MasterCook 24

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1. Welcome

Thank you for purchasing MasterCook. This Windows product works with or without a subscription to MasterCook.com.

If you have a paid subscription to MasterCook.com, you can access the *Sync Manager* from the *File* menu in MasterCook to sign into your MasterCook.com account and sync with your online account. However, before you do that, please read the Help article called [Syncing with MasterCook.com.](#)

MasterCook also has online features and mobile apps that work with a MasterCook.com subscription.

- MasterCook.com online tools
- iOS App available in the Apple App Store
- Android App available in the Google Play Store

Some customers use only MasterCook on a Windows computer. Some customers use a MasterCook.com subscription. Some customers use both. We leave the choice up to you.

We do not charge a subscription to use the Windows product only on your computer. However, a subscription is required if you wish to connect to a MasterCook.com account or use the mobile apps and online tools such as MasterCook.com recipe clipper.

Notice: Because there are over 300,000 ingredients in MasterCook, it will take about 10 seconds for certain screens to initially load after starting up the program. Subsequent visits to these screens will be much quicker during your current session of MasterCook (until you restart the program). The Ingredient List, Recipe Edit screen, Meals, and Shopping screens are affected since they all load the ingredient database. When you initially view one of these screens, it will take about 10 seconds to load. However, when you then browse to any screen after this point, there will not be much of a delay until you restart the program.

The USDA no longer updates their legacy ingredient database, which is what MasterCook 2020 and older are using. Going forward, they will only be updating the branded food items database which MasterCook includes.

MasterCook installs the ingredient list database file from MasterCook 2020 if you would rather use it instead. See [these instructions.](#)

1.1 What's New in MasterCook 24

- New [allergen notifications](#) in the Nutrition tab of the Recipe Editor
- Improved keyword recipe importer (handles more text within an ingredient cell; parses into the preparation field at the last comma)
- Redesigned top [navigation bar](#)

- New Sync button in the top [navigation bar](#)
- New Backup button in the top [navigation bar](#)
- New active hyperlinks in several data fields
- New larger font in the MasterList; [adjustable from the .ini file](#)
- Re-engineered sync manager to improve performance, especially with larger cookbooks
- New recovery of deleted online recipes in the sync manager
- New [sync log text files](#) are created at this location if you used the default installation: **C:\ProgramData\MasterCook 24\SyncLogs**
- Bug fixes

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1.2 Additional Help

Resources:

- To contact MasterCook Support just send an email to support@mastercook.com

- Our support site is at https://support.mastercook.com. There are many additional articles online, and it has a search feature.
- Check out the video tutorials on the [MasterCook YouTube Channel](#). There are several how-to videos that you may find useful.
- [Mastercook User Group](#) -- Several members of this group have been using MasterCook for over 30 years. If you have a quick question or want advice, the members in this group can help.
- Join our mailing list to receive notifications and email exclusive sales offers. [Sign up here](#).

2. Getting Started

Using MasterCook

When you start up MasterCook, you will notice there are two toolbars.

- The navigation bar at the top of the screen takes you to the different areas of the program. This toolbar is fixed and does not change.
- The toolbar along the right side of the screen has icons with links to commonly used commands. The icons available depend on the screen you are viewing.

MasterCook works much the same way as printed cookbooks. Recipes are stored in files on your computer called cookbooks, and cookbooks are stored in groups called Collections in folders on your computer.

- The .mc2 files contain the text of your cookbook.
- The .mcx files contain the photos of your cookbook. If your cookbook does not have any photos there will not be an .mcx file.

MasterCook accesses these files together while you use the program. Keep the .mc2 and .mcx files backed up on a regular basis.

You can access recipes in MasterCook in many different ways. You can browse through the cookbooks, use the MasterList, use the Recipe Browser, search for a specific recipe with the Search feature, and more.

2.1 Installing and Uninstalling MasterCook

To install MasterCook, double-click on its installation icon to launch the MasterCook installation program. During the installation it will ask if you wish to transfer your files from a previous version of MasterCook that is installed on the computer. If you select no, you can use the Backup/Restore/Merge command from the File menu in MasterCook after you install the program. The installer will also ask if you wish to install the VLC media player. This is required if you wish to play and insert videos into your recipes and tips.

Repair

If you find the program is not working as expected, you can use the installation program to repair the program.

Before you get started, you should make a backup copy of your files. If you cannot get the program to run, you can use Windows to backup your files instead. See the instructions below.

Go to the Add/Remove Programs settings screen in Windows. Select the MasterCook program and press Uninstall. Use the Repair option. This causes

the program to reinstall its program files only. It does not touch any user files. It fixes missing or corrupted files, shortcuts, and registry entries.

Uninstall

If you wish to uninstall the program, you have two options.

1. Remove Everything - program files and user files
2. Remove Program Files - leaves user files behind

Using Windows to Backup Your Files

If for some reason you cannot start up MasterCook, you should use Windows to backup your files.

If you installed MasterCook to its default location, you would find your user files within the Public Documents folder on your computer.

1. Open the C drive on your computer.
2. Open the Users folder.
3. Open the Public folder.
4. Open the Public Documents folder.
5. Use Windows to copy the MasterCook 24 folder and all its content to another disk or drive.

WARNING: Although you can use Windows to view your backup folder to confirm your data files were copied, you should never open files from a backup location. It will confuse the program since it is already using files by those names. The program will not be able to work properly.

2.2 Opening Additional Windows

In MasterCook you can have several windows open at once. You can switch back and forth between them and even drag and drop between them. For example, you can drag a recipe for Eggs Benedict from the Recipe Browser onto a Breakfast Menu. You can use multiple windows to compare recipes in different cookbooks at the same time.

To open another window, use the *New Window* command in the **File** menu.

2.3 Moving and Resizing Windows

You can move the windows around on-screen so you can work with several at once and still be able to view things clearly in each one.

To move a window:

1. Click the title bar at the top of the window you want to move.

2. Click and drag it to the part of the screen where you want it and release the mouse button.

To resize a window:

1. Move the cursor to the edge of the window until it changes to a double-sided arrow.
2. Click and drag the edge of the window to the size you want.

You can also resize the columns and panes in some windows. For example, if you are making a shopping list and want the *Store Location* column to be larger, move your cursor to the left or right edge of the *Store Location* text box. Your cursor will change to a split-bar arrow; you can drag the column wider or narrower. The split-bar cursor is available in several areas, such as *Recipe Display* where you can resize most of the windowpanes both horizontally and vertically.

To resize a column or pane in MasterCook:

1. Move your cursor to the edge of a pane or column.
2. If the cursor changes to a split arrow you can resize it.
3. Click and drag the pane or column to the desired size.

3. Navigation

Navigation Bar

The Navigation Bar is a permanent fixture at the top of the MasterCook window and makes it easy to move from one part of MasterCook to another.

- Click a title to go to that window.
- Click the left/right arrows to scroll forward and backward through the sections you have been working on.

3.1 The Toolbar

The toolbar is positioned vertically on the right side of the screen. Each of the icons represents a feature or function in MasterCook. Some of the functions can also be found in the menus at the top of the screen.

To see the title of an icon, place the mouse pointer over it. After a moment, the title will appear. This is useful when you cannot remember what an icon stands for. Click once to activate the feature.

New: This icon will create a new cookbook, recipe, menu, meal plan, shopping list or pantry.

Look Up/Link To Tips: This feature aids you in linking valuable information -- such as a video, tip, or glossary definition -- to your recipes. For example, a video that explains how to knead dough may be linked to a bread recipe.

Recipe Browser: This icon will open the Recipe Browser window and display the recipes in the current cookbook.

Recipe Display: Click this icon to open the highlighted recipe in the Recipe Display window.

Recipe Edit: You can use this icon to open the Recipe Edit window from the Recipe Browser and the Recipe Display windows.

Add To Shopping, Favorites or Menu: Click this icon when you want to add something to a menu, a shopping list, or your Favorites.

Scale Recipe: Click this icon to scale a recipe. This feature helps you decrease or increase the yield of a recipe.

Check Spelling: Use this icon to check your spelling when working with cookbooks and recipes.

Nutritional Analysis: Click this icon to see a nutritional analysis of the current recipe, menu, or meal plan.

Import/Export: Click here to exchange information from MasterCook with others via Export or E-mail. This icon will also allow you to access the Import and Import Assistant features of MasterCook.

Print/Publish: Click here to print a recipe, menu, meal plan, shopping list, tip or something from your Favorites. You can also print an entire cookbook and edit your own print design.

Open the MasterCook Web site: Click here to launch your Web browser and go to the MasterCook home page.

3.2 Menus

The menus and commands in MasterCook are context sensitive. Some only appear when you are in a section of MasterCook where they can be used, and

some have more commands when in specific functions in MasterCook. Many of the commands on the menus have keyboard shortcuts. These are keys used together to accomplish a function. For instance, press and hold the CTRL key on your keyboard and then press the N key to create a new recipe. Not all commands work in every part of MasterCook. If a menu command is unavailable, it will appear gray and will not function when clicked or the keyboard shortcut is used.

3.3 The File Menu

With the commands on the File menu, you can:

- Create a new recipe
- Open a new window
- Open a file from a disk
- Open a recipe
- Open an embedded recipe
- Close a window
- Save a file
- Import a file
- Access the Import Assistant
- Export and email a file
- Edit the print design
- Print or publish a recipe
- Backup/Restore/Merge
- Quit MasterCook

3.4 The Edit Menu

In the Edit menu you can:

- Undo the last command
- Redo the last command
- Copy text
- Copy a recipe
- Delete a recipe
- Select all of a section of text
- Categorize recipes
- Access preferences

Preferences refer to the configuration of MasterCook. When you change things in the Preference window you are making changes that affect the entire program, not just the current window.

The Extended Edit Menu

This appears when you are editing or entering a new recipe.

The new commands are:

- Cut Rows
- Copy Rows
- Paste
- Paste Recipe
- Paste Text to Ingredient - You can copy text from another program and then use the Paste Text into Ingredient command to place that text into the ingredient rows.
- Insert Row
- Delete Row

Most of the commands refer to the text area where you add ingredients by rows in the Edit Recipe window.

- Embed Recipe - This command will include a recipe within another as though it were an ingredient. For example, a Chicken Noodle Soup recipe might include recipes for Seasoned Chicken Stock and Homemade Egg Noodles.
- Auto-number Directions

3.4.1 Setting MasterCook Preferences

Preferences refer to the configuration of MasterCook. When you change things in the Preference window you are making changes that affect the entire program, not just the current window.

There are four tabs in the Preferences window:

- General
- Cookbooks and Recipes
- Meals
- Nutrition

You can customize portions of the MasterCook environment with each tab.

3.4.1.1 General

- You can select which fast-fill measurement system to use throughout MasterCook. You can use US measurements (cups,

teaspoons, etc.), Metric measurements (liters, kilos, etc.), or a combination of both. Select *Combined* if you want both measurements to be available. Changing the measurement system affects only the new recipes you enter.

- You can also decide how to display amounts less than one. You can choose to have them displayed as Rounded to Nearest Common Fraction, Combined Fraction/Decimal, or Decimal with the number of places to show. You can select for it to show one-sixth as a fraction or not (decimal instead).

- You can turn FastFill on or off. FastFill is a shortcut feature. It offers words based on the letters typed. For example, if you type the letters *app* you will see the word *apples* FastFill in the text field.

- The *Use Abbreviations* command will cause common words to be abbreviated in the ingredients. For example, *teaspoon* will become *tsp*.

- You can turn *Tool Tips* on or off. Tool Tips are the explanations you see when you pass the mouse pointer over an icon.

- The *Restore Previous View upon Start-up* option will cause the program to open the last window you were working in when you exited the program.

- The last two options have to do with saving changes prior to exiting a window or the program. You can choose *Prompt to Save Files* for a reminder or *Close Windows Without Prompting*.
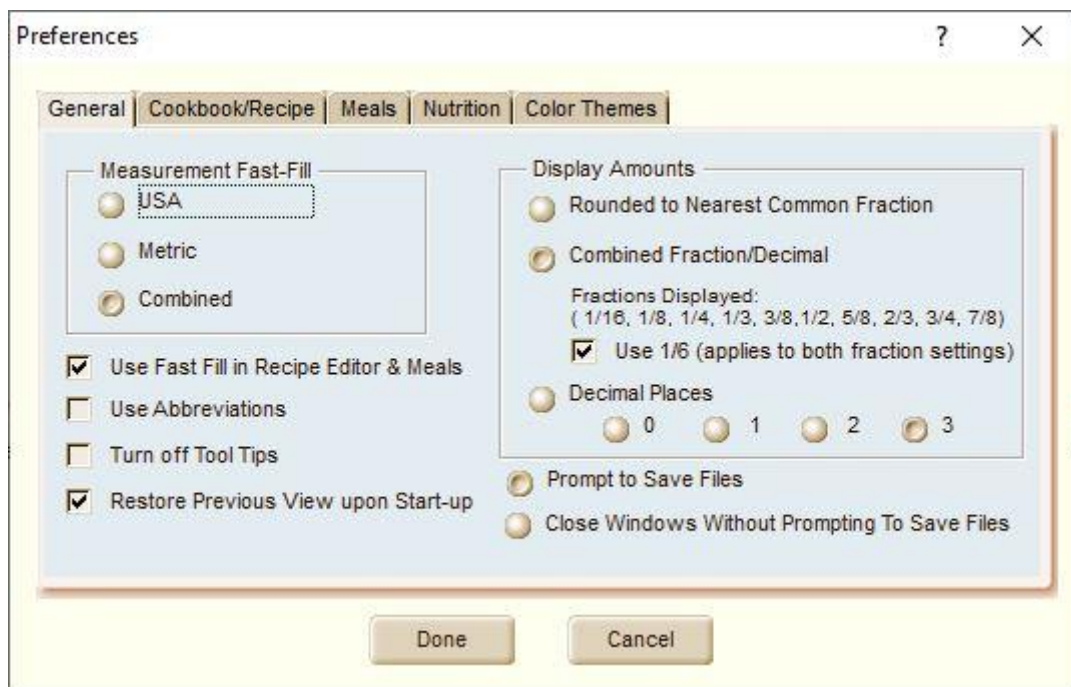
General Tab

3.4.1.2 Cookbooks and Recipes

- The *Use Last Saved Source in New Recipe* option can save you time. If this option is checked, the name of the last saved source will be automatically entered in the new recipe you are entering.

- The *Show Recipe Names, Titles and Ingredients as Title Case in Recipe Display* option will cause all items mentioned to appear in title case in the Recipe Display window.

- The *Automatically Title Recipe Names, Categories and Ingredients when Typing* option will cause all items mentioned to be converted to title case as they are entered.

- You can *Auto-number Directions in New Recipes*.

- The *Open Recipes in* options gives you two choices: *Display View* and *Edit View*. For example, if *Edit View* is selected, recipes will be opened in the Recipe Edit window.

- The Import Assistant option allows you to select a format to use when auto-filling recipes. Click the down arrow to choose a format and then toggle the *Show Auto-Fill Message* box on or off.

- The Recipe Edit Font Size allows you to select the font size of the Recipe Edit screen.
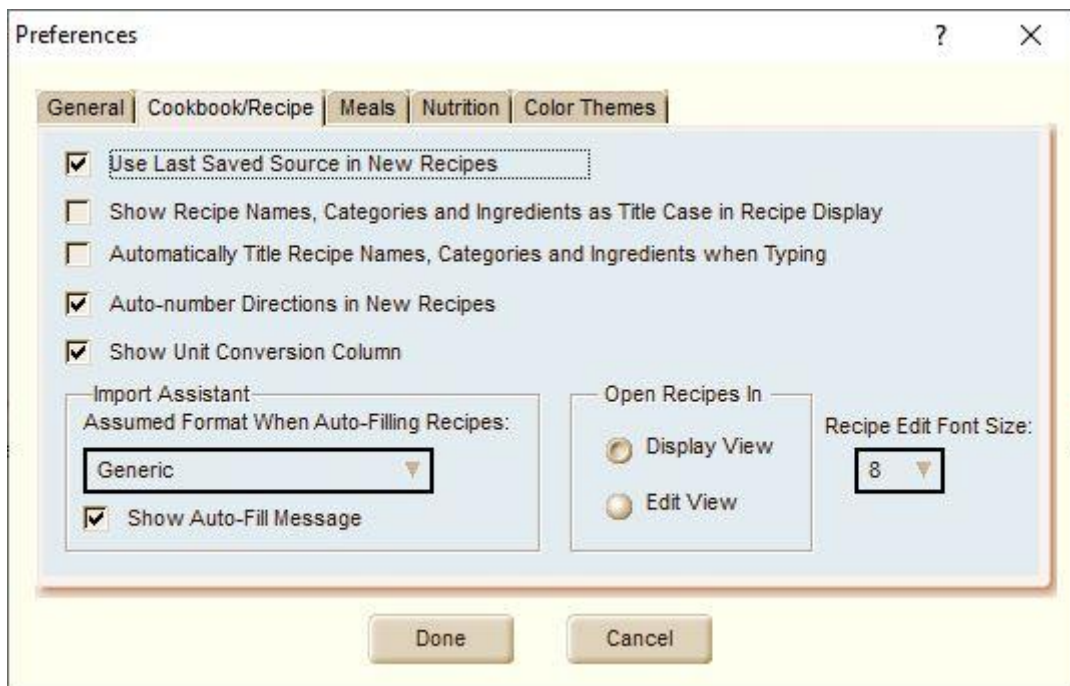
Cookbook/Recipe Tab

3.4.1.3 Meals

- You can choose to start your calendar week on a day other than Sunday. Click the arrow in the text box to select another day.

- You can empty items in your calendar that are older than 60 days or choose a different number of days.

- You can also set the row property default. When you type an ingredient into a recipe the assumption is it is an ingredient. But menus use both recipes and ingredients. You can select which row property to use as a default. Click the down arrow and select a row property.
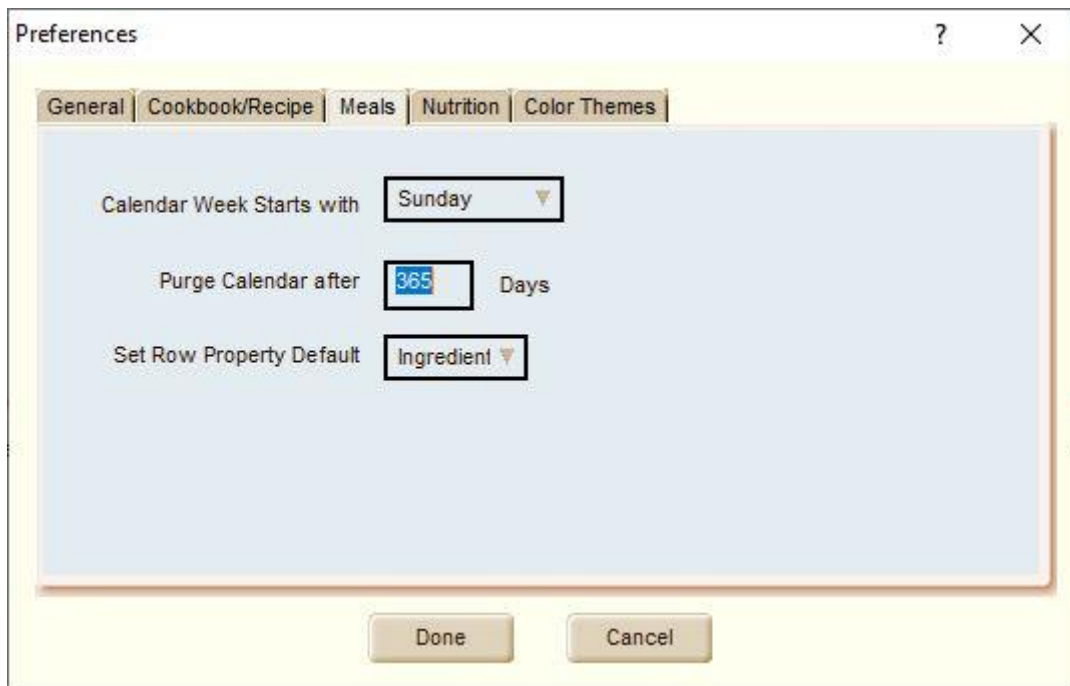
Meals Tab

3.4.1.4 Nutrition

- Change the number of calories used to calculate the percent of daily values in nutrition analyses.

For instance, if you want to know what percent of the daily values you are getting with a certain recipe and your target caloric intake for one day is 1500 calories you would choose that number in this field.

- You can also specify whether calculation notes should be included on the nutrition analysis report.
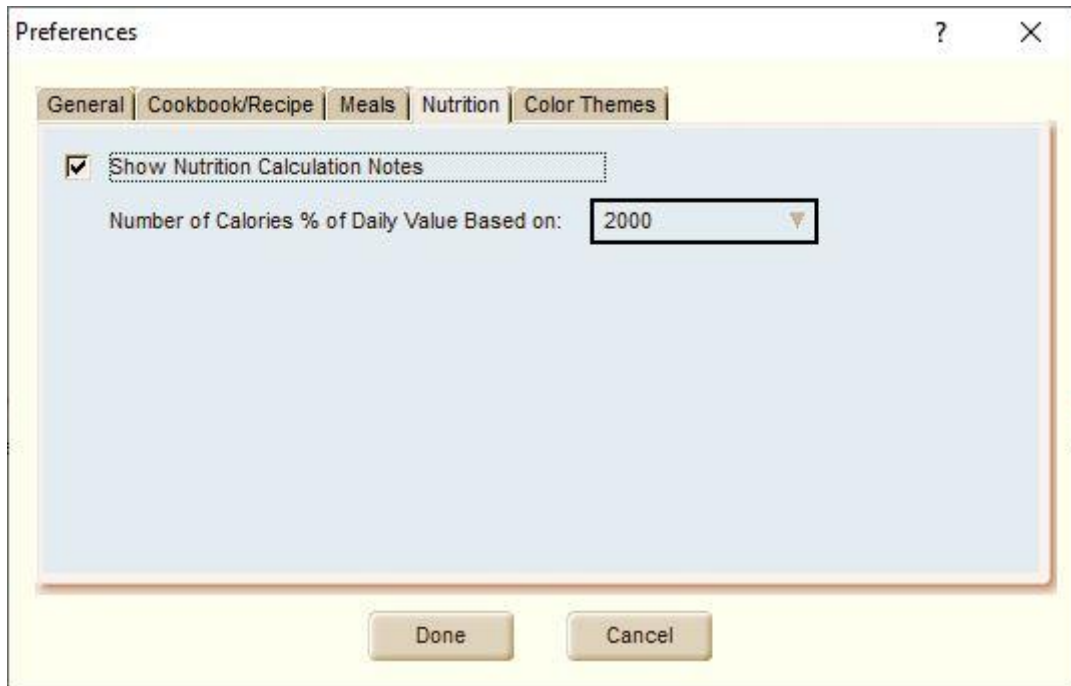
Nutrition Tab

3.4.1.5 Color Themes

The *Color Themes* tab within the *Preferences* window allows you to change the color theme throughout the program. You need to restart the program after selecting a different theme.

1. Select a theme from the list.
2. Press the **Done** button.
3. Restart MasterCook to see the changes throughout the entire program.

Note: The **Add** button lets you add a theme file if you receive a new one in the future.
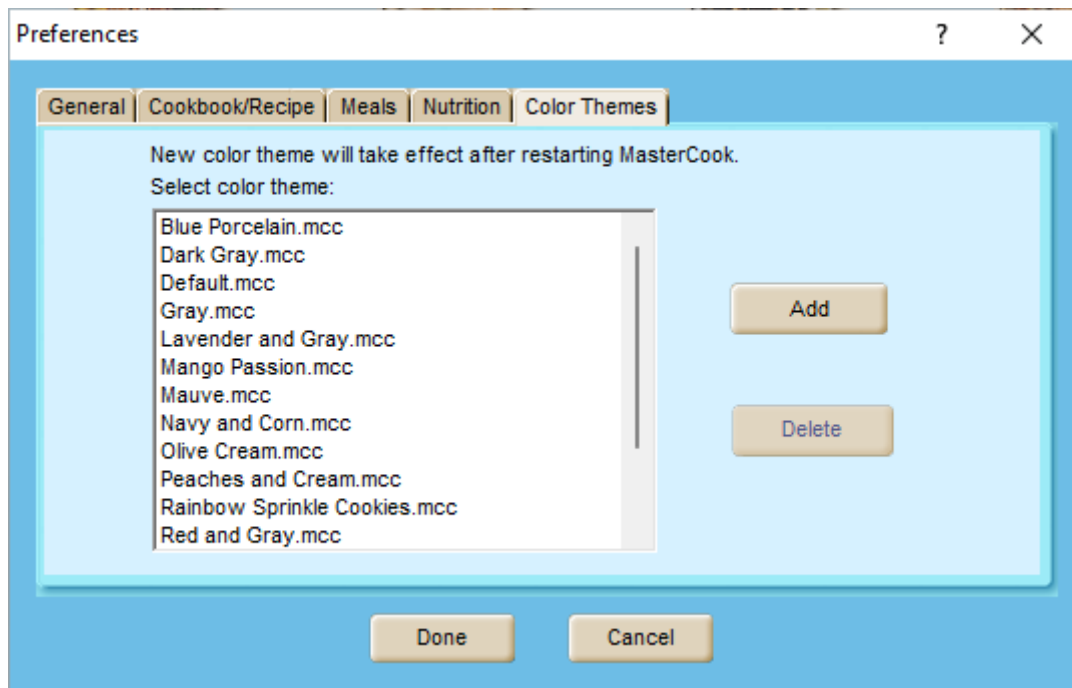
3.5 The View Menu

In the *View* menu you can increase and decrease the font size of several screens, such as the *Cookbook Browser, Recipe Browser, Recipe Editor, Meals,* and *Shopping*.

3.6 The Tools Menu

- The **Ingredient List** includes nutritional information for over 300,000 food items, mostly from the *USDA FoodData Central* database. You can add your own ingredients as well. When performing an analysis of your recipes and menus, the information comes from this list.

- You can keep track of wines you have tried with the *Wine List* command.

- Use the **Substitutions** command when you discover you do not have the exact ingredient a recipe calls for.

- The **Yields and Equivalents** command will translate things like how many cups there are in a pound of nuts.

- You can check the spelling in a cookbook with the **Check Cookbook Spelling** command.

- The **Find and Replace** command is a search function.

- You can use it to find a specific word, name or phrase and then replace it if necessary.

- With the **Edit User Dictionary** command, you can alter the dictionary to include unique words or names so the spell check does not stop on them. This is handy if you have recipes named after people.

- When you click on the ***Modify*** command this submenu will appear. Use it to make changes to Categories, Cuisine references and Ratings.

- The ***Customize Cookbook Titles*** command can be used to change the name and look of the book, the cover, titles and recipe text.

- With the ***Change Collections*** command, you can move cookbooks from one collection to another. With the Manage Collections command you can add, remove or rename a collection. And with the Manage My Categories command you can add, remove or rename categories, cuisine and ratings.

- The ***Import Assistant*** function makes it easy to import recipes from sources outside MasterCook.

- The ***Import Results*** command displays problems with recipes imported during the current session using the Import command from the File menu. This list appears automatically after an import if there are problems. The command is only useful for recipes that have been imported this way. It will not be available if you used the Import Assistant.

- The ***Cookbook Image Maintenance*** command allows you to compress and resize the recipe photos within a cookbook.

- The ***Refresh File List*** command is similar to using the F5 key. The file list is updated to show any changes made. Although this usually happens automatically, you may find after adding or deleting a Menu, Meal Plan, Cookbook, Shopping List, etc. that you do not see your change reflected in the appropriate list. Try using the ***Refresh File List*** command to update the list.

The **Tools** menu changes when the Recipe Browser window is on-screen. The new commands include:

- ***Check Recipe Spelling*** - you can check the spelling of the selected recipe.

- ***Add Recipe to*** - When you click on the ***Add Recipe To*** or ***Add Selected Recipes To*** command this sub menu will appear. Use it to add one or more recipes to the *Shopping List, Favorites* or *Menu* areas of MasterCook.

- ***Cost Analysis*** - You can run a ***Cost Analysis*** on a recipe with this command as long as costs have been entered for the ingredients.

- ***Nutritionally Analyze Recipe*** - With this command you can get a full report on the fat, carbohydrates, protein, etc. contained in the selected recipe.

In the Recipe Edit window you will see:

- ***Edit Preparation List*** - With this command you can remove or add new items to the list of preparations.

- ***Ingredient Analysis*** - You can analyze a single ingredient with this command. The result is a list of fat, carbohydrates, protein, calories, etc.

When the **Search** window is on-screen, and a search has been completed, the **Tools** menu will change again. Some commands do not appear, and there are new commands. The new commands allow you to add selected recipes to the *Shopping List, Favorites*, or to a *Menu*.

The new commands on the Tools menu in the Meal Manager window have to do with analyzing the cost and nutrition per menu and adding a menu or meal plan to a shopping list or favorites.

The Tools menu changes yet again when you open the Shopping List window. The new commands are:

- **Add Shopping List to Favorites** - This command adds the entire list to your list of favorites so it is available next time you want to produce a specific menu or recipe.

- **Combine Ingredients** - When you have selected more than one recipe and added the ingredients to your shopping list this command will join the ingredients on the list, so you do not have the same ingredient listed twice.

- **Merge** - With the Merge command you can update your shopping list based on what is in your pantry.

One command changes for the **Tips** window. **Add Tips to Favorites** will add the tip currently highlighted on screen to your list of favorites. This is very handy when you use the same tip over and over.

The changes in the **Tools** menu for the **Favorites** window include:

- **Add Selected Recipe(s) to Shopping List**
- **Add Selected Recipe(s) to Menu**
- **Cost Analyze Selected Recipe(s)**
- **Nutritionally Analyze Selected Recipe(s)**

You can choose a recipe from your favorites list and add it to your shopping list or menu. You can also analyze the cost or nutrition of a specific recipe in your favorites list.

3.7 The Ingredient Menu

This menu only appears when you are in the **Recipe Edit** window. Most of these commands are important to nutritional analyses.

- **Create Nutritional Link** - You can link an ingredient to a similar ingredient for nutritional analysis.

- **Remove Ingredient Nutrition** - Use when you want to remove nutritional information completely. This would be useful for an optional ingredient as it will not be included in a nutritional analysis.

- If you make a mistake or change your mind the **Reset Ingredient Nutrition** command will restore the link.

- The **Ingredient Analysis** command reports on the nutrition facts, exchanges and more for an individual ingredient.

- You can change the unit measurements for each ingredient or change them all with the ***Change Recipe Units*** command.

3.8 The Help Menu

The *Help* menu is where you will find links to helpful resources:

- Help Contents
- Getting Started web page tutorial
- MasterCook Support website
- MasterCook's YouTube channel
- MasterCook.com
- About MasterCook

3.9 MasterList

The MasterList displays all the files in MasterCook in a format similar to the Windows Explorer. Recipes are organized by cookbook and within the cookbooks by categories. The other files you can access through the MasterList are Menus, MealPlans, Shopping Lists, Pantries and the Tips and Glossary files. The MasterList makes it easy to find and rearrange things quickly, and to drag and drop recipes between cookbooks.

The plus (+) symbol indicates the folder has more to see. The minus (-) symbol means that folder has already been expanded. Click a plus sign to see the contents of that item. For example, click the plus sign next to Cookbooks and you'll see a list of cookbooks. Click the plus sign in front of a cookbook to see the list of the categories contained within the book. Double-click a category to see its contents in the right pane.

Scroll through the list to find the item you're interested in and double-click it to open it. For example, double-click a recipe to display it in the Recipe Display window; although this depends on how the Preferences are configured. You can also select the item and then use the Open command from the File menu.

To the left of each item, you will see an icon. This icon indicates the kind of file the item is -- a recipe, a shopping list, and so forth.

Basic Know-How: If you can't see the whole name of an item, place the pointer over it for a moment. The full name will appear, superimposed over the rest of the information in the window.

3.9.1 Moving Things with the MasterList

You can use the MasterList to do some things quickly and easily. If you want to place a recipe in your Best Cookies cookbook and the cookbook you created to give to a friend, you can drag and drop the recipe into those two places or use the Copy and Paste commands.

To copy an item:

1. Select the item you want to copy.
2. Select *Copy* from the *Edit* menu or from the right-click menu.
3. The item is sent to the Clipboard and is ready to be pasted somewhere.

To paste an item:

1. Select a folder in the left pane where you want the item to be pasted.
2. Select **Paste** from the *Edit* menu or from the right-click menu.
3. The item is pasted directly into the selected folder.

To delete one or more items:

1. Select the item(s) you want to delete.
2. Select **Delete** from the *Edit* menu or from the right-click menu.
3. You will be prompted to confirm that you want to delete the item. Click **Yes** to complete the process.

Hot Tip!

Deleting recipes is final. The information cannot be retrieved once it is deleted.

Dragging and Dropping Items

A quick way to rearrange the items in MasterList is to drag and drop them to where they should be. You can drag and drop items from one pane to the other in a single MasterList, or you can open a second *MasterList* and drag and drop items between the two.

CAUTION: Do not drop items into the left pane of the *MasterList* window. Only drag and drop items into the right pane of the *MasterList* window.

3.9.2 Opening MasterLists in Two Windows

One way to streamline your work in the MasterList is to open two windows at once. This makes it easier to drag and drop between cookbooks.

To open a second window, use the **Open New MasterList** command on the *File* menu. When more than one *MasterList* is open, you can:

- Search through different parts of both lists
- Drag and drop items from one list to the other
- Copy and paste items from one list to the other

Basic Know-How: You will always have only one copy of the *MasterList*. You can open two windows, but you are looking at the same file. Changes made are reflected in both windows. For example, if you copy a Cheesecake recipe from Mama's Cookbook in the first window and paste it into the Family Recipes Cookbook in the second window, the change is made to both lists. Opening two windows simply helps you view and move files quickly and easily.

3.9.3 Closing the MasterList

When you have completed your work in the *MasterList* you can close it by clicking the X in the upper-right corner or by selecting the **Close MasterList** command from the *File* menu.

3.9.4 Resize the MasterList Font

In previous versions of MasterCook the font size of the MasterList was 8 points. Beginning in MasterCook 24 the font size is set for 14 points.

Beginning in MasterCook 24 the user can set the font size within the Mastercook.INI file. If you used the default installation option you will find that file within this folder on your computer: C:\Users\Public\Documents\MasterCook 24

Follow these steps:

1. Close MasterCook so it is not running.
2. Browse to the C:\Users\Public\Documents\MasterCook 24 folder and open the Mastercook.INI file with Windows Notepad.
3. Scroll to the bottom of the Mastercook.INI file to locate this line: MasterlistFontSize=14
4. Change the number 14 to a different number.
5. Save changes and close the Mastercook.INI file.
6. Startup MasterCook and view the MasterList to see your changes.

4. Backup/Restore/Merge

Select **Backup/Restore/Merge** from the *File* menu in the main MasterCook program on the computer.

In order to use the tools, you need to close the main MasterCook program once you launch the **Backup/Restore/Merge** command.

In the *Backup, Restore, and Merge* program, you can click on the + and - boxes along the left of the screen to expand and and collapse sections.

o   The *Backup* tab allows you to backup your files for MasterCook. **Note:** It does not backup files from older versions.

o   The *Merge* tab allows you to merge your ingredients and tips from a previous version of MasterCook that is installed on the computer.

o   The *Restore from MasterCook* tab allows you to restore files from a previous version of MasterCook that is installed on the computer. Use this option if you have an older version of MasterCook currently installed on the computer. **Warning:** If you have more than one version of MasterCook installed on your computer do not restore the same cookbook from multiple versions.

o   The *Restore from Backup* tab allows you to restore your MasterCook files from a backup location. It replaces the files that install with yours that you revised. This allows you to recover your preference settings and replace any customizations you made to files like the print templates, ingredients, etc. **Caution:** If you use the *Restore from Backup* option with a backup set of files from a previous version, their files will overwrite what MasterCook installs. This means an older version of MasterCook's files will replace the new ingredients and tips that install with MasterCook and wipe them out. Therefore, expand the items in the *Restore from Backup* screen and make sure you **remove the checkmarks** from the MC Tips files and the MC Ingredients.

4.1 Backup Tab

The Backup tab allows you to backup your files for MasterCook. It lists all of the user files for the program.

It does not backup files from older versions of MasterCook.

You can click on the + and - boxes along the left of the screen to expand and collapse sections.

Follow the steps below to backup your files:

1. Add checkmarks to the boxes of items you wish to backup.

2. Press the **Browse** button.

3. In the *Browse For Folder* window that appears, select a location to place the files to be backed up. Use the **Make New Folder** button if necessary.

4. After selecting the backup location, press the **Backup** button.

5. Notice the progress bar displays as the files are being copied to the backup location.

6. When the backup tool completes, you will see a Backup complete message.

7. Press the **OK** button.

8. You can close the *Backup* program by using **Exit** button or the X in the upper right corner of its window.

Your backed up files can be used in the future if you need to recover lost or corrupt files.

WARNING: Never open backup copies of your files, or you will confuse the program since it is using its own local files. It will also cause syncing problems for your MasterCook.com account.
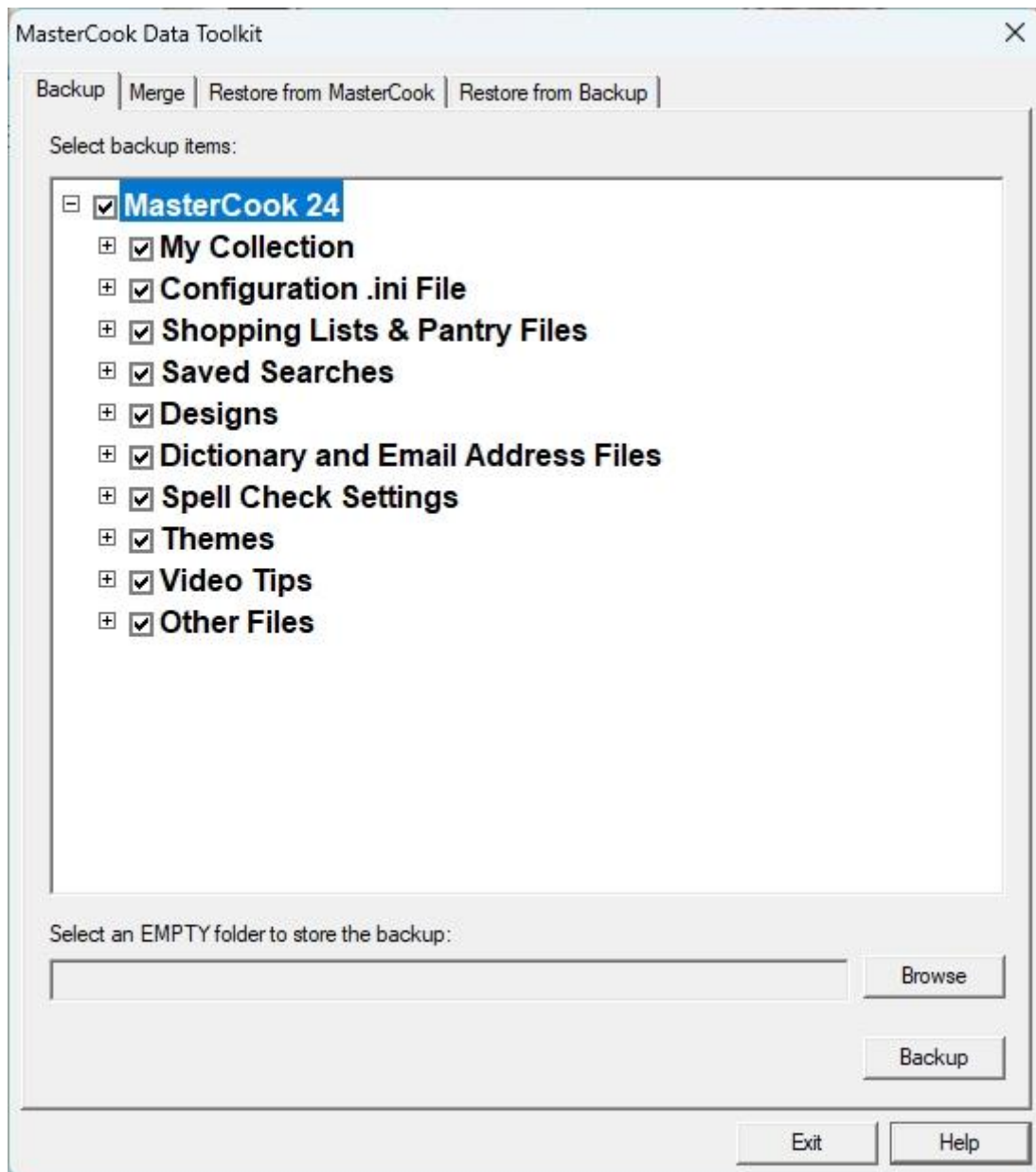
4.2 Merge Tab

If you have edited or added your own ingredients or tips in a previous version of MasterCook, you use this tool to merge them into the new version of MasterCook. If you have a previous version of MasterCook installed on the computer, it will list them on this screen.

If you do not have a previous version of MasterCook installed on your computer, this box will be blank. You can still merge your ingredients and tips from a previous version of MasterCook even if it is not installed on the computer. Contact MasterCook Support for instructions.

You can click on the + and - boxes along the left of the screen to expand and collapse sections.

Follow the steps below to merge your files:

1. Add checkmarks to the boxes of items you wish to merge.

2. Press the **Merge** button.

3. If it detects duplicate ingredients, you will see a dialog box to select what to do. Use the **Yes to All button** if you wish to use the latest ingredient data installed with the program. If you use the **No to All** button, it will use the older data from your file that you are trying to merge into the new version.

4. Notice the progress bar displays as the ingredients are being merged.

5. When the merge tool completes, you will see a Merge complete message.

6. Press the **OK** button.

7. You can close the Merge program by using **Exit** button or the X in the upper right corner of its window.

After you are done merging and you close the Merge program, you can launch the main MasterCook program and go to the Cookbooks screen and select Ingredient List from the Tools menu. You can check your ingredients to confirm they merged.
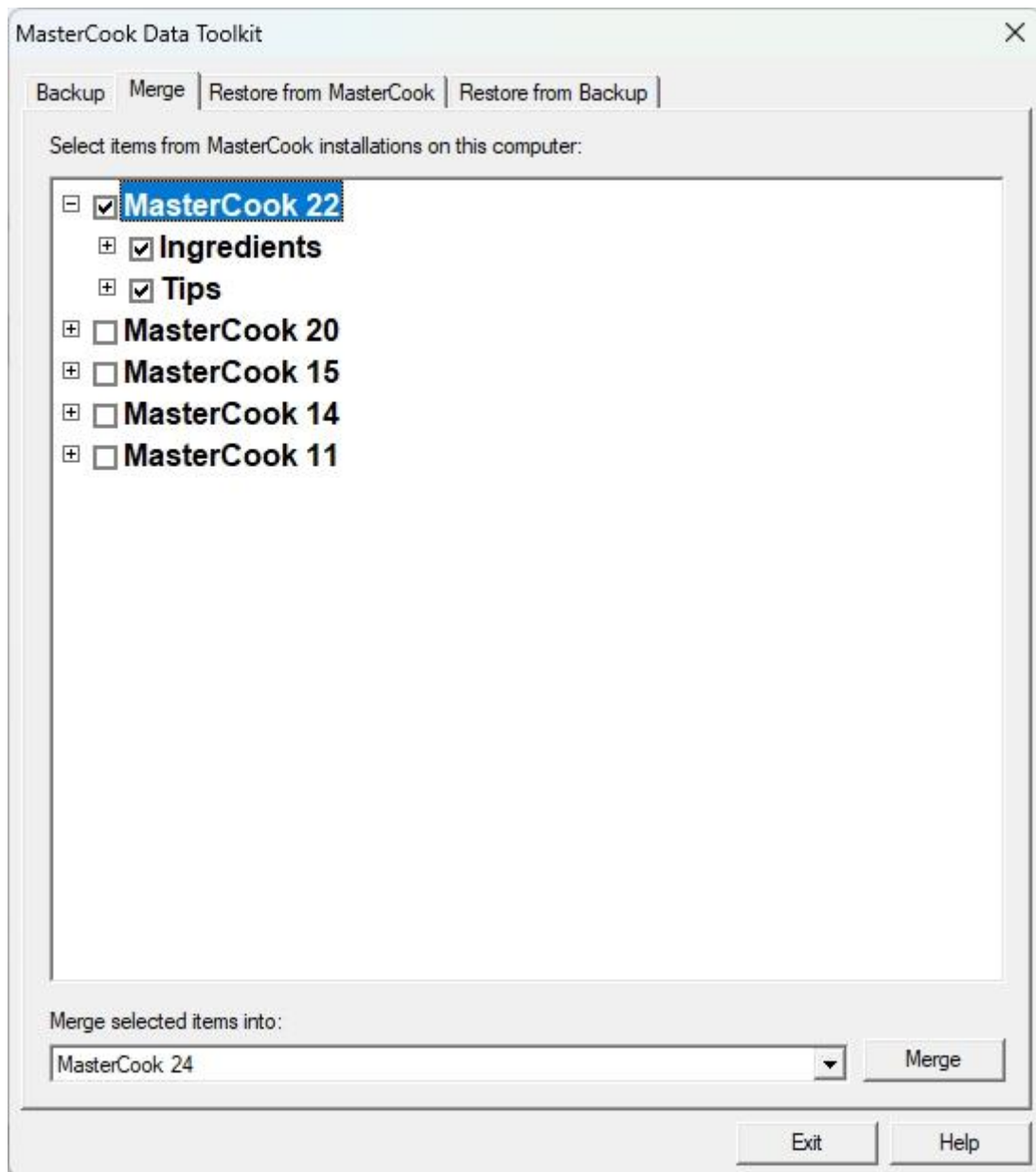
4.3 Restore from MasterCook Tab

The Restore from MasterCook tab allows you to restore files from a previous version of MasterCook that is installed on the computer. If you have a previous versions of MasterCook installed on the computer, it will list them in this screen.

If you wish to start with a fresh installation of MasterCook and have the benefits of its new tips and ingredients, you should use the *Restore from MasterCook* tab. This will not overwrite the MasterCook ingredients or tips. If you have added your own ingredients or tips to a previous version of MasterCook, the next step you would take is to use the Merge tab to merge them with those in MasterCook.

Warning: If you have more than one version of MasterCook installed on your computer do not restore the same cookbook from multiple versions.

You can click on the + and - boxes along the left of the screen to expand and collapse sections.

Follow the steps below to restore your files from a previous version of MasterCook that is installed on your computer:

1. Add checkmarks to the boxes of items you wish to restore.

2. Press the **Restore** button.

3. You will receive a warning letting you know that you will be replacing the data files. For example, when you first install MasterCook, it comes with an empty My Cookbook. When you use this restore tool, if you have a My Cookbook in a previous version of MasterCook with your own recipes, it will replace the empty one that was installed with yours from the previous version that contains your recipes.

4. Select **Yes** if you wish to continue.

5. Select **No** if you wish to cancel.

6. When you select Yes and files will be overwritten, you will see a dialog box that lists each file that will be replaced. It allows you to select to overwrite or keep what the program is currently using.

7. Notice that the progress bar displays as the files are copied into MasterCook's folders.

8. When the restore tool completes, you will see a Restore complete message.

9. It reminds you that if you have ingredients or tips that need to be transferred into MasterCook, you need to use the Merge tool to transfer those into the program.

10. Press the **OK** button.

11. You can close the Restore program by using **Exit** button or the X in the upper right corner of its window.

After you are done restoring and you close the Restore program, you can launch the main MasterCook program and see the content that was added to the program.
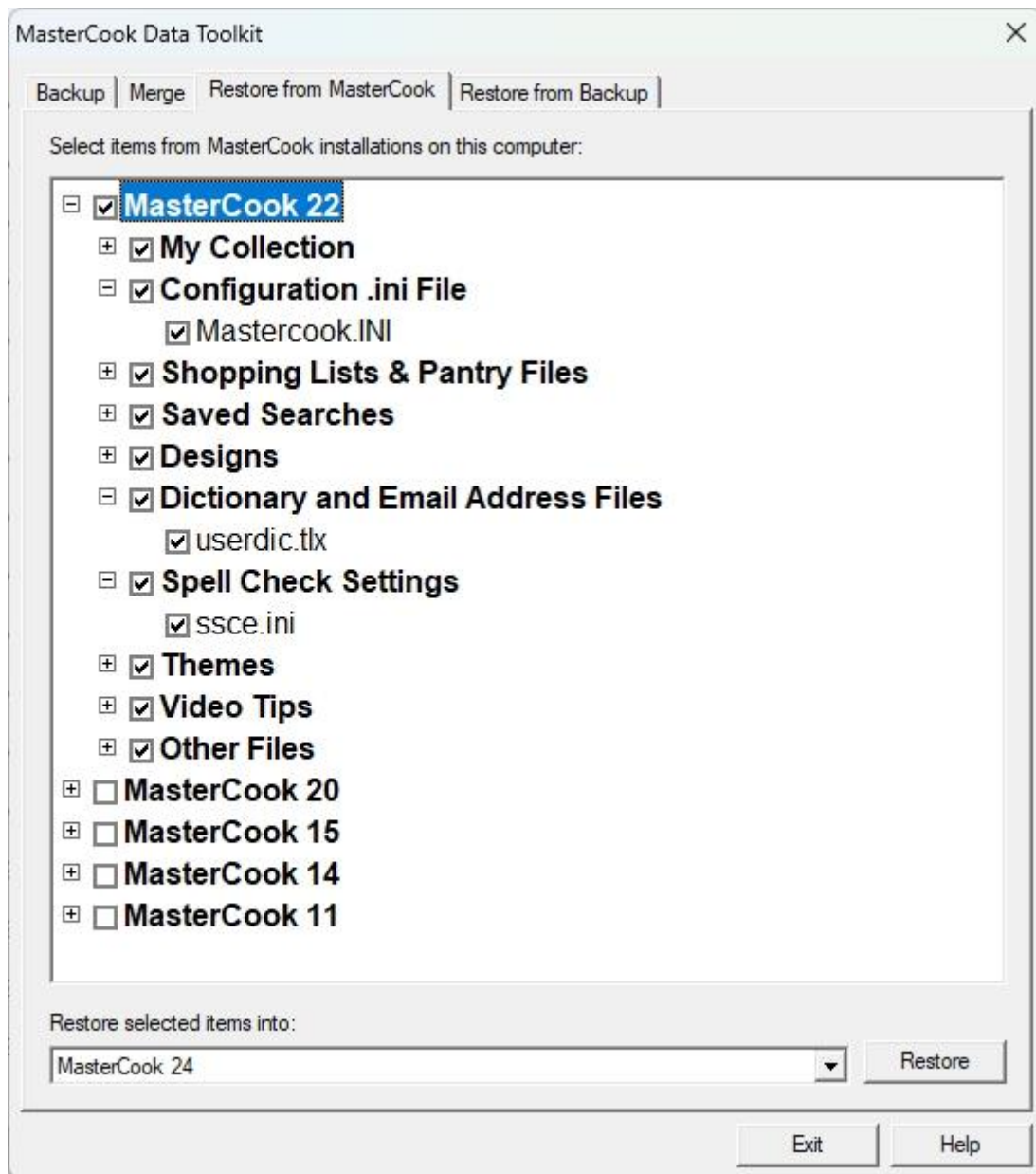
4.4 Restore from Backup Tab

The *Restore from Backup* tab allows you to restore files from a backup location. For example, if you get a new computer or if you have to reinstall MasterCook, you will use this option. It replaces the files that install with yours that you revised and saved in the backup. This allows you to recover your preference settings and replace any customizations you made to files like the print templates, ingredients, etc.

Caution: If you use the *Restore from Backup* option with a backup set of files from a previous version, their files will overwrite what MasterCook installs. This means an older version of MasterCook's files will replace the new ingredients and tips that install with MasterCook and wipe them out. Therefore, expand the items in the *Restore from Backup* screen and make sure you **remove the checkmarks** from the MC Tips files and the MC Ingredients. If you have tips or ingredients you wish to merge from an older version's backup files, open your

backup folder and locate the MC Ingredients.ing file in your backup location. **Right-click** on the **MC Ingredients.ing** file and select **Merge Ingredients** from the commands that pop up. It will merge that ingredient file into the one that MasterCook is currently using.

Follow the steps below to restore your files:

1. Press the **Browse** button.

2. In the Browse For Folder window that appears, select the folder that contains your MasterCook files that were previously backed up.

3. Press the **OK** button.

4. The Restore from Backup screen populates with the contents of your backup folder.

5. Add/Remove checkmarks to select what items you wish to restore to MasterCook.

6. Press the **Restore** button.

   ▪ You will receive a warning letting you know that you will be replacing the data files. For example, when you first install MasterCook, it comes with an empty *My Cookbook*. When you use this restore tool, if you have a *My Cookbook* in a previous version of MasterCook with your own recipes, it will replace the empty one that was installed with yours from the previous version that contains your recipes.

   ▪ Select **Yes** if you wish to continue.

   ▪ Select **No** if you wish to cancel.

7. When you select **Yes** and files will be overwritten, you will see a dialog box that lists each file that will be replaced. It allows you to select to overwrite or keep the file the program is currently using.

8. Notice that the progress bar displays as the files are copied into MasterCook's folders.

9. When the restore tool completes, you will see a Restore complete message.

10. Press the **OK** button.

11. You can close the *Restore* program by using **Exit** button or the X in the upper right corner of its window.

After you are done restoring and you close the *Restore* program, you can launch the main MasterCook program and confirm the content was added to the program.
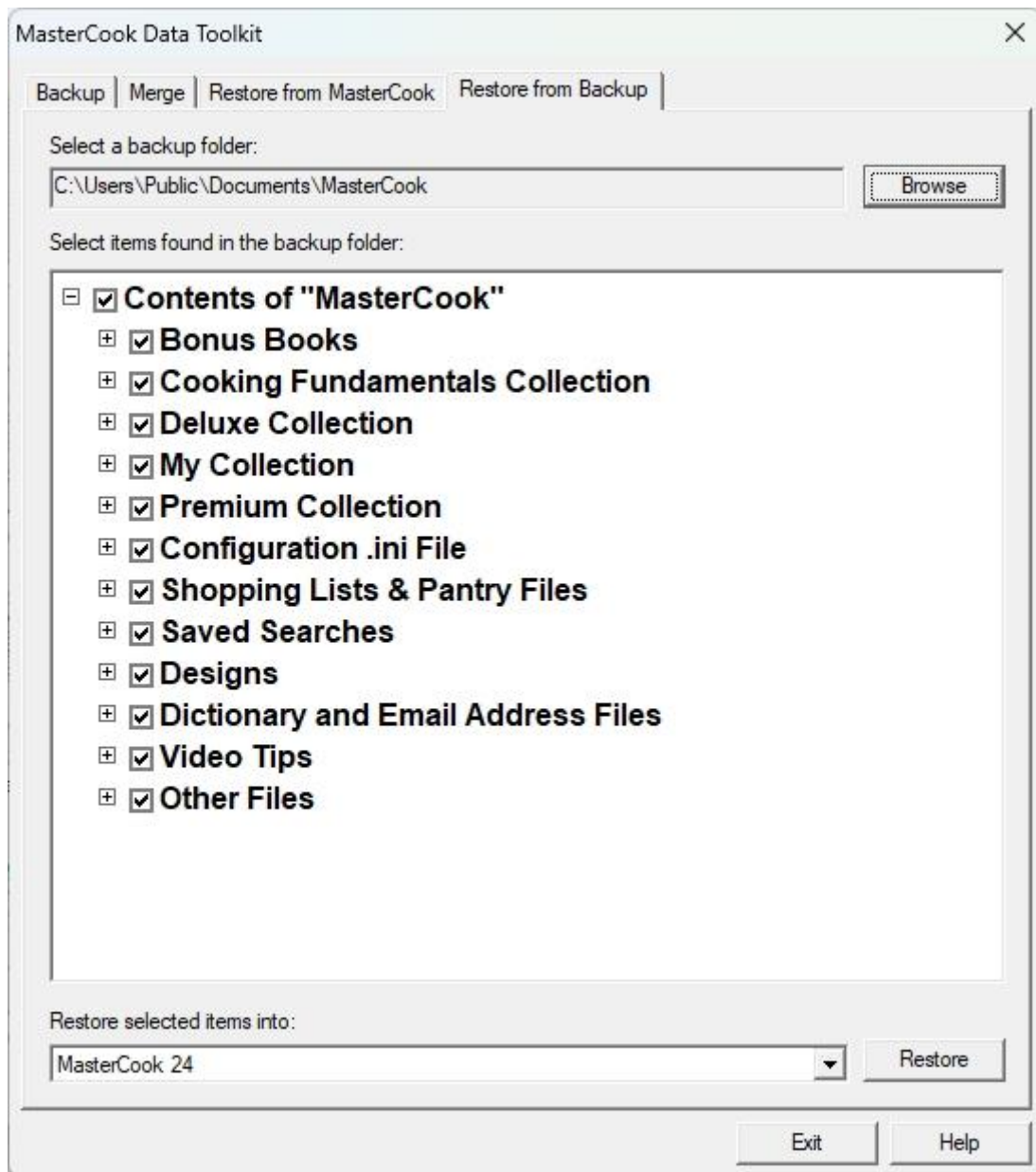
4.5 User Data Files

See below for a list and description of files used by the program.

WARNING: Never rename these files on the computer, or you can corrupt them. If you wish to rename a cookbook, for example, do that from within the program only. Open a cookbook in MasterCook. Select Customize Cookbook from the Tools menu. Only rename it here. The program renames the files itself on the computer.

In the Collection Folders:

.pln - meal plans
.mnu - menus

.mc2 - stores the text of a cookbook
.mcx - stores the recipe photos of a cookbook

In the MC Tools Folder:

.bl - ingredient substitutions
.el - ingredient equivalents
.mcd - print designs
.mcp - paper definitions
.pl - pantry
.sl - shopping lists
.src - saved search criteria
MC Ingredients.ing - ingredient file (if you added or editing ingredients in the Ingredient List)
MC Prep Methods.mtd - ingredient preparation list
MC Alt Sources.mtd - alternate source labels
MC Alt Times.mtd - alternate times labels
MC Wine List.wl - wine list
MC Favorites.mfv - favorites
MC Tips.mtf - Tips text file (if you edited the Tips section of the program)
MC Tips.mcx - Tips picture file (if you edited pictures within the Tips section of the program)

In the Public\Documents\MasterCook Folder:

Mastercook.INI - various user settings for the program, such as those in the Preferences

userdic.tlx - words added to dictionary for spell checker

ssce.ini - spellcheck settings

5. Cookbooks

MasterCook is another way of keeping track of recipes or finding new ones -- similar to printed cookbooks or hand printed 3x5 cards in a recipe box. What's great about MasterCook is that the recipes won't get lost, and if you forget the name of a dish, you can still find it. Recipes are stored in files called Cookbooks and the cookbooks in MasterCook are arranged in Collections as folders on your computer.

5.1 Collections

Cookbooks in MasterCook are organized in groups called *Collections*. These are folders on your computer where your cookbook files reside. You can do several things with a collection that make it easier to organize your cookbooks. You can create new collections, rename or reorganize them, add new cookbooks to collections, and remove whole collections.

IMPORTANT: Do not have more than one cookbook by the same name in multiple collection folders. Do not rename your files outside of the program by

using Windows. Use the **Customize Cookbook** command from the *Tools* menu to rename your cookbook.

5.1.1 Creating a New Collection

You can create a new collection for friends, family or a particular group you belong to or to separate your cookbooks by cuisine or other criteria.

There are two ways to create a collection:

1. Use Windows to create a folder on your computer.
2. Use the **Manage Collections** window in MasterCook to type in a new folder name.

Use Windows

1. You can use Windows to create a folder on your computer and place your cookbook files into it.
2. Next, launch MasterCook and select ***Manage Collections*** from the *Tools* menu.
3. Select this folder that contains your cookbook files and press the ***ADD*** button.

Use MasterCook

To create a new collection using the Manage Collections window:

1. Click **Cookbooks** on the navigation bar to open the Cookbook Browser.
2. Select the **Manage Collections** command from the *Tools* menu.
3. Select the location for the new Collection folder in the All Folders field. If the folder does not already exist, type a name for the new folder in the *Collection Location* field.

   Note: Be sure the appropriate path appears in the Collection Location field. For example:

   C:\Users\Public\Documents\Mastercook 20

4. Click the **ADD** button.

NOTE: If you are creating a new folder, you will be prompted to confirm the action. If the folder already exists, it will be added to the list of existing collections.

5.1.2 Renaming a Collection

You can easily rename Collections too.

To rename a Collection:

1. Click *Cookbook* on the navigation bar to open the Cookbook Browser.
2. Select the ***Manage Collections*** command from the **Tools** menu.
3. Select the Collection folder you want to rename from the *Existing Collections* field.
4. Click the **RENAME** button.
5. Type the new name and click **OK**.

5.1.3 Adding to a Collection

When you create a new cookbook, you can add it to a Collection.

To add a new cookbook to a Collection:

1. Click *Cookbook* on the navigation bar to open the Cookbook Browser.
2. Select the ***New Cookbook*** command from the **File** menu.
3. Type a name for the new cookbook and then select a collection to add it to.
4. Click **OK**.

Note: You can also create a new collection using the **MANAGE COLLECTIONS** button in this window.

5.1.4 Moving a Cookbook to a Different Collection

You may find that a cookbook is better located in a different collection. In MasterCook you can easily reorganize collections by moving cookbooks.

To move a cookbook to a different Collection:

1. Click *Cookbook* on the navigation bar to open the Cookbook Browser.
2. Select the Cookbook you want to move.

3. Select the ***Change Collection*** command on the **Tools** menu or right-click the cookbook and select ***Change Collection*** from the list.

4. Click the down arrow to choose the new collection.

5. Click **OK**.

5.1.5 Removing Collections

You can remove whole collections too.

To remove a Collection:

1. Click *Cookbook* on the navigation bar to open the Cookbook Browser.

Select the ***Manage Collections*** command from the **Tools** menu.

2. Select the Collection folder you want to remove from the *Existing Collections* field.

3. Click the **REMOVE** button.

4. Click **DONE**.

The Collection will be removed from MasterCook but will remain on your hard disk.

5.2 How Cookbooks are Organized

Printed cookbooks are usually organized by category. In MasterCook you can choose which categories you would like to use for your cookbooks -- by the type of meal (desserts, appetizers, breads), by the time of day you eat it (breakfast, brunch, lunch, dinner), and so forth.

However you decide to organize your recipes, MasterCook makes it easy for you to manage them. Each cookbook can hold up to 12,000 recipes but keep in mind that the larger the cookbook the slower the search and sort times.

Although there is a limit of 12,000 recipes in a cookbook, your cookbook file sizes are affected. There is a 2 GB file size limit on the computer. The .mc2 file contains the text of a cookbook. Its companion .mcx file contains all of the photos used in a cookbook. **If you inserted really large photos and the .mcx file exceeds 2 GB, you will lose your photos in the cookbook.** They won't be recoverable. You can avoid this if you resize and compress your photos using the Cookbook Image Maintenance command from the Tools menu while viewing an opened cookbook.

5.2.1 Finding and Opening Cookbooks

To open a cookbook, click the word *Cookbooks* on the navigation bar at the top of the screen. The *Cookbook Browser* screen appears.

There are two ways to view the cookbooks: by *Book* or by *Title*. At the top of the screen click the *Book* tab to see thumbnails of the cookbooks or the *Title* tab to see the list of cookbooks by title.

Along the left of the screen, you can select how to sort the cookbooks. A setting in the .ini file records your sort settings so they remain persistent.

Hot Tip!

You can adjust the font size of this screen by using the *View* menu at the top of the program.

5.2.2 Creating a New Cookbook

You can create your own cookbook and add recipes to it for use with MasterCook. You can share the cookbooks with your friends and family too.

Note: MasterCook includes an empty cookbook called "My Cookbook". You can use this as your personal cookbook or create another.

To create a new cookbook:

1. Click the New button on the toolbar or choose *New Cookbook* from the **File** menu.
2. Type a name for your new cookbook.
3. Choose a collection where you want the cookbook stored.
4. Click the box to use the categories you create.
5. Click the **MANAGE COLLECTIONS** button if you want to make changes to the cookbook collections, such as add, remove or rename.
6. Click **OK** when you're finished.

Hot Tip!

One way to customize the new cookbook to your own needs is to define a set of your own categories to apply to the recipes. You need to create your own category template before you create the new cookbook.

5.2.3 Customizing a Cookbook

1. Select the cookbook you wish to customize by clicking it once.
2. Click the arrow next to the cookbook and select the *Customize* command from the list or select *Customize Cookbook* from the **Tools** menu.
3. On the Book tab you can change the name and description of the cookbook by typing in the appropriate field. You can also make the

name all capitals or title case. If you make a change and don't like it, use the Reset button.

4. Click the Recipe tab to modify the look of the recipe titles in your cookbook. You can convert them all to title case or capitals.

5. Click the Cover tab to modify the cookbook's cover. You can center the art, distort it or tile it to fit the cover. You can also replace the art.

6. Click the Page Display tab to modify the on-screen display of your recipes within a cookbook. You can change the layout from horizontal to vertical as well as the recipe field properties. Select the field you want to alter and then choose the font, size, style and color you want it to appear in. Click the **OTHER** button to see more colors. **NOTE:** None of these changes affect how your recipes appear when printed.

7. Click **APPLY** to see how your changes appear.

8. Click **DONE** when you are finished.

Hot Tip!

For best results, when inserting your own picture, pick a graphic that is the same proportion as the book (same width and height)

5.2.4 Creating a Template Cookbook

Creating a template cookbook is a great way to ensure that your preferred settings and the categories, cuisines, and ratings you use most often are within each new cookbook you create.

1. Create a new cookbook by selecting **New Cookbook** from the *File* menu. Name it *My Template* or whatever you prefer and open it.

2. Add your preferred categories, ratings, and cuisines by using the **Modify > Categories** command from the *Tools* menu. Type your categories, cuisines, and ratings in this window.

3. Set your preferred font colors and sizes, etc. by selecting **Customize Cookbook** from the *Tools* menu. This affects the font attributes of the *Recipe Display* view.

4. Do not add any recipes to your template cookbook.

When you want to create a new cookbook, go to the Cookbooks screen and highlight the template cookbook and select **Save Cookbook As** from the *File* menu. This creates a new cookbook based on a copy of your template cookbook.

Furthermore, you can add categories to this cookbook from another cookbook of yours. To do that open your other cookbook. Create a new recipe in this cookbook called Template Recipe or whatever you prefer. Assign every category in the cookbook to this recipe. Copy this recipe. Paste it into your Template Cookbook, and the categories will come along with the recipe. Then delete the recipe you copied. Be sure to select **NO** when prompted to delete the empty

categories since you want them to remain in the cookbook. The categories will remain assigned to your template cookbook.

5.2.5 Renaming & Copying Cookbooks

MasterCook cookbooks are stored as files. You can save the files so the data isn't lost when you turn off your computer. These files are stored on your hard disk or on removable media and can be copied to different directories and disks.

You can make a copy of a cookbook with the *Save Cookbook As* command in the *File* menu. But remember, when you do this all the changes you make will be saved to the new copy of your cookbook. The old cookbook will remain unchanged unless you open it and make the same changes.

To save a copy of a cookbook with a different name:

1. Choose *Save Cookbook As* from the **File** menu.

2. Type a new name for the cookbook.

3. You can make other changes too. Choose to place the new cookbook in a different collection, elect to use or not use your unique categories, and more. Click the **OK** button when you're finished. A copy of the cookbook will be created using the new name.

Hot Tip!

This is a useful feature if you want to rename a cookbook, copy it for a friend or to make a backup copy of a cookbook before you make major changes, such as compressing and resizing images within a cookbook.

5.2.6 Cookbook Image Maintenance

Compressing & Resizing Recipe Images

Oftentimes when you insert images taken from a camera, the images are so large that when you attempt to double-click to view the entire image in MasterCook, it can only show you part of the image. If you have multitudes of very large images, it can make the .mcx cookbook image file too large for the computer to handle. This new feature allows you to resize your images to reduce them.

Although there is a limit of 12,000 recipes in a cookbook, your cookbook file sizes are affected. There is a 2 GB file size limit on the computer.

- The .mc2 file contains the text of a cookbook.
- Its companion .mcx file contains all of the images used in a cookbook.

WARNING: If you inserted multiple, really large images, and the .mcx file exceeds 2 GB, you will lose your images in the cookbook. They will not be recoverable. You can avoid this if you resize and compress your images.

Compressing and resizing the images in a cookbook can also help when you wish to share a cookbook with someone else, so the files are not so large.

Note: *If you wish to test the results of these settings, try it out on a copy of a cookbook. You can quickly make a* copy *of a cookbook by using the Save Cookbook As command from the File menu while in the Cookbooks screen.*

The Cookbook Image Maintenance command from the Tools menu allows you to:

- Select the image type: (a) JPEG or (b) PNG
- Set the compression factor
- Set the pixel size of recipe images -- change either the width or the height
- Set the pixel size of the direction images -- change either the width or the height

When you set the pixel size of either the width or height, the aspect ratio is maintained and the other side is automatically adjusted so that your images are not distorted.

To compress and resize images in a cookbook:

1. Make sure you have a current backup copy of your files. If something goes wrong, you can easily restore the backup copies. Do not skip this step.

2. Once you have your files backed up, open a cookbook that you wish to compress and resize its photos.

3. Select **Cookbook Image Maintenance** from the **Tools** menu.

4. Adjust the desired settings and press the **OK** button.

5. Be patient while the task completes. Read the caution below. When the task is complete, the *Cookbook Image Maintenance* dialog box will appear. Press **OK.**

CAUTION: Depending on the number of recipes and images to resize and compress, it can take a long time for MasterCook to complete the task. Windows may even give you a false message that MasterCook quit responding. Ignore that message. Do not interrupt or close MasterCook while it completes its task, or it will corrupt your cookbook.
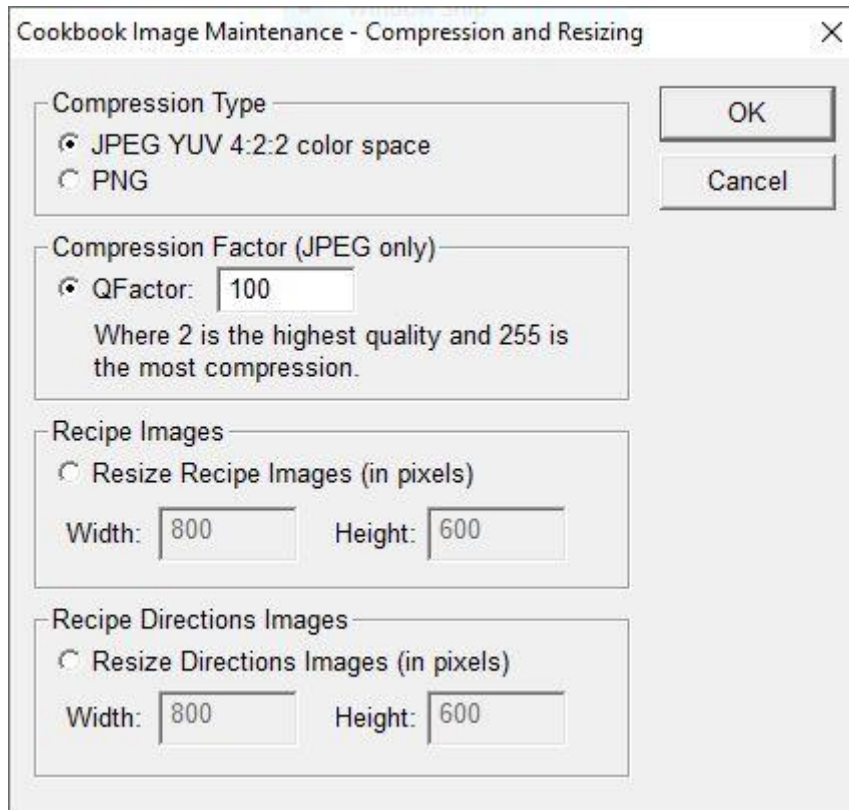
Cookbook Image Maintenance Window

5.2.7 Backing up Cookbook

There are two ways to backup your files for MasterCook.

1. Use the **Backup** tab in the **Backup, Restore, and Merge** program.
2. Use Windows or an automatic backup program to backup your files.

Both options give the same results.

Backup tab in Backup, Restore, and Merge

From the **File** menu in the main MasterCook program on the computer select **Backup/Restore/Merge**. Use the **Backup** tab.

Using Windows or an Automatic Backup Program

If you use the default installation, MasterCook creates a folder inside of the **Public Documents** folder on your computer. Inside that MasterCook folder are all of your files within the collection folder(s), MC Tools folder, etc., so you can use Windows or your automatic backup problem to make regular backup copies of that folder.

5.2.8 Copying Recipes from One Cookbook to Another

With MasterCook you can copy recipes quickly and easily from one cookbook to another.

To copy recipes from one cookbook to another:

1. Click *Cookbooks* on the navigation bar at the top of the screen.
2. Double-click the cookbook that you want to add recipes to. The Recipe Browser will appear.
3. Click MasterList on the navigation bar at the top of the screen.
4. Select the recipe you want to move from the MasterList, right-click it and choose the **Copy** command from the list. Now minimize the MasterList and return to the Recipe Browser.
5. Use the **Paste Recipes** command from the **Edit** menu and the recipe(s) will be copied into the cookbook. You can also copy recipes from the Recipe Browser to a cookbook in the MasterList.
6. If you want to remove the recipe from the original cookbook, you will have to go back and delete it.

Note: You can also drag one or more recipes from a cookbook in the MasterList to an open cookbook in Recipe Browser.

5.2.9 Deleting an Entire Cookbook

You may have no use for a cookbook and want to remove it from your system. But before you delete a cookbook, remember that there is no way to recover it once it has been deleted. Deleted cookbooks are not stored in the Windows recycle bin.

To delete a cookbook:

1. Select the cookbook you want to delete. You can select the cookbook from the MasterList, or the Cookbook Browser.
2. Click the arrow to the right of the cookbook and select **Delete Cookbook** or select **Delete Cookbook** from the **File** menu or in MasterList select the **Delete** command from the **Edit** menu.
3. You will be prompted to confirm that you want to delete the cookbook. This is a safety feature that gives you a chance to make sure you really want to permanently remove the data.
4. Click **YES** or **OK** to delete the cookbook. The cookbook will be deleted. It cannot be retrieved.

5.2.10 Closing a Cookbook

With MasterCook, you can have more than one cookbook open at the same time in separate windows. You can click the 'x' in the upper right corner to close windows when you are done but be careful. You don't want to close the main window.

To close a cookbook in a separate window:

1. Click the **Close Window** command on the **File** menu.

2. You will be prompted to save any changes.

5.3 Categories, Cuisine and Ratings

You can use categories, cuisine type and ratings to group recipes. For example, you can set up categories for breakfast, lunch and dinner as well as for desserts, holiday and celebration dishes, baked goods, meats and vegetarian dishes. You can set up cuisine for Mexican foods, Thai, Chinese, Italian and you can set up ratings based on family favorites or what the kids will eat.

All of these are helpful in organizing recipes and can be useful when performing searches. You can change the categories, cuisine types and ratings throughout MasterCook with the *Manage My Categories* or *Modify* commands on the **Tools** menu.

5.3.1 Modifying Categories

Categories can be anything you want. They can be food items, such as beef, chicken, etc. They can be courses, such as breakfast, lunch, etc. They can be cookbook chapters or magazine articles as well. Categories help you organize your recipes within a cookbook so you can filter and sort them in your cookbook within groups.

To add a category:

1. Select *Manage My Categories or Modify...* Categories from the Tools menu.

2. On the Category tab, type the name of the category you wish to add.

3. Click the **Add** button, or press **ENTER**.

4. Click the **Done** button to exit this screen.

To rename a category:

1. Select *Manage My Categories* or *Modify... Categories* from the **Tools** menu.

2. On the Category tab, find the name of the category you wish to rename and click it.

3. Highlight the category name, retype it and press **ENTER** or click the **RENAME** button.

4. Click the **DONE** button to exit this screen.

To remove a category:

1. Select *Manage My Categories* or *Modify... Categories* from the **Tools** menu.

2. On the Category tab, find the name of the category you wish to remove and click it.

3. Click the **REMOVE** button.

4. Click the **DONE** button to exit this screen.

Hot Tip!

Categories are per cookbook so you can have different categories in different cookbooks. You wouldn't want to be forced to have fish within a dessert cookbook for example.

5.3.2 Modify Cuisines

The Modify Cuisine feature allows you to modify the cuisine references that are used throughout MasterCook. Cuisine types are important because you can sort and search for recipes according to the cuisine to which they are assigned. For example, all your recipes that list the "Mexican" cuisine will be found and shown when you perform a search for all recipes that list "Mexican" cuisine.

To add a cuisine:

1. Select *Manage My Categories* or *Modify... Cuisine* from the **Tools** menu.

2. On the Cuisine tab, type the name of the cuisine you wish to add.

3. Click the **ADD** button, or press **ENTER.**

4. Click the **DONE** button to exit this screen.

To rename a cuisine:

1. Select *Manage My Categories* or *Modify... Cuisine* from the **Tools** menu.

2. On the Cuisine tab, find the name of the cuisine you wish to rename and click it.

3. Highlight the category name, retype it and press **ENTER** or click the **RENAME** button.

4. Click the **DONE** button to exit this screen.

To remove a cuisine:

1. Select *Manage My Categories* or *Modify... Cuisine* from the **Tools** menu.

2. On the Cuisine tab, find the name of the cuisine you wish to remove and click it.

3. Click the **REMOVE** button.

4. Click the **DONE** button to exit this screen.

5.3.3 Modify Ratings

The Modify Ratings feature allows you to add or remove the ratings you use for your recipes in MasterCook. Ratings can help you rate your recipes on a scale of one to ten by whatever criteria fits you and your cooking style best. For example, if you have finicky kids in the family, you can rate each recipe's "Kid Appeal" on a scale of one to ten with ten being the recipes that have the greatest kid appeal.

To add a rating:

1. Select *Manage My Categories* or *Modify... Ratings* from the **Tools** menu.

2. On the Ratings tab, type the name of the rating you wish to add.

3. Click the **ADD** button, or press **ENTER.**

4. Click the **DONE** button to exit this screen.

To rename a rating:

1. Select *Manage My Categories* or *Modify... Ratings* from the **Tools** menu.

2. On the Ratings tab, find the name of the rating you wish to rename and click it.

3. Highlight the category name, retype it and press **ENTER** or click the **RENAME** button.

4. Click the **DONE** button to exit this screen.

To remove a rating:

1. Select *Manage My Categories* or *Modify... Ratings* from the **Tools** menu.

2. On the Ratings tab, find the name of the rating you wish to remove and click it.

3. Click the **REMOVE** button.

4. Click the **DONE** button to exit this screen.

5.3.4 Assigning Categories to Multiple Recipes from Search

If you perform a search you can use its results to assign a category to those recipes.

1. Go to the Search screen.

2. Perform a search on something such as crackers.

3. After the search results appear, select **Save Search Criteria As** from the *File* menu.

4. Give it a name such as Crackers and save it.

5. Go to the Cookbooks screen and open a cookbook.

6. Along the left side of the screen in the *Filter Recipes By* section underneath the *Predefined Search* click on the drop-down menu and select **Crackers.**

7. Now that you see only the Crackers recipes, select their titles and then press the **Categorize** button.

8. In the Categorize window that appears, you can assign categories to those selected recipes.

6. Recipes

You can access the *Recipe Browser* one of several ways. **Double-clicking** a cookbook in the *Cookbook Browser* or clicking the *Recipe Browser* icon on the toolbar after selecting a cookbook are just two. The *Recipe Browser* displays the title of each recipe in the cookbook as well as the last modified date. Scroll through the list until you see the recipe you want.

Displaying Recipes

You can choose two different ways to look at the list of recipes.

- Click the Pictures tab to see a picture of the finished product. (Note all recipes have pictures, just like in printed cookbooks.)

- Click the Title tab to see a list of recipe titles. More recipes fit on the screen at one time on the Title tab. If you want to see a picture for a specific recipe, just click the Pictures tab.

Note: The program does not save the creation date and the last modified date separately. If a recipe has never been edited, the last modified date will, in fact, be the same as the creation date. If you edit the recipe within the cookbook later, the date is modified at that time.

Adjust Font Size

You can adjust the font size of this screen by using the View menu at the top of the program.

Sorting and Filtering

Along the left of the screen, you can select how to sort the recipes. A setting in the .ini file records your sort settings so they remain persistent.

The *Sort By* field in the Recipe Browser window sorts the list of recipes by title, alphabet, author, category, cuisine, modify date, source, ratings, preparation time and time from start to finish.

For example, if you're looking for quick desserts, select the Dessert category, and then select *Preparation Time* from the Sort By field. The list will now include desserts sorted by preparation time.

There are several ways to open recipes from within the Recipe Browser, depending on what you want to do:

- Double-click the recipe
- Select the recipe you want, click the Recipe Display icon or the Recipe Edit icon on the toolbar
- Select the recipe you want, choose **Open Selected Recipe** from the **File** menu
- Select the recipe you want, choose **Open Recipe in New Window** from the **File** menu
- Select the recipe you want, click the **GO** button

The *Cuisine*, *Ratings*, and *Category* fields change based on the cookbook you're working in. For example, if you're looking at Betty Crocker's Cookie Book there won't be anything under *Cuisine* or *Ratings*. But there are categories. Click the down arrow and use the scroll bar to see the list of categories. Select a category and the list of recipes in the Recipe Browser will change.

Cuisine includes specific types of cuisine like Thai, Mexican or Italian. Ratings are based on different information. For example, Kid Appeal, Grandpa's Diet, and so forth. Recipes are not pre-rated since ratings are often personal.

The *Sort By* field sorts the list of recipes by title, alphabet, author, category, cuisine, source, ratings, preparation time and time from start to finish.

The *Cookbook* field indicates which cookbook these recipes are located in.

6.1 Organizing and Working with Recipes

With MasterCook you can organize your recipes for maximum speed of use and convenience. There are many cookbooks in the MasterCook collection. You can add your own recipes-and recipes you obtain from mailing lists, and other places on the Web-as well as from friends and family.

There are several different ways to access the recipes in MasterCook. The Search feature in MasterCook makes it easy to find anything. You can browse through the Cookbook and Recipe Browsers, or the MasterList for recipes. You can edit the recipes, scale the recipes-to make more or less, analyze the nutritional content and more.

Accessing Recipes

There are three important areas where you can see and work with your recipes: the *Recipe Browser*, *Recipe Display*, and *Recipe Edit* windows.

6.1.1 Accessing Recipes

There are three important areas where you can see and work with your recipes: the *Recipe Browser*, *Recipe Display*, and *Recipe Edit* windows.

6.1.1.1 Recipe Display

You can adjust the font colors, styles, sizes of this screen by customizing your cookbook. Select Customize Cookbook from the Tools menu.

To see a full recipe, you can double-click it in the list or use the Recipe Display icon on the toolbar. Select the recipe, click the icon and the recipe will appear in the Recipe Display window.

Some recipes have a picture showing the final result and display serving and yield information, as well as notes, source information, serving ideas and more on the left side of the window.

At the bottom of the window is the name of the cookbook where this recipe can be found.

On the right side of the window are the ingredient list and cooking directions. Use the scroll bars to scroll up and down each column of information.

Near the lower right corner of the Recipe Display is an icon of a person with a speech bubble. Double click on this icon to activate the talking directions. The recipe's directions will be read to you. It will also allow you to pause the reading of the directions when it comes to text that discusses doing something in a recipe for a specific amount of time, such as cool for about 5 minutes. Follow the instructions in the dialog box that appears.

6.1.1.2 Recipe Edit

You can adjust the font size of this screen by using the View menu at the top of the program.

When you need to change information in a recipe click the Recipe Edit icon. You can edit ingredients, directions, the source, title, and more in the Recipe Edit window.

For example, if you want to change something in the Key Lime Cookies recipe double-click the recipe from the list in the Recipe Browser or open the recipe in the Display Recipe window, and then click the Recipe Edit icon on the toolbar.

You can change the title, description and serving information by typing in those fields.

You can cut, copy, remove or replace the picture and/or video linked with the recipe as well. Click the arrow to the left of the picture area in the Edit Recipe window and choose from the commands in the list.

You can also adjust the amount or unit of an ingredient or change the ingredient itself and alter preparation information for an ingredient in the columns in the middle of the window.

Click the tabs on the lower portion of the screen to edit the directions, notes, categories, serving ideas, time to prepare and cook or to add more information.

NOTE: Do not remove or alter any copyright information included with recipes.

6.1.1.3 Filtering Recipes by Predefined Search

This feature allows you to select a saved search criteria to filter what recipes display in your cookbook.

To filter recipes in the recipe list:

1. Navigate to the *Recipe Browser* by opening one of your cookbooks.
2. Choose a search from the *Predefined Search* list box.
3. Your recipes should now be filtered.
4. You can proceed to select a new cookbook to apply the same filter to the new cookbook

Note: You can also further qualify the recipe filter by specifying a cuisine, rating or category.

6.1.2 Embedded Recipes

Some recipes have recipes within them. These are called embedded recipes. For example, your Grandmother's Chicken Noodle Soup recipe has a few

ingredients that are actually whole recipes-such as her Seasoned Chicken Stock and her Homemade Egg Noodles. To include these items as their own recipes within the chicken soup recipe you embed them into the chicken soup recipe.

You can tell that a recipe includes an embedded recipe if you see an **R** indicator in the Row Properties column in the ingredients section of the recipe edit screen.

6.1.3 Entering a New Recipe

With MasterCook you can take all those recipes you've cut from food packages, copied from friends and family or scribbled onto scraps of paper while watching a cooking show and add them to your own cookbook. You can organize them into categories, rate them, analyze them for nutrition information and more.

To create a new recipe:

1. Open the cookbook to which you'd like to add a recipe.

2. Click the New icon on the toolbar or select *New Recipe* from the **File** menu.

3. Begin with a title. It's a good idea to make the title descriptive. For example, "Pearl's Spicy Hot Chili" is better than "Chili." This is especially helpful when performing a search. If you don't enter a title, the default title will be "New Recipe."

4. Add a description of the recipe. For Pearl's Spicy Hot Chili, you might enter "A hearty stew of meat, beans, vegetables and hot peppers." This description will appear when the recipe is selected in the Recipe Browser.

5. Enter the number of servings the recipe will make. The Servings field must have a number in it if you want to perform an accurate nutritional analysis of the recipe. If the Servings field is blank, the analysis will be based on the assumption that the recipe serves one.

6. Enter the unit and amount that result from the recipe-this is the yield. The yield is different from the serving information. For example, if you are making salad dressing that produces 2 cups you would enter "2" into the Amount field and "cups" into the Unit field. These are not servings but are what the recipe actually yields. This information is important if you plan to embed the salad dressing recipe into another recipe and that recipe will call for 1 cup of it.

7. Enter the ingredients for the recipe. Use the **TAB** key to move from field to field. The column between Amount and Unit allows you to double click on it to change the ingredient's unit of measure. This is useful when you scale a recipe and want to convert 16 tablespoons to 1 cup, for example. It works just like the Change Recipe Units window. There are symbols on each ingredient line to the left of the Amount column indicating indicating what type of item it is. To change this, right-click the symbol and choose from the list.

8. Now you can enter the cooking information, like directions, notes, and so forth. It's a good idea to fill in as much information as you

can. You may not remember an idea or suggestion later and it's handy to have the information stored with the recipes for other cooks as well.

9. If you wish to insert a picture or video, right-click in the picture placeholder in the upper right corner and select **Insert Picture or Video** from the menu that appears or click on the triangle icon in the lower left corner of the picture placeholder.

    o **NOTE:** In the *Directions,* each row can hold text and an image. Therefore, you can insert as many pictures as you wish into a recipe by inserting pictures into the right column of the *Directions*. Click on the triangle icon in the right column and select the **Insert Picture** command.

10. Use the *Save* command on the **File** menu when you have finished entering information about the recipe.

Hot Tip!

When typing in ingredients the FastFill will guess what you are trying to type. If you get a mixture of upper and title case words, just use the up and down arrow keys on your keyboard to select the proper one.

Notice: Because there are over 300,000 ingredients in MasterCook, it will take about 10 seconds for the Ingredient List window to initially load. Subsequent launches will be much quicker during your current session of MasterCook (until you restart the program). This same delay happens when you initially launch the Recipe Edit screen because it also loads the Ingredient List, but subsequent visits to the Recipe Edit screen will not be delayed during your current session of MasterCook.

The USDA no longer updates their legacy ingredient database, which is what MasterCook 2020 and older are using. Going forward, they will only be updating the branded food items database which MasterCook includes.

6.1.3.1 Auto-Numbering Recipe Directions

You can display recipe directions as numbered steps instead of paragraphs for existing recipes and you can set the preferences to apply this to every new recipe in new and existing cookbooks.

NOTE: These numbers do not print. They are part of the screen display instead. If you want numbers that print, you should type number with the rest of the direction text.

To automatically number directions for all new recipes added to a new cookbook:

1. Select the *Preferences* command from the **Edit** menu.

2. Click the Cookbook/Recipe tab.

3. Click the *Auto-number Directions in New Recipes* box to mark it.

4. Click **DONE** to close the Preferences window.

To automatically number directions for individual recipes in existing cookbooks:

1. Open a recipe in the Recipe Edit window.

2. Select the *Auto-Number Directions* command from the **Edit** menu.

3. The recipe will display numbered direction steps if the command has a checkmark beside it

4. If there is not a checkmark beside this option, click it to enable the command.

Note: You will only notice the difference in the Recipe Display window. If you have selected the *Auto-number Directions* command but the directions do not appear numbered in the Recipe Display window, you may have to edit the directions in the Recipe Edit window. They may have been added as a single paragraph.

To auto-number the directions for recipes in the cookbooks included with MasterCook, you will need to follow the procedure for individual recipes rather than using the Preferences setting procedure.

6.1.4 Renaming a Recipe

To rename a recipe:

1. Open the recipe in the Recipe Edit window. This is the only area where you can rename a recipe.

2. Type a new name for the recipe in the *Title* field. **Note:** Follow the same steps to change the description and/or serving information.

3. Select **Save** from the **File** menu. The recipe will be saved with its new name in the current cookbook.

If you want to retain the original recipe as well, you can use the **Save As** command from the **File** menu and give the recipe a new name too. This will leave the original recipe untouched and will create a second copy of the recipe with a new name.

6.1.5 Units of Measurement

You can display ingredients in the U.S. standard of measurement or with the Metric system and there are other units of measurement as well. When you are entering unit information a list will appear for you to choose from. You can choose the unit of measurement you find easiest to follow or type in your own.

To change a recipe's measurement units:

1. Open the recipe in the Recipe Edit window.

2. Select the ***Change Recipe Units*** command from the **Ingredient** menu.

3. To change a single ingredient measurement, click the ingredient in the list on the left to select it. A list of alternative measures will appear in the field on the right.

4. Click the new measurement unit you want to use. The change will be reflected in the list on the left immediately.

5. To change all ingredients in the recipe to one measurement system- Metric or U.S.-click the *Change All to U.S.* box or *Change All to Metric* box. The amounts and measurement units for all the ingredients in the recipe will be converted to their nearest equivalent in the corresponding system.

6. Click **OK** to save the changes when you are finished.

You can also change the units of measure per ingredient row from the Recipe Edit window. The **icon** in the column between Amount and Unit allows you to **double-click** on it to change the ingredient's unit of measure. This is useful when you scale a recipe and want to convert 16 tablespoons to 1 cup, for example. It works just like the ***Change Recipe Units*** window.

Note: The changes made will apply only to the recipe you are working on. This is not a global change.

6.1.6 Adding a Picture to a Recipe

You can add your own digitized photos to a recipe. This is particularly helpful for foods that require specific or elaborate arrangement. For example, a layered salad, a cake with a specific design, or any recipe with ingredients that are arranged rather than combined.

To insert a picture into a recipe, you'll need to have your picture converted into a digital format (for instance, by scanning it into your computer).

Once you're ready:

1. Open the recipe in the Recipe Edit window and click the arrow next to the picture area.

2. Select the ***Insert Picture or Video*** command.

3. The Insert dialog box will appear with a list of files that are compatible.

   NOTE: Most standard graphical formats will work-for example, files with these extensions: .bmp, .jpg, .png, .psd, and more.

4. Select the picture file you want to insert.

5. Click the **OPEN** button.

You will only see a thumbnail of the picture in the Recipe Edit window. Switch to the Recipe Display window or double-click the thumbnail to see how the picture appears in larger size. An icon next to the recipe title in the Recipe Browser will indicate that a picture is attached to that particular recipe.

Displaying large pictures may take up a significant amount of memory. Having several recipes with large pictures open at the same time may slow down your computer. If you notice this, close one or more of the windows with pictures in them.

MasterCook can read many different formats such as .bmp, .jpg, .png, .pict, and others. MasterCook cannot read .gif files, which are typically used for pictures transferred from the web. These pictures will need to be converted into an acceptable format before you can insert them into MasterCook recipes.

6.1.7 Removing a Picture from a Recipe

To remove a picture from a recipe:

1. Click on the arrow in the picture area of the Recipe Edit window.
2. Select the **Remove** command from the list.

Hot Tip!

Displaying large pictures may take up a significant amount of memory. Having several recipes with large pictures open at the same time may slow down your computer. If MasterCook seems to be bogged down, try closing a few windows that have recipes with pictures in them.

6.1.8 Adding a Video to a Recipe

Save your video files to the *Video Tips* folder on your computer where the video files that come with MasterCook are located. Keep this folder backed up regularly if you add your own video files.

Adding videos to your recipes is similar to adding a picture:

1. Open the recipe you want to add the video to in the Recipe Edit window and click the arrow next to the picture area.
2. Select the **Insert Picture or Video** command from the list.
3. The Insert dialog box will appear.
4. Click the down arrow next to the *Files of Type* field and choose *All Files* to see those files.

5. Find the video file you want to insert and select it.

6. Click the **OPEN** button.

A thumbnail of the first frame of the video will appear in the picture area of the Recipe Edit window. Switch to the Recipe Display window to see how it appears in larger size.

For the Ambitious Chef: Videos add flare to your recipes and may be appropriate when transferring a cookbook electronically as a gift to a friend or family member.

6.1.9 Viewing your Video

To play the video, click the video icon in the lower corner of the picture in the Recipe Display view. Or double-click on the video image to play the video.

The video plays in a separate window so you can still access other parts of MasterCook while playing the video.

6.1.10 Cut, Copy, and Paste in the Edit Recipe Window

The Undo, Cut, Copy, Paste, and Select All commands work just as they do in a standard text editor in different areas in MasterCook.

To cut text:

1. Select the text to be cut (click and drag the text cursor over it).

2. Choose *Cut* from the **Edit** menu-or right-click the selected text and choose *Cut* from the list.

3. The text is cut from the recipe and stored in the Clipboard. You can now insert the text elsewhere in this recipe or another recipe with the *Paste* command.

To copy text:

1. Select the text to be copied.

2. Choose *Copy* from the **Edit** menu-or right-click the text and select *Copy*.

3. The text is copied to the Clipboard. The text can now be placed somewhere else in this recipe or another recipe with the *Paste* command.

To paste text:

1. Place the text cursor where you want the text to be pasted. Move the mouse pointer to the right spot and click.

2. Choose **Paste** from the **Edit** menu-or right-click the appropriate spot and select **Paste**.

3. The text will be inserted there.

6.1.11 Copy and Paste List of Ingredients

You can also move whole ingredient lists between recipes. If you want to create a similar recipe using the list of ingredients from another recipe, you can copy the portion of the list you need from the original recipe and then paste it into the new recipe.

Hot Tip!

You can copy and paste an entire list of ingredients from an outside text editing program into a new recipe with the **Paste Text into Ingredient** command. This may save you time if you need to copy all the ingredients in a recipe from an outside source.

To copy and paste a list of ingredients:

1. Select a list of ingredients by clicking the row number button of the first ingredient, and then hold down the **SHIFT** key while you click the row number button of the last ingredient you need. If you need all the ingredients, you can use the **Select All** command from the **Edit** menu once you've selected one row.

2. Select **Copy Row(s)** from the **Edit** menu-or right-click on the selected text and choose **Copy Row(s)** from the list.

3. Place the text cursor where you want to paste the ingredients-you can arrange the windows so you can see both at the same time to do this.

4. Select **Paste Row(s)** from the **Edit** menu, or right-click and select **Paste Row(s).**

5. The list of ingredients and all the accompanying information will be pasted to the area you specified.

6.1.12 Delete a Row

You may find that you need to delete an entire ingredient row, or you may need to insert a row in between two rows that already have information in them.

To delete a row:

1. Click the ingredient row(s) you want to delete. To select a block at the same time, select the first item, hold the shift key and click the

last ingredient. If you want to select ingredients that aren't continuous, click the first one and then hold down the ctrl key while clicking the other rows you want to select.

2. Choose Delete Row(s) from the Edit menu or click the arrow to the left of the number button and select Delete Row(s), or right-click the row and select Delete Row(s) from the list.

3. The row(s) will be deleted.

4. If you make a mistake, you can use the Undo Delete Row(s) command on the Edit menu to reverse the process.

6.1.13 Insert a Blank Row

1. Select the row beneath where you want the new row to go.

2. Choose Insert Row(s) from the Edit menu or click the arrow to the left of the number button and select Insert Row(s), or right-click the row(s) and select Insert Row(s) from the list.

3. A blank row will be inserted directly above the row you selected.

6.1.14 Dragging and Dropping Rows

If you need to move ingredients to change the listed order, you can drag and drop them into place. For example, after entering all the ingredients for a recipe you realize the salt should be the last ingredient instead of the fifth ingredient. You can move the salt to the last ingredient row.

To drag and drop a row:

1. Click the row number of the row you want to move and hold the mouse button down while dragging the row to the new position.

2. Release the mouse button to drop the row in its new location.

You can drag and drop several ingredient rows at once. Click the first row you need to move and then hold down the **SHIFT** key while you click the last. Continue holding the mouse button down while you drag the rows to their new place. If the ingredients you need to move are not in continuous rows, use the **CTRL** key to select them instead of the **SHIFT** key.

You can also drag and drop items from one window to another. For example, you can drag a recipe from the MasterList to a shopping list and all the items in the recipe will be listed automatically in the shopping list. Another example is dragging a recipe from one cookbook to another cookbook. All the information attached to that recipe, including its categories and nutritional information, is copied with the recipe so no data is lost.

To drag and drop an item from one area of MasterCook to another:

1. Find the item you want to copy.

2. Open another window and find the section you want to copy the item to-to open a second window select **New Window** from the **File** menu.

3. Click the item you want to move in the first window and drag it to the second window.

4. Release the mouse button and the item will appear in the second window.

If you are moving a recipe from the MasterList to the shopping list, it will appear as a list of items to be purchased and the preparation instructions and other information will not be copied.

6.1.15 Copying Entire Recipes

You can copy entire recipes from cookbook to cookbook. This is useful when you want to copy specific recipes for friends or family from several different cookbooks, or just for the purpose of organizing your favorite recipes so you can find them more quickly.

You can use the copy and paste commands or use the drag and drop function.

To drag and drop entire recipes:

1. Select a recipe from the Recipe Browser window or the MasterList.

2. Drag the recipe to a second window displaying the:

- Favorites List

- MasterList

- Recipe Browser of another cookbook

Note: You can also drag one or more recipes from a cookbook in the MasterList to an open cookbook in Recipe Browser.

To copy recipes from one cookbook to another:

1. Click *Cookbooks* on the navigation bar at the top of the screen.

2. Double-click the cookbook that you want to add recipes to. The Recipe Browser will appear.

3. Click MasterList on the navigation bar at the top of the screen.

4. Select the recipe you want to move from the MasterList, right-click it and choose the **Copy** command from the list. Now minimize the MasterList and return to the Recipe Browser.

5. Use the **Paste Recipes** command from the **Edit** menu and the recipe(s) will be copied into the cookbook. You can also copy recipes from the Recipe Browser to a cookbook in the MasterList.

6. If you want to remove the recipe from the original cookbook, you will have to go back and delete it.

Hot Tip!

If you copy and paste a recipe to the same cookbook so you have the same recipe twice, MasterCook will automatically open a *File Save As* window where you provide a new name for the recipe being copied. This is a safety feature that prevents the new recipe from copying over the original recipe.

6.1.16 Deleting Recipes

You can delete any of the recipes included with MasterCook. For instance, if your family cannot have sweets you may want to delete all the dessert recipes that are off-limits. This is one way to keep your cookbooks organized and free of data you don't use.

Hot Tip!

Deleting recipes is final. The information cannot be retrieved once it is deleted.

To delete a recipe:

1. Select the recipe in the Recipe Browser window, the MasterList, or from a Search results list.

2. Depending on the window you're working in, use the **Delete Recipe(s)** command from the **File** menu, the **Delete** command from the **Edit** menu or use the **DELETE** key.

3. You will be prompted to confirm that you want to permanently delete the recipe.

4. Click **YES** or **OK** to delete the recipe.

To delete a group of recipes:

1. In the MasterList, Recipe Browser or Search Results list, select the names of the recipes you want to delete. Hold **SHIFT** or **CTRL** to select multiple recipes.

2. Depending on the window you're working in, select the **Delete Recipe(s)** command from the File menu or the **Delete** command from the **Edit** menu or use the **DELETE** key.

3. You will be prompted to confirm that you want to permanently delete the recipes.

4. Click **YES** or **OK** to delete the recipes.

6.1.17 Embedding a Recipe in an Ingredient Row

To embed a recipe:

1. Open the main recipe in the Recipe Edit window.

2. Click the row number of the ingredient row where you would like to embed the recipe.

3. Select the **Embed Recipe** command from the **Edit** menu, or right-click an ingredient row and select **Embed Recipe** from the list. The Embed Recipe window will appear with a list of cookbooks on the left and recipes on the right.

4. Select the correct cookbook, select the recipe you need and click the **INSERT RECIPE** button.

5. The recipe you selected will appear in the ingredient list of the main recipe.

Hot Tip!

One quick way to embed a recipe is to drag and drop the recipe from the MasterList or other window to an empty row in a recipe's ingredients. When exporting a recipe that has an embedded recipe both are exported. However, when you import the recipes, you will be prompted to link them back together.

6.1.18 Identifying and Opening an Embedded Recipe

R You can tell when an embedded recipe is included by the indicator. When you see this symbol in the Edit Recipe window you can double-click it to open the embedded recipe. The embedded recipe will appear in the Recipe Display window. If you made changes to the original recipe, you will be prompted to save those changes.

Or you can open the embedded recipe in a new window:

1. Use the **Open Embedded Recipe** command on the **File** menu.

2. Select the recipe.

3. Click the **Open in New Window** command.

6.1.19 Nutritional Analysis and Embedded Recipes

Accuracy is important for nutritional analyses. You must enter the amount of the embedded recipe to be included in the *Ingredients* section of the main recipe. For example, if you are embedding a recipe for white sauce and the main recipe calls for one cup of white sauce, make sure you include "1 cup" in the *Amount* and *Unit* columns of the embedded recipe ingredient row in the main recipe. If you do not or if you only put a "1" in the amount column and do not specify the unit, the analysis will be based on the entire embedded recipe even if you do not use all of it.

Hot Tip!

It is important that the embedded recipe has its *Yield* field properly populated and those units are like those used in the main recipe. For example, make sure the amount and unit of the yield field of the white sauce recipe has a similar unit of measure (weight vs. volume) as those being called for in the main recipe. Since the white sauce recipe yields a volume measure (cups), you will want to use a volume measure in the main recipe *Unit* column.

6.1.20 Ingredient Symbols

Each ingredient will display a symbol indicating the nature of the item in the row. These are important when it comes time to analyze the recipe for nutritional value.

I This symbol indicates an ingredient. All items are assumed to be ingredients unless this is changed. Click the arrow to the left of the row to change the classification.

T This symbol indicates a text item. When you change a row property to text all nutrition information is turned off and the text does not appear on a shopping list.

R This symbol indicates an embedded recipe.

S This symbol indicates a subtitle. A subtitle is useful when you want to divide a recipe. For example, in a pie recipe you might want to divide the filling and the crust. Setting up recipes in this way allows for easier searches.

6.1.21 Recipe Ingredient Columns

When entering new recipes be sure to include the following information:

Amount and Unit: List the number of units here. For example, if your recipe calls for 2 cups of beans, the number 2 goes in the Amount column and the word *cups* goes in Unit column. You will notice that this field will FastFill (words with the same letters you've typed will appear) when common abbreviations

are used. For example, the letter *t* will appear as *tablespoon* automatically. Select the word you need from the list and press **TAB** to move to the next field or press the **Return** key to continue.

Ingredient : Enter the actual name of the ingredient. This field will FastFill too. If the ingredient is in the list, all the nutritional information exists in MasterCook. If you enter a new ingredient, you must also enter the nutritional information for that ingredient to get an accurate nutritional analysis of the recipe. You can also create a nutritional link.

Preparation: The Preparation column also includes a FastFill list with preparation methods.

Scale Ingredient Measures: Look for the column between the Amount and Unit. The icon in the column allows you to double click on it to change the ingredient's unit of measure. This is useful when you scale a recipe and want to convert 16 tablespoons to 1 cup, for example. It works just like the Change Recipe Units window.

6.1.22 The Recipe Tabs

There are several tabs in the *Recipe Edit* screen underneath the *Ingredients* section.

Directions: In this area you can type in the directions. You can enter them as steps or one narrative. Notice there are two columns. The left column holds text. The right column in the *Directions* allow you to insert photos. You can insert multiple photos by inserting one for each *Direction* row.

Notes: Include any notes that relate to the recipe. For instance, if you should start an accompanying dish prior to the main dish note that here.

Categories: Categories are based on the type of dish you are preparing. This can be an important field since only the recipes that have been categorized will be included in searches or sorts by category. For example, if you enter a new enchilada recipe and do not categorize it as a "main dish," it will not be included in a search for main dishes. You can assign as many categories to each recipe as you like, and you can add categories.

Serving Ideas: You can suggest foods that complement the recipe here. For example, "This recipe can be paired with Spicy Corn and Bo's Mashed Potatoes. "You can also include other ideas such as "This dinner looks great on black China plates."

Time: You can specify the amount of time required for the different steps in the recipe:

- The *Preparation Time* indicates how much time you spend working hands-on with the recipe.

- The *Start to Finish Time* includes all other work you need to do such as thawing or marinating.

- You can also add, remove, and edit custom time labels by clicking the *EDIT TIMES* button.

Time is entered in hours and minutes (00:00) in this field. If you type 20, that will be translated to 20 minutes.

More Info: You can record helpful information here such as *Author, Source, Copyright, Custom Source, Suggested Wine* and *Ratings* :

- The *Author* field is a place to record the name of the person, group, or company that originally wrote the recipe.

- The *Source* is where the recipe originated. For example, "*Cooking Light*, July 1995."

- The *Copyright* field will help you record the copyright information for a recipe if appropriate. It will also assist you in deciding how you can share the recipe. If you see "Copyrighted 1998 by Mary Smith" in the copyright field, you should check out the specific copyright information for that particular source and contact Mary or her publisher before sharing more than a single recipe with others. Refer to the *MasterCook End User License and Warranty* for specific terms relating to the use of copyrighted recipes.

- The *Custom Source* field gives you a spot to create your own kind of source. For example, a friend has e-mailed a recipe to you, so you might want to include "e-mail address" as a Custom Source label, then fill in the *Custom Source* field with the address. Note: Only one custom source can be added per recipe.

- The *Suggested Wine* field allows you to add a wine that you think works well with a particular recipe.

- The *Ratings* field allows you to rate your recipe just as the pros do on menus and in restaurants. You can rate your recipes for Spiciness and Difficulty, or you can create your own rating, such as how well your kids like it or how expensive the recipe is to make. All ratings are on a scale of 0 to 10. Just drag the slider to the right to increase the rating or to the left to lower the rating.

Nutrition: MasterCook has a live nutrition feature. You can see the nutrition information change as you add or remove ingredients as well as a cost analysis.

6.2 Scaling Recipes

Recipe Scaling scales individual ingredients to change the total quantity produced by the recipe.

MasterCook lets you input your own number of servings, and MasterCook will adjust the ingredient amounts appropriately. This will often come in handy, but note that for a variety of reasons related to food chemistry, some recipes simply will not turn out the way the recipe author intended when you scale them. Soufflés and other delicate foods are nearly impossible to scale. Some culinary experts warn against scaling complex recipes by more than a factor of two and against scaling recipes for baked goods at all.

To scale a recipe:

1. There are many areas and situations where the Scale feature is activated. The screen where you'll probably use the Scale feature most often is the Recipe Edit screen.

2. Click the Scale Recipe icon on the toolbar.

3. A box appears prompting you to enter a new number of servings.

4. Type in a new serving size and click **OK**.

The ingredient amounts are adjusted to accommodate the new number of servings. In addition, the measurement units are also changed where appropriate. The cooking time and pan size are not adjusted.

Hot Tip!
Scaling affects only items in the Amount column. Be sure to check values such as pan sizes and cooking times which will need to be adjusted manually.

6.3 Yields & Equivalents

The *Yields and Equivalents* command will translate things like how many cups there are in a pound of nuts. You can edit and add yield and equivalent information too.

- A yield is the amount of a raw item remaining after it has been processed in some fashion. For example, three and one-half pounds of almonds in the shell yields one pound of shelled almonds.

- An equivalent is the same physical amount of an ingredient expressed in different measurement units.

To find the yield or equivalent for an ingredient:

1. Select the *Yields and Equivalents* command from the **Tools** menu.
2. Type the name of the ingredient or select it from the list.
3. Enter the amount and the unit.
4. The information will appear in the Yield or Equivalent field.
5. Click the **DONE** button to exit.

To edit a yield or equivalent:

1. Select the *Yields and Equivalents* command from the **Tools** menu.
2. Find the yield or equivalent you want to edit and double-click it or click the **EDIT** button.
3. Make the changes and click the **ADD** button to save the information.
4. Click the **DONE** button to exit.

To add a new yield or equivalent:

1. Select the *Yields and Equivalents* command from the **Tools** menu.

2. Find item you want to add a new yield or equivalent to and double-click it or click the **EDIT** button.

3. Add the information and click the **ADD** button.

4. Click the **DONE** button to exit.

6.4 Substitutions

MasterCook includes a list of substitutions for a variety of common recipe ingredients. If you have a recipe that calls for sour milk and you don't have any, you can find a substitution. Look up sour milk, and you'll find the proportions of milk and vinegar you can use as a substitute.

The substitutions provided by MasterCook are only general substitutions to be used in the preparation of your recipes. Whenever you modify a recipe, you will need to be aware that it may not taste the same or look the same as the original.

To find a substitute for an ingredient:

1. Select the *Substitutions* command from the **Tools** menu.

2. Type the name of the ingredient you need to substitute or find the ingredient in the list.

3. Enter the amount the recipe calls for.

4. One or more suggested substitutions will appear in the Substitutions field. Use the scroll bar to find a substitute that will work for you.

5. If there are notes for a substitution, they will appear in the box below the Substitutions field.

6. Click the **DONE** button to exit this screen.

To edit a substitution:

1. Select the *Substitution* command from the **Tools** menu.

2. Select the substitution that you want to edit and double-click it or click the **EDIT** button.

3. Edit the information and/or notes. Press **TAB** to move between fields.

4. Click **ADD** to save the changes and **DONE** to exit this screen.

To add a substitution:

1. Select the *Substitution* command from the **Tools** menu.

2. Click the **NEW** button.

3. Type the name, amount, and unit of the ingredient for which you would like to create a substitution. Press **TAB** to move between fields.

4. Add any pertinent notes. For example, if your substitution is vinegar and milk for sour milk, you might type "Let it sit for five minutes" in the Note field.

5. Click the **ADD** button.

6. You can continue adding substitutions or click the **DONE** button to exit this screen.

6.5 Check Spelling

MasterCook includes a feature that checks the spelling in recipes. You can check the spelling of a single recipe or an entire cookbook.

To check spelling select the *Check Recipe Spelling* or the *Check Cookbook Spelling* command from the **Tools** menu or click the *Check Spelling* icon on the toolbar, and the Check Spelling window will appear.

If there are any words that MasterCook does not recognize, that are misspelled or are repeated, they will be displayed in the *Not In Dictionary/Repeated Word* field. The *Replace With* field may have a suggestion and there might be a list of suggestions below that. The recipe name will appear along with the area in which the error was found and the instance of the actual use of the word. You can:

- Accept the suggested word in the *Replace With* field by clicking the **REPLACE** button

- Skip the word by clicking the **IGNORE** button

- Replace all instances of the word by clicking the **REPLACE ALL** button

- Ignore all instances of the word by clicking the **IGNORE ALL** button

- Add the word to the dictionary by clicking the **ADD** button

- Click the **SUGGEST** button to see a list of suggested spellings

- Click the **OPTIONS** button to see more options

- Check the spelling in another recipe by clicking the **NEXT RECIPE** button

- Run the check spelling function again by clicking the **START OVER** button

- Look through the words you have added by clicking the **USER DICTIONARY** button

- Click **DONE** to exit the Check Spelling window

Spell Check Options

With the options you can configure the function to check the spelling in specific fields:

- Title
- Description
- Ingredients
- Directions
- Author
- Source
- Copyright
- Alternative Source
- Notes
- Serving Ideas
- Suggested Wines

You can also specify what should be ignored or looked for:

- Ignore capitalized words (e.g. Canada)
- Ignore all-cap words (e.g. ASAP)
- Ignore words with numbers (e.g. Win11)
- Ignore words with mixed case
- Case sensitive

1. Click the box next to the item you want included to mark it and click again to unmark it.

2. Click **DONE** to exit.

Hot Tip:
If you notice misspelled words in parts of your recipes and you have already spell checked them, it may be that you have asked your spell checker not to check that particular section of your recipes. Look in Spell Check Options to see which sections of your recipes you have marked to be spell checked.

6.5.1 User Dictionary

You can add words to the User Dictionary in MasterCook. For example, if your recipes use proper names, like *Patti's Pancakes,* you can add the word *Patti's* to the user dictionary so you don't have to click the Ignore or Ignore All buttons every time you run across the word *Patti's*. You can also edit the User Dictionary.

To edit the User Dictionary:

1. Select the *Edit User Dictionary* command from the **Tools** menu. A list of words in the User Dictionary appears on the left.

   o To add a new word, type the word in the Words field and click **ADD WORD** .

   o To delete a word, select it from the list and then click **DELETE WORD** .

   o To edit a word already in the Dictionary, find it in the list and click it. When the word appears in the Words field you can change it and then click **ADD WORD** .

     ▪ **Note:** The edited word and the original word will both remain in the dictionary until you delete one of them.

2. Click the **CLOSE** button when you are finished.

Hot Tip:
The MasterCook Backup tool will backup your spell check files.

Importing and Exporting Word Lists

You can import word lists to expand the dictionary too. You can find word lists in several different places--the Internet, a software dictionary, etc. However, the list must be in text file format for it to work.

To import a word list:

1. Select the *Edit User Dictionary* command from the **Tools** menu.
2. Click the **IMPORT** button.
3. Locate the file you need.
4. Click **OPEN**.

Each word in the selected file is added to the User Dictionary in MasterCook.

You can export a word list too.

To export a word list:

1. Select the *Edit User Dictionary* command from the **Tools** menu.
2. Click the **EXPORT** button.
3. Locate the destination for the file.
4. Type a name for the list and click **SAVE**.

Your User Dictionary will be copied to the destination you selected.

6.6 Find and Replace

The *Find and Replace* command is a search function. You can use it to find a specific word, name or phrase and then replace it if necessary.

To perform a Find and Replace:

1. Select the *Find and Replace* command from the **Tools** menu.
2. Select an item to search-either a cookbook or selected recipe(s)-by clicking the appropriate button.
3. In the Find What field, type the word you want to find.
4. Choose a search option:
   - As a Whole Word
   - As a Partial Word
   - Case Sensitive
5. In the Replace with field, type the replacement.
6. Click the **FIND** button.

If the word you are looking for is found you will see it in the field at the bottom of the screen. Above that the recipe name and the field where the word was located will be listed as well as the number of recipes searched.

You can choose to:

- Replace that instance of the word
- Replace all instances of the word
- Go on to the next recipe
- Start over

Options

With the options you can configure the function to search in specific fields:

- Title
- Description
- Ingredients
- Directions
- Author
- Source
- Copyright
- Alternate Source
- Notes

- Serving Ideas

- Suggested Wines

1. Click the box next to the item you want included to mark it and click again to unmark it.

2. Click **DONE** to exit.

Hot Tip:
When you import recipes from the Web, you might end up with a lot of extra spaces in your recipes. Try doing a Find and Replace of extra spaces by replacing all instances of two spaces with one space.

7. Search

It takes time to find a recipe in a printed cookbook, especially if you don't have a particular recipe in mind. With MasterCook you can find a recipe that will use what you have in the pantry by doing a search based on those items. Or you can look for recipes using particular cuts of meat or vegetables, find meals suitable for special events and more. The search feature in MasterCook makes finding things fast and easy... even when you don't know what you're looking for.

7.1 Basic Searches

On the Search screen, type in a keyword or words, for example, *rice and beans*, and configure the search.

The search options:

- If you choose *Include* the search results will include all the recipes containing the words *rice and beans.*

- If you choose *Exclude* the search results will contain recipes without the words *rice and beans.*

- The *All* command will direct the search to look for recipes that include all of your keywords.

- The *Any* command will cause the search function to find references to any of the keywords. With the keywords *rice and beans* the search results will include all recipes that contain the word *rice*, all the recipes that contain the word *beans*, and all the recipes that contain both words.

Note: The search results will also include any recipes with the word *and*. To keep your searches accurate try not to use articles, prepositions, etc. unless they are necessary in the search phrase-for instance, "Hearts *of* Palm Salad."

- If you select the *As a Phrase* command the search results will include items that contain the keyword text in the order you typed it. For example, the keyword *rice and beans* will result in recipes that contain that exact phrase only.

Hot Tip!

If you want to avoid finding "hamburger' when you are searching for "ham", use **As a Phrase** and put a space after the word "ham". **As a Phrase** recognizes things like spaces where **Any** and **All** do not.

Next, choose what you want to search in the *Search In* field. You can search cookbooks-all of them or specific ones-menus, meal plans or tips.

To specify which cookbooks to search:

1. Click on the drop down menu next to Search In.

2. Click Select Cookbooks to Search.

3. From the window that appears, click the cookbook you would like to search. Use the Ctrl or Shift keys to select multiple cookbooks.

4. Click Done to exit the Select Cookbooks to Search window.

Search In will change to Selected Cookbooks and the list of cookbooks selected will appear in the window below.

Click the SEARCH button to begin the search. A progress bar will appear indicating what is being searched and how quickly the search is going. Depending on how many cookbooks, menus, meal plans or tips being searched it may take a moment. You can stop the search by clicking the STOP button, but if the item you are looking for has not yet been found you'll have to the run the search again to find it.

Fine Tuning a Search

The number of recipes located in the search are displayed at the bottom of the *Search Results* field. If the search results for your keywords *rice and beans* are too numerous you can try to reduce them to a more manageable number by using more or different key words. For example, adding the word *Mexican* would narrow the search and return fewer items.

When you repeat a search you can integrate the new search results with the previous results or you can replace the previous search results with the new list. To add to the list, click the *Add to Found Items* button in the *Modify Search Results* field. To replace the list, click the *Replace Found Items* button.

Check the *Found Items Only* box to search only the items in the list from the previous search.

7.2 Expanded Searches

Click on the EXPANDED SEARCH button to see the Expanded Search screen for more options.

To configure an expanded search click on a condition in the *Limit Search To:* list and select the criteria.

For example, if you want to limit your search to a specific recipe category click on the *Recipe Categories* search condition. Click the SELECT FROM LIST radio button and then choose one or more of the categories to include or exclude. Press the **SHIFT** key while clicking the categories if they are contiguous or the **CTRL** key if they are not. Click the INCLUDE or EXCLUDE button and then click the **ADD** button to finish your configuration. Now click the SEARCH button to perform the search based on the conditions you specified.

- **Add:** Select this button to add the criteria from Limit Search to.
- **Remove:** Select a criteria under Search Selected Cookbooks for Recipes That and click Remove it from the list.
- **Clear All:** Remove all search criteria.
- **Search:** Click Search to perform a search based on the criteria you have selected.

In the *Modify Search Results* field you can choose to have the new search appended to the old search list, replace the items in the list with those found in the new search or you can search the found items only.

The expanded search criteria are:

Keyword: Enter a keyword for the expanded search, or edit the keyword from the basic search window. Limit the search to one or more of the following by checking or unchecking the boxes:

- Search All
- Titles
- Ingredients
- Directions
- Recipe Notes
- Serving Ideas

Recipe Categories: Search all the recipes in the list or select from the list by clicking the Select From List button, picking a category and then clicking the Add button. You can add more than one category by using the **Ctrl** or **Shift** keys.

Cost per serving: If you have added cost information to your ingredients you can search for the cost per serving in a recipe with this condition. Select one of the buttons and fill in the box(es) with a dollar amount to configure the search.

- Any
- Between

- Greater Than
- Less Than

Ingredients to Use: To search for all ingredients in the list click the All button. To search for certain ingredients use the Select from List option. Select an ingredient from the list and click the *Add* button.

Ingredients to Avoid: To avoid all ingredients make sure the *All* button is selected. To avoid certain ingredients use the *Select from List* option. Select an ingredient from the list and click the *Add* button.

Ingredients in Pantry: To search in a pantry list click the *Use Pantry Only* box and select a pantry from the list. To ignore the pantry uncheck the box or select *Ignore Pantry* from the drop down menu.

Nutrition: You can also select from the many different nutrition conditions to find recipes with specific items, like certain amounts of protein or calories from fat. But the search results will depend on what you are searching. For example, if you chose to search Cookbooks, you'll get information per serving as opposed to information per day in Meal Plans.

Cuisine: To search for all cuisine in the list click the *All* button. To search for certain cuisine use the *Select from List* option. Select a cuisine from the list, select the *Include* or *Exclude* radio button, and click the *Add* button.

Ratings: Search for recipes based on the ratings you have entered.

1. Select a rating from the drop down menu.
2. Select the radio button next to Any Value or Between to select a specific value.
3. Click on the drop down menu next to Between to select:
    - Between
    - Greater Than
    - Less Than
4. Enter a value.

More Info: You can search the information contained in the *More Info* section of a recipe. This would include:

- Author

- Source
- Copyright
- Custom Sources entered in *Recipe Edit*

Time: You can search for a recipe based on time:

- Any
- Preparation
- Start to Finish
- All Other Times: "Custom Times" entered in *Recipe Edit*

Title: You can search by title:

- Any
- Starts With
- Include
- Exclude

Subtitle: Similarly, you can search for a recipe by a subtitle or one or more words from the subtitle:

- Any
- Starts With
- Include
- Exclude

You can use search conditions together by clicking the **ADD** button after selecting each condition in the *Limit Search To* field. All the conditions you add to the search configuration will appear in the *Search all Cookbooks for Recipes That:* field. To remove a condition, highlight the condition and click the **REMOVE** button. Click the **CLEAR ALL** button to remove them all.

Click the **SEARCH** button to perform the expanded search. A progress bar will appear indicating what is being searched and how quickly the search is going. Depending on how many cookbooks, menus, meal plans or tips being searched it may take a moment. You can stop the search by clicking the **STOP** button, but if the item you are looking for has not yet been found you'll have to the run the search again to find it.

To return to the basic search window click the **BACK TO KEYWORD** button.

7.3 Search Results

To open a recipe from the search results list double-click the recipe or highlight the recipe and click the Recipe Display or Recipe Edit icon.

Computer Whiz! To save yourself time, open two windows and drag and drop a recipe from the Search Results list to a cookbook, menu, meal plan or shopping list. For instance, if you want to create a shopping list for a recipe found in the search:

1. Select New Window from the File menu to open a second window.
2. In the second window, click on Shopping on the navigation bar
3. Open the list you want to add the recipe to or create a new one.
4. Resize both windows so you can see each one on-screen at the same time.
5. Highlight the recipe in the search results list and then drag and drop the recipe onto the shopping list.

Removing Items from a Search List

You can remove items from the results list in order to reduce the list or to remove recipes you don't want. Select a recipe and click the REMOVE ITEM button or use the *Remove* command from the **Edit** menu. The item will be removed from the search results list, but will remain intact in its original location in MasterCook. Use the *Undo Remove* command on the **Edit** menu if you make a mistake.

Note: Do not use the *Delete* command on the **Edit** menu unless you want to permanently delete a recipe from the MasterCook program. The *Undo* command will not restore a deleted file.

Saving Search Criteria

You can save your search criteria in order to work with it in the future. This is helpful if you have created a very detailed search criteria.

1. Use the *Save Search As* command on the File menu.
2. Name the search and click **OK** .

Hot Tip!

When you save search criteria, they will appear in the filters section of the Recipe Browser screen, so you can easily use them to filter recipes that appear in the Recipe Browser screen.

Opening Saved Search Criteria

To open saved search criteria:

1. Use the *Open* command on the **File** menu.
2. Locate the search file.
3. Click the **Open** button.

Note: Search criteria is saved with a *.src extension in the MC Tools folder.

Saving Search Criteria Under a Different Name

You can save search criteria with a different name.

To do this:

1. Open the search criteria file.
2. Use the *Save Search As* command on the **File** menu.
3. Type the new name of the search.
4. Click **OK** .

Deleting Saved Search Criteria

You can delete saved search criteria files.

To delete saved search criteria:

1. Click the Delete Search command on the File menu.
2. Locate the search file you want to delete.
3. Click Yes when asked if you're sure you want to delete the search.

7.4 Using Search to Delete Recipes

You can use search to find recipes you wish to permanently delete from
your cookbooks.

Hot Tip!
Before you perform the steps below, make sure you have a recent backup copy
of your MasterCook files.

To delete recipes from cookbooks using the Search window:

1. Perform a search to create a *Found Items* list.
2. In the Found Items list, **select** one or more recipes that you want
to delete.
3. Press your computer's **Delete** button on the keyboard.

4. A dialog box will appear to confirm you wish to permanently delete these recipes.

  o ***NOTE: This cannot be undone. The recipes will be permanently deleted forever.***

5. Select **OK** or **Cancel** .

Note: If you want to keep the recipes in your cookbooks but remove them from your Found Items list, use the Remove Item button.

8. Meals

Some people find it useful to create a weekly menu prior to grocery shopping. This way they know what and how much to buy.

With the Meal Manager feature you can manage family meals, while tracking nutrition, and simplify your shopping.

You can create a single menu, or meal plans to cover weeks or months at a time. This is especially useful when you must adhere to a restricted diet.

Hot Tip!

You can adjust the font size of this screen by using the View menu at the top of the program.

8.1 Menus and Meal Plans

In the *Meals* screen in MasterCook you will see two tabs in the upper left of the screen -- one for Menus and the other for MealPlans.

A Menu is a list of dishes to be eaten at one meal. A typical menu consists of a main dish or entree, one or two side dishes and a dessert. A more elaborate menu might include soup, salad and bread, in addition to another entree, and be divided into courses.

A Meal Plan is a list of meals for one or more days. Each day includes meals -- breakfast, lunch, dinner, and snacks.

Hot Tip!

You can adjust the font size of this screen by using the View menu at the top of the program.

8.2 Menus

If added your cookbooks and their menu and meal plan files from a previous version of MasterCook, they will appear in the list along the left side of the screen. Click the *Menus* tab to see the menus and click the *MealPlans* tab to see the meal plans.

Select a menu and then click the **Display Menu** button. You can also double-click your selection or use the *Open Selected Menu* command from the **File** menu.

The recipes in the menu will be displayed on the right side of the screen.

You can open each recipe to examine its ingredients, preparation instructions or cooking directions by double-clicking the **R** in the *Row Properties* column. You can also select a recipe and click the **Recipe Display** icon on the toolbar.

To return to the *Meals* window from the *Recipe Display* window click the **back arrow** on the *Navigation Bar*.

At the top of the screen is the title of the menu. Below that is the number of portions the menu will provide. You can customize recipes by adjusting the scaling and portions sizes. You can change portion size by typing a number in the *Portions* field.

The button next to the *Menu Portions* field will change depending on where the cursor is. When you add a single item-e.g. an apple-to the menu it will appear as an ingredient and the *Ingredient Amount* window will appear. Indicate the amount of apple by filling in the *Amount* and *Unit* fields- e.g. 1 cup-and specifying whether the amount is per serving or per menu. Click **OK** to save the information and exit.

To make changes, **select** the ingredient in the menu, click the **Set Amount** button, make the changes and click **OK**.

Click on a recipe and the button changes to *Recipe Scaling* . Select a recipe and click the button to scale it. For example, if you want six servings and the recipe will only make four change the number in the Scale recipe to serve field to 6

and click the OK button. The ingredient measurements will change to increase the recipe servings by two.

You can also divide portions. This is different from scaling the ingredients since it doesn't change anything except to divide the total quantity of a recipe into different sizes. For example, a recipe which produces 4 servings can be divided into 2 for larger portions or 6 for smaller portions.

Note: These changes affect only the recipe in the menu. They do not alter the original recipe.

The Match Recipe to Menu button changes both the scale and portion sizes to match what's been entered in the Menu Portions field.

At the bottom of the screen you can use the Course field to assign a recipe to a meal. And you can include notes for each menu.

You can add or remove pictures too. Click the arrow and choose the appropriate command.

8.2.1 Editing Menus

You can add, remove, replace or change recipes in the menu, as well as text, ingredients and subtitles. To add a recipe, right-click an empty row on the menu and choose ***Insert Recipe*** from the list of commands.

Choose a cookbook and then scroll through the recipes to find the one you want. Select it and then click the **INSERT RECIPE** button. The recipe will appear with the other items in the menu.

To replace a recipe, right-click the recipe and click the ***Insert Recipe*** command. Find the recipe you want and click the **REPLACE RECIPE** button. The new recipe will replace the old recipe on the menu.

Click the **CANCEL** button to close the Insert Recipe window without making any changes.

To add text, ingredients and subtitles, click an empty row in the menu and type in the ingredient name, or the subtitle or text you want to add. If you're entering an ingredient, when the Ingredient Amount window appears fill in the

Amount and Unit information and click **OK**. If you're entering text or a subtitle click the **CANCEL** button to dismiss the Ingredient Amount window.

The item you add will appear with an I in the Row Properties Column. To change this, right-click the I and select the appropriate property.

If you want to change a menu but save the old menu information, use the **Save As** command on the **File** menu. The modified menu will be saved under a different name.

8.2.2 Creating New Menus

In the Meal Manager window, click the Menu tab and then double-click *New* at the top of the list, or click *New* and then click the **DISPLAY MENU** button. You can also use the **New Menu** command on the **File** menu.

1. Type a name for the new menu in the *Title* field.

2. Use the MasterList to drag recipes directly onto the menu, right-click an empty row and use the **Insert Recipe** command, or use the **Insert Recipe** command on the **Edit** menu.

    o **Note:** It is important to add recipes with one of these methods-rather than typing the recipe name manually-if you want accurate nutritional analyses. See Chapter 10: *Nutrition* for more information.

3. Assign a course to your menu, such as breakfast, lunch, or dinner. It's not necessary, but if you do you can drag a menu into a meal plan and it will be placed in the appropriate part of the day.

4. Type notes about the menu in the *Notes* field.

5. To scale all the recipes to the same servings, type the number of servings in the *Menu Portions* field.

6. Use the **Save As** command on the **File** menu to save your menu.

8.3 MealPlans

MealPlans make it possible for you to design many meals at once so you can plan your family's shopping and nutritional intake weeks-even months-in advance.

You can plan three main meals and several snacks for each day. This is helpful for people who need to eat many small meals throughout the day.

You can create a full MealPlan quickly by dragging and dropping menus into the MealPlan window. You can place separate menus wherever you like, but if you

try to drop a dinner into a breakfast slot you will see a message prompting you to confirm that you want to continue.

8.3.1 Creating a New MealPlan

To create a new MealPlan:

1. Select *Meals* from the navigation bar at the top of the screen.

2. Click the MealPlans tab.

3. Select **New MealPlan** from the **File** Menu or double-click *New* on the MealPlans tab or click the New icon on the toolbar.

4. To insert recipes: drag and drop recipes from the MasterList, or select **Insert Recipes** from the **Edit** Menu or click the arrow at the left of each row and select **Insert Recipe**.

   o **Note:** It is important to add recipes with one of these methods-rather than typing the recipe name manually-if you want accurate nutritional analyses.

   o If you try to add a recipe or menu to a MealPlan with no course assigned to it, you will be prompted to assign a course. This will ensure correct placement of the recipe in the MealPlan.

   o You can add a time of day for each meal too. Type it in the column under the clock symbol to the left of the course line, for example, Breakfast.

5. Right-click a recipe and select **Set Servings** to change the number of servings. You can also click on a recipe and then click the **RECIPE SCALING** button to alter the portions or servings.

6. Type a title into the *Title* field.

7. Use the **Save As** command on the **File** menu and type the title for the meal plan into the *Name* field.

You can also insert menus and other MealPlans into the new MealPlan directly from the Menu or MealPlan tab. You can drag and drop the information into the meal plan on the right side of the screen or select the menu or meal plan and click the **ADD MEALPLAN** button.

A message will appear prompting you to choose which day to add the menu to. Use the arrows to find the correct day and then click **OK**. If you change your mind or find you've selected the wrong menu click **CANCEL**.

You can add meals to a day by right-clicking on a course and selecting **Insert Meal**. A submenu will appear and you can choose from the list of courses, such as Brunch, AM Snack, Nightcap.

You can look at each recipe in your MealPlan by double-clicking it. Click the back arrow on the Navigation Bar to return to the Meal Manager.

Note: With the drag and drop method, be sure to drop the menu on the day line if you want the meals placed in the correct positions. For example, If you try to drop a dinner menu on the breakfast line you will see a message prompting you to change the course assignment.

8.3.2 Editing a MealPlan

Modifying a MealPlan is easy. You can drag and drop menus and recipes within a MealPlan, add text or items, as well as copy, paste, insert or delete.

To edit an existing MealPlan:

1. Locate the MealPlan and open it with the **DISPLAY MEALPLAN** button.
2. You can:
   - Move an item by dragging it to another place anywhere in the Meal Plan.
   - Delete an item by selecting it and using the ***Delete Row(s)*** command on the **Edit** menu.
   - Insert a new item using ***the Insert Recipe*** command on the **Edit** menu.
   - Select an item and use the ***Copy*** command on the **Edit** menu to place it on the Clipboard, and then paste it to another row.
3. If you make a mistake you can use the ***Undo*** command on the **Edit** menu.
4. Save the changes with the ***Save*** command on the **File** menu. All changes become permanent after saving the MealPlan.

Note: If you add to or change a MealPlan but want to keep the old information in a separate copy, use the ***Save As*** command from the **File** menu to save your modified MealPlan under a different name.

8.4 Row Properties

Meal Plans and Menus include many of the same screen elements found in the Recipe Edit window. For example, row properties. These indicate what the row contains: an Item, Recipe (embedded), Text, or Subtitle. You can change these in Meal Plans and Menus.

To change a row property:

1. Click the arrow to the left of the row.

2. Select a property from the list.

3. Depending on your choice, an I, T, R or S will be placed in the Row Property column.

4. You can change a row property before or after you have placed information in the row.

8.5 Using Mastercook's Calendar

The MasterCook Calendar is similar to most wall calendars with a month -- or week -- at a glance view. You can scroll through the weeks by clicking the single arrows at the top of the screen, and scroll through the months by clicking the double arrows.

	The two buttons to the left of the arrows allow you to switch between the Monthly and Weekly views. The weekly view is very similar to the Meal Plan view.

While the Monthly view gives you a broad overview, it only indicates that meals are planned, not the contents of those meals. The Weekly view gives you a list of the meals and menus you've planned, and allows you to add notes.

	The small calendar in the lower left corner is a shortcut of sorts. The default display is the current month with the current day in red. Each day that has a meal plan or menu assigned to it is displayed in bold. Use the arrows on either side of the month name to scroll through the months of the year. You can display a different month in the small calendar than is shown in the expanded view.

To more closely examine a day or add a menu or meal plan to a day double-click the date for that day and the weekly view will appear. You can add from the Menus or MealPlans tabs or from elsewhere in MasterCook. To return to the calendar view click the **DISPLAY CALENDAR** button.

You can drag and drop days from the expanded calendar onto the small calendar. For example, after creating a successful week of menus in September, you might want to copy it to the month of October. Change the small calendar to October, and then select and drag the week from September on the expanded calendar to the small calendar.

Note: To select more than one day press the **SHIFT** key while clicking the days.

You can also drag and drop days within the large view of the calendar. This will accomplish a cut and paste instead of copy and paste. To copy a day right-click it and select the **Copy** command, and then right-click the day where you want to paste the information and select **Paste** from the list. You can also use these commands on the **Edit** menu.

When you create a menu or meal plan you can add it to the calendar. This can be useful, for example, if you're planning for a vacation and want to make sure you have all the days covered, or if you'll be out of town and want to leave a meal plan for your family.

Hot Tip!
You can change the first the day of the week, for example, from Sunday to Monday, using the **Preferences** command on the **Edit** menu.

8.6 Recipe Scaling

Recipe Scaling adjusts individual ingredients to change the total quantity produced by the recipe. For instance, you might want to make a bigger cake to serve more people.

You can also define how many portions the final dish will be divided into. Changing Portions does not scale the ingredients, but divides a recipe's total quantity into different sizes. The purpose of setting the Portions is that it will affect the nutritional values per individual serving that MasterCook calculates. If you are not interested in the nutritional analysis, then setting Portions is not important.

This scaling is done for recipes using the Recipe Scaling dialog. This dialog lets you specify two things - how much to scale the recipe by (Scale recipe to serve) and the number of portions it is divided into (Recipe divided into). Typically, you will adjust both to get the total amount and the size and number of servings that you want.

When you set the number of servings in a menu, MasterCook can scale all your recipes to match the menu's servings. If you want a recipe to reflect something different, use the Recipe Scaling feature. Some reasons you might want to Recipe Scaling include:

•You want to make a recipe's original size, but want to change the number of people it will serve. An example of this is a pie that might not easily scale from eight servings to six. You would, of course, want to make the original recipe size and perhaps cut it into six portions. By changing the portions, you can get proper nutritional information for the larger pieces of pie.

•You want to make all of a recipe, but only serve a portion of it. For example, you are creating a menu for six, but two are vegetarian. You may decide to either scale a meat dish to serve four or make the entire meat dish and only serve four portions of the six, saving the remainder for leftovers.

Recipe Scaling gives you the opportunity to subtract the unused servings from the nutritional analysis, yet still allows you to add the entire recipe amount to your shopping list.

Note that if the item you are altering is an Ingredient instead of a Recipe (and therefore will have an (**I**) next to it) the button will be labeled Set Amount instead of Recipe Scaling.

Hot Tip:
Using Servings in a menu or MealPlan will not change the recipe in your cookbook, only the servings used in the menu or MealPlan.

To change a recipe's servings in a Menu or MealPlan:

1. Make sure you have either a Menu or MealPlan on the [Meal Manager](#) window open in the right pane (not the calendar).

2. Select a Recipe Row for which you would like to customize the servings.

3. Click on **RECIPE SCALING**. This opens the Recipe Scaling window.

4. Type the new number of servings you would like the recipe to serve. All quantity information will be recalculated for the new recipe scaling.

5. Fill in how many portions you will divide that particular recipe into.

6. Click **OK** to exit and save changes or click **CANCEL** to exit without saving. Note that the original recipe will not be changed.

9. Shopping

Shopping lists can make grocery shopping, whether it's in person or online, quicker and more efficient. The Shopping List feature in MasterCook is designed to do just that. The Pantry feature goes a step further and makes creating the shopping list easier by tracking what you have on hand already.

Hot Tip!

You can adjust the font size of this screen by using the View menu at the top of the program.

9.1 Shopping List

You can make a shopping list for a single recipe, a group of recipes, a menu, an entire meal plan, or just for the basic items you purchase regularly. You can merge your Shopping List with your Pantry, so if you already have an ingredient you won't end up buying more of it. You can edit the list to take advantage of advertised sale items, coupons you need to use, or to add extra items you want to pick up. You can also organize the list several different ways to make finding things easier.

MasterCook includes a sample shopping list. You can use it as is or change it to meet your needs.

To open the sample shopping list:

1. Click *Shopping* on the navigation bar.

2. The Sample Shopping List should appear. If it doesn't appear select it from the text box in the upper left corner. Click the down arrow and select Sample Shopping List. Use the scroll bar to look through the list.

You can edit the list until you have a shopping list that works for you. The rows work similarly to the other parts of MasterCook. Click the row number to select the row. Right-click to see the list of commands available for use -- cut, copy, paste, insert and delete. You can also drag and drop items from row to row.

To cut items from a shopping list:

1. Click the row number of the item you want to cut from the shopping list. To select more than one item use the **SHIFT** or **CTRL** keys.

2. Choose *Cut Row(s)* from the **Edit** menu. These rows will be stored on the Clipboard until you paste them elsewhere.

To copy shopping list items to the Clipboard:

1. Click the row number of the item you want to copy. To select a whole group of items click the row number of the first item, hold the **SHIFT** key and click the row number of the last item.

2. Click the **Copy Rows** command on the **Edit** menu. The selected items remain where they are as well as being copied to the Clipboard.

Note: When you cut, copy, or delete an item, make sure you select the entire row, not just part of it. Click on the row number to select the whole row.

To paste items into the shopping list:

1. Click the row number in the shopping list where you want to paste the copied information.

2. Click the **Paste** command on the **Edit** menu. The item will be inserted.

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To move an item in the shopping list:

1. Click the row number of the item you want to move.

2. Drag and drop it to where you want it.

If you need to move an item to a different shopping list, open a separate window by selecting **New Window** from the **File** menu then drag the row to the other shopping list.

9.2 Creating a New Shopping List

You may find it easier to create your own shopping list, using some or none of the items from the Sample Shopping List, or to create a shopping list for a specific menu.

To create a new shopping list:

1. Click *Shopping* on the navigation bar at the top of the screen.

2. Select **New Shopping List** from the **File** menu or click the New icon on the toolbar.

3. Begin typing your first item in the *Items* column. You'll notice that this field will FastFill (words with the same letters you've typed will appear). Scroll through the list until you see the item you want and click it or press **ENTER**.

4. Use the **TAB** key to move from column to column.

5. The *Amount* and *Unit* columns are the amount of the item the recipe calls for. For example, 2 Tablespoons would be entered as 2 in the *Amount* column and Tablespoons in the *Unit* column. The Unit column will FastFill too.

6. The *Store Location* column fills automatically with the section of the store where you can find the item. For example, if you type milk it will fill with "dairy products."

7. The *Recipe* column will also fill automatically with the name of the recipe when you add a recipe to the list.

8. The *Cost* column will only display something if cost information has been entered. This is something that must be done through the Ingredient List. See Chapter 10: *Nutrition* for more information.

9. The *Coupon* column is for you to note whether you have a coupon for that item, how much it's for or if there's a sale on that item. This is helpful when you have several coupons but don't remember what they're all for. It saves you the time of rummaging through them all. You can even use this column for the name of the store where you need to purchase a specialty item.

10. Save your shopping list with the **Save Shopping List** command on the **File** menu.

11. You can print a copy of the shopping list using the ***Print/Publish Shopping List*** command on the **File** menu or the Print/Publish icon on the toolbar.

Hot Tip!

In the *Edit Print Design* screen you can edit the font styles and sizes when printing your shopping lists.

9.2.1 Adding a Recipe to a Shopping List

You can also fill a shopping list using the Add To icon on the toolbar while creating menus and meal plans or while working with recipes in the Recipe Browser, Recipe Display and Recipe Edit windows.

To add to a shopping list:

1. From the Recipe Browser, Recipe Display or Recipe Edit windows or the Menus and Meal Plan window, click the Add To icon on the toolbar.

2. Select *Shopping List*.

3. On the Shopping List tab click the down arrow and select from the list.

4. Click **OK**.

5. The recipe, menu, or meal plan will automatically be added to the shopping list and you will see a message confirming this.

NOTE: You can start a new shopping list by selecting *New* from the list. Give the new list a name and click **OK** . The selected recipe will be added to the new shopping list.

9.2.2 Checking Boxes

The boxes to the left of each item row can be checked or cleared with the Check All and UnCheck All buttons at the bottom of the screen. You can also check the boxes individually.

A check means you need the item on that line, and the item will be included in the printed list. Items without checkmarks will not be on the printed list.

Need		Item
1	☐	fresh blueberries
2	☐	butter
3	☐	ground cinnamon
4	☐	lemon juice
5	☐	shortening
6	☐	extra lean ground beef
7	☐	canned kidney beans
8	☐	corn with red and green peppers
9	☐	Mexican-style stewed tomatoes
10	☐	jimaca
11	☐	boneless, skinless chicken breasts
12	☐	garlic
13	☐	pepper
14	☐	whole tomatoes
15	☐	2% low-fat milk
16	☐	eggs
17	☐	bread
18	☐	coffee
19	☐	frozen yogurt
20	☐	cottage cheese
21	☐	Granny Smith apples
22	☐	bananas
23	☐	brown rice
24	☐	elbow macaroni

Check All   UnCheck All

9.2.3 Combining Ingredients

You may notice some duplication of items. For example, you may have started a list with celery for snacking and find that when you added a recipe for celery soup the item *celery* was added again. Use the **COMBINE INGREDIENTS** button to consolidate those items.

Ingredients must have the same name to be combined. For example, 1 cup of milk will be combined with 1 gallon of milk but not one gallon of 1% milk.

Ingredients must have the same type of measure to be combined. A volume measure will not be combined with a weight measure. For example, 1 pound of butter will be combined with 1 ounce of butter, since they are both weights. However, 1 pound of butter (weight) will not be combined with 1 cup of butter (volume).

Units of measure will be automatically scaled. For example, if you have 2 cups of milk for one recipe and 2 cups of milk for another recipe within the same shopping list and you press the **Combine Ingredients** button, you will see 1 quart of milk after they are combined.

9.2.4 Combining Shopping Lists

You can combine separate shopping lists into one. Click the down arrow to the right of the *Combine Shopping Lists* field, select a shopping list and it will be added to the shopping list on the screen. For example, if you have a shopping list with the ingredients for a dinner and a separate list for a dessert you can combine the two prior to printing and heading off to the store.

Make sure you have one of the two lists you want to combine open on-screen prior to choosing from the *Combine Shopping Lists* field.

Hot Tip!
The list you added will remain intact. For example, you can make a separate list for special meals and then combine it with your basic list prior to printing, always maintaining the basic list. Or, you can use the Save Shopping List As command from the File menu to save your combined list leaving the originals intact.

9.2.5 Merging Shopping and Pantry Lists

The **Merge** button is available in either Pantry or Shopping view; both buttons complete the same action. They either add or subtract needed items from your shopping list based on what is in your pantry. If you already have a particular item in your pantry, it will remove the checkmark in the Need column for that particular item from your shopping list. If there is an item in your pantry marked as needed (it has a checkmark by its row number) that item will be added to your shopping list.

For example, type 1 quart of milk in a new pantry list and add a checkmark in its *Have* column. Save the pantry list. Next, go to the *Shopping List* and create a new shopping list. Add 1 cup milk and add a checkmark to the *Need* column and save it. While still viewing the your shopping list, press the **Merge** button. Notice the checkmark next to milk in the *Need* column of the shopping list was removed since you have that much milk in your pantry, so you don't need it.

Note: The Merge command does not keep track of amounts. It only keeps track if you need an item or not.

Hot Tip!

When you print a shopping list, it only prints items that have a checkmark in the *Need* column.

9.2.6 Saving and Deleting Shopping Lists

When you create a new shopping list or make changes to an existing list you should save it if you want to use it again.

To save a shopping list:

1. Choose **Save Shopping List** from the **File** menu.

2. If you haven't saved the list yet, you will be prompted to name the list.

3. Type a name and click **OK**.

You can save a shopping list under a different name and leave the original list intact by using the **Save Shopping List As** command on the **File** menu.

If you decide you have too many shopping lists or don't need some of them you can delete them.

To delete a shopping list:

1. Make sure the shopping list you want to delete is on-screen.
2. Select **Delete Shopping List** from the **File** menu
3. You will be prompted to confirm the action. Click **OK** to continue.

9.3 Organizing the Shopping List

Hiding Columns

You may find that certain columns aren't relevant to your style of shopping. For example, you may not want to keep track of the costs of individual ingredients so you won't need an empty Cost column. You can hide that column on-screen.

To hide a column in a shopping list:

1. Point to the *Hide* command on the *Edit* menu while in the Shopping List window.
2. From the submenu, select the title of the column you want to hide. A checkmark indicates a hidden item.
   - o Note: Hidden columns will appear in a printed shopping list.

To unhide a column in a shopping list:

1. Point to the *Hide* command on the *Edit* menu while in the Shopping List window.
2. From the submenu, select the title of the column you want to unhide.

9.3.1 Sorting

Unless you choose to sort your list it will reflect the order in which items were entered. You can sort in several different ways by clicking the column headers. Right-click to choose ascending or descending sort or to hide the column.

- If you have checked items, click the *Need* header to sort the list so the items you need to buy are listed first. Click it again to reverse the list.

- Sorting by *Item* will arrange the items alphabetically.

- You can sort by *Recipe* to see all the ingredients for each recipe grouped together.

- You may want to sort your shopping list by *Cost* to see which items are least expensive.

- You may want to sort by *Coupon* to see which items you already have a coupon for and which items don't.

9.3.2 Printing

You can print a shopping list using the **Print/Publish** icon on the toolbar, or the **Print/Publish Shopping List** command on the **File** menu. The Print dialog box will appear. With MasterCook you can print single- or double-sided, portrait or landscape and add numbers to the pages. Make your selections and click **Print** .

Only the items checked as "Need(ed)" on the Shopping List will print. The list prints with all the column headers, the information in each column and includes a box to the left of each item so you can check it off as you pick it up.

9.3.3 Shopping List Cost Column

You can add an ingredient's cost in the *Shopping* screen or the *Ingredient List*. If you add a cost from the *Shopping* screen, it applies there only. If you add an ingredient's cost in the *Ingredient List*, it will be available for recipes, menus, and in the *Shopping* screen.

To add or edit an ingredient's cost while in a Shopping List:

1. While in a shopping list, click in the cost cell of the item you want to either give a cost value or edit its existing cost value.

2. Type in the approximate cost.

To edit an ingredient's cost while in the Ingredients List:

1. Select Ingredient List from the Tools menu.

2. Select the ingredient from the Ingredient list in the left pane (or click the New button to create a new ingredient).

3. In the Ingredient List window, select the More Info tab.

4. Enter the cost, amount, and unit. For example, $1.49 per 12 tortillas.

9.3.4 Calculating Costs

One way to help keep your budget under control is to use the Cost column in the shopping list screen. You can figure the approximate cost of your shopping trip before setting foot in the store.

You might wonder why we didn't include the costs for you. Well. costs can vary drastically depending on the growing season, regional cost differences, store sales, and how many coupons you have stuffed in your pocket. Since there is such a large variation prices, we didn't even attempt to include cost values.

So, take a minute to enter the approximate prices of the food items. If you are interested in calculating costs, this can be a small time investment that may help you be more aware of how much money you're going to be spending on groceries.

9.3.5 Coupon Column

The Coupon column is a place to note the savings you'd like to make on your shopping trip. Feel free to include any other notes you would like! Note that the numbers (or other information) listed in the Coupon column won't be subtracted from the Total Cost.

Hot Tip!
If you want more room in the Coupon column (or any other column), you can resize the column by placing your cursor on either the left or right side of the Coupon button. When the cursor changes to a split bar, hold down the mouse button and drag the column to the size you want.

9.3.6 Emailing Shopping Lists

You may want someone else to pick up a few things at the store on the way home from work, or send it to yourself as a reminder.

To e-mail a shopping list:

1. Use MasterCook to open or create a shopping list.

2. Add a checkmark to the Need column for the ingredients you wish to copy.

3. Choose *Copy List as Text* from the **Edit** menu to copy the shopping list to the Windows clipboard.

4. Paste it into the e-mail.

Hot Tip!

You can even paste into Excel or another program if you want to work on that text in another program.

10. Pantry

The purpose of the MasterCook Pantry is to help you keep track of the food items you have in your home; whether that's in a drawer, closet, cupboard, refrigerator or freezer.

A MasterCook Pantry can help you avoid throwing away food because it is old or spoiled. It's also a great way to track staple foods, and make sure you keep them in stock, and can help prevent last-minute shopping trips for anything except fresh foods.

The Pantry you create needs to be as accurate as possible in order to become a useful tool. Include all the food items in your house, even if they aren't in a formal pantry room or closet.

To create a pantry list:

1. Click *Shopping* on the navigation bar at the top of the screen.
2. Click the Pantry tab.
3. Select New Pantry or an existing pantry from the *Current Pantry* field or click the New icon on the toolbar.
4. Begin typing your first item in the *Item* column. You'll notice that this field will FastFill (words with the same letters you've typed will appear). Scroll through the list until you see the item you want, click it or press **ENTER**.
5. Use the **TAB** key to move from column to column.
6. The *Purchase Date* column is the date you actually purchased the item. You may not know this date, and depending on the food item it may not matter, but it's best to have an estimated date rather than nothing. It's important in tracking perishable food.
7. The *Use By Date* is found on most perishable food containers.
8. The *Amount* and *Unit* columns are the amount of the item you have on hand. For example, 2 cups of flour-2 is the amount and cups is the unit.
9. The *Store Location* column fills automatically with the section of the store where you can find the item. For example, if you type milk it will fill with "dairy products."
10. Save the Pantry with the ***Save Pantry*** command on the **File** menu.

You can edit pantry items, hide and sort columns in the Pantry. Click the row number to select the row. Right-click to see the list of commands available for use -- cut, copy, paste, insert and delete. You can also drag and drop items from row to row. If you reach the 100th row you can insert more by right clicking and using the Insert Row(s) command.

To cut items from a pantry list:

1. Click the row number of the item that you want to cut from the shopping list. To select more than one use the **SHIFT** or **CTRL** keys.

2. Choose *Cut Row(s)* from the **Edit** menu. These rows will be stored on the Clipboard until you paste them elsewhere.

To copy pantry items to the Clipboard:

1. Click the row number of the item you want to copy. To select a whole group of items click the row number for the first item, hold the **SHIFT** key and click the row number of the last item.

2. Click the *Copy Rows* command on the **Edit** menu. The selected items remain where they are and are copied to the Clipboard.

Note: When you cut, copy, or delete an item, make sure you select the entire row, not just part of it. Click on the row number button to select the whole row.

To paste items into the pantry list:

1. Click the row in the shopping list where you want to paste the copied row.

2. Click the *Paste* command on the **Edit** menu. The item will be inserted.

To move an item in the pantry list:

1. Click the row number of the item you want to move.

2. Drag and drop it to where you want it.

If you need to move an item to a different pantry list, open a separate window by selecting *New Window* from the **File** menu then drag the row to the other pantry list.

10.1 Checking Boxes

The boxes to the left of each item row can be checked or cleared with the **Check All** and **UnCheck All** buttons at the bottom of the screen. You can also check the boxes individually. A check means you have the item on that line in your pantry. Items with checkmarks will be marked with an X on the printed list.

10.2 Combining Ingredients

Use the Combine Ingredients button to combine similar pantry items. For example, if you have two items listed that are the same, say sugar, they will be combined onto one line.

Note: Ingredients must have the same name to be combined. For example, sugar and granulated sugar will not be combined.

10.3 Merging Your Pantry and Shopping Lists

The Merge button will merge the information on the shopping list and pantry. If you marked an item in the Need column on your shopping list and the pantry indicates that you have that item, it will be unchecked on your shopping list.

Unchecked items on the pantry list will be added to the shopping list when you use the Make New Shopping List From Pantry command in the File menu.

10.4 Making a New Shopping List from the Pantry

You can create a new shopping list from the information that is unchecked in your pantry.

To do this:

1. On the *Pantry* tab, select *Sample Pantry* from the *Current Pantry* field.
2. Check the items you have in your pantry, and leave unchecked the items you do not have.
3. Use the *Make New Shopping List from Pantry* command on the **File** menu.

4. A dialog box will appear with this query: "Add Checks to Pantry after Merge with Shopping List?" Click **Yes** if you would like checks added to the Have column for those items currently unchecked in your pantry. Click **No** if you would like to leave these items unchecked.

   o **Note:** Click **Yes** if you are going to pick up all the items missing from your pantry on the next shopping trip. This will save you time and help keep your pantry accurate.

5. Click the *Shopping List* tab. All items not marked in the *Have* column in your pantry have been added to a new shopping list.

10.5 Making Dinner with What's in the Pantry

Use the **What Can I Make?** button to find a recipe that uses the food items you have in the Pantry.

You can choose to search through all the cookbooks or selected cookbooks. Click the Search button and in a few moments a list of all the recipes you can make with the ingredients you have in your house will appear.

Double-click a recipe to see it in the Recipe Display window. Use the **back arrow** on the navigation bar to return to the *Pantry* .

Note: These searches are limited to recipes that use the ingredients in the MasterCook *Ingredient List*. We recommend that you add "water" to your *Pantry* for best results.

10.6 What Can I Make

The "What Can I Make" feature of the Pantry (under Shopping) and "Search for Ingredients in Pantry" (under Expanded Search) match ingredients in the Pantry with ingredients in recipes. Only the recipes in which all ingredients are found in the pantry will be returned by the search. Only pantry entries that are found in the MasterCook ingredient list are considered for the search. If an ingredient in a recipe is nutritionally linked to an ingredient in the MasterCook Ingredient list, the pantry must contain the name of the MasterCook Ingredient list item, NOT the ingredient named in the recipe.

Tip: To maximize the number of recipes returned when you use What Can I Make, enter Pantry items using the "Indexed As" name of an ingredient. See the More Info tab within the Ingredient List. For example, if you enter "corn" in your Pantry, you will get back recipes using "corn," "frozen corn," and "frozen corn kernels."

10.7 Organizing the Pantry

Hiding Columns

You may find that certain columns aren't wanted. For example, you may not want to keep track of the location of individual ingredients so you won't need an empty location column. You can hide that column on-screen.

To hide a column in a pantry list:

1. Point to the *Hide* command on the *Edit* menu while in the *Pantry* window.
2. From the submenu, select the title of the column you want to hide. A checkmark indicates a hidden item.
   - Note: Hidden columns will appear in a printed pantry list.

To unhide a column in a pantry list:

1. Point to the *Hide* command on the *Edit* menu while in the *Pantry* window.
2. From the submenu, select the title of the column you want to unhide.

10.8 Printing

You can print a pantry list using the Print/Publish icon on the toolbar, or the *Print/Publish Pantry* command on the **File** menu. The Print dialog box will appear. With MasterCook you can print single- or double-sided, portrait or landscape and add numbers to the pages. Make your selections and click **Print**.

Items that are checked in the Have column will appear with an X. The list prints with all the column headers and information in the columns.

11. Favorites

Organizing your favorite recipes, menus, meal plans, shopping lists, tips and search information is easy in MasterCook.

The Favorites window is a place where you can group items from different areas of MasterCook. For example, if you really like a recipe, add it to your Favorites list so you can find it easily and quickly the next time you want to use it.

The favorites window has six tabs --*Recipes*, *Menus*, *MealPlans*, *Shopping*, *Tips* and *Search*. Click a tab to see those items -- for example, click the *Tips* tab to see the tips you have added to the favorites list. If you have several tips use the scroll bar to move through the list.

You can access all the items in the Favorites list by double-clicking them. This action will open the corresponding window and display the item you clicked. For example, double-click *About Pasta* on the *Tips* tab and the *About Pasta* tip will appear in the Tip window. You can also type the name of the tip in the *Go To* field and click the **GO** button. Use the back arrow on the navigation bar to return to the Favorites window.

Hot Tip!

These changes are stored within the MC Favorites.mfv file inside the MC Tools folder on your computer. You may want to keep this file backed up on a regular basis.

11.1 Adding to Your Favorites

Adding to the Favorites list is quick and easy using the **Add To** icon on the toolbar or the *Add* menu commands. You can add recipes, menus, meal plans, shopping lists, tips and search information.

To add to Favorites:

1. You can click the arrow next to the Add To icon on the toolbar or the Add To icon itself or in some cases you can use the ***Add*** command on the **Tools** menu.
   - If you click the arrow, select *Favorites* from the options listed
   - If you click the icon, select the Favorites tab and click **OK**
2. The recipe, menu, meal plan, shopping list, tip or search will be added to Favorites and you will see a confirmation message. Click **OK**.

11.2 Working with your Favorites

Once you have your favorite recipes, meal plans, menus, shopping lists, tips or search criteria added to the Favorites window you can open or remove them from the Favorites list.

Opening a Favorite

A convenient feature of Favorites is the ability to open any item directly from the Favorites list.

To open a Favorite:

1. Click Favorites on the navigation bar at the top of the screen.
2. Click the tab where the item can be found.
3. Find the item; use the scroll bar if necessary.
4. Double-click the item name or select it and use the ***Open Selected*** command on the **File** menu. You can also type the title of the item in the *Go To* field and click the **GO** button.
5. The item will be displayed in the appropriate window.

Removing a Favorite

When you don't want an item in the Favorites list any longer you can remove it. This will only remove the item from the Favorites list. It will not remove the item from MasterCook.

To remove a Favorite:

1. Click Favorites on the navigation bar at the top of the screen.
2. Click the tab where the item can be found.
3. Find the item and select it.
4. Click the **REMOVE** button or right-click the item and select ***Remove from Favorites***. A confirmation message will appear.
5. Click **OK**.
6. The item will be removed from Favorites, but will remain in its original location in MasterCook.

Note: If you make a mistake you can use the ***Undo*** command. Right-click on the screen and select ***Undo Delete*** from the list.

12. Tips

MasterCook includes cooking tips, terms, and video clips demonstrating cooking methods.

The Tips feature helps you find all sorts of information that will enhance both your knowledge and your cooking skills.

The information is organized according to specific categories. Some of the categories are:

•Cooking Terms

•Equipment

•Safety

•Ingredients

•Nutrition

and there is an *All* category so you can look through all the categories at once.

You can find out about cooking terms such as *bain marie* -look it up and you'll find that it's a French word for a double-boiler, see exactly what Bûche de Noël molds look like and much more.

To use the Tips feature:

1. Click *Tips* on the navigation bar at the top of the screen.

2. Click the down arrow to the right of the *Select a Category* field and select a category.

3. You can type the word you are searching for or browse through the list of items in the list.

4. If you'd like to sort the items in the list, click the down arrow to the right of the *Sort By* field and choose a method of sorting.

5. When you select an item you will see the information to the right.

Some information includes pictures or video.

12.1 Finding Terms

The Tips feature also provides you with immediate access to definitions of the most commonly used cooking and food terms.

To find a term:

1. Click *Tips* on the navigation bar at the top of the screen.

2. Click the down arrow to the right of the *Select a Category* field and select a category.

3. You can type the word you are searching for or browse through the list of items in the list.

4. If you'd like to sort the items in the list, click the down arrow to the right of the *Sort By* field and choose a method of sorting.

5. When you select an item you will see the information to the right.

12.2 Video Player

MasterCook 22 is the first version to have a new video player. QuickTime was discontinued by Apple several years ago. The VLC media player is now included with MasterCook and supports many more file types.

The VLC media player has it own window as well so that you can browse other parts of MasterCook without having to quite playing the video.

When you install MasterCook, the installation will prompt you to install the VLC media player. If you decline at that time, you can install it later by rerunning the installation program and using the Repair option.
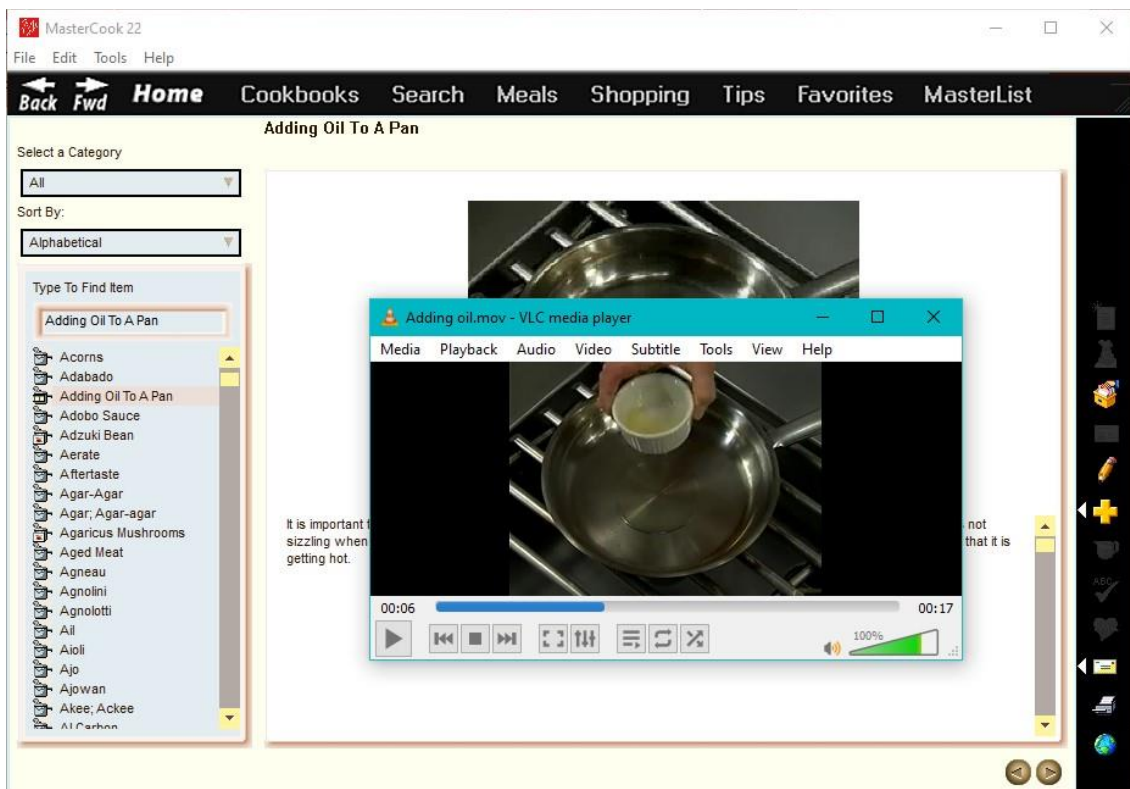
12.3 Video Tips

The tips that have videos have a video type icon to the left of the tip's title in the Tips screen. The tips are stored within the Video Tips folder on your computer. If you add your own tips, first same the video file to the Video Tips folder on the computer. Then you can edit a tip to insert a video.

MasterCook comes with over 100 cooking video clip .mov files with the Video Tips folder that installs with the program.

	Some of the tips are demonstrated in video clips by professional chefs in step by step methods so it's easy to learn new techniques.

See Also:

[Editing Tips](#)

12.4 Editing Tips

You can edit and add your own tips to the program. While in the Tips screen click on the Pencil icon along the right side of the screen to access the editor view. You can now use the **New Tip** command from the File menu to add your own tip.

If you edit or add your own tips, you should backup the tips files on your computer.

See Also:

[Backup](#)

12.5 Wine List

MasterCook includes a sample wines list to give you an idea of how wines can be listed. Click one of the wines to see the information we have included.

See Also:

[How to Use the Wine List](#)

[Deleting a Wine from the List](#)

[Modifying the Wine List](#)

12.5.1 Wine List

MasterCook includes a sample wines list to give you an idea of how wines can be listed. Click one of the wines to see the information we have included.

See Also:

12.5.2 Wine List Window

To open this window, select *Wine List* from the **Tools** menu. Then select the MC Wine List from the list at the top right.

12.5.3 How to Use the Wine List

Whether you have a wine cellar the size of a living room or a small stash in a cool cupboard, MasterCook can help you keep track of it all.

The list includes sample wines as examples. Click one of the wines to see its information which includes vineyard, type, region, the year it was produced and pertinent notes.

You can specify in the *Category to Show* field what wine category to display, but you must create categories and assign them first. You can also sort the list by:

•Alphabet

•Availability

- Category

- Quality

- Region

- Winery

- Varietal

If you have wine lists from previous versions of MasterCook they will appear in the *Select a Wine List* field. Click the down arrow and choose a list to examine or print. You can only add new wines to the sample list included with MasterCook.

The *Type to Find Wines in the Wine List* field is a quick way to find a wine. Type the name of the wine with the winery, or vineyard, name first.

The *Wine Tips* field will indicate any tips linked to a particular wine. For example, if you want to link the tip defining dry white wine to a white wine in the list, select the wine in the list, click the Link to Tip icon, select the appropriate tip and click **OK**. The name of the tip will appear in the *Wine Tips* box. You can unlink a tip by unselecting the tip this way too.

See Also:

[Adding New Wines](#)

[Categorizing Wines](#)

[Modifying the Wine List](#)

[Printing from the Wine List](#)

12.5.4 Modifying the Wine List

You can modify the list at any time. Add new wines, change information, remove wines too.

To edit the wine list:

1. Click the **Wine List** command in the **Tools** menu.

2. Depending on what you want to do:

- Select the name of the wine you want to edit.

- Click the New Wine button to add a wine.

3. Make the changes or additions.

4. Click the **SAVE** button for each wine you edit or add.

5. Click the **DONE** button to exit the Wine List window.

To delete a wine from the list:

1. Click the **Wine List** command in the **Tools** menu.

2. Select the name of the wine you want to delete.

3. Click **REMOVE**. The wine will be permanently removed.

You can use the **REMOVE** button to clear the list included with MasterCook in order to start with a clean list.

12.5.5 Deleting a Wine from the List

You may want to delete the wines we included in the Wine List, or ones you may have lost interest in.

To delete a wine from the Wine List:

1. Click Wine List in the Tools menu to open the [Wine List window](#)

2. Select the name of the wine you want to delete.

3. Click **REMOVE**. The wine will be permanently removed.

You can use the **REMOVE** button to clear the list included with MasterCook in order to start with a clean list.

13. Nutrition

A nutritional analysis is a breakdown of a food's chemistry. The different components of the food are analyzed and quantified. Nutrients such as sodium and fat are calculated and represented as grams per serving or some other notation, as well as the percent of the daily value.

The nutritional analyses generated in MasterCook are created from a list of over thousands of ingredients. Most of the information for the Ingredient List comes from United States Department of Agriculture (USDA) research publications. U.S. Department of Agriculture, Agricultural Research Service. FoodData Central, 2019. fdc.nal.usda.gov.

Some of the information in the Ingredient List comes from nutrition labels on food products, called *Nutrition Facts*. This information often helps in defining the nutritional value of name brand foods or foods that are new on the market. If a recipe you add uses different nutritional data, the results may vary slightly.

13.1 The Ingredient List

When you select Ingredient List from the **Tools** menu you'll see the *Ingredient List* window.

You can scroll through the list to find an ingredient and click it to see a description below. Detailed nutrition information for the ingredient will appear to the right.

Notice: Because there are over 300,000 ingredients in MasterCook 24, it will take about 10 seconds for certain screens to initially load after starting up MasterCook 24. Subsequent visits to these screens will be much quicker during

your current session of MasterCook (until you restart the program). The Ingredient List, Recipe Edit screen, Meals, and Shopping screens are affected since they all load the ingredient database. When you initially view one of these screens, it will take about 10 seconds to load. However, when you then browse to any screen after this point, there will not be much of a delay until you restart the program.

The USDA no longer updates their legacy ingredient database, which is what MasterCook 2020 and older are using. Going forward, they will only be updating the branded food items database which MasterCook 24 includes.

MasterCook 24 installs the MasterCook 2020 MC Ingredients.ing file if you would rather use that much smaller one instead.

Follow these steps:

1. Close MasterCook 24 so it is not running.
2. Open the MasterCook 24 MC Tools folder on your computer at this location if you used the default installation location:
   - C:\Users\Public\Documents\MasterCook 24\MC Tools
3. Locate the **MC Ingredients** and **MC20 Ingredients.** See the first screenshot below.
4. Right-click on the MC Ingredients file and select Rename. Rename it to MC24 Ingredients. See the second screenshot below.
5. Right-click on the MC20 Ingredients file and select Rename. Rename it to MC Ingredients. See the second screenshot below.
6. Then start up MasterCook, and it will be using the much smaller file instead -- the one you renamed as MC Ingredients.

OS (C:) > Users > Public > Public Documents > MasterCook 24 > MC Tools

Sort | View | ...

Name	Date modified	Type	Size
MC Default Design 22 without Exchanges...	2/23/2024 9:54 AM	MasterCook Layout	160 KB
MC Default Design 22.mcd	2/23/2024 9:54 AM	MasterCook Layout	160 KB
MC Equivalents.el	12/21/2000 5:26 PM	MasterCook Equiv...	184 KB
MC Favorites.mfv	2/2/2024 10:32 AM	MasterCook Favor...	2 KB
MC Ingredients.ing	2/23/2024 1:29 PM	MasterCook Ingre...	250,915 KB
MC Prep Methods.mtd	2/16/2024 9:21 AM	MasterCook Prep ...	16 KB
MC Substitutions.bl	1/12/2024 9:06 AM	MasterCook Subst...	86 KB
MC Tips.mcx	2/21/2022 5:11 PM	MasterCook Cook...	39,048 KB
MC Tips.mtf	2/21/2022 5:11 PM	MasterCook Tips	3,301 KB
MC Wine List.wl	2/23/2024 11:21 AM	MasterCook Wine ...	16 KB
MC20 Ingredients.ing	1/30/2024 7:50 PM	MasterCook Ingre...	11,921 KB

Before Renaming

OS (C:) > Users > Public > Public Documents > MasterCook 24 > MC Tools

Sort | View | ...

Name	Date modified	Type	Size
MC Default Design 22 without Exchanges...	2/23/2024 9:54 AM	MasterCook Layout	160 KB
MC Default Design 22.mcd	2/23/2024 9:54 AM	MasterCook Layout	160 KB
MC Equivalents.el	12/21/2000 5:26 PM	MasterCook Equiv...	184 KB
MC Favorites.mfv	2/2/2024 10:32 AM	MasterCook Favor...	2 KB
MC Ingredients.ing	1/30/2024 7:50 PM	MasterCook Ingre...	11,921 KB
MC Prep Methods.mtd	2/16/2024 9:21 AM	MasterCook Prep ...	16 KB
MC Substitutions.bl	1/12/2024 9:06 AM	MasterCook Subst...	86 KB
MC Tips.mcx	2/21/2022 5:11 PM	MasterCook Cook...	39,048 KB
MC Tips.mtf	2/21/2022 5:11 PM	MasterCook Tips	3,301 KB
MC Wine List.wl	2/23/2024 11:21 AM	MasterCook Wine ...	16 KB
MC24 Ingredients.ing	2/23/2024 1:29 PM	MasterCook Ingre...	250,915 KB

After Renaming

13.1.1 Adding Ingredients

You can add a new ingredient to the ingredient list along with all its nutritional information. Most commercial food items have this information printed on the packaging so all you need to do is copy it into the Ingredient List fields.

To add a new ingredient:

1. Select *Ingredient List* from the **Tools** menu.

2. Verify that the ingredient isn't already listed.

3. Click the **NEW** button.

4. Enter the ingredient name and click **OK**.

5. Fill in the nutritional information for the new ingredient. See the tip below.

6. Click the **SAVE** button.

Hot Tip!

Notice the top part of the Nutrition Facts tab of the Ingredient List. There are three fields. It is best to fill in all three fields if possible, so the program has all three measurement types. Sometimes this might not be possible if the food packaging label doesn't provide that info.

- **Serving Size:** Input 1 apple, 1 serving, 5 potato chips, etc.
- **Is equal to Weight:** Input the weight of serving size.
- **Or equals Volume:** Input the volume of a serving size.

These correlate to how you plan on using the ingredient in your recipes. If your recipe calls for the ingredient based on volume (cups -- i.e., 1 cup flour) but you don't enter a volume, the program isn't going to be able to give you an accurate nutritional analysis (NA) for that ingredient in your recipe.

Review "sweet potato" in the Ingredient list. It is known by all three measurements. This means that if a recipe calls for any three types:

- 1 sweet potato
- 1 cup sweet potato
- 1 pound sweet potato

The recipe will reflect the correct NA for all three measurements.

Additionally, review "potato chip" and notice that this ingredient is not known by volume. Therefore, if your recipe calls for 1 cup potato chip, the program is not going to be able to give you a proper NA because it doesn't know the NA based on volume. It only knows each (serving size) and weight. So, it would give you an accurate NA for 1 pound potato chip and 1 potato chip.

Note: When you edit the Ingredient List, those changes are stored within the MC Ingredients.ing file within the MC Tools folder on your computer. You will want to keep this file backed up on a regular basis.

13.1.1.1 Percent Daily Value

Nutrition Facts labels on consumer products show values in two ways: as the actual amount the ingredient contains and as a Percent Daily Value, which are based on a 2,000 calorie diet.

You don't need to enter both the amount and the Percent Daily Value. Enter one and the program will calculate the other. For example, if you enter 5 grams of fat in the amount field, the Percent Daily Value will be calculated automatically.

13.1.1.2 Description

You can add a description of the ingredient in the Description box.This is useful when you need to know specifics about the ingredient. For example, if the ingredient is kidney beans, you might want to specify whether you are including nutritional information for cooked beans or raw beans, since one cup of raw beans has three times the nutritional value of one cup of cooked beans.

There are three tabs with different information on the Ingredient List main window:

- Nutrition Facts
- Exchanges
- More Info

13.1.2 Nutrition Facts

When you add a new ingredient to the list, enter as much information as possible so that all recipes, menus, and MealPlans that contain this ingredient will have accurate nutritional analyses. When running a nutritional analysis of a recipe, you will see a message when you have incomplete information.

You can also edit an ingredient's nutritional information on this tab.

- **Serving Size:** This is the quantity of the food item that one person eats in a sitting. Include the amount and the unit of measurement and indicate if the item is a fluid. Since the term "ounce" can mean both a weight and a volume, checking the fluid box will cause the program to calculate as though the ingredient has the weight of water, even if you only fill in the volume field. For example, if chocolate cake mix is not in the list and you want to enter the nutritional information for it, you would enter "1" in the Amount

field and "package" in the Unit field next to Serving Size. For accurate nutritional analyses you must enter the weight and volume in the Is Equal to Weight and Or Equals Volume fields.

- o For example, if chocolate cake mix is not in the list and you want to enter the nutritional information for it, you would enter "1" in the Amount field and "package" in the Unit field next to Serving Size. For accurate nutritional analyses you must enter the weight and volume in the *Is Equal to Weight* and *Or Equals Volume* fields.

- **Amount per Serving and % of Daily Value:** When you enter information in the Amount Per Serving column the % Daily Value is automatically calculated.

- **% Daily Values Based On:** This number is 2,000 as all Nutrition Facts labels are based on a 2,000 calorie diet.

Hot Tip!

Some foods may not include all of these nutrients on their Nutrition Facts label. If a nutrient has a 0 on the Nutrition Facts label, make sure there is a 0 in the appropriate field or the program will be unable to calculate accurately.

13.1.3 Exchanges

In addition to providing extensive information for many nutrients, MasterCook has a unique and powerful feature for providing food exchange calculations. You input this data into the *Exchanges* tab of the *Ingredient List*.

Food exchanges were developed in order to make meal planning easier for people interested in using the Exchange program.

MasterCook provides seven Food Exchange Lists data fields:

- Grain (Starch)
- Lean Meat
- Vegetable
- Fruit
- Non-Fat Milk
- Fat
- Other Carbohydrates

Foods are grouped together into food exchanges because of their likeness to each other. For example, bananas, apples, and oranges would all fall under the Fruit Exchange List while beef, fish, and chicken would all fall under the Lean Meat Exchange List. Each food within a particular food exchange list contains

MasterCook 24

similar amounts of protein, carbohydrates, and fat in comparable serving sizes. Foods on an exchange list can be exchanged for any other item on the same list.

Although many foods, including meats and dairy products, vary in fat content, consider using Lean Meat and Non-Fat Milk as the standard for calculations. Meats and dairy products with higher fat content show additional fat exchanges in the food exchange calculations.

Other Carbohydrates include dessert-type foods such as cookies, cakes and puddings that do not fit in the Grain (Starch) Exchange List. Other Carbohydrates foods generally contain more sugar and fat than foods in the Grain (Starch) List and contain fewer vitamins and minerals. Simple sugars such as syrups, honey, jelly and sugar are also included in the Other Carbohydrates list.

Food exchange information is available throughout MasterCook. You can view food exchange information for individual ingredients in the Ingredient List, for recipes contained in MasterCook, or for menus and MealPlans.

An exceptional feature of MasterCook is its ability to calculate food exchanges for new recipes that you wish to add. As you enter ingredients and their amounts in a new recipe, MasterCook tallies individual food exchange information for all ingredients and then presents you with food exchange values per serving. This useful food exchange information can be provided for any new recipe you enter in the program, including your favorite recipes from magazines, other cookbooks, or from friends.

Remember that if you add ingredients to the ingredient list, you must enter food exchange list values if you want MasterCook to calculate food exchanges in recipes using the new ingredient. Also, be aware that if you forget to put a "0" in any fields that have no exchanges, MasterCook will assume that no information is available and, when doing a nutritional analysis, will tell you that there are one or more unknowns. You may find it hard to find food exchange information although many food manufacturers are beginning to include food exchanges on their labels.

Healthy Food for a Healthy Body:
This information is not intended for use as medical nutrition therapy; it is a reference tool that has been designed to provide general nutrition guidelines for healthy people who are interested in using the exchange program. People with medical/dietary problems or persons on therapeutic diets should contact their physician and registered dietitian before using this product and should remain under the appropriate medical supervision while in use.

NOTE: The program is only as accurate as the information you enter.

13.1.4 More Info

You can add optional information about ingredients.

- **Plural:** You can list the plural of an ingredient. For example, if the ingredient is "carrot," you would type "carrots."

- **Synonym(s):** When an ingredient can be listed by different names, it helps to have a synonym. For example, the ingredient "skinless, boneless chicken breasts" would have the synonym "boneless, skinless chicken breasts." Click the down arrow to see a drop-down list of synonyms that are already listed for an ingredient. Click the New button to add a new synonym.

- **Indexed As:** You can index items so they will be included in complex searches. For example, when you search for all recipes that exclude Dairy, any recipes with milk and cheese will be excluded because they have been indexed under Dairy. Ingredients can be indexed under more than one food. For example, tomato is listed under both Fruit and Vegetables; milk is listed under Dairy and Beverages. Click the New button to add a new index item.

- **Store Location:** This field indicates where the ingredient is typically found in a store (dairy section, produce section, etc.). The store location information is used to make shopping lists and maintain your pantry. This is an automatic field based on the information included in MasterCook, but you can type in another location.

- **Purchase As:** This is the name of the ingredient as it will be purchased in the store. For example, you don't purchase "peeled, chopped potatoes," you purchase "potatoes." The information you enter here is what will appear in your pantry and shopping lists.

- **%Edible:** Based on the ingredient, this field will indicate the percent of the item that is edible. Carrots and celery are examples of ingredients that are not completely edible-the tops of carrots and the root base of the celery stalk are usually discarded.

- **%Refuse:** Based on the ingredient, this field will indicate the percent of the item that is refuse. Carrots and celery are examples of ingredients that have refuse-the tops of carrots and the root base of the celery stalk.

- **Cost:** Enter the cost of an ingredient per unit measure in this field.This information is used in the:

  - Shopping list to calculate the estimated cost of your grocery bill

  - Ingredient analyses to keep track of the cost of an ingredient

  - Cost analyses to calculate the cost per serving of recipes, menus, and meal plans If you don't know the actual cost you can estimate one.

- If you know that a can of olives is usually about a dollar, then enter $1.00. Researching the precise cost of an ingredient may not be worth your time since prices change due to sales, coupons, price fluctuations, and other variables.

- To enter costs accurately, enter the whole amount including the decimal. If you enter the cost of a can of olives as 100, the computer reads it as $100. If you enter 1 or 1.00, the computer reads it as $1.00.

- Don't forget to include the Amount and the Unit. If you're entering information for a 6-ounce can of olives that costs a dollar, you may list the cost as "1.00," the amount as "1," and the unit as "6-ounce can."

You can also print the information for an ingredient. Select the ingredient in the list and click the Print button. Click the Done button to dismiss the ingredient list window.

13.1.5 Removing Ingredients

You can remove ingredients from the list too. For example, you may add two nearly identical ingredients and find that one has incorrect information. You can delete the inaccurate ingredient.

To remove an ingredient:

1. Select *Ingredient List* from the **Tools** menu.
2. Select the ingredient you want to delete.
3. Click the **REMOVE** button.
4. You will see a message prompting you to confirm the action.
5. Remove the ingredient by clicking **YES** or cancel the action by clicking **NO**.

Note: It's easier to change information for an ingredient than it is to delete the ingredient and create a new one. When you do remove an ingredient, you will affect the nutritional analysis of any recipe that includes the ingredient.

When you remove an ingredient the nutritional information is deleted but the name of the ingredient won't be deleted from any recipes. For example, if you remove the ingredient *rhubarb* from the Ingredients List but a recipe calls for rhubarb two things will happen:

- All the other information that was a part of that ingredient-cost, exchanges, etc. -- will not be available

- The nutritional analysis for any recipe containing the ingredient rhubarb will not be accurate since it will not include the nutritional information for rhubarb

Hot Tip!

Use caution when removing ingredients. Some ingredients listed are "Indexed As" ingredients (see the More Info tab within the Ingredient List) and need to remain in order for other functions of the program to work correctly such as *Ingredients to Avoid* within the *Expanded Search* . You wouldn't want to remove Dairy for example.

13.2 Nutritional Analysis

Nutritional analyses are useful when you want to substitute ingredients to make a recipe more appropriate for dietary needs or just want the information. You can perform a nutritional analysis of:

- An ingredient

- One or more recipes

- One or more menus

- A meal plan

The Nutritional Analysis feature is available whenever the Nutritional Analysis icon on the toolbar is active. You can run a nutritional analysis from:

- The Recipe Browser

- The Recipe Display window

- The Recipe Edit window

- The Menu or MealPlan window

- The Favorites

To run a Nutritional Analysis:

1. Click the Nutritional Analysis icon

2. The analysis will appear in a moment.

Note: You may see a message reporting that some information is missing or insufficient. For example, if the recipe calls for one medium onion but doesn't state an amount (e.g. one cup) MasterCook will assume an average whole size for the purposes of the analysis. Or, if there is no information for an ingredient

the analysis will finish but may not be accurate depending on what was missing.

You can continue by clicking **OK** or **CANCEL** the analysis. You can also turn off the *Nutritional Warnings* by clicking the box.

Note: MasterCook rounds numbers up on-screen but when you print a nutritional analysis you will see the decimals.

13.2.1 Caloric Intake

You can adjust the daily caloric intake.Type the number of calories you want to consume per day, then click the % Daily Value Based On button to see the new values.

The USDA recommends a caloric intake of 2,000 for women and 2,500 for men, but your dietitian or doctor may specify a calorie amount that is appropriate for you.

13.2.2 Nutritional Links

You can create nutritional links between unknown ingredients and the nutritional information for a food item in the Ingredient List. For example, if you're using a specific brand of chocolate chips in a recipe, and that brand is not in the Ingredient List, you can create a link between the brand name chips and the chocolate chips item in the list.

A nutritional link associates an unknown ingredient with a known ingredient from the ingredient list and prevents having to enter each item with different names but identical nutritional information. Once linked, an ingredient will have the exact nutritional information as the ingredient it is linked to.

To create a nutritional link:

1. In the Recipe Edit window, select the ingredient you want to link and use the *Create Nutritional Link* command from the **Ingredient** menu or right-click the ingredient and select *Create Nutritional Link* from the list.

2. Choose the ingredient you want to link to from the list. Use the scroll bar to move through the list.

3. Verify it's the correct ingredient. Check the description for pertinent information. For example, is it whole, cooked, canned, raw, etc.

4. If necessary click the **INGREDIENT LIST** button to see the nutrition information. Click **DONE** to return to the Link window.

5. Click the *Create Synonym* box to make the new ingredient name a synonym for the original ingredient.

6. Click **OK** to complete the link.

The Ingredient Row Symbol changes to a letter "I" in a red circle when it is nutritionally linked to another ingredient.

You can remove nutritional links too, but you don't have to remove a link before creating a new link for a specific ingredient. If you begin adding a second link a message will appear reporting that the first link will be removed when you add the second link.

To remove a nutritional link:

1. In the Recipe Edit window, select the ingredient you want to unlink and use the *Remove Ingredient Nutrition* command from the **Ingredient** menu or right-click the ingredient and select *Remove Ingredient Nutrition* from the list.

2. The ingredient is now unlinked. Note that this will leave the ingredient with no nutrition information in this particular recipe.

The Ingredient Row Symbol changes to a letter "I" in a brown circle when it is unlinked from another ingredient.

You can reset nutritional links per ingredient, recipe, and cookbook. If you created your recipes in a previous version of MasterCook and linked some of their ingredients to ingredients within that version of MasterCook, it prevents the newer version from using its own ingredient database. If you see an icon along the left side of the ingredient row with the letter "I" in a red circle , it indicates that the ingredient is linked to one in a previous version of MasterCook. The newer version of MasterCook is unable to use its own ingredient when you have them linked to an ingredient in a previous version. Furthermore, in the Nutrition tab of the Recipe Edit screen, the ingredient will be listed as an Unknown Item.

To reset a nutritional link per ingredient:

1. In the Recipe Edit window, select the ingredient you want to unlink and use the *Reset Ingredient Nutrition* command from the **Ingredient** menu or right-click the ingredient and select *Reset Ingredient Nutrition* from the list.

2. The ingredient is now reset. If the ingredient name is within MasterCook's Ingredient List then its nutritional values will be used. If the ingredient name isn't recognized, you can create a nutritional link as explained above.

To reset a nutritional link per recipe:

1. In the Recipe Edit window, select the ingredient you want to unlink and use the *Reset Recipe Nutrition* command from the **Ingredient** menu.

2. The ingredients for the entire recipe are now reset.

To reset a nutritional link per cookbook:

1. In the Recipe Edit window, select the ingredient you want to unlink and use the *Reset Cookbook Nutrition* command from the **Ingredient** menu.

2. You will see a confirmation dialog box since you are about to make changes to several recipes within the entire cookbook that cannot be undone.

3. Select the **Yes** button if you wish to proceed.

4. The ingredients for the entire cookbook are now reset.

13.2.2.1 Basic Assumptions

When there isn't enough information available in a recipe for a certain ingredient, MasterCook has to make assumptions.

- If there is no volume measure or weight (such as cup or pound) in the Unit column, MasterCook will assume that an average whole size of the ingredient.

- If all the blanks in the Ingredient List have not been filled in, you will see a message reporting that some nutritional information is not available (N/A). When information is not available MasterCook assumes the value is 0. Your recipe may still be accurate, but you will be alerted when this happens.

- If you don't include the weight of an item, MasterCook will use the fluid weight to scale the item and the nutritional calculation will be off to the degree that it differs from the density of water. You will be notified when this happens.

- Unless an ingredient name or description in the Ingredient List specifically says *small* or *large*, the program will assume a medium or average ingredient size. Whenever possible, use weight rather than small, medium, or large.

- If you don't review each ingredient to make sure it is properly linked to a predecessor, MasterCook will not be able determine if it is an allergen. Go to the More Info tab in the Ingredient List. Use the Indexed As field to assign an ingredient to a predecessor.

Hot Tip!
Make sure when you enter your own Ingredient List that you enter "0" in the fields that really have a value of zero.

13.2.2.2 Raw versus Cooked Ingredients

Some foods undergo a significant change in nutritional value when cooked. This is especially true for ingredients such as rice, pasta, beans, and meats. For example, 3 cups of raw rice has 2025 calories while 3 cups of cooked rice has 735.

For example, a hamburger casserole may call for "cooked, drained hamburger" -- which will have far fewer calories than raw hamburger -- to be combined with other ingredients. Raw hamburger would add extra fat calories since the fat hasn't been drained.

13.2.2.3 Ready to Cook (RTC)

Choosing an R-T-C (Ready to Cook) ingredient can make a nutritional analysis even more accurate. R-T-C allows for cooking losses such as evaporation, drippings, trimming, de-boning, as well as cooking gains such as water absorption.

For example, ground beef contains mostly protein and fat. After cooking, much of the liquid (containing water, fat, and trace nutrients) is drained and discarded. An R-T-C ingredient subtracts this loss of weight and nutrients. When using R-T-C ingredients, you would enter the raw weight, but nutrient values reflect the cooked weight.

13.2.2.4 Whole Units vs Standard Measurement Units

Some recipes call for whole items such as an egg, a banana, or a pork chop. The Ingredient List includes some items that were designed to be used as wholes. If your recipe calls for a whole apple, use the correct item from the Ingredient List.

Enter " *1 apple*"with " *1"* in the Amount column, nothing in the Unit column, and "apple" in the Ingredient column -- to convey the recipes calls for "1 whole apple" and the nutritional analysis will be based on this.

You can confirm an ingredient has the information to be used as a whole item in the Ingredient List. Each item in the list that can be used as a whole item will be bolded.

13.2.2.5 Removing Uneaten Ingredients from a Nutritional Analysis

MasterCook calculates nutrition based on every ingredient entered in a recipe as long as it has an amount listed. However, some of these ingredients are not actually consumed. Examples of these include oil for frying, marinade ingredients that are discarded after they have been used, and ingredients that are used in making soup stocks that are discarded when the stock is complete. For these types of ingredients you can remove the nutritional information of the food item or include only the portion consumed.

To remove an ingredient from the nutrition calculation, you can unlink it. This removes the nutrition information from the ingredient, but leaves the ingredient's name in the recipe. The nutrition information for that ingredient will remain intact for all other recipes where the ingredient appears.

13.2.2.6 Nutritional Warnings

If you don't use the nutrition feature and you don't want to be bothered with the warnings then you can easily turn this warning off.

To turn off the nutritional analysis warnings:

- Click the *Turn Off Nutritional Warning* box when you see a message during an analysis

Or,

1. Select the **Preferences** command from the **Edit** menu.
2. Click the Nutrition tab in the *Preferences* .
3. Click the *Show Nutrition Calculation Notes* box to remove the check mark and turn off the messages.

13.3 Cost Analysis

MasterCook includes a Cost Analysis feature. You can figure the cost of:

- Recipes
- Menus
- One or more days in a MealPlan
- One or more days in the calendar

Cost analysis is calculated based on the individual cost of each ingredient. Food costs can vary widely depending on a number of factors-seasons, regional costs, weather, in-store sales, etc. For this reason, MasterCook does not include costs. You can add the appropriate costs for your area by editing an ingredient in the *More Info* tab of the *Ingredient List* window.

To perform a cost analysis:

1. Select a recipe, menu, meal plan, or day in the calendar.

2. Use the *Cost Analysis* or *Analyze Cost Per Menu* command on the **Tools** menu.

3. A report with the name of the recipe, the number it serves, the cost per serving and the total cost will appear.

4. Click the **DONE** button when you have finished.

Hot Tip!

You can also view the cost for a recipe by clicking on the *Nutrition* tab within the *Recipe Edit* screen.

13.4 Allergen Notifications

Beginning in MasterCook 24 a new allergen notification feature was added. It displays allergens within the Nutrition tab of the Recipe Edit screen.

MasterCook can recognize these allergens:

- dairy
- eggs
- peanuts
- tree nuts (nuts)
- fish
- crustacean shellfish (crustaceans)
- wheat
- soybeans
- sesame

Per Serving (excluding unknown items): 586 Calories; 38g Fat (57.9% calories from 205mg Phosphorus. Exchanges: .

Allergens : This recipe contains Soybeans; Eggs; Dairy;

Total recipe cost: $0.00, Cost per serving: $0.00

Nutrition Warnings:

   bananas: MasterCook assumes an average 'whole' size of this ingredient.
   egg: MasterCook assumes an average 'whole' size of this ingredient.

Nutrition Tab

The USDA does not provide predecessor links to their ingredients, therefore MasterCook assigned several ingredients to predecessors. However, there are over 333,000 ingredients, far too many to link most of them. **It is the user's responsibility to check to make sure all ingredients are linked properly within a recipe in order to get an accurate allergen notification.** If links are missing, the user needs to add them. Go to the More Info tab in the Ingredient List. Use the Indexed As field to assign an ingredient to a predecessor.

MasterCook will look 5 levels deep for an allergen predecessor. For example, if you have "salmon lox" as an ingredient in a recipe, it will be flagged as a fish allergen. This is because salmon lox is indexed as Chinook salmon, its predecessor. Chinook salmon is indexed as salmon. Salmon is indexed as fish. Chinook salmon and salmon will also be flagged as a fish allergen for the same reason.

Indexing Ingredients for Allergens

13.5 Your Nutrition Intake - A Disclaimer

MasterCook calculates the nutritional content of recipes and menus using a database of food items prepared using United States Department of Agriculture (USDA) publications and information from food manufacturers.To make this list easier for you to use, we have in some instances shortened the names of foods, but always with the intent of retaining the USDA's meaning as to the specific nature of the food.

You can visit the USDA FoodData Central at their website for more information. U.S. Department of Agriculture, Agricultural Research Service. FoodData Central, 2019. fdc.nal.usda.gov.

While using the content in MasterCook, please remember that we are not medical doctors or registered dietitians. Therefore, neither the MasterCook software program nor the MasterCook Manual can or will make recommendations about what you should or should not eat. MasterCook is designed to calculate the nutritional values of foods that you choose to eat based upon data from the USDA.

Furthermore, with more than 333,000 ingredients, it is impossible to link most ingredients to a predecessor, so the user must review each ingredient and can link ingredients themselves through the Ingredient List. Go to the More Info tab in the Ingredient List. Use the Indexed As field to assign an ingredient to a predecessor.

The nutrient values in foods may vary substantially, depending upon variables such as geography, soil content, season, ripeness, processing, genetics, and method of preparation.The nutritional value of a food item can literally change overnight.

The values in the MasterCook Ingredient List are meant to be typical but won't represent the exact nutritional content of the food you actually end up eating. Also, some foods have N/A (not available) listed to show that a nutrient value is still undetermined.

As with any other nutrition program, MasterCook calculates the nutritional values of your recipes based on ingredients. Nutrition may vary due to how the food is prepared. For example, some foods will have a cooked value and a raw value (cooked hamburger has a different nutritional value than raw hamburger). Be aware that there may be changes in the nutrient value during preparation that can't be easily calculated. For example, when cooking wine is used in the preparation of a recipe, the total nutritional value of the cooking

wine is added to the nutritional value of the recipe, even though the evaporation of the wine's alcohol changes the nutrient value it contributes to the recipe.

For these reasons, please use the MasterCook nutritional profiles only as approximate guides. If you are on a special diet for the treatment of a disease or medical condition you should consult your personal physician, registered dietitian, and/or food manufacturers.

13.6 Prevent Nutrition from Printing

If you do not want the nutritional analysis reports to print with a recipe, you can use the *Hide* tab to select the nutritional items you wish to hide to prevent them from printing.

14. Import/Export

With the import/export feature you can import recipes from disk or the Internet, export recipes to a disk or the Internet, and email recipes too.

The Import/Export icon on the toolbar is always available. Click the arrow next to the icon and choose Export and Mail, Import or Import Assistant.

14.1 Export and Mail

- Mail
- Folder

You will have to configure MasterCook before you can email any recipes. Click the Setup button to configure MasterCook to use your email system.

Hot Tip!

The quickest and easiest way to email a recipe to someone is to open a recipe in MasterCook on the computer and use the **Copy Recipe** command from the *Edit* menu and **Paste** it into the body of an email message.

14.1.1 Easiest Method

The quickest and easiest way to email a recipe is to use copy and paste.

Follow these two steps:

1. View a recipe in MasterCook and use the **Copy Recipe** command from the *Edit* menu.

2. Now it is ready to paste into an email message.

Hot Tip!

From the *Recipe Browser* screen where you see a list of recipes, you can select several recipes at once and copy them. They will all paste into your email.

14.1.2 Email Setup

When setting up email with MasterCook, there are two options to choose from:

1. **Use Simple MAPI Client** -- Use this option to have MasterCook send the recipe to an email program installed on your computer. This works with programs like the 32-bit version of Microsoft Outlook and Mailbird.

2. **Use Internet Mail Server** -- Use this option to have MasterCook sign into your email account and send the recipe from your email account. This works with online email programs such as Microsoft 365, Gmail, Hotmail, Yahoo, etc.

   o **REQUIREMENT:** Please read the requirements from your email provider to learn how to allow other programs, such as MasterCook, to access your email account. Some email providers such as Gmail and Microsoft 365 require you to turn on two-factor authentication and create an app password within your email account first before it will allow apps like MasterCook to access your email account. If you do not do this first, the instructions below will not work.

Use Simple MAPI Client

MAPI is an acronym for Messaging Application Programming Interface. It is a language that different e-mail programs use to communicate with each other. MasterCook can use this language to send and receive recipes if you have an email program installed on your computer that supports MAPI. Although it works with the 32-bit version of Microsoft Outlook, it will not work with the 64-bit version of Outlook.

To check if you have an email program installed on your computer, go to the Default Apps screen in the Windows Settings and check underneath the Email section.

To send a recipe using the Simple MAPI setting:

1. Confirm you have an email program that supports Simple MAPI installed on your computer. Microsoft Outlook (32-bit version) is one.

2. Select **Export and Mail** from the *File* menu in MasterCook.

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3. In the Export and Mail window that appears, click on the **Setup** button.

4. In the Mail Setup window that appears click on the button for **Use Simple MAPI Client** to select it.

   o Check the box for **Disable MAPI Client Interface in Mail Setup** to send the email without viewing it within your email program first. Otherwise, leave it unchecked, and it creates an email in your email program on the computer, so you can review it before you send it.

5. Press the OK button to return to the Export and Mail window.

6. Follow the instructions in the *Sending Recipes using Email* article to send your email.

Use Internet Mail Server

If you do not have an email program, such as the 32-bit version of Microsoft Outlook, installed on your computer, you can have MasterCook sign into your email account and send recipes from your email account instead.

Before MasterCook can access your email account, you need to read the documentation and requirements from your email provider. Some email providers such as Gmail and Microsoft 365 require you to turn on two-factor authentication and create an app password within the Security settings of your email account, so you must go read their instructions and review their requirements. Each email provider has its own requirements and instructions.

To send a recipe using the Use Internet Mail Server setting:

1. Read the requirements and documentation from your email provider to learn how you can allow other programs, such as MasterCook, to access your private email account.

2. If your email provider requires you to turn on two-factor authentication and create an app password in your email account, you must do that first so that MasterCook can access your email account. Email accounts hosted by both Gmail and Microsoft 365 require you to create an app password and use that app password when signing into your email account in the app (MasterCook).

3. Once you are certain your email account security settings are correct, and you created a special app password when required, select **Export and Mail** from the *File* menu in MasterCook.

4. In the Export and Mail window that appears, click on the **Setup** button.

5. In the Mail Setup window that appears click on the button for **Use Internet Mail Server** to select it.

6. Type in your name.

7. Check the box for **Use SSL** since most email providers require this today.

8. Leave the Port setting as the default number unless your email provider says you should use Port 587 instead.

       o Gmail uses ports 465 or 587. Microsoft uses only port 587.

9. Type in your email account password or the app password you created as required by your email provider.

10. Type in your email address.

11. At this point, the SMTP box will automatically populate to guess what your E-Mail Server's Name is. Leave it unless you know it should be something different. This is the name of the server which your email program sends outgoing messages.

       o You can get the name of this server from your email service provider or even find it with a simple Google search. It will be something like **smtp.gmail.com, smtp.mail.yahoo.com, smtp.office365.com** (for Microsoft Hotmail/Live/Outlook).

12. Press the OK button to return to the Export and Mail window.

13. Follow the instructions in the *Sending Recipes using Email* article to send your email.

Hot Tip!

If you receive an error message that says ***"bad login or password"*** this almost always means your email provider is blocking MasterCook from accessing your email account. For example, this is the error message you will receive if you use Gmail but you have not gone into your Gmail account security settings and followed their instructions to enable two-factor authentication and created an app password to use with MasterCook.

Are you looking for an easier option? Just copy/paste the recipe(s) into the body of your email message. View a recipe in MasterCook and select Copy Recipe from the Edit menu. Now you can paste it into the body of your email message.

14.1.3 Sending Recipes using Email

To mail items:

1. **Click** the arrow on the Import/Export icon on the toolbar.

2. Select *Export and Mail* from the list.

3. Click the *Mail* tab.

4. Enter an e-mail address in the *To:* line or select from a list of addresses by clicking the *To:* button. When you click the *To:* button, the Pick a Recipient window appears. You can add e-mail addresses by typing the address and clicking the **Add** button. You can also delete an address by selecting the address and clicking the **Delete** button. Scroll through the list to find the e-mail address you want, select it and then click **OK** .

   Hot Tip!
   You can send the e-mail to multiple addresses by putting a comma between each of the addresses.

5. Type the subject line. This could have something to do with the recipe you're sending -- for example, Fig Recipes or Warm Desserts. You can create a list of saved subject lines by clicking the **Subject** button. Type a subject line and click the **Add** button. To remove lines, select a line and click the **Delete** button.
   Click the **Subject** button to select from a list of subject lines. Scroll

through the list to find the subject line you want, select it and then click **OK** .

6. You can type a message too and save messages to reuse by clicking the **Message** button.
   Type a message and click the **Add** button. To remove a message, select the message and click the **Delete** button.
   Select a message from the list and click **OK** to use a saved message.

7. Now choose a text option.

   o The *MC 14 Format With Images (*.MZ2)* is for sharing the recipe with another MasterCook user. It creates an *.mz2 file that contains both text and images of the recipe. The person receiving it can import it into a cookbook in their MasterCook program. When exporting in this format large photos will be resized. The main photo will resize to 500 pixels on the longest side. The direction photos will resize to 300 pixels on the longest side.

   o The *Text Only (*.TXT)* format creates a text file that can be read by any program that can open text files. This is useful for sharing a recipe with someone who does not have MasterCook. When using the text format you can check the box to Break Up Lines When Exporting Text to make sure that the file is readable.

   o The *MC 5+ Format (*.MX2)* creates a file that can be imported by MasterCook versions 5 and greater. It includes only the text of a recipe. The person receiving it can import it into a cookbook in their MasterCook program.

   o The *MC 5+ and Text Formats (*.MX2)* creates a file that can be imported by any version of MasterCook. It contains the XML version that MasterCook 5 and greater can import and contains the text format that can be imported in older versions of MasterCook. The text version is also easy to view.

   o The *FreshDate 2 Format* is for institutional food service customers only.

8. If you selected a recipe before clicking the Import/Export icon on the toolbar you will see it in the list.To select new recipes to e-mail, click the **MasterList** button. Locate the recipe you want to email and drag it from the *MasterList* window to the *Export* window. If you change your mind or make a mistake select the recipe and click the **Remove** button.

9. Click the **Send** button to send the e-mail.

   NOTE: You need to be logged onto the internet to send e-mail.
You can open the *MasterList* and then drag and drop recipes straight from the *MasterList* to the *Export and Mail* window. This can make your work go faster.

14.1.4 Exporting Recipes to a Folder

The second tab on the Export and Mail screen is the Folder tab. You can export recipes to your hard drive, flash drive, or other storage medium. You will also use this option for uploading recipes to MasterCook.com.

To export recipes to storage medium:

1. Click the arrow on the Import/Export icon on the toolbar.

2. Select Export and Mail from the list.

3. Click the Folder tab.

4. Select the location where you would like to export the recipe(s).

5. Select a text option.

    o The MC 14 Format With Images (*.MZ2) is for sharing the recipe with another MasterCook user. It creates an *.mz2 file that contains both text and images of the recipe. The person receiving it can import it into a cookbook in their MasterCook program. When exporting in this format large photos will be resized. The main photo will resize to 500 pixels on the longest side. The direction photos will resize to 300 pixels on the longest side.

    o The MC 5+ Format (*.MX2) creates a file that can be imported by MasterCook versions 5 and greater. It includes the text only of a recipe. The person receiving it can import it into a cookbook in their MasterCook program.

    o The MC 5+ and Text Formats (*.MX2) creates a file that can be imported by any version of MasterCook. It contains the XML version that MasterCook 5 and greater can import and contains the text format that can be imported in older versions of MasterCook. The text version is also easy to view.

    o The Text Only (*.TXT) format creates a text file that can be read by any program that can open text files. This is useful for sharing a recipe with someone who does not have MasterCook.

        ▪ When using the text format you can check the box to *Break Up Lines When Exporting Text.* This word wraps longer ingredient rows of text.

6. Confirm you have the correct recipes listed in the Recipe pane.

7. If you're exporting more than one recipe as a single file, click the *Single File* radio button and enter a name for the file or click the *Multiple Files* radio button to export them separately.

8. Click the **Export** button.

14.2 Import

The Import feature allows you to import text documents, exported cookbooks and recipes, e-mail, and other items into MasterCook.

There are several parts to the Import window:

Directory List: The upper-left pane of the Import window is the directory list. Use this to locate the folders containing the files you are importing.

Basic Know-How:
A plus sign (+) indicates that a folder can be opened. A minus sign (-) indicates a folder is completely open. Click the plus or minus signs to expand or collapse folders.

File List: The right pane of the Import window is the file list-the contents of the selected folder in the directory structure. When you click on a folder in the directory list, all the files in that folder will be displayed in the file list. Find the file that contains the recipes you want to import, and select it. When you do this, MasterCook will scan that file for recipes and list any that it finds in the Results list.

Use Simple MAPI: You can use Simple MAPI by checking the box. This is useful if you want to read recipes from e-mail messages. When this box is checked, your email Inbox will appear in the directory list. There is also a drop-down menu that allows you to select how much time's worth of messages to read. Click it and all the messages and attachments in your Inbox will be displayed in the file list. Click a message and MasterCook will scan it for recipes. MasterCook can only read and import from one e-mail at a time.

Note: Web-based email services do not support simple MAPI. The 32-bit versions of Microsoft Outlook work with simple MAPI, but not the 64-bit versions of Outlook.

Attachments: If any of the items you are importing have attachments, they will be displayed in a list for you to select from. When you select an attachment from the list, the items in the attachment will be displayed in the Results window. Click the arrow on the right side of the Attachment(s) box to select the attachments you want to include. This is only for e-mail attachments, and is available only when using Simple MAPI.

Include Categories: If you check the Include Categories box the recipes will be imported along with their categories. You might want the categories assigned by the recipes author or you may not.

Recipe List: This is the list of recipes found in the file MasterCook scanned. You select which recipes you want to import from this list.

Select All: If you want to import all the recipes in the recipe list, use this button to select them all.

Clear Button: You can clear all the selections in the recipe list with this button. It doesn't delete the recipes in the list, it deselects them all.

Import Button: When you have selected the recipes you want to import, click this button to start the import.

Import Results: You can see any errors that occurred while importing files with the Import Result window. The Import Results window will open automatically if an error occurs.

Import Assistant: If the recipes you are importing are not found, it may be because they are not in a format recognized by MasterCook. In this case, you should try reading the recipes using the Import Assistant.

Destination: Select the cookbook you want the recipe(s) to be imported into from the this list. Click the down arrow to see the list and use the scroll bars to move through it.

Create New Cookbook: If you want to create a new cookbook rather than add the imported recipe(s) to an existing one, click this button. You will see a dialog box where you can name the cookbook and select where the cookbook will be stored.

Recipes Titles: You can select what style of capitalization you want for the imported recipes by choosing one of the Titles buttons. Click a button to select whether you want the titles in normal case, in upper case, or in title case. This only affects the titles of the recipes.

Importing non-MasterCook Recipes: Use the Import Assistant window to import non-MasterCook recipes, typically in a text file or on a web page.

14.2.1 Importing a Recipe

To import a recipe into MasterCook:

1. Right-click the Import/Export icon on the toolbar and select Import.
2. Using the directory list, find the file(s) that contain the recipes you want to import.
3. Select the appropriate options as described above.
4. Click the **Import** button. If there are problems with or duplicates within the import, the Import Results window will appear with information about what went wrong and suggestions on how to correct it.

If there are problems with or duplicates within the import, the *Import Results* window will appear with information about what went wrong and suggestions on how to correct it.

14.2.2 Import Results

The Import Results window indicates problems encountered while importing recipes.

- It shows duplicate recipes.

- It shows embedded recipes that need to be relinked.
- It will show recipes that had some sort of problem.

The Import Results window will appear immediately after an import if a problem occurred. You can also open it at any time by clicking the **IMPORT RESULTS** button.

Duplicate Recipes

You can open a recipe from the list by double-clicking it, or selecting it and clicking the **OPEN RECIPE** button. If the problem was a duplicate title, you may want to open the imported recipe in one window and the existing recipe in another so you can compare them. To do this, open one and then open the other by selecting it and clicking the **OPEN RECIPE IN NEW WINDOW** button. You can then compare each recipe side by side, and even edit them.

Embedded Recipes

To relink an embedded recipe, open the recipe listed in the Import Results window in the Recipe Edit screen. Right click on the ingredient row and select Embed Recipe.

Problem Recipes

This means there was an error with the recipe and some of the data didn't import. Perhaps the ingredients were not formatted properly. Perhaps some of the text in a recipe data field was truncated. For example, if the text was too long to fit into a field such as the description or yield or category name, it will flag those as errors. Review the recipe to see if you can spot text that seems to have been truncated in one of the recipe fields.

You can remove a problem recipe from the list by selecting it and clicking the **REMOVE** button. This removes it from the Import Results screen only. The original recipe will remain in the cookbook.

The results of each import are added to the Import Results screen so that all import results are shown for the current session with MasterCook. They won't be cleared until you exit the program.

14.2.3 Duplicates

The most common problem is that an imported recipe had the same title as a recipe already in the cookbook. In that case, you can rename one of them. MasterCook will give the new duplicate recipe a new name by appending a number to the original. For example, *Chicken Kiev 1*. You can change that.

To remove a duplicate recipe, you must locate it in the cookbook you imported it to and remove it from there.

14.3 Import Assistant

MasterCook's Import Assistant helps you import recipes from other sources like text files, PDF files, ebooks, or web pages into MasterCook.

The Import Assistant screen has several parts:

Text Box: The main pane where the text appears. Copy or drag the text of the recipe you want to import into this area. You can edit the text, type in new text, cut, copy, and paste in this window.

Right click in the Text box and select ***Clean Up Paragraph*** from the menu to remove extra carriage returns.

Auto-Fill Button: The Auto-Fill feature fills in the Text Box window with the information contained in the import. To use it, select a recipe and click **AUTO-FILL**. You can edit and add to the text in this area.

Previous and Next Selection Buttons: Clicking the **PREVIOUS SELECTION** and **NEXT SELECTION** buttons will select a block of text, separated by blank lines. If two items are not separated by a blank line, they will be treated as one selection. When this happens, you may want to select an individual item manually, or add blank lines by hand.

Select a Recipe Field: When you have selected a section of the recipe, for instance the Title, make sure the correct recipe section is indicated in this list. Then, when you click the **MOVE TO RECIPE** button, the Import Assistant will put it in the right place in the new recipe.

Move to Recipe Button: After you have selected a section of the recipe, specified which Recipe field it is, you can press the Move to Recipe button to add the text to the new recipe.

Save Recipe Button: When you have finished importing the text into the new recipe, save it with the **SAVE RECIPE** button.

New Recipe Button: To start a new recipe, click the **NEW RECIPE** button. This will open a new recipe in the Recipe Editor window.

Done Button: To close the Import Assistant, click the **DONE** button.

Hot Tip!

You can paste text into the import assistant from a web page to help you import a recipe into your cookbook in MasterCook.

14.3.1 Teach Auto-Fill the Recipe Format

Before you can use the Auto-Fill feature, you may need to indicate to Import Assistant which cooking software was used to export the recipes. The default format is generic, which is the best selection when importing a variety of recipe formats. If you know the exact format, you may want to teach Import Assistant the correct format before you attempt to import the recipe.

To teach Auto-Fill the recipe format:

1. Open a recipe you want to import using a text editor or e-mail program (depending on how you received the recipe).

2. In MasterCook, select the **_Preferences_** command from the **Edit** menu. The Preferences window opens.

3. Select the Cookbook/Recipe tab.

4. In the Import Assistant field, you can select the correct format for the recipe you are importing. Look at the recipe in the text editor and read the first line. If it says:

   o @@@@@ Generic - select Generic

   o {Exported from MasterCook Mac} - select Mac Format

   o ·------- Recipe via Meal-Master (TM) v8.01 - select Meal Master

   o Exported from MasterCook * - select MXP

5. Once you have selected the correct format, click **DONE** to close the Preference window.

6. Now select everything in the Text Box window by pressing **Ctrl + A** on your keyboard.

7. Press the **Auto-Fill** button in the _Import Assistant_ to import the recipe.

If your recipe is not in one of those formats, you may still be able to use the _Generic_ option to _Auto-Fill_ your recipe. The recipe should be in this format in the _Import Assistant_ to use the _Auto-Fill_ on the _Generic_ setting:

Recipe Title
<blank line>
List of Ingredients
<blank line>
Directions

Here is another option which will work with Generic Auto-Fill:

Recipe Title
<blank line>
Recipe Notes (These will auto-fill to the notes section)
<blank line>
List of ingredients

Directions

Make sure there are no hidden characters or spaces between the recipe sections. If there are, the recipe may not *Auto-Fill* correctly.

Note: <blank line> indicates a completely blank line between the recipe sections. You will not have to type in the words: "<blank line>."

14.3.2 Importing Non-MasterCook Recipes

Use Import Assistant to import non-MasterCook recipes you receive in a file, by e-mail, or find on a web page.

Hot Tip!
Use Import Assistant to paste recipes from your web browser. This allows you to import recipes from the Web without having to use a text editor to clean them up.

To use Import Assistant to import a recipe using Auto-Fill:

1. Open the recipe you want to import using an editor like Notepad.

2. Check the header text in the recipe you want to import for the format information.

3. Use the Preferences command to configure the Import Assistant recipe format.

4. Open Import Assistant from the Tools menu.

5. Copy the recipe text from the editor to the Import Assistant text box.

6. Select the entire recipe in the Import Assistant text box and click the Auto-Fill button.

7. Auto-Fill will attempt to fill the text box with the new recipe automatically placing all the information into the proper fields.

8. Click the Save Recipe button to save your recipe if you are satisfied with the results. If Auto-Fill did not work correctly, you can undo the Auto-Fill using the right-click menu in Import Assistant. Then you can try a different procedure to import the recipe.

9. Click the New Recipe button if there are more recipes to import.The Import Assistant text box can hold several recipes. 10. When you are finished using the Import Assistant, click the Done button.

To import a recipe with Drag and Drop:

1. Start by either selecting a line of text or clicking the Next Selection button.

2. Drag the text to the appropriate location in the Recipe Edit window.

3. Continue dragging and dropping until all the elements of the recipe are placed appropriately.

Note: Drag and drop is not the best way to move ingredients to the Recipe Edit window. A better method is to select all of the ingredients, and use the Move to Recipe command.

To import a recipe with Move to Recipe:

1. Start by either selecting a line of text or clicking the Next Selection button.

2. Choose a field from the Select a Recipe Field for the selection. Since the first line is usually a recipe title, the first item in the box is already listed as Title. Click the down arrow and choose another field if you want the selected text to go somewhere else.

3. Click the Move to Recipe button.

4. You may want to check to see if the text appeared where you wanted it to appear. If a field is on a tab, such as Notes or Serving Ideas select that tab in the Recipe Edit window.

5. Continue until the entire recipe is in the Recipe Editor.

6. Save the recipe when you have finished.

When importing ingredients from the Import Assistant, selecting the entire group of ingredients and clicking the Copy to Cookbook button will copy all of the ingredients at once.

14.3.3 Importing MasterCook Files

To import MasterCook files:

1. Open the recipe you want to import using an editor like Word or Notepad.

2. Check the header text in the file to confirm that it is exported by MasterCook.

3. Select the entire recipe and click the **AUTO-FILL** button.

4. Auto-Fill will attempt to fill the text box with the new recipe automatically placing all the information into the proper fields.

5. Click the **SAVE RECIPE** button to save your recipe if you are satisfied with the results. If Auto-Fill did not work correctly, you can undo the Auto-Fill using the right-click menu in Import Assistant. Then you can try a different procedure to import the recipe.

6. Click the **NEW RECIPE** button if there are more recipes to import. The Import Assistant text box can hold several recipes.

7. When you are finished using the Import Assistant, click the **DONE** button.

NOTE: Check to make sure the appropriate format is selected under *Assumed Format* on the Cookbook/Recipe tab in Preferences. It should be *.mxp if it is in MasterCook format.

14.4 Unicode Characters Converted

In previous versions of MasterCook, when you copied text from web pages and pasted it into a new recipe in the *Recipe Edit* screen or within the *Import Assistant*, you would often get question marks or missing characters when they were Unicode fractions.

Unicode characters copied to the Windows Clipboard:

1?½ teaspoons paprika

¼ teaspoon chipotle chile powder

¼ teaspoon garlic powder

¼ teaspoon onion powder

1?¾ teaspoons kosher salt, divided

1 teaspoon black pepper, divided

3?½ pounds boneless country-style pork ribs

? cup ketchup

? teaspoon liquid smoke

1 tablespoon molasses

¼ cup apple cider vinegar

½ tablespoon Worcestershire sauce

½ tablespoon chopped chipotle chiles in adobo sauce

Automatically converted when you paste into MasterCook's recipe editor screens:

1 1/2 teaspoons paprika
1/4 teaspoon chipotle chile powder
1/4 teaspoon garlic powder
1/4 teaspoon onion powder
1 3/4 teaspoons kosher salt, divided

1 teaspoon black pepper, divided
3 1/2 pounds boneless country-style pork ribs
2/3 cup ketchup
1/8 teaspoon liquid smoke
1 tablespoon molasses
1/4 cup apple cider vinegar
1/2 tablespoon Worcestershire sauce
1/2 tablespoon chopped chipotle chiles in adobo sauce

14.5 Cleanup Upon Paste

When you copy text into the *Import Assistant* it does some automatic cleanup such as removing blank lines. This improves the accuracy of parsing a list of ingredients by removing the extra blank lines so it will import properly.

When you copy text into the *Import Assistant* and create a blank line between paragraphs and use the **Move to Recipe** button, it will place all of the text into the first direction row with a blank line between the paragraphs.

If you want it to parse the text into different direction rows, add two blank lines between the paragraphs. When you use the **Move to Recipe** button, it will put each paragraph into a separate direction row.

15. Publishing

With MasterCook you can publish individual recipes, entire cookbooks, and other MasterCook items. You can choose from a variety of options as well as design your own print layouts for recipes and cookbooks.

With MasterCook's advanced publishing features you can control almost every aspect of the printed document from content and layout, to fonts, colors and borders. The final result will be your own unique cookbook.

You can print:

- Cookbooks
- Recipes
- Menus
- MealPlans
- Shopping lists
- Pantry inventory
- Wine list
- Tips
- Nutritional analysis

- MasterCook Help

15.1 Basic Publishing

Click the Print/Publish icon on the toolbar or use the ***Print/Publish*** command on the **File** menu to get started. The recipe, or other item, currently on-screen or selected will print.

You can also print many recipes at once. Select several recipes from a cookbook and click the Print/Publish icon.

To print an item in MasterCook:

1. Make sure the item you want to print is either selected from a list or appears on-screen.
2. Click the Print/Publish icon on the toolbar.
3. Confirm that the correct printer is selected in the Printer field.
4. Click the **PRINT** button.

15.2 The Print/Publish Window

There are several options you can configure in the Print/Publish window.
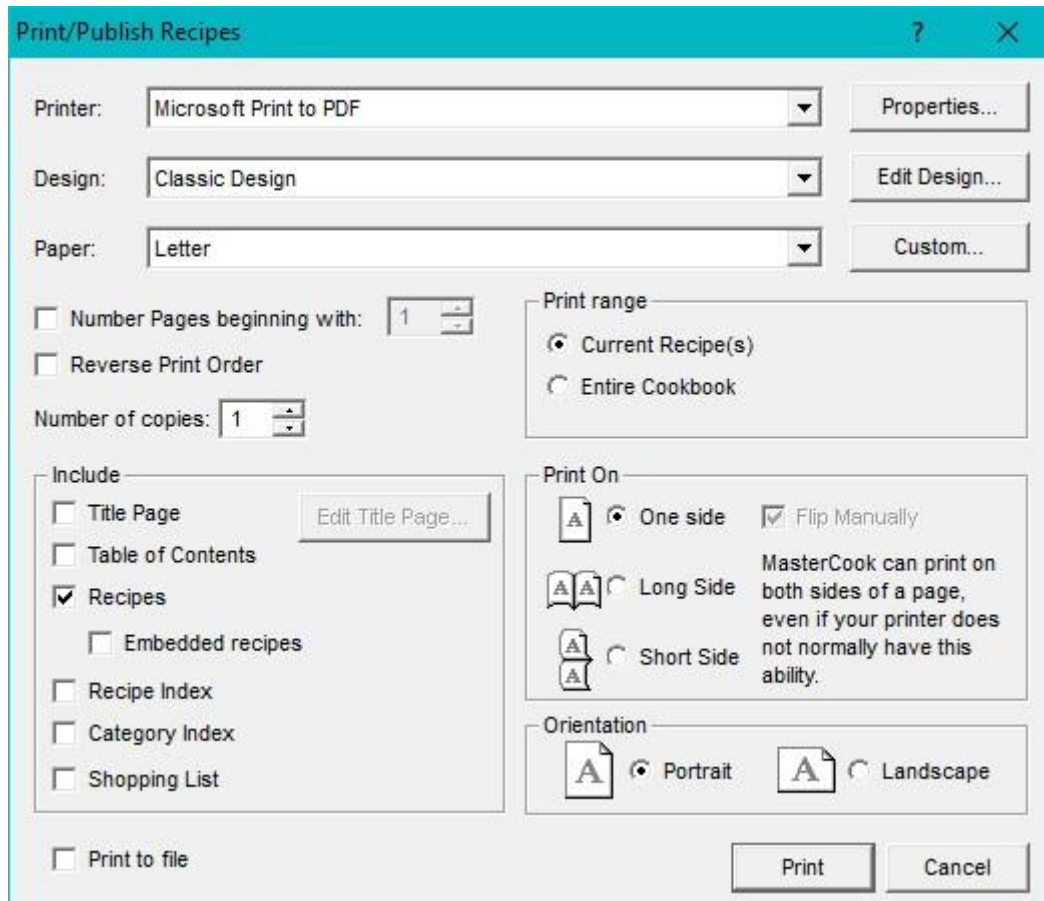
Print/Publish Window

Printer: Select a printer from the list in this field. The list contains printers that are installed on your system. If the printer you want is not in the list, you must add it using the Windows Add Printer dialog in the Printers Folder. See your Windows User manual for more information.

Design: Select a design from this list. Designs are layouts that MasterCook uses when printing recipes, cookbooks, menus and so on. The layouts specify how the printed version will look, such as fonts, colors, and borders. MasterCook comes with many designs that you can use right away or you can edit them to create your own unique design. You can save your designs in the same folder as MasterCook's designs and they'll be included in this list.

Paper: Select the paper size to use from this list. If the size you want is not in the list, click the **CUSTOM** button to configure it. You can create a custom paper size, save it in the Custom Paper dialog and it will appear in this list.

Hot Tip!
You can select the same design for many of the recipes, cookbooks, and menus, and print out matching design sets. This adds a professional touch to your printouts, especially if you are printing them for gift sets or for other purposes.

Number Pages Beginning With: If you are printing a large number of recipes or a cookbook, you might want to number the pages. Click this box to

toggle the feature on. When pages are numbered, MasterCook can create a table of contents and an index that refers to page numbers.

You can also specify the starting page number. This is useful when you want to work on one chapter of a cookbook at a time, and will print it out at different times. Make sure the starting number for each chapter follows the last number of the previous chapter, and the final result will be a contiguously numbered cookbook.

Reverse Print Order: If your printer outputs pages face up, whatever you're printing will be backward. Page one will be at the bottom of the stack underneath page two. This option will reverse the order of the printout so the output will be in order-page 1, 2, 3 and so forth. Click this box to toggle the feature on.

Number of Copies: Enter the number for how many copies you want to print.

Include: There are several items you can include in your print out:

- **Title Page:** You can add a title page to whatever you print out. The title page includes a title and a description; the same title and description for the cookbook you're printing from. Click the **EDIT TITLE PAGE** button to change the title, description or both.

- This option is most useful when you are printing a cookbook. The title page will be printed with the same design as the rest of the book.

- **Table of Contents:** You can print a table of contents too. If you selected page numbering, the table of contents will include the correct page number for each recipe.

- **Recipes:** Uncheck this box if you want to print something other than a recipe-a shopping list, category index, table of contents, recipe index, and so forth.

- **Embedded Recipes:** When this box is checked, any embedded recipes will be printed too.

- **Recipe Index:** If you select this option, MasterCook will automatically generate an index for your cookbook and print it at the end of the cookbook. The index lists the titles of each recipe in alphabetical order with the page numbers listed after each recipe.

- **Category Index:** You can print a category index -- a list of categories and the page numbers where they occur will print at the end of your print job. The category index will help you search your cookbook (or other grouping of recipes) for all the recipes that relate to a certain category.

- **Shopping List:** Check this option to print a shopping list at the end of the print job.

Print Range: Select *Current Recipes* to print the recipe currently on-screen or the list of recipes selected, or *Entire Cookbook* to print the entire cookbook.

Print on:

- **One Side:** One-sided printing is the normal way a printer prints. If you want to bind the pages together to make a book, you might consider one of the other options.

- **Long Side:** The Long Side option is for a print job in which you intend to bind the pages together on the side, similar to most books. You can choose to print on both sides of the paper with this option.

- **Short Side:** The Short Side option is for a print job in which you intend to bind the pages together at the top, similar to a notepad. You can choose to print on both sides of the paper with this option.

- **Flip Manually:** You can print on both sides of the paper, even if your printer does not normally have this ability. If this option is checked, the printing will pause at the right moment, and a message will prompt you to flip the pages and reinsert them. The back-sides of the pages will then be printed. Unmark this option to print on only one side of the paper.

Orientation: Select the orientation you prefer. Portrait is the normal mode: from top to bottom on the page. Landscape prints from side to side.

Print to File: You can save the print job to a file instead of sending it to the printer. A file will be created and saved with the name and destination you specify. This is helpful if you want to send a cookbook ready for printing to a friend who doesn't have MasterCook. The friend must have the same kind of printer you specified in the Printer field to be able to print the file. This feature is also useful if you are using a print service bureau.

Print button: Click this to start the print job.

Cancel button: Click this to cancel the print job and close the dialog box.

Printer Properties: Click this button to view the properties for your printer. You can set print parameters like economy mode, or color saturation in this dialog box. Refer to your printer manual for more information on what you can set.

Edit Design: This button opens the Edit Print Design window where you can edit the design to match you own style and taste. You can select fonts, colors, borders, the layout of the recipes on the page, and many more design options.

Custom: You can specify custom paper dimensions with this option.

15.3 Printing Only a Recipe Index

To print only the recipe titles of a cookbook, follow these instructions:

1. Open a cookbook.

2. Select **Print/Publish Cookbook** from the *File* menu.

3. In the lower left corner of the *Print* window, add a checkmark to include a **Recipe Index.**

4. Remove the checkmark from **Recipes.**

5. Press the **Print** button in the *Print* window.

Hot Tip!

Print only a category index by following the instructions above but add a checkmark to include a **Category Index** in Step 3.

15.4 Printing Recipes from a Certain Category

To print only a selection of recipes, for example recipes from a particular category, follow these instructions:

1. Open a cookbook.
2. Along the lower left side of the screen, look for the drop-down menu for *Sort Recipes By* and select **Category.**
3. Select the first recipe title in a category section.
4. Press and hold the Shift key on your keyboard and select the last recipe title in the category section.
5. Select **Print/Publish Selected Recipe(s)** from the *File* menu.
6. Press the **Print** button in the *Print* window.

15.5 Printing a Cookbook

When you print a cookbook, be sure your cookbook is sorted by Title in the Recipe Browser screen first.

Next, select **Print/Publish Cookbook** from the *File* menu.

In the lower-left corner of the *Print* window, you can select items to include when printing the cookbook.

Select **Category Index** if you want to locate recipes based on category. For example, if you want to see all the "Breakfast" recipes, consult the "Breakfast" section in the *Category Index* after printing your cookbook.

If you wish to see a print preview of your cookbook, select the **Edit Design** button in the *Print* window. In the *Edit Print Design* window, use the **Print Preview** button at the bottom of the screen.

Hot Tip!

Not only can you customize the fonts of recipes, but you can also customize the fonts and sizes of the indexes that print. In the *Print* window, when you select to include a **Category Index**, press the **Edit Design** button in the Print window to enter the *Edit Print Design* screen. Press the Palette button to access the *Publish Palette* window. Near the top of the *Publish Palette* window is a drop-down menu for **Layout**. In that menu, you will find *Category Index.* You select it to edit the font of the *Category Index* pages.

If you wish to create a PDF file of your cookbook, select the **Microsoft Print to PDF** printer in MasterCook's *Print* window.

15.5.1 Print Templates

MasterCook comes with about 20 different print templates. You can use any of them as they are and print recipes and an entire cookbook in a matter of minutes. You can spend as much time as you wish customizing any of them to meet your needs.

You can either select a print design template in the main *Print* window in the *Design* drop-down menu, or you can select a print design template from the *Design* drop-down menu at the top of the *Publish Palette* window in the Edit Print Design screen.

Since MasterCook is a database program, the recipe text is stored in data fields in the program. You can rearrange the layout of these data fields in the print templates. You can adjust the font color, styles, etc. for each individual data field such as the *Notes*, *Directions*, *Ingredients,* etc. You an even add text and graphic objects to the template.

MasterCook's printing works a lot like other database programs such as Microsoft Access. It is not a word processor program, so you cannot apply font attributes to words. However, you can export your recipes from MasterCook as a text file and edit that within Word and print from there if you wish.

Hot Tip!

Over the years several MasterCook users have shared their tips while printing their recipes and cookbooks. You can find them in the Printing & Publishing section at the MasterCook.com Support website.

15.5.2 Printing Recipes One After Another

When printing a cookbook, you can select to print recipes one after another or have the following recipe start on the next page or column. A setting within the *Page* tab in the *Publish Palette* window controls it.

If you choose to Start one after another, you can add blank lines to the end of the previous recipe to force a recipe on to the next page. For example, in the directions section, if your recipe ends with the directions. Check your results in the Print Preview.

15.6 Advanced Publishing

The Edit Print Design Window

The tools in the Edit Design window can help you produce a cookbook as uniquely individual as your own kitchen. You can preview how your recipes will look when they are printed and also make your own printed designs.

The Edit Design screen is divided into two parts: the *Print Layout* in the left pane and *Page Preview* in the right pane.
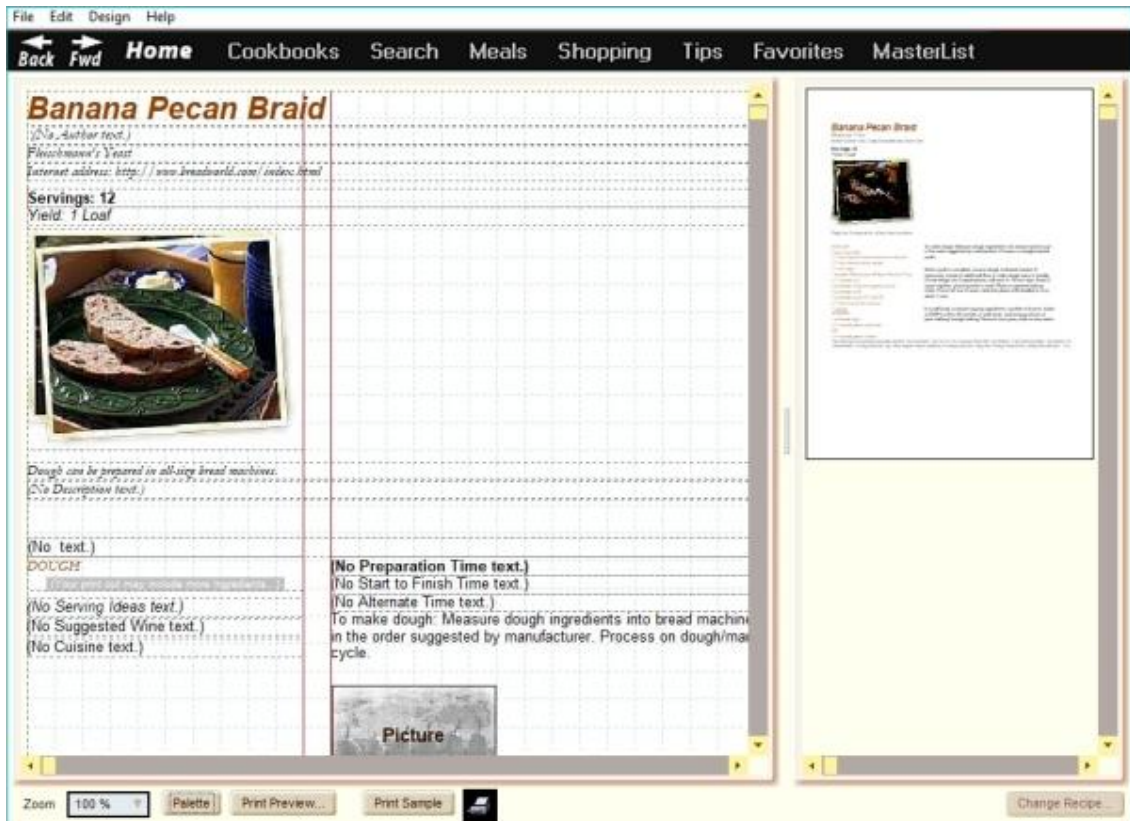
Edit Design Window

Print Layout: This is the workspace where you can make changes to the design. The recipe in the workspace is a template for the entire cookbook and may not include every field available.

Page Preview: This displays how the recipes will look when it is printed. It is a resizable pane. Place your cursor on the splitter bar between the left and right panes. Click and drag to resize pane.

Zoom: Click the down arrow to select a magnification: from 25% to 400%.

Palette: Click the **PALETTE** button to see a palette with options to customize your print layout.

Print Preview: Click the **PRINT PREVIEW** button to see how your recipes will look when they are printed. Since the Page Preview pane only shows a sample recipe, it's a good idea to preview a couple recipes before printing.

Print Sample: Click the **PRINT SAMPLE** button to print a sample page.

Print Original Selection Icon: Start the print job by clicking this icon.

Change Recipe: Click the **CHANGE RECIPE** button to select a different recipe for layout.

15.6.1 Best Practices

The Edit Print Design screen is a canvas on the left side that holds objects. You can modify, drag, and rearrange the objects. The only rule is where you wish to drop the object; it must have space for that object first. Therefore, clear away an area where you want an object box to go. Then you drag and drop it there. For example, if the Title text object field expands the entire width of the page, you cannot place anything next to it until you first reduce the width of the Title text object field so it does not take up the entire width of the page, and another object has room to be placed next to it.

You must be careful with the directions and ingredients though because they are grouped objects as explained in [Editing Directions Spacing in a Print Design](#).

So you need to be confident you have selected the outermost grouped object before you move it. Otherwise, you can easily corrupt things within the group, such as creating excess space between the ingredient or direction rows of data.

You cannot apply font style and changes until you select an object on the layout canvas.

15.6.2 Working with Objects

You must know how to work with design objects before you can make changes to your design.

Objects are selectable components. They consist of graphics or text. Graphics are pictures. Text objects consist of each of the items in the recipe such as title, ingredients, servings, directions, and so forth. Each object is labeled. You can't place one object on top of another object.

To change an object you must first select it. When an object is selected, it has little black boxes on the sides, corners, and top. These are called "resizing handles." Objects can be resized, moved around, grouped with one or more other objects, be added to or changed, and more.

To move an object click and drag it where you want it.

To resize an object:

1. Select the object
2. Click a resizing handle and drag.
3. The object resizes as you drag.

15.6.3 The Design Menu
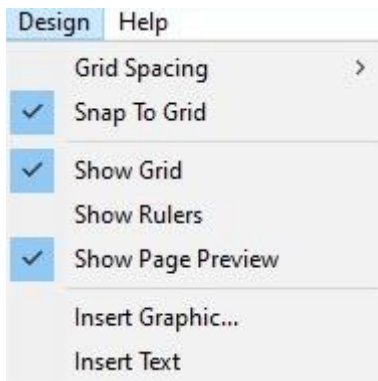
Grid Spacing: To change the spacing of the grid lines click this command and select one of the point options.

- **Snap to Grid:** To force objects to line up to the grid, select Snap to Grid. When this is checked objects will automatically align to the grid lines. Remove the checkmark to turn Snap to Grid off.

- **Show Rulers:** To see the rulers along the top and side of the layout pane select this command. The Rulers can help you gauge distance to space objects evenly.

- **Show Page Preview:** Select this command to view the preview pane. Remove the checkmark and the preview pane will be hidden.

- **Insert Graphic:** Select this command to insert a graphic into the layout.

- **Insert Text:** Select this command to insert text into the layout.

15.6.4 The Right Click Menu

Right-click on an object in the layout pane, and this menu will appear. Several of the commands from the Design menu appear here too.
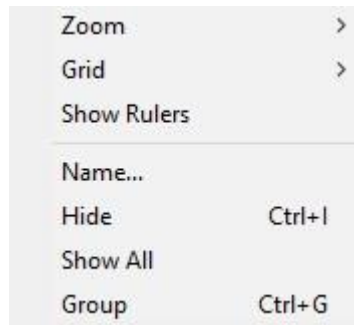
Right-Click menu

- **Zoom:** You can view the layout pane in different magnifications: from 25% to 400%.

- **Grid:** You can select a point size, the snap to grid command, or the show grid command.

- **Show Rulers:** Select to hide or unhide the rulers.

- **Name:** The name of the section in the layout. For example, title, notes and so forth.

- **Hide:** Select this to hide a section.

- **Show All:** Select this to unhide everything.

- **Group:** Select this command to group objects into one. Once you've grouped objects two more commands will appear on the right click menu.

- **Ungroup:** This command will ungroup the objects.

- **Lock Group:** This will lock the grouped items into one object.

15.6.5 Making Changes in the Edit Design Screen

You can make adjustments to your print design, such as font size, color, and style, and you can create and save your own original designs through this screen.

15.6.5.1 The Publish Palette

The Publish Palette is where you can make changes to the layout design, add borders, change fonts, colors and more. To access it, press the **Palette** button at the bottom of the Edit Design screen. It appears on top of the layout pane.

15.6.5.2 The Components

1. **Design:** Select from a list of different designs. When you change designs, the layout pane will change to match the new design.

2. **Layout:** Select the portion of the design you want to change in this field, such as the Table of Contents, Alphabetic Index, and Category Index.

There are four tabs on the Publish Palette window: *Object* , *Text*, *Page*, and *Hide.* Each of these tabs offers different options.

15.6.5.2.1 Object Tab

The Object tab allows you to make changes to the objects in your design.

Inside Margin: The text in an object usually fills the entire object without any space between the edge and the text. This may cause borders to touch or even overlap the text. To prevent this, use the Inside Margin option to add a gap between the text and borders. The larger the number, the larger the space between the text and border.

Background Button: You can change the background color of text objects with this button. The color on the button indicates the current background. An X on the **BACKGROUND** button indicates that there is no color attached to the selected background.

Hot Tip!
When using a background color, it looks better if you increase the inside margins of your object, even if you aren't using borders.

Border Lines: The Border Lines option gives your design visual impact by outlining and separating items. Click to add a border, click again to remove it. You can choose to have the border surround the item or be shown only on the top, bottom, or side. You can combine borders, too. To remove all border lines, click the box in the upper-left that looks like a dotted line all the way around.

Line Color: Select the Line Color that you want for your border. Colorful borders can often give your recipe some extra visual appeal. If the color you want is not visible, click More. to see additional colors. Of course, you need a color printer to print it out.

Line Style: When you have a border selected, click the Line Style button to see the different line styles you can select for your borders.

Line Size: In the Line Size box, you can choose how thick or thin you want the lines of the border to be. The larger the number, the thicker the lines.

Insert Text Button: The **INSERT TEXT** button allows you to insert a text object into your design. Click the button and type text in the box below.

Once you have inserted a text object, it becomes part of the layout and appears on every recipe. Inserting text objects helps you when you want to add a label. For example, you may want to add the text, "From Mike's Kitchen" to every recipe.

To make changes to an existing text object, select the inserted text object, and then make changes to the existing text in the text box.

Insert Graphic Button: The **INSERT GRAPHIC** button allows you to insert a graphical object into your design. Once you have inserted a graphical object, it becomes part of the design layout and appears on every recipe. You can use this to add decorative borders or clip-art to a design.

Group Button: To group objects, select them and click the **GROUP** button. This button will change to Ungroup after you've grouped objects. To remove a grouping, select the group and then click the **UNGROUP** button.

Hot Tip!

When adding borders to a group, make sure you also apply a margin to the entire group so there is spacing between the border and the objects in the group.
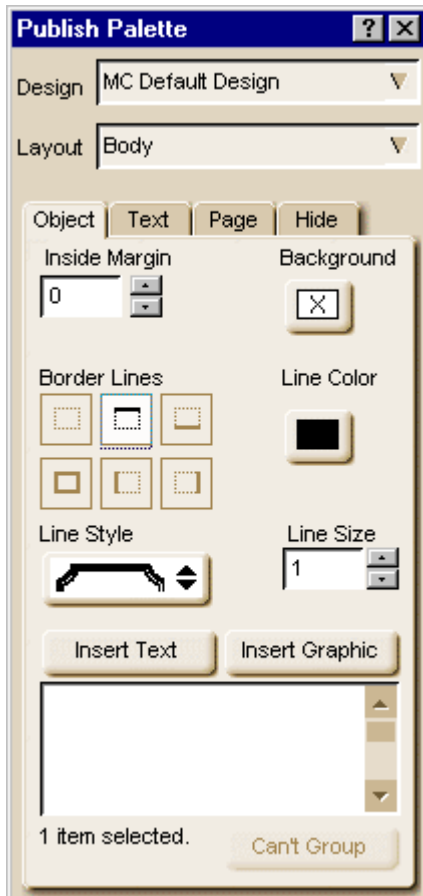
15.6.5.2.2 Text Tab

The Text tab has several options to change the look of the text. Before you can use the options in the Text tab, you must first have one or more objects in your design selected.

Font List: Click the down arrow in the Font field to see a list of all the fonts you can choose from.

Size List: Select the font size you want. Font sizes are listed in points.

Style: Choose P for plain, B for bold, I for italic, or U for underline. You can use a combination of bold, italic, and/or underline.

Color: Click the **COLOR** button to change the color of the font. If you can't find the exact color you want in this palette, click the **MORE** button and choose from even more colors.

Justify: Choose this option to line up the text of an object to the left margin, right margin, or center it.

Indent: Choose no indent, a first line indent, or a hanging indent.

Size: This option allows you to choose the size, measured in spaces, of the indent you specified.

Show Field Label: The **Show Field Label** command turns labels on and off. All objects have labels. An example of a label is *Servings*. The content of this label is the number *6*. In this case, you would probably want to include the label or the *6* would be isolated on your printout and you wouldn't know what it referred to. A check in the box toggles the command on.

A label will always be displayed in the format of "Label: object text" and print using the same font and style as the object text.
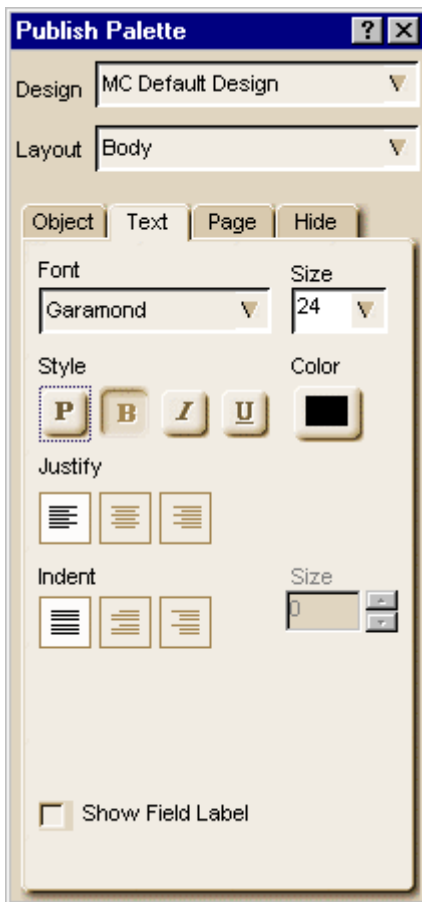
15.6.5.2.3 Page Tab

Click the Page tab to access options that determine how items on your page will be arranged for printing.

Paper List: Click the down arrow in the Paper field to select the type of paper you will be using.

Custom Button: Click this button for more paper size options. See the Custom Paper section below for more information on this option.

Columns: Select the number of columns you want on each page. The quick preview pane will not show multiple recipes so, to see what the columns will look like, use the **PRINT PREVIEW** button on the Edit Design window.

Orientation: You can choose to print your recipes vertically (portrait) or horizontally (landscape).

Start Options: You can choose to start new recipes on the next column, one after another, or on the next page. These options allow you to: (1) conserve paper by having the recipes follow each other as closely as possible or (2) provide more space between the recipes.

Folded Booklet: If this box is checked, your recipe information is printed as a folded booklet.

Numbered Pages: To number the recipe pages, check this box. Once you've done this, you can select the beginning page number for the printout. Type a number in the Beginning With box or use the down arrow to choose a page number.
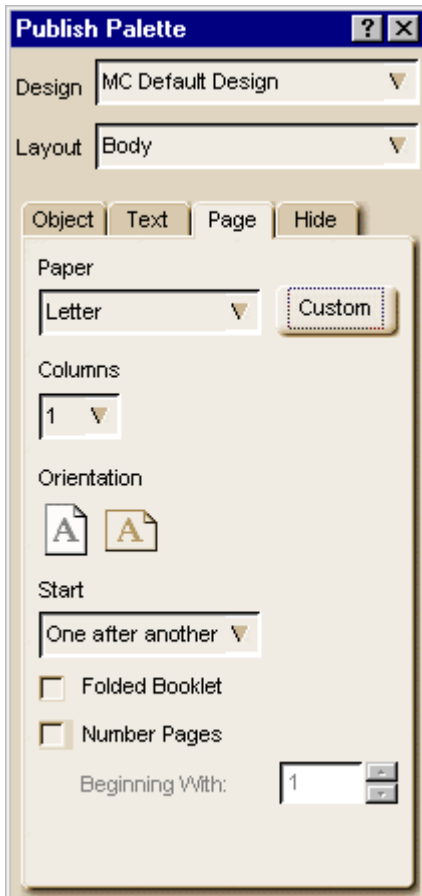
Custom

You can specify custom paper dimensions with this option. Several options are available:

- **Paper Size:** You can choose the width and height of the paper you plan to print on. The default is 8 1/2 x 11 inch letter size.

- **Paper Margins:** You can select the width of the margins on the left, right, top, and bottom of the page.

- **Multi-Section Templates:** You can create your own multi-section templates. Some of the papers available in the Name Paper field are Avery style papers (such as recipe cards, postcards, or labels style papers) that contain multiple sections.You can enter the number of sections both horizontally and vertically. You can also select the template margins on the left, right, top, and bottom.You may select up to 30 sections. This comes in handy if, for example, you want to print labels for your jars of preserves.

15.6.5.2.4 Hide Tab

The Hide tab allows you to hide certain objects in your print design. This is a great option when you know there are certain things you don't want printed. For example, you may not want to include the nutrition information in your printout.

Hide Element Options: Select the fields to hide in the *Hide Element when Printing* list. A check in the box indicates the item will be hidden in your design. An empty check box indicates that the item will be printed.

Show All Button: Click the **SHOW ALL** button to make sure all the fields are included in a printout. All the check marks will be removed in the *Hide Elements when Printing* list.

Hide All Button: Click the **HIDE ALL** button to hide all the items. Check marks will appear in all the boxes in the *Hide Elements when Printing* list.

NOTE: If you create a design with hidden objects, then decide that you want to include one of the hidden items, your design may be significantly altered. For example, in the layout you created the Notes object was hidden. Now you want to use this design to print out a recipe with notes you want to include.

Because the item was hidden when the layout was originally created, there is no guarantee as to where the notes will end up when you remove the check mark. Make sure to use the Print Preview to see where the notes appear. Adjust the layout if necessary.
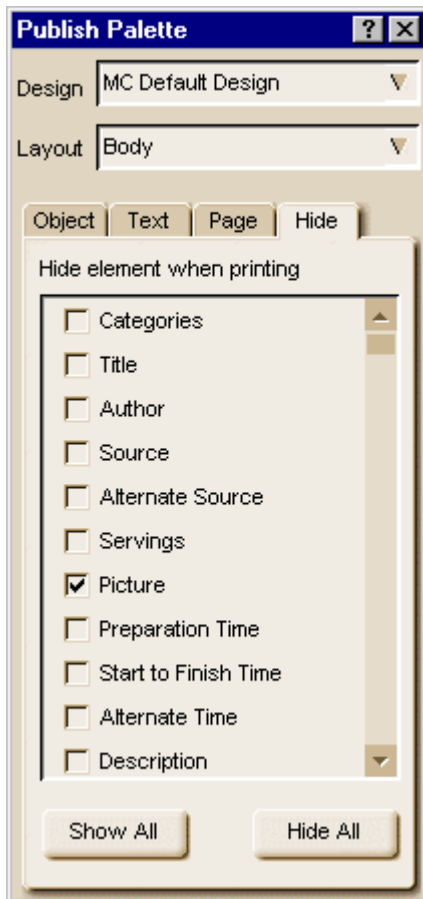
15.6.6 Printing Nutrition Labels

You can create custom nutrition labels for your own food items.

To create custom nutrition labels:

1. Open the recipe for which you want to print a nutrition label.

2. Click the Print/Publish icon on the toolbar, or use the Print/Publish command on the File menu.

3. Select the paper that matches your Avery style label paper or click the Custom button to create a new multi-section paper.

   . Select User Defined Size from Name Paper.
   . Enter your Paper Size and Margins.
   . Check the box next to Create Multi-Section Templates.
   . Enter the number of horizontal and vertical sections that match your label paper.
   . Enter the Template Margins.
   . Click Save As to save the paper under a new name.
   . Click OK to dismiss the screen.

4. Set the number of copies to the number of labels on a page. For example if your label page has 10 labels per page, type a ten in the Number of Copies field to print one full page of labels.

5. Click the Edit Design button.

6. Click the Palette button.

7. Click the Hide tab.

8. Hide everything but the Title and Nutritional Facts.

9. Click the Page tab.

10. From Paper, select the name of the custom paper you created or the appropriate Avery style.

11. Select One After Another from the Start field.

12. Click the Print/Publish icon on the toolbar.

13. Click the Print button.You may want to test your printout on regular paper before using the Avery style paper in case you have to make adjustments to your custom paper.

14. When you have the labels just the way you want them, put the label paper in your printer and click the Print button.

15.6.7 Creating Your Own Design

MasterCook's advanced publishing features let you control almost every aspect of the printed document from content and layout, to fonts, colors and borders. The final result will be your own unique cookbook.

To create your own print design tempate:

1. Open the recipe or other item you want to print and click the Print/Publish icon on the toolbar, or use the **Print/Publish** command on the *File* menu.

2. Click the **EDIT DESIGN** button on the Print/Publish window.

3. Use the **Save Design As** command on the **File** menu to save it as a new design with a different name.

4. Move or resize objects in the layout portion of the screen.

5. Click the **PALETTE** button to make changes or add things.

6. Click the **PRINT SAMPLE** button to print a sample recipe.

7. Click the Print Original Selection icon to start the print job.

15.6.8 Editing Category Headings for a Cookbook

When printing a cookbook, you can edit the category headings:

1. Open a cookbook.

2. Select **Print/Publish Cookbook** from the *File* menu.

3. In the *Print* window, add a **checkmark** to include the **Category Index** in the lower left corner of the *Print* window.

4. Press the **Edit Design** button.

5. View the *Publish Palette* window.

6. In the *Layout* drop-down menu near the top of the *Publish Palette* window, select **Category Index** from the drop-down menu.

7. In the lower right corner of the Edit Print Design screen, click on the **Change Recipe** button.

8. In the *Change Heading* window that appears, select a category name (appetizer, bread, etc.) and press the **OK** button.

9. On the left side of the *Edit Print Design* screen, you will see the category heading name. Select it and apply font attributes for it by using the *Publish Palette* window.

Note: When you save your changes, they are saved to the design that is listed at the top of the *Publish Palette* window.

15.6.9 Editing Directions Spacing in a Print Design

Use caution when editing the directions data field. There are several objects within the directions, and they interact with each other. If you wish to move the direction data field, you must carefully move the entire group otherwise you can corrupt the settings beyond repair.

TIP: Before you make changes to any design, make a copy of the design and make changes to this copy so you can retain the original.

After selecting a design in the Publish Palette window in the Edit Print Design screen, use the **Save Design As** command from the File menu to create a copy of the design. Use the **Save Design As** command as frequently as possible so you can save increments of changes and not have to start at the very beginning. This will save you much time if you need to go back to a previous revision or two.

You will know when you have the entire group selected because the black boxes on the left and right sides and the hashtags show what is selected. Below shows the entire group of directions selected.
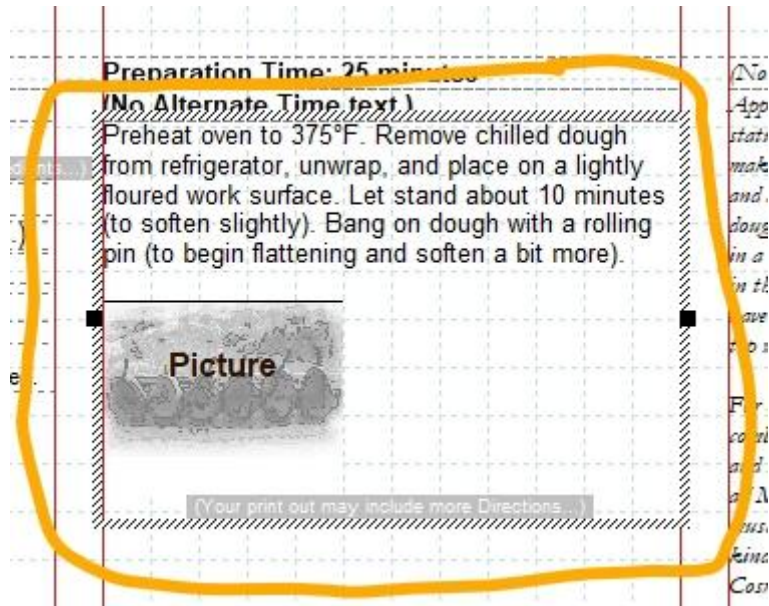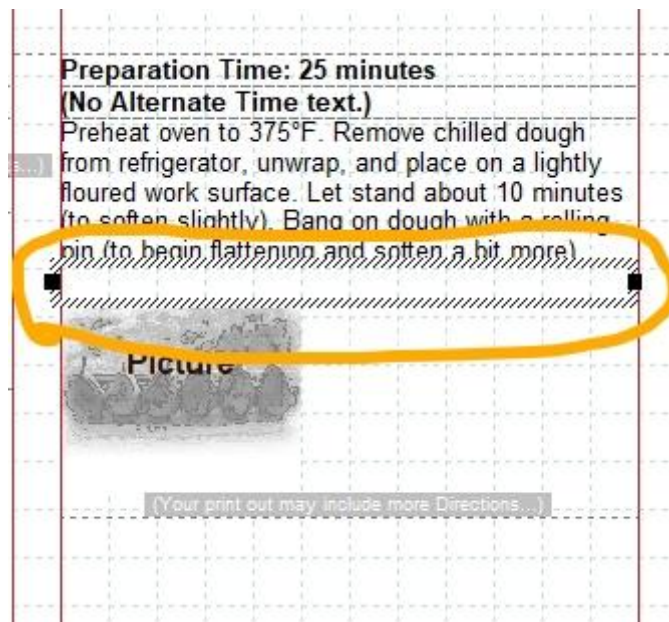
Directions Group Selected

In the Appetizers Design there are these items within the directions data field:

- Direction text
- Blank text box
- Direction image holder

In this screenshot below notice the blank text box is selected. It is the object between the direction text and the picture.


Direction Spacer Selected

You can tell it is the item selected because of the black squares on the left and right sides as well as the hashtags surrounding the data field.

While you have this blank text box object selected, go to the Object tab within the Publish Palette window and notice the Inside Margin setting is set for 1. This creates space.

- If wish to remove that space, change the Inside Margin to 0.
- If you wish to increase that space, change the Inside Margin to 2 or higher depending on your preference.
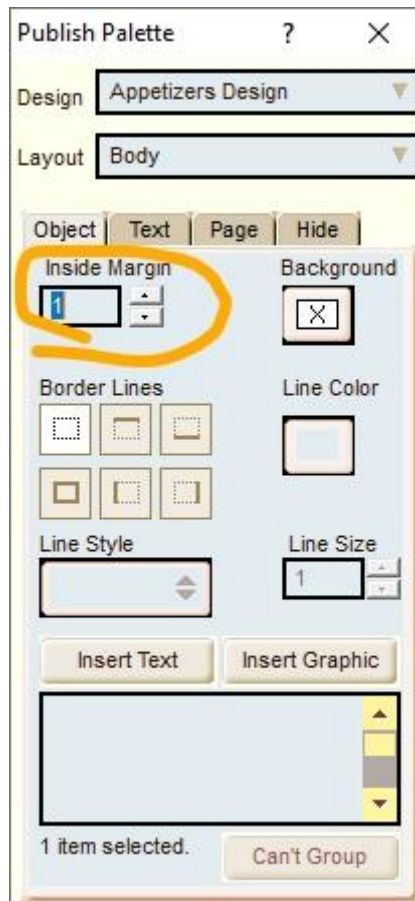
Inside Margin Setting

While this same blank text box object is selected, go to the Text tab. Notice the font size for this object is set for Arial 8 point size. This also controls the spacing.
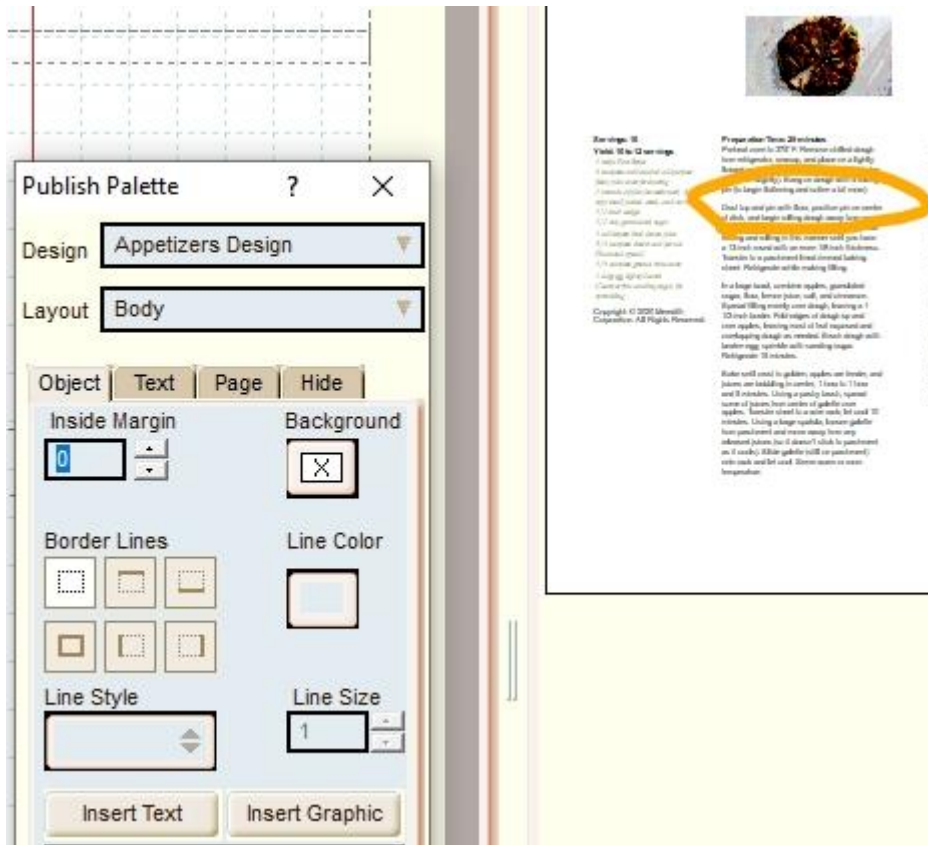
- If you change the font size to 4 it will reduce the spacing.
- If you increase it to something higher like 12 or 20, you will see the spacing is greatly affected.
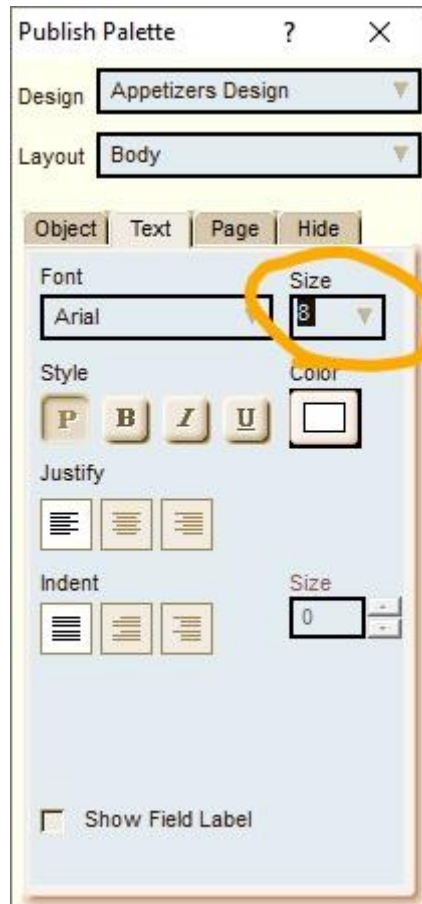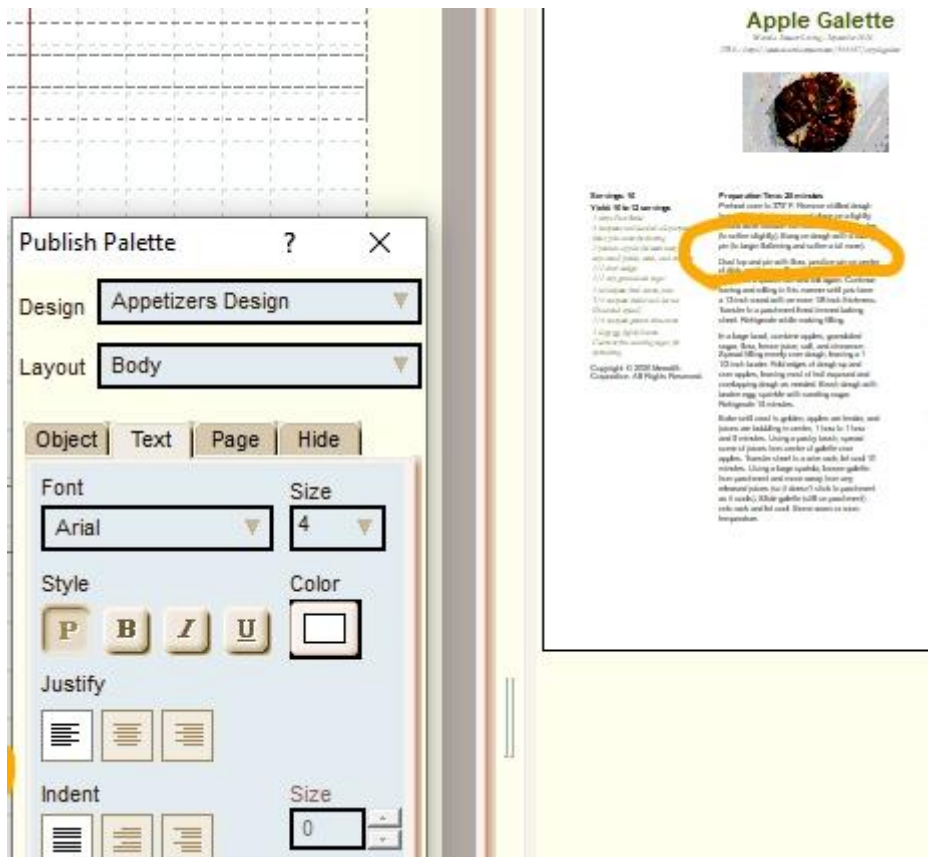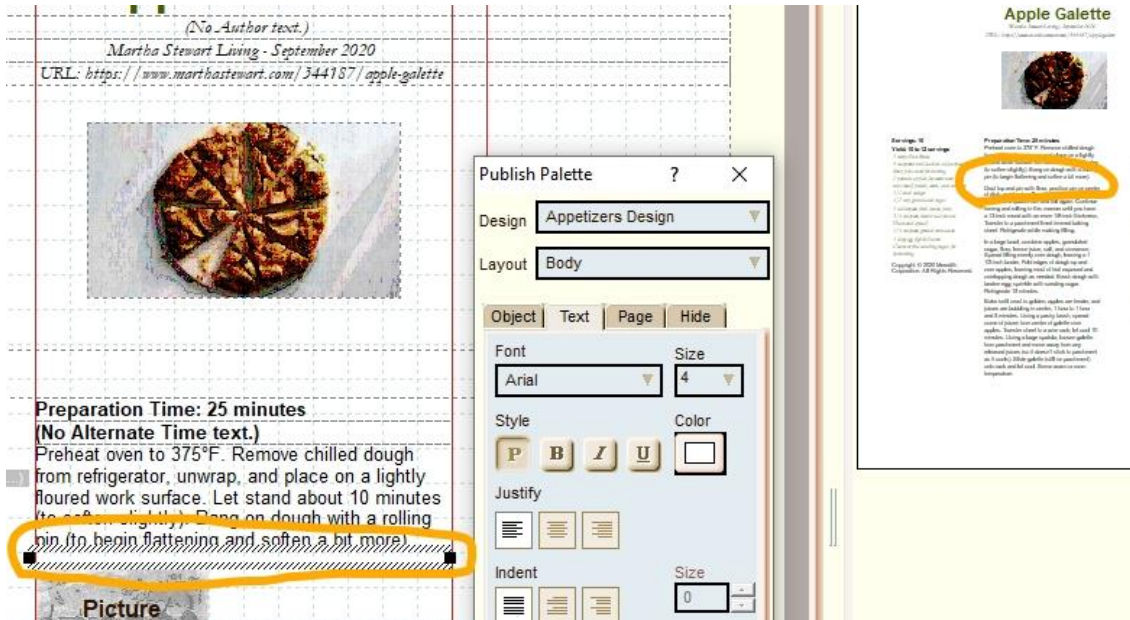
Font Size
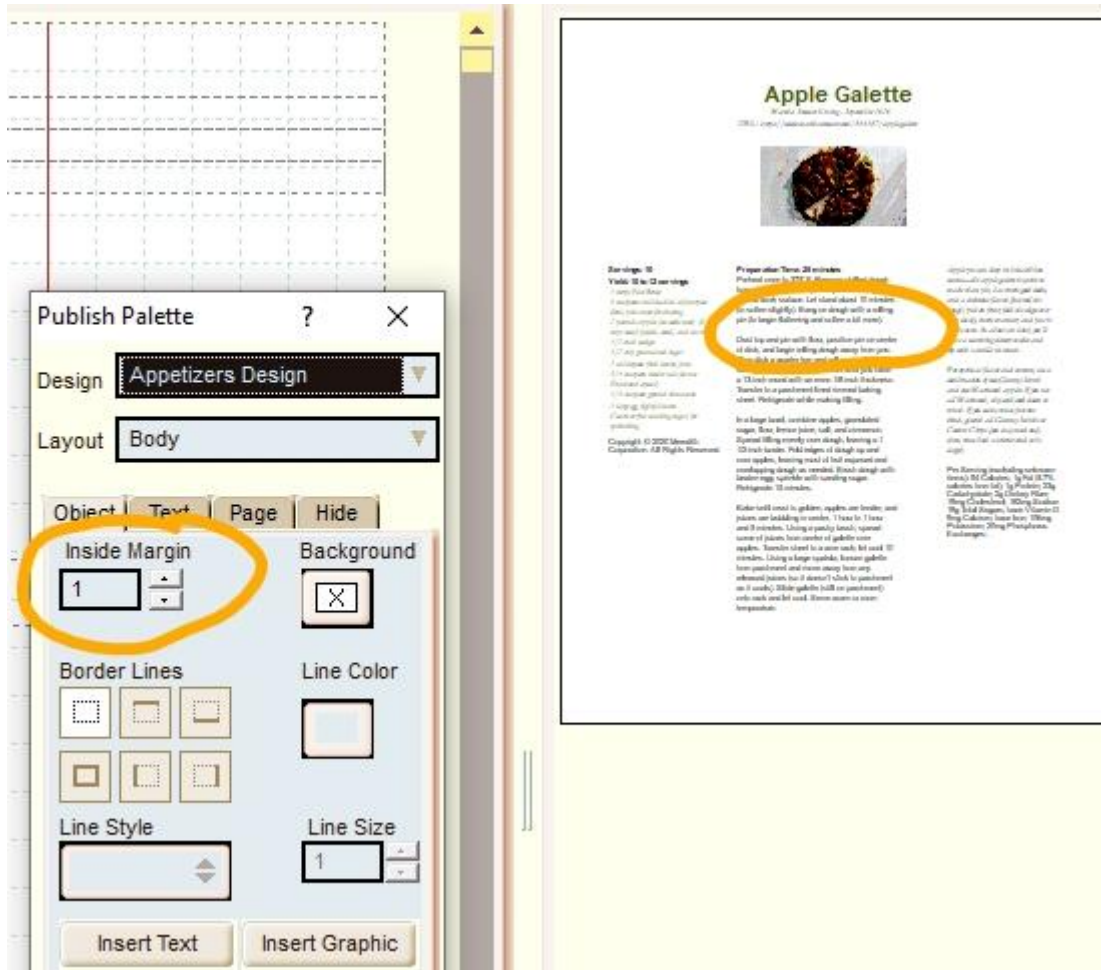
Inside Margin set as 1

Inside Margin set as 0

After changing the font size to 4, click on a different setting, such as the left Justify setting, so it will apply the font size change you made.

Additional Information

If you end up with several revisions and print designs that you wish to remove from MasterCook, close MasterCook and follow the two steps below.

1. Use Windows to browse to the MC Tools folder on your computer. The print design files are the *.mcd (MasterCook Layout) files within the MC Tools folder. Delete the files here.

2. Next, startup MasterCook and go to the Cookbooks screen. Select Refresh File List from the Tools menu. This will cause MasterCook to update itself to remove the items from the lists within the program.

16. Sharing with Others

There are several ways to share your recipes, cookbooks, menus, and meal plans with other people.

If they have MasterCook, you can use the Export and Mail window to export in one of the MasterCook formats. The .mz2 format can be opened by MasterCook 14 and newer versions. It includes the text and photos of your recipes. The person receiving the file can open it to import the recipes into their MasterCook program.

You can make a backup copy of your cookbook files and share those with another MasterCook user, they can use the Backup/Restore/Merge program to add them to the program on their computer.

If they don't have MasterCook you can create a text file or even a PDF file and share that with them. There are personal professional chefs who share entire meal plans with their clients as a PDF file.

16.1 PDF Files

You can print an entire cookbook or just one or a few recipes. If want to print just one recipe, view that recipe. Then use the Print command to print only that recipe. You can also print an entire menu or meal plan to a PDF file.

Windows comes with a free PDF printer installed on your computer. Select this as your printer when you want to create a PDF file from MasterCook. Instead of something being spooled to your physical printer, a PDF file is generated instead.

Otherwise, there are numerous free PDF creator programs on the internet. Download one of those programs. They install themselves as a printer on your computer.

For many years, several MasterCook users have printed their own cookbooks to create PDF files to share with friends, family, and even sell them on their website and at Amazon.

16.2 Text Files

In the Export and Mail window you can select to create a text file of your recipes. Many program can open and read text files.

16.3 MZ2 Files

You can export recipes to an .mz2 file to share with another MasterCook user who has MasterCook 14 or newer. When they receive it, they just have to open the .mz2 file and the recipes will be imported into a selected cookbook in MasterCook on their computer.

1. Select **Export and Mail** from the *File* menu in MasterCook on the computer. This opens the *Export and Mail* window.
2. Select the *Folder* tab in the upper left side of the window.

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3. At the top of the *Export* tab select a folder on your computer where you wish for it to create the .mz2 file.

4. Press the **MasterList** button to open the *MasterList* window.

5. Select recipes in the right pane of the *MasterList* and drag/drop them into the box as noted in the Export and Mail window.

6. In the *Export Options* select **MC 14 Format With Images (*.MZ2)** .

7. At the bottom of the *Export and Mail* window use the **Single File** setting and type in a name you want the program to use when it creates the .mz2 file.

8. The .mz2 file will have the name you typed and be in the folder you selected in Step 3 above.

17. Syncing with MasterCook.com

If you have a current subscription to MasterCook.com, you can continue to sync your online content with MasterCook. Select **Sync Manager** from the *File* menu in MasterCook. Then you can sign into your account at MasterCook.com so that MasterCook can sync with it.

If you have problems syncing, go to the *My Account* screen in the *Sync Manager* and press the **Logout** button. Then contact MasterCook Support for help.

Before you sign into the *Sync Manager*, please make sure you have a backup copy of your MasterCook files on the computer. This way if something unexpected happens, you can use the Restore From Backup to recover your files.

Important things not to do:

- Do not sync if you have not recently backed up your MasterCook files.

- Do not sync if you do not see your cookbooks listed on the right side of the Sync screen in the Sync Manager. **Logout** and contact MasterCook Support for help.

- Do not sync if you are having problems. Things will only get worse. **Logout** and contact MasterCook Support for help.

- Do not sync if you have duplicate online cookbooks. If recipes disappear from MasterCook on the computer when you sync, it usually is because you have duplicate online cookbooks, and it can only sync with one of them. **Logout** and contact MasterCook Support for help.

17.1 Best Practices

To ensure the best results when syncing, always do these two things:

1. When you are done syncing, go to the *My Account* screen in the *Sync Manager* and sign out of your online account.

2. Before you sign back in to sync again, **Refresh** MasterCook on the computer. Go to the *Cookbooks* screen. Select **Refresh File List** from the *Tools* menu.

17.2 Closing the MasterCook Sync Manager

In the upper right corner of the Sync Manager, click on the X. This leaves the program running but minimizes the program to the Windows System Tray (the lower right corner of your computer where your volume, internet, and other icons are).

Right-click on the My MasterCook Sync Manager icon in the Windows System Tray and select **Exit MasterCook Sync Manager.** See the screenshot below. This will shut down the MasterCook Sync Manager, so it is no longer running on the computer.
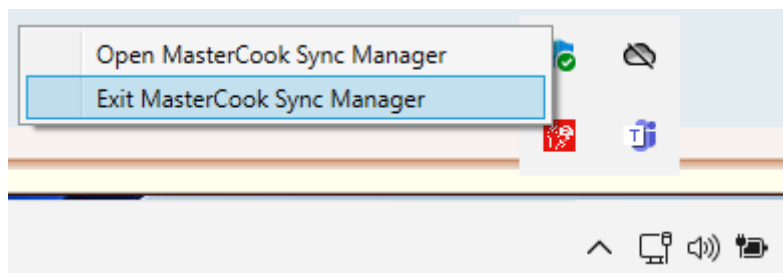
17.3 Sync Log File

In the Sync screen the Sync Log tab shows you the details of the syncing session. This data clears when the sync manager is closed. This data is now automatically saved to a text .log file on your computer, so you can review it later. Any text program can open the file and view it.

The file is named **SyncEntries.[DATE].log.** A new file is generated per day, if you sync.

18. Troubleshooting

If you have a problem with MasterCook, you can always send an email to support@mastercook.com . However, below are some problems and solutions that you might find helpful.

18.1 Fractions Won't Display or Enter in a Recipe

Select Preferences from the Edit menu. In the General tab make sure you have one of the fraction settings selected along the right of that window. such as the Combined Fraction/Decimal setting. You will want to double check the rest of those settings in the Preference window while you are there.

18.2 Program Shuts Down when Refreshing

All versions of MasterCook do this when you have a corrupt cookbook.

Follow the instructions below to try to find the corrupt cookbook:

1. Startup MasterCook.
2. Go to the Search screen.
3. Search for the word "apple" or something in all cookbooks.
4. It usually cannot search through a corrupt cookbook, so this is the quickest and easiest method to find the culprit.
5. If you receive an error during the search, do not close it.
6. Drag it off to the side a bit to reveal the name of the cookbook it is currently searching through. That cookbook is corrupt.
7. Go ahead and close MasterCook.
8. Use Windows to remove that cookbook's files from the collection folder on the computer.
9. Then startup MasterCook and refresh again.
10. Repeat if it has a problem until you have gotten rid of any other corrupt cookbooks.

Note: If you have backup files that are not corrupt, you should use them instead. You can follow the Backup/Restore/Merge article to restore your files from backup.

18.3 Syncing Problems

If you have a subscription to MasterCook.com and have problems syncing, you should immediately sign out of your online account in the *Sync Manager*. Go to the *My Account* screen in the *Sync Manager* program and press the **Logout** button. Remain logged out until you have found and fixed the problem.

If you want help, send an email to support@mastercook.com and let us know you have signed out of your online account and explain the symptoms you are having.

If you have duplicate online cookbooks, those will never be able to sync with MasterCook on the computer. Go to your online cookbooks web page and look at your list of cookbooks online to see if you have duplicates with your recipes split between them.

To fix duplicate online cookbooks:

1. Confirm you have **logged out** of your online account in the *Sync Manager* .

2. Go to your online cookbooks web page and use the **Download** link next to one of your online cookbooks to download it as a file to the computer. Be patient. Depending on the number of recipes and size of photos in that cookbook, it can take a while to download.

3. Keep a copy of the downloaded file as a backup.

4. Open the file you downloaded and MasterCook will prompt you to save it to the program on the computer.

5. Give it a new name and save it to MasterCook on the computer.

6. Repeat with your other duplicate online cookbooks.

7. Go to the *Cookbooks* screen and select **New Cookbook** from the *File* menu to create a brand new cookbook in MasterCook on the computer.

8. **Copy** the recipes from each cookbook you downloaded and added to MasterCook and **paste** those recipes into your new cookbook to combine all of the recipes into a brand new cookbook in MasterCook on the computer.

9. Backup your files at this point.

10. Go to the *Cookbooks* screen in MasterCook on the computer.

11. Select **Refresh File List** from the *Tools* menu to reset the syncing files on the computer.

12. Sign back into your account in the *Sync Manager* and go to the Sync screen.

13. Confirm you see your new cookbook with the combined recipes in the *Sync* screen and the *Status* and *Action* columns in the *Sync* screen show to *Add to Online Account* . If it doesn't, stop and contact MasterCook Support for further assistance.

14. Otherwise, sync your new cookbook.

Note: Sometimes it takes multiple attempts to sync all of your recipes within a cookbook. It will skip over a recipe that is taking too long, for example. So, if you get an error message and it tells you to try again, press the **Sync Now** button to try again. It will sync the recipes that remain.

The other most common cause of syncing problems is when you open cookbook files on the computer, especially backup copies. The program is actively using and syncing with the cookbooks that are inside the program. If you open a backup copy, you will cause confusion and problems for the program. If you have done this, go to the *My Account* screen in the *Sync Manager* and press the **Logout** button. Go to the *Cookbooks* screen in MasterCook on the computer and select **Refresh File List** from the *Tools* menu. This causes MasterCook to forget about files you opened outside of the program.

Hot Tip!

You should never sync if you do not see your cookbook listed on the right side of the Sync screen. You should never sync if the *Status* and *Action* columns in the Sync screen do not display expected or appropriate messages. For example, if it says it is going to remove something, and you are not expecting that, then you should not sync. **Logout** of your account in the *My Account* screen and contact MasterCook Support for help.

There are more syncing topics at the MasterCook Support website, and it has a search feature.

19. Appendix

19.1 Capabilities and Limitations

Program

Maximum collections in program	No Limit
Maximum number of cookbooks in program	No Limit
Maximum number of categories per cookbook	No Limit

Maximum number of recipes per cookbook*	12,000
Maximum ingredients per recipe	No Limit
Maximum number of servings per recipe	9,999

* Although there is a limit of 12,000 recipes in a cookbook, your cookbook file sizes are affected. There is a 2 GB file size limit on the computer. The .mc2 file contains the text of a cookbook. Its companion .mcx file contains all of the photos used in a cookbook. **If you inserted really large photos and the .mcx file exceeds 2 GB, you will lose your photos in the cookbook.** They won't be recoverable. You can avoid this if you resize and compress your photos using the tool that was first added in MasterCook.

Data Fields

FIELD	CHARACTERS
Title	255
Description	255
Amount	10
Unit	25
Ingredient	255
Preparation Method	255
Directions	10,000
Notes	6,000
Category Name	30
Cuisine Name	30
Rating Name	30
Author	255

Copyright	255
Source	255
Alt Source	255
Suggested Wine	132
Serving Ideas	6,000
Custom Times (Name)	31
Prep Time	5
Total Time	5
Custom Time	5

19.2 Keyboard Shortcuts

HOTKEY:	FUNCTION:
CTRL + A	Select All
CTRL + B	Cookbook Browser
CTRL + C	Copy
CTRL + D	New Window
CTRL + E	Ingredient List
CTRL + F	Find or Replace
CTRL + G	Import Assistant
CTRL + H	Search Screen
CTRL + I	Insert Row
CTRL + J	Nutritional Analysis
CTRL + K	Spell Check
CTRL + L	MasterList
CTRL + M	Export & Mail

CTRL + N	New Document
CTRL + O	Open
CTRL + P	Print Selected or Open Document
CTRL + Q	Quit
CTRL + R	Meal Manager
CTRL + S	Save
CTRL + T	Tips
CTRL + U	Favorites
CTRL + V	Paste
CTRL + W	Close Window
CTRL + X	Cut
CTRL + Y	Redo
CTRL + Z	Undo
CTRL + DEL	Clear
CTRL + SHIFT + Right Arrow	Increase Font Size
CTRL + SHIFT + Left Arrow	Decrease Font Size
Left Arrow	Left One Unit
Right Arrow	Right One Unit
Up Arrow	Up One Unit or Line
TAB	Next Field or Button
Down Arrow	Down One Unit or Line
ALT + A	Add To
ALT + B	Recipe Browser Screen
ALT + C	Contents Screen
ALT + E	Edit Menu
ALT + F	File Menu

ALT + G	Edit Recipe
ALT + H	Help Menu
ALT + I	Ingredients Menu
ALT + K	Scale
ALT + L	Look Up/Link To
ALT + N	Wine List
ALT + P	Print Design
ALT + R	Open Recipe
ALT + S	Substitutions
ALT + T	Tools Menu
ALT + U	Customize Book
ALT + W	Website
ALT + X	Edit Ratings
ALT + Y	Yields and Equivalents
ALT + Z	Analyze Cost
ALT + F4	Quit
F1	Help menu
ESC	Cancel
DEL	Delete
ENTER	OK
HOME	To the Beginning of the Line
END	To the End of the Data
F12	Save As

19.3 License Agreement

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accepted during program installation. To see the End User License Agreement after installation, open the License.txt file in the product's program folder. Any use, reproduction or redistribution of the program not in accordance with the terms of the End User License Agreement is expressly prohibited.

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