Help

About Wiley CulinarE-Companion™

Designed to support chefs throughout their careers, Wiley CulinarE-Companion™ Recipe Management Software accompanies *Professional Cooking*, by Wayne Gisslen; *Professional Baking*, by Wayne Gisslen, and *Professional Garde Manger*, by Lou Sackett, Jaclyn Pestka, and Contributing Author Wayne Gisslen.

Wiley CulinarE-Companion™ includes all of the recipes from the textbook you are using plus bonus recipes, audio pronunciations,and illustrated procedures, , as well as the ability to create shopping lists, resize recipes, perform metric conversions, and analyze the nutritional content of ingredients and recipes. You may even add your own recipes, photos, and videos, and create your own cookbooks. In this new web-based version of CulinarE-Companion, you can set up an account on CulinarE-Companion™ and have access to this recipe management resource **viewable from any device's browser, whether it is your laptop, desktop, tablet, or mobile device**

Note: Only the recipes, procedures andimagesfrom the textbook(s) associated with your registration card(s) or purchased code will be added to the Wiley CulinarE-Companion™ database when you access your account.

System Requirements

This software is supported on the following devices and platforms:

Devices/ Operating Systems/Browsers

Windows laptops and desktops/Windows 7 and 8:

  IE 9 and 10
    FF 21
    CHROME 28

Apple laptops and desktops/OS 10.4 or better:

  SAFARI 6
    FF 21
    CHROME 28

Tablets:

  iPad 2/iOS6
    SAFARI 6

    Galaxy 10.1/Android 4
    CHROME 28

Note that in the current release, the audio files default to a Flash-based audio player and will not be audible on tablet devices until the audio player is converted to an HTML5 player which is due to be released in Spring, 2014.

To run the CulinarE-Companion program the following software must be installed on your computer:

- TCP/IP
- The Adobe Flash Player plug-in is necessary to view some program features. It is available for free at: **http://www.adobe.com/products/flashplayer/**
- The print option requires Adobe Acrobat Reader. If you do not have this program, it is available for free at: **http://www.adobe.com/reader**.

Previously Installed Versions of CulinarE-Companion™ (CEC)

Note that if you installed previous versions of CulinarE-Companion to your desktop computer, you will be able to export your own recipe files in the CEC format and upload them to your CEC 5.0 user account.

CeC 3.0 for Professional Baking, 5th Edition installed:

CEC 5.0 does not include recipes from Professional Baking, 5th Edition. It is recommended that you upgrade to Professional Baking, 6th Edition. You can purchase access once you log into your CulinarE-Companion account.

If you have any previous versions of CulinarE-Companion already installed on your computer and you have any questions or issues, please refer to **http://higheredwiley.custhelp.com/** for additional assistance.

Customer and Technical Support

This program contains files in both Flash and PDF format. If you do not have a PDF reader or a Flash player installed on your computer, you may download the latest readers and players for free at **www.adobe.com/downloads**.
If you cannot find the answer to your question in the Help section, please contact us by phone or through online support.

Online: For technical support, please visit the Wiley Customer Support Website at **http://higheredwiley.custhelp.com/**. This searchable knowledge base contains FAQs, installation notes, content updates, and more for many of our current products. It also enables you to contact a technical support representative directly if you do not find the answer to your question.

By Phone: Call 1-800-762-2974 (U.S.) and 1-317-572-3994 (international) from 8:00am to 8:00pm Eastern time, Monday through Friday.

SOFTWARE-TROUBLESHOOTING

Procedure PDFs are not loaded in Safari 4

If you clicked "Procedures" links in Skills -> Skills Library and the file did not load in the frame as expected, please try to do that:

1. Applications -> Adobe Reader 8 -> Adobe Reader -> Preferences -> Categories: Internet
2. Clear the checkbox "Display PDF in browser using: ..."
3. Click "OK".

Export of Recipes as a Zip-file in Safari

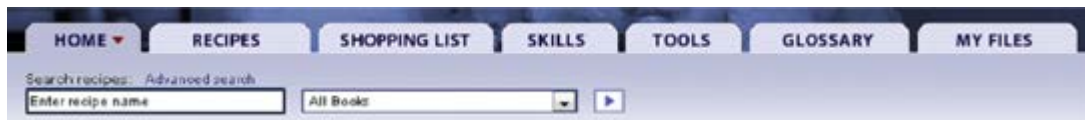Before Export of Recipes as a Zip-file in Safari, please do the following:

1. Safari -> Preferences... -> General
2. Clear the checkbox "Open "safe" files after downloading".

ABOUT

Software Navigation

The main toolbar at the top of each page, allows you to easily navigate through the Wiley CulinarE-Companion™ application.

About: HOME

Whenever the Wiley CulinarE-Companion™ application is launched, it opens to the **HOME** page. From the **HOME** page, you may link directly to any of the **Cookbooks** (including cookbooks you create) and **Recently Viewed Recipes**. A **Search recipes** and **Advanced search** function is also available, allowing you to easily search recipes by name, related key word, or even the primary cooking method or cuisine.

In addition, the **HOME** page provides links to the Wiley web site where you will be able to find information about additional titles by Wayne Gisslen and other Wiley culinary arts publications.

About: PREFERENCES

The **Preferences** function, located on the upper right hand side of the application under the Wiley logo, allows you to update your ingredient amount preference (US, Metric, or Both), change the order of the cookbook titles in the application, and add or rename your own cookbook title.

The application displays, by default, both **US** and **Metric** ingredient values, When you select the **US**, **Metric**, or **All** button, and you click the **SAVE** button, the ingredient amount values in the recipe display will change to that selection. The default setting for the "Auto Save Message After" feature is 15 minutes but you can select 5 minutes or 30 minutes.

When you have multiple cookbooks available, you can change their display order in the cookbook selection dropdown boxes by selecting the ☑ ☑ up or down indicator. Click the **SAVE** button in order to make your selection permanent. To create a new cookbook title, enter the cookbook title and author name, click **+ADD NEW** button, and click the **SAVE** button to save the new cookbook title. To rename a cookbook title, select a title from the drop-down list, enter the new cookbook name and author name, click the **RENAME** button, and click the **SAVE** button to save this revised cookbook title.

About: RECIPES

Clicking on the **RECIPES** tab brings you to the "heart" of the Wiley CulinarE-Companion™ application. From this page, you may choose to view recipes, access the nutritional analysis of an ingredient in the **Ingredient List**, **Create or Add a New Recipe**, or **Add a Cookbook**.

Note: Only the recipes, procedures, and images, from the textbook(s) associated with your registration card(s) will be added to the Wiley CulinarE-Companion™ database when you download the software.

About: SHOPPING LIST
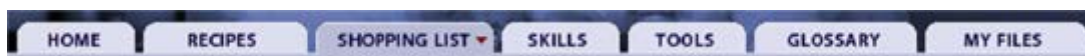
The **SHOPPING LIST** function allows you to easily create shopping lists automatically from recipes. You can even easily generate a combined shopping list from multiple recipes.

About: SKILLS

The **SKILLS** tab includes a **Skills Library**, and a **Procedures Library**. The **Skills Library** presents a collection of key procedures and recipes organized in a manner that illustrates and reinforces core cooking and baking techniques. The **Procedures Library** is an alphabetical listing of the key procedures referenced in the recipes, as well as bonus procedures highlighting fundamental techniques required to execute the recipes.

Note: Only the recipes, procedures, and images from the textbook(s) associated with your registration card(s) will be added to the Wiley CulinarE-Companion™ database when you download the software.

About: TOOLS
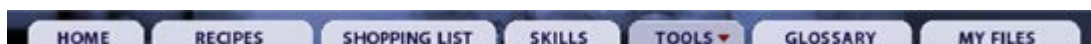
The **TOOLS** tab includes useful reference tables, such as Metric Conversion Factors and Approximate Weight-Volume Equivalents for Dry Foods.

About: GLOSSARY

Wiley CulinarE-Companion's™ **GLOSSARY** contains over 1,800 culinary terms, with audio pronunciations for over 700 foreign terms.

About: MY FILES

MY FILES is where all of your personal recipes, photos, videos, and other documents that you attach to the program are organized for easy access. You can classify them so they are easy to find for future reference. You also can easily replace and update files as your skills progress.

About: RECIPE LIST

The Recipe List is an alphabetical listing of all of the recipes included in Wiley CulinarE-Companion™ . You can re-sort the list by author or revision date. You can also choose to refine the list by clicking any of the options under **Refine List**, such as a primary cooking method or main ingredient. You can also use the drop down menu under **Browse Recipes** to choose a particular cookbook.

Note: Only the recipes, procedures, and images from the textbook(s) associated with your registration card(s) will be added to the Wiley CulinarE-Companion™ database when you download the software.

About: INGREDIENT LIST

The **Ingredient List** is an alphabetical listing of all of the ingredients in the Wiley CulinarE-Companion™ database. Choosing an ingredient allows you to view the nutritional analysis for that ingredient. You may even add new ingredients to the database.

About: RECIPE DETAILS

On this screen, you may view all of the information necessary for a recipe's proper execution: **Portion Size**, **Yield Information**, I**ngredients**, **Procedures**, **Notes**, and **Variations**. Under **Portion size**, the application allows you to double or halve the recipe and adjust portion size, as well as convert all measurements into metric. For recipes that can be prepared in multiple stages, Wiley CulinarE-Companion™ divides the recipe into its separate **Stages**. You also can listen to the audio pronunciation of a recipe name (if available) or easily access any cross-referenced procedures or recipes by clicking on the applicable hyperlinks.

About: NUTRITION

The **Nutrition** tab within each Recipe displays a recipe's nutritional analysis. The Wiley CulinarE-Companion™ application calculates the analysis automatically. Please note the following for Wiley supplied recipes and the provided nutritional analysis:

- Where a portion size is indicated in the recipe, the analysis is per 100 g and per portion. Where there is no portion size, as for stock and sauce recipes as well as most of the baking recipes, the analysis is usually per 100 g.
- The following ingredients are not included in the analyses: ingredients listed "to taste" or "as needed"; ingredients in sachets and bouquets garnis; optional ingredients; garnishes such as parsley sprigs.
- If a range is given for an ingredient quantity, the smaller number was used for analysis.
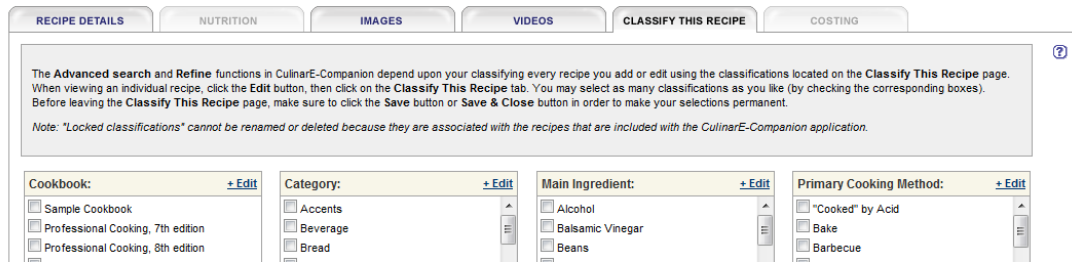
About: IMAGES
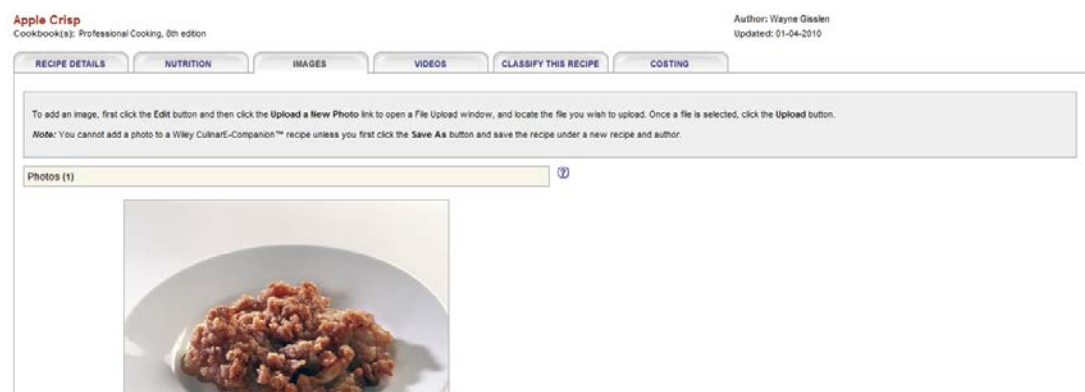
From the **Images** tab within each Recipe, you can view the photo(s) associated with a recipe, if available. You may even add your own images. See **Add: IMAGE**.

About: VIDEOS

From the **Videos** tab within each Recipe, you can add links to videos that are hosted on a service such as YouTube or Vimeo. See **View: TECHNIQUE VIDEO** .

About: CLASSIFY THIS RECIPE

From the **Classify This Recipe** tab within each Recipe, you can assign or change how an individual recipe is classified by the Wiley CulinarE-Companion™ application. Recipe searches and recipe lists - refined by cookbook, category, cuisine, main ingredient, primary cooking method, dietary consideration, and dietary restriction - depend upon your classifying every recipe you add or edit using the items located in the scroll-down lists on this page.

See **Edit: Classify this Recipe**; **About: ADVANCED SEARCH / REFINE**.

About: COSTING

From the **Costing** tab within each Recipe, you can calculate food costs for total recipe cost and cost per potion based on the individual cost for each ingredient. Note that any costing data provided is to intended to show food costs for your recipe and should only be used for learning about food costing and purchasing, not in actual buying or costing scenarios. The cost data is based on packaging found typically in the food service trade and does not represent current pricing.

See **View: COSTING**; **Add: COSTING DATA**.

About: INGREDIENTS

From this page, you may access the nutritional information for the ingredients in the Wiley CulinarE-Companion™ application. If there are ingredients that are not included in the database, in certain cases, you may obtain the missing nutrient data by clicking on the **USDA Nutrient Data Laboratory** link and searching the USDA National Nutrient Database, or you may add your own information.

About: ADVANCED SEARCH / REFINE

The recipes included in Wiley CulinarE-Companion™ have been classified by their category, cuisine, main ingredient, primary cooking method, dietary consideration, and dietary restrictions. The **Refine** function on the **Recipe List** page allows you to narrow your search by these classifications.

The **Advanced** search function allows you to narrow your search by multiple classifications, as well as by a key term.

ADD

ADD: ATTACH EXISTING RECIPE

You may add any file that you have saved to your hard drive or other storage device to the Wiley CulinarE-Companion™ database as a recipe. To attach an existing file, click **Attach Existing Recipe** under the **RECIPES** tab and follow the instructions to browse and upload a file. On the resulting page you will see the hyperlink to your file in the Procedures box at the bottom of the page. Assign a **Recipe Name** and **Author** to this file so that you can easily locate it later under the **MY FILES** tab. This file will be saved in the Wiley CulinarE-Companion™ application. When you open the recipe from the application, the link to the attachment will appear in the procedure field.

Add: CLASSIFICATIONS TO A RECIPE

The **Advanced search** and **Refine** functions in Wiley CulinarE-Companion™ depend upon your classifying every recipe you add or edit using the classifications located on the **Classify This Recipe** page. When viewing an individual

recipe, click the **Edit** button, then click on the **Classify This Recipe** tab. You may select as many classifications as you like (by checking the corresponding boxes). Before leaving the **Classify This Recipe** page, make sure to click the **Save** button or **Save & Close** button in order to make your selections permanent. See **Edit: CLASSIFY THIS RECIPE CLASSIFICATIONS**.

Note: "Locked classifications" cannot be renamed or deleted because they are associated with the recipes that are included with the Wiley CulinarE-Companion™ application. You cannot add new classifications to a Wiley CulinarE-Companion™ recipe unless you save the recipe as a new recipe.

Add: COSTING DATA

Note that CulinarE-Companion™ provides costing data for certain ingredients so it is possible that a recipe will only have partial costing data provided.

There are two ways to add cost data to your recipe:

1. You can add costing data to a recipe. Click the **Costing** tab while viewing an individual recipe. If there is no cost data available, you can click the **Edit** button to add your own food costs which will bring you the **Edit Ingredient** screen. See **Add: INGREDIENT (TO INGREDIENT LIST)**. Click the **Help** button for examples on how to fill out the cost data portion of the ingredient selected. Once you click **Save**, click the **back** link under the **Ingredient List** header to return to the recipe. Click on the **Costing tab** to review the updated data.
2. You can add costing data to the ingredients in a Shopping List. Click on the Shopping List tab and select your **Shopping List**. If there is cost data already supplied, you adjust both the quantity needed as well as the purchase cost for that ingredient. Note that **Unit Cost** represents the proportionate cost of the purchase unit. **Purchase Cost** represents the total cost of the purchasing unit itself. If there is no costing data provided, click on the ingredient name itself, click on the **Edit** button, and you can add the costing data. See **Add: INGREDIENT (TO INGREDIENT LIST)**.

Recipe Costing View:

Shopping List Costing View:

Add: COOKBOOK

There are three ways to add a new cookbook:

1. Click the **RECIPES** tab, then click **Add Cookbook** on the right hand side of the toolbar. On the resulting **Add New Cookbook** page, enter the name and author of the new cookbook in the boxes provided and then click the **Add New Book** button;
2. When viewing an individual recipe, click the **Classify This Recipe** tab, then click **Edit**. Then under **Cookbook**, click the **+ Edit** link. On the resulting pop-up box, enter the name and author of the new cookbook in the boxes provided, and then click **+ Add New Book**. You must click **Save** before closing the pop-up box in order to save your newly added cookbook; or
3. Click the **Preferences** link located at the upper right hand corner of each page. A pop-up box will appear. Enter the name and author of the new cookbook in the boxes to the right of **Enter a new item**, and click **+ Add New**. You must click **Save** before closing the pop-up box in order to save your newly added cookbook.

Add: CREATE RECIPE

By using the **Create Recipe** feature, you will be able to take advantage of the full range of functionality offered by Wiley CulinarE-Companion™, including the nutritional analysis, recipe costing, shopping list functions.

Click the **Create New Recipe** tab under the **RECIPES** tab. A dialogue box will appear with two options to create a new recipe. You may either copy and paste an existing recipe file or fill in a recipe form.

To copy and paste recipe information from an existing MS Word, .TXT, or .RFT file, select the first radio button and click **Open**. Then, follow the instructions on screen and below:

Step 1: Copy and paste the contents of your recipe document into the "**New Recipe**" form. Note that your ingredient information should be formatted in the following way to insure that they populate the ingredient fields correctly in the software.

Note that only US Values of Measure are uploaded so you can either add the metric values from your original document or the software can calculate the metric values:

   a. All quantities should be expressed in decimals, not fractions
   b. US values of measure and Ingredients should be separated by tab, not a space. The ingredient name can come before or after the values of measure.

   •   For example:
   •   "1½ cups(space)brown sugar" should be "1.5 cups ->(tab)brown sugar"

Step 2: Follow the onscreen instructions to highlight specific sections of the recipe with the appropriate letter key.

Step 3: Click "Next" when you are done. You can then make any additional edits to the recipe as shown below and then click "Save & Close".
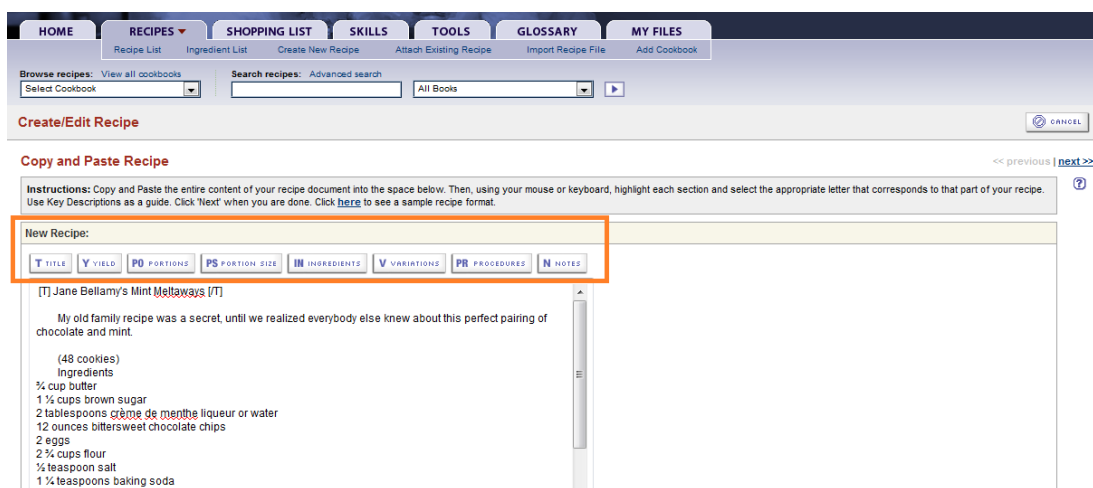
To enter a recipe into a form, click the **Create New Recipe** tab under the **RECIPES** tab, and select the second radio button: "Fill in the Recipe Form." You can navigate from entry to entry on the resulting **Create/Edit Recipe** screen by using the Tab button on your keyboard. To input the relevant recipe information:

   1. Enter all new recipe details in the boxes provided, including: **Author**, **Recipe Name**, and **Phonetic Spelling**.
   2. If there is a foreign or other name for this recipe, click **Add** **Alternative Name** and type in this information.

3. Add **Portion size** and **Yield** information in decimals, not fractions, and in either US or Metric, or both. The application will automatically enter the same unit of measure for **Yield** as is entered for **Portion Size**. If you do not include the **Metric Unit of Measure**, the application will calculate this information automatically for you after you **Save** the recipe.

4. Add additional descriptive information about your recipe in the text box provided below the Portion and Yield information.

5. To display the **Baker's %** in your recipe if applicable, under the Portion and Yield information, check the box labeled **Show Baker's %**. (See **View: BAKER'S %**);

6. To add your recipe to the ingredient list so it can be used as an ingredient in another recipe, check the box labeled Add this Recipe to the Ingredient List (See **Add: RECIPE TO THE INGREDIENT LIST**).

7. To add **Ingredients**, **Procedures**, **Notes**, and **Variations**, click the **Add Stage** link. This function allows you to group ingredients and related procedures together as you would during the execution of a recipe. You can add as many **Stages** to a recipe as you want, or you can choose to use only one Stage.

  a. To name a **Stage**, enter a name in the Title field
  b. To add an **Ingredient**, start typing in the ingredient name and the application will present a list of possible options. Selecting from these options allows Wiley CulinarE-Companion™ to calculate the nutritional analysis. If you choose to select an ingredient that is not on the list, you will need to add this ingredient to the Ingredient List in order for Wiley CulinarE-Companion™ to include this ingredient in the nutritional analysis for the recipe. When adding the quantity, if you do not include the **Metric Unit of Measure**, the application will calculate this information automatically for you after you **Save** the recipe. In the preparation field after the ingredient name, enter in any information that pertains to how the ingredient should be prepared.

    c. To create a title for a sub-group of ingredients within a **Stage**, click **Add Sub-Title Stage** and add a title. Click **End of Sub-Title Stage** when you finish adding ingredients to this specific group.

    d. To add a **Procedure**, **Note** or **Variation** click the relevant link and enter information as you would in a word processing program, using the formatting buttons - **B** for bold, *I* for italic, and <u>U</u> for underline - as desired.

8. Wiley CulinarE-Companion™ will base its nutritional analysis on the ingredients you selected when adding the ingredients to your recipes. You may choose to add your own nutritional information by clicking on the **Nutrition** tab and adding the nutrition information.

9. To add a photo of your finished dish, click the Images tab and upload an **image** from your hard drive or other storage device. This image will also be saved in your **MY FILES**.

10. To add a video clip for this recipe, go to the **Videos** tab and upload your video as instructed. This video file will also be saved in your **MY FILES**.

11. To classify your recipe so it can be found when using the **Refine** or **Advanced Search** function, click the **Classify This Recipe** tab and select all classifications that apply. See **Add: COSTING DATA**

*Note: A recipe remains "unassigned" until it is associated with a cookbook. You can associate an unassigned recipe on the **Classify This Recipe** page.*

To save your recipe, click the **Save** button and remain in the existing recipe screen or the **Save & Close** button if you want to exit this recipe and start a new search or add a new recipe.

Add: IMAGES

From the **Images** tab within each Recipe, click the **Edit** button. Then click the **Upload a New Photo** link to produce a **File Upload** window, and locate the file you wish to upload (PNG, JPEG, GIF, BMP).

Note: You cannot add a photo to a Wiley CulinarE-Companion™ recipe unless you save the recipe as a new recipe.

Add: INGREDIENT (TO INGREDIENT LIST)

There are two ways you can add an ingredient to the **Ingredient List**:

1. 1. When adding a new recipe as part of the **CREATE RECIPE** function, include an ingredient that is not in the auto populated ingredient list. See **Add: CREATE RECIPE**; or
Under the **RECIPES** tab, click **Ingredient List**. On the resulting Ingredient List page, click the **+ Add New Ingredient** button. On the resulting **Add New Ingredient** page, enter the name of the new ingredient you wish to add in the **Details** box. *Note: If an existing ingredient has the same nutritional information of the ingredient you want to add, you can select the existing ingredient (so the nutrition fields are populated) and then add the new ingredient's name. You can also reuse any of the information below except for any unique purchasing data you might want to add.*

2. If you want to add costing data to your ingredient, you will need to fill out the following information:
    a. **My Loss Factor %**: Enter the % of loss or waste when you factor in the yield loss associated with peeling, coring, or removal of any part of that ingredient when using it in a recipe. If there is no yield loss, then it will be "0".
    b. **Ingredient Group**: Select a food group from the drop down list so that it can be sorted appropriately in a Shopping List.
    c. **Unit Conversion Factor**: There are conversion rules needed for recipe calculations since most recipes typically use volume measures (tablespoons, cups, pints, etc) while a chef buys most foods by weight (pound, kilogram). The program will do all the calculations but the proper conversion rules should be set up for the ingredient.
    d. **My Purchasing Information**: Enter the cost of the purchase unit (example $12.25 per case) and then define **Measure in Recipes** (the unit used in recipes for this ingredient, for example: ounces) and **# of Measures per PU** (how many of these units (ounces) are in the purchase unit (case). In the example below, it is 531 ounces per case. It is assumed that you had calculated the number of measures based on the actual pack size within the purchase unit (in this case it would have been 4 gallons).

3. If you know the **Nutrition Facts** for the new ingredient, enter these in the boxes provided. If you do not have all the Nutrition Facts at hand, click the **USDA Nutrient Data Laboratory** link to obtain this information. When you are finished entering all the information for your new ingredient, click the **Save** button.

Add: INGREDIENT (TO RECIPE)

When editing a recipe or creating a new recipe, in the **Ingredient** field, start typing in the ingredient name and the application will present a list of possible options. Selecting from these options allows Wiley CulinarE-Companion™ to calculate the nutritional analysis. If you choose to select an ingredient that is not on the list, this ingredient will automatically added to the **Ingredient List** and you can go back later and add any additional information to that ingredient such as nutrition facts. The letter (R) next to an ingredient in the **Ingredient List** indicates that the ingredient is a recipe from the database. It will appear as an ingredient in your recipe with a hyperlink that will allow you to easily access the cross-referenced recipe. All Wiley supplied recipes are available for use as sub recipes. When adding the quantity, if you do not include the **Metric Unit of Measure**, the application will calculate this information automatically for you after you **Save** the recipe. In the preparation field after the ingredient name, enter any information that pertains to how the ingredient should be prepared.

To save your recipe, click the **Save** button and remain in the existing recipe screen, or click the **Save & Close** button if you want to exit this recipe and start a new search or add a new recipe. See **Add: CREATE RECIPE**.

Add: RECIPE

You can add a new recipe to your Wiley CulinarE-Companion™ database by either creating a new recipe (**Create New Recipe**) or attaching a recipe (**Attach Existing Recipe**). If you use the **Create New Recipe** function and input all of the necessary information, all of Wiley CulinarE-Companion's™ functionality will be available, such as the **Shopping List** and **Nutritional Analysis** functionality. If you attach a recipe, this added functionality will not work. See See **Add: CREATE RECIPE**; **Add: ATTACH EXISTING RECIPE**.

Add: RECIPE TO COOKBOOK

From the **Recipe List** page, check the box(es) next to the applicable recipe(s) and then click on **+ Add to Cookbook**. In the resulting pop-up box, select the cookbooks to which you would like the recipe added and click **Save**, then **Close**. Remember to click **Save** before **Close** to make your selections permanent. For your personal recipes, you may also add cookbook classifications to your recipes by following the directions under **Recipe Classifications** in the **Classify This Recipe** tab. See **About: CLASSIFY THIS RECIPE**, **Add: CLASSIFICATIONS TO A RECIPE**.

Add: RECIPE TO INGREDIENT LIST

When you add a new recipe by using the function Create New Recipe, you can also add your new recipe to the ingredient list so that it can be used as an ingredient in another recipe. When editing a recipe or creating a new recipe, check the box that says **Add this Recipe to the Ingredient List**.

Add: RECIPE TO A SHOPPING LIST

There are two ways to add a recipe's ingredients to a shopping list:

1. From the Recipe List page, check the box(es) next to the desired recipe(s) and then click the **+ Add To Shopping List** button. ⊹ ADD TO SHOPPING LIST
   See **View: RECIPE - LISTS**; or
2. From the individual recipe page, click the **+ Add To Shopping List** button. See **View: RECIPE - INDIVIDUAL**

From the resulting pop-up screen, select an existing shopping list from the pull-down menu next to the **Select a shopping list** box, or enter the name of a new shopping list in the box next to **Create New Shopping List**. When finished, click the **Save** button.

Add: SHOPPING LIST

Click on the **SHOPPING LIST** tab and click the **+ Add New Shopping List** button. A pop-up box will appear. Type in the name of your shopping list and click **Save**.

Add: SHOPPING LIST ITEM

To add an individual ingredient that is not part of a recipe to a **SHOPPING LIST**, click on the **SHOPPING LIST** tab. On the resulting **Shopping Lists** page, select a shopping list. Once you have selected your shopping list, type in an ingredient name into the **Add Item from Ingredient List** box and click **+ Add**. If you select an ingredient from the auto-populated list, this item will be added alphabetically to your shopping list. If an ingredient is not available in the auto-populated list, you can add your own ingredient by typing the item name into the **Add Custom Item** box and clicking the **+ Add** button. Click the **Save** button to make your changes permanent.

Add: SHOPPING LIST RECIPE

There are two ways to add a recipe's ingredients to a shopping list:

1. From the **Recipe List** view, check the box(es) next to the desired recipe(s) and then click the **+ Add To Shopping List** button. See **View: RECIPE - LISTS**; or.
2. From the individual **Recipe Details** page, click the **+ Add To Shopping List** button. See **View: RECIPE - INDIVIDUAL**.)

From the resulting pop-up screen click on an existing shopping list from the pull-down menu next to the **Select a shopping list** box, or enter the name of a new shopping list in the box next to **Create New Shopping List**. When finished, click the **Save** button.

Add: VIDEO

When in edit mode within each recipe, click the **Videos** tab. It is recommended that you post your videos to a service such as YouTube or Vimeo and enter the URL from that video site. Due to security issues, most browsers will not allow you to open files from your desktop folders. CulinarE-Companion™ does not host your video content. Enter the URL for your video file and then enter any description of that video. You can add as many video links as you want. Click **Save & Close**. You access the video links from the Recipe view or from the **My Files** tab from the top navigation bar where you will click on the Video tab.

Note: You cannot add a video clip to a Wiley CulinarE-Companion™ recipe unless you save the recipe as a new recipe.

DELETE

Delete: COOKBOOK

Click the **Preferences** link located at the upper right hand corner of each page. A pop-up box will appear. To delete a cookbook, click the red "X" to the right of the applicable cookbook title. Click **Save** before **Close** to make your changes permanent.

Note: Only user added cookbooks may be deleted.

Delete: INGREDIENT (FROM RECIPE)

When you are editing a recipe, click the"X" button at the end of the ingredient line to delete it, then click the **Save** button. See **Edit: RECIPE**.

Delete: RECIPE

From the **Recipe List** view, check the box(es) next to the recipe(s) you wish to delete, then click the **Delete** button located at the top and bottom of the page.

Note: Only user added recipes may be deleted.

Delete: RECIPE (FROM SHOPPING LIST)

Select the **SHOPPING LIST** tab. On the resulting **Shopping Lists** page, check the box(es) next to the recipe(s) you wish to edit. On the resulting shopping list page, click the red "X" next to the recipe you wish to delete from the list.

Delete: SHOPPING LIST

Select the **SHOPPING LIST** tab. On the resulting **Shopping Lists** page, check the box(es) next to the recipe(s) you wish to delete, then click the button located at the top and bottom of the page.

EDIT

Edit: CLASSIFY THIS RECIPE CATEGORIES

When viewing an individual recipe, click the **Edit** button, click on the **Classify This Recipe** tab, then click the **+ Edit** button next to the respective list. A pop-up box will appear called **Manage Classifications**:

- To enter a new item, enter the name of the new item in the box and click the **+ Add New** button.
- To rename a classification, enter the name in the box and click the **Rename** button.
- To delete a classification, click the red "X" next to the classification title.

Click the **Close** button to return to the previous page. Before leaving the **Classify This Recipe** page, make sure to click the **Save** button or **Save & Close** button in order to make your selections permanent.

Note: "Locked classifications" cannot be renamed or deleted because these are associated with the recipes that are included with the Wiley CulinarE-Companion™ application.

Edit: COOKBOOK ORDER

Click the **Preferences** link located at the upper right hand corner of every page. On the resulting pop-up screen, click the **Edit** button next to the cookbook you wish to move. On the resulting pop-up screen, you may Move to Top, Move Up, Move Down, Move to the Bottom, or Delete a cookbook. Click the **Save** button.

Note: Only user added cookbooks may be deleted.

Edit: COOKBOOK LIST, COOKBOOK NAME OR COOKBOOK AUTHOR

Click the **Preferences** link located at the upper right hand corner of each page. A pop-up box will appear:

- To enter a new cookbook, enter the name and author of the new cookbook in the boxes to the right of **Enter a new item** and click the **+ Add New** button.
- To rename a cookbook title or author, click on the name of the cookbook you want to rename, edit the content in the boxes to the right of "Select an item from the list", and then click the **Rename** button.
- **To delete a cookbook**, click the red "X" to the right of the applicable cookbook title. Click **Save** before **Close** to make your changes permanent.

Click **Save** before **Close** to make your changes permanent.

Note: Only user added cookbooks can be edited or deleted.

Edit: RECIPE

From an individual recipe view, click the **Edit** button located at the top and bottom of the screen. On the resulting **Create/Edit Recipe** page, enter all new recipe data in the boxes provided and click **SAVE** to save the changes or **Save & Close**. See **Add: CREATE RECIPE**.

*Note: If you select a Wiley CulinarE-Companion™ recipe from the individual recipe view and want to add your notes to the recipe, click the **Edit** button, add your comments in **My Notes** field and click **SAVE**. If you wish to edit a Wiley CulinarE-Companion™ recipe, you must first click the **SAVE AS** button from the individual recipe view and rename the recipe and the author before editing and saving the recipe with the new recipe data.*

Edit: SHOPPING LIST (INDIVIDUAL)

To edit a shopping list, select the **SHOPPING LIST** tab. On the resulting **Shopping Lists** page, click the shopping list you would like to edit. On the resulting page:

- To add a recipe to a shopping list, see **Add: RECIPE TO A SHOPPING LIST**.
- To rescale a recipe already included in a shopping list, enter the value or click on Full, Double, or Halve and then click in the **Rescale if Needed** to recalculate the ingredient amounts required for the shopping list.
- To add an additional item to the shopping list, enter the name into the "**Add Item from the Ingredient List**" and select a match from the drop down list and it will be added to your shopping list. If you want to add a custom item, enter the name into the "**Add Custom Item**" field and click the **+ Add** button.
- To adjust the quantity to purchase, add the quantity and purchase unit desired in the **Adjust Quantity** fields and click on the **Adjust Quantity** link at the top of the column to recalculate the quantity. If the ingredient listed has cost data provided, the value represented in the "**Amount Needed**" column is the recipe value + unit of measure that is then recalculated into a purchase value + purchase unit (Example: "3 each" is converted to "0.02 case").
- To adjust the purchase cost, enter a new value in the **Adjust Cost** field and click on the **Adjust Cost** link at the top of the column to recalculate the costs. Note that these costs will only be saved to the Shopping list, not to the actual ingredient cost themselves. If the ingredient itself has no Unit Cost or Purchase Cost, see **Add: INGREDIENT (TO INGREDIENT LIST)** to add or edit costing data.
- To add an additional ingredient or recipe to your shopping list, see **Add: SHOPPING LIST ITEM**.
- To delete all of the ingredients from an included recipe, see **Delete: RECIPE (FROM SHOPPING LIST)**.
- To rename your shopping list, click **Rename** and enter a new title. Make sure to click the **Save** button to make your selections permanent.

EXPORT

Export: RECIPE

There are two ways to export a recipe to another location on your computer:

1. From the Recipe List page, check the box(es) next to the desired recipe(s), then click the Export button located at the top and bottom of the page; or
2. From the individual recipe view, click the Export button located at the top and bottom of the page.

On the resulting page, select the desired format for the exported file (.zip, .pdf, .txt, .xls) and the recipe components you would like to include. Note that only user added recipes can be exported in the CEC format (Zip file option) to be shared and imported into other CEC user accounts. Wiley supplied recipes can be exported as PDF or Excel files. When finished, click the Export button.

Note: If you are accessing CEC on an iPad, Safari does not support the ability to export a user-created recipe as a zip file. You can, however, export it as a PDF or Excel file.

Export: SHOPPING LIST

There are two ways to export a shopping list to another location on your computer:

1. Click on the **SHOPPING LIST** tab. From the main **Shopping Lists** screen, check the box(es) next to the desired list(s) and then click the **Export** button located at the top and bottom of the page; or
2. From the individual shopping list screen, click the **Export** button located at the top and bottom of the page.

On the resulting pop-up screen, select the desired format for the exported file (.xls or .rtf). When finished, click the **Export** button.

PRINT

Print: RECIPE

There are two ways to print recipes:

1. From the **Recipe List** view, check the box(es) next to the desired recipe(s) and then click the **Print** button located at the upper right or lower right hand corner of the page. See **VIEW: RECIPE - LISTS**.; or
2. From the individual recipe view, click the **Print** button located at the upper right or lower right hand corner of the page. See **View: RECIPE - INDIVIDUAL**.

On the resulting pop-up screen, select the desired page setup format (full page/portrait, full page/landscape, 3x5 card, 4x6 card) and the recipe components (Notes, Variations, Nutritional Analysis, Costing, Photos, Sub Recipes) you would like to include. When finished, click the **Print** button.

Note: In order to print recipes, you must have Adobe Acrobat Reader. Go to www.adobe.com/downloads, to obtain a free download of this software.

Print: SHOPPING LIST

There are two ways to print a shopping list:

1. Click the **SHOPPING LIST** tab and select the shopping list you wish to print, then click **Print**; or
2. When viewing an individual shopping list, click the **Print** button. The shopping list will print as a PDF file.

Note: In order to print a shopping list, you must have Adobe Acrobat Reader. Go to www.adobe.com/downloads to obtain a free download of this software.

VIEW

View: BAKER'S %

Baker's % is a method of calculating baking ingredients as a ratio in terms of the weight of a recipe's base ingredient (often it is flour). Baker's Percentage is not the same as True Percent. In True Percent, the total of the ingredients always adds up to 100%. In Baker's Percentage, the weight of the base ingredient (usually flour) in the formula equals 100%. All the other ingredients are calculated in proportion to the weight of flour. The mathematical equation is as follows: (Weight of ingredient/weight of total flour) x 100 = ingredient %.

To view the **Baker's %**, under the **Portion** and **Yield** information, check the box labeled **Show Baker's %**.

To see more about a recipe, See **About: RECIPE DETAILS**.

View: CLASSIFY THIS RECIPE CLASSIFICATIONS

There are two ways to view the master list of advanced search/refine classifications included in the Wiley CulinarE-Companion™ program:

1. Click Advanced Search from the **HOME** page, **Recipe List** page, or **Recipe Details** page; or
2. When viewing an individual recipe, click the **Classify This Recipe** tab.

To view a recipe's assigned classifications, when viewing an individual recipe, click Classify This Recipe tab.

View: COOKBOOKS (ALL)

There are three ways to view a list of all cookbooks saved to Wiley CulinarE-Companion™:

1. Click the **Preferences** link located on the upper right hand corner of each page;
2. Click the **View All Cookbooks** link on the **HOME** page; or
3. Use the pull-down menu under **Browse Recipes** on the **Recipe List** or an individual **Recipe Details** page.

View: INGREDIENTS (DATABASE)

To view an alphabetical listing of all ingredients included in the Wiley CulinarE-Companion™ database, under the **RECIPES** tab, click **Ingredient List**. You can enter an ingredient name in the search box or select a letter of the alphabet to refine your search. Once you click an ingredient, either the USDA information about this ingredient will be displayed or the information that you may have added on your own. If you added a new ingredient and did not include nutritional information, you can click the **USDA Nutrient Data Laboratory** link to search for a close match and choose to add this information on your own.

View: INGREDIENTS (RECIPE)

See **View: RECIPE - INDIVIDUAL**.

View: NUTRITION DATA (FOR INGREDIENT)

See **View: INGREDIENTS**.

View: NUTRITION DATA (FOR RECIPE)

When viewing an individual recipe, click the **Nutrition** tab.

View: RECENTLY VIEWED RECIPES

All **Recently Viewed Recipes** are listed on the **HOME** page.

View: RECIPE DETAILS

There are 4 ways to view an individual **Recipe Details**:

1. From the **HOME** page under **Recently Viewed Recipes**, click the desired recipe;
2. From the **Recipe List**, click the desired recipe;
3. On the **Recipe List** page, check the box(es) of the recipe(s) you wish to view. Click the **Open** button;
4. Use the **Search** or **Advanced search** function to find the recipe for which you are looking.

The **Recipe Details** tab includes ingredients and procedures grouped in their appropriate **Stages**. To navigate between open recipes, click on the **previous recipe** or **next recipe** link located at the upper left hand side of the page. Click **back to recipes list** to return All Recipes.

View: RECIPE LISTS

From the **Recipe List** page under the **RECIPES** tab, you may look at any list of recipes saved to the Wiley CulinarE-Companion™ application. From the pull-down menu located beneath **Browse recipes**: click **View All Recipes**, the name of a specific cookbook, **My Cookbooks**, **My Recipes**, or **Unassigned Recipes** and the desired list will appear on the **Recipe List** page. You can then browse the recipes alphabetically or by cookbook, author, or date updated. You may also refine the list by using the **Refine** function or clicking on a letter of the alphabet.

View: RECIPE - INDIVIDUAL

From the **RECIPES** tab, select a cookbook or other recipe list from the pull-down menu located under **Browse Recipes**. Scroll down the resulting recipe list and then click on the name of the recipe you wish to view.

To view two or more recipes: From the **RECIPES** tab, select a cookbook or other recipe list from the pull-down menu located under **Browse Recipes**. Scroll down the resulting list and click on the check box next to the desired recipes. When finished, click on the **OPEN** button located at the top or bottom of the recipe list screen. To navigate between open recipes, click on the **previous recipe** or **next recipe** link located at the upper left hand side of the page. Click **back to recipes list** to return All Recipes.

View: SHOPPING LISTS

Click the **SHOPPING LIST** tab. On the resulting Shopping Lists page, click the name of the shopping list you would like to view.

- To add an existing ingredient from the database to the shopping list, enter the ingredient name in "**Add Item form the Ingredient List**" field. When you select an ingredient from the list presented, it will be automatically added to the shopping list with an "x" in the "Exclude" column.
- To add an ingredient that is not in the CulinarE-Companion database, enter the name into the "**Add Custom Item**" field and click the "**+ Add**" button. This ingredient will appear in your shopping list with an "x" in the "**Exclude**" column.
- To rescale a recipe in your shopping list, use the links labeled "**full**," "**double**," or "**half**" or enter a value of your own on the line below, and click **Save**.
- To change the amount of an ingredient in your shopping list, add the desired amount in the "**Adjust Quantity**" field to the right of the list and click **Save**. Note that this will be the value that appears in the Print or Export version of the Shopping list, not the quantity that was in the "**Amount Needed**" column.
- To delete an item from your list, click the "**Exclude**" button and click **Save**. This item will not appear on the list when you print or export the Shopping List.

View: VIDEOS

There are 2 ways to view Videos that you have added:

1. Under the **MY FILES** tab, click on the Video tab to view videos that you have uploaded
2. When viewing recipes in the Recipe List, if there is a video camera icon 🎥this indicates that there is a video that accompanies the recipe. Open the recipe and click the **VIDEOS** tab to access the video.

Browse: RECIPES

From the **Recipe List** page under the **RECIPES** tab, you may look at any recipe list saved to the Wiley CulinarE-Companion™ application. From the pull-down menu located beneath **Browse recipes**: click **View All Recipes**, the name of a specific cookbook, **My Cookbooks**, **My Recipes**, or **Unassigned recipes** and the desired list will appear on the **Recipe List** page. You can then browse the recipes alphabetically or by cookbook, author or date updated. You may also refine the list by using the **Refine** function or clicking on one of the letters of the alphabet.

Email: RECIPE

From the individual recipe view, click the **Email** button located at the upper right and lower right hand corner of the page. The Wiley CulinarE-Companion™ program creates a .zip file of the recipe (and images, if any) to attach to an email message. Due to system security issues, the program does not attach the .zip file automatically to an e-mail message. You will need to open your e-mail application, find the .zip file on your hard drive, and attach the file to your message. See **View: RECIPE - INDIVIDUAL**.

Note: If you are using Internet Explorer, you will be asked where to save the .zip file. If you are using Firefox, the zip file will be saved to the desktop.

Import: RECIPE

In order to import a recipe into Wiley CulinarE-Companion™, the recipe must be in an acceptable format. You can import recipes exported from another Wiley CulinarE-Companion™ application (.zip) (See **Export: RECIPE**.) or from Mastercook software (.mx2).

To import a .zip file, click the **Import Recipe** button under the **RECIPES tab** and select the **Browse** link to locate the file you wish to upload. Once a file is selected, the imported recipes from the .zip file will be located under the **MY FILES** tab under **My Files**. (See **Export: RECIPE** to learn about to export your Wiley CulinarE-Companion™ file.) These recipes will also be accessible in your **My Recipes** cookbook.

To import a .mx2 file (Mastercook file), click the **Import Recipe** button and select the **Browse** link to locate the file you wish to upload. Once a file is selected, the imported recipes from the .mx2 file will be located under the **MY FILES** tab under **My Files**. These recipes will also accessible when you click on the **My Recipes** link on the Home Page.

To import multiple **.MX2** files (MasterCook files), first export your **.MX2** files from the MasterCook software following MasterCook's instructions, then locate the Mastercook **.ZIP** file on your computer and follow the above instructions.

Open: RECIPE

There are 4 ways to open an individual recipe's **Recipe Details**:

1. From the **HOME** page under **Recently Viewed Recipes**, click the desired recipe;
2. From the **Recipe List**, click the desired recipe;
3. On the **Recipe List** page, check the box(es) of the recipe(s) you wish to view. Click the **Open** button; or
4. Use the **Search** or **Advanced search** function to find the recipe for which you are looking.
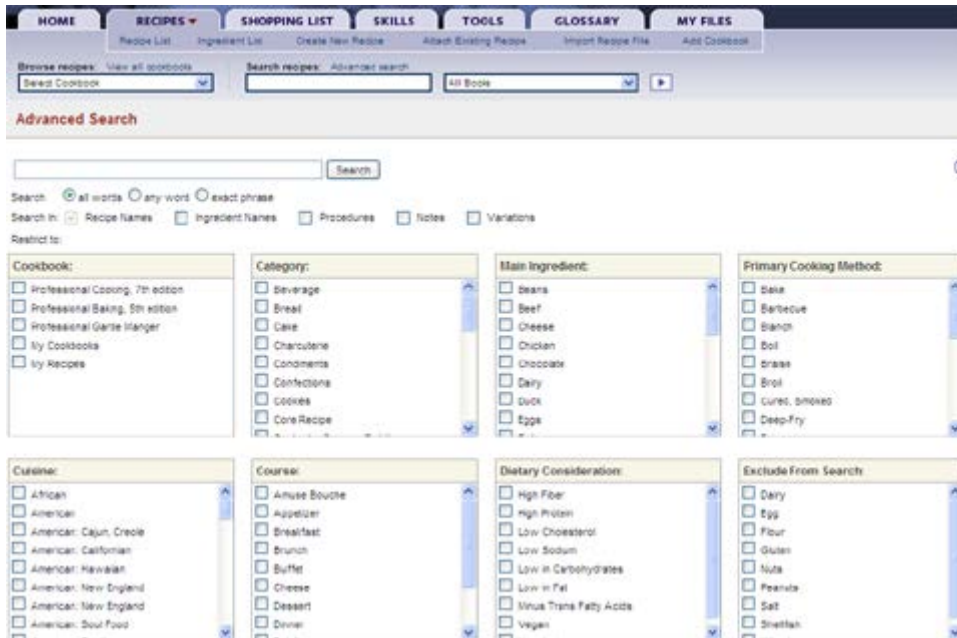
Search: RECIPES

There are three ways to search for Recipes:

1. From the **HOME** page, the **Recipe List** page, or a **Recipe Details** page, type a keyword - recipe name, main ingredient, etc. - in the **Search recipes** box. You may narrow the search by selecting the cookbook from which you wish to search from the pull-down menu in the adjacent box. Then click [image]. Your search results will appear on a **Recipe List** page.

2. If you would like to conduct a more refined search, from the **HOME** page and from any page on which the **RECIPES** tab is visible, click the **Advanced Search** link. You may choose to enter a key word or merely select a group of categories to narrow your search. When you are finished detailing your search, click the **Search** button.

3. From the Recipe List page under the RECIPES tab, search through the alphabetical list of recipes.

USDA

You can obtain nutrient data for recipe ingredients by visiting the USDA Nutrient Data Laboratory website at **www.ars.usda.gov/ba/bhnrc/ndl** and searching the USDA National Nutrient Database for the information for which you are looking.