

# Help Contents

**Welcome to All Holiday Clip Art Holiday Recipes**

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**General Information**

## **Introduction**

All Holiday Clip Art Plus II recipes contains over 400 holiday and festive occasion recipes in a very simple to use format. But don't let the simplicity fool you- this program can handle ALL your recipe storage needs.

## **Major features**

The major features of the program are:

1. You can search for any combination of information in the program, both from our recipes and any ones that you might add.
2. You can change any and all recipes.
3. Printing is a snap.

## Using the program

All functions in this program are available from the main menu. The main menu appears as follows:

{ewc D2HTLS32, D2H\_256Color, help0001.bmp}

*Main menu*

**More:**

The Grid

To See the full recipe

## The Grid

The program appears with a "grid" showing some of the recipes:

{ewc D2HTLS32, D2H\_256Color, help0002.bmp}

*Grid*

The grid shows the name, holiday and category of each recipe- including any you add.

The "Vegetarian" column has a check mark in the box if the recipe is ovo-lacto vegetarian.

The grid only shows a summary of each recipe.

Click on the thumb or scroll bar to page up and down.

## To See the full recipe

To see the recipe in its entirety, click on "Toggle/Single All Recipe view" button located on the left bottom corner of the program:

{ewc D2HTLS32, D2H\_256Color, help0003.bmp}

The display will then change to show you the complete recipe:

{ewc D2HTLS32, D2H\_256Color, help0004.bmp}

*Full view*

Notice that the top left hand corner of the display has the name of the recipe, and a "hint" appear in the top right hand corner. As noted in the hint, by clicking on <F2> Word Pad will appear:

{ewc D2HTLS32, D2H\_256Color, help0005.bmp}

*Word Pad view of an individual recipe*

Word Pad, a word processor included with Windows 95 and Windows NT, is used to provide full editing capability. For detailed information on Word Pad, please consult your Windows 95 or Windows NT documentation. A complete review of Word Pad is not possible in this document.

The major choices available are:

**More:**

FILE MENU

EDIT MENU

VIEW MENU

FORMAT MENU

EXITING WORD PAD

## **FILE MENU**

{ewc D2HTLS32, D2H\_256Color, help0006.bmp}

*File menu*

Note the PRINT and PAGE SET UP. To print out recipes on 3 x 5 or 4 x 6 cards, set your paper margins accordingly in "Page Setup."

## **EDIT MENU**

The edit menu is used for word processing tasks like Undoing changes, cutting, pasting, searching and searching and replacing.

{ewc D2HTLS32, D2H\_256Color, help0007.bmp}

*Edit Menu*



## **VIEW MENU**

{ewc D2HTLS32, D2H\_256Color, help0008.bmp}

*View menu*

The view menu hides or shows the Toolbar, Format Bar and Status Bar.

## **FORMAT MENU**

The format menu is used to change the spacing, fonts, bullets and tabs.

{ewc D2HTLS32, D2H\_256Color, help0009.bmp}

*Format Menu*

## **EXITING WORD PAD**

To exit word pad, click on the X located in the top right corner, or use the drop menu, FILE, EXIT.

## Searches and Indexes

Searching for exactly the recipe you want is simple and fast.

On the right side of the program, the filter and sort provide a powerful way to search for **any** type of recipe you may want:

{ewc D2HTLS32, D2H\_256Color, help0010.bmp}

*Search/Sort*

**More:**

[Sorting](#)

[Filter/Search](#)

[Navigator](#)

[Backup](#)

## Sorting

If you need to find recipes by holiday, category or name, you can change the order in which the recipes are displayed by clicking on the SORT key:

{ewc D2HTLS32, D2H\_256Color, help0011.bmp}

*Sort*

If you click on CATEGORY, the recipes will be reordered by category. An example view is shown below:

{ewc D2HTLS32, D2H\_256Color, help0012.bmp}

*Sort by category*

As you can see, the recipes are now sorted by category, remaining in alphabetical order within each category.

A second example is shown below- this time we have sorted by holiday:

{ewc D2HTLS32, D2H\_256Color, help0013.bmp}

*Sort by holiday*

To return to original sort (by name) click on PRIMARY KEY.

## Filter/Search

The FILTER key provides you with an extremely powerful search.

For example, everyone likes Paprika J, so let's find all recipes which use Paprika:

{ewc D2HTLS32, D2H\_256Color, help0014.bmp}

*Let's have some holiday recipes with Paprika! Allez Cuisine..*

After clicking "OK," the program searches for recipes that have the word paprika, and finds:

{ewc D2HTLS32, D2H\_256Color, help0015.bmp}

*The battle to find all recipes with paprika is won....*

To return to the original view (all recipes) click on FILTER again, and, click on CLEAR:

{ewc D2HTLS32, D2H\_256Color, help0016.bmp}

*Clear button*

The filter is a powerful way to locate precisely what you want. You may search on multiple fields as well as multiple conditions.

For example, if you have tomatoes that are going to go bad if you don't cook them, and, have just bought organic sea salt and want to try it, you can search for recipes with both:

{ewc D2HTLS32, D2H\_256Color, help0017.bmp}

*Let's find SALT and TOMATOES*

The "VIEW SUMMARY" button is very useful, as it shows you exactly what you are currently searching for:

{ewc D2HTLS32, D2H\_256Color, help0018.bmp}

*Summary*

After running the search, you have all recipes with both displayed:

{ewc D2HTLS32, D2H\_256Color, help0019.bmp}

You may use as many conditions as you wish.

Valid conditions are:

AND, OR, NULL

## Navigator

The navigator allows you to move through the list very quickly:

{ewc D2HTLS32, D2H\_256Color, help0020.bmp}

The buttons perform the following functions:

From left to right:

First, Prior, Next, Last, Add, Delete, Edit, Post, Cancel changes, Refresh

# Backup

The program can back up your recipes as well as maintain the database. (Maintenance checks the data integrity of the recipes insuring that the data is properly stored and indexed.)

To start a backup, click on the backup button:

{ewc D2HTLS32, D2H\_256Color, help0021.bmp}

*Backup*

The data in the recipe file and other databases in All Holiday Clip Art Plus II will be backed up.

After backup, you will see a display similar to this:

{ewc D2HTLS32, D2H\_256Color, help0022.bmp}

*Completion of backup*

After maintenance, we recommend that you close the program and restart. The following dialog will appear:

{ewc D2HTLS32, D2H\_256Color, help0023.bmp}

*Recommended restart*

If you select YES the program will exit.

An automatic backup will occur after 25 uses.



## Your most frequently asked questions

1. Can I add my own recipes?

Answer: Yes. Click on the plus sign on the navigator and fill out the grid, and the recipe.

2. How do I delete a recipe?

Answer: Scroll to that recipe in the grid, and then click on the delete key in the navigator.

3. How do I print a recipe?

Answer: Scroll to the appropriate recipe, then Click on F2. This activates Word Pad, and you can print the recipe.

4. I know that there was a recipe for brownies (or anything else) in the program, but I can't find it now. Is it gone?

Answer: Probably not. Unless you have deleted a recipe, there is a very logical explanation of why you can see a particular recipe. Please read the section on searches and filters—you probably have a filter active.

5. I changed the computer on which the program was installed. I can't find the recipes? Why?

Answer: You MUST reinstall! The program cannot locate the recipes if you do not reinstall.

