NAME,C,100

€══════════════════════════©
│   CJM Software Consulting   │
│   Joncarl Mitchell   │
│   │
│   3220 S. 83rd Street   │
│   Milwaukee
│ Call after 6 P.M. Central   │
│   (414) - 546-2742   │
│   │
È══════════════════════════¥

WARRANTY

CJM Software Consulting warrants the
PERSONAL RECIPE COOKBOOK
diskette against defects in workmanship for 60 days
from the date of purchase. If a defect occurs during
this time
free replacement. After 60 days there will be a $5.00
charge to cover postage and handling for a replacement.

DISCLAIMER

CJM Consulting makes no warranties as to the contents
of this product and specifically disclaims any implied
warranties of merchantability or fitness for any
particular purpose. CJM Consulting further reserves
the right to make changes to the specifications of the
program and contents of the manual without obligation
to notify any person or organization of such changes.

LICENSE AGREEMENT

* CJM Consulting grants you (registered user) the
right to install and use this program on a single
machine.

* To make archival back-up copies of this program in
support of your use on a single machine.

* 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

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 COOK
BOOK 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.


```
€═══════════════════════════©
│       Utilities      │
È═══════════════════════════¥
```
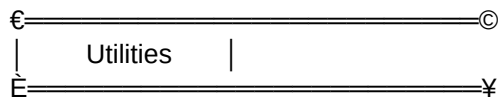
The UTILITIES area has 4 important features that will aid you in using
PERSONAL RECIPE COOKBOOK.

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

<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 │
È═══════════════════════════════¥
```

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.

```
╔═══════════════════════════════════════════════════╗
║  ┌─────────────────────────────┐              ║
║  │    Add New Main Category  ║          ║       ║
║  └─────────────────────────────┘           ║       ║
║                                               ║
║   Main Category: Vegetable                    ║
║    Abbreviation: Vegtbl                      ║
╚═══════════════════════════════════════════════════╝
```

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

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

```
€══════════════©
│  Add  Recipe │
È══════════════¥
```

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

```
╔══════════════════════════╗
║  ╔══════════════════╗  ║    ║
║  ║ Create New Recipe ║    ║  ║
║  ╚══════════════════╝  ║    ║
║  Next Recipe Number:    60  ║
╚══════════════════════════╝
```
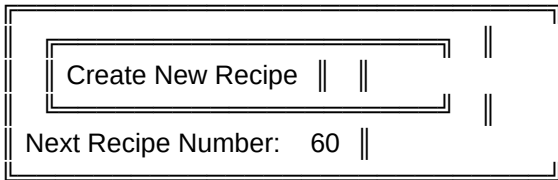
Esc=Abort   Enter=Accept Recipe Number

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.

```
┌──────────────────────────────────────────────────────────┐
│  Recipe No. 4          Recipe Add        Page 1  of 3 │
│  Main Category:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                    │
│  Sub Category :▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                    │
│  Recipe Name  :▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                        │
│  Abbr.:▓▓▓▓▓▓▓        Calories:▓▓▓▓▓  ▓▓▓▓▓▓▓          │
│                                        │
│  Ingredients:        Kitchen Of:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  │
│  1:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│  2:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│  3:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│  4:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│  5:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│  6:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│  7:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│  8:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│  9:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
│                          │
│  ┌────────────────[ F4 = Edit Recipe ]───────────────┐ │
│  │                  │ │
│  │                  │ │
│  │                  │ │
│  └──────────────────────────────────────────────────┘ │
│                          │
```
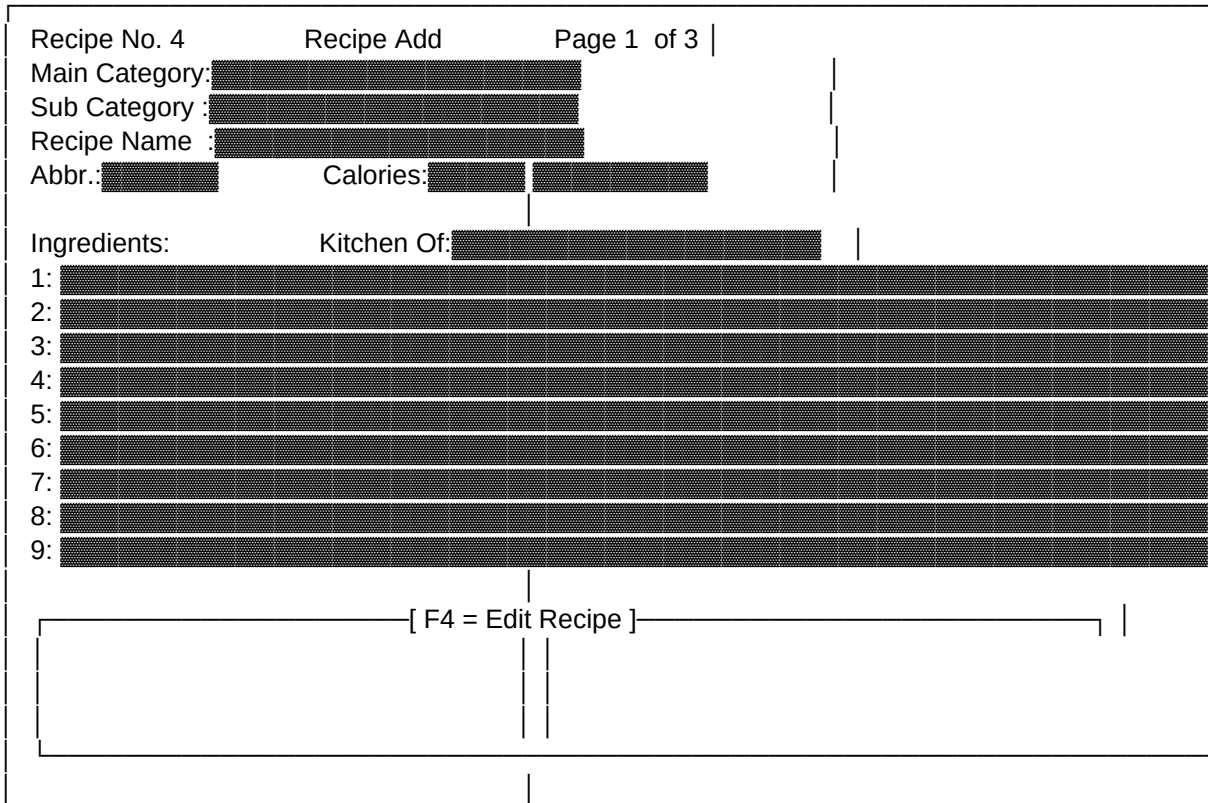

Esc=Quit/Save F1=Help PgUp=Pg.3 PgDwn=Pg.2 F2=Main Cat. F3=Meas.Chart
F6=Nutr. F7=Add Cat. F8=Print Recipe F10=Add Rec.

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

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
were 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 were 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.)               ║            
Ã─────────────────────────────────────────────────────Â
║              <Esc>=Quit               ║                 
╚═══════════════════════════════════════════════════════╝
```

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

Page 14

and added to the categories already on file.

<F8>=Print Record: The recipe can be printed from within the record.
However selecting this option from the record prints the recipe you are
viewing in a set format. If you make note of the recipe and go to the
Print Menu there are different options available.

<F10>=Next Record: This function can be used for adding and editing a
recipe.

<PgUp> & <PgDwn>: Both keys are interchangeable when being used to move
from page to page. Either key will move in a different direction but
the end result is the same. These keys must be used to allow for adding
additional ingredients.

═════ Add/Edit Recipe Instructions ═════

Press the <F4> key now that all the ingredients have been added.
What happens is that the cursor key moved down to a box where we will
place the instructions to complete our recipe. This area contains 30
lines for entering instructions for the recipe. Notice that the box is
not the same size as the one shown below. That's because the Zoom
function was used. This allows for us to utilize the whole screen for
entering the recipe instructions.

```
┌──────────────────────────────────────────────────────────────────────┐
│  Recipe No. 4           Recipe Edit        Page 1  of 3   │            │
│  Main Category: DESSERTS                                  │            │
│   ┌──────────────────────────[ Now Editing Recipe ]───────────────┐ │ │
│   │ 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.                     │ │ │
│   │                                                                │ │ │
│   │                                                                │ │ │
│   │                                                                │ │ │
│   │                                                                │ │ │
│   │                                                                │ │ │
│   └─[Press F9 to un-zoom]──────────────────[Line   1 of 30 / Insert]─┘ │
│  F1=Help F2=Ingredients F3=Search F4=Replace F5=Paste F6=Mark F7=Cut │ │
│  F8=Copy F9=Zoom F10=Exit Edit                           │            │
└──────────────────────────────────────────────────────────────────────┘
```

Look at the base of the screen. Notice the commands that are listed.
They're not the same are they? This area is quite different for
entering text. The commands "Mark

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 to 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 were the text is to be placed and press the key to paste.

Try using the <F4> key. This brings up a window were 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.
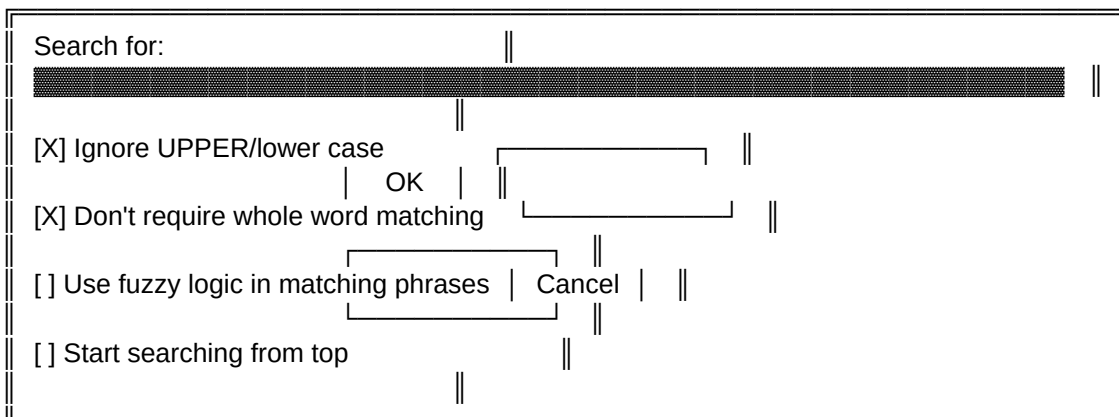
```
╔════════════════════════════════════════════════════════════════╗
║  Search for:                          ║                         ║
║  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓    ║
║                                       ║                         ║
║  [X] Ignore UPPER/lower case      ┌────────────┐   ║           ║
║                          │   OK   │   ║                         ║
║  [X] Don't require whole word matching  └────────────┘   ║     ║
║                       ┌────────────┐  ║                         ║
║  [ ] Use fuzzy logic in matching phrases │  Cancel  │    ║      ║
║                       └────────────┘     ║                      ║
║  [ ] Start searching from top            ║                      ║
║                                    ║                             ║
╚════════════════════════════════════════════════════════════════╝
```
(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:                        ║                               ║
║ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ ║
║                                       ║                               ║
║  [X] Ignore UPPER/lower case            ┌─────────────┐   ║          ║
║                                  │   OK    │   ║                      ║
║  [X] Don't require whole word matching  └─────────────┘     ║        ║
║                                                   ║                    ║
║                            ┌──────────────┐       ║                    ║
║  [ ] 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

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

€════════════════════©
│ Edit/Delete Recipe │
È═══════════════════╪¥
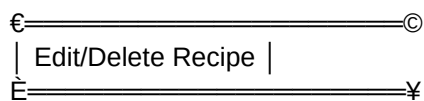
From the Main Menu press <1> to edit a recipe. Or if the bar is on that
choice use the <ENTER> key.

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


```
╔═══════════════════════════╗
║  ╔══════════════════════╗  ║
║  ║ Select Search Criteria ║  ║
║  ╚══════════════════════╝  ║
║  Recipe Number:  0         ║
```
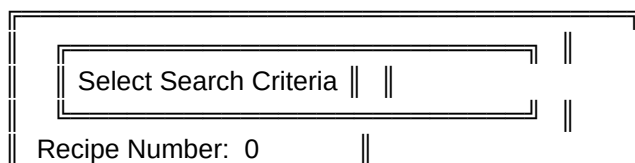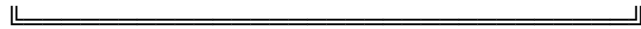
Esc=Abort F3=Category F4=Name F5=Ingredient F10=Process

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

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
```

```
│  │ 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.


```
€══════════════════©
│ Meal Planner │
È══════════════════¥
```

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.

```
╔═══════════════════════════════════╗
║   ╔═══════════════════════════╗  ║         ║
║   ║   Create Meal Plan ║     ║           ║
║   ╚═══════════════════════════╝  ║         ║
║ Enter Date of Meal: 02/09/92     ║
║           Day - Sunday      ║
║           Month - February     ║
║                           ║
```

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      ┌──────────────────────┐        ║        ║
║   Day: Sunday       ║   Meal Planning   ║        ║        ║
║  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.


```
€══════════════©
│ Inventory │
È══════════════¥
```

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.).

```
╔════════════════════════════════════════════════════════════╗
║         ┌─────────────────────────┐            ║
║         │   Add  Inventory    ║       ║        ║
║         └─────────────────────────┘            ║
║  No.           Item              ║             ║
║  ──────────────────────────────────────────────────────── ║
║   9    This is a Sample Item for Inventory        ║     ║
║                         ║              ║
║  Qty  Units     Cost         Supplier      ║       ║
║  ──────────────────────────────────────────────────────── ║
║  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

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


```
╔═══════════════════════════════════╗
║                           ║
║     ╔═══════════════╗     ║
║     ║ 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.

```
€═══════════════©
│ Shopping List │
È═══════════════¥
```

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

added press the <ENTER> key and move down to "Store". Fill in this
field if you want to note were 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.

```
€════════©
│ Print │
È═══════¥
```

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.

```
╔═══════════════════════════════════════════════════════╗
║           Select The Search Criteria            ║
Ã───────────────────────────────────────────────────────/
║   Start Recipe No.:     0                       ║
║   Finish Recipe No.:     0                       ║
║                                          ║
║     Main Category: ███████████████        ║
║      Sub-Category: ██████████           ║
║                                          ║
Ã───────────────────────────────────────────────────────/
║  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
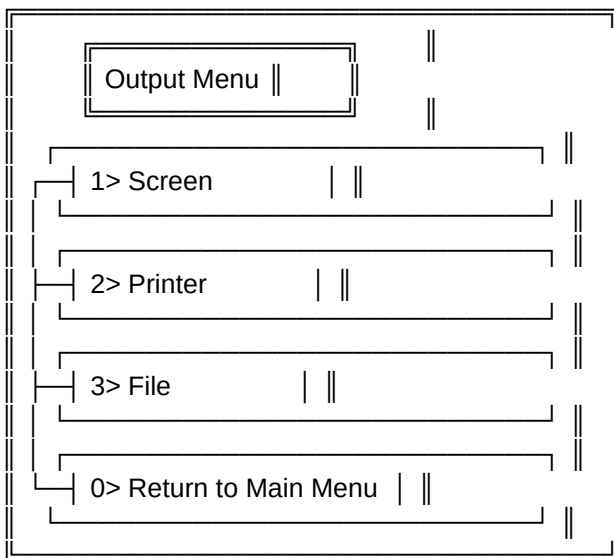know what the Sub-Category is
print the report.

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.

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.

```
╔══════════════════════════════════════════════╗
║  ┌──────────────────┐                    ║     ║
║  ║ Output Menu ║     ║                    ║     ║
║  └──────────────────┘                    ║     ║
║     ┌──────────────────────────────┐   ║
║  ┌──┤ 1> Screen            │ ║      ║
║  │  └──────────────────────────────┘   ║
║  │  ┌──────────────────────────────┐   ║
║  ├──┤ 2> Printer           │ ║      ║
║  │  └──────────────────────────────┘   ║
║  │  ┌──────────────────────────────┐   ║
║  ├──┤ 3> File              │ ║      ║
║  │  └──────────────────────────────┘   ║
║  │  ┌──────────────────────────────┐   ║
║  └──┤ 0> Return to Main Menu  │ ║  ║
║     └──────────────────────────────┘   ║
╚══════════════════════════════════════════════╝
```

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

3: 2 EGGS   4: 1 CAN PUMPKIN PIE FILLING
5: 1 TEASPOON VANILLA   6: 1 TEASPOON LEMON EXTRACT
7: 3 1/4 CUPS FLOUR
9: 1 CUP CHOPPED DATES   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 rolidex 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 rolidex 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              ║
Ã───────────────────────────────────────────────────────────/
║   Start Recipe No.:    0                         ║
║  Finish Recipe No.:     0                         ║
║                                      ║
║     Main Category: ███████████████            ║
║      Sub-Category: ████████          ║
║                                      ║
Ã───────────────────────────────────────────────────────────/
║  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).

```
€════════════©
│  Reports  │
È════════════¥
```
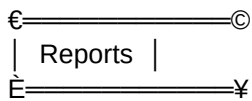
═════ Recipe Table of Contents ═════

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
▓▓▓▓	▓▓▓▓▓▓▓▓▓	▓▓▓	▓▓▓▓▓▓▓▓▓	▓▓▓▓

(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
▓▓▓	▓▓▓▓▓▓▓	▓▓▓▓	▓▓▓	▓▓▓▓▓▓▓

(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 were 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.

					RECIPE	
No. ITEM	COUPON SALE	QTY	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

```
┌─────────────────────────────────────────────────────────────────┐
│                                              │                    │
│            BREAKFAST                         │                    │
│            ──────────                        │                    │
│ Comments:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓          │
│                              │                                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
├─────────────────────────────────────────────────────────────────┤
│            LUNCH                             │                    │
│            ──────                            │                    │
│ Comments:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓          │
│                              │                                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
├─────────────────────────────────────────────────────────────────┤
│            DINNER                            │                    │
│            ────────                          │                    │
│ Comments:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓          │
│                              │                                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
├─────────────────────────────────────────────────────────────────┤
│            BRUNCH/SNACKS                     │                    │
│            ──────────────────                │                    │
│ Comments:▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓          │
│                              │                                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
│  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓                   │
└─────────────────────────────────────────────────────────────────┘
```

(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

Sheet1

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)        |
```

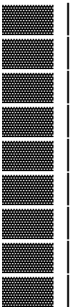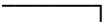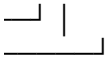<Esc>=Quit No Save   <F10>= Save

(X) = Enabled
( ) = Disabled

ī̄l

ļJ

Sheet1

ıĪ

Â

Â

ıĴ

ï]

Â

Â

IJ