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PERSONAL RECIPE COOKBOOK
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* To transfer the program to another party if that party agrees to accept the terms and conditions of this agreement. In which case you are not allowed to retain in printed

TABLE OF CONTENTS

System Requirements..... Page 1

Before You Get Started..... Page 1

Installation..... Page 1

General Instructions & Functions..... Page 2

Using Help..... Page 2

Choosing a Printer..... Page 2

Utilities..... Page 3

Export..... Page 3

Import..... Page 4

Main Category Add/Edit..... Page 5

Edit/Delete..... Page 5

Summary of Commands..... Page 5

Add..... Page 5

View..... Page 5

Sequence Recipe #..... Page 6

Add Recipe..... Page 7

Summary of Commands..... Page 9
Add/Edit Recipe Instructions..... Page 11
Summary of Commands (Instructions)..... Page 13

Edit/Delete Recipe..... Page 14

Meal Planner..... Page 16
Add..... Page 16
Edit/Delete..... Page 18
View/Print..... Page 18

Inventory..... Page 19
Add..... Page 19
Edit..... Page 19
View/Print..... Page 20

Shopping List..... Page 21
Add..... Page 21
Edit/Delete..... Page 22
View/Print..... Page 23
Clear Shopping List..... Page 23

Print..... Page 24
Print Recipe (Full Size)..... Page 24
Print Recipe (Card Size)..... Page 26
Print Table of Contents..... Page 27
Main Category List..... Page 28
Shopping List..... Page 28
Inventory..... Page 28
Meal Planner..... Page 29

F E A T U R E S

Runs in Windows

Recipe CookBook

Enter Calories & Nutritional Information

Shopping List

Import/Export

Multiple Search Options

Print Recipe Cards

Inventory

Meal Planner

Metric Conversion Chart

Measurement Conversion Chart

HP Laser Printer Support

On-line Help

Ease of Use

==== System Requirements =====

* DOS Version 3.3 or above

* 500K Minimum available memory

* You must have a Hard Disk with at least
1.5 Megabytes of free disk space.

Manual version 1.10 - August 18

==== System Requirements =====

- * DOS Version 3.3 or above
- * 500K Minimum available memory
- * You must have a Hard Disk with at least 1.5 Megabytes of free disk space.

* Your Config.Sys file setup with:

Files = 41 (Minimum and should be a odd number)
Buffers = 8 (In increments of 8 this is optional)

===== Before You Get Started =====

Important note on the use of <> & () in this documentation:

() is generally used to emphasize or explain a word or phrase.

< > designates the use of a key or command.

ROOT DIRECTORY is the directory that your system loads Command.Com from.

===== Installation =====

To install PERSONAL RECIPE COOKBOOK put the disk in your current drive and at the DOS (>) type:

A = Floppy Disk C= Hard disk

(current drive) > INSTALL A C (press <ENTER>)

The install program will load and you will be asked about what drive PERSONAL RECIPE COOKBOOK will be installed to. Use the up/down arrow keys to move the bar to select a drive. Press the <ENTER> key to proceed. The install program will create the directory called RECIPE on that drive. Another question that you will be asked is whether you want the CONFIG.SYS file modified so that there are sufficient files and buffers available to run PERSONAL RECIPE COOKBOOK. Then PERSONAL RECIPE COOKBOOK will be loaded. Notice the information in the window. In one area the minimum hardware requirements for this program are listed. Right next to the minimum hardware requirements PERSONAL COOKBOOK list the current configuration of the system now in use. If this area shows that your system does not meet the minimum requirements program may not run or may lockup during operation.

Notice "1> Printer Selection"

keys again and move the bar to the printer you will be using. Now press <ENTER> to complete the selection. Press the <0> key. PERSONAL

RECIPE COOKBOOK will then continue to finish installation.

PERSONAL RECIPE COOKBOOK will run from within Windows. Included with the program is a file called RECIPE.PIF. Copy this file to the Windows directory and use the PIF editor to setup the drive and directory to access PERSONAL RECIPE COOKBOOK. Also there is windows icon file file called RECIPE.ICO .

==== General Instructions & Functions ====

To run PERSONAL RECIPE COOKBOOK from the DOS prompt change to the Recipe directory. To do this:

(type) >cd Recipe <ENTER>
(type the word) >RECIPE <ENTER>

==== Using Recipe Search Screens ====

< Page Up > = Up one screen
< Page Down > = Down one screen
< Up arrow > = Up one line
< Down Arrow> = Down one line
< Enter > = Select highlighted entry
< Esc > = Quit search screen
< Home > = Top of search window and top of file

You can type in the first letter of the main category that you are looking for letters of the recipe's name. Example lets say that the main categories code is DESS for the category of DESERT cake. You would type the following:

DESS BA

This would get you to the first record that has a category if DESS and the first recipe that has BA for the first two letters.

==== Using Help ====

To access the HELP functions throughout this program use the <F1> key. Some areas will have context sensitive help. Other areas will call up a function that will allow you to view Help text selectively. This document being read can also be accessed from within PERSONAL RECIPE COOKBOOK. With the use of the <F1> key a pop-up window appears with a list of HELP files available for viewing. Use the up/down arrow keys to make a selection. Press the <ENTER> key to view the file.

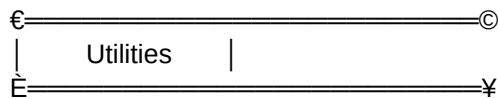
There are some useful commands while viewing this document. The <Alt-S> key allows you to search the text for a word or phrase and the <Alt-A> key allows you to search for the next occurrence. One thing to remember want to search the whole document you must go to the beginning of the text to do so.

==== Choosing a Printer ====

If you have a printer installed and are satisfied with the selection this area can be bypassed.

Before we get into the program it is important that a printer be selected. From the MAIN MENU use the up/down arrow keys to move the bar to "8>PROGRAM CONFIGURATION". Or press the <8> key.

Now that you are in the PROGRAM CONFIGURATION window press <1>. Use the up/down arrow keys again and move the bar to the printer you will be using. Now press <ENTER> to complete the selection. Press the <0> key and return to the MAIN MENU.



The UTILITIES area has 4 important features that will aid you in using PERSONAL RECIPE COOKBOOK.

MEASUREMENT CHART: This area contains information on Equivalent Measures. The MEASUREMENT CHART can be accessed from EDIT/DELETE RECIPE and from the MAIN MENU.

COMPACT THE DATABASE: When you make changes to the recipe records through editing and/or deletion the information that is stored on the disk is not arranged in an orderly manner. Records that you used the delete function on are not erased from the disk. They are just tagged so that they can not be accessed. That means that even though a record does not exist for use in this program it still remains and uses valuable disk space. When the function "COMPACT THE DATABASE" is used the tagged records are totally removed from the disk and the existing records are rearranged in an orderly fashion for faster access. It is recommended that this function be used often when editing and deleting records are a common occurrence. Remember that if you have limited disk space using this function will be of considerable benefit.

IMPORT/EXPORT RECIPE: From this function 2 choices are listed.

We'll discuss Export first.

==== Export =====

The export feature is to exchange recipes with others using the same format or to utilize this program on another computer and swap recipes between machines without having to enter them manually a second time.

The following number of recipes will fit on each of the following disk types:

Disk Size	Format	No. of Recipes
5 1/4	360k	75
5 1/4	1.2m	250
3 1/2	720k	150
3 1/2	1.44m	291

PLEASE NOTE

This format is used only by PERSONAL RECIPE COOKBOOK so imports will be limited to recipes from others using this program.

Lets export some recipes. Press the <2> key to bring up the Search Criteria window. Notice the Start Recipe & Finish Recipe No.. If you want to Start at recipe no. 5 and export all the recipes to and including recipe no. 55 these recipes are to be exported to a different area using the file name REC_TRAN.DBF. This is not a mandatory function

The other choices for selecting recipes for export using the file name REC_TRAN.DBF are:

Category: Use the <F3> key and a Search window will list the available categories. Use the up/down arrow keys and move the bar to the category for export. Press the <ENTER> key to exit and write the category to the Search Criteria window.

Recipe Name: The <F4> key will bring up a search window listing all the recipes and an abbreviation of the category. Look at the commands listed at the base of the search screen. These are the options available for selecting recipes for export. Use the up/down arrow keys and move the bar to recipes for tagging. Press the <ENTER> key to tag individual recipes. If you choose to export all the recipes press

Sheet1

<F7> than <ENTER>. Now you are back in the Search Criteria window and the recipes that are selected are ready for export. Press the <F10> key to export.

Ingredient: Use the <F5> key to bring up a search window to list the ingredient to search for. After selection is made the program will ask you for a drive to export the recipe file to. List the drive then press the <PgDn> key to export the file.

==== Import =====

Choose IMPORT. Notice you have to give a drive letter for were the REC_TRAN.DBF file is stored. <PgDn> to continue importing the file. The recipe file is copied to the PERSONAL RECIPE COOKBOOK directory. The next procedure brings up a window much like the one used to select recipes for export. Use the <F4> key to view and tag your recipes. Recipes can be sorted by ingredient for import using the <F5> key. Be sure and press <ENTER> after the ingredient is chosen.

When the recipes that are being imported have different categories and abbreviations in your program. If this is not done you will not be able to search for these recipes using <F3>=Category in any of the search menus. The only way to find these recipes is to then use the <F4> key to search directly for the recipe.

€==== ©
| Main Category Add/Edit |
E==== ¥

From the Main Menu press the <3> key. Here you are given the choice to Edit/Delete

==== Edit/Delete =====

When Edit/Delete is selected Choose the category from the search window. Use the up/down arrow keys category and press <ENTER>. Now the Main Category can be changed and a different abbreviation can be added. If an abbreviation is not added the program will use the first 6 letters from the category name and write it to the record. It is advisable when choosing an abbreviation that the letters chosen show an association with the word it represents.

==== Summary of Commands ====

PgDn Is used to go to the next record.
PgUp Is used for going to the previous record.
<F5> Delete the record that is present on the screen.
<ESC> Quit and save the records that were edited. When Main Categories are changed all recipes that are cataloged using the category are changed also.

==== Add ====

Lets add a Main Category. Select the <Add> function from the Category Menu.

The screenshot shows a menu interface with a double-line border. At the top, there is a highlighted box containing the text "Add New Main Category ||". Below this, the text "Main Category: Vegetable" is displayed, followed by "Abbreviation: Vegtbl" on the next line. Vertical double-line markers are positioned to the right of the highlighted box and between the two lines of text below it.

Esc=Quit/Save PgDn=Next Record

Add the Main Category. When that is complete use the <ENTER> key and move to the next field (Abbreviation). Type in up to 6 letters that best describe the Main Category. After that is finished use the <ESC> key to quit and save or <PgDn> to a blank record to add another Category.

==== View ====

With the <View> function the list of categories can be viewed. This feature is important because it allows the user a chance to view and verify the presence of categories used for cataloging recipes.

==== Sequence Recipe # ====

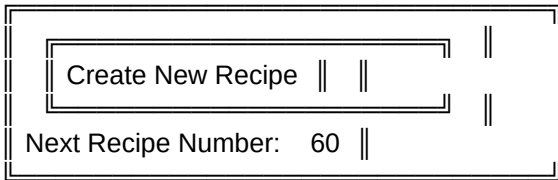
By definition (Sequence) means the coming of one thing after another or succession. What this function does is put things in an order. The window that comes up after this function is chosen shows that the abbreviations and code plus the recipe name are arranged in a sequence. Look at the arrangement of the Categories using the <VIEW> function. Now select <SEQUENCE RECIPE #> program will rearrange the abbreviations with their code and the recipe name into an order. Go back to <VIEW> when this is finished. Notice the

Sheet1

change in order. If you choose to use this function this is what can be expected of it.

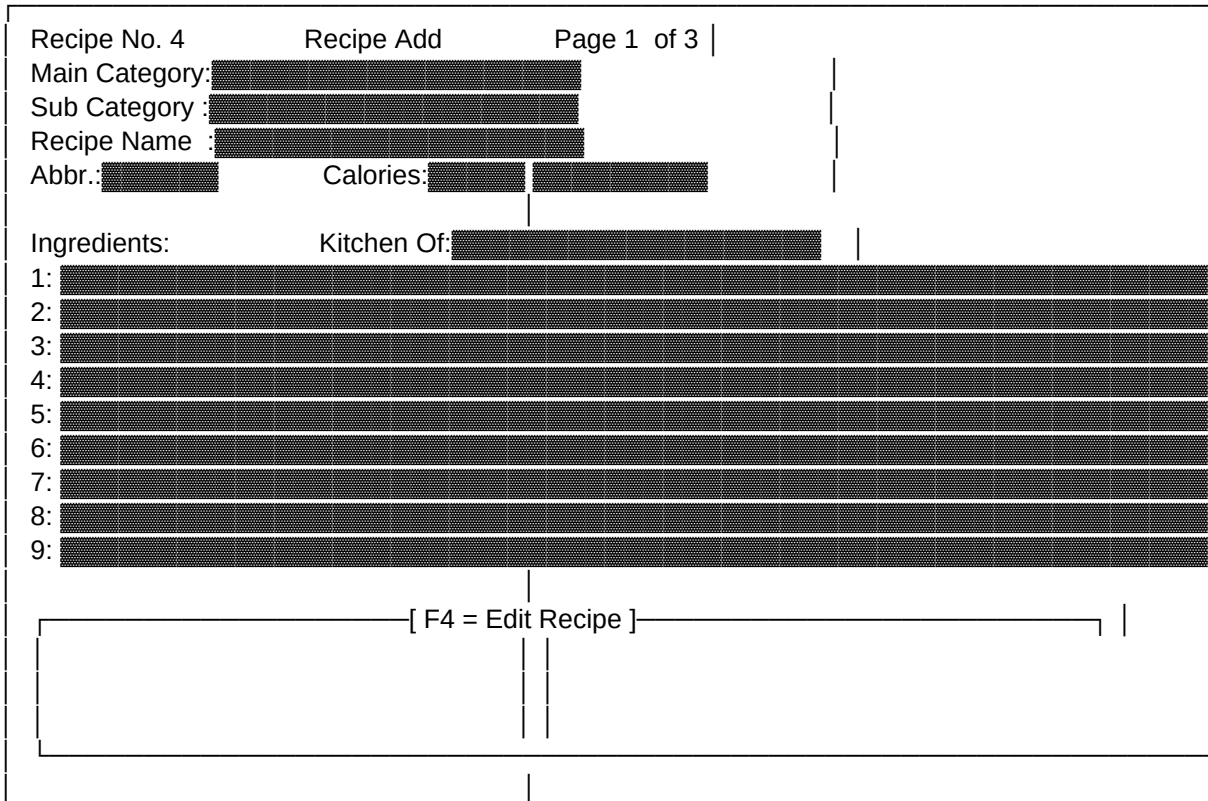


In this area we are going to add a recipe. Press the <2> key from the Main Menu. This window will appear.



Esc=Abort Enter=Accept Recipe Number

Look at the recipe number shown. If you are satisfied with the number press <ENTER> to accept it. From here we select a category for classifying the recipe. Use the up/down arrow keys and move the bar to a category. Press the <ENTER> key to accept the choice.



Esc=Quit/Save F1=Help PgUp=Pg.3 PgDwn=Pg.2 F2=Main Cat. F3=Meas.Chart
F6=Nutr. F7=Add Cat. F8=Print Recipe F10=Add Rec.

Lets add a recipe to this record. At the base of the data entry screen is a display of the function keys.

Notice the MAIN CATEGORY. This is the selection you made prior to entering this screen. The MAIN CATEGORY name is used by this program for storing and retrieving recipes.

If you're not satisfied with this entry press <F2> and bring up the category list. Choose a different category and use the <ENTER> key to complete the selection. Now if there isn't a category listed that is compatible with the recipe press the <F7> key to add a category and abbreviation to the listing. Then make that selection for your category. Remember this area. To edit a category already listed you must return to the Main Menu and choose the function that gives that option "Main Category Add/Edit".

The next field is called "Sub-Category". This is an added field that you can use to further define the recipe record. This field has no real significance in doing searches or cataloging the recipe. However it may be useful when index cards are used with a card file.

After the Sub Category is the "Recipe Name". Insert the name of the recipe.

The following field says "Abbr". Abbr means abbreviation. Abbr is a shortened version of the category listing that was selected from the search window when <F2> was pressed. Up to 6 letters are used as an abbreviation for the category. This abbreviation is used by the program in conducting searches for recipes. The category and it's abbreviation can be altered. From the Main Menu choose Main Category Add/Edit. The program will automatically search and update all the records using the old format and make the necessary changes.

Calories were added so that the nutrition in a recipe could be noted. In order to access this field press <F6>. From this window you can enter and save information on 7 different areas of nutrition. After

Sheet1

entering the number of calories use the <ENTER> key or down arrow key to move on. The next field has room for 11 characters. This area is where the portions can be defined. If this field is left blank the words Per Serving reverse order and change one of the entries at the beginning of the list use the up arrow key. When you are finished use the <ESC> key to save and return to the record. Notice that the calories and the portion is listed to the record. There isn't room on the screen to list all the fields but the others will still be printed in the reports

The next entry "Kitchen Of" is information on where the recipe originated. After typing in a reference move down to the next area to list the ingredients.

Before we start adding the ingredients here are some important facts to remember:

1) If you have need for equivalent measures there is a reference chart available. Press the <F3> key bring it up for viewing. As many as 28 ingredients can be listed for each recipe.

2) The fields extend to 75 characters in length. This should be ample room to list the individual ingredients. With the extra field length added information about the ingredients could be noted. Just to name a few "nutritional value and substitute ingredients".

3) Do you have more than 9 ingredients to your recipe? If so don't press the <ENTER> key after listing the last ingredient. Notice that the listing goes from (1) thru (9). This is the first page. If you use the <PgDwn> key "Page 2" comes up. This listing is from (10) thru (18). And the last page list (19) thru (28). Remember if you have used the last line on the screen and have additional ingredients use the <PgDwn> key to bring up the next page to complete listing the ingredients. You will be able to tell which page is being used by the listing in the right corner of the data entry screen for example "Page 1 of 3". Using the keys <PgDwn> and <PgUp> will move you between the pages.

Now that we know how this works lets add the ingredients. After all the ingredients have been entered we will move on to the area where you can list the directions. But first here is a summary of the commands that were available to us.

==== Summary of Commands =====

F1=Help: This key brings up a listing of files in the HELP directory. These files look like this (SAMPLE).HLP for listing. The (HLP) is

Sheet1

called an extension and is present on all files viewed with the <F1> key. You can create your own references
Save it in ascii format
copy it to the HELP directory. Here are the commands that are available while viewing the help file.

```
<ALT-S> To search for a topic or reference.
<Alt-A> List the next occurrence.
<ESC> Return to the previous screen.
PgDwn Move to beginning of record one block at a time
PgUp Move to end of record one block at a time
<- and -> Used to scroll screen right or left and viewing
documents with more than 68 characters per line.
```

<F2>=Main Category: This option allows for changing the category while in the record. Make this selection only if you are using an existing category.

<F3>=Meas. Chart: A reference chart that shows equivalent measures.

<F4>=Edit Recipe Instructions: Use the <F4> to move into the area to add/edit instructions for the recipe.

<F6>=Nutr: This key gives you the option to add nutritional information to the record. Use <F6> to list the calories plus save information on 6 others.

```

Nutrition Information ||
||
Unit Descriptions. ||
Calories: 0 per PER SERVING ||
Protein: 0 (gms.) ||
Carbohydrates: 0 (gms.) ||
Fat: 0 (gms.) ||
Sodium: 0 (mgs.) ||
Potassium: 0 (mgs.) ||
Cholesterol: 0 (mgs.) ||
^
<Esc>=Quit ||
^
```

<F7>=Add Category: From within the record a new category can be created

Sheet1

just like using a word processor. In fact that is what this area is. The only difference is that what we type in here is saved as part of a complete record. Would using the whole screen for typing be more comfortable? Press the <F9> key to enlarge the area. Now we can start typing. Don't worry about words being split. This program has word wrap.

What this means is that if a word is too long and will not fit on a single line the entire word is moved to the beginning of the next line.

Try using the cut

and with the arrow keys drag the lighted area over the text. Now for duplicating text without having to retype it

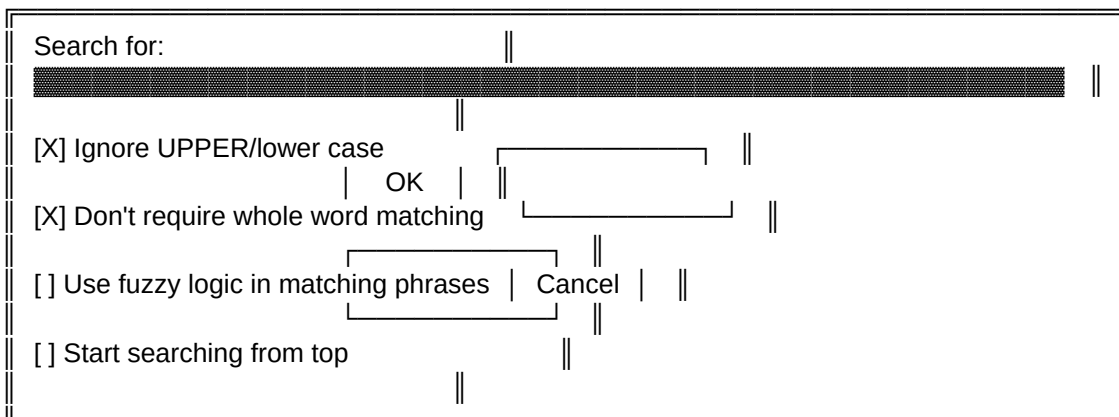
remove the text entirely

function. After either of these keys were used move the cursor to the area where the text is to be placed and press the key to paste.

Try using the <F4> key. This brings up a window where you can enter text or a word to search for. Then list a word or phrase to replace it with. Notice the options that are listed for doing the search & replace. Use an arrow key and move the bar to the selection you'd like to change

When writing the instructions it sometimes is necessary to review the ingredients. Press <F9> again. This will shrink the screen. Now the ingredients are visible. Want to look at the next page of ingredients? No problem. Use The <F2> key to toggle between pages so that all the ingredients are available for viewing.

With the <F3> key a particular word or phrase can be searched for without replacing it.



(Search)

Notice the options that are listed for doing the search. Use an arrow key and move the bar to the selection to change

will either select or deselect the option. Now use <O> to continue or <C> to cancel the search.

With the <F4> key words or phrases can be searched and replaced.

Search for:	
Replace with:	
<input checked="" type="checkbox"/> Ignore UPPER/lower case	
	OK
<input checked="" type="checkbox"/> Don't require whole word matching	
<input type="checkbox"/> Start searching from top	Cancel

(Search & Replace)

When a word or phrase is located the options are listed. That selection can be replaced. With the <NO> command move to the next occurrences. Or choose <ALL> and let the program replace every occurrence. Once <ALL> is chosen the program cannot be stopped until every such change is made. After a choice is made press the <ENTER> key. Or select <CANCEL> and return to edit.

Replace selection?
Yes No All Cancel
[Replaced 0]

Press the <F10> key and return to the beginning of the recipe when the instructions are finished. Use the <ESC> key to save and exit or the <PgDwn> key to add another recipe.

==== Summary of Commands =====

F1=Help: This key brings up a listing of files in the HELP directory. These files look like this (SAMPLE).HLP for listing. The word (HLP) is called an extension and is present on all files viewed with the <F1> key. A further explanation of the commands used in viewing help files is listed in the previous summary.

F2=Ingredients: This function is used to page-up and page down the list

Sheet1

of ingredients.

F3=Search: Used to search for a particular word or phrase.

F4=Replace: Words or phrases can be searched and replaced by calling up this function.

F5=Paste: After marking a word or phrase where used the marked phrase.

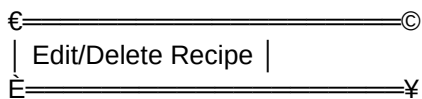
F6=Mark: Press <F6> cut or copied with the arrow keys. Next use the copy or cut functions.

F7=Cut: Cutting text means to remove it from the document. The text is then stored in a buffer area. Text can be reinserted in the same or different area by using the paste function. Be careful when using this utility. When other text is marked the previous text

F8=Copy: To copy text means to duplicate it. After text is marked use this function to store a copy of the text in the buffer. Until the buffer is overwritten by another copy or by cutting text stored can be inserted as many times as you wish with the paste command.

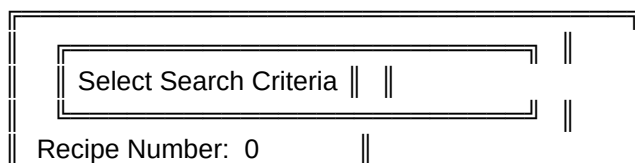
F9=Zoom: This is used to expand the area for listing recipe directions. Using the <F9> key a second time will contract the box so that the ingredients are in view for reference.

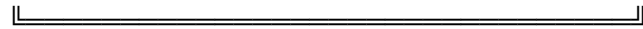
F10=Exit Edit: Use this key to return to the beginning of the recipe that contains the category



From the Main Menu press <1> to edit a recipe. Or if the bar is on that choice use the <ENTER> key.

The window that appears list multiple functions for selecting a recipe to edit.





Esc=Abort F3=Category F4=Name F5=Ingredient F10=Process

We can choose a recipe by entering the recipe number. If there are a large assortment of recipes this method may not be advisable.

The recipe can be chosen by using the <F3> key and searching by category. Again method will only bring up the first recipe which is classified under the category selected.

The <F5> key is used to search all recipes for an ingredient that you specify.

Enter Ingredient for search criteria: |

This only narrows the search. And the first recipe that is found with that ingredient is brought up. This function could be useful if the recipe that was being searched had an ingredient that was unique.

==== Using Recipe Search Screens ====

- < Page Up > = Up one screen
- < Page Down > = Down one screen
- < Up arrow > = Up one line
- < Down Arrow > = Down one line
- < Enter > = Select highlighted entry
- < Esc > = Quit search screen
- < Home > = Top of search window and top of file

You can type in the first letter of the main category that you are looking for letters of the recipe's name. Example lets say that the main categories code is DESSER for the category of DESSERT food cake. You would type the following the code followed by first letters of the recipe name:

123456 -> First 6 letters = the Code
78 -> Starting with the 7th letter would be the Recipes name.

DESSERBA

This would get you to the first record that has a category if DESSER and the first recipe that has BA for the first two letters.

Using the <F4> key and searching for a name is the only direct way to

Sheet1

find a recipe. The search screen used for the recipe search first list the Abbr. or (code)

Recipe Search Screen ----- Key Field (Abbr. Name)		
Abbr.	Recipe Name	Recipe No.
BREAD	PUMPKIN BREAD	14
DRINK	GALLIANO	17
DESSER	BABY FOOD CACKE	1
[Esc=Quit]	[F3=Search]	[Enter=Select]

Use the Up or Down Arrow keys and move the bar to the recipe you wish to select.

In the search window type as many letters of the Abbreviation(Abbr.) as you can remember. If you know them all search even further. After the abbreviation is typed (6 characters) if the abbreviation is just to characters type the (2 characters) plus 4 spaces key after the bar is moved to the selection. This will bring up the recipe to be edited.

Recipe No. 4	Recipe Edit	Page 1 of 3
Main Category: DESSERTS		
Sub Category : COOKIES		
Recipe Name : HARVEST DROP COOKIES		
Abbr.: DESSERTS	Calories: 20 PER SERVING	
Ingredients:	Kitchen Of: MARY MITCHELL	
1: 3/4 Cup's shortening		
2: 2 Cup's brown sugar		
3: 2 Eggs		
4: 1 Can Pumpkin Pie Filling		
5: 1 Teaspoon Vanilla		
6: 1 Teaspoon Lemon Extract		
7: 3 1/4 Cups Flour		
8: 2 1/2 Teaspoons baking powder		
9: 1 cup chopped dates		
[F4 = Edit Recipe]		
Cream together shortening and brown sugar. Beat in eggs one at		
a time. Add the next three ingredients		

Sheet1

cups flour and baking powder. Stir into pumpkin mixture. Mix | |

Esc=Quit/Save F1=Help PgUp=Pg.3 PgDwn=Pg.2 F2=Main Cat. F3=Meas.Chart
F5=Delete F6=Nutr. F7=Add Cat. F8=Print Recipe F9=Prev.Rec. F10=Add Rec.

There are 2 additional functions used when a recipe is being edited that are not available using the <ADD> function.

<F9>=Prev. Record: View and/or edit the previous record.

<F5>=Delete Record: The <F5> is used to delete the record that is being edited.

The other functions listed at the base are similar to those functions used when a recipe is being added. For additional help with those functions read "Add" in the Add & Edit/Delete section.



Before we get started on using Meal Planner lets go through the structure to show the layout.

- 1) Meal Planner is setup into these 4 areas "Breakfast Dinner and Brunch/Snacks".
- 2) In each area a remark or statement can be entered.
- 3) Each area allows for up to 10 entries.
- 4) Entries are setup by date. Listing the day and the month in the record also.

==== Add =====

Press the <6> key. From the Meal Planner Menu press <2> or with the down arrow key move to ADD and press <ENTER>. The next screen will Create Meal Plan.



Esc=Quit F10=Accept
F2=Increment Date + F3=Increment Date -

Notice the date in the box. The program defaults to the present date. It's not necessary to use that date. One can be typed in or use the two functions listed at the base of the screen (F2=Increment Date +) & (F3=Increment Date -).

With the <F2> key depressed the date advances. With the <F3> key depressed the date reverts backward. Notice the day the date also. With this feature even weeks ahead. And of course release the <F2> key in time the date will keep advancing. When this happens just depress the <F3> key to reverse the date.

To have better control when selecting a date for the menu release the <F2> immediately. Doing this will advance the date one day at a time. Do likewise when the date is to be backed up using the <F3> key. Now that the day has been selected press <F10> to accept the entry and move to the first part of the menu

Before we start filling in the menu notice the commands listed at the base of the screen.

Date:02/09/92	Meal Planning
Day: Sunday	
Month: February	
Remarks:	
Item	Breakfast
1:	
2:	
3:	
4:	
5:	
6:	
7:	
8:	
9:	
10:	

Esc=Quit/No Save PgDwn=Lunch PgUp=Brunch/Snacks F5=Delete
F8=Search Recipes F10=Save

The <F8> key will save a considerable amount of typing. With this function recipes listed in this program can be noted to the menu. Lets try it. First move the bar to the first item. Press the <F8> key. See the list of recipes. Move the bar to one that interests you. Press the <ENTER> key. Now we are back in the menu and the selected recipe was placed in the menu. Think of all the typing that was saved. Remember one of the advantages of PERSONAL RECIPE COOKBOOK is to save steps in situations like this.

For <PgDwn> or <PgUp>

Breakfast

move in different directions but accomplish the same task. With the understanding of these functions lets make out our menu.

Start with Breakfast. Now look at the field "Remarks". This area is for comments about this menu. Here is an example for using Remarks:

Breakfast will be served at 8 AM.

This is one idea on what may be posted in the Remark field. Ready to move on to Lunch. Use <PgDwn> to continue on.

Are you done with this day's menu? Ok

the record. If you decided not to save the menu use the <ESC> key instead. Now we are back in the Meal Planner Menu.

===== EDIT/DELETE =====

Select the EDIT function. This next screen is much like the one for ADDING a record. You can increment the dates to select an existing record or call up a search screen with the <F4> key. Choose a date to edit and proceed.

Menu choices can be changed

the Menu screen. When substituting an item in the menu key and move to the item to change. Either type over it or use the <F8> key to make another selection from the program. When all the editing is finished press the <F10> key to save and exit the record. If no changes have been made or you don't want to save any changes <ESC> key to exit and not save the record. Only one record can be edited at a time. If more than one record must be changed each one has to be accessed through the MENU PLANNER menu.

===== View/Print =====

The View/Print function uses a window

adding and editing a Meal Plan
 used after choosing a menu
 make a selection. After a choice is made the menu can be directed to
 the screen

Enter File Name To Send Output To : ██████████.Txt
Note Files are save with a (TXT) extension.
Esc=Quit Enter=Continue

(Screen for saving output to a disk file)

This function shows the record being directed to a disk file. Enter the file name before the extension. Then press the <ENTER> key to write the file to disk. The extension <Txt) is added automatically.

```

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| Inventory |
=====¥
    
```

Lets start by adding an item to the inventory. So from the Inventory Menu select the <2> key or page-down to ADD using the down arrow key.

==== Add =====

The screen for adding inventory shows a number listed under the (NO.).

No.	Item	Qty	Units	Cost	Supplier
9	This is a Sample Item for Inventory				
10	50lb/bags	200.11			Sample Store

Esc=Quit/No Save PgDn=Next Record PgUp=Prev.Record F5=Delete
 F10=Quit/Save

The number of items in inventory at present will be one less then the number shown. Use the <ENTER> key and go to the next field (Item). Now

Sheet1

type in the item that you want to list in the inventory. Again use the <ENTER> key when finished. Now the bar is below (Qty/Units). Qty means quantity and some examples of units are "16 oz/cans bushels and ¼lb boxes. So list how many items you have and define them if necessary with units. If you know the cost of the item or items list that also. From the cost of the item use the <ENTER> key to move over to Supplier. It's a good idea to list where the item was purchased. Sometimes certain products can only be purchased from one supplier. So if you can

When you are finished use the <PgDn> to bring up the next blank record or press <F10> to save and exit back to the Inventory Menu.

==== Edit =====

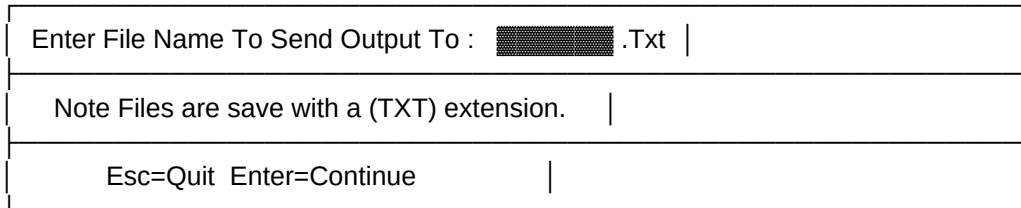
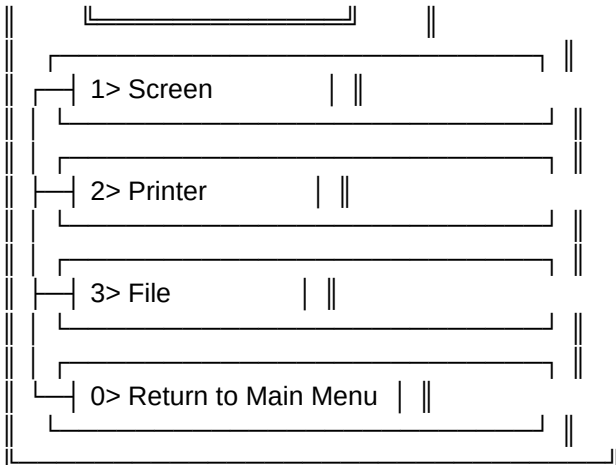
If prices change want to delete this item from inventory use the <1> key to select the Edit/Delete function. Now from Inventory Search use the arrow keys and move the bar to an item for editing or deletion. Suppose you have a large number of items to search through. At the base of the search window are a list of commands. Choose the <F3> key. Now press it. Notice the next box that appears. It says "ENTER SEARCH KEY (name)". What is being asked for is the item name. If you aren't sure of the item you want or how it's spelling you can and use as many letters that can be recalled.

This utility will get you close. Often close enough so that you can browse the screen and find what you are looking for. From the choice that was made edit the record and make the necessary changes. If there are more records to edit select the ones you want to change. After all changes are done use the <F10> key to quit and save the record. This will now return you to the Inventory Menu.

==== View/Print =====

The View/Print function uses a window adding and editing a Meal Plan used after choosing a menu make a selection. After a choice is made the menu can be directed to the screen





(Screen for saving output to a disk file)

This function shows the record being directed to a disk file. Enter the file name before the extension. Then press the <ENTER> key to write the file to disk. The extension <Txt) is added automatically.



The Shopping List is setup to take advantage of the recipes listed in PERSONAL RECIPE COOKBOOK. Press the <4> key to bring up the Shopping List Menu.

==== Add =====

Select the <2> key or use the down-arrow key and move the bar to ADD. Press <ENTER> to accept.

The screen that appears is for adding entrees to the shopping list. Item No. is the number of the item being added. Press <ENTER> and move the cursor to ITEM. List the item to purchase. After the item has been

Sheet1

added press the <ENTER> key and move down to "Store". Fill in this field if you want to note where the item was purchased. From there lets move on to "Coupon". Do you have a coupon for this item? If so enter a <Y>. Do the same for "Sale". Is the item on sale? <Y>? <N>? What about the "Qty" or quantity? How many of this item do you want? If there was a coupon how many does it specify? After "Qty" you can list what the unit amount is. Then the cost. That can either be for each item or their total. Here is an example.

If I have a coupon that says 3 cans of soup for \$1.00. The quantity could be (1)
cost of (\$1.00).

No coupon
to purchase (4) head. The quantity is (4). Each unit is about (2 lb.). The cost is (\$.55/lb). That's each lb. not the total.

After all information is entered use the <ESC> to save and exit.

Shopping List Entry			
Item No:	1		
Item:	SUGAR		
Store:			
Coupon:	N (Y)es .or. (N)o		
Sale:	N (Y)es .or. (N)o		
Qty:	0		
Cost:	0.00		
Used in Recipe:	13		

Esc=Quit/Save PgDn=Next Record F4=Import Recipe Ingredients

Now here is a different way to list items for purchase when the item or items are taken from recipes that are cataloged in this program. This method will list the ingredients automatically. Here is how it is done.

Press the <F4> key to bring up the RECIPE SEARCH SCREEN. Move the bar to the recipe that contains the ingredients that have to be purchased. Press <ENTER>.The next screen shows the ingredients of the recipe that were selected.

Select Ingredients From Recipe No. [13]

Ingredients	Tag	
SUGAR		
SHORTENING		
EGGS		
CAN PUMPKIN		
FLOUR		
BAKING POWDER		
BAKING SODA		
[Esc=Quit]	[Enter= Select]	

Move the bar to an ingredient to be purchased. Press the <ENTER> key to mark that item. To mark more than one ingredient just move the bar to the selected item and use the <ENTER> key. When all the necessary ingredients are marked choosing multiple ingredients ingredients marked are not available to complete the record. Don't be alarmed. What the program did was move to the next empty record for entry. If you have no more entries to add use the <ESC> key to save and exit. The entries that were marked can be completed by choosing the edit function from the SHOPPING LIST MENU.

==== Edit/Delete =====

Let's edit the Shopping List to complete the marked entries. Select EDIT/DELETE from the SHOPPING LIST MENU.

SHOPPING LIST ITEM SEARCH		
NO.	Item	
1.	SUGAR	
2.	SHORTENING	
3.	EGGS	
4.	CAN PUMPKIN	
5.	FLOUR	
6.	BAKING POWDER	
[Esc=Quit]	[Enter= Select]	

Move the bar to one of the ingredients that hasn't had all the information added to the record. Use the <ENTER> key to choose that item.

The record can now be edited and the additional information added as necessary. After this record is complete use the <PgDn> or PgUp> keys to edit other items that have incomplete records. Press the <ESC> key to save and exit this area after the records have been updated.

==== View/Print =====

This area allows for viewing the shopping list by printing the list to the screen. The other choices send the shopping list to the printer or to a disk file. If you have different shopping lists that were created and saved to a disk file they will have to be printed from outside the program. The only choice that requires additional information is File.

```

+-----+
| Output Menu ||
+-----+
| 1> Screen  | ||
+-----+
| 2> Printer  | ||
+-----+
| 3> File    | ||
+-----+
| 0> Return to Main Menu | ||
+-----+

```

```

+-----+
| Enter File Name To Send Output To : ██████████.Txt |
+-----+
| Note Files are save with a (TXT) extension. |
+-----+
| Esc=Quit Enter=Continue |
+-----+

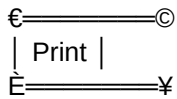
```

(Screen for saving output to a disk file)

This function shows the record being directed to a disk file. Enter the file name before the extension. Then press the <ENTER> key to write the file to disk. The extension <Txt) is added automatically.

==== Clear Shopping List =====

This function deletes all the entries in the shopping list.



Using the <7> key or the arrow keys select PRINT. This brings up the REPORT MENU. Lets review each of the 7 print functions and their options.

==== Print Recipe (Full Size) =====

Recipes are printed on standard size typing paper. From this window one recipe or a range of recipes can be chosen and printed.

This search screen is used for choosing and implementing different methods of selecting recipes for the print function.

A screenshot of a search screen titled 'Select The Search Criteria'. The screen is enclosed in a double-line border. It contains the following fields: 'Start Recipe No.: 0', 'Finish Recipe No.: 0', 'Main Category:' followed by a shaded rectangular area, and 'Sub-Category:' followed by a smaller shaded rectangular area. At the bottom of the screen, there is a message: 'You need only select the item's that you want to search by !'. The screen is framed by a vertical bar on the left and a horizontal bar at the bottom, both containing the letter 'A'.

<Esc>=Quit Return <F3>=Category <F4>=Recipe Name <F5>=Ingredient
<F10>=Process

A range of recipes can be listed by their recipe no.. Use the first recipe no. by listing it after "Start Recipe No.". Now move down to Finish Recipe No. recipes between the two listing including those listed will be printed.

Another option is to select <F3>. From Category Search choose a category and it will be listed to "Main Category" From this listing you could proceed to print all the recipes within that category. Or if you know what the Sub-Category is print the report.

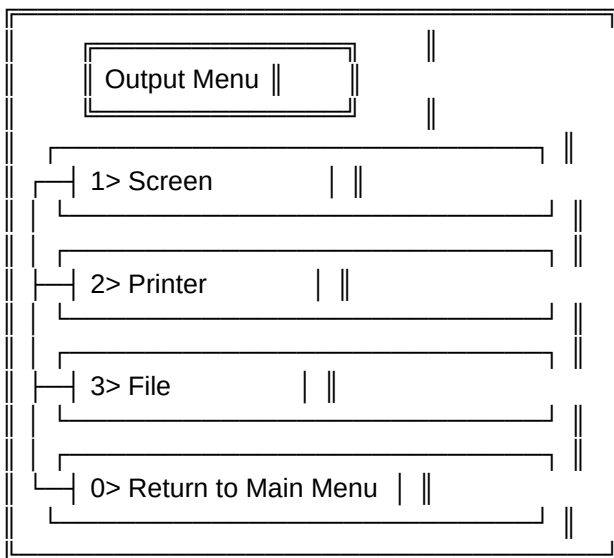
To print just one recipe press the <F4> key search and select that entry. From there we will go directly to choose the method of output.

Sheet1

The last option <F5> pops up another window were you can list an ingredient then press the <ENTER> key to proceed with the search and print function.

Lets go back to the other options when multiple entrees were chosen. After one of the options for selecting the range of recipes is chosen press the <F10> to process that record. Now a choice can be made were to direct the output.

After a choice is made the menu can be directed to the screen printer or a file.



If you select 2> Printer you will be prompted for the number of copies that you wish to print.

===== Full Size Report =====

Page: 1 Recipe Printout

Recipe No.: 4 Abbr: DESSER Kitchen of: MARY MITCHELL

Main Category: DESSERTS

Sub Category : COOKIES

Recipe Name: HARVEST DROP COOKIES

----- [Nutritional Information] -----

Calories	Protein	Carbohydrate	Fat	Sodium	Potassium	Cholesterol
0	0.0	0.0	0.0	0.0	0.0	0.0

----- [Ingredients] -----

1: 3/4 CUP'S SHORTENING 2: 2 CUPS BROWN SUGAR

Sheet1

- 3: 2 EGGS
- 5: 1 TEASPOON VANILLA
- 7: 3 1/4 CUPS FLOUR
- 9: 1 CUP CHOPPED DATES
- 4: 1 CAN PUMPKIN PIE FILLING
- 6: 1 TEASPOON LEMON EXTRACT
- 10: 1 CUP CHOPPED PECANS

----- [Recipe Description] -----
 CREAM TOGETHER SHORTENING AND BROWN SUGAR. BEAT IN EGGS ONE AT A TIME.ADD THE NEXT THREE INGREDIENTS. SIFT TOGETHER THREE CUPS FLOUR AND BAKING POWDER.STIR INTO PUMPKIN MIXTURE. MIX REMAINING 1/4 CUP FLOUR WITH DATES AND STIR INTO BATTER. STIR IN PECANS. DROP BY TEASPOONFUL ON TO A GREASED COOKIE SHEET. BAKE AT 350 DEGREES FOR 16 MINUTES. MAKES 7 1/2 DOZEN.

=====

==== Print Recipe (Card Size) =====

If you have a roldex and want to print your recipes on cards PERSONAL RECIPE COOKBOOK has a number of options available for doing this.

The following is a list of roldex card sizes and the print options that are available for those cards.

- 1) Recipe 3" x 5" Card Size - 6 lpi
- 2) Recipe 3" x 5" Card Size - 8 lpi
- 3) Recipe 4" x 6" Card Size - 6 lpi
- 4) Recipe 4" x 6" Card Size - 8 lpi

This search screen is used for choosing and implementing different methods of selecting recipes for the print function.

Select The Search Criteria		
Start Recipe No.:	0	
Finish Recipe No.:	0	
Main Category:	<input type="checkbox"/>	
Sub-Category:	<input type="checkbox"/>	
You need only select the item's that you want to search by !		

<Esc>=Quit Return <F3>=Category <F4>=Recipe Name <F5>=Ingredient
 <F10>=Process

A range of recipes can be listed by their recipe no.. Use the first recipe no. by listing it after "Start Recipe No.". Now move down to Finish Recipe No.

recipes between the two listing including those listed will be printed.

Another option is to select <F3>. From Category Search choose a category and it will be listed to "Main Category" From this listing you could proceed to print all the recipes within that category. Or if you know what the Sub-Category is print the report.

This screen can be ignored and with the <F4> key search and select the recipe directly for printing.

The last option <F5> pops up another window were you can list an ingredient then press the <ENTER> key to proceed with the search.

After one of the options for selecting the recipe or range of recipes is chosen you can then direct the output to either the screen for viewing will be asked to supply a file name).

```

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| Reports |
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```

===== Recipe Table of Contents =====

With the Table of Contents for recipes you are able to keep a listing of all the recipes within the program. There a two different ways to show this report. The first one gives a listing with the recipes sorted by recipe. The format for the report shows the layout of the fields in this order.

Recipe No.	Name	Code	Main Category	Sub-Category	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

(Report layout for Recipe(Table of Contents))

This next listing shows the report layout by code. The code is actually the abbreviated Main Category of 6 or less letters.

Code	Main Category	Sub-Category	Recipe No.	Name	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

██	████████████████████	██	██	████████████████████
██	████████████████████	██	██	████████████████████
██	████████████████████	██	██	████████████████████

(Report layout for Code)

==== Main Category List ====

The Main Category list is a report that can be generated to the screen printer or to a file. Here is a layout of the report format.

Code	Main Category
██	████████████████████
██	████████████████████
██	████████████████████

(Report layout for Category)

The code means an abbreviation of 6 letters or less of the Main Category. In this case the listing is in alphabetical order.

All 3 options are available for directing where the output goes.

==== Shopping List ====

After the SHOPPING LIST has been picked for printing directed to first the screen (for viewing) for reference and printing at a later date. Here is a layout of the report format.

No.	ITEM	COUPON SALE	QTY	RECIPE COST	STORE	NUMBER
██	████████████████████	██	██	██	██	████████████████████
██	████████████████████	██	██	██	██	████████████████████
██	████████████████████	██	██	██	██	████████████████████
██	████████████████████	██	██	██	██	████████████████████

(Report layout for Shopping List)

==== Inventory ====

Here we can print out and use a report of items in Inventory to update our Shopping List.

The output for Inventory can be directed to the screen (for viewing) the printer or a disk file for reference and printing at a later date. Here is a layout of the report format.

NUMBER	ITEM	QTY	UNITS	COST	SUPPLIER	
██	██████████████████	██	██	██	██████████	██████████████████
██	██████████████████	██	██	██	██████████	██████████████████
██	██████████████████	██	██	██	██████████	██████████████████
██	██████████████████	██	██	██	██████████	██████████████████

(Report layout for Inventory)

==== Meal Plan ====

The Print Meal Plan menu is much like the one used for adding and editing a Meal Plan. The print function is used after choosing a menu either by date or by using the <F4> key to make a selection.

```

┌────────────────────────────────────────────────────────────────────────────────┐
│  ┌───────────────────────────────────────────────────────────────────────────┐  │
│  │ Print Meal Plan  ||  ||  │                                                │
│  └───────────────────────────────────────────────────────────────────────────┘  │
│  Enter Date of Meal: 02/09/92  ||  ||  │
│  Day - Sunday  ||  │
│  Month - February  ||  │
│  └───────────────────────────────────────────────────────────────────────────┘  │
└────────────────────────────────────────────────────────────────────────────────┘
    
```

Esc=Quit F2=Increment Date + F3=Increment Date - F4=Meal Plans F10=Accept

Notice the date in the box. The program defaults to the present date.

It's not necessary to use that date. One can be typed in or use the two functions listed at the base of the screen (F2=Increment Date +) & (F3=Increment Date -).

With the <F2> key depressed the date advances. With the <F3> key depressed the date reverts backward. Notice the day the date also. With this feature even weeks ahead. And of course release the <F2> key in time the date will keep advancing. When this happens just depress the <F3> key to reverse the date.

To have better control when selecting a date for the menu release the <F2> immediately. Doing this will advance the date one day at a time. Do likewise when the date is to be backed up using the <F3> key. Now that the day has been selected press <F10> to accept the entry.

Once a choice is made the menu can be directed to the screen or a file.

MEAL PLANER REPORT

For

Thursday - February 6

<u>BREAKFAST</u>
Comments: [REDACTED]
[REDACTED]
[REDACTED]
<u>LUNCH</u>
Comments: [REDACTED]
[REDACTED]
[REDACTED]
<u>DINNER</u>
Comments: [REDACTED]
[REDACTED]
[REDACTED]
<u>BRUNCH/SNACKS</u>
Comments: [REDACTED]
[REDACTED]
[REDACTED]

(Report layout for Meal Plan)

Addendum: 1 01-13-93

Revision 3.08 added printing defaults for the full size recipe report and recipe cards. This will allow you to not have all the header information printed out on the report or recipe card. You must just place (X) by the information that you want enabled to print defaults.

Print Recipe Full Size	
The Current Printer: [Epson EX	

1> Recipe Full Size			
2> Printing Defaults			
3>			
0> Return to Main Menu			

Enable/Disable Lines on Recipe Report	
Page No.	: (X)
Recipe Printout	: (X)
Recipe No.	: (X)
Abbreviation	: (X)
Kitchen of	: (X)
Main Category	: (X)
Sub Category	: (X)
Nutrition Informaiton	: (X)

<Esc>=Quit No Save <F10>= Save

(X) = Enabled

() = Disabled

Addendum: 1 01-13-93

Print Card Menu		
The Current Printer: [Epson EX		
1> Recipe 3" x 5" Card Size - 6 lpi		
2> Recipe 3" x 5" Card Size - 8 lpi		
3> Recipe 4" x 6" Card Size - 6 lpi		
4> Recipe 4" x 6" Card Size - 8 lpi		
5> Printing Defaults for Cards		
0> Return to Main Menu		

Enable/Disable Lines on Recipe Cards	
Page No.	: (X)
Recipe Printout	: (X)
Recipe No.	: (X)
Abbreviation	: (X)
Kitchen of	: (X)
Main Category	: (X)
Sub Category	: (X)
Nutrition Informaiton	: (X)

<Esc>=Quit No Save <F10>= Save

(X) = Enabled

() = Disabled

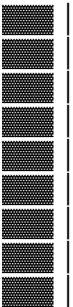
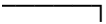
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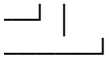
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