

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)

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HOME ▾ RECIPES SHOPPING LIST SKILLS TOOLS GLOSSARY MY FILES

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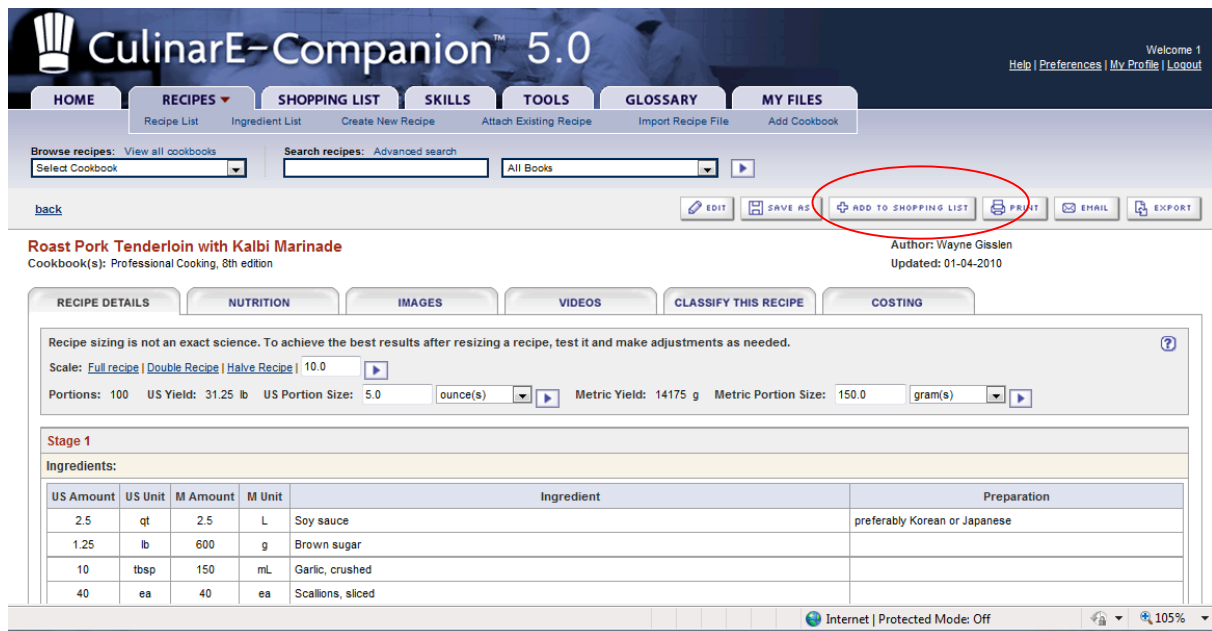
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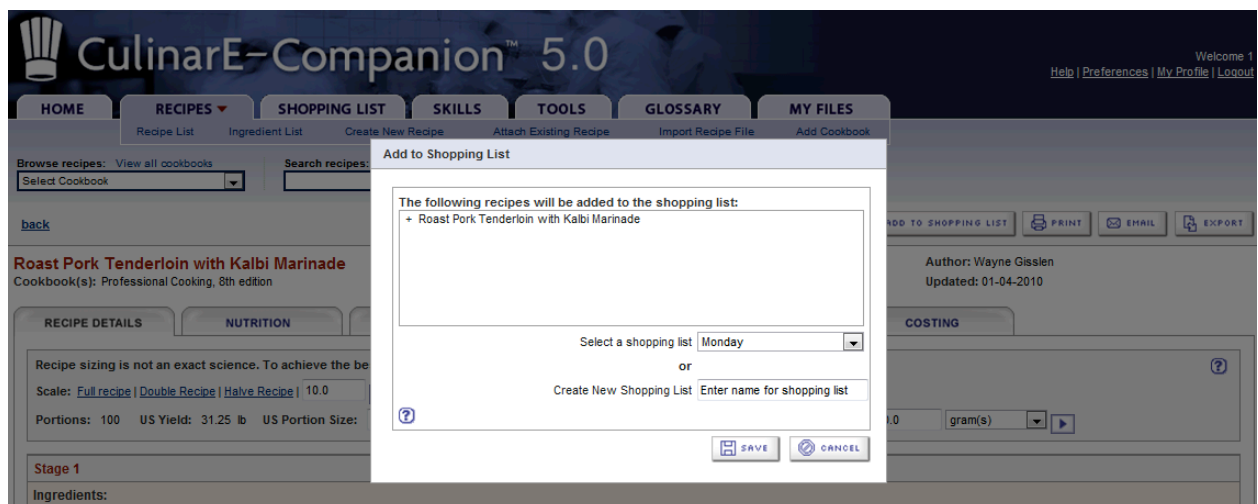
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Question 1: How do I add a recipe to a shopping list?

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:

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 are buttons for PRINT, EXPORT, RENAME, SAVE, and SAVE AS. A link for 'View all shopping lists' is also present. The main content area is titled 'Monday' and 'Date created: 12-18-2013'. There are two input fields: 'Add Item from Ingredient List:' (highlighted with a red circle) and 'Add Custom Item:'. Below these fields, there are two informational boxes: 'Notes about Recipes and Scaling' and 'Notes about the information in the Shopping List'. At the bottom, there is a table titled 'Shopping Items for Purchase' with columns for Exclude, Ingredient Name, Amount Needed, Adjust Quantity, Unit Cost, Purchase Cost, and Adjust Cost. The table lists ingredients like Black pepper, Brown sugar, and Garlic crushed.

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.

The screenshot displays the software interface for a shopping list. On the left, under 'Recipes Included', there is a table with columns for 'Exclude', 'Recipe Name', 'Scale', and 'Rescale if Needed'. The 'Rescale if Needed' column contains a dropdown menu with options: 'Full', 'Double', and 'Halve'. A red circle highlights this column. On the right, the 'Shopping Items for Purchase' table has columns for 'Exclude', 'Ingredient Name', 'Amount Needed', 'Adjust Quantity', 'Unit Cost', 'Purchase Cost', and 'Adjust Cost'. The 'Adjust Quantity' column contains input boxes and dropdown menus for units. A red circle highlights this column. The interface also includes a 'Notes about Recipes and Scaling' section and a 'Notes about the information in the Shopping List' section.

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.

[View all shopping lists](#)

Monday
Date created: 12-18-2013

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: Sorted By Name **Grouped**

Shopping Items for Purchase US Metric

Exclude	Ingredient Name	Amount Needed	Adjust Quantity	Unit Cost	Purchase Cost	Adjust Cost
Miscellaneous Items						
<input type="checkbox"/>	Black pepper	0.04 fluid ounce(s)	<input type="text"/> no unit			\$ <input type="text"/>
<input type="checkbox"/>	Garlic, crushed	0.5 fluid ounce(s)	<input type="text"/> no unit			\$ <input type="text"/>
<input type="checkbox"/>	Oil, sesame	2 fluid ounce(s)	<input type="text"/> no unit			\$ <input type="text"/>
<input type="checkbox"/>	Oil, vegetable	1 fluid ounce(s)	<input type="text"/> no unit			\$ <input type="text"/>
<input type="checkbox"/>	Pork tenderloins	4 pound(s)	<input type="text"/> no unit			\$ <input type="text"/>
<input type="checkbox"/>	Scallions, sliced	4 each	<input type="text"/> no unit			\$ <input type="text"/>
Legumes and Legume Products						
<input type="checkbox"/>	Soy sauce	8 fluid ounce(s)	<input type="text"/> no unit			\$ <input type="text"/>
Sweets						

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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”.

The screenshot shows the 'Monday' shopping list interface. On the left, there are instructions for scaling recipes. The main area displays a table of ingredients for purchase, including Black pepper, Garlic, Oil, and Soy sauce. At the top right of the table, there are radio buttons for 'US' and 'Metric', with 'US' selected and circled in red. The table columns include 'Exclude', 'Ingredient Name', 'Amount Needed', 'Adjust Quantity', 'Unit Cost', 'Purchase Cost', and 'Adjust Cost'.

Exclude	Ingredient Name	Amount Needed	Adjust Quantity	Unit Cost	Purchase Cost	Adjust Cost
Miscellaneous Items						
<input type="checkbox"/>	Black pepper	0.04 fluid ounce(s)	<input type="text"/> no unit			\$
<input type="checkbox"/>	Garlic, crushed	0.5 fluid ounce(s)	<input type="text"/> no unit			\$
<input type="checkbox"/>	Oil, sesame	2 fluid ounce(s)	<input type="text"/> no unit			\$
<input type="checkbox"/>	Oil, vegetable	1 fluid ounce(s)	<input type="text"/> no unit			\$
<input type="checkbox"/>	Pork tenderloins	4 pound(s)	<input type="text"/> no unit			\$
<input type="checkbox"/>	Scallions, sliced	4 each	<input type="text"/> no unit			\$
Legumes and Legume Products						
<input type="checkbox"/>	Soy sauce	8 fluid ounce(s)	<input type="text"/> no unit			\$
Sweets						

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.

The screenshot displays the 'Monday' shopping list interface. On the left, the 'Recipes Included' table has three rows, each with an 'Exclude' checkbox checked and circled in red:

Exclude	Recipe Name	Scale	Rescale if Needed Full Double Halve
<input checked="" type="checkbox"/>	Blanquette of Veal	1	
<input checked="" type="checkbox"/>	Fish Fumet	1	
<input checked="" type="checkbox"/>	Roast Pork Tenderloin with Kalbi Marmade	1	

On the right, the 'Shopping Items for Purchase' table lists ingredients with their amounts and unit costs:

Exclude	Ingredient Name	Amount Needed	Adjust Quantity	Unit Cost	Purchase Cost	Adjust Cost
<input type="checkbox"/>	Black pepper	0.04 fluid ounce(s)	no unit		\$	
<input type="checkbox"/>	Boneless, trimmed veal breast, shoulder, or shank	5 pound(s)	no unit		\$	
<input type="checkbox"/>	Bones from lean fish	11 pound(s)	no unit		\$	
<input type="checkbox"/>	Bouquet garni	1 each	no unit		\$	
<input type="checkbox"/>	Clarified butter	3 ounce(s)	no unit		\$	
<input type="checkbox"/>	Garlic, crushed	0.5 fluid ounce(s)	no unit		\$	
<input type="checkbox"/>	Medium onion stuck with 2 cloves	1 each	no unit		\$	
<input type="checkbox"/>	Mirepoix	1 pound(s)	no unit		\$	

Question 7: How do I export a shopping list?

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

The screenshot shows the 'Monday' shopping list interface. At the top right, there is a toolbar with buttons for PRINT, EXPORT, RENAME, SAVE, and SAVE AS. The 'EXPORT' button is circled in red. Below the toolbar, there are sections for 'Notes about Recipes and Scaling' and 'Notes about the information in the Shopping List'. The main area contains a table of 'Shopping Items for Purchase' with columns for Exclude, Ingredient Name, Amount Needed, Adjust Quantity, Unit Cost, Purchase Cost, and Adjust Cost. The table lists items like Clarified butter, Mirepoix, Parsley stems, Peppercorns, and Egg yolks.

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

The screenshot shows the 'Export List' dialog box. It has two main sections: 'Contents' and 'Export As'. Under 'Contents', there are checkboxes for 'Unit Cost' and 'Purchase/Adjusted Cost'. Under 'Export As', there are radio buttons for 'MS Excel File (.xls)', 'Rich Text Format File (.rtf)', and 'Zip File (.zip)'. There are 'EXPORT' and 'CLOSE' buttons at the bottom of the dialog. The background shows the same shopping list interface as the previous screenshot.