, check the networking parameters in your operating system. It may be that they have not been defined or were defined incorrectly.

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### **SYMPTOM: "=20" characters appear within the recipes you want to e-mail**

CAUSE/SOLUTION: MS Exchange inserts these characters and all non-MSEExchange users will experience this problem. If MS Exchange users perform the following procedure, the recipes they send via Email will not contain these characters.

PROCEDURE for MS Exchange users: Go to Tools...Services. Highlight Internet Mail and press the Properties button. Press the Message Format button. Uncheck the "Use MIME When Sending Messages". Press the Character Set.button. Make sure that the drop down listbox has"US ASCII".

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SYMPTOM: File too large to send or be received by intended recipient

CAUSE/SOLUTION: Some Internet service providers and some e-mail programs have limits on the size of file you may send. It is wise to not try to include too many recipes in one e-mail message because some users may not be able to receive them. In addition, many e-mail systems will break a large file into several smaller components, and then users must take extra steps to concatenate the message prior to importing.

**TIP:** If sending recipes embedded in email, send several separate messages instead of one large one. If sending recipes or a cookbook as attached document, or uploading, consider compressing or "zipping" the file first. If it is still too large, break it into several smaller files. The recipient can concatenate them after receipt.

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### **SYMPTOM: Extraneous characters (such as ">") appear at the beginning of each line in the recipe you e-mail.**

CAUSE/SYMPTOM: You most likely "Replied to" or "Forwarded" the e-mail message. When sending recipes embedded in e-mail messages, do not use either of these e-mail options. Use "Send Again" instead.

## Downloading Complete Cookbooks

Some Internet sites have complete MasterCook cookbooks available for downloading (such as the MC Web page: <http://www.sierra.com> ). These cookbooks are NOT text files and should be downloaded as "raw data" ("binary") files. If a cookbook is downloaded as a text file, you may not be able to open it from MasterCook.

You may use any of the many programs available that allow you to download files to your computer from the Internet. Some of the more popular programs include Netscape, Mosaic, Fetch, and Gopher.

Once a cookbook is downloaded, all you need to do is open it with MasterCook. If you \*thought\* you downloaded a complete cookbook, but you cannot open it from within MasterCook, see [What Went Wrong?](#) for trouble-shooting and problem solving hints.

# Exporting from Meal Master

From the Main Menu select Utilities.

Choose Export Recipe from the Utilities menu.

In the "Export Recipe" window, type a name for the file that you will be exporting. Select the type of file to export:

Create a new file

Append the end of the last file

Replace an existing file.

Select the recipes you will be exporting:

Individual recipe

Marked recipes

Range of recipes specified

Type the number of the recipe(s) you wish to export (Example: (1-15)).Select an export formats:

Normal Format

BB Format

MM Format

Export the ingredients in:

Single Columns

Dual Columns

Select Go, or Exit.

# Generic Format

Following is the description of the Generic import format. It is the easiest format to use if you are preparing unformatted text files for import.

This format uses blank lines {or the "|" (vertical bar) control character, MC 4.0 only} as recipe section delimiters. Consequently, the order of blank lines and text lines is rigid. However, because no keywords are used in this format, the position of text on any line is extremely flexible. Additionally, there are three possible delimiters that can be used in the ingredient section (see the "NOTE:" below).

(Instructional comments appear within brackets, "[ ]", below a line and are NOT part of the format. All lines are REQUIRED unless the comments indicate otherwise.)

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1st line: @@@@ [that's 5 "at" signs]

2nd line: TITLE of the recipe

3rd line: BLANK Line [OR "|" (vertical bar) as the first character, MC 4.0 ONLY]

4th line: NOTES -- ONE line of text [Optional in MC 4.0. Required for MC 3.0 Mac users!]

5th line: BLANK Line [OR "|" (vertical bar) as the first character, MC 4.0 ONLY] [Optional when the NOTES line is not used.]

6th line: amount unit ingredient preparation method [You may repeat this line up to 100 times; there must be NO blank lines between ingredients.]

BLANK Line [OR "|" (vertical bar) as the first character, MC 4.0 ONLY]

DIRECTIONS. Free form text. Blank lines may exist in this section.

End-of-Recipe: \_\_\_\_\_ [MC 4.0 ONLY. (5 underscores) Optional.]

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**NOTE:** The generic format uses any of the following delimiters to separate ingredient and preparation method: comma: 1 cup carrots, chopped    semi-colon: 1 cup carrots; chopped    <tab> : 1 cup carrots<tab>chopped

## How to Export Recipes

To export one or more recipes from a cookbook to a text file, first select "Export from" cookbook. Then select the recipes you wish to export and select "export" from the MasterCook menu options. After identifying the location and name of the exported recipe text file, all selected recipes will be exported.

# Import Results Window

When the Recipe Translator detects a possible import error, the recipe in question is placed on the "Import Results" window.

Import errors are handled identically in MC 3.0 and 4.0 for Windows and MC 3.0 and 4.0 for Macintosh. That is, the same errors will result in recipes being placed in the Import Results window on both systems.

However, Windows users WILL NOT receive a warning message that a possible problem was detected and that a recipe was placed in the Import Results window. (Exception: a warning message WILL be issued when a duplicate recipe name is encountered, renamed, and placed in the window.)

## **1. "NOTE" Error:**

**CAUSE:** Fields in the original recipe were truncated because the ingredient or preparation method was too long. Or other limits, such as number of categories, were exceeded.

**CONDITION:** The recipe is most likely OK. This typically is only to inform you that some changes were made to the recipe. If a field was truncated, it was wrapped to the next line. There could be some loss of data, in which case you will need to refer back to the source text to correct the recipe.

### **EXAMPLES:**

Too many categories (limit is 10)

Too many ingredients (limit is 100)

Preparation Method field is too long (limit is 20 characters)

## **2. "CAUTION" or "ALERT" Error:**

**CAUSE:** Invalid data was found in one or more of the fields. If the error was recoverable and the translator continued, the caution will be used. Note that if the error occurred in an ingredient, the error line will have a "bullet" in the preparation method field. (This will appear as a blank rectangle on Windows systems and a black dot on Macintosh systems.)

**CONDITION:** Recipe may be OK but it is advisable to look it over. The problem is usually in the ingredients and is very often resolved by the translator. On occasion there may loss of data, so you will need to refer back to the source file to correct the recipe.

**EXAMPLES:** Invalid amount and unit combination, such as

(16 oz) lb butter (This is invalid because the units are equal (16 oz = 1 lb). Whereas "1 (16 oz) cantomatoes" IS valid because the size of a container is being defined.)

## **3. "STOP" or "FATAL" Error:**

**CAUSE:** The Recipe Translator could not find or recognize the next part of the recipe. In this case, the remainder of the recipe is not imported.

**CONDITION:** The recipe is NOT fit for human consumption. Go back to the original text file & look for obvious errors such as missing required blank lines.

### **EXAMPLES:**

The correct "Amount Unit Ingredient Preparation Method" delimiter is missing.

Text file contains Unix EOL delimiters.

#### **4. DUPLICATE RECIPE NAME Error:**

CAUSE: The Recipe Translator encountered a recipe in the target cookbook with the same name as one it is importing. The importer will rename the new recipe by appending a numeric suffix to the name.

CONDITION: The recipe is fine. It is placed in the Import Results window only to alert you that a duplicate recipe name had been encountered and that the recipe was renamed.

## Importing Downloaded Recipes

Many Internet sites have recipes stored as text files that you may download. Often times these recipes are in format that MasterCook recognizes. (For example, the recipes were exported from MasterCook or Meal-Master.)

You may use any of the many programs available that allow you to download recipes to your computer from the Internet . Some of the more popular programs include Netscape, Mosaic, Fetch, and Gopher.

All recipes that you wish to import into MasterCook must be in a format that MasterCook recognizes and must be downloaded into a text file. Once the recipes are downloaded, you may import them into a MasterCook cookbook following the normal import procedures.

**TIP:** Make sure you download the file in the correct format. For example, it is important that text files are downloaded as "text" and not as "raw data" ("binary") files. Downloading a file with the incorrect text type may prevent MasterCook from being able to import the recipes.

TIP: Many Internet sites store files on Unix systems. Depending on how the text was stored and on your downloading program, the text type may be wrong for your system. Many network programs will translate the end-of-line delimiters as it downloads. If the MasterCook importer doesn't recognize the recipes you downloaded, look at them with Notepad or Simple Text. If they appear to be "run on" and/or contain foreign characters (such as black rectangles or blank squares), then the text type must be converted before the import will succeed.

If you are having difficulty importing recipes that you downloaded from the Internet, see [What Went Wrong?](#) for trouble-shooting and problem solving hints.



## Importing Formatted Text Files

Once the recipes in a text file are all in an acceptable format, you are ready to import them into an existing cookbook. You simply need to open the cookbook into which you wish to import, select Import from the [File menu](#), and identify the file that contains the recipes you want to import. The Recipe Translator will read the file and present you with a listing of all recipes it recognized. Make your selection of one recipe, several recipes, or the entire list.

MASTERCOOK 3.0 and 4.0 (Windows and Macintosh) USERS ONLY: You do not have to import into an existing cookbook. If you would like a new cookbook to be created for the recipes in an import file, instead of selecting Import from the File menu, select Open.... Select the file which contains the recipes you want to import, and then you will be asked what to name the "converted cookbook" and where you would like it to be placed. After selecting the recipes you want to import, a new cookbook containing those recipes will be created.

FOR MASTERCOOK 4.0 USERS ONLY: Often recipes come with many "Categories" that you do not use. The Import dialog window gives you the option of including or excluding the categories when recipes are imported. Simply click the "Include Categories" to make your choice.

**TIP:** It is often preferable to import into an empty cookbook because there is no way to distinguish newly imported recipes from existing ones. You may wish to create an "import" or "temporary" cookbook that you use solely for importing new recipes. This gives you the opportunity to inspect the imported recipes and make changes as necessary. When you are satisfied with the recipes, you need simply copy (or in the case of MC 3.0 and 4.0, drag & drop) them into the destination cookbook.

**TIP:** Often recipes come complete with many "Categories" that you do not use. By importing into an empty cookbook, it is easier for you to delete the unwanted categories and assign your preferred categories to the recipes. With MC 3.0 and 4.0, this is even more easily accomplished via the "drag & drop" feature.

### **DUPLICATE RECIPE NAMES WHEN IMPORTING:**

MASTERCOOK II and MASTERCOOK MAC: The importer will inform you when it encounters an import recipe with the same name as one already in the target cookbook. You will be asked if you wish to "replace" the old recipe with the one you are importing, if you wish to "skip" importing that recipe and continue to the next, or if you wish to cancel the entire import.

MASTERCOOK 3.0 and 4.0 will automatically append a numeric suffix to the import recipe when it encounters a recipe with the same name in the target cookbook. (Ex., "Banana Bread" will become "Banana Bread 2") If recipe names with numeric suffixes already exist in the cookbook, the importer will assign the next numeric value. (Ex., "Banana Bread 1" through "Banana Bread 4" exist, so the importer will name the import recipe "Banana Bread 5".)

A warning message will be issued telling you that the importer encountered duplicate recipe names. The newly imported, renamed recipes will be placed in the [Import Results window](#) for your easy inspection.

OK, you inspected the text file and you \*thought\* that it contained correctly formatted recipes. But they didn't import, or they didn't import "cleanly". See [What Went Wrong?](#) for trouble-shooting and problem solving hints.

## Importing Recipes from E-mail

The majority of recipes you will receive will be embedded in e-mail messages. An e-mail message may contain one or many recipes and you may import any or all of these recipes. Of course, each recipe must be in an import format that MasterCook recognizes (see the [MasterCook Import Formats](#) Help file). If it is not, then you will need to edit the recipe and put it in an acceptable format prior to importing.

When recipes are embedded in an e-mail message and surrounded by other text (which is common in e-mail messages and mailing list digests), there is often no need to first edit the file to strip out the extraneous text. The MasterCook importer will begin importing from the "beginning-of-recipe" header and will stop when it comes to the beginning of the next recipe, the end-of-file indicator, or to an end-of-recipe delimiter. Any other text, such as e-mail headers, signature lines, or even comments that are not a part of the recipe will not be imported.

**EXCEPTIONS:** MC 3.0, MC II, and MC Mac users: In the following circumstances, you will need to delete all extraneous text that follows a recipe (ie, e-mail signatures) prior to importing. If you do not, then the trailing text will be imported as part of your recipe.

- When a recipe is in the [Generic format](#).
- When a recipe in the standard [MXP format](#) contains a "Notes" section
- When a recipe in the standard MXP format contains a Serving Ideas section.
- When a recipe in the standard MXP format contains a "SuggestedWine" section.

**NOTE:** There are occasions when an e-mail message will contain extraneous characters within the body of the recipe. For example, if the recipe was "forwarded" or "replied to," it will probably contain ">" symbols at the beginning of each line. In cases such as this, the recipe will NOT import as is. You must first edit the recipe to remove all unwanted characters.

**TIP:** If there are changes that you would like to make to the recipe itself (such as changing categories), it is typically easier to make the changes from within MasterCook, AFTER the recipe is imported. Likewise, if unwanted text was imported as part of the recipe (ie, e-mail signatures), it can be easily removed by editing the recipe within MC.

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There are two ways that recipes may be imported from e-mail messages. Depending on your particular e-mail program, you may be able to use one or both methods.

1) **SAVE THE E-MAIL** message containing the recipes you wish to import as a text file. Then you follow the normal MasterCook importing procedures, pointing the MC importer to the saved text file.

**TIP:** When you save an e-mail message as a text file, make sure that you do NOT select options such as "Guess Paragraphs" or "Wrap". These options may alter the format of the recipe, preventing successful importing. It does not matter if the e-mail header information is stored with the recipe; MasterCook will strip that when it imports.

**TIP:** Many e-mail programs will allow you to save multiple e-mail messages in one text file. The advantage in doing this is that you can import many recipes by invoking the import operation only once. Be careful, however, if you are not a MC 3.0 and 4.0 user that every recipe in one file is in the same format (ex., they all are from MM or all in MC [MXP format](#)).

**TIP:** Many e-mail programs will separate a large e-mail message into multiple parts, typically appended with a numeric suffix. This may very well happen when someone posts many recipes in one e-mail message. When you do the "Save," make sure that you save all parts of the message in the same file.

**TIP:** Often users will preface the formatted recipe with interesting comments that you might

like to save with your recipe. In this case, you should edit the e-mail message and copy and paste the extra comments into the recipe. In order to prevent altering the recipe format (if you do change it, it may not import), the safest place to insert these additional comments is either at the beginning or the end of the "directions" section.

**2) IMPORT DIRECTLY** from an e-mail mailbox. Some e-mail programs (such as Eudora) maintain the mailboxes as text files that can be opened and viewed as normal text files from other programs. If this is the case with your e-mail program, then you may simply point the MasterCook importer at the mailbox which contains the recipes you wish to import.

**NOTE:** Not all e-mail programs store the e-mail messages in a fashion that you can access from outside the e-mail program. If your e-mail program stores the e-mail messages "internally" or in a format that only the e-mailer can recognize, you must first save the e-mail message as a text file before you can import it.

**TIP:** When you import directly from a "mailbox", every message in that mailbox is searched for recipes in an import format. This has the advantage of importing many recipes by invoking the import operation only once. Be careful, however, if you are not a MC 3.0 and 4.0 user that every recipe in the file is in the same format (ex., they all are from MM or all in MC MXP format).

**TIP:** Many e-mail programs will separate a large e-mail message into multiple parts, typically appended with a numeric suffix. This may very well happen when someone posts many recipes in one e-mail message. The e-mailer will not necessarily break the file at the end of a recipe, so in order to correctly import recipes from multi-part e-mail messages, you should first concatenate all parts of the message. One way to do this is to "save" all parts of the message to one file

**TIP:** Some e-mail programs (such as Eudora) permit you to create mailboxes in addition to your "In" box. If this is your case, you may wish to create at least one recipe mailbox (for example, "Recipes") and transfer all recipes that are in a format MC recognizes into that mailbox. When you are ready to import, point the MC importer to the "Recipes" mailbox.

If you create several recipe mailboxes, it will enable you to pre-sort recipes prior to importing. For example, if you are not a MC 3.0 and 4.0 user, you may want to keep one mailbox for MC MXP formatted recipes and one for MM exported recipes. Or you may wish to separate your mailboxes by recipe category (such as a "main dish" mailbox, a "dessert" mailbox, etc). Then when you import from any particular mailbox, you already know in which categories, or cookbooks, the recipes belong.

Another example of creating multiple mailboxes is to create one for each mailing list from which you receive recipes. For example, you create a mailbox for the "mc-recipe list", one for the "foodwine" list, etc. This enables you to easily keep track of the recipe source when importing.

Make use of the "sorting" features of your e-mail program to facilitate importing your MasterCook recipes. Develop the approach that works best for you.

**TIP:** Some e-mail programs will not allow you to edit mail in the "In" box. So in the cases when you want to edit the recipe prior to importing, you need to save the e-mail message as a text file first and then open it for editing. (Reasons you might want to edit prior to importing: you may want to add the comments from the recipe poster that were outside of the recipe or you may need to remove some extraneous characters.)

**TIP** for Macintosh and Eudora users: Create an "alias" of the Eudora mailbox that contains the recipes you want to import and put that in your MC cookbook folder. When it comes time to import, the mailbox name will be right there and you won't have to search through several dialogue boxes.

Can't import recipes successfully from e-mail messages? Then see [What Went Wrong?](#) for trouble-shooting and problem solving hints.

# Importing Recipes: Handling Unformatted Text Files

In addition to importing recipes that are in either the MXP or Mac formats, MasterCook 3.0 and 4.0 will also import recipes in the Generic format. This format provides a very simple method of preparing unformatted text recipes for import.

## **GENERIC IMPORT FORMAT**

Following is the EXACT format that MasterCook expects when using the "generic import" feature. You will find that it takes very little time and effort to put most unformatted text recipes into this format.

**NOTE:** The descriptive comments appearing inside the bracket signs, "[ ]", are NOT a part of the format and appear here only for clarification.

1st line: @@@@ [that's 5 "a" signs]

2nd line: TITLE of the recipe

3rd line: BLANK [this MUST be BLANK, not spaces!]

-- OR MC 4.0 ONLY --

3rd line: | [ (vertical bar) This eliminates the need for a BLANK line]

4th line: NOTES -- ONE line of text. [Optional]

5th line: BLANK [again, no spaces or non-display characters! Optional if no Notes line]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

6th line: amount unit ingredient preparation method [amount, unit, prep method are optional]

Last INGREDIENT [up to 100 ingredients]

BLANK [once again, no spaces!]

DIRECTIONS and any "free form" text you wish to include. These lines are optional.

Last line: \_\_\_\_\_ [end-or-recipe indicator, MC 4.0 ONLY]

**NOTE:** Everything until the "\_\_\_\_\_" (MC 4.0 ONLY) or the next "@@@@@" will be put in the direction section. You can add the "recipe by", "serving size", and "categories" once the recipes have been imported.

**TIP:** Hate the tedium of deleting all those preceding spaces on each line of your recipe? Well, there's no need to! With the exception of the "@@@@@", the lines in the generic format do NOT have to be left-justified. Each text line may be preceded by non-printing characters, such as spaces.

**TIP:** The easiest way to force the "preparation method" into the "preparation method field" is to place either a comma or a semi-colon after the ingredient. (Ex., 1 small onion, chopped -- OR-- 1 small onion;chopped)

**TIP:** A BLANK line MUST truly be BLANK. (Or in the case of MC 4.0, the control character "|" (vertical bar) may begin the line.) The import will not work correctly if any non-displayable characters, such as spaces, are contained in a "blank" line. If you are experiencing difficulty importing a recipe, it may be helpful to view the recipe with an editor (ex., WordPerfect, MS

Word, Notepad, BBedit, etc.) that will display non-printable characters. Only the end-of-line delimiters (carriage returns, line feeds, etc) should be in a blank line.

**TIP:** If a recipe is not left justified in an e-mail message, what appears to be blank lines are most likely lines with spaces. So, if the original recipe is indented, be sure to delete and replace every blank line. Or, if using MC 4.0, insert a "|" (vertical bar) at the beginning of each separator line.

**TIP:** Make sure that where a blank line is required, there is only ONE blank line. If more than one blank is encountered, the importer may not store the recipe properly.

**TIP:** MC 3.0 does not recognize an end-of-recipe delimiter, so EVERYTHING following the first direction line until the next "@@@" is encountered will be imported as directions. Therefore, you need to delete any extraneous text (such as e-mail signatures) that you do not want stored as part of your recipe. When using the generic format, MC will not strip out trailing text that is not part of your recipe.

**TIP:** Recipes are posted on the Internet in a very wide variety of styles and formats. Sometimes the ingredients are embedded within sentences and it may be difficult to ready the recipe for importing. In these instances, you may find it easier to manually enter the recipe using MC fast-fill feature and doing a copy and paste of the directions.

**EXAMPLE of a recipe in the "generic" format:**

@@@@

Grilled Tossed Vegetables

Serve with meat or poultry. Good vegetarian dish also.

6 cups eggplant, peeled and cubed

1 medium green bell pepper; chopped

1 large onion, chopped

1 tablespoon margarine

1/4 teaspoon basil

2 tomatoes

salt to taste

pepper to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

Recipe By: Jo Anne Merrill in from the MasterCook cookbook, "Kitchen Classics."

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If you prefer, instead of using the "generic format", you may put your recipes into the MXP format. MC 3.0 and 4.0 removed the column and position dependency of the MXP format, making it significantly more flexible. It is now quite easy to create a keyword template for MXP and simply insert the appropriate recipe sections.

# Mac Format

Following is the description of the Mac import/export format. This format uses a combination of keywords and tabs as recipe section and field delimiters. It is not recommended that you exchange recipes in the Mac format via the Internet, because many Internet Service Providers and email programs strip all tabs from text files.

(Instructional comments appear within brackets, "[ ]", below a line and are NOT part of the format. All lines are REQUIRED unless the comments indicate otherwise.)

```
-----
{ Exported from MasterCook Mac }
Recipe Title
BLANK Line
Recipe By: <tab> name [Keywords "Recipe By:" are required]
Serving Size: <tab> number [This line is optional; if used, Keywords "Serving Size:" are reqd.]
Preparation Time: <tab> hours:minutes [This line is optional; if used, Keywords "Preparation Time:" are reqd]
Categories: <tab> category1 <tab> category2 <tab> category3 [This line is optional; if used Keyword "Categories:" is required; there may be 10 categories]
BLANK Line
Amount Measure Ingredient Preparation Method
amt <tab> unit <tab> ingredient <tab> preparation method [You may repeat this line up to 100 times; there must be NO blank lines between ingredients.]
BLANK Line
Directions. Free form text. Blank lines MAY exist in this section.
<tab> ----- <tab>
[End-of-Directions; optional if you do not use "Notes" and "Serving Ideas"]
Notes: <tab> Text [This line is optional]
Serving Ideas: <tab> Text [This line is optional]
_____ [Designates end of recipe.
]-----
```

**NOTE:** The Mac format delimiter to separate ingredient and preparation method is:

<tab> : 1 cup carrots<tab>chopped

## MasterCook Export Formats

You may export one, all, or a selected group of recipes from any MasterCook cookbook.

All recipes selected for exporting will be put in a text file. The exporter will ask you for the name and location of the file it will create. You may view or edit this file, using your choice of text editors (ex., Notepad, Simple Text, etc.) or word processing programs (ex., MicroSoft Word, WordPerfect, etc.).

Because an exported recipe is simply a text file, it may be embedded into any text document of your choosing or opened with any editor or word processing programs. If you intend to share the exported recipes with other MasterCook users, it is recommended that you do not in any way change the format of the recipes via an editor. They may not import properly if you do.

When you export recipes from a MasterCook cookbook to a text file, they typically will be exported in the MXP format.



# MasterCook Import Formats

A recipe MUST be in a format that MasterCook recognizes before it can be imported into a MC cookbook. The MC "Recipe Translator" (or "importer") is very flexible and supports many different formats, including export formats from many popular commercial and shareware cooking programs. However, if a recipe is not in one of the accepted formats which contain specific delimiters that MC recognizes, it cannot be imported.

MasterCook will successfully import, or convert, text files containing recipes that were exported from the following programs: MasterCook programs:

**MasterCook 4.0 ("MXP", "Mac", or "Generic" formats)**

**MasterCook 3.0 ("MXP", "Mac", or "Generic" formats)**

**MasterCook II ("MXP" format)**

**MasterCook Mac ("MXP" or "Mac" formats)**

Other cooking programs:

**Cookbook USA**

**Cooking Companion 1.x**

**Cooking Light Cookware 1.x (Windows & Mac)**

**From Scratch 3.x**

**Key Home Gourmet**

**Meal-Master 7.x and 8.x (Note: MC 4.0 supports MM 2-column recipes with dividers)**

**Micro Cookbook 1.x (Mac)**

**Micro Cookbook 3.x (Windows or DOS)**

**Micro Cookbook 4.x and 5.x**

**MicroKitchen Companion 2.x and 3.x**

If a recipe was exported from any of the above formats, in most cases, you will not need to edit it prior to importing. It is ready to be imported into a MC cookbook as is. However, if the recipes are not in an acceptable format, they must be edited prior to importing. MasterCook can NOT import unformatted recipes.

**TIP:** To determine if recipes in your text file are formatted, look for "Beginning-of-Recipe" headers such as the following. If none exist, then the recipes are not acceptable for importing.

\* Exported from MasterCook \*

-----OR-----

MMMMM----- Recipe via Meal-Master (tm) v8.02

-----OR-----

@@@@@

**TIP:** If a file appears to be in an acceptable format, try importing it and see if MC recognizes any or all of the recipes. The recipes that can be imported will be presented to you in the "import selection" window. Recipes that are not included in this list are not in a format that MC recognizes and need to be edited before they can be imported.

**TIP:** Many formats include an End-of-Recipe delimiter, such as "MMMMM" or "\_\_\_\_\_". Any text outside of the recipe "beginning-of-recipe header" or "end-of-recipe trailer" will NOT be imported.

## Recipes Import, but not Correctly

When a recipe does not adhere to a valid import format, it may still import into your MasterCook cookbook, but it may not import "cleanly." This section describes the most common formatting errors so that you may both correct and avoid them in the future.

**TIP:** By far, the most common cause of recipes not importing correctly has to do with BLANK lines. If a blank line is not encountered where a true blank line is required as a recipe section separator, OR if a blank line is found where a TEXT line is required, import errors will very likely occur.

This common problem is easily avoided in MC 4.0 by use of the new end-of-section delimiter ("|"). Start each required BLANK line with this control character, and you need no longer worry about hidden spaces or other non-displayable characters!

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A required BLANK line MUST truly be BLANK; that is, it CANNOT contain any text characters, including non-printing ones such as spaces or tabs. Required BLANK lines MUST contain ONLY the end-of-line delimiter, such as a carriage return and line feed or a carriage return only.

Ensure that the ONLY characters on a required BLANK line are the end-of-line (or paragraph) delimiters. The easiest way to do this is to delete the entire line and insert a blank line by depressing the "Return" key.

**TIP:** MC 4.0 ONLY: Use the "|" (vertical bar) control character at the beginning of each required separator line instead of the BLANK line!

-----

A TEXT line MUST contain at least one text character. Non-printing characters, such as spaces and tabs, do qualify.

If a TEXT line contains only the end-of-line delimiter, insert at least one valid text character.

**TIP:** If you do use a non-printing character, it may be more difficult for you to distinguish a text line from a blank line. Consider inserting a printing character such as an "\*" instead of a space.

**TIP:** When a recipe does not import cleanly, view the text with an editor or word processing program that has an option to display non-printing characters, and inspect all lines that appear to be blank. "Editmaster", "BBedit", "MS Word" or "Word Perfect" are examples of such programs. This option is often called "Show Paragraphs", "Show", or "ShowInvisibles."

### **HOW DO YOU KNOW IF RECIPES IMPORTED INCORRECTLY?**

MASTERCOOK 3.0 and 4.0 use the Import Results window to notify you that a possible error was detected when importing a recipe.

The Recipe Translator will place all suspect recipes in the Import Results window. While in many cases the recipe did, indeed, import correctly, you should inspect each one listed in this window to ensure that it is OK. If it is not, then you should correct the format in the text file and import again, or edit the imported recipe from within MasterCook.

Most of the symptoms described below will result in the recipe being "flagged" (placed in the Import Results window). On occasion, you may find that even though the importer did not detect a problem, a recipe still did not import correctly. Consequently, it is advisable that you import into a temporary or "import only" cookbook so you can easily identify all newly imported recipes.

**NOTE:** A recipe that is placed in the Import Results window is still imported into your cookbook. There is no need to copy or move the recipe to your cookbook as it is already

there. You may open a recipe for inspection and editing from either the Import Results window or the cookbook window.

-----

MasterCook 3.0 and 4.0 Windows users will NOT receive a warning message that a possible problem was detected and that a recipe was "flagged." Therefore, it is recommended that you examine the Import Results clipboard after each import.

(Exception: When a duplicate recipe name is encountered, MC Windows users WILL receive a warning and the recipe will be renamed and placed on the Import Results clipboard.)

-----

MASTERCOOK 3.0 and 4.0 Macintosh users will receive a warning message when the Recipe Translator encounters suspected problems. These recipes will then be placed in the Import Results window with an accompanying icon indicating the nature of the error.

-----

See the Import Results Window Help file for details on the nature of import errors that cause a recipe to be placed in this window.

-----

**SYMPTOM: TITLE ONLY IMPORTED, everything else was blank**

CAUSE/SOLUTION: The recipe did not adhere to a valid import format. In this case, MasterCook was able to identify the recipe title, but it could not identify any other parts of the recipe. You need to examine the recipe and make the necessary changes and then re-import it. "A-D" below address some specific cases.

-----

A. If the recipe is in the Generic import format, then there MUST be a BLANK line following the title. The next line MUST be a "NOTE" line (comments that will appear in the "Note section"), followed by another BLANK line. Then the ingredients begin. You may not typically use "Notes"; however, one Note line is REQUIRED for MC 3.0 Mac users in the generic format. If you do not include the specified sequence of Title, a BLANK line, a non-blank line for "Notes," and another BLANK line, the Recipe Translator will not recognize the ingredients and/or directions. Inspect the Blank lines and ensure they contain only the EOL delimiter or the "|" (vertical bar) control character at the beginning of the line in MC 4.0!

**TIP:** You want to include "Recipe By" information in the generic format? Enter it on the required "Notes" line. After the recipe is imported, you can cut and paste the author to the "Recipe By" field, if you wish.

**TIP:** You absolutely do NOT want "Notes" in any circumstance? Then put a non-printing character (such as a space or tab) on the required "Notes" line. Caution: This will result in the APPEARANCE of three blank lines in a row. It may be confusing or difficult for you to distinguish between the two blank lines and the line that contains a non-printing character.

-----

B: The Ingredient section delimiter is missing in the format. Even if your recipe contains no ingredients, the formatted text must still contain the "Amount Measure Ingredient Preparation Method" delimiter, followed by a blank line. For example: In the MXP format, the following ingredient header must be present (both lines exactly as they appear below), IMMEDIATELY before the first ingredient:

Amount Measure Ingredient -- Preparation Method

-----

-----

In the Mac format, the following ingredient header must be present (oneline, exactly as it appears below), IMMEDIATELY before the first ingredient:

Amount<tab>Measure<tab>Ingredient<tab>Preparation Method

-----

In the Generic format, which does not use a keyword ingredient delimiter, TWO blank lines must precede the directions section if there are no ingredients.

**TIP:** To ensure "clean" importing by having the recipe format correct, it is much easier to include at least one ingredient in the recipe. For example, you might use " \*\*\*\* " as an ingredient. This is commonly used to denote that everything is included in the "direction" section.

-----

C. If you are a MasterCook 3.0 and 4.0 user, this error may indicate that the text file contains Unix end-of-line delimiters (line feeds only). MC cannot import these recipes until you change the text type. See Supported Recipe Formats and Text Types for procedures on identifying and changing the text types.

-----

D. Ensure that all lines (if any) between the recipe title and the next part of the recipe format are indeed blank.

-----

#### **SYMPTOM: DIRECTIONS ENDED UP IN THE INGREDIENTS**

CAUSE/SOLUTION: There was not a BLANK line between the ingredients and directions.

View the text and insert a BLANK line by pressing the "Return" or "Enter" key. If a line that appears to be blank exists, it most likely contains non-printing characters such as spaces or tabs. Delete the line and insert a BLANK one that contains ONLY the EOL delimiters, by using the "Return" or "Enter" key. If using MC 4.0, simply insert a "|" (vertical bar) at the beginning of each required Blank line.

-----

#### **SYMPTOM: PART of the INGREDIENTS ENDED UP IN THE DIRECTIONS**

CAUSE/ SOLUTION: A BLANK line was encountered in the ingredient section.

The Recipe Translator looks for a blank line to indicate the end-of-ingredient section. Therefore, everything following a blank line will be placed in the direction section. You must remove the blank line or make the line non-blank by entering one or more text characters on the line, including a space or "tab."

**TIP** for MC 4.0 Users: A line that contains a space or "tab" that appears to be blank, can exist in the ingredient section to separate groups of ingredients. This line will be kept when importing.

**TIP** for MC 3.0, MC II, and MC Mac Users: A line that contains a space or other non-printing character (such as a tab) that appears to be blank can exist in the ingredient section. The ingredients will import properly, however, if the recipes are in MXF format; the line that appears blank will not be preserved on import. Consequently, if you wish to separate groups of ingredients, use printing characters, such as "\*\*\*\*" or "---", instead of spaces.

-----

#### **SYMPTOM: ALL of the INGREDIENTS ENDED UP IN THE DIRECTIONS**

CAUSE/SOLUTION: The recipe did not adhere to a valid format. Examine the text and make the necessary changes. "A-D" below address the various conditions that might cause this

error.

-----  
A: A BLANK line was encountered BEFORE the first ingredient. Delete the blank line, or make it non-blank by entering one or more text characters on the line, including a space.

-----  
B. In the Generic format, TWO blank lines were encountered before the ingredients. One blank line after the "Notes" line indicates the beginning of ingredients. Two blank lines after the "Notes" indicates the beginning of directions.

-----  
-C. In the MXP format, the following correct ingredient header was not encountered. Using any editor, insert BOTH of these lines, exactly as they appear below, IMMEDIATELY before the first ingredient.

Amount    Measure        Ingredient -- Preparation Method

-----  
-----  
D. In the Mac format, the following correct ingredient header was not encountered. Using any editor, insert this line, exactly as it appears below, IMMEDIATELY before the first ingredient.

Amount<tab>Measure<tab>Ingredient<tab>Preparation Method

-----  
**SYMPTOM: EXTRANEIOUS TEXT at the end of the recipe's "DIRECTION" section**

CAUSE/SOLUTION: This text is most likely e-mail signatures and possibly all of the following headers and complete e-mail messages (if you are importing from a mailing list "digest").

The Recipe Translator will import all text found after the beginning of the direction section until it comes to an end-of-recipe delimiter, the next beginning-of-recipe header, or the end-of-file.

You may edit the text file BEFORE you import, and either:

REMOVE all text following the recipe that is not part of the directions

-OR-

ADD the appropriate end-of-recipe delimiter for the recipe's format.

(In MC 4.0, the end-of-recipe delimiter is "\_\_\_\_\_" (5 underscores).)

If you prefer, you may easily edit the recipe AFTER it was imported by simply opening the recipe and deleting all unwanted text from the directions.

**TIP** for MC 3.0, MC II, and MC Mac Users: The Generic import format does not use an end-of-recipe delimiter. EVERYTHING following the first line of directions will be imported as directions until the next "@@@" or end-of-file is encountered. You may either add "@@@" at the end of the directions to begin another new recipe, or delete all text that is not part of the recipe.

-----  
**SYMPTOM: EXTRANEIOUS TEXT at the end of the "NOTES" section**

CAUSE/SOLUTION: A "Notes" section existed in the MXP format. All text following the keyword "Notes :", will be imported as text until a beginning-of-recipe header or end-of-file is encountered.

You may edit the text file BEFORE you import and remove all text following the Note that is not part of the recipe. OR you may edit the recipe AFTER it is imported and simply delete all unwanted text from the "Notes" section.

-----  
**SYMPTOM: PREPARATION METHOD IMPORTED IMPROPERLY: it was placed in the "Ingredient" field instead of the "Preparation Field"**

CAUSE/SOLUTION: An incorrect delimiter was used to separate the ingredient and the preparation method.

**NOTE:** This is typically only of concern if you plan on using the Nutritional Analysis feature of MasterCook. If the preparation method (ex., "chopped") ends up with the ingredient (ex., "carrots") in the "ingredient field", MC is likely to not recognize the ingredient ("carrots, chopped") for calculating the nutritional analysis

. "A-C" below offer possible ways to resolve this problem.

-----  
A: Edit the import source file so recipes use the correct delimiter according to the following:

Format	Delimiter	Example
-----	-----	-----
MXP	"space 2 dashes space" (" -- ")	1 cup carrots -- chopped
Mac	<tab>	1 cup carrots<tab>chopped
Generic	semi-colon (;)	1 cup carrots;chopped OR
	comma (,)	1 cup carrots,chopped OR
	<tab>	1 cup carrots<tab>chopped

**TIP:** The "generic" format and the "Mac" format both support the use of "TABS" as a delimiter; however, it is advisable that you do NOT use tabs if you plan on sharing recipes via the Internet. Some Internet service providers and some e-mail programs strip all tabs from text documents. This will prevent the preparation method from importing properly.

**TIP:** MC 3.0 and 4.0 users: In MealMaster recipes, the semi-colon is the ONLY delimiter recognized by the recipe translator. So if the preparation method is not importing correctly, insert a semi-colon between the ingredient and the preparation method.

-----  
B: Open the recipe(s) in MasterCook and manually move the preparation method to the correct field.

-----  
C: Edit the ingredients list and create a new ingredient with a name that includes the preparation method. Example: Edit "carrots" and save a copy of the nutritional information with a new name of "carrots, chopped."

-----  
**SYMPTOM: Text that was in the ingredient field was moved to the amount or unit field on import.**

CAUSE/SOLUTION: The text contained an amount or unit that the RecipeTranslator recognized, so it placed it in what it interpreted to be the appropriate fields.

To force text to remain in the ingredient field, insert a "-" (dash) at the beginning of the ingredient field. The importer will ignore all text following the dash.

-----  
**SYMPTOM: "EMPTY" LINE separating groups of ingredients disappeared when importing.**

CAUSE/SOLUTION: Do not use lines with only spaces to separate a group of ingredients in releases prior to MC 4.0. When a line containing spaces (so it appears "empty") is in the ingredients section, it will not be preserved when importing an MXP formatted recipe in MC 3.0, MC II, or MCMac. To visually separate ingredients, it is best to use any printing characters in the ingredients field, rather than spaces. (Ex., "----" or"\*\*\*\*\*")

Ingredient lines with spaces only in the Generic format will be stripped when imported in all versions of MC.

**NOTE:** If you skip a line when adding ingredients to a recipe in a cookbook, MC will automatically insert "spaces" for you on that line. So even though the line appears "empty" it is not truly a blank line. (See the discussion under "INGREDIENTS ENDED UP IN THE DIRECTIONS" earlier in this section.)

---

**SYMPTOM: "=20" CHARACTER STRING in recipe**

CAUSE/SOLUTION: MS Exchange inserts these characters and all non-MSEExchange users will experience this problem. The recipes may or may not import, depending on exactly where the "=20"s are located. And if they do import, you will most likely find "=20" scattered throughout your recipe. It is best if you edit the text file and remove every occurrence prior to importing.

TIP: If you are a MS Exchange user, you may want to follow the procedure in the Cannot Export Recipes Help file to prevent the insertion of these foreign characters.

---

**SYMPTOM: "Bullet" is in the Preparation Method Field (MC 3.0 and 4.0ONLY)**

**NOTE:** The "bullet" will appear as a blank rectangle on Windows systems and as a black dot on Macintosh systems.

CAUSE/SYMPTOM: The most likely cause is that the amount and unit combination is invalid. Typically this will only occur when two amounts and two units are specified for one ingredient, and one of the units is not a "container."

For example, "1 (15 oz) can tomatoes" is meaningful; the (15 oz) is defining the size of the can. Just as "1 (12 oz) package tofu" also makes sense. Both of these will import correctly with the measurement descriptor, (15 oz) or (12 oz), being placed in the preparation method field.

However, "1 (32 oz) quart" contains two pre-defined measurements; it is redundant and meaningless. This ingredient will be appear in the recipe with a "bullet" in the Preparation Method field and the recipe will be placed in the Import Results window.

**NOTE:** MC makes every effort to import recipes such that accurate Nutritional Analysis may be calculated. Because of this, amount and unit are checked for validity. When they do not make sense or are confusing, the ingredient and the recipe are flagged.

---

**SYMPTOM: RANGE of AMOUNT didn't import**

CAUSE/SOLUTION: The amount specified was a range (Ex., 4 -6 cups water, or 4 to 6 cups water) and only the lower amount was imported.

MasterCook II and MasterCook Mac will not import a range of amounts. So, if a range is specified, the lower number will be preserved and the upper end of the range will be thrown away.

MasterCook 3.0 and 4.0 will place the lower end of the range in the "Amount" field and put the original range in parenthesis in the "Preparation Method" field. TIP: MC cannot do Nutritional Analysis on an ingredient unless only one amount is specified. If you want the N/A to be calculated using the upper end of the amount, simply make the change in the Amount field.



---

**SYMPTOM: Don't want those FOREIGN CATEGORIES added to your cookbookwhen you import?**

CAUSE/SOLUTION for MC 4.0 Users Only: Un-check the "Import Categories" box in the Import dialog window.

---

**SYMPTOM: NOT ENOUGH RECIPES to import?**

CAUSE/SOLUTION: You are having so much success with importing that you need more recipes! Subscribe to the MasterCook recipe exchange mailing list. Send an email message to: < mc-recipe@listserv.sierra.com >. The bod yof your message should read: subscribe mc-recipe end

# Resizing and Repositioning Recipe Elements

This Help file details how to change the size and position of recipe elements on the page, giving you a level of design control much like that provided by page-layout software. There are no guidelines for how to arrange the recipe elements on the page other than your own creativity and imagination; once you've learned how to resize and reposition recipe elements, you can create recipe designs in endless combinations.

## **To resize a recipe element:**

You can resize a recipe element by dragging the edges of the recipe element. The edges of the recipe element are marked by the solid frame which is drawn around the recipe element when it is selected. To drag the edge of a selected element, move the arrow pointer over the edge until it turns into a two-way arrow, then hold down the mouse button while dragging.

Dragging the left or right edge of the recipe element changes the width of the recipe element. Dragging the top or bottom edge of the recipe element changes the height of the recipe element. Dragging a corner of the recipe element changes the overall size of the recipe element. MasterCook for Windows "stretches" the recipe element to fill the resized area.

## **To reposition a recipe element:**

In addition to changing the appearance and sizing of recipe elements, you can reposition the recipe elements on the page in any order you choose. With MasterCook for Windows, simply click on the recipe element you wish to move, hold down the mouse button, and drag the recipe element to the desired position.

## Sending Recipes as an Attachment

If your e-mail program supports sending "attached documents", you may send the text file that contains exported recipes as an "attached document" to an e-mail message. Simply export the recipes you wish to send into a text file and then "attach" that text file to your e-mail message.

Alternatively, you may send an entire cookbook as an attachment. In this case, you tell the e-mail program to attach the cookbook by providing the cookbook filename and its location.

If the attached files are large, you may want to compress or "zip" them before sending.

**NOTE:** A MasterCook cookbook file is NOT a text file, so the recipient must have MasterCook in order to view the recipes. Cookbooks are fully portable; that is, they may be exchanged and opened with any version of MasterCook on both Windows and Macintosh systems.

**TIP:** It is not advisable to send attached documents to mailing lists or newsgroups because many users will not be able to receive the attachments. Confirm with the recipient that their e-mail program can handle attached documents prior to sending recipes this way.

## Sending Recipes via E-mail

There are basically two ways in which you can send recipes via e-mail. You can use the MasterCook Recipe Mailer (MC 3.0 and 4.0 users ONLY) or you can "export" the recipes to a text file and then embed the recipes in your e-mail message.

For detailed procedures on how to use the MasterCook Recipe Mailer, see [e-mailing recipes](#). The primary advantage of using the Recipe Mailer is that it reduces the steps necessary to send recipes via e-mail. Note that you can even enter your e-mail message (that is not part of a recipe) in the Recipe Mailer window.

If you are a MasterCook II or MasterCook Mac user, you must first export the recipes to a text file, using the standard "export" procedures. Then open the text file that contains the exported recipes and do a "Select All". Do a "copy" and then go to the e-mail message you wish to send. Do a "paste" and the formatted recipes will be inserted into the body of the e-mail message. Send the e-mail message following your normal procedures.

**NOTE:** Many e-mail programs automatically append your e-mail signature at the end of every e-mail message. Because in some cases, your trailing signature may be imported as part of the recipe, it is recommended that you turn off the automatic signature when e-mailing recipes. If you wish to include your signature, then put it BEFORE the beginning of the first recipe.

**NOTE:** You may exchange recipes from MasterCook via e-mail with both MC and non-MC users. Exported recipes are simply text files that any user can view and, optionally, edit. MC users will be able to directly import your recipes, adding them to cookbooks in their own collection.

**TIP:** Want to post recipes on a newsgroup directly from MasterCook? You can do so by using a "mail to news" gateway. There are a number of public servers that provide this service and some of them may be found at <http://students.cs.byu.edu/~don/mail2news.html>

Here are a few currently known to be working:

**group.name@news.cs.dal.ca**

**group.name@news.demon.co.uk**

**group.name@dispatch.demon.co.uk**

**group.name@magus.dgsys.com**

**group.name@berlioz.crs4.it**

**group.name@brushtail.hna.com.au**

**group.name@news.uni-stuttgart.de**

Example of how to use these gateways:

To post recipes on "rec.food.recipes" using the first server, send an e-mail message containing the recipes to <rec.food.recipes@news.cs.dal.ca> .

(You may create the e-mail message with the recipes either by using the MasterCook Recipe Mailer or by exporting and then copying and pasting the recipes into an e-mail message.)

# Supported Recipe Formats and Text Types

You received formatted recipes from the Internet and you want to import them into MasterCook? First, give it a try! In most cases the MasterCook importer will successfully import recipes, even if they contain the wrong end-of-line delimiters. But if the recipes cannot be imported or they do not imported "cleanly", you may be trying to import recipes that are a combination of format and text type that MasterCook does not import.

Check the following chart for the version of MasterCook you are running and locate the exact RECIPE FORMAT and TEXT TYPE you are trying to import. (See "HOW TO IDENTIFY RECIPE FORMAT" and "HOW TO IDENTIFY TEXT TYPE" below.)

If the box says "NO", then you will need to edit the recipes so they are in an acceptable combination of both format and text type.

**TIP:** It will generally be easier to change the text type than the recipe format. (See "HOW TO CORRECT TEXT TYPE" below.) Of course, if a recipe format is not supported by your version of MasterCook, then you must change the recipe format to one that is acceptable.

If the box says "YES", then the format and text type are NOT the problem. Even if the recipes contain EOL delimiters that are invalid for your system, MasterCook will be able to read the recipes and it will convert the EOL delimiters as it imports. See the [What Went Wrong?](#) Help files for other possible problems and solutions.

**TIP:** If the text type is incorrect, the recipes were most likely downloaded and a text file was downloaded as raw data (binary) file type so text translation did not occur. Instead of changing the text type yourself, you may wish to download the recipes again, this time specifying "text" as the file type. Your downloading program will, in most cases, do the text translation for you.

## IN SUMMARY:

- MasterCook 3.0 and 4.0 can import ALL formats with either DOS or Mac EOL delimiters.
- Unix delimiters (line feeds only) can NOT be successfully imported by any version of MasterCook, regardless of format. See "HOW TO CORRECT TEXT TYPE" below.
- MasterCook II can import MXP formats ONLY with DOS EOL delimiters and Mac formats ONLY with Mac EOL delimiters
- MasterCook Mac can import MXP formats with either DOS or Mac EOL delimiters. MasterCook Mac can also import Mac formats with either DOS or Mac delimiters.

## **HOW TO IDENTIFY RECIPE FORMAT:**

View the recipes in the text file with any editor or word processing program.

- MXP formatted recipes will begin with: \* Exported from MasterCook \*
- Mac formatted recipes will begin with: { Exported from MasterCook Mac }
- Generic formatted recipes will begin with: @@@@

## **HOW TO IDENTIFY TEXT TYPE:**

The following systems use these end-of-line (EOL) delimiters:

DOS: Carriage Return, Line Feed

Mac: Carriage Return

Unix: Line Feed

#### HINTS on how to determine the text type:

How did you receive the recipes?

-- via EMAIL: The text type will match YOUR system type regardless of the system it came from. The email program translates the text type when a message is received. For example, if you use a DOS system, all of your email will be converted to contain DOS EOL delimiters.

-- via ATTACHED DOCUMENTS or DOWNLOADED: View the recipes with a text editor (such as Simple Text or Notepad): If the recipes look correct, then the text type matches YOUR system type. For example, if you are a Macintosh user, then the recipes will contain Mac EOL delimiters. If the lines appear to be run-on and/or contain non-text characters such as "black rectangles" or "blank squares", then they contain EOL delimiters that your system does not recognize. For example, you are a DOS user and the file came from either a Macintosh or Unix system.

**TIP:** Some editors (such as BBedit on a Macintosh system and Editmaster on DOS) will show you what type text a file contains. An editor with this capability is an invaluable tool if you do a lot of text file exchange outside of e-mail.

**TIP:** Files on the Internet are often stored on Unix systems. Because of this, there is a likely chance that recipes you download will contain Unix EOL delimiters. If you specify "text" as the file type when you download, your downloading program should do the translation for you.

### **HOW TO CORRECT TEXT TYPE**

Once you have determined that a file's text type is preventing recipes from importing, you will need to convert the EOL delimiters. Following are several methods that you may use to correct the text type.

1) Download the file again, specifying "text" as the file type.

2) Use an editor or word processing program to automatically convert the text type.

**TIP:** Some editors (such as BBedit on a Macintosh system and Editmaster on DOS) will show you what type text a file contains. If you have such an editor, it will also convert the file to contain the correct EOL delimiters for you.

**TIP:** Many word processing programs will translate the text type for display when you open the file. (Microsoft Word, WordPad, Word Perfect, and ClarisWorks are some examples.) After opening the text file, do a "save as" and specify a file type of "Text". The "pure text" format will be preserved and the file will be stored with the correct EOL delimiters.

An alternative to saving the file as text, is to do a "select all" and "copy" the file. Then simply do a paste into a text file. This will effectively convert the text type for you. To verify that the file was converted, open it with NotePad or SimpleText and make sure the text looks OK. If not, then you will need to convert the text manually.

3) Manually change the end-of-line delimiters on each logical line.

WINDOWS USERS:

Required EOL Delimiters:

Carriage Return AND Line Feed

Symptoms of wrong EOL delimiters:

-- Lines all run together across the page with one black rectangle appearing after each logical

line. This text contains either carriage returns only (Mac EOL delimiters) OR line feeds only (Unix EOL delimiters) at the end of each line. A carriage return AND line feed need to be at the end of each logical line. (Note that a black rectangle with no text before it indicates a blank line that must be inserted.)

**Procedure to Correct the Text Type:**

**TIP:** Some editors (such as Editmaster) will automatically convert the EOL delimiter for you. If you have such an editor, simply select the text type and save the file.

**TIP:** Many word processing programs will translate the text type for display when you open the file. (Microsoft Word, WordPad, and Word Perfect are some examples.) After opening the text file, do a "save" and it will be stored with the converted end-of-line delimiters. (To verify that the file was converted, open it with NotePad and make sure the text looks OK.) If not, then you will need to manually convert the text.

To manually correct the text type:

- Select the foreign character (black rectangle) at the end of each logical line.
- Delete the character using the delete key. If two or more rectangles appear together, delete each of them.
- Press the "Return" key. Make sure you press "Return" once for each rectangle you delete. This will add the correct carriage return and line feed.
- Repeat this process for every foreign (non-text) character you see.
- Save the file. Import it into MasterCook.

## Uploading Complete Cookbooks

If you are sharing recipes with another MasterCook user, you may wish to send a complete cookbook as opposed to first exporting the recipes to a text file. When a user receives a complete MC cookbook, they need only to open it from within MasterCook in order to view the recipes.

You may either send a complete cookbook to an individual user, a group of users, or to an Internet site where it is available to others for downloading. There are a number of network transfer programs available that you may use to send or "upload" your cookbooks. Popular programs include Netscape, Fetch, Mosaic, or Gopher.

**TIP:** MasterCook cookbooks are in raw data (binary) format and should not be sent as text files. If the transferring program attempts to transfer them as text, translation may occur, rendering the cookbook unreadable.



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*
*           EXCHANGING MASTERCOOK RECIPES
*
*
*           A GUIDE TO IMPORTING AND EXPORTING RECIPES WITH MASTERCOOK
*
*
*           Version 2.0
*
*           (Includes MasterCook 4.0)
*
*

```

\*\*\*\*\*

This guide describes, in detail, how to import and export MasterCook recipes so that you may easily share them with others. And because recipe exchanges occur frequently via the Internet, this guide also includes information on exchanging recipes electronically.

If you encounter problems importing, locate the symptom in "Part 4: What Went Wrong?" and you will find the associated cause and suggested solutions.

The following MasterCook versions are covered in this document:

- MasterCook 4.0 (including a special section on what's new)
- MasterCook 3.0
- MasterCook II
- MasterCook Mac

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FOR MASTERCOOK MAC and MASTERCOOK II USERS

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2.2.1 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES  
FOR MASTERCOOK 3.0 and 4.0 USERS ONLY (WINDOWS and  
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#### 0.1 WHAT'S NEW IN MASTERCOOK 4.0

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Many significant new features were added to make importing recipes into MasterCook 4.0 easier and more accurate than ever! A summary of the most exciting new features follows.

\*\*\* End-of-Recipe Delimiter: " \_\_\_\_ " (5 underscores) \*\*\*

Now there is a definitive way to tell the Recipe Translator where the

end of the recipe text is! Simply insert "\_\_\_\_\_" (5 underscores) at the beginning of the line immediately following the end of the recipe text. When the Recipe Translator encounters this control string, it will cease importing the current recipe and begin looking for the next beginning-of-recipe header.

You now have precise control over where the recipe text ends, so you no longer have to bother removing e-mail headers and trailers from your text files prior to importing. No more surprise text in the "Notes" section!

\*\*\* Exclude Categories When Importing (optional) \*\*\*

Hate all those foreign categories that get added to your cookbook everytime you import a recipe? Now you can simply turn off the import of all categories by un-checking the "Include Categories" box in the Import dialog window.

But you want to include categories, at least some of the time? No problem! The include/exclude option can be set on each import.

\*\*\* End-of-Section Delimiter: "|" (vertical bar) \*\*\*

Have you had difficulty with those troublesome BLANK lines that are required in the "Generic" import formats? Well, no need to fret anymore. Instead of ensuring those required lines are truly BLANK, simply insert a "|" (vertical bar) at the beginning of each separator line. This indicates to the Recipe Translator that it has encountered the end of that recipe section.

You can, of course, continue to use BLANK lines as end-of-section indicators. Just beware that if the line contains even one "space", the recipe will not import correctly. When you use the "|" control character, you need not worry if the line is blank.

\*\*\* Paste Text As Ingredients \*\*\*

Now you can copy text from any file (such as an e-mail message) and paste it into the ingredient section of a MasterCook recipe! Simply copy the

text and then select the "Paste As Ingredient" option under the Edit Menu. The copied text will be translated and placed in the appropriate amount, unit, ingredient, and preparation method fields, just as they are when you "import" a formatted text recipe.

You don't want to format a text recipe and then import it? Then try adding it to your cookbook by using copy and paste. First copy and then paste the ingredients using "Paste Text as Ingredients". Then copy and paste the title, author, and/or the directions.

This function is also very useful for those occasions when the ingredients erroneously imported into the directions section. Now, clean-up is easy. Just copy (or cut) the ingredients and then "Paste Text As Ingredients".

\*\*\* Ingredient Lines With All Spaces (or Tabs) Will be Preserved \*\*\*

You may now use lines with only spaces or tabs in the Ingredient section to separate groups of ingredients!

In past releases, if you did not include at least one displayable character in an ingredient line, the line was stripped when the recipe was imported. In Version 4, these lines (which appear to be "blank") will be kept in the ingredient section.

(Note that this applies only recipes imported in the MXP format. Ingredient lines with all spaces or tabs in the "generic" format will be stripped when imported.)

\*\*\* "Notes" Line No Longer Required in Generic Import Format \*\*\*

In MasterCook Version 3, Mac users were required to have the one line of "Notes" in the generic import format. This has been changed, so if you don't want to use the "Notes" section of the recipe, you no longer have to! The generic format may now include just the title, ingredients, and directions, and, of course, the required format controls. (See APPENDIX C: GENERIC FORMAT for details.)

\*\*\* Improvements in Importing MealMaster Recipes \*\*\*

MealMaster recipes that contain two-columns of ingredients and dividers can now be successfully imported into MasterCook!

In addition, recipes with MealMaster dividers are now imported with a divider that looks good in MasterCook.

Example of a part of a MealMaster, 2-column recipe with dividers:

```
-----ICE CREAM-----  
1 qt Vanilla ice cream           1 c Heath bars; chopped  
  
-----CARAMEL SAUCE-----  
1 1/3 c Whipping cream           2 tb Unsalted butter; cut into  
1 c Sugar                         - 4 pieces  
3 tb Water
```

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## PART ONE: BASICS OF FILE TRANSFER ON THE INTERNET

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If you are planning on exchanging recipes via the Internet, it is important that you understand the basics of electronic file transfer. This will be helpful to you in getting started, and this understanding will be particularly valuable when "things go wrong".

Details on how to exchange MasterCook recipes via the Internet will be covered in "Part Two: Importing Recipes" and in "Part Three: Exporting Recipes". If you are an experienced user of e-mail and file transfers on the Internet, you may wish to skip to the MasterCook specific discussions.

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### 1.1 BASICS OF FILE TRANSFER ON THE INTERNET: TYPES OF FILES

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There are two types of data files that you will encounter on the Internet: "TEXT" and "RAW DATA" (also called "BINARY") files.

-- TEXT files are "readable" by you; that is, they are in a language that people understand (i.e., English, Spanish, German, etc.). You can open them, view them, and edit them via any number of text editors (ie, Notepad, Simple Text, etc.) or word processing programs (ie, MicroSoft Word or Word Perfect). e-mail messages are always "text" files. Likewise, recipes that are "EXPORTED" from cooking programs are also text files.

However, not all text files are alike. Different computer operating systems expect different controls signalling the "end of line" (EOL) in text files. Thus, you will encounter three different "end of line" indicators:

DOS systems:	Carriage Return AND Line Feed
Macintosh systems:	Carriage Return
Unix systems:	Line Feed

If a text file contains the incorrect "end of line" indicator for your system, you most likely will not be able to view the file correctly with a text editor; it will appear "garbled". You will typically see the text lines all run together, and/or a foreign character (such as a black rectangle or blank square) at the logical end or beginning of each line.

TIP: Incorrect EOL delimiters are not typically a problem in e-mail because your e-mail program will do whatever translation is necessary for your system. However, if you receive text files outside of e-mail (ie, downloaded or attached documents), they may contain the incorrect control characters and you will need to convert them.

TIP: Incorrect EOL delimiters are not typically a problem for MasterCook 3.0 and 4.0 users, because, in most cases, the Recipe Translator can import the recipes correctly even if they contain invalid EOL delimiters for your system. (For more on this subject, see "APPENDIX D: SUPPORTED FORMATS AND TEXT TYPES".

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-- RAW DATA files look like "garbage" if you attempt to view them via a

text editor. They are often executable files (such as applications or execs), or they are in a format very specific to a program and can only be viewed via that program. An example of a "raw data" file is a complete MasterCook cookbook. You can exchange complete cookbooks with others; you need only open the cookbook from within MasterCook.

NOTE: MasterCook cookbooks are completely compatible across all versions of MasterCook and all platforms. This means that all MC Windows and Mac users, regardless of their MC version, can exchange complete cookbooks, with absolutely no conversion required!

TIP: Both text and raw data files may be "compressed" to reduce their size before being transferred on the Internet. A compressed or "zipped" file must be expanded or "unzipped" before it can be processed. There are many different commonly used compression/expansion schemes and utility programs (such as "PKZIP" and "StuffIt Expander").

Sometimes a compressed file is "self-extracting" meaning that it contains the information necessary to be expanded without your having the expansion software. If a compressed file is NOT self-extracting, then you must have a software program that can read and expand the file.

TIP: Recipes in MasterCook cookbooks will be automatically stored in a compressed format if you select that option under "Preferences" (under the "Tools" menu option). This option will significantly reduce the amount of disk space required by your cookbooks. Because of the incompatibility among file compression programs, you may avoid many file exchange problems if you do not further compress a cookbook prior to sending it electronically.

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## 1.2 BASICS OF FILE TRANSFER ON THE INTERNET: TRANSFERRING FILES

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You can send and receive files on the Internet via three basic ways:

### 1) e-mail

e-mail messages are always "text" files and are sent and received using an e-mail program such as Eudora, Microsoft Exchange, etc.



When you receive a file, your e-mail program will perform whatever "translation" is required for you to be able to read the text. (For example, if the text originated on a DOS system and was received on a Macintosh system, the "line feeds" are stripped.) This is why you can read messages sent from systems different than yours.

The primary and simplest method for exchanging recipes via the Internet is through e-mail. Typically, recipes you send and receive will be embedded in the body of an e-mail message. By using e-mail, you will ensure that in most cases your recipes can be read and vice versa. There will often be commentary and a signature surrounding the actual recipe, but that will not impact MC's ability to import. (For details on how to "process" these recipes, see "Importing Recipes From e-mail" later in this document.)

## 2) "ATTACHED FILES" (to e-mail messages)

Occasionally someone will "attach" a file to an e-mail message. These files may be either text or raw data files. Some e-mail programs (ie, Eudora) support sending and receiving "attachments". If your e-mail program does support attached files, you tell it where you would like attached files to be stored. When an attached file is received, you will see a message in your "In" box informing you of receipt and file name.

Sending attached files is a very convenient method of transferring large text files or raw data files directly to other users. Note that attached files are not an "e-mail" message, thus, they are not subject to the same e-mail message size limitations. (There may be a file size limitation imposed by your service provider, but it will be significantly larger than an e-mail size limit.) Raw data files sent as attachments will not translated to text.

It is not recommended that you send recipes as "attachments" to mailing lists or newsgroups, because many e-mail programs do not recognize and support attached documents. (Indeed, sending attached files to news groups and mailing lists is considered to be a "breech" of Internet etiquette.) Furthermore, there is no one standard on how attachments are handled. Before sending an attached document, you should confirm that the recipient can handle it.

### 3) UPLOADING/DOWNLOADING

When you request a copy of a file be electronically sent from a site on the Internet to your computer, you are "downloading". These files may be either text or raw data files and there is a variety of software programs that enable this transmission. (Examples of these programs are: Netscape, Fetch, Gopher, Mosaic, or your Internet service provider may provide their own.)

If you send a file from your system to be stored on another system, that is called "uploading". Once a file is "uploaded", it may be available for others to "download".

You will typically be downloading either files containing recipes (text files) or complete MasterCook cookbooks (raw data files) from the Internet.

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## PART TWO: IMPORTING RECIPES

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### 2.1 IMPORTING RECIPES: ADDING RECIPES TO MASTERCOOK

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There are three ways in which you can increase your MasterCook recipe collection.

--> 1) TYPE, or manually "enter" by keying, recipes into a MasterCook "New Recipe" window

This method is typically used for recipes that are not currently available in electronic form. (I.E., they exist only on paper in cookbooks, magazines, newspapers, old recipe cards, etc.)

MasterCook's "fast fill" feature significantly minimizes the number of key strokes required to enter a recipe's ingredients. (For more

information, see "Recipes, entering" in your MasterCook User's Guide.)

--> 2) IMPORT recipes from "TEXT" files that are in a supported format

Recipes in electronic format as "text" files are typically those that you received in e-mail messages, scanned in from magazines or newspapers, downloaded from the Internet, or are entered into another cooking program.

A recipe MUST be in a FORMAT that MasterCook recognizes before it can be "imported" (electronically added) to a MasterCook cookbook. (See "MasterCook Import Formats" in this document for descriptions of acceptable formats.) Text files that are not in a supported format can NOT be imported.

This document focuses primarily on importing.

--> 3) ADD a complete MasterCook cookbook

You may add a complete cookbook to your collection simply by copying the cookbook to your system and opening it with MasterCook. Typically you will receive or download an entire cookbook from the Internet (for example, from the MasterCook Web page at <http://www.sierra.com> ).

These files are not text files, but rather are in "raw data" or "binary" format. A complete cookbook does not contain "exported" recipes, and, therefore, does not need to be "imported". To view the recipes, the cookbook must be opened from within MasterCook.

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## 2.2 IMPORTING RECIPES: MASTERCOOK IMPORT FORMATS

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A recipe MUST be in a format that MasterCook recognizes before it can be imported into a MC cookbook. The MC "Recipe Translator" (or "importer") is very flexible and supports many different formats, including export formats from many popular commercial and shareware cooking programs. However, if a recipe is not in one of the accepted formats which contain specific delimiters that MC recognizes, it can not be imported.

MasterCook will successfully import, or convert, text files containing recipes that were exported from the following programs:

MasterCook programs:

- MasterCook 4.0 ("MXP", "Mac", or "Generic" formats)
- MasterCook 3.0 ("MXP", "Mac", or "Generic" formats)
- MasterCook II ("MXP" format)
- MasterCook Mac ("MXP" or "Mac" formats)

Other cooking programs:

- Cookbook USA
- Cooking Companion 1.x
- Cooking Light Cookware 1.x (Windows & Mac)
- From Scratch 3.x
- Key Home Gourmet
- Meal-Master 7.x and 8.x  
(Note: MC 4.0 supports MM 2-column recipes with dividers)
- Micro Cookbook 1.x (Mac)
- Micro Cookbook 3.x (Windows or DOS)
- Micro Cookbook 4.x and 5.x
- MicroKitchen Companion 2.x and 3.x

If a recipe was exported from any of the above formats, in most cases, you will not need to edit it prior to importing. It is ready to be imported into a MC cookbook as is. However, if the recipes are not in an acceptable format, they must be edited prior to importing. MasterCook can NOT import unformatted recipes.

TIP: To determine if recipes in your text file are formatted, look for "Beginning-of-Recipe" headers such as the following. If none exist, then the recipes are not acceptable for importing.

\* Exported from MasterCook \*

-----OR-----

MMMMM----- Recipe via Meal-Master (tm) v8.02

-----OR-----

@@@@@

TIP: If a file appears to be in an acceptable format, try importing it and see if MC recognizes any or all of the recipes. The recipes that can be imported will be presented to you in the "import selection" window. Recipes that are not included in this list are not in a format that MC recognizes and need to be edited before they can be imported.

TIP: Many formats include an End-of-Recipe delimiter, such as "MMMMM" or "\_\_\_\_\_". Any text outside of the recipe "beginning-of-recipe header" or "end-of-recipe trailer" will NOT be imported. This means that there is no need for you to expend the effort to delete comments, e-mail headers, or e-mail signature lines. MC will take care of that for you.

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## 2.2.0 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES FOR MASTERCOOK MAC and MASTERCOOK II USERS

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To successfully import recipes with MC Mac or MC II, text recipes MUST be in the MasterCook "MXP" or "Mac" import formats, or in a format from one of the programs listed above. If the recipes are unformatted (for example, they were not exported from one of the above programs), they must be edited to agree with one of these formats before they will successfully import.

A text file may contain one or many recipes; however, all recipes must be in the same format to import. If there is more than one format within the file, the Recipe Translator will recognize recipes in ONLY ONE format. Likewise, if the file contains unformatted recipes, they will not be recognized for importing.

If you have recipes in several different formats (such as in a mailing list digest), you should create a file for each format (i.e., all recipes exported from MM in one file, all recipes exported from MC in another file).

NOTE: This does NOT apply to MasterCook 3.0 or 4.0. In MC 3.0 and 4.0, all recipes in a valid format will be imported, regardless of the mixture or order of the formats within one file.

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-- MASTERCOOK II (WINDOWS) USERS ONLY: You must put your unformatted recipes into the "MXP" format (See the Appendix A for details of this format). You may, of course, make these format changes manually with any text editor of your choice. However, the following shareware program is available to assist you in readying your unformatted recipes for import:

Txt-to-MasterCook

(Information available on the MasterCook Web Page:  
<http://www.sierra.com> )

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EXAMPLE of a recipe in "MXP" format:

\* Exported from MasterCook \*

### Grilled Tossed Vegetables

Recipe By : Jo Anne Merrill  
Serving Size : 4 Preparation Time :0:40  
Categories : Grill/Camping Recipes Vegetables  
Healthwise

Amount	Measure	Ingredient -- Preparation Method
6	cups	eggplant -- peeled and cubed
1	medium	green bell pepper -- chopped
1	large	onion -- chopped
1	tablespoon	margarine
1/4	teaspoon	basil
2		tomatoes
		salt -- to taste
		pepper -- to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

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NOTES : Serve with meat or poultry. Good vegetarian dish also.

\_\_\_\_\_

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-- MASTERCOOK MAC USERS ONLY: You may put the unformatted recipes into either the "MXP" format (see example above and "APPENDIX A" for details) or the "Mac" format (see example below and "APPENDIX B" for details). The "Mac" format is generally an easier format to manipulate manually because the fields are delimited by "tabs" and are not column dependent.

NOTE: In the following example, "<tab>" indicates where the actual tab character should be.

-----

EXAMPLE of a recipe in "Mac" format:

{ Exported from MasterCook Mac }

Grilled Tossed Vegetables

Recipe By: Jo Anne Merrill

Serving Size: 4

Preparation Time: 0:40

Categories: Grill/Camping Recipes<tab>Vegetables<tab>Healthwise

Amount	Measure	Ingredient	Preparation Method
6	<tab>cups	<tab>eggplant	<tab>peeled and cubed
1	<tab>green bell	<tab>pepper	<tab>chopped
1	<tab>large onion	<tab>	<tab>chopped
1	<tab>tablespoon	<tab>margarine	
1/4	<tab>teaspoon	basil	
2	<tab>	tomatoes	
	<tab>	salt	<tab>to taste
	<tab>	pepper	<tab>to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

-----  
Serving Ideas: Serve with meat or poultry. Good vegetarian dish also.

-----  
TIP: You always have the option of entering, or keying, your unformatted recipes directly into MasterCook. Without the use of one of a "converters", readying your recipes for importing may, in some case, be more laborious than simply keying them.

Entering recipes manually is surprisingly fast and efficient. You need key in only the ingredients (taking advantage of MasterCook's fast-fill feature) and then "copy and paste" the directions section.

-----  
TIP: No time to key in the ingredients? For a "quick and dirty"



approach, you might try copying and pasting the entire unformatted recipe into the directions section of a MC new recipe window. Name the recipe and, optionally, assign categories. You won't be able to do a nutritional analysis or search by ingredient on recipes saved this way, but you will at least have an electronic search by recipe name. When you have the time, you can return to these recipes and properly enter the ingredients.

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### 2.2.1 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES FOR MASTERCOOK 3.0 and 4.0 USERS ONLY (WINDOWS and MACINTOSH)

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In addition to importing recipes that are in either the MXP or Mac formats, discussed above, MasterCook 3.0 and 4.0 will also import recipes in the "Generic Import Format". This format provides a very simple method of preparing unformatted text recipes for import.

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#### GENERIC IMPORT FORMAT

Following is the EXACT format that MasterCook expects when using the "generic import" feature. You will find that it takes very little time and effort to put most unformatted text recipes into this format.

NOTE: The descriptive comments appearing inside the bracket signs, "[ ]", are NOT a part of the format and appear here only for clarification.

1st line: @@@@ [that's 5 "at" signs]

2nd line: TITLE of the recipe

3rd line: BLANK [this MUST be BLANK, not spaces!]

-- OR MC 4.0 ONLY --

3rd line: | [ (vertical bar) This eliminates the need for a BLANK line]

4th line: NOTES -- ONE line of text. [Optional]

5th line: BLANK [again, no spaces or non-display characters! Optional if

no Notes line]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

6th line: amount unit ingredient preparation method

. [amount, unit, prep method are optional]

Last INGREDIENT [up to 100 ingredients]

BLANK [once again, no spaces!]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

DIRECTIONS and any "free form" text you wish to include. These lines are optional.

Last line: \_\_\_\_ [end-or-recipe indicator, MC 4.0 ONLY]

NOTE: Everything until the "\_\_\_\_" (MC 4.0 ONLY) or the next "@@@" will be put in the direction section. You can add the "recipe by", "serving size", and "categories" once the recipes have been imported.

NOTE: The "Notes" line is REQUIRED for MC 3.0 Mac users. You may insert any one or more text characters to fulfill this requirement, including a "space".

TIP: Hate the tedium of deleting all those preceding spaces on each line of your recipe? Well, there's no need to! With the exception of the "@@@", the lines in the generic format do NOT have to be left justified. Each text line may be preceded by non-printing characters, such as spaces.

TIP: The easiest way to force the "preparation method" into the "preparation method field" is to place either a comma or a semi-colon after the ingredient. (Ex., 1 small onion, chopped --OR-- 1 small onion; chopped)

TIP: A BLANK line MUST truly be BLANK. (Or in the case of MC 4.0, the control character "|" (vertical bar) may begin the line.) The import will not work correctly if any non-displayable characters, such as

spaces, are contained in a "blank" line. If you are experiencing difficulty importing a recipe, it may be helpful to view the recipe with an editor (ex., WordPerfect, MS Word, Notepad, BBedit, etc.) that will display non-printable characters. Only the end-of-line delimiters (carriage returns, line feeds, etc) should be in a blank line.

TIP: If a recipe is not left justified in an e-mail message, what appears to be blank lines are most likely lines with spaces. So, if the original recipe is indented, be sure to delete and replace every blank line. Or, if using MC 4.0, insert a "|" (vertical bar) at the beginning of each separator line.

TIP: Make sure that where a blank line is required, there is only ONE blank line. If more than one blank is encountered, the importer may not store the recipe properly.

TIP: MC 3.0 does not recognize an end-of-recipe delimiter, so EVERYTHING following the first direction line until the next "@@@" is encountered will be imported as directions. Therefore, you need to delete any extraneous text (such as e-mail signatures) that you do not want stored as part of your recipe. When using the generic format, MC will not strip out trailing text that is not part of your recipe.

TIP: Recipes are posted on the Internet in a very wide variety of styles and formats. Sometimes the ingredients are embedded within sentences and it may be difficult to ready the recipe for importing. In these instances, you may find it easier to manually enter the recipe using MC fast-fill feature and doing a copy and paste of the directions.

-----  
EXAMPLE of a recipe in the "generic" format:

@@@@

Grilled Tossed Vegetables

Serve with meat or poultry. Good vegetarian dish also.

6 cups eggplant, peeled and cubed

1 medium green bell pepper; chopped

1 large onion, chopped

1 tablespoon margarine  
1/4 teaspoon basil  
2 tomatoes  
salt to taste  
pepper to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

Recipe By: Jo Anne Merrill in from the MasterCook cookbook, "Kitchen Classics".

-----

If you prefer, instead of using the "generic format", you may put your recipes into the "MXP" format. MC 3.0 and 4.0 removed the column and position dependency of the MXP format, making it significantly more flexible. It is now quite easy to create a keyword template for MXP and simply insert the appropriate recipe sections. (See "APPENDIX A" for details of this format.)

MC 3.0 WINDOWS USERS: There is a shareware "converter" available for the MXP format:

Txt-to-MasterCook (DOS only)  
(Information available on the MasterCook Web Page  
( <http://www.sierra.com> )

Macintosh users also have the option of using the "Mac format". (See "APPENDIX B" for a description of this format.)

A text file may contain one or many recipes and they do not need to be in the same format. For example, a mailing list digest may contain recipes that were exported from MealMaster, others that were exported from MasterCook, and even some that are in the generic format. As long as each recipe is preceded with a recognizable header, MasterCook will add the recipe to the import selection list. Only the unformatted recipes will be overlooked.

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### 2.2.1 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES FOR MASTERCOOK 3.0 and 4.0 USERS ONLY (WINDOWS and MACINTOSH)

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2nd line: TITLE of the recipe

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-- OR MC 4.0 ONLY --

3rd line: | [ (vertical bar) This eliminates the need for a BLANK line]

4th line: NOTES -- ONE line of text. [Optional]

5th line: BLANK [again, no spaces or non-display characters! Optional if

no Notes line]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

6th line: amount unit ingredient preparation method

. [amount, unit, prep method are optional]

Last INGREDIENT [up to 100 ingredients]

BLANK [once again, no spaces!]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

DIRECTIONS and any "free form" text you wish to include. These lines are optional.

Last line: \_\_\_\_ [end-or-recipe indicator, MC 4.0 ONLY]

NOTE: Everything until the "\_\_\_\_" (MC 4.0 ONLY) or the next "@@@" will be put in the direction section. You can add the "recipe by", "serving size", and "categories" once the recipes have been imported.

NOTE: The "Notes" line is REQUIRED for MC 3.0 Mac users. You may insert any one or more text characters to fulfill this requirement, including a "space".

TIP: Hate the tedium of deleting all those preceding spaces on each line of your recipe? Well, there's no need to! With the exception of the "@@@", the lines in the generic format do NOT have to be left justified. Each text line may be preceded by non-printing characters, such as spaces.

TIP: The easiest way to force the "preparation method" into the "preparation method field" is to place either a comma or a semi-colon after the ingredient. (Ex., 1 small onion, chopped --OR-- 1 small onion; chopped)

TIP: A BLANK line MUST truly be BLANK. (Or in the case of MC 4.0, the control character "|" (vertical bar) may begin the line.) The import will not work correctly if any non-displayable characters, such as

spaces, are contained in a "blank" line. If you are experiencing difficulty importing a recipe, it may be helpful to view the recipe with an editor (ex., WordPerfect, MS Word, Notepad, BBedit, etc.) that will display non-printable characters. Only the end-of-line delimiters (carriage returns, line feeds, etc) should be in a blank line.

TIP: If a recipe is not left justified in an e-mail message, what appears to be blank lines are most likely lines with spaces. So, if the original recipe is indented, be sure to delete and replace every blank line. Or, if using MC 4.0, insert a "|" (vertical bar) at the beginning of each separator line.

TIP: Make sure that where a blank line is required, there is only ONE blank line. If more than one blank is encountered, the importer may not store the recipe properly.

TIP: MC 3.0 does not recognize an end-of-recipe delimiter, so EVERYTHING following the first direction line until the next "@@@" is encountered will be imported as directions. Therefore, you need to delete any extraneous text (such as e-mail signatures) that you do not want stored as part of your recipe. When using the generic format, MC will not strip out trailing text that is not part of your recipe.

TIP: Recipes are posted on the Internet in a very wide variety of styles and formats. Sometimes the ingredients are embedded within sentences and it may be difficult to ready the recipe for importing. In these instances, you may find it easier to manually enter the recipe using MC fast-fill feature and doing a copy and paste of the directions.

-----  
EXAMPLE of a recipe in the "generic" format:

@@@@

Grilled Tossed Vegetables

Serve with meat or poultry. Good vegetarian dish also.

6 cups eggplant, peeled and cubed

1 medium green bell pepper; chopped

1 large onion, chopped

1 tablespoon margarine  
1/4 teaspoon basil  
2 tomatoes  
salt to taste  
pepper to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

Recipe By: Jo Anne Merrill in from the MasterCook cookbook, "Kitchen Classics".

-----

If you prefer, instead of using the "generic format", you may put your recipes into the "MXP" format. MC 3.0 and 4.0 removed the column and position dependency of the MXP format, making it significantly more flexible. It is now quite easy to create a keyword template for MXP and simply insert the appropriate recipe sections. (See "APPENDIX A" for details of this format.)

MC 3.0 WINDOWS USERS: There is a shareware "converter" available for the MXP format:

Txt-to-MasterCook (DOS only)  
(Information available on the MasterCook Web Page  
( <http://www.sierra.com> )

Macintosh users also have the option of using the "Mac format". (See "APPENDIX B" for a description of this format.)



A text file may contain one or many recipes and they do not need to be in the same format. For example, a mailing list digest may contain recipes that were exported from MealMaster, others that were exported from MasterCook, and even some that are in the generic format. As long as each recipe is preceded with a recognizable header, MasterCook will add the recipe to the import selection list. Only the unformatted recipes will be overlooked.

### 2.2.1 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES FOR MASTERCOOK 3.0 and 4.0 USERS ONLY (WINDOWS and MACINTOSH)

---

In addition to importing recipes that are in either the MXP or Mac formats, discussed above, MasterCook 3.0 and 4.0 will also import recipes in the "Generic Import Format". This format provides a very simple method of preparing unformatted text recipes for import.

-----

#### GENERIC IMPORT FORMAT

Following is the EXACT format that MasterCook expects when using the "generic import" feature. You will find that it takes very little time and effort to put most unformatted text recipes into this format.

NOTE: The descriptive comments appearing inside the bracket signs, "[ ]", are NOT a part of the format and appear here only for clarification.

1st line: @@@@@ [that's 5 "at" signs]

2nd line: TITLE of the recipe

3rd line: BLANK [this MUST be BLANK, not spaces!]

-- OR MC 4.0 ONLY --

3rd line: | [ (vertical bar) This eliminates the need for a BLANK line]

4th line: NOTES -- ONE line of text. [Optional]

5th line: BLANK [again, no spaces or non-display characters! Optional if  
no Notes line]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

6th line: amount unit ingredient preparation method

. [amount, unit, prep method are optional]

Last INGREDIENT [up to 100 ingredients]

BLANK [once again, no spaces!]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

DIRECTIONS and any "free form" text you wish to include. These lines are optional.

Last line: \_\_\_\_ [end-or-recipe indicator, MC 4.0 ONLY]

NOTE: Everything until the "\_\_\_\_" (MC 4.0 ONLY) or the next "@@@" will be put in the direction section. You can add the "recipe by", "serving size", and "categories" once the recipes have been imported.

NOTE: The "Notes" line is REQUIRED for MC 3.0 Mac users. You may insert any one or more text characters to fulfill this requirement, including a "space".

TIP: Hate the tedium of deleting all those preceding spaces on each line of your recipe? Well, there's no need to! With the exception of the "@@@", the lines in the generic format do NOT have to be left justified. Each text line may be preceded by non-printing characters, such as spaces.

TIP: The easiest way to force the "preparation method" into the "preparation method field" is to place either a comma or a semi-colon after the ingredient. (Ex., 1 small onion, chopped --OR-- 1 small onion; chopped)

TIP: A BLANK line MUST truly be BLANK. (Or in the case of MC 4.0, the control character "|" (vertical bar) may begin the line.) The import will not work correctly if any non-displayable characters, such as spaces, are contained in a "blank" line. If you are experiencing difficulty importing a recipe, it may be helpful to view the recipe with an editor (ex., WordPerfect, MS Word, Notepad, BBedit, etc.) that will

display non-printable characters. Only the end-of-line delimiters (carriage returns, line feeds, etc) should be in a blank line.

TIP: If a recipe is not left justified in an e-mail message, what appears to be blank lines are most likely lines with spaces. So, if the original recipe is indented, be sure to delete and replace every blank line. Or, if using MC 4.0, insert a "|" (vertical bar) at the beginning of each separator line.

TIP: Make sure that where a blank line is required, there is only ONE blank line. If more than one blank is encountered, the importer may not store the recipe properly.

TIP: MC 3.0 does not recognize an end-of-recipe delimiter, so EVERYTHING following the first direction line until the next "@@@" is encountered will be imported as directions. Therefore, you need to delete any extraneous text (such as e-mail signatures) that you do not want stored as part of your recipe. When using the generic format, MC will not strip out trailing text that is not part of your recipe.

TIP: Recipes are posted on the Internet in a very wide variety of styles and formats. Sometimes the ingredients are embedded within sentences and it may be difficult to ready the recipe for importing. In these instances, you may find it easier to manually enter the recipe using MC fast-fill feature and doing a copy and paste of the directions.

-----  
EXAMPLE of a recipe in the "generic" format:

@@@@

Grilled Tossed Vegetables

Serve with meat or poultry. Good vegetarian dish also.

6 cups eggplant, peeled and cubed  
1 medium green bell pepper; chopped  
1 large onion, chopped  
1 tablespoon margarine  
1/4 teaspoon basil  
2 tomatoes

salt to taste  
pepper to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

Recipe By: Jo Anne Merrill in from the MasterCook cookbook, "Kitchen Classics".

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-----

If you prefer, instead of using the "generic format", you may put your recipes into the "MXP" format. MC 3.0 and 4.0 removed the column and position dependency of the MXP format, making it significantly more flexible. It is now quite easy to create a keyword template for MXP and simply insert the appropriate recipe sections. (See "APPENDIX A" for details of this format.)

MC 3.0 WINDOWS USERS: There is a shareware "converter" available for the MXP format:

Txt-to-MasterCook (DOS only)  
(Information available on the MasterCook Web Page  
( <http://www.sierra.com> )

Macintosh users also have the option of using the "Mac format". (See "APPENDIX B" for a description of this format.)

A text file may contain one or many recipes and they do not need to be in the same format. For example, a mailing list digest may contain recipes that were exported from MealMaster, others that were exported

from MasterCook, and even some that are in the generic format. As long as each recipe is preceded with a recognizable header, MasterCook will add the recipe to the import selection list. Only the unformatted recipes will be overlooked.

---

## 2.4 IMPORTING RECIPES: IMPORTING RECIPES from e-mail

---

The majority of recipes you will receive will be embedded in e-mail messages. An e-mail message may contain one or many recipes and you may import any or all of these recipes. Of course, each recipe must be in an import format that MasterCook recognizes (see "2.2 Importing Recipes: MasterCook Import Formats"). If it is not, then you will need to edit the recipe and put it in an acceptable format prior to importing.

When recipes are embedded in an e-mail message and surrounded by other text (which is common in e-mail messages and mailing list digests), there is often no need to first edit the file to strip out the extraneous text. The MasterCook importer will begin importing from the "beginning-of-recipe" header and will stop when it comes to the beginning of the next recipe, the end-of-file indicator, or to an end-of-recipe delimiter. Any other text, such as e-mail headers, signature lines, or even comments that are not a part of the recipe will not be imported.

EXCEPTIONS: MC 3.0, MC II, and MC Mac users:

In the following circumstances, you will need to delete all extraneous text that follows a recipe (ie, e-mail signatures) prior to importing. If you do not, then the trailing text will be imported as part of your recipe.

-- When a recipe is in the "Generic" format.

-- When a recipe in the standard "MXP" format contains a "Notes" section.

-- When a recipe in the standard "MXP" format contains a "Serving Ideas" section.

-- When a recipe in the standard "MXP" format contains a "Suggested Wine" section.

NOTE: There are occasions when an e-mail message will contain extraneous characters within the body of the recipe. For example, if the recipe was "forwarded" or "replied to", it will probably contain ">" symbols at the beginning of each line. In cases such as this, the recipe will NOT import as is. You must first edit the recipe to remove all unwanted characters.

TIP: If there are changes that you would like to make to the recipe itself (such as changing categories), it is typically easier to make the changes from within MasterCook, AFTER the recipe is imported. Likewise, if unwanted text was imported as part of the recipe (ie, e-mail signatures), it can be easily removed by editing the recipe within MC.

-----  
There are two ways that recipes may be imported from e-mail messages. Depending on your particular e-mail program, you may be able to use one or both methods.

-----  
1) SAVE THE e-mail message containing the recipes you wish to import as a text file. Then you follow the normal MasterCook importing procedures, pointing the MC importer to the saved text file.

TIP: When you save an e-mail message as a text file, make sure that you do NOT select options such as "Guess Paragraphs" or "Wrap". These options may alter the format of the recipe, preventing successful importing.

It does not matter if the e-mail header information is stored with the recipe; MasterCook will strip that when it imports.

TIP: Many e-mail programs will allow you to save multiple e-mail messages in one text file. The advantage in doing this is that you can import many recipes by invoking the import operation only once. Be careful,

however, if you are not a MC 3.0 and 4.0 user that every recipe in one file is in the same format (ex., they all are from MM or all in MC MXP format).

TIP: Many e-mail programs will separate a large e-mail message into multiple parts, typically appended with a numeric suffix. This may very happen when someone posts many recipes in one e-mail message. When you do the "Save", make sure that you save all parts of the message in the same file.

TIP: Often users will preface the formatted recipe with interesting comments that you might like to save with your recipe. In this case, you should edit the e-mail message and copy and paste the extra comments into the recipe. In order to prevent altering the recipe format (if you do change it, it may not import), the safest place to insert these additional comments is either at the beginning or the end of the "directions" section.

-----  
2) IMPORT DIRECTLY from an e-mail mailbox. Some e-mail programs (such as Eudora) maintain the mailboxes as text files that can be opened and viewed as normal text files from other programs. If this is the case with your e-mail program, then you may simply point the MasterCook

\*\*\*\*\*

```

*
*
*           EXCHANGING MASTERCOOK RECIPES
*
*
*           A GUIDE TO IMPORTING AND EXPORTING RECIPES WITH MASTERCOOK
*
*
*           Version 2.0
*
*           (Includes MasterCook 4.0)
*
*

```

\*\*\*\*\*

This guide describes, in detail, how to import and export MasterCook recipes so that you may easily share them with others. And because recipe exchanges occur frequently via the Internet, this guide also includes information on exchanging recipes electronically.

If you encounter problems importing, locate the symptom in "Part 4: What Went Wrong?" and you will find the associated cause and suggested solutions.

The following MasterCook versions are covered in this document:

- MasterCook 4.0 (including a special section on what's new)
- MasterCook 3.0
- MasterCook II
- MasterCook Mac

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#### 0.1 WHAT'S NEW IN MASTERCOOK 4.0

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Many significant new features were added to make importing recipes into MasterCook 4.0 easier and more accurate than ever! A summary of the most exciting new features follows.

\*\*\* End-of-Recipe Delimiter: " \_\_\_\_\_ " (5 underscores) \*\*\*

Now there is a definitive way to tell the Recipe Translator where the

end of the recipe text is! Simply insert "\_\_\_\_\_" (5 underscores) at the beginning of the line immediately following the end of the recipe text. When the Recipe Translator encounters this control string, it will cease importing the current recipe and begin looking for the next beginning-of-recipe header.

You now have precise control over where the recipe text ends, so you no longer have to bother removing e-mail headers and trailers from your text files prior to importing. No more surprise text in the "Notes" section!

\*\*\* Exclude Categories When Importing (optional) \*\*\*

Hate all those foreign categories that get added to your cookbook everytime you import a recipe? Now you can simply turn off the import of all categories by un-checking the "Include Categories" box in the Import dialog window.

But you want to include categories, at least some of the time? No problem! The include/exclude option can be set on each import.

\*\*\* End-of-Section Delimiter: "|" (vertical bar) \*\*\*

Have you had difficulty with those troublesome BLANK lines that are required in the "Generic" import formats? Well, no need to fret anymore. Instead of ensuring those required lines are truly BLANK, simply insert a "|" (vertical bar) at the beginning of each separator line. This indicates to the Recipe Translator that it has encountered the end of that recipe section.

You can, of course, continue to use BLANK lines as end-of-section indicators. Just beware that if the line contains even one "space", the recipe will not import correctly. When you use the "|" control character, you need not worry if the line is blank.

\*\*\* Paste Text As Ingredients \*\*\*

Now you can copy text from any file (such as an e-mail message) and paste it into the ingredient section of a MasterCook recipe! Simply copy the

text and then select the "Paste As Ingredient" option under the Edit Menu. The copied text will be translated and placed in the appropriate amount, unit, ingredient, and preparation method fields, just as they are when you "import" a formatted text recipe.

You don't want to format a text recipe and then import it? Then try adding it to your cookbook by using copy and paste. First copy and then paste the ingredients using "Paste Text as Ingredients". Then copy and paste the title, author, and/or the directions.

This function is also very useful for those occasions when the ingredients erroneously imported into the directions section. Now, clean-up is easy. Just copy (or cut) the ingredients and then "Paste Text As Ingredients".

\*\*\* Ingredient Lines With All Spaces (or Tabs) Will be Preserved \*\*\*

You may now use lines with only spaces or tabs in the Ingredient section to separate groups of ingredients!

In past releases, if you did not include at least one displayable character in an ingredient line, the line was stripped when the recipe was imported. In Version 4, these lines (which appear to be "blank") will be kept in the ingredient section.

(Note that this applies only recipes imported in the MXP format. Ingredient lines with all spaces or tabs in the "generic" format will be stripped when imported.)

\*\*\* "Notes" Line No Longer Required in Generic Import Format \*\*\*

In MasterCook Version 3, Mac users were required to have the one line of "Notes" in the generic import format. This has been changed, so if you don't want to use the "Notes" section of the recipe, you no longer have to! The generic format may now include just the title, ingredients, and directions, and, of course, the required format controls. (See APPENDIX C: GENERIC FORMAT for details.)

\*\*\* Improvements in Importing MealMaster Recipes \*\*\*

MealMaster recipes that contain two-columns of ingredients and dividers can now be successfully imported into MasterCook!

In addition, recipes with MealMaster dividers are now imported with a divider that looks good in MasterCook.

Example of a part of a MealMaster, 2-column recipe with dividers:

```
-----ICE CREAM-----  
1 qt Vanilla ice cream           1 c Heath bars; chopped  
  
-----CARAMEL SAUCE-----  
1 1/3 c Whipping cream           2 tb Unsalted butter; cut into  
1 c Sugar                         - 4 pieces  
3 tb Water
```

\*\*\*\*\*

## PART ONE: BASICS OF FILE TRANSFER ON THE INTERNET

\*\*\*\*\*

If you are planning on exchanging recipes via the Internet, it is important that you understand the basics of electronic file transfer. This will be helpful to you in getting started, and this understanding will be particularly valuable when "things go wrong".

Details on how to exchange MasterCook recipes via the Internet will be covered in "Part Two: Importing Recipes" and in "Part Three: Exporting Recipes". If you are an experienced user of e-mail and file transfers on the Internet, you may wish to skip to the MasterCook specific discussions.

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### 1.1 BASICS OF FILE TRANSFER ON THE INTERNET: TYPES OF FILES

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There are two types of data files that you will encounter on the Internet: "TEXT" and "RAW DATA" (also called "BINARY") files.

-- TEXT files are "readable" by you; that is, they are in a language that people understand (i.e., English, Spanish, German, etc.). You can open them, view them, and edit them via any number of text editors (ie, Notepad, Simple Text, etc.) or word processing programs (ie, MicroSoft Word or Word Perfect). e-mail messages are always "text" files. Likewise, recipes that are "EXPORTED" from cooking programs are also text files.

However, not all text files are alike. Different computer operating systems expect different controls signalling the "end of line" (EOL) in text files. Thus, you will encounter three different "end of line" indicators:

DOS systems:	Carriage Return AND Line Feed
Macintosh systems:	Carriage Return
Unix systems:	Line Feed

If a text file contains the incorrect "end of line" indicator for your system, you most likely will not be able to view the file correctly with a text editor; it will appear "garbled". You will typically see the text lines all run together, and/or a foreign character (such as a black rectangle or blank square) at the logical end or beginning of each line.

TIP: Incorrect EOL delimiters are not typically a problem in e-mail because your e-mail program will do whatever translation is necessary for your system. However, if you receive text files outside of e-mail (ie, downloaded or attached documents), they may contain the incorrect control characters and you will need to convert them.

TIP: Incorrect EOL delimiters are not typically a problem for MasterCook 3.0 and 4.0 users, because, in most cases, the Recipe Translator can import the recipes correctly even if they contain invalid EOL delimiters for your system. (For more on this subject, see "APPENDIX D: SUPPORTED FORMATS AND TEXT TYPES".

-----

-- RAW DATA files look like "garbage" if you attempt to view them via a

text editor. They are often executable files (such as applications or execs), or they are in a format very specific to a program and can only be viewed via that program. An example of a "raw data" file is a complete MasterCook cookbook. You can exchange complete cookbooks with others; you need only open the cookbook from within MasterCook.

NOTE: MasterCook cookbooks are completely compatible across all versions of MasterCook and all platforms. This means that all MC Windows and Mac users, regardless of their MC version, can exchange complete cookbooks, with absolutely no conversion required!

TIP: Both text and raw data files may be "compressed" to reduce their size before being transferred on the Internet. A compressed or "zipped" file must be expanded or "unzipped" before it can be processed. There are many different commonly used compression/expansion schemes and utility programs (such as "PKZIP" and "StuffIt Expander").

Sometimes a compressed file is "self-extracting" meaning that it contains the information necessary to be expanded without your having the expansion software. If a compressed file is NOT self-extracting, then you must have a software program that can read and expand the file.

TIP: Recipes in MasterCook cookbooks will be automatically stored in a compressed format if you select that option under "Preferences" (under the "Tools" menu option). This option will significantly reduce the amount of disk space required by your cookbooks. Because of the incompatibility among file compression programs, you may avoid many file exchange problems if you do not further compress a cookbook prior to sending it electronically.

---

## 1.2 BASICS OF FILE TRANSFER ON THE INTERNET: TRANSFERRING FILES

---

You can send and receive files on the Internet via three basic ways:

### 1) e-mail

e-mail messages are always "text" files and are sent and received using an e-mail program such as Eudora, Microsoft Exchange, etc.

When you receive a file, your e-mail program will perform whatever "translation" is required for you to be able to read the text. (For example, if the text originated on a DOS system and was received on a Macintosh system, the "line feeds" are stripped.) This is why you can read messages sent from systems different than yours.

The primary and simplest method for exchanging recipes via the Internet is through e-mail. Typically, recipes you send and receive will be embedded in the body of an e-mail message. By using e-mail, you will ensure that in most cases your recipes can be read and vice versa. There will often be commentary and a signature surrounding the actual recipe, but that will not impact MC's ability to import. (For details on how to "process" these recipes, see "Importing Recipes From e-mail" later in this document.)

## 2) "ATTACHED FILES" (to e-mail messages)

Occasionally someone will "attach" a file to an e-mail message. These files may be either text or raw data files. Some e-mail programs (ie, Eudora) support sending and receiving "attachments". If your e-mail program does support attached files, you tell it where you would like attached files to be stored. When an attached file is received, you will see a message in your "In" box informing you of receipt and file name.

Sending attached files is a very convenient method of transferring large text files or raw data files directly to other users. Note that attached files are not an "e-mail" message, thus, they are not subject to the same e-mail message size limitations. (There may be a file size limitation imposed by your service provider, but it will be significantly larger than an e-mail size limit.) Raw data files sent as attachments will not translated to text.

It is not recommended that you send recipes as "attachments" to mailing lists or newsgroups, because many e-mail programs do not recognize and support attached documents. (Indeed, sending attached files to news groups and mailing lists is considered to be a "breech" of Internet etiquette.) Furthermore, there is no one standard on how attachments are handled. Before sending an attached document, you should confirm that the recipient can handle it.



### 3) UPLOADING/DOWNLOADING

When you request a copy of a file be electronically sent from a site on the Internet to your computer, you are "downloading". These files may be either text or raw data files and there is a variety of software programs that enable this transmission. (Examples of these programs are: Netscape, Fetch, Gopher, Mosaic, or your Internet service provider may provide their own.)

If you send a file from your system to be stored on another system, that is called "uploading". Once a file is "uploaded", it may be available for others to "download".

You will typically be downloading either files containing recipes (text files) or complete MasterCook cookbooks (raw data files) from the Internet.

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## PART TWO: IMPORTING RECIPES

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### 2.1 IMPORTING RECIPES: ADDING RECIPES TO MASTERCOOK

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There are three ways in which you can increase your MasterCook recipe collection.

--> 1) TYPE, or manually "enter" by keying, recipes into a MasterCook "New Recipe" window

This method is typically used for recipes that are not currently available in electronic form. (I.E., they exist only on paper in cookbooks, magazines, newspapers, old recipe cards, etc.)

MasterCook's "fast fill" feature significantly minimizes the number of key strokes required to enter a recipe's ingredients. (For more

information, see "Recipes, entering" in your MasterCook User's Guide.)

--> 2) IMPORT recipes from "TEXT" files that are in a supported format

Recipes in electronic format as "text" files are typically those that you received in e-mail messages, scanned in from magazines or newspapers, downloaded from the Internet, or are entered into another cooking program.

A recipe MUST be in a FORMAT that MasterCook recognizes before it can be "imported" (electronically added) to a MasterCook cookbook. (See "MasterCook Import Formats" in this document for descriptions of acceptable formats.) Text files that are not in a supported format can NOT be imported.

This document focuses primarily on importing.

--> 3) ADD a complete MasterCook cookbook

You may add a complete cookbook to your collection simply by copying the cookbook to your system and opening it with MasterCook. Typically you will receive or download an entire cookbook from the Internet (for example, from the MasterCook Web page at <http://www.sierra.com> ).

These files are not text files, but rather are in "raw data" or "binary" format. A complete cookbook does not contain "exported" recipes, and, therefore, does not need to be "imported". To view the recipes, the cookbook must be opened from within MasterCook.

---

## 2.2 IMPORTING RECIPES: MASTERCOOK IMPORT FORMATS

---

A recipe MUST be in a format that MasterCook recognizes before it can be imported into a MC cookbook. The MC "Recipe Translator" (or "importer") is very flexible and supports many different formats, including export formats from many popular commercial and shareware cooking programs. However, if a recipe is not in one of the accepted formats which contain specific delimiters that MC recognizes, it can not be imported.

MasterCook will successfully import, or convert, text files containing recipes that were exported from the following programs:

MasterCook programs:

- MasterCook 4.0 ("MXP", "Mac", or "Generic" formats)
- MasterCook 3.0 ("MXP", "Mac", or "Generic" formats)
- MasterCook II ("MXP" format)
- MasterCook Mac ("MXP" or "Mac" formats)

Other cooking programs:

- Cookbook USA
- Cooking Companion 1.x
- Cooking Light Cookware 1.x (Windows & Mac)
- From Scratch 3.x
- Key Home Gourmet
- Meal-Master 7.x and 8.x  
(Note: MC 4.0 supports MM 2-column recipes with dividers)
- Micro Cookbook 1.x (Mac)
- Micro Cookbook 3.x (Windows or DOS)
- Micro Cookbook 4.x and 5.x
- MicroKitchen Companion 2.x and 3.x

If a recipe was exported from any of the above formats, in most cases, you will not need to edit it prior to importing. It is ready to be imported into a MC cookbook as is. However, if the recipes are not in an acceptable format, they must be edited prior to importing. MasterCook can NOT import unformatted recipes.

TIP: To determine if recipes in your text file are formatted, look for "Beginning-of-Recipe" headers such as the following. If none exist, then the recipes are not acceptable for importing.

\* Exported from MasterCook \*

-----OR-----

MMMMM----- Recipe via Meal-Master (tm) v8.02

-----OR-----

@@@@@

TIP: If a file appears to be in an acceptable format, try importing it and see if MC recognizes any or all of the recipes. The recipes that can be imported will be presented to you in the "import selection" window. Recipes that are not included in this list are not in a format that MC recognizes and need to be edited before they can be imported.

TIP: Many formats include an End-of-Recipe delimiter, such as "MMMMM" or "\_\_\_\_\_". Any text outside of the recipe "beginning-of-recipe header" or "end-of-recipe trailer" will NOT be imported. This means that there is no need for you to expend the effort to delete comments, e-mail headers, or e-mail signature lines. MC will take care of that for you.

---

## 2.2.0 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES FOR MASTERCOOK MAC and MASTERCOOK II USERS

---

To successfully import recipes with MC Mac or MC II, text recipes MUST be in the MasterCook "MXP" or "Mac" import formats, or in a format from one of the programs listed above. If the recipes are unformatted (for example, they were not exported from one of the above programs), they must be edited to agree with one of these formats before they will successfully import.

A text file may contain one or many recipes; however, all recipes must be in the same format to import. If there is more than one format within the file, the Recipe Translator will recognize recipes in ONLY ONE format. Likewise, if the file contains unformatted recipes, they will not be recognized for importing.

If you have recipes in several different formats (such as in a mailing list digest), you should create a file for each format (i.e., all recipes exported from MM in one file, all recipes exported from MC in another file).

NOTE: This does NOT apply to MasterCook 3.0 or 4.0. In MC 3.0 and 4.0, all recipes in a valid format will be imported, regardless of the mixture or order of the formats within one file.

-----

-- MASTERCOOK II (WINDOWS) USERS ONLY: You must put your unformatted recipes into the "MXP" format (See the Appendix A for details of this format). You may, of course, make these format changes manually with any text editor of your choice. However, the following shareware program is available to assist you in readying your unformatted recipes for import:

Txt-to-MasterCook

(Information available on the MasterCook Web Page:  
<http://www.sierra.com> )

-----  
EXAMPLE of a recipe in "MXP" format:

\* Exported from MasterCook \*

### Grilled Tossed Vegetables

Recipe By : Jo Anne Merrill  
Serving Size : 4 Preparation Time :0:40  
Categories : Grill/Camping Recipes Vegetables  
Healthwise

Amount	Measure	Ingredient -- Preparation Method
6	cups	eggplant -- peeled and cubed
1	medium	green bell pepper -- chopped
1	large	onion -- chopped
1	tablespoon	margarine
1/4	teaspoon	basil
2		tomatoes
		salt -- to taste
		pepper -- to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

-----

NOTES : Serve with meat or poultry. Good vegetarian dish also.

\_\_\_\_\_

-----

-- MASTERCOOK MAC USERS ONLY: You may put the unformatted recipes into either the "MXP" format (see example above and "APPENDIX A" for details) or the "Mac" format (see example below and "APPENDIX B" for details). The "Mac" format is generally an easier format to manipulate manually because the fields are delimited by "tabs" and are not column dependent.

NOTE: In the following example, "<tab>" indicates where the actual tab character should be.

-----

EXAMPLE of a recipe in "Mac" format:

{ Exported from MasterCook Mac }

Grilled Tossed Vegetables

Recipe By: Jo Anne Merrill

Serving Size: 4

Preparation Time: 0:40

Categories: Grill/Camping Recipes<tab>Vegetables<tab>Healthwise

Amount	Measure	Ingredient	Preparation Method
6	<tab>cups	<tab>eggplant	<tab>peeled and cubed
1	<tab>green bell	<tab>pepper	<tab>chopped
1	<tab>large onion	<tab>	<tab>chopped
1	<tab>tablespoon	<tab>margarine	
1/4	<tab>teaspoon	basil	
2	<tab>	tomatoes	
	<tab>	salt	<tab>to taste
	<tab>	pepper	<tab>to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

-----  
Serving Ideas: Serve with meat or poultry. Good vegetarian dish also.

-----  
TIP: You always have the option of entering, or keying, your unformatted recipes directly into MasterCook. Without the use of one of a "converters", readying your recipes for importing may, in some case, be more laborious than simply keying them.

Entering recipes manually is surprisingly fast and efficient. You need key in only the ingredients (taking advantage of MasterCook's fast-fill feature) and then "copy and paste" the directions section.

-----  
TIP: No time to key in the ingredients? For a "quick and dirty"

approach, you might try copying and pasting the entire unformatted recipe into the directions section of a MC new recipe window. Name the recipe and, optionally, assign categories. You won't be able to do a nutritional analysis or search by ingredient on recipes saved this way, but you will at least have an electronic search by recipe name. When you have the time, you can return to these recipes and properly enter the ingredients.

---

### 2.2.1 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES FOR MASTERCOOK 3.0 and 4.0 USERS ONLY (WINDOWS and MACINTOSH)

---

In addition to importing recipes that are in either the MXP or Mac formats, discussed above, MasterCook 3.0 and 4.0 will also import recipes in the "Generic Import Format". This format provides a very simple method of preparing unformatted text recipes for import.

-----

#### GENERIC IMPORT FORMAT

Following is the EXACT format that MasterCook expects when using the "generic import" feature. You will find that it takes very little time and effort to put most unformatted text recipes into this format.

NOTE: The descriptive comments appearing inside the bracket signs, "[ ]", are NOT a part of the format and appear here only for clarification.

1st line: @@@@ [that's 5 "at" signs]

2nd line: TITLE of the recipe

3rd line: BLANK [this MUST be BLANK, not spaces!]

-- OR MC 4.0 ONLY --

3rd line: | [ (vertical bar) This eliminates the need for a BLANK line]

4th line: NOTES -- ONE line of text. [Optional]

5th line: BLANK [again, no spaces or non-display characters! Optional if



no Notes line]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

6th line: amount unit ingredient preparation method

.  
[amount, unit, prep method are optional]

.  
Last INGREDIENT [up to 100 ingredients]

BLANK [once again, no spaces!]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

DIRECTIONS and any "free form" text you wish to include. These lines are optional.

Last line: \_\_\_\_ [end-or-recipe indicator, MC 4.0 ONLY]

NOTE: Everything until the "\_\_\_\_" (MC 4.0 ONLY) or the next "@@@" will be put in the direction section. You can add the "recipe by", "serving size", and "categories" once the recipes have been imported.

NOTE: The "Notes" line is REQUIRED for MC 3.0 Mac users. You may insert any one or more text characters to fulfill this requirement, including a "space".

TIP: Hate the tedium of deleting all those preceding spaces on each line of your recipe? Well, there's no need to! With the exception of the "@@@", the lines in the generic format do NOT have to be left justified. Each text line may be preceded by non-printing characters, such as spaces.

TIP: The easiest way to force the "preparation method" into the "preparation method field" is to place either a comma or a semi-colon after the ingredient. (Ex., 1 small onion, chopped --OR-- 1 small onion; chopped)

TIP: A BLANK line MUST truly be BLANK. (Or in the case of MC 4.0, the control character "|" (vertical bar) may begin the line.) The import will not work correctly if any non-displayable characters, such as

spaces, are contained in a "blank" line. If you are experiencing difficulty importing a recipe, it may be helpful to view the recipe with an editor (ex., WordPerfect, MS Word, Notepad, BBedit, etc.) that will display non-printable characters. Only the end-of-line delimiters (carriage returns, line feeds, etc) should be in a blank line.

TIP: If a recipe is not left justified in an e-mail message, what appears to be blank lines are most likely lines with spaces. So, if the original recipe is indented, be sure to delete and replace every blank line. Or, if using MC 4.0, insert a "|" (vertical bar) at the beginning of each separator line.

TIP: Make sure that where a blank line is required, there is only ONE blank line. If more than one blank is encountered, the importer may not store the recipe properly.

TIP: MC 3.0 does not recognize an end-of-recipe delimiter, so EVERYTHING following the first direction line until the next "@@@" is encountered will be imported as directions. Therefore, you need to delete any extraneous text (such as e-mail signatures) that you do not want stored as part of your recipe. When using the generic format, MC will not strip out trailing text that is not part of your recipe.

TIP: Recipes are posted on the Internet in a very wide variety of styles and formats. Sometimes the ingredients are embedded within sentences and it may be difficult to ready the recipe for importing. In these instances, you may find it easier to manually enter the recipe using MC fast-fill feature and doing a copy and paste of the directions.

-----  
EXAMPLE of a recipe in the "generic" format:

@@@@

Grilled Tossed Vegetables

Serve with meat or poultry. Good vegetarian dish also.

6 cups eggplant, peeled and cubed

1 medium green bell pepper; chopped

1 large onion, chopped

1 tablespoon margarine  
1/4 teaspoon basil  
2 tomatoes  
salt to taste  
pepper to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

Recipe By: Jo Anne Merrill in from the MasterCook cookbook, "Kitchen Classics".

-----

If you prefer, instead of using the "generic format", you may put your recipes into the "MXP" format. MC 3.0 and 4.0 removed the column and position dependency of the MXP format, making it significantly more flexible. It is now quite easy to create a keyword template for MXP and simply insert the appropriate recipe sections. (See "APPENDIX A" for details of this format.)

MC 3.0 WINDOWS USERS: There is a shareware "converter" available for the MXP format:

Txt-to-MasterCook (DOS only)  
(Information available on the MasterCook Web Page  
( <http://www.sierra.com> )

Macintosh users also have the option of using the "Mac format". (See "APPENDIX B" for a description of this format.)

A text file may contain one or many recipes and they do not need to be in the same format. For example, a mailing list digest may contain recipes that were exported from MealMaster, others that were exported from MasterCook, and even some that are in the generic format. As long as each recipe is preceded with a recognizable header, MasterCook will add the recipe to the import selection list. Only the unformatted recipes will be overlooked.

---

### 2.2.1 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES FOR MASTERCOOK 3.0 and 4.0 USERS ONLY (WINDOWS and MACINTOSH)

---

In addition to importing recipes that are in either the MXP or Mac formats, discussed above, MasterCook 3.0 and 4.0 will also import recipes in the "Generic Import Format". This format provides a very simple method of preparing unformatted text recipes for import.

-----

#### GENERIC IMPORT FORMAT

Following is the EXACT format that MasterCook expects when using the "generic import" feature. You will find that it takes very little time and effort to put most unformatted text recipes into this format.

NOTE: The descriptive comments appearing inside the bracket signs, "[ ]", are NOT a part of the format and appear here only for clarification.

1st line: @@@@ [that's 5 "at" signs]

2nd line: TITLE of the recipe

3rd line: BLANK [this MUST be BLANK, not spaces!]

-- OR MC 4.0 ONLY --

3rd line: | [ (vertical bar) This eliminates the need for a BLANK line]

4th line: NOTES -- ONE line of text. [Optional]

5th line: BLANK [again, no spaces or non-display characters! Optional if

no Notes line]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

6th line: amount unit ingredient preparation method

. [amount, unit, prep method are optional]

Last INGREDIENT [up to 100 ingredients]

BLANK [once again, no spaces!]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

DIRECTIONS and any "free form" text you wish to include. These lines are optional.

Last line: \_\_\_\_ [end-or-recipe indicator, MC 4.0 ONLY]

NOTE: Everything until the "\_\_\_\_" (MC 4.0 ONLY) or the next "@@@" will be put in the direction section. You can add the "recipe by", "serving size", and "categories" once the recipes have been imported.

NOTE: The "Notes" line is REQUIRED for MC 3.0 Mac users. You may insert any one or more text characters to fulfill this requirement, including a "space".

TIP: Hate the tedium of deleting all those preceding spaces on each line of your recipe? Well, there's no need to! With the exception of the "@@@", the lines in the generic format do NOT have to be left justified. Each text line may be preceded by non-printing characters, such as spaces.

TIP: The easiest way to force the "preparation method" into the "preparation method field" is to place either a comma or a semi-colon after the ingredient. (Ex., 1 small onion, chopped --OR-- 1 small onion; chopped)

TIP: A BLANK line MUST truly be BLANK. (Or in the case of MC 4.0, the control character "|" (vertical bar) may begin the line.) The import will not work correctly if any non-displayable characters, such as

spaces, are contained in a "blank" line. If you are experiencing difficulty importing a recipe, it may be helpful to view the recipe with an editor (ex., WordPerfect, MS Word, Notepad, BBedit, etc.) that will display non-printable characters. Only the end-of-line delimiters (carriage returns, line feeds, etc) should be in a blank line.

TIP: If a recipe is not left justified in an e-mail message, what appears to be blank lines are most likely lines with spaces. So, if the original recipe is indented, be sure to delete and replace every blank line. Or, if using MC 4.0, insert a "|" (vertical bar) at the beginning of each separator line.

TIP: Make sure that where a blank line is required, there is only ONE blank line. If more than one blank is encountered, the importer may not store the recipe properly.

TIP: MC 3.0 does not recognize an end-of-recipe delimiter, so EVERYTHING following the first direction line until the next "@@@" is encountered will be imported as directions. Therefore, you need to delete any extraneous text (such as e-mail signatures) that you do not want stored as part of your recipe. When using the generic format, MC will not strip out trailing text that is not part of your recipe.

TIP: Recipes are posted on the Internet in a very wide variety of styles and formats. Sometimes the ingredients are embedded within sentences and it may be difficult to ready the recipe for importing. In these instances, you may find it easier to manually enter the recipe using MC fast-fill feature and doing a copy and paste of the directions.

-----  
EXAMPLE of a recipe in the "generic" format:

@@@@

Grilled Tossed Vegetables

Serve with meat or poultry. Good vegetarian dish also.

6 cups eggplant, peeled and cubed

1 medium green bell pepper; chopped

1 large onion, chopped

1 tablespoon margarine  
1/4 teaspoon basil  
2 tomatoes  
salt to taste  
pepper to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

Recipe By: Jo Anne Merrill in from the MasterCook cookbook, "Kitchen Classics".

-----

If you prefer, instead of using the "generic format", you may put your recipes into the "MXP" format. MC 3.0 and 4.0 removed the column and position dependency of the MXP format, making it significantly more flexible. It is now quite easy to create a keyword template for MXP and simply insert the appropriate recipe sections. (See "APPENDIX A" for details of this format.)

MC 3.0 WINDOWS USERS: There is a shareware "converter" available for the MXP format:

Txt-to-MasterCook (DOS only)  
(Information available on the MasterCook Web Page  
( <http://www.sierra.com> )

Macintosh users also have the option of using the "Mac format". (See "APPENDIX B" for a description of this format.)

A text file may contain one or many recipes and they do not need to be in the same format. For example, a mailing list digest may contain recipes that were exported from MealMaster, others that were exported from MasterCook, and even some that are in the generic format. As long as each recipe is preceded with a recognizable header, MasterCook will add the recipe to the import selection list. Only the unformatted recipes will be overlooked.

### 2.2.1 IMPORTING RECIPES: HANDLING UNFORMATTED TEXT FILES FOR MASTERCOOK 3.0 and 4.0 USERS ONLY (WINDOWS and MACINTOSH)

---

In addition to importing recipes that are in either the MXP or Mac formats, discussed above, MasterCook 3.0 and 4.0 will also import recipes in the "Generic Import Format". This format provides a very simple method of preparing unformatted text recipes for import.

-----

#### GENERIC IMPORT FORMAT

Following is the EXACT format that MasterCook expects when using the "generic import" feature. You will find that it takes very little time and effort to put most unformatted text recipes into this format.

NOTE: The descriptive comments appearing inside the bracket signs, "[ ]", are NOT a part of the format and appear here only for clarification.

1st line: @@@@@ [that's 5 "at" signs]

2nd line: TITLE of the recipe

3rd line: BLANK [this MUST be BLANK, not spaces!]

-- OR MC 4.0 ONLY --

3rd line: | [ (vertical bar) This eliminates the need for a BLANK line]

4th line: NOTES -- ONE line of text. [Optional]

5th line: BLANK [again, no spaces or non-display characters! Optional if  
no Notes line]

-- OR MC 4.0 ONLY --



5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

6th line: amount unit ingredient preparation method

. [amount, unit, prep method are optional]

Last INGREDIENT [up to 100 ingredients]

BLANK [once again, no spaces!]

-- OR MC 4.0 ONLY --

5th line: | [ (vertical bar) This eliminates the need for a BLANK line]

DIRECTIONS and any "free form" text you wish to include. These lines are optional.

Last line: \_\_\_\_ [end-or-recipe indicator, MC 4.0 ONLY]

NOTE: Everything until the "\_\_\_\_" (MC 4.0 ONLY) or the next "@@@" will be put in the direction section. You can add the "recipe by", "serving size", and "categories" once the recipes have been imported.

NOTE: The "Notes" line is REQUIRED for MC 3.0 Mac users. You may insert any one or more text characters to fulfill this requirement, including a "space".

TIP: Hate the tedium of deleting all those preceding spaces on each line of your recipe? Well, there's no need to! With the exception of the "@@@", the lines in the generic format do NOT have to be left justified. Each text line may be preceded by non-printing characters, such as spaces.

TIP: The easiest way to force the "preparation method" into the "preparation method field" is to place either a comma or a semi-colon after the ingredient. (Ex., 1 small onion, chopped --OR-- 1 small onion; chopped)

TIP: A BLANK line MUST truly be BLANK. (Or in the case of MC 4.0, the control character "|" (vertical bar) may begin the line.) The import will not work correctly if any non-displayable characters, such as spaces, are contained in a "blank" line. If you are experiencing difficulty importing a recipe, it may be helpful to view the recipe with an editor (ex., WordPerfect, MS Word, Notepad, BBedit, etc.) that will

display non-printable characters. Only the end-of-line delimiters (carriage returns, line feeds, etc) should be in a blank line.

TIP: If a recipe is not left justified in an e-mail message, what appears to be blank lines are most likely lines with spaces. So, if the original recipe is indented, be sure to delete and replace every blank line. Or, if using MC 4.0, insert a "|" (vertical bar) at the beginning of each separator line.

TIP: Make sure that where a blank line is required, there is only ONE blank line. If more than one blank is encountered, the importer may not store the recipe properly.

TIP: MC 3.0 does not recognize an end-of-recipe delimiter, so EVERYTHING following the first direction line until the next "@@@" is encountered will be imported as directions. Therefore, you need to delete any extraneous text (such as e-mail signatures) that you do not want stored as part of your recipe. When using the generic format, MC will not strip out trailing text that is not part of your recipe.

TIP: Recipes are posted on the Internet in a very wide variety of styles and formats. Sometimes the ingredients are embedded within sentences and it may be difficult to ready the recipe for importing. In these instances, you may find it easier to manually enter the recipe using MC fast-fill feature and doing a copy and paste of the directions.

-----  
EXAMPLE of a recipe in the "generic" format:

@@@@

Grilled Tossed Vegetables

Serve with meat or poultry. Good vegetarian dish also.

6 cups eggplant, peeled and cubed  
1 medium green bell pepper; chopped  
1 large onion, chopped  
1 tablespoon margarine  
1/4 teaspoon basil  
2 tomatoes

salt to taste  
pepper to taste

1. Peel and cube eggplant to make about 6 cups. Mix with the chopped green pepper and chopped onion.
2. Cut 3 pieces of heavy-duty foil about 12 x 18 inches. Divide the eggplant mixture evenly on foil. Place 1 teaspoon margarine on mixture; sprinkle with basil, or if preferred use chopped fresh basil. Close foil tightly.
3. Place foil packs on grill 3-4 inches from heat; cook for about 35 minutes.
4. Chop tomato and place on another piece of foil. Close foil and place on grill the last 15 minutes of eggplant cooking time.
5. Remove vegetables from foil; blend together in large bowl. Season to taste with salt and black pepper.

Recipe By: Jo Anne Merrill in from the MasterCook cookbook, "Kitchen Classics".

---

-----

If you prefer, instead of using the "generic format", you may put your recipes into the "MXP" format. MC 3.0 and 4.0 removed the column and position dependency of the MXP format, making it significantly more flexible. It is now quite easy to create a keyword template for MXP and simply insert the appropriate recipe sections. (See "APPENDIX A" for details of this format.)

MC 3.0 WINDOWS USERS: There is a shareware "converter" available for the MXP format:

Txt-to-MasterCook (DOS only)  
(Information available on the MasterCook Web Page  
( <http://www.sierra.com> )

Macintosh users also have the option of using the "Mac format". (See "APPENDIX B" for a description of this format.)

A text file may contain one or many recipes and they do not need to be in the same format. For example, a mailing list digest may contain recipes that were exported from MealMaster, others that were exported

from MasterCook, and even some that are in the generic format. As long as each recipe is preceded with a recognizable header, MasterCook will add the recipe to the import selection list. Only the unformatted recipes will be overlooked.

---

## 2.4 IMPORTING RECIPES: IMPORTING RECIPES from e-mail

---

The majority of recipes you will receive will be embedded in e-mail messages. An e-mail message may contain one or many recipes and you may import any or all of these recipes. Of course, each recipe must be in an import format that MasterCook recognizes (see "2.2 Importing Recipes: MasterCook Import Formats"). If it is not, then you will need to edit the recipe and put it in an acceptable format prior to importing.

When recipes are embedded in an e-mail message and surrounded by other text (which is common in e-mail messages and mailing list digests), there is often no need to first edit the file to strip out the extraneous text. The MasterCook importer will begin importing from the "beginning-of-recipe" header and will stop when it comes to the beginning of the next recipe, the end-of-file indicator, or to an end-of-recipe delimiter. Any other text, such as e-mail headers, signature lines, or even comments that are not a part of the recipe will not be imported.

EXCEPTIONS: MC 3.0, MC II, and MC Mac users:

In the following circumstances, you will need to delete all extraneous text that follows a recipe (ie, e-mail signatures) prior to importing. If you do not, then the trailing text will be imported as part of your recipe.

-- When a recipe is in the "Generic" format.

-- When a recipe in the standard "MXP" format contains a "Notes" section.

-- When a recipe in the standard "MXP" format contains a "Serving Ideas" section.

-- When a recipe in the standard "MXP" format contains a "Suggested Wine" section.

NOTE: There are occasions when an e-mail message will contain extraneous characters within the body of the recipe. For example, if the recipe was "forwarded" or "replied to", it will probably contain ">" symbols at the beginning of each line. In cases such as this, the recipe will NOT import as is. You must first edit the recipe to remove all unwanted characters.

TIP: If there are changes that you would like to make to the recipe itself (such as changing categories), it is typically easier to make the changes from within MasterCook, AFTER the recipe is imported. Likewise, if unwanted text was imported as part of the recipe (ie, e-mail signatures), it can be easily removed by editing the recipe within MC.

-----

There are two ways that recipes may be imported from e-mail messages. Depending on your particular e-mail program, you may be able to use one or both methods.

-----

1) SAVE THE e-mail message containing the recipes you wish to import as a text file. Then you follow the normal MasterCook importing procedures, pointing the MC importer to the saved text file.

TIP: When you save an e-mail message as a text file, make sure that you do NOT select options such as "Guess Paragraphs" or "Wrap". These options may alter the format of the recipe, preventing successful importing.

It does not matter if the e-mail header information is stored with the recipe; MasterCook will strip that when it imports.

TIP: Many e-mail programs will allow you to save multiple e-mail messages in one text file. The advantage in doing this is that you can import many recipes by invoking the import operation only once. Be careful,

however, if you are not a MC 3.0 and 4.0 user that every recipe in one file is in the same format (ex., they all are from MM or all in MC MXP format).

TIP: Many e-mail programs will separate a large e-mail message into multiple parts, typically appended with a numeric suffix. This may very happen when someone posts many recipes in one e-mail message. When you do the "Save", make sure that you save all parts of the message in the same file.

TIP: Often users will preface the formatted recipe with interesting comments that you might like to save with your recipe. In this case, you should edit the e-mail message and copy and paste the extra comments into the recipe. In order to prevent altering the recipe format (if you do change it, it may not import), the safest place to insert these additional comments is either at the beginning or the end of the "directions" section.

-----  
2) IMPORT DIRECTLY from an e-mail mailbox. Some e-mail programs (such as Eudora) maintain the mailboxes as text files that can be opened and viewed as normal text files from other programs. If this is the case with your e-mail program, then you may simply point the MasterCook

## **Active Window**

The window in which you're currently working. The active window's title bar is a different color or intensity to distinguish it from other, inactive windows. The active window always appears in the foreground and cannot be covered by any other window, which means it may overlap inactive windows.

To close this pop-up window, click the left mouse button once anywhere outside of it.

## **Adding Recipes to MasterCook**



# Basic Shopping List

MasterCook lets you create and maintain a shopping list of staple grocery items that you purchase on almost every trip to the store. You can add these items to other shopping lists you create for recipes, menus and meal plans.

## Creating a Basic Shopping List

Editing the Basic Shopping List

Edit items in Basic Shopping List

Remove items from Basic Shopping List

Cut items from Basic Shopping List

Copy Basic Shopping List items to Clipboard

Paste items into Basic Shopping List

Adding Basic Shopping List Items to a Shopping List

Excluding Basic Shopping List Items

Including Basic Shopping List Items

Print Basic Shopping List

### **To create a Basic Shopping List:**

1. Choose Edit Basic Shopping List from the Shopping List menu to open the Basic Shopping List dialog box.
2. To add an item to the Basic Shopping List, type the amount and name of each item, pressing TAB or RETURN to move between the columns.
3. To exclude items so that they won't be included when you choose the Add Basic Shopping List command, click the check box that precedes the item.
4. Type any comments or notes in the Recipe/Notes column.
5. When you're finished adding items, choose Save Shopping List from the File menu.
6. Click the Close button to exit the Basic Shopping List.

### **To edit items in the Basic Shopping List:**

1. Choose Edit Basic Shopping List from the Shopping List menu.
2. Edit the items you want to change, and then choose Save Shopping List from the File menu.

### **To remove items from the Basic Shopping List:**

1. In the Basic Shopping List window, click on the number buttons for the items you want to remove.
2. Choose Clear Row(s) from the Edit menu.

### **To cut items from Basic Shopping List:**

1. In the Basic Shopping List window, click on the number buttons for the items you want to cut and place on the Clipboard.
2. Choose Cut Row(s) from the Edit menu.

**To copy Basic Shopping List items to the Clipboard:**

1. In the Basic Shopping List window, click on the number buttons for the items you want to copy and place on the Clipboard.
2. Choose Copy Row(s) from the Edit menu.

**To paste items into the Basic Shopping List:**

1. Click on the line where you wish to paste the contents of the Clipboard.
2. Choose Paste Row(s) from the Edit menu.

**To add items on the Basic Shopping List to a shopping list:**

1. Open the shopping list to which you want to add Basic Shopping List information.
2. Choose Add Basic Shopping List from the Shopping List menu.

**To exclude Basic Shopping List items:**

With the Basic Shopping List open, click the check box that precedes the item(s) you want to exclude.

**To include Basic Shopping List items:**

With the Basic Shopping List open, click the check boxes marked with an "X" for each item you want to include in the shopping list.

**To Print the Basic Shopping List:**

1. Open the Basic Shopping List and choose Print Shopping List from the File menu or click



on the Control Bar.

A dialog box is displayed indicating the shopping list is being sent to the printer. Before you print the list, you can specify printer options by choosing either Page Setup or Printer Setup from the File menu.

**See Also**

[Shopping List Menu](#)

[File Menu](#)

[Edit Menu](#)

## **Basic Shopping List**

MasterCook lets you maintain a list of foods and non-food items that you regularly purchase at the grocery store. The items on this list can be added to the shopping lists you create for recipes, meal plans and menus.

### **See Also**

[Basic Shopping List](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Basics of File Transfer

If you are planning on exchanging recipes via the Internet, it is important that you understand the basics of electronic file transfer. This will be helpful to you in getting started, and this understanding will be particularly valuable when "things go wrong."

The following Help files describe the Basics of File Transfer on the Internet:

[Types of Files](#)

[Transferring Files](#)

Details on how to exchange MasterCook recipes via the Internet will be covered in the [Importing Recipes](#) and [Exporting Recipes](#) Help files. If you are an experienced user of e-mail and file transfers on the Internet, you may wish to skip to these MasterCook-specific discussions.

## Book View

The Book View of a cookbook window is designed to resemble an actual, paper-bound cookbook. In this "electronic cookbook," MasterCook allows you to flip through pages one at a time, refer to an index for a specific recipe, and even place bookmarks on recipes as you browse through them, allowing you to return to them easily with the click of a button. Specify whether to display both pages of the cookbook or the right page only by choosing from the View menu.

The simplest way to browse through Book View is to use the page-turning icon, which looks like a pointing hand. To make the page-turning icon appear, move the arrow pointer towards the left, right, or bottom edge of the book. As the arrow pointer nears the edge of the book, it will turn into the page-turning icon. Clicking with the page-turning icon on the right edge of the book turns one page forward; clicking on the left edge of the book turns one page back.

To close this pop-up window, click the left mouse button once anywhere outside of it.

## **Bookmarks**

Bookmarks keep track of recipes in a cookbook open to [Book View](#). To place a bookmark, move the arrow pointer toward the outer top corner of the page you wish to mark. The arrow pointer turns into the bookmark placement icon, which looks like a paper clip. When you click the mouse button, a bookmark is added to the page. You can also add a bookmark by choosing Add Bookmark from the Go menu on the menu bar.

### **See also**

#### Bookmarks Card

To close this pop-up window, click the left mouse button once anywhere outside of it.

## **Bookmarks Card**

The Bookmarks Card appears when viewing a cookbook in [Book View](#). When you click on the tab labeled Bookmarks near the top edge of the book, the Bookmarks Card appears. The Bookmarks Card contains a list box which shows the titles of all the recipes which you have bookmarked. To view a recipe which you have bookmarked, double-click on the name of the recipe.

### **See also**

[Bookmarks](#)

## **Bookshelf**

The Bookshelf contains several cookbooks. The titles of the cookbooks are printed sideways on their spines. When you start MasterCook for the first time, the Bookshelf contains only the cookbooks which come pre-loaded with MasterCook. Later, after you've learned to create your own cookbooks, the Bookshelf will contain both the preloaded cookbooks and any other cookbooks you have created and chosen to add to the Bookshelf.

### **To open a cookbook from the bookshelf:**

Double-click on the spine of the cookbook you wish to open. The cookbook opens, and its contents appear in a cookbook window. The Bookshelf remains open.

To close this pop-up window, click the left mouse button once anywhere outside of it.



## Cannot Import Recipes

You want to import some recipes, but they just won't import? Perhaps MasterCook can't find any recipes in your source file, or perhaps you can't locate the file that contains your recipes? Locate the symptom you are experiencing in the following and you may very well find the solution to your import problem.

---

### **SYMPTOM: INVALID FILE FORMAT or NO RECIPES WERE FOUND to import**

You received a message stating that the text file did not contain anything MC could import or that it did not recognize the format. Or perhaps you were presented with a blank "Import Selection" window.

**CAUSES/SOLUTIONS:** The recipes in the file were not in a format that the MC importer could recognize. Or MC cannot process the file type. Examine the file closely and make the necessary changes so the recipes comply with one of the supported formats or file types. See "A-I" below for specific causes and fixes.

---

A. The most likely cause is that the text is unformatted. EACH recipe must be in a MC supported format before it can be successfully imported. See the [Import Formats](#) Help file for details.

---

B. Perhaps you received recipes to import that were indeed formatted, but the "beginning-of-recipe" indicator was missing. Each recipe title MUST be preceded by a header such as "Exported from MasterCook", "@@@@@", or "Exported from MealMaster". If headers are missing, copy one from a recipe that imported successfully, and paste it in front of every recipe title.

---

C. The recipes were embedded in an e-mail message that had been "forwarded" or "replied to". This caused the e-mail program to automatically insert a character or characters (such as ">" ) at the beginning of each line. Edit the file and remove all extraneous characters from each line. (The easiest way to accomplish this is to do a "find" and "replace all" with a text editor or word processing program.)

---

D: You edited the recipe text file with a word processing program, such as MS Word, WordPerfect, or ClarisWorks and did not specify "TEXT" for the saved file type. By default, word processing programs save formatting information with the text, which will prevent MC from recognizing the recipes. Open the recipe file with the word processing program, and do a "SAVE AS". Specify "TEXT" or "PURE TEXT" as the file type. This will preserve the recipe format and you will be able to import successfully.

---

E. Did you receive the recipes in an attached document or were they downloaded from the Internet? Then the recipe text file may contain the wrong end-of-line (EOL) delimiters for your system. View the file with a text editor (such as Notepad or Simple Text). Do the lines appear to be "run on" and/or are there foreign characters, such as "black rectangles" or "blank squares"? If this is the case, then you must correct the "text type." For a detailed description of this problem and how to fix the recipes, see the [Recipe Formats/Text Types](#) Help file.

**TIP:** You will not encounter this situation with recipes that were embedded in e-mail messages because your email program will do the correct EOL translation when it receives the message.

**TIP:** Although this can occur with attached documents, you are more likely to encounter this

problem with downloaded files. Typically, attached text files will be translated (like e-mail messages are) so they will contain valid EOL delimiters.

---

F: The recipes in an email message are in MC Mac format. It is very likely that the delimiting "tab" character used by this format was converted by either an Internet service provider or an email program. You can edit the file and insert "tabs" between every field.

**TIP:** If you are a MC II user you cannot normally import MC Mac recipes received in email messages. However, with an editor such as "Editmaster" that will enable you to specify the file's text type, you can translate the text type to Mac EOL delimiters. You will then be able to import these recipes. (See the [Recipe Formats/Text Types](#) Help file.)

---

G: You may have received an attached document or downloaded a text file that is "compressed." View the file with any text editor, such as Notepad or Simple Text. If the file will not open or looks "garbled," it could be a compressed (or "zipped") file. You must expand or "unzip" a compressed file before you can import it. Use the appropriate utility program to expand it, then import as usual.

---

H: You may have received an attached document or downloaded a file in raw data (binary) format. To determine if this is the case, try viewing the file in any editor, such as Notepad or Simple Text. If it does not open or appears "garbled", it may very well be a raw data file. OOPS, you cannot import a raw data file. However, the file may actually be a complete MasterCook cookbook. Try opening it from within MasterCook. If that doesn't work, then the file may be a text file that was sent as raw data. Ask the sender to resend the file as a "text" file, or download the file again, specifying "text" as the file type. Alternatively, you can try altering the file's text type and then try importing again. For detailed instructions on how to accomplish this, see the [Correcting Text Type](#) Help file.

---

I. You may have received an incomplete file due to a transmission error. In this case, you most likely will not be able to open a text file with an editor or a cookbook file with MC. The file must be re-transmitted before you can import the recipes.

---

### **SYMPTOM: CAN'T FIND the RECIPE TEXT FILE for IMPORTING**

CAUSES/SOLUTIONS: You *thought* you had a text file with formatted recipes to import, but you don't know where it is. You need to find the file and then point the MC Recipe Translator to the directory (folder) and file that you wish to import. See "A-D" below for hints on how to find the import source file

---

A. You want to import directly from a "mailbox." Your email program must store mailboxes as independent text files and you need to know the name of the mailbox file and where that file is located. Then simply tell MC the file name and in which directory/folder it resides.

---

B. You did not receive either a text file or complete cookbook file that was sent as an "attached document." Then your e-mail program may not be able to handle attachments. Ask the sender to resend the recipes to you embedded in an e-mail message

---

C: An attached document or downloaded file may be too large for you to receive. Many Internet service providers or your host server may have limitations on file size. (Attached documents and downloaded files are frequently large.) If the file wasn't compressed, ask the sender to compress

the file (but make sure that you have the right utility to expand it). If it is still too big, ask for the file to be split into several smaller files

-----  
D. Perhaps there was an error in transmission that prevented you from receiving an attached document or downloading a file. Ask the sender to resend the file or try downloading the file again.

-----  
**SYMPTOM: NOT ALL of the recipes in the file appeared in the ImportSelection window**

CAUSE/SOLUTION: The recipes not displayed in the "Import selection list" are not properly formatted. You must examine the file and make the required changes. "A-G" below offer some specific problems and solutions

-----  
A. Is EACH recipe preceded by a "beginning of recipe" header? If not, copy and paste the header from a recipe that you know works. Be sure that you use the correct header for the format. (Ex., use the MasterCook MXP header for recipes in the MC MXP format, a MealMaster header for recipes in a MM format, etc.)

-----  
B. If you are using MC Mac or MC II, is there more than one supported format in the same file? (For example, the file contains recipes in MXP and MM format.) If so, move recipes of like formats to separate files. Only MC 3.0 and 4.0 will recognize multiple formats within the same import file.

-----  
C. Are the missing recipes *really* in an acceptable format? Verify that the recipe has a non-blank title and a valid beginning-of-recipe header. If the you are suspicious of the header (some require very fixed formats), then copy and paste a similar header from a recipe that did import correctly.

-----  
D. You are using the generic format and the "@@@" did not begin in "column 1". The "@@@" MUST be left justified and there may not be any spaces or other non-printing characters in front of this header.

**TIP:** ALL text lines following the header (for example, ingredients or directions) may begin in any column so there is no need to force left-justification if those lines are indented.

-----  
E: Ensure that there is nothing except a blank line between the beginning-of-recipe header and the title. There may be more than one blank line, but there may not be any non-blank ones. MC assumes that the first character encountered after the header is the recipe title.

**TIP:** A blank line is not required, but is often used to improve the readability of the text.

-----  
F. Do lines that must be blank contain invisible characters, such as spaces or tabs? Try deleting the line to eliminate any invisible characters that might be present. Use an editor or text processor that will display "non-printing characters" (such as Editmaster, BBedit, MSWord, WordPerfect) to help you find the extraneous characters.

-----  
G. Were the recipes received in an e-mail file that was separated into more than one part? In this case, you must concatenate all parts of the message (for example, by saving all parts in one file) before you try to import. E-mail programs do not break large programs at logical points, so recipes may be split between two parts.

## Category List

With Category List, you can browse the contents of a cookbook "at a glance." Category List is particularly helpful when you are familiar with the recipes in a cookbook and want to print or edit selected recipes quickly. You will also probably use Category List when using MasterCook's more complex features, like copying and deleting recipes; creating shopping lists, menus, and meal plans; and sending recipes via electronic mail.

When you select Category List to display a cookbook (by choosing As Category List from the View menu), a divided window opens. The name of the cookbook appears in the title bar. The names of the cookbook's categories are displayed alphabetically on the left side of the cookbook window like the chapter titles in a cookbook's table of contents.

When you click on a category name, a list of that category's recipes appears on the right side of the cookbook window and a checkmark appears in the category's indicator icon. To select more than one category, hold down the CTRL key as you click on each category. As each new category is selected, its recipes are added, alphabetically, to the list of recipes on the right side of the cookbook window. Click on All Recipes at the top of the cookbook window to display a list of all recipes in the cookbook.

Once you've compiled a list of recipes in Category List, you can either send the recipes to the Recipe Clipboard or open them for viewing. If you've selected only one recipe for viewing, just double-click on the name of the recipe, and a recipe window appears. If you wish to view more than one recipe from your compiled list, select them the same way you selected the recipe categories, holding down the CTRL key while clicking on the recipes you wish to view. To view the selected recipes, click the Open button in the upper right corner of the window. The recipe windows for the recipes you selected will open on top of each other, in the order in which they were selected.

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Check Spelling

New to the latest version of MasterCook is its spell checker, which you can use to check the spelling both of individual recipes and entire cookbooks. This feature is especially helpful when you import recipes from other sources, such as other recipe programs, online services, and World Wide Web pages. Correct spelling is also important to ensure accurate nutritional and cost analyses.

**NOTE:** If you choose to spell check an entire cookbook, the spell checker will start with the first recipe in the cookbook and proceed alphabetically through every recipe in the cookbook. This can take a long time and is probably only practical in certain situations, such as checking a newly created cookbook (especially one comprised primarily of recipes imported in non-MasterCook formats). Most of the time you will probably use the spell checker to check specific recipes and selected sets of recipes.

## Selecting a Cookbook or Recipe(s) to Spell Check

You must select either the cookbook or recipe(s) that you would like to spell check.

### To select a cookbook

Open the cookbook window of the cookbook you wish to spell check to either Book View or Category List, then choose Check Cookbook Spelling from the Tools menu.

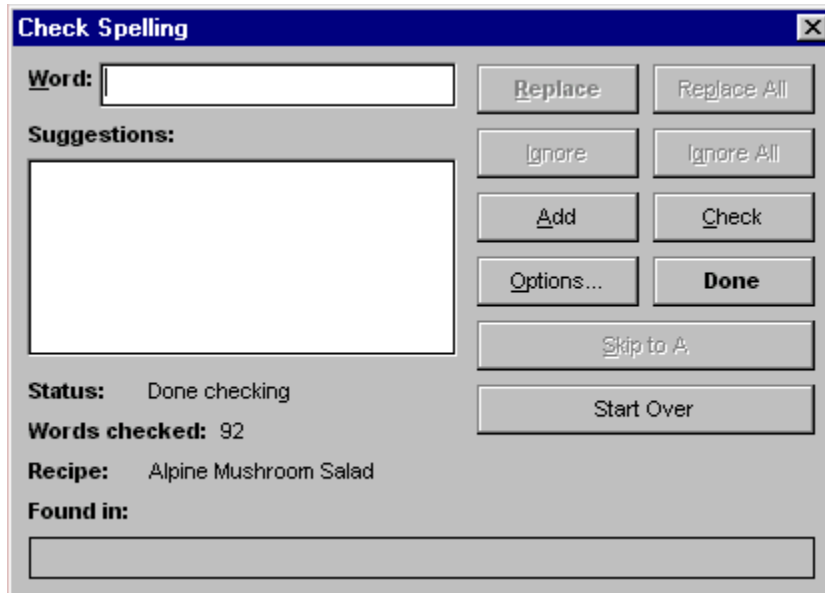
The spell check dialog box appears.

### To select a recipe

If you are in Category List, click on the names of the recipes you wish to spell check on the right side of the cookbook window (to choose more than one recipe, hold down the CTRL key in Windows while clicking on each recipe name).

Choose Check Selected Recipe(s) from the Tools menu.

The spell check dialog box appears.



If you are in Book View and wish to check only the spelling of the open recipe, choose Check Displayed Recipe from the Tools menu. If more than one recipe appears on the open pages, MasterCook will ask you which page (left, right, or both) contains the recipe you wish to check. To check more than one recipe while in Book View, you can select a set of recipes from either the

Index, Bookmark, or History card and then choose Check Selected Recipe(s) from the Tools menu. The spell check dialog box appears.

### **Using the Spell Check Dialog Box**

The Word box near the top of the spell checker dialog box displays the first of any misspelled words which the spell checker finds in the cookbook or recipe. When MasterCook finds a misspelled word, it usually offers several alternative words in the Suggestions box below the misspelled word. If MasterCook cannot find an alternative to the misspelled word, the message "no suggestions" appears in the Suggestions box.

#### When the spell checker identifies a misspelled word, you have two options:

If the correct word appears in the Suggestions box, you can click on it once. If you click on the correct word once, it appears in the Word box at the top of the window; you can then replace that single instance of the misspelling by clicking the Replace button, or replace every instance of that misspelling by clicking the button labeled Replace All.

If the "no suggestions" message appears in the Suggestions box but you recognize the misspelling, highlight the misspelled word, type the correct spelling in the Word box, and click either Replace or Replace All.

When the spell checker incorrectly identifies a word as misspelled, it is likely because the word is not included in MasterCook's dictionary. The dictionary will also not recognize most proper names.

#### When the spell checker incorrectly identifies a word as misspelled, you have two options:

You can have the spell-checker ignore the word and move on to the next misspelled word by clicking the Ignore button; clicking the Ignore All button causes the spell checker to ignore every further instance of the word in the cookbook or recipe.

You can also have the spell checker "learn" a word incorrectly identified as misspelled by adding the word to the User Dictionary; once the spell checker learns a word, it won't identify the word as misspelled in the future. To add a word to the User Dictionary, click the Add button when the word appears in the Word box.

Once you have Replaced, Ignored, or added a word to the User Dictionary, MasterCook continues searching the recipe(s) or cookbook for other misspelled words. Click the Skip to "Recipe by" or Skip to Next Recipe buttons if you wish to bypass certain recipes in the selection or cookbook. You can also speed up the spell checking process by using Spell Check Options.

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## Contiguous Selection

You can select a group of items groups together by holding down the SHIFT key and then clicking each item you want.

### See Also

[Non-contiguous Selection](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

## Control Bar

The Control Bar is a strip of icon-buttons that let you perform the most common MasterCook functions (such as printing, exporting, deleting and mailing recipes) with a single button click.



You can hide the Control Bar by selecting Hide Control Bar from the Window menu.

To close this pop-up window, click the left mouse button once anywhere outside of it.

## Cookbook Looks

With Cookbook Looks you can control the appearance of a cookbook window displayed in [Book View](#). You can change the color and pattern of the cookbook's cover, the color and texture of its pages, and the way recipes are laid out on the pages of the cookbook. You can also change the type of bookmark placed when using the Bookmarks feature, and the color of the [Index Card](#), [Bookmarks Card](#), and [History Card](#).

In order to use Cookbook Looks, the cookbook window must be displayed in Book View; to switch from Category List to Book View, choose As Book from the [View menu](#). Choosing Cookbook Looks from the [Edit menu](#) while in Book View makes a dialog box appear. You can also switch from Book View to Category List and vice versa by clicking on the toggle button on the [Control Bar](#).

At the left hand side of the dialog box is a list of Recipe Design options. At the right side of the Cookbook Looks dialog box are several graphics scrollboxes displaying appearance options for the cookbook window. To view the appearance options for the cookbook's Cover, Paper, Bookmarks, Index Card, Bookmarks Card, or History Card, click on the scroll bar next to the appropriate display box. Clicking on a recipe design from the list on the left side of the Cookbook Looks window changes the way recipes are laid out on the page in Book View on the page. Different recipe designs use different fonts, spacing, and margins.

To accept the cookbook's new appearance, click the Change button at the bottom of the dialog box. To keep your previous appearance options, click the Cancel button.

**TIPS:** When creating Cookbook Looks, solid colors work the best for the tabs. Lighter colors work best for the paper. If you place clip art in a design and it contains a white background, the background is not transparent so you probably want to use white paper. You could also put a border around your art, but don't do it in MasterCook because if you crop the art close to the image (as you should in order to minimize the file size) the borders are placed right on the edge of the bitmap so you won't have any breathing room around the art. Edit your clip art in a paint program such as Photoshop or Paintshop Pro.

### See also

[Cookbook Recipe Design](#)

[Page Setup](#)

# Cookbook Recipe Design

With MasterCook's Cookbook Recipe Design Editor, you have full control over how recipes appear on the page in Book View. You can decide what elements of recipes are displayed and in what order, what fonts are used and their sizes, the alignment of and spacing between various elements, and so on. A recipe design can be applied to all of the recipes in a cookbook by selecting it from the Cookbook Looks dialog box. You can also select a recipe design as your default print setting when you get ready to print a cookbook or selected recipes (see Page Setup).

The following Help file explains most of the features of the Cookbook Recipe Design Editor accessible through the menu bar at the top of the Cookbook Recipe Design dialog box. Other features are covered in separate Help files:

[Saving a Recipe Design](#)

[Importing a Picture to a Recipe Design](#)

[Resizing and Repositioning Recipe Elements](#)

## Basic Recipe Design for Windows

1. Make sure you have opened a cookbook window to Book View
2. Choose Cookbook Recipe Design from the Edit menu. The Recipe Design dialog box appears, displaying the same recipe which appears in the cookbook's open window.
3. Choose a recipe design to modify from the Design Menu.  
MasterCook applies the recipe design to the displayed recipe.
4. From the Show menu at the top of the dialog box, choose which recipe elements you would like to appear on each page in Book View when the recipe design is applied. Choose an element by holding down the mouse button and dragging the arrow-pointer over the element you wish to select, then release the mouse button. A checkmark appears next to each chosen recipe element. Choosing an already-checked element deselects that element. Any recipe elements you select, including the recipe title, text blocks, and any graphical elements, are displayed on the recipe shown in the Recipe Design dialog box. The recipe elements are divided into separate blocks by dotted lines.
5. Move the arrow pointer over the recipe shown in the Recipe Design dialog box and click on the recipe element you wish to modify. MasterCook draws a solid frame around the element to indicate your selection.
6. Modify the recipe element by choosing from the Properties menu at the top of the dialog box.

### Horizontal Alignment

Choose from this submenu to align text or a graphical element horizontally within the recipe element.

### Vertical Alignment

Choose from this submenu to align a graphical element vertically within the recipe element.

### Columns

Choose from this submenu to select the number of columns you wish to place within the recipe element. MasterCook automatically "flows" text within the recipe element from one column to the next.

**TIPS:** 1 or 2 columns work best on screen instead of 3 because of the limited screen size. If you are going to view your recipes on-screen more often than on a printed copy,

you will get a better idea of how they will look on paper if you view your book in Right Page only view. Otherwise, find a happy medium between on screen and the printed version when using columns.

It is best to leave some space between objects in the layout view so that your recipe pages won't appear crowded. When you are creating custom columns instead of using the columns option on the menu, you have greater freedom and creativity. When planning columns, however, keep in mind that if the recipe you are viewing in the Recipe Design dialog doesn't have, for example, a photo, and other recipes in your book contain photos, you need to plan for it in your design. The same thing applies to clip art that you may insert into a layout. See "Start of Row," below, for more information.

### Font

When you select Font from the Properties menu, the Font dialog box appears. Choose the font, style, and size from the scrollboxes and click the OK button to accept. Modifications you make in the Font dialog box are applied to all of the text in the selected recipe element.

**TIPS:** If you are creating a layout to be viewed primarily on-screen instead of on a printed copy, you will probably want to use a type size that is comfortable for you to view, such as 9 or 10 point. Limit your use of fonts to 1 or 2 for a more professional look. Lighter font colors work well on-screen but don't print well, even in color, on the average home printer.

### Borders

Choose Borders from the Properties menu to draw a solid line on any side of the recipe element block. In the Borders dialog box, enter the thickness of the lines (measured in points) in the small boxes and click OK to accept. To create a box around a recipe element, simply enter the same number in each of the four boxes.

### Labels

Choose Labels to add a running prefix or suffix to the text within a selected recipe element. MasterCook's labels are much like the headers and footers in many word processing programs; once you define the text of a running prefix or suffix, it will appear at the beginning or end of the selected recipe element in every recipe, thereby labeling the element. For example, you may want the label "Author:" to appear in front of the name of the author or source in the Author recipe element.

When you choose Labels from the Properties menu, a dialog box appears. In the appropriate text boxes, type the prefix and/or suffix you would like to include in the selected recipe element. Click the OK button. If you typed in a prefix, it appears at the beginning of the selected recipe element in every recipe; if you typed in a suffix, it appears at the end of the selected recipe element in every recipe.

### Start of Row

Not every recipe in a cookbook will contain all elements selected from the Show menu. For example, a recipe might not include a recipe picture, even though the *recipe design* in which it is displayed includes a recipe picture marker in its layout. When MasterCook displays such a recipe, it automatically compensates for the "missing" recipe element by moving the surrounding recipe elements into the empty space.

When you choose Start of Row from the Properties menu, MasterCook does not move the surrounding recipe elements into the empty space, but instead "holds" the surrounding recipe elements in their corresponding position.

7. To accept any modifications you have made to the recipe design in the Recipe Design dialog box, click the Change button at the bottom left corner of the dialog box.

Any modifications you have made to the recipe design are applied to every recipe in the open

cookbook.

# Cookbooks

MasterCook cookbooks are the files MasterCook uses to store your recipes. MasterCook cookbook files can be given any name you like as many as 80 characters. Each cookbook can contain up to 8,000 recipes.

[Creating New Cookbooks](#)

[Opening Cookbooks](#)

[Closing a Cookbook](#)

[Renaming a Cookbook](#)

[Copying a Cookbook](#)

[Backing Up a Cookbook](#)

[Deleting a Cookbook](#)

[Editing Cookbook Categories](#)

[Exporting Recipes from a Cookbook](#)

[Importing Recipes into a Cookbook](#)

[Copying Recipes to Another Cookbook](#)

[Choosing a Page Size and Recipe Design](#)

[Printing a Cookbook](#)

[Printing the Recipe Clipboard](#)

## **To create a new cookbook:**

1. Choose New Cookbook from the File menu. The New Cookbook dialog box appears.
2. Type a name for the cookbook and then click the Create button.


The cookbook window for the new cookbook appears. The Categories dialog box is also displayed, which is where you'll create the categories for the cookbook.

3. For each category that you wish to add to the cookbook, type the category name and then click the Add button.

As you add a category, it appears in alphabetical order in the list box.

4. Click the OK button when you've finished adding categories. The cookbook window displays the new categories.

## **To open a cookbook:**

1. Choose Open from the File menu or click  from the Control Bar.
2. In the Open dialog box, click the file name for the cookbook you want to open. The file extension for MasterCook cookbooks is **.mcf**.
3. Click the Open button or double-click the cookbook file name to open it.

## **To close a cookbook:**

1. Choose Close Cookbook from the File menu or click the cookbook window's close box.

**To rename, make a copy of, or backup a cookbook:**

1. Choose Save Cookbook As from the File menu.
2. Type a new name for the cookbook in the dialog box, and then click the Save button.

**To delete a cookbook:**

1. Make a cookbook window the active window.  
If you have any recipes selected, click on the left (Categories) side of the cookbook window to deselect them.
2. Choose Delete from the File Menu.
3. From the Delete dialog box, choose the directory and/or disk drive in which the cookbook is located.
4. Click the cookbook's file name and then click the Delete button.  
A dialog box appears, asking you to confirm your choice to delete the cookbook.
5. Click the Delete button to confirm the permanent deletion.

**Editing a Cookbook's Categories**

**To add a category to an existing cookbook:**

1. Open the cookbook to which you want to add categories.
2. Choose Edit Categories from the File menu.  
The Edit Categories dialog opens.
3. For each category you wish to add, type the category name and then click the Add button.  
The categories appear alphabetically in the list box.

**To remove a category from a cookbook:**

1. Open the cookbook from which you want to remove categories.
2. Choose Edit Categories from the File menu.
3. In the Edit Categories dialog box, click the category name in the list.
4. Click the Delete button. The category is deleted from the list.

**To rename a category:**

1. Open the cookbook containing the category or categories you want to rename, and choose Categories from the File menu.
2. Click the category you want to rename in the Categories dialog box.
3. Click the Rename button.
4. Type a new name for the category and click the OK button.

**To save a cookbook's categories as a template for future cookbooks:**

1. Open the cookbook containing the category or categories you want to use as a template, and choose Edit Categories from the File menu.
2. Click the Save as Template button.



A dialog box appears, asking you to confirm your choice.

3. Click the Yes button.

**To use the Category Template with new cookbooks:**

1. Create a new cookbook with the New Cookbook command.
2. When the Categories dialog box appears, click the Use Template button.
3. Add new categories or remove categories until you have the categories you wish to use and then click the OK button.

**To import recipes into a cookbook:**

1. With a cookbook open, choose Import Recipes from the File menu.
2. In the dialog box, choose the directory and/or disk drive where the export text file is located (if it isn't already displayed).
3. Click the name of the export text file containing the recipes that you wish to import and then click the Import button, or double-click the name of the file.
4. Click the names of the recipes you want to import or click the Select All button to import all recipes in the file.
5. Click OK to import the selected recipes.

See [Importing and Exporting Guide](#) for more information.

**To copy recipes to another cookbook:**

1. With two cookbooks open and their cookbook windows visible, first make sure each cookbook window is opened in [Category List](#). Then select the recipes you want to copy by clicking on their names.
2. Drag the selection of recipes to the cookbook window of the cookbook you wish to copy to.
3. Release the mouse button to finish copying the recipes.

**NOTE:** You can also copy recipes between cookbooks using the standard Cut and Paste commands under the Edit menu.


**To print a cookbook:**

1. Choose Print Cookbook from the File menu.  
From the dialog box, you can choose to print a selection of recipes or the entire cookbook. To select a category (or group of categories) for printing, click the category name(s) in the Categories list on the left side of the dialog box. All of the recipes in the select categories are displayed in the list on the right. Click on the specific recipes you want to print or click the Select All button to print all of the recipes.
2. Click the [Setup](#) button to specify printing options.
3. Click the Print button.

See [Page Setup](#) for more information on printing recipes and cookbooks.

**To print the Recipe Clipboard:**

1. Click on the Recipe Clipboard window to make it active, or choose Recipe Clipboard from the Window menu.

2. To print all recipes on the Recipe Clipboard, choose Select All Recipes from the Edit menu; to print only a selection of recipes on the clipboard, click on the names of those recipes you want to print.
3. Choose Print Selected Recipes from the File menu or click  on the Control Bar.
4. Choose the printing options you wish to use.
5. Click the Print Preview button to view how the recipes will look.
6. Click the Print button.

## Cookbooks

MasterCook cookbooks are the files MasterCook uses to store your recipes. MasterCook cookbook files can be given any name you like up to 80 characters. Each cookbook can contain up to 8,000 recipes.

### See Also

#### Cookbooks

To close this pop-up window, click the left mouse button once anywhere outside of it.

## Edgetabs

Edgetabs appear along the edge of every page of a cookbook in Book View, much as they do in real cookbooks and other paper-bound reference books, like dictionaries. MasterCook's edgetabs look like small black rectangles staggered along the edges of the "closed" pages of a cookbook in Book View; each rectangle of edgetabs corresponds to a category in that cookbook's index. One way to quickly browse the categories of a cookbook in Book View is to move the arrow-pointer over the edgetabs of the cookbook. When the pointer rests on a set of edgetabs, the name of the category appears in a small balloon next to the pointer.

When you click on a set of edgetabs, the cookbook opens to the first recipe in that category.

To close this pop-up window, click the left mouse button once anywhere outside of it.

## Edit Menu

The Edit menu contains the standard Windows Edit menu commands for text editing: Undo, Cut, Copy, Paste and Clear.

These commands -- also known as the Clipboard commands, because they store text on the Windows Clipboard --are used in MasterCook to edit text that you type while modifying recipes and menus.

In addition to the basic text editing commands, MasterCook also includes editing commands for ingredient rows in recipes and even for entire recipes. For more information, see the MasterCook User's Manual.

The Edit menu also provides access to MasterCook's [Cookbook Recipe Design](#), with which you can create recipe designs as distinctive as your own cooking style.

The following is the list of functions under the Edit Menu and their respective keyboard commands where applicable:

### See Also

[Recipe Menu](#)

[Keyboard Shortcuts](#)

[Commands](#)

### Command

### Keyboard

<b>Undo</b>	Ctrl+Z
<b>Redo</b>	Ctrl +Y
<b>Copy</b>	Ctrl+C
<b>Cut</b>	Ctrl+X
<b>Paste</b>	Ctrl+V
<b>Clear</b>	Ctrl+Del
<b>Select All Recipes</b>	Ctrl+A
<b>Copy Recipe</b>	Ctrl+C
<b>Cut Recipe</b>	Ctrl+X
<b>Paste Recipe</b>	Ctrl+V
<b>Insert Blank Row</b>	Ctrl+I
<b>Delete Row(s)</b>	Ctrl+D
<b><u>Link with Ingredient.</u></b>	Ctrl+L
<b><u>Shift Meal Plan Dates</u></b>	
<b><u>Go to Meal Plan Date</u></b>	
<b><u>Cookbook Looks</u></b>	
<b><u>Cookbook Recipe Design</u></b>	

# Edit User Dictionary

Once you have added a word to the User Dictionary, MasterCook remembers the word and considers all future appearances of the word to be correctly spelled. You will probably want to add the proper names of recipes and the names of special ingredients to the User Dictionary. In addition to adding words to the User Dictionary while spell checking, you can add, delete, and edit words in the User Dictionary by choosing Edit User Dictionary from the Tools menu. The Edit Dictionary dialog box appears.

A list of the words in the User Dictionary appears on the left in the dialog box.

To add a new word to the User Dictionary, type the word in the text box above the word list and click the Add button.

To delete a word from the User Dictionary, highlight the word by clicking it and then click the Delete key.

To edit a word already in the User Dictionary, double-click on the word. The word appears in the text box above the word list. After editing the word, click the Add button. The original word remains in the User Dictionary until you delete it.

## Importing and Exporting Word Lists

You can add as many words as you like to the User Dictionary by saving word lists or other documents as text files and importing them into MasterCook. This can be helpful when preparing entire cookbooks comprised of unusual dishes with many unique or exotic recipes and ingredients. Also, you may find it more convenient to view the contents of the User Dictionary as a text file than as a scroll-menu list; by using the Export command, you can export the contents of the User Dictionary to a word-processing program for viewing and modification.

### To import a word list to the User Dictionary:

1. Click the Import button in the Edit Dictionary dialog box. A dialog box appears, asking you to select a document to import to the User Dictionary. The document must have been saved as a text file. You can import a document of any length to the User Dictionary; remember, though, that every word that appears in the document will be added to the User Dictionary.

**NOTE: When you import a word list or other document, MasterCook ignores duplicate words and adds only new words to the User Dictionary.**

2. Click the Open button; MasterCook automatically adds the new words in the document to the User Dictionary.

### To export the User Dictionary as a readable text file:

1. Click the Export button in the Edit Dictionary dialog box. A dialog box appears, asking you to select a directory (folder) and/or disk to save the document in.
2. Type a name for your text document in the text box provided and click the Save button. After you've saved your User Dictionary as a text file, you can open it in a word-processing or text-editing program for viewing or editing. After you've made any additions or changes to the document, you can import it back into the User Dictionary in the manner described above.


## **Equivalents**

Cross reference of measurement units.

## Exporting Recipes

### To export a recipe to a text file:

1. Make sure the recipe you want to export is the current active window.

2. Choose Export Recipe from the Recipe menu or click  on the Control Bar.

A dialog box opens asking you to specify the file to which you want to export the recipe.


3. To export the recipe to a file in a different directory or on a different disk-drive, select the appropriate directory or folder name in the Directories list box.

4. Type a file name and then click the Export button.

The recipe is saved in the specified file. Or, if you wish to append the recipe to an existing export file, click on the name of the file in the list and then click Export.

### To export a group of recipes to a text file:

1. In the cookbook window, select the recipes that you want to export.

2. Choose Export Selected Recipes from the Recipe menu or click  on the Control Bar.

A dialog box opens asking you to specify the file to which you want to export the recipe.

3. To export the recipes to a file in a different directory or on a different disk-drive, select the appropriate directory or folder name in the Directories list box.

4. Type a file name for the recipes and then click the Export button.

Or, if you wish to append the recipe to an existing export file, click on the name of the file in the list and then click Export.



# File Menu

## Command

## Control Bar

## Description

New Cookbook...

New Menu

New Meal Plan

New Shopping List

Open

Close Cookbook

Save

Save Cookbook As...

Delete

Edit Categories

Import Recipes

Color

Printer Setup

Page Setup

Print Selected Recipes

Print Cookbook

Exit



Creates a new cookbook

Creates a new menu.

Creates a new meal plan.

Creates a new shopping list

Opens any MasterCook file:

cookbooks (.mcf), meal plans (.mp), menus (.mu), shopping lists (.sl), export files (.mxc), and text files (.txt).

Closes the currently open cookbook

Saves the recipe, cookbook, shopping list, menu or meal plan for which you have created or changed

Saves the current cookbook with a different name or to a different disk-drive or directory

Deletes any MasterCook file

Retrieves the Categories dialog box so that you can add, edit or remove categories within a cookbook

Import recipes(s) from a text file

Retrieves the color palette so that you can define or add custom colors to cookbook windows

Lets you change the current printer settings

Allows you to specify a document's font, page size, margins and paper orientation. You can also specify the recipe design and paper type (3x5 card, booklets, etc.) with which you wish to print.

Prints currently selected recipes

Prints the currently open cookbook

Quits MasterCook



## See Also

Commands

# Find and Replace Text

With MasterCook's Find/Replace feature, you can search for occurrences of a word or phrase either in an entire cookbook or in selected recipes. Once you have found a word or phrase, you can replace either that single occurrence of the word or phrase with a replacement or every occurrence of that word or phrase with a replacement.

## **To use Find/Replace:**

1. Decide whether you are going to find/replace a word or phrase in an entire cookbook or just selected recipes. If you are going to use find/replace for an entire cookbook, simply open the cookbook you wish to search. You can open the cookbook to either Book View or Category List. If you are going to use find/replace for selected recipes, select which recipes you wish to search. Select recipes the same way you select them for Spell Check.
2. Choose Find and Replace Text from the Tools menu. The Find/Replace dialog box appears.
3. In the Find text box, type the word or phrase you wish to find. If you want to change the word or phrase, type the replacement word or phrase in the Replace With text box.
4. Click either the Cookbook or Selected Recipes radio button.
5. Click the Options button at the right of the dialog box. The Find/Replace Options dialog box appears. Like Spell Check, Find/Replace gives you the option of choosing which parts of recipes you wish to search; click the boxes next to the recipe parts you wish to check. Select whether to find the whole word only, or the word when it is part of another word or phrase also (for example, "meal" in "mealtime"); click either the Whole Word or Partial Word/Phrase radio button. Click the Case-sensitive box when you want MasterCook to search only for the word or words which match the capitalization of the text in the Find text box. For example, a case-sensitive search for "freshwater" will not find "Freshwater."

Click OK.

6. In the Find/Replace dialog box, click the Find button. MasterCook finds the first occurrence of the text. The context of the word, the phrase in which the word appears, is displayed in the text box at the bottom of the dialog box
7. Click either the Find Next, Replace, or Replace All button.

Find Next finds the next occurrence of the text without changing the occurrence shown in the context box

Replace changes the single occurrence shown in the context box to the replacement text shown in the Replace With text box.

Replace All changes every occurrence of the text in the Find text box to the replacement text shown in the Replace With text box. You can change the word or phrase you wish to find/replace at any time by typing the new word or phrase in the Find text box. Click Done when you are finished.

# Glossary

Use the glossary to search through the list of cooking terms to find a definition.

As you type in the cooking terms edit it will "guess" what you are looking for and display the selection in the list box below as well as filling in the remainder of the word in the edit. You may also browse the list box to find the term you are looking for. After you have selected a term by clicking on it in the list box or typing it in, the definition appears in the box to the right.

Also see:

[Tools Menu](#)

## Help Menu

MasterCook's On-line Help feature provides quick, convenient access to information on using MasterCook.

### **See Also**

[Commands](#)

[How To](#)

## History Card

The History Card appears when viewing a cookbook in Book View. Each time you browse through a cookbook in Book View, MasterCook records a list, or "history," of the recipes you have viewed. When you click on the tab labeled History near the top edge of the book, the History Card appears.

The History Card contains a list box which shows the titles of all the recipes which you have viewed since opening the cookbook. View a recipe from the History menu by double-clicking on the name of the recipe.

Unlike the Bookmarks Card, the History Card only "remembers" the recipes from the current viewing session. When you close the cookbook, the History menu clears; it records a new list the next time you browse the cookbook in Book View.

To close this pop-up window, click the left mouse button once anywhere outside of it.

# How To . . .

## Add...

[Cookbook categories](#)

[Ingredients](#)

[Videos to Video Tips list](#)

## Cut...

[Ingredient rows from a recipe](#)

[Items from Basic Shopping List](#)

[Recipes from a Cookbook](#)

[Shopping list items](#)

## Create...

[Cookbooks](#)

**Cost analysis**

[for a meal plan](#)

[for a menu](#)

[for a recipe](#)

[for a group of recipes](#)

[Menus](#)

[Meal plans](#)

**Nutritional analysis**

[for a meal plan](#)

[for a menu](#)

[for a recipe](#)

[for a group of recipes](#)

[Nutritional link for an ingredient](#)

[Recipes](#)

**Shopping lists**

[for a meal plan](#)

[for a menu](#)

[Wine List](#)

## Edit...

[An ingredient](#)

[Basic Shopping List](#)

[Cookbook categories](#)

Ingredient rows

Meal Plans

Menus

Recipes

Shopping list

Wine list

Using Windows Editing Commands

## Find...

Food Items to Use a Specific Seasoning

Ingredient information

with Ingredients List command

from recipe window

Ingredient substitutions

Recipes by name

Recipes that meet specific requirements

Seasoning for a Food or Dish

Yield or equivalent for an ingredient

## Open...

Cookbooks

Meal Plans

Menus

Recipes from cookbook window

Shopping list saved as a text file

## Perform...

Lookups

with Utensils Reference

with Video Tips

## Print...

Basic Shopping List

Cookbooks

Cost analysis

for a recipe

for a group of recipes

Nutritional analysis

for a recipe

for a group of recipes

**Recipes**

**Shopping Lists**

**Wine List**

Scale

**Pictures in recipes**

**Recipes**

Set...

**MasterCook Preferences**

Use...

**Gallery**



# Import Results

## **To view import results when you import a recipe in MasterCook:**

1. Choose Import Recipes from the File menu.

The Select Recipes to Import dialog appears.

2. Click on the recipes you want to import or click the Select All button to import all of the recipes.
3. Click the OK button.

A dialog box temporarily appears to let you know the files are being imported. If there are no errors in the import files, they will be included in the cookbook.

If errors are detected, the Import Results dialog box displays the recipes that have errors.

You can double-click a recipe in the Import Recipes dialog box to view it in a recipe window.

Click the Remove button to remove an error from the dialog box or click the Clear All button to clear the whole list of errors.

Click the Close button when you're finished viewing import results.

## **See Also**

Window Menu

# Importing Recipes

There are three ways in which you can increase your MasterCook recipe collection.

- 1) TYPE, or manually "enter" by keying, recipes into a MasterCook "New Recipe" window.

This method is typically used for recipes that are not currently available in electronic form. (I.E., they exist only on paper in cookbooks, magazines, newspapers, old recipe cards, etc.)

MasterCook's fast-fill feature significantly minimizes the number of key strokes required to enter a recipe's ingredients.

- 2) IMPORT recipes from "TEXT" files that are in a supported format.

Recipes in electronic format as "text" files are typically those that you received in e-mail messages, scanned in from magazines or newspapers, downloaded from the Internet, or are entered into another cooking program.

A recipe MUST be in a FORMAT that MasterCook recognizes before it can be "imported" (electronically added) to a MasterCook cookbook. (See the MasterCook Import Formats Help file for descriptions of acceptable formats.) Text files that are not in a supported format can NOT be imported.

- 3) ADD a complete MasterCook cookbook

You may add a complete cookbook to your collection simply by copying the cookbook to your system and opening it with MasterCook. Typically you will receive or download an entire cookbook from the Internet (for example, from the MasterCook Web page at <http://www.sierra.com>).

These files are not text files, but rather are in "raw data" or "binary" format. A complete cookbook does not contain "exported" recipes, and, therefore, does not need to be "imported." To view the recipes, the cookbook must be opened from within MasterCook.

## Importing Recipes Received as Attachments

Your e-mail program may not accept "attached documents"; thus you may not be able to process recipes that are sent this way. This is why it is advisable to avoid using attached documents except on a one-to-one basis and only when you have confirmed that the recipient's system can accept them. You also typically need to know if the attachment is compressed or not. (You will not be able to view a compressed file with an editor or word processor until you expand the file.)

An attached document is placed in the pre-defined directory or folder once it is successfully received by your e-mail program. You typically will want to first view the file (via an editor or word processor) to ensure that it is a text file that contains formatted recipes. If it does not, then you need to make the necessary changes to ready the recipes for importing. Once all recipes are in an acceptable format, you can import recipes from the file following the normal import procedures.

You may receive complete cookbooks (raw data files) as attached documents. To view the recipes in the cookbooks, you simply need to open them from within MasterCook. Note that if you do receive a complete cookbook, you will not be able to view it with a text editor.

**TIP:** For ease of operation, you may wish to move the cookbook from the "attachment" directory or folder and place it in the directory or folder that contains your other cookbooks. Having problems finding or importing recipes in an attachment? See [What Went Wrong?](#) for trouble-shooting and problem solving hints.

## Importing a Picture to a Recipe Design

*Importing* a picture to a recipe design differs from *placing* a picture in a recipe, which is done in the Edit View of a recipe window. When you *place* a picture in a recipe, it appears only on the page for that specific recipe; this is the Recipe Picture which can be selected while working in the Recipe Design dialog box.

When you *import* a picture to a recipe design, on the other hand, it appears in every single recipe in the cookbook to which the recipe design is applied. See the Cacti and Eagle recipe designs which come with MasterCook for examples of pictures which have been imported into recipe designs.

### **To import a picture to a recipe design**

1. In the Recipe Design dialog box, open the recipe design to which you wish to add a picture.
2. Choose Insert Picture from the Recipe menu.
3. Select the picture file you wish to insert (For Windows, .BMP format only) and click the OK button.

The selected picture appears as the uppermost recipe element on the page. You can resize or reposition it thereafter as you wish.

**TIPS:** If you are inserting clip art into your recipe designs and your system is only capable of displaying 256 colors, it is recommended that you index the clip art to the MasterCook palette to prevent 'flashing' or palette conflicts. If you own Photoshop you can index your clipart to the MasterCook palette by making sure you put the palette provided in the directory with your Photoshop palettes. Select Mode, Indexed, Custom, locate the palette and click OK. Make sure to then select any items you want to be pure white and fill them with white, as the MasterCook palette does not have a pure white. Change your image back to RGB and save it as something you will remember is a 256 color image. Then go into MasterCook Layouts and insert your picture. This will give you the best results with clipart containing large areas of flat color.

If you own Paintshop Pro, you can index an image to the MasterCook palette by selecting Image, Colors. When the dialog box appears, select the MasterCook Palette. Try using the different settings for diffusion or no diffusion to see which yields the better results. Remember to fill any areas that you want to be pure white (255,255,255 in the color dialog) other wise, the background will show up on white paper. 4

# Importing and Exporting Guide

The Importing and Exporting Recipes Help files describe, in detail, how to import and export MasterCook recipes so that you may easily share them with others.

## What's New in MasterCook 4.0

### Basics of File Transfer

Types of Files

Transferring Files

### Importing Recipes

MasterCook Import Formats

Importing Recipes: Handling Unformatted Text Files

Importing Formatted Text Files

Importing Recipes from E-mail

Importing Recipes Received as Attachments

Importing Downloaded Recipes

Downloading Complete Cookbooks

### Exporting Recipes

Sharing MasterCook Recipes

MasterCook Export Formats

How to Export Recipes

Sending Recipes via E-mail

Sending Recipes as an Attachment

Uploading Complete Cookbooks

### What Went Wrong? (Troubleshooting)

Cannot Import Recipes

Recipes Import, but not Correctly

Cannot Export Recipes

### Appendices

MXP Format

Mac Format

Generic Format

Supported Recipe Formats and Text Types

Import Results Window

Exporting from Meal Master

## Index Card

The Index Card appears when viewing a cookbook in Book View. When you click on the tab labeled Index near the top edge of the book, the Index Card appears. The Index Card contains a list box which shows the titles of all the recipes in the open cookbook.

### Sorting a Cookbook's Index

When you open a cookbook in Book View for the first time, its index is sorted alphabetically, by recipe name; to find a particular recipe, you must scroll through the entire index until you find the desired recipe. To conveniently sort the index according to category or various nutritional criteria, first click on the Index Card tab near the top of the cookbook window. The Index Card appears. When you click on the narrow white box at the top of the Index Card, a sorting menu appears.

The sorting menu gives you the choice of organizing the contents of the cookbook by Recipe Name [this is the default setting], Recipe Name (Indexed), Category, Calories, or by measurements of percent calories from Fat, Sodium, Calcium, Fiber, Carbohydrates, or Protein.

### When you choose to sort a cookbook's index according to:

Recipe Name (Indexed) - MasterCook creates an alphabetical list of the first letters of the recipes in the cookbook. The first letters are displayed on the Index Card. Double-clicking a first letter displays a list of the recipes with that first letter.

Category - the Index Card displays an alphabetical list of the categories of dishes in that cookbook. While some categories are common to many cookbooks, like "Breads" and "Beverages," there are other categories which are unique to certain cookbooks, like "Taste of New Orleans" in the *Cooking Light* cookbook, or "Chino-Latino" in the *Mission Cafe* cookbook. Double-clicking a category name displays a list of recipes in that category.

Nutritional Information - MasterCook groups the recipes in sets which correspond to certain nutritional ranges. For example, when you choose to sort an index by Calories, recipes are grouped in sets like "less than 100 calories," "100 to 199 calories," and so forth. When you sort by Percent Calories from Fat, the sets are grouped by the percentage of fat in each one of the recipes, such as "From 10 to 15." When you sort by Sodium or Calcium, the sets are grouped by the number of milligrams of each mineral in each recipe; when you sort by Fiber, Carbohydrates, or Protein, the sets are grouped by the number of grams of each nutrient in each recipe.

When you custom-sort the index of a cookbook in Book View, you also change the order of the recipes in the cookbook; when you page through the cookbook using the page-turning icon, the recipes will appear in the order of whatever sorting method you have chosen. You can also observe the rearrangement of recipes by pointing at edgetabs.

# Ingredients

## **Finding and Viewing Ingredient Information**

with Ingredients List command

from a recipe window

Adding an Ingredient to the Ingredients List

## **Editing Ingredient Information**

editing an ingredient

copying/renaming an ingredient

removing an ingredient from the Ingredients List

Creating a Nutritional Link

Removing a Nutritional Link

### **To find and view ingredient information with the Ingredients List command:**

1. Choose Ingredients List from the Tools menu.
2. In the Ingredients List dialog box, type the first few letters of the ingredient you want to view. MasterCook's fast-fill feature will scroll to the ingredient most like the letters you type.
3. Click the Edit button to view the ingredient's information.
4. Click Close to exit the dialog box.

### **To find and view ingredient information from a recipe window:**

1. From a recipe window in Edit view, highlight the name of the ingredient or click the ingredient row for which you want to view information.
2. Choose Ingredient Analysis from the Tools menu, which opens the Ingredient Analysis dialog box.
3. Click Close to exit the dialog box.

### **To add an ingredient to the Ingredients List:**

1. Choose Ingredients List from the Tools menu.
2. In the Ingredients List dialog box, click the New button.
3. Type the name of the food item in the Ingredient Name text box.
4. Enter the weight, volume amount, cost, store location and nutritional information in the appropriate text boxes.
5. If you choose to enter data in the Food Exchanges boxes, enter them as a decimal.  
If you do enter the exchanges as a fraction, MasterCook will convert the number to a decimal.  
For example, a Food Exchange of 1 1/2 will be saved as 1.5.
6. When you're finished, click the Save button.

### **To edit an ingredient:**



1. Choose Ingredients List from the Tools menu.
2. In the text box above the ingredients box, type the first few letters of the ingredient you want to edit.
3. Click the Edit button.
4. Make the changes to the ingredient's information.
5. Click the Save button.

**To copy/rename an ingredient:**

1. Choose Ingredients List from the Tools menu.
2. In the text box above the ingredients box, type the first few letters of the ingredient you want to copy or rename.
3. Click the Edit button.
4. Give the item a new name.
5. Change ingredient information if you want.
6. Click the Copy button.

**To remove an ingredient from the Ingredients List:**

1. Choose Ingredients List from the Tools menu.
2. In the text box above the ingredients box, type the first few letters of the ingredient you want to copy or rename.
3. Click the Remove button.
4. Click Yes to confirm the deletion.

**To create a nutritional link for an ingredient:**

1. Make sure the open recipe is displayed in Edit View. In the recipe's Ingredient column, click on the name of the ingredient for which you want to create a nutritional link.
2. Choose Link With Ingredient from the Edit menu.
3. Type the name of the food item with which you want to link the ingredient, or click on its name in the list.
4. Click the Link button.

**To remove a nutritional link:**

1. Select the ingredient name and choose Link with Ingredient from the Edit menu.
2. Press the BACKSPACE or DELETE key.
3. Click the Link button.

**See Also**

[Edit Menu](#)

[Tools Menu](#)

## **Ingredients List**

A list of food items for which MasterCook maintains nutritional, store location and price information. This Ingredients List appears in a drop-down list in the recipe window. By choosing from this list, you provide MasterCook with the ingredient information that it uses to create accurate nutritional profiles, shopping lists and cost analyses.

### **See Also**

[Tools Menu](#)

[Ingredients](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

## **Insertion Point**

The flashing vertical bar that appears in a text area to mark the place where text will appear when you type. As you type, characters always appear to the left of the insertion point. You place the insertion point by using the I-beam cursor.

To close this pop-up window, click the left mouse button once anywhere outside of it.

## Link

A nutritional link between a user-defined ingredient name and an ingredient name on the MasterCook Ingredients List, essentially equating the two ingredients. By linking an unknown, user-defined ingredient name with an ingredient on the MasterCook Ingredients List, you define the nutritional makeup of the unknown ingredient.

## See Also

[Ingredients](#)

[Edit Menu](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

## List Box

A rectangle within a Windows dialog box containing a list of choices from which you can select a single item or a group of items with which to complete some task. You can scroll through the list by clicking on its scroll bar or by using the DIRECTION ARROW keys.

To close this pop-up window, click the left mouse button once anywhere outside of it.

## Lookup

To use this command from the Tools menu, first select a word or phrase from a recipe while viewing it in Edit View. Then choose Lookup from the Tools menu. MasterCook searches its files for any relevant references to the word or phrase and displays them accordingly. Such references may appear as a part of an ingredients list, Utensils, or Video Tips.

# MXP Format

Following is the description of the MXP import/export format. This format uses a combination of spaces and keywords rather than tabs as recipe section and field delimiters. If you are planning on exchanging recipes via the Internet, this is the format you should use. All MasterCook users, regardless of the version they use, will be able to import recipes in this format.

**NOTE:** The MXP format is position/column dependent ONLY in MasterCook II and MasterCook Mac. That is, field position is very specific and they MUST adhere to the format EXACTLY as it is shown below.

The Recipe Translator in MasterCook 3.0 and 4.0, does NOT require that fields begin in specific columns. The removal of this position dependency introduces great flexibility and eliminates many possible import errors. Consequently, it is very easy to create a "template" of keywords for this format and simply insert the recipe sections where appropriate.

**NOTE:** In MasterCook 4.0, ingredient lines consisting only of spaces (or tabs) WILL be imported and kept in the ingredient section. In prior releases, lines with only spaces (or tabs) are stripped during import, so to maintain ingredient separators, you must use at least one displayable character in all versions except v4.0.

(Instructional comments appear within brackets, "[ ]", below a line and are NOT part of the format. All lines are REQUIRED unless the comments indicate otherwise.)

-----  
\* Exported from MasterCook \*

BLANK Line [Optional and there may be more than one blank line]

Recipe Title

BLANK Line [Optional]

Recipe By : name [Keywords "Recipe By:" are required]

Serving Size : number Preparation Time :hours:minutes [Keywords "Serving Size" and "Preparation Time" are required; this line is optional]

Categories : category1 category2 category3 [Keyword "Categories:" is required; there may be 10 categories] these lines are optional

BLANK LINE [Optional]

Amount Measure Ingredient -- Preparation Method

-----

amt unit ingredient -- preparation method

[You may repeat this line up to 100 times; there must be NO blank lines between ingredients.]

BLANK Line [Must be blank and cannot contain spaces or non-display characters]

Directions. Free form text. Blank lines may exist in this section.

BLANK Line [Optional]

-----

[Optional End-of-Directions delimiter. This serves as End-of-Recipe when you do not use "Notes" and "Serving Ideas"]

Serving Ideas : text [Optional]

NOTES : text [Optional]

---

[Optional End-of-Recipe delimiter]

-----

**NOTE:** The MXP format delimiter to separate ingredient and preparation method is: "space 2 dashes space" : 1 cup carrots -- chopped



# Introduction to MasterCook

The MasterCook Environment consists of the [menu bar](#), [Control Bar](#), [Cookbook window\(s\)](#), [Recipe Clipboard](#), [menus](#), [meal plans](#) and [shopping lists](#).

## See Also

[Commands](#)

[How To](#)

## MasterCook Environment

When you start MasterCook and open a cookbook, you're working in the MasterCook application program environment. In addition to the menu bar and the cookbook window, the MasterCook environment contains a variety of other types of windows that let you perform different tasks.

### See Also

[MasterCook Environment](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Meal Plans

MasterCook's Meal Plan feature lets you plan up to four separate meals a day, allowing you to plan your family's shopping and nutritional intake weeks or months in advance.

[Creating a New Meal Plan](#)

[Saving the Current Meal Plan](#)

[Opening An Existing Meal Plan](#)

[Editing an Existing Meal Plan](#)

[Creating a Cost Analysis for a Meal Plan](#)

[Creating a Nutritional Analysis for a Meal Plan](#)


[Creating a Shopping List for a Meal Plan](#)

[Shift Meal Plan Date](#)

[Go To Meal Plan Date](#)

[Printing a Meal Plan](#)

## **To create a new meal plan:**

1. Choose New Meal Plan from the [File Menu](#) or click  from the [Control Bar](#). An empty meal plan calendar window appears for the current month.
2. Click on the day in the calendar for which you wish to plan meals.  
The day box appears highlighted. Click the box in the upper left corner to choose the meal to which you want to add items.
3. To expand the size of the day box into its own window, double-click on the date in the upper-left corner of the day box.
4. Click in the Serves text field to type the number of people you want the meal to serve.
5. Press TAB or ENTER to move to the first item row and then type the name of the first recipe or food item that you want to add to the meal.  
The recipe or food item appears in the day window. An icon is displayed to the right of the text you typed, describing the entry type: recipe (recipe card icon), menu (menu card icon), ingredient (measuring cup icon) or text ("T").  
If you enter an ingredient, click on the measuring cup icon to display the ingredient amount dialog box. Enter the amount and unit, then select the **per serving** or **per meal** radio button.
6. Press TAB or ENTER to accept the highlighted recipe or food item.
7. Continue in this manner to add additional recipes and food items.
8. When you're finished, click the meal window's Control menu and choose Close, click the meal window's Control menu, or click anywhere on the screen outside the meal window.


**NOTE:** You can also add recipes to meals by dragging them from a cookbook window opened to Category List onto the date in the upper-left corner of the day box. A drop-down menu appears, listing the day's meal. Drag onto the appropriate meal to "drop" the selected recipes on it.

## **To save the current meal plan:**


1. Choose Save Meal Plan from the [File menu](#).
2. In the dialog box, select a new directory (optional) and then type a name for the new meal plan.

3. Click the Save button.

#### **To open an existing meal plan:**

1. Choose Open from the File menu or click  from the Control Bar.  
Meal plan files have the **.mp** extensions.
2. In the dialog box, select the meal plan you want to open.
3. Click on the Open button.


#### **To edit an existing meal plan:**

1. Click  from the Control Bar.
2. Choose the meal plan you want to edit from the dialog box.
3. Make your changes to the meal plan. See [creating meal plans](#) for more information.
4. Save your changes by choosing Save Meal Plan from the File menu.


#### **To create a cost analysis for a meal plan:**

1. With the meal plan open, click the day in the calendar for which you want to create a cost analysis.
2. Choose Cost Analysis from the Tools menu.
3. In the Cost Analysis dialog box, click one of the radio buttons for breakfast, lunch, dinner or snack to view a cost for a particular day -- or click Full Day to see the cost for the entire day.
4. To see the cost of meals for another day, click the Next Day or Previous Day button.
5. When you're finished, click the Close button to close the dialog box.

#### **To create a nutritional analysis for a meal plan:**

1. With a meal plan open, select the day you wish to analyze by clicking the day in the calendar.  
The day you clicked is highlighted.
2. Choose Nutritional Analysis from the Tools menu or click  on the Control Bar.  
The Nutrition dialog box opens, displaying the recipes in the meal plan and a per-serving analysis of the selected day.
3. Click the appropriate radio button for Breakfast, Lunch, Dinner, Snack or Full Day to see the dietary intake for the entire day.
4. Click the Daily Values button to see the nutritional information displayed as USDA/FDA Daily Values.
5. To print a copy of the nutritional analysis, click the Print button.
6. To see an analysis of other days in the meal plan, page through the meal plan clicking either the Next Day or Previous Day buttons.
7. When you're finished, click the Close button.


#### **To create a shopping list for a meal plan:**

1. With the meal plan open, choose Make Shopping List from the Shopping List menu or click  on the Control Bar.  
A dialog box is displayed asking whether you want a shopping list for the selected day or the

entire meal plan.

2. Click one of the radio buttons to choose whether you want a shopping list for the selected day or for the entire meal plan, and then click OK.
3. To save the shopping list, choose Save Shopping List from the file menu, type a name for your shopping list and then click the Save button.



#### **To shift a meal plan date:**

1. If you haven't done so, open an existing Meal Plan by choosing Open (Ctrl+O) from the File menu or clicking  on the Control Bar.  
The Open dialog box appears.
2. If necessary, change the directory or disk drive, select the specific meal plan file (.mp extension) and click the Open button.
3. Choose Shift Meal Plan Dates from the Edit menu.  
The Shift Meal Plan Dates dialog box opens.
4. Use the up or down arrow buttons beside the field you want to increment or decrement: Year, Month, Week and Day.  
You can set one or more fields to create a new date range. The current and new date ranges are displayed at the top of the dialog box.
5. When you have shifted the dates, click the Change Dates button.  
Use the left or right arrow buttons at the top of the meal plan window to view the new date on which you assigned the meal plan.

#### **To go to a meal plan date:**

1. If you haven't done so, open an existing Meal Plan by choosing Open (Ctrl+O) from the File menu or clicking on Control Bar.  
The Open dialog box appears.
2. If necessary, change the directory or disk drive, select the specific meal plan file (.mp extension) and click the Open button.
3. Choose Go to Meal Plan Date from the Edit menu.  
The Go to Meal Plan Date dialog box opens.
4. Use the up or down arrow buttons beside the field you want to increment or decrement: Year, Month, Week and Day.  
You can change one or more fields to set a new date. The current date and new date are displayed at the top of the dialog box.
5. When you have selected a new date to view, click the Go to Date button.  
Use the left or right arrow buttons at the top of the meal plan window to view the new date.

#### **To print a meal plan:**

1. If the meal plan isn't already open, choose Open from the File menu or click  on the Control Bar.  
The Open dialog box appears.
2. Choose the meal plan you want to open (.mp extension) and click the Open button.
3. Click  on the Control Bar or choose Print Meal Plan from the File menu.  
Select your print options in the Meal Plan Print Options dialog box.
4. When you're ready to print, click the OK button.



## **Meal Plan**

MasterCook's Meal Plan feature lets you plan up to four separate meals a day, allowing you to plan your family's shopping and nutritional intake weeks or months in advance.

### **See Also**

[Meal Plans](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Menus

MasterCook allows you to create single-meal menus, which are helpful when you're planning a meal for a special occasion.

[Creating a Single-Meal Menu](#)

[Saving a Menu](#)

[Opening an Existing Menu](#)

[Editing a Menu](#)


[Creating a Cost Analysis for a Menu](#)

[Creating Nutritional Analysis for a Menu](#)

[Creating a Shopping List for a Menu](#)

[Printing Menus](#)


## **To create a new single-meal menu:**

1. Choose New Menu from the File Menu, or click  on the [Control Bar](#).
2. Type a name for the menu and press TAB.
3. Type, in the Serves text box, the number of people you want the menu to serve.
4. Press TAB or ENTER to move to the first item row and type the name of the first recipe or food item that you want to add to the menu. Use MasterCook's [fast-fill](#) feature to add a recipe by typing the first few letters in the recipe title.
5. Press TAB or ENTER to accept the highlighted recipe or food item.  
The recipe or food item appears in the menu window. An icon is displayed to the right of the text you typed, describing the entry type: recipe (recipe card icon), ingredient (measuring cup icon) or text ("T").  
If you enter an ingredient, click on the measuring cup icon to display the ingredient amount dialog box. Enter the amount and unit, then select the **per serving** or **per meal** radio button.
6. Continue adding recipes, food items and descriptive text in this manner; press TAB or ENTER after each item.
7. To add recipes from a cookbook to a menu using [drag and drop](#), first make sure the cookbook is opened to [Category List](#). Then click on the recipes you want to add to the menu and, while holding down the mouse button, drag them onto the menu window.

## **To save a menu:**


1. Choose Save Menu from the [File menu](#).
2. In the dialog box, select a new directory (optional) and then type a name for the new menu.
3. Click the Save button.

## **To open an existing menu:**

1. Choose Open from the [File menu](#) or click  from the Control Bar.
2. In the dialog box, select the menu you want to open and click the Open button.  
Menu files have the **.mu** extensions.

## **To edit an existing menu:**




1. Click  from the Control Bar.
2. Choose the menu you want to edit from the dialog box and click the Open button.
3. Make your changes to the menu.  
See [creating menus](#) for more information.
4. Save your changes by choosing Save Menu from the File menu.


#### **To create a cost analysis for a menu:**

1. With a menu open, choose Cost Analysis from the [Tools menu](#) .  
The cost analysis dialog box appears and displays a list of recipes in your menu along with a total cost per serving.
2. Click the OK button when you're done with the cost analysis.



#### **To create a nutritional analysis for a menu:**

1. With a menu open, choose Nutritional Analysis from the [Tools menu](#) or click  on the Control Bar.
2. Click the Daily Values button to view the menu's daily values.
3. Click the Print button to print a copy of the nutritional analysis.
4. When you're finished, click the Close button.

#### **To create a shopping list for a menu:**

1. With the menu open, choose Make Shopping List from the [Shopping List menu](#) or click  on the Control Bar.  
A shopping list appears with a list of food items from your menu.
2. If you want to save the shopping list, choose Save Shopping List from the File menu, type a name for the new shopping list and click the Save button.
3. When you're finished, click the Close button.

#### **To print a menu:**

1. If the menu isn't already open, choose Open from the File menu or click  on the Control Bar.  
The Open dialog box appears.
2. Choose the menu you want to open (.mu extension) and click the Open button.
3. Click  on the Control Bar or choose Print Menu from the File menu.  
Select your print options in the Menu Print Options dialog box.
4. When you're ready to print, click the OK button.

## **See Also**

[File Menu](#)

# New Recipes

[Creating a New Recipe](#)

[Entering Basic Recipe Information](#)


[Specifying Recipe Categories](#)

[Entering Recipe Ingredients](#)

[Entering Recipe Directions](#)

[Entering Recipe Options](#)

## **To create, name and save a new recipe:**

1. Choose New Recipe from the Recipe menu or click  from the Control Bar.  
A new recipe window appears and is temporarily name "New Recipe 1."
2. Type the name of the recipe in the Recipe Name text box.
3. Click the Save button.  
The recipe is saved on disk as part of the current cookbook. The recipe's name is added in the cookbook window to each category to which you assign it, and its name appears in the recipe window's title bar.

## **To enter basic recipe information:**

1. In the newly created recipe window, press TAB to move to the Recipe By text box and type the name of the author.
2. Press TAB to move to the Prep Time text box and type, in hours and minutes, the amount of time required to prepare the recipe.
3. Press TAB to move to the Serves text box and type the number of servings the recipe makes.  
Remember to use a colon to separate the hours and minutes.

## **To specify categories for a recipe:**

1. Click the Categories tab or press ALT-C to display the names of all the categories in the current cookbook.
2. Click the check box beside each appropriate category name.  
You can choose up to 10 categories for any one recipe. In the cookbook window, MasterCook will display the recipe's name under each category you assign it.

## **To enter ingredients for a recipe:**

The area below the recipe name and author is where you'll enter the recipe's ingredients.

1. Press TAB to move to the Amount column and type the amount of the ingredient.  
You can type either decimal or fractional amounts.
2. Press TAB to move to the Unit column and type a measurement unit.  
As you begin typing, MasterCook's fast-fill feature scrolls to the name most like the letters you're typing.
3. Press TAB to move to the Ingredient column and type the name of the ingredient.

If the fast-fill ingredient is not the one you're looking for, click another one on the list or continue typing an ingredient name not on the list.

4. Press TAB to move to the Preparation Method column and type any relevant information about how the ingredient should be prepared prior to cooking.

**To enter recipe directions:**

1. Click the Directions tab or press ALT-D to display the Directions text box.
2. Type the recipe's directions as you would in a word processor.

You can type up to 10,000 characters' worth of directions.

**To recipe options (Suggested Wine, Serving Ideas, Notes):**

1. Press TAB to move to the Suggested Wine text box and then type a wine suggestion.
2. Press TAB to move to the Serving Ideas text box and type the serving ideas such as other foods or recipes to serve with the recipe.
3. Click the Notes tab (or press ALT+N) to open the Notes text area and type your notes.
4. When you're finished, save the recipe by clicking the Save button.

## **Non-contiguous Selection**

You can select various items throughout a list by holding the CTRL key and clicking on each item with your mouse.

### **See Also**

[Contiguous Selection](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Page Setup

This command takes you to the Page Setup dialog box, where you choose options for printing recipes and cookbooks.

When you are printing individual recipes or groups of selected recipes from MasterCook, you need to make three decisions: which recipe(s) to print, which recipe design to apply to the printed recipe(s), and which paper and layout to use. It might be helpful, though not necessary, to have a basic understanding of recipe design before printing recipes--you can make the same changes to recipes before they are printed as you can in the Recipe Design Editor (see [Cookbook Recipe Design](#) for more information on recipe design).

## **To print a single recipe or a group of recipes:**

1. Select the recipe(s) you wish to print. If you are viewing a cookbook as a Category List, you can either open the recipe you wish to print or select a group of recipes from the right side of the cookbook window. If you are in Book View of a cookbook window, you can open the cookbook to the page which contains the recipe you wish to print. You can also select a group of recipes to print from the Index, Bookmarks, or History Card.

2. Choose Page Setup from the File menu.

The Page Setup dialog box opens.

3. Select a recipe design to apply to the printed recipes.

You can choose a recipe design from the list of recipe designs on the Design menu at the top of the Page Setup dialog box. You can also use all of the same commands available in the Recipe Design dialog box to modify any recipe design. If you modify a recipe design in the Page Setup dialog box you can save it just as you would with the Recipe Design Editor; the saved recipe design will appear on the Design menu for application to other recipes. For detailed information on how to use the recipe design commands available in the Page Setup dialog box, see [Cookbook Recipe Design](#).

4. Select the type of layout you wish to apply to the selected paper from the Layout menu. MasterCook allows you to print recipes in a variety of layouts: Single sided, Double sided, Folded Booklet, and Book. When you apply a layout in the Print Settings dialog box, MasterCook reformats the displayed recipe in the selected layout., which allows you to see exactly how the recipe will look when printed. (See pages 141-143 of the *User's Guide* for examples of the different available layouts.)

5. Make your selections from the Start Recipes, Columns, and Scale Text submenus found in the Layout menu.

These features of MasterCook allow you to print several recipes on one page, in as many columns as you wish; also, you can scale the text of the printed recipes to any percentage of the text's original size. These features are best learned through experimentation--remember, none of the changes you make to the Page Setup are permanent until you save them as a new Recipe Design.

Start Recipes--when you choose One After Another from this submenu, MasterCook prints the selected recipes directly after each other, starting the top of each recipe directly after the bottom of the preceding recipe on the same page. When you choose On Next Page, each recipe starts at the top of a new page. When you choose On Next Column, each recipe is printed in the space of the next available column. When you choose On Next Row, each recipe is printed in the space of the next available row.

Columns--this Columns submenu is different from the Columns submenu under the Properties menu (see [Cookbook Recipe Design](#) for more information). When you choose a number of columns from this submenu, MasterCook prints the recipes in this number of

columns on the page.

Scale Text--use this feature to scale the text of your recipes to any percentage of its original size. This feature can be particularly useful when printing in extremely small areas, such as index cards or multiple columns.

6. Click the Change button in the lower right hand corner of the Print Settings dialog box. When you click Change, you define the way the currently selected recipe(s) will be printed. However, these new settings are not permanent unless you save them as a new Recipe Design. To save your settings as a new Recipe Design, choose Save Recipe Design from the File menu. You will be asked to choose a file or folder in which to save the new Recipe Design, as well as its name. When you name a new Recipe Design, its name is added to the Design menu which appears in both the Recipe Design Editor and Print Settings dialog boxes.
7. Choose Print Selected Recipes from the File menu. The selected recipes are printed.

### **Printing a Cookbook**

Printing a cookbook is similar in nearly every way to printing selected recipes, but there are a few additional factors you may want to consider before printing an entire cookbook. For example, besides making the same choices in the Print Settings dialog box as you do when printing selected recipes, you need to decide how you want the cookbook indexed--see [Index Card](#) for information on indexing a cookbook according to various criteria. Also, remember that a cookbook is a long document; the layout and size of the selected paper can have a dramatic impact on the amount of paper used when printing hundreds of recipes. Printing a cookbook takes a few moments of planning, but MasterCook gives you all the tools you need to produce a cookbook as uniquely individual as your own kitchen.

#### **To print a cookbook:**

1. Open the cookbook you wish to print.
2. Make sure the cookbook is indexed according to the desired criteria.
3. Choose Page Setup from the File menu. The Page Setup dialog box opens. Here you will make all the same choices affecting the printing of the cookbook as you would for printing selected recipes. When you have modified the Print Settings to your specifications, click the Change button.
4. Choose Print Cookbook from the File menu.  
The cookbook is printed.

# Preferences

## To set MasterCook preferences:

1. Choose Preferences from the Tools menu.
2. Click the radio button to choose whether to open recipes in Page View (default) or Edit View.
3. Click the radio button for the measurement system you want to use.
4. Click the appropriate radio button to choose whether to display ingredient amounts as Common Fractions (default) or Decimals.
5. Click the appropriate check boxes for the edit and display options.
6. When you're finished, click the OK button.

## **See Also**

[Tools Menu](#)

## **Radio Buttons**

Small buttons in a Windows dialog box that are used to prompt a user to choose only one option from a group of options. They work like buttons on a car radio, allowing you to make only one selection at a time.

To close this pop-up window, click the left mouse button once anywhere outside of it.



## Recipe Clipboard

The Recipe Clipboard lets you group together recipes from one or more cookbooks. You can add recipes to the Recipe Clipboard (and remove recipes from it) one at a time or in groups. Use the Recipe Clipboard when you want to combine recipes from different cookbooks into a new cookbook or when you want a temporary storage place for recipes that you may want to browse.

See Also

[Recipes](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Recipe Menu

The Recipe menu contains commands that apply to individual recipes. These commands help you create new recipes and obtain information from existing ones.

<u>New Recipe...</u>	Creates a new recipe in the current cookbook
<u>Open Recipe...</u>	Opens a recipe in the current cookbook
Open Selected Recipes	Opens recipes selected from a <u>Category List</u> or from the <u>Index</u> , <u>Bookmarks</u> , and <u>History Cards</u> in Book View.
Add to Recipe Clipboard	Adds selected recipes to the <u>Recipe Clipboard</u>
<u>Save Recipe As...</u>	Saves the current recipe with a different name
<u>Save As Ingredient...</u>	Saves the current recipe as an ingredient in the Ingredients List
<u>Delete Current Recipe</u>	Removes the current recipe from a cookbook (only available in <u>Book View</u> )
<u>Selected Recipes</u>	Removes the currently selected recipes
<u>Export Recipe/Selected Recipes...</u>	Saves the current recipe or group of recipes as a text file
<u>Mail Recipes...</u>	Allows you to e-mail a recipe or group of recipes if you have a direct connection to the Internet
<u>Categorize...</u>	Lets you assign recipes to cookbook categories
<u>Scale Recipe...</u>	Changes the serving size of the current recipe from the original serving amount to any new whole number, automatically adjusting ingredient amounts and measurement units
<u>Change Units...</u>	Changes measurement units for the current recipe, providing English-to-Metric and/or volume-to-weight equivalents
<u>Insert Picture...</u>	Allows you to insert high-resolution pictures and graphics to your recipes
<u>Remove Picture...</u>	Lets you remove pictures and graphics from recipes
<u>Search Recipes...</u>	Lets you look for recipes in one or more cookbooks that match almost any criteria you can think of -- such as ingredients, categories, recipe name, source of recipe, preparation time, cost per serving, and a variety of nutrition criteria

## See Also

Commands

# Recipes

[Assigning Categories to a Recipe](#)

[Changing a Recipe's Measurement Units](#)

[Choosing a Recipe Design](#)

Creating a Cost Analysis

[for a single recipe](#)

[for a group of recipes](#)

Creating a Nutritional Analysis

[for a single recipe](#)

[for a group of recipes](#)

[Deleting Recipes](#)

[Duplicating Recipes](#)

[Editing Recipes](#)

[E-Mailing Recipes](#)

[Exporting Recipes](#)

[Inserting Pictures into Recipes](#)

[Opening Recipes](#)

[Printing Recipes](#)

[Removing Pictures from Recipes](#)

[Renaming Recipes](#)

[Saving a Recipe as an Ingredient](#)

[Scaling Recipes](#)

[Searching for Recipes](#)

[Viewing Recipes](#)

## **To assign categories to a recipe:**

1. Select the recipe in the cookbook window to which you wish to assign categories.
2. Select Categorize from the Recipe menu or press ALT-C.  
The Edit Categories dialog box appears.
3. Click the check box beside each category you want to assign to the recipe.  
You can assign up to 10 categories for each recipe.
4. Click the Save button to save these changes.

## **To change a recipe's measurement units:**

1. Open the recipe you wish to change.
2. Choose Change Units from the Recipe menu.  
The Change Units dialog box appears.

3. To change the measurement unit for a single ingredient, click on the ingredient in the list box on the left to select it.
4. Click on the new measurement unit (in the Change To list box) that you wish to use.
5. To change all ingredients in the recipe to one measurement system (Metric or American), click either the Change All to American or Change All to Metric button.
6. Click the Change Units button.

**To create a cost analysis for a recipe:**

1. Open the recipe for which you want a cost analysis.
2. Choose Cost Analysis from the Tools menu.

A dialog box appears, displaying the name of the recipe, the number of servings it makes and the cost per serving.

3. Click the Close button when you're finished with the cost analysis.

**To create a cost analysis for a group of recipes:**

1. Click on the cookbook window (or Recipe Clipboard) to make it active.
2. Click on the recipes for which you want to create a cost analysis.
3. Choose Cost Analysis from the Tools menu.

A dialog box appears, displaying the names of the selected recipes, the number of servings each recipe makes, and the cost per total serving of the combined recipes.

4. Click the Close button when you're finished with the cost analysis.

**To create a nutritional analysis of a recipe:**

1. Make the recipe for which you want to create a nutritional analysis the current active window.

2. Choose Nutritional Analysis from the Tools menu or click  on the Control Bar.

The Nutrition dialog box is displayed with the nutritional analysis of the current recipe.

3. Click the Daily Values button to view the daily values for the recipe.  
Click the Close button when you're done viewing the daily values.
4. To print a copy of the nutritional analysis, click the Print button.
5. When you're finished, click the Close button to close the dialog box.

**To create a nutritional analysis of a group of recipes:**

1. Make the cookbook window the current active window.
2. Click on the recipes for which you want to create a nutritional analysis.

3. Choose Nutritional Analysis from the Tools menu or click  on the Control Bar.

The Nutrition dialog box is displayed with the total per-serving nutritional analysis for the combined recipes.

4. Click the Daily Values button to view the daily values.  
Click the Close button when you're done viewing the daily values.
5. To print a copy of the nutritional analysis, click the Print button.
6. When you're finished, click the Close button to close the dialog box.

**To delete a recipe:**

1. Open the recipe you want to delete.
2. Choose Delete Selected Recipe(s) from the Recipe menu.
3. Click Yes in the dialog box to confirm the deletion.

The recipe is permanently removed from the cookbook and cannot be restored with the Undo command; use this feature with caution.

#### **To duplicate a recipe:**


1. Open the recipe you want to duplicate.
2. Choose Save Recipe As from the Recipe menu.
3. Type a new name for the recipe in the dialog box and then click the OK button.

A copy of the recipe is saved with its new name to the current cookbook.


#### **To edit a recipe:**

1. Open the recipe from the cookbook window or locate it using the Open Recipe or Search Recipes commands.
2. If the recipe is displayed in Page View, click the Edit button.
3. Make your changes to the recipe. See [Creating a New Recipe](#) for more information.
4. Click the Save button to save your changes.

#### **To export a recipe to a text file:**

1. Make sure the recipe you want to export is the current active window.
2. Choose Export Recipe from the Recipe menu or click  on the Control Bar.  
A dialog box opens asking you to specify the file to which you want to export the recipe.
3. To export the recipe to a file in a different directory or on a different disk-drive, select the appropriate directory or folder name in the Directories list box.
4. Type a file name and then click the Export button.  
The recipe is saved in the specified file. Or, if you wish to append the recipe to an existing export file, click on the name of the file in the list and then click Export.

#### **To export a group of recipes to a text file:**

1. In the cookbook window, select the recipes that you want to export.
2. Choose Export Selected Recipes from the Recipe menu or click  on the Control Bar.  
A dialog box opens asking you to specify the file to which you want to export the recipe.
3. To export the recipes to a file in a different directory or on a different disk-drive, select the appropriate directory or folder name in the Directories list box.
4. Type a file name for the recipes and then click the Export button.  
Or, if you wish to append the recipe to an existing export file, click on the name of the file in the list and then click Export.

#### **To e-mail a recipe:**

1. With a cookbook open, select the name(s) of the recipe(s) you wish to e-mail.
2. Choose Mail Recipes from the Recipe menu.

The Recipe Mailer window opens, containing a list of recipes to be sent. You can then drag more recipes into the recipe list in the Recipe Mailer from the cookbook window.

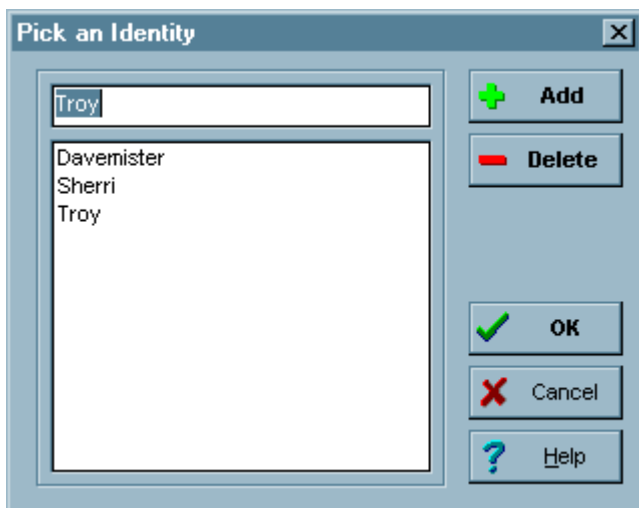
3. If you haven't already done so, click the Setup button.

Enter the necessary information in the Mail Setup dialog box: your name, e-mail address and e-mail server's name. Click OK to save these settings.

If you don't know your server name, contact your Internet provider.

4. In the From text box, type your name or click the From button to choose from your list of e-mail names.
5. In the To text box, type the Internet e-mail addresses to which you want to send the selected recipe(s); press RETURN after each address.
6. In the Subject text box, type a subject.
7. Type a comment or message in the Message text box.

**NOTE:** You can keep lists for names, subjects, messages and recipes by entering the text in the field and then clicking its button to display the Pick From List dialog. The following dialog appears when you click the From button. To add the name you just typed into the From text box, click the Add button in the dialog box.



8. Click the Send button to send the e-mail message.

#### **To insert a picture into a recipe:**

1. Open the recipe to which you want to add a picture.
2. Choose Insert Picture from the Recipe menu.
3. Select the picture file you wish to insert (Windows .BMP format only) and click the OK button.
4. Choose the display option from the dialog box that suits your needs and click the OK button.

#### **To open a recipe:**

1. Choose Open Recipe from the Recipe menu.


A dialog box appears, displaying a list of all of the recipes for the current cookbook. Click on the Include Unopened Cookbooks check box if you want to view these recipes.

2. Select the recipe you want to open and then click the Open button.


### **To open a recipe from a cookbook window:**

1. In the cookbook window, click on the names of the categories containing the recipes you want to open.
2. In the recipes list on the right, click on the names of the recipes you want to open.
3. Click the Open button or choose Open Selected Recipes from the Recipe menu..

### **To open a recipe with the Open Recipe command:**

1. Choose Open Recipe from the Recipe menu or click  on the Control Bar. The Open Recipe dialog box appears.
2. In the text box above the Recipes list, type the name of the recipe you want to open.
3. Click the Open button.

### **To print a recipe:**

1. Open the recipe that you want to print or select a group of recipes in the cookbook window.
2. Choose Print Selected Recipes from the File menu or click  on the Control Bar.
3. Select the options with which to print in the Print Recipe dialog box.
4. Click the Setup button.  
The Page Setup dialog box appears. Here you can change the font, size and color; specify a page size and paper type; and choose a recipe design from the existing templates.
5. Click the OK button when you're ready to print.

### **To print selected recipes:**

1. From the Cookbook window or the Recipe Clipboard, select the recipes you want to print.
2. Choose Print Selected Recipes from the File menu.  
The Print Selected Recipes dialog box appears.
3. Choose the print options.
4. Click the Setup button.  
The Page Setup dialog box appears. Here you can change the font, size and color; specify a page size and paper type; and choose a recipe design from the existing templates.
5. Click the OK button when you're ready to print.

### **To remove a picture from a recipe:**

With the recipe open, choose Remove Picture from the Recipe menu.

### **To rename a recipe:**

1. Open the recipe you want to rename.
2. Type a new name for the recipe in the Recipe Name text box.
3. Click the Save button to save the recipe with its new name.

### **To save a recipe as an ingredient:**

1. Open the recipe you want to save as an ingredient.

2. Choose Save as Ingredient from the Recipe menu.

The recipe and all of its nutritional information is saved as an ingredient in the Ingredients List. You can now use it as an ingredient in your recipes. The recipe is saved on disk in the user ingredients file, "USER.ING."

#### **To scale a recipe:**

1. Make sure that the recipe you want to scale is the current active window.

2. Choose Scale Recipe from the Recipe menu or click  on the Control Bar.

A dialog box appears, asking you to enter a new number of servings.

3. Type the new serving size and click the OK button.  
The ingredient amounts and measurement units are adjusted to accommodate the new number of servings.

#### **To scale a picture in a recipe:**

1. Open the recipe in which you want to scale a picture.
2. Choose Scale Picture from the Recipe menu.  
The Picture Scaling Options dialog opens.
3. Select the scaling option: Original Size, Scale to Page, Use Screen Resolution or Custom, which lets you specify a size as a percentage of the original picture size.
4. Click the OK button to scale the picture.

#### **To search for recipes:**

1. Choose Search Recipes from the Recipe menu or click  on the Control Bar.

The Search Recipes dialog box opens.

2. Click on the part of the recipe to search in the first list box.
3. Click on the type of search you want to perform in the second list box.
4. In the third list box, tell MasterCook what you want to look for. Separate items in the list with semicolons, ie: apple; cream sauce; etc.
5. Click the Add Line button to add the search line to the search criteria list at the top of the dialog box.
6. Click the appropriate radio button in the Match box: All of these or Any of these.
7. Indicate which cookbooks you want to search in the list labeled "From": All Open Cookbooks, All Available Cookbooks, or Selected Cookbooks.
8. Click the appropriate radio button to choose whether you want the list of recipes found during your search to be added to the Recipe Clipboard or to replace the Recipe Clipboard.
9. Click the Search button to begin the search.  
If recipes are found, the Recipes Clipboard is displayed.

#### **To view a recipe with Page View:**

1. Open the recipe to be viewed.
2. Click the Page View button.

The recipe window changes to display the recipe as it will appear when printed, using the current Recipe Design.





# Saving a Recipe Design

Remember that new recipe designs are created by modifying already-existing recipe designs. However, when you click the Change button in the Recipe Design dialog box, you have not yet created a new, permanent recipe design; rather, you have so far only applied changes in a recipe design to the recipes in the open cookbook. You can tell whether the recipes in a cookbook are displayed in a permanent recipe design or in the modifications of a recipe design by pulling down the Design menu in the Recipe Design dialog box. The name of the displayed recipe design will be marked--if the name is marked with a check, the displayed recipe design is a permanent recipe design that can be applied to recipes in other cookbooks.

You can decide to save the modifications to a recipe design as a permanent recipe design at any time. For example, let's say that you modify the Classic recipe design, one of the recipe designs which come with MasterCook, while you are looking at the Cooking Light cookbook. Even if you do not save your modifications as a permanent recipe design, the modifications will remain applied to the recipes in the Cooking Light cookbook even after you close the cookbook. Later, if you want to apply the same modifications to other cookbooks, just open the Cooking Light cookbook, go to the [Cookbook Recipe Design](#) Editor, and save the modifications as a Recipe Design. Of course, you can save your modifications as a Recipe Design immediately after making them--MasterCook lets you decide.

## **To save a modified recipe design:**

1. Make sure the modified recipe design you wish to save is displayed in the Recipe Design dialog box
2. Choose Save Recipe Design from the File Menu at the top of the dialog box. A dialog box appears, asking you to name your recipe design. Type a name for your design in the text box. All recipe designs and page layouts should be stored in the Layouts folder, which is located inside the MasterCook folder, so open the Layouts folder, if necessary.
3. Click the Save button. Your recipe design is saved on disk and appears on the Design menu in both the Recipe Design Editor dialog box and the [Page Setup](#) dialog box. It also appears in the list of recipe designs in the [Cookbook Looks](#) dialog box.

## **See also**

[Cookbook Recipe Design](#)

[Edit Menu](#)

## **Scroll Bar**

A shaded area of a window, bounded by arrow buttons, that lets you move parts of a document into view when the entire document won't fit in the window. A scroll bar also lets you view unseen portions of lists and other information too large to fit in the allotted space.

To close this pop-up window, click the left mouse button once anywhere outside of it.

## **Search Lines**

Sentences that you create to tell MasterCook what types of recipes to search for when using the Search Recipe command.

## **See Also**

[Recipe Menu](#)

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Seasonings

## **Finding Food Items to Use a Specific Seasoning**

1. Choose Seasonings from the Tools menu.
2. Click the "Seasoning to Foods" radio button.
3. In the text box above the Seasonings list, type the name of the seasoning for which to view suggested foods or click its name in the list.  
Suggestions appear in the Foods text box on the right.
4. Click the Close button to exit the dialog box.

## **Finding a Seasoning for a Food or Dish**

1. Choose Seasonings from the Tools menu.
2. Click the "Food to Seasonings" radio button.
3. In the text box above the Foods list box, type the name of the food or dish or click on its name in the list.  
Suggestions appear in the Seasonings list box.
4. Click the Close button to exit the dialog box.

## **See Also**

[Tools Menu](#)

## **Selection Cursor**

A graphical indicator showing where you are in a document or window. In text, the selection cursor appears as an I-beam; in a list, it appears as a bar highlighting an item, showing its text in inverse or on a dark background; in a group of control objects -- such as buttons, check boxes or radio buttons -- it appears as a dotted line around the object.

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Sharing MasterCook Recipes

There are three ways in which you may share your MasterCook recipes:

## 1) PRINT Recipes

You may opt to "print" only selected recipes or the entire cookbook. These may be formatted in a variety of ways and printed on a variety of paper sizes or recipe cards. (For details, see Chapter Eight, "Printing" in your MC User's Guide.)

This is, obviously, not an electronic way to share your recipes.

## 2) EXPORT Recipes to Formatted Text Files

You may "export" one or many recipes from a MasterCook cookbook to a text file or e-mail message. The formatted recipes in the resulting text file may be shared electronically via e-mail or file transfer. Recipients of these exported recipes do not need MasterCook to view the recipes; however, MC users will be able to directly import the recipes.

Because exported recipes are simply text files, they may be incorporated into any text document or embedded directly in an e-mail message. This is the most common way you will be sending recipes over the Internet.

## 3) COPY a complete cookbook

You may send a copy of a complete cookbook electronically to any location on the Internet. The recipient must open the cookbook from within MasterCook in order to view the recipes.

Because MC cookbooks are raw data (binary) files, and not text files, they cannot be embedded in an e-mail message. Typically they will be transferred as either attached documents or uploaded as raw data (binary) to an Internet site. Of course you may also copy a complete cookbook to a floppy disk, a Zip disk or any other media for either sharing or backup.

# Shopping List Menu

MasterCook allows you to create a shopping list for a single recipe, a group of recipes, for a menu or an entire meal plan.

Make Shopping List

## Command

Make Shopping List

Sort by Item

Sort by Store Location

Add Basic Shopping List

Remove Recipe Names

Edit Basic Shopping List

## Description

Allows you to create a shopping list for a recipe, group of recipes, menu or meal plan

Sorts the shopping list alphabetically by food item

Sorts the items on the shopping list by store location

Lets you add Basic Shopping List information to a shopping list

Allows you to remove recipe names from a shopping list

Lets you edit items in the Basic Shopping List

## See Also

Commands



# Shopping Lists

[Creating a Shopping List for Single Recipe](#)

[Creating a Shopping List for Group of Recipes](#)

[Creating a Shopping List for Menu](#)

[Creating a Shopping List for Meal Plan](#)

## **Sorting a Shopping List**

[By Ingredient](#)

[By Store Location](#)

## **Editing a Shopping List**

[Adding a New Item](#)

[Removing Items](#)

[Removing Recipe Names](#)

[Hiding Items from the Shopping List](#)

[Copying Shopping List Items to the Clipboard](#)

[Pasting Items into a Shopping List](#)

[Printing a Shopping List](#)

[Saving a Shopping List as a Text File](#)

[Opening a Shopping List Saved as a Text File](#)

[Saving a Shopping List with a Different Name](#)

## **To create a shopping list for a single recipe:**

1. Open the recipe for which you wish to make a shopping list (or click on the recipe name in the cookbook or [Recipe Clipboard](#) window).

2. Choose Make Shopping List from the Shopping List menu or click  from the [Control Bar](#).

The Shopping List window appears, displaying the food items you'll need to purchase to prepare the recipe, along with the amount of each item and its store location.

3. Click the shopping list window's Close button when you wish to close the shopping list.

**NOTE:** When use choose New Shopping List from the File Menu, a blank Shopping List window is displayed. You can copy recipes to this window from the [Recipe Clipboard](#) or from an open cookbook.

## **To create a shopping list for a group of recipes:**


1. In the cookbook window or [Recipe Clipboard](#) window, select the name of the recipes that you wish to add to the shopping list.

2. Choose Make Shopping List from the Shopping List menu or click  from the [Control Bar](#).

The Shopping List window appears, displaying the food items you'll need to purchase to prepare the recipes, as well as the amount of each item, store location and the recipes that call for it.

3. Click the shopping list window's Close button when you wish to close the shopping list.

**To create a shopping list for a menu or meal plan:**

1. Open the menu or meal plan for which you wish to make a shopping list.
2. Choose Make Shopping List from the Shopping List menu or click  from the Control Bar.

The Shopping List window appears, displaying the food items you'll need to purchase to prepare the recipes in the menu or meal plan along with the amount of each item (totaled if the item is used in more than one recipe), its store location, and the recipes that use the item.

3. Click the shopping list window's Close button when you wish to close the shopping list.

**To sort a shopping list alphabetically by ingredient:**

Choose Sort by Item from the Shopping List menu.

**To sort a shopping list by store location:**

Choose Sort by Store Location from the Shopping List menu.

**To add a new item to a shopping list:**

1. Click on the item row in the shopping list where you want to place the new item.
2. Choose Insert Blank Row from the Edit menu.
3. Add information for the new item, pressing TAB or RETURN to move between columns.

**To remove items from a shopping list:**

1. Click on the number button(s) of the item row(s) you wish to delete.
2. Choose Clear Row(s) or Delete Row(s) from the Edit menu.

**To remove recipe names from a shopping list:**

Choose Remove Recipe Names from the Shopping List menu.

**To hide shopping list items:**

1. Click the check box at the front of the shopping list item.  
The item remains on the shopping list, but will not be printed when you want to print the list.
2. Click the "x" in the check box to include the item in the list again.

**To cut items from the shopping list:**

1. Click on the number button(s) of the item row(s) you want to cut from the shopping list.
2. Choose Cut Row(s) from the Edit menu.


**To copy shopping list items to the Clipboard:**

1. Click on the number button(s) of the item row(s) you want to copy.
2. Choose Copy Row(s) from the Edit menu.

**To paste items into the shopping list:**

1. Click on the place in the shopping list where you want to paste the Clipboard contents.
2. Choose Paste Row(s) from the Edit menu.

### **To print a shopping list:**

In the shopping list window, choose Print Shopping List from the File menu or click  on the Control Bar.

A dialog box appears indicating the list is being sent to the printer.

### **To save a shopping list as a text file:**

1. Choose Save Shopping List from the File menu.

If you haven't yet saved the shopping list, a dialog box opens to let you specify where you want to save the shopping list and what you want to name it.

Shopping list files are given the **.sl** file extension.

2. To save the shopping list to a new location, specify the directory and/or disk drive.
3. Type a name for the shopping list.
4. Click the Save button.

### **To open a shopping list saved as a text file:**

1. Choose Open from the File menu or click  from the Control Bar.
2. In the Open dialog box, specify the disk drive or directory in which the shopping list resides.
3. Click on the name of the shopping list and then click the Open button.

### **To save a shopping list with a different name:**

1. Choose Save Shopping List As from the File menu.
2. To save the shopping list to a different location, specify the drive and/or directory in the dialog box.
3. Type a new name for the shopping list and then click the Save button.

## **See Also**

[Shopping List Menu](#)

[Basic Shopping List](#)

## Spell Check Options

With Spell Check Options you can choose which parts of recipes will be checked by the spell checker. When you click the Options button in the Check Spelling dialog box, the Spell Check Options box appears. You can choose to check one or more of the following parts of recipes: Recipe Name, Recipe By, Ingredient Units, Ingredient Name, Ingredient Preparation Method, Directions, Suggested Wine, Serving Ideas, and Notes. Click on the boxes next to the recipe parts you wish to check, then click the OK button.

When MasterCook performs the next spell check, it checks only the parts of recipes which you have selected (by choosing fewer parts of recipes, you can check entire cookbooks faster). MasterCook remembers the options you choose until you return to Spell Check Options and change them.

# Substitutions

## To find a substitute for an ingredient:

1. Choose Substitutions from the Tools menu.
2. In the text box above the Ingredients list box, type the name of the item for which you need a substitute, or click its name in the list.
3. Click the Close button when you're finished.

## **See Also**

[Tools Menu](#)

# Terms and Definitions

Active window

Basic Shopping List

Book View

Bookmarks

Bookmarks Card

Bookshelf

Category List

Contiguous selection

Control Bar

Cookbooks

Edgetabs

Fast-fill

History Card

Icon

Icon-button

Index Card

Ingredients list

Insertion point

Link

List box

MasterCook Environment

Meal plan

Non-contiguous selection

Radio button

Recipe Clipboard

Scroll bar

Search lines

Selection cursor

User Food Items

# The Gallery

## **To Use the MasterCook Gallery:**

1. Choose Gallery from the Tools menu, or click on the Gallery icon on the toolbar.
2. Click on the Utensils tab to display the Utensils graphics.
3. To browse the Utensils graphics, click the arrow buttons in the scroll bar at the bottom of the Gallery window.
4. To enlarge a single utensil graphic, double-click anywhere on the graphic.  
Click once anywhere on the graphic to put it away..
5. To display video tips, click the Video Tips tab.
6. Browse the videos using the arrow buttons in the center of the lower part of the Gallery window.
7. Use the video controls in the lower-left of the Gallery window to play the current video.
8. Click the Close button to exit the Gallery window.

## **See Also**

[Tools Menu](#)

# Tools Menu

The MasterCook Control Bar and Tools menu offer a variety of special features designed to help make managing recipes faster and easier for you.

## Command

## Description

<a href="#">Nutritional Analysis</a>	Creates a nutritional analysis for a <a href="#">recipe</a> , <a href="#">group of recipes</a> , <a href="#">menu</a> or <a href="#">meal plan</a> .
<a href="#">Cost Analysis</a>	Creates a cost analysis for a <a href="#">recipe</a> , <a href="#">group of recipes</a> , <a href="#">menu</a> or <a href="#">meal plan</a> .
<a href="#">Ingredient Analysis</a>	Displays nutrient information for a single ingredient from a recipe window.
<a href="#">Find and Replace Text</a>	Searches for occurrences of specified text and replaces text if desired.
<a href="#">Check Spelling</a>	Checks and corrects spelling of selected recipes or entire cookbooks.
<a href="#">Edit User Dictionary</a>	Lets you add, remove, and edit words in the Spell Checker's User Dictionary.
<a href="#">Lookup</a>	Hypertext-like reference for obtaining information on words and phrases you select in recipes.
<a href="#">See Also</a>	
<a href="#">Utensils and Video Tips</a>	
<a href="#">Ingredients List</a>	Displays information on any item in the MasterCook Ingredients List.
<a href="#">Wine List</a>	Lets you keep track of your wine collection.
<a href="#">Gallery (Video &amp; Pictures)</a>	Provides a convenient way to browse through and manage all of your MasterCook graphics and video tips.
<a href="#">Glossary</a>	Includes definitions of more than 500 cooking items.
<a href="#">Seasonings</a>	Provides suggestions for combining common herbs and spices with popular foods.
<a href="#">Substitutions</a>	A handy reference of substitutions for a variety of common recipe ingredients.
<a href="#">Video Tips</a>	Allows you to view video for a text selection or a specific video in your collection.
<a href="#">Utensils</a>	Includes an extensive collection of more than 300 rendered graphics of utensils, cutlery and kitchen equipment.
<a href="#">Yields &amp; Equivalents</a>	Provides information on <a href="#">yields</a> and <a href="#">equivalents</a>
<a href="#">Preferences</a>	Allows you to custom-configure MasterCook.

## See Also



## Commands

# Transferring Files

You can send and receive files on the Internet via three basic ways:

## 1) E-MAIL

E-mail messages are always "text" files and are sent and received using an e-mail program such as Eudora, Microsoft Exchange, etc.

When you receive a file, your e-mail program will perform whatever "translation" is required for you to be able to read the text. (For example, if the text originated on a DOS system and was received on a Macintosh system, the "line feeds" are stripped.) This is why you can read messages sent from systems different than yours.

The primary and simplest method for exchanging recipes via the Internet is through e-mail. Typically, recipes you send and receive will be embedded in the body of an e-mail message. By using e-mail, you will ensure that in most cases your recipes can be read and vice versa. There will often be commentary and a signature surrounding the actual recipe, but that will not impact MC's ability to import. (For details on how to "process" these recipes, see [Importing Recipes From E-mail.](#))

## 2) "ATTACHED FILES" (to e-mail messages)

Occasionally someone will "attach" a file to an e-mail message. These files may be either text or raw data files. Some e-mail programs (ie, Eudora) support sending and receiving "attachments". If your e-mail program does support attached files, you tell it where you would like attached files to be stored. When an attached file is received, you will see a message in your "In" box informing you of receipt and file name.

Sending attached files is a very convenient method of transferring large text files or raw data files directly to other users. Note that attached files are not an "e-mail" message, thus, they are not subject to the same e-mail message size limitations. (There may be a file size limitation imposed by your service provider, but it will be significantly larger than an e-mail size limit.) Raw data files sent as attachments will not be translated to text.

It is not recommended that you send recipes as "attachments" to mailing lists or newsgroups, because many e-mail programs do not recognize and support attached documents. (Indeed, sending attached files to newsgroups and mailing lists is considered to be a breach of Internet etiquette.) Furthermore, there is no one standard on how attachments are handled. Before sending an attached document, you should confirm that the recipient can handle it.

## 3) UPLOADING/DOWNLOADING

When you request a copy of a file be electronically sent from a site on the Internet to your computer, you are "downloading." These files may be either text or raw data files and there is a variety of software programs that enable this transmission. (Examples of these programs are: Netscape, Fetch, Gopher, Mosaic, or your Internet service provider may provide their own.)

If you send a file from your system to be stored on another system, that is called "uploading". Once a file is "uploaded", it may be available for others to "download."

You will typically be downloading either files containing recipes (text files) or complete MasterCook cookbooks (raw data files) from the Internet.

## Types of Files

There are two types of data files that you will encounter on the Internet: "TEXT" and "RAW DATA" (also called "BINARY") files.

TEXT files are "readable" by you; that is, they are in a language that people understand (i.e., English, Spanish, German, etc.). You can open them, view them, and edit them via any number of text editors (ie, Notepad, Simple Text, etc.) or word processing programs (ie, Microsoft Word or Word Perfect). e-mail messages are always "text" files. Likewise, recipes that are "EXPORTED" from cooking programs are also text files.

However, not all text files are alike. Different computer operating systems expect different controls signalling the "end of line" (EOL) in text files. Thus, you will encounter three different "end of line" indicators:

DOS systems:	Carriage Return AND Line Feed
Macintosh systems:	Carriage Return
Unix systems:	Line Feed

If a text file contains the incorrect "end of line" indicator for your system, you most likely will not be able to view the file correctly with a text editor; it will appear "garbled." You will typically see the text lines all run together, and/or a foreign character (such as a black rectangle or blank square) at the logical end or beginning of each line.

**TIP:** Incorrect EOL delimiters are not typically a problem in e-mail because your e-mail program will do whatever translation is necessary for your system. However, if you receive text files outside of e-mail (ie, downloaded or attached documents), they may contain the incorrect control characters and you will need to convert them.

**TIP:** Incorrect EOL delimiters are not typically a problem for MasterCook 3.0 and 4.0 users, because, in most cases, the Recipe Translator can import the recipes correctly even if they contain invalid EOL delimiters for your system. (For more on this subject, see [Supported Recipe Formats and Text Types](#).)

RAW DATA files look like "garbage" if you attempt to view them via a text editor. They are often executable files (such as applications or execs), or they are in a format very specific to a program and can only be viewed via that program. An example of a "raw data" file is a complete MasterCook cookbook. You can exchange complete cookbooks with others; you need only open the cookbook from within MasterCook.

**NOTE:** MasterCook cookbooks are completely compatible across all versions of MasterCook and all platforms. This means that all MC Windows and Mac users, regardless of their MC version, can exchange complete cookbooks, with absolutely no conversion required!

**TIP:** Both text and raw data files may be "compressed" to reduce their size before being transferred on the Internet. A compressed or "zipped" file must be expanded or "unzipped" before it can be processed. There are many different commonly used compression/expansion schemes and utility programs (such as "PKZIP" and "StuffIt Expander").

Sometimes a compressed file is "self-extracting," meaning that it contains the information necessary to be expanded without your having the expansion software. If a compressed file is NOT self-extracting, then you must have a software program that can read and expand the file.

**TIP:** Recipes in MasterCook cookbooks will be automatically stored in a compressed format if you select that option under [Preferences](#) (under the [Tools menu](#) option). This option will significantly reduce the amount of disk space required by your cookbooks. Because of the incompatibility among file compression programs, you may avoid many file exchange problems if you do not further compress a cookbook prior to sending it electronically.

## **User Food Items**

Food items for which you, the user, provide nutritional information using the Ingredients List command on the Tools menu. User food items are saved in the file "User Ingredients."

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Utensils

## **To perform a lookup with the Utensils reference:**

1. In a recipe window, select the word or phrase for which you want to display utensil and cookware graphics.
2. Choose Utensils from the Tools menu.
3. Click the Done button when you're finished viewing the graphics.

## **See Also**

[Tools Menu](#)

## Video Tips

### **To perform a lookup with Video Tips:**

1. Select the recipe text for which to want to play a video.
2. Choose Video Tips from the Tools menu.
3. Click the Done button when you're finished.

### **See Also**

[Tools Menu](#)

## View menu

The commands on the View Menu allow you to modify the way you view a cookbook in its cookbook window.

<b>Command</b>	<b>Description</b>
as Category List	Displays the currently opened cookbook as a <u>Category List</u>
as Book	Displays the currently opened cookbook in <u>Book View</u>
Both Pages	Displays the left and right pages of a cookbook opened to Book View
Right Page Only	Displays the right page only of a cookbook opened to Book View

## What Went Wrong?

So, you just received some wonderful recipes you want to add to your MasterCook collection! But you just can't seem to make "import" work. Perhaps MasterCook didn't recognize any recipes in the file you tried to import. Or perhaps only some of the recipes appeared in the "Import Selection" window.

Maybe all the recipes did import, but you received a warning message from the importer telling you it encountered some difficulty when importing, or you discovered some of the recipes didn't look right upon examining them.

Or maybe you just can't figure out how to "export", and you have some great recipes you want to share with others on the Internet.

MasterCook uses a number of sophisticated methods to try to import recipes from a variety of formats as accurately as possible. And exporting is usually very straightforward. However, sometimes things just go wrong. The "What Went Wrong?" Help files contain many of the common symptoms, causes, and suggested cures that you may encounter when trying to exchange recipes with others.

If you can't resolve the problem you are experiencing with any of the methods listed in the Help Files, contact Sierra Technical Support:

**email:**            **support@sierra.com**  
**voice:**            **(206) 644-4343**  
**fax:**                **(206) 644 7697**  
**BBS:**                **(206) 644-0112**

You may also want to seek help and advice from the large number of MasterCook users on the Mastercook Mailing List. To subscribe to this list, send an email message to: [mail-server@listserv.sierra.com](mailto:mail-server@listserv.sierra.com) < mail-server@listserv.sierra.com > .

The body of the message should read: subscribe mastercook  
end



# What's New in MasterCook 4.0

Many significant new features were added to make importing recipes into MasterCook 4.0 easier and more accurate than ever! A summary of the most exciting new features follows.

## End-of-Recipe Delimiter: "\_\_\_\_\_" (5 underscores)

Now there is a definitive way to tell the Recipe Translator where the end of the recipe text is! Simply insert "\_\_\_\_\_" (5 underscores) at the beginning of the line immediately following the end of the recipe text. When the Recipe Translator encounters this control string, it will cease importing the current recipe and begin looking for the next beginning-of-recipe header. You now have precise control over where the recipe text ends, so you no longer have to bother removing e-mail headers and trailers from your text files prior to importing. No more surprise text in the "Notes" section!

## Exclude Categories When Importing (optional)

Hate all those foreign categories that get added to your cookbook everytime you import a recipe? Now you can simply turn off the import of all categories by unchecking the "Include Categories" box in the Import dialog window. But you want to include categories, at least some of the time? No problem! The include/exclude option can be set on each import.

## End-of-Section Delimiter: "|" (vertical bar)

Have you had difficulty with those troublesome BLANK lines that are required in the Generic import formats? Well, no need to fret anymore. Instead of ensuring those required lines are truly BLANK, simply insert a "|" (vertical bar) at the beginning of each separator line. This indicates to the Recipe Translator that it has encountered the end of that recipe section. You can, of course, continue to use BLANK lines as end-of-section indicators. Just beware that if the line contains even one "space", the recipe will not import correctly. When you use the "|" control character, you need not worry if the line is blank.

## Ingredient Lines With All Spaces (or Tabs) Will be Preserved

You may now use lines with only spaces or tabs in the Ingredient section to separate groups of ingredients! In past releases, if you did not include at least one displayable character in an ingredient line, the line was stripped when the recipe was imported. In Version 4.0, these lines (which appear to be "blank") will be kept in the ingredient section. (Note that this applies only recipes imported in the MXP format. Ingredient lines with all spaces or tabs in the Generic format will be stripped when imported.)

## "Notes" Line No Longer Required in Generic Import Format

In MasterCook Version 3.0, Mac users were required to have the one line of "Notes" in the generic import format. This has been changed, so if you don't want to use the "Notes" section of the recipe, you no longer have to! The Generic format may now include just the title, ingredients, and directions, and, of course, the required format controls.

## Improvements in Importing MealMaster Recipes

MealMaster recipes that contain two-columns of ingredients and dividers can now be successfully imported into MasterCook! In addition, recipes with MealMaster dividers are now imported with a divider that looks good in MasterCook. Example of a part of a MealMaster, 2-column recipe with dividers:

```
-----ICE CREAM-----  
1 qt Vanilla ice cream           1 c Heath bars;chopped  
-----CARAMEL SAUCE-----
```

1 1/3 c Whipping cream

1 c Sugar

3 tb Water

2 tb Unsalted butter; cut into

4 pieces

## Window Menu

MasterCook uses the standard Window menu. The top portion of this menu contains commands for manipulating document windows in MasterCook: Cascade, Arrange Icons, Recipe Clipboard, Bookshelf, Close All Recipes and Close All.

You can also select the Import Results command, which reports translation errors for files you import into MasterCook.

The lower portion of the Window menu lists all open MasterCook document windows. The first item in this list will always be the currently open cookbook followed by the names of all other windows in the order they were opened. These window names are preceded by their type: if a window contains a recipe, then the name is preceded by "Recipe: "; if the window contains a menu, it appears on the Window menu as "Menu:" followed by the menu name.

You can also hide the Control Bar from this menu.

### **See Also**

Commands

# Wine List

[Creating a Wine List](#)

[Editing a Wine List](#)

[Printing a Wine List](#)

## **To create a wine list:**

1. Choose Wine List from the Tools menu.
2. To add a wine to the list, click the New button in the Wine List dialog box.
3. Type the wine's producer, type of wine, color, year, number of bottles, peak year and serving suggestions in the appropriate text boxes.
4. Click the Save button.
5. Click the Close button to exit the dialog box.

## **To edit a wine list:**

1. Choose Wine List from the Tools menu.
2. To add a new wine, click the New button and enter the information.
3. Click the Save button to add the new wine.
4. To edit an existing wine, click the name of the wine and then click the Edit button.
5. Make the necessary changes and then click the Save button.
6. Click the Close button to exit the dialog box.

## **To print a wine list:**

1. Choose Wine List from the Tools menu.
2. Click the Print button. A dialog box is displayed indicating the list is being sent to the printer.

## **See Also**

[Tools Menu](#)

## **Yields**

The amount of edible food provided by a raw foodstuff after processing.

# Yields & Equivalents

## **To find a yield or equivalent for an ingredient:**

1. Choose Yields & Equivalents from the Tools menu.
2. Select the item in the Ingredients list for which you want a yield or equivalent by typing the first few letters of the ingredient or clicking on it in the list.
3. Click the Close button to exit the window.

## **Drag and Drop**

MasterCook's drag and drop feature allows you to select an item, such as a recipe, and "drag" it to the place where you want to move it (such as to another cookbook, menu, meal plan, etc.).

## **Fast-fill**

MasterCook's fast-fill feature displays a drop-down list of items, automatically scrolls to the item most like the one you are typing, and "fills in" the rest of the word or phrase that it "thinks" you want to use based on the letters you've already typed.

To close this pop-up window, click the left mouse button once anywhere outside of it.



## Icon

A graphical representation for various elements in Windows.

To close this pop-up window, click the left mouse button once anywhere outside of it.

## **Icon-buttons**

Buttons containing symbolic pictures rather than words that let you access a specific function.

To close this pop-up window, click the left mouse button once anywhere outside of it.

# Keyboard Shortcuts

## Function

Open  
Close  
Save  
Print  
Undo  
Redo  
Cut  
Copy Recipes  
Paste  
Select All  
Clear  
Delete Rows  
Insert Blank Row  
Link with Ingredient  
New Recipe  
Open Recipe  
Save Recipe  
Mail Recipe  
Search Recipes  
Nutritional Analysis  
Lookup  
Ingredients list  
Video Tips  
Utensils  
Glossary  
Recipe Clipboard  
Previous/Next Page  
Previous/Next Recipe  
First Recipe  
Last Recipe

## Keyboard Shortcut

CTRL+O  
CTRL+W  
CTRL+S  
CTRL+P  
CTRL+Z  
CTRL+Y  
CTRL+X  
CTRL+C  
CTRL+V  
CTRL+A  
CTRL+DEL  
CTRL+D  
CTRL+I  
CTRL+K  
CTRL+N  
CTRL+R  
CTRL+S  
CTRL+M  
CTRL+F  
CTRL+J  
CTRL+L  
CTRL+E  
CTRL+T  
CTRL+U  
CTRL+G  
CTRL+B

← and

ALT + ← and  
CTRL + ←  
CTRL +



