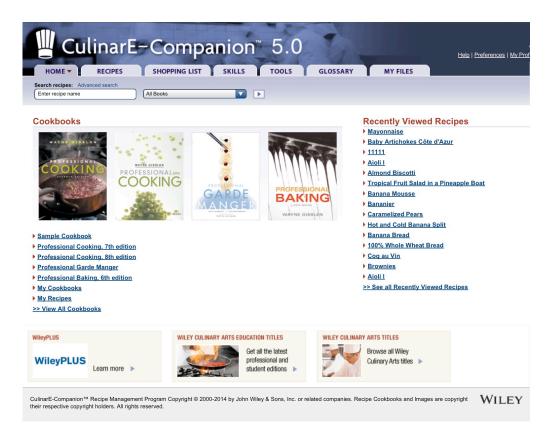## TUTORIAL SERIES

Topic: Working With CulinarE-Companion™ Shopping Lists

1. How do I add a recipe to a shopping list? (page 2)
2. How do I add an item to an existing shopping list (page 3)
3. Can I rescale my recipes once they have been added to the shopping list? (page 4)
4. How do I sort my shopping list by food category? (page 5)
5. How do I change the measurements in my shopping list from US to metric? (page 6)
6. Can I exclude a recipe from an existing shopping list? (page 7)
7. How do I export my shopping list? (page 8)

Question 1: How do I add a recipe to a shopping list?

Answer: You can add as many recipes as you want to a shopping list. Select the Add to Shopping List button from the recipe.
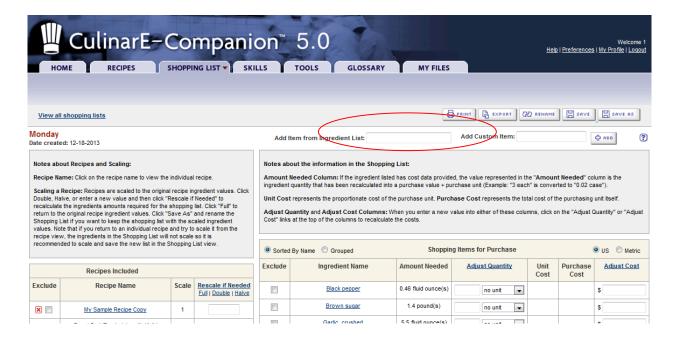

Step 2: Select an already existing shopping list or create a new one for this recipe and save.

Question 2: How do I add an item to an existing shopping list?

Answer: You can add any ingredient from the ingredient database into an existing shopping list. Please note if the ingredient is not in the ingredient database you would have to add it to the database first. Type your ingredient into the field labeled "Add Item" from Ingredient List:.
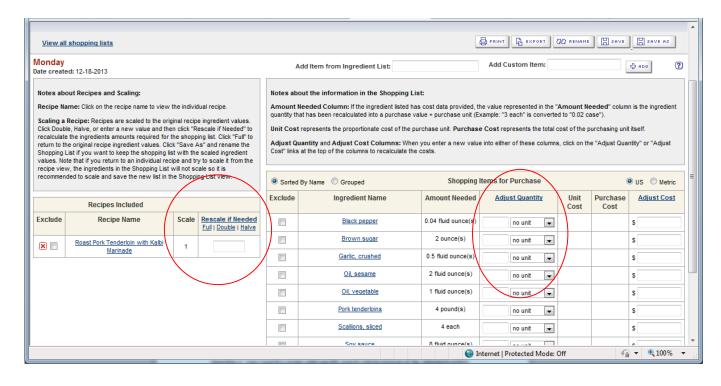
Question 3: Can I rescale my recipes once they have been added to the shopping list?
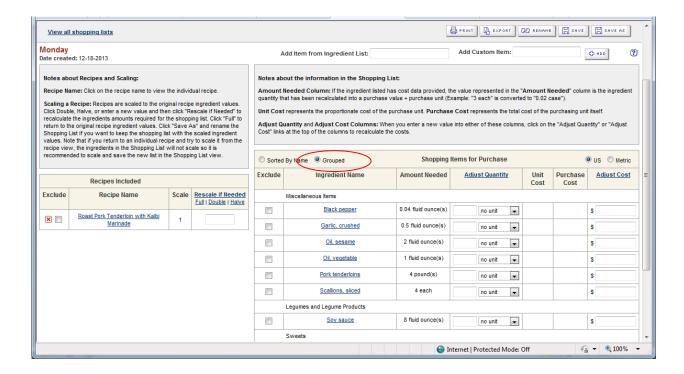
Answer: Quantities can be rescaled on the shopping list as well as within a recipe. You can rescale any or all of the items on the shopping list by typing the new requirements into the box titled "Rescale if Needed" located in the box on the left hand side of your shopping list. Either select Full, Double, Halve or enter a value. You can also adjust the quantities of individual ingredients by entering the new value in the Adjust Quantity column and then click on "Adjust Quantity" at the top of the column to adjust the values. As always, remember to save your changes.

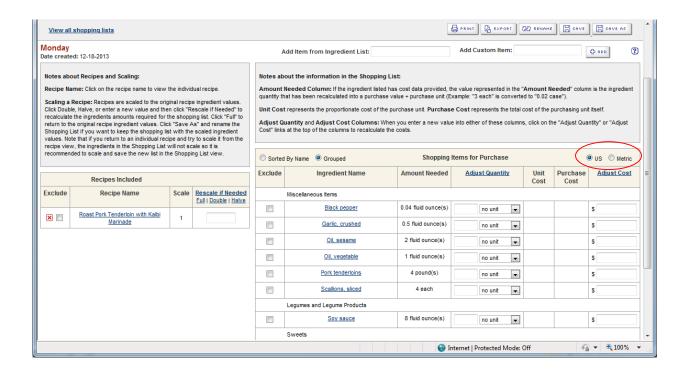**Question 4: How do I sort my shopping list by food category?**

Answer: A shopping list can either be sorted by name or organized by group. Sorting by name is the software's default options so to group shopping list items into food categories select the Grouped option next to Shopping Items for Purchase. Items are categorized according to their classification within the USDA database.

Question 5: How do I change the measurements in my shopping list from US to metric?
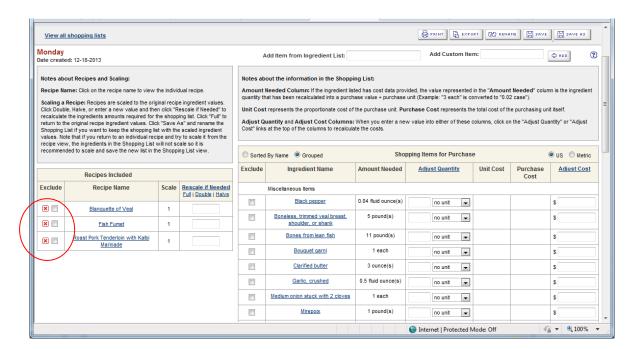
Answer: A shopping list can be displayed in either US or metric measurements.   To change the measurements select the appropriate measurement from the right hand side of the list titled "Shopping Items to Purchase".

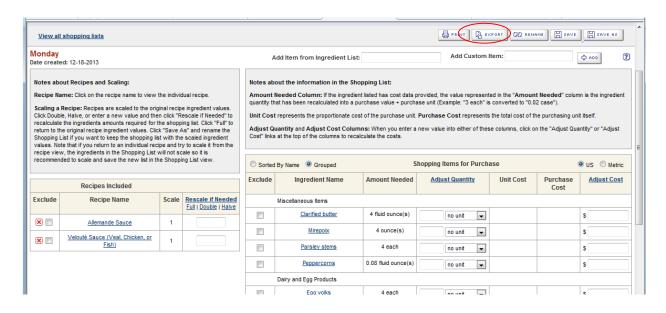**Question 6: Can I exclude a recipe from an existing shopping list?**

Answer: Yes, you can choose to exclude a particular recipe from an existing shopping list by selecting that recipe from the left hand column of the box titled "Recipes Included". Note that a sub recipe will be excluded when you exclude the main recipe.

Question 7: How do I export a shopping list?

Answer: Select the **EXPORT** button from within the shopping list.

Step 2: Select the contents and format you wish to export the shopping list to and save to a preferred location on your computer.