WILEY

CulinarE-Companion™, Version 5.0

TUTORIAL SERIES

Topic: Working with CulinarE-Companion™ Recipes

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.
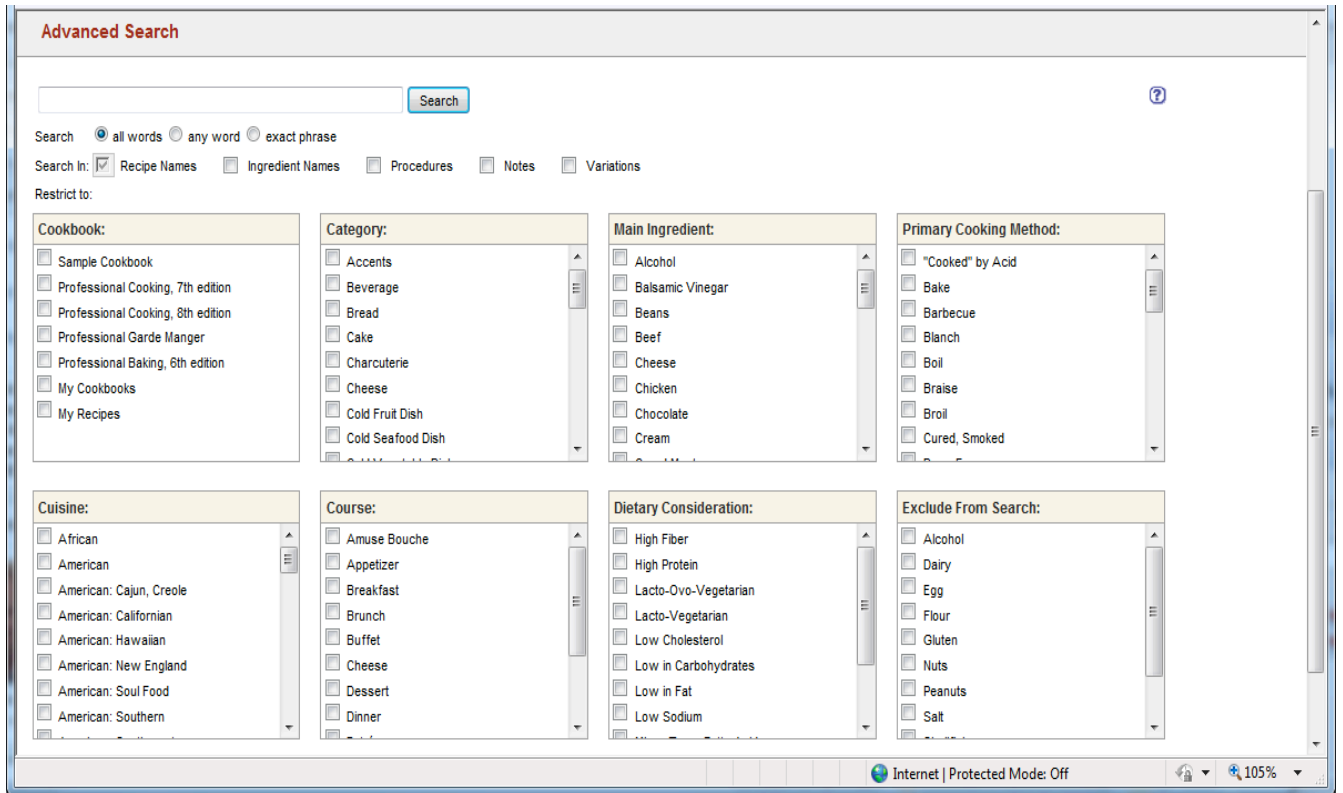

Use the advanced search function to sort recipes through multiple parameters as shown below.

Step 1: Next to Search Recipes select "Advanced Search".

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.

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
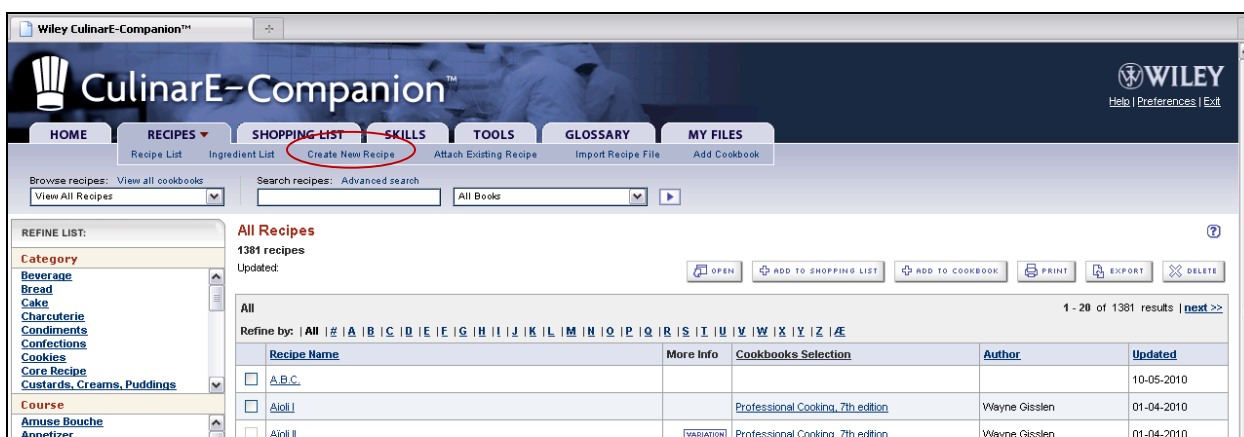
Step 2: Click the **Create New Recipe** tab under the **RECIPES** tab. A dialogue box will appear with two options to create a new recipe. You may either copy and paste an existing recipe file or fill in a recipe form.
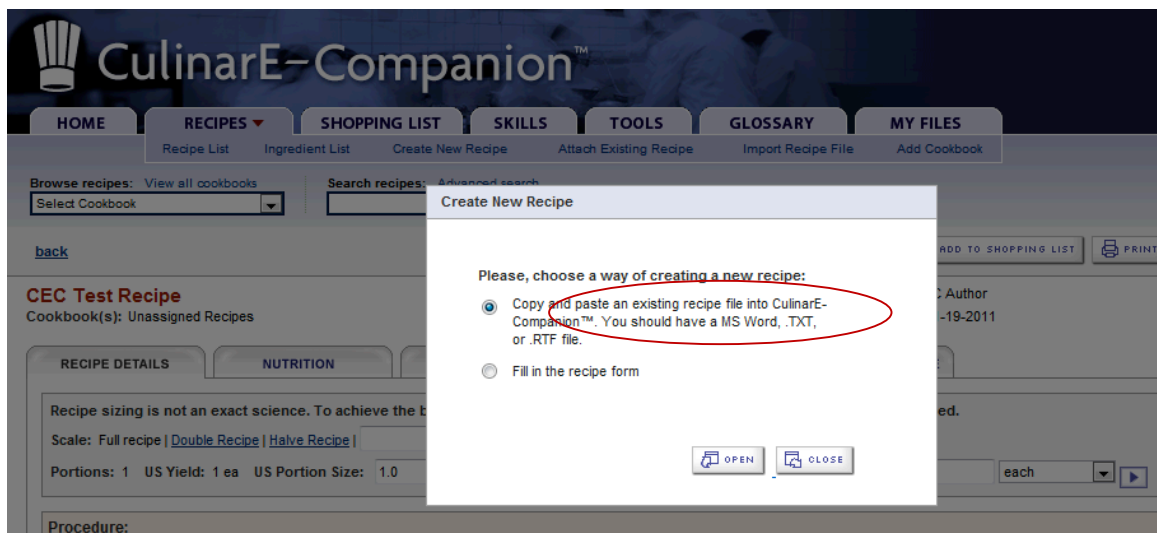
Option 1: **Copy and paste recipe information from an existing MS Word, .TXT, or .RFT file**
Select the first radio button and click **Open**. Then, follow the instructions on screen and below:

Create/Edit Recipe   ⊘ CANCEL

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]

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"

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.

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.

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**

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

    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".

Title: For the sauce						Delete This Stage

Ingredients:

	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		☒
								☒

Add Ingredient   Add Sub-Stage Title   Add End of Sub-Stage

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>U</u> for underline - as desired.

Procedure:
UploadFile

Author's Notes:
UploadFile

Variations:
UploadFile

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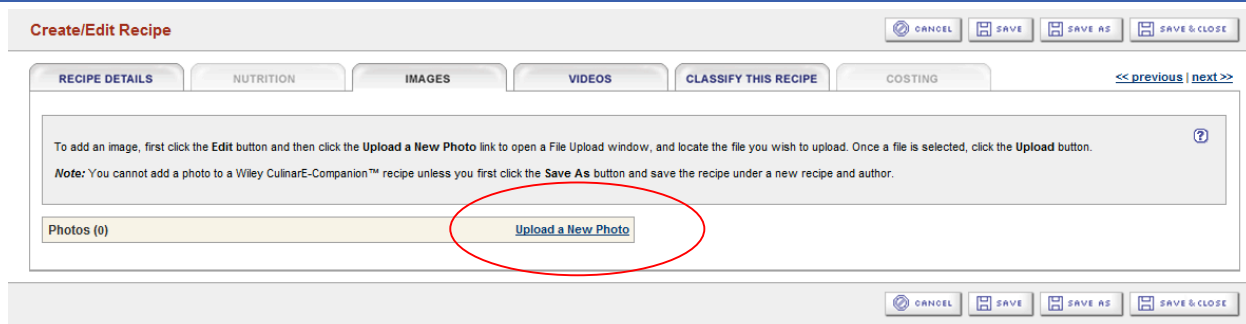
10. To add a video, first click the **Edit** button and enter the URL for your video file. It is recommended that you post your videos to a service such as YouTube or Vimeo and enter the URL from that video site into the field below. Due to security issues, most browsers will not allow you to link to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

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 <u>back</u> 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

*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.

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.

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.

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.

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.

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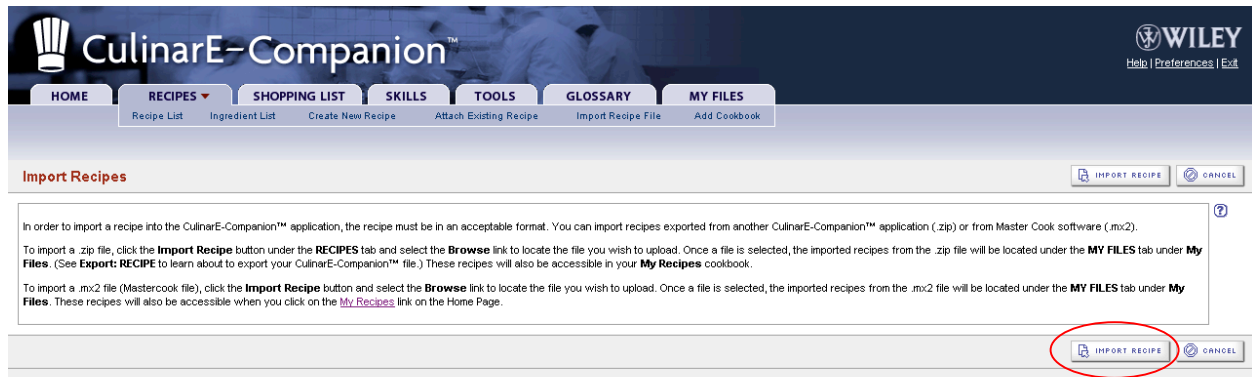
Question 9: How do I import a recipe into CulinarE-Companion™?

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:

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.

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