
Help Topics

Title: Options Form

Sub Title: **Options Form**

The opening form is called the "Options" form and the different options are given on individual colored bars.

1. Add or Edit a New Recipe.
2. Search for a Recipe by Name.
3. Search for a Recipe by Food Group.
4. Add or Find an Ingredient
5. Preview Recipe Index
6. Glossary in Regional Names.
7. Graphic Pics of Ingredients.

On the Side Bar on the right you have command buttons to open other forms:

Switchboard - takes you to the Main Switchboard

Calories Table

Help button

Search Recipe by Ingredients

Search Recipe by Region

QUIT THE WHOLE PROGRAM.

Individual Help will be given on each Form.

Title: Options Form

Sub Title: **Add or Edit a New Recipe.**

This is the Main Recipe Collection Form,

In this section you will learn how to add a new recipe. You may collect this from friends, or your own experience, or from the internet, or from books.

The top section has to be filled before entering ingredients or method.

Top section, contains all fields that are common to a recipe. It gets a R.No automatically in an incremental order. This is known as the "AutoNumber"

htm = the number generated by the Mangrecs program and refers to the file name of the web page.

Recipe Name = a name given by you. There can be no two names with the same words. Thus if you have a "Wedding Cake" of two kinds, then you must give a suffix number as "Wedding Cake 1" Wedding Cake 2 etc. If by any chance you have given a name twice the computer will reject the recipe. In that case, view the recipes in "Datasheet View" by clicking View on the Menu bar and sort the recipes names in an ascending order by first placing the mouse in the column, then clicking Records in the Menu bar and then selecting Sort, ascending order.

You can then check how the previous name has been given. You just enter the recipe again, with a new name and a suffix.

Food Type = decides in which Group the recipe will be placed. By clicking the down arrow select the group.

On the second line:

Region: = relates to the region where the recipe is used. You can modify this table or add new regions. To do so, click the button "Modify" placed below the field. After doing the modification, close the table by use of File/Close.

Source = From where you got the recipe. This is for your own use, and to find details in case of discrepancies. This table also can be modified and new sources added.

Details = Type the reference, page number, web address etc.

Third Line:

Command Buttons:

Options, when clicked opens the Options Form.

Print Out: opens the recipe in report and you can print it, or send it by email or with Tools, Publish in MS Word, transfer the same to Word format and then paste it on the Group mail.

Search or Add Ingredients: Opens the Ingredients form and you can add, modify any ingredients not added before. After adding a new ingredient, close the form. In the Add or Edit recipe form, in the ingredients column, place your mouse and press F9 to refresh the records, and then type the first letters of the ingredient and it will appear and when it is the right one, you move ahead.

The Middle Section:

This has the ingredients, which are cut and pasted on the web page. To select the table, click on the gray square on the top left corner. When the body changes its color it means it is "selected" - if you press CTRL+C it gets copied to the clip board which is a section of the CPU. You can also click Edit, and Copy.

The columns are

Quantity: which has to be typed. See other recipes for example. You can use a numeric data, like 1, 2 or Text data, like Half, Full etc.

The Second column is Measure and you get it by typing the first letters or by looking for it by using the drop down arrow.

The third column is Ingredient Name. You type the first letters or if you want, click the down arrow and select the ingredient.

The fourth column is Description; which is additional information which you can type.

The bottom section

This is the area where you type the method. If you click on the label "method" the area gets selected and then you copy the usual way and paste it on the web page.

When the Recipe is done, go to the next record and type another recipe.

You do not need to do all the work in one day. It can be done in stages, and if you stop the work, it still gets saved and you can continue. But the first top section has to be completed at least, in order to save the recipe. If some fields are left empty, it will reject it. By trial and error, you will know it.

Title: Options Form

Sub Title: **Search for a Recipe by Name**

This is a table format with columns and rows with information about the Recipes in this Collection.

If you know the name, then this is the shortest way to find your recipe.

At the bottom there is a row of command buttons with Alphabet letters, and clicking each one, will show in the list above, the Recipes starting with that letter.

You can scroll up and down the list, with the help of the scroll bar on the right.

When you have found the recipe you have been looking for, then please place your mouse arrow on the line, and click it. The recipe opens and it is the same one which was discussed in the previous section. All the commands on that form can be used with equal ease. For details read the previous section.

At the end Close the form by clicking the button at the bottom.

Title: Options Form

Sub Title: **Search for a Recipe by Food Group.**

This is a Search List of all the recipes in the collection, just like the previous one. The difference is in the method. In the previous one you used the first letter of the Recipe Name. In this you search by the Food Type you gave for each Recipe, when preparing the Recipe in the first Form.

These Groups are given at the bottom. Click on a group, and all the recipes belonging to that group will appear in the list above.

Click on a line, bearing the name of the Recipe, and it will open and you can print it, send it to your friend via email and use all the features available.

Close the form when you have done with it.

Title: Options Form

Sub Title: **Add or Find an Ingredient**

In the Add/Edit Recipe, you have to use Ingredients to describe the material to be used in a recipe. Up till now, many ingredients have already been added, but sometimes new ones may be needed and have to be added. By clicking this button you add the new ingredients, or change the description of an existing one.

Choose the name you are likely to use. Like fresh chillies, the name starts with "Chillies" - but powders and pastes, I start using "Chilly" - thus a new sequence of names starts.

Ingredients appear in ascending order of their names.

The Ingredient number is automatically generated. You have to specify the name, Ingredient Type from a list, and Category also from a list. The Category is needed to sort recipes by Ingredient.

When your input is done, close the form. Click on Help when needed.

Title: Options Form

Sub Title: **Preview Recipe Book**

A dialog box appears with three choices. This report is for printing or just viewing. You can make a PDF file, by choosing PDF 995 in the Printer Selection. PDF files can be transported via email.

Partial Report - give Food Type in the purple drop down list.

Full Index - produces only recipe names.

Full Recipe Book - Generates a full book, but the file is large for printing. Better print on continuous stationary.

Title: Options Form

Sub Title: **Glossary in Regional Names**

When you click this, you can view the different names of ingredients in regional languages.

Title: Options Form

Sub Title: **Glossary in Pictures**

You can view a picture of the ingredient and a description about it.

Title: Options Form

Sub Title: **Side Bar.**

Calories,
Information

Help

Search Recipe by Ingredient:

Specify the Ingredient Category

Choose from drop down list, the name of the ingredient in that list.

Open Form, it opens a form listing all the recipes using that ingredient. Click on a line and the recipe opens.

In the same way
Search by Region

You can choose the Region Name by using Navigation buttons and see a list of recipes within each. By clicking the name of the recipe, you open that recipe.