

# **Bartender 2.0 for Windows**

## **Electronic Bartending Aid**

### **Introduction**

Bartender 2.0 for Windows 3.1 is an easy to use and powerful program that allows access to over 1100 alcoholic, low-alcoholic, and non-alcoholic cocktail recipes. Until you register you will only have access to 100 of these recipes.

To register see the REGISTER.WRI file that was included with the program.

### **System Requirements**

- Any computer running Windows 3.1(or later)
- 4 MB RAM
- 2 MB hard drive space
- VBRUN300.DLL

### **Installation**

To install the program run SETUP.EXE. Run the installation program from the File Manager or select the "Run" menu item from the "File" menu on the Program Manager and enter the full path and filename.

After the install program has started, follow the instructions given on the screen and the files should be placed in their proper directories and a new program item will be made.

### **Instructions**

#### **Main Screen**

#### **Menu Bar**

The easy to use menu allows access to all of the features of Bartender 2.0. The menu bar contains four menus - Drink, Bar, Options, and Info. To open the menu click on it with your mouse or hold down the <ALT> key and press the first letter of the menu name. Once you open a menu you can use the left and right arrow keys to move from one menu to the other and a menu item can be selected using the mouse, up and down keys, or the hot keys.

### **Drink List**

When the program is started the drink list contains all of the drink names in the program and the current drink will appear highlighted. To view a different drink click on it with the mouse or use the up, down, page up, or page down keys. Use the scroll bar to the right of the drink list to move the list up or down.

To move to the next drink starting with a specific letter press that key on the keyboard.

To select multiple drinks from the list, click on the first drink to select and while holding the left mouse button drag the mouse pointer up or down. Release the mouse button when you are done selecting drinks. The selected drinks will appear highlighted.\*

To select drinks from the list that are not in sequence, click on the first drink to select and release the mouse button. Hold down the <CTRL> key and click on the other drinks you want to select.\*

\*Selection of multiple drinks is needed only when printing drinks or using the "Ingredients List" feature described later in this manual.

### **Drink Window**

After selecting a drink from the drink list, the information on the drink window will change. The window displays the drink name, alcohol content, drink ingredients, appropriate glassware, mixing instructions, and a picture of the glass to be used.

The alcohol content will be displayed to the right of the drink name. An "L" with a circle around it will be displayed for drinks that have a low-alcohol content. An "X" with a circle around it will be displayed for drinks that have a non-alcohol content. Nothing will appear to the right of the drink name if the drink is alcoholic.

### **Index Bar**

The index bar, at the bottom of the main screen, is used to jump to the first drink starting with a specific letter. Click on the index button with the letter to jump to and the selected drink will change to the first drink starting with that letter.

## **Status Bar**

The status bar informs the user of what the program is doing and gives you a description of the current drink listing and the number of drinks in the list.

## **Drink Menu**

### **Add Drink**

Bartender 2.0's current data file of over 1100 drink recipes can be expanded to 4000 drinks by adding additional drinks. If there is a drink recipe not in the program, it can be added easily. Enter the drink name, select the glassware and alcohol content from the selection lists, enter the amounts and ingredients, and enter the mixing directions.

The glassware and alcohol content **MUST** be selected from the selection list and the ingredients can be selected or typed in if the ingredient does not exist in the list.

If at all possible, use the selection list to enter the drink ingredients.\*

\*See "Bar Stock List" - Refresh.

### **Edit Drink**

A drink can be edited at any time. Follow the same instructions for adding drinks.

### **Delete Drink**

You can delete any drink from the data file. Careful, deleting a drink is permanent!

### **Find**

To find a drink with a specific word or characters in the drink name, ingredients, or both, type the word or characters to search for, select the search criteria, and press "Find First" button.

### **Find Next**

Finds the next drink containing the specified word or characters.

### **Find Previous**

Finds the previous drink containing the specified word or characters.

### **Print**

Prints all the information of the selected drink(s) to the printer. Use the "Print Shopping List" option to print a list of all ingredients required to make the printed drink(s) selected.

## **Bar Menu**

### **Bar Stock List**

The Bar Stock List allows the user to specify the ingredients in their home or bar stock. Select the ingredient from the list of available ingredients on the left and double-click on it or use the "Add" button to move it to the list of ingredients in stock. Remove ingredients from the list of ingredients in stock in the same way, but, using the "Remove button". To remove all ingredients from the list, use the "Remove All" button.

If new drinks with ingredients not in the ingredients list were added, used, use the "Refresh" button to update the list. Once this is done the new ingredient will appear in the ingredients list when adding or editing a drink.

Once the stock list has been completed, click on the "Close" button and use the "Show Drinks in Stock" listing, discussed later, to view all the drinks that can be made with those ingredients.

### **Ingredients List**

Shows an ingredients list for selected drinks. Select any number of drinks and activate this menu item and a list of ingredients, to make all of the drinks selected, will be displayed. Use the print button on the window to print the list.

### **Show All**

Shows all of the drinks in the data file. There will be a check mark by this item if this listing is being used. The status bar on the main screen will show how many drinks are in the current listing.

### **Show Low-Alcohol Drinks**

Shows all of the drinks in the data file that are low-alcoholic. There will be a check mark by this item if this listing is being used.

### **Show Non-Alcohol Drinks**

Shows all of the drinks in the data file that are non-alcoholic. There will be a check mark by this item if this listing is being used.

### **Show Drinks in Stock**

Shows all of the drinks in the data file that can be made with the ingredients specified in the "Bar Stock List". There will be a check mark by this item if this listing is being used.

## **Options Menu**

### **Save Position on Exit**

Allows the user to save the current drink position on exit. If there is a check mark by this option it is enabled.

### **Text Colors**

Allows the user to change the text colors of the drink list, drink name, and mixing directions.

## **Info Menu**

### **Measurements**

Opens a window that displays some popular bar measurements converted to ounces.

### **Calories**

Opens a window that displays the caloric content of some beers, liqueurs, and spirits.

### **Glassware**

Opens a window that displays some of the more popular glasswares used for cocktails.

## **Distribution**

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*Please don't drink and drive!!!*