

## TUTORIAL SERIES

### Topic: Working with CulinarE-Companion™ Recipes

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## Question 1: Can I search a recipe with specific search criteria instead of the alphabetical list?

Answer: You can search by any number of factors including food category, course, type of cuisine, main ingredient, type of cooking method and dietary consideration. This can be done in one of two ways. On the recipe list page each search parameter is listed and selecting any single one will sort the recipes by that parameter.

The screenshot displays the CulinarE-Companion 5.0 interface. At the top, there is a navigation bar with tabs for HOME, RECIPES, SHOPPING LIST, SKILLS, TOOLS, GLOSSARY, and MY FILES. Below this, there are sub-tabs for Recipe List, Ingredient List, Create New Recipe, Attach Existing Recipe, Import Recipe File, and Add Cookbook. A search bar is present with a dropdown menu set to 'Professional Cooking, 8th edition' and a search button. The 'REFINE LIST' sidebar on the left is circled in red and contains sections for Category, Course, and Cuisine, each with a list of sub-items. The main content area shows the search results for 'Professional Cooking, 8th edition, Wayne Gisslen', indicating 1419 recipes. A table of results is displayed with columns for Recipe Name, More Info, Cookbooks Selection, Author, and Updated. The table lists several recipes, including '11111', 'Aioli I', 'Aioli II', 'Allemande Sauce', 'Allumette Potatoes (Shoestring or Matchstick Potatoes)', 'Almond Biscotti', 'Almond Filling', and 'Almond Tea Cookies'.

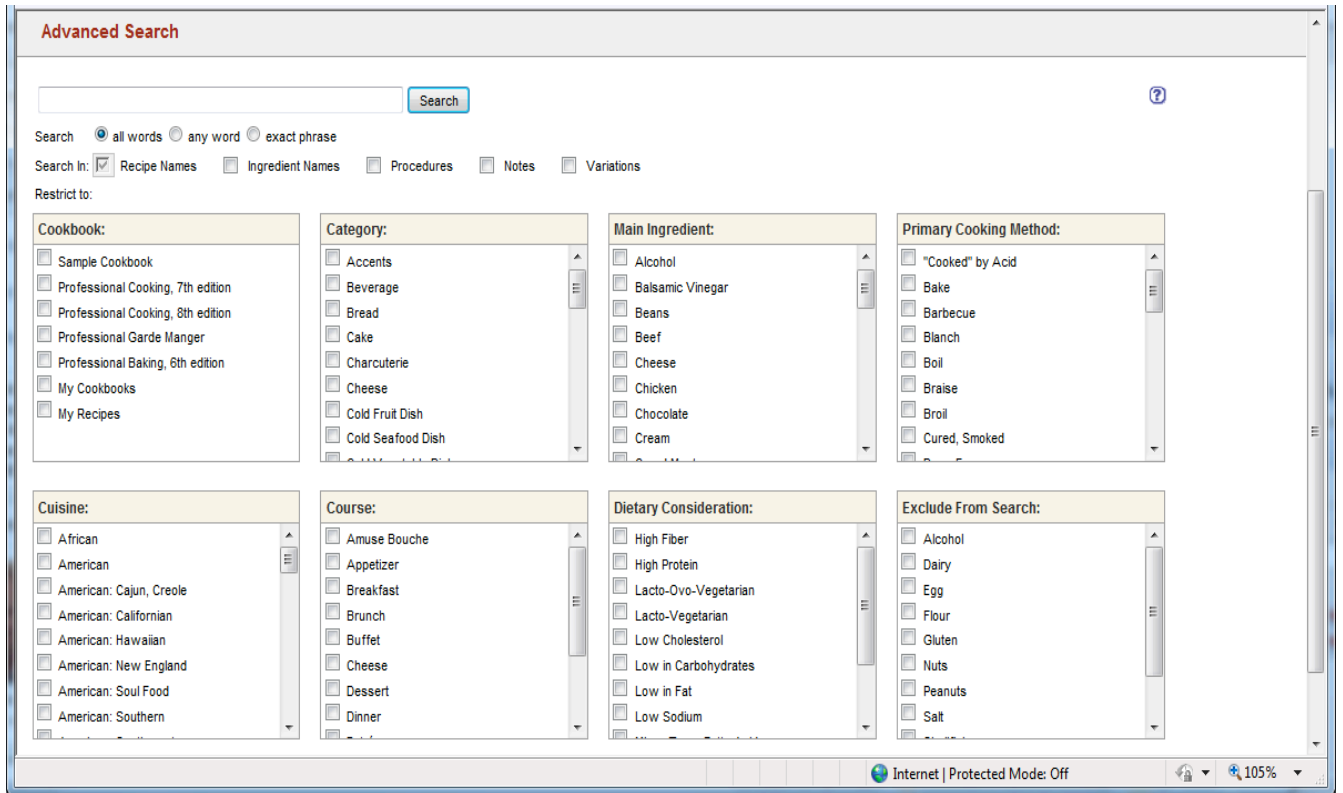
Use the advanced search function to sort recipes through multiple parameters as shown below.

**Step 1:** Next to Search Recipes select “Advanced Search”.

The screenshot shows the CulinarE-Companion 5.0 web application interface. At the top, there is a navigation bar with tabs for HOME, RECIPES, SHOPPING LIST, SKILLS, TOOLS, GLOSSARY, and MY FILES. Below the navigation bar, there are two search options: 'Browse recipes: View all cookbooks' and 'Search recipes: Advanced search'. The 'Advanced search' option is circled in red. To the right of the search bar is a dropdown menu set to 'All Books'. Below the search bar, there is a 'REFINE LIST' on the left with categories like Category, Course, and Cuisine. The main content area displays 'All Recipes' with 4453 recipes. A table lists several recipes, including '100% Whole Wheat Bread', '11111', 'Abricotine', and various 'Aioli' recipes. The table has columns for 'Recipe Name', 'More Info', 'Cookbooks Selection', 'Author', and 'Updated'.

| Recipe Name                                     | More Info | Cookbooks Selection                               | Author                    | Updated    |
|---|-----------|---|---------------------------|------------|
| <input type="checkbox"/> 100% Whole Wheat Bread |           | <a href="#">Professional Baking, 6th edition</a>  | Wayne Gisslen             | 11-10-2011 |
| <input type="checkbox"/> 11111                  |           | <a href="#">Professional Cooking, 8th edition</a> | 111                       | 12-04-2013 |
| <input type="checkbox"/> Abricotine             |           | <a href="#">Professional Baking, 6th edition</a>  | Wayne Gisslen             | 11-10-2011 |
| <input type="checkbox"/> Aioli                  |           | <a href="#">Professional Garde Manger</a>         | Sackett, Pestka & Gisslen | 01-04-2010 |
| <input type="checkbox"/> Aioli I                |           | <a href="#">Professional Cooking, 7th edition</a> | Wayne Gisslen             | 01-04-2010 |
| <input type="checkbox"/> Aioli I                |           | <a href="#">Professional Cooking, 8th edition</a> | Wayne Gisslen             | 01-04-2010 |
| <input type="checkbox"/> Aioli II               |           | <a href="#">Professional Cooking, 7th edition</a> | Wayne Gisslen             | 01-04-2010 |
| <input type="checkbox"/> Aioli II               |           | <a href="#">Professional Cooking, 8th edition</a> | Wayne Gisslen             | 01-04-2010 |

**Step 2:** From the search menu select the factors you want to search by. The example below searches for Asian recipes without peanuts.



## Question 2: How do I scale a recipe?

Answer: The recipe details tab at the top of the recipe page offers several options for scaling. A recipe can be halved or doubled or the user can put in any specific amount for scaling. Note that when you scale your recipe, the units of measure will convert to the next logical unit. Click “Full Recipe” to return to the original portions.



**Roast Pork Tenderloin with Kalbi Marinade**  
 Cookbook(s): Professional Cooking, 8th edition

Author: Wayne Gisslen  
 Updated: 01-04-2010

| US Amount | US Unit | M Amount | M Unit | Ingredient      | Preparation                   |
|-----------|---------|----------|--------|-----------------|-------------------------------|
| 8         | fl oz   | 250      | mL     | Soy sauce       | preferably Korean or Japanese |
| 2         | oz      | 60       | g      | Brown sugar     |                               |
| 1         | tbsp    | 15       | mL     | Garlic, crushed |                               |



**Roast Pork Tenderloin with Kalbi Marinade**  
 Cookbook(s): Professional Cooking, 8th edition

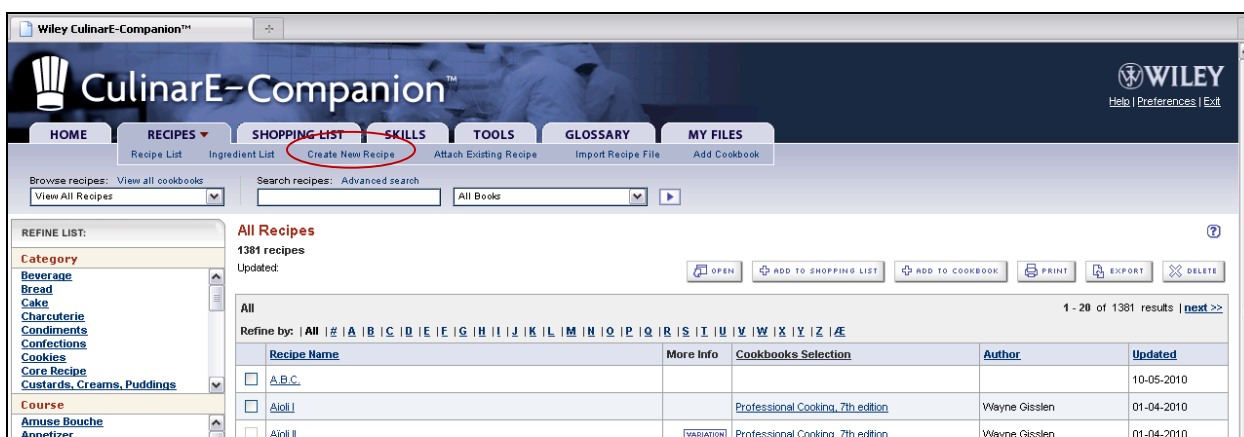
Author: Wayne Gisslen  
 Updated: 01-04-2010

| US Amount | US Unit | M Amount | M Unit | Ingredient        | Preparation                   |
|-----------|---------|----------|--------|-------------------|-------------------------------|
| 2.5       | qt      | 2.5      | L      | Soy sauce         | preferably Korean or Japanese |
| 1.25      | lb      | 600      | g      | Brown sugar       |                               |
| 10        | tbsp    | 150      | mL     | Garlic, crushed   |                               |
| 40        | ea      | 40       | ea     | Scallions, sliced |                               |

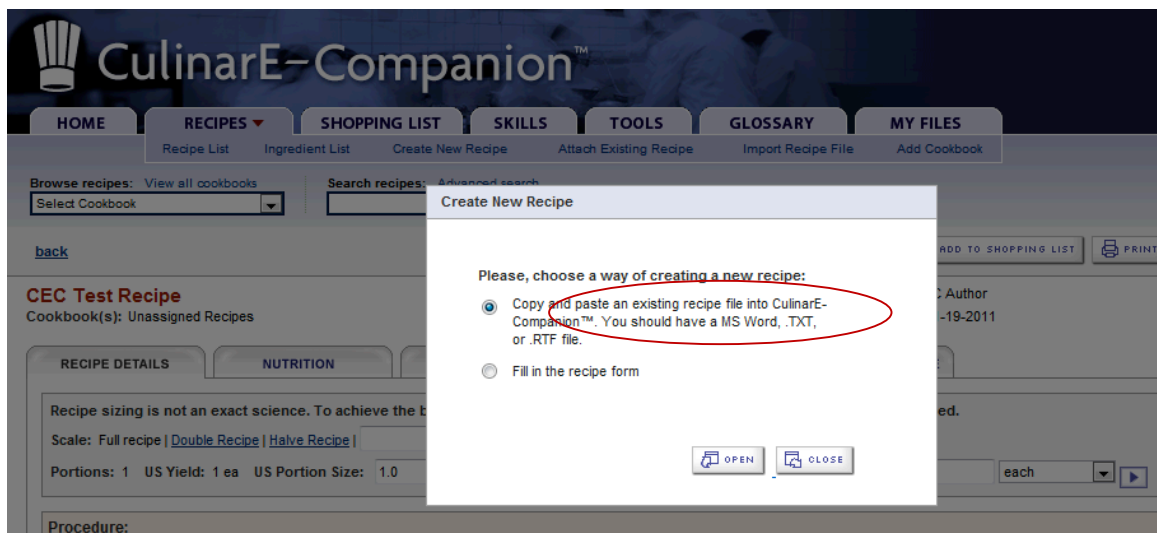
### Question 3: How can I create a recipe in CulinarE-Companion™?

Answer: You can create your own brand new recipes in CulinarE-Companion™ or you can edit a Wiley recipe and make it your own (see question 6). To create your own recipes follow the steps below.

Step 1: Within the recipe tab select the Create New Recipe option



Step 2: 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.



## Option 1: 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:

1: Locate your original recipe file and 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:

- a. All quantities should be expressed in decimals, not fractions
- b. Ingredients should be separated by tab, not a space . For example:
  - “1 ½ cups(space)brown sugar” should be “1.5 cups ->(tab)brown sugar”

- 2: Follow the onscreen instructions to highlight specific sections of the recipe with the appropriate letter key. In the example below, the title “Mint Meltaways” has been highlighted and then you select “Title” to make it the title of your recipe.

### Copy and Paste Recipe

<< previous | next >>

**Instructions:** Copy and Paste the entire content of your recipe document into the space below. Then, using your mouse or keyboard, highlight each section and select the appropriate letter that corresponds to that part of your recipe. Use Key Descriptions as a guide. Click 'Next' when you are done. Click [here](#) to see a sample recipe format.

**New Recipe:**

T TITLE
Y YIELD
PO PORTIONS
PS PORTION SIZE
IN INGREDIENTS
V VARIATIONS
PR PROCEDURES
N NOTES

**Mint Meltaways** (Reformatted)

My old family recipe was a secret, until we realized everybody else knew about this perfect pairing of chocolate and mint.

(48 cookies)

Ingredients

0.75 cup butter

1.5 cups brown sugar

2 tablespoons crème de menthe liqueur or water

12 ounces bittersweet chocolate chips

2 eggs

2.75 cups flour

0.5 teaspoon salt

1.25 teaspoons baking soda

24 Andes Mints

Directions

1. Preheat oven to 350°F.

- 3: Click "Next" when you are done.

### Option 2: 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.

1. Enter all new recipe details in the boxes provided, including: **Recipe Name**, **Recipe Author**, 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 %**.
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**



The screenshot shows the 'Create/Edit Recipe' interface. At the top, there are navigation tabs: HOME, RECIPES (with sub-tabs: Recipe List, Ingredient List, Create New Recipe, Attach Existing Recipe, Import Recipe File, Add Cookbook), SHOPPING LIST, SKILLS, TOOLS, GLOSSARY, and MY FILES. Below the navigation is a search bar with 'Browse recipes: View all cookbooks' and 'Search recipes: Advanced search'. The main form area has tabs for RECIPE DETAILS, NUTRITION, IMAGES, VIDEOS, and CLASSIFY THIS RECIPE. The RECIPE DETAILS tab is active, showing fields for Recipe Name, Recipe Author, Phonetic Spelling, and an 'Add Alternative Name' link. Below these are fields for US Portion size (1 each), US Yield (1 each), Portions (1), Metric Portion size, and Metric Yield. There is a large text area for Yield Description and checkboxes for 'Show Baker's %' and 'Add this Recipe to the Ingredient List'.

7. To add **Ingredients, Procedures, Notes, and Variations**, you can organize this information as group called a Stage. The software defaults to one stage and 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

The screenshot shows the 'Ingredients' section. At the top, there is a 'Title' field containing 'For the Sauce', which is circled in red. To the right of the title is a 'Delete This Stage' link. Below the title is a table with the following columns: US Amount, US Unit, M Amount, Metric Unit, Baker's %, Ingredient, and Preparation. The table has one row with '1' in the US Amount column, 'cup(s)' in the US Unit column, and 'tomato' in the Ingredient column. Below the table are several links: 'Add Ingredient', 'Add Sub-Stage Title', 'Add End of Sub-Stage', 'Add Procedure', 'Add Notes', and 'Add Variations'. A dropdown menu is open below the table, showing a list of tomato-related ingredients: Tomato, Tomato concassé, Tomato concassé, or drained, chopped canned tomato, Tomato concassé or Tomato purée, Tomato Coulis, Tomato Cup, Tomato filet, and Tomato juice. At the bottom right of the dropdown menu are 'CANCEL', 'SAVE', and 'SAVE & CLOSE' buttons.

- b. **Enter your first ingredient** and 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. 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 add an **Ingredient**, click the **Add Ingredient** link. If you choose to select an ingredient that is not on the list, this ingredient will automatically be added to the **Ingredient List** and you can go back later and add any additional information to that ingredient such as nutrition facts.
- d. To create a title for a sub-group of ingredients within a **Stage**, click **Add Sub-Stage Title** and add a title. Click **Add End of Sub-Stage** when you finish adding ingredients to this specific group. In this example, Stage title is "For the Sauce", with the first ingredient

listed as “1 cup Tomatoes, canned”. The Sub-Stage title is “For the herb mix” and the ingredient is “1 sprig Rosemary”.

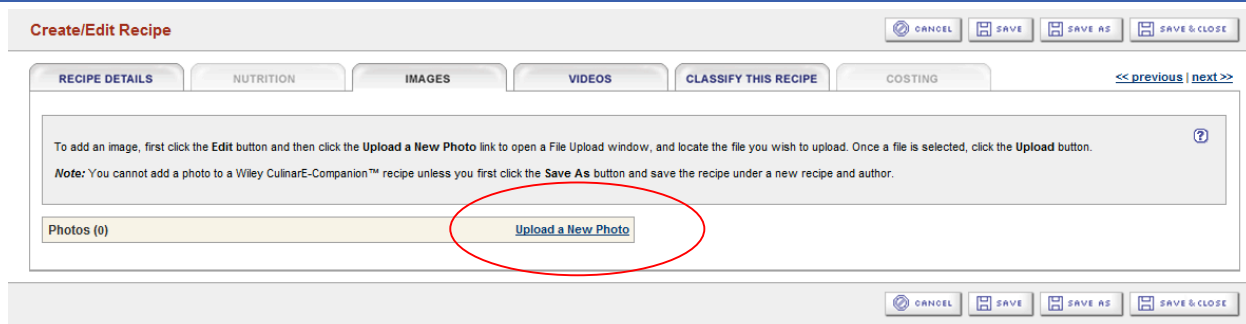
The screenshot shows a web interface for recipe management. At the top, there is a title field containing "For the sauce" and a "Delete This Stage" link. Below this is an "Ingredients:" section with a table. The table has columns for "US Amount", "US Unit", "M Amount", "Metric Unit", "Baker's %", "Ingredient", and "Preparation". The first row shows "1" in the US Amount column, "cup(s)" in the US Unit column, and "Tomatoes, canned" in the Ingredient column. Below this row, there is a sub-stage titled "For the herb mix". Underneath this sub-stage, there is another row in the table showing "1" in the US Amount column, "sprig(s)" in the US Unit column, and "Rosemary" in the Ingredient column. A red oval is drawn around the "For the herb mix" sub-stage and its corresponding table row. At the bottom of the ingredients section, there are three links: "Add Ingredient", "Add Sub-Stage Title", and "Add End of Sub-Stage".

| US Amount        | US Unit  | M Amount | Metric Unit | Baker's % | Ingredient       | Preparation |
|------------------|----------|----------|-------------|-----------|------------------|-------------|
| 1                | cup(s)   |          | each        |           | Tomatoes, canned |             |
| For the herb mix |          |          |             |           |                  |             |
| 1                | sprig(s) |          | each        |           | Rosemary         |             |

- e. To add a **Procedure**, **Notes** or **Variations** 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 for underline - as desired.

The screenshot shows three sections of the interface: "Procedure:", "Author's Notes:", and "Variations:". Each section has a text area for input and a set of formatting tools above it. The formatting tools include buttons for bold (B), italic (I), underline (U), strikethrough (ABC), bulleted list (•••), numbered list (123), indent (•••), and a "Go" button. The "Procedure:" section is the largest and is currently empty. The "Author's Notes:" and "Variations:" sections are also empty.

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 (PNG, JPEG, GIF, BMP files) from your hard drive or other storage device. This image will also be saved in your **MY FILES**.



10. To add a video, first click the **Edit** button and enter the URL for your video file. It is recommended that you post your videos to a service such as YouTube or Vimeo and enter the URL from that video site into the field below. Due to security issues, most browsers will not allow you to link to or open files from your desktop folders. CulinarE-Companion™ does not host your video content.
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.

#### Question 4: How do I add cost data to my recipe?

From the **Costing** tab within each Recipe, you can calculate food costs for total recipe cost and cost per portion based on the individual cost for each ingredient. Note that any costing data provided is 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.

**Apple Fennel Salad**  
Cookbook(s): Professional Cooking, 8th edition

Author: Wayne Gissen  
Updated: 09-24-2013

RECIPE DETAILS   NUTRITION   IMAGES   VIDEOS   CLASSIFY THIS RECIPE   COSTING

The **Costing** data provided is 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.

**Amount Needed:** 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 + unit (Example: "3 each" is converted to "0.02 case").

**Add Cost Data:** Click the Edit button to add your own food costs which will bring you the **Edit Ingredient** screen. 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.

Note: When yShopping Items for Purchaseou edit a recipe, the **Costing** tab is grayed out. Click the **Save & Close** button so that the ingredient data will be saved and you can click on the Costing tab to view the recipe and per portion costs.

| Ingredient Name | Amount Needed       | Unit Cost    | Item Cost    | Cost Data From |
|-----------------|---------------------|--------------|--------------|----------------|
| Cider vinegar   | 1 fluid ounce(s)    | no cost data | no cost data |                |
| Fennel bulb     | 3 ounce(s)          | no cost data | no cost data |                |
| Honey           | 0.5 fluid ounce(s)  | no cost data | no cost data |                |
| Chives          | 0.17 fluid ounce(s) | no cost data | no cost data |                |
| Olive oil       | 1 fluid ounce(s)    | no cost data | no cost data |                |

You can add costing data to a recipe in two ways:

1. 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. 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.

The screenshot shows the 'Costing' tab for the 'Apple Fennel Salad' recipe. The table below lists the ingredients and their associated costing data.

| Ingredient Name | Amount Needed       | Unit Cost    | Item Cost    | Cost Data From |
|-----------------|---------------------|--------------|--------------|----------------|
| Cider vinegar   | 1 fluid ounce(s)    | no cost data | no cost data |                |
| Fennel bulb     | 3 ounce(s)          | no cost data | no cost data |                |
| Honey           | 0.5 fluid ounce(s)  | no cost data | no cost data |                |
| Chives          | 0.17 fluid ounce(s) | no cost data | no cost data |                |
| Olive oil       | 1 fluid ounce(s)    | no cost data | no cost data |                |
| Italian parsley | 0.5 fluid ounce(s)  | no cost data | no cost 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

HOME RECIPES SHOPPING LIST SKILLS TOOLS GLOSSARY MY FILES

[View all shopping lists](#) PRINT EXPORT RENAME SAVE SAVE AS

3333 Add Item from Ingredient List:  Add Custom Item:  ADD

Date created: 09-24-2013

**Notes about Recipes and Scaling:**

**Recipe Name:** Click on the recipe name to view the individual recipes.

**Scaling a Recipe:** Recipes are scaled to the default value of "1". Click Double, Half, or enter a new value and then click "Rescale if Needed" to recalculate all the ingredients amounts required for the shopping list. Click "Full" to return to the default scale of "1". 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.

| Recipes Included                    |                         |       |   |
|-------------------------------------|-------------------------|-------|---|
| Exclude                             | Recipe Name             | Scale | Rescale if Needed<br>Full   Double   Half |
| <input checked="" type="checkbox"/> | 11 Almond Biscotti cups | 1     | <input type="text"/>                      |
| <input checked="" type="checkbox"/> | 11 Almond Biscotti each | 1     | <input type="text"/>                      |
| <input checked="" type="checkbox"/> | 11 Almond Biscotti oz   | 1     | <input type="text"/>                      |

**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 recipe value \* unit of measure that is then 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  US  Metric

| Exclude                  | Ingredient Name        | Amount Needed | Adjust Quantity              | Unit Cost          | Purchase Cost   | Adjust Cost             |
|--------------------------|------------------------|---------------|------------------------------|--------------------|-----------------|-------------------------|
| <input type="checkbox"/> | Baking powder          | 2.1 ounce(s)  | <input type="text"/> no unit |                    |                 | \$ <input type="text"/> |
| <input type="checkbox"/> | Banana                 | 1 each        | <input type="text"/> no unit |                    |                 | \$ <input type="text"/> |
| <input type="checkbox"/> | Blanched whole almonds | 1.9 pound(s)  | <input type="text"/> no unit |                    |                 | \$ <input type="text"/> |
| <input type="checkbox"/> | Eggs                   | 2.5 case      | <input type="text"/> no unit | \$ 4.91(2.46 case) | \$ 6.00(3 case) | \$ <input type="text"/> |
| <input type="checkbox"/> | Grated orange zest     | 0.3 ounce(s)  | <input type="text"/> no unit |                    |                 | \$ <input type="text"/> |

*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.

## Question 5: What if I cannot find an ingredient in CulinarE Companion™? How do I add an ingredient to the ingredient list?

Step 1: The ingredient list in CulinarE-Companion™ contains all the ingredients in the USDA database as well as many added ingredients. If you do not find an ingredient in CulinarE-Companion™ you can add it to the ingredient list by selecting the ingredient list from the Recipes tab and clicking the **Add New Ingredient** button.

The screenshot shows the CulinarE-Companion web application interface. At the top, there is a navigation bar with the following tabs: HOME, RECIPES (with a dropdown arrow), SHOPPING LIST, SKILLS, TOOLS, GLOSSARY, and MY FILES. Below the navigation bar, there is a search bar labeled "Search ingredients:". The main content area is titled "Ingredient List" and includes a "back" link. In the top right corner of the main content area, there is a button labeled "ADD NEW INGREDIENT" which is circled in red. Below the "Ingredient List" title, there is a list of ingredients with a search filter at the top. The ingredients list includes items like "A few celery tops", "Abiyuch", "Acerola juice, raw", "Acerola (west indian cherry), raw", "Acorn squash, small", "Acorn stew (Apache)", "Additional canned tomato juice", "Additional chopped olives and chives for garnish", "Additional cold water", "Additional defatted Poultry Stock", "Additional defatted poultry stock", "Additional defatted, light-bodied Poultry Stock", "Additional fresh pork fatback with no rind", "Additional heavy cream", "Additional heavy cream or crème fraîche for garnish", "Additional hot milk or cream", "Additional lime juice", "Additional McIntosh or other apple", "Additional salt", "Additional stock or water", "Additional tomato juice or water", "Additional water", "Adobo fresco", "Añaf-anaf", "Agave, cooked (Southwest)", "Agave, dried (Southwest)", "Agave, raw (Southwest)", "Aged balsamic vinegar", "Aqutuk, fish with shortening (Alaskan ice cream) (Alaska Native)", "Aqutuk, fish berry with seal oil (Alaskan ice cream) (Alaska Native)", and "Aqutuk, meat-caribou (Alaskan ice cream)". To the right of the ingredients list, there is a section titled "Need More nutritional information for this ingredient?" with instructions on how to add a new ingredient and a link to the "USDA Nutrient Data Laboratory".

Step 2: On the **Add New Ingredient** page, enter the name of the new ingredient you wish to add in the **Details** box. When you are finished entering all the information for your new ingredient, click the **SAVE** button.

The screenshot shows the 'Add New Ingredient' page in the CulinarE-Companion software. The interface includes a navigation bar with tabs for HOME, RECIPES, SHOPPING LIST, SKILLS, TOOLS, GLOSSARY, and MY FILES. Below the navigation bar is a search field for ingredients. The main content area is divided into three sections: Ingredients, Details, and Nutrition Facts.

**Ingredients:** A list of ingredients is displayed, including items like 'A few celery tops', 'Abiyuch', 'Acerola juice, raw', 'Acerola, (west indian cherry), raw', 'Acorn squash, small', 'Acorn stew (Aposhe)', 'Additional canned tomato juice', 'Additional chopped olives and chives for garnish', 'Additional cold water', 'Additional defatted Poultry Stock', 'Additional defatted poultry stock', 'Additional defatted, light-bodied Poultry Stock', 'Additional fresh pork fatback with no rind', 'Additional heavy cream', 'Additional heavy cream or crème fraiche for garnish', 'Additional hot milk or cream', 'Additional lime juice', 'Additional McIntosh or other apple', 'Additional salt', 'Additional stock or water', 'Additional tomato juice or water', 'Additional water', 'Adobo fresco', 'Agar-agar', 'Agave, cooked (Southwest)', 'Agave, dried (Southwest)', 'Agave, raw (Southwest)', 'Aged balsamic vinegar', 'Aqtuk, fish with shortening (Alaskan ice cream) (Alaska Native)', 'Aqtuk, fish berry with seal oil (Alaskan ice cream) (Alaska Native)', and 'Amutuk, meat-caribou (Alaskan ice cream)'. A red circle highlights the 'SAVE' button in the top right corner.

**Details:** This section contains a form for entering the new ingredient's information. It includes fields for 'Ingredient Name', 'Cooking Refuse %', 'Ingredient Group', 'Units Conversion Factor', and 'Purchasing Information'. The 'Purchasing Information' section includes a table with columns for 'Purchase Unit', '# of Measures per PU', and 'Measure in Recipes'. The 'SAVE' button is circled in red.

**Nutrition Facts:** This section displays a table of nutritional information per 100g. The table includes the following nutrients and units: Calories (kcal), Total Fat (g), Saturated Fat (g), Polyunsaturated Fat (g), Monounsaturated Fat (g), Cholesterol (mg), Sodium (mg), Potassium (mg), Total Carbohydrate (g), Dietary Fiber (g), Protein (g), Vitamin A (IU), Vitamin B-6 (mg), Vitamin B-12 (mcg), Vitamin C (mg), Vitamin E (mg), Calcium (mg), Magnesium (mg), and Iron (mg).

**Need More nutritional information for this ingredient?** Find and download nutritional data from the following sources: [USDA Nutrient Data Laboratory](#).

Step 3: If you don't have all the Nutrition Facts at hand, click on the USDA Nutrient Data Laboratory link to obtain this information. 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.

The screenshot shows the 'Add New Ingredient' page in the CulinarE-Companion application. The interface includes a navigation bar with 'HOME', 'RECIPES', 'SHOPPING LIST', 'SKILLS', 'TOOLS', 'GLOSSARY', and 'MY FILES'. Below the navigation is a search bar and a list of ingredients. The 'Details' section contains fields for 'Ingredient Name', 'Cooking Refuse %', 'Ingredient Group', 'Units Conversion Factor', and 'Purchasing Information'. The 'Nutrition Facts' section is a table with columns for nutrient names and units, and rows for various nutrients like Calories, Total Fat, and Vitamins. A red circle highlights the 'USDA Nutrient Data Laboratory' link in the 'Need More nutritional information for this ingredient?' section.



## Question 6: Can I modify a Wiley recipe in CulinarE-Companion?

Answer: You may not edit a Wiley recipe, other than to add your own notes. If you wish to change a Wiley recipe click **Save As** and rename the recipe and author before editing.

The screenshot shows the CulinarE-Companion interface for the 'Pad Thai' recipe. 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 toolbar with buttons for EDIT, SAVE AS (circled in red), ADD TO SHOPPING LIST, PRINT, EMAIL, and EXPORT. The recipe title is 'Pad Thai' and the author is 'Wayne Gisslen'. The recipe details section includes a table for ingredients and a procedure section.

**Recipe Details:**

- Recipe sizing is not an exact science. To achieve the best results after resizing a recipe, test it and make adjustments as needed.
- Scale: Full recipe | Double Recipe | Halve Recipe
- Portions: 2 US Yield: 16 oz US Portion Size: 8.0 ounce(s)

**Stage 1:**

**Ingredients:**

| US Amount | US Unit | Ingredient             | Preparation |
|-----------|---------|------------------------|-------------|
| 4.0       | oz      | Thai flat rice noodles |             |

**Procedure:**

- Soak the rice noodles in warm water for about 1 hour, or until they are soft but not mushy.

**Stage 2:**

**Ingredients:**

| US Amount | US Unit | Ingredient                                  | Preparation |
|-----------|---------|---|-------------|
| 2.0       | tsp     | Tamarind paste                              |             |
| 2.0       | tbsp    | Water                                       |             |
| 1.0       | tbsp    | Fish sauce (nam pla)                        |             |
| 1.0       | tbsp    | Brown sugar                                 |             |
| 1.0       | tsp     | Thai roasted red chili paste (nam prik pow) |             |

**Procedure:**

- Mix the tamarind paste, water, fish sauce, brown sugar, and chili sauce. Set aside.

Follow the directions in question 4 for adding any ingredients or procedures.

**Question 7: What is the difference between adding a recipe, attaching an existing recipe and importing a recipe file?**

Answer: There are 3 ways to load recipes into CulinarE-Companion™.

- 1) When you “Create a Recipe”, you are entering a recipe into the software so that you can take advantage of all the functionality provided.
- 2) When you “Attach Existing Recipe”, you will create a title for the recipe you can search for it but the contents of the recipe will only be viewable in the attached document since you are attaching the contents of the recipe as an existing pdf or word doc. You will not take advantage of all functionality (nutritional analysis, metric conversion, scaling, etc).
- 3) When you “Import Recipe File”, you are either importing another recipe in the CEC format or you are importing a MasterCook file.

## Question 8: How do I attach a recipe to CulinarE-Companion™?

Answer: To attach an existing recipe to CulinarE-Companion™, select “Attach Existing Recipe” from the Recipes tab and locate the file from your computer.

The screenshot shows the CulinarE-Companion web application. The navigation bar includes tabs for HOME, RECIPES, SHOPPING LIST, SKILLS, TOOLS, GLOSSARY, and MY FILES. The 'TOOLS' tab is highlighted and circled in red. Below the navigation bar, there are search and filter options. The main content area displays a list of recipes under the heading 'All Recipes' with 1382 recipes. The list includes columns for Recipe Name, More Info, Cookbooks Selection, Author, and Updated. The first few recipes listed are:

| Recipe Name   | More Info | Cookbooks Selection               | Author       | Updated    |
|---|-----------|-----------------------------------|--------------|------------|
| <input type="checkbox"/> A.B.C.   |           |                                   |              | 10-05-2010 |
| <input type="checkbox"/> Aioli I  |           | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Aioli II   | VARIATION | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Allemande Sauce  |           | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Allumette Potatoes (Shoestring or Matchstick Potatoes) | VARIATION | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Almond Biscotti  |           | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Almond Filling   |           | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Almond Tea Cookies                                     | VARIATION | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Amandine   | VARIATION | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> American French or Tomato French Dressing              |           | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Ancho Mashed Potatoes                                  | VARIATION | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Ancho Sauce  |           | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Anchovy Butter   | VARIATION | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Anchovy Sauce  | VARIATION | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Andouille  | VARIATION | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Anafí Food Cake  |           | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |
| <input type="checkbox"/> Anna Potatoes  |           | Professional Cooking, 7th edition | Wayne Gislen | 01-04-2010 |

Step 2: Fill in the recipe name and author on the “Attach Existing Recipe” screen as shown below. Then click “Save and Close”. (Please note: The file you have just uploaded can be found in the Procedure box. Please do not delete the link.) Then click “Save and Close”. You can easily find your recipe under the MY FILES tab or in the Recipe List under My Recipes.

The screenshot shows the 'Create/Edit Recipe - Attach Existing File' interface. The 'Recipe Name' field contains 'tomato sauce from TV' and the 'Recipe Author' field contains 'wendy'. The 'US Portion size' is set to 'each' and 'US Yield' is also set to 'each'. The 'Metric Portion size' and 'Metric Yield' are also set to 'each'. A note states: 'The file you have just uploaded can be found in the Procedure box. Please do not delete the link. To complete the task of adding a recipe by attaching a file, fill in the Recipe Name and Recipe Author in the boxes to the left. As a reminder, while optional, if you want to utilize the nutritional analysis and shopping list functions, you will need to complete the portion/yield and ingredient information. If your file is not already loaded or you want to add another file, click the Upload File link in the Procedure box. Click Save & Close. You can easily find your recipe under the MY FILES tab or in the Recipe List under My Recipes.' The 'SAVE & CLOSE' button is circled in red.

**Recipe Name:** tomato sauce from TV **Phonetic Spelling:**

**Recipe Author:** wendy **Add Alternative Name**

**US Portion size:**  each **US Yield:**  each **Portions:**

**Metric Portion size:**  each **Metric Yield:**  each

**Yield Description:**

Show Baker's %  Add this Recipe to the Ingredient List

**My Notes:**

**Title:**  **Delete This Stage**

**Ingredients:**

| US Amount                      | US Unit                             | M Amount                             | Metric Unit | Baker's % | Ingredient | Preparation |
|--------------------------------|-------------------------------------|--------------------------------------|-------------|-----------|------------|-------------|
| <a href="#">Add Ingredient</a> | <a href="#">Add Sub-Stage Title</a> | <a href="#">Add End of Sub-Stage</a> |             |           |            |             |

**Procedure:**

[UploadFile](#)

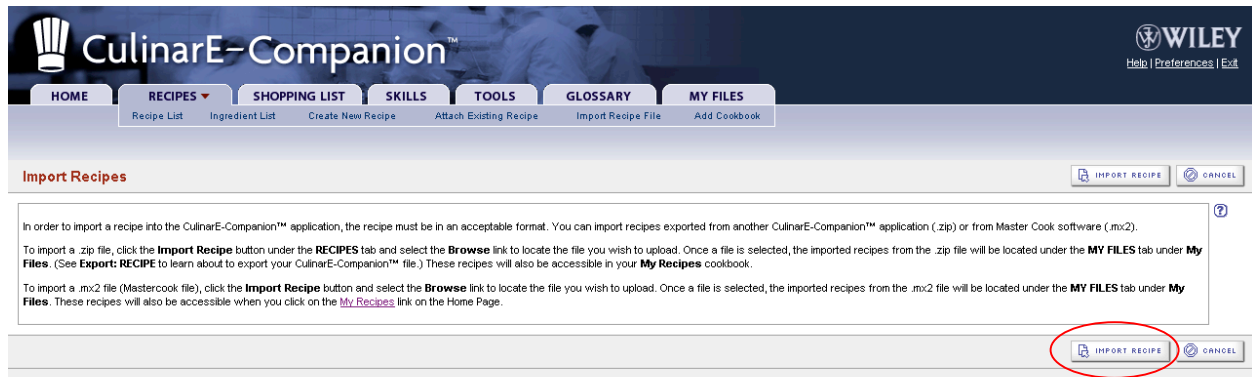
## Question 9: How do I import a recipe into CulinarE-Companion™?

Answer: You can import another recipe in the CEC format (.zip) or a MasterCook file (.mx2) into CulinarE-Companion™.

Step 1: Select “Import Recipe File” from the Recipes tab:

The screenshot shows the CulinarE-Companion web application interface. At the top, there is a navigation bar with tabs: HOME, RECIPES, SHOPPING LIST, SKILLS, TOOLS, GLOSSARY, and MY FILES. The 'RECIPES' tab is active, and a sub-menu is open showing options: Recipe List, Ingredient List, Create New Recipe, Attach Existing Recipe, Import Recipe File (highlighted with a red circle), and Add Cookbook. Below the navigation bar, there is a search area with a search box and a dropdown menu set to 'All Books'. On the left side, there is a 'REFINE LIST' sidebar with categories like Beverage, Bread, Cake, etc. The main content area displays a list of 1383 recipes under the 'All Recipes' heading. The list includes columns for Recipe Name, More Info, Cookbooks Selection, Author, and Updated. The first few recipes listed are A.B.C., Aioli I, Aioli II, Allemande Sauce, Allumette Potatoes, Almond Biscotti, Almond Filling, Almond Tea Cookies, Amandine, American French or Tomato French Dressing, Ancho Mashed Potatoes, Ancho Sauce, Anchovy Butter, Anchovy Sauce, Andouille, Angel Food Cake, and Anna Potatoes.

Step 2: Click on the “Import Recipe File” button and select the Browse link to locate the file you wish to upload.



In order to import a recipe into the CulinarE-Companion™ application, the recipe must be in an acceptable format. You can import recipes exported from another CulinarE-Companion™ application (.ZIP) or from MasterCook software (.MX2):

## CulinarE-Companion™ files

To import a CulinarE-Companion™ .ZIP file, click the **Import Recipe** button under the **RECIPES** tab and select the **Browse** link to locate the file you wish to upload. *See Question 10 for how to export CulinarE-Companion™ files.*

## Mastercook Files

To import a single .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**..

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

Once the import is complete, you can locate the recipes under the My Files tab. These recipes will also be accessible when you click on the **My Recipes** link on the Home Page

## Question 10: How do I export a recipe from CulinarE- Companion™?

Answer: Please note: CulinarE-Companion™ Wiley supplied recipes may not be exported. Only recipes added by you may be exported or you can save a Wiley recipe as your own by click **Save As** and providing a new recipe name and author name. To export one of your own recipes, click on the **Export** button from within a recipe.

The screenshot displays the CulinarE-Companion web application 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 'Select Cookbook' dropdown menu. The main content area shows the recipe title 'Peas, Carrots and Pearl Onions with Tarragon Butter' and the author 'Wayne Gisslen'. There are buttons for 'EDIT', 'SAVE AS', 'ADD TO SHOPPING LIST', 'PRINT', 'EMAIL', and 'EXPORT'. The recipe details section includes a table for ingredients and a procedure section with numbered steps.

**Recipe Details:**

- Recipe sizing is not an exact science. To achieve the best results after resizing a recipe, test it and make adjustments as needed.
- Scale: Full recipe | [Double Recipe](#) | [Halve Recipe](#) | [ ] [▶]
- Portions: 15 US Yield: 45.0 oz US Portion Size: 3.0 ounce(s) [▼] [▶]

**Ingredients:**

| US Amount | US Unit | Ingredient      | Preparation |
|-----------|---------|-----------------|-------------|
| 12.0      | oz      | Pearl onions    |             |
| 1.0       | lb      | Carrots         |             |
| 1.5       | lb      | Peas, frozen    |             |
| 2.0       | oz      | Butter          |             |
| 1.5       | tsp     | Tarragon        | dried       |
| 1.0       | tbsp    | Chopped parsley |             |
| to taste  | ---     | Salt            |             |
| to taste  | ---     | White pepper    |             |

**Procedure:**

1. Blanch the onions 20 seconds in boiling water. (Blanching makes them easier to peel.) Drain, refresh under cold water, and drain again. Peel the onions.
2. Bring salted water to a boil in a saucepan. Add the onions, return to a boil, reduce heat to a simmer, and simmer until tender. Drain, refresh under cold water, and drain again.
3. Peel the carrots and cut into bâtonnet.
4. Bring salted water to a boil in a saucepan. Add the carrots, return to a boil, reduce heat to a simmer, and simmer until tender. Drain, refresh briefly, and drain again.
5. Bring a third pan of salted water to a boil. Add the frozen peas. Return to a boil, reduce heat, and simmer until tender. This takes only a few seconds. Frozen peas have already been blanched and need very little cooking. Drain, refresh, and drain again.
6. Mix together the three vegetables.
7. Heat the butter in as many sauté pans as necessary to hold the vegetables without overcrowding.
8. Add the vegetables and the tarragon. Toss over heat until the vegetables are hot and coated with the butter. Add the parsley and toss to mix.
9. Season to taste with salt and white pepper.

Step 2: Select the format you would like to export the recipe to and specify where on your computer the recipe should be saved.

The screenshot shows the CulinarE-Companion web application interface. The main content area displays the recipe "Peas, Carrots and Pearl Onions with Tarragon Butter" from the "Professional Cooking, 7th edition" cookbook. The recipe details, including ingredients and procedure, are visible. An "Export" dialog box is open in the foreground, allowing the user to select the export format and content. The dialog has two main sections: "Contents" and "Export As".

**Contents:**

- Recipe
- Notes
- Variations
- Nutritional Analysis
- Photos

**Export As:**

- Zip file (.zip)
- Adobe PDF File (.pdf)
- MS Excel File (.xls)

Buttons for "EXPORT" and "CLOSE" are located at the bottom of the dialog box.