

TUTORIAL SERIES

Topic: Printing from CulinarE-Companion™

1. How do I print a recipe from CulinarE-Companion™? (page 2)
2. Can I print my recipes in recipe card format? (page 4)
3. Can I print multiple recipes at once? (page 4)
4. Can I print a recipe in a Word Document? (page 4)
5. Can I print a recipe as an Excel file? (page 5)
6. How do I print a shopping list from CulinarE-Companion™? (page 6)

CulinarE-Companion™ 5.0

HOME | RECIPES | SHOPPING LIST | SKILLS | TOOLS | GLOSSARY | MY FILES

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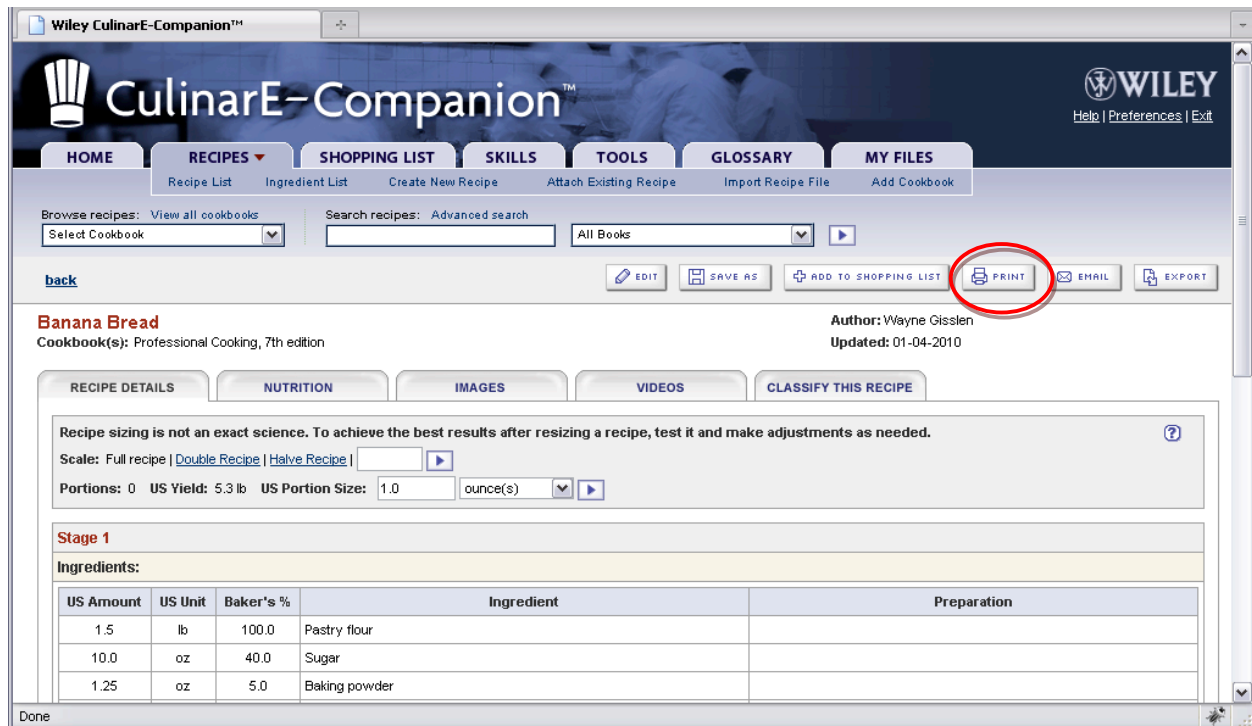
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Question 1: How do I print a recipe from CulinarE-Companion™?

Answer: At the top of the recipe, select the **PRINT** button



The screenshot shows the CulinarE-Companion website interface. At the top, there is a navigation bar with tabs for HOME, RECIPES, SHOPPING LIST, SKILLS, TOOLS, GLOSSARY, and MY FILES. Below this is a search bar and a list of buttons: EDIT, SAVE AS, ADD TO SHOPPING LIST, PRINT (circled in red), EMAIL, and EXPORT. The main content area displays the recipe for 'Banana Bread' by Wayne Gisslen, updated on 01-04-2010. Below the recipe title, there are tabs for RECIPE DETAILS, NUTRITION, IMAGES, VIDEOS, and CLASSIFY THIS RECIPE. The RECIPE DETAILS tab is active, showing a scale adjustment section with a 'Scale: Full recipe' dropdown and a 'Portions: 0' input field. Below this is the 'Stage 1' section with an 'Ingredients' table.

US Amount	US Unit	Baker's %	Ingredient	Preparation
1.5	lb	100.0	Pastry flour	
10.0	oz	40.0	Sugar	
1.25	oz	5.0	Baking powder	

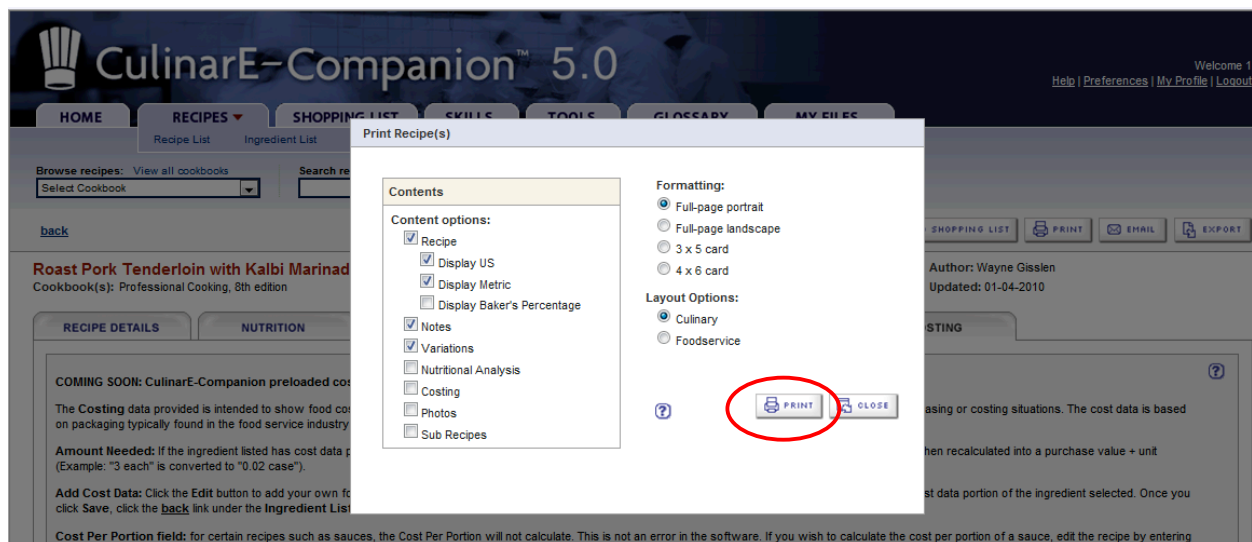
You will then be asked to choose a format and on the resulting pop-up screen, select the desired page setup format :

Formatting Options: Full page/portrait, full page/landscape, 3x5 card, 4x6 card. Note that the landscape format provides a “My Notes” column so you can add notes to your printed recipe

Layout Options: Culinary (Ingredients are listed first and Procedures are listed below) or Foodservice Display (Ingredients and Procedures are presented side by side)

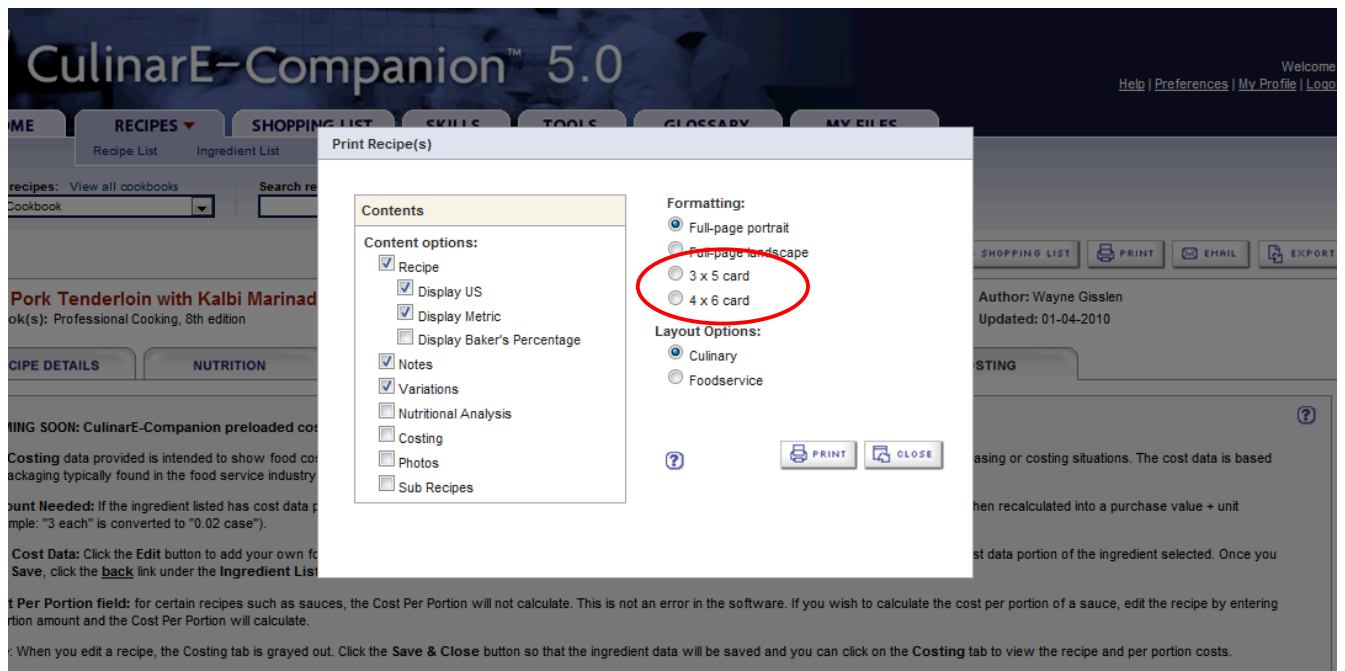
Recipe Content: Recipe (US, Metric, Baker’s Percentage), Notes, Variations, Nutritional Analysis, Costing, Photos, Sub Recipes

When finished, click the **Print** button.



Question 2: Can I print my recipes in recipe card format?

Answer: CulinarE-Companion™ allows for recipes to be printed in two recipe card sizes – 3X5 and 4X6. From the **Print** menu, select your chosen format. Note that photos will not print with 3x5 and 4x6 cards.



Question 3: Can I print multiple recipes at once?

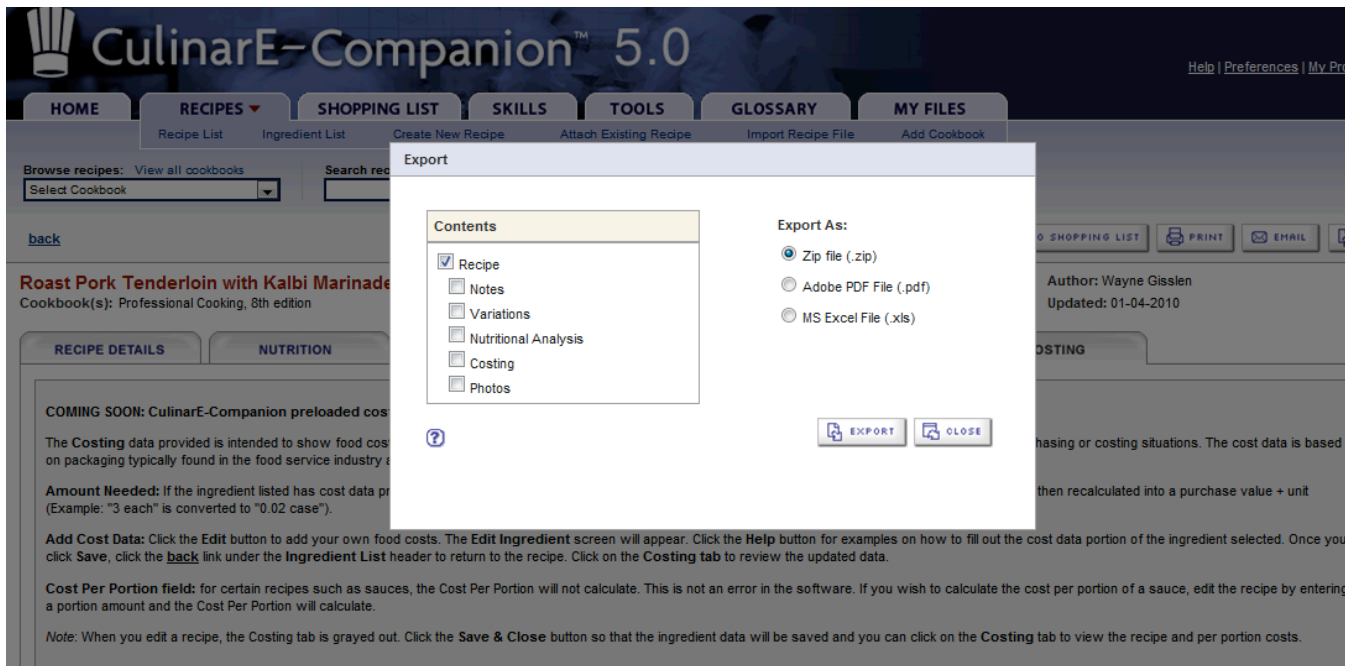
Answer: Yes. From the recipe list page, place a check mark in front of each recipe you would like to print before clicking the **Print** button.

Question 4: Can I print a recipe in a Word Document?

Answer: No. Recipes are printed as PDF files only.

Question 5: Can I print a recipe as an Excel file?

Answer: Yes. Instead of selecting the PRINT button, select the **EXPORT** button and choose “**MS Excel File (.xls)**. “



Question 5: How do I print a shopping list from CulinarE-Companion™?

Answer: Shopping lists can be printed from CulinarE-Companion™ in a PDF format by selecting the **PRINT** button at the top of the shopping list.

The screenshot shows the CulinarE-Companion 5.0 interface. At the top, there is a navigation bar with tabs for HOME, RECIPES, SHOPPING LIST (selected), SKILLS, TOOLS, GLOSSARY, and MY FILES. Below the navigation bar, there is a toolbar with buttons for PRINT, EXPORT, RENAME, SAVE, and SAVE AS. The PRINT button is circled in red. Below the toolbar, there is a section for the shopping list, including a table of ingredients and their amounts.

Monday
Date created: 12-18-2013

Add Item from Ingredient List: Add Custom Item:

Notes about Recipes and Scaling:
Recipe Name: Click on the recipe name to view the individual recipe.
Scaling a Recipe: Recipes are scaled to the original recipe ingredient values. Click Double, Halve, or enter a new value and then click "Rescale if Needed" to recalculate the ingredients amounts required for the shopping list. Click "Full" to return to the original recipe ingredient values. Click "Save As" and rename the Shopping List if you want to keep the shopping list with the scaled ingredient values. Note that if you return to an individual recipe and try to scale it from the recipe view, the ingredients in the Shopping List will not scale so it is recommended to scale and save the new list in the Shopping List view.

Notes about the information in the Shopping List:
Amount Needed Column: If the ingredient listed has cost data provided, the value represented in the "Amount Needed" column is the ingredient quantity that has been recalculated into a purchase value + purchase unit (Example: "3 each" is converted to "0.02 case").
Unit Cost represents the proportionate cost of the purchase unit. **Purchase Cost** represents the total cost of the purchasing unit itself.
Adjust Quantity and Adjust Cost Columns: When you enter a new value into either of these columns, click on the "Adjust Quantity" or "Adjust Cost" links at the top of the columns to recalculate the costs.

Sorted By Name Grouped Shopping Items for Purchase US Metric

Exclude	Ingredient Name	Amount Needed	Adjust Quantity	Unit Cost	Purchase Cost	Adjust Cost
<input type="checkbox"/>	Black pepper	0.46 fluid ounce(s)	<input type="text"/> no unit			\$ <input type="text"/>
<input type="checkbox"/>	Brown sugar	1.4 pound(s)	<input type="text"/> no unit			\$ <input type="text"/>
<input type="checkbox"/>	Garlic, crushed	5.5 fluid ounce(s)	<input type="text"/> no unit			\$ <input type="text"/>

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