Contents

The help topics to learn how to use the <u>Recipe Book for Windows</u> are listed below.

Press F1 to get help using Windows Help.

Basic Features

Advanced Features

Miscellaneous

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<u>Important Note</u>

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P.O. Box 25262
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Total Amount of Order: $_____.00

Name: _____
Date: _____
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City: _____
State, Zip: _____
Phone #: _____   Fax #: _____
E-Mail Address: _____
Floppy Disk Size: 3 1/2": _____   or   5 1/4": _____
How should we contact you about upgrades?: _____
What Version Of Windows Do You Have?_____
How did you here about Recipe Book For Windows?:

_____

Comment/Suggestion Area:

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You will sleep well, knowing that you've done the right thing...

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System Requirements

Operating System

Windows 3.1 or later, or Windows for Workgroups 3.1 or later.

(Note): This program has not been tested under any version of OS/2®.   Any claims that OS/2® will run Windows-based applications are purely those of IBM®.

Memory

4 MB of RAM is all that <u>Recipe Book for Windows</u> requires.   If you are performing large amounts of multi-tasking, it is recomended by Microsoft® that your system have at least 8 MB of RAM.

Suggestions & Questionnaire

If you have any suggestions for Recipe Book for Windows or you have any questions, please contact me.   Print this document, fill it out, and send it to me at:

Snail Mail:
Andrew Blanchard
RE: Recipe Book for Windows
HQ, USAREUR - CPOC
Unit 29331, Box 74
APO, AE   09266

E-Mail:
103757,247@compuserve.com

Name: _____
Date: _____
Company: _____
Address: _____
Address: _____
City: _____
State, Zip: _____
Phone #: _____   Fax #: _____
E-Mail Address: _____

1. Where did you here about Recipe Book?: _____
_____
2. What version of Windows are you using?: _____
3. How much memory does your machine have?: _____ MB
4. Approximately, how many recipes do you intend to manage using this software?: _____
5. What features do you feel should be improved?: _____

_____
_____
_____
_____

Comments/Suggestions:

Overview

<u>Recipe Book for Windows</u> manages recipes in a convenient and efficient manner, allowing you to add, change, and delete recipes easily, as well as giving you lightening fast searches for your recipes, the ability to print recipes, and maintain categories, ingredients, and directions.

The Toolbar

Toolbar Buttons

New Recipe
Save Recipe
Ingredient List
Directions (Notepad)
Category Maintenance
Search For Recipes (by Keyword)
Search For Recipes (Advanced Search)
Settings & Defaults
Help!

Menu Items

File
    Settings...
    Print Recipe...
    Exit

Recipe
    New...
    Remove
    Save
    Ingredients...
    Directions...
    Categories...
    View Recipe Info...

Utility
    Find Recipe by Keywords...
    Advanced Search...
    Export To Textfile...
    View Database Info...
    Compact Database

Help
    Contents
    Search For Help On...
    About...

Recipe Book

for
Windows
Version 2.50

by Andrew Blanchard
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Category Maintenance

Displays the entire list of categories in the database, allowing you to add, change, and remove categories from the database.   It also displays each recipe associated with the selected category.

Adding A Category
Click the 'Add' button.   The 'Add Category' window will display, allowing you to type the name of the category to be added.   After selecting 'OK', you will see the new category in your list of categories.

Changing A Category
From the list of available categories, select the category you wish to change.   Click the 'Change' button.   The 'Change Category' window will display, allowing you to type the new name of the category.   After selecting 'OK', you will see the categories name in the list has been changed to your selection.

Removing A Category
From the list of available categories, select the category you wish to remove.   Click the 'Remove' button.   The category will be removed from the list.
NOTE: You cannot remove a category that is currently being used by recipes.

Adding A Category From The Recipe Window
You can quickly add new categories from the main recipe window, by clicking the 'Add . . .' button located to the right of the category drop-down box.   This will prompt you for a new category name, and immediately add it to the category box.

New Recipe

Prompts you for the name of the new recipe to be added to the currently selected category.   This only sets up the screen for new recipe information to be entered -- the recipe is not saved until you click the Save Recipe Button.

New Recipe Button

Click the 'New' button on the Toolbar.   The 'New Recipe' window will be displayed, allowing you to enter the name of the new recipe.   After clicking 'OK' the recipe will be added to your drop-down list of recipes for the current category, and any information you have selected to 'default' from the Settings & Defaults Screen will be initially entered for you.

Quick-Add Button

Click the 'Add . . .' button located to the right of the recipe list (drop-down box).   Follow the directions as stated above.

Save Recipe

Saves the currently selected recipe to the database, along with the recipe's ingredient list and notes.   This is used to save both new recipes and recipe's that are being changed and are already in the database.

Ingredients List

Displays the recipe's list of ingredients, allowing you to add, change, and remove ingredients associated with the current recipe.   You can also add, change, and delete the amounts & measurement units for each ingredient in the list.

Adding/Change/Removing Ingredients

Adding Ingredients

In the 'Name' input box, type the name of the ingredient you wish to add.   In the 'Amount' input box, type the amount for the ingredient.   You may use either decimal or fractional values for the amount; ei.(1 1/2 or 1.5).   In the 'Measurement Unit' drop-down box, you may either enter a unit (which can be added to the list), or select an existing unit from the drop-down list.   Then click the 'Add' button.   You will see the ingredient added to the ingredient list above.

Changing Ingredients

In the ingredient list, click the ingredient you wish to change.   The 'Name',   'Amount', & 'Measurement Unit' input boxes will then be filled with the current ingredient information. Change the information in any of the fields to whatever you desire.   Click the 'Change' button.   You will see the ingredient you selected in the ingredient list above reflect the new information.

Removing Ingredients

In the ingredient list, click the ingredient you wish to remove.   Click the 'Remove' button. The ingredient and it's corresponding amount will be removed from the ingredient list above.

Repositioning Ingredients

Up & Down

In the ingredient list, click the ingredient you wish to move.   Then click either the up or down arrow button to reposition the ingredient in the list.
NOTE: The first ingredient cannot be moved up, and the last ingredient cannot be moved down.

Fractions & Decimals

Fractional Amounts

Selecting the 'Fractional' button will display your ingredient amounts in fractional notation; ie.(1 1/4).
NOTE: You should leave a space between the whole & fractional portion of the number when you enter it in the 'Amount' input box.

Decimal Amounts

Selecting the 'Decimal' button will display your ingredient amounts in decimal notation; ie (1.25).

Measurement Units

Entering/Selecting A Measurement Unit

The 'Measurement Unit' box is both an input box and a drop-down list.   You may type the name of the unit into the box, or select an existing unit from the drop-down list.   If you enter a unit that is not in the drop-down list, you will be asked if you want the unit added to the list.
NOTE: If you have set your defaults so that 'Automatically Add New Units' is checked, you will not be asked if you wish to add the unit to the list.

Editing The List Of Measurement Units

Click the 'Edit . . .' button, located just to the right of the 'Measurement Unit' box.   The 'Edit Measurement Units' window is displayed.   You may add, change, or remove measurement units from this window.

Adding A Measurement Unit

In the 'Unit Name' input box, type the name of the new measurement unit.   Then click 'Add'.   The new unit will appear (in alphabetical order) in the 'Measurement Units' list above.

Changing A Measurement Unit

In the 'Measurement Units' list, click the item you wish to change.   The measurement unit's current name will appear in the 'Unit Name' input box.   Change this name to whatever you want.   Click the 'Change' button.   You will see the previous name disappear from the list of units, and the new name added to the list.

Removing A Measurement Unit

In the 'Measurement Units' list, click the item you wish to remove.   The measurement unit's current name will appear in the 'Unit Name' input box.   Click the 'Remove' button.   The item will be removed from the list of units.

Recipe Notepad (Directions)

What's the notepad?

Displays the recipe notes (directions) for the current recipe, allowing you to type in the recipe's instructions and any miscellaneous information for the current recipe.

Viewing Ingredients

Sometimes while editing a recipe's notes, you may need to view your list of ingredients. By checking the 'Display Ingredients List' option, located at the bottom of the Notepad screen, you may view the recipe's current ingredient list.   To hide the list of ingredients, simply un-check the 'Display Ingredients List' option.

NOTE: You cannot add, change, or remove any ingredients from the notepad screen.   The Ingredient List simply allows you to view the current ingredient list for the recipe.

Settings & Defaults

Displays the application defaults window, allowing you to maintain default settings.

Recipe Defaults

Default Recipe Author

This text will default into the 'Recipe Author' input box, whenever a new recipe is entered. If you do not wish to have a default recipe author, leave this input box empty.

Default Nationality

This text will default into the 'Nationality' input box, whenever a new recipe is entered. If you do not wish to have a default nationality, leave this input box empty.

Difficulty Level & Expense Estimate

These options correspond to the options on the recipe entry screen. Whenever a new recipe is entered, it will initially have these values.

Time Estimate

This time estimate will be the default whenever a new recipe is entered. If you do not wish to have a default time estimate, leave this input box empty.

Notepad Defaults

Font Name

The selection you make from the drop-down list of available fonts, will be the default font for the recipe notepad (directions) editor.

Font Size

The selection you make from the drop-down list of available font sizes, will be the default font size for the recipe notepad (directions) editor.

General Defaults

Display Full-Screen Background

Checking this box will enabled the full-screen, faded-blue background. This is useful when you do not wish to have distractions in the background while using Recipe Book.

Display Tool-Tips for Main Buttons

Checking this box will display a small tool-tip for each button in the main recipe window.
NOTE: There is a tip message at the bottom of the main screen.   This message refers to
the particular button, input box, etc., that your mouse is currently positioned over.

Hide Main Window On Selection

Checking this option will hide the main recipe window, whenever you select another
window to be opened.

Confirm When Removing Recipes

Checking this box will enabled confirmation upon recipe removal.   Whenever you select to
remove a recipe from the database, you will be prompted for confirmation before the
recipe is removed.   If this option is not selected, recipes will be removed without
verification.

Confirm When Removing Ingredients

Checking this box will enabled confirmation upon ingredient removal.   Whenever you
select to remove an ingredient from a recipe, you will be prompted for confirmation before
the ingredient is removed.   If this option is not selected, ingredients will be removed
without verification.

Automatically Add New Units

While adding recipe ingredients, you may either enter the measurement unit, or select the
measurement unit from the drop-down list.   If the unit-of-measurement does not currently
exist in the list, you will be asked if you wish to add the unit to the drop-down list.
Checking this box will automatically add the unit to the list for you, without asking.

Entering A Recipe

What's This?

When you are in an input box and you want a quick reference...look at the status bar, located at the bottom of the recipe input screen.   It will give you a brief overview of what input box is expecting.

A New Recipe

1. Select a category from the category list (or add a new one by clicking '...')
2. Click the 'New' recipe button.
3. Type in the name of the new recipe, and click 'OK'
4. Enter the nationality & date added for the new recipe.
5. Select the difficulty level and expense estimate
6. Enter the time estimate (HH:MM)
7. Enter the number of sevings the recipe should yield.
8. Enter the recipe author's name (if not defaulted in)
9. Click the 'Recipe Origin' button to edit the recipe's origin information.
10. Enter search words that will help you find your recipe later.
11. Click the 'Ingredients' button, and edit the list of ingredients.
12. Click the 'Notes' button, and enter the directions and steps.
13. Click the 'Save Recipe' button to save your recipe to the database.

Once the recipe has been saved, you can select it from the recipe list for the particular category in which it was saved.

Finding A Recipe By Keywords

Using the Keyword search, you can find recipes using the keywords list.

Performing A Search

Simply select the category you wish to search, or <All Categories> to search any category, then type in the keywords you want to search for.   Click the 'Search' button.   All recipes matching your search words (case insensitive) will appear in the 'Recipe List' below.

Selecting A Recipe

To select a recipe to be brought up for editing in your main recipe window, simply click the recipe you wish to edit.   The recipe selection button (a clickboard of text) will be colored, allowing you to click it.   After clicking the recipe selection button, the main recipe window will be displayed, with the selected recipe's information.

View A Recipe's Information

To view the information on a recipe, double-click the recipe you wish to view.   The 'Recipe Information' window will display limited information on the selected recipe.

Quick-Add Buttons

There are two quick-add buttons in the main window:
Quick-Add Category & Quick-Add Recipe

Quick-Add Recipe
The Quick-Add Recipe button is located just to the right of the recipe drop-down list.
Clicking this button is the same as clicking the 'New' button located on the Toolbar.   The
'New Recipe' window will be displayed, allowing you to enter the name of the new recipe.
After selecting 'OK', you will see the new recipe in your drop-down list of recipes.

Quick-Add Category
The Quick-Add Category button is located just to the right of the category drop-down list.
After clicking this button the 'Add Category' window will display, allowing you to type the
name of the category to be added.   After selecting 'OK', you will see the new category in
your drop-down list of categories.

Advanced Search

Using the Advanced search, you can find recipes by any of the following fields:
Author
Nationality
Ingredients
Notepad Text (Directions)
Source
Publisher
ISBN
Source Author

Performing A Search

In the 'Category' drop-down list, select the category which you want to search.   If you want to search all categories, select '<All Categories>'.
Now, make your search selection on the field you wish to search for.
Checking the 'Case Sensitive' selection will make your search compare upper & lower case letters, and passing only exact matches.
In the 'Search For' input box, enter the words you want to search for; each word should be separated using the <ENTER> key.
Now, click the 'Green Light' button to begin the search.
After the search is complete, any recipes that match your search criteria are displayed in the 'Recipe List'.

Selecting A Recipe

To select a recipe to be brought up for editing in your main recipe window, simply click the recipe you wish to edit.   The recipe selection button (a clickboard of text) will be colored, allowing you to click it.   After clicking the recipe selection button, the main recipe window will be displayed, with the selected recipe's information.

View A Recipe's Information

To view the information on a recipe, double-click the recipe you wish to view.   The 'Recipe Information' window will display limited information on the selected recipe.

Printing A Recipe

Allows you to specify your printer settings, the printer you wish to use, and several options for formatting your printed recipe.   You may also save the fonts, sizes, attributes, and margins, for convenience, and ensuring that your printed recipes are similar in format.

Font Selections

Main Heading Font

This selection sets the font characteristics for the Main Heading.   This is the name of the recipe, and will be printed at the top of the page.

Section Heading Font

This selection sets the font characteristics for the Section Headings.   These are the headings that appear before each section, such as 'General Information', 'Origin Information', 'Ingredients', & 'Directions'.

Regular Font

This selection sets the characteristics for the regular (normal) font to be used during printing.   This is for all data under each section printed.

Margins

Left & Right Margins

This is the unprintable area on the left and right sides of the page.   These values are represented in inches.   Valid entries are between 0.25 in. and 2.00 in.

Top & Bottom Margins

This is the unprintable area at the top and bottom of the page.   These values are represented in inches.   Valid entries are between 0.25 in. and 2.00 in.

Buttons

Print

Prints the current recipe to the default printer, using the options specified above.

Printer Setup

Sets up the default printer, paper size, page orientation, and other options dependant upon your printer's capabilities.

Save Fonts

Saves your current font selections and margins.   This enables you to find the fonts, sizes,

attributes, and page margins that you like...and save them, so that each recipe you print can have a similar look and feel.   Each time you choose to print a recipe, the selections that you have saved will be automatically loaded for you.
NOTE: You do not have to save your selections each time you print.   Once you have saved them, they will be 'remembered' until you decide to change them and re-save.

Exporting A Recipe To Textfile

Exporting a recipe to a textfile allows you to save a recipe (and it data) in ASCII text format.   This is useful if you have special formatting needs that can only be met with a word processor.   After saving the recipe as a text file, you can then bring the file up as a word processor document for special formatting.

Compacting The Recipe Database

After removing and changing recipes, the database will have dead (or waisted) space. With only a few recipes, this is insignificant, but with many recipes, this can lead to much waisted disk space and slower searches.   By compacting the database periodically, you guarantee that the recipes are optimally stored for maximum disk utilization and search speed.

NOTE: Adding recipes will never result in dead-space -- this happens only when changing or removing recipes from the database.

Removing A Recipe

By selecting 'Remove' from the 'Recipe' menu list, you can remove the current recipe from the database.

NOTE: If you have not checked the option 'Confirm when removing recipes' in the <u>Settings & Defaults Screen</u>, you will not be asked to confirm the removal of the recipe.

Viewing Recipe Information

By selecting 'View Recipe Info' from the 'Recipe' menu list, you can view limited information about the current recipe.

Viewing Database Information

By selecting 'View Database Info' from the 'Utility' menu list, you can view limited information about your recipe database.

Displays the 'Contents' section of Recipe Book's online help.

Displays a search window, allowing you to type in the text to search for in Recipe Book's online help.

Displays Recipe Book's logo, and information on the computer system you are using.

Upgrade Information

As a registered user, you will be notified when an upgrade becomes available.   When you wish to order an upgrade, print this screen and fill out the following information:

Request For Upgrade

Name: _____
Date: _____
Company: _____
Address: _____
Address: _____
City: _____
State, Zip: _____
Phone #: _____   Fax #: _____
E-Mail Address: _____

Number Of Copies Info

   If This Is Your First Upgrade...

   Number of copies to upgrade: _____ x $0.00   = $0.00
   Total Amount Of Upgrade: $0.00

   If This Is NOT Your First Upgrade...

   $1.95 to cover the cost of shipping, processing, & materials
   Number of copies to upgrade: _____   x $1.95   = $_____.___
   Total Amount of Upgrade: $_____.___

Send This Form To...

Andrew Blanchard
RE: Recipe Book Upgrade
HQ, USAREUR - CPOC
Unit 29331, Box 74
APO, AE   09266

What To Have Ready...

Q. The program name and version you are registering?
A. Recipe Book For Windows Version 2.50

Q. Where should the product be mailed?
A. Your Address

Q. Visa or MasterCard Number & Expiration Date?
A. Have your card handy!

Q. Desired floppy disk size?
A. 3 1/2" or 5 /14"

Q. How do you want to be contacted regarding upgrades?
A. Voice, Fax, E-Mail, Postal Mail, Etc...

Important Note

"NorthStar Solutions" processes registrations only.   Please contact the author, Andrew Blanchard, for any product/technical support.
See Contacting The Author

E-Mailed and FAXed registrations are encouraged, but all registrations are very much appreciated!